

# Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System How to Use Chat in IPVideoTalk Meeting





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# **OVERVIEW**

During an IPVideoTalk meeting, Group Chat is supported on the webRTC clients. This document provides following information related to group chat feature supported in IPVideoTalk meeting.

- 1. How to chat
- 2. Chat control
  - Chat control before meeting
  - Chat control during meeting

## Note:

- Chat is not supported on GVC320x or mobile app client.
- Private chat will be supported for IPVideoTalk webRTC clients soon.

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

• IPVideTalk User Manual:

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

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



# HOW TO CHAT

- 1. From webRTC browsers on the PC, open the IPVideoTalk meeting URL or enter the meeting ID in https://meetings.ipvideotalk.com.
- 2. Once the meeting is started, users can find the chat window at the lower right corner of the web browser.



3. If "Allow Chat" is enabled for the meeting, the webRTC participants could chat in the chat window. Input messages in chat window and press Enter to send out.

Group Chat	=
Jane	16:43:23
Hello everyone!	
John	16:43:44
Hi! Thanks for joining the meeting.	
John	16:43:57
Shall we start presentation?	
Michael	16:44:49
Sure. I am ready:)	
Press enter to send the message	

How to Use Chat in IPVideoTalk Meeting



## Note:

 If "Allow Chat" is disabled, "The host disable chat" notification is shown in chat window during the IPVideoTalk meeting. The webRTC participants will not be able to enter chat there. If any webRTC participant becomes meeting host, he/she can use host control to enable chat feature again.

Group Chat	≡
The host disable chat.	

• The GVC320x or mobile app clients do not support chat and they will not be able to see or enter chat.



# **CHAT CONTROL**

# **CHAT CONTROL BEFORE MEETING**

1. Log in IPVideoTalk Portal http://www.ipvideotalk.com. Go to "Meetings" page. In "Upcoming" meetings,

click on button Schedule Meeting + to bring up the meeting configuration page.								
IPVideoTa	lk   Gra	ndstream	Networks			د	GSEnterprise	[→
	Me	eetings	Contacts   Devi	ices   Plans   Statistics	System	Settings		
Schedule Meet	ing +					Enter Subject/Meeting	ID	Q
Upcoming	3	Today	test				👥 In process	^ 
History	932	07:50PM	Host Device:	8200443				
		 08:50PM	Meeting URL:	o 22356033 https://meetings.ipvideotalk.com/2235603	33			

If a scheduled meeting has not started yet, the user could also select the meeting and click on "Edit" to edit the meeting options.

IPVideoTalk   Grandstream Networks							및 GSEnterprise [→
			Meetings	Contacts   Devices Plans	Statistics Syst	em   Settings	
Schedule Mee	eting +					Enter Subject/Meeting ID	C
Upcoming	3	Today	Support Meetin	ng			() To be hosted
History	944	07:25PM	Host Device: Participants: Meeting ID: Meeting URL:	8200041 Oview all schedule meetings of this devic 2 8200443 (8200443); yanze.jiao@grandstream.co 20366665 https://meetings.ipvideotalk.com/20366665	e m		Edit

2. On meeting configuration page, click the checkbox for option "Allow Chat" to enable group chat for the meeting. Otherwise, group chat is not allowed during the meeting.

Auto Answer:	✓ Yes
Attendees Control:	Mute Attendees On Entry
	Display Attendees List/Status
	☑ Allow Chat
	Schedule Cancel



## Note:

If a past meeting does not have "Allow Chat" enabled, and the user would like to reschedule it with chat enabled, on IPVideoTalk Portal->Meetings->History page, select the meeting you would like to reschedule and click on "Reschedule" button.

IPVideoTalk	IPVideoTalk   Grandstream Networks							[-)	
			Meetings	Contacts   Devices	Plans   Statistics	Syster	m   Settings		
Schedule Meetin	ng +						Enter Subject/Meeting ID		Q
Upcoming	4								*
History		Today	Support Meetin	g				Ended	
history	940	03:00PM	Host Device:	8200443 O View all schedule me	etings of this device				
			Participants:	5 8200041 (8200041); test(yan:	ze.jiao@grandstream.com); Alex(ya	nze.jiao@gra	ndstream.com); Paul(yanze.jiao@grandstream.com); John	y	
			Meeting ID:	24336663					
			Duration:	31min			Reschedule	Delete	

Then, click the checkbox of "Allow Chat" to enable it.

Auto Answer:	Yes
Attendees Control:	Mute Attendees On Entry
	Display Attendees List/Status
	✓ Allow Chat
	Save Cancel

# **CHAT CONTROL DURING MEETING**

Once the meeting is started, the user cannot edit the meeting control options on IPVideoTalk Portal anymore. To enable/disable chat during a meeting, a webRTC client must become the meeting host by entering the host code during the meeting.

## **BECOME MEETING HOST**

- 1. After webRTC client joins the meeting, click on the IPVideoTalk meeting title on the top of the web browser window.
- 2. Click on "Host Meeting".



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< > C III 💽	meetings.kpvideo	stalk.com/htc/meetings			Ø	٢
Co IPVideoTalk		IPVideoTalk Meeting		٠.		Þ
	Meeting ID Host Meeting Time Meeting URL	20433800 8200041 Apr 05, 2016 01:42PM - Apr 05, 2016 02:42PM Eastern Time (US and Canada) https://meetings.ipvideotalk.com/20433600				
		Group Chat		l		H
() Setting	1	To: As Unmute Press enter to see	nd The mer	15399		

3. Enter the host code. The Host code can be obtained on "IPVideoTalk Portal" by clicking on this "In process" meeting, or in the notification Email sent to the "Host Email" (if configured when scheduling meeting).

	Meeting Details (In process)
Subject:	IPVideoTalk Meeting
Time Zone:	Apr 05, 2016 10:29PM Eastern Time (US and Canada) <b>(C: Local time zone</b>
Duration:	1hr
Host Device:	8200080 (Malaysia )
Host Email:	
Host Code:	9756
Meeting ID:	29433425
Meeting URL:	https://meetings.ipvideotalk.com/29433425
Agenda:	
Meeting Reminder:	No
Auto Answer:	No
Attendees Control:	Mute Attendees On Entry
	Display Attendees List/Status
	Allow Chat

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4. Enter the host code.

Host Meeting	×	2
Enter host code		
Submit	Cancel	

5. Click on Submit. Now, this webRTC client becomes the host. This notification will show up in the chat window.

Group Chat		≡
Jane	12:	08:43
Hello everyone!		
John	12:	09:07
Hi! Thanks for joining the meeting?		
John	12:	09:20
Shall we start presentation?		
Michael	12:	09:46
Sure! I am ready :)		
12:18:02		
Jane is now the host		
Press enter to send the message		

## **DISABLE CHAT**

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





Or, click on icon  $\equiv$  on the top of chat window, and then select "Disable All to Chat".



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



Group Cha	t	≡			
John		12:09:06			
Hi! Thanks for joining the meeting1					
John		12:09:19			
Shall we start presentation?					
Michael		12:09:46			
Sure! I am ready :)					
	12:18:03				
	Jane is now the host				
	12:20:02				
	Disable all to chat				
The host disable chat.					

## **ENABLE CHAT**

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



Or, click on icon  $\equiv$  on the top of chat window, and then select "Enable All to Chat".

Group Chat		Ξ				
	Jane is	)	Enable All to Chat			
Jane		莭	Clear			
Hi everyone, I will move on to next part of bug issues.						
14:57:10 Enable all to chat						
						1
Disable all to chat						
Press ente	er to send	d the i	message			



2. All webRTC participants will see prompt notification in chat window about "chat enabled".

▶	Group Cha	it	≡				
		14:27:44					
		Jane is now the host					
	Jane		14:28:43				
	Hi everyone, I will move on to next part of bug issues.						
		14:57:10					
		Enable all to chat					
	Press enter to send the message						

## **CLEAR CHAT HISTORY**

The webRTC clients can clear chat history from his/her own web browser. In the chat window, click on icon on the top of the chat window. Click on "Clear" to clear the chat history.

