

Closed Captioning in Live Rooms

Last Modified on 03/27/2025 8:25 am IST

i Legacy notice

This article documents the **legacy KME Room**. For information on the new room, please visit the **new Kaltura Room documentation**.

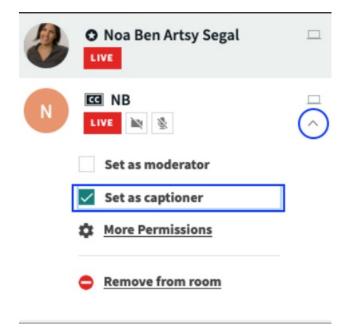
Use the Kaltura Meetings Captioning Tool to enable a captioner to write out captions for other participants.

How To Set A Closed Captioner? (Host,Instructor)

Instructors can set anyone in the session as a captioner - including themselves. In order to set someone as a captioner:

- 1. Find the name of the preferred captioner in the participant list.
- 2. Click the drop down **V** next to their name.
- 3. Click Set As Captioner.

Once set as captioner, the closed captioning icon (CC) will appear next to their name.



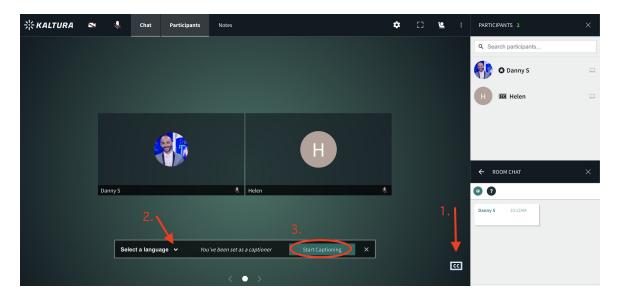
How To Begin Captioning? (Captioner)

Once set as a captioner, this person is ready to caption. The captioner must:



- 1. Hover cursor in the bottom right and click the **CC** (closed captioning) icon.
- 2. Select a language.
- 3. Click Start Captioning.
- 4. Begin typing.

Participants who enable closed captioning in a session will see what the captioner is typing.

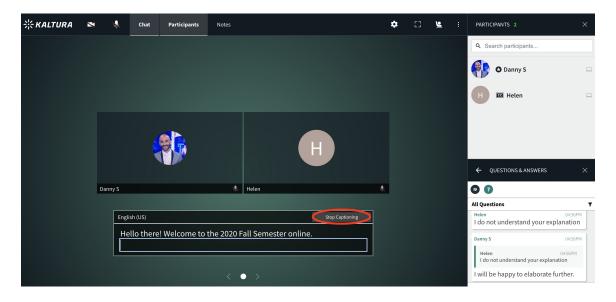


How To Stop Captioning? (Captioner)

Once a captioner is finished captioning, they can stop captioning. The captioner must:

1. Click the **Stop captioning** button.

The *Captioning Has Ended* banner will display for participants.



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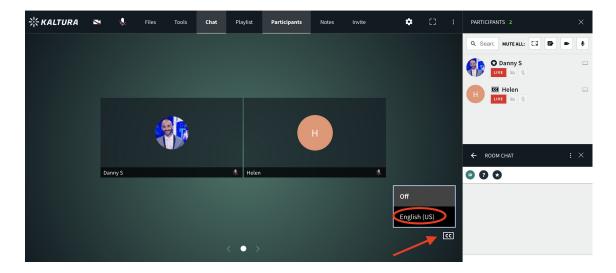
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How To Enable Closed Captioning? (Participants)

Participants in the session can view captions with the click of a button. Participants who want to receive closed captioning must:

- 1. Hover cursor in the bottom right and click the **CC** (closed captioning) icon.
- 2. Select a language.
- 3. The text being written by the captioner will appear on their screen in real time.

[If there is no room captioner, participants using Google Chrome can enable live captions. Please check out Enable Live Captions In Google Chrome for more information.



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