

# Relay Conference Captioning: Embedded Web Conferencing using Adobe Connect Meeting

## Instructions for Adobe Connect Meeting participants:

### How do I view embedded RCC during an Adobe Connect Meeting?

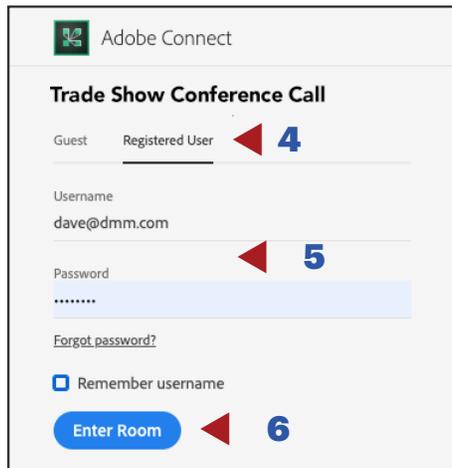
The organizer/host of the event will provide a web link via email.

The date/time of meeting **(1)** and given password (if applicable) will be specified in the email. Opening the provided link **(2)** will connect you to the **Adobe Connect Meeting** login screen.

Select the “connect.ics” icon to add to your online calendar. **(3)**

### Step 1:

At the login screen, if you are registered, click the “Registered User” tab **(4)**. Type in your email address as an username and password **(5)**. Then click the “Enter Room” button **(6)** to go into the **Adobe Connect Meeting**.



The screenshot shows the Adobe Connect login interface. At the top, it says 'Trade Show Conference Call'. There are two tabs: 'Guest' and 'Registered User', with a red arrow and the number '4' pointing to the 'Registered User' tab. Below the tabs, there are fields for 'Username' (containing 'dave@dmm.com') and 'Password' (with a red arrow and the number '5' pointing to the password field). There is a 'Forgot password?' link and a 'Remember username' checkbox. At the bottom, there is a blue 'Enter Room' button with a red arrow and the number '6' pointing to it.

### Step 2:

Embedded RCC captions are visible on the lower right of the screen while a presentation is on the left side of the screen.

### Step 3:

If you wish to move the embedded RCC caption box, go to the top bar of the caption screen **(7)**, hold down the mouse, then drag to a desired area on the Adobe Connect screen. Then, release the mouse.

Please join me in an Adobe Connect Meeting.

Meeting Name: Trade Show Conference Call  
Summary: Overview upcoming event strategy  
Invited By: Barbara Smith  
When: Wednesday 5 February, 02:00 PM - 03:00 PM  
Time Zone: (GMT-05:00) Eastern Time (US and Canada)

**1** ▶

**2** ▶

To join the meeting:  
<https://meet49935620.adobeconnect.com/tradeshov/>

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If you have never attended an Adobe Connect meeting before:

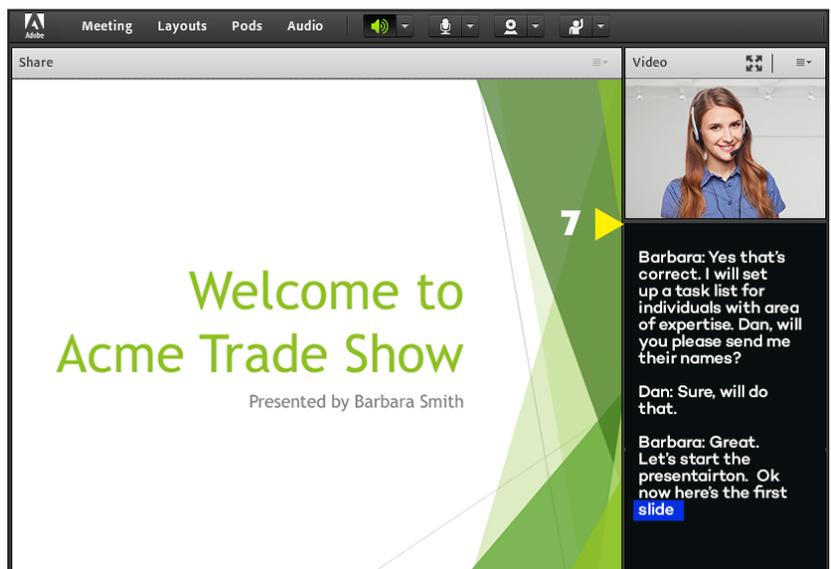
Test your connection: [https://meet49935620.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://meet49935620.adobeconnect.com/common/help/en/support/meeting_test.htm)

Get a quick overview: <http://www.adobe.com/products/adobeconnect.html>

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▶ **3**



The screenshot shows the Adobe Connect meeting interface. At the top, there is a menu bar with 'Meeting', 'Layouts', 'Pods', and 'Audio'. Below the menu bar, there is a 'Share' button and a 'Video' button. The main area is divided into two sections: a large presentation slide on the left and a video feed on the right. The presentation slide has a green and white background with the text 'Welcome to Acme Trade Show' and 'Presented by Barbara Smith'. A red arrow and the number '7' point to the top bar of the caption screen. The video feed shows a woman with a headset. Below the video feed, there is a caption box with the following text: 'Barbara: Yes that's correct. I will set up a task list for individuals with area of expertise. Dan, will you please send me their names?' 'Dan: Sure, will do that.' 'Barbara: Great. Let's start the presentation. Ok now here's the first slide'.

## Instructions for organizers/hosts:

### How do I embed captions into Adobe Connect Meeting?

When using **Adobe Connect Meeting**, embed captions into an event by adding the “pod” to the **Adobe Connect Meeting**. Embed the following link using the steps below.

#### Step 1:

The host must open the **Adobe Connect Meeting** application and begin to run the meeting, select the following menu item:

> Pods **(1)**, > Share **(2)**, > Add New Share. **(3)**



#### Step 2:

In the new window, click the drop-down arrow next to “Share My Screen” **(4)** and choose “Share Document” **(5)**.



#### Step 3:

On the new window, click “Browse My Computer” button at the bottom left **(6)** and find the “CC pod” wherever it was saved **(7)**.

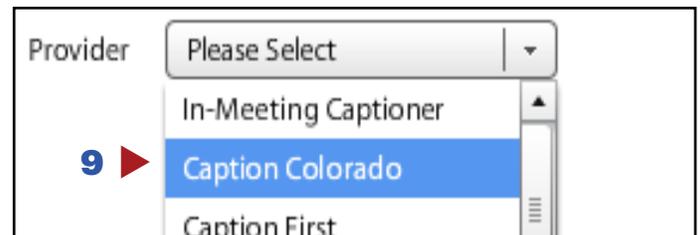
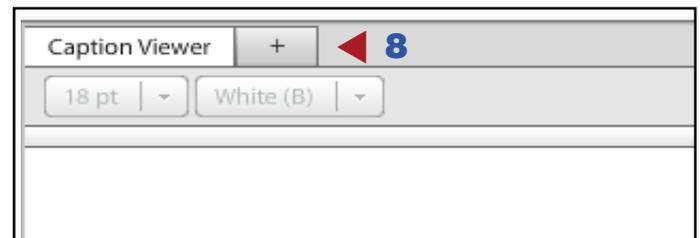
Double click that file and the pod will begin to load.



#### Step 4: Initiate Captioning

Once the pod is loaded, click on the “+” icon **(8)** near the top of the pod. This will activate the menu bar, which provides the connection configuration.

The drop-down menu next to “Provider” is where you will select “Caption Colorado”. **(9)**



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## Step 5:

In the dialog boxes, enter the following settings:

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

Provider: Caption Colorado  
Connection Name:   
Host: connect.captioncolorado.com  
Port: 80  
Meeting ID:   
Connect Disconnect  Broadcast captions

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## Step 6:

Click the Connect button. **(10)** Once connected, the tab will be updated showing the Connection Name and a yellow triangle indicating that the connection has been made.

Check the "Broadcast Captions" checkbox **(11)** - this allows captions to flow through into the meeting through the captioning Pod. The tab will update with a green checkmark indicating that the captions are flowing.

Provider: Caption Colorado  
Connection Name: Test  
Host: connect.captioncolorado.com  
Port: 80  
Meeting ID: 999999999  
10 Connect Disconnect 11  Broadcast captions

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## Please Note:

Customers with a firewall may need to contact their IT team and 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.

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## Support:

### Scheduling Department

Office: (833) 250-2784  
E-mail: RCC@sprint.com  
Fax: (877) 877-3291

### Technical Department

Priority Tech Support: (833) 250-2784  
E-mail: RCC@sprint.com

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.

### Hours of Operation

Scheduling or Technical Department is available Sunday through Saturday 24 hrs day/7 days a week.

Relay Conference Captioning service is available from 8:00 AM to 6:00 PM local time.

### Emergency Support

24-Hour Emergency Support: (800) 590-4197

Please limit calls to the 24-hour emergency number to "on-air" or "during live event" problems or issues.