

# Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System How to Use GVC320x in IPVideoTalk Meeting







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# **OVERVIEW**

Users can attend an IPVideoTalk meeting on the GVC320x using different ways. There are 4 ways:

- 1. Start an one-click instant meeting
- 2. Start an instant meeting with another GVC320x
- 3. Join an active meeting that has already been hosted by other GVC320x
- 4. Schedule a meeting as a host on IPVideoTalk Admin Center

The following sections describe the steps for each above way. Additionally, once the GVC320x is in an IPVideoTalk meeting, the user could add other GVC320x participants into the meeting, set PIN code to protect your meeting from being disturbed by unnecessary incoming calls, share presentation and record the meeting. These meeting control operations are explained in the last section of the document.

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/



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# **START AN ONE-CLICK INSTANT MEETING**

The GVC320x can start an instant IPVideoTalk meeting immediately by clicking on the "CALL" icon at any time. Here are the steps:

1. On the GVC320x LCD HOME screen, click on button



- to bring up the dial screen.
- 2. On dial screen, use GVC320x remote control blue shortcut key to select "IPVideoTalk" as the account.
- 3. On dial screen, use the GVC320x remote control to navigate, and select green CALL button



without entering any number. This will start an instant meeting with IPVideoTalk cloud

Enter phone	e number (If empty, click to	start IPVT meeting)		<b>\$</b>
📞 Call		르 Call mode	— Video	IPVideoTalk
92.168.40.143	IPVideoTalk (8200443)			⊑ 🛛 🗘 18
server.				

4. Check the meeting ID/meeting URL. On the GVC320x LCD call screen, click on icon on the bottom menu and select "Meeting Info". The meeting information will be displayed as below.

IPVideoTalk	
Subject	: IPVideoTalk Meeting
Meeting ID	: 70346231
Host	: IPVideoTalk
Password	
URL	: https://meetings.ipvideotalk.com/70346231

If you already have an IPVideoTalk Admin Center account, you can also find the meeting info there. After logging in Admin Center http://www.ipvideotalk.com, click on "Meetings"-> "Upcoming", you will see a meeting "In Process", and the "Host Device" is the IPVideoTalk ID of you GVC320x. The meeting ID and URL information are displayed there.



	N	leetings	Contacts   Dev	ices   Plans   Statist	ics ∣ Sy	vstem	Settings	
Schedule Meeting	g +					Er	nter Subject/Meeting ID	Q
Upcoming	2	Today	IPVideoTalk Me	eeting			👥 In p	rocess
History	915	08:29PM	Host Device: Participants:	8200443 0				
		I 09:29PM	Meeting URL:	26355468 https://meetings.ipvideotalk.com/2	26355468	]		

5. Send the meeting ID or URL to the desired attendees, so they can join the meeting from their GVC320x, webRTC browsers or mobile app.

In this method, the GVC320x is the meeting host. Since this is an instant meeting, the webRTC or mobile app attendees will not be able to see participants list.



# **START AN INSTANT MEETING WITH ANOTHER GVC320X**

If there are more than one GVC320x, you can use your GVC320x to call the other GVC320x by dialing the IPVideoTalk ID to start the meeting. Here are the steps.

1. On the GVC320x LCD HOME screen, click on button **v** to bring up the dial screen.



- 2. On dial screen, use GVC320x remote control blue shortcut key to select "IPVideoTalk" as the account.
- 3. On dial screen, use GVC320x remote control to enter the IPVideoTalk ID of the other GVC320x and dial out.

192	.168.40.1	47   IPVide	eoTalk (8200041)		🔹 🔒 🗠 🖩 🗘 3:47 PM	M
	📞 Ca	ll i i i i i i i i i i i i i i i i i i	😑 Cal	mode 💛 Video	IPVideoTalk	
	820	00443			<b>\$</b>	
	<u></u>	8200443	03/24 05:38 PM	😢 🔍 8200443	<b>05:38 PM</b> 03/24	
	۲×	8200443	03/24 05:12 PM			
	$\underline{\Omega}$	8200443	03/24 05:10 PM			
	<u></u>	8200443	03/24 04:43 PM			
	<u>_</u>	8200443	03/24 04:41 PM			
	$\mathbf{\Omega}$	8200443	03/24 02:24 PM			

4. Once the other GVC320x answers the call, IPVideotalk meeting will be established.





5. Check the meeting ID/meeting URL. On the call screen of the caller GVC320x (which is the host since

it initiates the call at the very beginning), click on icon on the bottom menu, and select "Meeting Info". The meeting information will be displayed as below.

IPVideoTalk	
Subject	: IPVideoTalk Meeting
Meeting ID	: 70346231
Host	: IPVideoTalk
Password	
URL	: https://meetings.ipvideotalk.com/70346231

If you already have an IPVideoTalk Admin Center account, you can also find the meeting info there. After logging in Admin Center <u>http://www.ipvideotalk.com</u>, click on "Meetings"-> "Upcoming", you will see a meeting "In Process", and the "Host Device" is the IPVideoTalk ID of you GVC320x. The meeting ID and URL information are displayed there.

	М	leetings	Contacts   Devi	ices   Plans	Statistics	Syster	n   Settings	
Schedule Meeti	ing +						Enter Subject/Meeting ID	Q
Upcoming	2	Today	IPVideoTalk Me	eeting			👥 In proc	cess
History	915	08:29PM	Host Device:	8200443				
			Participants:	0				
		09:29PM	Meeting ID:	26355468				
			Meeting URL:	https://meetings.ip	videotalk.com/26355	468		

6. Send the meeting ID or URL to the desired attendees, so they can join the meeting from their GVC320x, webRTC browsers or mobile app.



In this method, the caller GVC320x is the meeting host, and it can display the meeting information. The callee GVC320x is a participant, so it will not show "Meeting Info" in the call screen->bottom menu after



clicking on "More" option icon



# JOIN AN ACTIVE MEETING

Assuming there is already an active IPVideoTalk meeting hosted by other GVC320x, you can join this meeting from your GVC320x by dialing the host GVC320x's IPVideoTalk ID, or dialing the meeting ID directly. Here are the steps:

1. Contact the active meeting's host to obtain the host GVC320x's IPVideoTalk ID, or the meeting ID.



- 2. On your GVC320x LCD, click on to bring up the dial screen.
- 3. Enter the IPVideoTalk ID or meeting ID in the dial-up box, then dial out.

92.168.40.147 🔕	IPVideoTalk (8200041)	■Call mode ■V	♦) 🗗 🗠 🖁 🗘 3:47 P ideo — IPVideoTalk
82004	43		
<u>\$</u> 820044	<b>3</b> 03/24 05:3	8 PM 🤇 🔇 🧟 820	0443 05:38 PM 03/24
820044	<b>3</b> 03/24 05:11	2 PM	
<u> 820044</u>	<b>3</b> 03/24 05:1	0 PM	
<u> 820044</u>	3 03/24 04:4	3 PM	
<u> 820044</u>	3 03/24 04:4	1 PM	
<u> 820044</u>	3 03/24 02:2	4 PM	

4. If the meeting is locked or password-protected, you will see video screen like below. Contact the host to get the password.





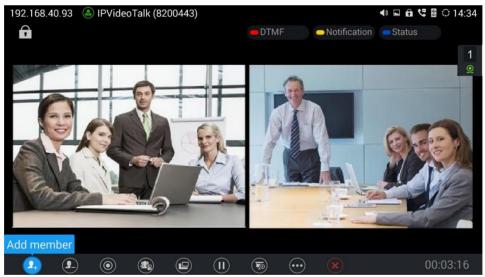
5. To input PIN Code or password on your GVC320x call screen, select MORE icon ->Open DTMF, or press the red shortcut key ---- on the GVC320x remote control to open DTMF.

			DND
			Call Details
			Open DTMF
			PIN Code
<b>9</b> +)	<b>_</b>	$(\mathbf{I})$	· · · · · · · · · · · · · · · · · · ·

6. Then, input the DTMF with the password followed by #.

1234#

7. Once the meeting host GVC320x answers the call, you will join this active meeting successfully from your GVC320x.





# **HOST SCHEDULED MEETING**

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

### **SIGN UP IN ADMIN CENTER**

1. Go to IPVideoTalk Admin Center 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.c	com/login	Q 🟠 🗖
▲ IPVideoTalk		Sign In Sign Up
	IPVideoTalk Cloud Services   Account or Email   Password   Forgot password Sign In	

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



VideoTalk Cloud Servic	es
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 ADMIN CENTER

There are two ways to link the GVC320x to Admin Center:

- 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 GV320x LCD menu->Applications->IPVideoTalk application->Settings: "Account active". It should be green to show "registered".



92.168.40.156 (a) IPVideoTalk (8200041)			🖬 📾 🖩 🗘 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	IPVideoTalk Pro plan expires in May 14, 2016
Business (Click for details)		G	randstream Networks

#### LINK DEVICE USING DEVICE CODE

This is the easiest way to link device to Admin Center 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)			0ppo8 <sup>-</sup>	l.
	Number			8200106	5
	Current plans (Click for details)		The	IPVideoTalk Properties in Jun 1, 201	
	Business (Click for details)			WV	V
	Internal number				

2. Log in Admin Center web portal using your admin center account. Click on tab "Devices" and select "Link Device". Enter the device code in the prompt.



	Link Device								
Link Mode:	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 users will see a new message as below. This means you have linked your device successfully. Your GVC320x will be shown as "online" in admin center now.

10000
You have successfully joined ABC.
ОК

#### LINK DEVICE USING MAC ADDRESS

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

	Link Device								
Link Mode:	<ul> <li>Link Via Code (no device authentication required) </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 Admin Center.



ഹ

Link Device				Enter IPVT ID/Mac Address
Mac Addres		×	mware Ve	rsi Status
00:0b:82:00	Authentication has been sent, please wait for the devic to authenticate	e		Pending
00:0b:82:85	Mac Address: 00:0b:82:00:00:00		0.1.65	• Offline
00:0b:82:7e	Alias:		0.1.65	• Online
00.0h.82.7h	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
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", 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.

192.168.128.20 🕓 IPVideoTalk	(8200198)			<ul> <li>■</li> <li>■</li></ul>	€ 17:13
1 Notices		elete 📃 💻			Ξ
10000 Grandstream-Test is inviting th	is device to join their I	PVideoTalk acc	count. Do you ac	2016-03-08 17:0 cept this invita	6:35
	10000				
	Grandstream-Test device to join their account. Do you a invitation?	· IPVideoTalk			
	Yes	No			



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

### **HOST SCHEDULED MEETING**

1. Log in Admin Center->Meetings, click on "Schedule Meeting".

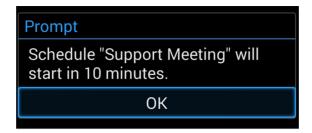
IPVideoTalk   Grandstream	Networks						
	Meetings	Contacts	Devices	Plans	Statistics	System	Settings
Schedule Meeting +						Enter Subje	ct/Meeting ID
Upcoming 11							

2. Specify meeting details for the scheduled meeting. Make sure "Host Device" is your GVC320x's IPVideoTalk ID.

* Subject:		1-80 characters
Time Zone:	(GMT-04:00) Eastern Time (US and Canada)	
* Start Time:	03/29/2016 • 06 • : 30 • PM •	
* Duration:	1 v hour	
	Repeat 💠	
* Host Device:	Enter Linked IP/T ID/Internal Number/Alias	
Host Email:		
Participants:	Enter Participant Email/IPVT ID	
Descusado		0-8 digits
Password:		0-8 digits
Agenda:		
		0/500
Meeting Reminder:	✓ 15 Minutes in Advance	
Auto Answer:	✓ Yes	
Attendees Control:	Mute Attendees On Entry	
	Display Attendees List/Status	
	I Allow Chat	
	Schedule Cancel	

3. The host GVC320x will receive a reminder prompt before the meeting starts.





4. When the meeting time arrives, the GVC320x will start the meeting as the host. Other meeting participants can join the meeting after the meeting on the host GVC320x is started.



# **GVC320X MEETING CONTROL**

During an IPVideoTalk meeting, the GVC320x meeting control options are similar to meetings when the GVC320x is using regular SIP account. We will describe adding other GVC320x participants into the IPVideoTalk meeting, setting PIN lock, sharing presentation and recording functions during the IPVideoTalk meeting.

### ADD OTHER GVC320X PARTICIPANTS

During an active IPVideoTalk meeting, if your GVC320x is the meeting host, you can add other GVC320x into the meeting if the other GVC320x has an active IPVideoTalk ID. Here are the steps:

1. On the host GVC320x call screen, click on icon



- 2. On the new dialing screen, enter the other GVC320x's IPVideoTalk ID and dial out from your IPVideoTalk account.
- 3. Once the other GVC320x answers the call, it will join the IPVideoTalk meeting.

#### Note:

- If your GVC320x is a participant in the IPVideoTalk meeting rather than meeting host, you will not be able to use your IPVideoTalk account to add more participants into the meeting.
- The GVC320x host can only directly add other GVC320x participants into the meeting, it cannot



add webRTC or mobile app clients into the meeting. However, webRTC or mobile app clients can use the meeting ID to join the meeting.

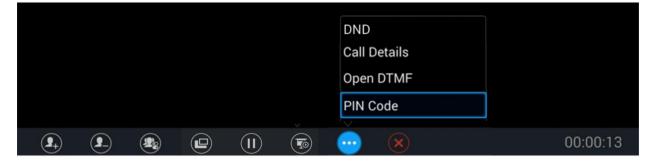
• If the GVC320x would like to remove the added GVC320x participants, click on icon and select the GVC320x participant to remove from the meeting.

### **PIN LOCK**

When a scheduled IPVideoTalk meeting has password configured, the meeting participants including GVC320x, webRTC and mobile app clients will be required to enter the password before they can successfully join the meeting. Besides the password protection in meeting scheduled in Admin Center, on the GVC320x host, the user could also set a PIN code to protect the meeting from being disturbed by other GVC320x callers.

To set PIN code on the GVC320x host:

1. During the meeting, on the GVC320x host LCD call screen, click on button from the bottom menu and select "PIN Code".



2. Enter the PIN Code to lock the meeting. If it is empty, the meeting is not locked.

PIN Code					
1234					
Cancel	ОК				

3. Click on "OK" to confirm.

#### Note:

• The PIN code configured on the GVC320x host only takes effect for GVC320x callers. WebRTC or mobile app clients will not be asked to enter this PIN code when joining the meeting.



- For the meeting that already has password configured in Admin Center when the meeting is scheduled, if the GVC320x host also sets PIN code, other GVC320x callers will be asked to enter GVC320x PIN code instead of the IPVideoTalk meeting password. For webRTC and mobile app clients, they still need to enter the IPVideoTalk meeting password to join the meeting.
- If the GVC320x caller is already in the meeting participants list when the meeting is scheduled in Admin Center, this GVC320x caller will not be asked to enter password or PIN code when calling into this meeting.

### **SHARE PRESENTATION**

During an IPVideoTalk meeting, the GVC320x can share presentation to other meeting participants. Here are the steps:

- 1. From your presentation device (e.g., a laptop), use HDMI cable or VGA cable to plug in HDMI IN or VGA IN port on the GVC320x device.
- 2. On the GVC320x LCD call screen, click on icon icon on the bottom menu and select "PC" to share presentation.

				Auto		
				PC		
				Close	~	
<b>9</b> +	9	٢		· · · · ·		00:01:05

3. Click on "Close" to turn off presentation and send normal video again.

### **MEETING RECORDING**

The IPVideoTalk meeting can be recorded on the GVC320x. Here are the steps:

1. During an IPVideoTalk meeting, on your GVC320x LCD call screen->bottom menu, click on icon

to start recording. Or, you can use GVC320x remote control and press button 💽 to start recording.

2. The IPVideoTalk meeting audio and video will be recorded on the GVC320x. During recording, the user could see the recording icon **Rec** flashing on the upper left corner of GVC320x LCD. If the meeting participant enables presentation during recording, GVC320x will record the presentation as well. If the meeting participant disables presentation during recording, the GVC320x will switch to record the video.



- 3. Click the recording button again to stop recording. The recording file will be saved in the GVC320x.
- 4. It is recommended to plug in SD card to the GVC320x SD card slot for recording purpose. The recording file can be retrieved from the GVC320x LCD->Applications->File Manager->External SD Card->Recording. It can also be downloaded from the GVC320x web UI->Maintenance->Recording page.
- 5. On GVC320x firmware 1.0.1.65, each recording file has maximum size 1G. If the recording file exceeds 1G, a new file will be created automatically to resume recording.