sanako

PREMIER ONLINE TRAINING AND MEETINGS

With SANAKO Forum 100, companies can host real-time meetings with employees, partners and customers over the Internet. With its outstanding audio quality plus integrated visual and communication tools, SANAKO Forum 100 allows global interaction without leaving the office. SANAKO Forum 100 is an ideal platform for online meetings and seminars and e-learning, demonstrations and business events. It is an excellent tool for improving the company's operations while saving on travel costs – one solution for all your meeting and training needs.

PREMIER VIRTUAL MEETINGS AND TRAINING

Sanako Forum 100 allows for efficient interaction between employees, customers and partners in a virtual meeting or training session. Forum 100 is a real-time, truly collaborative, rich-featured web conferencing solution replicating live meeting rooms or classrooms. When the participants meet online, they can engage in group discussions while the host controls the pace of the meeting. Forum 100 is the perfect setting for business meetings and tutor-led training.

EASY INTEGRATION

Sanako Forum 100 has a dedicated audio server, the Sanako Communication Server, which guarantees the highest quality audio possible. Simply 'Plug & Play' the Forum 100 server to your network. Other necessary system components can be installed on one or more of your existing file servers.

SANAKO Forum 100 Host Software

100 FORUM

GLOBAL INTERACTION WITHOUT LEAVING THE OFFICE

Audio Communications

The very heart of the solution, live audio communication, developed on a high-quality VOIP technology, allows the host to talk with selected, group or all participants in the meeting. Meeting participants can communicate and collaborate with each other in the rooms they have been assigned. Additionally, the host can disable the audio connection between group members to get their undivided attention.

SANAKO Forum 100 Participant Software

Interactive Boards

Both the host and meeting participants have their own Interactive Board areas. Here they can type text as well as copy and paste items. Acting as a digital meeting room chalkboard, the Interactive Board allows every room member to simultaneously generate feedback, brainstorming ideas or project content. The host can present materials to the different task groups as and when required, and participants' work can be saved for future reference.

Meeting Rooms

As with traditional office meetings, Forum 100 participants can be allocated to various virtual rooms to collaborate in group tasks and projects that can then be presented to all the meeting participants. This ability to create task groups means that the host can effectively control and guide the meeting by collaborating with each room separately, or all participants.

Web Presentations

In the Forum 100 meeting, a host, or a participant acting as Presenter, can guide other participants to websites on the Internet, saving time and avoiding confusion. Additionally, the host, or any participant acting as Presenter, can run presentations* including documents, PowerPoint presentations and worksheets from their own user interface, while simultaneously making comments. As in a typical meeting room situation, the other participants can follow the presentation in progress without having to operate any controls.

File Transfer

The host and participants can freely share various documents that can be transferred by the host to participants, or opened by every participant during a conference.

Document Sharing

Both the host and participants can share any applications that are currently open on their computer, or they can access applications hosted by other users. This means that even if a remote user does not have the application installed on their PC they can work with you. This saves time and expense in buying multiple software licenses for applications that are used infrequently.

Polling

During a live conference the host can ask participants for immediate feedback. Frequently asked questions can be saved for subsequent access, and new questions can be created spontaneously during a meeting.

Conversation Tools

The meeting participants can use the **text chat** feature at any point during the live meeting. The chat message can be addressed to single or multiple recipients.

In Forum 100, the members can call attention to themselves by a **hand raise**. A participant clicks on a help request button, and a symbol appears on the host's screen, next to the thumbnail view of the participant's screen.

Additionally, participants may **request the floor from the host** in order to become a speaker and to present their work for the other participants in the meeting. The host enables this with the **set the participant as presenter** function.

*) This feature is available with appropriate FTP access to the local web service.
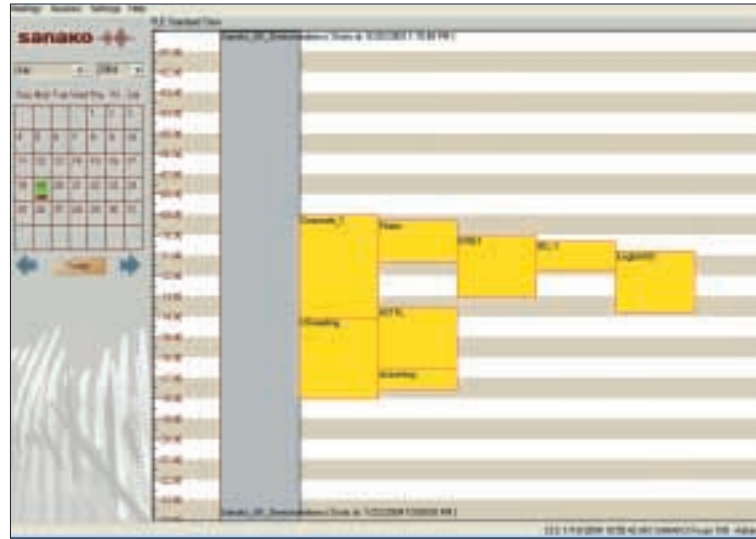
EFFICIENT AUDIO AND VISUAL COMMUNICATION

Using Webcam in Forum 100

In addition to outstanding audio quality, Forum 100 provides the ability to broadcast a live image of the meeting or training session participants. If a host or a participant has integrated a webcam into the Forum 100 system, other participants can view live images of the meeting with the webcam.

Multimedia Support with the SANAKO Forum 100 Player

The Forum 100 Player is an integrated digital player which allows users to play back audio and video files and record their voices in order to add soundtracks to any existing presentations. The digital two-track recorder supports a wide

SANAKO Forum 100 Admin Software

range of file formats, and up to 10 bookmarks, which the user can set, clear and search. It also allows all participants to record any conversations with permission for future reference.

Effective Visual Tools for Meeting Management

Real-time **messaging** is an easy way of notifying meeting participants, for example, of a short break in the meeting.

The host has a live **thumbnail view of the participant screens.** This gives the host confirmation that remote requests are being responded to.

The host can at a glance monitor the current **status indication** of the participant or the program. In the graphical user interface, by following the status texts that appear next to the corresponding icons, the participant can follow what the host and/or other meeting participants are doing.

SANAKO FORUM 100 SYSTEM COMPONENTS

Sanako Forum 100 Client Software

The **Forum 100 Host** application is the user interface of the leader of the meeting or training session. With the **Forum 100 Participant** application the meeting participants can join meetings remotely. By making reservations for Forum 100 audio conferences with the **Forum 100 Admin** application, you ensure that adequate audio resources are available for the meeting when needed, and can keep track of Forum 100 meetings taking place at different times.

Sanako Communication Server (SCS)

The Sanako Communication Server is provided for real-time audio streaming. The network connection requirement for the server is 64 kbit/s per concurrent user. An IP address that is both fixed and public is needed for the server.

FTP Server

An existing FTP server provides all the services that are needed for file transfer. All users can access the FTP server using the same username
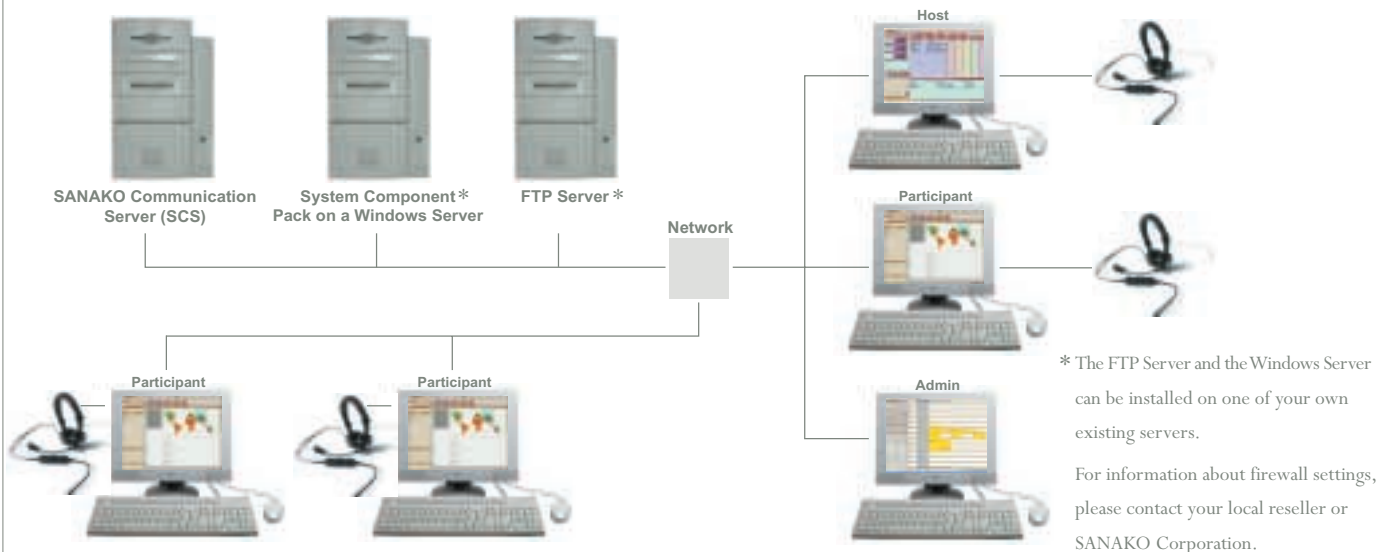
and password, and all users have the same rights to the Forum 100 meeting materials.

System Component Pack

The System Component Pack consists of two applications that are used for connecting the client software (Host, Participant, Admin) with the server applications. The System Component Pack is installed on one of your own existing Windows servers.

TECHNICAL SPECIFICATIONS

PRINCIPLES OF SANAKO FORUM 100 SYSTEM ARCHITECTURE, AN EXAMPLE

SANAKO Communication Server (SCS)

System Component*
Pack on a Windows Server

FTP Server*

Network

Host

Participant

Admin

Participant   Participant

* The FTP Server and the Windows Server can be installed on one of your own existing servers.

For information about firewall settings, please contact your local reseller or SANAKO Corporation.

HOST COMPUTER	PARTICIPANT COMPUTER	ADMIN COMPUTER
• Microsoft® Windows® 2000 or Windows® XP Professional operating system	• Microsoft® Windows® 2000 or Windows® XP Professional operating system	• Microsoft® Windows® 2000 or Windows® XP Professional operating system
• 400 MHz Intel® Pentium® II Processor	• 400 MHz Intel® Pentium® II Processor	• 400 MHz Intel® Pentium® II Processor
• 128 MB RAM	• 128 MB RAM	• 128 MB RAM
• CD-ROM	• CD-ROM	• Display adapter, resolution 1024*768, 16-bit colors
• Display adapter, resolution 1024*768, 16-bit colors	• Display adapter, resolution 1024*768, 16-bit colors	• Network adapter
• Network adapter	• Network adapter	
• Full-duplex sound card	• Full-duplex sound card	
• Headset*	• Headset*	

Pentium® II is a registered trademark of Intel Corporation or its subsidiaries in the United States and other countries.
Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

*The use of a good quality (32Ω, 20Hz to 20kHz) SANAKO headset is recommended to ensure optimum audio quality, e.g. TLH094PC.

Designed and manufactured in Finland.

SANAKO SOFTWARE MAINTENANCE (OPTIONAL)

Software Maintenance gives added value to the customer's technology investment. Software Maintenance allows Sanako software users to receive updates that are available in the coverage period without paying an update charge.

Sanako works with its customers to ensure long-term customer success and satisfaction. For further information on Software Maintenance and pricing, please contact your local representative.

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