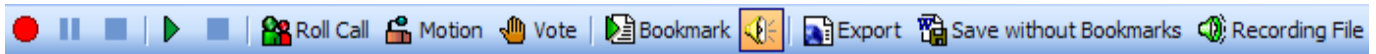



Step-by-Step Startup Shutdown Using the Liberty Meeting Recorder Rules



These instructions assume you have designated in the Liberty Meeting Configurator that when you start a new recording you will define the name of the audio file in Liberty Meeting Recorder.

Conducting a Meeting:

1. Open the appropriate Microsoft Word document for your meeting.
2. If backing up (mirroring) to CD, insert a blank CD into the CD-RW drive. Otherwise, go to step 3.
3. To begin recording the meeting, click the  **Record** button. Click, Yes to the message asking you to create a recording file.
4. When the New File window opens, rename the file or leave as is, click Save.
5. When the Recorder window opens, click on the  **Thin View** button to minimize the view.
 - To insert a Bookmark (time stamp) position your cursor in the document where you want to include a Bookmark and click the  **Bookmark** button.
 - To record the Roll Call, position your cursor in the document where you want to include a Roll Call and click the  **Roll Call** button. When the Roll Call dialog box opens, indicate whether a person will be voting by checking or clearing the Voting check box. To identify their status, click in the Status column beside the name and choose Present, Absent, or Excused from the drop-down list.
 - To record a Motion, position your cursor in the document where you want to include a Motion and click on the  **Motion** button. Select the Mover, the Secunder, enter the Action, and the Motion text. Press OK to insert the Motion into the document.
 - To record a Vote, position your cursor in the document where you want the Vote to be inserted and click on the  **Vote** button. Under the Vote column, select one of the following from the drop-down list for each name: Yes, No, Abstain, Absent. Click the Pass or Fail button to record the results into the document.
 - During the recording, if you wish to playback something recorded earlier in the meeting, click on any of the Bookmarks and the Playback Window will open and begin playing the audio.
6. To Stop the recording, either for a break or at the end of the meeting, click the  **Stop** button.
7. Save your document to your **Back-up CD** and close Microsoft Word.
8. If backing up to CD, Eject and write-protect your CD.

