

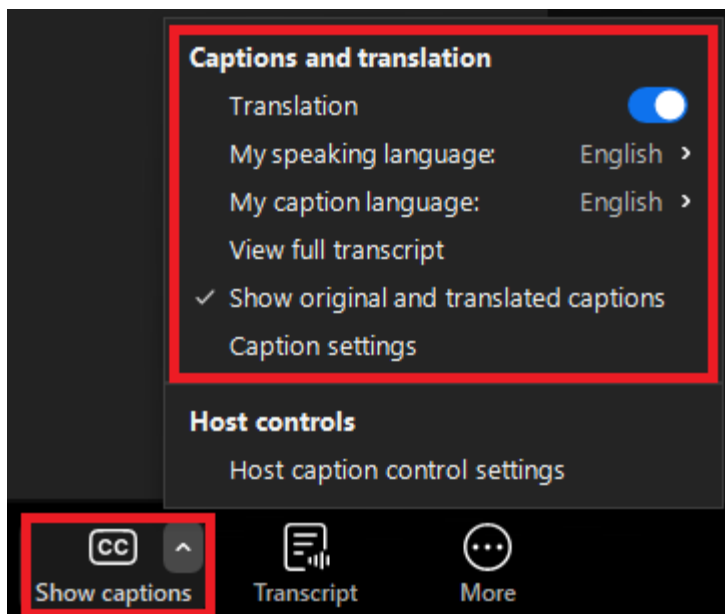
Zoom AI Companion for Note-taking and Transcription

The automated captioning, transcription, and AI note-taking features are available for all staff in Zoom. This enhancement aims to improve meeting productivity and ensure that important information is easily accessible.

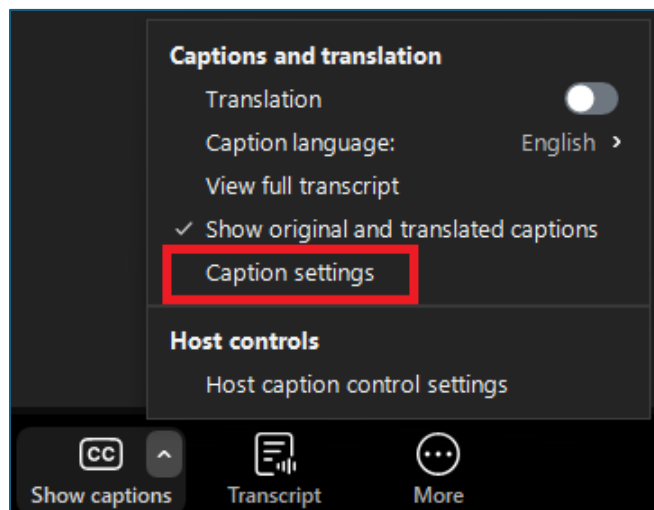
Note: Captions can be translated into your preferred language if the Translation Button is available in Captions and translation > Translation. This function is available to users joining staff-hosted meetings.

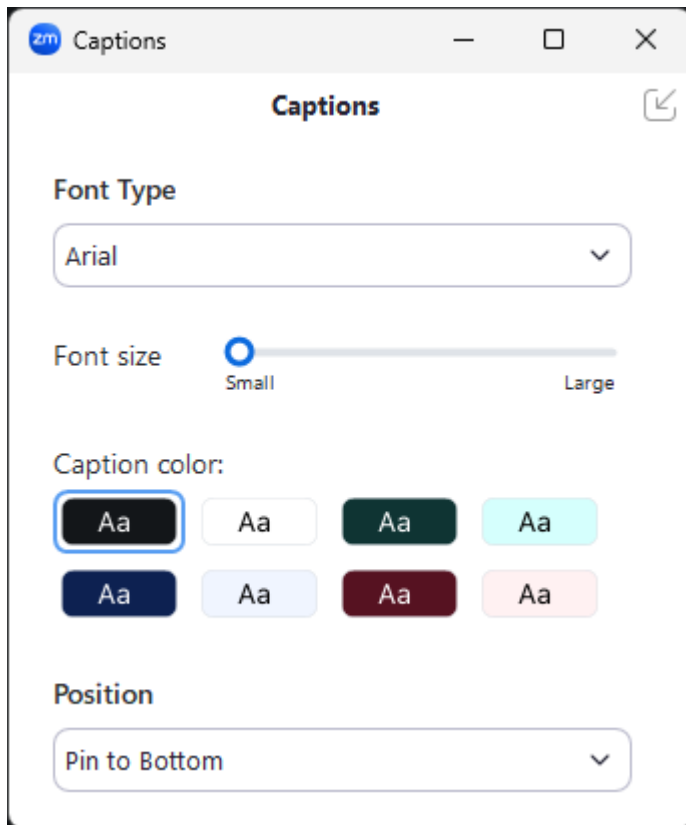
Meeting Caption & Transcript

Automated (and if available: translated) captions can be turned on during a meeting as shown below. You can activate translation for captions, determine the speaking and caption language, choose whether to display both the original and translated captions, and adjust other caption settings.

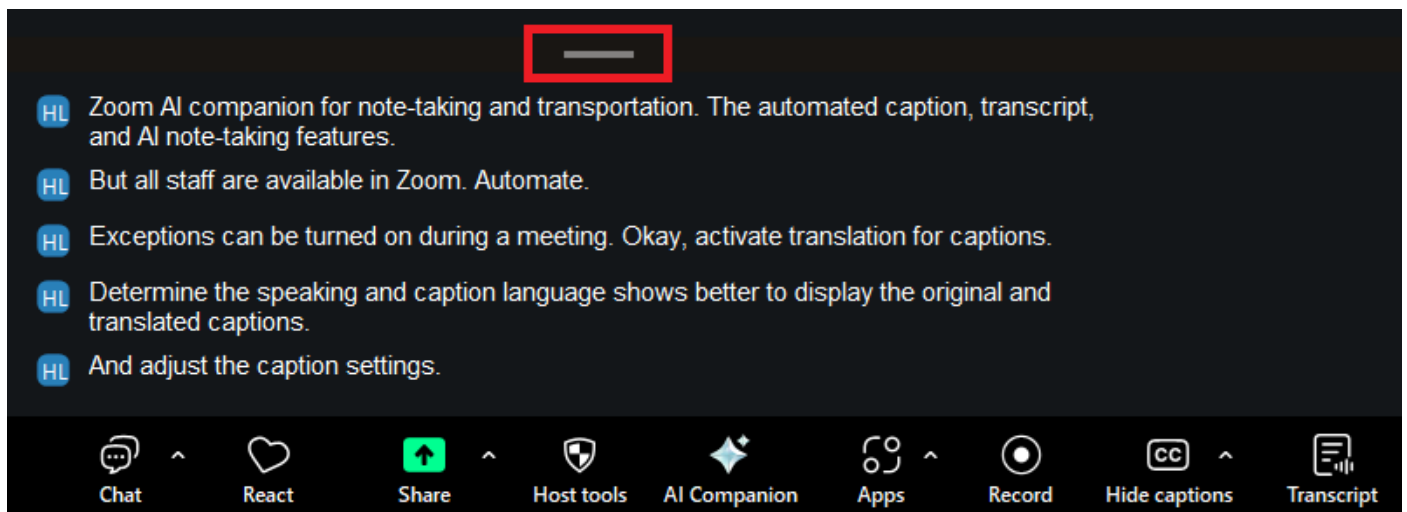


You can customise the look and feel of captions during your meetings for easier reading. You can choose where captions should be positioned, including pinning them below other content.





You can adjust the number of lines displayed in captions.



The full transcript of the meeting can be displayed with the following option.



AI Companion for Q&A

The AI Companion feature uses AI technology to allow meeting participants to ask questions about the content of the meeting so far. Preset questions are provided, such as “Catch me up,” “Was my name mentioned?,” and “What are the action items?,” which can be useful for catching up when joining late or returning after stepping away from the meeting.

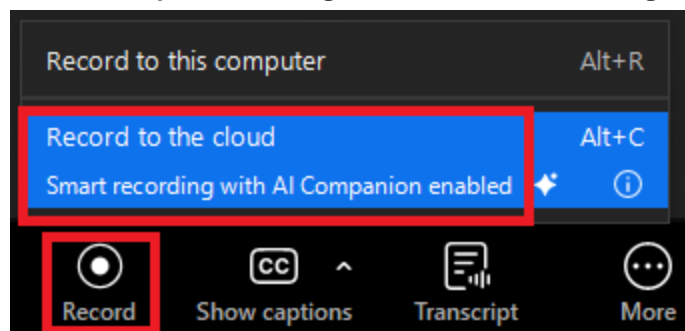


To access, turn on the "AI Companion" button as shown below.

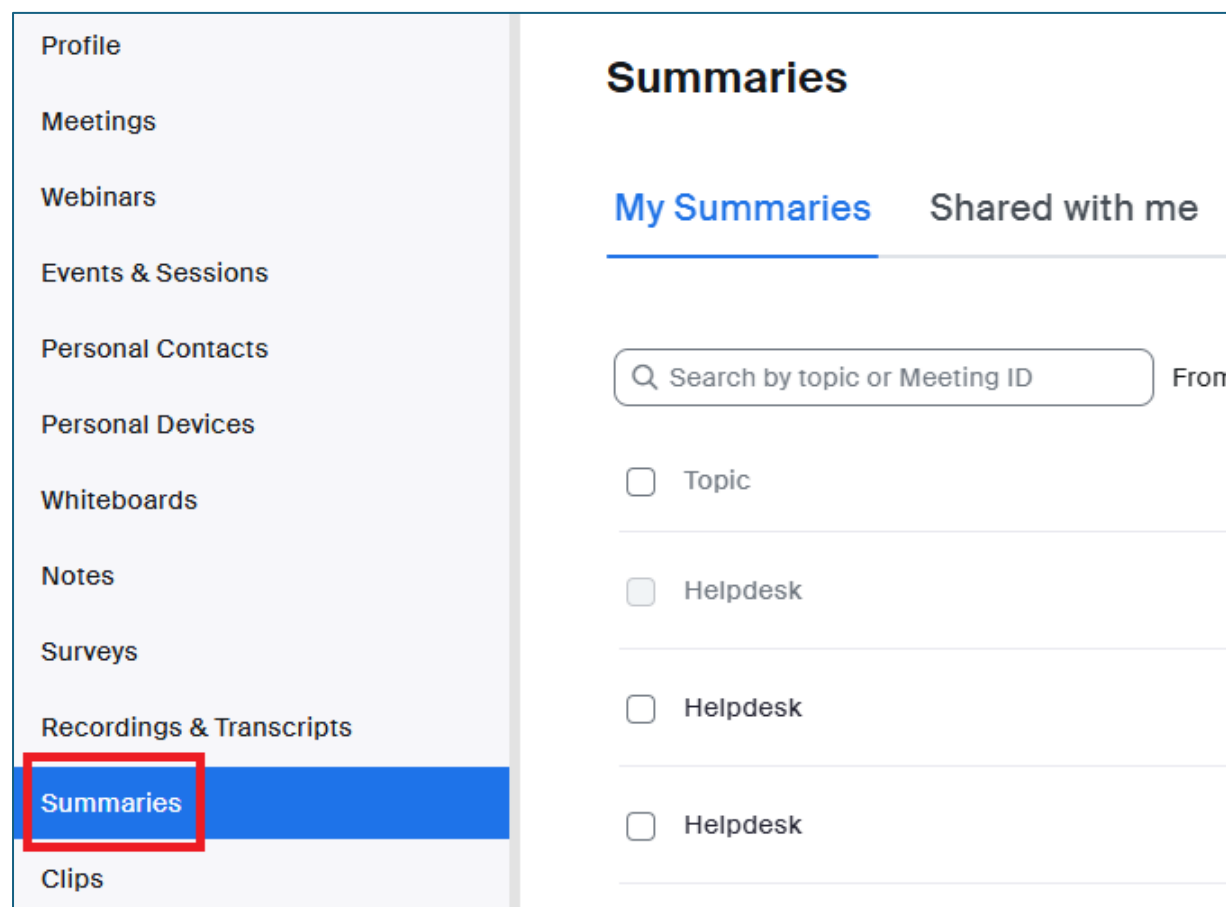


AI-Generated Meeting Summary

First, start your meeting and turn on "Recording to the cloud."

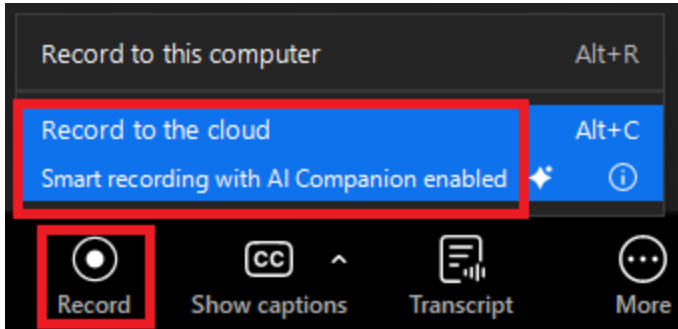


After the meeting ends, the meeting summary generated by AI can be accessed on the Zoom website (<https://lingnan.zoom.us>) as below.



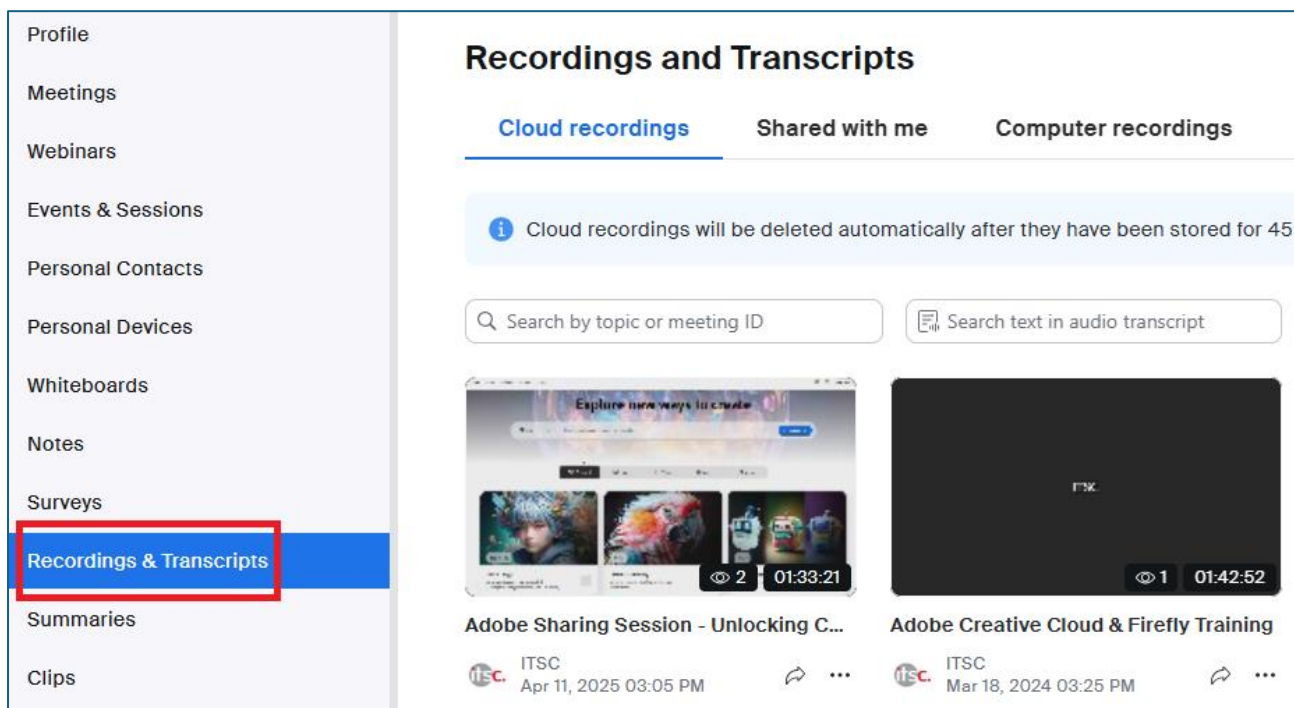
Smart Chapters & Transcript

First, start your meeting and turn on "Recording to the cloud."

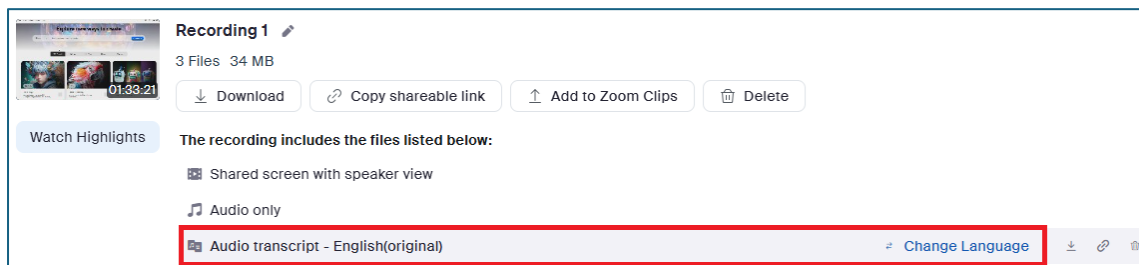


After the meeting ends, the entire video bookmarked with smart chapters and the translatable audio transcript can be accessed on the Zoom website (<https://lingnan.zoom.us>).

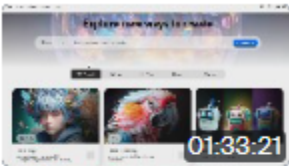
Access the "Recordings & Transcripts" section and click on the target recording.



The recording and the translatable audio transcript are accessed as below.



The entire video bookmarked with smart chapters is accessed via below.



Recording 1

3 Files 34 MB

[Download](#) [Copy shareable link](#)

[Watch Highlights](#)

The recording includes the files listed below:

- Shared screen with speaker view
- Audio only
- Audio transcript - English(original)

zoom

Research result sharing session

Download (4 files)



01:33:21

Only play highlights

Edit Highlights Save as New Clip

Smart Chapters

From 00:00:00 Meeting

From 06:25 Software Tools

From 09:01 Brainstorming on the new site...

From 17:03 Design options

From 23:07 Conclusion

From 33:00 Next Steps

Greeting
John Smith introduced the topic of the meeting. John is giving a update to his research project which is exploring the relationship between typefaces and people's trustworthiness.

Next Steps

1. Make sure new design is updated with Kyle's idea.
2. Share update to user response with John by the end of this week.

Audio Transcript Chat Messages

Search transcript

Welcome! I'm excited to update my research progress on typeface design and trustworthiness. Thank you all for joining us today. I hope you'll spend a great time here and have something to take away. :)

To get started, I want to introduce a bit about my research topic. It's about the connections between typeface design elements and people's trustworthiness. The topic is quite new, so there are a lot for me to explore.

An important part of my research is to experiment with different typeface design elements and test them with users. The tough part is to pay attention to the measurement of these elements, for example the x-height.

Kyle Anderson 06:26

Thank you John! I think your research is very interesting. What software did you use to design the testing samples? I am also curious about the method that you used to test with the typeface design elements.

John Smith 09:01

To keep the measurement in a rational style, I used Glyphs and Illustrator to design testing samples. I published online questionnaires on Reddit to gather results and it went well!