

Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

How to use GVC320x in an IPVideoTalk Meeting



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OVERVIEW

Users can attend an IPVideoTalk meeting on the GVC320x using different ways:

1. Start a one-click instant meeting
2. Start an instant meeting with another GVC320x
3. Join an active meeting that has already been hosted by other GVC320x
4. Schedule a meeting as a host on IPVideoTalk Portal

The following sections describe the steps for each above way. Additionally, once the GVC320x is in an IPVideoTalk meeting, such as adding other GVC320x participants into the meeting, set PIN code to protect your meeting from being disturbed by unnecessary incoming calls, share presentation and record the meeting. These meeting control operations are explained in the last section of the document.

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

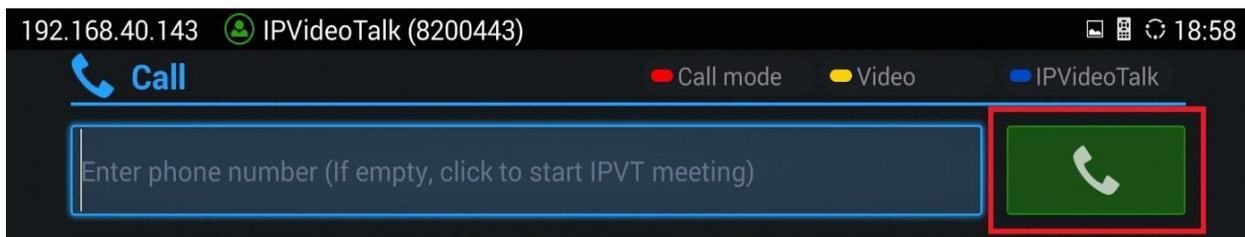
- IPVideoTalk [User Manual](#)
- GVC320x User Manual: [User Guide](#) / [Administration Guide](#)
- IPVideoTalk Website: <http://www.ipvideotalk.com/>
- Grandstream Networks Website: <http://www.grandstream.com/>



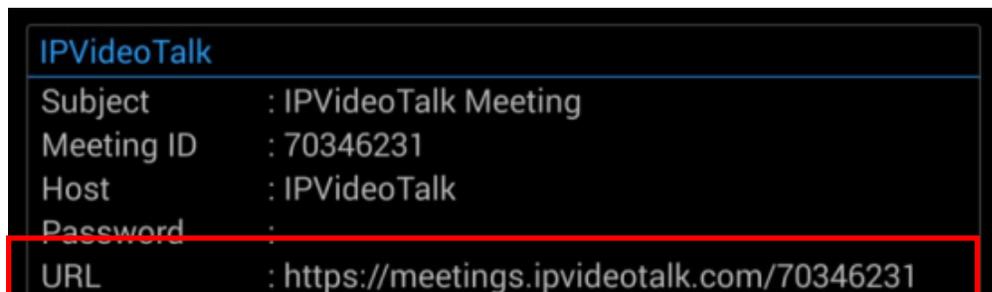
START ONE-CLICK INSTANT MEETING

The GVC320x can start an instant IPVideoTalk meeting immediately by clicking on the “CALL” icon at any time. Here are the steps:

1. On the GVC320x LCD HOME screen, click on button  to bring up the dial screen.
2. On dial screen, use GVC320x remote control blue shortcut key to select “IPVideoTalk” as the account.
3. On dial screen, use the GVC320x remote control to navigate, and select green CALL button  without entering any number. This will start an instant meeting with IPVideoTalk cloud server.



4. Check the meeting ID/meeting URL. On the GVC320x LCD call screen, click on icon  on the bottom menu and select “Meeting Info”. The meeting information will be displayed as below.



If you already have an IPVideoTalk Portal account, you can also find the meeting info there. After logging in IPVideoTalk Portal <http://www.ipvideotalk.com>, click on “Meetings”-> “Upcoming”, you will see a meeting “In Process”, and the “Organizer” is the IPVideoTalk ID of you GVC320x. The meeting ID and URL information are displayed there.



Today	IPVideoTalk Meeting	 In process
03:31AM	Organizer: 8200495 (EMEA LAB2) -IPVideoTalk Pro	View all scheduled meetings on this device
	Participants: 0	
04:31AM	Meeting ID: 49231035	
	Meeting URL: https://meetings2.ipvideotalk.com/49231035	End

5. Send the meeting ID or URL to the desired attendees, so they can join the meeting from their GVC320x, webRTC browsers or mobile app.

Note that in this method, the GVC320x will be the meeting host.

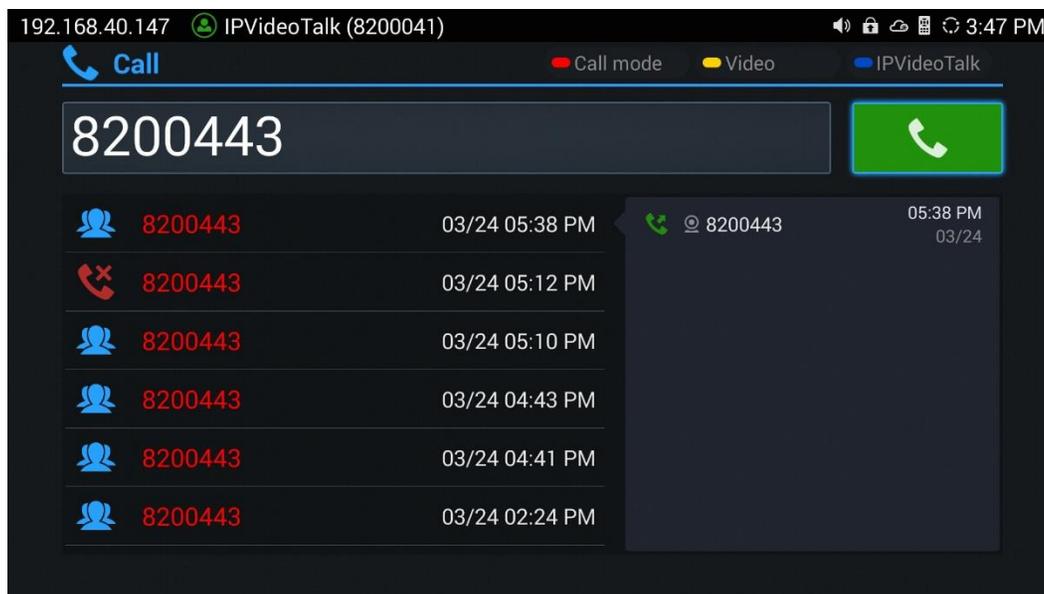


START AN INSTANT MEETING WITH ANOTHER GVC320X

If there are more than one GVC320x, you can use your GVC320x to call the other GVC320x by dialing the IPVideoTalk ID to start the meeting. Here are the steps.

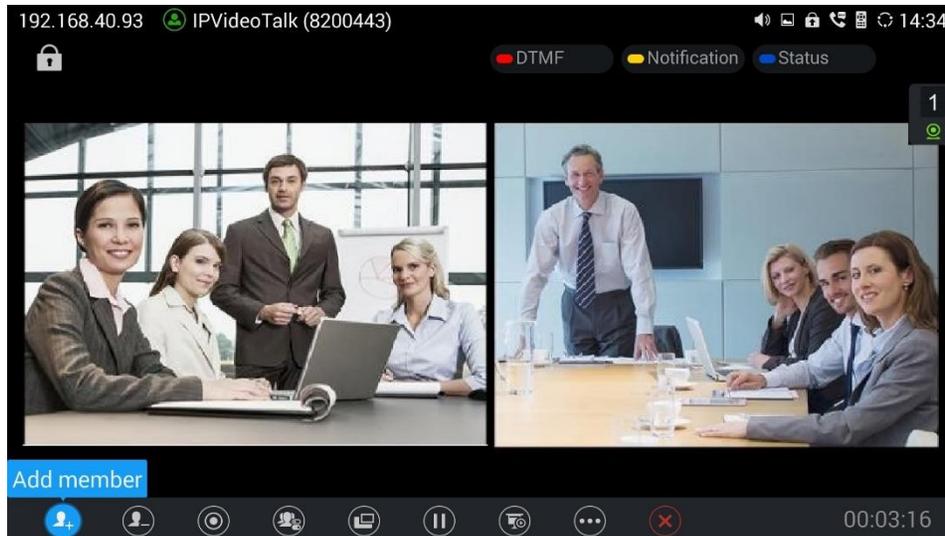


1. On the GVC320x LCD HOME screen, click on button  to bring up the dial screen.
2. On dial screen, use GVC320x remote control blue shortcut key to select “IPVideoTalk” as the account.
3. On dial screen, use GVC320x remote control to enter the IPVideoTalk ID of the other GVC320x and dial out.

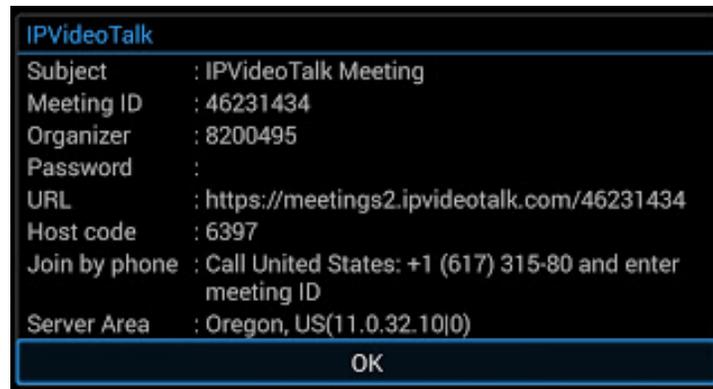


4. Once the other GVC320x answers the call, IPVideotalk meeting will be established.





5. Check the meeting ID/meeting URL. On the call screen of the caller GVC320x (which is the host since it initiates the call at the very beginning), click on icon  on the bottom menu, and select “Meeting Info”. The meeting information will be displayed as below.



If you already have an IPVideoTalk account, you can also find the meeting info there. After logging in IPVideoTalk Portal <http://www.ipvideotalk.com>, click on “Meetings”-> “Upcoming”, you will see a meeting “In Process”, and the “Organizer” is the IPVideoTalk ID of you GVC320x. The meeting ID and URL information are displayed there.

6. Send the meeting ID or URL to the desired attendees, so they can join the meeting from their GVC320x, webRTC browsers or mobile app.

In this method, the caller GVC320x is the meeting host, and it can display the meeting information. The callee GVC320x is a participant, so it will not show “Meeting Info” in the call screen->bottom menu after

clicking on “More” option icon .



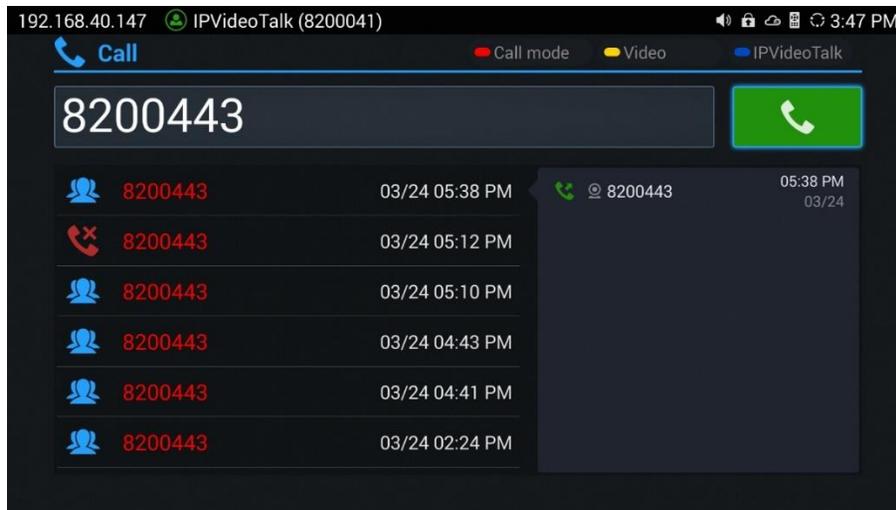
JOIN AN ACTIVE MEETING

Assuming there is already an active IPVideoTalk meeting hosted by other GVC320x, you can join this meeting from your GVC320x by dialing the host GVC320x's IPVideoTalk ID, or dialing the meeting ID directly. Here are the steps:

1. Contact the active meeting's host to obtain the host GVC320x's IPVideoTalk ID, or the meeting ID.

2. On your GVC320x LCD, click on to  bring up the dial screen.

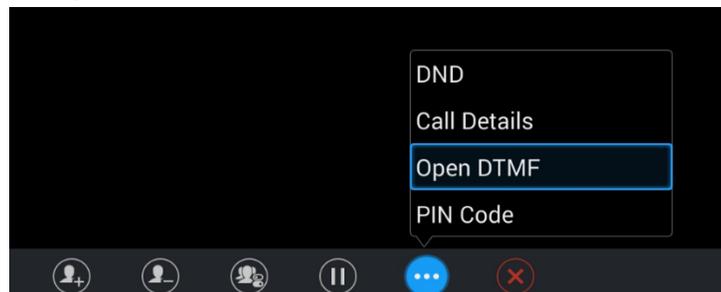
3. Enter the IPVideoTalk ID or meeting ID in the dial-up box, then dial out.



4. If the meeting is locked or password-protected, you will see video screen like below. Contact the host to get the password.



5. To input PIN Code or password on your GVC320x call screen, select MORE icon  ->Open DTMF, or press the red shortcut key  on the GVC320x remote control to open DTMF.



6. Then, input the DTMF with the password followed by #.



7. Once the meeting host GVC320x answers the call, you will join this active meeting successfully from your GVC320x.

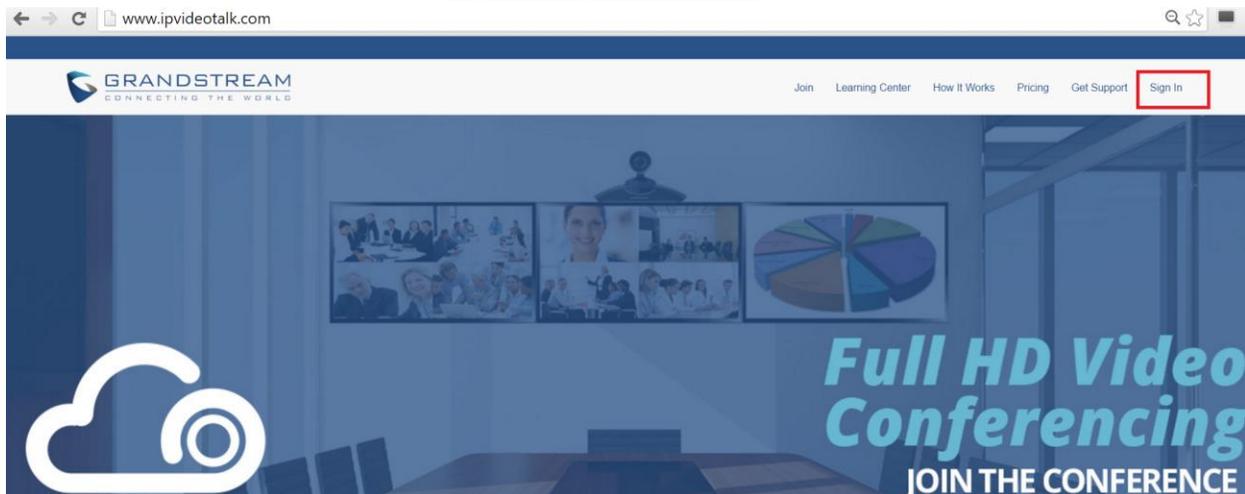


HOST SCHEDULED MEETING

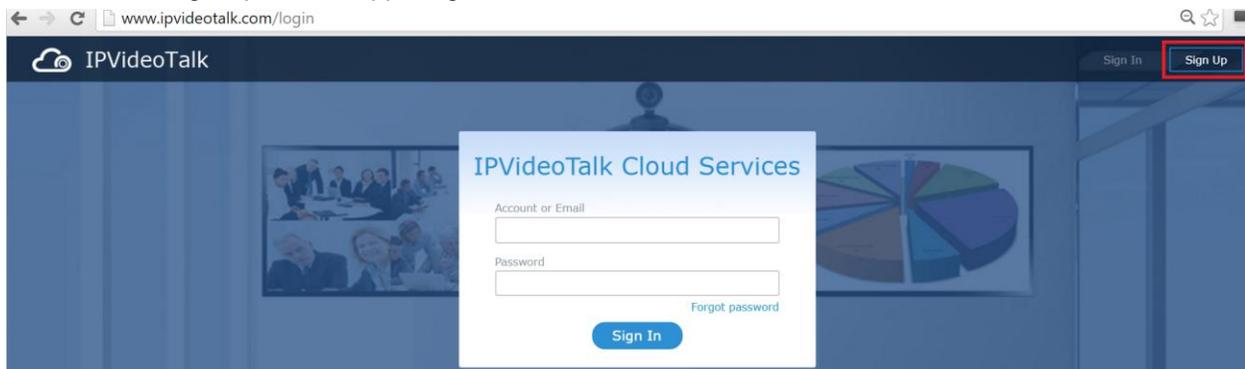
If you would like to schedule a meeting using your GVC320x as the host, please make sure you have signed up on your IPVideoTalk Portal account and your GVC320x is already linked on the IPVideoTalk Portal.

Sign Up in IPVideoTalk Portal

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

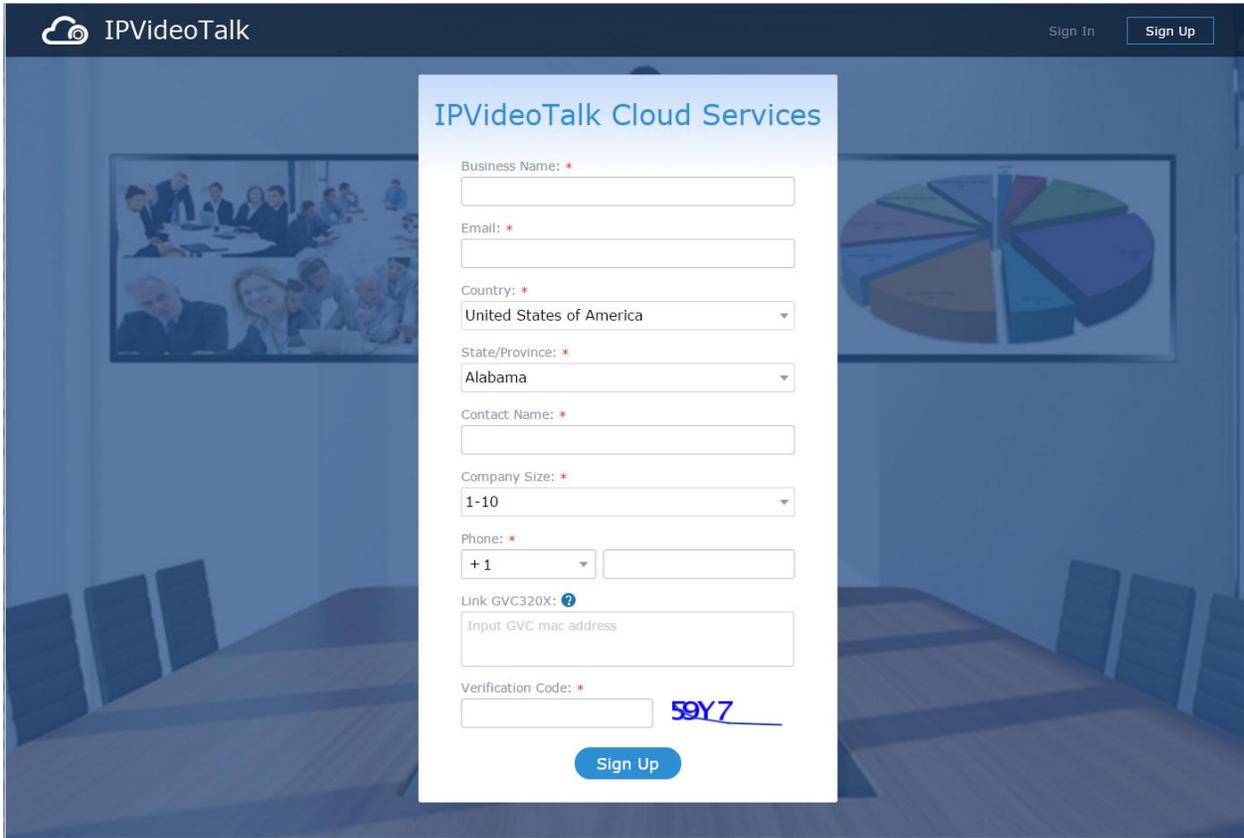


2. Click on “Sign Up” on the upper right.



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





IPVideoTalk

Sign In Sign Up

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

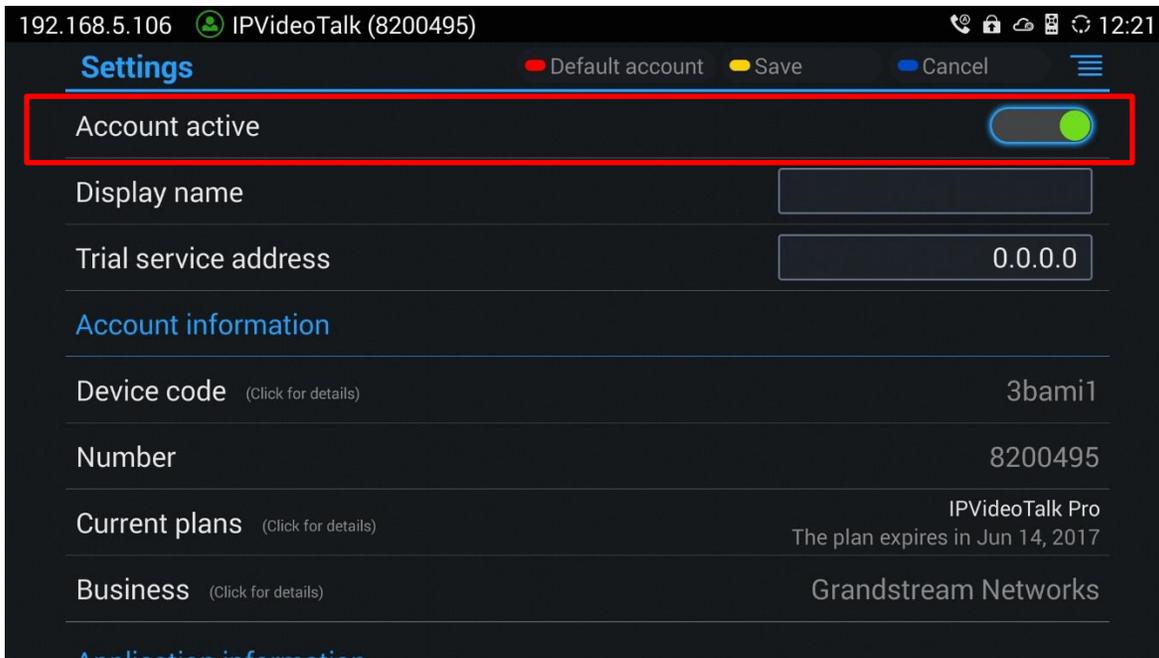
There are two ways to link the GVC320x to IPVideoTalk Portal:

- 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 GV320x LCD menu->Applications->IPVideoTalk application->Settings: "Account active". It should be green to show "registered".

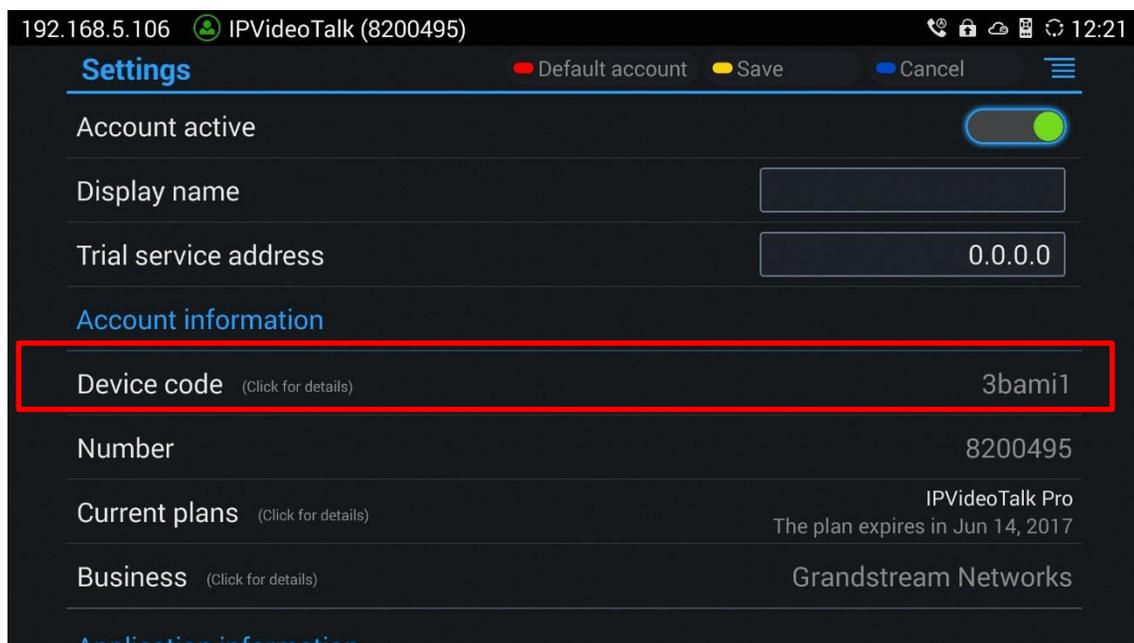




Link Device Using Device Code

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 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) ?

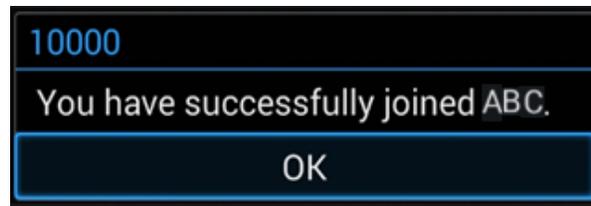
Link Via Mac address

* Code: combination of six digits or letters

Alias: 0-64 characters

Link
Cancel

- On the GVC320x LCD menu->Applications->IPVideoTalk application->Notices, the users 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 to 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

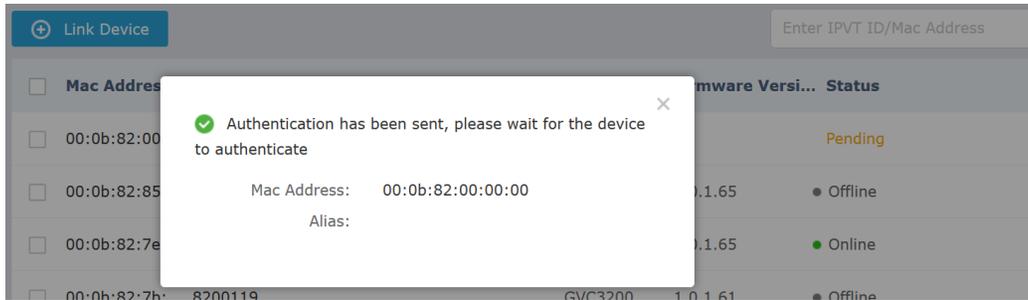
* Mac Address:

Alias: 0-64 characters

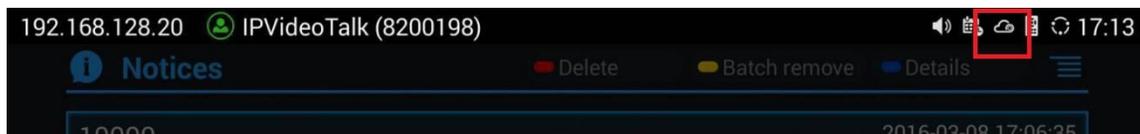
Link
Cancel

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



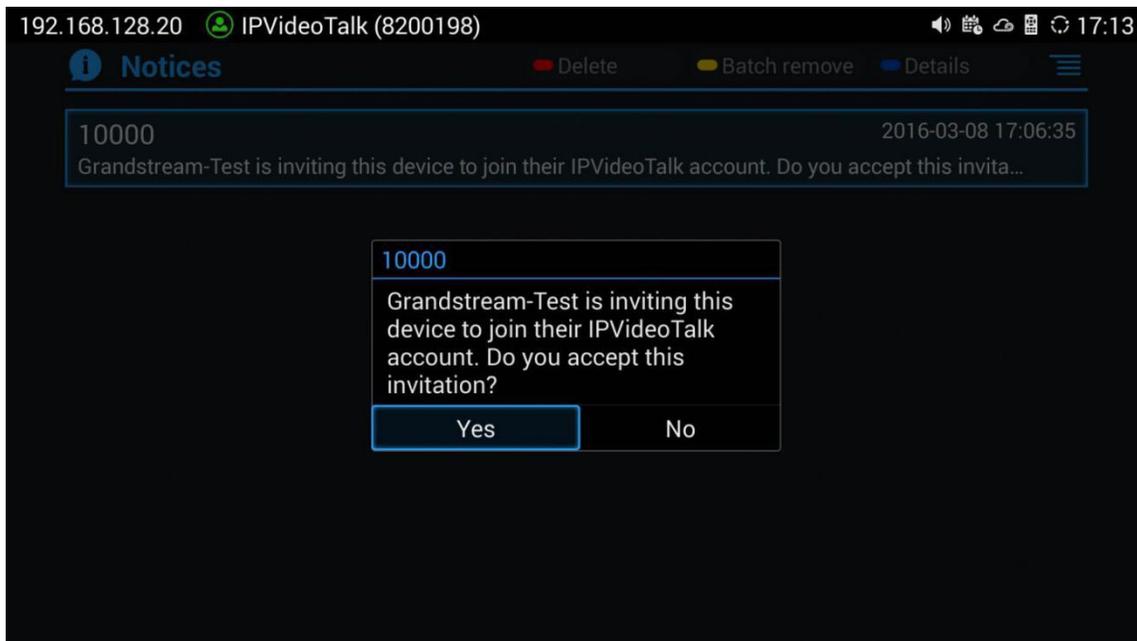


3. The GVC320x will receive a new message from IPVideoTalk system. Icon  will be displayed on the top status bar of the GVC320x display device to indicate the new message notification.



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", users 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.

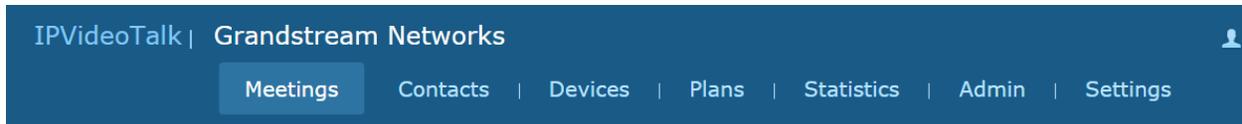


5. Once the user confirms to link the device, the administrator could see the device shown as online in IPVideoTalk Portal.

Host Scheduled Meeting

In this section we will introduce how to use IPVideoTalk Portal to use GVC320x as host for meetings.

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 are able to 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:** 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: 1-80 characters

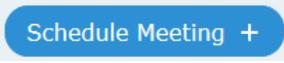
Password: 0-8 digits

* Organizer: ▼

[More settings](#)

3. When done, click “OK” to confirm. Then, users will be directed to the WebRTC meeting starting interface, since a GVC320x device is set as Organizer, then it will automatically initiate a call.

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.
 - **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:** 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.



Schedule Meeting

• Subject: 1-80 characters

• Time Zone: (GMT+08:00) Beijing, Chongqing, Hong Kong SAR, Urumqi

• Start Time: 2017/01/13 16 : 10

• Duration: 1 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: Enter Linked IPVideoTalk ID/Alias

• Host Email: 452513959@qq.com

• Server's Location: Beijing11 Choose a region for meeting server

Invitees: Separate invitees emails or IPVideoTalk accounts with enter or semicolon key

3. If the meeting is scheduled successfully, the system will send notification Email to the Email participants automatically, and since a GVC320x device is set as Organizer, then it will automatically initiate a call when the meeting 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.
- **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:** 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 amount 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: (GMT+08:00) Beijing, Chongqing, Hong Kong SAR, Urumqi

* Start Time: 2017/01/13 16 : 15

* Duration: 1 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: Enter Linked IPVideoTalk ID/Alias

* Host Email: 452513959@qq.com

* Server's Location: Beijing11 Choose a region for meeting server

Panelists: Separate panelists emails or IPVideoTalk accounts with enter or semicolon key

Invitees: Separate invitees emails or IPVideoTalk accounts with enter or semicolon key

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, the system will send notification Email to the Email participants automatically, and since a GVC320x device is set as Organizer, then it will automatically initiate a call when the meeting 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.



GVC320X MEETING CONTROL

During an IPVideoTalk meeting, the GVC320x meeting control options are similar to meetings when the GVC320x is using regular SIP account. We will describe adding other GVC320x participants into the IPVideoTalk meeting, sharing presentation and recording functions during the IPVideoTalk meeting.

Add other GVC320x Participants

During an active IPVideoTalk meeting, if your GVC320x is the meeting host, you can add other GVC320x into the meeting if the other GVC320x has an active IPVideoTalk ID. Here are the steps:

1. On the host GVC320x call screen, click on icon .



2. On the new dialing screen, enter the other GVC320x's IPVideoTalk ID and dial out from your IPVideoTalk account.
3. Once the other GVC320x answers the call, it will join the IPVideoTalk meeting.

Notes:

- If your GVC320x is a participant in the IPVideoTalk meeting rather than meeting host, you will not be able to use your IPVideoTalk account to add more participants into the meeting.
- The GVC320x host can only directly add other GVC320x participants into the meeting, it cannot add webRTC or mobile app clients into the meeting. However, webRTC or mobile app clients can use the meeting ID to join the meeting.
- If the GVC320x would like to remove the added GVC320x participants, click on icon  and



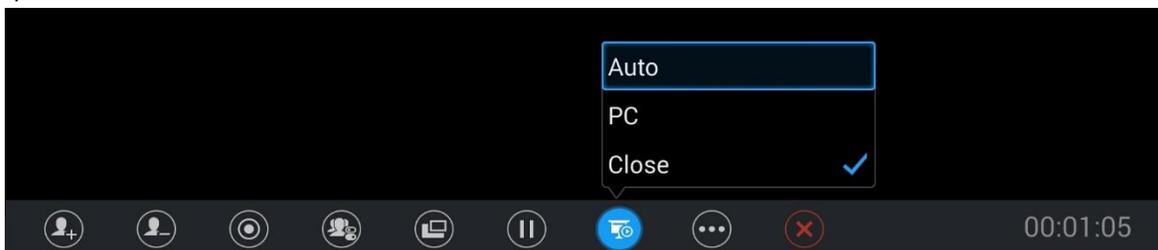
select the GVC320x participant to remove from the meeting.

Share Presentation

During an IPVideoTalk meeting, the GVC320x can share presentation to other meeting participants. Here are the steps:

1. From your presentation device (e.g., a laptop), use HDMI cable or VGA cable to plug in HDMI IN or VGA IN port on the GVC320x device.

2. On the GVC320x LCD call screen, click on icon  on the bottom menu and select "PC" to share presentation.



3. Click on "Close" to turn off presentation and send normal video again.

Meeting Recording

The IPVideoTalk meeting can be recorded on the GVC320x. Here are the steps:

1. During an IPVideoTalk meeting, on your GVC320x LCD call screen->bottom menu, click on icon  to start recording. Or, you can use GVC320x remote control and press button  to start recording.
2. The IPVideoTalk meeting audio and video will be recorded on the GVC320x. During recording, the user could see the recording icon **Rec** flashing on the upper left corner of GVC320x LCD. If the meeting participant enables presentation during recording, GVC320x will record the presentation as well. If the meeting participant disables presentation during recording, the GVC320x will switch to record the video.
3. Click the recording button again to stop recording. The recording file will be saved in the GVC320x.
4. It is recommended to plug in SD card or an USB storage device to the GVC320x for recording purpose. The recording file can be retrieved from the GVC320x LCD->Applications->File Manager->External Device->Recording. It can also be downloaded from the GVC320x web UI->Maintenance->Recording page.
5. Each recorded file will not be bigger than 1.9G, the system will create a new file automatically to continue recording if the previous recorded file exceeds 1.9G. There will be a prompt to indicate the storage space is insufficient if the disk storage is full.

