Huawei Cloud Meeting

Best Practices

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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.

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

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

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

 Table 1-2 lists meeting scenarios in enterprise A.

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

Table	1-2	Meeting	usage
-------	-----	---------	-------

Solution Architecture

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

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 1-3 Meeting function requirements and solutions

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.

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 GBYearly/Monthly

Role Planning

Table 2-2 Ro	le planning
--------------	-------------

Role	Quant ity	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	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

Instantian Configure Cloud Resources Configu	Summry Duration 1 gen Cloud Meeting Room Cloud Meeting Room Cloud Meeting Room Room Room Meeting Room Room Room Meeting Room Room
Cloud Meeting Room-100 Participants Antiyear Up to 100 participants In the dout meeting nom.	
Cloud Meeting Room-200 Participants Anthree Company Compan	

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

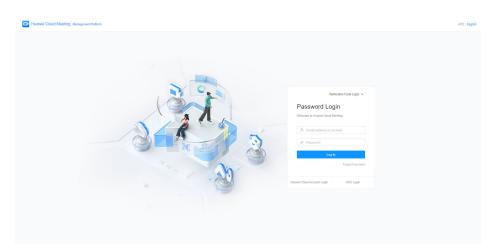
5 Configuring the Enterprise Architecture

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.

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

Huawei Cloud Meeting	Management Platform			Online Subscrip
Individual	Enterprise Management / Users			
🖹 Meetings 🗸 🗸	Users You can create or batch import	departments, and invite users one by one of	r in batche	
My Recordings	Departments Import Export	Users User Invitations	Applications	
Sternal Contacts				
Meeting Settings		Invite Import Export	Remove	
My Profile		Name	Department	Email Address
Administrator				
û Home				
B= Enterprise Management >				
Users	•			
Enterprise's External Cont				

Step 3 In the Batch Import Departments dialog box, click Download Template to download it.

-	-	•	•		
Batch Import Depa	rtments				×
New Departments	Existing Departments				
	•	Download Depa 1. Fill out the template as	-	te	
		2. Up to 5,000 records car Supported file types: XLS Department Templat	and XLSX.	Max. file size: 2 MB.	
	•	Upload Departn	nent File	Select File	
			Cancel		

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

Batch Import Depa	rtments				\times
New Departments	Existing Departments				
	•	Download Depa	-	ite	
		 Fill out the template as Up to 5,000 records ca Supported file types: XLS 	an be imported at a time. S and XLSX.	Max. file size: 2 MB.	
	•	Department Templa			
				Select File	
		Upload	Cancel		

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

Figure 5-4 Managing task records

		Onli	ne Subscription	Host Meeting Consulting	Task Center
isk Center					
Users Group Vide	o Conferencing Endpoints	Third-Party Meeting Terminals	Departments	Smart TVs Team Collat	poration Boards Sn
				2023/10/16 📋	- 2023/11/15
Task Creation Time	Operation Type	Operated By	Successes / All	Status	Operation
2023/11/15 19:15:19	Import		1/1	Finished	上 🛍
		Close			

----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.

 Batch Import Users
 Kew Users
 Existing Users

 • Download User Template
 • . Fill out the template as required.
 • . Up to 5,000 records can be imported at a time. Max. file size: 2 MB. Supported file types: XLS and XLSX.
 User Template .

 • Upload File

 Select File

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 \checkmark in the **Operation** column of the row containing the task to download and view the result. You can also click \bigcirc to delete the task record.

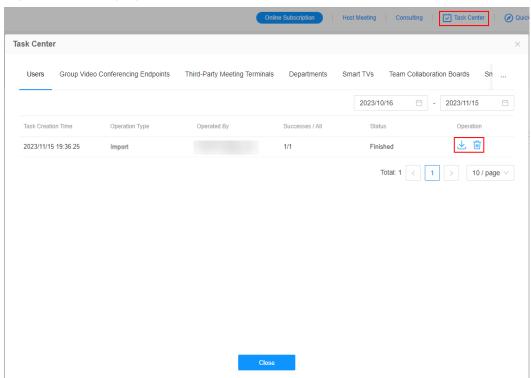


Figure 5-7 Managing task records

----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**.

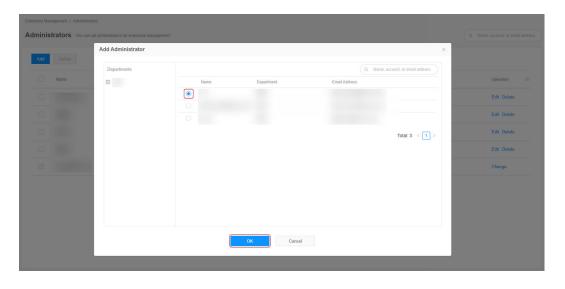
Step 3 Click **Add**. The **Add Administrator** dialog box is displayed.

Individual	Enterprise Ma	nagement / Administrators					
B Meetings Y	Adminis	trators You can set administra	lors for enterprise management.				
My Recordings	Add	Delete					
External Contacts	Add	Denose					
Meeting Settings		Name	Email Address	Role	Scope	Permissions	Operation ©
My Profile			and the second distance of the	Global administrator	Entire enterprise		Edit Delete
			Add Admin	istrator	×		Edit Delete
			Member				
Home			Appoir	nt a member as administrator.	Select rprise		Edit Delete
Enterprise Management A			Role		rprise	Meeting management	Edit Delete
Users			Global	administrator	rprise		Change
Enterprise's External Cont							
Cloud Meeting Rooms				Save Back			
Registration Details							
Administrators							

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**.

Enterprise Man	agement / Administrators					
Administ	trators You can set administrators for en	derprise management.				
Add						
	Name	Email Address	Role	Scope	Permissions	Operation
		-	Global administrator	Entire enterprise		Edit Delete
		and the second second	I Administrator	rprise		Edit Delete
		1000	Appoint a member as administrator.	Select		Edit Delete
		1000	Role	rprise	Meeting management	Edit Delete
		-	Global administrator	rprise		Change
			Save Back			



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.

	hagement / Administrators trators You can set administrators	for enterprise management.				Q Name, account, or email address
Add						
	Name	Email Address	Role	Scope	Permissions	Operation ©
		Concession of the local division of the loca	Global administrator	Entire enterprise		Edit Delete
		Add Admin Member		× rprise		Edit Delete
			t a member as administrator.	Select rprise		Edit Delete
		Role		rprise	Meeting management	Edit Delete
			administrator	rprise		Change
			i administrator n 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

Permissio n	Description
Enterprise managem ent	Manages departments , users , external contacts , and cloud meeting room resources in the enterprise.
Meeting room managem ent	Manages intelligent collaboration terminals, manages third-party meeting terminals, and monitors hard terminals.
Meeting managem ent	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 $\frac{1}{2}$ 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)

Add Administrator		×
Member		
		Select
Role		
Custom administrator		\vee
Scope		
 Entire enterprise Specific department 		
Permissions		
 Enterprise management Meeting room management Meeting management 		
Save	Cancel	

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

Add Administrator	×
Member	
Sel	ect
Role	
Custom administrator V	
Scope	
Entire enterprise	
● Specific department 品	
Permissions	
Enterprise management Manage only the specified departments and users in the departments.	
Meeting room management Manage only hard terminals, including intelligent collaboration devices, SmartRooms, smart TVs, and third-party meeting terminals.	
Meeting management Manage cloud meetings, webinars and recording.	
Save Cancel	

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**.

Enterprise Mar	agement / Administrators				
Adminis	trators You can set administrato	ors for enterprise management.			
Add					
	Name	Email Address	Add Administrator × Member	Permissions	Operation ©
	P		p Role		Edit
			Custom administrator		Edit Delete
			Scope		Edit Delete
			Entire enterprise Specific departments	Meeting management	Edit Delete
			Permissions		Change
			Enterprise management Meeting room management Meeting management Sawe Back		

- 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.

nterprise Management / Administrators	histrators for enterprise management.				Q Name, account, or email address
Add Delete					
Name	Email Address	Role	Scope	Permissions	Operation
		Global administrator	Entire enterprise		Edit Delete
		Global administrator	Entire enterprise		Edit Delete
		Global administrator	Entire enterprise		Edit Delete
		Custom administrator	Entire enterprise	Meeting management	Edit Delete
		Super administrator	Entire enterprise		Change

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.

Huawei Cloud Meeting	Management Platform						Host Meeting 🗊 Task Cent	er 🔰 🕜 Quick Links	tirtitik English
Individual	Enterprise Ma	anagement / Cloud Meeting Room	ms						
Meetings ~	Cloud M	Meeting Rooms You o	can allocate subscribed	cloud meeting rooms to users	or hard terminals.			AIV C	cloud meeting ID, owner or name
My Recordings									III Card View
External Contacts Meeting Settings		Name		Cloud Meeting ID	Concurrent Parties	Expires	Hard Terminal	Soft Client	Operation
& My Profile			la.	656	25 parties	2022/06/02 10:49:59	Allocate	Allocate	Disable
Administrator									
a Home									
Enterprise Management									
Users									
Enterprise's External Cont Cloud Meeting Rooms									
Registration Details									

- **Step 4** In the displayed dialog box, select a user.
- **Step 5** Click **OK** to allocate the cloud meeting room to the user.

artments	Selec	t a user		a	Name
0		Name	Department	Mobile Number	Email Address
				Total: 7 <	1 > 10 / page ∨

----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.

Enterprise Management / Cloud Meeting Rooms			
Cloud Meeting Rooms You can allocate subscribed cloud meeting rooms to users or hard terminals		Allv	Q cloud meeting ID, owner or name
Allocation Meeting Room ×			
Cruzzle Dicador Select a terminal			III Card View
Name Smart TV IdeaHub SmartRooms Hard Terminal Q Name, account, or email	d Terminal	Soft Client	Operation
Departments.	cafe	Alscate	Death

----End

Configuring Meeting Room Devices and Clients

7.1 Configuring an IdeaHub S2

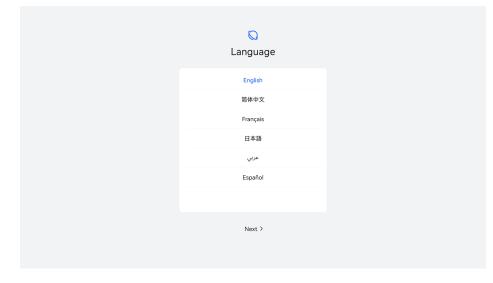
7.1.1 Configuring the Startup Wizard

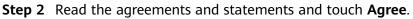
Scenario

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**.





Agreements and Statements
By tapping Agree, you acknowledge that you have read and agree to the following content
End User Software Please read the End User License Agreement carefully before using your Huawei device. Using any Huawei device indicates that you acknowledge and agree to the terms and conditions of this Agreement. Otherwise, do not use any Huawei device or download this software update.
Learn More
Software Update Software update is a basic service that allows you to update your device system and enterprise-customized services. This service requires access to the network and may require the media and file permissions during use. It will also collect and use the following information:
Learn More 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 Common/Wealth Dominica
Common		CommonWealth Dominica
	CommonWealth Dominica	

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

🎸 Time Zone	
Time zone	
Beijing, Chongqing, Hong Kong, Urum UTC+08:00	qi
Kuala Lumpur, Singapore UTC+08:00	
Perth UTC+08:00	
Taipei UTC+08:00	
Ulaanbaatar UTC+08:00	
Irkutsk UTC+08:00	
< Back	Next >

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

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

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

	88
	Enhanced Services
E	ly tapping Next, you understand and agree to the following selected services
•	Sel
M	Join User Experience We discretize https://www.communication.communications/ you agree to the Statement About User Experience Improvement Program. By joining this program, you agree to the Statement About User Experience Improvement Program. To help us improve product stability and usability, the Program requires you to allow related storage permissions and device identifiers when your device is connected to the Internet. It collects and uses personal data, including your location, network, device, and age 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.

System configuration is complete
Get Started
More Settings By configuring administrator information, you can enable more services.

----End

7.1.2 QR Code Activation

Scenario

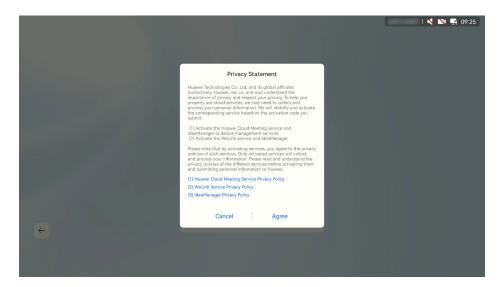
After the initial configuration of the startup wizard is complete, access the Meeting app from the IdeaHub S2 home screen and scan the QR code to activate the meeting service.

Procedure

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

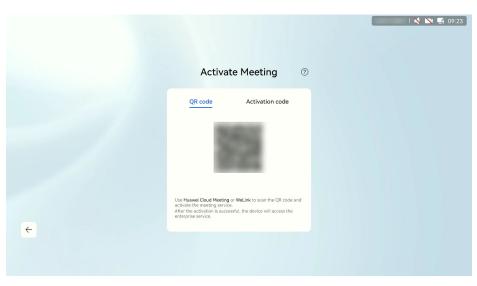


Step 2 Read the privacy statement and touch **Agree**.



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

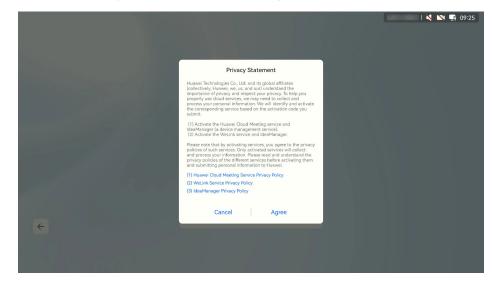
Step 1 Obtain an activation code from the enterprise administrator.

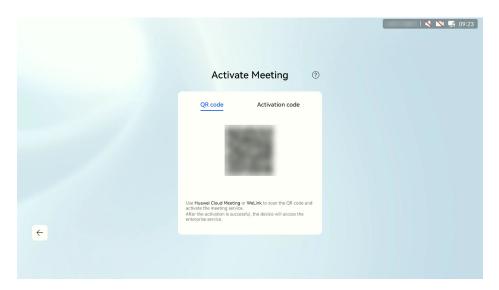
The enterprise administrator can log in to Huawei Cloud Meeting Management Platform and add an activation code. For details, see **Adding a Commercial Activation Code**.

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**.

OR code Activation code QR code Activation code 1 2 3 4 5 Code Activation code activatio code activation code activatio code activation code
1 2 3 4 5 5 1 6 7 8 9 0 5 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 enterprise service.
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 enterprise service.
6 7 8 9 0 By tapping Activate, you acknowledge that you have mad and agree to the Privacy Statement. After the activation is successful, the device will access the enterprise service.

----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

Туре	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

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.

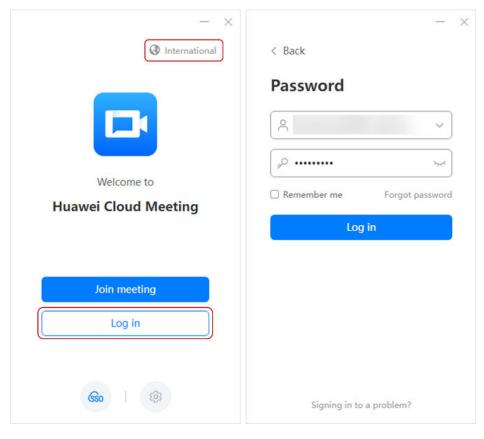
Procedure

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.



----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

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

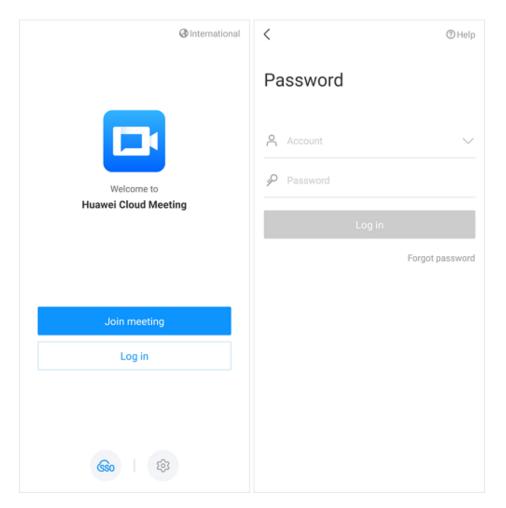
Procedure

- **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.



----End

8 Using Meeting Functions (Only on Clients)

8.1 Scheduling a Meeting

Scenario

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

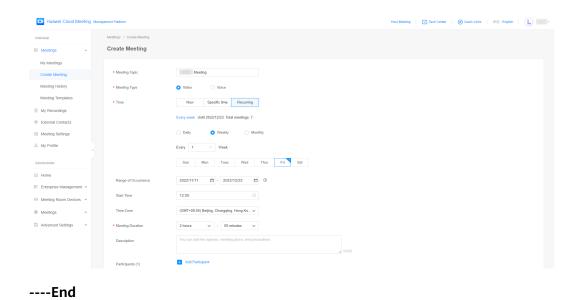
Basic Meeting Information	Description			
Meeting type	Online meeting			
Frequency	Once a week			
Time	From xx:xx to xx:xx on every Friday			
Participants	All 30 members of the project team			
Meeting duration	1 hour			

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

- 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**.

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. 	

Table 8-2 Key parameters



8.2 Joining a Meeting

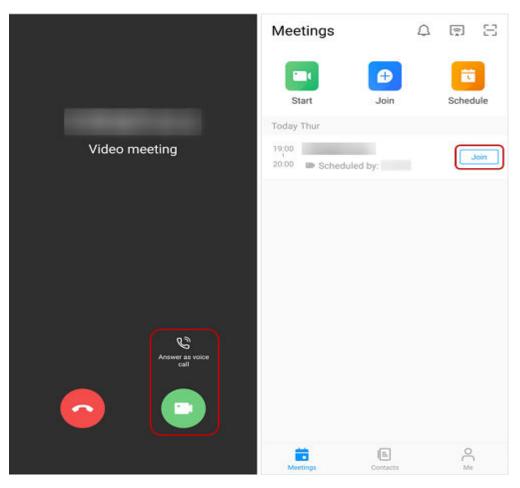
Scenario

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

- 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.

	Q Contact or mobile number			Share screen	□ ×
Meetings		(16:23	Dec 18 Mon	
eMeetings	Start ~	Join	Today, Dec 18, 2023 Time: 16:30 - 17:30	Meeting history >	
	萨	1	Scheduled by:	Join	
	Schedule	Host			
R				invites you to	video meeting.
\$				Disconnect	Answer

- 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

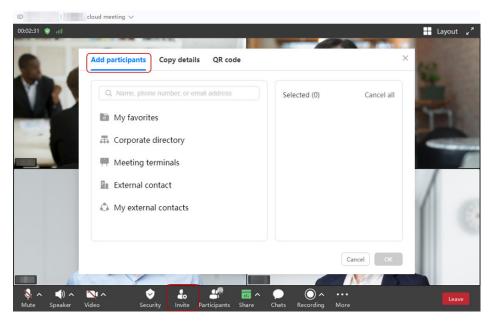
During a meeting, invite other users to the meeting.

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.

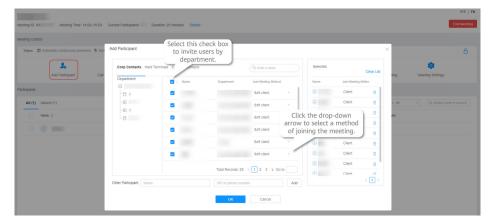
The host can also touch the icon in the upper right corner, touch **Contacts**, and invite contacts in the corporate directory.

े भ रू भ	-	Leave	Participants	()		< Part	icipant	s ()	Ľ	
			Q Search							
_	STA.	N	o speakers							
			Me		\$ 24	M			\$ 54	
						Rechat	Email	QR code	S Copy link	
U Nute Video	share Participants	···· More	Raise hand	Apply to b	e host			Cancel		

- 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	Host Meeting	② Guick Links 中文 English 山
Individual	Meetings / My Meetings My Meetings		All ~ Q. Meeting topic, meeting ID, or schedulor
My Meetings	Meeting (Scheduled meeting initiated by me)	43. The meeting start time has arrived. You can start the meeting.	🕤 Cancel 🛛 🔯 Share
Create Meeting Meeting History Meeting Templates	Time Cited Metring ID Metring Pleasement Schedulind By Plentogeness (1) Show Mean		Join Meeting Meeting Control
External Contacts			

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:

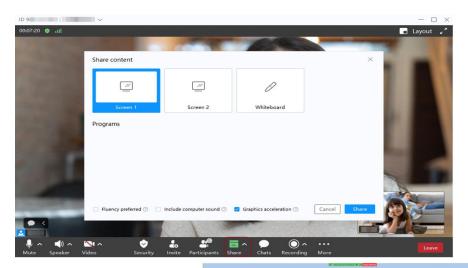
- Desktop client: Click **Security** in the navigation bar at the bottom of the meeting screen and select **Lock meeting**.
- Mobile app: Touch **More** > **Meeting settings** in the navigation bar at the bottom of the meeting screen and enable **Lock meeting**.
- Meeting control assistant: Click 🛄 to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

8.4 Sharing Content

Scenario

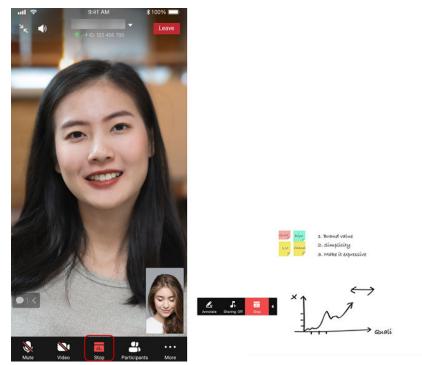
Share screen content for annotation and discussion in a meeting.

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

8.5 Recording a Meeting

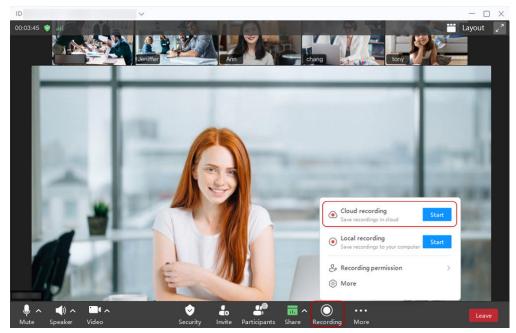
Scenario

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

Cloud Recording

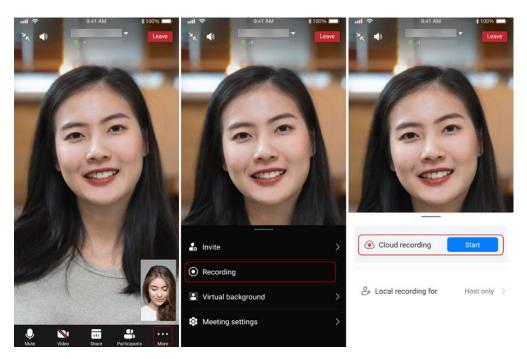
Desktop client

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.

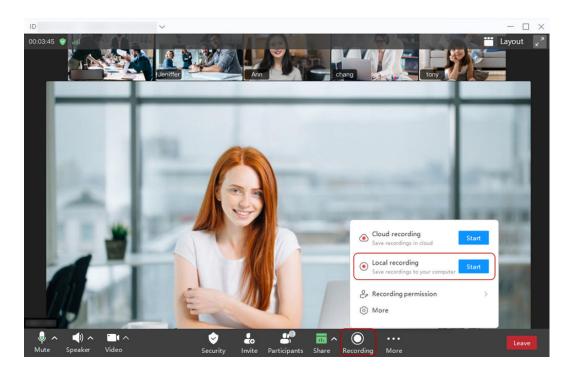


D NOTE

- 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.



- 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

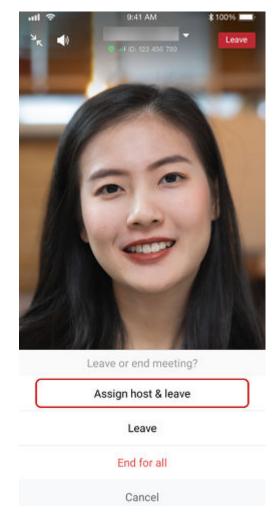
Scenario

Leave a meeting when it ends.

- 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.

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

 Table 9-1 Cross-region business seminar

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**.

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.

Table 9-2 Key parameters

Individual	Meetings / Create Meeting		
Meetings	Create Meeting		
My Meetings			
Create Meeting	* Meeting Topic	Meeting	
Meeting History	* Meeting Type	• Video 🔷 Voice	
Meeting Templates	* Time	Now Specific time Recurring	
My Recordings		2022/11/11 📋 18:30 🔿	
External Contacts			
Meeting Settings	Time Zone	(GMT+08:00) Beijing, Chongqing, Hong Ko ∨	
6. My Profile	Meeting Duration	1 hour V - 00 minutes V	
Administrator	Description	You can add the agenda, meeting place, and precautions.	
ධ Home		<i>#</i> 0/200	
Enterprise Management v	Participants (1)	★ Add Participant	
Meeting Room Devices		©	
Meetings ~			
Advanced Settings v	Open To	Everyone V	
	Meeting Resource	V	
	Meeting ID	O Random	

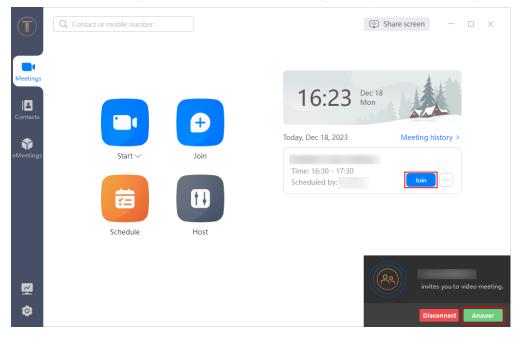
9.2 Joining a Meeting

Scenario

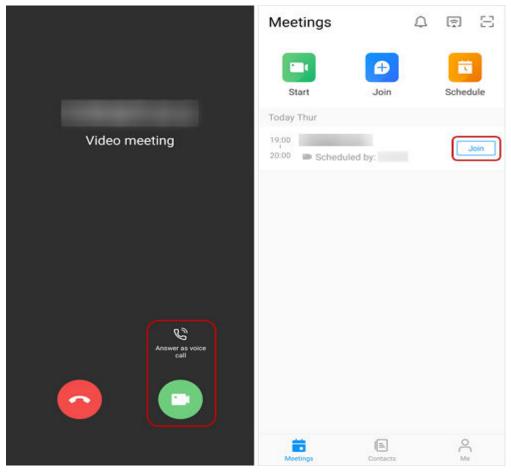
When a meeting starts, join it from the desktop client, the mobile app, or an IdeaHub S2.

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.

<	Meetings Welcome to Huswel Cloud Meeting Smart (Join meeting Start meeting	Rooms Details	(a) Meeting settings Scan with Huawel Cloud Meeting to join Download app 2	s My schedule	Contacts Events	
	Meetings Welcome to Huawei Cloud Meeting Smart	tRooms Details	Meeting setting:	s My schedule	Contacts	• 09:30
	< Join meeting	3 6 9	Scan with Huawei Cloud Meeting to join Download app >		None scheduled	
<	Ciear all U	×				

- 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 Huawel Goud Meeting SmartRooms Deta	lis ③ Meeting settings	My schedule Contacts	11
	G Join meeting			
<	Start meeting	Scan with Huawei Cloud Meeting to join Download app >	None scheduled	

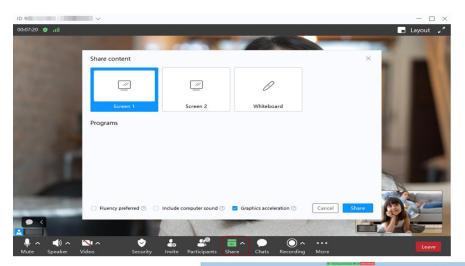
9.3 Sharing Content

Scenario

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

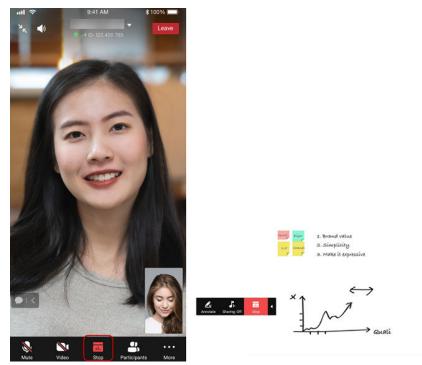
Sharing Content on the Desktop Client/Mobile App

- 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.



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.

ull 🗢	9:41 AM	\$ 100%
×	• +1 ID: 123 456 789	Leave
		A
	M	
L	eave or end meetin	ig?
	Assign host & leav	e
	Leave	
	End for all	
	Cancel	

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.

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

- **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.

Huawei Cloud Meeting Man	agement Platform	Host Meeting 🛛 🔁 Task Center 🖉 Outlick	CUnix 中文 English L
Individual	Meetings / Create Meeting		
D 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	
External Contacts			
Meeting Settings	Time Zone	(GMT+08:00) Beijing, Chongqing, Hong Ko v	
윤 My Profile	* Meeting Duration	1 hour v - 00 minutes v	
Administrator	Description	You can add the agenda, meeting place, and precautions.	
© Home		£ 0/200	
81 Enterprise Management ~	Participants (1)	Add Participant	
🖶 Meeting Room Devices 👻		۵ The second s	
Meetings ~			
E Advanced Settings ~	Open To	Everyone V	
	Meeting Resource	v	
	Meeting ID	Random	

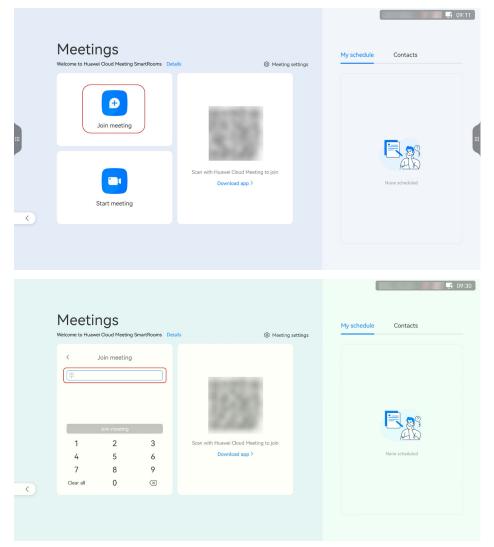
----End

10.2 Joining a Meeting on an IdeaHub S2

Scenario

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

- 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 Huavel Cloud Meeting SmartRooms Deta	lis ③ Meeting settings	My schedule	Contacts	<u></u> 09:11
Join meeting				
Start meeting	Scan with Huswei Cloud Meeting to join Download app >		None scheduled	

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.