

## Conference Manager

Simple, Feature Rich Audio and Web Conferencing. Imagine a conferencing solution that is easy to use, cost effective and flexible enough to meet all your business audio and web conferencing needs.

bluArc Conference Manager provides businesses with a simple to use conference service that allows for a wide range of conferencing choices from ad hoc, to fully scheduled web managed audio, and web bridges supporting hundreds of simultaneous callers.

bluArc Conference Manager includes a dedicated toll free number, unlimited conference rooms, and unrestricted access to all conference features—all at a single, cost-effective rate per minute.

### Quickly set up conferences with bluArc's Audio Conferencing

- Get started quickly with the one-page user guide on setting up and managing conferences.
- Start a conference immediately or schedule a conference in advance without administrator assistance.
- Step through the scheduling wizard to select type of conference, time, date, IDs, PINs, and passwords.
- Access Microsoft Outlook or your personal address book for phone number and email addresses.
- Send participants conference notification with details automatically included: host name, subject, date, time, duration, message, dial-in number, URL, Conference ID, and PIN or password.
- Populate Outlook automatically or other calendar applications with complete conference information.
- Schedule regularly recurring conferences.
- Join conferences via a one-click access link that is included in the invitation.



- Use the web-based audio control console for point-and-click conference management.
- 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.

### Easy to collaborate with powerful web conferencing features

- Show a desktop or any application on the host's PC to participants 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 meeting minutes using the note pad.
- Use the interactive whiteboard to collaborate with participants on flowcharts or diagrams.
- Gain instant feedback from participants through polls, surveys, or yes/no votes.
- Get the host's attention 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.

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