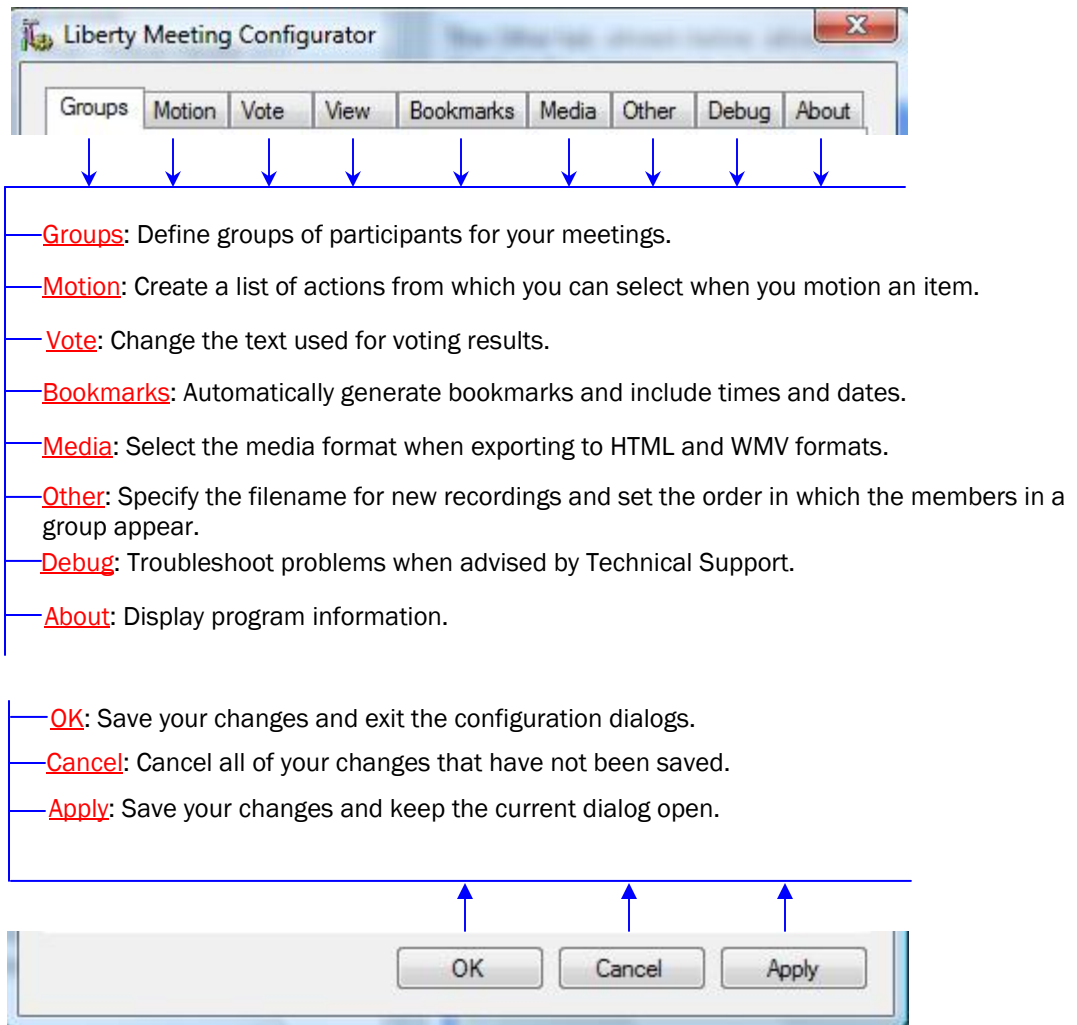


Using the Liberty Meeting Configurator

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.

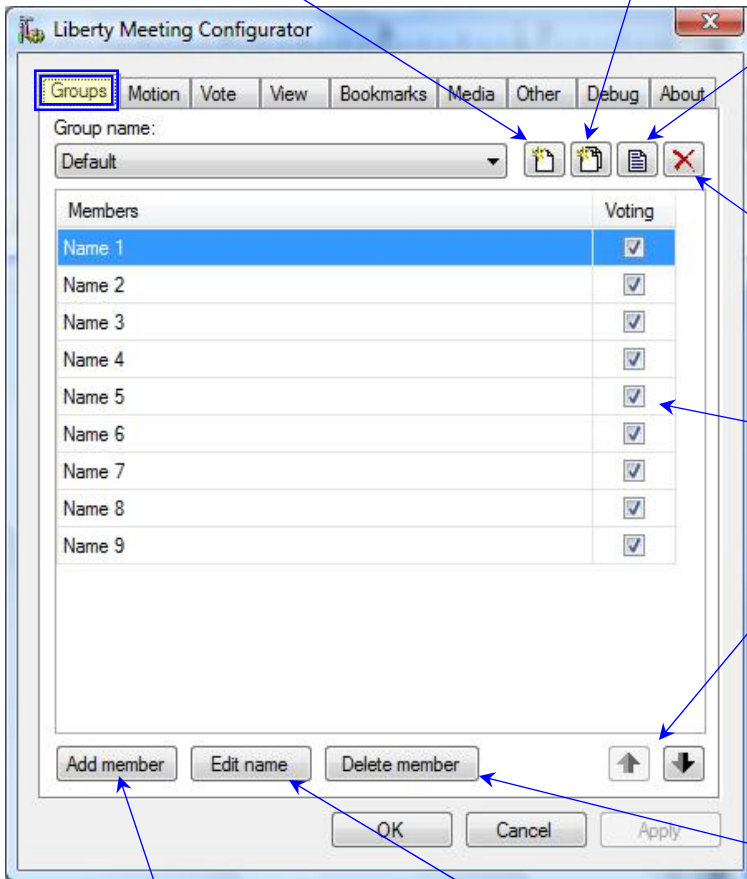
To move a member within a group, take the following steps:

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.