

HOW TO GET CAPTIONS FOR 972 RECORDED EVENTS

Note: Not ALL events will have captions

1. On your computer, open a new window and put CollingtonResidents.org in the search bar
2. On the right side of the screen, look at the list of "COLLINGTON PUBLICATIONS"
3. In that list, find "Recorded Auditorium Events" and click on it.
4. Enter the Collington Password: 123Resident Then click on "Play"
5. Various small pictures will appear on your computer screen—an image of each event (a meeting, a speaker, a concert, etc)
6. Click on the event of your choice to open it.
7. At the bottom of the opened screen, find the gray tool bar. It may take a few minutes for this to appear. Find the very small "CC" box at the right side of the toolbar and click on it.
8. Next click on "Generated English (US)" and captions will appear.

This setting will remain on unless you turn it off in the future