

# HP Virtual Meeting Room

## HP Services

For Powerful Web Conferencing and Online Meetings



### **Remote Meetings, Live Interaction**

The HP Virtual Meeting Room provides an easy to use, rich environment for conducting interactive online meetings and events. No need to travel long distances — just join via an internet connection and phone conference. You can collaboratively share files with participants, working directly on a file together, and easily send files back and forth during the meeting. For your business, this means minimal planning, minimal cost, and minimal time away from the job.

An easy-to-use interface makes it easy to quickly begin your meeting. From the convenience of a desktop or laptop, your employees, business partners, and customers can:

- Collaborate easily in geographically dispersed large or small groups.
- Attend spontaneous or planned meetings, such as staff meetings or project team meetings.
- Attend product launches, technical or management seminars, and large presentations, such as coffee chats, that allow the full participation of remote attendees.

### **No Need to Travel Long Distances**

With the HP Virtual Meeting Room, you enjoy the advantages of live human interaction remotely, via a standard web browser. The risk to you is low because HP hosts the rooms on a secure, reliable infrastructure. You don't need to invest in people and technology to do it all yourself. HP experts provide free technical support.

### **Easy and Fast**

An easy-to-use interface means that you can conduct your meetings on the fly -- or planned ahead of time -- with minimal time thinking about the tool and maximum time thinking about your content.

## Powerful Features for Maximum Effectiveness

The HP Virtual Meeting Room offers the following features:

- Easy-to-use interface, both feature-rich and easy at the same time.
- Application sharing/shared control for demonstrations and practice. Region, entire desktop, and application views.
- Snapshot of application-sharing moment and ability to annotate the snapshot.
- A variety of multi-colored annotation tools for focusing audience attention on presentation materials. Includes cut/copy/paste, editing tools, highlighter, font and font size selection.
- Actual and proportional slides/whiteboard content. Each participant can easily adjust the display for their viewing preference, including a full screen viewing option.
- Microsoft® Outlook integration for scheduling meetings and sending meeting invitations.
- Web touring - the screen follows the clicks of the web tour leader.
- Private Chat with file transfer capability. This provides for use as a helpdesk support tool. Also chat with entire group.
- Content management allows you to easily organize your room content such as PowerPoint, Adobe PDF, web pages, and graphics. Content stays in the room between events until you decide to remove it.
- Hand-raising to ask questions.
- Profile area allows you to create a "business card" for presenters containing name, telephone, email, picture, and other contact information.
- Create an online business card" for presenters containing name, telephone, email, picture, and other contact information.
- Instant launch tray icon for easy event entry and room management.
- AES 256-bit SSL encryption to safeguard your confidential data.
- Overage protection - ability to use more than the purchased seat capacity at a per-minute charge for actual usage above the purchased license capacity (50 seat minimum, purchased separately).

## For more information

To locate country contact information and to learn more about education services, please visit our worldwide web site at <http://www.hp.com/learn>.

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