Huawei Cloud Meeting

Best Practices

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HUAWEI TECHNOLOGIES CO., LTD.

Contents

1 Solution Overview

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.

Scenarios

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 3,000 employees. **Table 1-1** lists its main meeting types.

Table 1-1 Main meeting types of enterprise A

Meeting Type	Description
Online meeting	- Business communication between employees and between employees and customers - Participants in a meeting: 2 to 500 - Single user access to meetings, anytime and anywhere
Meeting room + online meeting	- Business communication between employees in meeting rooms/office areas of different project teams and between employees and business partners - Participants in a meeting: 2 to 500 - Meeting room and single user access to meetings

Meeting Type	Description
Meeting room + meeting room online meeting	- Business communication in different regions, meeting rooms, and office areas - Participants in a meeting: 2 to 500 - Meeting room access to meetings
Meeting room meeting	- Group discussions - Participants in a meeting: 2 to 15 - Offline use of meeting devices

Table 1-2 lists meeting scenarios in enterprise A.

Table 1-2 Meeting usage

Scenario	Scope	Device Type	Meeting Type
Regular department meetings, customer communication, and online interviews	- All employees in the enterprise can join meetings. - External personnel can join meetings.	Desktop client/ Mobile app	Online meeting
Cross-enterprise and cross-region business communication	- All employees in the enterprise can join meetings. - Devices in meeting rooms or office area can join meetings.	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

Solution Architecture

Table 1-3 lists the meeting function requirements of this enterprise and solutions provided by Huawei Cloud Meeting.

Table 1-3 Meeting function requirements and solutions

Requirement	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 management	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

Constraints

For details about the client requirements, see **Configuring the Desktop Client** and **Configuring the Mobile App**.

2 Resource Planning

Meeting Resource Planning

Table 2-1 describes the meeting resource plan for enterprise A based on the service scenario analysis.

Table 2-1 Meeting resource planning

Meeting Resource	Quantity	Specifications/Billing Mode
Cloud meeting room	3,000	Yearly/Monthly
IdeaHub access account	1,000	Yearly/Monthly
Recording storage space	50	• 100 GB • Yearly/Monthly

Role Planning

Table 2-2 Role planning

Role	Quantity	Description
Enterprise administrator	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 administrator	105	Has administrator permissions to manage meeting resources and users in the corresponding department.
Enterprise user	3,000	Uses meeting resources and functions of the corresponding department.

3 Operation Process

The process for an enterprise to manage and use Huawei Cloud Meeting is as follows:

1. **Enterprise administrators purchase meeting resources**.
2. **Enterprise administrators configure the enterprise architecture**.
3. **Enterprise administrators allocate meeting resources**.
4. **Enterprise users configure meeting room devices and clients**.
5. Enterprise users use meeting functions.
   - **Join meetings only on clients**.
   - **Join meetings in meeting rooms and on clients**.
   - **Join meetings only in meeting rooms**.

4 Purchasing Meeting Resources

4.1 Registering a HUAWEI ID and Enabling Huawei Cloud Services

Scenario

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

Procedure

Step 1 Visit the **Huawei Cloud official website**.

Step 2 Click **Sign Up** in the upper right corner and complete the registration as prompted.

Step 3 After registration, wait for the system to redirect you to your personal information page.

Step 4 Complete enterprise real-name authentication by referring to **Enterprise Real-Name Authentication**.

----End

4.2 Purchasing Resources

Purchase Description

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

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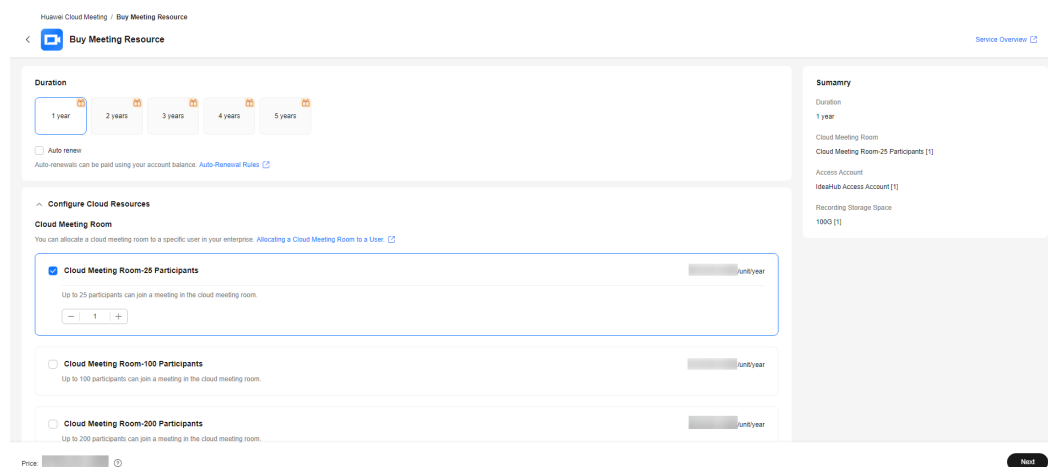
Purchase Scenario

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**.

Figure 4-1 Selecting meeting resources

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

5 Configuring the Enterprise Architecture

5.1 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.
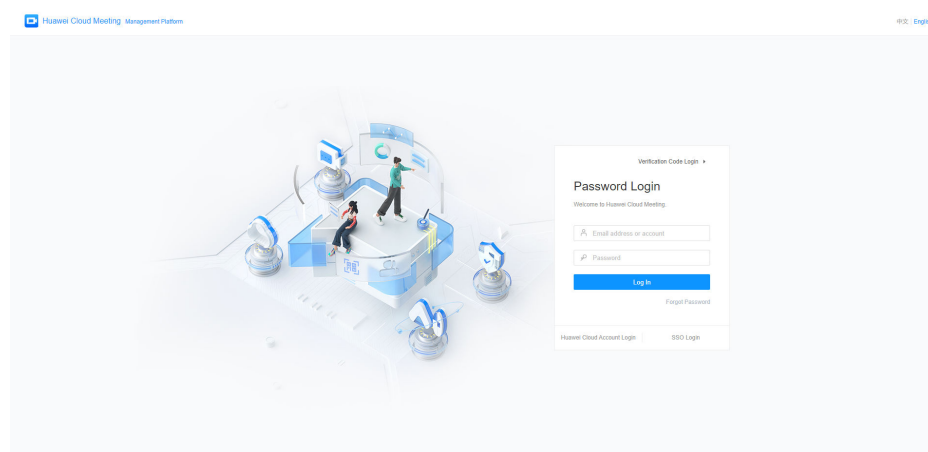
5.2 Adding Departments

Scenario

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

**Table 5-1** describes the organizational structure.

Table 5-1 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

Procedure

Step 1 Log in to **Huawei Cloud Meeting Management Platform** using the enterprise administrator account.

Step 2 In the navigation pane, choose **Enterprise Management** > **Users** and click **Import** next to **Departments** on the left.

Figure 5-1 Clicking Import
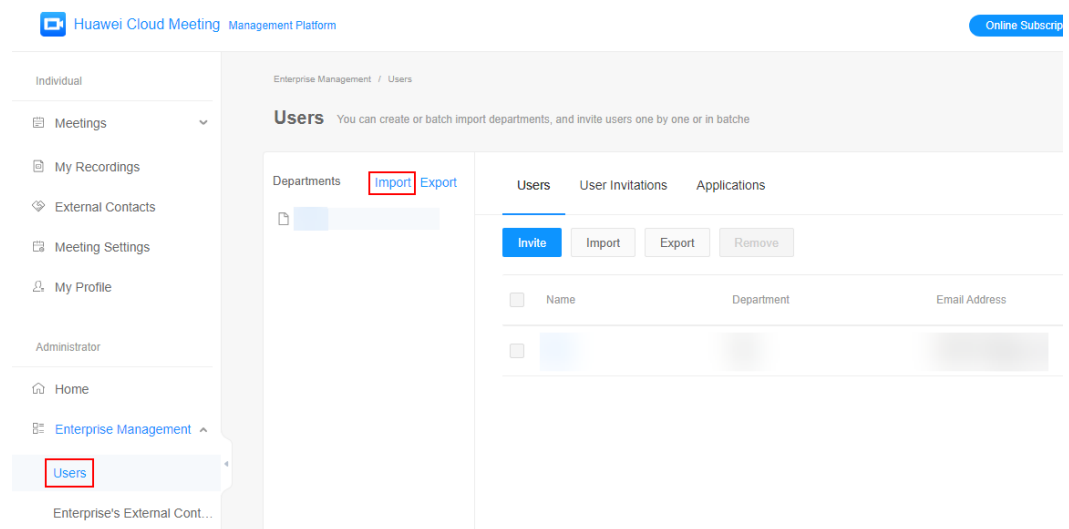
Step 3 In the **Batch Import Departments** dialog box, click **Download Template** to download it.

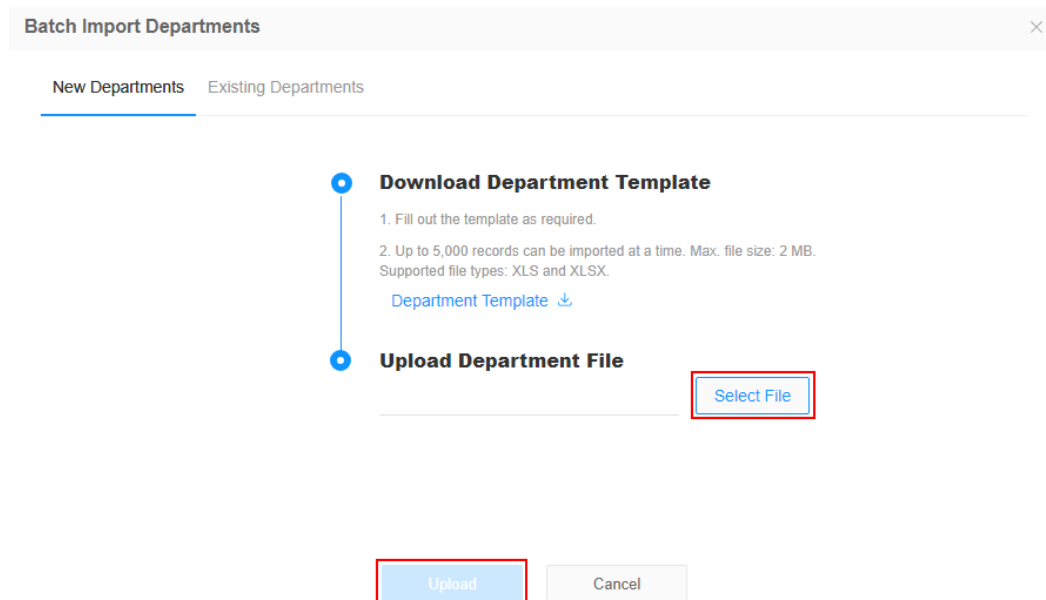**Figure 5-2** Downloading the department template
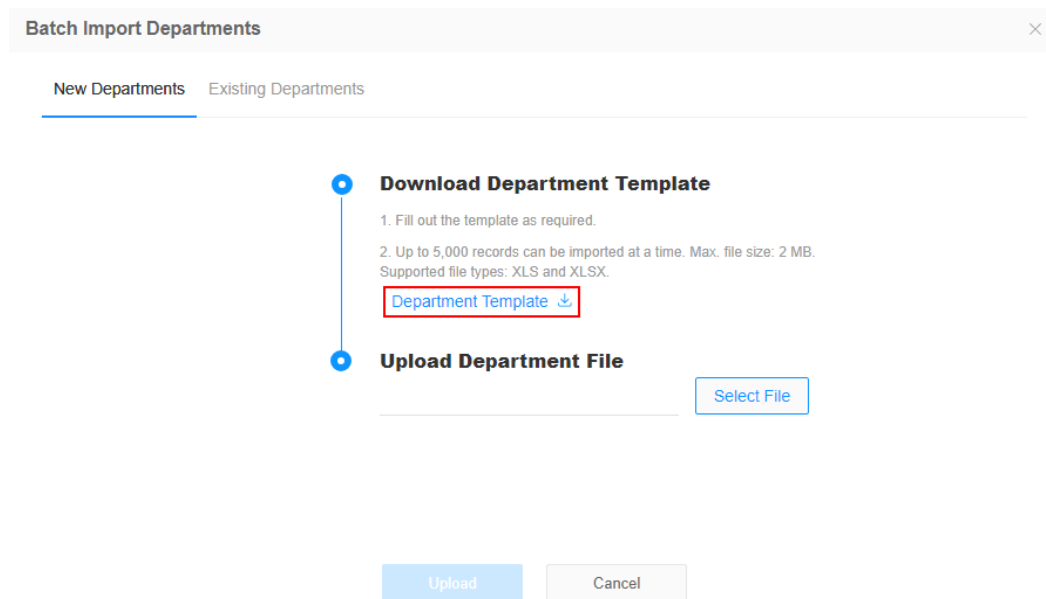
Step 4 Carefully read the precautions in the department template and fill in the department information in the template.

Step 5 Click **Select File**, select the modified department file, and click **Upload** to import the file.

Refresh the page after the file is imported.

Figure 5-3 Uploading the department file

Step 6 (Optional) After importing departments, click ☑ **Task Center** in the upper right corner of the page and click **View All Tasks** to view the import result.
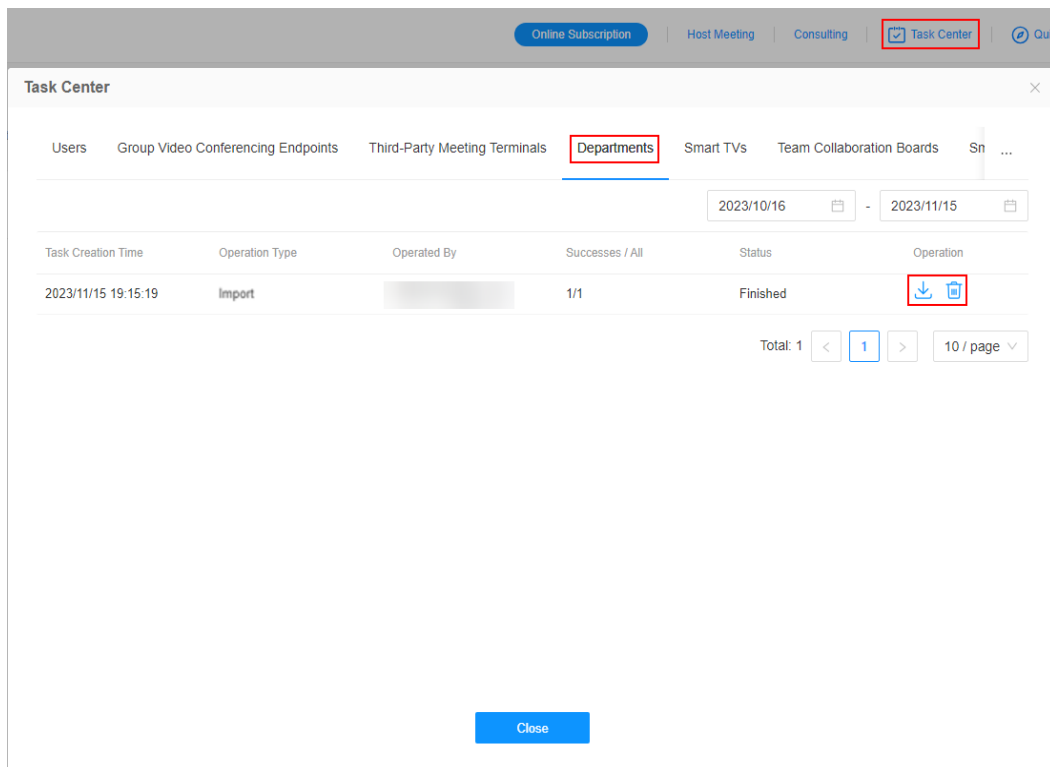
On the **Departments** tab, click ⬇ in the **Operation** column of the row containing the task to download and view the import result. You can also click 🗑 to delete the task record.

Figure 5-4 Managing task records

----**End**

5.3 Adding Users

Scenario

An enterprise administrator adds users to the enterprise A or specific departments based on the organizational structure.

Procedure

Step 1 Log in to **Huawei Cloud Meeting Management Platform** using the enterprise administrator account.

Step 2 In the navigation pane, choose **Enterprise Management** > **Users** and click **Import** under the **Users** tab.

Step 3 In the **Batch Import Users** dialog box, click **User Template** and fill in the template.

**Figure 5-5** Downloading the user template
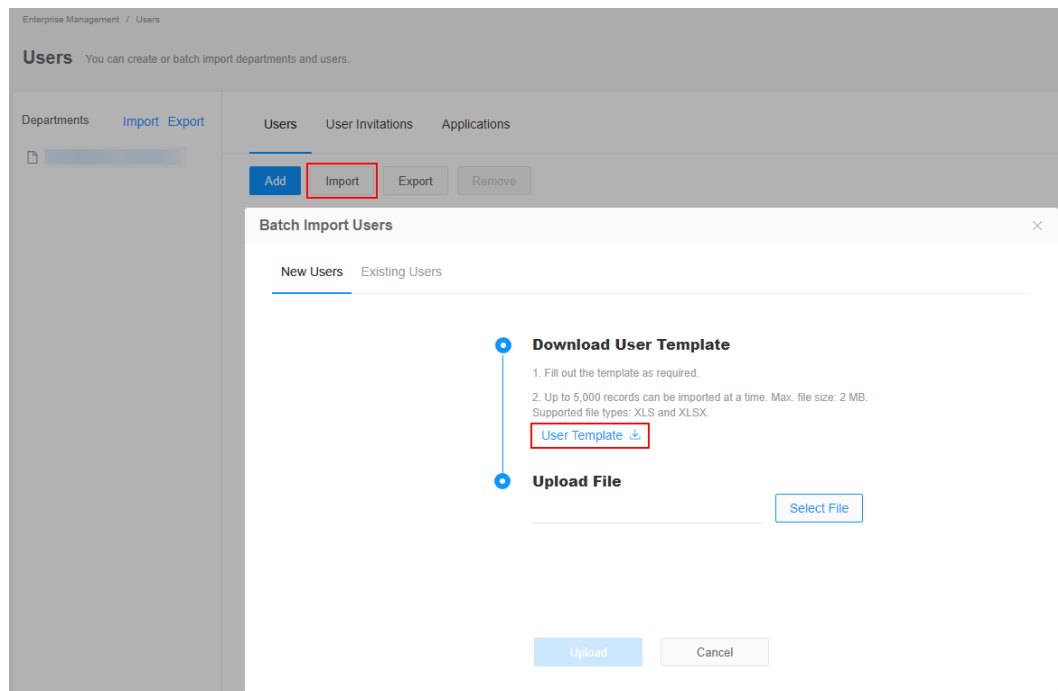
📖 **NOTE**

Carefully read the precautions in the user import template. If no password is set, the system generates a random password and sends it to the entered email address.

Step 4 Click **Select File**, select the modified user file, and click **Upload** to import the file.

After the file is imported, refresh the page to check the latest user list.

Figure 5-6 Importing user information
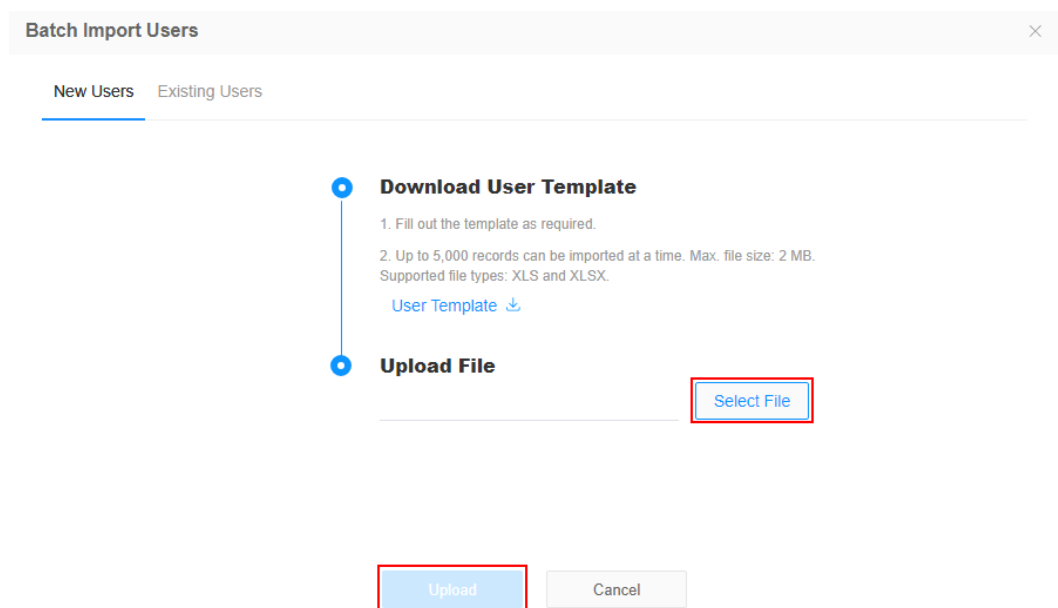
Step 5 (Optional) After importing users, click ☑ **Task Center** in the upper right corner of the page and click **View All Tasks** to view the import result.
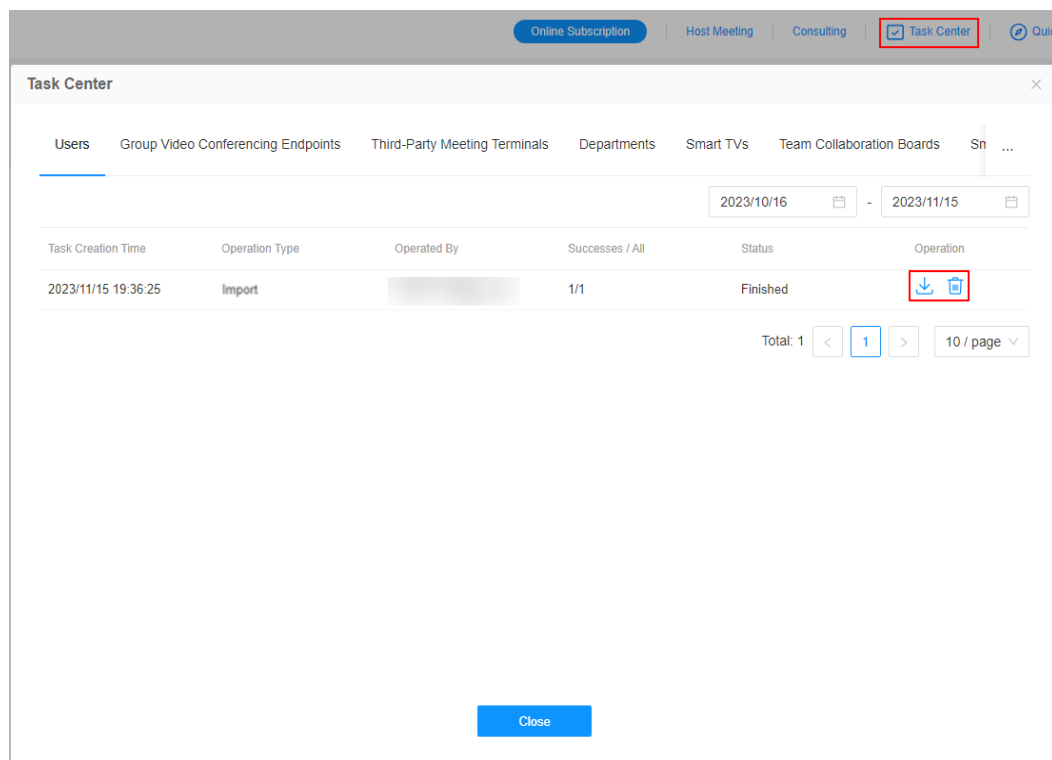
On the **Users** tab, click ⤓ in the **Operation** column of the row containing the task to download and view the result. You can also click 🗑 to delete the task record.

Figure 5-7 Managing task records

----**End**

5.4 Adding Administrators

Scenario

The default administrator of an enterprise has all administrator permissions and can add administrators to assist in enterprise management.

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

Procedure

Step 1 Log in to **Huawei Cloud Meeting Management Platform** using the enterprise administrator account.

Step 2 In the navigation pane, choose **Enterprise Management** > **Administrators**.

Step 3 Click **Add**. The **Add Administrator** dialog box is displayed.
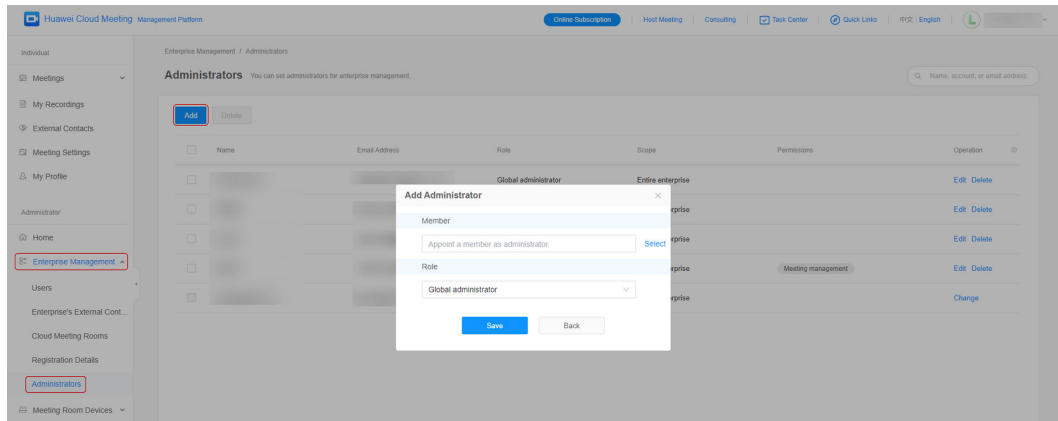
Step 4 Select a member.

1. Click the text box under **Member** or click **Select** next to the text box.

2. In the displayed corporate directory, select an enterprise member and click **OK**.
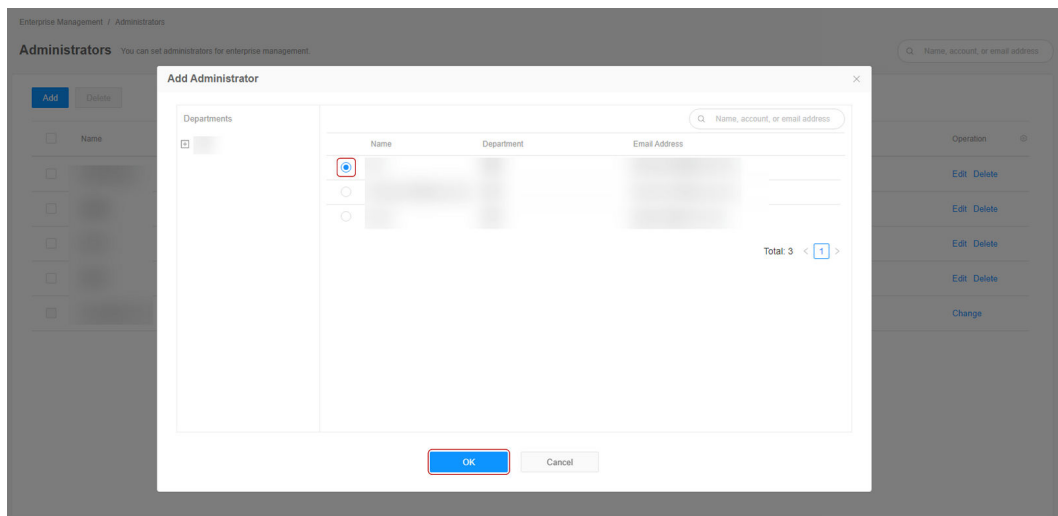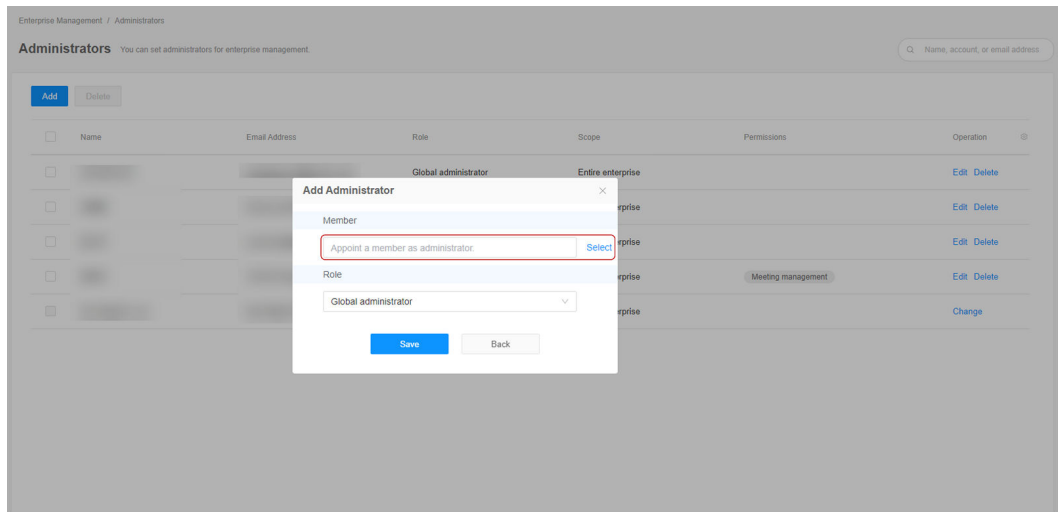
Step 5 Select a role for the administrator from the drop-down list box.

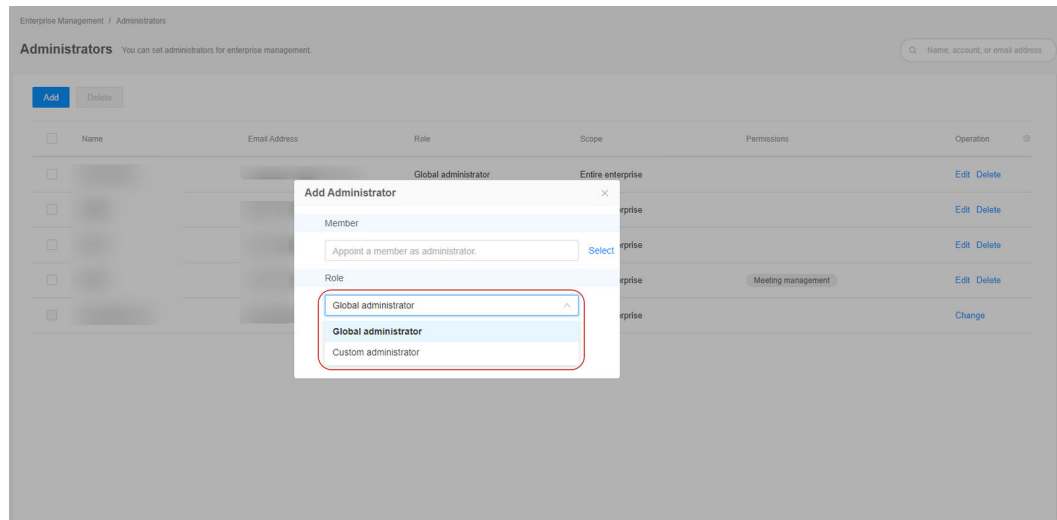- **Global administrator**: manages the entire enterprise and has all management permissions except purchasing packages and adding administrators. Select this option and click **Save** to add an administrator.

- **Custom administrator**: After selecting this option, set the management scope and permissions of the administrator.

Step 6 If you set **Role** to **Custom administrator**, configure the management scope for the administrator.

- Entire enterprise

  - The administrator manages all departments and members in the enterprise.

  - Available management permissions are enterprise management, meeting room management, and meeting management. For details, see **Table 5-2**.

Table 5-2 Management permissions

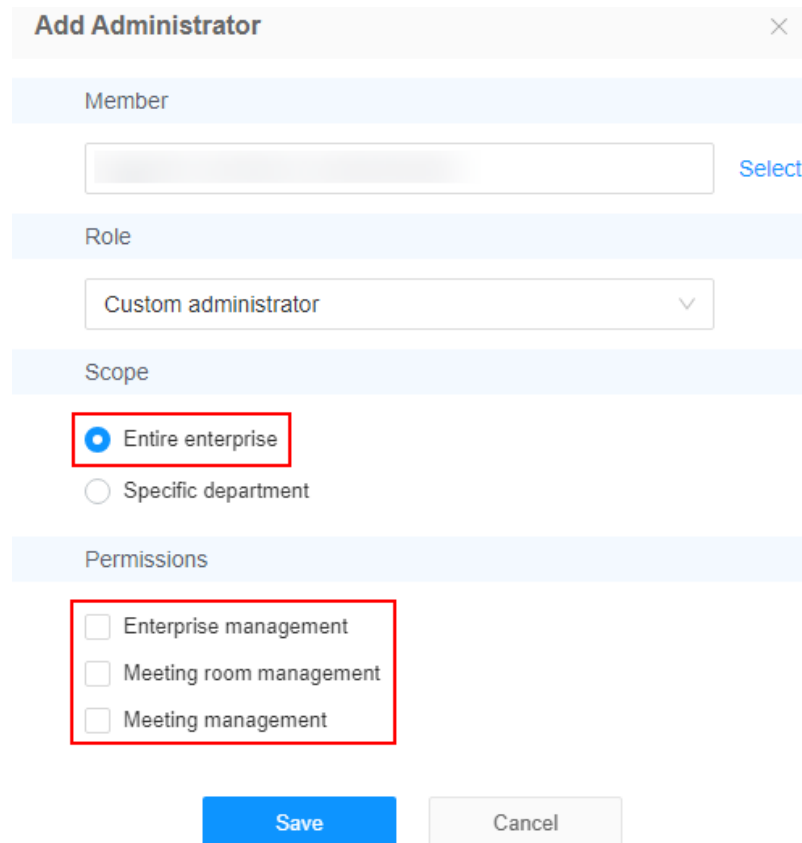| Permission	Description
Enterprise management	Manages **departments**, **users**, **external contacts**, and **cloud meeting room resources** in the enterprise.
Meeting room management	**Manages intelligent collaboration terminals**, **manages third-party meeting terminals**, and **monitors hard terminals**.
Meeting management	**Manages meetings** and **sets meeting parameters**.

- Specific department

– The administrator manages a specific department in the enterprise.

– Click the text box on the right or click ⛭ to select a department.

– Available management permissions are enterprise management, meeting room management, and meeting management.

Figure 5-8 Adding an administrator (for the entire enterprise)

Figure 5-9 Adding an administrator (for a specific department)

Step 7 If you set **Role** to **Custom administrator**, configure the management permissions for the administrator.

Then click **Save** to add the administrator.

- **Enterprise management**: When **Scope** is set to a specific department, the administrator can only manage the department and its members.

- **Meeting room management**: When **Scope** is set to a specific department, the administrator can only manage hard terminals.

- **Meeting management**: manages meetings and recording files.

  📖 **NOTE**

  Select at least one management permission.

----End

The default enterprise administrator can edit or delete administrators on the **Enterprise Management** > **Administrators** page.

- Editing an administrator

  a. In the administrator list, click **Edit** in the row containing the target administrator.

b. Modify the role, scope, and permissions, and click **Save**.
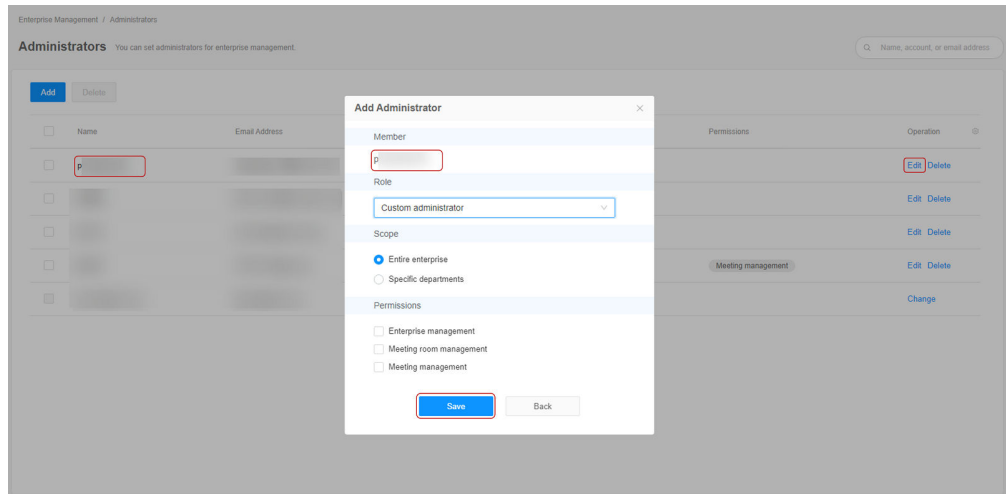
- Deleting an administrator
  - In the administrator list, click **Delete** in the row containing the target administrator.
  - Select multiple administrators to be deleted and click **Delete** above the list.

📖 **NOTE**

The default enterprise administrator cannot be deleted.

6 Configuring Meeting Resources

6.1 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

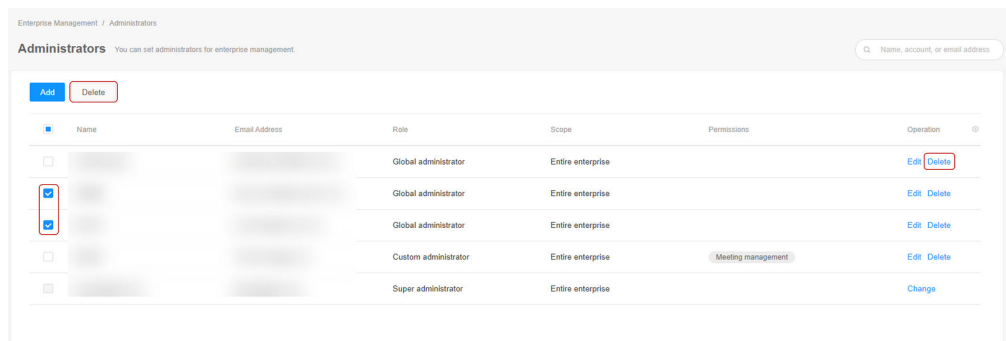**Step 1** Log in to **Huawei Cloud Meeting Management Platform** using the enterprise administrator account or a standard administrator account.

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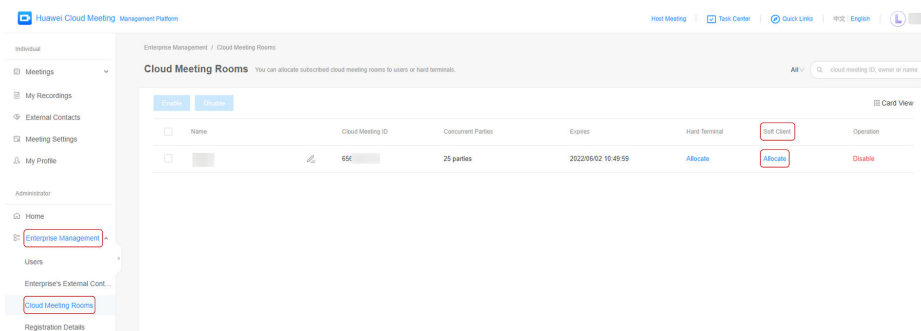
Step 4 In the displayed dialog box, select a user.

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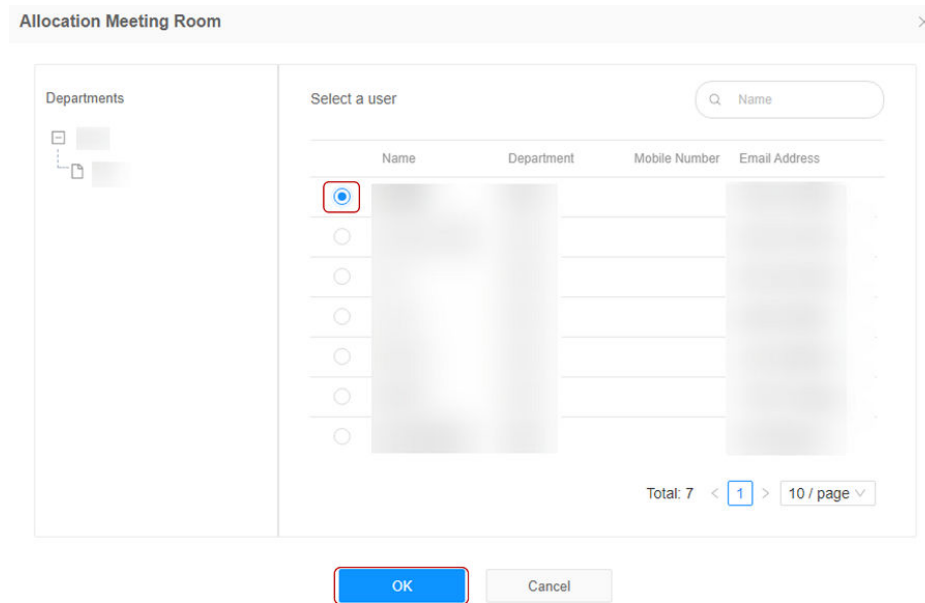
----End

6.2 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**.
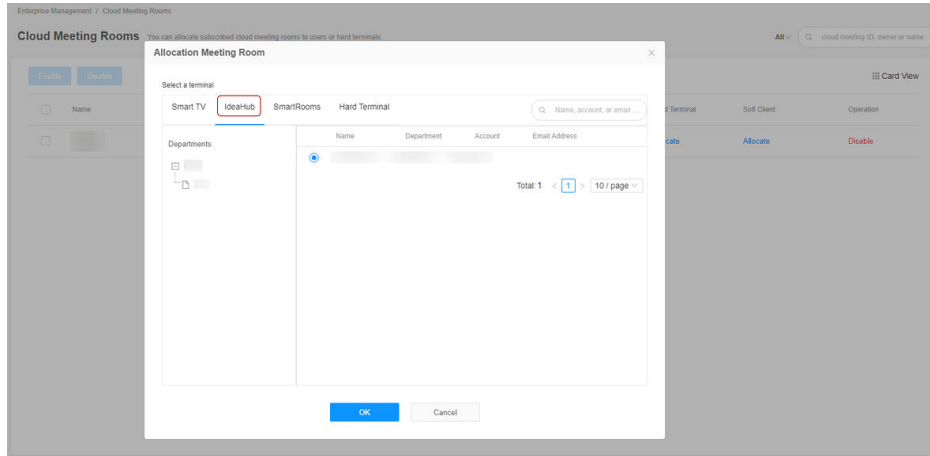
----End

7 Configuring Meeting Room Devices and Clients

7.1 Configuring an IdeaHub S2

7.1.1 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**.
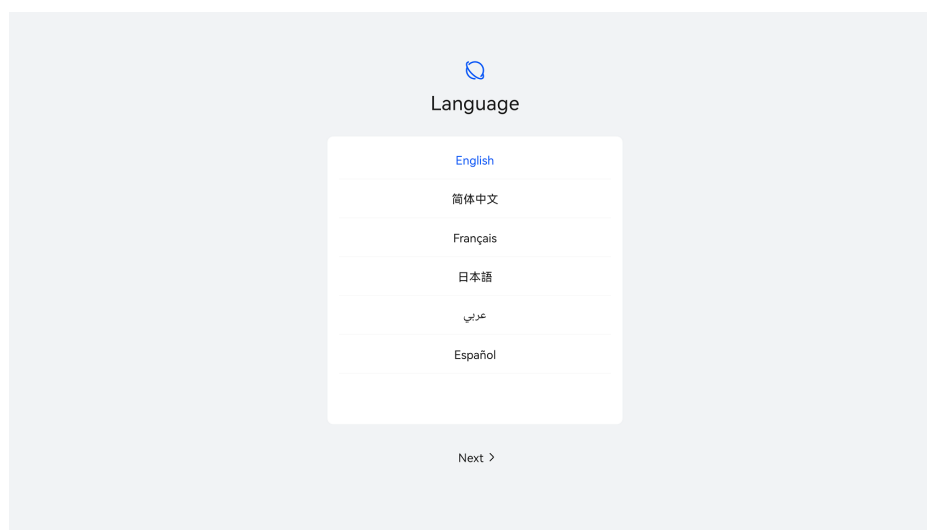
Step 2 Read the agreements and statements and touch **Agree**.
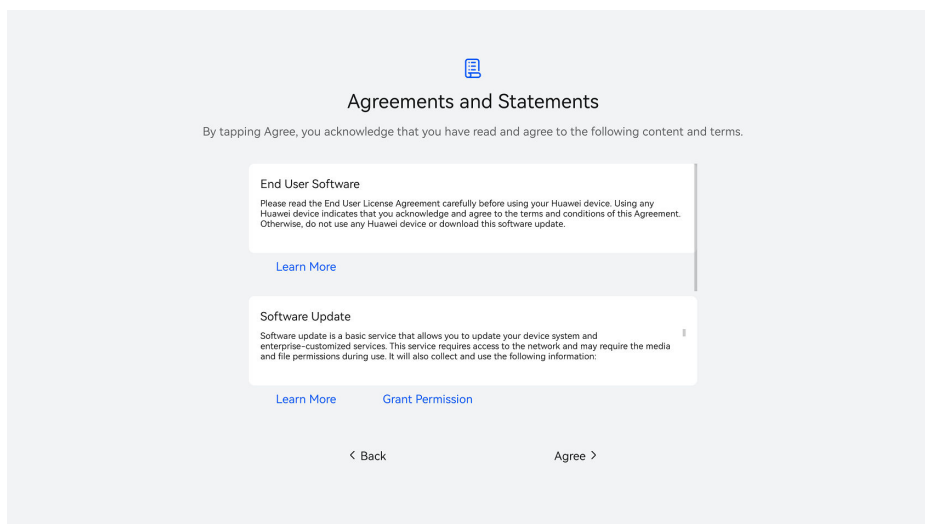
Step 3 Select a region and touch **Next**.
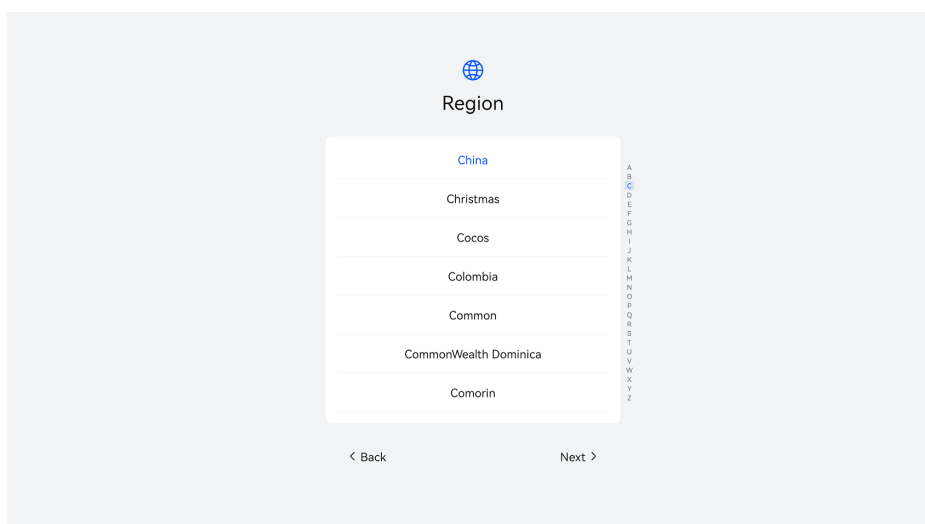
Step 4 Select a time zone and touch **Next**.
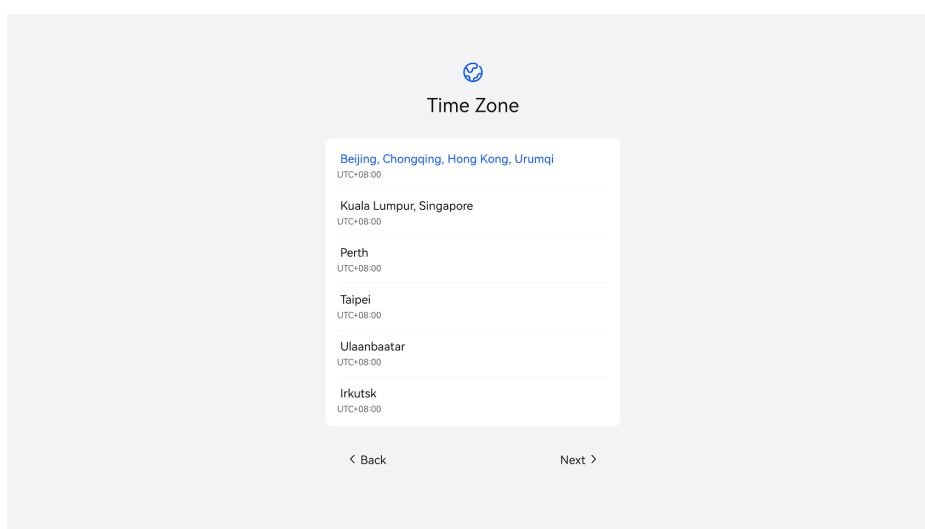
Step 5 Configure a wired or Wi-Fi network, save the settings, and touch **Next**.
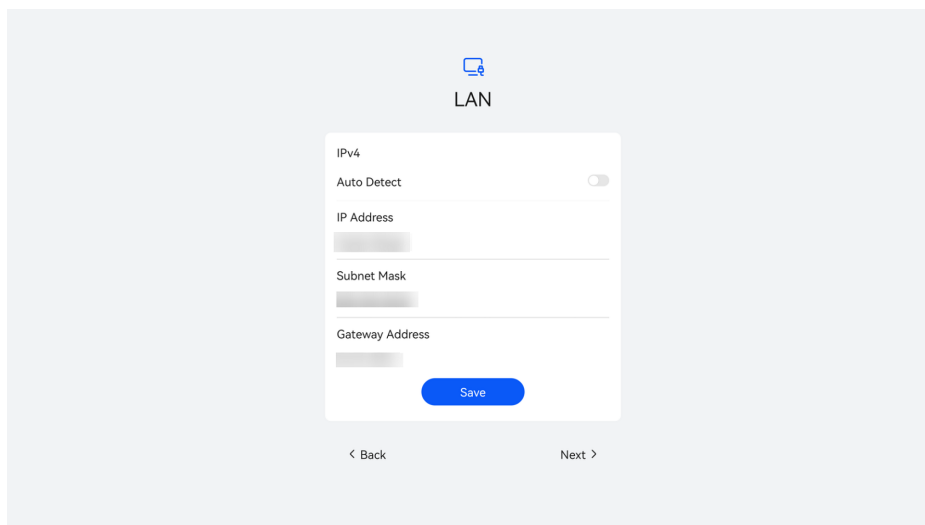
Step 6 Enable enhanced services as required and touch **Next**.
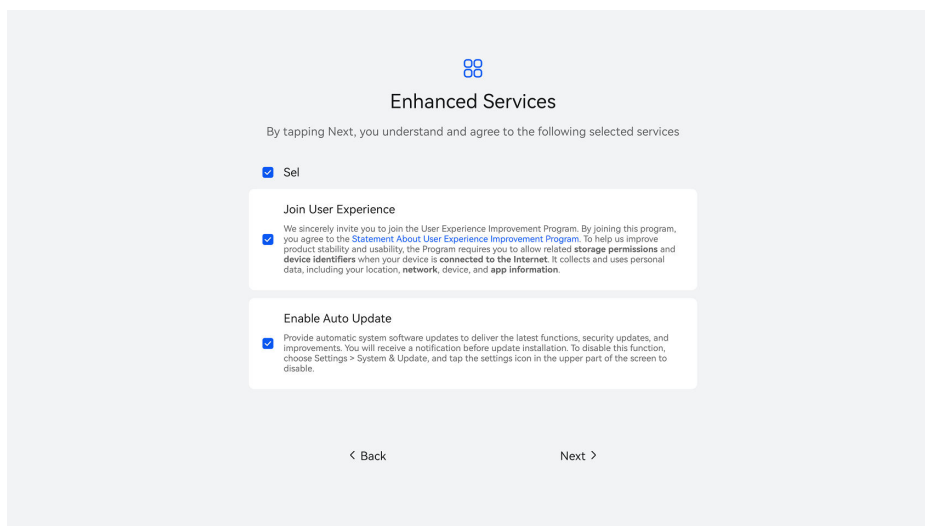
Step 7 If the message "System configuration is complete" is displayed, the startup wizard is complete. Touch **Get Started** to exit the startup wizard.

You can also touch **More Settings** to configure administrator information.
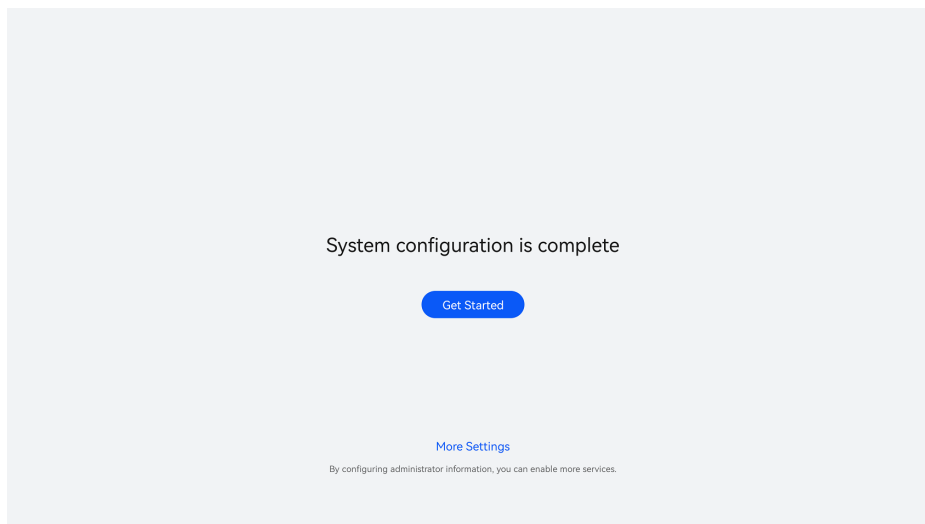
----End

7.1.2 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**.
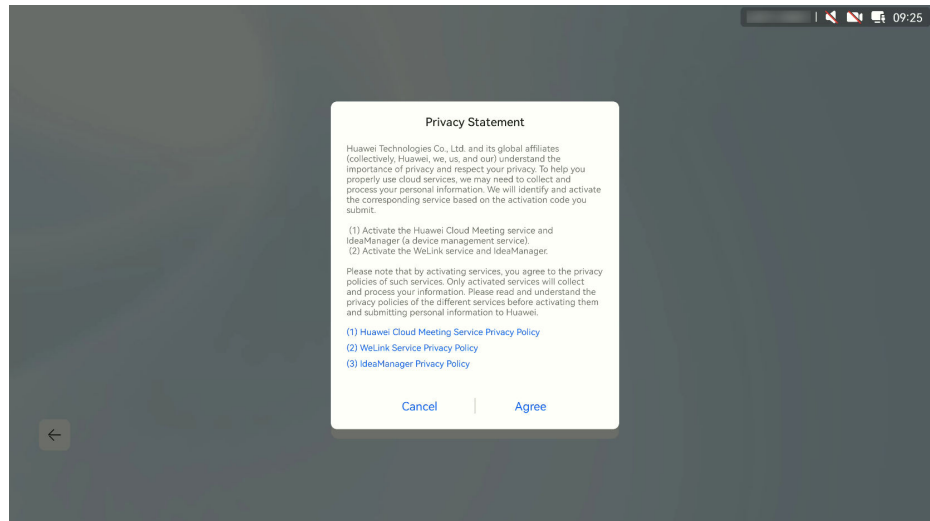
Step 3 Log in to the Huawei Cloud Meeting mobile app and touch the QR code scanning icon in the upper right corner of the home screen.

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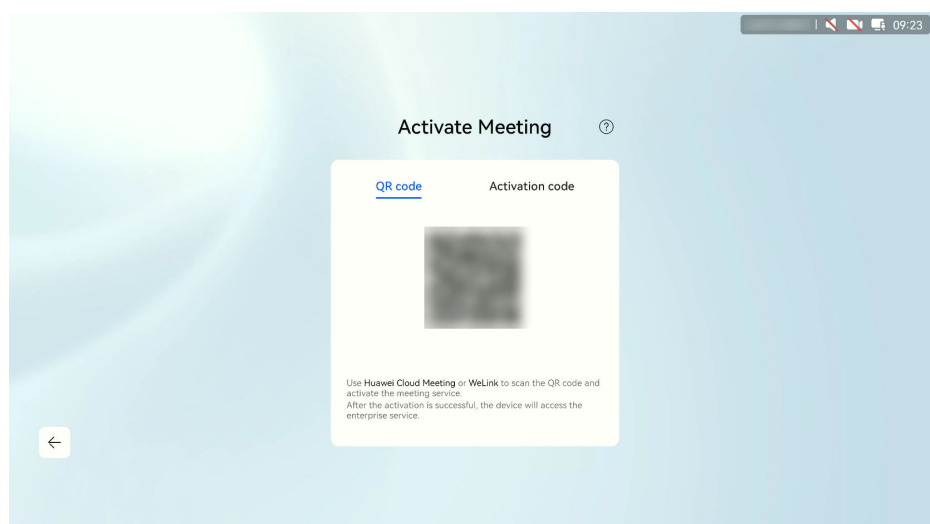
----End

7.1.3 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 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**.
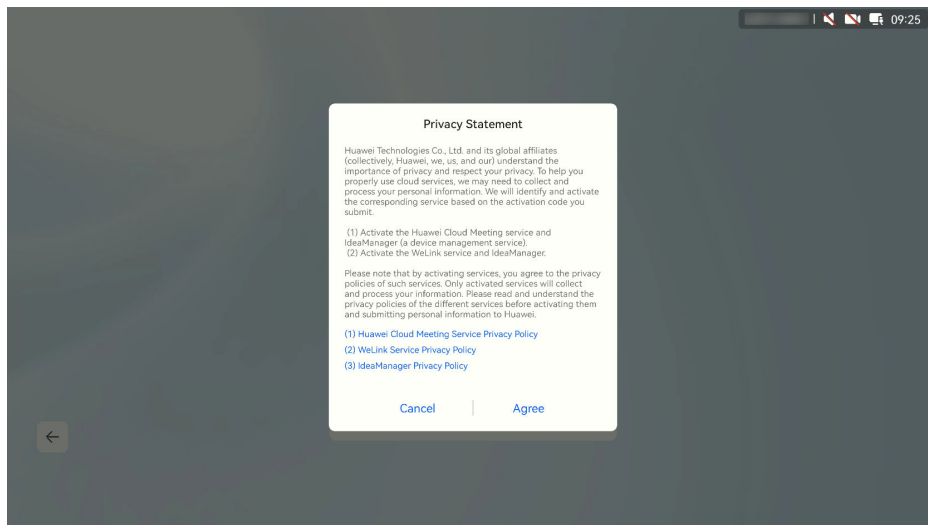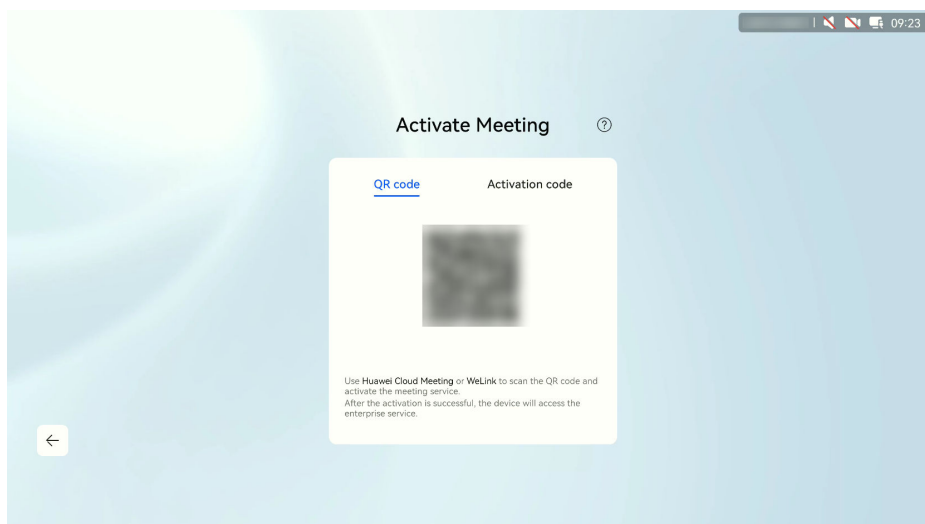
Step 4 Select **Activation code**, enter the 12-digit activation code, and touch **Activate**.
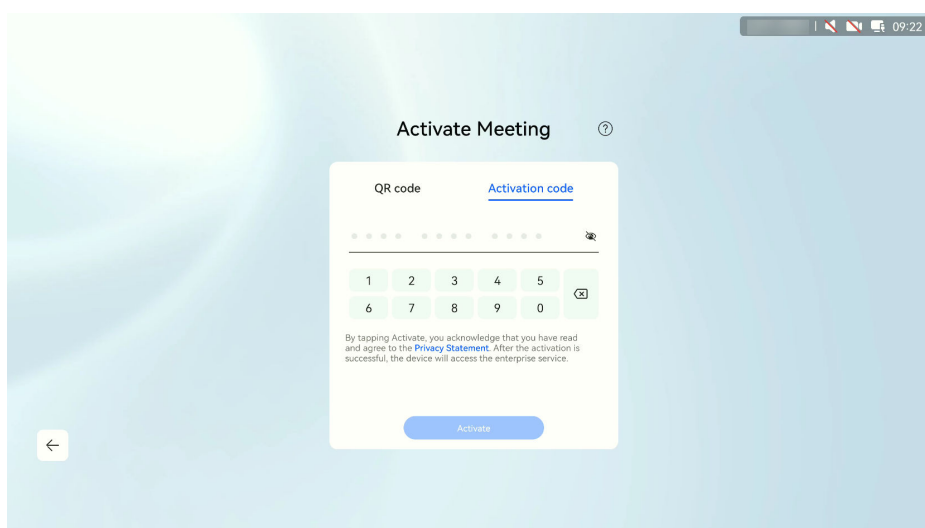
----End

7.2 Configuring the 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**

Type	Minimal Requirements	Recommended Configuration
Windows client	Windows 10 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**

Type	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

⚠️ CAUTION

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.
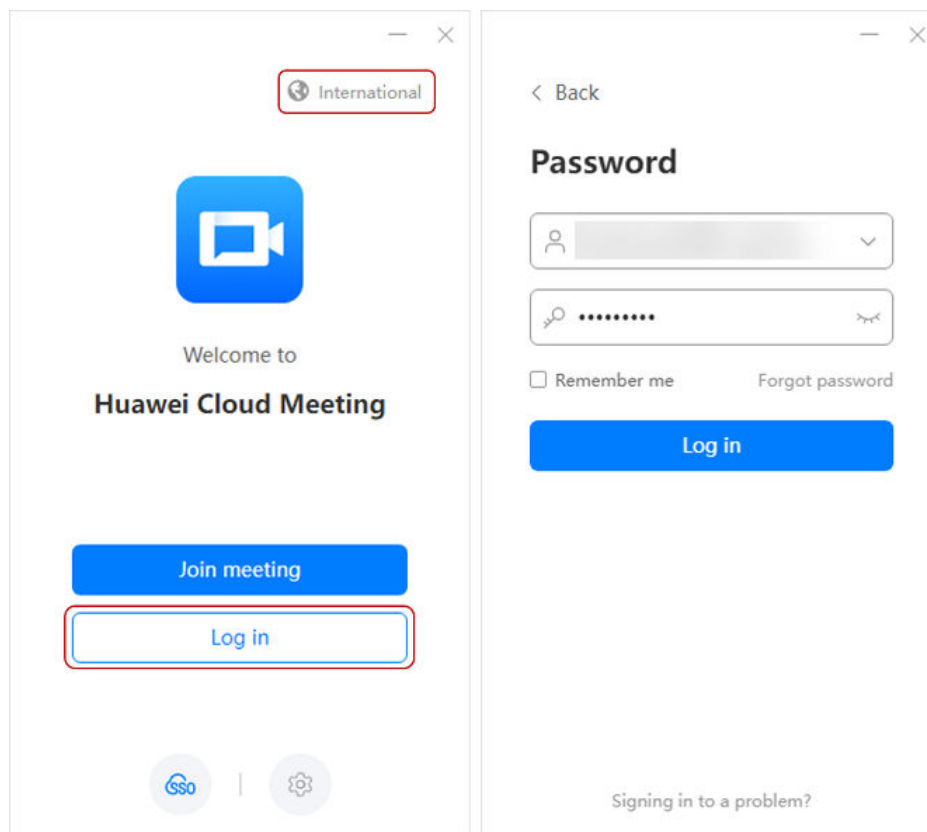
----End

7.3 Configuring the 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**

Type	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**

Type	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.
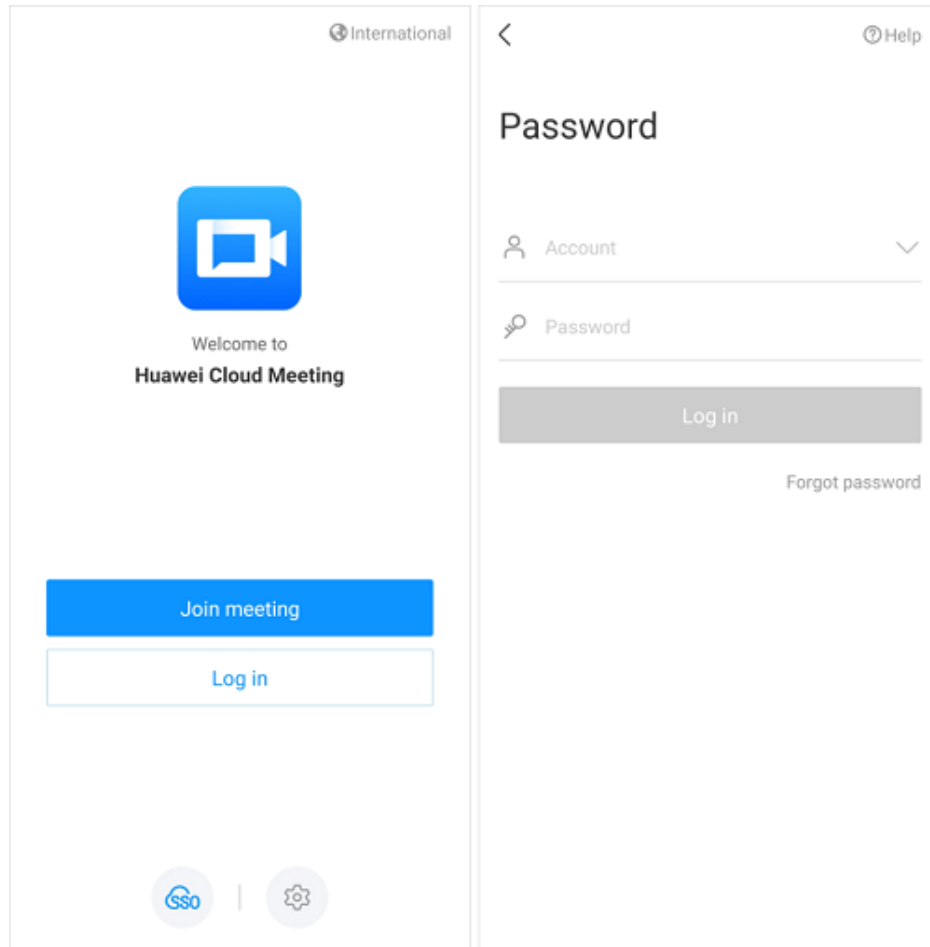
----End

8 Using Meeting Functions (Only on Clients)

8.1 Scheduling a Meeting

Scenario

Schedule a recurring meeting series based on **Table 8-1**.

Table 8-1 Regular meetings of project team 1 of subsidiary A

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

Procedure

Step 1 Log in to **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 8-2**, and click **Create**.

Table 8-2 Key parameters

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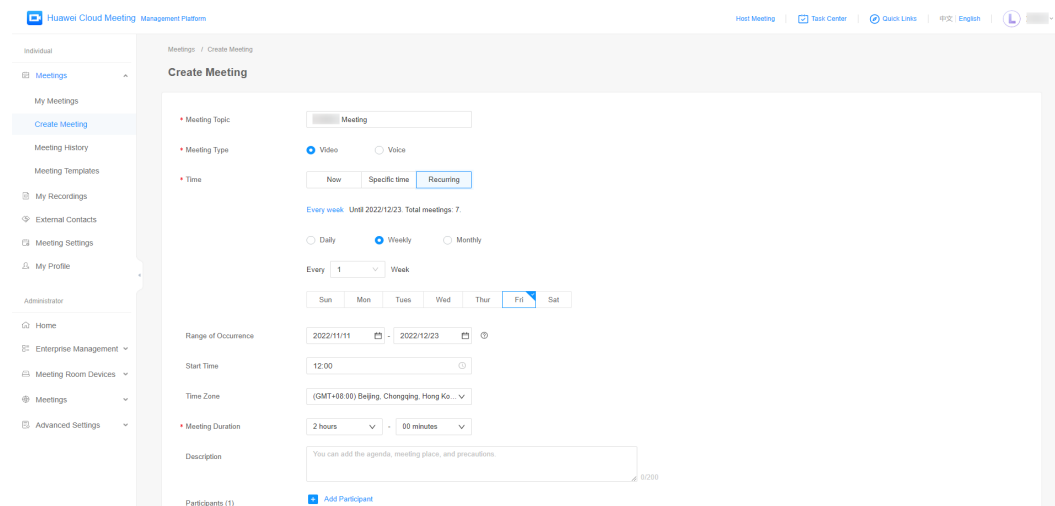
----End

8.2 Joining a Meeting

Scenario

Join a meeting from 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.

- 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.

NOTE

- You can receive a meeting call only when the Huawei Cloud Meeting client is started.
- 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**.

8.3 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.
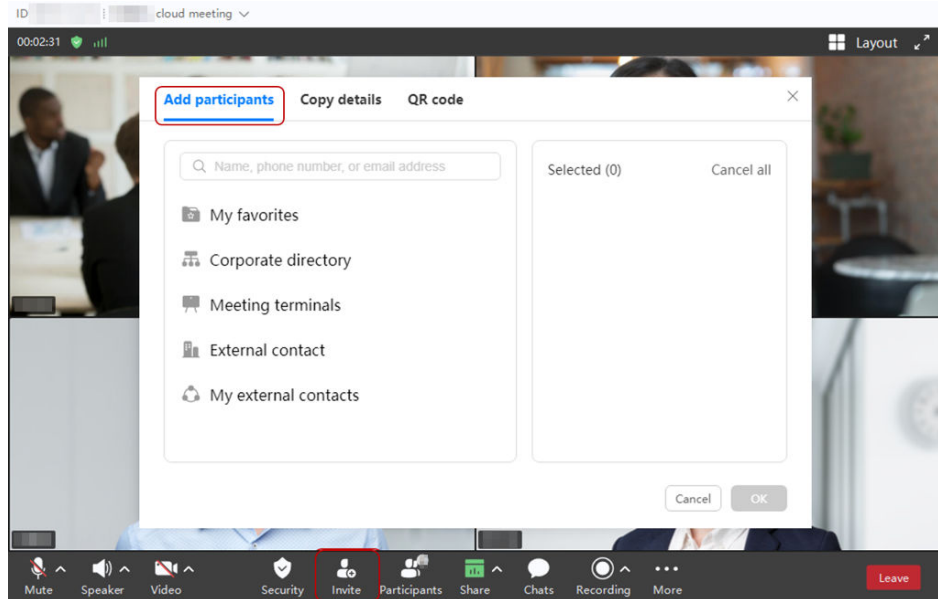
- Mobile app

  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.
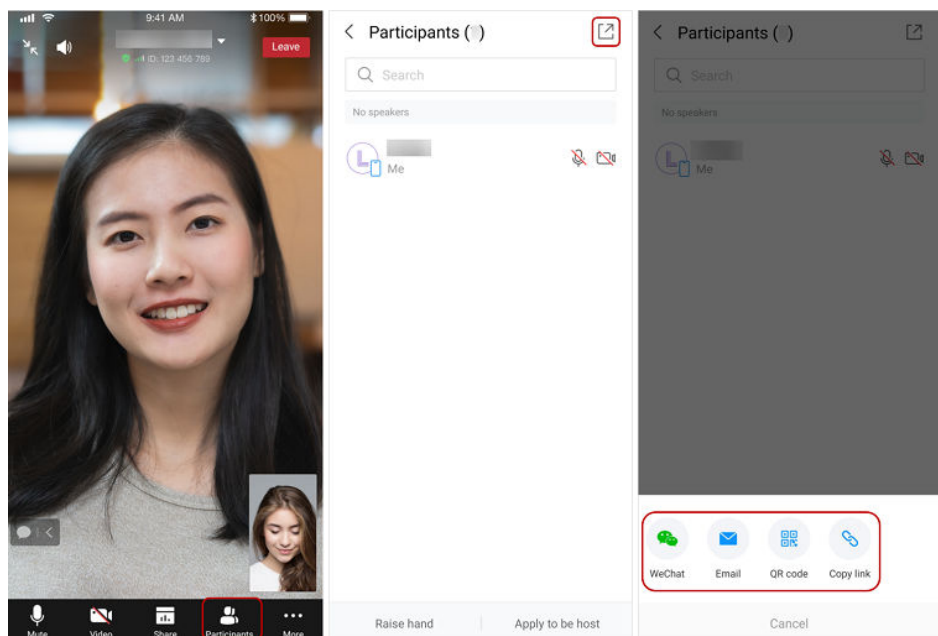
- Meeting control assistant

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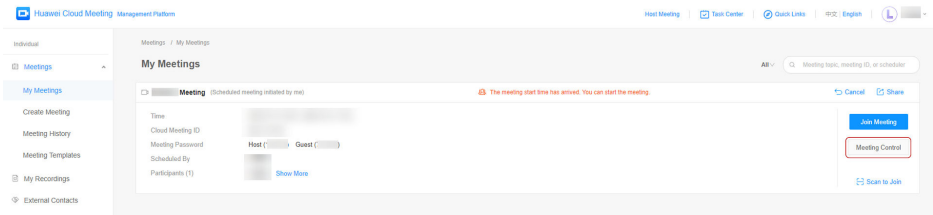
b. On the meeting control assistant page, click **Add Participant** to invite others through the corporate directory or by entering their phone numbers.
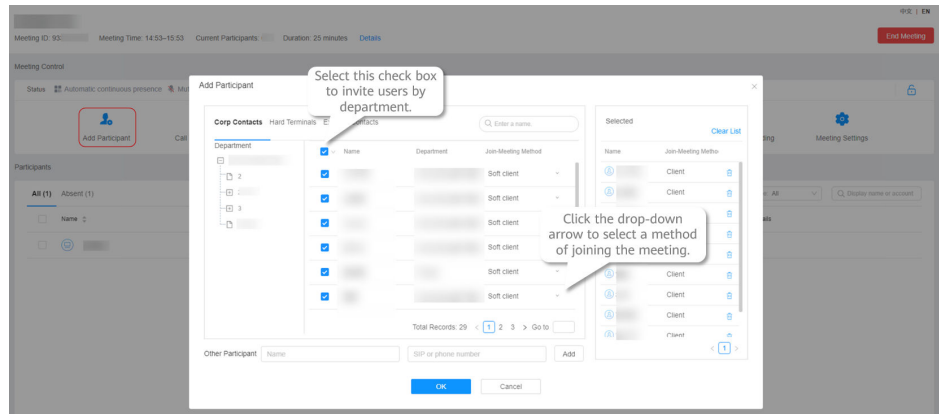
NOTE

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.

8.4 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.

◫◻ NOTE

> 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 **Allow everyone to share**.
> ● Meeting control assistant: Click **Meeting Settings** and deselect **Allow sharing** next to **Sharing**.

8.5 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

Click **Recording** in the navigation bar at the bottom of the meeting screen, and click **Start** next to **Cloud recording** to start meeting recording.
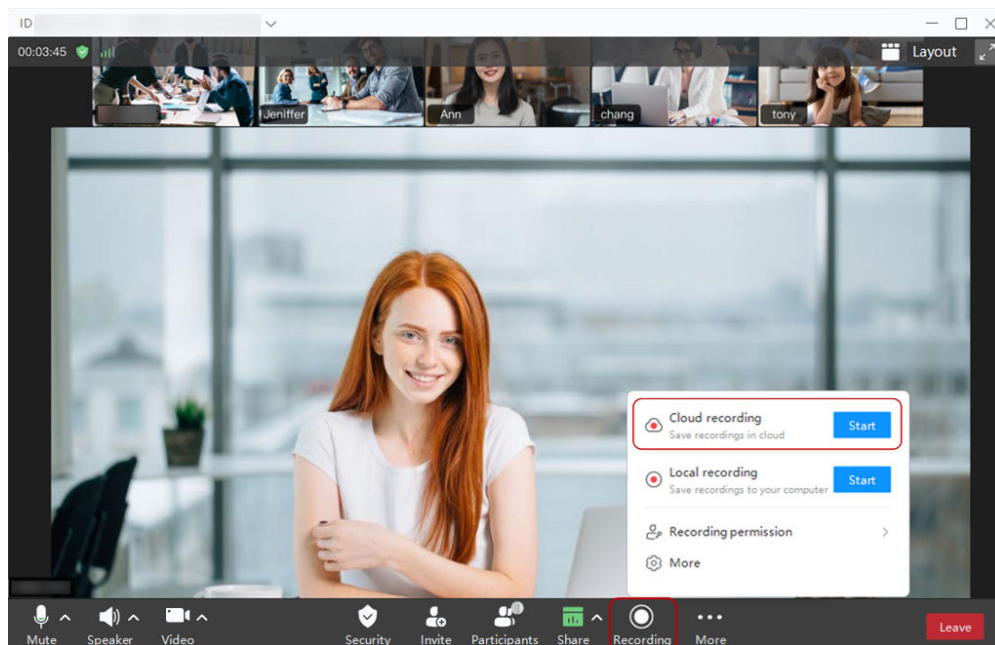
● Mobile app

Touch **More** in the navigation bar at the bottom of the meeting screen, and touch **Start** next to **Cloud recording** to start meeting recording.

📖 **NOTE**

- You can start or pause cloud recording during the meeting.
- After the meeting ends, download the meeting video in MP4 format on the **My Recordings** page of **Huawei Cloud Meeting Management Platform**.
- After the download is complete, double-click the **play.bat** file in the **player** folder to play the video. You can obtain the video source files in the **player\offlineweb\assets \video** directory.
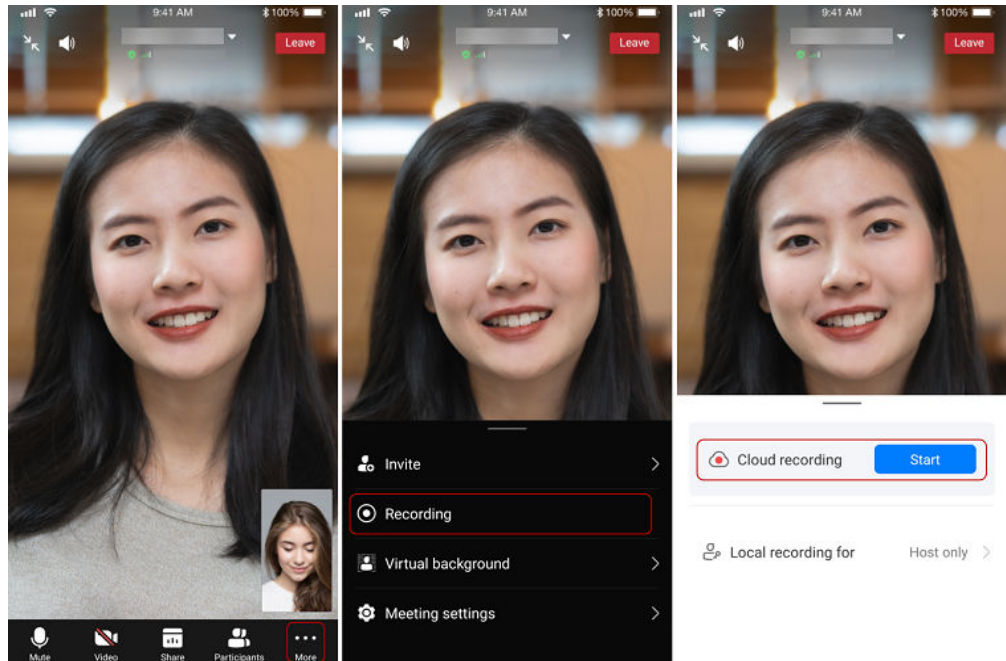 - If you download the HD video, the shared content and HD video source files are stored in two folders.
  - If you download the SD video, the shared content and SD video source files are stored in one folder.
- Audio, video, and shared content can be recorded.
- The recorded content depends on the continuous 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 **Automatic continuous presence of equal-sized screens in AVC meetings** is disabled

Local Recording

Click **Recording** in the navigation bar at the bottom of the meeting screen, and click **Start** next to **Local recording** to start recording.
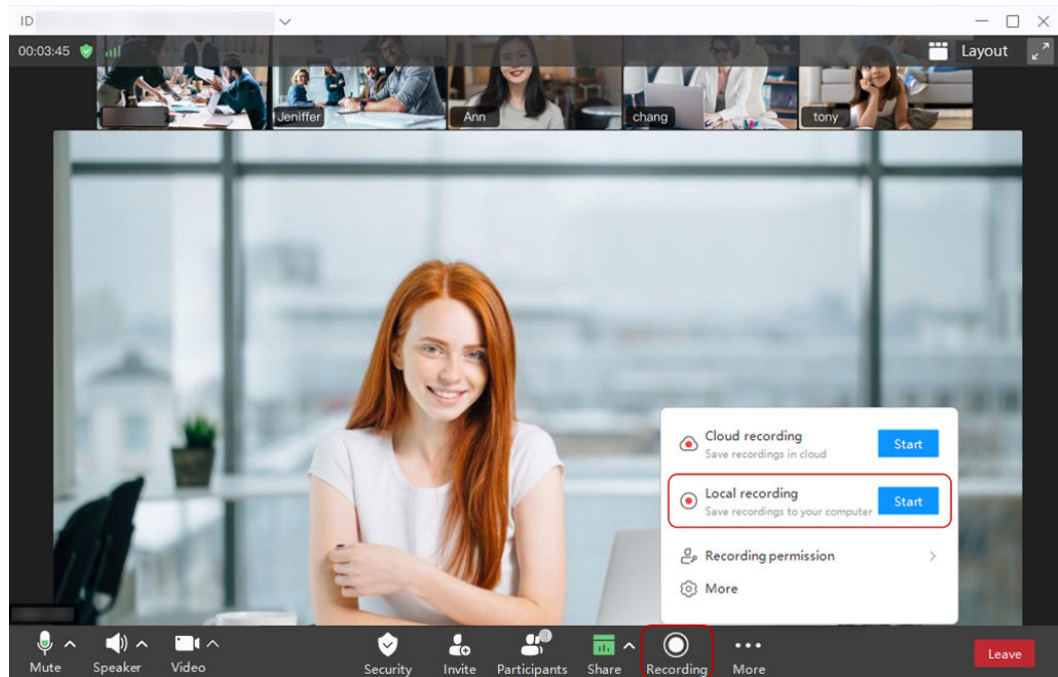
NOTE

- You can start local recording only on the desktop client.

- As the host, you can click **Recording** in the navigation bar at the bottom, click **Recording permission**, and select **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. In the **Local recording** area, 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.

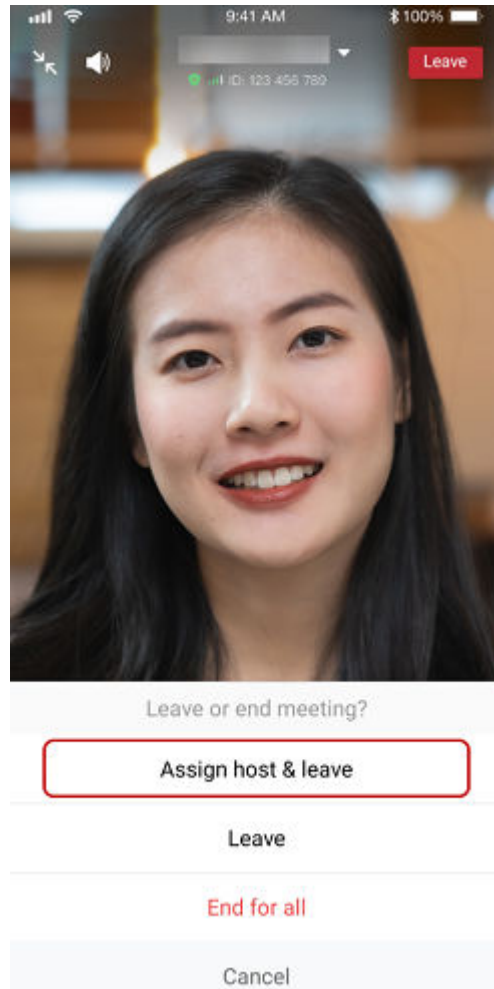# 8.6 Leaving a Meeting

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.

NOTE

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.

9 Using Meeting Functions (in Meeting Rooms and on Clients)

9.1 Scheduling a Meeting

Scenario

Schedule a recurring meeting series based on **Table 9-1**.

Table 9-1 Cross-region business seminar

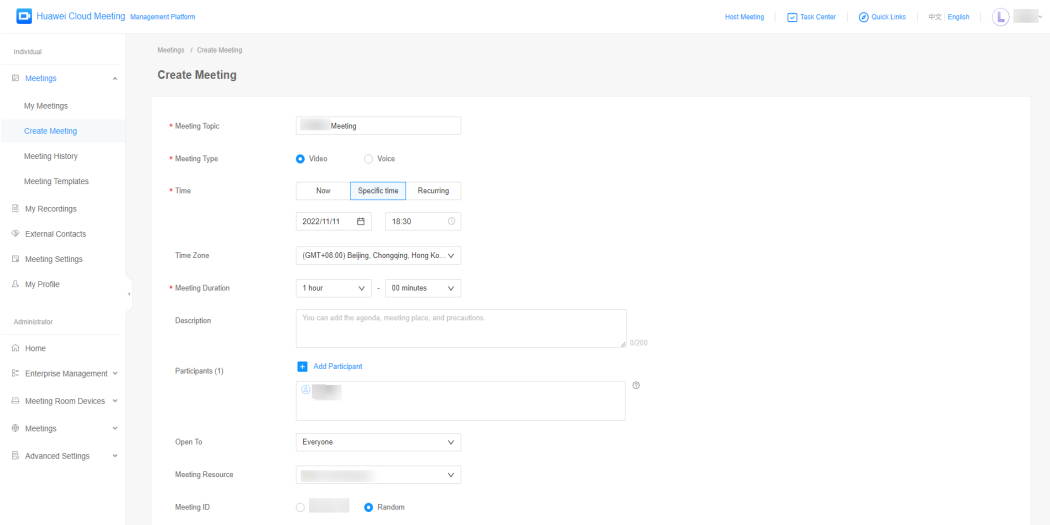| Basic Meeting Information	Description
Meeting type	Meeting room + online meeting
Frequency	Irregularly
Time	2022/xx/xx xx:xx
Participants	All 30 members of project team 1 in subsidiary A and eight members of project team 1 in subsidiary B
Participation	All members of project team 1 in subsidiary A 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 **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 9-2**, and click **Create**.

Table 9-2 Key parameters

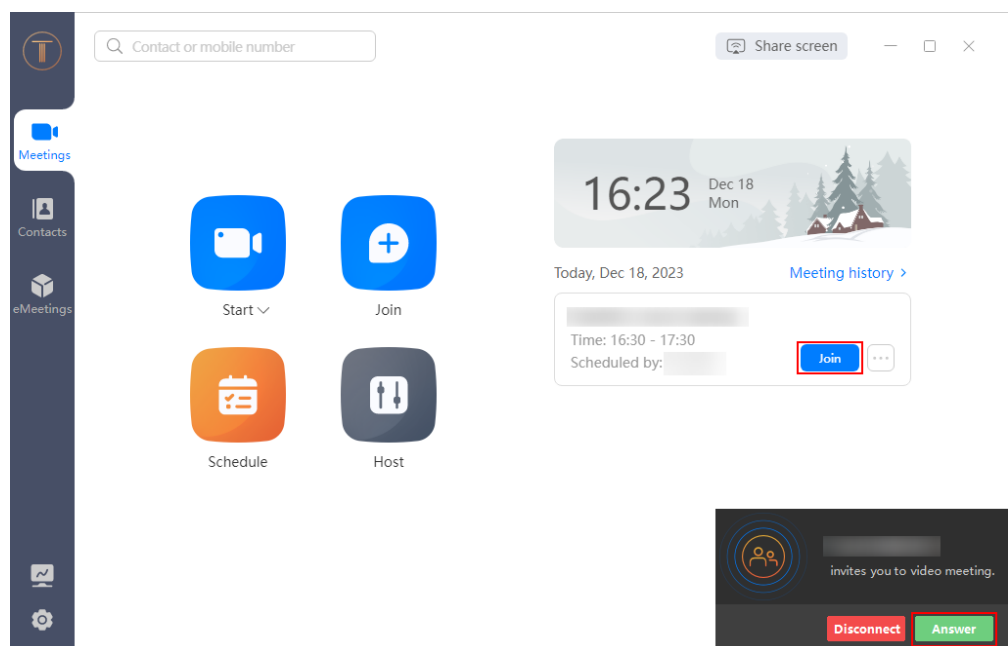| Parameter	Description
Meeting Topic	Cross-region business seminar
Specific time	2022/xx/xx xx:xx
Meeting Duration	1 hour
Participants	● Click **Add Participant**. 　– In the corporate directory, find **Subsidiary A** > **Project Team 1** and select all users in the department. 　– On the **Hard Terminals** tab, find the IdeaHub S2 of project team 1 in subsidiary B and select it. ● Click **OK**.
Meeting ID	Select **Random** and configure the guest password.
Meeting Notification	Select **Email** and **Calendar email**.
Advanced Parameters	● **Conference Settings**: Select **Allow guests to join meeting ahead of the host**. ● **Live/Recording Settings**: Select **Automatically start recording after joining meeting**.

----End

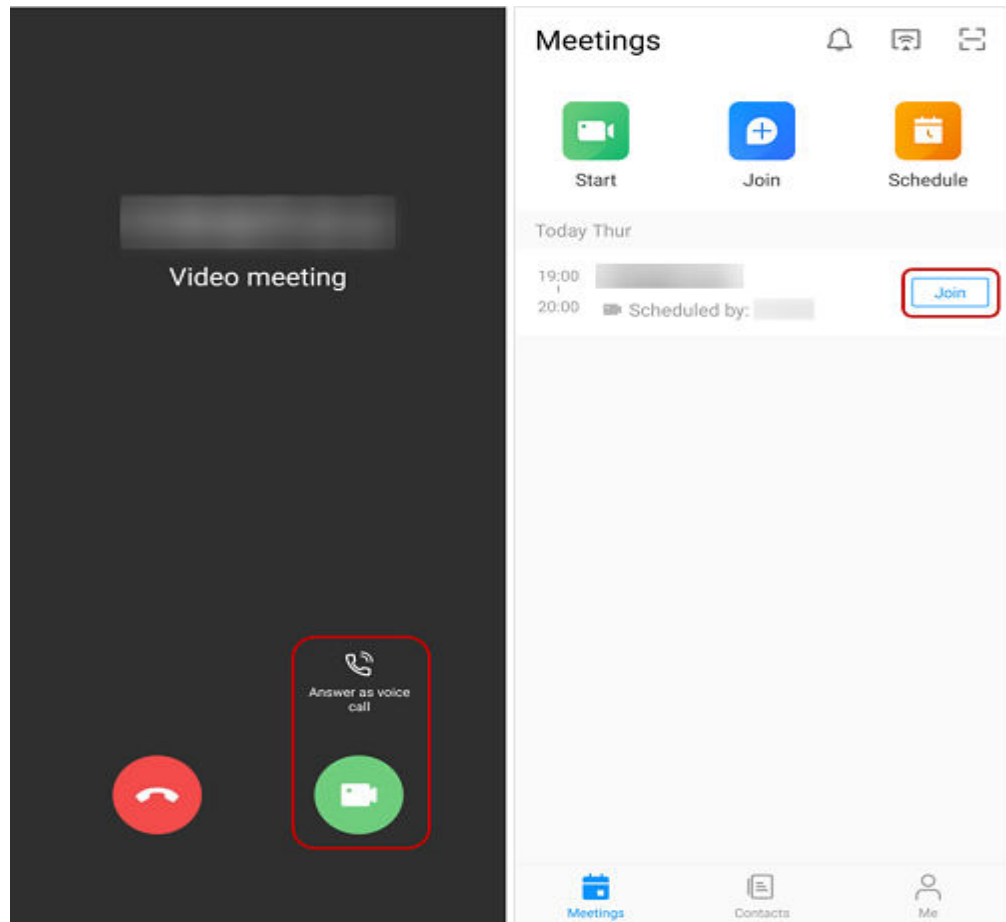# 9.2 Joining a Meeting

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.


NOTE

- You can receive a meeting call only when the Huawei Cloud Meeting client is started.

- 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.
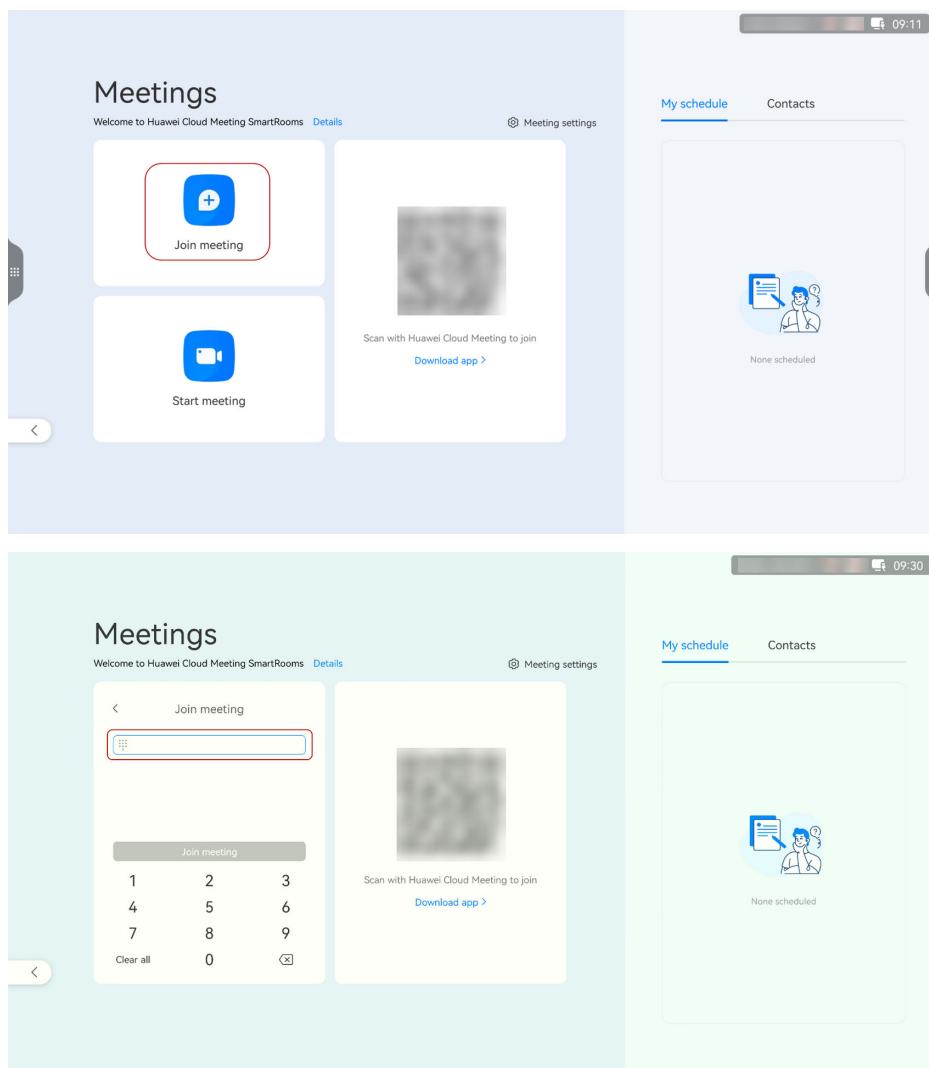
- Scanning a QR code

  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.

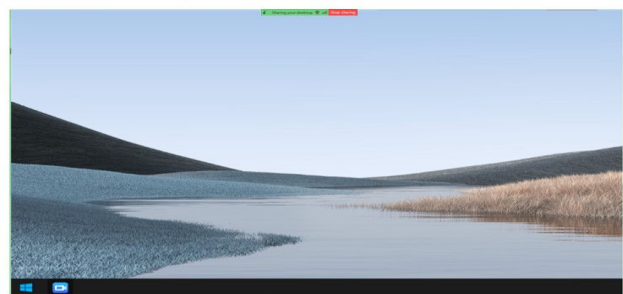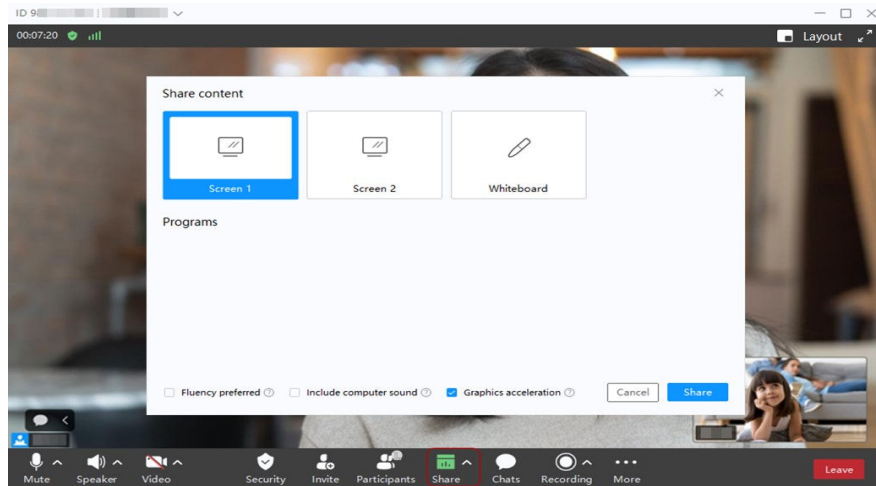 c. Select a meeting from the meeting list on the app and touch **Join** to join the meeting using the IdeaHub S2.
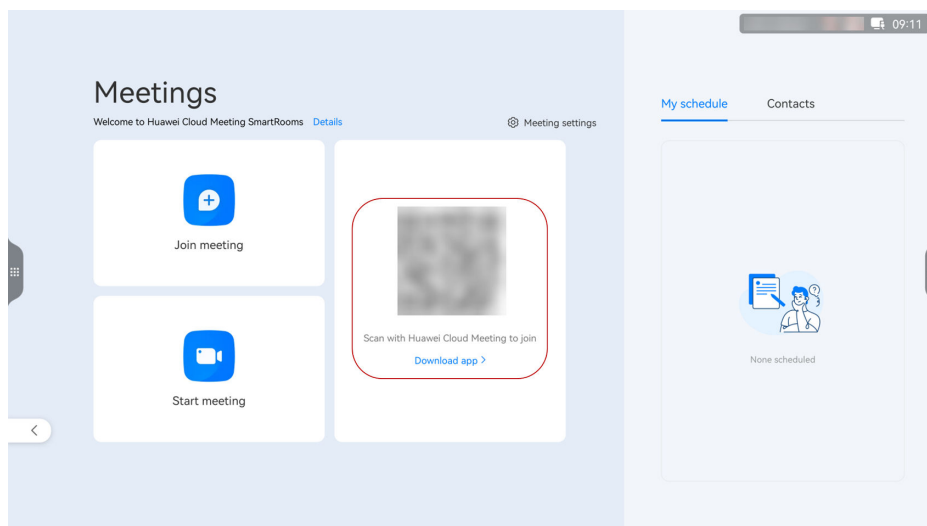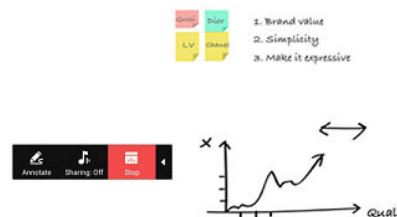
9.3 Sharing Content

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.

📖 **NOTE**

> 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 **Allow everyone to share**.
> - 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.
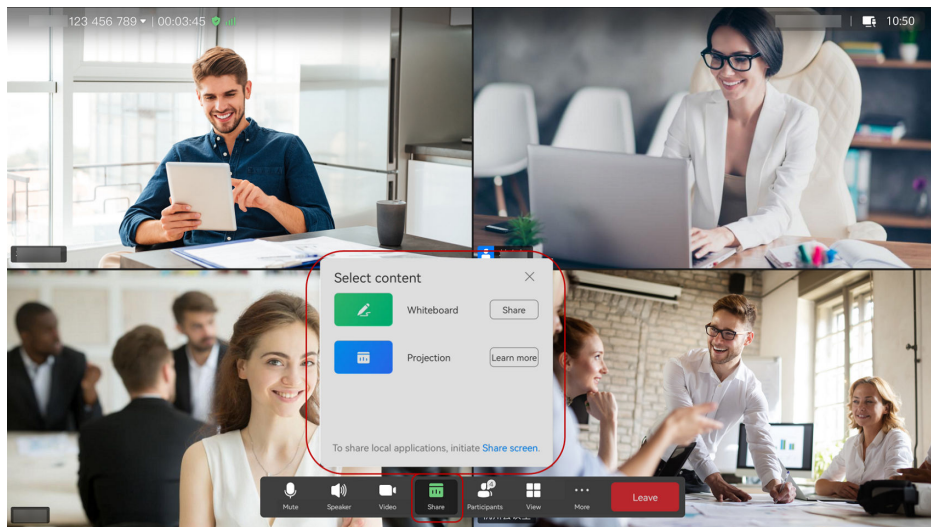
9.4 Leaving a Meeting

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.

- 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 touch **Leave** to leave the meeting.
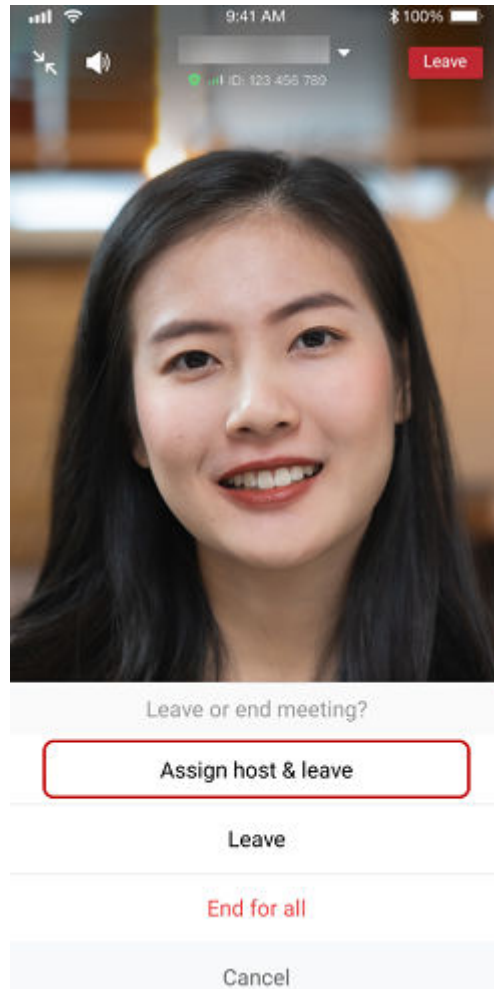
NOTE

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.

10 Using Meeting Functions (Only in Meeting Rooms)

10.1 Creating a Meeting

Scenario

Schedule a recurring meeting series based on **Table 10-1**.
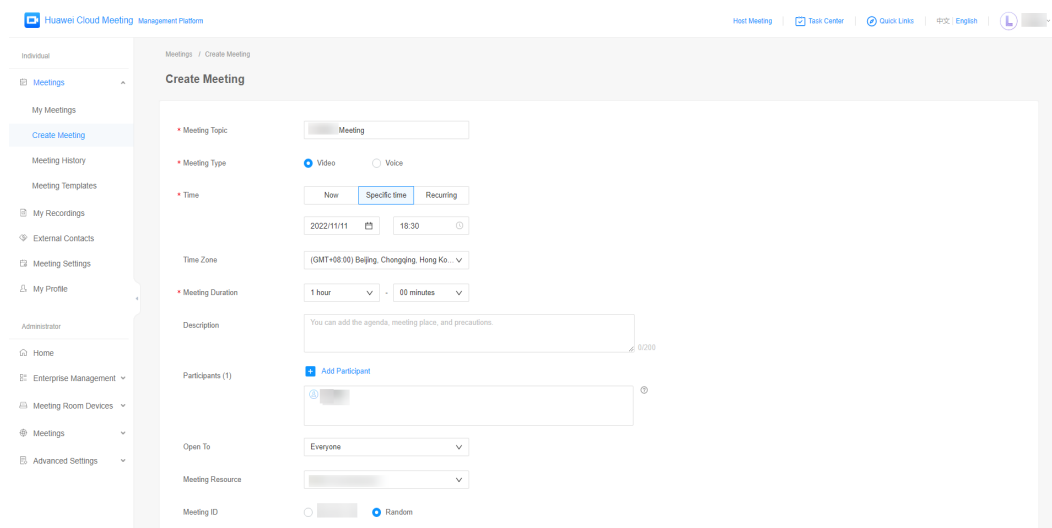
Table 10-1 Business training

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 **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 10-2**, and click **Create**.

Table 10-2 Key parameters

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

----End

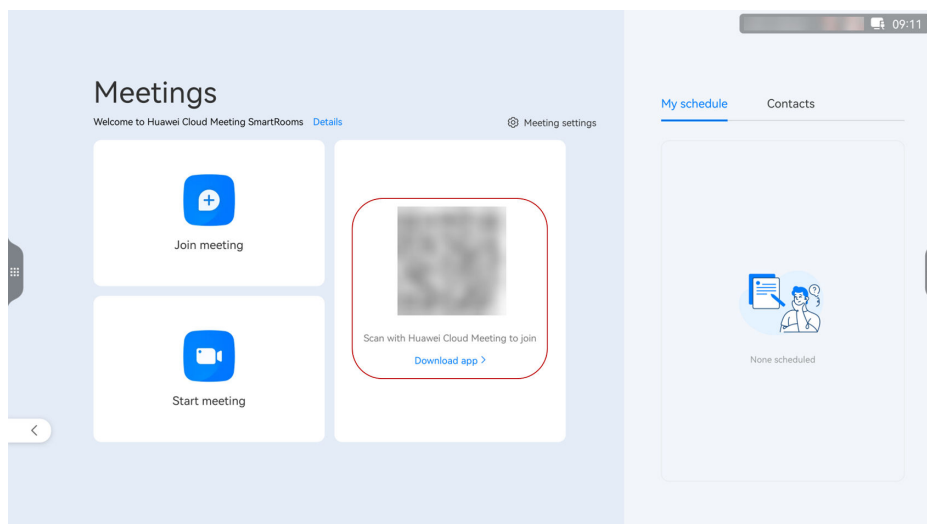# 10.2 Joining a Meeting on an IdeaHub S2

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.
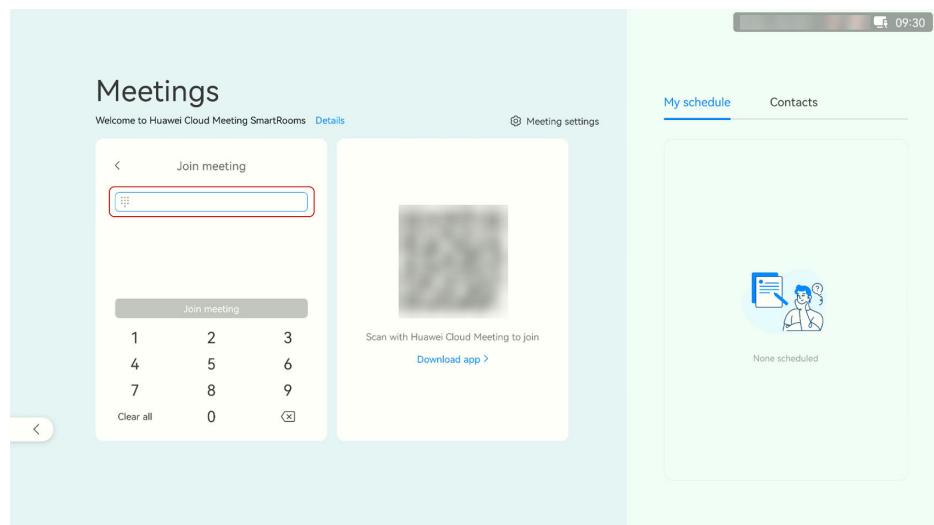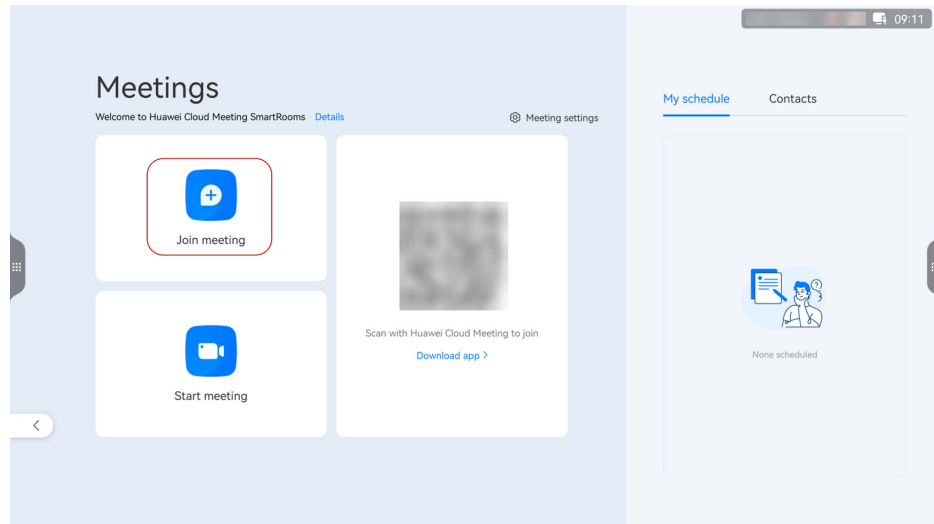
- Scanning a QR code

  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.

10.3 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.
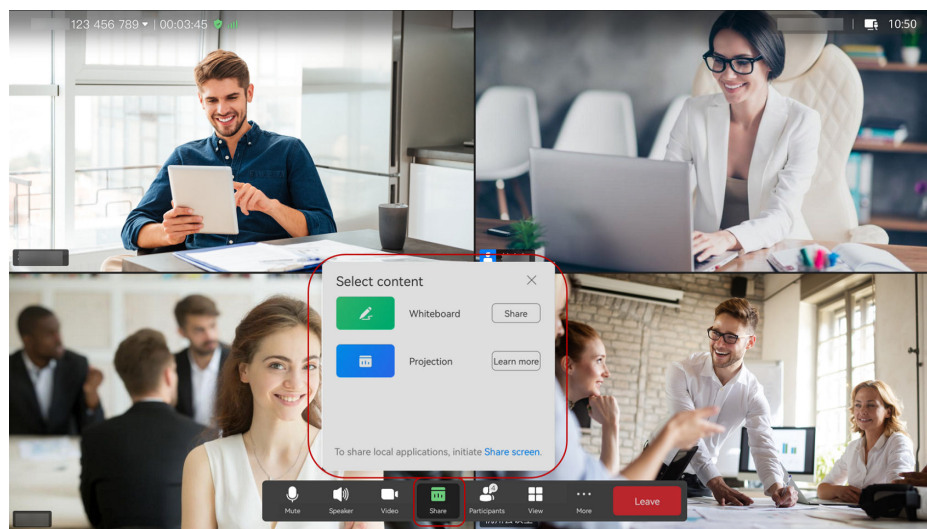
10.4 Leaving a Meeting from an IdeaHub S2

Scenario

Leave a meeting from an IdeaHub S2 when the meeting 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 **purchase procedure**.
2022-11-15	This issue is the first official release.