

Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

How to Use Chat in IPVideoTalk Meeting



Index

OVERVIEW	2
HOW TO CHAT	3
CHAT CONTROL	5
CHAT CONTROL BEFORE MEETING.....	5
CHAT CONTROL DURING MEETING	6
<i>BECOME MEETING HOST</i>	6
<i>DISABLE CHAT</i>	8
<i>ENABLE CHAT</i>	10
<i>CLEAR CHAT HISTORY</i>	11

OVERVIEW

During an IPVideoTalk meeting, Group Chat is supported on the webRTC clients. This document provides following information related to group chat feature supported in IPVideoTalk meeting.

1. How to chat
2. Chat control
 - Chat control before meeting
 - Chat control during meeting

Note:

- Chat is not supported on GVC320x or mobile app client.
- Private chat will be supported for IPVideoTalk webRTC clients soon.

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

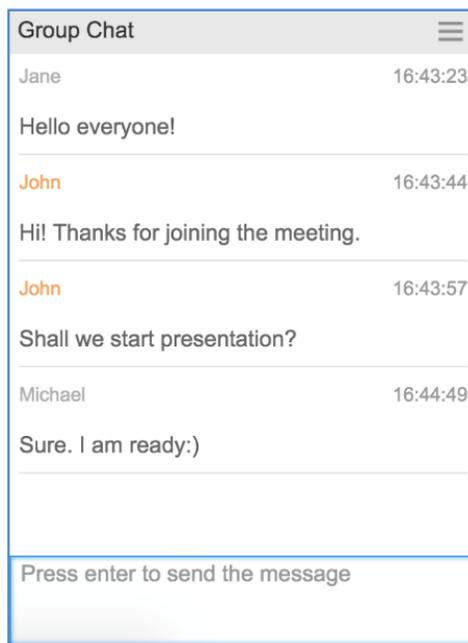
- IPVideoTalk User Manual:
<http://www.ipvideotalk.com/s/IPVideoTalk%20Cloud%20Conferencing%20System%20User%20Guide.pdf>
- IPVideoTalk website:
<http://www.ipvideotalk.com/>

HOW TO CHAT

1. From webRTC browsers on the PC, open the IPVideoTalk meeting URL or enter the meeting ID in <https://meetings.ipvideotalk.com>.
2. Once the meeting is started, users can find the chat window at the lower right corner of the web browser.

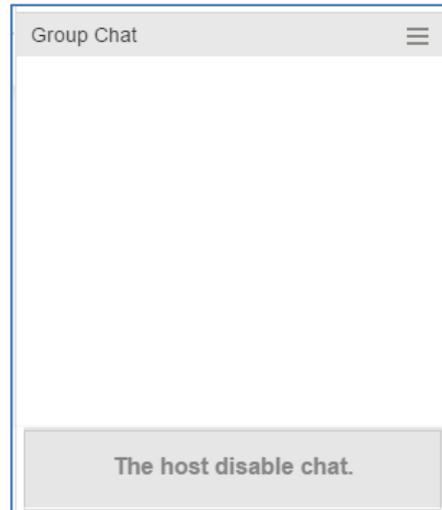


3. If "Allow Chat" is enabled for the meeting, the webRTC participants could chat in the chat window. Input messages in chat window and press Enter to send out.



Note:

- If “Allow Chat” is disabled, “The host disable chat” notification is shown in chat window during the IPVideoTalk meeting. The webRTC participants will not be able to enter chat there. If any webRTC participant becomes meeting host, he/she can use host control to enable chat feature again.

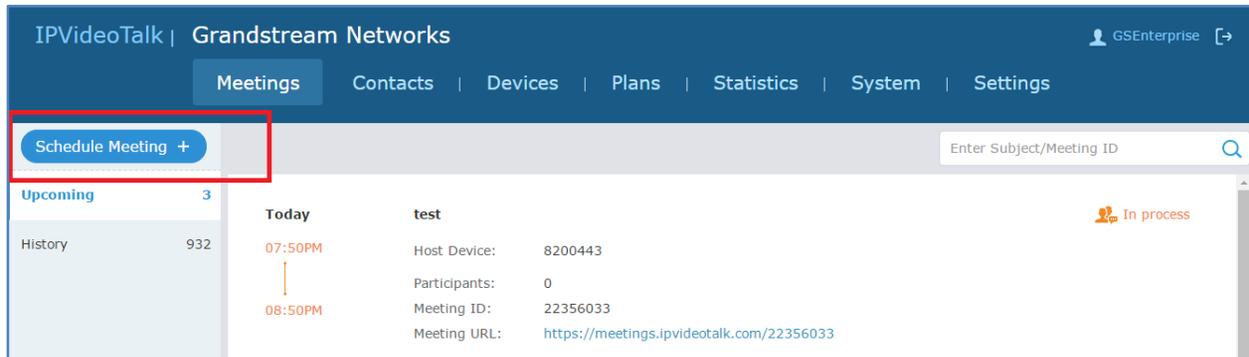


- The GVC320x or mobile app clients do not support chat and they will not be able to see or enter chat.

CHAT CONTROL

CHAT CONTROL BEFORE MEETING

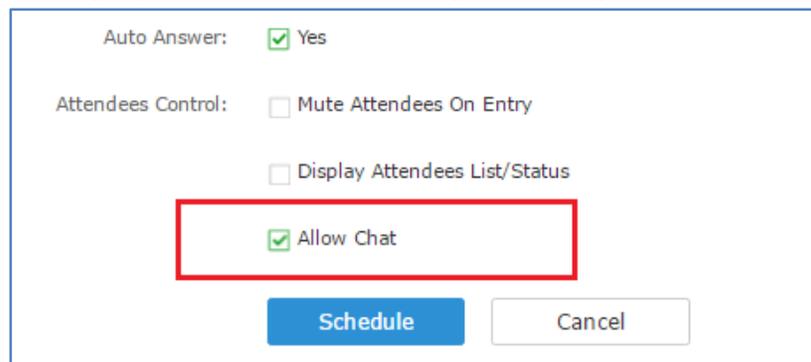
1. Log in IPVideoTalk Portal <http://www.ipvideotalk.com>. Go to “Meetings” page. In “Upcoming” meetings, click on button **Schedule Meeting +** to bring up the meeting configuration page.



If a scheduled meeting has not started yet, the user could also select the meeting and click on “Edit” to edit the meeting options.

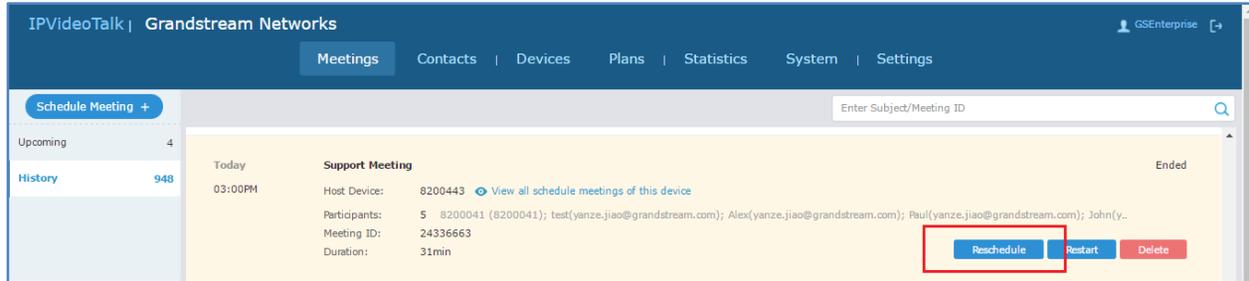


2. On meeting configuration page, click the checkbox for option “Allow Chat” to enable group chat for the meeting. Otherwise, group chat is not allowed during the meeting.

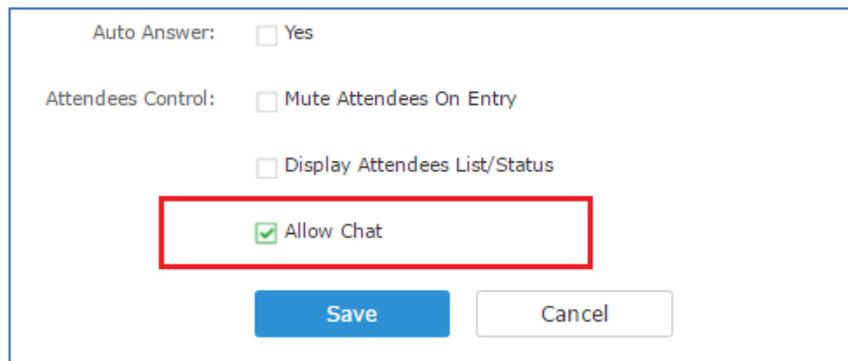


Note:

If a past meeting does not have “Allow Chat” enabled, and the user would like to reschedule it with chat enabled, on IPVideoTalk Portal->Meetings->History page, select the meeting you would like to reschedule and click on “Reschedule” button.



Then, click the checkbox of “Allow Chat” to enable it.

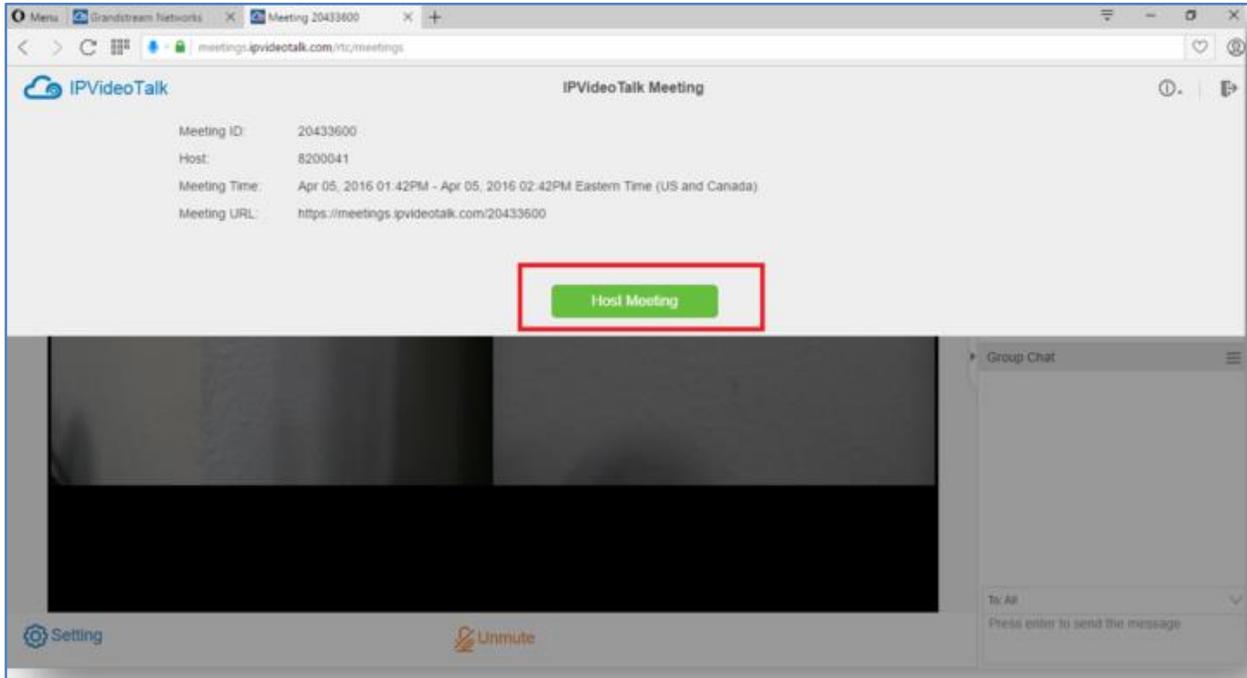


CHAT CONTROL DURING MEETING

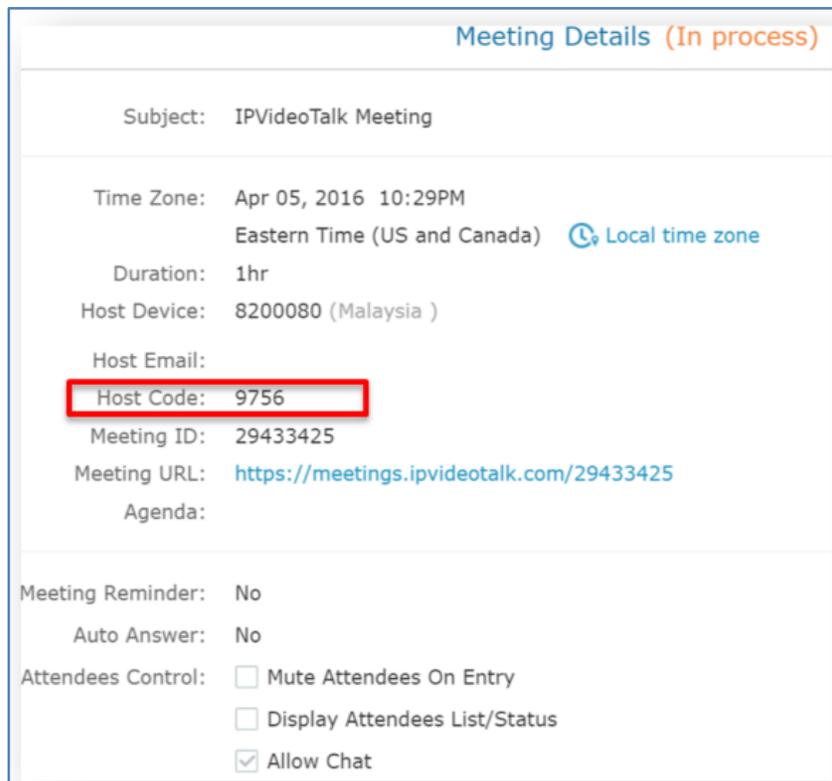
Once the meeting is started, the user cannot edit the meeting control options on IPVideoTalk Portal anymore. To enable/disable chat during a meeting, a webRTC client must become the meeting host by entering the host code during the meeting.

BECOME MEETING HOST

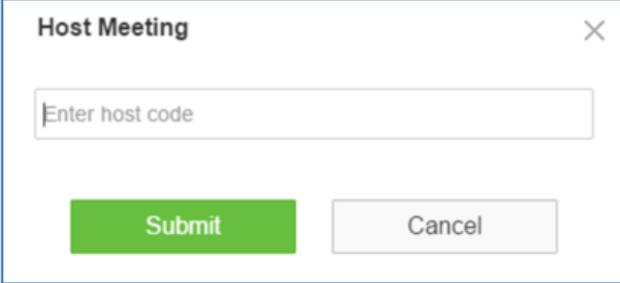
1. After webRTC client joins the meeting, click on the IPVideoTalk meeting title on the top of the web browser window.
2. Click on “Host Meeting”.



3. Enter the host code. The Host code can be obtained on “IPVideoTalk Portal” by clicking on this “In process” meeting, or in the notification Email sent to the “Host Email” (if configured when scheduling meeting).

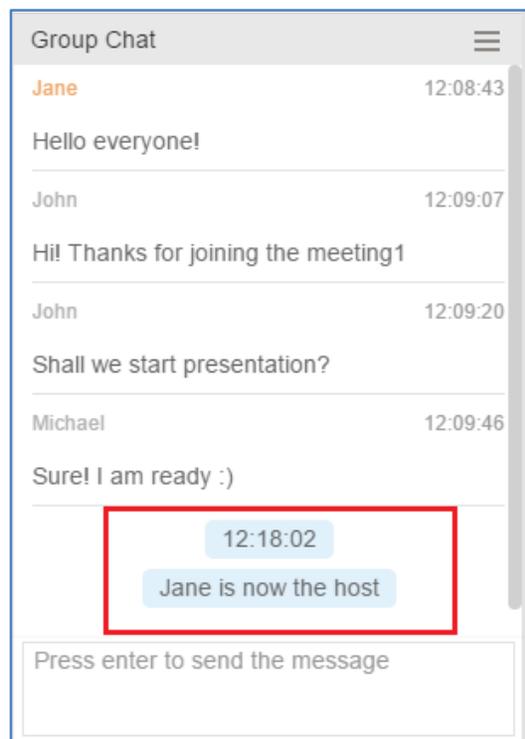


4. Enter the host code.



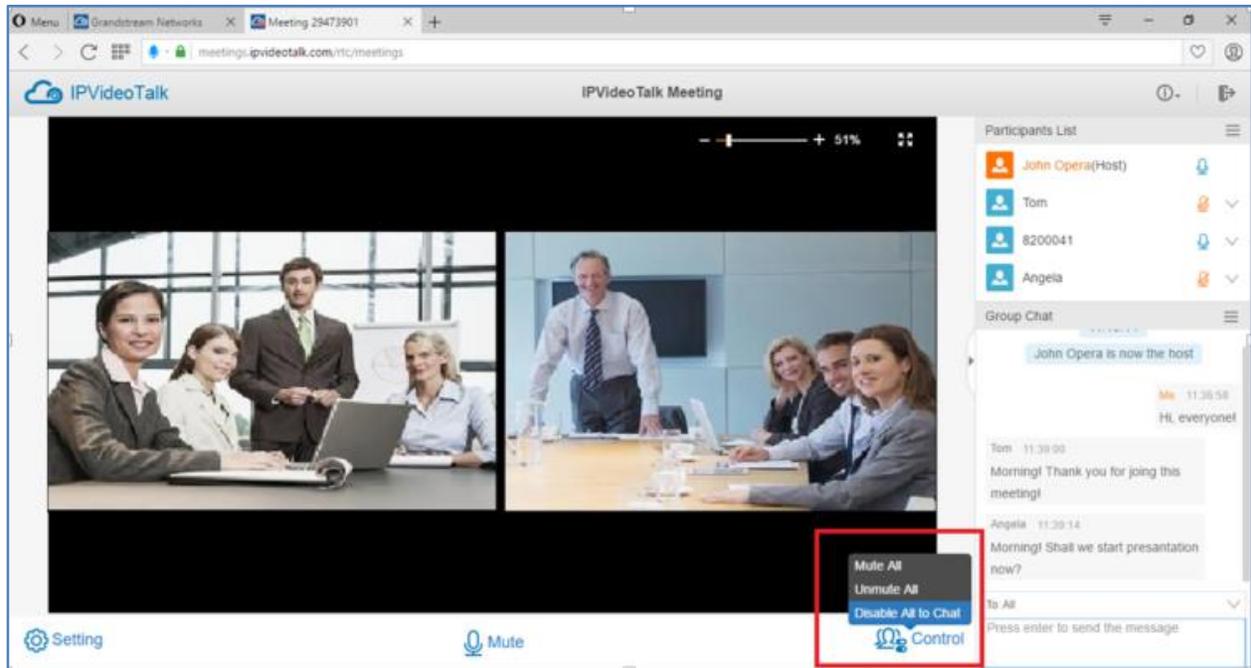
A dialog box titled "Host Meeting" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Enter host code". Below the input field are two buttons: a green "Submit" button and a grey "Cancel" button.

5. Click on Submit. Now, this webRTC client becomes the host. This notification will show up in the chat window.

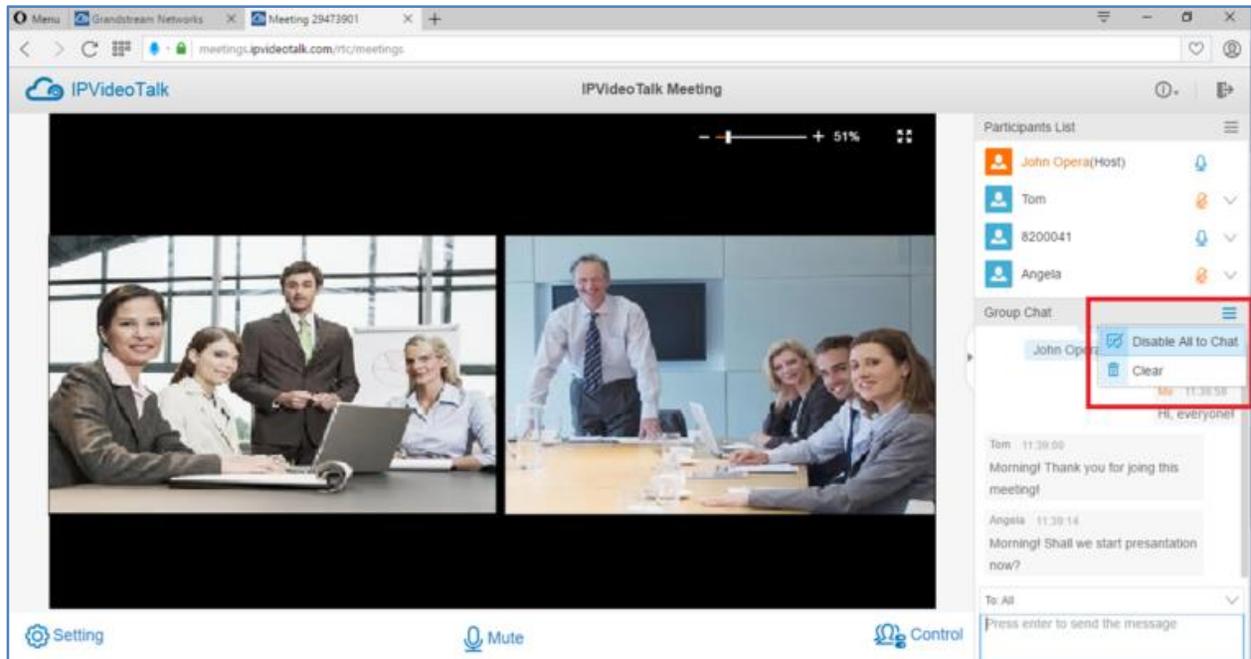


DISABLE CHAT

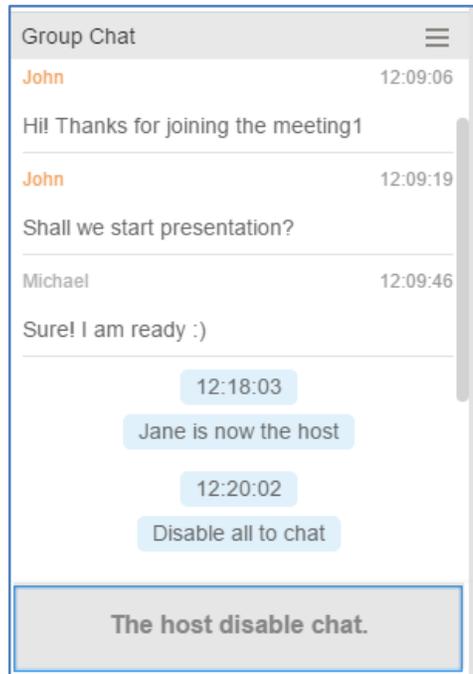
1. After webRTC client becomes the meeting host, click on icon  Control on the left of the chat window, and then select "Disable All to Chat".



Or, click on icon  on the top of chat window, and then select “Disable All to Chat”.

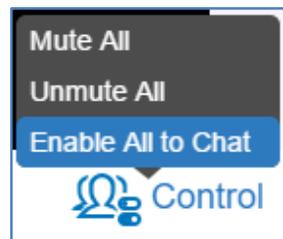


2. All webRTC participants will see prompt notification in chat window about “chat disabled”.

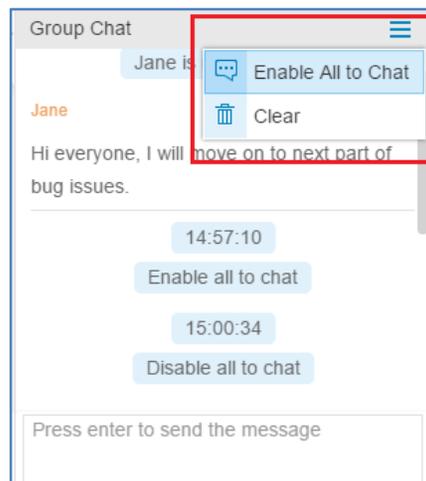


ENABLE CHAT

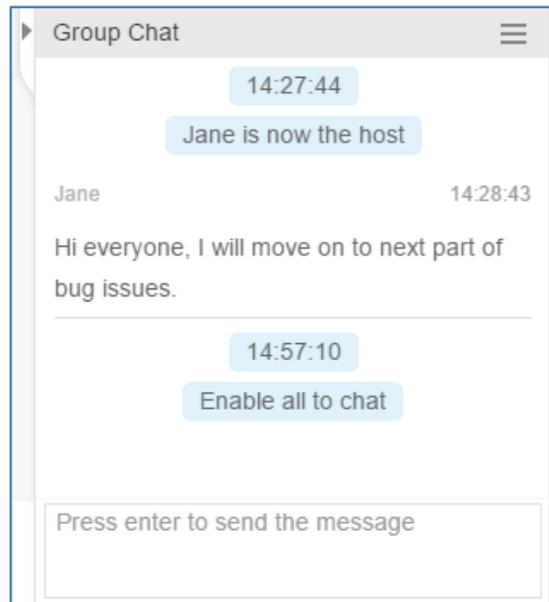
1. After webRTC client becomes the meeting host, click on icon  Control on the left of the chat window, and then select “Enable All to Chat”.



Or, click on icon  on the top of chat window, and then select “Enable All to Chat”.



- All webRTC participants will see prompt notification in chat window about “chat enabled”.



CLEAR CHAT HISTORY

The webRTC clients can clear chat history from his/her own web browser. In the chat window, click on icon  on the top of the chat window. Click on “Clear” to clear the chat history.

