

Grandstream Networks, Inc.

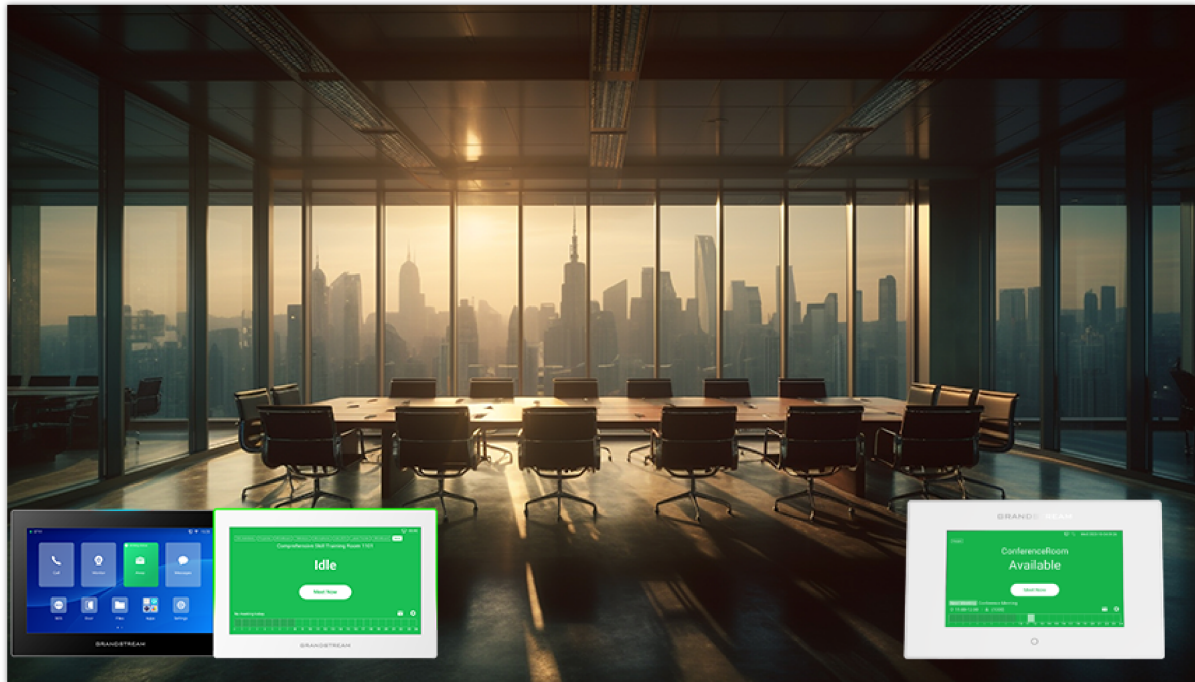
GSC357x -  
**Meeting Room Panel Mode Guide**



# GSC357x - Meeting Room Panel Mode Guide

## INTRODUCTION

The GSC357x device comes with a newly developed feature called the “Meeting Room Panel Mode”, this feature sets the GSC3570/GSC3574/GSC3575 Control station models, to reflect the meeting room occupancy status and manage the onsite meetings. The GSC357x can act in a “Self-host mode” or “Host Mode”.



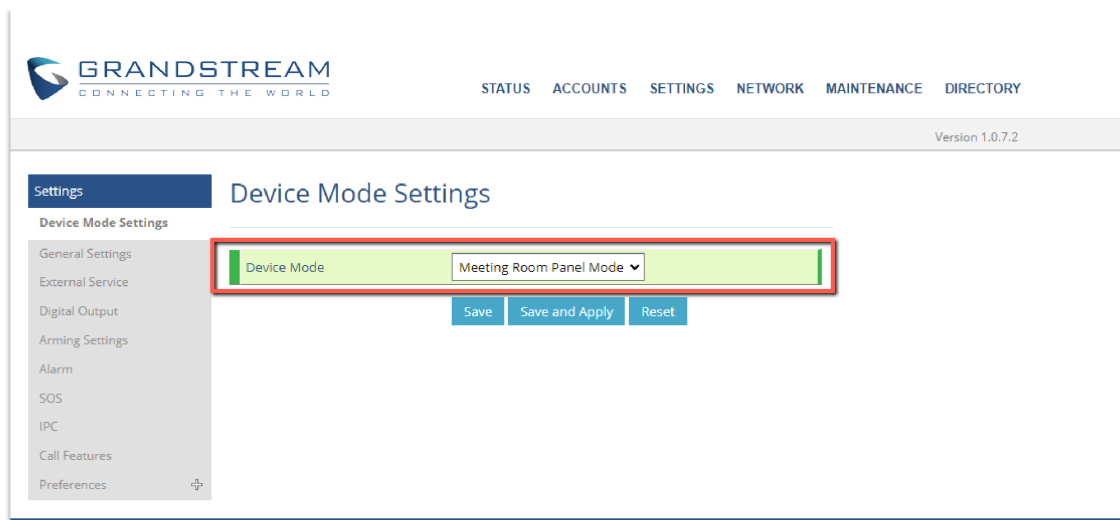
*Meeting Room Panel Mode*

This guide will help to configure your GSC357x to use the “Meeting Room Panel Mode” feature.

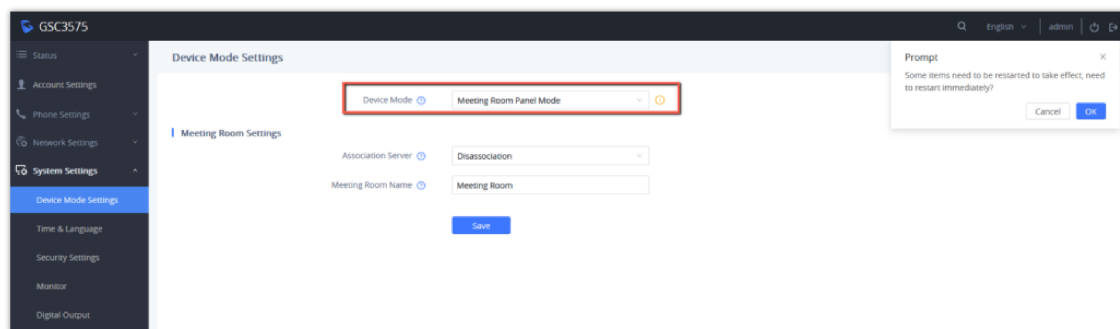
## ENABLING MEETING ROOM PANEL MODE

By default, the GSC357x is set to the control station mode, this means that it will function by default as an intercom and facility control station, to set it to meeting room mode, please follow the below steps:

1. Connect to the GSC357x Web UI platform.
2. Under **Settings** → **Device Mode Settings** on GSC3570, and **Settings** → **Device Mode Settings** on GSC3574/75, select the device mode to be “Meeting Room Panel Mode”.
3. Click on Save and Apply, then reboot the device for the action to take effect.



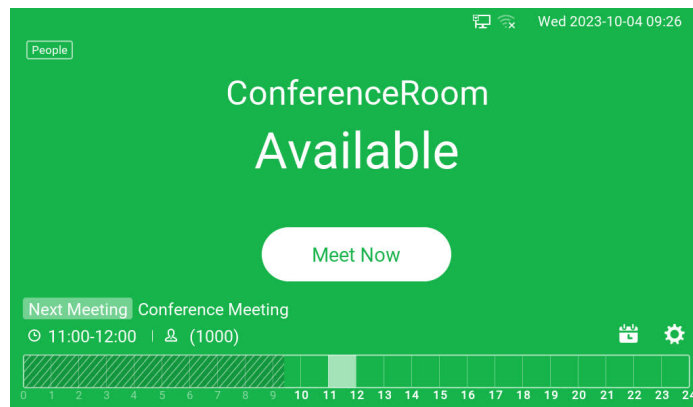
Meeting Room Panel for GSC3570



Meeting Room Panel for GSC3574/75

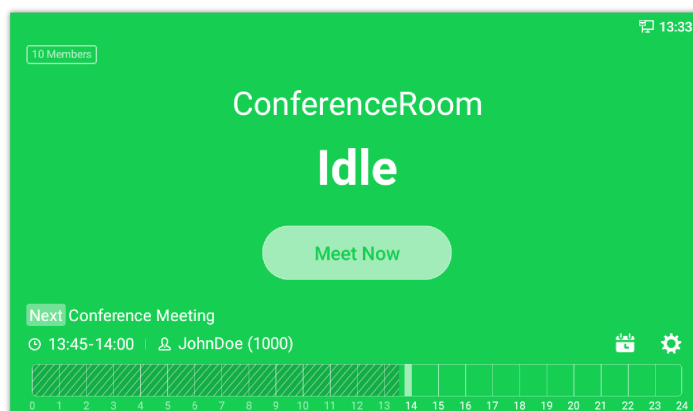
4. After the device is rebooted, the following view will be shown on the GSC357x LCD Display:

#### o GSC3570



Example of a connected GSC3570

#### o GSC3574/75



Example of a connected GSC3574/75

# MEETING ROOM PANEL TYPES

The two meeting room deployment options are listed below:

- **UCM Host Mode:** On this mode, the onsite meetings are scheduled on the UCM63xx platform, after the control panel is added to the Room devices section, and the meetings scheduled are automatically synchronized with the GSC357x meeting room panel, with an overview of the occupied and available time slots, for this option to function, a server connection to the UCM63xx is required.
- **Self-Host Mode:** When the GSC357x operates independently without a SIP Server and no UCM63xx is in use, users can configure it as a standalone device. In this scenario, individuals intending to use the meeting room must indicate their occupancy on the control panel. They can specify the desired duration for their use, marking the room as 'occupied' during this time frame. If they need more time, they have the option to extend the duration. Alternatively, if the meeting concludes before the initially specified time, users can select 'End now' to make the room available again, releasing it from occupancy status.

## UCM HOST MODE

The UCM Host Mode configuration will require a UCM63xx unit to complete this setup.

### Prerequisites

- GSC3570 on firmware 1.0.7.2 or higher.
- GSC3574/75 on firmware 1.0.1.6 or higher.
- UCM63xx on firmware 1.0.21.9 or higher.

### Host Mode Configuration

Since we are on UCM Host Mode set up, the onsite meeting is scheduled on the SIP server. First, we will set up the onsite meeting on the UCM63xx, then we will establish the connection to the SIP server from the GSC357x to synchronize the scheduled meeting data.

### Configuring the Meeting Room

1. Access the UCM63xx WEB UI configuration platform.
2. Go to **Device Management** → **Onsite Meeting**
3. Create a room in which the GSC357x will be installed, to do that:
  1. Go to **Device Management** → **Onsite Meeting** → **Room Management**.
  2. Click on  to create a New Room.
  3. Define the Room's name, we will name it "ConferenceRoom".
  4. Define some optional settings such as the Office building, the Participant Capacity, and the Equipment...
  5. Click on Save.

Edit Meeting Room

×

\*

Name

ConferenceRoom

Office Building

▼

▼

Participant Capacity

10

Meeting Room Panel

1000 (Binding "ConferenceRoom") ×

Equipment

Please select

Meeting Photo

+

Supports JPG/PNG images (10 MB or less)

Azimuth Map

+

Supports JPG/PNG images (10 MB or less)

Remark

Cancel

Save

Conference Room

The room will be set as idle:

Onsite Meeting

Scheduled Meetings

Room Management

Meeting Room Panel

Equipment

Address Management

+ Add

Name

Status: All

Search

| STATUS | NAME           | OFFICE BUILDING | FLOORS | PARTICIPANT CAPACITY | MEETING ROOM PANEL | OPTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------|----------------|-----------------|--------|----------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Idle   | ConferenceRoom |                 |        | 1000                 |                    |       |

Total: 1

1

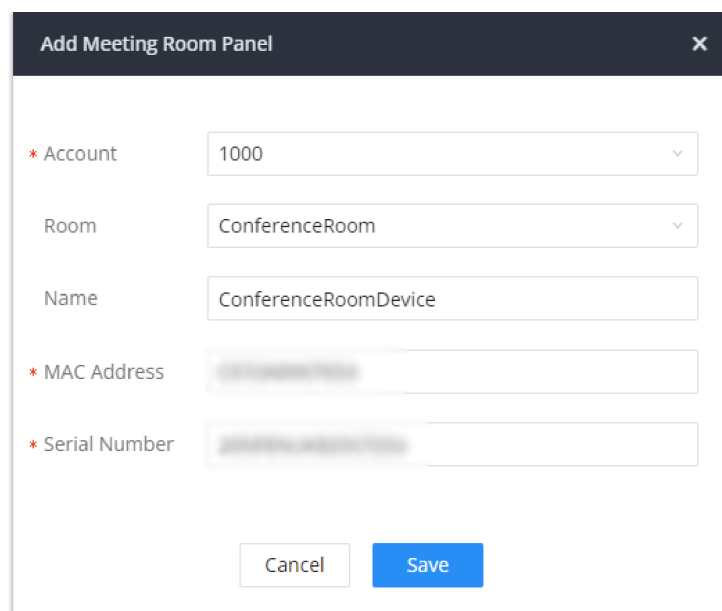
10 / page

Conference Room

## Adding the GSC357x as a Meeting Room Panel

The next step is to add the GSC357x to the UCM Meeting Room Panel section, to do that:

1. Go Under **Device Management** → **Onsite Meeting** → **Meeting Room Panel**.
2. Click on **+ Add** to create a new Meeting Room Panel.
3. Enter the Account of the Host.
4. Select the Room in which the device will be installed.
5. Enter the name of the device.
6. Enter the Device's Mac Address.
7. Enter the Device's Serial Number
8. Click on save to save the Meeting device.



**Add Meeting Room Panel**

\* Account: 1000

Room: ConferenceRoom

Name: ConferenceRoomDevice

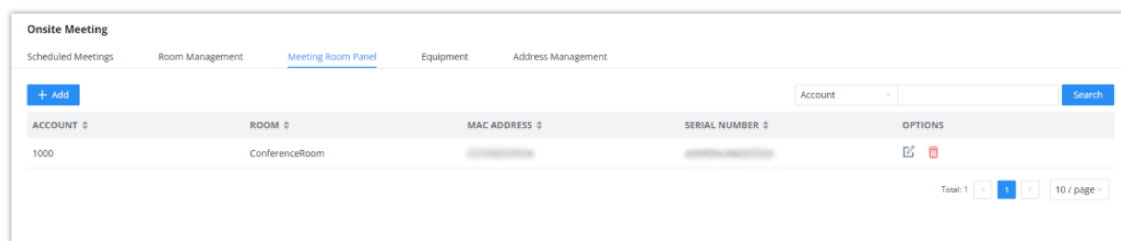
\* MAC Address: [blurred]

\* Serial Number: [blurred]

Buttons: Cancel, Save

*Add Meeting Room Panel*

Now, the device is recognized by the UCM as the meeting control panel device.



| ACCOUNT # | ROOM #         | MAC ADDRESS # | SERIAL NUMBER # | OPTIONS |
|-----------|----------------|---------------|-----------------|---------|
| 1000      | ConferenceRoom | [blurred]     | [blurred]       | [icon]  |

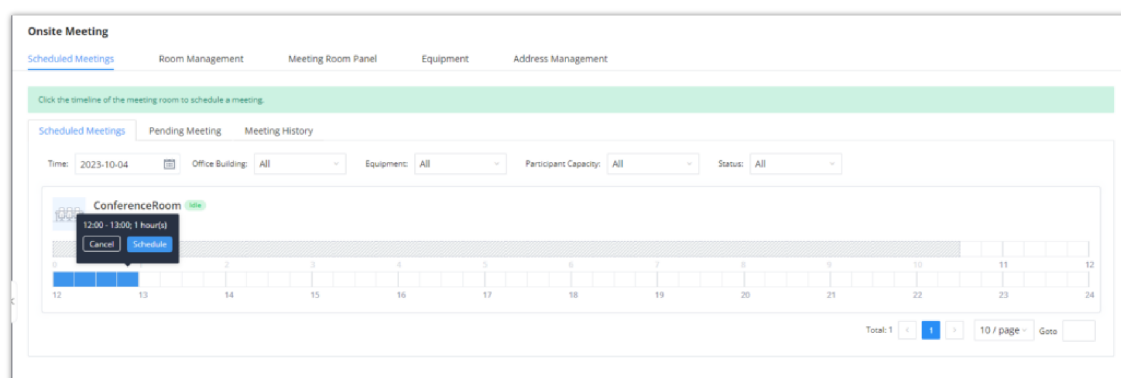
Total: 1 / 10 / page

*A meeting control panel device added*

## Scheduling an Onsite Meeting on UCM63xx

The last step is to schedule an onsite meeting on the UCM63xx, to do that:

1. Go to **Device Management** → **Onsite Meeting** → **Scheduled Meetings**.
2. Hover over the time slot that you want to book for the meeting, then click on [Schedule](#).



**Onsite Meeting**

Scheduled Meetings | Room Management | Meeting Room Panel | Equipment | Address Management

Click the timeline of the meeting room to schedule a meeting.

Scheduled Meetings | Pending Meeting | Meeting History

Time: 2023-10-04 | Office Building: All | Equipment: All | Participant Capacity: All | Status: All

ConferenceRoom (12:00 - 13:00, 1 hour(s))

Buttons: Cancel, Schedule

Total: 1 / 10 / page

*Scheduling an Onsite Meeting on UCM63xx*

3. After this is done, enter the Host Account.
4. Specify the meeting's members.
5. Specify the room in which the meeting will be held, this will help synchronize the meeting data to the GSC357x.
6. Click on save and apply.

✕

### Schedule Meeting

\* Meeting Subject

\* Time Zone

\* Time

\* Meeting Room

\* Host

Email Reminder (m)

☒

Repeat

Meeting Agenda

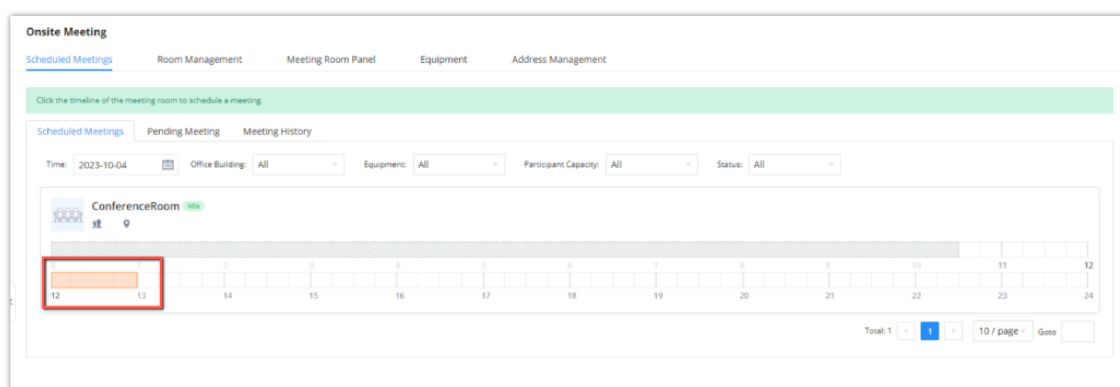
Invitees

Please enter and submit participants with the Enter key. Click th...

Cancel
Save

*Schedule a Meeting on UCM*

Once the meeting is created, the following view of the time slot availability will be displayed based on the meetings scheduled on the UCM63xx.



*ConferenceRoom Meetings*

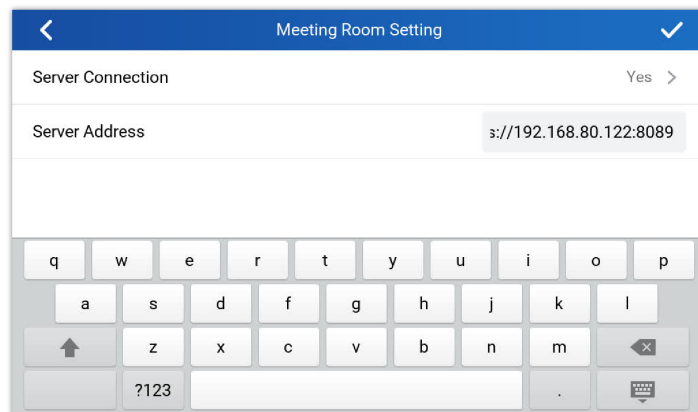
## Establishing Server Connection

Now we can establish the server connection to the GSC357x, to display the meetings data registered in the UCM63xx, there are two methods to go about this:

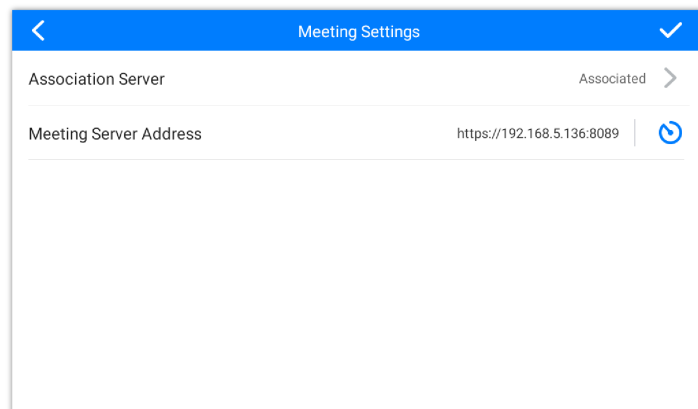
### LCD Configuration:

- Access the settings configuration on the GSC357x panel by clicking the icon 
- Go to Meeting Room settings under advanced settings.
- Set the server connection to "Yes"

- Define the server address, which is the URL of the SIP server; For Example: https://192.168.80.122:8089

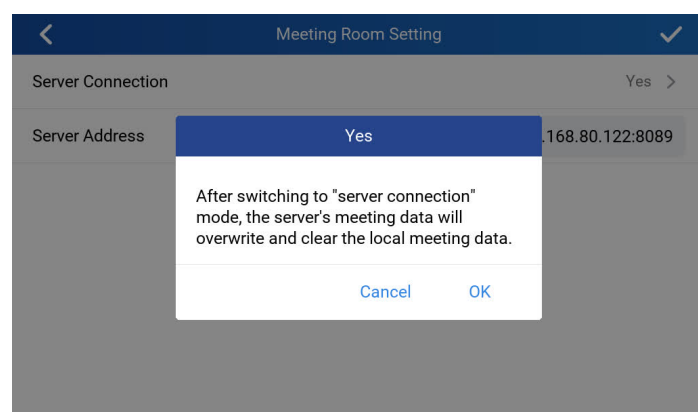


*Meeting Room settings on GSC3570*



*Meeting Room settings on GSC3574/75*

- Click the icon  to discover nearby UCM devices that you can associate the meeting control panel with
- Click on the icon  to save the changes.
- After this, you will be prompted to confirm the mode change, please confirm it by clicking "OK"

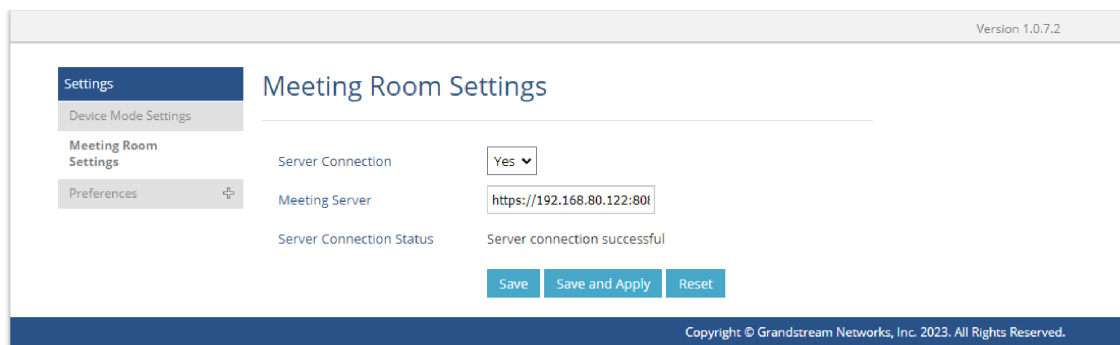


*Meeting Room Setting Confirmation*

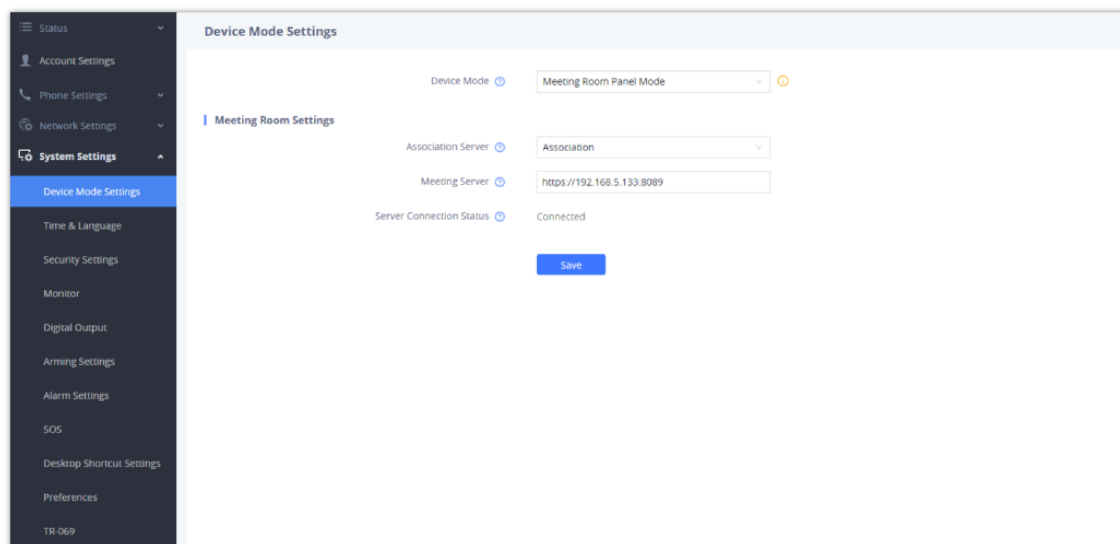
#### WEB UI Configuration:

- Access the WEB UI platform of the GSC357x, by entering the IP Address of the unit on your favorite browser.
- Make sure the device is on Meeting Room Panel Mode, which was covered in the section [\[Enabling Meeting Room Panel Mode\]](#)
- Go to **Settings** → **Meeting Room Settings**, and set the server connection to "Yes"
- Enter the server address: the URL of the SIP Server.
- Click on Save and Apply.

After some time, the settings will be saved and the connection to the server will be established, where the server Connection status will be marked as Server connection successful.



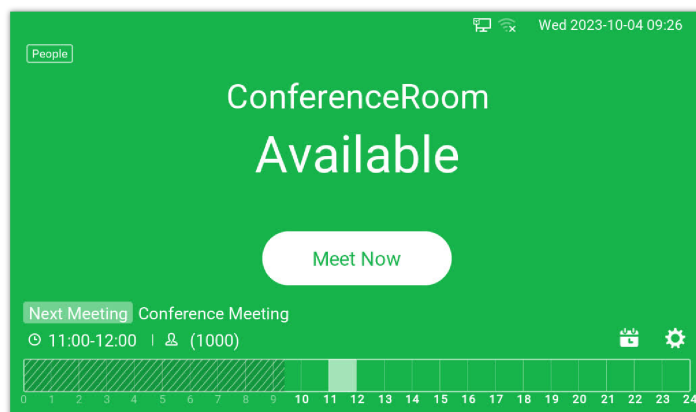
*Server Connection Successful on GSC3570*



*Server Connection Successful on GSC3574/75*

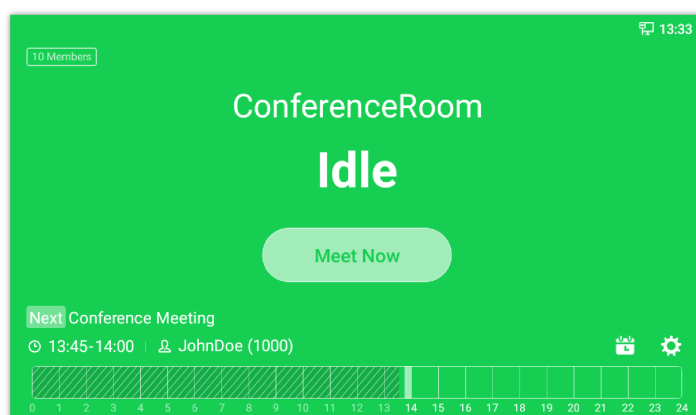
The control panel will now display the time slots available on the main screen, those time slots are synchronized from the UCM63xx:

- **GSC3570**



*Time slots available on the main screen*

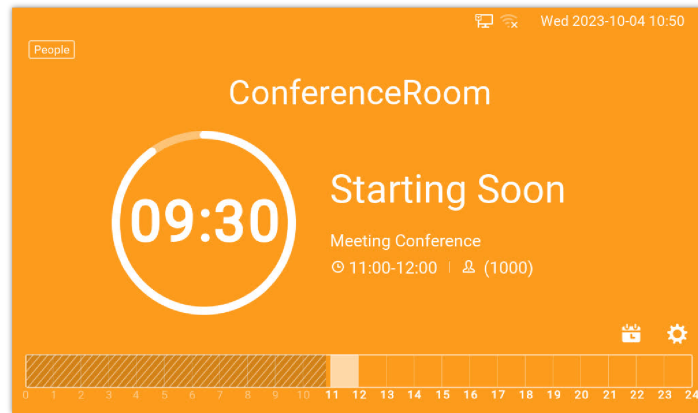
- **GSC3574/75**



10 minutes before the scheduled conference starts, a reminder saying that the conference will start in under 10 minutes will be displayed.

#### Note

Once the timer for the next meeting starts, you will not be able to launch an instant meeting



Conference Call reminder

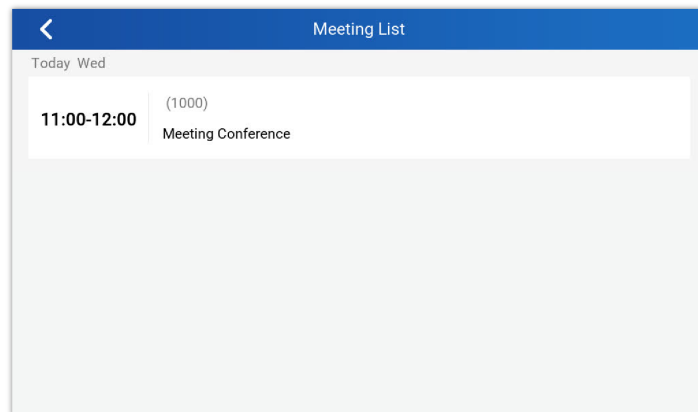
## Meeting Operations in Host Mode

### Viewing the Scheduled Meetings List

You can also view a detailed list of the upcoming meetings with their time slots in detailed manner by clicking the icon

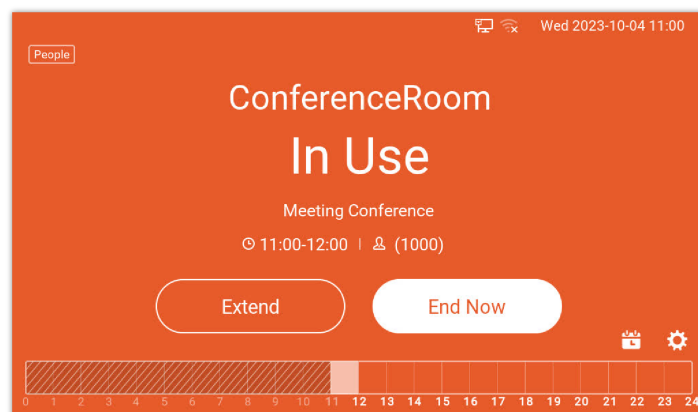


this will display a list as follows:



Scheduled meetings list

Once the meeting starts, the Control panel will display the room to be unavailable, in this situation, the user can not manually create a new conference, until the current conference has concluded.

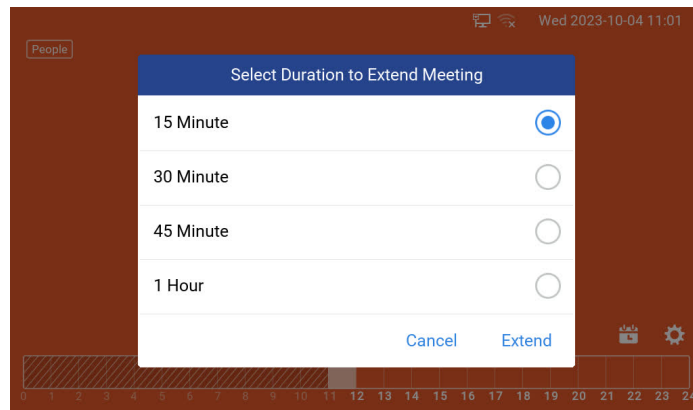


Conference Room in use

## Extending the Meeting

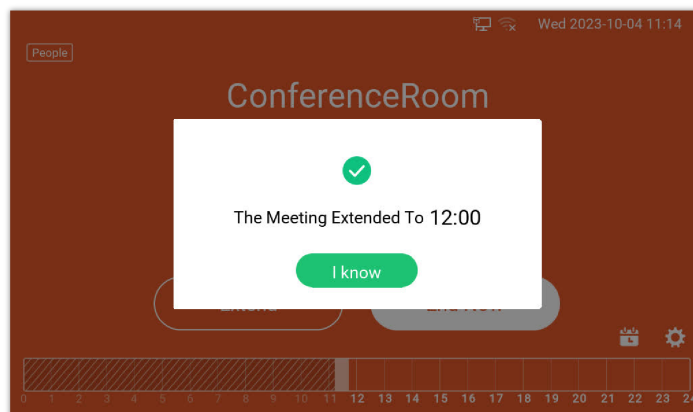
During the meeting, if the host needs extra time, he can extend the meeting duration, to do:

- Click on  .
- Choose the duration of the extension



*Duration Extension*

- Click on Extend.
- The meeting will be extended, with a confirmation displaying the new ending time of the meeting.

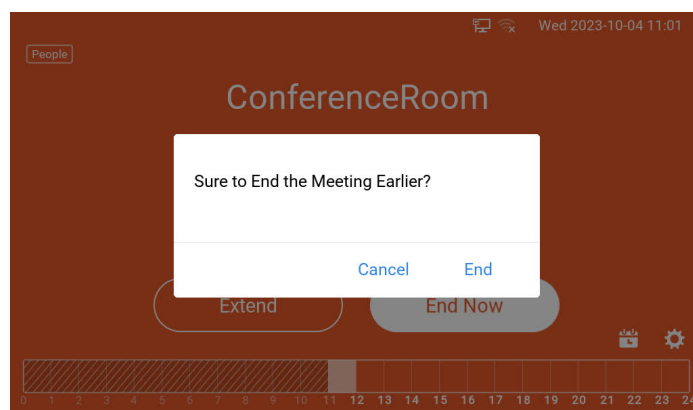


*Meeting Extended*

## Ending the Meeting Earlier

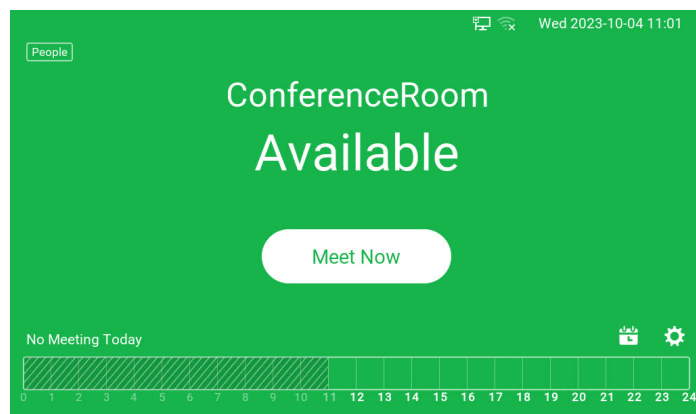
In case the host needs to stop the meeting earlier than the scheduled time, the following steps can be followed:

- Click on  .
- Confirm the ending of the meeting.



*End Meeting*

- The Room will be available again:

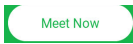


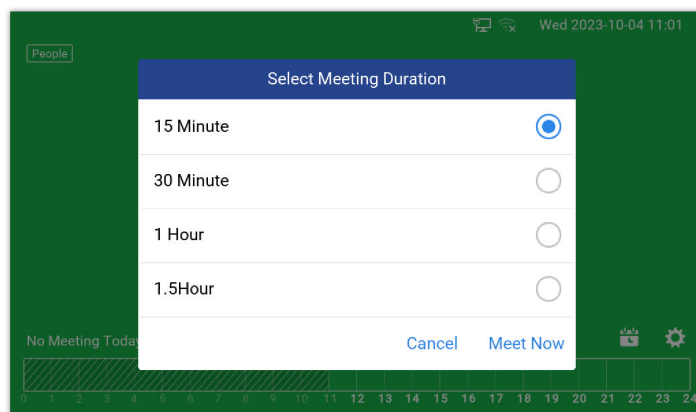
*Meeting Room Available again*

## Manually Creating a Meeting on GSC357x

Even while the device is connected to the UCM63xx, users can still manually and immediately start meetings with a specified duration as long as the room is not occupied and as long as the specified duration does not interfere with an already created meeting's time slot.

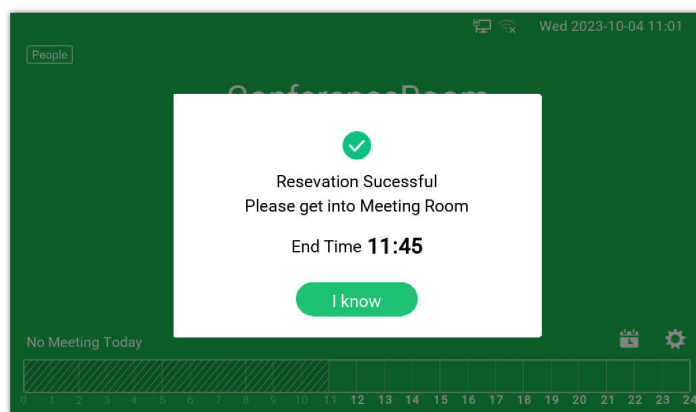
In the following example, we have the room status marked as Available, and we see that we do not have any meetings scheduled in the next 30 minutes, in this example we can set a meeting manually to start immediately for 30 minutes, to do that:

- Click on 
- Specify the duration of the meeting, we will set it to 30 minutes.



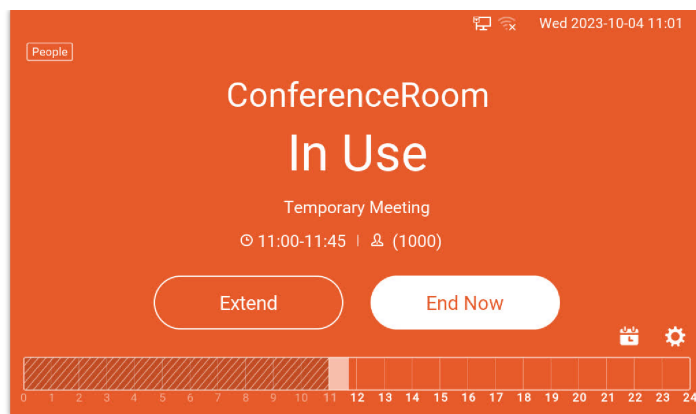
*Duration of the Meeting*

- Click on Meet now.
- The Meeting will be created, and a confirmation pop-up will be displayed



*Confirmation Pop up*

- After this, the room status will change to "In Use".



Conference room in use

## SELF-HOST MODE

In this configuration, the only device required is a GSC357x, Powered on, and installed, in the room where the meetings will be held.

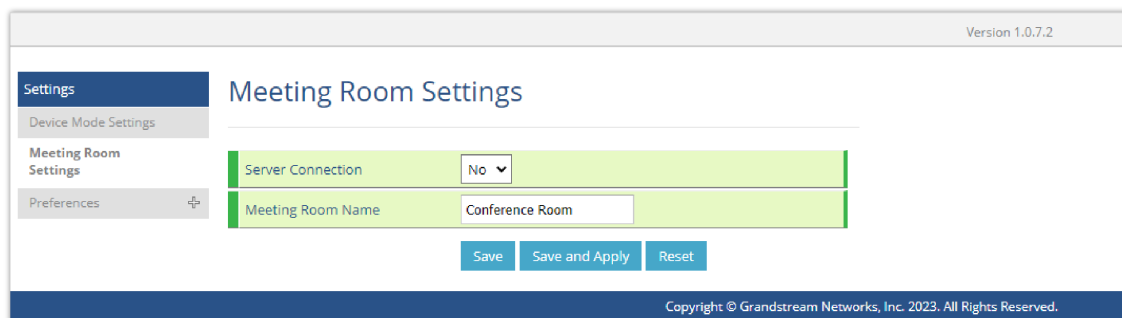
### Prerequisites

- GSC3570 on Firmware 1.0.7.2 or higher.
- GSC3574/75 on Firmware 1.0.1.6 or higher.

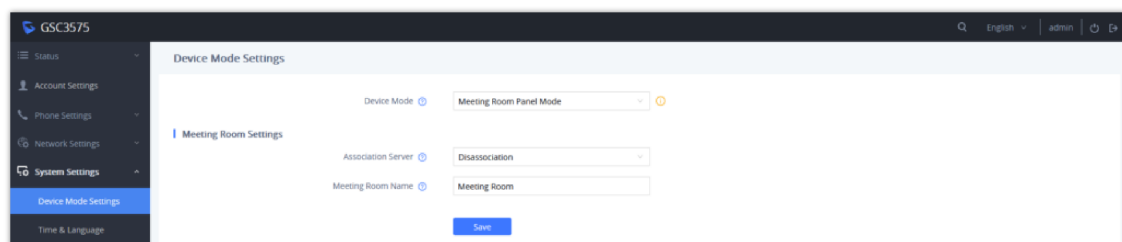
### Self-Host Configuration

Since on this configuration, we will only need a powered-on GSC357x on Meeting Room Panel Mode, the option available will be to create an immediate meeting whenever the meeting room needs to be used, to do that:

- Make sure to disable the server connection on the GSC357x:
  1. On the Web UI, go to **Settings** → **Meeting Room Settings**, and set the server connection to "No"
  2. Choose a Room name, please note that the Room name specified here will override the Room name specified on the UCM63xx Room settings.
  3. Click on "Save and Apply" to save the changes.

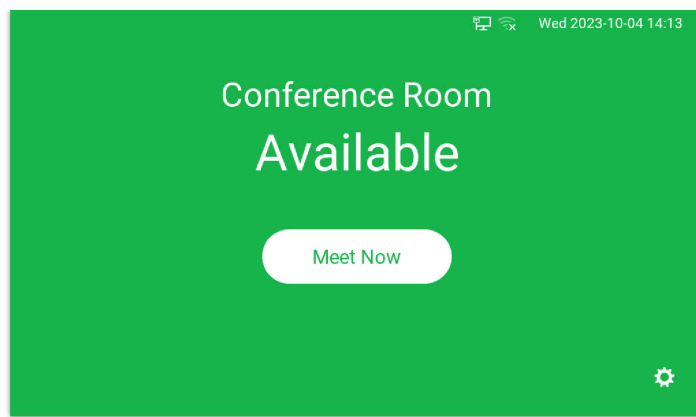


Disabling server connection GSC3570

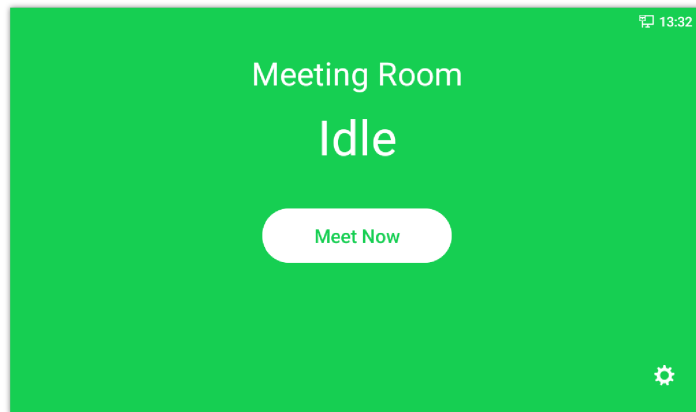


Disabling server connection GSC3574/75

The new view of the GSC357x Control Panel will be as follows:



*Self-host meeting room view on GSC3570*

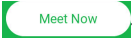


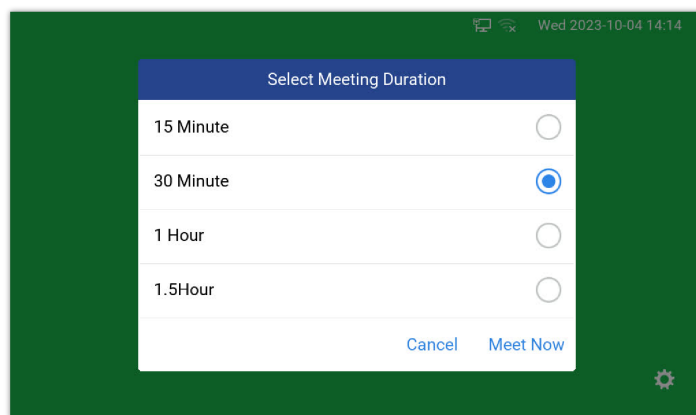
*Self-host meeting room view on GSC3574/75*

## Meeting Operations in Self-Host Mode

### Creating a Meeting

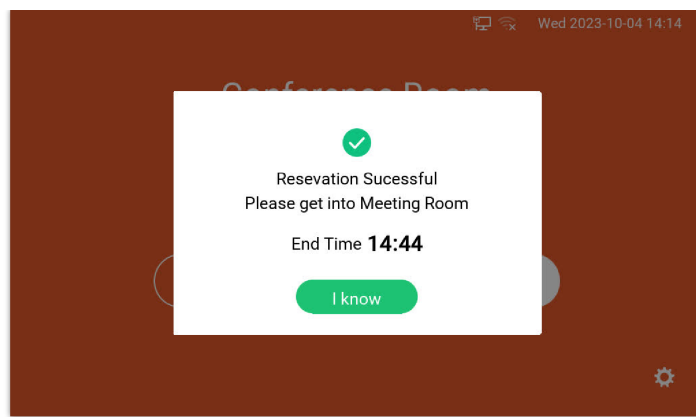
To create a meeting on the GSC357x without a SIP Server, please follow the below steps:

- Click on 
- Specify the Duration of the Meeting and confirm, we will set it to 30 minutes.



*Extension Duration*

- The reservation will be confirmed and the following message will be displayed:

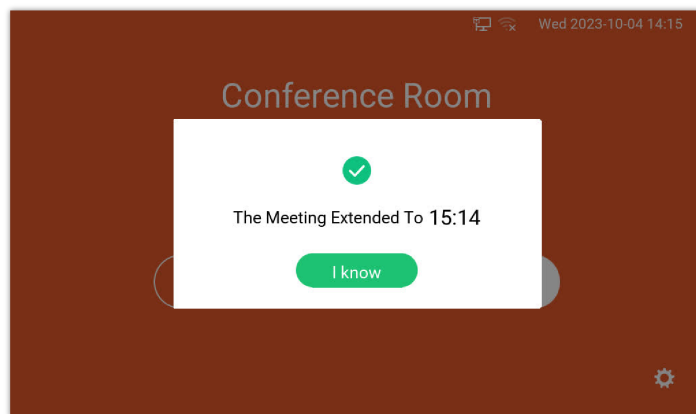


*Reservation Successful*

## Extending a Meeting

During the meeting, if the host needs extra time, he can extend the meeting duration, to do:

- Click on  .
- Choose the duration of the extension, we will set it to another 30 Minutes.
- Click on Extend.
- The meeting will be extended, with a confirmation displaying the new ending time of the meeting.

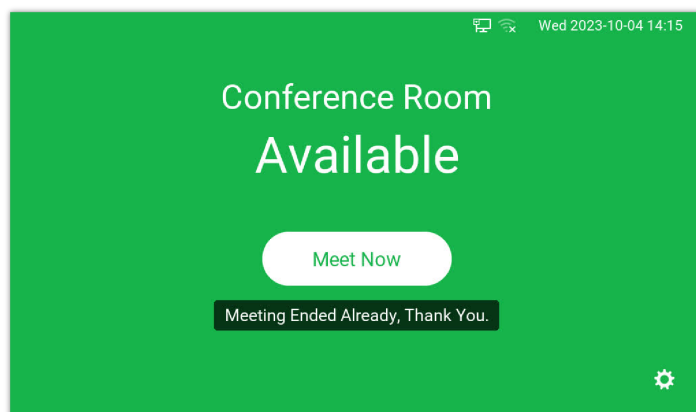


*Extend Meeting*

## Ending a Meeting Earlier

In case the host needs to stop the meeting earlier than the scheduled time, the following steps can be followed:

- Click on  .
- Confirm the ending of the meeting.
- The Room will be available again:



*End Meeting before scheduled Time*

# Supported Devices

| Device Name | Firmware Required          |
|-------------|----------------------------|
| GSC3570     | Firmware 1.0.7.2 or higher |
| GSC3574/75  | Firmware 1.0.1.6 or higher |

*Supported devices*

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## Need Support?

Can't find the answer you're looking for? Don't worry we're here to help!

[CONTACT SUPPORT](#)