



## Sonexis™ ConferenceManager for Web

Sonexis ConferenceManager for Web is a premises-based conferencing system that helps enterprises improve business processes and communications while significantly reducing the cost of conferencing. The Sonexis ConferenceManager system is easy to use, enhances security of sensitive corporate information, requires low administrative overhead, and leverages existing network investments. ConferenceManager for Web offers the following additional features and benefits:

- Entry level configuration supports 15 simultaneous web conferencing users
- All systems are bundled with Sonexis Extended Care, providing investment protection
- Additional web conferencing seats can be added in 5-seat increments
- System can be upgraded to include PSTN or VoIP audio at any time

## Web Conferencing Features

The Sonexis ConferenceManager web conferencing application adds the power of rich media to conferencing, enabling organizations to share ideas, files, applications, and web content for closer and more effective collaboration. The result is a comprehensive meeting room experience that's not just comparable, but often preferable to an in-person meeting. Web conferencing features include:

### Single Conference Room Window

All collaboration tools are contained within one window, thus avoiding having to manage multiple popup windows. The conference room provides the host with an intuitive web interface for easy, point and click management of their web conferences.

View invitee list displaying participant names and PINs, if required.

Send a quick invitation to additional participants during the conference.

View a list and count of all participants logged in. Participants are identified by their name when they log in. A baton identifies the current leader of the conference.

Grant permission to participants to use annotation tools and upload documents.

End conference and select whether to save conference room.

### Conference Information and Host Picture

Participants view conference information such as host name, subject, and Conference ID when they join the web conference to assure them that they have joined the correct conference. The host can also upload a picture, logo, or other image for display with the conference information.

### Application Sharing

Leaders can share their desktop or any application on their PC with participants for live software demos, training, web tours, or help desk support.

The leader can demonstrate their desktop or any application to participants in a view only mode.

The leader can pass remote control of their desktop or any application to a participant.

Participants can request control of the leader's desktop or application.

The leader can automatically accept remote control requests.

Participants do not need to have the application installed on their PC in order to control it.

A participant can share their desktop or any application and allow the leader or any other participant to control it.

Application sharing automatically launches in full screen mode for participants.

The leader can stop remote control and application sharing at any time.

### **Presentation/ Document Sharing**

Leaders can easily share and annotate documents over the web, including PowerPoint presentations, Excel spreadsheets, and Word documents.

Support for any document type.

All documents can be shared in full screen mode for the leader and participants.

PowerPoint presentations maintain slide transitions and animations.

All documents can be annotated.

### **Follow-me Web Browsing**

Leaders can take participants on a web tour and synchronize their browsers to internal or external web pages.

### **Whiteboard and Annotation Tools**

Leaders can use the interactive whiteboard to collaborate with participants on flowcharts or diagrams or to take meeting notes. Annotation tools are available for use with the whiteboard or to mark up shared documents.

### **Notepad**

The host can add shared notes or minutes. The notepad can be exported to a text file and is e-mailed to the host at the end of the web conference.

### **Polling and Quick Vote**

The host can instantly gain feedback from participants through polls or simple yes/no votes.

### **Hand Raising**

Participants can raise their hands at any point during the web conference to get the attention of the host. The host has automatic queuing and acknowledgement capabilities.

### **Text Chat**

The host and participants can chat publicly with everyone or privately to another participant or the host.

### **Question & Answer Management**

Participants can send questions to the host to be answered verbally or with a text answer. The host can select which questions to answer and in what order.

### **Transfer Leadership**

The host can transfer leadership of the web conference to any participant at any time. The current leader can transfer leadership to a different participant or back to the host. The host retains sole access to some features, and can take back leadership at any time.

**Advance Conference Room Setup**

The host can set up the conference room in advance for a smooth, uninterrupted web conference.

- Preload documents to be viewed.
- Enter welcome messages and meeting agendas.
- Set up polls to be conducted.
- Draw diagrams on the whiteboard.

**Synchronized Audio and Web Recording**

The host can record ad-hoc and scheduled audio and web conferences on their PC using BB FlashBack – a screen recording product from Blueberry Consultants recommended by Sonexis. Recording features include:

- Ability to record the host's voice only by using a microphone connected to the host's PC soundcard.
- Ability to record the conference audio by connecting the host's telephone to the PC soundcard using a telephone adapter.
- Ability to start, stop, pause, and resume recording the conference from the Windows taskbar.
- Ability to convert the synchronized recording from native FlashBack format to Flash, AVI, or a standalone EXE for replay.

**Saved Conferences**

The host has the option to save the conference room at the end of a web conference for their private viewing and use.

- Revisit conference room at any time to review the materials presented, notes taken, or poll results.
- Create a follow up conference using saved conference room and participant list.
- Delete saved conferences.

**ConferenceManager Features**

ConferenceManager includes valuable scheduling, notification, conferencing, and integration features that make it superior to other conferencing solutions.

**Self-Service Registration**

Web-based registration with immediate provisioning allows accounts to be set up and used immediately.

- User-selectable Conference ID and PIN to identify host account.
- Confirmation e-mail with account details.
- Desktop shortcut for easy access.
- Secure host login.

**Online Account Management**

Account details can be changed at any time via the web and changes take effect immediately.

- Change Conference ID and/or PIN.
- Administrators can assign department codes to accounts for easier tracking of conferencing usage.

## **System Test**

The host and participants can check the compatibility of their system at any time before joining a web conference. A link to the system test page is included in all e-mail invitations. If a user's configuration fails any test, instructions are provided for updating their system for a successful conferencing experience. The system test will verify:

- Operating system
- Web browser
- ActiveX downloads
- Popup blocking software
- Sonexis drivers
- Network configuration
- Connection speed

## **Conference Preferences**

The host can specify default preferences for all their conferences at the account level that can be overridden for a particular conference during scheduling.

- Participant authentication method – Conference ID only or Conference ID and unique PIN per participant.

- Allow the conference to continue after the host disconnects for a configurable number of minutes.

- Delete the conference room or save for private access by the host after the web conference ends.

## **Web-Based Scheduling**

The host can start a conference immediately or schedule a conference via the web and send e-mail invitations to participants without operator assistance. The web-based scheduling interface provides:

- User-friendly web wizard to walk host through scheduling process.

- Ability to specify number of web ports to reserve.

- Ability to view port availability by date and time.

- Calendar interface to select date.

- Ability to select time zone for the conference (if other than default host time zone).

- Support for recurring conferences.

- Ability to assign an account code to the conference for billing purposes.

- Ability to override default conference preferences.

- Customized message for e-mail invitations.

- Optional password protection.

- Choice of random PINs for participants.

- Access to Microsoft Outlook or integrated address book for e-mail address retrieval.

Ability to view Outlook attendee availability from wizard.

### **Integrated Address Book**

Global and personal address books are available to store participant information for invitation to the conference.

Store names, e-mail addresses, SMS addresses, phone numbers, and SIP addresses.

Access to address books for e-mail address or SMS retrieval during web-based scheduling.

### **Microsoft Outlook® Integration**

ConferenceManager is integrated with desktop tools such as Microsoft Outlook for scheduling and contact management. Outlook integration provides:

Outlook add-in which allows host to schedule conferences via Outlook Calendar.

Support for all scheduling features available via web-based scheduling like port availability, random PINs, conference password, etc.

Meeting requests sent directly from Outlook including the conference details, participant login URL, and accept/tentative/decline options.

iCalendar attachment sent with all meeting requests for non-Exchange™ recipients.

Conference appointment saved in Outlook Calendar for both host and participants.

Access to all Outlook address books for e-mail address retrieval during web-based scheduling.

Access to Outlook attendee availability during web-based scheduling.

Support for Microsoft Outlook 98, 2000, 2002, and 2003.

### **Lotus Notes Integration**

ConferenceManager is integrated with Lotus Notes for scheduling conferences. Notes integration provides:

Ability to schedule conferences directly from Lotus Notes calendar.

Support for all scheduling features available via web-based scheduling like port availability, random PINs, conference password, etc.

Access to all Notes address books for e-mail address retrieval during scheduling.

Ability to check schedules (free/busy time) within Notes to view attendee availability during scheduling.

Meeting requests sent directly from Notes including the conference details, participant login URL, and accept/decline/tentatively accept options.

iCalendar attachment sent with all meeting requests for non-Notes recipients.

Meeting saved in Notes Calendar for both host and participants.

Support for Lotus Notes 5.0 and 6.0.

## **Port Reservations**

The Sonexis ConferenceManager reserves ports when conferences are scheduled. This guarantees that ports will be available when the conference is started and prevents overbooking of resources.

During scheduling from the web, Outlook, or Lotus Notes, the host can specify the number of web ports to reserve for the conference so that availability is guaranteed. The system will verify that ports are available before scheduling the conference and will notify the host if they are not. Thus ports are never overbooked.

For ad-hoc conferences started via the web, the host can also specify how many ports to reserve.

Scheduled conferences take precedence over ad-hoc conferences.

The system reserves the number of ports requested for the entire duration of the conference. Five minutes before the scheduled end time, the system will automatically try to extend the conference for 15 minutes and will continue to do so as long as there are ports available. If there are no ports available, the host will receive a 5-minute and a 1-minute warning before the conference is ended.

The system will always set aside one port for the host from the number of ports requested. This ensures that the host is always able to join a conference.

Participants can join a conference up to 10 minutes before the scheduled start time as long as there are ports available. If there are no ports available, participants will have to wait until the scheduled start time to join a conference.

Additional participants are allowed to join the conference if unreserved ports are available for the remaining duration of the conference.

If a conference is explicitly ended before its scheduled end time, the reserved ports will be freed up for use by other hosts.

Administrators can free up reserved ports by ending a conference in progress or canceling a scheduled conference.

## **Integrated E-mail Invitations**

The host can send advance notification to participants with all the web conference details automatically included.

E-mail confirmation for host that conference is scheduled including all participant names and PINs, if required.

Integrated e-mail invitations for participants including host name, subject, date, time, duration, message, participant login URL, Conference ID, and PIN or password, if required.

Invitations for web conferences include a link for one click access to the conference room.

Web-based e-mail invitations contain an iCalendar attachment with all the conference details to save the conference in Outlook or other calendar applications.

## **Wireless Integration**

ConferenceManager is integrated with wireless communications, including the SMS e-mail format and RIM BlackBerry™ clients.

Specify recipients (wireless phones or PDAs) during web-based scheduling for notification via wireless SMS messaging.

List of most commonly used wireless providers for host to choose from.

## **Conference Management**

The My Conferences page provides the host a view of all their conferences in progress, scheduled conferences, and saved conference rooms for point-and-click management of conferences.

Rejoin a conference in progress.

End a conference in progress.

Set up the conference room in advance for a scheduled conference.

Start a scheduled conference.

Cancel a scheduled conference.

Modify the details of a conference in progress or scheduled conference – ports, date, time, duration, participants, account code, etc.

Start or schedule a follow-up conference based on a saved conference room.

Delete a saved conference room.

## **Security**

Several security measures are employed to ensure conference access can be strictly controlled, including:

Account creation password. Administrators may password-protect the ability to set up an account for conferencing.

A unique Conference ID and PIN. As part of registration, hosts choose a unique Conference ID and PIN. Whenever they log in to modify account information, schedule, or host a conference, they are asked to provide their Conference ID and PIN for account authentication.

Unique participant PINs. The host can select to randomly generate a unique PIN for each participant. Participants will need to know the Conference ID and their PIN in order to join the conference. Using unique PINs adds an additional level of security to the conference.

Password security. As an extra layer of security and to further protect conferences, a host can set a password for a conference. All participants will need to know this password in order to join the conference.

Invitation-only access. Only participants invited will have the information needed to join a conference – URL, Conference ID, PIN, date and time of the conference, as well as the conference password, if required.

Participant list. A list of all conference participants is provided which allows the host to see who has joined the conference at all times.

Administrators have the option to enable HTTPS on the system for authenticated and encrypted communications between clients and the ConferenceManager. HTTPS provides SSL server authentication, SSL client authentication, and an encrypted SSL connection to ensure the

security of externally accessible meetings.

**Conference Administration and Reporting**

The fully integrated user database is accessible via web-based administration tools which provide management functions on a secure basis to an administrator, including:

User Management – view and maintain (add, change, delete) all users set up in the system and delete saved conference rooms.

Global Address Book Management – view and maintain global address book entries.

Conference Management – view and export conference history and details.

Live Conferences – view a list of current conferences with option to end conferences to free up ports.

Port Usage – view the number of ports in use and scheduled with option to cancel scheduled conferences to free up ports.

Reports – view and export conferencing statistics and usage reports.

Settings – specify password for account creation and port utilization alert level.

**Call Detail Records (CDRs)**

Call Detail Records (CDRs) are provided in report format and may be exported in CSV format.

**System Administration**

Administration is easy via a web-based interface that allows an administrator to manage the system remotely.

Multi-level administrator logins

Monitor system status and capacity

LCD panel for setup and status

Web-based configuration and administration

Keyboard, Video, Mouse (K/V/M) access

Support for virus protection software

Unattended install and upgrade of client software

Brand product logo, product name, and customize e-mail invitations

**Redundancy**

Redundant system is available with RAID Level 1 disk mirroring and dual power supplies and fans. All redundant components are hot-swappable.

**Capacity and Connectivity**

ConferenceManager is designed to seamlessly integrate with your existing network infrastructure and with a variety of voice and data network environments.

Web only conferencing supporting 15 to 200 web seats, with up to 100 seats per conference.

**Client Software Requirements**

The client requirements for a host are:

Microsoft Windows® 98, NT, 2000, or XP\* (\*application sharing requires Windows 2000 or XP)

Internet Explorer 5.5+

Microsoft Outlook 98, 2000, 2002, or 2003 if integrating with Outlook for scheduling or contact management

Lotus Notes 5.0 or 6.0 if integrating with Notes for scheduling

BB FlashBack if recording audio and web conferences

The client requirements for a participant are:

Microsoft Windows 98, NT, 2000, or XP

Internet Explorer 5.5+

**Regulatory Approvals**

UL 1950, CSA22.2 No. 950

FCC Part 68, IC CS03

FCC Part 15, Class A, ICES-003

**Size and Weight**

Height: 3.47 inches

Width: 16.73 inches

Depth: 25.67 inches

Weight: 54 pounds