

# HP Virtual Training Room

## HP Services

For Live, Interactive Training and Web Conferencing



### **Live Training without the Travel**

The HP Virtual Training Room gives learners a live, interactive experience from their desks. No need to travel long distances — just join via an internet connection. For voice conferencing you can use either your telephone or the value added feature, voice over IP. Easy to use for instructors and students, the HP Virtual Training Room provides an array of presentation, interactivity, collaboration, and assessment tools.

The HP Virtual Training Room makes it easy to plan and organize your meetings. Once your event is set up, all materials remain in your room, ready to use for one or many future events. When it's time for the event to begin, students enter the room with just one click.

### **State of the Art Learning and Meeting Tools**

Events are enhanced through state of the art tools designed for any type of training or meetings. Whiteboard tools, question and test management tools, interactive chat, timers, and breakout rooms are some of the key features available to keep the participants engaged and interested.

### **Powerful Features**

The HP Virtual Training 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.
- Snapshot of application-sharing moment and ability to annotate the snapshot.
- A variety of multi-colored annotation tools. Includes cut/copy/paste, editing tools, highlighter, font and font size selection. Ability to save the whiteboard to the desktop and reload to the room if desired.
- Actual and proportional slides/whiteboard content. Participants can easily adjust their own display for their viewing preference.

- Web touring -- the screen follows the clicks of the web tour leader.
- Surveys/polling for learning checks.
- Breakout rooms -- ability to assign individuals to rooms for small group collaboration.
- Backpack -- ability to easily move and share content between rooms.
- Group chat. Private chat or send a file to someone else in room.
- Hand-raising for verbal questions. Question manager for written questions or threaded discussion by topic.
- Microsoft® Outlook integration for scheduling meetings and sending meeting invitations.
- Content management allows you to easily organize your room content such as PowerPoint, Adobe PDF, web pages, and graphics. Create lists for keeping notes, agenda items and other content. Content stays in the room between events until you decide to remove it.
- Create an online business card for presenters containing name, telephone, email, picture, and other contact information.
- Promote a participant to presenter or demote a presenter to a participant on-the-fly.
- Timer to inform participants when activities start or end.
- Handouts lets you post files for participants to download to their PCs if desired.
- Instant launch tray icon for easy event entry and room management.
- AES 256-bit SSL encryption to safeguard your confidential data.

## Optional Add-ons

- Live video capability -- show live views of instructor and participants (if they have web cams).
- Voice over IP -- hear audio portion of meeting over the internet rather than using a separate phone conference. Mute and unmute capabilities and status (who is talking) indicators. Fully encrypted, full duplex audio capability allows multiple people to talk at the same time.
- Registration, Collaboration/Testing, and Learning Management capabilities.
- Overage protection -- ability to use more than the purchased seat capacity at a per-minute charge (50 seat minimum purchase).
- Event services including facilitation, event consultation, phone conference setup, and recording, purchased separately.
- Training consultation, customized training services, training program design, and skills assessment services are also available.

## 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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