

LotusLive: Meetings

Online Collaboration Made Easy



For more information:
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How easy is it to start an online meeting? With IBM LotusLive: Meetings, offered by InterCall, it's easier than ever before. Whether you are meeting a colleague who works from home or a group of high-profile clients who are half way around the world, ideas and information need to pass freely and in real-time. That's why you need LotusLive: Meetings.

With LotusLive: Meetings, there are no plug-ins or downloads required for participants to join your meeting, so all you need is a web browser to connect with one person or 999 – instantly. There's no need to haul around your own computer or carry printed copies of your charts or presentations. All you need are your meeting credentials and it will all be waiting for you within your LotusLive: Meetings account.

Use LotusLive: Meetings to host a meeting of virtually any size. It's simple, takes just a minute to get started and is accessible from anywhere and at any time. You can even schedule meetings in Outlook® for easy invitations and entry.

Go Beyond Simple Online Web Conferencing

Simplify and improve the way you connect and work together. LotusLive: Meetings is the lightweight, easy-to-use option that enables you to meet with more people, in more places, than ever before. LotusLive: Meetings' online services give businesses of all sizes access to web conferencing without requiring an up-front investment in IT support resources or infrastructure.

Benefits:

- + Waiting room for your participants so they can join your meeting when you're ready
- + Easy to use interface empowers you to set up and run your own meeting
- + Single point of management for video and web conferencing service
- + Security-rich service via HTTPS and is encrypted with 128-bit SSL
- + Remote points of presence in selected geographies and clients
- + Easy to set up and attend with one permanent meeting conference code
- + Accessible anytime, anywhere through a web browser
- + No downloads for participants means fewer meeting delays
- + Available 24x7x365

Key Features

It may be lightweight and easy-to-use, but the LotusLive: Meetings provides the essential conferencing features that you need to collaborate and deliver the results you want. The simple, intuitive interface is designed for users of all skill levels. It's perfect for one-to-one and one-to-many meetings.

+ Microsoft® Outlook and Lotus® Notes scheduling integration

Microsoft Outlook and Lotus Notes scheduling integration makes getting your meeting reminders and joining meetings easier than ever.

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AAP/EDE

+ **Completely web-based for participants**

With no need for software downloads, your participants can join meetings quickly, from anywhere and at anytime.

+ **Toolbars and navigation controls**

Attendee and presenter toolbar icons are easy to interpret so it's simple for users of all skill levels. Navigation buttons allow movement sequentially through presentations or to jump to selected slides by name or number.

+ **Sharing and Remote Control**

Share select applications or your entire desktop. Quick share/un-share button is located in the title bar of shared applications.

+ **Recording**

Record audio and web content as offline media. Produce self-contained Flash formatted presentations.

+ **Document library and publishing capabilities**

View thumbnails of documents stored within your document library. Publish before or during your meeting with conversion capabilities for PowerPoint®, Excel, Word, PDF and ODF files.

+ **Annotation tools**

Highlight key presentation points on slides or documents or annotate presentations with marker and pointer tools

+ **File transfer**

Quickly send relevant documents during your meeting using file transfer. Transfer documents of all types and sizes that are often blocked by email systems.

+ **Polling**

Get real-time polling results and then track and report the responses. Create polling questions in advance and store online or create questions on-the-fly.

+ **Hand raising**

Ask questions and tally results based on animated raised hands images, controlled by the attendees.

+ **Chat**

Chat with individuals or send broadcast messages to all attendees. Control participant chat permissions to allow for discussions without interrupting the flow of the presentation. Time stamps show source, destination and explicit recipient selection of all chats.

+ **Multiple presenters/passing presenter control**

Facilitate collaborative working sessions by clicking an attendee name and passing control. The presenter retains the ability to take back presentation control using the Present button on the toolbar.

+ **Roster**

View and edit attendee information entered during log-in. All attendee information is stored and supplied in billing records.



+ **Edit attendee information**

Capture correct information as it is stored in the database and have the ability to complete missing attendee information.

+ **Attendee rights management**

Allow individuals or all attendees to view the roster. Assign question and answer chat responsibilities to attendees.

+ **Control participant entry**

Control participant entry to the meeting using Start/Stop Session buttons. Eliminate disruption from late arrivals by enabling the Conference Lock feature.

+ **Summary report**

Receive a summary email at the end of each web conference for reporting of participants' join/exit times and polling results.

Connect and Collaborate

LotusLive: Meetings is a powerful but lightweight and easy-to-use conferencing service. With the click of a browser, you can start a full-featured online meeting that is simple and intuitive. LotusLive: Meetings delivers the experience, personal attention and innovation of two global communications leaders for a service you can rely on.