UCM6300/A - Onsite Meeting

OVERVIEW

Grandstream UCM6300 series offers the Onsite Meetings feature, a new way to manage and organize onsite meetings. This feature allows administrators to create onsite meeting rooms, specify meeting room locations, schedule meetings, and add conferencing equipment. Wave users can view the scheduled meetings for each room, and create meetings when the room is available. This guide is a step-by-step walk-through to configure the Onsite Meeting feature and schedule an Onsite Meeting.

CONFIGURE ONSITE MEETING PARAMETERS

In order to have Onsite Meeting feature available for the users to use, we need first to configure the office buildings, the meeting rooms, and the equipment. To do that, please follow the instructions below

Create an Office Building

In this tab, create the office buildings and add information like the name, the address, and the floors that the office consists of.

First, log into the UCM user interface using an admin account, then navigate to **Other Features → Onsite Meeting → Address Management**, then click on "Add".

Add Office Building

Then click "Save"

Add Equipment

In this tab, add the equipment that each meeting room provides, this will help the user decide which room has the adequate equipment for the meeting. To add an equipment, navigate to **Equipment** tab, the click "Add", then enter the name of the equipment and click "Save"

Add Equipment

Create a Meeting Room

To create a meeting room, please click navigate to **Room Management** tab, then click on "**Add**".


Add Meeting Room

Name	Enter the name of the meeting room.
Office Building	Select the office building and the floor where the room is located.
Participant Capacity	Enter the maximum capacity of the room.
Equipment	Enter the equipment that are available in the room.
Meeting Photo	Upload the photo of the meeting room.
Azimuth Map	Upload the Azimuth Map of the building

Remark	Enter a remark

Once an Onsite Meeting room has been created, it can be found in Wave's interface under **Meetings** -> **Meeting List.** Please see the screenshot below of Wave Desktop/Web and Wave Mobile Application.
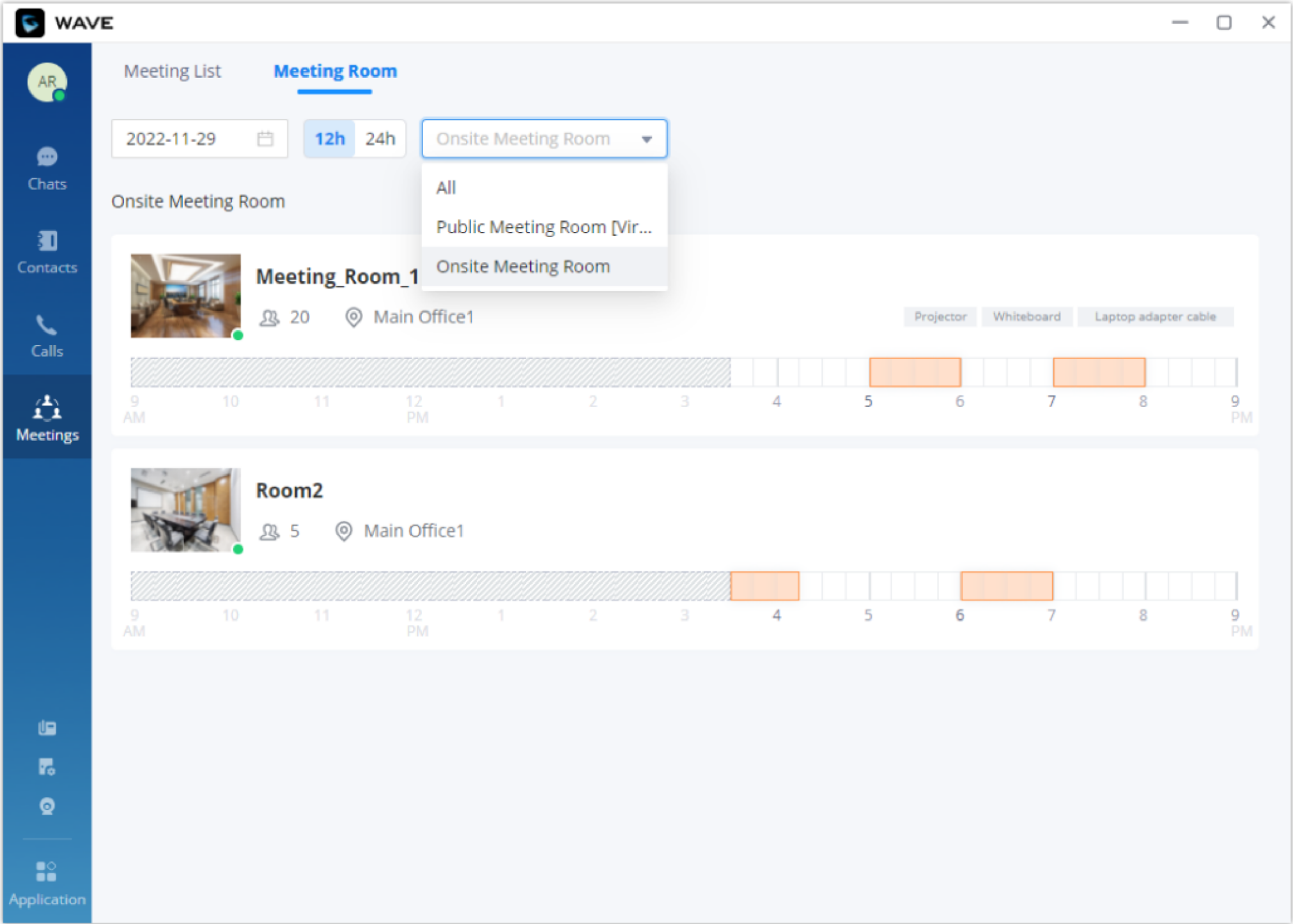
*Meeting List – Wave Desktop/Web Client*
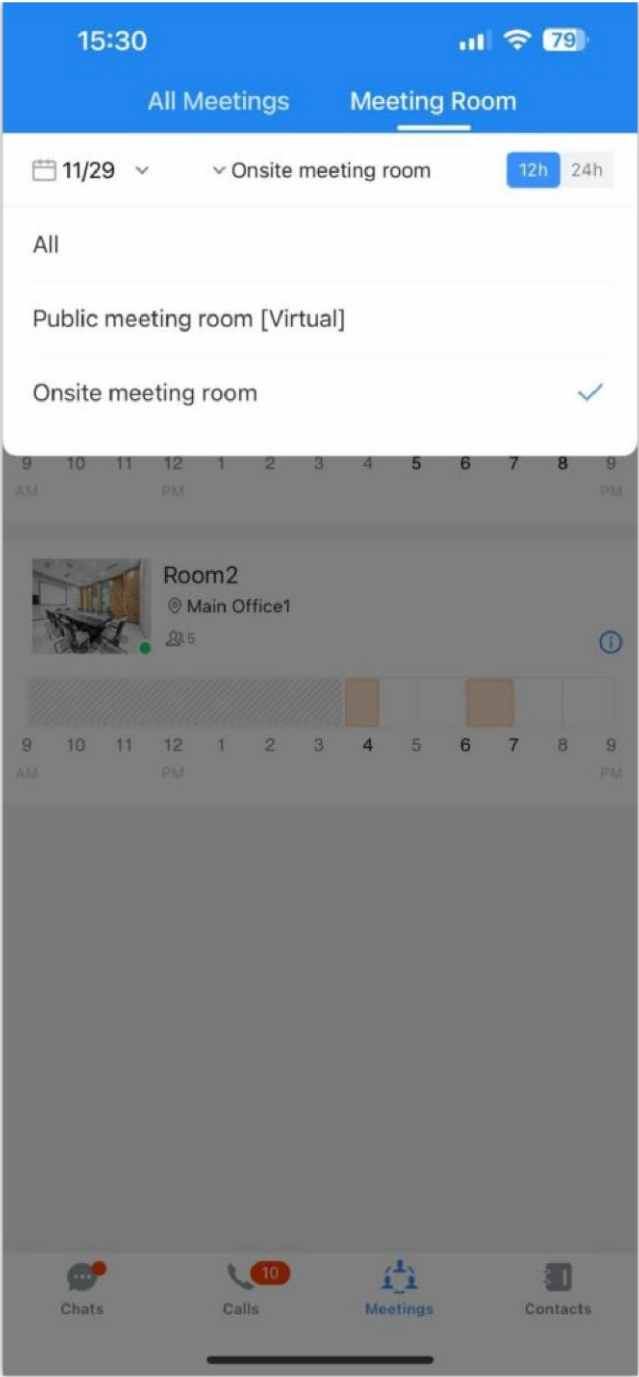
Meeting List Wave Mobile Client

ONSITE MEETING MANAGEMENT

Using the UCM User Interface

Create an Onsite Meeting:

The UCM administrator can schedule an Onsite Meeting directly from the UCM's web user interface. To do that, navigate **Other Features → Onsite Meeting → Scheduled Meeting,** then on the room you want to use, please select the specific time when the meeting is going to start and when it is going to end, as shown in the screenshot below. The intervals highlighted in orange in the timeline indicate that a meeting has already been scheduled in that period of time.
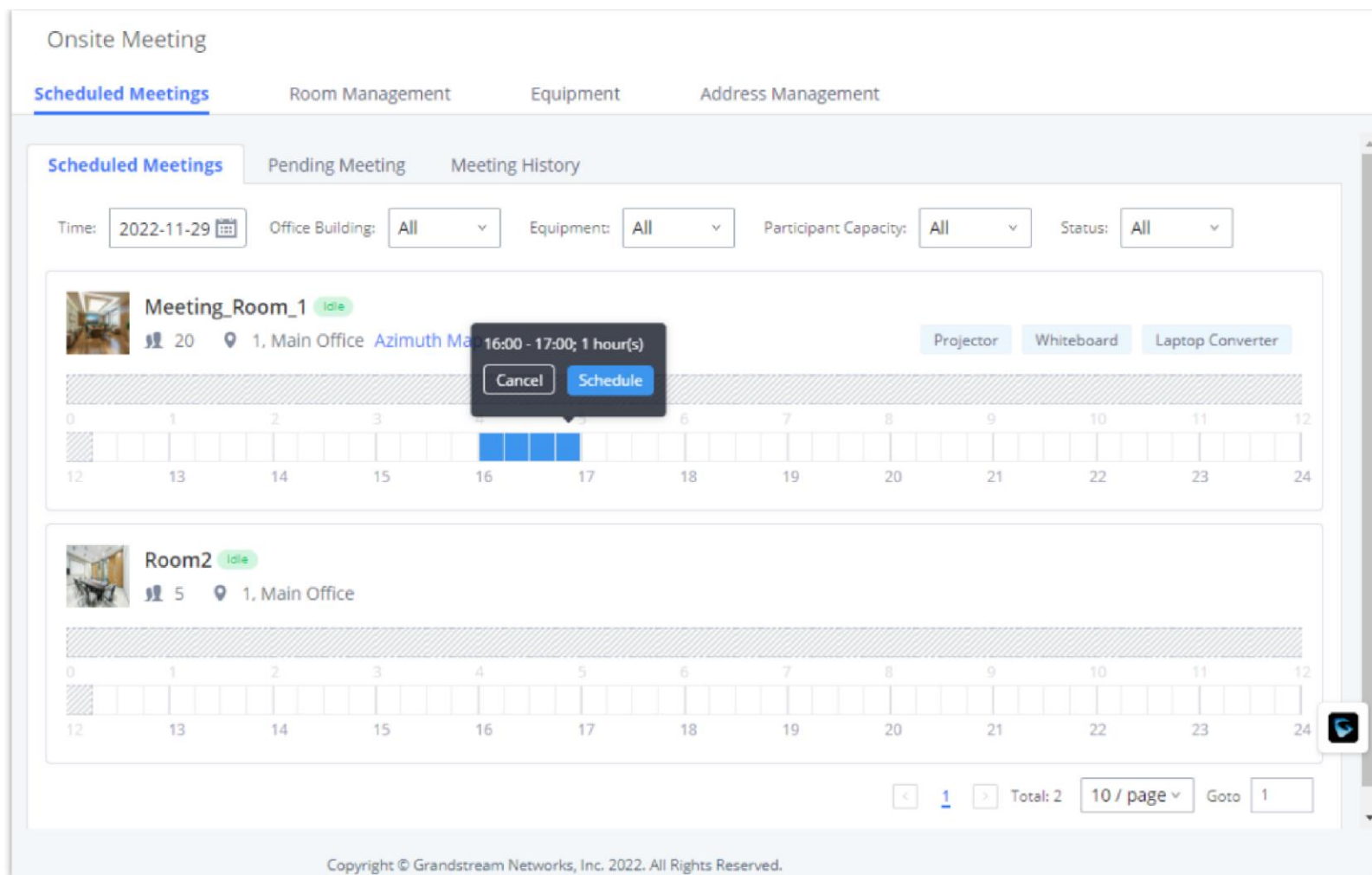
Schedule an Onsite Meeting

Once the meeting has scheduled, it can previewed in **Pending Meeting** tab
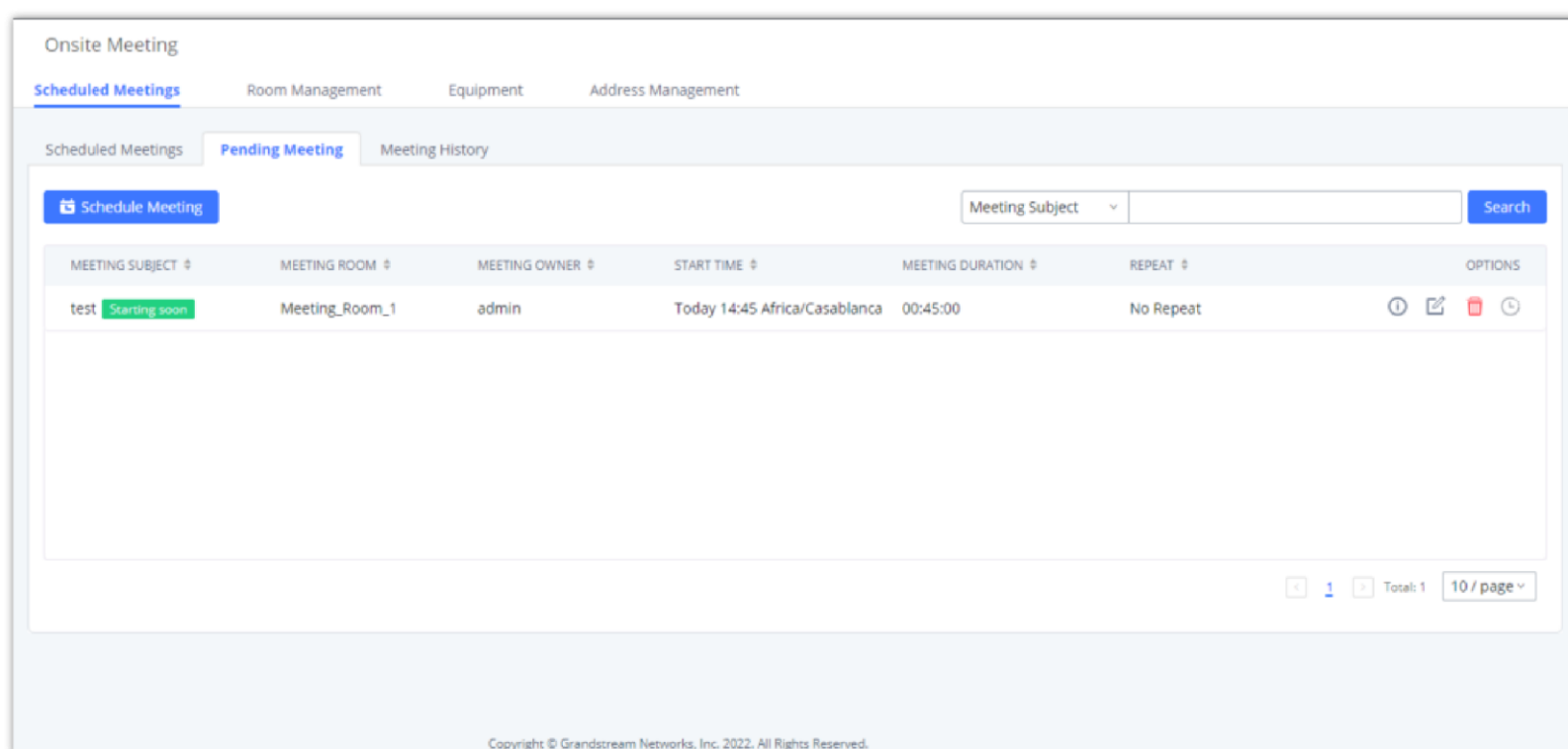
Cancel an Onsite Meeting

To cancel an onsite meeting, please hover the mouse cursor over the timeline where the meeting is created, then click on "Details" as shown in the screenshot below.

Onsite Meeting Details

Click on "Cancel Meeting".

Cancel Meeting

Enter the reason of the cancellation of the meeting, then click "OK". All the users who have been invited to this onsite meeting prior to its cancellation have been notified through a message on Wave that the onsite meeting has been cancelled. The message will also state the reason of the cancellation.
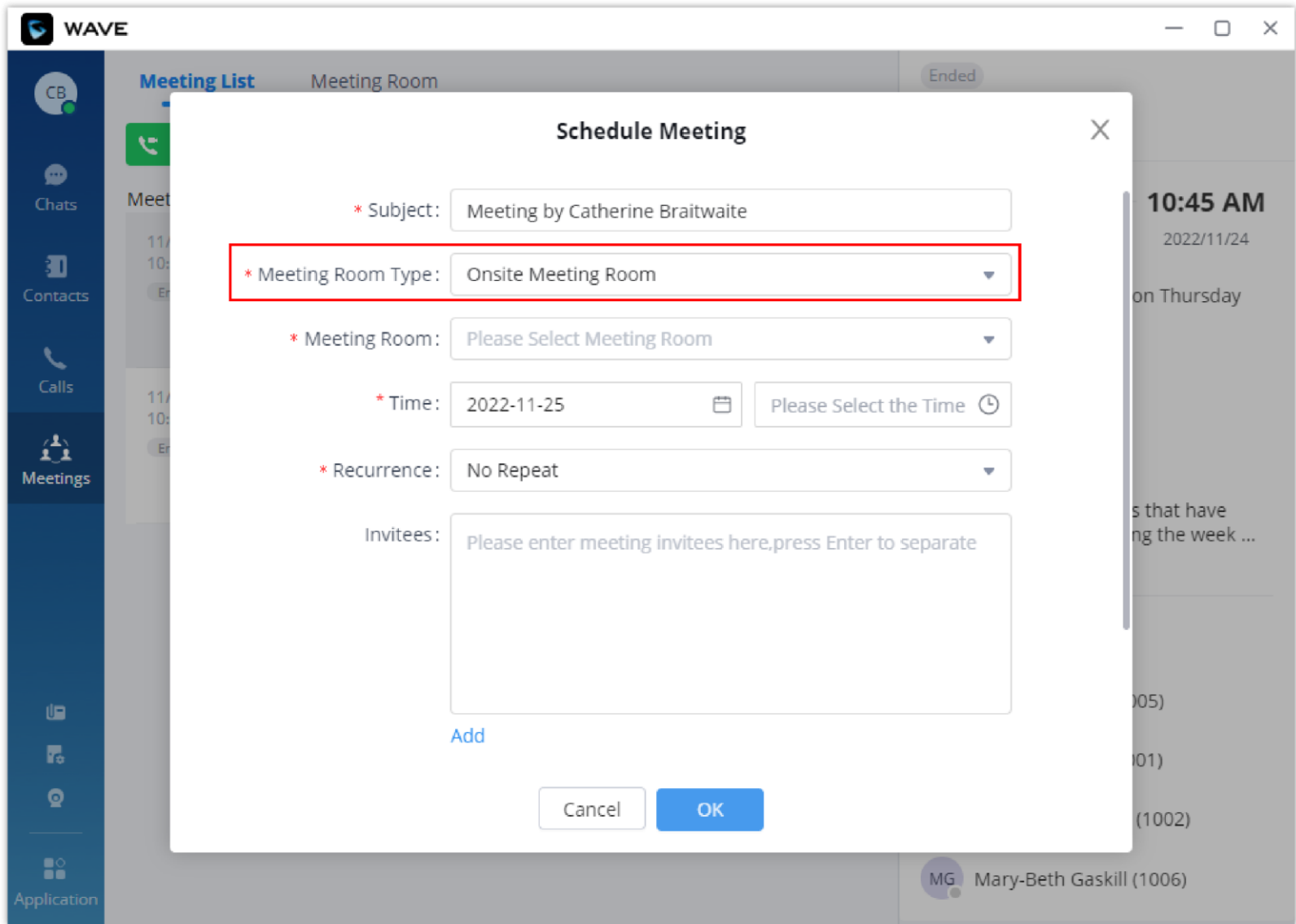

Cancellation Reason

Using Wave Desktop/Web

Create an Onsite Meeting

To schedule a meeting using Wave Desktop/Web, please log into Wave using your extension's credentials then navigate to **"Meetings"** tab on the sidebar, then click **"Schedule"**.
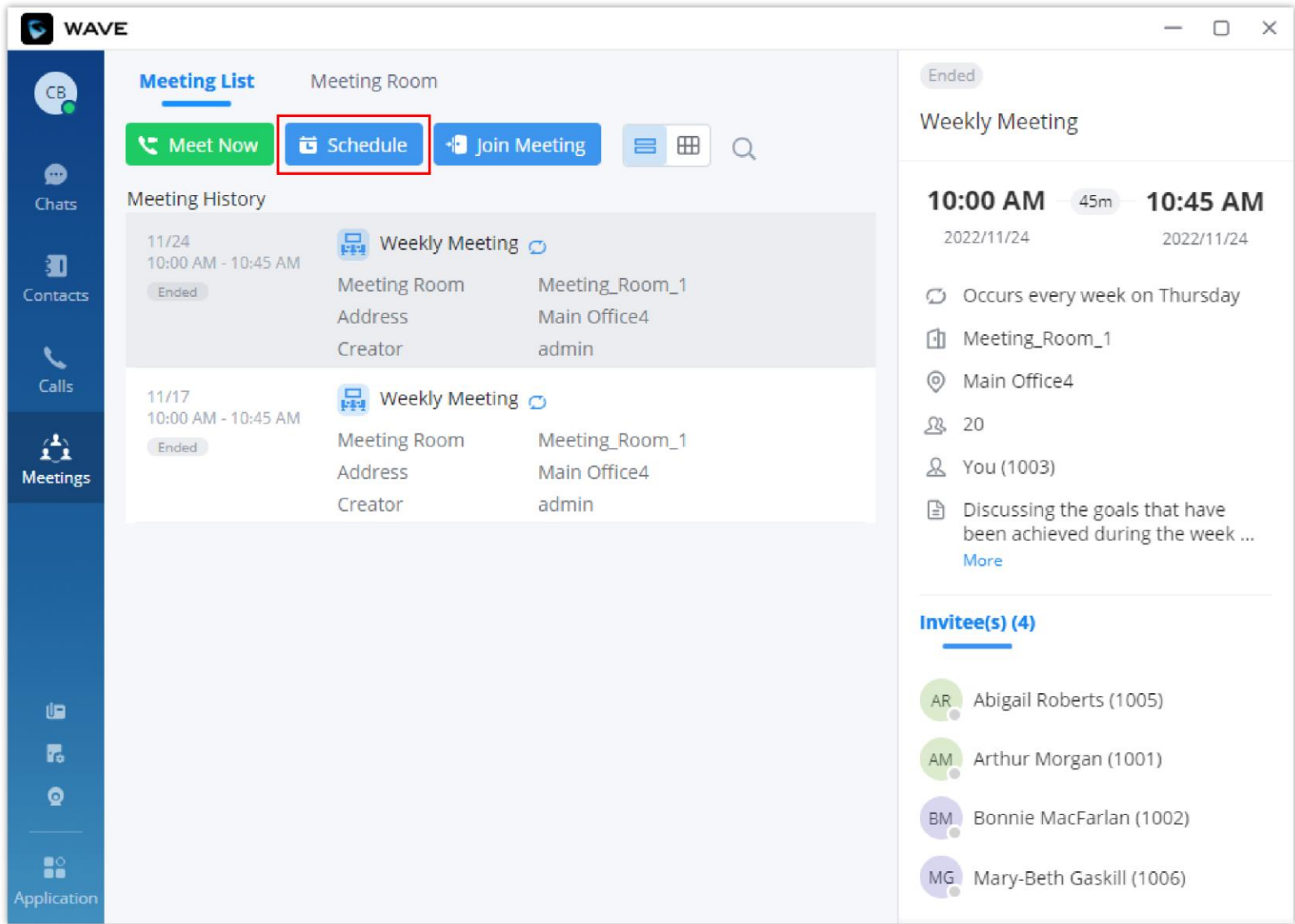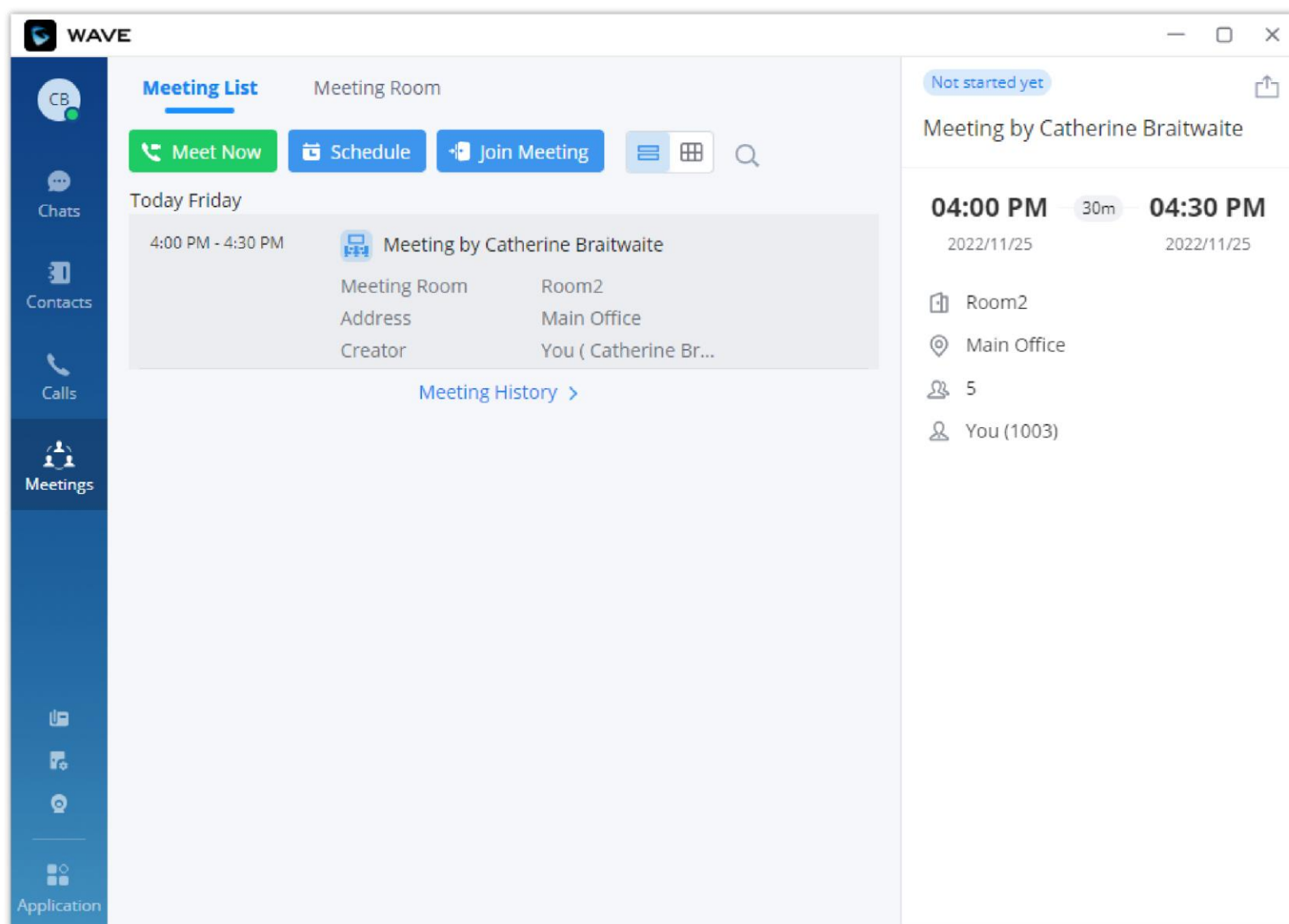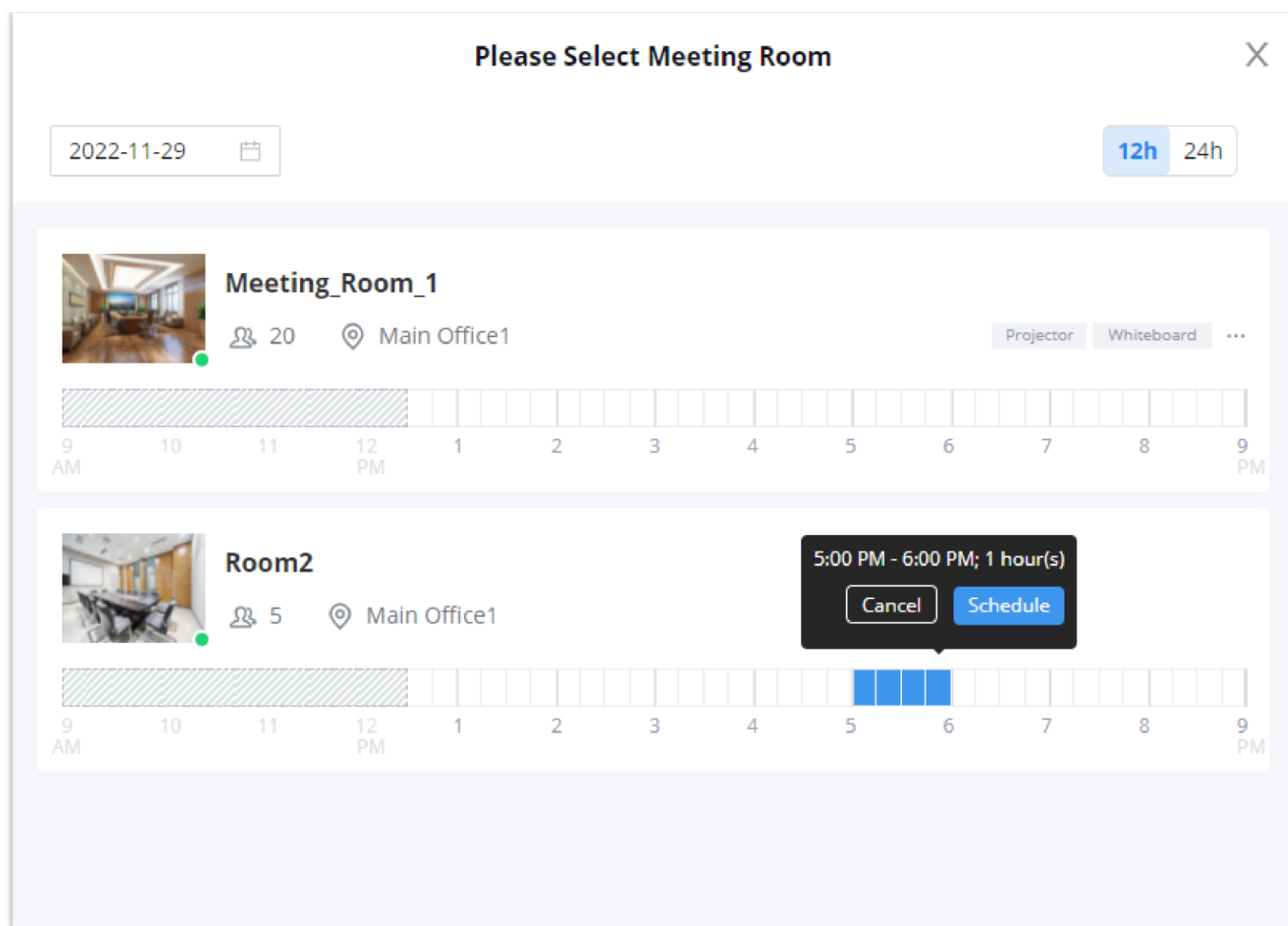

Schedule Meeting
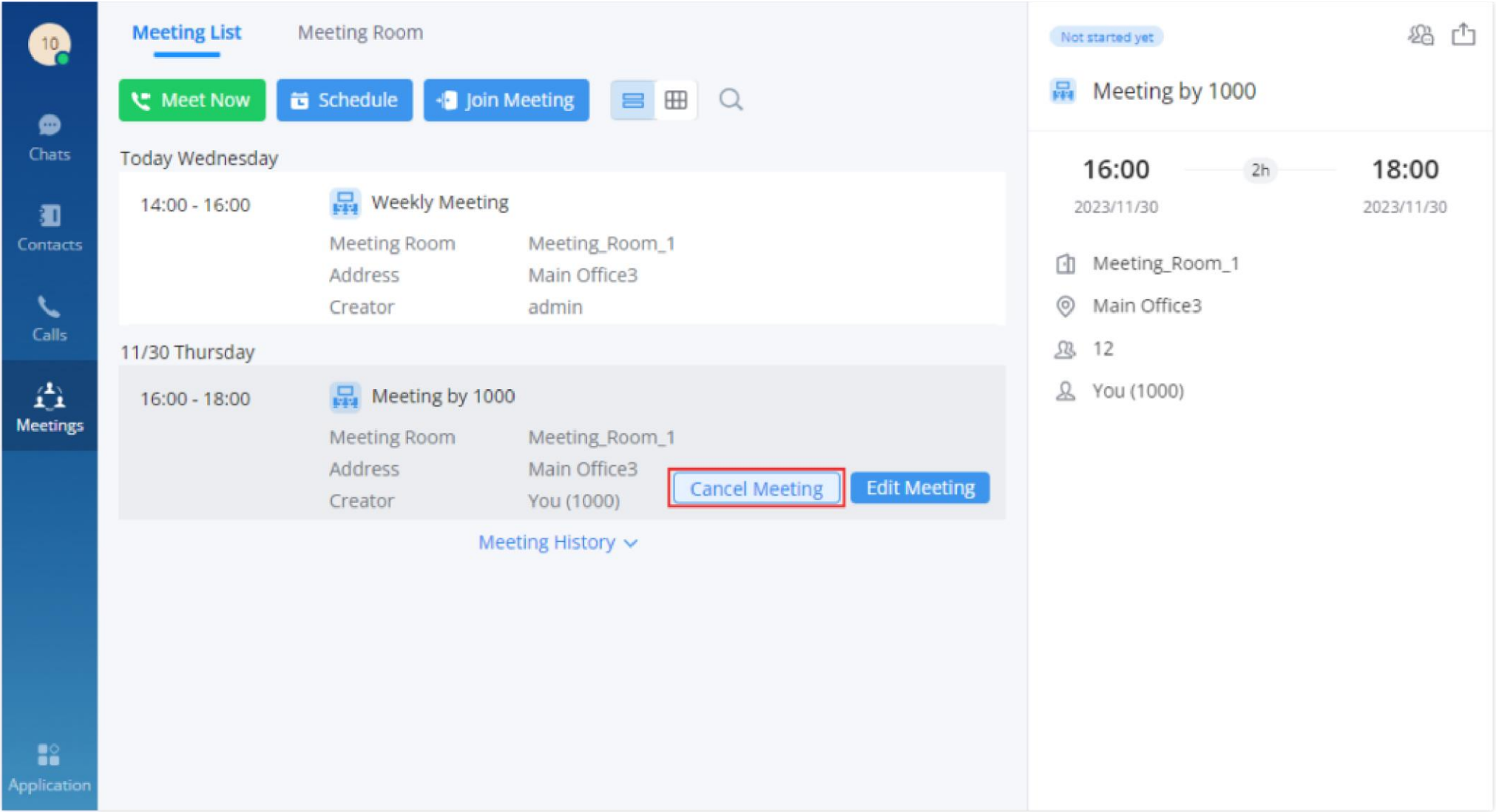

Schedule an Onsite Meeting

Select the meeting room and the time when the meeting starts and ends:
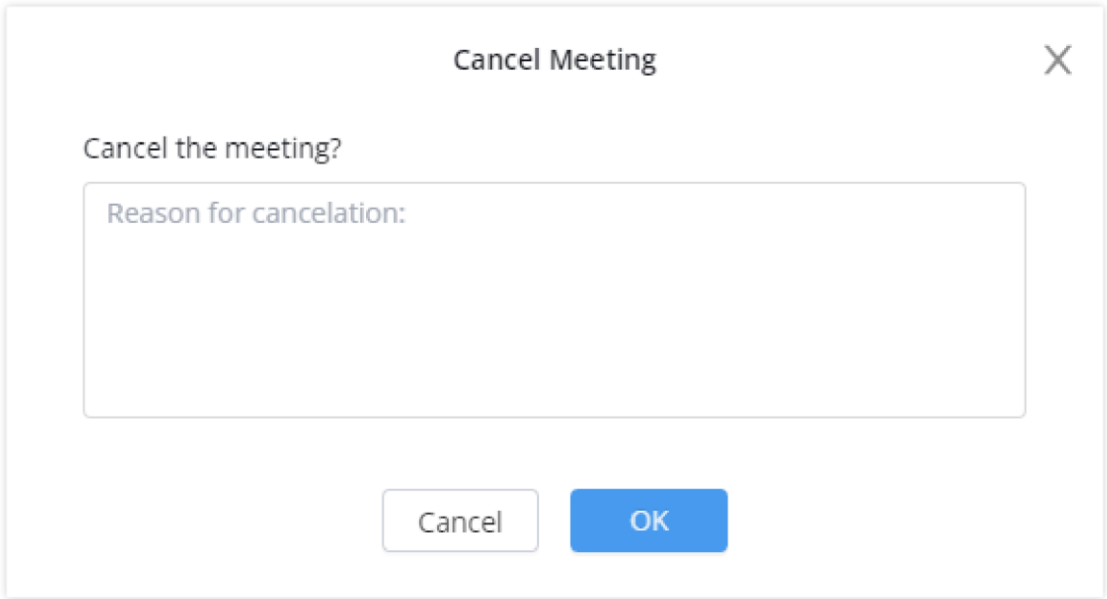
Onsite Meeting Scheduled

Cancel an Onsite Meeting

To cancel an Onsite Meeting using Wave Desktop/Web client, please navigate to "Meetings" tab, then hover the mouse cursor of the meeting created, then click "Cancel Meeting".

Wave – Cancel Meeting

Enter the reason of cancelling the meeting then click "OK". All the users that have been invited prior to the
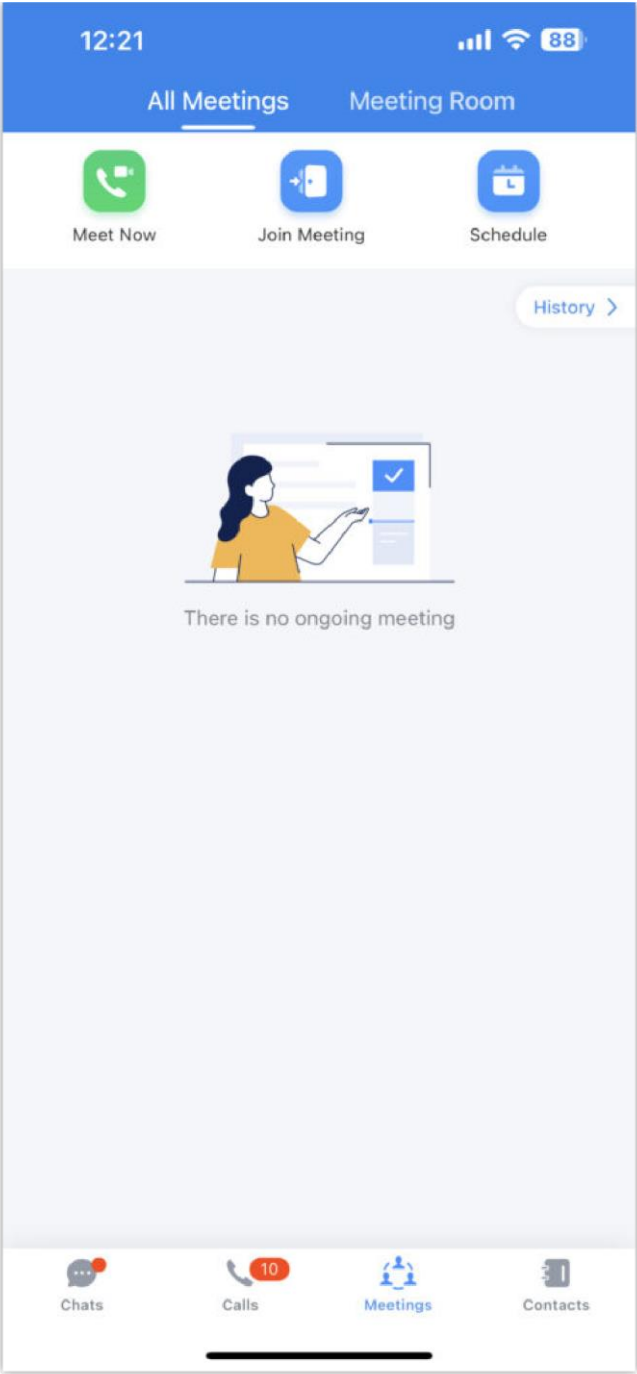

Wave – Cancellation Reason

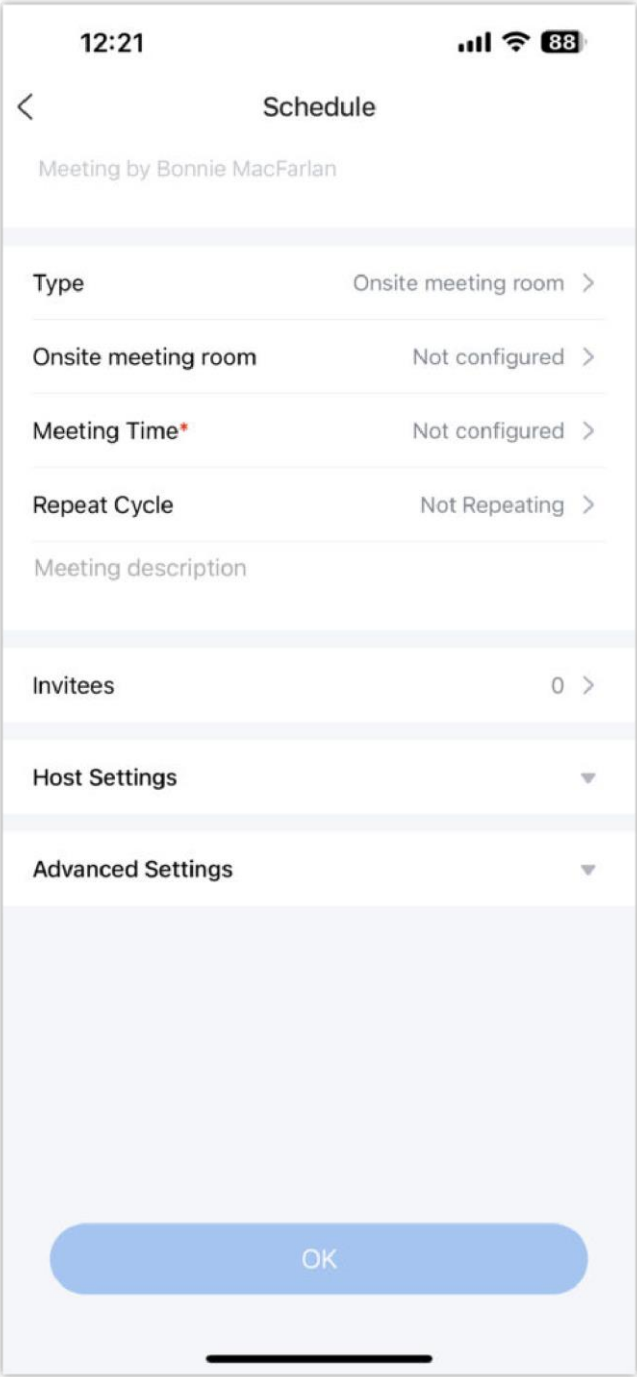## Using Wave Mobile Application

Create an Onsite Meeting

To schedule a meeting using Wave Mobile Application, make sure that you are logged in first into your account, then select "**Meetings"**, then tap "**Schedule**"
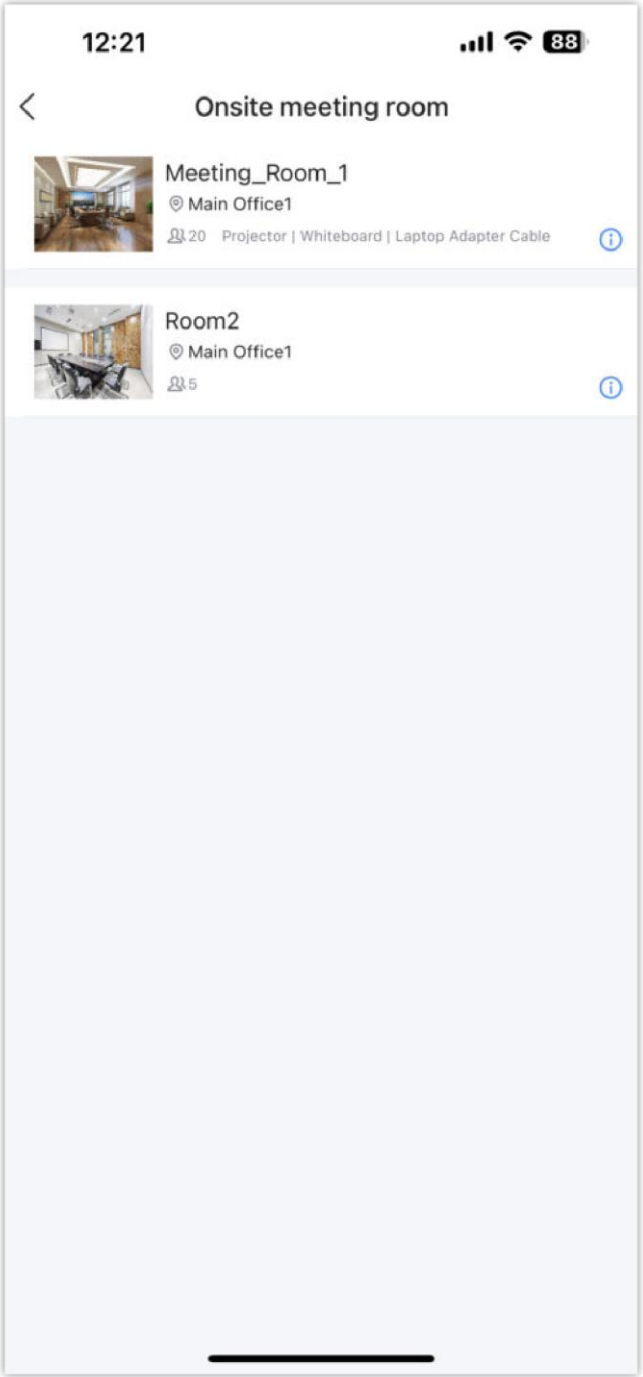
Meeting Tab – Wave Mobile

The enter the information of the meeting in their respective parameters.

Select Onsite Meeting – Wave Mobile

For Type, select "**Onsite Meeting"**, then tap **"Onsite Meeting Room"** and select the meeting room.

Onsite Meeting Scheduled – Wave Mobile

Then select the time which the meeting is going to start, and which time it is going to end. Then tap **"OK"**.

Tap **OK** to create the Onsite Meeting.

Then the scheduled meeting will appear in **All Meetings**
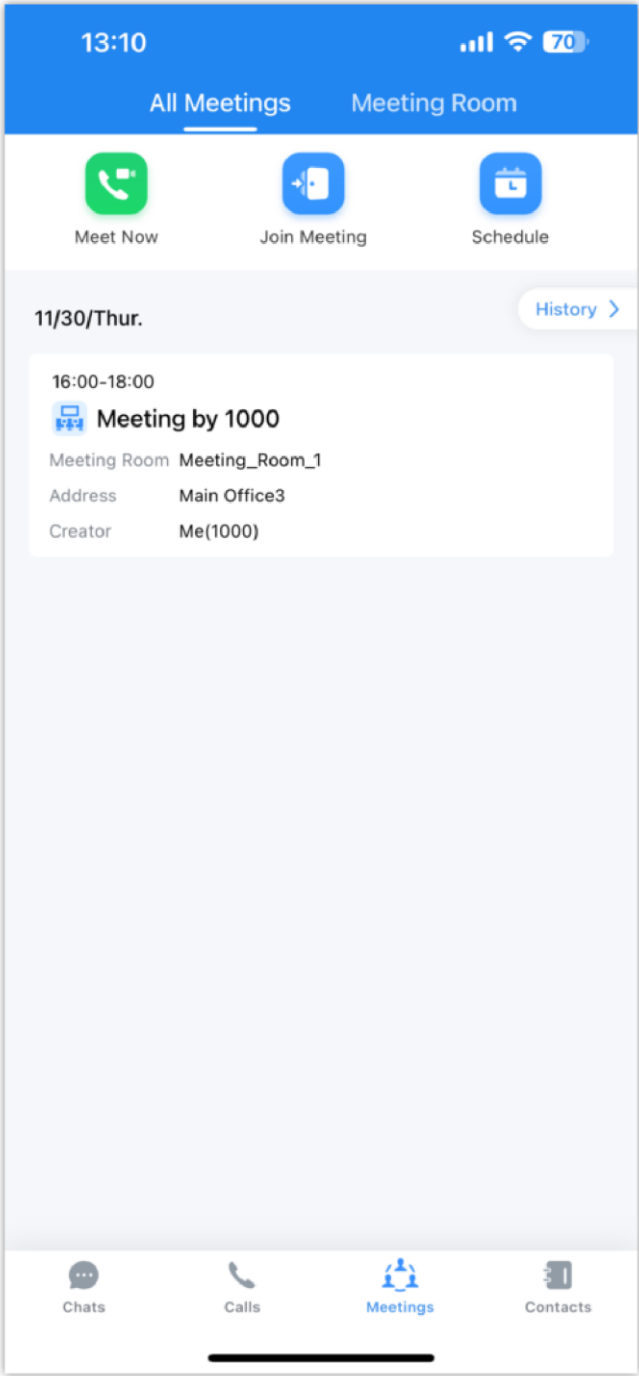
If the user wants to check the scheduled meetings or quickly schedule one, he/she can do it through the **Meeting Room** tab.
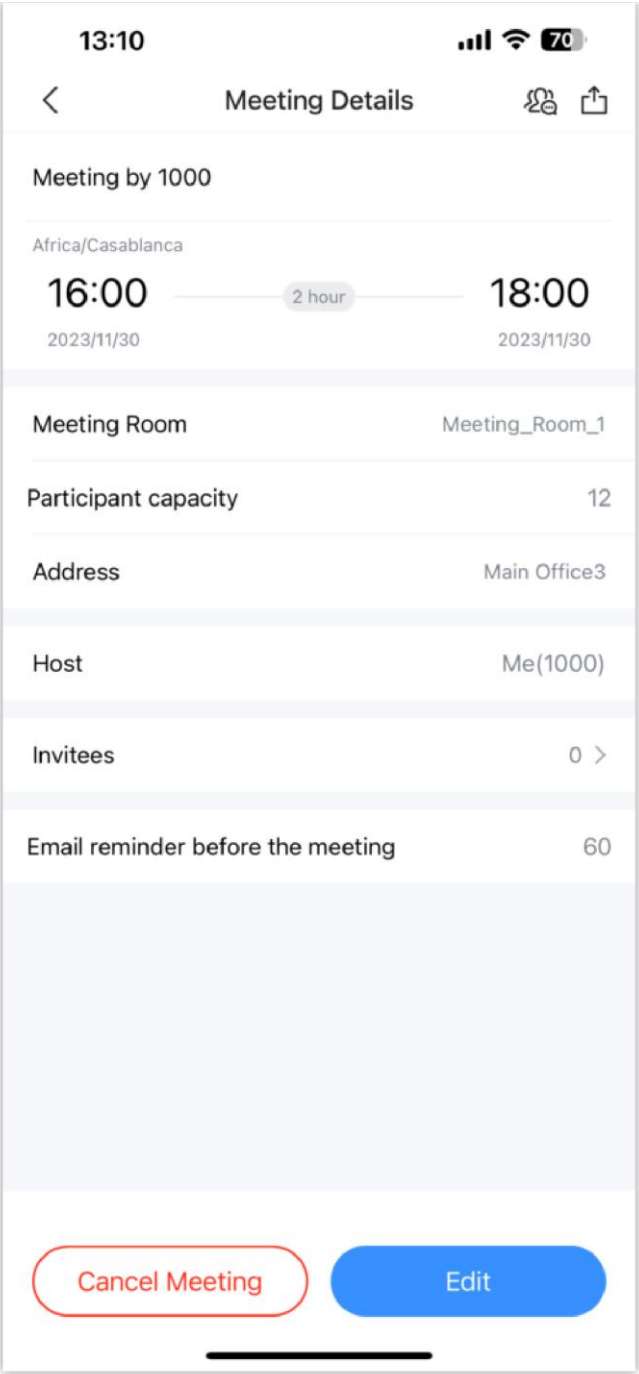
Cancel an Onsite Meeting

1. To cancel an Onsite Meeting using Wave mobile application, please navigate to "Meetings", then tap on the onsite meeting that you wish to cancel.
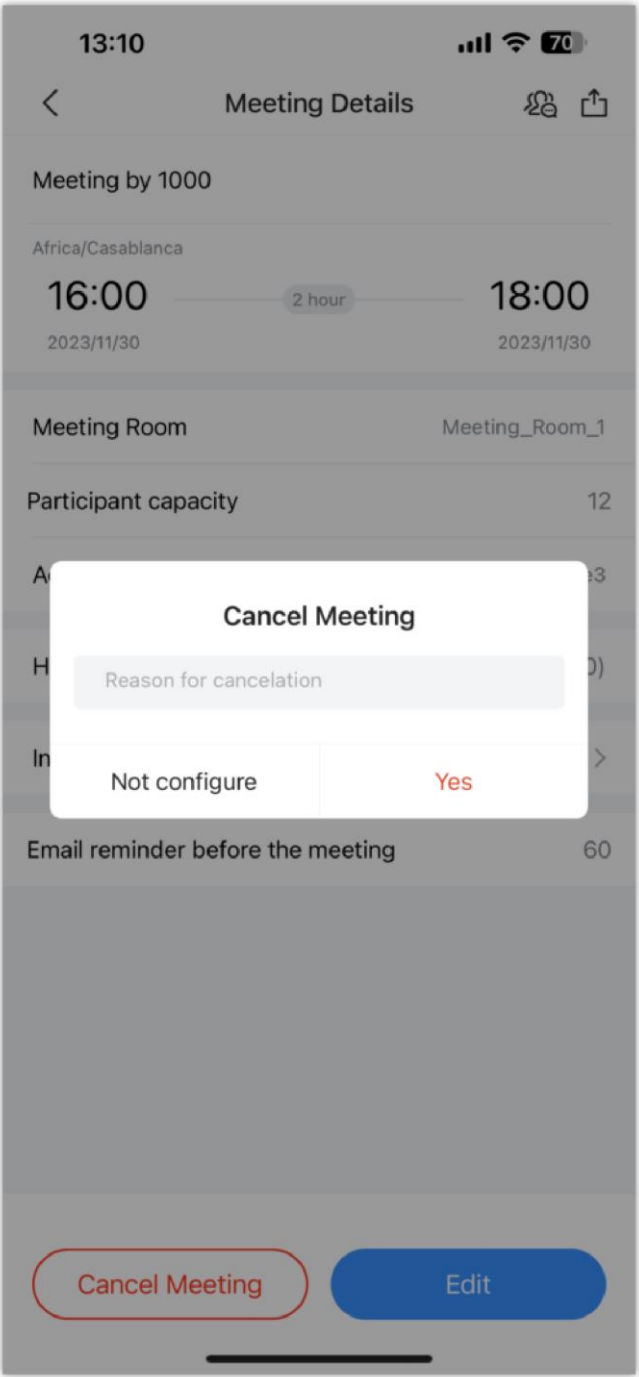

Wave – Meetings
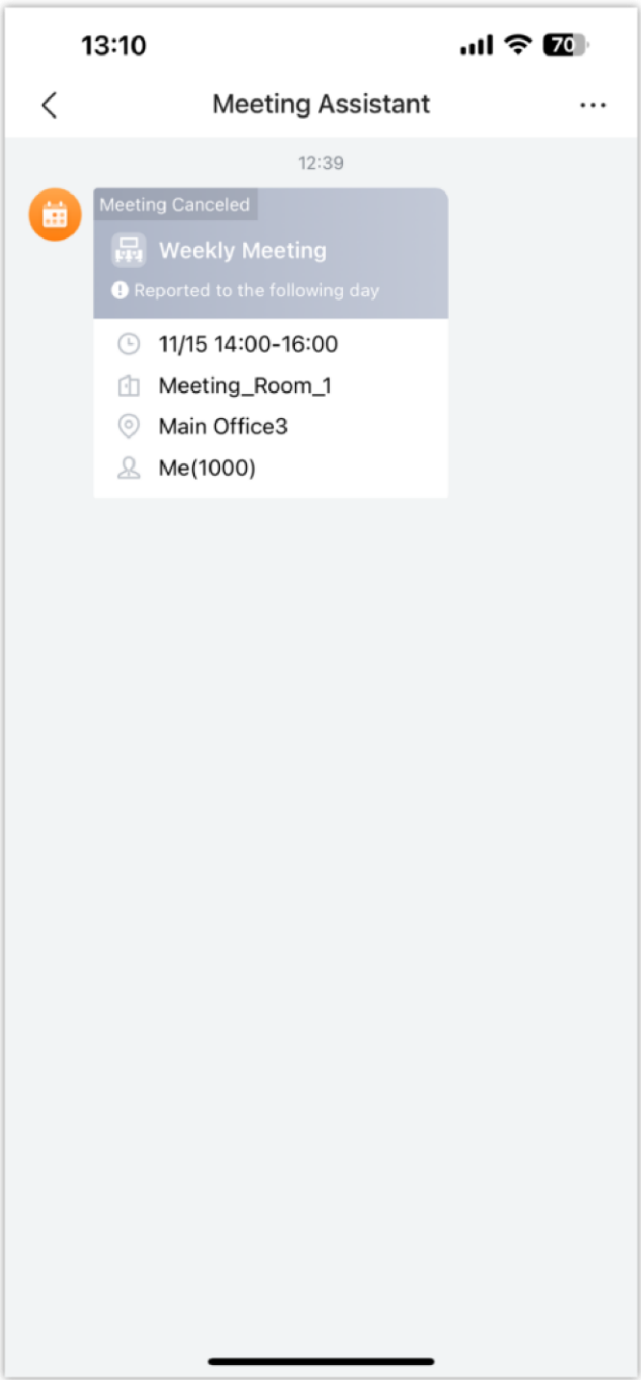
2. Tap "Cancel Meeting" button.

Wave – Onsite Meeting

3. Enter the reason for cancellation, then press "Yes".

Wave – Cancel Onsite Meeting

Once the meeting has been cancelled, the assistant will send a notification to the user which had been invited.
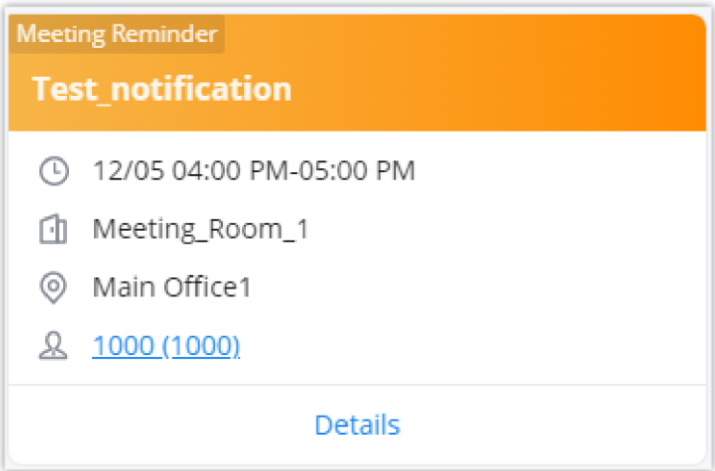

ONSITE MEETING NOTIFICATIONS

The UCM manages the notifications for the Onsite Meetings in order to inform the invited people about the time, the location, and the duration of the meeting. Invitations can be sent over Wave or email.
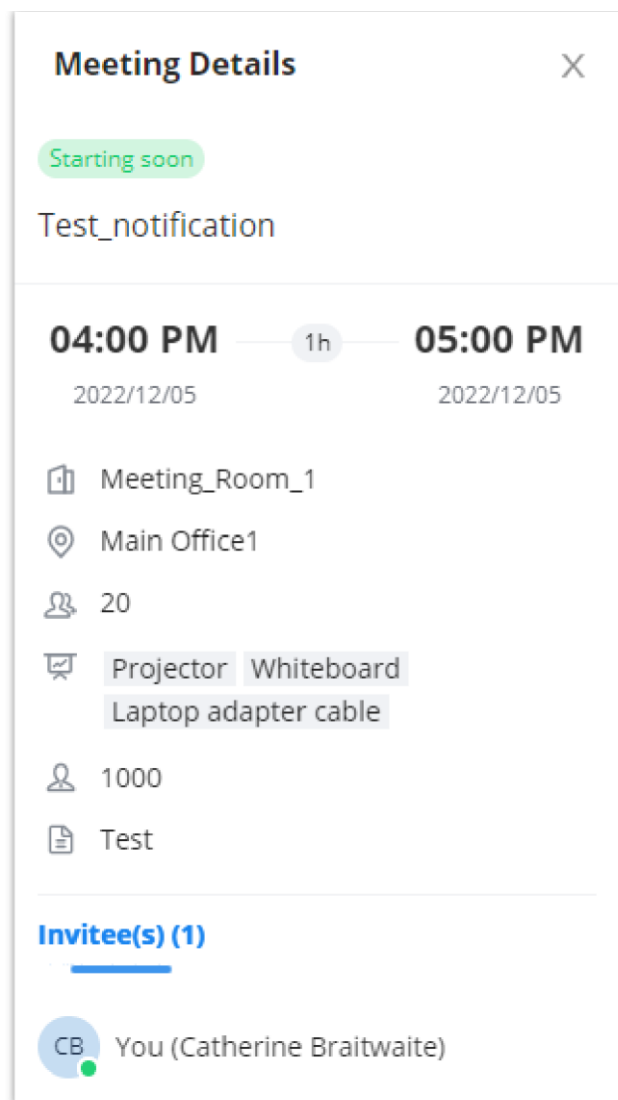
Wave Notification

When an onsite meeting has been created, a notification will be sent to the invitees as a message by the Meeting Assistant.
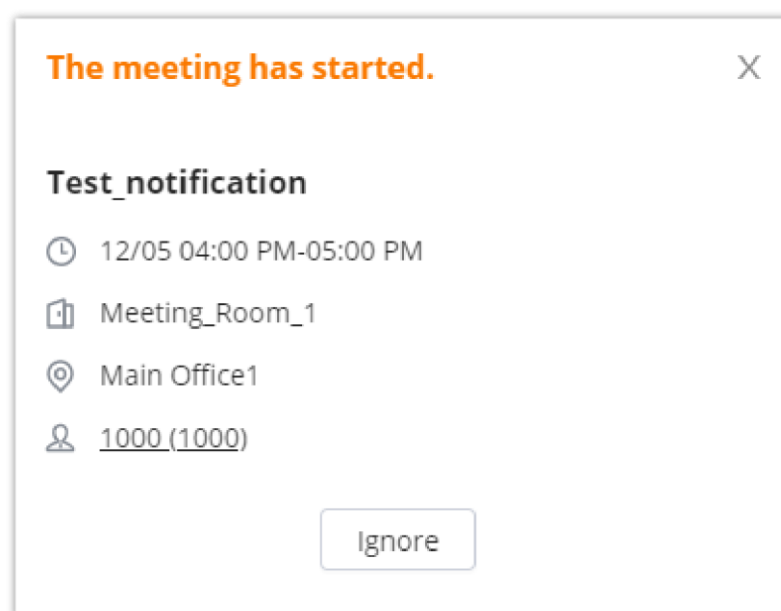

Wave Notification

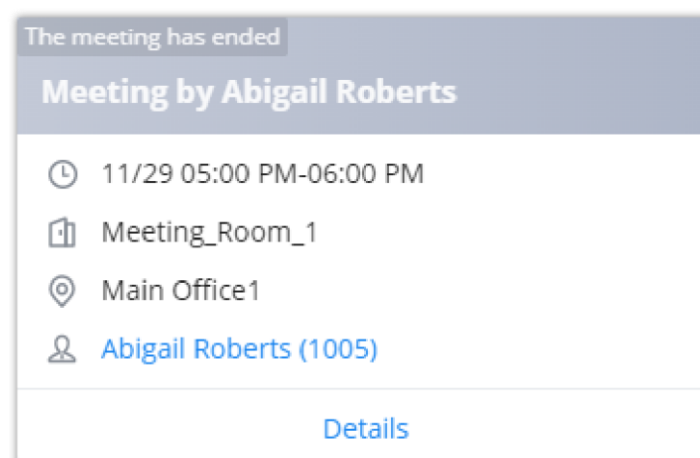To view more information about the meeting, click on **Details.**

Onsite Meeting Details

When the meeting starts, Wave will send an alert to the user indicating that meeting has been added.


Meeting Starting Alert

Once meeting has ended, the Meeting Assistant will send a notification indicating that the meeting has ended.
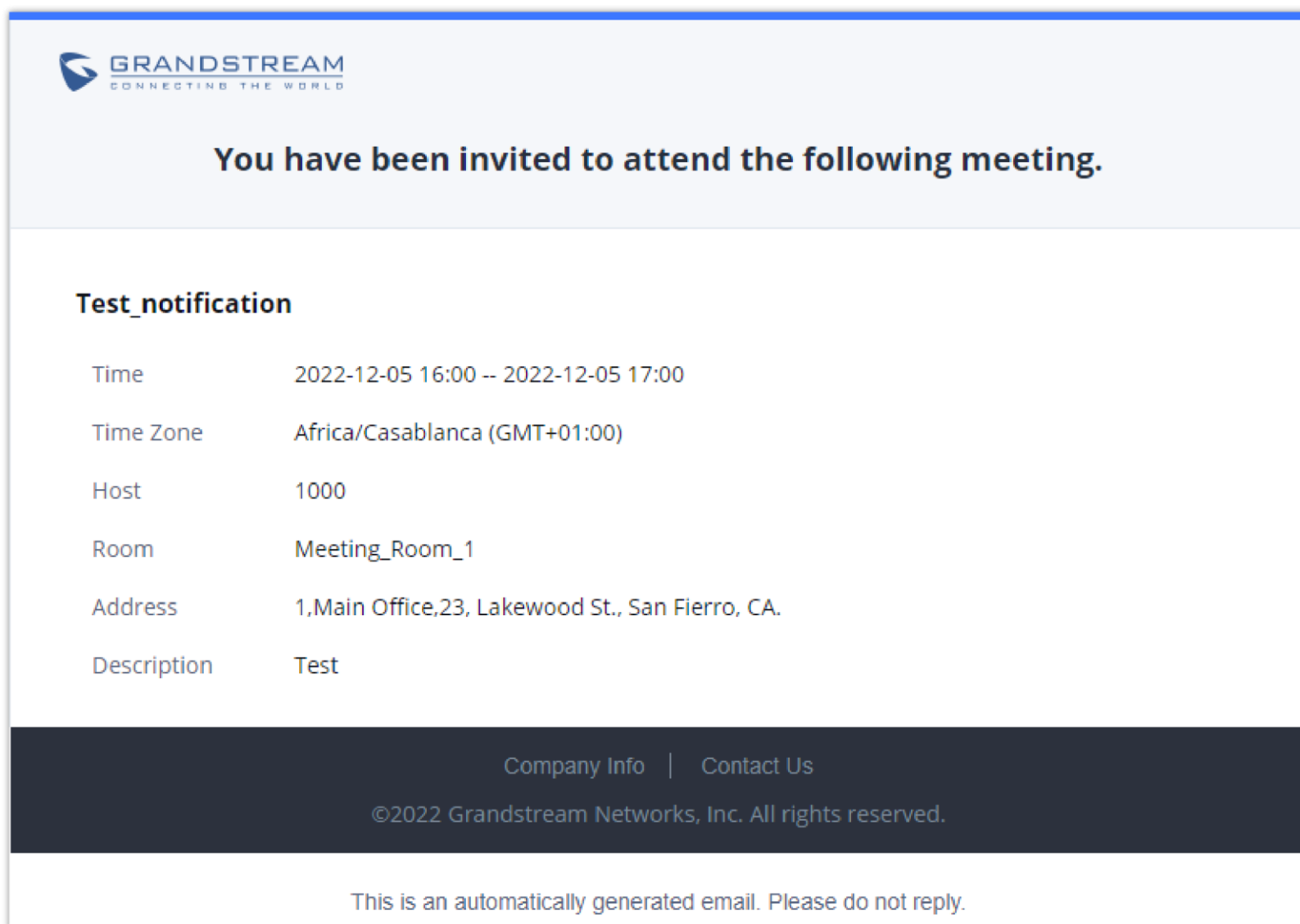

Wave Notification – Onsite Meeting Ended

If the creator of the meeting decided to cancel a meeting, the users who had been invited will receive a notification that the meeting has been cancelled, which also states the cancellation reason.
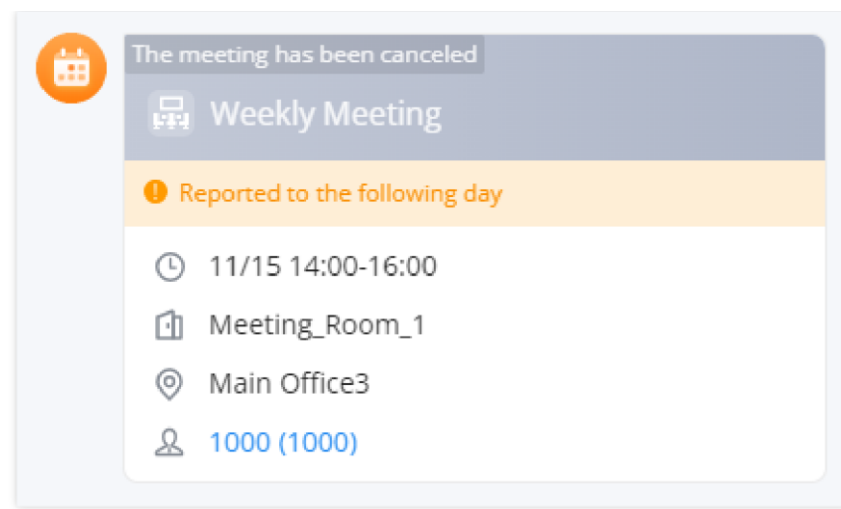
Wave Notification – Onsite Meeting Cancellation

Email Notification

Once a meeting has been scheduled, an email notification will be sent to the invitees with all the details regarding the meeting. Please note to be able to send the email invitations, Email Settings should be configured prior to the meeting scheduling.

Onsite Meeting Email Invitation

5 minutes before the meeting, the UCM will send a reminder to the user through email, and it will be similar to the example below.

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The meeting below will start in 5 minutes

Test_notification

Time	2022-12-05 16:00 -- 2022-12-05 17:00
Time Zone	Africa/Casablanca (GMT+01:00)
Host	1000
Room	Meeting_Room_1
Address	1,Main Office,23, Lakewood St., San Fierro, CA.
Description	Test

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This is an automatically generated email. Please do not reply.

Onsite Meeting Email Reminder