



Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

User Guide



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DOCUMENT PURPOSE

This document describes the basic concepts and tasks necessary to configure and use the IPVideoTalk Cloud Service via GVC3200/GVC3202/WebRTC/IPVideoTalk Mobile App. This document covers the topics of IPVideoTalk Cloud service items, users' clients, service management and advanced features. To learn more information about IPVideoTalk Cloud service, please visit link <http://www.ipvideotalk.com> to get more information.



CHANGE LOG

This section documents significant changes from previous versions of IPVideoTalk user manuals. Only major new features or major document updates are listed here. Minor updates for corrections or editing are not documented here.

IPVideoTalk System Version 1.0.2.1

- **Server:**

IPVideoTalk SIP Server 1.0.14.6

- **Client:**

WebRTC Client 1.0.10.7

GVC3200/GVC3202 1.0.3.62

GVC3210 1.0.1.51

GVC3200/GVC3202 APK 1.0.0.43

IPVideoTalk Mobile App for Android 1.0.0.81

IPVideoTalk Mobile App for IOS 1.0.15

- **The minimum version required:**

GVC320X 1.0.3.62

GVC3210 1.0.1.51

For previous version release information, please check the website:

<http://www.ipvideotalk.com/version.html>

IPVideoTalk System Version 1.0.1.14

- **Server:**

IPVideoTalk SIP Server 1.0.14.6

- **Client:**

WebRTC Client 1.0.10.7

GVC3200/GVC3202 1.0.3.62

GVC3210 1.0.1.51

GVC3200/GVC3202 APK 1.0.0.43

IPVideoTalk Mobile App for Android 1.0.0.81



IPVideoTalk Mobile App for IOS 1.0.15

- **The minimum version required:**
GVC320X 1.0.3.62
GVC3210 1.0.1.51

For previous version release information, please check the website:

<http://www.ipvideotalk.com/version.html>



WELCOME

Thank you for purchasing Grandstream IPVideoTalk Conferencing System. This User Guide describes the basic concept and tasks necessary to use and configure IPVideoTalk. This document covers the topics of meeting environment setups, registration and installation, and the relevant operations like meeting reservation. To learn the advanced features and configurations, please visit <http://www.ipvideotalk.com>.

IPVideoTalk is a unified video conference and Web collaboration solution available in a Software-as-a-Service (SaaS) model. With our game-changing HD conference systems such as GVC3200/GVC3202 and our revolutionary cloud service platform, IPVideoTalk can provide 1080P HD video conference around the globe, 24 hours a day, 7 days a week. People around the world can join the conference and participate in Web collaboration from their fingertips using their PC, Mac, Browser or mobile phones and tablets.

 **Caution:**

Changes or modifications to this product not expressly approved by Grandstream, or operation of this product in any way other than as detailed by this User Guide, could void manufacturer warranty.

This document is subject to change without notice. The latest electronic version of this user manual is available for download here:

<http://www.ipvideotalk.com>

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PRODUCT OVERVIEW

Feature Highlights

- Software-as-a-Service (SaaS) solution delivered through state-of-the-art cloud from points of presence across the world. No on-premise infrastructure to purchase or manage.
- Highly secure. All traffics between clients and cloud are fully authenticated and encrypted.
- Highly available with no single point of failure across the whole system.
- Automatic account activation and provision with comprehensive web portal for service management.
- Full SBC capability including NAT traversal, protocol translation (pending) and transcoding.
- Easy to schedule, host and join a meeting from GVC3200/GVC3202, Service Web Portal or Mobile clients.
- Cloud based video conference with global audio dial in.
- Cloud based call recording for easy search and playback.
- Cloud based private company contacts and presence.
- Interoperable with Grandstream GVC3200/GVC3202 conference products and many others.
- Multi-protocol bridging including SIP, H.323 (pending).

IPVideoTalk Technical Specifications

Table 1: IPVideoTalk Technical Specifications

Protocols/ Standards	IPv4/UDP/TCP/RTP/SRTP/RTCP/DTLS-SRTP, HTTP/HTTPS/WSS, TLS, DNS, BFCP, SIP, Web Socket, H.323 (pending).
Signaling	SIP, H.323 (pending).
Media Transport	RTP, RTCP, SRTP, DTLS-SRTP.
Audio Codecs	G.711 μ /a, G.722, Opus (pending).
Video Codecs	H.264 BP/MP/HP up to 1080p HD. VP8 up to 1080p HD.
Encryption	AES-128 (SRTP), AES-256 (SRTP), TLS, DTLS-SRTP.
Error Resiliency	FEC, proprietary bitrate/frame rate/resolution control.
SBC	B2BUA for NAT Traversal, SIP and H.323 (Pending) and transcoding.
Content Sharing	Dual-stream video support for content sharing using BFCP.
White Boarding	Yes (pending).
Endpoint	Grandstream GVC3200/GVC3202, WebRTC clients, IPVideoTalk Mobile App.



Recording	Record audio, video contents on GVC3200/GVC3202. Searchable archive of audio/video recording on cloud server.
Device Management	Provision, factory reset, remote reboot.
Conference Management	Web portal or GVC3200/GVC3202, schedule meetings, quick start meetings and view history.
Directory	Cloud based private contacts and online detect.
Host Control	Audio mute, mute all, add/delete participants, end meeting.
Storage	Yes.
WebRTC Clients	IE 11+ Firefox 52+ Chrome 52+ Microsoft Edge 40.15063+ Safari 11+ Opera 36+



GETTING TO KNOW IPVIDEOTALK

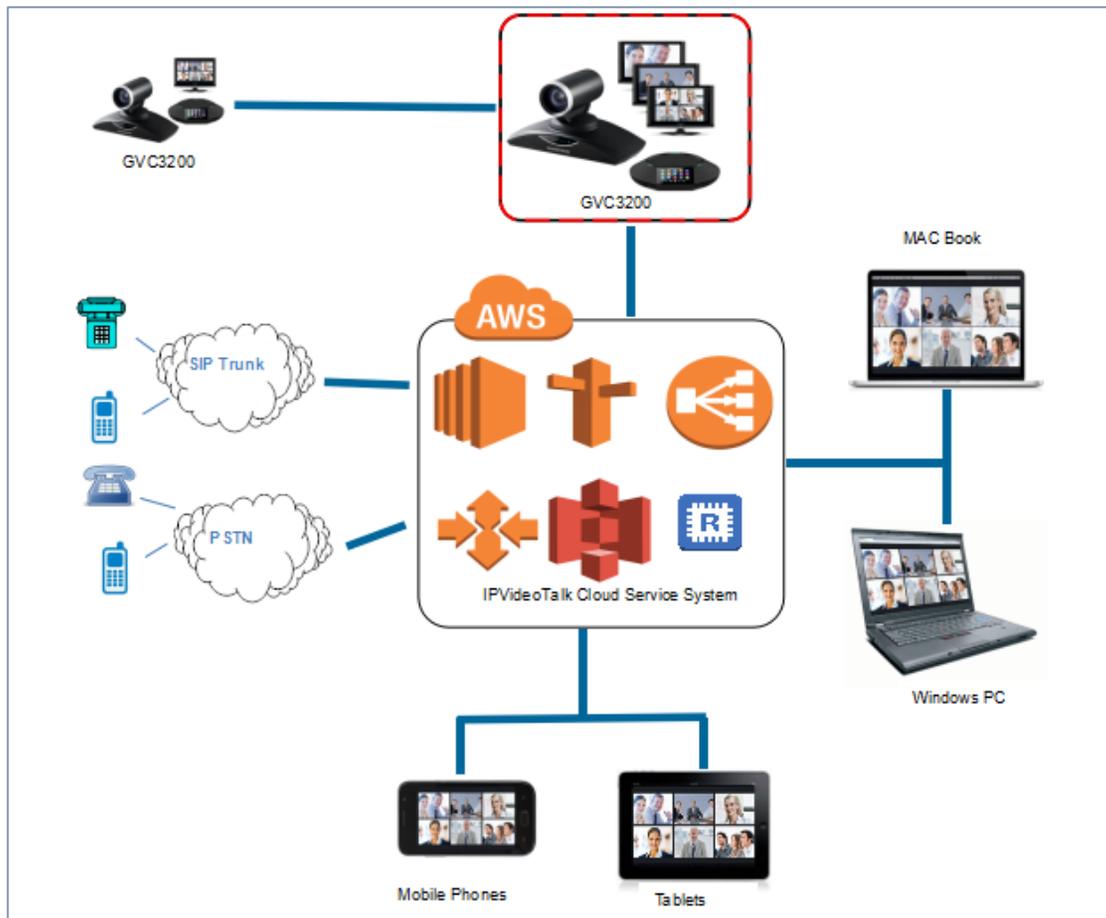


Figure 1: IPVideoTalk Cloud Conferencing System Architecture

IPVideoTalk ID

GVC3200/GVC3202 is installed with built-in IPVideoTalk ID for creating IPVideoTalk cloud conference. IPVideoTalk ID is SIP account and consists of multiple digits, such as “8200000”. IPVideoTalk IDs can call each other over the internet. After the IPVideoTalk ID is registered successfully, users could use this IPVideoTalk ID to join a meeting. The following figure shows the account is successfully registered (account icon is highlighted in green) on the top status bar of GVC3200/GVC3202 LCD display device.



Figure 2: IPVideoTalk Registered Account Status on GVC3200/GVC3202

Plans

Users need to subscribe to an IPVideoTalk plan before using IPVideoTalk cloud conferencing service.

Each plan has different functions and capabilities. Users can subscribe to specified plan to meet their

requirements. Please log in our website <http://www.ipvideotalk.com/> to view plan details or for renewal.

Features	IPVideoTalk Small Business	IPVideoTalk Basic	IPVideoTalk Pro	IPVideoTalk Plus	IPVideoTalk Web Free
Client Devices	GVC3200/GVC3202 video conferencing device, Chrome, Firefox, IE, Safari, Edge and Opera browsers for PC and Mac, IPVideoTalk Mobile	GVC3200/GVC3202 video conferencing device, Chrome, Firefox, IE, Safari, Edge and Opera browsers for PC and Mac, IPVideoTalk Mobile	GVC3200/GVC3202 video conferencing device, Chrome, Firefox, IE, Safari, Edge and Opera browsers for PC and Mac, IPVideoTalk Mobile	GVC3200/GVC3202 video conferencing device, Chrome, Firefox, IE, Safari, Edge and Opera browsers for PC and Mac, IPVideoTalk Mobile	Chrome, Firefox, IE, Safari, Edge and Opera browsers for PC and Mac, IPVideoTalk Mobile
Automated NAT Traversal	Yes	Yes	Yes	Yes	Yes
HD Voice (G.722, G.711)	Yes	Yes	Yes	Yes	Yes
Video	H.264 High Profile for GVC3200/GVC3202; H.264 Baseline Profile for other (PC/Mac/mobile) participants	H.264 High Profile for GVC3200/GVC3202; H.264 Baseline Profile for other (PC/Mac/mobile) participants	H.264 High Profile for GVC3200/GVC3202; H.264 Baseline Profile for other (PC/Mac/mobile) participants	H.264 High Profile for GVC3200/GVC3202; H.264 Baseline Profile for other (PC/Mac/mobile) participants	H.264 Baseline Profile for (PC/Mac/mobile) participants
Max Participants	Up to 8	Up to 25	Up to 50	Up to 100	Up to 50
Max Video Resolution	Up to 1080P, 15fps video (1.5M) for all participants	Up to 1080P, 15fps video (1.5M) for all participants	Up to 1080P, 15fps video (1.5M) for all participants	Up to 1080P, 15fps video (2M) for all participants	Up to 720P, 15fps video (700kbps) for all participants



Max Video Feeds*	Up to 3	Up to 3	Up to 8	Up to 8	Up to 3
Max Remote Screen Resolution	1080P, 5fps, 450kbps	1080P, 5fps, 450kbps	1080P, 5fps, 450kbps	1080P, 5fps, 450kbps	1080P, 5fps, 450kbps
Host Control	WebRTC	WebRTC	WebRTC	WebRTC	WebRTC
VoIP call-in	Pending	Pending	Pending	Pending	Pending
Phone call-in	Yes	Yes	Yes	Yes	No
Cloud Recording/ Storage	Yes	Yes	Yes	Yes	Yes
Streaming Video Encryption	128-bit AES	128-bit AES	128-bit AES	128-bit AES	128-bit AES
Max Time	6 hours	6 hours	6 hours	6 hours	60 min

Table 2: IPVideoTalk Room System Plan

Note: The Web Free Plan allows users to start instant meetings and schedule meetings on IPVideoTalk Web Portal after registering, and the Web Free Plan does not require GVC3200/GVC3202 to start meetings.

The Web Free Plan is a trial version, and the plan may be updated in future versions.



IPVideoTalk Portal

Please refer to chapter **IPVIDEOTALK PORTAL**. If users want to have meetings with the Web Free Plan, or manage devices/contacts and schedule meetings online, users can perform the following operations after logging into IPVideoTalk Portal:

1. Register as Admin Account.
2. IPVideoTalk system will send a Web Free Plan account to the registered Admin Account.
3. Users could start instant meetings or schedule meetings with the Web Free Plan at any time.
4. If users need more features, users could purchase other Web Plans (pending).

If users want to manage devices/contacts and schedule meetings online, users can perform the following operations after logging into IPVideoTalk Portal:

1. Register admin account.
2. Link multiple GVC3200/GVC3202 devices to a company admin account.
3. Schedule meetings and check meetings histories.
4. Manage internal cloud contacts. Users can access contacts on GVC32XX devices at any time.



JOIN MEETING

Users could join a meeting via WebRTC Client, IE or Safari, IPVideoTalk Mobile App, GVC3200/GVC3202, and using a phone to call in the meeting.

Table 3: Session Features

Session Features	GVC3200/3202	Firefox/Chrome	Internet Explorer/Safari/Edge	Opera	Mobile App
Join a meeting	√	√	√	√	√
Host a meeting	√	√	√	√	√
Audio					
Connect via mic and speakers (VoIP)	√	√	√	√	√
Mute	√	√	√	√	√
Screen Sharing and Content Sharing					
View Presenter's screen	√	√	√	√	√
Share screen	√	√	×	√	×
Share an application	√	√	×	√	×
Webcams (HD)					
Share own webcam	√	√	×	√	√
View shared webcams	√	√	√	√	√
Host Control					
Add participant	√ (Add GVC3200/GVC3202 participant only)	√ (Add GVC3200/GVC3202 participant and email participant)	√ (Add GVC3200/GVC3202 participant and email participant)	√ (Add GVC3200/GVC3202 participant and email participant)	√ (Add GVC3200/GVC3202 participant and email participant)



Delete participant	×	√ (Delete Web participant and GVC3200/GVC3202 participant)	√ (Delete Web participant and GVC3200/GVC3202 participant)	√ (Delete Web participant and GVC3200/GVC3202 participant)	√ (Delete Web participant and GVC3200/GVC3202 participant)
Mute all	×	√ (Mute Web participant and GVC3200/GVC3202 participant)	√ (Mute Web participant and GVC3200/GVC3202 participant)	√ (Mute Web participant and GVC3200/GVC3202 participant)	√ (Mute Web participant and GVC3200/GVC3202 participant)
Layout Settings	√ (Setting custom layout is currently not supported)	√	√	√	×
End meeting	√	√	√	√	√
Chat					
All group chat/Panelists group chat	×	√	√	√	√
Private chat	×	√	√	√	√
Forbid group chat	×	√	√	√	√
Cooperation					
Raise Hand	√	√	√	√	√
Q&A	×	√	√	√	√
Cloud recording	√	√	√	√	√
Facebook/YouTube Live	×	√	√	√	×

To join meeting via WebRTC client, the users can use Firefox/Chrome/Opera browsers. If users join a meeting via IE/Safari, please install the plug-in before joining into a meeting (IE/Safari do not support WebRTC). Follow one of the 2 ways below to join meeting via WebRTC Client:

1. Open link <https://meetings.ipvideotalk.com> on Firefox/Chrome/Opera browser or IE/Safari, fill in meeting ID, user name, and Email address to join the meeting.
2. Click the meeting URL in the meeting invitation Email to join the meeting.



The following chapters describe more details about using GVC3200/GVC3202, WebRTC Client and IPVideoTalk Mobile App to join meeting.



GVC3200/GVC3202 CLIENT

About GVC3200/GVC3202

The GVC3200/GVC3202 is a ground-breaking solution that offers businesses a revolutionary video conferencing system with unprecedented flexibility and the power of support for multiple popular video conferencing protocols and platforms right out of the box. The SIP-based GVC3200/GVC3202 supports Grandstream's robust IPVideoTalk cloud platform for plug and play video conferencing while also being interoperable with any 3rd party SIP video conferencing platform - thus offering a great option to expand or implement a 3rd party platform. Additionally, since it is based on Android 4.4, the GVC3200/GVC3202 offers full access to all video conferencing apps in the Google Play Store — such as Skype®, Skype for Business®, Google Hangouts™ and more. The GVC3200/GVC3202 supports an innovative, patent-pending embedded MCU that supports up to 9-way (GVC3200) / 3-way (GVC3202) conferencing with local mixing between SIP and other protocols. The GVC3200/GVC3202 eliminates the traditional barriers to video conferencing and sets a new bar for business-class video conferencing solutions by offering industry-leading flexibility, interoperability, system compatibility, application richness and ease of use.

 **Note:**

Before using IPVideoTalk Service, please make sure your GVC3200/GVC3202 is on firmware version 1.0.3.44 or later. For more information about upgrading, kindly refer to GVC3200/GVC3202 release note and user manual on <http://www.grandstream.com/support>.



Activate/De-Activate IPVideoTalk ID

GVC3200/GVC3202 comes with an IPVideoTalk ID. If users want to start using IPVideoTalk Service, users need to activate the IPVideoTalk ID on GVC3200/GVC3202.

1. Go to GVC3200/GVC3202 LCD **Menu**→**Application** and click on "IPVideoTalk" application.

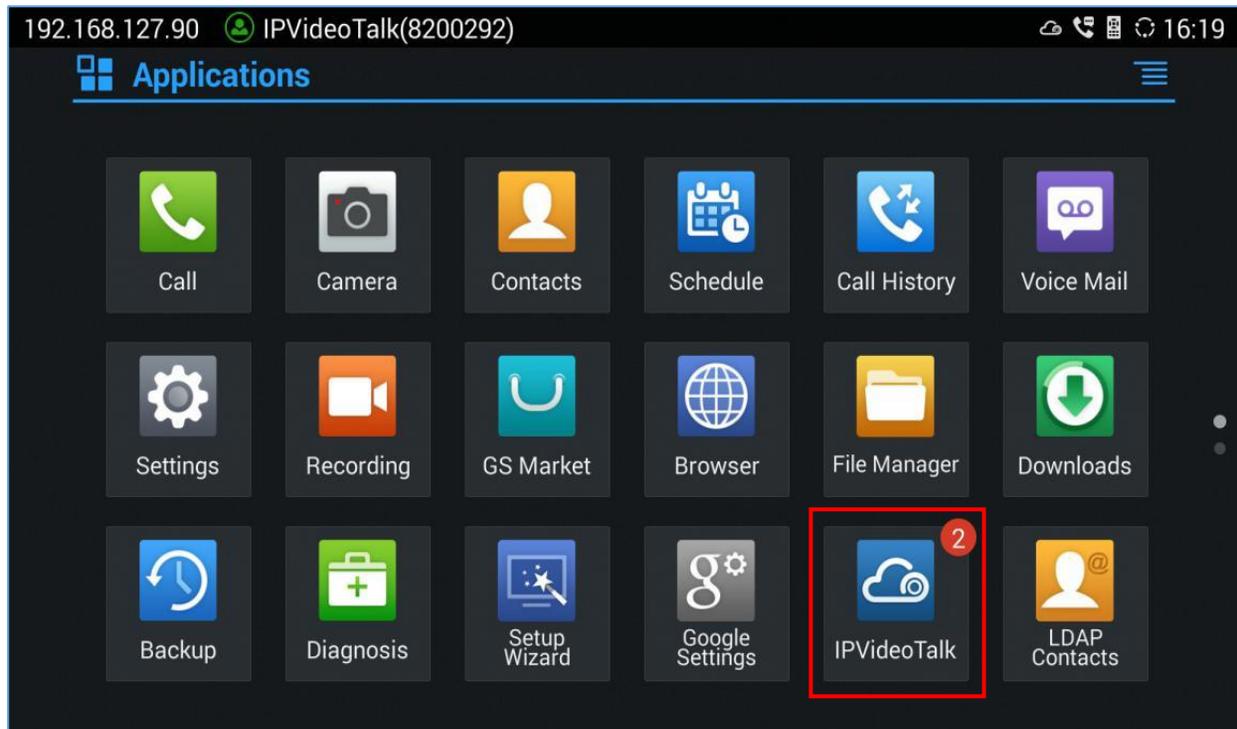


Figure 3: IPVideoTalk Application

2. Open IPVideoTalk application, click on "Settings", and check "Account Active". If this option is checked, it means the IPVideoTalk ID has been activated. See figure below:



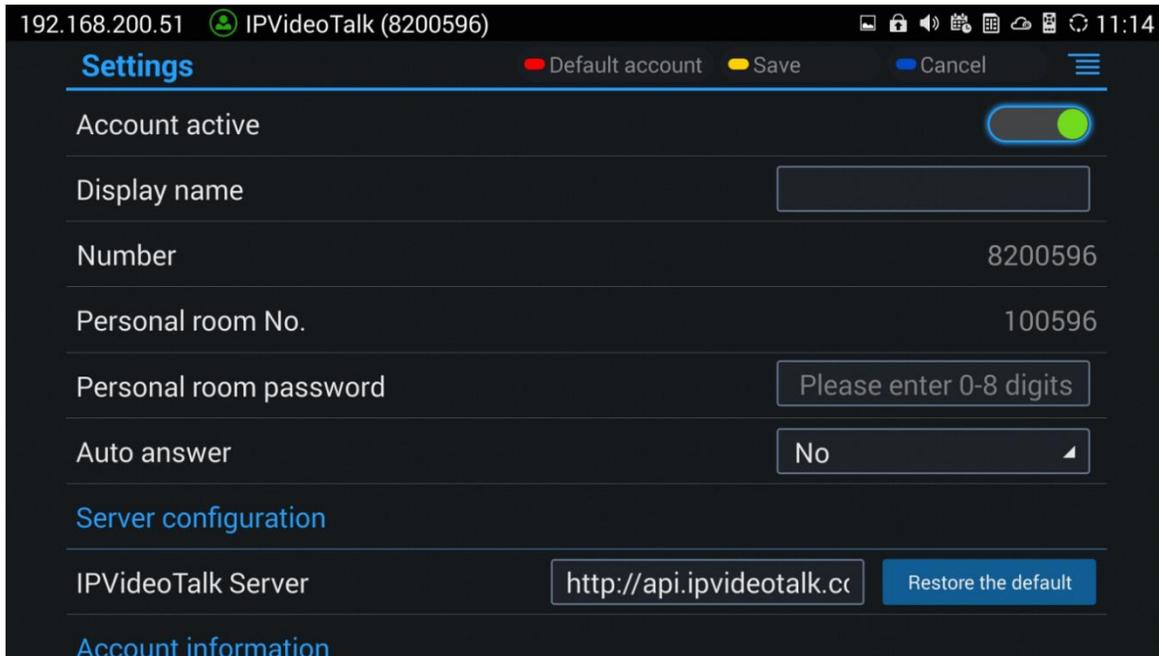


Figure 4: IPVideoTalk App→Settings

3. Users could edit "Display Name". The Display Name will be displayed on the callee side when the users make an IPVideoTalk call.
4. When users finish editing, click on the yellow shortcut key  on GVC remote control to save the configuration.
5. Users will see the Account displayed with a green icon on the top status bar of GVC3200/GVC3202 display device, which indicates the IPVideoTalk ID is registered. This account can be used to establish call with other IPVideoTalk IDs or join IPVideoTalk meetings now.

Link Device

If users would like to schedule a meeting on IPVideoTalk Portal or check company contacts, users need to link the GVC3200/GVC3202 on IPVideoTalk Portal first. Please note users must have an admin account signed up in <http://www.ipvideotalk.com> before linking the device.

There are two ways to link the GVC3200/GVC3202 to the IPVideoTalk Portal: using device code or using device MAC address.

- **To link device using device code, follow the steps below:**

1. Go to GVC3200/GVC3202 LCD **Menu→Applications**, click on "IPVideoTalk" **application** → **Settings**, and find the device code.



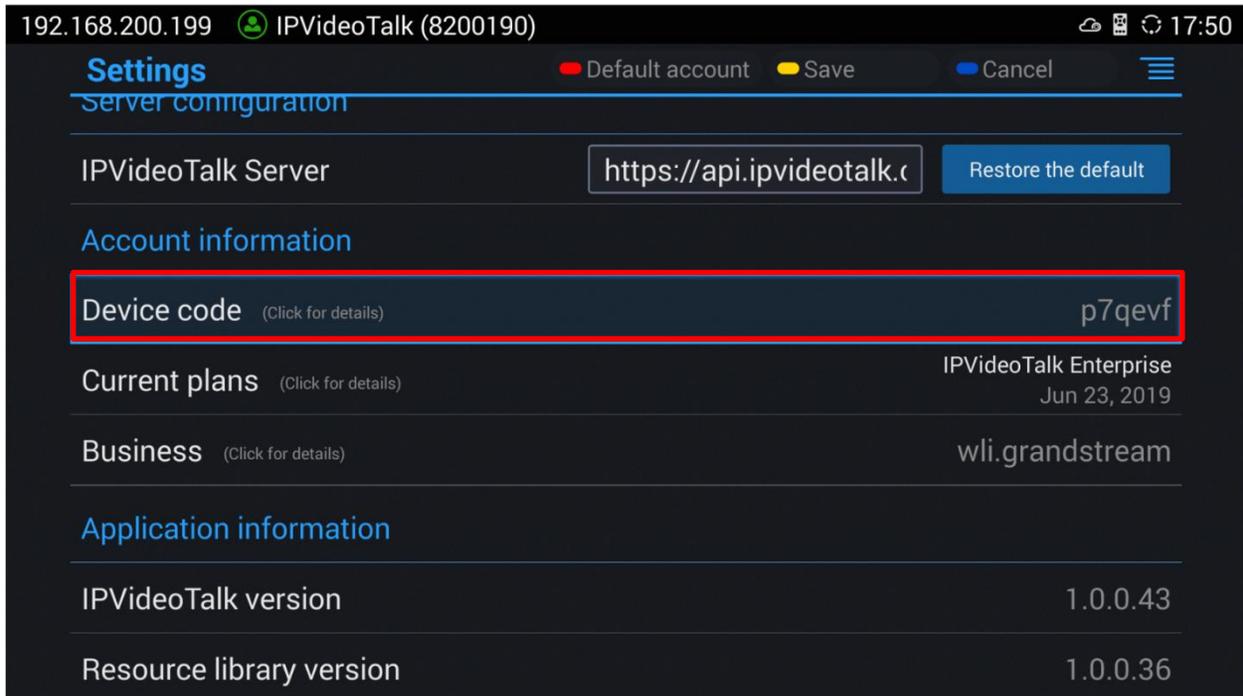


Figure 5: Find Device Code on GVC3200/GVC3202

2. Log in IPVideoTalk Portal using your admin account. Click on tab “Devices” and select “Link Device”. Enter the device code in the prompt.

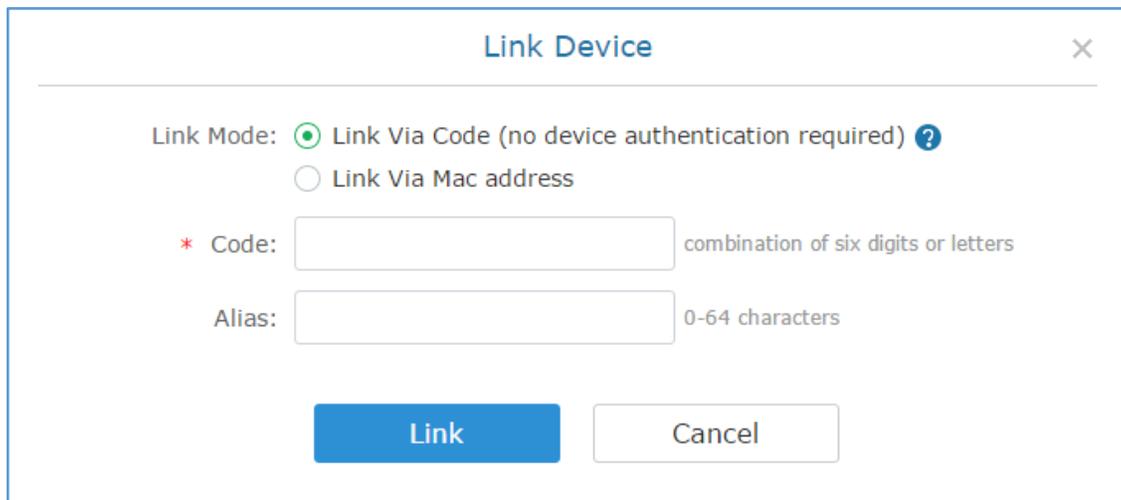


Figure 6: Enter Device Code on IPVideoTalk Portal

3. On the GVC3200/GVC3202, go to LCD menu → **Applications** → **IPVideoTalk application** → **Notices**, the users will see a new message as below. This means you have linked your device successfully.

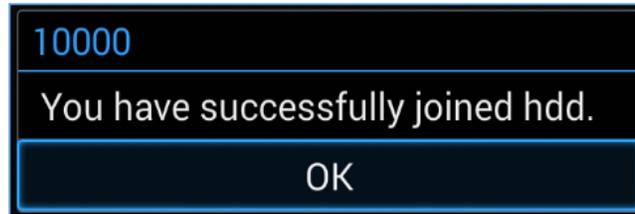


Figure 7: Joined Successfully

- **To link device using MAC address, follow the steps below:**

1. In IPVideoTalk Portal→Devices, click on “Link Device” and enter the device MAC address.
2. The GVC3200/GVC3202 will receive a new message from IPVideoTalk system. Icon  will display on the top status bar of the GVC3200/GVC3202 display device to indicate new message notification.
3. In GVC3200/GVC3202 LCD menu→**Applications**→**IPVideoTalk** application, users will see a new unread message notification on IPVideoTalk application icon .
4. Open the IPVideoTalk application and click on “Notices”, users will see a new message about “Device authentication”. Open this message to check the enterprise name and ID. If the enterprise name and ID belong to the user, please selects “Yes” to confirm to link the device. Otherwise, select “No” to reject to link the device.

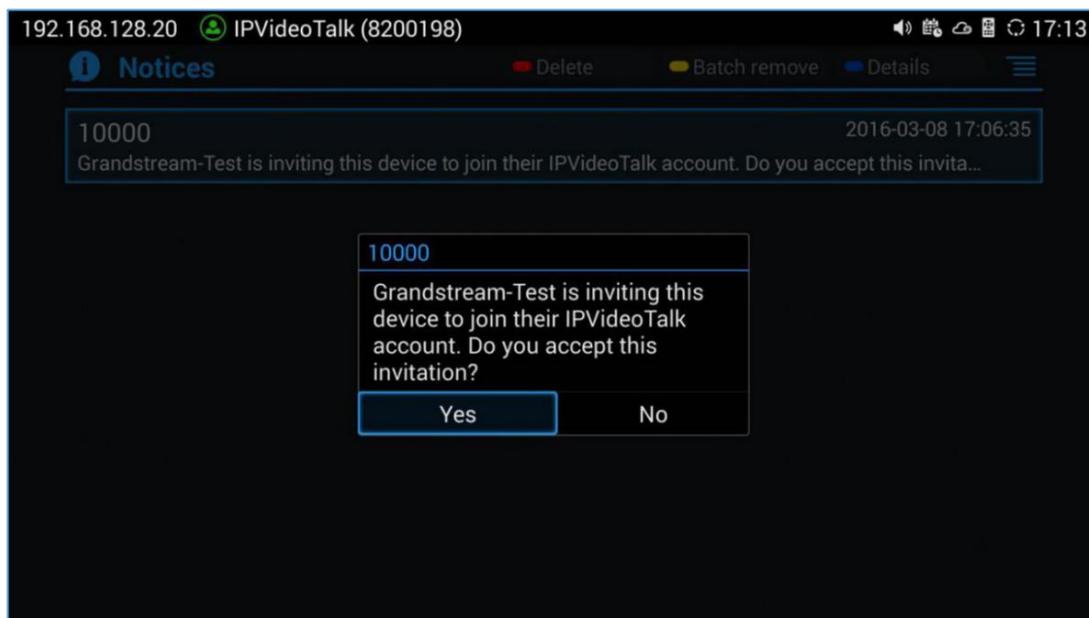


Figure 8: Device Authentication

5. Once the user confirms to link the device, the administrator could see the device shown as online on IPVideoTalk Portal. The device can be controlled and managed via IPVideoTalk Portal by the administrator now.

Start a Meeting

Users could start an instant meeting on GVC3200/GVC3202, or schedule a meeting via IPVideoTalk Portal.

Instant Meeting

An instant IPVideoTalk meeting can be started on GVC3200/GVC3202 by the following steps:

1. On GVC3200/GVC3202, select LCD menu→Call icon to access the dialing interface.
2. Enter another GVC3200/GVC3202's IPVideoTalk ID or select it from contacts/call history.
3. Press the dialing button  on the remote control or click on the "dialing" icon  to start a meeting.

Note:

Users could also search for business contacts on dialing page via contacts name or IPVideoTalk ID number.

Additionally, users could start an instant meeting by only clicking on the "dialing" icon  on dialing interface on GVC3200/GVC3202 without entering any IPVideoTalk ID. The GVC3200/GVC3202 will be the meeting host by default. IPVideoTalk cloud system will assign a meeting ID to this instant meeting for other users (such as WebRTC client) to join the meeting.

If the IPVideoTalk ID on the GVC3200/GVC3202 has another session in progress, the user cannot start an instant meeting on the GVC3200/GVC3202. For instant, the GVC3200/GVC3202 passes the meeting host to a WebRTC client and leaves the meeting, the user cannot start an instant meeting on this GVC3200/GVC3202.

Schedule a Meeting

Users could schedule a meeting on IPVideoTalk Portal. For details, please check chapter **Meetings**.



Start a Webinar

IPVideoTalk offers now the possibility to schedule a Webinar through IPVideoTalk Portal or from a GVC32xx device.

When schedule a Webinar, the default Webinar will stay at preparation period, the participants cannot join into the Webinar until the scheduled time arrives.

Users could join into the Webinar as the host via browser. Once the Webinar is ready, users could click to start the Webinar and the participants could join into the Webinar.

Conference Control

Users could use the conference control features on GVC3200/GVC3202 to manage the participants during the meeting. See figure below:



Figure 9: GVC32XX Meeting Screen

-  **Redial**

If there is a failed call, users could redial this number by clicking on this button. If multiple participants are in the previous call, “Redial” will call all the participants.

-  **Add Member**

Users could click on this button to open the dialing interface and add participants into the exiting conference.



- 
Conference Control

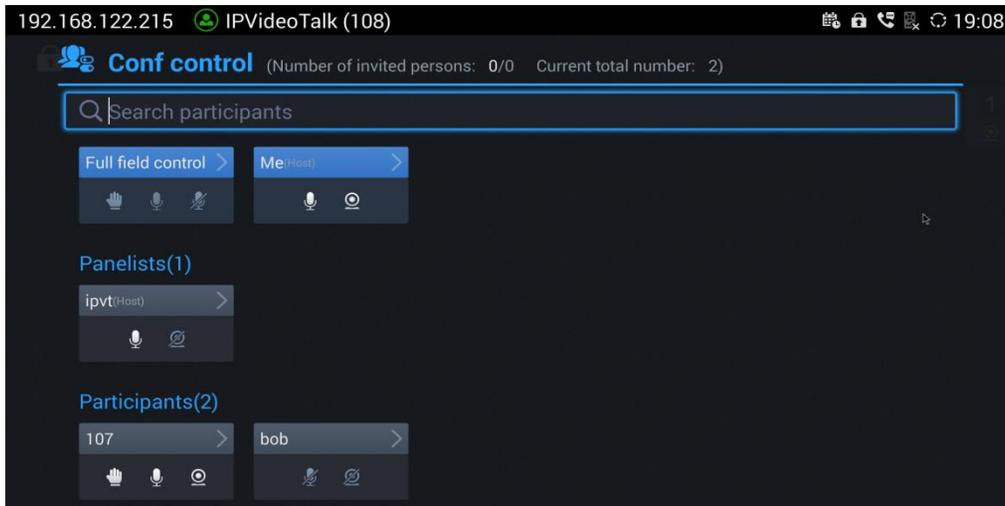


Figure 8: Conf Control

1. If the user is muted by the meeting host, there will be an icon  shown on the label; in this case, the user cannot unmute himself/herself, only the host can do it. If the user mutes himself/herself, the user could unmute by himself/herself.
2. If the video from GVC32XX is terminated by the meeting host, the icon  will be shown on the label.
Users can click on this icon  and enable/disable the video from GVC32XX during the meeting.

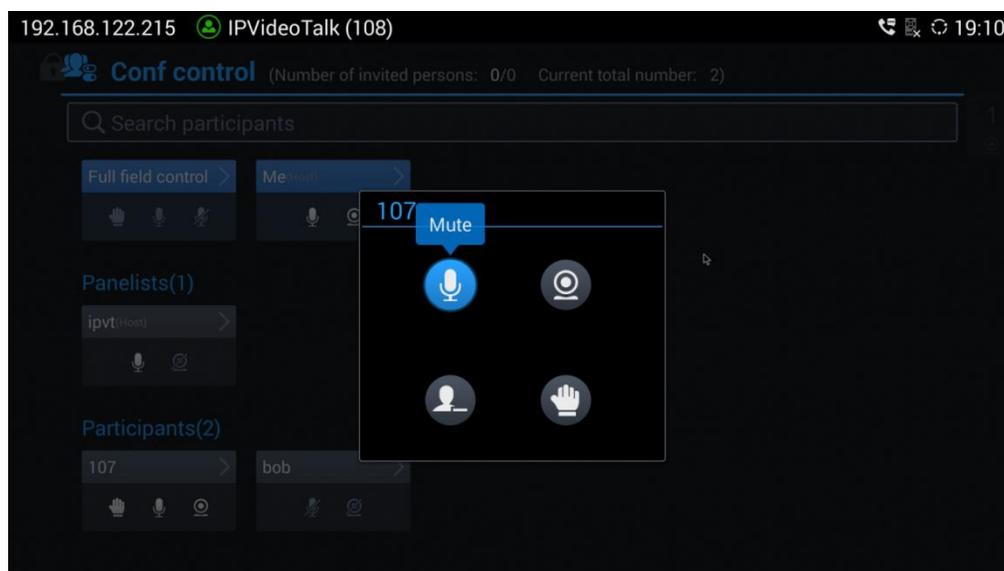


Figure 8: Conf Control-Me

3. If the participant needs help or wants to be unmuted, the participant could click on Raise Hand button , and the meeting host will see the Raise Hand icon in Participants List. The meeting host cannot click to raise hand.

Notes:

- If sharing webcam fails, it may be caused by the user's current role, which does not have the permission to share the webcam.
- When all the participants are muted, IPVT10 generates a comfort noise to make users aware that the conference is still in progress.

-  **Layout**

- a) When only two participants (GVC device) are in the meeting, both can see each other's videos without occupying conference room resources.
- b) Only the moderator is allowed to set the layout of the cloud video conference.

1. Select "Layout→Cloud Layout" to control the IPVT conference room Layout. There are Three Layout mode: Tile (Default), Focus 1+N, and Speaker (The selected participant is displayed in full size).

- **Tile:** Auto (Default): The video for all attendees will be tiled and adapted automatically based on the number of video images.
- **Focus 1+N:** There are four mode for users: "Solo" layout, "1+3" layout, "1+5" layout, and "1+7" layout, which means one large video image with N smaller video images (polling mode). The current large video image is displaying the video image from current speaker.
- **Speaker:** Select one participant in the Participants List as speaker. The participants display the speaker in full screen, and the speaker shows all participants' videos (except the speaker video) in sequence.

2. **Fixed Video Location:** If the user wants to make a participant's video image display in a specific location in the layout, the user could set it up. This function is only supported in 1 + N mode. Select a grid in the layout, press the confirmation key, select the participant to be displayed in this grid, and confirm the configuration. Then, the grid will display the selected participant's video image. If the selected participant does not turn on the camera, the participant's name will be displayed.



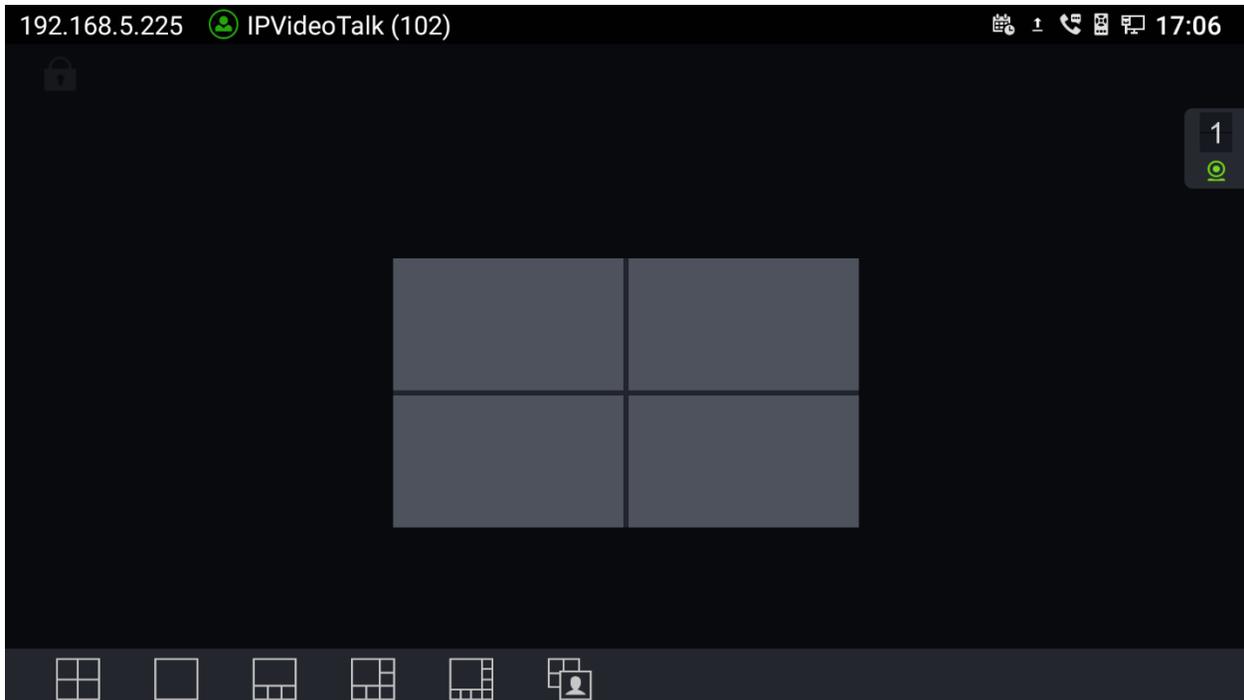


Figure 10: Layouts Options

- c) If the host allows participants to change to any layout freely, the layout switching function will be available. The meeting host is unrestricted, and if there are multiple available layouts, users could switch layouts among the available layouts.

Select “Cloud Layout”, and click on “Select Layout”, users could see the figure as shown below:

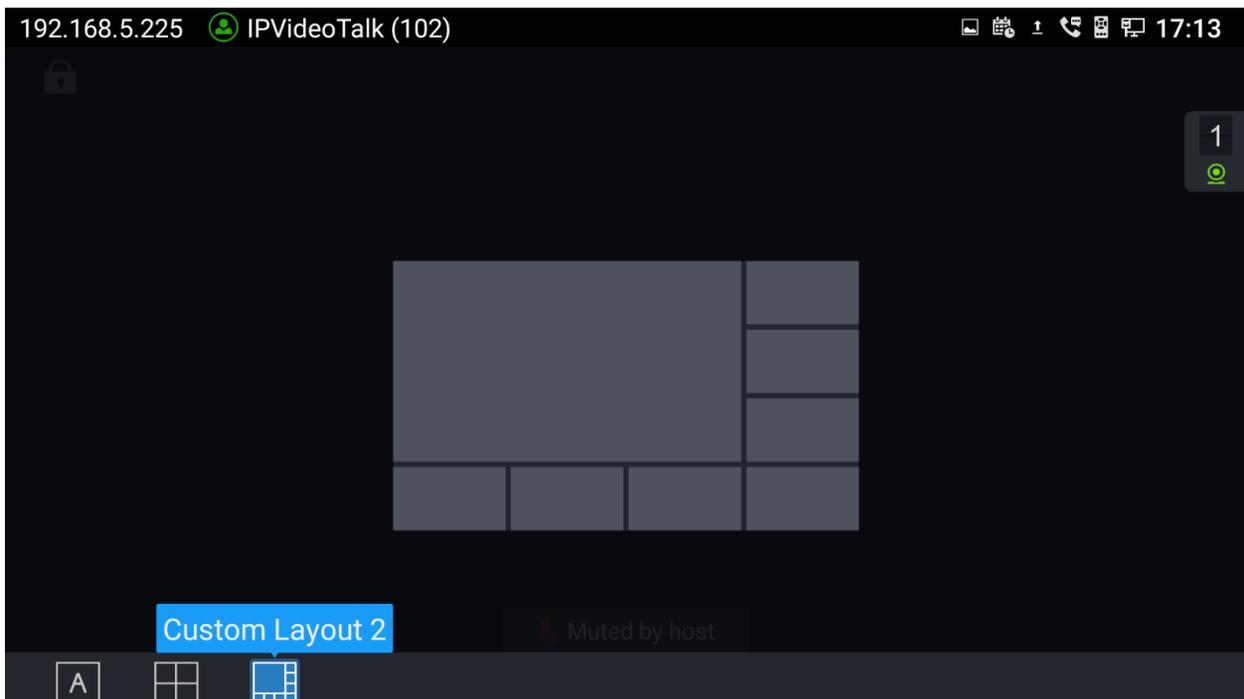


Figure 11: Switch Layout



Select a layout, and users could switch the displaying layouts among available layouts at any time.

Note:

If the meeting host only sets 1 layout for the current meeting, users cannot switch displaying layout.

-  **Hold**

This is used to hold/resume the conference. If the conference is put on hold, the video will stop and users cannot see the video from all other participants.

-  **Presentation**

This is used to open/close sharing presentation. If this feature is enabled, all participants will see the presentation from the GVC32XX.

If starting presentation fails, it may be caused by the user's current role, which does not have the permission to start presentation.

-  **More**

Users could click on this option to use the 3rd party application (This option will be found only if the GVC32XX has already installed the 3rd party application), check the Call Info, Set PIN Code, and Open DTMF, check Meeting Info and Participants list.

-  **Raise Hand**

If the participant needs help or wants to be unmuted, the participant could click on Raise Hand button, and the meeting host will see the Raise Hand icon in Participants List. The meeting host cannot click to raise hand.

Request to Share Webcam

If the GVC's camera is not shared during an IPVideoTalk meeting, the WebRTC acting as host can request GVC clients to share their camera. A prompt will be displayed on the screen to accept or reject the request as shown in the figure below.

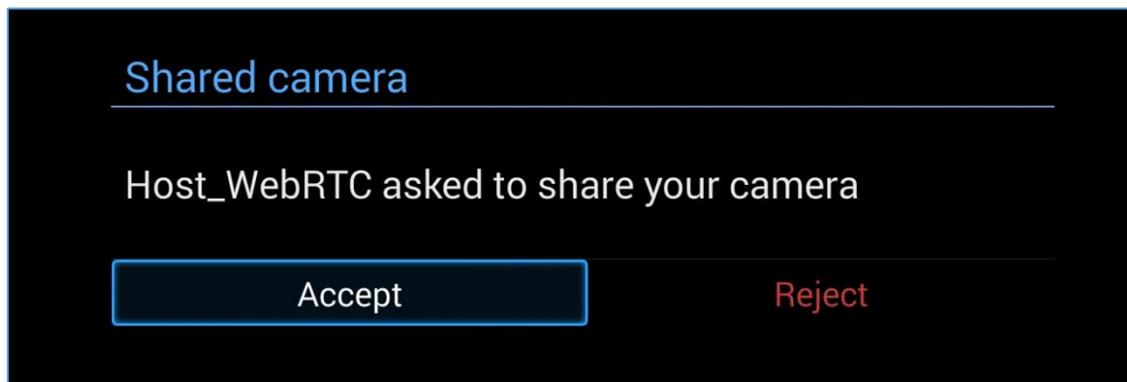


Figure 12: Request to Share Webcam

Note: The firmware of GVC3200/GVC3202 should be 1.0.3.23 or later version. Otherwise, the GVC3200/GVC3202 will not receive the request.

Recording

Local Recording

1. When the GVC3200/GVC3202 is in an IPVideoTalk video call, the user could click  on the bottom of the call interface, or  on the remote control to start recording.



2. Once start recording, the audio and video on the GVC3200/GVC3202 will be recorded. Users could see the recording icon **Rec** flashing at the upper left corner during recording. If the meeting participant enables presentation function during recording, it will record the presentation as default. If the meeting participant disables presentation function during recording, it will switch to record the video and audio. Click **Rec** button again to stop recording, and the recording file will be saved in the GVC3200/GVC3202 automatically.
3. Each recorded file will not be bigger than 1.9G, the system will create a new file automatically to continue recording if the previous recorded file exceeds 1.9G. There will be a prompt to indicate the storage space is insufficient if the disk storage is full.
4. Once the recording is completed, users could go to Recording application on the GVC3200/GVC3202 to check the recording file, or look for the recording file in File Manager application. Users could play, export, lock/unlock, send, rename or delete the recording file.

Cloud Recording

GVC3200/3202 support cloud recording feature.

1. When users join into the IPVideoTalk meeting, users could click on recording button or shortcut button to see the recording menu which including “Start local recording” and “Start cloud recording”.

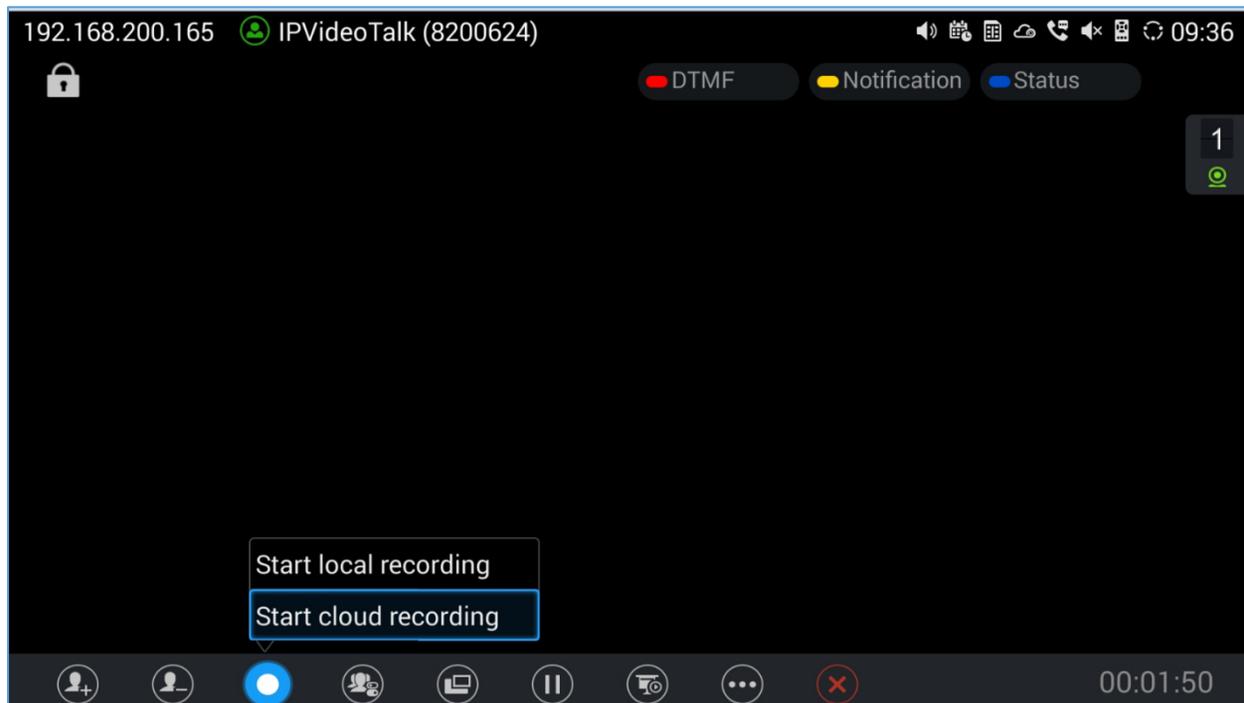


Figure 13: Cloud Recording

2. Users could start the cloud recording by selecting “Start cloud recording” option. If there is no more available storage, there will be a prompt to show that the storage space is full.



3. All the meeting participants will see the “Cloud Recording” icon  during the meeting, including GVC participants.
4. When finish recording, users could click on the recording button or shortcut button and select “Stop cloud recording” option to stop cloud recording.
5. The recording files will be saved in the storage server, and users need to login IPVideoTalk Portal to check or download the recording files.

Prerequisites:

1. GVC320X needs to be linked with IPVideoTalk account, otherwise, the user cannot use cloud recording feature.
2. The IPVideoTalk Plan needs to include the Cloud Recording feature.
3. The enterprise account should have enough storage space in cloud sever. The sum of all spaces for all activated plans which belong to the same enterprise account will be counted. The used storage spaces are counted with all recording files for the enterprise account.

Check Meeting Information

Users could check the meeting subject, meeting ID, Host, Password and URL during the meeting. The meeting host could share the meeting ID or URL for other participants to join the meeting via WebRTC/IPVideoTalk Mobile App.

1. During meeting, click on “More” icon  on GVC3200/GVC3202, then click on "Meeting Info".
2. GVC3200/GVC3202 will show the information prompt as below:
The meeting Subject, Meeting ID, Host, Password, URL, Host code, PSTN access number (for IPVideoTalk Pro and Plus) and Server location area will be listed there.



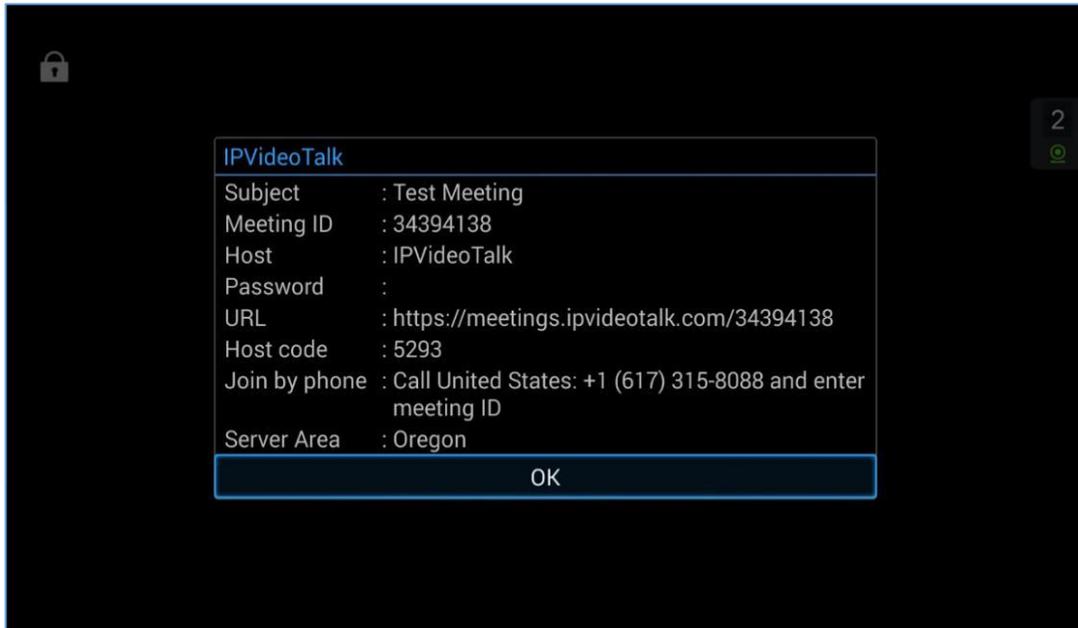


Figure 14: Meeting Information

Join Meeting

On GVC3200/GVC3202, users could join a meeting by dialing the host's IPVideoTalk ID number or the meeting ID. The users can find the meeting ID in the meeting invitation Email, or contact the host directly for the IPVideoTalk ID number or the meeting ID.

- Go to dialing interface, input the meeting ID or meeting host's IPVideoTalk ID number, and press the dialing button to join the meeting.
- If the meeting status is "To be hosted" or "In Process", users could dial into the meeting successfully. If the meeting status is "Ended" or "Not Started", the call will be failed, and users could see the prompt on GVC3200/GVC3202 output.
- If the meeting has a PIN Code configured by the GVC3200/GVC3202 host, users need to input the password before joining the meeting. Users could input the PIN Code via remote control, followed by the # key. See figure below:





Figure 15: Input PIN Code to Join Meeting

- If the user is the participant in the invited list, the user does not need to input the PIN Code.
- If the meeting is not started yet, the user cannot join the meeting by dialing the meeting ID.
- If the WebRTC host leaves the meeting without ending it, and the meeting is still in process, other participants can still join into the meeting.

Note: Web Free Plan does not allow users joining the meeting via GVC3200/GVC3202 devices.

Schedule Meeting

To schedule an IPVideoTalk meeting using IPVideoTalk service, the users need to login as admin in IPVideoTalk Portal first. Please refer to chapter **Meetings** for more details.

Check Scheduled Meetings

Once the meeting is scheduled on IPVideoTalk Portal, the scheduled meeting will be provisioned to the GVC3200/GVC3202 host. Users can check the meeting details under Schedule interface in GVC3200/GVC3202 LCD or Web UI.

1. On the GVC3200/GVC3202 LCD idle screen, click on the "Schedule" icon .
2. In the scheduled meetings list, the IPVideoTalk meeting scheduled via IPVideoTalk service will be marked with  icon.

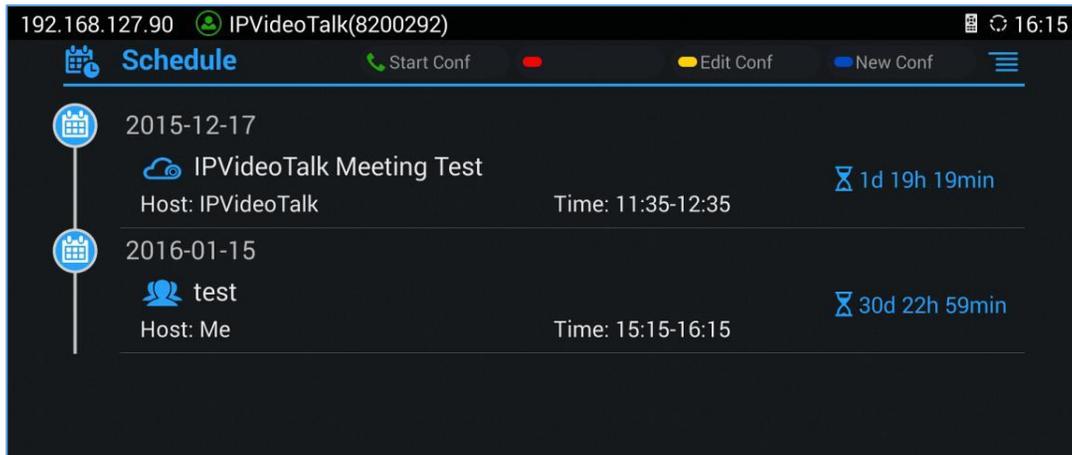


Figure 16: Schedule List

3. Select the meeting entry and press "OK" button on GVC remote control to check the detailed information of the scheduled meeting.

Start Scheduled Meeting Automatically

A meeting notification will be prompted on the host GVC3200/GVC3202 display device 10 minutes and 5 minutes before meeting starts. Once the scheduled time arrives, the scheduled meeting will be started and GVC3200/GVC3202 will dial all invited participants automatically.

⚠️ Note:

1. When the scheduled meeting time arrives, if the host GVC3200/GVC3202 is still in a call, the meeting will not start. The users can start the meeting manually on GVC3200/GVC3202 after the current call is ended.
 2. If the user set DND on GVC3200/GVC3202, the meeting cannot start automatically. The user could disable DND and start the meeting manually.
 3. If the IPVideoTalk ID on the GVC3200/GVC3202 has another session in progress, the user cannot start an instant meeting on the GVC3200/GVC3202.
-

Start Scheduled Meeting Manually

If users want to start the scheduled meeting before the scheduled time, or if users have missed the scheduled meeting, users could start the meeting manually.



1. Go to GVC3200/GVC3202 schedule list on LCD by clicking on icon  and select the meeting entry in the meeting history.
2. Press the Call button  on the GVC remote control, or click on "Start conference" option on GVC3200/GVC3202 display device.
3. If the IPVideoTalk ID on the GVC3200/GVC3202 has another session in progress, the user cannot start an instant meeting on the GVC3200/GVC3202.

Cancel Scheduled Meeting

Users could cancel the scheduled meeting at any time before the meeting starts. IPVideoTalk cloud system will send Emails to the invited participants notifying them the meeting is canceled.

1. Go to "Schedule" List on GVC3200/GVC3202 by clicking on icon .
2. Select the meeting that the user wants to cancel.
3. Click on "Cancel conf" option on GVC3200/GVC3202 display device.

Note:

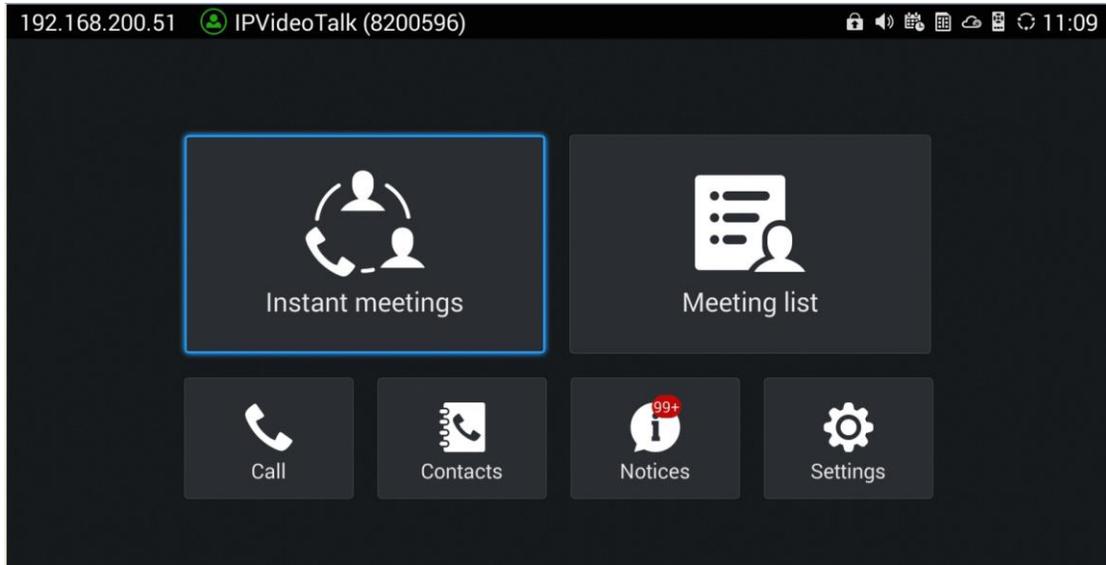
If the meeting is canceled, the meeting entry will be removed from the "Schedule" list, but users could find the meeting history in IPVideoTalk Portal.

IPVideoTalk Application

GVC3200/GVC3202 comes with a built-in IPVideoTalk ID as well as a pre-installed IPVideoTalk application. Users could experience IPVideoTalk service out-of-box without additional efforts to install any other applications.

The IPVideoTalk application helps users to view messages from IPVideoTalk platform, manage contacts and account configurations. To access IPVideoTalk application, go to GVC3200/GVC3202 LCD menu → **Applications** → **IPVideoTalk**. Users will see the following options in IPVideoTalk application:





1. Instant Meeting

When the user clicks on this option, the IPVideoTalk Personal Room will be created immediately, and the GVC user will join into the meeting afterwards.

2. Schedule Meeting

When the user clicks on this option, it will show the Schedule Meeting interface. The user needs to fill the meeting title, schedule, invitees and other meeting information to save the scheduled meeting.

3. Meeting List

All IPVideoTalk upcoming meetings will be shown on the list

Note: If the meeting is ended/cancelled, the meeting will not be shown on this list. The user needs to login IPVideoTalk Portal to check the meeting history

4. Contacts

This is used to show the business contacts. If the device is not linked on IPVideoTalk Portal, this will be empty.

5. Dial

When the user clicks on this option, the user will be directed to dialing interface, input other GVC's IPVideoTalk ID to dial out and the meeting will be created immediately.

6. Notices

This is used to receive the notices from IPVideoTalk cloud system. Users can check system messages here.



7. Settings

This is used to configure IPVideoTalk ID related settings and check plan related information. Users may activate the IPVideoTalk ID, edit display name, check device code, view current plan and linked enterprise information.

Contacts

After the users link the IPVideoTalk ID on the IPVideoTalk Portal, the users could check the business contacts here (if the contact exists in IPVideoTalk Portal). The contacts are centrally managed in the IPVideoTalk Portal, and GVC3200/GVC3202 can sync up with the IPVideoTalk Portal for the contacts in IPVideoTalk Portal. Currently, the users cannot directly edit the business contacts on GVC3200/GVC3202.

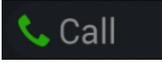


Figure 17: IPVideoTalk Application→Contacts

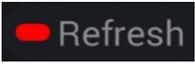
- 
Group
 This is used to check the contacts under this group.
- 
Contacts
 This is used to check the detailed information of the contacts, such as name, phone number, Email address and so on. The green dot represents "online, and the grey dot represents "offline".
- 
Public Device



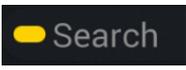
This is used to check the detailed information of the device, such as device name, IPVideoTalk ID, and so on. The green dot represents "online" and the grey dot represents "offline".

-  **Call**

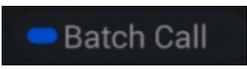
Users could select one contact and press this button to dial out. This will join an IPVideoTalk meeting with the callee immediately. If the callee does not have an IPVideoTalk ID, this call cannot be made.

-  **Refresh**

Users could select "Refresh" to refresh online status.

-  **Search**

Users could input contact name or IPVideoTalk ID to search the entry.

-  **Batch Call**

Users could select multiple contacts, and make batch call to dial all selected contacts into the one IPVideoTalk meeting.

 **Note:**

- The contacts information is retrieved from IPVideoTalk cloud system via encrypted traffic.
- If the GVC3200/GVC3202 is not connected to Internet, it will not be able to retrieve contacts information from IPVideoTalk Cloud System.

Notices

"Notices" is used to receive message from IPVideoTalk server. The following table lists possible notices from IPVideoTalk server and what the user is expected to do after receiving the message.



Table 4: Notices and Solutions

Notices	Solutions
When the IPVideoTalk plan is about to expire or already expired, users will receive a notice.	If the IPVideoTalk plan is expired, the calls using the IPVideoTalk ID will be restricted. Users will not be able to dial out or answer the call using the IPVideoTalk ID. Users could go to www.ipvideotalk.com to contact service provider to renew the IPVideoTalk plan associated with the IPVideoTalk ID.
When the user links the device on IPVideoTalk Portal using MAC address, the GVC3200/GVC3202 will receive a message to reply to authentication request.	Users could open this message and select "Yes" or "No" to reply. If "Yes" is selected, the device can be linked to IPVideoTalk Portal.
When the user's GVC3200/GVC3202 firmware is too old to be used with the IPVideoTalk service, the user will receive a notice.	Click to open the message, the user could select to upgrade the device. The GVC3200/GVC3202 will be configured with an available firmware upgrading path to upgrade to the required firmware version.
When there is an upgrade on IPVideoTalk cloud system, the users will receive notifications from the server about upgrading time and duration.	During cloud system upgrade and maintenance, the users cannot use the GVC3200/GVC3202 for IPVideoTalk meetings. Please do not schedule meetings during the upgrade and maintenance period.
When the user's IPVideoTalk ID is frozen/unfrozen, the user will receive a notice.	This issue may be caused by the Plan definition.
Others	Users may receive other system notification messages, please pay attention to the notices.

Unread Messages

When there is an unread message in GVC3200/GVC3202 LCD menu→**Applications**→**IPVideoTalk application**→**Notices**, GVC3200/GVC3202 will notify users via the following ways:

- Users could find the IPVideoTalk icon  on the system status bar on the top of the screen.
- In LCD menu→**Applications**, users could find the red digit on "IPVideoTalk" application  indicating the number of unread messages.
- In LCD menu→**Applications**→**IPVideoTalk application**→**Notices**, users could find the red digit showing the number of unread messages. The format of the message is "x/y" where "x" is the number



of unread messages and "y" is the number of total saved messages. Please see figure below:

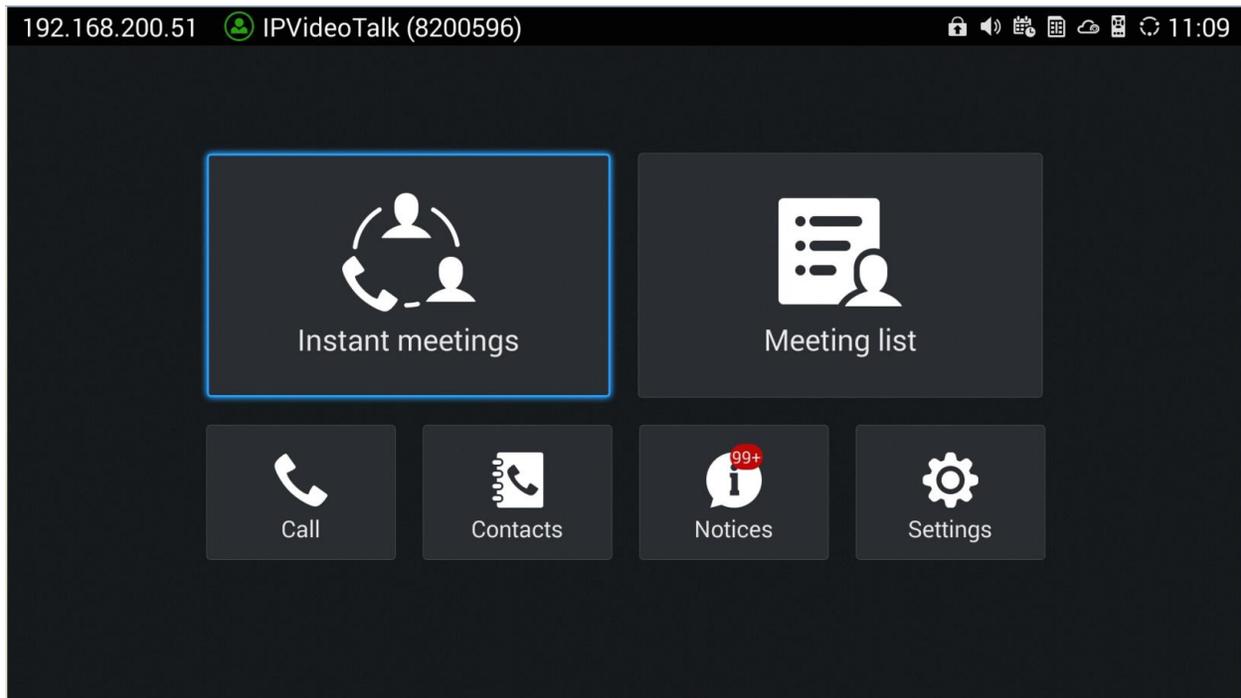


Figure 18: IPVideoTalk Application Interface

To check and reply (if required) messages in "Notices" section:

1. Select "Notices" and open the notices list.
2. Select the message. There will be a dialog prompted to display message content.
3. For some notices, users may be required to reply. Please use GVC remote control to navigate and make necessary selections to finish the operation. The following figure shows the authentication request message for users to confirm to link device to IPVideoTalk Portal when the link operation is done via MAC address.

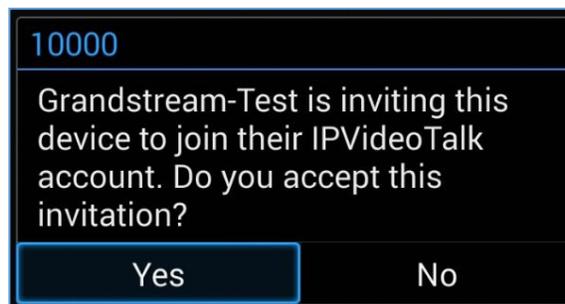


Figure 19: Notice Message - Authentication Request to Link Device via MAC Address

Settings

Users could configure IPVideoTalk ID related settings and check information in GVC3200/GVC3202 LCD menu → **Applications** → **IPVideoTalk application** → **Settings**. See figure below:

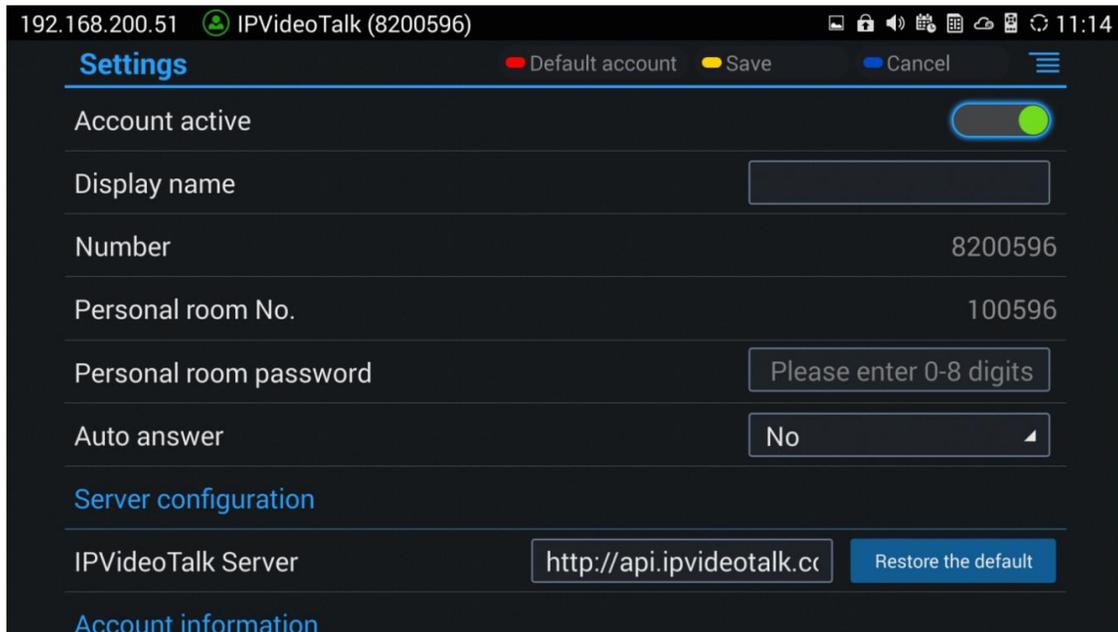


Figure 20: IPVideoTalk Application → Settings

- **Account Active**

This is used to activate/de-activate IPVideoTalk ID. Green icon  indicates active IPVideoTalk ID while Grey icon  indicates inactive IPVideoTalk ID. Users can click on this box to activate and de-activate IPVideoTalk ID.

- **Display Name**

This is used to set the display name for the IPVideoTalk ID on GVC3200/GVC3202. When the user uses this device to dial out, the callee will see the display name.

- **Personal Room Number**

Each GVC32xx device has one Personal Room Number, the instant meeting/meeting now will use this Personal Room Number to start the meeting. The participants could join into the meeting via this Personal Room Number any time.

- **Personal Room Password**

Each GVC32xx device has one Personal Room Password, the default password is none.



If the owner sets the Personal Room Password, all participants need to input the correct password to join into the Personal Room. Users could update the Personal Room Password, or login IPVideoTalk Portal to update the Personal Room Password.

- **IPVideoTalk Service Address**

If the users would like to use the Enterprise internal deployed server, or try our trial service system (which might not be as stable as the official IPVideoTalk platform), please obtain the trial service address from Grandstream and enter it here.

- **Device Code**

This is a six-digit code for the device to link to IPVideoTalk Portal quickly. Authentication response is not required for the GVC3200/GVC3202 user to link the device if device code is entered in IPVideoTalk Portal.

- **Number**

This is the IPVideoTalk ID number assigned by IPVideoTalk cloud system and it cannot be edited. Other IPVideoTalk ID users could dial this number to join the meeting. If the IPVideoTalk ID on the GVC3200/GVC3202 fails to obtain association with the IPVideoTalk cloud system, this field will show the MAC address of GVC3200/GVC3202 instead of IPVideoTalk ID number. In this case, please check your network connection, network settings, or trial service settings on the GVC3200/GVC3202 to make sure it has properly connected to the IPVideoTalk platform over the Internet.

- **Current Plans**

This is used to show the plan of the IPVideoTalk service and the expiration date. Users could click on it to check plan details.

- **Business**

This is used to show the enterprise name if the user has linked the device on IPVideoTalk Portal.

- **Save**

After editing, users need to save the configuration by pressing the yellow shortcut key on GVC remote control, or selecting the "Save" option at the top right corner to have the changes take effect.

 **Note:**

The IPVideoTalk ID number is unique for each GVC3200/GVC3202, and it doesn't change upon re-activation or re-registration. If the GVC3200/GVC3202 fails to obtain IPVideoTalk ID number from IPVideoTalk cloud system or fails to register/activate IPVideoTalk ID, this IPVideoTalk ID cannot be used to make or receive calls.



Unlink Enterprise

1. Go to GVC3200/GVC3202 LCD Menu→**Applications**→**IPVideoTalk application**→**Settings**, click on "Business".
2. Click on "UnLink".

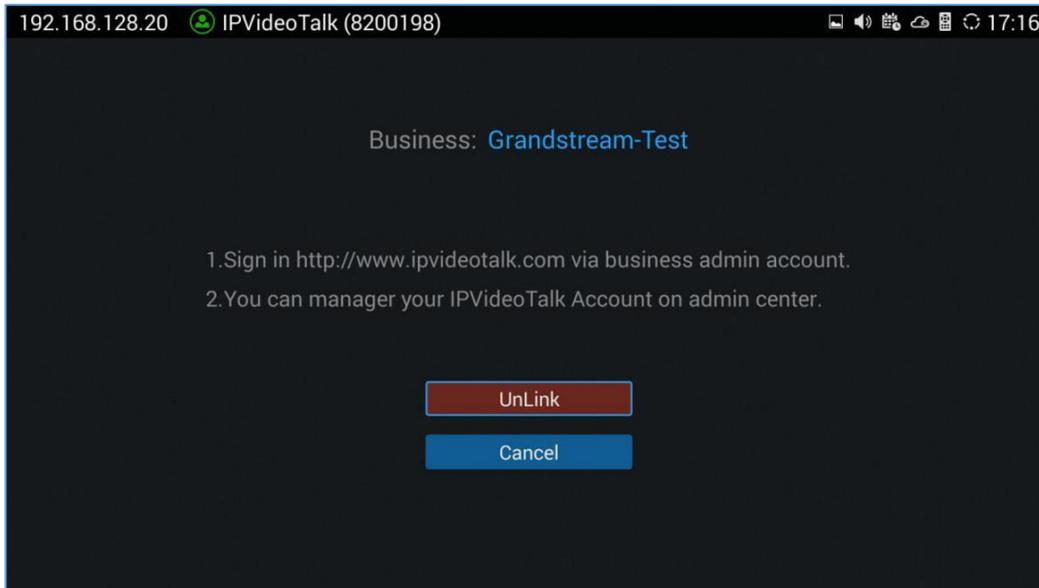


Figure 21: Unlink Enterprise - Unlink

3. Once unlinked, the GVC3200/GVC3202 will receive a message notification as shown below. Click on "Notices" to access messages to view this message.

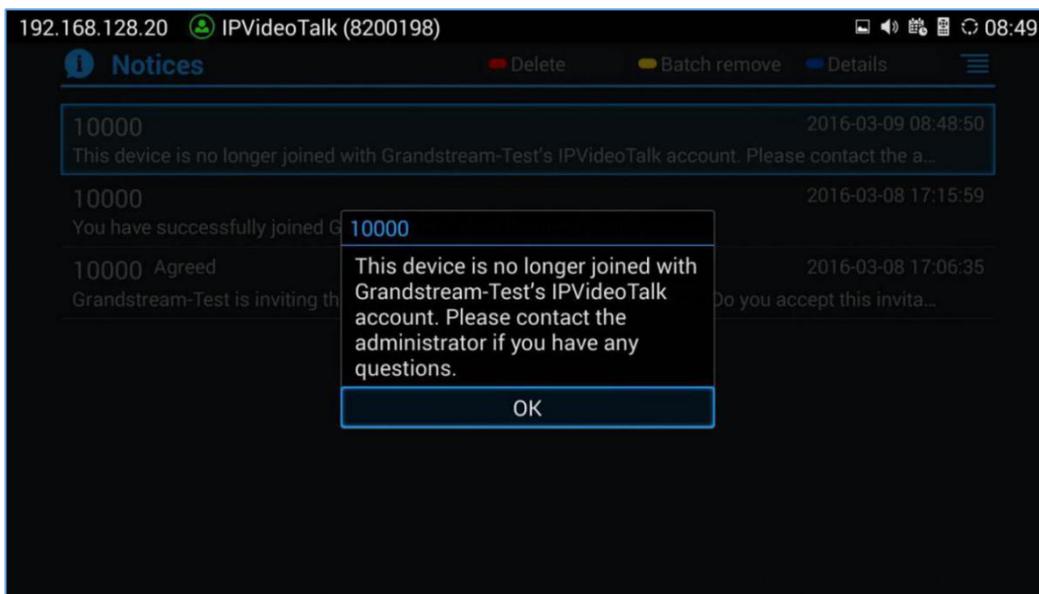


Figure 22: Unlink Enterprise - Confirm



Messages on GVC3200/GVC3202 Main Page

The main page of the GVC3200/GVC3202 displays important notification messages of IPVideoTalk service, such as plan expiration notification, low firmware notification, temporarily out of service for maintenance notification, which may cause the users to be unable to use IPVideoTalk service properly.

1. The GVC3200/GVC3202 supports displaying important notification messages on the bottom of its main page. Press the yellow key  on the remote control to view the message details. The firmware of the GVC3200/GVC3202 is too low, please update the firmware as soon as possible.

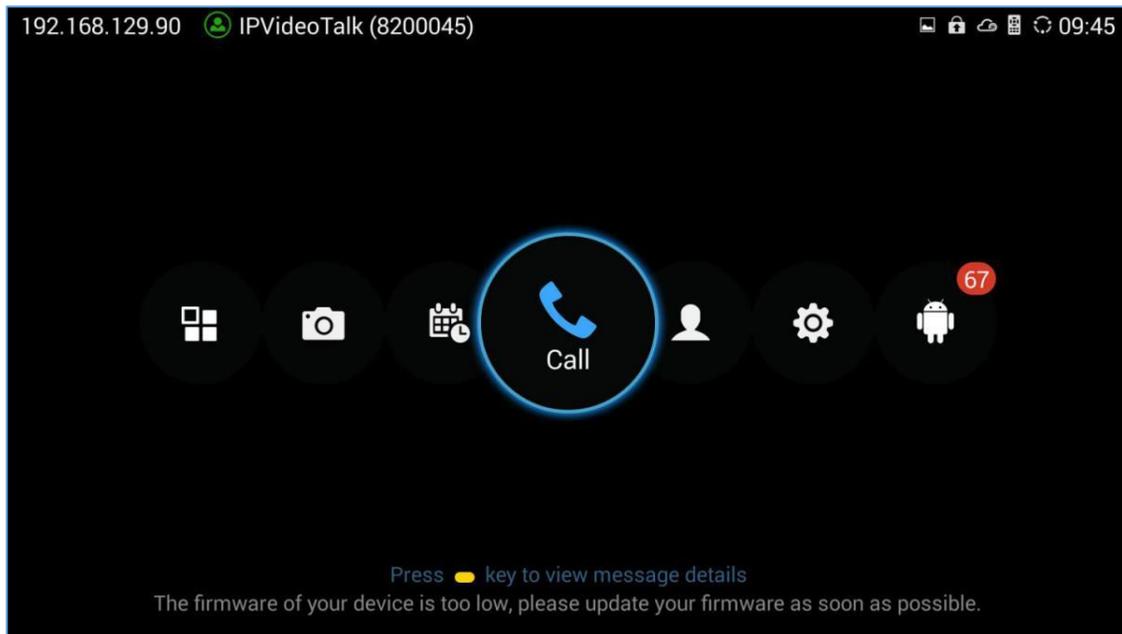


Figure 23: GVC3200/GVC3202 Home Page

2. Display the notification messages in different priority (e.g., the priority from high to low is low firmware notification, plan expiration notification, system upgrade maintenance notification), and display the latest message in accordance with the release time.
- **Plan expiration.** When the user continues the plan of IPVideoTalk service, the notification message displayed on the bottom of the screen will disappear.
 - **Low firmware notification.** When the user upgrades the firmware to the latest version on the GVC3200/GVC3202, the notification message displayed on the bottom of the screen will disappear.
 - **System upgrade maintenance notification.** Once the maintenance is done, the notification message displayed on the bottom of the screen will disappear.

WEBRTC CLIENT

About WebRTC

IPVideoTalk WebRTC client allows users to use IPVideoTalk service without downloading any application or plug-in, and users could join a meeting via web browser directly. WebRTC client offers faster, simpler, and more convenient user experience than other clients.

Internet Explorer and Apple Safari do not support WebRTC, please install the plug-in before join meeting via the browsers. Please click the meeting URL to join a meeting after installation.

Browser and Operating System

Table 5: Browser and Operating System

Operating System	<ul style="list-style-type: none"> • Windows • Mac • Linux/Ubuntu • Google Chrome OS
Web Browser	<ul style="list-style-type: none"> • Mozilla Firefox V52 or later • Google Chrome V52 or later • Opera V36 or later • Microsoft Edge 40.15063 or later • Internet Explorer V11 or later (need install plug-in) • Apple Safari V11 or later
Internet Connection	<ul style="list-style-type: none"> • 3 Mbps or better (broadband recommended) • 3G connection or better (Wi-Fi recommended for VoIP audio) for Chromebooks
Software/Hardware	<ul style="list-style-type: none"> • Screen sharing extension for Mozilla Firefox (if Presenter) • Meeting plug-in for IE • Microphone and speakers

 **Note:**

Internet Explorer/Apple Safari do not support screen sharing function currently. If there is no prompt to remind you to install the plug-in, please upgrade your browser to the latest version or use the supported browsers to join meeting such as Firefox, Chrome or Opera.



Features Supported on Different Browsers

Table 6: Supported Features with Different Browsers

Session Features	Firefox	Chrome	IE/Safari (beta)	Opera	Edge
Requirement					
Operating System	Windows/ Mac/ Linux/ Ubuntu	Windows/ Mac/ Linux/ Ubuntu	Windows(IE)/ Apple(Safari)	Windows/ Mac / Linux/ Ubuntu	Windows 10 (version 1703) +
Browser's Version	Firefox(V52+)	Chrome(V52 +)	IE (V11+)/Safari (V11+)	Opera(V3 6+)	EdgeHTM L (V40.15 063+)
Requires Plugin Instal lation	✗	✗	√ (Safari don't need install plug- in)	✗	✗
Join & Host					
Join a meeting	√	√	√	√	√
Host a meeting	√	√	√	√	√
Audio					
Connect via MIC and speakers (VoIP)	√	√	√	√	√
Mute	√	√	√	√	√
Screen sharing and content sharing					
View the Presenter's screen	√	√	√	√	√
Share your screen	√	√	✗	√	√
Share an application	√	√	✗	√	√
Webcams (HD)					
Share your own webcam	√	√	✗	√	√
View shared webcams	√	√	√	√	√
Chat					



Group chat	√	√	√	√	√
Private chat	√	√	√	√	√
Host Control					
Mute all/Unmute all	√	√	√	√	√
Mute one participant/Cancel	√	√	√	√	√
Forbid group chat	√	√	√	√	√
Remove participant	√	√	√	√	√
End meeting	√	√	√	√	√
QoS Information					
Network status	√	√	√	√	√
Server location	√	√	√	√	√
Audio/Video packet loss	√	√	√	√	√
Cooperation					
Raise Hand	√	√	√	√	√
Q&A	√	√	√	√	√
Cloud recording	√	√	√	√	√
Facebook/YouTube Live	√	√	√	√	√



Join a Meeting

WebRTC client does not support initiating a meeting as a host via web browser. Users could join a hosted meeting with WebRTC client. To make sure the users can join the meeting successfully using WebRTC, the users need to have a working microphone device connected to the PC. Otherwise, users will not be able to join the meeting properly.

Join a Meeting with Meeting ID

Open the link <https://meetings.ipvideotalk.com> using web browser, and input the Meeting ID, Name and Email Address to join the meeting. Users could find the meeting ID from the notification Email, or users could contact the meeting host to obtain the meeting ID.

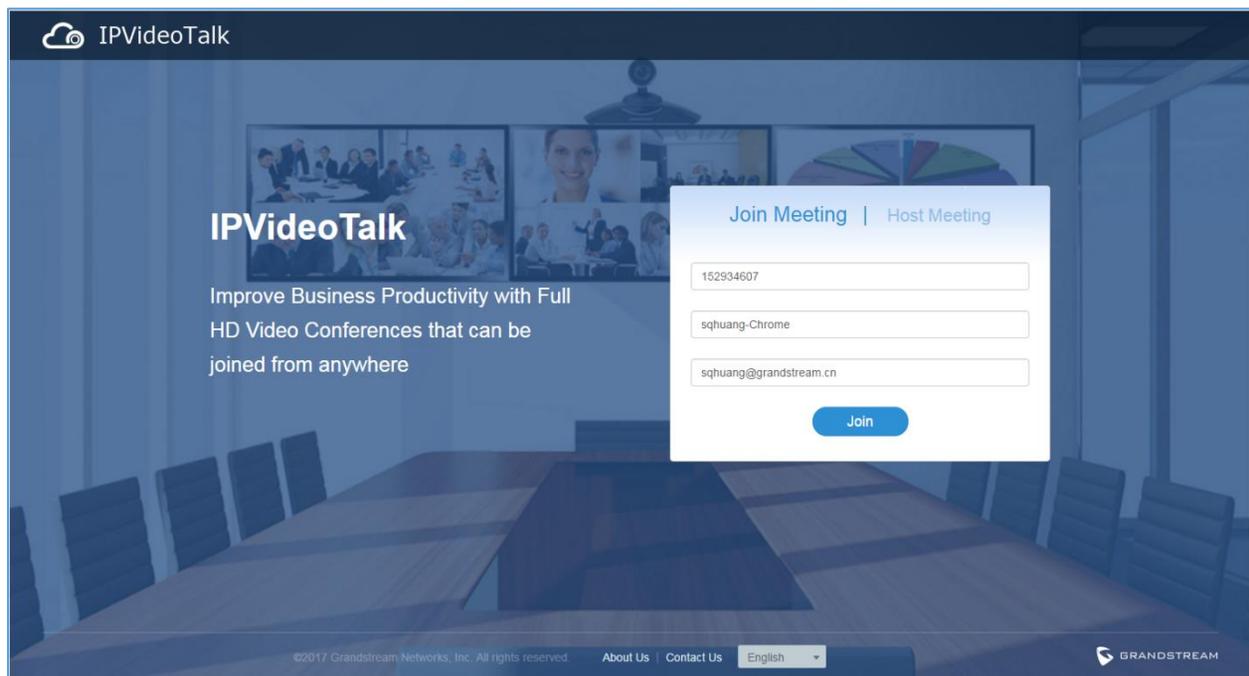


Figure 24: WebRTC “Join a Meeting” Interface

Join a Meeting via Notification Email

In the IPVideoTalk meeting notification Email, users could join the meeting by clicking on "Click Here to Join the Meeting". The default browser needs to be configured as Firefox, Opera or Chrome so the meeting link can be automatically opened with the supported WebRTC browser.





You have been invited to attend the following meeting:

Subject: meet testing

Time: May 26, 2017 01:23 Pacific Time (US and Canada); Tijuana
Organizer: [Grandstream Networks] 8200445(GVC3202 EMEA)
Meeting ID:42212722

CLICK TO JOIN THE MEETING

How to Join:

One click, no plug-ins: [Firefox](#), [Chrome](#) or [Opera](#) web browsers
Other Supported Browsers: [Safari](#) or [Internet Explorer](#)
iOS or Android Mobile: Download the [IPVideoTalk Mobile](#) app
PSTN Access: United States: +1 (617) 315-80 [View All Numbers](#)

Looking to host your own meeting? Start with IPVideoTalk.
Enjoy 2-way video, HD audio and video quality, 1-click meeting joining and more - all for free!

Sign Up Free

This is an automatically generated email. Please do not reply.
©2017 Grandstream Networks, Inc. All rights reserved.

Figure 25: Notification Email

If the host has set password authentication for the meeting, users need to input the password to join the meeting successfully. Please see figure below:





Figure 26: Input Meeting Password

 **Note:**

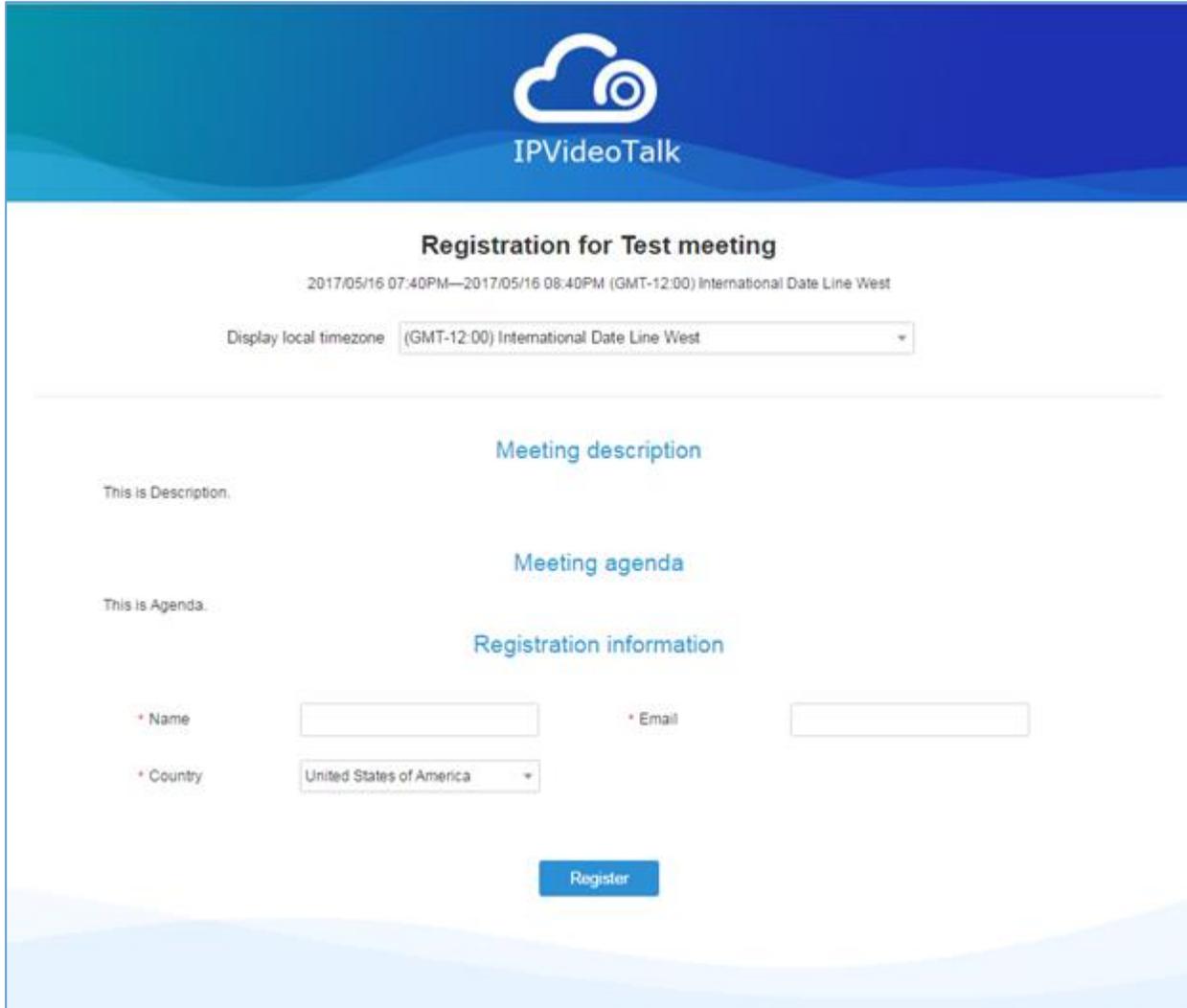
1. Users need to ensure that the microphone device is available to be used with PC. Once the browser shows a window to indicate to share microphone device, please choose "Allow" to join the meeting successfully.
2. If the host has not entered the meeting room yet, users need to wait until the host joins the conference. Before the host joins the conference, other participants will hear the waiting music.
3. If the participant enters the meeting more than 10 minutes before the meeting's scheduled start time, the meeting will be shown as not existed. Please wait until at least 10 minutes before the meeting start time to join the meeting.

Participants Register

If the current meeting requires the meeting participants to register, the participant will see an URL before joining in the meeting, and it will lead the user to register by clicking on this URL, and finish registering with the participant's information. The meeting scheduler could customize the contents on the registration page when scheduling an IPVideoTalk meeting.

1. Click on the register URL to enter the register page. (The participant could click on the URL which is used for joining in the meeting, and if the meeting requires the participant to register, it will direct the participant to the register page.)





The screenshot shows the registration page for a meeting titled "Registration for Test meeting". At the top, there is a blue header with the IPVideoTalk logo and name. Below the header, the meeting title is displayed in bold, followed by the meeting dates and time: "2017/05/16 07:40PM—2017/05/16 08:40PM (GMT-12:00) International Date Line West". A dropdown menu for "Display local timezone" is set to "(GMT-12:00) International Date Line West". The page is divided into three sections: "Meeting description" with the placeholder text "This is Description.", "Meeting agenda" with the placeholder text "This is Agenda.", and "Registration information". The registration form includes fields for "Name", "Email", and "Country" (set to "United States of America"). A blue "Register" button is located at the bottom of the form.

Figure 27: Sign-up Page

2. The user needs to input the information: Name, Email, and Country (current country).
3. When finish registering, the user will receive a confirmation Email, the user may click on “Click Here to Join the Meeting” in the Email to join in the meeting. The meeting system will use the register Name and Email as default when joining into the meeting. If the Webinar needs to be verified by the organizer, the participants/invitees will not receive the invitation Emails, and cannot join into the meeting immediately until the request passes the verification by the scheduler.
4. If the Email had been registered before, the system will indicate the user whether to resend another Email. When done, the user will receive a confirmation Email. If the user input a new Name to join the meeting, the system will use the new Name for the user in the meeting.
5. If the meeting is terminated/canceled/expired, the user cannot continue to register.
6. When registration is finished, users could load the meeting into Google Calendar or Outlook.

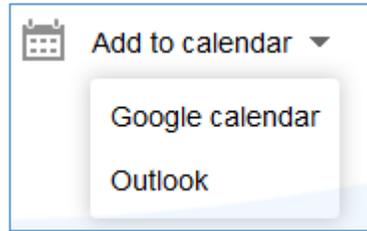


Figure 28: Add to Calendar

Install Plug-in for IE

Internet Explorer do not support WebRTC, please install the plug-in before join meeting via the browsers. Please follow the steps below to install:

1. If users open the meeting URL with IE browser, then it will remind users to install the plug-in. Please upgrade the browser to the latest version if there is no reminder because the browser version is too low, or use the supported browsers to join meeting such as Firefox, Chrome , Safari or Opera.

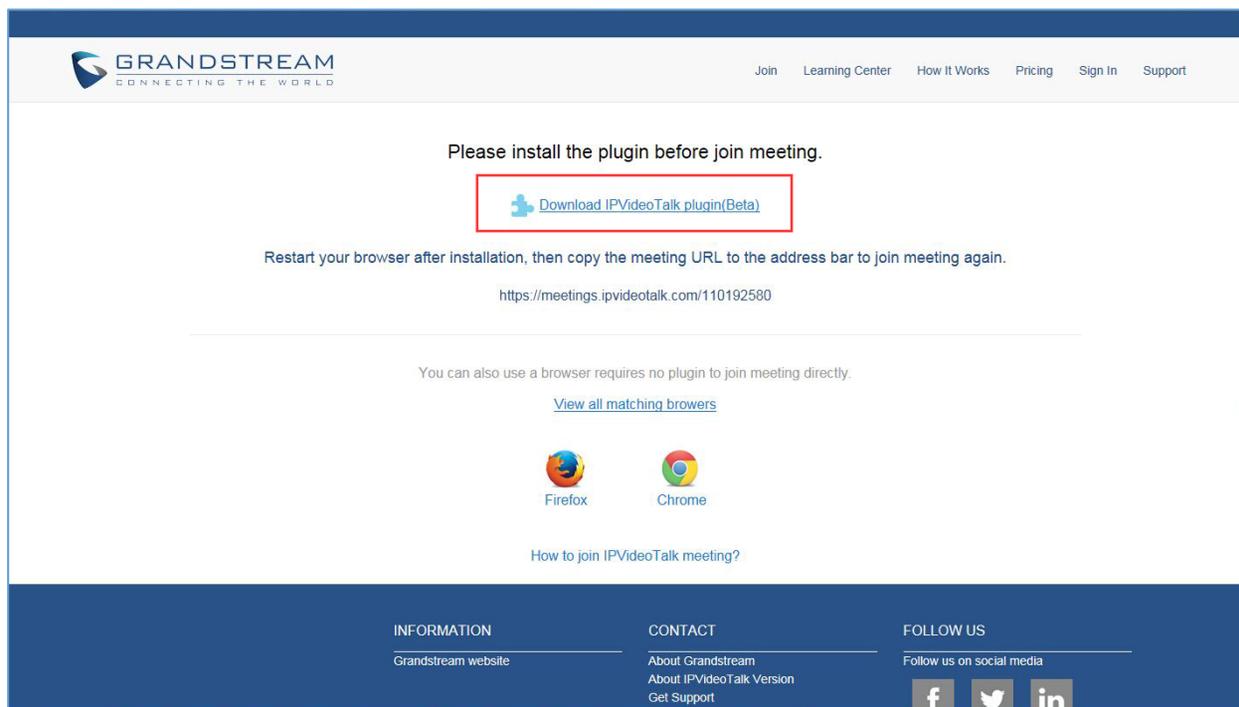


Figure 29: Download IPVideoTalk Plug-in

2. Click "Download" and the browser will direct users to install and operate the plug-in, please follow the guidance to install.





Figure 30: Setup IPVideoTalk Plug-in

3. It is recommended to restart the browser when the installation is done.
4. Users only need to install the plug-in once, and users can join the IPVideoTalk meeting shortly afterwards.

Meeting Interface

When users join the conference from the web browser, users will see the following interface:



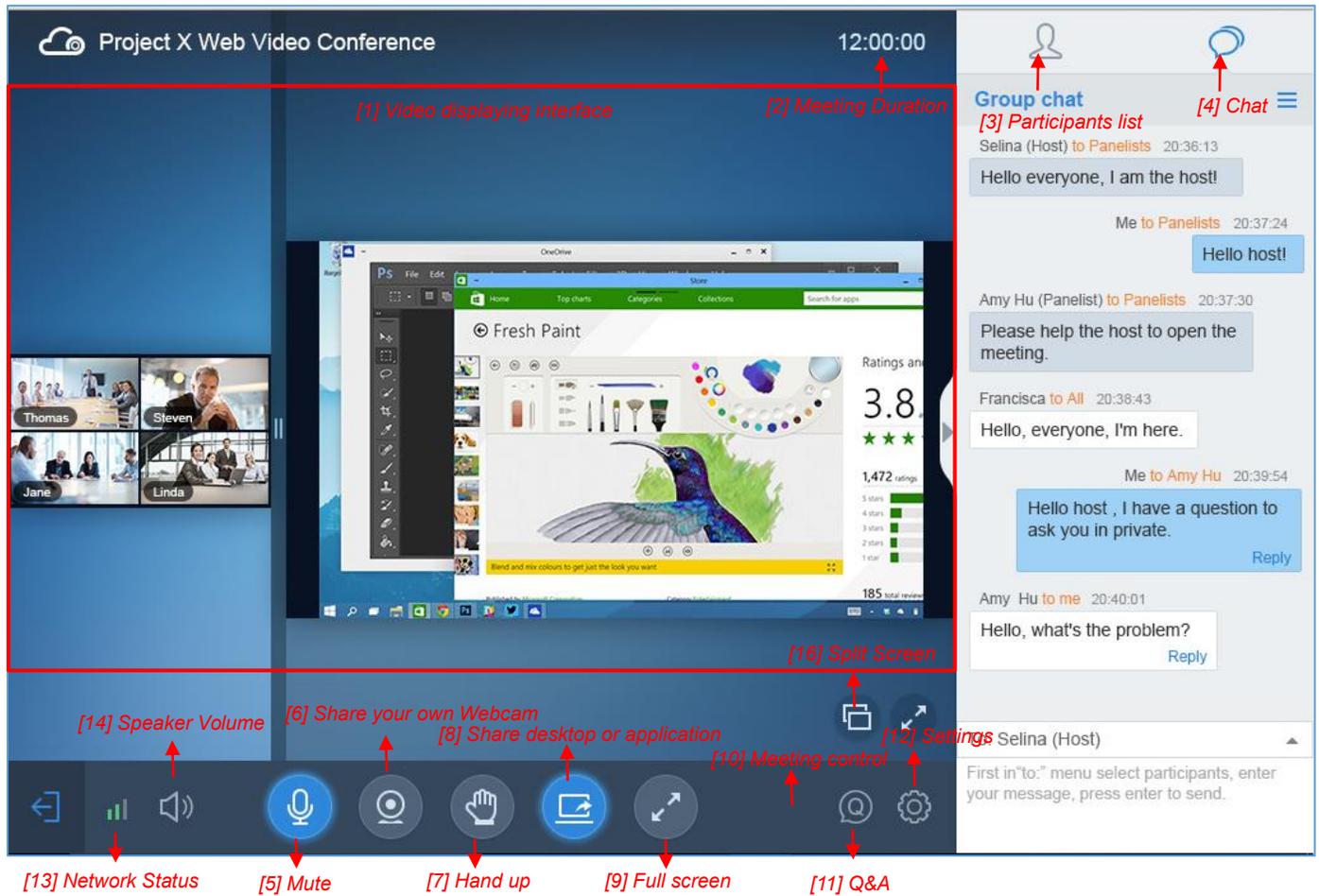


Figure 31: Meeting Interface on Firefox

[1] - Video displaying interface

This screen is used to check the video from host or presentation in the conference.

[2] - Meeting Duration

This is used to show the meeting duration.

[3] - Participants list

This is used to show all participants in the conference. The meeting host could set that all participants can see all meeting members.

[4] - Chat

Chat in meetings, supports group chat and private chat now.

[5] - Mute

This is used to enable/disable mute.



[6] - Share your own Webcam

Share your Webcam to other participants during the meetings on supported WebRTC browsers.

If the user does not have the permission to share the webcam, the user will not see this option on Meeting Interface.

[7] - Raise Hand

If the participant needs help or wants to be unmuted, the participant could click on Raise Hand button, and the meeting host will see the Raise Hand icon in Participants List. The meeting host cannot click to raise hand.

[8] - Share desktop or application

Share your desktop or an application during the meetings.

If the user does not have the permission to share desktop/application, the user will not see this option on Meeting Interface.

[9] - Full Screen

Users could click Full Screen button to make the video in full screen size, and scroll to zoom in/out the video.

[10] - Meeting control

Users could obtain host access via host code to gain meeting control such as mute all, mute one participant, Cloud Recording, Facebook/YouTube Live, forbid chat, mute attendees on entry, allow checking the participant's authorization etc.

If the current meeting type is "Webinar", the meeting host could set the meeting participants to "Panelists" during the meeting.

[11] - Q&A

Only IPVideoTalk Webinar supports this feature, and the meeting host could select to display/hide this feature when scheduling the meeting.

The meeting participants could ask questions during the meeting, and the meeting host/panelists could answer the questions.

[12] - Meeting information

This is used to show the conference information. Users could get more information about this meeting by clicking on this option.

[13] - Settings

Users could click "Help" or "About" to get IPVideoTalk information or version.



[14] - Network Status

It is used to show Audio/Video Information including Server location, QoS information of the current network, and Audio/Video packet loss.

[15] - Speaker Volume

It is used to adjust the speaker's volume for the current meeting, or muting the speaker.

[16] - Split Screen

If the user has multiple monitors, the user could split the presentation screen to multiple screens, and drag to another monitor. The split screen could zoom in to full screen.

Cancel Split Screen Mode: Click the "X" button on the split screen, or click the "Cancel Split Screen" button on the main screen to cancel the split screen, the presentation screen will go back to the main screen.

Webinar Practice Session

For IPVideoTalk Webinar, the Webinar host and panelists could join into the Webinar 1 hour before the Webinar time for preparation, such as check the audio/video and presentation performance.

During the preparation period, the participants cannot join into the Webinar, and they can only stay at the waiting room (cannot receive any audio/video from the Webinar) until the Webinar starting.

1. When the Webinar host joins into the Webinar, there will be a prompt showing that the current period is preparation period or starting the Webinar immediately.
 - a) If the Webinar host selects to prepare the Webinar, the Webinar host could start the Webinar any time.
 - b) The default behavior is the IPVideoTalk Cloud System will not call the Webinar host or invite the GVC panelists, there will be a prompt on GVC32xx host to ask whether to call the participants immediately. If the user rejects to call the participants, the IPVideoTalk system will call the participants at the Webinar starting time. Or, the device owner could select to call the conference ID to join into the Webinar for preparation.



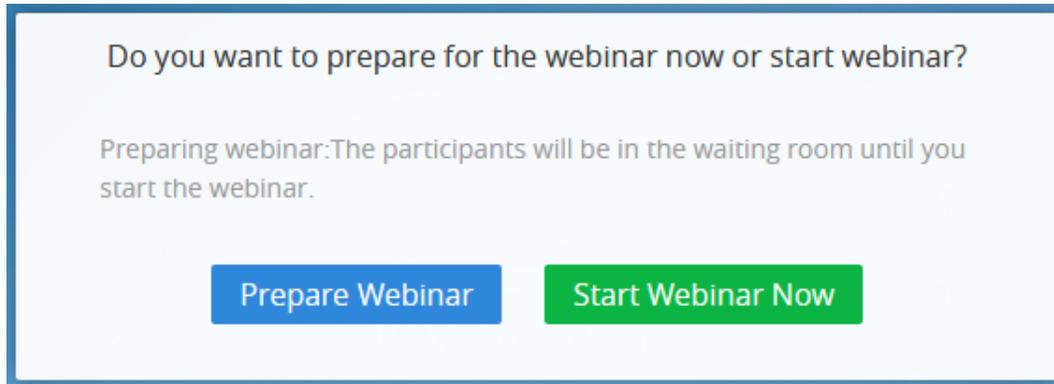


Figure 32: Prepare Webinar Option

2. The Webinar panelists could join into the Webinar 1 hour before the starting time, the default is preparation period. The panelists cannot start the Webinar.
3. The participants stay at the waiting room until the Webinar starts. At this time, the Webinar host could set the participant as a panelist and this new panelist will join into the Webinar. The Webinar host could also kick out any participant who is waiting out of the Webinar.

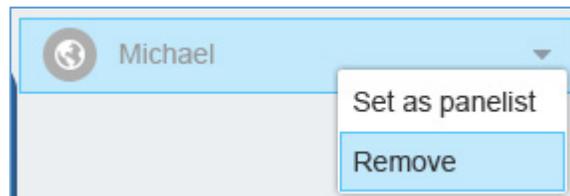


Figure 33: Set Panelist

4. During the preparation period, there are some limited features:
 - a) Recording/Live features are temporarily unavailable.
 - b) The Chatting feature is only available for panelists group.
 - c) If the scheduled Webinar is set to record automatically, this recording feature will be started only if the Webinar starts.

Note:

If the Webinar is about to the scheduled ending time, but the Webinar is not started, this Webinar will be expired automatically.



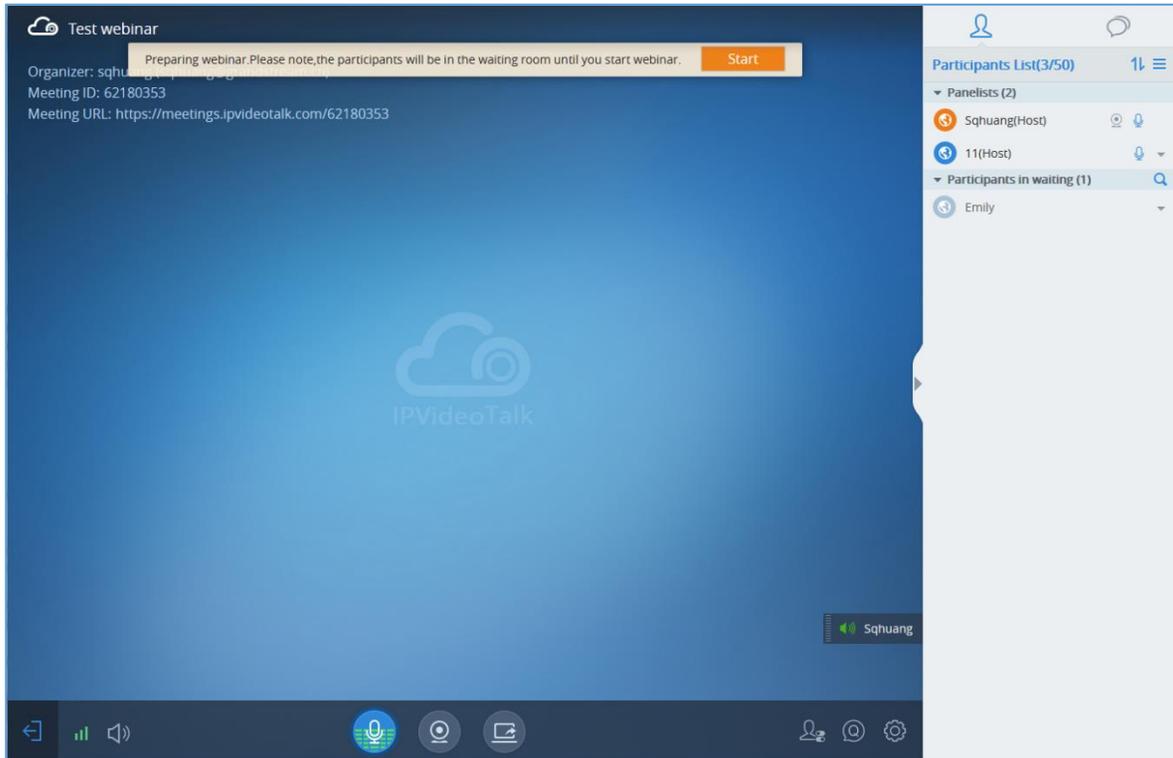


Figure 34: Webinar Practice Session

Audio

Users need to have a microphone device (built-in with PC, or plugged into PC) before joining the meeting. If there is no available Microphone for the user joining into the meeting, the client has to have an available Speaker. Otherwise, the user cannot receive any audio from the conference.

When joining into the meeting, the user could select the Microphone and the Speaker which audio input/output the user prefers to use. Users could also click on “Test” option to test the audio performance. If the user selects to test or use the audio output device, a drop-box will be prompted to grant the browser permission to access your device. The user needs to select to allow to use the device, and the WebRTC will use the Microphone/Speaker as the audio device in the meeting.

Meanwhile, the user could select to mute/unmute himself/herself. The user could click on “Mute myself” to mute the audio device.

Note:

1. When the user clicks to open the window, the MIC will be muted automatically.
2. This Speaker selection feature is only available for Chrome and Opera users.



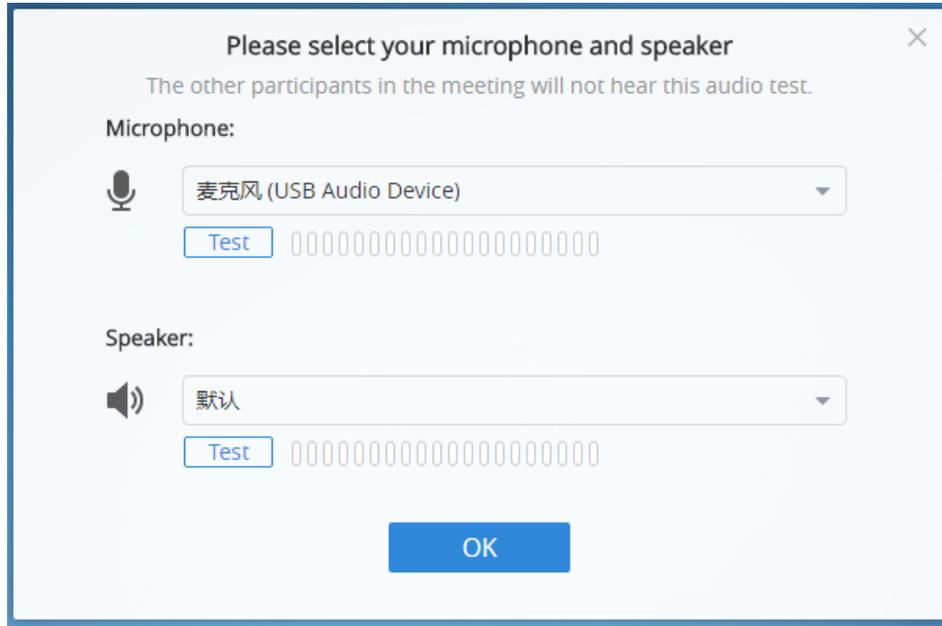


Figure 35: Select Microphone and Speaker



: This icon represents if other participants could hear the voice, user can click to mute the MIC.



: This icon represents if the user's MIC is muted, and other participants cannot hear the voice, user is able to click to unmute the MIC.



: This icon represents if the MIC is not plugged into the PC.



: This icon represents if you are muted by the host.

If the user is current in an IPVideoTalk webinar, and the user is a general participant, the user cannot unmute himself/herself, only the meeting host can unmute the participant. To apply to unmute the MIC in the meeting, the participant could click to raise hand to indicate the meeting host.

If the user is the meeting host or a panelist, the user has the permission to unmute himself/herself.

If the user is current in an IPVideoTalk meeting, the user has the permission to unmute himself/herself.



: If the user wants to select or test the Microphone or the Speaker, the user could click Settings  option at the right bottom corner, and then click on “Audio Settings” to select the audio device. If there is a Microphone is in use, the Firefox browser will not allow the user to test the audio device.

Current Speaker

Users could see the current speaker during the conference by the indication icon . If there are multiple speakers at the same time, there will be multiple indication icons displayed during the conference. Users could move the indication icons to anywhere on the video area.

Video

Note: For IPVideoTalk Meeting type, all participants have the permission of the features in this section; For IPVideoTalk Webinar type, only the meeting host and panelists have the permission of the features in this section.

Users can use “Share your own webcam” feature to share their webcams to the conference using Firefox or Google Chrome browsers.

To share your webcam, click on the icon  on the bottom of the meeting page, there will a preview window and users could click on “Share” to broadcast the local video to the meeting participants.

- If the user has multiple cameras, the user could select the camera from the prompted window. When done, the browser needs to get the permission to preview the video.
- If the amount of shared video webcams reaches the maximum, the user cannot start to share the video until someone stops sharing his video.
- If the user does not allow the browser to access the webcam on the PC, there will be a prompt to ask the user to allow accessing the webcam. Otherwise, the browser cannot start sharing the webcam.
- If the user wants to stop sharing the local webcam, the user could click on the icon  on the bottom of the meeting page.
- If the user connects a video camera during a meeting, the browser may consider the device as an “unknown” device. It is recommended to connect a video camera before joining the meeting.
- If there is no video camera connected with the PC, the webcam icon will be shown as .



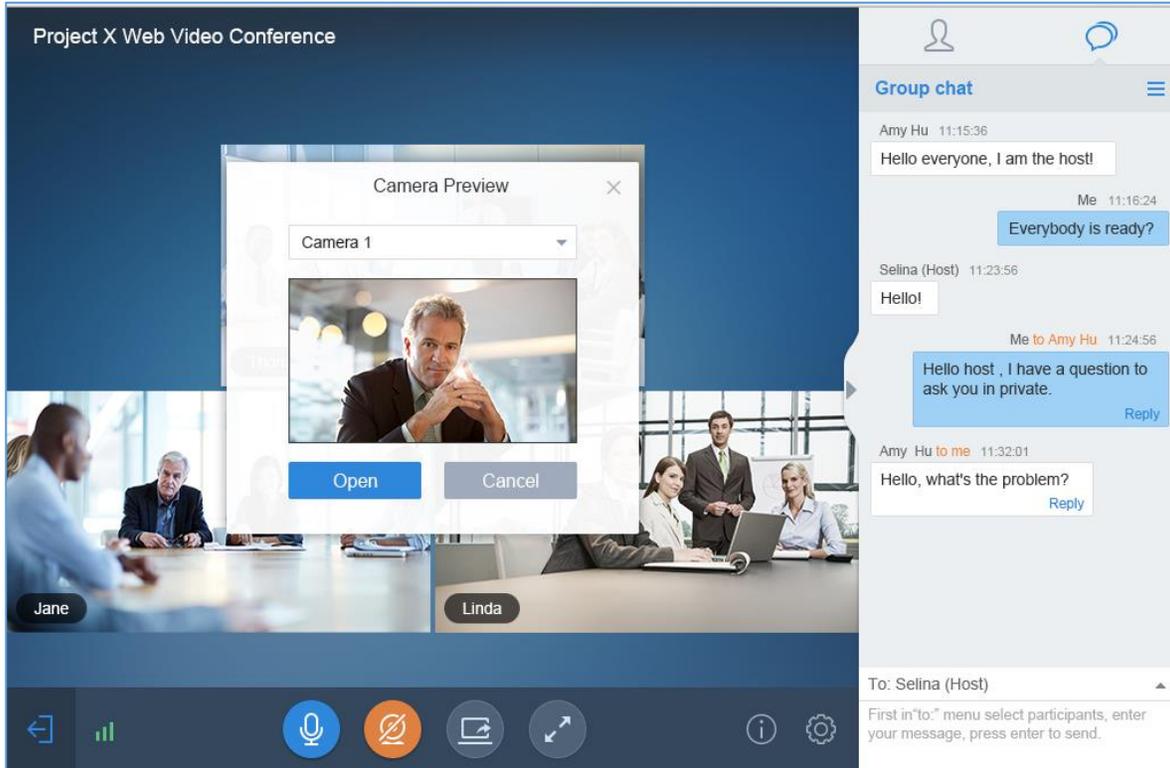


Figure 36: Share Your Own Webcam

Sharing

Currently only Firefox and Chrome support desktop or application sharing.

Note: For IPVideoTalk Meeting type, all participants have the permission of the features in this section; For IPVideoTalk Webinar type, only the meeting host and panelists have the permission of the features in this section.



Figure 37: Share Desktop/Application

Note:

Sharing Desktop or Application feature for WebRTC requires 2Mbps+ uplink bandwidth for Chrome and 7Mbps+ for Firefox uplink bandwidth to ensure good video quality.

Install Add-ons

Users need to install add-ons before using Share Screen feature. When users click on "Share Screen" option on the browser at the first time, there will be a notification asking users to install the add-ons. See figure below:

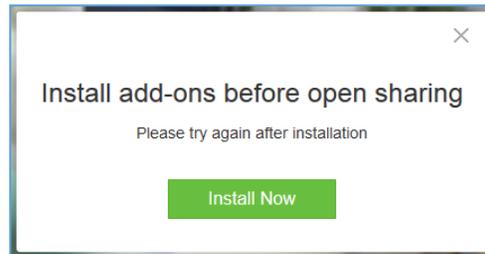


Figure 38: Install Add-ons Interface

Please follow the prompts on your PC to install the add-ons. Or the users could also click on icon  to manually install the add-ons.

Start to Share

Users could choose to share the entire screen or one of the applications. Here are the steps:

1. Click on icon  at the bottom of the browser.
2. Users could choose to share the desktop or an application.

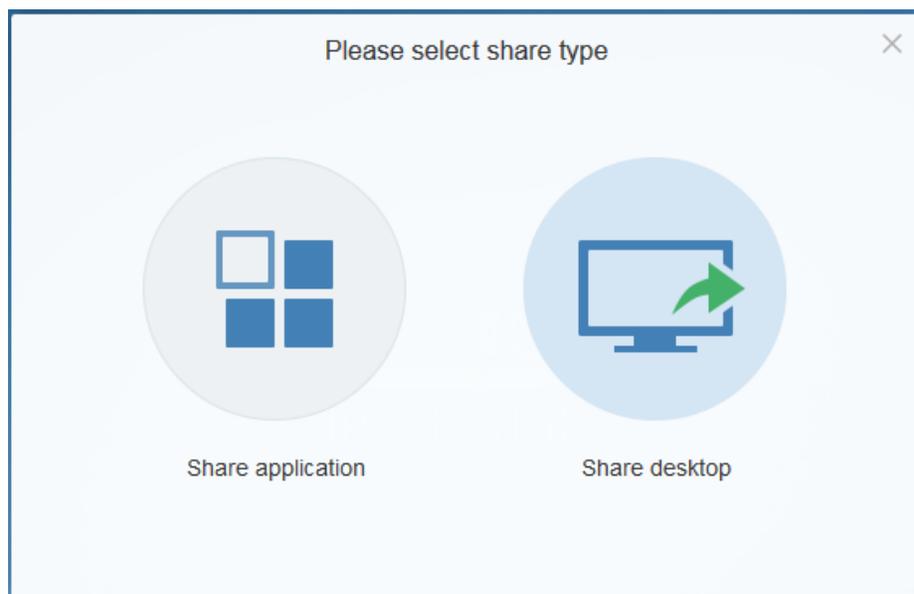


Figure 39: Select Share Content

3. If users would like to share desktop, on the popped-out window, choose "Whole Screen" and click on "OK" to start sharing.
4. If users would like to share an application, on the popped-out window, choose the application to share.
5. If the application window is minimized, the application cannot be shared.

Pause Sharing

If the presenter wants to pause sharing the screen, the presenter could click on icon  and select "Pause Sharing" icon . The other participants will see the last image before the presenter pauses sharing the screen until the presenter recovers sharing the screen.

Stop Sharing

When users start to share screen/application, users may stop sharing at any time by clicking the icon  at the bottom of the browser.

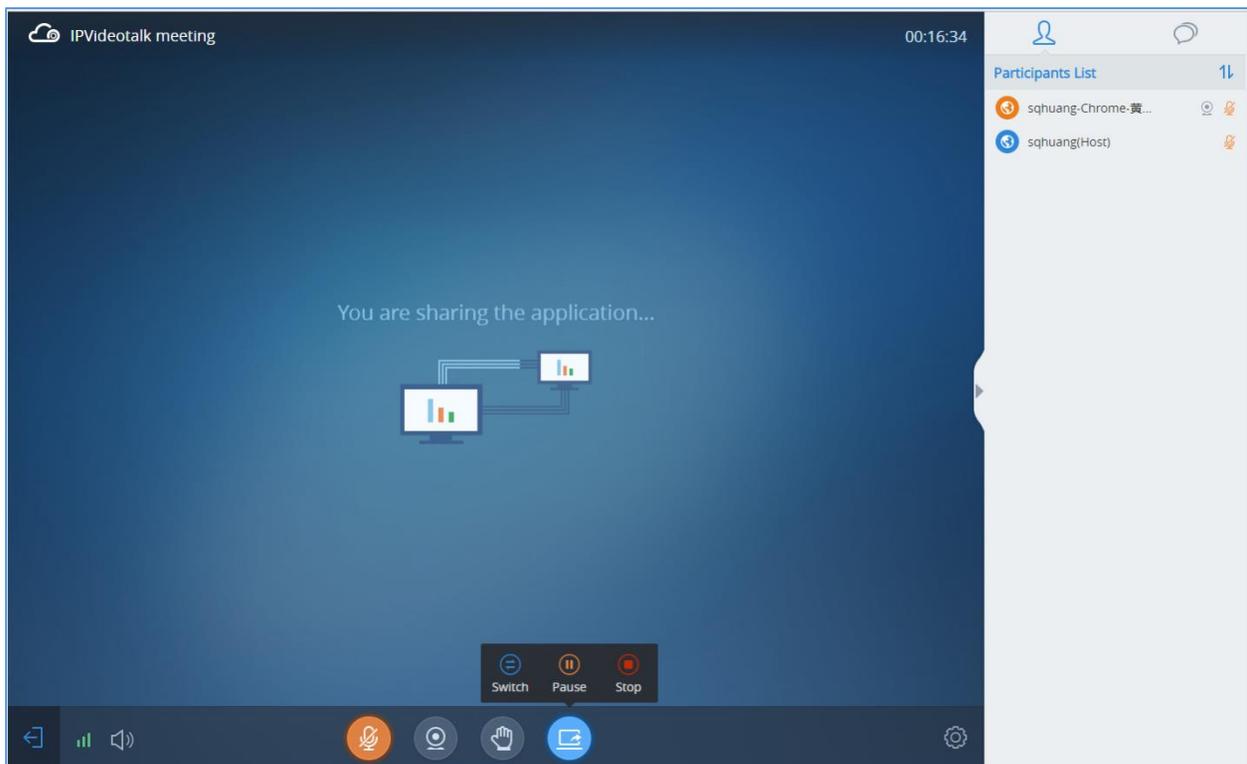


Figure 40: Stop Sharing

Switch Sharing Resource

If the presenter wants to switch sharing resource (e.g. switch the sharing resource from Word application

to Excel application), the presenter could click on icon  and select “Switch” icon . Then, the presenter needs to select the sharing application/desktop and confirm to share the resource, the other participants will see the new sharing contents by this operation.

Participants list

This is used to show all participants in the conference. The meeting host could set to allow all participants to see all meeting members.

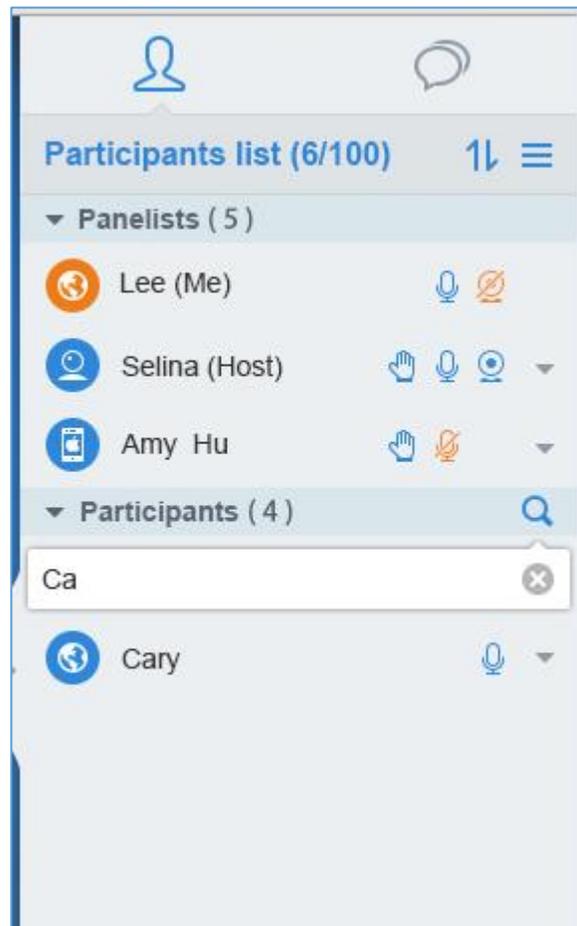


Figure 41: Participants List

1. In IPVideoTalk Webinar, the Participants List includes “Panelists” and “Participants”, users could click to expand to show the list. The “Panelists” includes the Webinar host and all panelists, the members in this group are allowed speaking, sharing the webcams, starting presentation any time. The participants need to get the permission from the Webinar host/panelist to speak in the conference, and they are not allowed sharing the webcams or starting presentation.

2. In IPVideoTalk Meeting, the participants will not be divided, all participants are shown in the Participants List.
3. Client Types: Users could see the participants' clients type in the Participants List, the icon will be seen in front of the participants' name. Here are all clients type icons:

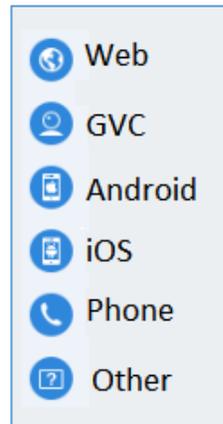


Figure 42: Clients Type Icons

4. Panelists Contacts: For IPVideoTalk Webinar, users could check the information of the panelists, such as photo, name, and basic information (The meeting host/the meeting scheduler will input this information when scheduling the meeting).
5. Search Participants: Users could search the participants by the names. In IPVideoTalk Webinar, it only allows searching the general participants.
6. Sorting the Participants: The default sorting rule is Intelligent Sorting, and there are some optional sorting rules:
 - a) Intelligent Sorting: The default rule is the participants who raise hands will be sorted at the beginning of the list, following participants are the people who are speaking, and the rest of participants will be sorted by names.
 - b) Sorting by MIC: The participants who are speaking are sorted at the beginning, and the rest of participants are sorted by names.
 - c) Sorting by "Hand Raise": The participants who click on "Hand Raise" button will be sorted at the beginning, and the rest of participants are sorted by names.
 - d) Sorting by Cameras: The participants who start sharing the cameras will be sorted at the beginning, and the rest of participants are sorted by names.

All Group Chat

Group chat is supported on WebRTC. The WebRTC participants can chat in group during the meeting.

1. Select to send to "All" in the dropdown list.
2. Simply enter message in the chat window and send the message.
3. Users can also send pictures or files. Drag the file/picture to the chat area or click on the icon  to open the file and send it.
4. Click on the files in the chat area to download and click on the picture to view the original picture.

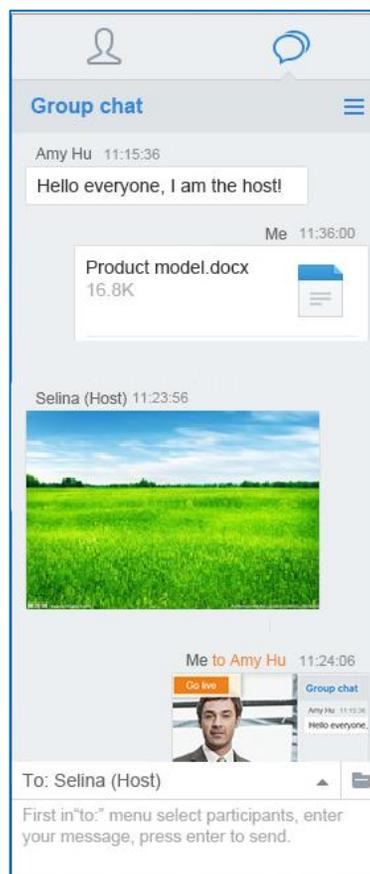


Figure 43: Group Chat Interface on WebRTC Client

To clear chat messages, click on button  at the upper right corner. Please note if the host disables chat, no participant can chat.



Panelists Group Chat

The panelists' group chat is an internal chat group between the Webinar host and panelists.

Note: This feature is only supported in IPVideoTalk Webinar mode

1. The Webinar host and panelists could send messages to this group, and receive messages from it.
2. The general Webinar participants cannot check the messages in panelists chat group, nor send messages to it.

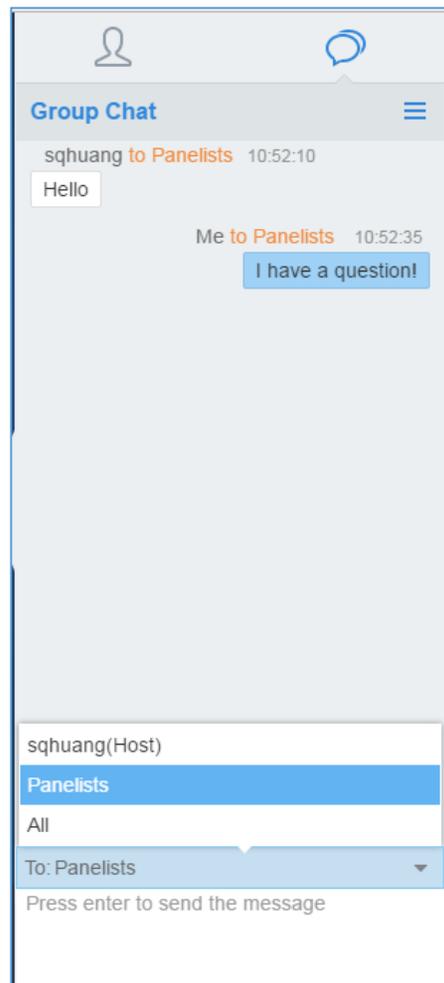


Figure 44: Panelists Group Chat

3. Users can also send pictures or files. Drag the file/picture to the chat area or click on the icon  to open the file and send it.
4. Click on the files in the chat area to download and click on the picture to view the original picture.



Private Chat

Private chat is supported on WebRTC. The WebRTC participant can send a message to the host or other participants in the group during the meeting.

1. Select the person you want to send the message to in the dropdown list.
2. Once the message is sent, the message will be marked as "Private".
3. You can click the name to reply private message quickly.

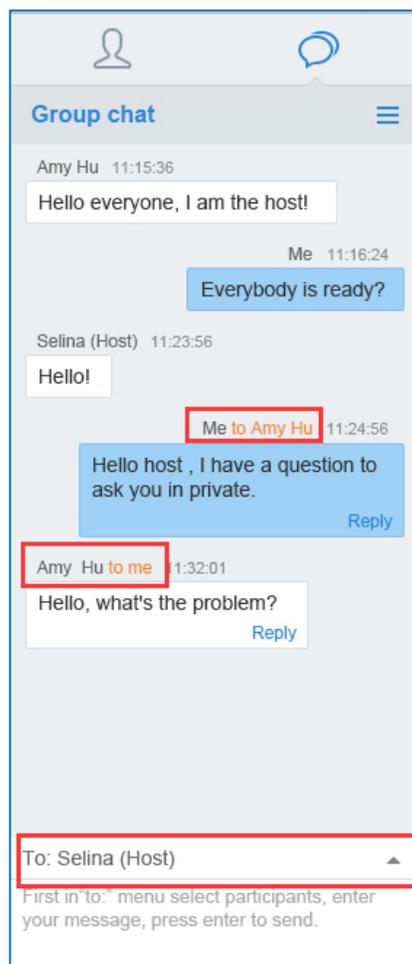


Figure 45: Private Chat Interface on WebRTC Client- Select Person

4. Users can also send pictures or files. Drag the file/picture to the chat area or click on the icon  to open the file and send it.



5. Click on the files in the chat area to download and click on the picture to view the original picture.

If the host prohibits you to check the participants list, you can only send private message to the host.

If the host prohibits chatting, the participants cannot send private messages to all participants.

Raise Hand

If a participant needs help or wants to be unmuted, he could click on button  to raise hand, and the meeting host could see the icon in Participants List, as the figure shows below:

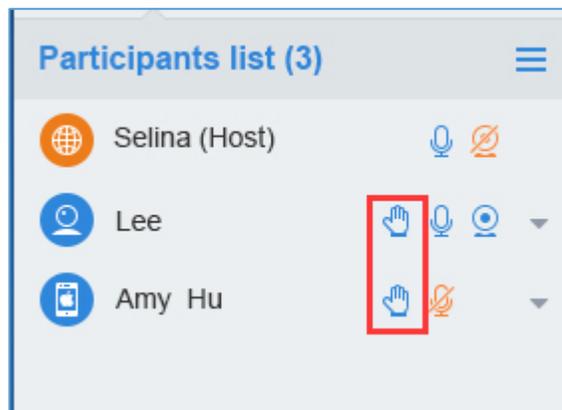
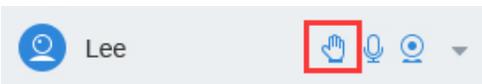


Figure 46: Raise Hand

1. The participant could click on Raise Hand button  again to cancel the request.

2. The meeting host could click on the Raise Hand icon  to cancel the request, or click on button  to cancel all requests.

Q&A

This feature is only supported for IPVideoTalk Webinar.

1. The Webinar participants click on the icon  on the right bottom corner, and the participants could send the questions to the Webinar host/panelists.



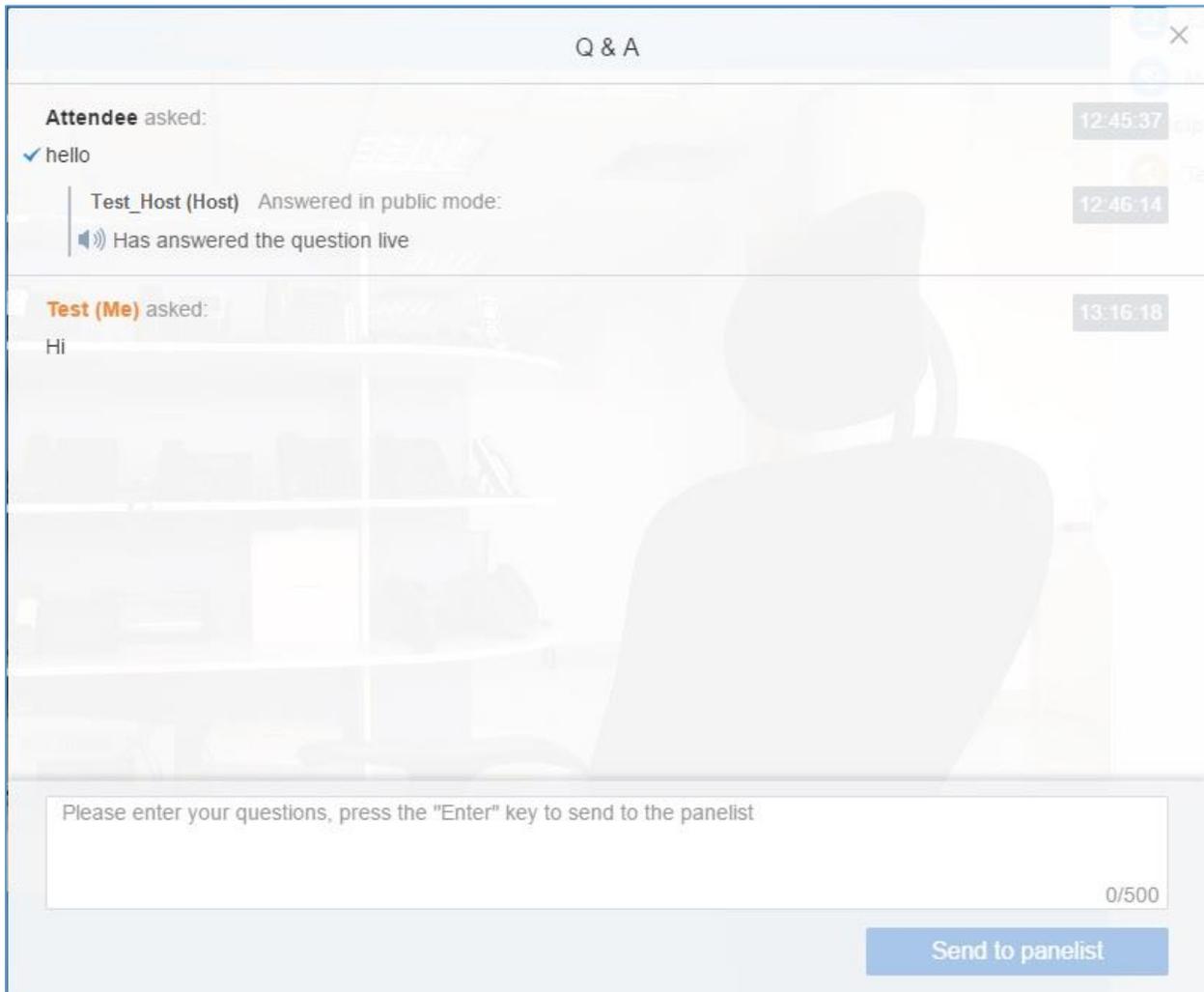


Figure 47: Send Questions

2. The Webinar host/panelists will receive the notification of the new question, the Q&A icon will be updated to a new status , and check all questions during this Webinar (including the answered and unanswered questions). There are two ways to answer the question, “Answer live in public mode” or “Answer by Text”.

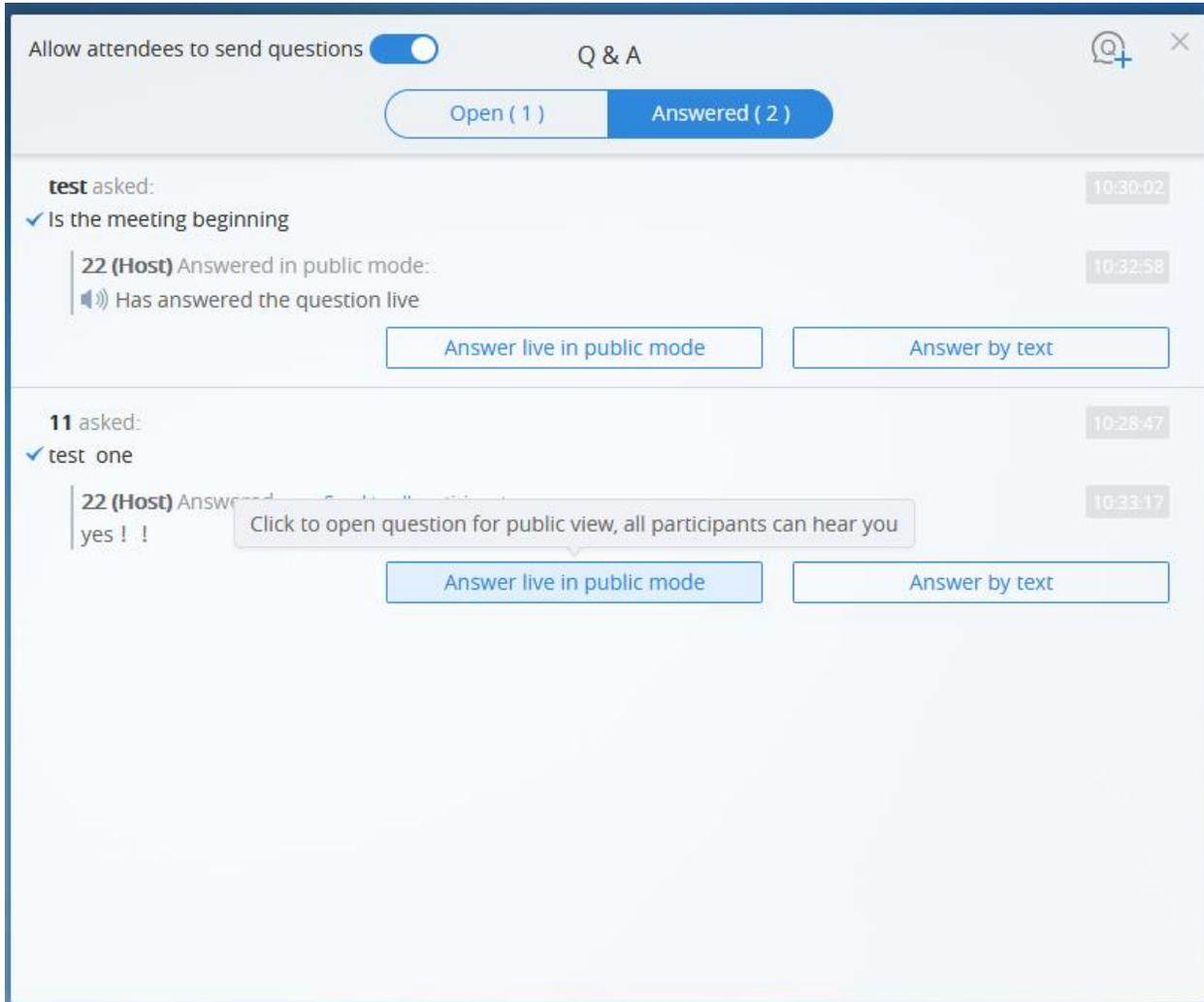


Figure 48: Answer the Questions

- a. Answer live in public mode:
 - i. When the user clicks to answer the question, the question will be sent to public by default, and the user could answer the question via audio during the Webinar.

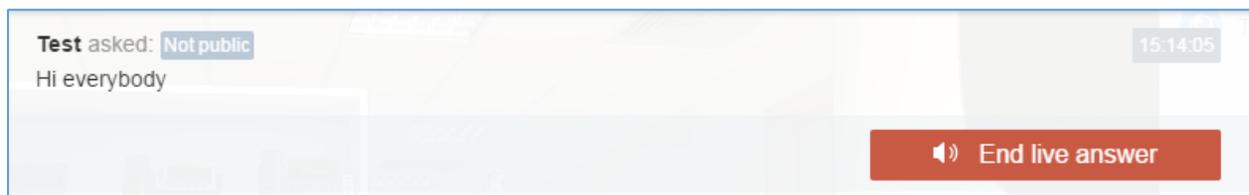


Figure 49: Answer Live in Public Mode

- ii. All participants will see the question, and know that the user is trying to answer the question.

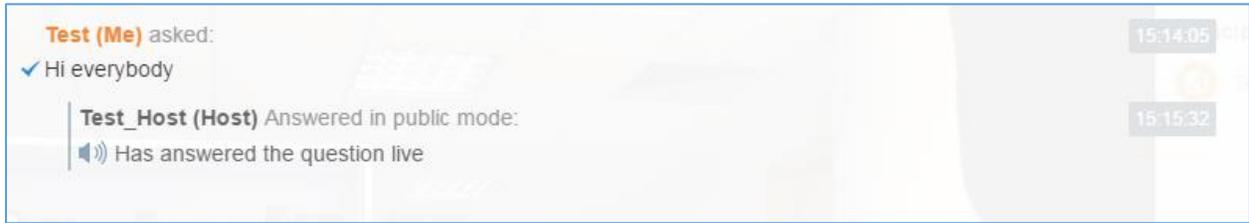


Figure 50: End Live Answer

- iii. If the user answers the question and clicks on button  to finish the question, all Webinar participants will see the notification below.



Figure 51: Finish the Question

- b. Answer by Text: The Webinar host/panelists will send texts to the user who sends the question. The Webinar host/panelists could select option “Send to all participants”, and all participants will see the question and answer.

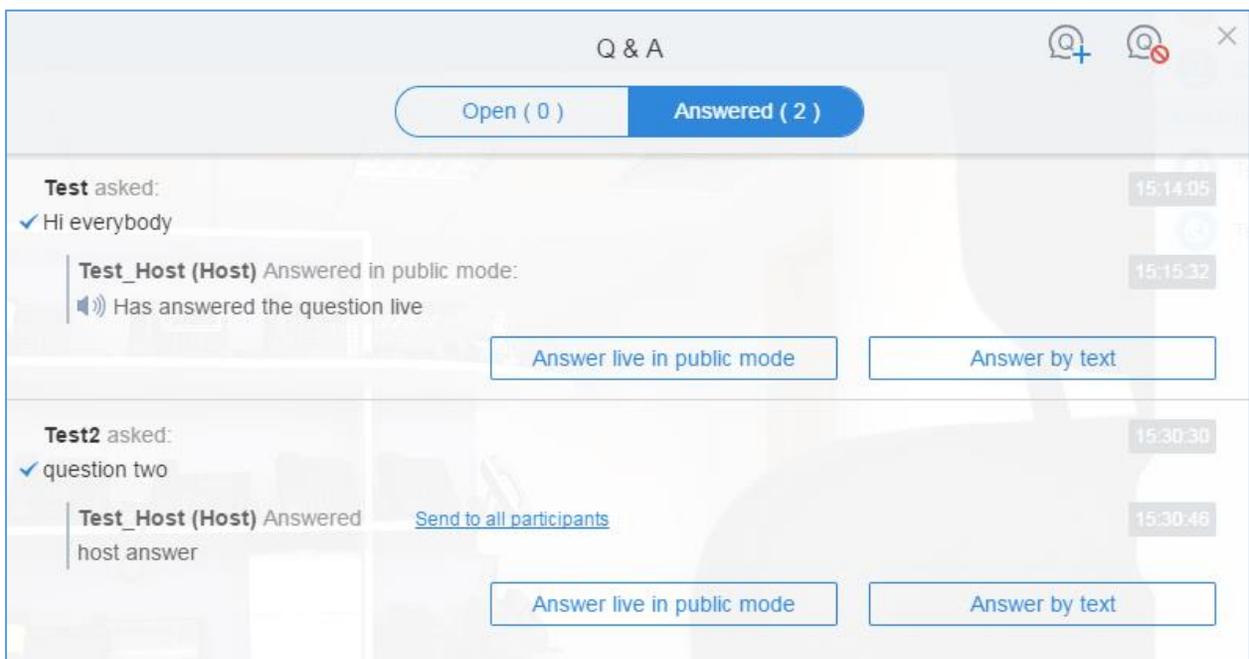
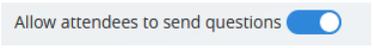


Figure 52: Answer by Text

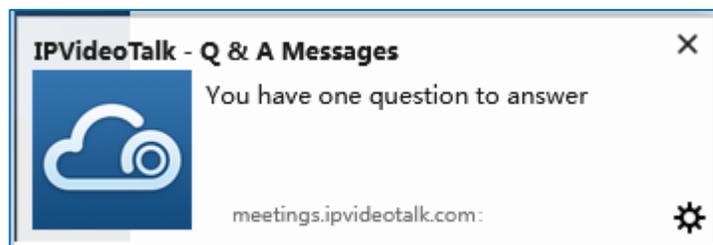


3. The Webinar host/panelists could add more additional comments for the answered questions.
4. When the new participants join into the Webinar, they will receive all questions and answers which are in public.
5. The panelists could answer the questions which are sent by themselves, in order to show the typical Q&As to other participants.
6. The Webinar host is able to select whether if this Webinar allows participants to send out the questions. This option could be operated at the upper left side . If this option is disabled, the participants cannot send questions to the panelists.
7. For any question, it does not allow two Webinar hosts/panelists to answer in live mode at the same time.

Browser Notification

If the browser is minimized or on other tab page, and WebRTC receives the messages below, there will be a pop-out window to show the prompt:

- ✓ Lost connection with the server (Disconnection by unknown error).
- ✓ End Presentation (The prompt is only displayed on presenter's client).
- ✓ The conference will be ended in 5 minutes.
- ✓ Muted/Unmuted.
- ✓ Chat message notification.



Uploading Logcat

In the conference, if users encounter any unknown error, users could upload the logcat of WebRTC in the specified browser to the debug server, in order to help our support team to address the issue.



Click on the button  at the right bottom corner, and select “Report a Problem”, it will direct users to upload the logcat.

Note: The logcat only includes the operations logs in the WebRTC client.

Report Your Problem

1.Meeting Subject

IPVideotalk meeting--69190749--2018/2/1-09:37:19(current) ▼

*2.Problem Description

Please describe your problem

up to 500 words

Meeting log will be automatically uploaded to the server for developer analysis

Quit a Meeting

Users could quit a meeting at any time by clicking on the icon  at the bottom left corner on the browser, or users may close the browser directly to quit the meeting.

Host

Become Meeting Host

1. Click on button  on WebRTC interface to access Meeting info, and then click on "Host Meeting".



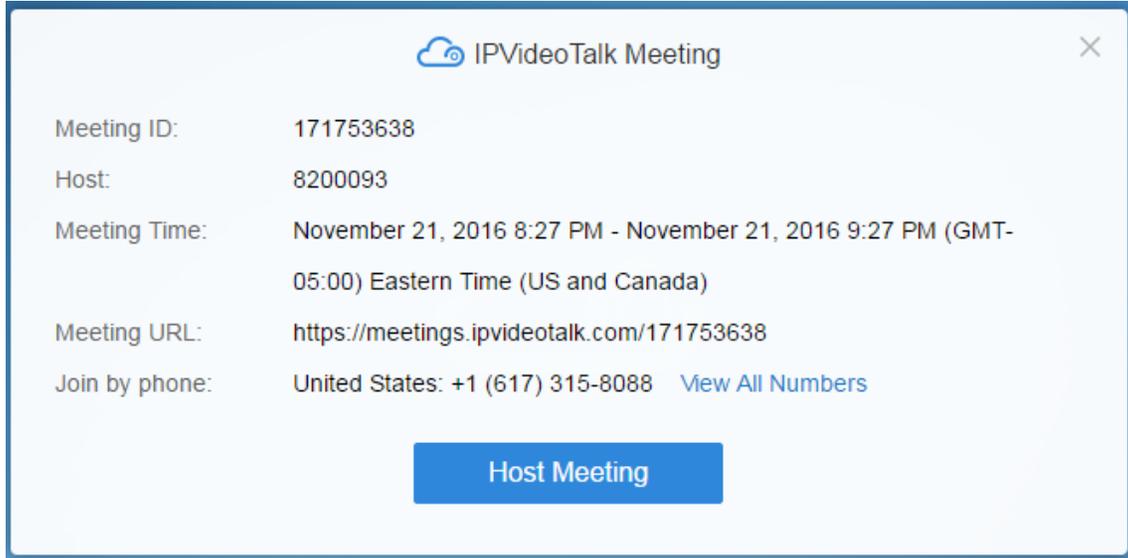


Figure 53: WebRTC Interface - Meeting Info

2. Enter the correct host code to be the new host. To find host code, the user could go to IPVideoTalk Portal to find the host code of the meeting; or, if the host has filled up host Email when scheduling the meeting, the Email notification will list the host code there. Host Code is also found in **Meeting Info** during a meeting of the GVC3200/GVC3202 host.

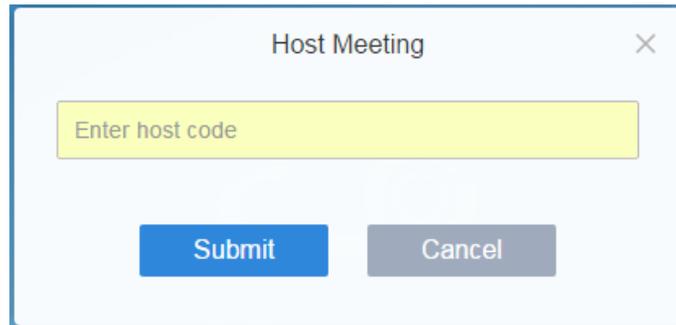


Figure 54: Input Host Code

3. Once host code is submitted successfully, this WebRTC user will become the new host and other participants will receive the prompt "XXX is now the host".

Multiple Meeting Hosts

IPVideoTalk allows having multiple hosts in the same meeting.

- The GVC3200/GVC3202 which establishes the IPVideoTalk meeting will be the meeting host by default.
- If the WebRTC user becomes an IPVideoTalk meeting host with host code, the user will be the meeting host until leaving the meeting.



- If the WebRTC user joins an IPVideoTalk meeting with host code before the meeting starting time, the user will be the meeting host until leaving the meeting.
- If the user joins an IPVideoTalk meeting by pressing the URL in host Email, the user will join the meeting as meeting host as default.

Notes:

- Meeting's hosts have the same privileges including all options in Meeting Control and ability to end the meeting.
- Meeting's hosts can mute/unmute and remove each other out of the meeting.

Meeting Control

During the meeting, WebRTC user could apply to be the meeting host to control the meeting.

Panelists

1. Select a participant in Participants Lists.
2. Click on the button  next to the participant's name.
3. Select "Set as Panelist" to set the participant to be a panelist.

When the participant is set as a panelist, the user will obtain some new privileges:

- The user could unmute himself even if muted by the Webinar host.
- The user could start presentation at any time during an IPVideoTalk Webinar.
- The user could share the webcam at any time during an IPVideoTalk Webinar.
- The user could check the Participants List. (This will not be affected by Meeting Control option).
- The user could chat with all panelists in the same group, and private chat with all participants. (This will not be affected by Meeting Control option).

Mute/Unmute

- **Mute all**

Click on button  at the bottom right corner and select "Mute all". There will be a prompt showing "Mute all success". All participants on the Participants list will be muted except the host. Please note participants who join the meeting via GVC3200/GVC3202 device cannot be muted. Users could also click on Settings button  at the upper right corner, and click on "Mute All" option to mute all participants.



- **Unmute all**

Click on button  at the bottom right corner and select "Unmute all". There will be a prompt showing "Unmute all success". All participants on the Participants list will be unmuted except the host. Users could also click on Settings button  at the upper right corner, and click on "Unmute All" option to unmute all participants.

- **Mute/Unmute selected participant**

Select one participant on participants list to mute/unmute, the corresponding icon will be changed.

Meeting Banners/Captions

Meeting banners/captions will be displayed at the top of the video area. As the figure shows below:

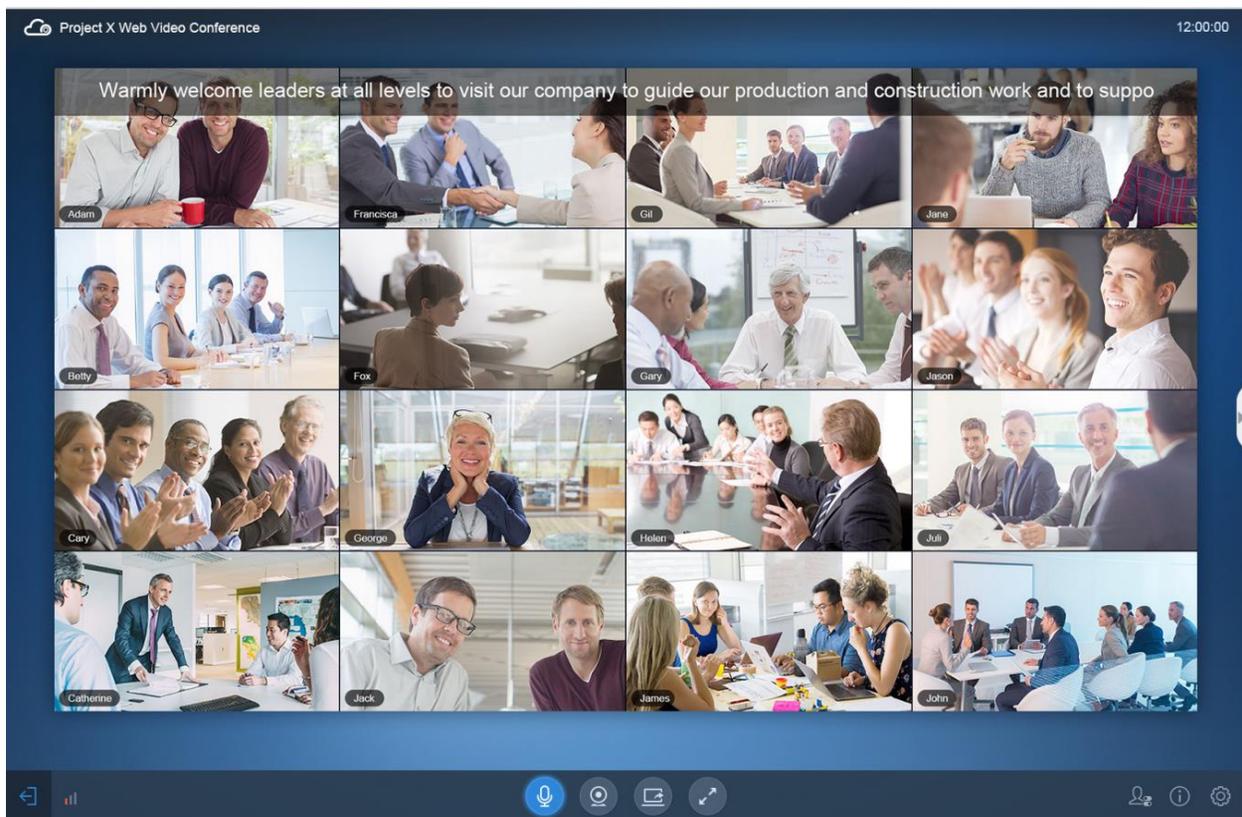


Figure 55: Meeting Banners/Captions

1. Click on the Conference Control icon  at the right bottom corner and select "Meeting Caption" option to access the meeting caption configuration page.

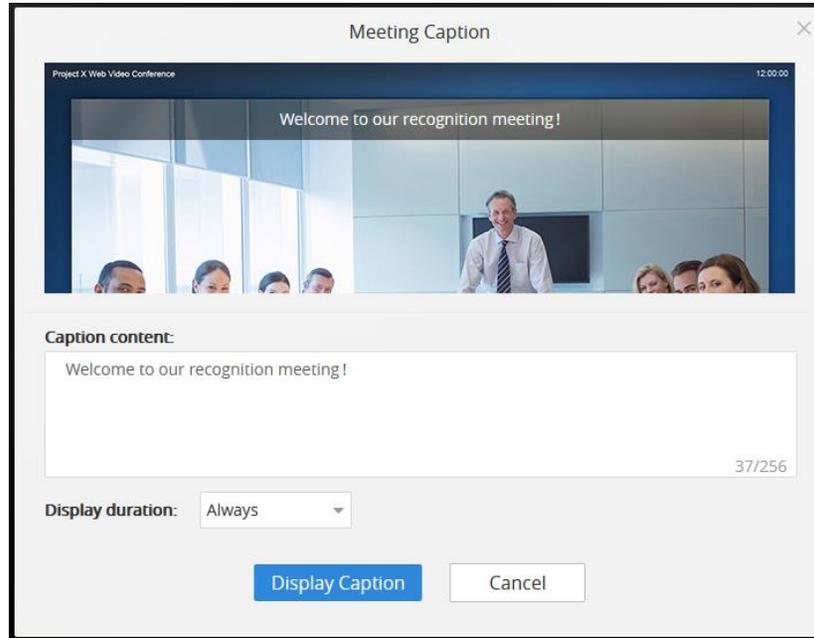


Figure 56: Meeting Caption

2. Enter the characters which the user wants to display in the input box.
3. Select the length of time for displaying, and users could select the displaying duration to be Always / 1 Minute / 5 Minutes / 10 Minutes / 20 Minutes. When the configured time is reached, the caption will disappear automatically.
4. Click on “Display Caption” option, the configured caption will be displayed on the video image immediately. All participants will see this caption.

Notes:

- If there is no video in the current meeting, the caption cannot be enabled.
- If there are too many displaying characters, the caption will be displayed and scroll automatically.

Cloud Recording

The meeting host could start cloud recording during the meeting. When the cloud recording starts, other participants will see the recording status icon . Webinar participants will not see the recording status icon.

The meeting host could stop cloud recording at any time. When the cloud recording is stopped, users could login the web portal to check/download recording files. When the recording files finish uploading to web portal, the meeting host will receive an email notification.

The recording file format is MP4, including the meeting audio, video/presentation (presentation will be recorded and has higher priority than video stream).

Prerequisites:

1. The IPVideoTalk Plan needs to include the Cloud Recording feature.
2. The enterprise account should have enough storage space in cloud sever. The sum of all spaces for all activated plans which belong to the same enterprise account will be counted. The used storage spaces are counted with all recording files for the enterprise account.
3. GVC320X needs to be linked with IPVideoTalk account, otherwise, the user cannot use cloud recording feature.

Facebook/YouTube Live

The meeting host could broadcast the meeting on Facebook/YouTube.

1. When Facebook/YouTube account is authenticated, the meeting host could start to broadcast the meeting.
2. When the user wants to start living on Facebook, the user could select the channel: Personal Timeline, Page, Group.
3. If the meeting is ended, or there is no one in the meeting, the broadcast will be terminated.
4. If the meeting has been broadcasted on Facebook/YouTube, others cannot broadcast the meeting again. Otherwise, the previous live will be ended.
5. The broadcast includes audio, video/presentation (presentation will be recorded and has higher priority than video stream).

Note:

If users' Facebook/YouTube accounts are not authenticated with the broadcast feature, please setup the live feature first on Facebook/YouTube.

Live on the 3rd Party Platform

The meeting host could broadcast the meeting on the 3rd party platform via the RTMP address.

1. Select "Live to third-party platform" on the conference control menu at the bottom right corner.
2. Select "Other platform".
3. Enter the live broadcast address (RTMP address) in the popup window. This address needs to be viewed on the 3rd party live broadcast platform.



4. Enter the live broadcast code in the popup window (optional). This live broadcast code may be viewed on the 3rd party broadcast platform. Some live broadcast platforms do not require a live broadcast code.
5. When users click to start the live broadcast on the 3rd party platform, the system will broadcast the audio/video during the conference to the RTMP address. If the RTMP address or live broadcast code is incorrect, the live broadcast will fail, and the system will ask the user to re-enter the information for broadcasting.
6. The live broadcasting includes audio, video, and presentation (only display single stream, demo stream has higher priority).

Note: Users could log in the 3rd party live broadcasting platform to check the RTMP address and broadcasting code.

Video Layouts Control

Only the host could control the video layouts for the video conference. When the video layouts are changed, all the participants will see the updated video layouts.

1. The host clicks on the icon  at the right bottom corner, and select the video layouts in the conference.
2. Select the **Layout Settings**: Tile (Default), Focus 1+N, Speaker (The selected participant is displayed in full size).
 - **Tile**: Auto (Default), 1*2, 2*2, 3*3, 4*4.
 - **Auto**: The video for all attendees will be tiled and adapted automatically based on the number of video images.



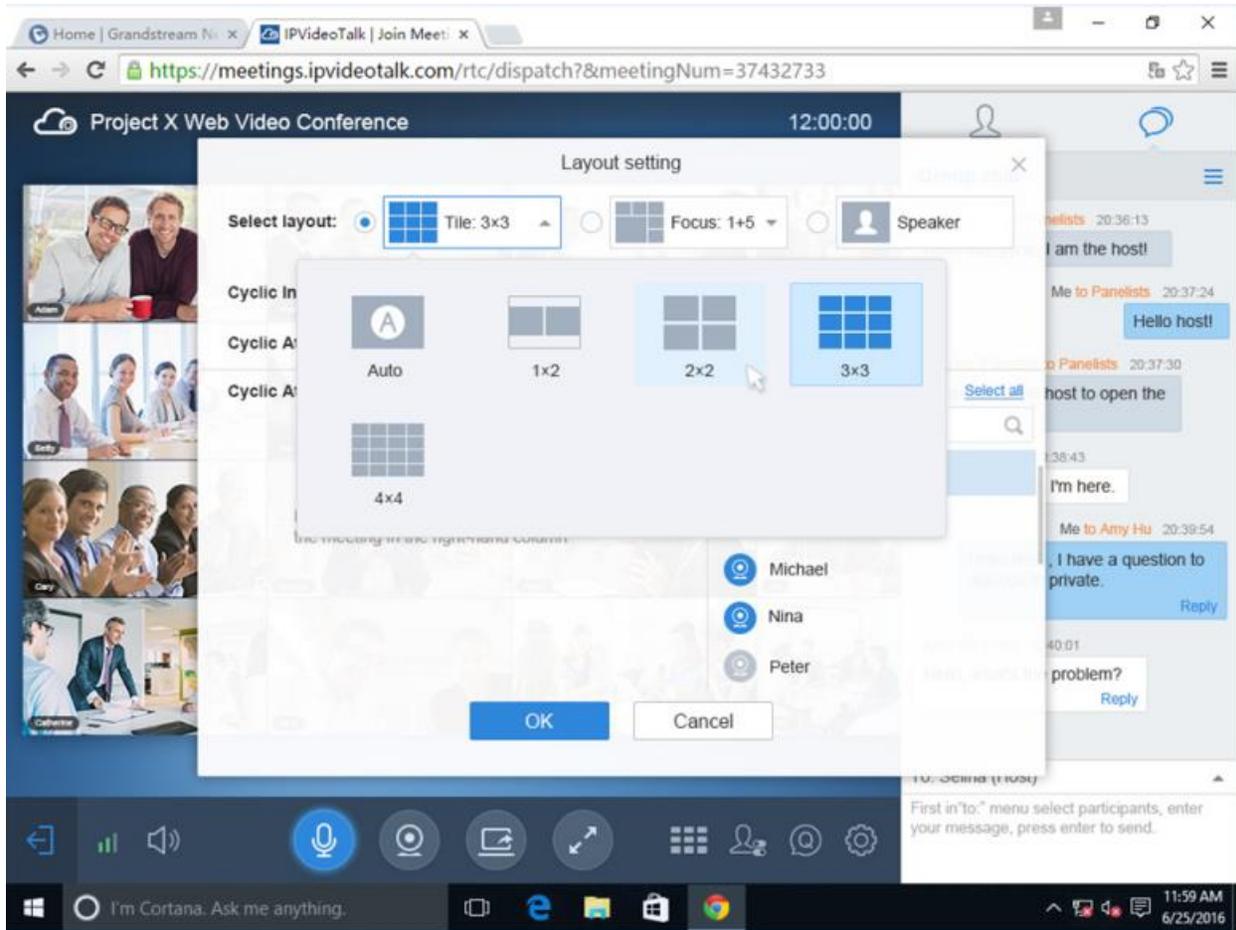


Figure 57: Tile Layout

- **Focus 1+N:** There are three mode for users: “Solo” layout, “1+3” layout, “1+5” layout, and “1+7” layout, which means one large video image with N smaller video images (polling mode).

The current large video image is displaying the video image from current speaker.



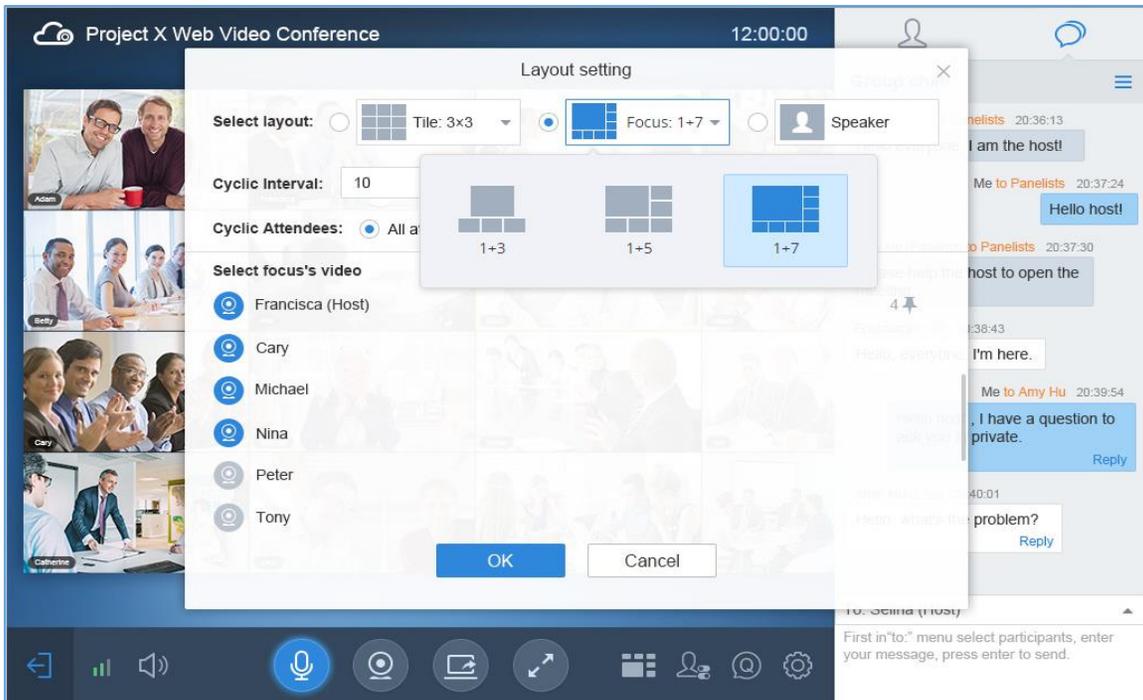


Figure 58: Focus 1+N Layout

- Speaker:** Select one participant in the Participants List as speaker. The participants display the meeting speaker in full screen, and the speaker shows all participants' video (except the speaker) in sequence.

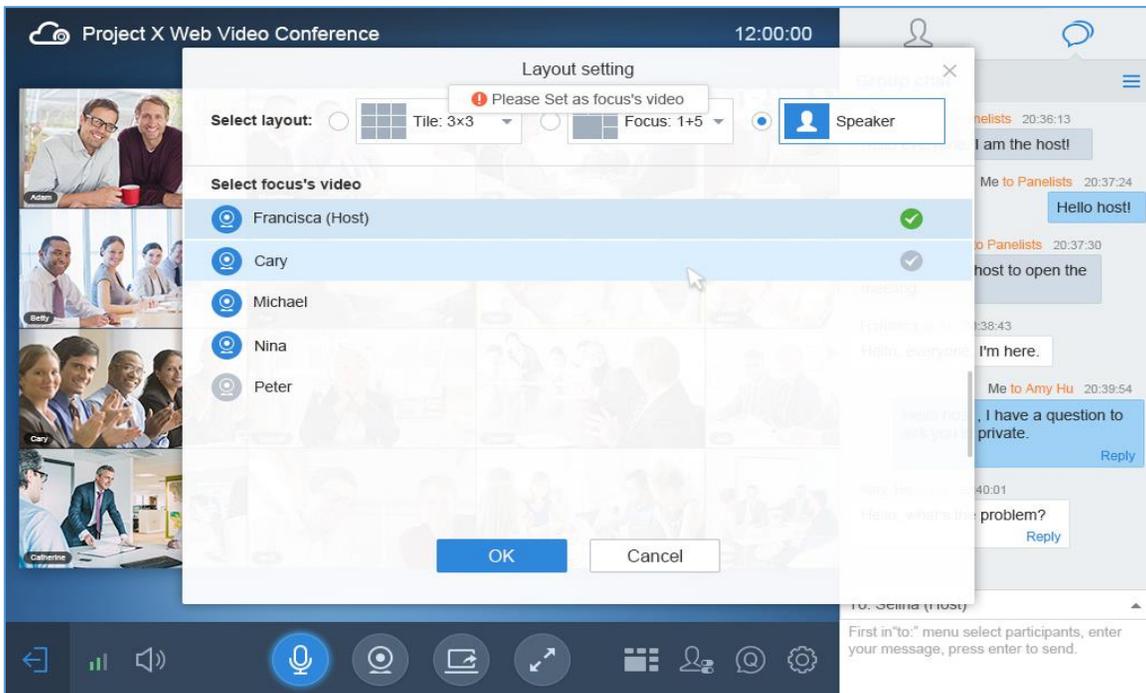


Figure 59: Speaker Layout



3. **Set Video Carousel Interval:** If the video images amount exceeds the number of layout grids, the video images will be played in turn. Users could select the focus's video playing interval. The default interval is 10 seconds.

4. **Select Video Carousel Attendees:**

- All Participants: Including the new participants in the meeting.
- Custom Participants: Select the focus's video participants in the Participants List in the meeting. If the participant disables the camera, the participant's video cannot be displayed in the conference until the participant enables the camera.

5. **Set Fixed Position:** Click on the icon  following the participant name under Layout Settings and select the fixed position. Click the fixed position again to cancel the request as the screenshot shows below:

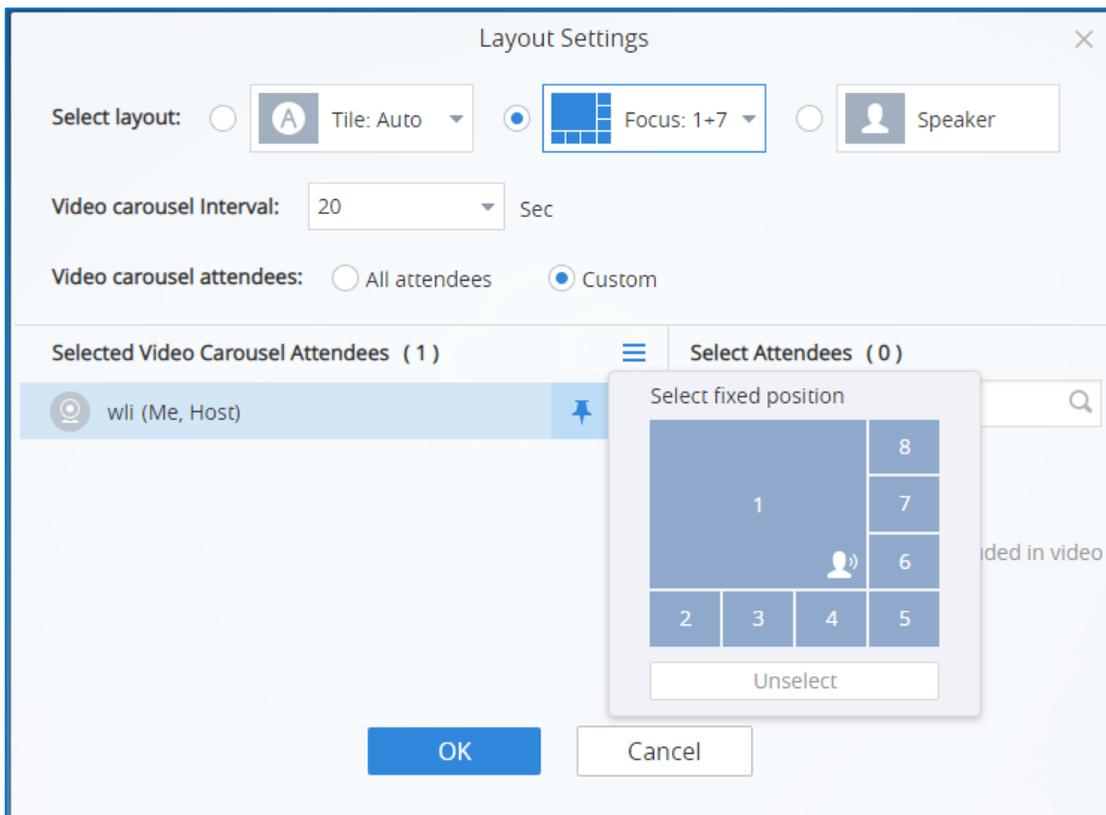


Figure 60: Select Fixed Position

Notes:

- The layout type is depending on the video feeds of the license. For example, if the license includes up to 8 video feeds, the layouts include Tile Layouts (Default), 1x2, 2x2, 3x3.
- In the 1+N layout, if one of conference participants is fixed in the large panes, the voice-activated feature is disabled automatically.

Configure Custom Layout

Each meeting could configure 2 custom layouts and assign the custom layout to the certain participants.

1. The meeting host could click on the Meeting Layout icon  at the bottom right corner, and the meeting host could see 3 types of layouts: Meeting Layout, Custom Layout 1, and Custom Layout 2.

- **Meeting Layout:** This is the default meeting layout. All participants and meeting host will see this meeting default layout.
- **Custom Layout 1/Custom Layout 2:** The meeting host could configure the meeting layout and assign the meeting layout to the certain participants. If the custom layout N is enabled, the participants who have been assigned with this type of layout will see the configured custom layout, and other participants will still see the default meeting layout.

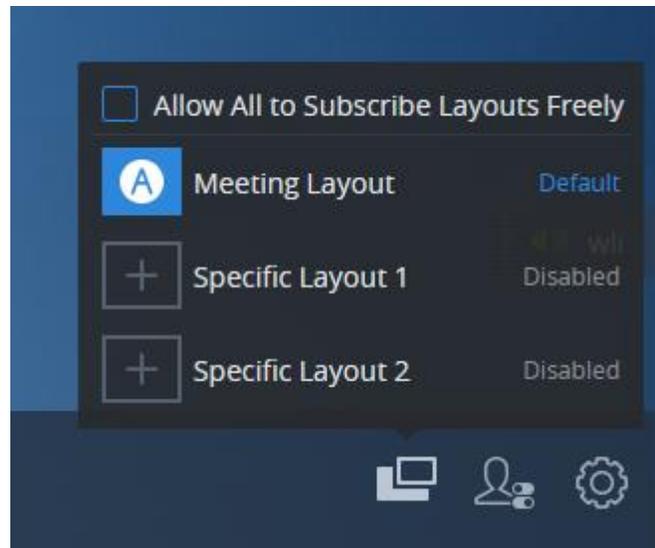


Figure 61: Custom Layout

2. Select “Custom Layout 1” or “Custom Layout 2” and go to the layout settings page.



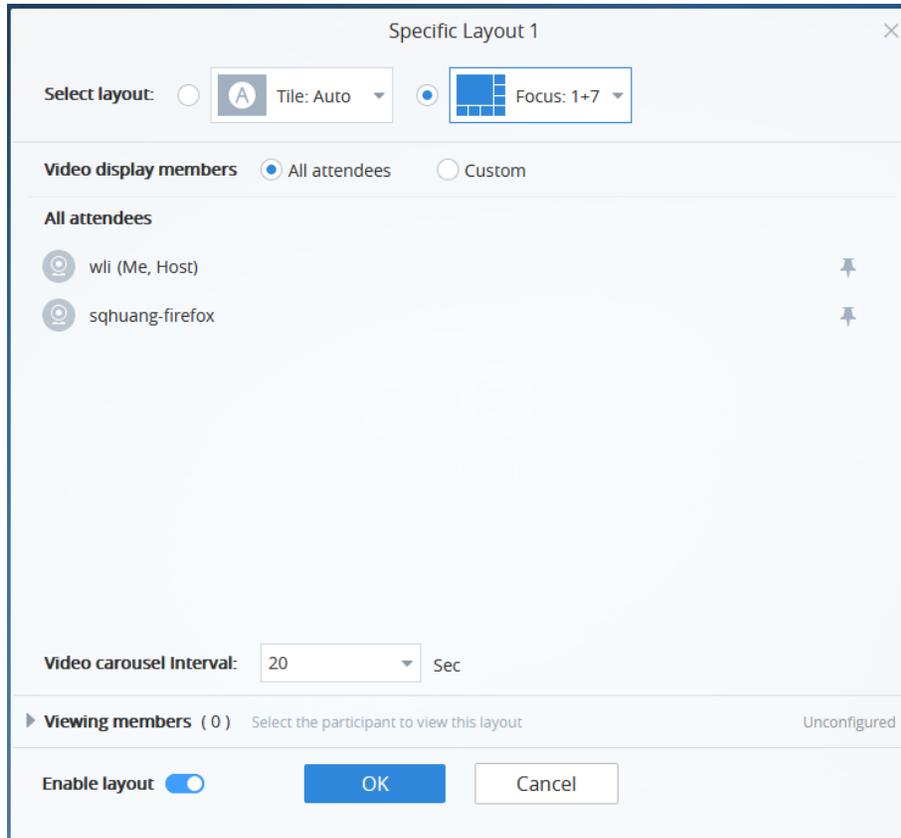


Figure 62: Configure Custom Layout

3. Select the **Layout Settings**: Tile (Default), Focus 1+N.
4. Select **Video Carousel Attendees**:
 - All Participants: Including the new participants in the meeting.
 - Custom Participants: Select the focus's video participants in the Participants List in the meeting. If the participant disables the camera, the participant's video cannot be displayed in the conference until the participant enables the camera.
5. Set **Fixed Position**: Click on the icon  following the participant name under Layout Settings and select the fixed position. Click the fixed position again to cancel the request.
6. Set **Video Carousel Interval**: If the video images amount exceeds the number of layout grids, the video images will be played in sequence. Users could select the video playing interval. The default interval is 10 seconds.
7. **Viewers**: Select the participants who will see the video displaying layout from the Participants Lists. Then, the selected participants can see the configured video layout. The host has the permission to view all custom layouts.



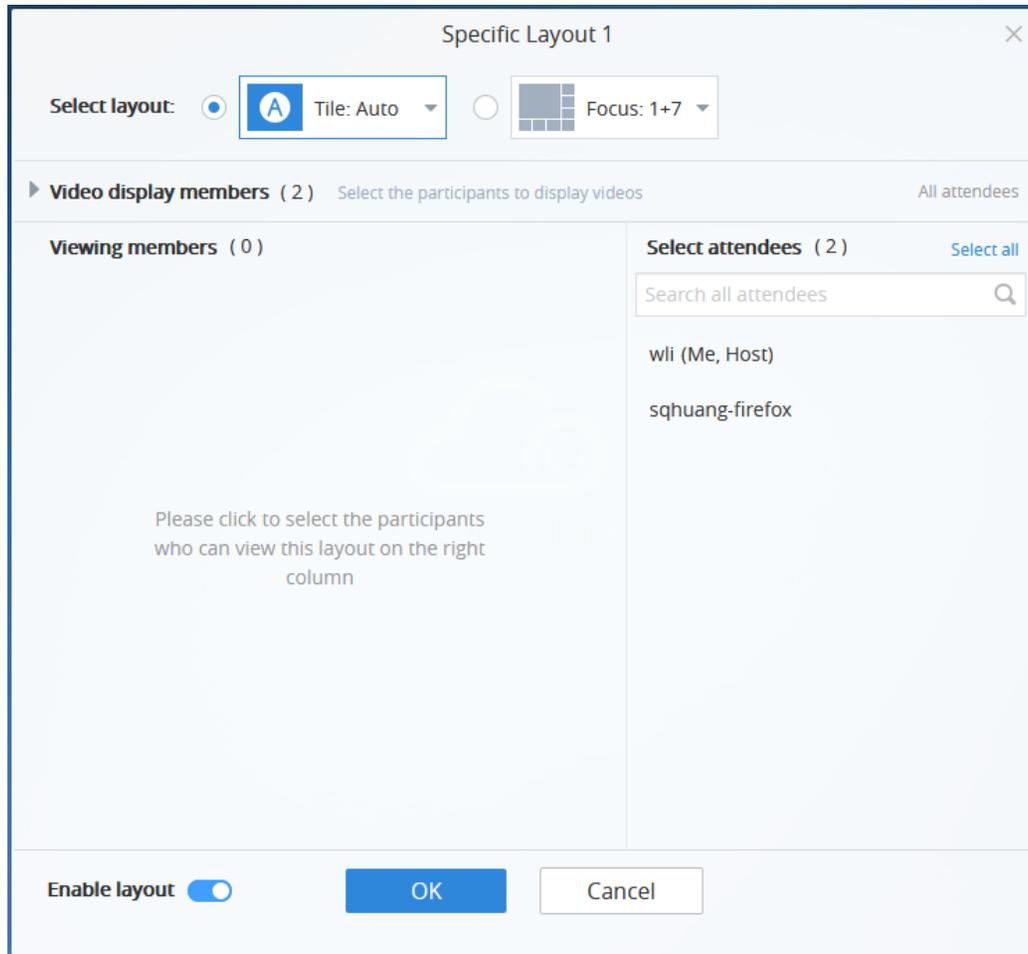


Figure 63: Select Viewers

8. **Enable Layout:** If the custom layout is enabled, the custom layout will be efficient in the meeting; if the custom layout is disabled, the viewers will switch the meeting displaying layout to “Meeting Layout”.

9. Click on button “OK” to save the configurations.

Notes:

- Each participant cannot be set as a viewer for two custom layouts at the same time, which means each participant can only see one video displaying layout at the same time.
- If the current meeting layout is set to “Speaker” layout, the custom layout cannot be used in the meeting.

Allow Participants to Subscribe to Layouts

If the meeting host has configured multiple layouts, the meeting host can also configure whether the



participants can select meeting layouts by themselves.

1. The meeting host clicks on the Meeting Layout icon  at the right bottom corner and selects “Allow All to Subscribe Layouts Freely” option.
2. When this option is selected, all participants will see the “Switch Layout” button, and all participants could switch to any layout.

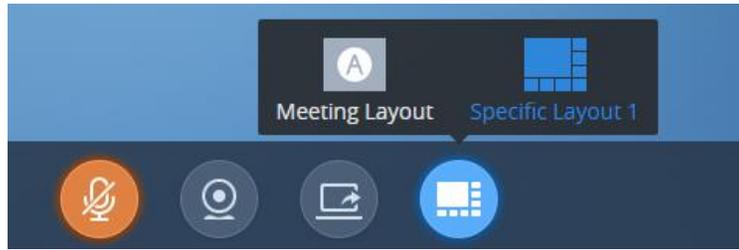


Figure 64: Switch Layout

3. If the meeting host does not check option “Allow All to Subscribe Layouts Freely”, other participants cannot see the “Switch Layout” button, and the participants will only view the layout which is specified by the meeting host. The default video displaying layout is “Meeting Layout”.

Stop Sharing the Webcam

The meeting host can stop the sharing webcam for all other participants. To stop sharing webcam for a participant, click on the webcam icon  of the participant, the webcam sharing for that participant will be stopped, and will receive a prompt.

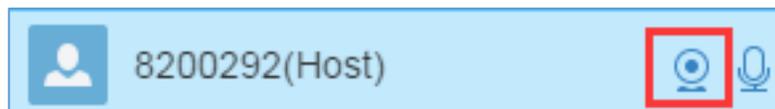


Figure 65: Stop Sharing Webcam

In Participant’s list, if sharing the webcam is started, the icon  will be displayed. If the video sharing is stopped, the icon will be hidden.

Require Webcam Sharing

If the GVC3200/GVC3202 client in the IPVideoTalk meeting does not share the webcam, the meeting host is able to request the GVC3200/GVC3202 client to share the webcam.

The meeting host could select the button  next to the GVC3200/GVC3202 participant, and select “Require Webcam Sharing” to send the sharing request. The GVC3200/GVC3202 participant will receive the notification and show a prompt to accept/reject the request. If accepts, the GVC3200/GVC3202 participant will share the webcam to the IPVideoTalk meeting immediately.

Notes:

- The client GVC3200/GVC3202 should be running firmware version 1.0.3.23 higher.
- If the GVC3200/GVC3202 client is the general participant in an IPVideoTalk Webinar, this feature will not be available. In this case, the meeting host could set the GVC3200/GVC3202 client to a panelist and request the GVC3200/GVC3202 client to share the webcam.

Preview Participant’s Video

The meeting host could preview the participant’s video and set the participant’s video as the main screen during the meeting quickly.

1. On the Participants List, click on the menu following certain participant, and click on “Preview Video” as the screenshot shows below to preview the participant’s video. It requires the participant to enable the camera. Otherwise, the meeting host cannot preview the participant’s video.

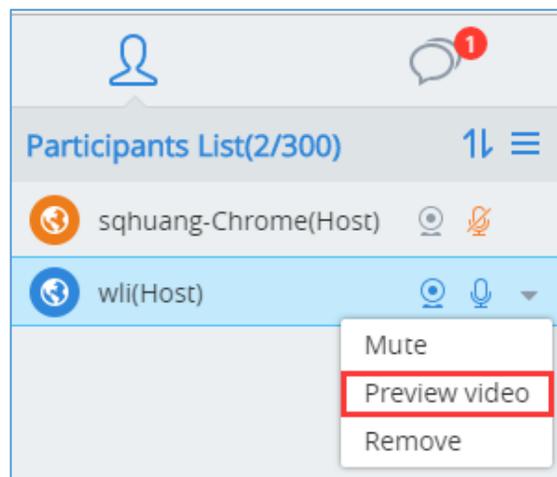


Figure 66: Preview Video

2. The participant’s video will be displayed on the meeting host’s screen as the screenshot shows below:

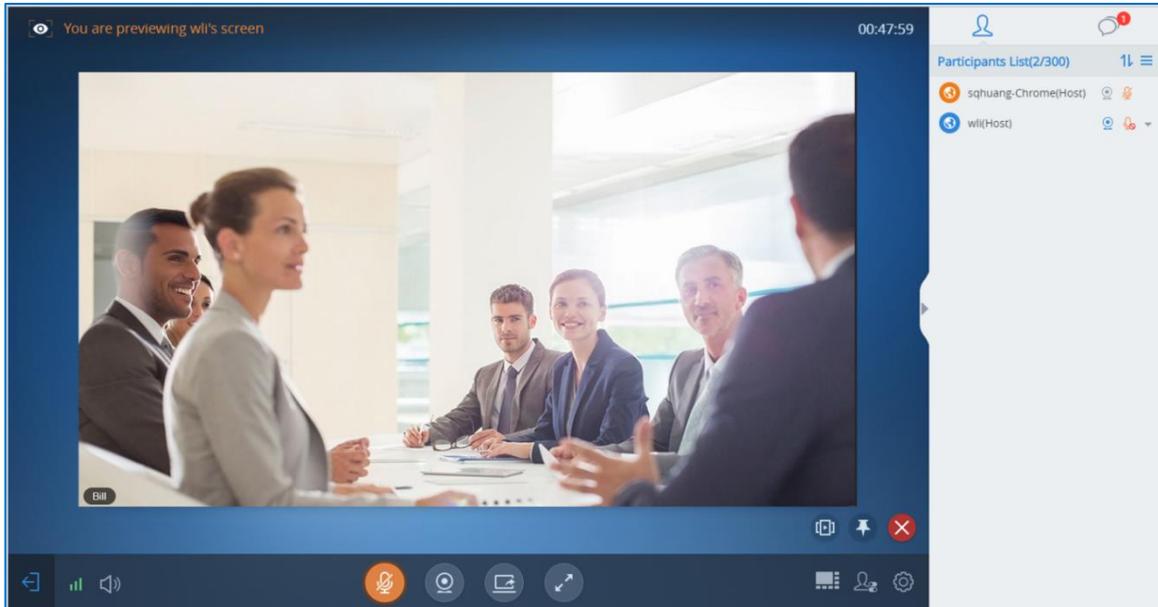


Figure 67: Show Participant's Video

3. If the current layout is 1+N layout or Speaker layout, users could click on icon  at the bottom right corner to place the preview video on the main screen.
4. If the preview video is not selected to be played in turn, users could click on icon  at the bottom right corner to add it as video carousel attendees.
5. Click on the icon  at the right bottom corner to close to preview the video.

Disable/Enable Chat Function

- **Disable chat**

Click on button  at the bottom right corner and select "Disable All to Chat", no participant can send chat anymore. The WebRTC participants will receive prompt "Disable all to chat".

- **Enable all to chat**

Click on button  at the bottom right corner and select "Enable All to Chat", and all participants can chat. The WebRTC participants will receive prompt "Enable all to chat".

Note: If it is an IPVideoTalk Webinar, the panelist will not be affected by this option.

Mute Attendees on Entry

Click on the icon  and check “Mute Attendees On Entry”. Then, the meeting participants who join into the meeting will be muted as default by the host automatically. This option will not effect on the participants who are already in the meeting.

Allow All View Attendee List

Click on the icon  and check “Allow All View Attendee List”. Then, all the participants in the meeting will see the meeting participants list. If the user unchecks this option, all the participants will only see the host and himself/herself on the participants list.

Note: If it is an IPVideoTalk Webinar, the panelist will not be affected by this option.

Add Participants during a Meeting

During an IPVideoTalk meeting, the meeting host could invite GVC3200/GVC3202 participants or WebRTC participants at any time by IPVideoTalk ID or Email address, respectively.

Click on button , and select “Add Participant”, the user could input the IPVideoTalk ID or Email address and click on “Add” to invite more participants. When done, IPVideoTalk system will call GVC3200/GVC3202 directly, or send an invitation to the given Email address.

If the GVC3200/GVC3202 rejects the invitation, the meeting host will receive the failed prompt; If the participants amount reaches the limitation, the meeting host cannot add more participants during the meeting; If the participant accepts to join the meeting, but the participants amount reaches the limitation at current time, the participant cannot join the meeting.

Remove Participant

Select one participant in participants list, and click on “Remove” to confirm as shown below:



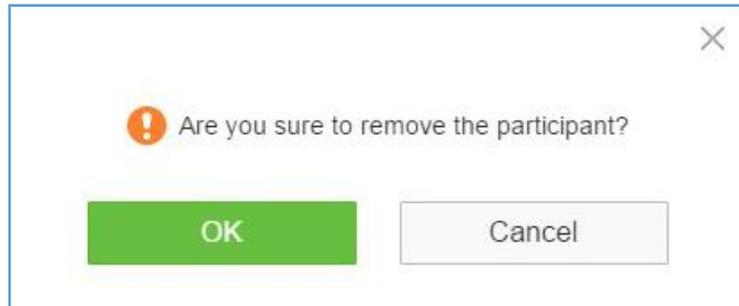


Figure 68: Confirm to Remove Participant

End/Leave Meeting

When the host clicks on  icon at the upper right corner, the host could choose whether to end meeting or leave meeting alone.

- If choosing "End meeting", the meeting hosted on GVC3200/GVC3202 device will be ended and all participants will be disconnected from the meeting.
- If choosing "Leave meeting alone" only the host will leave, please make sure to end the meeting manually from IPVideoTalk portal after all participants left. Otherwise, it will be ended automatically after 6 hours.

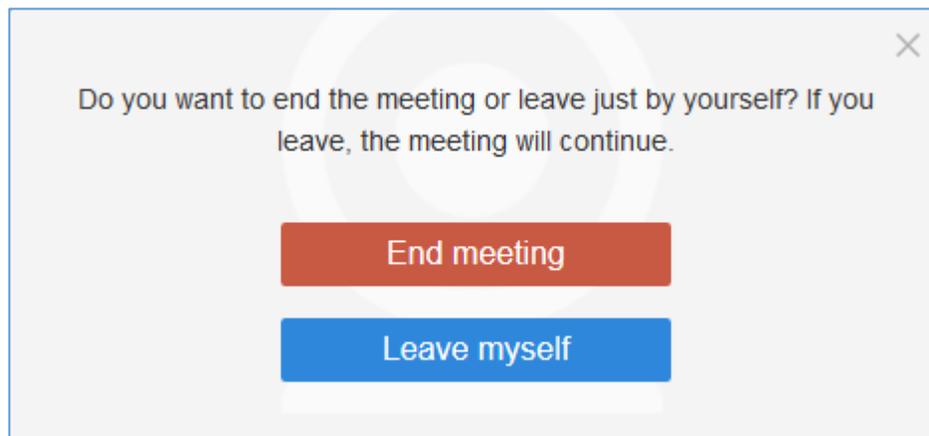


Figure 69: Choose How to End Meeting



MOBILE CLIENT

Users could join a meeting via IPVideoTalk mobile app on Android device (currently on beta) or IOS device (currently on beta).

Operating System

- Operating system: Android 4.1 or later, IOS 8.0 or later.
- Internet connection: 3G/4G connection or Wi-Fi
- Hardware: Android mobile device or IOS mobile device, microphone and speaker

Join a Meeting

Download IPVideoTalk Mobile app

Please go to website www.ipvideotalk.com to download and install IPVideoTalk mobile application on your mobile device.

You can also install IPVideoTalk application from Google Play Store or Apple Store.

Join a Meeting via Mobile app

1. Start IPVideoTalk mobile application on the mobile device.
2. Input the meeting ID, name and Email address in order to inform other participants. The name and Email address that the user have entered will be saved on the device and will be automatically used next time when joining a meeting again.



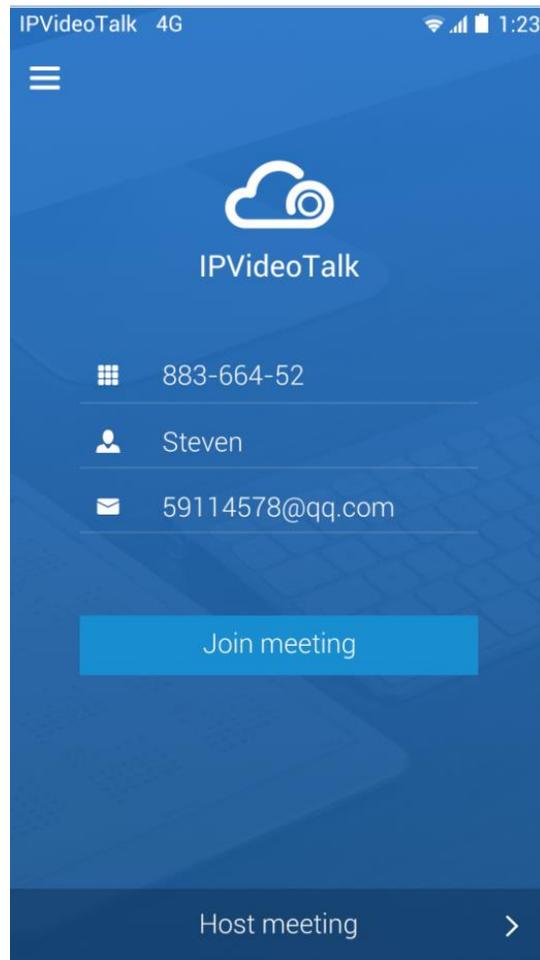


Figure 70: IPVideoTalk Application Join Meeting Interface

3. If the meeting requires the participant to register, it will direct to the register page automatically. If the Email has been registered or invited, the user could join into the meeting directly.
4. If the meeting host has set password authentication for the meeting, users need to input the password to join the meeting.



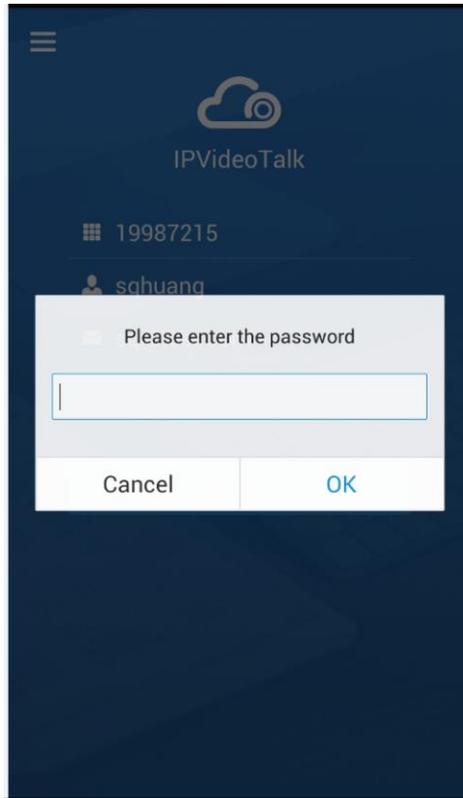


Figure 71: IPVideoTalk Application Join Meeting Interface - Enter Password

5. If the meeting host has not joined the meeting, other participants need to wait until the host joins the meeting. The participants will hear waiting tone before the host joins the meeting.

Host a Meeting via Mobile App

Users could start and host the meeting with host code.

Prerequisites: The meeting should have “To be hosted” status, which is 15 minutes before the meeting starting time. Otherwise, users cannot host the meeting via Mobile App.

1. Users could input the meeting ID, host code, name, and Email address to host the meeting.
2. Users may also click on the URL in the host notification Email to start to host the meeting, and it will use the name and Email in the web portal to host the meeting. The meeting host does not need to input the password to host the meeting in this scenario.





Figure 72: Host Meeting via Mobile App

Meeting Interface

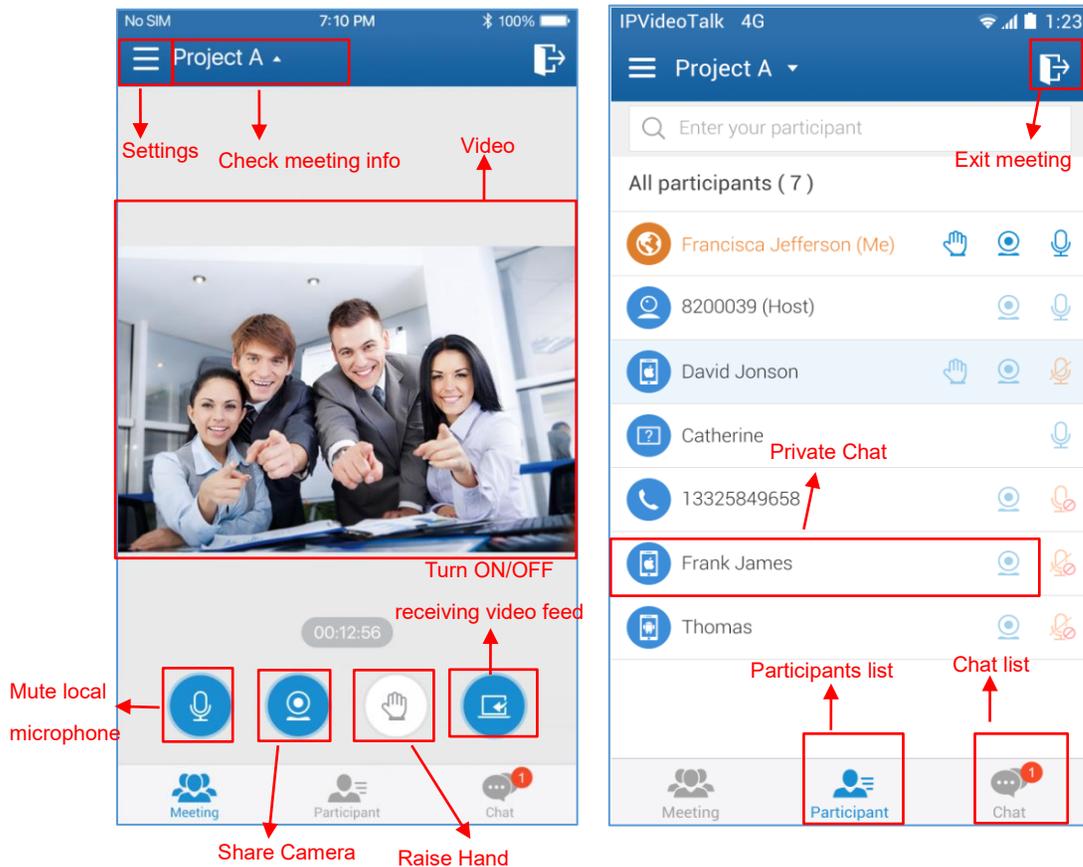


Figure 73: IPVideoTalk Meeting Interface on Mobile Client



Users could set landscape mode during the meeting under "Setting" option on device for better video viewing effect.



Figure 74: IPVideoTalk Landscape Mode

Please check the options below on the UI of IPVideoTalk mobile app. See **Figure 73: IPVideoTalk Meeting Interface**.

- **Video**

The received video or presentation will be displayed here. If one of the participants is doing presentation during the meeting, the mobile app user could switch to the conference video by swiping the screen. The user could place two fingers on the screen, then pinch them together to zoom out, or spread them apart to zoom in, to resize the screen to get clearer video.

- **Participants list**

Display all participants during a meeting. Users may only view the host due to permission restriction. The meeting host has the authority to allocate permissions.

Users could see the participants' clients type in Participants List, the icon will be seen in front of the participants' name. Here are all clients type icons:

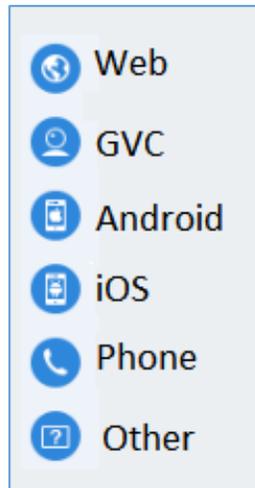


Figure 75: Clients Type Icons

- **Chat**

Support group chat and private chat. Click "Chat" icon to send messages, and view new messages. The recently talked participants will be displayed in chat list.

- **Mute Local Microphone**

Users can mute or unmute the microphone.

- **Share Camera (beta)**

Users are able to click this option to share the camera to the meeting.

- **Raise Hand**

If the participant needs help or wants to be unmuted, the participant could click on Raise Hand button, and the meeting host will see the Raise Hand icon in Participants List.

- **Turn ON/OFF receiving video feed**

If the network condition is not ideal, users can choose not to receive video to ensure the audio quality. Users can enable or disable it at any time.

- **Meeting Duration**

This is used to show the meeting duration.

- **Check Meeting Info & Become Meeting Host**

Users can click on this option and input the host code to become the meeting host, or check the meeting information.



Click meeting subject to view more meeting info such as meeting ID, meeting host, meeting time and etc.

- **Settings**

Users could check the name and Email that users use to join the current meeting, mute himself/herself when joining the meeting or check the firmware version here.

Users could also configure the media channel manually, and switch the media channel any time.

Currently, the IPVideoTalk mobile app does not support online chatting or desktop sharing feature.

Webinar Practice Session

For IPVideoTalk Webinar, the Webinar host and panelists could join into the Webinar 1 hour before the Webinar starting time, in order to test the audio/video performance, and sharing/presentation performance.

During the preparation period, the participants cannot join into the Webinar, and they can only stay at the waiting room (cannot receive any audio/video from the Webinar) until the Webinar starting time.

1. When the Webinar host joins into the Webinar, there will be a prompt showing that the current period is preparation period or starting the Webinar immediately.
 - a) If the Webinar host selects to prepare the Webinar, the Webinar host could start the Webinar any time.
 - b) The default behavior is the IPVideoTalk Cloud System will not call the Webinar host or invite the GVC panelists, there will be a prompt on GVC32xx host to ask whether to call the participants immediately. If the user rejects to call the participants, the IPVideoTalk system will call the participants at the Webinar starting time. Or, the device owner could select to call the conference ID to join into the Webinar for preparation.



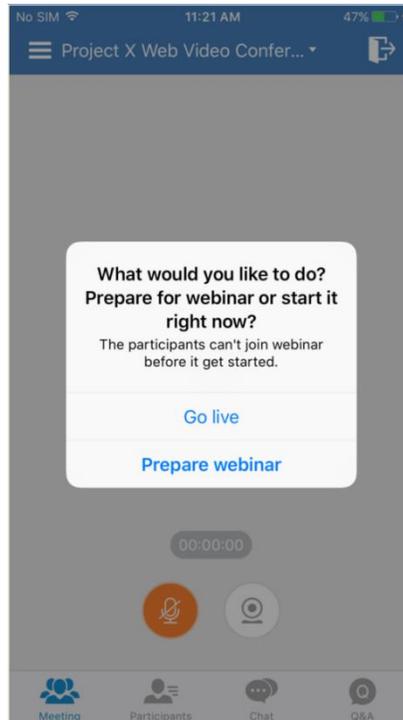


Figure 76: Webinar Practice Session

2. The Webinar panelists could join into the Webinar 1 hour before the starting time, the default is preparation period. The panelists cannot start the Webinar.
3. The participants stay at the waiting room until the Webinar starts. At this time, the Webinar host could set the participant as a panelist and this new panelist will join into the Webinar. The Webinar host could also kick out any participant who is waiting out of the Webinar.
4. During the preparation period, there are some limited features:
 - a) Recording/Live features are temporarily unavailable.
 - b) The Chatting feature is only available for panelists group.
 - c) If the scheduled Webinar is set to record automatically, this recording feature will be started only if the Webinar starts.

Note:

If the Webinar is about to the scheduled ending time, but the Webinar is not started, this Webinar will be expired automatically.



Audio Control

Connect Audio

By default, most of the mobile devices should already have built-in microphone/speaker to support audio in the meeting, without additional audio devices connected. Users can adjust the volume on the mobile device.

Mute/Unmute

- Click the microphone icon on participants list to mute the user, and the icon will turn to .
- Click again to unmute the microphone, and the icon will change back to . If the participant is muted by the meeting host, the MIC icon will be . At this time, the participant cannot unmute himself/herself, only the meeting host can unmute the participant. To apply to unmute the MIC in the meeting, the participant could click to raise hand to indicate the meeting host.

Media Channel

When users join into the meeting, users could set the media channel manually.

1. Users could click on button  to open the configuration interface, and select the media channel as the figure shows below.
2. If users have the Bluetooth headset connected with the device, the media channel will be selected as “Bluetooth Headset”. Otherwise, the media channel is “Speaker” as default.
3. If users have a new 3.5mm headset or Bluetooth headset connected with the device, the media channel will be switched to use the new media device.
4. If users disconnect the 3.5mm headset or Bluetooth headset, the media channel will be switched to use other 3.5mm headset or Bluetooth headset as default. Otherwise, the media channel will be switched to “Speaker”.



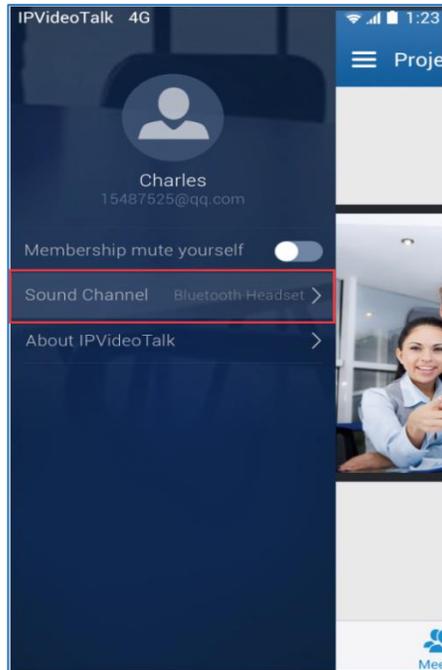


Figure 77: Media Channel Configuration Interface

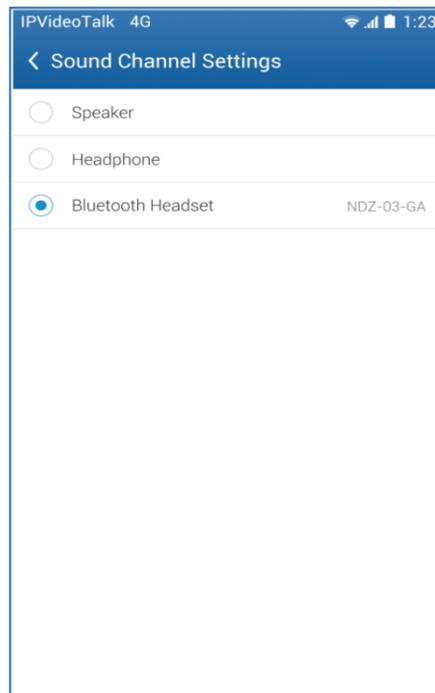


Figure 78: Sound Channel Settings

Invite Participants

Users could share the meeting information to invite more participants, share the meeting via Messaging or Email function on the device.



Tap on "Participants" icon on the screen below and tap on ; or tap on meeting name and select "Share".



Figure 79: Invite Participants by Share Icon

Video

Users can use "Share your own camera" feature (currently on beta) to share their cameras to the conference.

To share your camera, click on the icon  on the bottom of the meeting page, there will a preview window and users could click on "Share" to broadcast the local video to the meeting participants.

- If the amount of shared video cameras reaches the maximum, the user cannot start to share the video until someone stops sharing his/her video.
- If users want to switch the camera between back and front camera, or stop sharing camera, users could press on button  to access the preview interface.
- If the user is a participant in an IPVideoTalk Webinar, the user cannot share the camera to the meeting.





Figure 80: Share Webcam

Group Chat

Group chat is supported on Mobile App. The Mobile participants can chat in group during the meeting.

1. Select "Group Chat";
2. Simply enter a message in the chat window and send the message;
3. When receive a new message, you will see the numeral prompt at the upper right corner of the "Chat"

icon  .

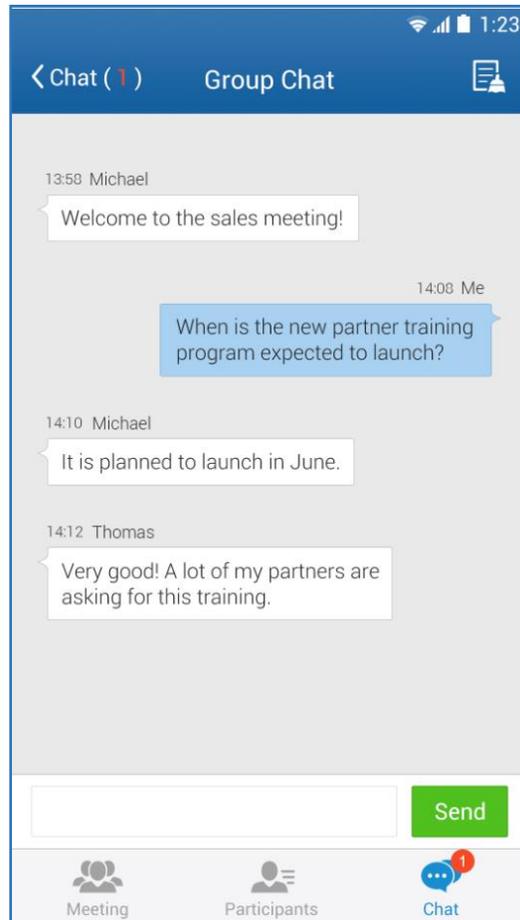


Figure 81: Group Chat Interface on Mobile Client

To clear chat messages, click on button  at the upper right corner. Please note if the host disables chat, no participant can chat.

Panelist Group Chat

This feature is only supported in IPVideoTalk Webinar. The panelist chat group is an internal chat group for the Webinar host and all panelists.

- Only the Webinar host and panelists could send/receive messages via this chat group.
- The other participants cannot check the messages in this chat group, they are unable to send/receive messages via this chat group.



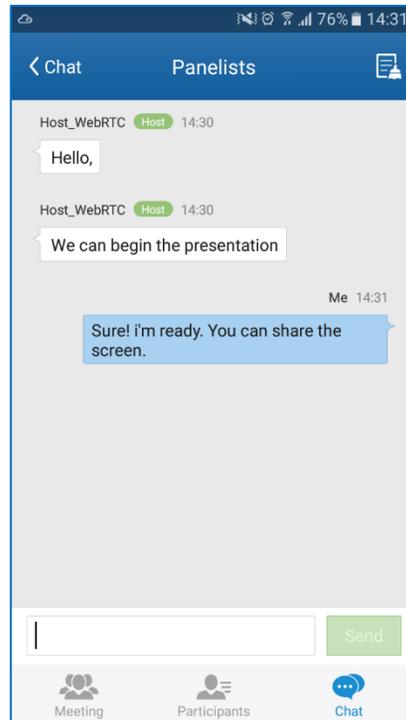


Figure 82: Panelist Chat on Mobile

Private Chat

Private chat is supported on Mobile application. The Mobile participants can send messages to the host or other participants in group during the meeting.

1. Select the participant you want to send the private message to in the Participants List, or click the icon  at the upper right corner in your chat list to create a new chat, and select the participant;
2. The recently talked participants will be displayed in chat list.

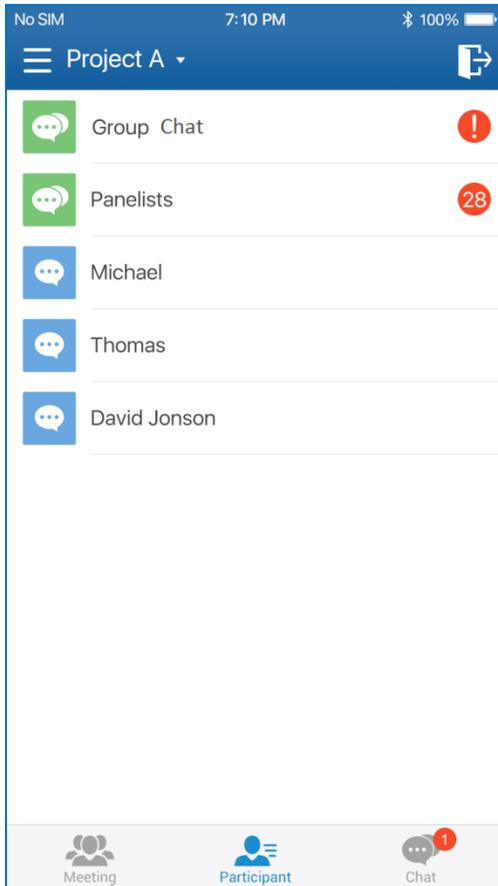


Figure 83: Chat List

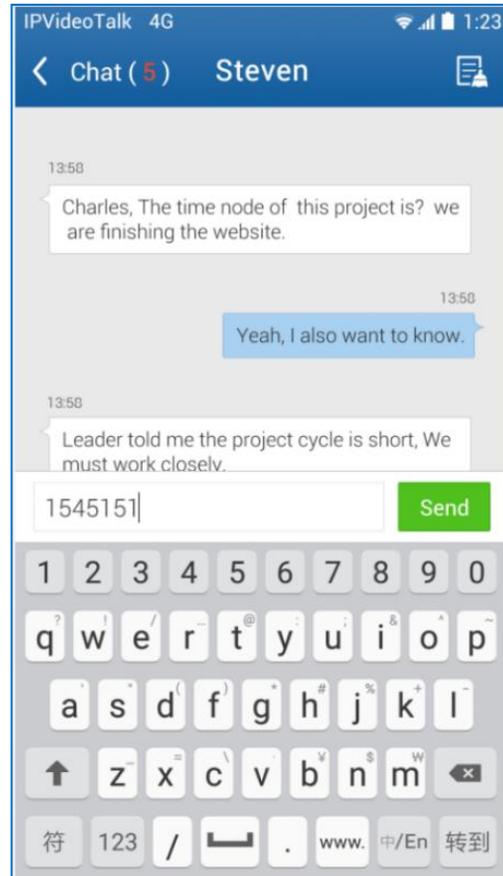


Figure 84: Private Chat with Other Participants

- If the host prohibits you to check the participants list, you can only send the private messages to the host.
- If the host prohibits chatting, the participants cannot send private messages.

Q&A

Only IPVideoTalk Webinar supports this feature.

1. The Webinar participants could click on the icon  on the right bottom corner, and send the questions to the Webinar host/panelists.



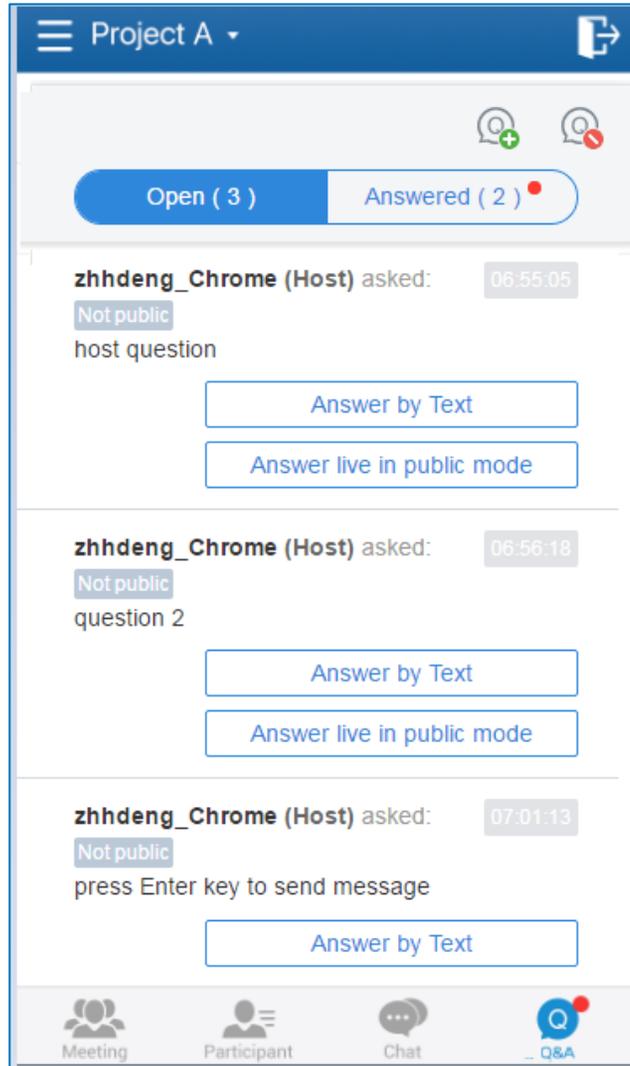


Figure 85: Q&A Interface

2. The Webinar host/panelists will receive the notification of new questions, and check all questions (including answered questions and unanswered questions). There are two ways to answer the question, "Answer live in public mode" or "Answer by Text".



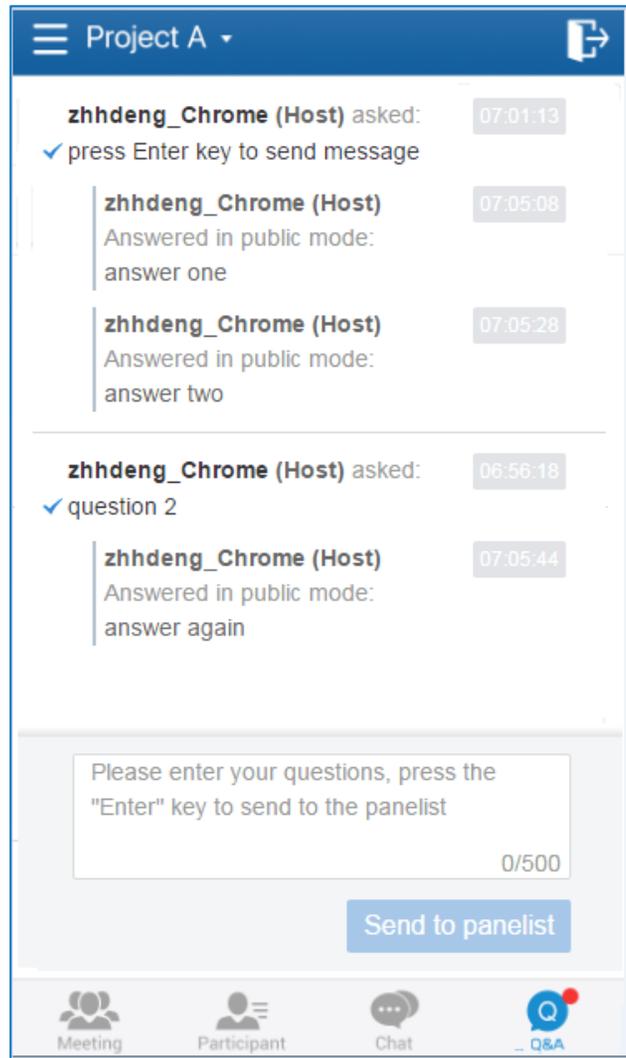


Figure 86: Answer Methods

- a. Answer live in public mode:
 - i. When the user clicks to answer the question, the question will be sent to public by default, and the user could answer the question via audio during the Webinar.
 - ii. All participants will see the question, and know that the user is trying to answer the question.
 - iii. If the user answers the question and clicks on button  to finish the question, all Webinar participants will see the notification below.
- b. Answer by Text: The Webinar host/panelists will send texts to the user who sends the question. The Webinar host/panelists could select option “Send to all participants”, and all participants will see the question and answer.



3. The Webinar host/panelists could add more additional comments for the answered questions.
4. When the new participants join into the Webinar, they will receive all questions and answers which are in public.
5. The panelists could answer the questions which are sent by themselves, in order to show the typical Q&As to other participants.
6. The Webinar host could click the on the icon “Forbid Participants Send Questions” on the right upper corner during the Webinar, and allow users to send questions during another period.
7. For any question, it does not allow two Webinar hosts/panelists to answer in live mode at the same time.

Exit Meeting

Users could tap on icon  at the upper right corner to exit meeting at any time.

Host

Become Meeting Host

1. Click on the icon on the left upper corner, and select the “Host meeting” option.
2. Enter the correct host code to be the new host. To find host code, the user could go to IPVideoTalk Portal to find the host code of the meeting, or, if the host has filled up host Email when scheduling the meeting, the Email notification will list the host code there. Host Code is also found in **Meeting Info** during a meeting of the GVC3200/GVC3202 host.
3. Once host code is submitted successfully, this WebRTC user will become the host and other participants will receive the prompt “XXX is now the host”.

Meeting Control

During the meeting, Mobile user could apply to be the meeting host to control the meeting.

Panelists

1. Select a participant in Participants Lists.
2. Long pressing the screen on the name of the panelist, the menu will be shown up.
3. Select “Set as Panelist” to set the participant to be a panelist.

When the participant is set as a panelist, the user will obtain some new privileges:



- The user could unmute himself even if muted by the Webinar host.
- The user could start presentation at any time during an IPVideoTalk Webinar.
- The user could share the webcam at any time during an IPVideoTalk Webinar.
- The user could check the Participants List. (This will not be affected by Meeting Control option).
- The user could chat with all panelists in the same group, and private chat with all participants. (This will not be affected by Meeting Control option).

Mute/Unmute

- **Mute all**

Click on the icon  on the right upper corner of tab “Participants”, users could see the meeting control menu. Users could select “Mute all” to mute all participants’ MIC. All participants on the Participants List will be muted except the host.

- **Unmute all**

Click on the icon  on the right upper corner of tab “Participants”, users could see the meeting control menu. Users could select “Unmute all” to unmute all participants’ MIC. All participants on the Participants list will be unmuted except the host.

- **Mute/Unmute selected participant**

Select one participant on participants list to mute/unmute, the corresponding icon will be changed.

Cloud Recording

The meeting host could click on the button  to start the cloud recording. When the cloud recording starts, all participants will see the recording status indicator . Webinar Participants cannot see the recording status icon.

The meeting host could stop cloud recording at any time. When the cloud recording is stopped, users could login the web portal to check/download recording files. When the recording files finish uploading to web portal, the meeting host will receive a notification Email.

The recording file is MP4 format, including the meeting audio, video/presentation (presentation will be recorded and has higher priority than video stream).

Prerequisites:

1. The IPVideoTalk Plan needs to include the Cloud Recording feature.



2. The enterprise account should have enough storage space in cloud sever. The sum of all spaces for all activated plans which belong to the same enterprise account will be counted. The used storage spaces are counted with all recording files for the enterprise account.
3. GVC320X needs to be linked with IPVideoTalk account, otherwise, the user cannot use cloud recording feature.

Stop Sharing the Webcam

The meeting host can stop the sharing webcam for all other participants. To stop sharing webcam for a participant, click on the webcam icon  of the participant, the webcam sharing for that participant will be stopped, and will receive a prompt.



Figure 87: Stop Sharing the Webcam

In Participant's list, if sharing the webcam is started, the icon  will be displayed. If the video sharing is stopped, the icon will be hidden.

Require Webcam Sharing

If the GVC3200/GVC3202 client in the IPVideoTalk meeting does not share the webcam, the meeting host is able to request the GVC3200/GVC3202 client to share the webcam.

Long pressing the name of the GVC3200/3202 participant, the menu will be shown up, and select "Require Webcam Sharing" to send the sharing request. The GVC3200/GVC3202 participant will receive the notification and show a prompt to accept/reject the request. If accepts, the GVC3200/GVC3202 participant will share the webcam to the IPVideoTalk meeting immediately.

Notes:

- The client GVC3200/GVC3202 should be running firmware version 1.0.3.23 higher.
- If the GVC3200/GVC3202 client is the general participant in an IPVideoTalk Webinar, this feature will not be available. In this case, the meeting host could set the GVC3200/GVC3202 client to a panelist, and request the GVC3200/GVC3202 client to share the webcam.



Disable/Enable Chat Function

- **Disable chat**

Under “Chat” section, click on the button  "Disable All to Chat" to disable chatting feature. No participant can send chat anymore.

- **Enable all to chat**

Under “Chat” section, click on the button  "Enable All to Chat", and all participants can chat.

Note: If it is an IPVideoTalk Webinar, the panelist will not be affected by this option.

Mute Attendees on Entry

Click on the icon  on the right upper corner of the tab “Participants”, users could see the meeting control menu. Users could click on option “Mute Attendees On Entry”. Then, the meeting participants who join into the meeting will be muted as default by the host automatically. This option will not effect on the participants who are already in the meeting.

Allow All View Attendee List

Click on the icon  on the right upper corner of tab “Participants”, users could see the meeting control menu. Users could click on option “Allow All View Attendee List”. Then, all the participants in the meeting will see the meeting participants list. If the user unchecks this option, all the participants will only see the host and himself/herself on the participants list.

Note: If it is an IPVideoTalk Webinar, the panelist will not be affected by this option.

Add Participants during a Meeting

During an IPVideoTalk meeting, the meeting host could invite GVC3200/GVC3202 participants or WebRTC participants at any time by IPVideoTalk ID or Email address, respectively.

Click on the icon  on the right upper corner of tab “Participants”, users could see the meeting control menu. Users could click on option “Add Participant”, the user could input the IPVideoTalk ID or Email address and click on “Add” to invite participants. When done, IPVideoTalk system will call GVC3200/GVC3202 directly, or send an invitation to the given Email address.

If the GVC3200/GVC3202 rejects the invitation, the meeting host will receive the failed prompt, If the



participants amount reaches the limitation, the meeting host cannot add more participants during the meeting, If the participant accepts to join the meeting, but the participants amount reaches the limitation at current time, the participant cannot join the meeting.

Remove Participant

In the Participants List, long pressing the name of the participant, users could see the menu, and users could click on “Remove” to remove the participant.

End/Leave Meeting

When the host clicks on  icon at the upper right corner, the host could choose whether to end meeting or leave meeting alone.

- If choosing "End the meeting", the meeting hosted on GVC3200/GVC3202 device will be ended and all participants will be disconnected from the meeting.
- If choosing “Leave the meeting” only the host will leave, please make sure to end the meeting manually from IPVideoTalk portal after all participants left. Otherwise, it will be ended automatically after 6 hours.

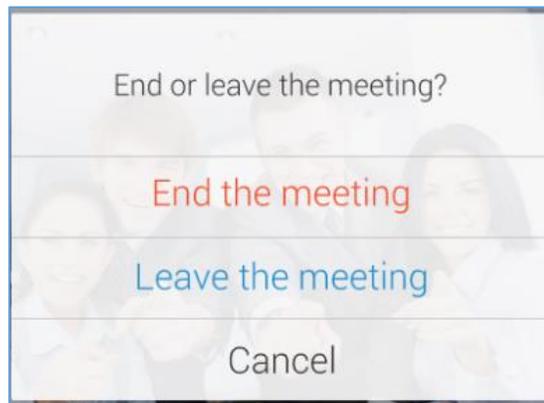


Figure 88: Choose How to End Meeting

About

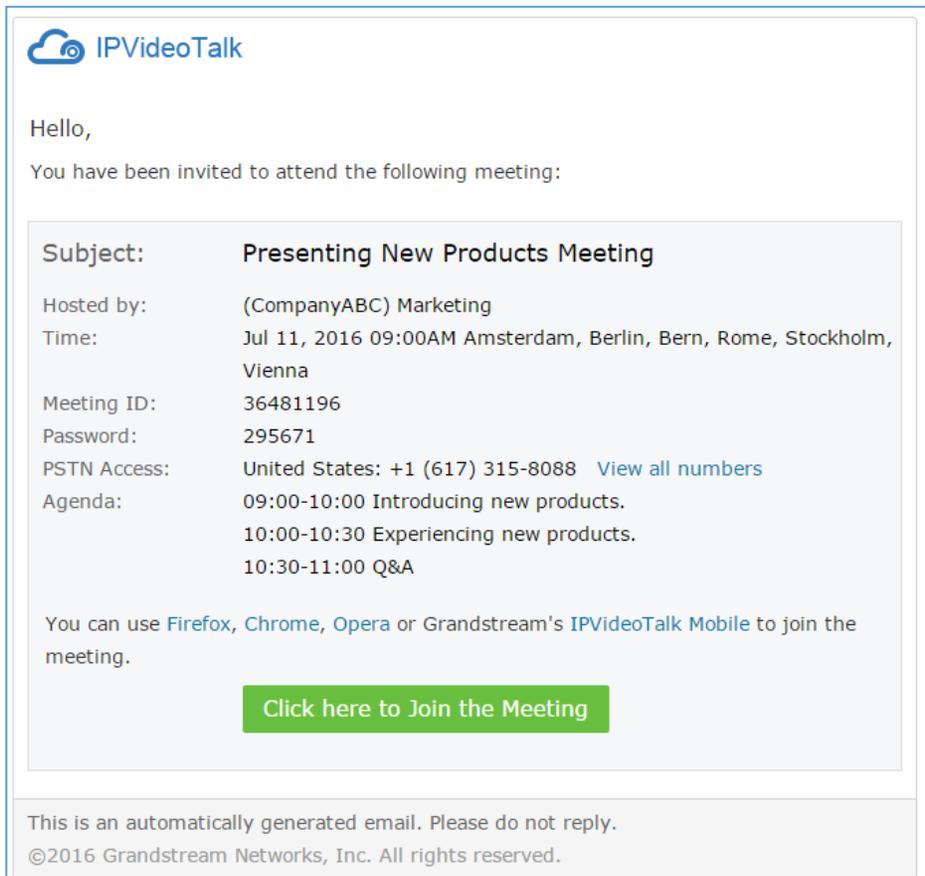
Users could check the software version of the App, terms of service and privacy policy here.



PHONE CALL-IN

Users could join a meeting via a phone by calling in specific PSTN numbers directly. Please note if the meeting does not support PSTN calling-in feature, users will hear the error prompt tone. Currently, only the meeting which is hosted by Pro users allows the participants calling in directly via PSTN.

1. If the meeting supports users to call in directly, users will see the dialing number in the invitation Email. Or, users could get the dialing number on the “Meeting Info” page on WebRTC client or Mobile client (click on “View All Numbers” to check all dialing numbers).



The screenshot shows an email interface for IPVideoTalk. The header includes the IPVideoTalk logo and the text "Hello, You have been invited to attend the following meeting:". Below this is a meeting details box with the following information:

Subject:	Presenting New Products Meeting
Hosted by:	(CompanyABC) Marketing
Time:	Jul 11, 2016 09:00AM Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
Meeting ID:	36481196
Password:	295671
PSTN Access:	United States: +1 (617) 315-8088 View all numbers
Agenda:	09:00-10:00 Introducing new products. 10:00-10:30 Experiencing new products. 10:30-11:00 Q&A

Below the meeting details, it says "You can use [Firefox](#), [Chrome](#), [Opera](#) or Grandstream's [IPVideoTalk Mobile](#) to join the meeting." and includes a green button that says "Click here to Join the Meeting". At the bottom of the email, it states "This is an automatically generated email. Please do not reply." and "©2016 Grandstream Networks, Inc. All rights reserved."

Figure 89: View All Numbers

2. Please dial the number depending on your current country with your phone, in order to avoid international long-distance fees. If there is no dialing number for your current country on the meeting information page, you may select one among the PSTN numbers list to dial in.
3. Please follow the IVR to input your meeting ID followed by # key to join the meeting. If the meeting requires a password, please input the meeting password following the prompt.



4. When the PSTN participant joins into the meeting successfully, the participant could click on the buttons below:

- Press “*” key to get the menu of all options.
- Press “1” key to mute/unmute the MIC. If the PSTN participant is muted by the meeting host, the participant cannot unmute himself/herself.
- Press “2” key to raise hand in the current meeting, the meeting host will see the Raise Hand icon. The PSTN participant could cancel the request by himself/herself by pressing “2” key.



IPVIDEOTALK PORTAL

IPVideoTalk Portal is a web-based online management center, on which users could manage video devices or internal contacts, check devices online status, make meeting reservation and etc.

Sign Up

1. Log in our official website <http://www.ipvideotalk.com> to sign up.
2. Fill in related information as shown below:
 - **Business Name:** Enter current company name. If the company already has an account signed up, the users will not be able to sign up again. It is recommended to sign up one account per company so that all devices can be centrally managed under the same account.
 - **Email:** Fill in company Email or Work Email address.
 - **Country:** Fill in the located country of the company.
 - **State/Province:** Fill in the located State/Province of the company if USA is set as country.
 - **Contact Name:** Fill in the user's contact name.
 - **Company Size:** Fill in the users' amount size of the company.
 - **Phone:** Fill in user's phone number.
 - **Link Device:** Fill in the MAC address of GVC3200/GVC3202 device, the authentication will be sent automatically to the device. Once confirmed on the device, users can see this device as online and can start using it on the IPVideoTalk Portal. Users could also link device after signup.
 - **Verification Code:** Fill in the characters on the right for verification purpose.



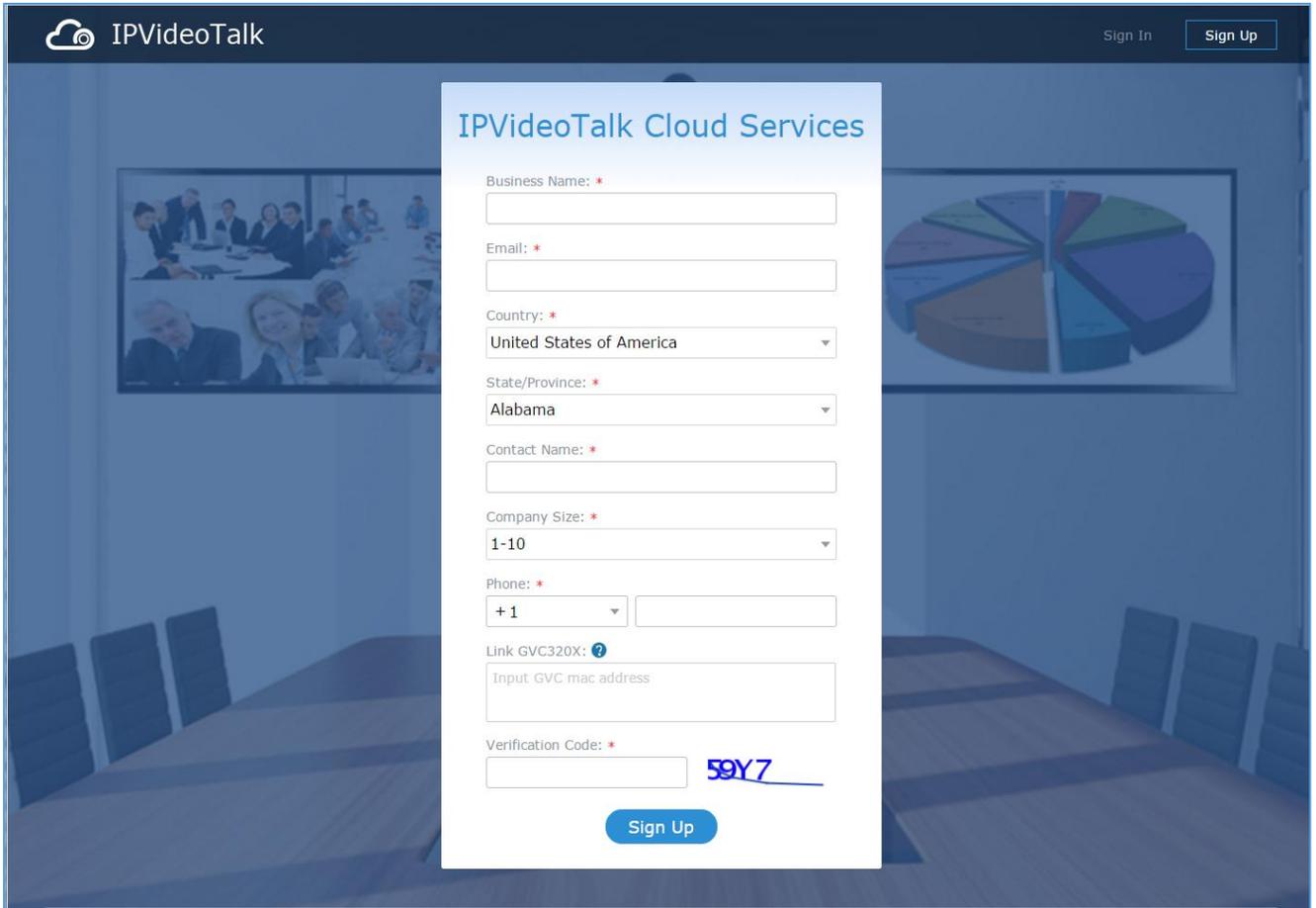


Figure 90: IPVideoTalk Sign up Screen

3. Click on "Sign Up" button. A prompt will pop up to remind users to log in Email to activate IPVideoTalk account.
4. Click **Activate Now** in activation Email to set up login account and password.
5. The users can now successfully access IPVideoTalk Portal.

Sign In

1. Go to IPVideoTalk official website <http://www.ipvideotalk.com>.
2. Fill in account name and password.
3. Click on "Sign In".



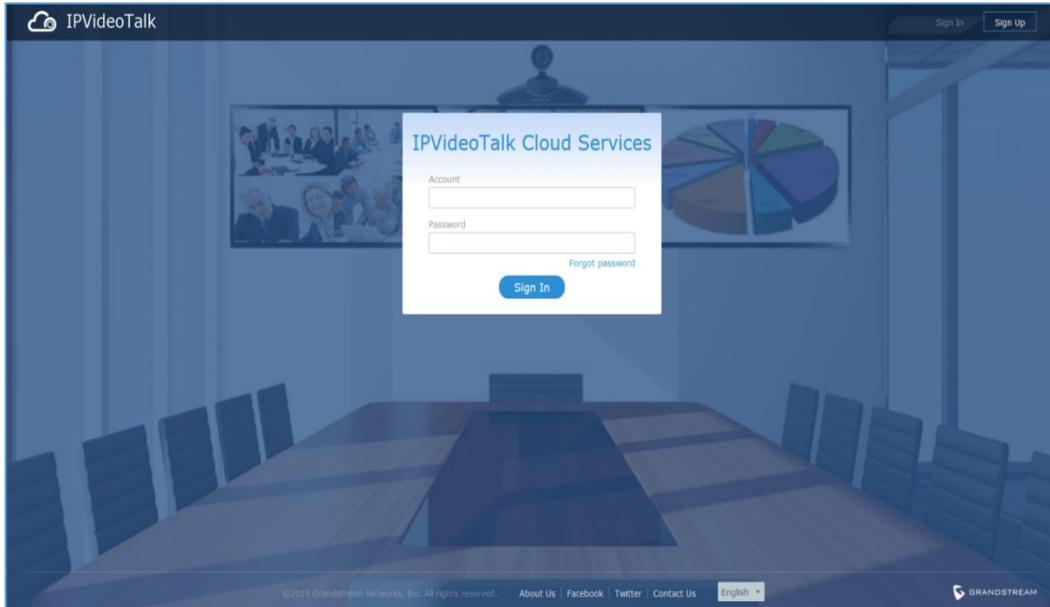


Figure 91: IPVideoTalk Sign in Screen

Users can set language to English or Chinese in the language drop-down menu.

Definitions

This section describes the 5 sections in the IPVideoTalk Portal on the top menu. Please see Devices, Meetings, Contacts, Plans and System sections below.

Tool Bar

The login account is displayed on the upper right corner once logged in. Click on account (for instance **sqhuang123** as shown in below figure), there will be a drop-down menu. Users could click “Admin Center” (including sub-user management and enterprise information management), and update Settings (including personal information settings and instant meetings template settings).

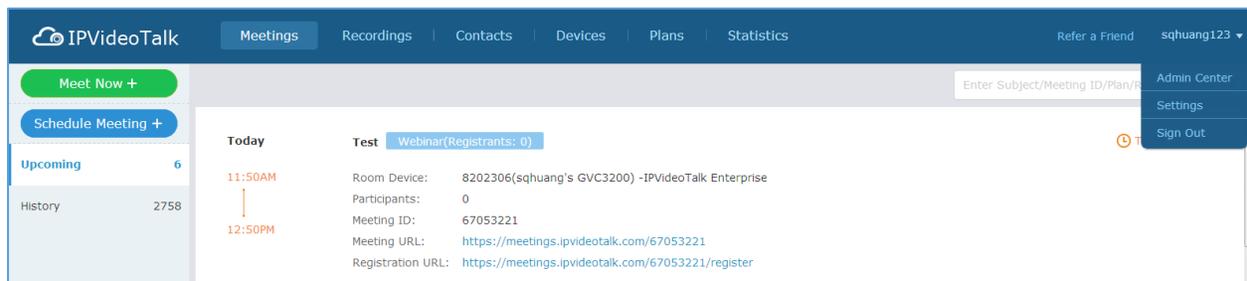


Figure 92: Account Info Screen

- Click “Sign Out” to exit.



Messages on IPVideoTalk Portal

The main page of IPVideoTalk Portal displays important notification messages of IPVideoTalk, such as plan expiration notification, low firmware notification, temporarily out of service for maintenance notification, which may cause the users to be unable to use IPVideoTalk service properly.



Figure 93: IPVideoTalk Portal Main Page

- **Plan expiration notification.** It will prompt how many plans have expired or about to be expired, click on "View now" to enter the Plans page to view details.
- **Low firmware notification.** It will prompt how many devices have low firmware versions, click on "View now" to enter the Devices page to view details.
- **System upgrade maintenance notification.** Click on "View now" to check the maintenance time, please avoid holding meeting during maintenance.

The messages are only for querying the background data when you log in, it is not updated in real time but it will be updated when you log in next time.

Devices

Users can add, view, edit, delete or search devices on Devices Screen.

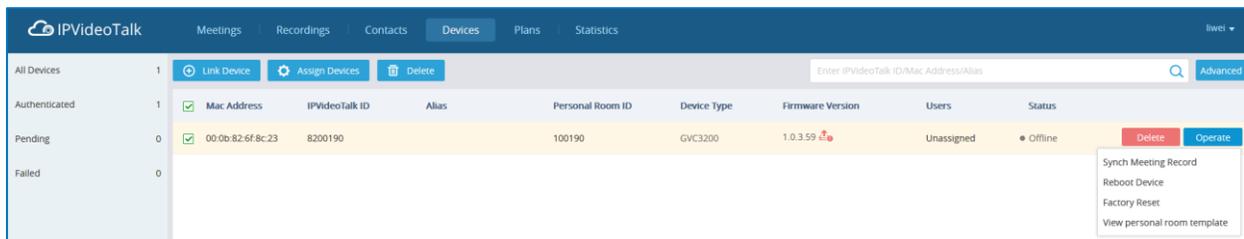


Figure 94: IPVideoTalk Devices Screen

- **All devices**

Users could check devices according to different categories: Authenticated, Failed, Pending.

- **Toolbar**

Users could link device (s), import/batch import device (s).



- **Search device**

Users could search device by MAC address or IPVideoTalk ID, or the device user, or search the online/offline status of the device.

- **Devices list**

Display all linked devices. The displayed contents are: MAC Address, IPVideoTalk ID, Personal Room ID (Each GVC32xx device has a Personal Room Number, the instant meeting will use this Personal Room Number as the meeting ID), Alias, Device Type, Firmware Version, and Status (If the device is online, the internal or external IP address of the device will be displayed).

Add Device via Device Code

Users could link device via device code or MAC address of the device. It is recommended to use device code because the latter requires authentication.

Follow the steps below to link device via device code:

1. Click on  .
2. Choose "Link via Device Code", fill in device code and alias in the pop-up dialog.
 - Device Code: To find device code for your GVC32xx, please go to device LCD menu → **Applications** → **IPVideoTalk application** → **Settings** and check "Device code".
 - Alias is used to identify and distinguish among different devices.

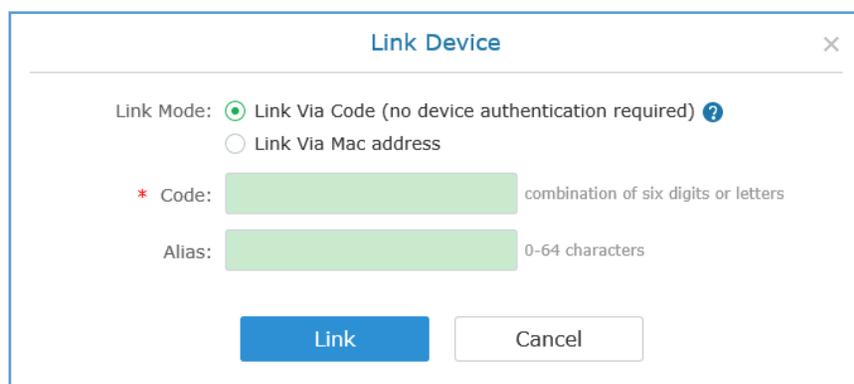


Figure 95: Link Device Screen - Link via Device Code

3. Click "Link" button to link the device. The GVC3200/GVC3202 will receive a message if it is linked successfully. On the GVC3200/GVC3202, please go to LCD idle screen → **Applications** → **IPVideoTalk application**, and click on "Notices" to retrieve the message as shown below.



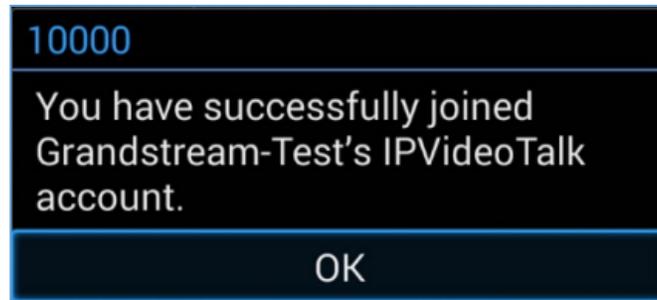


Figure 96: Linked Device Successfully

- Once linked successfully, users could check the status of the device (online/offline) by signing in IPVideoTalk Portal.

Add Device via MAC Address

Users could follow the steps below to link device via MAC address:

- Click on  .
- Choose "Link via Mac Address", fill in MAC Address, Alias in the pop-up dialog.
 - MAC Address: The MAC address of the GVC3200/GVC3202 device. It can be found on the back of the device, or GVC3200/GVC3202 web UI→**Status**→**Network Status**, or GVC3200/GVC3202 LCD menu→**Settings**→**Status**→**Network**.
 - Alias is used to identify and distinguish among different devices.

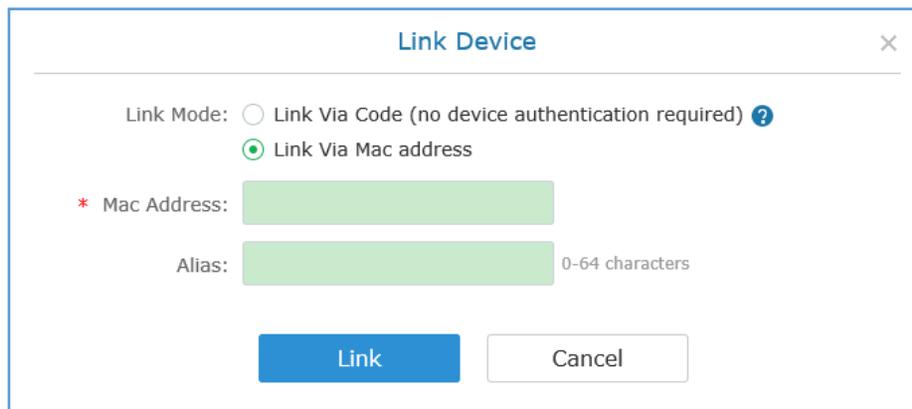


Figure 97: Link Device Screen - Link via MAC Address

- Click on "Link" button and the system will send authentication message to GVC3200/GVC3202. The GVC3200/GVC3202 will receive the message if it is connected to Internet and has IPVideoTalk ID registered. On the GVC3200/GVC3202, please go to LCD idle **screen**→**Applications**→**IPVideoTalk application**, and click on "Notices" to retrieve the message.

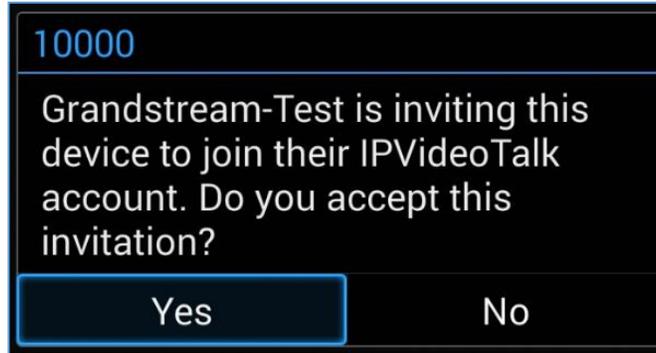


Figure 98: GVC3200/GVC3202 Link Authentication Screen

- On GVC3200/GVC3202, click on "Yes" to link device. If linked successfully, users could check the online/offline status of the linked device on IPVideoTalk Portal. If users click "No" to refuse the authentication request, the device will be shown as "Failed. Authentication is rejected" on the IPVideoTalk Portal. If there is no response for a long time from the device, the status will show "Failed. Authentication timeout" on the IPVideoTalk Portal.

<input type="checkbox"/>	Mac Address	IPVT ID	Alias	Device Ty...	Firmware Versio...	Status
<input type="checkbox"/>	00:0b:82:7e:a1:75	8200495	Marketing	GVC3200	1.0.3.8	● Online

Figure 99: Linked Devices in IPVideoTalk Portal

Device Status

Table 7: Devices Status Specifications

Status	Specifications
Authenticated	The device is authenticated. Users can monitor the online status of the device, schedule meeting or set privilege for the device.
Pending	No response received from the GVC3200/GVC3202 device. Please check your GVC3200/GVC3202 device LCD idle screen → Applications → IPVideoTalk application. If the device does not receive the message after sending the message from the IPVideoTalk Portal, the users can send the authentication again to the device from the IPVideoTalk Portal.
Failed (Timeout)	The GVC3200/GVC3202 device does not reply within 7 days.



Failed (Refuse)

The GVC3200/GVC3202 device has refused the authentication request or the device is already linked to another company.

Assign Devices

Admin could assign the devices to certain users. When the device is assigned to a user, only this user could schedule meetings and view the meeting histories with this allocated device. Other users cannot use this device.

1. Access to the device menu.
2. Select a certain device, and click to access the Device Details page, as the figure shows below:

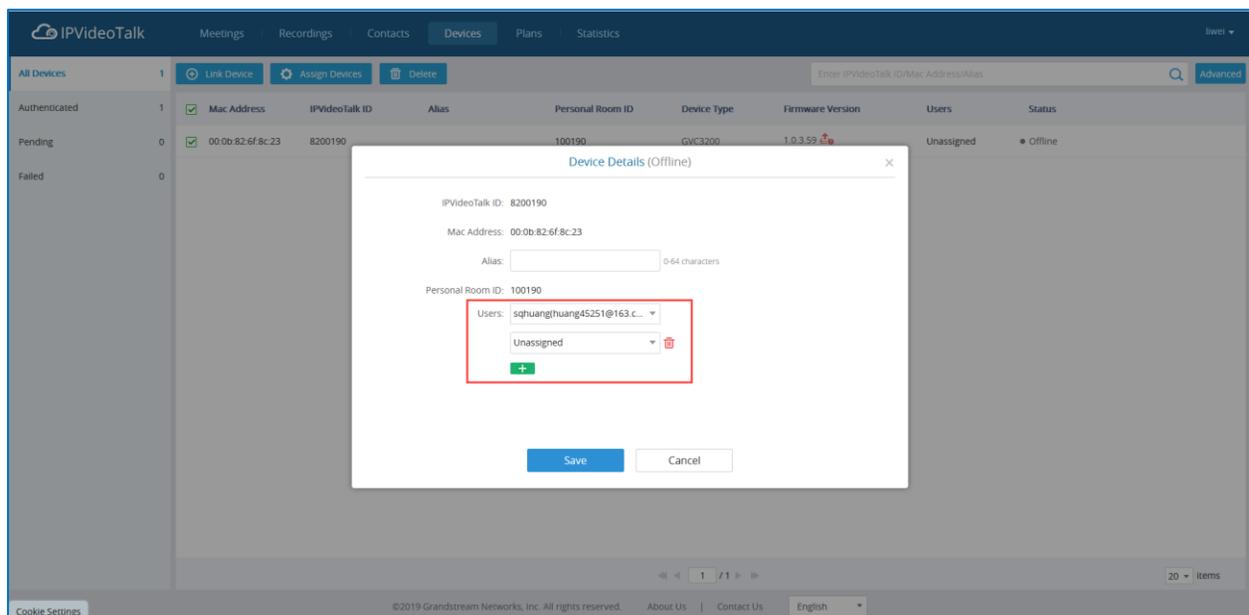


Figure 100: Device Details

3. Users could assign the certain device to multiple users.
4. Or, users could select multiple devices in the device's menu, and click on "Assign devices", then select the one or multiple users on the popped-out window for the multiple devices.

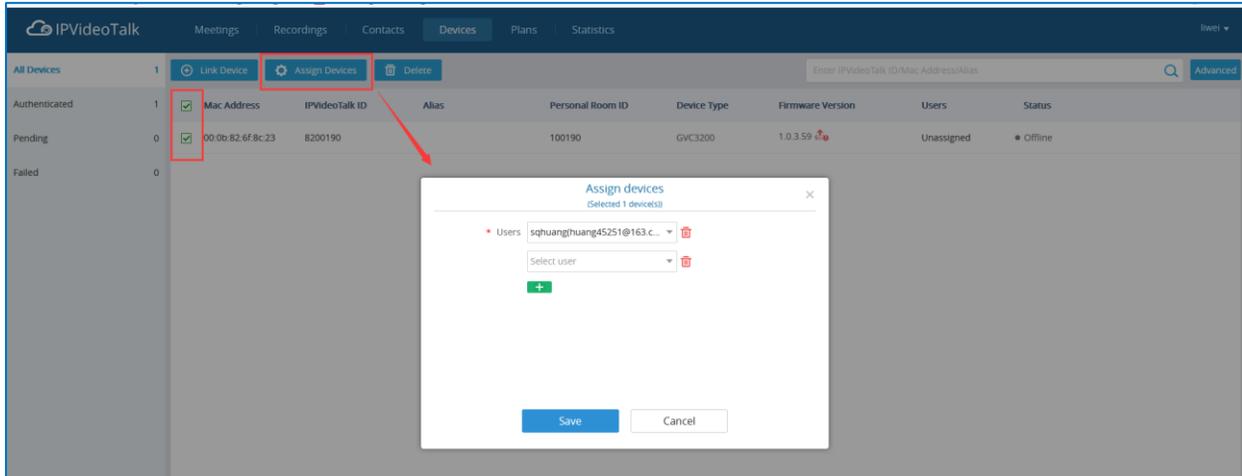


Figure 101: Assign Devices

- When the user confirms to assign the device, only the certain user could use this device to schedule meetings or view the meeting histories on this device.

Users could also follow the steps above to change the owner of the device.

Authenticated Devices Management – Remote Control

Users could factory reset or reboot the authenticated device remotely from the IPVideoTalk Portal.

- Move the mouse cursor on one device to bring up the "Operate" button.

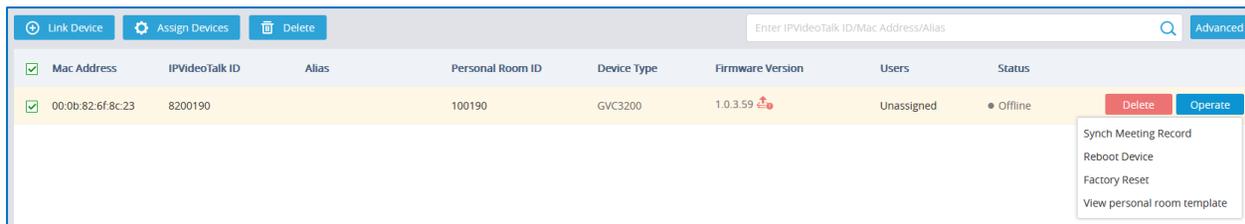


Figure 102: Remote Control Screen

- Users could click on "Operate" → "Synch Meeting Record", then all the scheduled meeting will be pushed into the GVC3200/GVC3202 device. When done, users could see the scheduled meeting in the meeting list in GVC3200/GVC3202. This feature will only sync the "Not Started" or "To be Hosted" meetings with GVC3200/GVC3202.
- Click "Factory Reset" or "Reboot Device". Please note the device must be online before any operations, otherwise, the operation will fail.
- Click on "View Personal Room Template", users could check/edit the device's personal conference template, such as the meeting tile and meeting password.



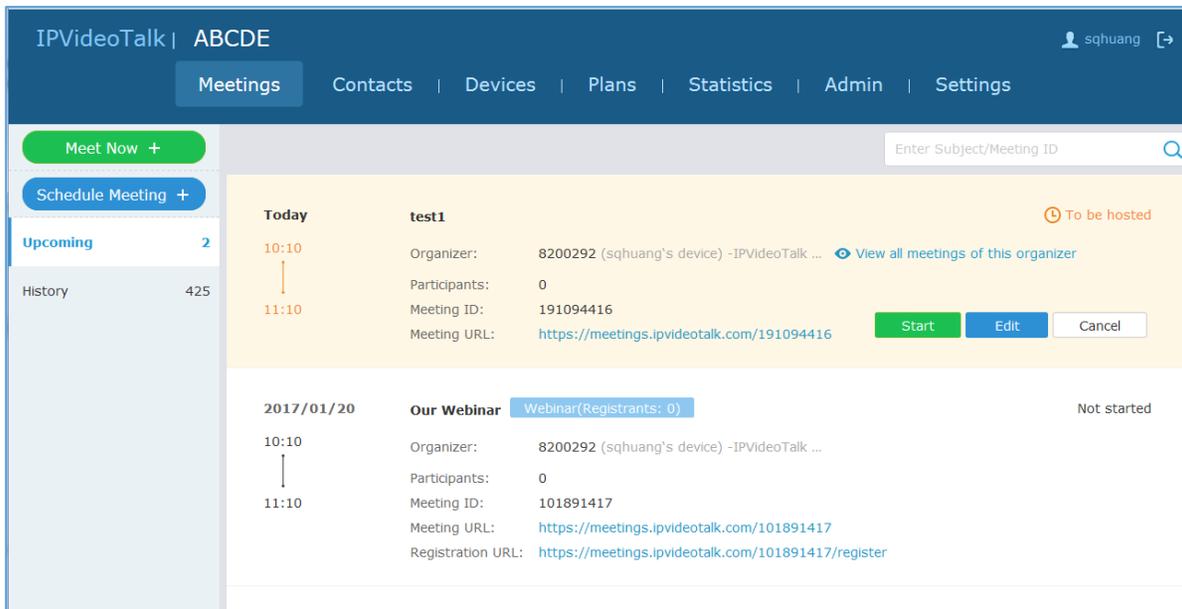
Authenticated Devices Management – Delete Device

Users could delete or batch delete devices:

- To delete one device, please access the devices list, move the mouse cursor on one device and click  button on the right side of the device name.
- To batch delete devices, please access the devices list, click the checkbox for the devices to select devices in batch and then click  button on the top of the device list

Meetings

Users could schedule new meetings with linked device as the meeting host, check upcoming or history meetings. The meeting screen is shown below.



The screenshot shows the IPVideoTalk interface with a navigation menu (Meetings, Contacts, Devices, Plans, Statistics, Admin, Settings) and a sidebar with 'Meet Now +', 'Schedule Meeting +', 'Upcoming 2', and 'History 425'. The main content area displays a list of meetings:

Today	test1	To be hosted
10:10	Organizer: 8200292 (sqhuang's device) -IPVideoTalk ... Participants: 0	View all meetings of this organizer
11:10	Meeting ID: 191094416 Meeting URL: https://meetings.ipvideotalk.com/191094416	Start Edit Cancel
2017/01/20	Our Webinar Webinar(Registrants: 0)	Not started
10:10	Organizer: 8200292 (sqhuang's device) -IPVideoTalk ... Participants: 0	
11:10	Meeting ID: 101891417 Meeting URL: https://meetings.ipvideotalk.com/101891417 Registration URL: https://meetings.ipvideotalk.com/101891417/register	

Figure 103: Meetings Screen

Personal Room

Each Room Device has a Personal Room Number. Once the device registers the IPVideoTalk ID, the IPVideoTalk system will assign a Personal Room Number to the device.

- Meeting Now will use the Personal Room Number to start the meeting.
- If the scheduler wants to schedule a meeting, the scheduler could select to use the Personal Room Number.



3. Each IPVideoTalk ID has a personal conference template, and users could update the template in “Devices”, select the device, click menu option → “View Personal Room Template”. Here are the default settings:

a) The default setting of conference password is none for the Personal Room. If the user needs to set a conference password, the user could set the preferred password in the template.

b) Users could check the Personal Room Number here.

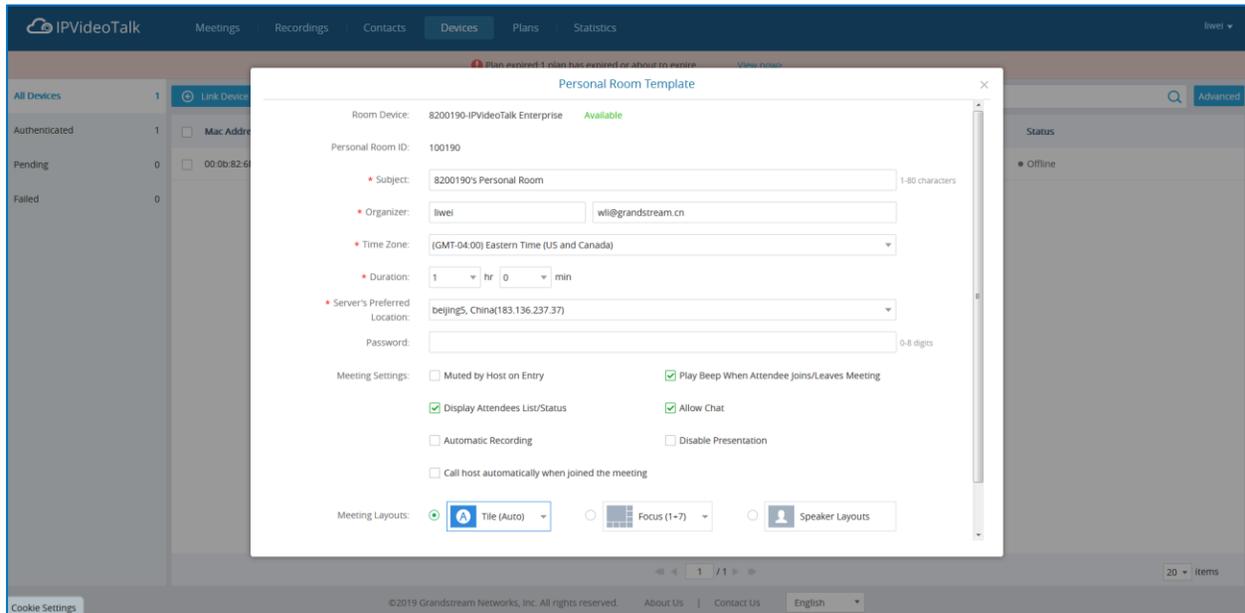


Figure 104: Personal Room Template

4. All the scheduled Personal Room will use this “Personal Room Template”. If the user changes the conference password, server location, participants control, the scheduled Personal Room will be updated with this updated template.

5. If the conference password is updated, the meeting system will send Emails to the meeting host and panelists/meeting invitees.

Note:

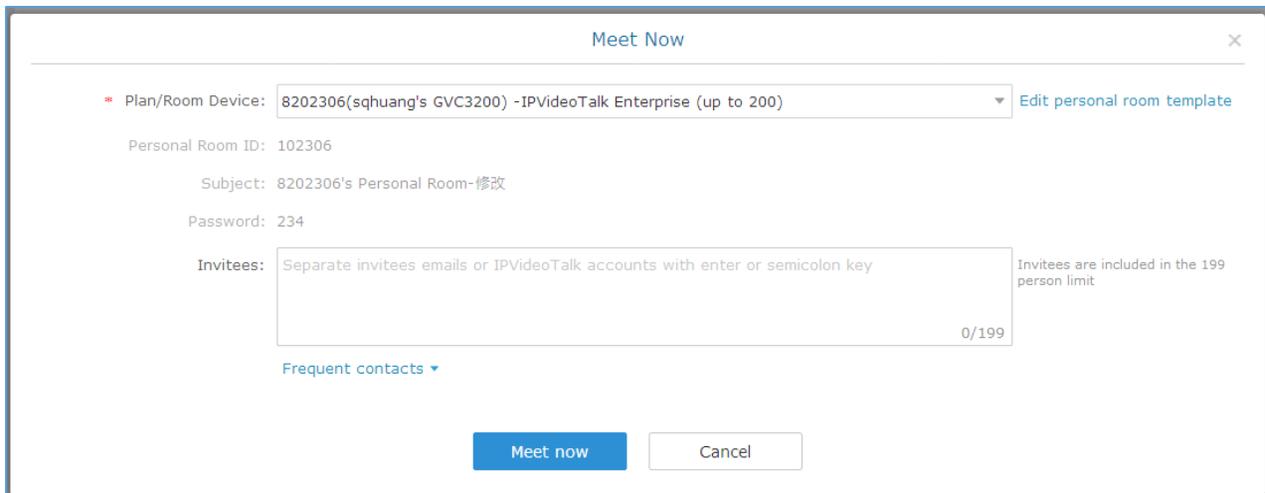
If there are some meetings are in progress, or some “To be hosted” Personal Rooms the user cannot edit the “Personal Room Template”.

Meet Now

Users can start an instant meeting on IPVideoTalk Portal.



1. Go to IPVideoTalk Portal and click on  .
2. Enter the meeting information into the appropriate fields, and the meeting will be considered as an instant meeting by default:
 - **Plan/Room Device:** Select the host device or web meeting plan for the meeting. Users can choose from the authenticated devices, input alias or input IPVideoTalk ID of the authenticated device. Or, select the purchased/assigned web meeting plan.
 - If the user selects “Room Device”, the default setting is “Personal Room”, and the meeting title and password will be loaded with the information in the “Personal Room Template”. If the user wants to update the information, please click on “Edit Personal Room Template”.
 - If the current plan or room device has a meeting in progress, the user cannot start an instant meeting. If the room device has a “To be hosted” Personal Room, the user cannot start an instant meeting.
 - **Subject:** Fill in the subject of the meeting.
 - **Password:** Users can set meeting password for the meeting. This is optional. Setting meeting password can prevent meeting from being interrupted by any unexpected callers.
 - **Invitees:** The user could input the Email or IPVideoTalk ID to invite the participant. The user could also click on “Frequent Contacts” to select the invitees.



Meet Now ×

* Plan/Room Device: 8202306(sqhuang's GVC3200) -IPVideoTalk Enterprise (up to 200) [Edit personal room template](#)

Personal Room ID: 102306

Subject: 8202306's Personal Room-修改

Password: 234

Invitees: Invitees are included in the 199 person limit

0/199

[Frequent contacts](#) ▾

Meet now Cancel

Figure 105: Meeting Now Options

3. When done, click “Meet now” to confirm. Then, users will be directed to the WebRTC meeting starting interface, and will automatically initiate a call to the host device.
4. Users could modify the default information for “Meet Now” . Click on “Edit personal room template” , users could modify the default meeting information.



Schedule a New Meeting

1. Access Meeting screen and click on , and select the meeting type.
2. Fill in meeting information.

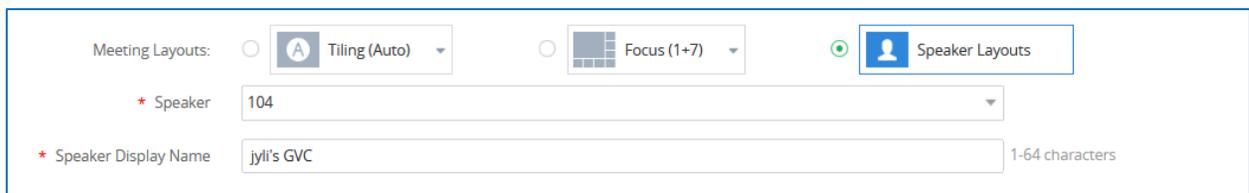
Basic Info:

- **Plan/Room Device:** Select the host device or web meeting plan for the meeting. Users can choose from the authenticated devices, input alias or input IPVideoTalk ID of the authenticated device. Or, select the purchased/assigned web meeting plan.
- **Personal Room:** If the user selects Room Device, the user could also select to use the Personal Room Number. This Conference ID is the personal conference room, and the Conference Password, Attendees Control, Server Location will be loaded from the Personal Room Template. If the user wants to update the information, please click on "Edit Personal Room Template".
- **Subject:** Fill in the subject of the meeting.
- **Time Zone:** Select time zone for the meeting.
- **Start Time:** Set start time for the meeting.
- **Duration:** Set the expected meeting duration and it is visible to other participants. Users can end the meeting in advance or delay the meeting, the meeting is not restricted by the configured duration.
- **Recurring:** Recurring meeting on regular time basis. Please refer to chapter **Schedule a Recurring Meeting** for more information.
- **Password:** Users can set meeting password for the meeting. This is optional. Setting meeting password can prevent meeting being interrupted by any unexpected callers.
- **Description:** Users could input the descriptions of the meeting, in order to mark the meeting.
- **Agenda:** Users could enter the agenda of the meeting. The participants will see it in the meeting invitation Email.
- **Attendees Control - Mute Attendees on Entry:** If checked, all participants will be muted when entering the meeting.
- **Attendees Control - Display Attendees List:** If set to "Yes", WebRTC participants could view the participants list during the meeting. If set to "No", WebRTC participants can only see the host in the participants list.
- **Attendees Control - Allow Chat:** If checked, all participants can chat.
- **Attendees Control - Play Beep When Join/Leave Meeting:** If checked, when there is a meeting participant join/leave the meeting, other participants will hear the beep notification.



- **Attendees Control - Automatic Recording:** If this option is selected, the meeting will be recorded automatically once the meeting is started.
- **Attendees Control - Disable Presentation:** If selected, Presentation will be disabled during the meeting.
- **Attendees Control - Call host automatically when joined the meeting:** Only available when GVC is the meeting host. When selected, a call will be made immediately by the attendee who joined the meeting before the host did until the meeting started.
- **Host Email:** Users could enter the Email of the host who will receive an Email that contains host code and reminds him/her about the meeting to be hosted.
- **Server Location:** Specify the server where the meeting will be hosted. When the meeting starts, it will automatically connect to the specified server region, and all participants will connect to it. To ensure the meeting quality, users should select the closest sever to the meeting location, or where most participants are located. e.g., Oregon for US area, Frankfurt for EU area, and Sydney for Asia and Pacific area.
- **Participants:** Users can enter Email to invite meeting participants, or enter IPVideoTalk ID of other GVC3200/GVC3202 devices. Users can also input name or the key words to search for company contacts. The user could also click on “Frequent Contacts” to select the invitees.
- **Meeting Layout:** Users can pre-select the layout of the meeting, and the meeting will apply this meeting layout by default when the meeting starts. The Meeting Layout supports: Tiling (1+1, 2*2, 3*3, 4*4, Automatic Mode), Focus Mode (Solo, 1 (large) +3 (small), 1+5, 1+7), and Speaker Mode (The speaker will see the other participants’ video in sequence, and the other participants will see the speaker’s video in full screen).

If the selected Meeting Layout is Speaker Mode, the user needs to configure the speaker’s IPVideoTalk ID or email address, and the user needs to select them among panelists or invitees. The “Speaker Display Name” is the name displayed in the meeting video image when the speaker has not joined into the meeting yet.



The screenshot shows a configuration panel for meeting layouts. It includes three radio buttons for 'Meeting Layouts': 'Tiling (Auto)', 'Focus (1+7)', and 'Speaker Layouts'. The 'Speaker Layouts' option is selected. Below the radio buttons, there are two input fields: '* Speaker' with a dropdown menu showing '104', and '* Speaker Display Name' with a text input field containing 'jyli's GVC' and a character count of '1-64 characters'.

Figure 106: Meeting Layout Configuration

Email settings:

- **Email Reminder:** If set to "Yes", the notification Email will be sent to the host and all invited participants 15 minutes before the meeting starts. Users could also configure the Email reminder, set the sending time before the meeting. Users could set 3 Email reminders for each meeting.



Basic Info	Email Settings
Email Reminder: <input checked="" type="checkbox"/> Send Reminder Email Before The Meeting	
<input checked="" type="checkbox"/>	15 Minute before meeting
<input type="checkbox"/>	1 Hour before meeting
<input type="checkbox"/>	1 Day before meeting

Figure 107: Email Settings

Basic Info	Email Settings
* Plan/Room Device:	8202306(sqhuang's GVC3200) -IPVideoTalk Enterprise (up to 200)
	<input type="checkbox"/> Use personal room, meeting ID: 102306 Edit personal room template
* Subject:	<input type="text"/> 1-80 characters
* Organizer:	sqhuang sqhuang@grandstream.cn
* Time Zone:	(GMT+08:00) Beijing, Chongqing, Hong Kong SAR, Urumqi
* Start Time:	09/23/2017 03 : 10 PM
* Duration:	1 hr 0 min
	<small>Tip: 8202306(sqhuang's GVC3200) -IPVideoTalk Enterprise (up to 200) has 2 meetings in this time period, please select another time</small>
	<input type="checkbox"/> Recurring
Password:	<input type="text"/> 0-8 digits
Description:	<input type="text"/> 0/500 characters
Agenda:	<input type="text"/> 0/500 characters
* Phone Access Numbers:	United States: +1 (617) 315-80... Select number
* Server's Preferred Location:	Beijing13, China(183.131.13.147)
Attendee Controls:	<input checked="" type="checkbox"/> Muted by Host on Entry <input type="checkbox"/> Display Attendees List/Status <input checked="" type="checkbox"/> Allow Chat <input checked="" type="checkbox"/> Play Beep When Attendee Joins/Leaves Meeting
<input type="button" value="Schedule"/> <input type="button" value="Cancel"/>	

Figure 108: Schedule Meeting Screen

- If the meeting is scheduled successfully, the system will send notification Email to the Email participants automatically. Users could also check the meeting detailed on the host device schedule interface on LCD or Web UI. The host device will initiate meeting automatically when the meeting time starts.
- If the two scheduled meetings time are overlapped during the same period, there will a prompt to indicate users to change the schedule. Users still can schedule the meeting and ignore the overlap.



**Note:**

Please make sure the host device is powered on and connected to Internet when the meeting is about to start.

Schedule a New Webinar

1. Access Meeting screen and click on , and select the meeting type to Webinar.
2. Fill in Webinar information: Basic Info:
 - **Plan/Room Device**: Select the host device or web meeting plan for the Webinar. Users can choose from the authenticated devices, input alias or input IPVideoTalk ID of the authenticated device. Or, select the purchased/assigned web meeting plan.
 - **Subject**: Fill in the subject of the Webinar.
 - **Time Zone**: Select time zone for the Webinar.
 - **Start Time**: Set start time for the Webinar.
 - **Duration**: Set the expected Webinar duration and it is visible to other participants. Users can end the Webinar in advance or delay the Webinar, the Webinar is not restricted by the configured duration.
 - **Recurring**: Recurring Webinar on regular time basis. Please refer to chapter **Schedule a Recurring Meeting** for more information.
 - **Password**: Users can set Webinar password for the Webinar. This is optional. Setting Webinar password can prevent Webinar being interrupted by any unexpected callers.
 - **Description**: Users could input the descriptions of the Webinar, in order to mark the Webinar.
 - **Agenda**: Users could enter the agenda of the Webinar. The participants will see it in the Webinar Invitation Email.
 - **Phone Access Number**: In the Invitation Emails, it will show the default Phone Access Numbers. The scheduler could also select to show only 2 default Phone Access Numbers.
 - **Attendees Control - Mute Attendees on Entry**: If checked, all participants will be muted when entering the Webinar.
 - **Attendees Control - Display Attendees List**: If set to "Yes", WebRTC participants could view the participants list during the Webinar. If set to "No", WebRTC participants can only see the host in the participants list.
 - **Attendees Control - Allow Chat**: If checked, all participants can chat.

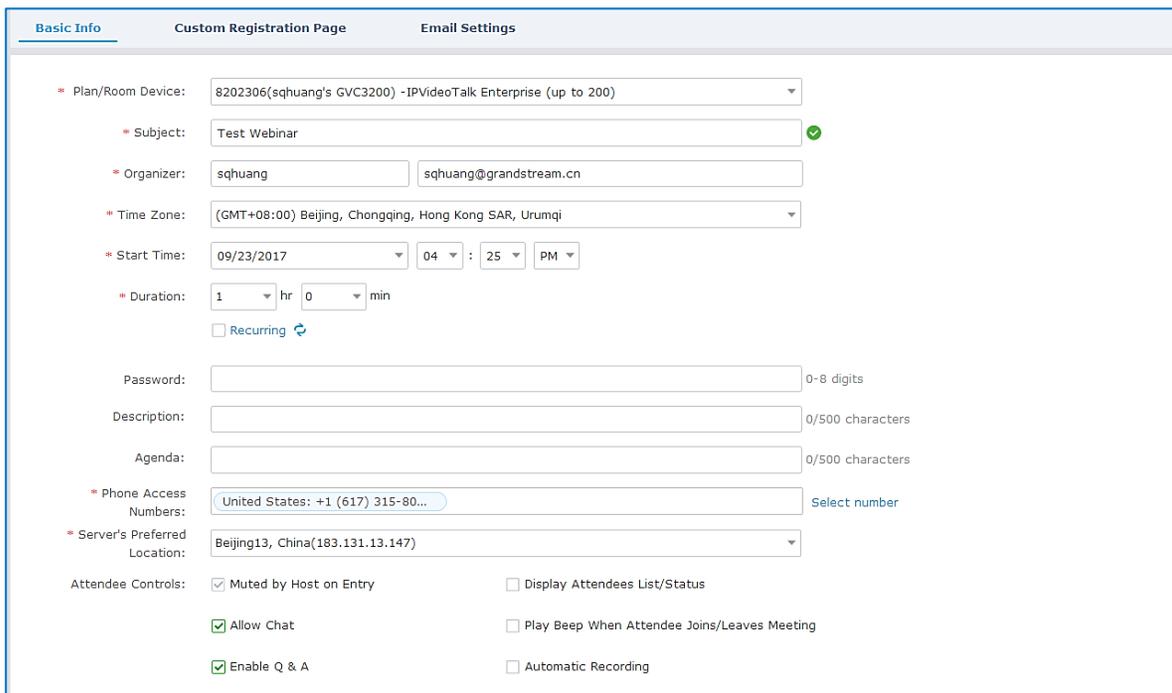


- **Attendees Control - Play Beep When Join/Leave Meeting:** If checked, when there is a Webinar participant join/leave the Webinar, other participants will hear the beep notification.
- **Attendees Control - Enable Q&A:** If this option is selected, the Q&A feature is supported during the Webinar. The Q&A module will be shown up on the Webinar interface. The Webinar participants could send questions for the Webinar host/panelists, and the Webinar host/panelists could select to answer the questions.
- **Attendees Control - Automatic Recording:** If this option is selected, the Webinar will be recorded automatically once the Webinar is started.
- **Host Email:** Users could enter the Email of the host who will receive an Email that contains host code and reminds him/her about the Webinar to be hosted.
- **Server Location:** Specify the server where the Webinar will be hosted. When the Webinar starts, it will automatically connect to the specified server region, and all participants will connect to it. To ensure the Webinar quality, users should select the closest sever to the Webinar location, or where most participants are located. e.g., Oregon for US area, Frankfurt for EU area, and Sydney for Asia and Pacific area.
- **Add Panelists:** Users could add panelists (meeting host) with their names, Email addresses, photos and introductions. Other participants will see the information of the invited panelists (meeting host). And, when users customize the registration page, users could add the information of the panelists (meeting host) into the registration page. In this case, other participants will see the Webinar host/panelists information when joining into the Webinar.
- **Participants:** Users can enter Email to invite Webinar participants or enter IPVideoTalk ID of other device devices. Users can also input name or the key words to search for company contacts. The number of invitees is depending on the plan of the organizer.
- **Participants Registration:** If checked, the participants except invitees should register before joining the Webinar, this feature will help the host to collect the participants' information. The system will provide Webinar registration link, all participants except invitees need to register the Webinar via the link. Users could customize the registration page.
- **Registration:** If the Webinar is recurring Webinar, the user could also select to allow the invitee to register only once and join all recurring Webinars, or only for the next Webinar.
- **Approval:** Users could set to get verified automatically or verified manually. If it is set to get verified manually, the participant will not receive the confirmation Email immediately after registering, and the participant cannot join into the Webinar until passing the verification.
- **Notifications:** If this option is checked, when someone registers for this Webinar, the Webinar system will send a notification automatically to the Webinar host.



- Meeting Layout:** Users can pre-select the layout of the meeting, and the meeting will apply this meeting layout by default when the meeting starts. The Meeting Layout supports: Tiling (1+1, 2*2, 3*3, 4*4, Automatic Mode), Focus Mode (Solo, 1 (large) +3 (small), 1+5, 1+7), and Speaker Mode (The speaker will watch the other participants' video in sequence, and the other participants will see the speaker's video in full screen).

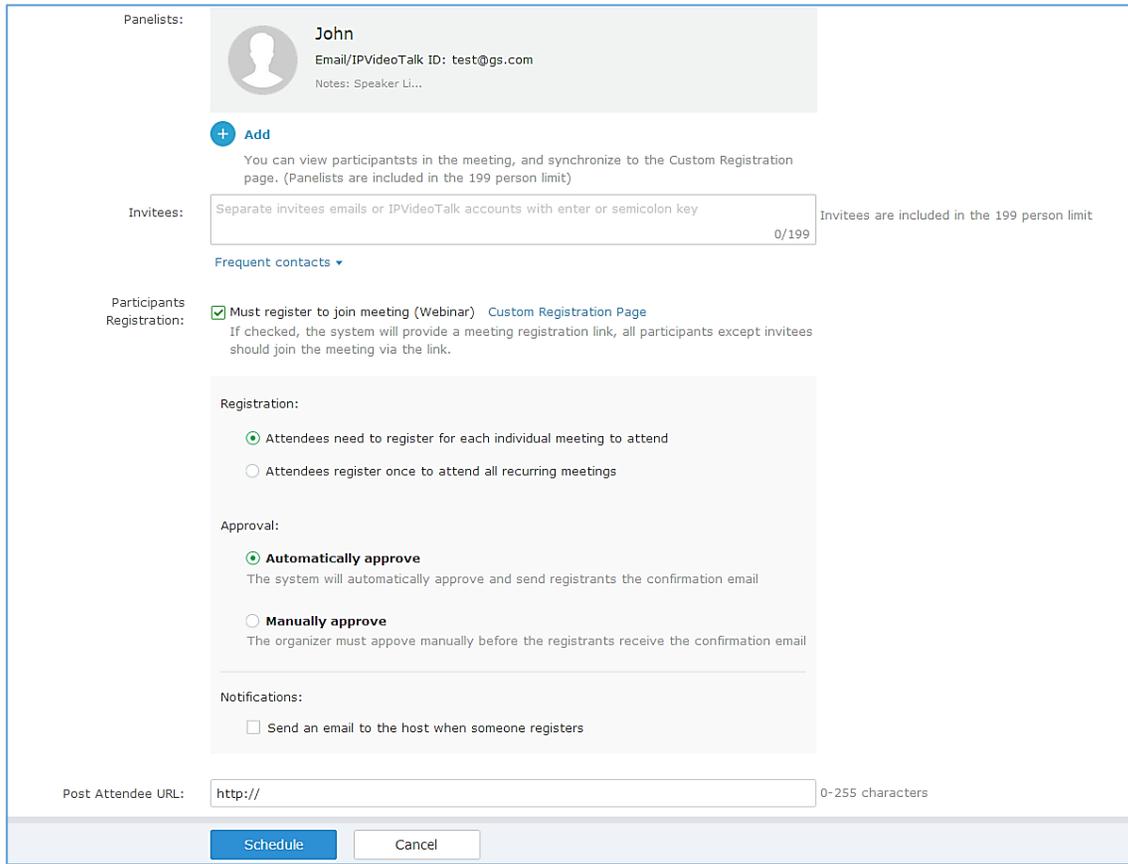
If Meeting Layout is set to Speaker Mode, user needs to configure the speaker's IPVideoTalk ID or email address, and the user needs to select them among panelists or invitees. The "Speaker Display Name" is the name displayed in the meeting video image when the speaker has not joined into the meeting yet.



The screenshot shows the 'Schedule Webinar - I' configuration page. It features three tabs: 'Basic Info', 'Custom Registration Page', and 'Email Settings'. The 'Basic Info' tab is selected. The form contains the following fields and options:

- Plan/Room Device:** 8202306(sqhuang's GVC3200) -IPVideoTalk Enterprise (up to 200)
- Subject:** Test Webinar
- Organizer:** sqhuang; sqhuang@grandstream.cn
- Time Zone:** (GMT+08:00) Beijing, Chongqing, Hong Kong SAR, Urumqi
- Start Time:** 09/23/2017, 04:25 PM
- Duration:** 1 hr, 0 min
- Recurring:** Recurring
- Password:** (empty), 0-8 digits
- Description:** (empty), 0/500 characters
- Agenda:** (empty), 0/500 characters
- Phone Access Numbers:** United States: +1 (617) 315-80...; Select number
- Server's Preferred Location:** Beijing13, China(183.131.13.147)
- Attendee Controls:**
 - Muted by Host on Entry
 - Display Attendees List/Status
 - Allow Chat
 - Play Beep When Attendee Joins/Leaves Meeting
 - Enable Q & A
 - Automatic Recording

Figure 109: Schedule Webinar - I



Panelists: **John**
 Email/IPVideoTalk ID: test@gs.com
 Notes: Speaker Li...

+ Add
 You can view participants in the meeting, and synchronize to the Custom Registration page. (Panelists are included in the 199 person limit)

Invitees: Separate invitees emails or IPVideoTalk accounts with enter or semicolon key Invitees are included in the 199 person limit
 0/199
 Frequent contacts ▾

Participants Registration: **Must register to join meeting (Webinar)** [Custom Registration Page](#)
 If checked, the system will provide a meeting registration link, all participants except invitees should join the meeting via the link.

Registration:
 Attendees need to register for each individual meeting to attend
 Attendees register once to attend all recurring meetings

Approval:
 Automatically approve
 The system will automatically approve and send registrants the confirmation email
 Manually approve
 The organizer must approve manually before the registrants receive the confirmation email

Notifications:
 Send an email to the host when someone registers

Post Attendee URL: 0-255 characters

Schedule

Figure 110: Schedule Webinar – II

3. Fill in Webinar information: [Custom Registration Page.](#)

- i. Users could customize the banner, the information options from the participants, the Webinar host/panelists' business card and so on.
- ii. The figure below shows the registration page for Webinar participants. Users could drag the items from "Register Items" / "Options" from the right side to the left-side page. When done, users could click on

the button  on the bottom page to preview the registration page.

- **Banner:** The size is up to 1000*200, and the image format includes png, jpg, jpeg and other common image format.
- **Register Items:** The default displaying items are Name, Email address and Country. Users could customize and add up to 20 options. The Registration Items include Input, Drop-down, MText, Radio, and Multiple Checkboxes. Users could customize and add the items by requirements, and users could also define the customize option is a required option or not.

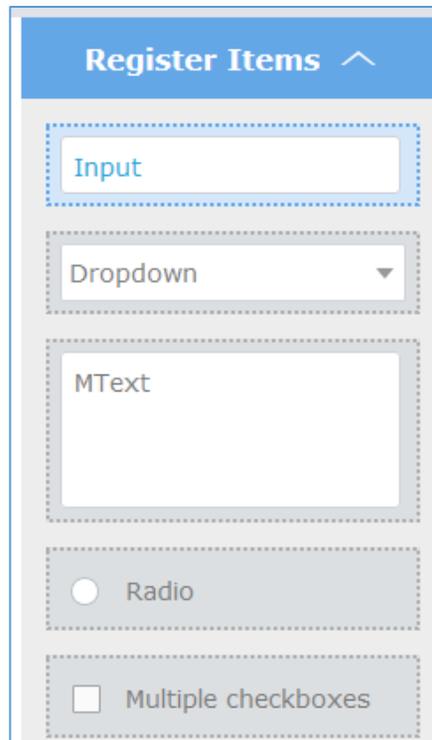


Figure 111: Customize Registration Page

- Options:** Users could drag options “Lecturer Info”, “Meeting Description” and “Meeting Agenda” to the registration page. Users could add up to 5 lecturers on the registration page. Users need to select the lecturers from the invited Webinar panelists. Users could move the panelist to the registration page, or add a new lecturer. The new added lecturer will not be moved to the Webinar panelists.

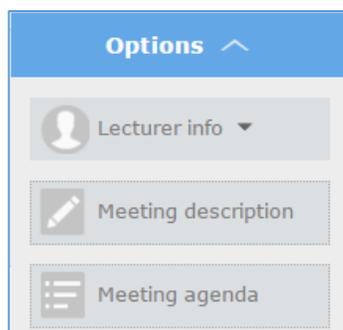


Figure 112: Customize Options - I

- Move Options:** Move the mouse to the option, and there will be an icon  shown on the right upper side of the option. Click on the icon and drag the option to the location where you preferred.
- Edit Options:** Move the mouse to the option, and there will be an icon  shown on the right upper side of the option. Click on the icon and start to edit this option such as the option name, the

sub-options, and whether if the option is required.

- **Delete Options:** Move the mouse to the option, and there will be an icon  shown on the right upper side of the option. Click on the icon and users could delete this option.

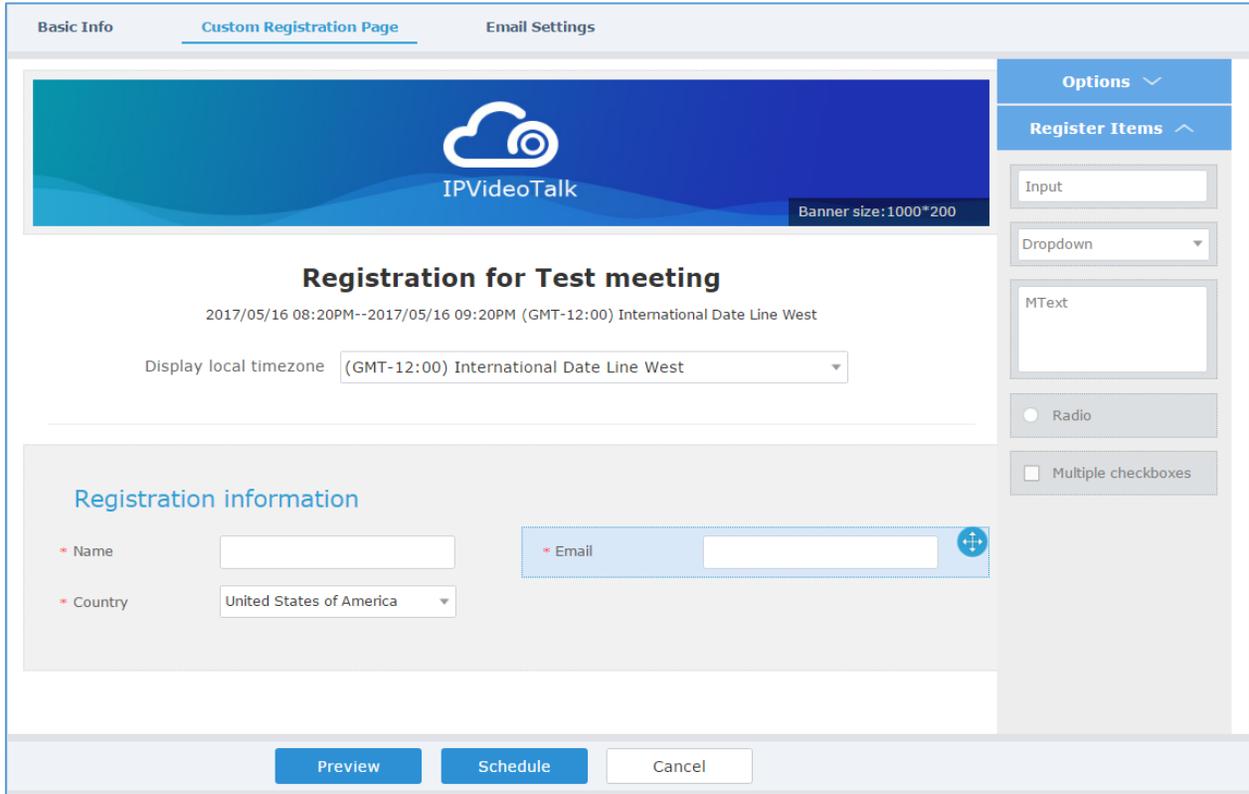


Figure 113: Customize Options II

- iii. The language on the customized registration page is depending on the language of Webinar scheduler. For example, if the person who schedules this Webinar is using French, the registration page for the participants is in French, and this cannot be updated.
4. Fill in Webinar information: Email Settings.
 - **Email Reminder:** If set to "Yes", the notification Email will be sent to the host and all invited participants 15 minutes before the Webinar starts. Users could configure the time when users want to send the notification Emails, up to 3 times.
 - **Thank-you Email:** If checked, the system will send a Thank-you Email to the Webinar participants, the host can also customize the contents in the Email. Users could customize the Thank-you Email and preview the Email.
 - **Missed-you Email:** If this option is selected, the Webinar system will send the Emails to the users who registered/invited but miss the Webinar.



Basic Info
Custom Registration Page
Email Settings

Email Reminder: Send Reminder Email Before The Meeting

15 before meeting
 1 before meeting
 1 before meeting

Thank-you Email: Send to all participants after meeting

Thank you for attending today's meeting, <insert meeting name here>, hosted by <insert name of host>. If you have any further needs or questions regarding today's meeting please contact the meeting organizer or host.

[Preview email](#)
216/500 characters

Missed-you Email: Send email to absentees

Sorry we missed you for today's meeting, if you have any questions or needs regarding the meeting please contact the host or coordinator.

[Preview email](#)
137/500 characters

Figure 114: Email Settings

5. If the Webinar is scheduled successfully, the system will send notification Email to the panelists and participants automatically. Users can also check the Webinar details on the host device schedule interface on LCD or Web UI. The host device will initiate Webinar automatically at scheduled Webinar starting time.
6. If the Webinar time of two scheduled Webinars are overlapping during the same period, there will a prompt to indicate users to change the schedule. Users can still schedule the Webinar and ignore the overlap.

Schedule a Recurring Meeting

Users could schedule a recurring meeting, if users want to have a meeting on daily/weekly/monthly basis. Select "Recurring" below "Duration" option when scheduling a meeting as the figure shown below:



* Duration: hour

Recurring 

Recurring: Day

Week

Month

Every Week (s) on:

Mon Tue Wed Thu Fri Sat Sun

Recurring Range: * Start by

End by

After Meeting (s)

No End

Figure 115: Set Recurring Meeting

Users can set the following recurring range:

Table 8: Recurring Range Specifications

Recurring	Options	Examples
Day	Every N day (s)	e.g.: have meeting per day
	Every workday (Monday to Friday)	e.g.: have meeting per day from Monday to Friday
Week	Every N week (s) + weekday (Optional: from Sunday to Saturday)	e.g.: have meeting on Monday every two weeks
Month	Every N month (s) + one exact day (day-of-month, weekday-of-month)	e.g.: have meeting on the first day of every month, or on the fourth Friday of each March
Start by	Start recurring meeting since this day	
End by	No end: recurring meeting always takes effect	
	End by date: set the date until when the recurring meeting will end	
	End by times: the meeting ends recurring after N meeting (s)	

When one of the recurring meetings ends, it will automatically display the next upcoming one in the recurring meeting schedule.

View Meeting

Users could view upcoming or history meetings of all linked devices, and filter meetings for different host devices to view available time frames of each device.

1. Click on "Upcoming" tab on the left to view upcoming meetings or the "History" tab to view history meetings.

Table 9: Meeting Status List

Status		Specifications
Upcoming	Not started	The meeting is not started, users can edit or cancel meeting.
	To be hosted	The meeting is about to start, waiting for the host to start meeting. Users can edit or cancel meeting.
	In process	The meeting is in process, users can end meeting.
History	Ended	The meeting is held successfully and ended. If the meeting ended unexpected, users can restart or reschedule meeting.
	Expired	The meeting is not started in the scheduled time period. The meeting is expired automatically. Users can reschedule meeting.
	Canceled	The meeting is canceled. Users can reschedule meeting.

2. If the meeting requires the participants to register before joining the meeting, then, the user could check the number of registrants on the IPVideoTalk Portal.

Today **Test Webinar** Webinar(Registrants: 2) Waiting room: 2 🕒 To be hosted

03:00PM

Room Device: 8202306(sqhuang's GVC3200) -IPVideoTalk Enterprise

Participants: 2 sqhuang1234(huang45251@gs.com); sqhuang1234(huang4521@gs.com)

Meeting ID: 61093723

04:00PM

Meeting URL: <https://meetings.ipvideotalk.com/61093723>

Registration URL: <https://meetings.ipvideotalk.com/61093723/register>

Figure 116: Check the Registered Participants

3. If there is a participant joining into the waiting room, there will be a prompt showing "Waiting Room: N" to indicate how many participants are waiting in the waiting room. The participants could join into the



waiting only if the meeting status is changed to “To be hosted”.

4. Move the cursor on the meeting, and click on button  Copy meeting invitation, users could copy the meeting information.

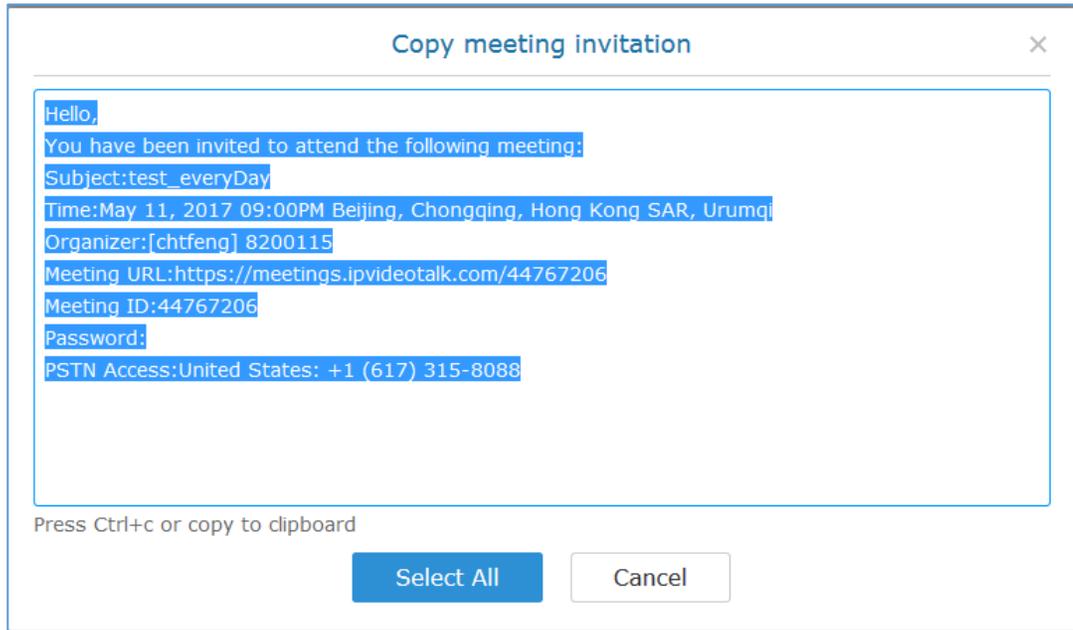


Figure 117: Copy Meeting Invitation

5. Click on one meeting’s subject to view its details.

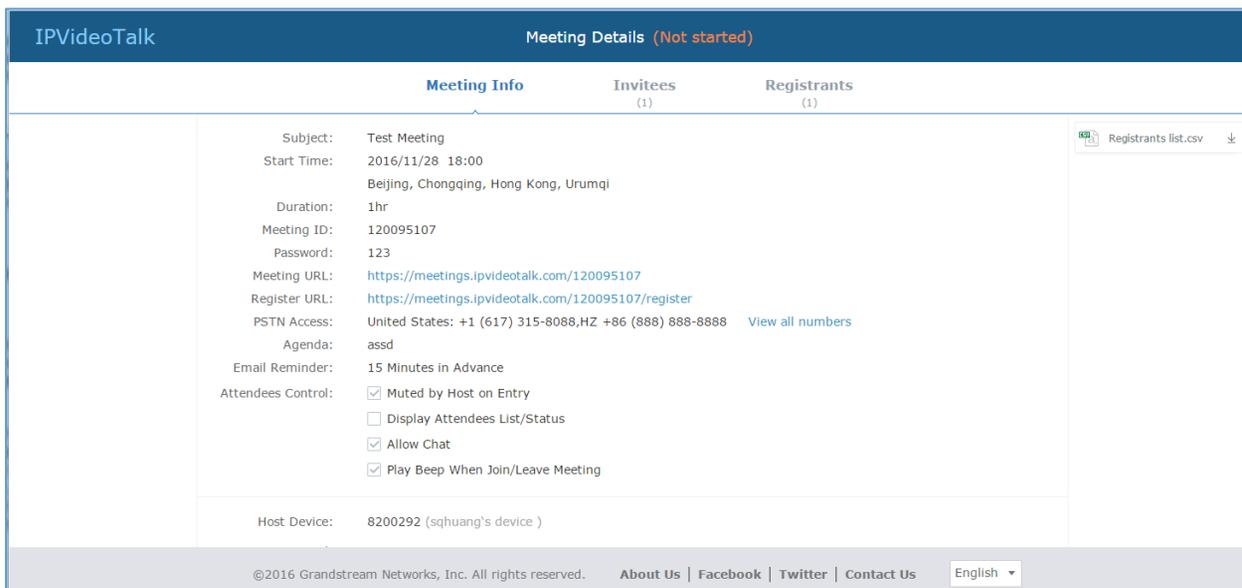


Figure 118: Meeting Details – Meeting Info

- In Meeting Details page, users could check the invitees and registrants list (If the meeting does not require registering, the registered users list will be hidden). If users have customized some options on the registration page, the customized options will be shown on Meeting Details page. Users could also download the Registrants List on this page. Before the meeting starting time, it allows users to resend the invitation Emails to the invitees or registrants.

If it is set to get approval manually, the meeting host has to verify the registration. The participants who pass the approval can receive the Invitation Emails, and join into the meeting any time. Otherwise, the participants cannot receive the Invitation Emails, and cannot join into the meeting. The rejected participants could register again on the IPVideoTalk Portal, and renew the registration information, and wait for the verification by the meeting host. The participants who pass the approval could only renew the registration, the status of approval is still passed.

IPVideoTalk		Meeting Details (Not started)	
Meeting Info		Invitees (1)	Registrants (2)
Name/Email	Country	Registered at	
sqhuang sqhuang@grandstream.com	China	09/20/2016 06:16PM	
William william@gmail.com	China	09/20/2016 06:16PM	

Figure 119: Meeting Details - Registered Participants

- Once the meeting is ended, the user could check the detailed information of the meeting. It will show the actual attendees list, including participants' names, Email addresses (numbers), clients type, country, meeting duration and the leaving time.

If the meeting is cancelled or expired, it will also show the Participants List of the conference waiting room.



Meeting Details (Ended)				
Meeting Info		Participants (2)	Invitees (1/1 100%)	Registrants (0)
Name/Email	Device Type	Country	Joined at	Left at
sqhuang(host) 452513959@qq.com	Firefox	China	20:40	20:58
cc(Panelists) sqhuang@grandstream.cn	Chrome	China	20:38	20:58

Figure 120: Meeting Details

- In the meeting detailed information, it will show the joining meeting timeline for all participants, and the registration timeline for registrants. The “Pie statistics graph” including the countries of all participants, and the clients’ type of the participants.





Figure 121: Meeting TimeLine





Figure 122: Pie Statistics Graph

- After the meeting is ended, users could export the meeting report, including Meeting Details, Chat Content, Participants List and Registrants List, Q&As, Recording files (it will show all recording files if users have multiple recording operation). If the meeting does not request the participants to register, there will be no Participants List.

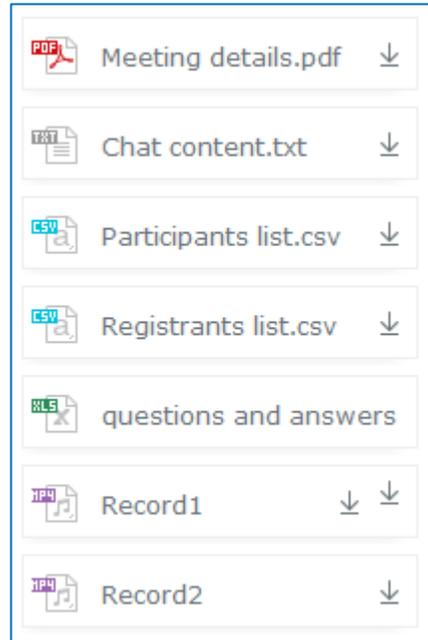


Figure 123: Exporting Reports

Start Meeting or Webinar

Users can start an IPVideoTalk meeting or Webinar manually before the starting time.

1. Access Upcoming meetings list, move the mouse cursor on the meeting and click on  button.
2. If the current organizer is in an ongoing IPVideoTalk meeting, or the meeting is in time conflict with another one, it cannot be started manually.
3. When the meeting is started, the user will join the meeting automatically, and becomes a meeting host by default.
4. If the meeting organizer is a GVC320x device, it will receive the call automatically if the meeting is started before the starting time.
5. For IPVideoTalk Webinar, the user could start the Webinar or join into the Webinar preparation period 1 hour before the Webinar starting time.

Upcoming Meeting - Edit

Follow the steps below to edit scheduled meeting:

1. Access upcoming meetings list and move the mouse cursor on the meeting and click on  button.



2. Fill in the new meeting information and click "Save". Once the meeting is saved, the users can edit all fields, including the meeting organizer.
3. If the meeting status is "To be Hosted", the user can only add invitees, and other information cannot be revised.
4. When users try to edit a recurring meeting, users could only "Edit this meeting", or "Edit the recurring meeting".

 **Notes:**

- If the plan for the IPVideoTalk ID is changed, the number of allowed participants will be adjusted accordingly.
- If the meeting subject or meeting time is changed, an Email will be sent automatically to inform all Email participants.
- If users add or delete a new participant, the Email participants will receive Email notifications.

Upcoming Meeting – Cancel

1. Access "Upcoming" meetings list and move the mouse cursor on the meeting. Then click the Cancel button .
2. To confirm canceling the meeting, click "OK" in the pop-up dialog. Otherwise, click "Cancel".
3. If it is a recurring meeting, users could cancel all the repeated meetings or the meeting only to be held this time.

Reschedule Meeting

If users would like to host a meeting that has the same meeting information as the past meetings, the users could find the past meeting in history meeting list and reschedule it from there.

1. Access History meetings list, move the mouse cursor on the meeting and click "Reschedule" button.
2. The user could select whether to use the previous scheduled meeting number. If the user selects the previous scheduled meeting number, the current scheduled meeting number will be the same as the previous scheduled meeting number. Otherwise, the new scheduled meeting number will be assigned to this meeting.



3. Users could import the previous participants, registrants, or invitees. Once the option is checked, the participants/registrants/invitees will be filled into the corresponding section, and users could edit the section if needed.
4. Fill in the new meeting information and click "Save". The users can edit all fields including the host device when editing the meeting for rescheduling.
5. After the meeting is saved, Email notifications will be sent to Email participants.

Restart Meeting

1. Access History meetings list, put the mouse cursor on the meeting and click "Restart" button.
2. Users will see the meeting in Upcoming meeting list with the same meeting ID, and a notification Email will be sent to Email participants automatically.

After-Meeting Report Email

When the meeting is ended, a report Email will be sent to the registered Email address and the host Email address.

The Email contains the meeting information such as meeting duration, the number of participants and registrants list as shown in figure below, host Email will also get a pdf attachment containing detailed report statistics. You can also log in to www.ipvideotalk.com to view the meeting details.





Thanks for organizing your meeting with IPVideoTalk. Now that your online event is over, you can view detailed statistics about your meeting. Basic statistics are included below and you can download the attached report for more detailed information.

Subject: Test meeting

Meeting Time: 2017/05/16 08:26PM International Date Line West
Meeting Duration: 4min
Organizer: [web] 8200204
Meeting ID: 215392485
Number of Participants: 3
Maximum Concurrent Visitors: 3
Average Participant Attendance Duration: 1min
Invitees at the Meeting/Number of Invitees: 0/0 (0%)
Registrants at the Meeting/Number of Registrants: 2/2 (100%)

Meet with Friends and Colleagues - Anytime, Anywhere

Meet, collaborate and get things done with IPVideoTalk - share the sign up link below with your friends and colleagues to get them started.

IPVideoTalk.com



This is an automatically generated email. Please do not reply.
©2017 Grandstream Networks, Inc. All rights reserved.

Figure 124: Report Email

Notification Email

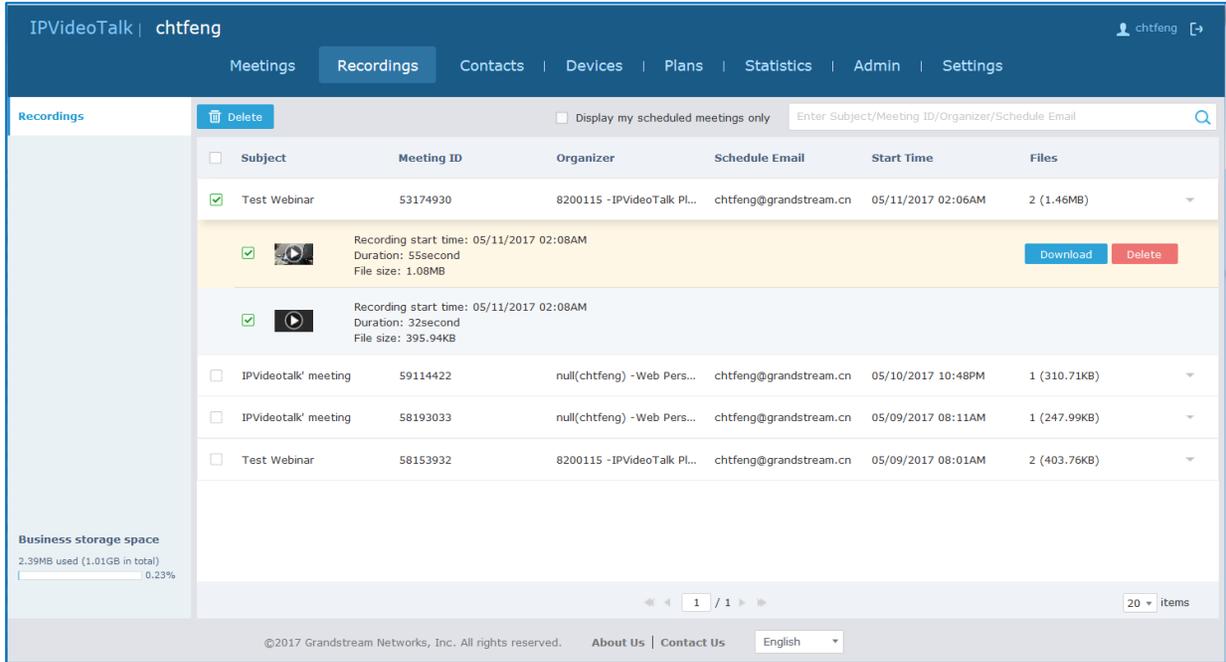
When the plan has expired or about to be expired, the device firmware version is too low, or the device is frozen by IPVideoTalk server, a notification Email will be sent to the registered Email address to inform the users.

Recordings

Check Recording Files

Users could check all recording files which belong to the same enterprise account, including all cloud recording files in the room systems for this enterprise account (it does not include the local recording files in GVC3200/3202).





The screenshot shows the 'Recordings' page in the IPVideoTalk interface. At the top, there are navigation tabs for Meetings, Recordings, Contacts, Devices, Plans, Statistics, Admin, and Settings. A search bar is present with the placeholder text 'Enter Subject/Meeting ID/Organizer/Schedule Email'. Below the search bar is a table of recordings. The first row is highlighted in yellow and shows a 'Test Webinar' recording with a duration of 55 seconds and a file size of 1.08MB. Below this row, there are two more rows showing recording details for the same meeting, including start time, duration, and file size. The table also includes columns for Meeting ID, Organizer, Schedule Email, Start Time, and Files. At the bottom left, there is a 'Business storage space' section showing 2.39MB used out of 1.01GB total. The footer contains copyright information and navigation links.

Figure 125: Check Recording Files

1. Users could check the recording files and the corresponding meeting list. Users could check the own scheduled meetings, or search the recording files by meeting ID, meeting topic and the meeting host name to check the meeting recording files.
2. Click on the meeting and check the recording files, including the recording starting time, duration, and the file size.
3. Click on the recording file to play the recording file. Users may also download or delete the recording files (if the recording file is still uploading, it will show the “uploading” status, users cannot do any operation for this recording item).
4. Users could also select a meeting, and download all recording files for this meeting.
5. Users could also delete multiple recording files. Select multiple meeting or multiple recording files, and click on the delete button to delete multiple recording files.
6. The administrator of the enterprise account could check all recording files which belong to this account, and it allows the administrator to delete the recording files.

NOTE: If the meeting has multiple video layouts, each layout will generate its own recording file so that the playback can be in different layouts.

Check Storage Space

The administrator of the enterprise account could check the total storage space and the rest of the storage space on the left bottom of the Recording page.





Figure 126: Business Storage Space

1. Each enterprise account includes one storage space. The total storage space for each enterprise account is the sum of all activated plans which belong to this account. If there is a plan is expired, the total storage space of the enterprise account will be decreased, depending on the storage space of the expired plan. If the user purchases another plan, the total storage space of the enterprise account will be increased, depending on the storage space of the new plan.
2. When the available storage space is lower than 20%, the system will send a notification Email to the administrator of the enterprise account. When the available storage space is 0, all users under this enterprise account cannot start cloud recording.
3. The administrator needs to check the storage space in time, to make sure there is enough storage space for cloud recording. Users could go to “Admin” option on the web portal to set to delete the recording files by time, and then the system will clean the storage space automatically in a specified period.
4. If all plans under the enterprise account are expired, the total storage space is 0, and the previous recording files will be frozen after 7 days. Users need to back up the recording files soon.

Contacts

Users could save the contacts or public devices to the IPVideoTalk cloud system. It provides the following convenience and benefits to the users:

- Quickly add participants when scheduling a new meeting.
- All the linked devices could share the same contacts centrally managed in the cloud system. The device can view contacts in device LCD idle screen→Applications→IPVideoTalk application.
- Quickly search contacts in the IPVideoTalk Cloud Platform when calling other IPVideoTalk IDs.

Users could create business contacts or personal contacts in Contacts:

1. **Business Contacts:** The contacts under this section are common contacts for the same business. Users in the same business and sub-users will see the contacts.
2. **My Contacts:** The contacts under this section are only for current login account, other users cannot see the contacts even though they are in the same business group.



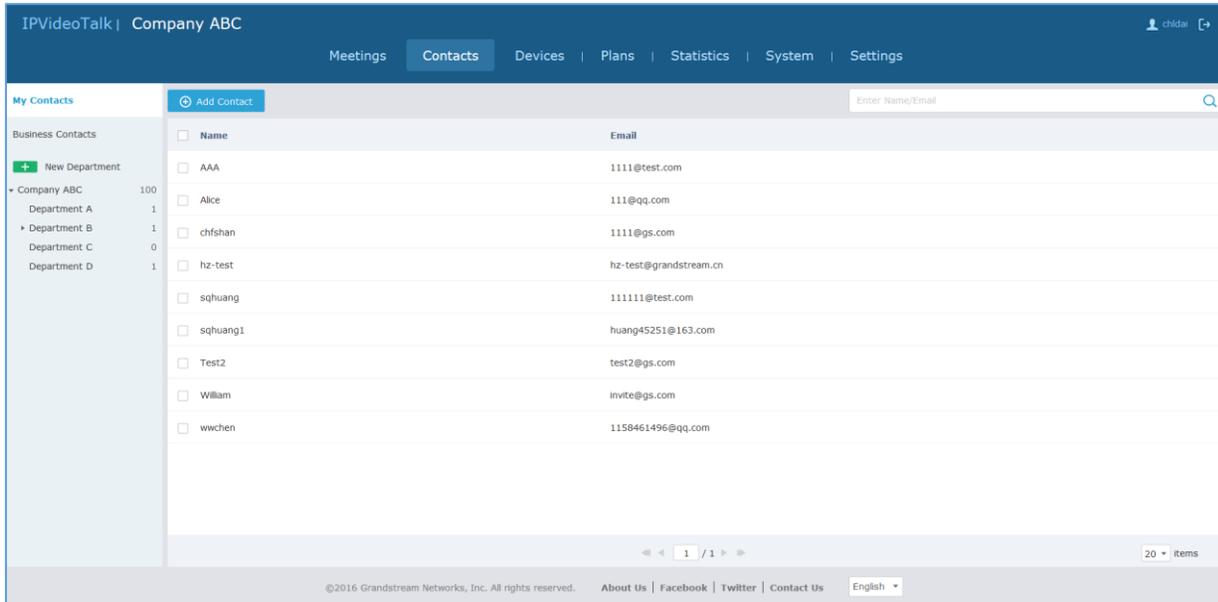


Figure 127: Contacts

My Contacts

The contacts under this section are only for current login account, and the user cannot create groups and manage the contacts. When the user schedules a meeting, and adds invitees, the system will search “My Contacts” quickly and match the contacts.

- **Add Contacts**

The invitees' Email address in scheduled meetings will be saved into “My Contacts” automatically. The user could also “Add Contacts” in IPVideoTalk Admin Portal.

- **Edit Contacts**

The user could edit the contacts information at any time, including contacts name and Email address.

- **Delete Contacts**

This is used to delete the contacts.

Business Contacts

The contacts under this section are common contacts for the same business. Users in the same business and sub-users will see the contacts.

Contacts/Public Devices

Users can check all contacts and devices of company as shown below:



- 
Company contacts

The green icon indicates "ONLINE" status while the gray icon indicates "OFFLINE" status or no IPVideoTalk ID.

- 
Public devices

The green icon indicates "ONLINE" status while gray icon indicates "OFFLINE" status.

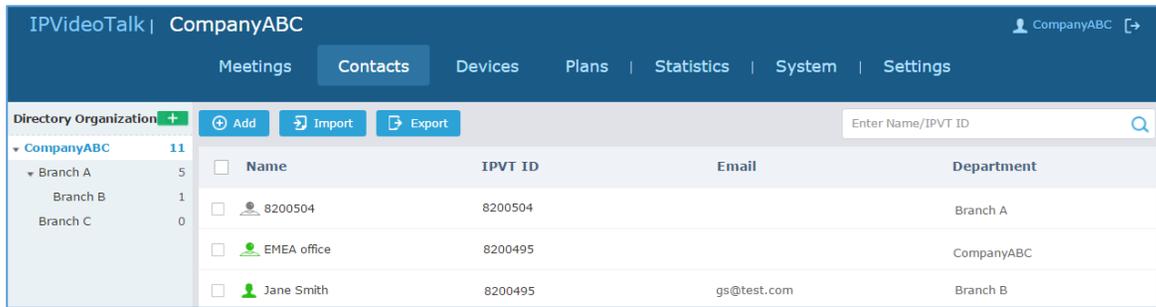


Figure 128: Contacts Screen

Add Contact

Users could add contact from its own company.

- Click  on top and select "Add Contact" in the drop-down menu.
- Fill in contact information.
 - Name:** Enter the name of the contact.
 - IPVT ID:** Enter a random IPVideoTalk ID, e.g. the IPVideoTalk ID of the device from the customer/partner.
 - Department:** Select the department that the contact belongs to, so that the contacts can be managed in groups.

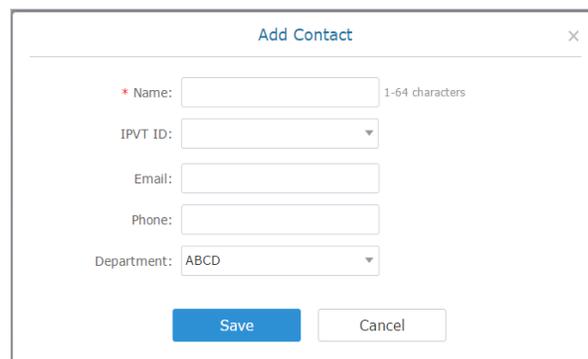


Figure 129: Add Contact Screen



3. Click on "Save" to save contact.

Add Public Device

Users could add public devices, and the devices should have a registered IPVideoTalk ID like GVC3200/GVC3202.

1. Click  on top and select "Add Public Device" in the drop-down menu.
2. Fill in public device information.
 - **Device:** Enter the name of the device.
 - **IPVT ID:** Choose IPVideoTalk ID of the device.
 - **Department:** Select the department the contact belongs to so that the contacts can be managed in groups.

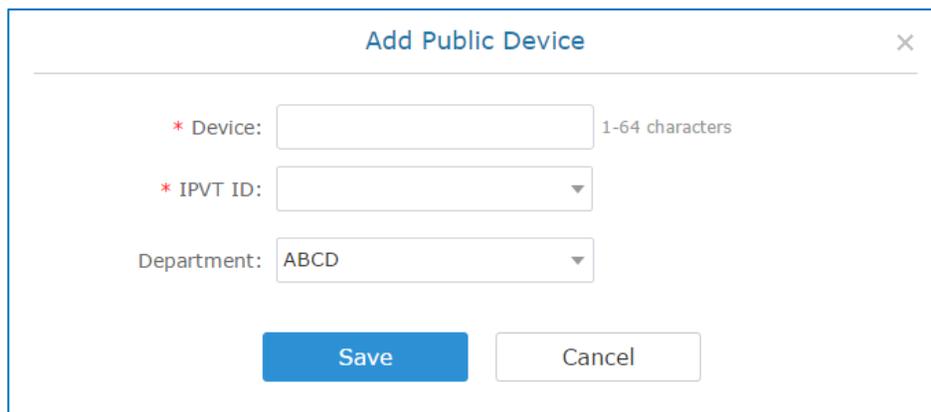


Figure 130: Add Public Device Screen

3. Click "Save" to save public device.

Edit Contact/Public Device

To edit contact or public device, click on one contact or public device and edit the information in the pop-up dialog. Click on "Save" to save the changes.

Delete Contact/Public Device

- Move the cursor on one contact or public device to bring up the "Delete" button to delete.
- To batch delete contacts or public devices, batch check the contacts or public devices and click

 button.



Departments

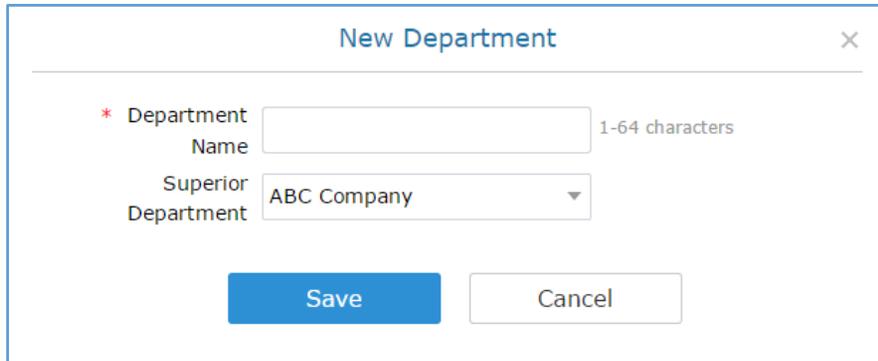
Company groups could be managed using "Departments", which are displayed in tree structure as shown below.



Figure 131: Directory Organization – Groups

Department - Add Department

1. Click  on top and fill in department and superior department information.



New Department ×

* Department Name 1-64 characters

Superior Department ▼

Figure 132: Add New Department Screen

2. Click "Save" to save department.

Department - Edit Department

Users could change department name or superior department.

1. Move the cursor on one department in tree structure and click .
2. Edit department name or change superior department in the pop-up dialog.
3. Click "Save" to save changes.



Department - Delete Department

- Put the cursor on one department in tree structure and click on .
- Click "OK" to confirm or click "Cancel" to cancel.

Import Contacts

- Click on .
- Download the template Excel form by clicking the link [Download the template](#) in the pop-up window.

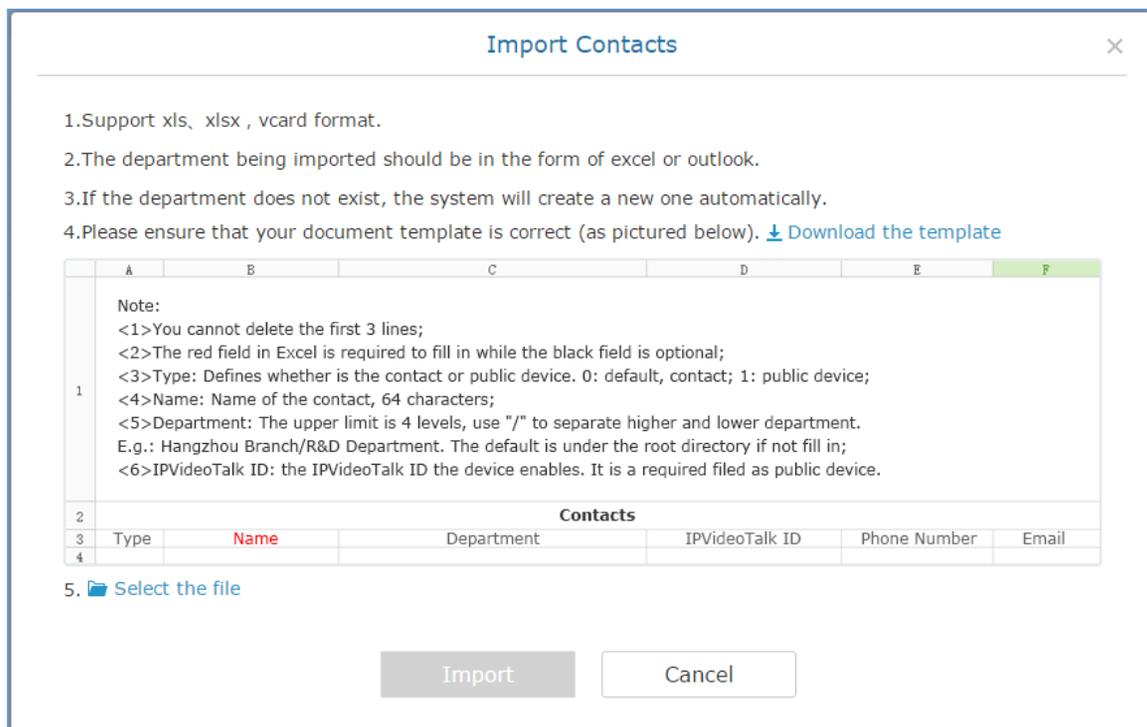


Figure 133: Batch Import Devices Screen

- Fill in required information in Excel form.
 - Type:** Fill in "0" for contact and fill in "1" for public device. The default value is 0.
 - Name:** This field is required. Otherwise, the entry cannot be imported.
 - Department:** Users can fill in department. If there is no department, the system will fill in automatically.
 - IPVideoTalk ID:** If Type is "1", it is required to fill IPVideoTalk ID number here. Otherwise, the entry cannot be imported.



4. Click  to import Excel form.
5. A message will prompt to remind users the quantity of the entries successfully imported, and failed to import. The device devices imported successfully will receive authentication message in LCD idle screen→Applications→IPVideoTalk→Notices.

 **Note:**

Please make sure the imported file has the same file encoding format as the selected file. Otherwise, the file will not be read by the system and fail to be imported.

Export Contacts

1. Click on .
2. The system will download the exported Excel form.

Plans

In “Plans” page, users could perform the following operations. The table below lists plan status definitions.

Table 10: Plans Status Specifications

Status	Specifications
About to expire	The plan is about to expire in 15 days.
Expired	The plan has expired and unable to start meeting.
Available	The plan is in normal status.

- Click plan name to view details.
- Input IPVideoTalk ID in search box to search for device by IPVT ID.

🔍

Purchase/Renew/Upgrade Plan

If you want to purchase/renew/upgrade your plan, you may pay for the plan via PayPal.



Please check our official website www.ipvideotalk.com to view more details of the Plans.

1. If you want to purchase/renew your plan, please click on “Renew”, and follow the instructions to pay for the Plan.



Current Plan	Owner	Expiration Date	Subscription Date	Status
IPVideoTalk Enterprise	8202306 (sqhuang's GVC3200)	09/30/2018	07/11/2017	Active

Figure 134: Renew/Upgrade Plan

2. If you want to upgrade your plan, please click on “Upgrade”, and follow the instructions to pay for the Plan.

3. Users could renew/upgrade any plan, but the new plan will be effective when the current plan is expired. Before the new plan is effective, users cannot renew/upgrade the plan. If users have any question about the plans, please contact with our support engineers.

4. Users could upgrade the current plan, please check the price and features on our website: www.ipvideotalk.com

5. Users could select to continue the plan for 1 year, 2 years, or 3 years. The price will be calculated depending on the price of the plan and the period.

6. If the user wants to upgrade the plan, the user needs to pay for the price difference, the calculation method is:

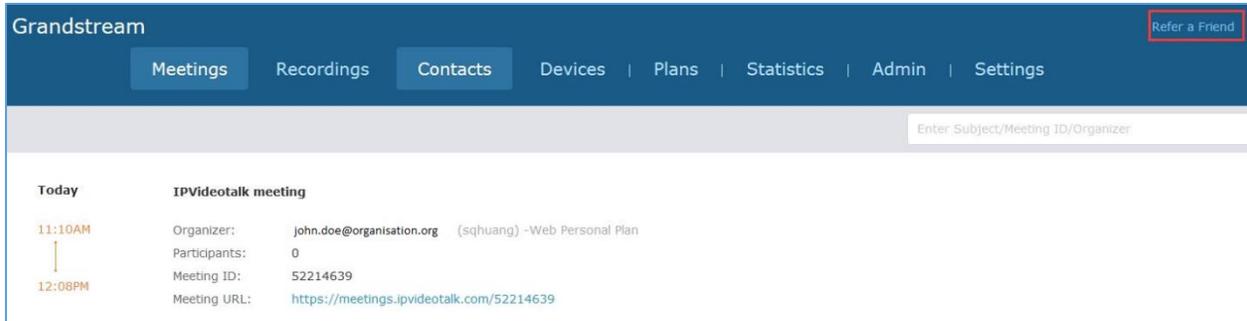
Price Difference = (the monthly fee of the Upgraded Plan – the monthly fee of the current plan) / 30 * the remaining days of the current plan

7. Billing Address is a necessary option. Please fill this option with the actual address. Users could change the Billing Address in “System”→“Business Profile”. This Billing address will be updated from your next bill.

8. Discount code: If the user receives a discount code, please input the code and click on “Apply” to redeem the discount. It will show the updated price with the discount. The used/expired discount code is not available, and some discount codes are only used to purchase “Room System” service, or only used to purchase “Web Meeting” service. Please sign up on IPVideoTalk website before using the discount code (Please refer to IPVideoTalk Official website for the discount code usage details).

Users could refer IPVideoTalk to their friends and get more discount following our policy:





Grandstream Refer a Friend

Meetings | Recordings | **Contacts** | Devices | Plans | Statistics | Admin | Settings

Enter Subject/Meeting ID/Organizer

Today **IPVideotalk meeting**

11:10AM | Organizer: john.doe@organisation.org (sqhuang) -Web Personal Plan

12:08PM | Participants: 0

Meeting ID: 52214639

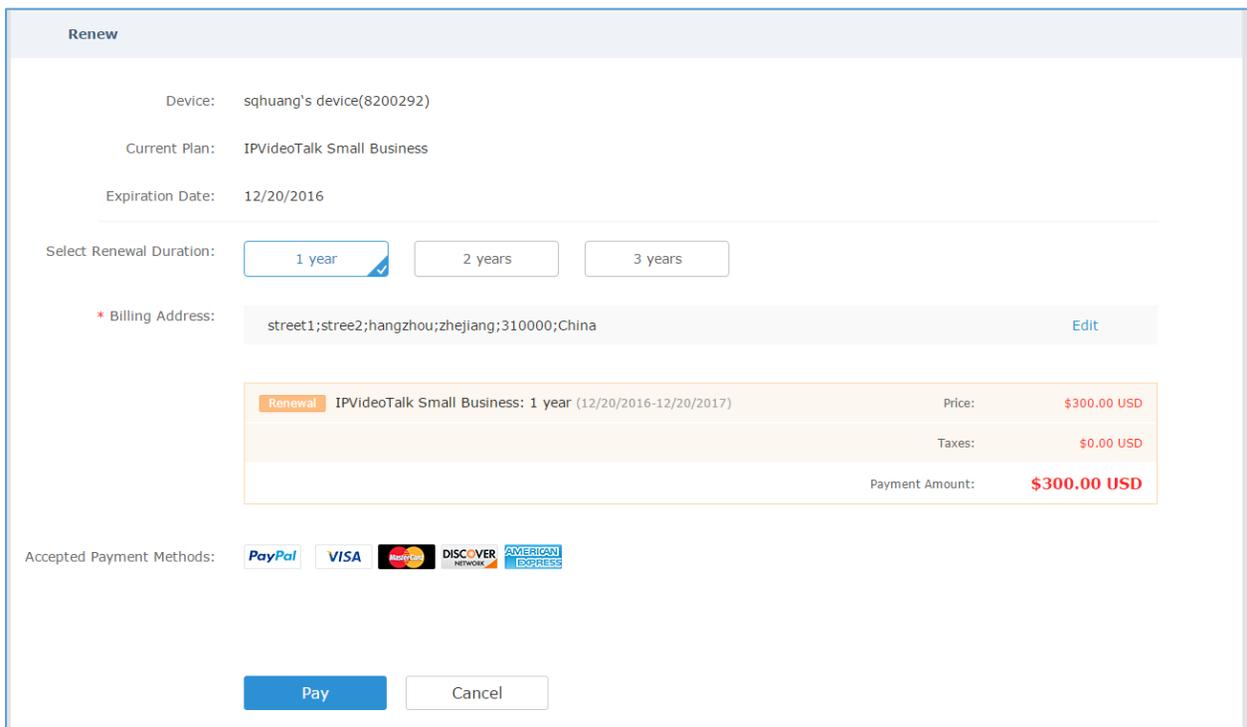
Meeting URL: <https://meetings.ipvideotalk.com/52214639>

Figure 135: Refer a Friend

9. When users check out, the system will jump to PayPal page. Users could pay the bill with PayPal account or other credit cards.

10. The tax will be charged based on the billing address, and the rate is requested by the local government.

Note: Once the payment is completed, the user could start to use the new plan. If the order is incomplete, the support team will contact the user.



Renew

Device: sqhuang's device(8200292)

Current Plan: IPVideoTalk Small Business

Expiration Date: 12/20/2016

Select Renewal Duration:

* Billing Address: street1;stree2;hangzhou;zhejiang;310000;China Edit

Renewal	IPVideoTalk Small Business: 1 year (12/20/2016-12/20/2017)	Price:	\$300.00 USD
		Taxes:	\$0.00 USD
		Payment Amount:	\$300.00 USD

Accepted Payment Methods:     

Figure 136: Renew Current Plan



 **Note:**

For users who want to upgrade current plan, please contact with our sales for the latest price of the Plan, to avoid the order will be canceled.

View Plan Subscription

Click on “Device”, users could check all the order histories on the device.

- Users could check the order date, order number, upgraded plan, the duration of the new plan/upgraded plan, total price, tax, and billing address.
- If the payment status is pending, it means the payment is process successfully, and the user could start to use the new plan. If the order cannot be processed, it will be regarded as “Invalid”, and the support team will contact the user.
- If the user wants to pay with discount code, the discount percentage will be shown besides the final price.
- The user will receive an Email with the notification no matter the reviewing is successful or failed.
- If the purchasing behavior passes the verification, the user could download the invoice from IPVideoTalk Portal. If the user purchases the plan from the distributor, please contact with the distributor to get the invoice.

Current Plan: IPVideoTalk Enterprise		Expiration Date: 09/30/2018		Plan Status: Active	
Subscribed Date/Order Number	Type	New plan	Price	Status	
07/11/2017 20170711014148187101025	Renewal	IPVideoTalk Pro 09/30/2018--09/30/2019	--	Cancelled	Download Invoice
07/06/2017 20170706094251780101024	Upgrade	IPVideoTalk Enterprise 09/30/2018--09/30/2018	--	Approved	Download Invoice

Figure 137: Plan Subscription Screen



Admin Center

Business Profile

Users could access System screen and click on "Business Profile" to view company information. Profile information such as Business name, Email, country, and contact name and phone number can be edited after clicking on "Edit Profile". Users could check the total storage space and the available storage space for the enterprise account and set that if users want to delete the recording files which are 1 month ago. If this option is enabled, the system will delete the recording files which are over 1 month automatically during a specified period.

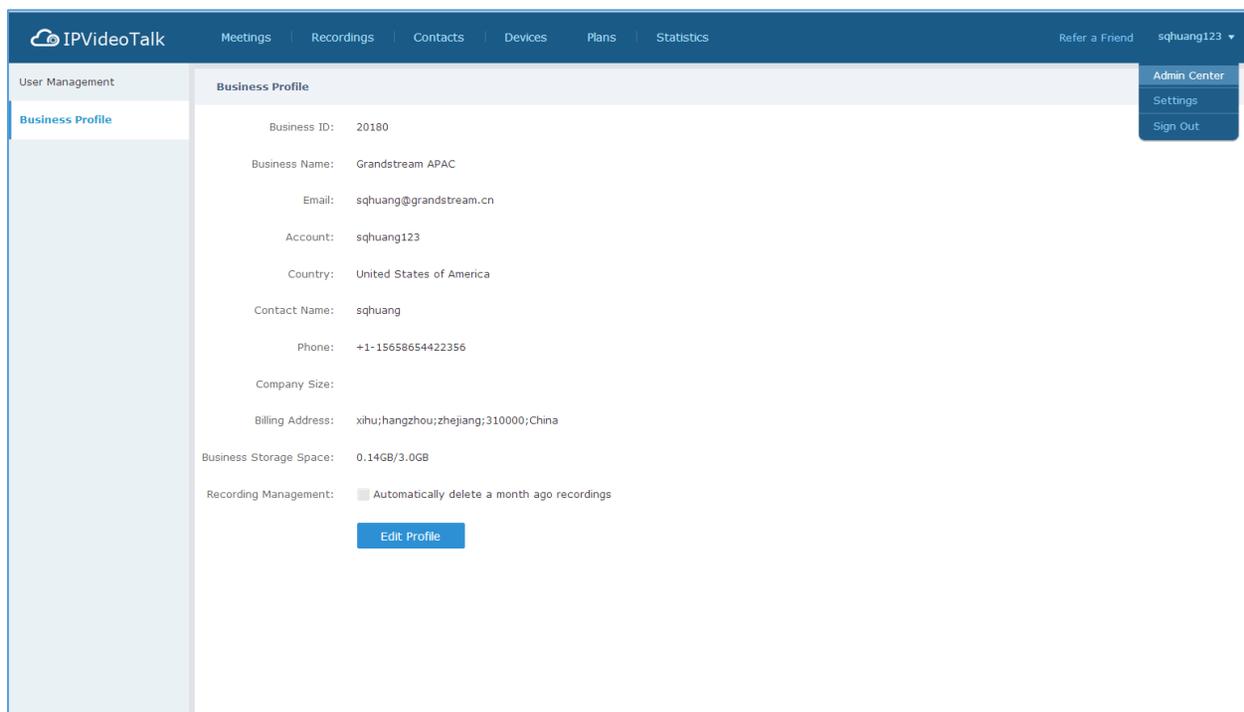


Figure 138: Company Profile Screen

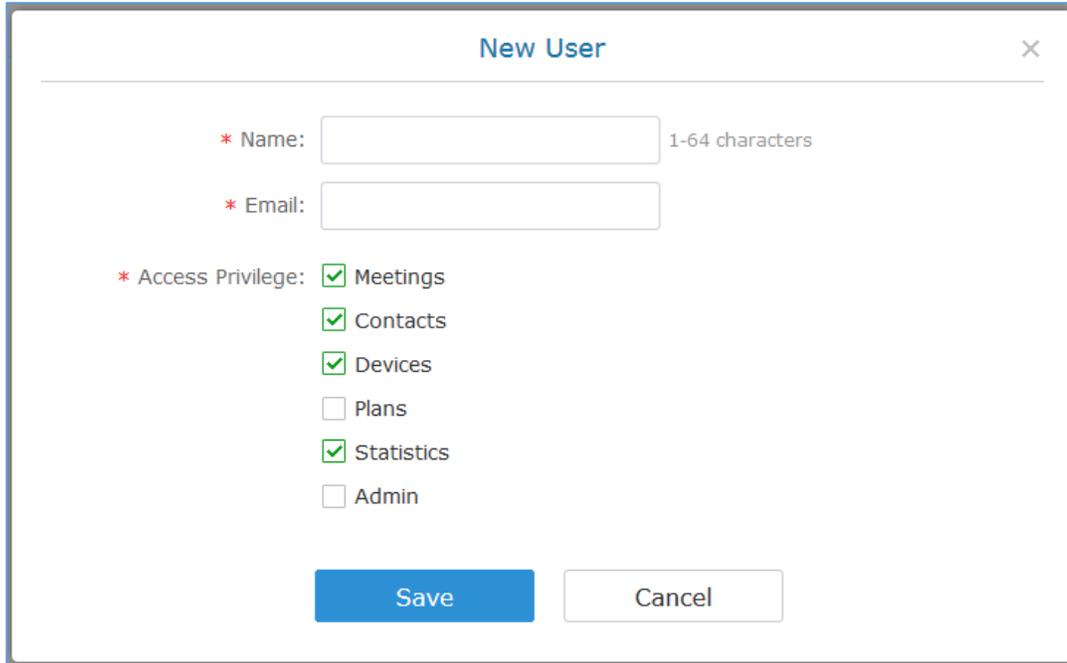
User Management

Users could add Users and allocate privilege for Users. Users could be granted privileges such as scheduling meeting, managing contacts, managing devices and plans.

Add Users

1. Click on .
2. Fill in required information for user.





New User [Close]

* Name: 1-64 characters

* Email:

* Access Privilege:

- Meetings
- Contacts
- Devices
- Plans
- Statistics
- Admin

Figure 139: Add New User Screen

- **Name:** It is required to fill in.
 - **Email:** It is required to fill in. The Email could be used to retrieve password.
 - **Access Privilege:** Check to assign the corresponding privilege to user.
3. Click "Save" button to save, IPVideoTalk system will send the activated Email to the Email address. When the user activates via the Email, then the user could login IPVideoTalk Portal successfully.
 4. Click [Activate Now](#) in activation Email to set up login account and password. When it is over 5 days, the user needs to contact with the administration to resend another activated Email.
 5. The users can now successfully access IPVideoTalk Portal.
 6. After users created, the administrator could assign the available devices to the new created users. As shown in figure below:



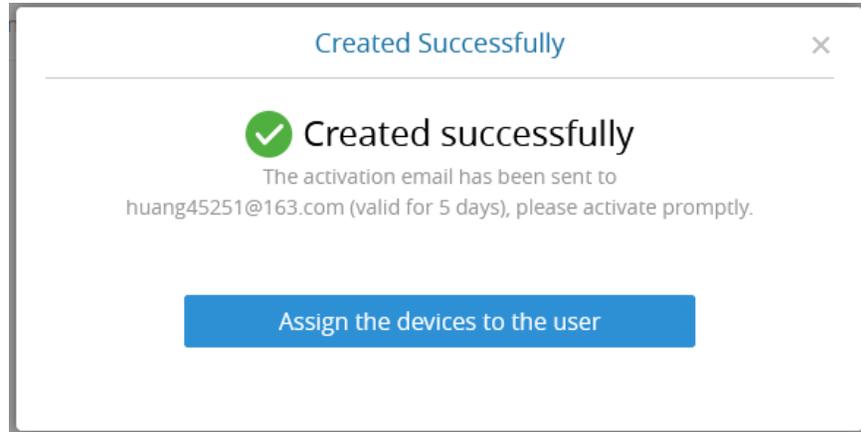


Figure 140: Create an User Successfully

Edit Users

Click on the user in the user list and edit in the pop-up dialog as shown below. Once editing is finished, click on "Save" button to save the change.

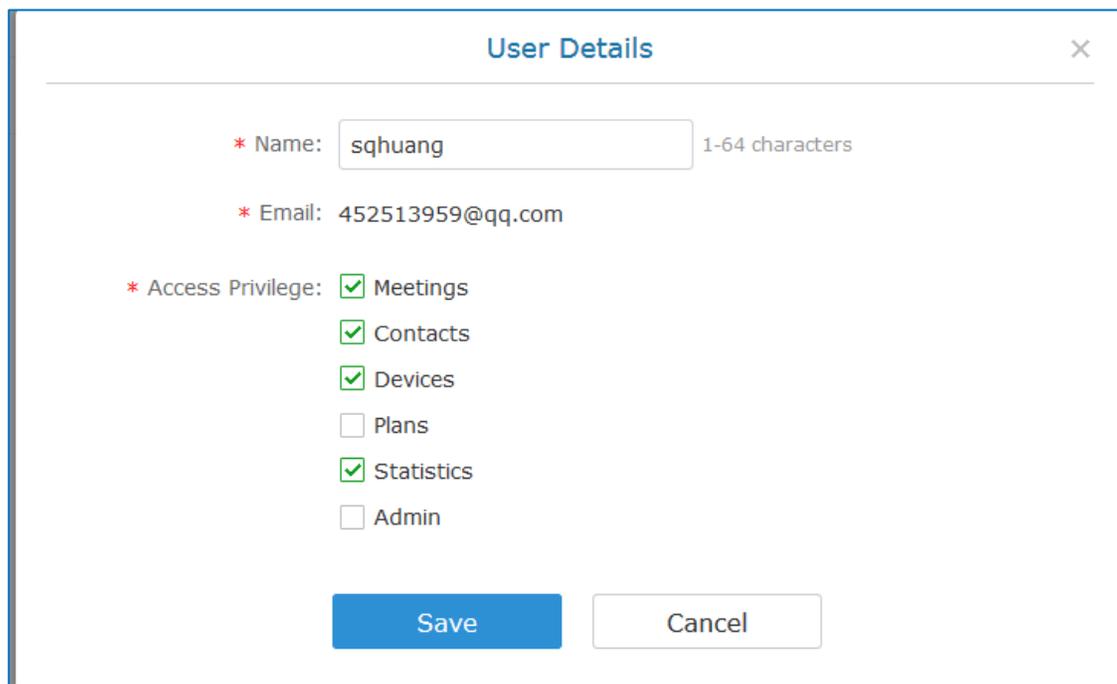


Figure 141: Edit user Screen



Delete Users

Move the mouse cursor on one user to bring up the "Delete" button, click "OK" to confirm or click "Cancel" to cancel.

SIP Trunk Configuration

Prerequisite: The function only available when current plan has SIP Trunk access capability or authority.

SIP Trunk account can dial IVR or call IPVideoTalk meeting number directly to access the IPVideoTalk meeting room.

Steps:

1. Go to "Admin Center" → "SIP Trunk Config" interface in IPVideoTalk webUI .
2. Input the IP address of the SIP Trunk Server which used to access the IPVideoTalk meeting system. The SIP Trunk Server address must be able to connect to IPVideoTalk server via public network.
3. After confirmation and clicking "Save" to save the configuration, the accounts in the SIP Trunk Server can now dial IVR number "900", or dial IPVideoTalk meeting number directly, to access and enter the meeting room.

NOTE:

1. If UCM is the SIP Trunk server, please refer to the documents [IPVideoTalk Cloud Service Configuration Guide on UCM.pdf](#) in IPVideoTalk product page.
2. If the user's plan expired or invalid, the SIP Trunk configuration will be invalid either.



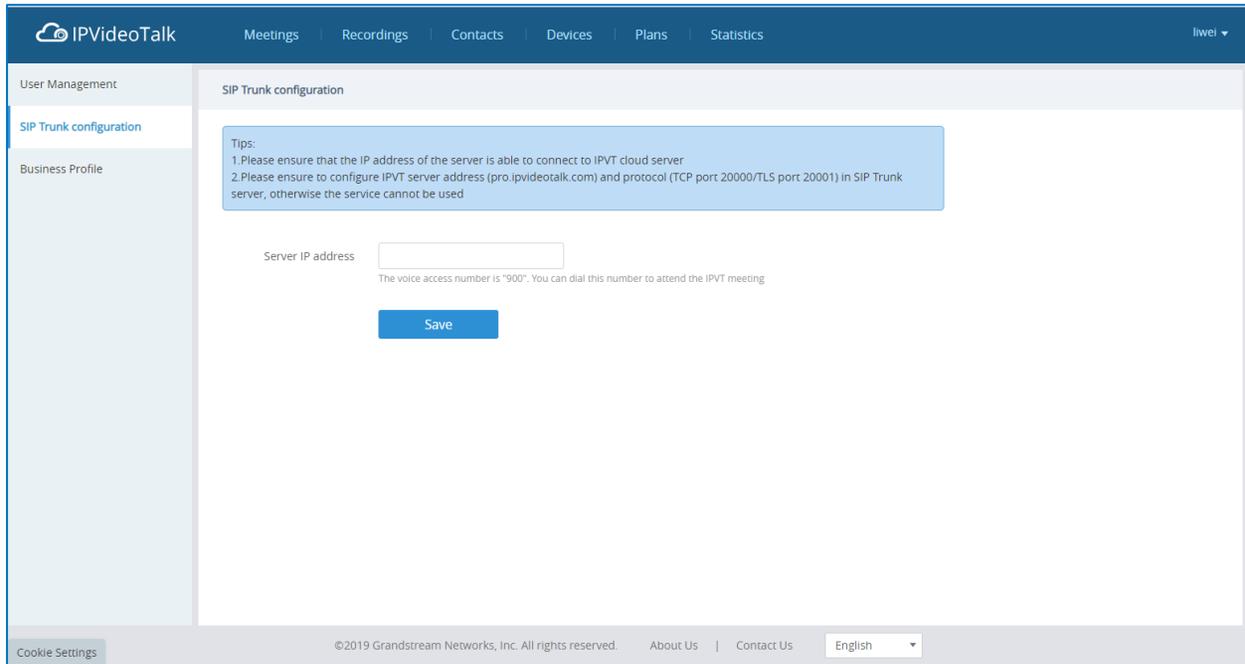
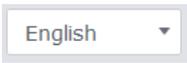


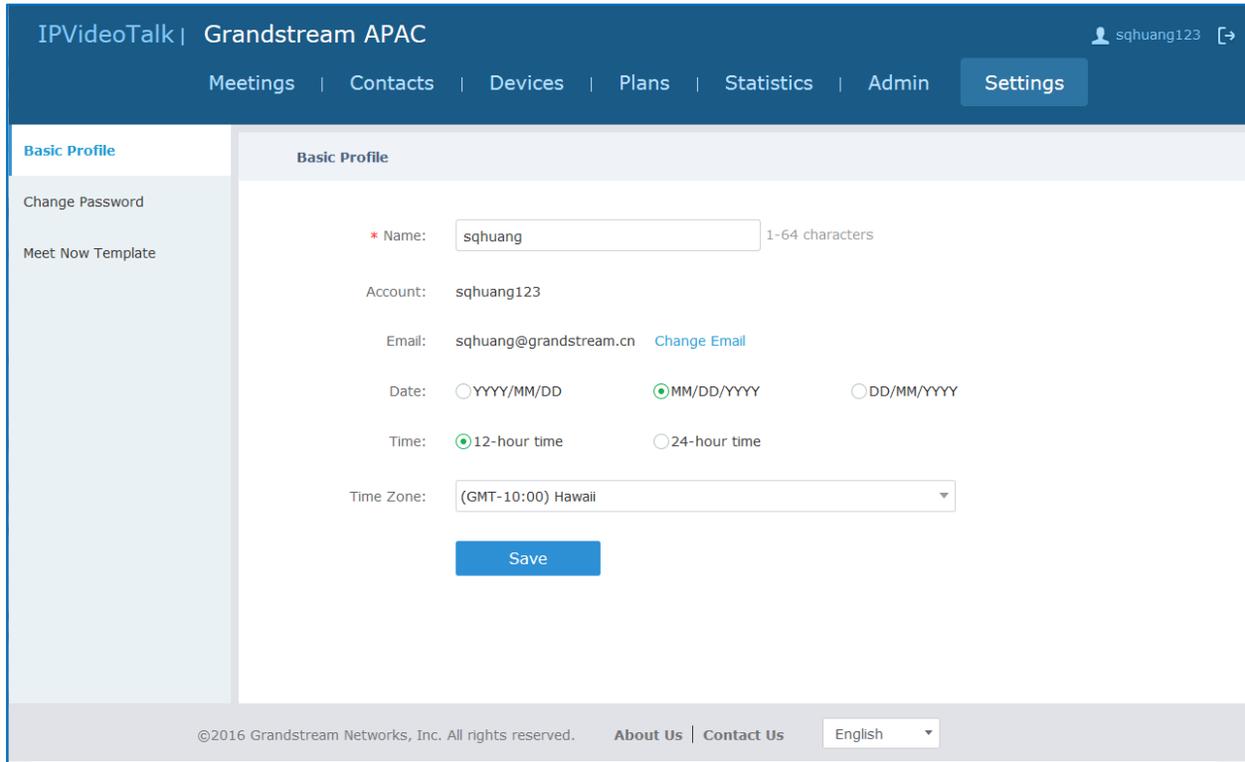
Figure 142: SIP Trunk Configuration

Settings

Users could check and edit the login account information in Settings.

- **Name:** Users could modify the User Name. This user name will be displayed as displaying name during an IPVideoTalk meeting.
- **Time:** Users could set the time format between 12-hours and 24-hours.
- **Date:** Users could also set the system date format between YYYY/MM/DD, MM/DD/YYYY, and DD/MM/YYYY.
- **Time Zone:** This is used to change the system time zone. Users could change the time zone based on location.
- **Change Password:** This is used to change the login password for users.
- **Language:** Users could select the displaying language on the IPVideoTalk Portal right bottom corner . Currently, it only supports Chinese, English, Japanese and Spanish. The language in the Email notification will be selected by this setting.





IPVideoTalk | Grandstream APAC sqhuang123 [→]

Meetings | Contacts | Devices | Plans | Statistics | Admin **Settings**

Basic Profile

Change Password

Meet Now Template

Basic Profile

* Name: 1-64 characters

Account: sqhuang123

Email: sqhuang@grandstream.cn [Change Email](#)

Date: YYYY/MM/DD MM/DD/YYYY DD/MM/YYYY

Time: 12-hour time 24-hour time

Time Zone:

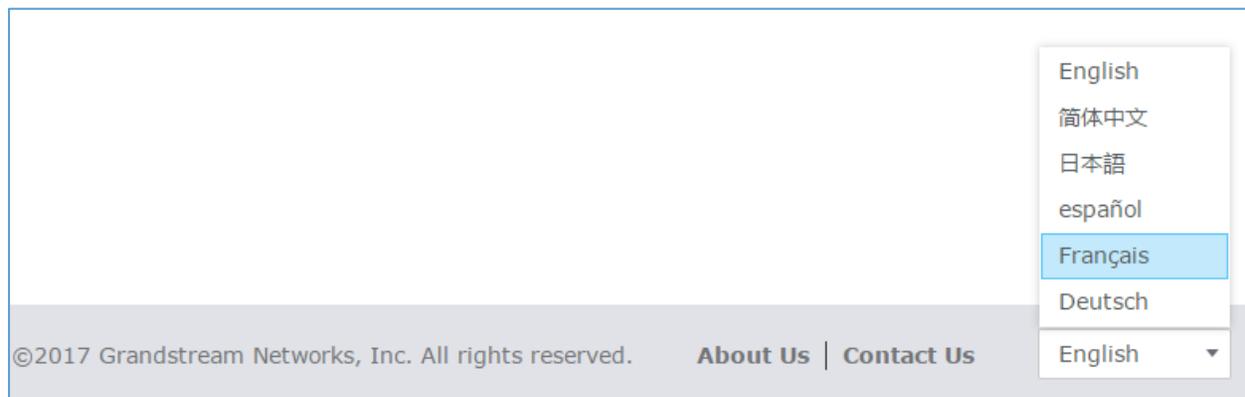
[Save](#)

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Figure 143: Settings

Multiple Languages

IPVideoTalk supports French, German, English, Spanish, Japanese and Chinese. Default language can be changed from the bottom bar on any page on IPVideoTalk Portal.



English

简体中文

日本語

español

Français

Deutsch

English ▾

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Figure 144: Change IPVideoTalk Language



Plug-in

Schedule Meeting on Google Calendar

Users could schedule/start/edit/cancel IPVideoTalk meetings in Google Calendar.

1. Google Calendar Plug-in has to be installed first. The plug-in can be downloaded from IPVideoTalk Portal (at the bottom of the Schedule Meeting Page), or click [HERE](#) to go to Chrome Plug-in Market to download and install.

2. Go to the Create Task interface of Google, and click on button  with the IPVideoTalk account.

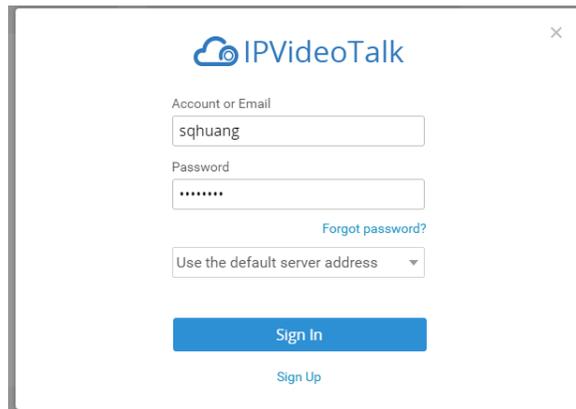


Figure 145: Schedule Meeting on Google Calendar

3. Click the button  to create an IPVideoTalk meeting. Fill in the following parameters:

- **Plan/Room Device:** Select the host device or web meeting plan for the meeting. Users can choose from the authenticated devices, input alias or input IPVideoTalk ID of the authenticated device. Or, select the purchased/assigned web meeting plan.
- **Personal Room:** If the user selects Room Device, the user could also select to use the Personal Room Number. This Conference ID is the personal conference room, and the Conference Password, Attendees Control, Server Location will be loaded from the Personal Room Template. If the user wants to update the information, please click on “Edit Personal Room Template”.
- **Password:** Users can set meeting password for the meeting. This is optional. Setting meeting password can prevent meeting being interrupted by any unexpected callers.
- **Attendees Control - Mute Attendees on Entry:** If checked, all participants will be muted when entering the meeting.



- **Attendees Control - Display Attendees List:** If set to "Yes", WebRTC participants could view the participants list during the meeting. If set to "No", WebRTC participants can only see the host in the participants list.
- **Attendees Control - Allow Chat:** If checked, all participants can chat.
- **Attendees Control - Play Beep When Join/Leave Meeting:** If checked, when there is a meeting participant join/leave the meeting, other participants will hear the beep notification.
- **Attendees Control - Automatic Recording:** If this option is selected, the meeting will be recorded automatically once the meeting is started.
- **Attendees Control - Disable Presentation:** If selected, Presentation will be disabled during the meeting.
- **Attendees Control - Call host automatically when joined the meeting:** Only available when GVC is the meeting host. When selected, a call will be made immediately by the attendee who joined the meeting before the host did until the meeting started.

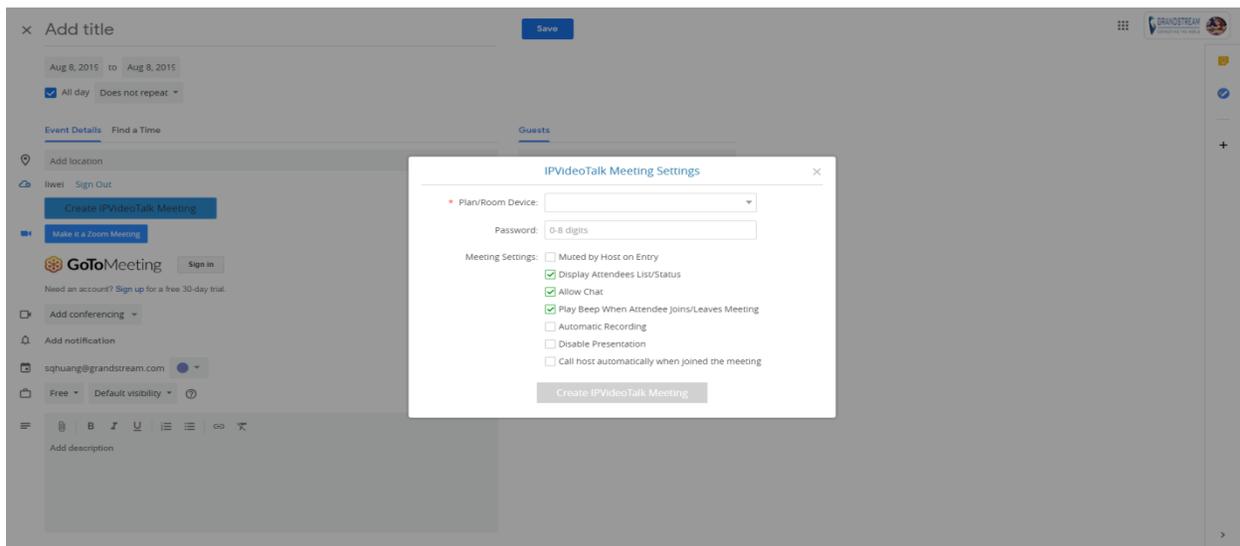


Figure 146: Create an IPVideoTalk Meeting via Google Calendar

4. Click to create an IPVideoTalk meeting, and the meeting will be created successfully. If the task is a recurring task, the created IPVideoTalk meeting will be a recurring meeting.
5. Users could view the created IPVideoTalk meeting in Google Calendar. As the figure shows below:

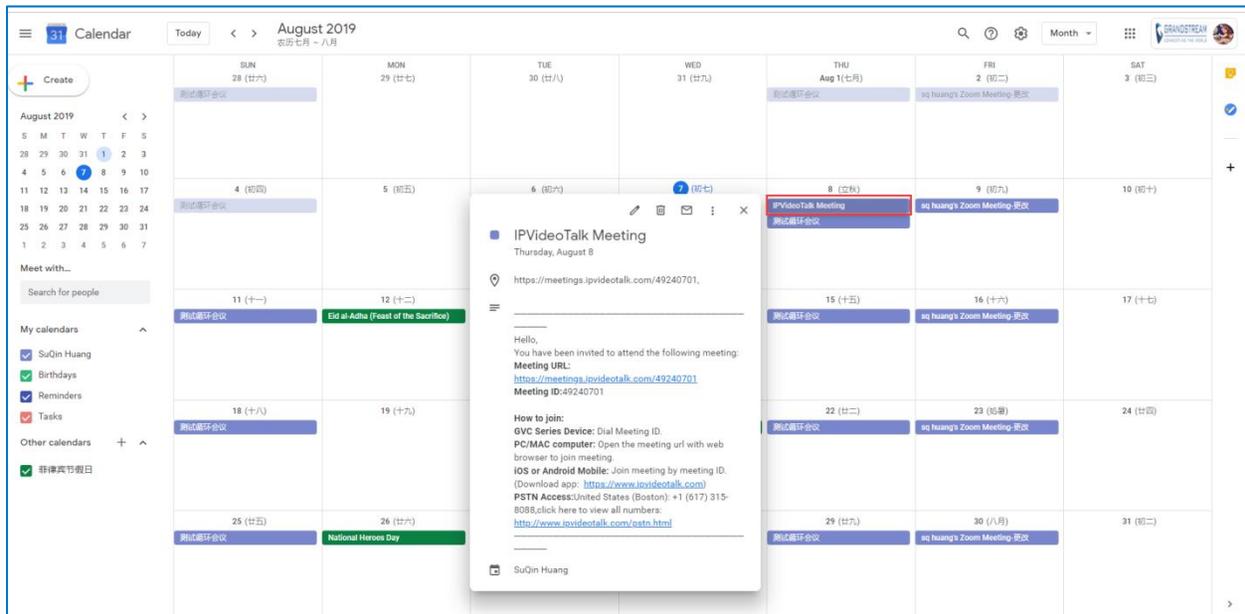


Figure 147: View the Meeting on Google Calendar

6. Go to Task Details, users could click on the button  at any time to start the IPVideoTalk meeting. Users could also edit the IPVideoTalk meeting parameters on Google Calendar.

Schedule Meeting on Outlook Calendar

Users could schedule/start/edit/cancel IPVideoTalk meetings in Outlook Calendar.

Prerequisites:

- Supported Outlook versions: Outlook2010, Outlook2013 and Outlook2016.

Steps:

1. Outlook Calendar Plug-in has to be installed first. The plug-in can be downloaded from IPVideoTalk Portal (at the bottom of the Schedule Meeting Page), or click [HERE](#) to go to IPVideoTalk Portal to download and install.

2. Enter Outlook and select the date/time, click on the button  at the top of the interface, and log in with IPVideoTalk account.



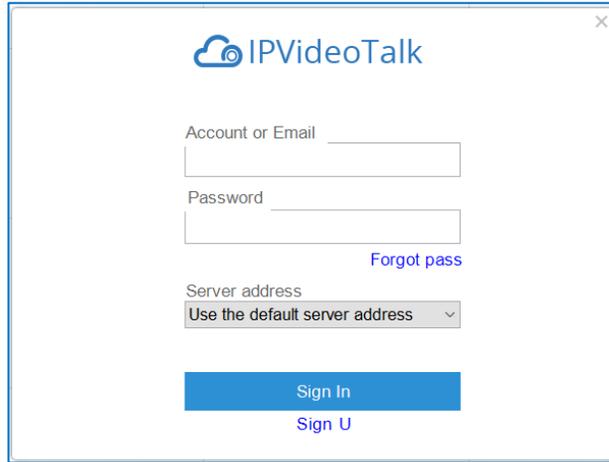


Figure 148: Sign in with IPVideoTalk Account

3. When creating the meeting task, just click on button  to create the IPVideoTalk meeting, or click on the button  at the top of the interface to create the instant IPVideoTalk meeting.

Please fill the following parameters:

- **Plan/Room Device:** Select the host device or web meeting plan for the meeting. Users can choose from the authenticated devices, input alias or input IPVideoTalk ID of the authenticated device. Or, select the purchased/assigned web meeting plan.
- **Personal Room:** If the user selects Room Device, the user could also select to use the Personal Room Number. This Conference ID is the personal conference room, and the Conference Password, Attendees Control, Server Location will be loaded from the Personal Room Template. If the user wants to update the information, please click on "Edit Personal Room Template".
- **Password:** Users can set meeting password for the meeting. This is optional. Setting meeting password can prevent meeting being interrupted by any unexpected callers.
- **Attendees Control - Mute Attendees on Entry:** If checked, all participants will be muted when entering the meeting.
- **Attendees Control - Display Attendees List:** If set to "Yes", WebRTC participants could view the participants list during the meeting. If set to "No", WebRTC participants can only see the host in the participants list.
- **Attendees Control - Allow Chat:** If checked, all participants can chat.



- **Attendees Control - Play Beep When Join/Leave Meeting:** If checked, when there is a meeting participant join/leave the meeting, other participants will hear the beep notification.
- **Attendees Control - Automatic Recording:** If this option is selected, the meeting will be recorded automatically once the meeting is started.
- **Attendees Control - Disable Presentation:** If Selected, Presentation will be disabled during the meeting.
- **Attendees Control - Call host automatically when joined the meeting:** Only available when GVC is the meeting host. When selected, a call will be made immediately by the attendee who joined the meeting before the host did until the meeting started.

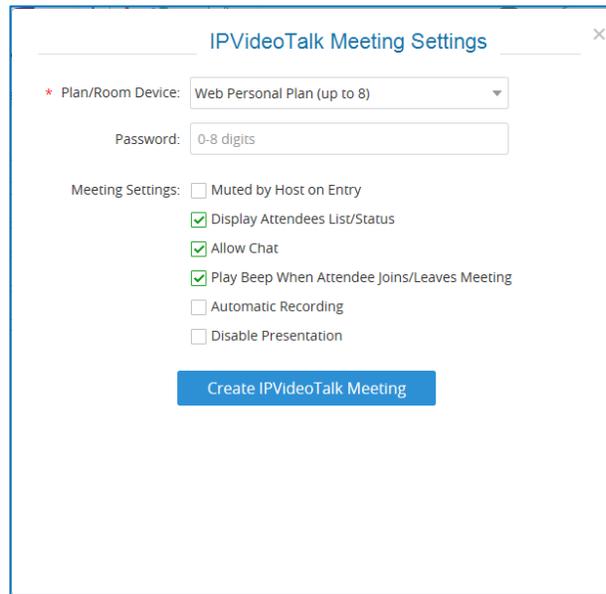


Figure 149: Create an IPVideoTalk Meeting on Outlook Calendar - I

4. Click to create an IPVideoTalk meeting, and the meeting will be created successfully. If the task is a recurring task, the created IPVideoTalk meeting will be a recurring meeting.

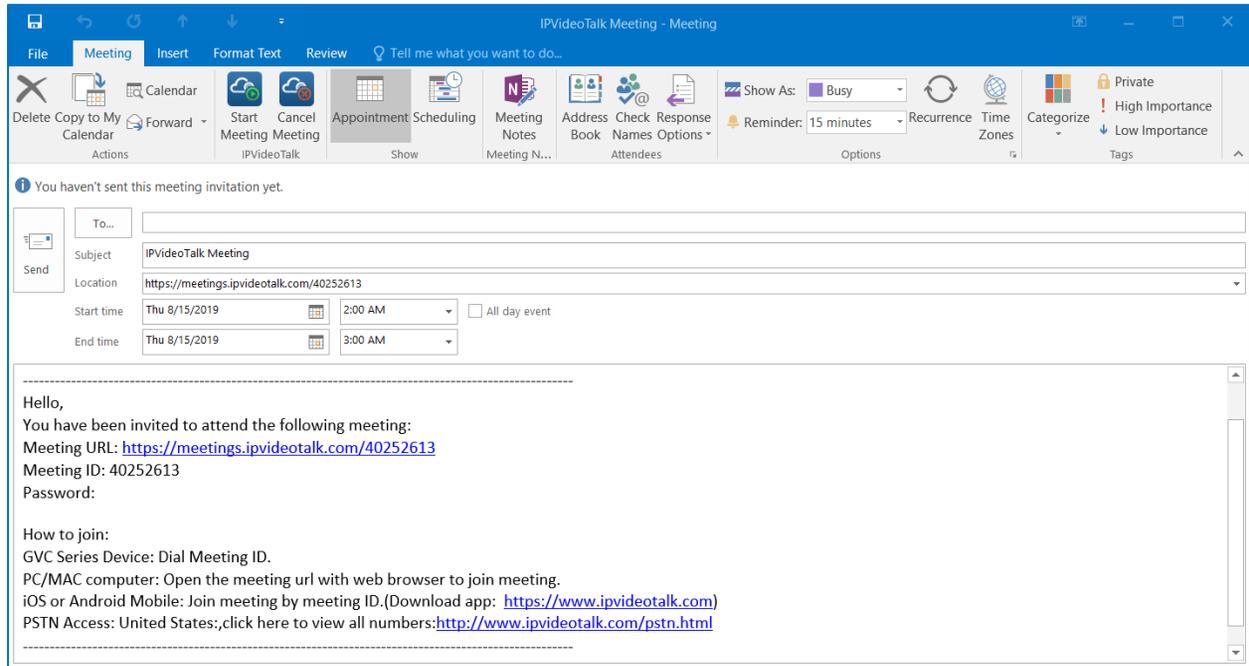


Figure 150: Create an IPVideoTalk Meeting on Outlook Calendar - II

5. Users could view the created IPVideoTalk meeting in Outlook Calendar.

6. Go to Task Details, users could click on the button  to start the IPVideoTalk meeting, or click on the button  to cancel the IPVideoTalk meeting. Users could also edit the IPVideoTalk meeting parameters on Outlook Calendar.



EXPERIENCING IPVIDEOTALK

Please visit our website <http://www.ipvideotalk.com> to receive the most up-to-date updates on firmware releases, additional features, FAQs, documentation and news on new products.

We encourage you to browse our product related documentation, FAQs and User and Developer Forum for answers to your general questions. If you have purchased our products through a Grandstream Certified Partner or Reseller, please contact them directly for immediate support.

Our technical support staff is trained and ready to answer all of your questions. Contact a technical support member or [submit a trouble ticket online](#) to receive in-depth support.

Thank you again for purchasing Grandstream IPVideoTalk Service. It will be sure to bring convenience and color to both your business and personal life.

