



TANDBERG Scheduler

An intuitive web-based scheduling tool for anyone in the organization. Simple, point-and-click steps simplify the simultaneous scheduling of video systems and meeting rooms - resulting in increased usage and higher return on investment.

DESIGN FEATURES

- Web-based software for an unlimited number of users on a video network
- Clean, easy-to-follow user interface available in 15 languages

APPLICATION FEATURES

- Schedule video, audio, web and data conferences
- Schedule multiple sites in the same conference
- Schedule multiple conferences simultaneously

PERFORMANCE FEATURES

- Multiple vendor support
- Schedules ISDN, IP or mixed network calls

RESERVATION / BOOKING

System and resource overview
Create, edit, and delete reservations
Pre-scheduled call launch or ad-hoc call initiation
Reserve resources for dial-in participants
(telephone or video on ISDN or IP)
Book recurring meetings
Customize meeting names
Specify bandwidth and network settings
Change layouts (voice-switched, continuous presence and enhanced continuous presence)

PERSONAL CALENDAR – “MY MEETINGS”

Complete overview of scheduled meetings and in-meeting controls on one screen

IN-MEETING CONTROLS

Extend or end conference
Add video or telephone participants
View participant connection status

PARTICIPANT INVITATIONS

E-mail meeting invitees
Save meeting confirmations
Receive meeting reminders integrated with Microsoft® Outlook® or Lotus Notes® calendar
Automatic time zone adjustment

WEB AND DATA CONFERENCING

SEE&SHARE DATA CONFERENCING OPTION

Integrated scheduling of See&Share conferences with video system booking
Create a data conference for participants to share their desktops over the web
An e-mail invitation is generated, enabling conference participants to link to the data conference
Firewall-friendly

Requires a See&Share Server

WEBEX WEB CONFERENCING OPTION

Integrated scheduling of WebEx conferences with video system booking
Create a WebEx conference for participants to share applications and edit documents
An e-mail invitation is generated, enabling conference participants to link to the web conference
Requires a WebEx account

DIRECTORIES

Synchronized with global and local directories
Gatekeeper directory import
Support for LDAP / ILS directories

RESOURCE OPTIMIZATION

Support for automatic call routing
Automatic selection of point-to-point connection, embedded MultiSite or multipoint control unit (MCU)
Automatic bandwidth allocation
Auto-detect IP or ISDN network connection

CUSTOMIZATION

Customized screens with an organization's logo or individual's name
Customize start page
15 selectable languages: Chinese (3), English, French, German, Italian, Japanese, Korean, New Norwegian, Norwegian, Portuguese, Russian, Spanish and Swedish

SECURITY

Automatic password generation in conjunction with TANDBERG MCU
Enable Secure Conference

INTEGRATION

The TANDBERG Scheduler is fully integrated with the TANDBERG Management Suite
Integration with Microsoft Exchange Server and Outlook
Integration with IBM Lotus Domino® Server and Lotus Notes®

REQUIREMENTS

SCHEDULER BROWSER REQUIREMENTS

Internet Explorer 5.5 or higher

SEE&SHARE CLIENT REQUIREMENTS

Internet Explorer 5.5 or higher

WEBEX CLIENT REQUIREMENTS

Please see www.webex.com

All specifications subject to change without notice.

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Follow three simple steps to schedule video, audio and web conferences.



First, select meeting rooms to be reserved.



Then select meeting date and time.



Click the checkbox to add web conferencing to the meeting. An e-mail invitation will be generated to invite all participants to the conference.

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