

## Relay/ICS Platforms

### **How do I access captions through *WebEx Event Center*?**

The requestor/organizer of the event will provide a web link (e.g. <https://abc.webex.com/abc/j.php?ED=56798502&UID=00000000>)

The meeting password and codes (if applicable) will be specified in the email. Open up the link in your web browser. Captions will stream on that page/link. If you do not see captions streaming, contact the organizer of the event.

### **How do I access captions through *WebEx Meeting Center*?**

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To view captions, open up another browser, and go to [www.captionedtext.com](http://www.captionedtext.com). In the upper right corner, enter your 7-digit confirmation number provided to you by the organizer of the event.

### **How do I access captions through *Adobe Connect (formerly Adobe Breeze)*?**

The requestor/organizer of the event will provide a web link (e.g. adobe link: <http://connect.careeredonline.com/r00000000/>) to the participants. Open up the link in your web browser. Captions will stream on that page/link. If you do not see captions streaming, contact the organizer of the event.

### **How do I embed captions into WebEx?**

If you have WebEx Event Center, you can embed captions into your event:

The CaptionedText embedded player can be easily integrated into any existing website. This player can be placed in any location a standard HTML page could be placed. It is compatible with framesets and is completely customizable. Simply place the URL to your CaptionedText event in the "src" attribute of your frame. Or place the HTML below on any page. Be sure to change "999999998" to your CaptionedText event id (in [blue](#)), then you can resize to best fit your website by changing the values in [red](#). This tag should be all one line (do not put a return anywhere between the IFrame tags).

For advanced customization instructions such as: font type, color, size and background color please visit our [configuration page](#) .

**I am an *Adobe Connect (formerly named Adobe Breeze)* customer. How do I embed captions into my event?**



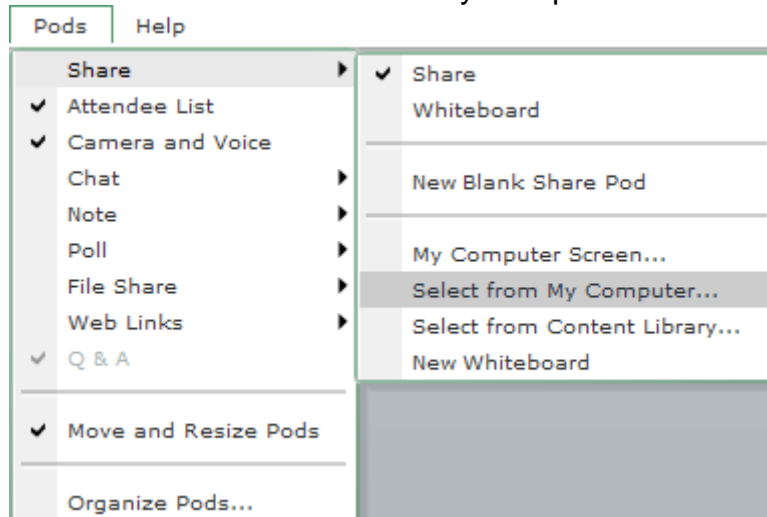
## Connect Meeting Instructions

### Step 1: Download the Captioning Pod

- Download the ZIP file containing the [captioning pod](#).  
(Right-click the above link and choose "Save Target As..." in order to specify the location where you'd like to save the ZIP file.)
- Extract downloaded ZIP file to a temporary folder on your computer.

### Step 2: Add the Pod to Your Connect Meeting

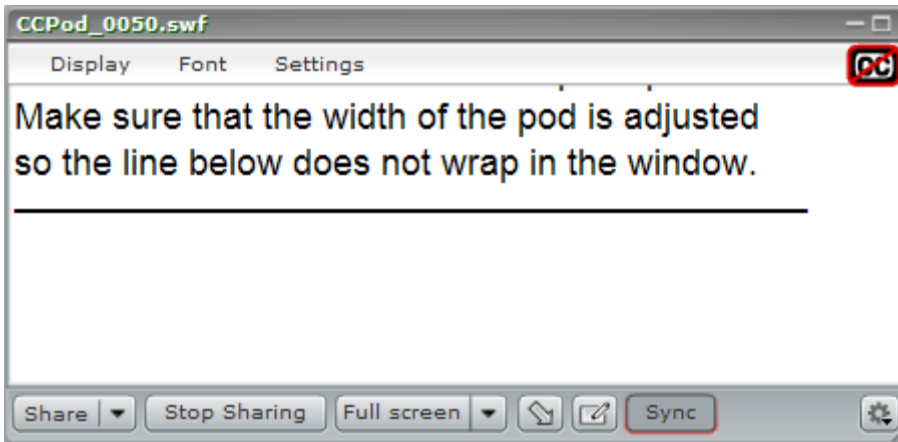
- Go to the URL provided by Connect for your meeting and follow the instructions you find on the website to begin your meeting.
- Once your meeting is running, select the following menu item:  
Pods -> Share -> Select from My Computer...



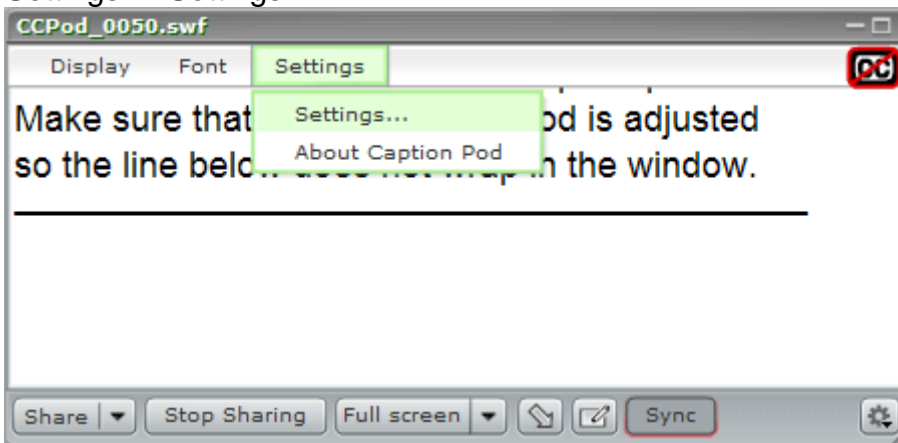
- Locate the Pod you downloaded in Step 1, then click Open.  
(Note: the file extension for a Pod is ".swf".)

### Step 3: Initiate Captioning

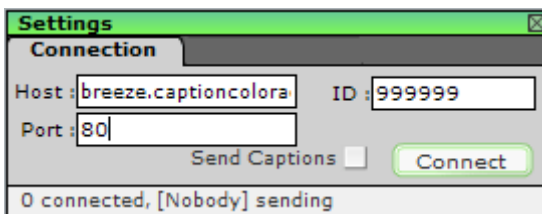
- Once the pod is loaded, click on the Closed Captioning logo in the upper-right corner of the window - this will activate the menu bar, which provides Display, Font and Settings functions.




- Open the settings dialog by clicking on the following menu item: Settings -> Settings...



- In the settings dialog, enter the following settings:
  - Host: connect.CaptionColorado.com
  - ID: Enter your Caption Colorado Event ID / Confirmation Number  
(Note: The Event ID / Confirmation Number should have been received by the person who ordered the event from Caption Colorado as part of their confirmation email.)
  - Port: 80



- Click the Connect button to connect to Caption Colorado. Once you are connected, the Closed Captioning logo should turn green, indicating that the connection has been made. 
- Check the "Send Captions" checkbox - this allows captions to flow through into the meeting through the captioning Pod.

- Your meeting is now ready to receive captioning and you may close the Settings box by clicking on the X in the upper-right hand corner of the dialog.

(Note: should you get disconnected from the captioner during your Connect session, the CC logo will turn red as in the screen shots above. In that case, simply re-open the settings dialog, re-click the connect button, and re-select the "Send Captions" checkbox to recover your connection.)