Kaltura REACH KMC Guide

SETUP YOUR NEW ACCOUNT FOR CAPTIONING
1. Email "Kaltura@cielo24.com" with a new account request and include the following information:
   a. Kaltura account name (e.g. University of USA)
   b. Partner ID (In the KMC > Settings > Integration Settings)
   c. Desired service levels (e.g. 48hr TAT, Premium English, 98%)

PERMISSION
1. Log into the KMC using your Admin Credentials
2. Click Settings > Click Roles > Select "Add Role"
3. Name role "cielo24"
4. Enable the following Permissions:
   a. Content Management > Modify Metadata
   b. Content Management > Edit Entry Captions
5. Click "Save"
6. Click Users > Select "Add User"
7. Create a new user, using Kaltura@cielo24.com
8. Assign to the "cielo24 Role"

TAGGING
1. Log into your KMC account
2. Select the media title to be captioned
3. Under "Metadata" tab > select "Tags" field
4. Enter appropriate Start Tag:
   a. Caption48 (48 hr TAT)
   b. Caption24 (24 hr TAT)
5. Click "Save"
6. Email the cielo24 Ops team at Kaltura@cielo24.com for confirmation that your request was received
7. The cielo24 Ops team will respond once your request is received

VIEW CAPTIONS
1. Open the "Content" tab in your KMC and select captioned media
2. Click "Preview and Embed" located beneath the media player
   Select the "Player with Captions" player from the dropdown menu on the upper-left to play your captions