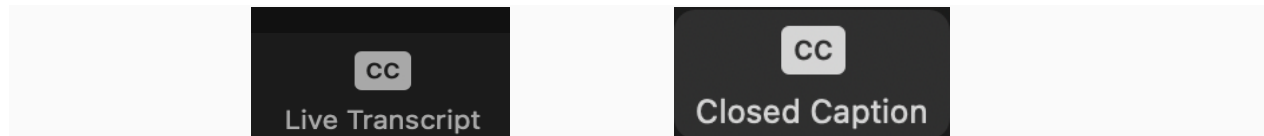# How to start Live Human Closed Captions in Zoom meetings and webinars

To start **Live Human Closed Caption** in a Zoom meeting or webinar:

1. In a Zoom meeting or webinar, the host should see either of the following buttons on the bottom of the Zoom screen.

(Please note: If the host does not see either of these buttons, please refer to TotalCaption's Customized Settings to Enable Live Human Closed Captions)

2. If you see the button, make sure you **Do Not** enable the Live Transcription Button and **Do Not** check Allow Participants to request Live Transcription. **(Please note: If either of these are enabled, this will interfere with Live Human Captioning.)** Your screen should look like the following:
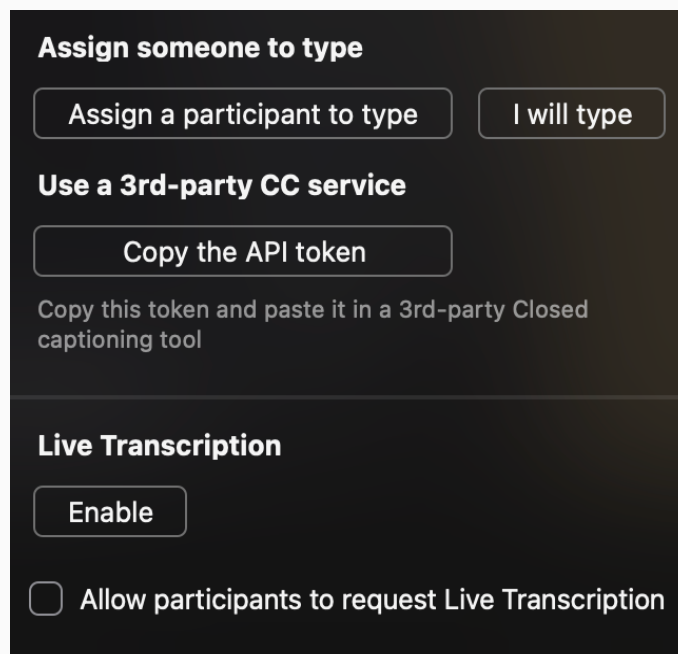
3. Now you are ready to choose to either **"Assign a participant to type"** or to "**Use a 3rd Party CC Service (Copy the API token)."** These two options should be discussed with TotalCaption to determine which setting is preferred based upon your unique event.

To assign a participant to type closed captions the host should:

1. Click **Assign a participant to type**.
   The participants window will open.
2. Find the participant who you want to type closed captions and hover over their name.
3. Click **More**.
4. Select **Assign to type Closed Caption**.

Please Note: For Zoom Webinars, the captioner must be a panelist in order to be assigned to type closed captions.

To use a 3rd-party CC service the host should:

1. Click Copy the API token (This token, which is a URL, will automatically be copied to the clipboard.)
2. Paste and send the API token to TotalCaption. We, or the assigned captioner, will input this token to integrate captions in Zoom.