

Grandstream Networks, Inc.

UCM63xx Series - Meeting Guide



The UCM63xx supports multimedia meetings, which increase employee efficiency and productivity and also provide a 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 UCM63xx meeting specifications supported for each model:

UCM630x series	Number of public meeting rooms	Number of meeting room members
UCM6301	4	75
UCM6302	8	150
UCM6304	15	200
UCM6308	25	300

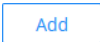
This document introduces the meeting options, meeting configurations including joining, inviting, and recording during meetings, and the Google Calendar schedule.

MEETING CONFIGURATION SETTINGS

The meeting configuration settings are available under **Web GUI** → **Basic 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 the following steps:

1. Access the UCM63xx Web GUI using the administrator username and password.
2. Navigate to **Basic Call Features** → **Multimedia meeting** → **Room**.
3. Click on  to add a new meeting room or click on  to edit the meeting room
 - Click on  to delete the meeting bridge.

Meeting > Create New Meeting Room

* Extension

6300

Meeting Name

* Call Privileges

Internal

Allow User Invite

☒

Allowed to Override Host Mute

☐

* Auto Record

None

Room Password

Cancel

Save

Creating a New Meeting Room

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

Extension	The number to dial to reach the meeting room.
Meeting Name	Meeting Name
Privilege	Please select the permission for outgoing calls.
Allow User Invite	If enabled, participants will be able to invite other to the meeting by pressing 1 on their keypad or by clicking the Participants -> Invite option on the Wave bottom bar.
Allowed to Override Most Mute	Allowed to Override Host Mute
Auto Record	Meeting audio and video can be automatically recorded. These recordings can be found under the Meeting Recording or Meeting Video Recordings Page. Record Audio: Record only the meeting Audio. Record video: Record the meeting audio and all video feeds. When there is a shared source (shared screen/shared whiteboard/shared document) or focus, only the shared or focus screen is recorded, and when both are present, the shared screen will b recorded. Record video (Focus Mode): Record the focus screen and all audio of the meeting. When a shared source is present in the meeting, only the shared screen is recorded.
Room Password	If meeting room password is configured, meeting participants will need to enter a password to enter the room. Scheduling meetings will not be supported for this room.

Configure Meeting Settings

Please refer to the following steps to configure meeting settings:

1. Access the UCM63xx Web GUI using the administrator username and password.
2. Navigate to **Basic Call Features** → **Multimedia Meeting**
 1. Access the UCM63xx Web GUI using the administrator username and password.

2. Navigate to **Basic Call Features** → **Multimedia Meeting** → **Room**.

3. Click on “Meeting settings”.

1. **Room**.

2. Click on “Meeting settings”.

The following table describes the meeting settings in detail:

Meeting Max Concurrent Audio	Maximum number of participants that can be heard simultaneously in multimedia meetings. If the number of participants talking at any given point exceeds this value, the audio of the excess participants will not be heard.
Meeting Voice Indicator Sensitivity	Configures the sensitivity of the talking indicator in multimedia meetings. Setting this higher will make the talking indicator appear more easily for lower volumes of audio. Note: This does not adjust audio input sensitivity itself. Lower volumes of sounds may still be heard even if the talking indicator does not show the source.
Meeting Audio Quality	Audio quality of multimedia meetings
Meeting Record Prompt	If enabled, system will prompt the user before the start of meeting recording that your meeting will be recorded.
Allow New Participants To View Chat History	Configure whether new attendees joining in the middle of a Wave meeting can view the chat content already in the meeting.
Meeting AGC (beta)	Enabling this option will toggle on Automatic Gain Control for meeting audio. AGC is a system that dynamically reduces the variability of sound levels by adjusting high and low volumes based on the average or peak sound level. High volume sounds will be lowered, and low volume sounds will be boosted.
Silence Suppression	Silence suppression for temporary accounts (e.g., meeting participants that joined the meeting via link). If enabled, the UCM will send CN packets for silence suppression after a successful CN negotiation in the SIP SDP. If the client endpoint's OPUS codec supports the reception of DTX packets, the UCM will send DTX packets instead.
Add Contact Number to Email	Configure whether to add the enterprise contact number to meeting notification emails. Participants will be able to join meetings by dialing this number and then entering the room number when prompted. For security purposes, this information will only be added to the notification emails for meetings that do not use public meeting rooms.
Contact Number	The selected contact number will be displayed in meeting notification emails.
Enable Talk Detection	If enabled, the AMI will send the corresponding event when a user starts or stops talking.
DSP Talking Threshold (ms)	The amount of time (ms) that sound exceeds what the DSP has established as the baseline for silence 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.
DSP Silence Threshold (ms)	The amount of time(ms) that sound falls within what the DSP has established as the baseline for silence before a user is considered be silent. This value affects several operations and should not be changed unless the impact on call quality is fully understood.
Max Number of Video Feeds	Set the maximum number of video feeds supported per meeting room.
Audio Codec Preference	Configures the preferred codecs for temporary accounts such as meeting participants who joined via link.

Packet Loss Retransmission	Packet Loss Retransmission configuration for temporary accounts (meeting participants without registered extensions who entered the meeting via link).
Jitter Buffer	Select the jitter buffer method for temporary accounts such as meeting participants who joined via link. ● Disabled: Jitter buffer will not be used. ● Fixed: Jitter buffer with a fixed size (equal to the value of "Jitter Buffer Size") ● Adaptive: Jitter buffer with an adaptive size that will not exceed the value of "Max Jitter Buffer"). ● NetEQ: Dynamic jitter buffer via NetEQ.

Schedule a Meeting

Meeting schedule Settings can be found under UCM63xx **web GUI** → **Basic 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.

Multimedia Meeting > Schedule Meeting

* Meeting Subject

* Time

2024-10-18

Password

* Host

Allow User Invite

☒

Email Reminder (m)

☒ 60

Sync to Google Calendar

☐ Google Services

Invitees

Please enter and submit participants with the Enter key. Click the “Add” button to add participants.

0/149

Meeting Room

☐ Public Meeting Room

* Time Zone

(UTC+01:00) Etc/GMT-1

* Host Password

6143

Repeat

No Repeat

Call Participants

☒

Allowed to Override Host Mute

☐

* Auto Record

None

Meeting Agenda

Add

For improved voice audio quality of link users, please add Opus to the meeting room's supported codecs. Warning: Opus is a

Cancel Save

Schedule New Meetings Options

The following table describes the meeting schedule settings:

Schedule Options	
Meeting Subject	Configure the name of the scheduled meeting. Letters, digits, some special characters are also supported. Characters ` % # ? < > @ \$ ^ ~ are not allowed.
Meeting Room	Choose which room to have this scheduled meeting. If this option has been enabled, please select an existing room for this meeting. If this option has not been enabled, a new meeting room will be created.
Time	Configure the meeting date and time.
Time Zone	Select the meeting time zone.
Password	Configure the meeting's login password.
Host Password	Configure the Host Password. Note: It is randomly generated when first creating a new meeting Schedule.

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

The meeting reports are in PDF format and contain various meeting information and statistics such as the number of attendees and the Device type from which the attendees were accessing the meeting.

Users can also Reschedule the meeting by pressing on **Reschedule**  icon and then entering the new meeting details.

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

Meeting Details

Meeting Subject

Weekly Meeting

Room Number

20004041

Session state

Ended

Start Time

2024-10-18 11:15

Time Zone

Etc/GMT-1

Meeting Owner

admin

Password

Host Password

7581

Sync to Google Calendar

No

Repeat

No Repeat

Invitees

Attendee

Status	FirstName	Phone Number	Email	Leave a message
Require Confirmation		1000		

OK

Meeting Details

Synchronize Meeting Schedules 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

Google Services

Google Calendar Authorization

Google Calendar Settings

OAuth2.0 Authentication

OAuth2.0 Client ID

OAuth2.0 Client Secret

Authorized redirect URIs

Reset

Save

Google Calendar Authorization

1. Click "Get Authorization Code".

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

Authorization

Google Service Settings

OAuth2.0 Authentication

Please refer to the 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 **Integrations → Google Services** and click "Save".

Google Calendar Authorization

Please refer to the following steps:

1. Access the UCM6xxx web GUI → **Integrations → Google Service Settings**.
2. Click "Get Authorization Code" to obtain an authentication code from Google Service.
3. Enter the Google account and password (Note: please make sure the account on the authorization page is correct, if you have logged in other account, please log out and then log in again).
4. Click "Accept" on the authorization page.
5. Copy the strings returned by the Google authentication server under the "**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 enable the Google Calendar Auto Refresh Synchronization, which refreshes automatically your Google Calendar with the configured Refresh Interval (m).

Google Services

Google Calendar Authorization Google Calendar Settings

Google Calendar Auto Refresh Synchronization ☒

* Refresh Interval (m)

Calendar Label

[Add](#)

Name	Description
No data	

[Cancel](#) [Save](#)

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 an administrator.

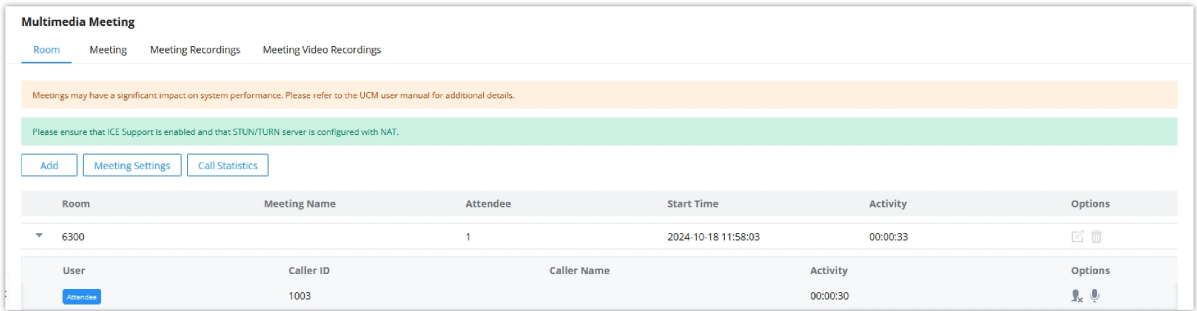
Manage the Meeting Room

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

Manage The Meeting room from Web GUI

Access the UCM630x web GUI during the meeting call and go under **Basic 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.



Manage Meetings from WEB GUI

Manage Meeting Calls from IVR

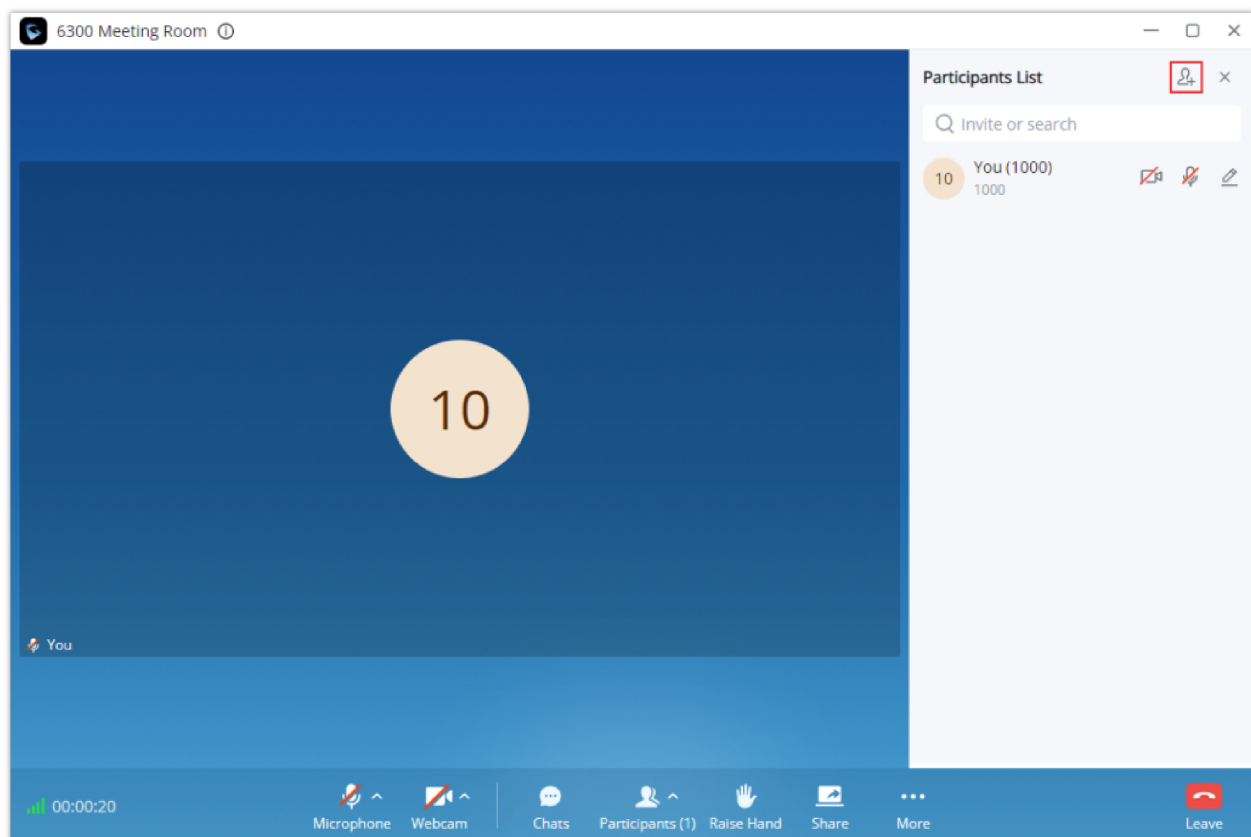
During the meeting, meeting participants can input * to enter the IVR menu for the meeting. Please see the options listed in the table below.

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

8	More options. • 1: List all users currently in the meeting call. • 2: Kick all non-Administrator participants from the meeting call. • 3: Mute/Unmute all non-Administrator participants from the meeting call. • 4: Record the meeting call. • 8: Exit the caller menu and return to the meeting.
Meeting Participant IVR Menu	
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.

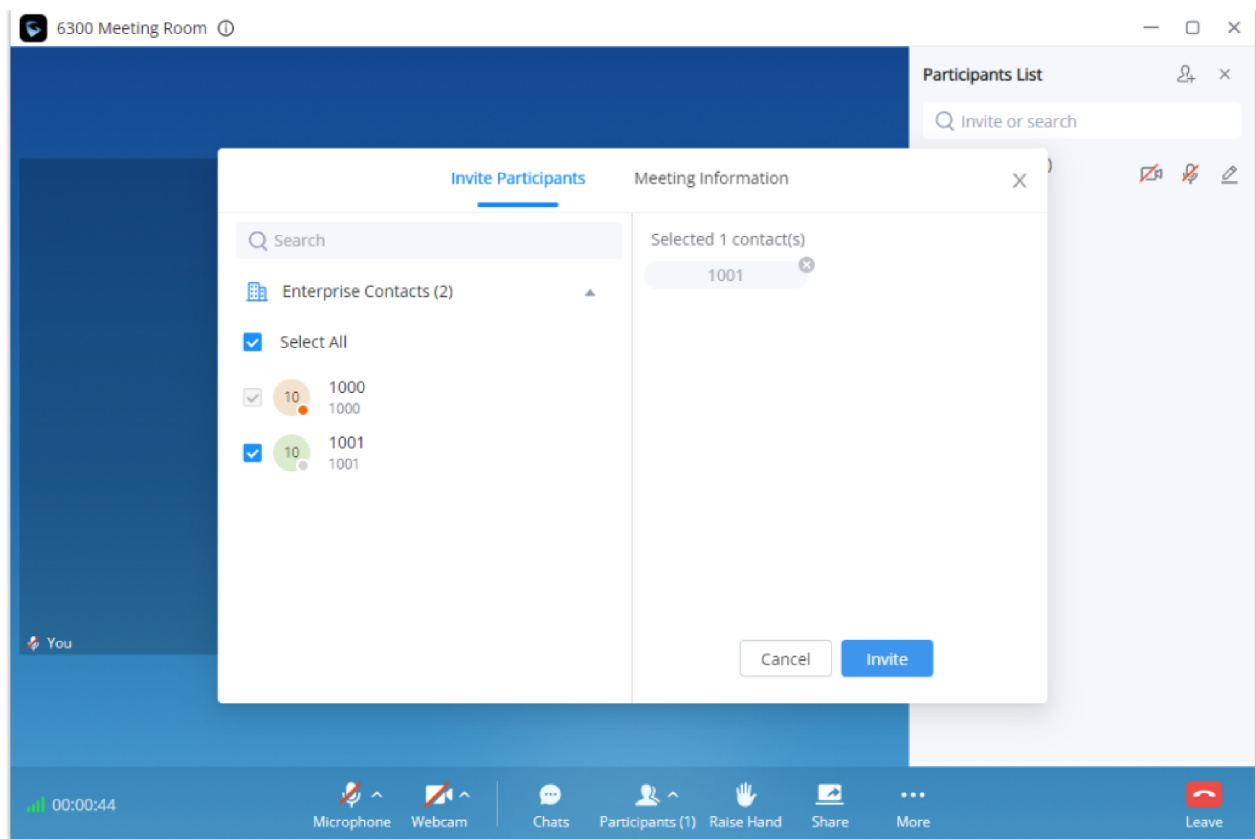
Invite Other Parties to Join The Meeting

While the user is in the meeting, he/she can invite other users by clicking on .



Wave Participants List

From the list of extensions, please select the extensions you want to invite to the meeting, then click "Invite"



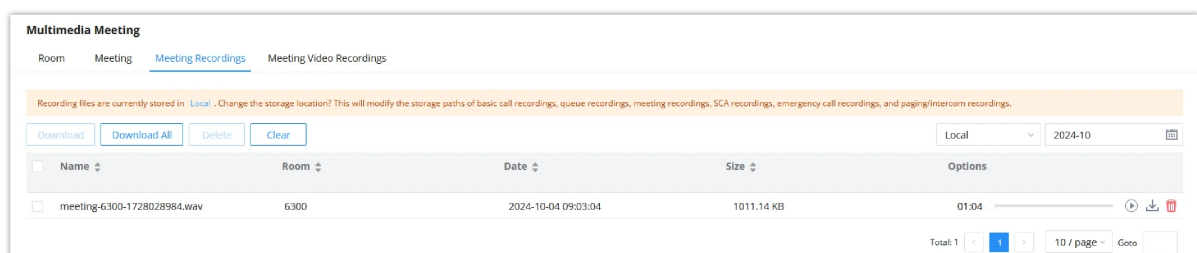
Invite Participants

Meeting Recordings

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

To record the meeting call, Users need to enable the **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.

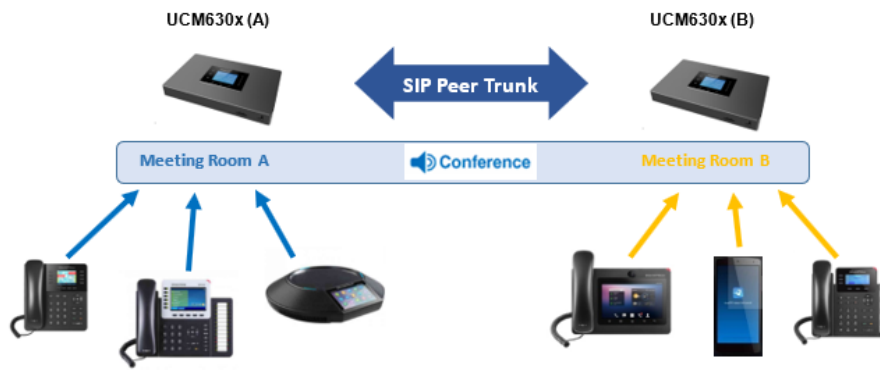


Meeting Recording

MULTIPLE MEETING BRIDGES

The UCM630x supports 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 UCM6302 and the GXP21xx as an example



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

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

The screenshot shows the 'Conference Menu' interface. It features a table with three rows: 'Option', 'Number', and 'Password'. The 'Option' field is currently set to 'Bridge Conference'. There are navigation arrows (left and right) on either side of the 'Option' field. At the bottom of the screen, there is a blue bar with a back arrow icon and the text 'OK'.

Bridging meeting from GXP21xx

4. Enter the remote meeting number that you would like to invite and its appropriated password.

Users can also invite a local meeting room to join the meeting call by adding its room number under the "Remote Meeting's Number" field.

5. Click on "OK" to bridge meeting rooms.

The screenshot shows the 'Conference Room Participants' interface. It features a table with three columns. The first row contains the values '1', '1001', and '1001'. The second row contains a group icon, 'Multi-conference Bridge', and '6300'. At the bottom of the screen, there is a blue bar with a back arrow icon and the text 'ConfMenu'.

Bridged meeting

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

MEETING SCHEDULE EXAMPLE APPLICATION

This chapter illustrates an example of configuring a meeting schedule feature.

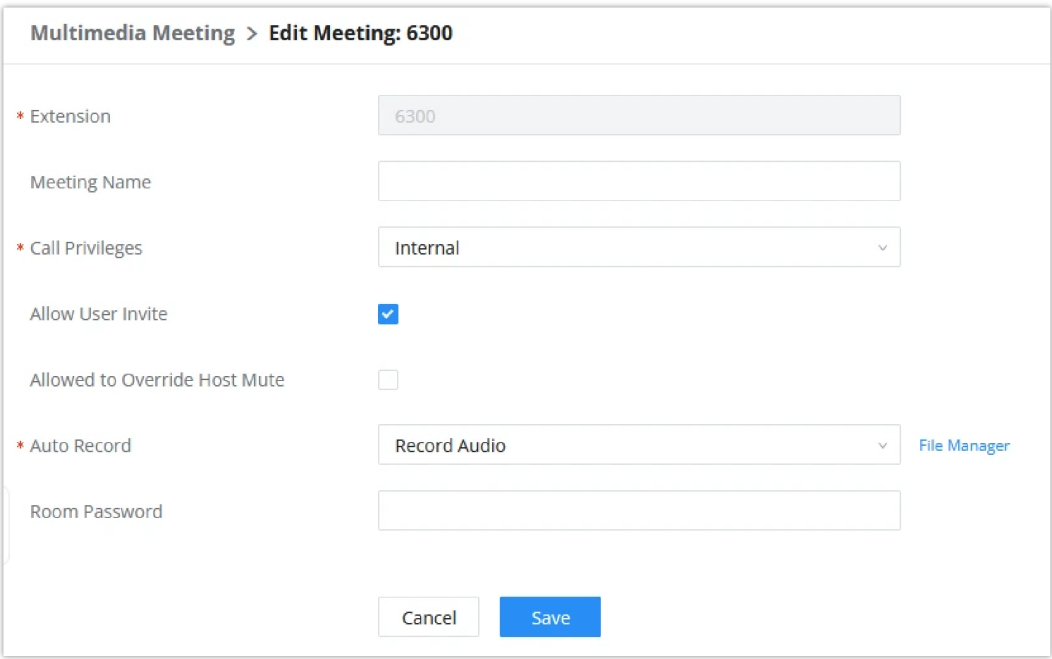
The sales director of the company "ABC" needs to organize a meeting and invite different sales managers to discuss different topics. We will assume the following:

1. The sales director needs to have a meeting room available on 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 the 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 the following steps to configure meeting room 6300:

1. Access the Web GUI of the UCM630x using the administrator username and password
2. Navigate to **Basic Call Feature** → **Multimedia Meeting** → Room.
3. Click on "Add".
4. Set the extension number to 6300.
5. Press the Save button to save the new meeting room.



Multimedia Meeting > Edit Meeting: 6300

* Extension: 6300

Meeting Name:

* Call Privileges: Internal

Allow User Invite: ☒

Allowed to Override Host Mute: ☐

* Auto Record: Record Audio [File Manager](#)

Room Password:

Cancel Save

Creating Meeting Room 6300

Once the Meeting room 6300 is created, 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.

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 UCM630x using the administrator username and password.
2. Navigate to **Basic Call Feature** → **Multimedia Meeting** → Meeting.
3. Click on "Add".
4. Set the extension number to "6301".
5. Press the 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 the "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 the **Apply Changes** button to save and apply the new settings on the UCM630x.

Multimedia Meeting > Schedule Meeting

Meeting Subject

Time

2024-10-18

Password

Host

Allow User Invite

☒

Email Reminder (m)

☒ 60

Sync to Google Calendar

☐ [Google Services](#)

Invitees

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

0/149

Add

For improved voice audio quality of link users, please add Opus to the meeting room's supported codecs. Warning: Opus is a

Meeting Room

☐ Public Meeting Room

Time Zone

(UTC+01:00) Etc/GMT-1

Host Password

6143

Repeat

No Repeat

Call Participants

☒

Allowed to Override Host Mute

☐

Auto Record

None

Meeting Agenda

Cancel

Save

Meeting Schedule

The meeting can also invite remote extensions available when the main UCM peers with other UCMs or a special extension.