

Huawei Cloud Meeting

Administrator Guide Web

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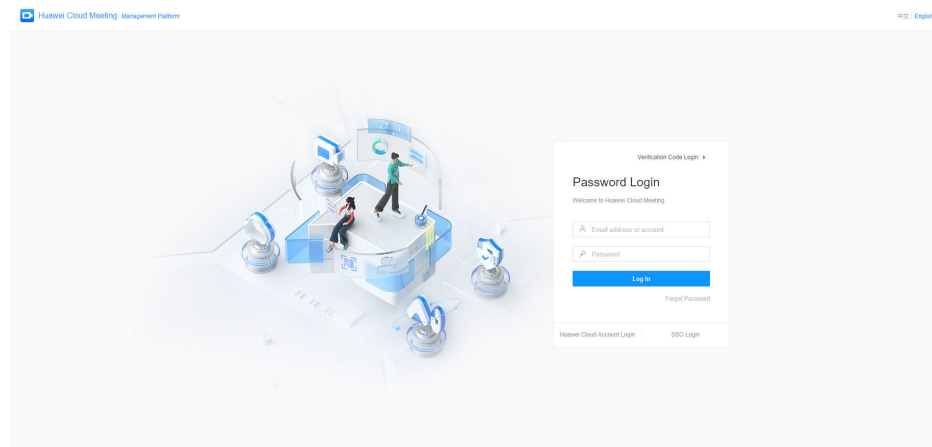
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1 Logging In to Huawei Cloud Meeting Management Platform

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.

The screenshot shows the 'Create Meeting' interface in the Huawei Cloud Meeting Management Platform. The interface is divided into a left navigation pane and a main content area. The navigation pane includes sections for 'Individual' (Meetings, My Meetings, Create Meeting, Meeting History, Meeting Templates) and 'Administrator' (Home, Enterprise Management, Meeting Room Devices, Meetings, Advanced Settings). The main content area is titled 'Create Meeting' and contains the following fields and options:

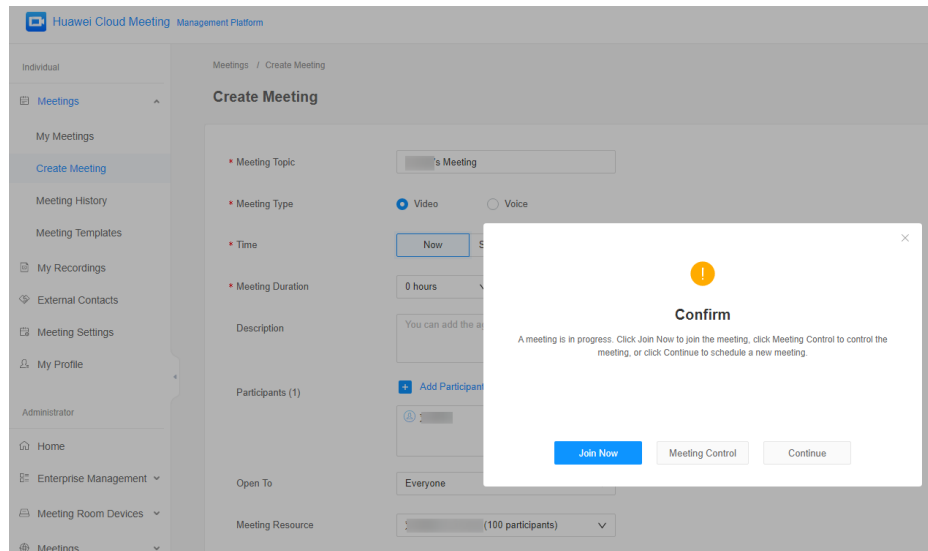
- Meeting Topic:** A text input field with the value 'Meeting'.
- Meeting Type:** Radio buttons for 'Video' (selected) and 'Voice'.
- Time:** Three tabs: 'Now', 'Specific time' (selected), and 'Recurring'. Below the tabs are date and time pickers showing '2023/08/28' and '11:00'.
- Time Zone:** A dropdown menu showing '(GMT+08:00) Beijing, Chongqing, Hong Ko...'. Below it is a 'Meeting Duration' field with '2 hours' and '00 minutes' selected.
- Description:** A text area with a placeholder: 'You can add the agenda, meeting place, and precautions.' and a character count '0/200'.
- Participants (1):** A section with an 'Add Participant' button and a list of participants.
- Open To:** A dropdown menu set to 'Everyone'.
- Waiting room:** A checkbox labeled 'Enable waiting room for all' which is unchecked.
- Meeting Resource:** A dropdown menu.
- Meeting ID:** Radio buttons for a custom ID and 'Random' (selected).
- Enable guest:** A checkbox which is checked, followed by a text input field.
- Meeting Notification:** Checkboxes for 'Email' and 'Calendar email', both of which are checked.
- Advanced Parameters:** A link to expand more options.

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	<ul style="list-style-type: none"> • <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	<p>Allow guests to join meeting ahead of the host: Allow guests to join the meeting ahead of the host by the time you configure.</p> <p>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.</p> <p>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.</p> <p>Screen Layout: Click Set to preset the layout. For details, see Setting Continuous Presence.</p> <p>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.</p> <p>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.</p>

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.



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.

The screenshot shows the 'Create Meeting' interface. It includes the following fields and options:

- Meeting Topic:** A text input field with a placeholder 's Meeting'.
- Meeting Type:** Radio buttons for 'Video' (selected) and 'Voice'.
- Time:** Buttons for 'Now', 'Specific time' (selected), and 'Recurring'.
- Date and Time:** A date picker showing '2022/06/13' and a time picker showing '12:00'.
- Time Zone:** A dropdown menu showing '(GMT+08:00) I'.
- Meeting Duration:** Two dropdown menus showing '0 hours' and '45 minutes'.
- Description:** A text area with a placeholder 'You can add the agenda, meeting place, and precautions.' and a character count '0/200'. This field is highlighted with a red border.
- Participants (1):** A button '+ Add Participant' and a text input field with a placeholder '@'.
- Open To:** A dropdown menu showing 'Everyone'.
- Meeting Resource:** A dropdown menu showing '(100 participants)'.
- Meeting ID:** Radio buttons for '168' and 'Random' (selected).

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 meeting ahead of the host

At any time ▾ 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

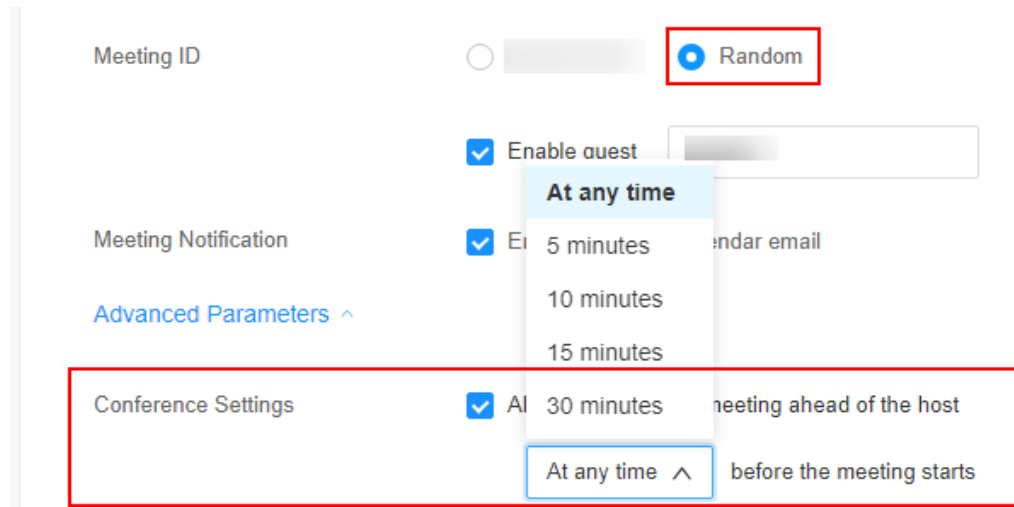
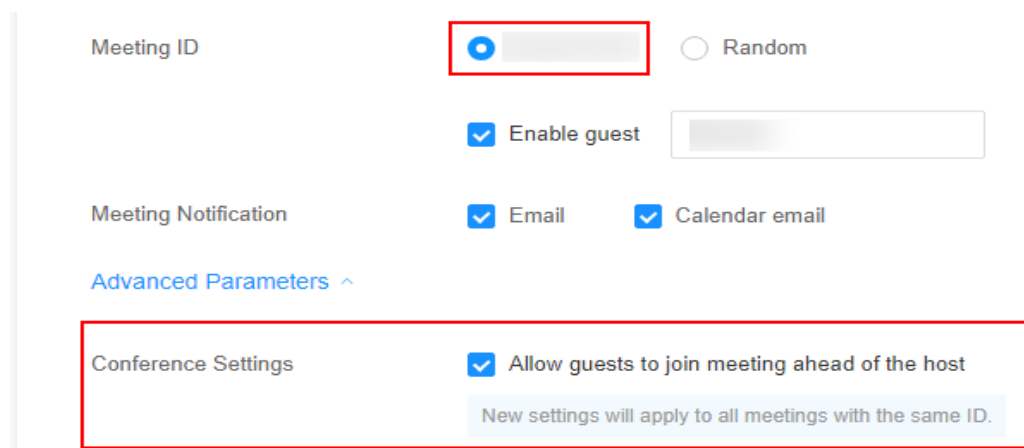


Figure 2-3 Allowing guests to join the meeting with your personal ID ahead of the host



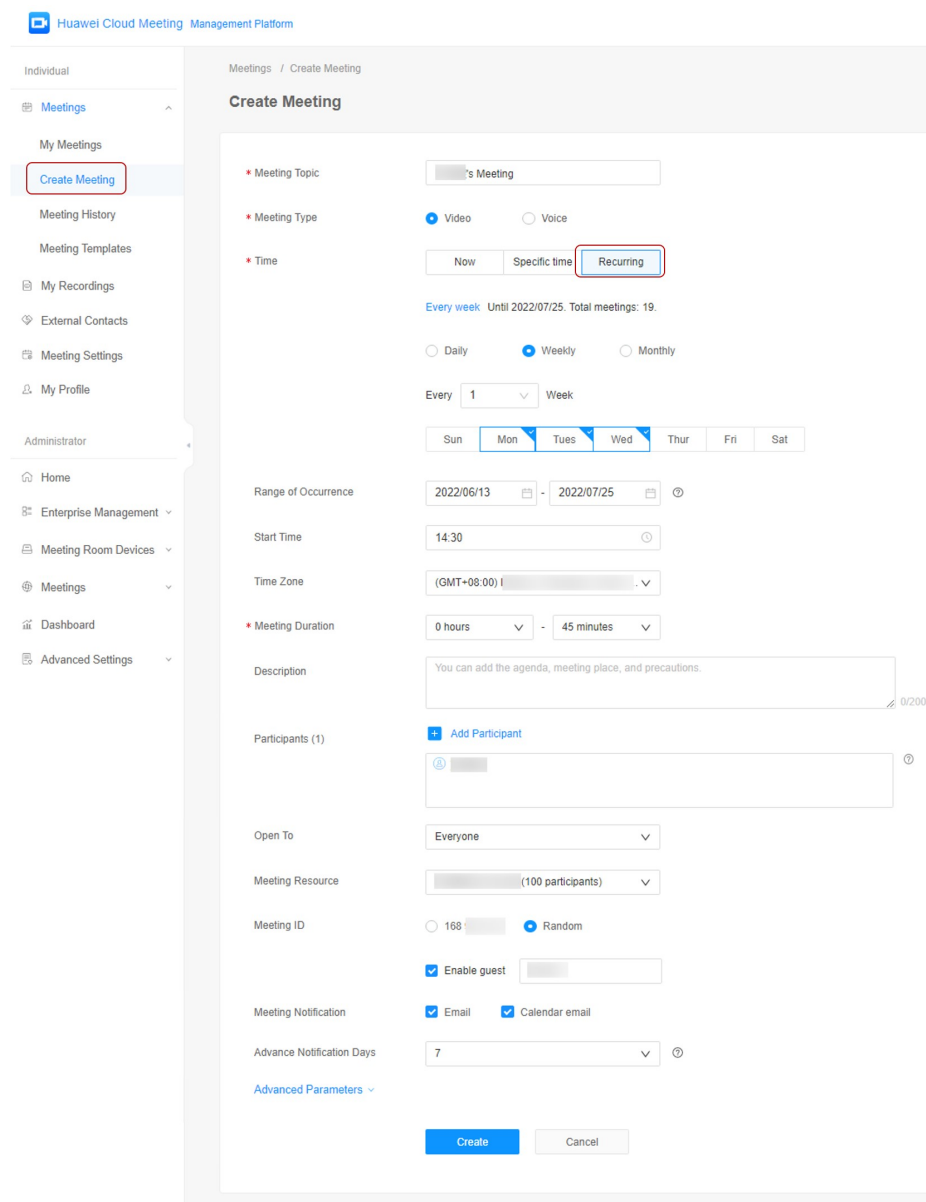
----End

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.



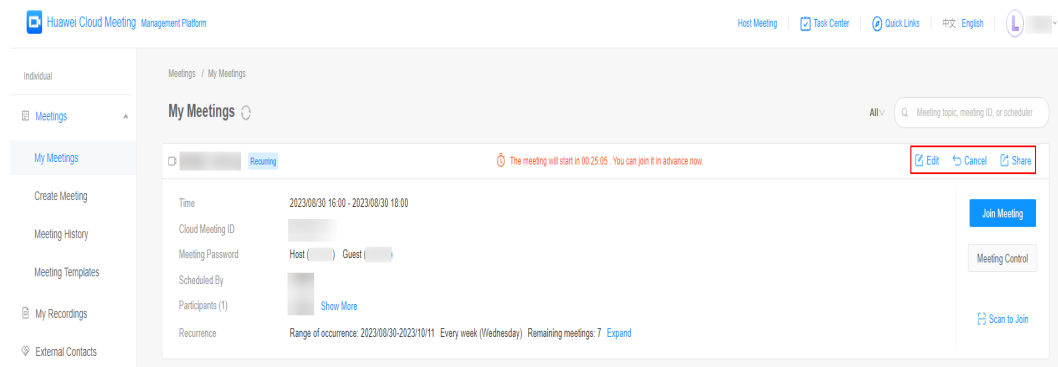
Parameter description

Parameter	Description
Recurring	<p>You can schedule a recurring meeting based on the following frequency:</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> 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.

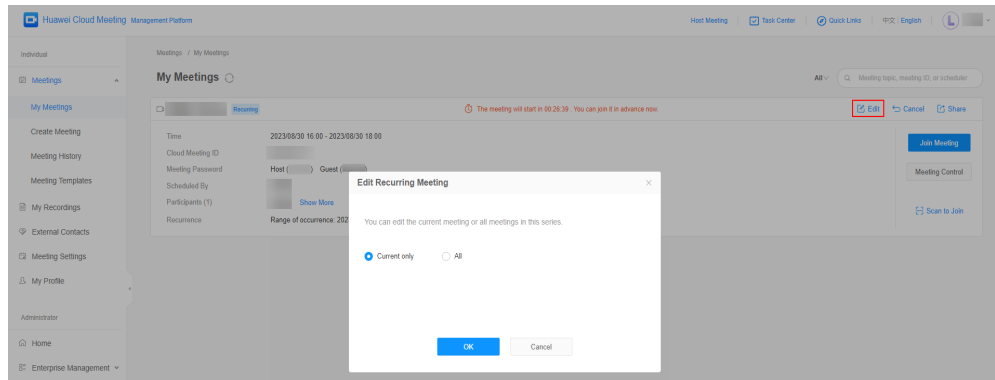
Editing or Canceling Recurring Meetings

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

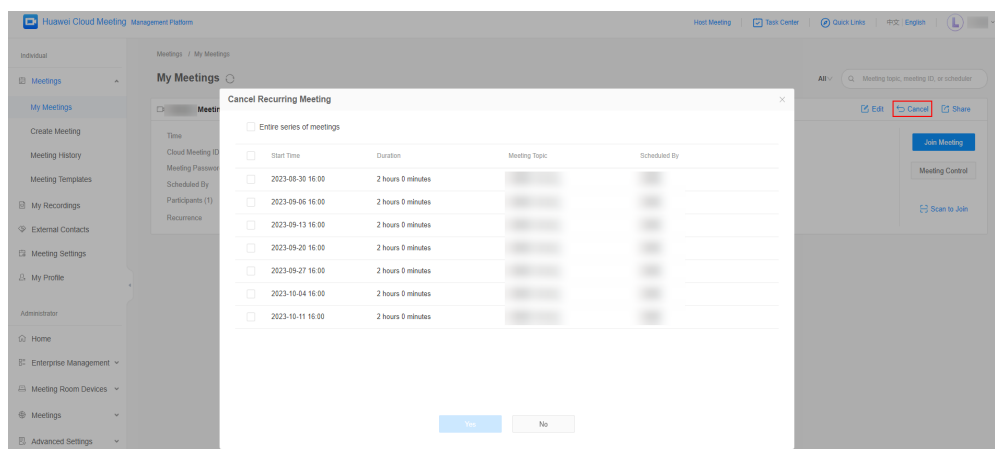


You can edit, cancel, or share a recurring meeting series.

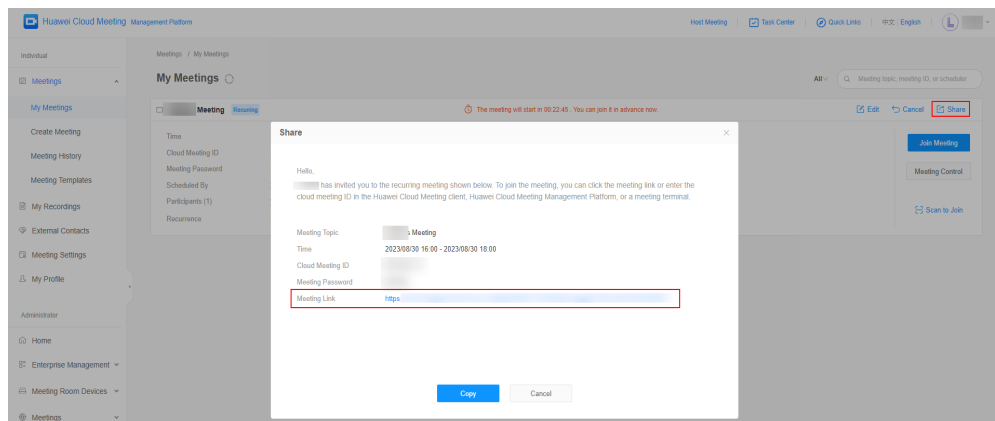
- Click **Edit** in the upper right corner of a recurring meeting to modify it or all recurring meetings.



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

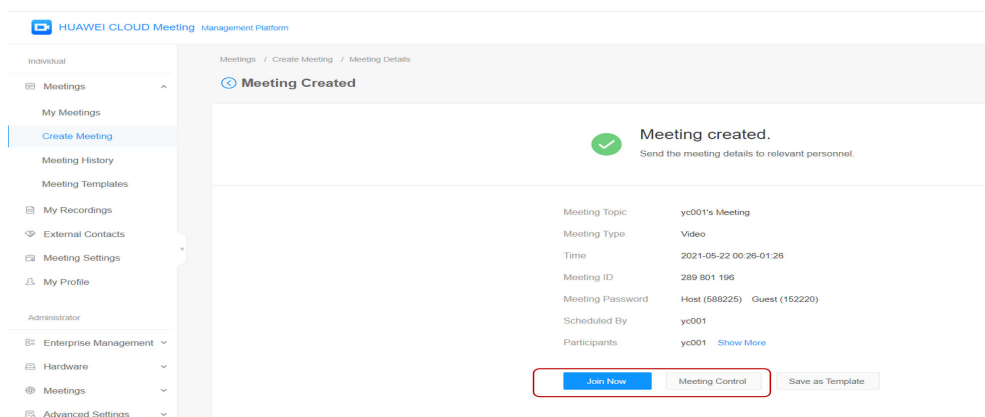


- Click **Share** in the upper right corner of a recurring meeting to share it to others.

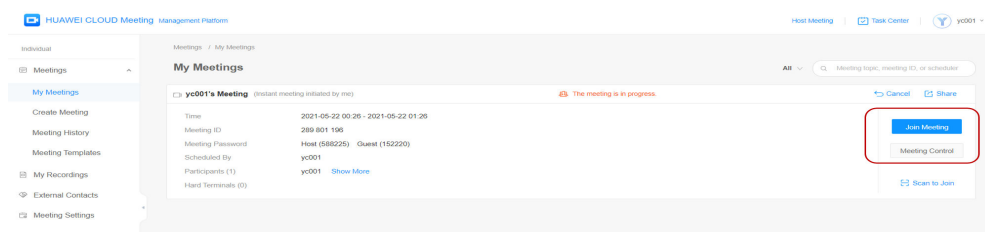


3 Joining or Controlling a Meeting

- 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.



- 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.

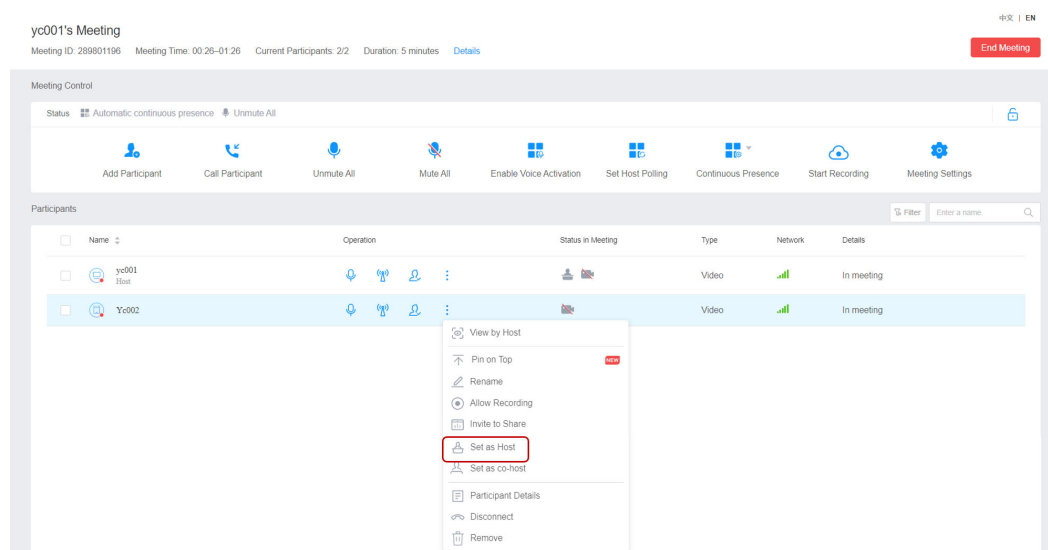


4 Controlling a Meeting

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

Setting the Host

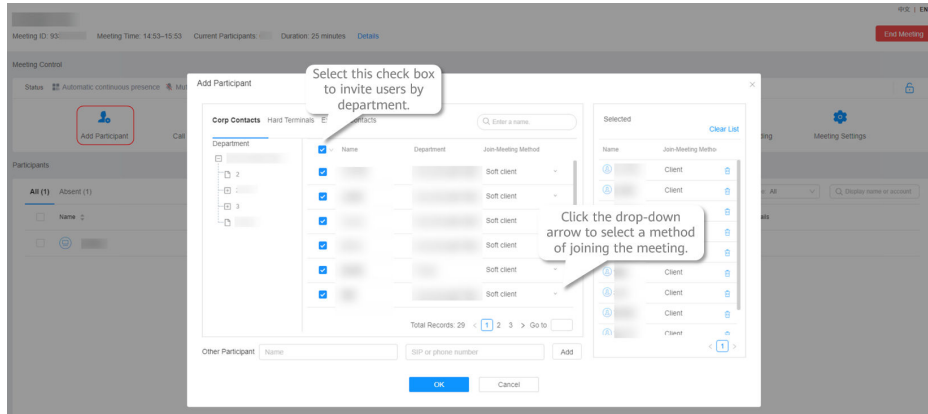
You can set yourself or a participant as the meeting host.



- 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.



- 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.

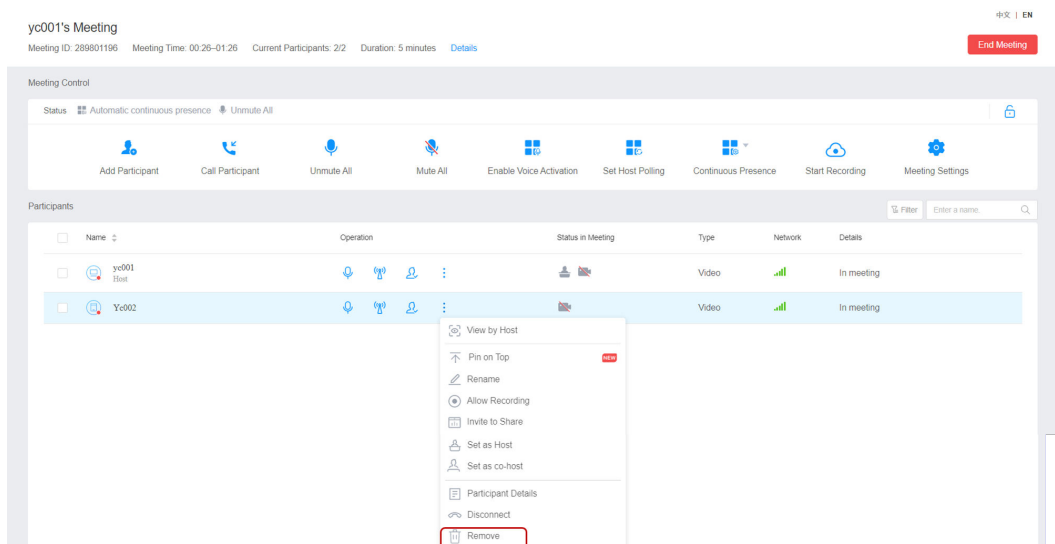
NOTE

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

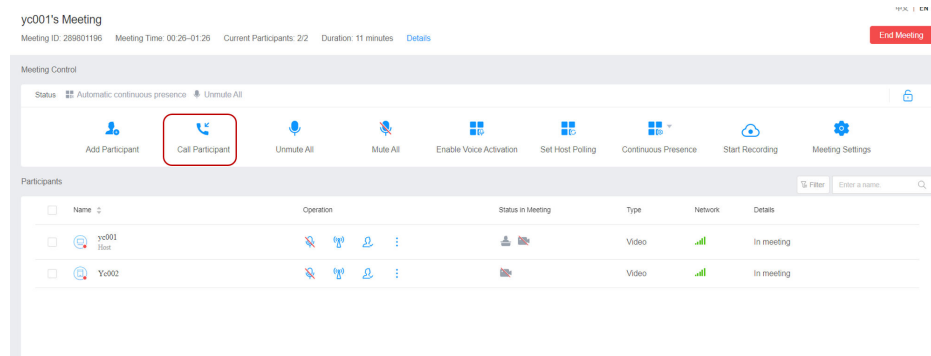
You can remove participants on the **Meeting Control** page.




- 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

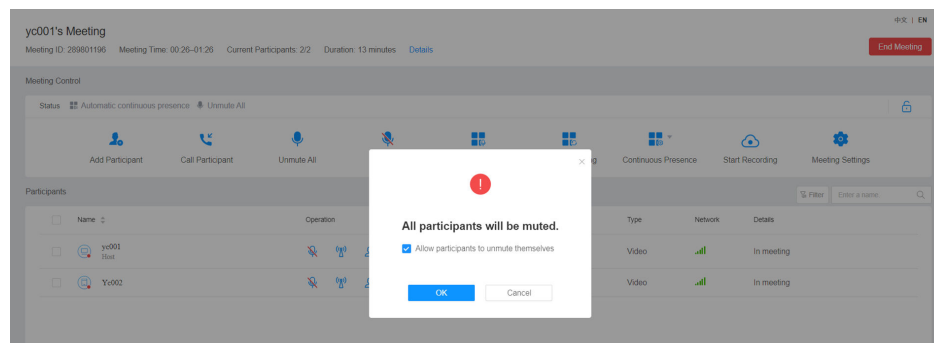
If a meeting has started but some participants have not joined, you can directly call them to invite them to the meeting immediately.




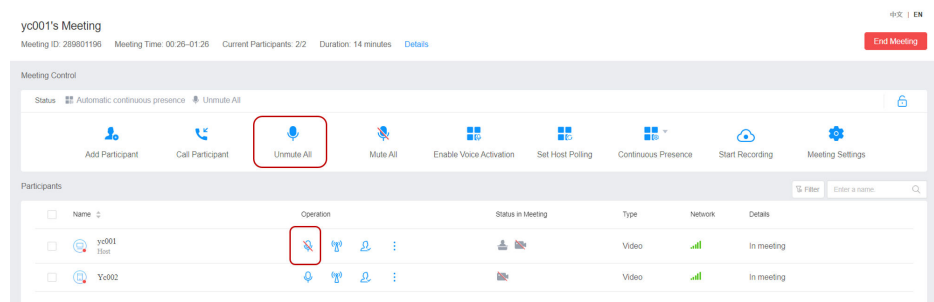
- Click **Call Participant** to call all participants who have not joined the meeting.
- Click  in the **Operation** column to call a participant who has not joined the meeting.

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  in the **Operation** column of the row containing the participant.

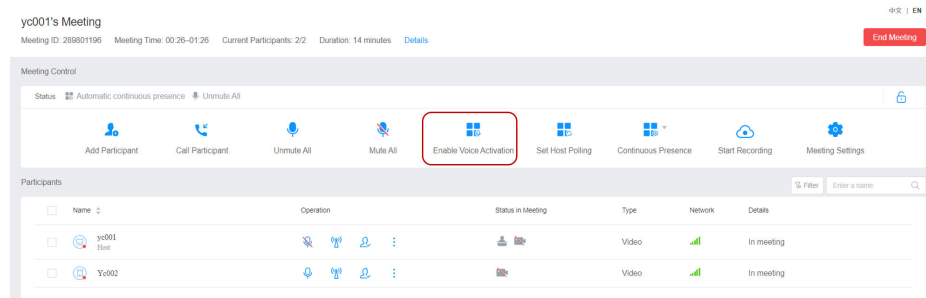


- You can unmute all participants or an individual participant.
 - Click **Unmute All** to unmute all participants.
 - To unmute a participant, click  in the **Operation** column of the row containing the participant.



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.



NOTE

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.

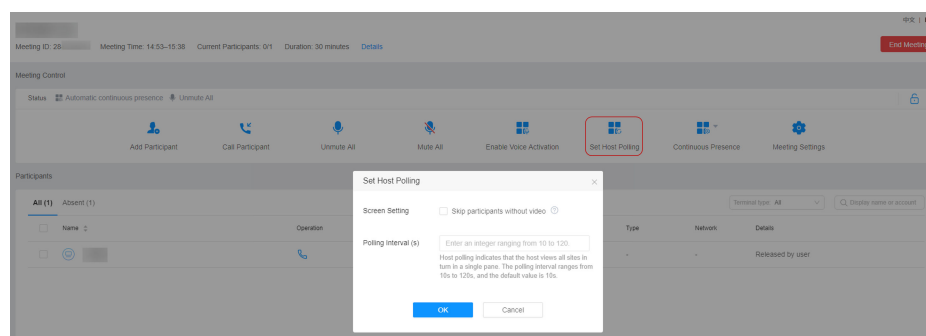
NOTE

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.



Setting Continuous Presence

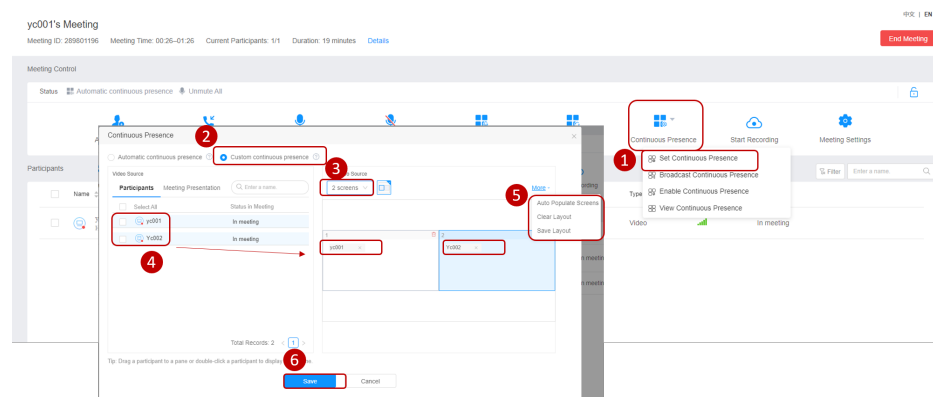
You can set continuous presence to enable participants to view each other.

Example:

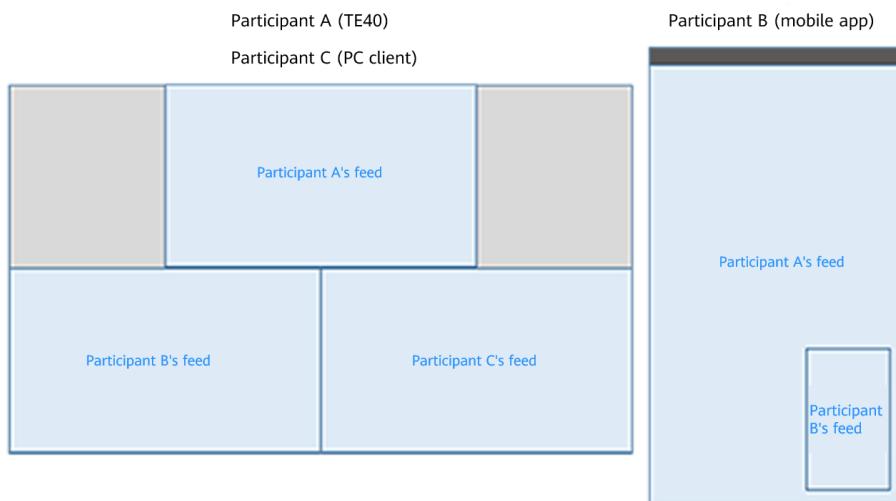
A meeting has three participants: A (TE40, single-stream), B (mobile app, multi-stream), and C (PC client, multi-stream). Participant A is the host.

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**.
5. Click **More** and choose **Clear Layout** or **Save Layout** to clear or save the current layout.
6. 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



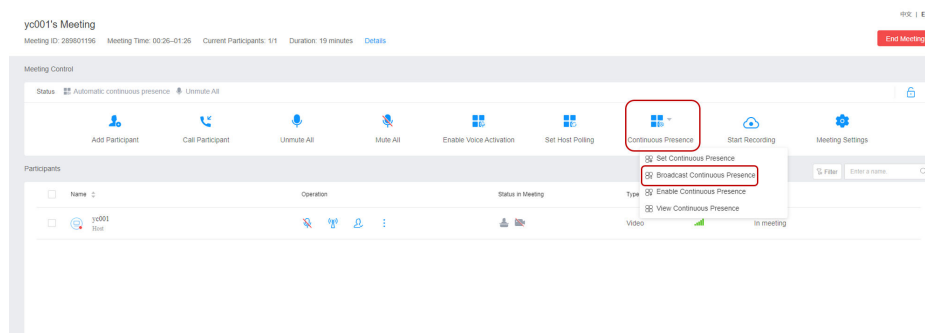
The PC of participant A and TE40 of participant C and PC display the three-screen continuous presence set by the host, and the mobile phone of participant B displays the continuous presence set by participant B.

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

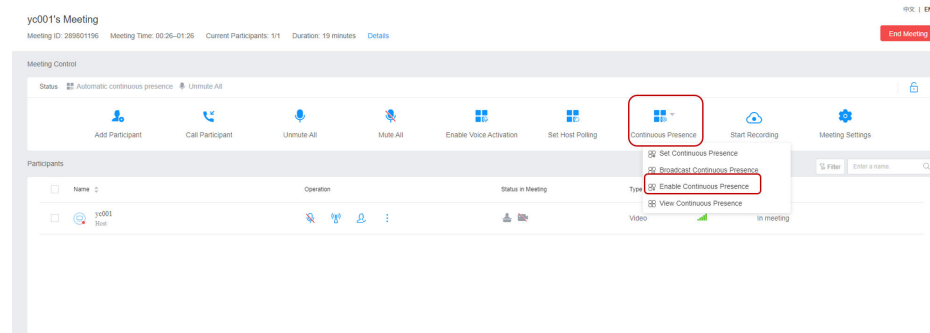
Click **Continuous Presence** and select **Broadcast Continuous Presence** to broadcast the set continuous presence. For example, if you have set and broadcast three-screen continuous presence, three screens are displayed on hard terminals and the PC client. Participants using the mobile app can customize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



Enabling Voice-activated Continuous Presence

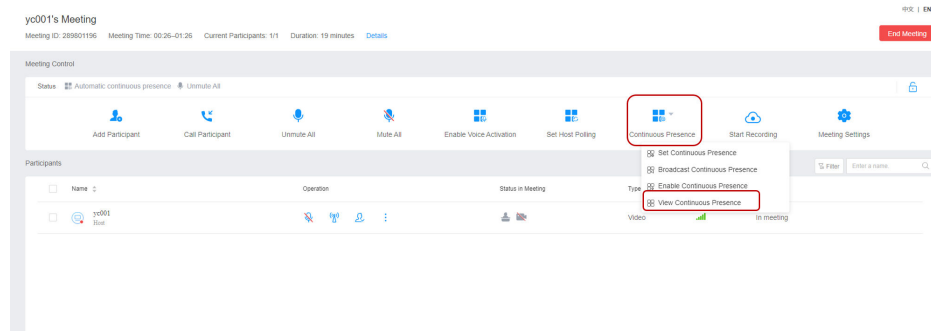
Click **Continuous Presence** and select **Enable Continuous Presence** to enable voice-activated continuous presence. The participant speaking loudest will be

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

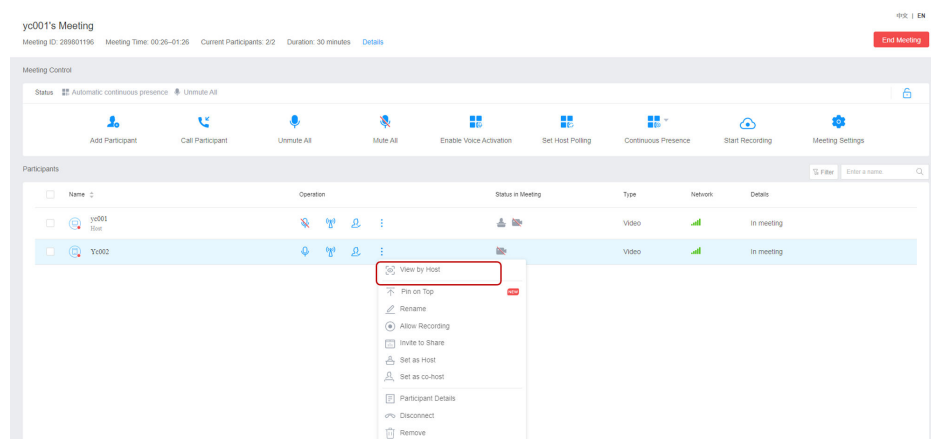


Viewing Continuous Presence

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

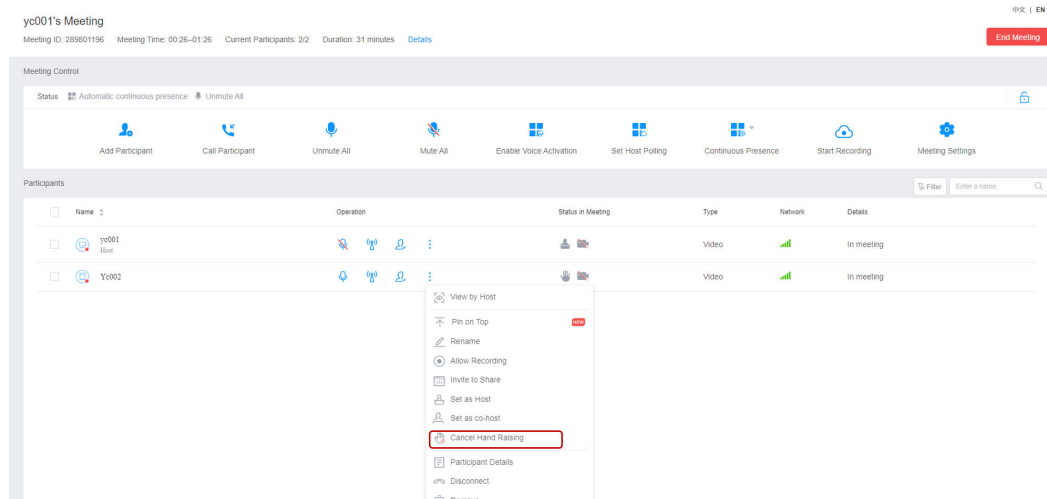


- To view a participant's feed, right-click the participant and choose **View by Host** from the shortcut menu.



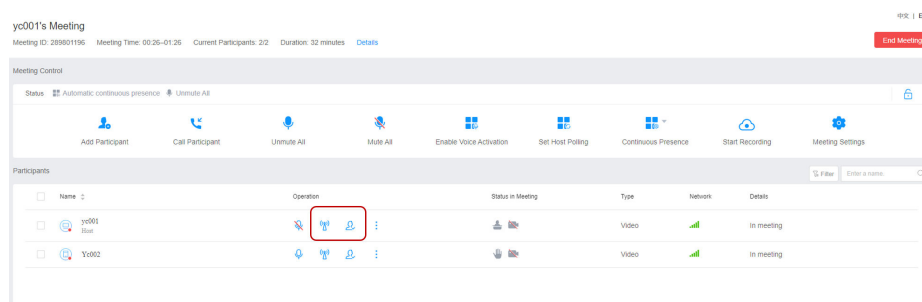
Lowering Hands

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.



Giving the Floor to or Broadcasting a Participant

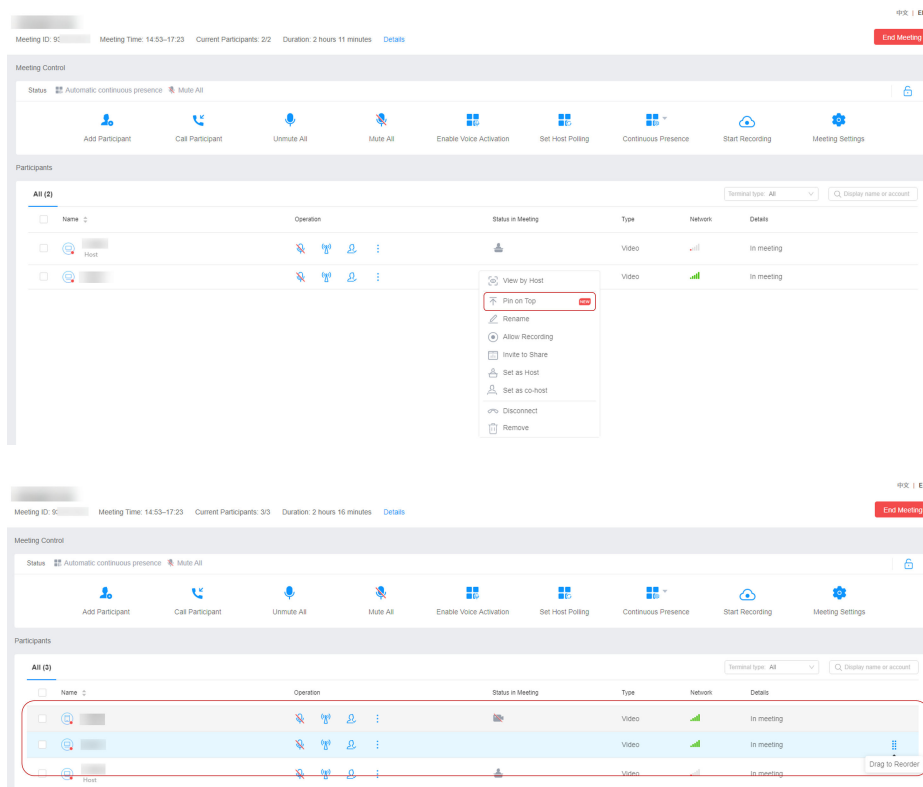
To view the feed of a participant, you can give the floor to or broadcast the participant.



- 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.

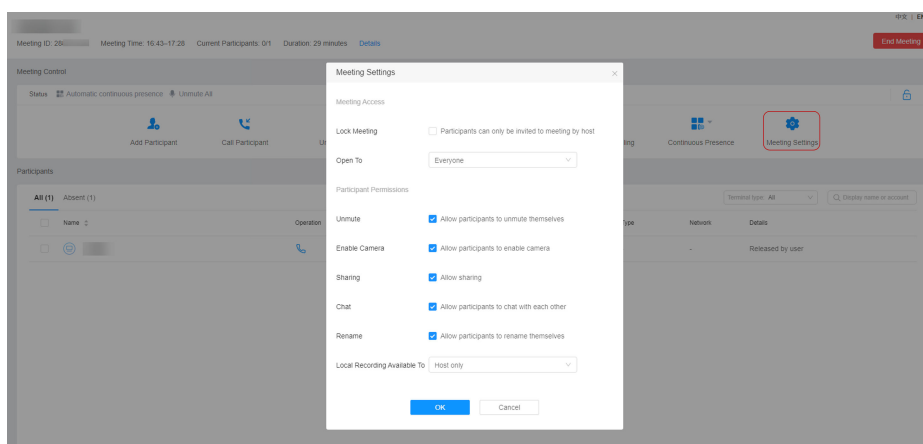
Pinning Participants on Top

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

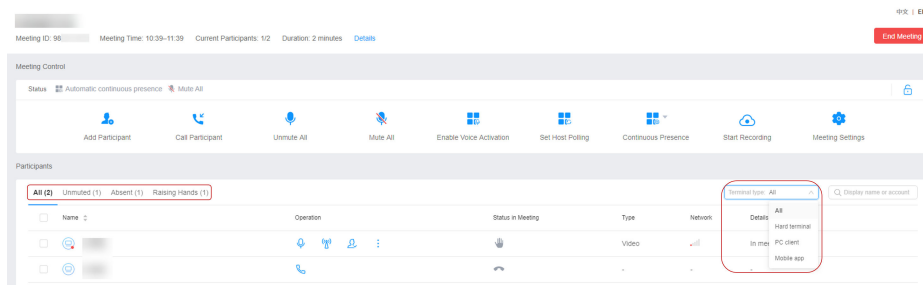
You can modify meeting settings.



- 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.

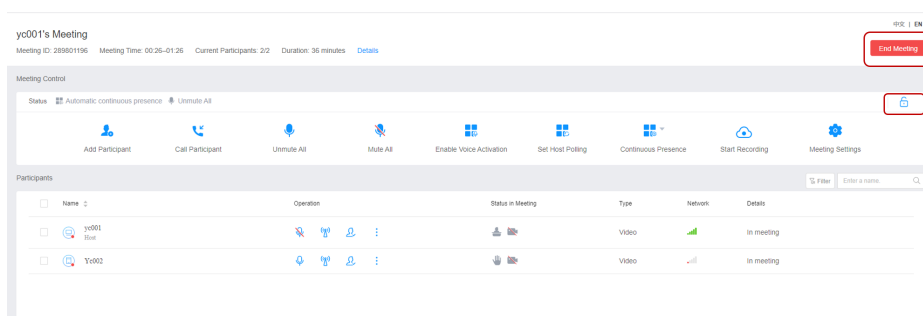
Filtering Participants



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.



Other Meeting Control Operations

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



- Click  to end the meeting.
- 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.

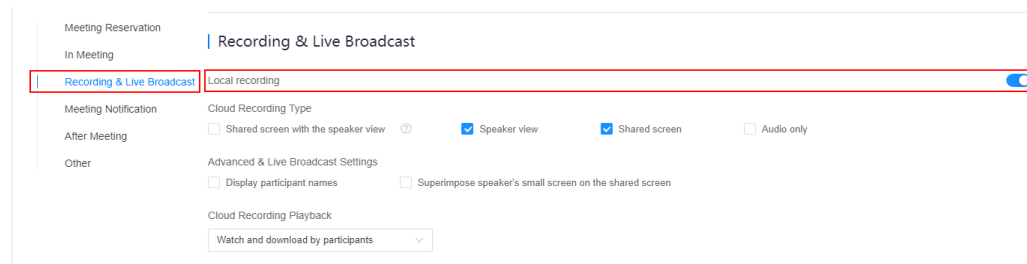
Step 1 Log in to the [Huawei Cloud Meeting Management Platform](#).

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



----End

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

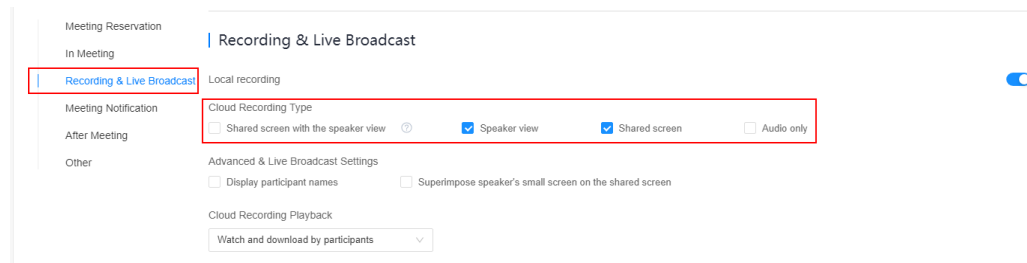


Table 5-1 Cloud recording types

Cloud Recording Type	Recording Content
Shared screen with the speaker view	<ul style="list-style-type: none"> When no one is sharing <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

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

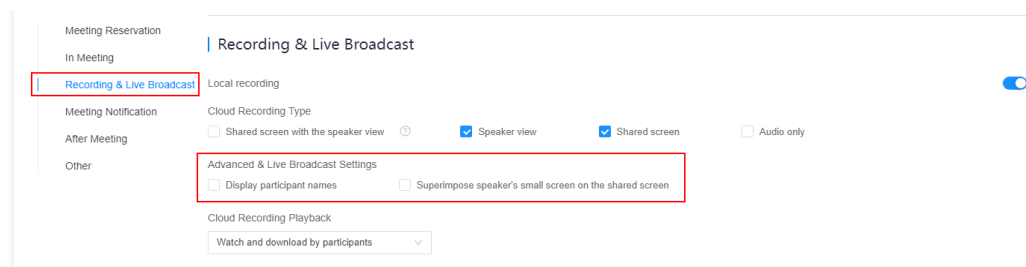


Table 5-2 Advanced settings of cloud recording and live broadcast

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	<ul style="list-style-type: none"> 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.

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](#).

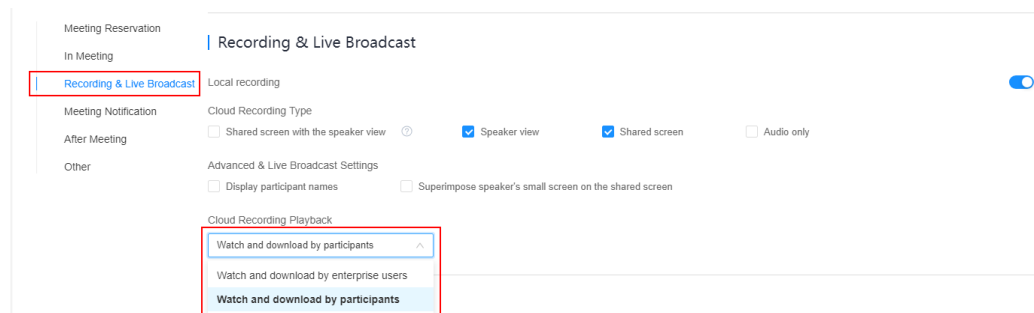
Step 2 In the navigation, choose **Administrator > Meetings > Meeting Settings**.

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



----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.

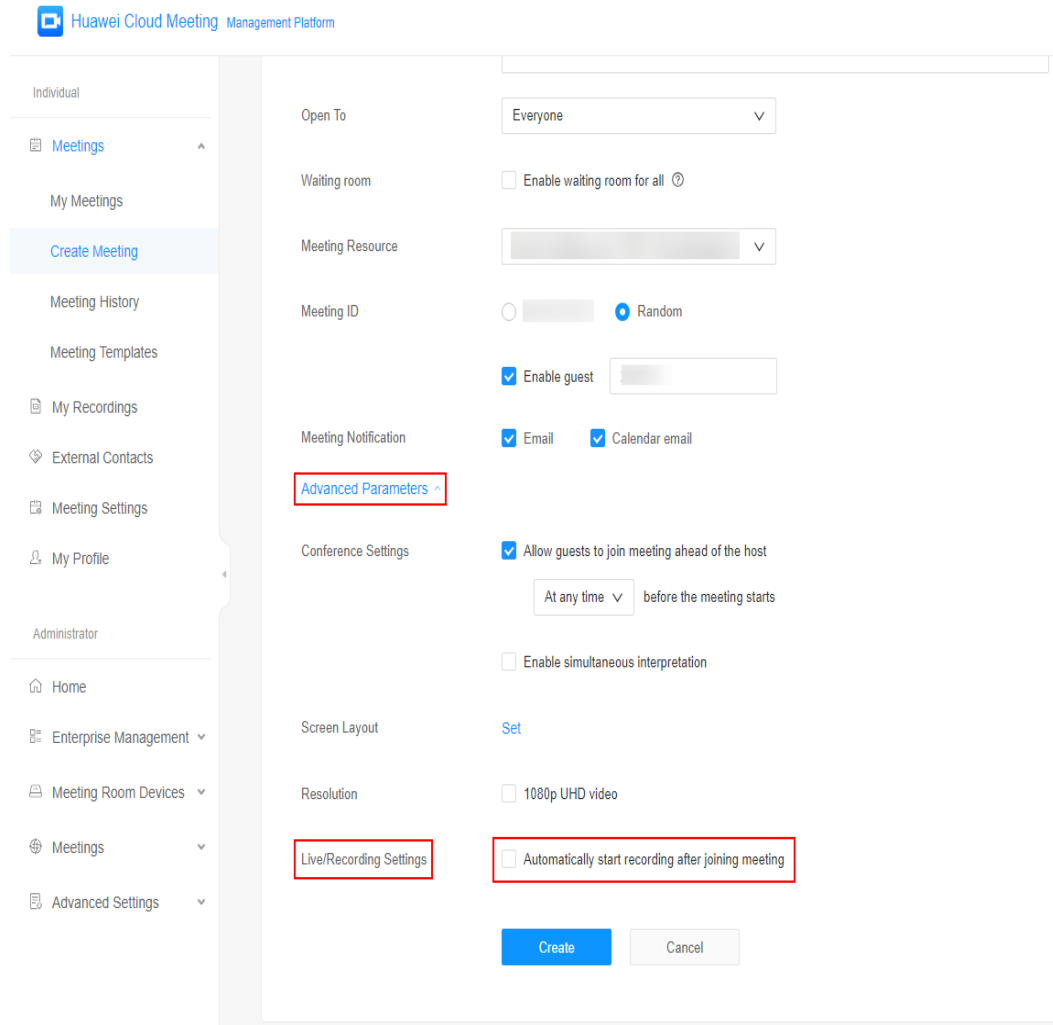
Precautions

- 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**.

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.

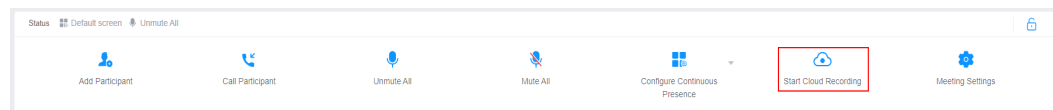
----End

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



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](#).
- **Stop Cloud Recording:** Click  next to **Pause Cloud Recording**, choose **Stop Cloud Recording**, and click **OK**, as shown in [Figure 5-9](#).

Figure 5-7 Pausing cloud recording

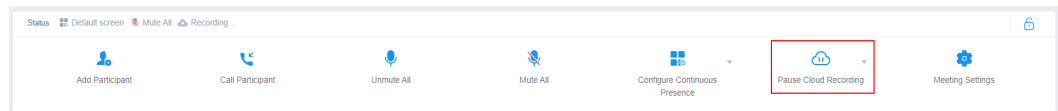


Figure 5-8 Resuming cloud recording

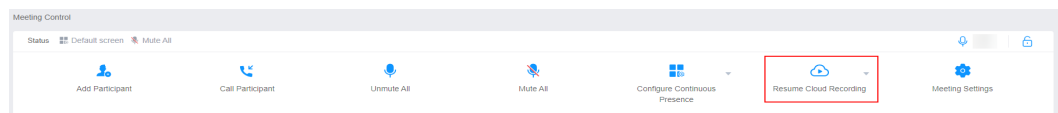
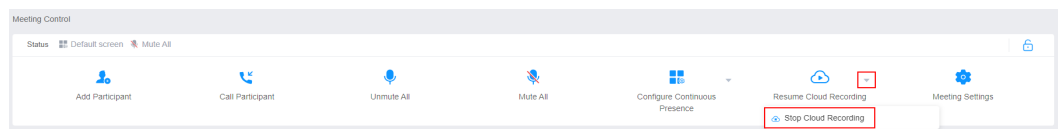


Figure 5-9 Stopping cloud recording



----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 Recording storage 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

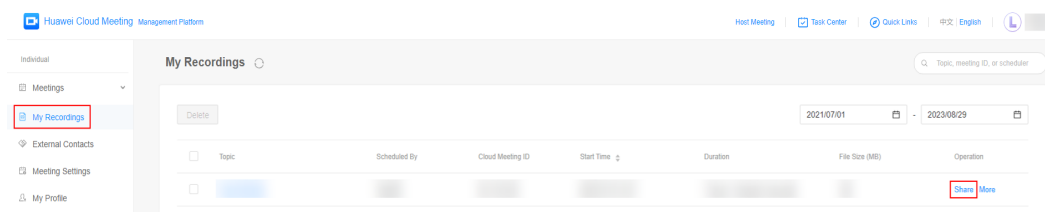
Sharing Recording Files

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



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.

Figure 5-11 Setting recording file sharing

Share Setting ✕

Share recording files

To login users only
 To corporate users only
 To meeting participants users only

Validity period(Permanently valid if not added.)

Access Password(No password is required if you do not add)

Viewers can download recording files

Topic:

Time:2023/08/28 19:54

Link:

[Copy Share Details](#)

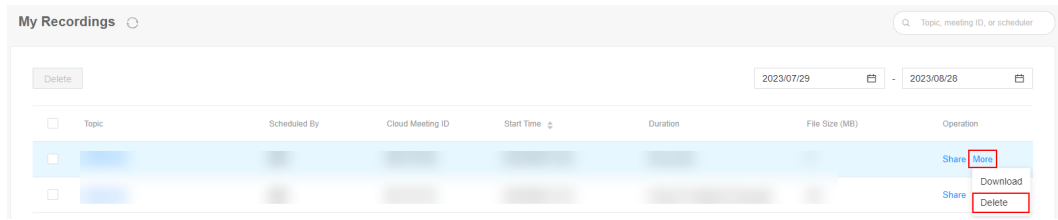
Save **Close**

----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



----End

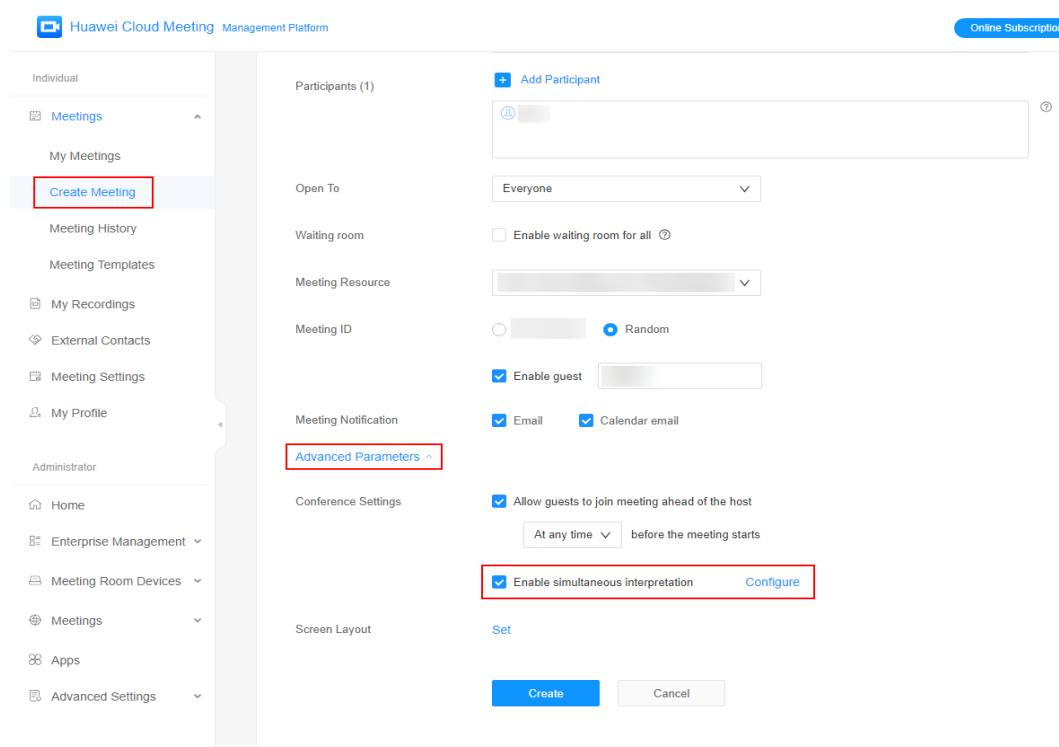
6 Simultaneous Interpretation

CAUTION

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

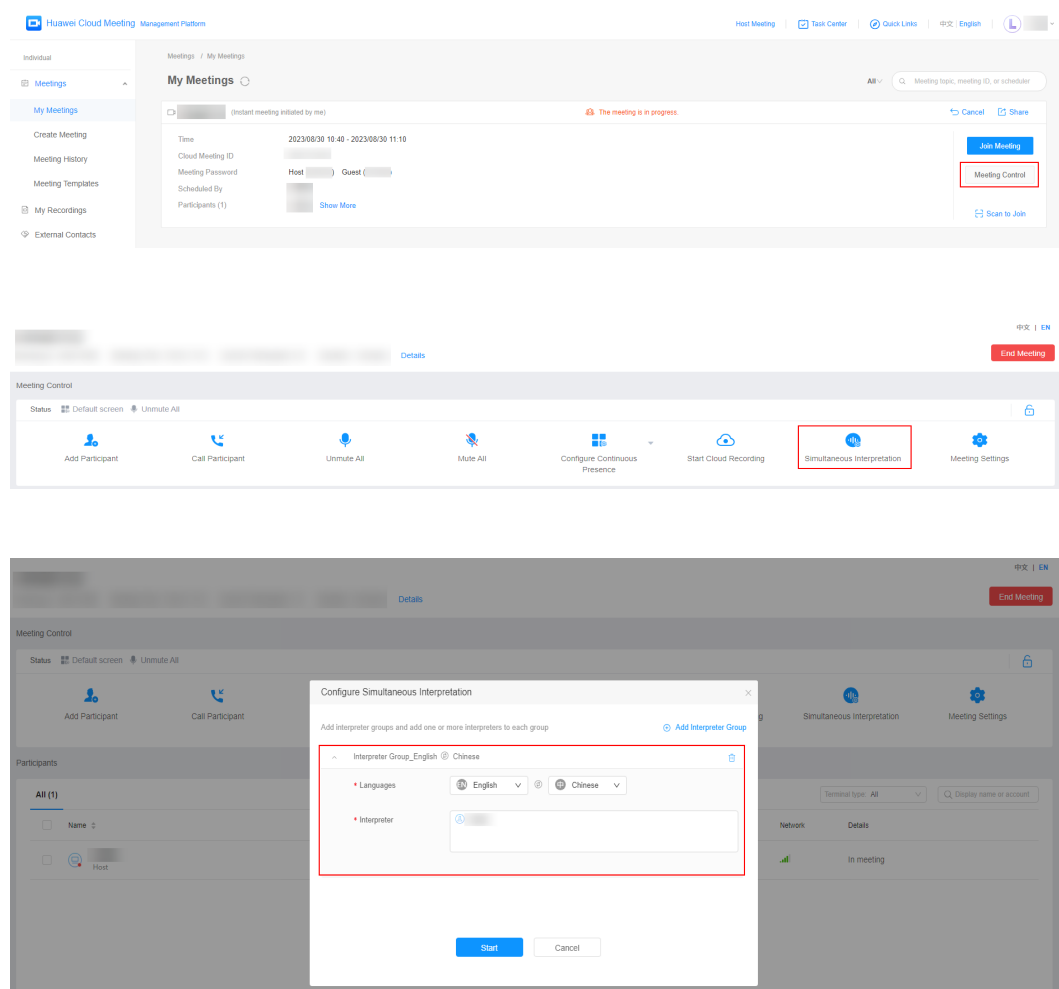
If multilingual communication is required in a meeting, you can enable simultaneous interpretation when creating the meeting on the Huawei Cloud Meeting Management Platform.



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**  **English**, interpreters in this group can interpret speakers' audio between Chinese and English.



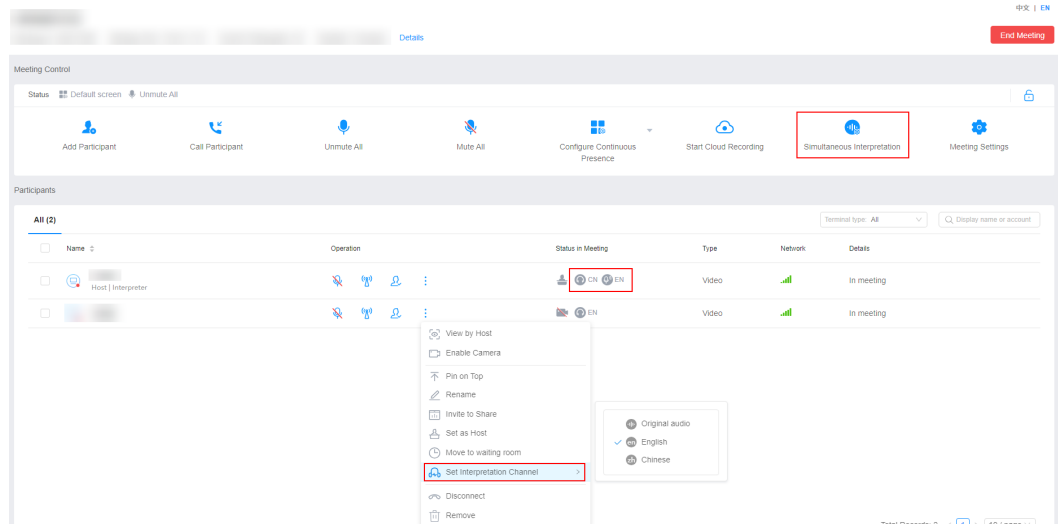
NOTE

- 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

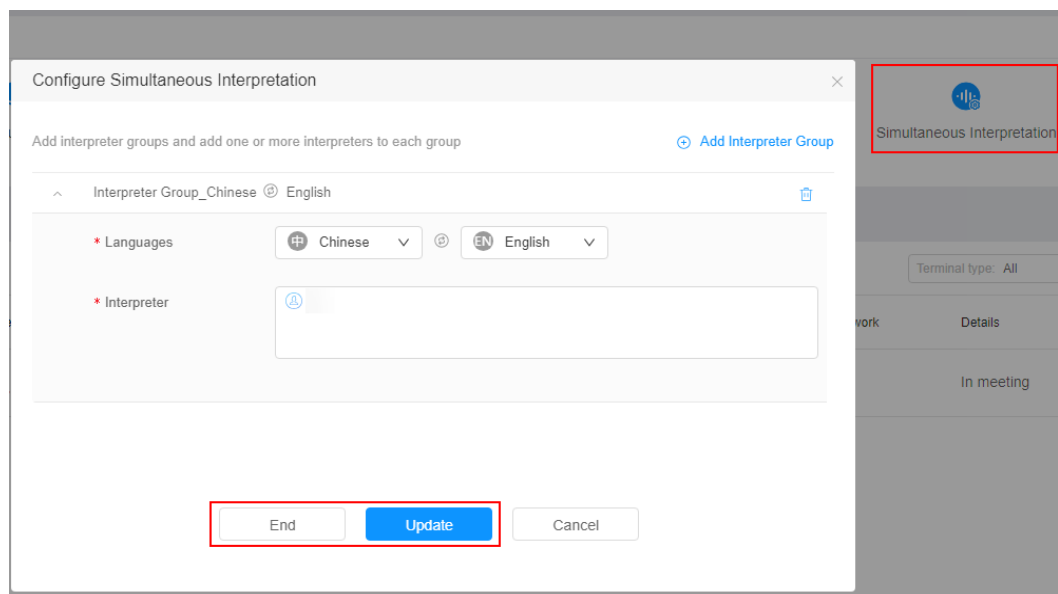
After interpreters join the meeting, you can view the interpreters and the language they output in the **Participants** list on the meeting control page. You can also set interpretation channels for participants to meet their requirements.

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.



Ending Simultaneous Interpretation

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




Useful links:

[Setting Meeting Parameters](#) for enterprise administrators and [Simultaneous Interpretation](#) for client users

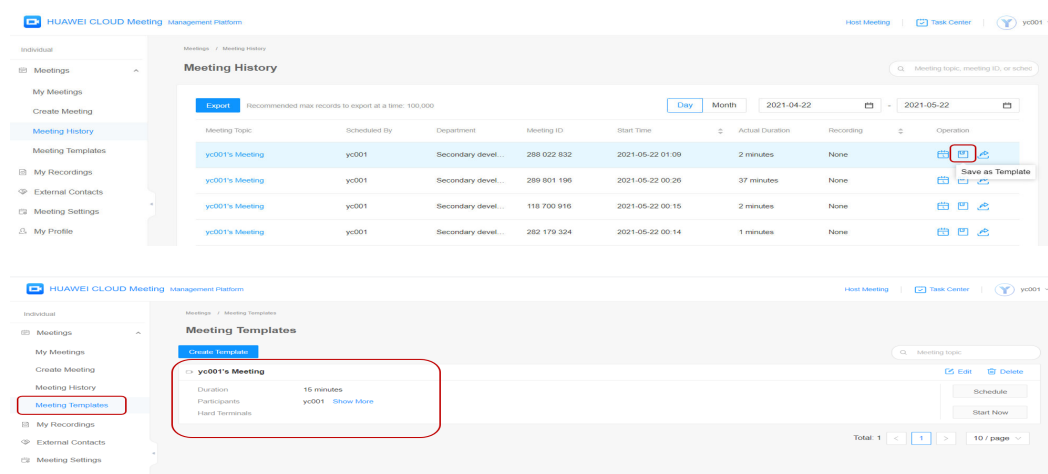
7 Setting a Meeting Template

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

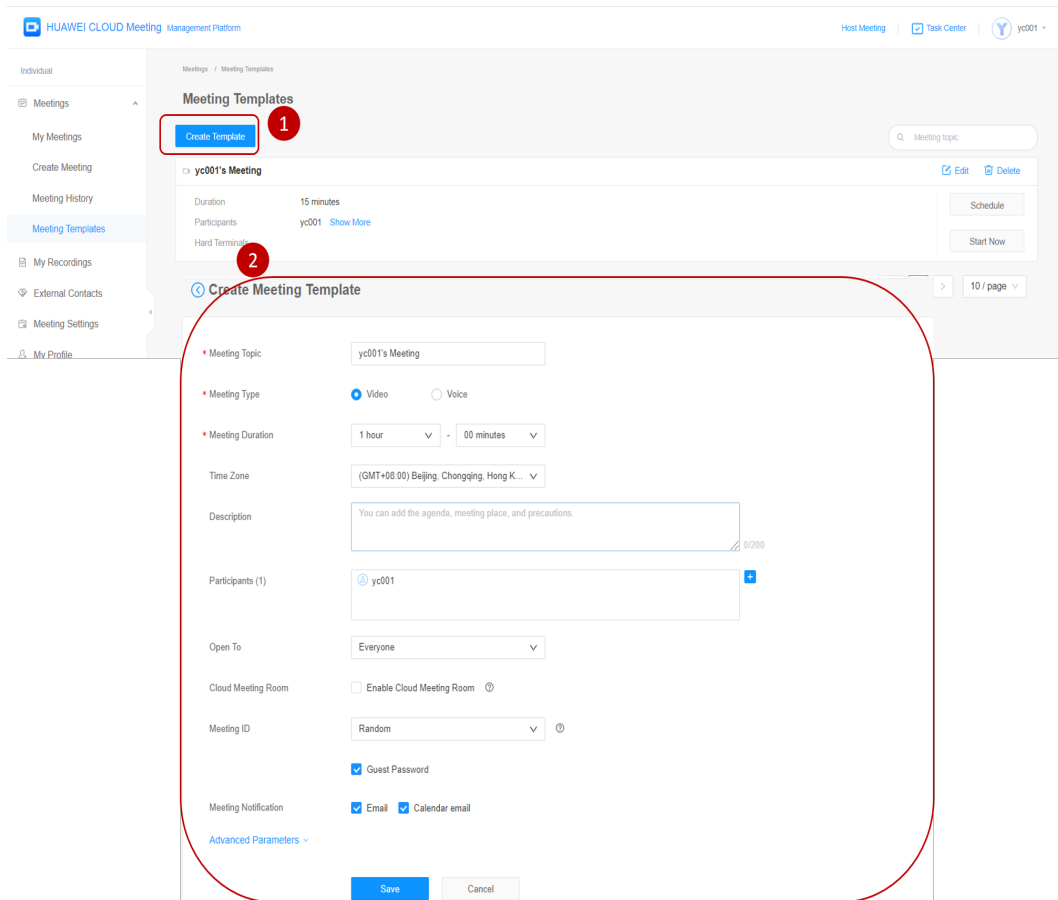
On the **Meeting History** page, click  in the **Operation** column to save a historical meeting as a meeting template.

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



Creating a Meeting Template

You can create a meeting template based on your requirements.

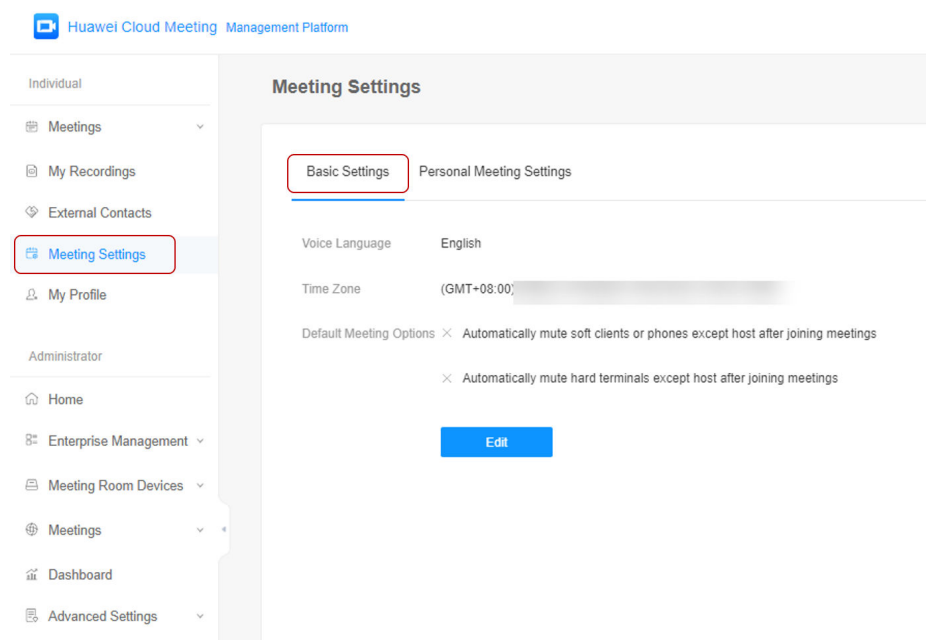


8 Defining Meeting Settings

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.



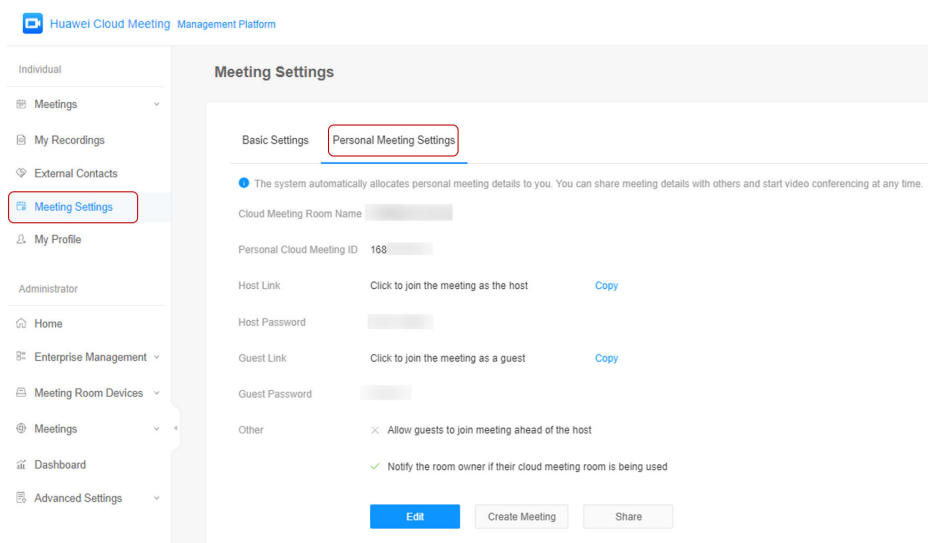
Personal Meeting Settings

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.

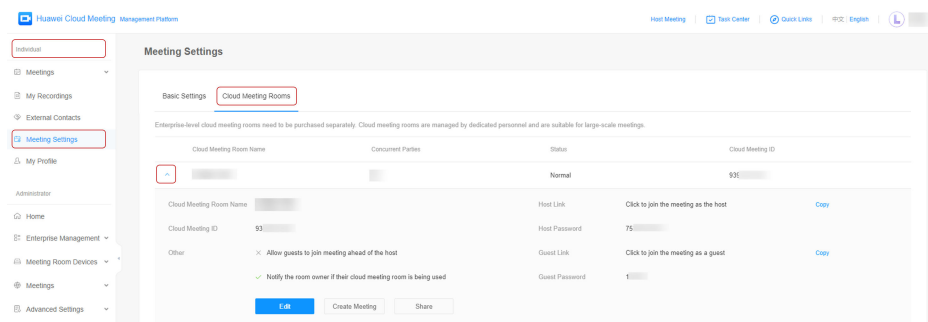


Editing the Host Password of a Cloud Meeting Room

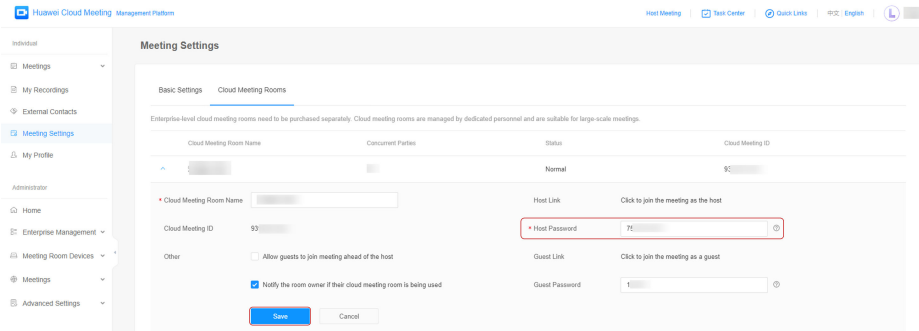
If your enterprise has purchased a cloud meeting room, the administrator can allocate the cloud meeting room to you. For details about how to allocate a cloud meeting room, see [Allocating a Cloud Meeting Room to a User](#).

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.



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



----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.

The screenshot shows the 'Add External Contact' form in the Huawei Cloud Meeting Management Platform. The navigation tree on the left includes 'External Contacts' which is highlighted with a red box. The form fields are as follows:

Field	Input Type
Name	Text
Mobile Number	Text with country code (+86) and label 'Mobile number'
Other Number	Text with country code (+86) and label 'Other number'
Email Address	Text
Address	Text
Enterprise Name	Text
Department	Text
Job Title	Text
Remarks	Text area

Buttons: Save (blue), Cancel (grey)

Step 4 Click **Save**.

----End

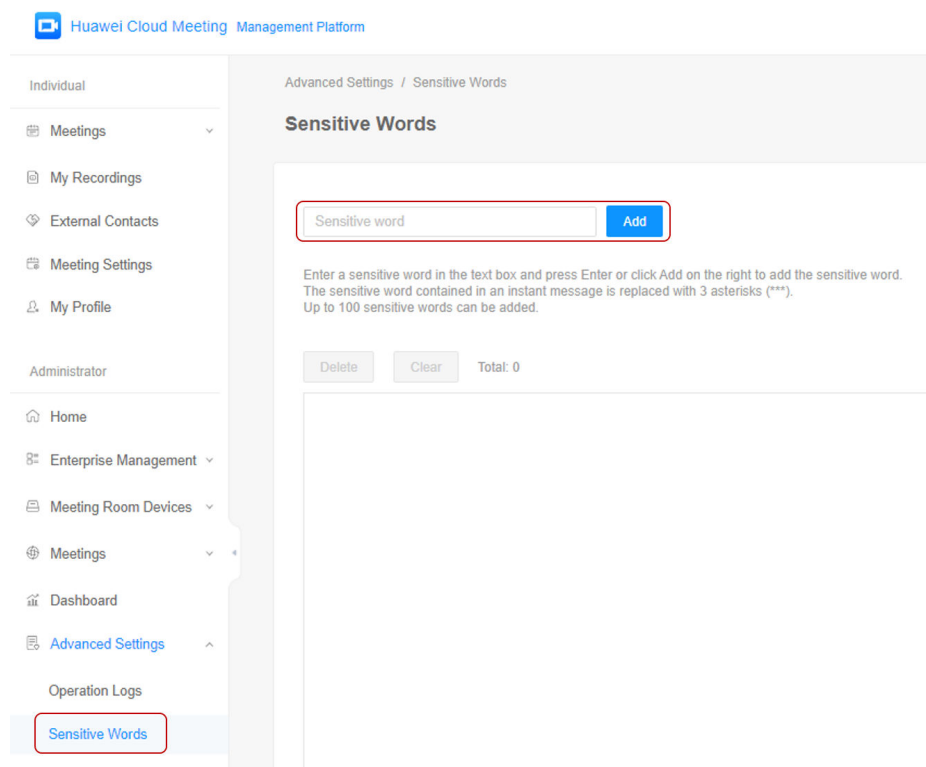
10 Configuring Sensitive Words

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**.

Figure 10-1 Configuring sensitive words



----End