Quick Reference Captioning Guide for

WebEx Meeting Center

Request Live Captioning

There are generally two reasons a meeting host would require captioning. Either the event will be recorded/archived and/or available to the world and therefore must be Section 508-compliant or a hearing-impaired person will be present during the event and requires captioning in order to participate. Additional fees will apply for closed captioning services, which are produced through a third-party captioning service vendor.

For additional information please refer to:
http://video.nih.gov/webex/index.html#accessibility

Enable WebEx Closed Captioning

To enable closed captioning:

1. Login to *nih.webex.com*
2. Select the **Meeting Center** tab.
3. Select **Schedule a Meeting**.
4. Go to the **Advanced Scheduler** option.
5. Specify the Meeting topic and password.
6. Select **Meeting Options** from the right navigation menu.
7. Select the **Enable closed captioning** checkbox.

To record closed captioning:

1. Start the WebEx meeting.

Note: Please ensure that the 'Closed Captions' panel is visible.

2. If not, select **Meeting > Options > Enable Closed Captioning.**
3. To assign the 'Closed Captionist' role, right-click the Captioner's name from the 'Participant panel' and select **Change Role To > Closed Captionist.**
4. Select **Meeting > Recorder Settings > Record on This Computer.**

Note: Please Ensure that the 'Record Audio from This Computer' option is selected.

5. Select **Meeting > Recorder Settings > Record on This Computer.**
6. Select **Start Recording.**
7. *The WebEx Recorder Setup window will appear.*
   a. Select the **Record on my computer** radio button
   b. Select **Start Recording**
8. *The Save Recorded Meeting As window will appear*
   a. Specify the **File Name**
   b. Click **Save**
9. *The Recorder Panel will appear.*
   a. Select the record button and the **Record PC Audio** checkbox.
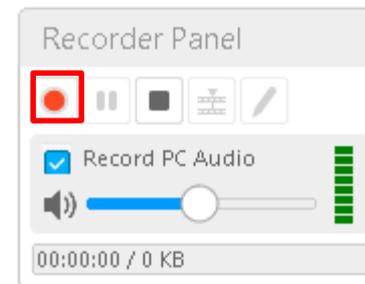
   b. Select the stop button once the meeting is complete.

The recording will be stored on your desktop as a **Windows Recording Format (.wrf)** file.