

AVer EZMeetup

Quick User Guide


I. Installation

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

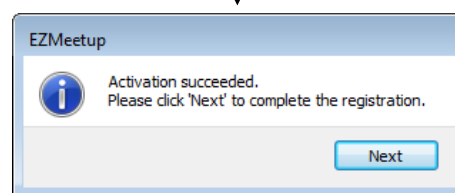
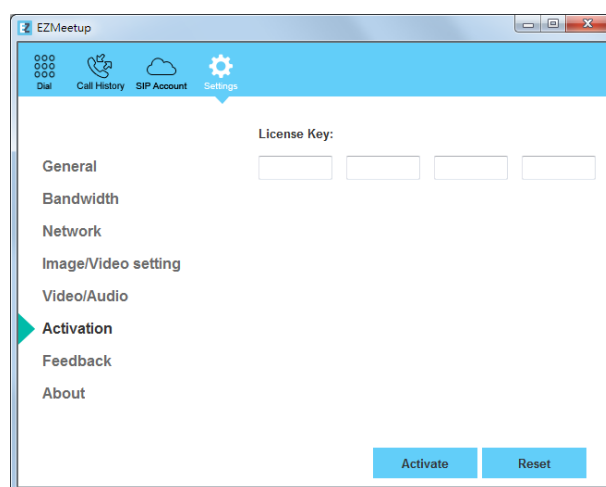
[Note] EZMeetup supports EVC MCU series and SVC series ◦

II. Activation

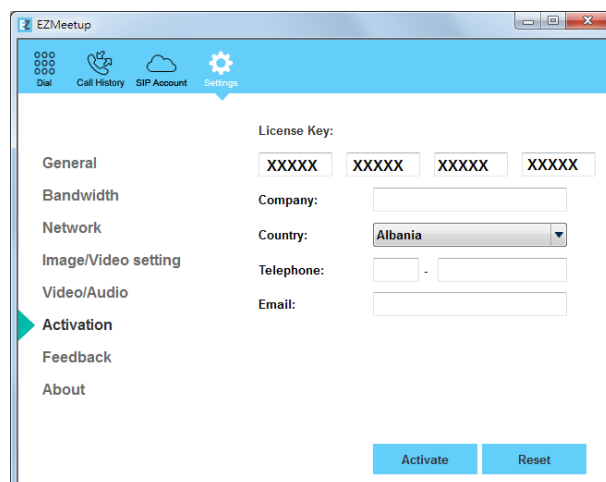
To enter the license key for EZMeetup.

1. In call page, click  button (Settings) to switch to **setup** page.
2. Select **Activation**.
3. Next, enter the license key and click **Activate** button.
4. Click **Next** to complete the registration.



[Note] Press **F1** can view EZMeetup software version.



5. User can enter the **Company, Telephone, Email** and select the **Country**.
6. Then, click **Activate** button to complete the registration.



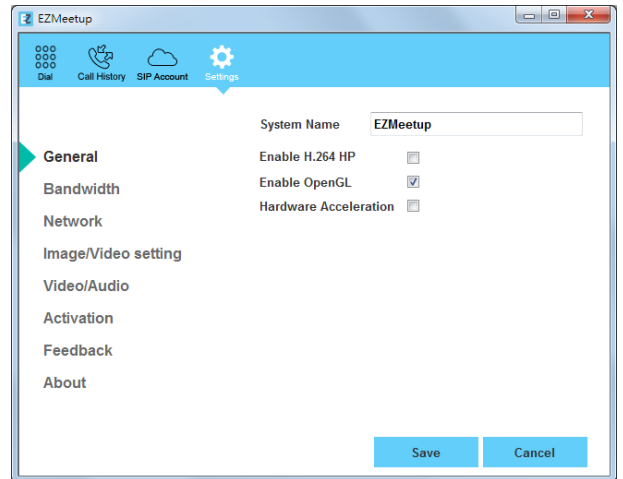
III. Setup

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

General

Setup system name and enable/disable H.264 HP, OpenGL, and hardware acceleration function.

- **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).



Bandwidth

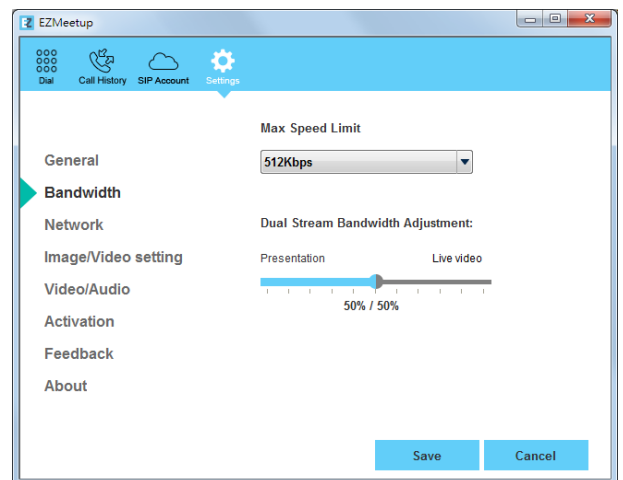
Setup maximum speed limit of bandwidth and presentation and live video bandwidth usage.

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

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

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

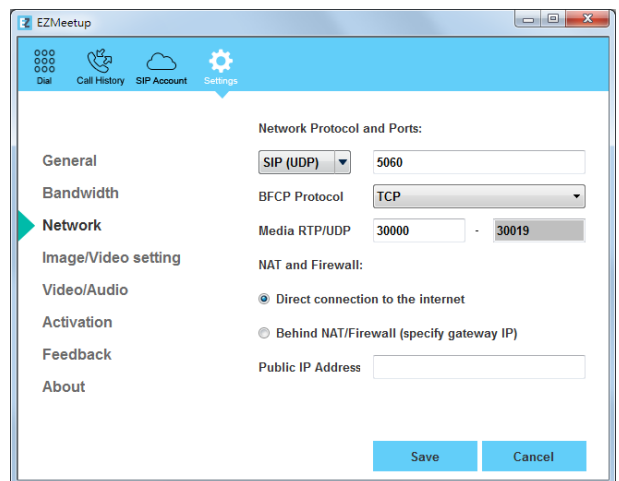
Click **Save** button to save the settings.



Network

Setup network protocol and ports.

- ▶ **SIP:** 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 need to be matched.
- ▶ **BFCP Protocol:** Select BFCP protocol – TCP or UDP for presentation sharing function.
- ▶ **Media RTP/UDP:** By default, the system communicates through TCP/UDP ports in the range from 30000 to 30019. 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.

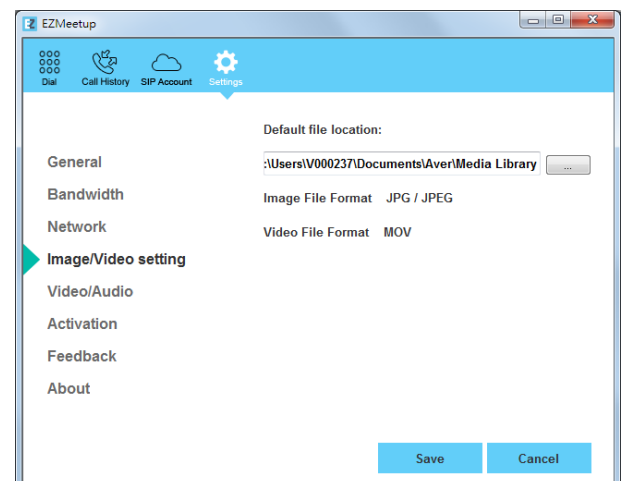


- ✧ **Public IP Address:** The NAT public address must be entered when you select the Behind NAT/Firewall configuration.

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.

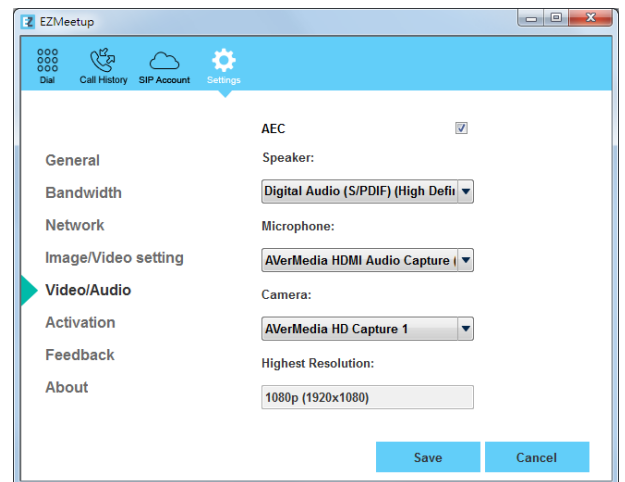


Video/Audio

Setup video parameters and audio devices.

- ▶ **AEC:** Mark check box to reduce the echo.
- ▶ **Speaker:** Select the speaker device that EZMeetup has detected on your computer.
- ▶ **Microphone:** Select the microphone device that EZMeetup 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.

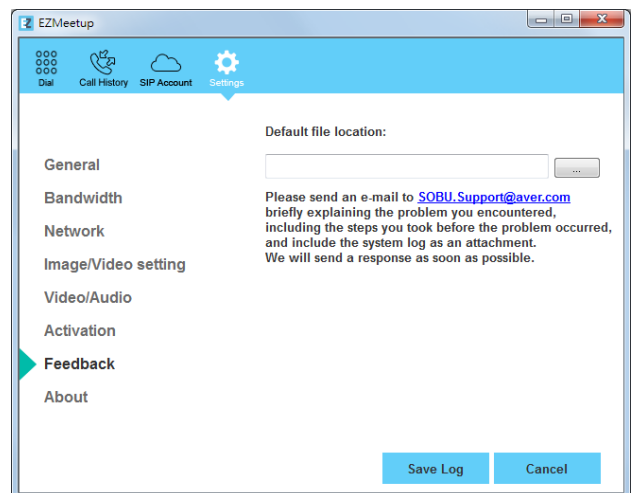
[Note] Please make sure the microphone and speaker are well connected on your PC.



Feedback

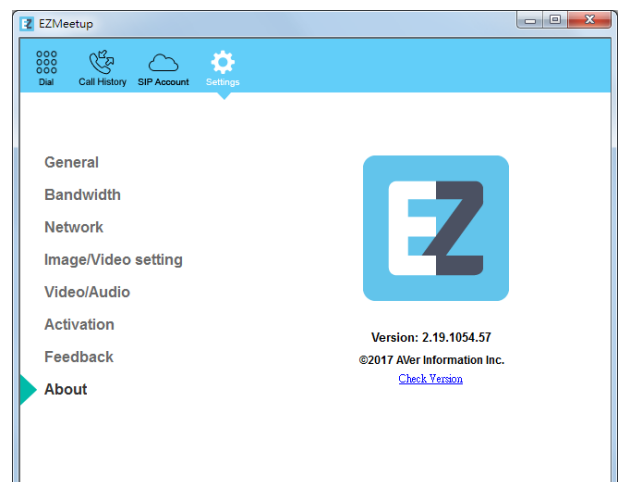
Set the system log save location. The system log can help AVer technical support team to analysis the problem of your EZMeetup.

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





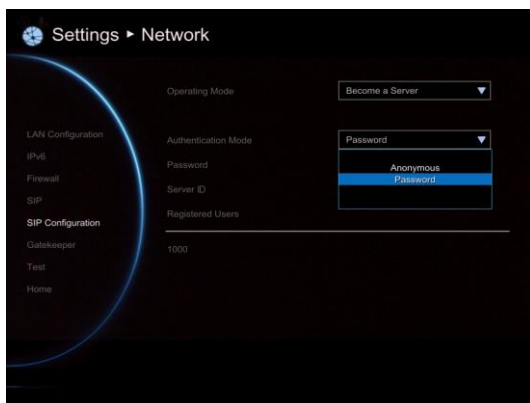
About

Display EZMeetup version information.



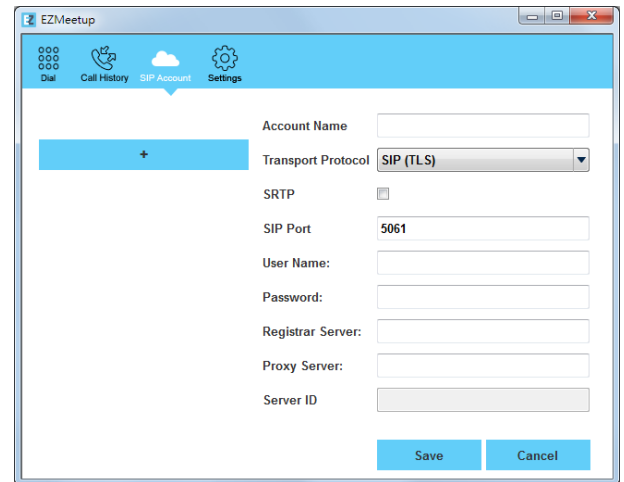
IV. Create a SIP Account

1. Click  button (SIP Account) to enter SIP account setup page.
2. Click  button to add a SIP account.
3. Next, enter the following information to register to EVC/SVC SIP server.
 - ▶ **Account Name:** Give a name for the SIP account. This account name is for user to identify.
 - ▶ **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 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.

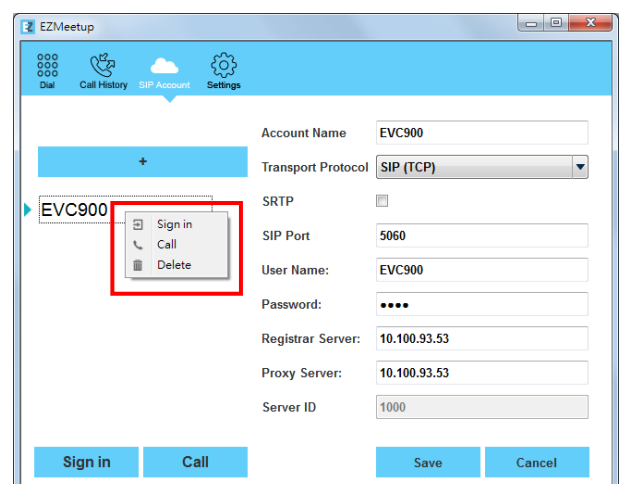


EVC Network Setup UI

- ▶ **Registrar Server:** Enter the IP address of EVC/SVC system that user wants to call.
4. Click **Save** to create the SIP account. To create another SIP account, repeat above steps.
5. All SIP accounts are listed at left side of SIP account page.
6. To sign in, select the SIP account and click **Sign in** button.
7. Right-click on SIP account will call out short-cut menu – Sign In, Call, or Delete. User can select one of function to operate.
8. To call, refer to [IV. Dial](#) section.

The image shows the 'EZMeetup' application window with the 'SIP Account' tab selected. The form contains the following fields: 'Account Name' (text input), 'Transport Protocol' (dropdown menu set to 'SIP (TLS)'), 'SRTP' (checkbox), 'SIP Port' (text input set to '5061'), 'User Name' (text input), 'Password' (text input), 'Registrar Server' (text input), 'Proxy Server' (text input), and 'Server ID' (text input). At the bottom right are 'Save' and 'Cancel' buttons.


- ▶ **Proxy Server:** Enter the IP address of EVC/SVC system that user wants to call.
- ▶ **Server ID:** Click Save, When SIP Sever is connected, the server ID is display.

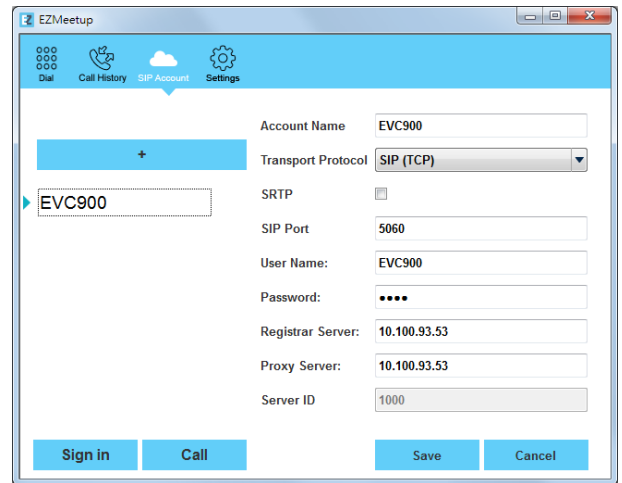
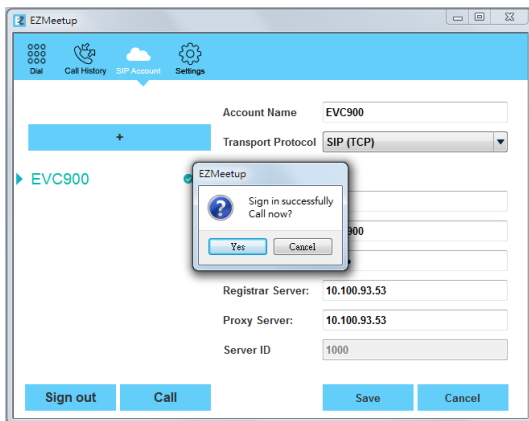
The image shows the 'EZMeetup' application window with the 'SIP Account' tab selected. A list of SIP accounts is shown on the left, with 'EVC900' selected. A context menu is open over 'EVC900', showing options: 'Sign in', 'Call', and 'Delete'. The main form area shows the configuration for 'EVC900': 'Account Name' (EVC900), 'Transport Protocol' (SIP (TCP)), 'SRTP' (checkbox), 'SIP Port' (5060), 'User Name' (EVC900), 'Password' (masked with dots), 'Registrar Server' (10.100.93.53), 'Proxy Server' (10.100.93.53), and 'Server ID' (1000). At the bottom are 'Sign in', 'Call', 'Save', and 'Cancel' buttons.

V. Dial

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

Make a call from SIP account




1. Click  button (SIP Account) to switch to SIP account page.
2. Select the SIP account that user wants to call from SIP account list.
3. Click **Sign In** button to sign in first.
4. The message box will pop-up, click **Yes** to make a call. Click **Cancel** to sign in only; but will not make a call.





5. 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).

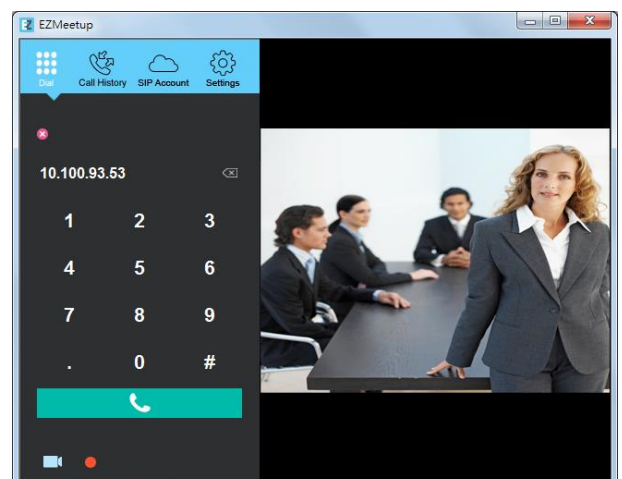


Make a call by IP address

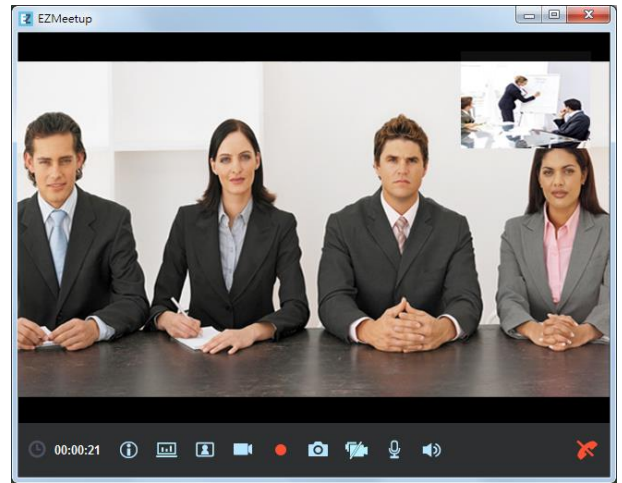
1. Click  button (Dial) to switch to Dial page.
2. Enter the IP address of EVC/SVC SIP server that user wants to call. User also can use the keyboard of PC to enter the IP address. Click  icon can delete the IP address user has entered.
3. Click **call** button () to make a call.

[Note]


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

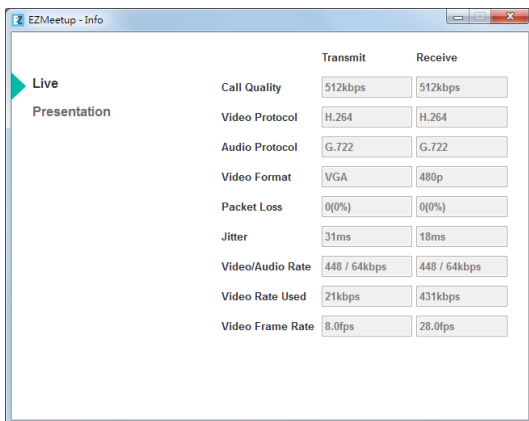



- After call has connected to EVC/SVC server, the call window is displayed. Your site of video is display on top of right side (small video window).




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 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.

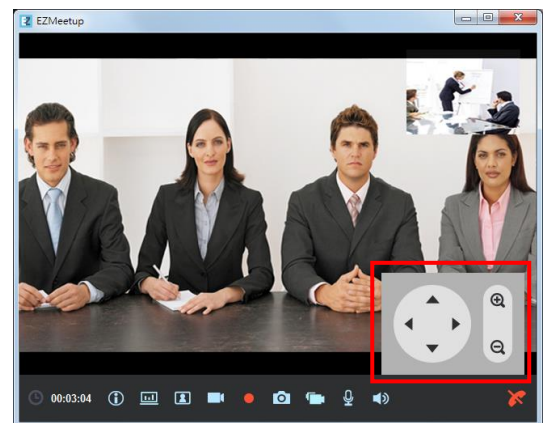
: Enable/disable your video display to EVC site.

: To record the meeting video during the meeting.

: To capture the screen image during the conference meeting.




: Call out control panel to remote control direction of EVC/SVC camera.




: Enable/disable microphone.

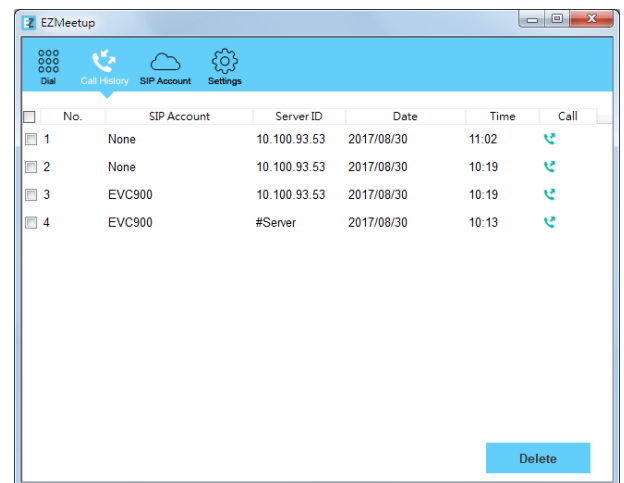
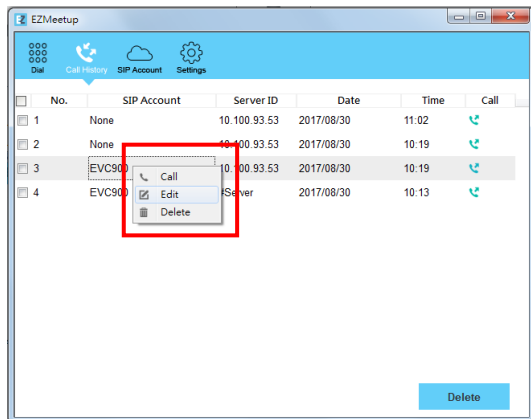
: Enable/disable speaker.

: Hang-up the call.

VI. Call History

To view, edit, and delete call list.

1. Click  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 SIP Account 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.