

DATA SHEET

Polycom RealPresence Meeting Director App

Enables management of video conferences scheduled with the Polycom Easy Schedule App

Polycom RealPresence Meeting Director App is a browser-based videoconferencing management tool. The App enables management of video conferences scheduled via the Polycom Easy Schedule App. The RealPresence Meeting Director calendar displays the day's scheduled video conferences, with a convenient filtering tool enabling video administrators to easily locate a given meeting by searching for invited attendees, rooms, subject or the Polycom RealPresence Distributed Media Application (DMA) conference ID.

RealPresence Meeting Director App interacts with Polycom DMA and Polycom RealPresence Collaboration Server (RMX) devices to deliver the typical conference management features required by video administrators who need to provide a white-glove service when managing VIP and multiple participant video conferences (e.g., town hall or all-hands meetings).

RealPresence Meeting Director App provides call state, dial/disconnect and microphone mute toggle for any internal Polycom RealPresence Group Series or Polycom HDX devices invited to the video conference.

Key capabilities of RealPresence Meeting Director App:

- **Mute/unmute all**—Toggles between muting or unmuting all participants connected to the RMX-hosted conference
- **Local/unlock**—Toggles between enabling and preventing new participants from connecting to the RMX-hosted conference
- **Connect all**—Is available when there are one or more internally invited rooms in an idle state; selecting instructs the associated RealPresence Group Series or Polycom HDX devices to dial the DMA conference ID
- **Terminate conference**—Is available when there are one or more codecs connected to the DMA conference ID; selecting “Terminate All” ends the RMX-hosted conference
- **Meeting layout**—Enables changing of the RMX-hosted conference layout and assignment of participants to cells
- **Personal layout**—Enables assigning a participant connected to the RMX-hosted conference a personal layout and assignment of participants to cells
- **Dial/disconnect**—Enables connecting/disconnecting of locally invited rooms equipped with a RealPresence Group Series or Polycom HDX device



Benefits

- **Get a simple snapshot of today's conferences**—Provides a calendared view of the day's video conferences, as scheduled by Polycom Easy Schedule users
- **Easily find and manage conferences**—Search for a conference by attendee, room, subject or conference ID
- **Make changes to conferences on behalf of users**—Mute/unmute, connect/disconnect participants, lock/unlock the conference, make changes to the conference or individual room layout
- **Integrated management tool for VIP or large conferences**—Provides video administrators with the features typically required for managing VIP conferences or town halls, enabling them to provide a white-glove service experience
- **Disconnect**—Enables any uninvited participants to be removed
- **Microphone mute**—Toggles between muting or unmuting the microphone(s) of locally invited rooms equipped with a RealPresence Group Series or Polycom HDX device

Specifications

Polycom RealPresence Meeting Director App is a feature that can be purchased from Polycom Workflow Server.

Supported videoconferencing devices
RealPresence Meeting Director App supports up to 500 rooms equipped with RealPresence Group Series or Polycom HDX devices.

- RealPresence Group Series releases 6.x.x or later
- Polycom HDX release 3.1.12

RealPresence Meeting Director App supports a single DMA cluster or super cluster with up to 64 RMX devices.

- DMA Release 6.4.1 or later
- Polycom RMX 8.7 or later

Supported calendaring environments

RealPresence Meeting Director App supports the following Microsoft Exchange-based calendaring environments:

- Microsoft Exchange Server 2010 or later
- Microsoft Office 365 Dedicated
- Microsoft Office 365 vNext

RealPresence Meeting Director requires customers to also purchase Polycom Easy Schedule App.

Server requirements

RealPresence Meeting Director App is a server application for installation on Microsoft Windows Server 2016. The server must be provisioned with the following minimum specifications:

- 2 CPUs
- 8GB RAM
- 40GB HDD

Configuration of the application is performed via remote desktop connection to the Windows server. The server must have a Google Chrome web browser installed.

DNS requirements

RealPresence Meeting Director App and Polycom Easy Schedule App use environments for defining each calendaring environment and for resolution of the Workflow Server by the Easy Schedule add-in for Microsoft Outlook/Outlook web application and the web browser of the video administrators. A DNS 'A' or CNAME record is required for each environment. The record must be resolvable to the Windows Server hosting the RealPresence Meeting Director App and Polycom Easy Schedule App by the users' and video administrators' PCs.

Network requirements

Video administrators interact with the RealPresence Meeting Director App via a browser HTTPS session and therefore require routed TCP/443 access to the Windows server.

RealPresence Meeting Director App communicates with RealPresence Group Series and Polycom HDX videoconferencing devices APIs via Telnet TCP/24, HTTP TCP/80 and HTTPS TCP/443.

RealPresence Meeting Director App retrieves calendars from Microsoft Exchange via HTTPS TCP/443. Access may be routed or via a forwarding proxy.

Polycom Easy Schedule add-in for Microsoft Outlook/Outlook web application users interact with the Polycom Workflow Server via HTTPS and therefore required routed TCP/443 access to the Windows server.

RealPresence Meeting Director App performs DMA conference functions via HTTPS and therefore requires routed TCP/8443 access to the DMAs.

RealPresence Meeting Director App performs RMX conference functions via HTTP/HTTPS and therefore requires routed TCP/80 or TCP/443 access to the RMXs.

Redundancy requirements

RealPresence Meeting Director App redundancy requires two instances of the Windows server to be configured with Windows Cluster Storage Volume (CSV) and an IPv4 for assignment to the service.

Learn more

For more information about Polycom services, contact your authorized Polycom representative or partner, or visit www.polycom.com/services.