



# Grandstream Networks, Inc.

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UCM63xx Series

## **Meeting Guide**



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## INTRODUCTION

The UCM6300 support multimedia meetings which increase employee efficiency and productivity, and also provide more cost-effective way to hold business meetings. With the UCM you can easily create, schedule, manage, and join meeting calls, from your desktop or laptop computer. UCM conferencing uses WebRTC technology, so all the participants don't have to download and install any additional software or plugins. UCM conferencing must be enabled by the administrator for the concerned extensions.

Below are the UCM6300 meeting specifications supported for each model:

UCM630x series	Number of public meeting rooms	Number of meeting room members
UCM6301	3	75
UCM6302	8	150
UCM6304	15	200
UCM6308	25	300

This document introduces the meeting options, meeting configurations including joining, inviting, recording during meeting and also including Google Calendar schedule.

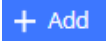



## MEETING CONFIGURATION SETTINGS

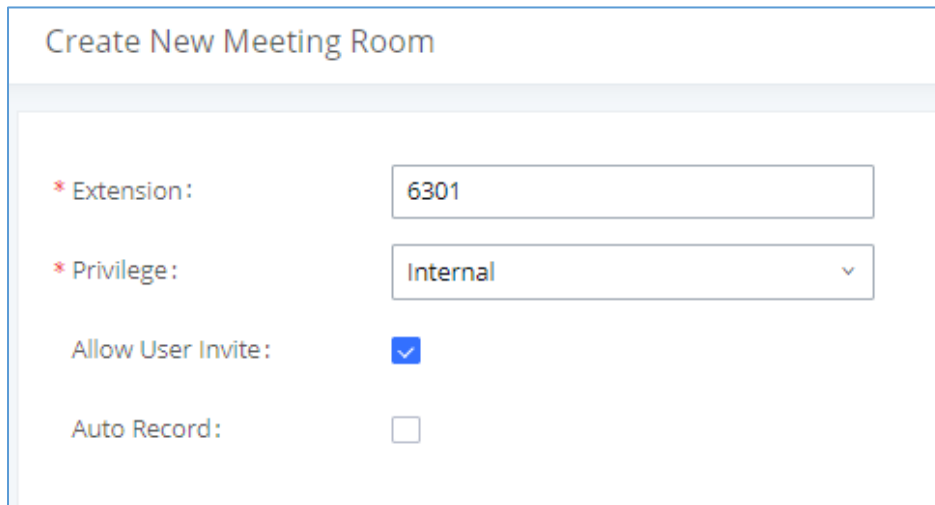
The meeting configuration settings are available under **Web GUI**→**Call Features**→**Multimedia Meeting**. Allowing users to create, edit, view, invite, manage the participants and delete meeting bridges. The meeting bridge status and meeting call recordings (if recording is enabled) will be displayed under the same web page as well.

### Create and Edit Meeting Rooms

To create, edit or delete the meeting rooms please refer to following steps:

1. Access the UCM63xx Web GUI using the administrator username and password.
2. Navigate to Call Features→Multimedia meeting→Room.
3. Click on  to add a new meeting room as displayed on figure 1 or click on  to edit the meeting room

**Note:** Click on  to delete the meeting bridge.



* Extension :	<input type="text" value="6301"/>
* Privilege :	<input type="text" value="Internal"/>
Allow User Invite :	<input checked="" type="checkbox"/>
Auto Record :	<input type="checkbox"/>

Figure 1: Creating New Meeting Room

Please refer to following table describing the configuration options available for meeting room feature.



**Table 1 : Meeting Room Parameters**

<b>Extension</b>	Configure the meeting number for the users to dial into the meeting.  <b>Note:</b> Up to 64 characters.
<b>Privilege</b>	Please select the permission level for outgoing calls.
<b>Allow User Invite</b>	If enabled, participants can invite other users to the video meeting.  It is Enabled by default. Note: The host can always invite members.
<b>Auto Record</b>	If enabled, the meeting call will be recorded and saved as a .WAV file, the default filename is <b>confbridge-<math>\{</math>Meeting Number<math>\}</math>-<math>\{</math>UNIQUEID<math>\}</math>. Recordings can be downloaded from the Meeting Recordings page.</b>

## Configure Meeting Settings

Please refer to following steps in order to configure meeting settings:

1. Access the UCM63xx Web GUI using the administrator username and password.
2. Navigate to Call Features→Multimedia Meeting→Room.
3. Click on “Meeting settings”.

The following table describe the meeting settings in details:

**Table 2: Meeting Settings**

<b>Enable Talk detection</b>	If enabled, the AMI will send the corresponding event when a user starts or ends talking. By default, it's enabled.
<b>DSP Talking Threshold</b>	The time in milliseconds of sound above what the dsp has established as base line silence for a user before a user is considered to be talking. This value affects several operations and should not be changed unless the impact on call quality is fully understood, the default value is 200.
<b>DSP Silence Threshold</b>	The time in milliseconds of sound falling within the dsp has established as base line silence before a user is considered to be silent. This value affects several operations and should not be changed unless the impact on call quality is fully understood, the default value is 2500.



<b>Max Number of Video Feeds</b>	Set the maximum number of video feeds supported per meeting room. Support the selection of the number of 4/6/9 parties, and the default is 6 parties.
<b>Audio Codec Preference</b>	Configures the preferred codecs for temporary accounts such as meeting participants who joined via link.
<b>Packet Loss Retransmission</b>	Packet Loss Retransmission configuration for temporary accounts (meeting participants without registered extensions who entered the meeting via link)
<b>Jitter Buffer</b>	<p>Select jitter buffer method for temporary accounts such as meeting participants who joined via link.</p> <p><b>Disable:</b> Jitter buffer will not be used.</p> <p><b>Fixed:</b> Jitter buffer with a fixed size (equal to the value of "Jitter Buffer Size")</p> <p><b>Adaptive:</b> Jitter buffer with an adaptive size that will not exceed the value of "Max Jitter Buffer").</p> <p><b>NetEQ:</b> Dynamic jitter buffer via NetEQ.</p>

## Schedule a Meeting

Meeting schedule Settings can be found under UCM63xx **web GUI**→**Call Features**→**Meetings**→ **Meeting Schedule**.

Users can create, edit, view and delete a Meeting Schedule.

- Click on “Schedule Meeting” to add a new Meeting Schedule and configure schedule settings.
- Or click on the scheduled meeting to edit or delete the event.







<b>Host</b>	Select the meeting Host
<b>Repeat</b>	Choose the frequency to repeat the meeting. Users can choose <b>Every Day</b> , <b>Weekly</b> , <b>Monthly</b> or <b>No Repeat</b> (Default) for a single event.
<b>Allow User Invite</b>	If enabled, participants can invite other users to the meeting. Note: Meeting Host is always allowed to invite users to the meeting.
<b>Call Participants</b>	If enabled, invited participants will be called when the meeting starts.
<b>Email Reminder</b>	Email reminders will be sent out x minutes prior to the start of the meeting. Valid range is 5-120. 60 is the default value.
<b>Auto Record</b>	If enabled, the meeting call will be recorded and saved as a .WAV file, the default filename is <b>confbridge-\${Meeting Number}-\${UNIQUEID}</b> . Recordings can be downloaded from the Meeting Recordings page.
<b>Enable Google Calendar</b>	Enables Google Calendar. This feature cannot be used if Google Services have not been authorized. Please resolve this in the Meeting -> Google Service Settings page.
<b>Invitees</b>	Select the participants to invite to the meeting. Enter either extension numbers or email addresses.
<b>Description</b>	The description of this scheduled meeting.

The list of meetings will be shown as below

Multimedia Meeting

Room    Meeting Schedule    Google Service Settings    Meeting Recordings

**Pending Meeting**    Meeting History

Host ▼

Schedule Meeting

MEETING SUBJECT	MEETING ROOM	MEETING OWNER	START TIME	MEETING DURATION	REPEAT	OPTIONS
Weekly_Meeting	6300	admin	Today 11:00 Etc/GMT-1	00:15:00	No Repeat	<span style="font-size: 0.8em;">ⓘ</span> <span style="font-size: 0.8em; margin-left: 5px;">✎</span> <span style="font-size: 0.8em; margin-left: 5px;">🗑️</span>
Information Sharing Meeting	50603081	admin	Today 12:30 Etc/GMT-1	00:15:00	No Repeat	<span style="font-size: 0.8em;">ⓘ</span> <span style="font-size: 0.8em; margin-left: 5px;">✎</span> <span style="font-size: 0.8em; margin-left: 5px;">🗑️</span>

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1
⏩

Total: 2    10 / page ▼

**Figure 3: Meeting List**



The **Meeting History** section is showing the list of ended meetings:

Pending Meeting		Meeting History								
MEETING SUBJECT	MEETING ROOM	MEETING OWNER	START TIME	MEETING DURATION	REPEAT	OPTIONS				
Information Sharing Meeting	80207041	admin	2021-09-01 17:00	01:00:00	No Repeat					

**Figure 4: Meeting History**

From this section, Users can download the meeting report by pressing on **Download** icon next to the meeting entry:

Pending Meeting		Meeting History								
MEETING SUBJECT	MEETING ROOM	MEETING OWNER	START TIME	MEETING DURATION	REPEAT	OPTIONS				
Information Sharing Meeting	80207041	admin	2021-09-01 17:00	01:00:00	No Repeat					



**Figure 5 : Download meeting report**

The meeting reports is on PDF format and contains various meeting information and statistics such as the number of attendees and the Device type from which the attendees were accessing the meeting from.

Users can also Reschedule the meeting by pressing on **Reschedule** icon and then enter the new meeting details:

Pending Meeting		Meeting History								
MEETING SUBJECT	MEETING ROOM	MEETING OWNER	START TIME	MEETING DURATION	REPEAT	OPTIONS				
Information Sharing Meeting	80207041	admin	2021-09-01 17:00	01:00:00	No Repeat					

**Figure 6 : Reschedule meeting**

Users can also Delete the meeting from Meeting history by pressing on  , and view the meeting details by pressing on  button, as shown in the below figure:



Meeting Details
✕

Meeting Subject	Information Sharing Meeting
Room Number	50603081
Session state	Not started
Start Time	2021-10-27 12:30
Time Zone	Etc/GMT-1
Meeting Owner	admin
Password	1516
Host Password	4743
Enable Google Calendar	No
Repeat	No Repeat

Invitees

STATUS	FIRSTNAME	PHONE NUMBER	EMAIL	LEAVE A MESSAGE
Require Confirmation		1001	abessour@grandstream.com	

**Figure 7: Meeting Details**

## Synchronize Meeting Schedule with Google Calendar

There are two ways to authorize the synchronization of the meeting schedule with the google calendar of your account:

- OAuth2.0 Authentication
- Google Calendar Authorization



Multimedia Meeting

Room   Meeting Schedule   **Google Service Settings**   Meeting Recordings

**Google Calendar Settings**

---

**OAuth2.0 Authentication**

\* OAuth2.0 Client ID:

\* OAuth2.0 Client Secret:

---

**Google Calendar Authorization**

1. Click "Get Authorization Code".

2. Enter the Google account and password (Note: Please make sure that the account information on the authorization page is correct. If you are not logged into the correct account, please log out and log back into the correct one.).

3. Click "Accept" on authorization page.

4. Copy the string to the Authorization Code input box, then click the "Authorize" button.

\* Authorization Code:

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**Figure 8: Google Calendar Authorization**

## OAuth2.0 Authentication

Please refer to following steps:

1. Go to the Google Developers Console (<https://console.developers.google.com/project>).
2. Select a project or create a new one.
3. In the sidebar on the left, expand APIs & auth. Next, click APIs.
4. Select the enabled APIs link in the API section to see all the enabled APIs. Make sure that "calendar API" is on the list of enabled APIs. If you have not enabled it, select API from the list of APIs, then select the enable API button for the API.
5. In the sidebar on the left, select "Credentials". Click "Create New Client ID".
6. Select the installed application type for your project and enter any additional information required. Click create Client ID.
7. Copy the "OAuth2.0 Client ID" and "OAuth2.0 Client Secret" to the UCM's web GUI under **Call Features → Multimedia Meetings → Google Service Settings**, and click "SAVE".



## Google Calendar Authorization

Please refer to following steps:

1. Access the UCM6xxx web GUI → **Call Features** → **Multimedia Meetings** → **Google Service Settings**.
2. Click "**Get Authorization Code**" to obtain authentication code from Google Service.
3. Enter the Google account and password (Note: please make sure the account on authorization page is correct, if you have logged in other account, please log out then log in again).
4. Click "Accept" on authorization page.
5. Copy the strings returned by Google authentication server under "**Authorization code**" input field, and click the "**Authorization**" button.

Once the google account is authorized, it will be displayed under "**Authorized Account**" and it will be connected with Google Service.

**Important:** Users can also configure the Status update, which refresh automatically your Google Calendar with the configured time (m). (**Note:** "Zero" means disable).

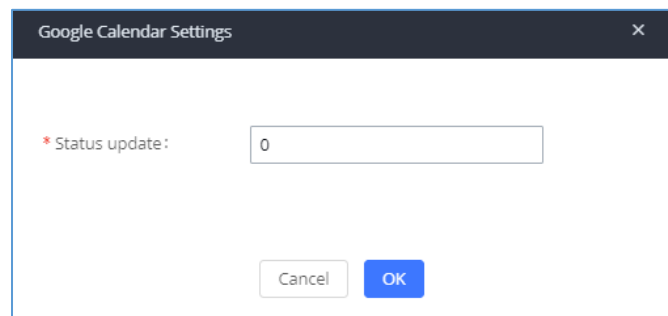


Figure 9: Google Calendar Settings

## Join a Meeting

The UCM630x allows users to dial the meeting number to join the meeting. If the password is required, users need to enter the password to join the meeting as a normal user, or enter the Host password to join the meeting as administrator.



## Manage the Meeting Room

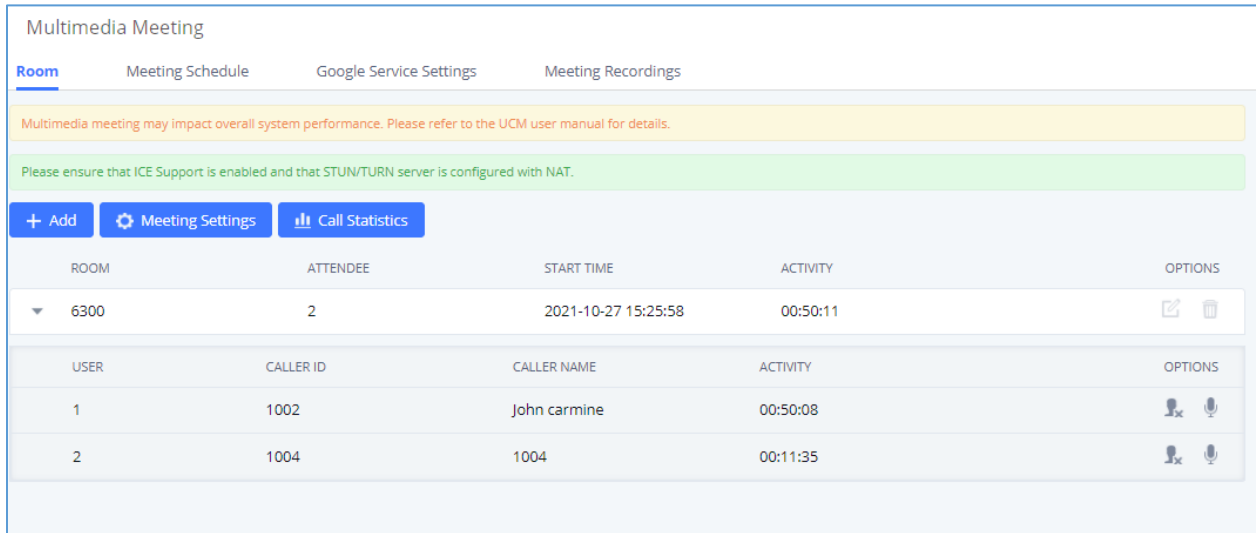
The following steps allow to manage meeting rooms using the web GUI or IVR during a meeting call.









## Manage The Meeting room from Web GUI

Access the UCM630xA web GUI during the meeting call and go under **Call Features** → **Multimedia Meetings** and choose your Meeting room. The following operation can be done

1. Click on  to kick a participant from the meeting.
2. Click on  to mute the participant.



The screenshot shows the 'Multimedia Meeting' interface with tabs for Room, Meeting Schedule, Google Service Settings, and Meeting Recordings. A warning message states: 'Multimedia meeting may impact overall system performance. Please refer to the UCM user manual for details.' Below this, a green notice says: 'Please ensure that ICE Support is enabled and that STUN/TURN server is configured with NAT.' There are buttons for '+ Add', 'Meeting Settings', and 'Call Statistics'. A table displays meeting details:

ROOM	ATTENDEE	START TIME	ACTIVITY	OPTIONS
6300	2	2021-10-27 15:25:58	00:50:11	 
USER	CALLER ID	CALLER NAME	ACTIVITY	OPTIONS
1	1002	John carmine	00:50:08	 
2	1004	1004	00:11:35	 

**Figure 10: Manage Meeting from WEB GUI**

## Manage Meeting Call from IVR

During the meeting, meeting participants can input \* to enter the IVR menu for the meeting. Please see options listed in the table below.

**Table 4: Meeting Caller IVR Menu**

Meeting Administrator IVR Menu	
<b>0</b>	Change your role. Press 1 to change your role to participant.
<b>1</b>	Mute/unmute yourself.
<b>2</b>	Lock/unlock the Meeting.
<b>3</b>	Kick the last joined user from the Meeting.
<b>4</b>	Decrease the volume of the Meeting.
<b>6</b>	Increase the volume of the Meeting





7	Decrease your volume.
9	Increase your volume.
8	More options. <ul style="list-style-type: none"> <li>• 1: List all users currently in the meeting call.</li> <li>• 2: Kick all non-Administrator participants from the meeting call.</li> <li>• 3: Mute/Unmute all non-Administrator participants from the meeting call.</li> <li>• 4: Record the meeting call.</li> <li>• 8: Exit the caller menu and return to the meeting.</li> </ul>
<b>Meeting Participant IVR Menu</b>	
0	Change your role. Press 1 followed by the host password to become meeting host.
1	Mute/unmute yourself.
4	Decrease the volume of the Meeting.
6	Increase the volume of the meeting call.
7	Decrease your volume.
9	Increase your volume
8	Exit the caller menu and return to the meeting.

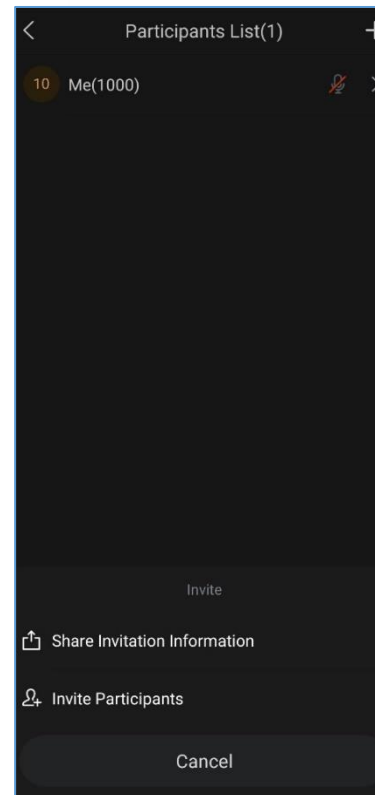


## Invite Other Parties to Join The meeting

The meeting host and participants can Invite other participant to the meeting from the meeting menu and choose to Invite other participants. After Inputting the participant number, the UCM will send a call to this number to join into the meeting.

Using the Wave app for example users can press on the Meeting symbol  then on  and choose **Invite Participants**



User can choose the participant from their contacts or dial a new number and the UCM will send the meeting invitation to the chosen destination.



## Meeting Recordings

The UCM630xx allows users to record the meeting call and retrieve the recording from **web GUI→Call Features→Multimedia Meeting→Meeting Recordings**.

To record the Meeting call, Users need to enable **Record Meeting** option While creating a new meeting room or when scheduling the meeting.

When the Meeting starts, the call will be automatically recorded in .wav format. The recording files will be listed under **Meeting Recording** as below once available. Users could click on  to download the recording or click on  to delete the recording. Users could also delete all recording files by clicking on “Delete All Recording Files”, or delete multiple recording files at once by clicking on “Delete Selected Recording Files” after selecting the recording files.





Multimedia Meeting

Room   Meeting Schedule   Google Service Settings   **Meeting Recordings**

Local  2021-10

<input type="checkbox"/>	NAME ↕	ROOM ↕	DATE ↕	SIZE ↕	OPTIONS
<input type="checkbox"/>	confbridge-6300-1635344758.wav	6300	2021-10-27 15:25:58 UTC+01:00	40.88 MB	<input type="button" value="download"/> <input type="button" value="delete"/>
<input type="checkbox"/>	confbridge-6300-1635250970.wav	6300	2021-10-26 13:22:50 UTC+01:00	36.94 MB	<input type="button" value="download"/> <input type="button" value="delete"/>

1 
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**Figure 11 : Meeting Recording**



## MULTIPLE MEETING BRIDGES

The UCM630xA support multiple Meeting bridges between different meeting (remote or local) rooms to essentially bridge two meeting rooms together reducing bandwidth usage as displayed on the following diagram illustration a meeting bridge between two UCMs in a peered scenario.

In the following scenario, we are using the UCM6308A and the GXP21xx as an example



During a meeting, please follow the steps below in order to bridge a meeting from your GXP21xx:

1. Press on **ConfRoom** Softkey.
2. Press on **ConfMenu** Softkey to access to the meeting menu.
3. Choose **Bridge Meeting** under **option**.

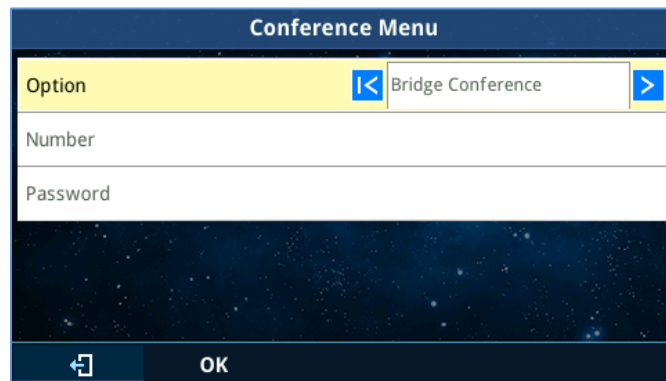


Figure 12: Bridging meeting from GXP21xx



4. Enter the remote meeting's number that you would like to invite and its appropriated password.  
**Note:** Users can also invite a local meeting room to join the meeting call by adding its room number under "Remote Meeting's Number" field.
5. Click on "**OK**" to bridge meeting rooms.



Figure 13: Bridged meeting

Users can press on **ConfMenu** softkey afterwards and choose **Unbridge All** to unbridge the meeting.



## MEETING SCHEDULE EXAMPLE APPLICATION

This chapter illustrates an example of configuring meeting schedule feature.

The sales director of the company “ABC” needs to organize a meeting and invite different sales managers to discuss different topics. We will assume the following:

1. Sales director needs to have a meeting room available on the extension number **6300** which will allow him to invite manually **Sales Team** members to discuss different topics.
2. Every Monday at 9 AM, the sales director will organize with sales team a meeting to discuss different topics and assign new tasks, the meeting room used to host this weekly meeting is **6301**.

- **Configuring Meeting room 6300**

Please refer to following steps in order to configure the meeting room 6300:

1. Access the Web GUI of the UCM630xA using the administrator username and password
2. Navigate to Call Feature → Meeting → Room.
3. Click on “**Add**”.
4. Set the extension number to 6300.
5. Press Save button to save the new meeting room.

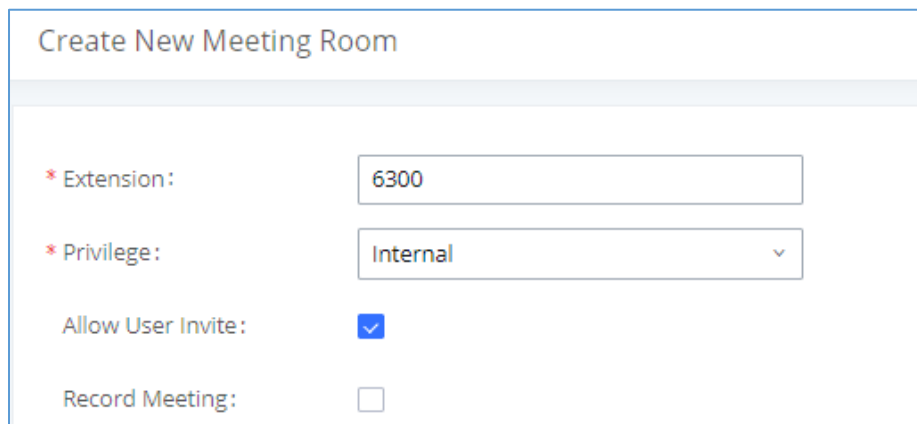


Figure 14: Creating Meeting Room 6300

Once creating the Meeting room 6300, the sales director can initiate the Meeting by dialing 6300 and inviting other participants. Please check **Invite Other Parties to Join The meeting** section in order to invite participants.



**Note:** Enabling “Record Meeting” permits to record the meeting calls and retrieve them under **Meeting recording**.

- **Configuring Meeting room 6301**

The Meeting room 6301 is programmed to host the weekly meeting, on the following steps we will create a new meeting schedule:

1. Access the Web GUI of the UCM630xA using the administrator username and password.
2. Navigate to Call Feature → Meeting.
3. Click on “**Add**”.
4. Set the extension number to “6301”.
5. Press Save button to save the new Meeting room.
6. Access to Call Feature → Meeting schedule.
7. Click on “**Schedule**”.
8. Set the “**Meeting subject**”, choose **Use Existing Meeting Room** under “**Meeting room**” option and select room 6301.
9. Configure the “**Time**” of the meeting, the **Host** number and the **Invitees**.
10. Since this meeting is planned for each week, configure “**Repeat**” to weekly.
11. Press **Apply Changes** button to save and apply the new settings on the UCM630xA.



Schedule New Meeting
Cancel Save

<p>* Meeting Subject: <input type="text" value="Weekly_Meeting"/></p> <p>* Time: <input type="text" value="2021-10-31"/> <input type="text" value="09:00-09:15"/></p> <p>Password: <input type="text" value="1516"/></p> <p>* Host: <input type="text" value="1000"/> <input type="text" value="abessour@grandstre"/></p> <p>Allow User Invite: <input checked="" type="checkbox"/></p> <p>* Email Reminder (m): <input type="text" value="60"/></p> <p>Enable Google Calendar: <input type="checkbox"/> <a href="#">Google Service Settings</a></p> <p>Invitees:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="1001 (Karen@gmail.com) x"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="1002 'John carmine' (john.carmin...) x"/> </div> <p style="font-size: small; color: #ccc;">Please enter and submit participants with th</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: x-small; color: #ccc;">2/149</p> <p style="font-size: x-small; color: #ccc;">For improved voice audio quality of link users, please add Opus to the meeting room's supported codecs. Warning: Opus is a resource-intensive codec.</p>	<p>Meeting Room: <input checked="" type="checkbox"/> Use Existing Meeting Room</p> <p><input type="text" value="6301"/></p> <p>* Time Zone: <input type="text" value="( UTC+01:00 ) Etc/GMT-1"/></p> <p>* Host Password: <input type="text" value="0415"/></p> <p>Repeat: <input type="text" value="Weekly"/></p> <p>Call Participants: <input checked="" type="checkbox"/></p> <p>Auto Record: <input type="checkbox"/></p> <p>Description:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p style="font-size: x-small; color: #ccc;">This meeting is scheduled every Monday at 9:00 AM, Please make sure to free your schedule at that time to join the meeting, Thank you.</p> </div>
---	---

**Figure 15: Meeting Schedule**

**Note:** The meeting can also invite remote extensions available when the main UCM is peered with other UCMs or a special extension.

