



SOLUTION BRIEF

# ShoreTel Conferencing

EMPOWER ALL USERS WITH REAL TIME COLLABORATION

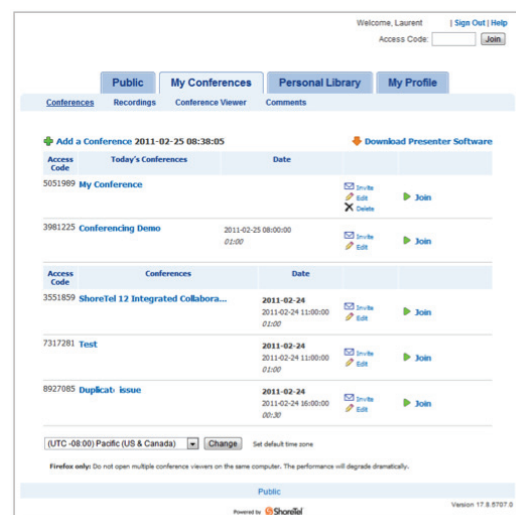
ShoreTel Conferencing and Instant Messaging makes conferencing universally accessible, well beyond traditional users (such as sales), to include even those who have only occasional need for it. Dial-in conferencing enhances collaboration across the entire organization.

## Let your users manage their conference themselves

Without IT supervision or assistance, users can schedule or create spontaneous conferencing, or even reservation-less conferences using an intuitive Web interface. For Outlook users, scheduling a conference has never been simpler: simply pressing the “Conference” button in the Outlook ribbon automatically associates a ShoreTel Conference with the meeting, including all information required for the host and participants to join. When the conference-time comes, the system changes participants’ availability to in “Meeting” and plays a user-defined greeting.

## Unmatched audio quality

ShoreTel Conferencing offers support for wide-band codecs, providing a higher level of listening comfort, making everyone – regardless of their location – feel more immersed in, and closer to, the conversation. This is the ideal companion of the IP Phone 655, especially when equipped with the microphone extensions.



## Dial-in and dial-out conferencing

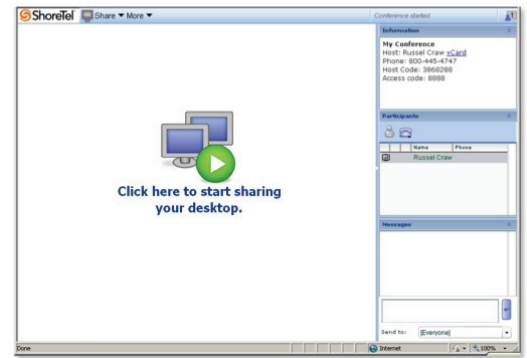
Whether the audio conference in question is one-time-only or always-on, users can invite their colleagues, partners, or customers to dial into the conference in a single step. Control of the conference can be maintained through a set of DMTF commands to list parties, record conference, and dial out. Internal users can even access the audio service by pressing the conference button on their phone.

Because participants can be dialed in directly, the dead-time associated with waiting for them to join the conference is eliminated. The Web-based interface also lets customers and remote employees request a callback.

## Zero touch web conferencing

Whether you are a PC or a Mac user, ShoreTel's brilliantly simple Web Conferencing enables you to share your desktop to collaborate on documents with your team. So you can, for example, conduct a sales presentation to prospective customers or simply use the interface to manage any audio conference. Participation for attendees is simplified, as well: with a simple click on web link – and no download – attendees can see the shared desktop within seconds.

You can also manage your documents in either your own personal library or in the public one. Using the pointer or whiteboarding session makes conferences even more efficient. And at the end of the meeting, sharing the results with participants is as easy as sending out the resulting document.



## Instant recording

The Instant Recording feature gives users more options for the storage and distribution of the recording of the conference and its accompanying Web presentation, including keeping an archive of the event or enabling the distribution of the information to a broad audience.

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## About ShoreTel

ShoreTel is the provider of brilliantly simple Unified Communication (UC) solutions based on its award-winning IP business phone system. We offer organizations of all sizes integrated, voice, video, data, and mobile communications on an open, distributed IP architecture that helps significantly reduce the complexity and costs typically associated with other solutions. The feature-rich ShoreTel UC system offers the lowest total cost of ownership (TCO) and the highest customer satisfaction in the industry, in part because it is easy to deploy, manage, scale and use. Increasingly, companies around the world are finding a competitive edge by replacing business-as-usual with new thinking, and choosing ShoreTel to handle their integrated business communication. ShoreTel is based in Sunnyvale, California, and has regional offices and partners worldwide. For more information, visit [www.shoretel.com](http://www.shoretel.com).

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