Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

How to Schedule IPVideoTalk Meetings using Web Free Plan

Table of Contents

OVERVIEW

The Web Free Plan allows users to start instant meetings and schedule meetings on IPVideoTalk Web Portal after registering, and the Web Free Plan does not require GVC3200/GVC3202 to start meetings. For more information about IPVideoTalk usage, please refer to the links below:

- IPVideoTalk User Manual

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

Prerequisites

- **Operating System:**
  Windows, Mac, Linux/Ubuntu, Google Chrome OS, Android 4.1 or later, IOS 8.0 or later.

- **Web Browser for Computers:**
  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 for Computers:**
  Microphone and speakers, supported on the PC device or plugged into the PC device

- **Hardware for Mobile devices:**
  Android mobile device or IOS mobile device, microphone and speaker

- **Software:**
  Screen sharing extension installed on WebRTC browsers for computers if sharing presentation
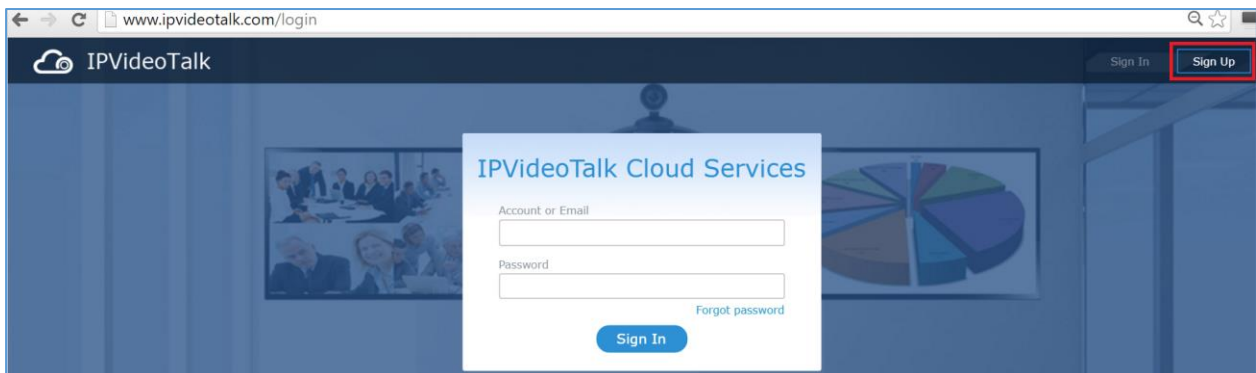
SIGN UP IN IPVIDEOTALK PORTAL

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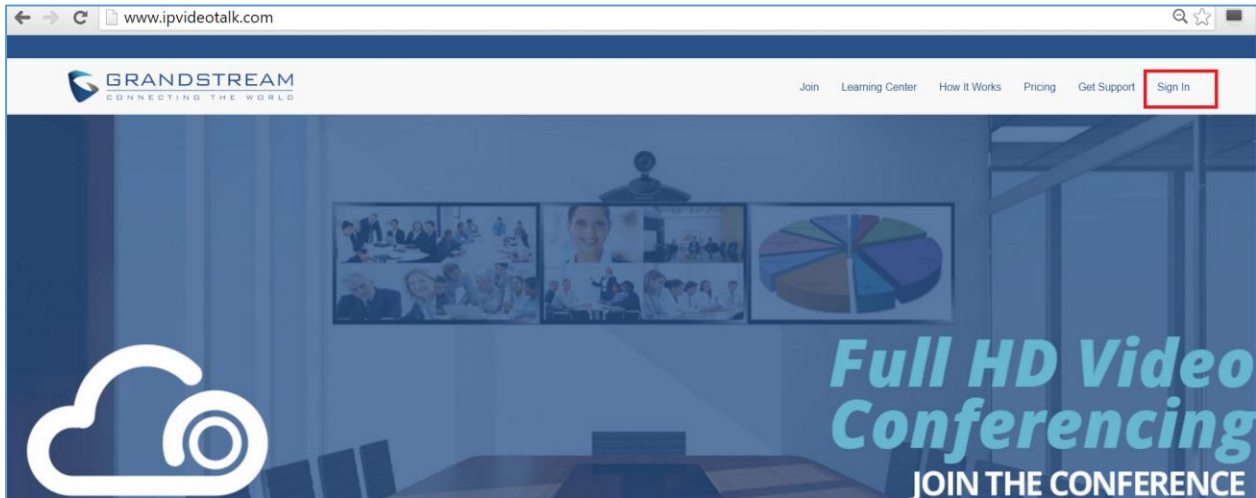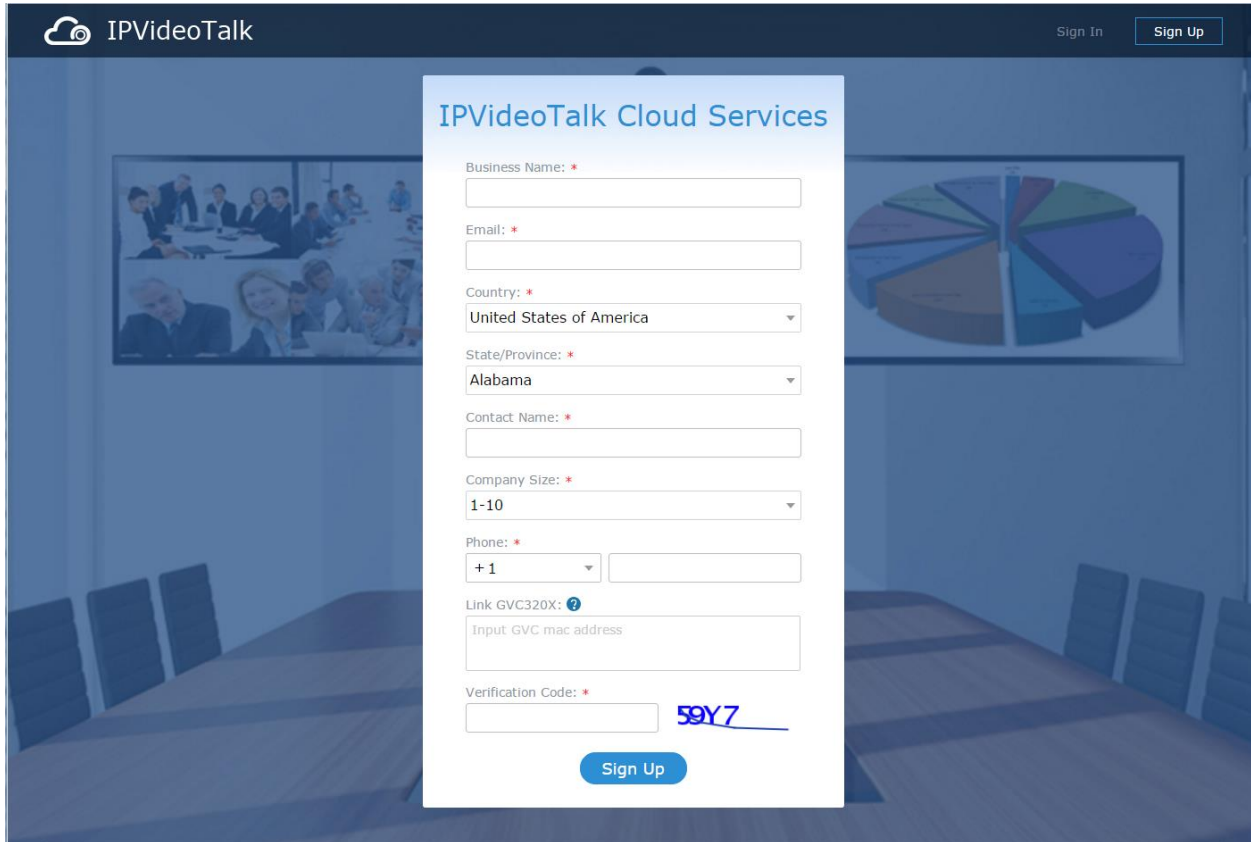
2. Click on "Sign Up" on the upper right.

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

Once registered, user will be able to schedule and start meetings with Web Free Plan at any time.
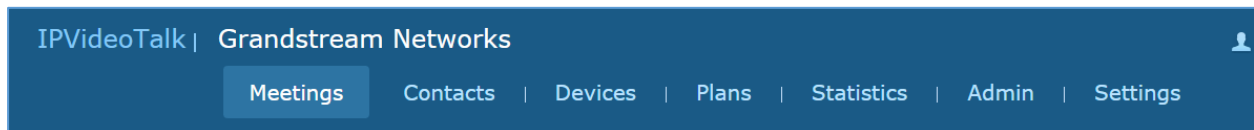
Note:

When using Web Free Plan to start or schedule meetings, only WebRTC and Mobile participants that can join to the organized meetings by the Web Free Plan, GVC320x devices cannot join as meeting participants or be invited, as well as PSTN access.

SCHEDULE MEETING

Schedule One-Time Meeting

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

> IPVideoTalk | Grandstream Networks
>
> **Meetings** | Contacts | Devices | Plans | Statistics | Admin | Settings

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 [Meet Now +].

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**: This is optional. Setting meeting password can prevent meeting from being interrupted by any unexpected callers.

   - **Organizer**: Select the organizer for the meeting. Choose Web Free Plan; note that this will forbid other GVC320x to join as hosts or invitees to the Meeting organized by Web Free Plan.
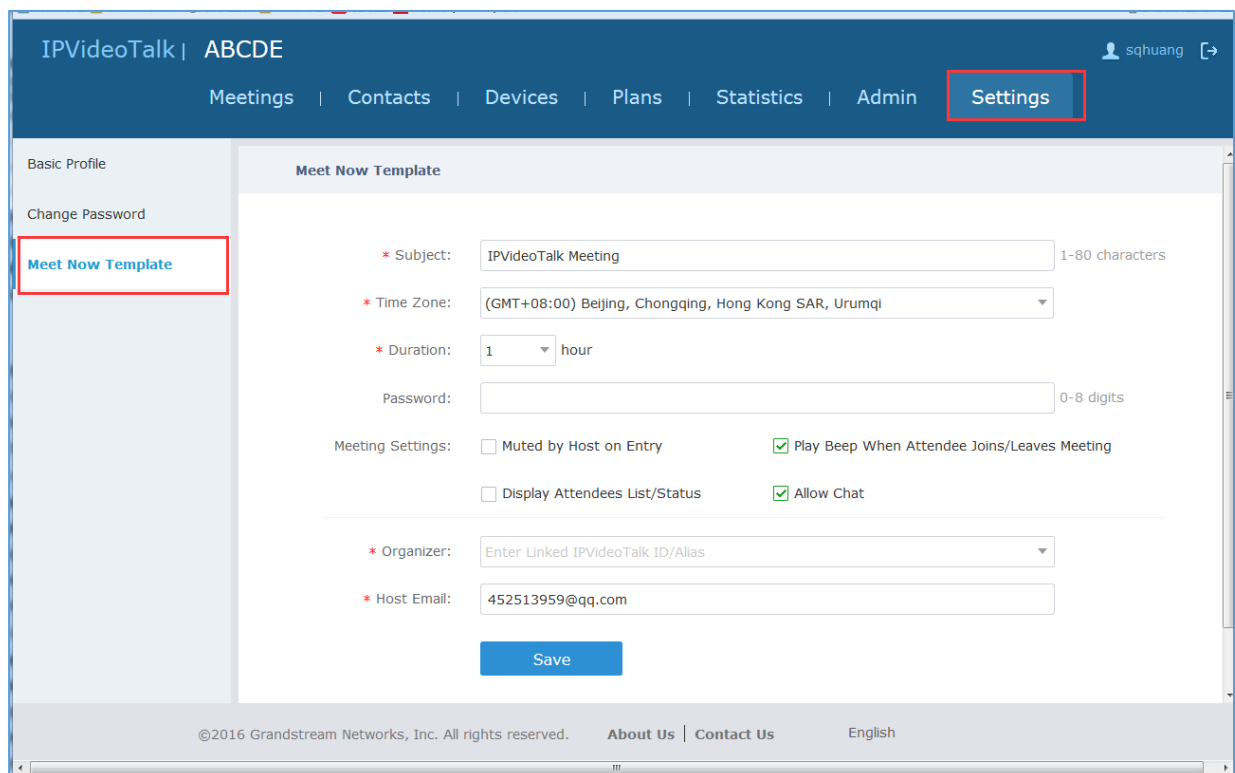
---

3. When done, click "OK" to confirm. Then, users will be directed to the WebRTC meeting starting interface.

4. Users could modify the default information for "Meet Now". Go to IPVideoTalk Portal -> Settings -> Meet Now Template, users could modify the default meeting information.
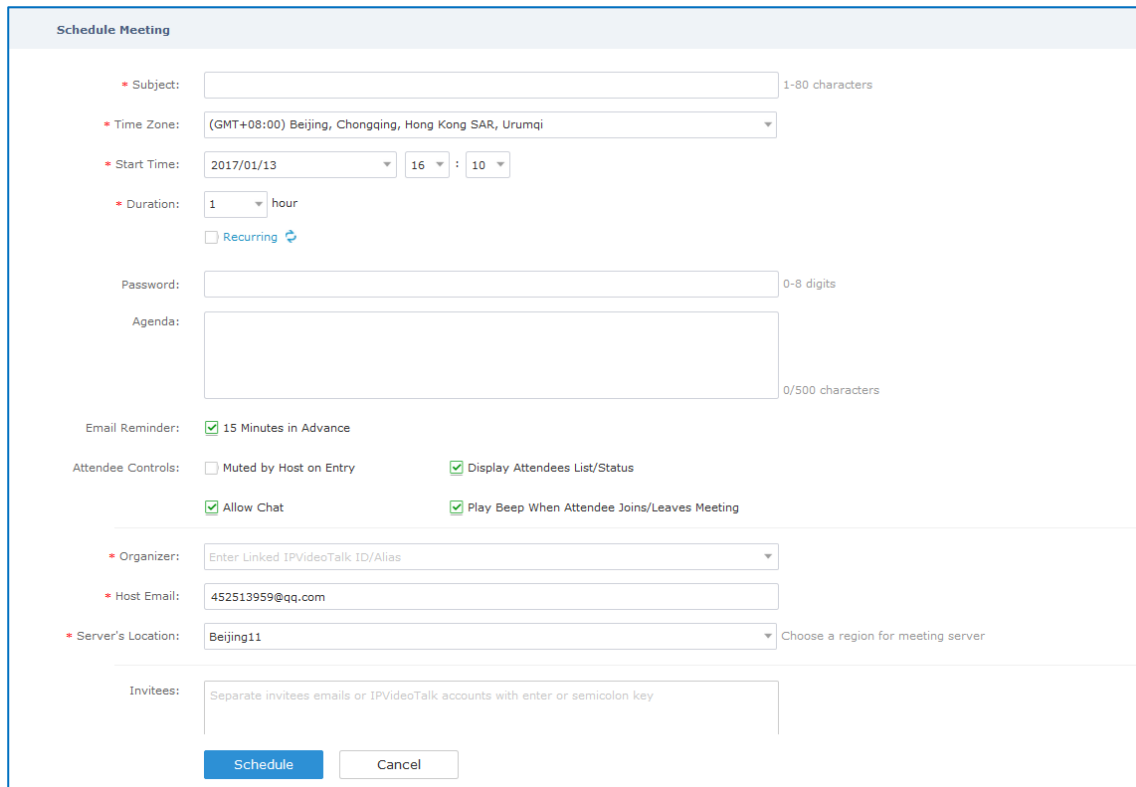
Schedule a new Meeting

1. Access Meeting screen and click on **Schedule Meeting +**, 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.

- **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 will be 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. Choose Web Free Plan; note that this will forbid other GVC320x to join as hosts or invitees to the Meeting organized by Web Free Plan.

- **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.
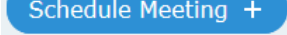
- **Server Location**：Specify the server where the meeting will be hosted. When the meeting starts, it will automatically connect to the specified server region, and all participants will connect to it. To ensure the meeting quality, users should select the closest sever to the meeting location, or where 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. Users can also input name or the key words to search for company email contacts.

3. If the meeting is scheduled successfully, the system will send notification Email to the Email participants automatically.

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.

- **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 will be 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. Choose Web Free Plan; note that this will forbid other GVC320x to join as hosts or invitees to the Meeting organized by Web Free Plan.

- **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 in 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.

- **Participants**: Users can enter Email to invite meeting participants. Users can also input name or the key words to search for company email contacts.

- **Participants Registration**: If checked, the participants except invitees must 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.
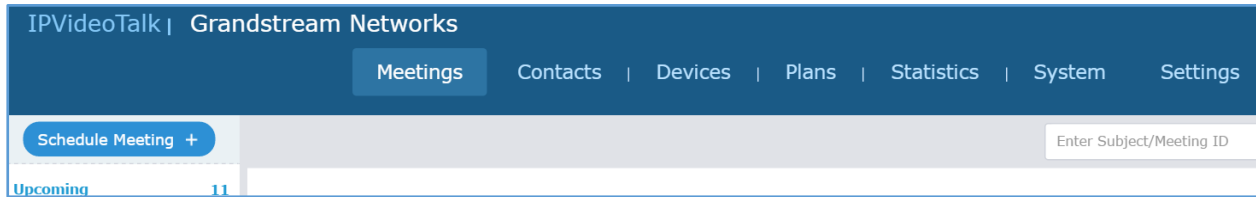
3. If the meeting is scheduled successfully, the system will send notification Email to the panelists and participants automatically.

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.
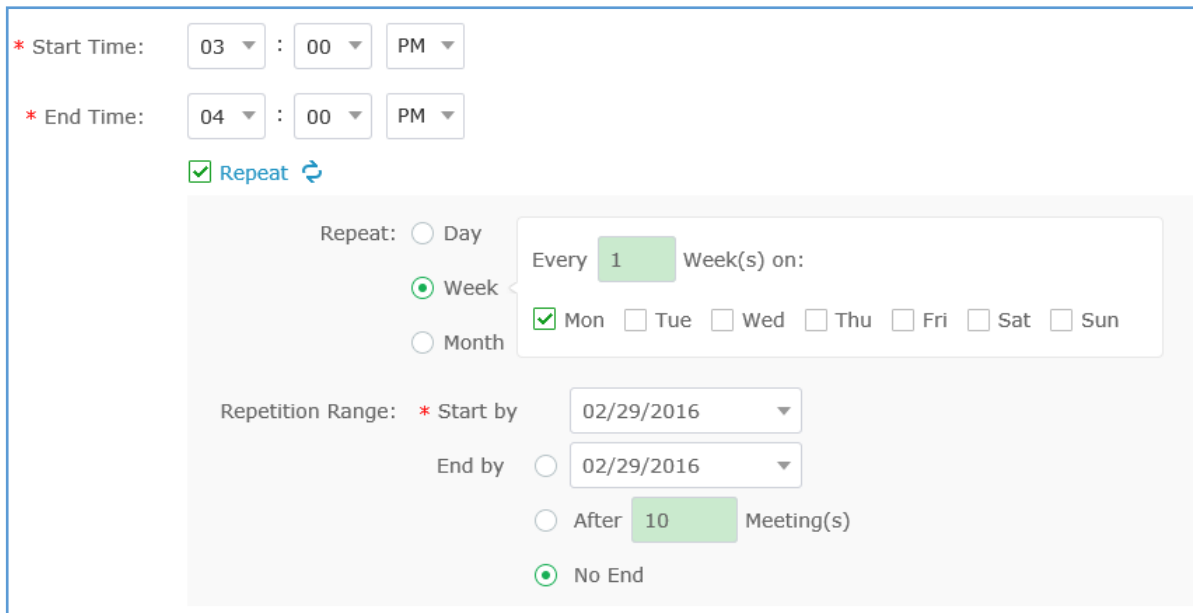
Schedule Recurring Meeting

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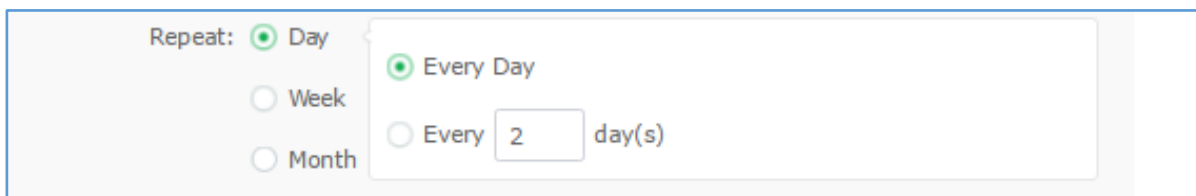

2. Fill in the meeting details. Make sure to enable option "Repeat".
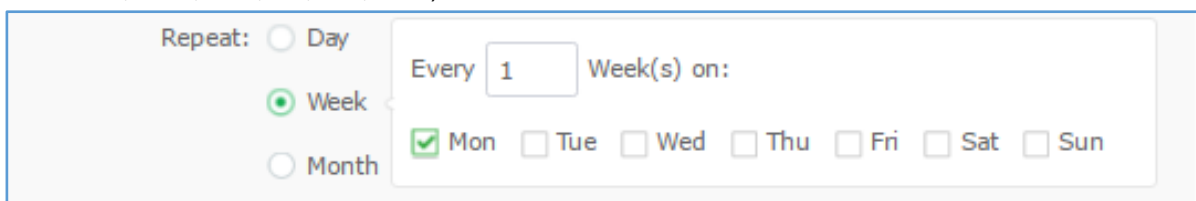

3. A new "Repeat" window will be displayed. Configure the recurrence cycle of the meeting based on "Day", "Week" or "Month".

- **Day** – The meeting will be scheduled *Every Day* or *Every N day (s)*

- **Week** – Specify the recurrence cycle (*Every N Week(s)*) and the meeting day of a week (*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)

- **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.

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

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.

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".

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.

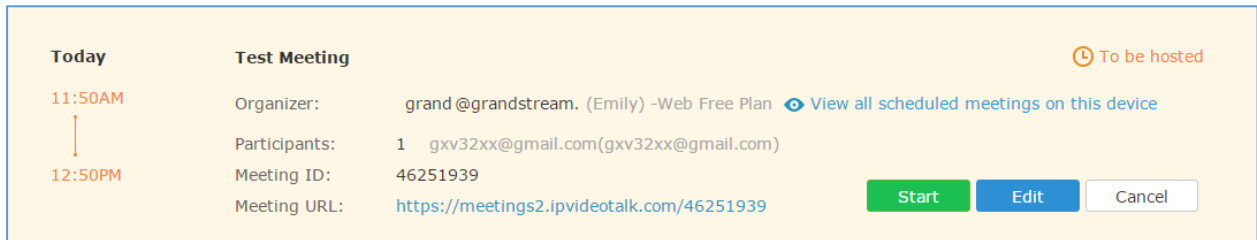How to Schedule IPVideoTalk Meetings using Web Free Plan

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.

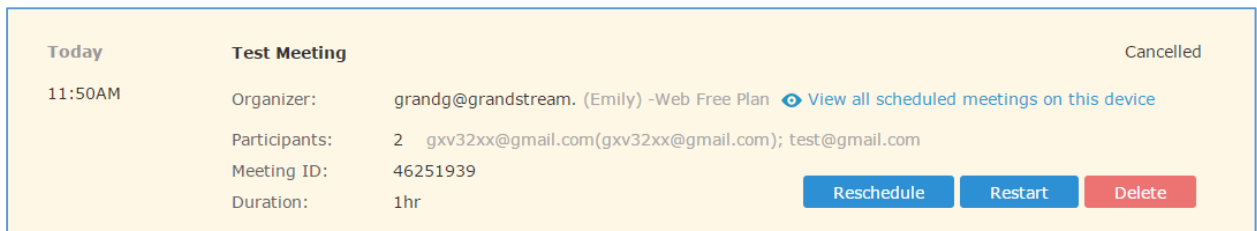1. Access Upcoming meetings list, move the mouse cursor on the meeting and click on "Start".

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.

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.

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.

Today	**Test Meeting**			Cancelled
11:50AM	Organizer:	grandg@grandstream. (Emily) -Web Free Plan ⊙ View all scheduled meetings on this device		
	Participants:	2 gxv32xx@gmail.com(gxv32xx@gmail.com); test@gmail.com		
	Meeting ID:	46251939		
	Duration:	1hr	Reschedule Restart 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.

Today	**Test Meeting**		🕐 To be hosted
11:50AM	Organizer:	grand @grandstream. (Emily) -Web Free Plan ⊙ View all scheduled meetings on this device	
	Participants:	1 gxv32xx@gmail.com(gxv32xx@gmail.com)	
12:50PM	Meeting ID:	46251939	
	Meeting URL:	https://meetings2.ipvideotalk.com/46251939	Start Edit 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.