AVer EZMeetup Plus

Quick User Guide

EZMeetup Plus support H.323/SIP communication protocol.

EZMeetup Plus support SIP server registration and provided a quick dial within registration Online list*.

*Only for AVer EVC/SVC series.

I.   Installation

Double-click on EZMeetup Plus **application** and follow the on-screen direction to complete the installation. After installing completed, double-click EZMeetup Plus icon on your PC desk to run EZMeetup Plus application.

II.   Activation

The free-trail is 30 days available of EZMeetup Plus; but after 30days the license key activation is required.

[Note]

- ■ EZMeetup license key can be used in EZMeetup Plus in the same laptop or desktop PC.
- ■ If your laptop or desktop PC has installed EZMeetup, you can directly update to EZMeetup Plus, and no need to purchase a new license for EZMeetup Plus. However, you need to re-enter the original license key of EZMeetup once.

1.   Select **Activation**.
2.   Next, enter the license key and click **Activate** button.
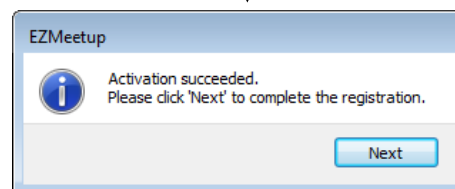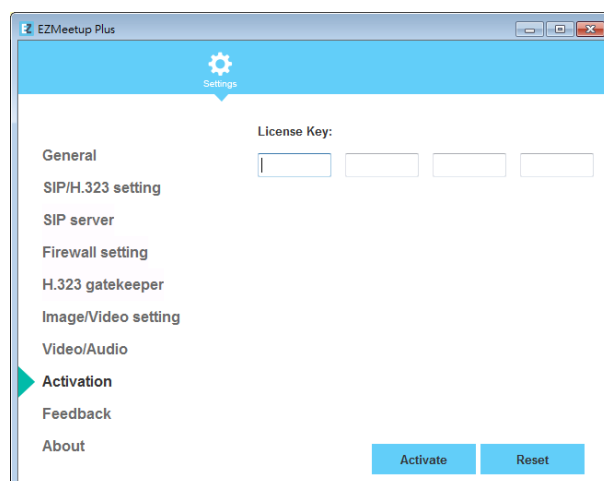
3. User can enter the **Company**, **Telephone**, **Email** and select the **Country**.
4. Then, click **Activate** button to complete the registration.
**[Note]** Press **F1** can view EZMeetup Plus software version.
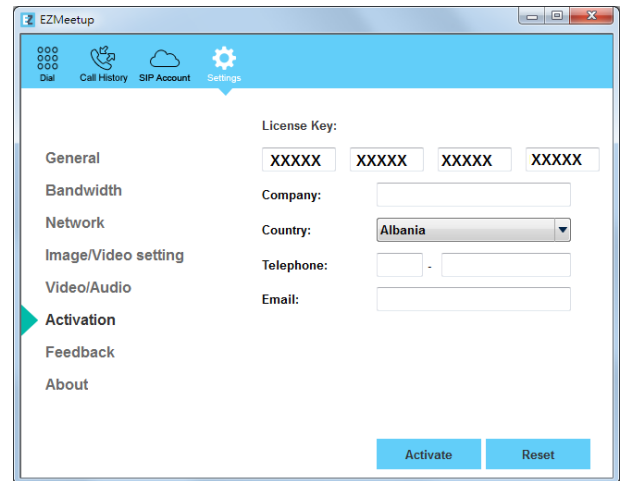
III. Setup

Click ⚙️ **Settings** button (Settings) to enter setup page. Click **Save** to save the settings and click **Cancel** to un-save the

settings. Click ▦ **Dial** button (Dial) to switch back to call page.

General

Setup system name, max speed limit, dual stream bandwidth adjustment, and enable/disable H.264 HP, OpenGL, and hardware acceleration function.

■ **System Name:** Enter the name of the system as user wants.

■ **Max Speed Limit:** From **Max Speed Limit** drop-down list select the appropriate bandwidth.

■ **Dual Stream Bandwidth Adjustment**: Setup the bandwidth usage for presentation and live video. Move the scroll bar to setup.

  [Note] Please reduce the bandwidth, if the video quality is poor.

■ **Enable H.264 HP:** Transmit high quality with lower bandwidth，720p 30fps @ 512K and 1080p 30fps @ 1M(Only for Windows and Mac).

■ **Enable OpenGL:** Enable/Disable Enhance High Performance Graphics (Only for Windows).

■ **Hardware Acceleration:** Use of device hardware to perform image performance more efficiently to improve the quality of the meeting. (Android version 5.1 above，iOS version 10.0 above).
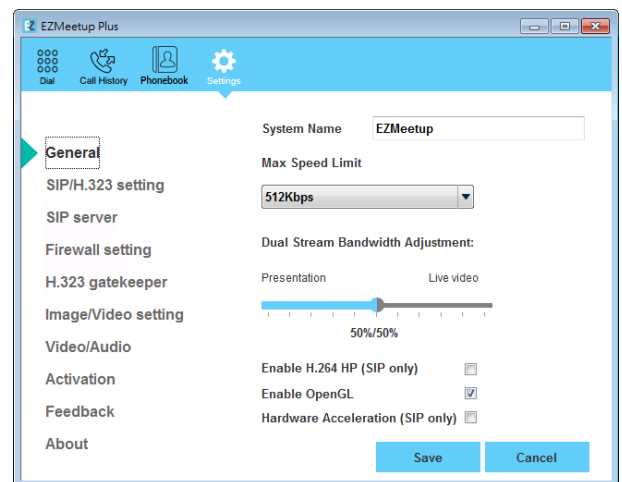
SIP/H.323 Setting

- **Call Type:** Select the call type – **Auto**, **H.323**, or **SIP**.
- **H.323 setting**
  - ➤ **Enable AES:** Enable/disable AES(Advanced Encryption Standard).
  - ➤ **Auto Connect to Gatekeeper:** Enable/disable auto connect to gatekeeper when EZMeetup Plus start-up.
- **SIP Setting**
  - ➤ **Network Protocol and Ports:** Click drop-down list to select SIP transport protocol – SIP (UDP) or SIP (TCP). Then, enter SIP port number in column. Change this value only if you use specific settings in your network system. By default, the SIP port is set to 5060. If you have changed the SIP port, then, please change SIP port on EVC/SVC server site, too. SIP port on EVC/SVC server and EZMeetup Plus need to be matched.
  - ➤ **Auto Connect to SIP Server:** Enable/disable auto connect to SIP server when EZMeetup Plus start-up.
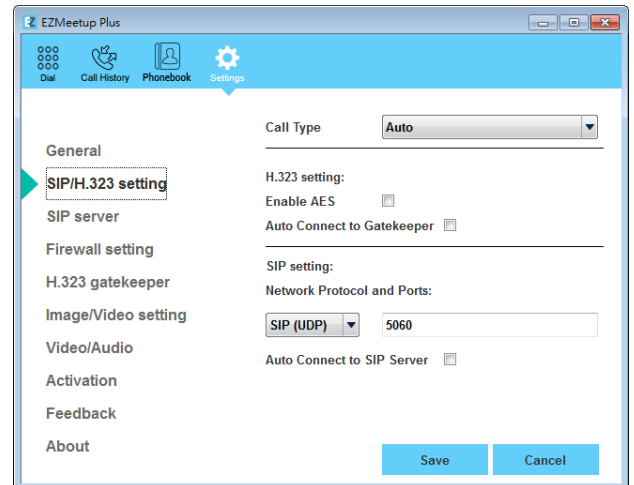
SIP Server

- **Sign in Mode:** Select the sign in mode (**Easy sign in**/**Manual sign in**) for signing to SIP server.
  - ➤ **Easy sign in:** Enter the "**User Name**" and "**Meeting ID**" and select "**Sign in**" to connect to SIP server. This user name will be represented on the VC system and call screen, user can choose by your own. Meeting ID can be found at "**Information**" section of the VC system.
  - ➤ **Manual sign in:** After entering the following information, select "**Sign in**" to connect to SIP server.
    - ● **Transport Protocol:** Select SIP protocol.
    - ● **SRTP:** Mark check box to use SRTP protocol.
    - ● **SIP Port:** The port is for communicated with EVC/SVC system. The default is 5061.
    - ● **User Name:** Enter the user name that user chooses. This user name will be represented on the VC system and call screen.
    - ● **Password:** Enter the password of EVC SIP server. The default password is "**1234**". If EVC/SVC SIP server site is set to anonymous login, then, the password is not necessary to enter in here.
    - ● **Proxy Server:** Enter the IP address of EVC/SVC system that user wants to call.
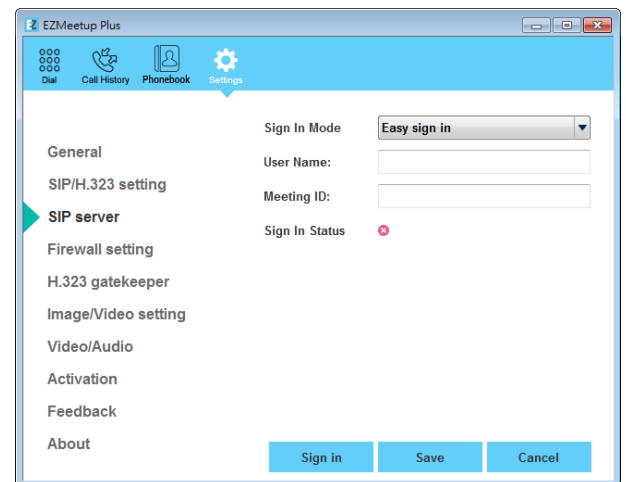
- **Sign in Status:** Display the status of sign in to SIP server.
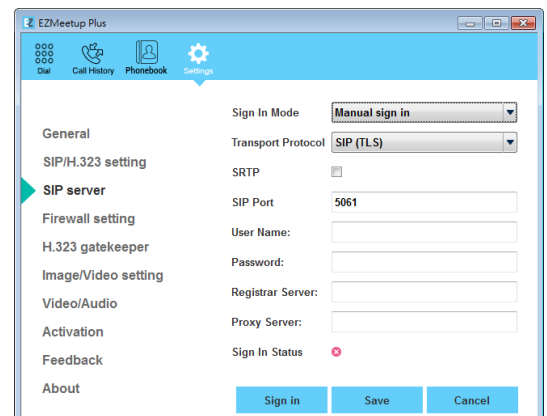
Firewall

- **RTP Ports/UDP:** By default, the system communicates through TCP/UDP ports in the range from 30000 to 30039. You can specify the range for your specific network environment.
- **H.245 Ports/TCP:** By default, the system communicates through TCP/UDP ports in the range from 30000 to 30039. You can specify the range for your specific network environment.
- **NAT and Firewall:** Select type of your network environment.
  - ➢ **Direct connection to the internet:** Your network is connecting directly to the internet.
  - ➢ **Behind NAT/Firewall (specify gateway IP):** Your network is connecting to the internet through a firewall.
  - ➢ **Public IP Address:** The NAT public address must be entered when you select the Behind NAT/Firewall configuration.

If your EZMeetup Plus system is connecting to the internet through a firewall.

Please set the following ports in port forwarding in your firewall before start installing your EZMeetup Plus.

| Port	Function	Type
1719	Gatekeeper	UDP
1720	H.323 Call setup	TCP
30000~30039	Signalling and control for audio, call, video and data/FECC	TCP and UDP
5060 5061	SIP	TCP and UDP TCP

If Your EZMeetup system is connecting to the internet through a firewall and you have a Gatekeeper outside the firewall. Please go to the setting page of H.323 gatekeeper, then enter the IP address of your Gatekeeper in the "Gatekeeper IP Address" field and enable the "Use Gatekeeper" check box.

Enable the "Enable H.460 firewall Traversal" option -> Save -> Sign in.

[Note] A few firewall devices have their own function of supporting H.323 firewall traversal. It is possible to use H.323 IP call without opening the ports.
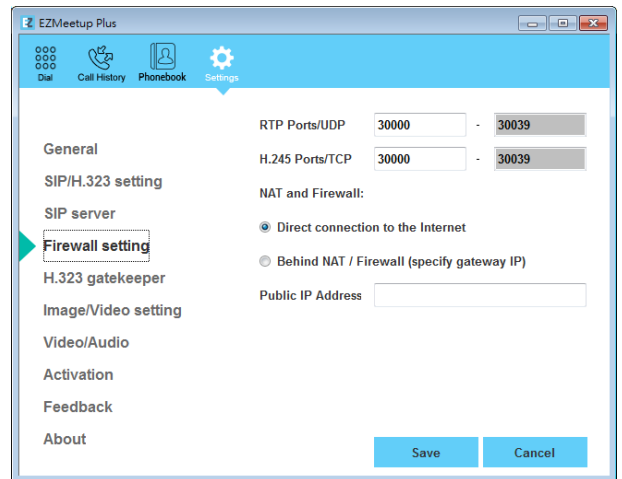
H.323 Gatekeeper

After entering the following information, select "**Sign in**" to sign in.

- **H.323 Name:** Name of the system. Only for view in here.
- **H.323 Extension:** Enter the H.323 extension number of your VC system.
- **Gatekeeper IP:** Enter the IP address for the gatekeeper server.
- **Authentication:** Select the "**Authentication**" check box to activate gatekeeper authentication if gatekeeper requires authentication.
- **User Name and Password:** Enter the user name and password for gatekeeper authorization.
- **Enable H.460 Firewall Traversal:** Enable/disable the H.460 firewall traversal function.
  If you want to enable the H.460 Firewall Traversal, please set the following ports in port forwarding in your firewall before start installing your EZMeetup Plus.

Port	Function	Type
1719	Gatekeeper	UDP
1720	H.323 Call setup	TCP
30000~30039	Signalling and control for audio, call, video and data/FECC	TCP and UDP
5060 5061	SIP	TCP and UDP TCP

[Note] Make sure your gatekeeper supports H.460 Firewall Traversal before enabling it.

Image/Video setting

Set the direction path for record and capture file.

1. Click [...] button to browse the direction path for saving record and capture file.
2. Click **Save** to save the direction path.
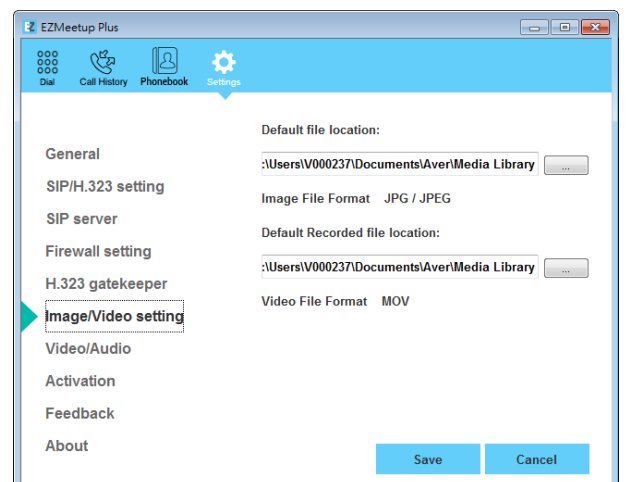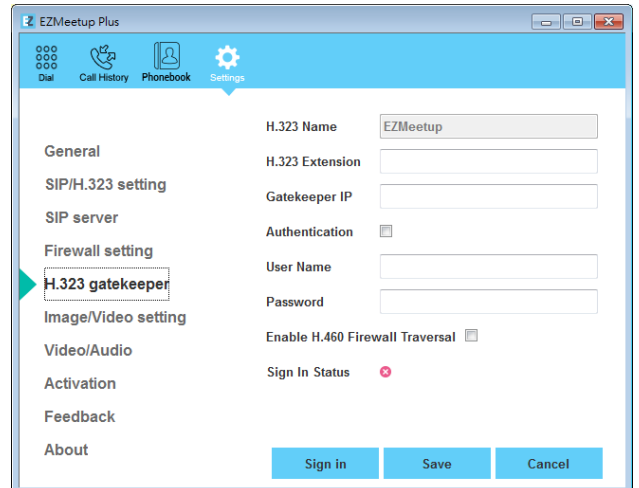
Video/Audio

Setup video parameters and audio devices.

- **AEC:** Mark check box to reduce the echo.
- **Speaker:** Select the speaker device that EZMeetup Plus has detected on your computer.
- **Microphone:** Select the microphone device that EZMeetup Plus has detected on your computer.
- **Camera:** Select the image type from drop-down list.
- **Video Resolution:** Select the video resolution from drop-down list.
- **Highest Resolution:** Display the highest resolution.

[Note] Please make sure the microphone and speaker are well connected on your PC.
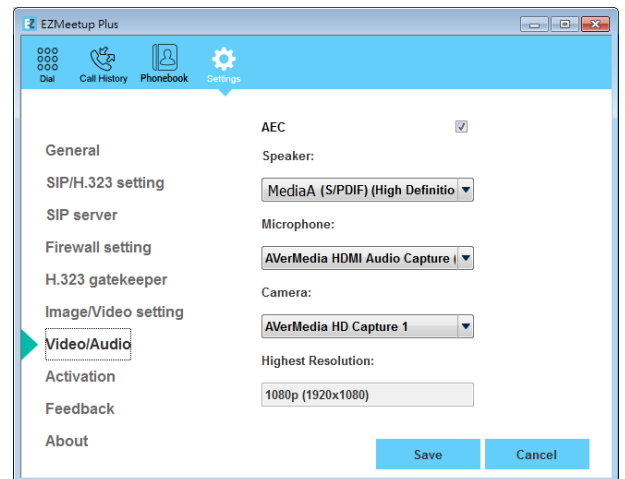
Feedback

Set the system log save location. The system log can help AVer technical support team to analysis the problem of your EZMeetup Plus.

1. Click [...] to browse the direction path for saving system log.
2. Click Save Log button to save the system log.
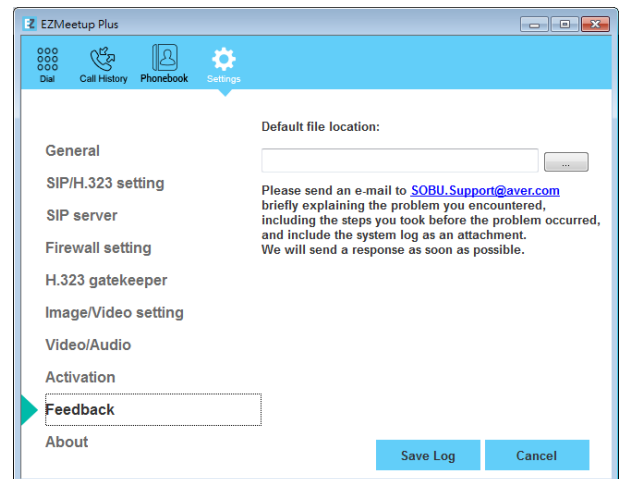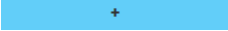
About

Display EZMeetup Plus version information.
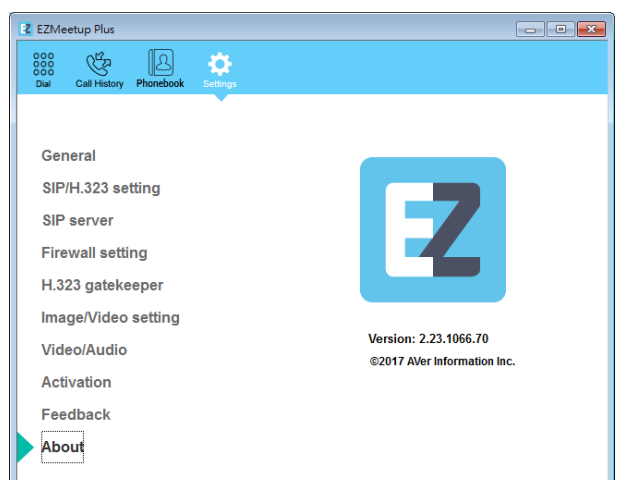
IV. Phonebook

1. Click button to switch to phonebook page.

2. Click button to add a SIP account.

3. Next, enter the following information to add a SIP account.

    ➢ **Site Name:** Give a name for the SIP account. This account name is for user to identify.

    ➢ **Protocol:** Select SIP protocol – **H.323** or **SIP**.

    ➢ **Gatekeeper Registration:** Select "**Yes**" or "**No**" for gatekeeper registration.

    ➢ **H.322 IP:** Enter the IP address of the VC system.

4. Select "**Save**" button.

5. Click **Save** to add the SIP account. To add another SIP account, repeat above steps.

6. User can also export the phonebook which on the EZMeetup Plus. Select "**Export**" and select save path.

7. All SIP accounts are listed at left side of Phonebook page.

8. To make a call, select the SIP account and select "**Call**" button.

9. Right-click on SIP account will call out short-cut menu –Call or Delete. User can select one of function to operate.

10. The phonebook can be imported which download from your VC system. Select "**Import**" and select the phonebook file path.

11. To call, refer to **V. Dial** section.
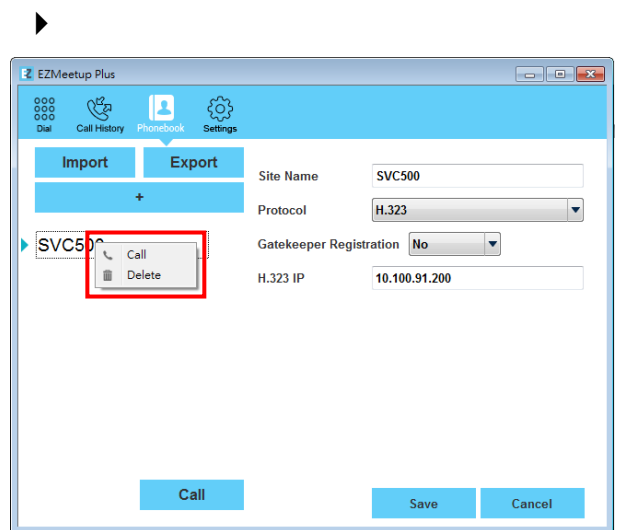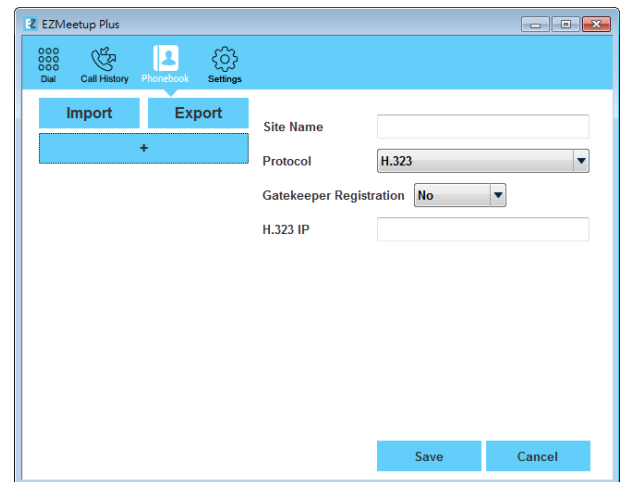
V. Dial

There are 2 ways to make a call – Phonebook or direct call.

Make a call from Phonebook

1. Click [Phonebook] button to switch to Phonebook page.

2. Select the SIP account that user wants to call from the account list.

3. Right-click on the account and select "**call**" to make a call.
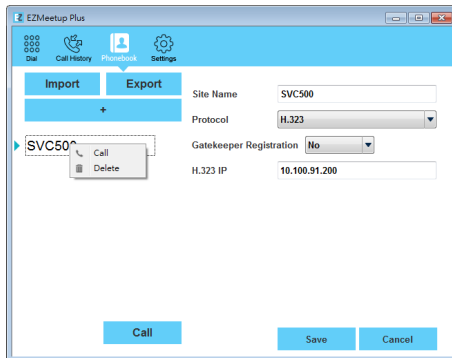
4. Next, the screen page will switch to Dial page.   When call has connected to EVC/SVC server, the call window is displayed. Your site of video is display on top of right side (small video window).
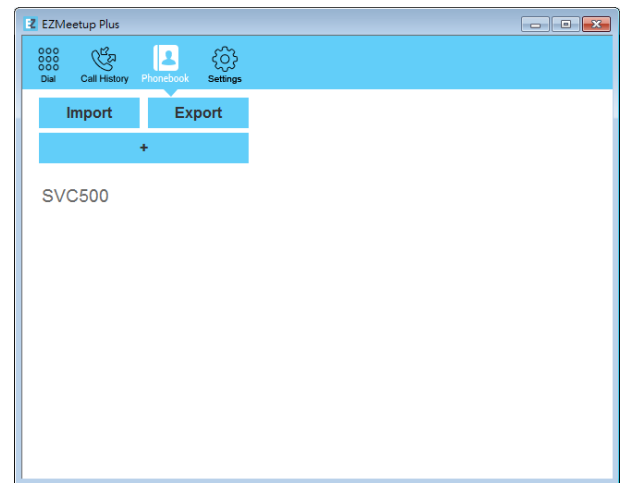
Make a call by IP address

[Note]

- When dial a call, the call type will be H.323 and then SIP, if the call type is selected "**auto**" at SIP/H.323 Setting.

- If the video conference cannot be performed normally in H.323 call type mode, please go to SIP/H.323 setting page of EZMeetup Plus, then change the Call type to SIP, and use SIP dialing instead.

1. Click [Dial] button (Dial) to switch to Dial page.

2. Enter the IP address of EVC/SVC SIP server that user wants to call. User also can use the keyboard of PC to enter the IP address. Click ⟨✕⟩ icon can delete the IP address user has entered.

3. Click **call** button (📞) to make a call.

[Note]

- Click 📹 icon can disable local site video to be displayed.

- Click 🔴 to start recording.

- (ⓘ): To view the status of the EZMeetup Plus system.

- **Online list:** The list is the user has sing-in to the VC server. You can click ▼ and select the online user to make a call. The EZMeetup Plus needs to sign in, then can see the online list.
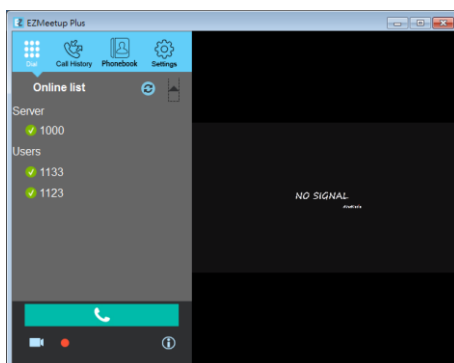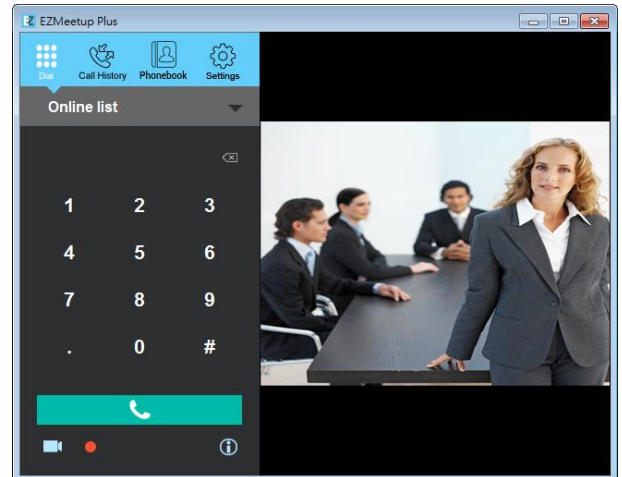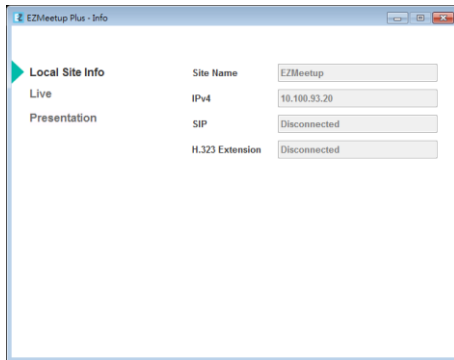
4. After call has connected to EVC/SVC server, the call window is displayed. Your site of video is display on top of right side (small video window).

Functions on call screen

: To view the current call and presentation status

information.

 : Period time of call is lasting.

:   To share the file, image file, desktop, application of

EZMeetup Plus site to EVC/SVC site. The screen view is same

as regular call connected screen view.

[Note] EVC/SVC site needs to enable BFCP function for content

sharing. To enable BFCP function go to EVC/SVC setup menu >

Network > SIP > BFCP.

 : Close/display your site of video window.

 : Enable/disable your video display to EVC site.

: To record the meeting video during the meeting.

: To capture the screen image during the conference

    meeting.

 : Enable/disable microphone.

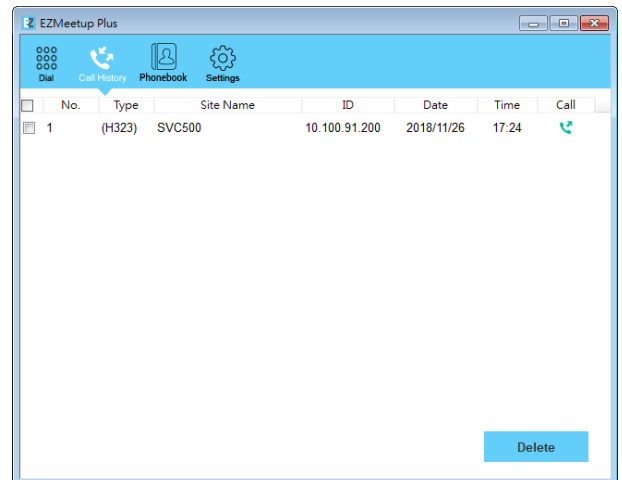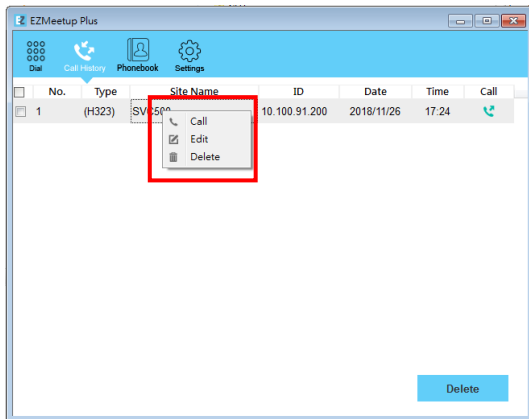: Enable/disable speaker.

 : Hang-up the call.

VI. Call History

To view, edit, and delete call list.

1. Click ![Call History] button (Call History) to switch to Call history page.

2. User should see all calls that have made.

3. Right-click on call to call out short-cut menu. User can call, edit, and delete the call.

- ▶ **To make a call:** Make a call from call history list, right-click on the call and select **Call** option.
- ▶ **Edit a call:** Right-click on the call and select **Edit** option. The screen page will switch to Phonebook page. Remember to save the changes.
- ▶ **Delete a call:** To delete a call from call history list. Right-click on the **call** and select **Delete** option.

4. Mark call list check box, user can delete multiple calls from call list.