

Audio Options in Office Live Meeting

Office Live Meeting provides a variety of audio options for your meetings. From meetings using only telephone as audio, to larger presentations facilitated by 1-way computer audio, to smaller, more collaborative meetings employing 2-way computer audio, or a combination of the above, Live Meeting can accommodate a variety of audio scenarios to best fit your needs.

Audio Scenarios

Telephone Audio

Cannot be used if you want to create personal recordings.

- Traditional option for Office, Cell Phone or Home Telephone Conference Calls.
- Good for Small or Large Collaborative Meetings.
- Good for presentations/events where the audience is in listen-only mode.

Computer Audio (VoIP)

This option requires no telephone, so no additional telephone charges will be incurred.

- 1-way (a.k.a. Internet Audio Broadcast): Good for scenarios where audience is in listen-only mode.
- 2-way: good for small or large collaborative scenarios.

Computer & Telephone Audio

To take advantage of this feature you must use a certified integrated audio provider. Ask your account manager if your audio provider is certified.

- 1-way computer audio + telephone conference call: Ideal for large events, such as E-Learning or classroom sessions where audience is in listen-only mode.
- 2-way computer audio + telephone conference call : Good for small or large collaborative scenarios. Combined audio accommodates travelling employees to participate from an airport lounge or hotel room.

Recording Options in Office Live Meeting 2007

Live Meeting allows Presenters to record their sessions to the their Live Meeting conference center just as they have done for previous versions of Live Meeting.

There are two file formats for server-side recordings:

- 1..wmv: Microsoft's Windows Media Video that captures both audio and video.
- 2..hfp: High Fidelity Presentation is the new recording format created for Live Meeting 2007. .HFP recordings will not only include the standard audio and video feeds, but also includes any web or panoramic camera and any video loaded into your Live Meeting room as a resource (e.g., .wmv or Shockwave files).

An exciting new feature available in this latest release of Live Meeting is the ability to allow Attendees to record the meeting directly to their local machine. These "Personal", or "Client-side" recordings may be created by users and stored locally on the computer of the Attendee.

The Live Meeting Administrator determines if the Personal recording feature is enabled for your end users. If enabled Organizers can choose to allow Personal Recordings by default, or for single meetings. Once the meeting begins, Presenters may use Attendee Permissions to allow participants to create client-side recordings.

As with standard server-side recordings, Personal recordings capture audio, slides, text slides, and polls, as well as webcam and panoramic video if used during your meetings. Personal recordings save as .hfp file types (High Fidelity Presentation).

No special hardware is required for either the server-side or personal recordings, but be aware that for client-side recordings, there must be a computer audio component to the session. If you have a telephone-only meeting, the audio will not be included in the recording of the session. In addition, recordings are not supported on Mac or UNIX environments.

Computer + Telephone Audio Meetings

Follow these instructions to manage audio during computer + telephone audio meetings:

Scheduling in the Live Meeting Manager

1. Under **Conferencing Provider**: select **YOUR Conferencing Provider**.
Note: Combined telephone and computer audio is not available when the Conferencing Provider selected is "Other".

Setup
Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

Two way computer audio for all participants

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: Verizon Business

Other

- Bell Conferencing
- BT Conferencing
- BT Conferencing in the Americas
- ConferencePlus
- Encounter Collaborative
- Global Crossing
- InterCall
- Presence Global
- Verizon Business

Important: You must provide toll-free or toll phone number and the participant code to enable audio for the meeting.

Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in

Display the toll free phone number to meeting participants in the Live Meeting client.

Display the toll phone number to meeting participants in the Live Meeting client.

2. Under **Audio**, **Setup** check both **Enable Computer Audio Conferencing** and **Enable Telephone Conferencing**.
3. To allow two-way computer audio interaction, select **Two-way computer audio for all participants**.
4. To ensure attendees remain in "listen-only" mode while connected to the computer audio, select **One way audio broadcasting (mute attendees)**.

Audio
You can enable audio for your presentation. Set the regional and audio options for your meeting.

Important: Conferencing provider supporting breakout rooms are identified with qualifier Breakout rooms supported.

Setup
Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

Two way computer audio for all participants

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: Verizon Business

Important: You must provide toll-free or toll phone number and the participant code to enable audio for the meeting.

Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in

Display the toll free phone number to meeting participants in the Live Meeting client.

Display the toll phone number to meeting participants in the Live Meeting client.

5. Under **Setup**, check/uncheck **Allow meeting participants to use "Join Conference"** to have Live Meeting call their phone instead of dialing in.
6. Check/Uncheck to **Display the toll free phone number to meeting participants in the Live Meeting client**.
7. Check/Uncheck to **Display the toll free phone number to meeting participants in the Live Meeting client**.

Setup
Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

Two way computer audio for all participants

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: Verizon Business

Important: You must provide toll-free or toll phone number and the participant code to enable audio for the meeting.

Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in

Display the toll free phone number to meeting participants in the Live Meeting client.

Display the toll phone number to meeting participants in the Live Meeting client.

8. Add **Phone Numbers**.
If numbers are not known at time of scheduling, enter "zeros".

Toll-free meeting phone number: +1 (000) 000-0000

Country/region: United States/Canada/Caribbean

City/area code: Local number:

Toll meeting phone number: +1 (000) 000-0000

Country/region: United States/Canada/Caribbean

City/area code: Local number:

Microsoft® Office Live Meeting Handout: Recording a Live Meeting using Computer + Telephone Audio



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9. Add Participant and Leader Codes.

If numbers are not known at time of scheduling, enter "zeros".

Participant code:	<input type="text" value="0000000"/>
Leader code:	<input type="text" value="0000000"/>

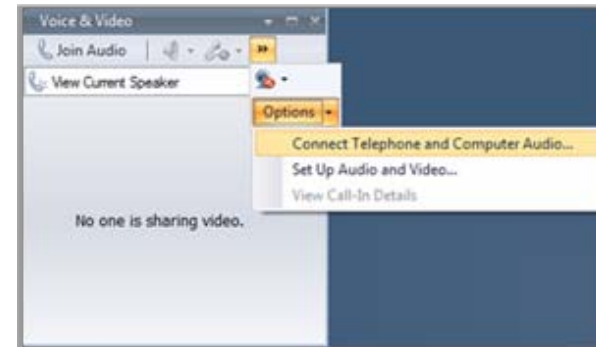
10. Add Additional dialing keys.

Use 'p' for 1 second pause.

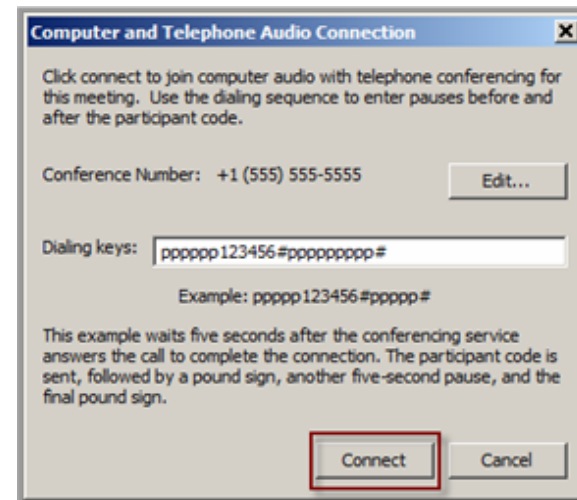
Additional dialing keys:	
The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.	
Sample dialing keys:	ppppp <participant code> #ppppppppp#
Actual dialing keys:	<input type="text"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

Connect Computer and Telephone Audio Sources in the Live Meeting Client

1. In the **Voice & Video** pane click **Options**, then select **Connect Telephone and Computer Audio**.



2. Edit dialing keys if necessary, then click **Connect**.



3. Once Audio is connected, the Presenter may include the audio portion of the meeting when recording the Live Meeting.

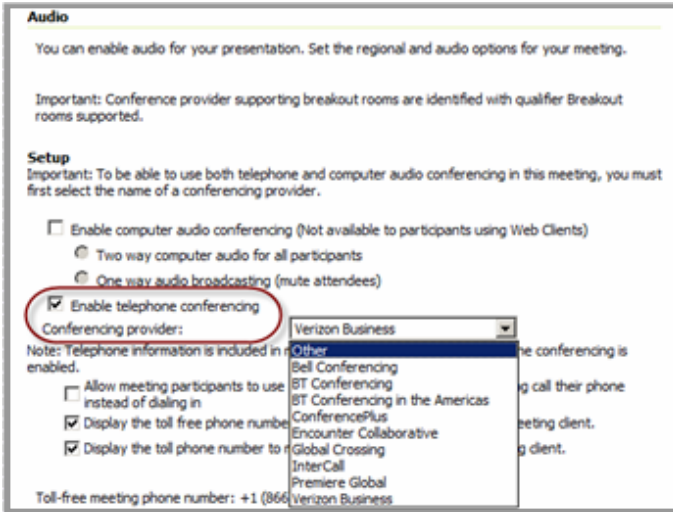
Microsoft® Office Live Meeting Handout: Recording a Live Meeting using Telephone Audio

Telephone-Only Meetings

Follow these instructions to manage audio during telephone-only meetings:

Scheduling in the Live Meeting Manager

1. Select **Enable Telephone Conferencing**.
2. Select **Conferencing Provider** or **Other**.



Audio

You can enable audio for your presentation. Set the regional and audio options for your meeting.

Important: Conference provider supporting breakout rooms are identified with qualifier Breakout rooms supported.

Setup

Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

Two way computer audio for all participants

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: **Other**

Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

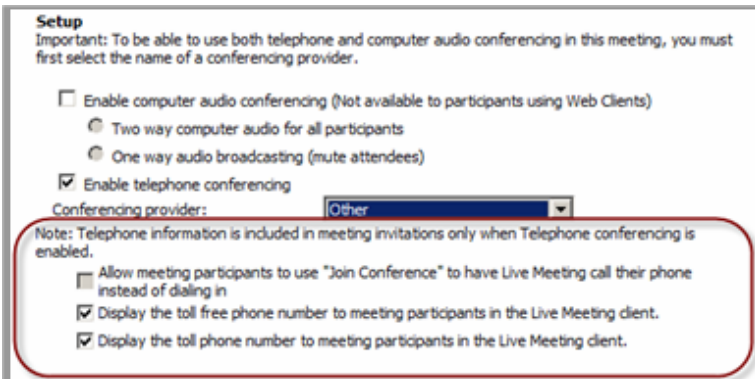
Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in

Display the toll free phone number to meeting participants in the Live Meeting client.

Display the toll phone number to meeting participants in the Live Meeting client.

Toll-free meeting phone number: +1 (866) 253-7676

3. Check/Uncheck **Display toll/toll free phone numbers** to meeting participants in the Live Meeting client.



Setup

Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

Two way computer audio for all participants

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: **Other**

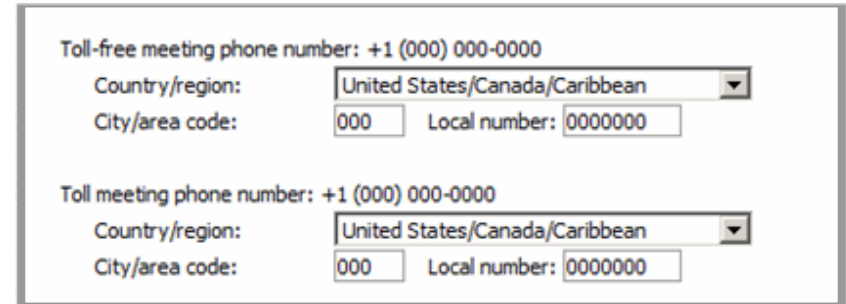
Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in

Display the toll free phone number to meeting participants in the Live Meeting client.

Display the toll phone number to meeting participants in the Live Meeting client.

4. If selected to be displayed, add **Toll-free** and **Toll meeting numbers**.
If numbers are not known at time of scheduling, enter "zeros".



Toll-free meeting phone number: +1 (000) 000-0000

Country/region: United States/Canada/Caribbean

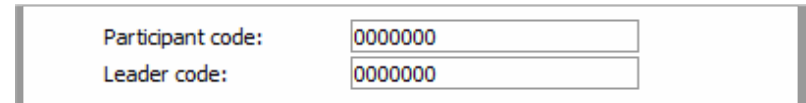
City/area code: 000 Local number: 0000000

Toll meeting phone number: +1 (000) 000-0000

Country/region: United States/Canada/Caribbean

City/area code: 000 Local number: 0000000

5. Add **Participant and Leader Codes**.

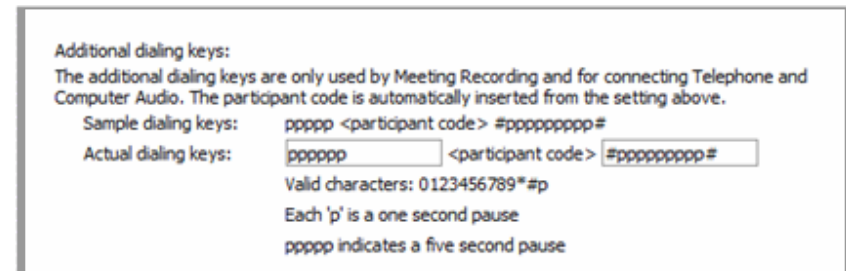


Participant code: 0000000

Leader code: 0000000

Important: Do NOT leave these fields blank! If numbers not known at time of scheduling use zeros and edit numbers when configuring audio once in the Live Meeting.

6. Add **Additional dialing keys**.
Use 'p' for 1 second pause.



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: ppppp <participant code> #pppppppp#

Actual dialing keys: pppppp <participant code> #ppppppppp#

Valid characters: 0123456789*#p

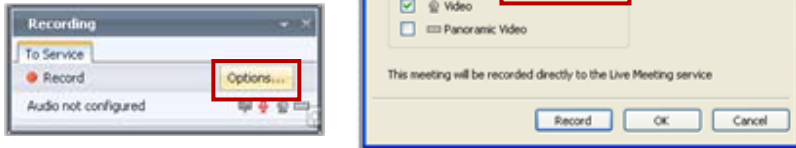
Each 'p' is a one second pause

ppppp indicates a five second pause

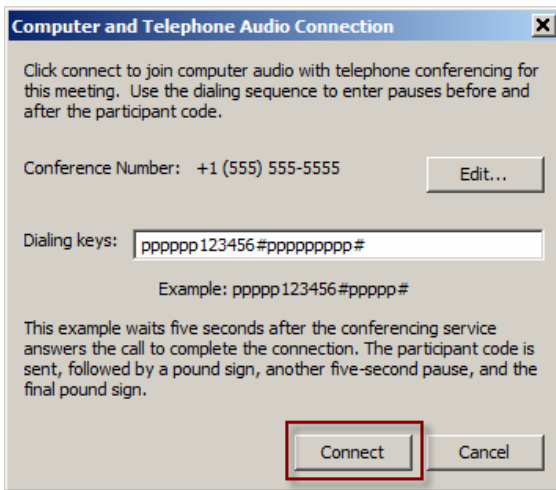
Microsoft® Office Live Meeting Handout: Recording a Live Meeting using Computer Audio

Recording a Live Meeting using Telephone Audio Conferencing

1. Open the Recording pane. An **Audio Not Configured** (or red microphone image) message may appear. Click **Options** and then click **Configure Phone**.

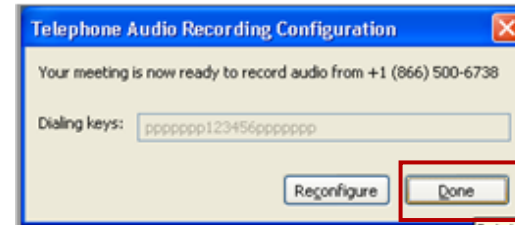


2. A **Telephone Audio Recording Configuration** dialog box appears. In the **Dialing Keys** text box, review the meeting audio information, and update if necessary. If edits to the Conference Number are needed, click **Edit**.



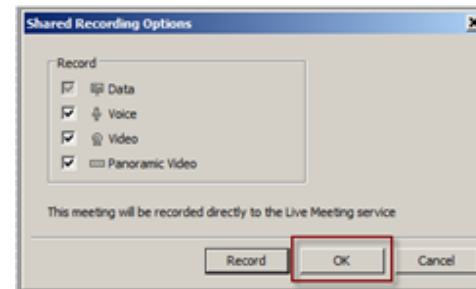
3. Click **Connect**.

3. When the message **Your meeting is now ready to record audio from (phone number)** message appears, click **Done**.

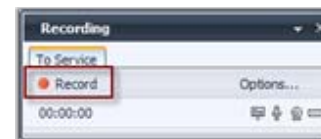


Start Recording

1. In the Recording pane, click **Options** to select the modalities you wish to record. Then click **OK**.



2. To start the recording click the **Record** button.



Microsoft® Office Live Meeting Handout: Recording a Live Meeting using Computer Audio

Recording a Live Meeting using Computer Audio

Follow these instructions to manage the audio during computer audio meetings:

Scheduling in the LM Manager

1. Select **Enable computer audio conferencing**.
2. Select either **Two way computer audio** or **One way audio broadcasting**. **Note: If One-way audio is selected, attendees will be in listen-only mode, but the presenter is not muted.**
3. **Deselect Enable telephone conferencing.**

Setup
Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

- Two way computer audio for all participants
- One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: Other

Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

- Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in
- Display the toll free phone number to meeting participants in the Live Meeting client.
- Display the toll phone number to meeting participants in the Live Meeting client.

4. Fill empty telephone fields with zeros.

Toll-free meeting phone number: +1 (000) 000-0000

Country/region: United States/Canada/Caribbean

City/area code: 000 Local number: 0000000

Toll meeting phone number: +1 (000) 000-0000

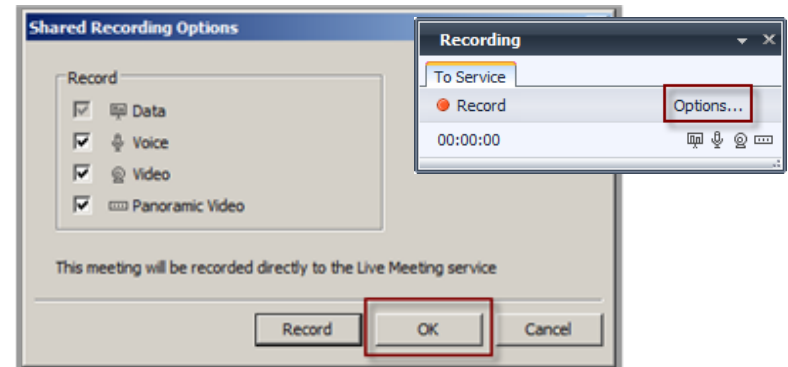
Country/region: United States/Canada/Caribbean

City/area code: 000 Local number: 0000000

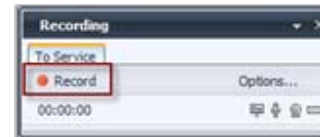
Start Recording

There is no Audio Configuration required to record Computer Audio. When ready to record, simply click the Record button.

1. In the **Recording** pane, click **Options** to select the modalities you wish to record, then click **OK**.



2. To start the recording click the **Record** button on the Recording pane.



3. To save your recording, click the **Stop** icon, select **Save Recording**, and then click **OK**.

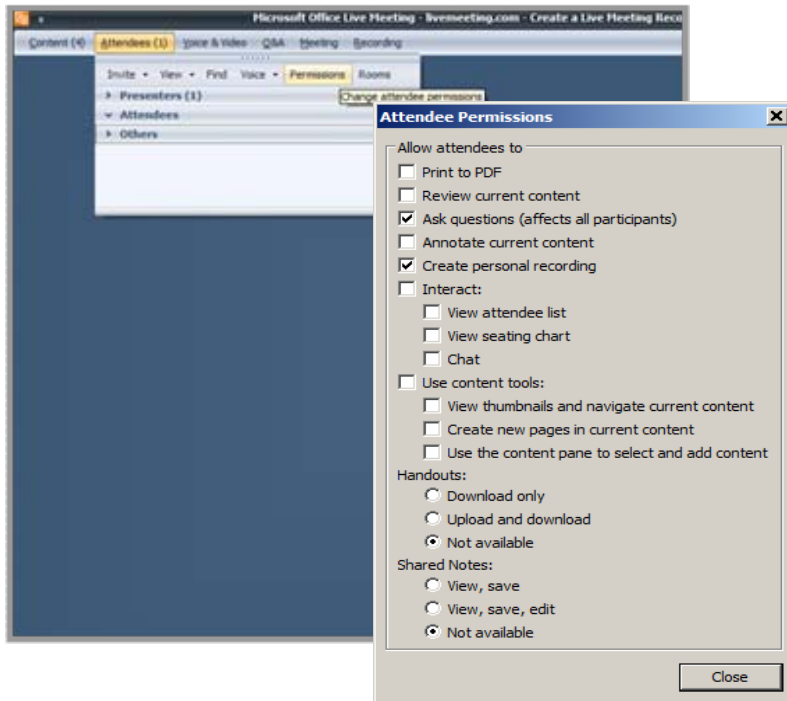


Microsoft® Office Live Meeting Handout

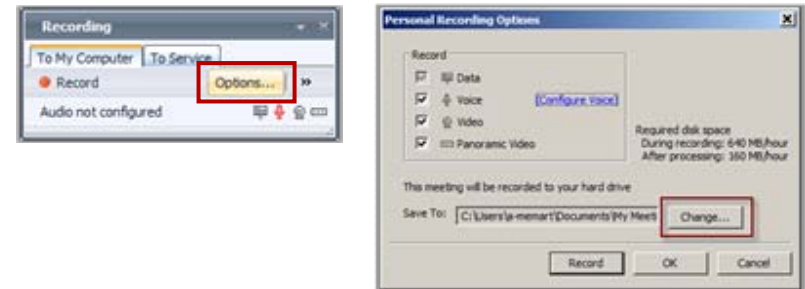
Create a Personal Live Meeting Recording

Create a Personal (Client-side) Recording

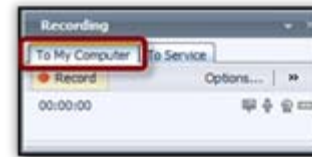
1. Upon joining the Live Meeting, ensure audio connection has been made by listening over your computer speakers. You should be able to hear either hold music or your voice.
2. Personal Recordings require that computer audio is connected (computer audio-only OR computer + telephone audio). Telephone-only audio will not be recorded.



3. In the **Recording** pane, click **Options** to select the modalities you wish to record.
4. In the **Personal Recording Options** pane determine where on your local machine you would like the recording saved. By default recordings are saved in the "My Meetings" folder. If you want to change this, click **Change** and browse to the location where you would like to file saved. Then click **OK**.



5. To start the recording click the **To My Computer** tab in the **Recording** pane, then click **Record**.



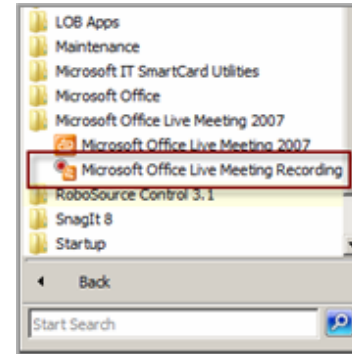
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- To save your recording, click **Stop**, select **Save Recording**, and then click **OK**. The recording will be saved to the file you selected in Step 5 above.

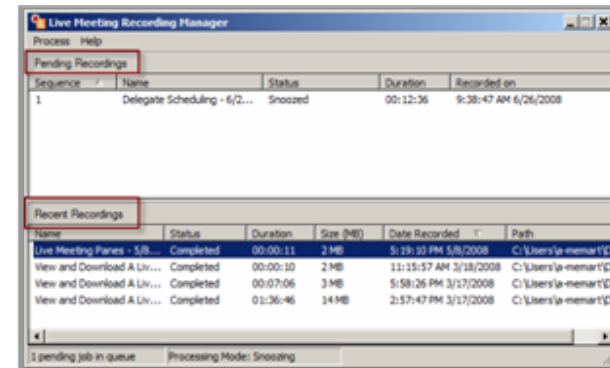


Viewing a Personal Recording

- Click **Start**, click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting Recording Manager**.



- If the recording has not yet finished processing, it will be listed under **Pending Recordings**. Completed recordings appear in the list of **Recent Recordings**. To play back the recording, double-click the name of the recording.



For more information on configuring audio for Live Meeting and user scenarios, please refer to the "Audio Matrix" handout.