



Version 1.0 List of things & steps needed to setup **FREE** captions for Zoom meetings

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(Picture of setup)

Things needed:

1. Android Pad or Smartphone – with Zoom installed. Also need to install “Live Transcribe” app (LT) from Google Play Store.

Note – Any old or new android device will do with or without cellular service. Just need to be able to connect to the Wi-Fi and download Zoom & Live Transcribe app. Also make sure the permission of audio of Zoom app within settings of the device is marked off so LT can work. You may also have to put device into Airplane Mode to stop notifications or interruptions. However in “airplane mode” make sure Wi-Fi remains on.

2. Decent external speakers attached to PC or Laptop. Place the Android device near the speaker for clear audio.

Note – You will not be able to mute your computer at any time during the meeting or captions will stop. You will need to be in a quiet room without disturbance.

Setup Instructions:

1. Sign in or join Zoom meeting with Android device. No audio or video is needed with this device.

2. Share screen of Android device within Zoom and open the Live Transcribe app. Speak into it to make sure it is ready.

Note – Due to LT captions being shared on screen no one else will be able to share screen within Zoom. If one needs to share something else on their screen LT captions will have to be removed momentarily to allow something else be shared.

Optional if needing to save transcript of meeting:

1. Turn on “save transcript.” Note: transcripts are only saved for 3 days.
2. When meeting is done copy the whole transcript email to yourself.
Note – Double check that you copied all of the transcript. Sometimes not all is saved at once. May need to copy and paste more than once.
3. Copy from email and paste to a blank page within Word. Note if the words are “white” it may disappear in a “white” background. May need to highlight all content and make turn text to black.
4. From there save transcript to a folder for future usages and/or email to group as needed.

Note from me: *Version 1.0 is the simplest setup. It is best done with decent external speakers. If audio is too quiet LT will not work well. Just remember you will not be able to mute your side due to audio being needed for captions during the meeting.*

If you want to have freedom to mute yourself due to disturbance, for example, you may want to consider Version 2.0 setup. Version 2.0 is also good when you do not want to tie up your main computer and/or be a part of the meeting.

Future improvements to the above setup may occur and if it does I will update with newer version of setup.