

Zoom: Participant – Viewing Live Transcription

Zoom Live Transcription feature is available to use by meeting hosts.

Zoom’s Live Transcription feature automatically transcribes the audio and speech from a Zoom meeting or webinar to text for participants to view during the session.

This feature is enabled by the host once the meeting or webinar begins via the “Live Transcript” – “Enable-Auto Transcription” within Zoom meeting controls.

Then, Participants will still need to select the “Live Transcript” button on their Zoom meeting controls and select if they want to view subtitles and/or live transcript. Otherwise, participants will not see the transcription/closed captions.

Requirements for Zoom participants viewing transcription

If using Zoom desktop client: Windows, macOS: Zoom version 5.0.2 or higher

If using Zoom mobile app: Android and iOS: Zoom version 5.0.2 or higher

[How to update Zoom](#)

Disclaimers:

- Zoom Live Transcription is AI (machine)-generated. 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 geography or community

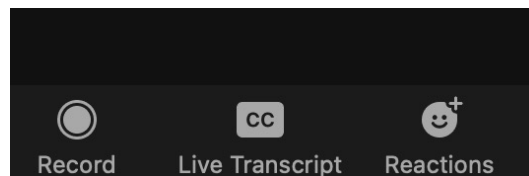
Because of these limitations, if you are required to use speech-to-text support for any compliance needs in your meetings and webinars, we recommend using a [manual captioner](#) who may be able to guarantee a specific accuracy.

- At this time, Live Transcription is not available for Breakout Rooms

Viewing Live Transcription

Once Live Transcription is enabled, participants will need to choose how they want to view the transcription feature. Note: If you join the session after Live Transcription has already been enabled, you will only see the transcript from the point in which you joined (no prior transcript)

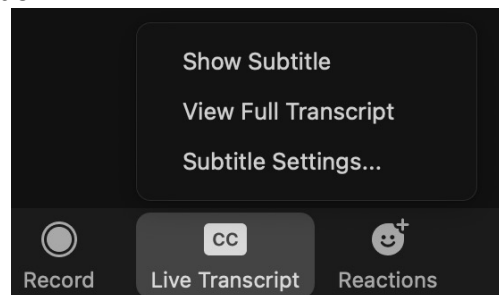
1. Select “Live Transcript” in the Zoom meeting controls (On mobile, select “More”)



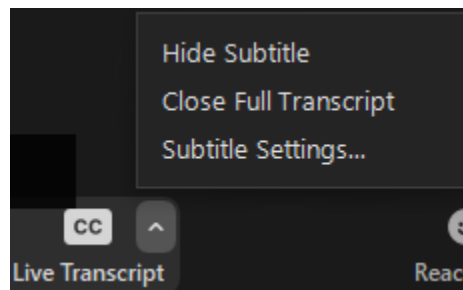
2. Select “Show Subtitles” to view subtitles on the screen.

Select “View Full Transcript” to view a transcript with speaker's name and a time-stamp within the transcript window.

“Subtitle Settings” will open a window where you can adjust the font size of both the subtitles and the chat window.



3. To turn off subtitles or transcript, select “Live Transcript” and select “Hide Subtitle” or “Close Full Transcript”.



Zoom Support

Please contact UNIT if you have any questions (Phone: (610) 519-7777 - Email:

support@villanova.edu)