**UNIVOIP**

# Meet UniBridge.
**The most *impactful* virtual meeting solution.**



## Key Features

HD Video Conferencing

Audio & Video Recording

Meetings with up to 100 participants

Live Video Streaming

Integrated Dial-Ins

### Audio & Video Recording
Record meetings in MP3 (audio) and/or MP4 (video) making it available for download or playback via a shareable link.

### Meeting Summaries
A searchable record is automatically compiled after every meeting that summarizes attendees, chat logs, timestamps, documents, recordings and transcripts.

### Auto Transcript
UniBridge creates an automatic transcript of your meeting. Its complex algorithms discern when different speakers are speaking, and can also calculate dates and dollar values.

### Auto Tag
While UniBridge automatically transcribes your recording, it distinguishes common topics frequently addressed in conversation and tags your meeting summaries for easy search.

### Smart Search
Search keywords using the built in search tool for meeting results matching content from transcriptions, chat messages, filenames, meeting contacts, and more.

### Live Video Streaming
Easily stream your online meeting to Youtube with just the click of a button.

- Hosts pre-program their YouTube Live streaming key into their account settings.

- YouTube Live streaming is available at any time just by selecting streaming from the drop-down during the conference..

- Any conference that is streamed is also recorded.

- Live stream URL displays when a meeting room is at capacity.

### Sharing & Collaboration
- Screen Sharing
- File Transfer
- Download-free file sharing
- Text Chat

### Host Controls
- Mute Modes
- Meeting Lock
- Participant Priority Display
- Raise Hand
- Speaker Spotlight

### Notifications
- Automated Email Meeting reminders
- SMS Reminders
- SMS Notifications when first guest joins the meeting

## PERSONALIZATION FEATURES

### Themes
Select a preferred UI theme to match your brand from a set of professional designs that includes colors, styles and renders.

### Visual Branding
Personalize your virtual meeting environment with your logo and brand colors.

### Custom Greetings
Welcome participants to your meeting with studio-recorded custom greetings.

### Company Sub-domain
Host your online meetings on a domain your participants will recognize.

## CONNECTING & COMMUNICATION FEATURES

### HD Video
Enrich your communications with an immersive 1080p video conference.

### Browser Access
Access online meetings directly from a web browser. No downloads or complicated installations for anyone.

### Stand-Alone Audio Conferencing
Host a conference by phone using any of the premium dial-ins.

### Desktop Application
The ideal preference for participants that are without browser support.

### Mobile Applications
Access the full array of features from your smartphone.

### PIN-Less Entry
Join meetings instantly without an access code or moderator PIN by pre-validating your phone number.

## SECURITY FEATURES

### Meeting Lock
Prevent unwanted participants from joining your call by locking the meeting and requiring additional joiners to ask permission.

### Security Code
Protect your discussions with an additional privacy layer of access permission when entering a conference.

### One-Time access code
Ensure each call is unique and private with a one-time access code, validated for the duration of a specified, scheduled conference call.

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## ADMINISTRATION FEATURES

**Manage Hosts**
Update Host information, add and remove Hosts and mark Hosts as admin if you want them to have access to the Admin Portal.

**Usage Reporting**
View and export reports from your Admin portal. There are 5 reports available - Invoices, Transactions, Meeting Summaries, Call Usage, and Call Records.

**Unified Billing**
Keep things simple and access all company billing in one place. One invoice one billing transaction for all Hosts.

## CONTACTS & MEETING MANAGEMENT

**Meeting Calendar**
Easily view detailed information about upcoming meetings, including guest RSVPs, agenda, and dial-in details.

**Address Book**
Manage contacts from your account address book for easy access to your contacts when scheduling in advance

**Contact Groups**
Create contact groups in your address book to make inviting longer lists of participants easy with just the click of a button.

## MEETING CAPACITY

| Meeting Type | Up to |
|---|---|
| Online Meetings | 100 Participants |
| Audio Conferencing | 1000 Participants |

## TECHNICAL REQUIREMENTS

| FEATURE | HARDWARE | SOFTWARE | CONNECTION |
|---|---|---|---|
| Phone Conferencing | Landline or Mobile | n/a | Any Phone Plan |
| Web Conferencing | Microphone | Google Chrome 55+ OR | 2 megabit upload speed for broadcasting video 2 download speed per video feed |
| Video Conferencing | Microphone & Webcam | Google Chrome 55+ OR Android 4.4+, with mobile app OR Windows 7+ / macOS 10.8+ with Desktop app | 2 megabit upload speed for broadcasting video 2 download speed per video feed |
| Screen Sharing | n/a | Chrome 55+ OR Windows 7+ / macOS 10.8+ with Desktop app | 2 megabit upload speed for broadcasting video 2 download speed per video feed |

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