

Using Relay Conference Captioning with Microsoft® Office Live Meeting



For more information:
800.374.2441
www.intercall.com

Relay Conference Captioning is an add-on feature available for Microsoft Office Live Meeting, which enables captioning of your meeting for those who are deaf or hard of hearing. This guide introduces Relay Conference Captioning and details how to enable this for your meetings.

Note: To order the Relay Conference Captioning service, please contact your sales representative or visit <http://rcc.intercall.com>.

Enabling Relay Conference Captioning for Microsoft Office Live Meeting

To enable a connection between Relay Conference Captioning (RCC) and Live Meeting, you must add your RCC URL in the Live Meeting user interface. This section describes the URL configuration procedure. You must configure the URL in the Scheduling Meeting Options page of the meeting you have scheduled with RCC.

To configure the URL in the Scheduled Meeting Options page for a new meeting

- 1 Log in to Live Meeting and click Schedule Meeting in the My Home page. The Schedule Meeting page displays.

My Home

Meet

Schedule Meeting

Meet Now

Join Meeting

Manage

Meetings

User Preferences

Address Book

Events

View

Reports

Public Events

Schedule Meeting

Use the Address Book or type e-mail addresses, separated by a semi-colon, to invite participants to your meeting. To send the invitations, click **Send Invitations**. To save the meeting without sending invitations, click **Save**.

Important Separate meeting invitations are sent to presenters and to attendees. All participants' names will appear on the **To** line of the invitation.

Attendees:

Presenters:

Subject:*

Location:

Start:* 03/26/2008 8 : 30 AM

End:* 03/26/2008 9 : 30 AM

Enter dates in MM/DD/YYYY format.

Time Zone:* (GMT-08:00) Pacific Time (US & Canada)

Occurrence:* One time meeting

Meeting and its contents expire 365 days after the meeting end time. For details, click Meeting Options, and then click Expiration.

Audio: * Telephone conferencing

All meeting participants use phone conferencing:
InterCall: +1 (720) 356-3530 +1 (888) 802-6589 Participant Code: 6456963

Meeting Options

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- 2 Click the Meeting Options button at the bottom of the page. The Meeting Options page displays.
- 3 Click Additional Features and scroll down to the Streaming Media Custom Frame option.

Streaming Media Custom Frame

Attendee URL:	<input type="text"/>	Frame Height:	<input type="text"/>	pixels
Presenter URL:	<input type="text"/>	Frame Height:	<input type="text"/>	pixels

- 4 Check the Streaming Media Custom Frame checkbox and copy and paste the URL in both the Attendee and the Presenter field. Please be sure to use the “embed” URL you receive in your confirmation email, and do not use the stand alone URL.

Note: The URL should be in the following format:

<http://www.captionedtext.com/client/embed.aspx?EventID=xxxxx>
(xxxxx is a specific number correlating to each event)

- 5 Enter a Frame Height (recommended Height is 250)

Streaming Media Custom Frame

Attendee URL:	<input type="text" value="http://www.captionedtext.co"/>	Frame Height:	<input type="text" value="250"/>	pixels
Presenter URL:	<input type="text" value="http://www.captionedtext.co"/>	Frame Height:	<input type="text" value="250"/>	pixels







- 6 Click the OK button to return to your Schedule a Meeting page, and continue scheduling your meeting

Note: Do not click Set as Default, as the URL for your captioned event will change each time you use the service.

To configure the URL in the Scheduled Meeting Options page of an already scheduled meeting

- 1 Log in to Live Meeting and click Meetings in the Manage section of the My Home page. The Manage Meetings page displays.
- 2 Select the meeting to which you wish to add RCC by clicking on the subject of the meeting.
- 3 Click the Meeting Options button in the Actions section. The Meeting Options page displays.

Actions

-  [Join As Presenter](#)
-  [Join As Attendee](#)
-  [Update Meeting](#)
-  [Meeting Options](#)
-  [Upload Files](#)
-  [Support Control Panel](#)

4 Click **Additional Features** and scroll down to the **Streaming Media Custom Frame** option.

Streaming Media Custom Frame

Attendee URL:	<input type="text"/>	Frame Height:	<input type="text"/>	pixels
Presenter URL:	<input type="text"/>	Frame Height:	<input type="text"/>	pixels

5 Check the **Streaming Media Custom Frame** checkbox and copy and paste the URL in both the **Attendee** and the **Presenter** field. Please be sure to use the “embed” URL you receive in your confirmation email, and do not use the stand alone URL.

Note: The URL should be in the following format:
<http://www.captionedtext.com/client/embed.aspx?EventID=xxxxx>
(xxxxx is a specific number correlating to each event)

6 Enter a **Frame Height** (recommended Height is 250)

Streaming Media Custom Frame

Attendee URL:	<input type="text" value="http://www.captionedtext.co"/>	Frame Height:	<input type="text" value="250"/>	pixels
Presenter URL:	<input type="text" value="http://www.captionedtext.co"/>	Frame Height:	<input type="text" value="250"/>	pixels

7 Click the **OK** button to return to the Meeting Details page

Note: Do not click **Set as Default**, as the URL for your captioned event will change each time you use the service.

Accessing the Relay Conference Captioning Panel

You access the RCC when participating in a Live Meeting session via the Live Meeting More Panel. This section describes how to access the RCC interface.

Note: To view RCC, your More panel should be either floating or docked around your presentation. To move this panel, please click the drop-down for More, and use your cursor to drag the panel from the top.

