



## e-Scheduling

Access one central location to arrange your audio conferences, video conferences, Net conferences, and conference room reservations with e-Scheduling from Verizon Conferencing. e-Scheduling is a web-based, global scheduling system that is simple, fast, interactive, and free. e-Scheduling provides several different choices to meet your online scheduling needs and easily integrates with your desktop environment.

### Complete Scheduler

U.S.-based customers can schedule, modify, or cancel audio conferences (operator unattended and attended), video conferences, and Net conferences online using the Complete Scheduler. You can even schedule various Standard and Premier level audio features, such as:

- Listen Only
- Roll Call
- Music While on Hold
- Announce Late Participants
- Conference Transcription
- Participant List
- Instant Replay Plus®
- Conferencing Recording
- Question & Answer\*
- Polling\*
- Subconferencing\*
- Participant Screening\*
- Meeting View\*
- Dial Out\*



Conference leaders based in Europe, Japan, and Hong Kong-Asia (with the exception of customers based in Australia) can use the Complete Scheduler to schedule, modify, and cancel operator unattended audio conferences, video conferences, and Net conferences.

Manage your conference room scheduling (video and non-video) activities through e-Scheduling. Conference leaders can conduct basic activities such as looking up time slot availability and specific room details such as seating capacity, site contact, and even video equipment type. Site contacts can receive daily usage reports via fax.

**Note:** There is an additional charge of \$100/month per room for using the conference room scheduling service.

### e-Scheduling Tools

e-Scheduling Tools offers U.S.-based conferencing customers the convenience of scheduling, modifying, and canceling operator unattended audio conferences in real-time through existing

### Features

- Instant access and 24x7 availability
- Live PC sharing capabilities
- Enhanced user experience with online web tools

### Benefits

- Easy, reliable, and secure
- Improved employee productivity
- Real-time group collaboration

Microsoft® Outlook® software. This application prevents you from having to access a separate website to reserve conferences online. It offers:

- Simple stand-alone application, which is a one-time install
- Convenience of real-time conference call scheduling from an existing application
- Integration with Outlook calendar features with the ability to easily e-mail conference details to participants, populate your calendar (and participants calendars) with conference details, and send meeting reminders to participants

### Call Now!

Let us guide you to simplified conference scheduling and increased productivity. For more information, contact your Verizon Business account manager or call a conferencing specialist at one of the following numbers:

- U.S. 1-800-475-5000
- Europe +44-20-7950-9950
- Hong Kong +852-2802-5888
- Japan +81-3-5539-5100
- Australia 1-800-505-500
- Singapore +65-6883-9144
- Canada 1-800-463-8123

or visit us online at <http://e-meetings.verizonbusiness.com>.

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\*Premier level features (\*) require 48-hours advance notice through e-Scheduling.

### About Verizon Business

Verizon Business, a unit of Verizon Communications (NYSE: VZ), is a global leader in communications and IT solutions. We combine professional expertise with one of the world's most connected IP networks to deliver award-winning communications, IT, information security and network solutions. We securely connect today's extended enterprises of widespread and mobile customers, partners, suppliers and employees—enabling them to increase productivity and efficiency and help preserve the environment. Many of the world's largest businesses and governments—including 96 percent of the Fortune 1000 and thousands of government agencies and educational institutions—rely on our professional and managed services and network technologies to accelerate their business. Find out more at [www.verizonbusiness.com](http://www.verizonbusiness.com).

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