

Using The Liberty Meeting Configurator

Use the Configurator to define groups of participants for meetings.


The Liberty Meeting Configurator allows you to set some global configuration options for using the Liberty Meeting Recording System. The Liberty Meeting Recorder and Liberty Meeting Player each have their own configuration options.

Using the Groups Tab

You can 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. 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.

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  button.
3. Type the new group name.

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. 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.

Adding a Member to a Group

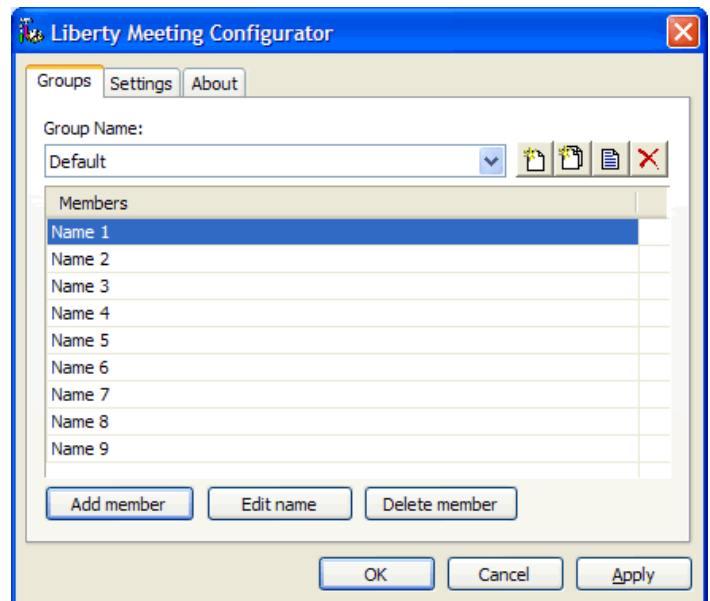
To add a member to a group, take the following steps:

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.

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 Group


To add a group, take the following steps:

1. Click the  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 the  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.

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 the  button.
3. Confirm the deletion.

Using the Settings Tab

The Settings tab, shown below, allows you to configure some global settings.

Media formats for exporting to HTML + WMV

Select the media formats to be used for exporting video and audio and for exporting audio only.

Filename for a new recording

When you start a new recording file for your Microsoft Word document, Liberty Meeting Recorder can base the name of the new file on either the rules you define in Liberty Meeting Recorder for naming new files or on the document's file name (i.e. the same file name with an extension of .dcr instead of .doc).

Note that when you use this option, your Microsoft Word document must first be saved before you start recording so that Liberty Meeting Recorder can determine the document's name.

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.

Store debug information in log file

Select this check box to write diagnostic information to log files. The log files are located in your install directory.

