Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

How to Become Meeting Host from WebRTC

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OVERVIEW

When an IPVideoTalk meeting is scheduled and started, the GVC320x is the meeting host and all other participants do not have meeting control privilege. Once the meeting is started, the user could join the meeting from WebRTC, and take over host control privilege by entering the host code. This document explains how to become meeting host and how to perform host control using WebRTC browsers.

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

- IPVideoTalk User Manual

- IPVideoTalk website: http://www.ipvideotalk.com/

Prerequisites

Before using WebRTC to join IPVideoTalk meetings, please check below supported browsers, operating system, internet connection and hardware information.

- **Operating System:**
  Windows, Mac, Linux/Ubuntu, Google Chrome OS

- **Web Browser:**
  Mozilla Firefox V36 or later
  Google Chrome V39 or later
  Win Opera V36 or later, MAC Opera V32 or later
  Internet Explorer V11 or later
  Apple Safari V9 or later

- **Internet Connection:**
  Wired connection: 1 Mbps or better (broadband recommended)
  Wireless connection: 3G connection or better (Wi-Fi recommended for VoIP audio) for Chromebooks

- **Hardware:**
  Microphone and speakers, supported on the PC device or plugged into the PC device

- **Software:**
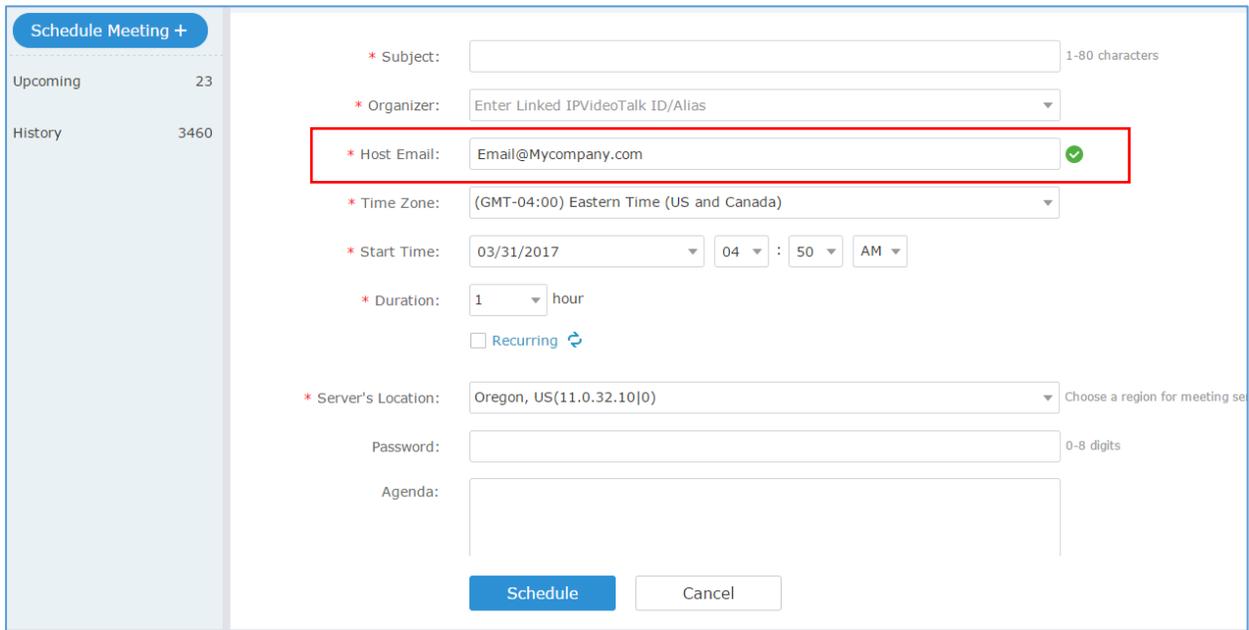 Screen sharing extension installed on WebRTC browsers if sharing presentation

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BECOME A MEETING HOST FROM WEBRTC

Where to find the Host Code

Host code is automatically generated by IPVideoTalk cloud system once a meeting is scheduled or started. It cannot be configured or modified. Users could find the host code for a meeting using the following three ways.

From Host Email

When scheduling a meeting on IPVideoTalk Portal->Meetings by clicking on "Schedule Meeting" or "Schedule Webinar", there is an option to enter the "Host Email" on meeting configuration page.

Enter the Email address of the meeting host.

Once the meeting is scheduled, this Host Email will receive an Email notification, which will list the host code for the meeting.

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From IPVideoTalk Portal

Once a meeting is scheduled on IPVideoTalk Portal, or started by the GVC320x host, go to IPVideoTalk Portal->Meetings->Upcoming page.

Click on that meeting, whether it is started or already in process to bring up meeting details window, to find the "Host Code" there.

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From GVC320X Host Device

During the meeting, the host code can also be found on the GVC320x host device LCD.

On the GVC320x LCD call screen bottom menu, click on **More** icon and select "Meeting Info". The "Host code" is listed here.

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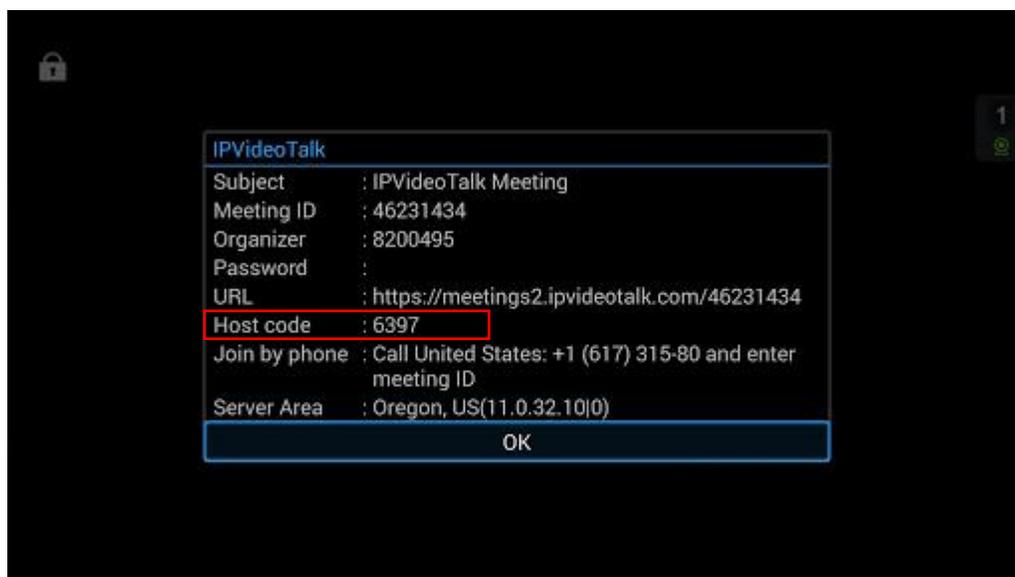
Become Meeting Host

1. Join the IPVideoTalk meeting by clicking on the meeting URL, or https://meetings.ipvideotalk.com.

2. Click on Host Meeting, and enter the meeting information including "Host Code" field
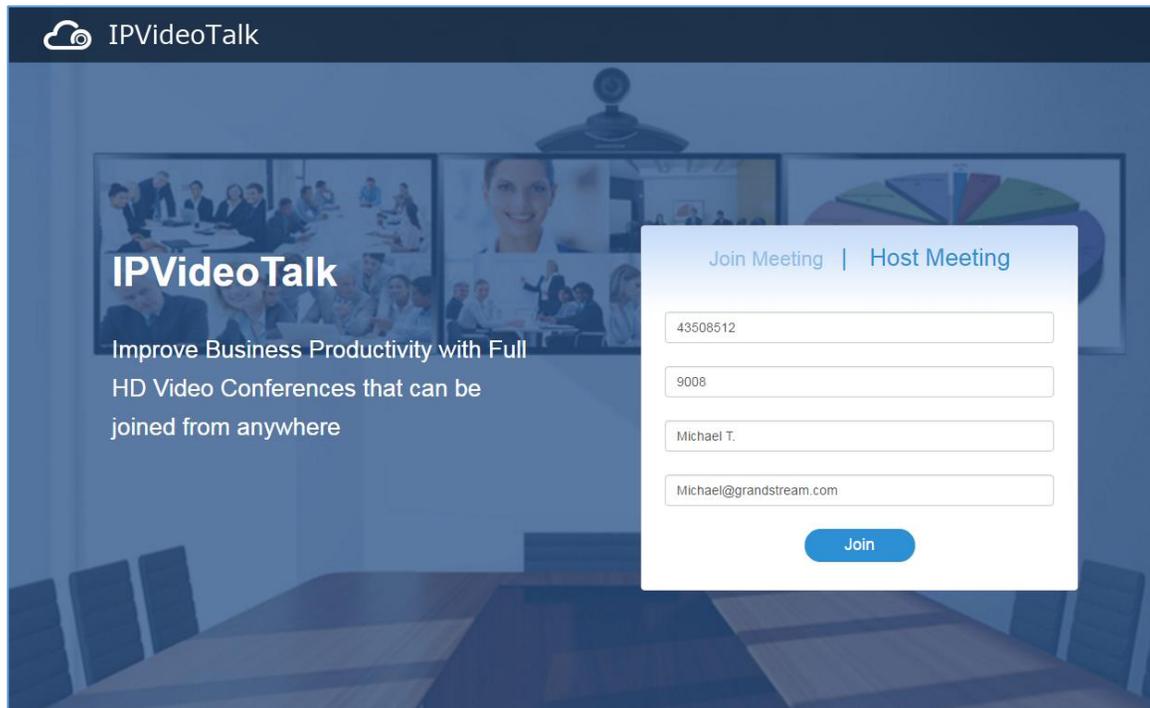
3. If you already joined the meeting as normal participant, then click on button ⓘ on WebRTC interface to access Meeting info, and then click on "Host Meeting".

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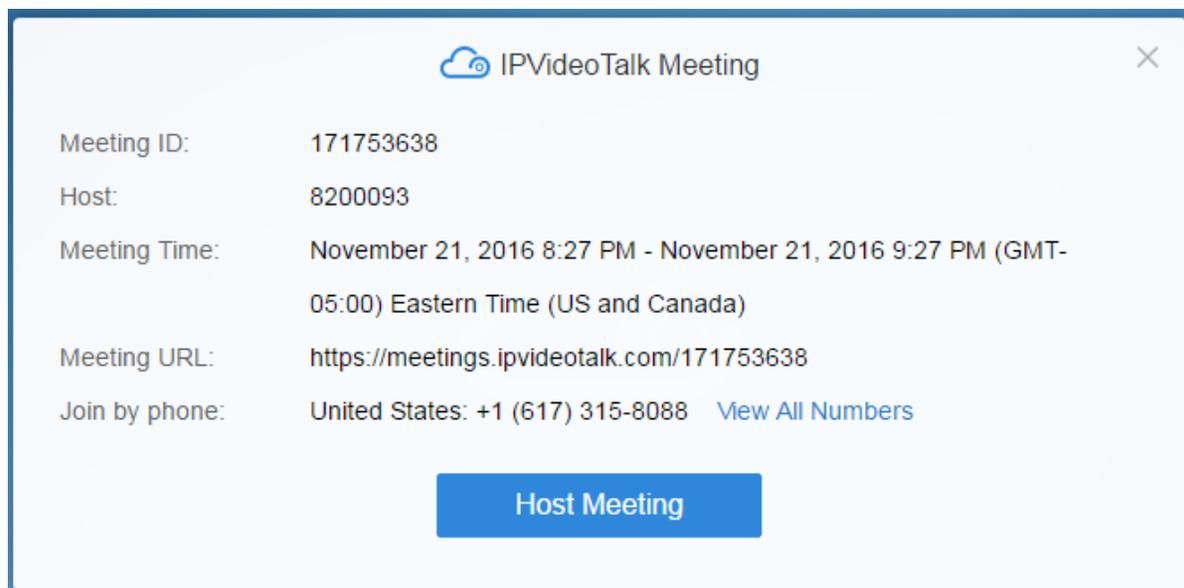
4. Enter the correct host code to be the new host. To find host code, the user could go to IPVideoTalk Portal to find the host code of the meeting; or, if the host has filled up host Email when scheduling the meeting, the Email notification will list the host code there. Host Code is also found in Error! R eference source not found. during a meeting of the GVC3200/GVC3202 host.
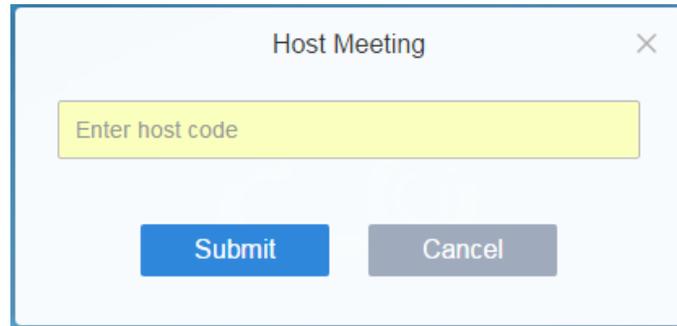
Once host code is submitted successfully, this WebRTC user will become the new host and other participants will receive the prompt "XXX is now the host".

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WEBRTC HOST CONTROL

Once the WebRTC client becomes a meeting host, besides audio control for the client himself/herself, chat, presentation sharing (Chrome/Firefox only), it also has the following meeting control options to control the other meeting participants.

Note:

After the WebRTC client becomes a meeting host, it can control the participants displayed on the participants list.

Mute/Unmute Other Participants

- **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.

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.

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

Disable/Enable Chat Function

- **Disable chat**

Click on button at the bottom right corner and select "Disable All to Chat", no participant is able to 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 will be able to 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.

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Mute Attendees on Entry

Click on the icon ![icon] and check "Mute Attendees on Entry". Then, the meeting participants joining the meeting will be by default muted by the host automatically.

Note: This option doesn't affect participants already in the meeting.

Allow All View Attendee List

Click on the icon ![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 ![icon], 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.

Panelists

When the meeting is scheduled as Webinar, Hosts can assign to a participant Panelist role in order to allow camera and screen sharing

1. Select a participant in Participants Lists.

2. Click on the button ![icon] next to the participant's name.

3. Select "Set as Panelist" to set the participant to be a panelist.

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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 meeting host.
- The user could start presentation at any time during an IPVideoTalk meeting.
- The user could share the webcam at any time during an IPVideoTalk meeting.
- 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).

Remove Participant

Select one participant in participants list, and click on "Remove" to confirm as shown below:
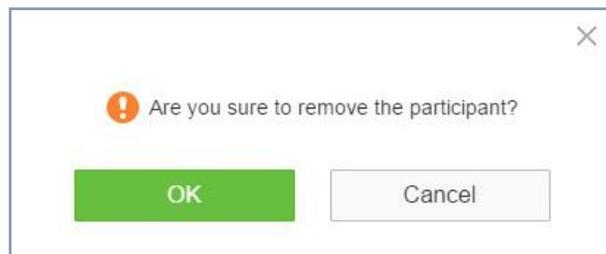
End/Leave Meeting

When the host clicks on [icon] 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.

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