
Relay Conference Captioning: Adobe Connect

For Participants:

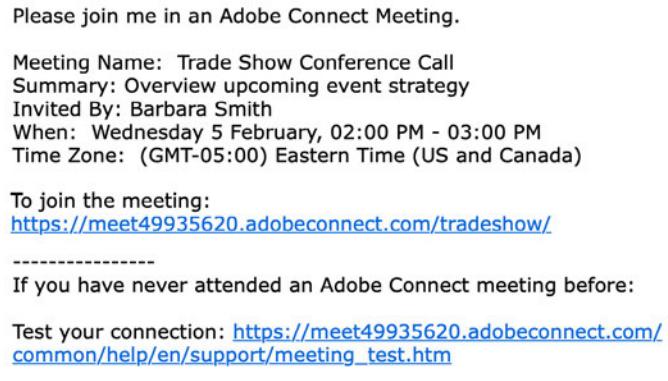
How do I access RCC captions in Adobe Connect?

The organizer/host sends invitation with the following details: **(1)**

- Adobe Connect meeting link,
- Date/time of meeting and
- Password (if applicable).

Click the link to open the **Adobe Connect. (2)**

- 1** ▶
- 2** ▶

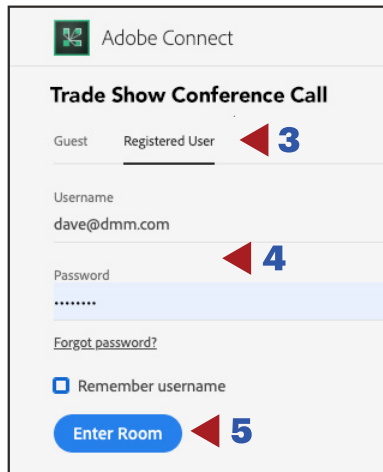


Step 1:

Select Registered user. **(3)**

Enter your email address and password (if applicable). **(4)**

Click “Enter Room” button to join the **Adobe Connect. (5)**

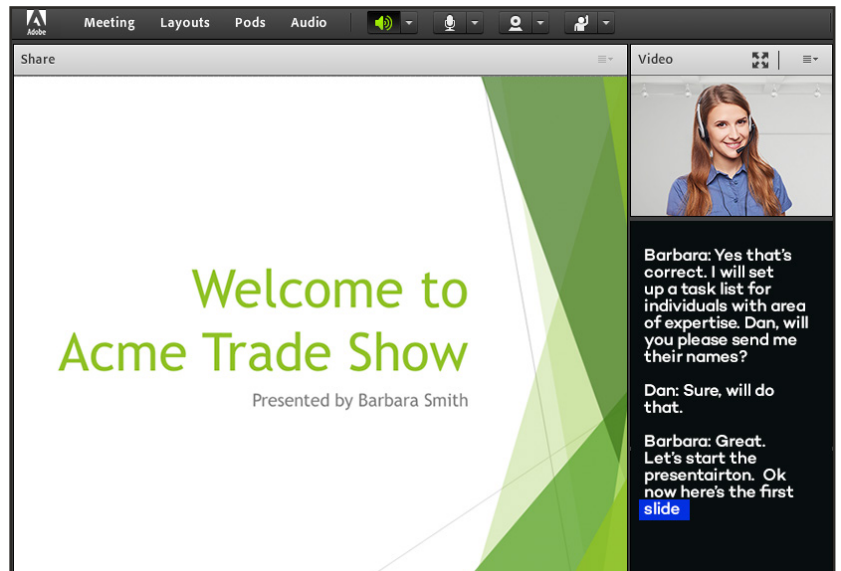


Step 2:

Captions are visible on the lower right of the screen. **(6)**

NOTE:

You may drag the captioning panel to a different location on the screen.



For Organizers/Hosts:

How do I embed RCC captions in Adobe Connect?

Step 1:

The organizer/host can embed RCC captions for an Adobe Connect meeting via the Adobe Connect captioning pod. First, reserve RCC and save the RCC Event ID number for the **Step 6** below.

NOTE: RCC Request must be submitted two (2) business days in advance of meeting to guarantee captioning.

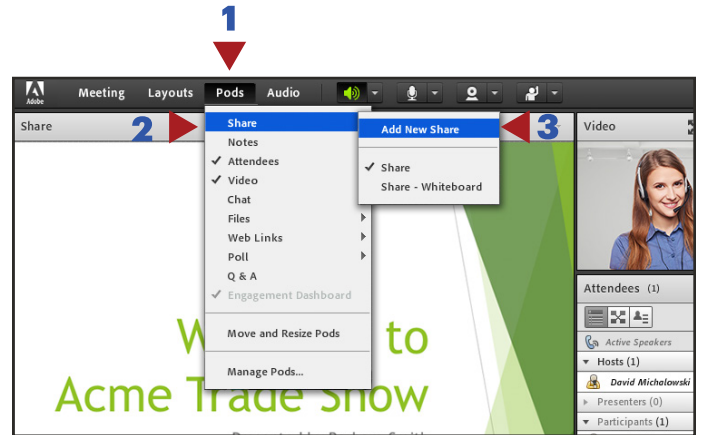
Download the AdobeConnectPod9 zipped file to a temporary folder:
www.captionedtext.com/AdobeConnectPod9.zip.

Extract the ZIP file to a temporary folder.

Step 2:

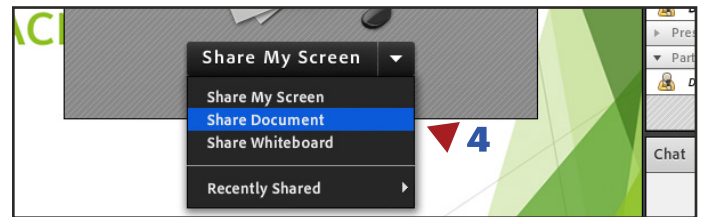
Open your **Adobe Connect** and click:

- Pods **(1)**,
- Share **(2)**,
- Add New Share **(3)** to open **Share My Screen** window.



Step 3:

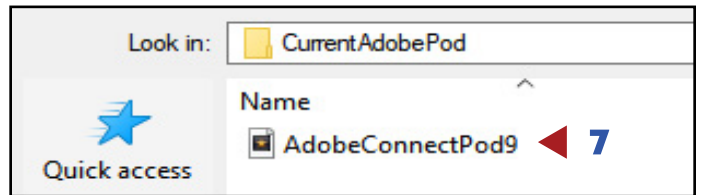
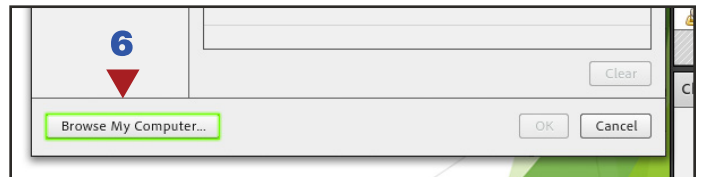
In the **Share My Screen** window, select **Share Document**. **(4)**



Step 3:

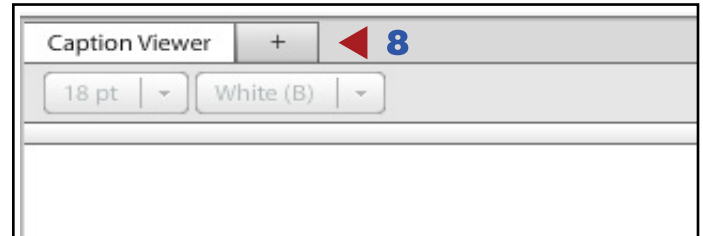
Click **Browse My Computer** button **(6)** and find the **AdobeConnectPod9 (7)** un-zipped file in the temporary folder on your computer.

Double click this un-zipped file to install the captioning pod..

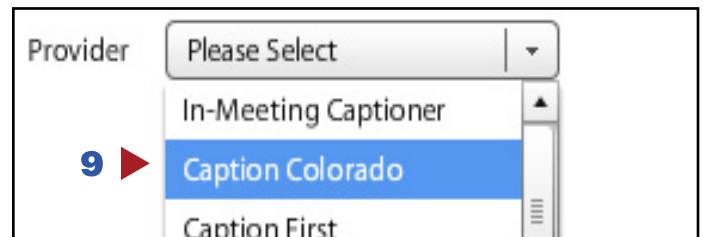


Step 5: Initiate Captioning

After the Adobe Connect captioning pod is installed, click **+** icon **(8)** to update the connection configuration in the menu bar.



Go to **Provider** field and select **Caption Colorado**. **(9)**



Step 6:

In the dialog boxes, enter the following settings:

- **Connection Name:**
Your meeting name
- **Host:**
connect.captioncolorado.com (pre-populated)
- **Port:**
80 (pre-populated)
- **Meeting ID:**
Enter Event ID number provided within
RCC confirmation email



Provider: Caption Colorado

Connection Name: [Empty]

Host: connect.captioncolorado.com

Port: 80

Meeting ID: [Empty]

Connect Disconnect

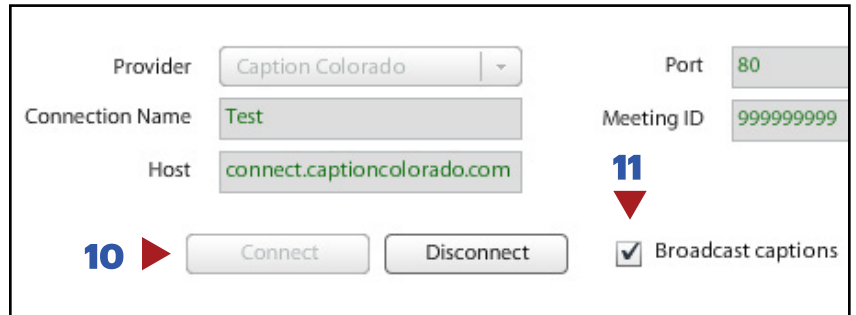
Broadcast captions

Step 7:

Click the Connect button. **(10)**

When the connection is completed, a yellow triangle is displayed.

Check **Broadcast Captions (11)** to enable the captioning feature. Green checkmark indicates that the captioning feature is working.



Provider: Caption Colorado

Connection Name: Test

Host: connect.captioncolorado.com

Port: 80

Meeting ID: 999999999

10 Connect Disconnect

Broadcast captions

NOTE:

Customers may need to contact their IT team to have the following IP/Port combinations opened within the firewall:

IP Addresses

- 147.75.68.202
- 147.75.106.157

Ports

- TCP/80
- TCP/11100 - In the event there is a separate security appliance which may inspect and mutate port 80 traffic.

RCC Support:

Scheduling and Technical Department

Office: (833) 250-2784

E-mail: captioning@t-mobile.com

Fax: (877) 877-3291

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.