**Remote Captioning Webinar Instructions - AMAC**

**Getting Ready**

1. Please go to [www.skype.com](http://www.skype.com) and load Skype (free download) onto the computer you will use. (Please do this well before the scheduled webinar.)
2. Open Skype and sign in using the “amacuser” name and password. (Note: You will need to sign out of your personal Skype account if you have one.)
3. The contact with your captionist will already be established and you should see your captionist’s username in the contact list with the AMAC logo.



**Using Remote Captioning**

1. The captionist will send you a call- please accept call.

2. You may send the captionist a call by selecting the captionist’s name in the contact list, and under the Call menu- select Call. The captionist will accept your call. (If the connection is lost during the webinar, the captionist may need to call you again and you will need to click accept.)

3. Enlarge your screen by using the maximize button. You can also enlarge in Skype by hiding the connect panel (bottom –left button).

4. You can communicate with the captionist by opening the Show IM button – please try to wait for a break time if communicating during a session if possible.

5. Increase the time on your computer’s screen-saver and sleep-mode to remain active for more than the duration of your session. Ensure all batteries are charged or you have access to electricity.

***\*Please test your connections before your session begins.***

**Helpful Hints**

* Please mute your microphone and turn off your webcam.
* You may resize the Skype window to increase or decrease its size (hover your mouse icon over the window’s edge- it will change into a double-sided arrow- drag this to the desired size so you can also view the webinar screen).
* Please try and use the fastest internet connection available to you for the webinar to prevent the connection from being lost. If possible, please access the internet for the webinar via a wired connection, as they are more reliable than wireless connections.

## After the Webinar

* Once the session has ended, click on “Close” at the top right. Sign out of Skype, and close Skype.
* The notes of the session will be emailed to you.

*If you have any questions or concerns whatsoever, please do not hesitate to contact AMAC at* *caps@amac.gatech.edu* *or by calling (404)894-8679.*

*Thank you!*