



# Connect face-to-face with anyone, anywhere, via any device

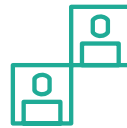
Having a reliable, secure virtual meeting space that enables colleagues, clients and partners to easily and efficiently collaborate is critical to business success.



Meet face-to-face  
from anywhere



Use any desktop  
or mobile device



Eliminate travel;  
virtually connect with  
employees and clients



Host and record meetings,  
trainings and webinars

With OfficeSuite HD Meeting®, you can host and join high-quality video, audio and web conferences with up to 1,000 people from any phone, computer or mobile device.

## **Collaborate with secure video and audio**

Help remote workers securely meet in a virtual environment with our encrypted, cloud-based platform.

## **Stay connected to your clients and employees**

Host and join video, audio and web conferences from any device. Integrated presence and chat for instant collaboration.

## **Superior visibility and control**

Manage user licenses in real time from any device utilizing our award-winning, intuitive WE Connect portal.

## **Integrates with popular third-party applications**

Easily connect to Outlook, Google calendar, Chrome, Slack, Microsoft Teams and more.

# Host, meet, share and collaborate in real time

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## Unlimited number of meetings

Benefit from small to large meeting options: 25, 100, 500 or 1,000 participant options per host.

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## Built-in HD video conferencing

View up to 1,000 participant videos in a single meeting.

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## Real-time collaboration

Modify documents with your team or clients in real time.

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## 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.

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## Host transfer

Transfer host controls to any participant via the participant menu.

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## Administrative controls

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

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## Control meeting participants

Mute all or individuals, block or delay entry for select participants using waiting room, remove participants and more.

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## Maximize participants

Allow guests to use a phone and computer to join a meeting without taking up two spaces.

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## Reminders and notifications

Start and join meetings through pop-up and email reminders.

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## Secure and compliant

Encrypt all presentation content at the application layer using TLS 1.2 with AES 256-bit algorithm. Features can be disabled to enable HIPAA compliance.

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## Host video webinars

Support real-time connections for up to 10,000 participants with an optional webinar license.

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## Quick launcher

Start, join and invite people right from your desktop.

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## Mobile dial-in

Join meetings automatically from your mobile device.

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## Presence

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

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## Easy recording

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

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## Flexible audio access

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

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## Break-out rooms

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

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## Calendar integrations

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

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## Reports

Report on important meeting metrics, including start and end times, duration and participant details.

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## Annotation and whiteboard

Write on top of any shared document or screen with easy-to-use whiteboard features that save automatically.

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## Integrated chat

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

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## License management

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

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## Schedule privileges

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

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## Registration

Gather attendee information by customizing registration form fields such as industry and job title.

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## Polling

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

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## H.323/SIP compatible

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

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## Transfer between devices

Seamlessly transition meetings from mobile to desktop and back, allowing you to take advantage of the mobile client and the more feature-rich desktop client.

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## Waiting room experience

Take advantage of the mobile client and the more feature-rich desktop client by seamlessly transitioning meetings from mobile to desktop and back.

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## Presentation slide control

Play commercials or various forms of media for participants in waiting room.

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

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