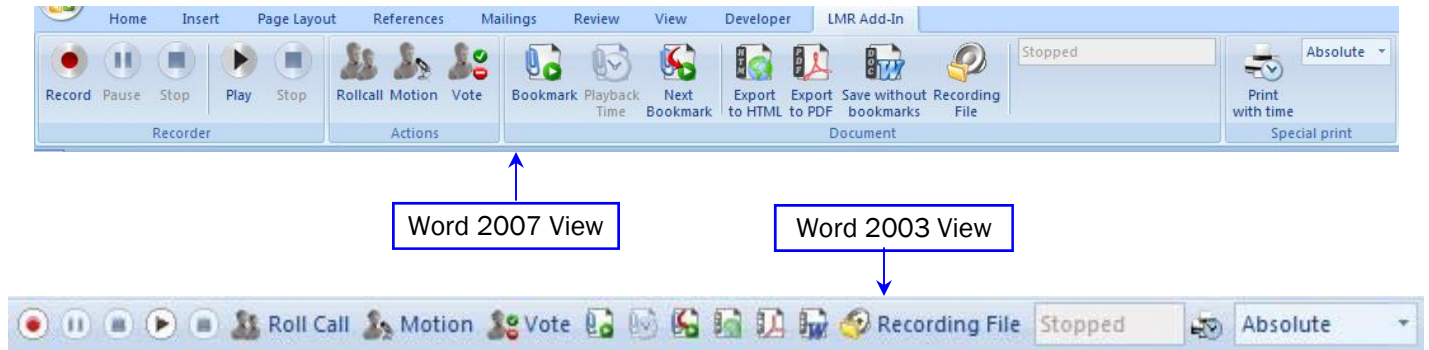

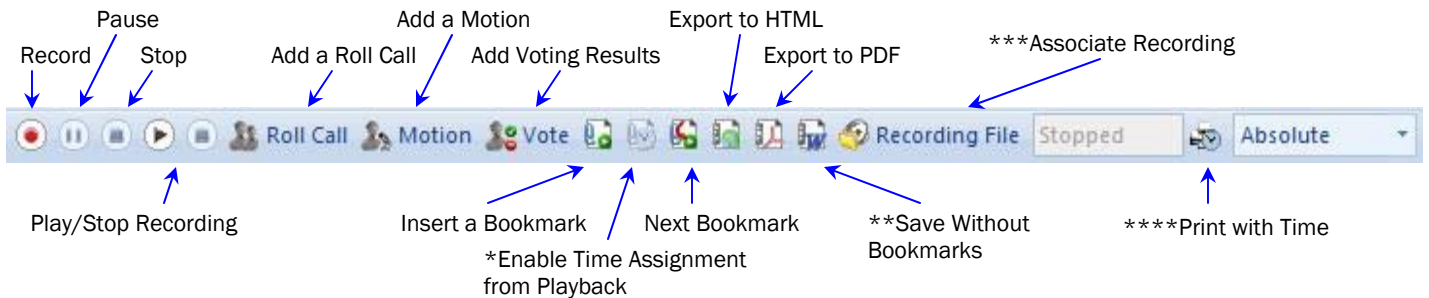


Liberty Meeting Recorder Quick Reference Sheet



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:



***Enable Time Assignment from Playback:** When the button is checked, the playback time will automatically be used for bookmarks that you insert during playback.

****Save Without Bookmarks:** Save a copy of the Word document without the bookmarks.

*****Associate Recording:** Associate a recording file with this Microsoft Word document.

******Print with Time:** Print the Microsoft Word document with bookmark icons replaced with absolute or offset times.

Liberty Meeting Recorder About the Configurator

To start Liberty Meeting Configurator:

- ◆ From the Windows Start menu, choose “Programs” – “Liberty Meeting Recording System” – “Liberty Meeting Configurator”. A dialog appears from which you can access different configuration options.

