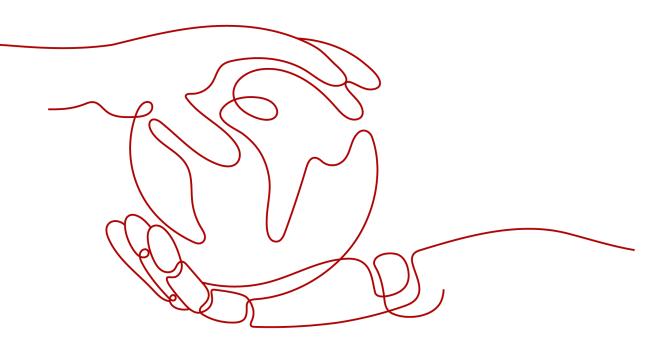
# Huawei Cloud Meeting

# IdeaHub User Guide

 Issue
 04

 Date
 2024-09-26





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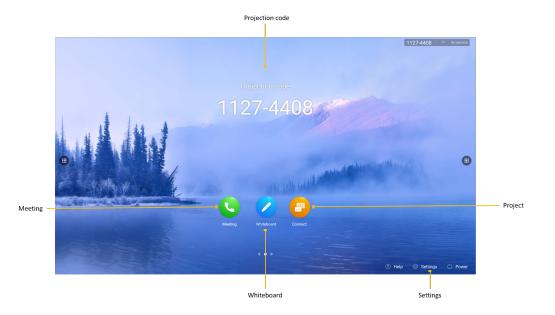
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# IdeaHub 1.0

# 1.1 Overview

Huawei IdeaHub integrates the HUAWEI CLOUD Meeting service and provides the meeting, whiteboard, projection, bulletin board, and application functions. It is dedicated to providing smooth meeting experience and enabling efficient, convenient communication and collaboration for enterprises.

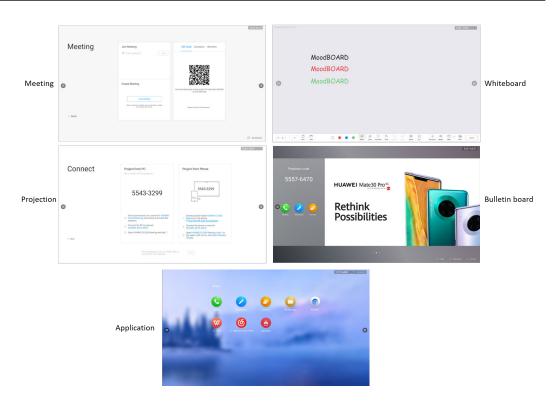
GUI



#### **Five Scenarios**

Huawei IdeaHub provides the meeting, whiteboard, projection, bulletin board, and application functions.

- You can use the whiteboard and projection at any time.
- You can contact the enterprise administrator to **publish programs on the bulletin board** or **add applications**.



# 1.2 Activating an IdeaHub via QR Code or Activation Code

Activate an IdeaHub before connecting it to Huawei Cloud Meeting.

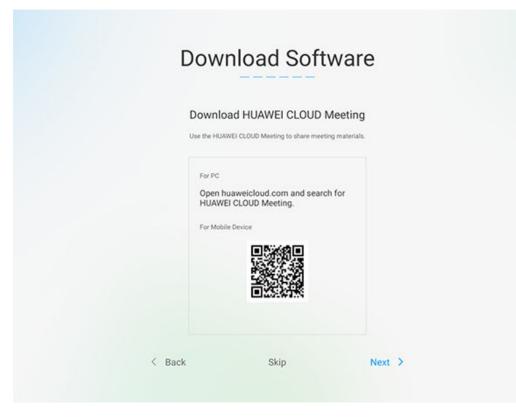
You can activate it by scanning a QR code or using an activation code when you power on the device for the first time or through the settings menu later.

#### Activation via QR Code Upon the First Startup

- **Step 1** Touch  $\rightarrow$  on the welcome screen to enter the language setting screen.
- **Step 2** Select a language and touch **Next**.
- Step 3 Select a time zone and touch Next.
- **Step 4** Configure the network and touch **Next**.
- Step 5 On the activation screen, touch QR Code.

Start the Huawei Cloud Meeting app, touch the QR code scanning icon in the upper right corner, scan the QR code on the IdeaHub, and complete the activation as prompted.

After the activation is successful, the software download screen is displayed. You can download the Huawei Cloud Meeting client on your PC or mobile phone for content sharing.



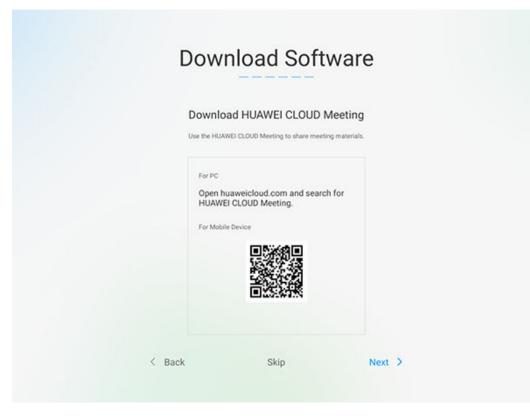
----End

#### Activation via Activation Code Upon the First Startup

- **Step 1** Touch  $\rightarrow$  on the welcome screen to enter the language setting screen.
- **Step 2** Select a language and touch **Next**.
- Step 3 Select a time zone and touch Next.
- **Step 4** Configure the network and touch **Next**.
- **Step 5** On the activation screen, touch **Activation Code**, enter a 12-digit activation code, and touch **Activate**.

Contact the enterprise administrator to **add an activation code** for your IdeaHub, and obtain the activation code from the administrator.

**Step 6** When the activation is complete, the software download screen is displayed. You can download the Huawei Cloud Meeting client on your PC or mobile phone for content sharing.



----End

#### Activation via QR Code Through the Settings Menu

- Step 1 If you did not activate the IdeaHub upon the first startup, go to Settings > Advanced > Enterprise Service on the IdeaHub home screen and select QR Code on the Access Mode screen.
- **Step 2** Log in to the Huawei Cloud Meeting app, touch the QR code scanning icon in the upper right corner, scan the QR code on the IdeaHub, and complete the activation as prompted.

After the activation is successful, **Accessed** is displayed.

----End

#### Activation via Activation Code Through the Settings Menu

- Step 1 If you did not activate the IdeaHub upon the first startup, go to Settings > Advanced > Enterprise Service on the IdeaHub.
- Step 2 On the Access Mode screen, select Manual Input.

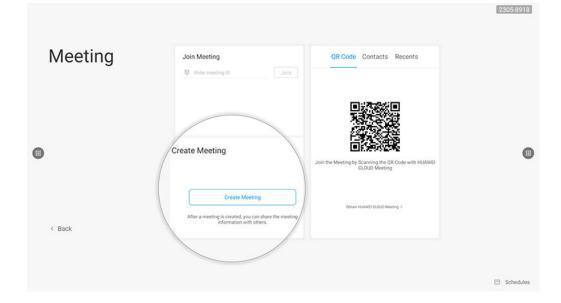
Contact the enterprise administrator to **add an activation code** for your IdeaHub, and obtain the activation code from the administrator.

When the activation is complete, Accessed is displayed.

----End

# **1.3 Creating a Meeting**

Touch **Create Meeting** to initiate an instant meeting.



# 1.4 Joining a Meeting

You can join a meeting by entering the meeting ID or scanning the QR code.

#### Using the Meeting ID

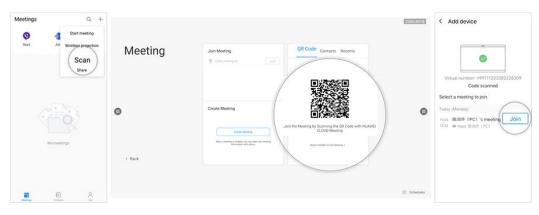
Enter the meeting ID to join a meeting.

Meeting	Join Meeting III Enter meeting ID Join	QR Code Contacts Recents	2305-8918
•	Create Meeting Dreate Meeting	Join the Meeting by Scanning the OR Code with HUAWE	•
< Back	. After a meeting is created, spry can share the meeting adjointation with others	Quain HAMPD CLOCO Meeting >	
			Schedules

#### Scanning the QR Code

Scan the QR code on the IdeaHub using a mobile phone, so you can join a meeting using the IdeaHub.

- 1. Open the HUAWEI CLOUD Meeting app and scan the QR code on the IdeaHub to pair your phone with the IdeaHub.
- 2. Select a meeting from the meeting list on the mobile app and touch **Join** to join the meeting using the IdeaHub.



# 1.5 Hosting a Meeting

#### **Meeting Control Operations**



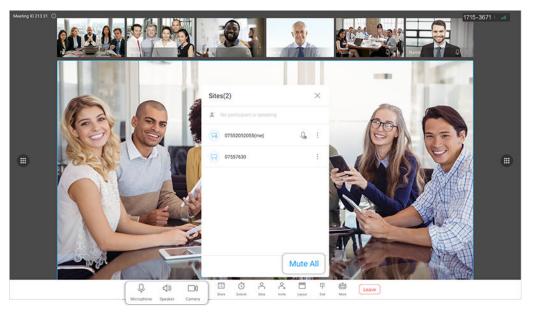
Operation	Host	Guest
Muting or unmuting themselves	Supported	Supported
Muting or unmuting all participants	Supported	Not supported

Operation	Host	Guest
Enabling or disabling the camera	Supported	Supported
Sharing a whiteboard or screen	Supported	Supported
Viewing the participant list	Supported	Supported
Inviting a participant to the meeting	Supported	Not supported
Switching video layouts	Supported	Supported
Relinquishing the host role	Supported	Not supported
Applying to be the host	Not supported	Supported
Requesting the floor	esting the floor Not supported Supported	
Extending the meeting	the meeting Supported Not supported	
Locking the meeting	Supported	Not supported
Ending the meeting	Supported	Not supported
Leaving the meeting	Supported	Supported

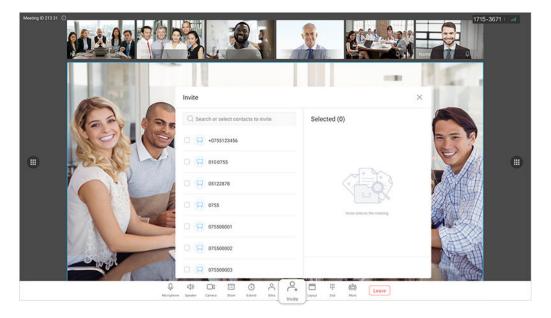
#### Disabling the Microphone or Camera

The host can disable their own microphone, speaker, or camera, or mute all guests.

A guest can disable their own microphone, speaker, or camera.



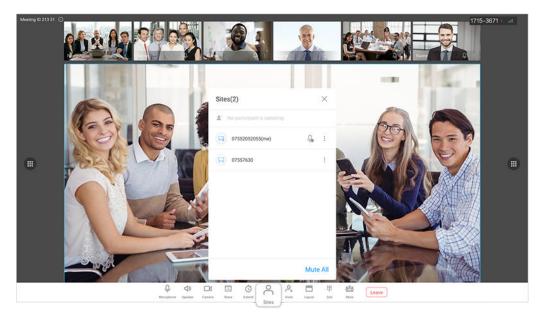
#### **Inviting a Participant**



The host can invite other users to the meeting.

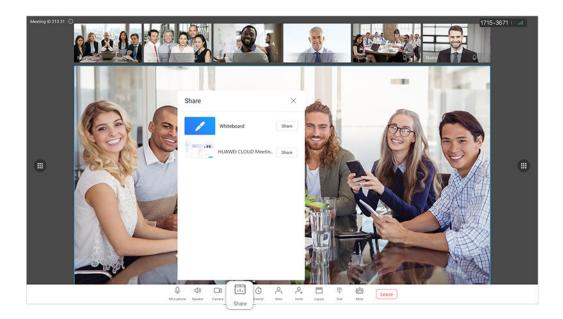
#### Viewing the Participant List

All participants can view the participant list.



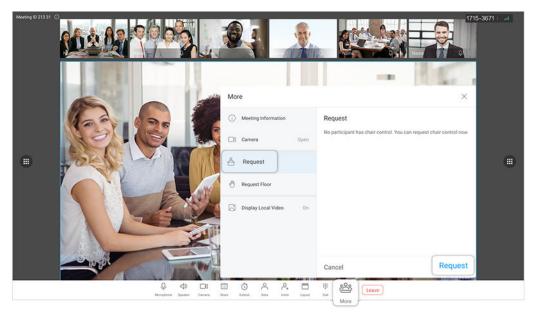
#### Sharing a Whiteboard or Screen

- All participants can share a whiteboard in a meeting. For details, see Whiteboard Operations.
- If a participant projects a screen to the IdeaHub using the HUAWEI CLOUD Meeting client, the participant can also share the screen with other participants. For details, see **Wireless Projection**.



#### Relinquishing or Applying the Host Role

The host can relinquish the host role. If there is no host in the meeting, a guest can apply to be the host. However, the guest must have the host password.



#### Switching Video Layouts

The host or a guest can select a video layout, including the gallery, presenter, and PiP layout.



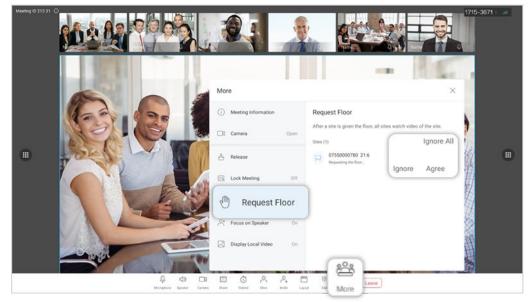
## Requesting the Floor

A guest can request the floor and talk after being allowed by the host, and other participants will be automatically muted.

### Participants

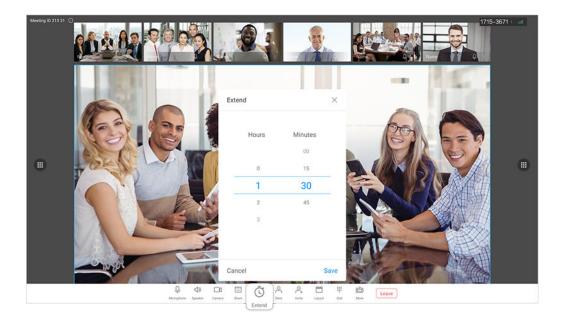


Host



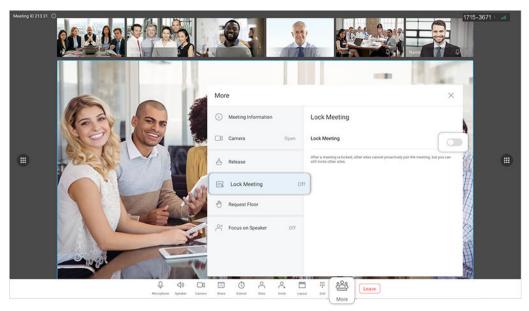
#### **Extending the Meeting**

The host can extend the meeting.



#### Locking the Meeting

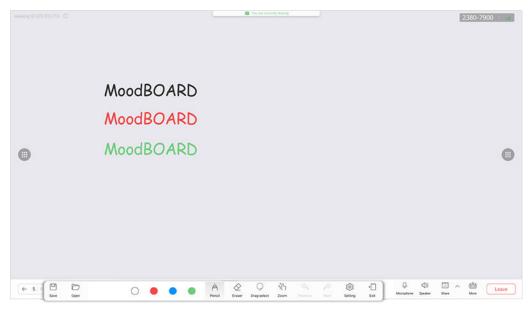
The host can lock the meeting. Users can join the locked meeting only after being invited by the host.



# **1.6 Whiteboard Collaboration**

The built-in whiteboard of the IdeaHub supports collaboration between the local and remote ends. You can take away the meeting minutes or open whiteboard files by scanning QR codes with mobile phones.

#### Whiteboard Operations



- Eraser: Select Erase or Clear.
- **Drag-select**: Circle an area to select all the content in it. Then you can move, delete, and zoom in or out on the selected area.
- **Zoom**: Drag, move, and zoom in or out on the canvas using your fingers. You can touch  $\begin{pmatrix} < \\ \end{pmatrix}$  to disable the zoom function. Then the icon changes to

and two people can write on the whiteboard at the same time. Touch so enable the zoom function.

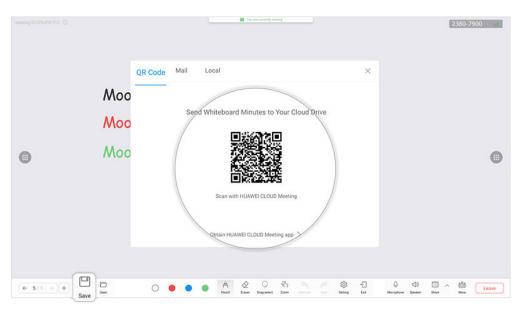
• **Setting**: You can set the background color of the whiteboard.

#### Saving the Whiteboard Drawings

Touch **Save** in the lower left corner to save whiteboard drawings by scanning the QR code, sending an email, or locally.

• Scanning the QR code

Use the HUAWEI CLOUD Meeting app to scan the QR code to save whiteboard drawings.



• Sending an email

Send whiteboard drawings by email.

You need to set the sender email address in **Settings** > **Advanced** > **Mail**.

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• Saving whiteboard drawings locally Save whiteboard drawings on the IdeaHub.

You can choose **Settings** > **Advanced** > **Whiteboard Local Storage** and enable or disable **Whiteboard Local Storage**.

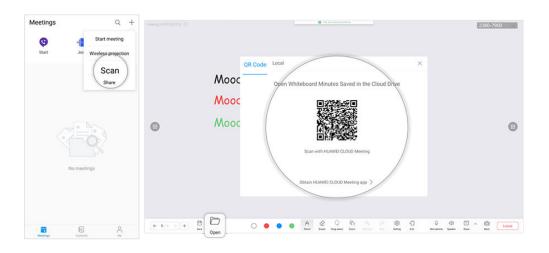
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#### Viewing and Opening a Whiteboard File

Viewing whiteboard minutes on the HUAWEI CLOUD Meeting client
 Log in to the HUAWEI CLOUD Meeting client and choose eMeetings >
 Whiteboard minutes to view the meeting minutes.

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Whiteboard minutes	Whiteboard minutes File norm     Whiteboard minutes2.PDF     Whiteboard minutes1.PDF     Whiteboard minutes1.PDF     Whiteboard minutes1.PDF     Whiteboard minutes1.PDF     Whiteboard minutes1.PDF	525 22.4M 22.4M 22.4M 22.4M 22.4M	Modified 2020-5-2010:10:22 2020-5-2010:10:22 2020-5-2010:10:22 2020-5-2010:10:22	Coveration C C C	Amy ngy12 Scan eMeetings Settings Feedback Feedback Share	<ul> <li>Whiteboard minutes1.PDF 2020-5-20 10:10:22</li> <li>Whiteboard minutes3.PDF 2020-5-20 10:10:22</li> </ul>	22.4N

- Scanning the QR code on the IdeaHub to open a saved whiteboard file
  - a. Touch **Open** in the lower left corner of the whiteboard and select the **QR Code** tab.
  - b. Log in to the HUAWEI CLOUD Meeting app on your mobile phone, touch
     + in the upper right corner, and select Scan to scan the QR code on the IdeaHub.
  - c. Select the whiteboard file to open on the IdeaHub.



# 1.7 Projection

#### Wireless Projection

Enter the projection code on the HUAWEI CLOUD Meeting client to project a screen to the IdeaHub.

#### **NOTE**

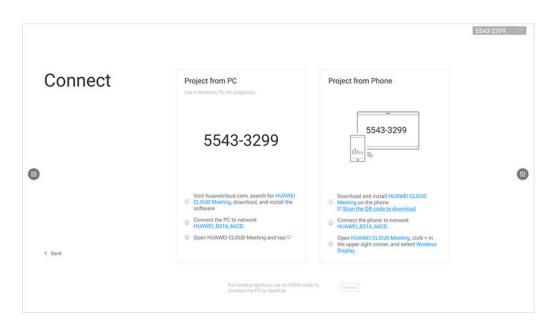
Ensure that the client and IdeaHub are connected to the same public network.

- If the client and IdeaHub are in the same network segment on the same LAN, set the projection code to a string of eight numbers.
   The client and IdeaHub are in the same network segment when their first bytes of IPv4
- addresses are the same.
  If the client and IdeaHub are in different network segments on the same LAN, set the projection code to a string of eight letters.
- Projection from a PC

Log in to the HUAWEI CLOUD Meeting PC client, click , and enter the projection code displayed on the IdeaHub.

• Projection from a mobile phone

Log in to the HUAWEI CLOUD Meeting app, touch + in the upper right corner, select **Wireless projection**, and enter the projection code displayed on the IdeaHub.



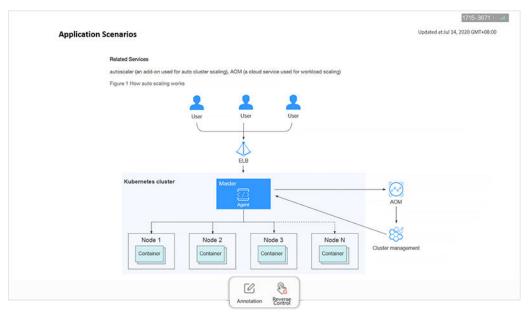
#### **Projection Annotation and Reverse Control**

After the projection is successful, the **Annotation** and **Reverse Control** buttons are displayed at the bottom of the IdeaHub screen.

- Annotation: Touch this button to take a screenshot of the projection screen and open the screenshot on the whiteboard. Then you can add annotations on it.
- **Reverse Control**: Touch this button to control the PC desktop. Touch the button again to disable reverse control.

#### **NOTE**

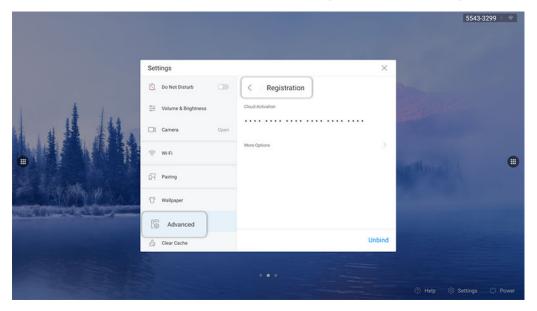
Reverse control is not available for projection from mobile phones.



# 1.8 IdeaHub Settings

#### **Registration Settings**

You can activate or unbind the IdeaHub in **Settings** > **Advanced** > **Registration**.



#### Sender Email Settings

You can choose **Settings** > **Advanced** > **Mail** and set the email address from which whiteboard files are sent.

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	😚 Wallpaper	🧭 Sohu	
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#### Saving Whiteboard Drawings Locally

You can choose **Settings** > **Advanced** > **Whiteboard Local Storage** and enable or disable **Whiteboard Local Storage**. When **Whiteboard Local Storage** is enabled,

whiteboard drawings and annotation can be saved to a local folder on the IdeaHub.

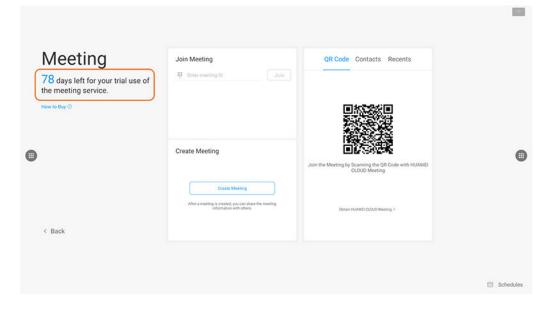
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# 1.9 FAQs

# **1.9.1 How Do I Upgrade the Trial Edition to the Commercial Edition?**

If you have used a trial activation code to activate an IdeaHub, you can view the remaining trial days on the **Meeting** screen.

To use the Huawei Cloud Meeting service after the trial expires, purchase an IdeaHub access account and upgrade the trial edition to the commercial edition.



#### **Upgrading the Edition**

Step 1 Purchase an IdeaHub access account.

1. Go to the **Buy Meeting Resource** page.

**NOTE** 

Log in to Huawei Cloud using a Huawei Cloud account that has **completed enterprise real-name authentication**. For details, see **Enterprise Real-Name Authentication**.

2. On the **Buy Meeting Resource** page, set the required quantity of IdeaHub access accounts.

Figure 1-1 Setting IdeaHub access accounts

cces	s Account				
	IdeaHub Access Account	IdeaHub S/Pro/Enterprise	IdeaHub S2/ES2/S2 Pro/ES2 Pro	IdeaHub B2 N/A	/unit/year
	Applies to IdeaHubs and supports	1080p video resolution.			
	-   1   +				

3. Click **Next** and buy the resources after confirmation.

#### **Step 2** Add and obtain a commercial activation code as the enterprise administrator.

- 1. Log in to the **Huawei Cloud Meeting Management Platform** using an enterprise administrator account.
- 2. In the navigation pane, choose **Meeting Room Devices** > **Intelligent Collaboration Devices** > **Team Collaboration Boards**.
- 3. On the **Team Collaboration Boards** page, click **Add Activation Code**.

 Meeting Room Devices / Intelligent Collaboration Devices / Team Collaboration Boards

 Image: Collaboration Boards

 You can add, activate, and manage smart large-screen terminals such

 Departments
 Import Export

 Add Activation Code
 Delete

 Device Name
 Department

 Device Name
 Device Type

 Device Name
 Device Type

4. On the **Add Activation Code** page, enter the IdeaHub details and save the details.

If you have purchased cloud meeting room resources, you can associate the IdeaHub with a cloud meeting room. After the association, the IdeaHub becomes the owner of the cloud meeting room.

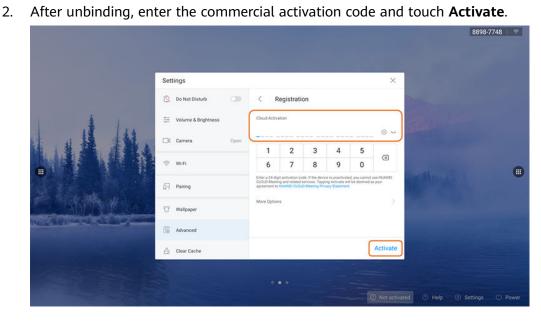
Meeting Room Devices / Intelligent Collaboration Devices / Team Collaboration Boa	ards / Add Activation Code
C Add Activation Code	
If your IdeaHub version is 21.0.0 or earlier, enter a 12-digit verification code an	id append 12 zeros to the code to activate IdeaHub.
* Team Collaboration Board Name	Team collaboration board name
* Department	
* Email Address	
Remarks	Remarks
	li li
	Save Cancel

5. On the **Team Collaboration Boards** page, obtain the added activation code to activate the IdeaHub.

Meeting Room Devices / Intelligent Collaboration Devices / Team Collaboration Boards							
Team Collaboration Boards You can add, activate, and manage smart large-screen terminals such as Huawei Enterprise IdeaHub and Board series.							
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Device Name	Department	Device Type	Device SN	Activation Code 🖂			
	pards You can add, activate,	Add Activation Code Delete Export	Add Activation Code Delete Export	Add Activation Code Delete Export			

- **Step 3** Unbind the trial activation code from the IdeaHub and use the commercial activation code to activate the IdeaHub again.
  - 1. Choose **Settings** > **Advanced** > **Registration** and touch **Unbind** to unbind the trial activation code from the IdeaHub.

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<ul> <li>Advanced</li> <li>Clear Cache</li> </ul>	Unbind	



----End

### 1.9.2 How Do I View the IdeaHub Software Version?

On the IdeaHub home screen, choose **Settings** > **Device Info** to view the software version.

The recommended version is HUAWEI IdeaHub 21.0.RC3 Release 21.0.RC3 Aug 11 2020 23:17:17. If the version is not the recommended one, contact the device provider for upgrade.

# **2** IdeaHub 2.0

# 2.1 Overview

Huawei Cloud IdeaHub integrates the Huawei Cloud Meeting service and provides the meeting, whiteboard, projection, and app functions. It is dedicated to providing smooth meeting experience and enabling efficient, convenient communication and collaboration for enterprises.

#### GUI



#### **Five Scenarios**

IdeaHub provides the meeting, whiteboard, projection, bulletin board, and app functions.

- You can use the whiteboard and projection at any time.
- You can contact the enterprise administrator to **publish programs on the bulletin board** or **add apps**.

#### Figure 2-1 Meeting

				JIVV-XOUC   🗙 📉 📑 09	2:11
	Meetings Welcome to Huawei Cloud Meeting SmartRooms De	talls  ③ Meeting settings	My schedule	Contacts	
	Join meeting	155			
<	Cat Start meeting	Scan with Huawei Cloud Meeting to join Download app >		None scheduled	

Figure 2-2 Whiteboard

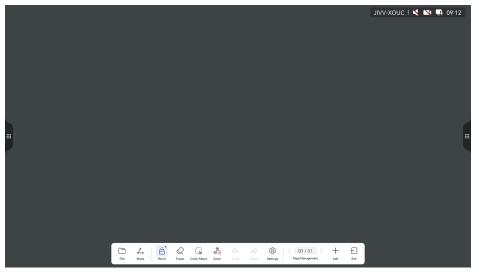
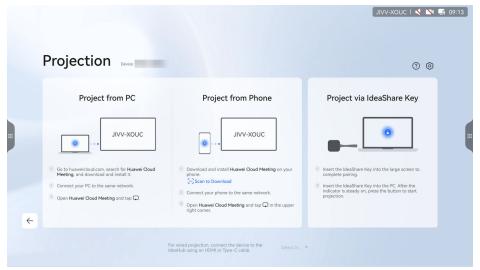
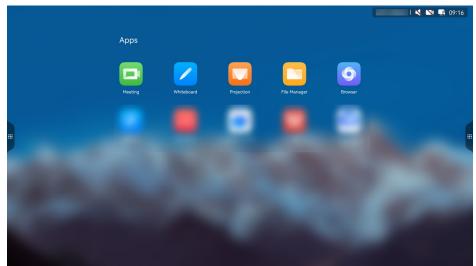


Figure 2-3 Projection



#### Figure 2-4 App



# 2.2 Activating an IdeaHub via QR Code or Activation Code

#### **Configuring the Startup Wizard**

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

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



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

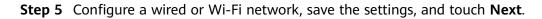
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By tapping Agree, you acknowledge that you have read and agree to the following content and End User Software  Present elevice inducts that you drawed ge and agrees to the two on Hawei device. Using any there indevice inducts that you advected ge and agrees to the two on Hawei device. Using any there indevice indevice indevice or download this software update.  Learn More  Software Update is a basic service that allows you to update your device system and enterprise-automized service. This service require access to the relovant and many require the media and the premission during use. It will also collect and use the following information:  Learn More  Grant Permission
End User Software Presse read the End User (Correct Agreement carefully) before using your Heavei device. Using any heave the End User (Correct Agreement carefully) before using your Heavei device. Using any heave the End User (Correct Agreement Carefully) before using your Heavei device. Using any heave the end of the End User (Correct Agreement Carefully) before using your Heavei device. Using any heave the end of the End User (Correct Agreement Carefully) before using your Heavei device. Using any heave the end of the End User (Correct Agreement Carefully) before using your Heavei device using any heave the end of the End User (Correct Agreement Carefully) before using your Heavei device using the end of th
Prese and the End Uper Levens Agreement cannelly before using your Hawei device. Using any these televices do not use any theorement cannelly before using the term of conditions of this Agreement. Chinevite, de not use any theoremidence or download this offware update. Learn More Software Update Is a basic service that allows you to update your device system and enterprise-automized services. This arrive require 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 Learn More Learn More Context Cont
Software Update Software update is a basic service that allows you to podde your draves aystem and meterinferences and allowed services. This service neurosciences 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
Software update is a basic service that allow you to update pur device system and environmentation of an environmentation of the service of an environmentation of the method and and 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 CommonWealth Dominica	Christmas Cocos Colombia Common
Cocos Colombia Common	Cocos Colombia Common CommonWealth Dominica
Colombia Common	Colombia Common CommonWealth Dominica
	CommonWealth Dominica
CommonWealth Dominica	
Comorin	Comorin

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

Ø	
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 >



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

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

	88	
	Enhanced Services	
By tapping Next, you u	nderstand and agree to the follo	owing selected services
✓ Sel		
<ul> <li>you agree to the Statemen product stability and usabi device identifiers when yo</li> </ul>	bin the User Experience Improvement Pro- About User Experience Improvement Pro- ty, the Program requires you to allow relation of ur device is connected to the Internet. It on, network, device, and app information	ogram. To help us improve ated storage permissions and t collects and uses personal
improvements. You will reco	oftware updates to deliver the latest func- ive a notification before update installati Update, and tap the settings icon in the	ion. To disable this function,
< Back		Next >

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

You can also touch More Settings to configure administrator information.

Sy	stem configuration is complete
	Get Started
Ву с	More Settings onfiguring administrator information, you can enable more services.

#### ----End

After the initial configuration in the startup wizard is complete, access the Meeting app from the IdeaHub home screen and activate the meeting service by scanning a QR code or entering an activation code.

#### Activation via QR Code

**Step 1** (Optional) Enable IdeaManager.

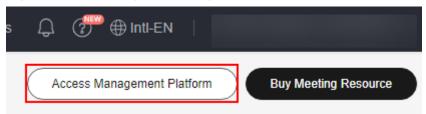
#### **NOTE**

IdeaManager must be enabled before IdeaHub activation and use.

If you are the enterprise administrator, you can also enable IdeaManager when enabling Huawei Cloud Meeting. For details, see **Creating an Enterprise or Organization**. Skip this step if you have already enabled IdeaManager.

- 1. Go to **Huawei Cloud Meeting website**, click **Console**, and enter the account and password of the enterprise default administrator to log in.
- 2. On the Huawei Cloud Meeting console, click **Access Management Platform** in the upper right corner.

#### Figure 2-5 Accessing the Management Platform



- 3. In the navigation pane of the Huawei Cloud Meeting Management Platform, choose **Administrator** > **Apps**.
- 4. On the **Apps** page, click **Enable** next to IdeaManager.

#### Figure 2-6 Enabling IdeaManager

Huawei Cloud Meeting Manag	iement Platform	Online Subscription   Host Meeting   Consulting
Individual	Apps	
🕮 Meetings 🗸 🗸		
My Recordings	IdeaManager	
External Contacts	Ideahub Device Management	Enable
Meeting Settings	Huawei Technologies Co., Lld.	
요 My Profile		
Administrator		
û Home		
81 Enterprise Management 👻		
🖨 Meeting Room Devices 👻 🍕		
Meetings		
88 Apps		
Advanced Settings ~		

- 5. On the **App Details** page, click **Enable** again.
- 6. Read the message in the displayed dialog box and click **Enable**.

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



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

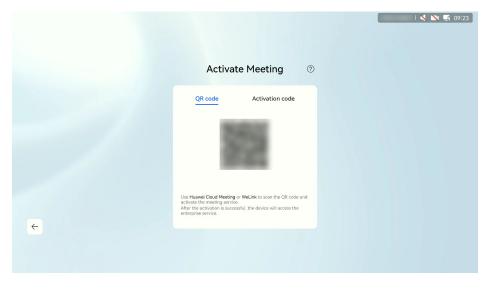


**Step 4** Touch **QR code** on the IdeaHub.

Log in to the Huawei Cloud Meeting app, touch the QR code scanning icon in the upper right corner, scan the QR code on the IdeaHub, and complete the activation as prompted.

#### **NOTE**

The IdeaHub and the Huawei Cloud Meeting account must be at the same site. Log in to the Huawei Cloud Meeting app using an International site account.





#### Activation via Activation Code

Step 1 Obtain an activation code from your enterprise administrator.

An enterprise administrator can log in to the Huawei Cloud Meeting Management Platform and add an activation code for an IdeaHub to activate the device. For details, see **Adding a Commercial Activation Code**.

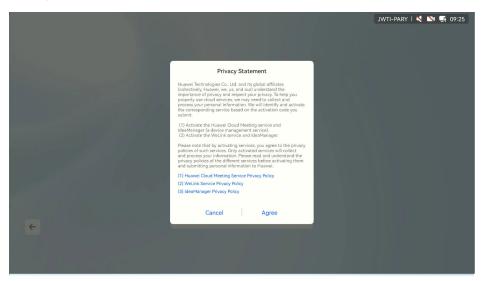
#### D NOTE

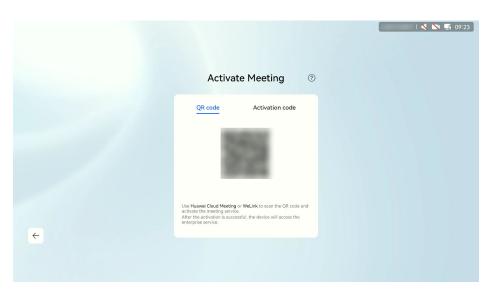
The IdeaHub and the account used for adding the activation code must be at the same site. Log in to the Management Platform using an International site account and add an activation code.

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



**Step 3** Read the privacy statement and touch **Agree**. The **Activate Meeting** screen is displayed.





**Step 4** Touch **Activation code**, enter a 12-digit activation code, and touch **Activate**.

QR code       Activation code         QR code       Activation code         1       2       3       4       5       Code
1       2       3       4       5       C         1       2       3       4       5       C         6       7       8       9       0       C         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 enterprine 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 read and agree to the Privacy Statement. After the activation is successful, the device will access the enterprise service.

----End

### Enabling 1080p Ultra-HD Video

When the device is activated, you can enable 1080p ultra-HD video as required. For details, see **How Do I Enable 1080p Ultra-HD Video?** 

#### Deactivating a Device

To deactivate a device, perform the following steps:

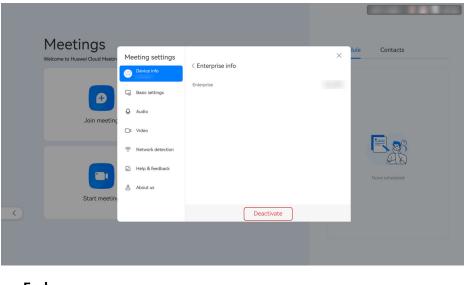
**Step 1** Touch the Meeting icon on the IdeaHub home screen to access the Meeting app.



**Step 2** On the **Meetings** screen, touch **Meeting settings**.

	Meetings Welcome to Huawei Cloud Meeting SmartRooms Details	③ Meeting settin	ngs My schedule	Contacts	
	Join meeting	255			
<	Can Start meeting	Scan with Huavel Cloud Meeting to join Download app >		None scheduled	

Step 3 Choose Device info > Enterprise info and touch Deactivate at the bottom.



## 2.3 Creating a Meeting

#### Step 1 Activate the IdeaHub by scanning the QR code or using an activation code.

- **Step 2** Allocate a cloud meeting room to the IdeaHub as the enterprise administrator.
  - 1. Go to **Huawei Cloud Meeting website**, click **Console**, and enter the account and password of the enterprise administrator to log in.
  - 2. On the Huawei Cloud Meeting console, click **Access Management Platform** in the upper right corner.

Figure 2-7 Accessing the Management Platform

; Q	🕐 🌐 Inti-EN 🛛	
A	Access Management Platform	Buy Meeting Resource

- 3. In the navigation pane of the Huawei Cloud Meeting Management Platform, choose Administrator > Enterprise Management > Cloud Meeting Rooms.
- 4. On the **Cloud Meeting Rooms** page, locate a cloud meeting room and click **Allocate** in the **Hard Terminal** column.

Figure 2-8 Allocating a cloud meeting room

		25 parties	2024/02/29 20:15:13	Allocate	wenhanta Recycle	Disable		
Name	Cloud Meeting ID	Concurrent Parties	Expires	Hard Terminal	Soft Client	Operation		
						III Card View		
Cloud Meeting Rooms Vou can allocate subscribed cloud meeting rooms to users or hard terminals.								
terprise Management / Cloud Meeting Rooms								

5. In the displayed dialog box, click the **IdeaHub** tab and select the target IdeaHub.

Smart TV IdeaHub	SmartRooms	Hard Termin	al		Q Name, account, or email
Departments		Name	Department	Account	Email Address
	۲	с	C	IdeaHub	
<u>C</u>					
					Total: 7 < 1 > 10 / page

Figure 2-9 Allocating a cloud meeting room to an IdeaHub

6. Click OK.

**Step 3** Create a meeting on the IdeaHub.

- 1. Touch **Meeting** on the IdeaHub home screen.
- 2. Touch **Start meeting** to start an instant meeting.

#### Figure 2-10 Starting a meeting

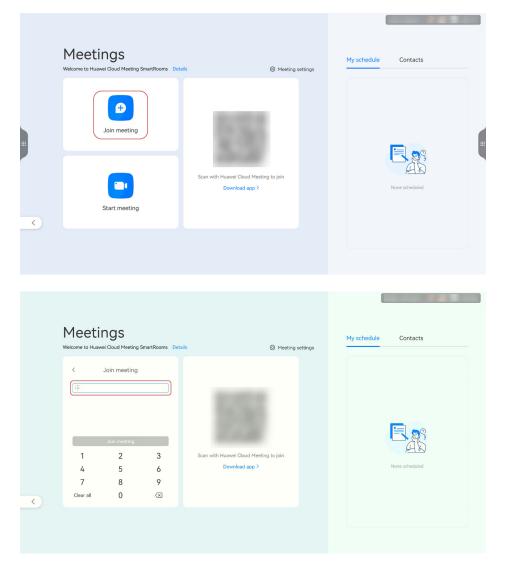
		Meetings Welcome to Huawei Cloud Meeting SmartRooms	Details	Meeting settings	My schedule	Contacts	
		Join meeting	Scan with Huawei Cloud Meetin Download app >	g to join		None scheduled	
E	Ind						

# 2.4 Joining a Meeting

You can join a meeting by entering the meeting ID or scanning the QR code.

#### **Entering a Meeting ID**

Touch **Join meeting** and enter a meeting ID to join the meeting immediately.



#### Scanning a QR Code

Scan the QR code on the IdeaHub using a mobile phone to join a meeting using the IdeaHub.

- 1. Open the Huawei Cloud Meeting app and scan the QR code on the IdeaHub to pair your phone with the IdeaHub.
- 2. Select a meeting from the meeting list on the app and touch **Join** to join the meeting using the IdeaHub.

Meetings Welcome to Huawei Cloud Meeting SmartRooms Details	© Meeting setti	My schedule	Contacts	
 Join meeting				
Start meeting	Scan with Huawei Cloud Meeting to join Download app >		None scheduled	

# 2.5 Hosting a Meeting

## Meeting Control Operations



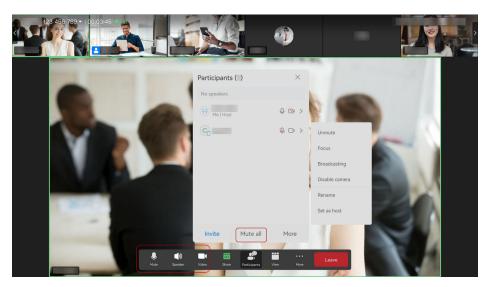
Operation	Host	Guest
Muting or unmuting themselves	Supported	Supported
Muting or unmuting all participants	Supported	Not supported
Enabling or disabling the camera	Supported	Supported
Sharing a whiteboard or screen or projecting a screen	Supported	Supported

Operation	Host	Guest
Viewing the participant list	Supported	Supported
Inviting a participant to the meeting	Supported	Not supported
Switching video layouts	Supported	Supported
Relinquishing the host role	Supported	Not supported
Requesting to be host	Not supported	Supported
Raising hands	Not supported	Supported
Extending the meeting	Supported	Not supported
Locking the meeting	Supported	Not supported
Ending the meeting	Supported	Not supported
Leaving the meeting	Supported	Supported

## Disabling the Microphone or Camera

The host can disable their own microphone, speaker, or camera, or mute all guests.

Guests can disable their own microphone, speaker, or camera.

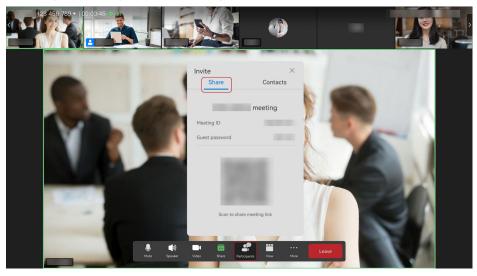


#### Inviting a Participant

The host can invite other users to the meeting.

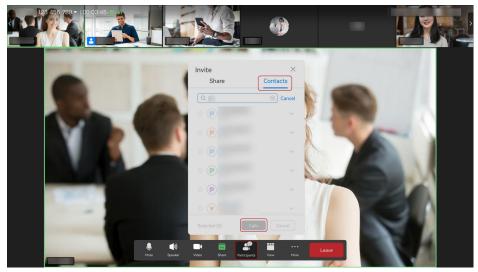
• Sharing meeting info

Choose **Participants** > **Invite** > **Share**. You can share the meeting ID and guest password, or invite others to scan the QR code using the Huawei Cloud Meeting app and join the meeting.



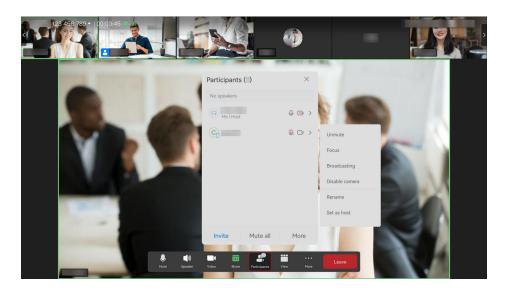
• Inviting contacts

Choose **Participants** > **Invite** > **Contacts**, select users to be invited, and touch **Calls** to invite them to the meeting.



#### Viewing the Participant List

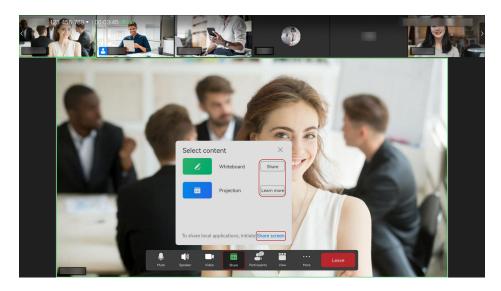
Both the host and guests can view the participant list.



#### Sharing Content

On the meeting screen, touch **Share**, select the content to be shared, and initiate sharing.

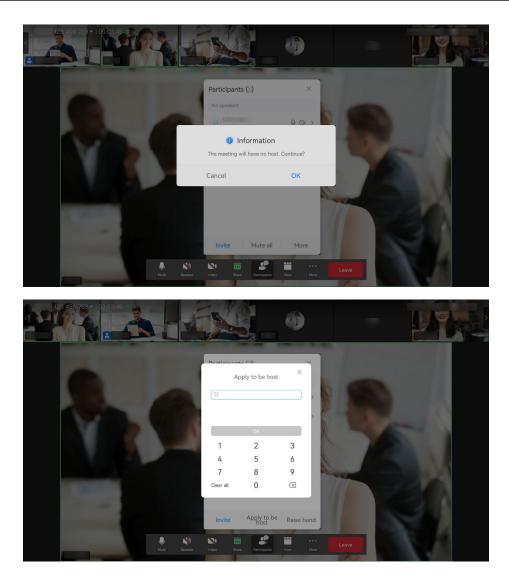
- Sharing a whiteboard: Touch Share next to Whiteboard to share a whiteboard in the meeting. Other participants can annotate the whiteboard. For details about whiteboard operations, see Whiteboard Operations.
- Projection: Share the device screen with participants using the Huawei Cloud Meeting client. For details, see **Projection**.
- Sharing a screen: Touch **Share screen** to share the current screen.



#### Relinquishing or Requesting the Host Role

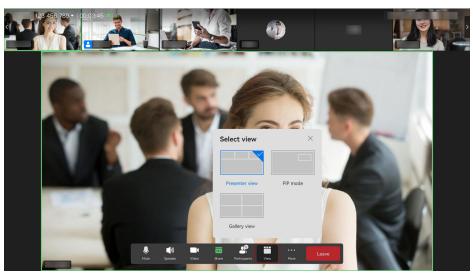
The host can relinquish the host role. Before relinquishing the host role, the host can obtain the host password from the meeting details in the upper left corner of the meeting screen.

After the host relinquishes the host role, participants who obtain the host password from the original host can request to be the new host.



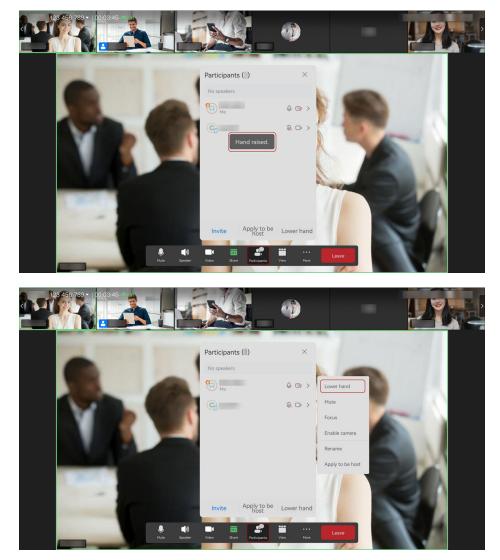
## Switching Video Layouts

The host or a guest can select a video layout, including the gallery, presenter, and PiP layout.



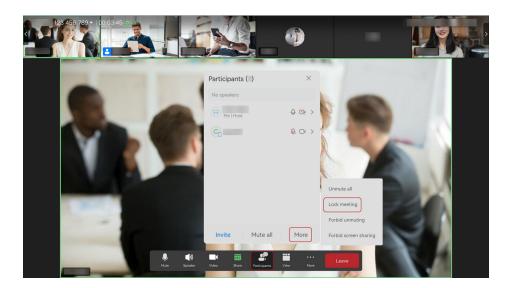
## **Raising a Hand**

- A guest can raise a hand in a meeting to ask for speaking.
   If a guest raises a hand, the host and other guests can view the hand-raising status of the guest.
  - The guest can lower the hand.
- The host can lower hands raised by guests. The host cannot raise a hand.



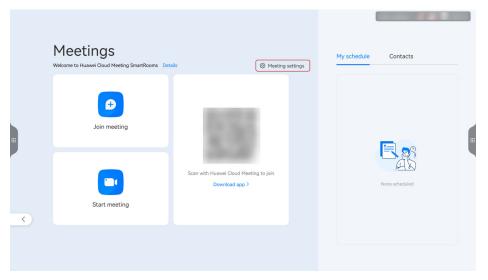
#### Locking a Meeting

The host can lock a meeting. Users can join the locked meeting only after being invited by the host.



## 2.6 Meeting Settings

On the **Meetings** screen, touch **Meeting settings** to open the **Meeting settings** screen.



#### **Meeting Service**

On the **Meeting settings** > **Device info** > **Meeting service** screen, view the status of cloud meeting resources or configure the meeting service.

- Cloud meeting resources
  - View the validity period of the cloud meeting room, maximum duration of a single meeting, meeting ID, and guest password.

Weeting settings   Join meeting	Mootings				
Construction of the second of the secon		Meeting settings		×	dule Contacts
Image: Status     Medge: Medde: Status     Medge: Medde: Status     Medfe: Status <td></td> <td></td> <td>&lt; Meeting service</td> <td></td> <td></td>			< Meeting service		
Image: Status     Status     Image: Status     Image: Status       Join meeting     Image: Status     Coud meeting resources       Image: Status     Network detection       Image: Status     Meeting ID       Image: Status     Password settings			Access account Register hard terminals with Huzwei Cloud Meeting. Details		
Image: Start meeting in		Q Audio		In effect	
Image: Start meeting     Help & freedback     Meeting ID     Random meeting ID       Start meeting     About us     Password settings     >	Join meeting	□¤ Video	doug meeting recourses		
Image: Weight Start meeting         Start meeting         None scheduled		Retwork detection			
About us Password settings >		🖆 Help & feedback	Meeting ID F	landom meeting ID	(HK)
		🕹 About us	Password settings	>	None scheduled
Buy resources	Start meeting				
			Buy resources		

## Password settings

Touch **Password settings**.

	Meetings			×	ule Contacts	
	Welcome to Huawei Cloud Meetin	Meeting settings	< Meeting service	^		
		Basic settings	Access account Register hard terminals with Huswei Cloud Meeting. Details			
	Join meeting	Q Audio	Status Cloud meeting resources	In effect		
		Da Video				
		Network detection				
		🖆 Help & feedback	Meeting ID	Random meeting ID	None scheduled	
	Start meeting	About us	Password settings	>		
<	Start meeting		Buy resources			

- Guest password: If enabled, guests need to enter the password when joining the meeting. To disable the guest password, disable the switch next to Guest password.
- **Password settings**: View or change the guest password.
- Host password: You cannot change it on the IdeaHub.

Meetings Welcome to Huawei Cloud Meeting	Meeting settings	< Password settings	X Lule Contacts
	Basic settings	Guest password Password settings	
Join meeting	Q Audio	Host password	
	Video     Network detection	Can't be changed on large screens. Learn how to change it.	
	Help & feedback		AB
Start meeting	About us		None scheduled
orun meening	Hotline: 400 095 5988	Save	

Buying meeting resources

Touch Buy resources and buy desired meeting resources.

Meetings Welcome to Huawei Cloud Meet		< Meeting service	ut ×	e Contacts
	Device info	Access account Register hard terminals with Huawei Cloud Meeting. Details		
Ð	Basic settings			
Join meetin	Q Audio	Status Cloud meeting resources	In effect	
	Da Video			
	Retwork detection			
	🖆 Help & feedback	Meeting ID	Random meeting ID	None scheduled
	About us	Password settings	>	
Start meeti	in			
		Buy resources		

#### **Basic Settings**

Choose **Meeting settings** > **Basic settings** to configure basic meeting parameters.

- **Enable camera when joining a meeting**: Enable or disable the switch on the right.
- **Unmute microphone when joining a meeting**: Enable or disable the switch on the right.
- **Do not disturb**: If enabled, you will not receive incoming call notifications.
- Auto answer: If enabled, this device automatically answers a meeting call.
- **Multi-screen collaboration**: If enabled, HarmonyOS devices can collaborate with this device.
- **Collect troubleshooting logs**: If enabled, diagnosis information is collected when a fault occurs.

	Meetings					
	Welcome to Huawei Cloud Meetin	Meeting settings	Basic settings	× Jule	Contacts	
		Basic settings	Enable camera when joining a meeting	- 39		
	Join meeting	Q Audio	Unmute microphone when joining a meeting			
	Join meeting	□‡ Video	Do not disturb			
		Network detection	Auto answer Multi-screen collaboration			
		<ul> <li>Help &amp; feedback</li> <li>About us</li> </ul>	Allow HarmonyOS devices to collaborate with this device		None scheduled	
<	Start meeting	G About Us				

#### Automatically Muting the Microphone When Feedback Is Detected

When joining a meeting, enable **Auto mute if feedback detected** to prevent noise from interfering with the meeting.

To disable this function, choose **Meeting settings** > **Audio** and disable the switch next to **Auto mute if feedback detected**.

	Meetings Welcome to Huawei Cloud Meetin	Meeting settings	Audio	×	Jule Contacts	
	Join meeting	Basic settings  Audio  Video	Auto mute if feedback detected			
	Start meeting	<ul> <li>Network detection</li> <li>Help &amp; feedback</li> <li>About us</li> </ul>			Nore scheduled	
<						

#### 1080p Ultra-HD Video

When joining a meeting, enable **1080p ultra-HD video** to make the meeting video clearer and more vivid.

To disable this function, choose **Meeting settings** > **Video** and disable the switch next to **1080p ultra-HD video**.

#### **NOTE**

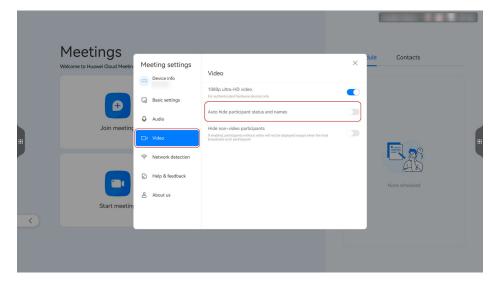
Only authenticated devices support 1080p ultra-HD video.

	Meetings Welcome to Huawel Cloud Meetin () Join meeting	Meeting settings Device info Basic settings Audio Utop Video	Video  Italian and the second	×	Jule Contacts	
<	Start meetin	도 Help & feedback 온 About us			H S	

#### **Automatically Hiding Participant Status and Names**

Choose **Meeting settings** > **Video** and enable **Auto hide participant status and names**.

The status and names of participants are not displayed in the meeting.



#### **Hiding Non-Video Participants**

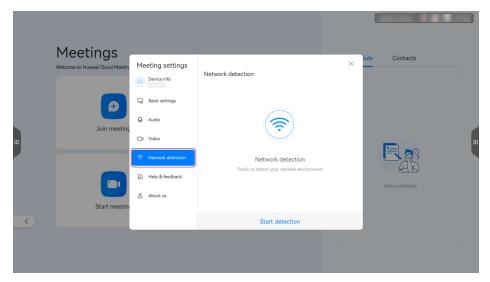
Choose **Meeting settings** > **Video** and enable **Hide non-video participants**.

Screen of a participant who does not enable the camera is not displayed. When the host broadcasts a screen, this setting does not take effect.

	Meetings Welcome to Huawel Gloud Meetin	Meeting settings	Video 1080p. ultra-HD video For antiencident instance devices only	× Jule	Contacts	
	Join meeting	Audio     Video	Auto hide participant status and names Hide non-video participants freataics, participants without video will not be displayed except when the host broadwant such participants			
	Start meeting	<ul> <li>Network detection</li> <li>Help &amp; feedback</li> <li>About us</li> </ul>			None scheduled	
<						

#### **Detecting Network Connections**

Choose **Meeting settings** > **Network detection** and touch **Start detection** to check the network environment.



#### Help and Feedback

If you encounter any problem when using the meeting service, choose **Meeting** settings > Help & feedback, and touch Help to view user guides or touch Feedback to request help.

	Montingo						
	Meetings Welcome to Huawei Cloud Meetin	Meeting settings	Help & feedback		×	Contacts	
	Ð	Basic settings Audio					
	Join meeting	□ Video					
		Help & feedback				None scheduled	
<	Start meeting	은 About us	Help	Feedback			

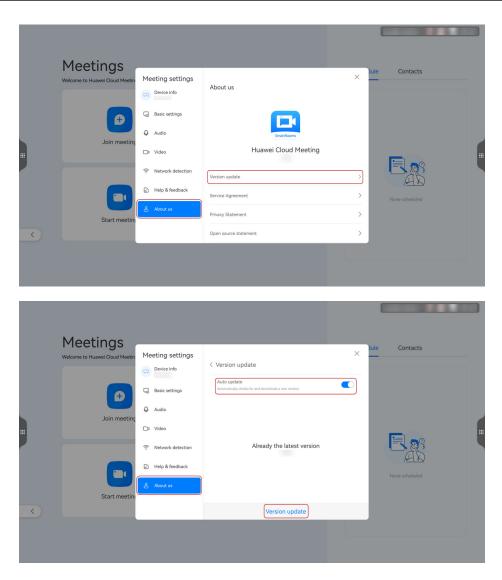
#### Viewing the Meeting Version

Choose **Meeting settings** > **About us** to view the Meeting version.

	Meetings					
	Welcome to Huawei Cloud Meetin	Meeting settings	About us	×	dule Contacts	
	Ð	<ul> <li>Basic settings</li> <li>Audio</li> </ul>	Strartitors			
	Join meeting	□a Video	Huawei Cloud Meeting			
		Retwork detection	Version update	>		
		Help & feedback	Service Agreement	>	None scheduled	
	Start meeting	About us	Privacy Statement	>		
<			Open source statement	>		

Touch Version update to check version updates.

- **Auto update**: If enabled, the Meeting service automatically checks and downloads the latest version. You can disable the switch on the right to disable this function.
- Version update: Touch this button to check whether the current version is the latest.



## 2.7 Whiteboard Collaboration

The built-in whiteboard of the IdeaHub supports collaboration between the local and remote ends. You can take away the meeting minutes or open whiteboard files by scanning QR codes with mobile phones.

## Whiteboard Operations

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A A				•									
A				•									
		• (											
File	L. Share	Pencil	Eraser	Circle-Select	Zoom		(C) Settings	C 01 / 01 > Page Management	+ Add	Esit			

- Eraser: Erase specific drawings or clear all drawings.
- **Circle-Select**: Circle an area to select all the content in it. Then you can move, delete, and zoom in or out on the selected area.
- Zoom: Drag, move, and zoom in or out on the canvas using your fingers. You can touch 
   to disable the zoom function. Then the icon changes to 
   and two participants can write on the whiteboard at the same time. Touch 
   to enable the zoom function.
- **Settings**: Set the background color of the whiteboard.

#### Saving the Whiteboard Drawings

Save whiteboard drawings by scanning the QR code or locally.

• Scanning the QR code

Touch **Share** in the lower left corner and use the Huawei Cloud Meeting app to scan the QR code to save whiteboard drawings.

	Open									×				
	😑 Sci	in		← Ge	t Huawe	i Cloud	Meeting	g Client						
	<b>O</b> Lo	al												
														1
					Sc	an to Dow	nload Hu	awei Cloud I	Meeting					
	File Share		Q ( Ecoser Circle			Redo	() Settings	C 01 / Page Mara			Eat			

• Saving whiteboard drawings locally

Save whiteboard drawings on the IdeaHub.

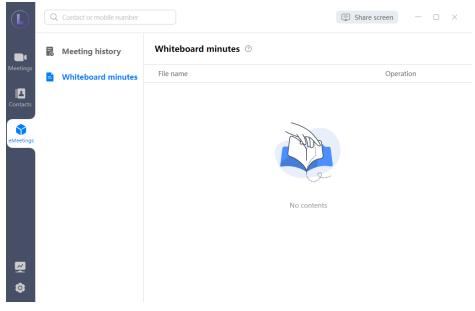
Choose **File** > **Save** > **Local** and save whiteboard drawings.

You can enable or disable Local storage under Settings > Advanced > Apps > Whiteboard > Local storage.

Save		×	
C Local	Local		
	IdeaHub > Whiteboard		
	File Name Whiteboard		
	Cancel Save(Tot	al pages: 1)	
		/01 > + Eit	

## Viewing and Opening a Whiteboard File

Viewing whiteboard minutes on the Huawei Cloud Meeting client
 Log in to the Huawei Cloud Meeting client and choose eMeetings >
 Whiteboard minutes to view the meeting minutes.



- Scanning the QR code on the IdeaHub to open a saved whiteboard file
  - a. In the lower left corner of the whiteboard, touch **File** > **Open** and select **Scan**.
  - b. Log in to the Huawei Cloud Meeting app, touch the QR code scanning icon in the upper right corner, and scan the QR code.

c. After the QR code is scanned, select the whiteboard file to be opened on the IdeaHub.

Open	×	
😑 Scan	$\leftarrow$ Get Huawei Cloud Meeting Client	
C Local		
	Scan to Download Huawel Cloud Meeting	
The Share First Excert Carde		E ta

# 2.8 Projection

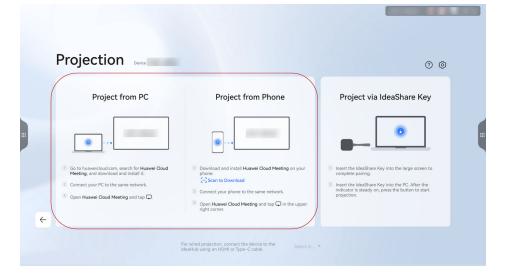
#### **Wireless Projection**

• Projection from a PC

Start the Huawei Cloud Meeting desktop client, click Share screen, and enter the projection code displayed on the IdeaHub.

• Projection from a mobile phone

Log in to the Huawei Cloud Meeting app, touch 🗊 in the upper right corner, and enter the projection code displayed on the IdeaHub.



#### **Wired Projection**

Use an HDMI or Type-C cable to connect a computer and IdeaHub, and select an input source to start wired projection.



#### **Projection Annotation and Reverse Control**

After the projection is successful, the **Annotate** and **Reverse control** buttons are displayed at the bottom of the IdeaHub.

- **Annotate**: Touch this button to take a screenshot of the projection screen and open the screenshot on the whiteboard. Then you can add annotations on it.
- **Reverse control**: Touch this button to enable reverse control and control the PC screen from the IdeaHub. Touch the button again to disable this function.

**NOTE** 

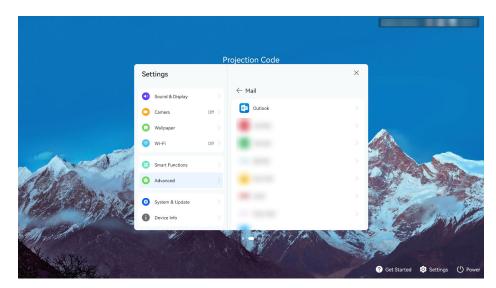
Reverse control is not supported during projection from the Huawei Cloud Meeting app.



# 2.9 IdeaHub Settings

#### **Configuring a Mailbox**

Choose **Settings** > **Advanced** > **System** > **Mail** to configure a sender email address. Then whiteboard files can be sent from this email address.



#### Saving Whiteboard Drawings Locally

Enable or disable **Local storage** under **Settings** > **Advanced** > **Apps** > **Whiteboard** > **Local storage**. When this function is enabled, you can save whiteboard drawings and annotations to a local folder of the IdeaHub.

## 2.10 FAQs

# 2.10.1 How Do I Upgrade the Trial Edition to the Commercial Edition?

If you have used a trial activation code to activate an IdeaHub, you can view the remaining trial days on the **Meeting** screen.

To use the Huawei Cloud Meeting service after the trial expires, purchase an IdeaHub access account and upgrade the trial edition to the commercial edition.

#### Upgrading the Edition

**Step 1** Purchase an IdeaHub access account.

1. Go to the **Buy Meeting Resource** page.

#### **NOTE**

Log in to Huawei Cloud using a Huawei Cloud account that has **completed enterprise real-name authentication**. For details, see **Enterprise Real-Name Authentication**.

2. On the **Buy Meeting Resource** page, set the required quantity of IdeaHub access accounts.

#### Figure 2-11 Setting IdeaHub access accounts

Acces	s Account				
•	IdeaHub Access Account	IdeaHub S/Pro/Enterprise	IdeaHub S2/ES2/S2 Pro/ES2 Pro	IdeaHub B2 N/A	lunt/year
	Applies to IdeaHubs and supports	1080p video resolution.			
	-   1   +				

3. Click **Next** and buy the resources after confirmation.

Step 2 Add and obtain a commercial activation code as the enterprise administrator.

- 1. Log in to the **Huawei Cloud Meeting Management Platform** using an enterprise administrator account.
- 2. In the navigation pane, choose **Meeting Room Devices** > **Intelligent Collaboration Devices** > **Team Collaboration Boards**.
- 3. On the **Team Collaboration Boards** page, click **Add Activation Code**.

	evices / Intelligent Collal				arge-screen terminals such
Departments	Import Export	Add Ac	tivation Code	Delete	port
			Device Name	Department	Device Type
C					
-0					

4. On the **Add Activation Code** page, enter the IdeaHub details and save the details.

If you have purchased cloud meeting room resources, you can associate the IdeaHub with a cloud meeting room. After the association, the IdeaHub becomes the owner of the cloud meeting room.

Meeting Room Devices / Intelligent Collaboration Devices / Team Collaboration Boo	ards / Add Activation Code						
<b>O Add Activation Code</b>							
If your IdeaHub version is 21.0.0 or earlier, enter a 12-digit verification code an	d append 12 zeros to the code to activate IdeaHub.						
* Team Collaboration Board Name	Team collaboration board name						
* Department	<sup>₩</sup> 550						
* Email Address							
Remarks	Remarks						
	li li						
	Save						

5. On the **Team Collaboration Boards** page, obtain the added activation code to activate the IdeaHub.

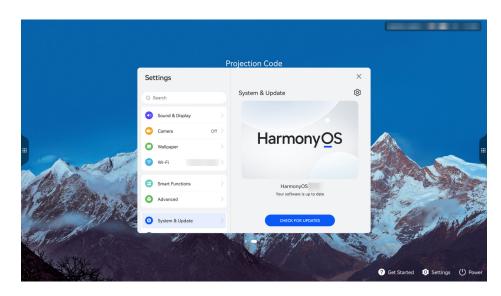
Meeting Room De	evices / Intelligent Collab	oration Devices / Team Collabora	tion Boards			
🔇 Team (	Collaboration B	oards You can add, activate,	and manage smart large-	screen terminals such a	as Huawei Enterprise Id	leaHub and Board series.
Departments	Import Export	Add Activation Code	Delete Export			
-		Device Name	Department	Device Type	Device SN	Activation Code
-0		Device Name	Department	Device Type	Device Siv	Activation Code . A.
-0						

- **Step 3** Unbind the trial activation code from the IdeaHub and use the commercial activation code to activate the IdeaHub again.
  - 1. Choose **Settings** > **Advanced** > **Enterprise Service** and touch **Cancel Access** to unbind the trial activation code from the IdeaHub.
  - 2. After unbinding, enter the commercial activation code and touch Access.

----End

## 2.10.2 How Do I View the Software Version?

On the IdeaHub home screen, touch **Settings** and choose **System & Update** to view the software version.

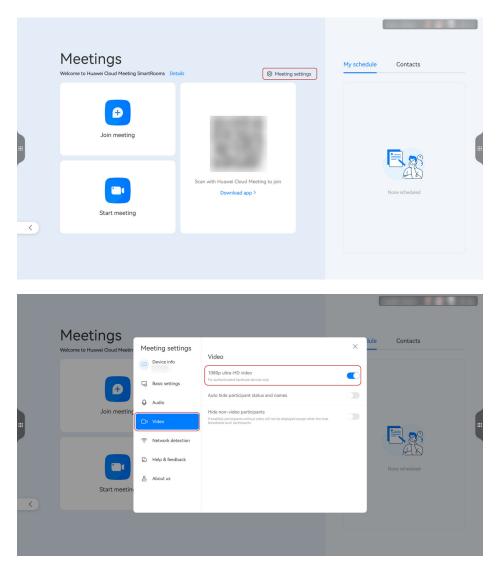


## 2.10.3 How Do I Enable 1080p Ultra-HD Video?

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



On the **Meetings** screen, choose **Meeting settings** > **Video** and enable **1080p ultra-HD video**.



**Step 2** Use the enterprise administrator account to log in to the **Huawei Cloud Meeting Management Platform**.

In the navigation pane, choose Administrator > Meetings > Meeting Settings, click the Media Settings tab, click Edit, set Max Bandwidth to 8 Mbit/s, and click Save.

Huawei Cloud Meeting Ma	nagement Platform
Individual	Meetings / Meeting Settings
Meetings ~	Meeting Settings
My Recordings	
External Contacts	Basic Settings Media Settings Enterprise Public Live Room SmartRooms Settings
Meeting Settings	Max Resolution 1080p V
3 My Profile	
Administrator	Max Bandwidth 8 Mbit/s
ධ Home	Save Cancel
Enterprise Management 👻	
🖹 Meeting Room Devices 👻 🏾	
Deetings	
Ongoing Meetings	
Upcoming Meetings	
Meeting History	
Recording Files	
Meeting Settings	

**Step 3** Access the Meeting app on the IdeaHub again. The 1080p ultra-HD video function is available during meetings.

----End