



Getting Started Guide for OfficeSuite HD Meeting[®] Room Connector

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Congratulations on your purchase of OfficeSuite HD Meeting Room Connector. This guide is designed to walk you through the one-step configuration process and provides helpful instructions on how to build a directory of meeting room devices, and explains how to call out and join into an OfficeSuite HD Meeting session from your existing meeting room system.

Overview

The H.323/SIP Room Connector is a cloud gateway that allows H.323 and SIP meeting room systems to connect into an OfficeSuite HD Meeting session. A list of meeting room systems compatible with Room Connector is located in Appendix A.

The number of Room Connector licenses you purchase equals the number of meeting room systems you expect to connect into an OfficeSuite HD Meeting session at one time.

Anyone in your organization who has an OfficeSuite HD Meeting participant license assigned to them can use the Room Connector licenses to have meeting room systems connect to their meetings. This means that a room system can join into or be called out to any OfficeSuite HD Meeting session hosted by your organization.

There are two way a meeting room system can join into OfficeSuite HD Meeting:

1. join by dialing into the meeting via the room connector gateway
2. join via a pairing code generated by the room connector gateway

A meeting host can also call out to an H.323 or SIP compatible meeting room system.

Configuring your environment for Room Connector

There are two cloud Room Connector gateways for redundancy purposes. Both gateways can be accessed through the fully qualified domain name (FQDN):

meet.officesuitehdmeeting.com

The IP addresses in the FQDN must be accessible from your corporate network so your meeting room system can connect to one of the Room Connector gateways and join into OfficeSuite HD Meeting. Please work with your Network Administrator to ensure connectivity to the IP addresses in the FQDN.

Joining a room system to OfficeSuite HD Meeting[®]

1. DIAL METHOD

Dial into the Room Connector gateway from your meeting room system. Check your meeting room system documentation if you do not know how to use its dial option.

Use the FQDN listed above when following one of the dial options below.

On an H.323 device, dial one of the options listed below:

- + **meet.officesuitehdmeeting.com**, then enter **meeting ID** on the welcome screen
- + **meet.officesuitehdmeeting.com##Meeting ID**, for example: **meet.officesuitehdmeeting.com##213746932**
- + For some Cisco/Tandberg devices: **2139746932@meet.officesuitehdmeeting.com**

On a SIP device, dial one of the options listed below:

- + **meet.officesuitehdmeeting.com**, then enter **meeting ID** on the welcome screen
- + **Meeting ID@meet.officesuitehdmeeting.com**, for example: **213746932@meet.officesuitehdmeeting.com**

See H.323/SIP Room Connector Dial Strings in Appendix B for more dialing options.

2. PAIRING METHOD

The Room Connector gateway generates a pairing code. The pairing feature allows you to join an H.323/SIP device to an OfficeSuite HD Meeting session without entering the meeting ID from the device. This is helpful when the host has not started the OfficeSuite HD Meeting session yet and has not enabled the feature to ‘join the meeting before host’.

The pairing code is only valid for one session. The steps below apply to both H.323 and SIP devices.

From the meeting room system, enter the FQDN to connect to the welcome screen. The welcome screen will display a pairing code. Choose one of the options below to pair your meeting room system with OfficeSuite HD Meeting.

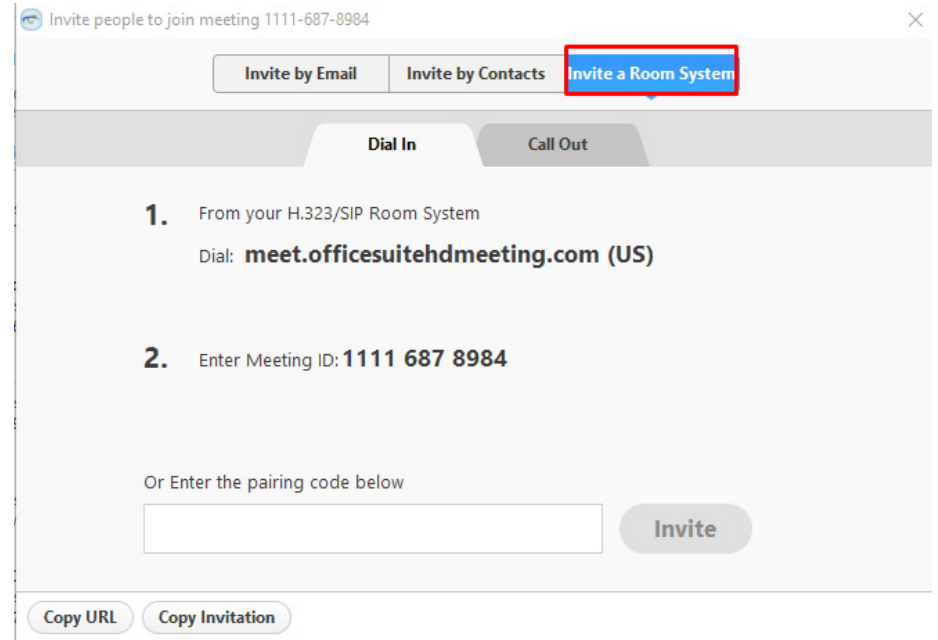
Option 1

- + Go to the ‘Join a Meeting from a H.323/SIP room system at <https://meeting.broadviewnet.com/meeting/rooms>
- + Enter the meeting ID in the meeting ID field, and the five character pairing code seen on the welcome screen into the pairing code field, then press Connect

The screenshot shows a web browser window with the URL <https://meeting.broadviewnet.com/meeting/rooms>. The page features the Broadview Networks logo and navigation links for 'Join a Meeting' and 'Host a Meeting'. The main heading is 'Join a meeting from a H.323/SIP room system'. Below this, there are two input fields: 'Meeting ID' with a note 'Your meeting ID is a 9, 10, or 11-digit number' and 'Pairing Code' with a note 'Pairing code displayed on your video conferencing system's screen'. A blue 'Connect' button is positioned at the bottom.

Option 2:

- + Click 'Invite' in the meeting control bar
- + Once you click Invite, choose the 'Invite A Room System' tab, then choose the Dial In tab
- + Enter the pairing code shown at the splash screen on the H.323/SIP device



3. CALL OUT

The H.323/SIP Room Connector call-out feature allows you to dial out to an H.323 or SIP meeting room system from the OfficeSuite HD Meeting client using the public IP address or SIP URI assigned to the device.

External calls to your meeting room system must be allowed on your network firewall.

- + During a meeting, the host can invite people to join the conference by clicking on the Invite tab in the meeting control bar.
- + Once you click Invite, choose the 'Invite A Room System' tab. Then choose the Call Out tab.
- + Enter the IP address or SIP URI of the H.323 or SIP device, or select a device from the H.323/SIP Room Directory by clicking on the drop list. See instructions in the document to learn how to setup a Room Directory.
- + Select the type of call you wish to make, either H.323 or SIP
- + Press Call



Setting the call speed for call-out to H.323 devices

The default call-out speed is 1920kbps (maximum). To set the call speed when using the Call-Out feature, you can enter the speed in to the dial string as seen in the below examples.

```
meet.officesuitehdmeeting.com;speed=768k
```

```
[meet.officesuitehdmeeting.com];speed=768000
```

```
[meet.officesuitehdmeeting.com]##[E.164 address];speed=1472k
```

Sending DTMF tones in call-out to H.323 devices

To send DTMF tones when connecting to a Gatekeeper, MCU, or other H.323/SIP hardware that requires a party number, conference number, or e.164 address, you can enter these in the call-out dial string.

`meet.officesuitehdmeeting.com;dtmf=[DTMF tones]`

- + DTMF tones have a 1 second interval
- + Entering a “;” will pause 1 second in between DTMF tones

For example:

Device IP address: `meet.officesuitehdmeeting.com`

Conference Number: 15562

Password: 622

Dial: `meet.officesuitehdmeeting.com;dtmf=15562#,,622#`

- + Dials IP address
- + Send DTMF tones ‘1’ ‘5’ ‘5’ ‘6’ ‘2’ ‘#’ pause pause ‘6’ ‘2’ ‘2’ ‘#’

To add a call speed along with DTMF tones (using the example above):

Desired Call-Speed: 768 kbps

Dial: `meet.officesuitehdmeeting.com;dtmf=15562#,,622#;speed=768k`

4. H.323/SIP Rooms Directory

The H.323/SIP Rooms Directory allows you to enter H.323 IP addresses or SIP URIs as contacts for use with the H.323/SIP Room Connector Call-Out feature on the PC and Mac OfficeSuite HD Meeting Client.

Adding a room to the H.323/SIP room directory

You must be an Admin or Owner of your company's OfficeSuite HD Meeting account to build the H.323/SIP Room Directory. Log in to your account. Go to the "Account Management" Web page, choose the "H.323/SIP Room Connector" menu option, and then select the "H.323/SIP Devices" tab.

Click **Add a H.323/SIP Device**

3) Enter the meeting room details:

- + Protocol: H.323 or SIP
- + Display Name: Enter the meeting device preferred name to be seen in the Directory
- + IP Address or H.323 Extension: Enter the public IP address (can include E.164 Address) or the SIP URI of the room system
- + Encryption: choose Auto, Yes, or No
- + Click Add

The screenshot shows a web browser window at the URL <https://meeting.broadviewnet.com/account/h323rooms>. The page has a navigation menu on the left with options like "My Profile", "My Meeting Settings", "My Meetings", "Account Management", "Account Profile", "Account Settings", "User Management", "Group Management", "IM Management", "Reports", and "Advanced". The "H.323/SIP Room Connector" option is highlighted in blue. The main content area has tabs for "Cloud Room Connector", "Virtual Room Connector", "H.323/SIP Devices", and "H.323/SIP Connections". The "H.323/SIP Devices" tab is active, showing a search bar and a table with one entry: "Tech Lab" with protocol "SIP" and IP address "64.115.71.41". There are "Add a H.323/SIP Device" and "Import H.323/SIP Device List" buttons at the top right of the table, and "Edit" and "Delete" buttons for the "Tech Lab" entry. A "Batch Delete" button is at the bottom right.

The screenshot shows a modal window titled "Add a H.323/SIP Device". It contains the following fields and options:

- Protocol:** Radio buttons for H.323 and SIP.
- Display Name:** A text input field with a blue border.
- IP Address or H.323 Extension:** A text input field.
- Encryption:** Radio buttons for Auto, Yes, and No.

Below the IP Address field, there is a note: "H.323 extension is also known as E.164".

You can Edit or Delete the directory contact here by searching by display name, or select multiple devices to delete at a time. You can also bulk add contacts via a CSV file following this file format:

- + Column A = protocol
- + Column B = display name
- + Column C = IP address or h.323 extensions
- + Column D = Encryption Option

CSV file Example:

	A	B	C	D
1	H.323	H.323 Device 1	162.255.36.11	Auto
2	H.323	H.323 Device 2	162.255.37.11	No
3	SIP	SIP Device 1	162.255.36.11	Yes
4	SIP	SIP Device 2	162.255.36.11	No

Once the Directory contact has been added, you will see the room system appear in the drop down list when using the H.323/SIP Call-Out feature in the OfficeSuite HD Meeting client on PC and Mac.

For more information or help using OfficeSuite HD Meeting, visit our online community at communities.windstreamenterprise.com/OfficeSuite-UC.

Appendix A: Supported Room System Devices

Room Connector works with most systems that support SIP or H.323 with H.264 video and G.722 or G.711 audio.

Polycom

- + VSX 7000, 7000e, 8000 (7.5 or higher)
- + HDX 4000, 6000, 7000, 8000, 9000 (3.0.6 or higher)
- + Group Series (5.02 or higher recommended)
- + Debut (1.1 or higher)
- + Trio

LifeSize

- + Legacy (Icon, Express, Team, Room, LG-Executive)
- + Unity

Cisco/Tandberg

- + SX, E, DX, MX, C (TC5.02+ or CE8.0+)
- + MXP
- + Spark Room Kit (CE Firmware)
- + Sparkboard

TelyHD

- + 200 / Pro

Aver

- + EVC 900, 130, 130P, 100

Huawei

- + VP9030, VP9050 and TE30

Appendix B: H.323/SIP Room Connector Dial Strings

To avoid the Room Connector welcome screen on your room system device and join directly in to your meeting, you can enter the meeting details into the dial string on the H.323/SIP device.

H.323 Dial String Format

The full H.323 dial string format is:

meet.officesuitehdmeeting.com###[Meeting ID]#[Password]#[Layout]

Note: For some devices, try: [IP Address]###[Meeting ID]*[Password]*[Layout]

To enter a meeting in Gallery View (Default)

Meetings without a password: meet.officesuitehdmeeting.com###[Meeting ID]

Example: **meet.officesuitehdmeeting.com###123456789**

Meetings with a password: meet.officesuitehdmeeting.com###[Meeting ID]#[Password]

Example: **meet.officesuitehdmeeting.com###123456789#12345**

To enter a meeting in Active Speaker View

Meetings without a password: meet.officesuitehdmeeting.com###[Meeting ID]##11

Example: **meet.officesuitehdmeeting.com###123456789##11**

Meetings with a password: meet.officesuitehdmeeting.com###[Meeting ID]#[Password]#11

Example: **meet.officesuitehdmeeting.com###123456789#12345#11**

SIP Dial String Format

The full SIP dial string format is:

[Meeting ID].[Password].[Layout]@meet.officesuitehdmeeting.com

To enter a meeting in Gallery View (Default)

Meetings without a password: [Meeting ID]@meet.officesuitehdmeeting.com

Example: **123456789@meet.officesuitehdmeeting.com**

Meetings with a password: [Meeting ID].[Password]@meet.officesuitehdmeeting.com

Example: **123456789.12345@meet.officesuitehdmeeting.com**

To enter a meeting in Active Speaker View

Meetings without a password: [Meeting ID]..11@meet.officesuitehdmeeting.com

Example: **123456789..11@meet.officesuitehdmeeting.com**

Meetings with a password: [Meeting ID].[Password].11@meet.officesuitehdmeeting.com

Example: **123456789.12345.11@@meet.officesuitehdmeeting.com**

About Windstream Enterprise

Windstream Enterprise collaborates with businesses across the U.S. to drive digital transformation by delivering solutions that solve today's most complex networking and communication challenges.

For more product help, visit windstreamenterprise.com