

## Grandstream Networks, Inc.

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IPVideoTalk Cloud Conferencing System

How to use IPVideoTalk Mobile App on Android and IOS



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## OVERVIEW

IPVideoTalk provides users the mobility option allowing them to join an IPVideoTalk meeting from Android and IOS mobile devices by using the IPVideoTalk app.

This document introduces how to join a meeting via IPVideoTalk app on Android and IOS device, and how to use meeting control options in the app. For more information about IPVideoTalk usage, please refer to the links below:

- IPVideoTalk [User Manual](#)
- IPVideoTalk website: <http://www.ipvideotalk.com/>

## Prerequisites

- **Operating system:**  
Android 4.1 or later, IOS 8.0 or later.
- **Internet connection:**  
3G/4G connection or Wi-Fi
- **Hardware:**  
Android mobile device or IOS mobile device, microphone and speaker



## HOW TO JOIN A MEETING

### Download IPVideoTalk Mobile app

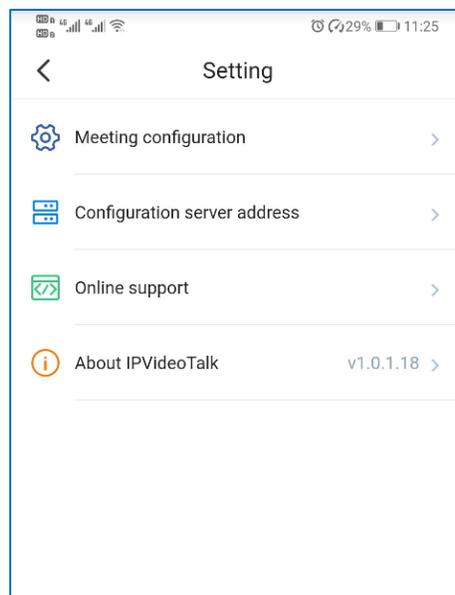
Please go to website [www.ipvideotalk.com](http://www.ipvideotalk.com) to download and install IPVideoTalk mobile application on your mobile device.

You can also install IPVideoTalk application from Google Play Store or Apple Store.

### Setup Before Meeting

Users can set up the meeting before joining into the meeting.

1. Start the application, click on the icon  at the right upper corner to access to the **Settings** page:



- **Meeting configuration:** Users can set to turn on audio/video automatically after joining into the meeting. The video uplink can be set to 30 frames (default is 15 frames).
- **Configuration server address:** The default setting is the IPVideoTalk Cloud Platform. If the user has deployed IPVT10 server locally, the user can configure IPVT10 server address in this field.
- **Online support:** The user can contact our technical support if the user has any questions or suggestions.
- **About IPVideoTalk:** This field shows the version number of the current application, and it can detect



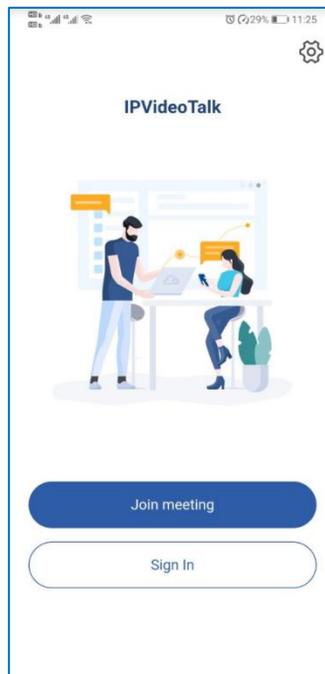
the updated version. Users can also view the terms of use and privacy agreement in this field.

## Sign in the Application

Once the user signs in the application with IPVideoTalk account, the user can view all the meetings under this account, and the user can schedule/start meetings in the application.

**Prerequisites:** The IPVT10 server address has been configured in the application, and the IPVT10 server system version must be 1.0.4.7 or higher.

1. Click on the **Sign in** button at the top of the joining meeting page or click on the account image at the left menu to log into the application.

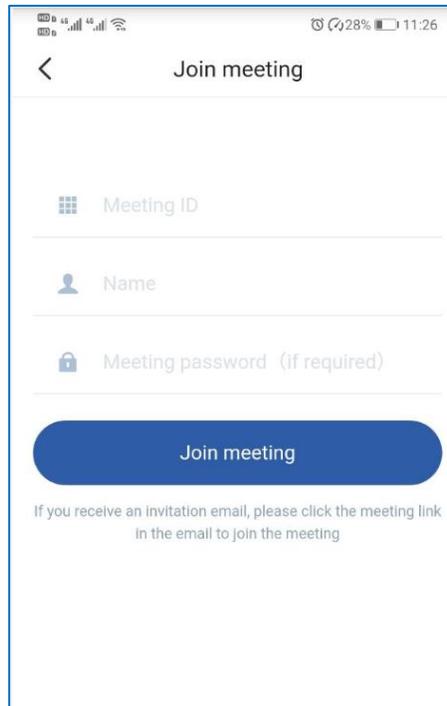


2. Enter Account/Mailbox, and password to log into the application.
3. Once the user logs into the application successfully, the user can schedule/view/manage meetings in the application.

## Join a Meeting via Mobile App

1. Start IPVideoTalk mobile application on the mobile device.
2. Input the meeting ID, name and Email address to inform other participants. The name and Email address that the user have entered will be saved on the device and will be automatically used next time when joining a meeting again.





3. If the meeting requires the participant to register, it will direct to the register page automatically. If the Email has been registered or invited, the user could join into the meeting directly.
4. If the meeting host has not joined the meeting, other participants need to wait until the host joins the meeting. The participants will hear waiting tone before the host joins the meeting.

**Note:** If the user is an invited panelist in the Webinar, or a registered participant in the Webinar, the user needs to click the URL in the received email to join into the meeting.

## Host Meeting via Mobile App

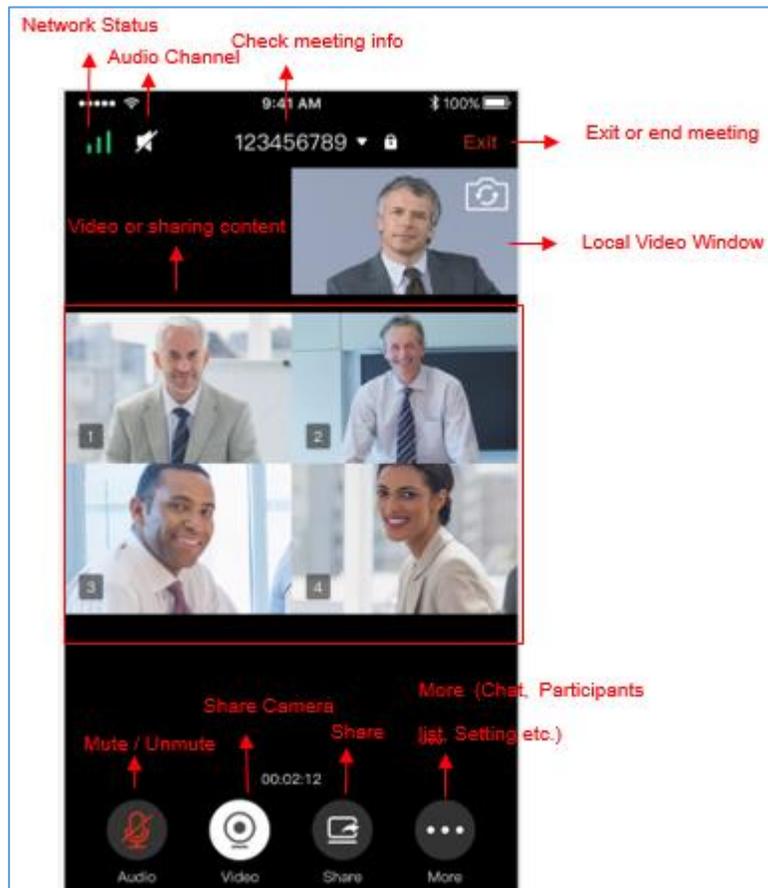
**Method 1:** The user needs to log in the account first, and then join the created meeting, the user will become the meeting host automatically.

**Method 2:** The user joins into the meeting first, then clicks the button  at bottom of the interface and clicks to host the meeting by entering the host code.



## MEETING CONTROL

### Meeting Interface

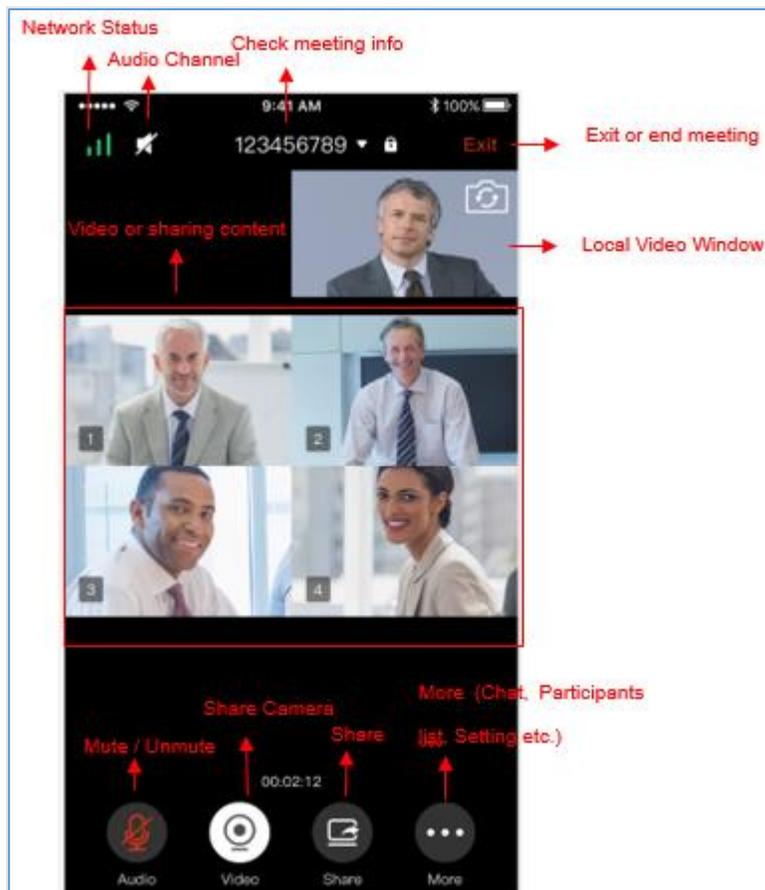


Users could set landscape mode during the meeting under "Setting" option on device for better video viewing effect.





Please check the options below on the UI of IPVideoTalk mobile app.



- **Mute Local Microphone**

Users can mute or unmute the microphone.

- **Share Camera**



Users can click this option to share the camera to the meeting.

- **View Video or Shared Contents**

The received video or presentation will be displayed here. If one of the participants is doing presentation during the meeting, the mobile app user could switch to the conference video by swiping the screen. The user could place two fingers on the screen, then pinch them together to zoom out, or spread them apart to zoom in, to resize the screen to get clearer video.

- **Participants list**

Display all participants during a meeting. Users may only view the host due to permission restriction. The meeting host has the authority to allocate permissions.

Users could see the participants' clients type in Participants List; the icon will be seen in front of the participants' name.

- **Chat**

Support group chat and private chat. Click "Chat" icon to send messages and view new messages. The recently talked participants will be displayed in chat list.

- **Raise Hand**

If the participant needs help or wants to be unmuted, the participant could click on Raise Hand button, and the meeting host will see the Raise Hand icon in Participants List.

- **Meeting Duration**

This is used to show the meeting duration.

- **Check Meeting Info & Become Meeting Host**

Users can click on this option and input the host code to become the meeting host or check the meeting information.

Click meeting subject to view more meeting info such as meeting ID, meeting host, meeting time, etc.

- **Audio Channel Settings**

Users can quickly set the speaker to mute, or use headphones, etc.

- **Network Status**

It is used to show Audio/Video Information including Server location, QoS information of the current network, and Audio/Video packet loss.

- **Meeting control**



Users could obtain host access via host code to gain meeting control such as mute all, mute one participant, Cloud Recording, Facebook/YouTube Live, forbid chat, mute attendees on entry, allow checking the participant's authorization etc.

If the current meeting type is "Webinar", the meeting host could set the meeting participants to "Panelists" during the meeting.

- **Q&A**

Only IPVideoTalk Webinar supports this feature, and the meeting host could select to display/hide this feature when scheduling the meeting.

The meeting participants could ask questions during the meeting, and the meeting host/panelists could answer the questions.

- **Settings**

Users can set whether to turn on audio/video before joining into the meeting, and also set the video uplink frame rate.

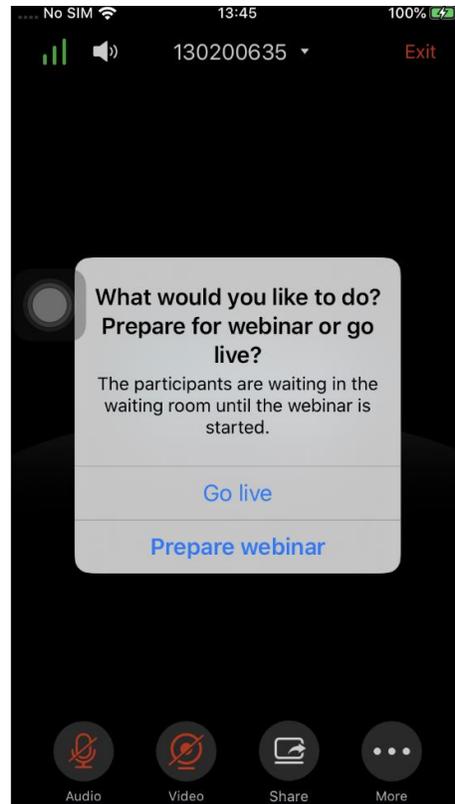
## **Webinar Practice Session**

For IPVideoTalk Webinar, the Webinar host and panelists could join into the Webinar 1 hour before the Webinar starting time, in order to test the audio/video performance, and sharing/presentation performance.

During the preparation period, the participants cannot join into the Webinar, and they can only stay at the waiting room (cannot receive any audio/video from the Webinar) until the Webinar starting time.

1. When the Webinar host joins into the Webinar, there will be a prompt showing that the current period is preparation period or starting the Webinar immediately.
  - a) If the Webinar host selects to prepare the Webinar, the Webinar host could start the Webinar any time.
  - b) The default behavior is the IPVideoTalk Cloud System will not call the Webinar host or invite the GVC panelists, there will be a prompt on GVC32xx host to ask whether to call the participants immediately. If the user rejects to call the participants, the IPVideoTalk system will call the participants at the Webinar starting time. Or, the device owner could select to call the conference ID to join into the Webinar for preparation.





2. The Webinar panelists could join into the Webinar 1 hour before the starting time, the default is preparation period. The panelists cannot start the Webinar.
3. The participants stay at the waiting room until the Webinar starts. At this time, the Webinar host could set the participant as a panelist and this new panelist will join into the Webinar. The Webinar host could also kick out any participant who is waiting out of the Webinar.
4. During the preparation period, there are some limited features:
  - a) Recording/Live features are temporarily unavailable.
  - b) The Chatting feature is only available for panelists group.
  - c) If the scheduled Webinar is set to record automatically, this recording feature will be started only if the Webinar starts.

**Note:** If the Webinar is about to the scheduled ending time, but the Webinar is not started, this Webinar will be expired automatically.



## Audio Control

### Connect Audio

By default, most of the mobile devices should already have built-in microphone/speaker to support audio in the meeting, without additional audio devices connected. Users can adjust the volume on the mobile device.

### Mute/Unmute

- Click the microphone icon on participants list to mute the user, and the icon will turn to .
- Click again to unmute the microphone, and the icon will change back to . If the participant is muted by the meeting host, the MIC icon will be .

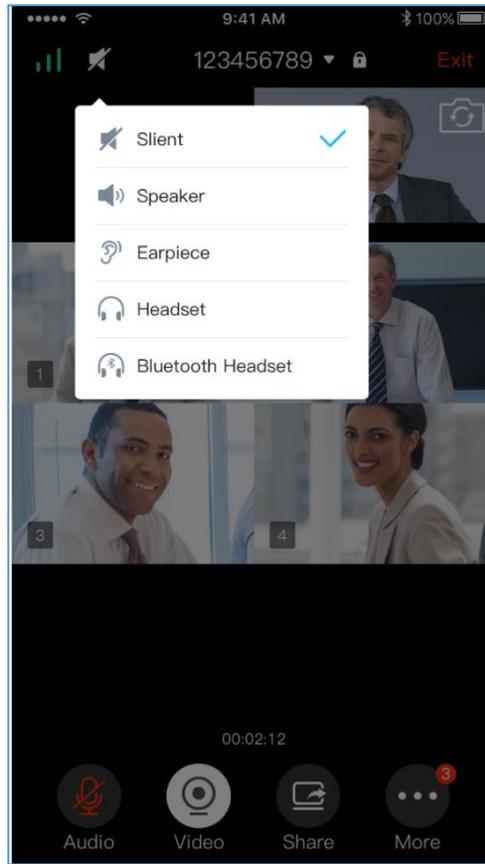
**Note:** If it is a Webinar, the participant cannot unmute himself/herself, only the webinar host can unmute the participant. To apply to unmute the MIC in the meeting, the participant could click to raise hand to indicate the webinar host.

### Audio Channel Settings

When users join into the meeting, users could set the media channel manually.

1. Users could click on button  at the top of the interface to access to **Audio Channel Settings** page, as the figure shows below.
2. **Silent:** There is no audio in the conference room.
3. **Handset:** The conference audio will be played through the handset.
4. **Headset:** If users have a new 3.5mm headset connected with the device, the media channel will be switched to use the new media device. Otherwise, the media channel is “Speaker” as default.
5. **Bluetooth Headset:** If users have the Bluetooth headset connected with the device, the media channel will be selected as “Bluetooth Headset”.
6. If users disconnect the 3.5mm headset or Bluetooth headset, the media channel will be switched to use other 3.5mm headset or Bluetooth headset as default. Otherwise, the media channel will be switched to “Speaker”.



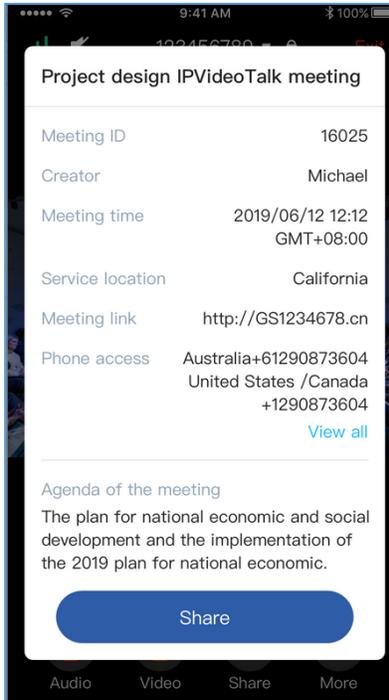


## Invite Participants

Users could share the meeting information to invite more participants, share the meeting via Messaging or Email function on the device.

Tap on "Participants" icon on the screen below and tap on ; or tap on meeting ID and select "Share".





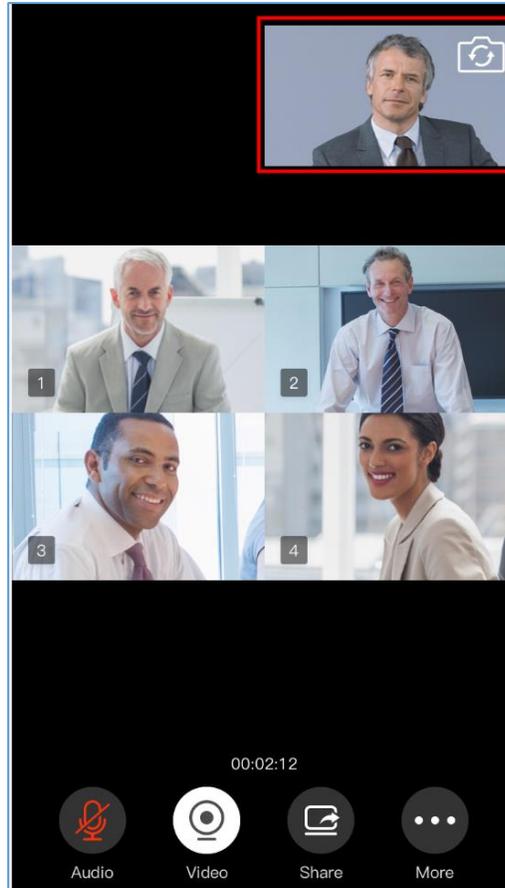
## Video

Users can use “Share your own camera” feature to share their cameras to the conference.

To share your camera, click on the icon  on the bottom of the meeting page, it will broadcast the local video to the meeting participants immediately.

- There is a local video preview window at the top right corner of the screen. The user can click button  to switch the front and rear cameras.
- Click on button , and select “**Video Settings**” to select to hide/show local video preview window.
- If the amount of shared video cameras reaches the maximum, the user cannot start to share the video until someone stops sharing his/her video.
- If users want to stop sharing camera, users could press on button  to access the preview interface.
- If the user is a participant in an IPVideoTalk Webinar, the user cannot share the camera to the meeting.





## Share Screen

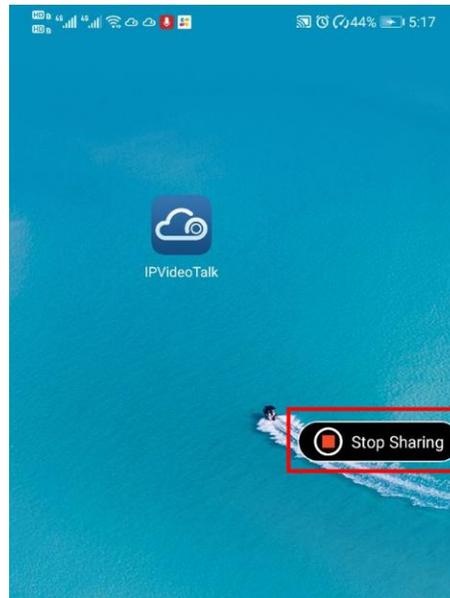
Users can share screens from the mobile phones.

1. Click on icon  at the bottom of the app, select “ Share Screen” menu.

**Note:** The mobile phone system will require the permission to allow live screen. Please select to accept the request, otherwise, the screen cannot be shared.

2. Then, users can share the mobile phone screen to the meeting room. For Android mobile phone, there will be a pop-up window on the phone screen for users to stop sharing the screen.





3. Users can also click on button  in the application to stop sharing the screen.

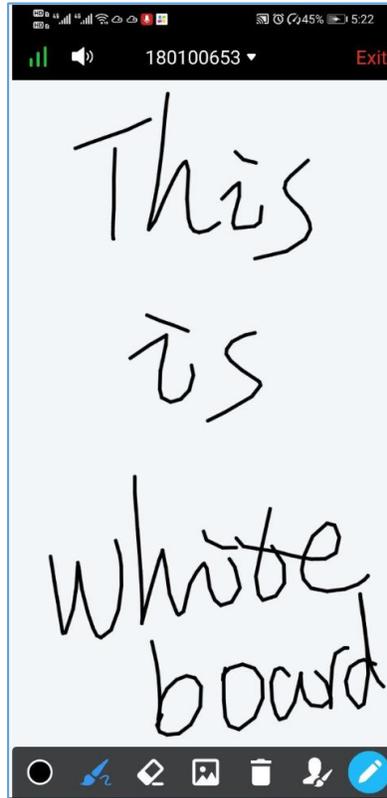
**Note:** For iPhone and iPad users, the screen share feature requires iOS 12.x or higher.

## Share Whiteboard

Users can share the whiteboard and use drawing tools to demonstrate contents on the shared whiteboard.

1. Click on icon  at the bottom of the browser.
2. Select the shared whiteboard .
3. Enter the shared whiteboard page, users can use the following drawing toolbar to draw on the shared whiteboard:





-  **Format:** Set the color and thickness of the brush.
-  **Brush Type:** Select the brush type between brush, straight line, square, round, and arrow.
-  **Eraser:** Select and erase anything on the drawing.
-  **Background Picture:** Upload a picture for drawing demonstration.
-  **Empty:** All drawing on the shared whiteboard will be cleared, as well as the background picture.
-  **Allow other participants to draw:** Select this icon to allow other participants to draw at the same time.
-  **Show/Hide Toolbar:** Click to show or hide the toolbar of drawing.

**Note:** Currently, the GVC client participants cannot draw during the IPVideoTalk meeting.



## Share Document

Users can share local documents to the IPVideoTalk meeting and draw with the participants.

1. Click on icon  at the bottom of the browser.
2. Select “**Share Document**” option  and click to upload the local document in the mobile device. Once the document is uploaded, other participants can view the shared document.

**Note:** Only PDF format document can be uploaded. The maximum document size is 20MB. The maximum page number is 200 pages.



3. Click on the button  to slide the pages. Stop dragging to preview the contents of the page, and the user can also slide the pages by letting it go.

**Note:** When the document is zooming in, other participants will see the enlarged document, which means the user who shares the document will see the same document page as the other participants.

4. Click on the icon  to display the drawing toolbar, as shown in the following picture:



-  **Format:** Set the color and thickness of the brush.



-  **Brush Type:** Select the brush type between brush, straight line, square, round, and arrow.
-  **Eraser:** Select and erase anything on the drawing.
-  **Empty:** All drawing on the shared whiteboard will be cleared, as well as the background picture.
-  **Allow other participants to draw:** Select this icon to allow other participants to draw at the same time.
-  **Download Drawing:** Click to download the current drawing, including the contents of the current page.
-  **Disable Editing:** Click to close the editing box, then the user can slide the pages or zoom in/out the page.

**Note:** Currently, the GVC client participants cannot draw during the IPVideoTalk meeting.

## Drawing Together

When a user shares a document or whiteboard, he can choose to either allow or prevent other participants from seeing the drawing toolbar and draw on the whiteboard or document.



-  **Format:** Set the color and thickness of the brush.
-  **Brush Type:** Select the brush type between brush, straight line, square, round, and arrow.
-  **Eraser:** Select and erase anything on the drawing.
-  **Empty:** All the drawings on the shared whiteboard/background will be cleared.
-  **Disable Editing:** Click to close the editing box.

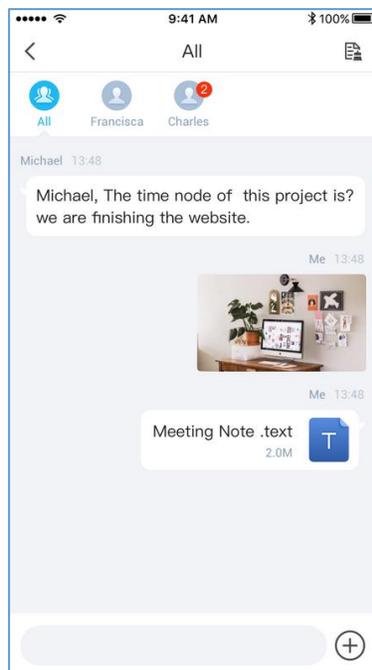


**Zoom In/Out:** If it is a shared document, users can zoom in/out the page with two-finger gestures.

## Group Chat

Group chat is supported on Mobile App. The Mobile participants can chat in group during the meeting.

1. Click button  and select option **"Chat"**.
2. Simply enter a message in the chat window and send the message.
3. Users can click on button  to send pictures or files. Users need to select pictures from the album or select files from the folder in the mobile device.
4. When receive a new message, you will see the numeral prompt at the upper right corner of the **"Chat"** icon.



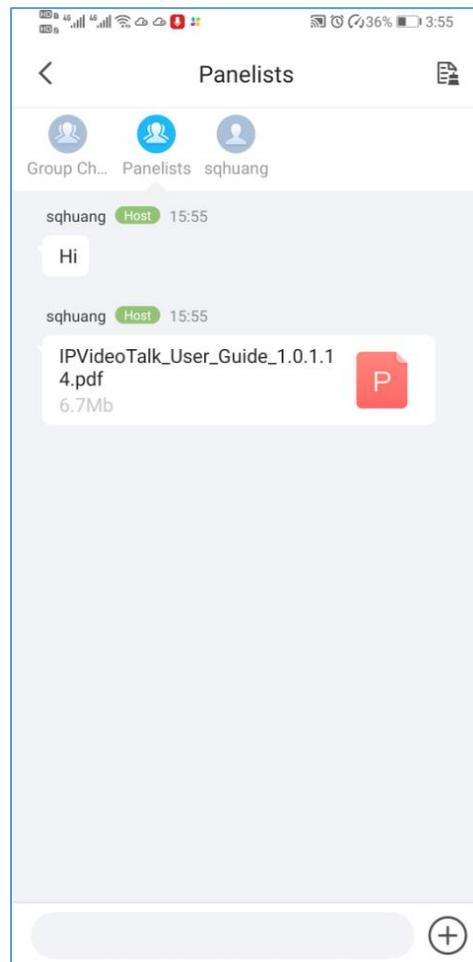
To clear chat messages, click on button  at the upper right corner. Please note if the host disables chat, no participant can chat.

## Panelist Group Chat

This feature is only supported in IPVideoTalk Webinar. The panelist chat group is an internal chat group for the meeting host and all panelists.



- Only the Webinar host and panelists could send/receive messages via this chat group.
- Users can click on button  to send pictures or files. Users need to select pictures from the album or select files from the folder in the mobile device.
- The other participants cannot check the messages in this chat group, they are unable to send/receive messages via this chat group.



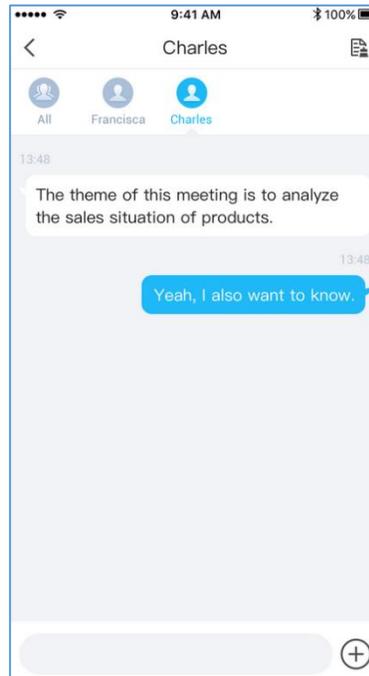
## Private Chat

Private chat is supported on Mobile application. The Mobile participants can send messages to the host or other participants in group during the meeting.

1. Select the participant you want to send the private message to in the Participants List, and select the participant to create a new chat;



- Users can click on button  to send pictures or files. Users need to select pictures from the album or select files from the folder in the mobile device.
- The recently talked participants will be displayed in chat list.



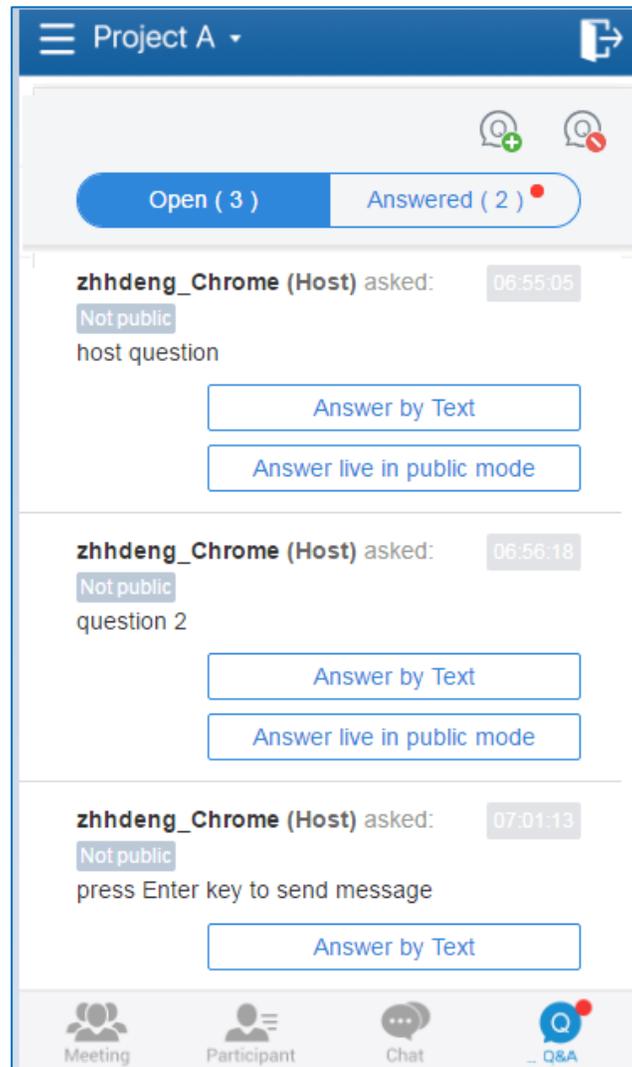
- If the host prohibits you to check the participants list, you can only send the private messages to the host.
- If the host prohibits chatting, the participants cannot send private messages.

## Q&A

Only IPVideoTalk Webinar supports this feature.

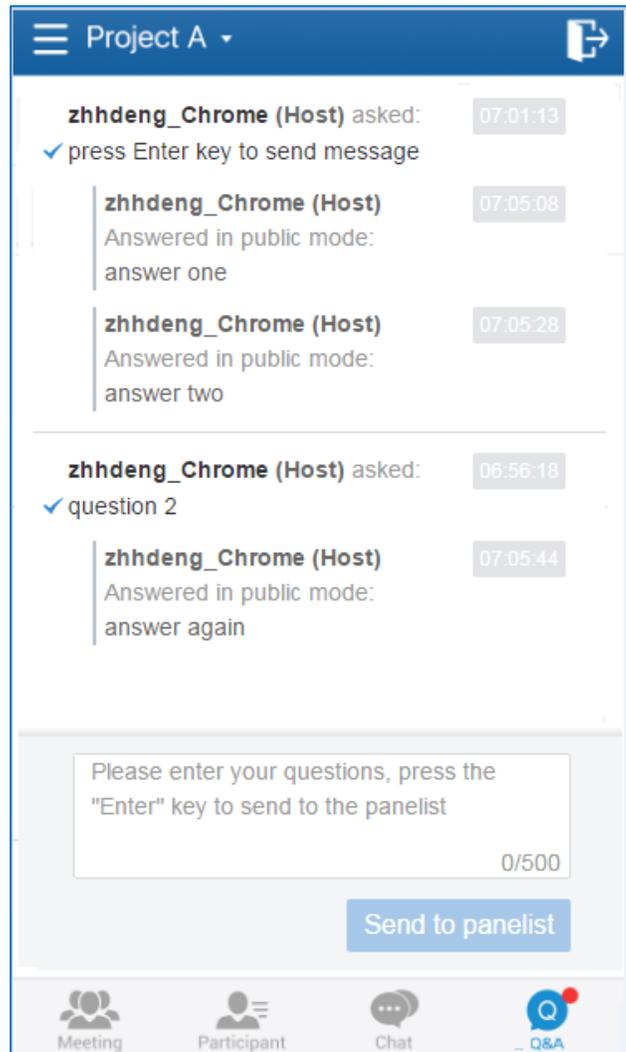
- The Webinar participants could click on the icon , select option “Q&A” and send the questions to the Webinar host/panelists.





2. The Webinar host/panelists will receive the notification of new questions and check all questions (including answered questions and unanswered questions). There are two ways to answer the question, “Answer live in public mode” or “Answer by Text”.





a. Answer live in public mode:

- i. When the user clicks to answer the question, the question will be sent to public by default, and the user could answer the question via audio during the Webinar.
- ii. All participants will see the question and know that the user is trying to answer the question.
- iii. If the user answers the question and clicks on button  to finish the question, all Webinar participants will see the notification below.

b. Answer by Text: The Webinar host/panelists will send texts to the user who sends the question. The Webinar host/panelists could select option “Send to all participants”, and all participants will see the question and answer.

3. The Webinar host/panelists could add more additional comments for the answered questions.



4. When the new participants join into the Webinar, they will receive all questions and answers which are in public.
5. The panelists could answer the questions which are sent by themselves, in order to show the typical Q&As to other participants.
6. The Webinar host could click the on the icon “Forbid Participants Send Questions” on the right upper corner during the Webinar and allow users to send questions during another period.
7. For any question, it does not allow two Webinar hosts/panelists to answer in live mode at the same time.

## Exit Meeting

Users could tap on icon  at the upper right corner to exit meeting at any time.

## Host

### Become Meeting Host

1. Click on the button  at the bottom of the interface and select option “**Host meeting**” option.
2. Enter the correct host code to be the new host. To find host code, the user could go to IPVideoTalk Portal to find the host code of the meeting, or, if the host has filled up host Email when scheduling the meeting, the Email notification will list the host code there. Host Code is also found in **Erreur ! Source du renvoi introuvable.** during a meeting of the GVC3200/GVC3202/GVC3210 host.
3. Once host code is submitted successfully, this WebRTC user will become the host and other participants will receive the prompt "XXX is now the host".

## Meeting Control

During the meeting, Mobile user could apply to be the meeting host to control the meeting.

### Panelists

1. Select a participant in Participants Lists.
2. Long pressing the screen on the name of the panelist, the menu will be shown up.
3. Select “Set as Panelist” to set the participant to be a panelist.

When the participant is set as a panelist, the user will obtain some new privileges:

- The user could unmute himself even if muted by the Webinar host.
- The user could start presentation at any time during an IPVideoTalk Webinar.
- The user could share the webcam at any time during an IPVideoTalk Webinar.



- The user could check the Participants List. (This will not be affected by Meeting Control option).
- The user could chat with all panelists in the same group, and private chat with all participants. (This will not be affected by Meeting Control option).

## Cloud Recording

Click on the button  at the bottom of the interface and select option “**Record this Meeting**” to start the cloud recording. When the cloud recording starts, all participants will see the recording status indicator

. Webinar Participants cannot see the recording status icon.

The meeting host could stop cloud recording at any time. When the cloud recording is stopped, users could login the web portal to check/download recording files. When the recording files finish uploading to web portal, the meeting host will receive a notification Email.

The recording file is MP4 format, including the meeting audio, video/presentation (presentation will be recorded and has higher priority than video stream).

### Prerequisites:

1. The IPVideoTalk Plan needs to include the Cloud Recording feature.
2. The enterprise account should have enough storage space in cloud sever. The sum of all spaces for all activated plans which belong to the same enterprise account will be counted. The used storage spaces are counted with all recording files for the enterprise account.
3. GVC320X needs to be linked with IPVideoTalk account, otherwise, the user cannot use cloud recording feature.

## Stop Sharing the Webcam

The meeting host can stop the sharing webcam for all other participants. To stop sharing webcam for a participant, click on the webcam icon  of the participant, the webcam sharing for that participant will be stopped, and will receive a prompt.



In Participant's list, if sharing the webcam is started, the icon  will be displayed. If the video sharing is



stopped, the icon will be hidden.

## Require Webcam Sharing

If the GVC3200/GVC3202/GVC3210 client in the IPVideoTalk meeting does not share the webcam, the meeting host is able to request the GVC32XX client to share the webcam.

Long pressing the name of the GVC3200/3202 participant, the menu will be shown up, and select “Require Webcam Sharing” to send the sharing request. The GVC32XX participant will receive the notification and show a prompt to accept/reject the request. If accepts, the GVC32XX participant will share the webcam to the IPVideoTalk meeting immediately.

### Notes:

- The client GVC3200/GVC3202 should be running firmware version 1.0.3.23 higher.
- If the GVC3200/GVC3202/GVC3210 client is the general participant in an IPVideoTalk Webinar, this feature will not be available. In this case, the meeting host could set the GVC32XX client to a panelist and request the GVC32XX client to share the webcam.

## Mute/Unmute

- **Mute all**

Click on the button  at the bottom of the interface and select option “Meeting **Control**”, users could see the meeting control menu. Users could select “Mute all” to mute all participants’ MIC. All participants on the Participants List will be muted except the host.

- **Unmute all**

Click on the button  at the bottom of the interface and select option “**Meeting Control**”, users could see the meeting control menu. Users could select “Unmute all” to unmute all participants’ MIC. All participants on the Participants list will be unmuted except the host.

- **Mute/Unmute selected participant**

Select one participant on participants list to mute/unmute, the corresponding icon will be changed.

## Disable/Enable Chat Function

- **Disable chat**

Click on the button  at the bottom of the interface and select option “**Meeting Control**”, users



could see the meeting control menu. Users can select option **“Disable Chat for All Attendees”** to disable chatting feature. No participant can send chat anymore.

- **Enable all to chat**

Click on the button  at the bottom of the interface and select option **“Meeting Control”**, users could see the meeting control menu. Users can uncheck option **“Disable Chat for All Attendees”**, and all participants can chat.

**Note:** If it is an IPVideoTalk Webinar, the panelist will not be affected by this option.

### **Mute Attendees on Entry**

Click on the button  at the bottom of the interface and select option **“Meeting Control”**, users could see the meeting control menu. Users could click on option **“Mute Attendees On Entry”**. Then, the meeting participants who join into the meeting will be muted as default by the host automatically. This option will not affect on the participants who are already in the meeting.

### **Allow All View Attendee List**

Click on the button  at the bottom of the interface and select option **“Meeting Control”**, users could see the meeting control menu. Users could click on option **“Allow All View Attendee List”**. Then, all the participants in the meeting will see the meeting participants list. If the user unchecks this option, all the participants will only see the host and himself/herself on the participants list.

**Note:** If it is an IPVideoTalk Webinar, the panelist will not be affected by this option.

### **Add Participants during a Meeting**

During an IPVideoTalk meeting, the meeting host could invite GVC3200/GVC3202/GVC3210 participants or WebRTC participants at any time by IPVideoTalk ID or Email address, respectively.

Click on the button  at the bottom of the interface and select option **“Participants”** to access to the Participants List interface. Users could click on the icon  **“Add Participant”** at the top of the interface, the user could input the IPVideoTalk ID or Email address and click on **“Add”** to invite participants. When done, IPVideoTalk system will call GVC32XX directly, or send an invitation to the given Email address. If the GVC32XX rejects the invitation, the meeting host will receive the failed prompt, If the participants amount reaches the limitation, the meeting host cannot add more participants during the meeting, If the participant accepts to join the meeting, but the participants amount reaches the limitation at current time,



the participant cannot join the meeting.

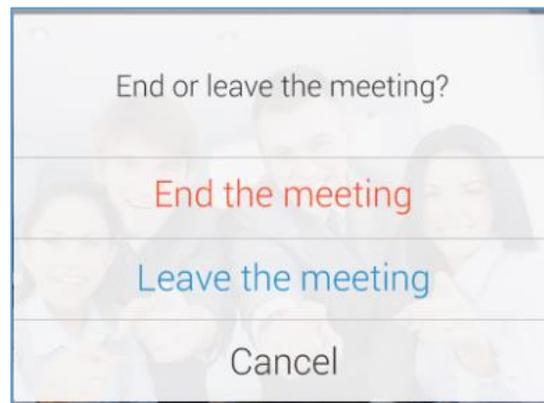
## Remove Participant

In the Participants List, long pressing the name of the participant, users could see the menu, and users could click on “Remove” to remove the participant.

## End/Leave Meeting

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

- If choosing "**End the meeting**", the meeting hosted on GVC32XX device will be ended and all participants will be disconnected from the meeting.
- If choosing "**Leave the meeting**" only the host will leave, please make sure to end the meeting manually from IPVideoTalk portal after all participants left. Otherwise, it will be ended automatically after 6 hours.



## Meeting Management

Users can sign in the application with IPVideoTalk account and manage the meetings in the application.

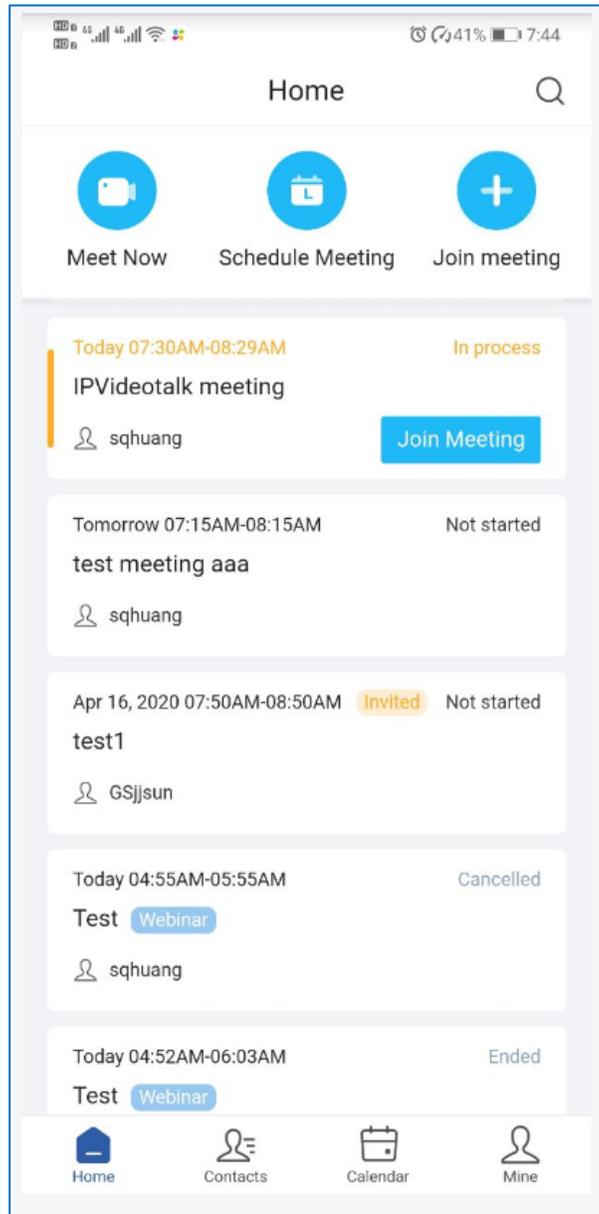
### View My Meetings

1. Users can click on the home page to view all scheduled meetings and meetings history, and the meetings the users have been invited to.

**Note:** Users can drag down the screen to refresh the meetings list.

The icon  on the title of the meeting indicates that the user is invited to the meeting.



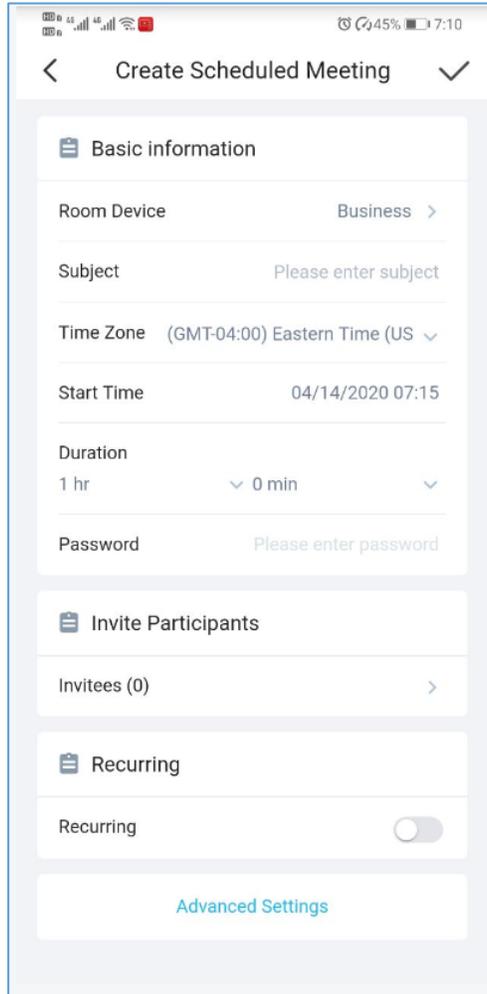


2. Click on the button  at the top of the application UI, the user can search the meeting by meeting ID, title, account in the device, etc.
3. Click on the meeting to see the details of the meeting. For the **“To be hosted”** or **“In Process”** meetings, the user can click **“Join meeting”** to quickly join into the meeting.

### Schedule Meeting

1. On the home page, click on the **“Schedule”** button to schedule a meeting.





2. Select the plan and fill in the meeting title, meeting time, and other information:

- **Room Device:** Select the host device or Virtual device for the meeting. Users can choose from the authenticated devices, input alias or input IPVideoTalk ID of the authenticated device.
- **Use Permanent room meeting ID:** If the user selects Room Device, the user could also select to use the Permanent Room Number. This Conference ID is the permanent conference room, and the Conference Password, Attendees Control, Server Location will be loaded from the Permanent Room Template. If the user wants to update the information, please click on “Edit Permanent room Template”.

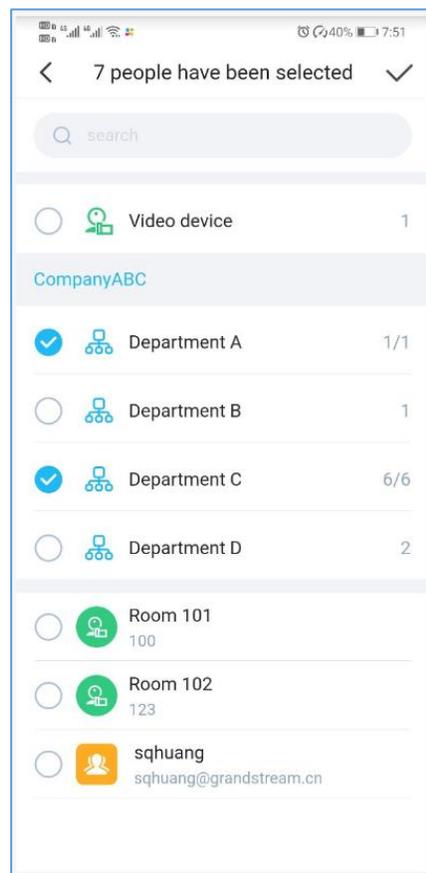
When this option is enabled, this will create a permanent public meeting room where anyone can join and start the meeting , the meeting room will not be expired by the scheduled meeting time expiration and will be permanently accessible until it’s canceled.

- **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.
- **Password:** Users can set meeting password for the meeting. This is optional. Setting meeting password can prevent meeting being interrupted by any unexpected callers.
- **Invite Participants:** Users can enter Email to invite meeting participants or enter IPVideoTalk ID of other GVC32XX devices. Users can also input name or the key words to search for company contacts.

The user could also click on “Added from Enterprise Contact Book”, to select all contacts in the enterprise, all people in a department, or search by name/email, etc.



- **Recurring:** Recurring meeting on regular time basis. Please refer to chapter **Erreur ! Source du renvoi introuvable.** for more information.
3. Click on “Advanced Settings”, the user can fill in more attributes of the meeting, and then click the icon “✓” at the upper right corner to save the changes.
- **Meeting Settings - Automatic Recording:** If this option is selected, the meeting will be recorded automatically once the meeting is started.



- **Meeting Settings – Lock/Unlock Meeting:** If the option is enabled, the meeting is locked by the meeting host, and only the invitees can join into the meeting. The meeting host still can invite other participants join into the meeting at this time.
- **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 can 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.
- **Attendees Control – Disable Presentation:** If Selected, Presentation will be disabled during the meeting.
- **Organizer:** Users could enter the Name and Email of the organizer who will receive an Email that contains host code and reminds him/her about the meeting to be hosted.
- **Description:** Users could input the descriptions of the meeting, in order to mark the meeting.
- **Agenda:** Users could enter the agenda of the meeting. The participants will see it in the meeting invitation Email.

4. After filling in all the information, the user needs to click button  at the right upper corner to save the scheduled meeting.

5. The system will send the invitation emails to the invitees.

**Note:**

1. Users can only schedule IPVideoTalk meetings in the application, and users cannot schedule the IPVideoTalk Webinar in the application.

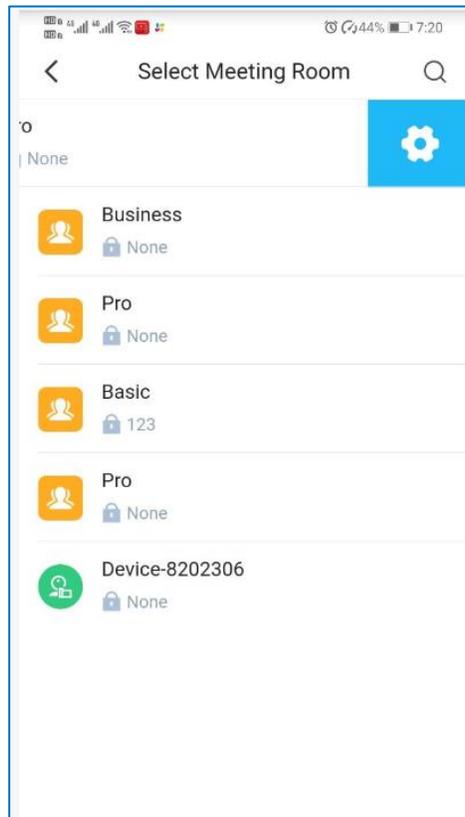
2. Some plans do not support to invite GVC clients, and the invitees cannot use GVC devices to join into the meeting.

**Instant Meeting**

1. On the home page, click on the option “Meeting Now” on the top of the interface to enter the instant meeting configuration interface.

2. Enter instant meeting configuration interface, the user needs to select a plan.





3. Select a plan, the meeting will be created immediately, and the user will be directed to the instant meeting.

4. The user can click on the icon  at the top of the “Select Meeting Room” page to search the meeting by account in the device.

5. Left-slip device icon or room icon, click on the button  to set the template for the fixed meeting room.

**Note:** The digits follow the icon  on the list represent the meeting password.

### Join Meeting

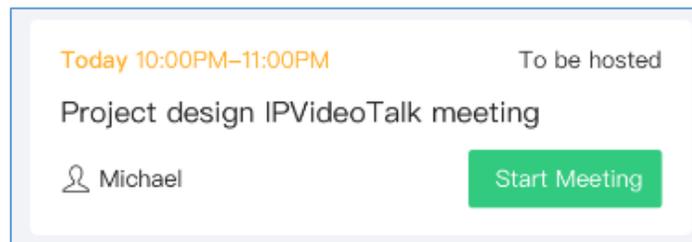
1. On the home page, click option “**Join meeting**” at the top of the interface.
2. Enter the meeting ID. If there is a password required for the meeting, the user needs to enter the password.
3. Click on “**Join meeting**” button to join the meeting.



**Note:** If the user is an invited panelist in the Webinar, or a registered participant in the Webinar, the user needs to click the URL in the received email to join into the meeting.

### Start Meeting

1. Users can view all the scheduled meetings on “**Home**” list.
2. If the meeting status is “**To be hosted**”, the user can click on “**Start Meeting**” button to start the meeting immediately on the meetings list.



3. If the meeting status is “**Not started**”, the user can enter the meeting details page, and click on button “**Start**” to start the meeting in advance.

### Edit Meeting

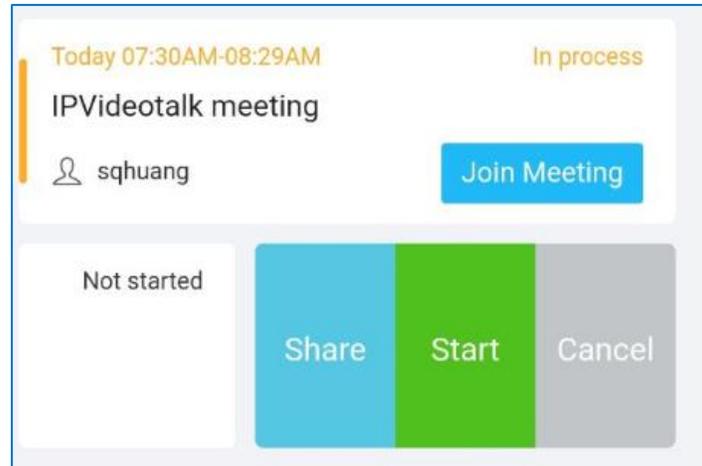
1. Users can view all the scheduled meetings on “**My meeting**” list.
2. Click to enter the meeting details page, the user can click on the menu option  at the right upper corner and select “**Edit meeting**” option to edit the meeting.
3. Enter the meeting editing page, the user can modify the information of the meeting, and add more invitees into the meeting.

**Note:** If the meeting status is “**In progress**”, the meeting information cannot be modified. For “**To be hosted**” status meetings, the user can only modify the participants list, and other information cannot be modified. For “**Recurring**” status meetings, the user cannot change it to non-circular meetings.

### Cancel Meeting

1. Users can view all the scheduled meetings on “**Home**” list.
2. Slide left on the meeting on the screen and tap on “**Cancel Meeting**” button.





3. Or, the user can click to enter the meeting details page and click on the icon at the right upper corner to select to cancel the meeting.

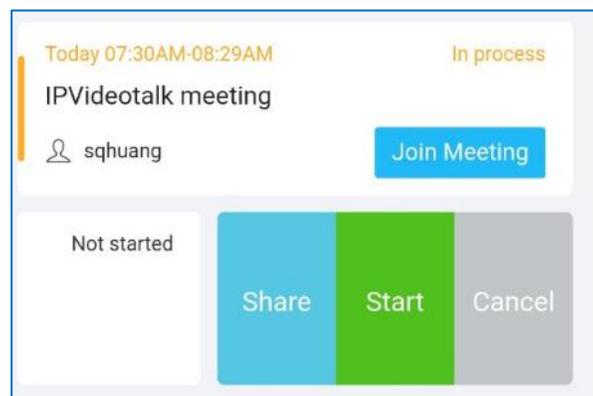
4. When the cancellation operation is confirmed, the meeting will be cancelled, and a cancellation email will be sent to the invitee.

**Note:** If the meeting status is “**In progress**”, the meeting cannot be cancelled.

### Share Meeting

Users can share the meeting with participants via SMS, email, or other application.

1. Users can view all the scheduled meetings on “**My meeting**” list.
2. Slide left on the meeting on the screen and tap on “**Share Meeting**” button.



3. Or, the user can click to enter the meeting details page and click on the icon at the right upper corner to select to share the meeting.

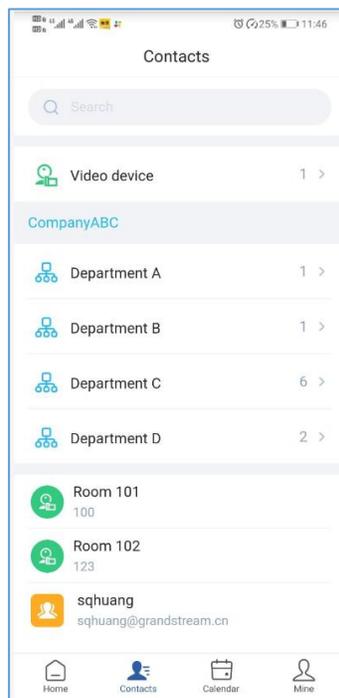


4. Mobile device system will pop up sharing applications, the user can select the applications in the mobile device to share the meeting.

## Contacts

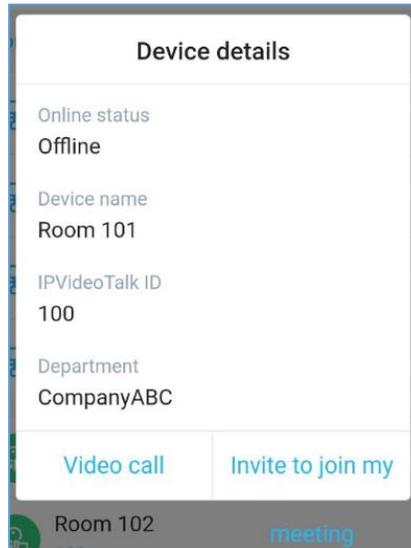
Users can view the enterprise contacts after logging in, as well as the video devices bound under the enterprise account (e.g. GVC devices).

Users can search the contact or device by name, email, or IPVideoTalk ID.



Click on the contact or device to view the contact information:





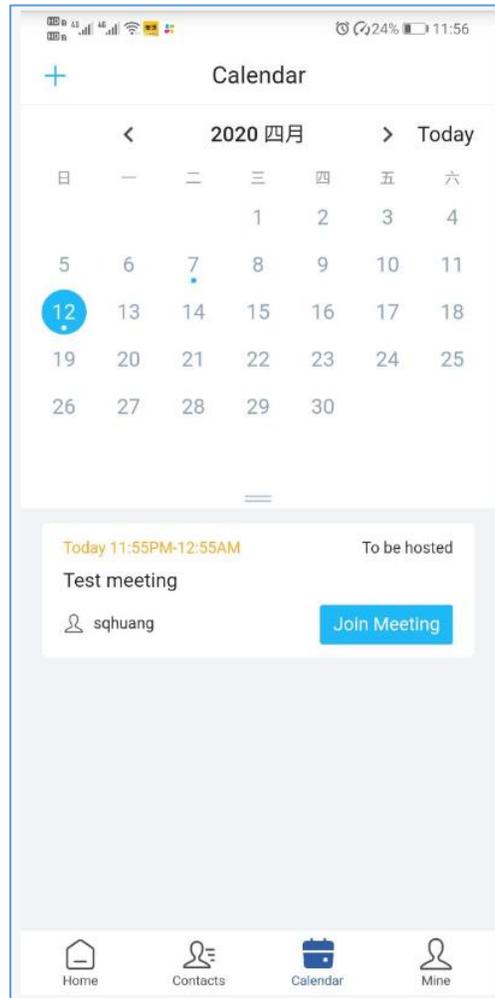
1. The user can click “**Video call**” button to quickly call the device. If the current plan does not support to call GVC device, the user cannot invite the GVC device to the meeting.
2. The user can click “**Invite to join my meeting**” to invite the device to join the user’s scheduled meeting. The invitation email will be sent to the invitee’s email box. If the invitee is a GVC client user, the system will call the GVC device automatically when the meeting starts.

## Calendar

Users can view the meeting calendar once logging in.

1. Click on “**Calendar**” tab to access to the calendar interface.



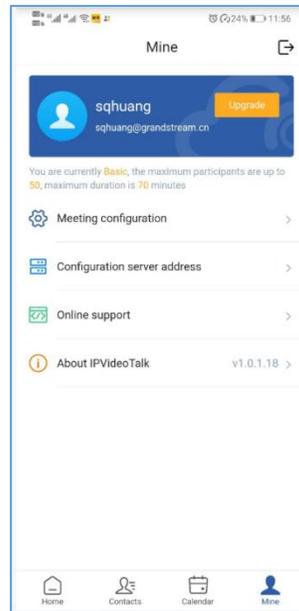


2. Click on a specific date to view all meetings at this certain date, including scheduled meetings and meetings history.
3. If there is a dot under the date (e.g. ), it indicates that there will be at least one meeting on this date.
4. The user can click the date to switch the year/month. The user can click “**Today**” button to quickly locate the date in the calendar. Click on the icon  and drag down to expand the calendar for the whole month.
5. The user can also select a specific date, and click on the button  at the left upper corner to schedule a meeting at this certain date.



## Mine

The user can view the current logged in account and email box once logging in, as well as the current plan.



### Meeting Settings:

1. **Enable microphone after joining the meeting:** The MIC status is “**Unmute**” when the user joins into the meeting automatically if the option is enabled.
2. **Enable camera after joining the meeting:** The camera is enabled when the user joins into the meeting automatically if the option is enabled.
3. **Frame rate of uplink video:** Users can select the frame rate between 15 or 30 frame rates.

**Server address:** Users can configure server address with IPVT10 server address or custom server address. Users need to re-login after configuration.

**Logout:** Users can click the logout button  at the right upper corner to logout the account. Then, users will be redirect to login page.

## About

Users could check the software version of the App, terms of service and privacy policy here.

