

Conference PlaceSM Recording Guide

Recording Your Meetings

Conference Place 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 article explains these steps in detail.

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

Set as Default OK Cancel

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 Conference Place conference center.
- 2 At the My Home page of the Conference Place Manager, enter your User ID in the User Login Field and your password in the Password box.
- 3 Click Meet Now Details, and then under Actions, click Meet Now Options.
- 4 At the top of the Meet Now Options page, click Recording.

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.

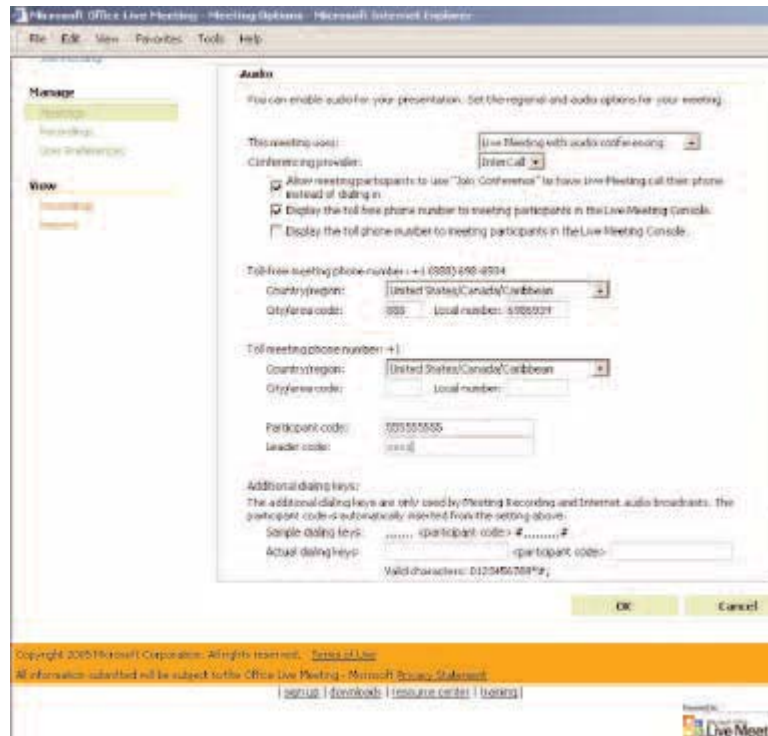
Under Recording Access, select how you want to control meeting access. By default, only the administrator and organizer can view recordings.

To set audio options for Meet Now meetings

For the Conference Place recording feature, you must specify additional dialing keys in addition to the phone numbers, the participant code, and the leader pin. The Conference Place recorder dials into the meeting as a silent attendee. You can use additional dialing keys to input the character string needed to allow the Conference Place to input your participant code for you. Each comma in the additional dialing keys causes the Conference Place 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 Conference Place 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 the characters that are required for the conference call service after the participant code is entered.



To set recording options for scheduled meetings

- 1 At the My Home page of the Conference Place Manager, enter your User Login ID in the User Login Field and your password in the Password field.
- 2 Click Meeting Details, and then under Actions, click Meeting Options.
- 3 At the top of the Meeting Options page, click Recording.
- 4 By default, only meeting organizers can record a meeting. If you want to allow presenters to record the meeting, select Presenter can record the meeting.
- 5 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 the characters that are required for the conference call service after the participant code is entered.

RECORD 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 described earlier in this article.

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 earlier in this article, and that you have imported the resources you need for the meeting.

To record a meeting

When the Conference Place console starts, the Audio and Recording Setup dialog box appears. The Phone Conferencing information will be provided in this dialog box. Call the Phone Conferencing Service using the telephone number supplied in the box. Be sure to supply your conference leader pin. button on the Conference Place toolbar to import an Office document into the console.

Before recording the meeting, import the resources you want for the meeting. For example, you can click the Import a Document button on the Conference Place toolbar. You may also want to wait for the meeting participants to arrive before you start recording the meeting.

If you want to test the audio connection before recording, 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.

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 Conference Place console toolbar.

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 Stop Recording. To save the recording, click Save Recording. The recording is saved to your conference center.

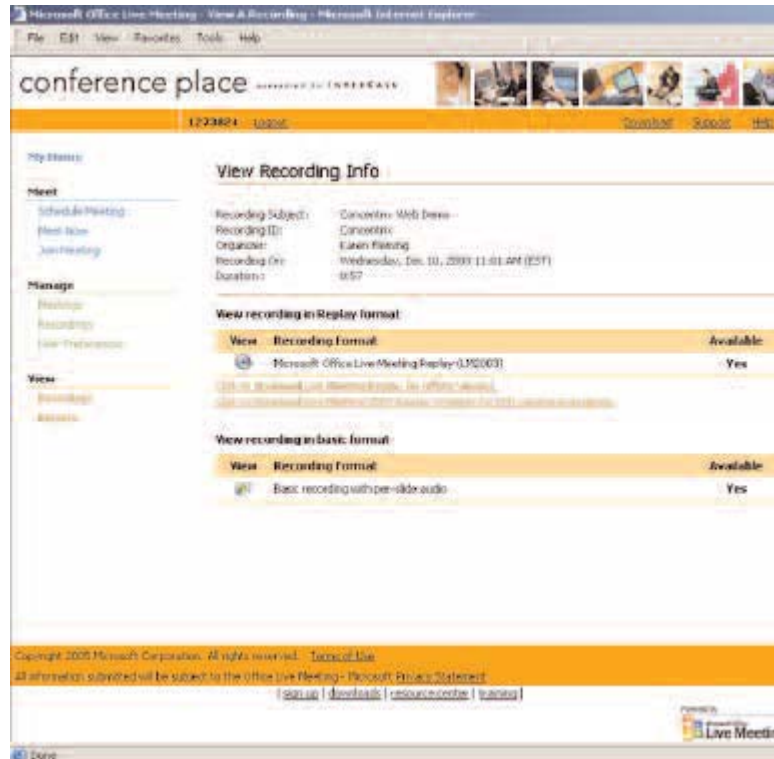
ACCESS AND PLAY A RECORDING

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

- 1 Log on to the Conference Place Manager.
- 2 At the My Home page, click Recordings.
- 3 In the Recordings list, click the View icon to the left of the recording name in the list.

- 4 (Optional) To install the Replay Wrapper, a special skin for Windows Media Player that adds indexing ability to playback of your recordings, click Install Relay Wrapper and follow the instructions on the screen.
- 5 In the View Recording in Replay format section, click the View icon.



SEND 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 Conference Place 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

- 1 On your My Home page, click Recordings.
- 2 In the Recordings list, click the title of the meeting recording for which you want to send invitations.
- 3 Optionally, you can change the recording access control and the download options.
- 4 In the Invitees box, type the full e-mail 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 e-mail message with a link to the recording.

Microsoft Office Live Meeting - Recording Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

conference place powered by INTERCALL

3279924 Logout Download Support Help

My Home

Meet

- Schedule Meeting
- Meet Now
- Join Meeting

Manage

- Meetings
- Recordings**
- Join Instructions

View

- Downloadings
- Accounts

Edit Recording Details

Recording Subject: Web Demo
Recording ID: 6896
Recording On: Wednesday, Dec 10, 2003 11:01 AM (EST)
Duration: 0:52
Total Size: 33287K Bytes

Change recording access control

- Use access control list
- Require Recording Key: 138208
- 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 the recording can also download the recording

Invites:

Message:

Ask for email and company name when viewing the recording.

Bill To:

[View Recordings](#)