

### BtL Unified Meeting

#### Overview

Unified Meeting is a web based tool that enhances the way you communicate by making meetings easy and convenient to manage. Be in complete control of all aspects of your meeting – scheduling, securing and managing your meetings.

Unified Meeting lets you quickly and easily bring people together – from anywhere in the world – so they can see what you want to show them, hear what you have to say and interact in order to learn, collaborate and make decisions. You get audio, web and video conferencing in a single, proprietary system that integrates with everyday business tools, like calendaring systems and instant messaging clients, so starting and joining meetings is done just with a click of the mouse.

Intuitive and powerful productivity enhancements improve your meeting experience with a hosted service that is integrated with the tools you already use every day!

#### Use unified meeting for:

- Sales presentations
- Training and e-learning programs
- Marketing seminars
- Product launches
- Departmental meetings
- Company announcements
- Collaboration and project management



Meet more productively and more often without the time and expense of travel with the aid of the following Unified Meeting features:

#### Complete Meeting Management

Turn your meeting into an integrated experience, add impact to your message, increase meeting participation and have complete control with just a click of your mouse – available for download or to run in your browser.

#### Scheduling

Stay organised whether you're on Outlook, Max, Google or Lotus Notes with calendar integration. Schedule meetings with ease without the need to manually add connection information.

#### Start and Join

Connect easily to your meetings with state-of-the-art hybrid audio capabilities such as Call Me, dial-in or VoIP.

#### Voice over IP (VoIP)

Whilst behind a firewall facilitate meetings from more locations and devices and connect through VoIP with tunnelled connections.

#### Meeting Control

Increase security by locking your meeting room, know who is speaking during a meeting with Active talker and keep your meetings on track with the option to mute participant lines and reduce unwanted background noise.

#### Sharing

Add impact to your meetings by sharing files, applications and PowerPoint presentations.

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### Desktop Video

Feel like you're in the same room by sharing your webcam and add an additional layer of personalisation.

### Sub-Conferencing/Break-Out Rooms

Provide a space for sidebar discussions, small work groups and private conversations without a need for extra set up.

### Chat

The in-meeting chat feature allows you to add a level of communicating between you, participants and their peers.

### Social Media

Have participants integrate their Facebook and LinkedIn information to their personal presence avatars and get to know them better.

### Branding

Maintain your brand strategy and ensure to drive home your message by customising the look and feel of unified meeting by using your organisations logo and colours. (Additional charges apply, contact your account manager for more information)

**Unified Meeting improves your meeting experience whether you are collaborating or simply using audio to meet. It's intuitive and powerful productivity enhancement are available with just a click of your mouse.**

Below you will find a feature comparison between the installed version of Unified Meeting 5 and the browser only version. The comparison also includes audio only features of Reservationless-Plus®.

Feature	Unified Meeting 5 (Installed)	Unified Meeting 5 (Browser)	Reservationless-Plus (Dial-In)
<b>Pre Meeting</b>			
Concurrent participants	150	150	150
Instant meetings and/or one-click meetings	Up to 150	Up to 150	
Lotus Notes® Integration	✓		
Meeting Invitations	✓		Via TCC Online and SmartMeet
Microsoft® Outlook® integration – no separate install required	✓		
Apple® Mac® iCal®	✓		
Recurring Meetings	✓		

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Feature	Unified Meeting 5 (Installed)	Unified Meeting 5 (Browser)	Reservationless-Plus (Dial-In)
Google Calendar Scheduling	✓	✓	
Scheduled templates	✓		
<b>Pre Meeting</b>			
Scheduling templates (Multi Language Support)	✓		TCC Online
Call Me (System dials your land line or mobile device)	✓	✓	
VoIP	✓		
Change Call Me Number at any time	✓	✓	
Waiting Room (admit/dismiss participants)	✓	✓	
<b>In Meeting</b>			
Active Talker Indicator	✓	✓	
Audience view/Seating chart	✓	✓	
Audio Conference Controls	✓	✓	✓
Audio play name and rename	✓	✓	✓
Breakout session – Web, Sharing, Chat	✓	✓	
Breakout session – Web Only	✓	✓	
Breakout sessions – Audio Only	✓	✓	✓
Chat to all participants	✓	✓	
Chat to Groups	✓	✓	
Chat to individual participants	✓	✓	
Chat to participant in waiting room	✓	✓	
Invite participant from Outlook Address Book through web interface	✓		
Dial-out to group	✓	✓	✓
Instant messenger integration	✓		
Multi-language support	✓	✓	✓
No participant software download required	✓	✓	
Participant photo display	✓	✓	
Present Photo Display	✓	✓	
Project Accounting Codes	✓		✓
Rename Participant	✓	✓	

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Feature	Unified Meeting 5 (Installed)	Unified Meeting 5 (Browser)	Reservationless-Plus (Dial-In)
Reconcile audio and web participant	✓	✓	
Record and Playback	✓	✓	✓
<b>In Meeting</b>			
Share documents, application and desktop	✓		
Silent Self Mute	✓	✓	✓
Smartphone web access	✓	✓	
Social Media authentication (LinkedIn, Facebook)	✓		
Store dial-out numbers	✓	✓	
Tablet web access	✓	✓	
User Card Personalisation (Name, Title, E-mail, Location, Weather, Avatar)	✓	✓	
Video	✓	✓	
VoIP/PSTN hybrid audio controls	✓	✓	
Waiting Room Customisation	✓	✓	
Waiting Room Tab	✓	✓	
<b>Post Meeting</b>			
Post Conference E-mails	✓	✓	✓
Record and Playback	✓	✓	✓
Reporting	✓	✓	✓

### Tips for a Successful Conference

- Prepare in advance. To avoid meeting delays, take time before the conference to create and upload any resources you'll need for your meeting, such as presentations, surveys etc.
- Enter the meeting early to ensure participants can access your meeting at the scheduled start time. Give yourself a few minutes to open the meeting room and make sure all necessary system components are loaded.
- When speaking, talk directly into either a headset or telephone receiver for optimal clarity.
- Mute all participants in non-collaborative meetings to minimize background noise.
- Be conscious of participant connection speeds, as they may vary. Allow time for transition between slides.
- For optimal application sharing performance, keep the number of open windows to a minimum.
- Use annotation tools and include polling quizzes to promote interactivity.
- To help participants better understand and recall content, limit presentation material to six or seven lines per slide. Use larger-sized fonts for legibility.
- Be sure participants download the Unified Meeting application prior to your meeting if they wish to use certain features such as presenter capabilities and desktop video.