

# Cisco WebEx™ Meeting Center

## Overview



[www.intercalleurope.com](http://www.intercalleurope.com)

In today's fast-paced business environment, making decisions quickly and efficiently is critical to maintaining a competitive advantage. Time wasted scheduling in-person meetings, making travel arrangements and bringing together a globally dispersed team can mean lost revenue and increased operating costs. Every minute counts.

With Cisco WebEx™ Meeting Center you can increase effectiveness and productivity—across your entire company— and make faster, more accurate business decisions every day. Collaborate with employees, customers and business partners— anytime, anywhere. Meeting Center integrates data, voice and video content within a standard web browser so you can conduct real-time meetings over the Internet— simply and quickly.

### Rely on Meeting Center

- + Present slides to make your meeting more memorable
- + Conduct sales presentations
- + Share your latest sales and financial projections
- + Collaborate on product plans and design specifications
- + Annotate technical documents

### Meeting Center Features

- + Streamlined join process
  - Meeting Info and Join pages are combined into one page and frequently used information such as name and email is automatically pre-filled.
  - Meeting password not required when joining from an email link.
- + Integrated Audio Controls
  - Control your Reservationless-PlusSM audio conference from within the Meeting Center meeting interface.
- + Single client installer
  - Now there's a simple install for all of your productivity tools (i.e. Outlook integration, Lotus Notes integration, One-Click Meeting, etc).
- + Document Sharing
  - View PowerPoint presentations, documents or graphics without uploading the files to a server. Meeting Center service's unique Vector format allows for high resolution, multi-level zooming and annotation capabilities.
- + Support for Microsoft® PowerPoint™ Animation and Transitions
  - Share multiple PowerPoint presentations in a single meeting with support for animation and slide transitions.
- + Multimedia Content Sharing
  - Play back multimedia objects, including Flash and streaming video and audio, within PowerPoint presentations. Incorporate streaming multimedia from any website into your meeting.
- + Rotate Documents in Landscape and Portrait
  - Via the Presentation Viewer, you have the ability to rotate documents in landscape and portrait and also have additional options for documents sharing and viewing for improved user experience.
- + Application Viewing
  - Show any business-critical desktop application without uploading files to a server. Present any application remotely, enhancing the effectiveness of live demos and team meetings.
- + Application Sharing and Desktop Collaboration with Remote Control
  - Share anything on your desktop with an audience member to instantly solve customer support issues, conduct more effective live demos and streamline project meetings.



- + QuickStart Screen
  - This tool provides one-click access to the most commonly used meeting features like Presenting a Document and Sharing an Application.
- + File Transfer
  - Presenters can easily pass documents to participants for download during a meeting.
- + Polling
  - Allows presenter to solicit feedback from attendees via online survey responses.
- + Record, Edit and Play Back Meetings
  - Record an entire meeting or any desktop application for later reference. Even edit the recorded session in preparation for playback and take ownership of your content, and include WebEx panels (Chat, Q&A, Video, Polling, etc.) in your playback. Once saved, participants can view and listen to the archive offline.
- + One-Click Meetings
  - Start meetings and effortlessly bring decision makers together with just one click.
- + Quick Scheduler
  - Schedule a meeting in a few short steps with the Quick Scheduler. Choose from one of your saved meeting templates; indicate additional key meeting details and your meeting is scheduled! In situations where you need to edit certain meeting features you can easily access the Advanced Scheduler for additional options.
- + Advanced Scheduler
  - Quickly walks you through the steps of scheduling a meeting.
- + Scheduling Templates
  - Meeting options and settings are saved in a template for quick access to scheduling a meeting. Save templates within the Quick and Advanced Scheduler to shorten the steps needed to schedule a meeting.
- + Auto-Play Presentations
  - As attendees join the meeting they can view a presentation, which runs automatically or is attendee controlled.
- + Note Taking Panel
  - Provides attendees with a window to take and save notes for meeting minutes.
- + PowerPanels™
  - Customise your meeting view by opening, closing and resizing Participant, Chat, Notes, Video and Polling panels according to the needs of your meeting.
- + Meeting Transcripts
  - A transcript of the meeting can be emailed to attendees to ensure timely follow up on important decisions and action items.
- + Floating Icon Tray
  - Float your PowerPanels over your meeting screen when in Full Screen view to get access to essential meeting functions and tools. The tray also allows you to seamlessly switch between sharing modes.
- + Microsoft Office Integration
  - Seamlessly share Office documents in a meeting with a single click to increase the convenience of information distribution.
- + Microsoft Outlook Integration
  - Leverage leading enterprise workflow applications to streamline the meeting scheduling process.
- + Lotus Notes Integration
  - Schedule, start, or join online meetings using Lotus Notes.
- + Add to My Calendar
  - Create appointments in major calendar applications containing meeting information via a one-click “Add to My Calendar” button.
- + Distribution Lists.
  - Create distribution lists and import groups directly into a Meeting Center account making it easier to send meeting invitations to large or recurring groups. High Performance and Reliability
  - With servers strategically dispersed at facilities around the globe, the WebEx Interactive Network routes meetings through hubs that deliver reliable, secure, high-performance services. Presenters conduct multi-unit interactive meetings without latency or interruptions from anywhere in the world.
- + Security
  - Support for SSL encryption enables you to securely conduct interactive meetings with even the most confidential information and on-demand solutions.
- + Increased Operating System and Application Platform Support
  - Seamlessly collaborate with users across multi-platforms, including the latest versions. Supports Internet Explorer 7,