

Polycom® WebOffice™

Features and Benefits

Your Virtual Office on the Web

<i>Feature</i>	<i>Benefits</i>
Your own URL	Provides you with your own online virtual office accessible any time, anywhere.
Office Detection	Visitors can easily detect when you are in your virtual office.
No advanced set-up	Attendance to a Polycom WebOffice meeting is quick and simple with no prior set-up.
Low bandwidth demand	Polycom WebOffice is ideal for home office or remote access situations.
Start a Meeting	Simply click one button and start your data collaboration meeting. If available, a visitor can request a meeting using Instant Messaging.
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.
Voice and Video conferencing	At any time, use a single mouse click to request a dial-in number for attendees to easily start an ad-hoc voice and video conference.
White boarding	This feature 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 during a meeting for future reference.

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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.
Presence detection	Allows all participant to know who is attending the meeting – and viewing the contents of the meeting-through an easy-to-read status indicator.
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	Question and answer attendees without disrupting the meeting
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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