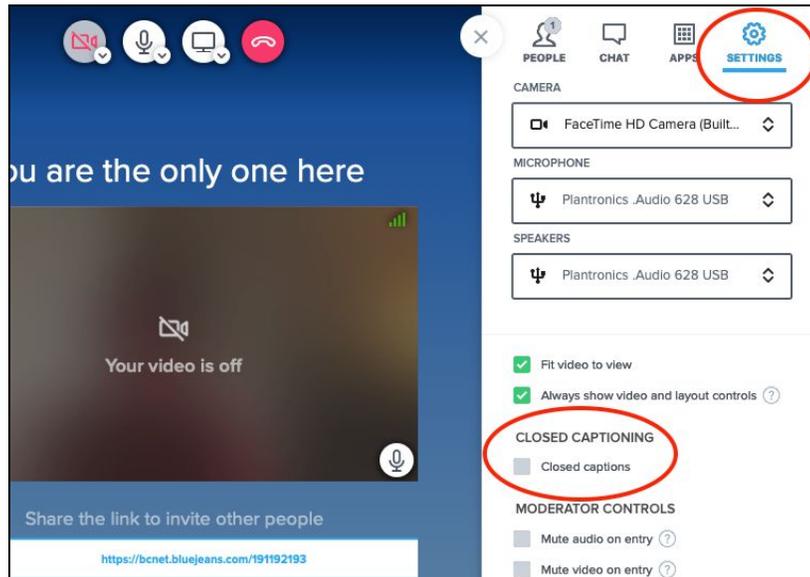


BlueJeans: Closed Captioning

How to turn captioning on/off:

While in a call you can turn captions on by hitting Settings and then checking the Closed Captions box:

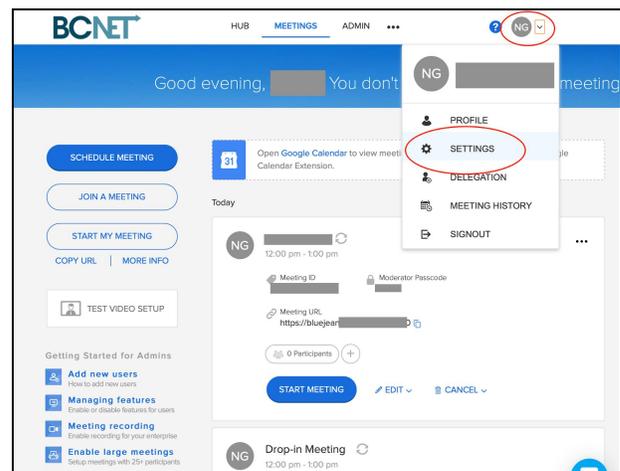


How to include captions and a transcript to your session recording:

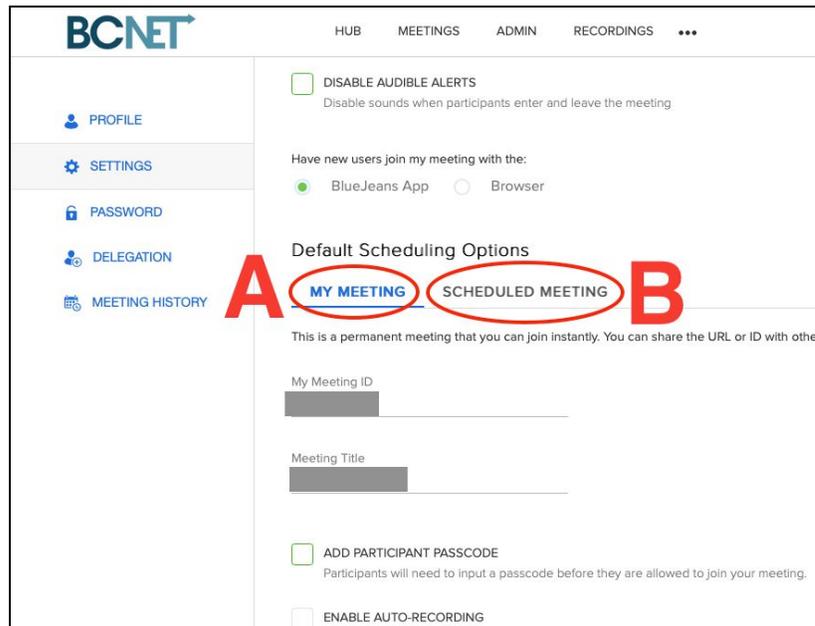
When recording a BlueJeans meeting with captions turned on, the captions and transcript will not be included in the recording. However, by adjusting the settings on your BlueJeans account page you can ensure captions and a transcript will be part of the recording.

Instructions:

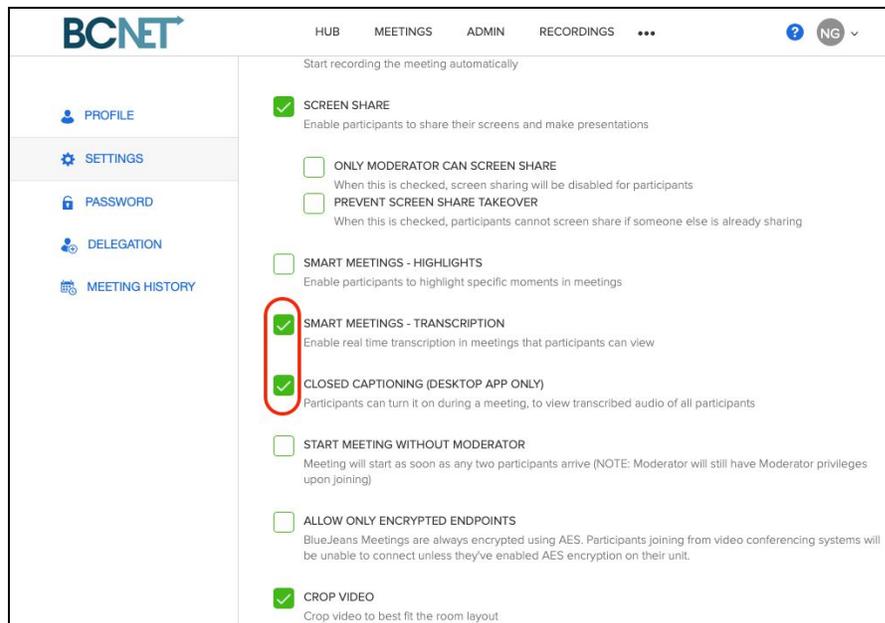
1. Use your BlueJeans credentials and log into www.bluejeans.com
2. From your account page, click your initials in the top right corner and choose 'Settings'.



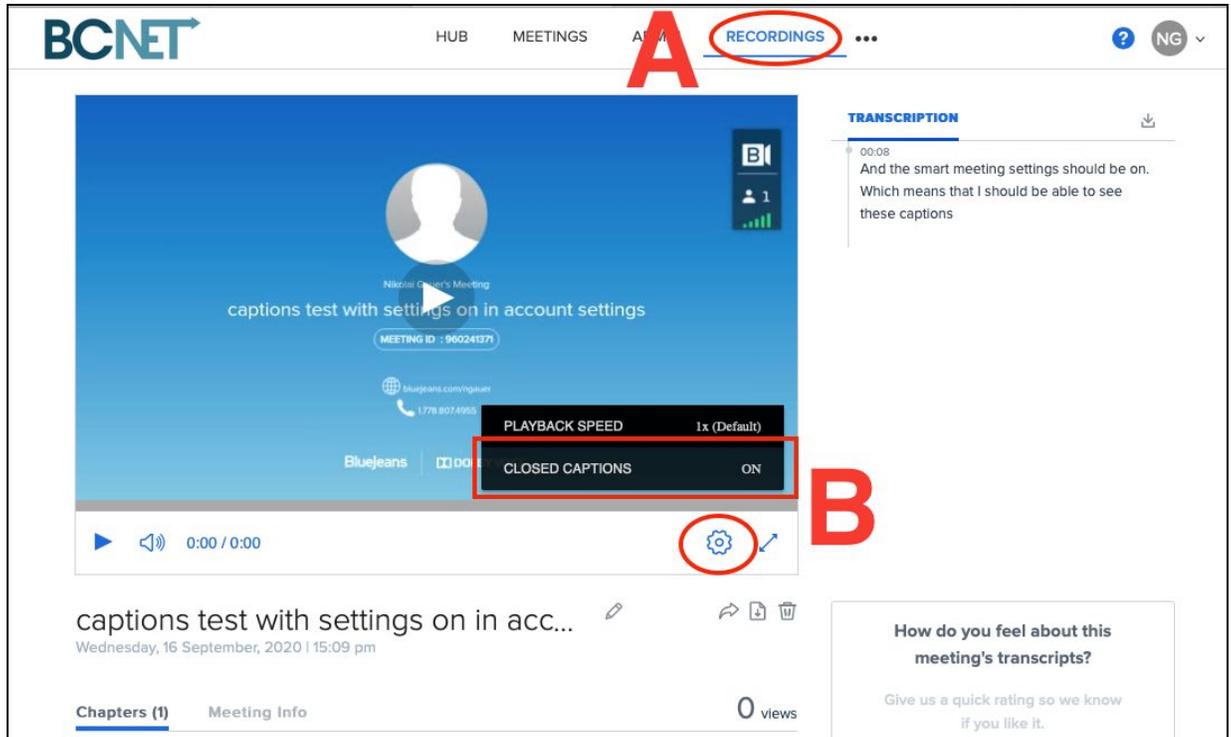
3. From the 'Settings' menu you can access most of the same settings you can configure when scheduling a meeting. If you scroll downward you will see that there are two tabs: one to set default preferences for your My Meeting ID - your standard meeting room (A), and the other to set default preferences for when scheduling meetings with unique meeting IDs like recurring classes and other scheduled meetings (B):



4. While 'My Meeting' is highlighted, scroll down and check the boxes for 'Smart Meetings - Transcription' as well as 'Closed Captioning'. Switch to the 'Scheduled Meeting' tab (B, see screenshot above) and ensure these boxes are checked in that tab as well.



- By following the steps above, a transcript and closed captions will be available with recorded BlueJeans sessions where captions were on during the call. To view the recording and to see the captions and transcript - scroll to the top of your account page and hit 'Recordings' (A):



- From the Recordings page select the recording you want to view. To turn captioning on for playback click the gear symbol under the video (B) and ensure Closed Captions are turned on. The transcript is viewable to the right of the video and can be downloaded, but not edited.