



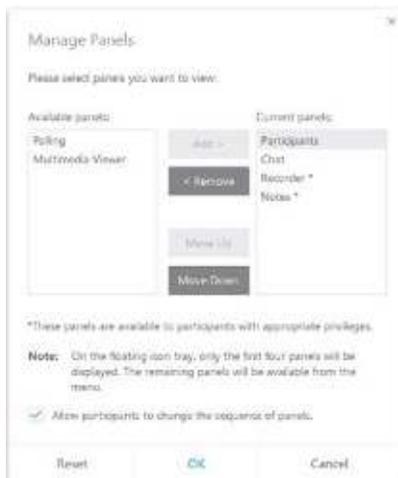
Web Event/Meeting Caption Embed Instructions

The WebEx Event/Meeting Center host or organizer has two options for making their VITAC captions available to event attendees: Option 1) embed VITAC captions directly into your event or Option 2) provide a separate VITAC Internet Captioning Streamer (ICS) link (and Event ID number) to your meeting attendees.

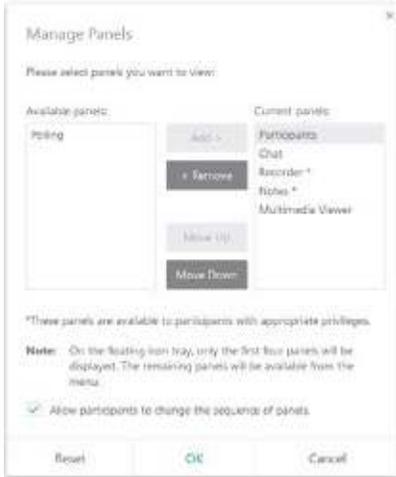
If you are the meeting host/organizer and you have chosen to embed VITAC captioning directly into your event, you will follow Steps 1 thru 5 below using the “Multimedia Viewer” panel in WebEx and this link: <http://www.captionedtext.com/client/embed.aspx?EventID=999999998>.

Note: You must make sure to change the event ID on the end of the URL (highlighted in yellow) to the number you received in your caption order confirmation e-mail.

1. When the host of the event begins the session, they first must open the Multimedia Viewer panel. They do this by clicking on the View > Panels > Manage Panels...



- This opens the Manage Panels window. Here the host will need to move the Multimedia Viewer into the Current Panels.



- Once the Multimedia Viewer panel is in the Current Panels, the host will need to click on Share > Multimedia. This will open a new window and the host will need to copy and paste the embedded link into this box. (Example: <http://www.captionedtext.com/client/embed.aspx?EventID=999999998>) Make sure to change the event ID to the number you received in your confirmation e-mail.



- Once the link is embedded, captions will begin streaming in the Multimedia Viewer panel.

