

# Liberty Meeting Recorder

## Excellence in Digital Audio Recording Solutions

Go Digital, Free Yourself from Tapes!

**The Liberty Meeting Recorder** is a PC based digital recording system that allows city councils, committees, tribunals and commissions of any type to capture the audio and optionally the video of their meetings into a digital PC based format. **The Liberty Meeting Recorder** is fully integrated with Microsoft Word™ and allows the operator to insert playback cue points directly into Word documents. The audio may then be played-back from any specified point in the recording. Reviewing the audio and optionally the video becomes as easy as clicking on an agenda item in the Word document. **The Liberty Meeting Recorder** eliminates the need to FF and REW tapes as minutes are written and reviewed.



### Get a Clear and Concise Digital Record of the Proceedings

**The Liberty Meeting Recorder** provides a clear and concise digital recording of your meeting. Saving the audio as a digital file means there is no more time wasted fast-forwarding and rewinding through tapes. Instead, you can instantaneously jump to any point in the recording, just by clicking a button. Your notes are already synchronized with the audio playback and creating complete and accurate minutes becomes a quicker, easier job to complete.

### Insert Standard Text for Roll Call, Motions, and Votes

**The Liberty Meeting Recorder** includes the ability to save the names of meeting participants and to insert the appropriate text into a Word document for Roll Calls, Motions and Votes. Operators access these features through dialog boxes that insert the appropriate information directly into a Word document.



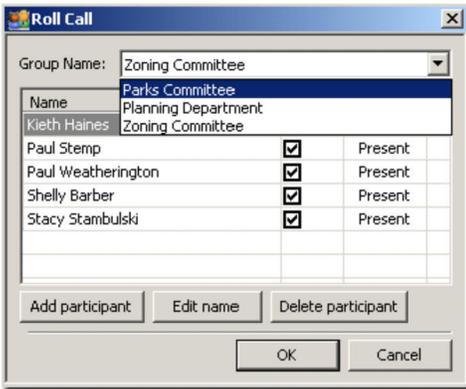
The Meeting Recorder Word Add-on inserts a number of new icons into the Word Toolbar. These icons allow the operator to control the recording application and insert text for Roll Calls, Motions and Votes, directly in Word.

### Highlights

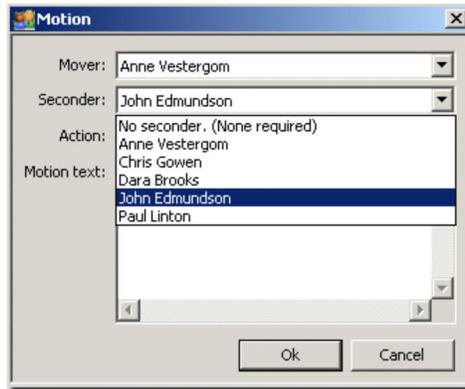
- Record the audio and optionally the video of your meeting to the hard-drive of your PC
- Recordings may be posted to your web site as either PDF files or HTML, including the minutes with cue points, and both the audio and video
- Web users may playback the recordings using the standard Windows Media Player™
- Supports real-time streaming to MS Media Server for Internet or internal network availability
- Word Toolbar Icons allow you to control recording and playback and establish cue points directly from Word
- Audio / video may be taken directly from feeds going to a cable TV broadcast
- Playback supports optional foot-pedal for Transcription

## Dialogs for Easy Insertion of Standard Information

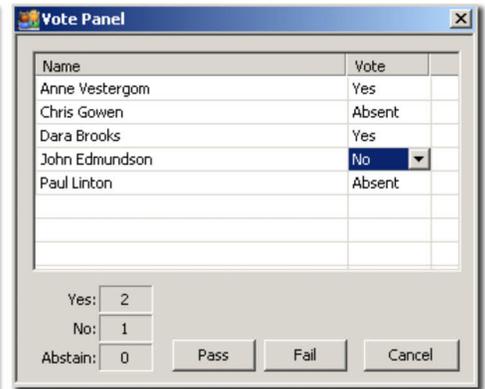
The dialog boxes below illustrate how operators can quickly insert standard text for Roll-calls, Motions and Votes. The names of participants in these activities are saved by the system to eliminate the need to re-type known information.



The dialog box for the Roll Call allows user to select the appropriate committee and its members and indicate their status during any specific meeting.

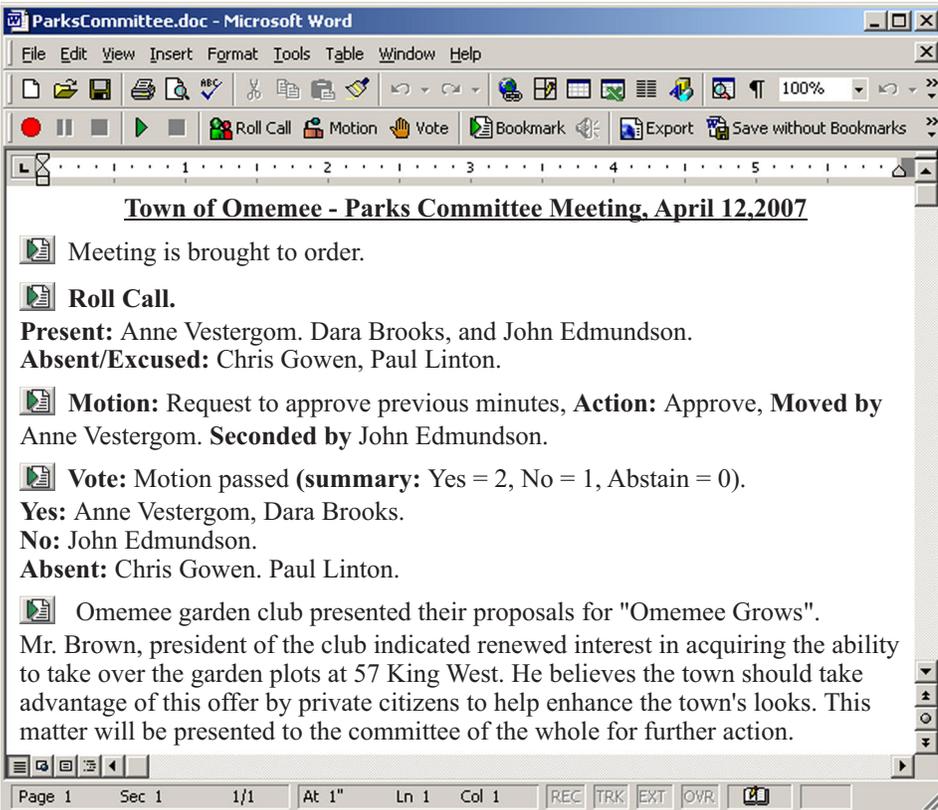


The dialog box for Motions allows the user to select the type of motion, the Mover and person Seconding the motion and it allows for the insertion of additional descriptive text.



The Vote dialog quickly tabulates the results of a vote and inserts the appropriate text into the Word document.

As the meeting progresses, notes can be taken and audio cue points may be established. The cue points are indicated in the screen capture below by the  icon. Playback of the recording can be started by merely clicking on any of the cue point icons.



## Stream and Post your Recordings to the Web

The Liberty Meeting Recorder allows you to stream your audio/video to the Internet in real-time\* and to save the audio/video and minutes of a meeting into pdf and html formats to be posted to a standard website\*. When recordings are posted to a website, the public can access relevant portions of the recording by clicking on playback cue points established in the minutes. They will see and hear the playback streamed through the standard Windows Media Player application.

\* Requires Microsoft Media Server and appropriate Internet connections.

### \* PC Requirements

The recording PC must meet the following minimum specifications:

- Pentium 4 Processor of 2 GHz or faster,
- 512 MB Ram or more,
- Windows XP SP2 or later,
- MS Word 2003 or 2007,
- Available USB ports for audio and video,
- Audio / Video feeds may be taken directly from a standard cable channel broadcast of your meeting or from a PA system or stand-alone microphones.

Requires a more powerful processor for real-time streaming.

Requires Microsoft Media Server for streaming

Contact your Liberty Recording dealer for further information or contact Liberty Recording at 905-886-7771. You may also visit our web site [www.LibertyRecording.com](http://www.LibertyRecording.com) or email us at [sales@LibertyRecording.com](mailto:sales@LibertyRecording.com)

## Contact your local Dealer: