LIVE ROOM
by verbit

'How To' Live Room Guide for Students

Live Room by Verbit will help make your classes more accessible. Live Room is a desktop application that connects directly to the web conferencing tools you're using for online courses. Live Room will power the real-time captions, as well as live, interactive transcription of your classes. It will provide you with a real-time feed of what the teacher or your peers are saying, note taking abilities through an interactive transcript and more.

Here's how to download and install Live Room on your Mac:

1 | Download Live-Room-1.6.4.dmg

2 | It will prompt a pop-up of the download to appear at the bottom of your browser window. If your Mac asks you where you'd like to save the download file, save it somewhere accessible, like your desktop.

3 | Once the file finishes downloading, click the pop-up or double-click the download file you've saved. This will prompt another window to open.

4 | Drag the Live Room icon over to your Applications folder.

5 | You'll then see another window open. This time it will show you the download process. Once completed, you should see the Live Room icon appear on your desktop, and in your Applications folder.

6 | Double-click on the icon and the Live Room application will open.

7 | Live Room for Mac OS can be launched manually by double-clicking on the Live Room desktop icon OR by clicking on the icon via your Applications folder.

8 | From the Menu bar, click on the Live Room icon.

9 | Click 'Login' and enter your Verbit username and password. Click on the green 'Login' button.

1 | Download Live Room Setup 1.4.0.exe

2 | Go to your Downloads folder and double-click Live Room Setup 1.4.0.exe to run the file.

3 | A License Agreement window will appear. Read the License Agreement and click 'I Agree' to proceed.

4 | Installation should only take a few seconds to complete. Click 'Finish' once done.

5 | Login to Live Room using your Verbit username and password.

Exploring The Helpful Capabilities of
Live Room by Verbit

- A staff member at your school will schedule the classes you need captioned and transcribed in the platform.

- When the class begins, we'll automatically connect to your live web conferencing session.

- As the teacher begins, you can customize Live Room's output based on your preferences. For example, you can choose between speed or accuracy mode for your captions or transcript.

  - The speed relies mainly on our technology to produce the captions instantly before they're fact checked by our staff. When the speed captions button is enabled, it will rely mainly on our technology to support audio and synchronization with the text.

  - The accuracy will provide them as quickly as we can, but with a short delay as the staff makes sure they're fully accurate.

- The interactive transcript feature also is great for note taking and study materials. You can highlight important points while the transcript of the class is being generated in real-time. You can also search for specific items and add notes within the transcript to reference later.

- You can share your transcript and your notes with directly from the app.

- You can also download both the transcript and your notes and create study materials from them and order a full transcript from us.

During the LIVE ROOM session, you can also:

Show or Hide the interactive transcript. If it's hidden, you will only see the captions which showcase a "captions-only" experience.

Detach from Zoom - If detached, the Zoom app and the transcript itself will be independent from each other. You can position items to your liking.

Key settings also include:

Floating Captions
Allows captions to be attached and visible everywhere you'd like.

Stay on Top feature
Will keep the floating captions transcript window open and displayed on the top of your screen.

Support
A button which launches the Verbit Support Center for real-time human assistance before class starts or during the session.

Log out
Logs you out of Live Room.

Exit
Shuts down the Live Room app.

How to Notify Verbit of Scheduling Changes

Alert Verbit of scheduling changes to make sure we're always on standby and have the correct timing to get you what you need:

- Once the session is booked, you will get an email from Verbit with the session details.

- If you wish to change the meeting link or add relevant documents that can improve the quality of the transcription, click on the UPDATE button.

- You will immediately be directed to your scheduled session where you'll be able to add specific relevant terms and links.

- You can also change the meeting link if needed and request scheduling sessions from your booking team.

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Please feel free to reach out to us with any set up questions or if you need further assistance at support@verbit.ai.