

# Instructions for Accessing Live Captioning (CART) during the City Council Meeting

Beginning April 27, 2020, live captioning of Cambridge City Council meetings will be available through CART (communication access realtime translation) online in order to provide communication access for viewers who are deaf or hard of hearing. The captions will be streamed on a [dedicated webpage](#), separate from the video feed of the meeting. Unfortunately, due to technical limitations CART will only be available online. Please be aware that there will be a slight delay between the audio and when the captions appear, as the CART provider is also listening live and must translate the audio into text. Individual internet speeds may also affect the length of any delay between the audio and CART feed.

To access the caption stream, you will need to have two windows open in your browser side by side:

1. The video feed of the meeting (shown on the left side of the image below), which you can access from either of the following sites:
  - Through the City's Open Meeting Portal at <http://cambridgema.ig2.com/Citizens/Default.aspx>, or
  - Through 22-CityView at <https://www.cambridgema.gov/Departments/22cityview>.
2. The URL to the CART: <https://www.streamtext.net/player?event=CAMCOUNCIL> (displayed through the platform StreamText, shown on the right side of the image below)
  - Note: text will not appear in the CART window until the City Council meeting begins.
  - You may join the StreamText at any time, even if the City Council meeting is already in progress.
  - The default is set to auto-scroll, which means the text will scroll as it appears. You can turn this feature off by unchecking the "Scroll" box in the upper right corner of the StreamText page (see small red oval in the screenshot below). Unchecking this box will allow you to scroll up to see anything you may have missed.
  - You have the option of changing the font size, font family, background color, and text color to best suit your needs (see large purple oval in the screenshot below).

Screenshot of what it should look like when you display the two windows side by side to view the City Council Meeting and CART streaming simultaneously.:

Use these boxes to change font size, background color, etc.

Once the meeting begins, the captions will be displayed here.

Note: there will be a little delay between the audio of the meeting and when captions appear on screen, as the CART provider must type everything that's being said.

Uncheck this box to turn off auto-scroll. This allows you to scroll up to see anything you missed.

For questions or concerns related to CART, contact Kate Thurman at [kthurman@cambridgema.gov](mailto:kthurman@cambridgema.gov)