

Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

How to Schedule IPVideoTalk Meeting



Index

OVERVIEW	2
PREREQUISITE	3
SIGN UP IN IPVIDEOTALK PORTAL	3
LINK GVC320X TO IPVIDEOTALK PORTAL	4
<i>LINK DEVICE USING DEVICE CODE</i>	5
<i>LINK DEVICE USING MAC ADDRESS</i>	6
SCHEDULE MEETING	8
SCHEDULE ONE-TIME MEETING	8
SCHEDULE RECURRING MEETING	12
VIEW SCHEDULED MEETING	13
<i>VIEW SCHEDULED MEETING ON IPVIDEOTALK PORTAL</i>	13
<i>VIEW SCHEDULED MEETING ON GVC320X</i>	14
MANAGE SCHEDULED MEETING	17
EDIT SCHEDULED MEETING	17
MANUALLY START SCHEDULED MEETING	19
<i>START MEETING BEFORE SCHEDULED TIME</i>	19
<i>START MEETING AFTER SCHEDULED TIME</i>	20
CANCEL SCHEDULED MEETING	22
<i>CANCEL SCHEDULED MEETING ON IPVIDEOTALK PORTAL</i>	22
<i>CANCEL SCHEDULED MEETING ON GVC320X</i>	24
RESCHEDULE MEETING	25

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.

This document provides following information related to scheduling meeting in IPVideoTalk Portal:

1. Prerequisite:
 - Sign up in IPVideoTalk Portal
 - Link GVC320x to IPVideoTalk Portal
2. Schedule meeting:
 - Schedule one-time meeting
 - Schedule recurring meeting
 - View scheduled meeting
3. Manage scheduled meeting:
 - Edit scheduled meeting
 - Manually start scheduled meeting
 - Cancel scheduled meeting
 - Reschedule meeting

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

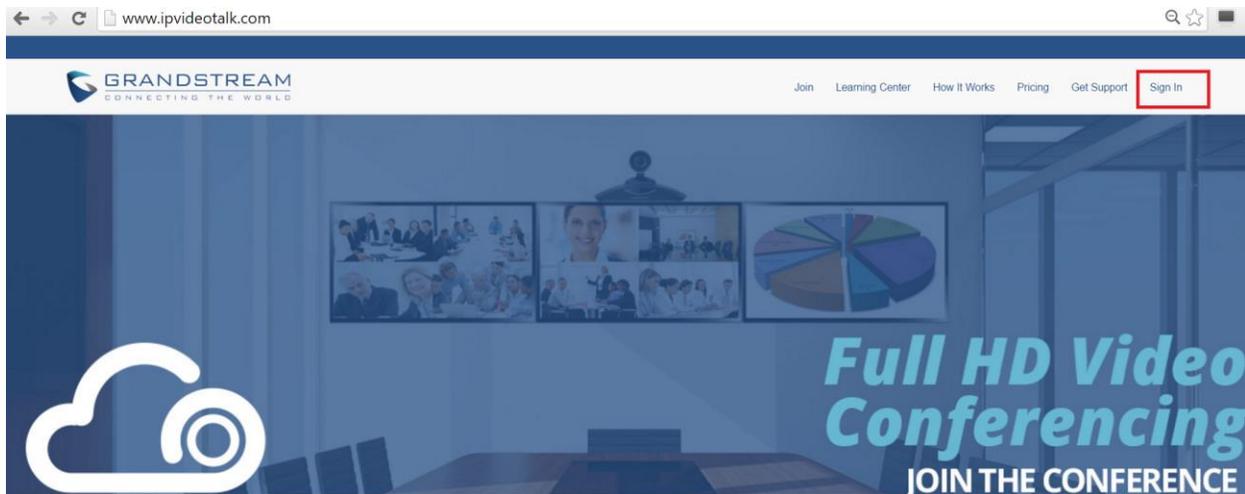
- IPVideoTalk User Manual:
<http://www.ipvideotalk.com/s/IPVideoTalk%20Cloud%20Conferencing%20System%20User%20Guide.pdf>
- GVC320x User Manual:
User Guide:
http://www.grandstream.com/sites/default/files/Resources/gvc320x_user_guide.pdf
Administration Guide:
http://www.grandstream.com/sites/default/files/Resources/gvc320x_administration_guide.pdf
- IPVideoTalk website:
<http://www.ipvideotalk.com/>
- Grandstream Networks website:
<http://www.grandstream.com/>

PREREQUISITE

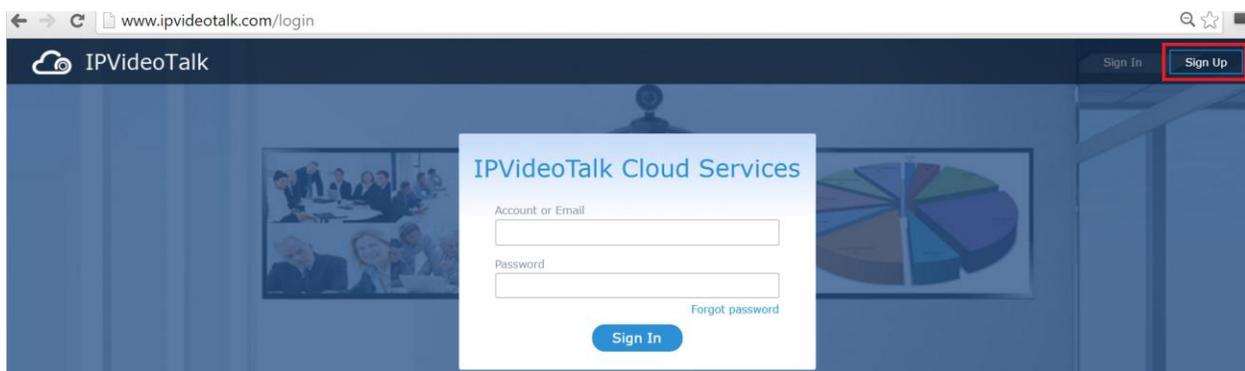
If you would like to schedule a meeting using your GVC320x as the host, please make sure you have signed up in IPVideoTalk Portal and your GVC320x is already linked in the IPVideoTalk Portal.

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 ▼

Contact Name: *

Phone: *

+1 ▼

Link Device

e.g.: 00:0B:88:2B:XX:XX, 00:0B:88:2B:YY:YY

Verification Code *

[Sign Up](#)

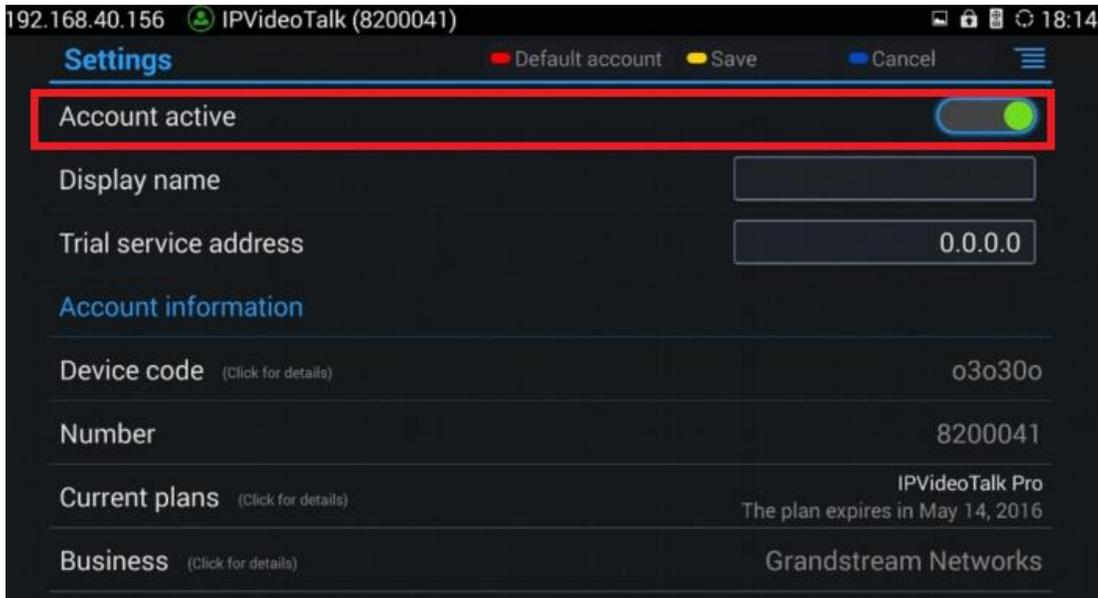
LINK GVC320X TO IPVIDEOTALK PORTAL

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.

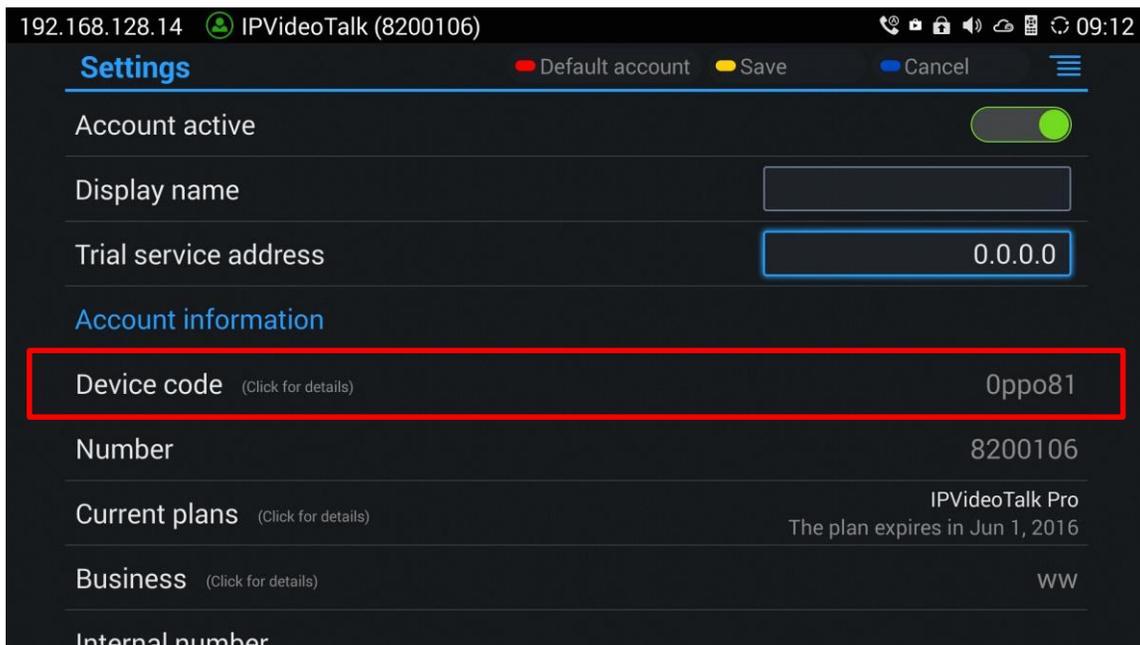
You can check this by going to the GV320x LCD menu->Applications->IPVideoTalk application->Settings: "Account active". The indication should be green to show "registered".



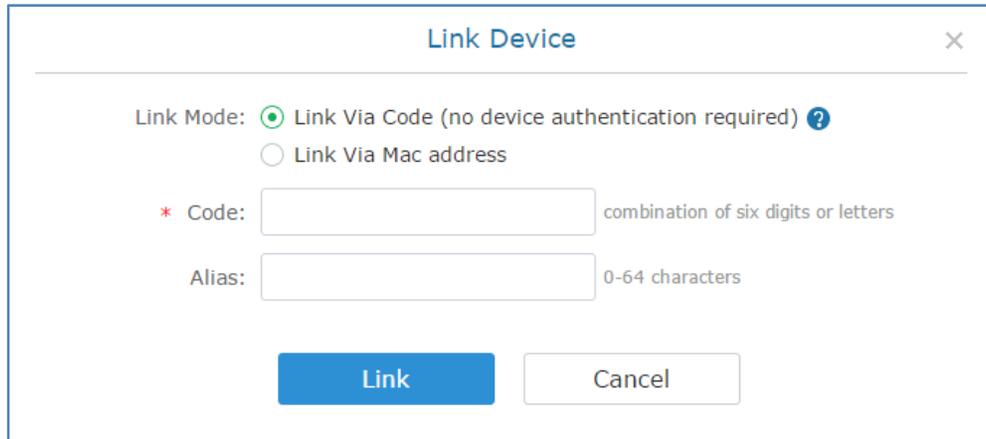
LINK DEVICE USING DEVICE CODE

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.



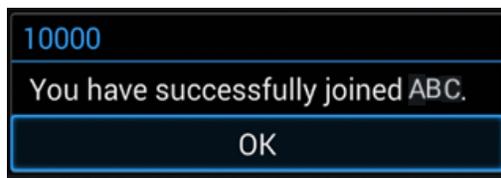
Link Device ✕

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

* Code: combination of six digits or letters

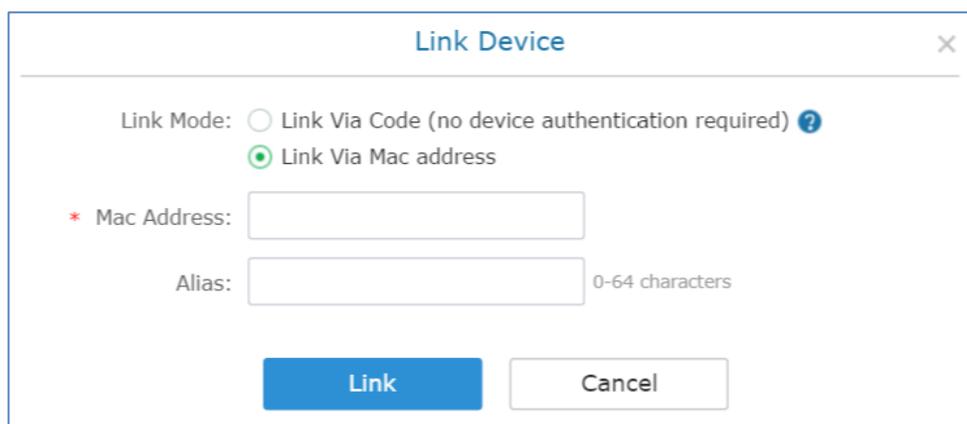
Alias: 0-64 characters

- 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

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



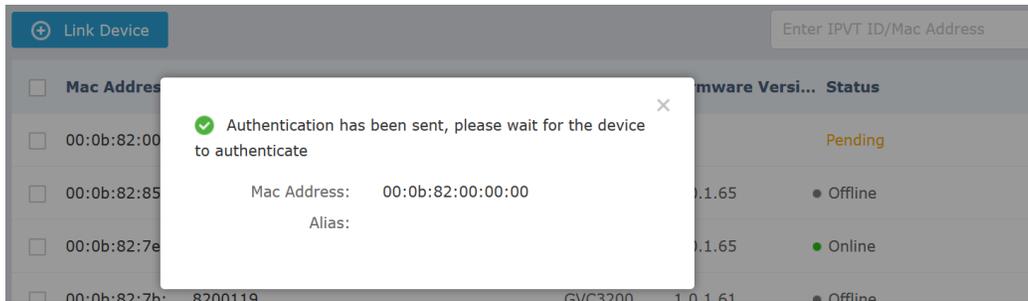
Link Device ✕

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

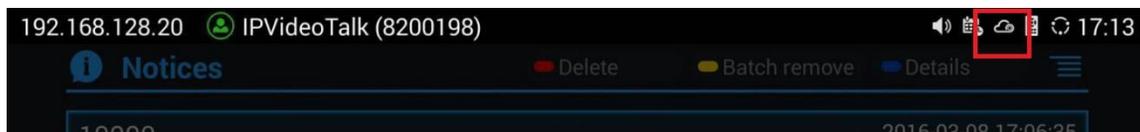
* Mac Address:

Alias: 0-64 characters

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

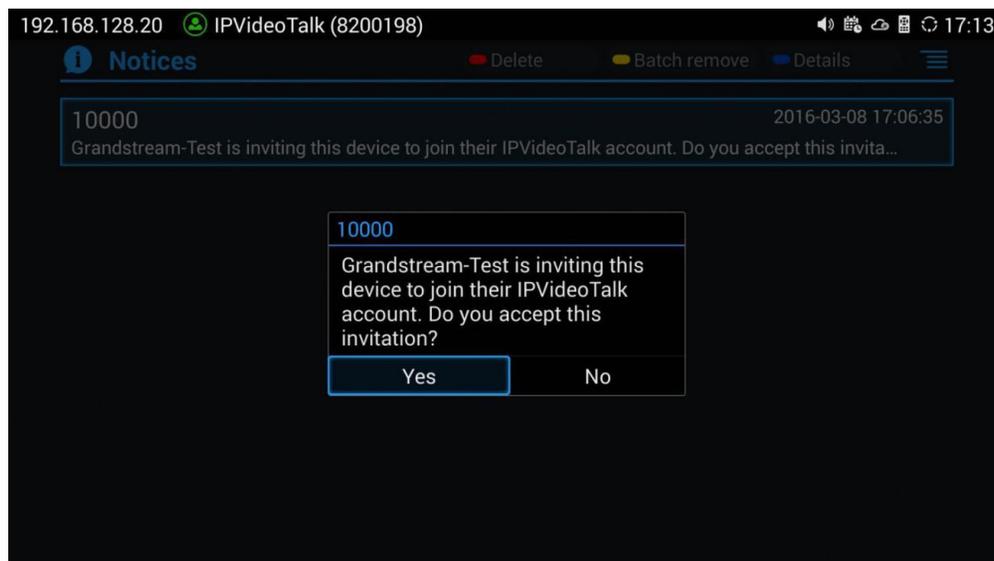


- The GVC320x will receive a new message from IPVideoTalk system. Icon  will be displayed on the top status bar of the GVC320x display device to indicate the new message notification.



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 .

- 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.

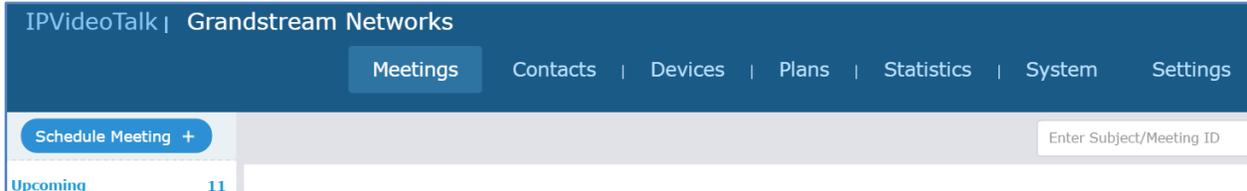


- Once the user confirms to link the device, the administrator could see the device shown as online in IPVideoTalk Portal.

SCHEDULE MEETING

SCHEDULE ONE-TIME MEETING

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



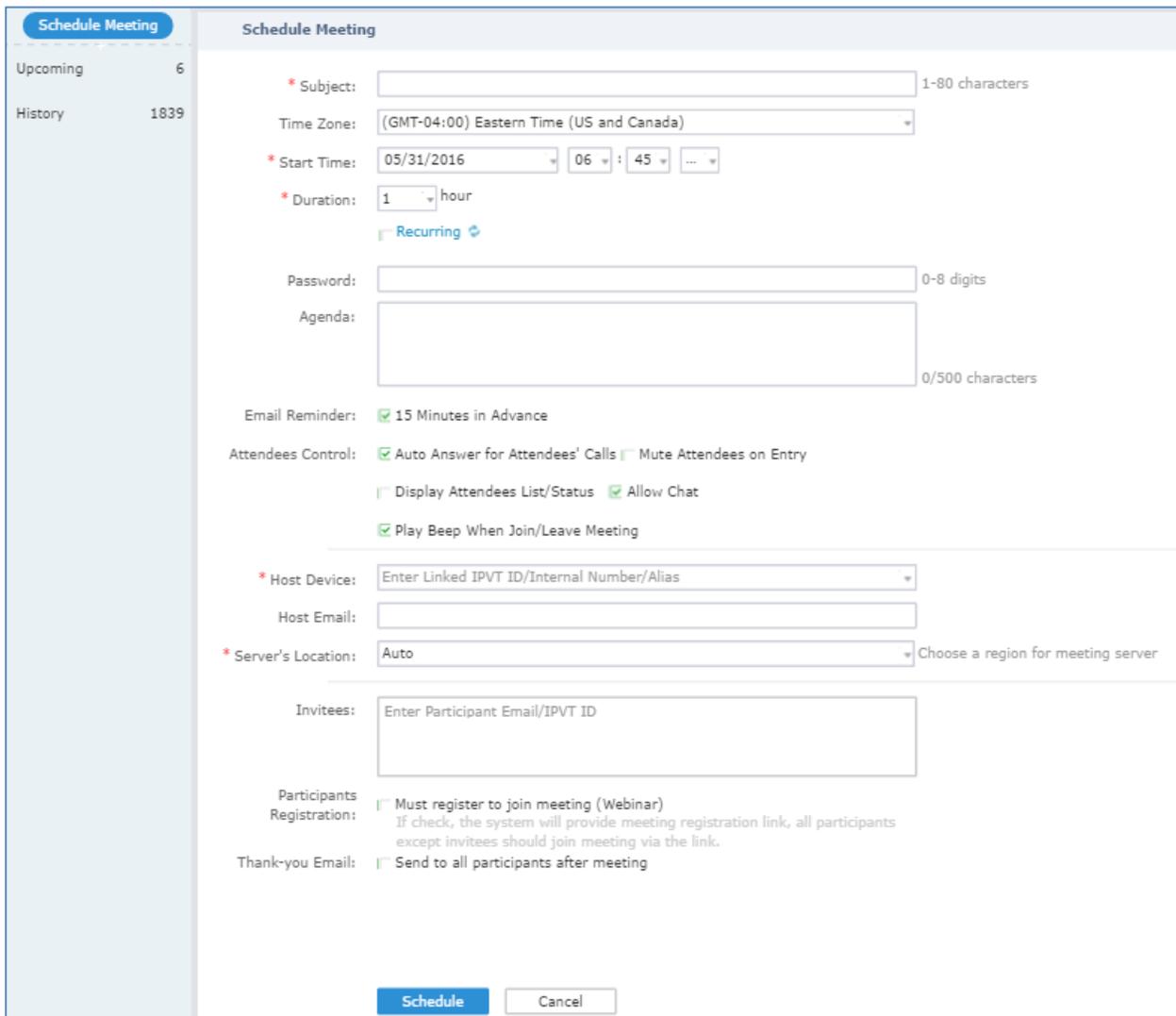
IPVideoTalk | Grandstream Networks

Meetings | Contacts | Devices | Plans | Statistics | System | Settings

Schedule Meeting +

Upcoming 11

2. Specify meeting details for the scheduled meeting. Make sure “Host Device” is the IPVideoTalk ID of your GVC320x which is linked to the IPVideoTalk Portal.



Schedule Meeting

Upcoming 6
History 1839

* Subject: 1-80 characters

Time Zone: (GMT-04:00) Eastern Time (US and Canada)

* Start Time: 05/31/2016 06 : 45 ...

* Duration: 1 hour

Recurring

Password: 0-8 digits

Agenda: 0/500 characters

Email Reminder: 15 Minutes in Advance

Attendees Control: Auto Answer for Attendees' Calls Mute Attendees on Entry

Display Attendees List/Status Allow Chat

Play Beep When Join/Leave Meeting

* Host Device: Enter Linked IPVT ID/Internal Number/Alias

Host Email:

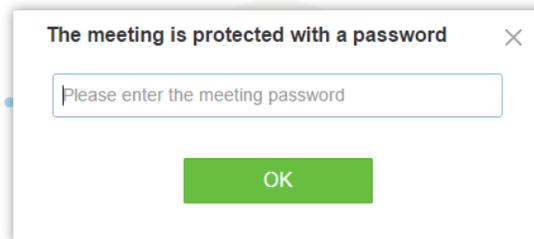
* Server's Location: Auto Choose a region for meeting server

Invitees: Enter Participant Email/IPVT ID

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

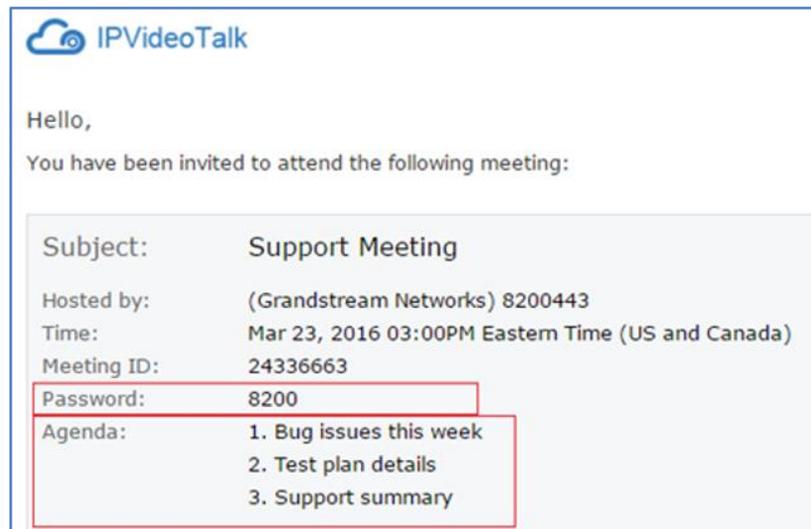
Thank-you Email: Send to all participants after meeting

- **Subject** – Enter the title of the meeting.
- **Time Zone** – Select the time zone of the meeting.
- **Start Time** – Set the start time of the meeting.
- **Duration** – Set the duration of the meeting. It could be 0.5 hour, 1 hour, 1.5 hour ... 12 hours.
- **Recurring** – If checked, the recurring meeting configuration window will show up. For one-time meeting, uncheck this option. By default, it's unchecked.
- **Password** – If checked, configure the password for the meeting to lock the meeting. For webRTC and mobile app clients, as well as the GVC320x callers that are not in participant list, password will be asked before joining the meeting.



Email participants can find password in Email invitations or contact host to offer the password.

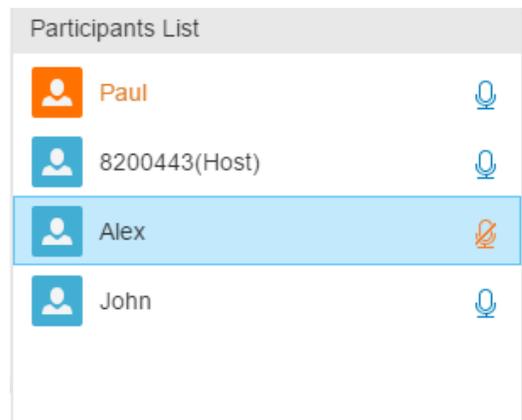
- **Agenda** – If desired, enter agenda information of the meeting. It will be shown in the meeting invitation Emails.



- **Email Reminder** – If set to “Yes”, the Email participants will receive Email notification, and the GVC320x host will have a reminder prompt on the LCD 15 minutes before the scheduled time.
- **Attendees Control - Auto Answer for Attendees’ Calls** – If set to “Yes”, after the meeting has started, when the other GVC320x participants try to join the meeting by dialing meeting ID or the host GVC320x’s IPVideoTalk ID, the host GVC320x will automatically answer the call and have the participant GVC320x joining in, without showing incoming call prompt. Otherwise, the host

GVC320x will need manually accept the incoming call to have the participant GVC320x joining the meeting.

- **Attendees Control – Mute Attendees on Entry:** If checked, all webRTC/mobile app participants will be muted when entering the meeting.
- **Attendees Control – Display Attendees List/Status:** If checked, all attendees List/Status will be displayed in participant list to webRTC/mobile app clients. Otherwise, webRTC/mobile app clients can only see the host device.



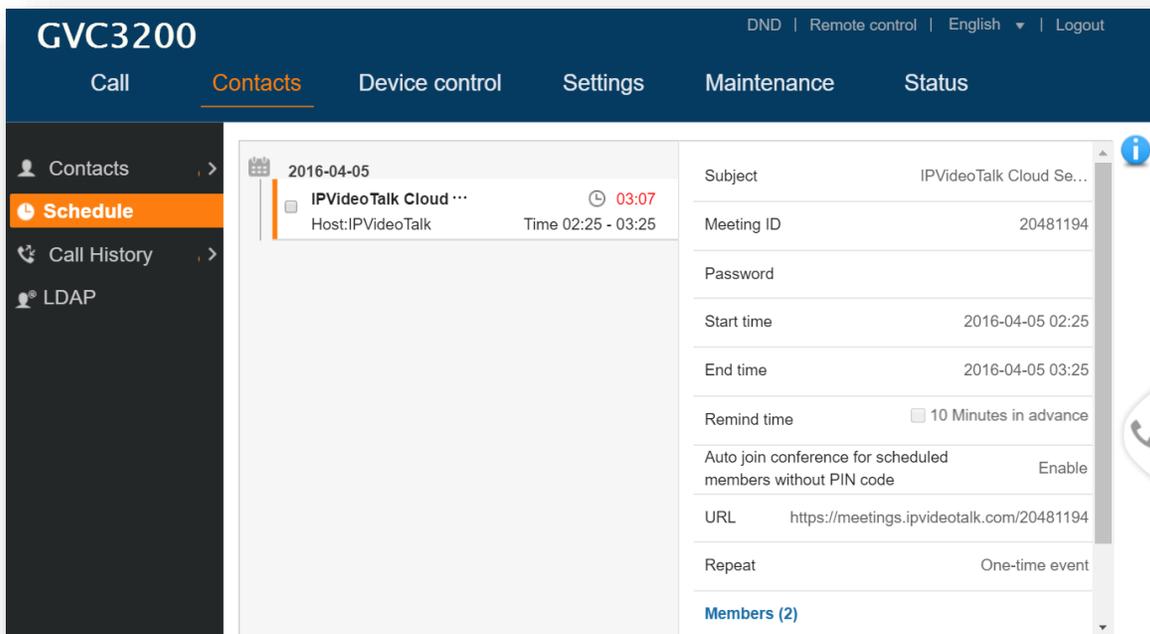
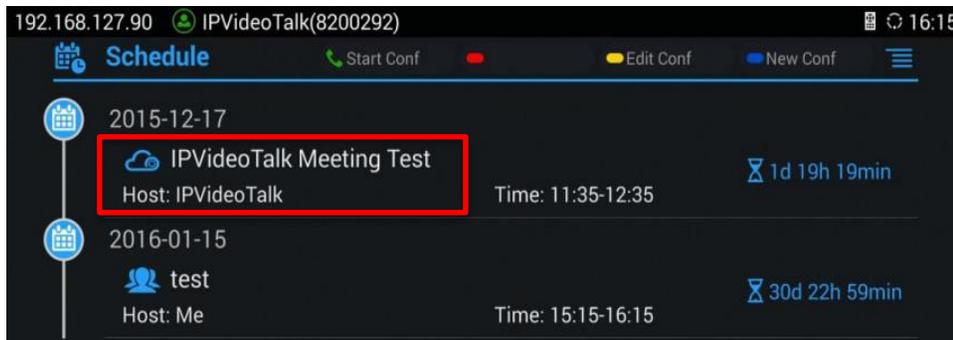
- **Attendees Control – Allow Chat:** If checked, all webRTC participants are allowed to chat during the meeting.
- **Attendees Control - Play Beep When Join/Leave Meeting:** If checked, when there is a meeting participant joining or leaving the meeting, other participants will hear the beep notification.
- **Host Device** – Select the host device for the meeting. Enter the IPVideoTalk ID or alias of the authenticated GVC320x, or select it from drop-down menu. Please note only the 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 which the online meeting prefer to connect to. When the meeting starts, it will automatically connect to the server at the specified region, and all participants will connect to this server. To ensure the meeting quality, users should select the closest sever to the meeting location, or where most participants are located. e.g., Oregon - US area, Frankfurt - EUP area.
- **Participants:** Users can enter Email to invite meeting participants, or enter IPVideoTalk ID of other GVC320x devices. Users can also input name or the key words to search for company contacts.
- **Participants Registration:** If checked, the participants have to register before joining into 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 join the meeting via the link.
- **Thank-you Email:** If checked, the system will send a Thank-you Email to the meeting participants, the host could also custom the contents in the Email. For example, the host could add the Email

and Contacts in the Thank-you Email, the meeting participants could contact with the host if needed.

3. Click on “Schedule” when finish editing schedule details. The scheduled meeting will be displayed in IPVideoTalk Portal->Meetings->Upcoming page.

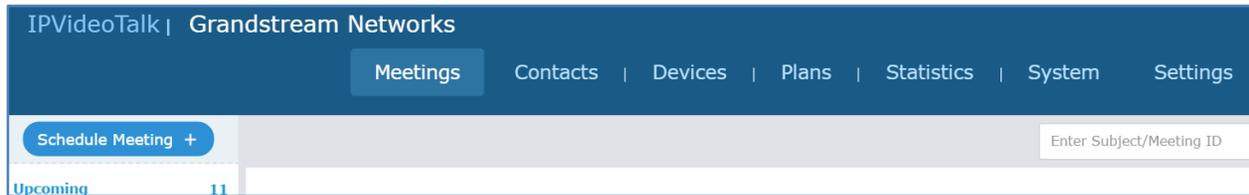


4. On the host GVC320x, the host can view the scheduled meeting on the GVC320x LCD->Schedule, or web UI->Contacts->Schedule.

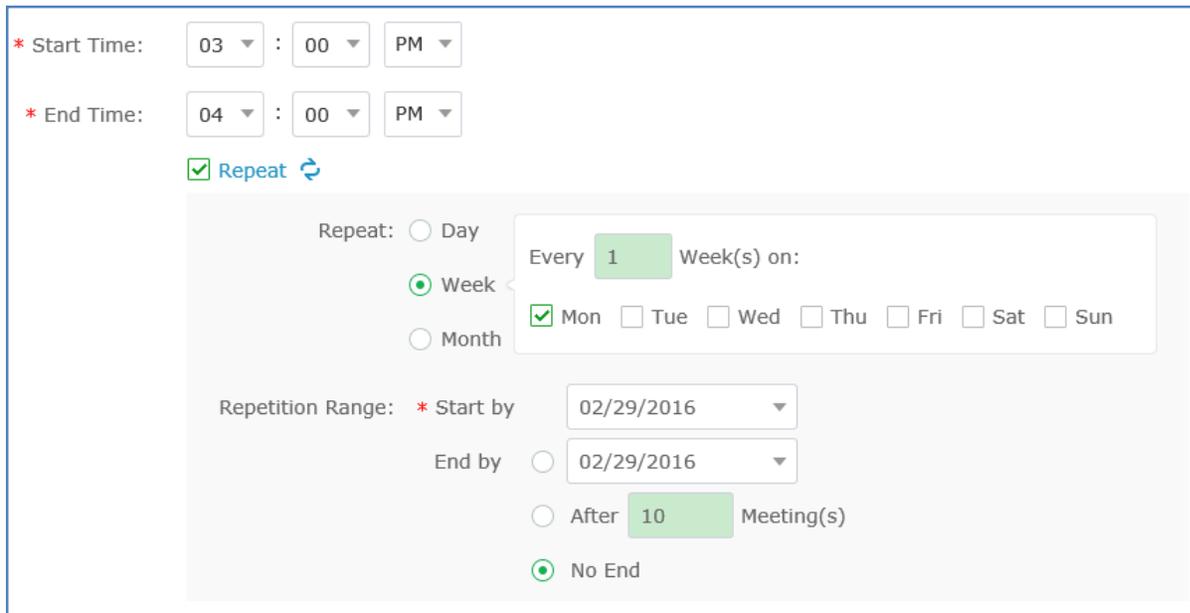


SCHEDULE RECURRING MEETING

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:

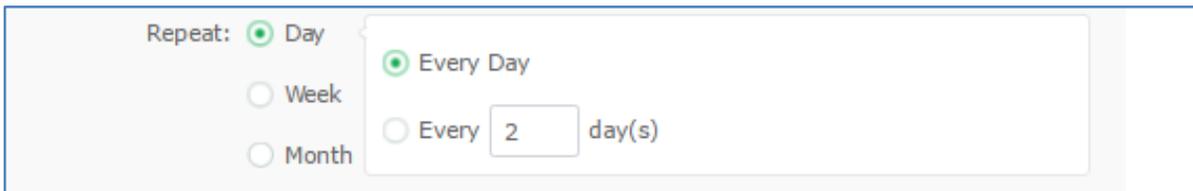
Mon Tue Wed Thu Fri Sat Sun

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

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

After the meeting is scheduled, the user could view it on the IPVideoTalk Portal or the GVC320x.

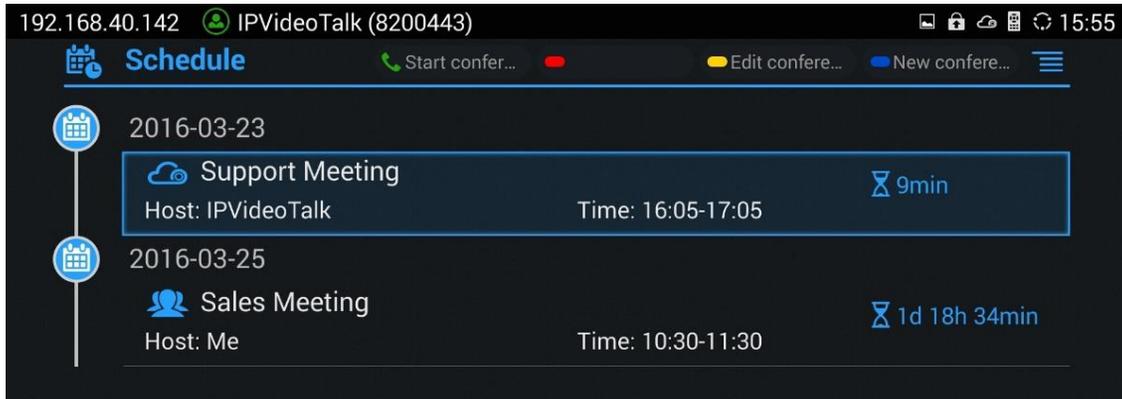
VIEW SCHEDULED MEETING ON IPVIDEOTALK PORTAL

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.

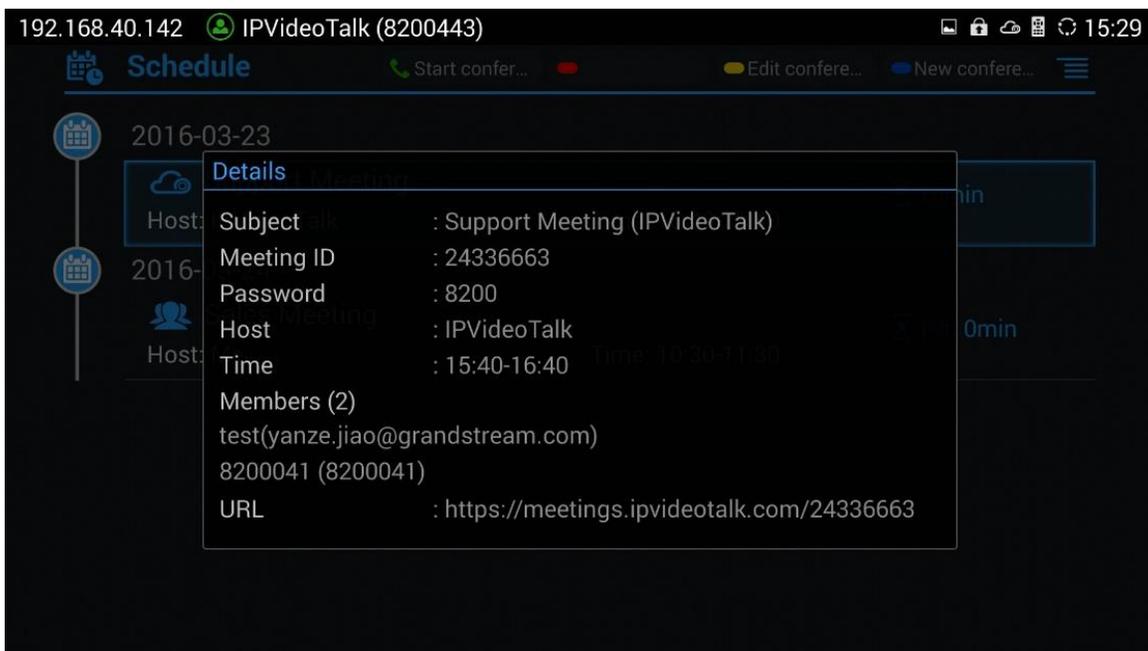
Meeting Details (Not started)	
Meeting Info	Invitees (0)
Subject:	Product Review
Time Zone:	Jun 01, 2016 09:30AM Eastern Time (US and Canada)
Duration:	1hr
Meeting ID:	30124535
Meeting URL:	https://meetings.ipvideotalk.com/30124535
Agenda:	1. Product Introduction 2. Photo gallery 3. Q & A
Email Reminder:	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:	mwang@grandstream.com
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.

The screenshot shows the GVC3202 web interface. At the top, it displays 'GVC3202' and navigation options: 'Call', 'Contacts', 'Device control', 'Settings', 'Maintenance', and 'Status'. The 'Contacts' tab is selected. On the left, a sidebar contains 'Contacts', 'Schedule', 'Call History', and 'LDAP'. The main content area shows a calendar view with two meetings: 'Support Meeting' on 2016-03-23 (16:05 - 17:05) and 'Sales Meeting' on 2016-03-25 (10:30 - 11:30). A red box highlights the 'Support Meeting' entry. To the right, a detailed view of the 'Support Meeting' is shown, including fields for Subject, Meeting ID (24336663), Password (8200), Start time, End time, Remind time (10 Minutes in advance), Auto join conference for scheduled members without PIN code (Disable), URL (https://meetings.ipvideotalk.com/24336663), and Repeat (One-time event). A 'Members (2)' link is also visible.

The scheduled meeting also shows up on GVC320x web UI->Call->Reservation Status section (on the lower left side of the page).

This screenshot shows the 'Call' tab in the GVC3202 web UI. The 'Reservation status' section is highlighted with a red box. It displays a notification: 'Schedule Support Meeting will start in 6 Minutes .'. To the right, there is a list of reservation events. The 'Account info' section shows 'IPVideoTalk' with ID '8200443'. Below the reservation list, there is a footer: 'All Rights Reserved Grandstream Networks, Inc. 2016'.

Event	Time
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

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”.

Tomorrow	Product Review	Not started
10:30AM	Host Device: 8200442 (Emily) View all schedule meetings of this device	
11:30AM	Participants: 0	
	Meeting ID: 30124535	
	Meeting URL: https://meetings.ipvideotalk.com/30124535	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

4. The meeting editing window will show up. Edit it and click on “Schedule”.

Schedule Meeting

* Subject: 1-80 characters

Time Zone: (GMT-04:00) Eastern Time (US and Canada) ▼

* Start Time: 05/31/2016 ▼ 05 ▼ : 40 ▼ PM ▼

* Duration: 1 ▼ hour
 Recurring ↻

Password: 0-8 digits

Agenda: 0/500 characters

Email Reminder: 15 Minutes in Advance

Attendees Control: Auto Answer for Attendees' Calls Mute Attendees on Entry
 Display Attendees List/Status Allow Chat

An updated notification Email will be sent to the Email participants who are in the updated participant list.

 IPVideoTalk

Hello,

You have been invited to attend the following meeting:

Subject: Product Review

Hosted by: (Grandstream Networks) Emily

Time: Jun 01, 2016 10:30AM Eastern Time (US and Canada)

Meeting ID: 30124535

Agenda:

1. Product Introduction
2. Photo gallery
3. Q & A

You can use [Firefox](#), [Chrome](#), [Opera](#) or Grandstream's [IPVideoTalk Mobile](#) to join the meeting.

[Click here to Join the Meeting](#)

If the Email participant is removed from previous participant list, the participant will receive a notification Email.

The meeting has cancelled the invitation on you: Product Review Inbox x

 **IPVideoTalk** no_reply@ipvideotalk.com [via](#) amazonses.com 2:42 PM (0 minutes ago)
to me ▾

 IPVideoTalk

Hello,

The following meeting has been cancelled:

Subject: Product Review

Hosted by: (Grandstream Networks) Emily

Time: Jun 01, 2016 10:30AM Eastern Time (US and Canada)

This is an automatically generated email. Please do not reply.
©2016 Grandstream Networks, Inc. All rights reserved.

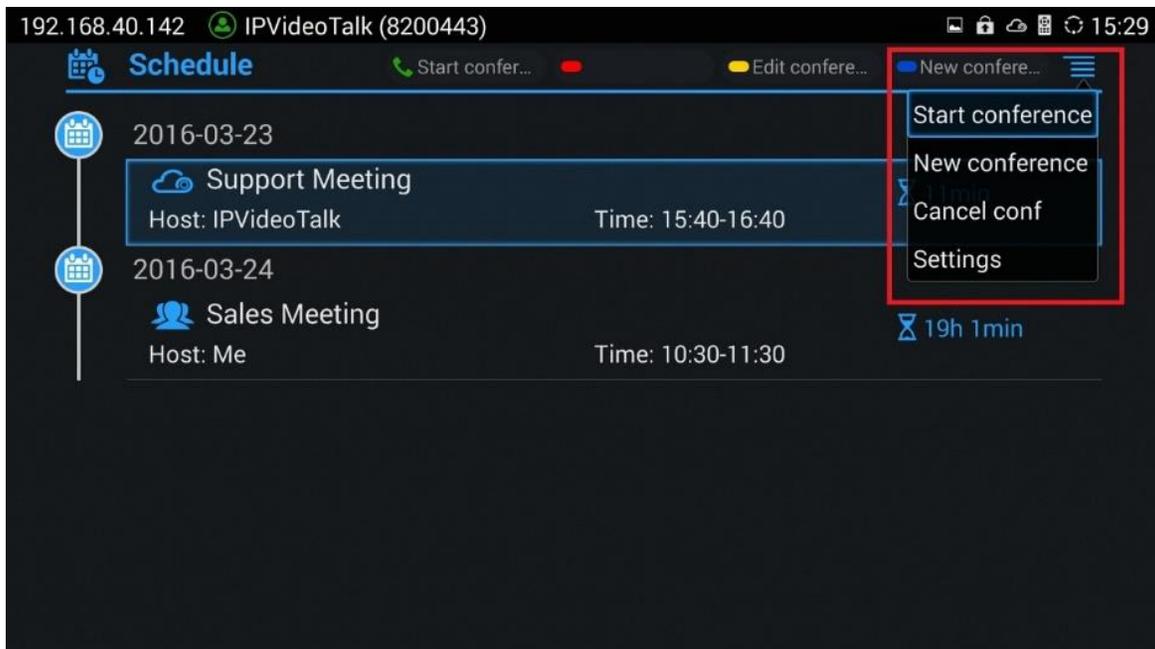
MANUALLY START SCHEDULED MEETING

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

Before scheduled time, the user could start the meeting manually from the GVC320x. Follow the steps below:

1. On the GVC320x LCD display device, click on icon  on home screen to open the schedule.
2. Find the IPVideoTalk meeting on the GVC320x schedule. IPVideoTalk meeting will be marked with icon .
3. Use the GVC320x remote control to select the scheduled IPVideoTalk meeting, then press the CALL button  on the remote control to start meeting. Or press button  on the GVC320x remote control and select "Start Conference" option from the drop-down menu.

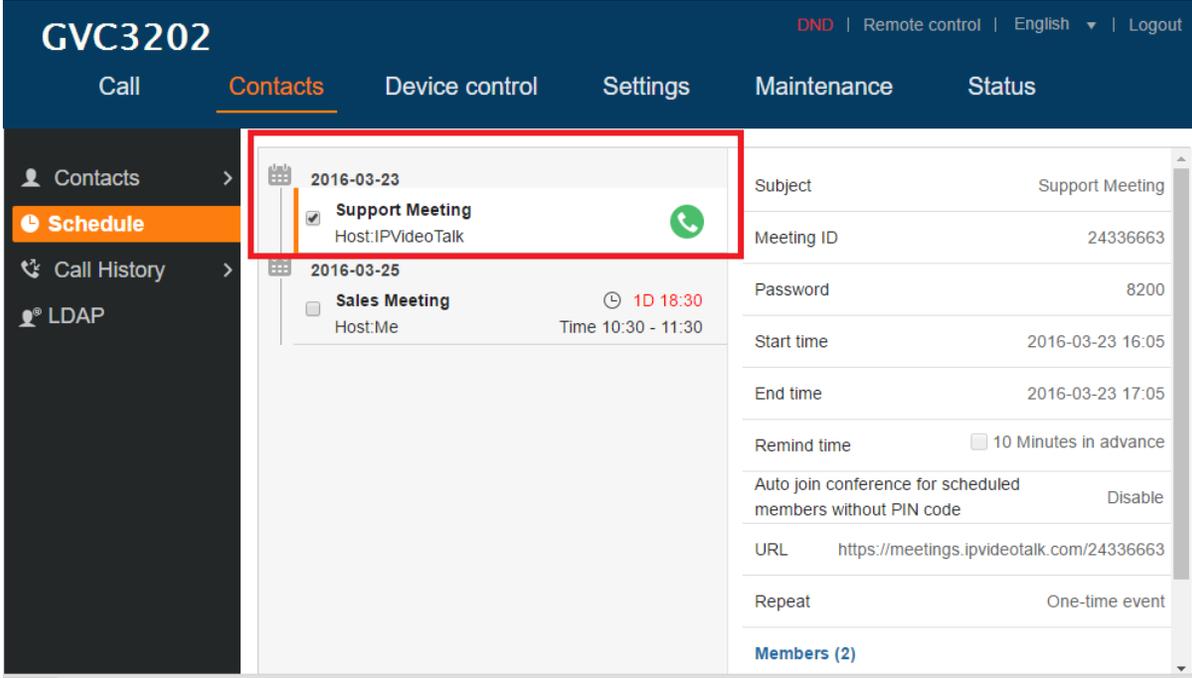


4. This meeting will be started immediately with the participant list and the meeting options as scheduled.

Note:

The user could also start the meeting from the GVC320x web UI. Log in the GVC320x web UI->Contacts->Schedule. Move the mouse cursor to the scheduled IPVideoTalk meeting and click on icon

 to start the meeting immediately.



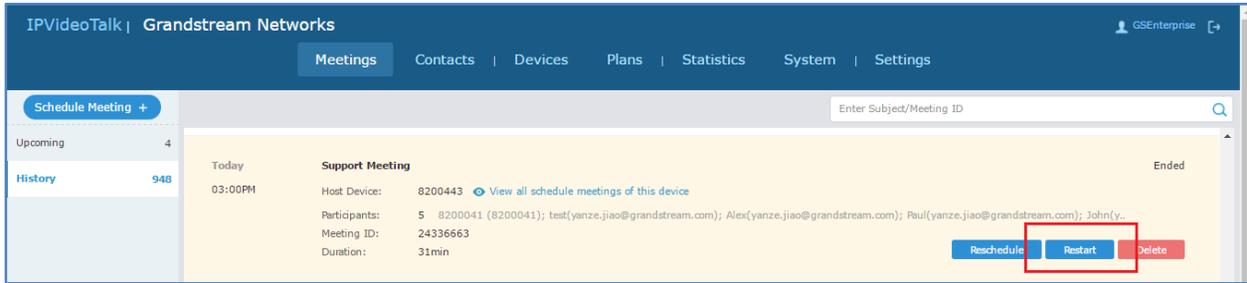
START MEETING AFTER SCHEDULED TIME

The user might need to start scheduled meeting manually after scheduled time, for the following reasons:

- If the host GVC320x is in another active call when the scheduled meeting time arrives, the scheduled meeting will not be started. The user will need to manually start this meeting after the scheduled time. **This can be done on IPVideoTalk Portal, or the host GVC320x.**
- If the scheduled meeting has already been hosted and terminated, and the user would like to start the same meeting again at another time, the user could restart this meeting immediately, with the same participant list, meeting ID and other meeting options. **This can be done on IPVideoTalk Portal.**

To start the meeting after scheduled time on IPVideoTalk Portal:

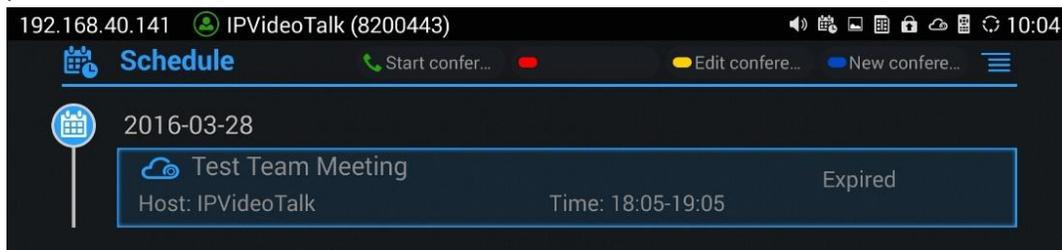
1. Log in IPVideoTalk Portal->Meetings->History, find the meeting you would like to restart.
2. Move the mouse cursor to the meeting and click on "Restart".



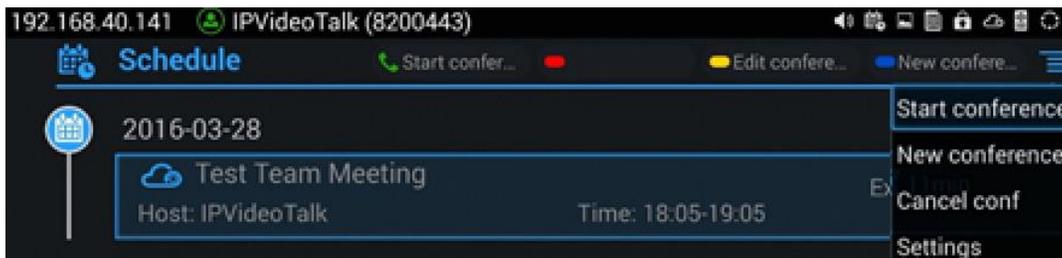
3. A meeting with the same meeting ID as the original scheduled meeting will be restarted immediately.

To start the meeting after scheduled time on host GVC320x:

1. On the GVC320x LCD display device, click on icon  on home screen to open schedule.
2. Find the IPVideoTalk meeting on the GVC320x schedule. IPVideoTalk meeting will be marked with icon . Since the host GVC320x has missed this meeting, this meeting is marked as “To be host” or “Expired”.



3. Use the GVC320x remote control to select the scheduled IPVideoTalk meeting, then press the CALL button  on the remote control to start meeting. Or, press button  on the GVC320x remote control and select “Start Conference” option from the drop-down menu.



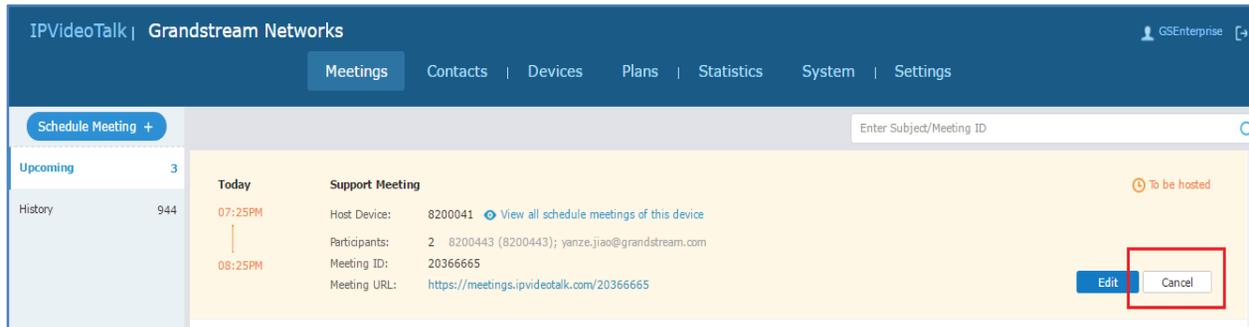
4. This meeting will be started immediately with the participant list and meeting options as scheduled.

CANCEL SCHEDULED MEETING

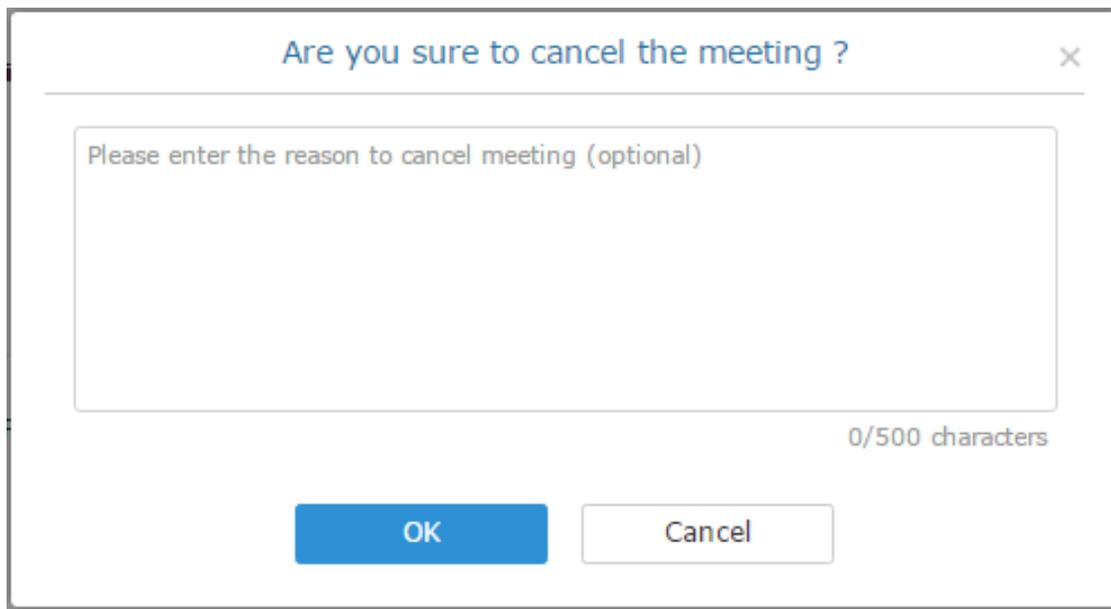
Users can cancel a scheduled meeting at any time before the meeting start time, on the IPVideoTalk Portal or the host GVC320x device.

CANCEL SCHEDULED MEETING ON IPVIDEOTALK PORTAL

1. Log in IPVideoTalk Portal <http://www.ipvideotalk.com>. Click on “Meetings”->”Upcoming” and find your scheduled meeting.
2. Move the mouse cursor on the scheduled meeting and click on “Cancel”.



3. A prompt will show up for the user to confirm the cancellation. You can also enter the cancellation reason in the window.



If the meeting is a recurring meeting, the user can choose whether to cancel current meeting, or cancel all recurring meetings.

Are you sure to cancel the meeting ? ✕

Cancel Current Meeting

Cancel Circulation Meetings

Please enter the reason to cancel meeting (optional)

0/500 characters

OK

Cancel

4. Click on “OK” to confirm meeting cancellation.
5. The Email participants will receive a notification Email about meeting cancellation.

IPVideoTalk

Hello,

The following meeting has been cancelled:

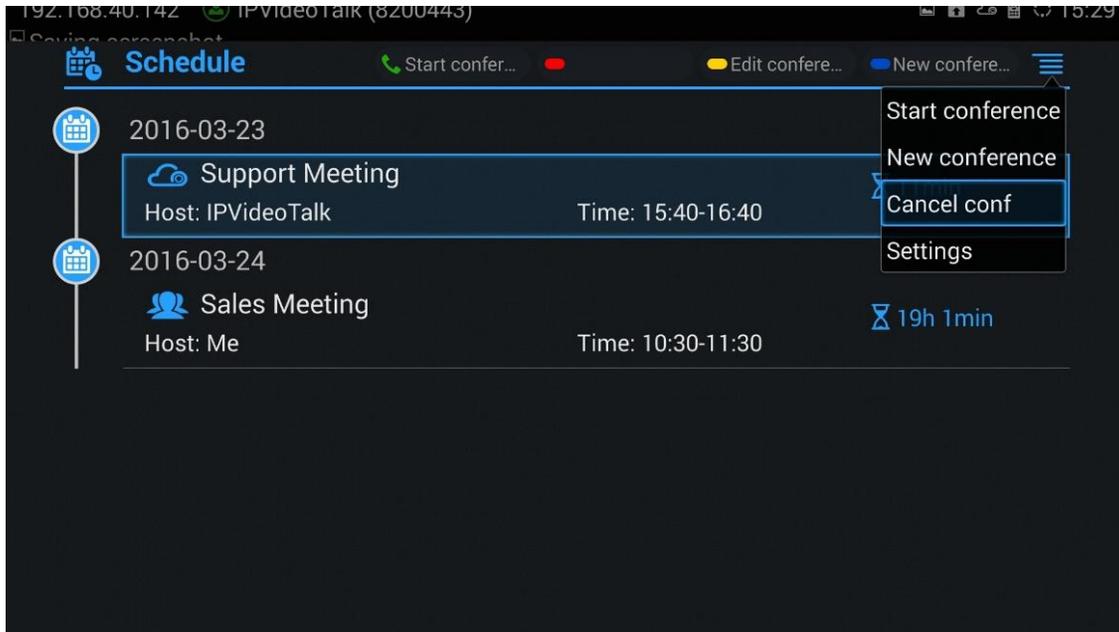
Subject:	IPVideoTalk Meeting
Hosted by:	(Grandstream Networks) 8200041
Recurrence:	Occurs every week on Monday, no end
Time:	Apr 11, 2016 08:10PM Eastern Time (US and Canada)
Reason:	This Friday is holiday

This is an automatically generated email. Please do not reply.

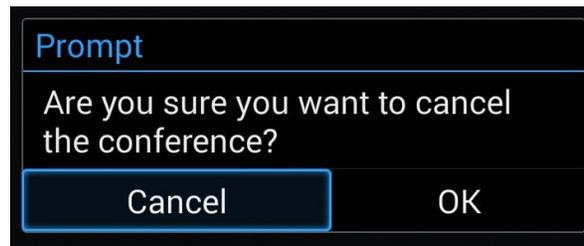
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CANCEL SCHEDULED MEETING ON GVC320X

1. On the GVC320x LCD display device, click on icon  on home screen to access schedule.
2. Select the meeting to be cancelled.
3. On the GVC320x remote control, press button  and select “Cancel conf” option from drop down menu.



4. Click on “OK” to confirmation cancellation.



5. The meeting cancellation on the GVC320x will be synced to IPVideoTalk Portal. On IPVideoTalk Portal, this meeting will disappear from “Upcoming” meetings and show up in “History” meetings page.

Note:

For the recurring meeting, only the current upcoming meeting can be cancelled on the GVC320x. To cancel all recurring meetings, please cancel the meeting from IPVideoTalk Portal (see section **CANCEL SCHEDULED MEETING ON IPVIDEOTALK PORTAL**).

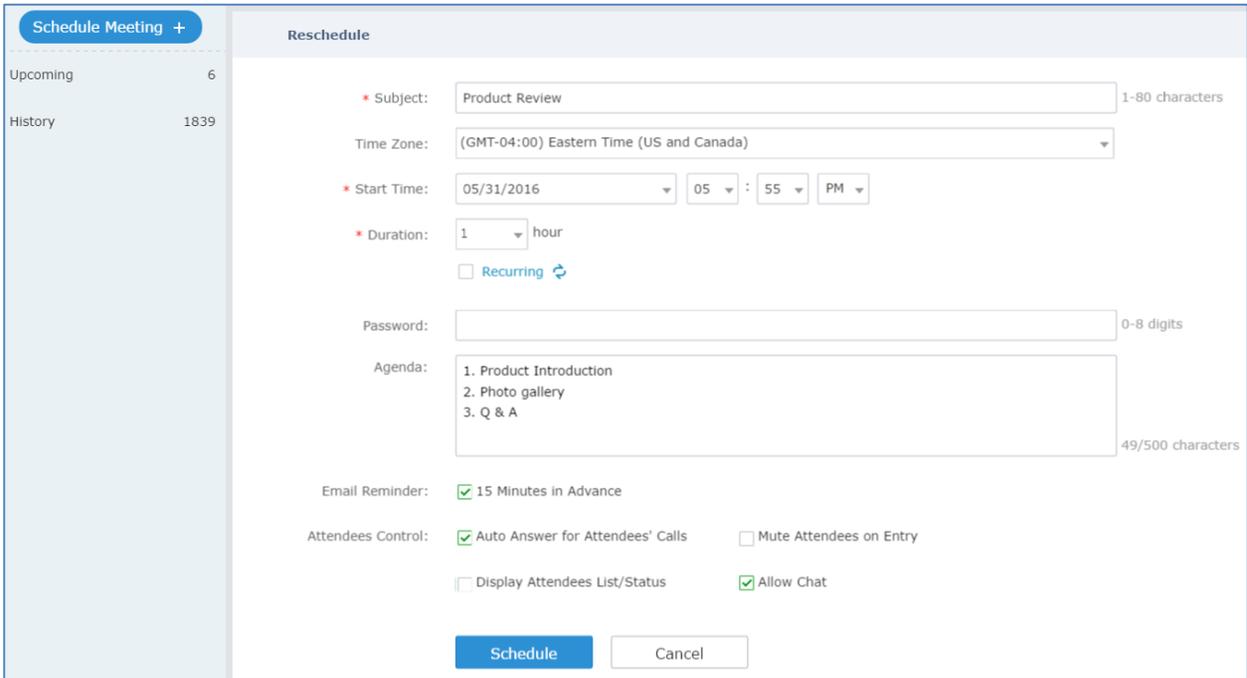
RESCHEDULE MEETING

If the scheduled meeting has already been hosted and terminated, it will disappear from IPVideoTalk Portal ->Meetings->Upcoming page and show up in Meetings->History page. Follow below steps if you would like to reschedule this meeting at another time:

1. Log in IPVideoTalk Portal ->Meetings->History, find the meeting you would like to reschedule.
2. Move the mouse cursor to the meeting and click on “Reschedule”.



3. Edit the meeting.



4. Click on “Save”. This meeting will be rescheduled with a new meeting ID assigned. It will show up on IPVideoTalk Portal->Meetings->Upcoming page. The Email participants will receive an Email notification for the upcoming meeting.