

Polycom WebOffice™ Conferencing Portal

Features and Benefits



Feature	Benefit
Desktop portal access to a directory of people you work with and the Instant Messaging, data collaboration, voice and video conferencing services you need, when you need them	The efficiency and productivity of peer-to-peer and workgroup communications and collaborations are significantly improved.
Your own WebOffice URL	Provides online virtual office access any time, anywhere.
Near end video and controls of your ViaVideo are embedded within the WebOffice window.	Eye contact with the people and content that you are working with is all in one making the work collaboration, voice and visual communications more efficient, more productive.
Office detection, participant status and video detection and status	Visitors can easily detect when you are in your virtual office. You know if someone is available to receive an Instant Message from you or to meet with you to perform an important task. You know if they have the capability to video conference.
Integrated link to conference management control of audio and/or video conference	Access to all of the controls you need to manage your data collaboration, voice, and/or video conference right from your WebOffice Conferencing Portal.
No advance set-up	Attendance to a Polycom WebOffice meeting is quick and simple and requires no prior set-up.
Low bandwidth demand	Polycom WebOffice is ideal for home office or remote access situations.
Drop off files	Provides an easy way to drop off files into your office.
Leave a business card	Promotes an easy way for guests to send contact information.
White boarding	Allows users to simultaneously brainstorm ideas or share notes during a meeting.
Application snapshot	Capture screen content from any participant's PC to discuss during a meeting.
Application sharing	Allows all participants to make changes to the original document during the meeting.
Annotations	Enables you to make annotations to documents or applications during a meeting that can be saved for future reference.



Web

Connect. Any Way You Want.

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Secure Login and Password	Enables participants and office owners to use SSL for login and passwords.
Upload documents on demand	Allows all participants to open and share with the group any document from their PC at any stage of the meeting.
Remote control	Allows any participant to take control of another desktop when granted permission.
Save a meeting	Allows you to save and record a meeting for future reference or continuation.
Firewall and proxy friendly	Requires no change to network security for fast deployment and secure web meetings.
Lock a meeting	When all designated participants arrive, lock the meeting to ensure privacy.
Password a meeting	Prevent unwelcome intruders with a conference password.
Document encryption	Enables an additional level of security by allowing participants to encrypt each document used in the meeting.
Instant Messaging	Allows you to send messages from your virtual office to other office users, or you can send messages to other participants during a meeting.
Voting	Enables a workgroup to express their opinion on subjects being presented and discussed and to get closure on the consensus opinion of the group.
Delete Documents	Enables you to delete unwanted documents at any time during the meeting
Remove Participants	Enables you remove unwanted participants from a meeting
Zoom/Views	Allows you to adjust your personal meeting views to gain full screen viewing of your meeting documents

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