

Simply, Conferencing

Live Meeting 2005

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? Live Meeting from Microsoft® is the answer.

See how Live Meeting impacts on your business communications

Live Meeting 2005, 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 organisation
- And much more!

With Live Meeting, everyone participates in your meetings right from their PCs. You can kick off a project, brainstorm ideas, edit files, collaborate on white boards or negotiate deals – all without leaving your office chair!

Live Meeting 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, Live Meeting offers a rich set of tools that allows you to customise the level of interactivity needed with your meeting participants.

- PowerPoint Viewer - Leverage the full capabilities of Microsoft® Office 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 instantly 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 customise the colour depth and screen resolution to better engage with participants who have varying desktop capabilities.
- 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 communication tools

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

- **Office Integration** Powered by the Microsoft Office System, Live Meeting lets you initiate 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 CentraCall audio conference information in every meeting invitation.
- **Audio Conference Call Controls.** Control your Reservationless-Plus call directly from Live Meeting by dialling-out directly to participants, muting and unmuting participant phone lines, disconnecting individual participants from the call or locking the meeting.

Easy to use for everyone

Because Live Meeting 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 CentraCall sales representative, you can quickly and easily deploy Live Meeting 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.
- **Online Training** CentraCall's free online training sessions are a standard part of the Live Meeting package. Our web conferencing specialists will guide you through basic features, applications and tips and hints. Whether you are a web conferencing novice or pro, our trainers will give you the information you need to host a successful Live Meeting meeting.
- **One-Click Content Controls** Live Meeting 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 instantly 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 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.



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