Huawei Cloud Meeting

Administrator Guide Web

 Issue
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Contents

1 Logging In to Huawei Cloud Meeting Management Platform	1
2 Creating a Meeting	2
2.1 Creating an Instant Meeting or Scheduling a Meeting	2
2.2 Creating a Recurring Meeting	6
3 Joining or Controlling a Meeting	10
4 Controlling a Meeting	11
5 Recording a Meeting	
5.1 Setting Recording	21
5.2 Using Cloud Recording	24
5.3 Managing Recordings	27
6 Simultaneous Interpretation	32
7 Setting a Meeting Template	35
8 Defining Meeting Settings	
9 Adding an External Contact	40
10 Configuring Sensitive Words	41

Logging In to Huawei Cloud Meeting Management Platform

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

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

Enter your account and password and click **Log In**. (You can obtain the account details from the email that Huawei Cloud Meeting sends to you after account registration.)



2 Creating a Meeting

2.1 Creating an Instant Meeting or Scheduling a Meeting

You can create an instant meeting or schedule a meeting. (The scheduled meeting can be edited, canceled, and shared.)

Log in to the Huawei Cloud Meeting Management Platform and choose **Meetings** > **Create Meeting** in the navigation pane.

Individual	Create Meeting		
Meetings			
My Meetings	* Meeting Topic	Meeting	
Create Meeting	* Meeting Type	Video Voice	
Meeting History	* Time	Now Specific time Recurring	
Meeting Templates		2023/08/28 🗇 11:00 💿	
My Recordings			
External Contacts	Time Zone	(GMT+08:00) Beijing, Chongqing, Hong Ko… ∨	
Meeting Settings	* Meeting Duration	2 hours V - 00 minutes V	
9. My Profile	Description	You can add the agenda, meeting place, and precautions.	
Administrator			/ O/
ධ Home	Participants (1)	Add Participant	_
Enterprise Management ~			0
Masting Deem Davison			
Meeting Room Devices	Open To	Everyone V	
Meetings	Waiting room	Enable waiting room for all ③	
Advanced Settings			
	Meeting Resource	V	
	Meeting ID	C Random	
		Enable guest	
	Meeting Notification	🗹 Email 🛛 🥑 Calendar email	
	Advanced Decemptore		

Parameter description

Parameter	Description			
Participants	Click the plus sign (+) to add contacts or hard terminals from the corporate directory. You can also add external contacts as participants, but only after adding them on the External Contacts page first. For details about adding external contacts, see Adding an External Contact .			
Meeting Resource	Cloud meeting room: If your enterprise has purchased cloud meeting rooms and the administrator has allocated a cloud meeting room to you, you can select the allocated cloud meeting room.			
Meeting ID	• <i>Cloud meeting room ID</i> : If your enterprise has purchased cloud meeting rooms and the administrator has allocated a cloud meeting room to you, you can select the ID of the allocated cloud meeting room.			
	• Random : Select this option if the meeting to be hosted has high security requirements or multiple meetings need to be hosted in the same time segment.			
Description	Add the meeting description, including the meeting location, agenda, and precautions.			
Advanced Parameters	Allow guests to join meeting ahead of the host: Allow guests to join the meeting ahead of the host by the time you configure.			
	NOTE Simultaneous interpretation is available only in a specific version. If you want to try this function, send an email to hcmeeting@huaweicloud.com or contact Huawei sales.			
	Enable simultaneous interpretation : If this option is selected, set interpreter groups and whether to automatically enable simultaneous interpretation after joining the meeting. For details, see Simultaneous Interpretation .			
	Screen Layout : Click Set to preset the layout. For details, see Setting Continuous Presence .			
	NOTE This parameter can be set when your enterprise purchases the recording storage space. For details about how to purchase resources, see Buying a Meeting Resource Package .			
	Automatically start recording after joining meeting: If this option is selected, cloud recording is automatically started when the host joins the meeting. For details, see Recording a Meeting .			

If a meeting created using the personal meeting ID is in progress, the system displays a message indicating that the meeting time conflicts when you set **Time** to **Now**. You can perform the following operations:

- Join Now: Join the ongoing meeting.
- **Meeting Control**: Go to the meeting control page.
- Continue: Create an instant meeting using a random meeting ID.

Huawei Cloud Meeting	Management Platform	
Individual	Meetings / Create Meeting	
Meetings ^	Create meeting	
My Meetings		
Create Meeting	 Meeting Topic 	's Meeting
Meeting History	* Meeting Type	O Video 🔿 Voice
Meeting Templates	* Time	Now S
My Recordings		
External Contacts	* Meeting Duration	0 nours
Meeting Settings	Description	You can add the a A meeting is in progress. Click Join Now to join the meeting, click Meeting Control to control the
요 My Profile		meeting, or click Continue to schedule a new meeting.
	* Participants (1)	Add Participant
Administrator		@ :
ப் Home		Join Now Meeting Control Continue
8= Enterprise Management V	Open To	Everyone
A Meeting Room Devices	Meeting Resource	(100 participants)
Meetings		

NOTE

If a meeting created using a cloud meeting room ID is in progress, you cannot use the cloud meeting room ID to create an instant meeting.

Adding Description

When scheduling a meeting, you can add the meeting description, including the meeting location, agenda, and precautions.

Meetings / Create Meeting		
Create Meeting		
* Meeting Topic	s Meeting	
* Meeting Type	• Video Voice	
* Time	Now Specific time Recurring	
	2022/06/13 📋 12:00 🕓	
Time Zone	(GMT+08:00) I . ✓	
* Meeting Duration	0 hours v - 45 minutes v	
Description	You can add the agenda, meeting place, and precautions.	<i>"</i> 0/200
Participants (1)	Add Participant	
		0
Open To	Everyone V	
Meeting Resource	(100 participants) V	
Meeting ID	168 Sandom	

Allowing Guests to Join Meeting Ahead of the Host

When creating a meeting, you can allow guests to join the meeting ahead of the host by the time you configure.

- **Step 1** On the page for creating a meeting, click **Advanced Parameters**.
- **Step 2** Select **Allow guests to join meeting ahead of the host**.

Figure 2-1 Allowing guests to join the meeting ahead of the host

Advanced Parameters		
Conference Settings	✓ Allow guests to join r	neeting ahead of the host
	At any time \checkmark	before the meeting starts

Step 3 (Optional) Set the time when guests can join the meeting early.

- If you set **Meeting ID** to **Random**, you can set the time to **At any time**, **5 minutes**, **10 minutes**, **15 minutes**, or **30 minutes**.
- If you set **Meeting ID** to **Personal**, this item is unavailable.

Figure 2-2 Allowing guests to join the meeting with a random ID ahead of the host

Me	eeting ID	0	C	Random
		🔽 Ei	nable quest	
			At any time	
Me	eeting Notification	🔽 Ei	5 minutes	ndar email
Ad	Ivanced Parameters		10 minutes	
			15 minutes	
Co	onference Settings	🔽 Al	30 minutes	neeting ahead of the host
			At any time \land	before the meeting starts

Figure 2-3 Allowing guests to join the meeting with your personal ID ahead of the host

Meeting ID	• Random
	Enable guest
Meeting Notification	🗸 Email 🔽 Calendar email
Advanced Parameters	
Conference Settings	✓ Allow guests to join meeting ahead of the host
	New settings will apply to all meetings with the same II

----End

2.2 Creating a Recurring Meeting

Procedure

For meetings held at a fixed frequency (for example, weekly or monthly), you can use the recurring meeting function to schedule multiple meetings at a time, saving the meeting reservation time.

You can create recurring meetings by choosing **Meetings** > **Create Meeting** on the Huawei Cloud Meeting Management Platform. If your meeting needs recording, click **Advanced Parameters** and configure required parameters.

Huawei Cloud Meeting Ma	anagement Platform	
Individual	Meetings / Create Meeting	
Meetings	Create Meeting	
My Meetings		
Create Meeting	* Meeting Topic	's Meeting
Meeting History	* Meeting Type	 Video ○ Voice
Meeting Templates	* Time	Now Specific time Recurring
My Recordings		Every week Until 2022/07/25. Total meetings: 19.
External Contacts		
C Meeting Settings		Dairy Vieekiy Monthing
24 Wy Pronie		Every 1 Veek
Administrator		Sun Mon Tues Wed Thur Fri Sat
G Home	Range of Occurrence	2022/06/13 😑 - 2022/07/25 🖹 💿
8= Enterprise Management ~	Start Time	14:20
Meeting Room Devices ~	Start Time	14.30
Meetings ~	Time Zone	(GMT+08:00) İ . V
ait Dashboard	* Meeting Duration	0 hours V - 45 minutes V
Advanced Settings ~	Description	You can add the agenda, meeting place, and precautions.
		# 0/200
	Participants (1)	Add Participant
	Open To	Evening
	open to	
	Meeting Resource	(100 participants) V
	Meeting ID	0 168 O Random
		✓ Enable guest
	Meeting Notification	🕑 Email 🛛 🗹 Calendar email
	Advance Notification Days	7 🗸 🗸
	Advanced Parameters ~	
		Create Cancel

Parameter description

Parameter	Description
Recurring	You can schedule a recurring meeting based on the following frequency:
	• Daily Hold a meeting every several days. Value range: 1 to 15.
	• Weekly Hold a meeting every several weeks. Value range: 1 to 5. You can select one or more days in a week.
	• Monthly Hold a meeting every several months. Value range: 1 to 3. You can select any day in a month.

Parameter	Description
Participants	Click the plus sign (+) to add contacts or hard terminals from the corporate directory. You can also add external contacts as participants, but only after adding them on the External Contacts page first. For details about adding external contacts, see Adding an External Contact .
Meeting Resource	Cloud meeting room: If your enterprise has purchased cloud meeting rooms and the administrator has allocated a cloud meeting room to you, you can select the allocated cloud meeting room.
Meeting ID	• <i>Cloud meeting room ID</i> : If your enterprise has purchased cloud meeting rooms and the administrator has allocated a cloud meeting room to you, you can select the ID of the allocated cloud meeting room.
	• Random : Select this option if the meeting to be hosted has high security requirements or multiple meetings need to be hosted in the same time segment.
Advanced Parameters	 Configure whether to enable recording. For details about how to record a meeting, see Recording a Meeting.
	• To preset continuous presence, click Set next to Screen Layout . For details, see Setting Continuous Presence .

Editing or Canceling Recurring Meetings

After creating a recurring meeting series, you can view all recurring meetings on the **My Meetings** page.

Huawei Cloud Meeting) Manaj	ement Platform			Host Meeting 🛛 🖸 Task Center	🕖 Qu	ick Links 👎	文 English 🔔	v
Individual		Meetings / My Meetings	5						
Meetings *		My Meetings	9			Allv	Q. Meeting to	pic, meeting ID, or schedu	iler
My Meetings		D	Recurring	$\widetilde{\mathbb{O}}$. The meeting will start in 00.25.05 . You can join it in advance now.			🕑 Edit	🕤 Cancel 🛛 Cha	re
Create Meeting		Time		2023/08/30 16:00 - 2023/08/30 18:00				kin Meeting	
Meeting History		Cloud Meeting ID						our moonly	-
		Meeting Password		Host () Guest (Meeting Contro	k
Meeting Templates		Scheduled By							
My Recordings		Participants (1)		Show More				🔒 Scan to Joi	'n
Sternal Contacts		Recurrence		Range of occurrence: 2023/08/30-2023/10/11 Every week (Wednesday) Remaining meetings: 7 Expand					

You can edit, cancel, or share a recurring meeting series.

• Click **Edit** in the upper right corner of a recurring meeting to modify it or all recurring meetings.

	Huawei Cloud Meeting	Manag	rement Platform			Host Meeting	Ouick Links 中	¢∣English L
	Individual		Meetings / My Meetings					
	E Meetings		My Meetings \ominus			,	NI∨ Q Meeting top	
I	My Meetings		C Recurring		0 . The meeting will start in 00.26.39 . You can join it in advance now.		🕑 Edt	🕁 Cancel 🛛 🖸 Share
I	Create Meeting		Time	2023/08/30 16:00 - 2023/0	8/30 18:00			Join Meeting
I	Meeting History		Cloud Meeting ID	Heat () Const (
I	Meeting Templates		Scheduled By	Trost () Guest (Edit Recurring Meeting ×			Meeting Control
I	My Recordings		Participants (1)	Show More				🕀 Scan to Join
I	External Contacts		Recurrence	Range of occurrence: 202	You can edit the current meeting or all meetings in this series.			
I	E2 Meeting Settings				Current only All			
I	요 My Profile							
I								
l	Administrator							
I	යි Home				OK Cancel			
1	8ª Enterprise Management 👻							

• Click **Cancel** in the upper right corner of a recurring meeting to cancel it or all recurring meetings.

Huawei Cloud Meeting	Management Platform				Host Meeting	Task Center	@ Quick Links 中文 English L
Individual	Meetings / My Meetings						
🖾 Meetings 🔷 🔺	My Meetings)				_	All V Q. Meeting topic, meeting ID, or scheduler
My Meetings	D Meetin	Cancel Recurring Meeting				×	🕑 Edit 🕤 Cancel 🕑 Share
Create Meeting	Time	Entire series of meetings					
Meeting History	Cloud Meeting ID	Start Time	Duration	Meeting Topic	Scheduled By		Join Meeting
Meeting Templates	Meeting Passwork Scheduled By	2023-08-30 16:00	2 hours 0 minutes				Meeting Control
My Recordings	Participants (1)	2023-09-06 16:00	2 hours 0 minutes			_	🖯 Scan to Join
Sternal Contacts	Recurrence	2023-09-13 16:00	2 hours 0 minutes				
B Meeting Settings		2023-09-20 16:00	2 hours 0 minutes				
2. My Profile		2023-09-27 16:00	2 hours 0 minutes				
		2023-10-04 16:00	2 hours 0 minutes				
Administrator		2023-10-11 16:00	2 hours 0 minutes				
Home Home							
8° Enterprise Management V							
A Meeting Room Devices							
Meetings				No			
🗵 Advanced Settings 🗸 👻							

• Click **Share** in the upper right corner of a recurring meeting to share it to others.

Huawei Cloud Meeting	Management Plafform			Host Meeting	- Oulek Links - + + + English - L
Individual	Meetings / My Meetings				
Meetings	My Meetings \ominus				All V Q. Meeting topic, meeting ID, or scheduler
My Meetings	Meeting Recursing		() The meeting will start in 00.22.45 . You can join it in advance now.		🗹 Edit 🕁 Cancel 🔀 Share
Create Meeting	Time	Share		×	Join Mastion
Meeting History	Cloud Meeting ID				
Meeting Templates	Scheduled By	Hello, has invited you	to the recurring meeting shown below. To join the meeting, you can click the meeting link or enter th	he	Meeting Control
My Recordings	Participants (1)	cloud meeting ID in the	e Huawei Cloud Meeting client, Huawei Cloud Meeting Management Platform, or a meeting terminal	l.	🖯 Scan to Join
Sector External Contacts	Recurrence	Meeting Topic	: Meeting		
Meeting Settings		Time	2023/08/30 16:00 - 2023/08/30 18:00		
요 My Profile		Cloud Meeting ID Meeting Password			
		Meeting Link	https		
Administrator					
G Home					
8 Enterprise Management V					
Meeting Room Devices Y			Copy Cancel		
Meetings					

3 Joining or Controlling a Meeting

- Join a meeting or start meeting control from the **Meeting Created** page.
 - Click Join Now to join the meeting using the Huawei Cloud Meeting PC client.
 - Click **Meeting Control** to access the meeting control page.

HUAWEI CLOUD Meeting	Management Platform
Individual Meetings	Meetings / Create Meeting / Meeting Details
My Meetings Create Meeting Meeting History Meeting Templates	Sand the meeting details to relevant personnel.
My Recordings Kettings Kettings My Profile Administrator	Meeting Topic yc001's Meeting Meeting Type Vdee Time 2021-05-22.00.26-01:26 Meeting ID 289.801.196 Meeting Password Hox (96220) Scheduler Fax word
8: Enterprise Management ~ Advance ~ ~ Meetings ~ Advanced Settings ~	Participants y cool Show More Jum Row Meeting Control Save as Template

- Join a meeting or start meeting control from the **My Meetings** page.
 - Click Join Meeting to join the meeting using the PC client.
 - Click **Meeting Control** to access the meeting control page.
- Scan the QR code to join a meeting using the Huawei Cloud Meeting mobile app.

HUAWEI CLOUD Meeting	Management Platform			Host Meeting 🔰 🖾 Task Center 🔰 🍸 yc001 👻
Individual	Meetings / My Meetings			
Meetings	My Meetings			All V Q. Meeting topic, meeting ID, or scheduler
My Meetings	yc001's Meeting (Instant meeting	g initiated by me)	49. The meeting is in progress.	🕤 Cancel 🛛 Share
Create Meeting Meeting History Meeting Templates My Recordings	Time Meeting ID Meeting Password Scheduled By Participants (1) Hard Terminals (0)	2021-05-22 00.26 - 2021-05-22 01.26 289.801 198 Heat (588225): Guest (152220) ycc01 Show More		Jaan Meeting Meeting Control
Meeting Settings My Profile				

4 Controlling a Meeting

You can access the **Meeting Control** page as the meeting administrator and control the meeting.

Setting the Host

You can set yourself or a participant as the meeting host.

yc001's Meeting ID:	Meeting 289801196 Meeting Time	: 00:26-01:26 Current Pi	articipants: 2/2 Dura	tion: 5 minut	es Details					Er	中文 EN nd Meeting
Meeting Cor Status	ntrol	esence 🏶 Unmute All									6
	26 Add Participant	Call Participant	Unmute All	Mu	te All Enable Vi	oice Activation S	et Host Polling	Continuous Presence	Start Recording	Contract Meeting Settings	
Participants	Name *		Overation			Status in Meetin	17	Type Net	work Details	G Filter Enter a name.	٩
	ye001 Host		Q (r 2	:	🛓 🐚	a.	Video att	In meeting		
	() Yc002		ę g	r Q	(@) View by Host	8 9		Video ail	In meeting		
					Pin on Top Pin on Top Rename Allow Recordin Invite to Share A Set as Host	19 1	1 1				
					Set as host Set as co-host Participant Det Disconnect Remove	tails					

- If you join the meeting, you automatically become the host.
- If you have not joined the meeting, there is no host in the meeting. You can set a participant as the host. On the **Meeting Control** page, right-click a participant in the participant list and choose **Set as Host**.

Adding a Participant

You can add participants on the **Meeting Control** page.

ting Control Status 翻 Automatic continuous presence 来 Mu	Add Participant	Select this ch to invite us	eck box ers by						×		
La Add Participant Call	Corp Contacts Hard Termina	s E ontacts	ent.	Q, Enter a name.		Selected		Clear List	ling	eetina Settinas	
	Department	🛃 🗸 Name	Department	Join-Meeting Method		Name	Jain-Meeting N	lefto			
icipants	D 2			Soft client			Client	8			
All (1) Absent (1)				Soft client	~		Client	8	e: All		
Name ¢		•		Soft client Soft client	Click arrow t of joir	the drop to select a ning the n	-down a method neeting.	8	als		
				Soft client	Ξ.		Client	8			
				Soft client	. /		Client	8			
							Client	8			
			Total Records: 29	< 1 2 3 > G0	to	A	Client	-			
	Other Participant Name		SIP or phone nur	iber	Add			< 1 >			

• Add contacts or hard terminals from the corporate directory and specify **Join-Meeting Method** to configure them to join the meeting using clients or mobile numbers.

NOTE

Departments are displayed on the left navigation tree. You can invite users by department.

- After the enterprise administrator adds external contacts, you can invite them to the meeting.
- In the text boxes next to **Other Participant**, enter the name (optional) and number (mandatory) of an external contact or terminal to add them as a participant.

Removing a Participant

You can remove participants on the **Meeting Control** page.

yc001's Meeting IE	Meeting 0: 289801196 Meeting Time	: 00:26-01:26 Current Pr	articipants: 2/2 Durati	on: 5 minutes	Details				En	中文 EN d Meeting
Meeting C	ontrol									
Status	Automatic continuous pr	esence 🌵 Unmute All								6
	2. Add Participant	Call Participant	Ç Unmute All	💸 Mute All	Enable Voice Activation	Set Host Polling	Continuous Presence	Start Recording	Contraction Meeting Settings	
Participan	ts								Enter a name.	Q
	Name 🌲		Operation		Status in	Meeting	Type Net	ork Details		
	yc001 Host		\$ %	& :	≛ 🔤		Video all	In meeting		
	() Ye002		Q 12	e :	100		Video .all	In meeting		

- Right-click the participant you want to remove in the participant list and choose **Remove**.
- Right-click the participant you want to remove in the participant list and choose **Disconnect**.

Calling a Participant

If a meeting has started but some participants have not joined, you can directly call them to invite them to the meeting immediately.

vc001's	Meetina												HOX EN
Meeting ID	289801196 Meeting	Time: 00:26-01:26 Current	Participants: 2/2 Dur	ation: 11	minutes	Details						En	d Meeting
Meeting Co	introl												
Status	L Automatic continuou	s presence 🔹 Unmute All											6
	Add Participant	Call Participant	Unmute All		Mute A	ı	Enable Voice Activation	Set Host Polling	Continuous Preser	ce S	Start Recording	Keeting Settings	
Participant	÷											Filter Enter a name.	
	Name 💠		Operation				Status in I	lecting	Туре	Network	Details		
	yc001 Host		*	8	Q		± 🖿		Video	att	In meeting		
	(1) Ye002		8	20	Q		N		Video	at	In meeting		

- Click **Call Participant** to call all participants who have not joined the meeting.
- Click ^l in the **Operation** column to call a participant who has not joined the meeting.

Muting or Unmuting a Participant

- You can mute all participants or an individual participant.
 - Click **Mute All** to mute all participants except the host.
 - To unmute a participant, click \bigcirc in the **Operation** column of the row containing the participant.

vc001's N	Apoting										中文 EN
Meeting ID: 2	289801196 Meeting Tim	e: 00:26-01:26 Current F	Participants: 2/2 D	uration: 13 m	inutes Details					Enc	l Meeting
Meeting Cont	trol										
Status	Automatic continuous p	resence 🐥 Unmute All									6
	2. Add Participant	Call Participant	Ç Unmute All	P	۰.	20 × 10	Continuous Pre	esence	Start Recording	Keeting Settings	
Participants					0					Filter Enter a name.	
	Name ¢		Operatio	n	All participants will be m	nuted.	Туре	Network	Details		
	(C) yc001 Host		*	92° &	Allow participants to unmute them	nselves	Video	atl	In meeting		
	() Ye002		8	80 8	OK Cance	4	Video	atl	In meeting		

- You can unmute all participants or an individual participant.
 - Click **Unmute All** to unmute all participants.
 - To unmute a participant, click $\stackrel{\text{W}}{\stackrel{\text{}}{\stackrel{}}}$ in the **Operation** column of the row containing the participant.

Status III Automatic continuous presence 🖡 Ummi	uto All				
🔒 🐛		0		~	-
	ant Unmute All Mute All	Enable Voice Activation Set Host Polling	Continuous Presence	Start Recording	Meeting Settings
cipants					Filter Enter a name.
Name \$	Operation	Status in Meeting	Type Netw	ork Details	
yc001	💊 🐨 L :	<u>*</u> 🔤	Video all	In meeting	

Enabling or Disabling Voice Activation

By default, voice activation is enabled. On terminals, the feed of the participant with the loudest voice is framed in blue or the participant with the loudest voice is displayed in the large feed. In discussions, the speaker always stays as the focus of the meeting.

vc0	01's N	leetina										中文 EN
Mee	ing ID: 2	39801196 Meeting Time	00:26-01:26 Current P	articipants: 2/2 Duratio	n: 14 minutes	Details					E	nd Meeting
Mee	ing Contr	ol										
5	Ratus	Automatic continuous pr	esence 🏾 🗣 Unmute All									6
		2.	Ľ	ļ	8		G			\odot		
		Add Participant	Call Participant	Unmute All	Mute All	Enable Voice Activation	Set Host Polling	Continuous Preser	nce	Start Recording	Meeting Settings	
Parti	cipants										Filter Enter a name.	
		Name ¢		Operation		Status in h	feeting	Туре	Network	Details		
		ye001 Host		X 19	& :	1		Video	at	In meeting		
		(Yc002		Q (Y)	& :	M		Video	all	In meeting		

If you enable voice activation, all participants are automatically unmuted.

Displaying Participants in Turn

If you start displaying participants in turn on the host's terminal, only one feed is displayed on the host's terminal, and the feed shows all participants one by one in turn at a specific interval. Feeds displayed to guests remains unchanged.

NOTE

This function is not supported if the host is using a multi-stream terminal.

Example:

A meeting has four participants: A, B, C, and D. Participant A is the host.

- 1. On the meeting control page, click Set Host Polling.
- 2. Set Polling Interval (s) to 20.
- 3. Click **OK**.
 - Feeds of participants B, C, and D is displayed on host A's terminal in turn at an interval of 20 seconds.
 - Feeds displayed to participants B, C, and D remains unchanged.

													中文 EN
Meeting	ID: 28	Meeti	ng Time: 14:53–15:38	Current Participants: 0/1	Duration: 30 minutes	Details							End Meeting
Meeting	Contr	01											
Stat	us I	Automatic contin	uous presence 🌲 Unm	ute All									6
			S.	Call Participant	Unmute All		💐	able Voice Activation	Set He	ast Polling	Continuous Presen	ee Meeting Settings	
Particip	ants					Set Hart Polling							
A	I (1)	Absent (1)				Screen Setting	Skip participar	nts without video 💿	^			Terminal type: Al V	
		Nama 💠			Operation					Type	Network	Details	
					8	Polling Interval (s)	Enter an integer Host polling indicat turn in a single pan	r ranging from 10 to 120. tes that the host views all site te. The polling interval ranges	es in s from			Released by user	
						•	OK	cancel					

Setting Continuous Presence

You can set continuous presence to enable participants to view each other.

Example:

A meeting has three participants: A (TE40, single-stream), B (mobile app, multistream), and C (PC client, multi-stream). Participant A is the host.

- 1. On the **Meeting Control** page, click **Continuous Presence** and select **Set Continuous Presence** from the drop-down list.
- 2. Select Custom continuous presence.
- 3. Select the 3-screen layout.
- 4. Populate screens.
 - Manually drag or double-click a participant.

Drag A, B, and C to screens 1, 2, and 3 respectively, or double-click A, B, and C respectively so that the screens are automatically populated in sequence.

Automatically populate participants.

Click More and choose Auto Populate Screens.

Click **More** and choose **Clear Layout** or **Save Layout** to clear or save the current layout.

5. Click Save.

Participants A and C view the three-screen layout on their terminal. Screen 1 displays participant A, screen 2 displays participant B, and screen 3 displays participant C. Participant B can customize continuous presence.



Terminal continuous presence



The PC of participant A and TE40 of participant C and PC display the three-screen continuous presence set by the host, and the mobile phone of participant B displays the continuous presence set by participant B.

NOTE

- If participants are displayed in turn on the host's terminal, stop displaying participants in turn on the host's terminal first, so the host can view the configured continuous presence.
- If the participant who is given the floor or being broadcast is using a single-stream terminal, the participant can view the custom continuous presence only after you click **Continuous Presence** and select **Broadcast Continuous Presence**.
- Click Enable Continuous Presence to unmute all participants so they can discuss freely.

Broadcasting Continuous Presence

Click **Continuous Presence** and select **Broadcast Continuous Presence** to broadcast the set continuous presence. For example, if you have set and broadcast three-screen continuous presence, three screens are displayed on hard terminals and the PC client. Participants using the mobile app can customize the video layout.

yc001's Meeting ID	Meeting 289801196 Meeting Time: 0	10:26–01:26 Current Participa	nts: 1/1 Duration: 19 minute	s Details					End	秋日 EN Meeting
Meeting Co	ontrol									
Status	Automatic continuous pres	ence 🐥 Unmute All								6
	Add Participant	Call Participant		Nute All	Enable Voice Activation	Set Host Polling	Continuous Presence	Start Recording	Meeting Settings	
Participant	5						82 Set Continuous P 82 Broadcast Contin	Presence nuous Presence	S Filter Enter a name.	
	Name 🗘		Operation		Status in M	eeting	Type SP Enable Continuo	us Presence		
	yc001 Host		% %	<u>8</u> :			Video	In meeting		

Enabling Voice-activated Continuous Presence

Click **Continuous Presence** and select **Enable Continuous Presence** to enable voice-activated continuous presence. The participant speaking loudest will be

displayed in the large screen. On TE series terminals, the feed of the participant speaking loudest will also be framed in green.

yc001's Meeting ID:	Meeting 289801196 Meeting Time: 0	0:2601:26 Current Participa	ants: 1/1 Duration: 19 minut	es Details				中文 EN End Meeting
Meeting Co Status	ntrol	ence 🗍 Unmute All						6
	2. Add Participant	Call Participant	Unmute All	💐 Mute All	Enable Voice Activation	Set Host Polling	Continuous Presence Start Recording	103 Meeting Settings
Participants	Nama ¢		Operation		Status in M	exting	Broadcast Continuous Presence Broadcast Continuous Presence Broadcast Continuous Presence Broadcast Continuous Presence	G Filter Enter a name. Q
	yc001 Heat		× 8	<u>e</u> :	.≜ 100		Video al In meeting	

Viewing Continuous Presence

• If you are the host and want to view continuous presence, click **Continuous Presence** and select **View Continuous Presence** from the drop-down list.

Add Participant Call Participant Unmute All	Nute All			(a) ×		202
Add Participant Call Participant Unmute All	Mute All	We shall have a set of the			<u> </u>	
ticipants		Enable Voice Activation	Set Host Polling	Continuous Presence	Start Recording	Meeting Settings
				8 Set Continuous i	resence	
				89 Broadcast Contin	Juous Presence	To PHOP CONT & NAME.
Name © Operation		Status in Me	reting	Type By Enable Continuo	IS Presence	
- 💽 37001 🗞 🖏	L :	≟ 🔤		Video all	In meeting	

• To view a participant's feed, right-click the participant and choose **View by Host** from the shortcut menu.

yc001's	s Meeting										中文丨日
Meeting II	D: 289801196 Meeting Time: 0	0:26-01:26 Current Participant	s: 2/2 Duration: 30 minutes	Details						End	Meeting
Meeting C	Control										
Status	Automatic continuous prese	nce 🌲 Unmute All									6
	1.	U.	۹			6			Ô		
	Add Participant	Call Participant	Unmute All	Mute All	Enable Voice Activation	Set Host Polling	Continuous Prese	snce	Start Recording	Meeting Settings	
Participan	its									S Filter Enter a narro.	
	Name ¢		Operation		Status in Mee	ting	Type	Network	Details		
	ye001 Host		% % ₹	L I			Video	at	In meeting		
	() Ye002		Q 88 2	L I	100-		Video	al	In meeting		
				[o] View	by Host						
				↑ Pin o Ø Rena	n Top 🚾						
				 Allow 	Recording						
				invite	to Share						
				음 Seta 옷 Seta	s Host s co-host						
				Partic	ipant Details						
				⊘∿ Disco	nnect						
				[] Remo	ive						

Lowering Hands

If all participants are muted and cannot unmute themselves, participants can raise hands to request the floor. When a participant is raising a hand, you can right-click the participant and choose **Cancel Hand Raising** to respond to the participant. If you allow the participant to speak, you can unmute the participant or **give the floor** to the participant.

/c001's Mee	ating								中文
Meeting ID: 2898	01196 Meeting Time: 00:20	6–01:26 Current Participant	s: 2/2 Duration: 31 minutes	Details					End Mee
leeting Control									
Status 🔢 A	utomatic continuous presenci	e 🌲 Unmute All							6
	2. Add Participant	Call Participant	Unmute All	Nute All	Enable Voice Activation	Set Host Polling	Continuous Presence	e Start Recording	Meeting Settings
Participants									Enter Enter a name.
Na	ime ¢		Operation		Status in Mee	eting	Туре	Network Details	
	yc001 Host		% %	<u>ع</u> :	는 🔤		Video	all In meeting	
	Ye002		Q %	& :	4 🗮		Video	.all In meeting	
				 ivervity /ul>	Host fop fop source s				

Giving the Floor to or Broadcasting a Participant

To view the feed of a participant, you can give the floor to or broadcast the participant.

yc001's	Meeting										中文 EN
Meeting II	0: 289801196 Meeting Time: 00:	26-01:26 Current Participa	Ints. 2/2 Duration: 32 minute	s Details						Enc	Meeting
Meeting C	ontrol										
Status	## Automatic continuous presen	ice 🕴 Unmute All									6
	20	C.	۹	8	0	60	(0) *				
	Add Participant	Call Participant	Unmute All	Mute All	Enable Voice Activation	Set Host Polling	Continuous Prese	ince	Start Recording	Meeting Settings	
Participan	5									S Fitter Enter a name.	
	Name ¢		Operation	_	Status in Me	seting	Туре	Network	Details		
	Sector Se		* *	٤ :	쇼 🔤		Video	at	In meeting		
	(L) Yc002		¢ %	<u>e</u> :	4 🔤		Video	att	In meeting		

- If you give the floor to participant A and the host is in the meeting, all participants view the video of participant A, and the host and participant A are unmuted. If no host is in the meeting, all participants view the video of participant A, and the muting status of all participants remains unchanged.
- If you broadcast participant A, all participants view the video of participant A regardless of whether there is a host in the meeting. The muting status of all participants remains unchanged.

Pinning Participants on Top

If there are a large number of participants in the meeting, you can pin a participant to the top and drag and drop participants to sort them.



Configuring Other Settings

You can modify meeting settings.

Meeting ID: 28 Meeting Time: 16:43–17:28 Current Participants: 01 Duration: 29	ninules Details	中央:EN End Meeting
Meeting Control Status #2 Automatic continuous presence # Unmute All	Meeting Settings ×	ĥ
Add Pertopant Call Partopant I	Meeting Access Look Meeting Participants can only be invited to meeting by host Participants can only be invited to meeting by host Participants can only be invited to meeting by host	ing Continuous Presence Meeting Settings
Participants AB (1) Absent (1)	Participant Permissions	Terminal type: All v Q Deptay name or account
Name : Operation Operation	Enable Camera Zi Allow participants to enable camera	ype Network Defails - Reinlased by user
	Sharing Allow sharing Chat Zi Allow participants to chat with each other	
	Rename all Allow participants to rename themselves Local Recording Available To Host only	
	OK Cancel	

- You can change the range of participants that are allowed to join a meeting.
 - **Everyone**: Users inside and outside your enterprise can join the meeting.
 - **Corporate users**: Only enterprise users can join the meeting.
 - **Invited users**: Only the invited user can join the meeting.
- You can choose whether to lock the sharing. After the sharing is locked, only the host can initiate sharing.
- You can choose whether to allow participants to unmute themselves.

Filtering Participants

During a meeting, you can filter participants to quickly find unmuted participants, absent participants, or participants who are raising hands. You can also find participants who join the meeting using a specific type of terminals.

deeting
6
sunt

Other Meeting Control Operations

Besides the preceding operations, you can perform other meeting control operations.

yc001's Meeting ID:	Meeting 289801196 Meeting Time: 00	1:26-01:26 Current Participa	nts: 2/2 Duration: 36 minutes	Details						En	中文 EN
Meeting Co	ontrol										
Status	Automatic continuous prese	nce 🌲 Unmute All								(6
	2. Add Participant	Call Participant	Unmute All	💸 Mute All	Enable Voice Activation	Set Host Polling	Continuous Presen	ce	Start Recording	Contracting Settings	
articipants	5									S Filter Enter a name.	
	Name 💠		Operation		Status in Meet	ing	Туре	Network	Details		
	yc001 Host		% 19	<u>e</u> :	± #		Video	a	In meeting		
	(D) Ye002		Ф. W.	& :	4 📾		Video	al.	In meeting		
	Click	End M	eeting	to	end the m	peetin	7				
		2				ieeun	J.				

• Click 🛄 to lock the meeting. Users can join a locked meeting only by accepting an invitation from the host.

5 Recording a Meeting

5.1 Setting Recording

On the Huawei Cloud Meeting Management Platform, you can set local recording permissions, cloud recording type, advanced cloud recording settings, and cloud recording playback permissions.

After settings, enterprise users can use related recording functions.

Precautions

- After you enable local recording on the Huawei Cloud Meeting Management Platform, enterprise users can perform local recording on the desktop client. For details, see **Recording a Meeting Locally**.
- After an enterprise purchases the recording storage space, users under this enterprise can **use cloud recording**. For details about how to purchase the recording storage space, see **Buying a Meeting Resource Package**.

Local Recording

Enable or disable local recording for an enterprise as an administrator.

- Step 1 Log in to the Huawei Cloud Meeting Management Platform.
- **Step 2** In the navigation, choose **Administrator** > **Meetings** > **Meeting Settings**.

On the Basic Settings tab, click Recording & Live Broadcast.

Step 3 Switch on or off **Local recording**.

Figure 5-1 Local recording

	Meeting Reservation	Recording & Live Broadd	ast				
	Recording & Live Broadcast	Local recording					
	Meeting Notification	Cloud Recording Type					
	After Meeting	Shared screen with the speaker view		Speaker view	Shared screen	Audio only	
	Other	Advanced & Live Broadcast Settings					
		Display participant names	Super	rimpose speaker's small scree	en on the shared screen		
		Cloud Recording Playback					
		Watch and download by participants					



Cloud Recording Types

Set the cloud recording types as an enterprise administrator.

Recording files of the selected types are generated when enterprise users perform cloud recording.

- Step 1 Log in to the Huawei Cloud Meeting Management Platform.
- **Step 2** In the navigation, choose **Administrator** > **Meetings** > **Meeting Settings**.

On the **Basic Settings** tab, click **Recording & Live Broadcast**.

Step 3 Select a cloud recording type as required.

Table 5-1 describes the cloud recording types.

Figure 5-2 Selecting a cloud recording type

	Meeting Reservation	Percerding & Live Presede	act				
	In Meeting		ası				
	Recording & Live Broadcast	Local recording					
	Meeting Notification	Cloud Recording Type					
	After Meeting	Shared screen with the speaker view	0	Speaker view	Shared screen	Audio only	
	Other	Advanced & Live Broadcast Settings					
		Display participant names	Sup	perimpose speaker's small scre	en on the shared screen		
		Cloud Recording Playback					
		Watch and download by participants	\sim				

Cloud Recording Type	Recording Content
Shared screen with	When no one is sharing
the speaker view	 In automatic continuous presence mode, the video of the loudest participant is recorded.
	 When the host broadcasts a participant, gives the floor to a participant, or broadcasts continuous presence, the corresponding video is recorded.
	 When someone is sharing The shared screen will be recorded. You can configure advanced settings to record the presenter video together.
Speaker view	 In automatic continuous presence mode, the video of the loudest participant is recorded.
	• When the host broadcasts a participant, gives the floor to a participant, or broadcasts continuous presence, the corresponding video is recorded.
Shared screen	If no one is sharing, no recording file is generated.When someone is sharing, the shared video is recorded.
Audio only	Mixed audio in the meeting is recorded.

Table 5-1 Cloud recording types

Step 4 Click Save.

----End

Advanced Settings of Cloud Recording and Live Broadcast

Configure advanced cloud recording settings as an enterprise administrator.

- Step 1 Log in to the Huawei Cloud Meeting Management Platform.
- Step 2 In the navigation, choose Administrator > Meetings > Meeting Settings.On the Basic Settings tab, click Recording & Live Broadcast.
- **Step 3** Select options as required.

 Table 5-2 describes the advanced settings of cloud recording and live broadcast.

Figure 5-3 Advanced settings of cloud recording and live broadcast

	Meeting Reservation	Recording & Live Broads	act				
	In Meeting	Thecoluling & Live broad	ust				
	Recording & Live Broadcast	Local recording					
	Meeting Notification	Cloud Recording Type					
	After Meeting	Shared screen with the speaker view		Speaker view	Shared screen	Audio only	
	Other	Advanced & Live Broadcast Settings					
		Display participant names	Su	perimpose speaker's small screen	on the shared screen		
	-	Cloud Recording Playback					
		Watch and download by participants					

Option	Description
Display participant names	If enabled, the participant name is displayed in the lower left corner of the video of a participant whose enables the camera in the recording file.
Superimpose speaker's small screen on the shared screen	• This option is valid only when Shared screen with the speaker view is selected as a cloud recording type.
	 If enabled, the large screen in the cloud recording file displays the shared screen, and the small screen in the upper right corner displays the video of the loudest participant.

 Table 5-2 Advanced settings of cloud recording and live broadcast

Step 4 Click Save.

----End

Cloud Recording Playback

Set the cloud recording playback permission as an enterprise administrator.

- Step 1 Log in to the Huawei Cloud Meeting Management Platform.
- **Step 2** In the navigation, choose **Administrator** > **Meetings** > **Meeting Settings**.

On the Basic Settings tab, click Recording & Live Broadcast.

Step 3 In the Cloud Recording Playback area, select Watch and download by enterprise users or Watch and download by participants.

Only users in the specified range can play cloud recording files.

Figure 5-4 Setting the cloud recording playback permission

Meeting Reservation	Pecording & Live Broadcast	
In Meeting	recording & live broadcast	
Recording & Live Broadcast	Local recording	D
Meeting Notification	Cloud Recording Type	
After Meeting	Shared screen with the speaker view 🕐 Speaker view 💟 Shared screen 🗌 Audio only	
Other	Advanced & Live Broadcast Settings	
	Display participant names Superimpose speaker's small screen on the shared screen	
	Cloud Recording Playback	
	Watch and download by participants	
	Watch and download by enterprise users	
	Watch and download by participants	
	Meeting Reservation In Meeting Recording & Live Broadcast Meeting Notification After Meeting Other	Meeting In Meeting Recording & Live Broadcast Local recording Meeting Notification Cloud Recording Type Atter Meeting Other Advanced & Live Broadcast Settings Display participant names Superimpose speaker's small screen on the shared screen Cloud Recording Playback Watch and download by participants

```
----End
```

5.2 Using Cloud Recording

When creating a meeting, the host can enable the function of automatically starting recording after joining the meeting.

After a meeting starts, the host can start, pause, or stop cloud recording on the meeting control page.

Precautions

- After an enterprise purchases the recording storage space, users under this enterprise can use cloud recording. For details about how to purchase the recording storage space, see **Buying a Meeting Resource Package**.
- Only the host can use cloud recording.
- Recording files
 - After the recording is complete, the system automatically generates a recording file. For details about how to view, download, and share the recording file, see Managing Recordings.
 - The type of the recording file depends on the recording settings configured by the enterprise administrator. For details about the recording content, see Table 5-1.

Creating an Automatic Recording Meeting

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform**.
- **Step 2** In the navigation pane, choose **Meetings** > **Create Meeting**.
- Step 3 Set meeting parameters, click Advanced Parameters, and enable Automatically start recording after joining meeting next to Live/Recording Settings.

Huawei Cloud Meeting Manag	gement Platform	
Individual	Open To	Everyone V
Meetings	Waiting room	Enable waiting room for all ⑦
Create Meeting	Meeting Resource	v
Meeting History	Meeting ID	O Random
Meeting Templates		✓ Enable guest
My Recordings	Meeting Notification	✓ Email ✓ Calendar email
Meeting Settings	Advanced Parameters \land	
🖳 My Profile 🔹	Conference Settings	Allow guests to join meeting ahead of the host
Administrator		At any time V before the meeting starts
ධ Home		Enable simultaneous interpretation
Enterprise Management 👻	Screen Layout	Set
Meeting Room Devices	Resolution	1080p UHD video
Meetings	Live/Recording Settings	Automatically start recording after joining meeting
- Advanced Settings Y		Create Cancel

Figure 5-5 Automatically start recording after joining meeting

Step 4 Click Create.

After the host joins the meeting, the meeting automatically starts cloud recording. ----End

Starting, Pausing, or Stopping Cloud Recording

- **Step 1** Access the meeting control page as the host.
- **Step 2** Click **Start Cloud Recording** on the meeting control bar to start recording.

Figure 5-6 Starting cloud recording

Status 👔 Default screen 🌲 Unmute Al	ll					6
2.	ų.		8		٢	\$
Add Participant	Call Participant	Unmute All	Mute All	Configure Continuous Presence	Start Cloud Recording	Meeting Settings

Step 3 After cloud recording is started, the **Start Cloud Recording** button in the meeting control bar changes to **Pause Cloud Recording**. You can pause or stop cloud recording.

- **Pause Cloud Recording**: Click it to pause the cloud recording, as shown in Figure 5-7.
- **Resume Cloud Recording**: After the recording is paused, the **Pause Cloud Recording** button changes to **Resume Cloud Recording**. You can click it to resume the recording, as shown in **Figure 5-8**.

Figure 5-7 Pausing cloud recording



Figure 5-8 Resuming cloud recording



Figure 5-9 Stopping cloud recording

Meeting Control						
Status 🔡 Default screen 🤻 Mute All						6
2. Add Participant	Call Participant	Ç Unmute All	💸 Mute All	Configure Continuous Presence	Resume Cloud Recording	ieting Settings

----End

5.3 Managing Recordings

After cloud recording is complete, you can view, download, and share the recording files.

Precautions

- Recording storage space
 - After an enterprise purchases the recording storage space, users under this enterprise can use cloud recording. For details about how to purchase the recording storage space, see **Buying a Meeting Resource Package**.
 - Table 5-3 describes the recording storage space specifications.

Table 5-3	Recordina	storage	space	specifications
14010 0 0	necoranig	Juge	space	specifications

Specifications	Recording Duration (Hours)
100 GB	At least 40

- The recording storage space usage is affected by the cloud recording type and meeting resolution.

- Periodically check the recording storage space, clear unnecessary files, and download important recording files promptly.
- The type of the recording file depends on the **recording settings** configured by the enterprise administrator. For details about the recording content, see **Table 5-1**.

Viewing Recording Files

- Step 1 Log in to the Huawei Cloud Meeting Management Platform.
- Step 2 In the navigation pane, choose My Recordings.
- **Step 3** Click the topic of the meeting whose recording file you want to view. The recording details page is displayed.
 - Selecting a recording screen
 - Under the large video screen, switch the recording content type as required, including the shared screen with the presenter view, presenter view, shared screen, and audio-only.
 - Switching between the left and right screens Click the switch button in the small video screen to switch between the presenter's video and the shared content.

----End

Downloading Recording Files

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform**.
- Step 2 In the navigation pane, choose My Recordings.
- Step 3 Locate the recording file to be downloaded and choose More > Download in the Operation column. Alternatively, click the meeting topic to access the recording details page and click Download next to Playlist.
- **Step 4** Select the recording file types and click **Download**.

----End

Sharing Recording Files

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform**.
- **Step 2** In the navigation pane, choose **My Recordings**.
- Step 3 Locate the recording file to be shared and click Share in the Operation column. Alternatively, click the meeting topic and click Share in the upper right corner of the the recording details page.

Figure 5-10 Sharing a recording file

Huawei Cloud Meeting	E Husvei Cloud Meeting Management Pattom Hort Meeting								
Individual	My Recordings						Q Topic, meeting ID, or schedule	м	
🗄 Meetings 🗸 👻									
My Recordings						2021/07/01	- 2023/08/29		
External Contacts	Торіс	Scheduled By	Cloud Meeting ID	Start Time 👙	Duration	File Size (MB)	Operation		
El Meeting Settings							Share		

Step 4 Click **Copy Share Details** to share the information.

----End

Setting Recording File Sharing

- Step 1 Log in to the Huawei Cloud Meeting Management Platform.
- Step 2 In the navigation pane, choose My Recordings.
- **Step 3** Click the topic of the meeting whose recording file you want to share. The recording details page is displayed.

Step 4 Click **Share** in the upper right corner to configure the sharing.

- Share recording files: Select To login users only, To corporate users only, or To meeting participants users only.
- **Validity period**: Users who receive the link can view the recordings only within the validity period.
- Access Password: Users who receive the link can view the recordings only after they enter the password.
- Viewers can download recording files: If this option is selected, viewers can download recordings.
- Copy sharing information: Click **Copy Share Details** to copy the information about the meeting recordings and share it with others.

gur	e 5-11 Setting recording file sharing	
Sha	ire Setting	
~	Share recording files	
	O To login users only	
	To corporate users only	
	 To meeting participants users only 	
	Validity period(Permanently valid if not added.)	
	Access Descured()	
	ACCESS Password (No password is required if you do not add)	
~	Viewers can download recording files	
	Topic	
	Time:2023/08/28 19:54	
	Link:	
	D	
	Copy Share Details	
	Save Close	

----End

Deleting a Recording File

- **Step 1** Log in to the **Huawei Cloud Meeting Management Platform**.
- Step 2 In the navigation pane, choose My Recordings.
- **Step 3** Locate the recording file to be shared and choose **More** > **Delete** in the **Operation** column.

Figure 5-12 Deleting a recording file

My Recordings \bigcirc						Q Topic, meeting ID, or scheduler
Delete					2023/07/29 📋 -	2023/08/28
Topic	Scheduled By	Cloud Meeting ID	Start Time 👙	Duration	File Size (MB)	Operation
						Share More
						Share Download Delete

----End

6 Simultaneous Interpretation

Simultaneous interpretation is available only in a specific version. If you want to try this function, send an email to hcmeeting@huaweicloud.com or contact Huawei sales.

Enabling Simultaneous Interpretation

If multilingual communication is required in a meeting, you can enable simultaneous interpretation when creating the meeting on the Huawei Cloud Meeting Management Platform.

Huawei Cloud Meeting	Management Platform	Online Subscription
Individual	Participants (1)	Add Participant
🛱 Meetings 🖍		0
My Meetings		
Create Meeting	Open To	Everyone V
Meeting History	Waiting room	Enable waiting room for all ⑦
Meeting Templates	Meeting Resource	v
My Recordings		
External Contacts	Meeting ID	C Random
E Meeting Settings		✓ Enable guest
ව. My Profile	Meeting Notification	✓ Email ✓ Calendar email
Administrator	Advanced Parameters	
வ் Home	Conference Settings	✓ Allow guests to join meeting ahead of the host
B= Enterprise Management ~		At any time \checkmark before the meeting starts
Meeting Room Devices		Enable simultaneous interpretation Configure
⊕ Meetings ~	Screen Layout	Set
88 Apps		
Advanced Settings ~		Create Cancel

Adding Interpreter Groups

On the meeting control page, you can click **Simultaneous Interpretation** to create an interpreter group and add interpreters to the group. The interpreters will interpret the audio they hear to the language you set during the meeting.

For example, if you add an interpreter group **Chinese** ⁽²⁾ **English**, interpreters in this group can interpret speakers' audio between Chinese and English.

Huawei Cloud Meeting	Management Platform				Host Meeting	Task Center 🖉 Quick Links	中文 English L
Individual	Meetings / My Meetings						
Meetings	My Meetings 🔾					All v Q Mee	ting topic, meeting ID, or scheduler
My Meetings	(Instant meeting in	itiated by me)		A The meeting is in progress.			🕤 Cancel 🛛 🖸 Share
Create Meeting Meeting History Meeting Templates My Recordings © External Contacts	Time Cloud Meeting (D Meeting Password Schulink By Participants (1)	2023/08/30 10 40 - 2023/08/30 11:10 Host) Guest (Show More					Join Meeting Meeting Control
		De	taits				中文 EN End Meeting
Meeting Control	Linnute All						6
Add Participant	Call Participant	Unmute All	💐 Mute All	Configure Continuous St Presence St	art Cloud Recording	ogo Simultaneous Interpretation	C Meeting Settings

_			中文 EN
the second second		Details	End Meeting
Meeting Control			
Status 🔡 Default screen 🌲 Unmi	ute All		6
2.	હ	Configure Simultaneous Interpretation ×	
Add Participant	Call Participant	Add interpreter groups and add one or more interpreters to each group O Add Interpreter Group Simultaneous Interpretation	Meeting Settings
Participants		∧ Interpreter Group_English @ Chinese (2)	
All (1)		Languages English v O Chinese v Terminal type: All	
Name ¢		Interpreter	
- O Host			
		Start Cascel	

NOTE

- When creating an interpreter group, you can select Chinese, English, French, German, Russian, Japanese, Korean, Spanish, Portuguese, Arabic, and Italian by default. If a language is not found, contact the enterprise administrator to configure it.
- You can add multiple interpreter groups.
- If a meeting involves participants speaking multiple languages, it is recommended that multiple interpreters be assigned.

Configuring Simultaneous Interpretation in a Meeting

After interpreters join the meeting, you can view the interpreters and the language they output in the **Participants** list on the meeting control page. You can also set interpretation channels for participants to meet their requirements.

If participants use professional hard terminals to join the meeting, they cannot select an interpretation channel by themselves. You must set an interpretation channel for them.

								中文 EN
			D	etails				End Meeting
Meeting C	control							
Status	👪 Default screen 🗍 Unr	nute All						6
	2. Add Participant	Call Participant	Unmute All	💘 Mute All	Configure Continuous Presence	Start Cloud Recording	Simultaneous Interpretation	Meeting Settings
Participan	ts							
All (2)						Terminal type: All	V Q. Display name or account
C	Name 💠		Operation		Status in Meeting	Type	Network Details	
	Host Interpreter		🗞 😗 L	1	🛓 🕥 CN 🕲 EN	Video	.all In meeting	
			😵 😗 L	4	🏧 🔞 EN	Video	all In meeting	
				Vew by Hoat Enable Camera P Pin on Top Rename Invite to Share Set as Host Move to waiting room Set interpretation Channel wo Disconnect Tim Remove	© Orgin ✓ © Engle © Chine	al audo h se		

Ending Simultaneous Interpretation

You can click **Simultaneous Interpretation** and update or end simultaneous interpretation.

Configure Simultaneous Interpretation	×		
Add interpreter groups and add one or more interpreters to each group Add Interpreter	r Group	Simu	Itaneous Interpretation
∧ Interpreter Group_Chinese ⓓ English	Ð		
* Languages (Chinese v) English v			Terminal type: All
* Interpreter		vork	Details
			In meeting
End Update Cancel			

Useful links:

Setting Meeting Parameters for enterprise administrators and **Simultaneous Interpretation** for client users

7 Setting a Meeting Template

Set a meeting template and use the template to quickly create an instant meeting or schedule a meeting.

Saving a Historical Meeting as a Meeting Template

On the **Meeting History** page, click ^[1] in the **Operation** column to save a historical meeting as a meeting template.

Then you can find the template on the **Meeting Templates** page.

HUAWEI CLOUE	D Meeting	Management Platform						Host Meeting	Task Center Y0001 ~
Individual		Meetings 7 Meeting History							
18 Meetings	^	Meeting History							Meeting topic, meeting ID, or sched
My Meetings Create Meeting		Export Recommended m	ax records to export at a time: 100/	000		Day	Month 2021-04-22	-	2021-05-22
Meeting History		Meeting Topic	Scheduled By	Department	Meeting ID	Start Time	Actual Duration	Recording \$	Coperation
Meeting Templates		yc001's Meeting	yc001	Secondary devel	288 022 832	2021-05-22 01:09	2 minutes	None	tte en esta esta esta esta esta esta esta esta
My Recordings External Contacts		yc001's Meeting	yc001	Secondary devel	289 801 196	2021-05-22 00:26	37 minutes	None	Save as Template
C Meeting Settings		yc001's Meeting	yc001	Secondary devel	118 700 916	2021-05-22 00:15	2 minutes	None	8 B 2
S My Profile		yc001's Meeting	yc001	Secondary devel	282 179 324	2021-05-22 00:14	1 minutes	None	882
HUAWEI CLOU	D Meeting	Management Platform						Host Meeting	Task Center Y yc001 ~
Individual		Meetings / Meeting Templates							
 Meetings My Meetings 	^	Create Template		_					Q Meeting topic
Create Meeting		⇒ yc001's Meeting							🖆 Edit 🕲 Delete
Meeting Templates	כ	Duration 1 Participants y Hard Terminals	6 minutes c001 Show More						Schedule Start Now
 wy recordings External Contacts 								Total: 1 <	1 > 10/page v
은 Meeting Settings 으 My Profile									

Creating a Meeting Template

You can create a meeting template based on your requirements.

HUAWEI CLOUD Meeting Ma	anagement Platform		Host Meeting 💟 Task Center 🍸 yc001 ×
Individual	Meetings / Meeting Templates		
Meetings My Meetings	Meeting Templates		Q. Meeting topic
Create Meeting	vc001's Meeting		🗹 Edit 🛙 🖬 Delete
Meeting History	Duration 15 minutes		Cabadula
Meeting Templates	Participants yc001 Sho	w More	Schedule
My Recordings	Hard Terminals		Start Now
External Contacts	Create Meeting Templ	ate	> 10 / page ∨
Meeting Settings			\rightarrow
A. My Profile	* Meeting Topic	yc001's Meeting	
	* Meeting Type	O Video 🔿 Voice	
	Meeting Duration	1 hour V - 00 minutes V	
	Time Zone	(GMT+08.00) Beijing, Chongqing, Hong K V	
	Description	You can add the agenda, meeting place, and precautions.	
		07200	
	Participants (1)	(a) yc001	
	Open To	Everyone V	
	Cloud Meeting Room	Enable Cloud Meeting Room	
	Meeting ID	Random v 💿	
		Guest Password	
	Meeting Notification	🔽 Email 🔽 Calendar email	
	Advanced Parameters ~		
		Save Cancel	



You can customize meeting settings on the **Meeting Settings** page.

Basic Settings

You can set the voice language, time zone, and whether to mute participants (except for the host) when they join meetings scheduled by you.

Huawei Cloud Meeting	g Management Platform
Individual	Meeting Settings
🕆 Meetings	
My Recordings	Basic Settings Personal Meeting Settings
Sector External Contacts	
te Meeting Settings	Voice Language English
A My Profile	Time Zone (GMT+08:00)
Administrator	Default Meeting Options × Automatically mute soft clients or phones except host after joining meetings
☆ Home	** * second account in the community of the provided and provided a
8= Enterprise Management ~	Edit
Meeting Room Devices	
Meetings ✓	•
வ் Dashboard	
Advanced Settings ~	

Personal Meeting Settings

A personal meeting is actually hosted in a cloud meeting room with a fixed ID. You can share meeting details with others to host a multi-party meeting.

On the **Personal Meeting Settings** tab, you can:

- Edit the following details:
 - Host password

- Guest password
- Whether to allow guests to join the meeting ahead of the host
- Join the personal meeting.
 - Click the text **Click to join the meeting as the host** to join the meeting as the host.
 - Click the text **Click to join the meeting as a guest** to join the meeting as a guest.
- Share the personal meeting details.
 - Click **Copy** to copy the join-meeting links for the host or guests and share the links with others.
 - Click **Share** to copy the meeting details and share the details with others.

Huawei Cloud Meeting Manag	jement Platform
Individual	Meeting Settings
Meetings V	Basic Settings Personal Meeting Settings
 External Contacts Meeting Settings 	The system automatically allocates personal meeting details to you. You can share meeting details with others and start video conferencing at any time. Cloud Meeting Room Name
2. My Profile	Personal Cloud Meeting ID 168
Administrator	Host Link Click to join the meeting as the host Copy
G Home	Host Password
8ª Enterprise Management ~	Guest Link Click to join the meeting as a guest Copy
Meeting Room Devices	Guest Password
Meetings ✓	Other $$
ள் Dashboard	\checkmark . Notify the room owner if their cloud meeting room is being used
Advanced Settings ~	Edit Create Meeting Share

Editing the Host Password of a Cloud Meeting Room

If your enterprise has purchased a cloud meeting room, the administrator can allocate the cloud meeting room to you. For details about how to allocate a cloud meeting room, see **Allocating a Cloud Meeting Room to a User**.

You can configure the cloud meeting room as the meeting administrator of the room.

Step 1 In the navigation pane, choose Individual > Meeting Settings, click the Cloud Meeting Rooms tab, and click the drop-down icon on the left of the cloud meeting room to be edited. The cloud meeting room settings are displayed.

Huawei Cloud Meeting Mana	gement Platform			Host Meeting 🛛 🔁 Task Center 🔰 🖉 Quick Link	s PX English 🔔
Individual	Meeting Settings				
🖾 Meetings 🔷 👻					
My Recordings	Basic Settings Cloud Meeting Rooms				
© External Contacts	Enterprise-level cloud meeting rooms need to be put	chased separately. Cloud meeting rooms are managed by dec	dicated personnel and are suitable for large-scale m	ieingi.	
Ci Meeting Settings	Cloud Meeting Room Name	Concurrent Parties	Status	Cloud Meeting ID	
A My Profile	<u>^</u>		Normal	936	
Administrator	Cloud Meeting Room Name		Host Link	Click to join the meeting as the host	Copy
Home Stamping Management 4	Cloud Meeting ID 93		Host Password	75	
Meeting Room Devices	Other \times Allow guests	to join meeting ahead of the host	Guest Link	Click to join the meeting as a guest	Сору
Meetings	 Notify the ros 	m owner if their cloud meeting room is being used	Guest Password	1	
Advanced Settings	Edt	Create Meeting Share			

Step 2 Click Edit, enter the new host password, and click Save.

Huawei Cloud Meeting	Management Platform			Hoel Meeting 🕑 Task Center 🥥 Duick Links 🕫 English 🔔		
Individual	Meeting Settings					
Meetings ~						
My Recordings	Basic Settings Cloud I	leeting Rooms				
Sternal Contacts	Enterprise-level cloud meeting	Enterprise-level doud meeting rooms need to be purchased separately. Cloud meeting moms are managed by dedicated personnel and are solitable for large-scale meetings.				
Meeting Settings	Cloud Meeting Roa	n Name Concurrent Parties	Status	Cloud Meeting ID		
A My Profile			Normal	41		
Administrator						
ධ Home	 Cloud Meeting Room Nam 		Host Link	Click to join the meeting as the host		
8: Enterprise Management v	Cloud Meeting ID	93	* Host Password	71		
A Meeting Room Devices	4 Other	Allow guests to join meeting ahead of the host	Guest Link	Click to join the meeting as a guest		
⊕ Meetings ~		Notify the room owner if their cloud meeting room is being used	Guest Password	1		
Advanced Settings *		Cancel				

----End

9 Adding an External Contact

The meeting administrator can add external contacts to the external contacts list. When creating a meeting, you can invite external contacts to the meeting.

- **Step 1** Choose **External Contacts** from the navigation tree.
- **Step 2** On the **External Contacts** page, click **Add**.
- **Step 3** On the **Add External Contact** page, enter the basic details about the external contact.

Individual	External Contacts / Add External Contact	
🗄 Meetings 🗸 🗸	Add External Contact	
Webinars Y		
My Recordings	* Name	Name
External Contacts	Mobile Number	+86 Mobile number
Meeting Settings	Other Number	+86 Other number
,	Email Address	Email address
Administrator	Address	Address
Enterprise Management 🗸	Enterprise Name	Enterprise name
∃ Hardware v	Department	Department name
Meetings ✓	Job Title	Job title
Webinars Advanced Settings	Remarks	Remarks



----End

10 Configuring Sensitive Words

The meeting administrator can add sensitive words on the **Sensitive Words** page. Sensitive words in the meeting topic, username, or chat messages in meetings will be replaced by asterisks (*).

Step 1 Choose **Administrator** > **Advanced Settings** > **Sensitive Words**.

Step 2 Enter a sensitive word and click **Add**.

Huawei Cloud Meetii	1g Management Platform
Individual	Advanced Settings / Sensitive Words
Meetings	Sensitive Words
My Recordings	
Sector External Contacts	Sensitive word Add
the Meeting Settings	Enter a sensitive word in the fext box and press Enter or click Add on the right to add the sensitive word. The sensitive word contained in an instant message is replaced with 3 asterisks (***).
2. My Profile	Up to 100 sensitive words can be added.
Administrator	Delete Clear Total: 0
G Home	
8* Enterprise Management >	
Meeting Room Devices ~	
Meetings ~	- • · · · · · · · · · · · · · · · · · ·
ជ Dashboard	
Advanced Settings	
Operation Logs	
Sensitive Words	
End	

Figure 10-1 Configuring sensitive words