Grandstream Networks, Inc.

IPVideoTalk Cloud Conferencing System

How to Become Meeting Host from WebRTC

Table of Contents

How to Become Meeting Host from WebRTC

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OVERVIEW

When an IPVideoTalk meeting is scheduled and started, the GVC320x is the meeting host and all other participants do not have meeting control privilege. Once the meeting is started, the user could join the meeting from WebRTC, and take over host control privilege by entering the host code. This document explains how to become meeting host and how to perform host control using WebRTC browsers.

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

- IPVideoTalk User Manual

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

Prerequisites

Before using WebRTC to join IPVideoTalk meetings, please check below supported browsers, operating system, internet connection and hardware information.

- **Operating System:**
  Windows, Mac, Linux/Ubuntu, Google Chrome OS

- **Web Browser:**
  Mozilla Firefox V52 or later
  Google Chrome V52 or later
  Win Opera V36 or later, MAC Opera V36 or later
  Internet Explorer V11 or later
  Apple Safari V11 or later

- **Internet Connection:**
  Wired connection: 2 Mbps or better (broadband recommended)
  Wireless connection: 3G connection or better (Wi-Fi recommended for VoIP audio) for Chromebooks

- **Hardware:**
  Microphone and speakers, supported on the PC device or plugged into the PC device

- **Software:**
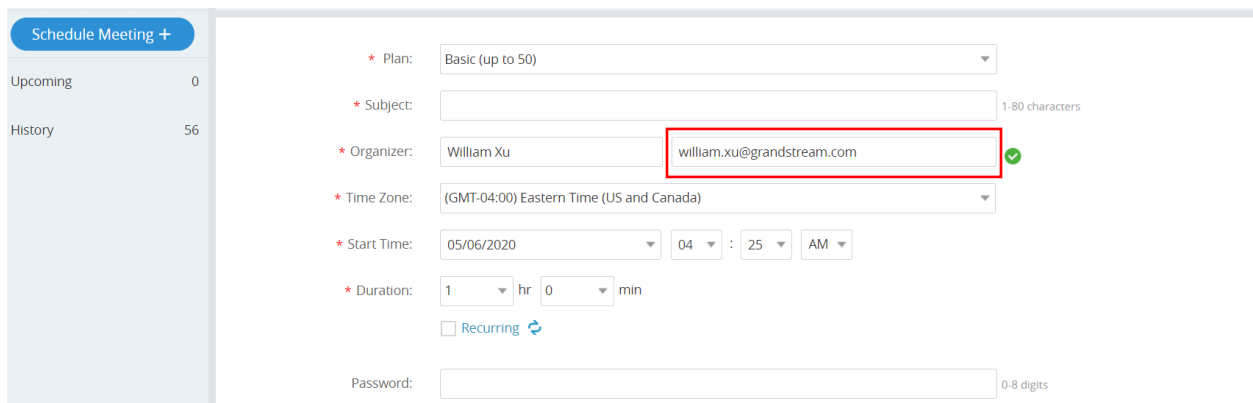 Screen sharing extension installed on WebRTC browsers if sharing presentation

How to Become Meeting Host from WebRTC

BECOME A MEETING HOST FROM WEBRTC

Where to find the Host Code

Host code is automatically generated by IPVideoTalk cloud system once a meeting is scheduled or started. It cannot be configured or modified. Users could find the host code for a meeting using the following three ways.

From Host Email

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

Enter the Email address of the meeting host.

Once the meeting is scheduled, this Host Email will receive an Email notification, which will list the host code for the meeting.

How to Become Meeting Host from WebRTC

From IPVideoTalk Portal

Once a meeting is scheduled on IPVideoTalk Portal, or started by the GVC320x host, go to IPVideoTalk Portal->Meetings->Upcoming page.

Click on that meeting, whether it is started or already in process to bring up meeting details window, to find the "Host Code" there.

How to Become Meeting Host from WebRTC

From GVC320X Host Device

During the meeting, the host code can also be found on the GVC320x host device LCD.

On the GVC320x LCD call screen bottom menu, click on **More** icon and select "Meeting Info". The "Host code" is listed here.

How to Become Meeting Host from WebRTC
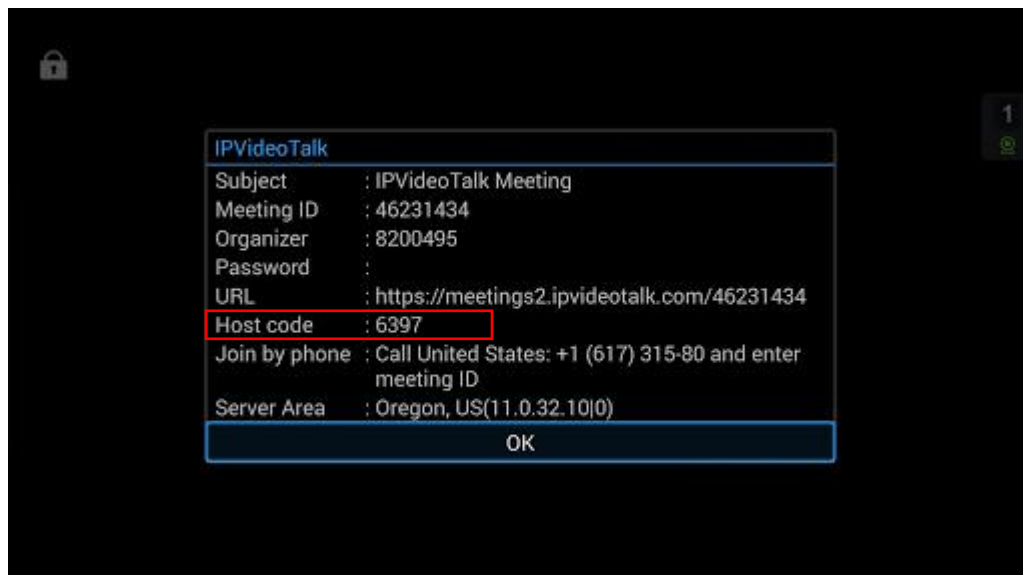
Become Meeting Host

1. Click on button [gear icon] on WebRTC interface to access Meeting info, and then click on "Host Meeting".
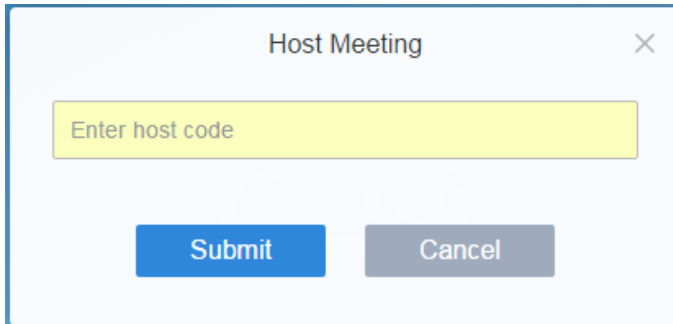
2. Enter the correct host code to be the new host. To find host code, the user could go to IPVideoTalk Portal to find the host code of the meeting; or, if the host has filled up host Email when scheduling the meeting, the Email notification will list the host code there. Host Code is also found in Error! Reference source not found. during a meeting of the GVC32XX host.

3. Once host code is submitted successfully, this WebRTC user will become the new host and other participants will receive the prompt "XXX is now the host".

Multiple Meeting Hosts

IPVideoTalk allows having multiple hosts in the same meeting.

*   The GVC3200/GVC3202/GVC3210 which establishes the IPVideoTalk meeting will be the meeting

host by default.

- If the WebRTC user becomes an IPVideoTalk meeting host with host code, the user will be the meeting host until leaving the meeting.

- If the WebRTC user joins an IPVideoTalk meeting with host code before the meeting starting time, the user will be the meeting host until leaving the meeting.

- If the user joins an IPVideoTalk meeting by pressing the URL in host Email, the user will join the meeting as meeting host as default.

Notes:

- Meeting's hosts have the same privileges including all options in Meeting Control and ability to end the meeting.

- Meeting's hosts can mute/unmute and remove each other out of the meeting.

How to Become Meeting Host from WebRTC

WEBRTC HOST CONTROL

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

Panelists

1. Select a participant in Participants Lists.

2. Click on the button ▼ next to the participant's name.

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).

Mute/Unmute

- **Mute all**

Click on button [icon] at the bottom right corner and select "Mute all". There will be a prompt showing "Mute all success". All participants on the Participants list will be muted except the host. Please note participants who join the meeting via GVC32XX device cannot be muted. Users could also click on

Settings button [icon] at the upper right corner and click on "Mute All" option to mute all participants.

- **Unmute all**

Click on button [icon] at the bottom right corner and select "Unmute all". There will be a prompt showing "Unmute all success". All participants on the Participants list will be unmuted except the host.

Users could also click on Settings button [icon] at the upper right corner and click on "Unmute All" option to unmute all participants.

- **Mute/Unmute selected participant**

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

Meeting Banners/Captions

Meeting banners/captions will be displayed at the top of the video area. As the figure shows below:
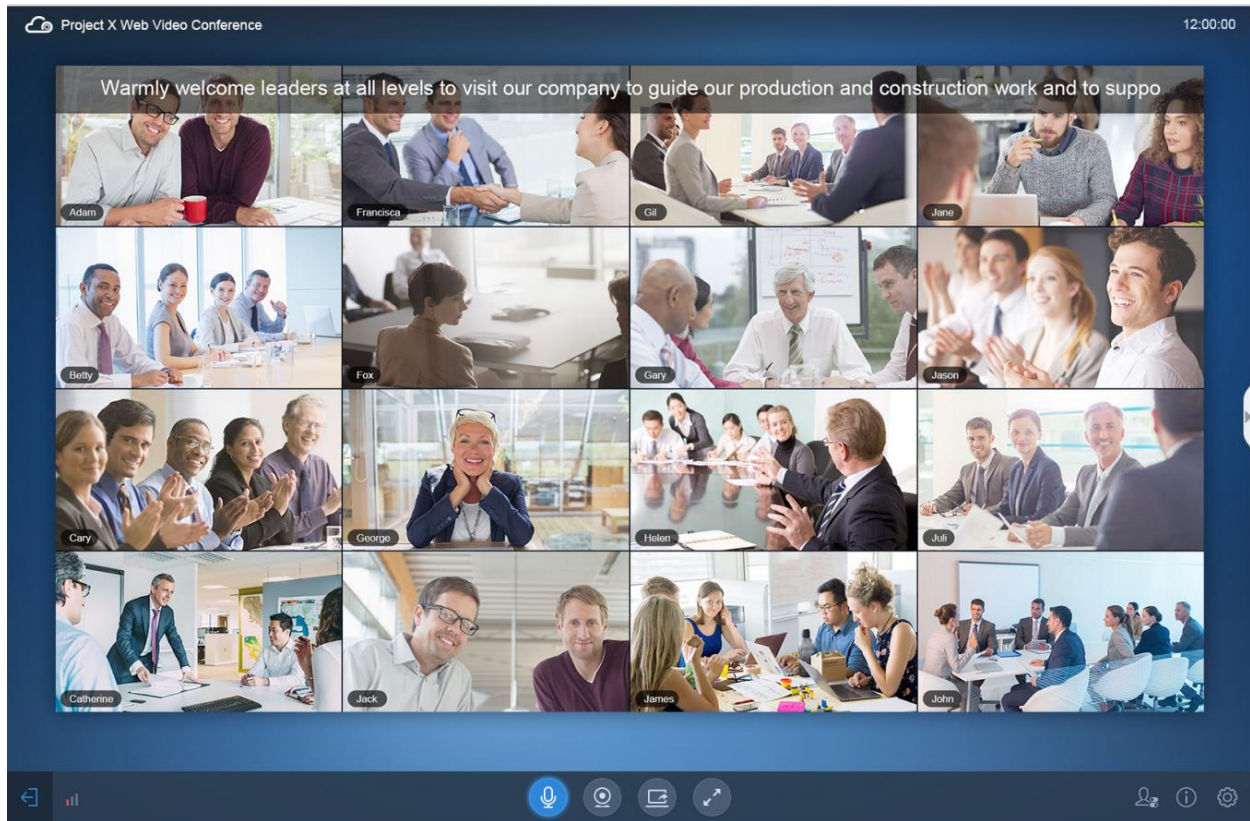
1. Click on the Conference Control icon at the right bottom corner and select "Meeting Caption" option to access the meeting caption configuration page.

How to Become Meeting Host from WebRTC

2. Enter the characters which the user wants to display in the input box.

3. Select the length of time for displaying, and users could select the displaying duration to be Always / 1 Minute / 5 Minutes / 10 Minutes / 20 Minutes. When the configured time is reached, the caption will disappear automatically.

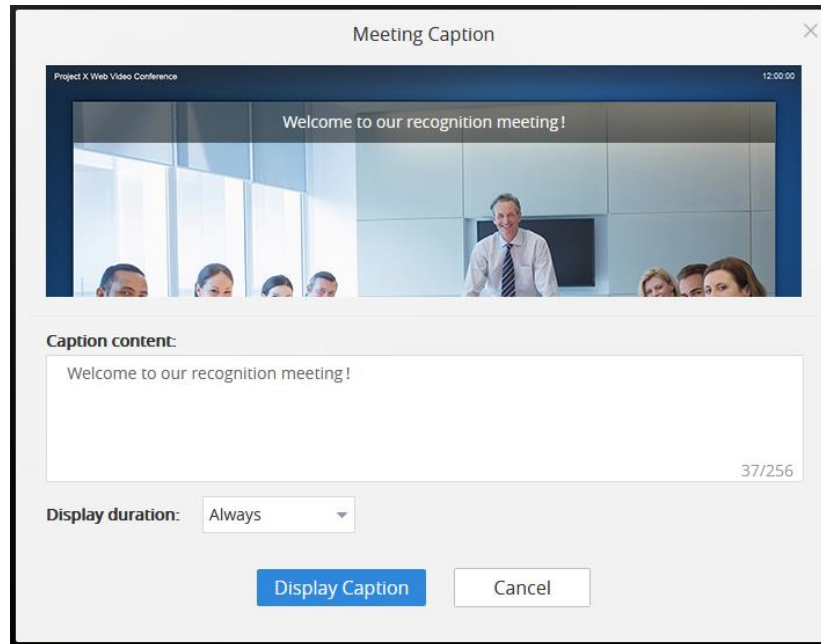4. Click on "Display Caption" option, the configured caption will be displayed on the video image immediately. All participants will see this caption.

Notes:

•   If there is no video in the current meeting, the caption cannot be enabled.

•   If there are too many displaying characters, the caption will be displayed and scroll automatically.

Cloud Recording

The meeting host could start cloud recording during the meeting. When the cloud recording starts, other participants will see the recording status icon ◉. Webinar participants will not 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 an email notification.

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

How to Become Meeting Host from WebRTC

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.

Facebook/YouTube Live

The meeting host could broadcast the meeting on Facebook/YouTube.

1. When Facebook/YouTube account is authenticated, the meeting host could start to broadcast the meeting.
2. When the user wants to start living on Facebook, the user could select the channel: Personal Timeline, Page, Group.
3. If the meeting is ended, or there is no one in the meeting, the broadcast will be terminated.
4. If the meeting has been broadcasted on Facebook/YouTube, others cannot broadcast the meeting again. Otherwise, the previous live will be ended.
5. The broadcast includes audio, video/presentation (presentation will be recorded and has higher priority than video stream).

Note:

- If users' Facebook/YouTube accounts are not authenticated with the broadcast feature, please setup the live feature first on Facebook/YouTube.

Live on the 3rd Party Platform

The meeting host could broadcast the meeting on the 3rd party platform via the RTMP address.

1. Select "Live to third-party platform" on the conference control menu at the bottom right corner.

2. Select "Other platform".

3. Enter the live broadcast address (RTMP address) in the popup window. This address needs to be viewed on the 3rd party live broadcast platform.

4. Enter the live broadcast code in the popup window (optional). This live broadcast code may be viewed on the 3rd party broadcast platform. Some live broadcast platforms do not require a live broadcast

How to Become Meeting Host from WebRTC

code.

5. When users click to start the live broadcast on the 3rd party platform, the system will broadcast the audio/video during the conference to the RTMP address. If the RTMP address or live broadcast code is incorrect, the live broadcast will fail, and the system will ask the user to re-enter the information for broadcasting.

6. The live broadcasting includes audio, video, and presentation (only display single stream, demo stream has higher priority).

Note: Users could log in the 3rd party live broadcasting platform to check the RTMP address and broadcasting code.

Video Layouts Control

Only the host could control the video layouts for the video conference. When the video layouts are changed, all the participants will see the updated video layouts.

1. The host clicks on the icon ▦ at the right bottom corner and select the video layouts in the conference.

2. Select the **Layout Settings**: Tile (Default), Focus 1+N, Speaker (The selected participant is displayed in full size).

- **Tile**: Auto (Default), 1*2，2*2, 3*3, 4*4,5*5, 6*6, 7*7.
  - o **Auto**: The video for all attendees will be tiled and adapted automatically based on the number of video images.

How to Become Meeting Host from WebRTC
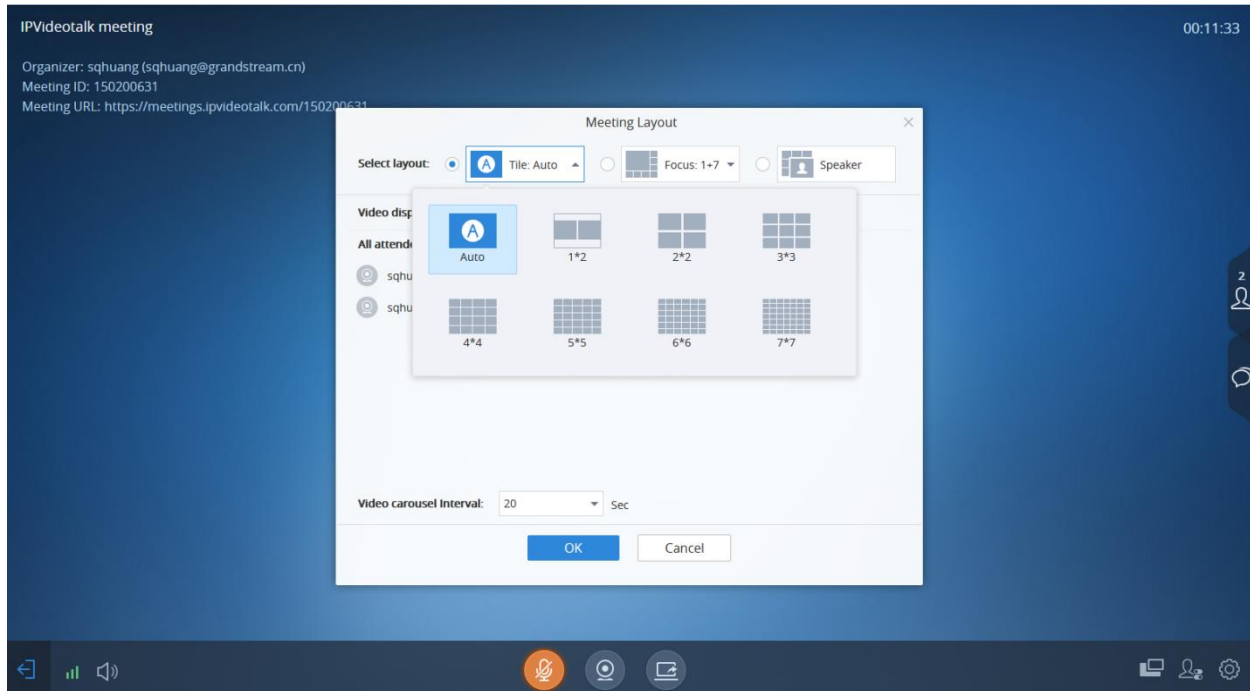
- **Focus 1+N**: There are three mode for users: "Solo" layout, "1+3" layout, "1+5" layout, and "1+7" layout, which means one large video image with N smaller video images (polling mode).
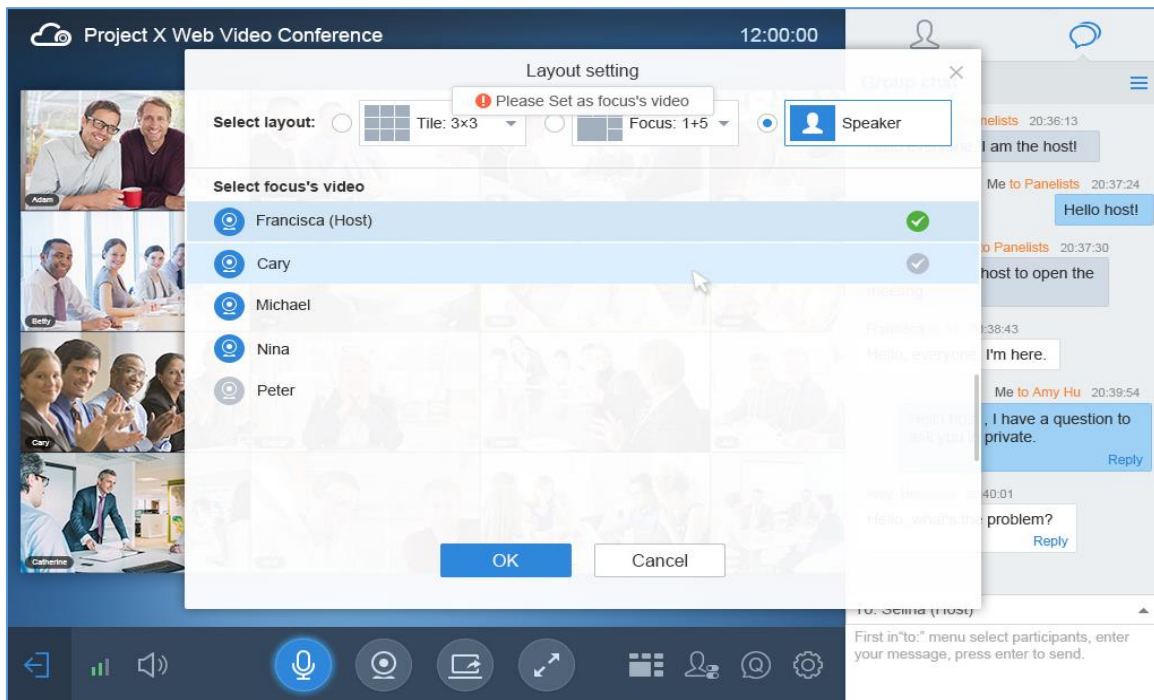
The current large video image is displaying the video image from current speaker.
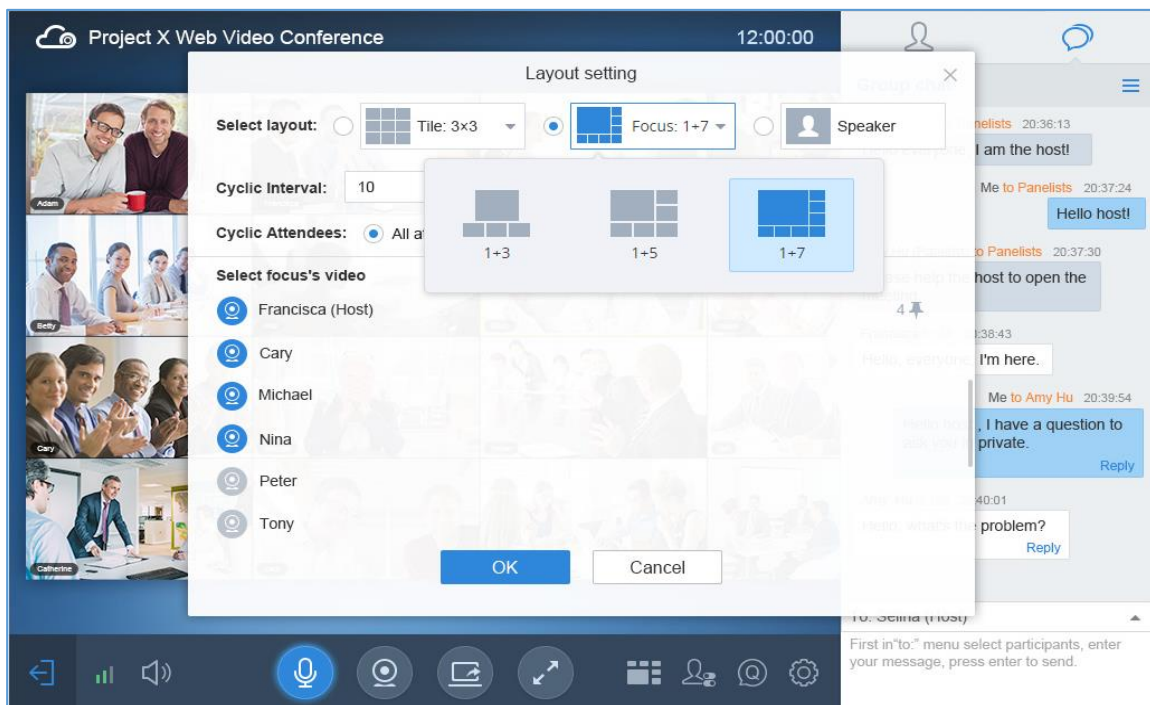
- **Speaker:** Select one participant in the Participants List as speaker. The participants display the meeting speaker in full screen, and the speaker shows all participants' video (except the speaker)

How to Become Meeting Host from WebRTC

in sequence.

3. **Set Video Carousel Interval**: If the video images amount exceeds the number of layout grids, the video images will be played in turn. Users could select the focus's video playing interval. The default interval is 10 seconds.

4. **Select Video Carousel Attendees**:

- All Participants: Including the new participants in the meeting.
- Custom Participants: Select the focus's video participants in the Participants List in the meeting. If the participant disables the camera, the participant's video cannot be displayed in the conference until the participant enables the camera.

5. **Set Fixed Position**: Click on the icon 📌 following the participant name under Layout Settings and select the fixed position. Click the fixed position again to cancel the request as the screenshot shows below:

How to Become Meeting Host from WebRTC
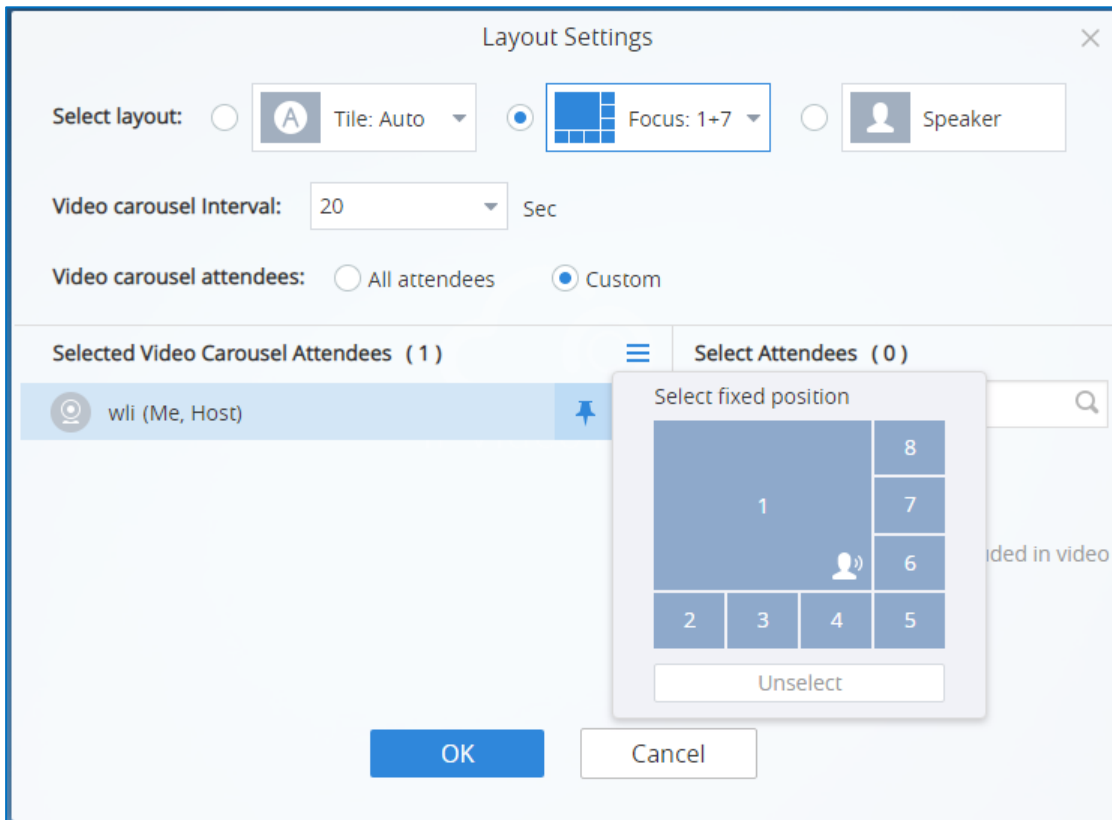
Notes:

- The layout type is depending on the video feeds of the license. For example, if the license includes up to 8 video feeds, the layouts include Tile Layouts (Default), 1x2, 2x2, 3x3.
- In the 1+N layout, if one of conference participants is fixed in the large panes, the voice-activated feature is disabled automatically.

Configure Custom Layout

Each meeting could configure 2 custom layouts and assign the custom layout to the certain participants.

1. The meeting host could click on the Meeting Layout icon at the bottom right corner, and the meeting host could see 3 types of layouts: Meeting Layout, Custom Layout 1, and Custom Layout 2.

- **Meeting Layout:** This is the default meeting layout. All participants and meeting host will see this meeting default layout.

- **Custom Layout 1/Custom Layout 2:** The meeting host could configure the meeting layout and assign the meeting layout to the certain participants. If the custom layout N is enabled, the participants who have been assigned with this type of layout will see the configured custom layout, and other participants will still see the default meeting layout.

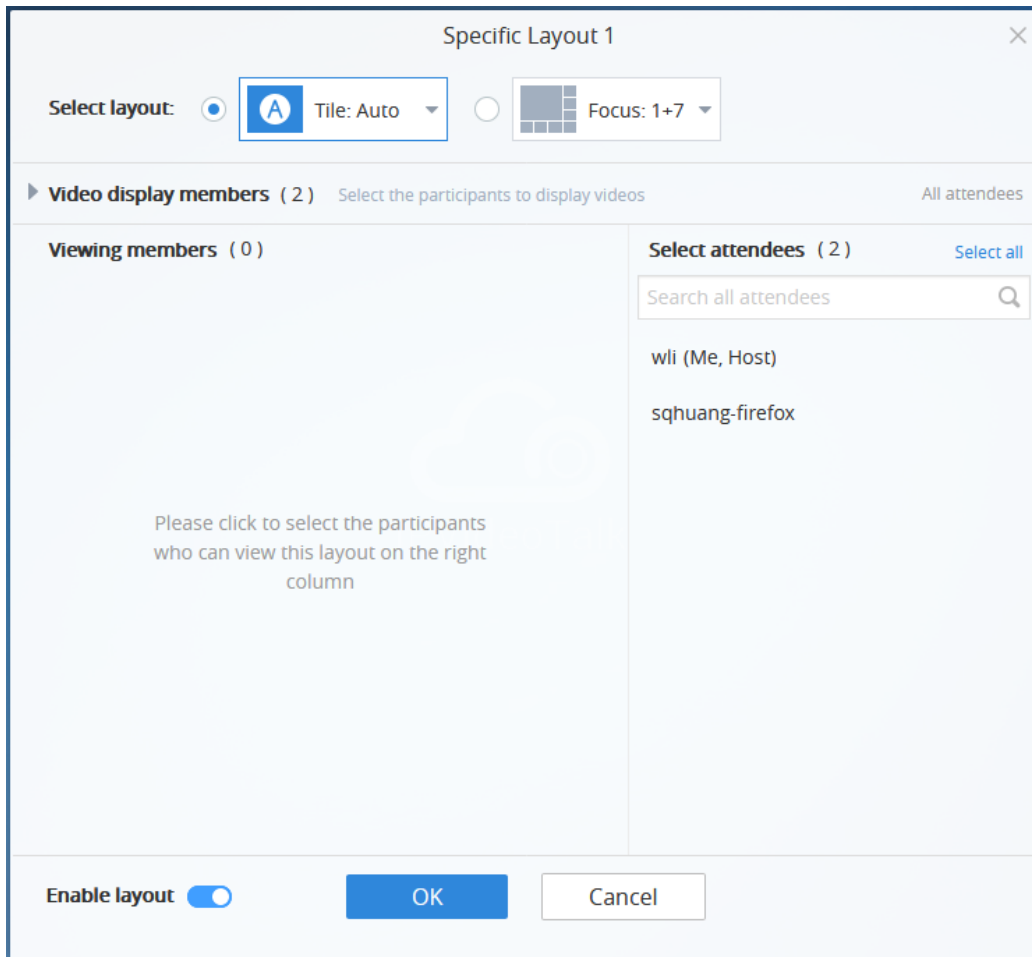How to Become Meeting Host from WebRTC
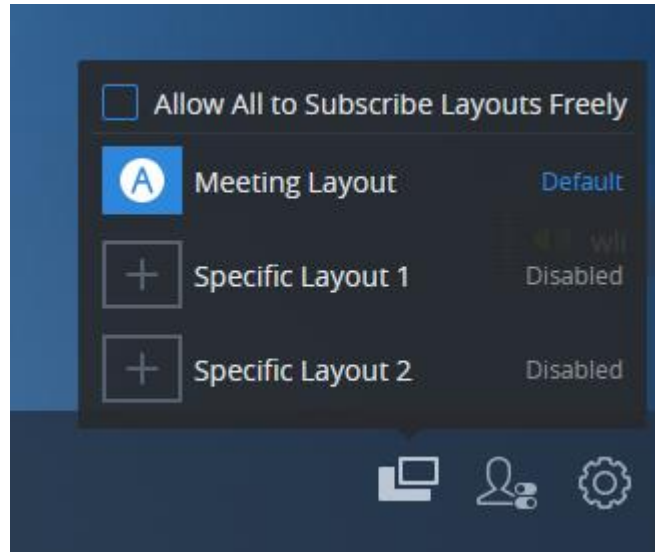
2. Select "Custom Layout 1" or "Custom Layout 2" and go to the layout settings page.
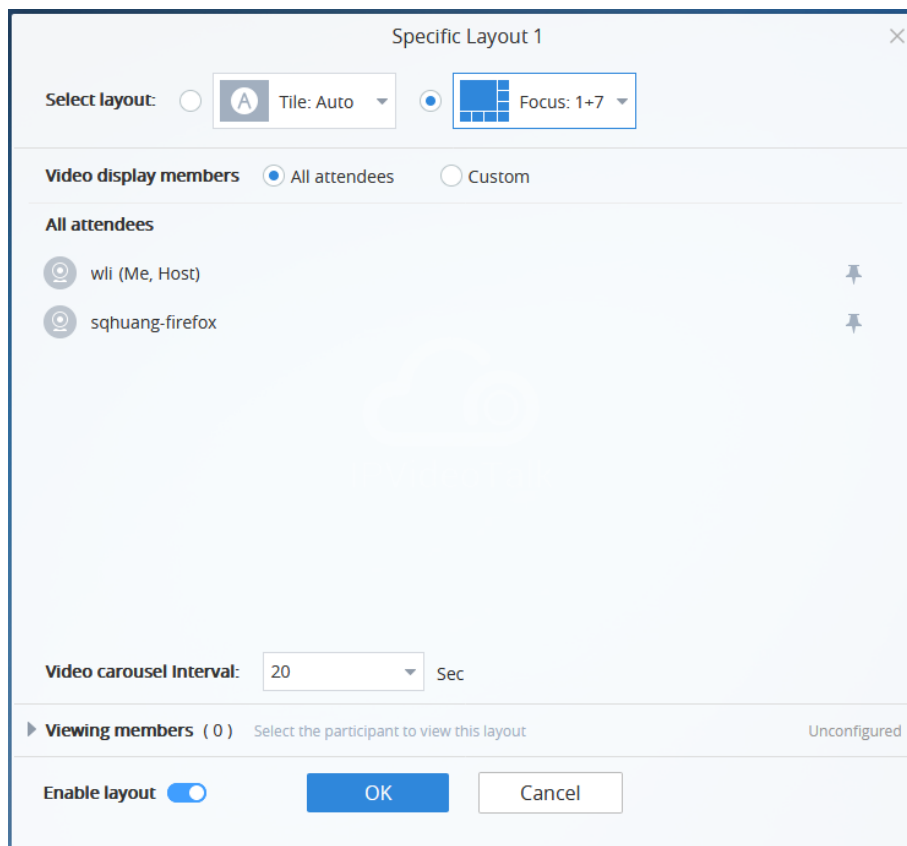
3. Select the **Layout Settings**: Tile (Default), Focus 1+N.

4. Select **Video Carousel Attendees**:

   - All Participants: Including the new participants in the meeting.

How to Become Meeting Host from WebRTC

- Custom Participants: Select the focus's video participants in the Participants List in the meeting. If the participant disables the camera, the participant's video cannot be displayed in the conference until the participant enables the camera.

5. Set **Fixed Position**: Click on the icon 📌 following the participant name under Layout Settings and select the fixed position. Click the fixed position again to cancel the request.

6. Set **Video Carousel Interval:** If the video images amount exceeds the number of layout grids, the video images will be played in sequence. Users could select the video playing interval. The default interval is 10 seconds.

7. **Viewers:** Select the participants who will see the video displaying layout from the Participants Lists. Then, the selected participants can see the configured video layout. The host has the permission to view all custom layouts.

8. **Enable Layout:** If the custom layout is enabled, the custom layout will be efficient in the meeting; if the custom layout is disabled, the viewers will switch the meeting displaying layout to "Meeting Layout".

How to Become Meeting Host from WebRTC

9. Click on button "OK" to save the configurations.

Notes:

- Each participant cannot be set as a viewer for two custom layouts at the same time, which means each participant can only see one video displaying layout at the same time.

- If the current meeting layout is set to "Speaker" layout, the custom layout cannot be used in the meeting.

Allow Participants to Subscribe to Layouts

If the meeting host has configured multiple layouts, the meeting host can also configure whether the participants can select meeting layouts by themselves.

1. The meeting host clicks on the Meeting Layout icon at the right bottom corner and selects "Allow All to Subscribe Layouts Freely" option.

2. When this option is selected, all participants will see the "Switch Layout" button, and all participants could switch to any layout.
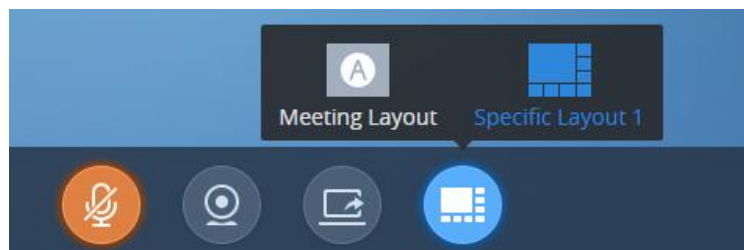

3. If the meeting host does not check option "Allow All to Subscribe Layouts Freely", other participants cannot see the "Switch Layout" button, and the participants will only view the layout which is specified by the meeting host. The default video displaying layout is "Meeting Layout".

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.

How to Become Meeting Host from WebRTC
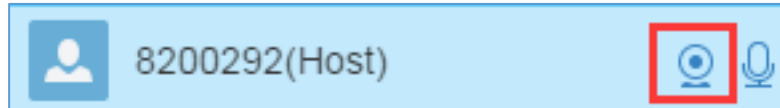
In Participant's list, if sharing the webcam is started, the icon will be displayed. If the video sharing is stopped, the icon will be hidden.

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.

The meeting host could select the button next to the GVC32XX participant 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.

Preview Participant's Video

The meeting host could preview the participant's video and set the participant's video as the main screen during the meeting quickly.

1. On the Participants List, click on the menu following certain participant, and click on "Preview Video" as the screenshot shows below to preview the participant's video. It requires the participant to enable the camera. Otherwise, the meeting host cannot preview the participant's video.

How to Become Meeting Host from WebRTC
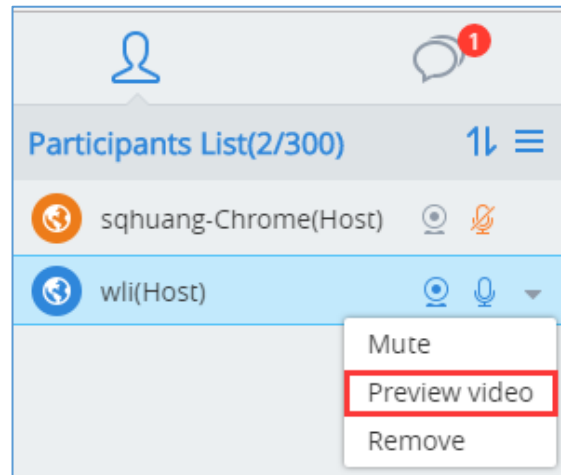
2. The participant's video will be displayed on the meeting host's screen as the screenshot shows below:
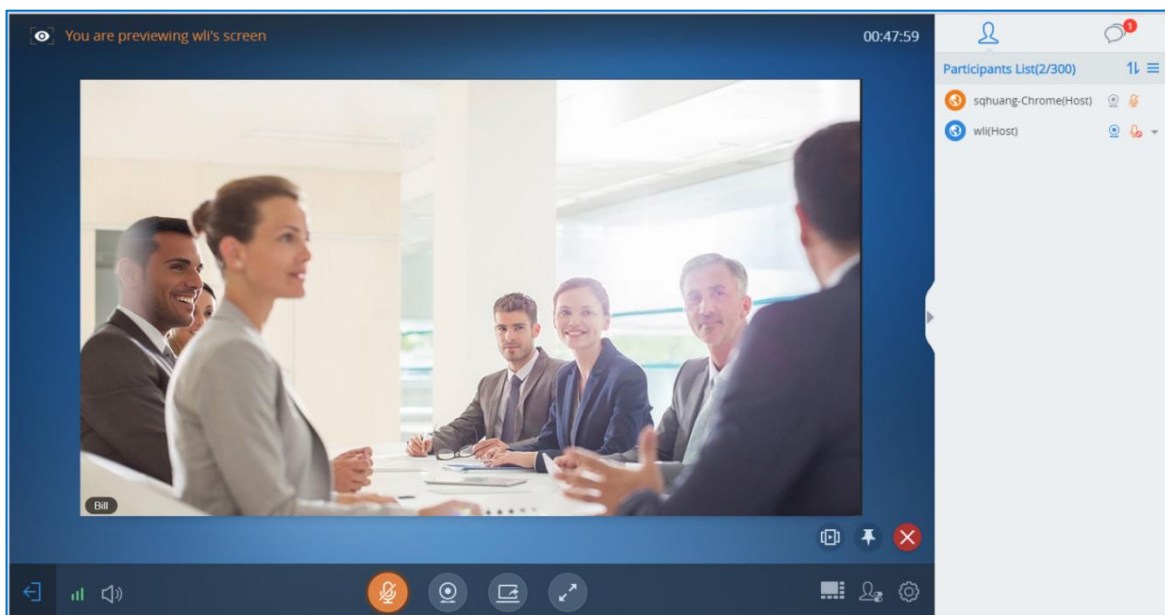

3. If the current layout is 1+N layout or Speaker layout, users could click on icon 📌 at the bottom right corner to place the preview video on the main screen.

4. If the preview video is not selected to be played in turn, users could click on icon at the bottom right corner to add it as video carousel attendees.

5. Click on the icon ❌ at the right bottom corner to close to preview the video.

How to Become Meeting Host from WebRTC

Control Camera Remotely

If the participant is using a GVC device joining into the meeting, and the GVC device supports controlling camera remotely, the meeting host could control the device camera remotely.

1. On the Participants List, click on the little tringle menu of a participant, and click on "**Preview and control video**" as the screenshot shows below to preview the participant's video. It requires the participant to enable the camera, otherwise, the meeting host cannot preview the participant's video.
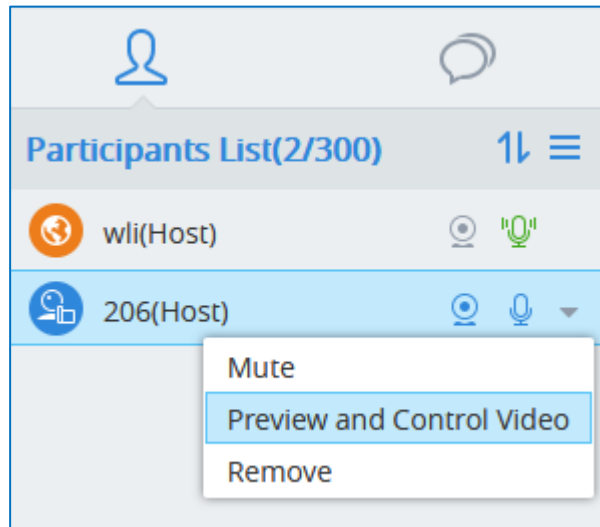

2. Enter the video preview interface, the user can click the direction arrow at the right upper corner and the zoom in/out icon to control the camera of the GVC device. When controlling the camera, the user could see the video of the current GVC device. The user should click to end the video preview in order to quit remote controlling feature.

How to Become Meeting Host from WebRTC
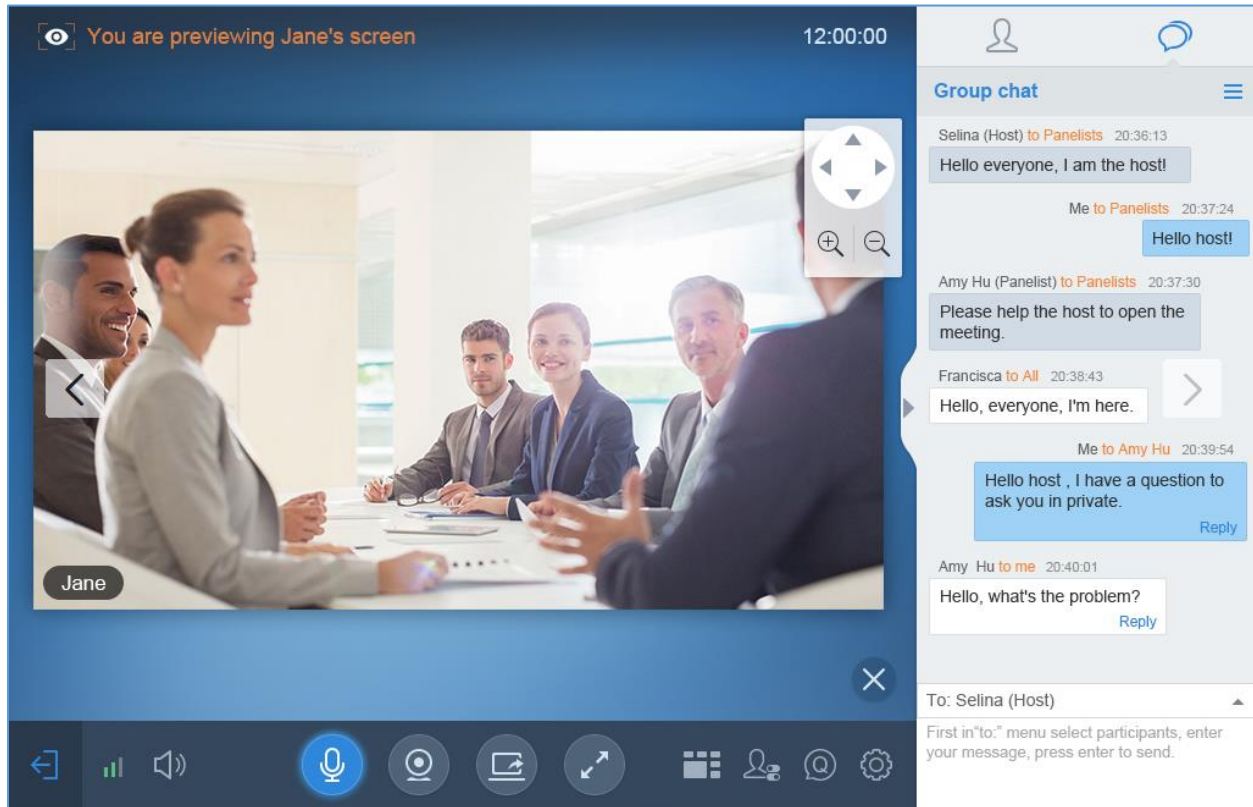
Disable/Enable Chat Function

- **Disable chat**

Click on button at the bottom right corner and select "Disable All to Chat", no participant can send chat anymore. The WebRTC participants will receive prompt "Disable all to chat".

- **Enable all to chat**

Click on button at the bottom right corner and select "Enable All to Chat", and all participants can chat. The WebRTC participants will receive prompt "Enable all to chat".

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

Mute Attendees on Entry

Click on the icon and check "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

How to Become Meeting Host from WebRTC

who are already in the meeting.

Allow All View Attendee List

Click on the icon ![icon] and check "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 GVC32XX participants or WebRTC participants at any time by IPVideoTalk ID or Email address, respectively.

Click on button ![icon], and select "Add Participant", the user could input the IPVideoTalk ID or Email address and click on "Add" to invite more 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

Select one participant in participants list, and click on "Remove" to confirm as shown below:

How to Become Meeting Host from WebRTC
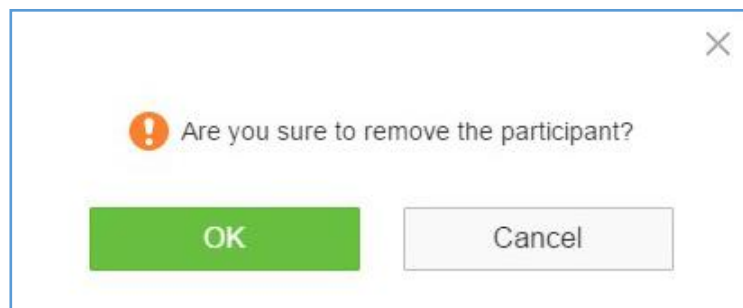
End/Leave Meeting

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

- If choosing "End meeting", the meeting hosted on GVC32XX device will be ended and all participants will be disconnected from the meeting.

- If choosing "Leave meeting alone" 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.

How to Become Meeting Host from WebRTC