



### READY-ACCESS® WEB MEETING FROM GLOBAL CROSSING CONFERENCING – MAKES YOUR MEETINGS MORE PRODUCTIVE.

The “easy-to-use” on-demand, convenience of Ready-Access audio conferencing is now fully integrated with web conferencing and offers enhanced features that will have you running richer, more productive meetings than ever before. Web Meeting gives you all the control and functionality you need to manage your calls online, change account options, share Microsoft® PowerPoint® presentations with participants, and record your entire meeting, including any visuals, for playback later.

#### EASY-TO-USE

- **Ready when you are. No reservation or advance set-up is required – simple online commands lead you through it all.**
- **Easy to launch. Use your Ready-Access subscription number, give your participants the date, time and access numbers and you're ready to start.**
- **Share presentations and graphics. All you need is a phone, a computer and an Internet connection. Chairperson downloads a one-time JAVA plug-in. No download is required for participants joining your meeting.**
- **Playback. Convenient online playback of your recordings using Windows Media Player® and Real One® Player.**
- **Control. Real-time management tools to monitor and secure your live and recorded conference calls.**

#### CAPABILITIES AND FEATURES

- **Presentation Sharing\*** – Share PowerPoint slides and graphic files during a Ready-Access meeting, using slide caching to speed delivery. Participants view the slides and images using a standard web browser.
- **Desktop Application Sharing** – Share any applications that are open on your desktop with online participants to increase your productivity. Participants view the applications using a standard web browser.
- **Integrated Audio/Web Conferencing** – Using an integrated audio and web conferencing interface, you can manage your meeting online. Conference commands include dialing-out to participants, requesting operator assistance, mute/unmute-lock/unlock conference, playing roll-call, recording, etc.

- **Recording/Playback\*** -- Accessed through Web Meeting or telephone touch-tones, you may record audio only or audio synchronized with web conference slides. During playback, thumbnail pictures allow you to jump to any point in the presentation by selecting a specific slide.
- **Online Archive Management\*** - Manage an online list of your Archived Recordings at any time, including play, delete, name/rename or email anyone a link to the recording.
- **Ready-Access Record Reporting** - Collect registration information from viewers that access your recordings including name, company name, phone and email address. You can choose to receive immediate email notification when a viewer accesses your recording. You also have a real-time, online report for each recording that shows you all of the viewers that have accessed it to date, including registration information, date and time.
- **Enhanced Security** – Assign optional security passcodes that participants must enter to access a web conference or recording. All Chairperson and participant connections to Web Meeting are SSL encrypted for security.
- **Online Participant Monitoring/Reporting** – Keep track of who is entering and exiting your Web Meeting right from your desktop. Receive an email report of online participant registration information immediately after your meeting including name, company name, phone, email address and time the participant joined and left the meeting.
- **Chat** – Communicate with all or select participants, making your Web conference more interactive.
- **Q & A** – Manage Q&A sessions on your Ready-Access conference more easily with an interactive participant “hand raise” feature. Use this feature for quick ‘yes/no’ polling during a meeting.



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## **COST EFFECTIVE**

- **Manage your meetings online and change account options as often as you like at no extra charge.**
- **No need for special equipment or additional hardware.**
- **Record, hosting and playback uses flexible, cost-effective MP3 file format.\***

## **APPLICATIONS**

- **Make your meetings more effective** – remote participants can view slides or any other content on your desktop, including Web pages, as if they were all in a virtual conference room. You can manage Q&A sessions right from the Web by calling on individual participants.
- **Make your meetings more productive** – with recording and playback features, no one ever needs to miss your meeting, even if a crucial participant has a scheduling conflict.
- **Share training or sales presentations or conduct planning sessions and other meetings with up to 96 participants.**
- **Record meetings for easy playback and distribution after your Ready-Access conference.** Recorded presentations with synchronized audio can be shared with a distribution list via email, or through a link on a corporate intranet site.
- **Manage your meeting attendees and recording playbacks with online reports that show exactly who attended or accessed them including the date and time.**
- **Make your meetings more collaborative** – conference attendees can submit online feedback during a presentation by using the chat feature.

**Make your conference more collaborative with Ready-Access Web Meeting. For more information, please contact your Account Manager, or visit [www.globalcrossing.com/conferencing](http://www.globalcrossing.com/conferencing).**

\*There is no charge when using Web Meeting for basic conference control. Cost-effective per minute/per participant usage charges apply for Web conferencing (presentation and application sharing) and for the recording, hosting and playback features.

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