Guide to Closed Captioning

Classroom environment

Overview:
Most of Haverford’s classroom TV/VCR setups are Closed Captioning (CC) capable. CC is either available as a feature built-in to the TV itself or, with older models and projection systems, through an external CC decoder box connected between the VCR and TV or between the VCR and projector. The videotape being played must be CC encoded in order for this feature to work.

DVD: Most DVD discs have subtitles (English and sometimes other languages) built into the disc. In order to activate the subtitles you must navigate through the menu of the DVD with the remote control and turn the subtitle feature on. Neither the TV, projector, or external closed captioning device has anything to do with the subtitles on a DVD.

Operation:
• The televisions with built-in CC decoders require you to access and navigate through the TV’s option menu in order to activate and deactivate the CC feature.
• The method for activating this feature varies from TV to TV, based upon the manufacturer and model.
• Printed directions for activating the CC feature are located on the side of the television, or on the wall in some situations (the library for example).
• The televisions with external CC decoder boxes require you to simply turn on the decoder box to activate and deactivate the CC feature.

Closed Captioning capable TV/VCR locations:
• AV department (Serving the DC)
• Barclay Lounge
• Campus Center Game Room
• Campus Center guest rooms
• Chase 101
• Chase 104 (Auditorium) (Projector)
• Dining Center 003 (Projector)
• Dining Center TV lounge
• Founders basement
• Gest AV closet
• Gummary Basement
• Hall AV closets
• Hall 6
• Hall 201
• KINSC AV closets
• KINSC H012 (Projector)
• KINSC H108 (Projector)
• KINSC H109 (Projector)
• KINSC H110 (Projector)
• Magill Library video room (4 units)
• Multicultural Center
• Sharpless Auditorium (Projector)
• Sharpless AV closet
• Sharpless Library
• Stokes Auditorium (Projector)
• Stokes AV closet
• Woman’s Center
**Video Projection with Closed Captioning**

**Overview:**
CC for video projection is available in the following Haverford facilities:
- Chase Auditorium
- KINSC H012
- KINSC H108
- KINSC H109
- KINSC H110
- Sharpless Auditorium
- Stokes Auditorium

An external CC decoder box connected between the video projector and the VCR makes CC possible in these facilities.

**Operation:**
- To have the CC feature activated in an auditorium you must request that the individual operating the video turn the CC feature on.
- In an academic situation you should ask your instructor to activate the closed caption decoder box (or the subtitle feature on the DVD player).
- In a nonacademic situation (the film series, for example) you should ask the technician in the projection booth to activate the closed caption feature (or the subtitle feature on the DVD player).

**Closed Captioning for Broadcast/Cable TV**

**Overview:**
There are only a few TVs (in public areas) at Haverford that are capable of receiving broadcast or cable TV.

**Operation:**
- These broadcast-capable televisions have built-in CC decoders and require you to access and navigate through the TVs option menu in order to activate and deactivate the CC feature.
- The method for activating this feature varies from TV to TV, based upon the manufacturer and model.
- Printed directions for activating the CC feature are located on the side of the television.

**CC capable Broadcast/Cable TV locations:**
- Barclay Lounge
- Campus Center Game Room
- Dining Center TV Lounge
- Gummery Basement

If you should need any technical help with the Closed Captioning systems please contact:

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