

# Zoom Interpretation and Closed Captioning Instruction Guide

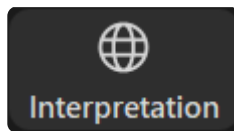
## Using the Spoken Language Interpretation Functions on Zoom

### Zoom on a computer

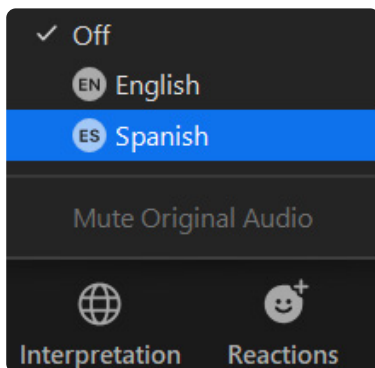
(Windows, macOS, or Linux)

To listen to the spoken language interpretation audio, you must join the training or meeting using your “computer audio” or “Voice Over Internet Protocol (VoIP).” You cannot use the “dial-in” or “call me” phone audio options to listen to the spoken language interpretation audio.

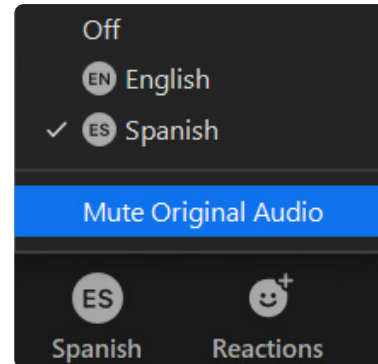
1. Log in to the Zoom training or meeting
2. Select the Interpretation icon



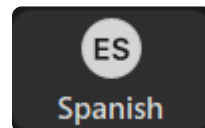
3. Select the language you would like to hear



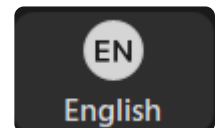
4. To hear the spoken language interpreter’s audio *only* during the zoom training or meeting, select **Mute Original Audio**



After selecting the language you would like to hear, the interpretation icon on the Zoom dashboard will change to reflect your language selection.



OR



If you are a participant listening to the spoken language interpretation, you do not have to switch languages to ask questions or speak. You can unmute yourself using the unmute option.

### Zoom on a Smartphone (Android, iPhone)

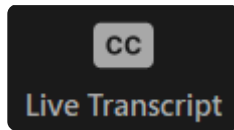
To learn how to access spoken language interpretation on Android or IOS visit [Listening to Language Interpretation](#) in the Help section on the Zoom website.

## Viewing Live Subtitles

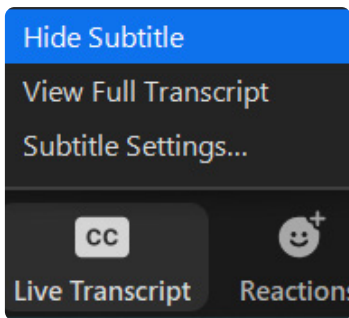
### Zoom on a computer

(Windows, macOS, or Linux)

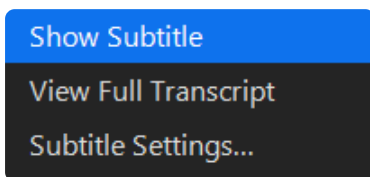
1. Log in to the Zoom training or meeting
2. Select the Closed Caption (CC) icon



After selecting the CC icon, you will be provided with three options: **Hide Subtitle**, **View Full Transcript**, and **Subtitle Settings**.



3. To view the live captions or subtitles in the Zoom window, select **Show Subtitle**



### Zoom on a Smartphone (Android, iPhone)

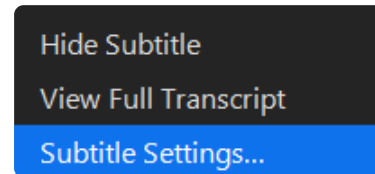
If you are joining the training or meeting from your phone:

1. Select **Settings**
2. Select **Meeting**
3. Select **Closed Captioning** to turn it on.  
Subtitles will automatically appear on your screen during a meeting when closed captioning is available.

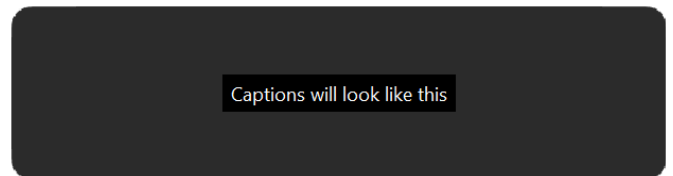
## Subtitle Settings

To change the font size of the subtitles:

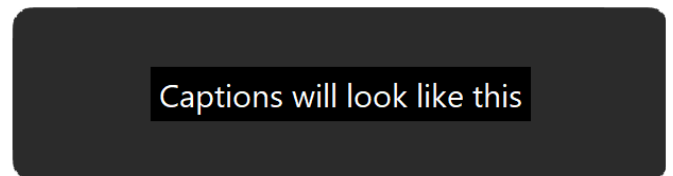
1. Select the **CC** icon
2. Select **Subtitle Settings**



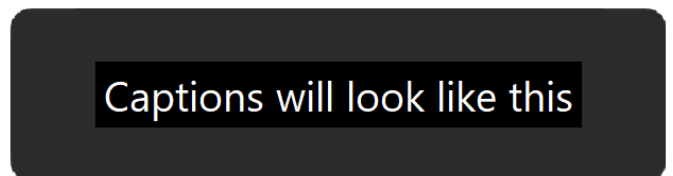
3. Use the **slider** to change the font size from small (14 point minimum)



to medium



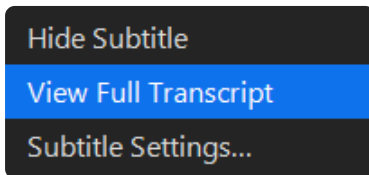
to large (36 point maximum)



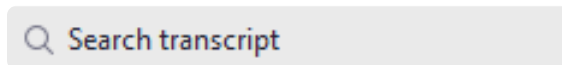
### Transcripts

To view the view transcripts from the Zoom training or meeting:

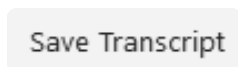
1. Select the **CC** icon
2. Select **View Full Transcript**



After selecting the View Full Transcript you will be provided with two options:  
**Search Transcript**



and **Save Transcript**.



3. Select **Save Transcript**

After the transcript is saved, you will receive a message at the bottom of the transcript screen stating, "Closed Caption history saved."

