Cisco webex

Relay Conference Captioning: Embedded Relay Conference Captioning using WebEx

Instructions for WebEx participants:

How do I access Embedded Relay Conference Captioning through WebEx Event Center or Webex Meeting Center?

The organizer/host of the event will provide a web link via email. **(3)**

The event number **(1)** and meeting (event) password **(2)** (if applicable) will be specified in the email. Opening the provided link **(3)** will connect you to the WebEx login screen.

Topic: Trade Show Conference Call
Host: Barbara Smith
Date and Time:
Wednesday, July 18, 2018 10:00 am, Eastern Daylight Time (New York, GMT-04:00)
1 ▶ Event number: 555 444 321
Registration ID: This event does not require a registration ID
2 ▶ Event password: xyzxyz123

To join the online event
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3 ▶ Click here to join the online event.
Or copy and paste the following link to a browser:
https://abcd.webex.com/abc/jphp?ED=56798502&UID=00000000

Step 1:

At the login screen, type in your name, email address and event password **(4)**, and then click the "Join Now" button **(5)** to go into the **WebEx Event Center** or **WebEx Meeting Center.**

To join this event, provide the following information.

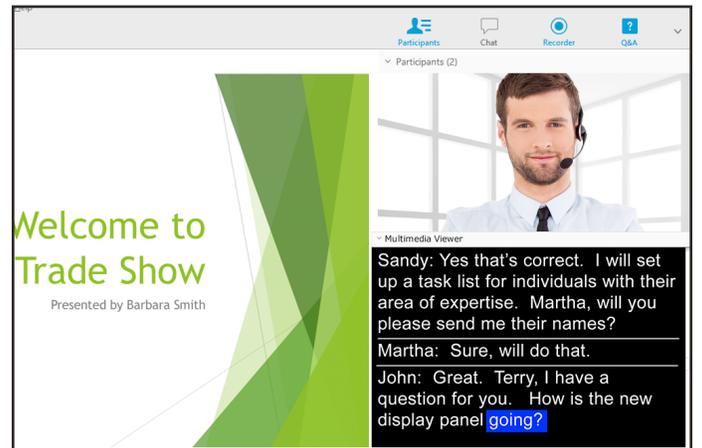|	
First name:	David
Last name:	Michael
Email address:	dave@dmm.com	**◀ 4**
Event password:	••••••••

Join Now **◀ 5**

Step 2:

To view captions on the screen, simply select a down arrow then select Multiviewer on the pulldown menu **(6)**. Or another option is to click a Multimedia Viewer link at the bottom right. **(7)**
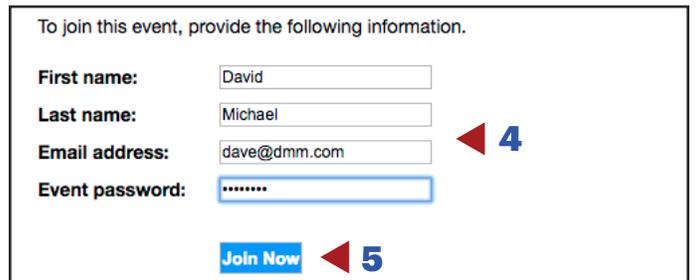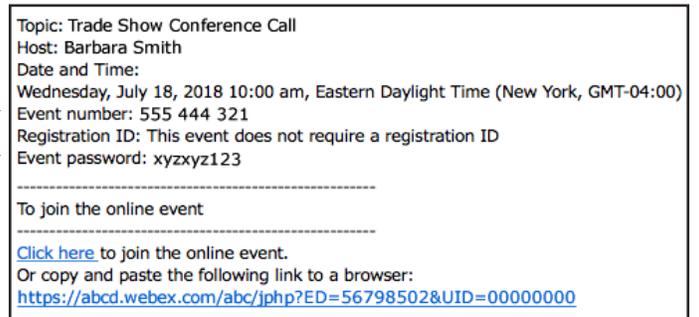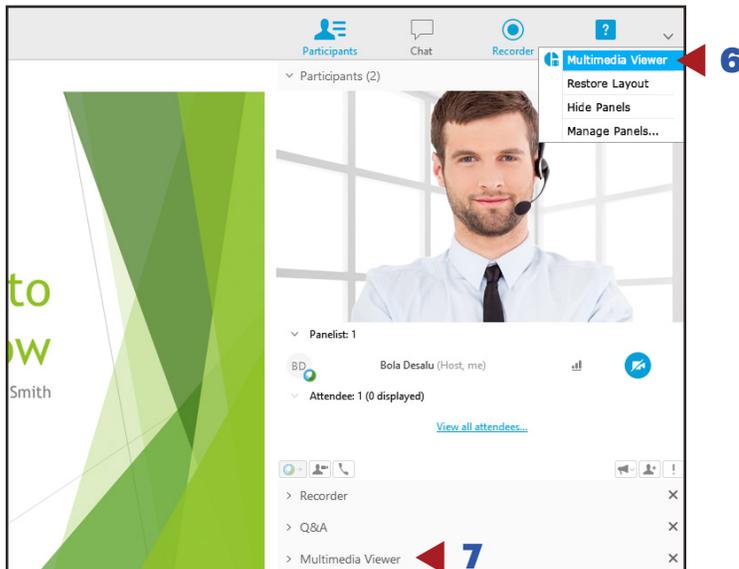
Step 3:

Embedded captions are visible on the lower right of the screen while an embedded presentation is on the left side.

Sandy: Yes that's correct. I will set up a task list for individuals with their area of expertise. Martha, will you please send me their names?
Martha: Sure, will do that.
John: Great. Terry, I have a question for you. How is the new display panel going?

NOTE:

The Multimedia Viewer window can be moved to any part of the screen that is best for the participant.

Instructions for organizers/hosts:

How do I embed captions into WebEx?

If you are using **WebEx Event Center** or **Webex Meeting Center**, you can embed captions into your event by using the "Multimedia Viewer" panel in WebEx. You will need to embed the following link using the steps below. You must make sure to change the event ID on the end of the URL to the number you received in your confirmation e-mail.
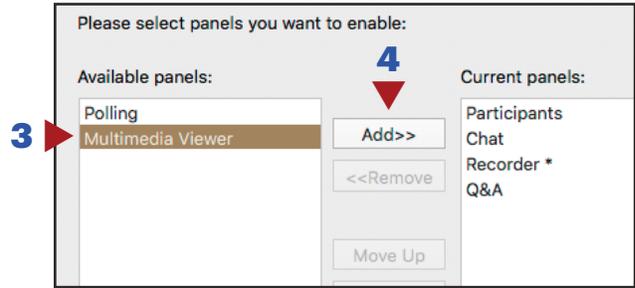
Step 1:

When the host of the event begins the session, they first must open the Multimedia Viewer panel. They do this by clicking **(1)** on View > Panels > Manage Panel **(2)**.
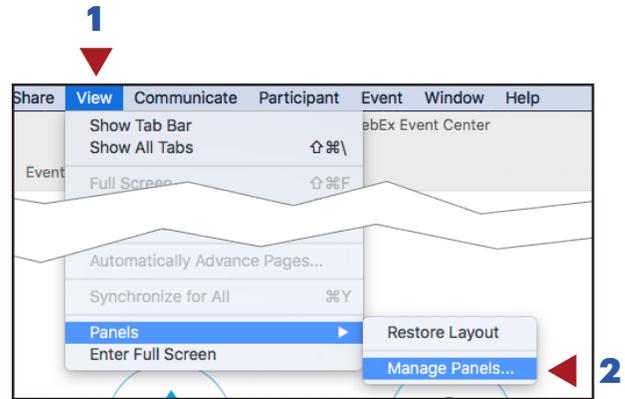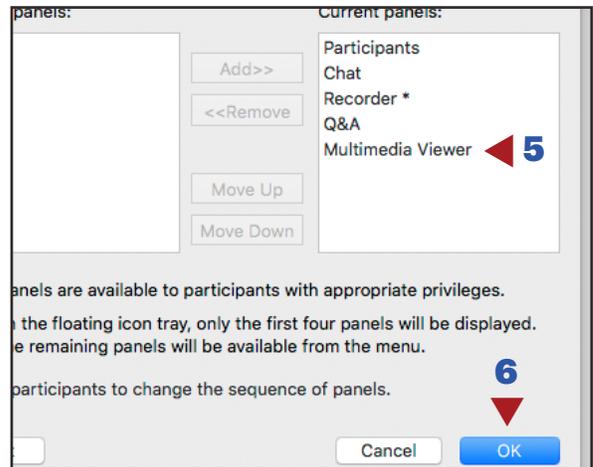
Step 2:

This opens the Manage Panels window. Here the host will need to move the Multimedia Viewer into the Current Panels. They do this by selecting Multimedia Viewer **(3)** and then clicking on the ADD button **(4)**.

Once the Multimedia Viewer panel is in the Current Panels **(5)**, click OK **(6)** to close the Manage Panels.
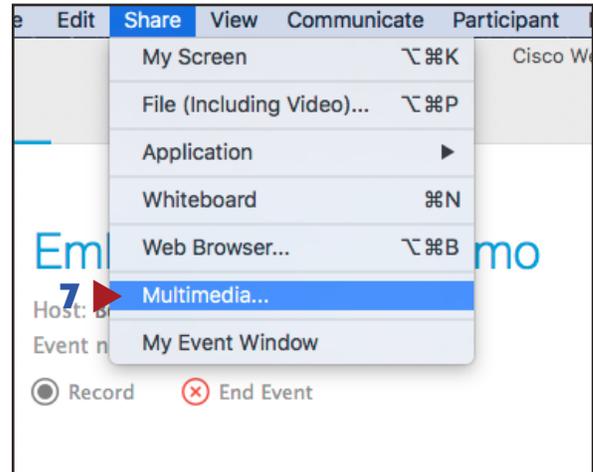
Step 3:

The host will need to click on Share > Multimedia **(7)**. This will open new window and you will need to copy and paste the embedded link into this box.
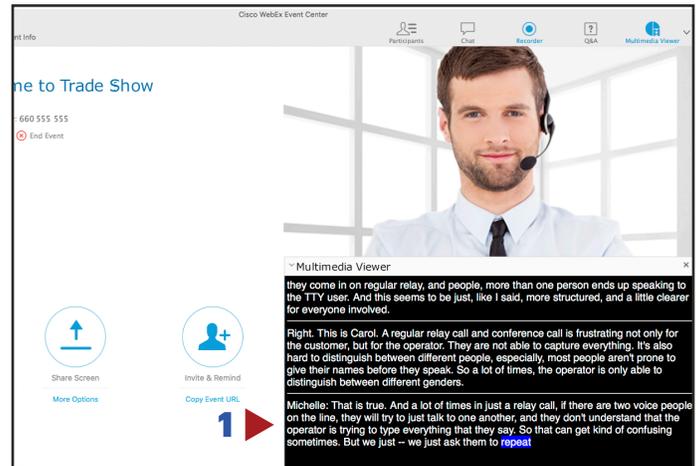
Example: http://www.captionedtext.com/client/embed.aspx?EventID=555444321

Make sure to change the event ID to the confirmation number you received in your confirmation e-mail.
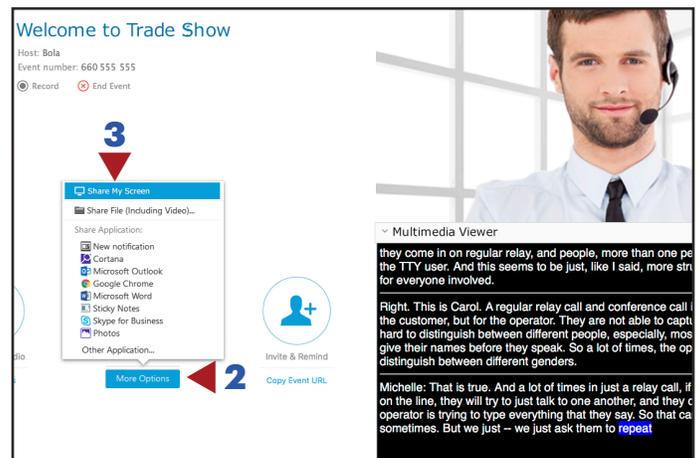
Step 4:

Once the link is embedded, captions will begin streaming in the Multimedia Viewer panel.

Step 5:

If the host prefers to share particpation's desktop in full screen mode, click More Options **(2)**, and then select Share My Screen **(3)**.
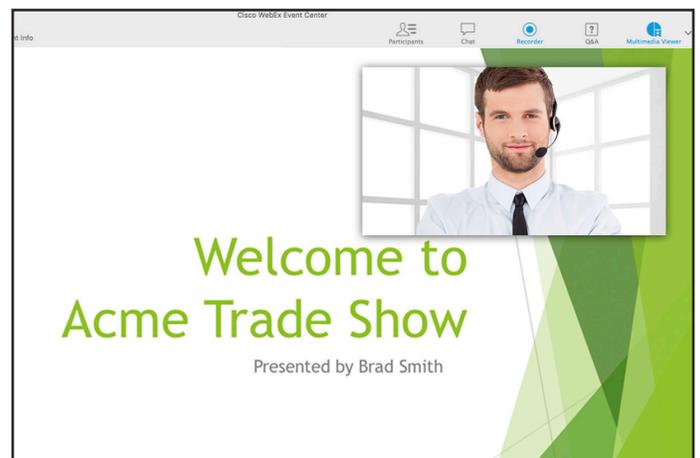

The presentation slide is now on the full screen mode **(4)**.

NOTE:

The embedded captions will not be visible on the host's screen however they are visible to participants only.

Support:

Scheduling Department
Office: (833) 250-2784
E-mail: RCC@sprint.com
Fax: (877) 877-3291

Technical Department
Priority Tech Support: (833) 250-2784
E-mail: RCC@sprint.com

Technical support is limited to the functions of Relay Conference Captioning and is not designed to assist participants with issues related to their computer, Internet connection, conference calling provider, etc.

Hours of Operation
Scheduling or Technical Department is available Sunday through Saturday 24 hrs day/ 7 days a week.

Relay Conference Captioning service is available from 8:00 AM to 6:00 PM local time.

Emergency Support
24-Hour Emergency Support: (833) 250-2784

Please limit calls to the 24-hour emergency number to "on-air" or "during live event" problems or issues.