

RECORDING OPTIONS WITH THE DYNAMETRIC ADAPTER

FIRST OPTION

If the presentation does not require passing “Current Speaker” rights: *(If the web meeting will not include screen sharing or a web cam or use of the red pointer by multiple presenters, there is no reason to pass “Current Speaker” rights to anyone. You can simply give the other speakers standard “Presenter” rights and they will have simultaneous control over the slides.)*

1. The Dynametric adapter should be connected to your phone and computer and you should log in as and remain the “Current Speaker” throughout the program.
2. All other presenters should be given standard “Presenter” rights when they enter the meeting.
3. The “Current Speaker” or anyone identified as a “Presenter” may start the recording.

SECOND OPTION

If the presentation does require the passing of “Current Speaker” rights:

1. The Dynametric adapter should be connected to your phone and computer (or the person who will host the meeting). You should start the session. Thus, you will automatically be identified as the “Current Speaker” when you enter the meeting.
2. Before the meeting starts, pass the “Current Speaker” rights on to the presenter who requires it (because he/she will be doing screen sharing, web cam or using the red pointer).
3. After passing the “Current Speaker” rights, you will be identified as a standard “Presenter.” When you become a presenter, be sure to check the “Hands free” box in the audio chat area in the bottom right corner of the window. (The person who has the Dynametric adapter connected to their phone/computer is the one who should check the “Hands free” box. This person **MUST** remain a “Presenter” through-out the program. He/she should not ever be given “Current Speaker” rights again after initially passing them on.) When you do this, the Dynametric adapter will record the sound coming through your phone **NO MATTER** who is holding the “Current Speaker” rights.

IMPORTANT NOTE REGARDING OPTION 2:

When you are going to record the program this way, it is very important that all other presenters (a) DENY access to their web cam and mic when entering the meeting and (b) MUTE or turn off their computer speakers during the program.