



## Grandstream GVC3220 Ultra HD Multimedia Conferencing System

### Quick User Guide

For detailed information, please consult  
GVC3220 User Manual available at:  
[www.grandstream.com](http://www.grandstream.com)

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### USING EXTERNAL SPEAKER

#### Option 1 - via USB cable:

- 1) Connect the external speaker to GVC3220 USB port using USB cable provided with the external speaker.

#### Option 2 - via Bluetooth:

- 1) Power up GVC3220 and the external speaker. Make sure that the distance between them is within 10m.
- 2) Use the GVC remote control to navigate on the display device for GVC3220. On the LCD, go to Settings → Network → Basic → Bluetooth.
- 3) Press button  on the remote control, to select “Search”.
- 4) On the external speaker, press the Bluetooth button to start pairing process. The external speaker will be listed in “Available Devices” on the LCD, e.g. GAC2500.
- 5) GVC3220 scans and displays the IDs of all available Bluetooth devices in range. Once the Bluetooth speaker shows up in the result, tap on it to start pairing.
- 6) The pairing and connection process will be completed in a few seconds.

**Note:** If the external speaker is not connected to GVC3220 via Bluetooth anymore, e.g. the external speaker is rebooted, go to the GVC3220 display device LCD menu → Settings → Network → Basic → Bluetooth, click on the device name under “Paired Devices”. This will help to reconnect the external speaker to GVC3220.

#### Option 3 - via Audio input/output:


Connect external microphone and speaker to GVC3220 Line in and Line out port.

### USING EXTERNAL MICROPHONE

#### Via Bluetooth cable:

- 1) Switch the GMD1208 to 2.4G mode (switch on the back of the device).
- 2) Press and hold the MUTE button of GMD1208 for 3 seconds until the working indicator light is green and the mute light is blinking.
- 3) Bring GMD1208 close to the GVC3220.
- 4) Go to “Settings → Basic → GMD Wireless Microphone” page on GVC3220 local GUI and click "Search". The devices will finish pairing and connection automatically.

### INITIATE A CONFERENCE CALL

- 1) On GVC3220 display device, use the GVC remote control to select “Call”.
- 2) Press the blue shortcut key on the remote control to select the “SIP”, “IPVideoTalk”, “BlueJeans” or “Zoom” account to dial out from.
- 3) Press the red shortcut key on the remote control to select “Video” or “Audio” mode for the call.
- 4) Enter the number, and press  to dial the number out.

### ANSWER A CALL


#### Incoming Video Call:

When GVC3220 rings, select “Video Answer” or “Reject” on the display device.


#### Incoming Audio Call:

When GVC3220 rings, select “Audio Answer” or “Reject” on the display device.

#### Missed Call:

If a call is not answered, the call icon  on home screen will show the number of missed calls.



### INITIATE AN IPVideoTALK CONFERENCE CALL

- 1) On LCD → Applications → IPVideoTalk
- 2) Users can start an instant meeting just by selecting  to display IPVideoTalk Call Screen
- 3) Once it is done, the user will be the host of this instant conference and will be able to add more participants and manage everything about the conference.




#### Incoming Call during Active Call:

If new call comes in during active call, GVC3210 display device shows a prompt to answer or reject the call. Answering the call will add the caller into the active call, and establish multi-way conference.



### ADD MEMBER TO CONFERENCE

- 1) During an active IPVideoTalk call, select icon  on the bottom left of the display. This will bring up dialer interface.
- 2) Enter the number to dial out.
- 3) Press  to dial out.
- 4) The callee will be added into the conference after answering the call.



### REMOVE MEMBER FROM CONFERENCE

- 1) During an active call, select icon  in the section  of the call menu.
- 2) Press UP/DOWN button on the remote control to select the member to be removed.
- 3) On the remote control, press  button to remove the selected members from the conference.

### END CONFERENCE

During conference, press  button on the remote control, or select icon  on the bottom of the display to end the conference.


### HOLD/RESUME

During conference, select icon  on the bottom of the display and select  to put the conference on hold. Press it again to resume the conference.




### MUTE/UNMUTE

During conference, select icon  on the bottom of the display and select  to mute/unmute locally.


#### Or

Select icon  on the menu and select a conference party to mute/unmute.

### VIDEO ON/OFF

- 1) During conference, select icon  on the menu.
- 2) For the local party, click  on to turn on/off local video.
- 3) If clicking on icon  of the remote party to turn off the video, the call with this remote party will turn into an audio call. When clicking on it again, a video invitation will be sent to this remote party. The remote party must accept the video request in order to allow the other parties to view the video again.




### CAMERA CONTROL

During conference, press button  on the remote control to select local camera PTZ control or remote camera PTZ control.

### PIP



During conference, press button  on the remote control to adjust video layout.

### PRESENTATION DURING CONFERENCE




- 1) Connect presentation device such as a laptop with GVC3220 via HDMI IN cable.
- 2) Establish a SIP / IPVideoTalk call on GVC3220. 
- 3) Press button  on the remote control or click on icon  on the call menu to turn on presentation. Press it again to turn it off.

**Note:** GVC3220 supports presentation sharing via BFCP and it's enabled by default. The SIP server and remote parties need to support BFCP too, in order to use presentation sharing with GVC3220.

### CALL RECORDING

- 1) Plug external Micro SD card into  GVC3220 micro SD card slot.
- 2) During an active conference, press  button on the remote control to start recording.
- 3) Press the same button again to stop recording.
- 4) The recording file can be retrieved from the Micro SD card → Recording folder via GVC3220 File Manager app. Or the user can download it from GVC3220 web UI → App → Recording Management.

### DND

- 1) When GVC3220 is in idle, press  button on the remote control to turn on or turn off DND.
- 2) When GVC3220 is in an active SIP call,  click on icon on the bottom of the display, and select  to turn on or turn off DND. This will apply DND to all new incoming calls.
- 3) At any time, the user could log in GVC3220 web UI and click on “DND” in the tool bar on the top of the web page to turn on or turn off DND.

### SCHEDULE CONFERENCE

- 1) Log in GVC3220 web UI → Call → Schedule or use GVC remote control to navigate to GVC3220 LCD display → Schedule.
- 2) Add a schedule, configure conference name, members, start time, duration, reminder and etc.
- 3) The conference will be initiated at scheduled time.