BizConf Video V3.5

BizConf video Client User Guide

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1.1   Downloading and installment the BizConf video Meeting Client

➢   Downloading the BizConf video Meeting Client for PC

➢   Step one: Visit the webpage http://meeting.bizvideo.cn/support/downloadand click "Download" at "BizConf video Meeting Client"

Step two: Click the downloaded file and click "Run", as is shown below:

文件下载-安全警告：File Download-Security Warning
您想运行或保存此文件吗？：Do you want to run or save this file?
名称：Name；类型：Type；应用程序：Application；来源：From
运行：Run　保存：save　取消：Cancel

Step three: Click "Run" and the BizConf video Meeting Client will be installed automatically.
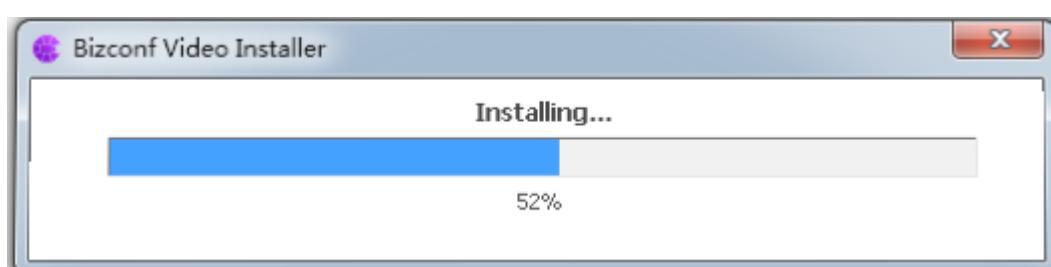
➢   Downloading of BizConf video Meeting APP

Method one: Visit the webpage http://meeting.bizvideo.cn/support/download and click "IOS" or "Android", or use mobile phone to scan QR code to download APP.

Method two: Visit "APP Store" by IOS in mobile terminals, and search "BizConf video" and download. Android system mobile terminal can visit Android store or Baidu mobile assistant or 91 mobile assistant, and search "BizConf video" to download.

Method three: Click the website linkage in meeting invitation email, and download according to instructions.

1.2 Instructions for PC users

1.2.1 Join meeting

➢ For users who haven't logged in

Run the BizConf video Meeting Client and click "Join Meeting", then enter meeting ID and your name. Click "Join" to join the meeting.
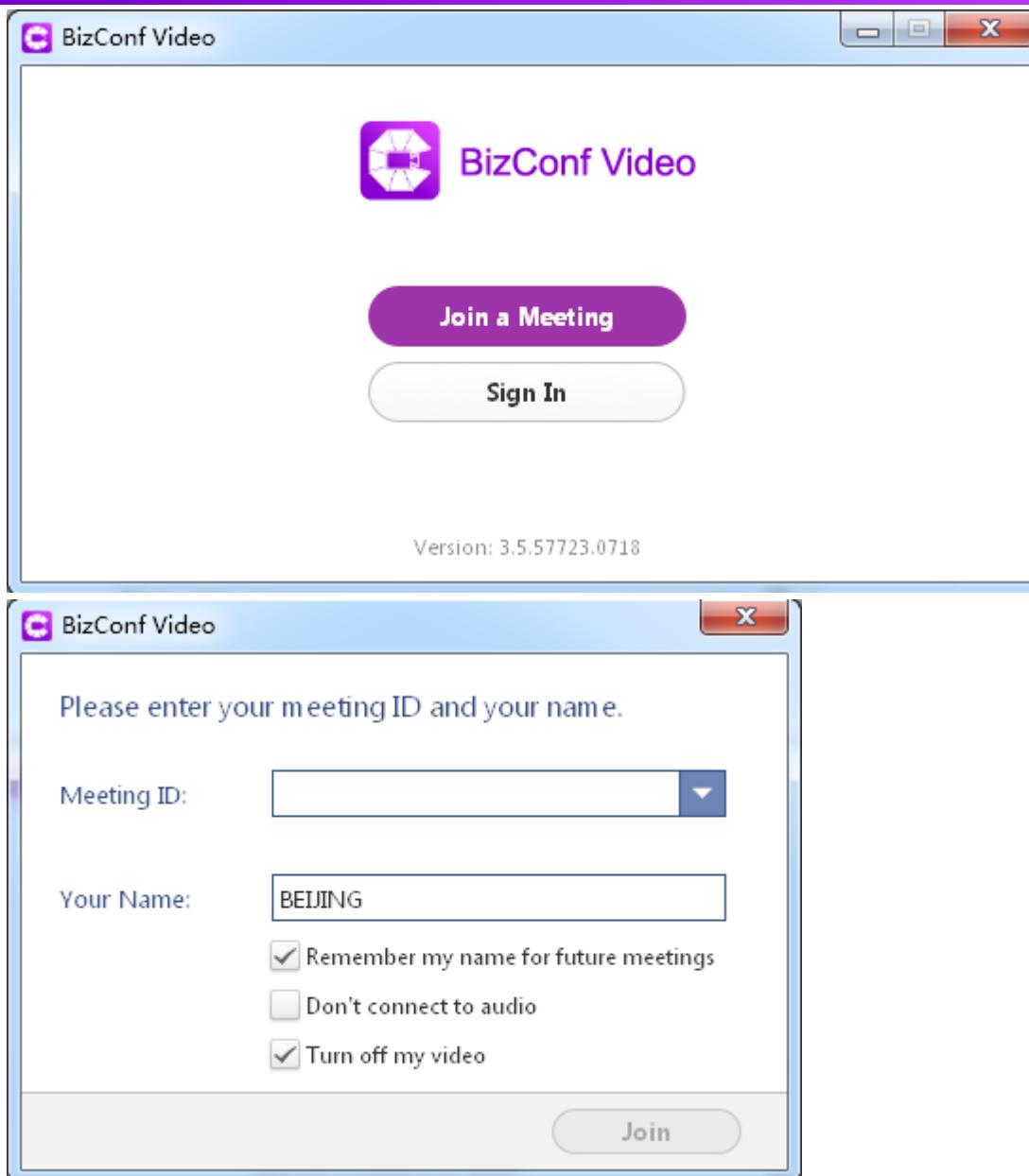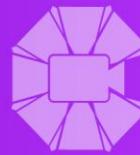
➢ For users who have already logged in

Click "Join Meeting" at the function panel, and enter meeting ID and name in the popped-up window, and then click "Join" to join the meeting.

1.2.2 Schedule a meeting

➢ Start a meeting

After logging into the BizConf video Meeting Client, the user can start a meeting:

1、 In the function panel, click "Schedule"

2、Set meeting information in the "Schedule a Meeting" window, as is shown below:

3、Click "Schedule" and finish schedule the meeting.

Note: Choose calendar and choose "Outlook" or "Google Calendar" or "Other Calendars", which will send meeting invitation notices to attendees.

➢ Edit the meeting

After scheduling the meeting, if the settings of the meeting need to be modified, click "Meeting" at the function panel, then choose the meeting ID and click "Edit" to make modifications.
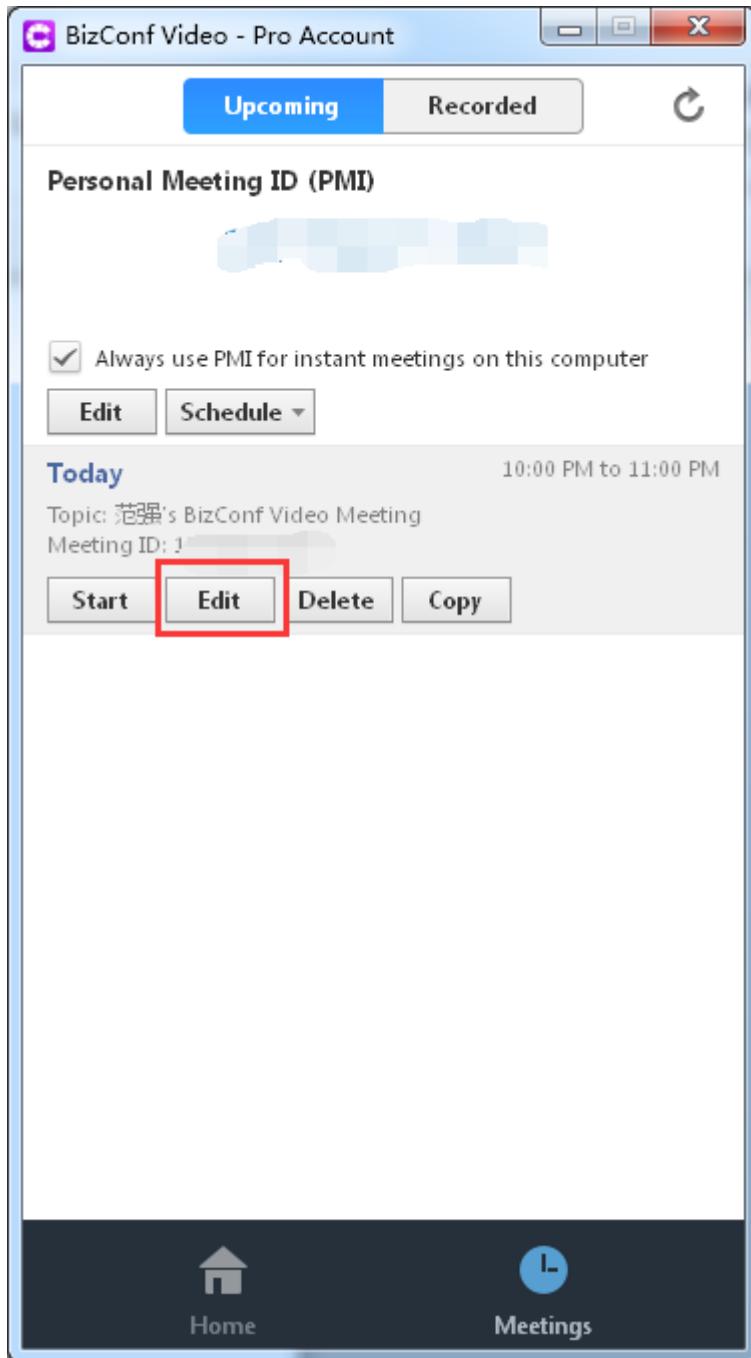
1.2.3 Start a meeting

➢ Start a meeting quickly

After the host's login, click ![Start without video] or ![Start with video] at the homepage of the function

panel to start a meeting quickly. If the host clicks "Start without video", then the camera is off after the meeting starts, and the camera can be turn on by the host. If the host clicks "Start with video", then the camera is turned on when the meeting starts. Note: If the host clicks "Start a meeting", then the meeting ID is randomly created each time. If the host wants to use the same meeting ID each time, please tick the box

"Always use PMI for instant meetings on this computer" under the meeting ID.

☑ Always use PMI for instant meetings on this computer

➢ Start a meeting by personal meeting ID

After the host's login, click "Meetings" at the bottom of the function panel and click "Start" under the meeting ID to start a meeting by personal meeting ID.
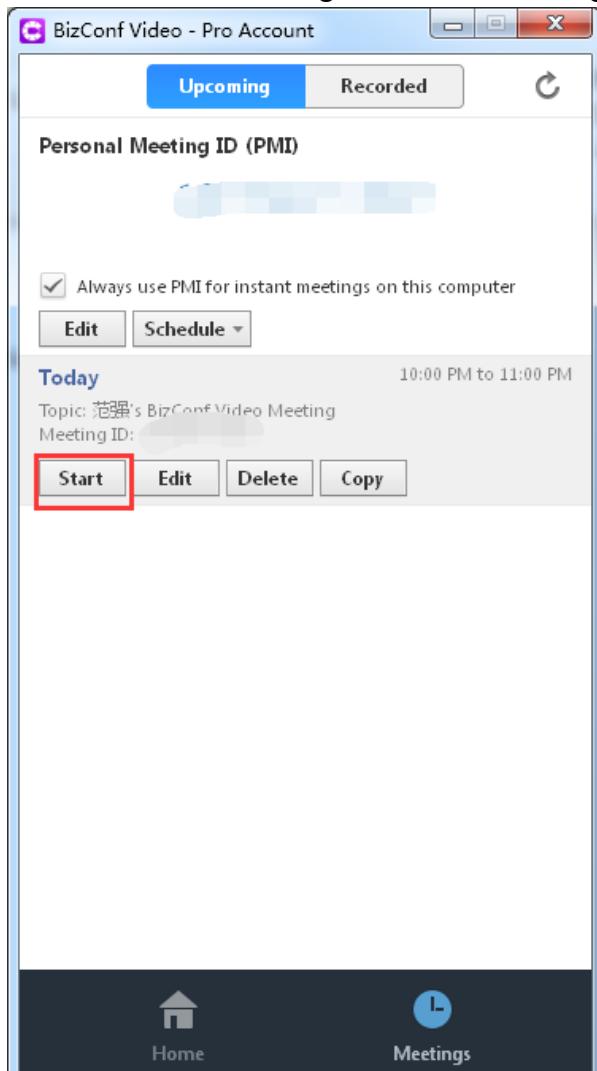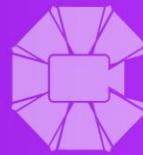
Note: The personal meeting ID is bound with host's account; the host can start a meeting anytime with the same personal meeting ID.

After ticking ""Always use PMI for instant meetings on this computer", click "Start a Meeting" in the function panel at homepage and a video meeting can be started with personal meeting ID.

Start a scheduled meeting

After the host's login, click "Meetings" at the bottom of the function panel, and choose the designated meeting in the meeting list and click "Start" to start a scheduled meeting.
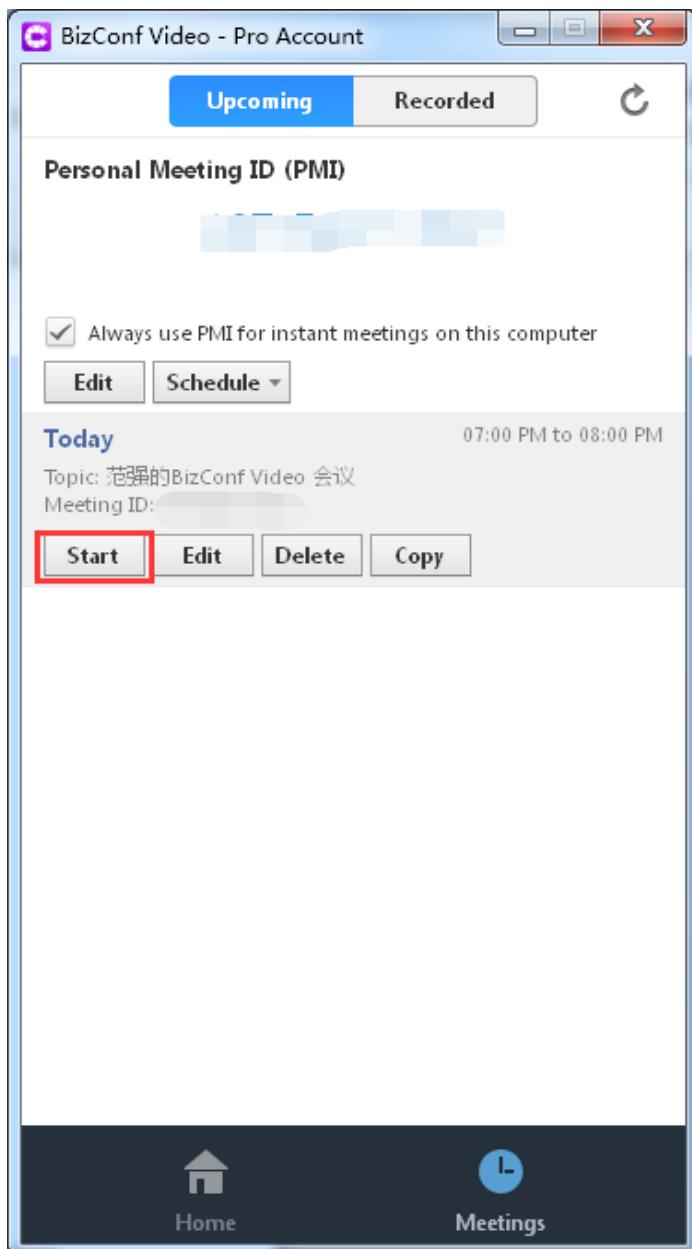
1.2.4 Audio/Video settings

➤ Audio settings

1、Set audio for the first time

After joining the meeting, a prompt box of "Connect to PC audio" will pop up, after connecting, the host can hear sounds or voices of the meeting. The computer microphone is also connected. It is suggested to tick "Automatically join audio by computer when joining a meeting".
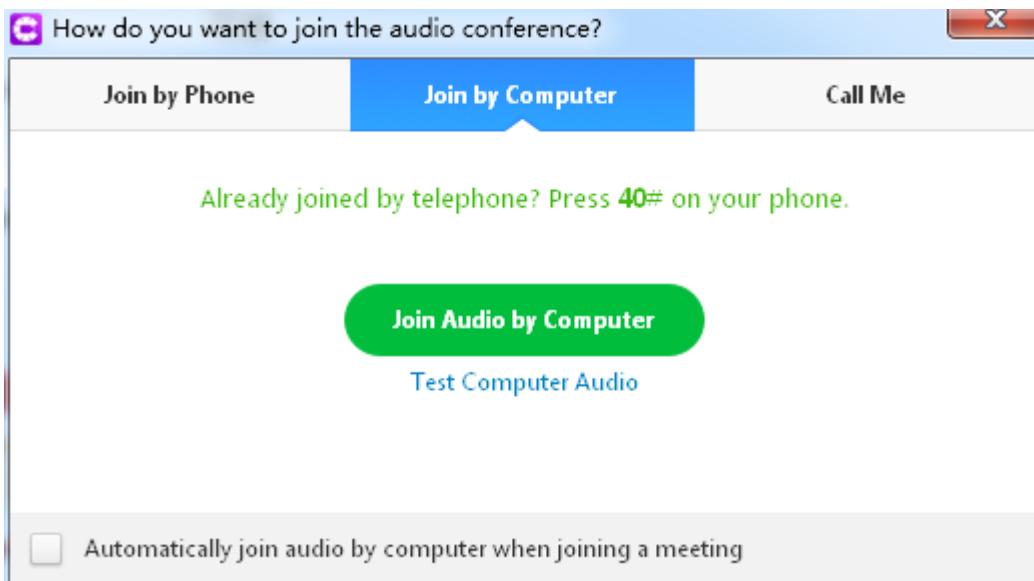

2、Join audio by manual operation
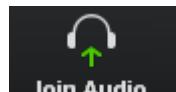
If the host fails to join audio meeting, there is a at lower left corner. Click this icon and the "Join Audio" prompt box will pop up. Click "Join Audio", the icon will be changed to , showing successful connection.
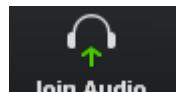
3、Mute/Unmute

If the attendee wants to mute microphone, click at the lower right corner, when the icon changes to , it shows the microphone is mute. Click microphone again to relieve mute status.

4、Change default microphone

If the computer is connected to several microphones/loudspeaker equipment, and the attendee wants to use other microphones/loudspeaker equipment, please click "triangle" beside the microphone icon,in the pop-up Settings window, quick to choose.

5、Test microphone/loudspeaker

During meeting, if audio equipment is successfully connected but not in proper use, please click "triangle" beside the microphone icon,in the pop-up Settings window, click"Audio Options", click "Test Computer Audio"and click "Test Speaker/Mic" to test their status.
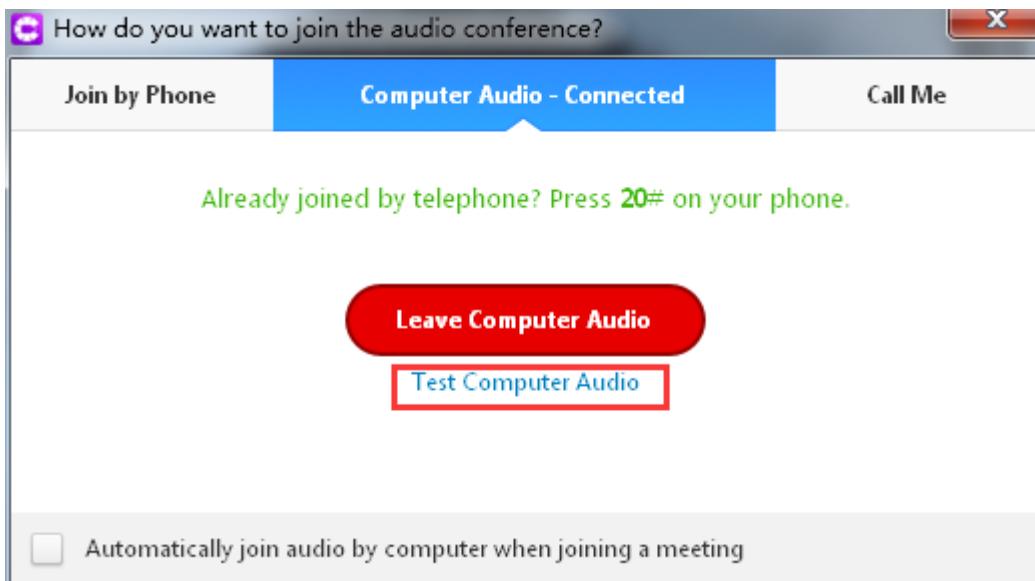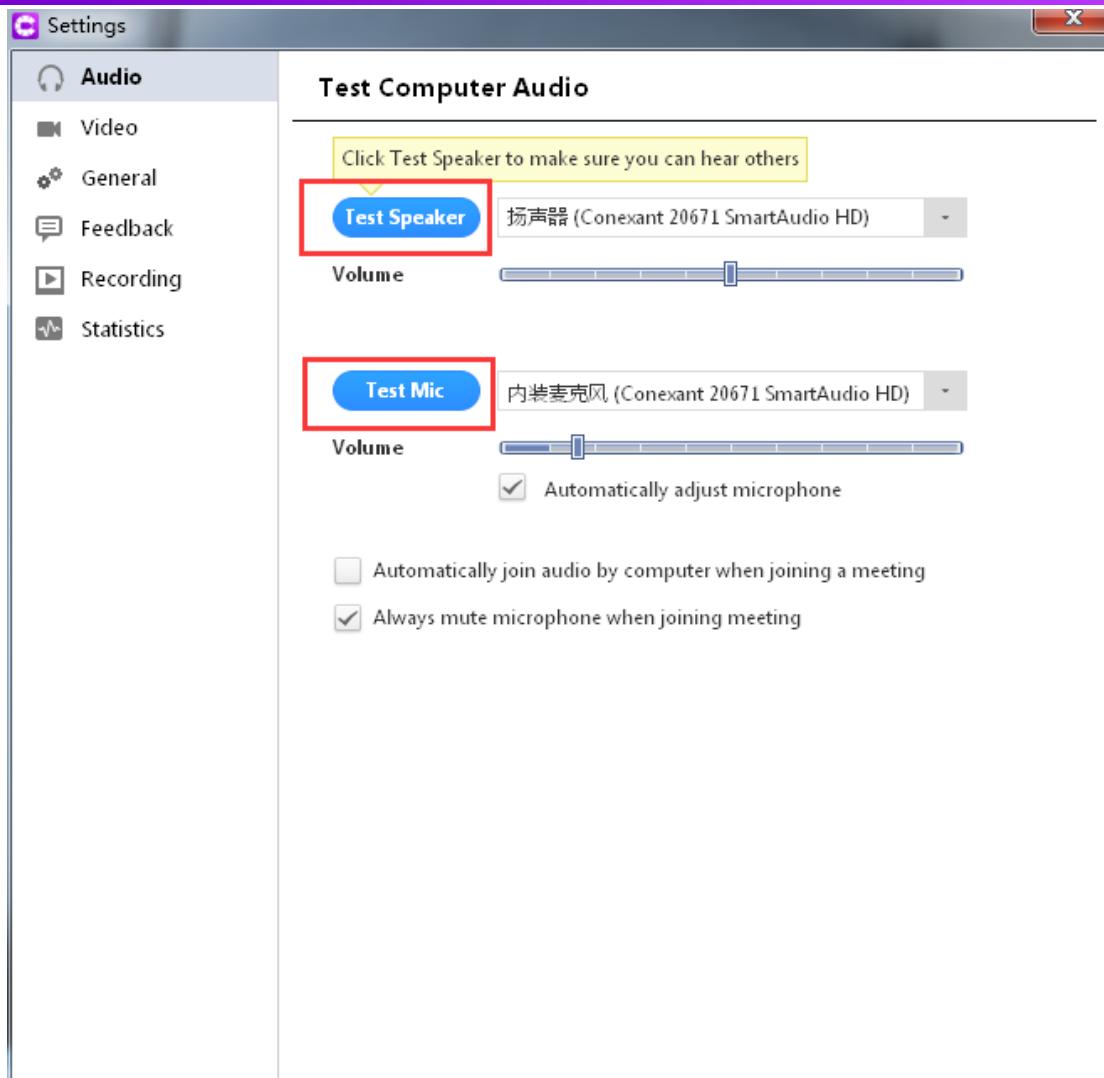
➢ Video settings

1、Start/turn off video

The attendees can click the icon at the lower left corner to start video, when the
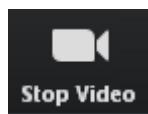
icons changes to , then the video is started. Click the icon again to turn off video.

2、Change default camera

If the computer is connected to several cameras, please click "triangle" beside the camera icon, in the pop-up Settings window, quick to choose. Click "Video" and choose the designated camera in the pull-up menu. Or, click "Video Settings" to choose the camera
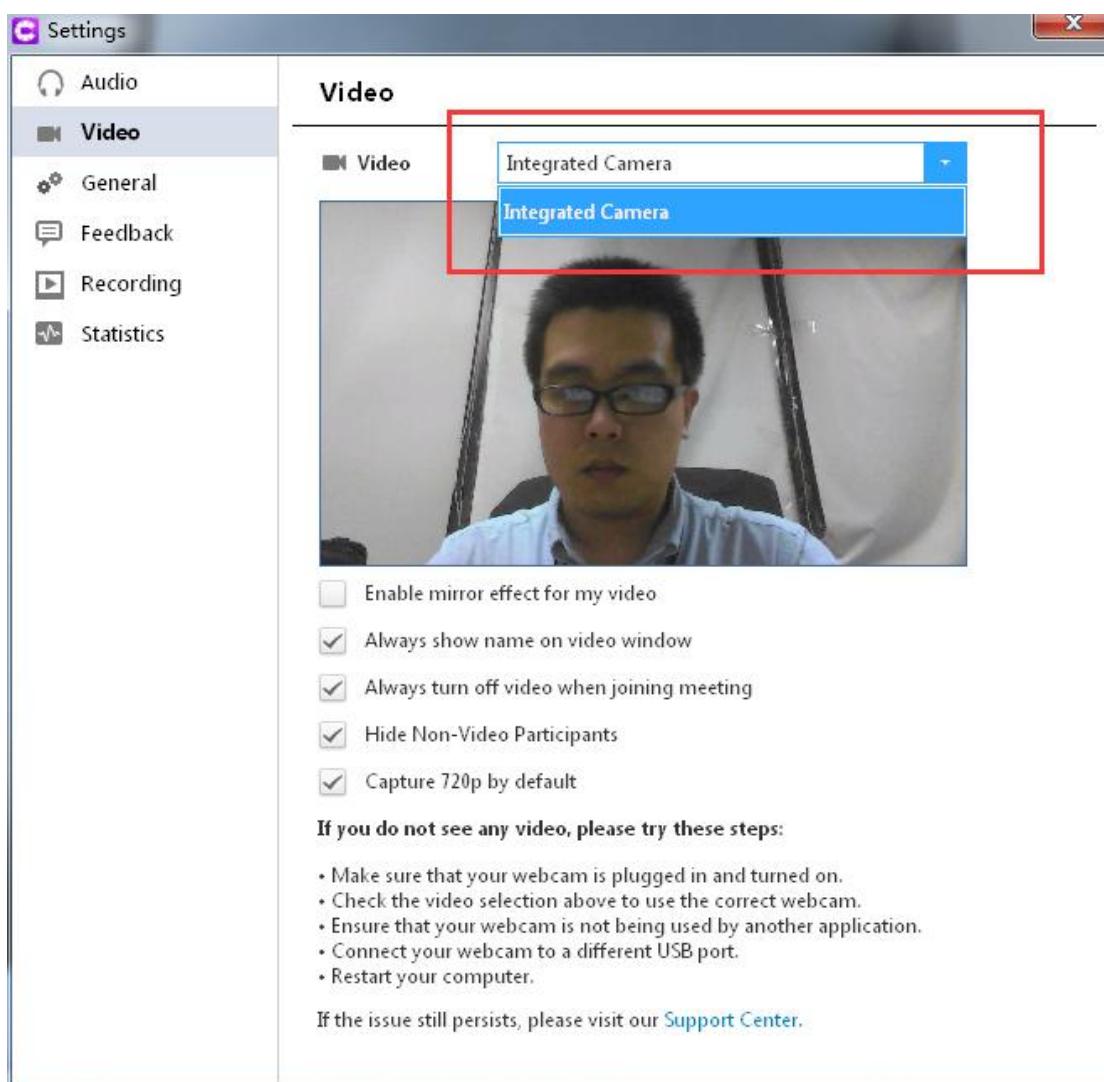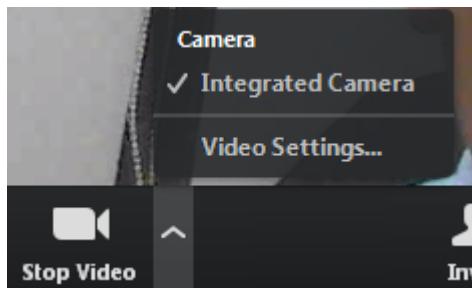

1.2.5   Video layout settings

➢   Page layout

The BizConf video supports switching to different meeting display modes. During meeting, there are two display modes: "Gallery View" and "Speaker View", and "Gallery View" is the default mode after starting a meeting.

1. In the meeting, please click [Gallery View] at the upper right corner to choose gallery view, which can show 25 attendees at the most in the same size windows, more attendees will be shown in the next page.


2. During the meeting, click [Speaker View] at the upper right corner to choose speaker view, which shows the speaker in a maximized window and other attendees are shown in small windows on the upper side. Four small windows are shown at the most, more attendees can be viewed by rolling horizontally.
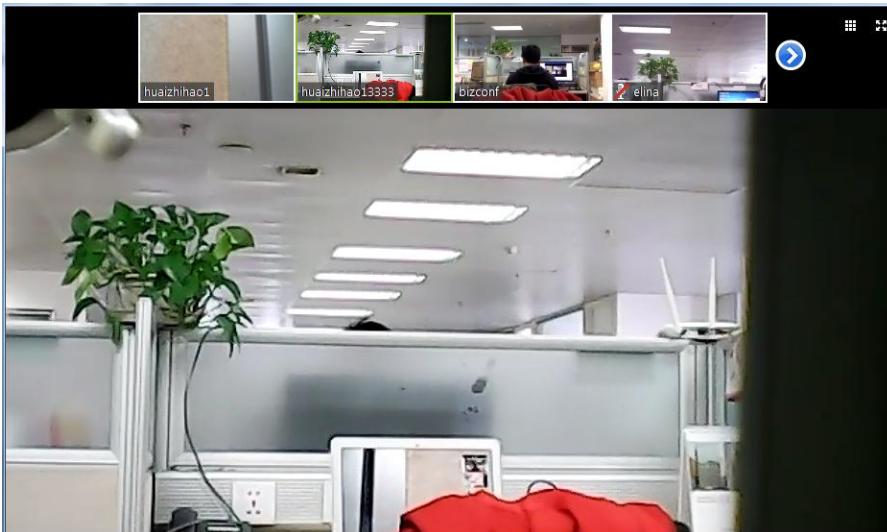
➤ Choose video

In the Speaker View mode, if the attendee wants to view one of the small windows on the upper side, place mouse on the small window and right click, then click "Choose video" in the menu, the window will be maximized. Click , then the maximized window will be switched to the speaker. All attendees have access to this function.

In the Speaker View mode, if the host wants all attendees to view the same window of one attendee, the host can place mouse at the window of the attendee and right click,
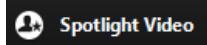
then click in the menu. Thus all attendees under the Speaker View mode will view the attendee who is chosen by the host. Only the host has access to this function.
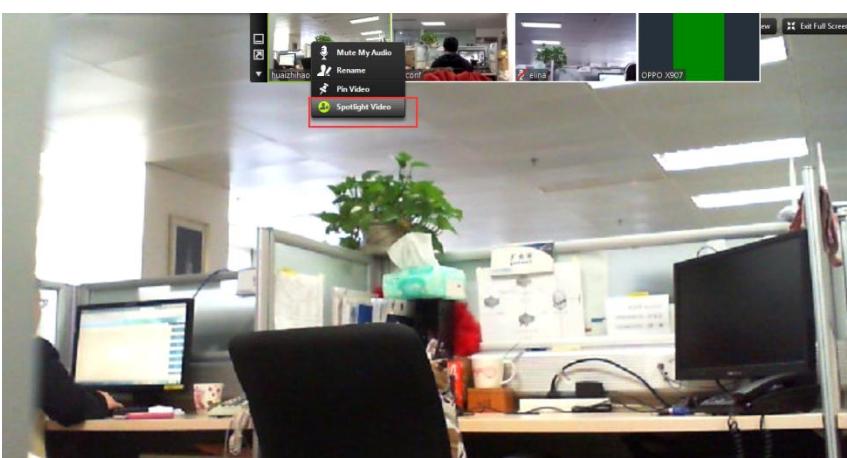
➤ Other function buttons

The meeting under Speaker View mode, there are some other buttons to manage the video layout.
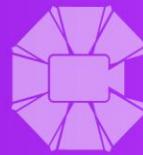
Click , hide the video thumbnails

Click , only view the speaker's video

Click , only view the maximized window of the speaker's video

Click , only view the video thumbnails

1.2.6　Meeting control functions

The host can control the meeting and attendees by other functions, including "Mute All", "Lock Screen Share", "Lock Meeting", "Allow Attendees Record", "Stop Video", "Modify Attendee's Name", "Remove", "Make Host" and "Reclaim Host".
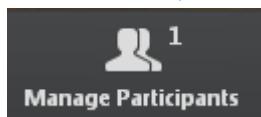
The host can click at the menu at the lower part, and a management window will be popped up:
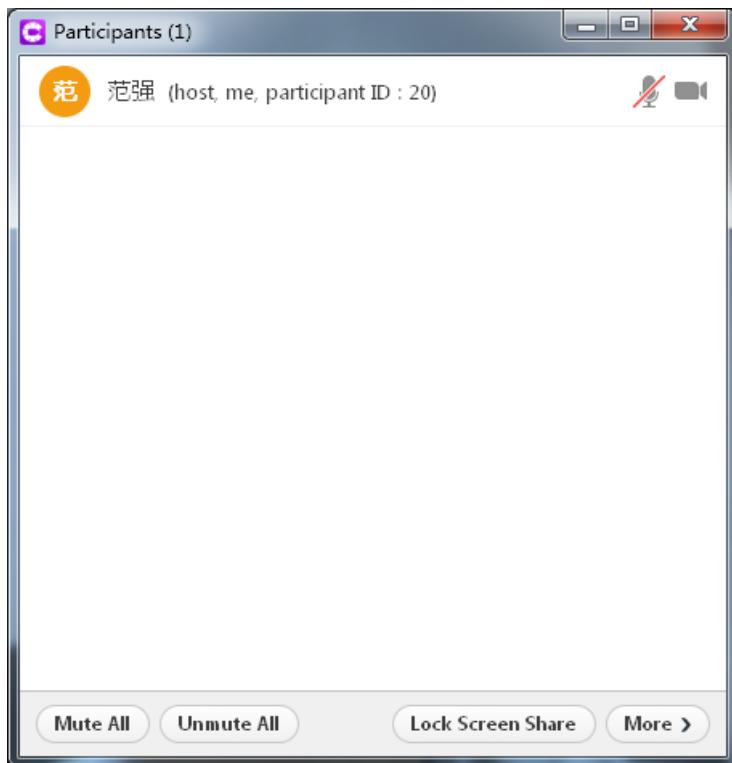
> Audio control

The host can choose "Mute All" to ensure the speaker not disturbed and open or turn off any attendee's microphone.

1、Mute all

The host clicks **Mute All** and a prompt box will be popped up, as is shown below. Click

"Yes" to mute all attendees except the host and the microphone icon is changed to **Unmute**. Then the attendees can unmute themselves. If the host wants to forbid attendees to unmute themselves, then untick the box of "Allow participants to unmute themselves".
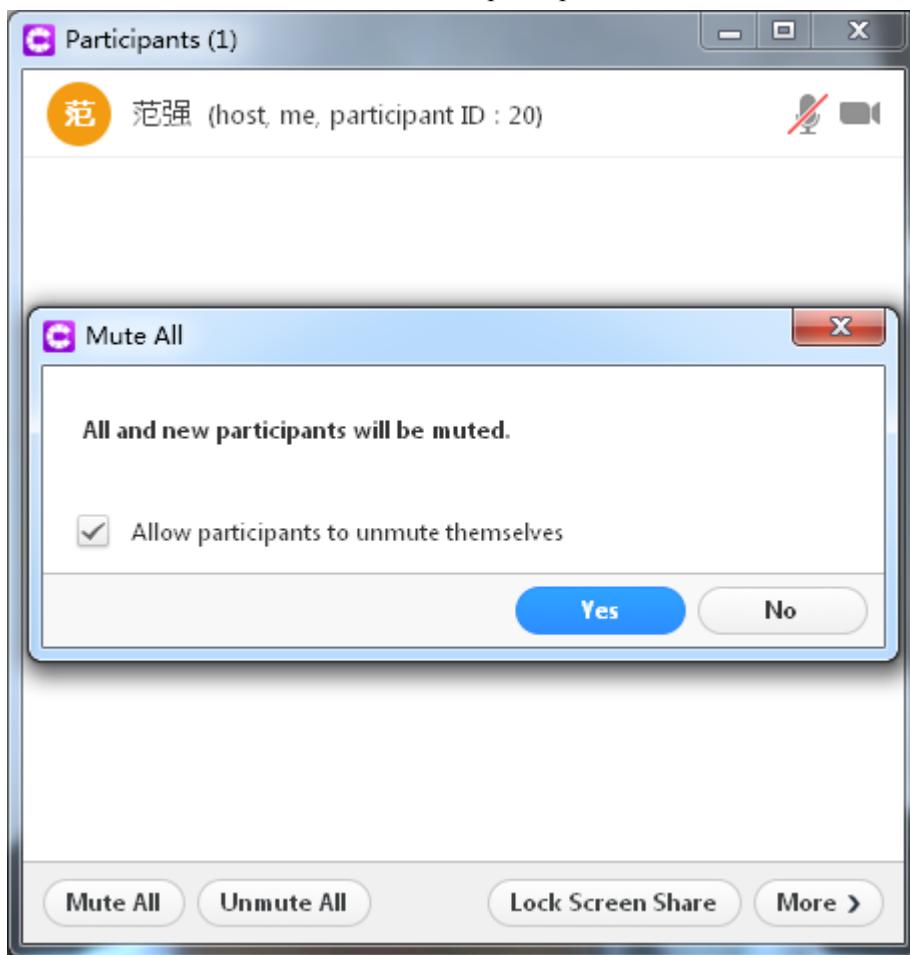
2、Unmute All

The host clicks **Unmute All** to unmute all microphones of the attendees, then the

microphones are turned on and the icon is changed to **Mute**

2、 Mute/unmute one attendee

The host place mouse at contact list and click **Mute** to mute one attendee. Then

the button is changed to **Unmute**, and click **Unmute** to unmute the attendee.

> ➢ Lock screen share

All attendees can lock screen share as a default function. The host can lock screen share to ensure the speaker's window not disturbed by other windows.
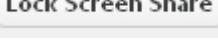
The host can click **Lock Screen Share**, to forbid other attendees to make operations on screen share.

> ➢ Lock meeting

To ensure the security and privacy of the meeting, the host can lock the meeting after all attendees joining the meeting.

The host clicks "More" and then clicks "Lock Meeting" in the menu, then the meeting is locked, as is shown below:

> ➢ Manage attendees

The host can choose to manage attendees and click "More" to manage attendees, as is shown below:
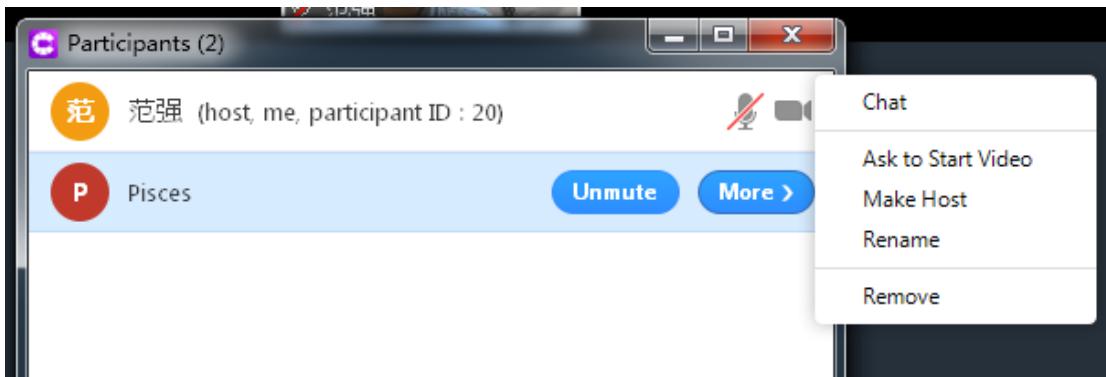
Click "Stop Video" to stop camera of this attendee. After this operation, the host cannot reopen the camera.

Click "Make Host" to let the attendee act as host, and click **Reclaim Host** to get back authority of host.

Click "Allow Record" to allow the attendee to record audio/video.

Click "Rename" to modify the name of the attendee of the meeting.

Click "Remove" to delete the attendee from the meeting

1.2.7   Data share

➤ Data share

The attendees can click at the lower part of the menu and choose the content that needs to be shared, then click "Share Screen" to share the desktop or APPs of the computer.
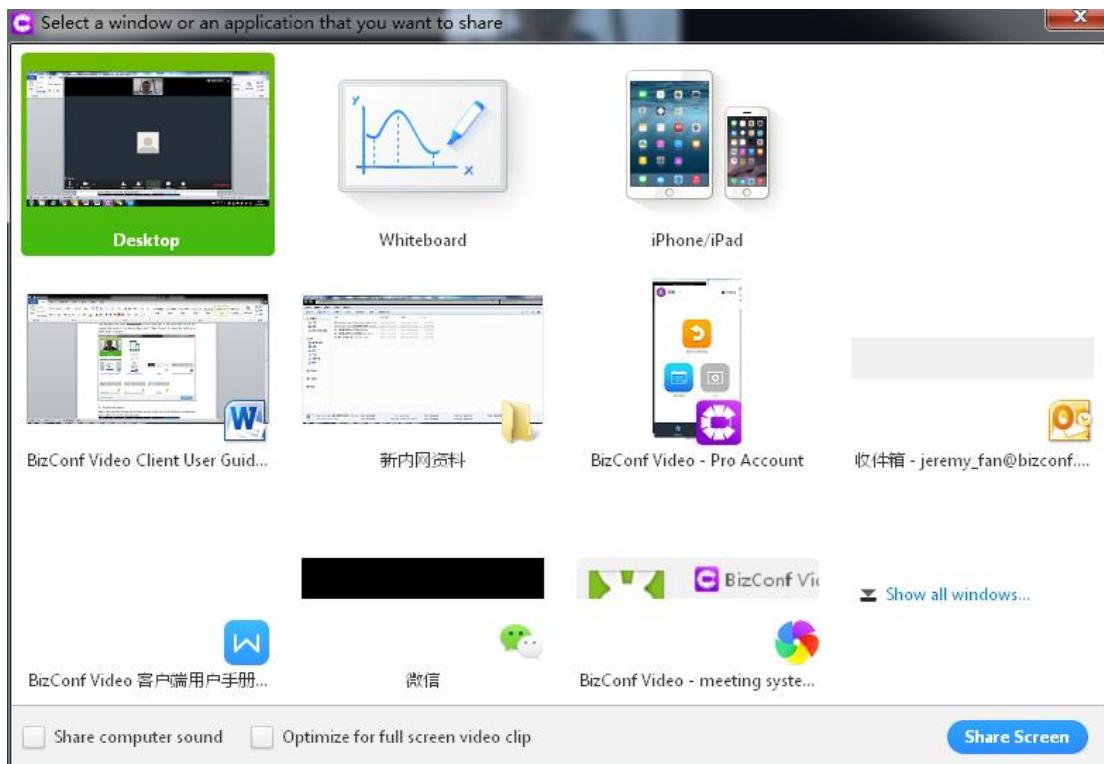
➤ Function description

After entering data sharing mode, place mouse at the top of the desktop, a suspended menu willed be shown automatically:
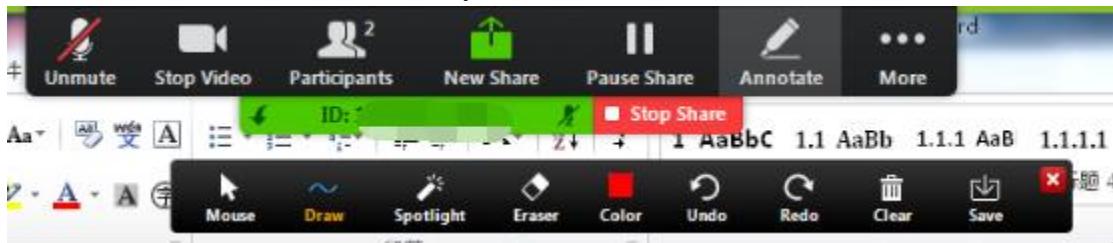
Pause: If the user doesn't close the data share window, the data before clicking "Pause" will be shared

Share a new window: The user can click a new file to share in the popped up window.

Annotate: The user can annotate the content in the current window and share the annotation to other attendees.

Click "Annotate" at the suspended window and a tool menu for annotating is shown below:
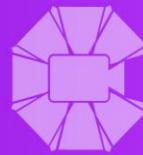
When the mouse is in the status of "Painting pencil" or "Laser pencil", click to resume mouse status.

Click , and comes out, the user can choose one shape for annotation.

Click , and comes out, the user can choose laser pencil or arrow for annotation.

Click and the mouse cursor will change to eraser, the user can erase the content by using eraser.

Click , and the user can choose color and width of line for annotation.

Click and cancel the previous operation.

Click and recover the previous cancelled operation.

Click and clear all annotated operations. The host can clear all annotated operations of all attendees.

Remote control: The user can pass the control authority to other attendees through this function.

Stop share: Close the shared content and all attendees resume the video layout.

1.2.8   Start double-screen display

The software supports double current sending and receiving. A double-screen display mode can be started if the computer has a double screen. In this case, one screen can receive videos and the other can receive data in data sharing.

Click at the function panel, choose and tick "Start double-screen display".

1.2.9   Switch languages

In default situation, the language of BizConf video Meeting Client is the same with the computer system. If the user wants to switch language of the BizConf video Meeting Client, it is suggested to right click at the task bar, and choose "Switch Languages" where the user can choose a language. The languages include English, Chinese, and traditional Chinese. If the user want to switch language during meeting,

then the user will exit the meeting automatically.

1.2.10   Invite attendees

➢   Invite before meeting

1、Invite attendees when scheduling a meeting

When the host schedules a meeting by   at the function panel after login, the host can directly choose "Outlook", "Google Calendar" or "Other Calendars". In scheduling a meeting, the email box client or webpage pops up, the host can copy invitation letter in the email and send invitation emails by entering all recipients. After sending the invitation letter, the meeting information will be added into the designated calendar automatically.
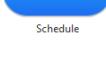
2、Invite attendees through personal meeting

If the host wants to start a personal meeting, the host can click "Meeting" at the function panel and click "Schedule" under personal meeting ID, and choose "Outlook", "Google Calendar" or "Other

Calendars". Or click "Copy" to copy the invitation letter to send the invitation to all attendees by email or instant communication tool.
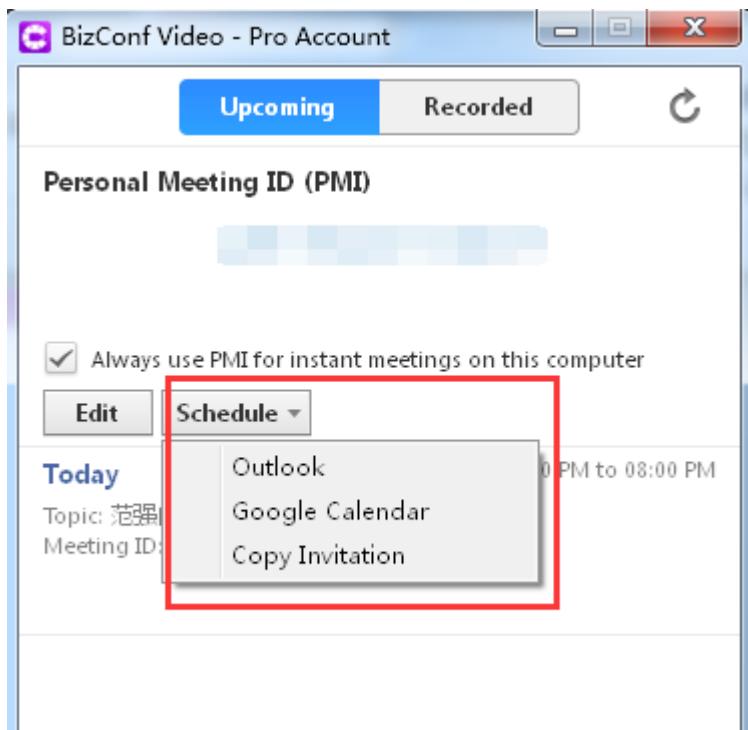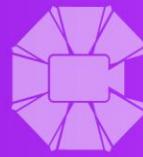
3、Invite attendees of a schedule meeting

After scheduling a meeting, if the host wants to invite more attendees, click "Meeting" at the function panel and click "Copy" under the scheduled meeting. Then the meeting information will be copied automatically and the invitation letter will be sent to new attendees by email or instant communication tool.
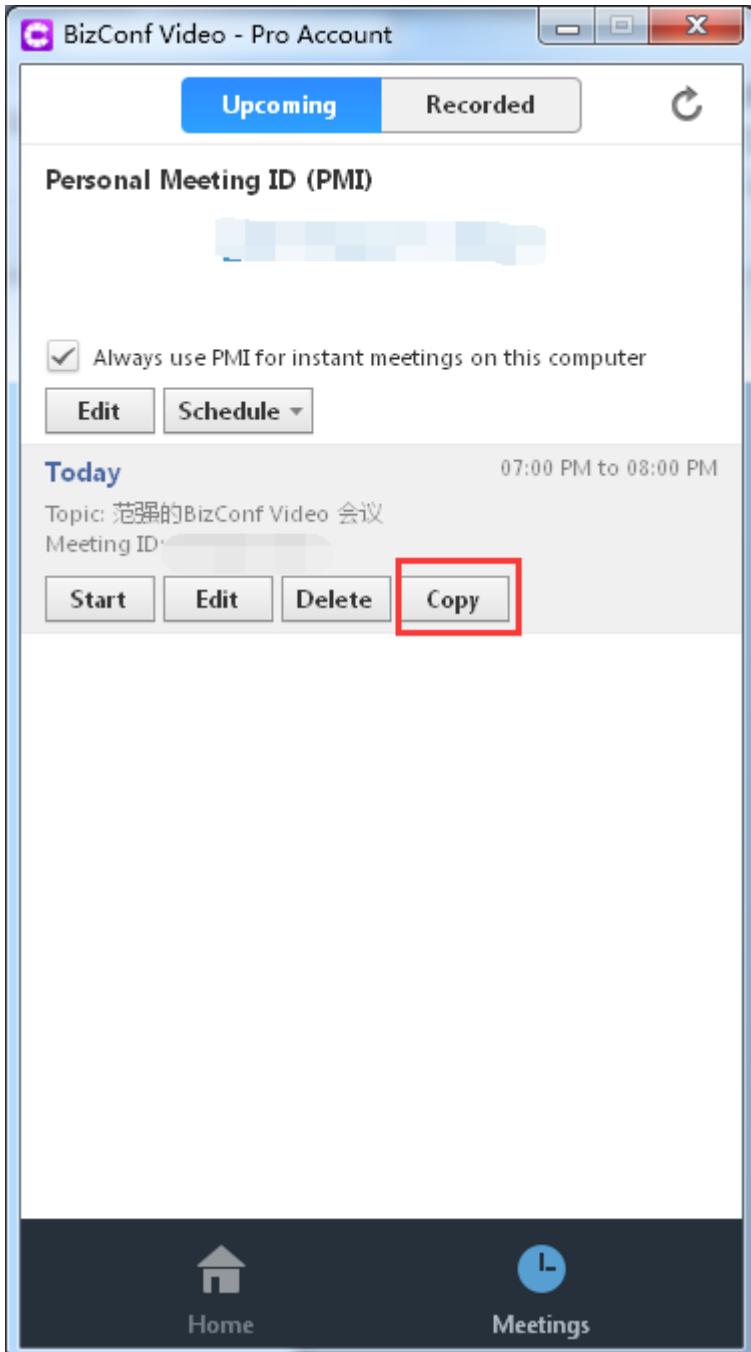
Note: if the scheduled meeting has password, then a six-digit number password will be distributed at random when connecting the meeting by hardware. This password is different from the password of starting a meeting and can be checked in email or meeting invitation letter.

➢ Invite attendees during meeting

During meeting, the host can invite attendees by email or Room System.

1、Invite by email

The attendee can click [Invite] in the menu at the bottom of the page, and click "Default Email", then the installed email terminal like "Outlook" copy meeting information to email box. The user can also click "Gmail" or "Yahoo" to send invitation letter.

Or click "Copy URL" or "Copy Invitation" to copy invitation letter and send the letter to attendees by email or instant communication tool.
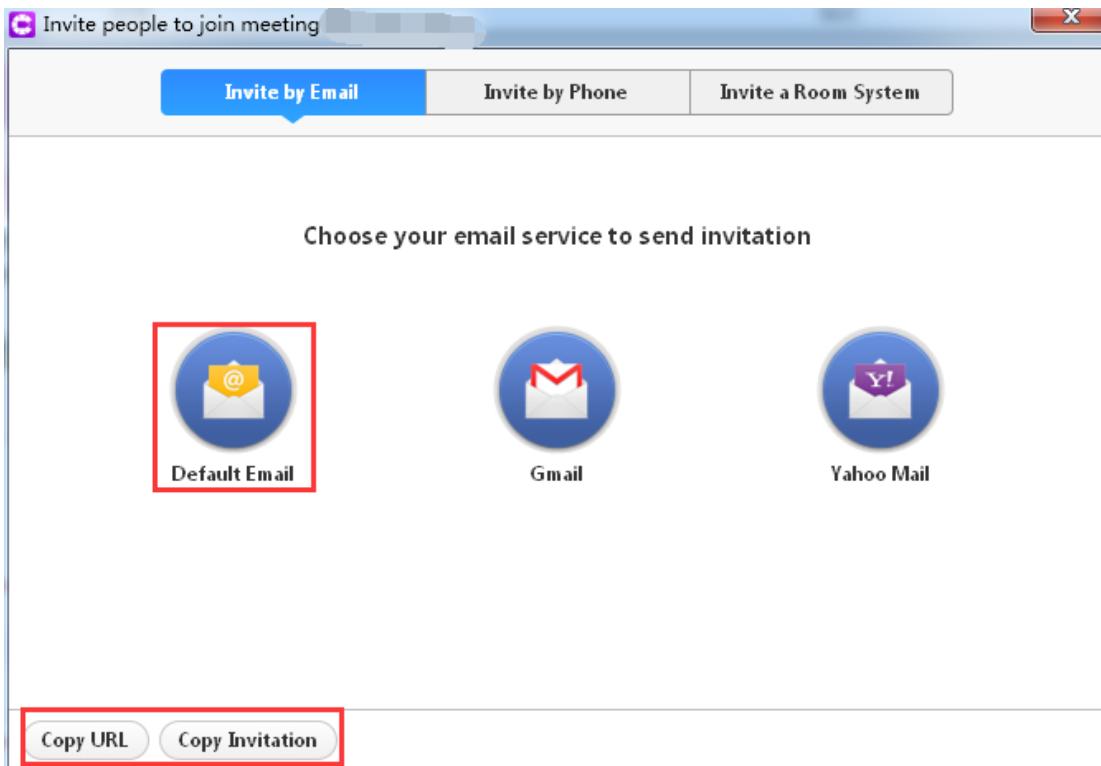
2、Invite a Room System

The attendees click **Invite** in the menu at the bottom of the webpage, and choose "Invite Room System" in the prompt box, and choose "Call Out". Then enter the hardware terminal IP for invitation (In case of start a meeting by MCU, then directly enter MCU IP##MeetingID to start a meeting. For example, 118.123.166.128##801000), and click "Call".
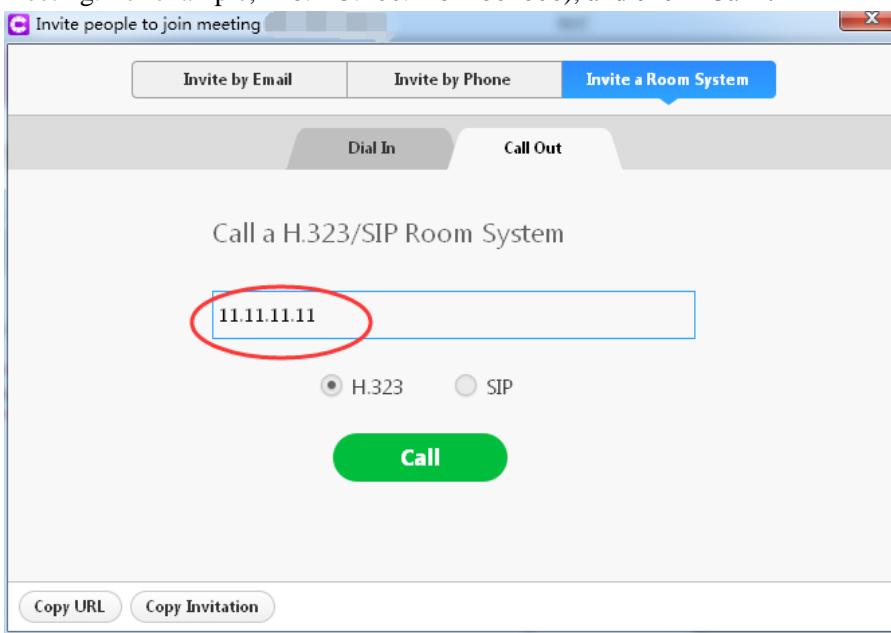
1.2.11   Chat
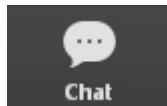
The attendees can click in the menu at the bottom of the webpage to send messages to all attendees, or send messages to one attendee. Click "Save Chat" to save the content of chat in the .txt format. The saving method is the same with recording and save files.
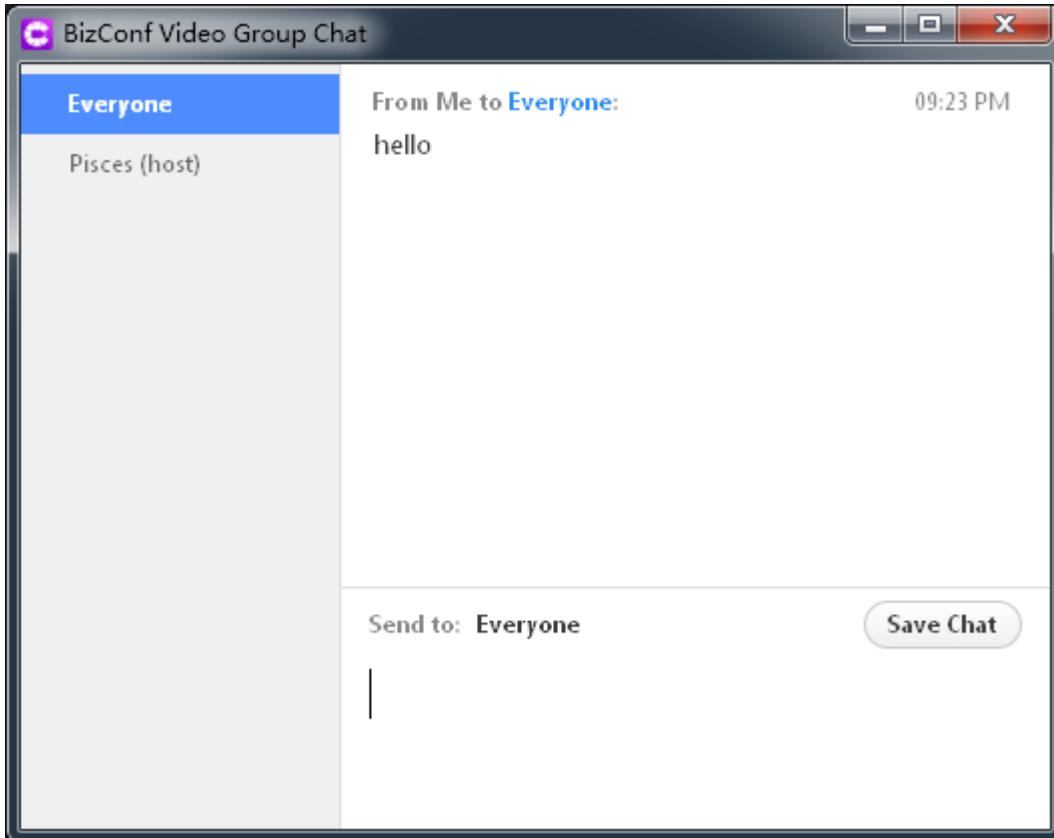
1.2.12   Record audio/video

➢   Record audio/video

The attendee can click in the menu at the bottom of the webpage to record the meeting. In recording status, the icon is , click "Stop Recording", then recording will be stopped. After the meeting, the system will automatically transfer the recorded file into MP4 file and save, as is shown below. If the attendee hasn't clicked "Stop Recording", and directly stops the meeting, the system will automatically transfer the recorded file and save.
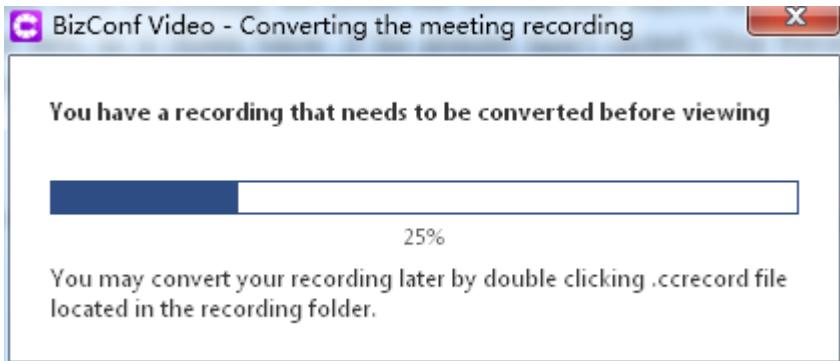
➢ Setting saving path of recordings

Click 🔧 设置 at the upper left corner of the function panel, click "Recording" at the popped up box. Click "Change File Location" to modify the saving path of the recordings, or click "Open" to open the file where the recordings are located.
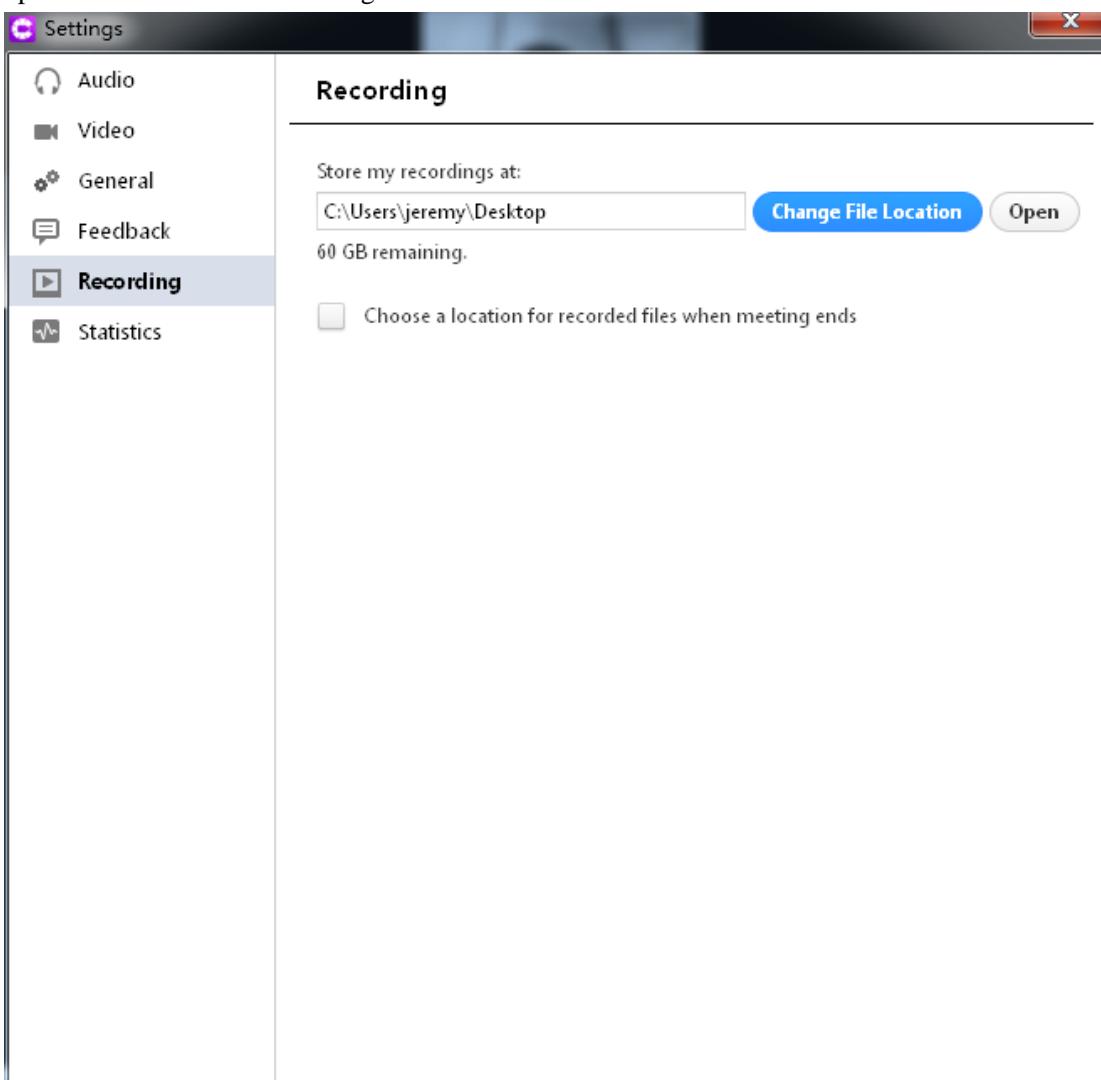
1.2.13 Leave meeting

➢ Leave meeting

The attendees can click **Leave Meeting** at the lower right corner to leave meeting and click "Leave Meeting" at the prompt box.
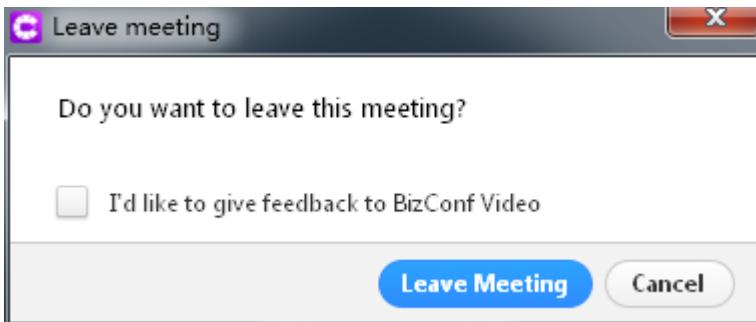
➢ Host ends meeting

If the host wants to end meeting, the host can click "End Meeting" at the lower right corner, then the meeting is finished and all attendees have to leave the meeting. If click "Leave Meeting", the host leaves the meeting and other attendees continue the meeting.
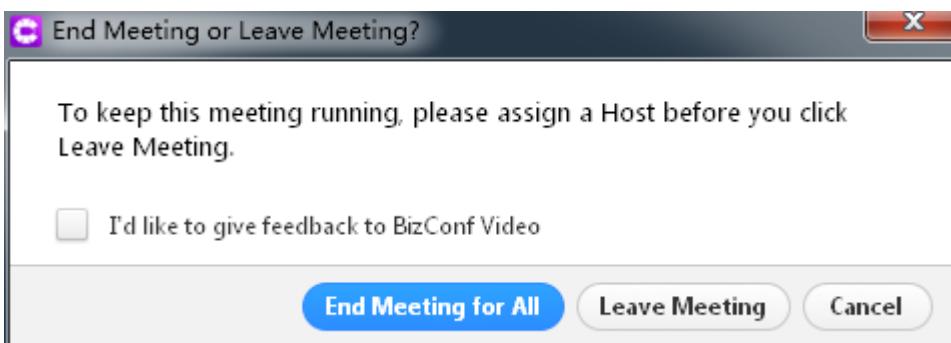
Note: If the host leaves the meeting, it is suggested to appoint one attendee as the host. If the host hasn't appointed a host, then the system will automatically appoint one attendee as the host.

1.3 Instructions for Android users

1.3.1   Join meeting

➢ Procedure of directly joining the meeting

Open BizConf video Meeting Client-Click "Join a Meeting"-Enter meeting ID-Enter name-Click "Join"-Successfully join a meeting
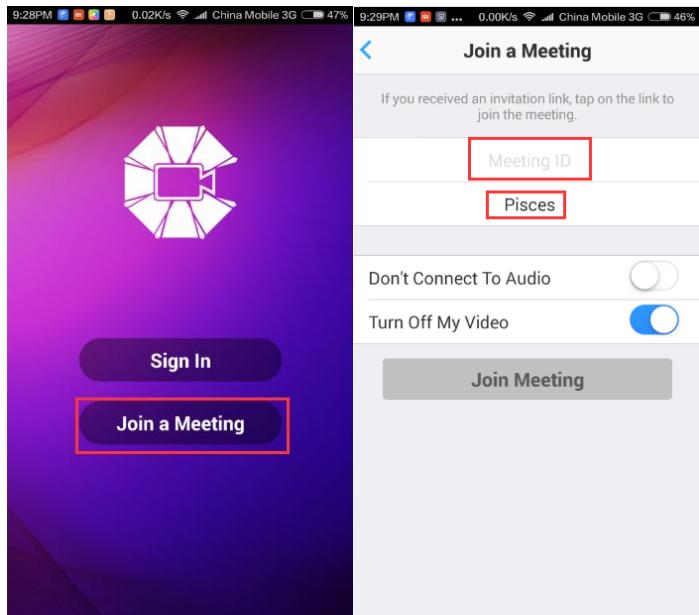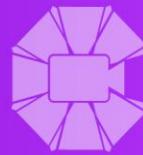
➢ Procedure of joining meeting after user's login

Open BizConf video Meeting Client-Sign in -Enter email and password-Sign in successfully-Join a meeting-Enter meeting ID- Successfully join a meeting
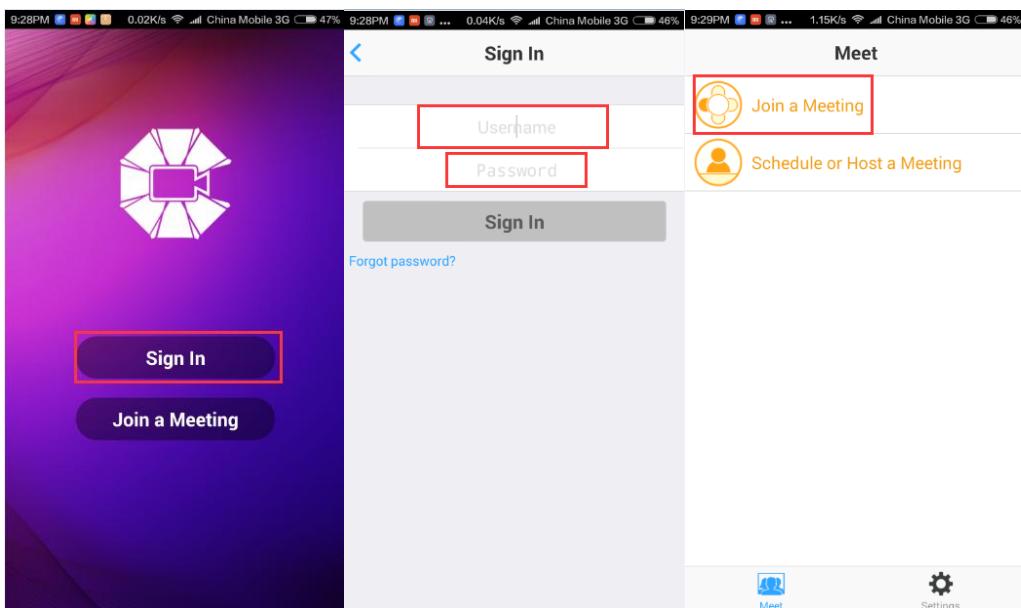
Get a meeting account after login
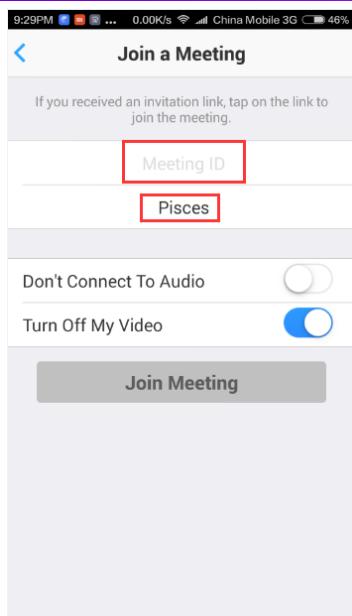
1.3.2   Start a meeting

➢   Start a meeting

Open BizConf video Meeting Client-Sign in –Enter account name and password-Sign in successfully-Schedule or host a meeting-Set sign in information-Click "Start a Meeting"
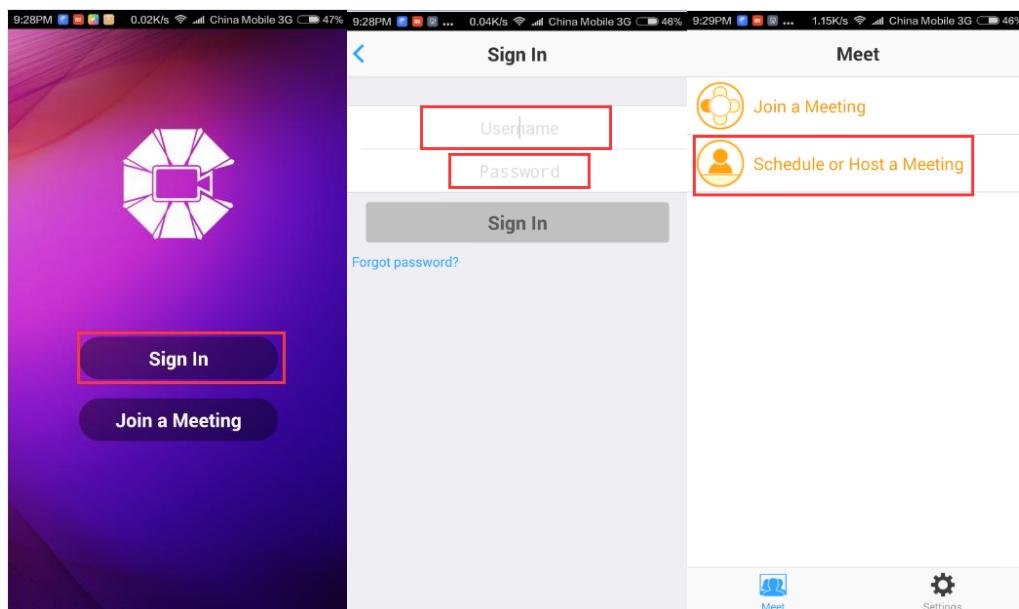
Set PMI, Video/audio, allow join before host and password;
When using PMI, the meeting ID is identical with PMI number, otherwise the meeting ID is obtained by system randomly.
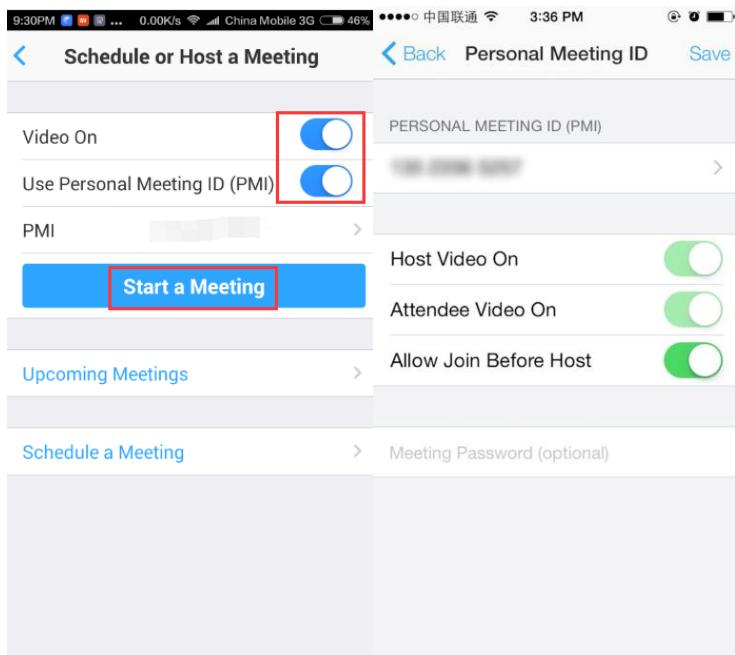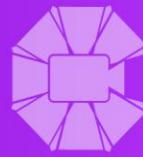
➢ Start a meeting by personal meeting ID

After login, schedule or host a meeting-My Meeting-Start a meeting (using personal meeting ID)
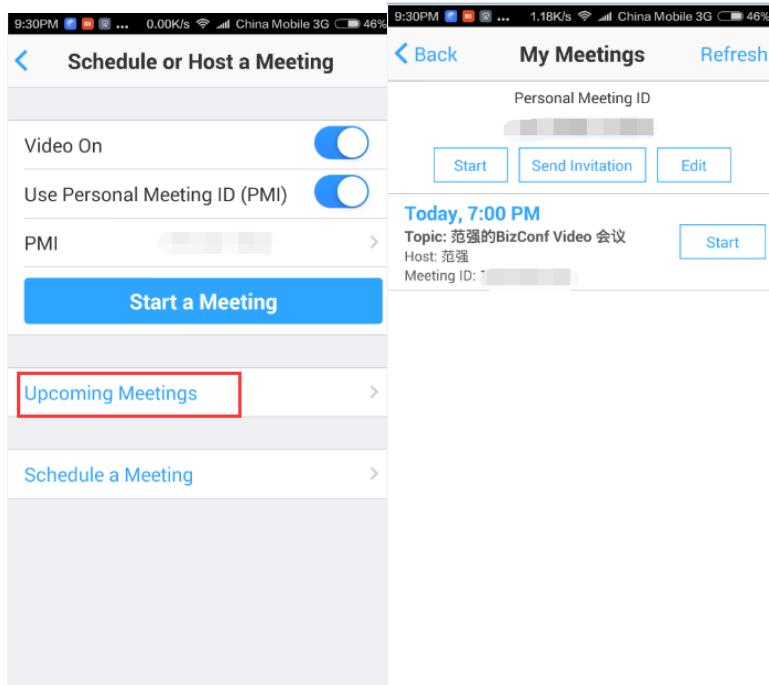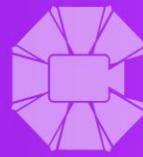
1.3.3   Schedule a meeting

Open BizConf video Meeting Client-Sign in(same as the previous methods)–Schedule or host a meeting-Schedule a meeting-Click "Finish" after filling information-The invitation email pops up-Check meeting appointment and start a meeting at any time
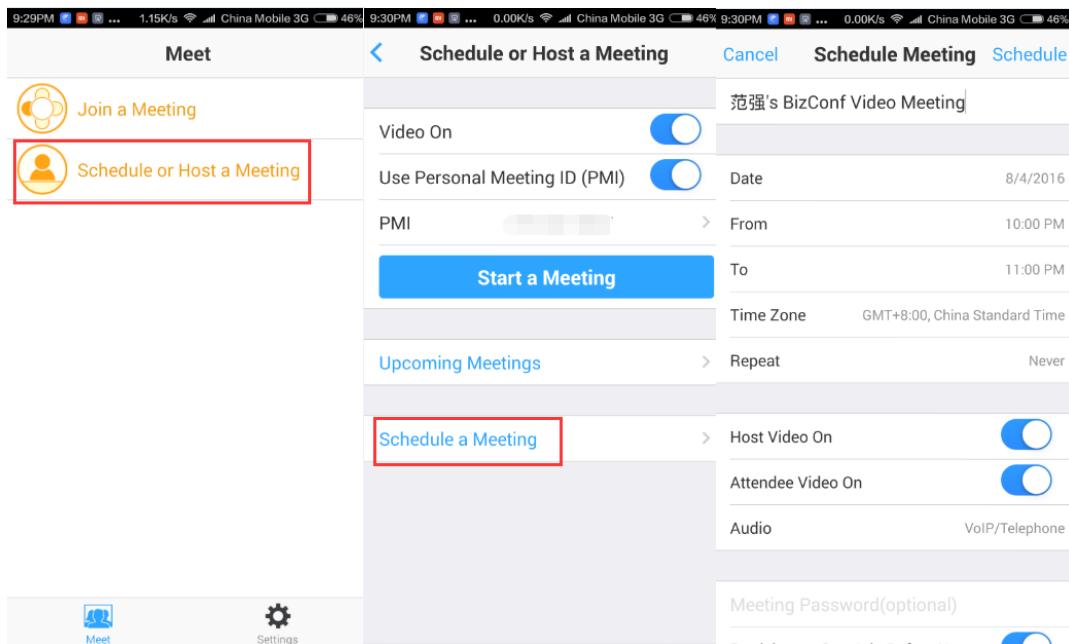
1.3.4   Meeting settings

After login-Click "Settings"-Set My Profile/Meetings/About;
Set profile photo and screen name or sign out;
In Meetings, set Auto Connect Audio/Always Mute my Microphone/Always Turn Off My Video/AirPlay
AirPlay is a new function after iOS7 came out; it can play videos and pictures under wireless condition, so the terminal equipment should support the corresponding functions.
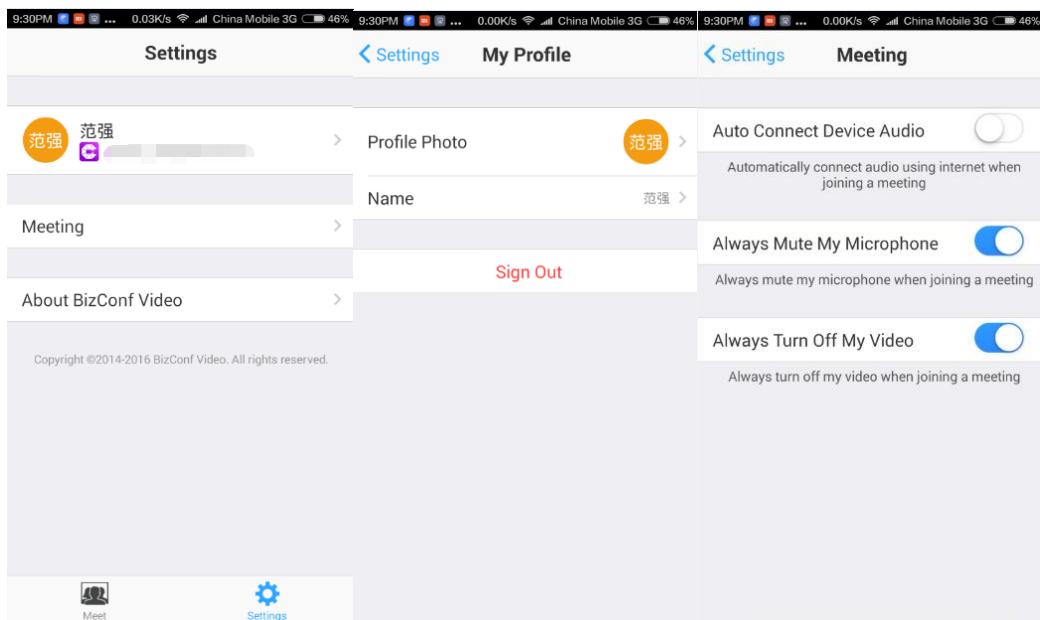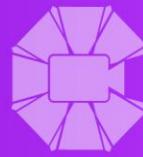
Version and Send Feedback
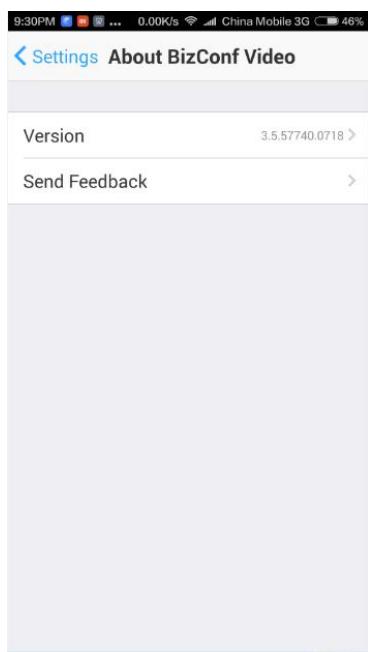
1.3.5 Invite attendees

Personal meeting invites attendees-Sign in-Schedule or host a meeting-My meetings-Send invitation through message/email/copy to clipboard
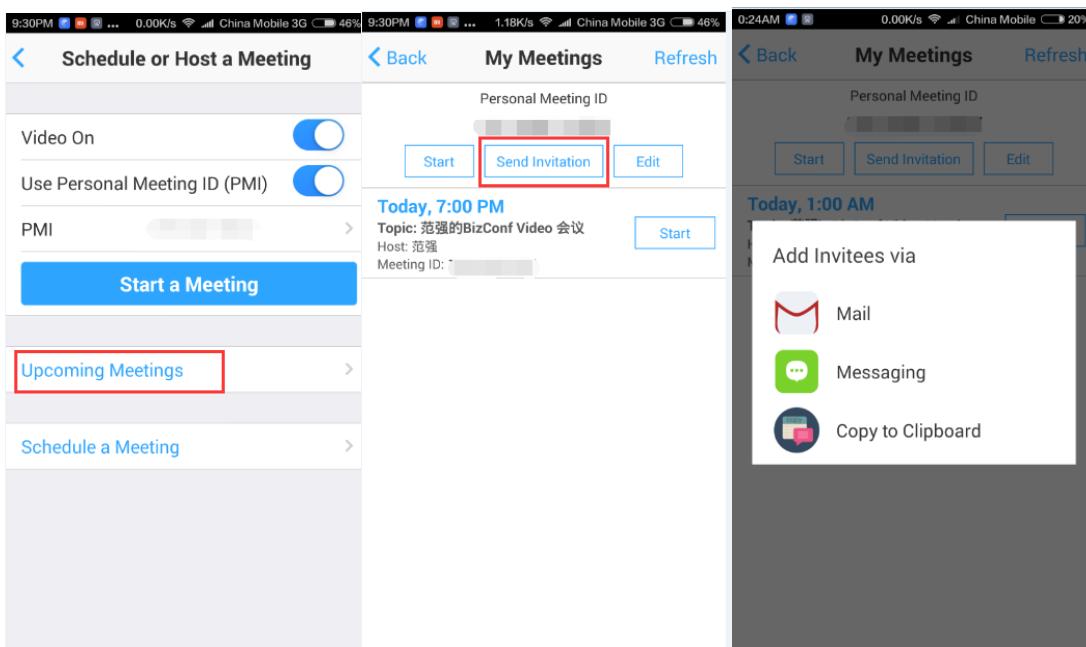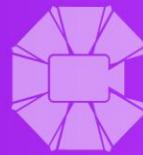
Make a meeting appointment-Sign in successfully-Schedule or host a meeting-My meetings-Meeting information pops up-Add attendees
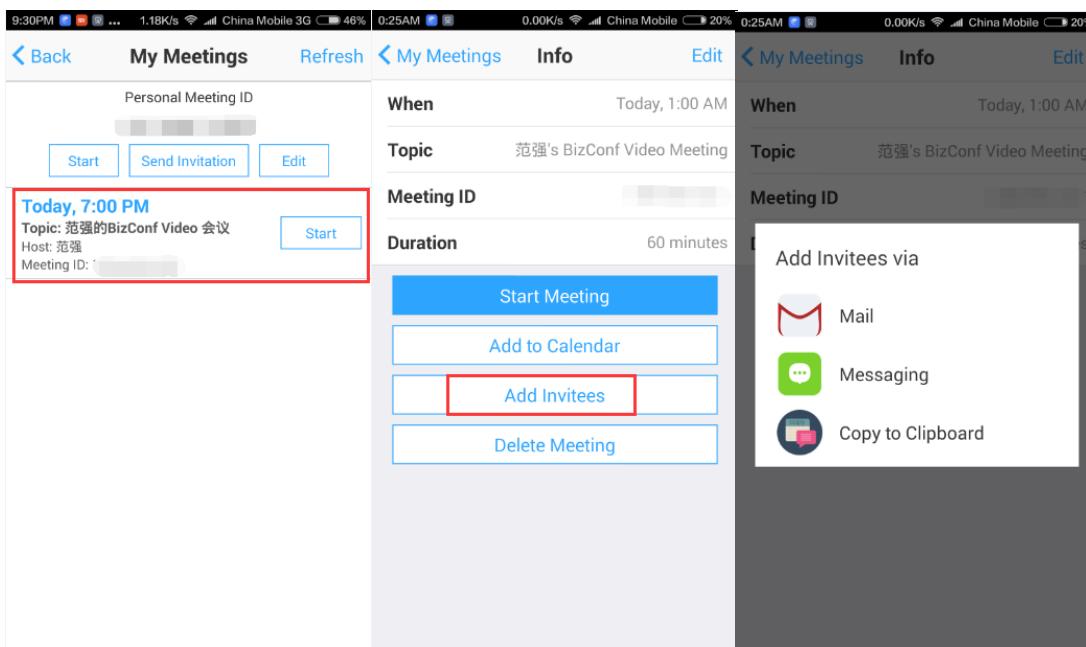
Click "Meeting information", meeting information pops up-Add attendees and Send invitation through message/email/copy to clipboard

During meeting, you can click the "participants",andclick "Invite" to send email/message/copy URL/Room System
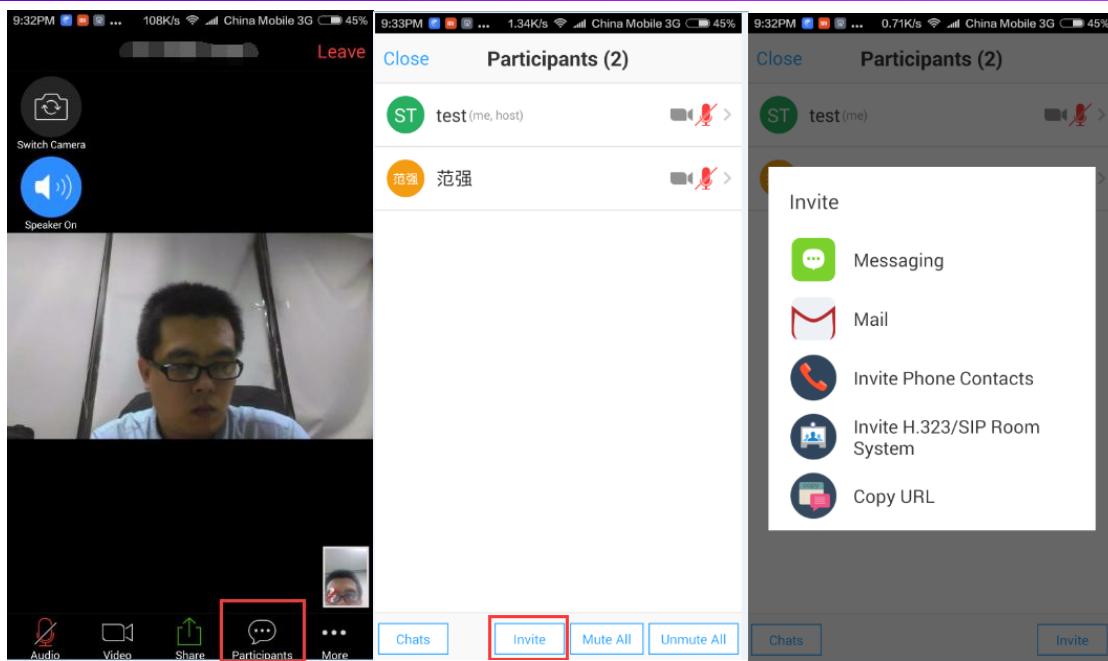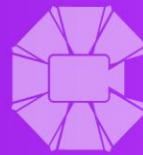
1.3.6　　Leave meeting

During meeting, click "Leave Meeting" to end/leave the meeting
If choose to end meeting, all attendees have to leave the meeting; if choose to leave meeting, only the user leaves the meeting, other attendees continue the meeting.
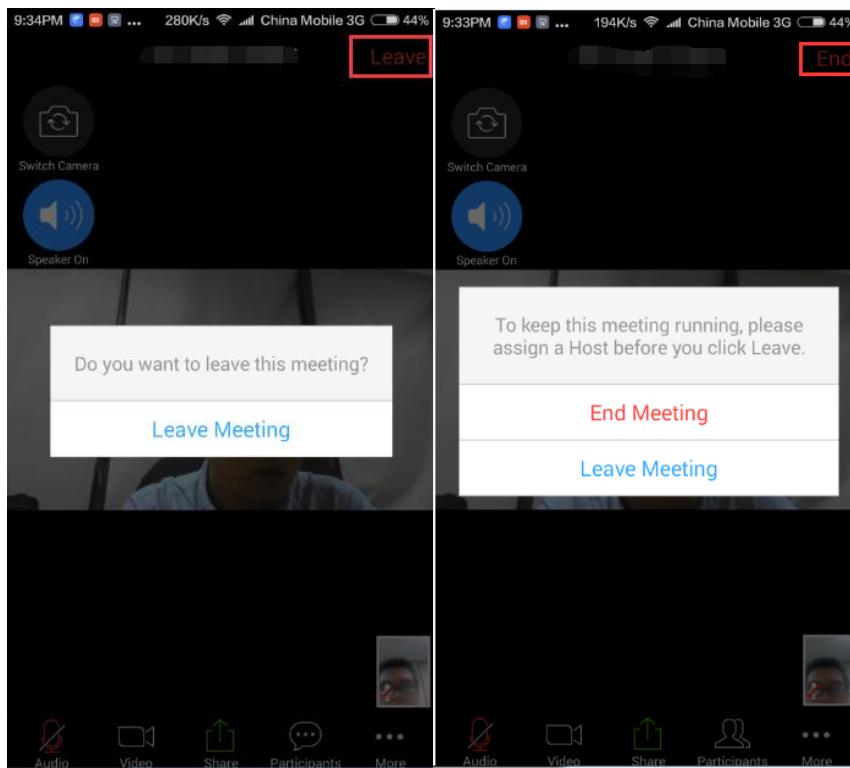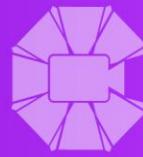
1.4 Instructions for IOS users

1.4.1 Start a meeting

App homepage-Sign in-Enter BizConf video email and password-Click "Sign in"-Click "Schedule or Host a Meeting"-Click "Start a meeting"-Start a meeting
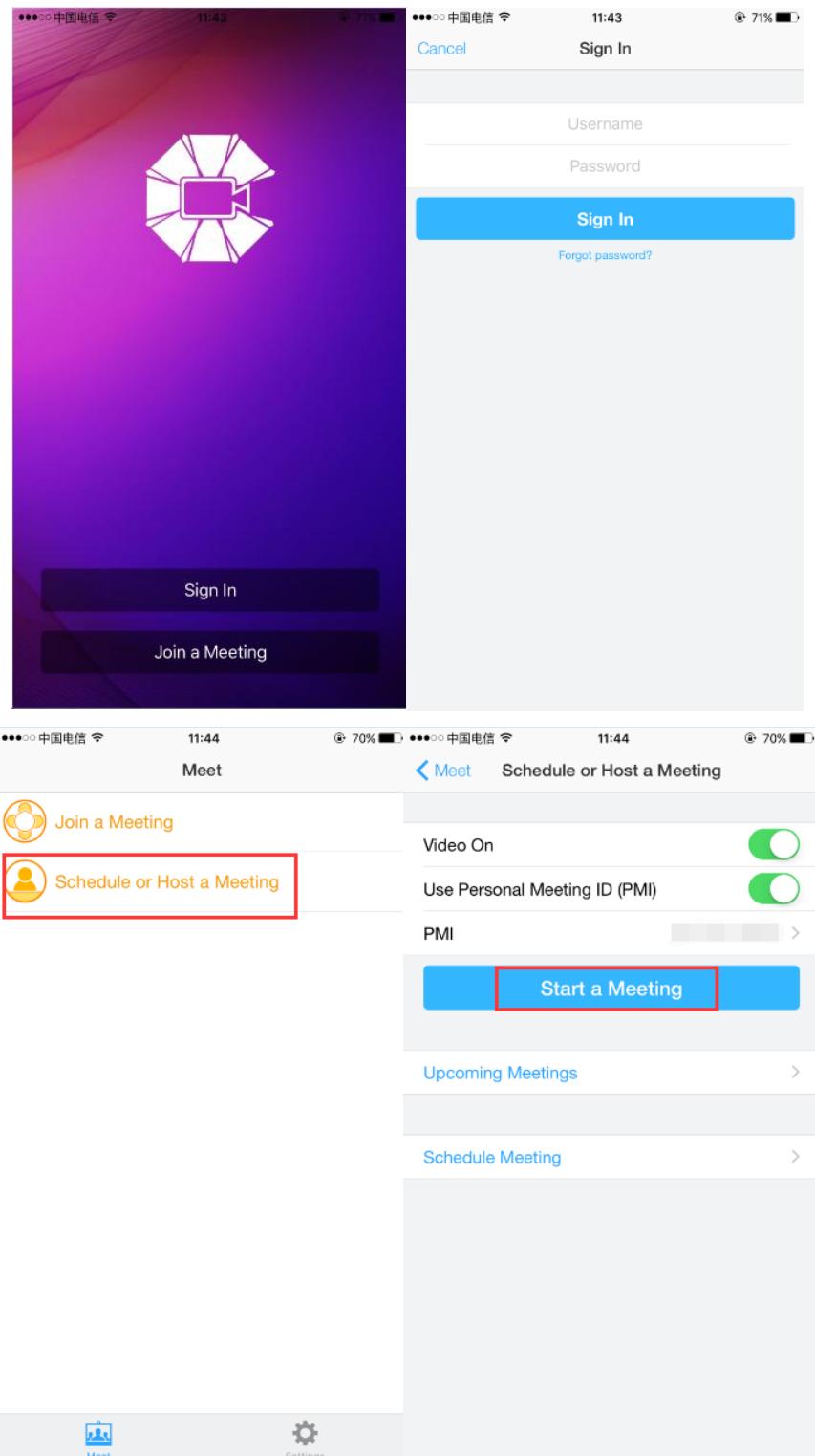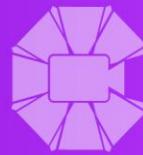
Note: When clicking "Use Personal Meeting ID", PMI is the meeting ID; when the function is turned off, the meeting ID is generated by system.

1.4.2   Join a meeting

Click "Join a Meeting" at App homepage or software homepage, then enter meeting ID and name, click "Join a Meeting".
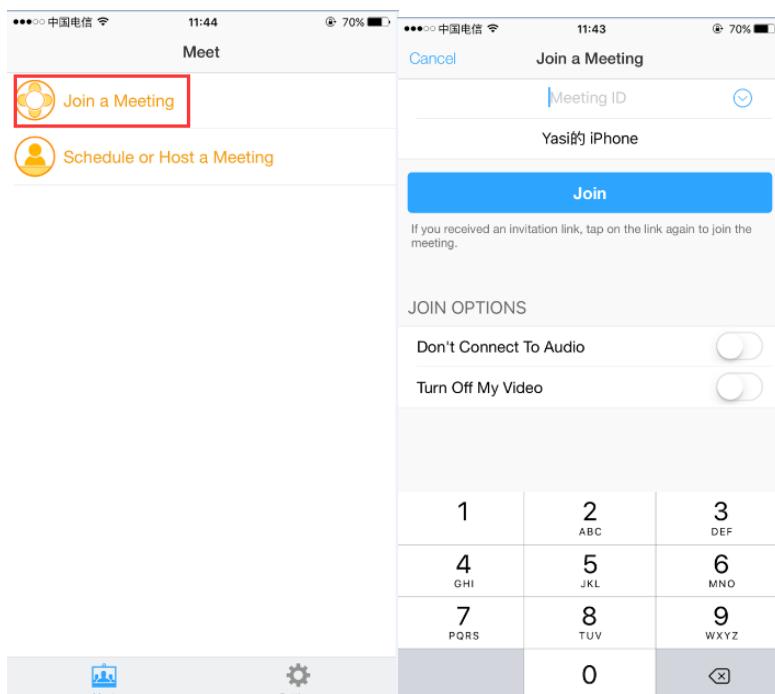
1.4.3   Schedule a Meeting

Enter "Schedule or Host a Meeting", Click "Schedule Meeting", Enter theme, date, time duration of the meeting, click "Schedule a Meeting".
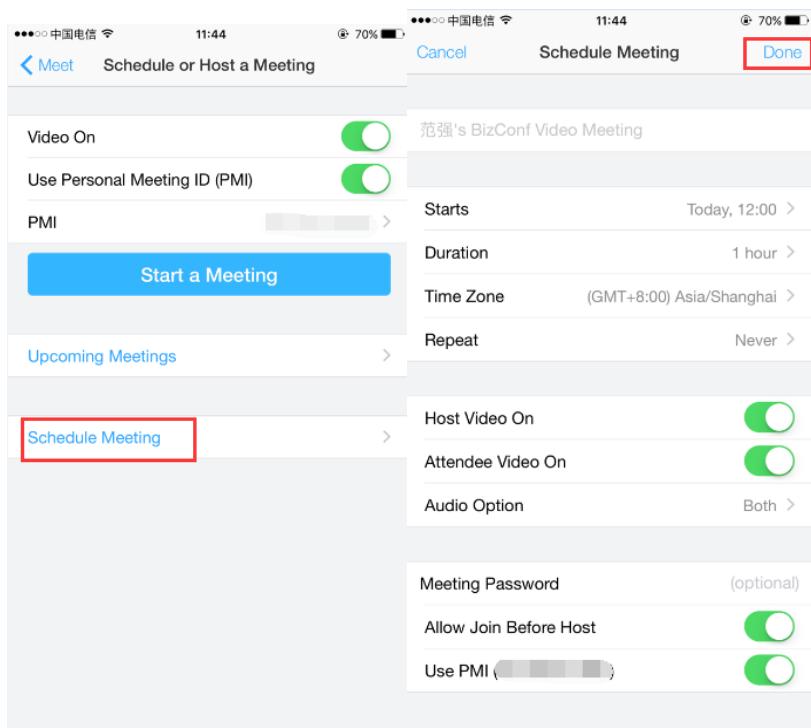
1.4.4 Meeting settings

Click "Settings" at homepage, then click "Meeting settings", set the meeting according to instructions.
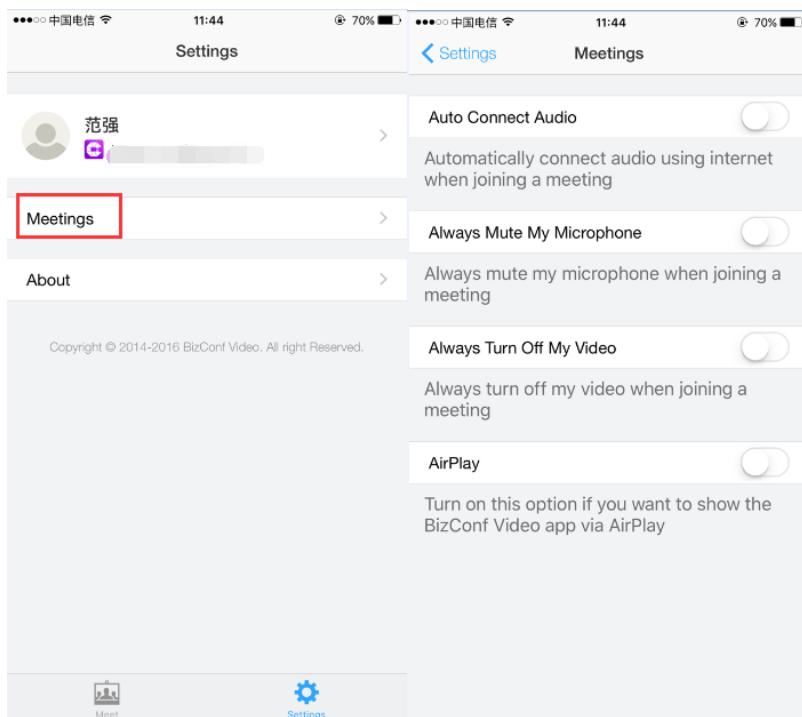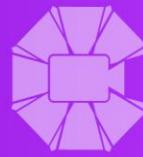
1.4.5 Invite attendees

You can clicek"Participants" during meeting or in the interface of scheduling a meeting;andClick "Invite" to invite attendees;
Choose a method to invite (by message or email);
Enter the mobile phone of the attendee and send invitation.
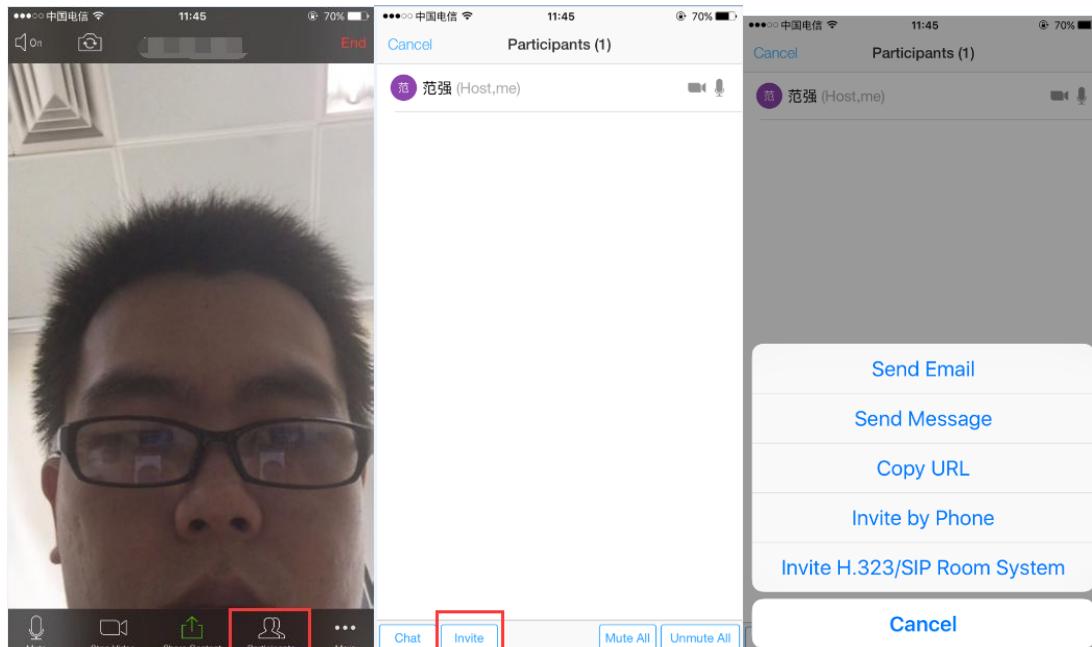
1.4.6 Leave meeting

Click "End" during meeting to end the meeting
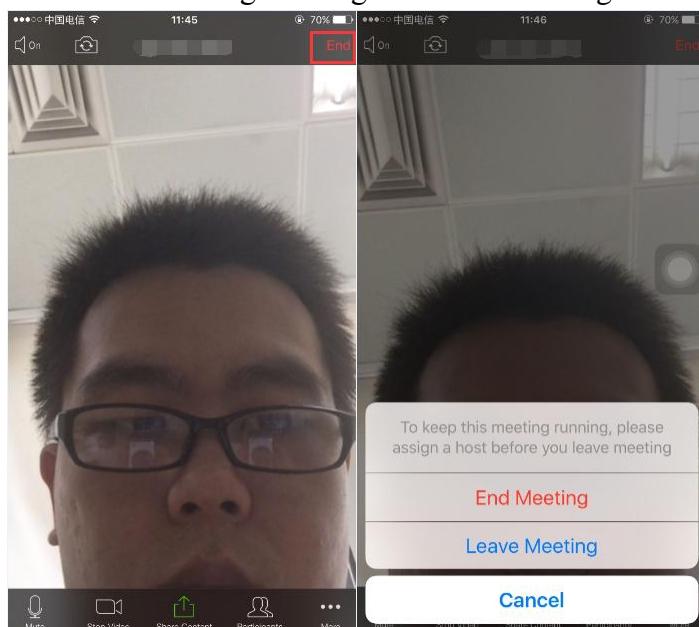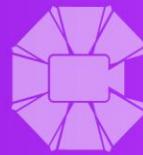
Note: Click "End" then the meeting is ended and all attendees have to leave meeting.

Click "Leave" then only the host leaves the meeting, other attendees continue the meeting.

Suggestion: If the host leaves the meeting, it is suggested to appoint another host before leaving, if the host haven't appointed a host, then the system will automatically appoint one attendee as the host.

1.4.7   Check version update

Click "Settings"-About BizConf video-Version
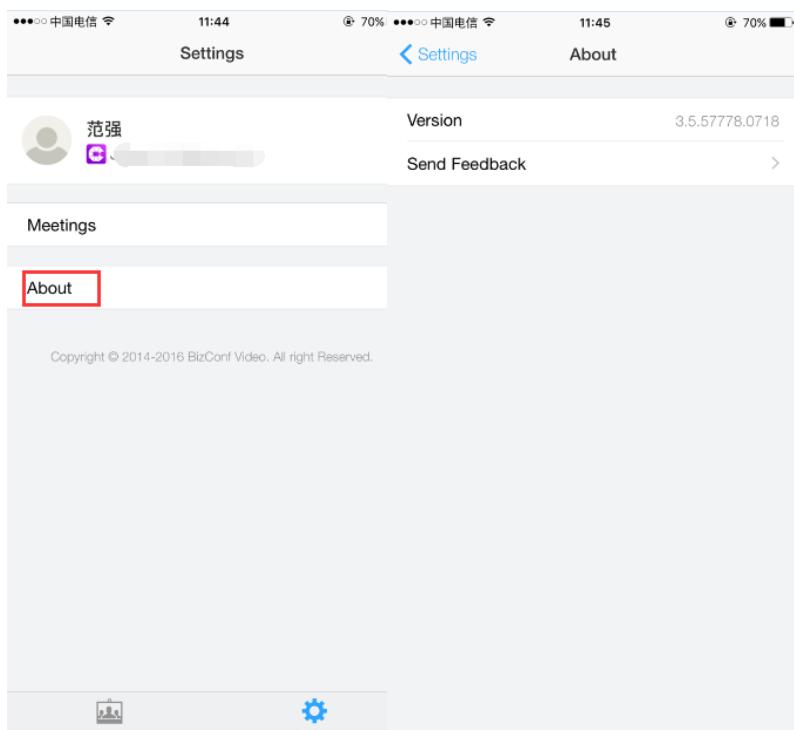
1.5 Connect to meeting by hardware

➢   Join meeting by H.323 protocol

223.202.53.83##MeetingID or 223.202.53.84##MeetingID

➢   Join meeting by SIP protocol

MeetingID@223.202.53.83 or MeetingID@223.202.54.83
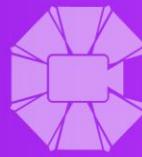
1.6 Connect to meeting by MCU

➢ Cascade with PolycomMCU

1、Start a meeting by Polycom MCU,

2、Choose the meeting and click "Invite attendees" by entering IP address 223.202.53.83 or 223.202.53.84 and invite the meeting to Cisco MCU meeting.

Note: The IP address of the meeting can be checked in meeting information in inviting attendees or invitation letter.

3、 Use a hardware terminal or software terminal to connect to MCU directly.

4、The following picture will be shown to get the identifying code with five English letters.

BizConf Video

请输入 BizConf Video 会议ID

使用遥控器输入数字

✳ 删除   # 加入会议

或者通过会议客户端输入配对码：

V S L I C

5、The host clicks [Invite] and choose [Invite a Room System], then enter the identifying code above and click "Invite", then finishes connection to MCU by Room System.

➢ Cascade with CiscoMCU

1、Start a meeting by Cisco MCU

2、Choose the meeting and click "Invite attendees" by entering IP address 223.202.53.83 or 223.202.53.84 and invite the meeting to Cisco MCU meeting.

Note: The IP address of the meeting can be checked in meeting information in inviting attendees or invitation letter.

3、Find DTMF soft keyboard and enter meeting ID

4、If the meeting has a password, then enter the password and join the meeting

1.7 Technical index

1.7.1 PC function requirements

CPU：Single core 1GHZ
Internal storage：2G

1.7.2 PC operating systems

➢ Microsoft
Windows XP、Vista、Win 7、Win 8
➢ Apple:
Above MAC10.6
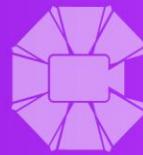
1.7.3　Mobile systems

Apple: Above IOS7.0
Android: Above Android4.0

1.7.4　PC browsers

➢ Windows platform: Above IE6、Firefox、Chrome、Safari5+、Operal2+

➢ Apple platform：Safari5+、Firefox、Chrome

1.7.5　Mobile browsers

➢ IOS system：Safari、UC、QQ

➢ Android：UC、QQ

1.7.6　The compatible version of hardware

No.	Name of hardware	Version of hardware	Support double current or not
1	Polycom	VSX 7000*	Yes
		VSX 7000e*	Yes
		VSX 8000	Yes
		Group 500	Yes
		HDX 7000 series	Yes
		HDX 8000 series	Yes
		HDX 9000 series	Yes
		HDX 6000 HD	Yes
		RMX 2000 MCU (MPMx cards)	Yes
2	TelyHD	Pro	Yes
3	LifeSize	Icon 600	Yes
		Icon 800	Yes
		Express 220	Yes
		Team 220	Yes
		Room 220i	Yes
		Room 220	Yes
4	Cisco	Cisco C20	Yes
		Cisco C20 Plus	Yes
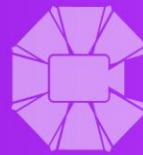
5	Tandberg	Tandberg 880 MXP	Yes
		Tandberg 6000 MXP	Yes
6	Aver	EVC 900	Yes
		EVC 130	Yes
		EVC 130P	Yes
		EVC 100	Yes
7	Huawei	VP9030	Yes
		VP9050	Yes
		TE30	Yes

1.7.7   Network and bandwidth

➢ Network information

BizConf video soft terminal ports:

Tcp: 80, 443, 8801, 8802;

Udp: 53, 8801

For network environment of stern confinement, the 53, 80 and 443 ports should be opened to ensure the meeting of BizConf video soft terminal

Hard terminal ports

TCP: 1024—65535

UDP: 3000-10000

Hard terminal ports need to use public network IP or private IP for one-to-one mapping at firewall or router, and start ALG application, as is shown below:

➢ Network system: Support 3 G, LTE, WIFI, WLAN

➢ Bandwidth requirements:

View mode No. of attendees	Speaker View Mode		Gallery View Mode
	Speaker's bandwidth	Attendee's bandwidth	The same bandwidth for speaker and attendees
5	Output-Average-Rate: 80Kb Input: 1Mb	Output-Average-Rate: 1Mb Input: 80Kb	Output-Average-Rate: 1.5Mb Input: 300Kb
25	Output-Average-Rate: 80Kb Input: 1Mb	Output-Average-Rate: 1Mb Input: 80Kb	Output-Average-Rate: 1.5Mb Input: 80Kb
60	Output-Average-Rate: 80Kb Input: 1Mb	Output-Average-Rate: 1Mb Input: 80Kb	Output-Average-Rate: 1.5Mb Input: 30Kb