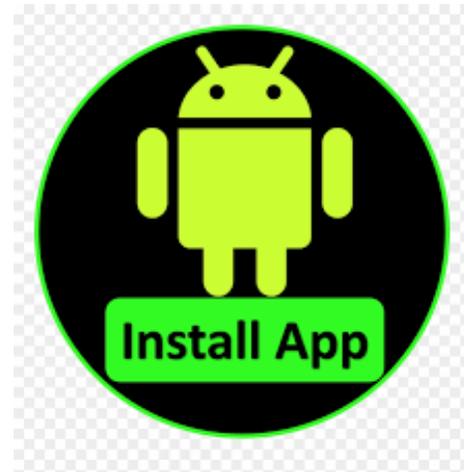# Otter.ai or Otter

Speech to Text Accommodation

How can I understand them when I cannot see their mouth and/or hear them?

Frustrated? Anxious?

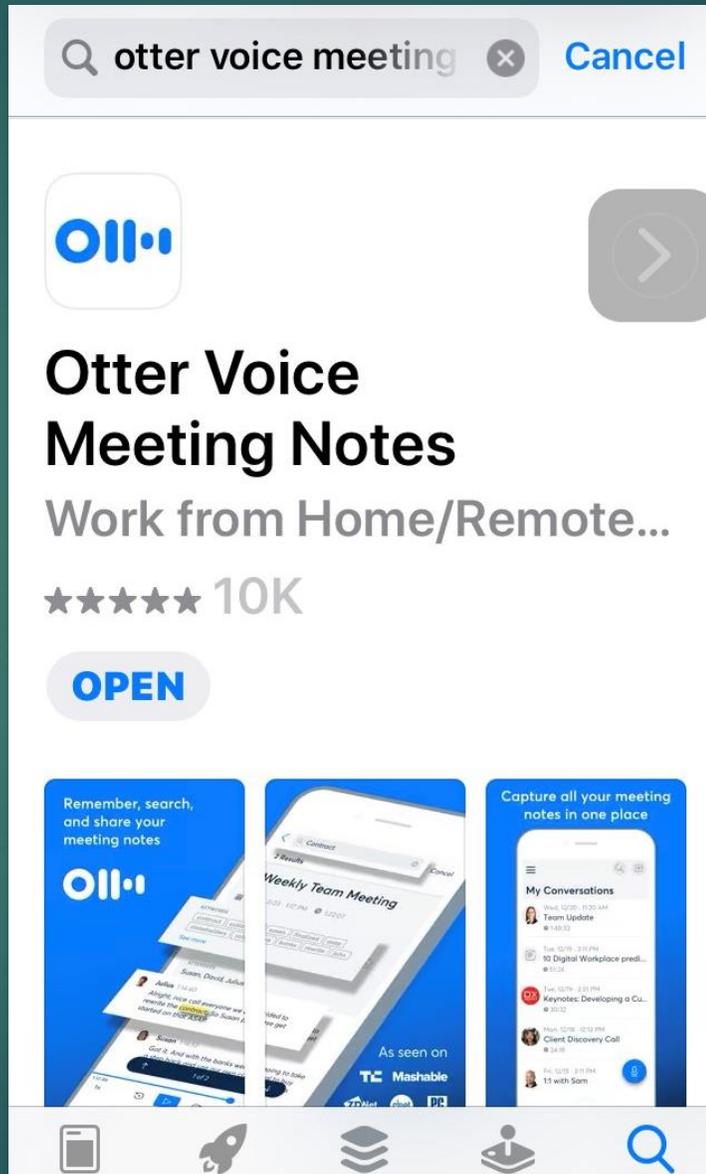Otter could help and save your life!!!

Download Otter or Otter.ai for Android or IOS

How to download this app on your device

- Open the App Store or Google play store

- Go to the SEARCH

- Type: Otter Voice Meeting
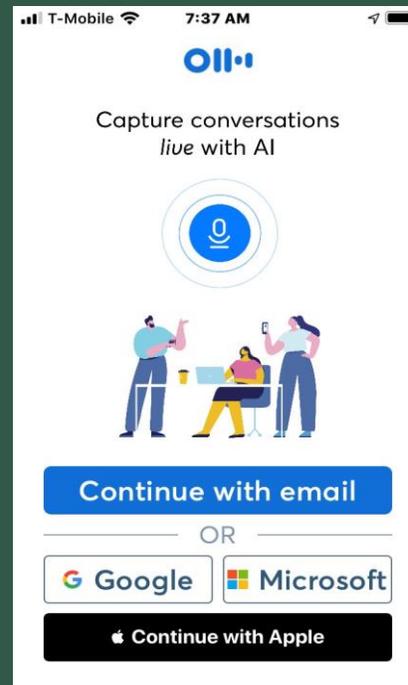
- Scroll until you find the Otter app

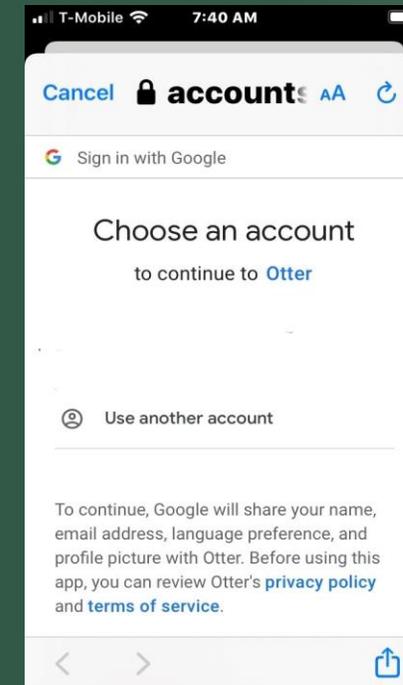# Step-by-Step: How to download this APP – Apple products

First step- Click on "Get"
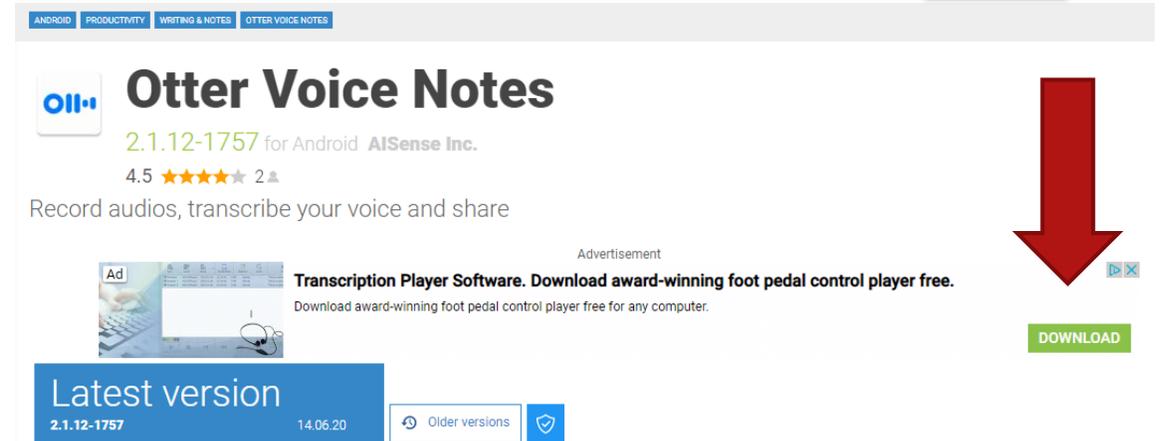
Second step- Click on "Continue your email"

Third Step- Choose account

Android Download

▶ Google Play Store

▶ Search: Otter

▶ Click Install

▶ Start download

Screens for Android
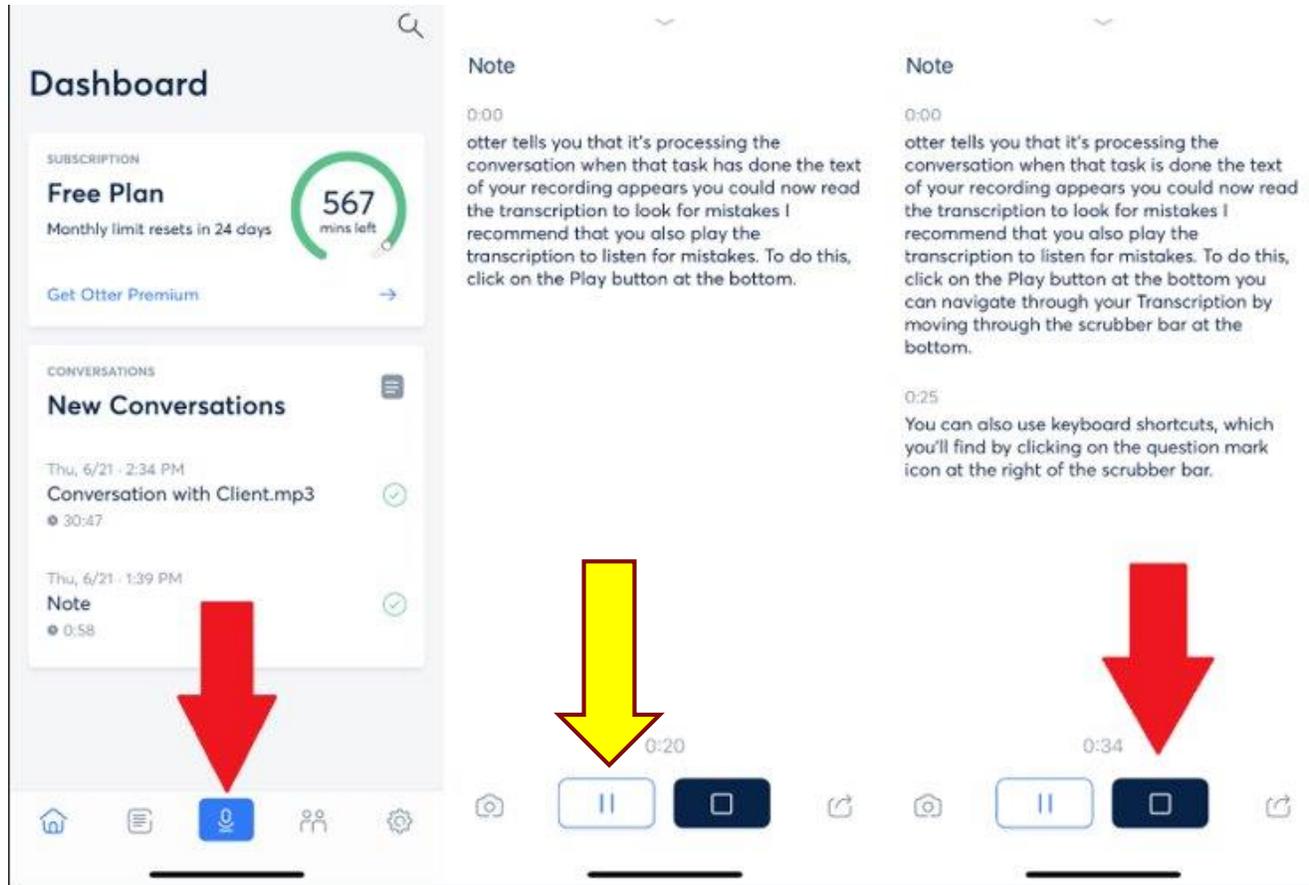
HOW TO RECORD A LIVE CONVERSATION

TAP THE BLUE MICROPHONE BUTTON IN THE MOBILE APP TO START RECORDING

TAP THE PAUSE OR STOP BUTTONS TO INTERRUPT OR END RECORDING

How to edit your recorded transcription (use pen to edit)
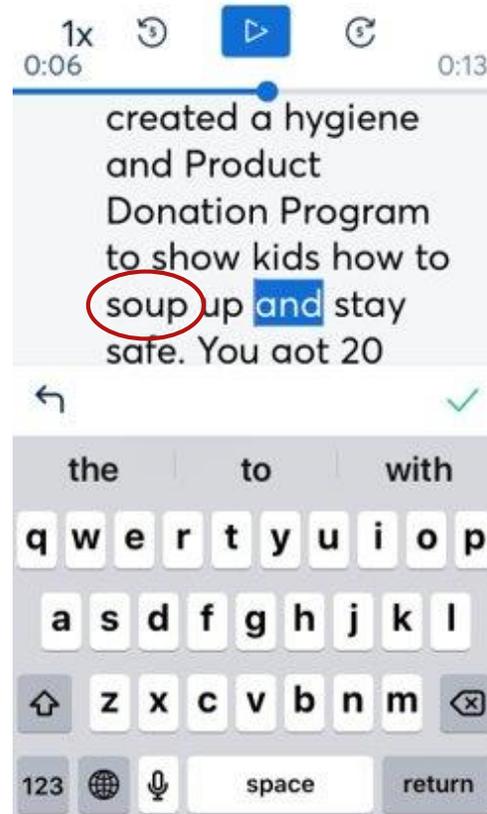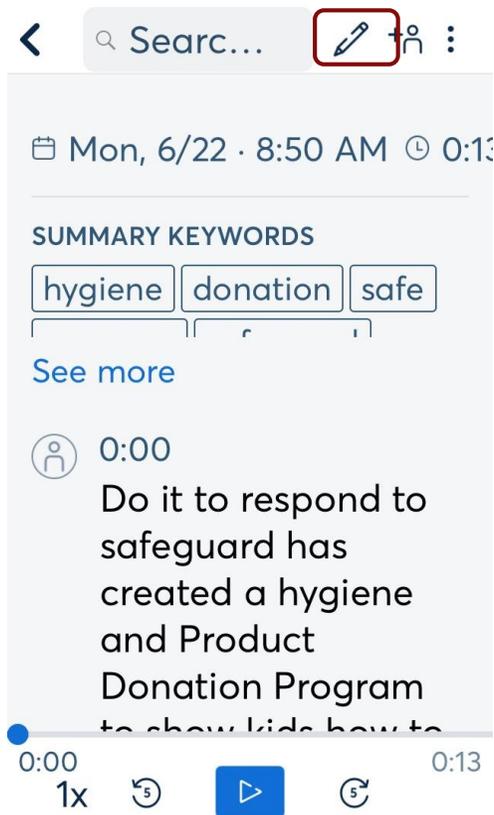
How to create a folder and save your file
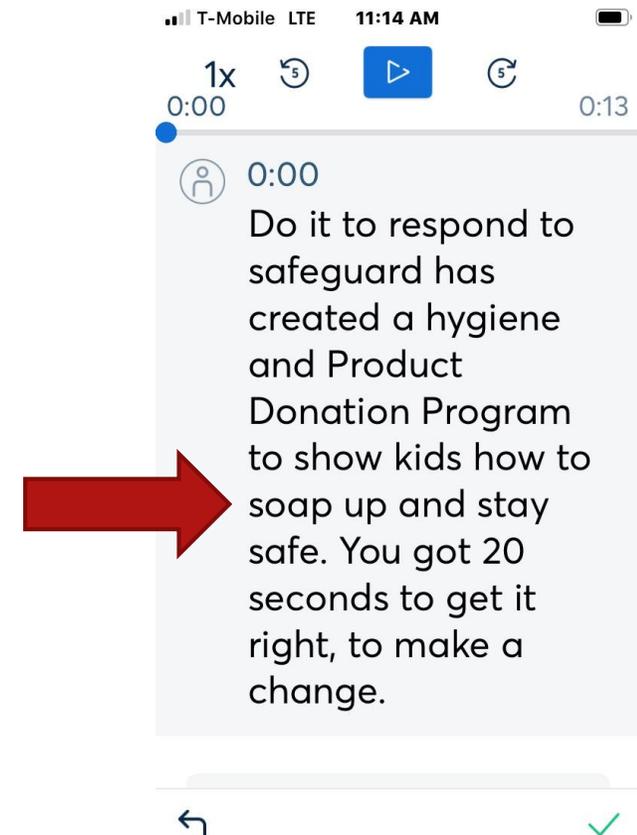
Open sidebar by tapping the three horizontal bars at top left.   Select the button + button next to the Folders tab. Type the name of your folder.

How to add the file to your folder

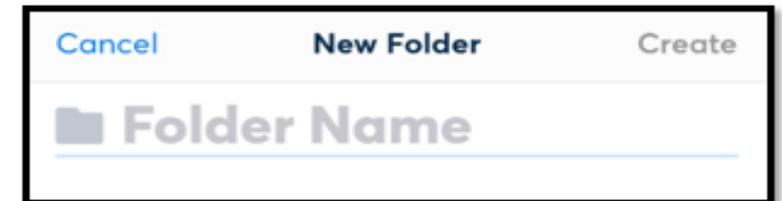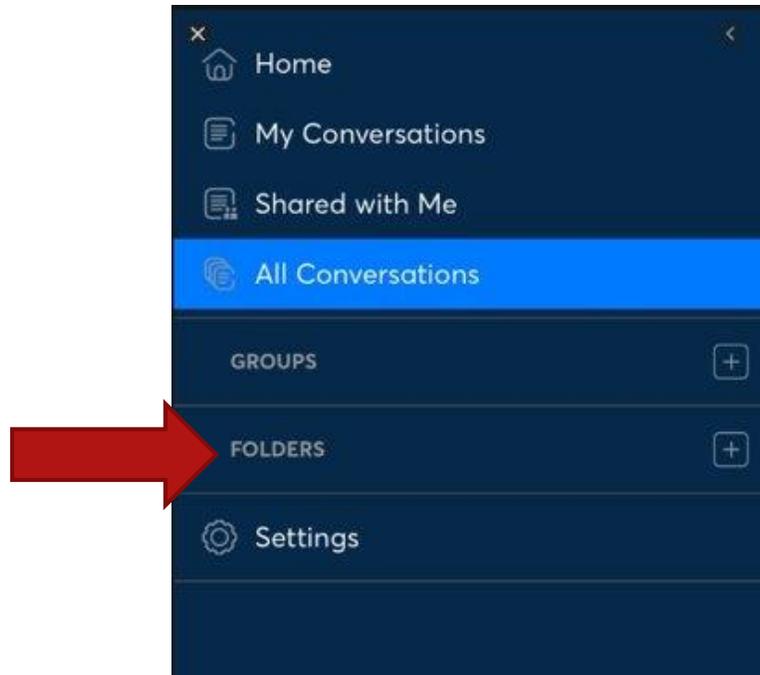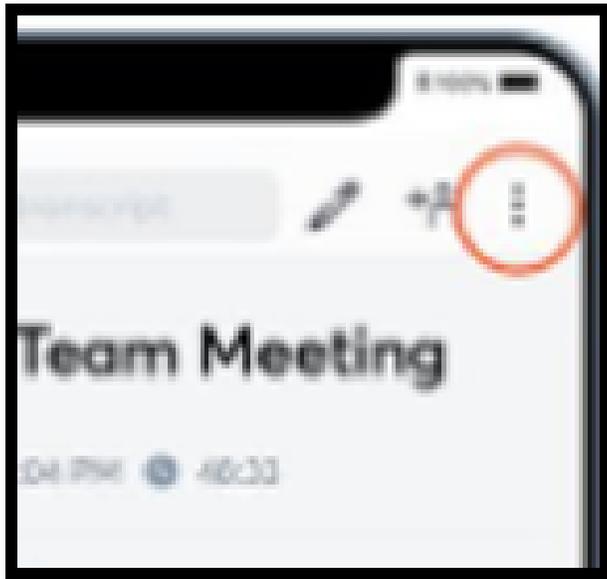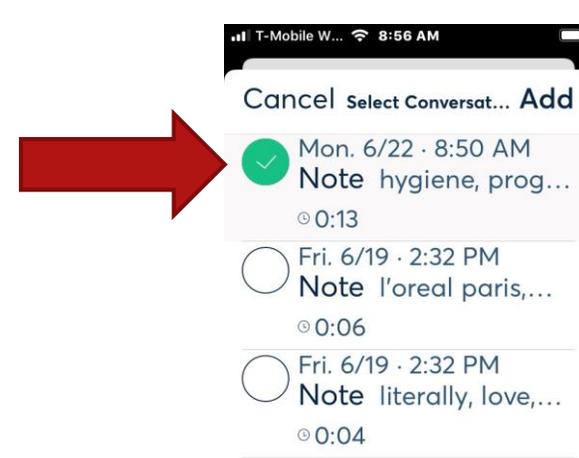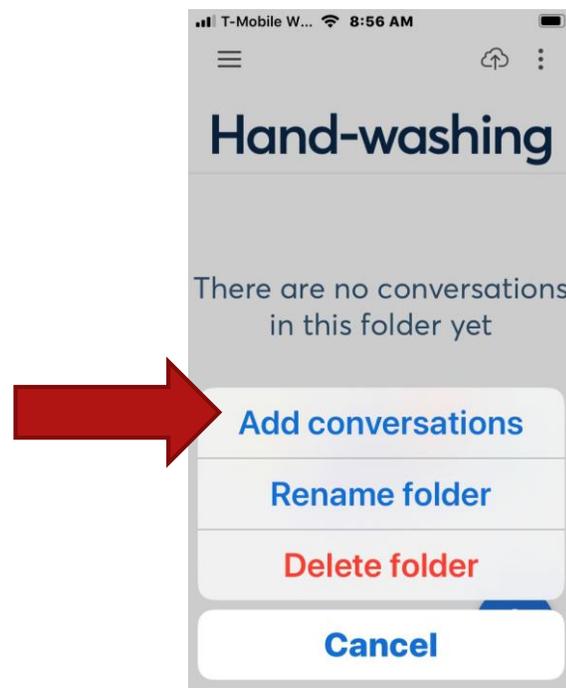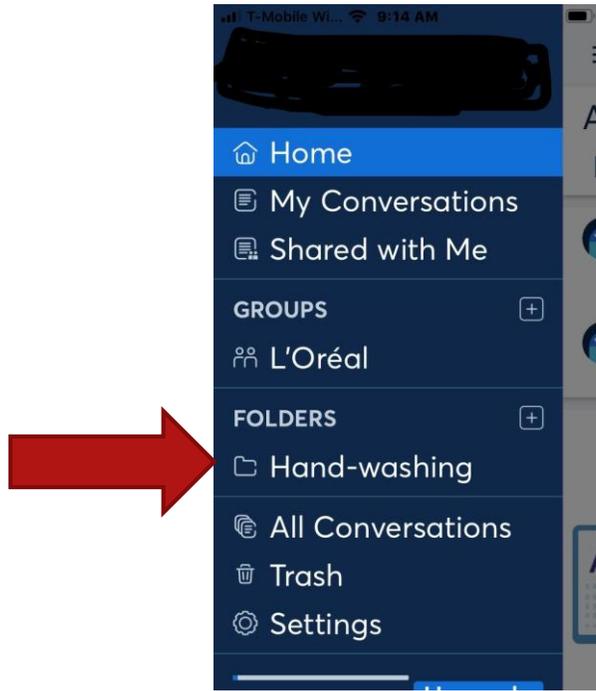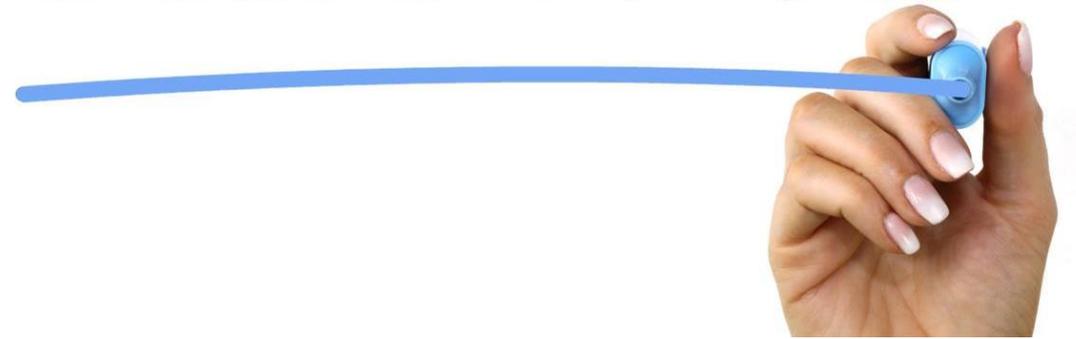| Otter Plans	BASIC	PREMIUM	TEAMS
FEES	FREE	$8.33 user/month (Billed Annually)	$20.00 user/month (Billed Annually)
CORE FEATURES:			
Record & Playback	x	x	x
Transcribe in Real-Time	x	x	x
Identify Speakers	x	x	x
Generate Summary Keywords & Word Cloud	x	x	x
Search by Keywords	x	x	x
Edit & Highlight	x	x	x
Share & Collaborate with Groups	x	x	x
Organize with Folders	x	x	x
Export Audio & TEXT (TXT)	x	x	x
Sync Zoom Cloud Recordings	x	x	x
Transcription Minutes per month	600	6,000 mins/user (max. 4 hrs each)	6,000 mins/user (max. 4 hrs each)
PREMIUM FEATURES:			
Import Audio & Video		x	x
Advanced Export (PDF, DOCX, SRT)		x	x
More Playback Speeds & Skip Silence		x	x
Bulk Import		x	x
Bulk Export		x	x

Features and Price list for upgrade to paid subscription

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Please use this website, https://blog.otter.ai/help-center/ for more detailed information.

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Website: Dhhs.in.gov

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Bureau of Rehabilitation Services
Deaf and Hard of Hearing Services