NEC

UNIVERGE 3C™
Collaboration Meeting Manager

UNIVERGE 3C Collaboration Meeting Manager is a comprehensive solution for efficient and productive real-time information exchange.

At a Glance

- A comprehensive voice, video and web collaboration solution that is now included as part of the UNIVERGE 3C software platform

- Improves teamwork among colleagues in geographically dispersed locations

- Enables real-time sharing and exchange of information between co-workers and customers

- Reduces travel costs through enhanced collaboration capabilities

- Increases employee efficiency and productivity

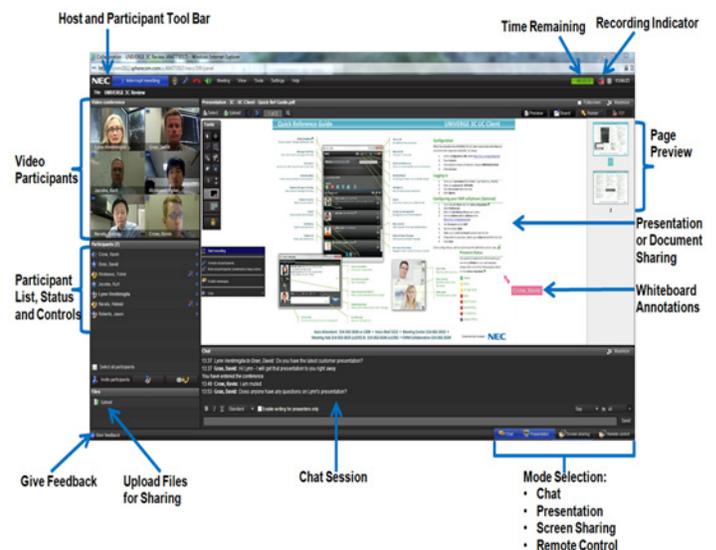- Operates across premise, cloud or hybrid environments

Overview

UNIVERGE 3C Collaboration Meeting Manager (CMM) is a sophisticated voice, video and web collaboration solution that is integrated within the UNIVERGE 3C software platform. It equips your employees with the tools they need to stay informed, be more responsive, and better serve your customers by enabling the convenient real-time exchange of information between customers and colleagues. CMM effectively reduces meeting costs and travel time, while improving communication and customer service.

Solution

Enables Real-Time Sharing and Exchange of Information

With CMM's audio, video and web collaboration, your employees have the tools they need to effectively collaborate with colleagues and customers. Since costs associated with business travel are high, CMM enables them to securely connect with individuals that they need to in geographically diverse locations to conduct presentations, meetings and training which can result in an overall reduction in travel expenses.

Collaboration Meeting Manager offers a multi-party video-conferencing display to enable viewing of participants. During a conference, users are able to share Microsoft® Office documents, PDFs, pictures and videos plus more. The moderator can prepare the meeting by uploading files prior to the start time. Once the meeting starts, participants can upload files or download and view files shared by other participants from anywhere, anytime on any device. Additionally, CMM offers the capability of white-boarding collaboration - enabling users to draw on existing documents or on a virtual white board.
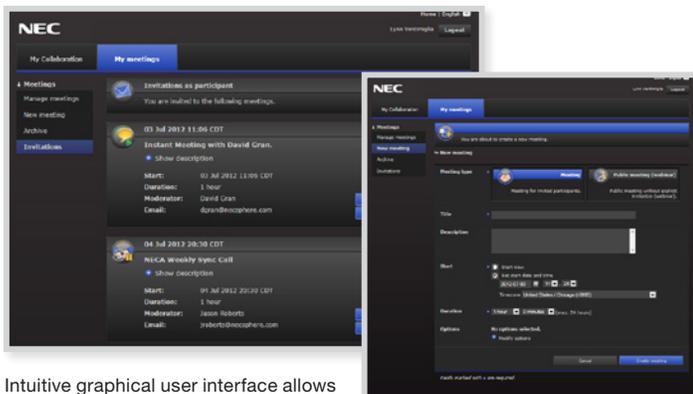
A Comprehensive, Secure Collaboration Solution

Collaboration Meeting Manager provides you with the latest encryption and security protocols inherent in the UNIVERGE 3C software platform. Private meetings are secured with a unique meeting ID and PIN for each participant, therefore, providing another layer of security and protection from invites forwarded to other users. With this capability, only users invited to the meetings are allowed to join. CMM also keeps the information shared between participants confidential via this unique method of collaboration. This comprehensive, secure collaboration solution also alleviates the need and expense of deploying multiple unique applications from numerous vendors – saving you and your IT staff time and money.

Provides Quick and Easy Scheduling and Access to Meetings

Meetings can be easily scheduled on a one time, recurring or permanent basis through UNIVERGE 3C's UC Client, Microsoft Office Outlook® or the CMM meeting room. Instant meetings within the UC Client can be started in numerous ways - from your contact list, chat window plus more. Once a meeting has been scheduled, meeting invitees receive an Outlook calendar invite with a URL that includes the logistical details of the meeting and the list of participants. Instant meeting invitees can also receive an instant message (IM).

Once a meeting is set, attendees can join the meeting in multiple ways – directly from the web-browser login page, a calendar/email invitation with URL or from an icon on the UNIVERGE 3C UC Client directly from their desktop PC or Smart device (such as phone or tablet). Using the UNIVERGE 3C collaboration Application from Apple®'s iTunes® store or Google Play Store, participants can collaborate using any iOS or Android based smart device. Attendees may also choose to dial in via any telephone, including using the Collaboration Application on a smart device to join a private meeting.

Intuitive graphical user interface allows you to easily manage your meetings
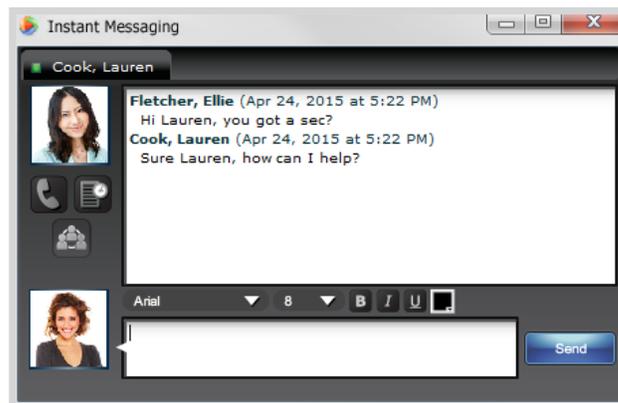
Customizable Meeting Options

Through Collaboration Meeting Manager's intuitive graphical user interface, you can easily customize your preferences for the meeting. You may set it up as a private meeting where only invited participants can attend or as a public meeting, where anyone can join. You also have the following options to customize the attendees' experience:

- Lobby – The participants wait in the lobby until the moderator invites them into the meeting allowing early attendees to join while waiting for the moderator or host

- Classroom – The participants of the meeting only see the meeting moderator

- Permanent – The meeting does not end automatically and has no duration

- Presentation PDF – Participants can download presentations as PDF during a meeting

- Hidden participant list – The participant list is not visible to other attendees

Enables the Ability to Record Meeting for Future Reference

Your meetings can be easily recorded with a simple click. Recording can be started and stopped at any time during the meeting. Once the meeting has ended, the recording is saved and a URL link is created. The link can be used to playback the entire meeting including the audio, video and white-boarding sessions.

UC Client Instant Messaging/Chat screen allows you to set up an Instant Meeting with just a simple click

Provides Detailed Meeting Statistics

When hosting a meeting, it is important to track statistics such as who attended and each individual's time spent in the meeting. It is especially important when you are hosting a training meeting and need verification that someone actually participated. Collaboration Meeting Manager provides you with the statistics you need and simply sends them to you via email. The statistics are attached in an easy to read Microsoft® Excel® spreadsheet.

Offers Multiple Language and Time Zone Choices

Collaboration Meeting Manager offers you the choice of multiple languages and time zones. It allows you to tailor it to meet your specific needs. You can set a system default language and time zone, but individual users can also set the language and time zone of their choice. The chosen language selection will control all browser pages and invitations.

Summary of Collaboration Meeting Manager Functions Available to Users

User Functions	Host	Moderator	Participant
Create New Meeting	X		
Assign Moderator rights	X	X	
Camera Settings	X	X	X
Chat	X	X	X
Connection Settings	X	X	X
Delete Meeting	X		
Enable Message	X	X	
End Meeting	X		
File Sharing Control (Upload)	X	X	
Give Feedback	X	X	X
Help -> About	X	X	X
Interrupt Meeting	X	X	
Invite Participant (Email)	X	X	
Invite Participant (Phone)	X	X	
Lock Meeting Room	X	X	
Meeting Details	X	X	
Microphone Setting	X	X	X
Microphone/Camera Activation	X	X	X
Modify Meeting during the meeting	X		

User Functions	Host	Moderator	Participant
Move Participant to Lobby	X	X	
Mute All Participants	X	X	
Mute/Un-mute the Audio Per Participant (Available by removing Speaker Role)	X	X	
Participant list Control	X	X	
Presentation -> Pointer	X	X	
Presentation Select	X	X	
Presentation Upload	X	X	
Remote Access	X	X	
Reset Meeting	X		
Screen Sharing (Moderator)	X	X	
Start Meeting	X	X	
Start Recording	X	X	
Status of Moderator/Participant	X	X	X
Turn off Sound	X	X	X
Un-mute All Participants	X	X	
Upload	X	X	
Upload (If Meeting is private)	X	X	X
Voting	X	X	X
White-Boarding	X	X	

Note: Any host/moderator/participant that is not muted is considered a Speaker

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