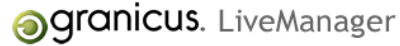


1. Select LiveManager Icon from Desktop



2. Select **Supreme Court SF Courtroom (Encoder 8)** then **Open LiveManager**

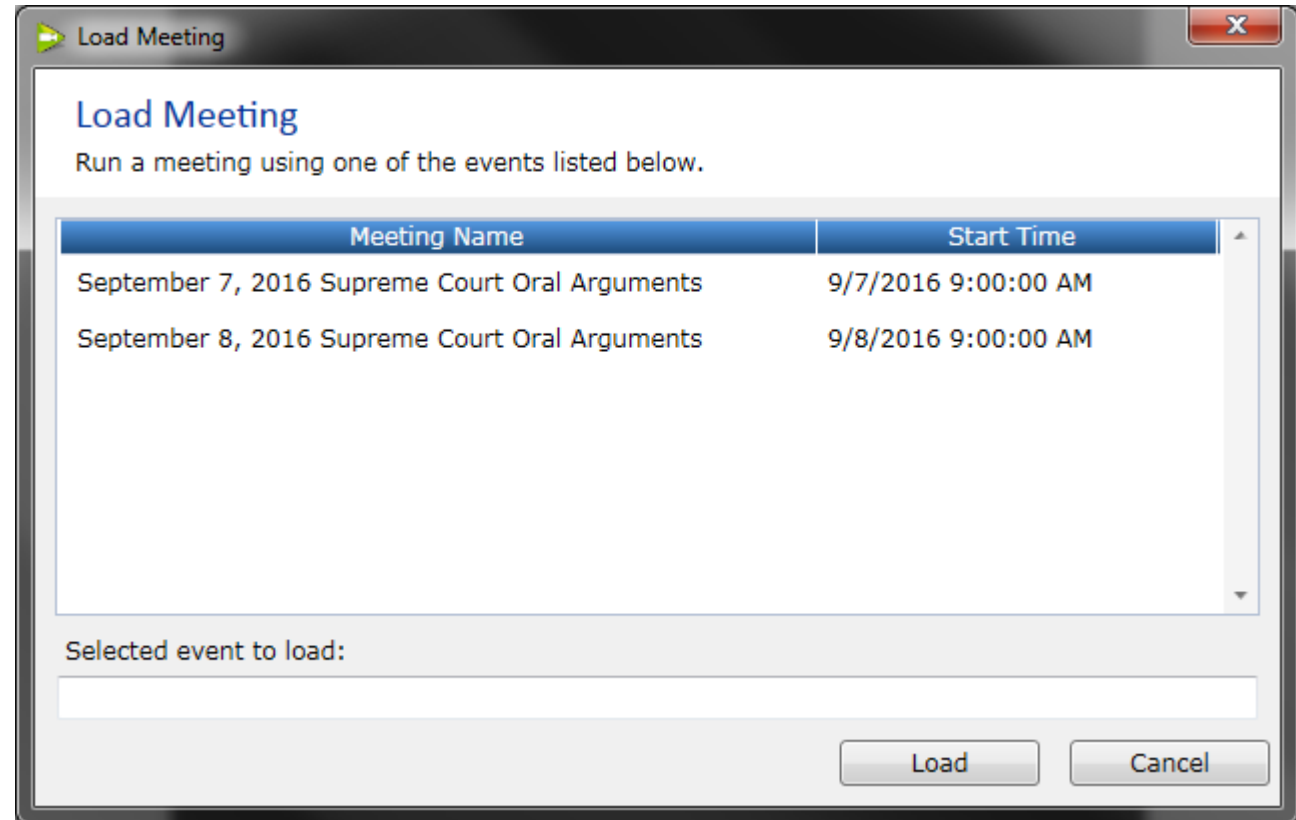


Start a Live Meeting

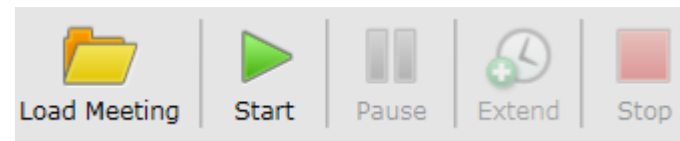
Please select a Meeting Server in order to launch LiveManager:

| | |
|---|------------------|
| JCC Boardroom (Encoder 1) | Open LiveManager |
| Audio Remote Meeting (Encoder 2) | |
| Unused Encoder (Encoder 3) | |
| 2nd District Los Angeles (Encoder 4) | |
| 3rd District Sacramento (Encoder 5) | |
| Sacramento Veranda (Encoder 6) | |
| 5th District Fresno (Encoder 7) | |
| Supreme Court SF Courtroom (Encoder 8) | |

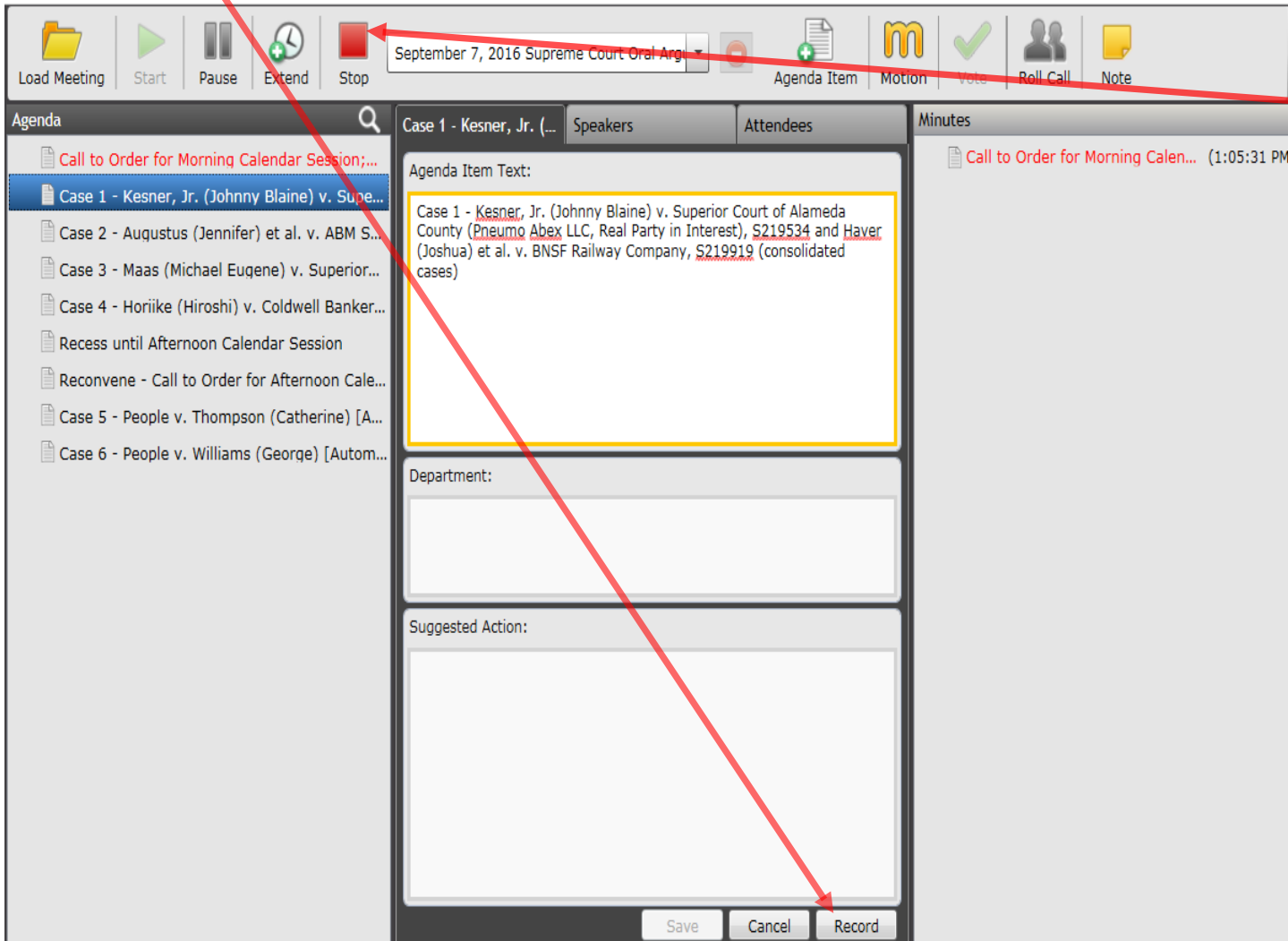
3. In LiveManager Select **Load Meeting** and **choose the appropriate event** in the list



4. Start Event



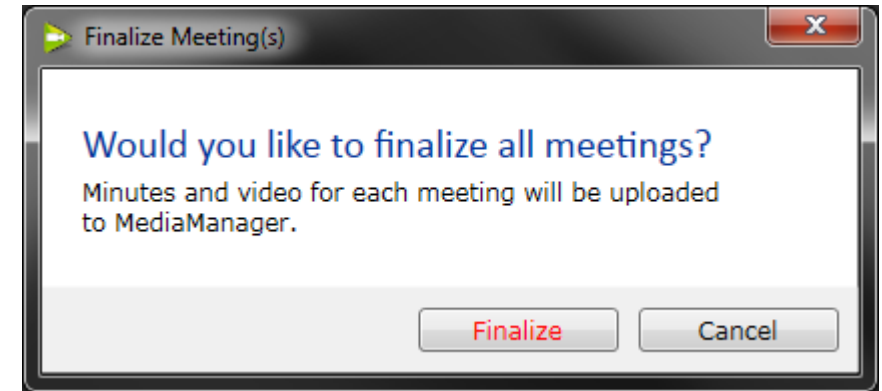
5. Record item timestamps – **Select item** from Agenda area, it will open in center section. At the start of that item, **hit Record**.



6. **Repeat #5** for each item within the “Agenda”. Skip recording items that are deferred to later date. Items will appear in the Minutes section.

7. When event is over **Stop Recording**

8. A dialog will ask to Finalize. **Select Finalize**



9. That’s it, **Close LiveManager** and **click Exit** to close the application.

