



REFERENCE GUIDE

Conference Visuals

Powered by



Are you looking for a tool that will make your conference calls more interactive and engaging? Need a way to bring the power of graphic presentations delivered via the Internet to any size meeting you may host? Interested in an integrated web and audio platform that gives you the ability to control the audio portion of your meeting right from your desktop? Conference Visuals is the answer.

Impact Your Business Communications

Conference Visuals, powered by Microsoft® Office Live Meeting, is a powerful web conferencing solution that enables you to:

- Work together with colleagues, customers, prospects and partners, no matter where you are
- Collaborate with groups of all sizes without leaving your desk
- Conduct virtual meetings at a fraction of the cost of travel
- Accelerate productivity throughout your organization
- And much more!

Conference Visuals Features

Conference Visuals provides unique interactive capabilities, integrates with your existing business communications tools and productivity applications and incorporates a familiar and easy-to-use interface that improves remote collaboration and enables effective meetings for companies of all sizes.

Interact With Groups of All Sizes

Whether you are brainstorming with a remote colleague or presenting a product launch to a large audience, Conference Visuals offers a rich set of tools that allows you to customize the level of interactivity needed with your meeting participants.

PowerPoint® Viewer. Leverage the full capabilities of PowerPoint presentations with high-resolution support for all types of animations and slide transitions. Enable participants to better engage by switching in or out of a full-screen view as they choose.

Document Viewer. Share any printable document on the fly for online review or editing. With this high-resolution viewer, participants can zoom in and out without loss of quality to the text or graphics.

Application Sharing. Share control of software on your desktop without losing sight of participant feedback or text questions. Meeting participants can request control and presenters can quickly grant control to any participant. Presenters can customize the color depth and screen resolution to better engage with participants who have varying desktop capabilities.



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Collaboration Tools. Encourage audience participation through interactive features like the Question Manager that enables presenters to view and respond to questions by replying to individuals or to all participants. Other interactive tools include: Real-Time Polls, Mood Indicators, Chat, Annotations, Whiteboard, Text Slides and Web Slides. Use these tools to draw, annotate and type simultaneously to simulate the natural interactivity of an in-person meeting environment.

Ongoing Meetings. Your virtual meeting room retains all meeting documents and ongoing annotations, edits, whiteboard and text brainstorming sessions.

Integrate With Other Business Communications Tools

Through its points of integration, you can use Conference Visuals to collaborate in a convenient, online meeting venue. From meeting setup and preparation to meeting management and follow-up, Conference Visuals provides a streamlined environment for web conferencing.

Office Integration. Powered by the Microsoft Office System, Conference Visuals lets you initiate ad-hoc meetings from Microsoft Office programs such as Outlook, Word, Excel, PowerPoint, Project and Visio. You can schedule meetings using Outlook, even when offline, send separate meeting invitations to presenters and attendees and automatically include your audio conference information in every meeting invitation.

Audio Conference. Call Controls Control your Reservationless-PlusSM call directly from Conference Visuals by dialing out directly to participants, muting and unmuting participants' phone lines, ejecting participants or locking the meeting.

Easy To Use For Everyone

Because Conference Visuals incorporates the familiar Microsoft Office look and feel and streamlines common meeting tasks, participants from around the world feel at home using it. With the assistance of your sales representative, you can quickly and easily deploy Conference Visuals across your department or even the entire company.

Getting Started. Get new users up to speed through quick, in-meeting help resources for common tasks. Tips are tailored to the meeting phase and the role of the meeting participant.

One-Click Content Controls. Conference Visuals makes managing your presentation easy through intuitive "drag-and-drop" opening of files, thumbnail navigation of documents and a common resource list that maintains an inventory of everything that's available for the meeting.

Participant Management. Easily maintain control of meeting participants through features such as Meeting Options that enable the presenter to turn meeting tools on or off on the fly depending on the level of interactivity desired. Other participant management features include: promotion of attendees to Presenter or Active Presenter, view Attendee Profile, send email to participants from the meeting and invite or remove participants.

Meeting Lobby. This virtual meeting location is always available for ad-hoc meetings. By sending meeting guests to the Meeting Lobby instead of directly to the meeting, you have an additional mechanism to screen participants before permitting or denying entry to the meeting.

Record and Playback. Recording your presentation is simple—just a few clicks of your mouse, no special equipment required. Those who missed the meeting can view recordings on-demand using Windows Media® Player or by downloading the recording for viewing at their convenience.

