

Meeting

Hard Terminal User Guide

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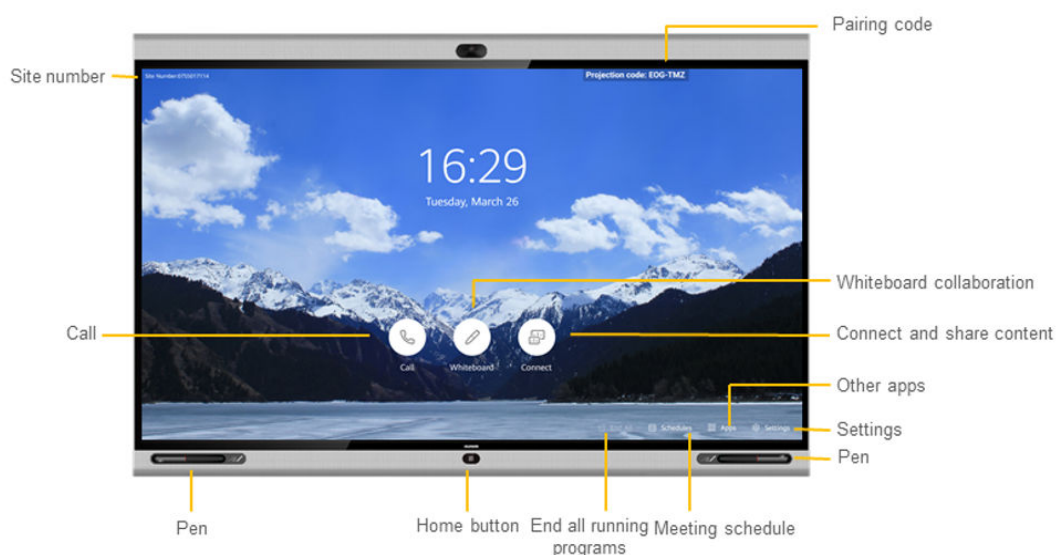
1 CloudLink Board

User Interface and Wake-up

Connect the Board to the power supply and press the Power button at the rear of it. Then the Board automatically starts up.

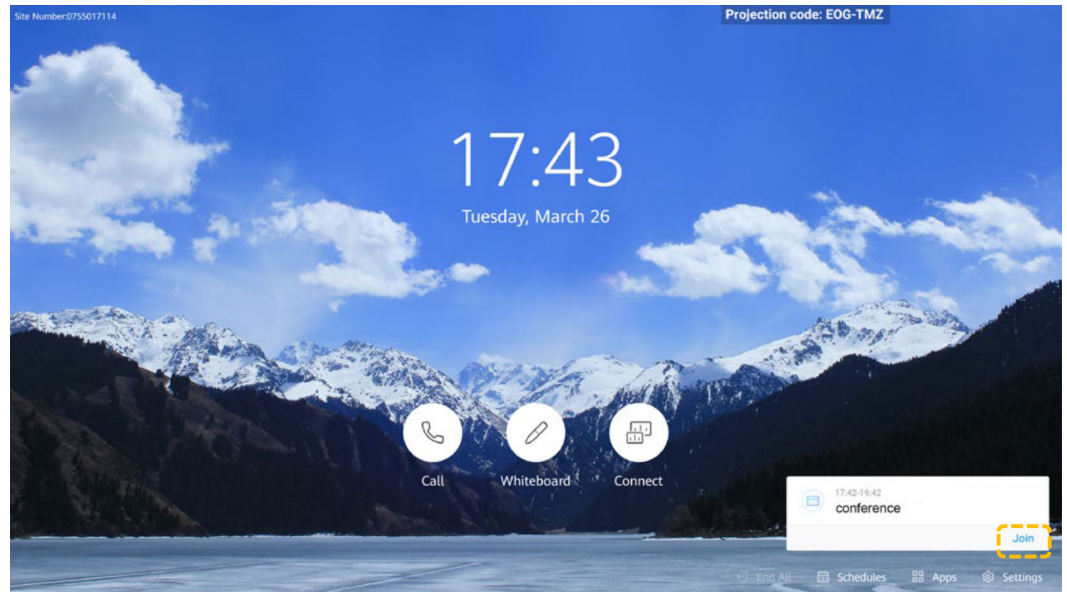
To wake the Board up when it is in sleep mode, you can:

- Touch the Board screen.
- Press the Home button.
- Say "Hey Scotty" if the voice assistant has been enabled.
- Take a pen from its dock.



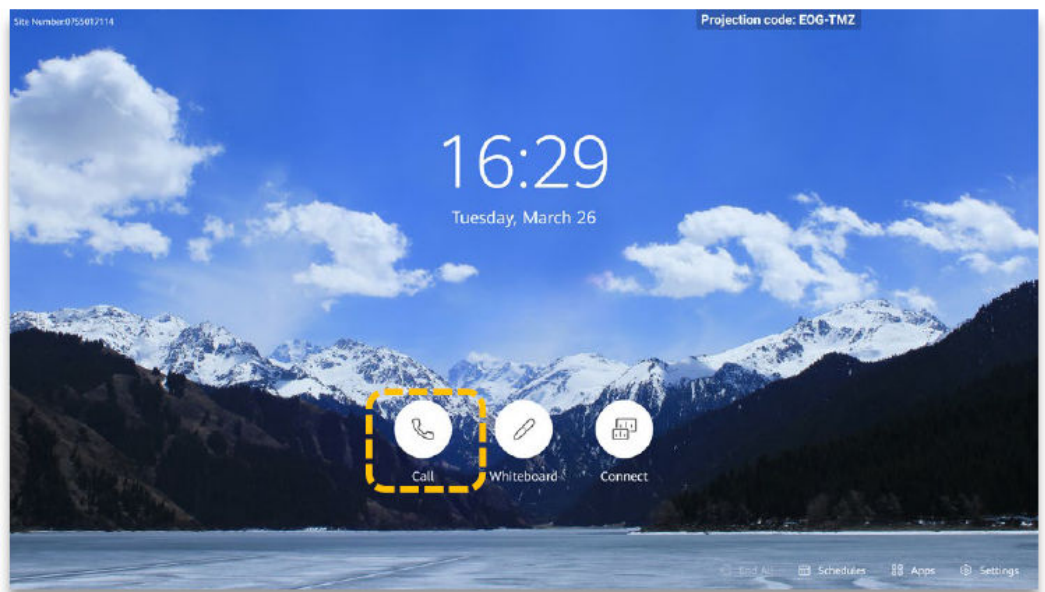
Joining a Meeting

- Joining an ongoing meeting or a scheduled meeting
Join an ongoing meeting or a scheduled meeting that is about to start, as prompted in the meeting notification box that appears on the Board's home screen.

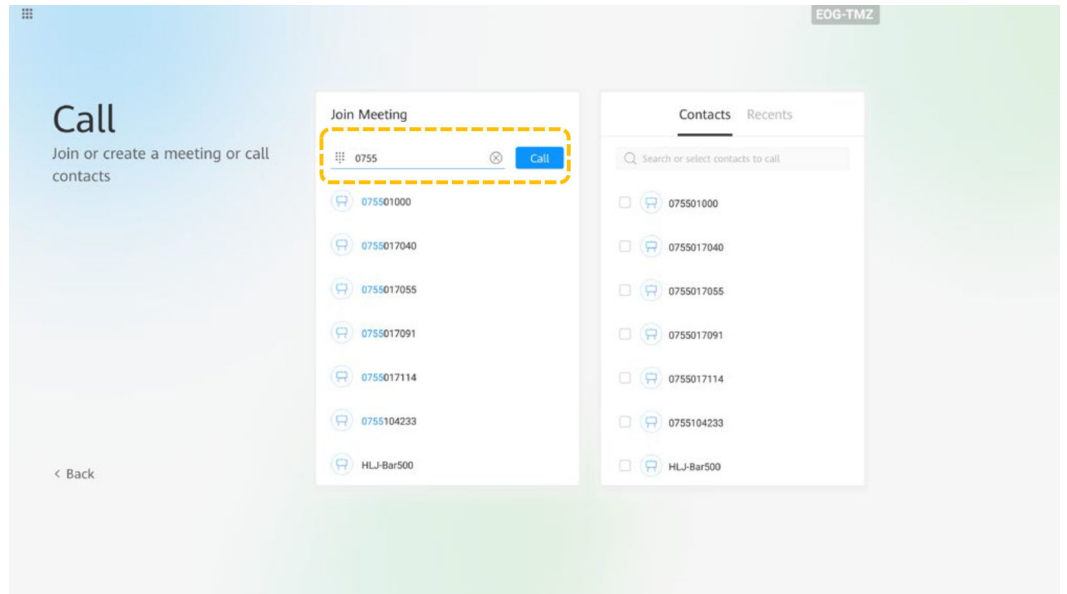


- Joining a meeting using a meeting ID
If you have a meeting ID, dial it to join the meeting.

a. Touch .



b. Enter the meeting ID and touch **Call**.

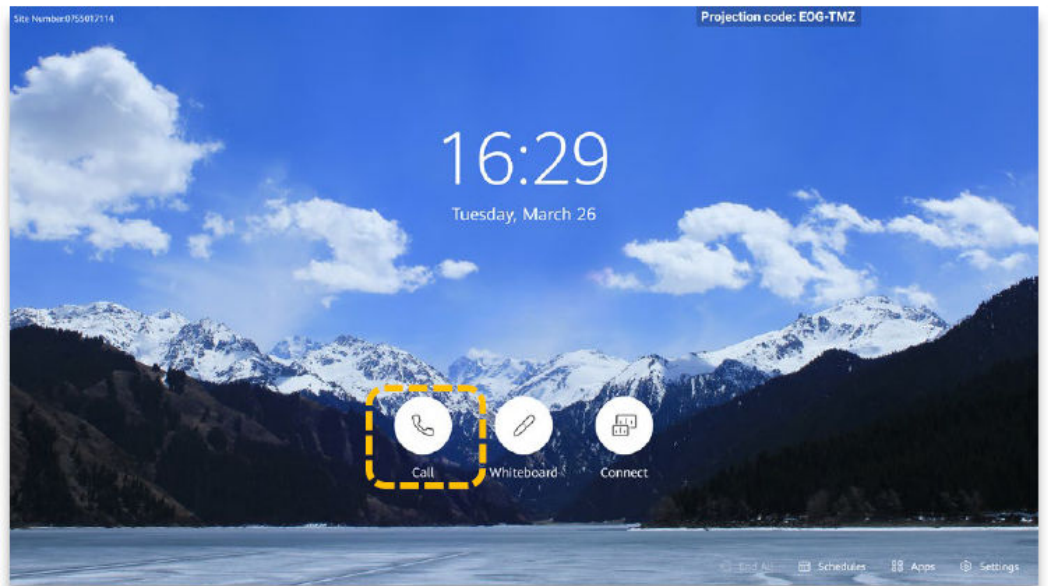


- c. (Optional) When necessary, enter a meeting's password in the second dialing keyboard.

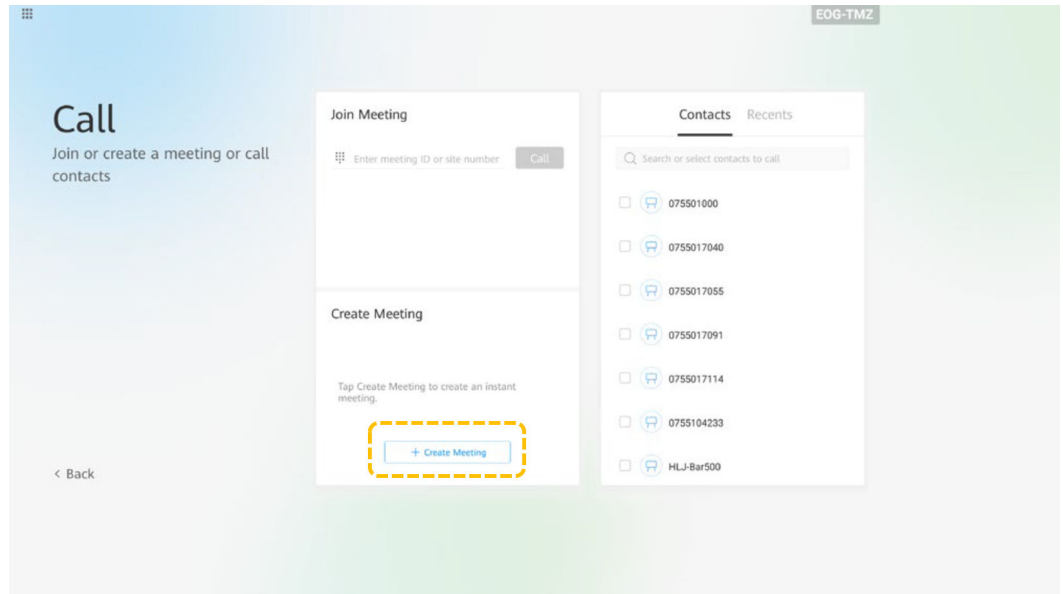
Holding a Meeting

- Creating a meeting
After you create a meeting, a meeting ID is generated. You can send this ID to participants to let them join the meeting by dialing this ID.
After the meeting is created, you are the host of the meeting.

- a. Touch .

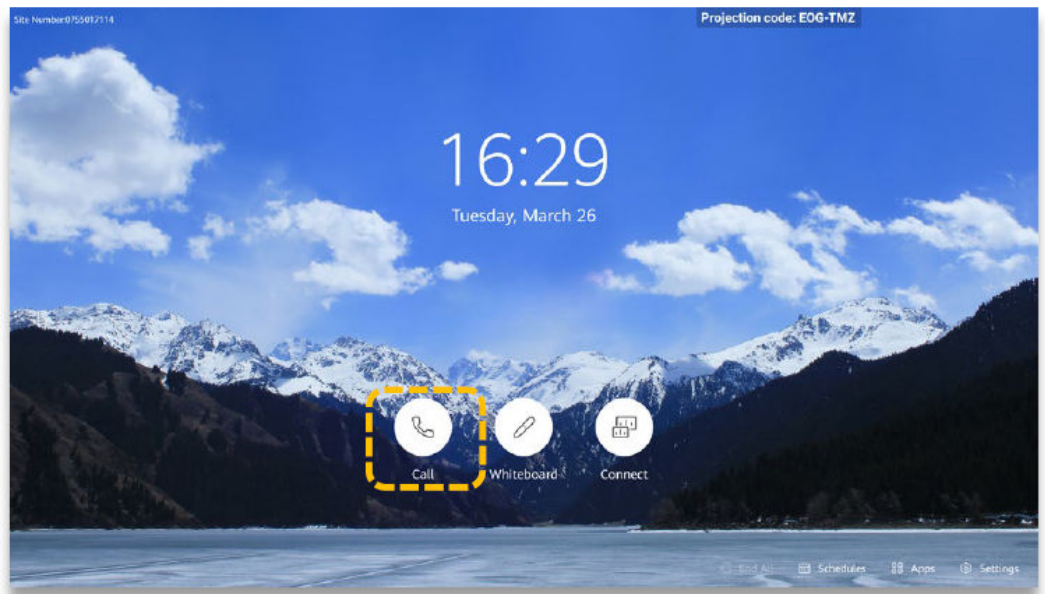


- b. Touch **Create Meeting**.

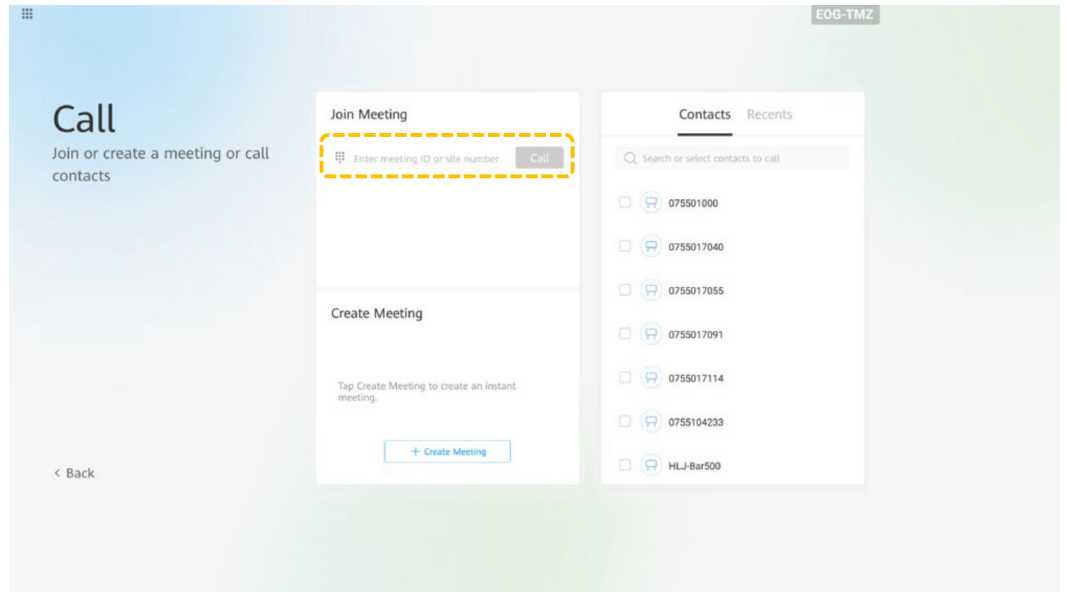


- Calling a site
Enter the keyword and touch a site name to select the site, or call a site from the contact list.

a. Touch .

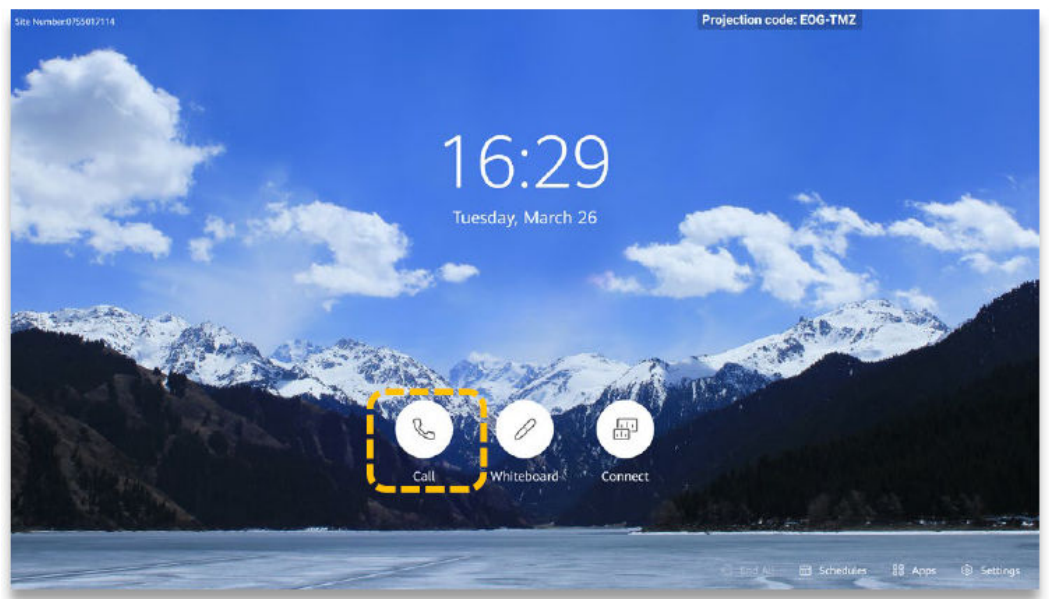


b. Touch the text box, enter the site number, and touch **Call**.

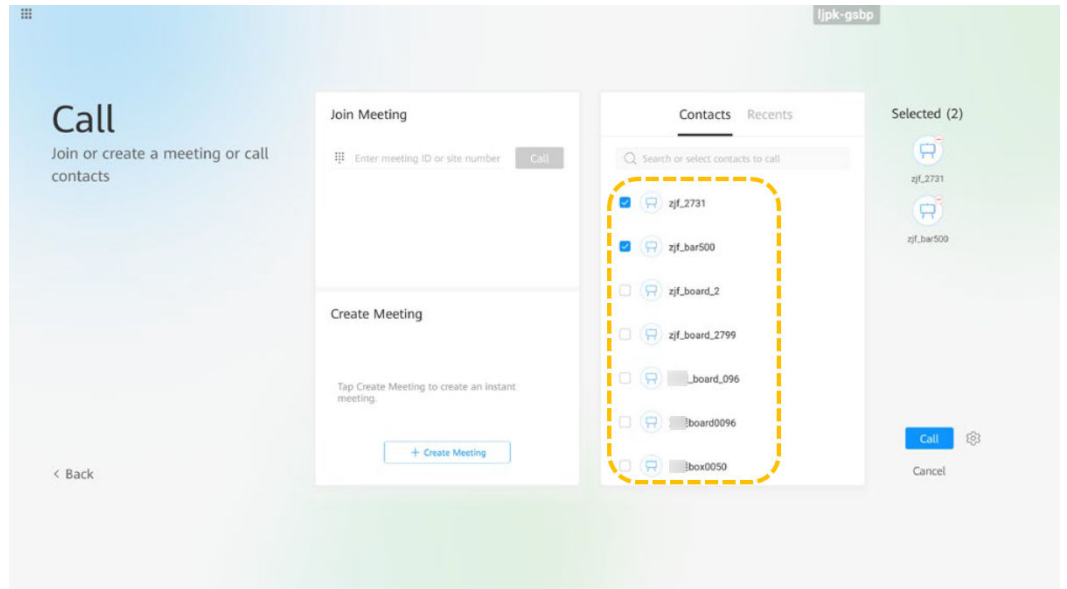



- Calling multiple sites

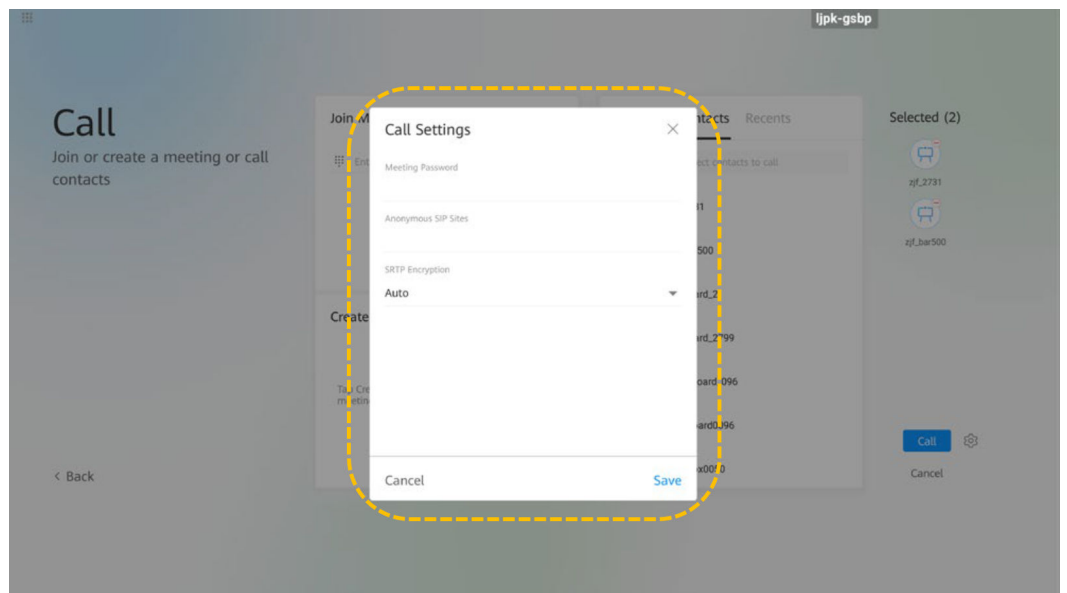
a. Touch .



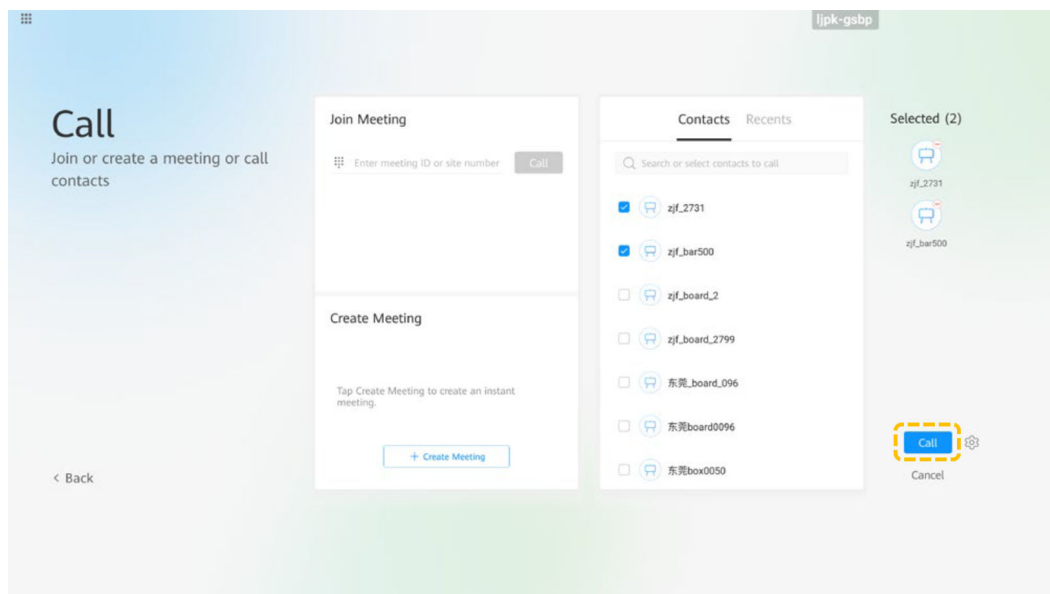
b. On the **Contacts** tab page, select the sites to call.



- c. (Optional) Touch , set parameters such as the meeting password, and touch **Save**. You can use the default settings.

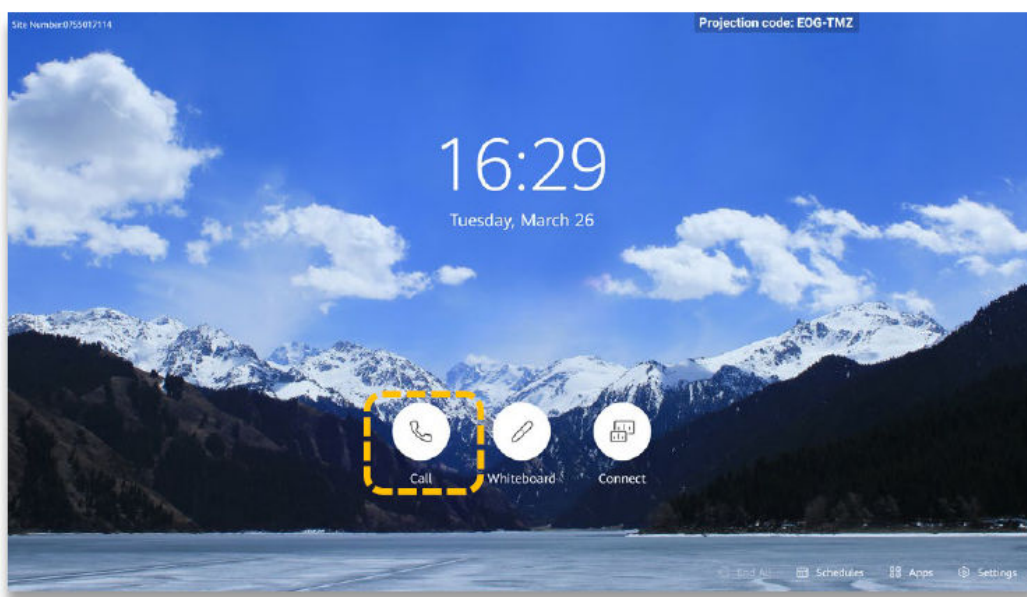


- d. Touch **Call**.

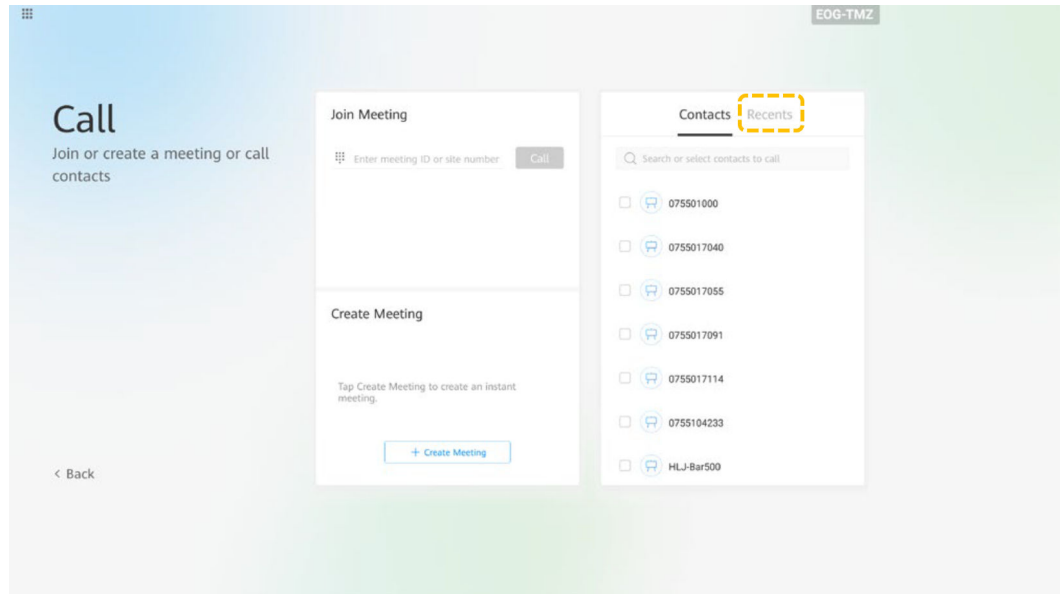



- Placing a call from **Recents**
Recents is a list of calls you have placed, received, or missed earlier. You can place a call from Recents.

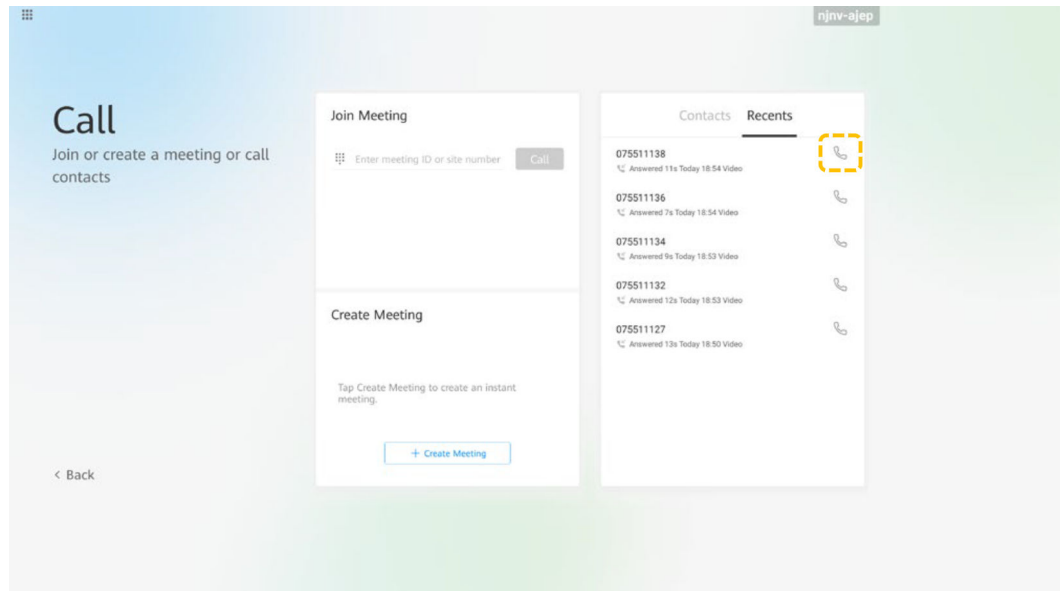
a. Touch .



b. Touch **Recents**.



- c. Find the site you want to call and touch .

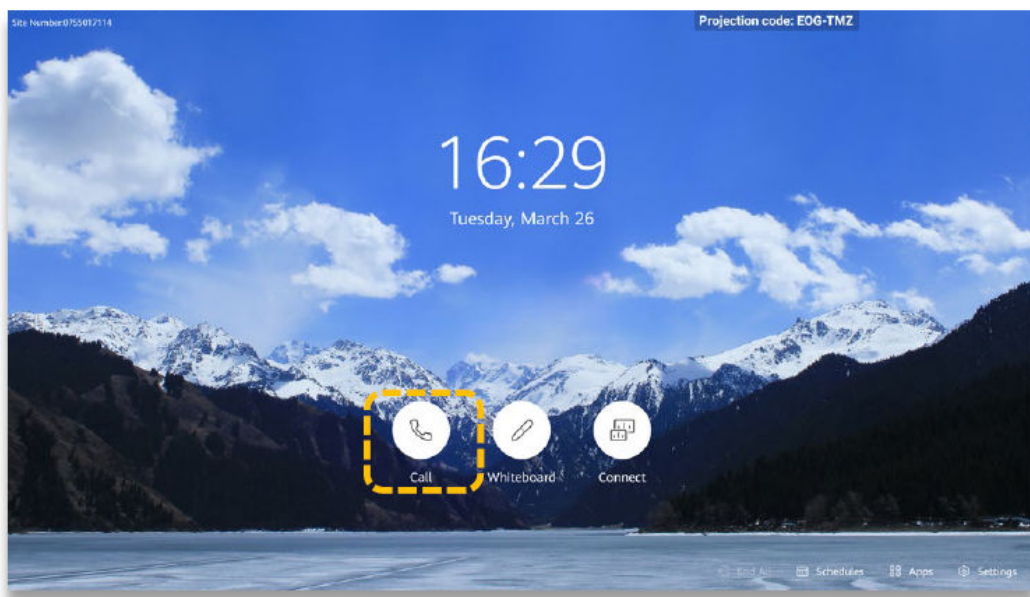


- Holding a meeting in a cloud meeting room

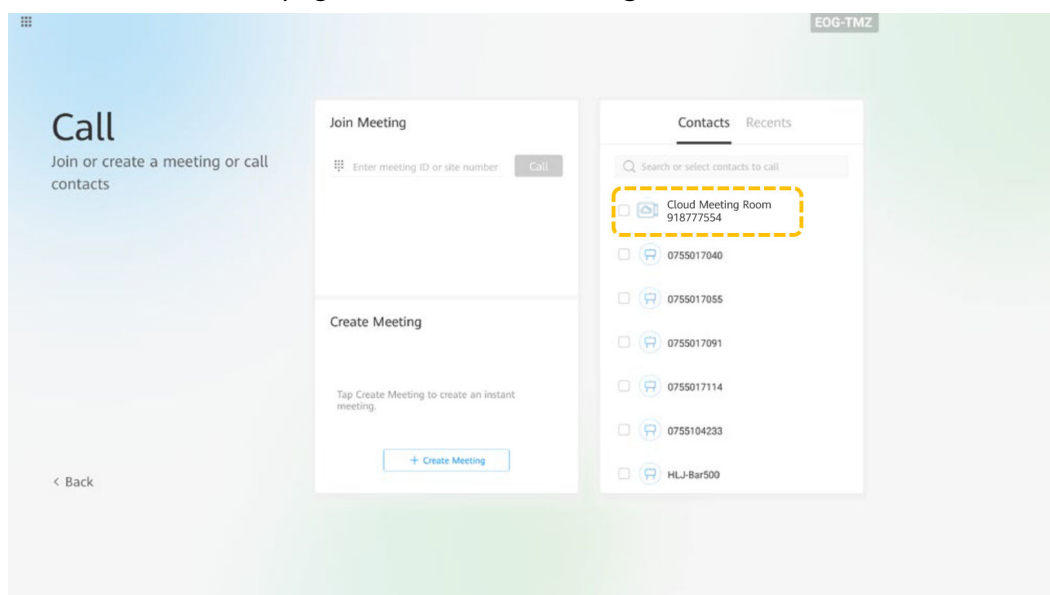
 **NOTE**

The Board can hold a meeting in a cloud meeting room only after the enterprise administrator allocates the cloud meeting room to the Board on the HUAWEI CLOUD Meeting Management Platform.

- a. Touch .

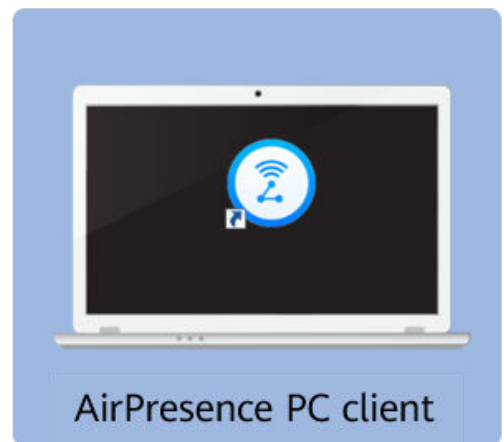
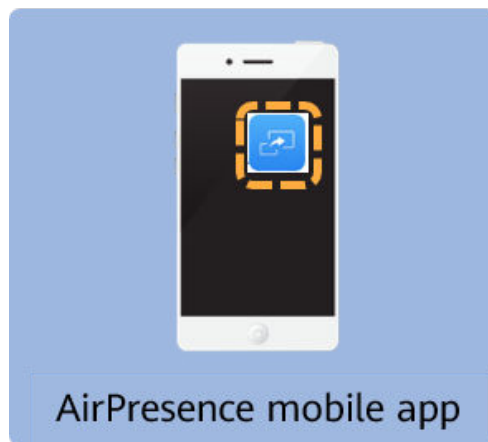


- b. On the **Contacts** tab page, touch **Cloud Meeting Room**.



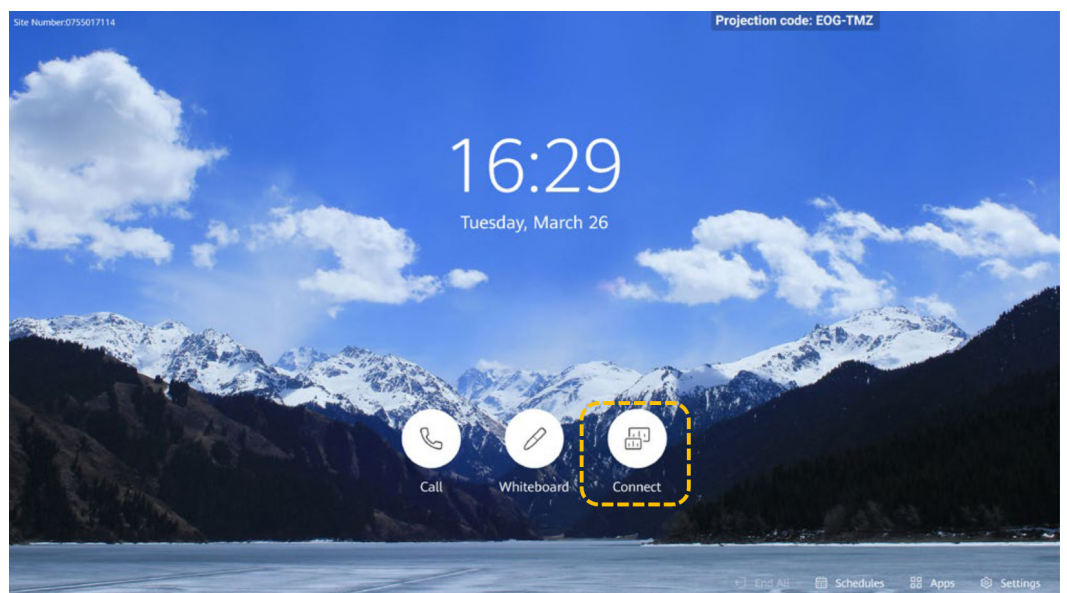
Sharing Content

The Board allows you to share content in the following ways:

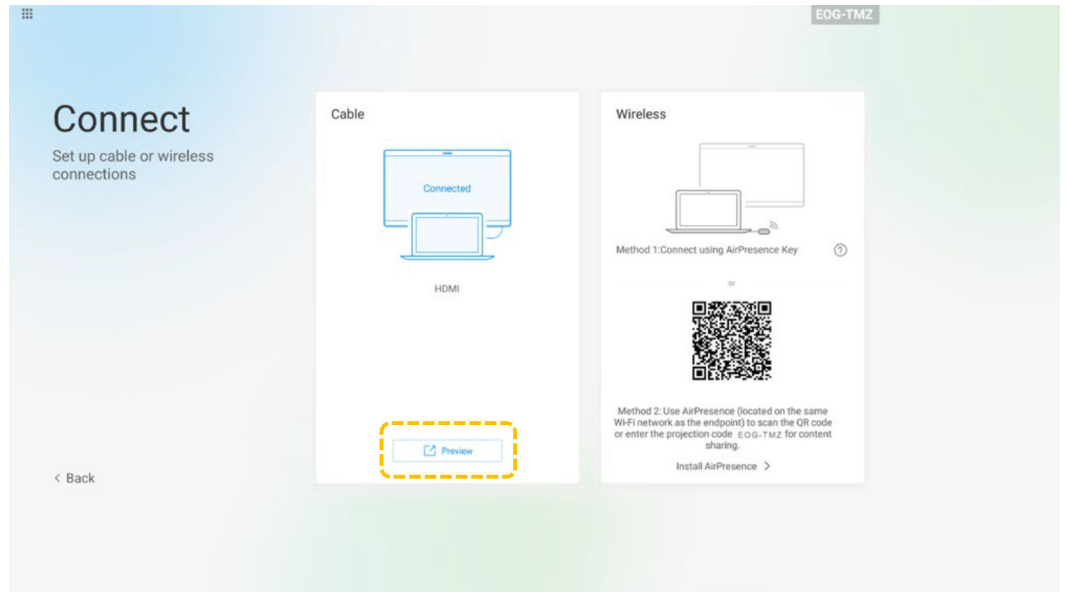


- Projecting content

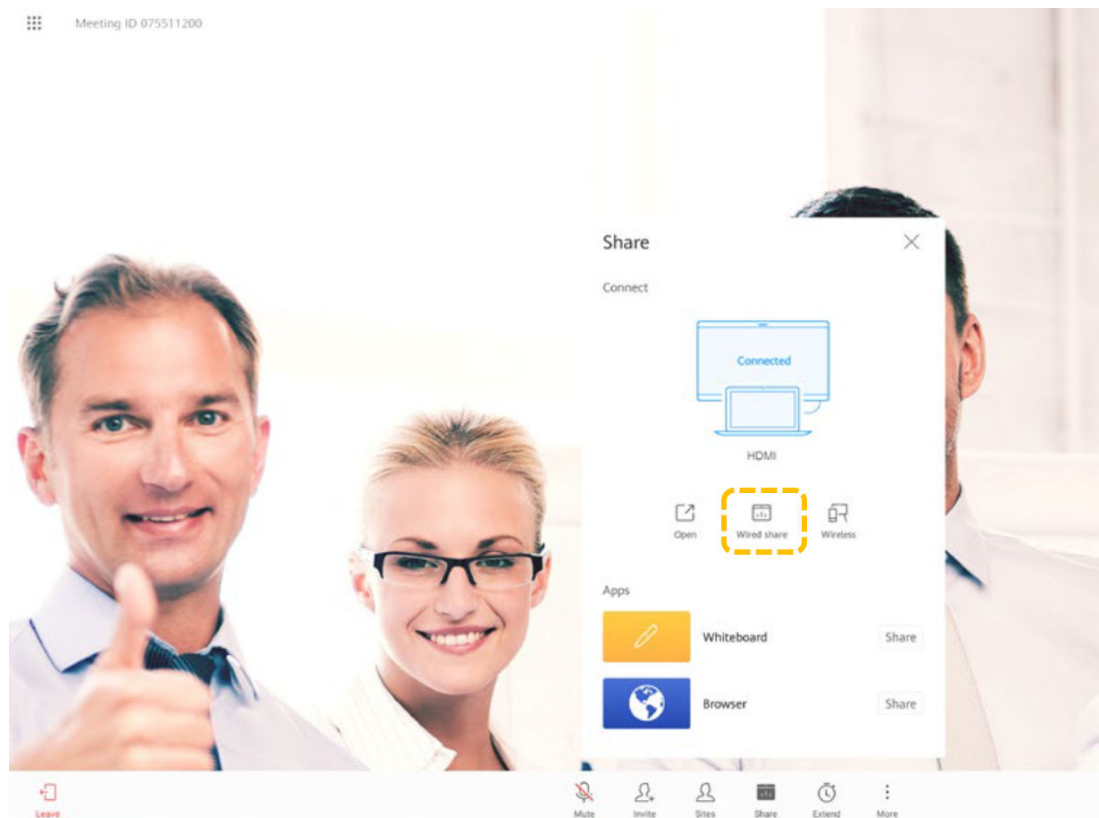
- a. Touch .




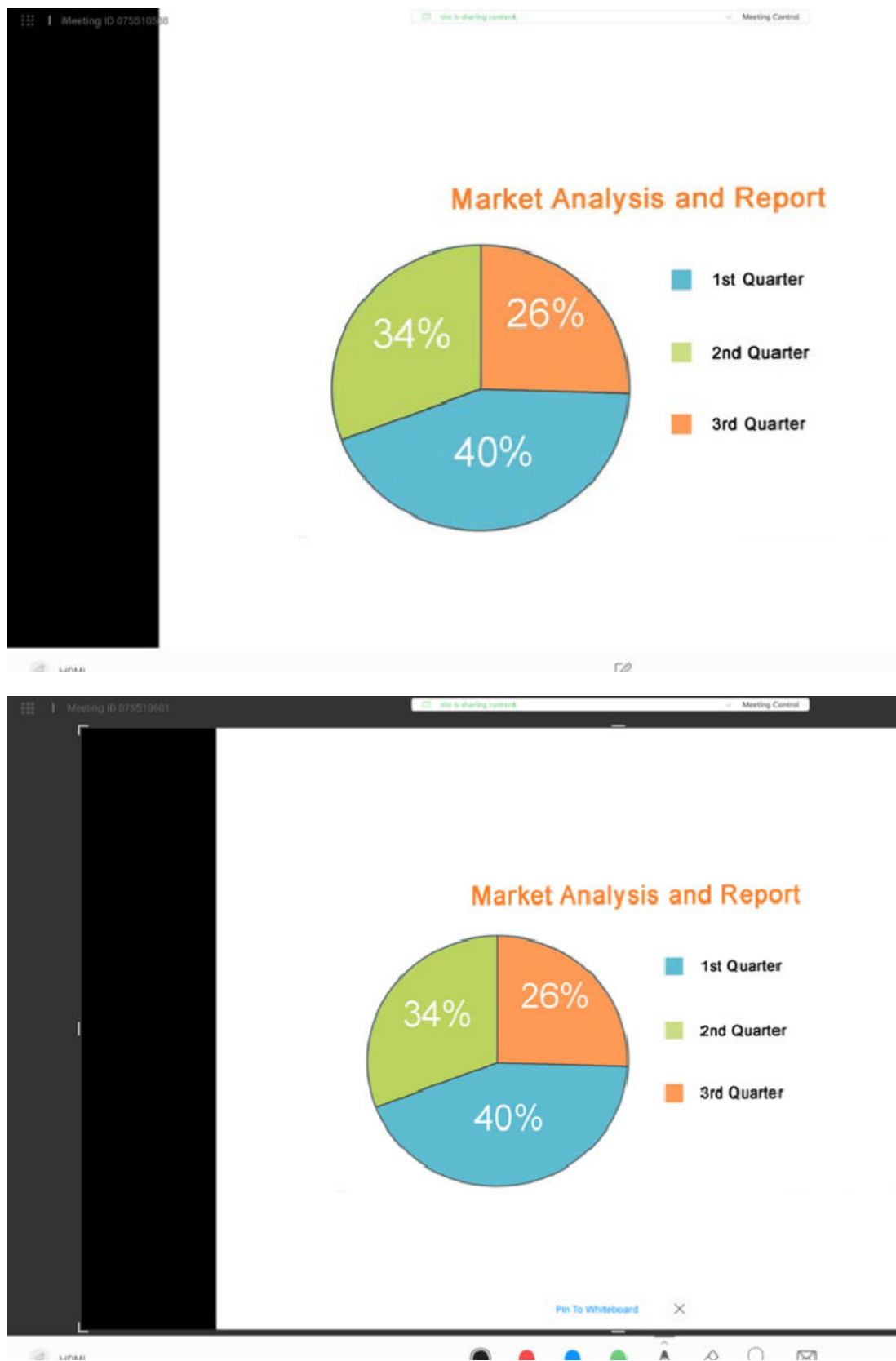
- b. To project the content using a cable connection, touch **Preview**.



- Sharing content using a cable connection
Before sharing the content, ensure that you have connected a material source using a cable.
 - a. Touch **Share** and then touch **Wired share**.



- b. Touch the screen, touch  to edit the shared material, and copy the material to a whiteboard.



- Sharing content using the AirPresence Key
 - a. Insert the AirPresence Key into the USB port of the terminal for automatic pairing.

- b. After the pairing is successful, remove the AirPresence Key from the terminal and insert it into the USB port on the PC.
- c. Install the AirPresence Key program on the PC. After the installation is complete, the message is displayed, indicating that you can press the button on the AirPresence Key to share materials.
- d. Press the button on the AirPresence Key to share the PC desktop.

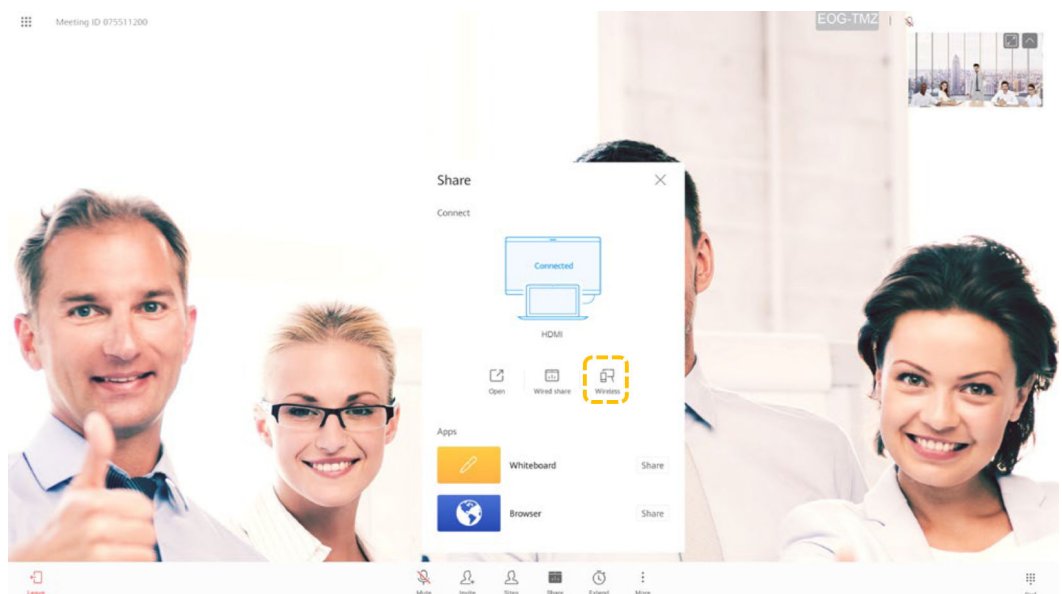


- Sharing content using the AirPresence mobile app

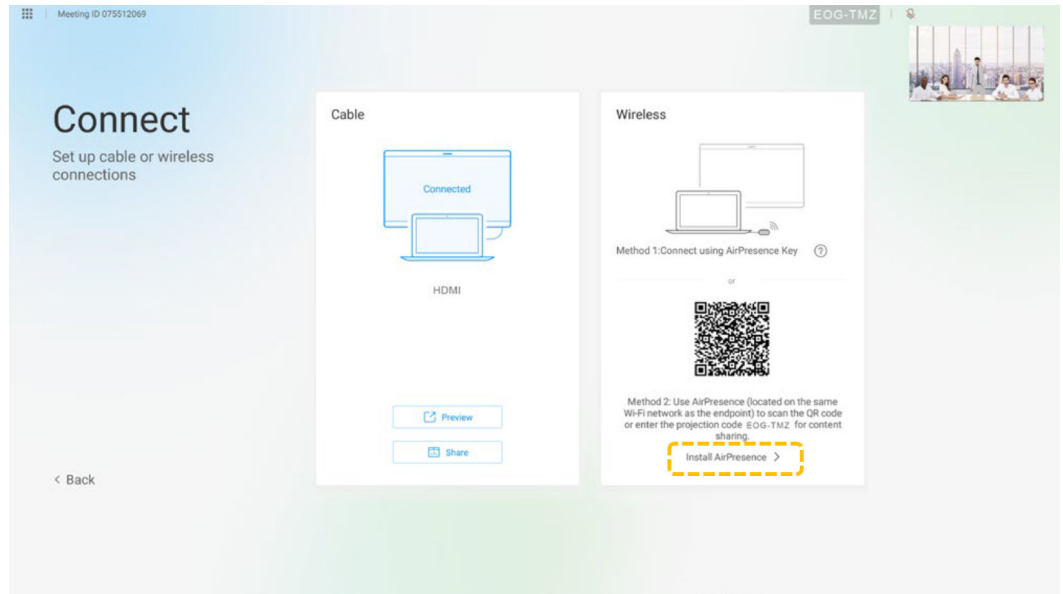
 **NOTE**

The mobile device that has AirPresence installed must connect to the same wireless network as the terminal and is reachable to the terminal.

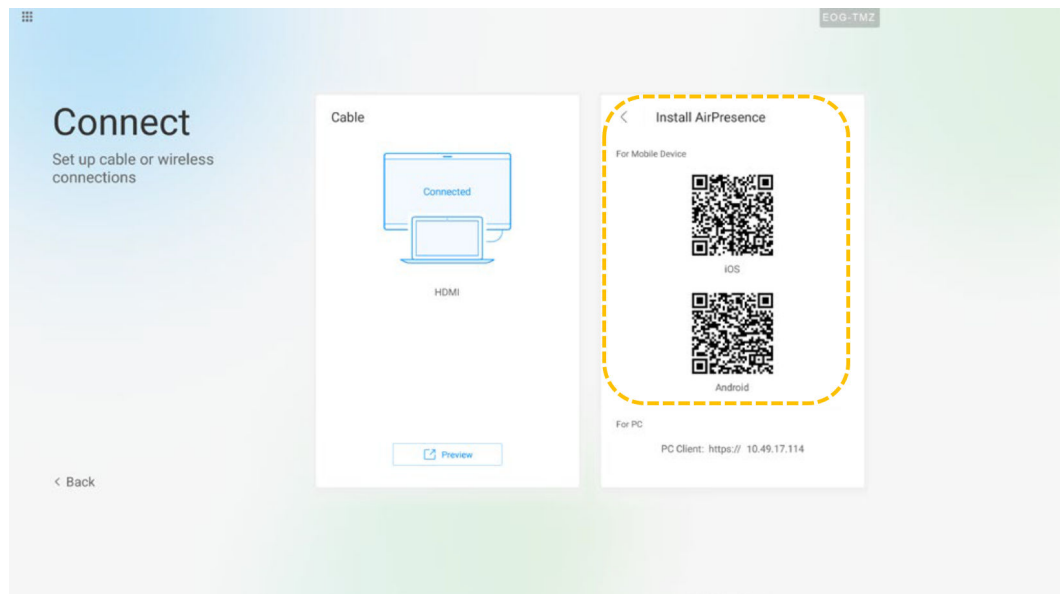
- a. Touch **Share** and then touch **Wireless**.



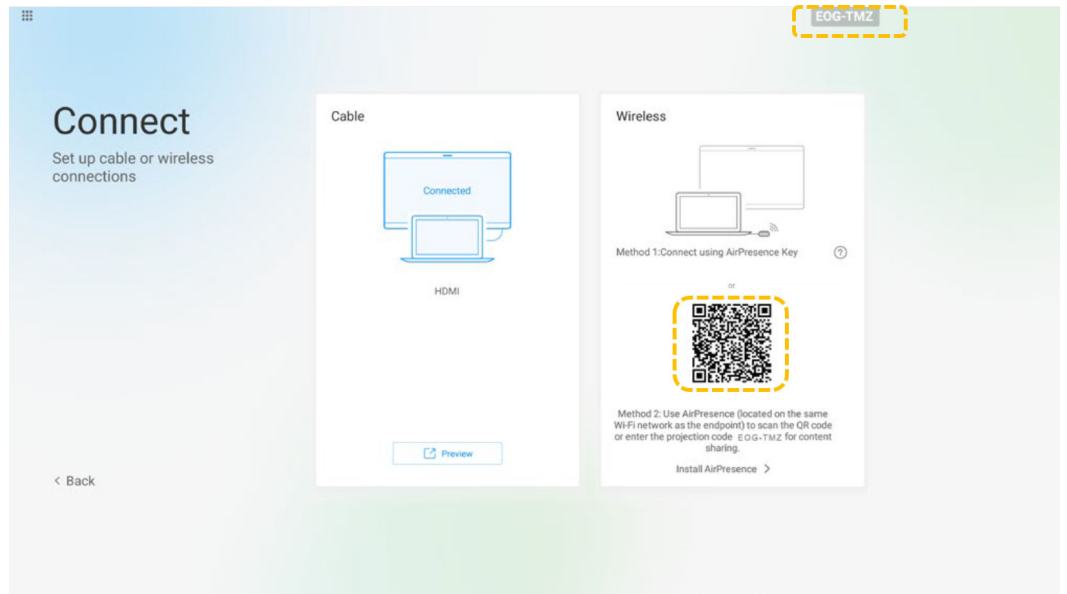
- b. Touch **Install AirPresence**.



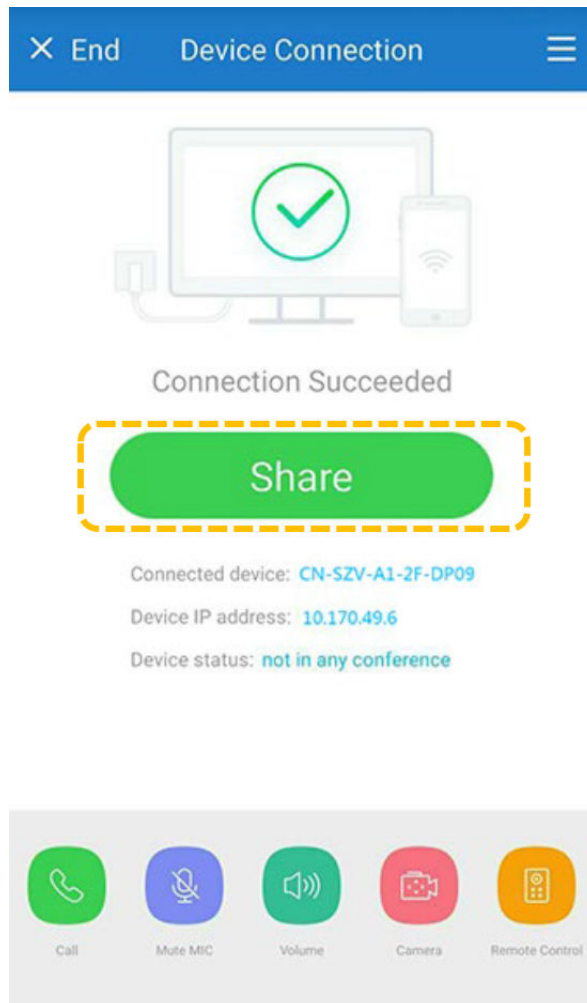
- c. Use your mobile device to scan the QR code and install AirPresence as instructed.



- d. After the installation is complete, touch the AirPresence icon to start it, and use it to scan the pairing code or enter the projection code displayed on the terminal.




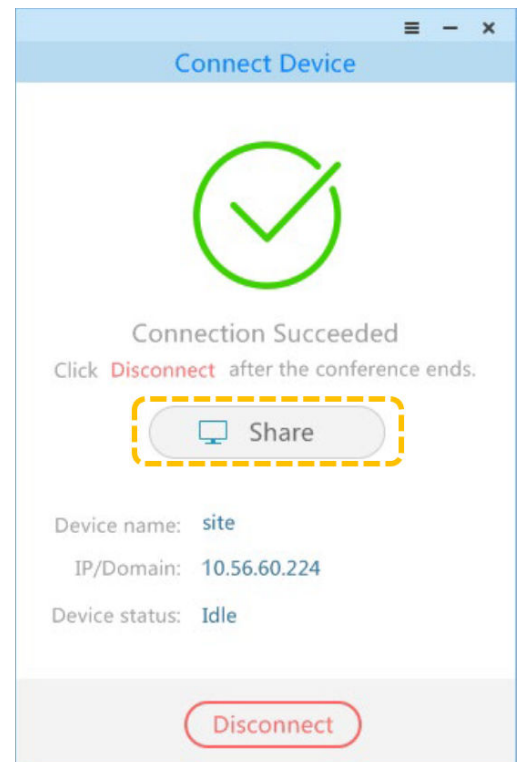
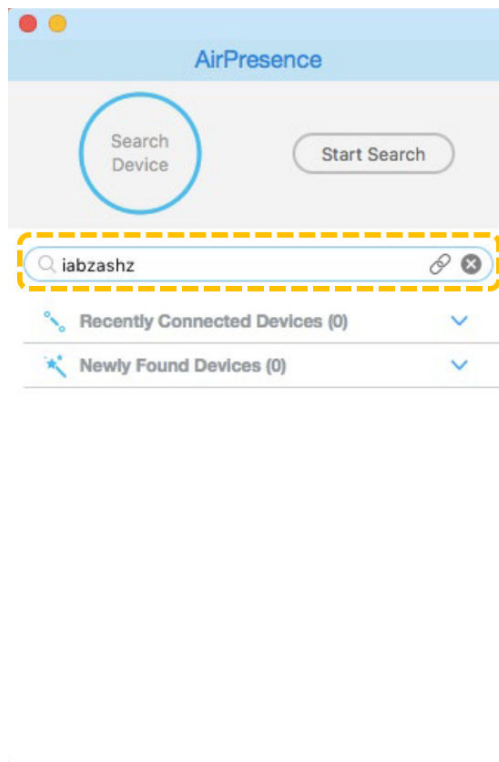
- e. Touch **Share** and select the file you want to share.



- Sharing content using the AirPresence PC client
 - a. Log in to the web interface of the terminal, click **Download AirPresence Client**, and download and install the AirPresence client.



- b. Start the AirPresence client, enter the projection code displayed on the terminal, and click .

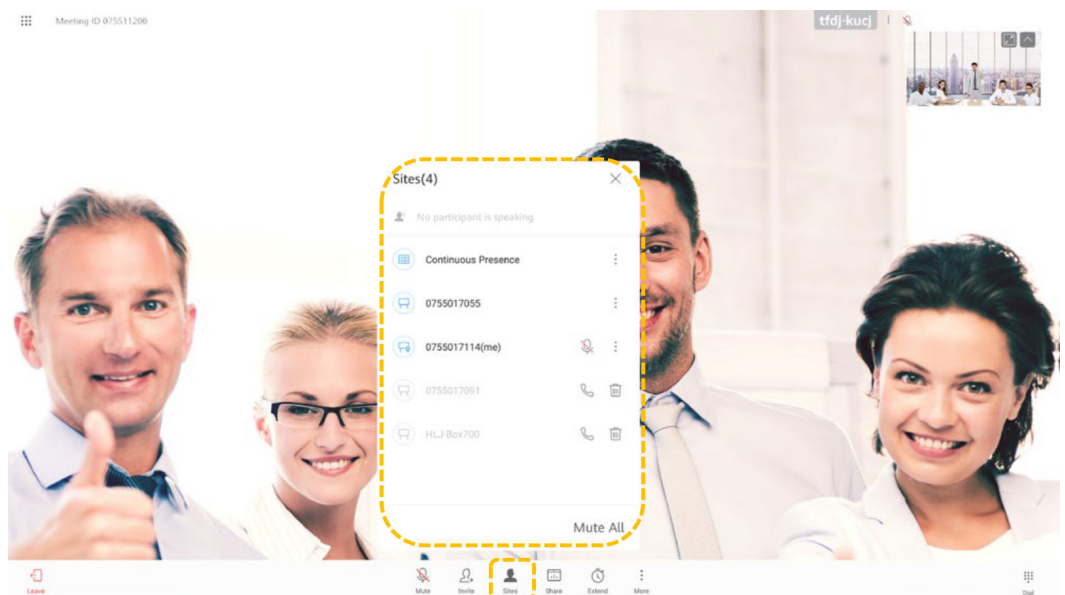


Hosting a Meeting

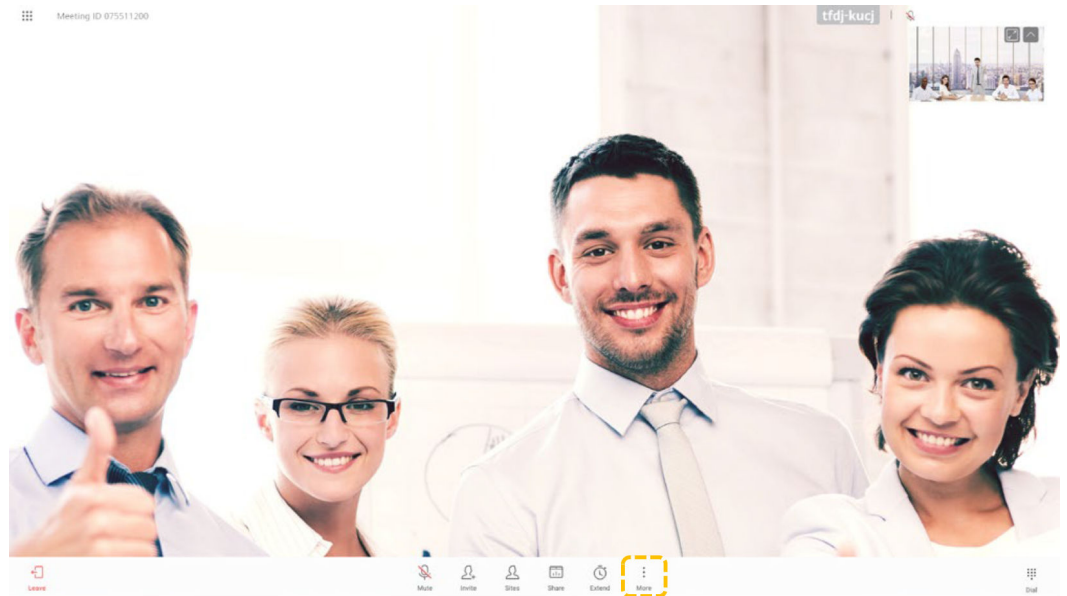
Available operations for the host and guests are listed below.

Host	Guests
Viewing participant list	Viewing participant list
Relinquishing the host role	Applying to be the host
Inviting a participant	-
Focusing on a participant	Focusing on a participant
Broadcasting a participant	-
Changing the screen layout	Changing the screen layout
Disconnecting a participant	-
Muting one or all participants	Muting or unmuting themselves
Extending the meeting	-
Locking the meeting	-
Leaving or ending the meeting	Leaving the meeting

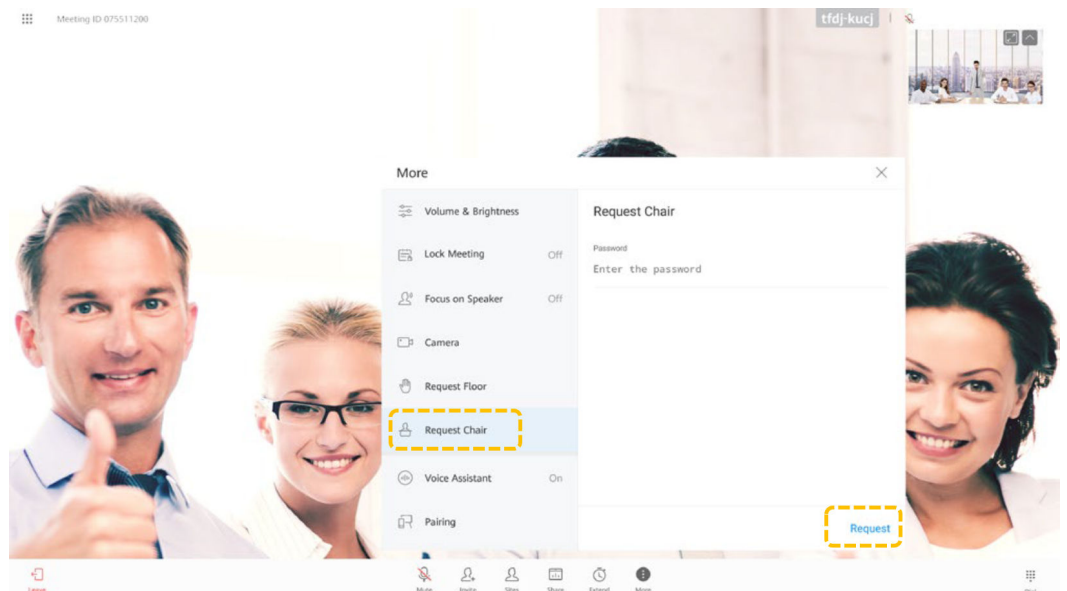
- Viewing the participant list
All participants in a meeting can view the participant list.



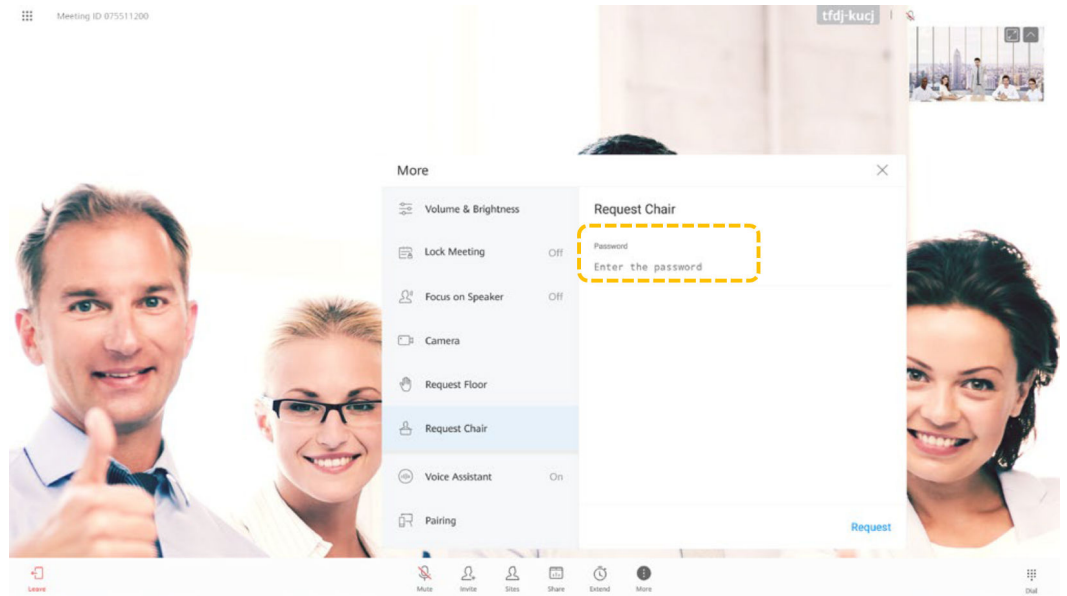
- Applying to be the host
 - If a meeting has no host site, you can apply to be the host.
 - A two-party meeting does not support the host role.
 - Applying to be the host requires the host password if one has been set during meeting creation. Obtain the password from the meeting scheduler.
- a. Touch **More**.



b. Select **Request Chair** and touch **Request**.



c. Enter the host password obtained from the meeting scheduler.

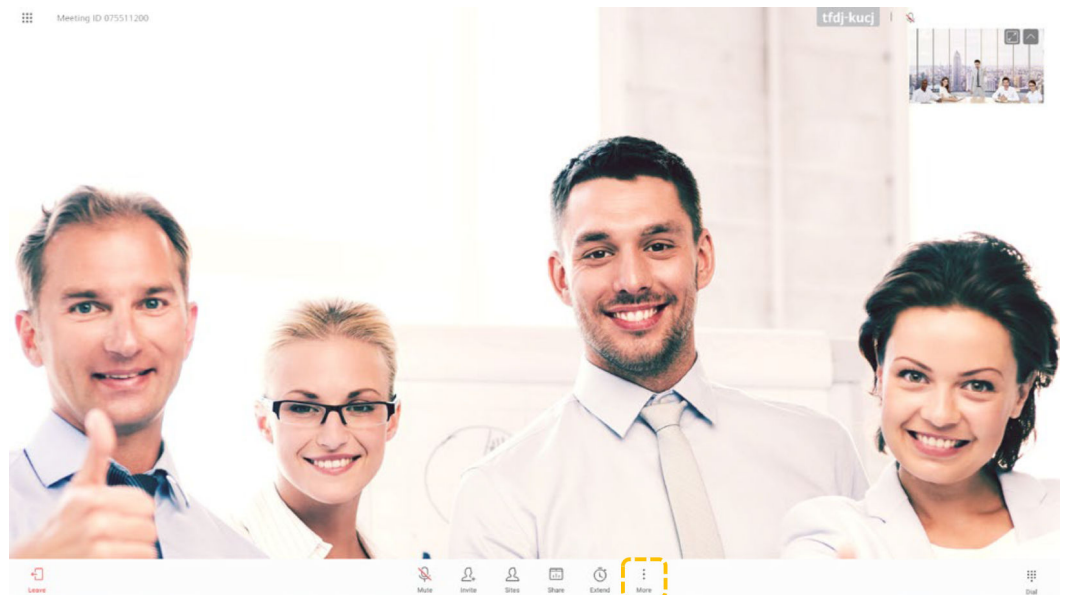


- Requesting the floor
If a meeting has the host site, guest sites can request the floor from the host site to speak in the meeting. After being given the floor, the requesting site can speak and be broadcasted, and microphones of other sites are automatically muted.

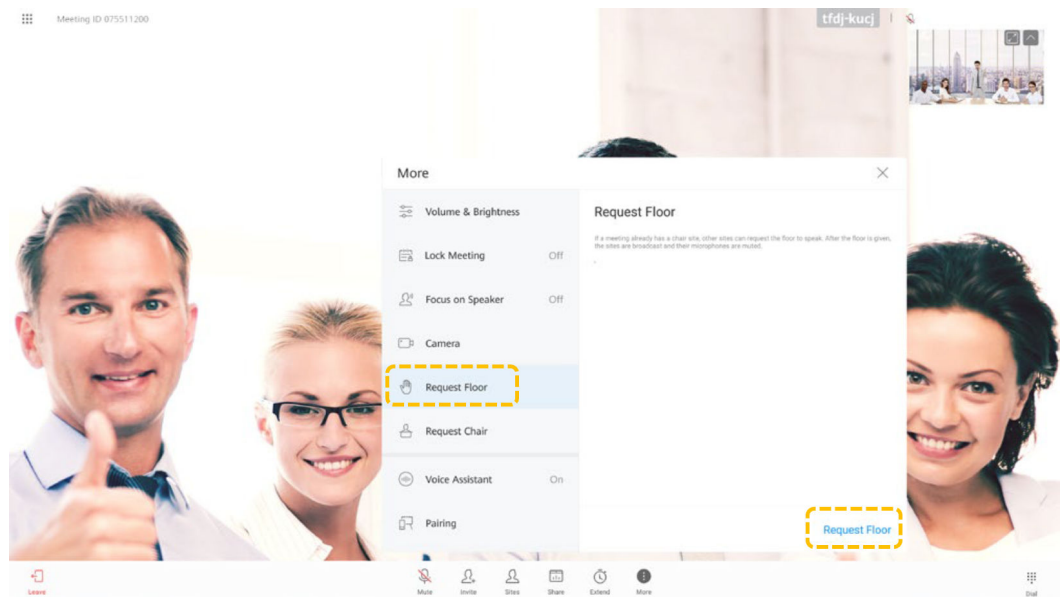
NOTE

This function is supported only when the host site joins the meeting using TE30, TE40, TE50, TE60, or TX50.

- a. Touch **More**.

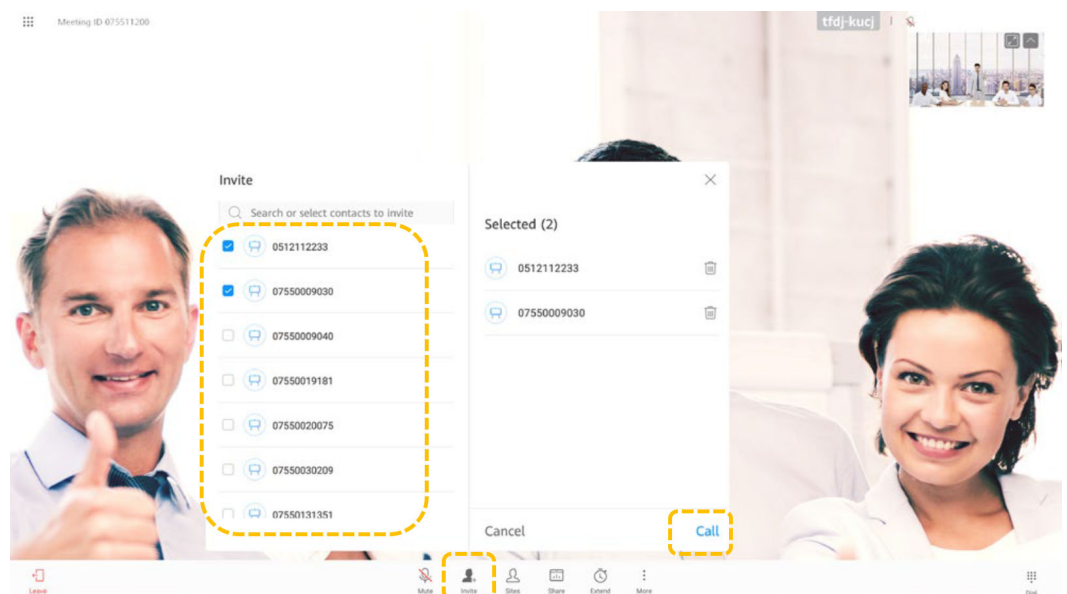


- b. Select **Request Floor** and touch **Request Floor**.

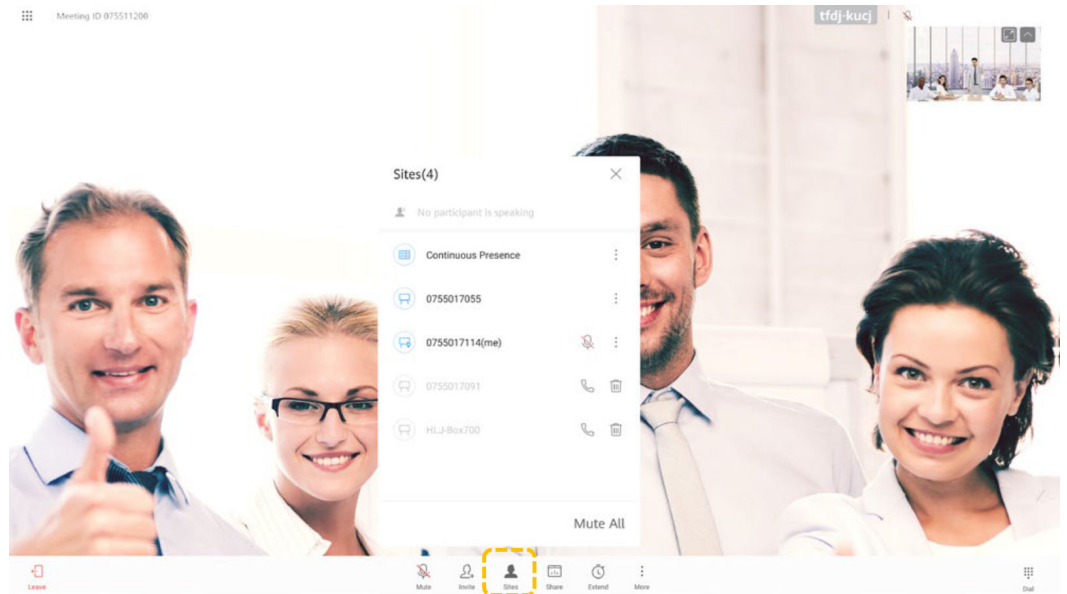



- Inviting sites
 - During a meeting, users who are not supposed in the meeting can be invited.
 - You can search for a site by keyword and select it, or press the Home button to return to the home screen, touch **Call**, and then select the site to call on the **Contacts** tab page.

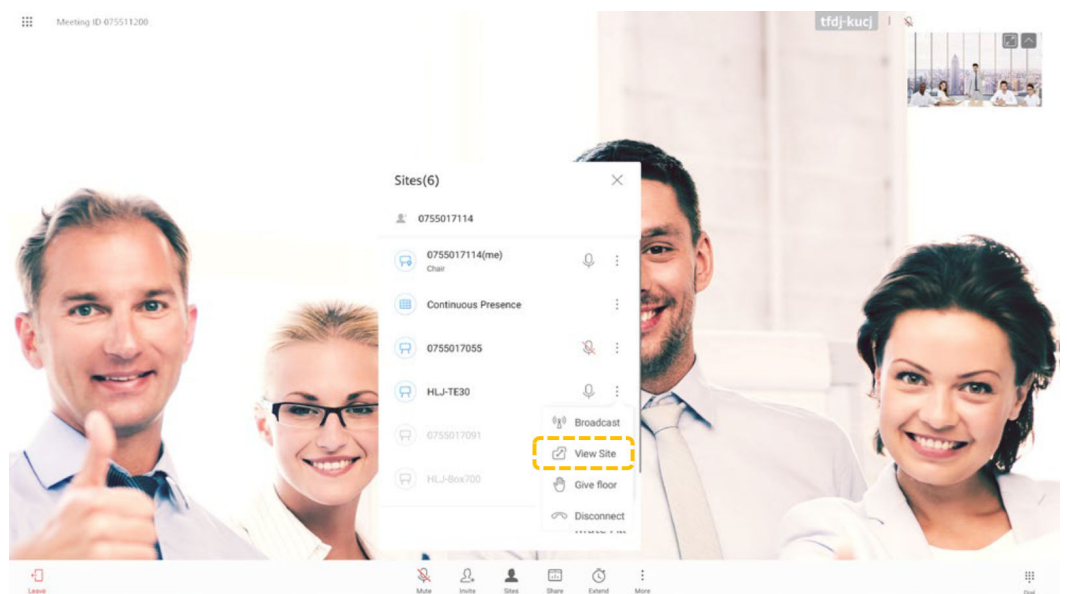
Touch **Invite**, select the sites to invite, and touch **Call**.



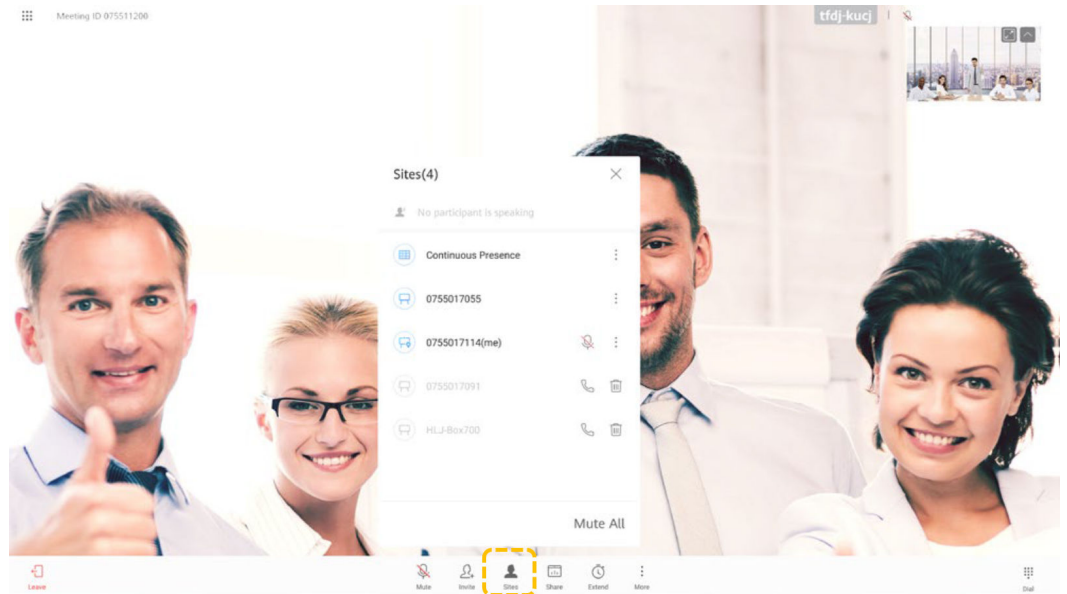
- Focusing on a site
 - If the host site does not broadcast a site, the host site and other participants can focus on any site.
 - a. Touch **Sites**.




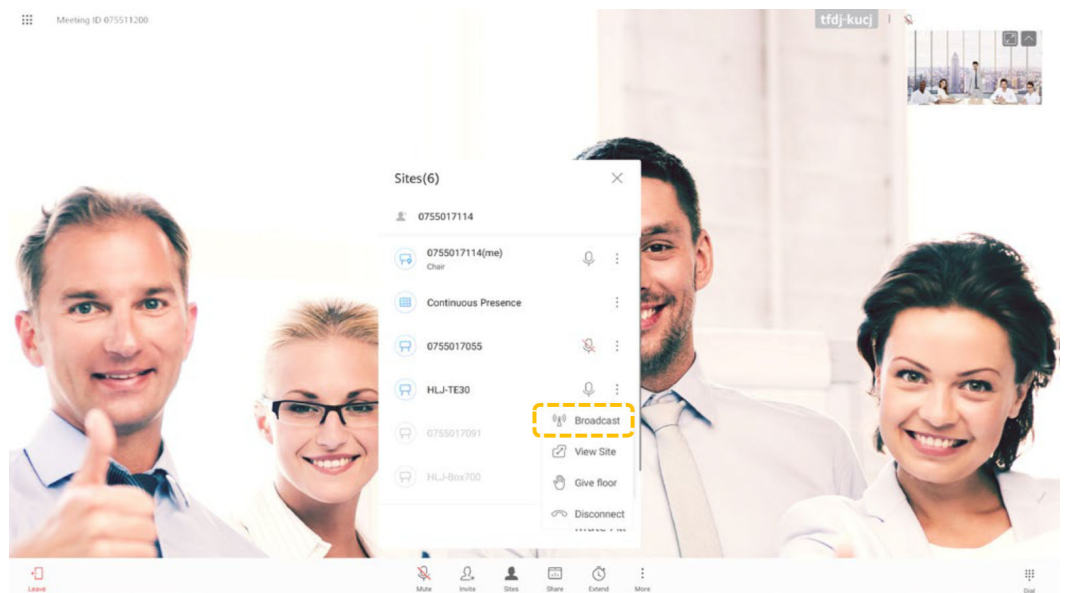
- b. Touch  in the row containing the site to focus on, and touch **View Site**.



- **Broadcasting a site**
When the host site broadcasts a site, all the other sites in the meeting are forced to view the site. The host site can still choose to view other sites. The host site can broadcast any video site, including the host site itself.
- a. Touch **Sites**.



- b. Select the site you want to view, touch , and touch **Broadcast**.




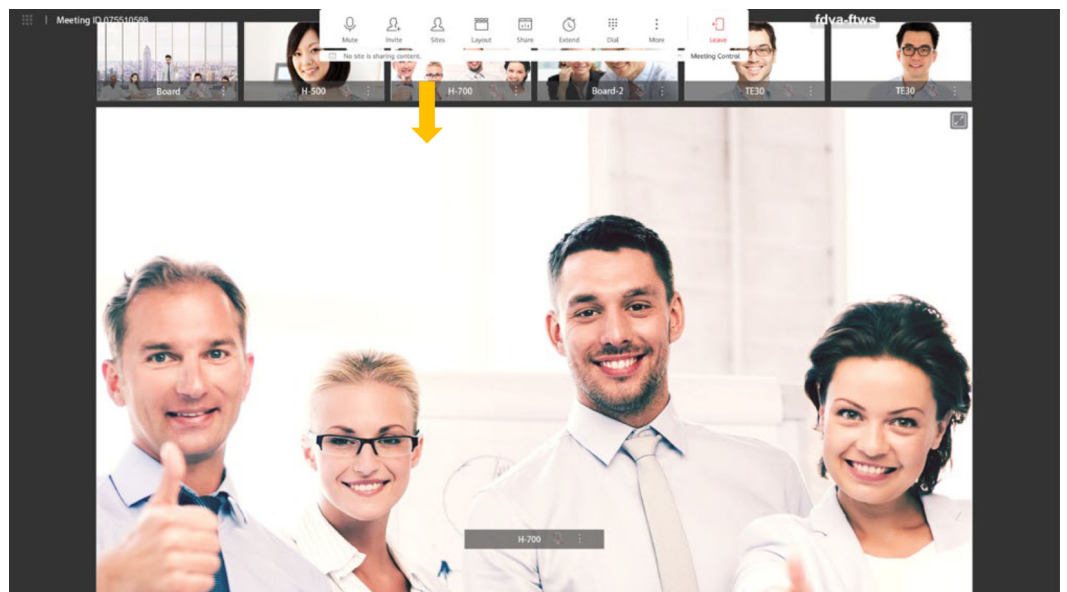
- Modifying the video layout
Touch **Layout** and select a layout mode.




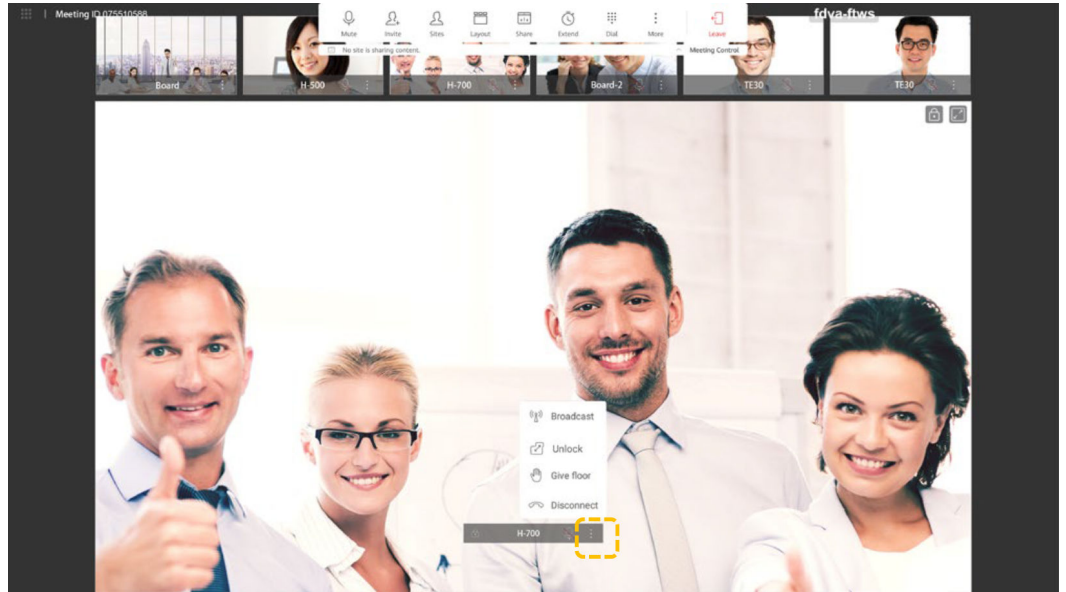
– Presenter view

Drag a small screen to the large screen to view the site in the large screen. The large screen is locked by default. After the large screen is unlocked, the video of the participant speaking the loudest among multiple sites will be automatically displayed in the large screen.


You can touch  in the upper right corner of the large screen to view the site in full screen. The layout mode is automatically switched to the PIP view.

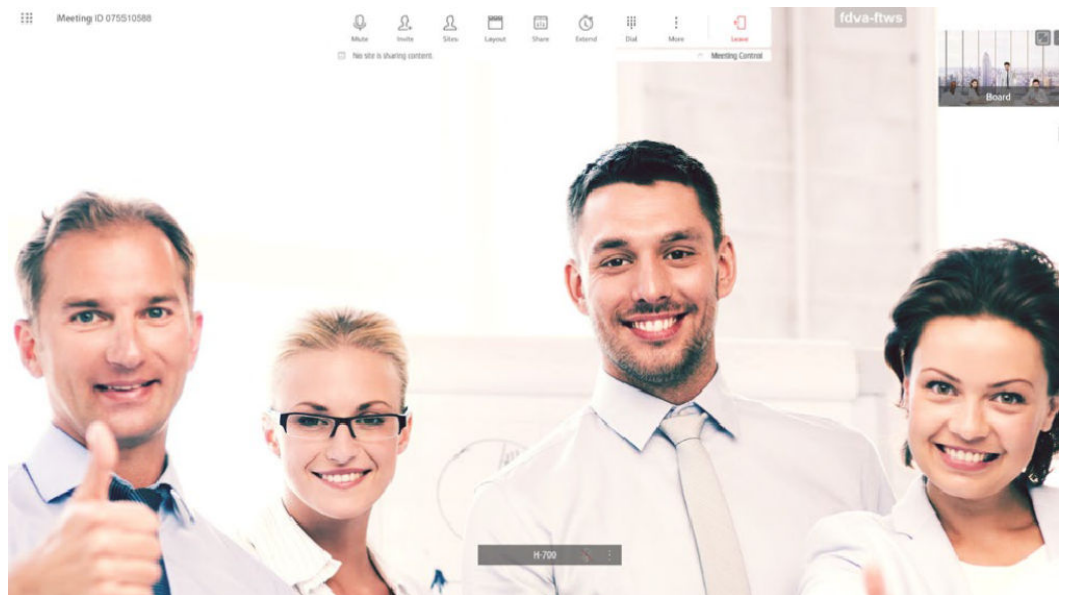


Touch  next to a site in the large screen and choose to broadcast, unlock, or disconnect the site.




– PiP view

Touch  next to a site in the large screen and choose to broadcast, unlock, or disconnect the site.



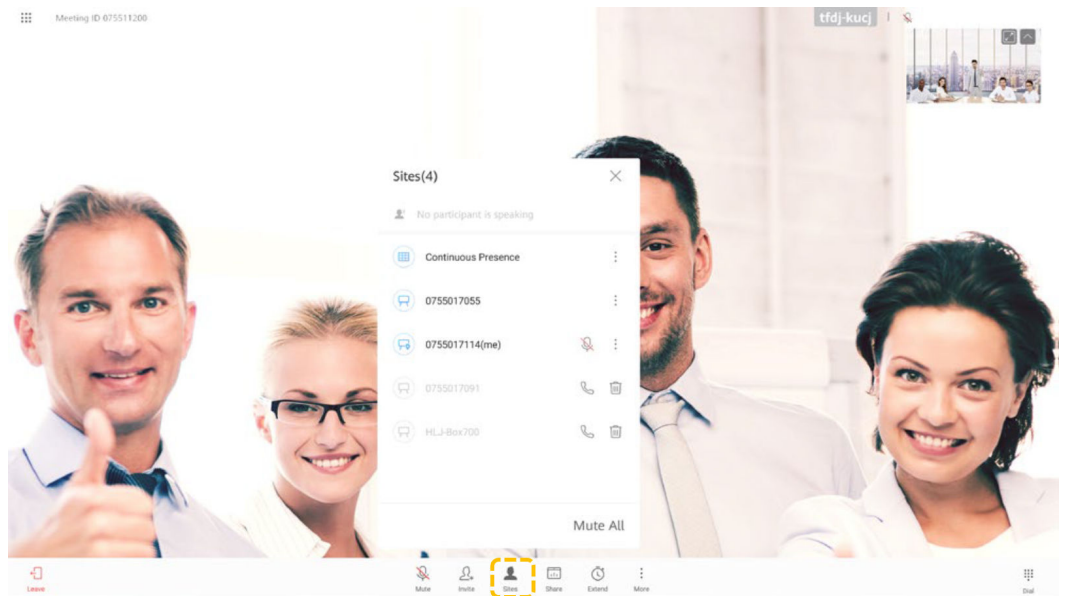
– Gallery view


Touch  and choose to broadcast the site, view the site in the large pane, or disconnect the site.

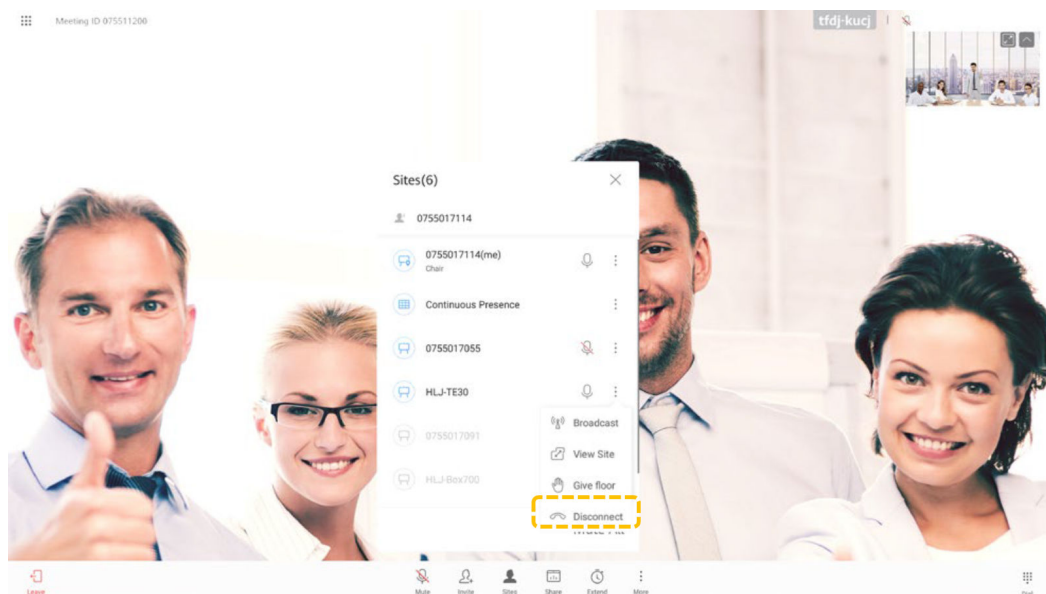



- Disconnecting a site
The host can disconnect a site. After the site is disconnected, the site automatically leaves the meeting.

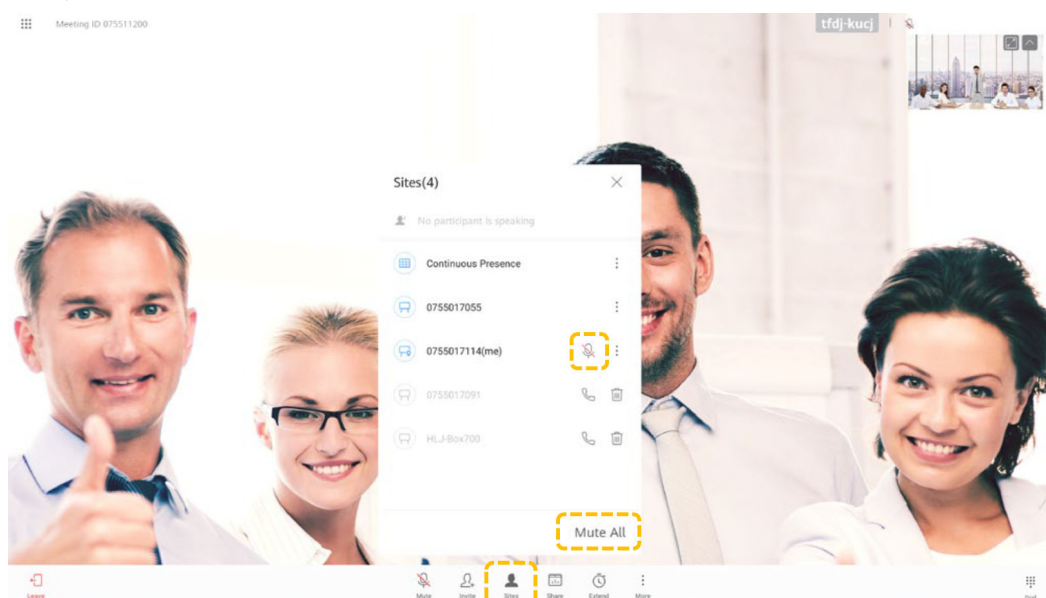
a. Touch **Sites**.



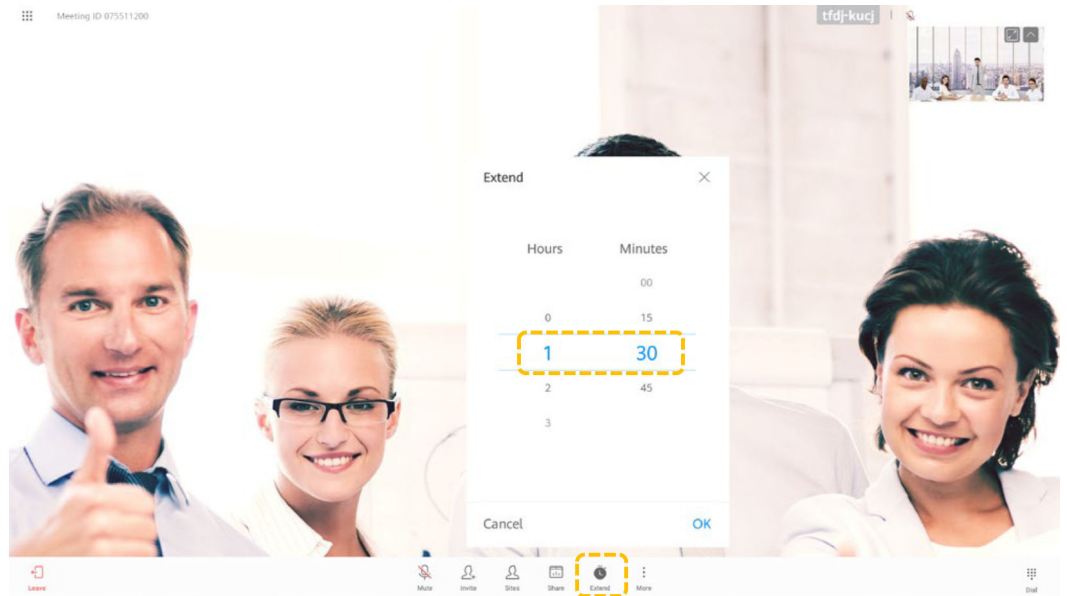
- b. Touch  in the row containing the site you want to disconnect, and touch **Disconnect**.



- Muting one or all sites
The host site can mute a specific site or all sites. A muted site cannot be heard in the meeting.
 - a. Touch **Sites**.
 - b. Touch  next to a site to mute it, or touch **Mute All** to mute all sites except the host site.



- Extending a meeting
You can touch **Extend** to extend a meeting.
 - a. Touch **Extend**.
 - b. Scroll up or down to select the desired extension time, and touch **OK**.



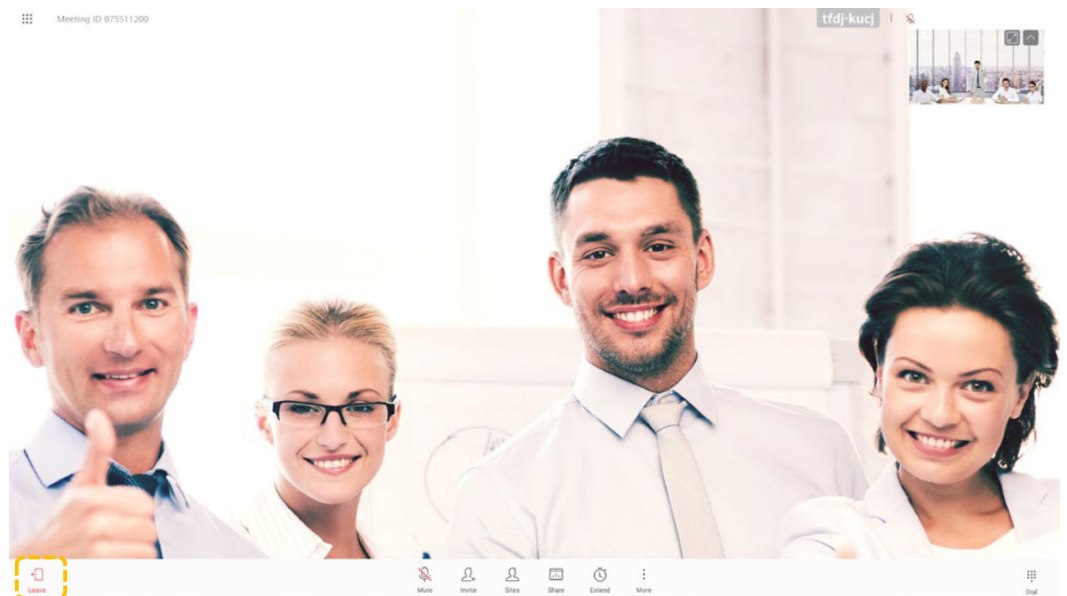
- Leaving a meeting

The host site can choose to leave or end the meeting.

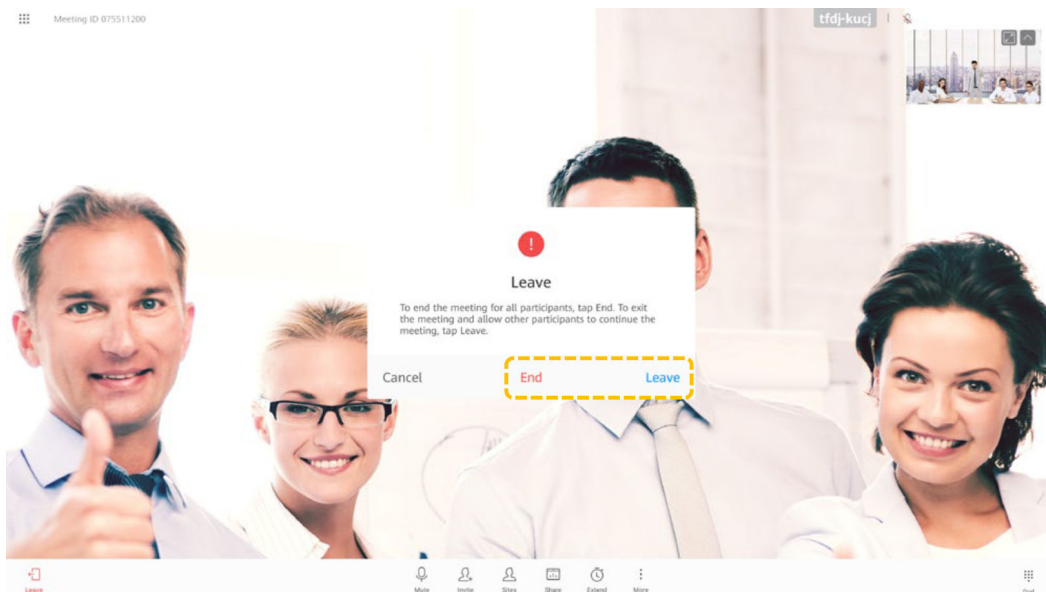
If the host site chooses to leave the meeting, the host control rights are released and the site leaves the meeting.

If the meeting has not ended, you can touch **Join** in the meeting notification area on the home page to join the meeting again as a guest.

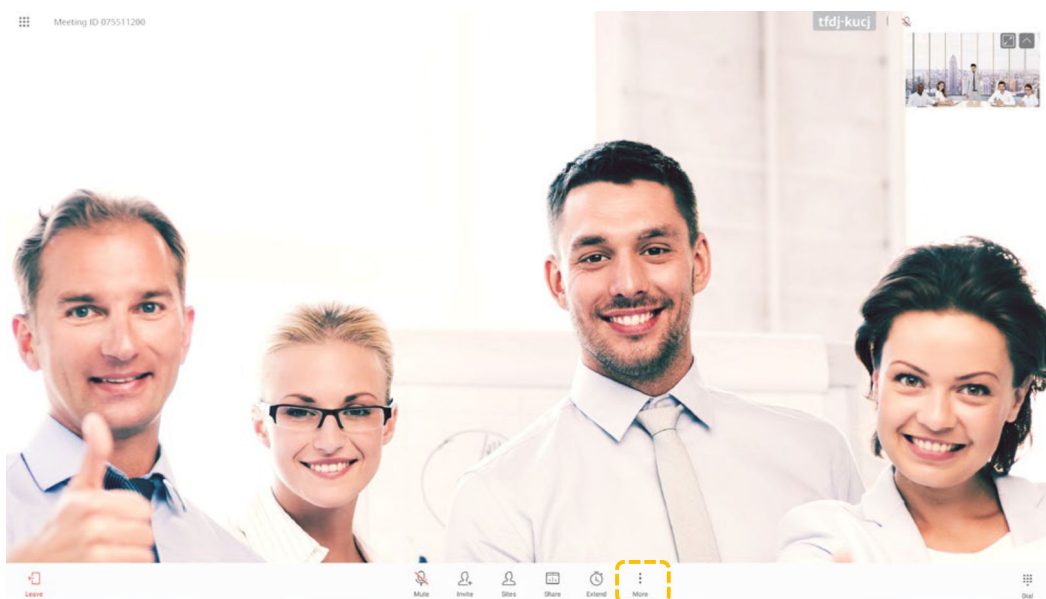
a. Touch **Leave**.



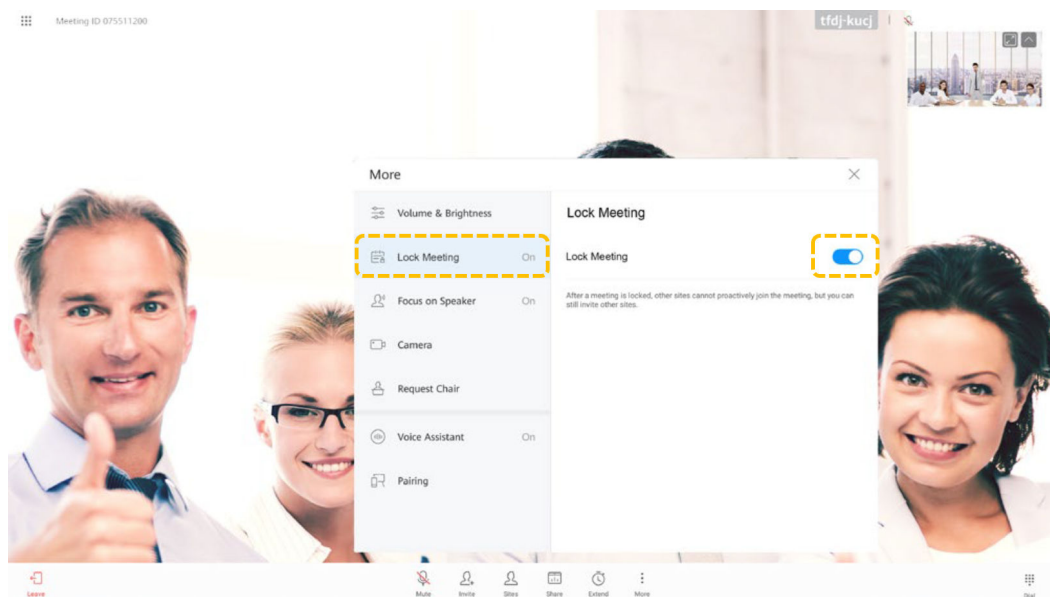
b. Touch **Leave** to leave the meeting. If you are the host, you can touch **End** to end the meeting.



- Locking a meeting
After the meeting is locked, guest sites cannot dial into the meeting, but can be invited by the host site.
 - a. Touch **More**.

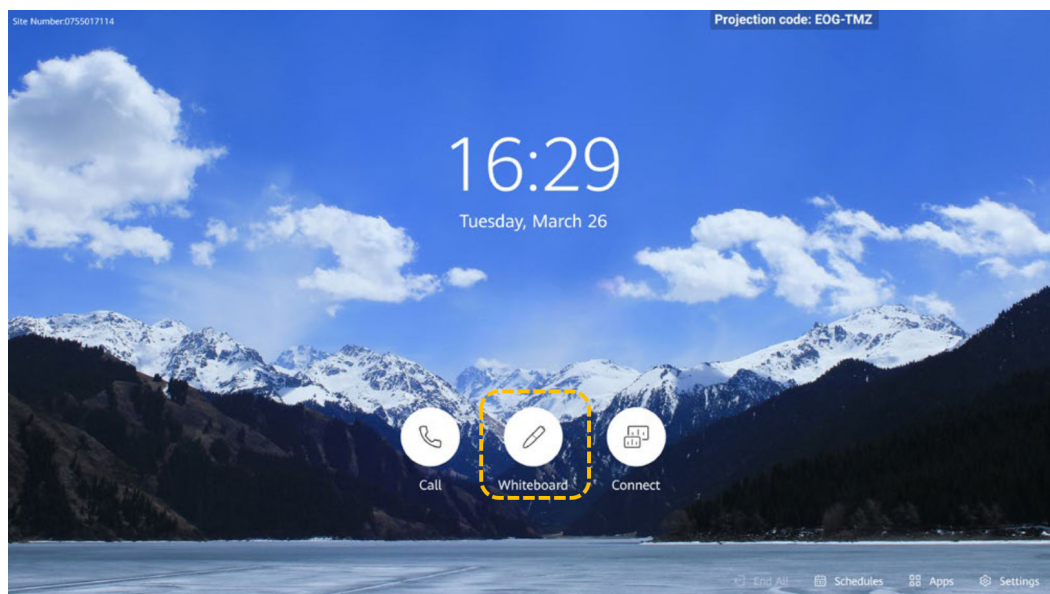


- b. Select **Lock Meeting**, and enable **Lock Meeting**.

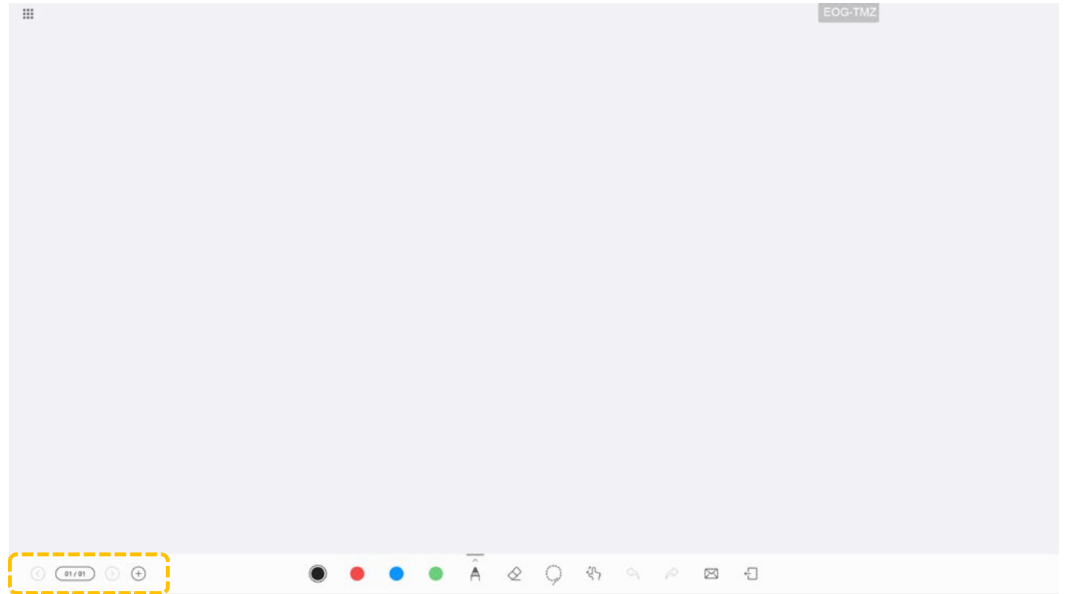










Using Whiteboard Collaboration

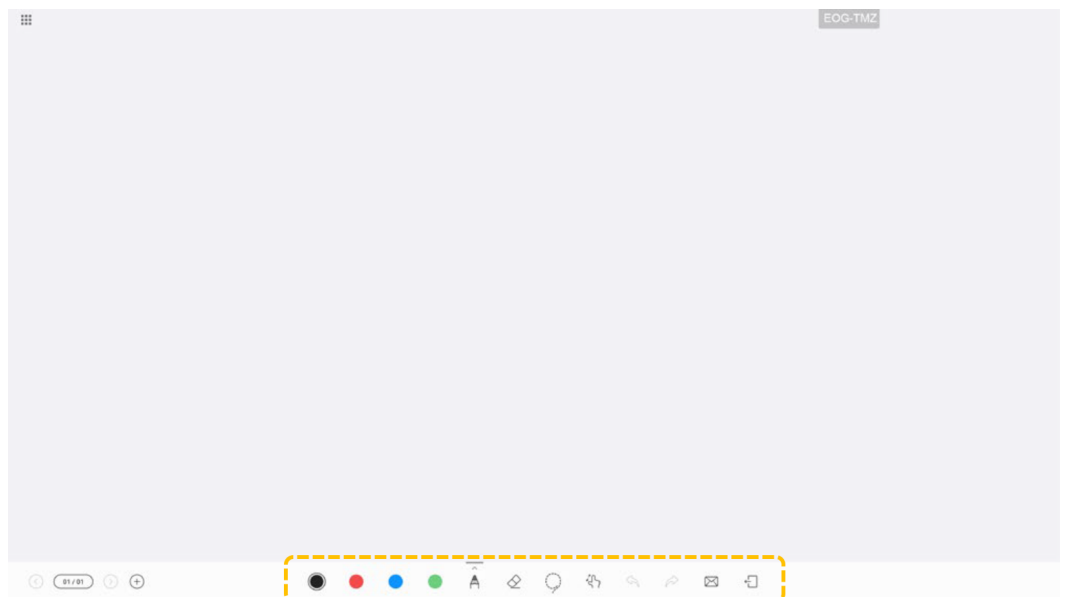
- Creating or deleting a whiteboard
 - a. Touch **Whiteboard**.






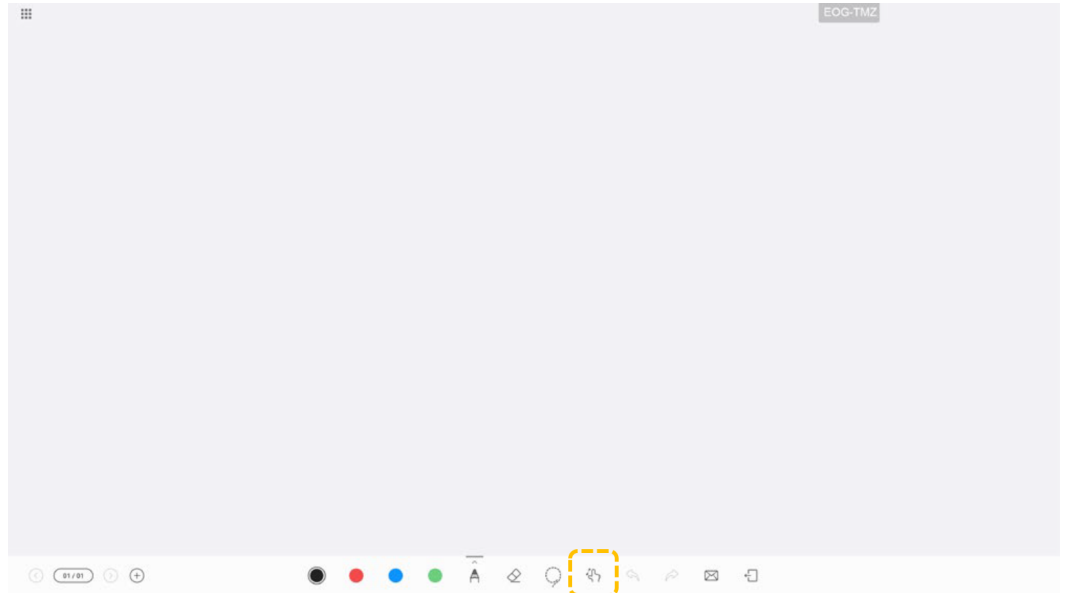
- b. A whiteboard is displayed.
 - Touch \oplus to create another whiteboard. The current whiteboard still exists.
 - Touch \odot and \odot to turn pages and view created whiteboards.
 - Touch $01 / 01$ to show the whiteboard management screen. You can search for or delete any whiteboard.
 - Press the Home button to return to the home screen.




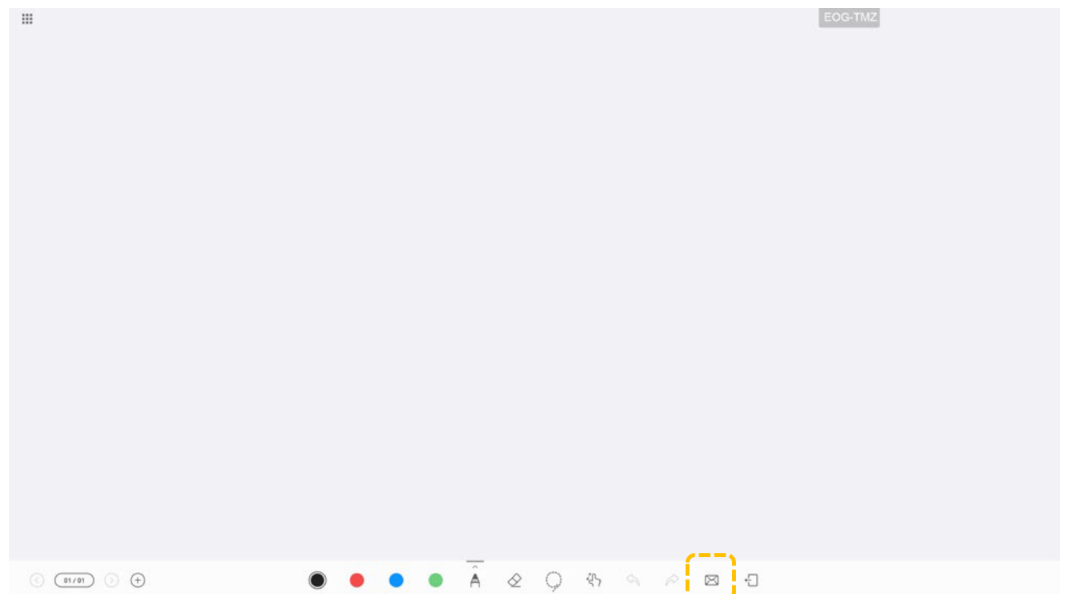
- Editing whiteboard content
 - Touch , select a pencil, marker pen, and writing brush, and select a color.
 - Eraser : Erase content using your finger, fist, or palm.
 - Double-click  to erase or clear the screen.
 - If you select **Clear**, all the content on the whiteboard is cleared.
 - Lasso : Circle an area to select all the content in it. Then you can move or delete the selected area, and zoom in or out on the selected area.
 - Undo : Undo the previous operation.
 - Redo : Redo the last action you have undone.
 - Email : Email whiteboards to recipients. For details, see [Emailing whiteboard content](#).
 - Exit : Exit the whiteboard screen.



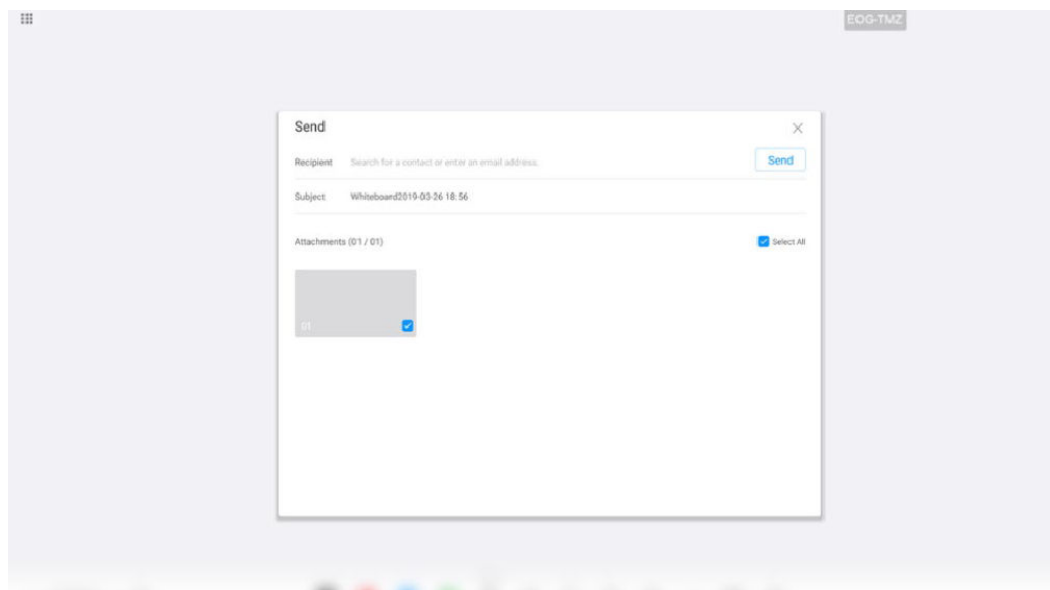
- Locking and unlocking the canvas
When the canvas is locked, two persons are allowed to write on the same whiteboard.
 - a. In  state, you can drag and move the canvas, and zoom in or out on the canvas using your fingers.
 - b. Touch . The icon changes to , indicating that the canvas is locked.



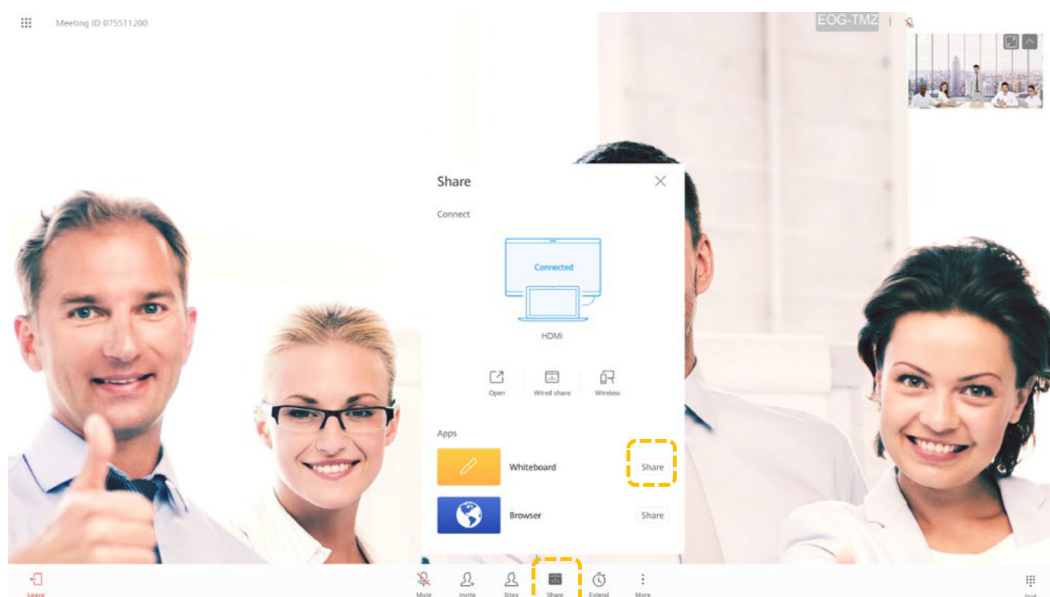
- Emailing whiteboard content
You can send whiteboards to a specific email address. You need to configure the email server first. For details, see the *HUAWEI Board Configuration Guide*.
 - a. Edit a whiteboard and touch .



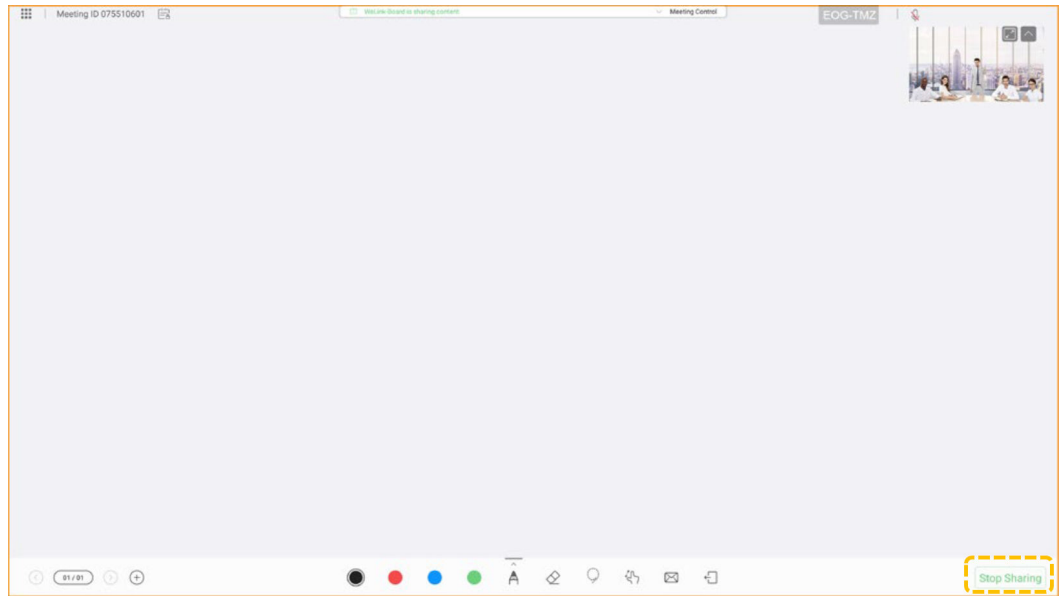
- b. Enter the recipient's email address, set the email subject, and touch **Send**.



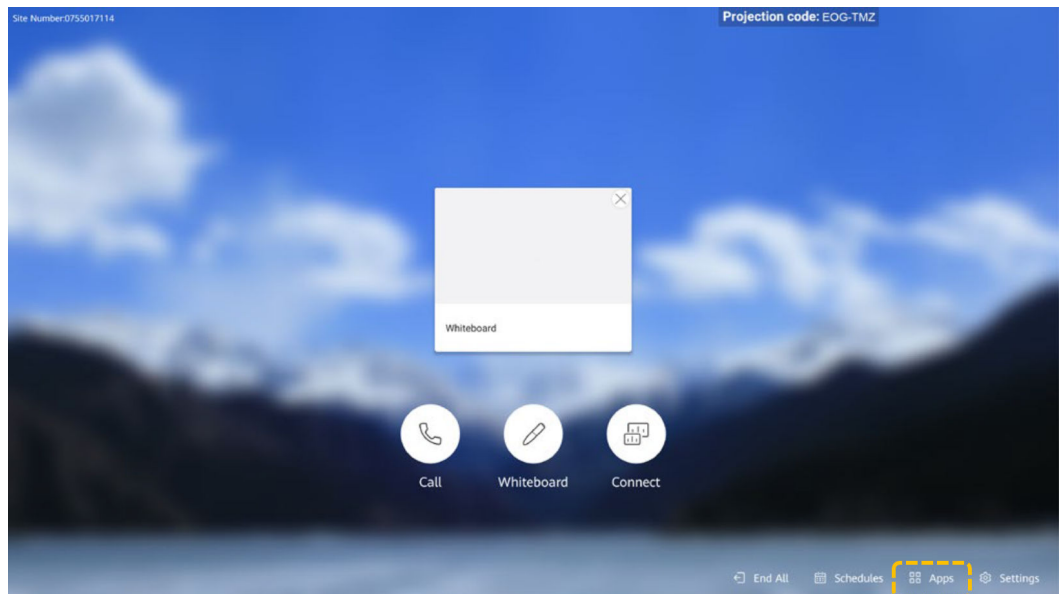
- Sharing a whiteboard with remote sites
You can share a whiteboard to remote sites so that all participants can view the whiteboard presentation at the same time.
During a meeting, the whiteboard content is synchronized to remote sites in real time, including layout, page, writing, erasing, and every action.
 - a. Touch **Share**, and then touch **Share** under **Apps**.

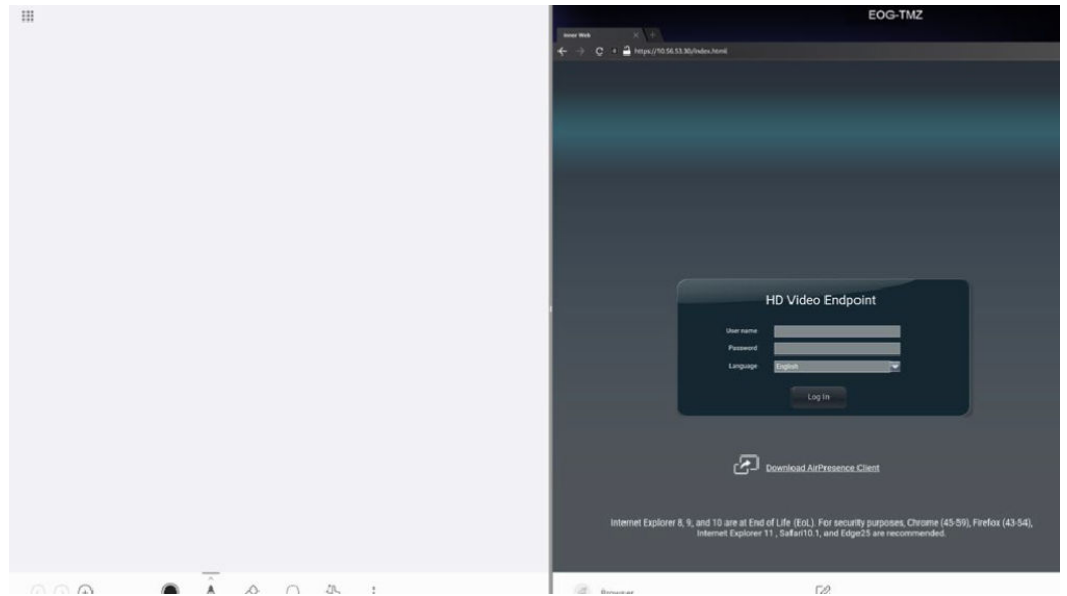



- b. To exit whiteboard sharing, touch **Stop Sharing**.

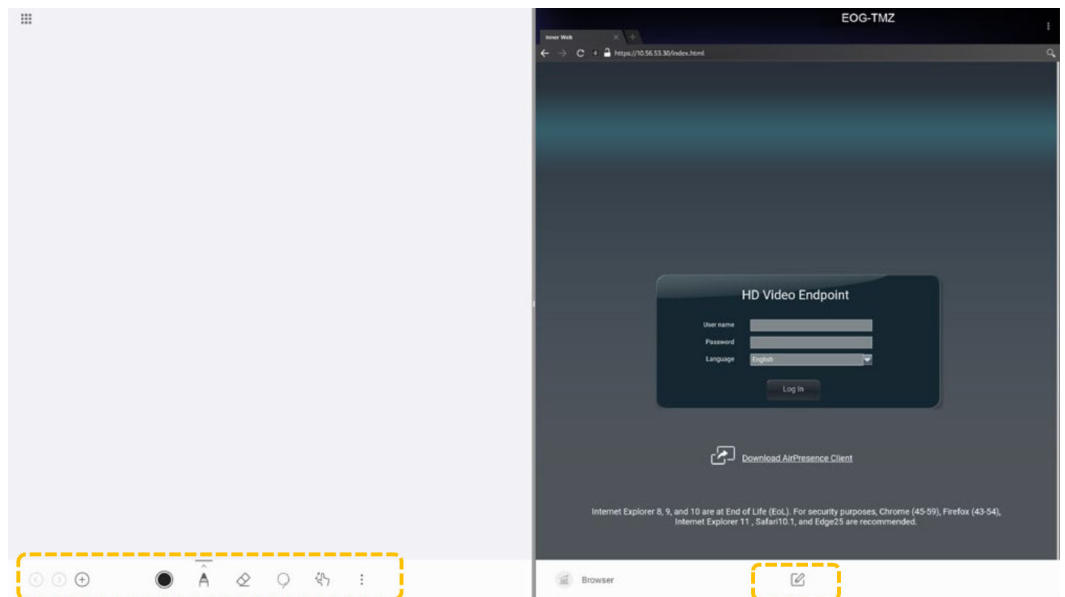



- Entering the split-screen mode
When you open an app, it appears alongside the whiteboard. Only two apps (including the whiteboard) can be displayed at a time. You can drag the vertical bar to adjust the display size. The new app is displayed on the right by default.
 - a. On the whiteboard, touch the Home button to return to the home screen.
 - b. Touch **Apps**, and then touch the app to display alongside the whiteboard.

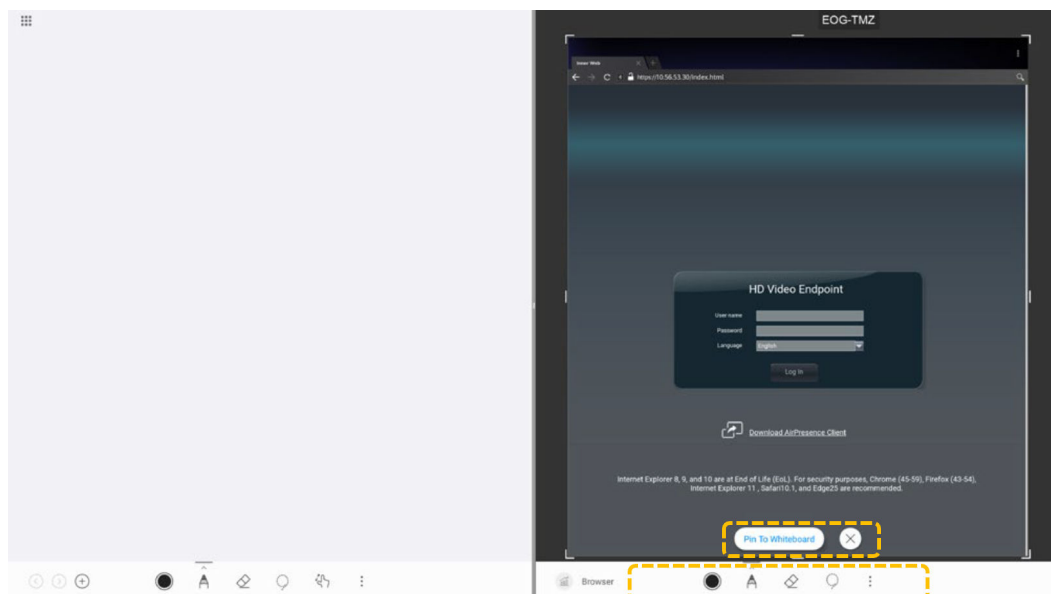




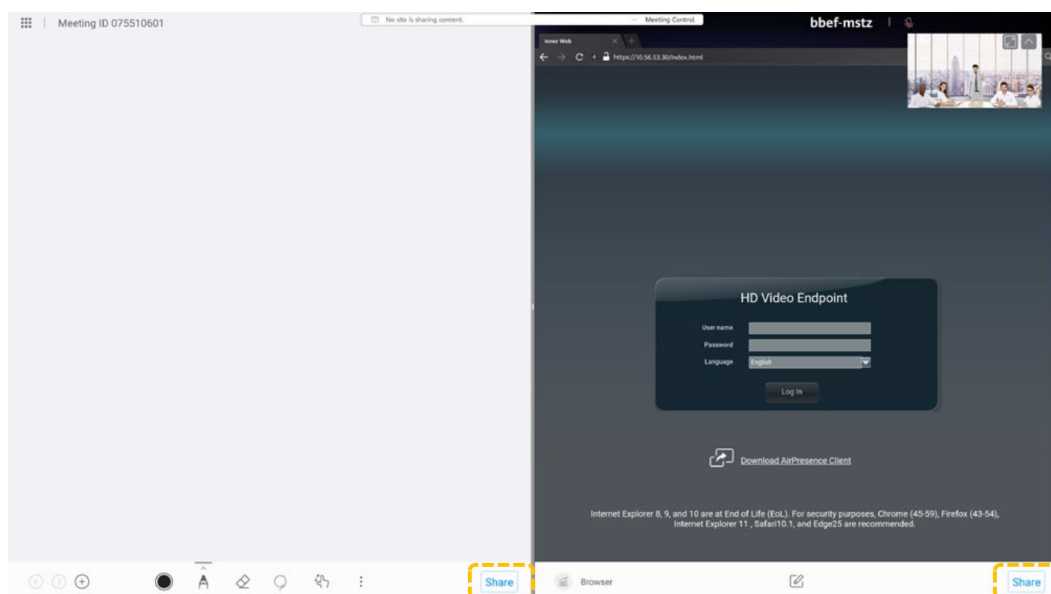
- Editing or modifying content in split-screen mode
You can edit, modify, and copy content in split-screen mode.
 - Edit, write, draw, and annotate on the whiteboard on the left.
 - You can also touch  on the right toolbar to write on the whiteboard.



- Touch a tool icon on the right to write and annotate on top of the content.
- You can touch **Pin To Whiteboard** to send the annotated page to the whiteboard on the left.
- Touch  to exit.

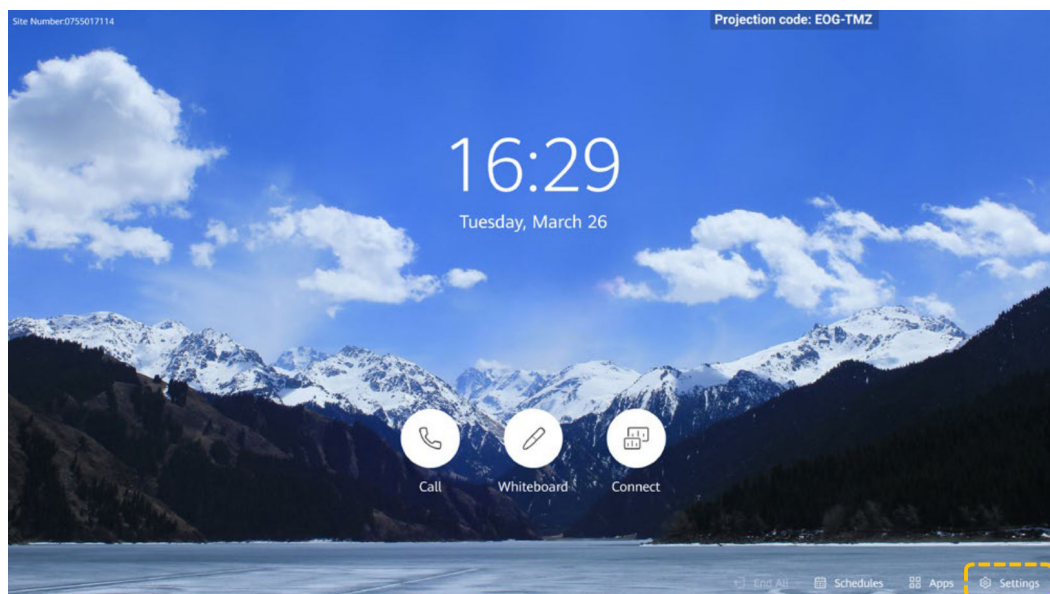


- Sharing content in split-screen mode
During a meeting, you can share content of a screen in split-screen mode with remote sites.

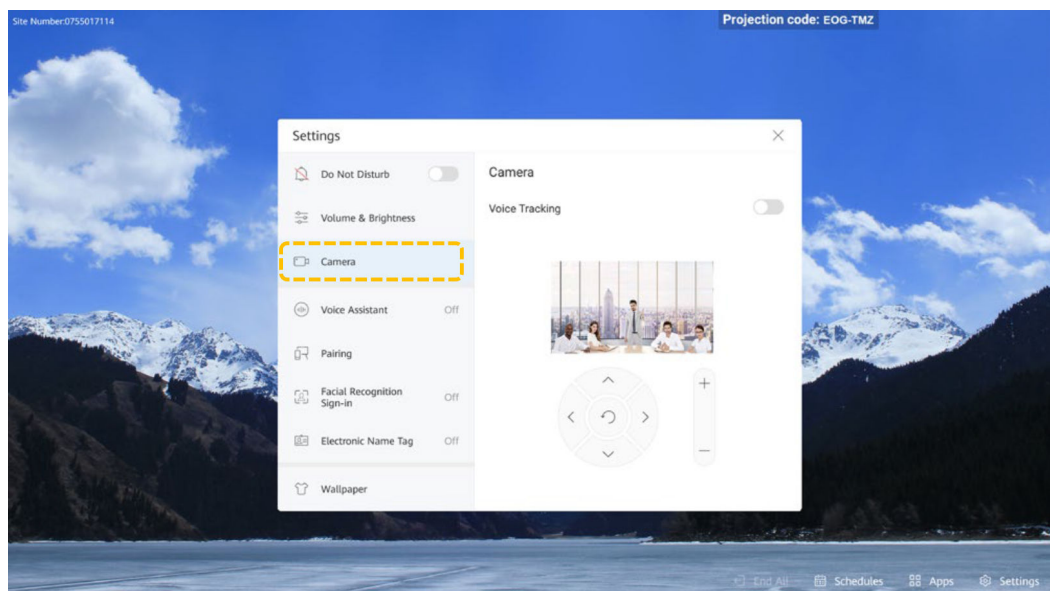


Controlling a Camera


- Controlling the local camera (local collaboration)
 - a. Touch **Settings**.

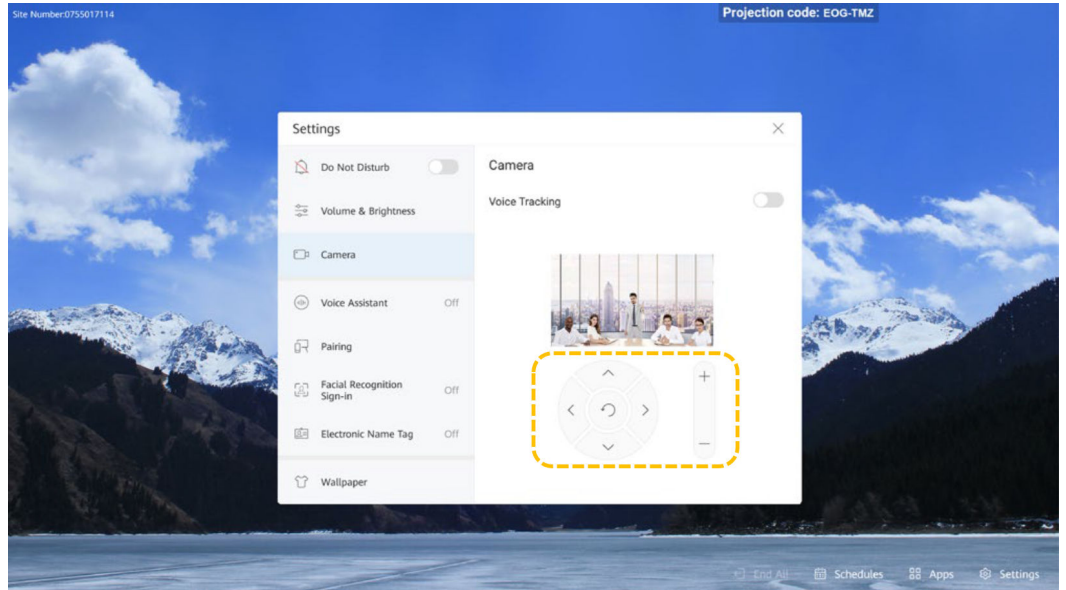


b. **Select Camera.**

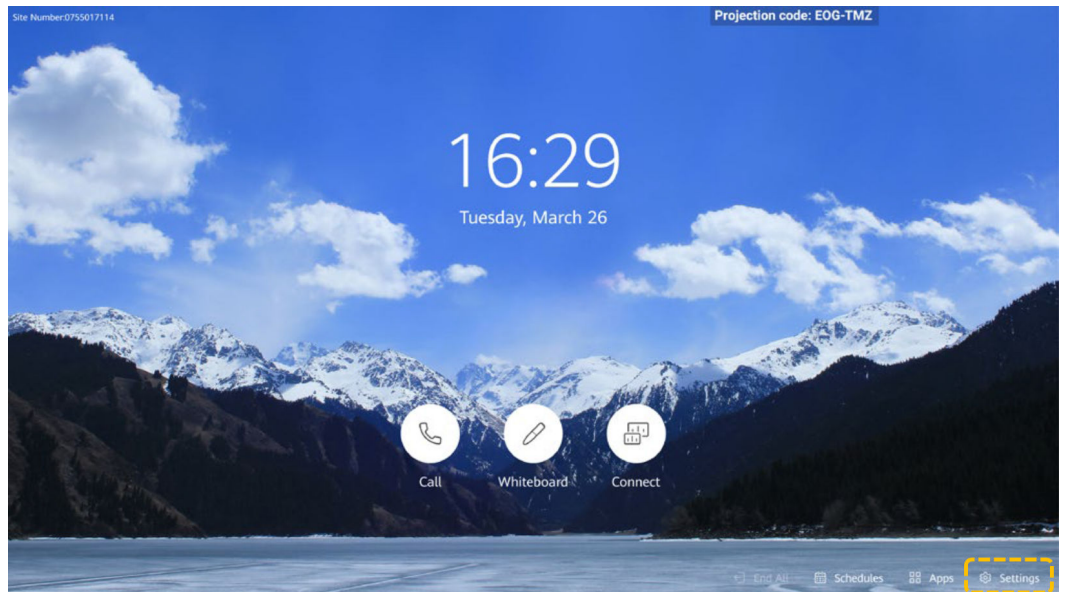


c. **Adjust the camera based on the site requirements.**

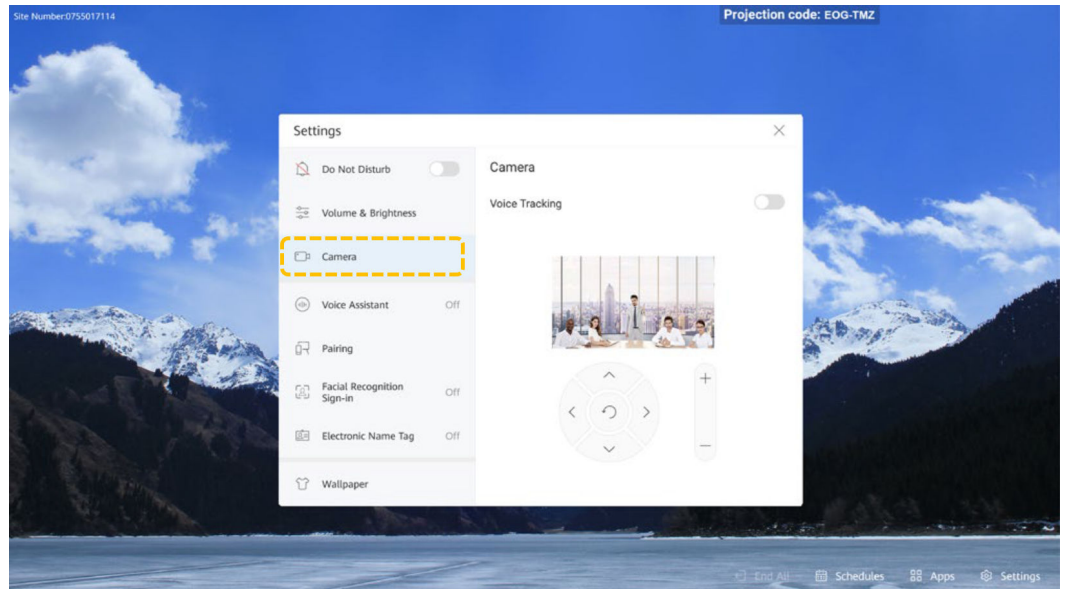
- Touch arrow keys to pan or tilt the local camera. When the Board camera is at the widest angle, arrow keys cannot be used to control the camera.
- Touch  to restore the camera to its initial position.
- Touch + to zoom in.
- Touch - to zoom out.



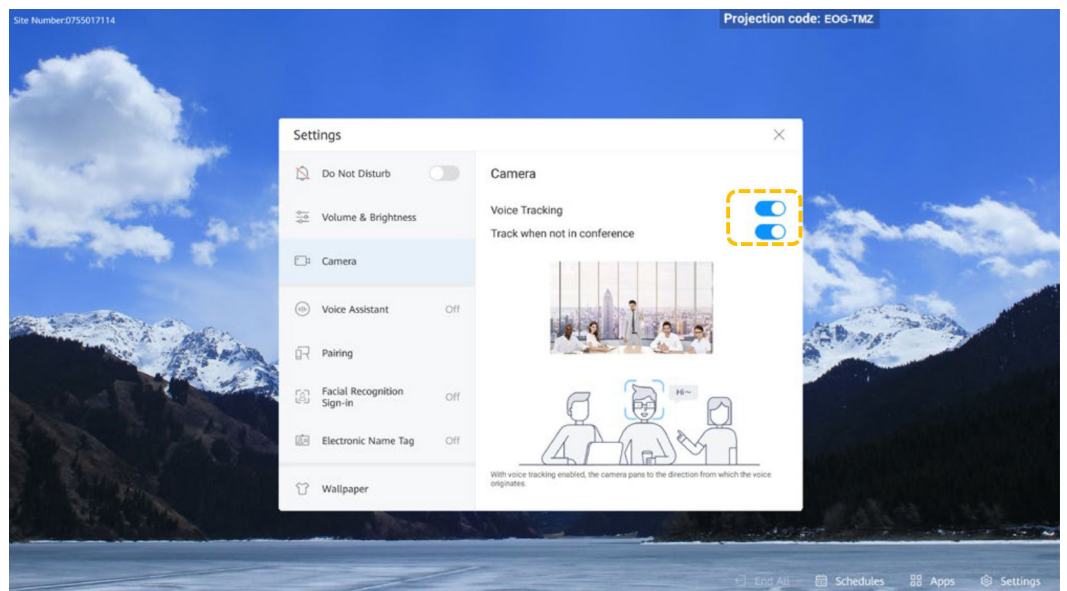
- Enabling voice tracking (local collaboration)
If **Intelligent tracking** is enabled (**Track when not in conference** is disabled by default), the system automatically tracks and shows a close-up image of the person speaking in meetings.
If **Track when not in conference** is also enabled, the system automatically tracks and shows a close-up image of the person speaking regardless of whether the person speaking is in a meeting.
- a. Touch **Settings**.



- b. Select **Camera**.

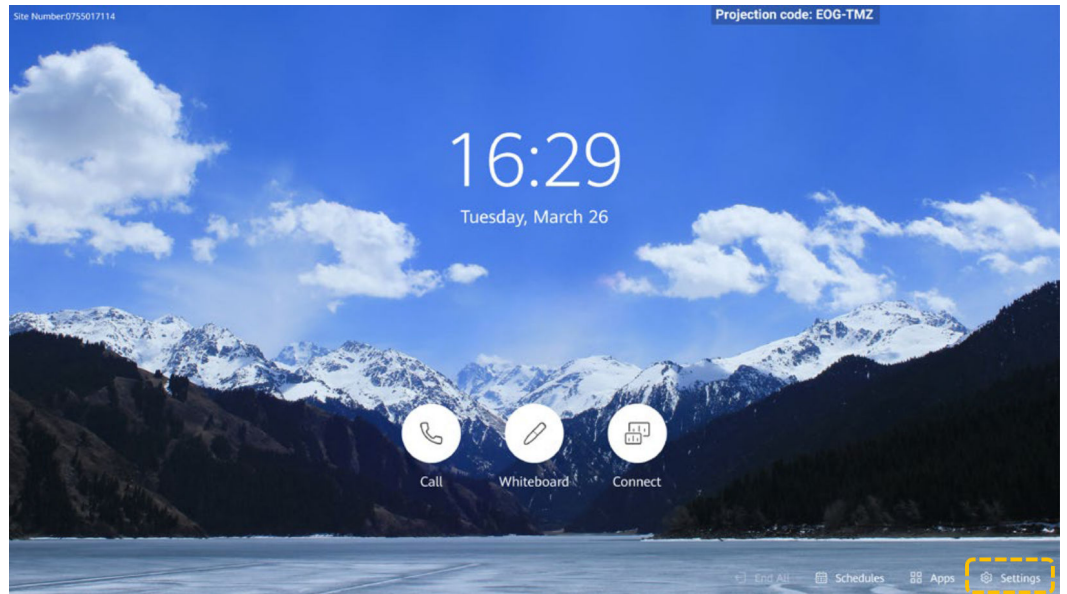


- c. Enable **Voice Tracking** or **Track when not in conference**.

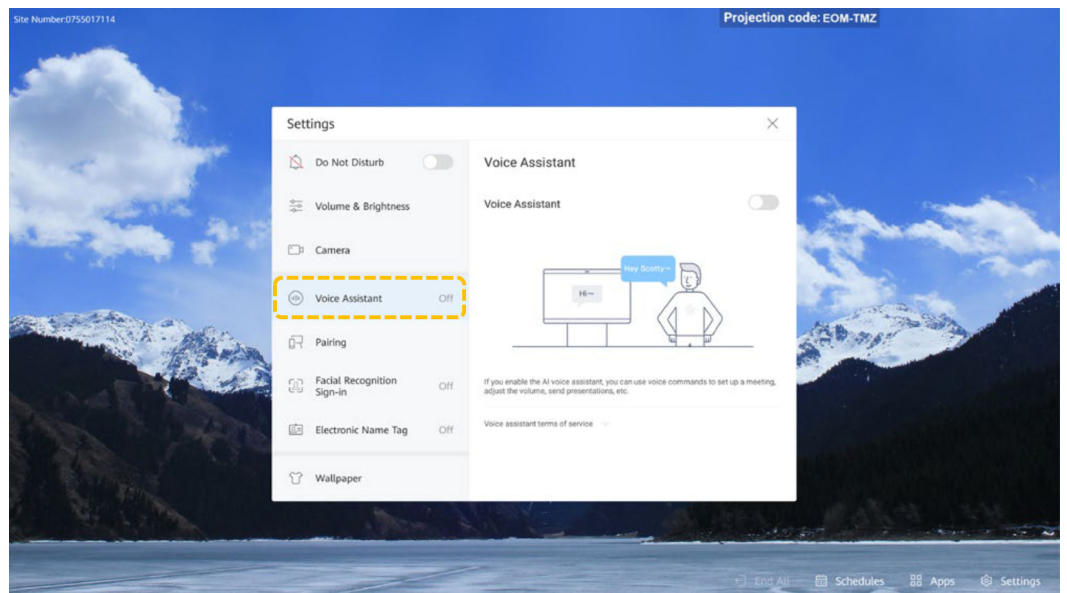


Using the Voice Assistant

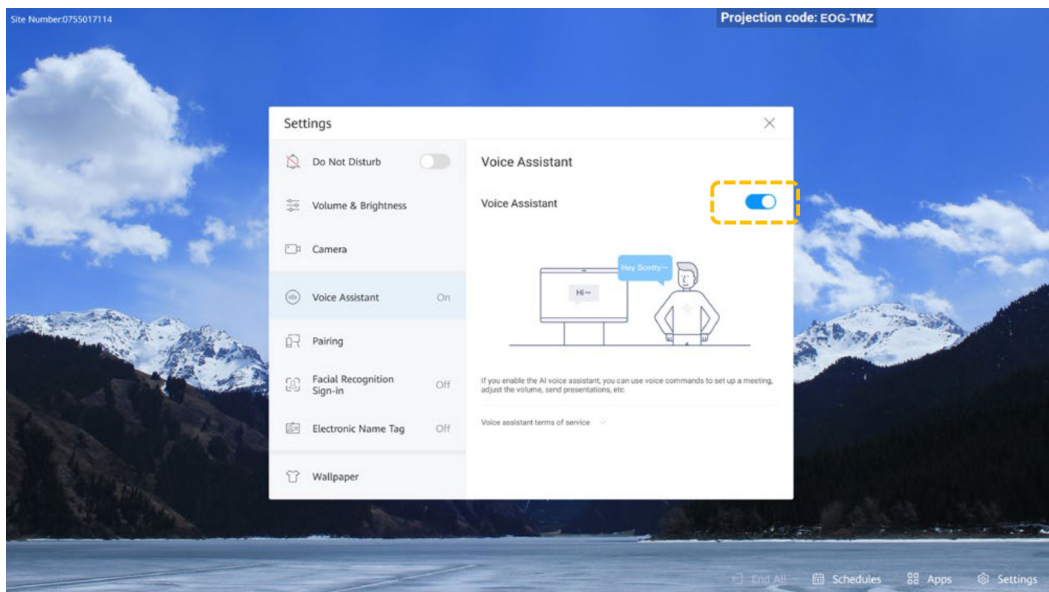
- Enabling the voice assistant
 - a. Touch **Settings**.



b. Select **Voice Assistant**.



c. Enable **Voice Assistant**.

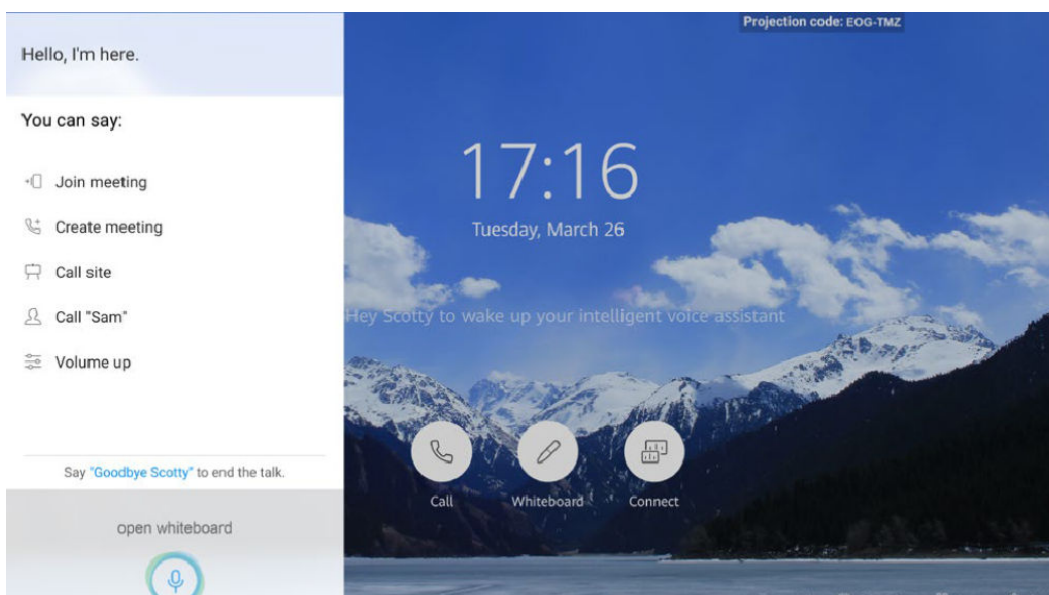


- Using the Voice Assistant

You can use the voice assistant to perform the following operations: make a call, cancel a call, create a meeting, join a meeting, extend a meeting, add a site, view a site, view continuous presence, share presentation, stop sharing presentation, open the whiteboard, increase or decrease the volume, mute a site, unmute a site, and perform smart diagnostics.

You must comply with the following for the voice assistant to correctly identify your voice:

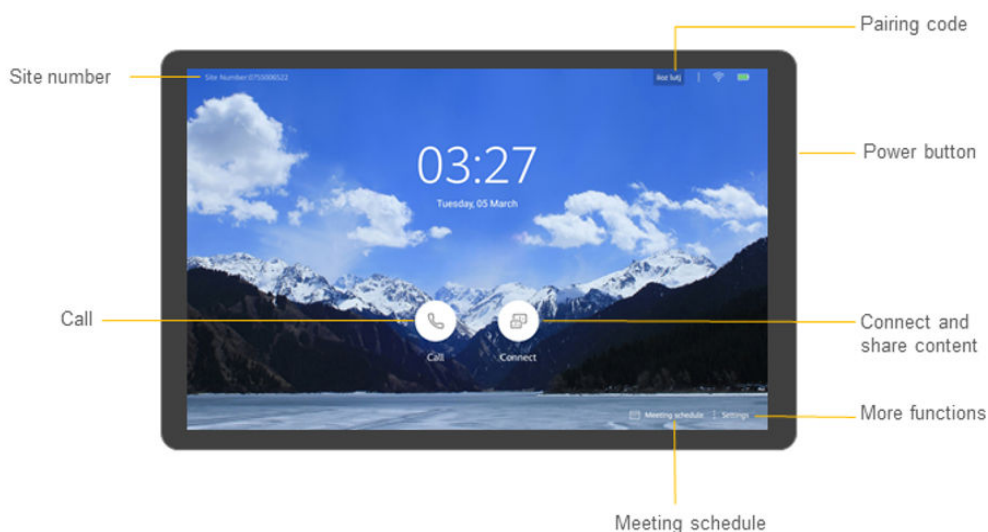
- Use standard pronunciation and avoid local slang and phrases.
- You are less than 3 meters away from the Board.
- a. Wake up your voice assistant.
- b. Your voice assistant replies "Hello, I'm here." The voice assistant UI is displayed. Ask your voice assistant to do what you want. For example, say "Open whiteboard."



2 CloudLink Box or CloudLink Bar

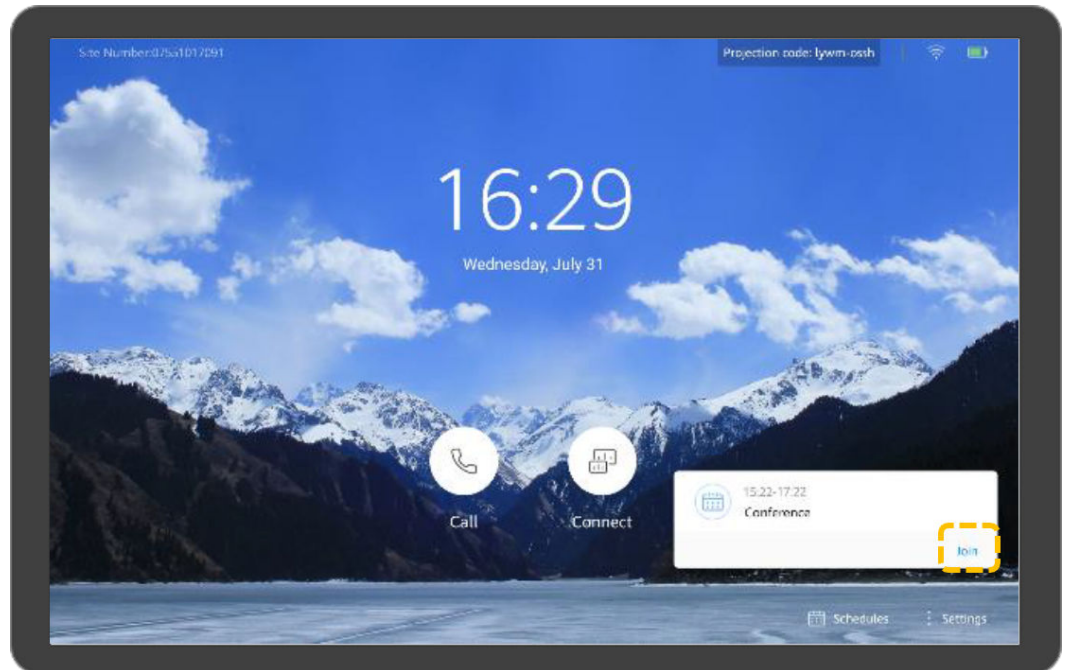
User Interface and Wake-up

- The Touch automatically starts up after being powered on.
- If the touch is in sleep mode, touch **Start** on it to wake it up.
- If the voice assistant has been enabled, you can say "Hey Scotty" to wake up the system.



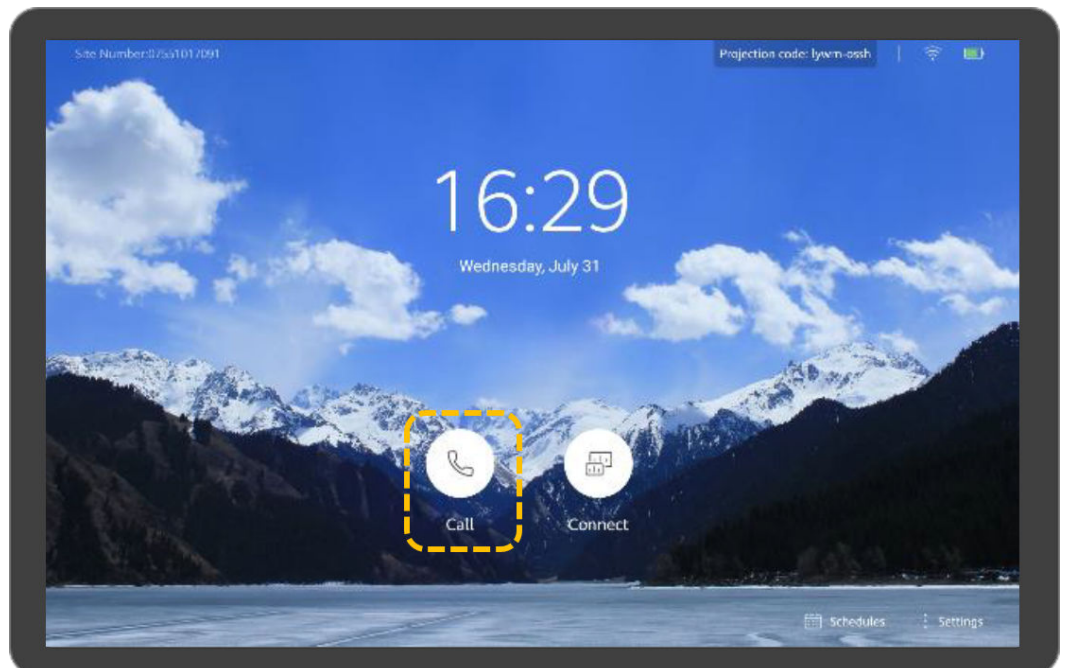
Joining a Meeting

- Joining a scheduled meeting
When time is due, you will be prompted to join the meeting, you can touch **Join** in the meeting notification area to join the meeting.

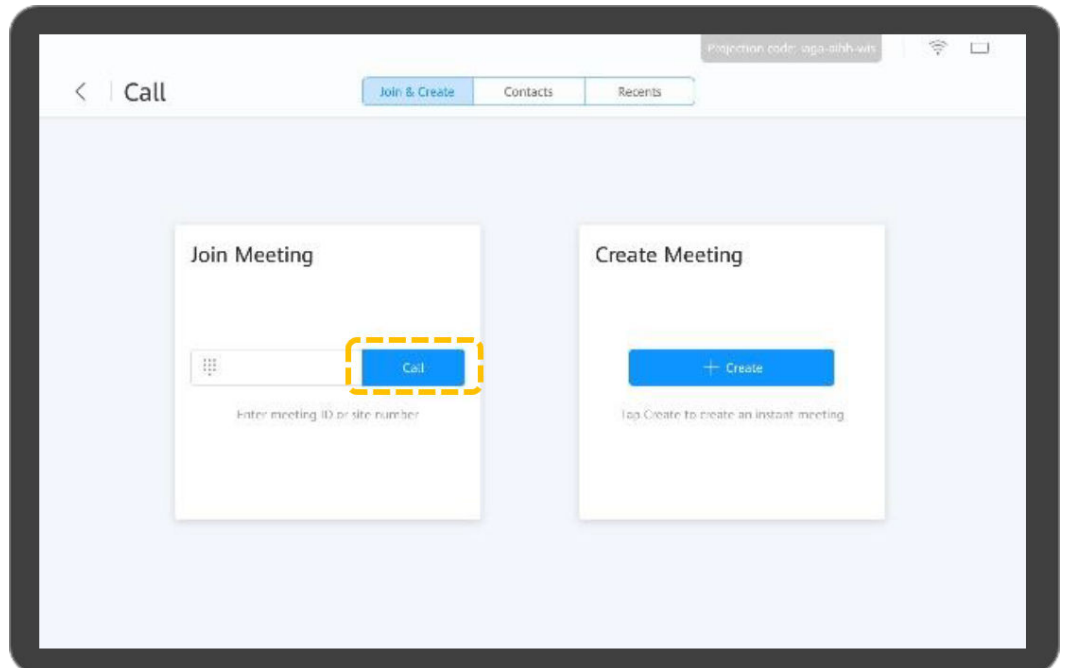


- Joining a meeting using a meeting ID
If you have a meeting ID, you can dial it to join the meeting.

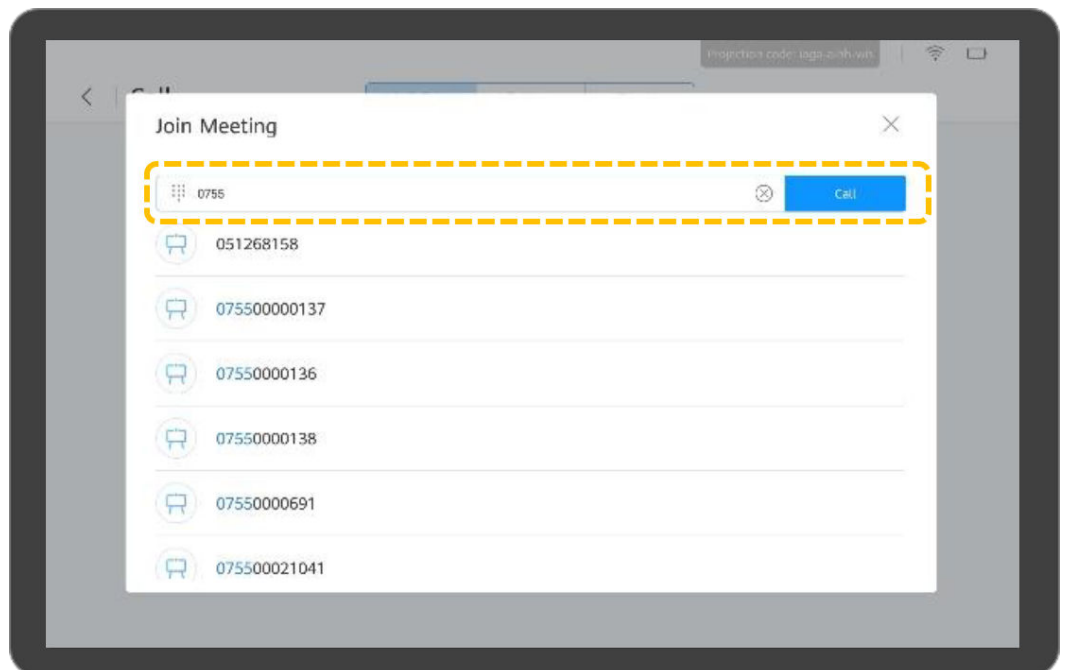
a. Touch .



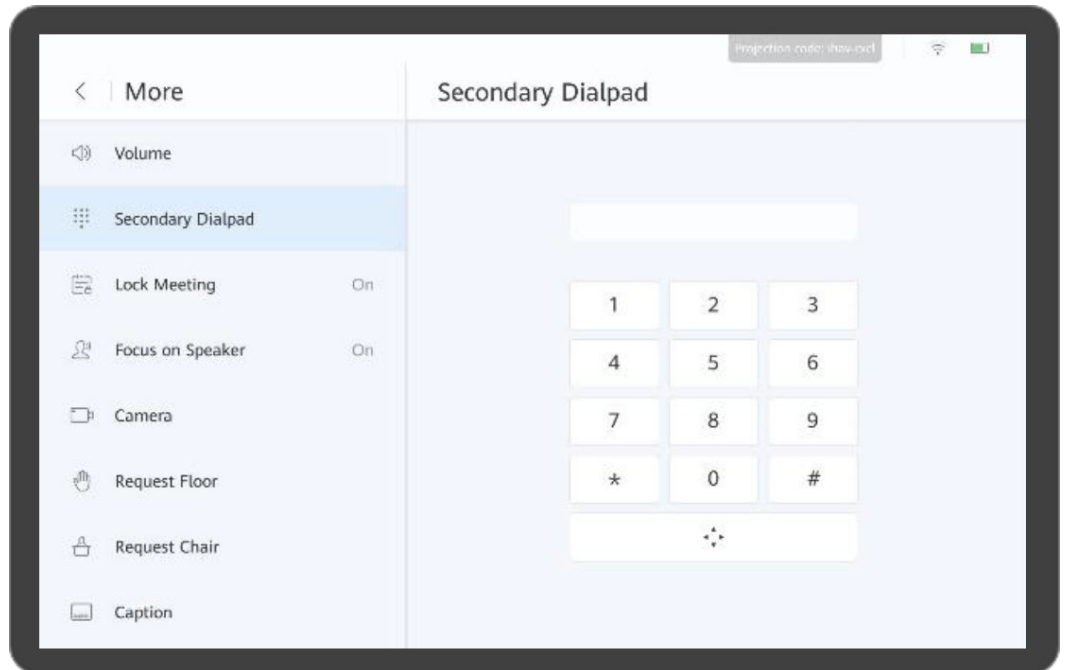
b. Touch **Call**.




- c. Enter the meeting ID and touch **Call**.

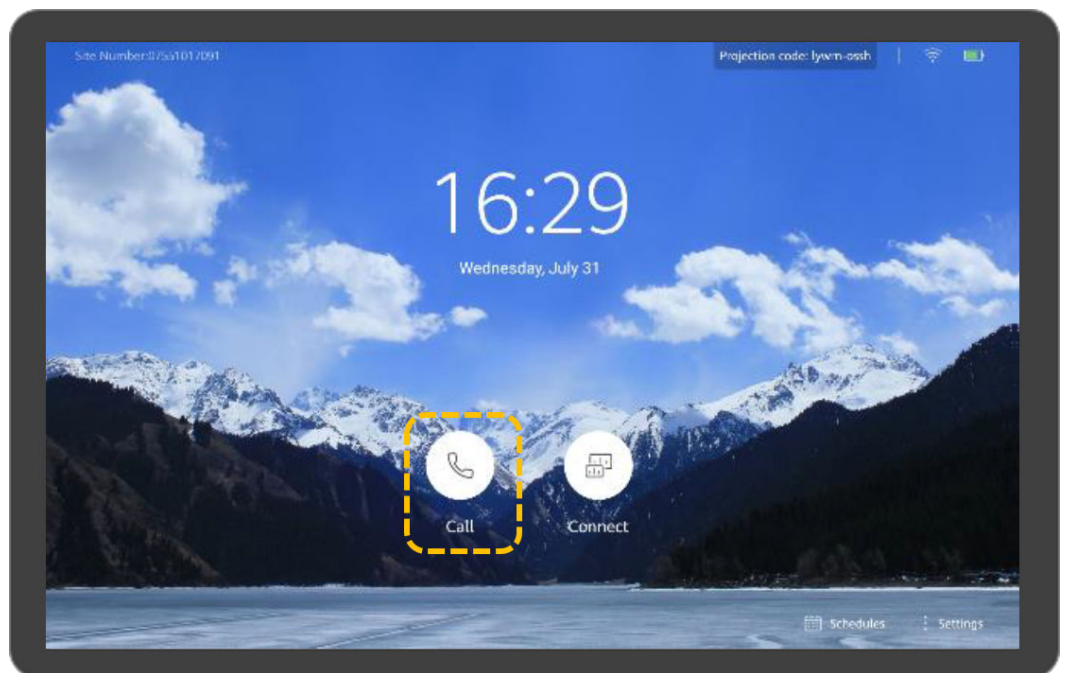


- d. (Optional) If a meeting password has been set for the meeting, enter the password as prompted.

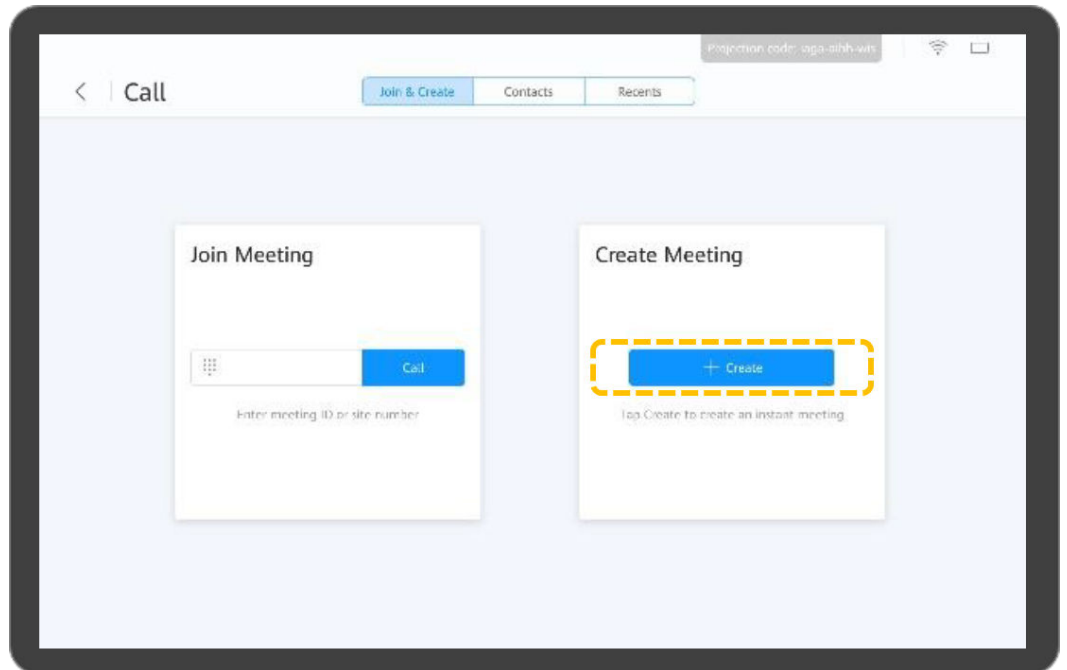


Holding a Meeting

- Creating a meeting
 - a. Touch .



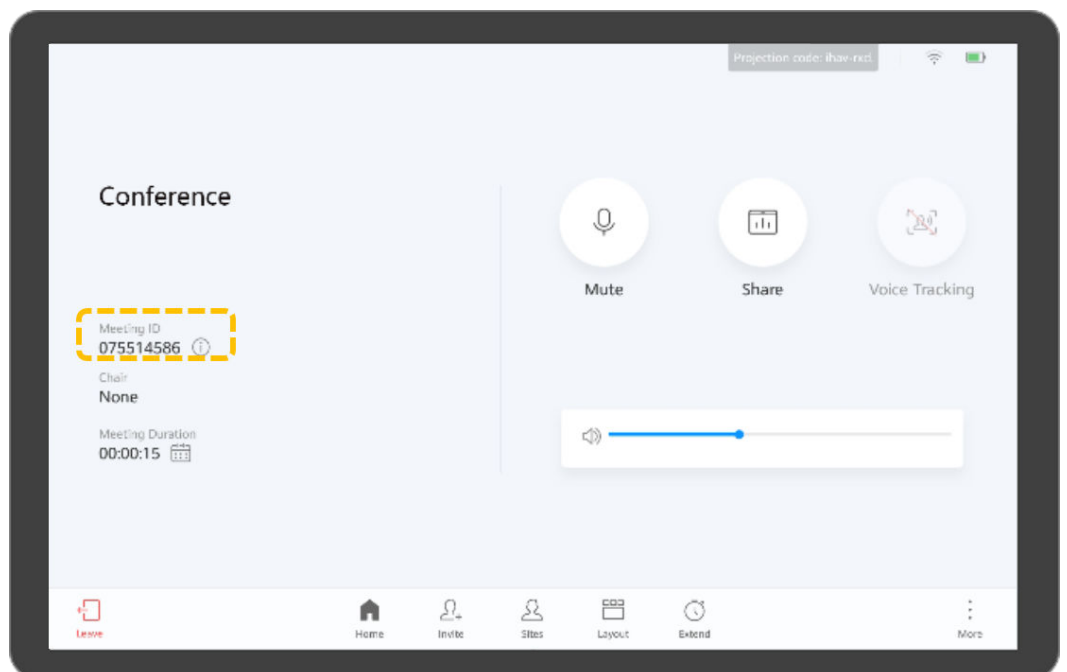
- b. Touch **Create**.




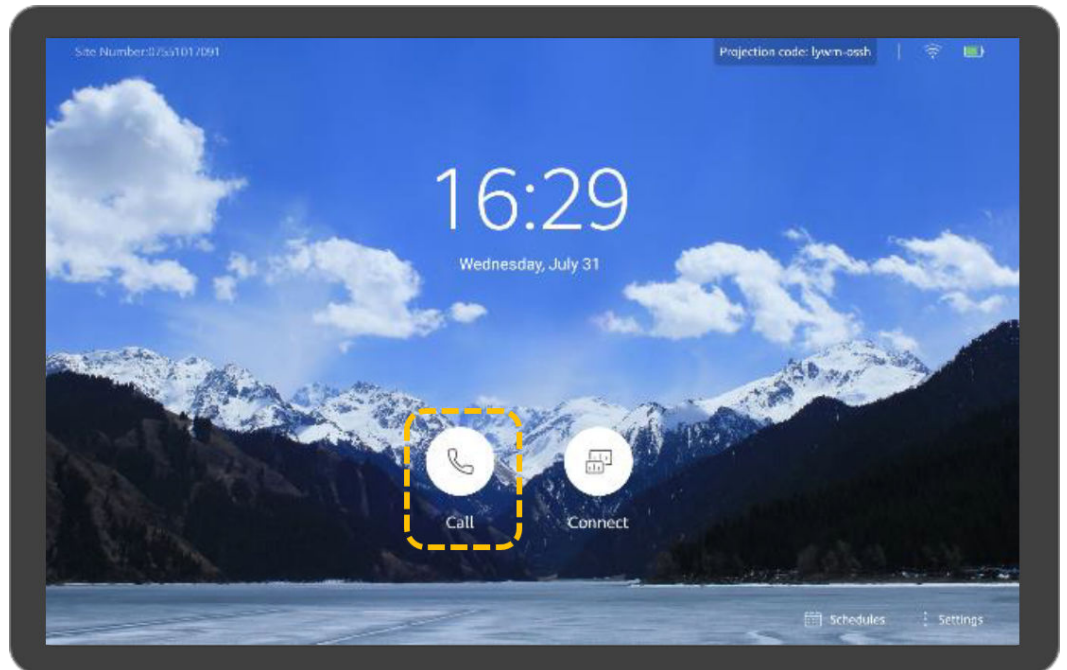
- c. After you create a meeting, a meeting ID is generated. You can send this ID to participants to let them join the meeting by dialing this ID. You can also invite participants.

 NOTE

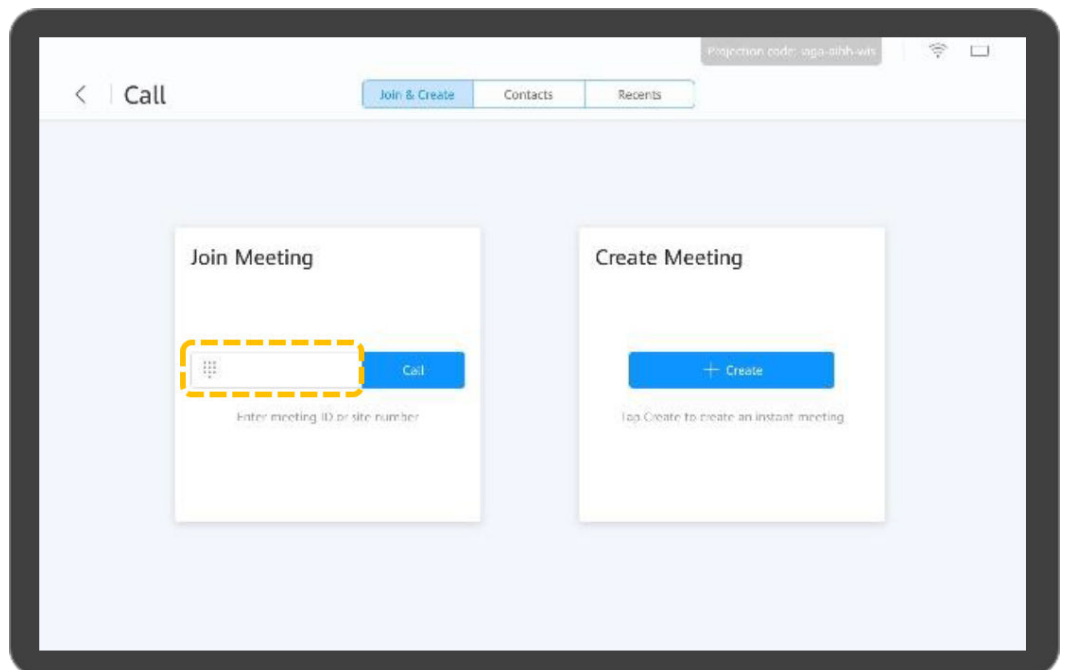
- The Box or Bar can be used to hold a meeting in a cloud meeting room only after the enterprise administrator allocates the cloud meeting room to the Box or Bar on the HUAWEI CLOUD Meeting Management Platform.



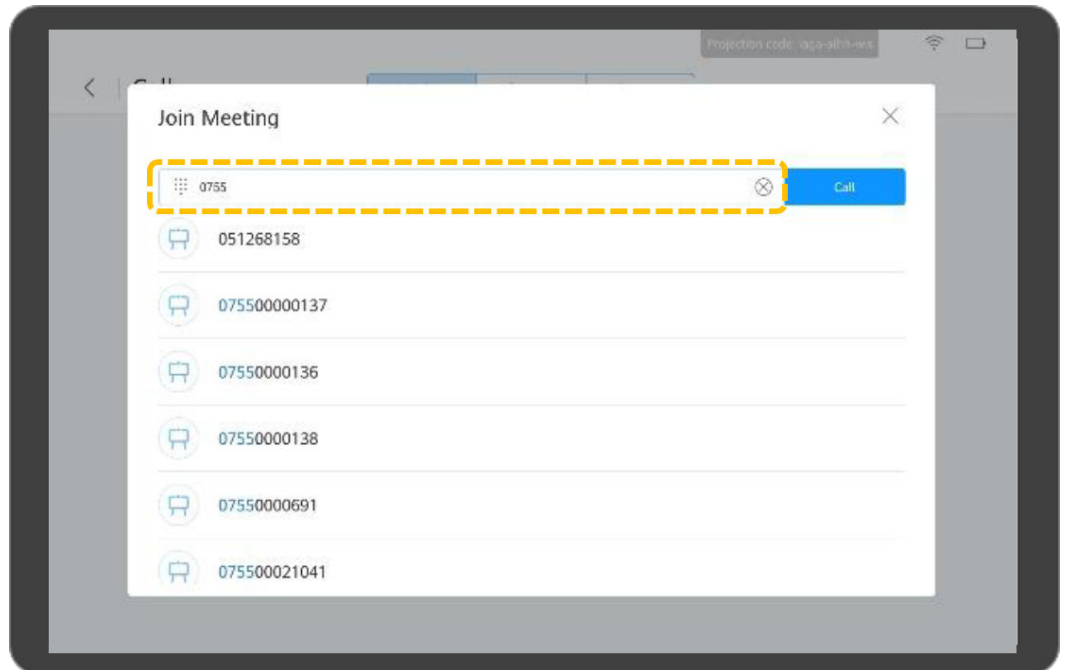
- Calling a site
 - a. Touch .



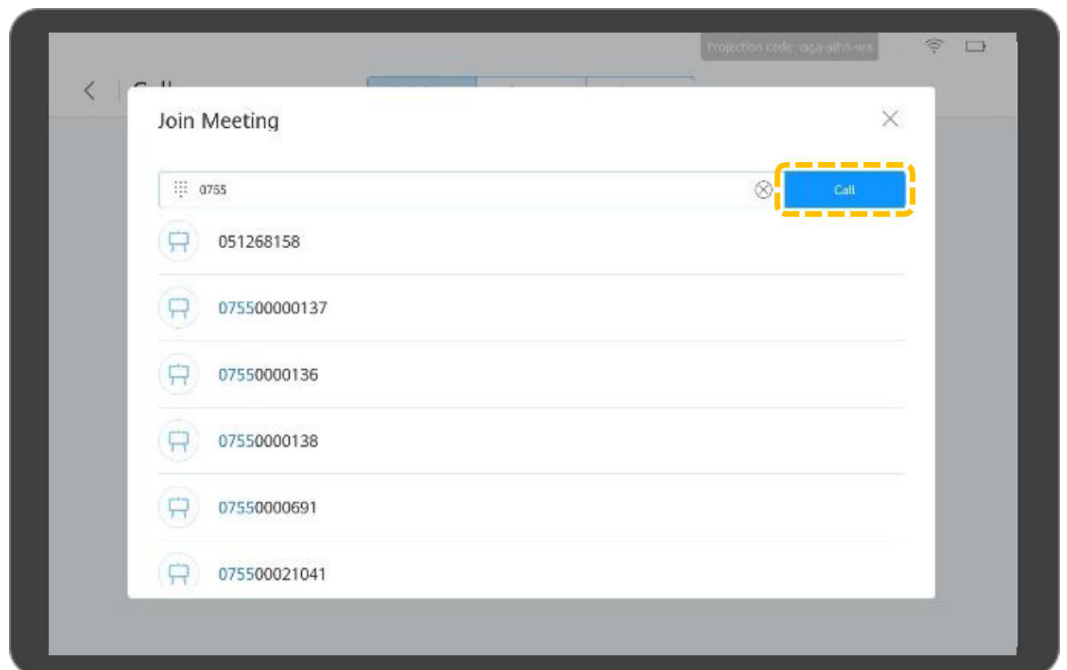
b. Touch the text box.



c. Enter a keyword and touch a site name to select the site, or enter a site number.

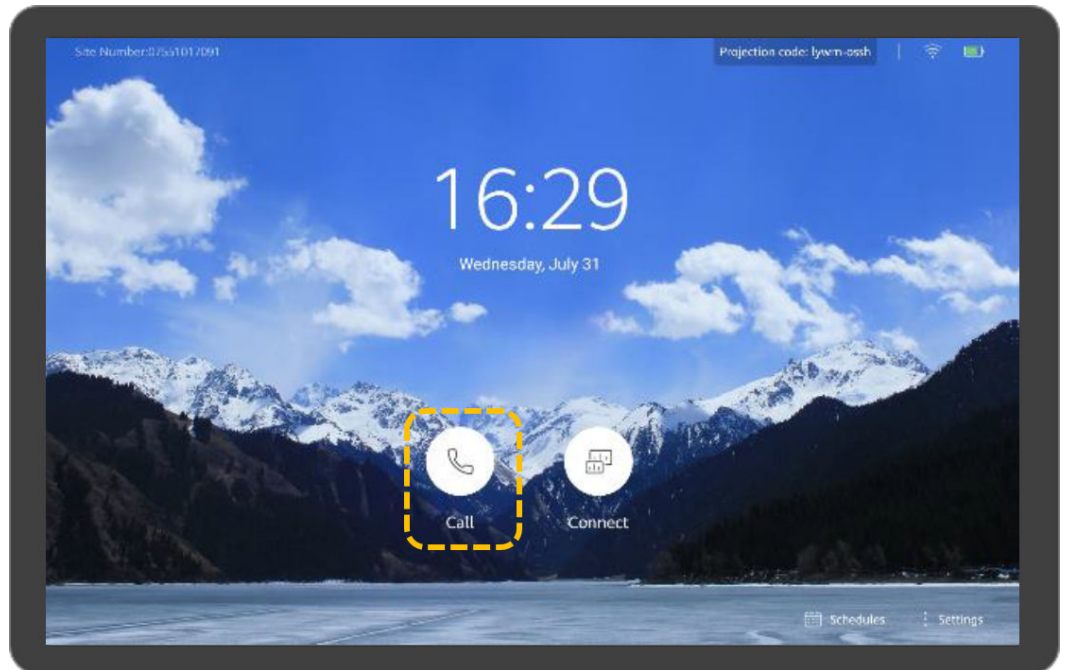


d. Touch **Call**.

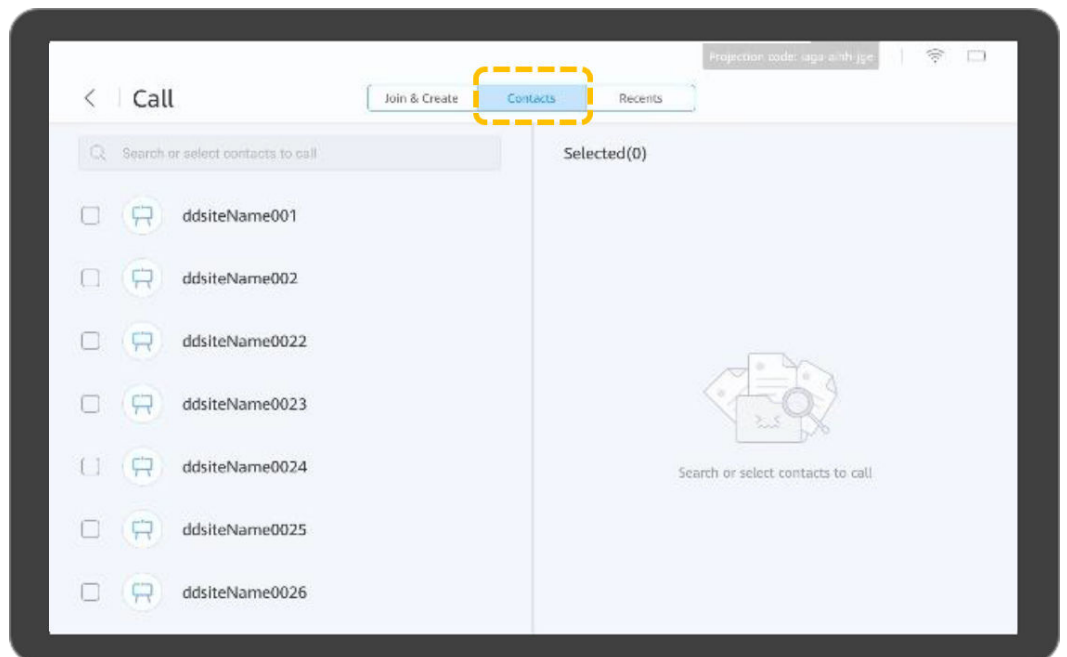


• Calling multiple sites

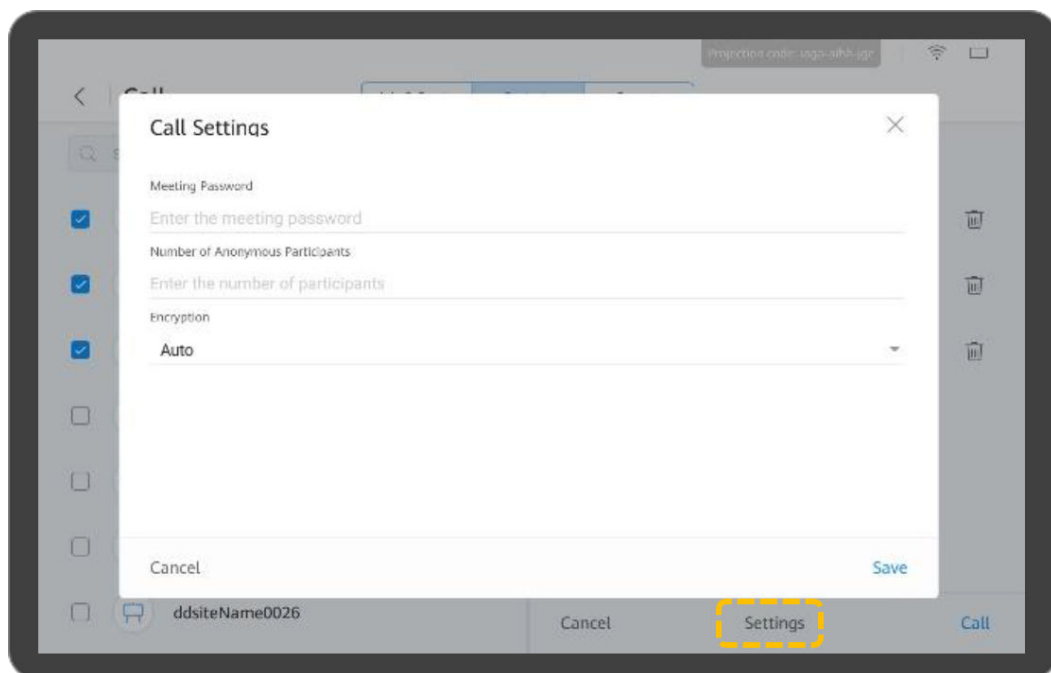
a. Touch .



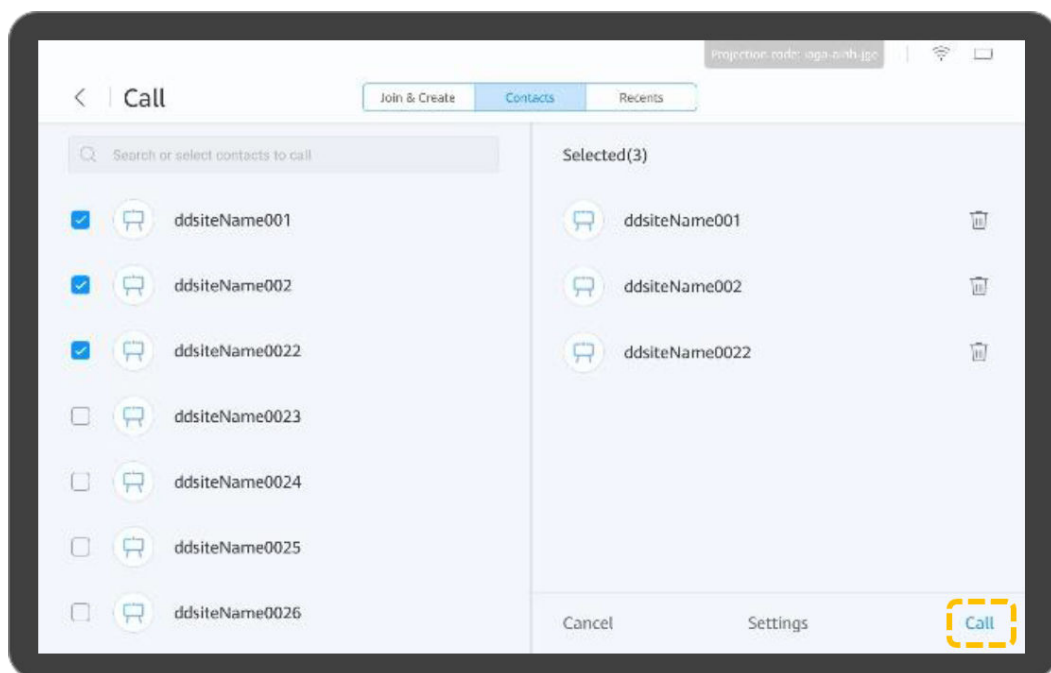
- b. Touch **Contacts** and enter keywords to search for or select sites.



- c. (Optional) Touch **Settings**, set parameters such as the meeting password, and touch **Save**. You can use the default settings.

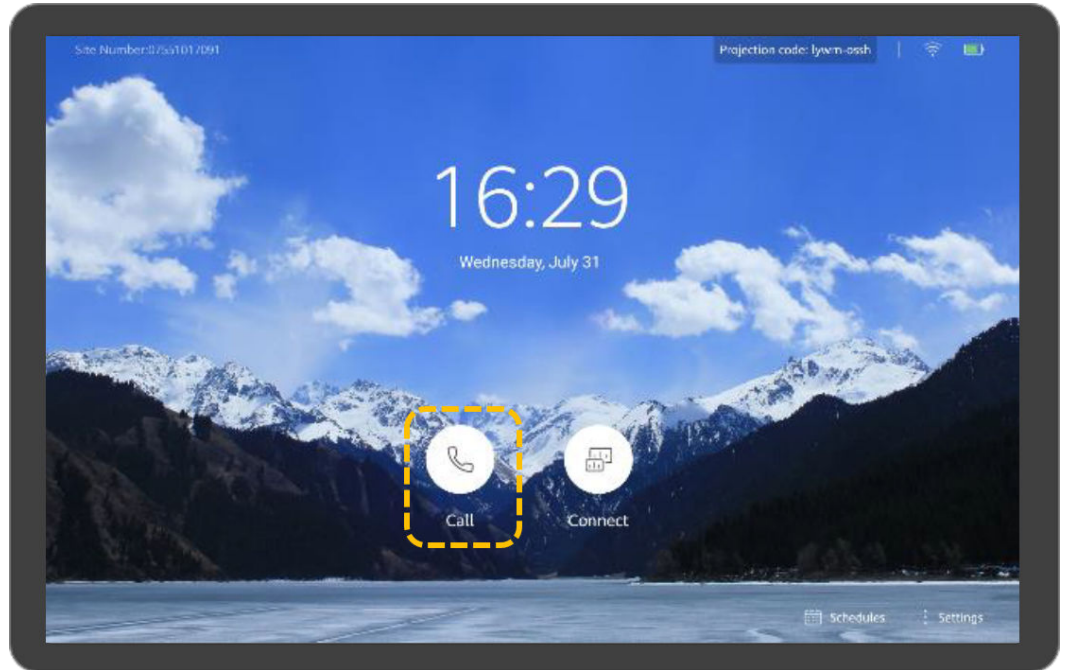



d. Touch **Call**.

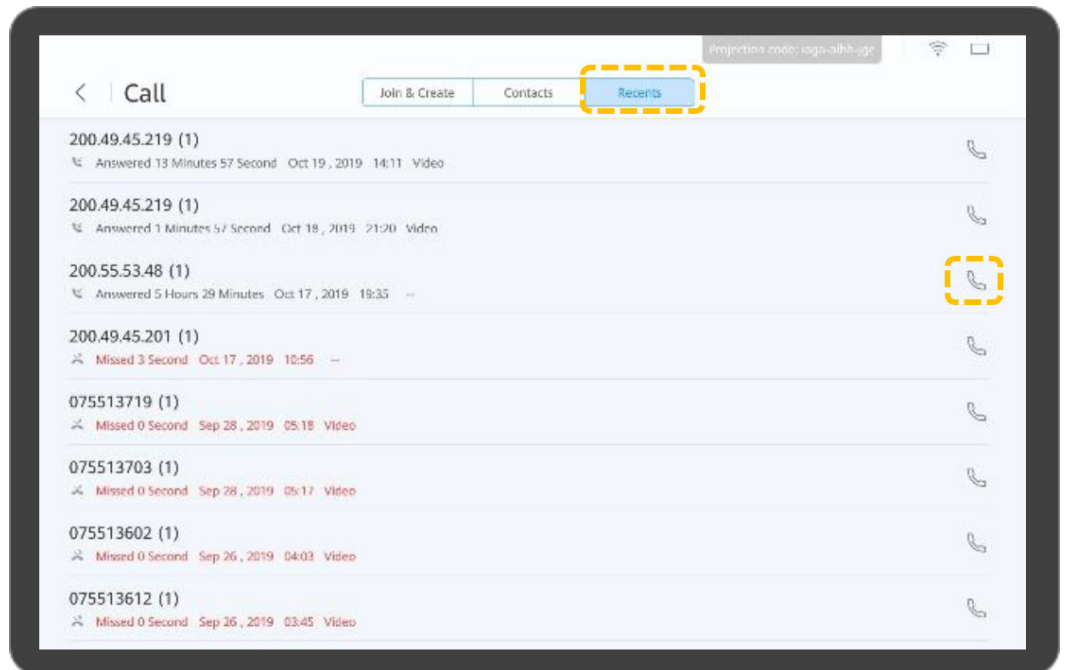


• Placing a call from **Recents**

a. Touch .



- b. Touch **Recents**, and touch  in the row containing the site you want to call.



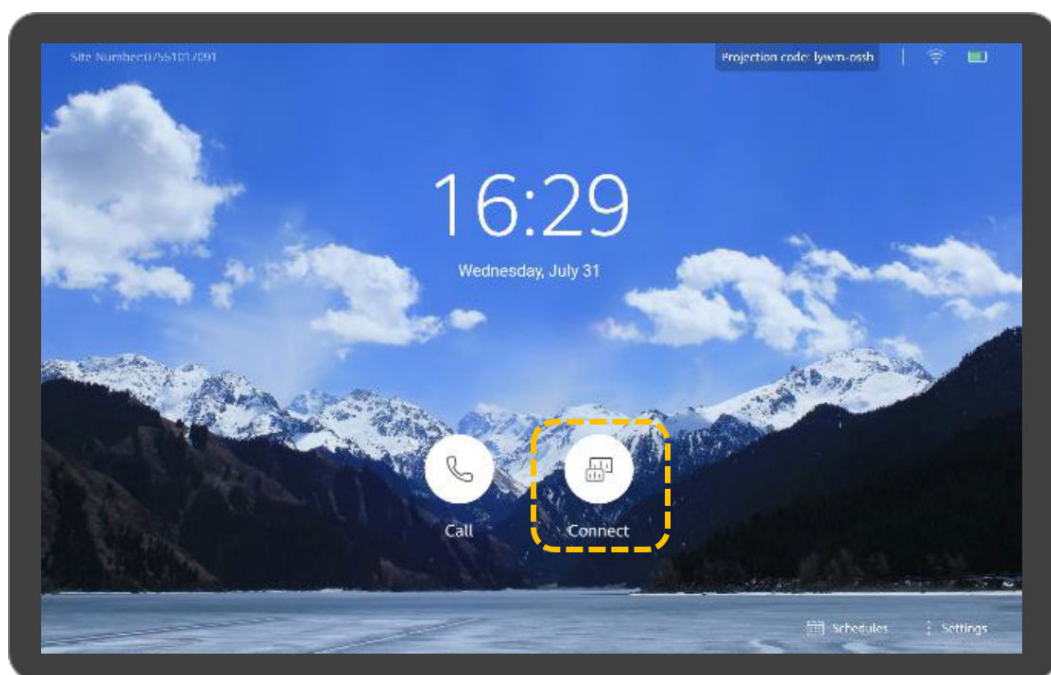
Sharing Content

The Box or Bar allows you to share content in the following ways:

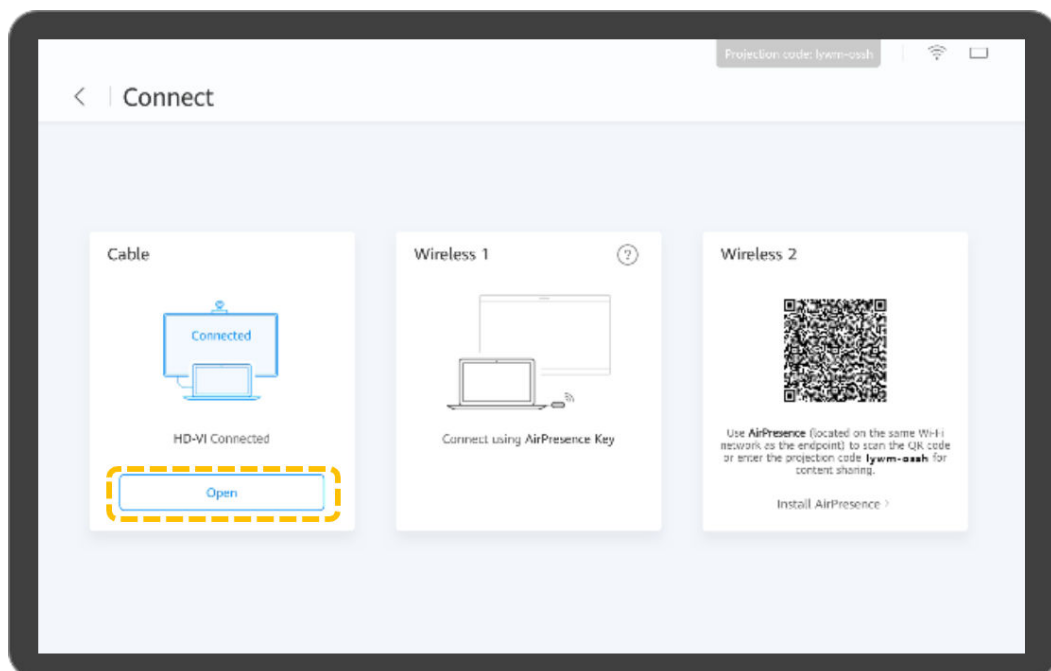


- Projecting content
Before projecting the local content, connect the presentation source to the terminal first

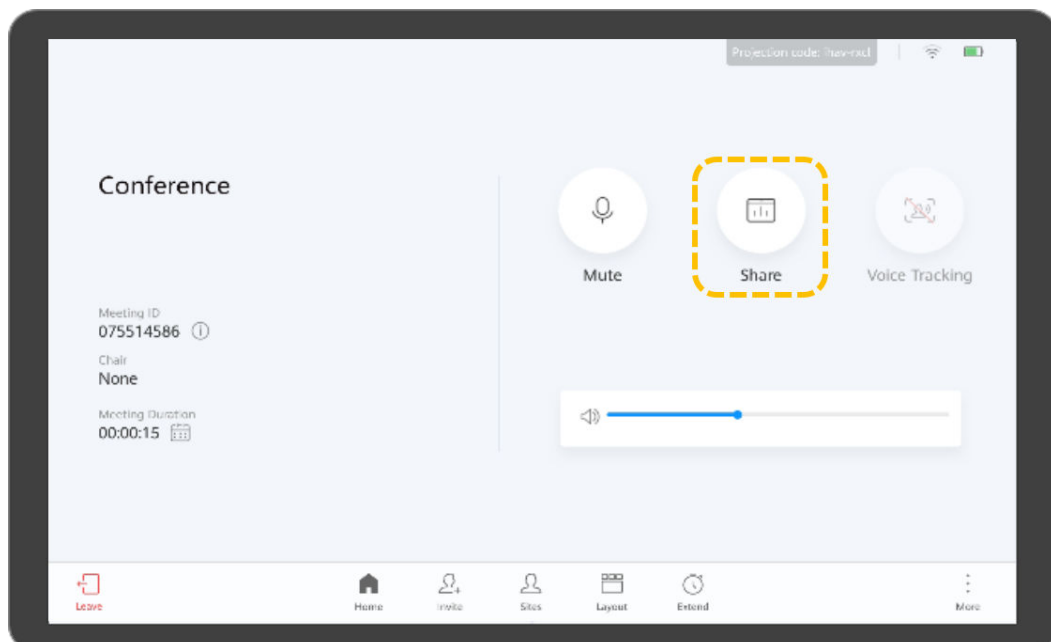
a. Touch .



b. Touch **Open**.



- Sharing content using a cable connection
You can use your terminal to share content with remote sites in a meeting. To share a presentation, connect the presentation source to the terminal first. Otherwise, the **Share** icon is unavailable.
 - a. Touch **Share** to share the presentation with remote sites. You can touch **Share** again to stop sharing the presentation.



- Sharing content using the AirPresence Key
 - a. Insert the AirPresence Key into the USB port of the terminal for automatic pairing.
 - b. After the pairing is successful, remove the AirPresence Key from the terminal and insert it into the USB port on the PC.

- c. Install the AirPresence Key program on the PC. After the installation is complete, the message is displayed, indicating that you can press the button on the AirPresence Key to share materials.
- d. Press the button on the AirPresence Key to share the PC desktop.

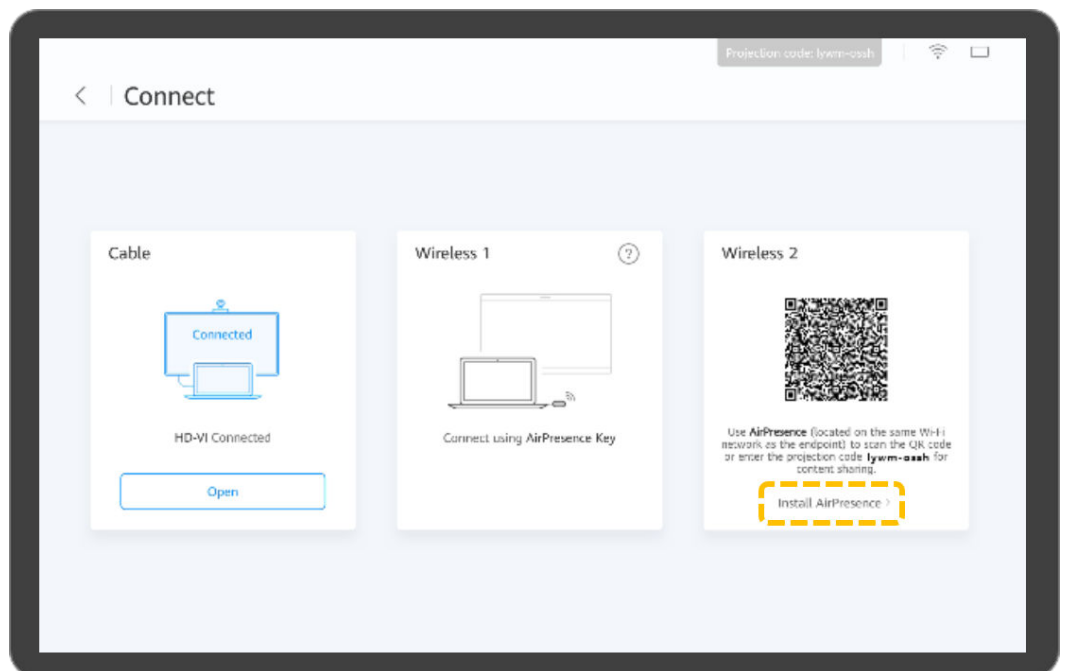


- Sharing content using the AirPresence mobile app

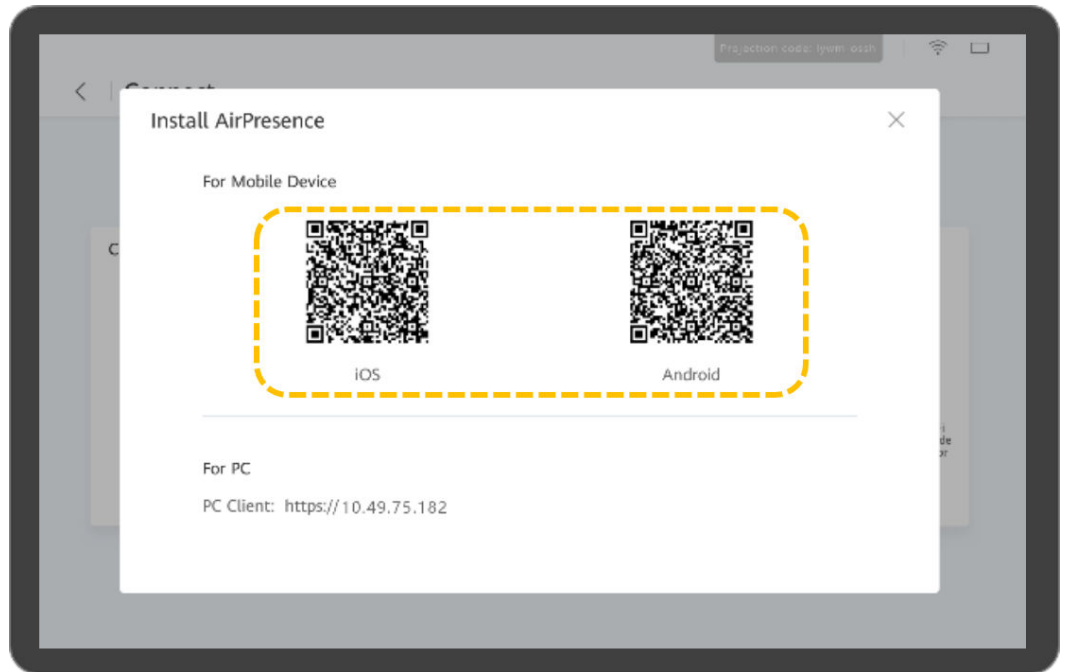
 **NOTE**

The mobile device that has AirPresence installed must connect to the same wireless network as the terminal and is reachable to the terminal.

- a. Touch **Install AirPresence**.



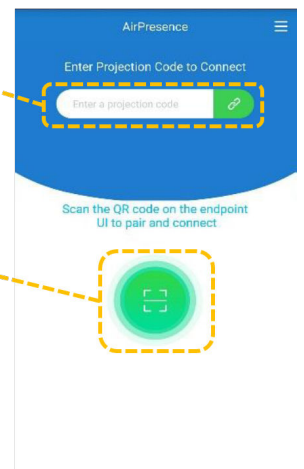
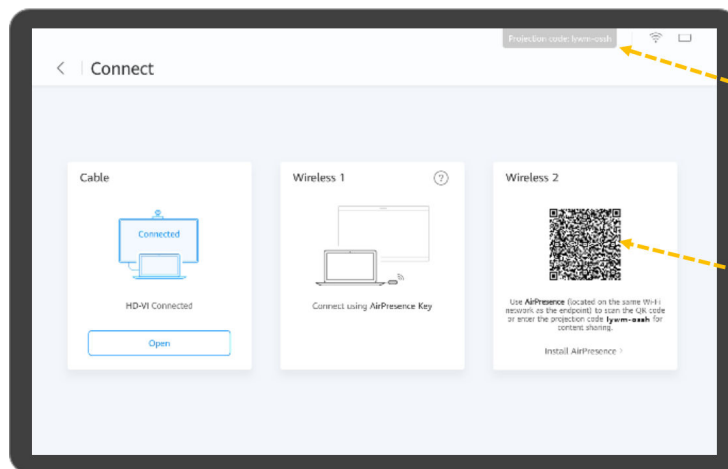
- b. Use your mobile device to scan the QR code displayed on the terminal and install AirPresence as instructed.



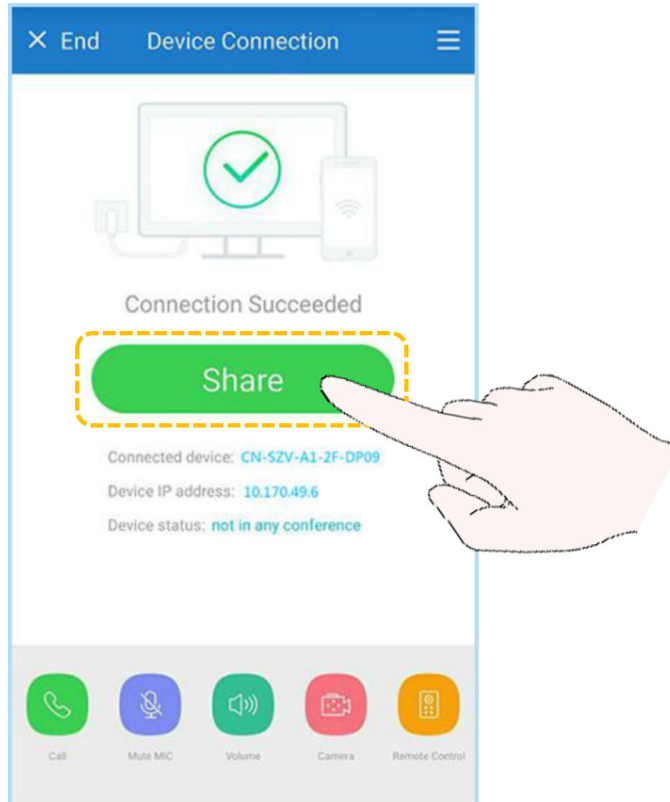
- c. After the installation is complete, touch the AirPresence icon to start it, and use it to scan the pairing code or enter the projection code displayed on the terminal.

Touch screen

AirPresence UI




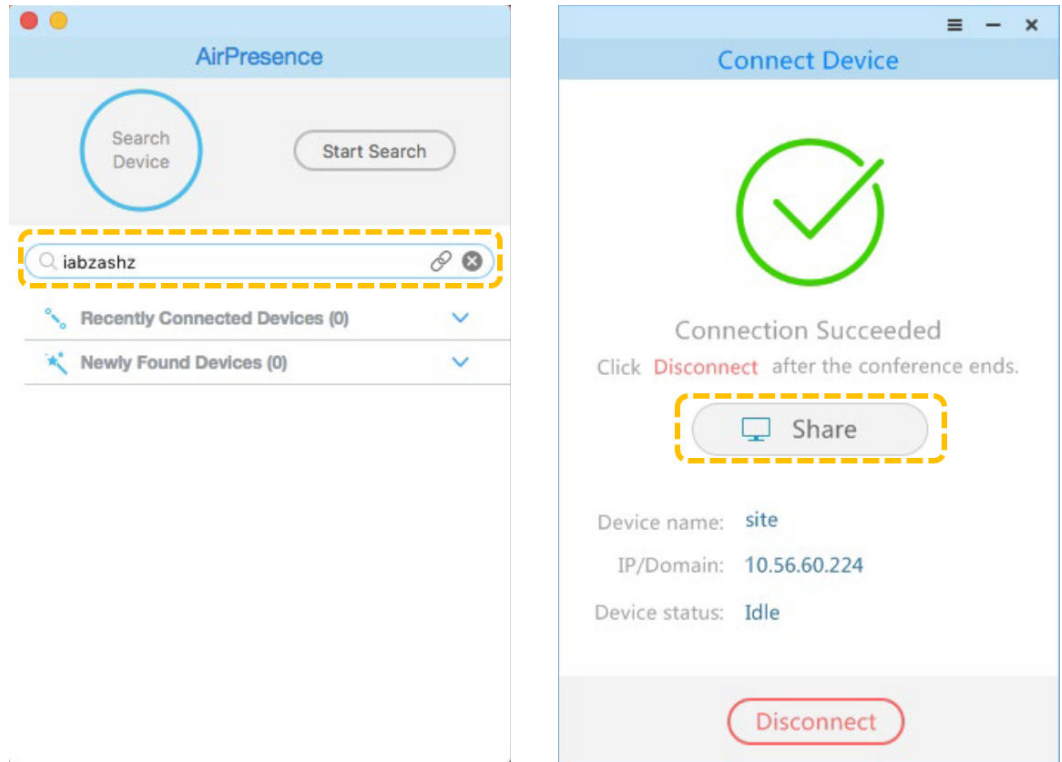
- d. Touch **Share** and select the file you want to share.



- Sharing content using the AirPresence PC client
 - a. Log in to the web interface of the terminal, click **Download AirPresence Client**, and download and install the AirPresence client.



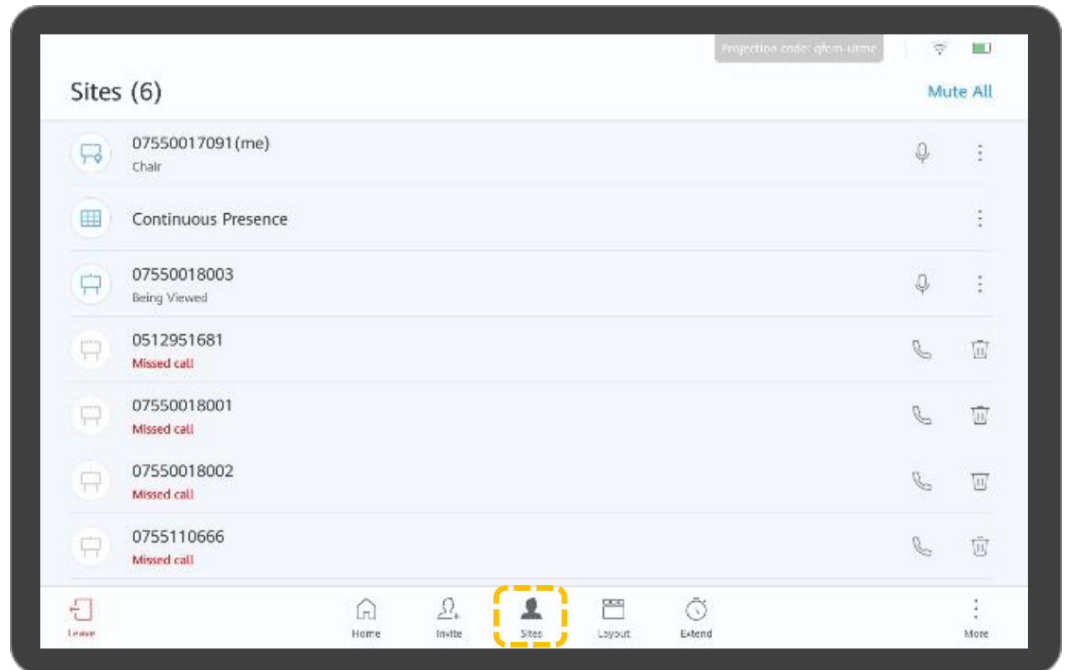
- b. Start the AirPresence client, enter the projection code displayed on the terminal, and click .



Hosting a Meeting

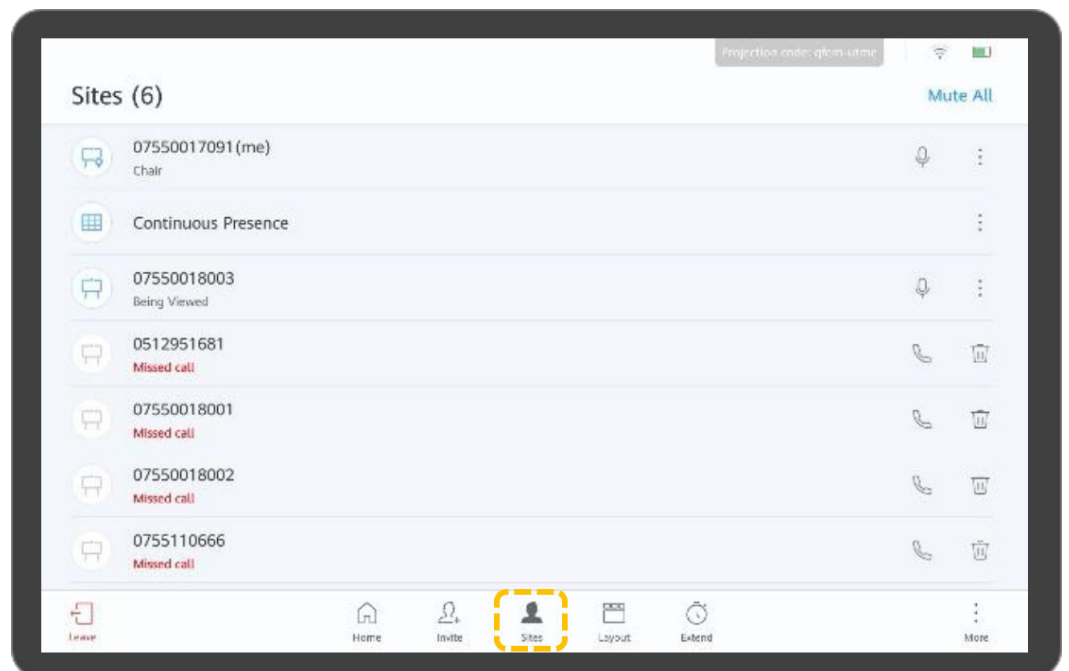
Host	Guests
Viewing participant list	Viewing participant list
Focusing on a participant	Focusing on a participant
Changing the screen layout (speaker, PiP, or gallery)	Changing the screen layout (speaker, PiP, or gallery)
Relinquishing the host role	Applying to be the host
Inviting a participant	Inviting a participant
Broadcasting a participant	-
Disconnecting a participant	-
Muting one or all participants	Muting or unmuting themselves
Extending the meeting	-
Locking the meeting	-
Leaving or ending the meeting	Leaving the meeting


- Viewing the participant list

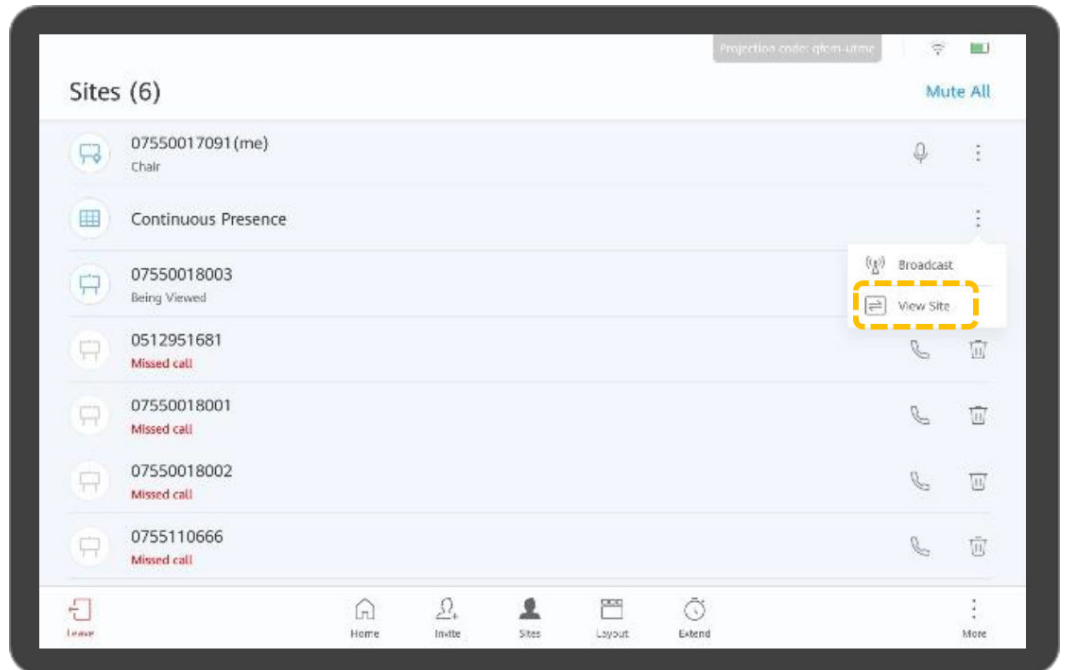



- Focusing on a site

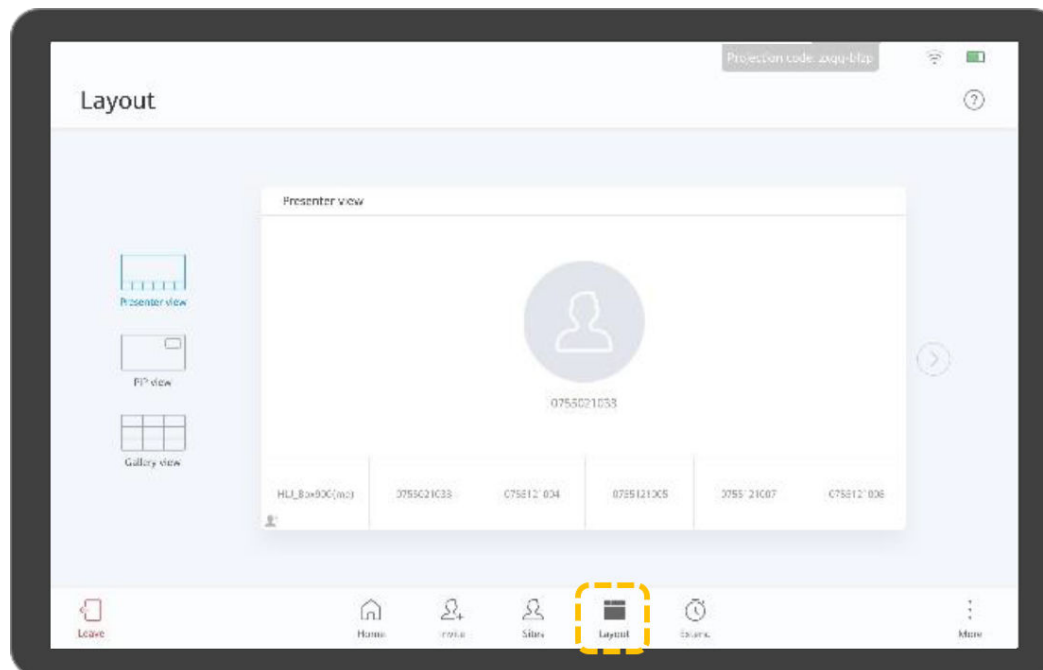
a. Touch .



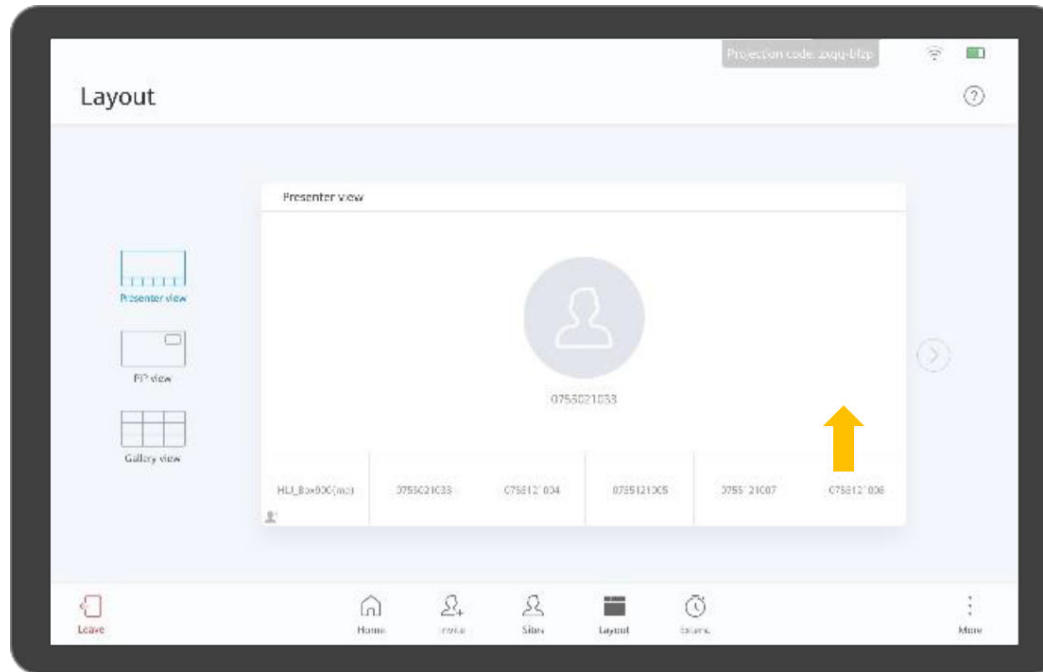
b. To focus on a site, touch  in the row containing the site and touch **View Site**.



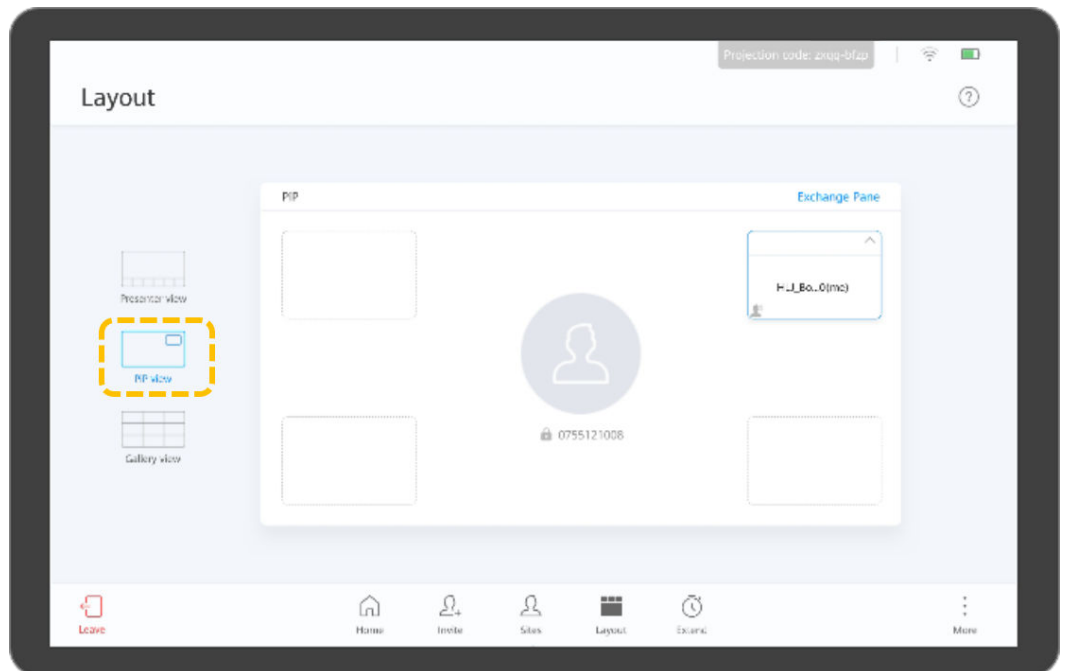
- Modifying the video layout
 - Presenter view
 - i. Touch .



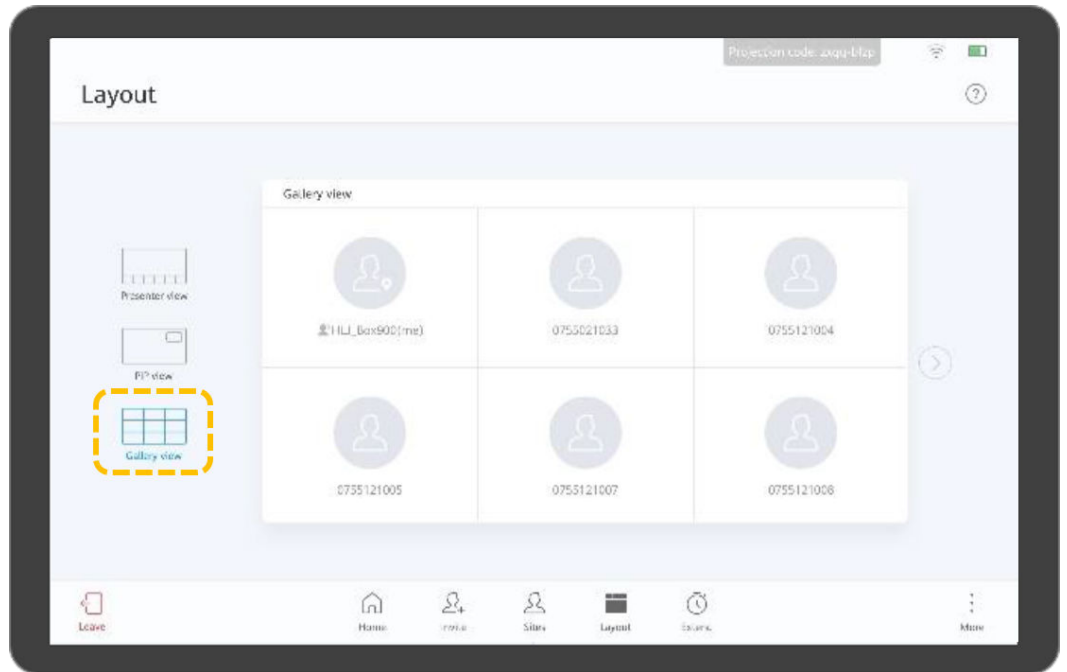
- ii. Touch and hold a small screen and drag it to the large screen to view the site in the large screen.



- PiP view
 - Touch and hold the small screen and drag it to any of the four corners.
 - Touch the arrow icon in the upper right corner of the small screen to hide or show the small screen.
 - Touch **Exchange Panes** to exchange the display positions of the large and small screens.

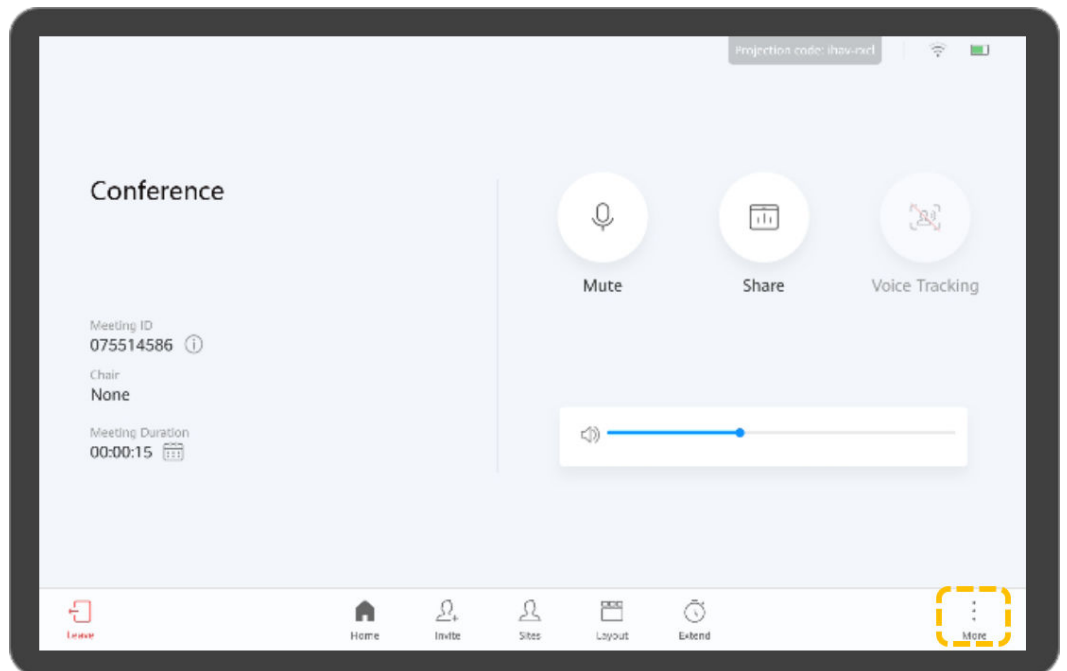


- Gallery view



- Applying for or relinquishing the host role

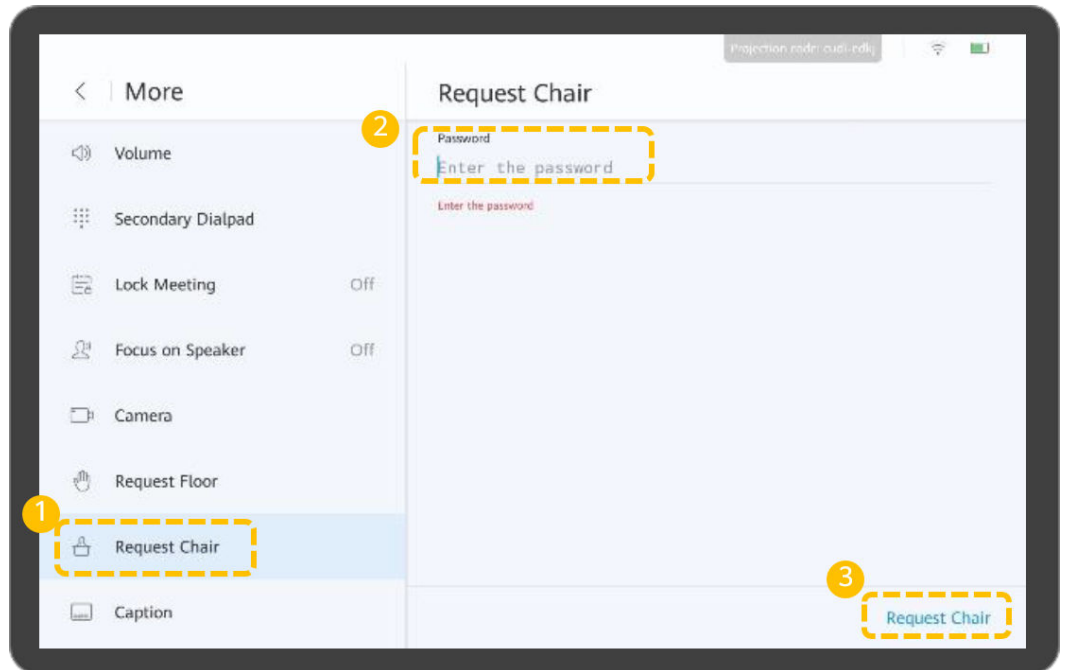
a. Touch  .




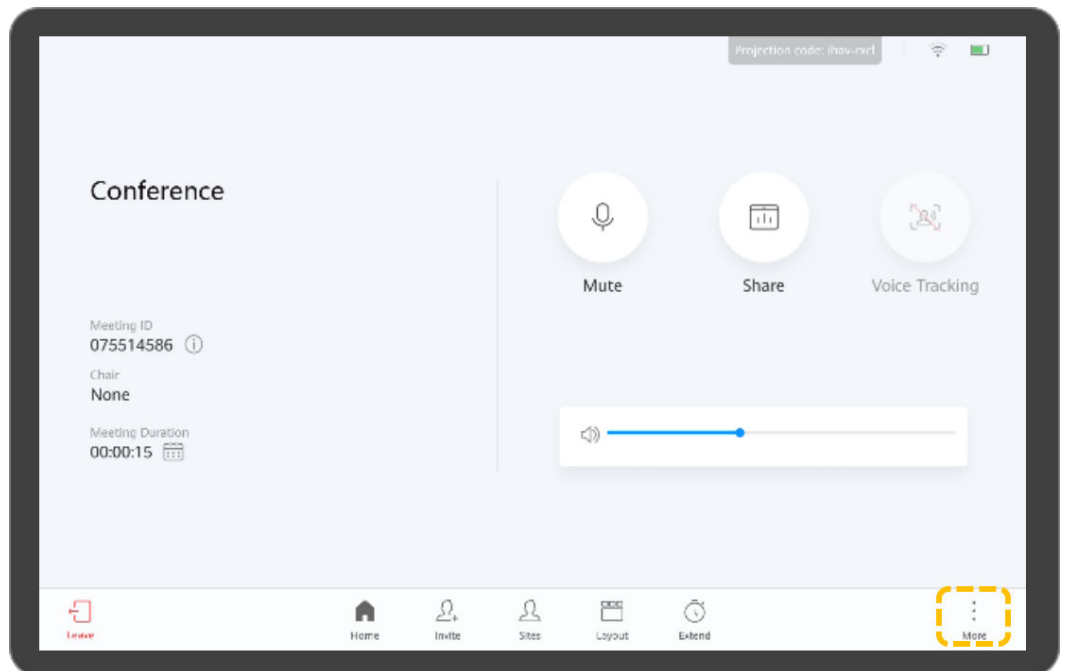
- b. Touch **Request Chair** on the left, enter the host password, and touch **Request Chair** in the lower right corner.

 **NOTE**

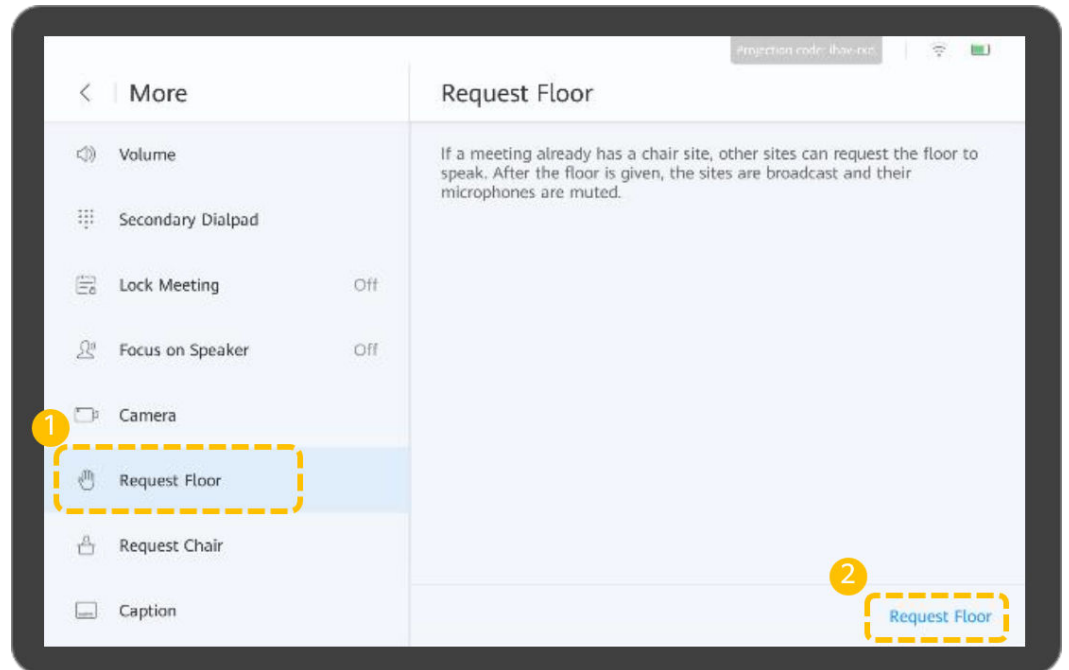
The host password can be obtained from the meeting scheduler.



- c. Touch **Release Chair** to release host control rights.
- Requesting the floor
 - a. Touch  .

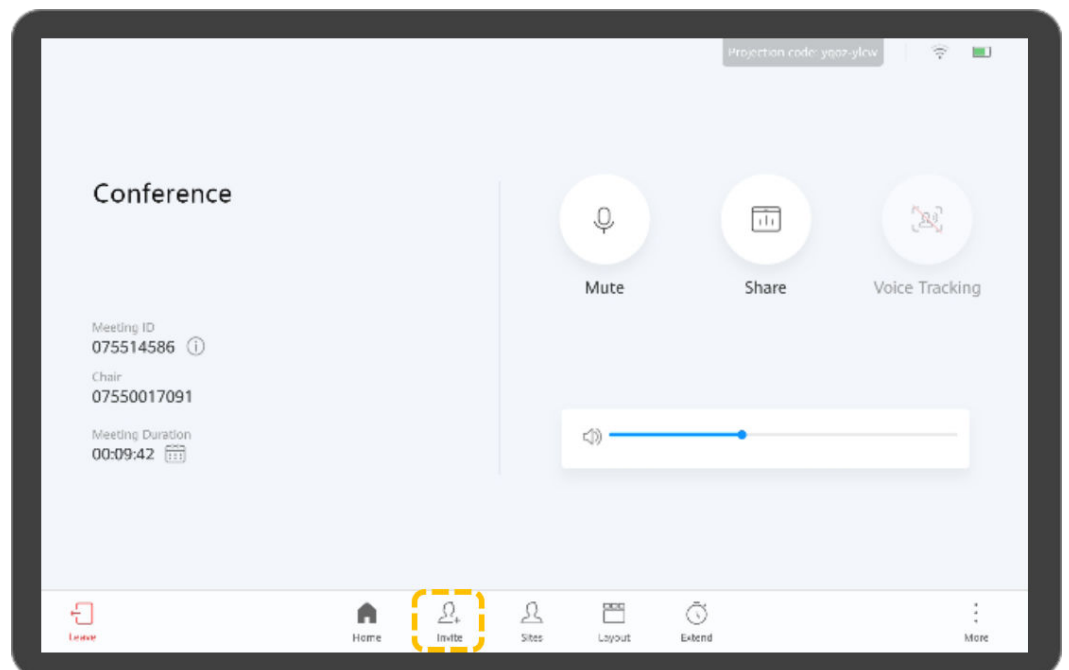


- b. Choose **Request Floor** > **Request Floor**.

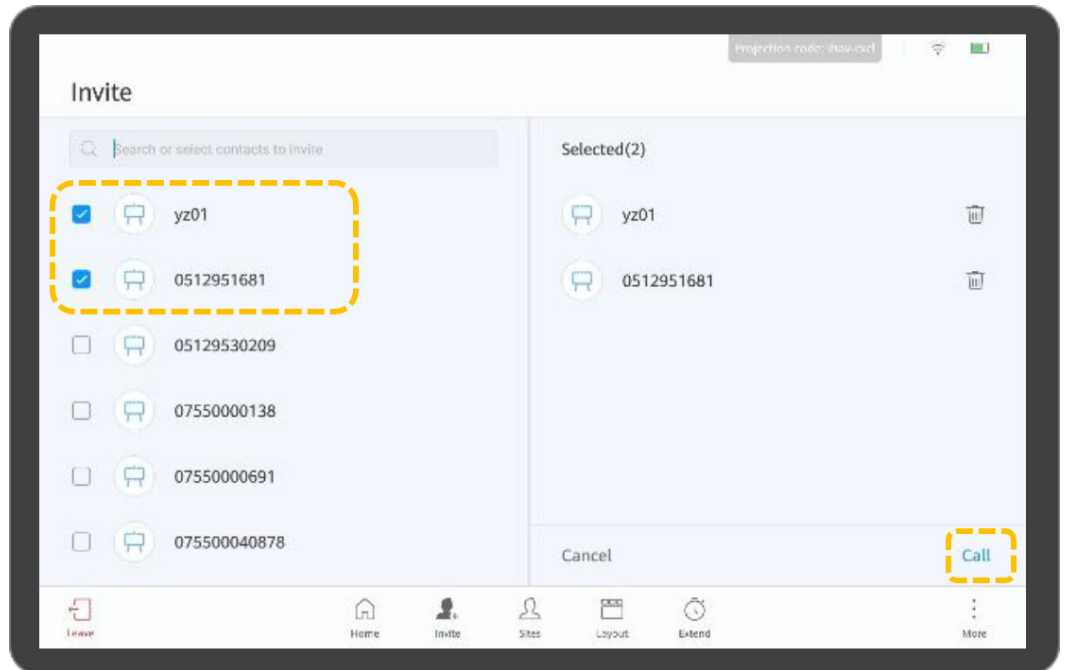


- Inviting sites

a. Touch .



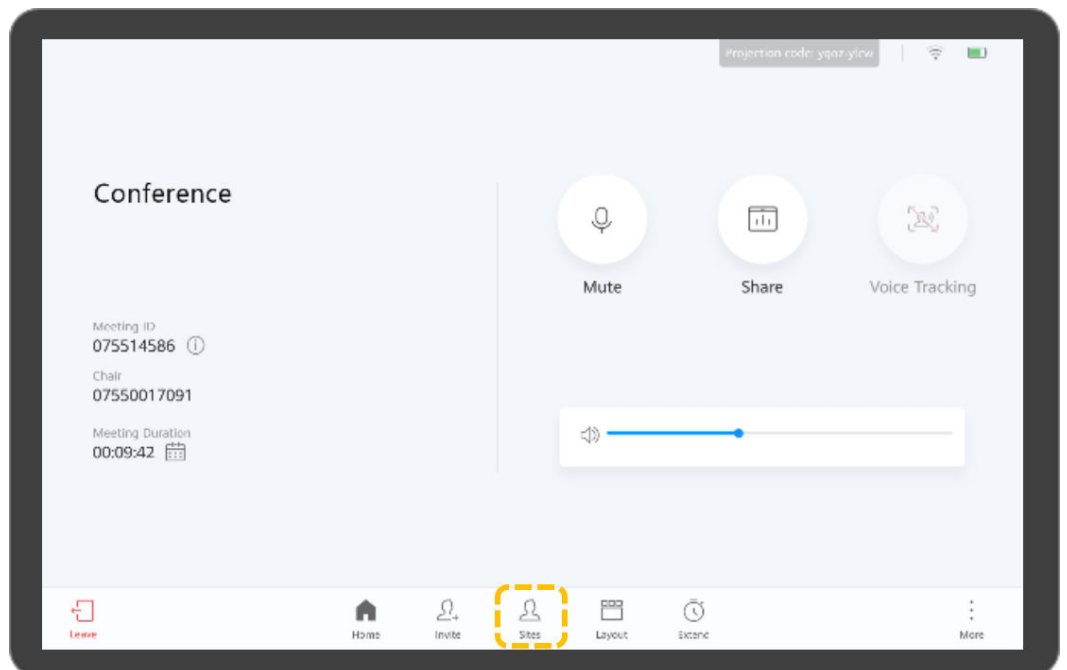
b. Select one or more sites and touch **Call**.




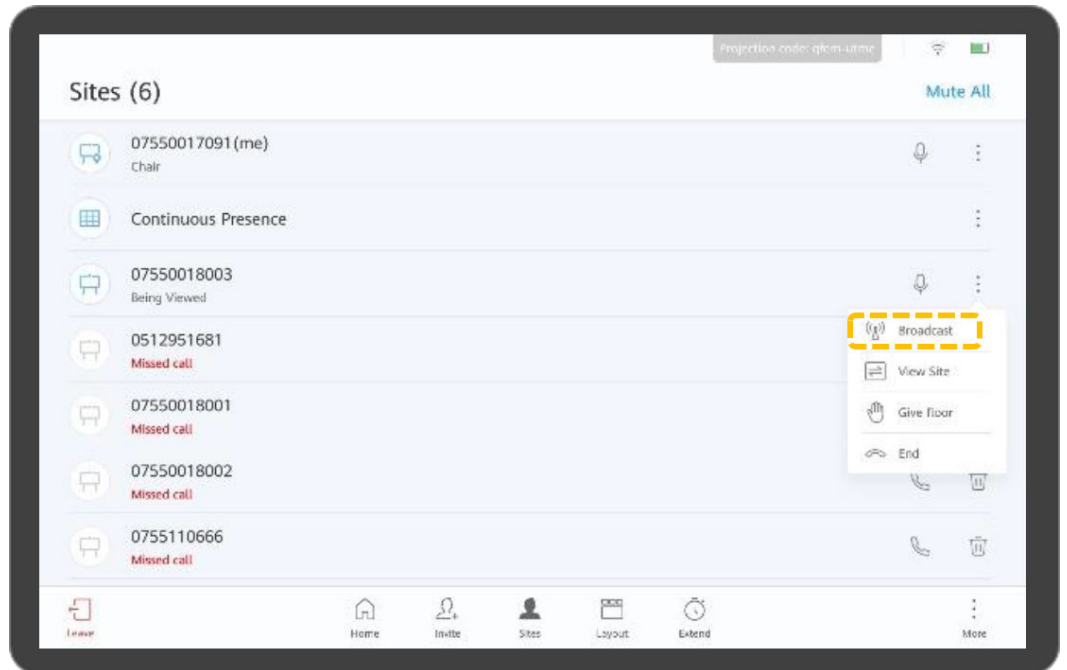
- Broadcasting a site

When the host site broadcasts a site, all the other sites except the broadcast site are forced to view the site. The host site can still choose to view other sites. The host site can broadcast any video site, including the host site itself.

a. Touch .

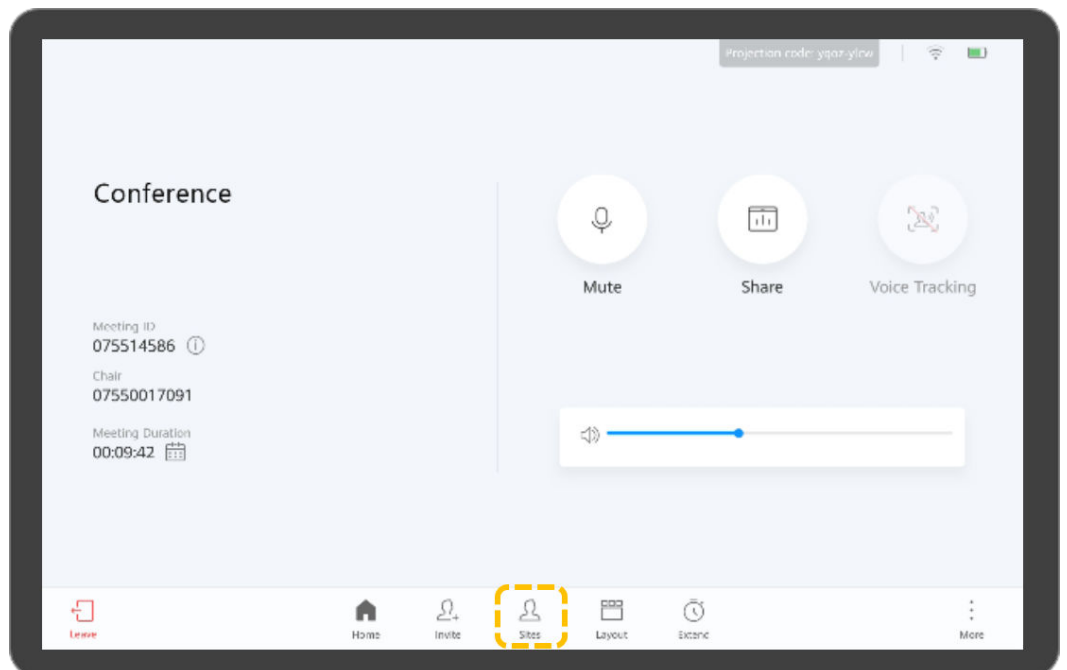



b. Touch  in the row containing the site you want to broadcast, and touch **Broadcast**.

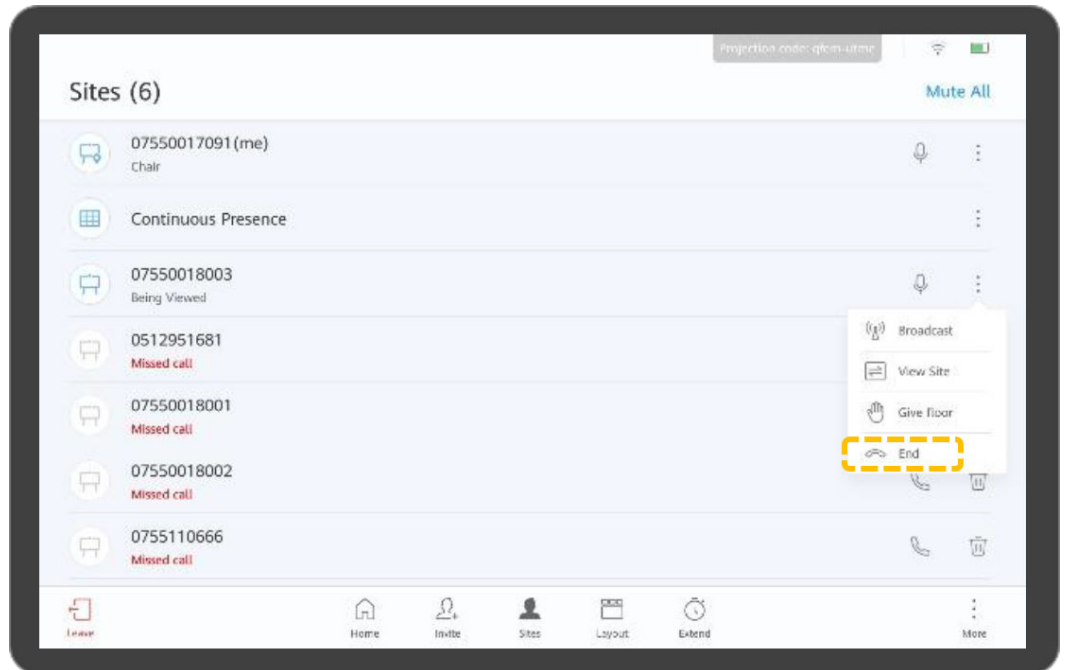


- Disconnecting a site
The host can disconnect a site. After the site is disconnected, the site automatically leaves the meeting.

a. Touch .

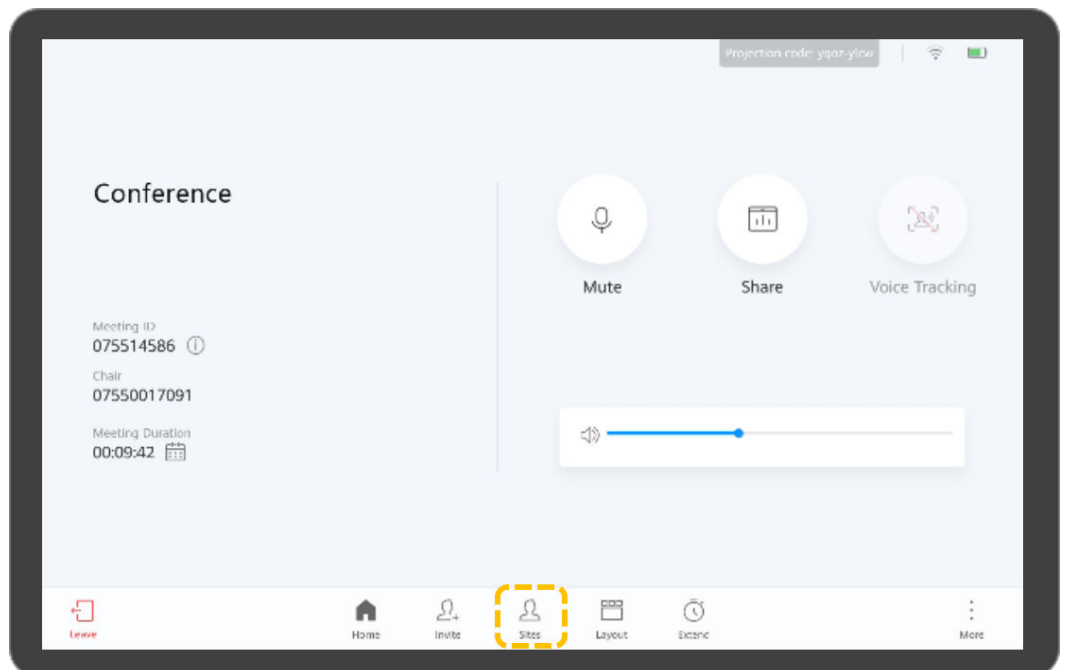



b. Touch  in the row containing the site you want to disconnect, and touch **End**.

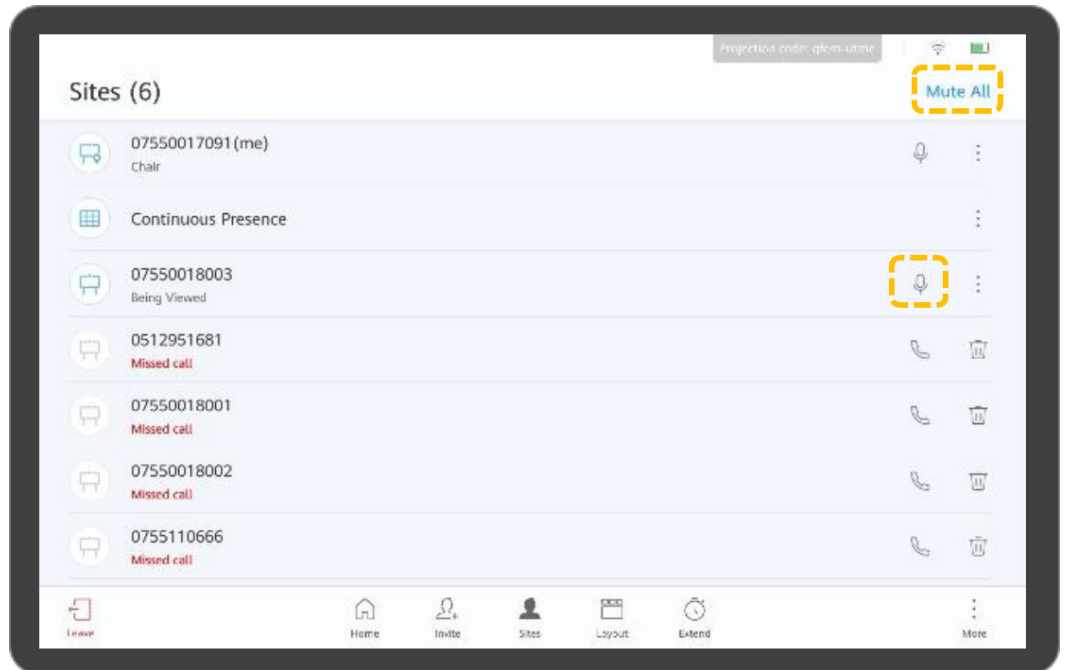


- Muting a site or all sites
The host site can mute a specific site or all sites. A muted site cannot be heard in the meeting.

a. Touch .

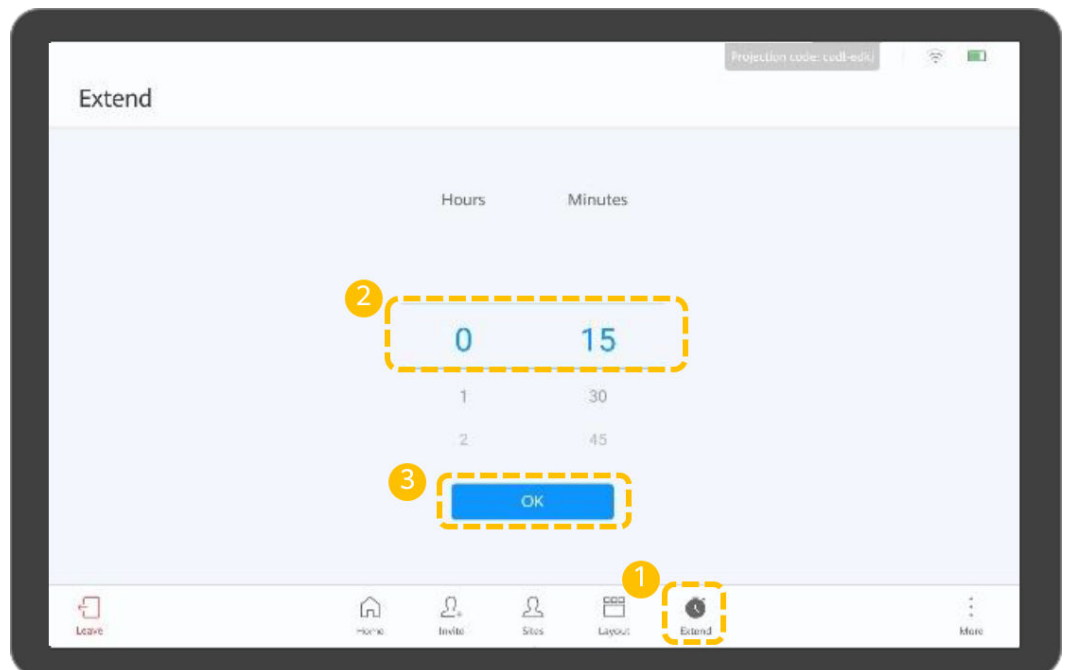


- b. Mute a site or all sites.
- Touch **Mute All** to mute all sites except the host site.
 - Touch  next to a site to mute it.



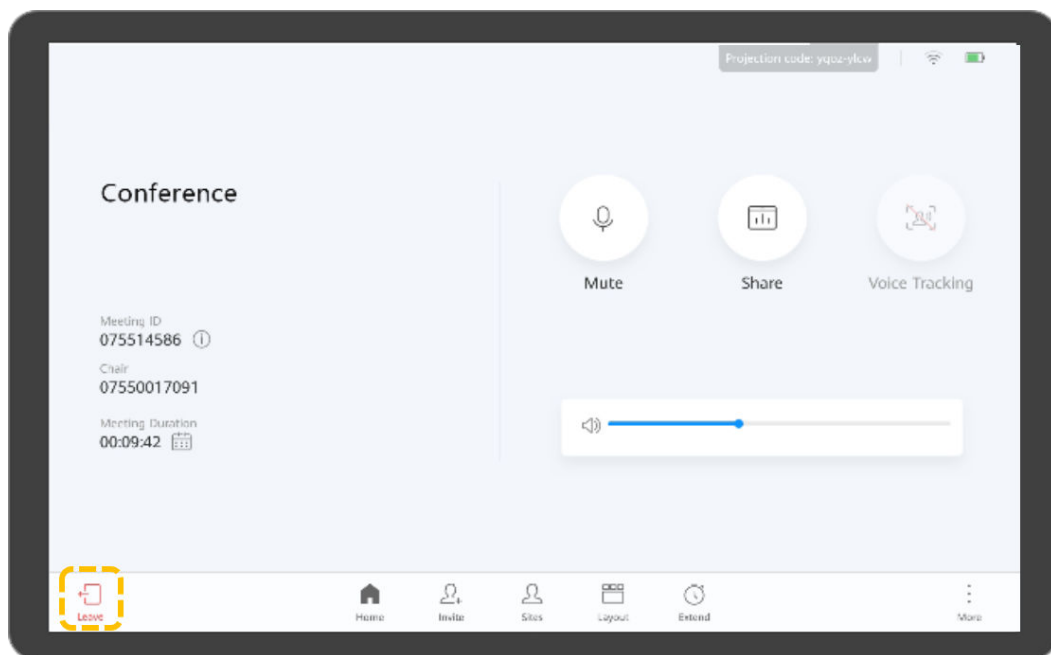
- Extending a meeting

Touch , set the extension time, and touch **OK**.

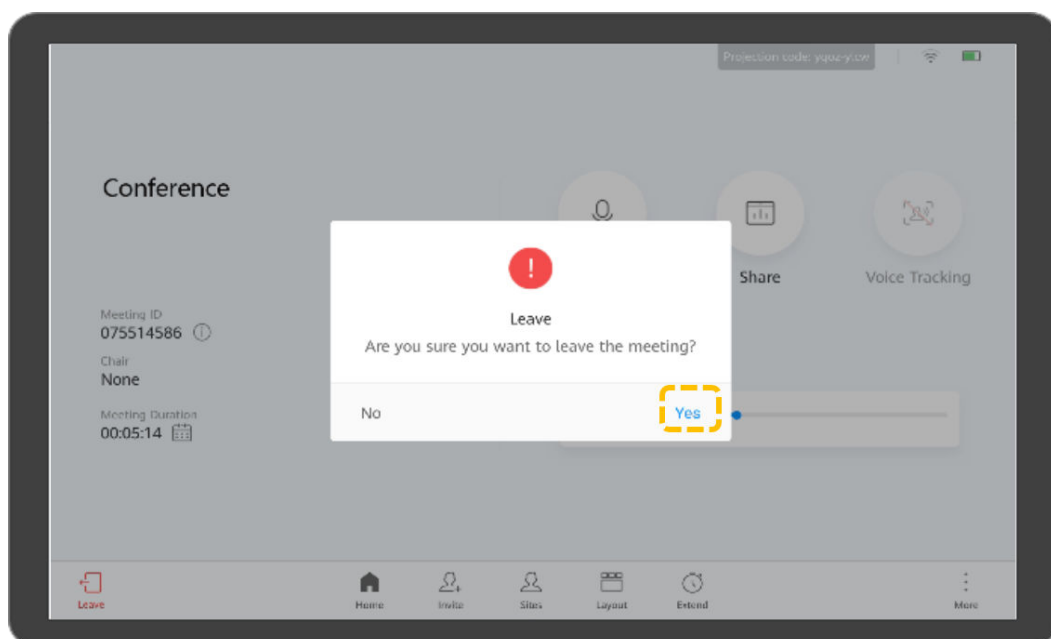


- Leaving a meeting

a. Touch .

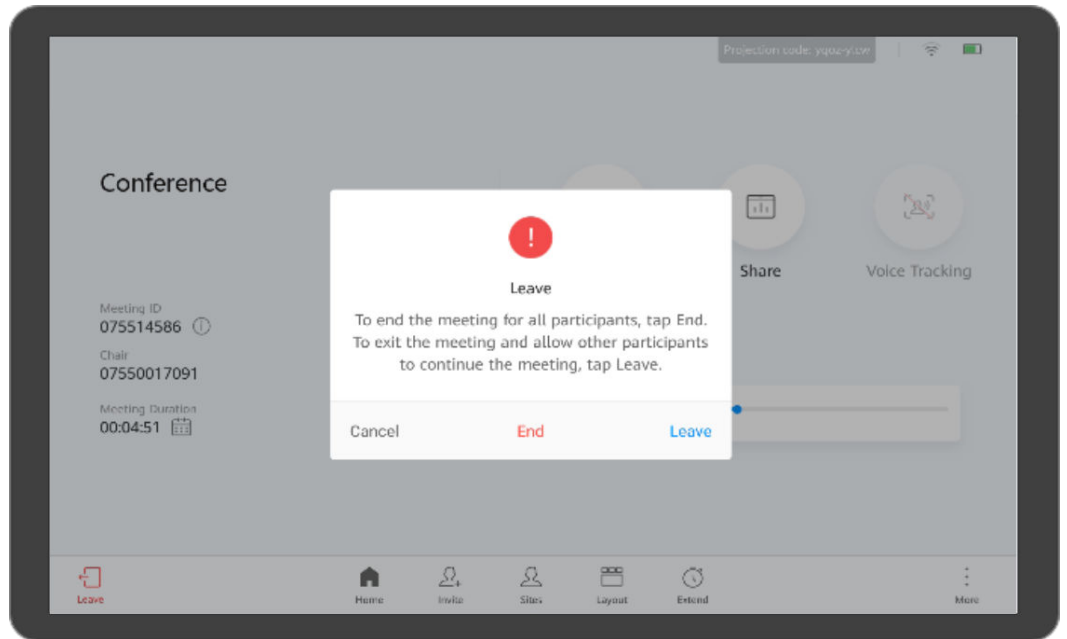


- b. For a guest site, touch **Yes** to leave the meeting.



- c. At the host site, you can touch **Leave** to leave the meeting, or touch **End** to end the meeting.

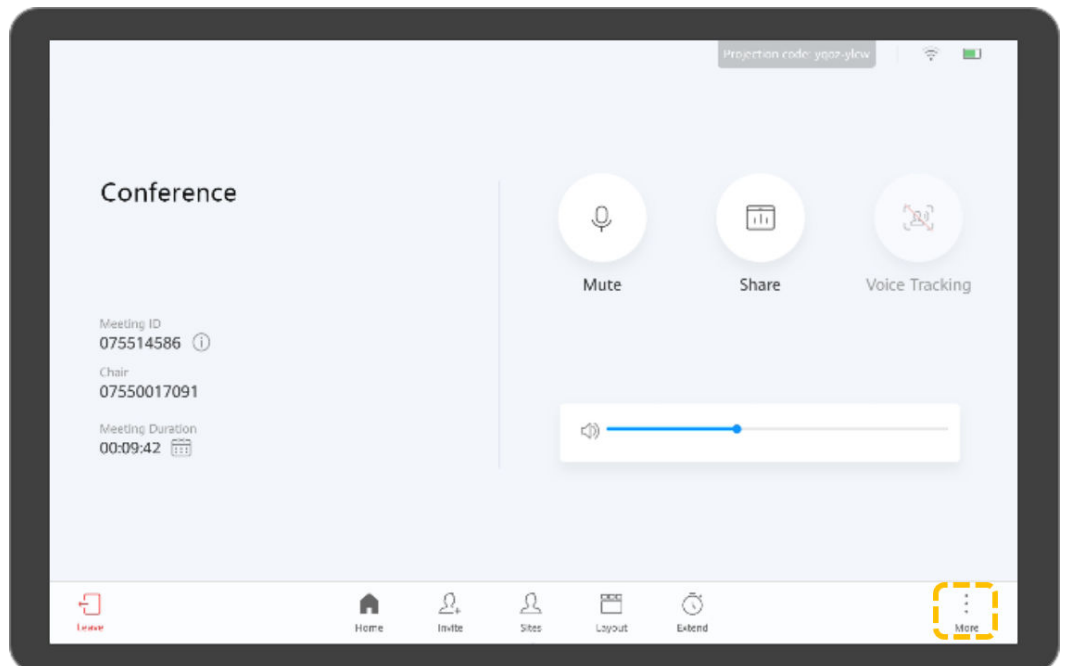
If you choose to leave the meeting, the host control rights are released and you leave the meeting. If the meeting has not ended, you can touch **Join** in the meeting notification area on the home page to join the meeting again as a guest.



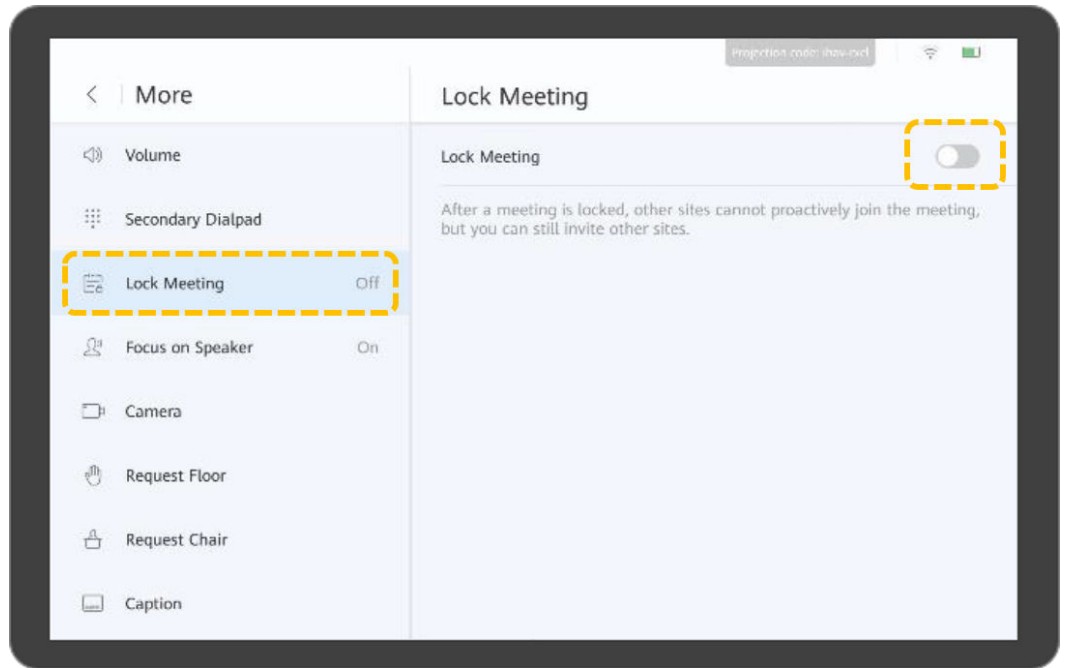
- Locking a meeting

After the meeting is locked, guest sites cannot dial into the meeting, but can be invited by the host site.

- a. Touch  .

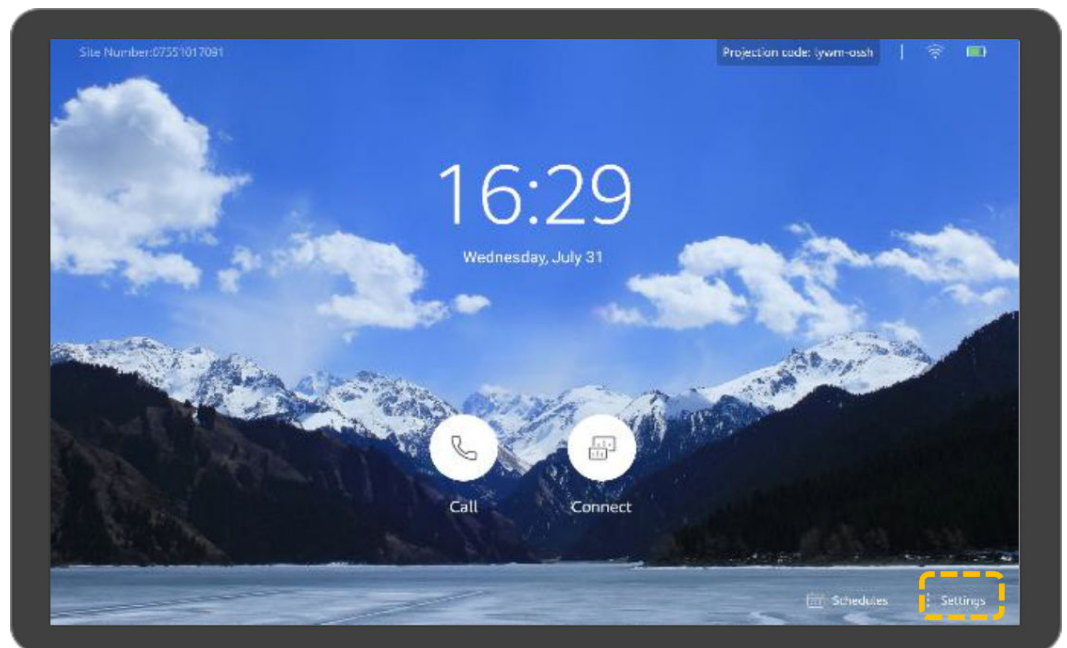






- b. Touch **Lock Meeting** on the left, and enable **Lock Meeting** on the right.





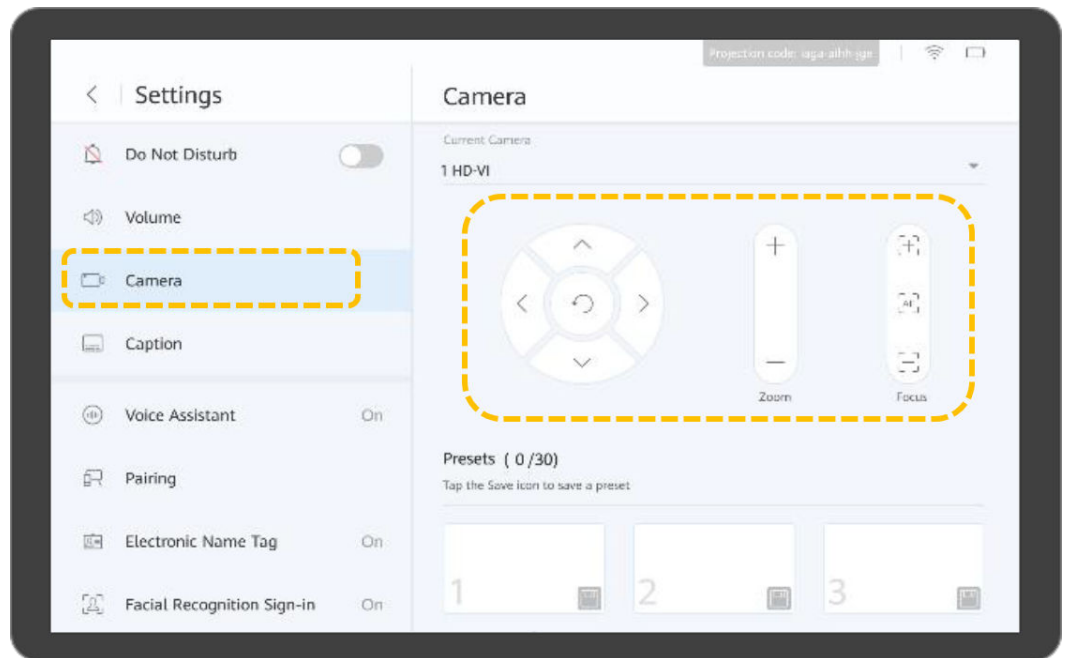
Controlling a Local Camera

1. Touch **Settings**.

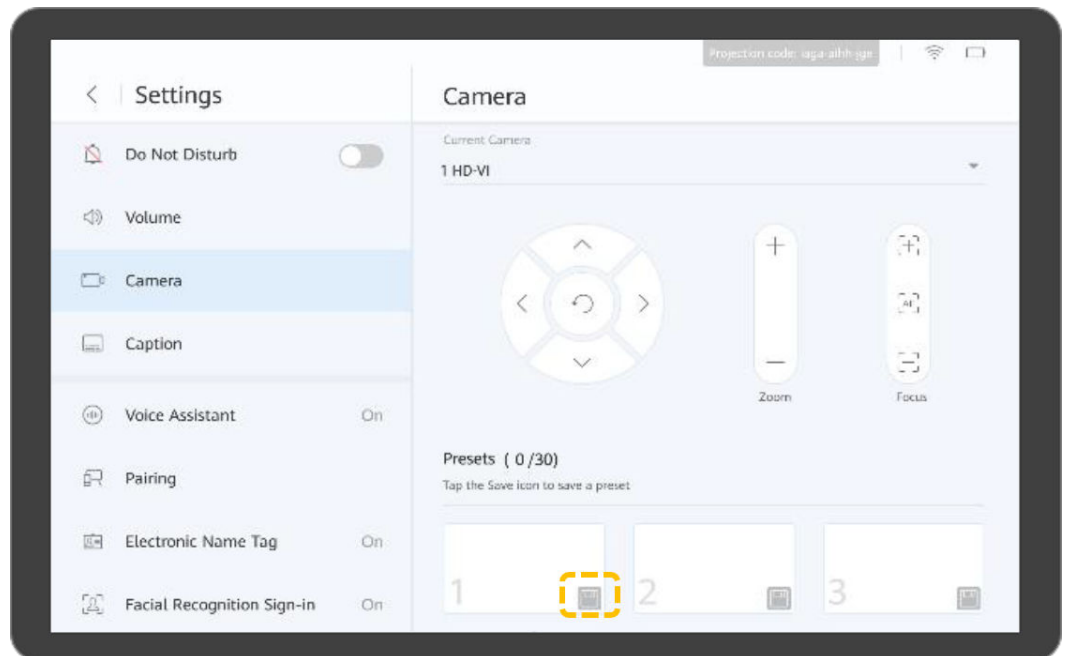


2. Select a camera and touch the arrow keys, +, -, and    to adjust the camera.
 - Touch arrow keys to pan or tilt the local camera.
 - Touch  to restore the camera to its initial position.
 - Touch + to zoom in.
 - Touch - to zoom out.

- Touch  to adjust the focal length.
- Touch  for the camera to automatically adjust the focal length.



3. If the view captured by the camera is exactly what you want, save the camera position as a preset. You can quickly use these presets to improve meeting efficiency.



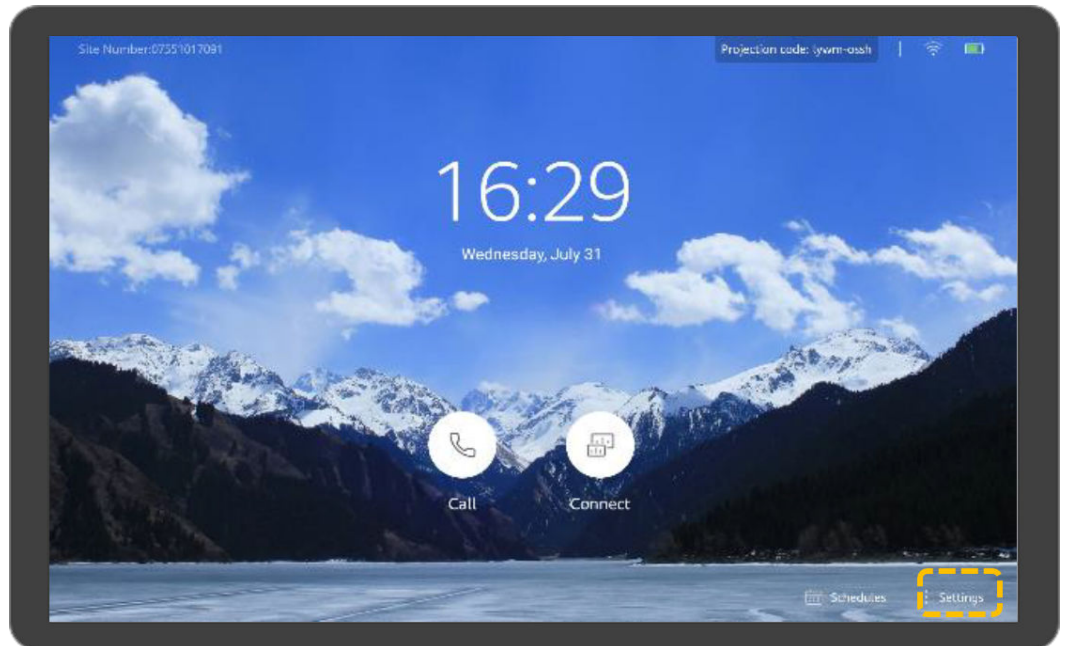
Dual-Screen Mode

- Enabling the dual-screen mode

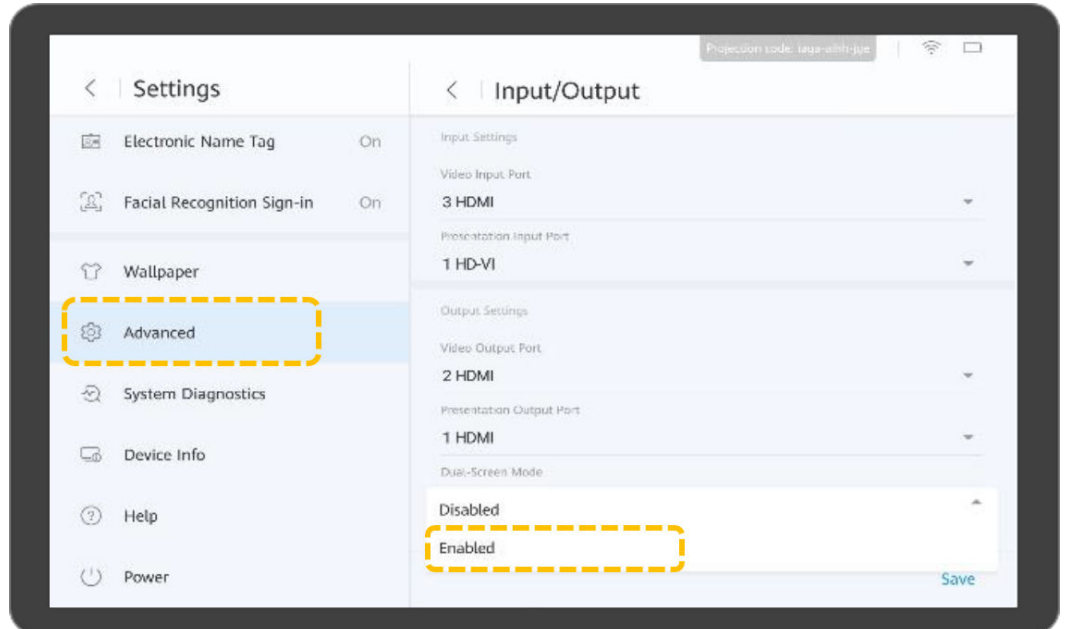
Before enabling the dual-screen mode, ensure that the terminal has been connected to a screen through cables. After you enable the dual-screen mode,

the video and presentation are displayed on the two screens. You can exchange or copy the content displayed on both screens.

- a. Touch **Settings**.



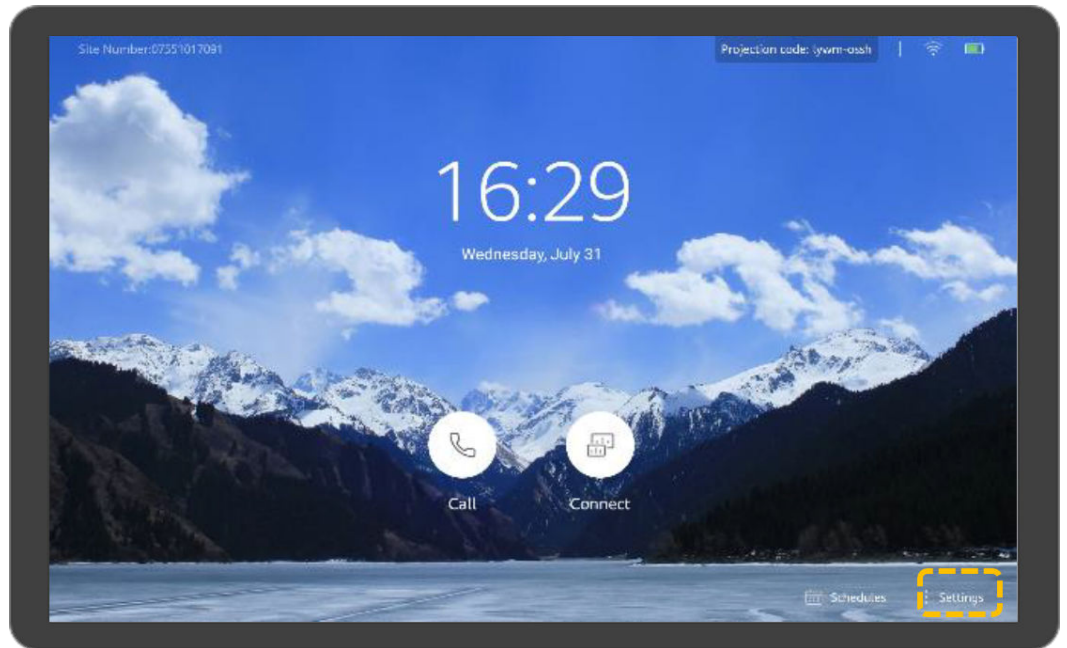
- b. Choose **Advanced > Input/Output**.
- c. Set **Dual-Screen Mode** to **Enabled** and save the settings.




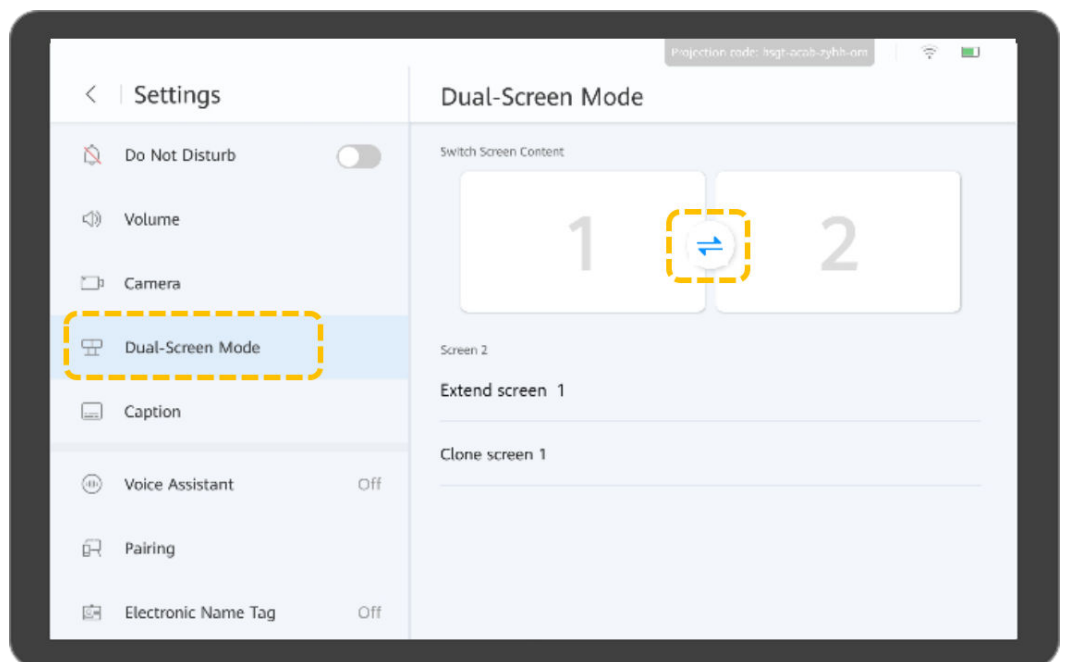
- Switching screen content

To switch screen content is to exchange the content displayed on both screens. For example, if the video is displayed on screen 1 and the presentation is displayed on screen 2, after you switch screen content, the presentation is displayed on screen 1 and the video is displayed on screen 2.

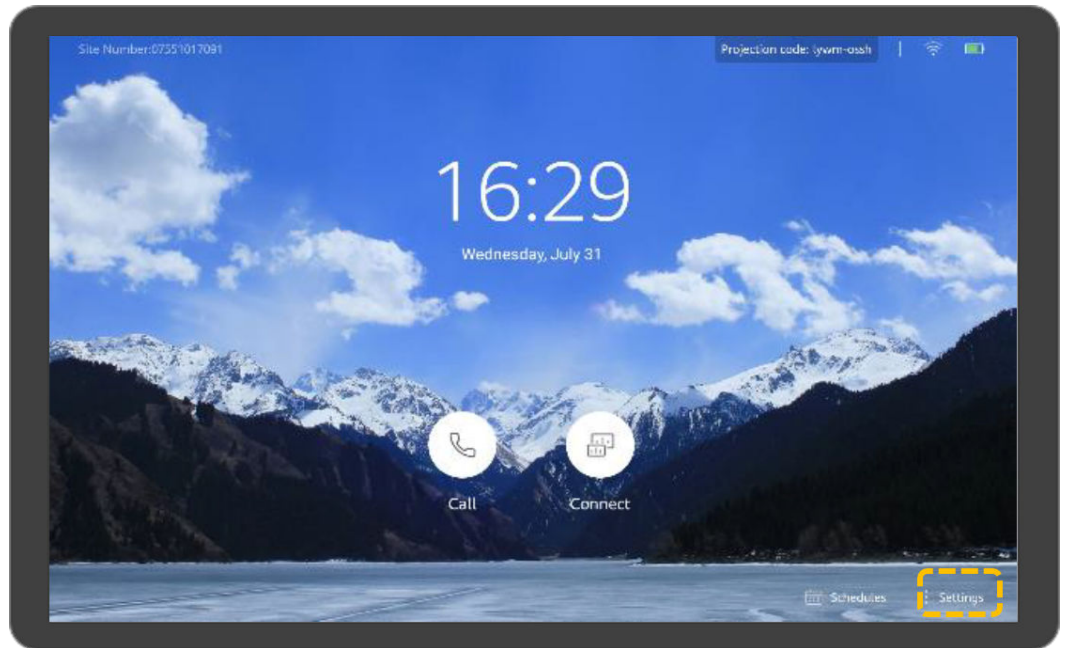
- a. Touch **Settings**.



- b. Touch **Dual-Screen Mode**, and touch  to switch screen content.



- Setting the dual-screen display mode
 - a. Touch **Settings**.

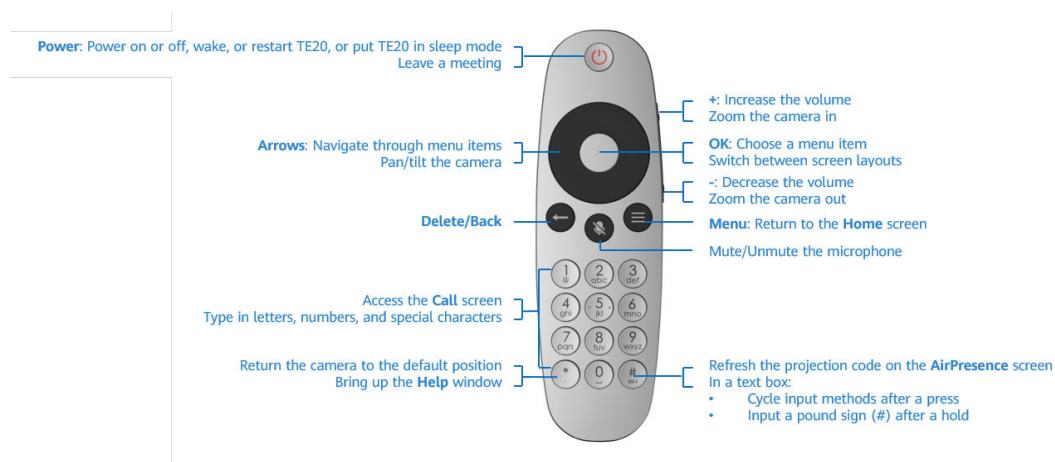


- b. Touch **Dual-Screen Mode**, and select the dual-screen display mode under **Clone Screen Content**.
- **Normal mode:** The video and presentation are displayed on the two screens respectively.
 - **Dual-screen video:** The video is displayed on both screens.
 - **Dual-screen presentation:** The presentation is displayed on both screens.

3 TE10 or TE20

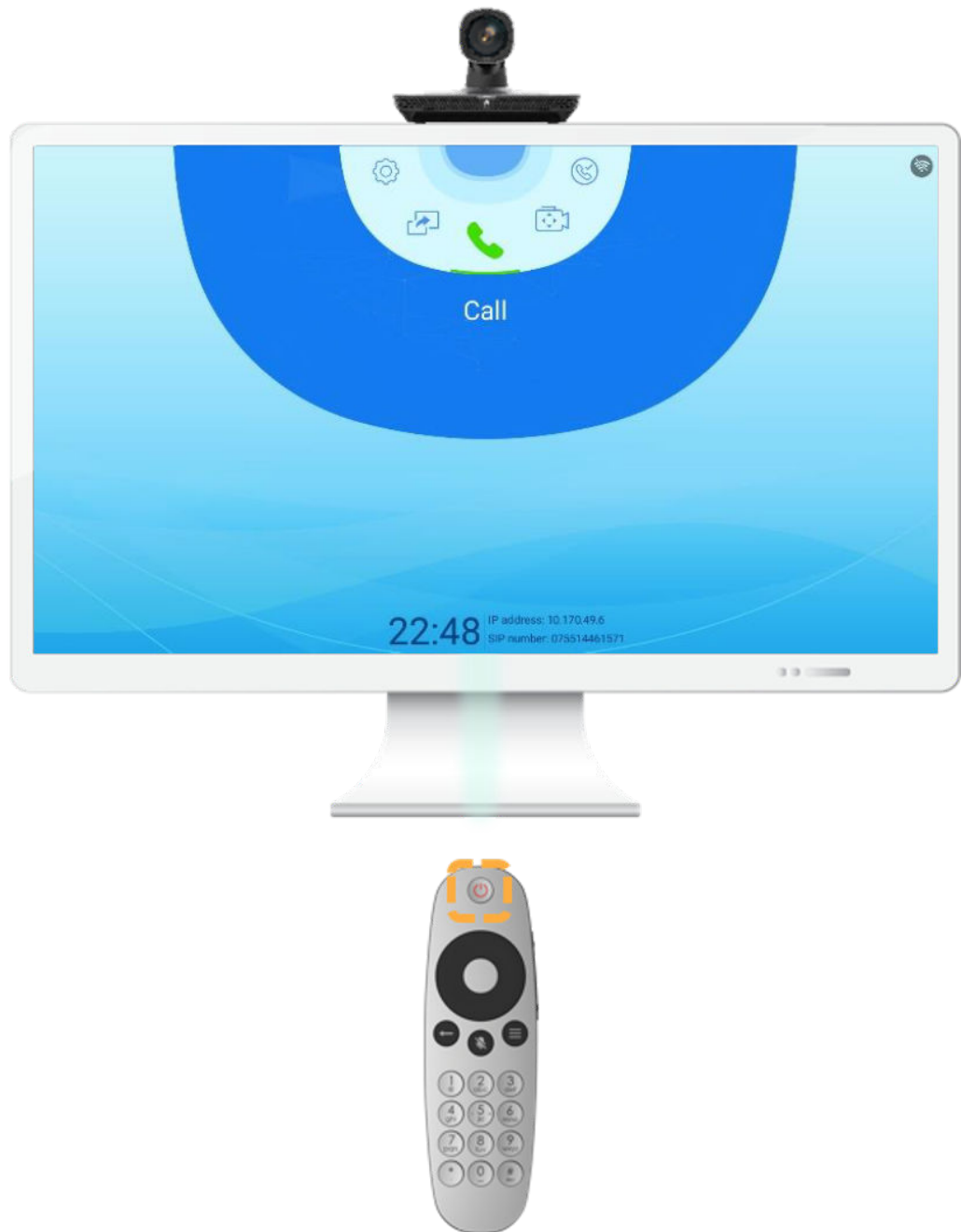
Operations for TE10 and TE20 are the same. Here, a quick guide on how to operate the TE20 is provided as an example.

Remote Control



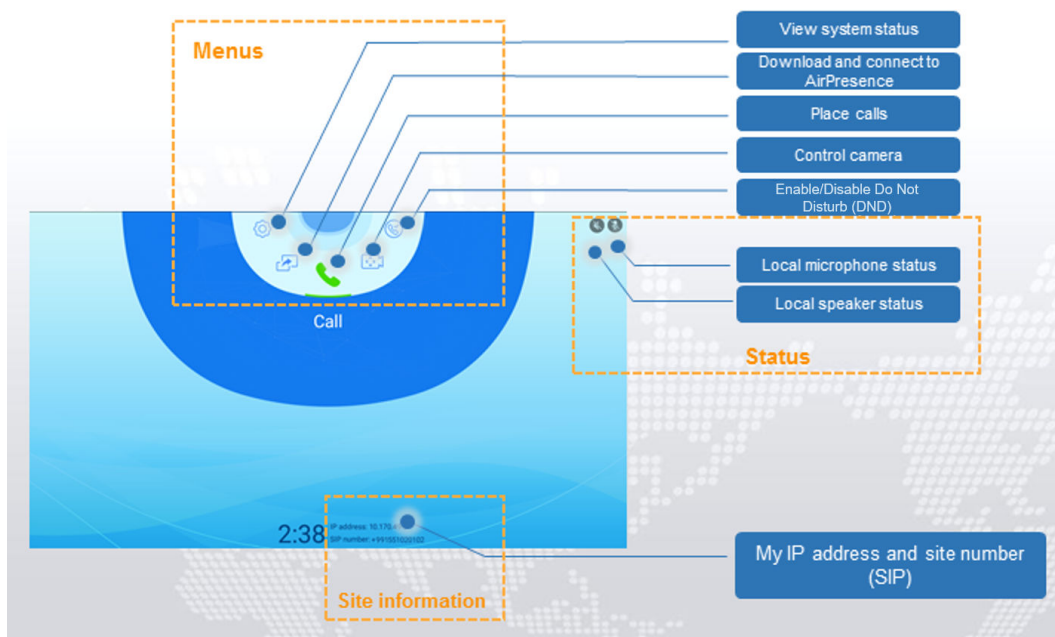
Starting the Terminal

- Point the remote control at your TE20 and press the Power button to power it on.
- Press any button (except for the side volume buttons) to bring the TE20 out of sleep mode.
- Press the Power button and choose to put the TE20 in sleep mode, shut it down, or restart it.



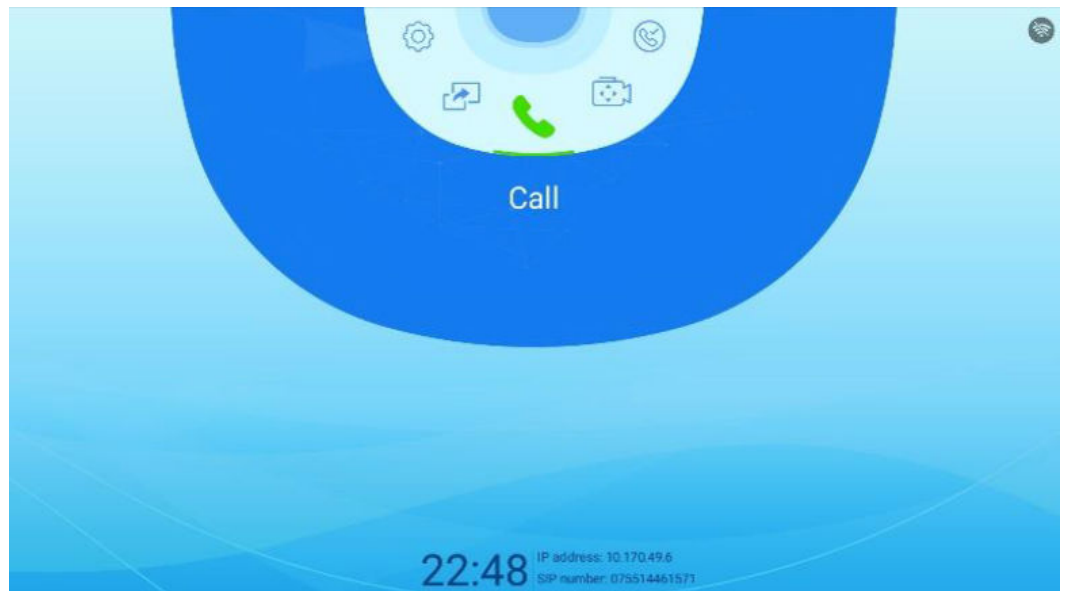
Remote Control UI

- Press the OK button to enter a submenu.
- Press arrow keys to select menus.
- Press the Back button to return to the upper-level menu.



Joining a Meeting

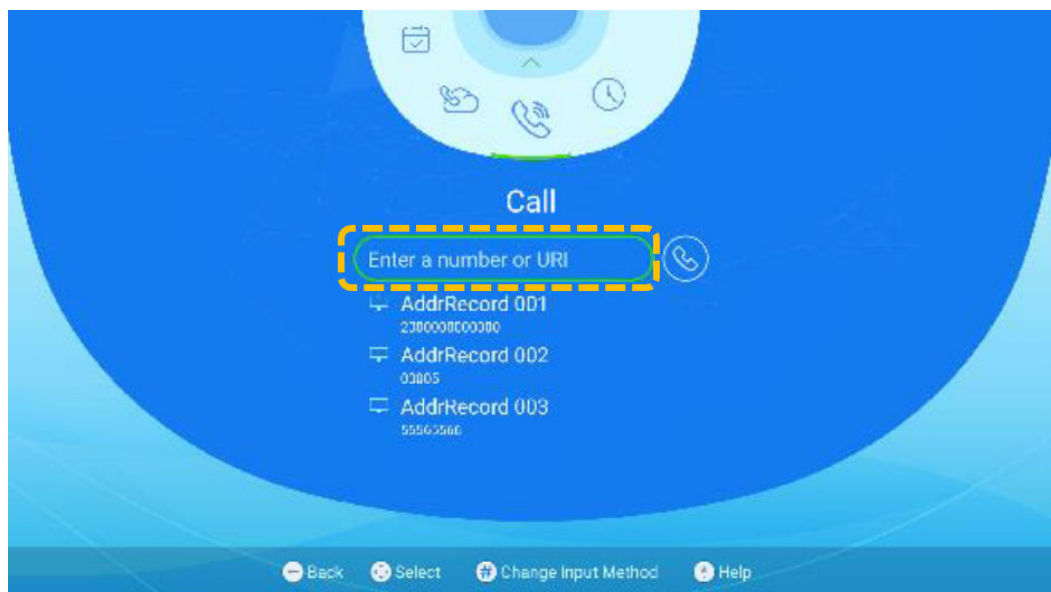
- Dialing a meeting ID
If you have a meeting ID, you can dial it to join the meeting.
 - a. On the main menu screen, press the arrow keys to select **Call** and press the OK button to access the **Call** screen.



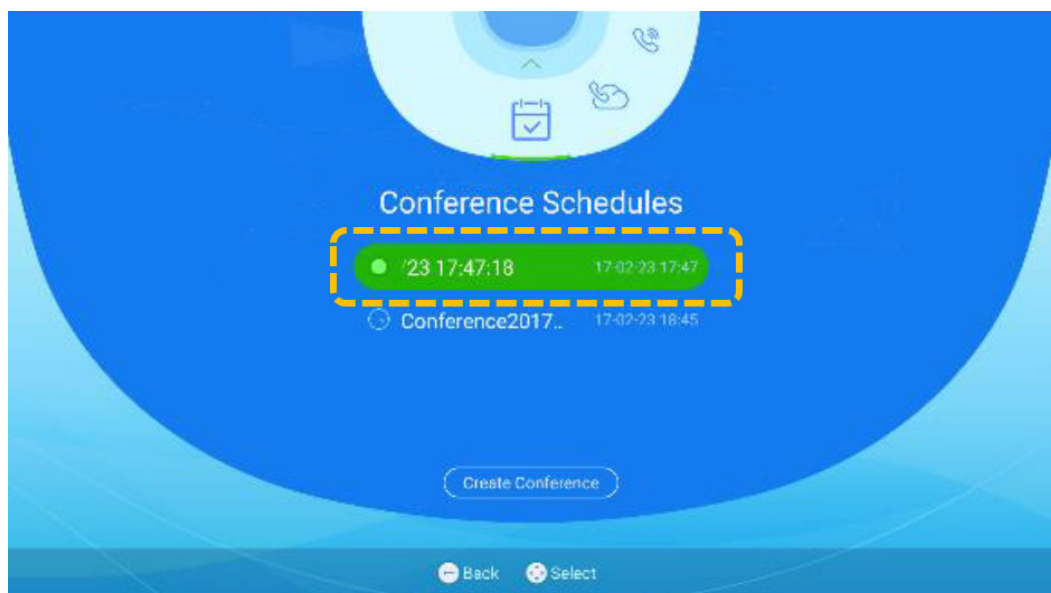
- b. Enter the meeting ID and press the OK button.

NOTE

When necessary, enter a meeting's password in the second dialing keyboard. The meeting password can be obtained from the meeting scheduler.



- Joining a meeting from schedules
If the terminal is invited to a scheduled meeting, the meeting is displayed in the **Conference Schedules**.
 - a. On the main menu screen, press arrow keys to select **Conference Schedules**.
 - b. Press arrow keys to select an ongoing meeting and press the OK button to join the meeting.
 - indicates that the meeting is in progress.



- Scanning the QR code
When the terminal is idle for 15 seconds or you press and hold the Back button on the remote control, a QR code is displayed on the screen. You can use the HUAWEI CLOUD Meeting mobile app to scan the QR code and join a meeting using the terminal.

Holding a Meeting in a Cloud Meeting Room

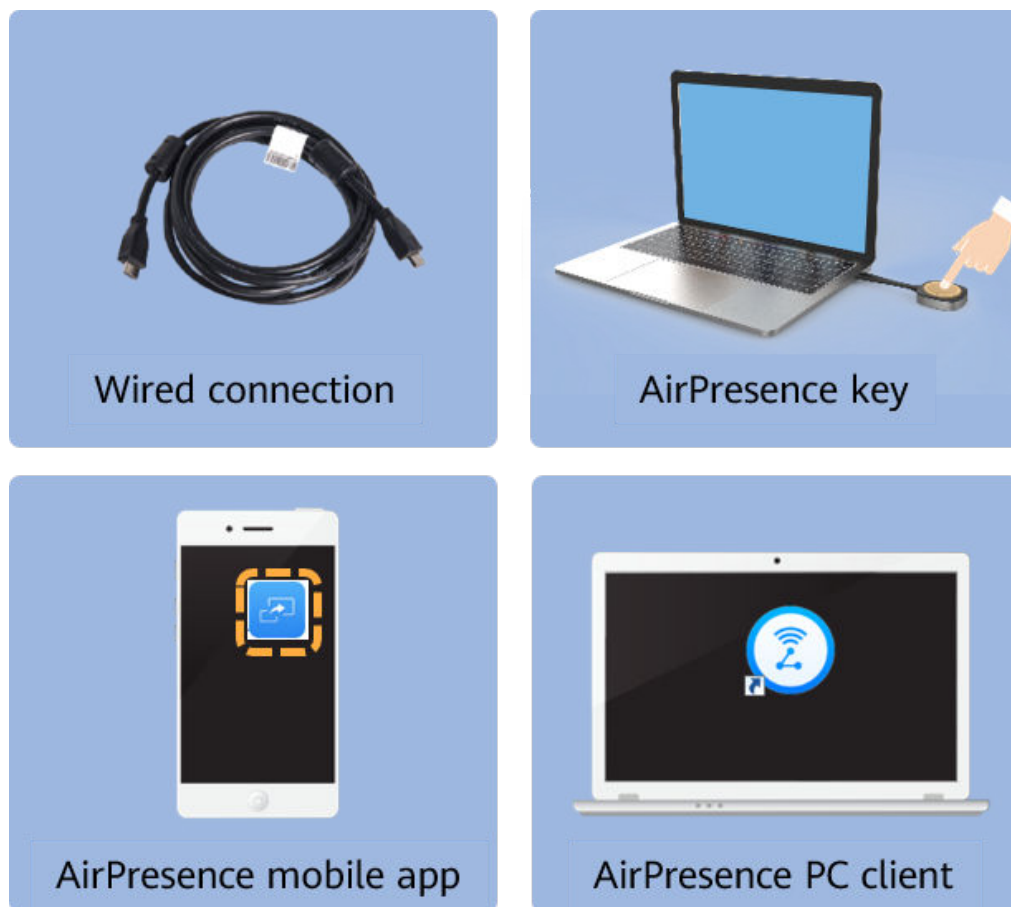
After an enterprise administrator allocates a cloud meeting room to a hard terminal on the HUAWEI CLOUD Meeting Management Platform, the hard terminal can be used to hold meetings in the cloud meeting room.


1. On the main menu screen, press arrow keys to select **Cloud Hall**.
2. Press arrow keys to select a cloud meeting room, and press the OK button to create a meeting.



Sharing Content

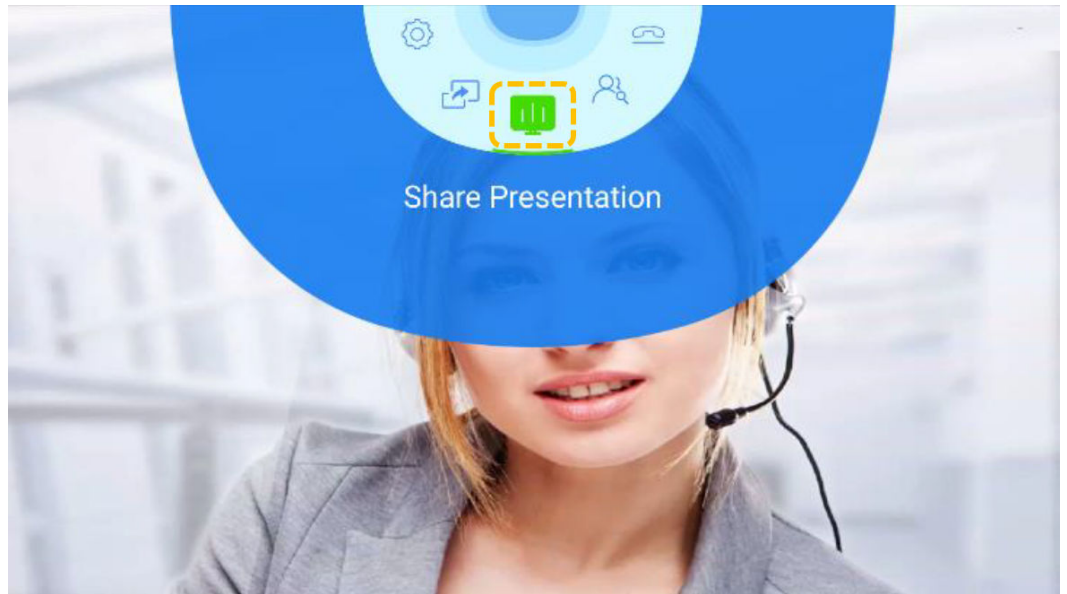
The TE10/TE20 allows you to share content in the following ways:



- Projecting content
 - a. Touch .
 - b. To project the content using a cable connection, touch **Preview**.
- Sharing content using a cable connection

Before sharing the content, ensure that you have connected the video output port (such as the HDMI or VGA port) of a material source (such as a PC or laptop) to the video input port of the TE20.

On the main menu screen, press arrow keys to select **Share Presentation**, and then press the OK button to share the presentation.



- Sharing content using the AirPresence Key
 - a. Insert the AirPresence Key into the USB port of the terminal for automatic pairing.
 - b. After the pairing is successful, remove the AirPresence Key from the terminal and insert it into the USB port on the PC.
 - c. Install the AirPresence Key program on the PC. After the installation is complete, the message is displayed, indicating that you can press the button on the AirPresence Key to share materials.
 - d. Press the button on the AirPresence Key to share the PC desktop.



- Sharing content using the AirPresence mobile app

 **NOTE**

The mobile device that has AirPresence installed must connect to the same wireless network as the terminal and is reachable to the terminal.

- a. Use a mobile device to scan the QR code, and download and install AirPresence as prompted.

(The QR codes in this screenshot are for reference only.)

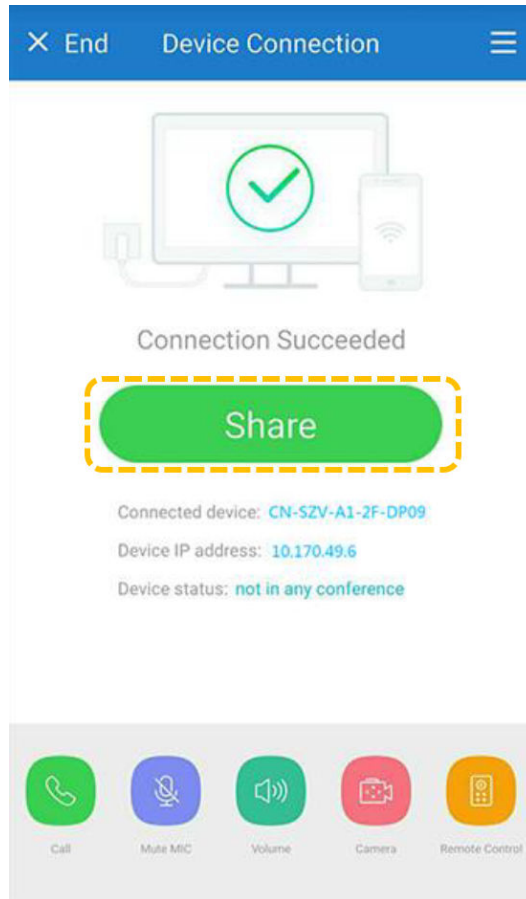


- b. After the installation is complete, touch the AirPresence icon to start it, and use it to scan the pairing code or enter the projection code displayed on the terminal.




(The QR codes in this screenshot are for reference only.)

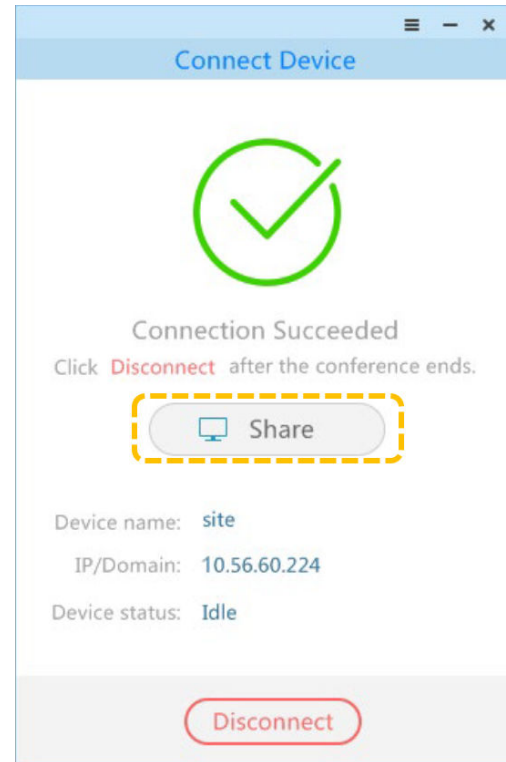
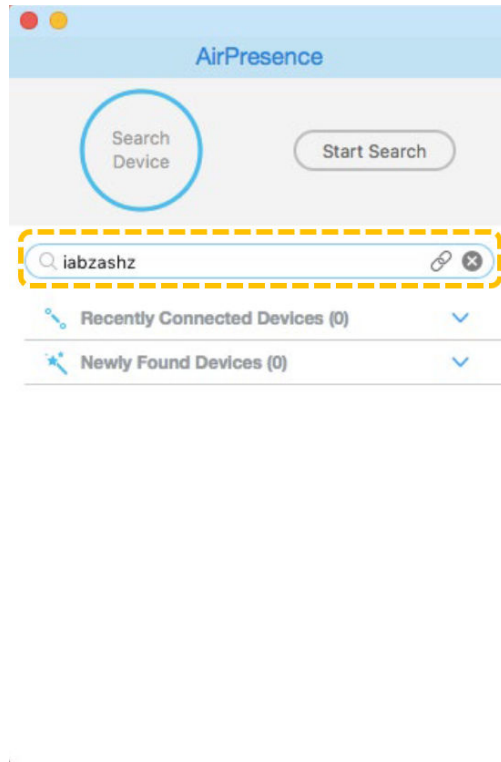
- c. Touch **Share** and select the file you want to share.



- Sharing content using the AirPresence PC client
 - i. Log in to the web interface of the terminal, click **Download AirPresence Client**, and download and install the AirPresence client.



- ii. Start the AirPresence client, enter the projection code displayed on the terminal, and click  .

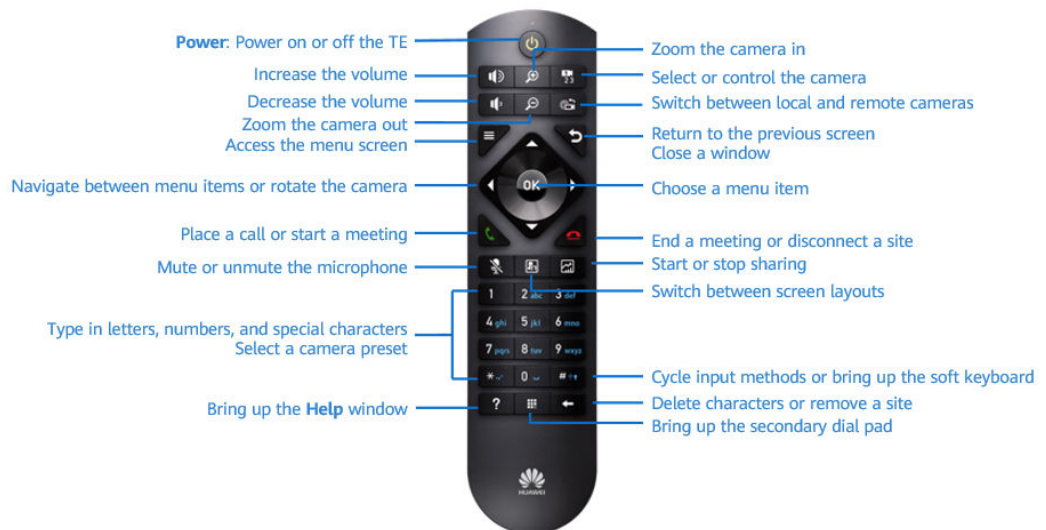


4 TE30, TE40, TE50, or TE60

4.1 Using the Remote Control

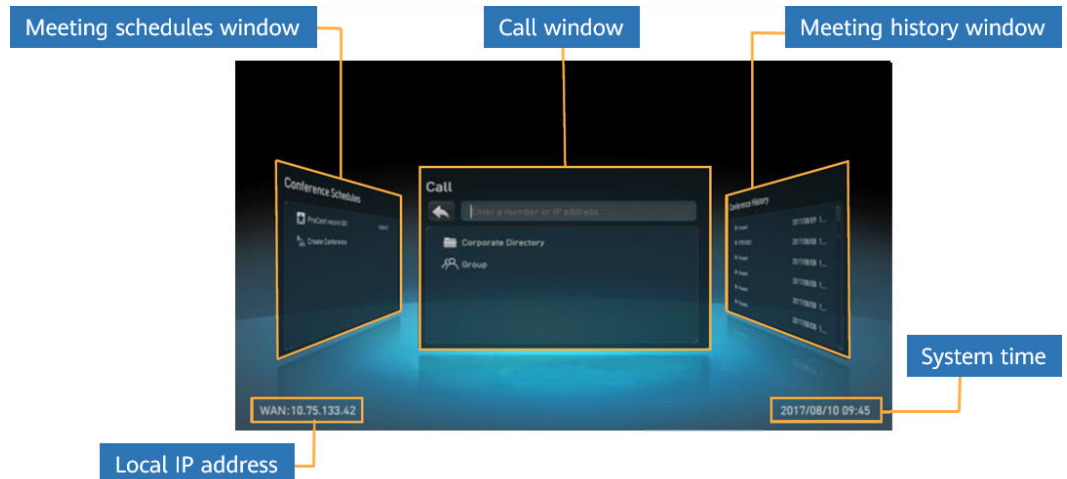
Remote Control




You can use the remote control to control the terminal.

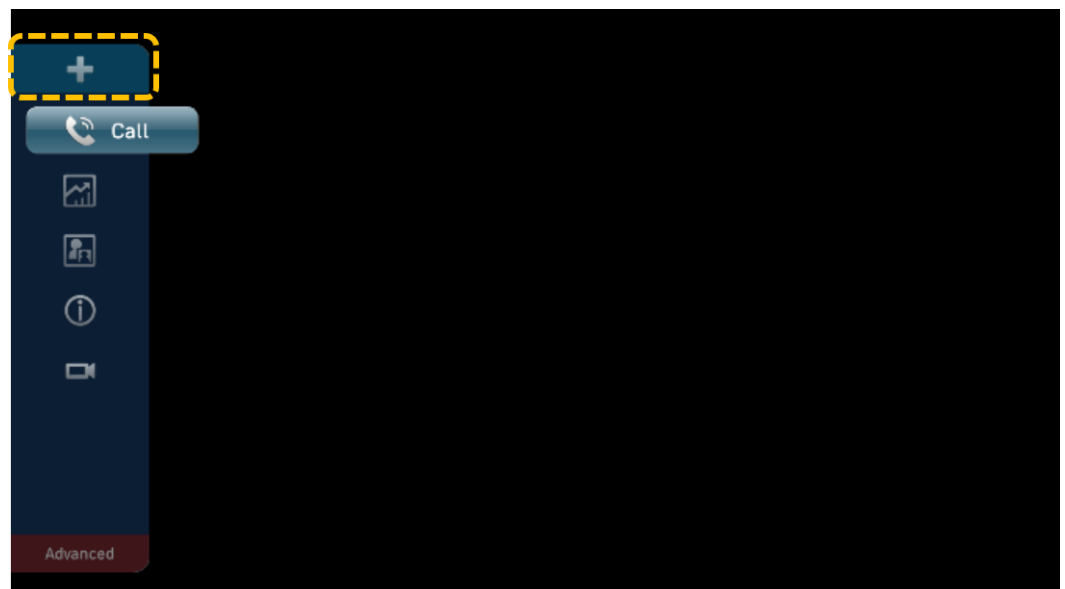


Touch Panel UI

- Call window





- Menus
 - Press  on the remote control to display the menu bar. Press  or  to hide the menu bar.
 - Select the plus icon (+) on the menu bar, and press the OK button on the remote control to access the **Customize Option Bar** screen. Then you can select a button and move up, move down, hide, or show the icon on the toolbar. You are required to enter the administrator password when accessing the **Customize Option Bar** screen. The default password is **12345678**. To secure the account, it is recommended that you immediately change the password upon your first login. After that, change the password periodically.



Switching Between Screen Layouts

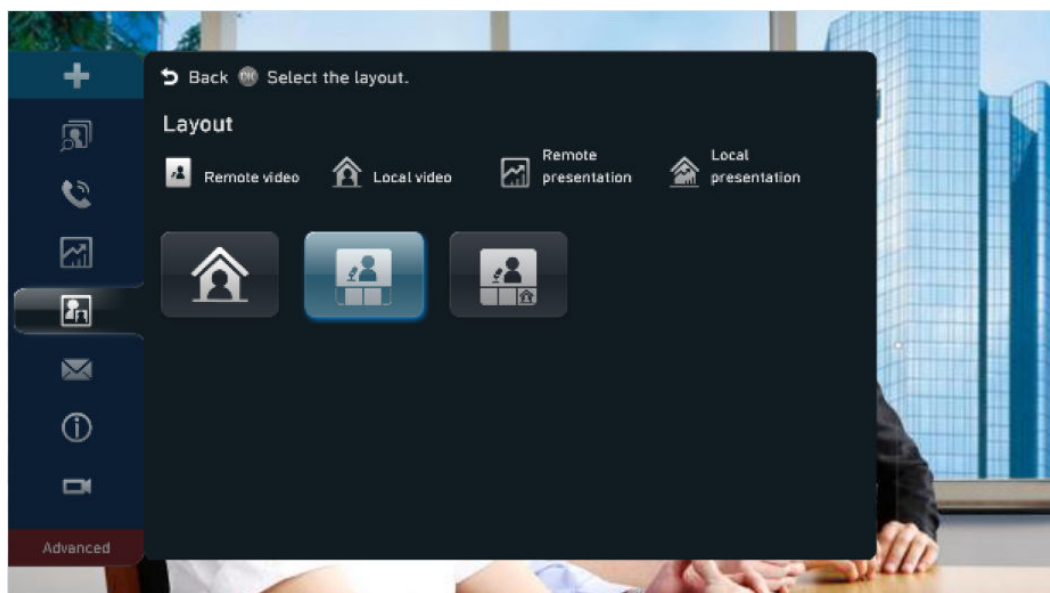
You can adjust the screen layout to display a combination of video and presentation. The screen layouts available are determined by the terminal status. Those in the screenshot are for reference only.

1. Press  to bring up the menu bar.

2. Press arrow keys to select  on the toolbar and press the OK button.



3. Press arrow keys to select a layout and press the OK button.

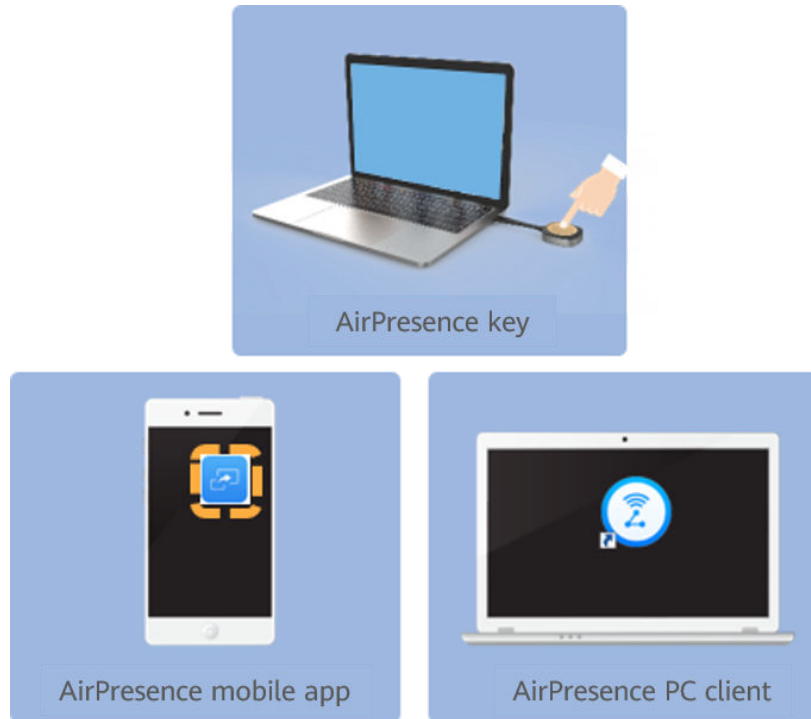


Sharing Content

The TE series terminals allow you to share content using the AirPresence key, mobile app, or PC client.


AirPresence is a wireless projection client designed for terminals. It can be installed on a PC or mobile device.

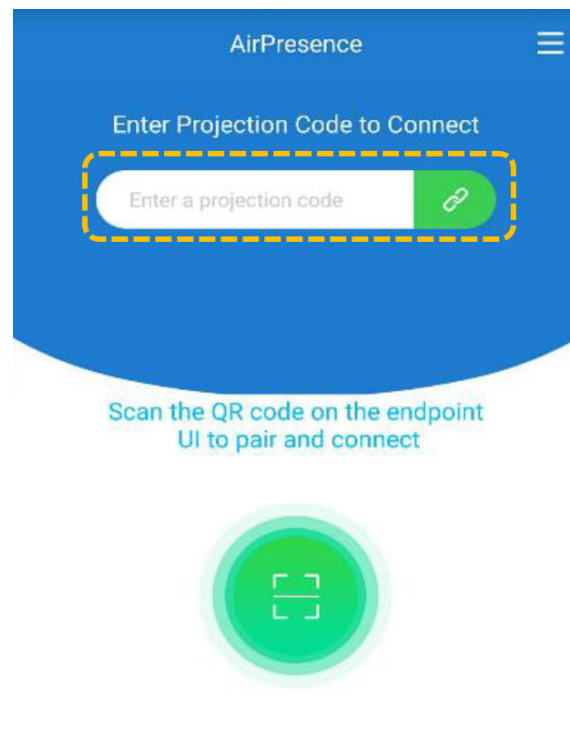
For Android devices, download AirPresence in Huawei AppGallery or Google Play. For iOS devices, download AirPresence in App Store.



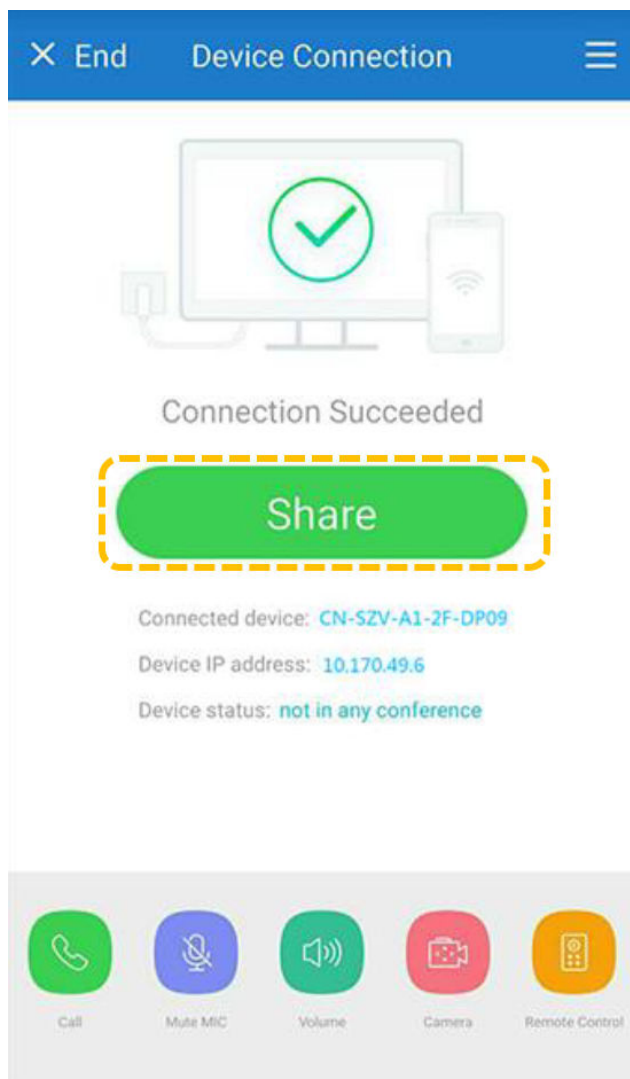
- Sharing content using the AirPresence Key
 - a. Insert the AirPresence Key into the USB port of the terminal for automatic pairing.
 - b. After the pairing is successful, remove the AirPresence Key from the terminal and insert it into the USB port on the PC.
 - c. Install the AirPresence Key program on the PC. After the installation is complete, the message is displayed, indicating that you can press the button on the AirPresence Key to share materials.
 - d. Press the button on the AirPresence Key to share the PC desktop.



- Sharing content using the AirPresence mobile app
 - a. Start the AirPresence mobile app, enter the projection code displayed on the remote control UI of the terminal, and touch .




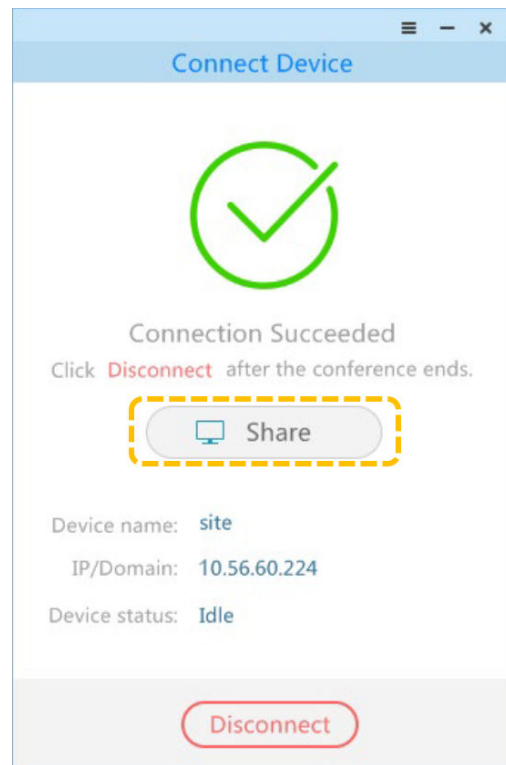
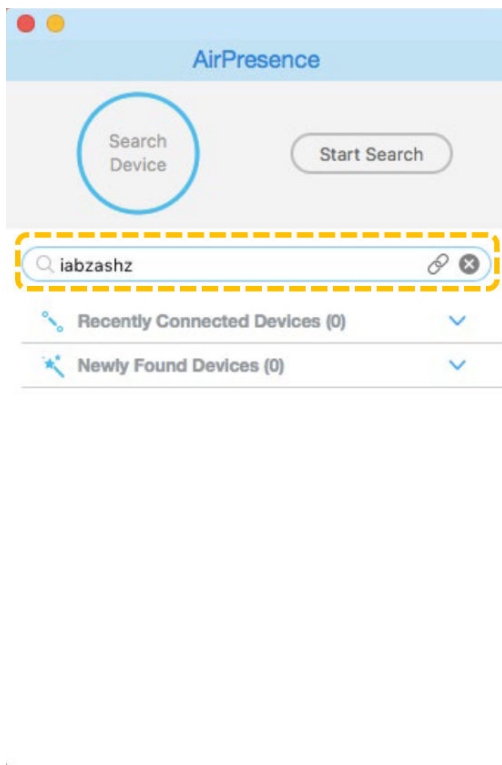
- b. Touch **Share** and select the file you want to share.




- Sharing a presentation using the AirPresence PC client
 - a. Log in to the web interface of the terminal, click **Download AirPresence Client**, and download and install the AirPresence client.

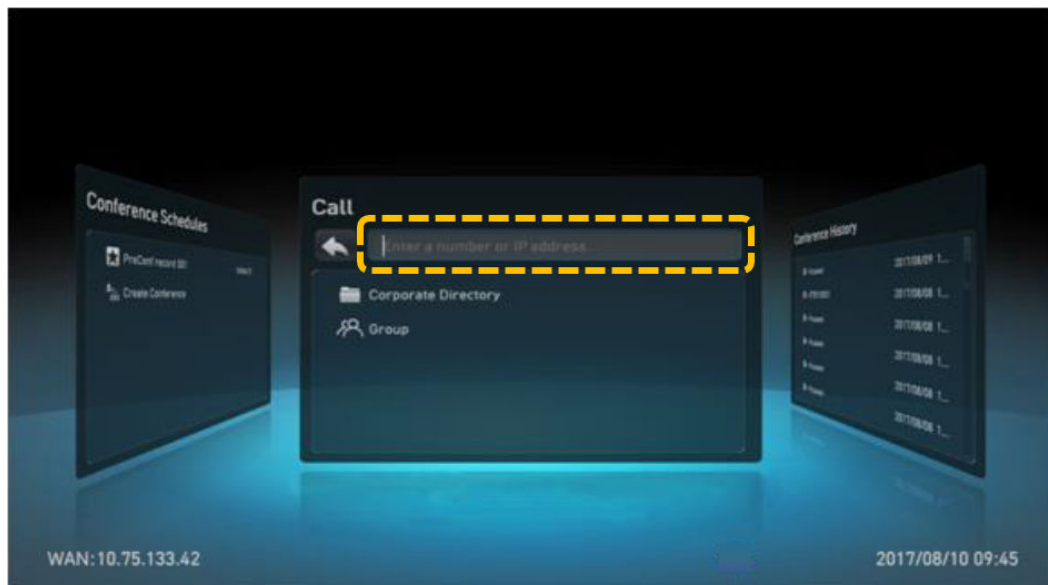


- b. Start the AirPresence client, enter the projection code displayed on the terminal, and click .



Joining a Meeting

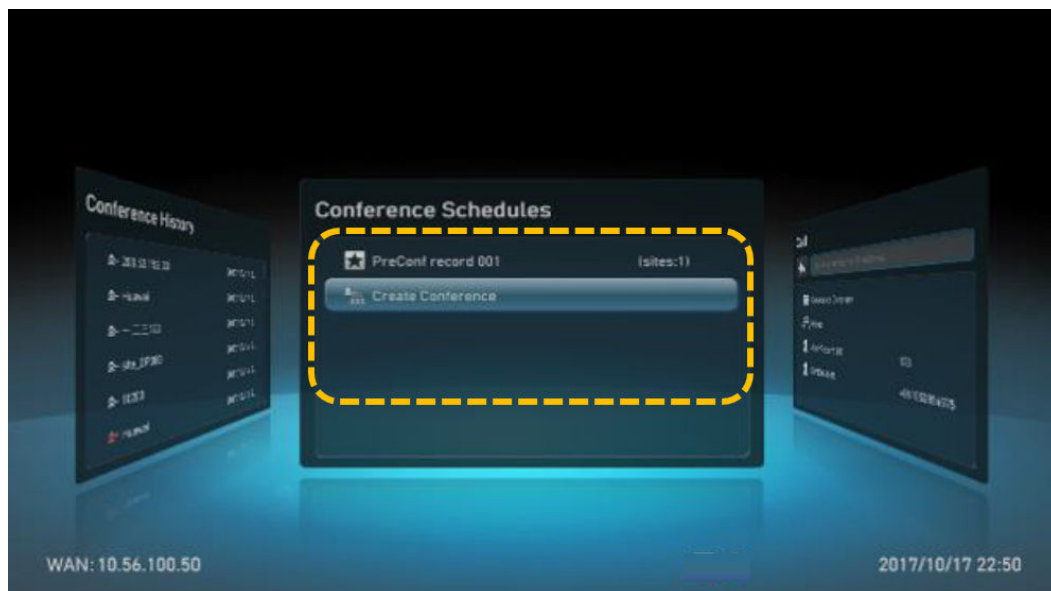
- Joining a meeting using a meeting ID
If you have a meeting ID, you can dial it to join the meeting.
On the **Call** screen, enter the meeting ID and press .



- Joining a meeting from meeting schedules

After a terminal administrator schedules a meeting on the HUAWEI CLOUD Meeting Management Platform, the meeting is displayed in the meeting schedules of the terminal.

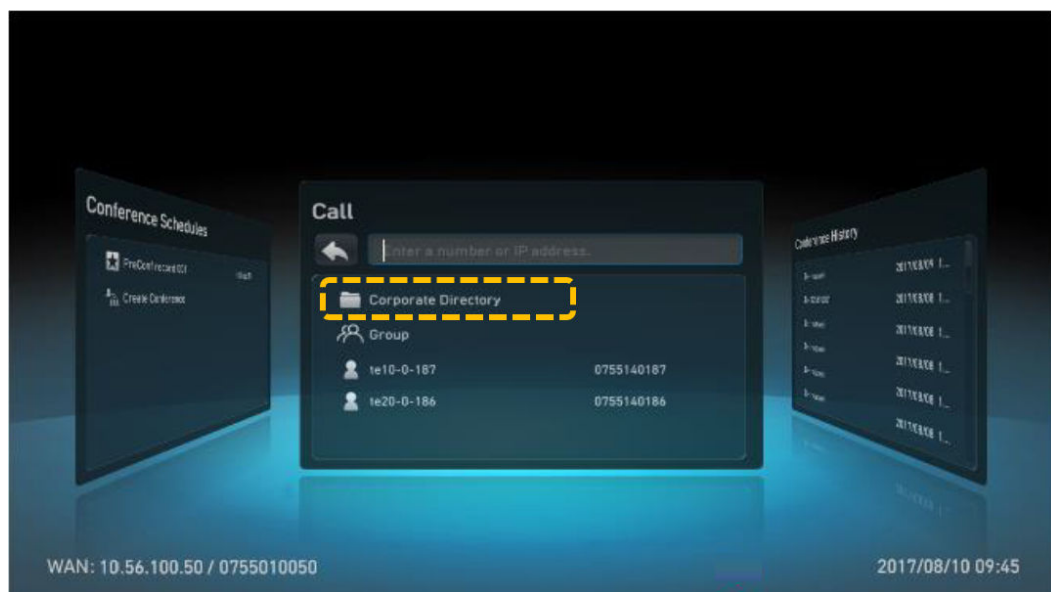
On the main screen, press arrow keys to access the **Conference Schedule** screen, select an ongoing meeting, and press the OK button to join the meeting.




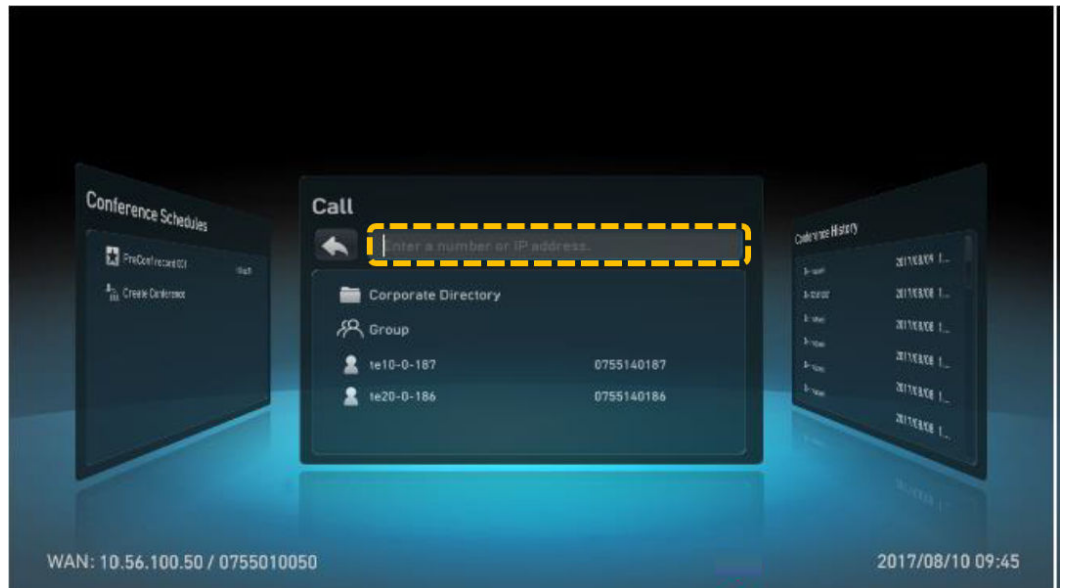
- Scanning the QR code
The QR code for the hard terminal to join the meeting is displayed on the main screen of the terminal. You can use the HUAWEI CLOUD Meeting mobile app to scan the QR code and join a meeting using the terminal.

Placing a P2P Call

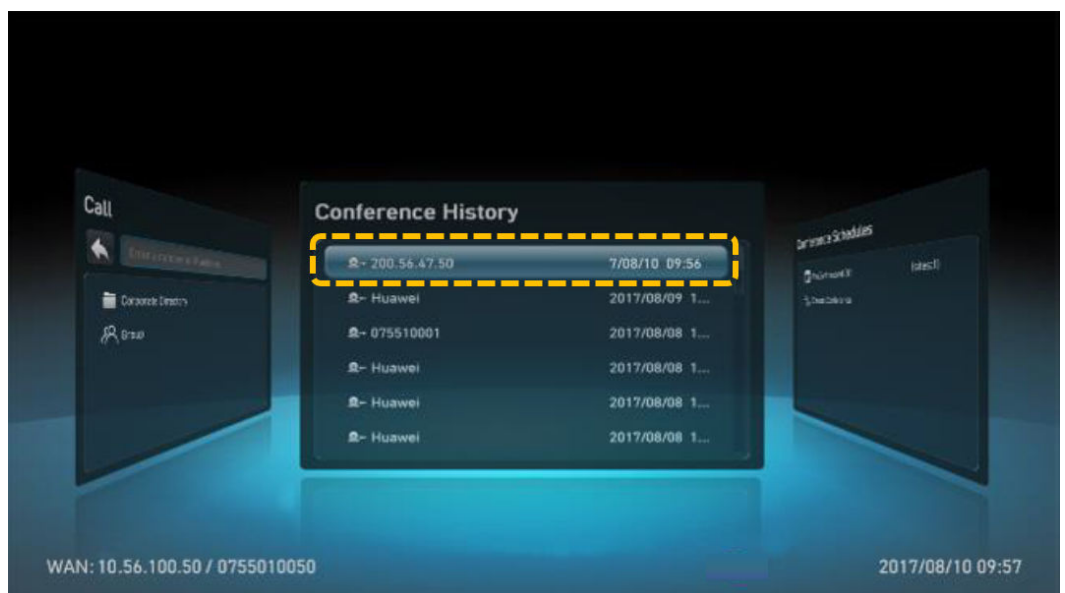
- Placing a P2P call from the address book
On the **Call** screen, press arrow keys to select **Corporate Directory**. Press arrow keys to select the site to call, and then press the OK button.



- Placing a P2P call using the site number or IP address
On the **Call** screen, enter the SIP number of a site, and then press  to initiate a call.

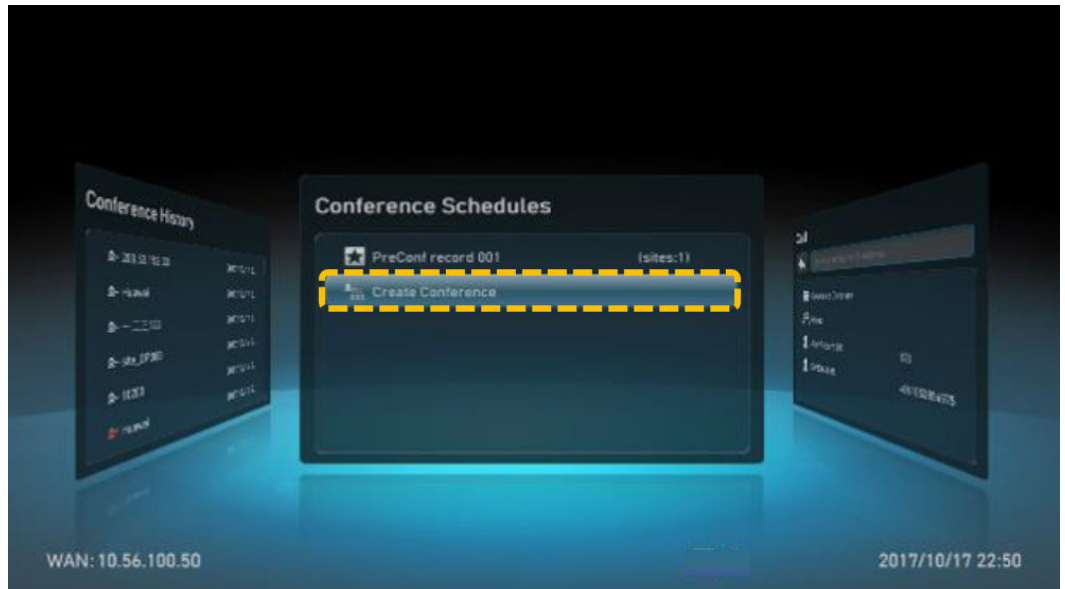


- Placing a P2P Call from the meeting history
On the **Conference History** screen, select the meeting you want to call and press the OK button.

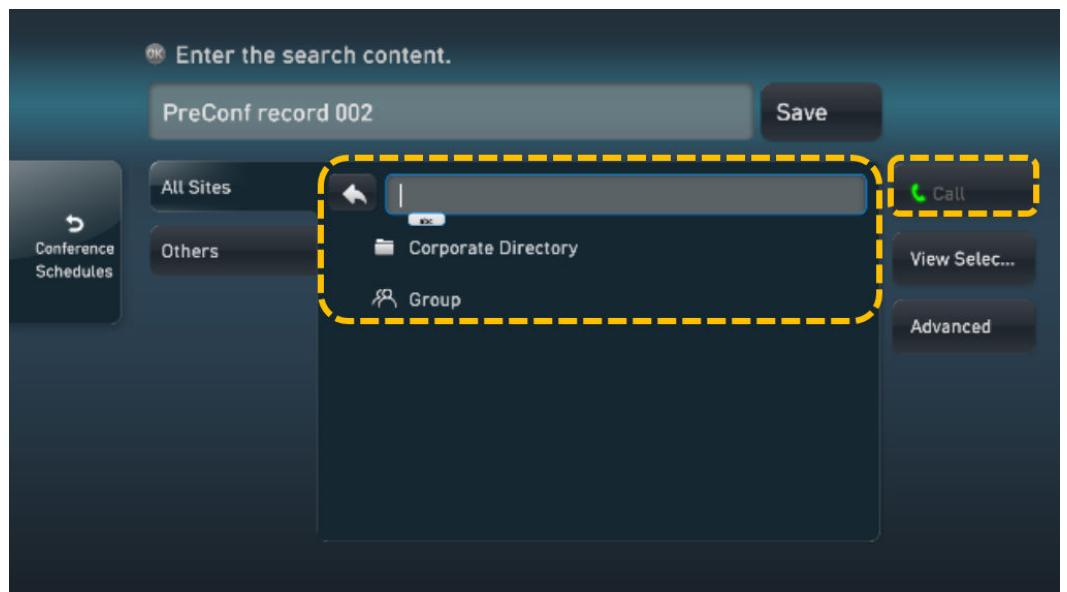


Creating a Multi-Party Meeting

1. Press the arrow keys to access the **Conference Schedules** screen, select **Create Conference**, and press the OK button.



2. Select the sites to join the meeting, press arrow keys to select **Call**, and press the OK button to initiate a call.
 - Under **All Sites**, enter a site number or site name to search the corporate directory. Press arrow keys to select the sites to join the meeting, and then press the OK button.
 - Under **Others**, enter a number to add a temporary site that is not in the corporate directory.



Hosting a Meeting



The host and guests can perform the following meeting control operations:

Host	Guests
Relinquishing the host role	Applying to be the host
Focusing on a participant	Raising hands
Inviting a participant	-
Disconnecting a participant	-
Muting or unmuting the microphone	-
Extending the meeting	-
Ending a meeting	-
Setting continuous presence	-
Starting a discussion	-
Broadcasting a participant	-
Enabling or disabling voice activation	-
Muting or unmuting the speaker	-
Calling a participant	-
Removing a participant	-
Giving the floor to a participant	-

- Applying to be the host

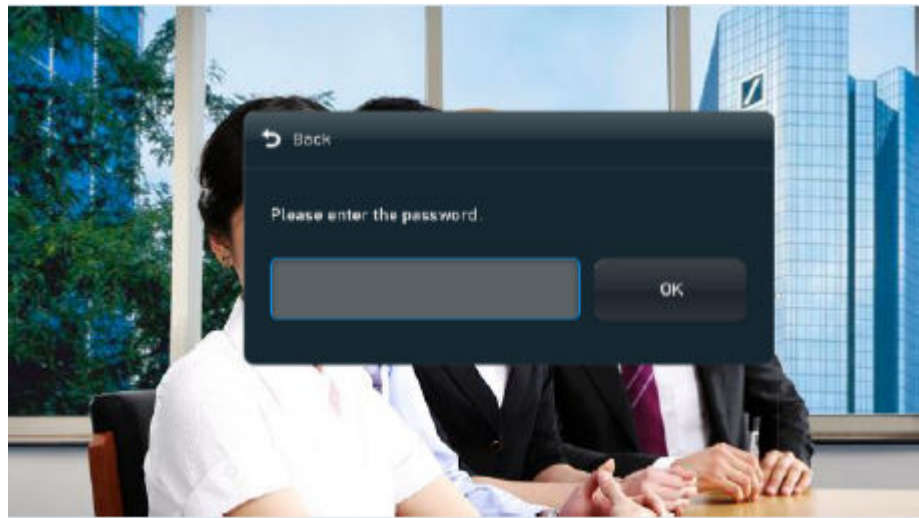
The host password is required for applying to be the host. You can obtain the password from the meeting scheduler.



- a. Access the **Request Chair** screen.

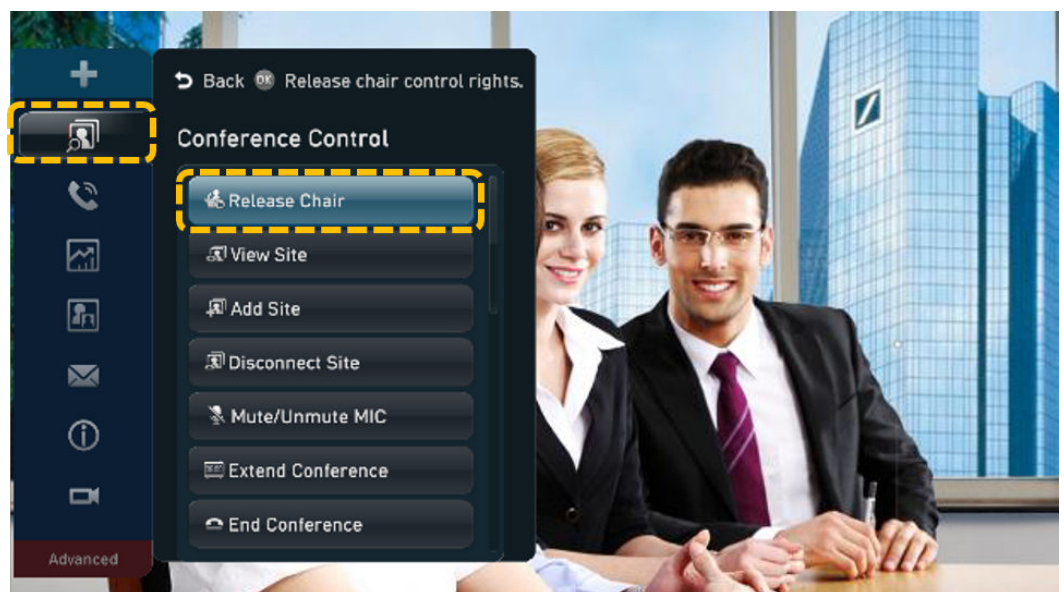
- i. Press  to bring up the menu bar.
- ii. Press arrow keys to select  on the toolbar and press the OK button.
- iii. Select **Request Chair** and press the OK button.





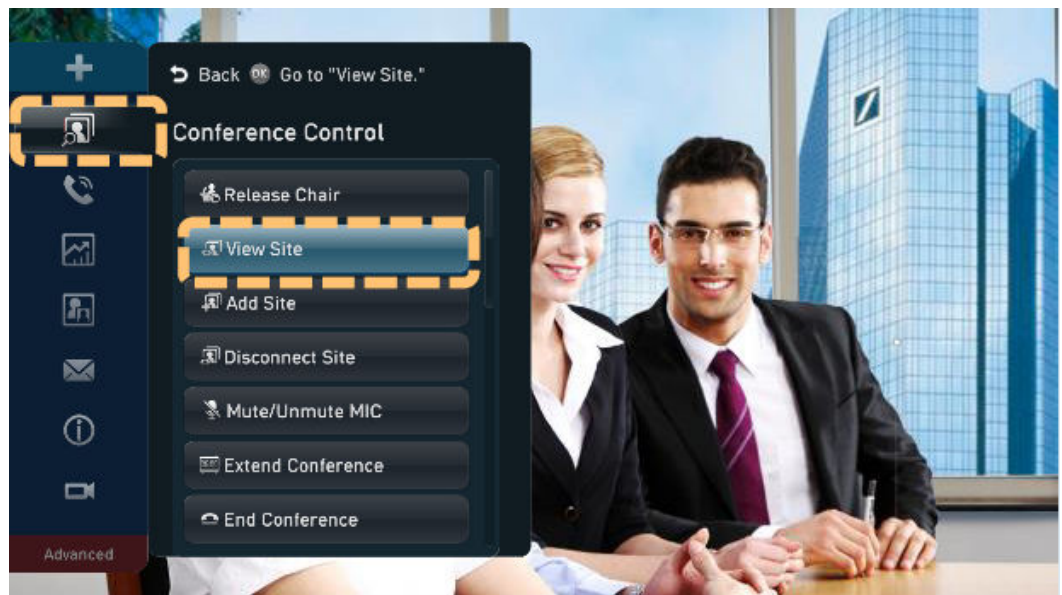
- b. Enter the password and press the OK button.



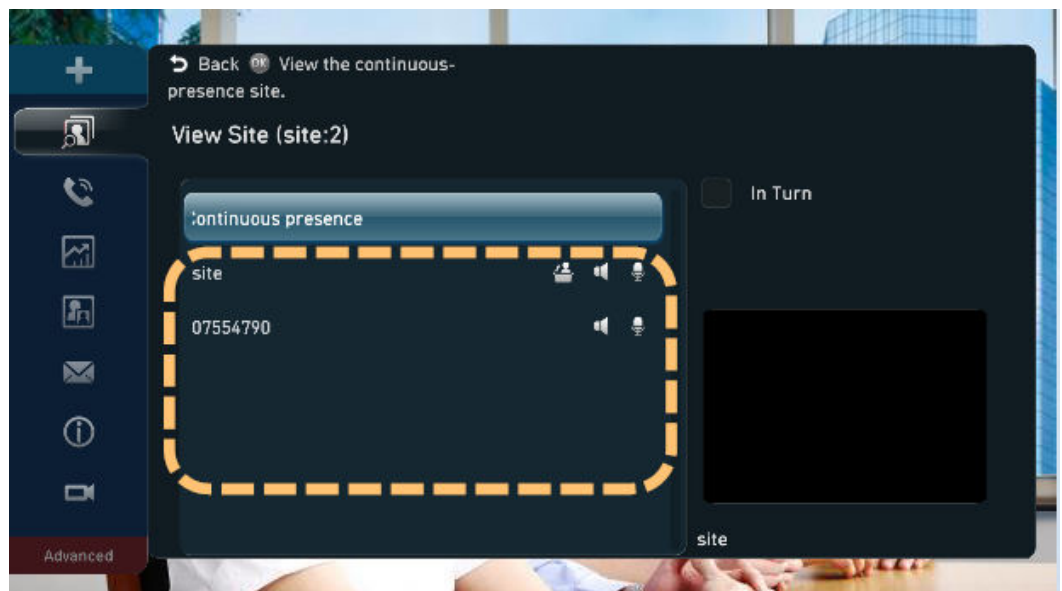
- Relinquishing the host role
Other sites can apply to be the host only after the host relinquishes the host role.
 - a. Press  to bring up the menu bar.
 - b. Press arrow keys to select  on the toolbar and press the OK button.
 - c. Select **Release Chair** and press the OK button.



- Viewing a site
 - a. Access the **View Site** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **View Site** and press the OK button.





- b. Press arrow keys to select the site to view, and press the OK button.



NOTE

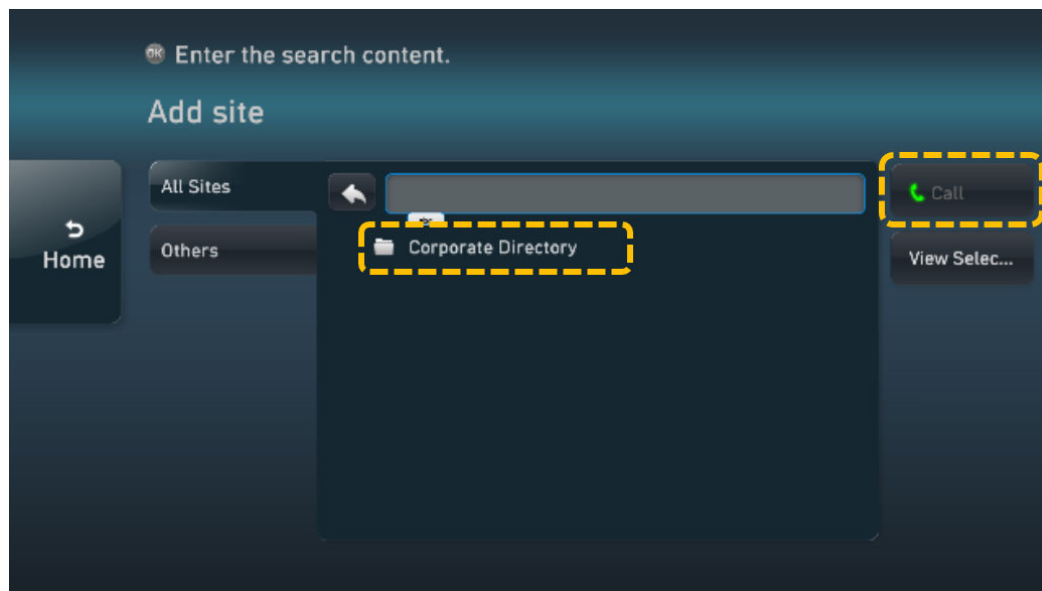
You can select the **In Turn** checkbox, select two or more sites, set **Interval (s)**, and then select **Start** to view the selected sites in turn. To stop viewing sites in turn, select **Stop**.

- Adding a site
 - a. Access the **Add Site** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Add Site** and press the OK button.

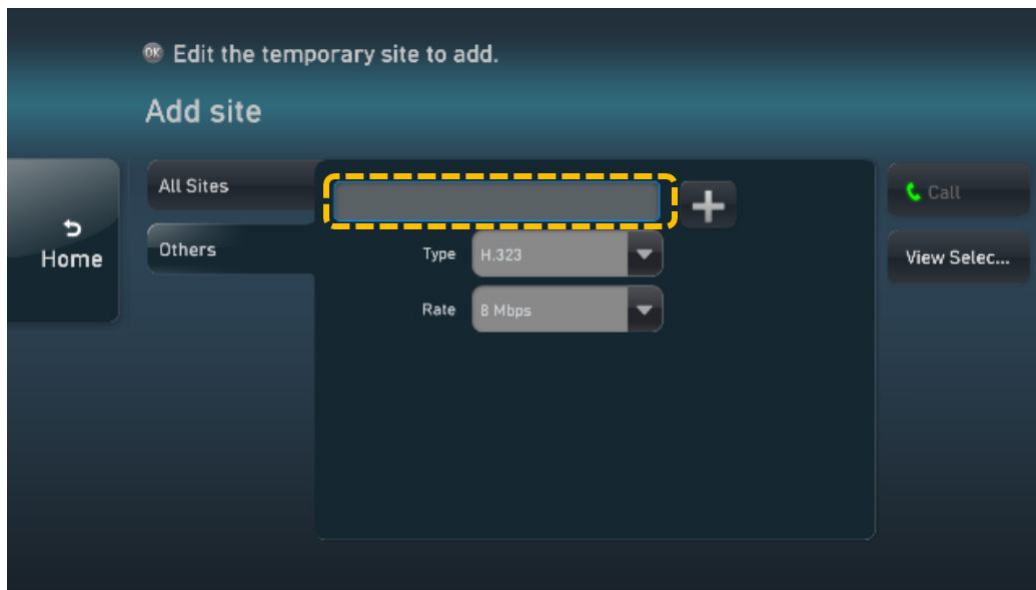




b. Add sites to call.

- Using the corporate directory
 - 1) On the **All Sites** screen, press the arrow keys to select the corporate directory, and press the OK button.
 - 2) Press the arrow keys and then the OK button to select sites.
 - 3) Press arrow keys to select **Call**, and then press the OK button.





- Using the SIP number of a site
 - 1) Press arrow keys to select **Others** and enter the SIP number of a site.
 - 2) Press arrow keys to select **+** and press the OK button. You can repeat the preceding steps to add more temporary sites.
 - 3) Press arrow keys to select **Call**, and then press the OK button.



- Removing a site
The host site can remove a site that is present in or absent from the meeting. After the site is removed, it will disappear from the site list. Removed sites can be invited by the host site to the meeting again from the **Add Site** screen.
 - a. Access the **Delete Site** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Delete Site** and press the OK button.





- b. Press arrow keys to select the site to remove, and then press the OK button.
- Calling a site
You can call a site in the site list to join the meeting again.

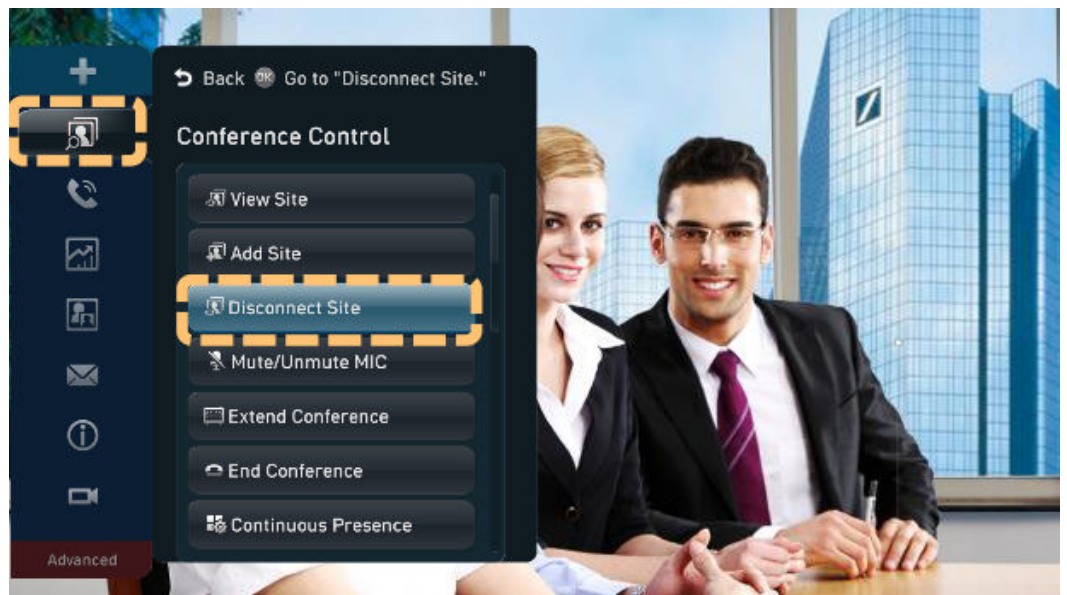
- a. Access the **Call Site** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Call Site** and press the OK button.





- b. Press arrow keys to select the site to call, and then press the OK button.
- Disconnecting a site

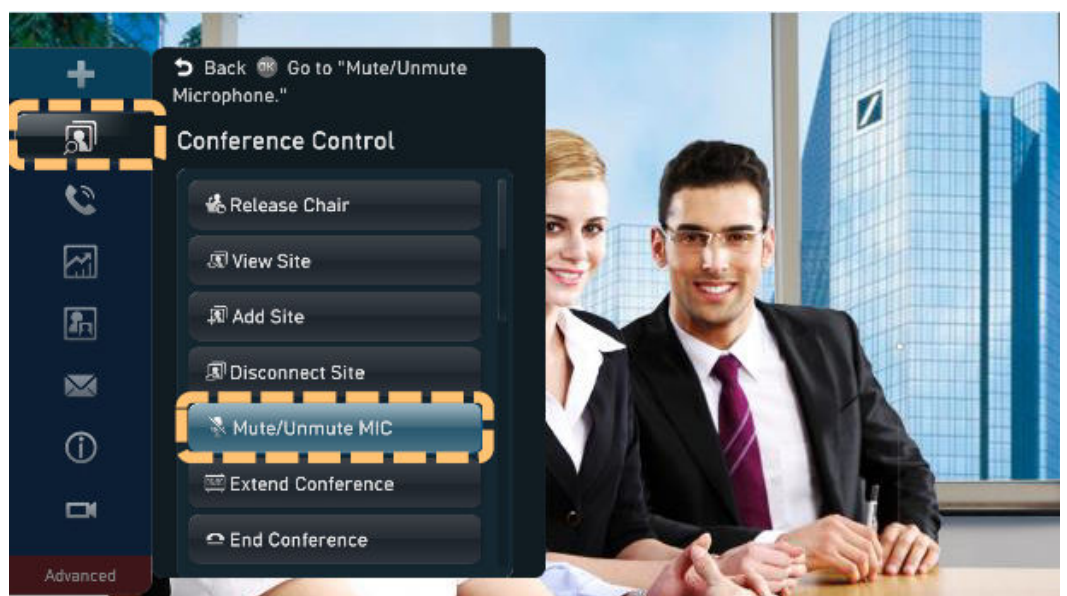
The host site can disconnect a site from the meeting. After the disconnection, the site leaves the meeting automatically. The host site can call the site to join the meeting again.

 - a. Access the **Disconnect Site** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Disconnect Site** and press the OK button.





- b. Press arrow keys to select the site to disconnect and press the OK button.
- Muting or unmuting the microphone of a site
The host site can mute and unmute the microphones of a site to control whether the site can be heard by other sites.

- a. Access the **Mute/Unmute MIC** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Mute/Unmute MIC** and press the OK button.



- b. Press arrow keys to select the site whose microphone needs to be muted or unmuted, and press the OK button.
- Muting or unmuting the speaker of a site



The host site can mute and unmute the speaker of a site to control whether the site can hear other sites.

- a. Access the **Enable/Disable Speaker** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Mute/Unmute Speaker** and press the OK button



- b. Press arrow keys to select the site whose speaker needs to be muted or unmuted, and press the OK button.
- Starting a discussion

Microphones of all sites are unmuted, and audio of all sites is mixed and broadcast. After a discussion starts, the following operations are automatically canceled: broadcasting a site, muting the speaker, muting the microphone, and giving the floor.



 - a. Access the **Discussion** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Discussion** and press the OK button.



- Broadcasting a site

When a site is broadcast, all guest sites (except the site being broadcast) can view only the broadcast site, whereas the host site can view any site in the meeting.

- a. Access the **Broadcast Site** screen.



- i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Broadcast Site** and press the OK button.



- b. Press arrow keys to select the site to broadcast and press the OK button.

- Enabling voice activation



This function is used in discussions. Video of the site speaking loudest is presented to all the other sites.

- a. Access the **Voice Activation** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Voice Activation** and press the OK button.



- b. Press arrow keys to select a voice activation sensitivity and press the OK button.
 - **High sensitivity:** Voice activation is performed when the voice volume is low.
 - **Medium sensitivity:** Voice activation is performed when the voice volume is medium.
 - **Low sensitivity:** Voice activation is performed when the voice volume is high.
- Revoking presentation sharing permissions

When a site is sharing a presentation in a meeting, the host site can revoke presentation sharing permissions from the site to stop sharing.



- a. Access the **Revoke Presentation** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Revoke Presentation** and press the OK button.



- b. Select **Conform** and press the OK button.
- Giving the floor



The host site can give the floor to a site, so the site can speak.

If a site is given the floor, its audio and video will be broadcast. The microphones of all the other sites are muted, excepting for those of the broadcast site and the host site.



- a. Access the **Give Floor** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Give Floor** and press the OK button.

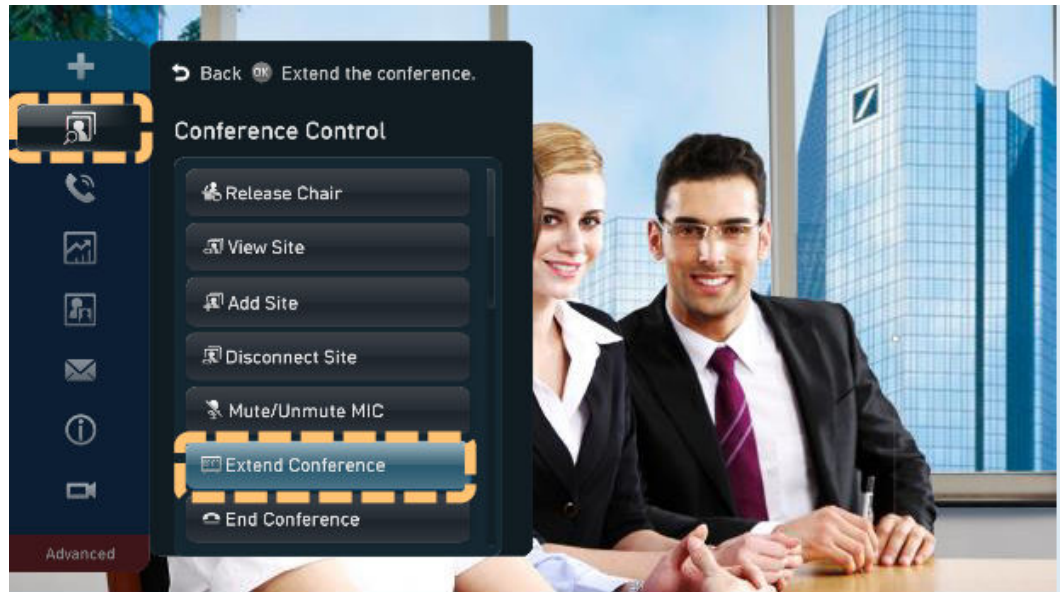




- b. Press arrow keys to select the site to which you want to give the floor, and press the OK button.

- Viewing the list of floor-requesting sites
Guest sites that request the floor are listed. The host site can select a site from the list to give the floor to the site. Then the site is broadcast and the microphones of all the other sites (except for the host site) are muted.
 - a. Access the **Sites Requesting Floor** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Sites Requesting Floor** and press the OK button.



- b. Press arrow keys to select the site that is allowed to speak and press the OK button.
Once given the floor, the site is removed from the floor-requesting site list.
- Extending a meeting
Extend a meeting if the meeting will not end by the scheduled time.
 - a. Access the **Extend Conference** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **Extend Conference** and press the OK button.



- b. Press the number keys to enter the extension time and press the OK button.
- Ending a meeting
 - The host site can end the meeting in advance.
 - a. Access the **End Conference** screen.
 - i. Press  to bring up the menu bar.
 - ii. Press arrow keys to select  on the toolbar and press the OK button.
 - iii. Select **End Conference** and press the OK button.




- b. Press arrow keys to select **OK** and press the OK button.

Advanced Functions


- Adjusting the volume

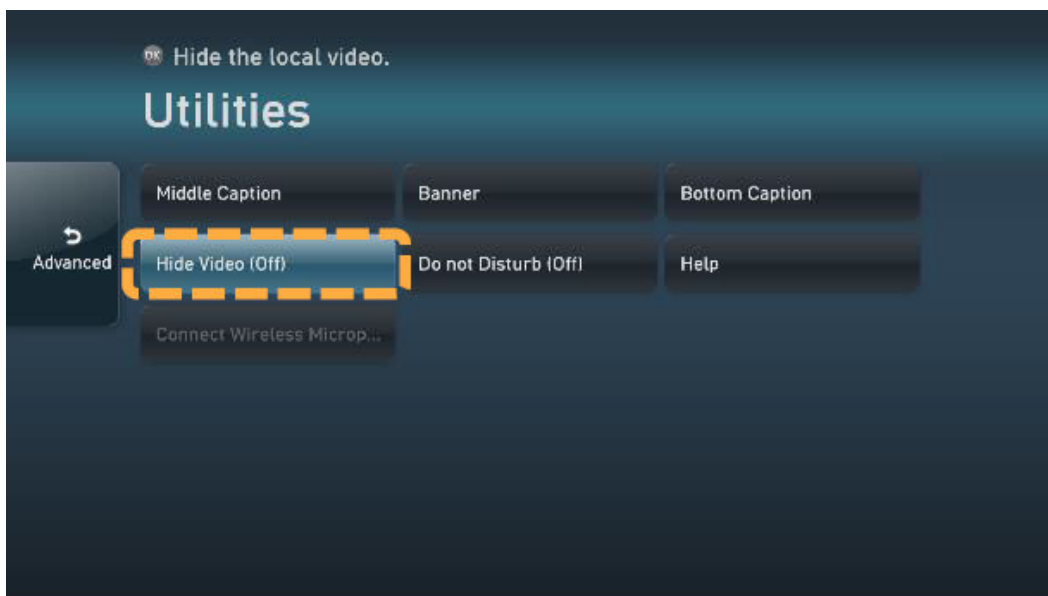
Changing the volume affects only the sound you hear at your site.




- Muting or unmuting the local microphone
Press  to mute or unmute the local microphone.



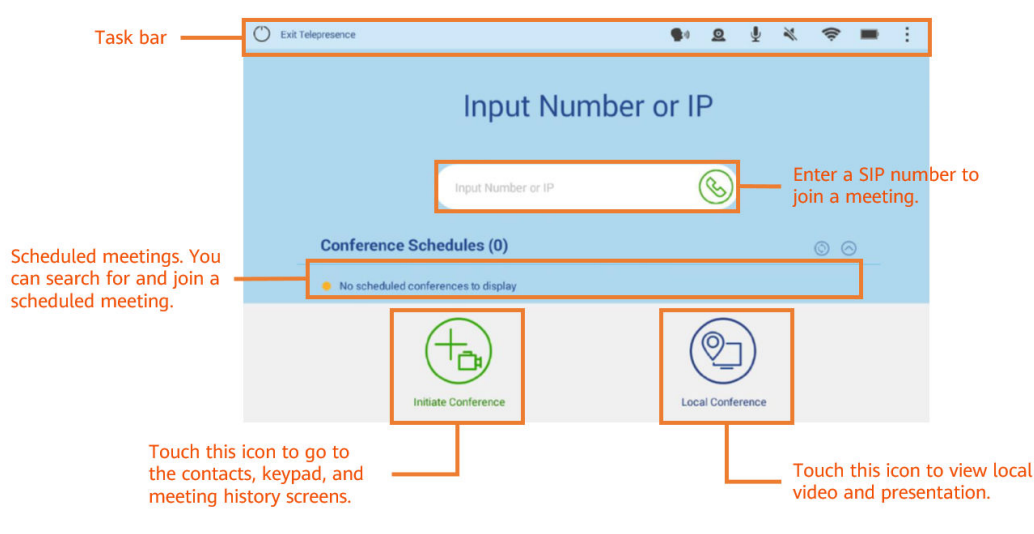
- Hiding local video
 - In a meeting, you can hide the video of your site if you do not want the video to be seen by remote sites. When this function is enabled, the video of your site is displayed as a blue screen at remote sites.
 - a. Press  to bring up the menu bar.
 - b. Choose **Advanced Settings > Utilities > Hide Video** and press the OK button.



- c. Press arrow keys to select OK and press the OK button.
- The  icon indicating that the local video is hidden appears in the lower right corner.

4.2 Using the Touch Panel

Touch Panel UI

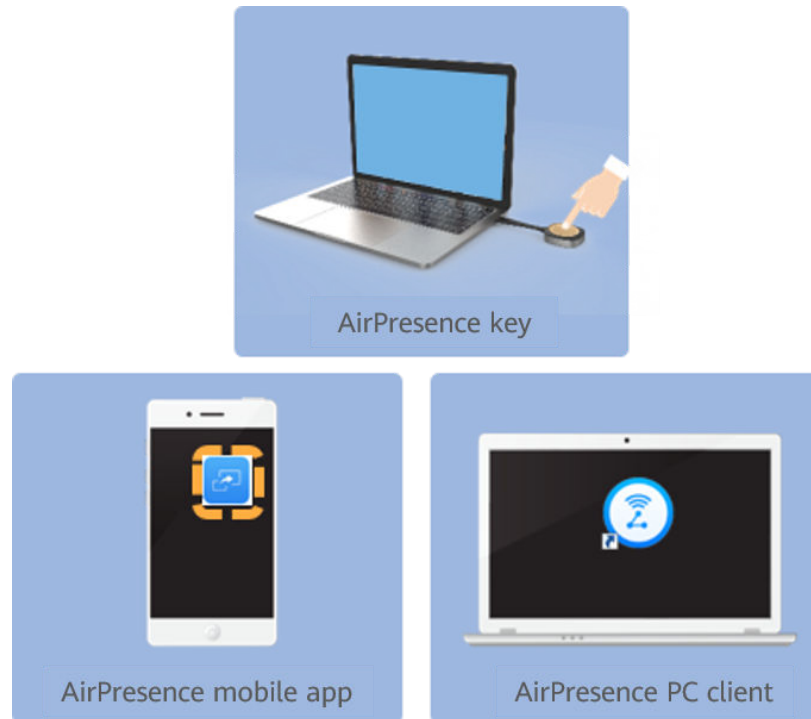


Sharing Content

The TE series terminals allow you to share content using the AirPresence key, mobile app, or PC client.


AirPresence is a wireless projection client designed for terminals. It can be installed on a PC or mobile device.

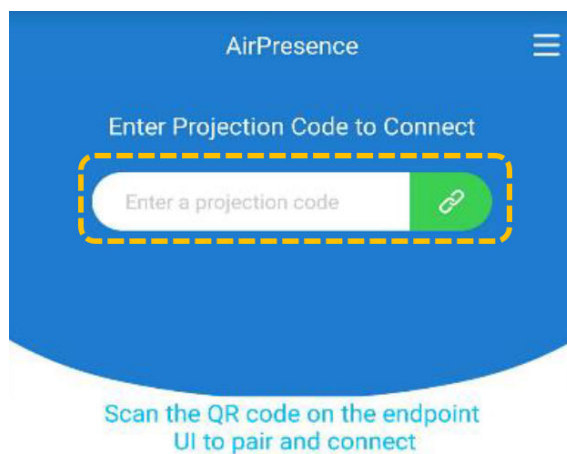
For Android devices, download AirPresence in Huawei AppGallery or Google Play. For iOS devices, download AirPresence in App Store.



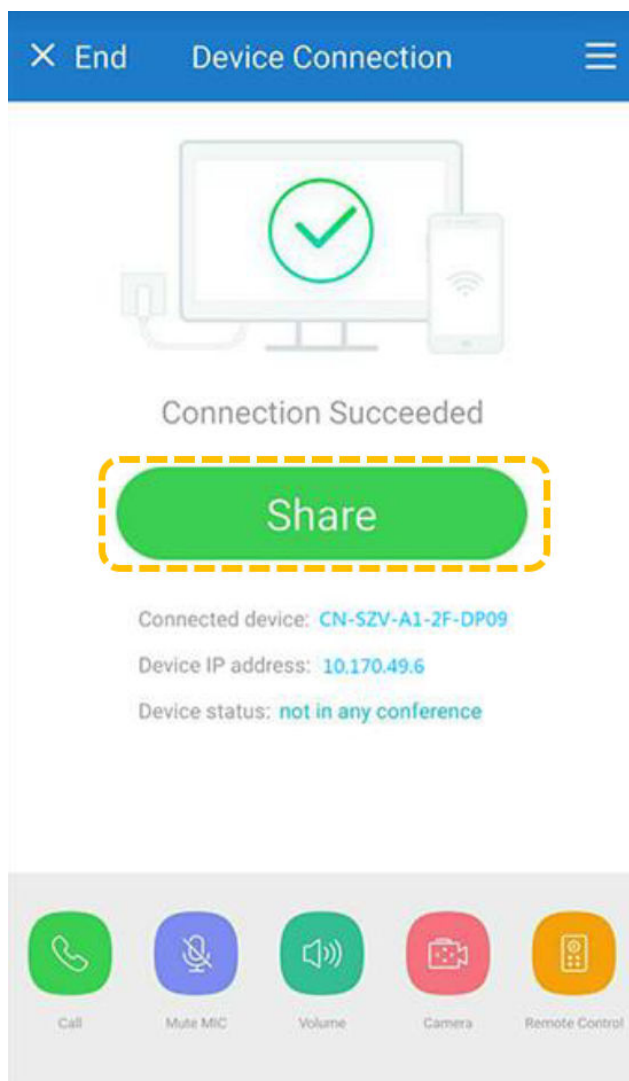
- Sharing content using the AirPresence Key
 - a. Insert the AirPresence Key into the USB port of the terminal for automatic pairing.
 - b. After the pairing is successful, remove the AirPresence Key from the terminal and insert it into the USB port on the PC.
 - c. Install the AirPresence Key program on the PC. After the installation is complete, the message is displayed, indicating that you can press the button on the AirPresence Key to share materials.
 - d. Press the button on the AirPresence Key to share the PC desktop.



- Sharing content using the AirPresence mobile app
 - a. Start the AirPresence mobile app, enter the projection code displayed on the remote control UI of the terminal, and touch .




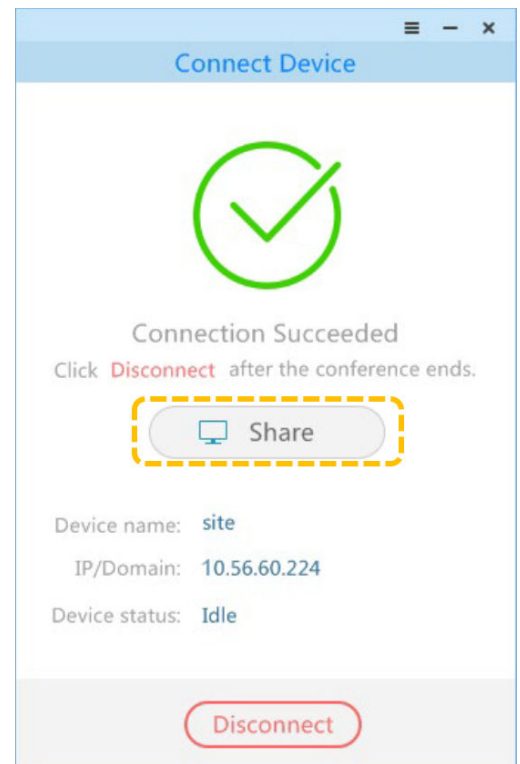
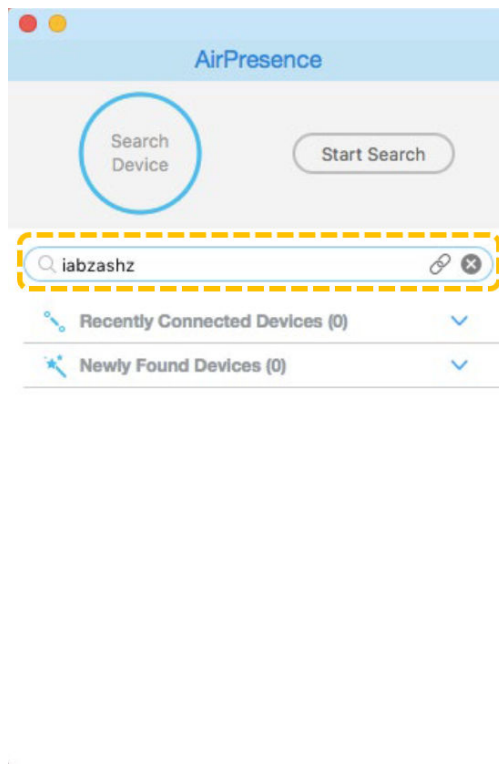
- b. Touch **Share** and select the file you want to share.



- Sharing a presentation using the AirPresence PC client
 - a. Log in to the web interface of the terminal, click **Download AirPresence Client**, and download and install the AirPresence client.

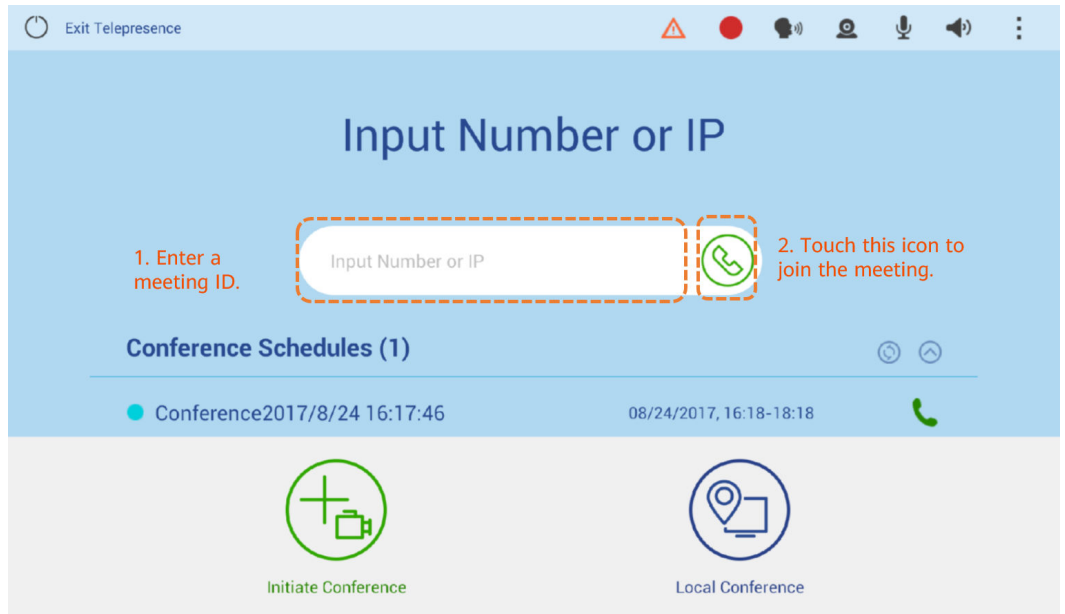


- b. Start the AirPresence client, enter the projection code displayed on the terminal, and click .

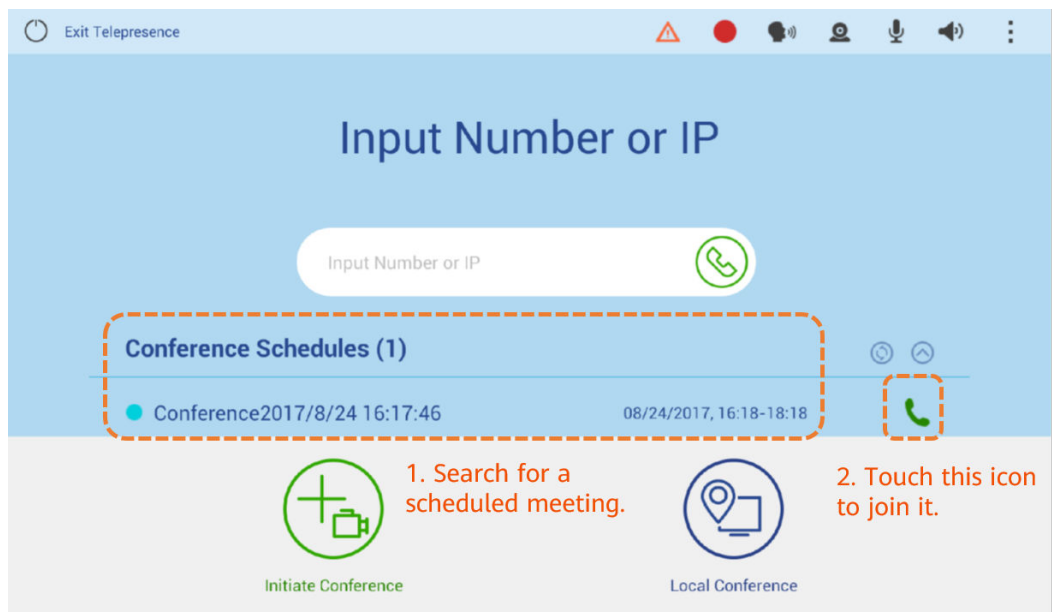


Joining a Meeting

- Joining a meeting using a meeting ID
If you have a meeting ID, you can dial it to join the meeting.



- Joining a meeting from meeting schedules
After a terminal administrator schedules a meeting on the HUAWEI CLOUD Meeting Management Platform, the meeting is displayed in the meeting schedules of the terminal.

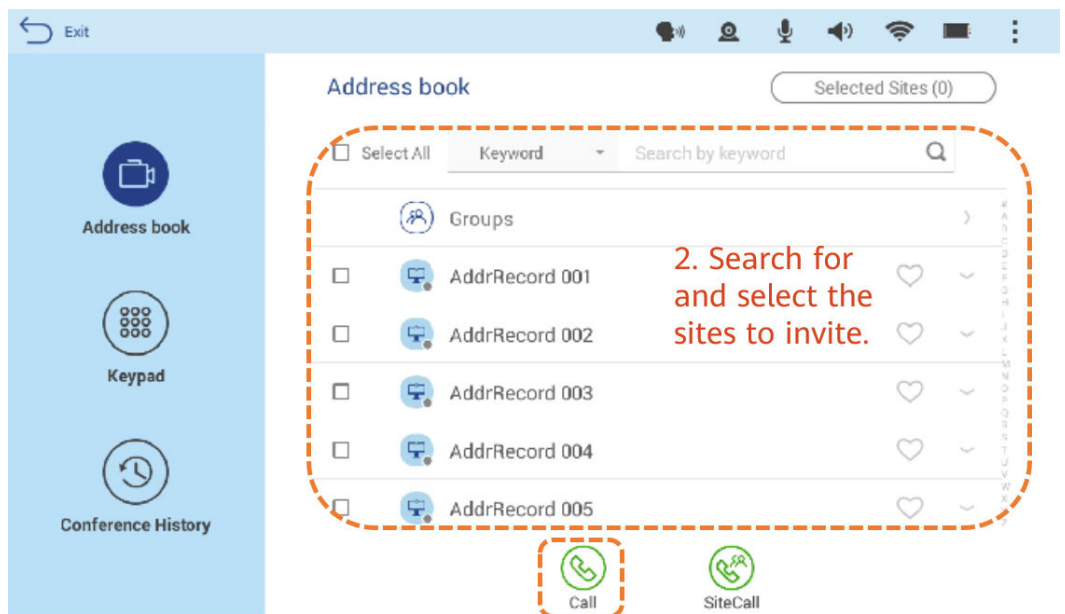


Creating a Meeting

- Creating a meeting using the address book



1. Touch this icon to initiate a video meeting.



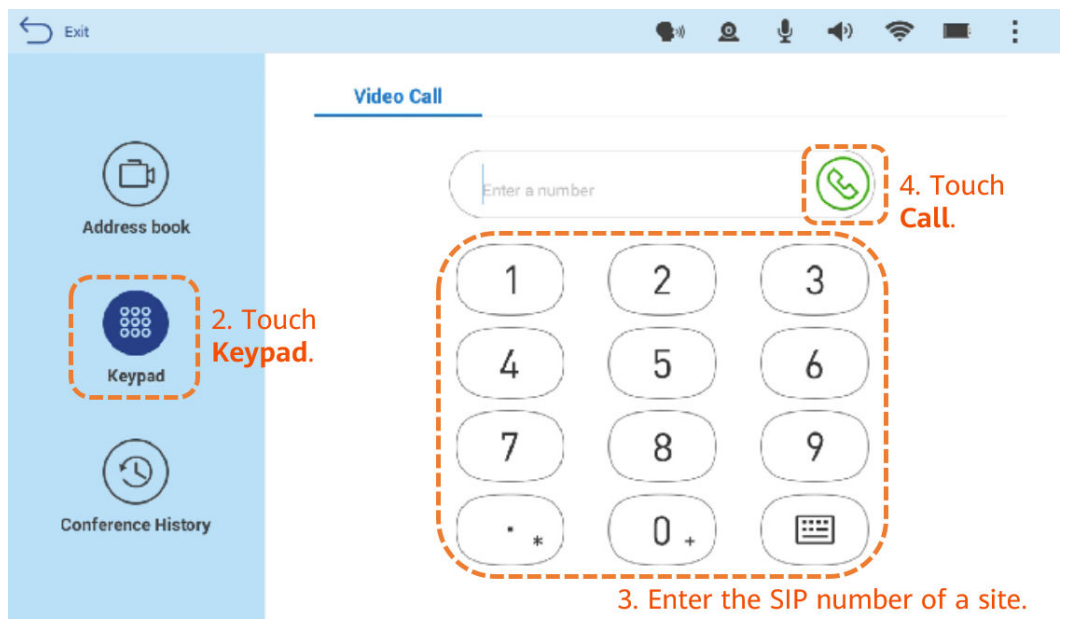
2. Search for and select the sites to invite.

3. Touch **Call**.

- Creating a meeting using the site number or IP address



1. Touch this icon to initiate a video meeting.



2. Touch Keypad.

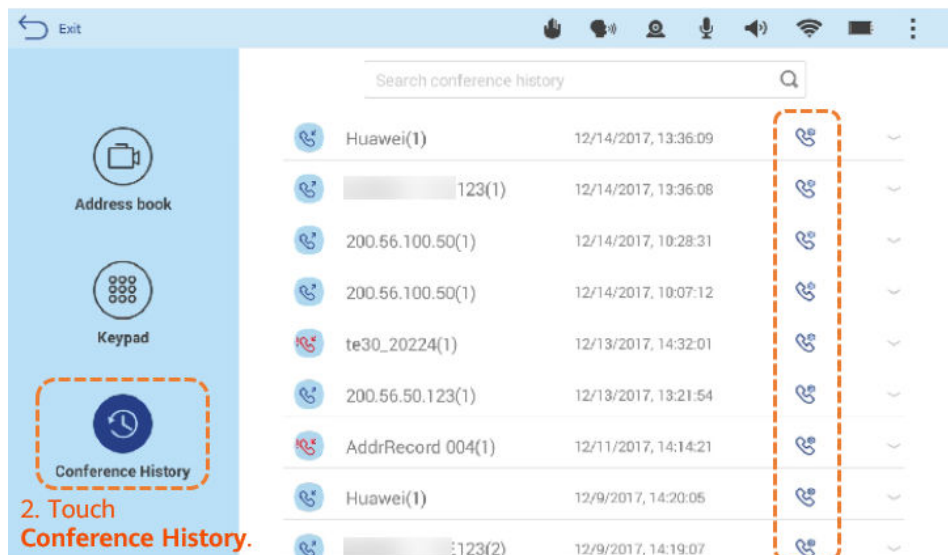
4. Touch Call.

3. Enter the SIP number of a site.

- Placing a call from the meeting history



1. Touch this icon to initiate a video meeting.



2. Touch
Conference History.

3. Search for the desired record
and touch the call icon.

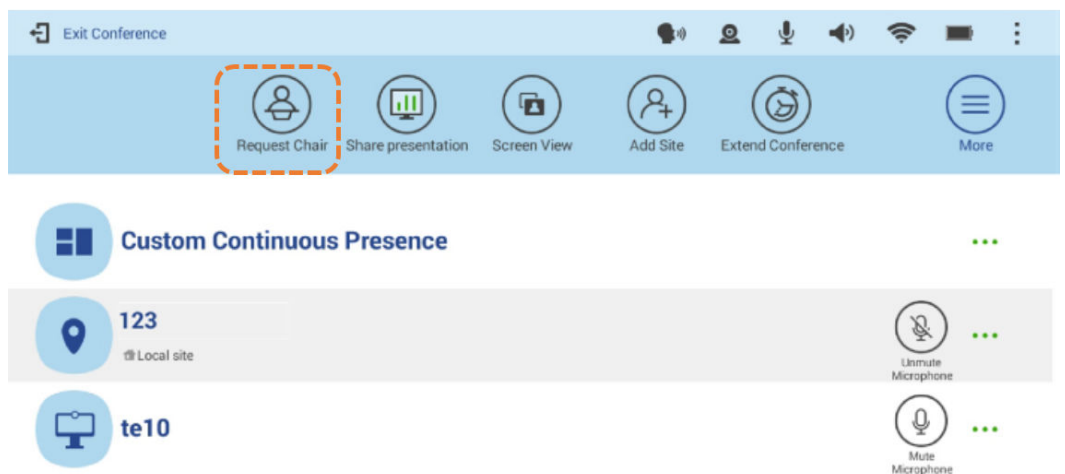
Hosting a Meeting

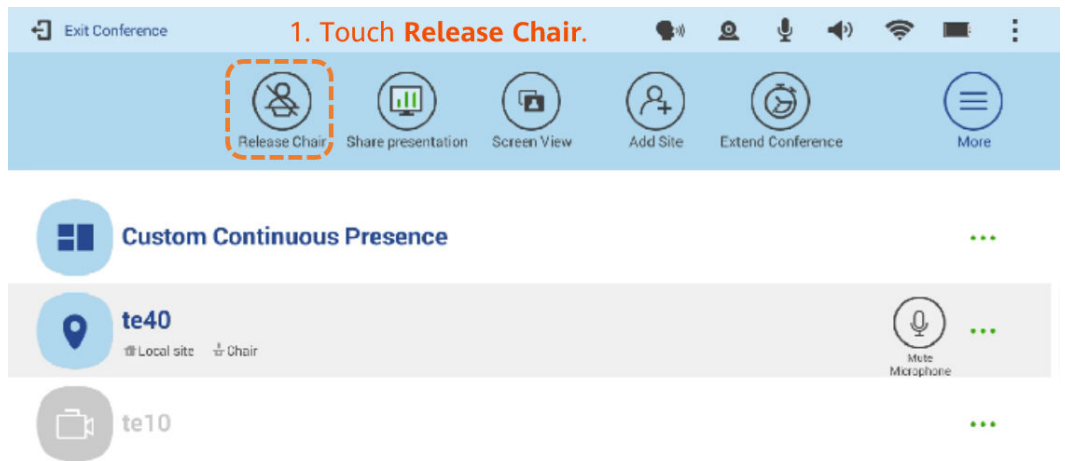
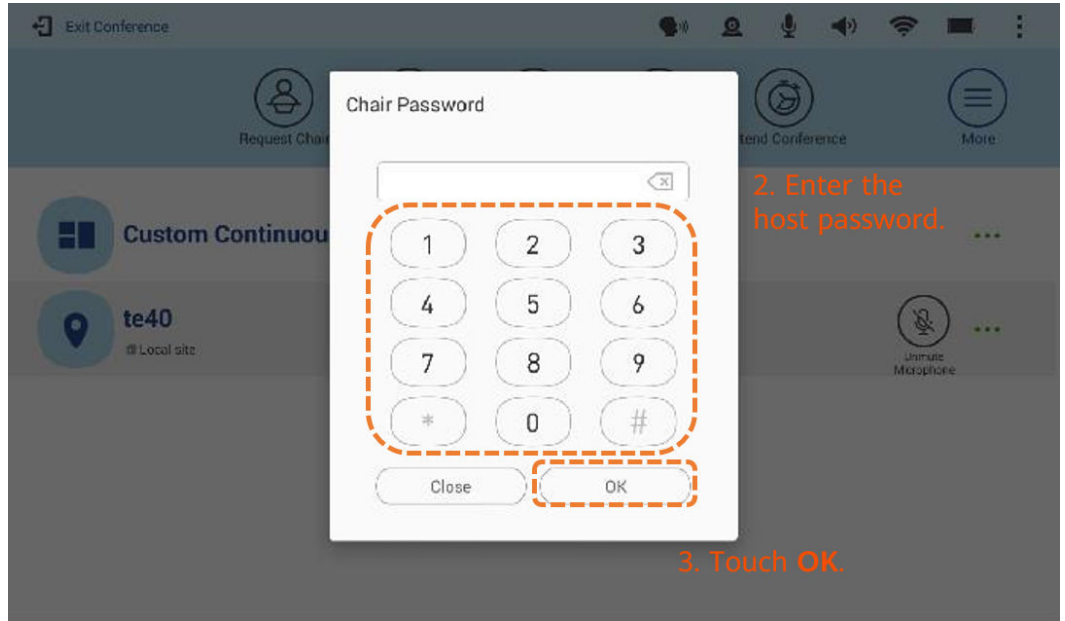
The host and guests can perform the following meeting control operations:

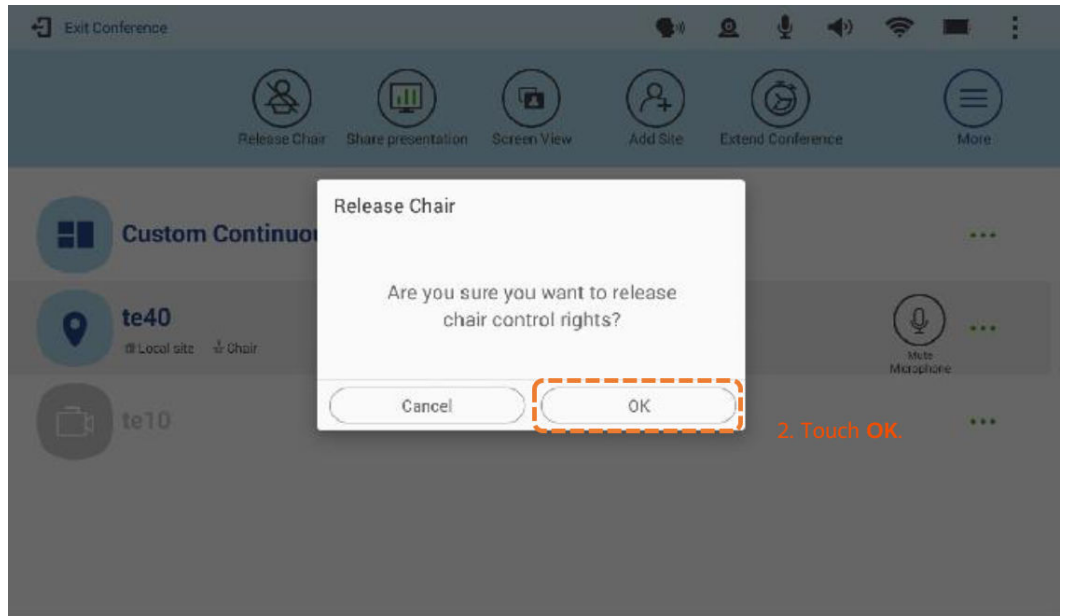
Host	Guests
Relinquishing the host role	Applying to be the host
Focusing on a participant	Raising hands
Inviting a participant	-
Disconnecting a participant	-
Muting or unmuting the microphone	-
Extending the meeting	-
Ending a meeting	-
Setting continuous presence	-
Starting a discussion	-
Broadcasting a participant	-
Enabling or disabling voice activation	-
Muting or unmuting the speaker	-
Calling a participant	-
Removing a participant	-
Giving the floor to a participant	-

- Applying for or relinquishing the host role

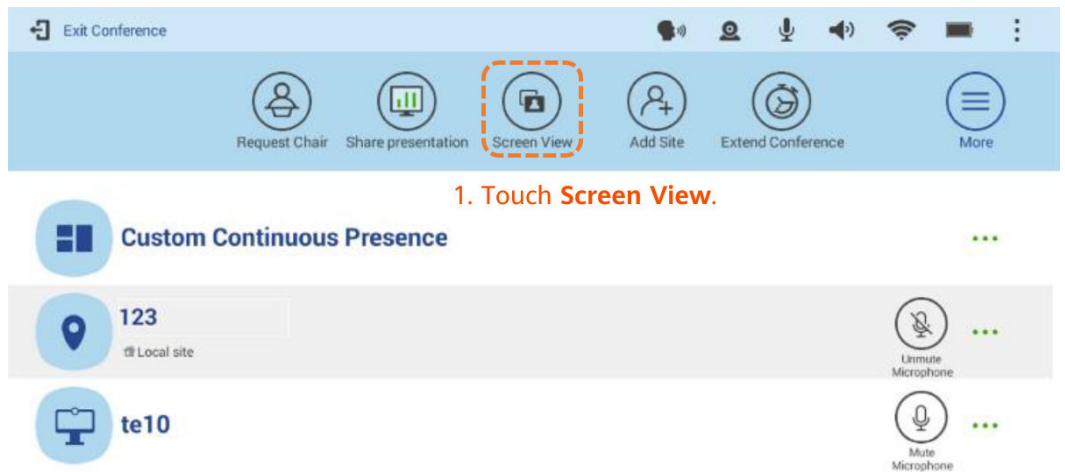
1. Touch **Request Chair**.

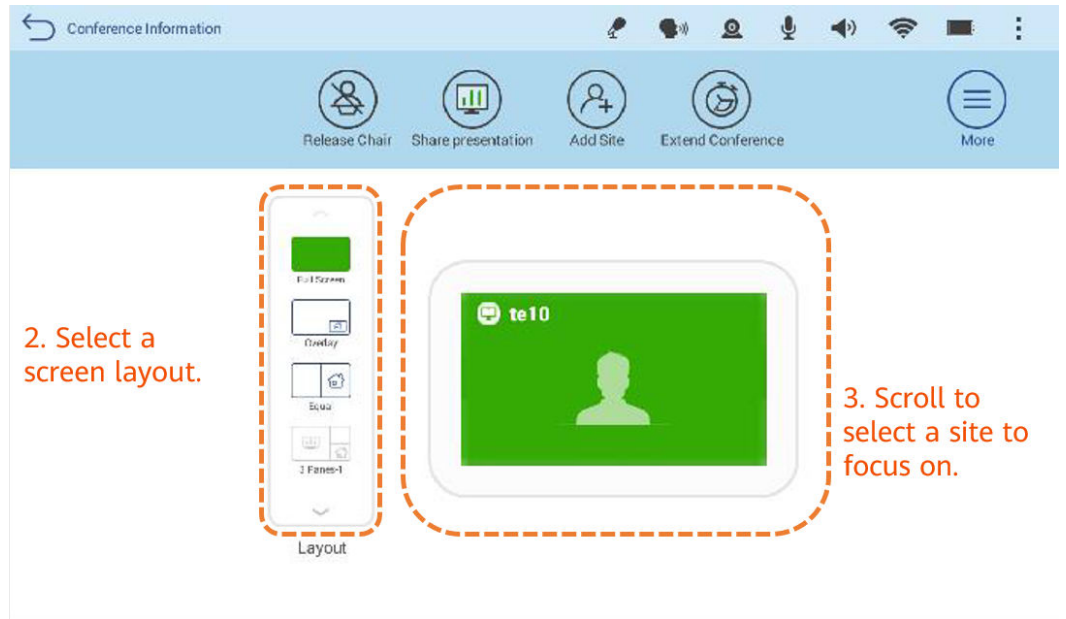






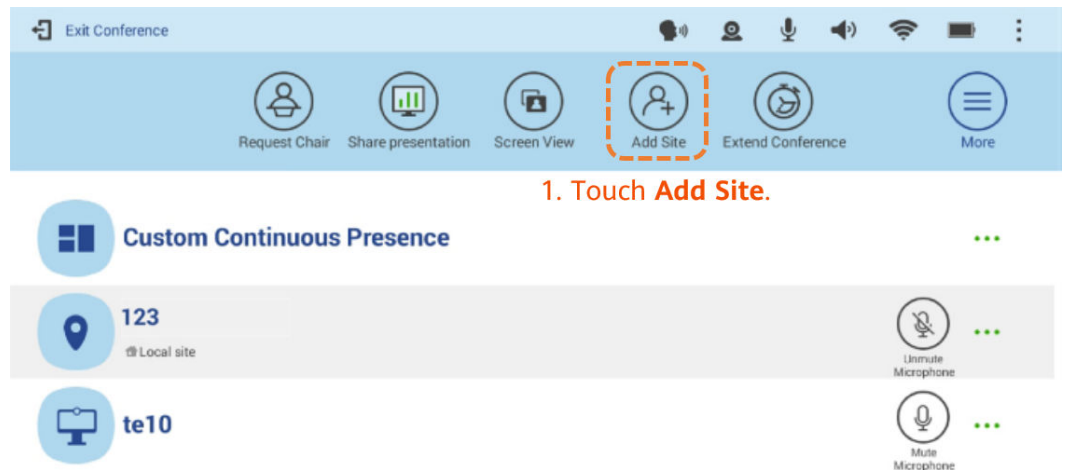
- Selecting a screen layout

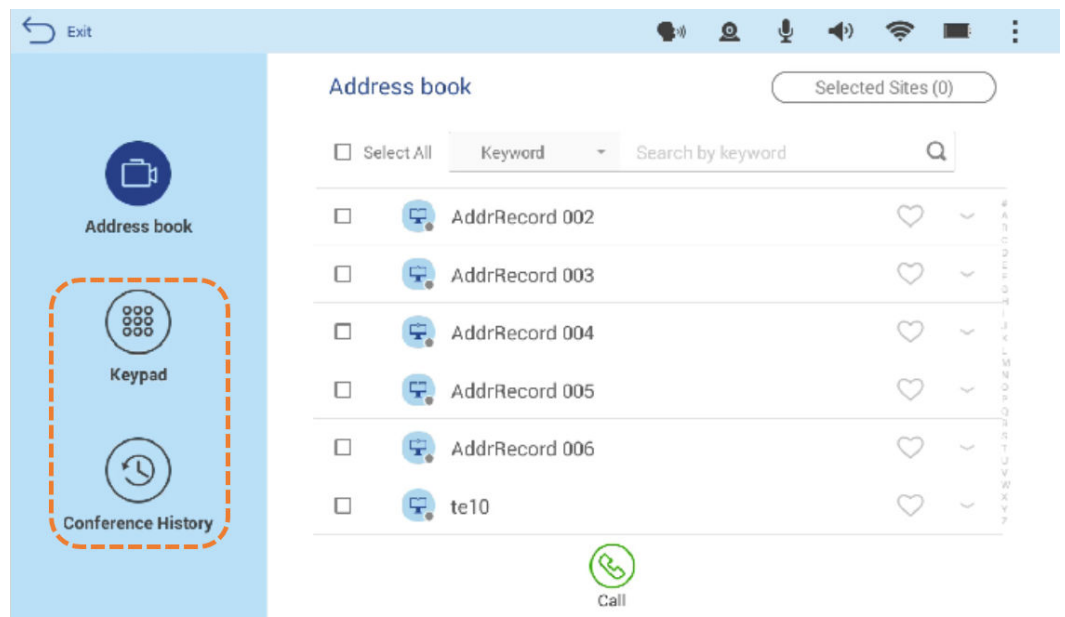
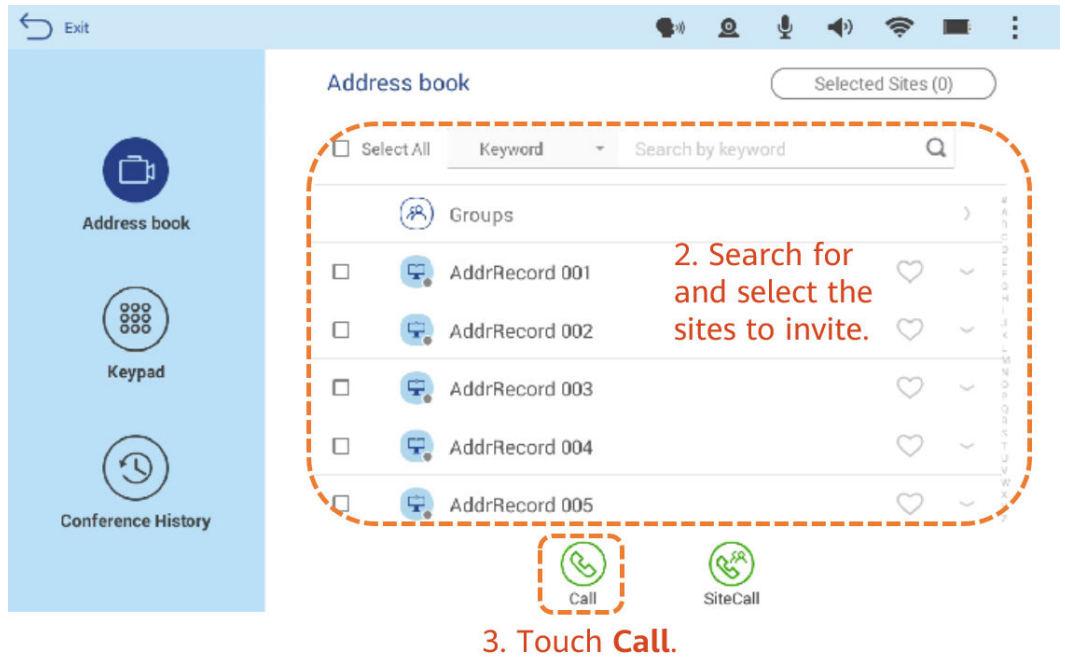




- Adding a site

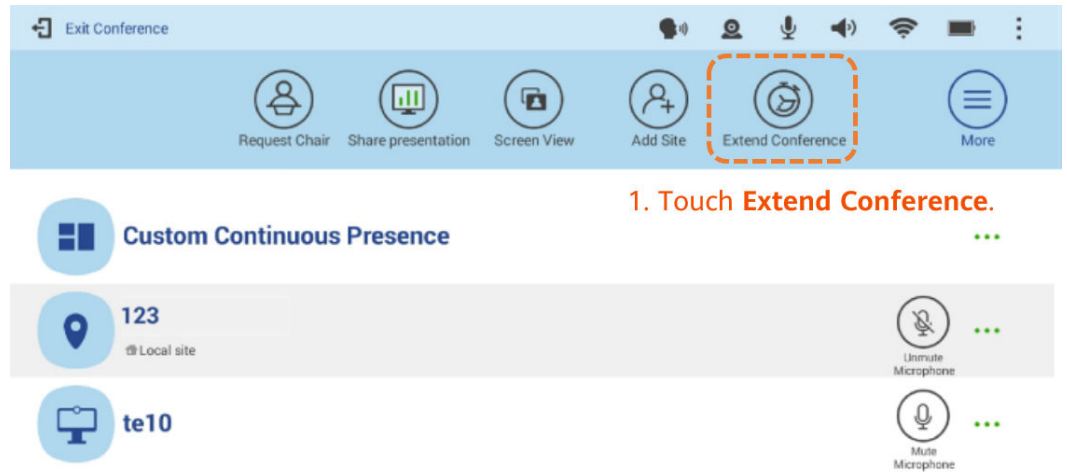
The host site can add a site to the meeting. When a guest site touches **Add Site**, the system prompts the guest to apply to be the host first.



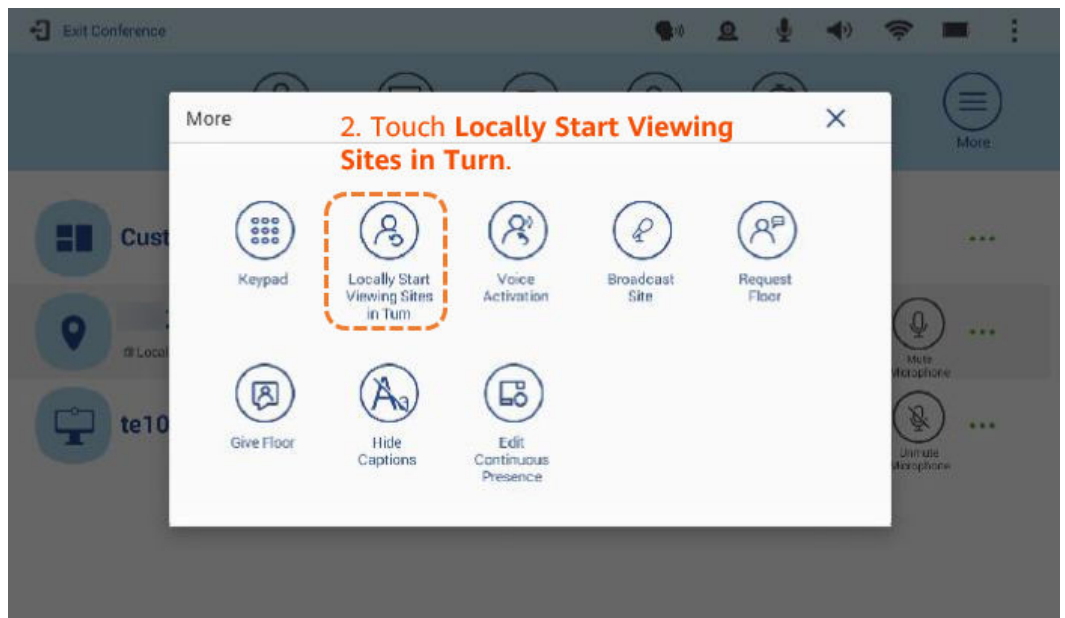
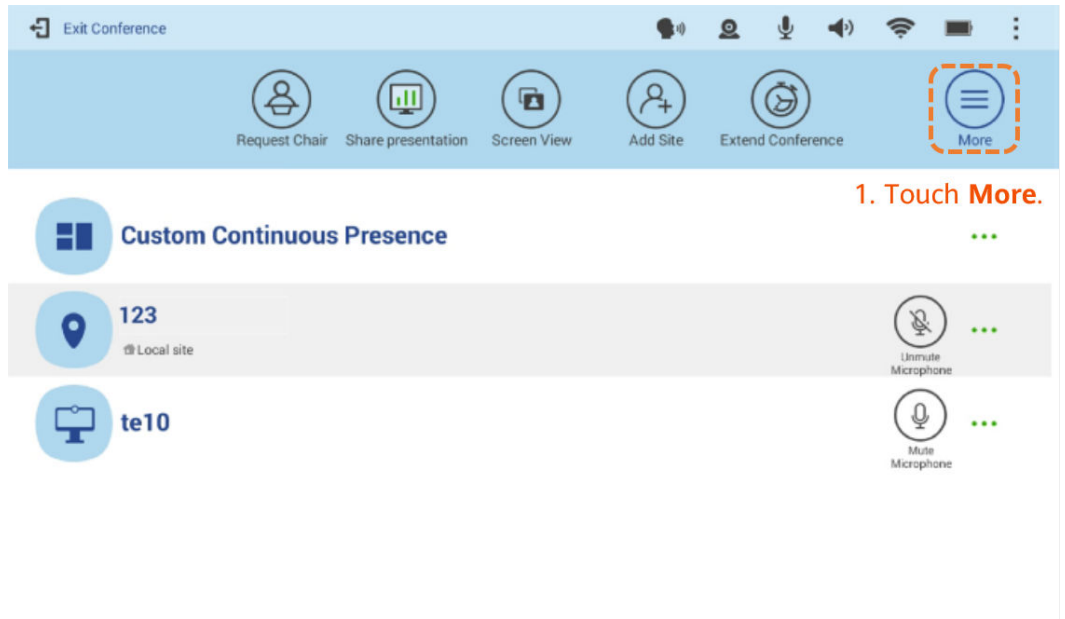


If the site to add is not found in the address book, you can add it through the keypad or meeting history.

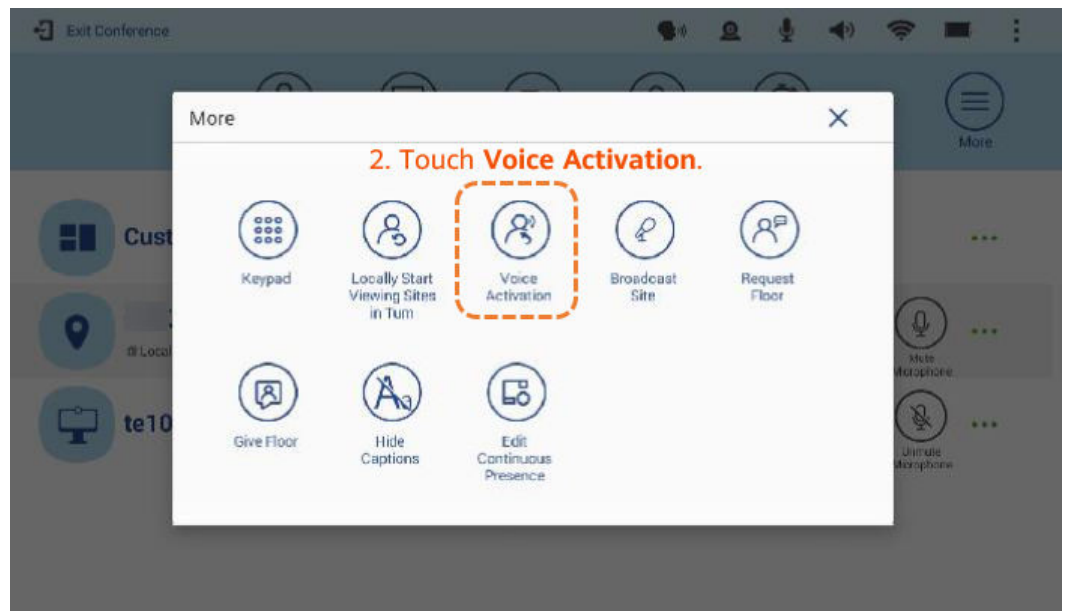
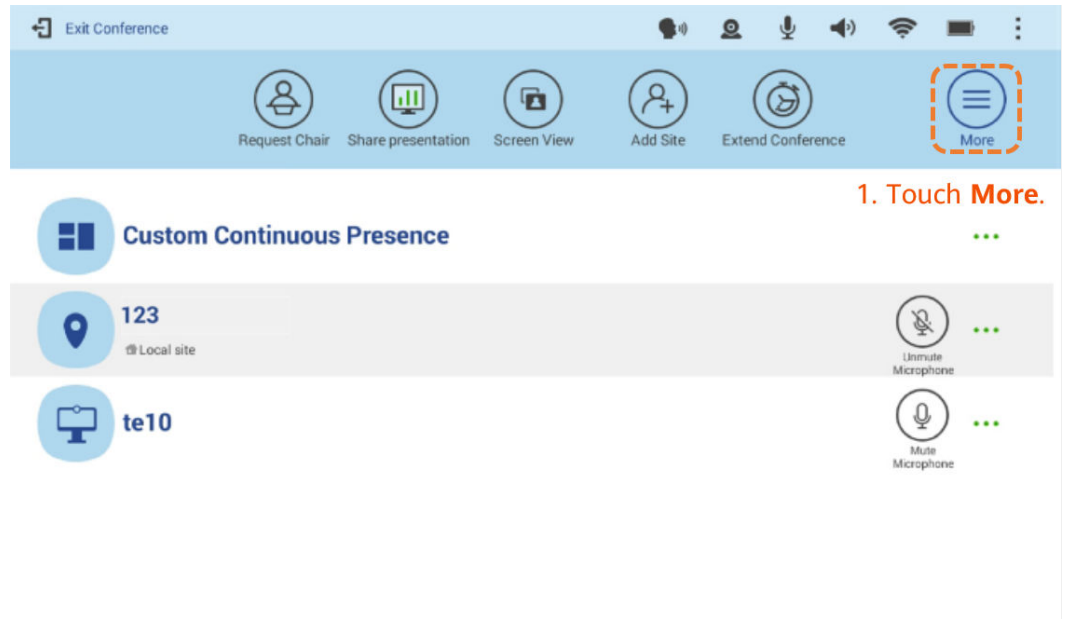
- Extending a meeting
Extend a meeting if the meeting will not end by the scheduled time.



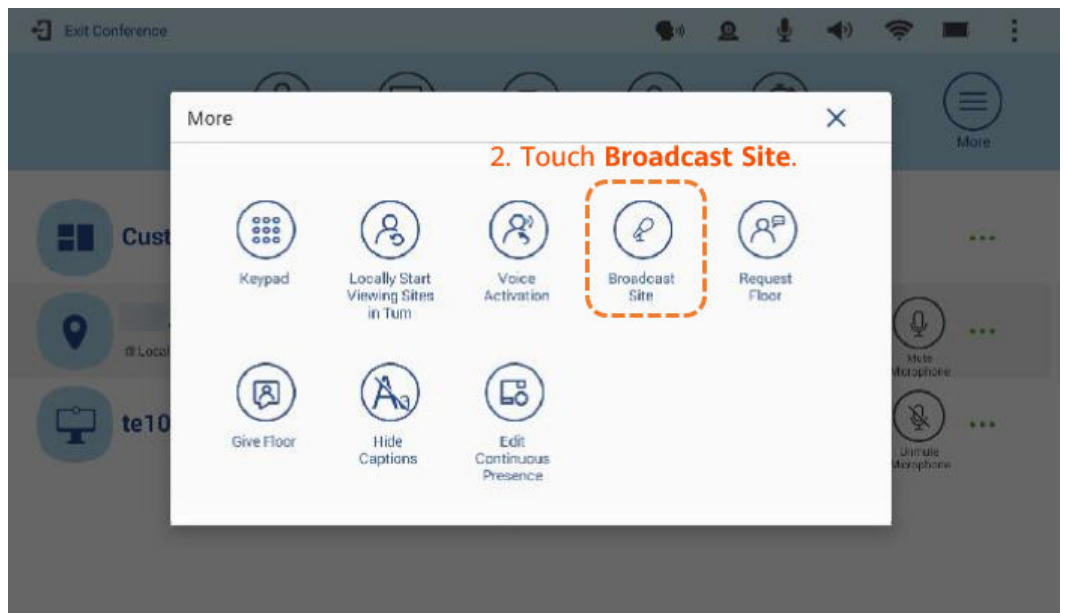
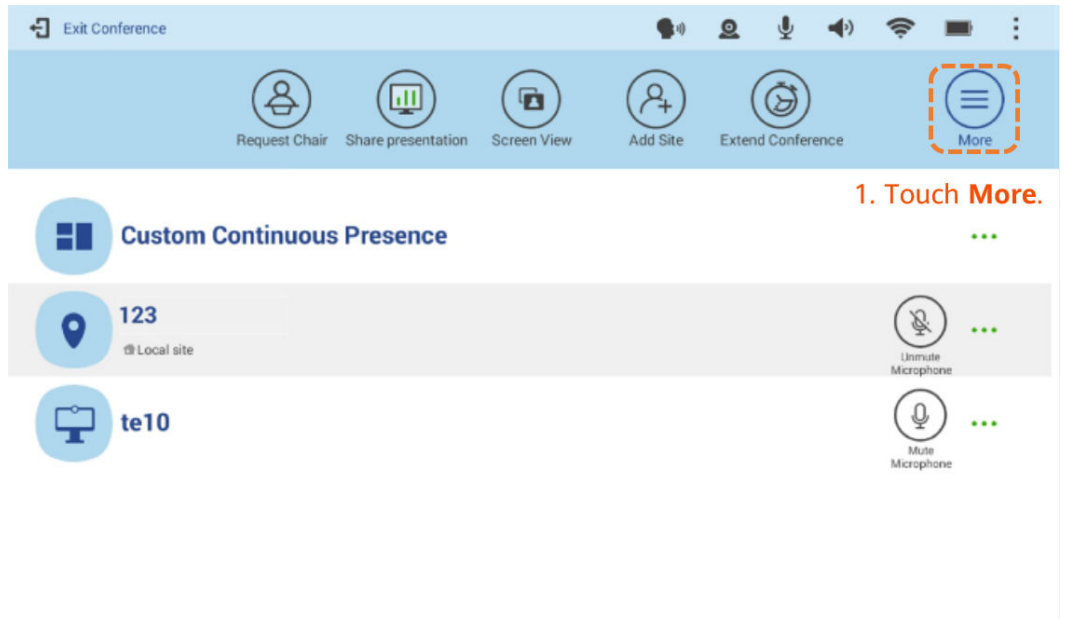
- Viewing sites in turn
The host site can view all other sites in turn at a predefined interval. This function takes effect only for the host site.



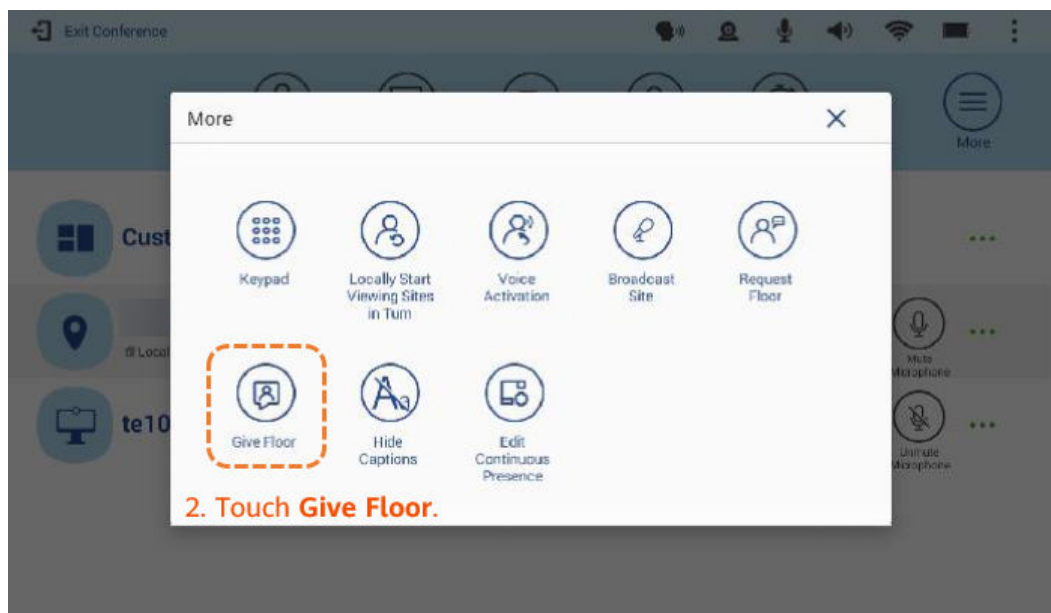
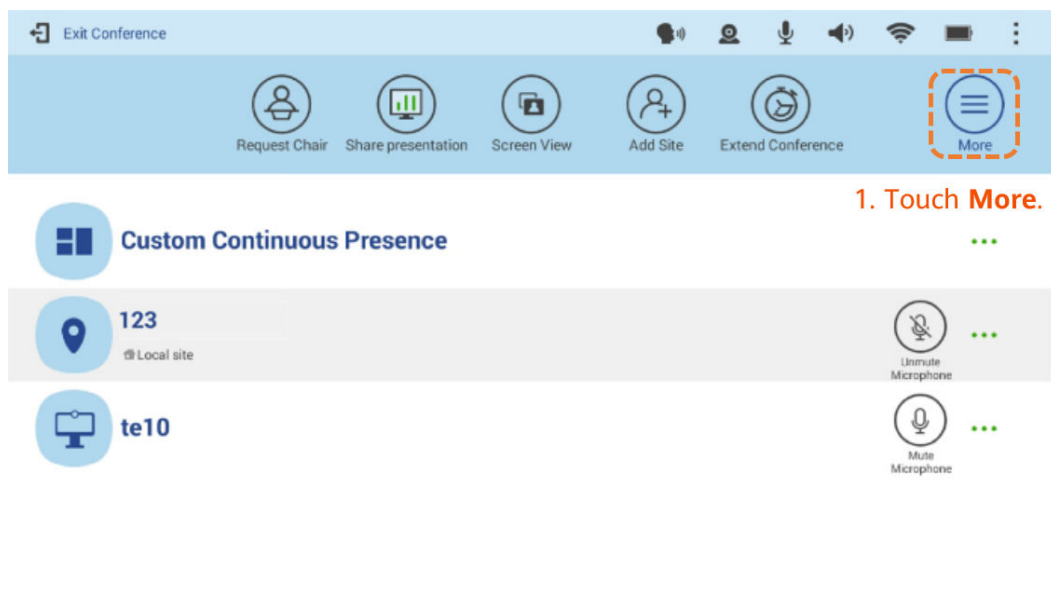
- Enabling voice activation
This function is used in discussions. Video of the site speaking loudest is presented to all the other sites.

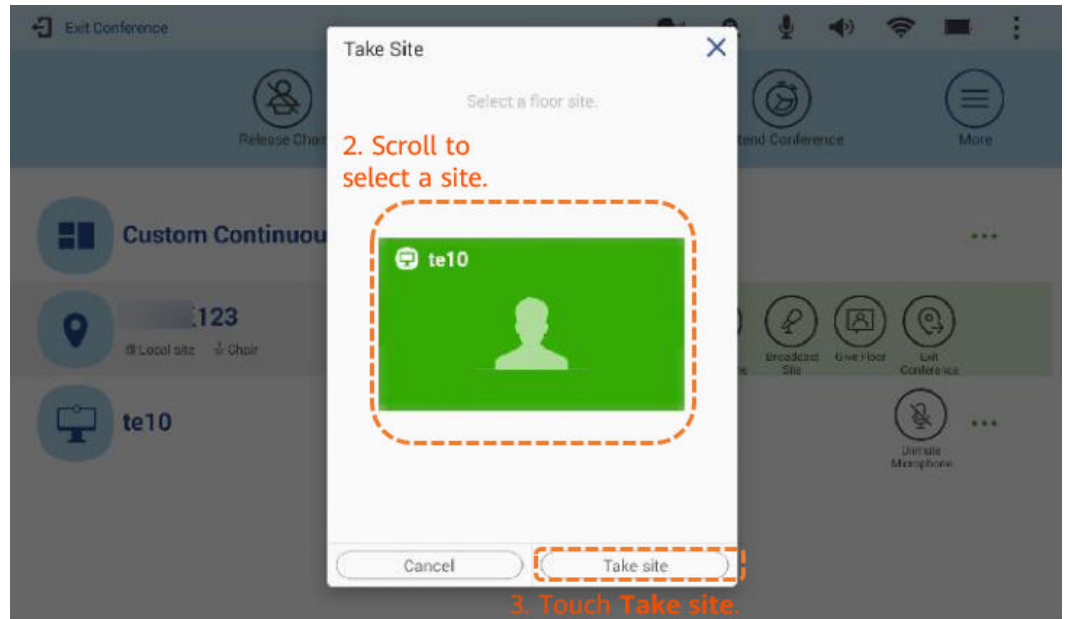


- Broadcasting a site
When a site is broadcast, all guest sites (except the site being broadcast) can view only the broadcast site, whereas the host site can view any site in the meeting.

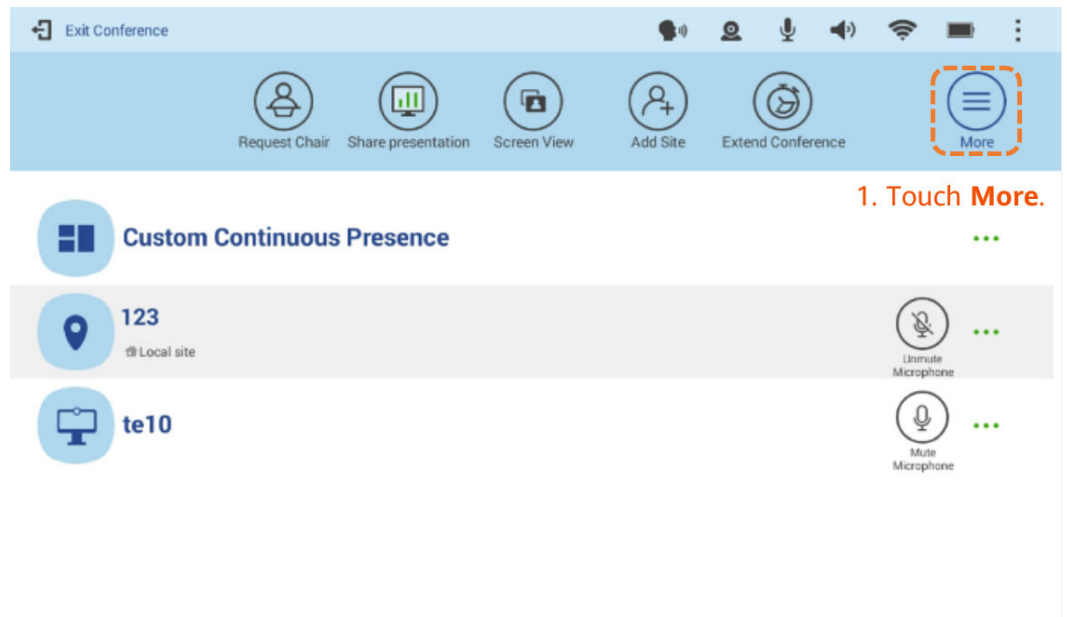


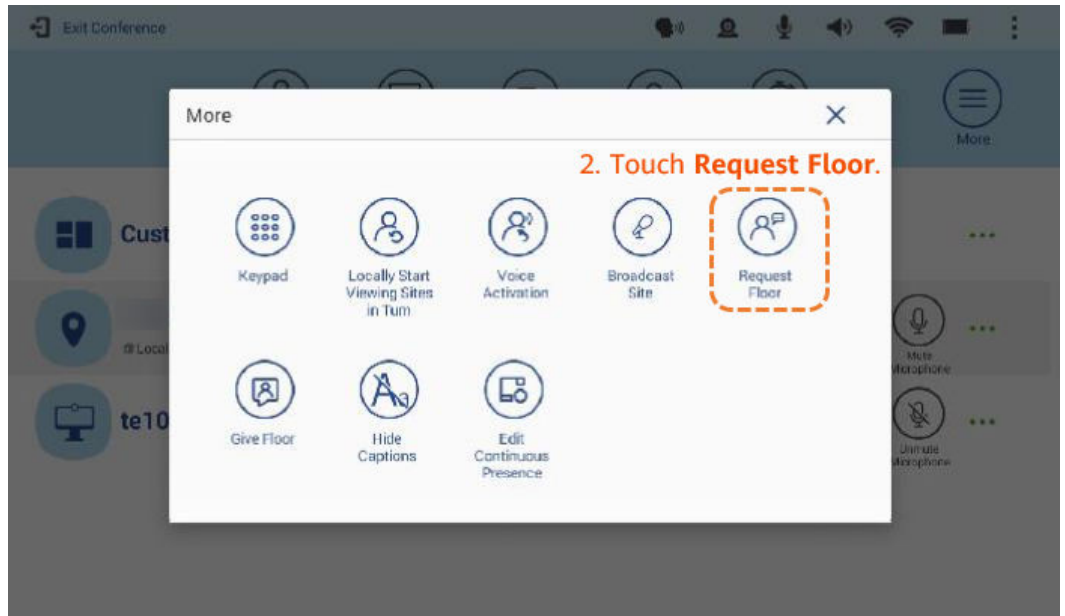
- Giving the floor
By giving the floor to a site, the host site broadcasts that site's audio and video to all other sites in the meeting. If the host site gives the floor to a site, only that site and the host have unmuted microphones.





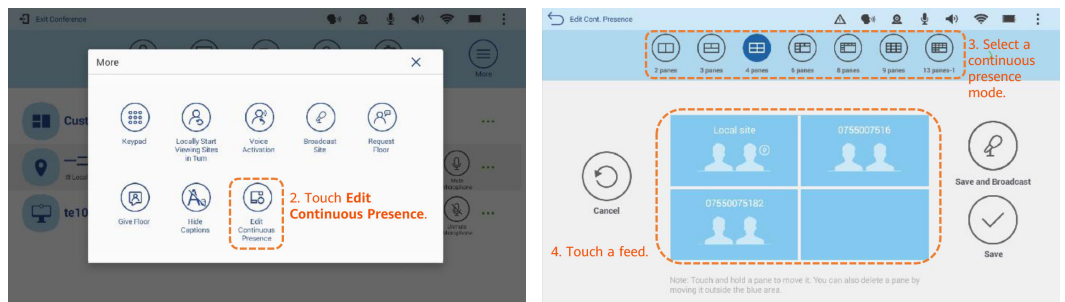
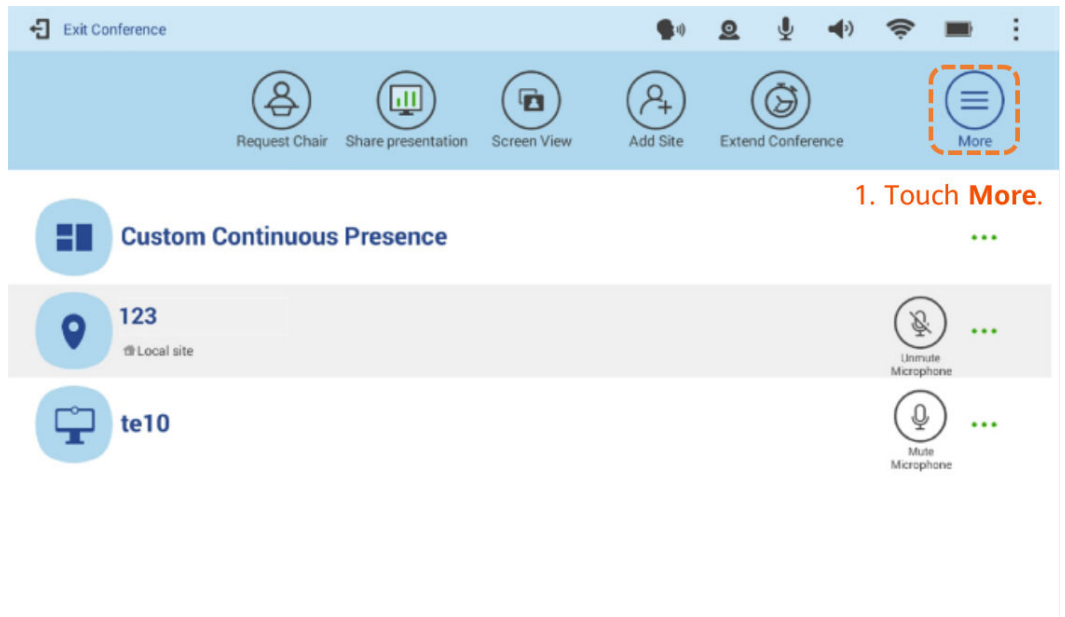
- Requesting the floor
If a meeting has the host site, guest sites can request the floor from the host site to speak in the meeting. Once a site has the floor, other sites in the meeting can view and hear that site.

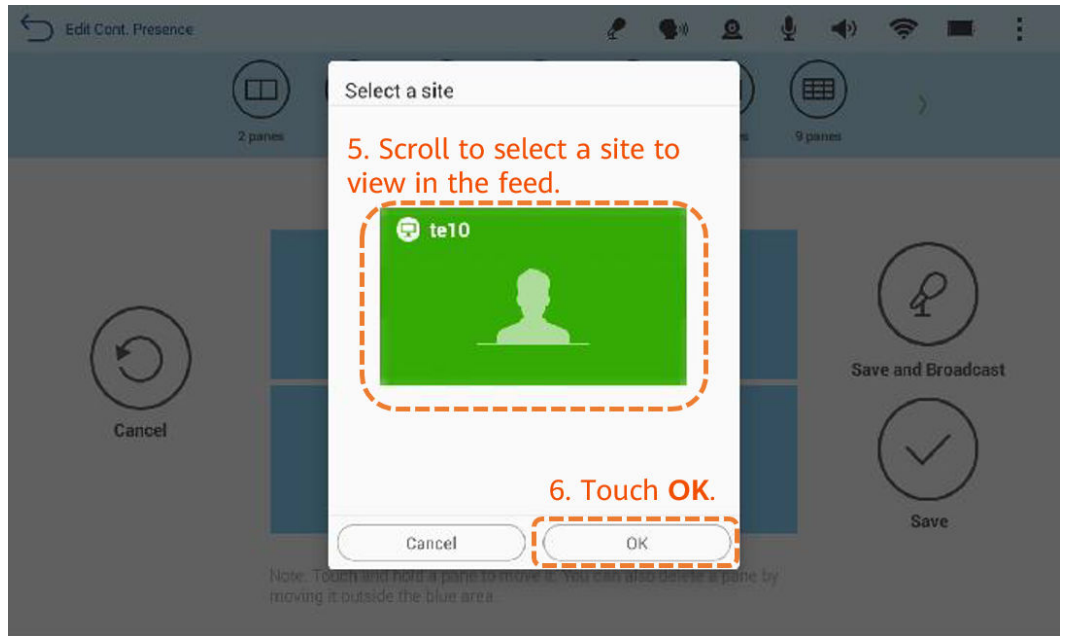




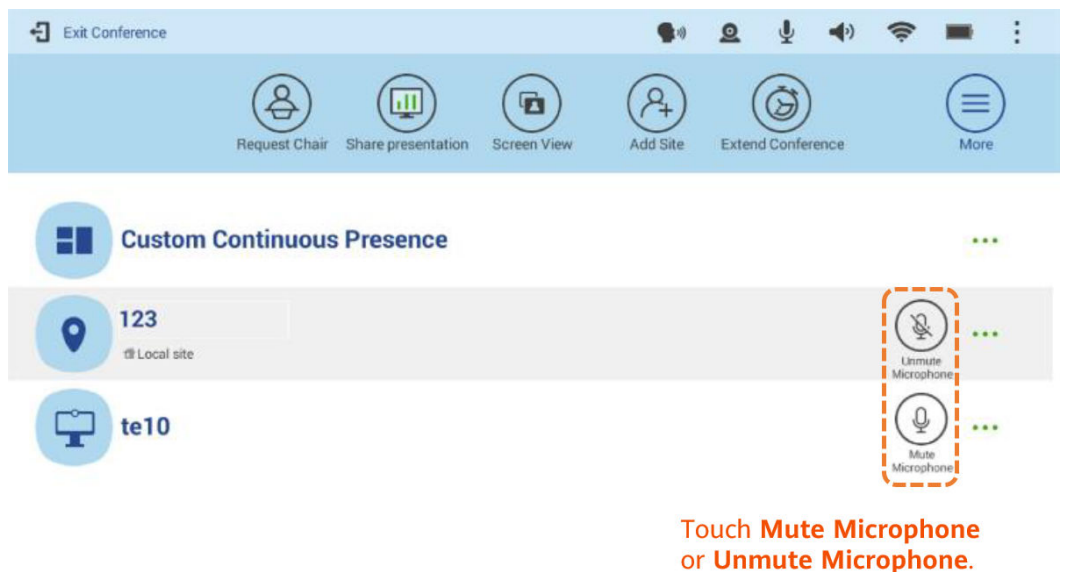
- Setting continuous presence

On the **Edit Continuous Presence** screen, touch and hold a screen and then move it by dragging and dropping.

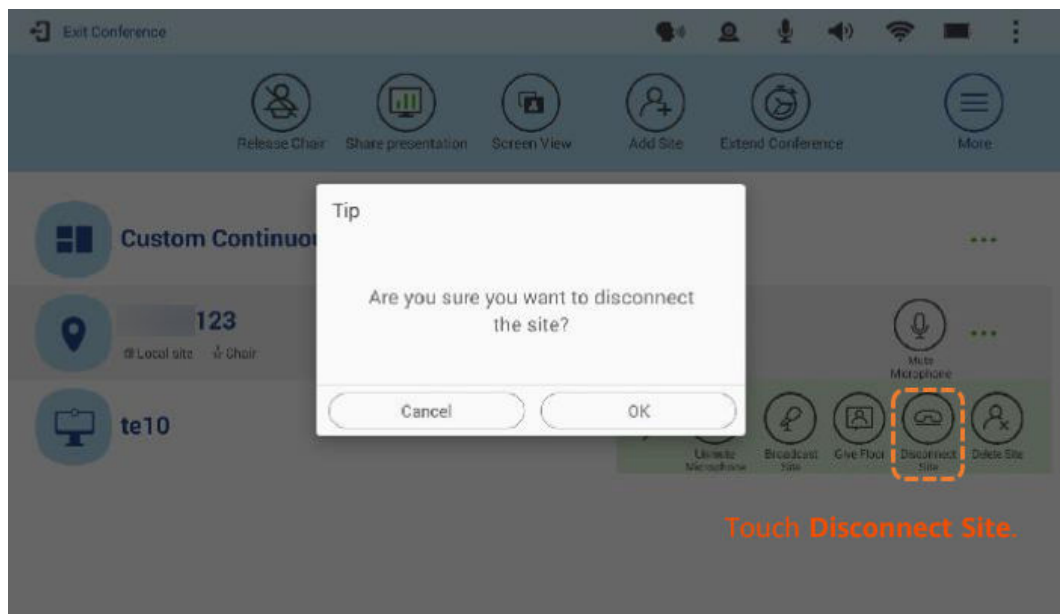
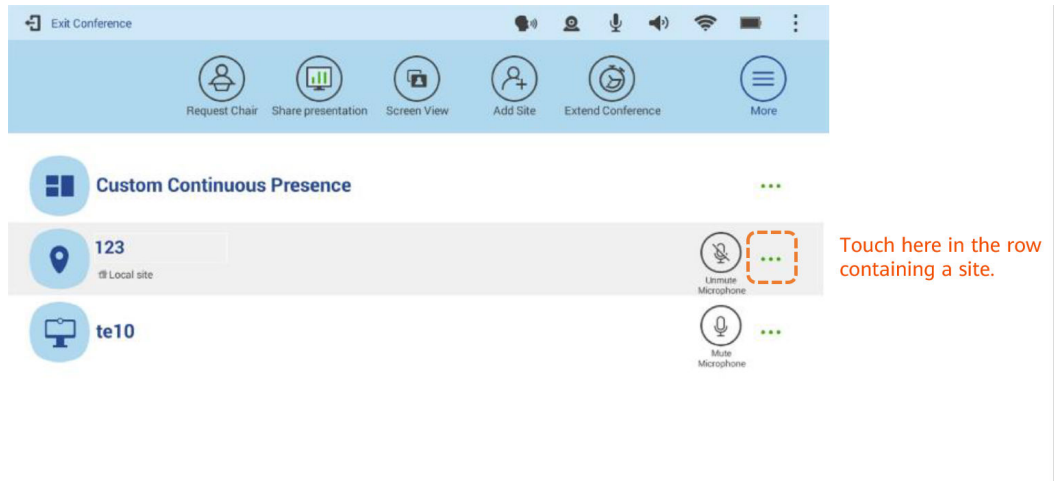




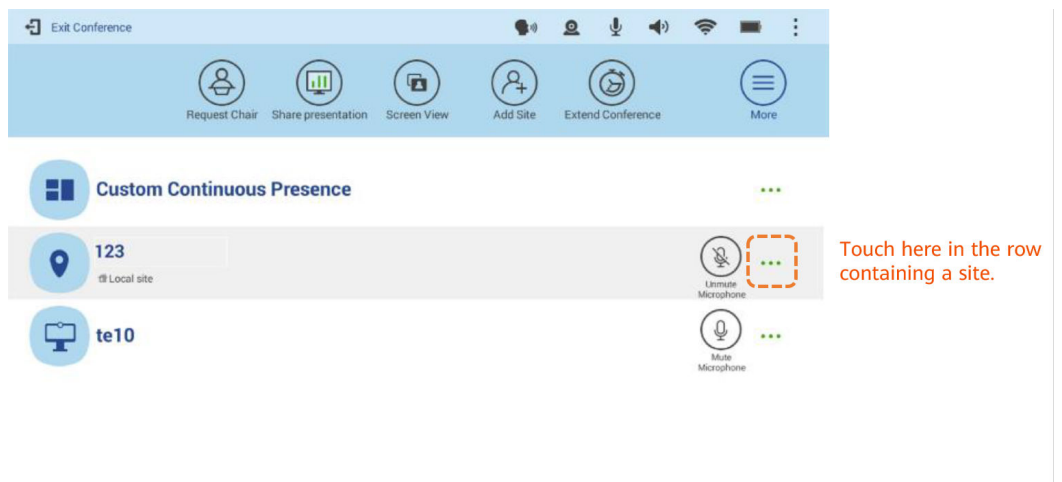
- Muting or unmuting the microphone of a site
The host site can mute or unmute a specified site's microphones so the site can be heard by other sites in the meeting.

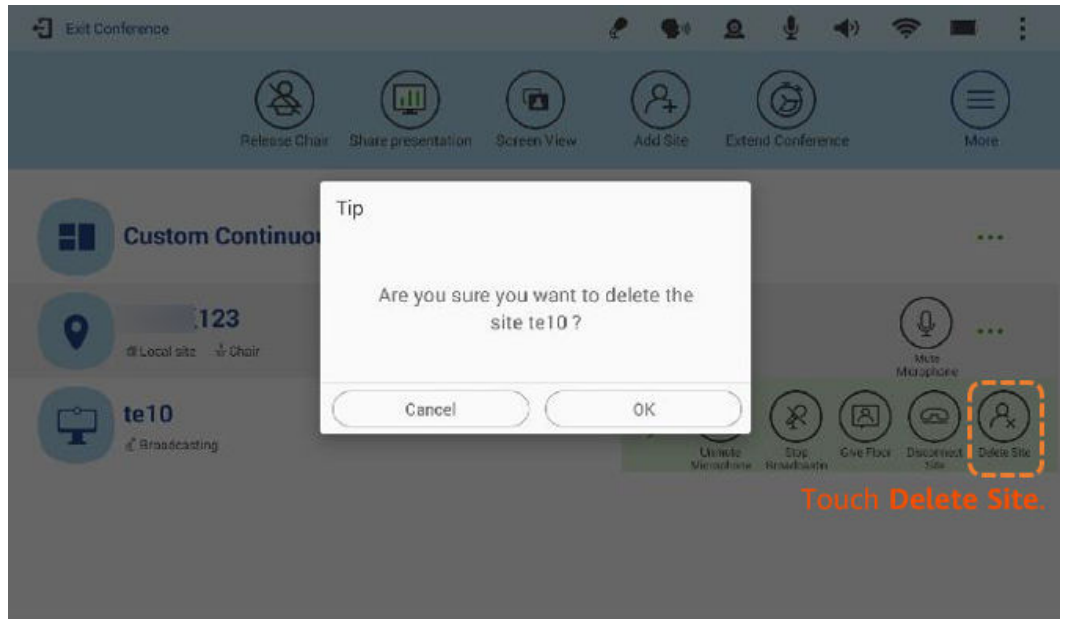


- Disconnecting a site
The host site can disconnect a site from the meeting. After the disconnection, the site leaves the meeting automatically.



- Removing a site
During a meeting, the host site can remove a site that is present in or absent from the meeting.

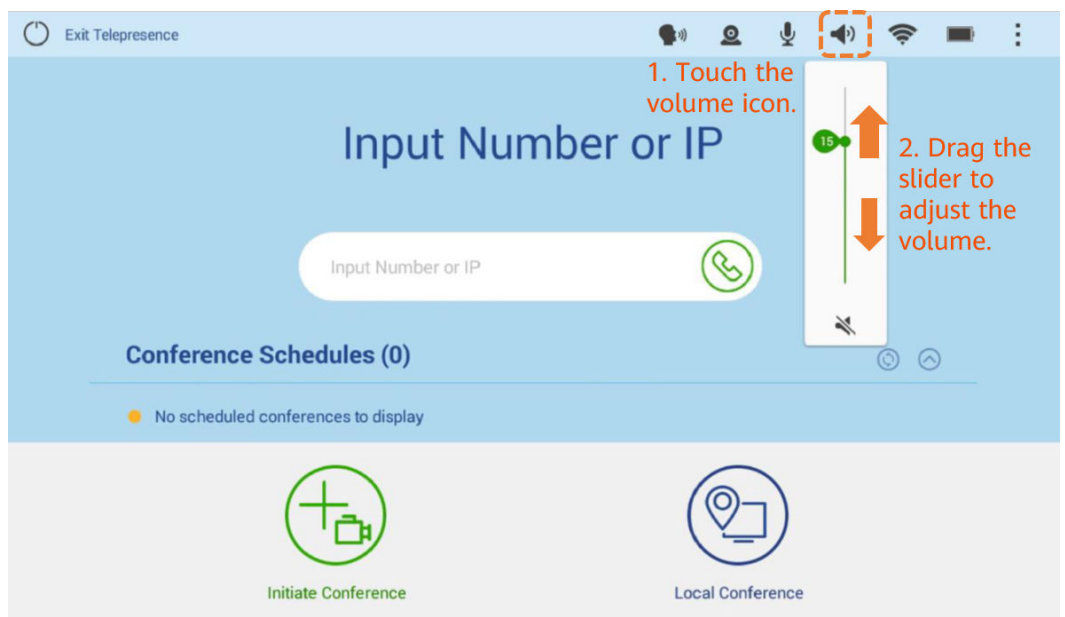




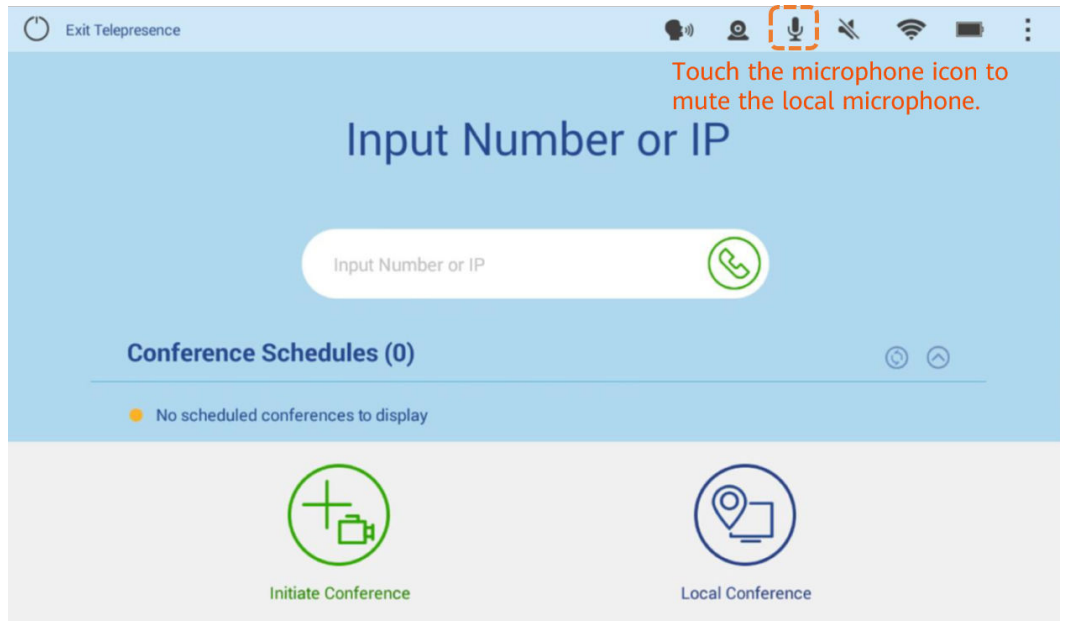
Advanced Functions

- Adjusting the volume

Changing the volume affects only the sound you hear at your site.



- Muting or unmuting the local microphone



5 CloudLink Camera 200

CloudLink Camera 200 is a next-generation 1080p full-HD PTZ camera. It uses a 8.51-megapixel CMOS image sensor and provides HDMI and USB ports. It supports plug-and-play and quick deployment. It works with Huawei's full series of HD videoconferencing terminals or HUAWEI CLOUD Meeting clients to deliver a brand-new meeting experience.

HUAWEI CLOUD Meeting PC Client + USB-Peripheral CloudLink Camera 200

After Camera 200 is powered on, you can directly connect Camera 200 to the PC through a USB cable to connect Camera 200 to the HUAWEI CLOUD Meeting client.



Powering on Camera 200

Connect the cables and power adapter to the camera, and press the Power button. About 25 seconds later, video is displayed on the display device. When the camera is powered on for the first time, the PTZ rotates to the middle position.

Checking indicator status

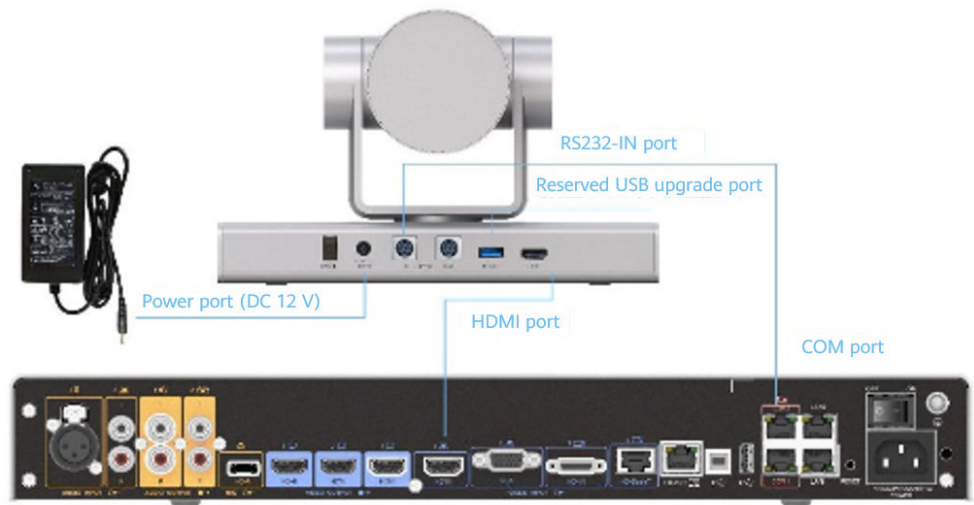
- On in green: The camera is working properly.
- On in orange: The camera is in sleep mode.
- Blinking orange: The camera software is being upgraded.
- Blinking red: The single-chip microcomputer is being upgraded.

- Blinking red: The camera is faulty.
- Blinking green: The camera is being remotely controlled.

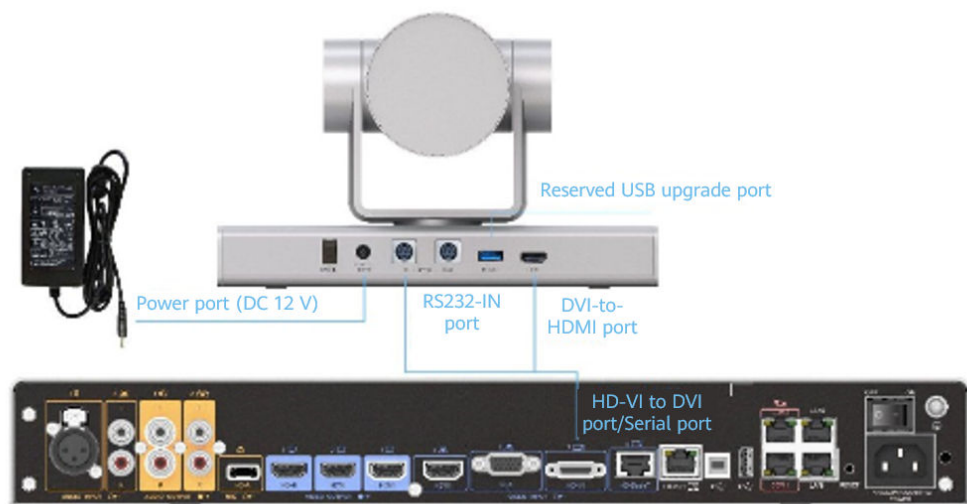
HUAWEI CLOUD Meeting Terminals + HDMI-Peripheral CloudLink Camera 200

After being powered on, Camera 200 can be connected to a HUAWEI CLOUD Meeting terminal using an HDMI cable or a HDMI-to-DVI cable. It is recommended that Camera 200 be used with the CloudLink Box series, TE40, TE50, and TE60 terminals.

1. HDMI cable connection



2. HDMI-to-DVI cable connection



 **NOTE**

Connect the camera to the HUAWEI CLOUD Meeting terminal using a USB cable to facilitate subsequent version upgrades.