



## MICROSOFT® OFFICE LIVE MEETING GUIDE TO RECORDING MEETINGS

In partnership with Microsoft, InterCall® provides Live Meeting web conferencing services. This guide makes several references to the service name, platform and features.

### ▶ RECORDING LIVE MEETING CONFERENCES

Live Meeting provides a recording feature that lets you capture all of the elements of your online meeting: slides presented, documents shared, annotations made, even the audio conference. After you record a meeting and save the recording, you can replay it later or make it available for others to view for training sessions, seminars, or for those who could not attend.

*NOTE: The recording feature does not capture PowerPoint animations, transitions, or builds; it captures only the final state of the slides.*

### SETTING RECORDING AND AUDIO OPTIONS FOR MEETINGS

Before you record a meeting, ensure that the Recording and Audio options are properly configured for both Meet Now meetings and scheduled meetings.

#### To set recording options for Meet Now meetings:

1. Open your Internet browser, enter your Live Meeting Conference Center URL and navigate to the **My Home** page..
2. Enter your User ID in the **User Login** field and your password in the **Password** field.
3. From the My Home page, click **Meet Now Details** then, under **Actions**, click **Meet Now Options**.
4. At the top of the Meet Now Options page, click **Recording**.

**Recording**

Enable Recording:

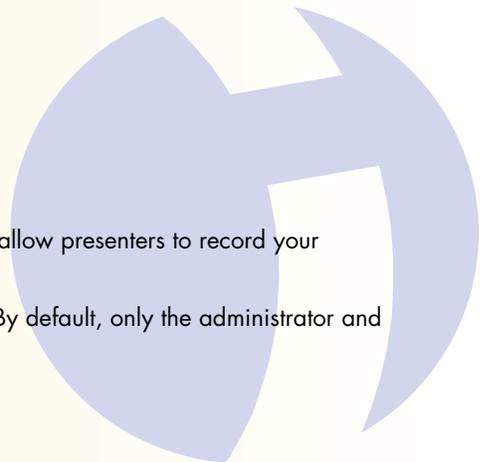
- Disabled in the meeting, but the organizer can still record when logged into Live Meeting
- Presenter can record the meeting

**By using the Live Meeting Service, you hereby agree and consent to the recording, interception or archiving of all current and future private communications or conversations through use of the Live Meeting service**

Recording Access:

- Only the administrator and organizer can view recordings. They can grant access to individual users.
- All meeting participants can view recordings using their meeting entry information

5. By default, only the meeting organizer can record a meeting. If you want to allow presenters to record your meeting, select **Presenter can record the meeting**.
6. Under **Recording Access**, select how you want to control meeting access. By default, only the administrator and organizer can view recordings.





### To set audio options for Meet Now meetings:

In order for the Live Meeting recording feature to capture the audio portion of your meeting, you must specify additional dialing keys in addition to your Reservationless-Plus<sup>SM</sup> Dial-In Numbers, your Conference Code and your Leader PIN.

The Live Meeting recorder dials into the meeting as a silent attendee. The additional dialing keys allow the Live Meeting recorder to work with the bridge prompts and input the Conference Code. Each comma in the additional dialing keys causes the Live Meeting recorder to pause in its dialing for one second. By adding commas, you can give the conference center prompt on the phone time to finish before dialing the participant code. After the pause, the Live Meeting recorder enters the participant code, followed by the next set of character strings that you specify.

In the first **Actual dialing keys** box, type commas necessary for the first pause, and then in the field to the right of <participant code>, enter your Reservationless-Plus Conference Code followed by "#".

*NOTE: Live Meeting will automatically use the Reservationless-Plus account information above if these fields are left blank.*

**Additional dialing keys:**  
The additional dialing keys are only used by Meeting Recording and Internet audio broadcasts. The participant code is automatically inserted from the setting above.

Sample dialing keys:    ,,,,,, <participant code> #,,,,,,#

Actual dialing keys:     <participant code>

Valid characters: 0123456789\*#,  
Each comma is a one second pause  
,,,, indicates a five second pause

### To set recording options for scheduled meetings:

1. Open your Internet browser, enter your Live Meeting Conference Center URL and navigate to the **My Home** page..
2. Enter your User ID in the **User Login** field and your password in the **Password** field.
3. From the **My Home** page, under the **Meet** menu, click **Schedule Meeting** then click **Meeting Options**.
4. At the top of the Meeting Options page, click **Recording**.

**Recording**

Enable Recording:

Disabled in the meeting, but the organizer can still record when logged into Live Meeting

Presenter can record the meeting

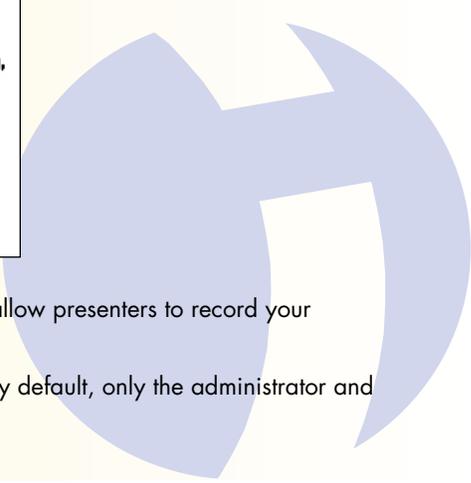
**By using the Live Meeting Service, you hereby agree and consent to the recording, interception or archiving of all current and future private communications or conversations through use of the Live Meeting service**

Recording Access:

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All meeting participants can view recordings using their meeting entry information

5. By default, only the meeting organizer can record a meeting. If you want to allow presenters to record your meeting, select **Presenter can record the meeting**.
6. Under **Recording Access**, select how you want to control meeting access. By default, only the administrator and organizer can view recordings.





## To set audio options for scheduled meetings:

In the first **Actual dialing keys** box, type commas necessary for the first pause, and then in the field to the right of <participant code>, enter your Reservationless-Plus Conference Code followed by “#”.

*NOTE: Live Meeting will automatically use the Reservationless-Plus account information above if these fields are left blank.*

## RECORDING A MEETING

By default, only the meeting organizer can record a meeting but the organizer can give permission to presenters to record the meeting as previously described.

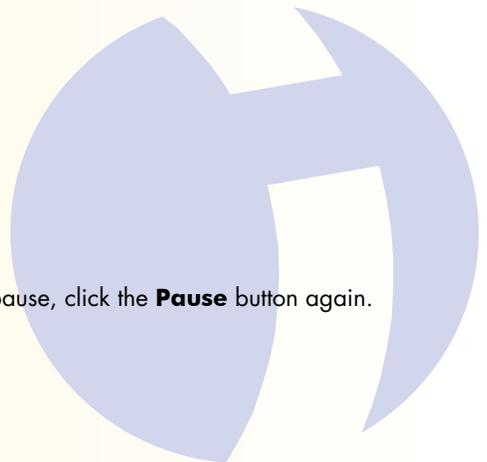
*NOTE: These instructions assume that you have joined the meeting as either the organizer or as a presenter with permission to record, that you have set audio and recording options as described previously and that you have imported the resources you need for the meeting.*

## To record a meeting:

1. When the Live Meeting console starts, the Audio and Recording Setup dialog box appears. The information for the audio conference associated with the meeting will be provided in this dialog box.
2. Dial into the audio conference using the information supplied in the box.
3. Before recording the meeting, import the resources you want to use during the meeting. You may also want to wait for the meeting participants to arrive before you start recording the meeting.
4. We suggest that you test the audio connection before starting your recording. To do so, in the Audio and Recording Setup dialog box, click the double arrow to expand the recording section of the dialog box, and then click **Test/Listen to Connection**.
5. When you are ready to start recording, click **Start Recording** in the Audio and Recording Setup dialog box. If the dialog box is not visible, click the **Start Recording** button on the Live Meeting console toolbar.



6. To pause a recording, click the **Pause** button. To resume recording after a pause, click the **Pause** button again.





- When you are finished recording, click the **Stop Recording** button.
- To save the recording, click **Save Recording**. The recording is saved to your conference center.

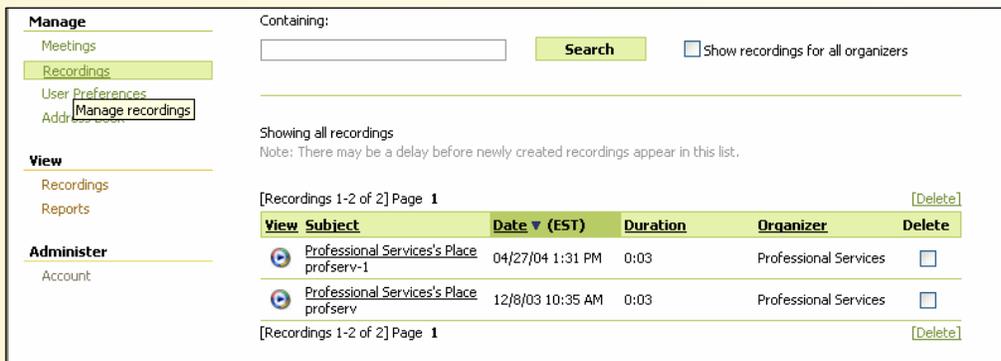


## ACCESSING AND PLAYING RECORDINGS

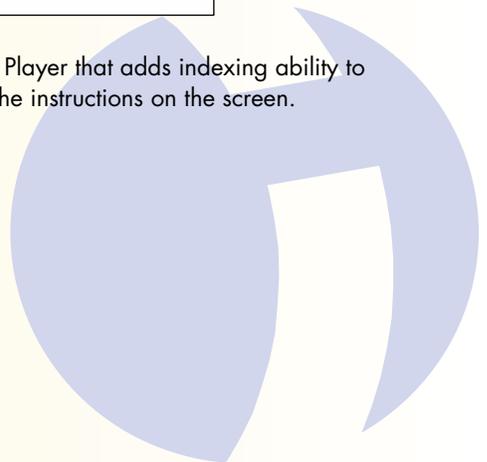
After recording the meeting, allow up to 24 hours for the recording to be available. After the meeting recording is complete, you, as the meeting organizer, must access the recording and provide access for others.

### To access and play a recording:

- Log into Live Meeting.
- At the **My Home** page, on the **Manage** menu, click **Recordings**.
- On the Manage Recordings screen, click the **View** icon to the left of the recording's name in the list that you would like to view.



- Optional:* To install the Replay Wrapper, a special skin for Windows Media Player that adds indexing ability to the playback of your recordings, click **Install Relay Wrapper** and follow the instructions on the screen.





- In the **View recording in Replay format** section, click the **View** icon.

**View Recording Info**

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Recording Subject: LMR (Live Meeting Registration) Overview  
 Recording ID: S2CCCM  
 Organizer: Melissa Abrams  
 Recording On: Tuesday, Aug 30, 2005 10:00 AM (EST)  
 Duration : 1:49

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**View recording in Replay format**

View	Recording Format	Available
	Microsoft Office Live Meeting Replay	Yes

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**View recording in basic format**

View	Recording Format	Available
	Basic recording with per-slide audio	Yes

## SENDING AN INVITATION TO A RECORDING

When you set recording options before a meeting, you can either limit access to a recording to the organizer and the Live Meeting administrator, or you can give access to all meeting participants. If you limit access to the organizer and the administrator, you can still provide access to individuals. To do so, you send those individuals an invitation to view the recording.

### To send an invitation to a recorded meeting:

- On your **My Home** page, click **Recordings**.
- In the Recordings list, click the title of the meeting recording for which you want to send invitations.
- Optional:* Change the recording access control and the download recording options.
- In the **Invitees** box, type the full email addresses (for example, someone@example.com), separated by semicolons, of the people you want to invite to view the recording.





5. Type an optional message, and then click **Send Invitations**. Invitees will receive an email message with a link to the recording.

### Edit Recording Details

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Recording Subject:

Recording ID:

Recording On: Thursday, Jul 21, 2005 4:05 PM (EST)

Duration : 0:20

Total Size: 13178 K Bytes

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Change recording access control

Use access control list

Require Recording Key:

Have the server generate a new recording key

No recording key required: anyone can view recording as a presenter using the recording ID

Viewers can download recordings

Only meeting organizer can download recording

Everyone who can view this recording can also download this recording

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Invitees:

Message:

Ask for email and company name when viewing this recording.

Bill To: 735062

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[View Recordings](#)

Recording Format	Available
Basic recording with per-slide audio	Yes
Microsoft Office Live Meeting Replay	Yes

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[Send Invitations](#)
[Save](#)
[Cancel](#)

