

Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

How to Schedule IPVideoTalk Meetings



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OVERVIEW

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

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

- IPVideoTalk: [User Manual](#)
- GVC320x User Manual: [User Guide](#) / [Administration Guide](#)
- IPVideoTalk Website: <http://www.ipvideotalk.com/>
- Grandstream Networks Website: <http://www.grandstream.com/>

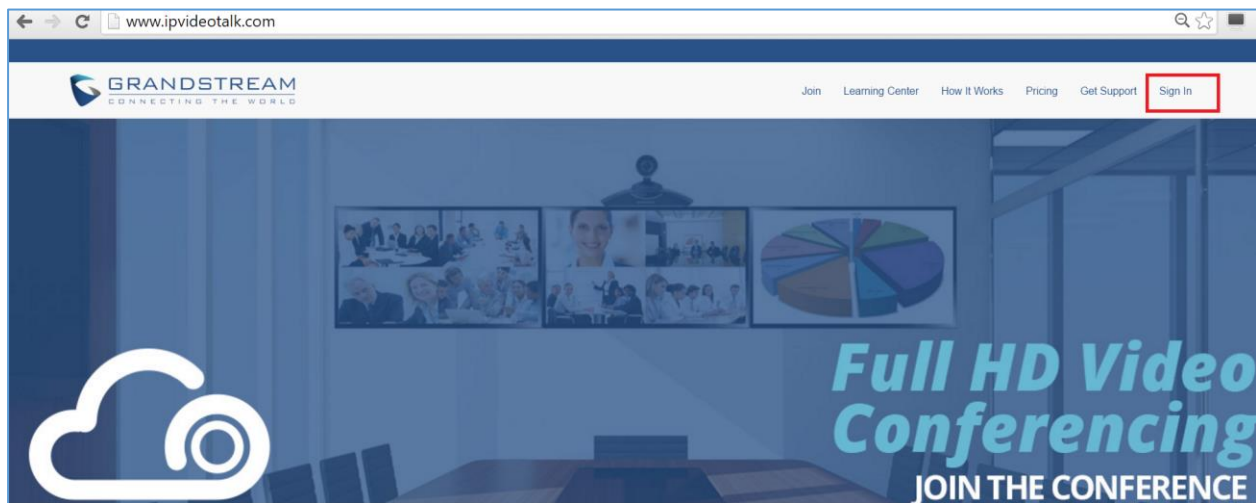


PREREQUISITES

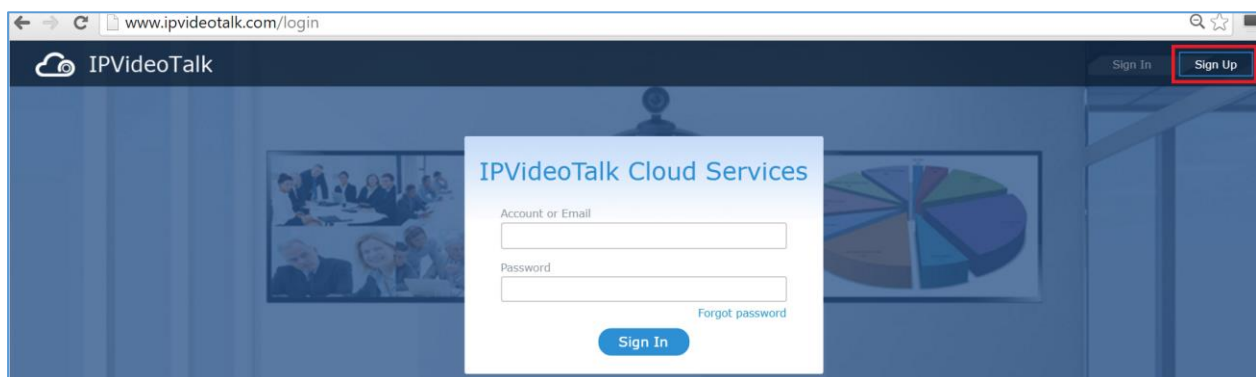
If you would like to schedule IPVideoTalk meetings, please make sure you have signed up in IPVideoTalk Portal and use Free Web Plan or/and your GVC320x is already linked in the IPVideoTalk Portal with a valid Plan.

Sign Up in IPVideoTalk Portal

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

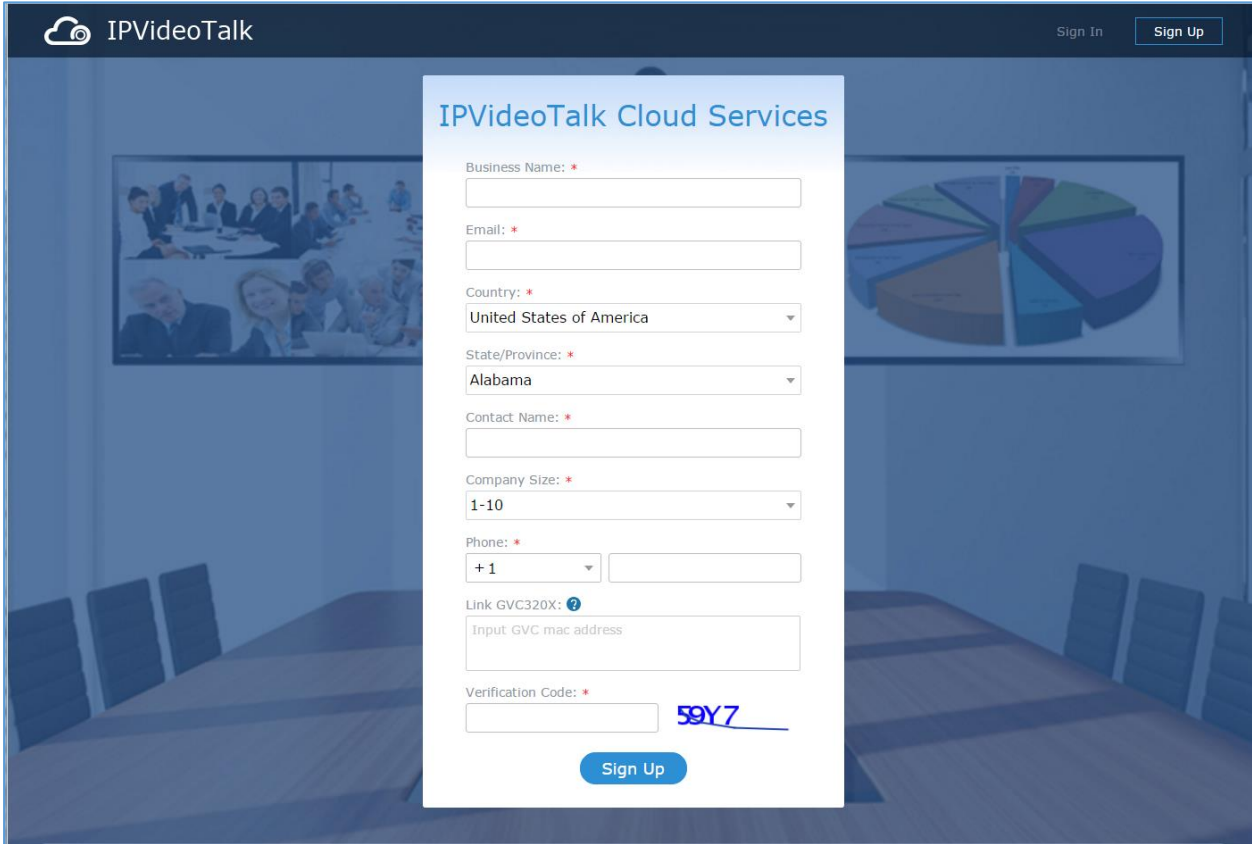


2. Click on “Sign Up” on the upper right.



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





IPVideoTalk Cloud Services

Business Name: *

Email: *

Country: *
United States of America

State/Province: *
Alabama

Contact Name: *

Company Size: *
1-10

Phone: *
+1

Link GVC320x: ?
Input GVC mac address

Verification Code: *
59Y7

Sign Up

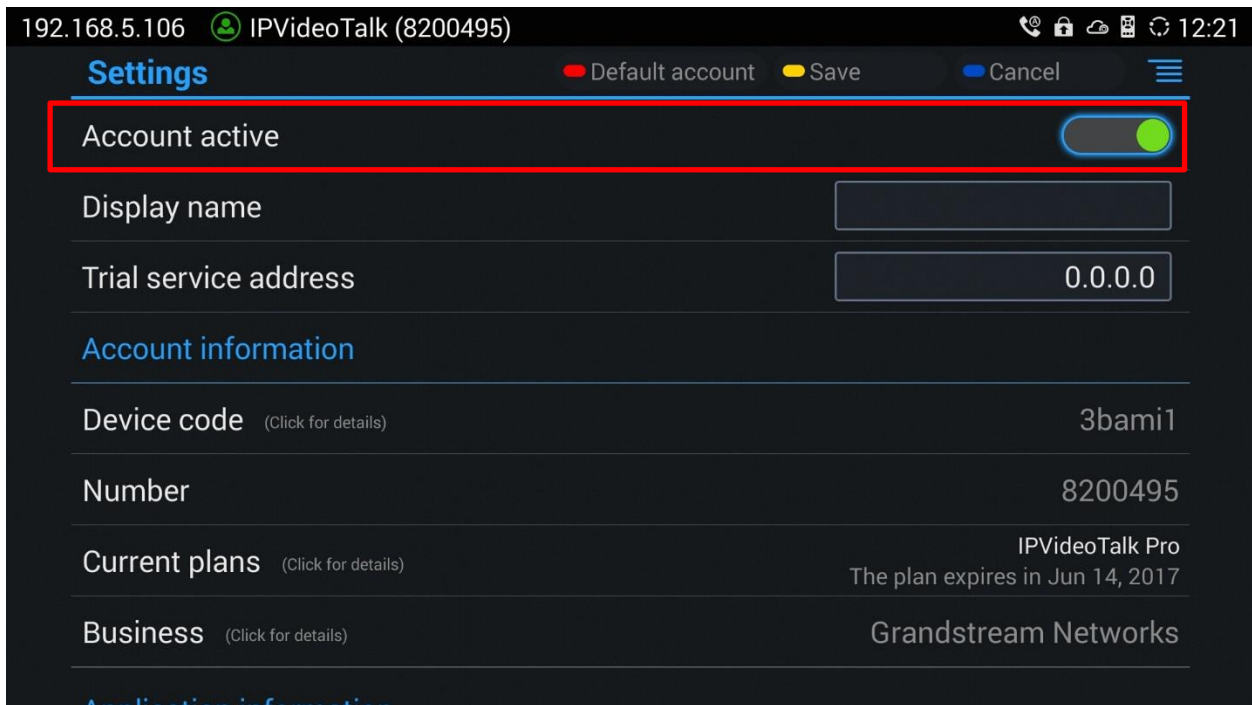
Link GVC320x to IPVideoTalk Portal

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.

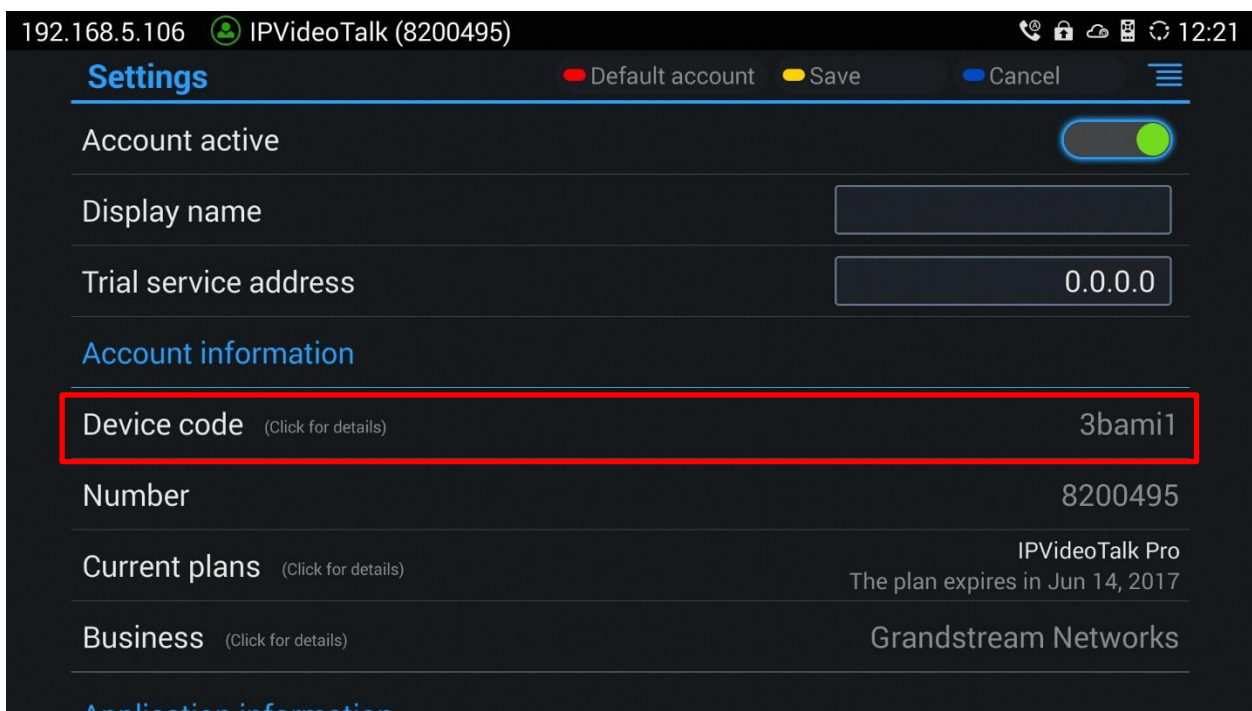
You can check this by going to the GV320x LCD menu->Applications->IPVideoTalk application->Settings: "Account active". The indication should be green to show "registered".



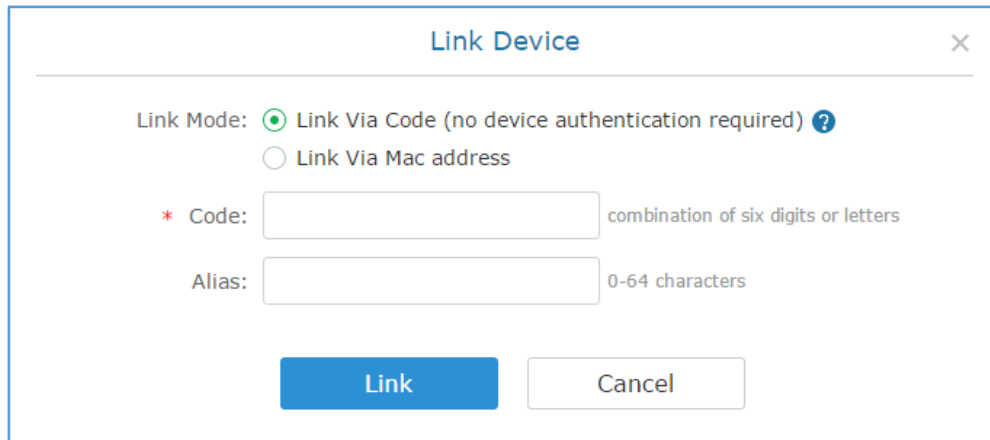
Link Device Using Device Code

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.



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 [X]

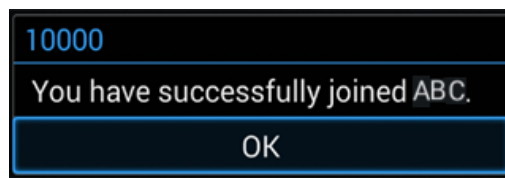
Link Mode: Link Via Code (no device authentication required) ?
 Link Via Mac address

* Code: combination of six digits or letters

Alias: 0-64 characters

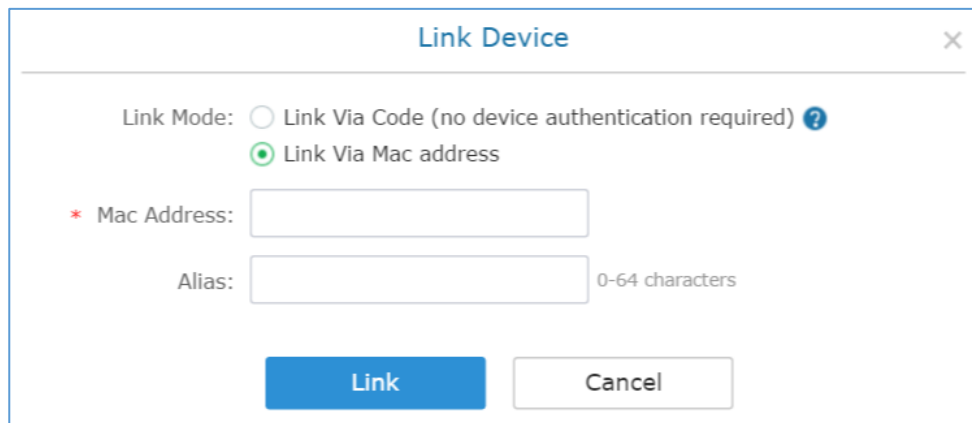
Link Cancel

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.



Link Device Using MAC Address

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



Link Device [X]

Link Mode: Link Via Code (no device authentication required) ?
 Link Via Mac address

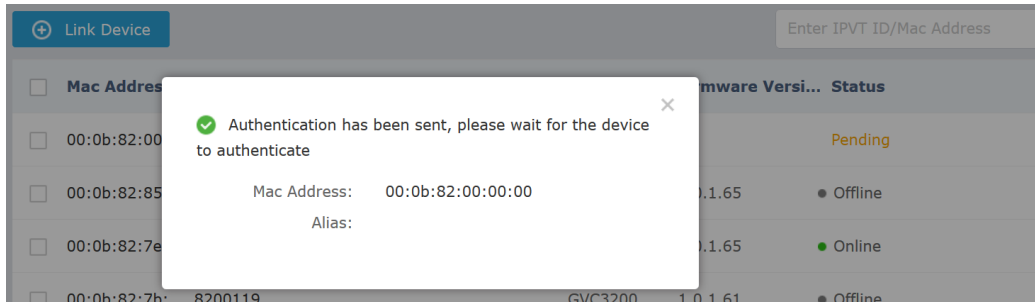
* Mac Address:


Alias: 0-64 characters

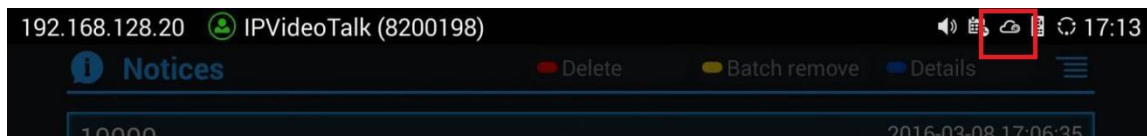
Link Cancel


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



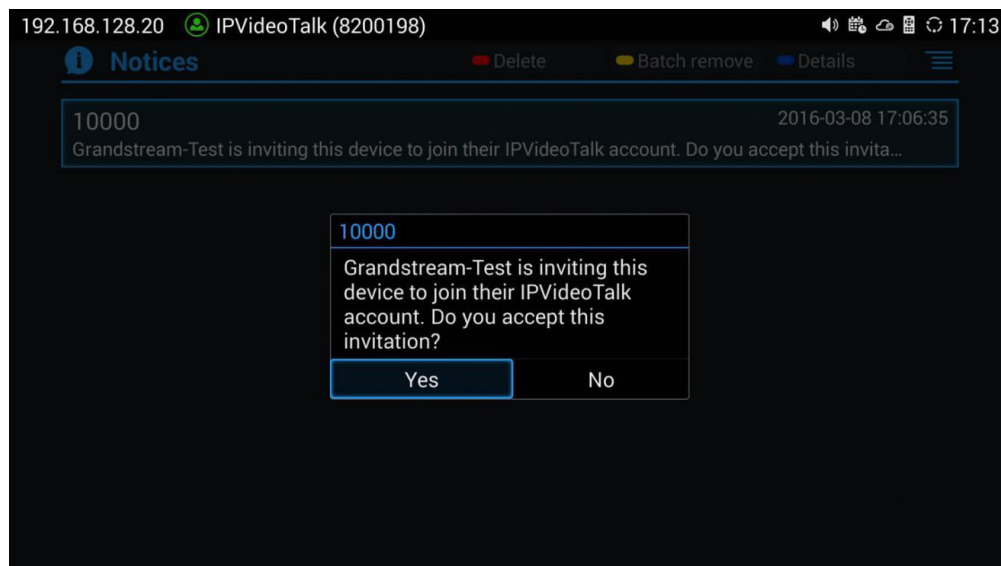


3. The GVC320x will receive a new message from IPVideoTalk system. Icon  will be displayed on the top status bar of the GVC320x display device to indicate the new message notification.



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.

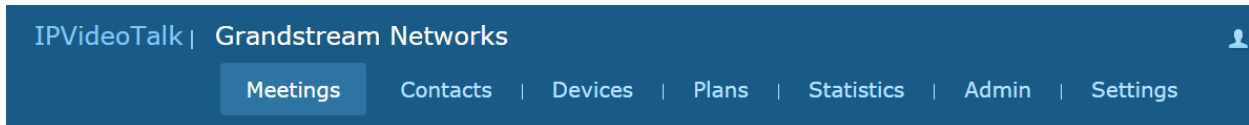


5. Once the user confirms to link the device, the administrator could see the device shown as online in IPVideoTalk Portal.

SCHEDULE MEETING

Schedule One-Time Meeting

Log in IPVideoTalk Portal->Meetings, click on “Schedule Meeting”.




There are three possibilities for Meetings:

- **Meet Now**, to start an instant meeting from IPVideoTalk portal
- **Schedule a New Meeting**, to schedule a meeting and send invitation to hosts and invitees.
- **Schedule a New Webinar**, to schedule a webinar and assign panelist roles, and set host and invitees.

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:
 - **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.
 - **Organizer:** Select the organizer for the meeting. Users can choose Web Free Plan without the need of a GVC320x device; this will also forbid other GVC320x to join as hosts or invitees to the Meeting organized by Web Free Plan. Or users can choose an authenticated device, input alias or input IPVideoTalk ID of the authenticated device, to allow GVC320x devices to join as hosts or invitees. Please note only authenticated device can be assigned as meeting host.



Meet Now ✕

* Subject: ✔

Password: ✔

* Organizer: ▼

[More settings](#)

- When done, click “OK” to confirm. Then, users will be directed to the WebRTC meeting starting interface, in case a GVC320x device is set as Organizer, then it will automatically initiate a call to the organizer device.
- Users could modify the default information for “Meet Now”. Go to IPVideoTalk Portal -> Settings -> Meet Now Template, users could modify the default meeting information.

IPVideoTalk | ABCDE sqhuang ↗

[Meetings](#) | [Contacts](#) | [Devices](#) | [Plans](#) | [Statistics](#) | [Admin](#) | Settings

Basic Profile

Change Password

Meet Now Template

Meet Now Template

* Subject: 1-80 characters

* Time Zone: ▼

* Duration: hour

Password: 0-8 digits

Meeting Settings:

<input type="checkbox"/> Muted by Host on Entry	<input checked="" type="checkbox"/> Play Beep When Attendee Joins/Leaves Meeting
<input type="checkbox"/> Display Attendees List/Status	<input checked="" type="checkbox"/> Allow Chat

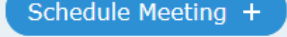
* Organizer: ▼

* Host Email:

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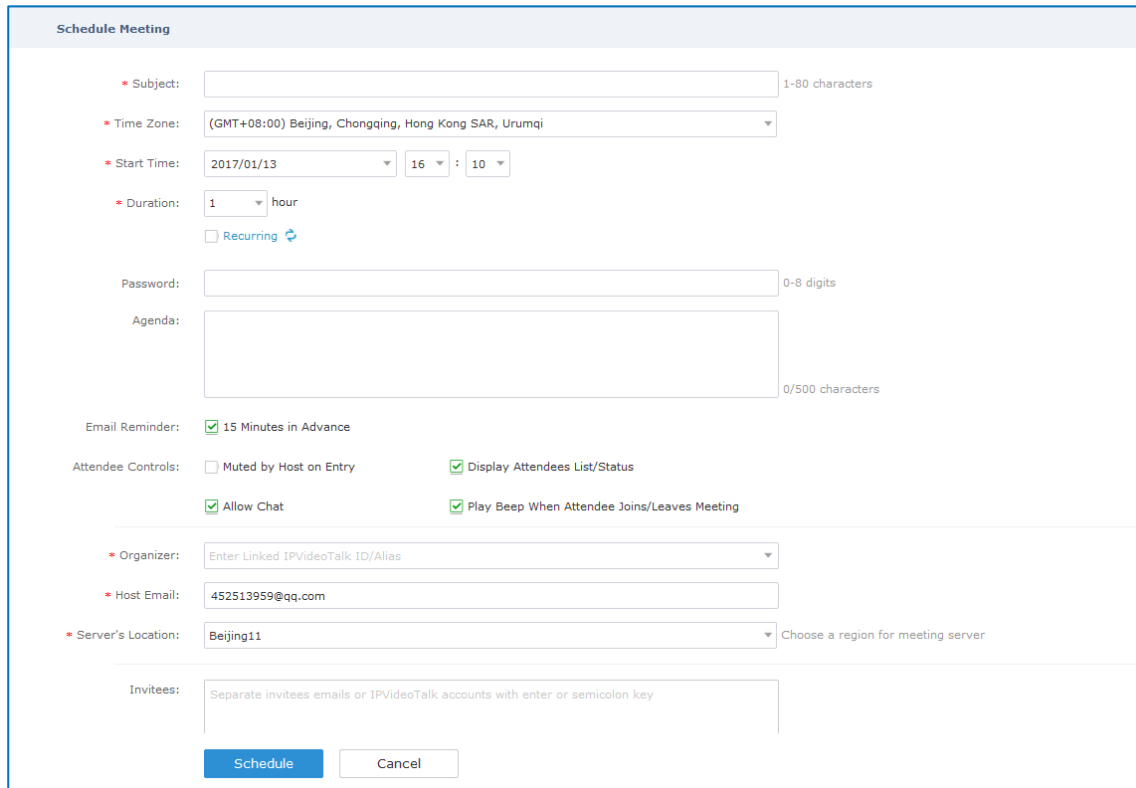
Schedule a new Meeting

1. Access Meeting screen and click on , and select the meeting type.
2. Fill in meeting information.
 - **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 Error! Reference source not found. 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.
 - **Agenda:** Users could enter the agenda of the meeting. The participants will see it in the meeting invitation Email.
 - **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.
 - **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 are allowed to 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.
 - **Organizer:** Select the organizer for the meeting. Users can choose Web Free Plan without the need of a GVC320x device; this will also forbid other GVC320x to join as hosts or invitees to the Meeting organized by Web Free Plan. Or users can choose an authenticated device, input alias or input IPVideoTalk ID of the authenticated device, to allow GVC320x devices to join as hosts or



invitees. Please note only authenticated device can be assigned as meeting host.

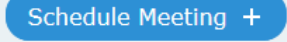
- **Host Email:** Users could enter the Email of the host who will receive an Email that contains host code and reminds him/her about the meeting to be hosted.
- **Server Location:** Specify the server where the meeting will be hosted. When the meeting starts, it will automatically connect to the specified 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 GVC320x devices (Only when using another GVC320x as Organizer). Users can also input name or the key words to search for company contacts.



3. If the meeting is scheduled successfully, the system will send notification Email to the Email participants automatically. If the host is a GVC320x device, the IPVideoTalk will initiate a call automatically to the GVC320x devices when the meeting time starts.
4. 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.



Schedule a new Webinar

1. Access Meeting screen and click on , and select the meeting type.
2. Fill in meeting information.
 - **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 Error! Reference source not found. 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.
 - **Agenda:** Users could enter the agenda of the meeting. The participants will see it in the meeting invitation Email.
 - **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.
 - **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 are allowed to 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.
 - **Organizer:** Select the organizer for the meeting. Users can choose Web Free Plan without the need of a GVC320x device; this will also forbid other GVC320x to join as hosts or invitees to the Meeting organized by Web Free Plan. Or users can choose an authenticated device, input alias or input IPVideoTalk ID of the authenticated device, to allow GVC320x devices to join as hosts or invitees. Please note only 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 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.
- **Add Panelists:** Users could input the Email addresses or the IPVideoTalk IDs in GVC3200/GVC3202 to add panelists. When the panelists receive the Email notification, they can click on the URL in the Email to join the meeting as a panelist. When the meeting starts, the invited IPVideoTalk IDs owners will receive the calls to join the meeting as panelists. The number of invitees depends on the organizer's plan.
- **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 maximum number of invitees is depending on the plan of the organizer.
- **Participants Registration:** If checked, the participants except invitees have to register before joining 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 register the meeting via the link.
- **Thank-you Email:** If checked, the system will send a Thank-you Email to the meeting participants, the host can also customize the contents in the Email. For example, the host can include contact information in the Thank-you Email for other meeting participants to contact.



Schedule Webinar

* Subject: 1-80 characters

* Time Zone:

* Start Time: :

* Duration: hour
 Recurring

Password: 0-8 digits

Agenda: 0/500 characters

Email Reminder: 15 Minutes in Advance

Attendee Controls: Muted by Host on Entry Display Attendees List/Status
 Allow Chat Play Beep When Attendee Joins/Leaves Meeting

* Organizer:

* Host Email:

* Server's Location: Choose a region for meeting server

Panelists:

Invitees:

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

Thank-you Email: Send to all participants after meeting

Hi, {Name of participant}

Thank you for attending "{Subject}" meeting.

Please contact the meeting organizer if you have any need or requirement.

[Preview email](#)

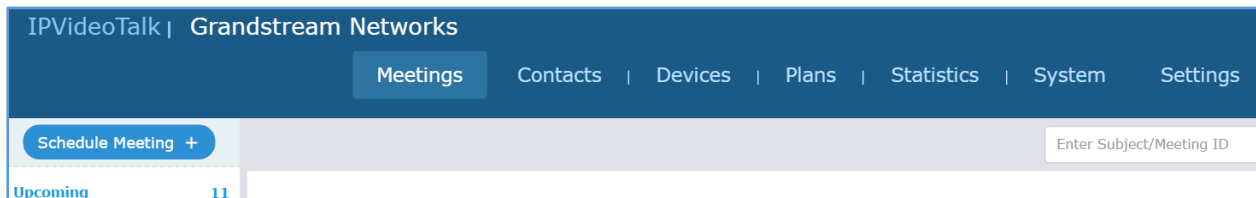
28/500 characters

3. If the meeting is scheduled successfully, the system will send notification Email to the panelists and participants automatically. If the host is a GVC320x device, the IPVideoTalk will initiate a call automatically to the GVC320x devices when the meeting time starts.
4. If the meeting time of two scheduled meetings are overlapping during the same period, there will a prompt to indicate users to change the schedule. Users can still schedule the meeting and ignore the overlap.



Schedule Recurring Meeting

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



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

* Start Time: 03 : 00 PM

* End Time: 04 : 00 PM

Repeat ↻

Repeat: Day Week Month

Every 1 Week(s) on:

Mon Tue Wed Thu Fri Sat Sun

Repetition Range: * Start by 02/29/2016

End by 02/29/2016 After 10 Meeting(s) No End

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 Week Month

Every Day

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: Day

Week

Month

Every Week(s) on:

Mon Tue Wed Thu Fri Sat Sun

- 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

Week

Month

Day of every month(s)

First of every month(s)

- 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

End by

After Meeting(s)

No End


- 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 (If a GVC320x is being used as Organizer).





View Scheduled Meeting on IPVideoTalk Portal

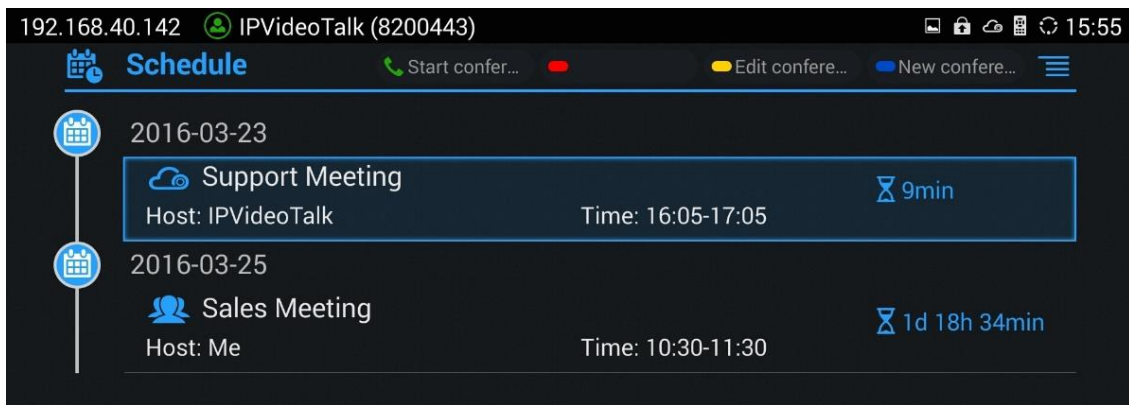
1. Log in IPVideoTalk Portal <http://www.ipvideotalk.com/login> and click on “Meetings”-> “Upcoming” meetings page.
2. Your scheduled meetings will be displayed in upcoming meetings page. Icon  means this is a recurring meeting.
3. Click on the scheduled meeting to view its detailed information. The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

Meeting Details (Not started)	
Meeting Info	
Invitees (0)	
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:	<input checked="" type="checkbox"/> Auto Answer for Attendees' Calls <input type="checkbox"/> Mute Attendees on Entry <input type="checkbox"/> Display Attendees List/Status <input checked="" type="checkbox"/> Allow Chat <input checked="" type="checkbox"/> Play Beep When Join/Leave Meeting
Host Device:	8200442 (Emily)
Host Email:	
Host Code:	2275
Server's Location:	Auto

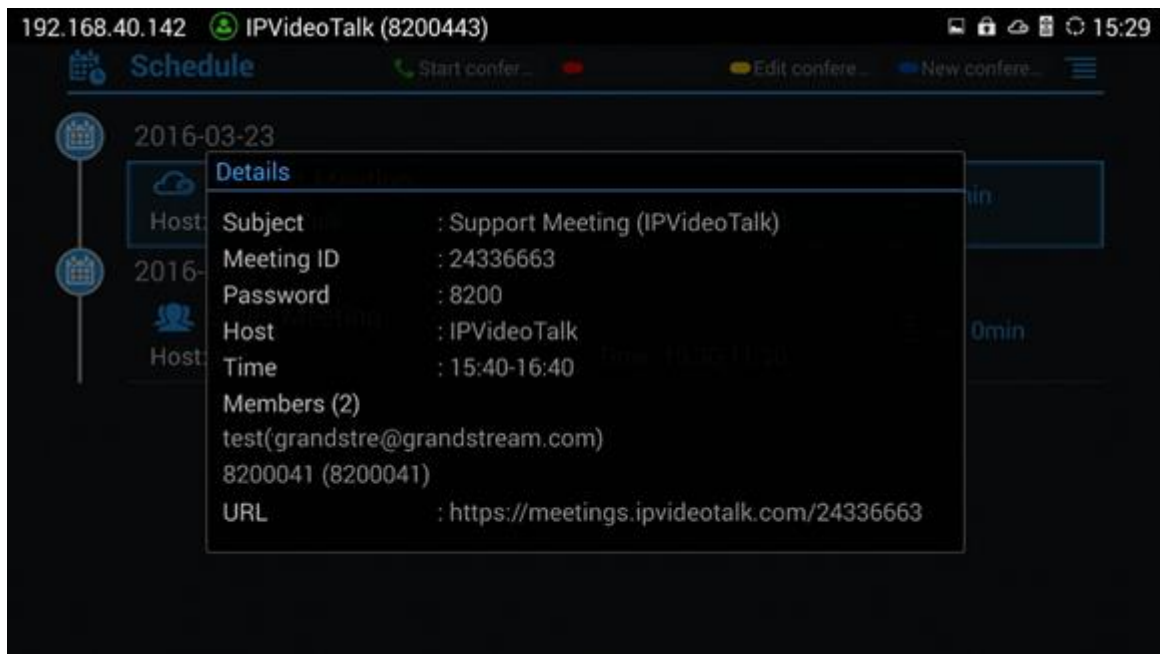


View Scheduled Meeting on GVC320X

1. On the GVC320x LCD display device, click on icon  on the home screen or click on Application button  and select icon  to access to the schedule screen.
2. In the scheduled meeting list, the meeting synced from IPVideoTalk cloud system will be marked with icon .

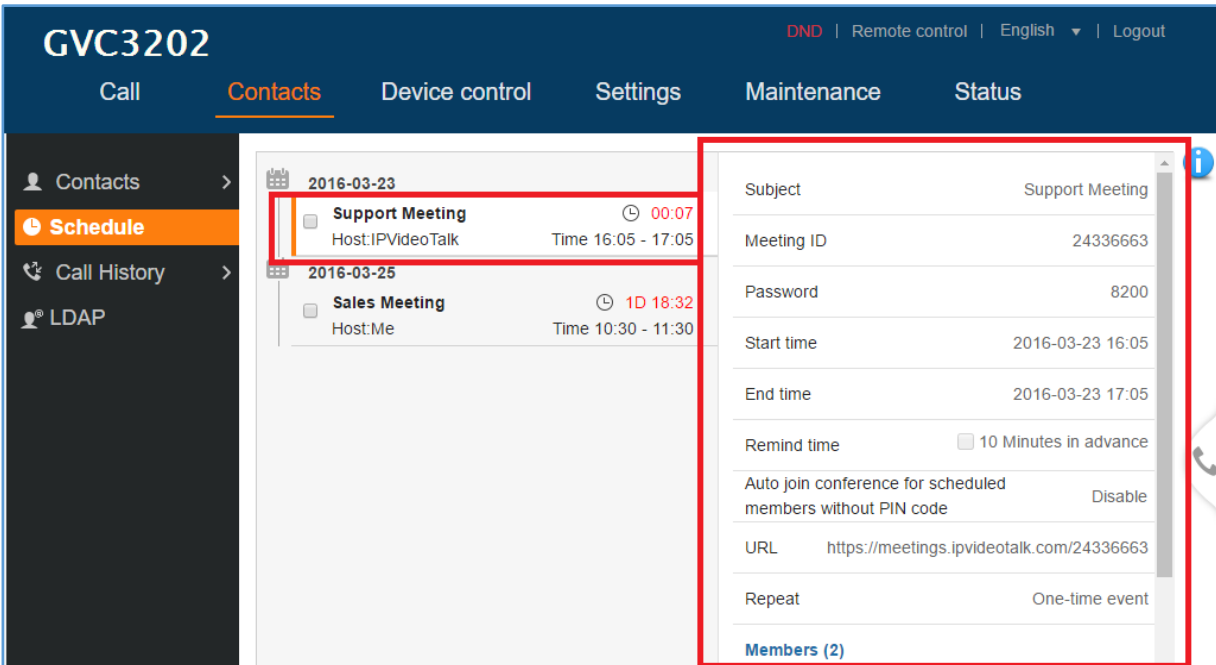


3. Click on scheduled meeting to view its detailed information.



Note:

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



GVC3202 DND | Remote control | English | Logout

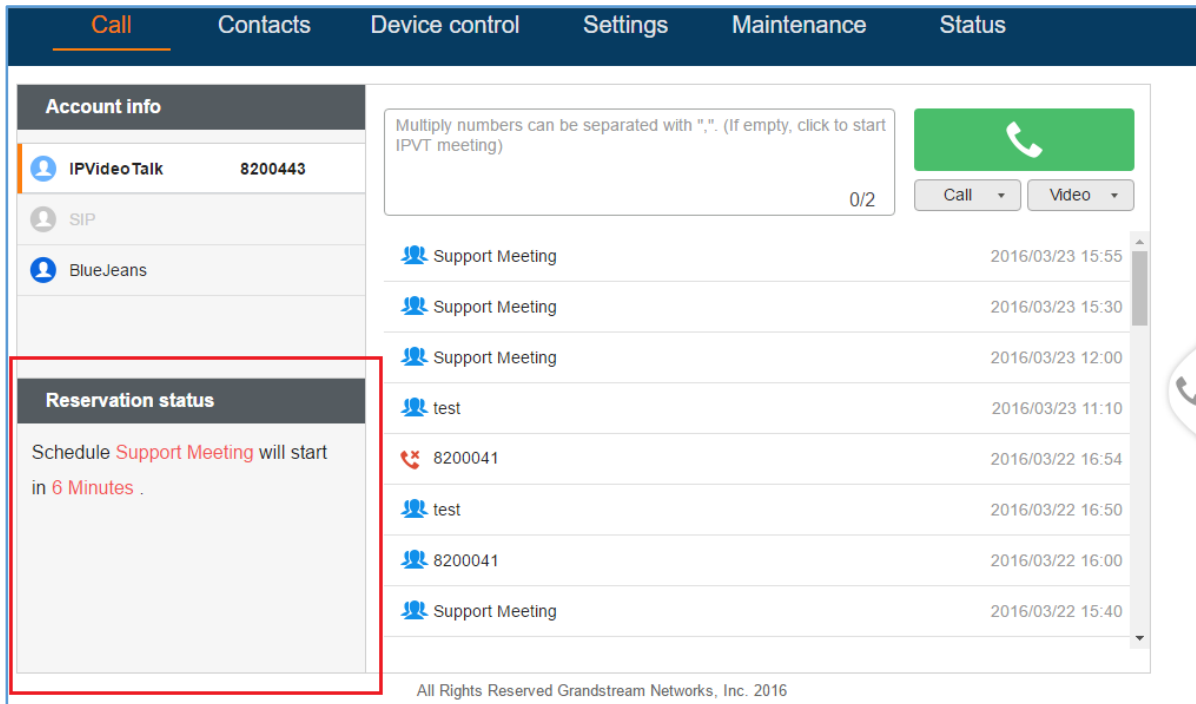
Call Contacts Device control Settings Maintenance Status

Contacts
Schedule
 Call History
 LDAP

Date	Meeting Name	Host	Time
2016-03-23	Support Meeting	Host:IPVideoTalk	Time 16:05 - 17:05
2016-03-25	Sales Meeting	Host:Me	Time 10:30 - 11:30

Subject	Support Meeting
Meeting ID	24336663
Password	8200
Start time	2016-03-23 16:05
End time	2016-03-23 17:05
Remind time	<input type="checkbox"/> 10 Minutes in advance
Auto join conference for scheduled members without PIN code	Disable
URL	https://meetings.ipvideotalk.com/24336663
Repeat	One-time event
Members (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
 SIP
 BlueJeans

Reservation status

Schedule **Support Meeting** will start in **6 Minutes**.

Multiply numbers can be separated with ",". (If empty, click to start IPVT meeting) 0/2

Call Video

Support Meeting	2016/03/23 15:55
Support Meeting	2016/03/23 15:30
Support Meeting	2016/03/23 12:00
test	2016/03/23 11:10
8200041	2016/03/22 16:54
test	2016/03/22 16:50
8200041	2016/03/22 16:00
Support Meeting	2016/03/22 15:40

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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”.

Dec 07, 2016	The New GXP17xx series by Grandstream!	Registrants: 0	Not started
09:00AM 10:00AM	Organizer: 8200757 (Grandstream Marketing) -IPVide... View all scheduled meetings on this device	Participants: 0	
	Meeting ID: 46177452	Meeting URL: https://meetings2.ipvideotalk.com/46177452	
	Registration URL: https://meetings2.ipvideotalk.com/46177452/register	Start Edit Cancel	

By editing a scheduled meeting, an updated notification Email will be sent to registrants as well as participants who are in the updated invitees, host and panelist lists.




Hello,

The following meeting has been updated:

Subject:	The New GXP17xx series by Grandstream!
Time:	Dec 15, 2016 02:00PM Casablanca, Monrovia
Organizer:	[Grandstream Networks] Grandstream Marketing
Meeting ID:	46177452
PSTN Access:	United States: +1 (617) 315-8088 View all numbers

You can use [Firefox](#), [Chrome](#), [Opera](#), [IE11/Safari](#) (WebRTC plug-ins in Beta) or Grandstream's [IPVideoTalk Mobile](#) to join the meeting.

[Click here to Join the Meeting](#)



Download Mobile APP



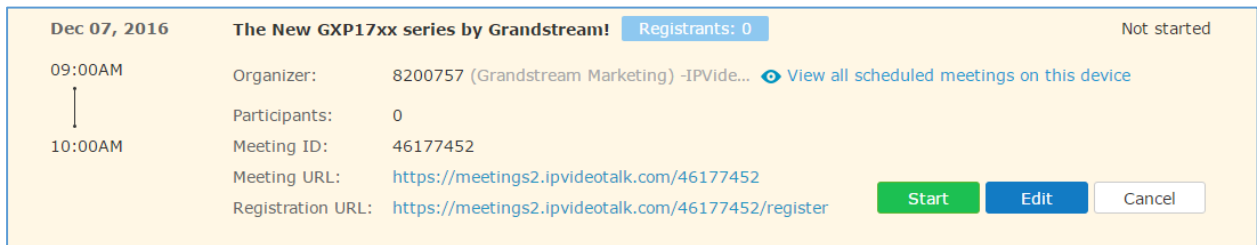
Manually Start Scheduled Meeting

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

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

1. Access Upcoming meetings list, move the mouse cursor on the meeting and click on "Start".



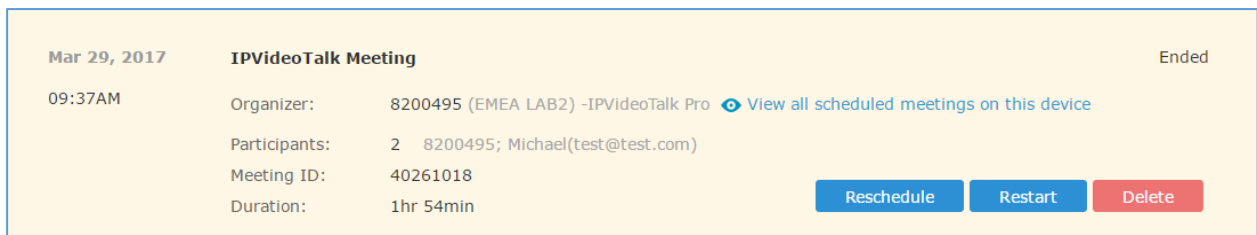
Dec 07, 2016	The New GXP17xx series by Grandstream!	Registrants: 0	Not started
09:00AM	Organizer: 8200757 (Grandstream Marketing) -IPVide...	View all scheduled meetings on this device	
	Participants: 0		
10:00AM	Meeting ID: 46177452		
	Meeting URL: https://meetings2.ipvideotalk.com/46177452		
	Registration URL: https://meetings2.ipvideotalk.com/46177452/register	Start	Edit Cancel

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.

Start Meeting after Scheduled Time

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.



Mar 29, 2017	IPVideoTalk Meeting	Ended
09:37AM	Organizer: 8200495 (EMEA LAB2) -IPVideoTalk Pro	View all scheduled meetings on this device
	Participants: 2 8200495; Michael(test@test.com)	
	Meeting ID: 40261018	
	Duration: 1hr 54min	Reschedule Restart Delete

2. 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.



3. 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.
4. After the meeting is saved, a new meeting ID will be generated. 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.

Mar 29, 2017	IPVideoTalk Meeting	Ended
09:37AM	Organizer: 8200495 (EMEA LAB2) -IPVideoTalk Pro View all scheduled meetings on this device	
	Participants: 2 8200495; Michael(test@test.com)	
	Meeting ID: 40261018	
	Duration: 1hr 54min	<input type="button" value="Reschedule"/> <input type="button" value="Restart"/> <input type="button" value="Delete"/>

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.

Cancel Scheduled Meeting

1. Access "Upcoming" meetings list and move the mouse cursor on the meeting. Then click the "Cancel" button.

Dec 07, 2016	The New GXP17xx series by Grandstream!	Registrants: 0	Not started
09:00AM	Organizer: 8200757 (Grandstream Marketing) -IPVide...	View all scheduled meetings on this device	
	Participants: 0		
10:00AM	Meeting ID: 46177452		
	Meeting URL: https://meetings2.ipvideotalk.com/46177452		
	Registration URL: https://meetings2.ipvideotalk.com/46177452/register	<input type="button" value="Start"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

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.

