

Conferencing

...connect people anytime, anywhere

What is it?

A common problem for any organisation is communicating effectively. As more and more people work from home or remote locations, how do you ensure that your employees are planning and working together effectively and regularly keeping in touch, when they are separated by time and distance?

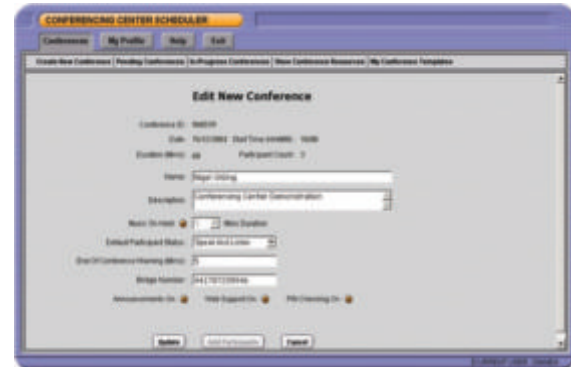
Many companies choose to sub-contract some services such as payroll, logistics or manufacturing to third-party suppliers. How do you ensure that you can act as one virtual enterprise? IP Office conferencing provides a simple and effective solution, facilitating team meetings, client conferences, training and more, with up to 64 participants on a single call.

As standard, IP Office provides a built-in conferencing solution which enables multiple locations to participate in an audio conference. This allows on-site personnel as well as external parties (whether field-based engineers, sales staff on the road, customers or suppliers) to plan conference calls in advance or establish ad-hoc conference calls as and when required.

The built-in audio conferencing functionality on IP Office can be greatly enhanced by adding Conferencing Centre. This optional application is a web-based software package that consists of two parts:

- **Conferencing Centre Scheduler** to book and reserve conferences.
- **Conferencing Centre Web Client** to complement an audio conference with a web interface allowing documents and presentations to be saved in HTML format and published to the web for real-time viewings.

The scheduler can be used independently of the web client. Conferencing Centre also interacts with SoftConsole and Phone Manager.



Benefits

Eliminate the need for an external conference source

IP Office Conferencing can reduce or eliminate fees to outside conference services. If your company currently schedules audio conferences using third party providers on a regular basis, the return on investment in IP Office conferencing can be quick. After a few months, a company that holds just a couple of conference calls a day can see a quick return on its investment.

Increased productivity

By reducing the time spent travelling to and from meetings, employees can use their time more productively and therefore provide greater revenue opportunities.

Increased cost savings

Conferencing solutions enable collaborative communications regardless of location which means that costs associated with travel are reduced.

Market Drivers

More meetings but less time available

In an increasingly competitive environment, the need to communicate is becoming more important. Due to technological advancements and changes in law, many companies are now mobilising their workforce. However, businesses with a mobile workforce still have a need for collaborative communications. An IP Office Conferencing solution can bring people together at a moments notice, wherever they are located.

Travel restrictions due to limited budget

It is important for every business to control its costs. For a company with a mobile workforce, the costs associated with travel are often high. As the need to communicate more frequently increases, so do the associated travel costs. Deploying an IP Office Conferencing solution will help lower travel costs as well reducing wasted travel time; time that can be used more productively.

Increase your competitive edge...

Being able to respond quickly to changes in legal, environmental, economical and consumer forces means that you will have an edge over your competitors. The ability to quickly communicate to a large number of people, regardless of their location, is vital if your business is to stay ahead of the competition. An IP Office Conferencing solution will enable you to achieve this, with minimal investment.

Key Features

IP Office out of the box conferencing features:

- Ease of use
- Conference control from Phone Manager Lite and Pro
- Customised greetings (requires Voicemail Pro)
- Conference entry and exit tones
- Conference call recording (requires Voicemail Pro)
- Security
- Remote management of Conference Bridge

Conferencing Centre Web Client offers:

- Real-time view of participant's status
- Host can change the participant status in real-time
- Ability for participants with listen-only mode to request the right to speak
- Mute All / Un-Mute All facility for the host
- Whisper facility for the host to have a private conversation with one of the participants
- Viewing area for reviewing documents and presentations saved in html format
- Questions & Voting facility

Conferencing Centre Scheduler provides:

- Web-based booking tool to schedule a conference
- Ability to select □Listen□ or □Speak & Listen□ mode for each participant
- Email notification to all participants
- Voice Conference notification to dial out participants
- Participants name announcements as they enter/leave the conference bridge
- Unique PIN code for each participant for security and authentication
- Web-based reports on conference usage and voting results