

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

PREREQUISITE

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
Opera V32 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

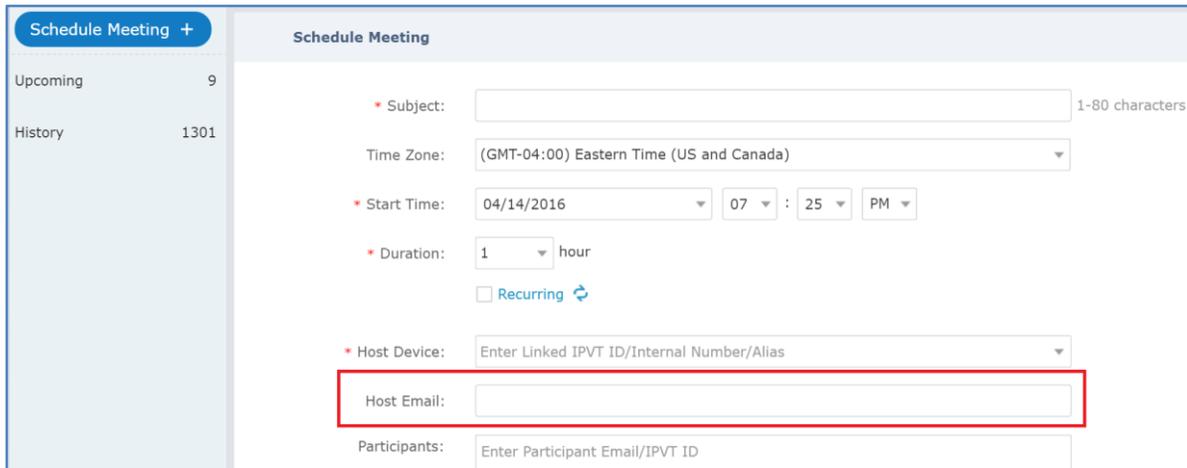
BECOME MEETING HOST FROM WEBRTC

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

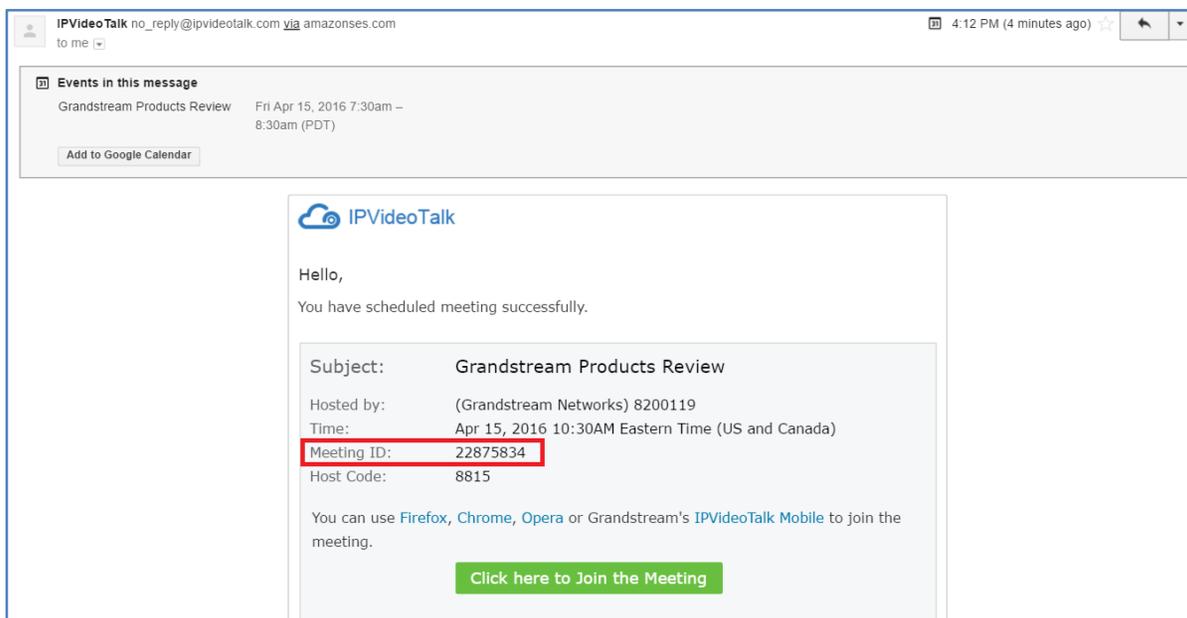
When scheduling a meeting on IPVideoTalk Portal->Meetings by clicking on “Schedule Meeting”, there is an option to enter the “Host Email” on meeting configuration page.



The screenshot shows the 'Schedule Meeting' configuration page. On the left, there is a sidebar with 'Upcoming' (9) and 'History' (1301). The main area contains the following fields:

- Subject:** Text input field (1-80 characters)
- Time Zone:** Dropdown menu (selected: (GMT-04:00) Eastern Time (US and Canada))
- Start Time:** Date and time pickers (selected: 04/14/2016, 07:25 PM)
- Duration:** Dropdown menu (selected: 1 hour) and a 'Recurring' checkbox.
- Host Device:** Dropdown menu (placeholder: Enter Linked IPVT ID/Internal Number/Alias)
- Host Email:** Text input field (highlighted with a red rectangle)
- Participants:** Text input field (placeholder: Enter Participant Email/IPVT ID)

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.



The screenshot shows an email notification from IPVideoTalk. The email header includes the sender 'IPVideoTalk no_reply@ipvideotalk.com via amazonses.com' and the time '4:12 PM (4 minutes ago)'. The main body of the email contains the following information:

- Events in this message:** Grandstream Products Review, Fri Apr 15, 2016 7:30am – 8:30am (PDT). Includes a button 'Add to Google Calendar'.
- IPVideoTalk logo and greeting:** Hello, You have scheduled meeting successfully.
- Meeting Details:**
 - Subject: Grandstream Products Review
 - Hosted by: (Grandstream Networks) 8200119
 - Time: Apr 15, 2016 10:30AM Eastern Time (US and Canada)
 - Meeting ID: 22875834 (highlighted with a red rectangle)
 - Host Code: 8815
- Joining Instructions:** You can use Firefox, Chrome, Opera or Grandstream's IPVideoTalk Mobile to join the meeting.
- Join Button:** A green button labeled 'Click here to Join the Meeting'.

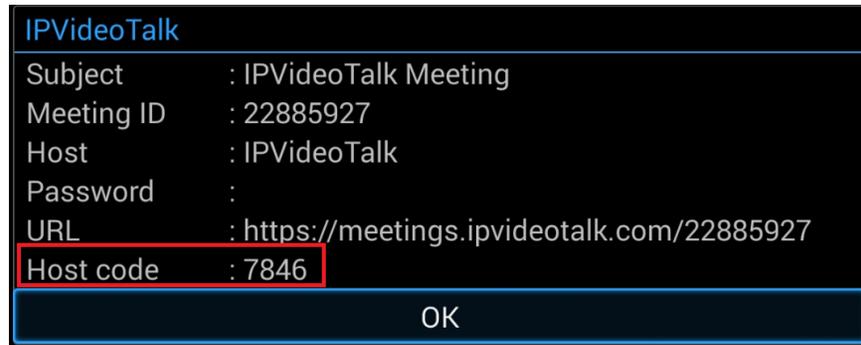
FROM IPVIDEOTALK PORTAL

Once a meeting is scheduled on IPVideoTalk Portal, or started by the GVC320x host, the user could see the meeting on IPVideoTalk Portal->Meetings->Upcoming page. Click on that meeting, whether it is started or already in process to bring up meeting details window, the user could find the “Host Code” there.

Subject:	Grandstream Products Review
Time Zone:	Apr 15, 2016 10:30AM Eastern Time (US and Canada)  Local time zone
Duration:	1hr
Host Device:	8200119
Host Email:	michael@grandstream.com
Host Code:	8815
Meeting ID:	22875834
Meeting URL:	https://meetings.ipvideotalk.com/22875834
Agenda:	
Meeting Reminder:	15 Minutes in Advance
Auto Answer:	Yes
Attendees Control:	<input type="checkbox"/> Mute Attendees On Entry <input type="checkbox"/> Display Attendees List/Status <input checked="" type="checkbox"/> Allow Chat

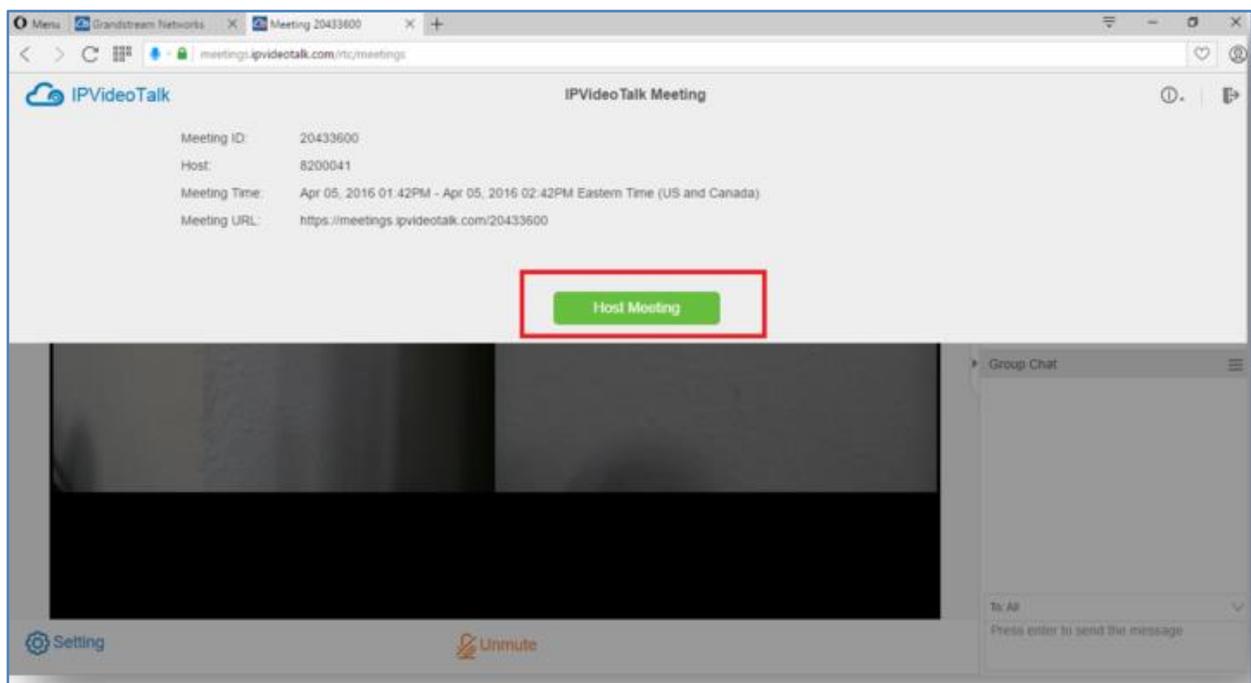
FROM GVC320X HOST DEVICE

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.

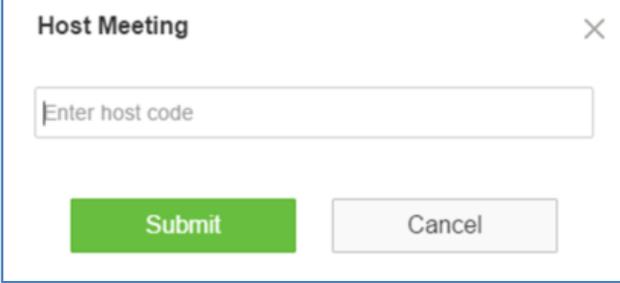


BECOME MEETING HOST

1. Join the IPVideoTalk meeting by clicking on the meeting URL, or enter the meeting ID on <https://meetings.ipvideotalk.com>.
2. On the meeting interface, click on the meeting title on the top of the browser window.

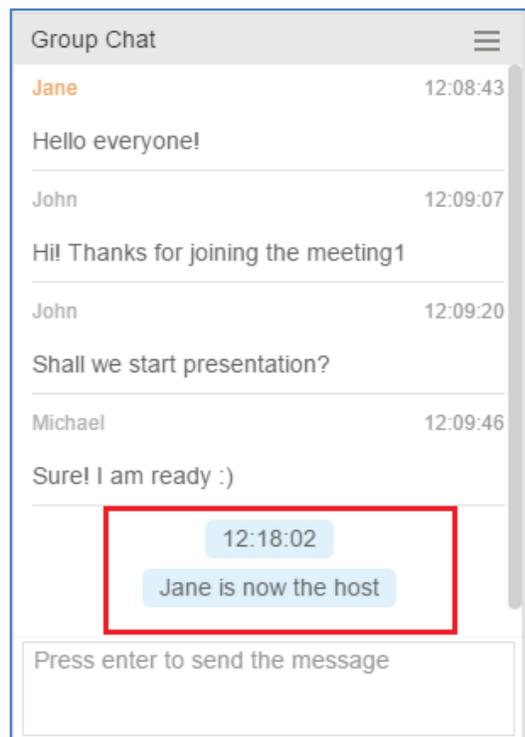


3. Click on "Host Meeting".
4. Enter the host code.



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.
6. Now, this webRTC client becomes the meeting host. A notification message will show up in chat window.



WEBRTC HOST CONTROL

Once the webRTC client becomes the 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.

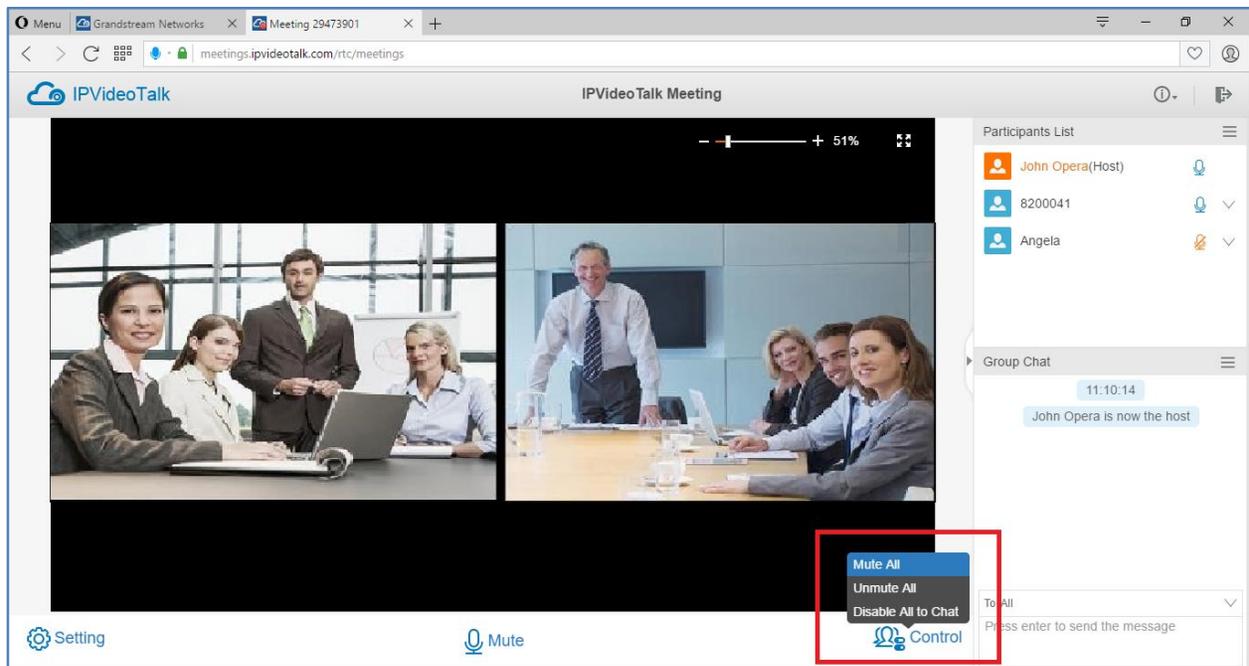
Note:

After the webRTC client becomes the meeting host, it can control the participants displayed on the participants list. For the GVC320x participant who is not the original GVC320x host device, since it will not show up on webRTC participant list, it cannot be controlled by webRTC host.

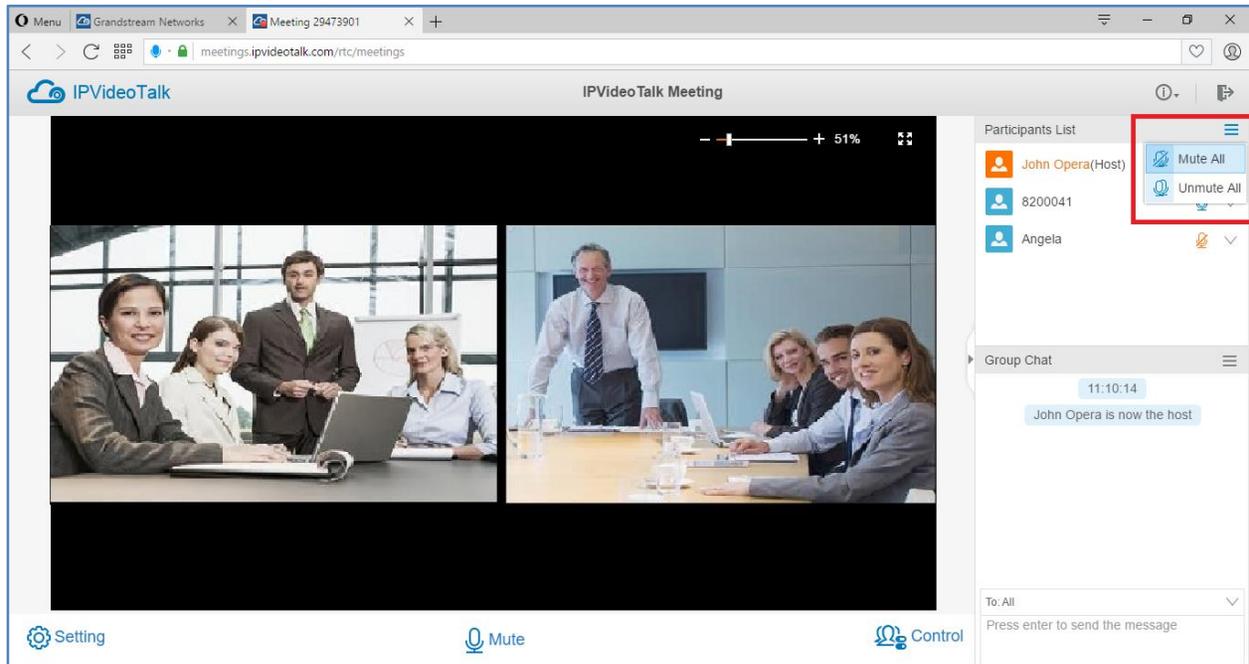
MUTE/UNMUTE OTHER PARTICIPANTS

- **Mute all**

Click on button  on the left of chat window and select "Mute All". There will be a prompt showing "Mute all success". All other participants except the host himself/herself on the Participants List will be muted.



The user 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  on the left of chat window and select "Unmute all". There will be a prompt showing "Unmute all success". All other participants except the host himself/herself on the Participants List will be unmuted.

The user 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 and click on the Mic icon to mute/unmute.

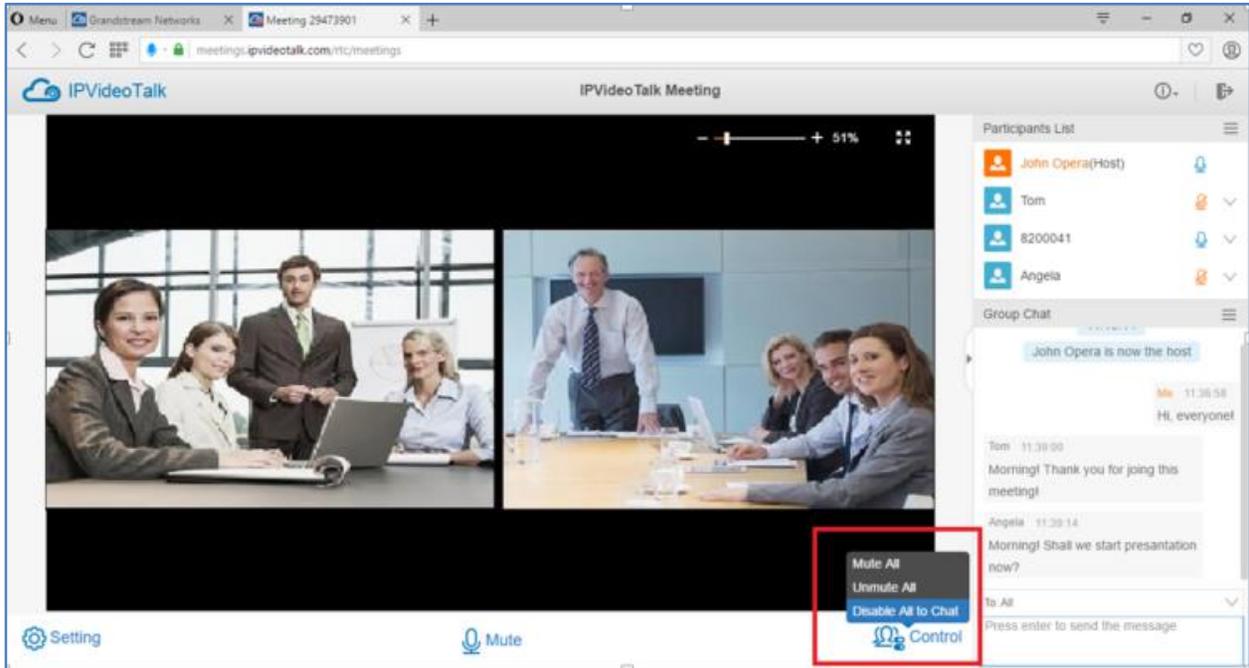
 : The participant is currently muted.

 : The participant is currently unmuted.

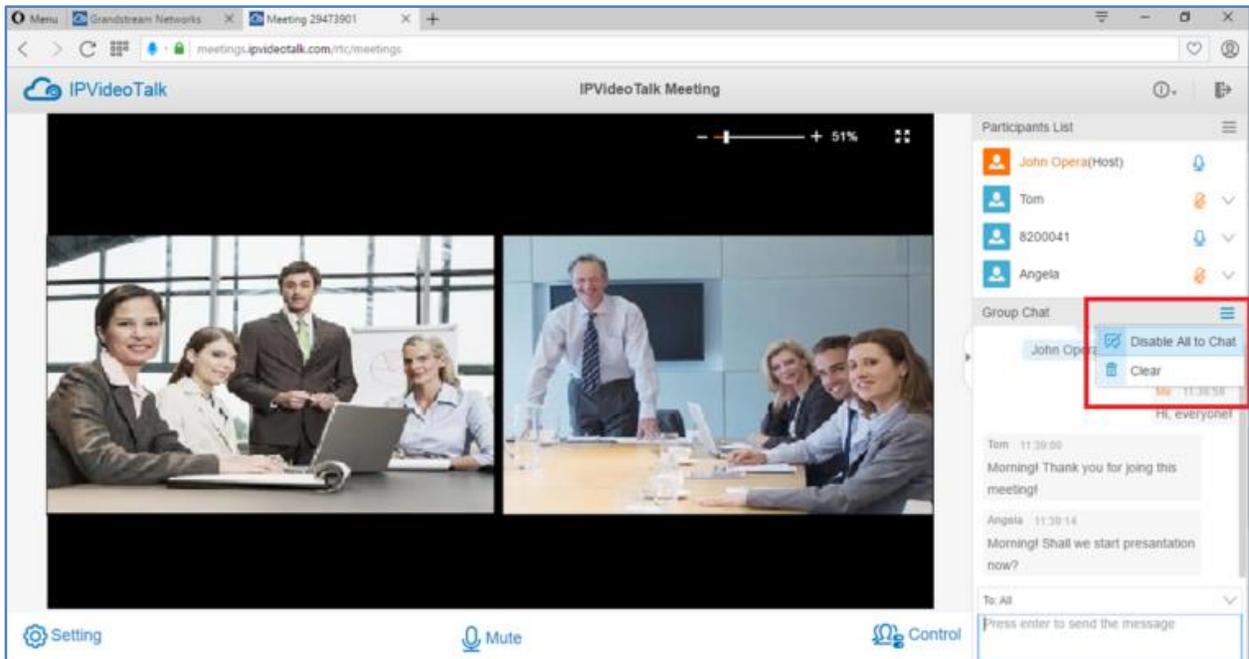
DISABLE/ENABLE CHAT FUNCTION

DISABLE CHAT

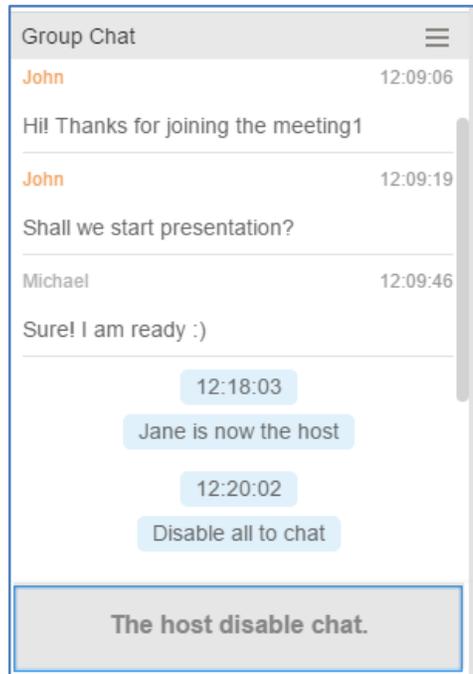
1. After webRTC client becomes the meeting host, click on icon  on the left of the chat window, and then select "Disable All to Chat".



The user could also click on icon  on the top of chat window, and then select "Disable All to Chat".

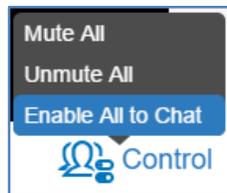


2. All webRTC participants will see prompt notification on chat window about "chat disabled".

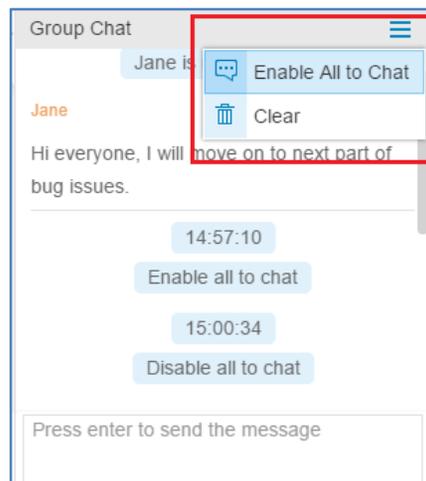


ENABLE CHAT

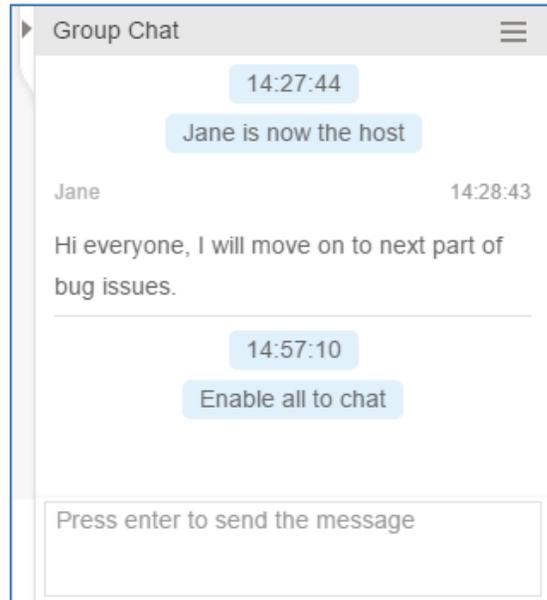
1. After webRTC client becomes the meeting host, click on icon  on the left of the chat window, and then select “Enable All to Chat”.



The user could also click on icon  on the top of chat window, and then select “Enable All to Chat”.

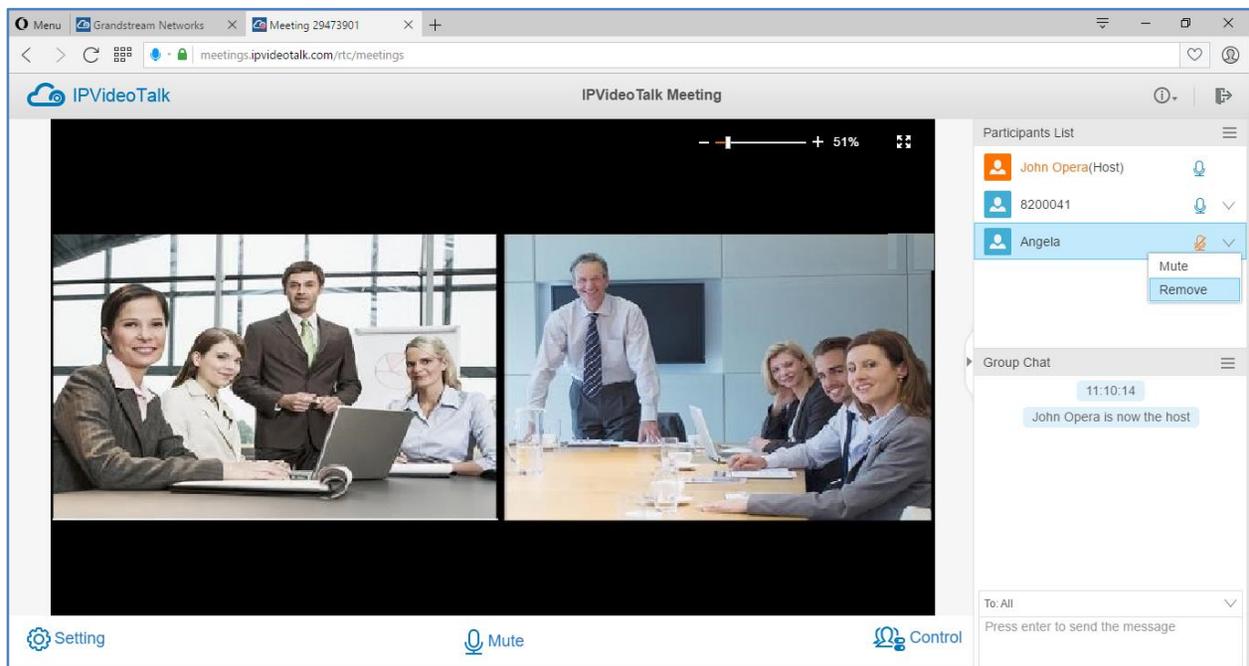


2. All webRTC participants will see prompt notification on chat window about “chat enabled”.



REMOVE PARTICIPANT

1. On the Participants List, click on one participant and click on “Remove”.



2. In the prompt, confirm to remove the selected participant.

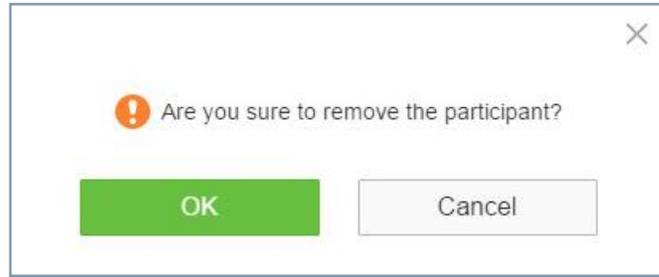
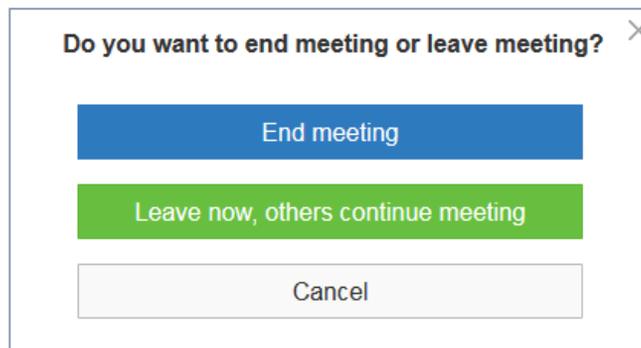
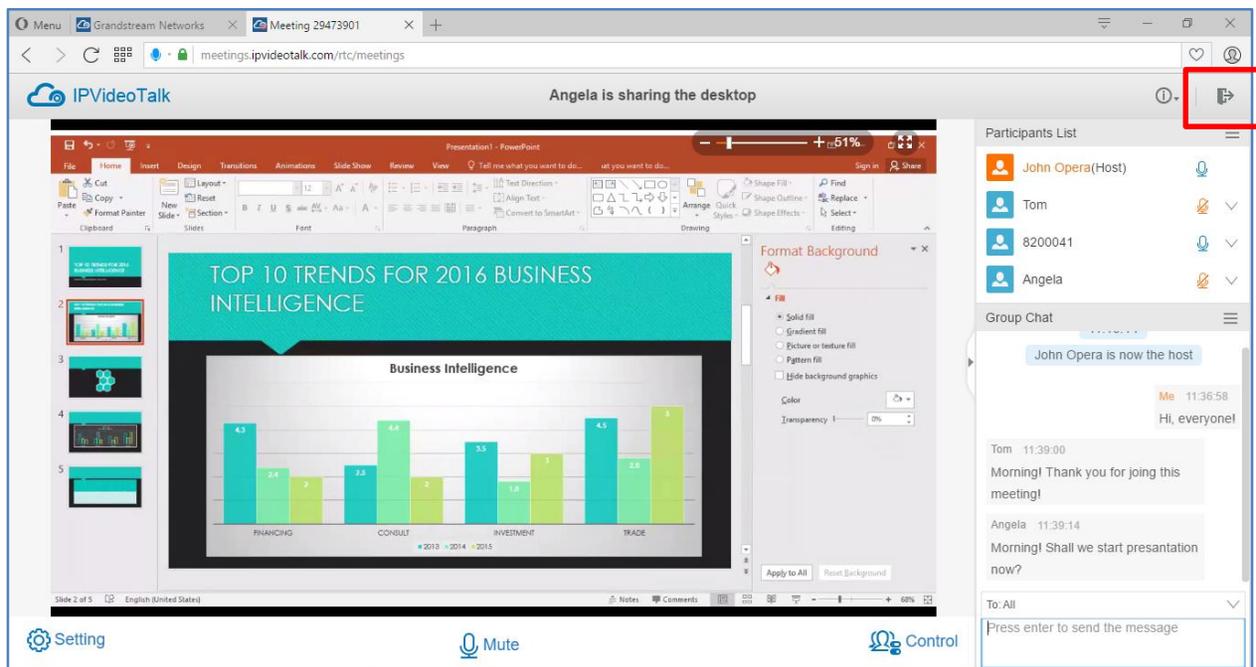


Figure 1: Confirm to Remove Participant

END MEETING

When the host clicks on icon  at the upper right corner to exit the meeting, the host could choose whether to end meeting or exit meeting only.



- **End meeting:** The meeting will be ended. All participants will be disconnected from the meeting.
- **Leave meeting:** The webRTC client will leave the meeting, and the meeting will continue with remaining meeting participants.