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Selecting a Conferencing System That's Easy to Use

Sonexis Technology, Inc. | 2016

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INTRODUCTION

Organizations are increasingly using conferencing to enhance communications among employees, customers and partners. These conferences can be used as a cost-effective complement to travel and face-to-face meetings.
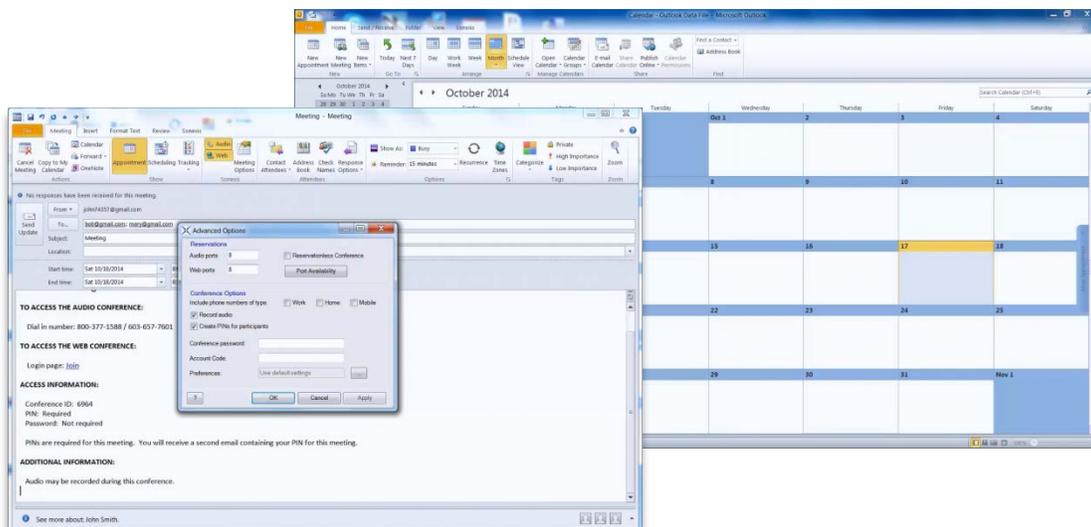
To ensure that conferencing is quickly adopted and widely used within an organization, it is vital to select a conferencing system that is easy to use.

Specifically, the system must make it easy for all users to schedule and set up conferences and to manage conferences once they are underway. The process of using the conferencing system should be as easy and intuitive as using the phone.

SCHEDULING CONFERENCES

Organizations should look for several key features that allow users to quickly and easily schedule and set up conferences. These features should allow users to perform the following tasks:
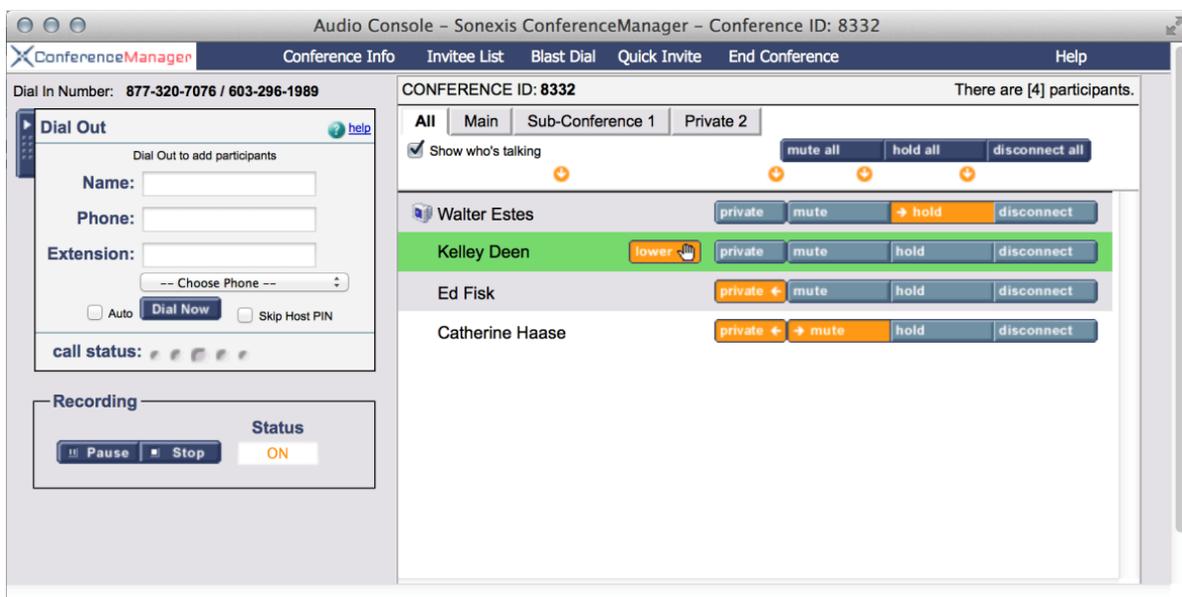
- Start a conference immediately or schedule a conference in advance, without administrator assistance

- Step through a scheduling wizard to select type of conference (audio, web or both), time, date, IDs, PINs and passwords

- Access Microsoft Outlook, or a personal address book for phone number and e-mail addresses

- Send conference notification to participants with all details automatically included: host name, subject, date, time, duration, message, dial-in number, URL, Conference ID, and PIN or password

- Automatically populate Outlook or other calendar applications with complete conference information

- Join conferences via a one-click access link included in the invitation

- Schedule regularly recurring conferences

- Set up a conference room in advance, preloading documents, welcome messages, meeting agendas, surveys and polls.

- Use a web-based audio control console for point and click management of conferences. This should allow conference hosts to mute, hold, or disconnect any or all participants with a single mouse click.

- Dial out or send a quick invitation to additional participants during a conference

- Add web conferencing to an audio conference already in progress

MANAGING CONFERENCES

In addition to evaluating scheduling features, organizations should ensure that conferencing systems provide a full array of management functions to users once the conference is underway. These features should provide users with the following capabilities:

- Show a desktop or any application on the host's PC to participants. This feature is typically used for live software demos, training, web tours or help desk support

- Share and annotate documents over the web, including PowerPoint presentations, Excel spreadsheets and Word documents

- Take participants on a web tour, co-browsing internal or external web pages

- Add notes or take meeting minutes using a notepad

- Use an interactive whiteboard to collaborate with participants on flowcharts or diagrams

- Gain instant feedback from participants through polls, surveys, or yes/no votes

- Get the attention of the host by allowing participants to "raise their hands" at any point during the conference

- Chat via text with the entire group or with selected participants during the conference

- Bring selected participants into a sub- conference to conduct private sidebar conversations.

EASY TO USE CONFERENCING WITH SONEXIS CONFERENCEMANAGER

To ensure that conferencing is quickly adopted and the benefits are realized throughout an organization, the Sonexis ConferenceManager has been specifically designed to be easy to use.

The system's unique "Conferencing on Demand" features and powerful collaboration capabilities make conferences easy to set up and simple to use - whether it's a simple audio conference or a large, multimedia conference.

Because it's built to be as intuitive as other familiar technologies – the telephone, email and web browsers – Sonexis ConferenceManager will help make conferencing and collaboration a common practice within your organization.

ABOUT SONEXIS

Sonexis is a subsidiary of Compunetix, Inc. and a leading provider of an in-house audio and web conferencing platforms for the enterprise. Sonexis ConferenceManager has set new standards for ease of use and security. Designed to work within any existing voice or data network, hundreds of leading organizations have deployed Sonexis ConferenceManager with minimal cost, effort or administration. Headquartered in Pittsburgh, Pennsylvania with a Technology Center near Boston, Massachusetts, Sonexis can be reached at 888-4SONEXIS (888-476-6394) or www.sonexis.com.

For more information on Sonexis ConferenceManager and to schedule a custom ROI analysis, contact Sonexis at 978-640-2000, toll-free at 888-476-6394 or at www.sonexis.com.

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