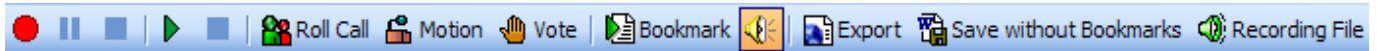





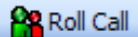
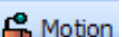
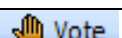
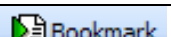

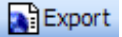
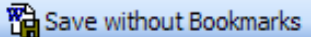
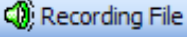


## Liberty Meeting Recorder

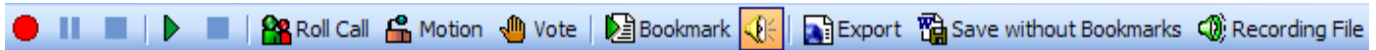


At a meeting, you can open up your Microsoft Word document that stores the meeting's agenda. By pressing the  (Record) button, the proceedings of the meeting will be recorded in a .dcr file. From the Microsoft Word toolbar shown above, you can take a roll call, include motions, record the voting results for different agenda items, insert bookmarks so that you can easily navigate within the file during playback, and perform other operations.

The buttons from the Liberty Meeting Recorder toolbar are described below:

Button	Description	Shortcut
	Start recording	None
	Pause recording	None
	Stop recording	None
	Start/Stop Playback controls	None
	Add a roll call	Ctrl+Alt+R
	Add motions	Ctrl+Alt+M
	Add voting results	Ctrl+Alt+V
	Add a bookmark	Ctrl+Alt+P
	Enable Time Assignment from Playback. When the button is checked, the playback time will automatically be used for bookmarks that you insert during playback.	None
	Export the document and audio file to an HTML file and a WMV file	Ctrl+Alt+E
	Save a copy of your Microsoft Word document without bookmarks	None
	Associate a recording file with this Microsoft Word Document	None


## Liberty Meeting Recorder - Continued



### Taking a Roll Call

You can take a roll call for your meeting and have the results summarized in your Microsoft Word document.

To record who is present at a meeting and who will be voting, take the following steps:


1. Press the  **Roll Call** button. The Roll Call dialog box appears.
2. Indicate whether a person on the list will be voting by checking or clearing the **Voting** check box.
3. Click in the **Status** column beside the name and the person's status from the drop-down list.
4. Repeat steps 2 and 3 for each name.

When you press OK, the results will be displayed in your Microsoft Word document.

### Motioning an Item

As motions are moved, you can record the results.

For each motion, take the following steps:


1. Press the  **Motion** button. The Motion dialog box appears.
2. Select the Mover.
3. Select the Secunder.
4. Select the Action.
5. In the **Motion Text** field, type any text for the motion.

When you press OK, the results will be displayed in your Microsoft Word document.

### Voting on an Item

As an agenda item is voted upon, you can record the results of the vote in your Microsoft Word document.

To record the voting result for an agenda item, take the following steps:

1. Press the  **Vote** button. The Vote dialog appears with a list of eligible voters based on the Roll Call.
2. Click on the Vote column for a name.
3. Select one of the following from the drop-down list: Yes, No, Abstain, Absent.
4. Repeat steps 2 and 3 for each name.
5. Click the **Pass** button or the **Fail** button.

The results will appear in your Microsoft Word document.