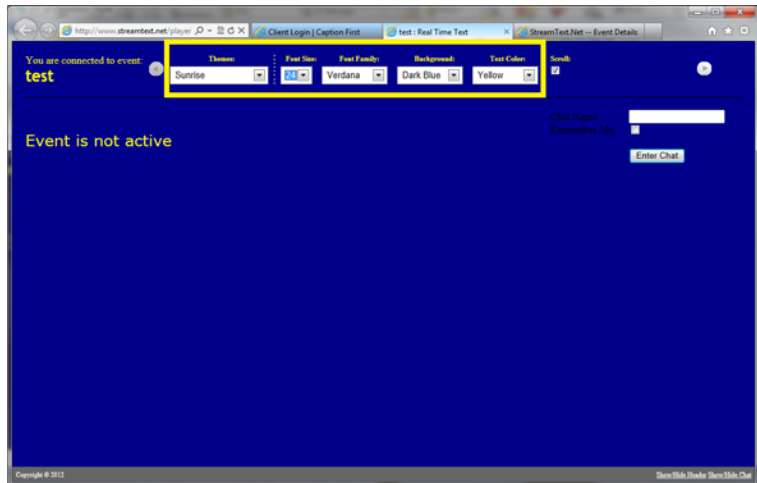


Accessing a Meeting and Using StreamText (netCAPTION)

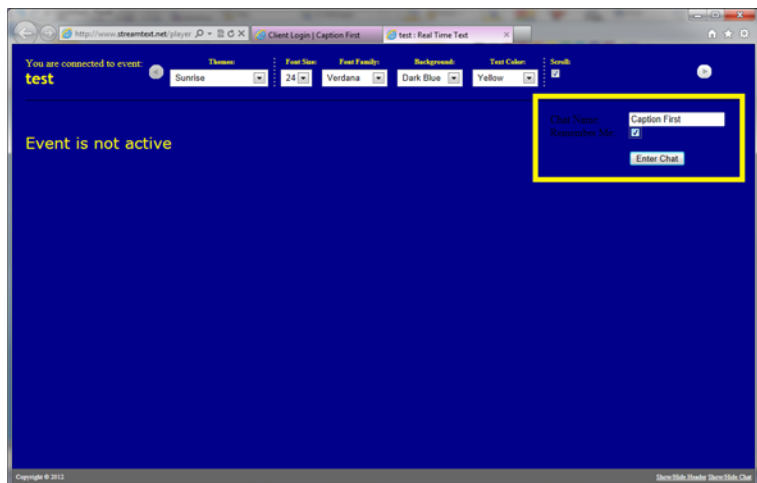
- To access a meeting, click on the link that you are provided for the meeting or event. It will come from the scheduling department.
- Once you have arrived at the meeting room, you will see boxes along the top. You can change the font, font size, background color, and text color by making selections in the drop down boxes. We recommend the following for optimal viewing, however you can choose what works best for you.



Font Name – Verdana
Font Size – 24

Font Color – Yellow
Background Color – Dark Blue

- The area on the left is where your meeting text will be.
- The area on the right is where the chat box will be, if enabled.
- If the chat box is enabled, the first thing to do upon entering the meeting is enter chat. You do this by typing your name by where it says "Chat Name," checking the "Remember Me" check box, and then clicking the "Enter Chat" button.



- Once the captioner hears people speaking they will begin writing and you will see the text flow into the window.



Troubleshooting StreamText (netCAPTION)

- If no text is flowing, refresh your page.
- If you cannot see any text, make sure your font and background colors are set to different colors.
- Does the screen say "You are connected to....?"
- Have you verified in chat that the captioner is in place?
- If you are unable to see the chat box, you may have to work with your IT team. The port that the chat exists on is port 8000. That port needs to be opened up for the integrated chat box to function.
- *If no meeting is scheduled*, contact the Caption First office immediately 800-825-5234 or sac@captionfirst.com.
- *If the website is down or you can't access the meeting site*, notify CFI office immediately. We will send you the URL for your meeting.