



OFFICESUITE HD MEETING

# Making it easy to connect face-to-face with anyone, anywhere

The business world is constantly evolving; workforces are more distributed and people are more mobile than ever. Having a reliable virtual meeting space that connects colleagues, clients and partners easily and efficiently is critical to business success.

## OfficeSuite HD Meeting®

With OfficeSuite HD Meeting, you can host and join HD video, audio and web conferences with up to 500 people from any phone, computer or mobile device.

Hosts and participants can dial in using their computer's speakers/microphone or any phone from anywhere in the world. OfficeSuite HD Meeting even merges guests who join from their phone and another device, leaving room for more participants.

Connect instantly by letting others know your personal meeting ID or schedule meetings using Outlook and Google Calendar integrations—either way, inviting participants takes just a few seconds or clicks.

# Video, audio and web conferencing has never been easier

As an OfficeSuite HD Meeting host, you can easily meet, share documents and collaborate in real time with customers, colleagues and partners.

## Unlimited number of meetings

Small to large meeting options: 25, 100 or 500 participant options per host.

## Built-in HD video conferencing

View up to 49 participant videos at once.

## Real-time collaboration

Modify documents with your team or clients in real time.

## Share what you want

Share one application or your whole desktop with a single click. No need to “pass controls” to share documents as required with other applications.

## Host transfer

Easily transfer host controls to any participant via the participant menu.

## Administrative controls

Enable/disable settings that need to be consistently used by all users on your account.

## Control meeting participants

Mute all, mute individuals, block or delay entry for select participants, remove participants and more.

## Maximize participants

Guests can use a phone and computer to join a meeting without taking up two spaces.

## Secure

Password protect meetings and enable end-to-end encryption with AES-256 bit session encryption.

## Quick launcher

Start, join and invite people right from your desktop.

## Mobile dial-in

Dial into meetings automatically from your mobile device.

## Presence

View the availability of other licensed users and instantly chat or start a video conference.

## Easy recording

Record meetings with one click and save standard MP4 video and MPEG 4 audio files for easy sharing.

## Flexible audio access

Connect using any computer, iOS or Android™ device or phone.

## Break-out rooms

Split your meeting into as many as 50 separate sessions and switch between sessions at any time.

## Calendar integrations

Connect your Outlook and Google calendars with OfficeSuite HD Meeting to schedule and view all meetings within a single interface.

## Reminders and notifications

Easily start and join meetings through pop-up and email reminders.

## Reports

Report on important meeting metrics including start/end times, duration and participants' details.

## Annotation

Write on top of any shared screen with easy-to-use whiteboard features.

## Integrated chat

Instantly chat with one or all meeting participants, or with up to 2,000 users within an out-of-meeting chat group.

## License management

Add, allocate, change and delete user licenses on your account in real time through our intuitive customer portal.

## Schedule privileges

Grant permission for users to schedule meetings on your behalf or schedule meetings on behalf of other users.

## Registration

Gather the attendee information you need by customizing registration forms with fields like industry, job title, or your own custom field.

## Polling

Interact with participants and gather real-time survey responses by creating and launching multiple choice polling questions within meetings.

## H.323/SIP compatible

Connect existing conference room systems like Polycom, Cisco, Tandberg and LifeSize.

## About Windstream Enterprise

Windstream Enterprise collaborates with businesses across the U.S. to drive digital transformation by delivering solutions that solve today's most complex networking and communication challenges.

To learn more about OfficeSuite HD Meeting, visit [windstreamenterprise.com](http://windstreamenterprise.com)

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ENTERPRISE**  
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