

# AVer EZMeetup


## Quick User Guide

### I. Installation

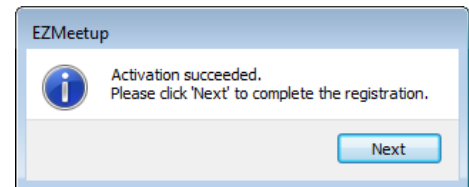
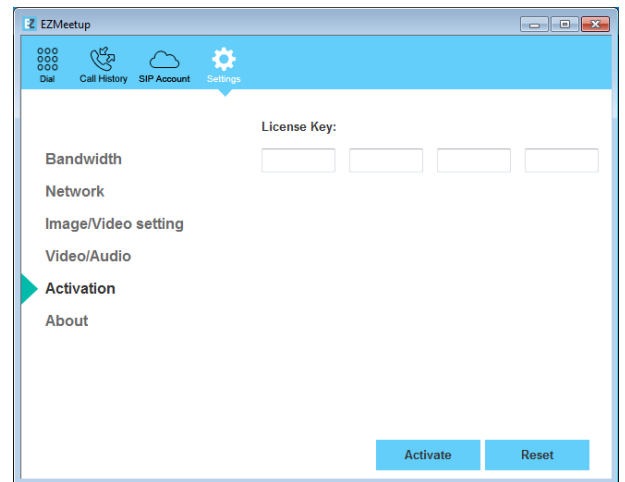
Double-click on EZMeetup application and follow the on-screen direction to complete the installation. After installing completed, double-click EZMeetup icon on your PC desk to run EZMeetup application.

### II. Activation

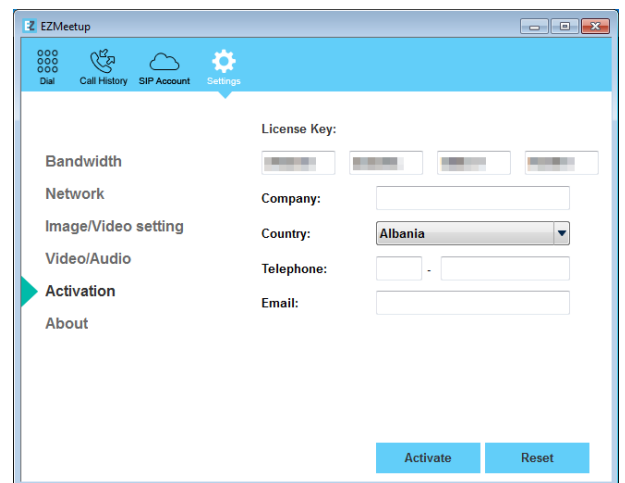
To enter the license key for EZMeetup.

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**.



## III. Setup

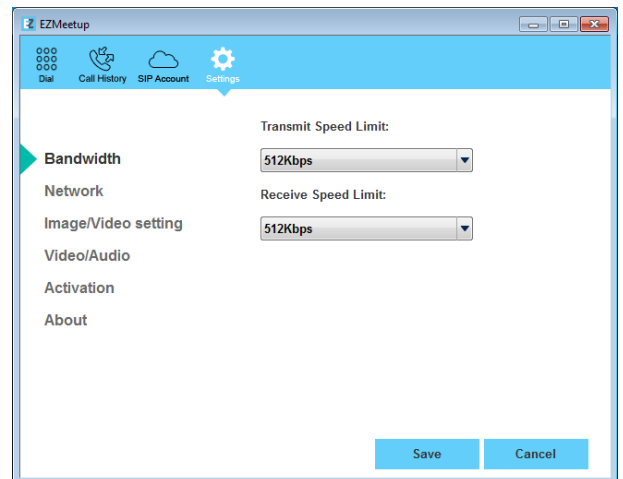
Click  button (Settings) to enter setup page. Click **Save** to save the settings and click **Cancel** to un-save the settings. Click  button (Dial) to switch back to call page.

### Bandwidth

Setup transmitting and receiving bandwidth.

From **Transmit Speed Limit** and **Receive Speed Limit** drop-down list select the appropriate bandwidth.

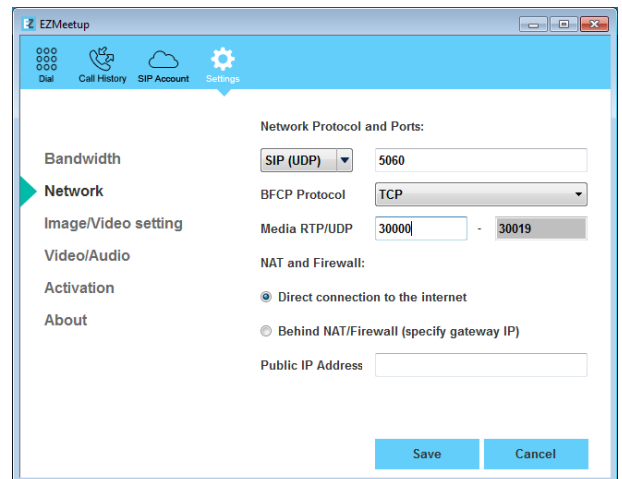
**[Note]** Please reduce the bandwidth, if the video quality is poor.



### 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 server site, too. SIP port on EVC 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.

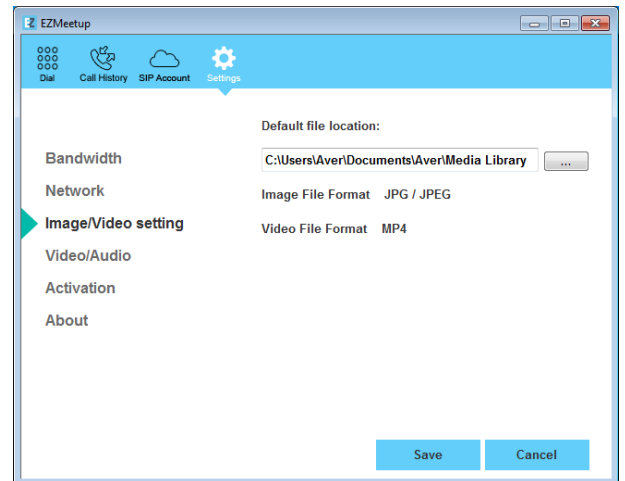


- ❖ **Public IP Address:** The NAT public address must be entered when you select the Behind NAT/Firewall configuration.

## 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.

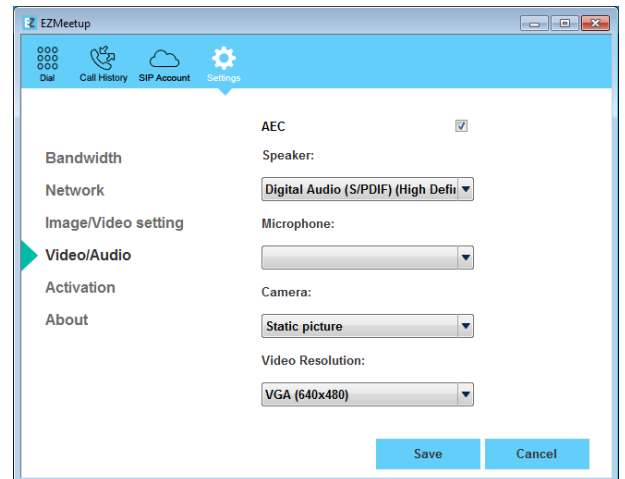


## Video/Audio

Setup video parameters and audio devices.

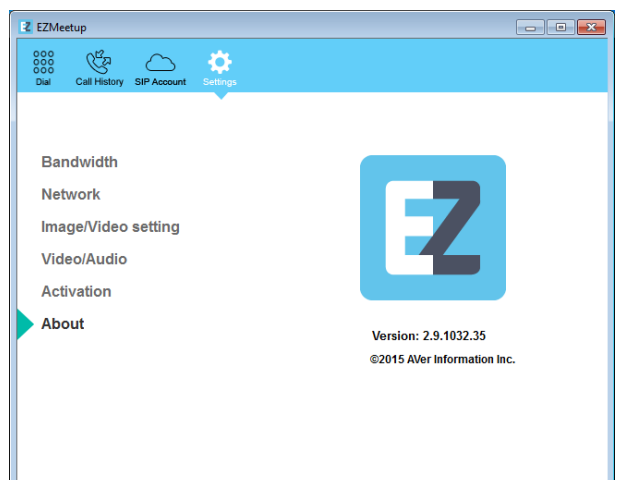
- ▶ **AEC:** Mark check box to reduce the echo.
- ▶ **Speaker:** Select the speaker device that EZMeetup has detected on your computer.
- ▶ **Microphone:** Select the microphone device that EZMeetup has detected on your computer.
- ▶ **Camera:** Select the image type from drop-down list.
- ▶ **Video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

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





## About

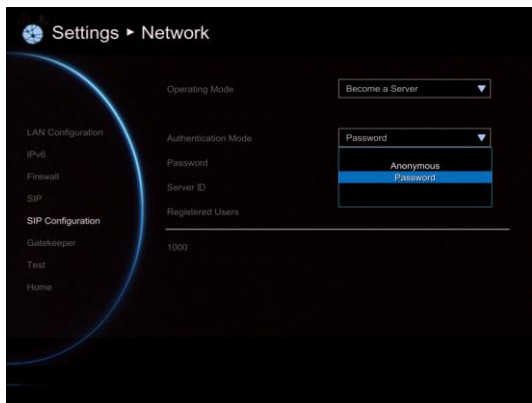
Display EZMeetup version information.



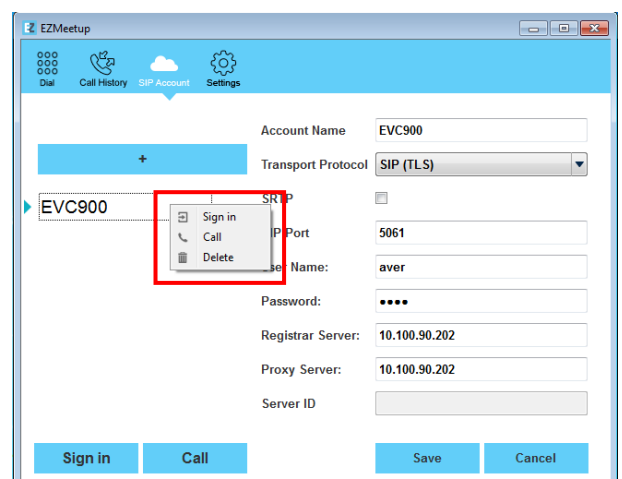
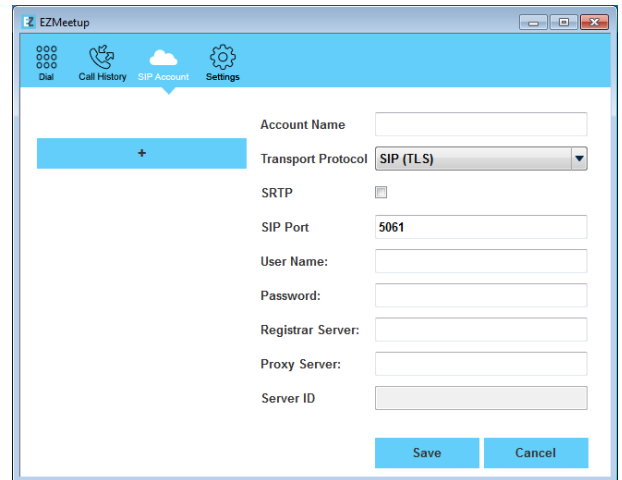
## IV. Create a SIP Account

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 SIP server.

- ▶ **Account Name:** Give a name for the SIP account. This account name is for user to identify.
- ▶ **SRTP:** Mark check box to use SRTP protocol.
- ▶ **Transport Protocol:** Select SIP protocol.
- ▶ **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 SIP server site is set to anonymous login, then, the password is not necessary to enter in here.




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

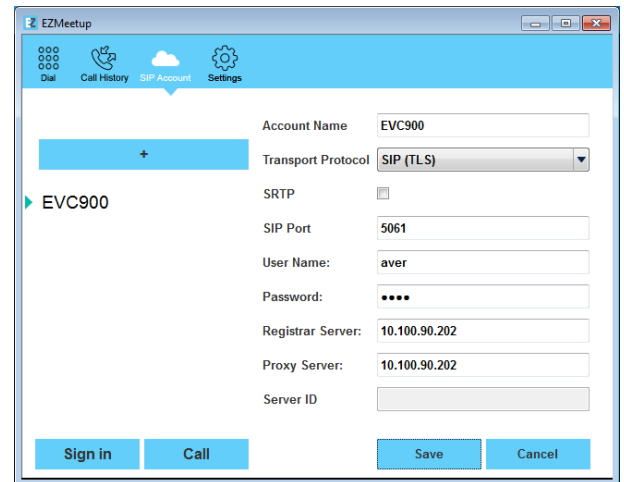
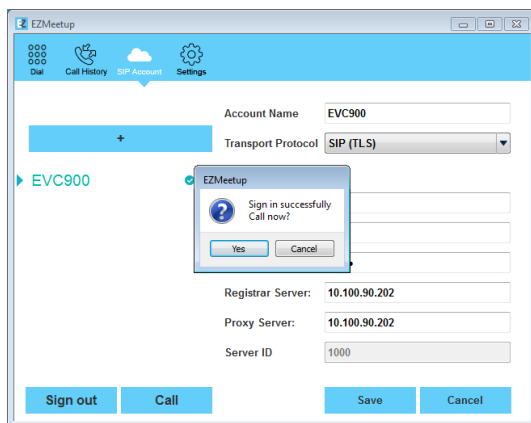


## V. Dial

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 server, the call window is displayed. Your site of video is display on top of right side (small video window).

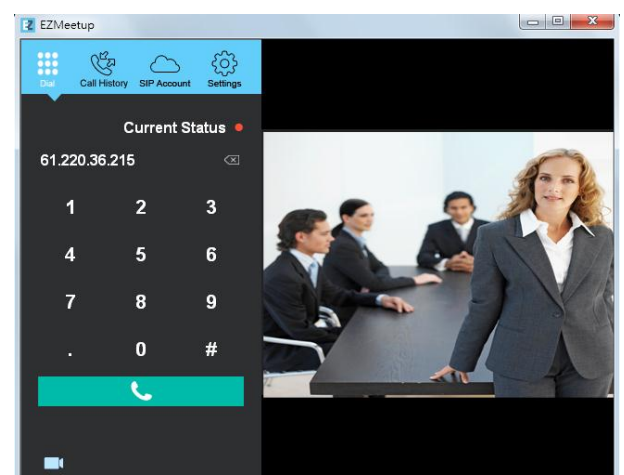


### Make a call by enter IP address

1. Click  button (Dial) to switch to Dial page.
2. Enter the IP address of EVC 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.
- On Dial page, user can check the **“Current Status”**; Red is login off and Green is login success.




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




## Functions on call screen

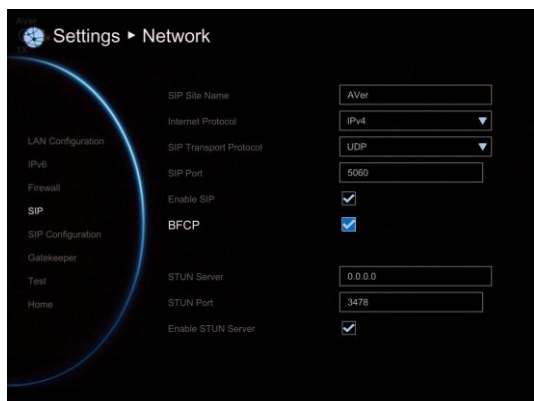
 : Period time of call is lasting.


 : Allow EVC site to share file to EZMeetup site.





 : To share PC view of EZMeetup site to EVC site. The screen view is same as regular call connected screen view.


**[Note]** EVC900 site needs to enable BFCP function for content sharing. To enable BFCP function go to EVC900 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.

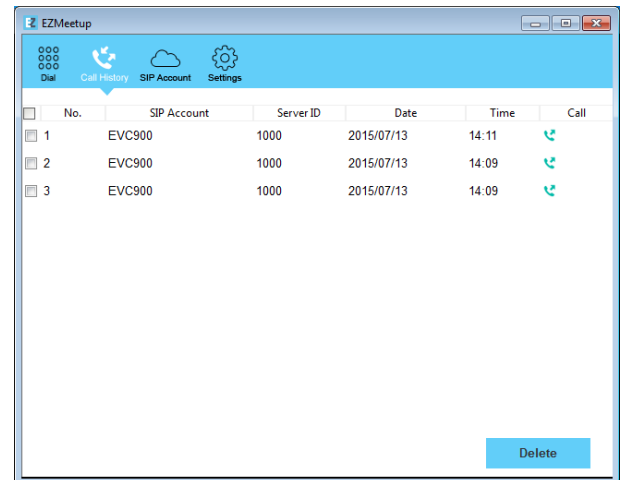
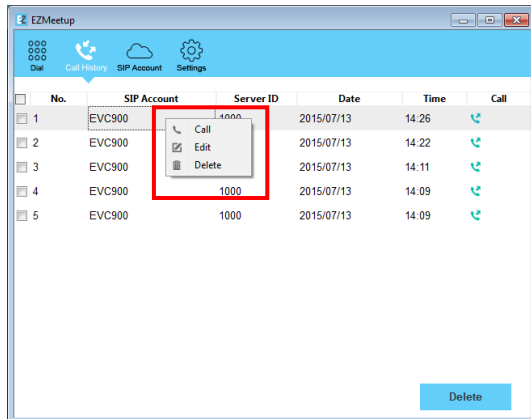
 : Enable/disable speaker.

 : Hang-up the call.

## VI. Call History

To view, edit, and delete call list.

1. Click  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:** To 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.