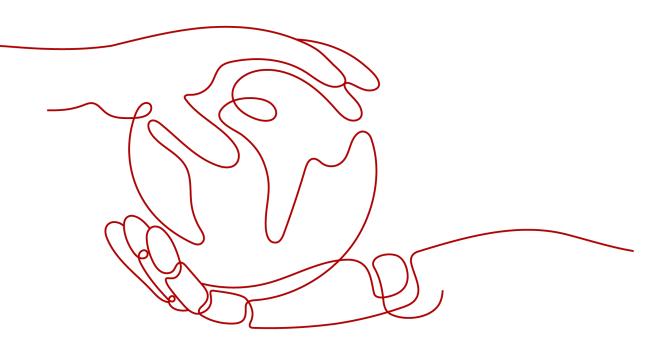
Huawei Cloud Meeting

# **Best Practices**

 Issue
 04

 Date
 2024-04-24





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# Before You Start

This document describes how to manage and use Huawei Cloud Meeting from the following aspects: customer requirement collection, requirement analysis, solution planning, resource configuration, and function usage.

Taking enterprise A for example, this document describes how to sort out the organizational structure, personnel distribution of each department, meeting room characteristics, and meeting usage in an enterprise and analyze the usage of meeting resources and hardware devices in each meeting service scenario. The obtained information provides reference for formulating a cloud meeting solution and helps you deploy and use Huawei Cloud Meeting.

# **2** Typical Meeting Scenarios

# 2.1 Basic Enterprise Information

Enterprise A has multiple subsidiaries and project teams, which are widely distributed. Enterprise A deploys Huawei Cloud Meeting to meet the requirements of online meeting communication, remote collaboration, and remote office in daily operations and ensure smooth internal communication and remote business negotiation.

Enterprise A has five subsidiaries, 100 project teams, and 3000 employees. **Table 2-1** lists its main meeting types.

Meeting Type	Description
Online meeting	<ul> <li>Business communication between employees and between employees and customers</li> <li>Number of participants in a single meeting: 2 to 500</li> <li>A single user can join a meeting anytime and anywhere.</li> </ul>
Meeting room + online meeting	<ul> <li>Business communication between employees in meeting rooms/office areas of different project teams and between employees and business partners</li> <li>Number of participants in a single meeting: 2 to 500</li> <li>Meeting room and single user access to meetings</li> </ul>
Meeting room + meeting room online meeting	<ul> <li>Business communication in different regions, meeting rooms, and office areas</li> <li>Number of participants in a single meeting: 2 to 500</li> <li>Meeting room access to meetings</li> </ul>
Meeting room meeting	<ul> <li>Group discussions</li> <li>Number of participants in a single meeting: 2 to 15</li> <li>Offline use of meeting devices</li> </ul>

Table 2-1 Main	meeting types	of enterprise A
----------------	---------------	-----------------

# 2.2 Meeting Requirement Survey

# **Meeting Function Requirements**

 Table 2-2 describes the requirements of enterprise A for meeting functions.

Requirem ent	Solution
Multi-end access	Access from Huawei Cloud Meeting desktop client, mobile app, and hard terminals (including third-party hard terminals)
Meeting control	Powerful meeting control on the desktop client, mobile app, and Huawei Cloud Meeting Management Platform
Resource managem ent	One-stop platform for resource management, service provisioning, and meeting management. Administrators in your enterprise can easily track resource usage.
Audio/ Video quality	HD video and presentation for efficient collaboration
Recording	1080p HD recording, fast transcoding, and multi-stream recording of video, audio, and presentation
Security and reliability	Security mechanisms at the cloud, pipe, and device layers

Table 2-2 Meeting function requirements

# **Business Scenario Analysis**

 Table 2-3 lists meeting scenarios in enterprise A.

Table	2-3	Meeting	usage
-------	-----	---------	-------

Scenario	Scope	Device Type	Meeting Type
Regular department meetings, customer communication, and online interviews	<ul> <li>All employees in the enterprise can join meetings.</li> <li>External personnel can join meetings.</li> </ul>	Desktop client/ Mobile app	Online meeting

Scenario	Scope	Device Type	Meeting Type
Cross-enterprise and cross-region business communication	<ul> <li>All employees in the enterprise can join meetings.</li> <li>Devices in meeting rooms or office area can join meetings.</li> </ul>	Desktop client/ Mobile app and hard terminal	Meeting room + online meeting
Business training	Devices in meeting rooms or office area can join meetings.	Hard terminal	Meeting room + meeting room online meeting
Temporary group discussion and project brainstorming	Devices in meeting rooms or office area can join meetings.	Hard terminal	Meeting room meeting

# 2.3 Meeting Resource Planning

# Meeting Resource Planning

**Table 2-4** describes the meeting resource plan for enterprise A based on the service scenario analysis.

Table 2-4 Meeting	resource planning
-------------------	-------------------

Meeting Resource	Quantity	Specifications/Billing Mode
Cloud meeting room	3000	Yearly/Monthly
IdeaHub access account	1000	Yearly/Monthly
Recording storage space	50	<ul><li> 100 GB</li><li>Yearly/Monthly</li></ul>

# **Role Planning**

Table	2-5	Role	planr	nina
14010	~ ~	none	praim	mg

Role	Numb er	Description
Enterpris e administr ator	1	Registers a Huawei Cloud account, creates an enterprise, adds departments, allocates administrators and meeting resources to enterprise departments, and manages resources and users in the enterprise.
Standard administr ator	105	Has administrator permissions to manage meeting resources and users in the corresponding department.
Enterpris e user	3000	Uses meeting resources and functions of the corresponding department.

# **3** Configuring Meeting Resources

# 3.1 Registering a Huawei Cloud Account

### Scenario

Before purchasing Huawei Cloud Meeting resources, register a Huawei Cloud account and complete enterprise real-name authentication.

## Procedure

- Step 1 Visit the Huawei Cloud official website.
- **Step 2** Click **Register** in the upper right corner and complete the registration as prompted.
- **Step 3** After you have successfully registered, the system automatically redirects you to your personal information page.
- **Step 4** For details about enterprise real-name authentication, see **Enterprise Real-Name Authentication**.

----End

# **3.2 Purchasing Meeting Resources**

# **Purchase Description**

According to the plan of enterprise A, enterprise A needs to purchase cloud meeting rooms, IdeaHub access accounts, and recording storage space.

Enterprise A can purchase meeting resources that are frequently used in yearly/ monthly billing mode.

## **Purchase Scenario**

An administrator of enterprise A purchases meeting resources based on the plan of the enterprise.

### Procedure

- Step 1 Go to the Buy Meeting Resource page.
- **Step 2** Select the required duration and configure the required cloud resources.

### Click **Next**.

Buy Meeting R	esource
Required Duration	1pm 2 janes 3 janes 4 janes 5 janes 🕒 Auß manner 🛞
Cloud Meeting Room	25 parkspeet         100 partscepants         200 partscepants         500 partscepants           Up to 32 partscepants causes an exercising in the coust meeting mont.         500 partscepants         500 partscepants
Quantity	φ με με ματορίασε μα μερί τι το πολομα ποιοιούμες το πολ.           [=         1         +
Add Specification	Yeu can add up to 5 dood meeting teom specifications.
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Huawei Professional I Quantity	Metting Terminal Access Access 1000p
Third-Party Terminal A Quantity	Image: Account           Image: Image
Recording Storage Sp	жа 🔿
Specification	100 CB You can record meetings for at least 40 hours.

**Step 3** After confirming the customer and order information, read and agree to the agreement.

Click **Pay Now**, confirm the order information, and complete the payment.

Huawei Cloud Meeting is enabled and this Huawei Cloud account becomes the default enterprise administrator.

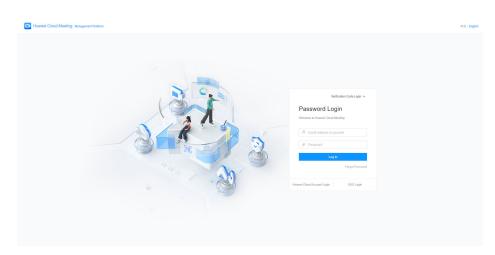
----End

# **3.3 Logging In to the Huawei Cloud Meeting Management Platform**

Use one of the following browsers to visit the **Huawei Cloud Meeting** Management Platform:

- Internet Explorer 11
- Google Chrome 46 or later versions
- Firefox 41 or later

Enter the enterprise administrator account and password to log in to the Huawei Cloud Meeting Management Platform.



# **3.4 Adding Departments**

### Scenario

The enterprise administrator creates departments based on the organizational structure of enterprise A.

Table 3-1 describes the organizational structure.

Level 1 Department	Level 2 Department	Level 3 Department
HQ	Subsidiary A	Project Team 1 to 30
	Subsidiary B	Project Team 1 to 20
	Subsidiary C	Project Team 1 to 25
	Subsidiary D	Project Team 1 to 10
	Subsidiary E	Project Team 1 to 15

Table 3-1 Organizational structure

# Procedure

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform** using the enterprise administrator account.
- **Step 2** In the navigation pane, choose **Enterprise Management** > **Users**.
- **Step 3** Download the department import template, fill the organizational structure information in the template, and import departments in batches.

Departments 👌 🖄	Users U	ser Invitations				
Secondary developr Import	Add	emove Import Expo	ort			
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	yo	• Fill out the template as r	equired. Otherwise		tten.	195 412 901
	a yo			a file can be imported at once. The file size car		164 150 237
	yo	003	6			155 521 323
8	C Yo	002	ОК	Cancel		101 941 275
	,select Paste Opti If you do not fill	ons and choose Use Destin out, you can only create	a sub-departm	ment under the department (referen vel department code does not suppo		

### **NOTE**

- Read the precautions in the template and fill out the template as required.
- Refresh the page after the file is imported successfully.
- **Step 4** After importing departments, click **Task Center** in the upper right corner of the page and click **View All Tasks** to view the import result.

On the **Departments** tab, click  $\checkmark$  in the **Operation** column of the row containing the task to download and view the import result. You can also click  $\Box$  to delete the task record.

tividual	Enterprise Management /	Users							
Meetings ~	Users You can a	Task Center					5		
My Recordings	Departments	C Users Hard	ferminals Department	s Smart TVs Enterp	vise's External Contacts	ndividual's External Contac	ts Meetings Mee ,		
External Contacts	C Secondary devel			)	2021/0	4/22 🗂 ·	2021/05/22		
Meeting Settings		Task Creation Time	Operation Type	Operated By	Successes / All	Status	Operation	a	
My Profile		2021/05/22 14:59:05	Export	ye001	1/1	Finished	۵ 🕹	Status	Operation
trinistrator		2021/05/22 14:58:51	Import	yc001	0/2	Finished	子 🗉	Normal	CAO
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Overview								Normal	CAD
Users								Normal	E A O
Enterprise's External Cont								• Normai	640
Cloud Meeting Rooms								<ul> <li>Normal</li> </ul>	C A O
Registration Details								Normal	ß
Hardware ~								Normal	CAO
Meetings v Advanced Settings v				_	Close				

----End

# 3.5 Adding Users

### Scenario

The enterprise administrator adds users to the enterprise or corresponding departments based on the organizational structure of enterprise A.

### Procedure

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform** using the enterprise administrator account.
- **Step 2** In the navigation pane, choose **Enterprise Management** > **Users**.
- **Step 3** Download the user import template, fill the user information in the template, and import users in batches.

Departments	<u>ک</u> ک	Users User Invitations Applications  Add Remove Import Export
		Import Users ×
		File
		You can download and fill out the template) and then upload it back to the system.
		Tips: • Fill out the template as required. Otherwise, the import will fail.
		No more than 5,000 user records in a file can be imported at once. The file size cannot exceed 2 MB.
		<b>5</b>
	3	OK Cancel
<ol> <li>The Account</li> <li>To add a use</li> <li>The VMR ID a</li> <li>The VMR ID,</li> </ol>	r, specify the user's m nd Status fields are in Nobile, and Email field	(*) are mandstory. Hen you solify an existing user. Leave it blank when you add users. bls manber or wail address. If both of them are set, only the mobile number is used, and the email address is invalid. are imralid when you modify existing users. the Department (Reference) check. The value 1 indicates the root department.

### **NOTE**

- Read the precautions in the template and fill out the template as required. If no password is set, the system generates a random password and sends it to the entered email address.
- Refresh the page after the file is imported successfully.
- **Step 4** After importing users, click **Task Center** in the upper right corner of the page and click **View All Tasks** to view the import result.

On the **Users** tab, click  $\checkmark$  in the **Operation** column of the row containing the task to download and view the result. You can also click  $\boxed{\Box}$  to delete the task record.

nterprise Management / Users						1	
SETS You can create or batch impor	t departments and users.						
partments 🧕 🕭	Users User Invitation	ns Applications					
- <b>D</b>	Add Remove	Import Export					
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	2	Video Conferencing Endpo	oints Third-Party Meetin	g Terminals Departments 2022/01		Terminal Information	۱. ۲
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	Users Group			2022/0	5/21 📋 -	2022/06/20	
	Users Group	Operation Type		2022/05 Successes / All	5/21 🖻 - Status	2022/06/20	8

# **3.6 Adding Administrators**

## Scenario

The enterprise administrator has all permissions. A standard administrator has the permissions other than purchasing packages and adding administrators.

Based on the organizational structure of enterprise A, the enterprise administrator configures administrators for different departments so that they can manage meeting resources in the departments.

### Procedure

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform** using the enterprise administrator account.
- **Step 2** In the navigation pane, choose **Enterprise Management** > **Administrators**.
- **Step 3** On the **Administrators** page, set other members in the enterprise to standard administrators.

Add Admin	istrator				×
Departme	nts			Q Name, acc	ount, or email address
Nam		Name	Department	Email Address	
1.11	0			li	
1	۲	) E		li -	
		k		ji	
				1	
					Total: 4 < 1 >

# **3.7 Allocating Cloud Meeting Rooms**

# 3.7.1 Allocating a Cloud Meeting Room to a User

# Scenario

Allocate a cloud meeting room to a user in the enterprise. Then the user can hold meetings in the cloud meeting room and control the meetings as the meeting administrator.

### Procedure

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform** using the enterprise administrator account or a standard administrator account.
- **Step 2** In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**.
- **Step 3** Click **Allocate** in the **Soft Client** column on the right of the cloud meeting room to be allocated.

Huawei Cloud Meeting Man	igement Platform					н	ost Meeting 🕴 💟 Task Cer	nter 🖉 Quick Links	iftitz English
Individual Individual Meetings		Meeting Rooms		cloud meeting rooms to users o	r hard terminals.			Al-	cloud meeting ID, owner or name
My Recordings     External Contacts									III Card View
External Contacts     Meeting Settings		Name		Cloud Meeting ID	Concurrent Parties	Expires	Hard Terminal	Soft Client	Operation
B My Profile			la	656	25 parties	2022/06/02 10:49:59	Allocate	Allocate	Disable
Administrator									
G Home									
8° Enterprise Management									
Users									
Enterprise's External Cont Cloud Meeting Rooms									
Registration Details									

**Step 4** In the displayed dialog box, select a user.

Departments	Select a user		Q Name
	Name	Department	Mobile Number Email Address
			Total: 7 < 1 > 10 / page >

**Step 5** Click **OK** to allocate the cloud meeting room to the user.

# 3.7.2 Allocating a Cloud Meeting Room to an IdeaHub S2

## Scenario

Allocate a cloud meeting room to an IdeaHub S2 in your enterprise. Then the IdeaHub S2 can be used to hold meetings in the cloud meeting room.

### Procedure

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform** using the enterprise administrator account or a standard administrator account.
- **Step 2** In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**.
- **Step 3** Click **Allocate** in the **Hard Terminal** column on the right of the cloud meeting room to be allocated.
- Step 4 In the displayed dialog box, select an IdeaHub S2, and click OK.

Enterprise Management / Cloud Meetin	ig Rooms			
Cloud Meeting Rooms	You can allocale subscribed cloud meeting rooms to users or hard terminals.		All× (	
Enable Disable	Allocation Meeting Room ×			III Card View
Name Name	Smart TV IdeaHub SmartRooms Hard Terminal Q Name, account, or email	d Terminal	Soft Client	Operation
	Departmente Departmente Totat 1 < 1 > 10/page v OK Cancel	cate	Alscate	Deatle

# 3.8 Configuring an IdeaHub S2

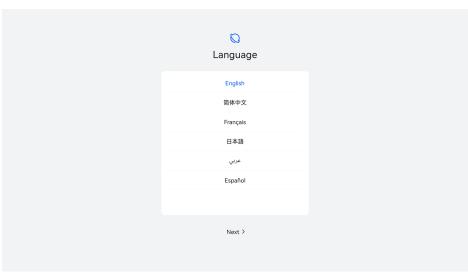
# 3.8.1 Configuring the Startup Wizard

# Scenario

When an IdeaHub S2 is started for the first time, the startup wizard page is displayed by default. Read the information in the startup wizard and perform initial configuration.

# Procedure

**Step 1** Select a language and touch **Next**.



**Step 2** Read the agreements and statements and touch **Agree**.

	≣	
	Agreements and S	tatements
By tapping Agree, you ac	knowledge that you have read an	d agree to the following content a
Huawei device ind	ware d User License Agreement carefully before u icates that you acknowledge and agree to th use any Huawei device or download this sof	e terms and conditions of this Agreement.
Learn More	2	
enterprise-custom	ate a basic service that allows you to update yc ized services. This service requires access to is during use. It will also collect and use the f	the network and may require the media
Learn More	e Grant Permission	
	< Back	Agree >

**Step 3** Select a region and touch **Next**.

China Christmas Cocos Colombia Common	Christmas Cocos Colombia	Christmas Cocos Colombia Common
Cocos Colombia	Cocos Colombia Common	Cocos Colombia Common CommonWealth Dominica
Colombia	Colombia Common	Colombia Common CommonWealth Dominica
	Common	Common CommonWealth Dominica
	CommonWealth Dominica	

**Step 4** Select a time zone and touch **Next**.

Step 5 Configure a wired or Wi-Fi network, save the settings, and touch Next.

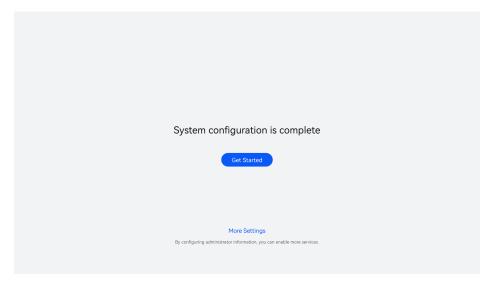
IPv4 Auto Detect	
IP Address	
Subnet Mask	
Gateway Address	e
< Back	Next >

**Step 6** Enable enhanced services as required and touch **Next**.

	00
	Enhanced Services
	By tapping Next, you understand and agree to the following selected services
2	Sel
	Join User Experience We already index you to join the User Experience Improvement Program. By joining this program. You appres to the Stammark About User Experience Improvement Program. To held us Improve product stability and usability, the Program requires you to allow related storage permissions and device identifiers when your divoic is connected to the Internet. It collects and uses personal data, including your location, network, device, and app information.
C	Enable Auto Update Provide automatic system software updates to deliver the latest functions, security updates, and improvements. You will receive a notification before update installation. To disable this function, choose Settings > System & Update, and tap the settings icon in the upper part of the screen to disable.
	< Back Next >

**Step 7** If the message "System configuration is complete" is displayed, the startup wizard is complete. Touch **Get Started** to exit the startup wizard.

You can also touch More Settings to configure administrator information.



# 3.8.2 QR Code Activation

# Scenario

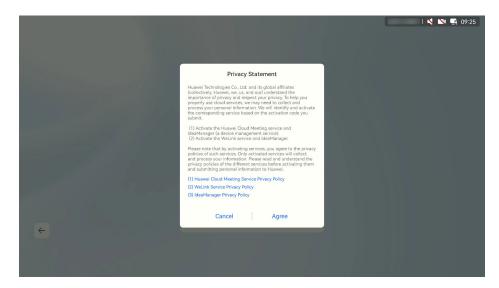
After the initial configuration of the startup wizard is complete, access the Meeting app from the IdeaHub S2 home screen and scan the QR code to activate the meeting service.

# Procedure

**Step 1** Touch the Meeting icon on the IdeaHub S2 home screen to access the Meeting app.

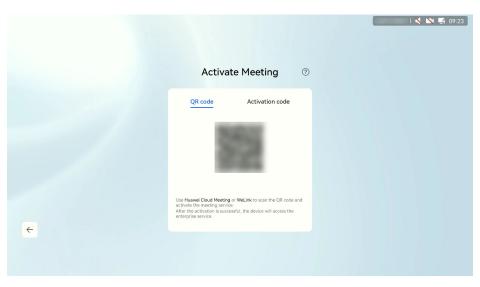


**Step 2** Read the privacy statement and touch **Agree**.



**Step 3** Log in to the Huawei Cloud Meeting mobile app and touch the QR code scanning icon in the upper right corner of the home screen.

Scan the QR code on the IdeaHub S2 and complete the activation as prompted.



----End

# 3.8.3 Activation Code Activation

# Scenario

After the initial configuration of the startup wizard is complete, access the Meeting app from the IdeaHub S2 home screen and enter an activation code to activate the meeting service.

# Procedure

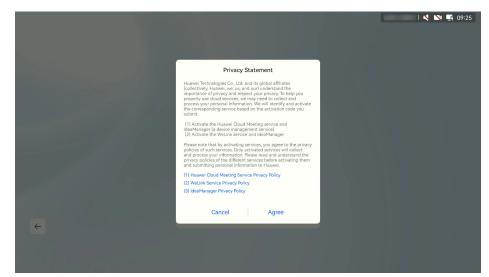
**Step 1** Obtain an activation code from the enterprise administrator.

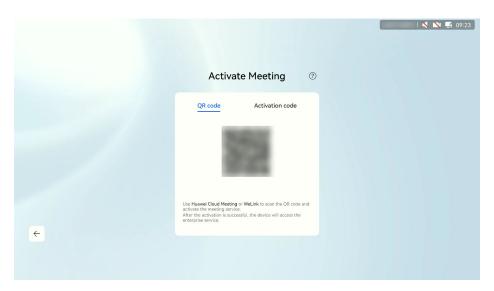
The enterprise administrator can log in to the Huawei Cloud Meeting Management Platform and add an activation code. For details, see Adding a Commercial Activation Code.

**Step 2** Touch the Meeting icon on the IdeaHub S2 home screen to access the Meeting app.



**Step 3** Read the privacy statement and touch **Agree**.





**Step 4** Select **Activation code**, enter the 12-digit activation code, and touch **Activate**.

Activate Meeting	QR code         Activation code           1         2         3         4         5         (2)           6         7         8         9         0         (2)				
1 2 3 4 5 6 7 8 9 0	1       2       3       4       5         6       7       8       9       0       C	Activa	ate Mee	ting	(
1 2 3 4 5 6 7 8 9 0	1     2     3     4     5       6     7     8     9     0   By tapping Activate, you acknowledge that you have read and agree to the Privacy Statement. After the activation is successful, the device will access the enterprire service.				_
	By tapping Activate, you acknowledge that you have read and agree to the <b>Privacy Statement</b> . After the activation is successful, the device will access the enterprise service.	1 2	3 4	5	
	Activate				ad n is

# 3.9 Configuring the Desktop Client/Mobile App

# 3.9.1 Desktop Client

# Scenario

After the administrator adds an enterprise user, the user can download the Huawei Cloud Meeting desktop client and log in to it.

• OS requirements

Туре	Minimal Requirements	Recommended Configuration
Windows client	Windows 7 or later (32-bit or 64-bit)	Windows 10 or later (32-bit or 64-bit)
macOS client	macOS 10.12 or later	macOS 10.15 or later

### • Hardware requirements

Туре	Minimal Requirements	Recommended Configuration
Windows client	CPU: i5 dual-core Memory: 4 GB Available disk space: 3 GB	CPU: Intel i7 quad-core or above Memory: 8 GB or above Available disk space: 8 GB or above
macOS client	CPU: quad-core Memory: 4 GB Available disk space: 3 GB	CPU: quad-core Memory: 4 GB Available disk space: 8 GB or above

# 

Devices that meet minimal requirements can display video of up to 360p due to CPU performance restrictions.

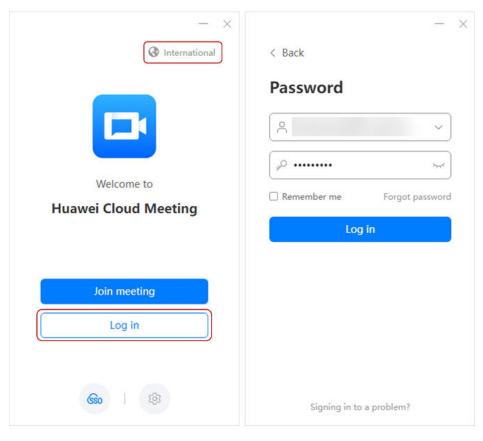
# Procedure

**Step 1 Download** the Huawei Cloud Meeting desktop client and install it as prompted.

### **NOTE**

Download the client from the official website. If you obtain a client installation file from an unofficial channel, check the software validity.

- To verify the Windows software, perform the following steps:
  - 1. Right-click the .exe installation file.
  - 2. Choose Properties.
  - 3. On the top menu bar, click the **Digital Signatures** tab.
  - 4. In the signature list, check whether the signer name is **Huawei Technologies** *xxxx*. If not, do not use this software package to install the client.
- macOS verifies the software during the installation. If a message prompt indicates that the software is invalid, do not continue the installation.
- **Step 2** Obtain the user account and password from the email and log in to the desktop client.





# 3.9.2 Mobile App

## Scenario

After the administrator adds an enterprise user, the user can download the Huawei Cloud Meeting mobile app and log in to it.

• OS requirements

Туре	Minimal Requirements	Recommended Configuration
Android app	Android 6.0/ HarmonyOS 2.0	Android 10.0 or later/ HarmonyOS 2.0 or later
iOS app	iOS 11	iOS 14 or later

### • Hardware requirements

Туре	Minimal Requirements	Recommended Configuration
Android app	CPU: dual-core, 1.5 GHz Memory: 2 GB Available disk space: 800 MB	CPU: quad-core, 2 GHz or above Memory: 6 GB or above Available disk space: 1 GB
iOS app	CPU: - Memory: 1 GB Available disk space: 500 MB	CPU: - Memory: 3 GB Available disk space: 1 GB

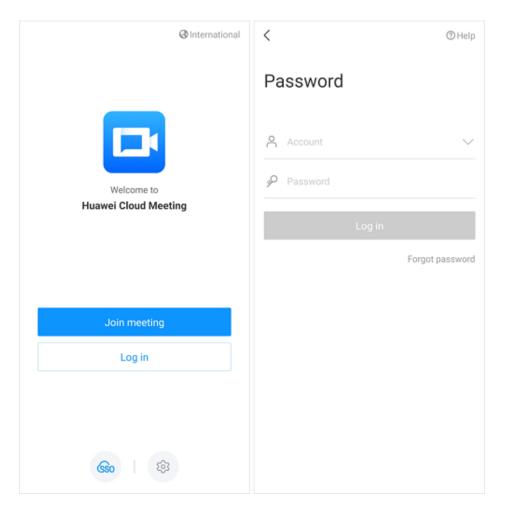
# Procedure

- **Step 1** Download and install the mobile app in any of the following ways:
  - Scan the QR code below.

# Android/iOS



- Download the app from the Huawei Cloud Meeting website.
- Search for and download Huawei Cloud Meeting on AppGallery or App Store.
- **Step 2** Obtain the user account and password from the email and log in to the mobile app.



# **4** Using Meeting Functions

# 4.1 Online Meetings

# 4.1.1 Scheduling a Meeting

# Scenario

Schedule a recurring meeting series based on Table 4-1.

Basic Meeting Information	Description
Meeting type	Online meeting
Frequency	Once a week
Time	From xx:xx to xx:xx on every Friday
Participants	All 30 members of the project team
Meeting duration	1 hour

Table 4-1 Regular meetings of project team 1 of subsidiary A

# Procedure

- Step 1 Log in to the Huawei Cloud Meeting Management Platform.
- **Step 2** In the navigation pane, choose **Meetings** > **Create Meeting**.
- **Step 3** Set **Time** to **Recurring**, configure other parameters based on **Table 4-2**, and click **Create**.

Table 4-2 Key	parameters
---------------	------------

Parameter	Description
Meeting Topic	Regular meeting of project team 1 of subsidiary A
Recurring	<ul> <li>Weekly</li> <li>Every 1 week</li> <li>Friday</li> </ul>
Range of Occurrence	2022/xx/xx - 2022/xx/xx
Start Time	XX:XX
Meeting Duration	1 hour
Participants	Click <b>Add Participant</b> . In the corporate directory, find <b>Subsidiary A &gt; Project Team 1</b> , select all users in the department, and click <b>OK</b> .
Meeting ID	Select <b>Personal</b> and configure the guest password.
Meeting Notification	Select Email and Calendar email.
Advance Notification Days	If you select <b>1</b> , a notification will be sent one day before each meeting starts.
Advanced Parameters	<ul> <li>Conference Settings: Select Allow guests to join meeting ahead of the host.</li> <li>Live/Recording Settings: Select Automatically start recording after joining meeting.</li> </ul>

Huawei Cloud Meeting Ma	nagement Platform		Host Meeting   🕑 Task Center   🅜 Quick Links   태양 English	
Individual	Meetings / Create Meeting			
Meetings	Create Meeting			
My Meetings				
Create Meeting	Meeting Topic	Meeting		
Meeting History	Meeting Type	O Video O Veice		
Meeting Templates	* Time	Now Specific time Recurring		
My Recordings		Every week Until 2022/12/23 Total meetings: 7.		
External Contacts		🔿 Daily 🔹 Weakly 🔿 Menthly		
C3 Meeting Settings				
A My Profile		Every 1 V Week		
Administrator		Sun Mon Tues Wed Thur Fri Set		
G Home	Range of Occurrence	2022/11/11 🛱 - 2022/12/23 🛱 🕲		
B: Enterprise Management ~	Start Time	12:00		
A Meeting Room Devices ~				
⊕ Meetings ~	Time Zone	(GMT+08.00) Beijing, Chongqing, Hong Ko 🗸		
🗄 Advanced Settings 🛛 👻	Meeting Duration	2 hours v - 00 minutes v		
	Description	You can add the agenda, meeting place, and precautions.		
	Destate and AD	<ul> <li>Add Participant</li> </ul>		

# 4.1.2 Joining a Meeting

# Scenario

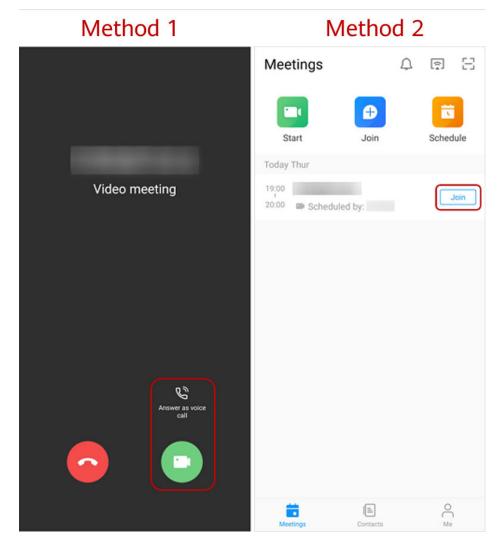
Join a meeting using the desktop client/mobile app when the meeting starts.

# Procedure

- Desktop client
  - Click **Join** in the meeting schedule on the home screen of the desktop client to join a meeting.
  - When a meeting starts, answer the incoming call to join the meeting.

L	Q. Contact or mobile number	😨 Share screen – 🗆 🗙
Meetings		11:37         Apr 29           Fri         Fri           Today, Apr 29, 2022         Meeting history >
eMeetings	Start meeting Join meeting	's cloud meeting       Time: 12:00 - 13:00       Scheduled by:
0		Method 2 invites you to video meeting.

- Mobile app
  - When a meeting starts, answer the incoming call to join the meeting.
  - Touch **Join** in the meeting list on the home screen of the mobile app to join a meeting.



### D NOTE

- You can receive a meeting call only when you start the Huawei Cloud Meeting client.
- After enabling **Auto answer**, you will automatically join a meeting when receiving a meeting call. The configuration path is as follows:
  - Desktop client: **Settings** icon in the lower left corner of the home screen > **General** > **Calling** > **Answer mode** > **Auto answer**.
  - Mobile app: Me > Settings > Meeting settings > Auto answer.

# 4.1.3 Inviting Users During a Meeting

### Scenario

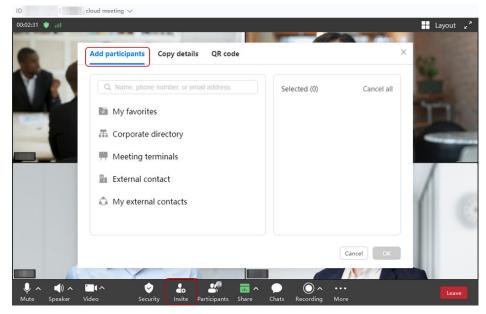
During a meeting, invite other users to the meeting.

### Procedure

• Desktop client

Click **Invite** in the navigation bar at the bottom of the meeting screen. The screen for inviting participants is displayed.

The host can invite participants by using the corporate directory and sharing meeting information or QR code. Windows client users can invite others by sharing meeting information or QR code.



• Mobile app

Touch **Participants** in the navigation bar at the bottom of the meeting screen. The screen for inviting participants is displayed.

Touch the icon in the upper right corner to invite others through email, QR code, or meeting link.

The host can also touch the icon in the upper right corner, touch **Contacts**, and invite contacts in the corporate directory.

	9:41 AM	\$ 100%	< Participants (		< Participants ( )	ß
≫~ ◀0	<ul> <li>≪4 (D. 123 456 769</li> </ul>	Leave	Q Search		Q Search	
_	(19)A		No speakers		No speakers	
	000		Me	\$ D	Me Me	\$ 04
					WeChat Email QR o	
	N II.		Raise hand	Apply to be host	Can	cel

- Meeting control assistant
  - a. On the desktop client, choose **More** > **Meeting control assistant** from the navigation bar at the bottom of the meeting screen to access the

meeting control assistant page as the host. Alternatively, log in to Huawei Cloud Meeting Management Platform, choose **Meetings** > **My Meetings** in the navigation pane, and click **Meeting Control**.

Huawei Cloud Meeting Me	anagement Platform	Hast Meeting Task Cent	Hart Meeting					
Individual American A	Meetings / My Meetings My Meetings		All v Q. Mosting topic, meeting ID, or schoduler					
My Meetings	Meeting (Scheduled meeting initiated by me)	43. The meeting start time has anived. You can start the meeting.	🕤 Cancel 🛛 Share					
Create Meeting Meeting History Meeting Templates	Time Cive Meding () Meding Parawal Meding Parawal Meding Parawal Meding Parawal Paradaparts (1) Shave Mare		Join Meeting Meeting Control					
Section 2018 Se								

b. On the meeting control assistant page, click **Add Participant** to invite others through the corporate directory or by entering their phone numbers.

Aeeting Control Status ## Automatic continuous presence R A	Add Participant	Select this che to invite use	rs by					;	×	
Add Participant C:	Corp Contacts Hard Termin	departme	nt.	Q. Enter a name.		Selected		Clear List	sing	es Meeting Settings
	Department	🛃 🗸 Name	Department	Join-Meeting Method		Name	Join-Meeting	Metho		
Participants	-D 2	<b>.</b>		Soft client			Client	8		
All (1) Absent (1)				Soft client	~		Client	8	e: All	
Name ¢	-0.3			Soft client	arrow to		method	8	als	
						ing the n	-	8		
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				Soft client			Client	8		
			Total December 40	< 1 2 3 > Go			Client	8		
	Other Participant Name		SIP or phone numt		Add	A	Client	< 1 >		

### **NOTE**

The host can lock a meeting. Participants cannot proactively join the locked meeting. They can only be invited to the meeting by the host. The configuration path is as follows:

- Desktop client: Click **Security** in the navigation bar at the bottom of the meeting screen and select **Lock meeting**.
- Mobile app: Touch **More** > **Meeting settings** in the navigation bar at the bottom of the meeting screen and enable **Lock meeting**.
- Meeting control assistant: Click 🛄 to lock the meeting.

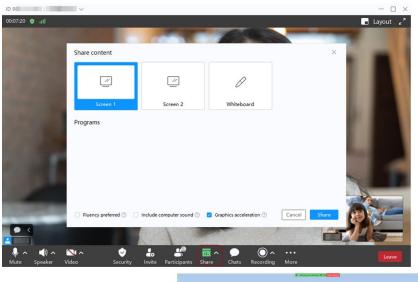
# 4.1.4 Sharing Content

### Scenario

Share screen content for annotation and discussion in a meeting.

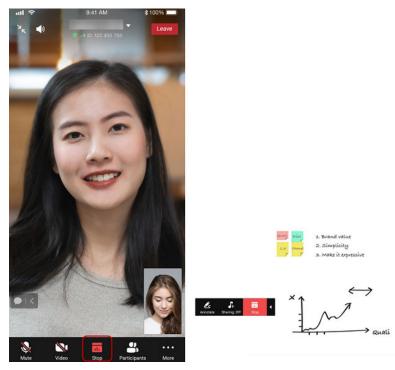
### Procedure

- Desktop client
  - a. Click **Share** in the navigation bar at the bottom of the meeting screen.
  - b. On the **Select content** screen, select the desktop, whiteboard, or program to be shared, and click **Share**.
  - c. After the sharing starts, click **Annotate** on the control bar. Other participants can view and annotate the shared content.





- Mobile app
  - a. Touch **Share** in the navigation bar at the bottom of the meeting screen to enable screen sharing.
  - b. On the sharing screen, touch **Annotate**. Other participants can view and annotate the shared content.



### 

The host can lock sharing. After sharing is locked, only the host can initiate sharing. The configuration path is as follows:

- Desktop client: Click **Security** in the navigation bar at the bottom of the meeting screen and deselect **Share screen**.
- Mobile app: Touch **More** > **Meeting settings** in the navigation bar at the bottom of the meeting screen and disable **Sharing**.
- Meeting control assistant: Click **Meeting Settings** and deselect **Allow sharing** next to **Sharing**.

# 4.1.5 Recording a Meeting

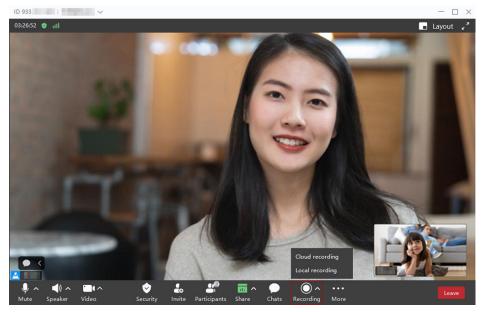
### Scenario

In a meeting, the host enables cloud recording, or the host or guests enable local recording to retain meeting records.

# **Cloud Recording**

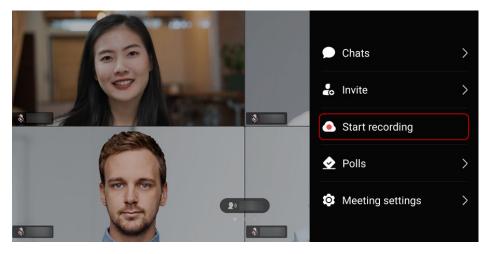
• Desktop client

Choose **Recording** > **Cloud recording** in the navigation bar at the bottom of the meeting screen to start meeting recording.



Mobile app

Choose **More** in the navigation bar at the bottom of the meeting screen and touch **Start recording** to start meeting recording.



#### D NOTE

- You can start or pause recording during the meeting as the host.
- After the meeting ends, download the meeting video in MP4 format on the **My Recordings** page of the **Huawei Cloud Meeting Management Platform**.
- After the download is complete, double-click the **play.bat** file in the **player** folder to play the video or obtain the video source files in the **player\offlineweb\assets\video** directory.
  - If you download the HD video, the shared content and HD video source files are stored in two folders.
  - If you download the SD video, the shared content and HD video source files are stored in one folder.
- Audio, video, and shared content can be recorded.
- The recorded content depends on the continuous presence set by the host on the Management Platform, but not the feed viewed by a participant on the desktop client or mobile app.
  - If the host has set continuous presence, the recorded content is the same as the set continuous presence.
  - If the host has not set continuous presence, the recorded content will be either of the following:
    - Continuous presence automatically set by the system if the enterprise administrator has enabled **Automatic continuous presence of equal-sized** screens in AVC meetings under Meetings > Meeting Settings
    - A random feed set by the system if the enterprise administrator has not enabled Automatic continuous presence of equal-sized screens in AVC meetings under Meetings > Meeting Settings

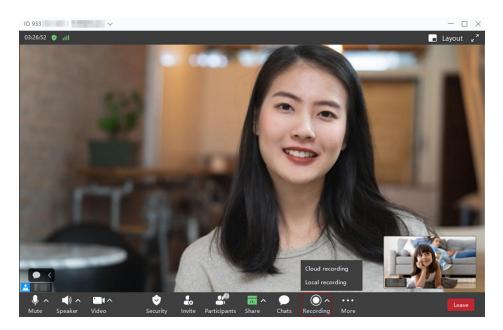
#### Local Recording

Host

In the navigation bar at the bottom of the meeting screen, choose **Recording** > **Local recording** to start local recording.

Guest

Click **Recording** in the navigation bar at the bottom of the meeting screen to start local recording.



- Currently, you can start local recording only on the desktop client.
- As the host, you can click the triangle icon on the right of the **Recording** button and set **Local recording available to** to **Host only**, **All participants**, or **Specific participants only**.
- Before creating a meeting, configure the path for saving recordings. Click the settings icon in the lower left corner of the desktop client home screen and choose **Recording** on the left. On the **Local recording** screen, click the edit icon next to the default path under **Local save location**, select a local path for saving recordings, and click **OK**.
- When the meeting ends, the recording is stored in the preset path.
- Audio, video, and shared content can be recorded.
- Local recording supports 1080p.

## 4.1.6 Leaving a Meeting

#### Scenario

Leave a meeting when it ends.

#### Procedure

- Desktop client
  - Host: Click Leave in the lower right corner of the meeting screen and choose End for all to end the meeting. All participants will leave the meeting.
  - Guest: Click **Leave** in the lower right corner of the meeting screen and click **OK** to leave the meeting.



- Mobile app
  - Host: Touch Leave in the upper right corner of the meeting screen and choose End for all to end the meeting. All participants will leave the meeting.
  - Guest: Touch **Leave** in the upper right corner of the meeting screen and click **OK** to leave the meeting.

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6/1		A
11 Alexandre	100	
Sec.		
- Barris		di Anita
	11.8 14	
L	eave or end meeting?	-
	Assign host & leave	
	Leave	
	End for all	
	Cancel	

The host can also choose to directly leave the meeting or assign a new host before leaving the meeting.

- Leave: The host leaves the meeting. The meeting still goes on.
- **Assign host & leave**: The host transfers the host role to a participant and leaves the meeting. The meeting still goes on.

# 4.2 Meeting Room and Online Meeting

# 4.2.1 Scheduling a Meeting

#### Scenario

Schedule a recurring meeting series based on Table 4-3.

Table 4-3 Cross-region business seminar
---

Basic Meeting Information	Description	
Meeting type	Meeting room + online meeting	

Basic Meeting Information	Description
Frequency	Irregularly
Time	2022/xx/xx xx:xx
Participants	All 30 members of project team 1 in subsidiary A and eight members of project team 1 in subsidiary B
Participation	All members of project team 1 in subsidiary A use the desktop client/ mobile app. Members of project team 1 in subsidiary B use an IdeaHub S2 in a meeting room.
Meeting duration	1 hour

#### Procedure

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform**.
- **Step 2** In the navigation pane, choose **Meetings** > **Create Meeting**.
- **Step 3** Set **Time** to **Specific time**, configure other parameters based on **Table 4-4**, and click **Create**.

Parameter	Description	
Meeting Topic	Cross-region business seminar	
Specific time	2022/xx/xx xx:xx	
Meeting Duration	1 hour	
Participants	<ul> <li>Click Add Participant.</li> <li>In the corporate directory, find Subsidiary A &gt; Project Team 1 and select all users in the department.</li> <li>On the Hard Terminals tab, find the IdeaHub S2 of project team 1 in subsidiary B and select it.</li> <li>Click OK.</li> </ul>	
Meeting ID	Select <b>Random</b> and configure the guest password.	
Meeting Notification	Select Email and Calendar email.	

Table 4-4	Kev	parameters
-----------	-----	------------

Parameter	Description
Advanced Parameters	• Conference Settings: Select Allow guests to join meeting ahead of the host.
	<ul> <li>Live/Recording Settings: Select Automatically start recording after joining meeting.</li> </ul>

#### ----End

Huawei Cloud Meeting Mar	nagement Platform	Hert Heering   🔄 Dan Center   🖉 Dans Lints   472 (English   🗘
Individual	Meetings / Create Meeting	
Meetings	Create Meeting	
My Meetings		
Create Meeting	<ul> <li>Meeting Topic</li> </ul>	Meeting
Meeting History	Meeting Type	O Video 🔿 Voice
Meeting Templates	* Time	New Specific time Recurring
My Recordings		2022/11/11 💾 18:30 🛇
External Contacts		
3 Meeting Settings	Time Zone	(GMT+08:00) Beijing. Changqing, Hong Ko v
5. My Profile	Meeting Duration	1 hour v - 00 minutes v
Administrator	Description	You can add the agenda, meeting placa, and precautions.
0 Home		
Enterprise Management ~	Participants (1)	Add Participant
B Meeting Room Devices ~		© The second sec
D Meetings ~	Open To	Everyone V
Advanced Settings ~	Meeting Resource	Craine A
	Meeting ID	Rendom

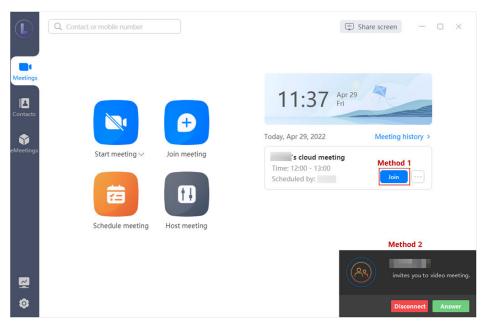
# 4.2.2 Joining a Meeting

#### Scenario

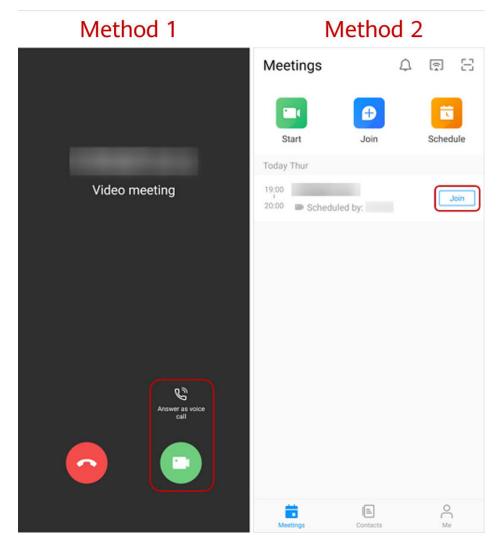
When a meeting starts, join it from the desktop client, the mobile app, or an IdeaHub S2.

#### Joining a Meeting from the Desktop Client/Mobile App

- Desktop client
  - Click **Join** in the meeting schedule on the home screen of the desktop client to join a meeting.
  - When a meeting starts, answer the incoming call to join the meeting.



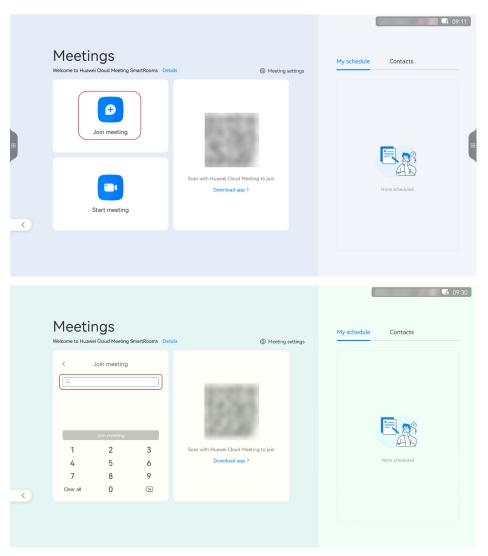
- Mobile app
  - When a meeting starts, answer the incoming call to join the meeting.
  - Touch **Join** in the meeting list on the home screen of the mobile app to join a meeting.



- You can receive a meeting call only when you start the Huawei Cloud Meeting client.
- After enabling **Auto answer**, you will automatically join a meeting when receiving a meeting call. The configuration path is as follows:
  - Desktop client: Settings icon in the lower left corner of the home screen > General
     > Calling > Answer mode > Auto answer.
  - Mobile app: Me > Settings > Meeting settings > Auto answer.

#### Joining a Meeting from an IdeaHub S2

- Using the meeting ID
  - a. On the IdeaHub S2 home screen, touch **Meeting** to access the Meeting home screen.
  - b. Touch **Join meeting** and enter a meeting ID to join the meeting immediately.



- Scanning a QR code
  - a. On the IdeaHub S2 home screen, touch **Meeting** to access the Meeting home screen.
  - b. Open the Huawei Cloud Meeting app on your phone, touch 🗁 in the upper right corner, and scan the QR code on the IdeaHub S2 to pair your phone with the IdeaHub.
  - c. Select a meeting from the meeting list on the app and touch **Join** to join the meeting using the IdeaHub S2.

Meetings Welcome to Huavei Cloud Meeting SmartRooms Det	alls ③ Meeting settings	My schedule Contacts	11
 Join meeting			
Start meeting	Scan with Huawei Cloud Meeting to join Download app >	None scheduled	

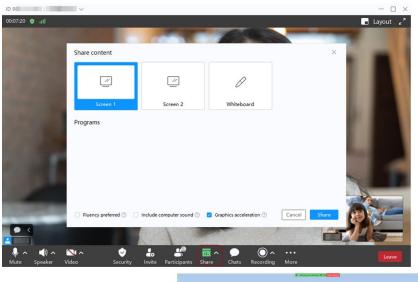
# 4.2.3 Sharing Content

#### Scenario

In a meeting, share content on the desktop client, the mobile app, or an IdeaHub S2 for annotation and discussion.

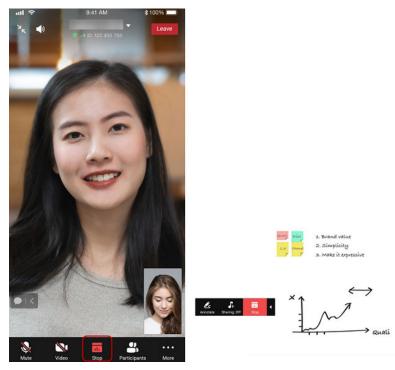
#### Sharing Content on the Desktop Client/Mobile App

- Desktop client
  - a. Click **Share** in the navigation bar at the bottom of the meeting screen.
  - b. On the **Select content** screen, select the desktop, whiteboard, or program to be shared, and click **Share**.
  - c. After the sharing starts, click **Annotate** on the control bar. Other participants can view and annotate the shared content.





- Mobile app
  - a. Touch **Share** in the navigation bar at the bottom of the meeting screen to enable screen sharing.
  - b. On the sharing screen, touch **Annotate**. Other participants can view and annotate the shared content.



#### 

The host can lock sharing. After sharing is locked, only the host can initiate sharing. The configuration path is as follows:

- Desktop client: Click **Security** in the navigation bar at the bottom of the meeting screen and deselect **Share screen**.
- Mobile app: Touch **More** > **Meeting settings** in the navigation bar at the bottom of the meeting screen and disable **Sharing**.
- Meeting control assistant: Click **Meeting Settings** and deselect **Allow sharing** next to **Sharing**.

#### Sharing Content on an IdeaHub S2

During a meeting, touch **Share**, select the content to be shared, and initiate sharing.

- Sharing a whiteboard: Touch **Share** next to **Whiteboard**. Other participants can annotate the whiteboard content.
- Projection: Use the Huawei Cloud Meeting client to cast the computer/phone screen to the IdeaHub with participants.
- Sharing a screen: Touch **Share screen** to share the IdeaHub screen in the meeting.



### 4.2.4 Leaving a Meeting

#### Scenario

When a meeting ends, leave it from the desktop client, the mobile app, or an IdeaHub S2.

#### Leaving a Meeting from the Desktop Client/Mobile App

- Desktop client
  - Host: Click Leave in the lower right corner of the meeting screen and choose End for all to end the meeting. All participants will leave the meeting.

- D
- Guest: Click **Leave** in the lower right corner of the meeting screen and click **OK** to leave the meeting.

- Mobile app
  - Host: Touch Leave in the upper right corner of the meeting screen and choose End for all to end the meeting. All participants will leave the meeting.
  - Guest: Touch **Leave** in the upper right corner of the meeting screen and click **OK** to leave the meeting.

Issue 04 (2024-04-24)

HIL ♥ 9:41 AM \$ 100% ► SK ♥ 0 H IC: 123 455 782	
Leave or end meeting?	
Assign host & leave	
Leave	
End for all	
Cancel	

The host can also choose to directly leave the meeting or assign a new host before leaving the meeting.

- Leave: The host leaves the meeting. The meeting still goes on.
- **Assign host & leave**: The host transfers the host role to a participant and leaves the meeting. The meeting still goes on.

#### Leaving a Meeting from an IdeaHub S2

Touch Leave in the meeting control bar on the IdeaHub S2.



# 4.3 Meeting Room and Meeting Room Online Meeting

# 4.3.1 Creating a Meeting

#### Scenario

Schedule a recurring meeting series based on Table 4-5.

Table	4-5	Business	training

Basic Meeting Information	Description
Meeting type	Meeting room + meeting room online meeting
Frequency	Irregularly
Time	2022/xx/xx xx:xx
Participants	40 members of project team 1 to 5 in subsidiary A and 24 members of project team 1 to 3 in subsidiary B
Participation	Members use IdeaHub S2 in meeting rooms to join meetings.
Meeting duration	1 hour

#### Procedure

**Step 1** Log in to the **Huawei Cloud Meeting Management Platform**.

**Step 2** In the navigation pane, choose **Meetings** > **Create Meeting**.

# **Step 3** Set **Time** to **Specific time**, configure other parameters based on **Table 4-6**, and click **Create**.

Parameter	Description
Meeting Topic	Business training
Specific time	2022/xx/xx xx:xx
Meeting Duration	1 hour
Participants	Click <b>Add Participant</b> . On the <b>Hard</b> <b>Terminals</b> tab, select IdeaHub S2 of project teams 1 to 5 in subsidiary A and project teams 1 to 3 in subsidiary B, and click <b>OK</b> .
Meeting ID	Select <b>Random</b> and configure the guest password.
Meeting Notification	Select Email and Calendar email.
Advanced Parameters	<ul> <li>Conference Settings: Select Allow guests to join meeting ahead of the host.</li> <li>Live/Recording Settings: Select Automatically start recording after joining meeting.</li> </ul>

Table 4-6 Key parameters

#### ----End

Huawei Cloud Meeting Na	nagement Platform	Hart Normy   🕑 Tan Comer   🕑 Gala Linis   42, English   🖒
Individual	Meetings / Create Meeting	
Meetings	Create Meeting	
My Meetings		
Create Meeting	Meeting Topic	Meeting
Meeting History	Meeting Type	O Video 🔷 Voice
Meeting Templates	* Time	Now Specific time Recurring
My Recordings		2022/11/11 🟥 18:30 💿
Sector External Contacts		
Ci Meeting Settings	Time Zone	(GMT+68:00) Beijing, Changqing, Hong Ka v
A My Profile	Meeting Duration	1 hour v - 00 minutes v
Administrator	Description	You can add the agenda, meeting place, and precoutions.
© Home		<u>⊿</u> 0200
8: Enterprise Management ~	Participants (1)	Add Participant
🕀 Meeting Room Devices 👻		
⊕ Meetings ~	Open To	Everyone v
Advanced Settings ~		
	Meeting Resource	v
	Meeting ID	Random

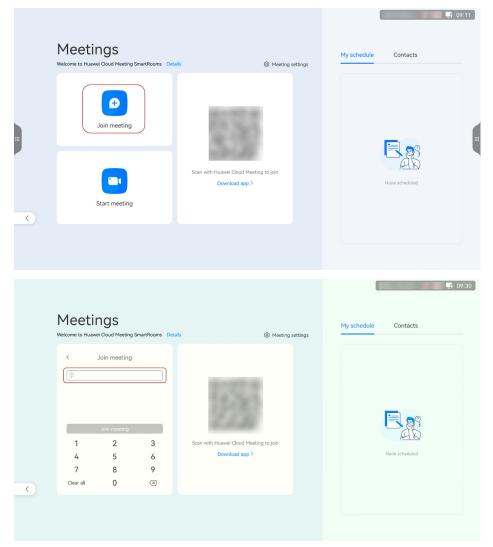
## 4.3.2 Joining a Meeting on an IdeaHub S2

#### Scenario

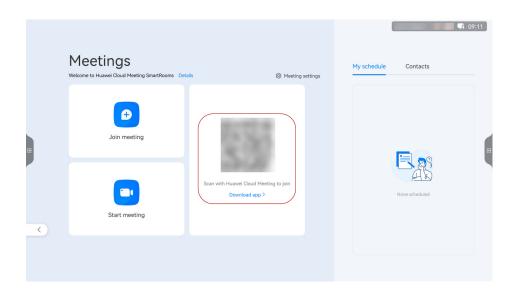
Use an IdeaHub S2 to join a meeting when it starts.

#### Procedure

- Using the meeting ID
  - a. On the IdeaHub S2 home screen, touch **Meeting** to access the Meeting home screen.
  - b. Touch **Join meeting** and enter a meeting ID to join the meeting immediately.



- Scanning a QR code
  - a. On the IdeaHub S2 home screen, touch **Meeting** to access the Meeting home screen.
  - b. Open the Huawei Cloud Meeting app on your phone, touch 🗔 in the upper right corner, and scan the QR code on the IdeaHub S2 to pair your phone with the IdeaHub.
  - c. Select a meeting from the meeting list on the app and touch **Join** to join the meeting using the IdeaHub S2.



## 4.3.3 Sharing Content on an IdeaHub S2

#### Scenario

Share screen content on an IdeaHub S2 for annotation and discussion in a meeting.

#### Procedure

During a meeting, touch **Share**, select the content to be shared, and initiate sharing.

- Sharing a whiteboard: Touch **Share** next to **Whiteboard**. Other participants can annotate the whiteboard content.
- Projection: Use the Huawei Cloud Meeting client to cast the computer/phone screen to the IdeaHub with participants.
- Sharing a screen: Touch **Share screen** to share the IdeaHub screen in the meeting.



# 4.3.4 Leaving a Meeting on an IdeaHub S2

#### Scenario

Use an IdeaHub S2 to leave a meeting when it ends.

#### Procedure

Touch **Leave** in the meeting control bar on the IdeaHub S2.



# A Change History

Released On	Description
2023-08-30	This issue is the second official release. Modified the <b>purchase procedure</b> .
2022-11-15	This issue is the first official release.