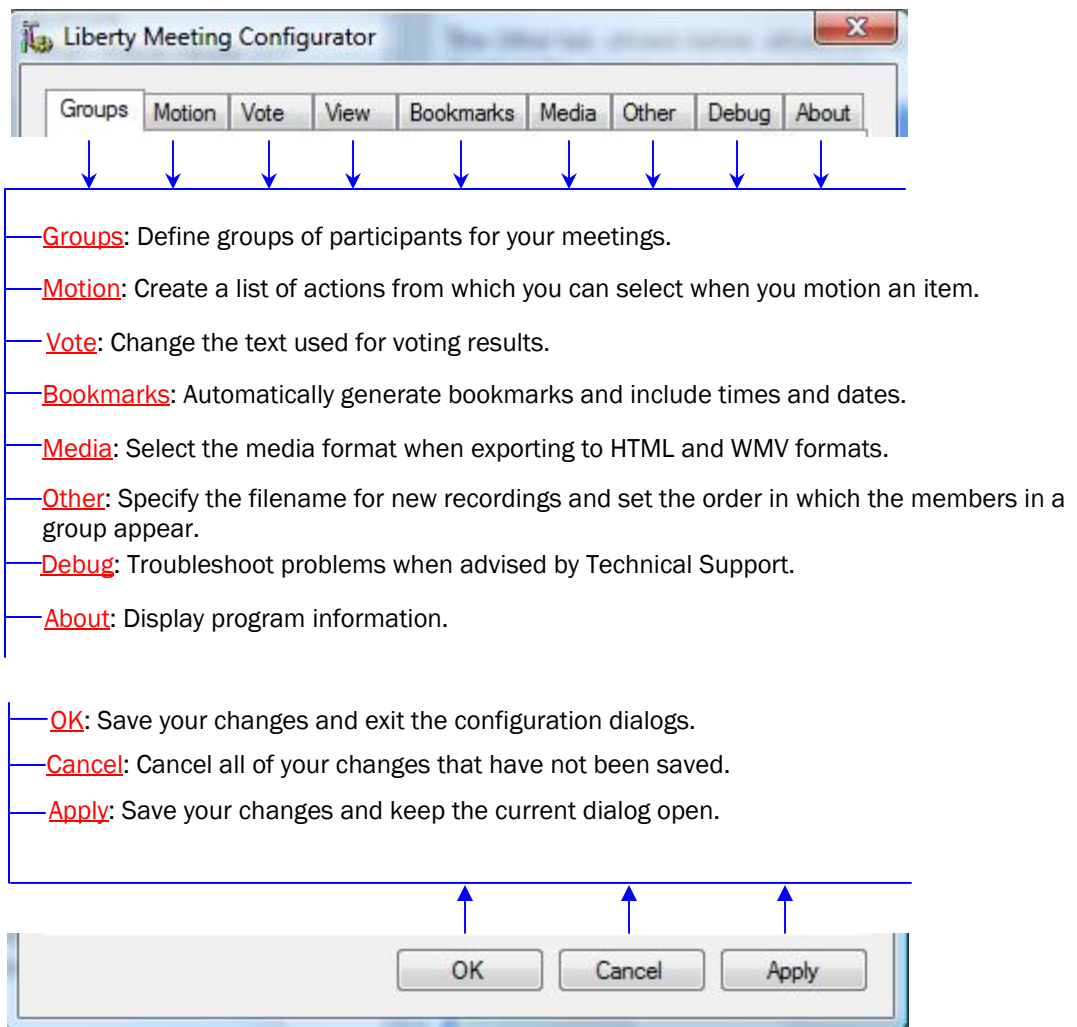


## Using the Liberty Meeting Configurator

Use the Configurator to access different configuration options

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.



## Using the Liberty Meeting Configurator Using the Groups Tab

The Groups tab, shown below, allows you to define groups of participants for your meetings. The names of the participants in a group appear on the Roll Call, Motion, and Vote windows that you can use during your meeting from a Microsoft Word toolbar or ribbon. By default, there is one group called "Default" that contains some default members, Name 1 to Name 9, which you can change, delete, or add to. You can also indicate which members will be voting.

The members can appear in alphabetical order or you can rearrange the members in whatever order you choose.

### Adding a Group

To add a group, take the following steps:

1. Click on the **Add Group** button.
  2. Type the name you want to use for the group.
- You can then add members to the group.

### Copying a Group and its Members

To copy a group and all of its members, take the following steps:

1. In the drop-down list of groups, select the name of the group you want to copy
  2. Click on the **Copy Group** button.
  3. Type the new group name.
- You can then add members to the group, delete members from the group, or change the names of the group's members.

### Changing the Name of a Group

To change the name of a group, take the following steps:

1. In the drop-down list of groups, select the name of the group you want to change.
2. Click on the **Edit Group Name** button.
3. Type the new group name.

### Deleting a Group

To delete a group, take the following steps:

1. In the drop-down list of groups, select the name of the group you want to delete.
2. Click on the **Delete Group** button.
3. Confirm the deletion.

### Indicating which Members will Vote

By default, each member of a group has voting privileges and will appear on voting lists. If a member will not be voting, clear the Voting check box for the user

### Moving a Member within a Group

If on your Other tab, "Order of members" is set to "Manual" then you can rearrange the order of the members of a group. You can move a member up or down in the list of members.

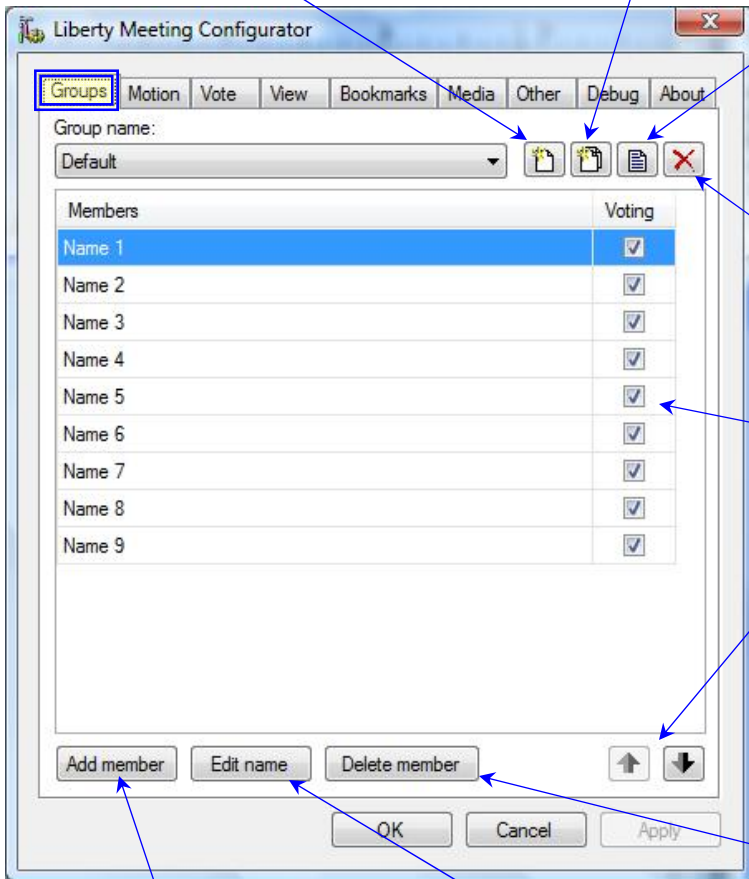
To move a member within a group, take the following steps:

1. With the group selected in the drop-down list of groups, click the name of the member you want to move.
2. Click the button to move the member up in the list, or click the button to move the member down in the list.

### Deleting a Member from a Group

To delete a member from a group, take the following steps:

1. With the group selected in the drop-down list of groups, click the name of the member you want to delete.
2. Click the **Delete Member** button. Alternatively, you can right-click in the list of members, and click **Delete Member** from the menu.
3. Confirm the deletion.



### Adding a Member to a Group

To add a member to a group, take the following steps:

1. With the group selected in the drop-down list of groups, click the **Add Member** button. Alternatively, you can right-click in the list of members, and click **Add Member** from the menu. A new item appears at the bottom of the list.
2. Type the name of this member.

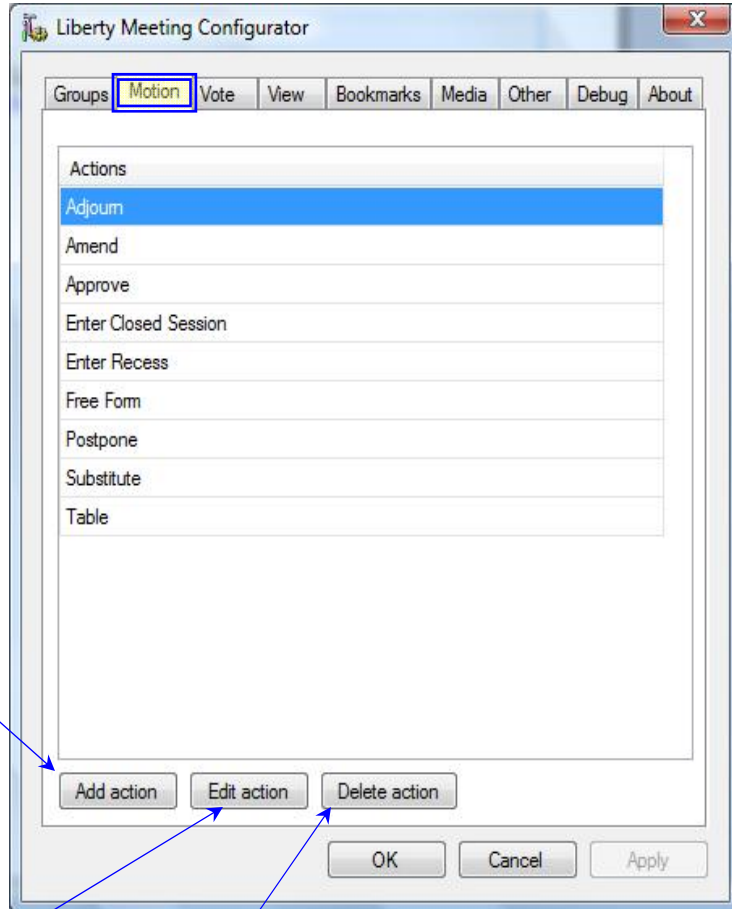
### Changing the Name of a Group Member

To change the name of a member of a group, take the following steps:

1. Click on the name you want to change.
  2. Click the **Edit Name** button.
  3. Type the new name.
- If you want to edit a name without replacing the whole name, you can double-click on the name and use your cursor to move within the name.

## Using the Liberty Meeting Configurator Using the Motion Tab

The Motions tab, shown below, allows you to create a list of actions from which you can select when you motion an item.



### Adding an Action

To add an action to the list, take the following steps:

1. Click the **Add Action** button. Alternatively, you can right-click in the list of actions, and click **Add Action** from the menu. A new action appears at the bottom of the list.
2. Type the text you want to use to represent the action.

When you click OK or Apply, the list of actions is sorted in alphabetical order.

### Editing an Action

You can change the text associated with an action by editing the action. To edit an action in the list, you can double-click on the action and edit the text.

Or you can take the following steps:

1. In the list of actions, click the name of the action you want to edit.
2. Click the **Edit Action** button. Alternatively, you can right-click in the list of actions, and click **Edit Action** from the menu.
3. Change the text you want to use to represent the action.

### Deleting an Action

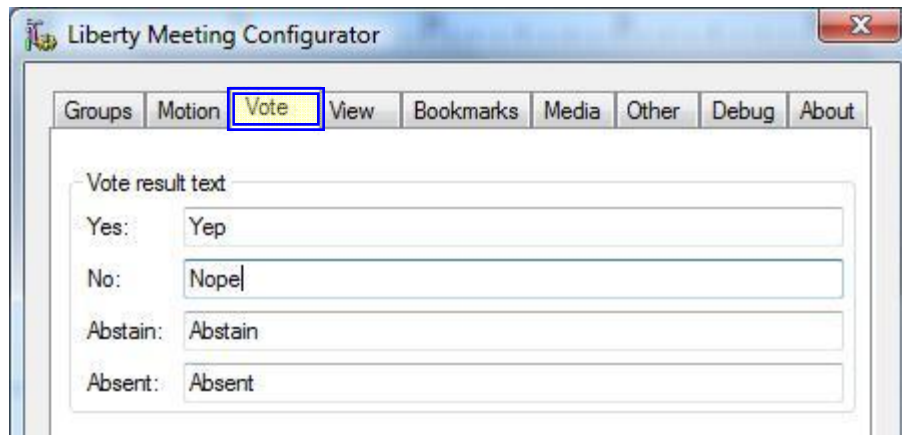
To delete an action from the list, take the following steps:

1. In the list of actions, click the name of the action you want to delete.
2. Click the **Delete Action** button. Alternatively, you can right-click in the list of actions, and click **Delete Action** from the menu.
3. Confirm the deletion.

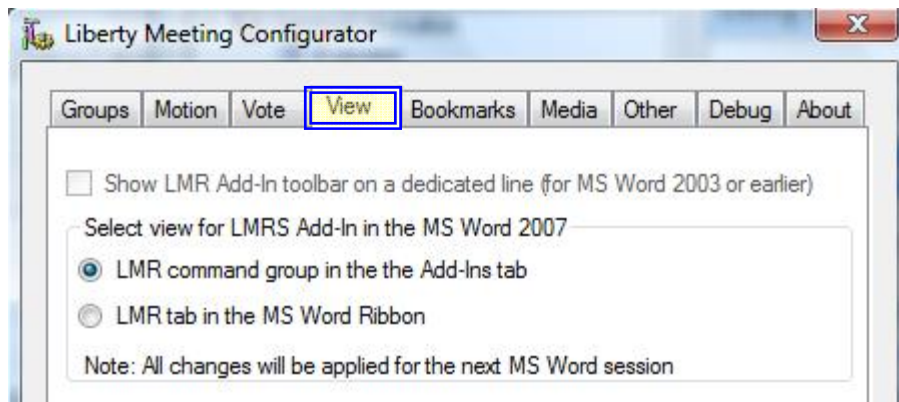
## Using the Liberty Meeting Configurator Using the Vote and the View Tab

The **Vote** tab, shown below, allows you to change the text used for voting results.

You can override the default setting for any of the possible vote results by typing the text you want to use in the corresponding field.



The **View** tab, shown below, allows you to change where you access the Liberty Meeting Recorder Add-in functions within Microsoft Word.



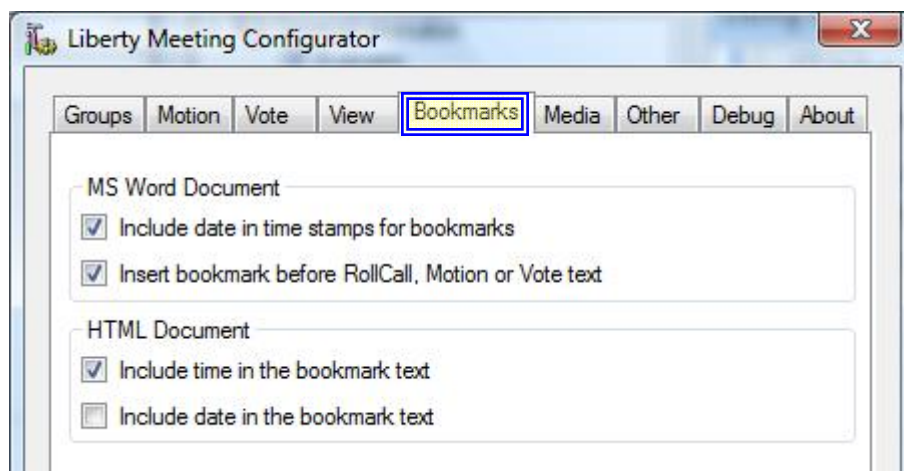
If you are using Microsoft Word 2003, select the "Show LMR Add-In command group on a separate line" check box if you want the Liberty Meeting Recorder toolbar on its own line.

If you are using Microsoft Word 2007, you can choose to have the LMRS Add-In buttons as a command group on the Add-Ins tab, or as an LMR tab in the Microsoft Word ribbon, as shown below.



## Using the Liberty Meeting Configurator Using the Bookmarks Tab

The Bookmarks tab, shown below, allows you to automatically include bookmarks and to include times and dates.



### [Include date in time stamps for bookmarks](#)

Bookmarks you insert into your Microsoft Word documents are time stamped. Select this check box if you want the time stamp to include a date.

### [Insert bookmark before Roll Call, Motion or Vote text](#)

Select this check box if you want to have a bookmark automatically inserted into your document before each roll call, motion, and vote.

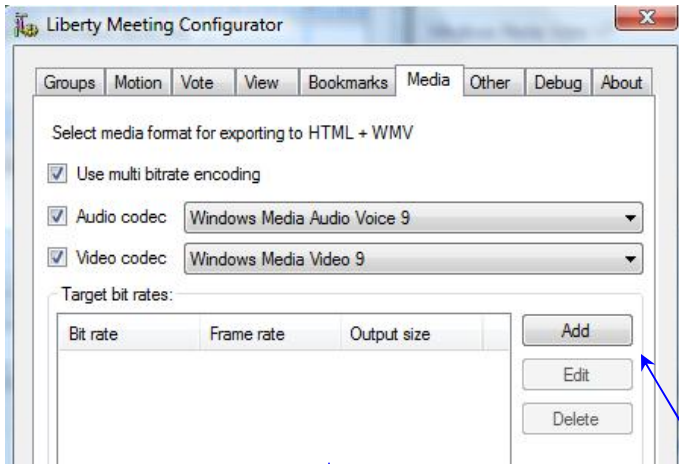
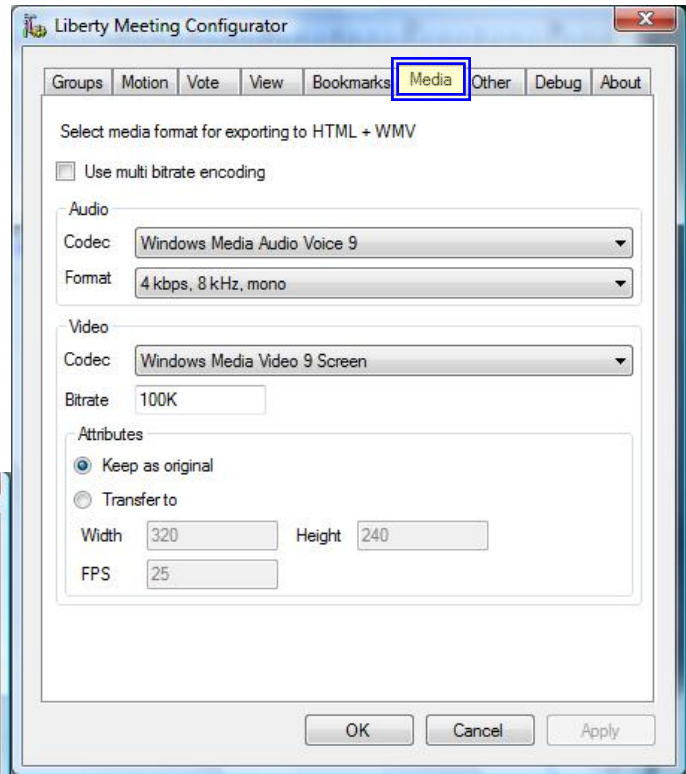
### [HTML Document](#)

When exporting a document to HTML+wmv, you can choose to include the time or the time and date in the bookmark text.

## Using the Liberty Meeting Configurator Using the Media Tab

The Media tab, shown below, allows you to select the media format when exporting a document to HTML and WMV formats.

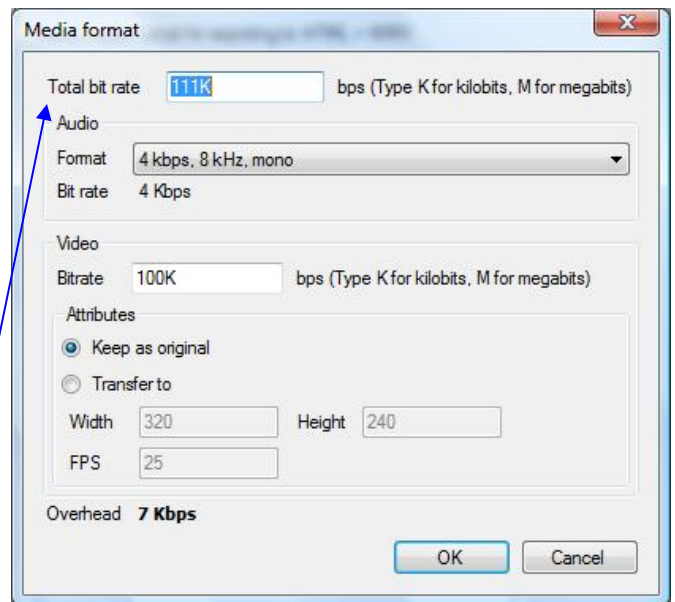
Use **multi-bit-rate encoding** – select this option if you want to use multiple-bit-rate (MBR) encoding. This allows you to create a wmv file that includes audio and video streams with different bit rates. When such a file is uploaded to the web under Microsoft Media server, you can request this file and the received media stream will adjust dynamically based on your connection speed. When you select this check box, the following dialog box appears:



You can select the audio and video codecs to be used for encoding. In the **Target bit rates** list, select the bit rates that will be used for multi-bit-rate encoding. The user interface and features are similar to those in Windows Media Profile Editor.

You can add, edit, and delete bit rates in the **Target bit rates** list. When you click the **Add** button or the **Edit** button, the dialog box to the right appears:

When you add a new target bit rate, you must specify the **Total bit rate**. This causes the video bit rate to be calculated automatically starting from the default audio bit rate value. You can then edit each bit-rate value. All other related bit rates will change accordingly.



Note: If you change the audio or video codec on the Media tab, the total bit rate is recalculated for each item in the Target bit rate list. The result depends on the audio and video codecs you have selected.