

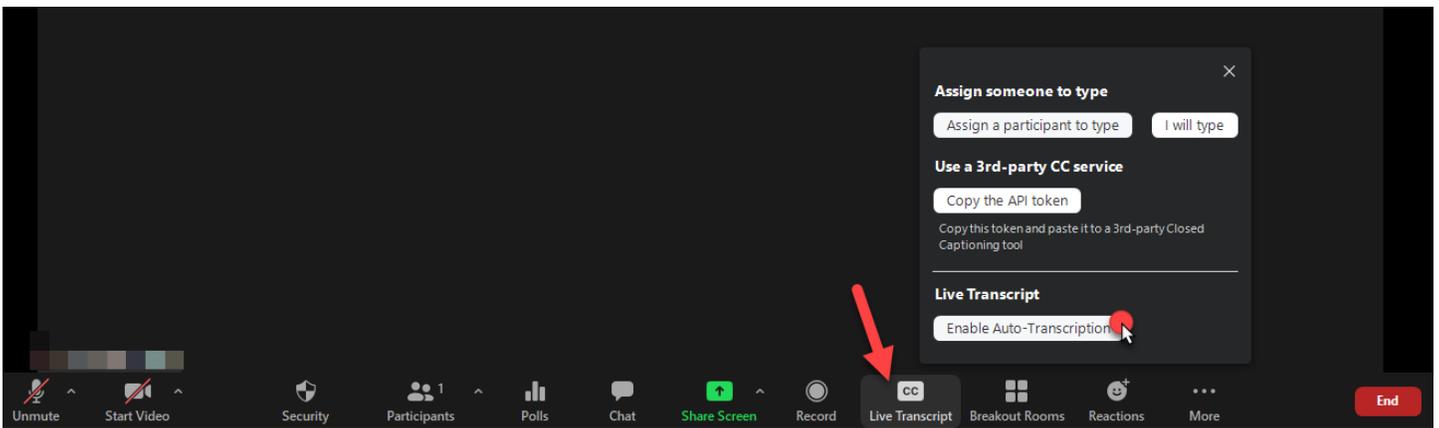
Live Transcription in Zoom – Quick Guide

Introduction

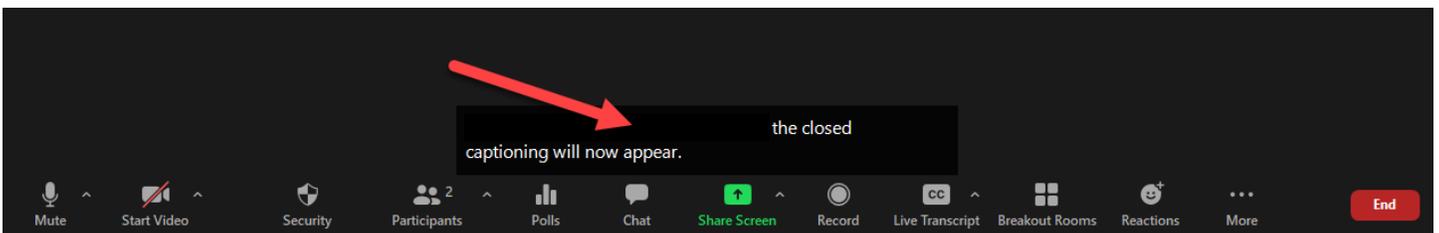
Zoom provides AI-powered live transcription for APSU licensed accounts. This can be enabled by the host, and any participants can view the captioning as needed. Live transcription only supports English and it is recommended that you speak clearly for best results.

How to use Live Transcription

Once you have started a meeting and are a host, click on the “Live Transcript” button in the menu bar. Next, click on “Enable Auto-Transcription” from the pop-up menu.



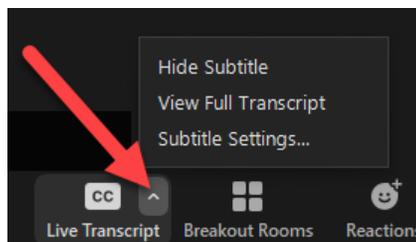
The live transcript will appear as closed captioning at the bottom of the meeting window.



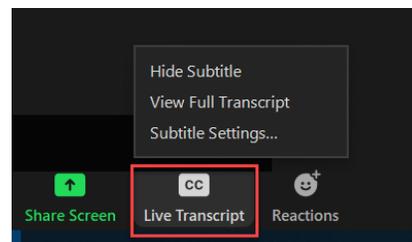
When the live transcription is turned on, hosts and participants are given 3 options.

For hosts: There is a ^ next to the “Live Transcript” button that gives 3 options when clicked.

For other roles: There is no ^. Simple click on the “Live Transcript” button to access the same 3 options.

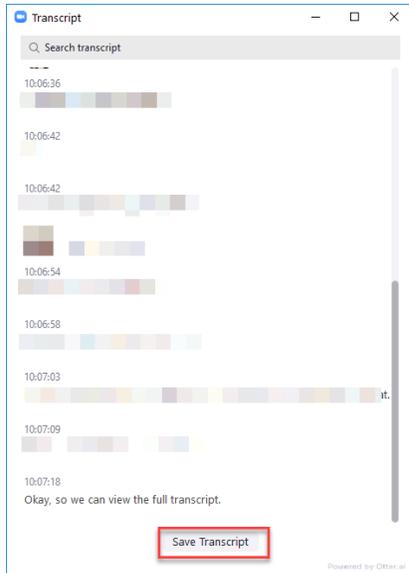


Host View

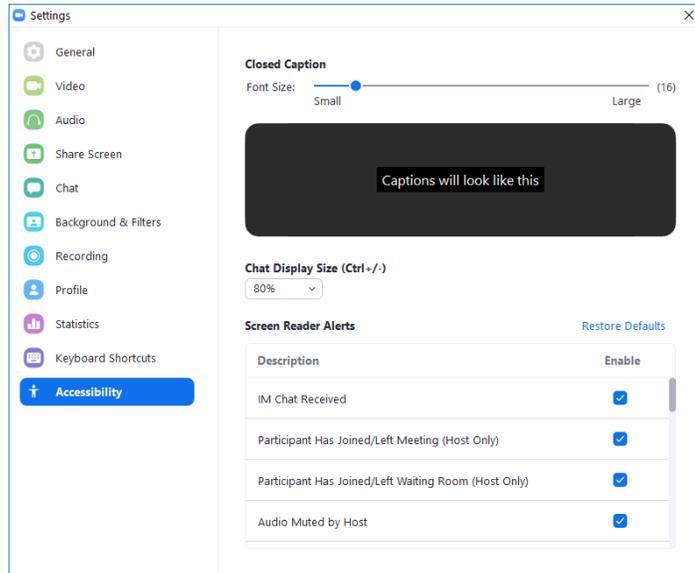


Not Host View

- **“Hide Subtitle”** allows users to turn the subtitles off. Once they are turned off, the option in this menu changes to **“Show Subtitle”** which turns them back on. Users can toggle them on/off as needed on an individual basis.
- **“View Full Transcript”** includes speaker, time stamps, and the subtitles. This menu option changes to **“Close Full Transcript”** once open so users can toggle it on/off. By default, all meeting participants have the ability to save the full transcript as a local file on their computer. The host can turn this off in their meeting settings at apsu.zoom.us. Please note, this will impact all of the host’s meeting and will prevent the host from saving the transcript as well.
- **“Subtitle Settings...”** allows users to personalize how they want their subtitles to function and appear.

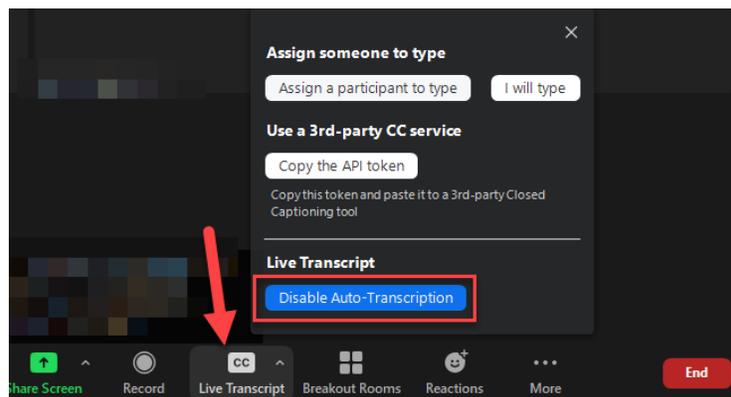


Full Transcript Window



Subtitle Settings Window

Hosts have the capability of toggling live transcription on/off throughout the meeting. Click on the **“Live Transcript”** button (not the ^) and click **“Disable Auto-Transcription”** to turn it off.



Live Transcription Limitations

The accuracy of Zoom’s live transcription feature depends on many variables, such as but not limited to:

- Background noise
- Volume and clarity of the speaker’s voice
- Speaker's proficiency with the English language
- Lexicons and dialects specific to a geography or community
- AI may not transcribe accurate speaker information when people are talking simultaneously.

Please keep this in mind when deciding whether or not to enable this feature.