

# Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System How to Schedule IPVideoTalk Meeting





# Index

OVERVIEW	2
PREREQUISITE	3
SIGN UP IN IPVIDEOTALK PORTAL	3
LINK GVC320X TO IPVIDEOTALK PORTAL	4
LINK DEVICE USING DEVICE CODE	5
LINK DEVICE USING MAC ADDRESS	6
SCHEDULE MEETING	8
SCHEDULE ONE-TIME MEETING	8
SCHEDULE RECURRING MEETING	12
VIEW SCHEDULED MEETING	13
VIEW SCHEDULED MEETING ON IPVIDEOTALK PORTAL	
VIEW SCHEDULED MEETING ON GVC320X	
MANAGE SCHEDULED MEETING	17
EDIT SCHEDULED MEETING	17
MANUALLY START SCHEDULED MEETING	19
START MEETING BEFORE SCHEDULED TIME	
START MEETING AFTER SCHEDULED TIME	20
CANCEL SCHEDULED MEETING	22
CANCEL SCHEDULED MEETING ON IPVIDEOTALK PORTAL	22
CANCEL SCHEDULED MEETING ON GVC320X	24
RESCHEDULE MEETING	25



# **OVERVIEW**

IPVideoTalk meeting can be scheduled in IPVideoTalk Portal. Before scheduling meeting, the user must have IPVideoTalk Portal account signed up in <u>http://www.ipvideotalk.com</u> and have the GVC320x linked to the IPVideoTalk Portal account.

This document provides following information related to scheduling meeting in IPVideoTalk Portal:

- 1. Prerequisite:
  - Sign up in IPVideoTalk Portal
  - Link GVC320x to IPVideoTalk Portal
- 2. Schedule meeting:
  - Schedule one-time meeting
  - Schedule recurring meeting
  - View scheduled meeting
- 3. Manage scheduled meeting:
  - Edit scheduled meeting
  - Manually start scheduled meeting
  - Cancel scheduled meeting
  - Reschedule meeting

For more information about IPVideoTalk usage or GVC320x usage, please refer to the links below:

### • IPVideTalk User Manual:

http://www.ipvideotalk.com/s/IPVideoTalk%20Cloud%20Conferencing%20System%20User%20Guide.pdf

• GVC320x User Manual:

User Guide:

http://www.grandstream.com/sites/default/files/Resources/gvc320x\_user\_guide.pdf Administration Guide: http://www.grandstream.com/sites/default/files/Resources/gvc320x\_administration\_guide.pdf

• IPVideoTalk website:

http://www.ipvideotalk.com/

• Grandstream Networks website: http://www.grandstream.com/



# PREREQUISITE

If you would like to schedule a meeting using your GVC320x as the host, please make sure you have signed up in IPVideoTalk Portal and your GVC320x is already linked in the IPVideoTalk Portal.

# **SIGN UP IN IPVIDEOTALK PORTAL**

1. Go to IPVideoTalk Portal website <u>http://www.ipvideotalk.com</u>. Click on "Sign In" on the upper right.



2. Click on "Sign Up" on the upper right.

← → C 🗋 www.ipvideotalk.	com/login			Q. 🔂 🗖
🏠 IPVideoTalk				Sign In Sign Up
		IPVideoTalk Cloud Services Account or Email Password Forgot password Sign In	36	

3. Fill in the sign up form with your account and submit it.



VideoTalk Cloud Service	e
Business Name: *	
Email: *	
Country: *	
United States of America 🗸	
Contact Name: *	
Phone: *	
+1 -	
Link Device	
e.g.: 00:0B:88:2B:XX:XX, 00:0B:88:2B:YY:YY	]
Verification Code *	
X55X	
Sign Up	

# LINK GVC320X TO IPVIDEOTALK PORTAL

There are two ways to link the GVC320x to IPVideoTalk Portal:

- Link device using device code
- Link device using MAC address

Before linking your device, make sure your GVC320x's IPVideoTalk ID is active and registered. You can check this by going to the GV320x LCD menu->Applications->IPVideoTalk application->Settings: "Account active". The indication should be green to show "registered".



92.168.40.156 (a) IPVideoTalk (8200041)			🖬 🖨 🖺 〇 18:14
Settings	Default account	Save	Cancel 📃
Account active			
Display name			
Trial service address			0.0.0.0
Account information			
Device code (Click for details)			030300
Number			8200041
Current plans (Click for details)		The pla	IPVideoTalk Pro an expires in May 14, 2016
Business (Click for details)		Gra	andstream Networks

### LINK DEVICE USING DEVICE CODE

This is the easiest way to link device to IPVideoTalk Portal, and it is recommended. Please see the steps:

1. Go to the GVC320x LCD menu->Applications->IPVideoTalk application->Settings, find the device code.

192.	168.128.14 🕓 IPVideoTalk (8200106)			약 🖻 🖬 📣 🗠 📓 🗘 09:12
	Settings	Default account	Save	Cancel
	Account active			
	Display name			
	Trial service address			0.0.0.0
	Account information			
	Device code (Click for details)			0ppo81
	Number			8200106
	Current plans (Click for details)		The	IPVideoTalk Pro plan expires in Jun 1, 2016
	Business (Click for details)			ww
	Internal number			

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



	Link Device						
Link Mode: <ul> <li>Link Via Code (no device authentication required)</li> <li>Link Via Mac address</li> </ul>							
* Code:		combination of six digits or letters					
Alias:		0-64 characters					
	Link	Cancel					

3. On the GVC320x LCD menu->Applications->IPVideoTalk application->Notices, the user will see a new message as below. This means you have linked your device successfully. Your GVC320x will be shown as "online" in IPVideoTalk Portal now.

10000
You have successfully joined ABC.
ОК

### LINK DEVICE USING MAC ADDRESS

1. Log in IPVideoTalk Portal->Devices, click on "Link Device" and enter the device MAC address.

	Link Device					
Link Mode:	<ul> <li>Link Via Code (no device authentication required) (2)</li> <li>Link Via Mac address</li> </ul>					
* Mac Address:						
Alias:	0-64 characters					
	Link Cancel					

2. Click on "Link" to send authentication request to the GVC320x. This device will be shown as "Pending" in IPVideoTalk Portal.



ഹ

Link Device			Enter	r IPVT ID/Mac Address
Mac Addres		×	mware Versi	Status
00:0b:82:00	Authentication has been sent, please wait for the device o authenticate			Pending
00:0b:82:85	Mac Address: 00:0b:82:00:00:00		.1.65 •	Offline
00:0b:82:7e	Alias:		.1.65 •	Online
00.0b.82.7b.	8200119 GVC3200	1.0	1.61	Offline

3. The GVC320x will receive a new message from IPVideoTalk system. Icon will be displayed on the top status bar of the GVC320x display device to indicate the new message notification.

192.168.128.20 💿 IPVideoTalk (8200198)		17:13 🕼 🕼
D Notices	Batch remove	Details
10000		2016-03-08 17:06:35

In the GVC320x LCD menu->Applications->"IPVideoTalk" application, the user will also see a new

unread message notification on the upper right of the IPVideoTalk application icon

4. Open the IPVideoTalk application and click on "Notices", the user 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 select "Yes" to confirm to link the device. Otherwise, select "No" to reject to link the device.

2.168.128.20 🕓 IPVideoTalk	(8200198)			<b>●</b> ) 齢。る	ය 📓 🗘 17:13
1 Notices			Batch remove		
10000 Grandstream-Test is inviting th		PVideoTalk	account. Do you ac	2016-03-08 ccept this invit	17:06:35 a
	10000				
	Grandstream-Test device to join their account. Do you a invitation?	is inviting IPVideoTa ccept this	this alk		
	Yes	No			

5. Once the user confirms to link the device, the administrator could see the device shown as online in IPVideoTalk Portal.



# **SCHEDULE MEETING**

# **SCHEDULE ONE-TIME MEETING**

1. Log in IPVideoTalk Portal->Meetings, click on "Schedule Meeting".

IPVideoTalk   Grandstream	Networks							
	Meetings	Contacts	Devices	Plans	Statistics	Sy	/stem	Settings
Schedule Meeting +							Enter Subject,	/Meeting ID
Upcoming 11								

2. Specify meeting details for the scheduled meeting. Make sure "Host Device" is the IPVideoTalk ID of your GVC320x which is linked to the IPVideoTalk Portal.

Schedule Meeting	Schedule Meetin	g	
Upcoming 6 History 1839	* Subject: Time Zone: * Start Time: * Duration:	(GMT-04:00) Eastern Time (US and Canada)	1-80 characters
	Password: Agenda:	Recurring 🗢	0-8 digits
	Email Reminder: Attendees Control:	<ul> <li>☑ 15 Minutes in Advance</li> <li>☑ Auto Answer for Attendees' Calls I Mute Attendees on Entry</li> <li>I Display Attendees List/Status I Allow Chat</li> <li>☑ Play Beep When Join/Leave Meeting</li> </ul>	0/500 characters
	* Host Device: Host Email: * Server's Location:	Enter Linked IPVT ID/Internal Number/Alias	Choose a region for meeting server
	Participants Registration : Thank-you Email:	If Must register to join meeting (Webinar) If check, the system will provide meeting registration link, all participants except invitees should join meeting via the link. If Send to all participants after meeting	
		Schedule Cancel	



- **Subject** Enter the title of the meeting.
- **Time Zone** Select the time zone of the meeting.
- Start Time Set the start time of the meeting.
- **Duration** Set the duration of the meeting. It could be 0.5 hour, 1 hour, 1.5 hour ... 12 hours.
- **Recurring** If checked, the recurring meeting configuration window will show up. For one-time meeting, uncheck this option. By default, it's unchecked.
- Password If checked, configure the password for the meeting to lock the meeting. For webRTC and mobile app clients, as well as the GVC320x callers that are not in participant list, password will be asked before joining the meeting.

he meeting is protected with a password				
meeting password				
ОК				
	meeting password			

Email participants can find password in Email invitations or contact host to offer the password.

• Agenda – If desired, enter agenda information of the meeting. It will be shown in the meeting invitation Emails.

IPVideo	-alk	
iello,		
ou have been inv	ited to attend the following meeting:	
Subject:	Support Meeting	
Hosted by:	(Grandstream Networks) 8200443	
Time:	Mar 23, 2016 03:00PM Eastern Time (US and Canad	a)
Meeting ID:	24336663	
Password:	8200	
Agenda:	1. Bug issues this week	
	2. Test plan details	
	3. Support summary	

- Email Reminder If set to "Yes", the Email participants will receive Email notification, and the GVC320x host will have a reminder prompt on the LCD 15 minutes before the scheduled time.
- Attendees Control Auto Answer for Attendees' Calls If set to "Yes", after the meeting has started, when the other GVC320x participants try to join the meeting by dialing meeting ID or the host GVC320x's IPVideoTalk ID, the host GVC320x will automatically answer the call and have the participant GVC320x joining in, without showing incoming call prompt. Otherwise, the host



GVC320x will need manually accept the incoming call to have the participant GVC320x joining the meeting.

- Attendees Control Mute Attendees on Entry: If checked, all webRTC/mobile app participants will be muted when entering the meeting.
- Attendees Control Display Attendees List/Status: If checked, all attendees List/Status will be displayed in participant list to webRTC/mobile app clients. Otherwise, webRTC/mobile app clients can only see the host device.



- Attendees Control Allow Chat: If checked, all webRTC participants are allowed to chat during the meeting.
- Attendees Control Play Beep When Join/Leave Meeting: If checked, when there is a meeting participant joining or leaving the meeting, other participants will hear the beep notification.
- Host Device Select the host device for the meeting. Enter the IPVideoTalk ID or alias of the authenticated GVC320x, or select it from drop-down menu. Please note only the authenticated device can be assigned as meeting host.
- **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 which the online meeting prefer to connect to. When the meeting starts, it will automatically connect to the server at the specified region, and all participants will connect to this server. To ensure the meeting quality, users should select the closest sever to the meeting location, or where most participants are located. e.g., Oregon US area, Frankurt EUP area.
- **Participants**: Users can enter Email to invite meeting participants, or enter IPVideoTalk ID of other GVC320x devices. Users can also input name or the key words to search for company contacts.
- Participants Registration: If checked, the participants have to register before joining into the meeting, this feature will help the host to collect the participants' information. The system will provide meeting registration link, all participants except invitees need to join the meeting via the link.
- **Thank-you Email**: If checked, the system will send a Thank-you Email to the meeting participants, the host could also custom the contents in the Email. For example, the host could add the Email



and Contacts in the Thank-you Email, the meeting participants could contact with the host if needed.

3. Click on "Schedule" when finish editing schedule details. The scheduled meeting will be displayed in IPVideoTalk Portal->Meetings->Upcoming page.

IPVideoTal	k   Gran	dstream Net	works					L GSEnterprise [→
			Meetings	Contacts   Devices	Plans   Statistics	Syster	m   Settings	
Schedule Mee	ting +						Enter Subject/Meeting ID	Q
Upcoming	2	Today	Support Meetin	g				Not started
History	938	06:40PM	Host Device: Participants: Meeting ID: Meeting URL:	8200443 2 8200041 (8200041); test(ya 24336653 https://meetings.ipvideotalk.com/	nze.jiao@grandstream.com) 24336663			

4. On the host GVC320x, the host can view the scheduled meeting on the GVC320x LCD->Schedule, or web UI->Contacts->Schedule.



GVC3200				DND   Remote	e control   English ▼   Logout	
Call	Contacts	Device control	Settings	Maintenance	Status	
Contacts	> 🗰 2016	-04-05		Subject	IPVideoTalk Cloud Se	0
Schedule		VideoTalk Cloud ··· ost:IPVideoTalk	O3:07 Time 02:25 - 03:25	Meeting ID	20481194	
Call History	.>			Password		
(® LDAP				Start time	2016-04-05 02:25	
				End time	2016-04-05 03:25	
				Remind time	10 Minutes in advance	6
				Auto join conference for members without PIN	or scheduled Enable	
				URL https://me	etings.ipvideotalk.com/20481194	
				Repeat	One-time event	
				Members (2)		



# **SCHEDULE RECURRING MEETING**

1. Log in IPVideoTalk Portal <u>http://www.ipvideotalk.com</u> and go to Meetings page. Click on "Schedule Meeting".

IPVideoTalk   Grandstream	n Networks						
	Meetings	Contacts	Devices	Plans	Statistics	System	Settings
Schedule Meeting +						Enter Subje	ect/Meeting ID
Uncoming 11							

2. Fill in the meeting details. Make sure to enable option "Repeat".

* Start Time:	03 • : 00 • PM •
* End Time:	04 · E : 00 · PM ·
	Repeat 🗘
	Repeat: Day   Week   Week   Month

- 3. A new "Repeat" window will be displayed. Configure the recurrence cycle of the meeting based on "Day", "Week" or "Month".
  - Day The meeting will be scheduled Every Day or Every N day (s)

Repeat: 💽 Day	Even Day
🔘 Week	Every Day
⊖ Month	Every 2 day(s)

Week – Specify the recurrence cycle (*Every N Week(s)*) and the meeting day of a week (*Mon, Tue, Wed, Thu, Fri, Sat, Sun*).



Repeat: O Day	
	Every 1 Week(s) on:
Week	
<ul> <li>Month</li> </ul>	☑ Mon

Month – Specify the recurrence cycle in two ways:
 Day N of every N month(s): Nth day of every N month(s)
 Week Day of every N month(s): which day of which week of every N month(s)

Repeat: 🔵 Day	Day 2 of every 1 month(s)
🔘 Week	First T Mon T of every 1 month(s)
<ul> <li>Month </li> </ul>	

• **Repetition Range** – Specify the valid period of recurring meeting.

**Start by** – Select the start date of the meeting.

End by – Select the end date of the meeting.

After N meetings - If checked, the recurring meeting will expire after N times.

No End - If checked, the recurring meeting will be hosted over and over with no expiration.

Repetition Range:	* Start by		03/23/201	6 -		
	End by		03/23/201	6 🔻		
			After 10	Meet	ng(s)	
		۲	No End			

4. Configure other meeting options and click on "Schedule" to confirm. For all other meeting options, please refer to section **SCHEDULE ONE-TIME MEETING**.

# **VIEW SCHEDULED MEETING**

After the meeting is scheduled, the user could view it on the IPVideoTalk Portal or the GVC320x.

#### VIEW SCHEDULED MEETING ON IPVIDEOTALK PORTAL



- 1. Log in IPVideoTalk Portal http://www.ipvideotalk.com/login and click on "Meetings"-> "Upcoming" meetings page.
- 2. Your scheduled meetings will be displayed in upcoming meetings page. Icon <sup>2</sup> means this is a recurring meeting.
- 3. Click on the scheduled meeting to view its detailed information. The information cannot be edited here.

	Meeting Details (Not started)
	Meeting Info Invitees
Subject:	Product Review
Time Zone:	Jun 01, 2016 09:30AM
	Eastern Time (US and Canada)
Duration:	1hr
Meeting ID:	30124535
Meeting URL:	https://meetings.ipvideotalk.com/30124535
Agenda:	1. Product Introduction
	2. Photo gallery
	3. Q & A
Email Reminder:	15 Minutes in Advance
Attendees Control:	Auto Answer for Attendees' Calls
	Mute Attendees on Entry
	Display Attendees List/Status
	✓ Allow Chat
	✓ Play Beep When Join/Leave Meeting
Host Device:	8200442 (Emily )
Host Email:	mwang@grandstream.com
Host Code:	2275
Server's Location:	Auto

#### **VIEW SCHEDULED MEETING ON GVC320X**

1. On the GVC320x LCD display device, click on icon



on the home screen or click on Application

and select icon button

- to access to the schedule screen.
- 2. In the scheduled meeting list, the meeting synced from IPVideoTalk cloud system will be marked with





192.168.4	40.142 🕓 IPVideoTalk	(8200443)		🖬 🛍 🛥 📓 🗘 15:55
<b>E</b>	Schedule	📞 Start confer 😑	🗢 Edit confere	-New confere
	2016-03-23			
	Co Support Meet Host: IPVideoTalk	ing	Time: 16:05-17:05	<b>∑</b> 9min
	2016-03-25			
	👤 Sales Meeting			🛛 1d 18h 34min
	Host: Me		Time: 10:30-11:30	

3. Click on scheduled meeting to view its detailed information.

192.168.4	40.142	IPVideoTalk	(8200443)			i 🖻 🗠  😳 15:29
Ë	Scheo	lule		Edit confere		
	2016-	03-23				
Ť		Details				
	Host:	Subject	: Support Meeting (	IPVideoTalk)		
	2016-	Meeting ID	: 24336663			
Y		Password	: 8200			
	Heat	Host	: IPVideoTalk			
	HOSI.	Time	: 15:40-16:40			
		Members (2)				
		test(yanze.jiac	@grandstream.com)			
		8200041 (8200	0041)			
		URL	: https://meetings.i	pvideotalk.com/24336	663	

### Note:

The scheduled meeting can also be viewed on the GVC320x web UI->Contacts->Schedule.



GVC3202						DND   Remote co	ntrol   English 🗕   Logou	ut
Call	Conta	acts	Device control	Settings	Mai	intenance	Status	
L Contacts	> #	2016	-03-23	(•) 00:07	Subje	ect	Support Meeting	1
Schedule		Н	ost:IPVideoTalk	Time 16:05 - 17:05	Meet	ting ID	24336663	
Call History	>	2016 Sa	-03-25 ales Meeting	① 1D 18:32	Pass	word	8200	
LUAP		He	ost:Me	Time 10:30 - 11:30	Start	time	2016-03-23 16:05	
					End t	time	2016-03-23 17:05	
					Remi	ind time	10 Minutes in advance	
					Auto mem	join conference for s bers without PIN coo	cheduled Disable	
					URL	https://meeting	s.ipvideotalk.com/24336663	
					Repe	eat	One-time event	
					Mem	ibers (2)		

The scheduled meeting also shows up on GVC320x web UI->Call->Reservation Status section (on the lower left side of the page).

Call Contacts	Device control	Settings	Maintenance	Status		
Account info IPVideoTalk 8200443	Multiply numbers car IPVT meeting)	n be separated with	",". (If empty, click to start	Call -	Video 🗸	
SIP     BlueJeans	Support Meeting	g		201	6/03/23 15:55 6/03/23 15:30	<u> </u>
Reservation status	Support Meeting	g		201	6/03/23 12:00 6/03/23 11:10	k
Schedule Support Meeting will start in 6 Minutes .	<b>8</b> 200041			201	6/03/22 16:54	
	1 test 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			201	6/03/22 16:50 6/03/22 16:00	
	All Pights Reserved	g	ks Inc 2016	201	6/03/22 15:40	•



# MANAGE SCHEDULED MEETING

## **EDIT SCHEDULED MEETING**

If there is a scheduled meeting on the IPVideoTalk Portal, the user can edit it on IPVideoTalk Portal before the meeting starts.

- 1. Log in IPVideoTalk Portal http://www.ipvideotalk.com.
- 2. Click on "Meetings"-> "Upcoming" and find your scheduled meeting.
- 3. Move your mouse cursor on the scheduled meeting and click on "Edit".

Tomorrow	Product Reviev	u de la constante de	Not started
10:30AM	Host Device:	8200442 (Emily) O View all schedule meetings of this device	
	Participants:	0	
11:30AM	Meeting ID:	30124535	
	Meeting URL:	https://meetings.ipvideotalk.com/30124535	Cancel

4. The meeting editing window will show up. Edit it and click on "Schedule".

Schedule Meeting		
* Subject:		1-80 characters
Time Zone:	(GMT-04:00) Eastern Time (US and Canada)	
* Start Time:	05/31/2016 v 05 v : 40 v PM v	
* Duration:	1 v hour	
	Recurring 🗢	
Password:		0-8 digits
Agenda:		
		0/500 characters
Email Reminder:	☑ 15 Minutes in Advance	
Attendees Control:	Auto Answer for Attendees' Calls	
	Display Attendees List/Status	
	Schedule Cancel	

An updated notification Email will be sent to the Email participants who are in the updated participant list.



Co IPVideoTalk							
Hello, You have been invited	to attend the following meeting:						
Subject:	Product Review						
Hosted by: Time: Meeting ID: Agenda:	(Grandstream Networks) Emily Jun 01, 2016 10:30AM Eastern Time (US and Canada) 30124535 1. Product Introduction 2. Photo gallery 3. Q & A						
You can use Firefox, meeting.	Chrome, Opera or Grandstream's IPVideoTalk Mobile to join the Click here to Join the Meeting						

If the Email participant is removed from previous participant list, the participant will receive a notification Email.

The meeting has	cancelled the inv	vitation on you: Product Review 🕒 🛛 🗠 🖈	
IPVideoTalk no to me ▼	_reply@ipvideotalk.cor	m <u>via</u> amazonses.com	2:42 PM (0 minutes ago)
	Hello, The following me	eeting has been cancelled:	
	Subject: Hosted by: Time:	Product Review (Grandstream Networks) Emily Jun 01, 2016 10:30AM Eastern Time (US and Canada)	
	This is an autom ©2016 Grandstr	natically generated email. Please do not reply. ream Networks, Inc. All rights reserved.	



# MANUALLY START SCHEDULED MEETING

If a meeting is scheduled, the user can start it immediately before the meeting starts, or manually start the meeting if the host has missed the scheduled time.

#### START MEETING BEFORE SCHEDULED TIME

Before scheduled time, the user could start the meeting manually from the GVC320x. Follow the steps below:

- 1. On the GVC320x LCD display device, click on icon on home screen to open the schedule.
- 2. Find the IPVideoTalk meeting on the GVC320x schedule. IPVideoTalk meeting will be marked with icon

Ë



3. Use the GVC320x remote control to select the scheduled IPVideoTalk meeting, then press the CALL

button  $\checkmark$  on the remote control to start meeting. Or press button  $\equiv$  on the GVC320x remote

control and select "Start Conference" option from the drop-down menu.

ii.	Schedule	📞 Start confer 😐	CEdit confere	New confere
	2016-03-23			Start conference
T	Co Support Meeti Host: IPVideoTalk	ng Time	: 15:40-16:40	Xew conference Cancel conf
	2016-03-24			Settings
	🗶 Sales Meeting Host: Me	Time	: 10:30-11:30	🛛 19h 1min

4. This meeting will be started immediately with the participant list and the meeting options as scheduled.

#### Note:

The user could also start the meeting from the GVC320x web UI. Log in the GVC320x web UI->Contacts->Schedule. Move the mouse cursor to the scheduled IPVideoTalk meeting and click on icon



# 🔇 to start the meeting immediately.

GVC3202				DND   Remot	e control   English 🔻   Logout		
Call	Conta	icts Device contr	rol Settings	Maintenance	Status		
Contacts     Schedule	>	2016-03-23 Support Meeting Host:IPVideoTalk	٩	Subject Meeting ID	Support Meeting 24336663		
Call History	> 📖	2016-03-25 Sales Meeting	① 1D 18:30	Password	8200		
LDAP				Host:Me	Time 10:30 - 11:30	Start time	2016-03-23 16:05
				End time	2016-03-23 17:05		
				Remind time	10 Minutes in advance		
				Auto join conference members without PIN	for scheduled Disable		
				URL https://me	etings.ipvideotalk.com/24336663		
				Repeat	One-time event		
				Members (2)	•		

#### START MEETING AFTER SCHEDULED TIME

The user might need to start scheduled meeting manually after scheduled time, for the following reasons:

- If the host GVC320x is in another active call when the scheduled meeting time arrives, the scheduled meeting will not be started. The user will need to manually start this meeting after the scheduled time. This can be done on IPVideoTalk Portal, or the host GVC320x.
- If the scheduled meeting has already been hosted and terminated, and the user would like to start the same meeting again at another time, the user could restart this meeting immediately, with the same participant list, meeting ID and other meeting options. <u>This can be done on IPVideoTalk</u> <u>Portal.</u>

#### To start the meeting after scheduled time on IPVideoTalk Portal:

- 1. Log in IPVideoTalk Portal->Meetings->History, find the meeting you would like to restart.
- 2. Move the mouse cursor to the meeting and click on "Restart".



IPVideoTalk ı	Gran	dstream Netv	vorks							<b>GSEnterprise</b>	[-)
			Meetings	Contacts	Devices	Plans	Statistics	Syster	n   Settings		
Schedule Meeting	+								Enter Subject/Meeting ID		Q
Upcoming	4										•
History	049	Today	Support Meetin	g						Ended	
Thatary	540	03:00PM	Host Device:	8200443 👩 Vi	ew all schedule n	neetings of this dev	ice				
			Participants: Meeting ID: Duration:	5 8200041 (8 24336663 31min	200041); test(ya	nze.jiao@grandstre	am.com); Alex(ya	nze.jiao@gran	ndstream.com); Paul(yanze.jiao@grandstream.com); Joh Reschedule	Delete	

3. A meeting with the same meeting ID as the original scheduled meeting will be restarted immediately.

### To start the meeting after scheduled time on host GVC320x:

- 1. On the GVC320x LCD display device, click on icon on home screen to open schedule.
- 2. Find the IPVideoTalk meeting on the GVC320x schedule. IPVideoTalk meeting will be marked with icon

"Expired".

2.168.4	40.141 🕓 IPVideoTa	alk (8200443)			tio ⊑ ≣ 🗗 🛆 🖺	଼ 10:0
<b>Ö</b>	Schedule	📞 Start confer	-	Celit confere	New confere	
	2016-03-28					
T	🛛 💪 Test Team I	Meeting			Expired	
	Host: IPVideoTalk		Time: 18	:05-19:05	- April 6 G	

3. Use the GVC320x remote control to select the scheduled IPVideoTalk meeting, then press the CALL

button  $\checkmark$  on the remote control to start meeting. Or, press button  $\equiv$  on the GVC320x remote

control and select "Start Conference" option from the drop-down menu.



4. This meeting will be started immediately with the participant list and meeting options as scheduled.

<sup>.</sup> Since the host GVC320x has missed this meeting, this meeting is marked as "To be host" or



# **CANCEL SCHEDULED MEETING**

Users can cancel a scheduled meeting at any time before the meeting start time, on the IPVideoTalk Portal or the host GVC320x device.

#### CANCEL SCHEDULED MEETING ON IPVIDEOTALK PORTAL

- 1. Log in IPVideoTalk Portal <u>http://www.ipvideotalk.com</u>. Click on "Meetings"->"Upcoming" and find your scheduled meeting.
- 2. Move the mouse cursor on the scheduled meeting and click on "Cancel".

IPVideoTalk   Grandstream Networks								
			Meetings	Contacts   Devices Plans   Statistics	System   Settings			
Schedule Meeting	g +				Enter Subject/Meeting ID	o		
Upcoming	3	Today	Support Meetir	ng		To be hosted		
History	944	07:25PM	Host Device: Participants: Meeting ID: Meeting URL:	8200041 Oview all schedule meetings of this device 2 8200443 (8200443); yanze.jiao@grandstream.com 20366665 https://meetings.ipvideotalk.com/20366665		Edit Cancel		

3. A prompt will show up for the user to confirm the cancellation. You can also enter the cancellation reason in the window.

	Are you sure to	o cancel f	the meetir	ng ?	)
Please enter the	reason to cancel me	eeting (opti	onal)		
				0/500 characte	ers
	ОК		Cancel		

If the meeting is a recurring meeting, the user can choose whether to cancel current meeting, or cancel all recurring meetings.



ncel the meeting	g? >
g (optional)	
	0/500 characters
	_
Cancel	
	cel the meeting g (optional)

- 4. Click on "OK" to confirm meeting cancellation.
- 5. The Email participants will receive a notification Email about meeting cancellation.

IPVideo	Talk	
Hello, The following mee	eting has been cancelled:	
Subject:	IPVideoTalk Meeting	
Hosted by: Recurrence: Time: Reason:	(Grandstream Networks) 8200041 Occurs every week <u>on Monday</u> , no end <u>Apr 11, 2016 08:10PM</u> Eastern Time (US and Canada) <u>This Friday</u> is holiday	
This is an automa ©2016 Grandstre	tically generated email. Please do not reply. am Networks, Inc. All rights reserved.	



on home screen to access schedule.

### CANCEL SCHEDULED MEETING ON GVC320X

- 1. On the GVC320x LCD display device, click on icon
- 2. Select the meeting to be cancelled.
- 3. On the GVC320x remote control, press button  $\equiv$  and select "Cancel conf" option from drop down

Ë

menu.

0	Schedule	📞 Start confer 🛛		Edit confere	New confere
	2016-03-23				Start conference
	🛛 💪 Support Meeti	ng			New conference
	Host: IPVideoTalk		Time: 15:40	)-16:40	<sup>4</sup> Cancel conf
	2016-03-24				Settings
	👤 Sales Meeting				▼ 10h 1min
	Host: Me		Time: 10:30	)-11:30	

4. Click on "OK" to confirmation cancellation.

Prompt					
Are you sure you want to cancel the conference?					
Cancel	ОК				

5. The meeting cancellation on the GVC320x will be synced to IPVideoTalk Portal. On IPVideoTalk Portal, this meeting will disappear from "Upcoming" meetings and show up in "History" meetings page.

### Note:

For the recurring meeting, only the current upcoming meeting can be cancelled on the GVC320x. To cancel all recurring meetings, please cancel the meeting from IPVideoTalk Portal (see section **CANCEL SCHEDULED MEETING ON IPVIDEOTALK PORTAL**).



# **RESCHEDULE MEETING**

If the scheduled meeting has already been hosted and terminated, it will disappear from IPVideoTalk Portal ->Meetings->Upcoming page and show up in Meetings->History page. Follow below steps if you would like to reschedule this meeting at another time:

- 1. Log in IPVideoTalk Portal ->Meetings->History, find the meeting you would like to reschedule.
- 2. Move the mouse cursor to the meeting and click on "Reschedule".

Schedule Meeti	ng +		Enter Subject/Meeting ID			
Upcoming	6	Tomorrow	Product Review			Cancelled
History	1839	10:30AM	Host Device: Participants:	8200442 (Emily) O View all schedule meetings of this device		
			Meeting ID: Duration:	30124535 1hr	Reschedule Restart	Delete

### 3. Edit the meeting.

Schedule Meeting +	Reschedule		
Upcoming 6			1.00 characters
History 1839	* Subject:	Product Review	1-80 characters
, , , , , , , , , , , , , , , , , , ,	Time Zone:	(GMT-04:00) Eastern Time (US and Canada)	
	* Start Time:	05/31/2016 v : 55 v PM v	
	* Duration:	1 w hour	
		🗌 Recurring 🗢	
	Password:		0-8 digits
	Agenda:	1. Product Introduction	
		3. Q & A	
			49/500 characters
	Email Reminder:	☑ 15 Minutes in Advance	
	Attendees Control:	Auto Answer for Attendees' Calls	
		Display Attendees List/Status	
		Schedule Cancel	

4. Click on "Save". This meeting will be rescheduled with a new meeting ID assigned. It will show up on IPVideoTalk Portal->Meetings->Upcoming page. The Email participants will receive an Email notification for the upcoming meeting.