Zoom supports both **CART captioning** (in which a trained professional attends the meeting and types captions in real time) and **ASR (computer-generated) captioning**.

### Turn on CART Captioning

**Before you start**, you will need to:

- Have booked a CART captioning service for a meeting or webinar in advance of the event
- Have a host or alternative host role of the Zoom meeting or webinar you are captioning

Shortly before the event start time, the meeting or webinar host should:

1. Start the meeting.
2. Wait for the captioner to join.
3. In the meeting controls bar, click the **arrow next to Show Captions or More > Captions**.

![Zoom Captions Control Panel](image)

4. Click **Set Up Manual Captioner**.
5. Set "Enable manual captioner" to **On**.
6. According to the instructions the captioning service provided in advance, **EITHER**:
   - Click **Assign a participant to type** and choose the captioner from the Participant list (which enables them to type directly into Zoom) **OR**
   - Click **Copy the API token** and share it with the captioning service using your pre-arranged method. Click the **Subtitles available** notice that indicates the caption feed has started and choose **Show subtitles** to display captions to participants.
Warning: Do not end the meeting after copying and sharing the API token! A new, unique token is created each time you start a meeting, **even if you use the same meeting link.**

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**Turn on ASR Captioning**

Automatic Speech Recognition (ASR) captions and transcripts are available for any Zoom meeting hosted by a Bryn Mawr College Zoom account. **As a default setting, any participant can turn on captions for a meeting.** To turn on captions for a meeting, do the following:

1. **Start** the meeting.
2. In the meeting controls bar, click **Show Captions** or **More > Captions > Show Captions**.
3. Select your language (English is the default) and click **Save**.

Once one participant turns on captions, all participants will be able to see them. Click **Show Captions** or **More > Captions > Show Captions** to do so. Click **Hide Captions** or **More > Captions > Hide Captions** to turn them back off.

Captions can also be viewed as a transcript by all participants. This can be accessed by clicking the `^` icon next to **Show/Hide Captions**. From there, select **Captions > View Full Transcript** (or **Captions > Hide Full Transcript**) to make it go away.

If you want a saved record of the transcripts, be sure to record the meetings to the cloud. That way, you will be able to **access the recording and transcript in Panopto**.
Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

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