

Huawei Cloud Meeting

Purchase Guide

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1 Billing

Billing Items

- Cloud meeting rooms
- Access accounts for IdeaHubs/Huawei professional meeting terminals (TE20/TE30/TE40/TE50/TE60/Box 300/Box 600/Bar 300)/third-party meeting terminals (such as Cisco and Polycom meeting terminals)
- Value-added service: recording storage space

Cloud Meeting Rooms

One cloud meeting room (with one meeting administrator) is provided in each cloud meeting room package. Different meeting room specifications are available. The meeting duration is not limited. Huawei Cloud Meeting clients, professional meeting hard terminals, and PSTN calls are allowed to connect to the cloud meeting room. Each cloud meeting room has a fixed meeting ID. You can purchase cloud meeting room packages based on a monthly or yearly basis. The longer duration you purchased, the more discount you will get.

Cloud Service	Maximum Participants
Cloud meeting room	25
	100
	200
	300
	500

Hard Terminal Access Accounts

To join meetings using a hard terminal, buy an account for the hard terminal first. Yearly or monthly subscriptions are supported. Before subscription, call +86 4000-955-988 or +86 950808 and press **1** to contact customer service.

Access Account	Terminal Supported
IdeaHub access account	IdeaHub
Huawei professional meeting terminal access account	Meeting terminals including Huawei TE20/TE30/TE40/TE50/TE60/Box 300/Box 600/Bar 300
Third-party hard terminal access account	Some non-Huawei hard terminals

Value-added Services

Value-added services will be charged after they are enabled. For details about the price, see the subscription page or call the customer service hotline +86 4000-955-988 or +86 950808 and press 1.

Recording: You can record meetings and view the recording files. 100 GB recording storage space is available. Yearly or monthly subscriptions are supported.

Recording Space Specifications	Recording Duration (Hours)
100 GB	40

2 Recommended Subscription Plans

You can learn the packages of the Huawei Cloud Meeting service and select a plan based on the typical application scenario in your enterprise.

Cloud Meeting Room	
Scenario	Regular meetings with relatively fixed number of participants
Sales mode	<ul style="list-style-type: none">• Cloud meeting rooms• Cloud meeting rooms + Professional hard terminals + Hard terminal access accounts
Maximum number of participants in a meeting	Defined by the number of parties in the purchased cloud meeting room package
Maximum number of ongoing meetings	Defined by the number of purchased cloud meeting rooms
Permissions for creating meetings	Only the administrator of a cloud meeting room can create meetings in the cloud meeting room.
Capacity expansion	You can purchase a cloud meeting room with a larger capacity.
Feature	<ul style="list-style-type: none">• You can hold fixed meetings using stable meeting resources.• Participant quotas of cloud meeting rooms are fixed and cannot be accumulated.

Regular Meetings with Fixed Number of Participants

Recommended mode: cloud meeting room

Rules: The number of online participants in a meeting held in a cloud meeting room cannot exceed the participant quota of the cloud meeting room regardless of whether you have purchased other cloud meeting rooms.

Number of online participants in a meeting = Number of soft clients (mobile phones or computers) + Number of hard terminals

Number of online participants in a meeting \leq Participant quota of the cloud meeting room used to hold the meeting

Example:

An enterprise has purchased one 50-participant cloud meeting room, one 100-participant cloud meeting room, and 3 hard terminal access accounts.

The enterprise can have only two meetings (meetings A and B) at the same time. For example, if meeting A is held in the 50-participant cloud meeting room, the number of online participants in meeting A must be less than or equal to 50. If meeting B is held in the 100-participant cloud meeting room, the number of online participants in user B must be less than or equal to 100.

3 Subscription Process

Completing Real-Name Authentication

Before subscribing to Huawei Cloud Meeting, you must have a Huawei Cloud account that has completed **enterprise real-name authentication**. For details, see [Enterprise Real-Name Authentication](#).

If you do not have an account yet, click **Register** in the upper right corner of [Huawei Cloud homepage](#) to register a HUAWEI ID and enable Huawei Cloud services.

Buying a Meeting Resource Package

Step 1 Go to the [Buy Meeting Resource](#) page.

Step 2 Configure the required duration, cloud meeting rooms, hard terminal access accounts, and recording storage space, and click **Next**.

The screenshot displays the 'Buy Meeting Resource' configuration interface. It includes the following sections:

- Required Duration:** Radio buttons for 1 year, 2 years, 3 years, 4 years, 5 years, and an 'Auto renew' checkbox.
- Cloud Meeting Room:** Radio buttons for 25 participants, 100 participants, 200 participants, 300 participants, and 500 participants. A note states: 'Up to 25 participants can join a meeting in the cloud meeting room.'
- Quantity:** A numeric input field with a value of 1 and minus/plus buttons.
- Ⓞ Add Specification:** A note: 'You can add up to 5 cloud meeting room specifications.'
- IdealHub Access Account:** A numeric input field with a value of 1 and minus/plus buttons. A note: 'Applies to IdealHubs and supports 1080p video resolution.'
- Huawei Professional Meeting Terminal Access Account-1080p:** A numeric input field with a value of 1 and minus/plus buttons. A note: 'Applies to Huawei professional meeting terminals such as TE30, TE30, TE40, TE50, TE60, Box 300, Box 600, and Bar 300, and supports 1080p video resolution.'
- Third-Party Terminal-Access Account:** A numeric input field with a value of 1 and minus/plus buttons. A note: 'Applies to meeting terminals of third-party vendors, such as Cisco and Polycom, and supports 1080p resolution.'
- Recording Storage Space:** A dropdown menu with '100 GB' selected. A note: 'You can record meetings for at least 40 hours.'
- Quantity:** A numeric input field with a value of 1 and minus/plus buttons.
- Price:** A greyed-out numeric input field.
- Next:** A black button with white text in the bottom right corner.

Step 3 Check the customer information.

The screenshot shows the 'Buy Meeting Resource' interface. At the top, there are tabs for 'Required Duration' with options: 1 year (selected), 2 years, 3 years, 4 years, 5 years, and an 'Auto renew' checkbox. Below this is the 'Customer Information' section with fields for 'Customer Name' and 'Contact'. The main part of the interface is a table with the following columns: Resource, Specifications, Duration, Quantity, Unit Price, and Subtotal. The table contains five rows of resources, all with a duration of 1 year and a quantity of 1. At the bottom of the table, there is a 'Service Agreement' section with a checkbox and the text 'I have read and agree to the Huawei Cloud Meeting Service Agreement, Privacy Policy Statement'. At the very bottom of the interface, there is a 'Price' field and a 'Pay Now' button.

Resource	Specifications	Duration	Quantity	Unit Price	Subtotal
Cloud Meeting Room		1 year	1		
Hard Terminal Access Account		1 year	1		
Hard Terminal Access Account		1 year	1		
Hard Terminal Access Account		1 year	1		
Recording Storage Space		1 year	1		

Step 4 Click **I have read and agree to the HUAWEI CLOUD Meeting Service Agreement** and click **Pay Now**. After confirming that the order information is correct, complete the payment.

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