Condensed User Manual

Welcome to Caption Companion! For Help/Demo Videos, head to captioncompanion.com/support or simply scan this QR code with your phone ↑

Package Contents

Ⓐ Caption Companion box
Ⓑ Protective sleeve
Tablet:
Ⓒ Pre-installed kickstand
Ⓓ 8-inch tablet style device
Ⓔ Pre-installed tempered glass screen protector
Ⓕ Cleaning cloth
Ⓖ Power brick
Ⓗ Tablet charge cable (charging + data)
SmartMic:
Ⓘ SmartMic (wireless Bluetooth clip-on lapel/lavalier style)

Ⓙ SmartMic case
Ⓚ SmartMic operation manual
Ⓛ SmartMic charge cable (charging only, no data)
Ⓜ SmartMic wind screen (for outdoor use)
Ⓝ Non-metal lanyard
Other included accessories:
Ⓞ OTG adapter (to charge mic with tablet, connect additional accessories, etc.)
Ⓟ Custom audio cable
Ⓠ 3.5mm y-splitter
Ⓡ Earbud (for line-level audio monitoring)

1. **The Physical Tablet**
    a. The charge port is USB Type-C. When fully charged, the tablet can go about 11 hours actively captioning depending on screen brightness. Using the included charge cable and power brick, the tablet charges from empty to full in about 3 ½ hours.
    b. To power on, press the power button for 2 to 3 seconds, then release.
    c. Unlatch the collapsible kickstand and snap into place.
    d. Position the tablet however is most comfortable for caption viewing:
        i. <u>portrait stand mode</u> (upright)
        ii. <u>landscape stand mode</u> (horizontal)
        iii. <u>tilt mode</u> (gradual slant)
        iv. <u>hold mode</u> (stick your pinky finger through triangular hole under the kickstand)
        v. <u>hang mode</u> (unsnap kickstand and hang from a nail on the wall for example)
        vi. <u>flat mode</u> (kickstand collapsed and snapped back in flush with the tablet)
    e. Unsnap kickstand gently then collapse and press flush against tablet until it snaps into place.
    f. You can purchase a case for your Caption Companion tablet separately. The kickstand is flat enough that cases should fit right over it without needing to remove it first.

2. **Home Screen and Navigation**
    a. Once powered on, the screen is asleep. Wake it by pressing the power button once (or double-tapping the screen) then swiping in any direction to unlock. (To put the screen to sleep, press the power button once.)
    b. You're now at the home screen. The big on-screen button in the middle starts the AI captioning.
    c. You can also start the AI captioning by pressing the power button twice in succession very quickly. This even works when the screen is asleep.
    d. Swipe inward from either the left or the right edge of the screen to go back.
    e. To power off or restart, hold down the power button for 2 to 3 seconds, select Power off or Restart, then tap your selection again to confirm.
    f. If not connected to the internet, the date and time won't sync. This does not affect captioning accuracy as it can work exclusively offline. In such cases, don't rely on Caption Companion for precise date and time. If connected to the internet, the date and time should automatically sync.

3. **Quick Settings**
    a. Swipe down from the top to access the quick settings. Tap to toggle on/off:
        i. <u>Auto-rotation</u>
        ii. <u>Wi-Fi</u> (Internet is not required for auto-captioning in English and a few other languages.)
        iii. <u>Dark mode</u>
        iv. <u>Screen brightness</u> (Adaptive brightness is enabled by default. Manually adjusting it teaches the system your preferences; or tap the 3 dots and disable adaptive brightness if you prefer to always control it manually.)
        v. The gray mic+text looking icon is another shortcut to <u>start the AI captioning</u>.

4. **SmartMic**
    a. <u>Purpose</u> - Caption Companion comes paired out of the box with a Bluetooth SmartMic which can increase captioning accuracy. If not used, the tablet reverts to its own integrated mic which has a shorter pickup range.
    b. <u>Charging</u> - The SmartMic also uses a USB Type-C. The LED turns solid red when charging, and green once complete. Charging from empty to full takes about 1 ½ hours.

c. Power on/off
    i. Hold down button on mic for 2 to 3 seconds, then release when LEDs come on. If tablet is on and in range, mic and tablet will immediately sync and display on the screen.
    ii. Power off in same way by holding down button on the SmartMic for 2 to 3 seconds.
    iii. Note that the SmartMic automatically turns off when plugged into a power source. However, it can then be turned back on and continue working while charging if needed.
d. Connectivity - If the SmartMic and tablet can't find each other, the mic will flash blue quickly and actively search for 5 minutes before automatically powering down to conserve battery. Tapping the SmartMic icon on the home screen attempts to force a manual reconnection.
e. Remaining battery
    i. The SmartMic's remaining battery charge is displayed under its icon on the home screen, along the top in the status bar (underlined number), and below the quick settings.
    ii. When fully charged, the SmartMic can go about 6 hours worth of active captioning. Back out of the captioning screen and return to the home screen to put the SmartMic into standby mode and conserve battery.
    iii. When the SmartMic's battery gets down to 20%, the slow blinking LED on the mic will change from blue to red.
f. Lecture scenarios - For highest accuracy captioning, have the person speaking clip the SmartMic onto their shirt or blouse like a lapel or lavalier style mic, or use the included lanyard.
g. Group scenarios - For group settings, captioning is most accurate if participants physically pass the mic around before speaking. However, the SmartMic is omnidirectional (picks up sound from every direction) so you can also try placing the SmartMic in the middle of the group, or closest to the most softly spoken person in the group. Note the tablet is not yet capable of identifying when there is a change of speaker.
h. Mixed lecture+group scenarios - For scenarios that switch back and forth between lecture and small group discussion, you can switch between the mics in the caption screen settings to maximize captioning accuracy. (Start AI captioning > cogwheel icon > More settings > Microphone) Note that "Auto-detect" means the SmartMic is used any time it's powered on, and automatically switches to the device's internal mic any time the SmartMic is powered off.
i. Other scenarios - Other types of microphones can be purchased and connected to Caption Companion. Custom adapters are also available for direct audio input from external sources like PAs, FM systems, mixer boards, soundboards, etc. as well as HDMI-out for large screen caption display and projected or overlaid captions. Contact us about conferences and large events.

5. **Captioning Screen**
    a. To open, tap the large icon in the center of the home screen, or double-press the power button.
    b. Internet is not required for captioning in English and several other languages. Accuracy and speed are typically the same whether offline or online. If your organization has approved it and there is good internet available, you can connect and make use of custom words. If you don't have custom words or internet available, turn Wi-Fi off and use Caption Companion offline.
    c. The menu bar can be shown/hidden by tapping anywhere on the captioning screen.
    d. Tap the cogwheel icon in the menu bar to:
        i. Search transcription
        ii. Change text size
        iii. Toggle transcription history
        iv. Access more settings

e. <u>Auto-scroll</u> should be enabled by default. To scroll back up to read something that was previously captioned, drag the text with your finger to the part you want to see. Tablet continues to listen and caption at the bottom while you are scrolled up. Tap the down caret ⌄ to jump down to where the current captioning is and turn auto-scrolling back on.

f. <u>Check which microphone</u> the captioning is listening by going to More settings > Microphone.

g. <u>Manually delete</u> captioned text by going to More settings > Delete history.

h. Captioning never runs in the background. It will not hear or caption anything while in the caption screen settings, while on the home screen, or while the device is asleep.

i. <u>The sound meter</u> in the top right corner of the captioning screen helps you see the audio quality. Tap it to see a diagram. Ideally you want a small inner core (low background noise) with a large outer layer when someone starts speaking (strong audio signal).

j. <u>Sound labels</u> indicate when non-speech sounds are heard such as laughter, applause, music, wind, whistling, etc. Tap one when it pops up to read a description. To turn off sound labels, go to More settings > Show sound labels.

k. <u>Tapping the language</u> in the menu bar brings up the full list of languages for you to choose a secondary language (same-language captioning, not translation from one language to another). Selecting one saves it as your secondary language after which tapping the language on the menu bar toggles between the two languages. To change or remove a language, go to More settings and tap the one you want to change, either Primary language or Secondary language.

l. <u>Tap the keyboard icon</u> on the menu bar for two-way communication (if you prefer not to voice for yourself). Type what you want to say so the other person can read your comment.
   i. You can either tap or swipe to type.
   ii. The size of the typing space is adjustable.
   iii. To collapse the keyboard completely, tap the top portion of the screen.

6. **Included Smart Accessories** - There are several accessories included in the box with each Caption Companion. See Full User Manual or <u>Help/Demo Videos</u> for an explanation of each one.

7. **Wi-Fi** - If your organization approves it and there is a good internet connection available in your location, you can connect Caption Companion to a Wi-Fi network which allows the tablet to use custom words, get same-language auto-captioning in many more languages, wirelessly mirror the tablet's screen, or connect remotely to a live human captioner at a pre-scheduled time. Tap the Wi-Fi Manager icon on the home screen to connect. See Full User Manual or <u>Help/Demo Videos</u> for more details.

8. **Vysor** - If your organization approves it, you can mirror Caption Companion to a computer using a free lightweight and simple desktop app/website called Vysor. This allows you to control the tablet with your mouse and keyboard, save captions to your computer, create a floating caption window that you can resize, drag around, and pin to stay on top of things like presentation slides. See Full User Manual or <u>Help/Demo Videos</u> for instructions.

9. **Human Captioner** - If your organization approves it and your Caption Companion is connected to the internet, you can connect remotely to a live human CART captioner right on the tablet itself. Captioners must be scheduled in advance so they can connect at the right time. Billing is typically based on the pre-scheduled time. Contact your coordinator for details. Coordinators can contact the designated caption service provider for details.

Free technical assistance is available using the live chat on
<u>captioncompanion.com/support</u> or via email: <u>support@captioncompanion.com</u>