How to Record a Meeting
With Microsoft® Office Live Meeting offered by InterCall

Office Live Meeting provides a recording feature that lets you capture all keystrokes, slides, and audio of a meeting. After you record a meeting and save the recording, you can replay it later or make it available 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.

To record a meeting, follow these steps. The rest of this guide explains these steps in detail:

+ Set recording and audio options for meetings
+ Record a meeting

Set Recording and Audio Options for Meetings

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

TO SET RECORDING OPTIONS FOR MEET NOW MEETINGS

1   In your Internet browser, enter the URL of your Live Meeting conference centre.
2   On the My Home page of Live Meeting Manager, enter your user login in the User login box and your password in the Password box, and then click Login.
3   Click Meet Now Details, and then click Meet Now Options.

4   At the top of the Meet Now Options page, click Recording.
5   By default, only the meeting organiser can record a meeting. If you want to allow presenters to record your meeting, select Presenters can record the meeting.

6   Under Recording Access, select how you want to control access to viewing recordings. By default, only the administrator and organiser can view recordings.

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## TO SET AUDIO OPTIONS FOR MEET NOW MEETINGS

When using InterCall's Reservationless-Plus audio and the Live Meeting recording feature, you must specify additional dialling keys in addition to the participant code and the leader code. The Live Meeting recorder dials into the conference call as a silent attendee. You use additional dialling keys to input the character string needed to allow the Live Meeting to input your participant code for you. You can instruct Live Meeting to pause before dialling the participant code. By adding commas or the letter "p" to indicate pauses, you can give the phone conferencing service prompt time to complete before Live Meeting dials the participant code. After Live Meeting enters the participant code, it enters any other character strings that you have specified.

In the first Additional dialling keys box, type commas or "p" to indicate how long Live Meeting should wait before proceeding with the participant code. In the box to the right of <participant code>, enter any other characters that are required after the participant code is entered.

Note: If you are using InterCall Operator Assisted audio, please ensure that you notify InterCall of your intent to record this Live Meeting session when scheduling your audio meeting. Then, on the day of the call please be sure to notify your conference operator before allowing Live Meeting to connect to the audio service.

To set up Meet Now audio:
1   Log into your Live Meeting account.
2   On the My Home page, click Meet Now Details.
3   On the Meet Now Details page, click Meet Now Options.
4   On the Meet Now Options page, click Audio.
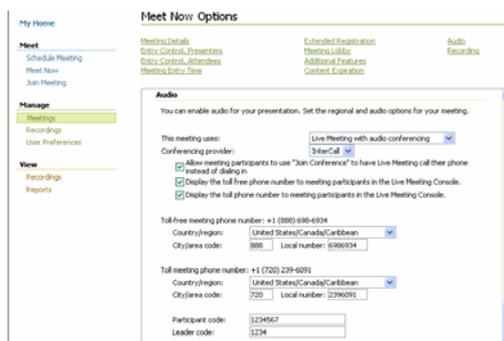
5   In the Audio for this meeting list, select Telephone conferencing. Note the options available in this section:
   -   Live Meeting without Audio (The "Display Toll and Toll Free" options will be available)
   -   Telephone Conferencing Service (The "Display Toll and Toll Free" options and "Join Conference" feature will be available)
   -   Computer Audio Conferencing* (The "Display Toll and Toll Free" options and "Enable one-way Internet Audio Broadcasting"* will be available)
   -   Telephone and Computer Audio Conferencing* (All the options will be available)
6   In the Conferencing provider list, select InterCall®.
7   Select the phone conferencing options you want to enable:
   -   Allow meeting participants to use the Join Conference option (for InterCall Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Live Meeting console to have the conferencing service dial out to them rather than dialling into the conference call.
   -   Display the Toll-free phone number. Select this option to display the toll-free Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
   -   Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.

8 Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.

9 Enter your Reservationless-Plus Conference Code in the Participant Code box.

10 Enter your Reservationless-Plus Leader PIN in the Leader Code box.

11 Type additional dialling keys into the text boxes provided in the Actual dialling keys section. For use with your InterCall Reservationless-Plus account, the following configuration is recommended:

> Additional dialing keys:
> The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.
> Sample dialing keys: pppppp <participant code> #pppppppp#
> Actual dialing keys: ppppp   <participant code> #
> Valid characters: 0123456789*#p
> Each 'p' is a one second pause
> ppppp indicates a five second pause

Note: Keys entered in the first box will be dialled before the participant code; keys entered in the second box will be dialled following the participant code.

12 Click OK.

TO SET RECORDING OPTIONS FOR SCHEDULED MEETINGS

1 In your Internet browser, enter the URL of your Live Meeting conference centre.

2 On the My Home page of Live Meeting Manager, enter your user login in the User login box and your password in the Password box, and then click Login.

3 Under Meet, click Schedule Meeting.

> **My Home**
>
> **Meet**
> Schedule Meeting
> Meet Now
> Join Meeting
>
> **Manage**
> Meetings
> Recordings
> Storage
> User Preferences
> Address Book
> Events

4 On the Schedule Meeting page, click Meeting Options.

> **Schedule Meeting**
>
> Use the Address Book or type e-mail addresses, separated by a semi-colon, to invite participants to your meeting. To send the invitations, click **Send Invitations**. To save the meeting without sending invitations, click **Save**.
>
> **Important** Separate meeting invitations are sent to presenters and to attendees. All participants' names will appear on the **To** line of the invitation.
>
> Attendees:
> Presenters:
> Subject:*
> Location:
>
> Start:* 10/22/2007   4 : 00 PM
> End:*   10/22/2007   5 : 00 PM
> Enter dates in MM/DD/YYYY format.
> Time Zone:* (GMT-06:00) Central Time (US & Canada)
> Occurrence:* One time meeting
>
> Audio: * Telephone conferencing
> All meeting participants use phone conferencing:
> Testing (InterCall): +1 (706) 657-1079 +1 (888) 904-9378   Participant Code: 0607337951
>
> **Meeting Options**

5 At the top of the Meeting Options page, click Recording.

6 By default, only meeting organisers can record a meeting. If you want to allow presenters to record the meeting, select Presenters can record the meeting.

> **Recording**
> Shared Recording
> ◉ Disabled in the meeting, but the organizer can still record when logged into Live Meeting
> ○ Presenter can record the meeting
> 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
> **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 conducted with the Live Meeting service**

7 Under Recording Access, select how you want to control access to viewing recordings. By default, only the administrator and organiser can view recordings.
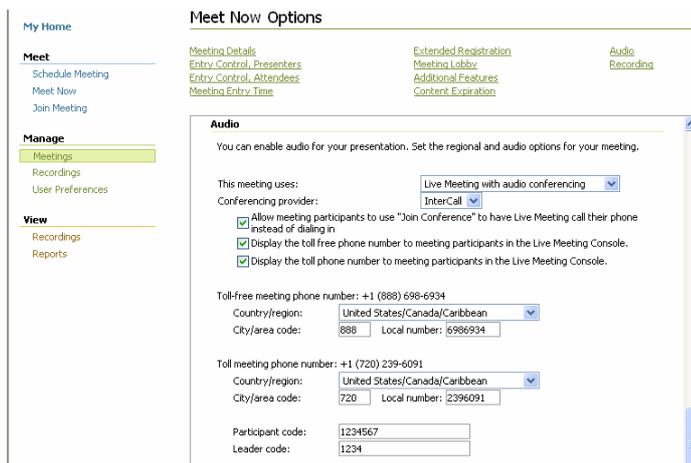
TO SET AUDIO OPTIONS FOR SCHEDULED MEETINGS

When using InterCall's Reservationless-Plus audio and the Live Meeting recording feature, you must specify additional dialling keys in addition to the participant code and the leader code. The Live Meeting recorder dials into the conference call as a silent attendee. You use additional dialling keys to input the character string needed to allow the Live Meeting to input your participant code for you. You can instruct Live Meeting to pause before dialling the participant code. By adding commas or the letter "p" to indicate pauses, you can give the phone conferencing service prompt time to complete before Live Meeting dials the participant code. After Live Meeting enters the participant code, it enters any other character strings that you have specified.

In the first Additional dialling keys box, type commas or "p" to indicate how long Live Meeting should wait before proceeding with the participant code. In the box to the right of <participant code>, enter any other characters that are required after the participant code is entered.

Note: If you are using InterCall Operator Assisted audio, please ensure that you notify InterCall of your intent to record this Live Meeting session when scheduling your audio meeting. Then, on the day of the call please be sure to notify your conference operator before allowing Live Meeting to connect to the audio service.

To set up audio for Scheduled Meetings:

1   On the My Home page, under Meet, click Schedule Meeting.
2   Click Meeting Options.
3   On the Meeting Options page, click Audio.

4   In the Audio for this meeting list, select Telephone conferencing. Note the options available in this section:

-   Live Meeting without Audio (The "Display Toll and Toll Free" options will be available)
-   Telephone Conferencing Service (The "Display Toll and Toll Free" options and "Join Conference" feature will be available)
-   Computer Audio Conferencing* (The "Display Toll and Toll Free" options and "Enable one-way Internet Audio Broadcasting"* will be available)
-   Telephone and Computer Audio Conferencing* (All the options will be available)

5   In the Conferencing provider list, select InterCall®.

6   Select the phone conferencing options you want to enable:
-   Allow meeting participants to use the Join Conference option (for InterCall Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Live Meeting console to have the conferencing service dial out to them rather than dialling into the conference call.
-   Display the Toll-free phone number. Select this option to display the toll-free Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
-   Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.

7   Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.

8   Enter your Reservationless-Plus Conference Code in the Participant Code box.

9   Enter your Reservationless-Plus Leader PIN in the Leader Code box.

10   Type additional dialling keys into the text boxes provided in the Actual dialling keys section. For use with your InterCall Reservationless-Plus account, the following configuration is recommended:


```
Additional dialing keys:
The additional dialing keys are only used by Meeting Recording and for connecting Telephone and
Computer Audio. The participant code is automatically inserted from the setting above.
    Sample dialing keys:    pppppp <participant code> #ppppppppp#
    Actual dialing keys:    [ppppp]        <participant code> [#]
                            Valid characters: 0123456789*#p
                            Each 'p' is a one second pause
                            ppppp indicates a five second pause
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Note: Keys entered in the first box will be dialled before the participant code; keys entered in the second box will be dialled following the participant code.

11   Click OK.

12   Select Set as Default if desired.

Record a meeting

By default, only the meeting organiser can record a meeting, but the organiser can give permission to presenters to record the meeting as described earlier in this article.

Note: These instructions assume that you have joined the meeting as either the presenter with permission to record, that you have set audio and recording options as described earlier in this article, and that you have imported the resources you need for the meeting.

TO RECORD A MEETING

1   Choose where you would like recording saved. Click To My Computer or To Service.

2   Connect the audio.

     If you are recording To Service:
- In the Recording menu, click Options | Configure Phone.
- Verify the phone number and dialling keys are correct.
- Click Configure if this is the first time using the service.
- Click Edit if you need to make changes

Note: It is recommended that you click "Record" as soon as you log into your meeting and then immediately click "Pause" to allow the recorder time to dial into your conference. When you are ready to begin the recording, simply click "Resume." This will eliminate silence and enunciator being heard at the beginning of your recorded session.

     If you are recording To My Computer, you must use Telephone and Computer audio*, or Computer audio*. When using Telephone and Computer audio*:
- In the Voice and Video panel, click Options | Connect Telephone and Computer audio.
- In the Computer and Telephone Audio Connections, verify the phone number and dialling keys are correct.
- Click Connect.
- Once your console is connected, you will be able to hear the conference call and enable your microphone.

3   Choose what features you would like to record.
- Under the tab chosen in step 3, click Options…
- In the Options window, place a check mark next to what you would like included in the recording. Data is selected by default. Your choices are Voice, Video or Panoramic Video.
- Click OK to save the options or Record to start the recording.

4   When you are ready to start recording, click Record or Resume in the tab to start recording your meeting.

5   To pause a recording, click the Pause button. To resume recording after a pause, click the Resume button.

6   When you are finished recording:
- Click Record in the menu.
- Click the Stop button.
- To save the recording, click Save Recording. The recording is saved to your computer or server depending on the choice you made in step 3.