Huawei Cloud Meeting

Administrator Guide

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HUAWEI TECHNOLOGIES CO., LTD.

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1 Before You Start

Logging In to the Huawei Cloud Meeting Management Platform

Use Internet Explorer 11, Google Chrome 46, Firefox 41, or their later versions to access the Huawei Cloud Meeting Management Platform.

Log in to the **Huawei Cloud Meeting Management Platform** using an enterprise administrator account.

Enterprise Resources

The **Overview** page of the Huawei Cloud Meeting Management Platform presents the global resource usage of your enterprise, as displayed in **Figure 1-1** and **Table 1-1**.

Table 1-1 Enterprise global resource usage

Resource Name	Resource Usage
Cloud meeting rooms	Used/Purchased cloud meeting rooms
User accounts	Used/Purchased user accounts
IdeaHub access accounts	Used/Purchased IdeaHub access accounts
Huawei professional meeting terminal access accounts-1080p	Used/Purchased 1080p hard terminal access accounts
Huawei small meeting terminal access accounts-720p	Used/Purchased 720p hard terminal access accounts
Third-party meeting terminal access accounts	Used/Purchased third-party hard terminal access accounts
Recording storage space (GB)	Used/Purchased recording storage space

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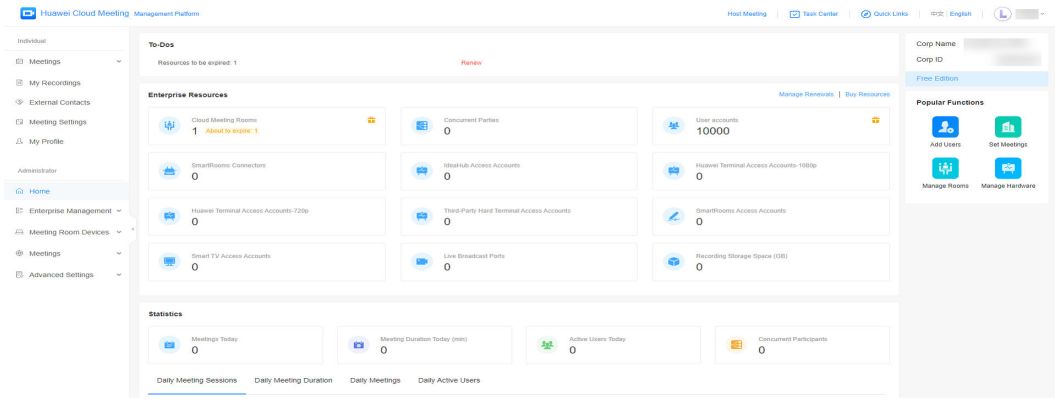
Figure 1-1 Overview page



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2 Managing Departments

You can add departments one by one or in batches based on the organizational structure. This facilitates enterprise user search and invitation by department.

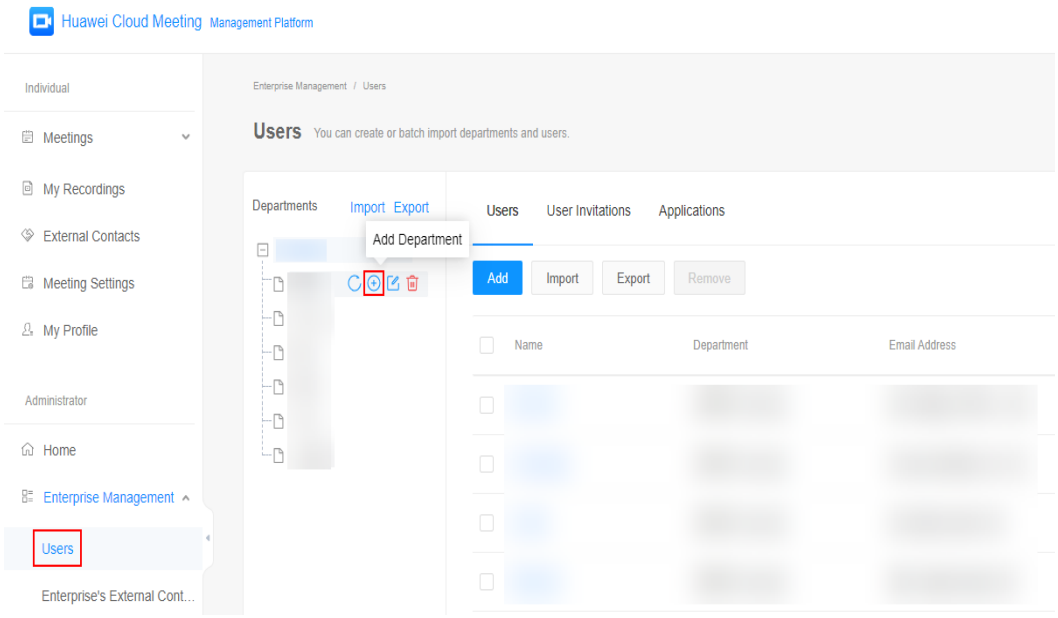
After a department is added, you can export the department data, and modify and delete the department.

Adding a Department

Step 1 In the navigation pane, choose **Enterprise Management** > **Users**.

Step 2 Click next to a department.

Figure 2-1 Adding a department



Step 3 Enter a department name, select an upper-level department, and set the directory access permissions for members in the department to create.

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Figure 2-2 Entering department information

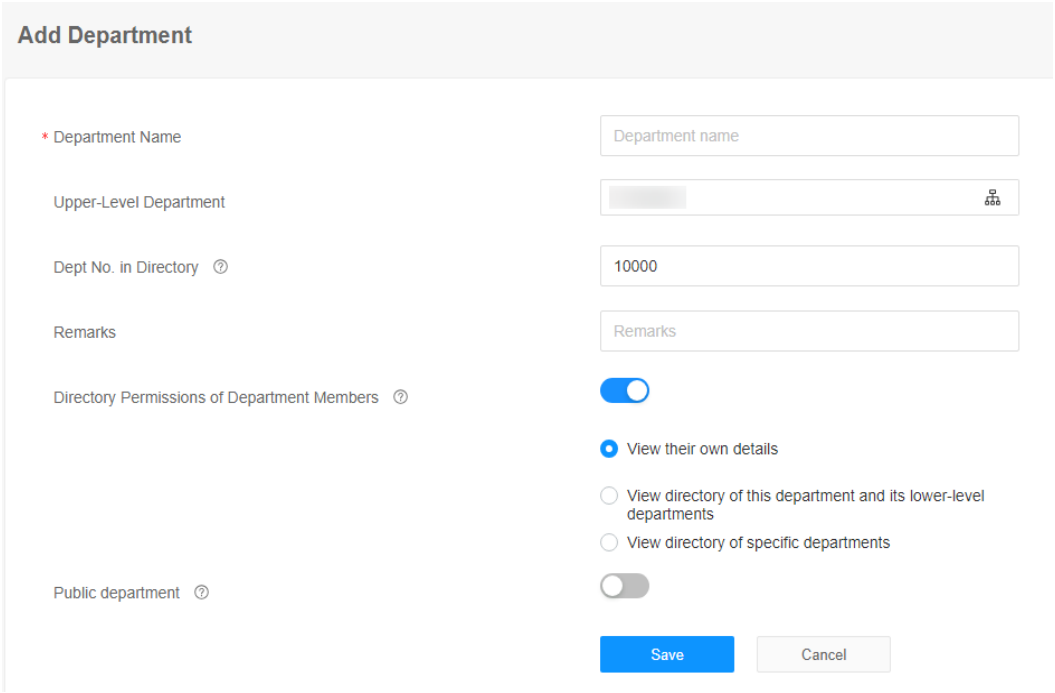

Table 2-1 Parameters

Parameter	Description
Directory Permissions of Department Members	Enable this function to control the directory access permissions for members in this department. • **View their own details** Department members can view only contact details of themselves. • **View directory of this department and its lower-level departments** Department members can view contact details of members in this department and its lower-level departments. • **View directory of specific departments** Select this option and click + to add departments, so members in this department can view contact details of members in the specified departments.
Public Department	If **Public Department** is enabled, all members in this enterprise can view the directory of this department regardless of the directory access permissions of members in other departments.

----End

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NOTE

- The root department cannot be deleted.
- A department containing users, hard terminals, or lower-level departments cannot be deleted.

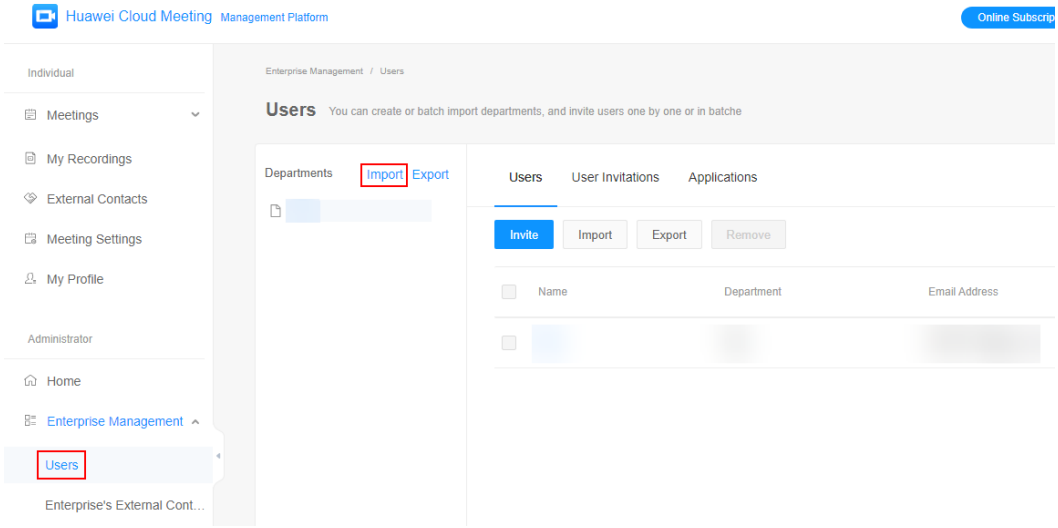
Adding Multiple Departments

You can add departments by importing them using the department import template.

Step 1 In the navigation pane, choose **Enterprise Management** > **Users**.

Step 2 Click **Import** next to **Departments**.

Figure 2-3 Clicking Import



Step 3 Click **Department Template** to download the department template.

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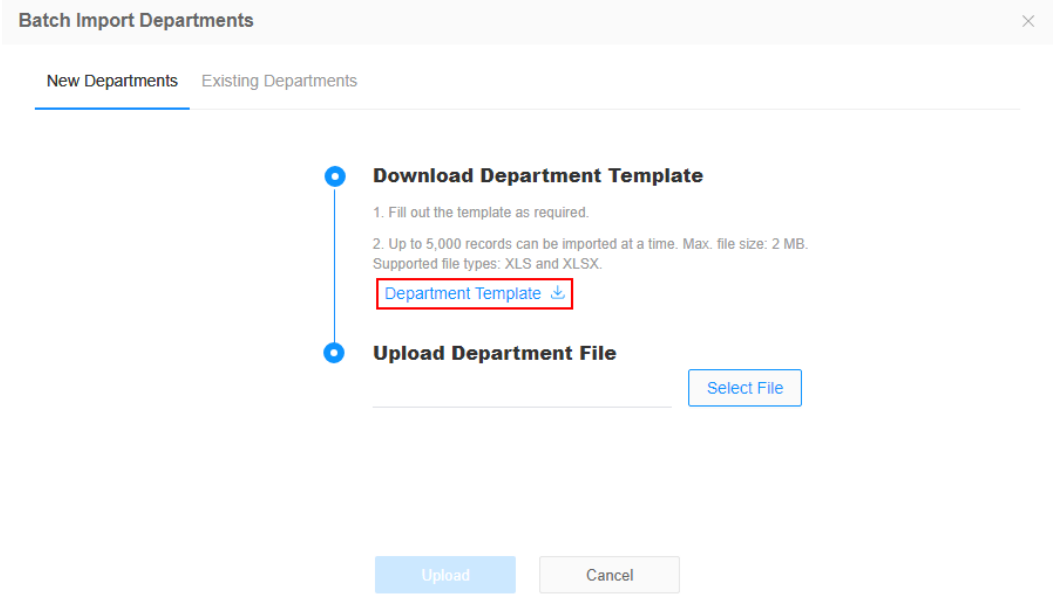
Figure 2-4 Downloading the department template

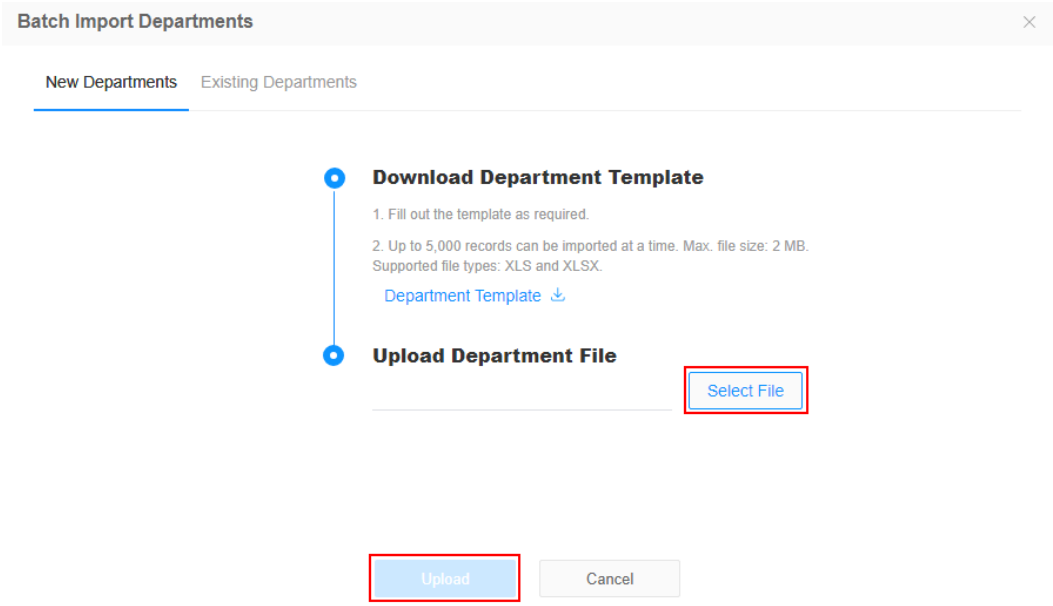


Step 4 Carefully read the precautions in the department template and fill in the department information in the template.

Step 5 Click **Select File**, select the modified department file, and click **Upload** to import the file.

Refresh the page after the file is imported successfully.

Figure 2-5 Uploading the department file



Step 6 (Optional) After importing departments, click **Task Center** in the upper right corner of the page and click **View All Tasks** to view the import result.

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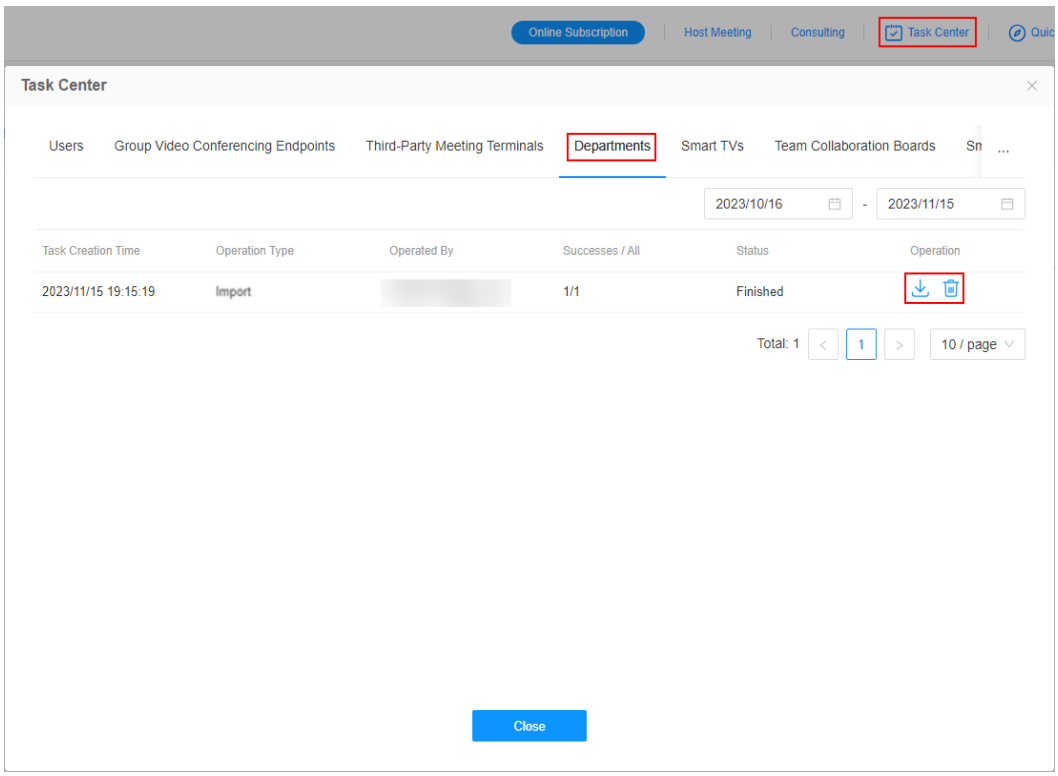
On the **Departments** tab, click in the **Operation** column of the row containing the task to download and view the import result. You can also click to delete the task record.

Figure 2-6 Managing task records



----End

Exporting Departments

You can export departments and view them in an Excel file.

Step 1 In the navigation pane, choose **Enterprise Management** > **Users**.

Step 2 Click **Export**.

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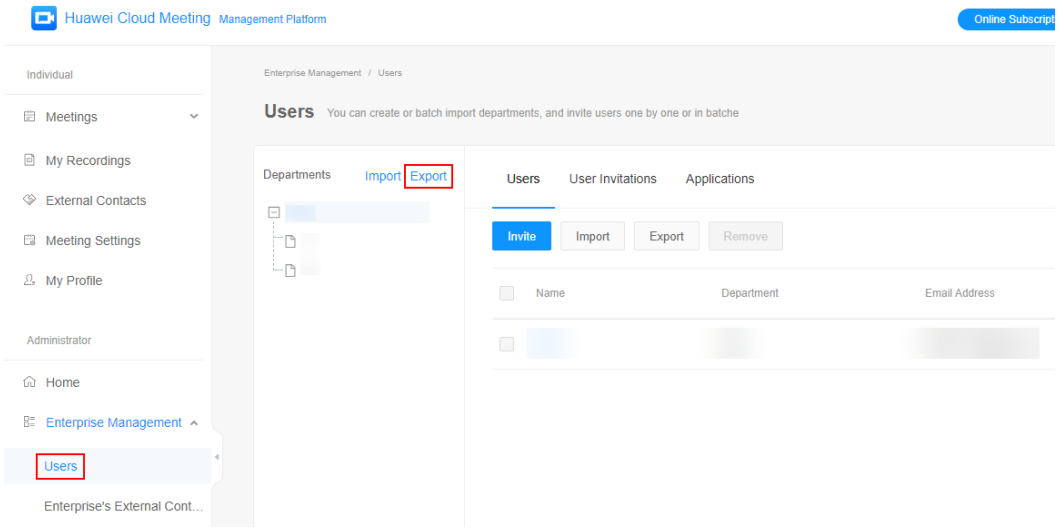
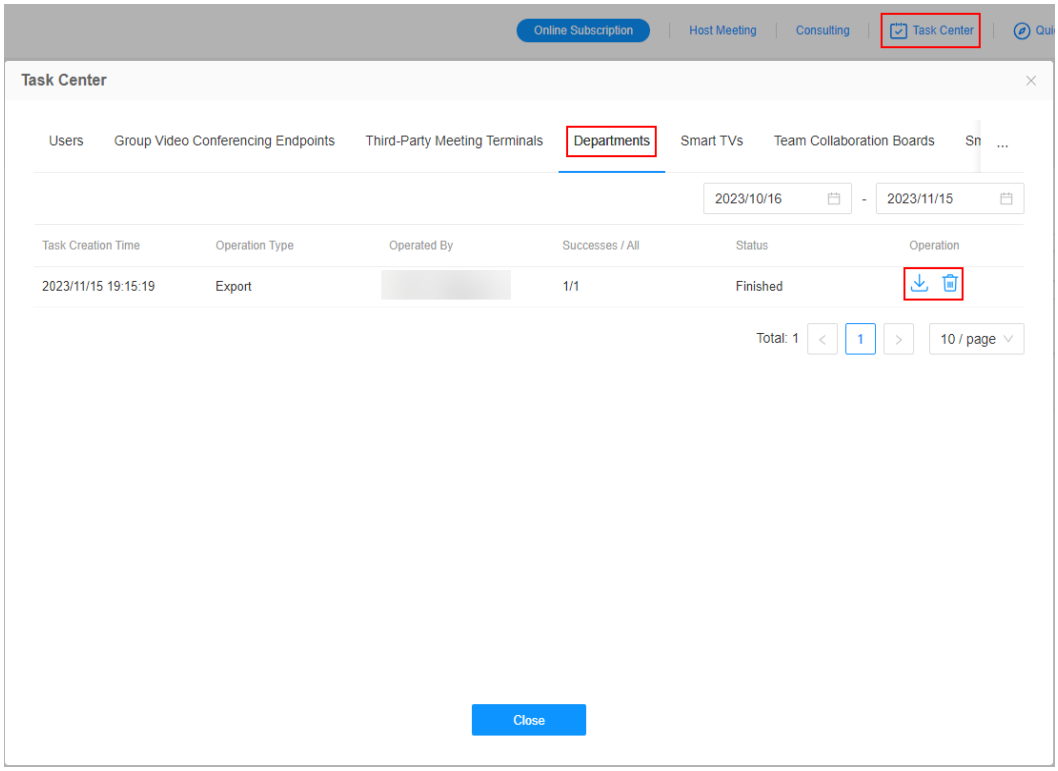
Figure 2-7 Exporting department information



Step 3 After exporting the data, click **Task Center** in the upper right corner of the page and click **View All Tasks** to view the export result.

On the **Departments** tab, click in the **Operation** column of the row containing the task to download and view the export result. You can also click to delete the task record.

Figure 2-8 Downloading or deleting the export results



----End

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3 Managing Users

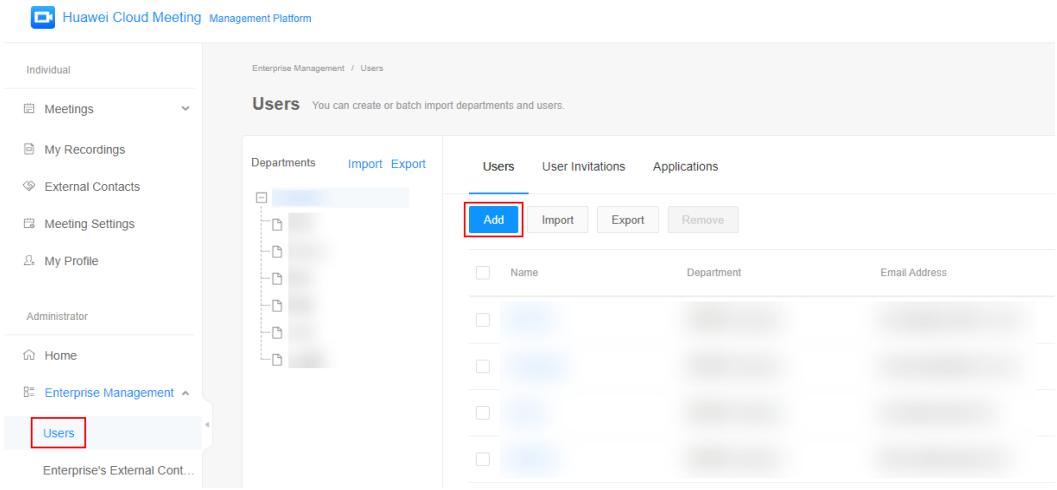
You can add users to your enterprise one by one or in batches, and edit or delete users.

Inviting a User

Step 1 In the navigation pane, choose **Enterprise Management** > **Users**.

Step 2 On the **Users** page, click **Add**.

Figure 3-1 Adding a user



Step 3 On the **Add User** page, enter the basic user details based on **Table 3-1** and click **Save** to add the user.

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Figure 3-2 Adding a user

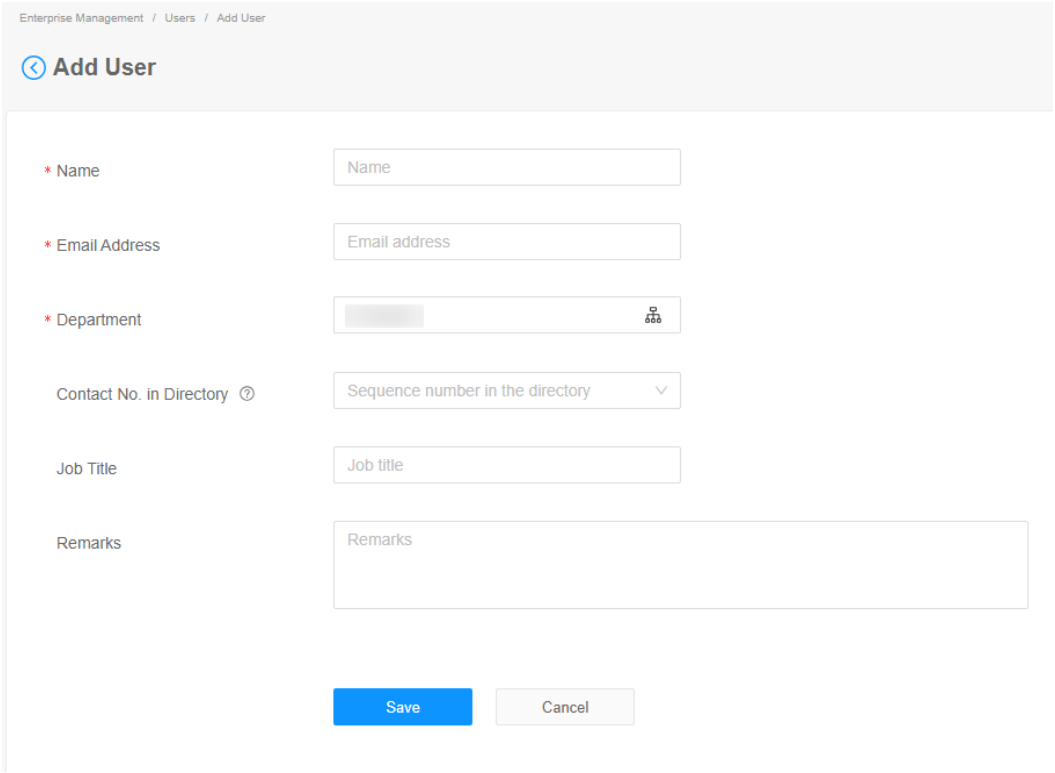

Table 3-1 Parameter description

Parameter	Description
Contact No. in Directory	Default value: **10000**. Value range: 1 to 10,000. Contacts are sorted in ascending order based on the specified sequence number when you query the directory on a terminal. When the sequence number of multiple contacts are the same, the contacts are sorted by name.

----End

Adding Users

You can add users by importing them using the user import template.

Step 1 In the navigation pane, choose **Enterprise Management** > **Users**.

Step 2 Click **Import**.

Step 3 Click **User Template** to download the user template and fill in it.

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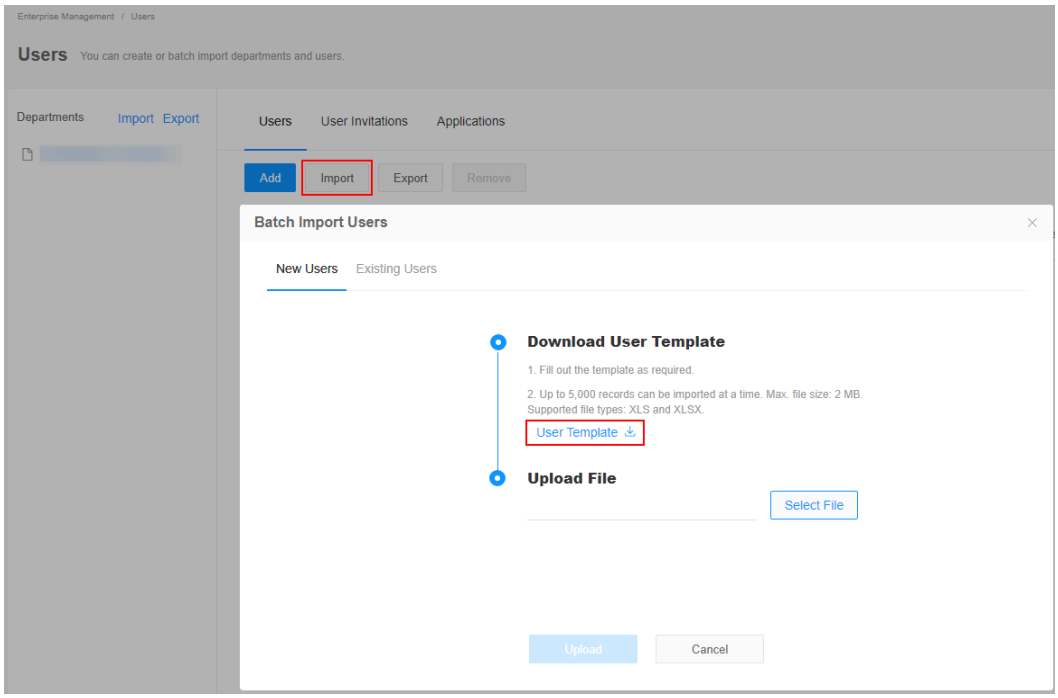
Figure 3-3 Downloading the user template



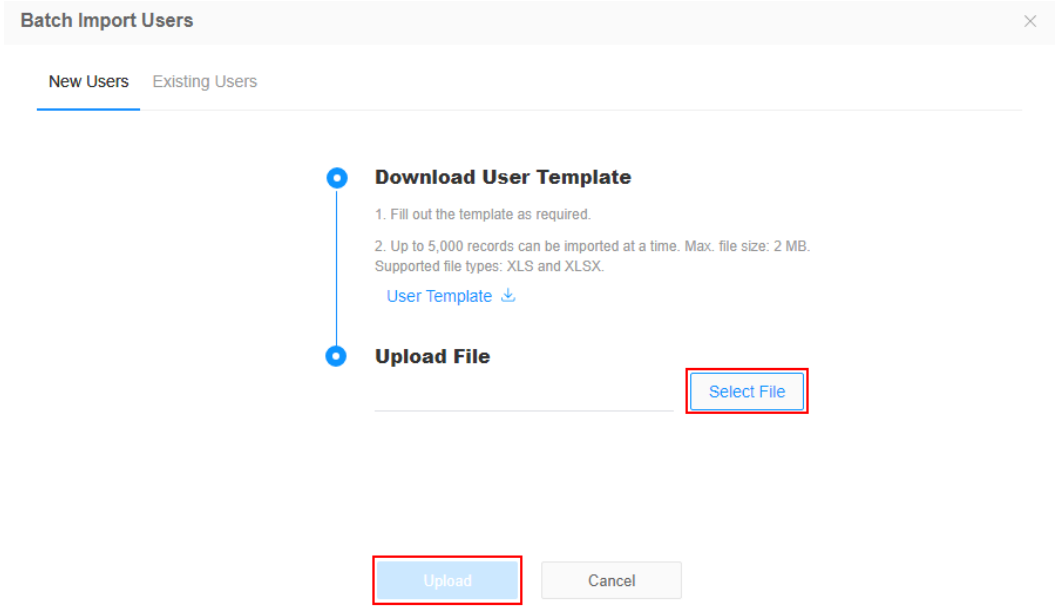
NOTE

Read the precautions in the user import template carefully. If no password is set, the system generates a random password and sends it to the entered email address.

Step 4 In the **Batch Import Users** dialog box, click **Select File**, select the modified user file, and click **Upload**.

Refresh the page after the file is imported successfully. Then you can check the imported users.

Figure 3-4 Importing user information



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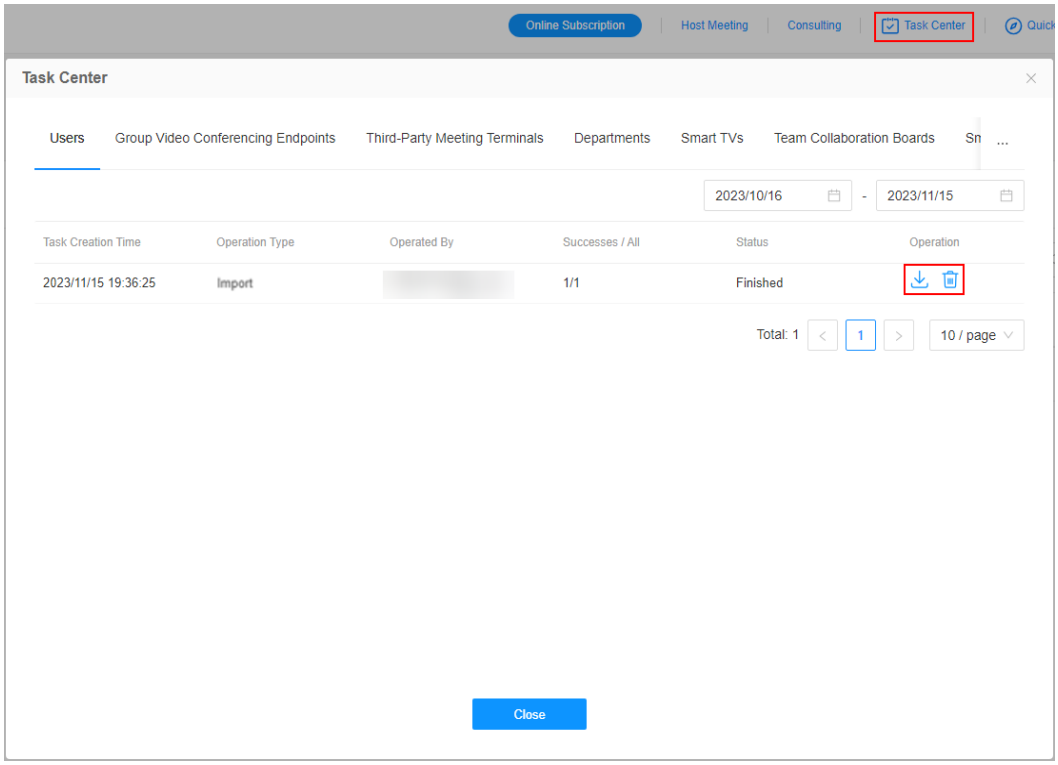
Step 5 After importing users, click **Task Center** in the upper right corner of the page and click **View All Tasks** to view the import result.

On the **Users** tab page, click in the **Operation** column of the row containing the task to download and view the result. You can also click to delete the task record.

Figure 3-5 Managing task records



----End

Other Operations

- On the **Users** page, you can click buttons on the right of a user to perform the following operations:

  Editing a user: Click **Edit**. On the displayed page, edit the user information and click **Save**.

  Removing a user: Click **Remove**.

  Resetting the password of a user: Click **More** > **Reset Password**.

  Disabling or enabling a user account: Click **More** > **Disable** or **More** > **Enable**.

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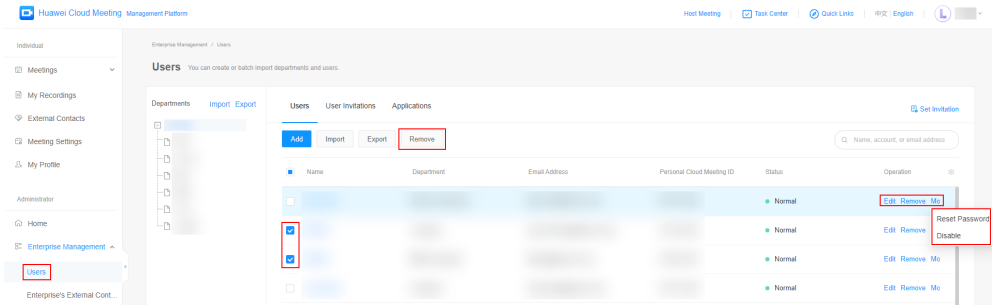
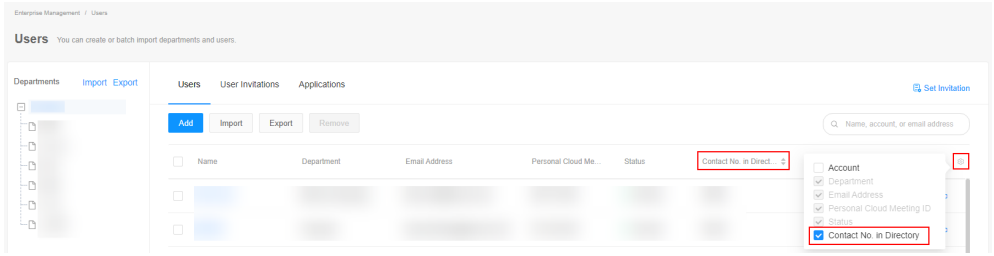
Figure 3-6 Managing users



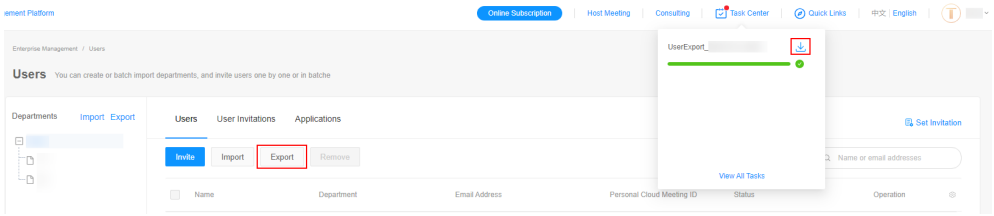
- Select **Contact No. in Directory** to view the users whose sequence numbers have been set.

Figure 3-7 Viewing the contact No. of a user in the corporate directory



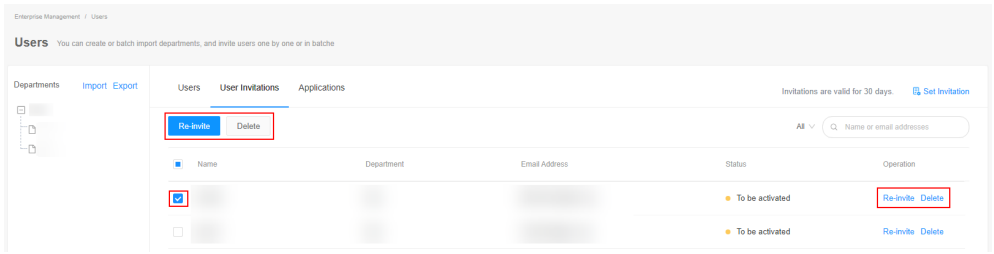
- Click **Export** to view users in an Excel file.

Figure 3-8 Exporting user information



- Click the **User Invitations** tab, view users who do not accept invitations, and resend or delete invitations.

Figure 3-9 Managing user invitations



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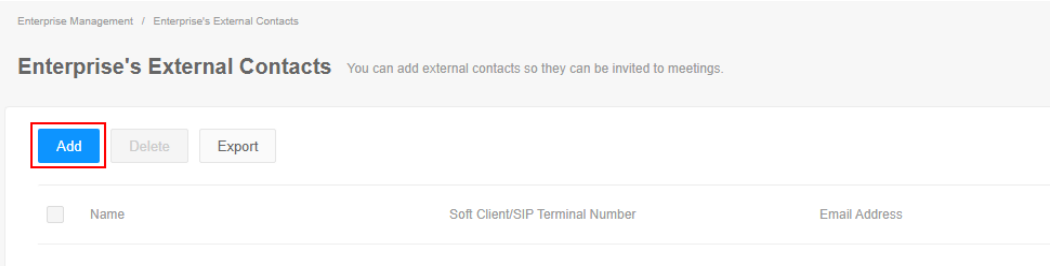
4 Managing External Contacts

External contacts can be managed and added to meetings as participants.

Step 1 In the navigation pane, choose **Enterprise Management** > **Enterprise's External Contacts**.

Step 2 On the **Enterprise's External Contacts** page, click **Add**.



Step 3 On the **Add Enterprise's External Contact** page, enter the basic details about the external contact and click **Save**.

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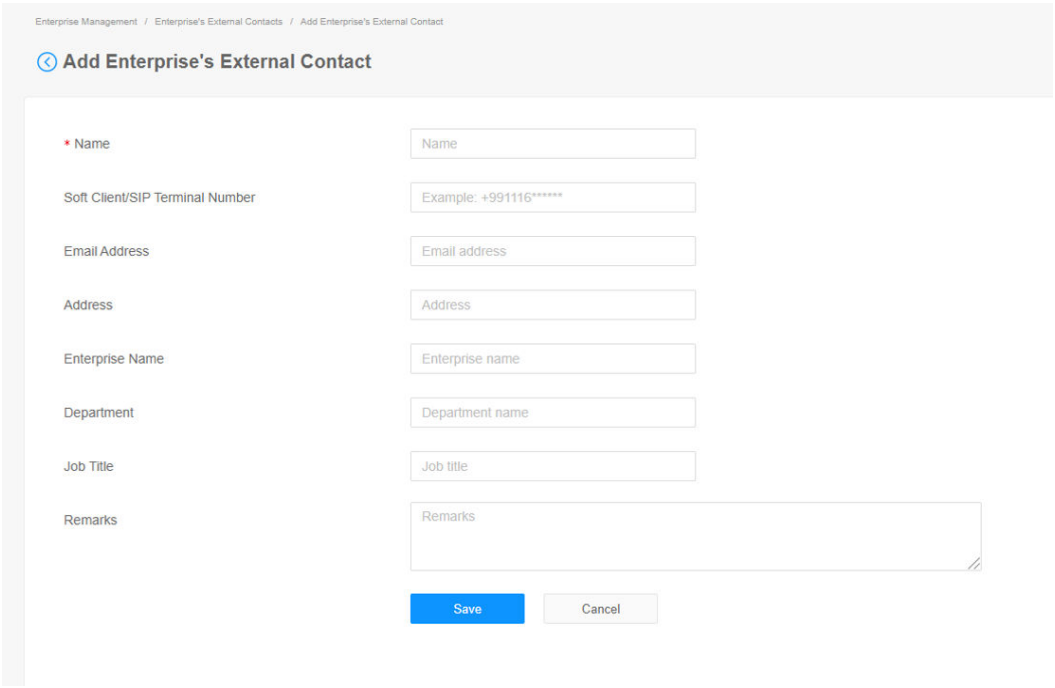

----End

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5 Managing Professional Meeting Terminals

5.1 Adding a Professional Meeting Terminal

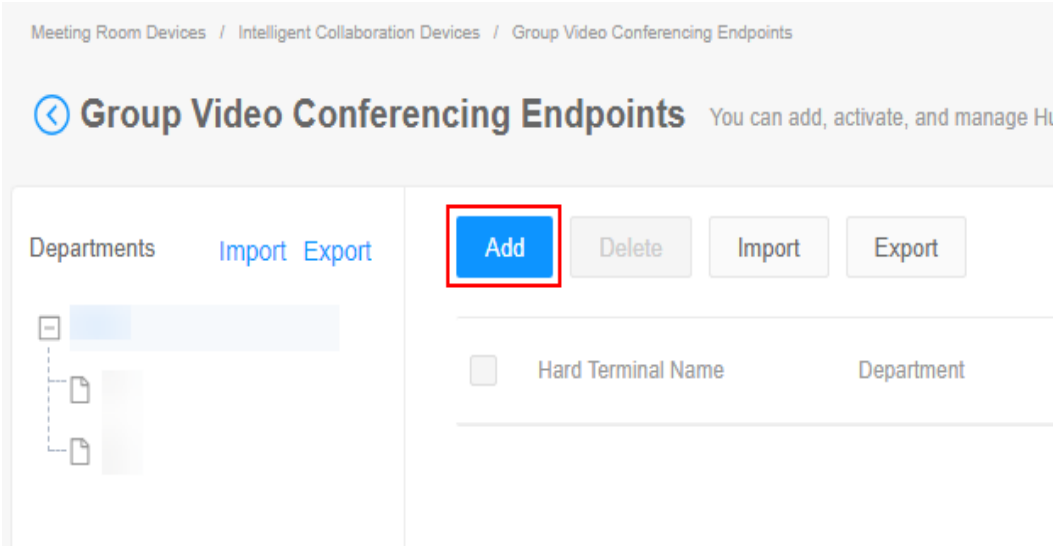
Huawei Cloud Meeting adapts to professional meeting terminals, including CloudLink Board, CloudLink Box, CloudLink Bar, TE10, TE20, TE30, TE40, TE50, TE60, and DP300.

After adding a professional meeting terminal to the Huawei Cloud Meeting Management Platform, you can obtain an activation code. After activating the terminal using the activation code and configuring the terminal, users can use meeting functions on the terminal.

Adding a Hard Terminal

Step 1 In the navigation pane, choose **Meeting Room Devices** > **Intelligent Collaboration Devices** > **Group Video Conferencing Endpoints**.

Step 2 On the **Group Video Conferencing Endpoints** page, click **Add**.



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Step 3 On the **Add Hard Terminal** page, enter the basic details about the hard terminal and click **Save**.

After a hard terminal is added, the system sends a 12-digit activation code to the entered email address for terminal activation.

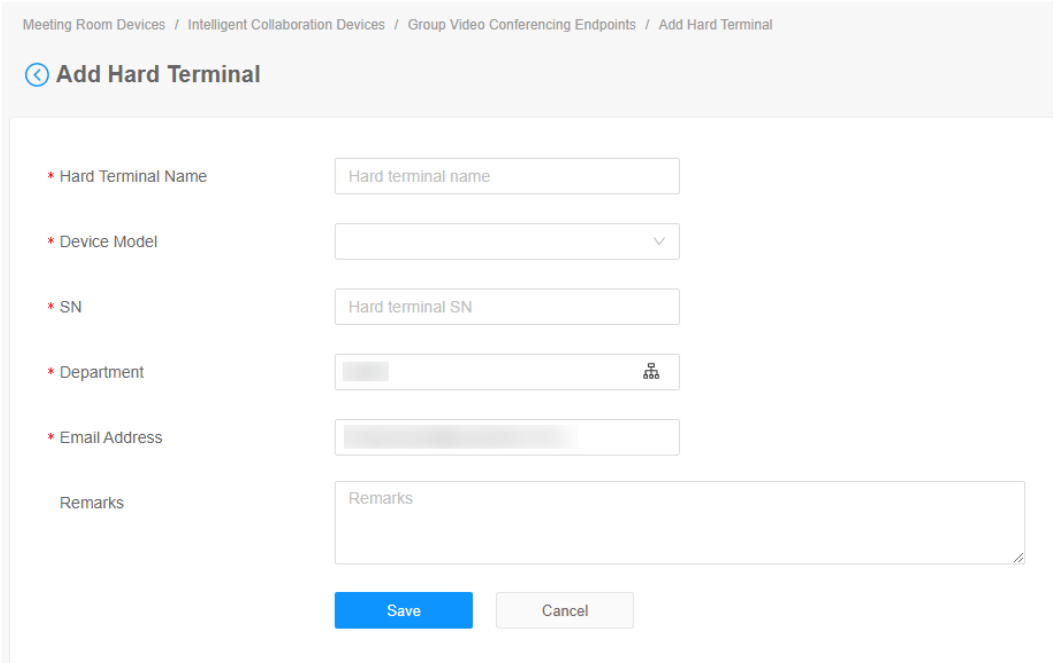

Table 5-1 Parameters for adding a professional meeting terminal

Parameter	Description
Hard Terminal Name	Enter the name of the professional meeting terminal.
Device Model	Select the device model corresponding to the professional meeting terminal.
SN	Obtain and enter the SN of the professional meeting terminal. Each Huawei hard terminal has an SN. To obtain the SN, log in to the web interface of the terminal, choose **Help** > **Version**, and find the SN on the **Version** page.
Department	Select the department to which the professional meeting terminal belongs.
Email Address	After the professional meeting terminal is added, the activation code is sent to this email address.

----End

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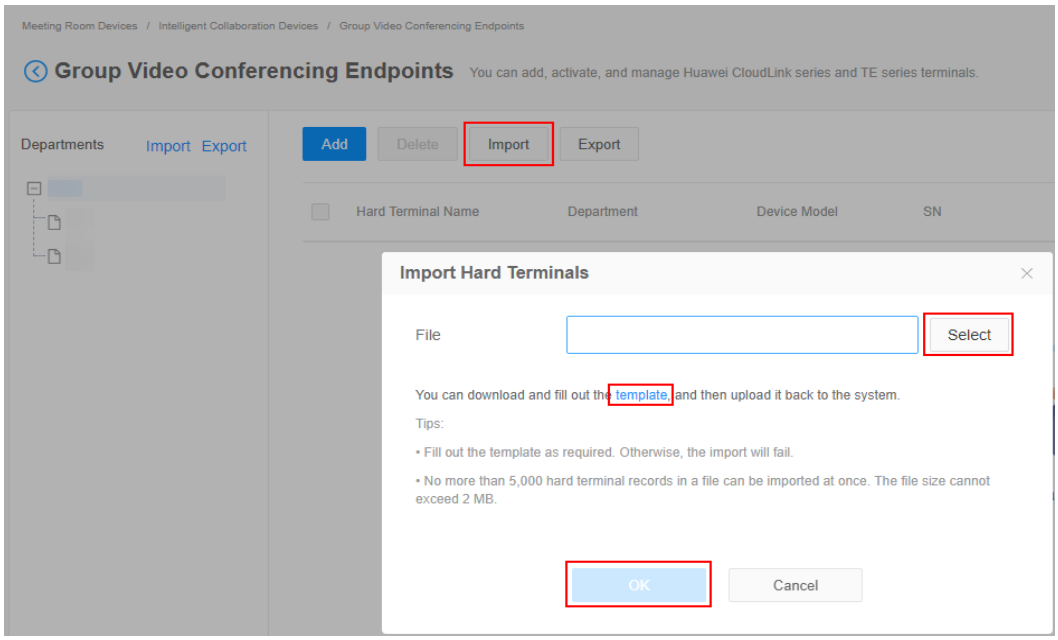
Adding Hard Terminals

Step 1 In the navigation pane, choose **Meeting Room Devices** > **Intelligent Collaboration Devices** > **Group Video Conferencing Endpoints**.

Step 2 Download, edit, and import the template back to the system.

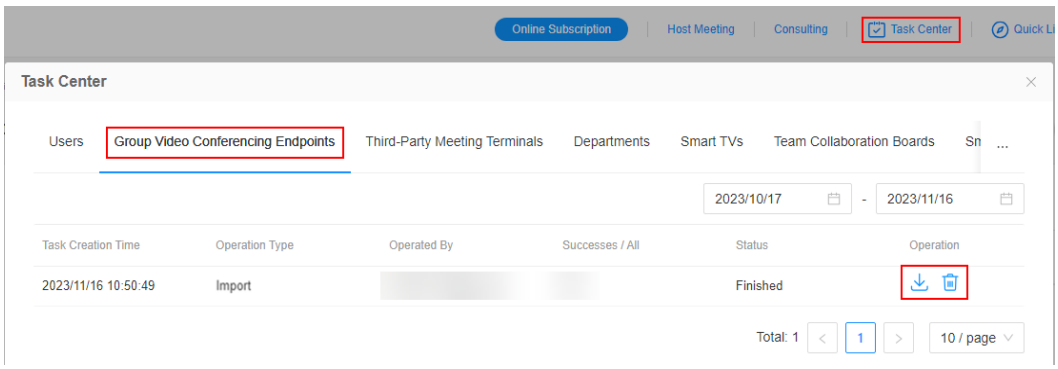


NOTE

- Read the precautions in the template and fill out the template as required.
- Refresh the page after the file is imported successfully.
- Click in the upper right corner to check the import result.

Step 3 After importing hard terminals, click **Task Center** in the upper right corner of the page to view the import result.

On the **Group Video Conferencing Endpoints** tab, click in the **Operation** column of the row containing the task to download and view the result. You can also click to delete the task record.



----End

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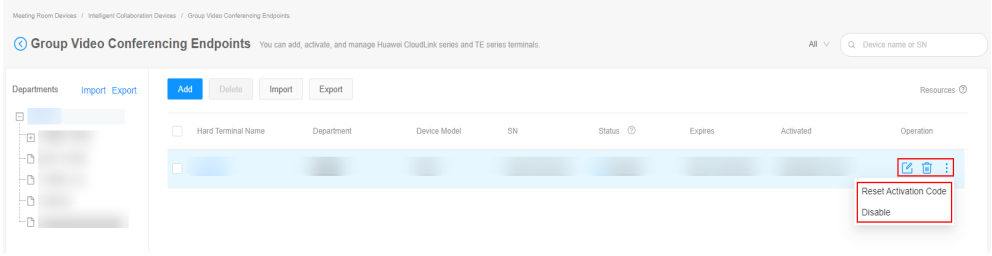
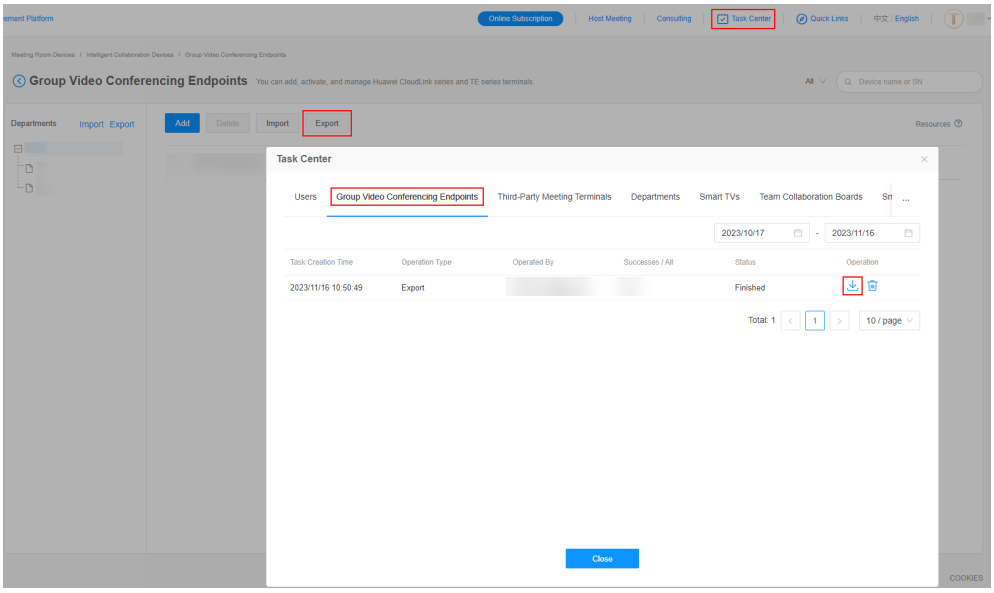
Other Operations

- Activating and configuring professional meeting terminals
  - CloudLink Board: **Using the Touchscreen**, **Using the Web Interface**, or **Using the Touch**
  - CloudLink Box/CloudLink Bar: **Using the Web Interface** or **Using the Touch**
  - **Configuring the TE10 or TE20**
  - **Configuring the TE30, TE40, TE50, or TE60**
  - **Configuring the DP300**
- On the **Group Video Conferencing Endpoints** page, click in the **Operation** column of the row containing a hard terminal to edit the hard terminal details, click to delete the hard terminal, and click and choose to reset the activation code, or disable or enable the hard terminal.



- Click **Export** to view hard terminals and their models in an Excel file.



5.2 Configuring the CloudLink Board

5.2.1 Using the Touchscreen

When a terminal is powered on for the first time or is restored to factory settings, you can follow the configuration wizard to quickly configure it.

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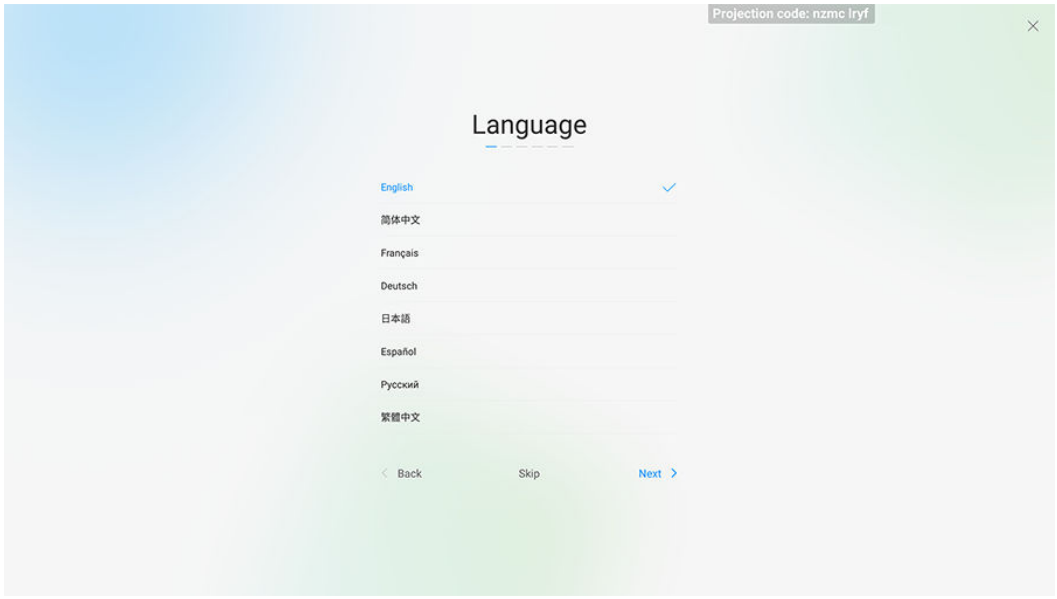
NOTE

You can access **Wizard** under **Settings** > **Advanced** on the touchscreen.

Step 1 Start the terminal. On the configuration wizard page, touch **OK**.

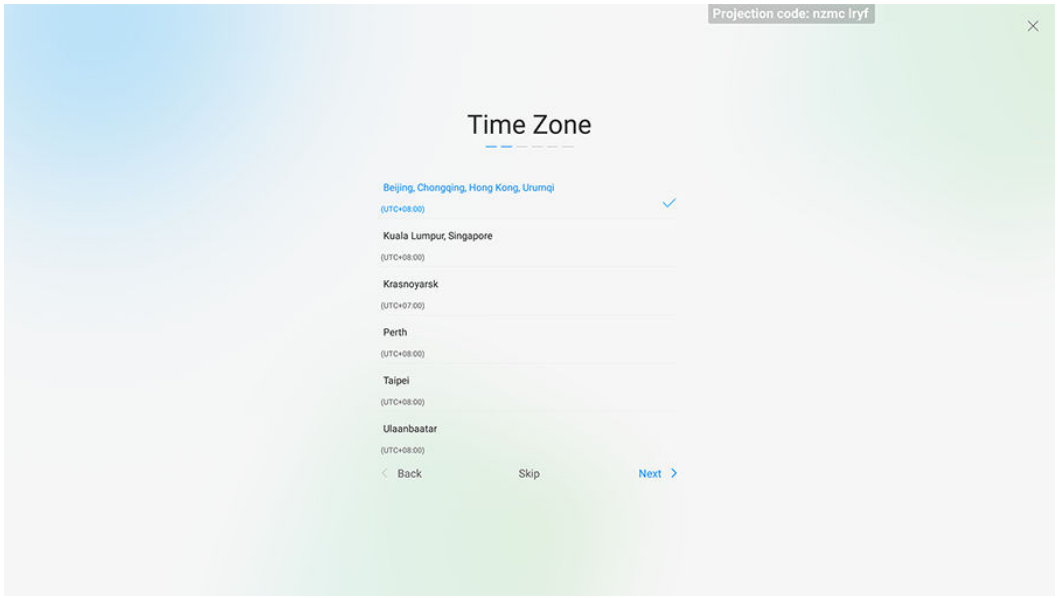
Step 2 Select a language, as shown in **Figure 5-1**. Then touch **Next**.

Figure 5-1 Language



Step 3 Select a time zone, as shown in **Figure 5-2**. Then touch **Next**.

Figure 5-2 Time zone



Step 4 Select cable or Wi-Fi connection.

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NOTE

Contact the administrator to determine whether the HTTP proxy needs to be configured. If the HTTP proxy needs to be configured, obtain and set the proxy server address, authentication username, authentication password, and port.

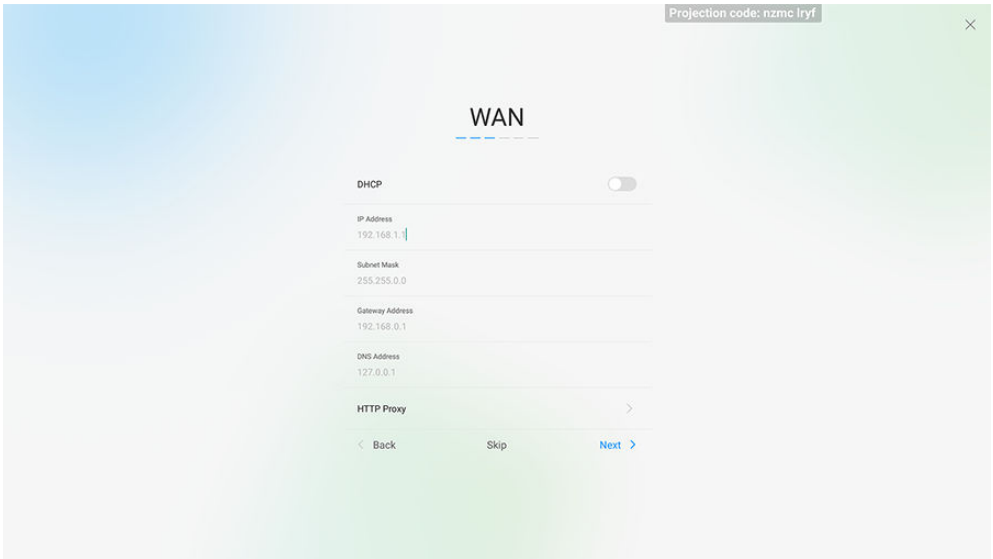
- Cable connection: When a network cable is connected to the terminal, the **WAN** screen (only IPv4 is supported) is displayed, as shown in **Figure 5-3**.

  Obtain the network settings from the administrator. For details, see **Table 5-2**.

Table 5-2 Network settings

Item	Operation
DHCP	Enabled: The terminal automatically obtains the IP address from the Dynamic Host Configuration Protocol (DHCP) server. Touch **Next**. Disabled: Obtain the values of **IP Address**, **Subnet Mask**, **Gateway Address**, and **DNS Address** from the administrator, set these parameters, and touch **Next**.

Figure 5-3 WAN parameters



- Wi-Fi connection: If no network cable is connected to the terminal, the **Wi-Fi** screen is displayed.

  NOTE

  Before connecting the terminal to a Wi-Fi hotspot, disable SIP ALG of the wireless router.

  Select a Wi-Fi hotspot to connect. If the Wi-Fi hotspot to connect requires a password, enter the password in the dialog box that is displayed and touch **Connect**. Touch **Next**.

Step 5 On the server setting screen, touch **More Options** and choose **Huawei Cloud**. In the dialog box that is displayed, enter the activation code, and touch **OK**.

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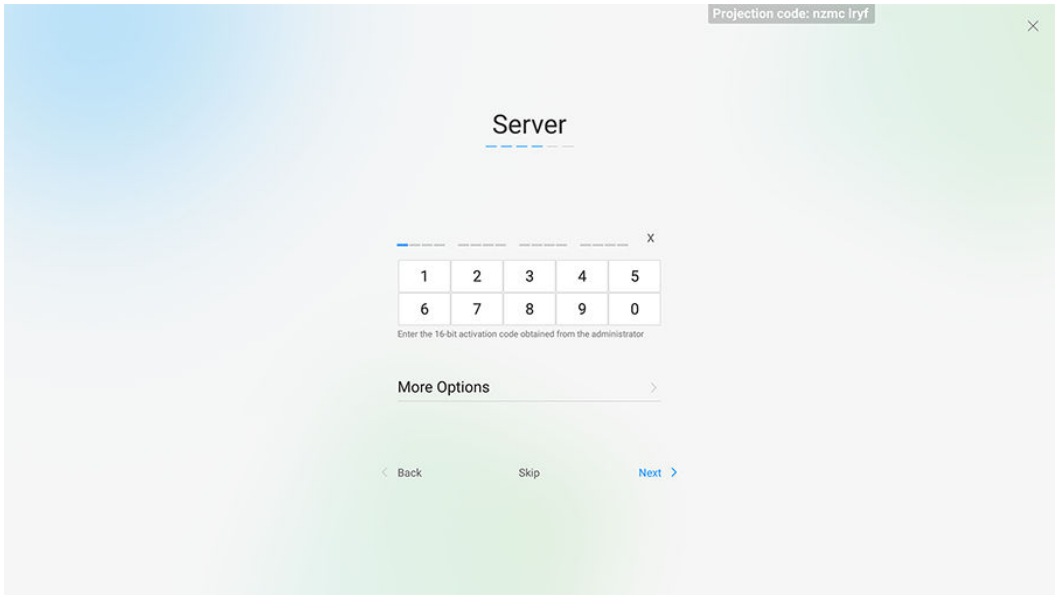
NOTE

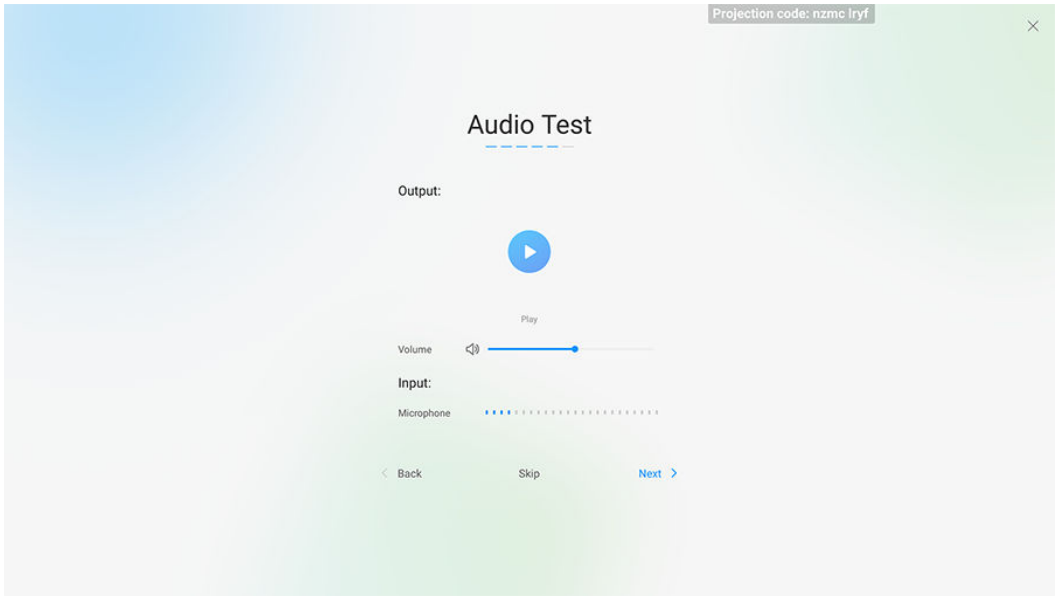
The activation code is sent to the administrator's mobile number or email address when the administrator adds a hard terminal on the Huawei Cloud Meeting Management Platform.

Figure 5-4 Server settings



Step 6 On the audio test screen, test the audio output, as shown in **Figure 5-5**. Then touch **Next**.

Figure 5-5 Audio test



Step 7 On the camera screen, test the local camera control functions, as shown in **Figure 5-6**. Then touch **Next**.

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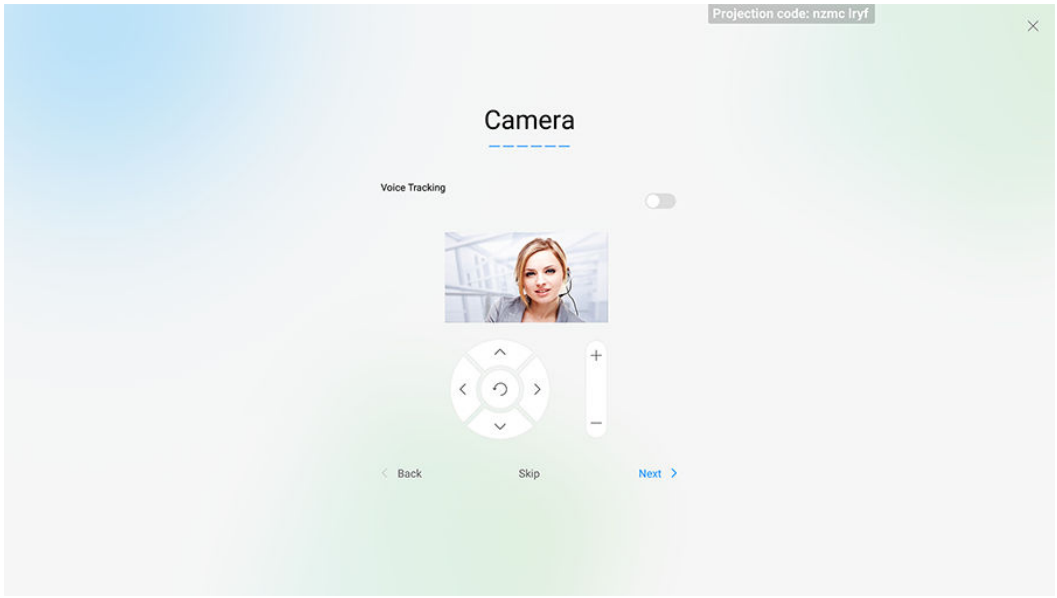
NOTE

If you enable **Voice Tracking**, the camera automatically rotates to the direction in which voice comes.

If you disable **Voice Tracking**, you can touch the arrow, plus, and minus icons to adjust the camera direction and focal length. You can also touch the reset icon to restore the camera to its initial position.

Figure 5-6 Camera test



Step 8 When the configuration is complete, touch **FINISH**, as shown in Figure 5-7. The home page of the touchscreen is displayed.

NOTE

When the terminal is powered on for the first time or restored to factory settings, the terminal prompts you to change the passwords of the **admin** and **api** accounts. Change the initial password at the first use, and periodically change the password afterwards. It is also recommended that the passwords be maintained by dedicated personnel.

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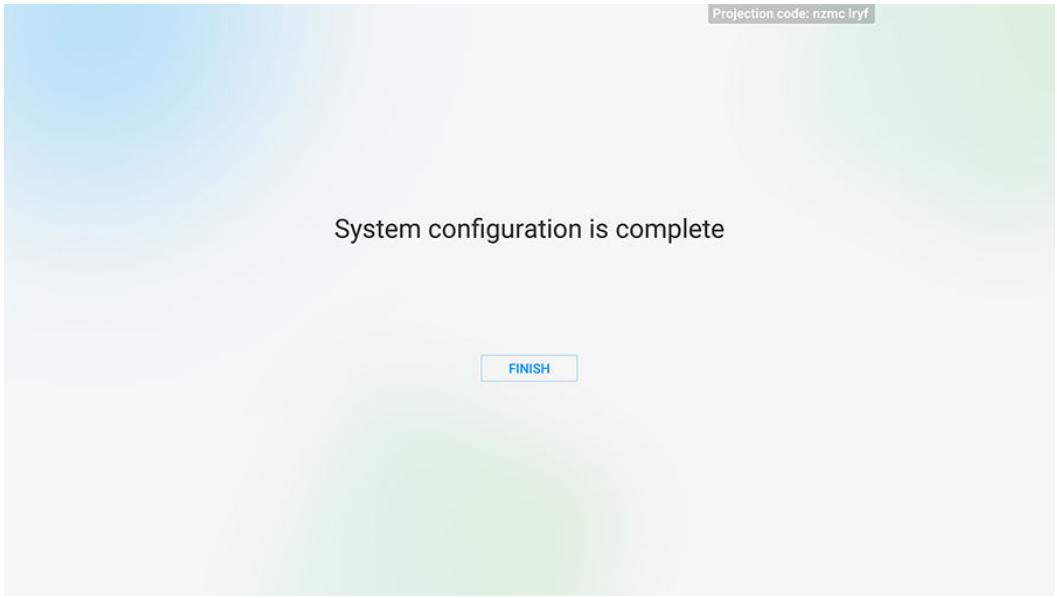
Figure 5-7 Configuration complete



Step 9 Check the hard terminal version.

On the home screen, choose **Settings** > **Device Info** and check whether the software version of your meeting terminal is the recommended version V600R019C00SPC800. If not, contact the meeting terminal provider to upgrade the software version.

Step 10 If the device has been used, reset the configuration and activate the device.

----End

5.2.2 Using the Web Interface

If you have obtained the IP address of the hard terminal, you can quickly configure the hard terminal by following the configuration wizard on the web interface.

Step 1 Log in to the web interface and choose **System Settings** > **Wizard**. The **Wizard** page is displayed, as shown in **Figure 5-8**. Configure parameters based on **Table 5-3**.

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Figure 5-8 General and IP address settings

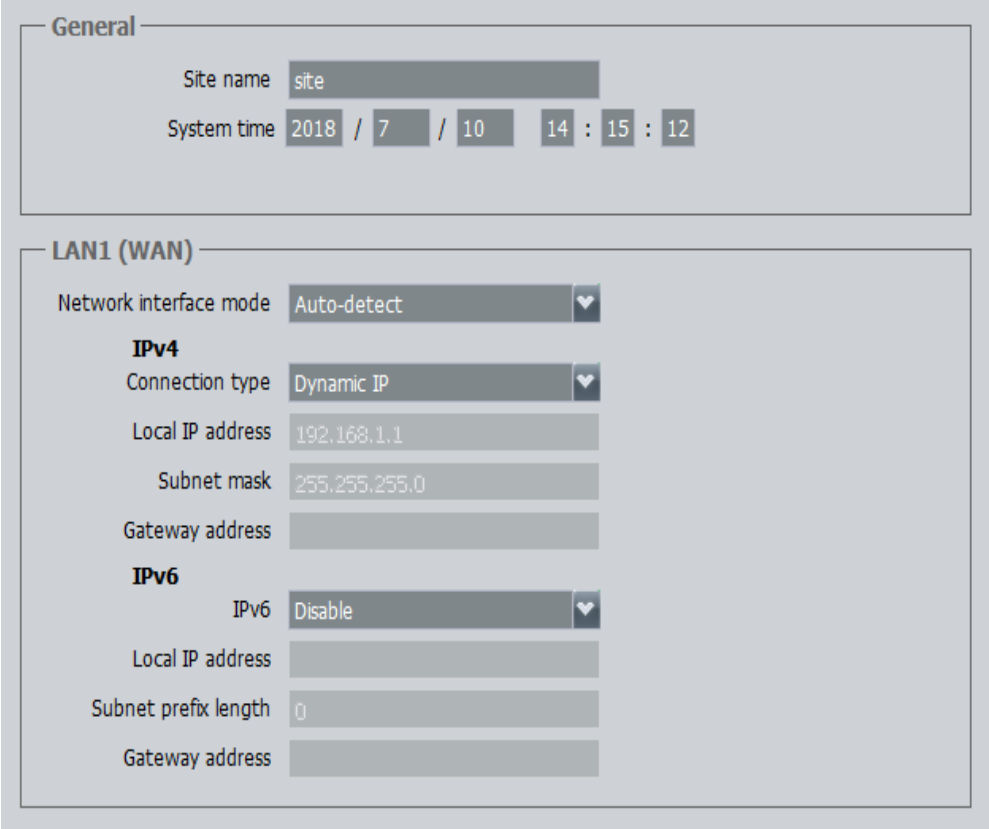

Table 5-3 General and IP address settings

Parameter	Description
Site name	Uniquely identifies a site.
Connection type	Specifies the mode in which the terminal obtains an IP address. • **Static IP**: The network administrator assigns an IP address to the terminal. If you select this option, you must also set **Local IP address**, **Subnet mask**, and **Gateway address**. • **Dynamic IP**: When a DHCP server is available on the network, the terminal automatically obtains an IP address using DHCP.

Step 2 Click **Next**. On the page displayed, set **Cloud platform** to **Huawei Cloud** and click **Activate**. In the dialog box displayed, enter the activation code.

Step 3 Click **Next**. The **Video Input** page is displayed, as shown in **Figure 5-9**. Set parameters based on **Table 5-4**.

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Figure 5-9 Video input

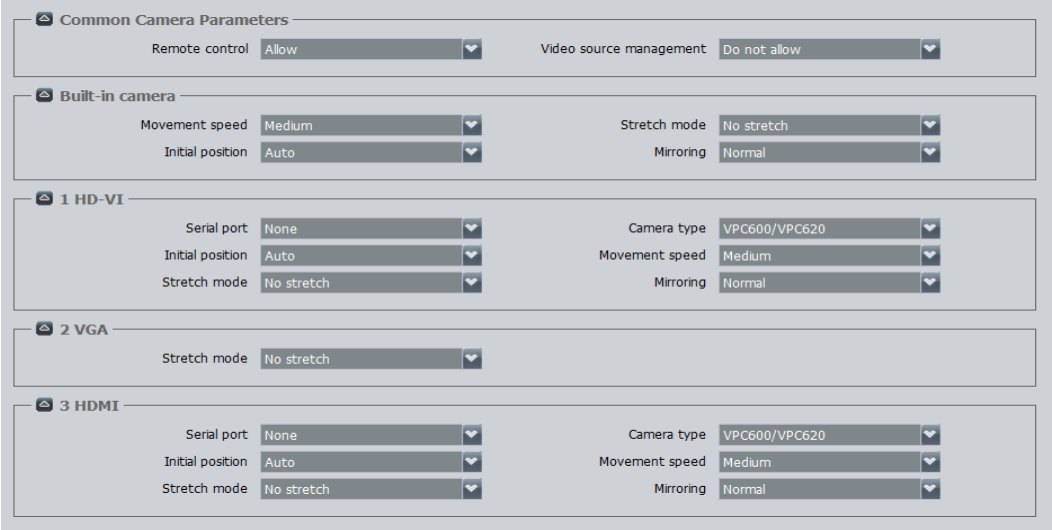

Table 5-4 Video input

Parameter	Description	How to Configure
Remote control	Specifies whether a remote site can control the local camera during a call.	The default value is **Allow**.
Video source management	Specifies whether a remote site can select the video source of this terminal on the camera control interface.	Selecting an incorrect video source may result in black screens. Therefore, you are advised to use the default value. The default value is **Do not allow**.
Serial port	Specifies the serial port that is connected to the camera control interface.	The default value is **None**.
Camera type	Specifies the type of the camera connected.	The default value is **VPC600/VPC620**.
Initial position	Specifies the position of the camera after startup. • **Auto**: The camera moves to its initial position after startup. • **Preset 1**: The camera moves to the preset after startup.	The default value is **Auto**.

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Parameter	Description	How to Configure
Movement speed	Specifies the movement and zoom speed for the camera at your site. • Select **Slow** for accurate positioning. • Select **Fast** for quick positioning. • Select **Medium** for medium paced positioning.	The default value is **Medium**.
Stretch mode	Specifies how your terminal adjusts the input video based on the video encoding format. • **Stretch**: Stretch the video to the full-screen mode without locking the aspect ratio of the video. • **No stretch**: Stretch the video to full screen with a fixed aspect ratio. Black borders may appear at the edges of the display.	The default value is **No stretch**.
Mirroring	Specifies whether the terminal displays a reflection of an input video, wherein the right and left sides of the original are reversed. • **Normal**: The input video will not be reversed. • **Horizontal mirroring**: The terminal displays a reflection of the input video, wherein the right and left sides of the original are reversed like the reflection of something seen in a mirror.	The default value is **Normal**.

Step 4 Click **Finish**.

Step 5 Check the hard terminal version.

Choose **Help** > **Version** and check whether the software version of your meeting terminal is the recommended version V600R019C00SPC800. If not, contact the meeting terminal provider to upgrade the software version.

----End

5.2.3 Using the Touch

Connecting the Touch to the Terminal

A terminal can be configured using the Touch after they are connected through the TOUCH port, through the network port on a switch, or over Wi-Fi.

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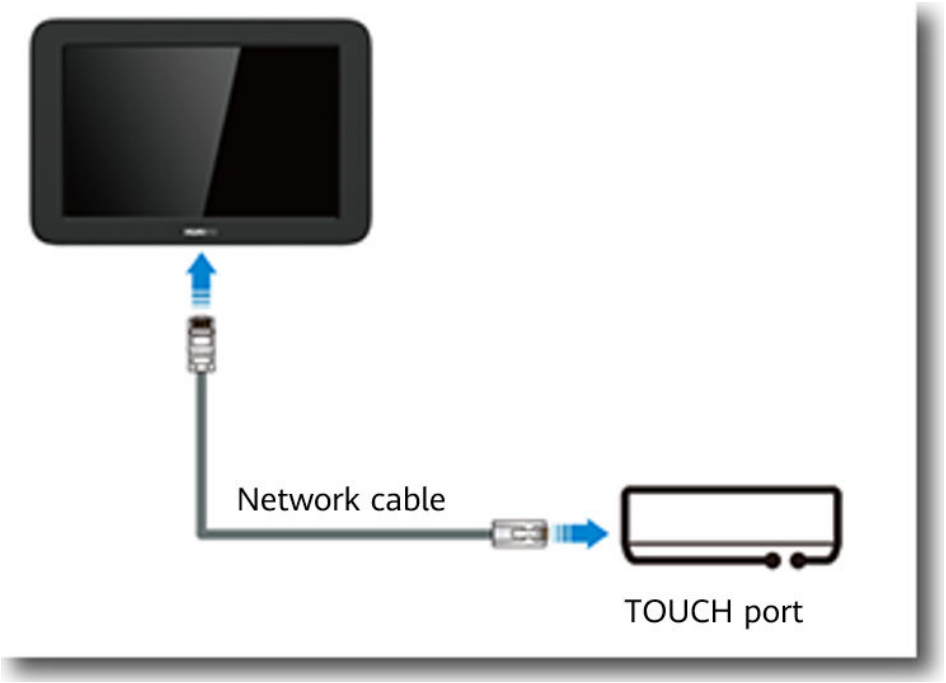
- Connection using the TOUCH port
  a. Connect the Touch to the TOUCH port on the terminal, as shown in **Figure 5-10**.

     Figure 5-10 Connection using the TOUCH port

     NOTE

     After the connection, the Touch is powered by the terminal through the TOUCH port. You do not need to connect the Type-C cable and power adapter.

  b. Once started up, the Touch automatically checks whether its version matches the version of the connected terminal. If the versions do not match, the Touch automatically starts an upgrade.
- Connection using the network port on a switch
  a. Connect the Touch to the network port on a switch using a network cable, and to the power adapter using the Type-C cable, as shown in **Figure 5-11**.

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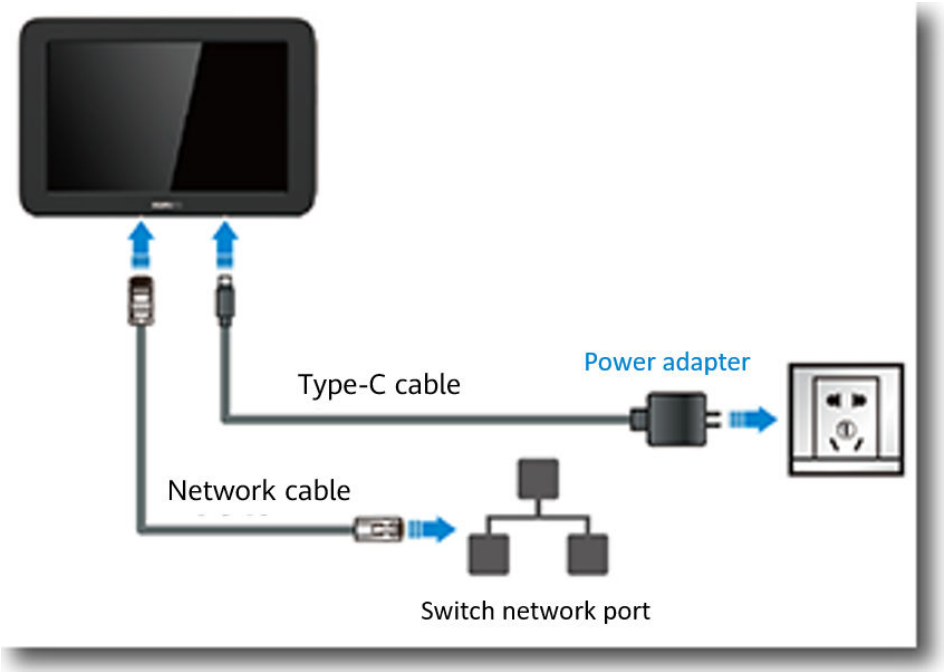
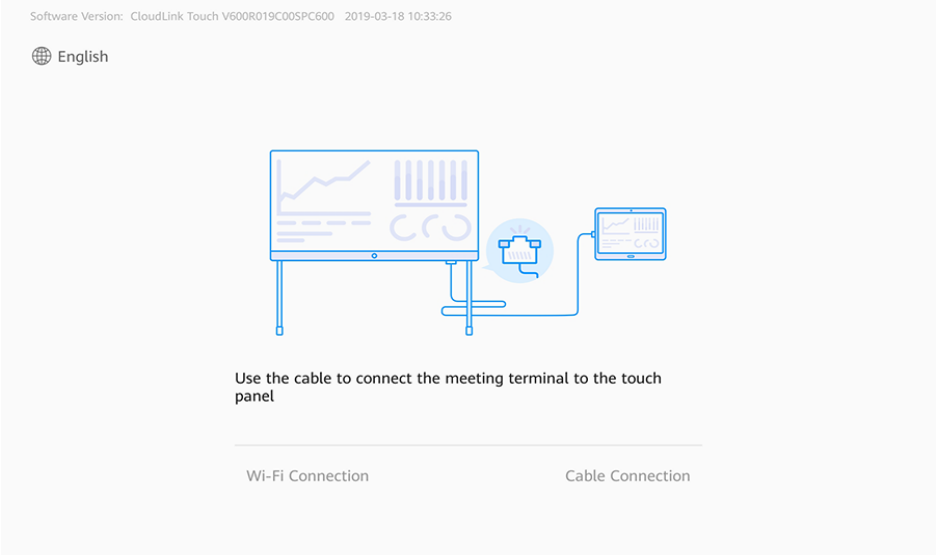
Figure 5-11 Connection using the network port on a switch



b. Power on the Touch. You will see the screen shown in **Figure 5-12**. Touch **Cable Connection**.

Figure 5-12 Selecting Cable Connection



NOTE

You can touch **English** in the upper left corner to change the language.

c. In the **Select Device** list, select or enter the IP address of the terminal to connect to and touch **Done**, as shown in **Figure 5-13**.

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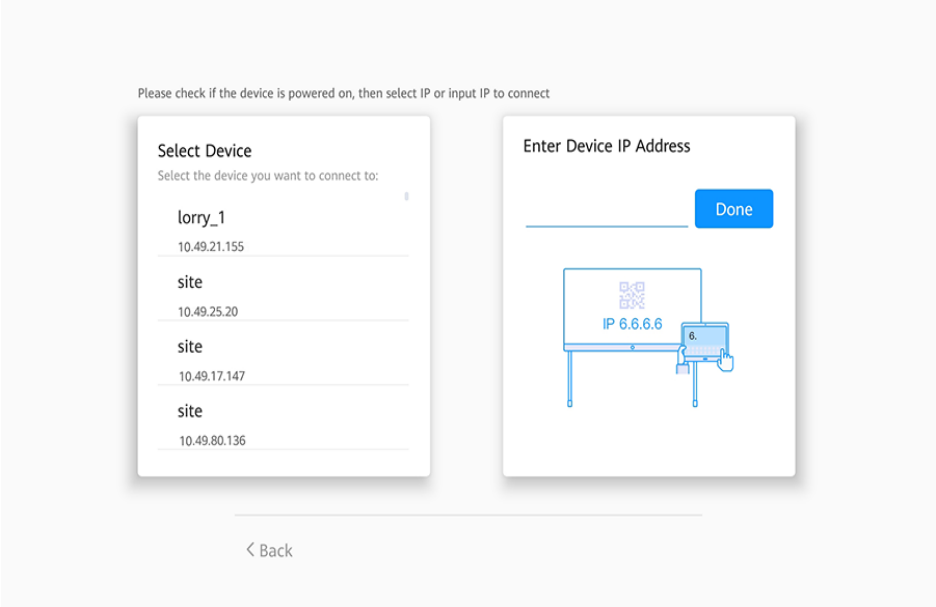
NOTE

- The **Select Device** list contains the terminals that can be connected on the network.
- You can view the IP address by choosing **Settings** > **Device Info** on the touchscreen.

Figure 5-13 Cable connection



d. Enter the username and password and touch **Connect**.

After the connection is set up, the Touch checks whether its version matches the terminal version. If the versions do not match, the Touch automatically starts an upgrade.

NOTE

The default username and password are **api** and **Change_Me**, respectively.

- Wi-Fi connection

a. Connect the Touch to a Wi-Fi hotspot of the terminal or on the same network, as shown in **Figure 5-14**.

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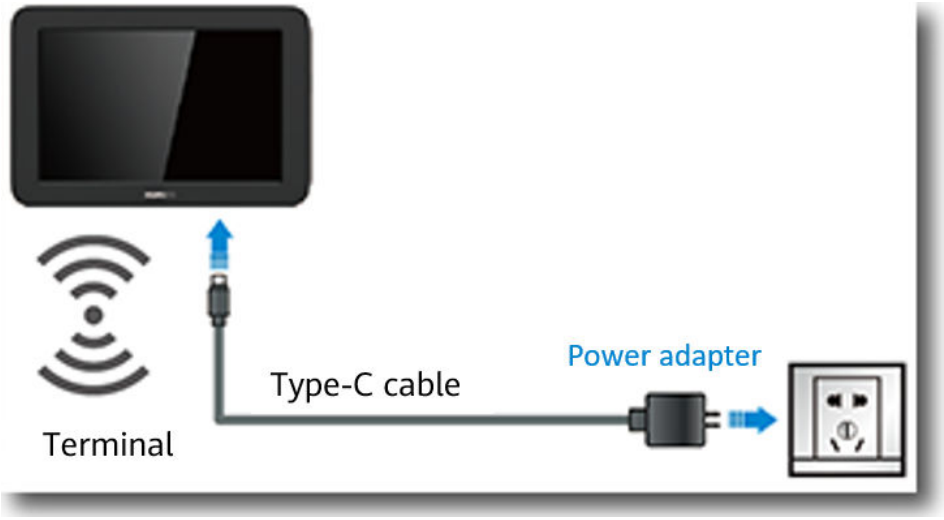
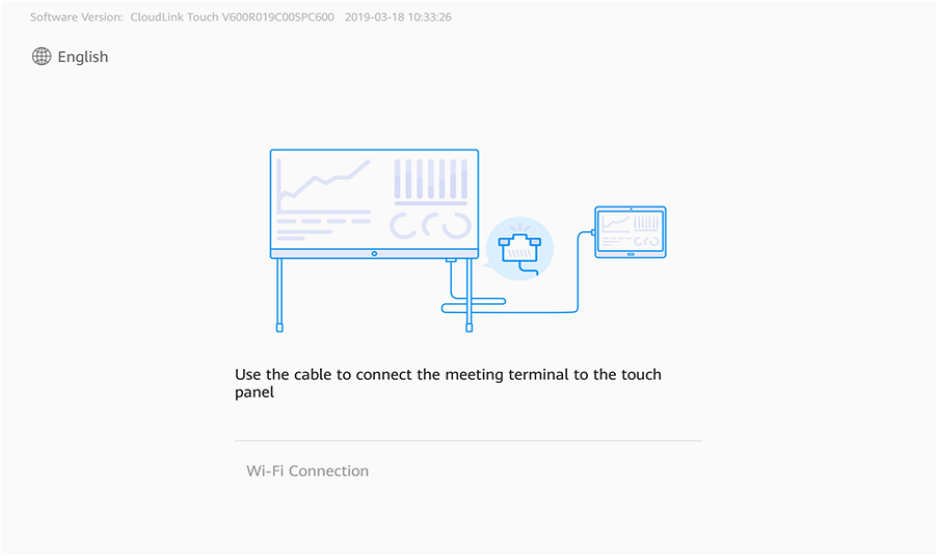
Figure 5-14 Wi-Fi connection



b. Power on the Touch. You will see the screen shown in **Figure 5-15**. Touch **Wi-Fi Connection**.

Figure 5-15 Wi-Fi connection



NOTE

You can touch **English** in the upper left corner to change the language.

c. Select the Wi-Fi hotspot to connect to and touch **Next**.

d. Enter the terminal IP address, username, and password, and touch **Connect**.

After the connection is set up, the Touch checks whether its version matches the terminal version. If the versions do not match, the Touch automatically starts an upgrade.

NOTE

You can view the IP address by choosing **Settings** > **Device Info** on the touchscreen. The default username and password are **api** and **Change_Me**, respectively.

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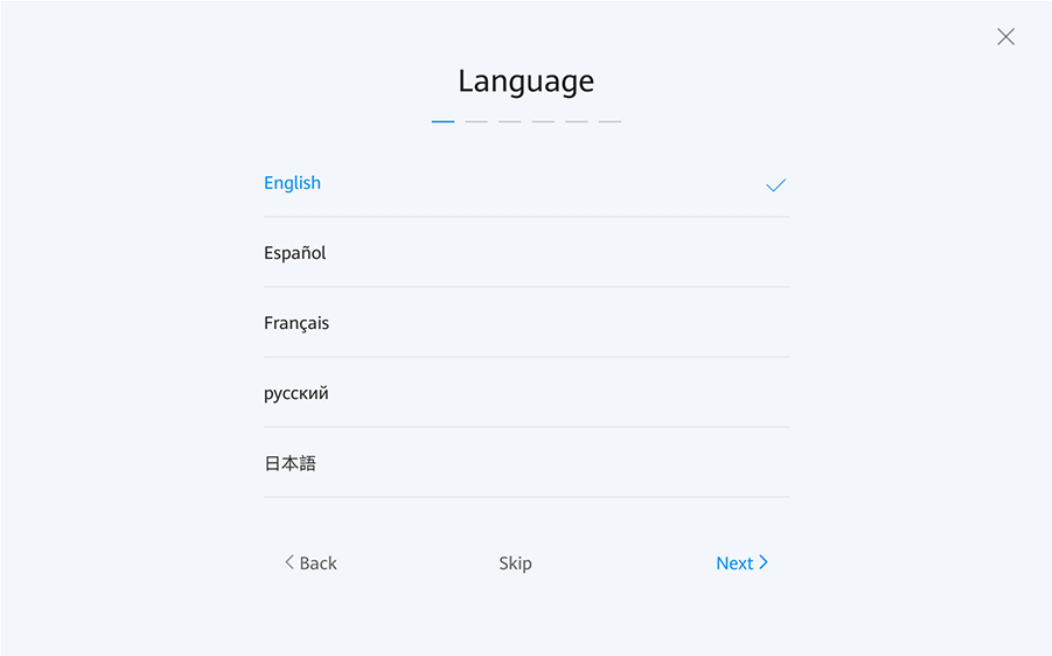
Setting Parameters Using the Wizard

You can access **Wizard** under **Settings** > **Advanced Settings** on the Touch. Then you can use the configuration wizard to quickly configure the terminal.

Step 1 On the **Wizard** screen, touch **Start**.

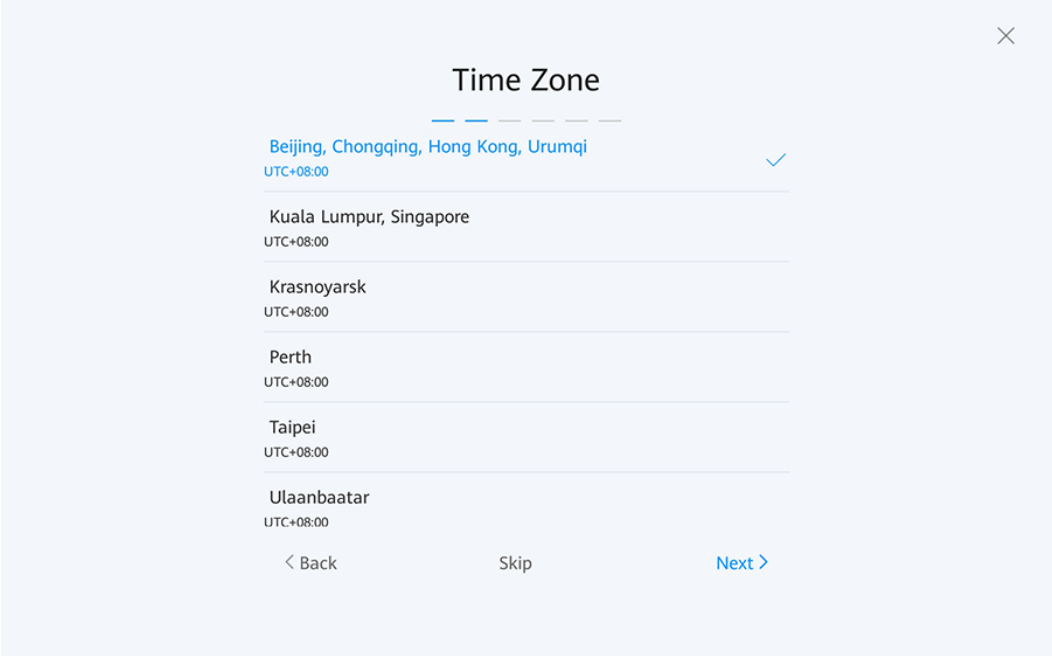
Step 2 Select a language and touch **Next**, as shown in **Figure 5-16**.

Figure 5-16 Language



Step 3 Select a time zone and touch **Next**, as shown in **Figure 5-17**.

Figure 5-17 Time zone



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Step 4 Set the IP addresses on the network screen, as shown in **Figure 5-18**. **Table 5-5** describes the parameters. After the configuration is complete, touch **Next**.

Figure 5-18 IP address

Table 5-5 IP address parameters

Item	Operation
Auto Detect	Enabled: The terminal automatically obtains the IP address from the DHCP server. Disabled: Obtain the values of **IP Address**, **Subnet Mask**, **Gateway Address**, and **DNS Settings** from the administrator, and set these parameters.
Manual Configuration	Enabled: Obtain the value of **DNS server address 1**, **DNS server address 2**, or **DNS server address 3** from the administrator, and set the parameter. Disabled: The terminal automatically obtains the DNS server address. If you select this option, a DNS server must be available on the network.
HTTP Proxy	Contact the administrator to determine whether the HTTP proxy needs to be configured. If the HTTP proxy needs to be configured, obtain and set the proxy server address, authentication username, authentication password, and port.

Step 5 On the server setting screen, touch **More Options** and choose **Huawei Cloud**. In the dialog box displayed, enter the activation code. Touch **OK**.

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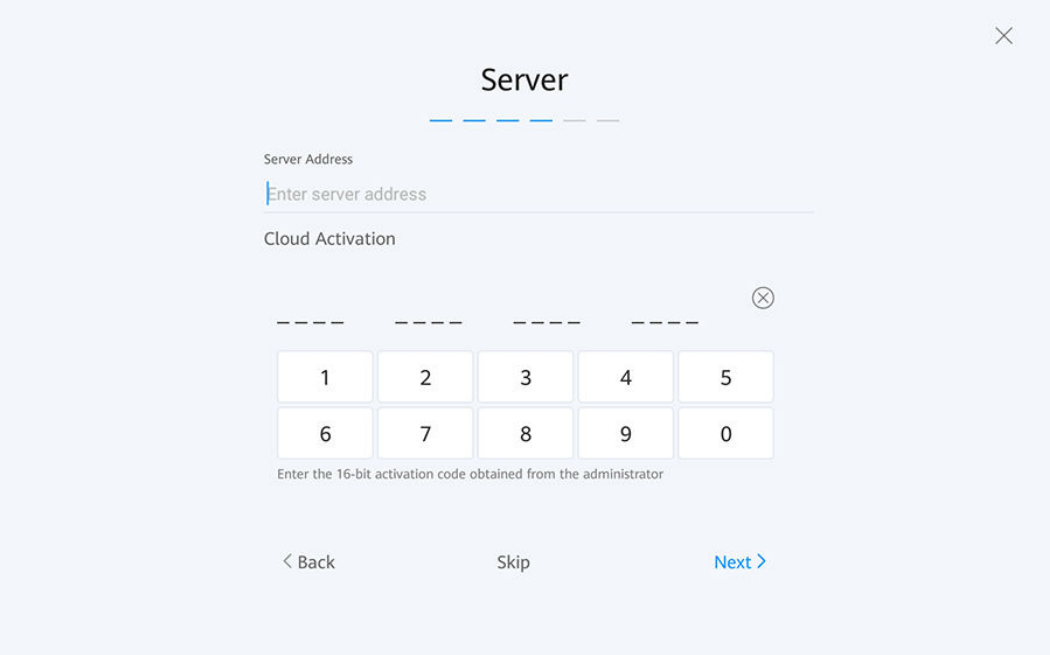
NOTE

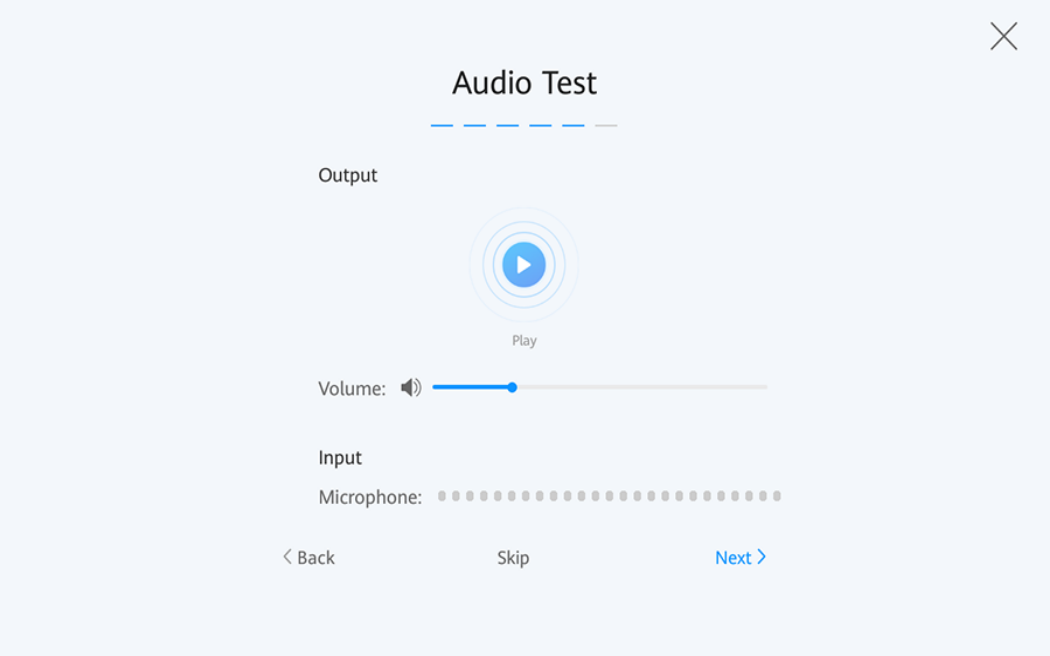
The activation code is sent to the administrator's mobile number or email address when the administrator adds a hard terminal on the Huawei Cloud Meeting Management Platform.

Figure 5-19 Server settings



Step 6 On the audio test screen, test the audio output and touch **Next**, as shown in **Figure 5-20**.

Figure 5-20 Audio test



Step 7 On the camera screen, test the local camera control functions and touch **Next**, as shown in **Figure 5-21**.

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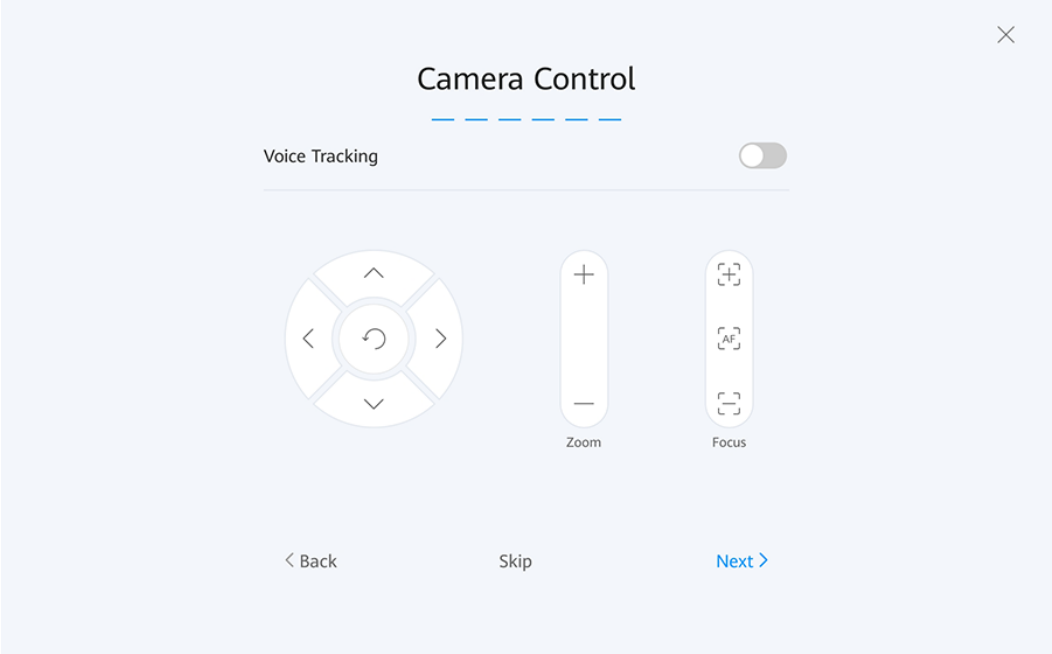
NOTE

If you enable **Voice Tracking**, the camera automatically rotates to the direction in which voice comes.

If you disable **Voice Tracking**, you can adjust the direction and focal length of the camera and restore the camera to its initial position.

Figure 5-21 Camera test



Step 8 When the configuration is complete, touch **FINISH**, as shown in **Figure 5-22**. The Touch home screen is displayed.

NOTE

When the terminal is powered on for the first time or restored to factory settings, the terminal prompts you to change the passwords of the **admin** and **api** accounts. Change the initial password at the first use, and periodically change the password afterwards. It is also recommended that the passwords be maintained by dedicated personnel.

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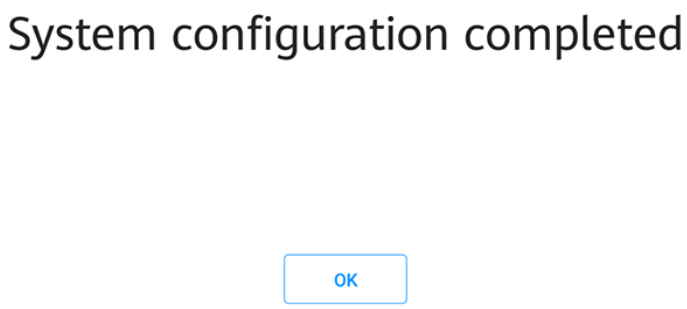
Figure 5-22 Configuration complete



Step 9 Check the hard terminal version.

On the home screen, choose **Settings** > **Device Info** and check whether the software version of your meeting terminal is the recommended version V600R019C00SPC800. If not, contact the meeting terminal provider to upgrade the software version.

----End

5.3 Configuring the CloudLink Box or CloudLink Bar

5.3.1 Using the Web Interface

If you have obtained the IP address of the hard terminal, you can quickly configure the hard terminal by following the configuration wizard on the web interface.

Step 1 Log in to the web interface and choose **System Settings** > **Wizard**. The **Wizard** page is displayed, as shown in **Figure 5-23**. Configure parameters based on **Table 5-6**.

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Figure 5-23 General and IP address settings

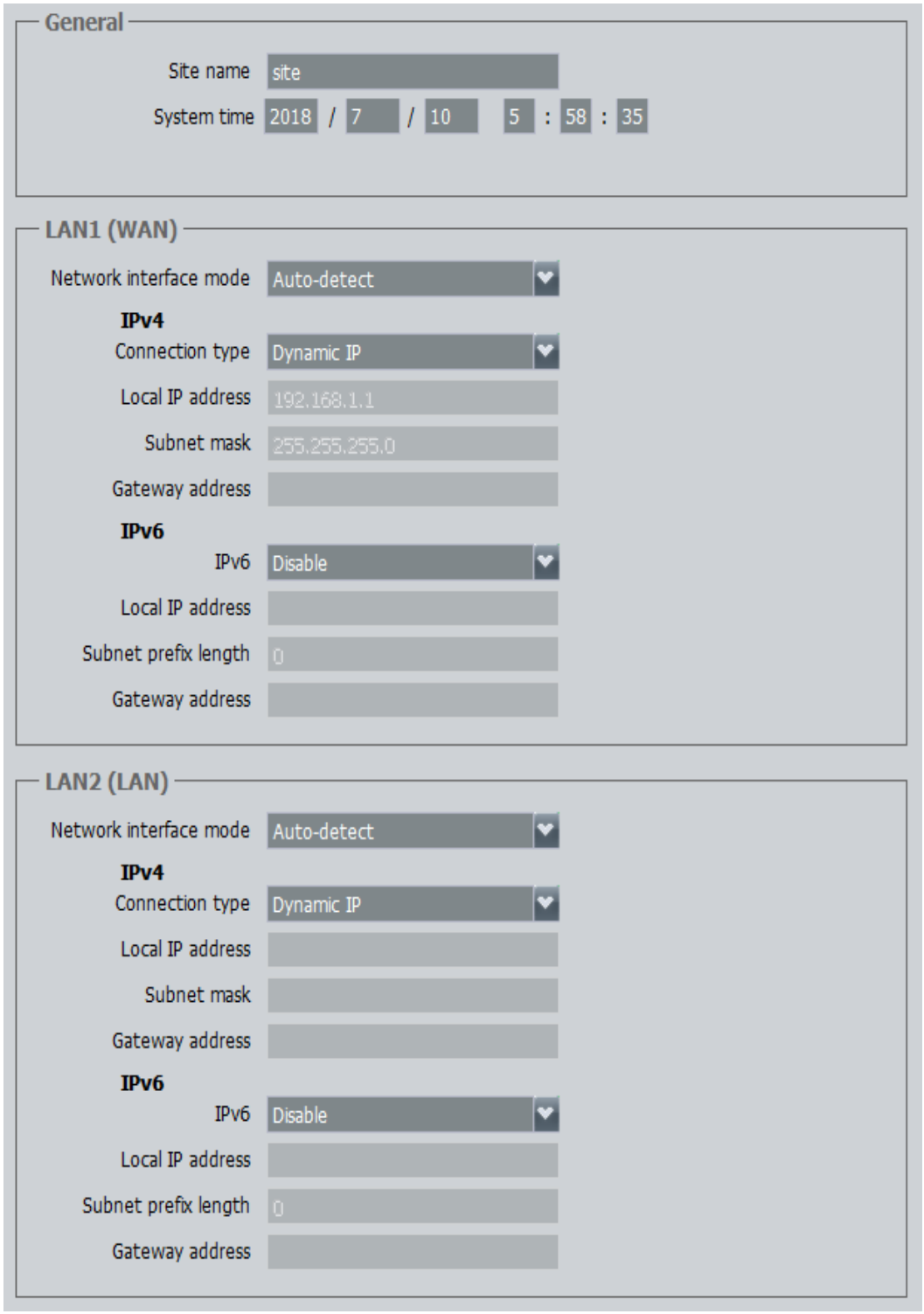

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Table 5-6 General and IP address settings

Parameter	Description
Site name	Uniquely identifies a site.
Connection type	Specifies the mode in which the terminal obtains an IP address. • **Static IP**: The network administrator assigns an IP address to the terminal. If you select this option, you must also set **Local IP address**, **Subnet mask**, and **Gateway address**. • **Dynamic IP**: When a DHCP server is available on the network, the terminal automatically obtains an IP address using DHCP.

NOTE

The WAN is a service network used to transmit service data. The LAN is a maintenance network used for device maintenance.

Step 2 Click **Next**. On the **Server Settings** page that is displayed, set **Cloud platform** to **Huawei Cloud** and click **Activate**. In the dialog box that is displayed, enter the activation code.

NOTE

If the system displays a message indicating that the server fails to be obtained, reset the terminal settings and activate the terminal again. For details about how to reset the settings, see **Routine Maintenance** > **Restoring Factory Settings** in *HUAWEI Bar Maintenance Guide*.

If the terminal still cannot be activated after the settings are reset, contact Huawei Cloud customer service at +86 4000-955-988 or 950808 and forward the call to technical support as prompted.

Step 3 Click **Next**. The **Video Input** page is displayed, as shown in **Figure 5-24**. Set parameters based on **Table 5-7**.

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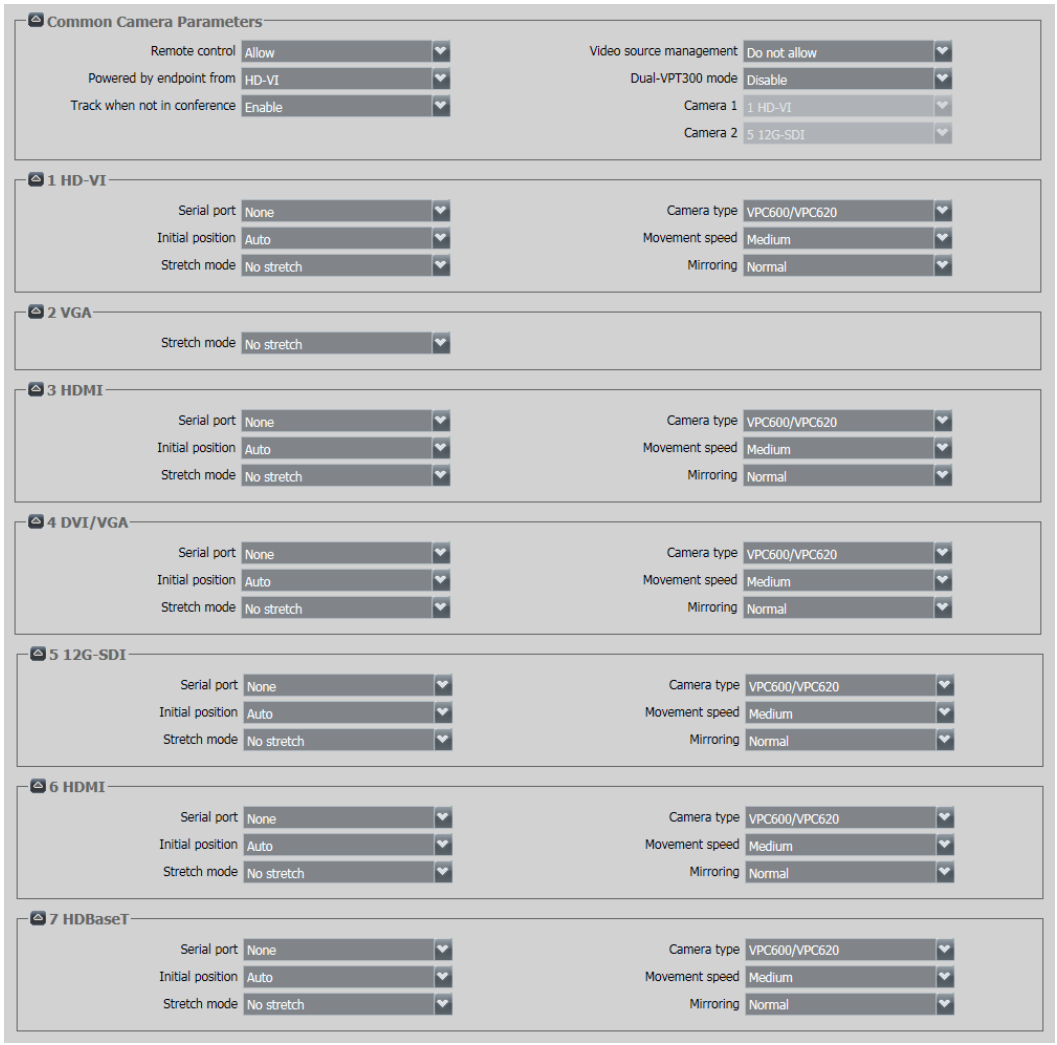
Figure 5-24 Video input



NOTE

The input port configurations of the Box series are similar. Here, the port configuration of the Box 900 is used as an example. For details about the input ports of each terminal type, click in the upper right corner to view the online help.

Table 5-7 Video input

Parameter	Description	How to Configure
Remote control	Specifies whether a remote site can control the local camera during a call.	The default value is **Allow**.

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Parameter	Description	How to Configure
Video source management	Specifies whether a remote site can select the video source of this terminal on the camera control interface.	Selecting an incorrect video source may result in black screens. Therefore, you are advised to use the default value. The default value is **Do not allow**.
Powered by endpoint from	Specifies the port from which the terminal supplies power to the connected device. Two options are available: HD-VI and HDBaseT.	The default value is **HD-VI**.
Dual-VPT300 mode	Specifies whether to enable the dual-VPT300 mode when the terminal has two VPT300s connected. If you select this option, the two VPT300s connected to the terminal work at the same time. If you do not select this option, the VPT300 connected to the video input interface specified by **Main output interface** works. This parameter is unavailable on the web interface of the Box 500.	The default value is **Disable**. This function and the **AI virtual sign-in** function under **System Settings** > **AI Settings** cannot be enabled at the same time. The **AI virtual sign-in** function is disabled by default.
Track when not in conference	If the **Enable** option is selected, the tracking function of the VPT300 will work even when the terminal is not in any meetings. This parameter is unavailable on the web interface of the Box 500.	The default value is **Disable**.
Camera 1	Specifies the input port for the terminal to connect to camera 1 of VPT300. This parameter is available only when **Dual-VPT300 mode** is set to **Enable**. This parameter is unavailable on the web interface of the Box 500.	The default value is **HD-VI**.
Camera 2	Specifies the input port for the terminal to connect to camera 2 of VPT300. This parameter is available only when **Dual-VPT300 mode** is set to **Enable**. This parameter is unavailable on the web interface of the Box 500.	The default value for the Box 700 is **4 12G-SDI**. The default value for the Box 900 is **5 12G-SDI**.

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Parameter	Description	How to Configure
Serial port	Specifies the serial port that is connected to the camera control interface.	The default value is **None**.
Camera type	Specifies the type of the camera connected.	The default value is **VPC600/VPC620**.
Initial position	Specifies the position of the camera after startup. • **Auto**: The camera moves to its initial position after startup. • **Preset 1**: The camera moves to the preset after startup.	The default value is **Auto**.
Movement speed	Specifies the movement and zoom speed for the camera at your site. • Select **Slow** for accurate positioning. • Select **Fast** for quick positioning. • Select **Medium** for medium paced positioning.	The default value is **Medium**.
Stretch mode	Specifies how your terminal adjusts the input video based on the video encoding format. • **Stretch**: Stretch the video to the full-screen mode without locking the aspect ratio of the video. • **No stretch**: Stretch the video to full screen with a fixed aspect ratio. Black borders may appear at the edges of the display.	The default value is **No stretch**.
Mirroring	Specifies whether the terminal displays a reflection of an input video, wherein the right and left sides of the original are reversed. • **Normal**: The input video will not be reversed. • **Horizontal mirroring**: The terminal displays a reflection of the input video, wherein the right and left sides of the original are reversed like the reflection of something seen in a mirror.	The default value is **Normal**.

Step 4 Click **Finish**.

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Step 5 Check the hard terminal version.

Choose **Help** > **Version** and check whether the software version of your meeting terminal is the recommended version V600R019C00SPC800. If not, contact the meeting terminal provider to upgrade the software version.

----End

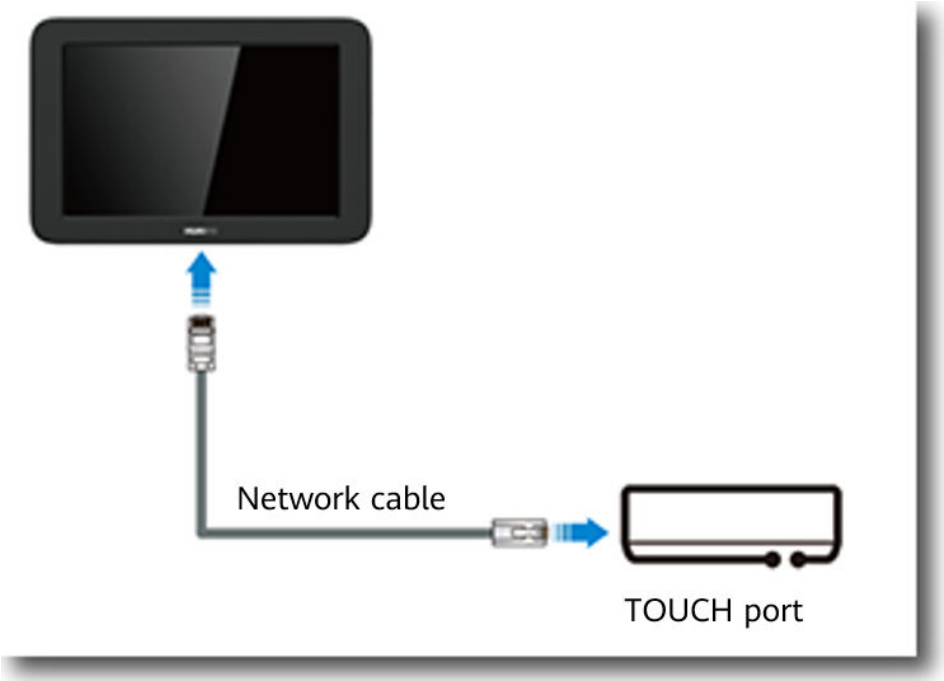
5.3.2 Using the Touch

Connecting the Touch to the Terminal

A terminal can be configured using the Touch after they are connected through the TOUCH port, through the network port on a switch, or over Wi-Fi.

- Connection using the TOUCH port
  a. Connect the Touch to the TOUCH port on the terminal, as shown in Figure 5-25.

  Figure 5-25 Connection using the TOUCH port

  NOTE

  After the connection, the Touch is powered by the terminal through the TOUCH port. You do not need to connect the Type-C cable and power adapter.

  b. Once started up, the Touch automatically checks whether its version matches the version of the connected terminal. If the versions do not match, the Touch automatically starts an upgrade.
- Connection using the network port on a switch
  a. Connect the Touch to the network port on a switch using a network cable, and to the power adapter using the Type-C cable, as shown in Figure 5-26.

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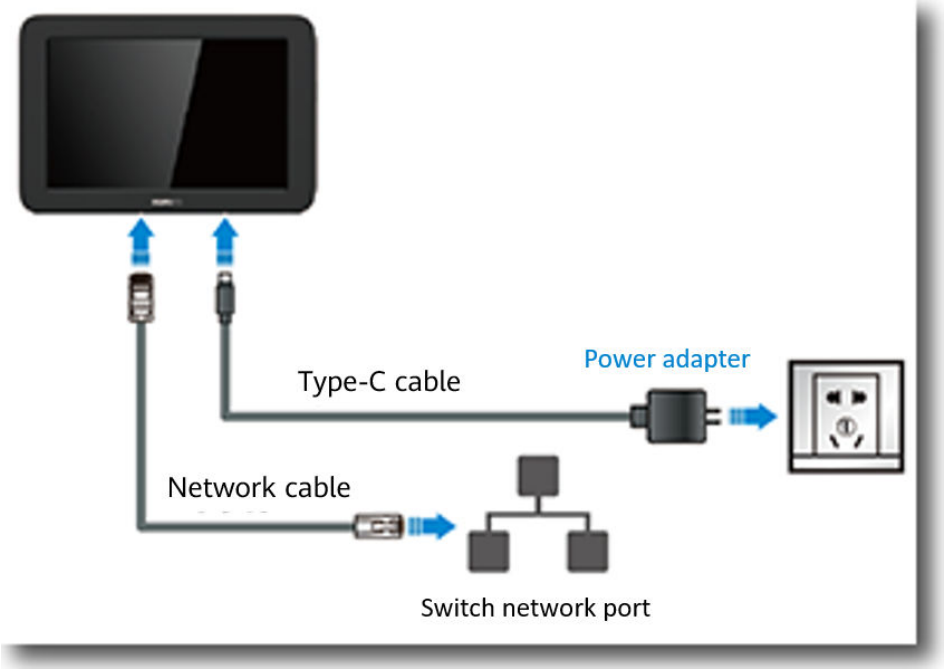
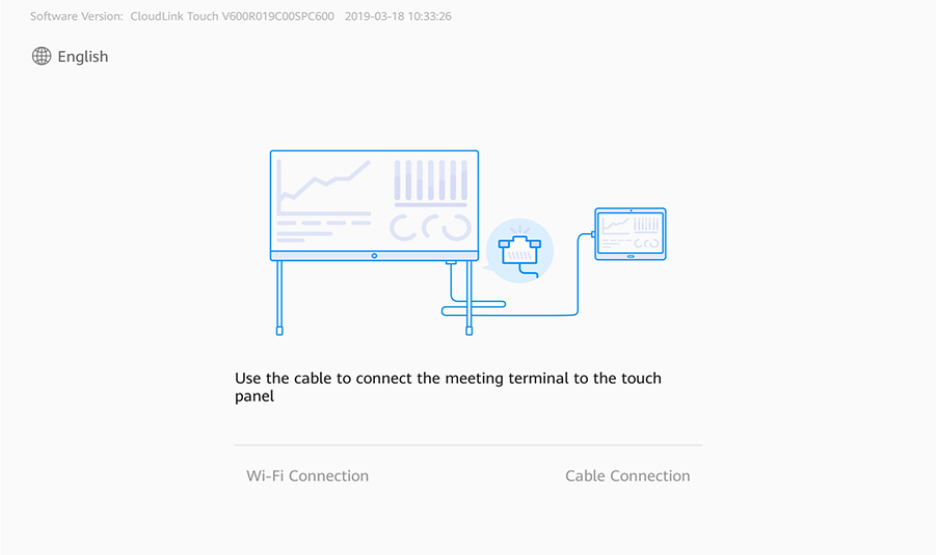
Figure 5-26 Connection using the network port on a switch



b. Power on the Touch. You will see the screen shown in **Figure 5-27**. Touch **Cable Connection**.

Figure 5-27 Selecting Cable Connection



NOTE

You can touch **English** in the upper left corner to change the language.

c. In the **Select Device** list, select or enter the IP address of the terminal to connect to and touch **Done**, as shown in **Figure 5-28**.

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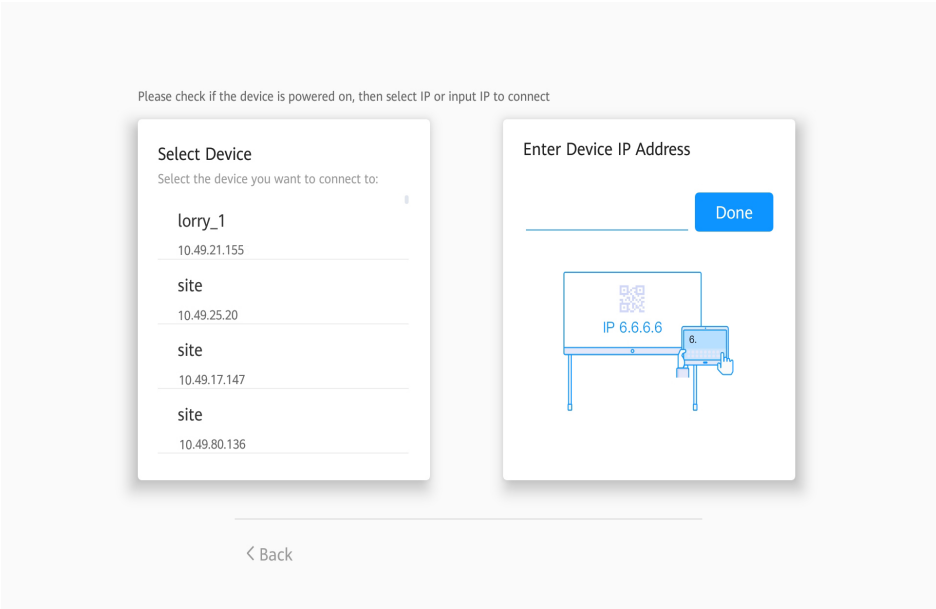
NOTE

- The **Select Device** list contains the terminals that can be connected on the network.
- LCD screen of the endpoint

Figure 5-28 Cable connection



d. Enter the username and password and touch **Connect**.

After the connection is set up, the Touch checks whether its version matches the terminal version. If the versions do not match, the Touch automatically starts an upgrade.

NOTE

The default username and password are **api** and **Change_Me**, respectively.

- Wi-Fi connection

a. Connect the Touch to a Wi-Fi hotspot of the terminal or on the same network, as shown in **Figure 5-29**.

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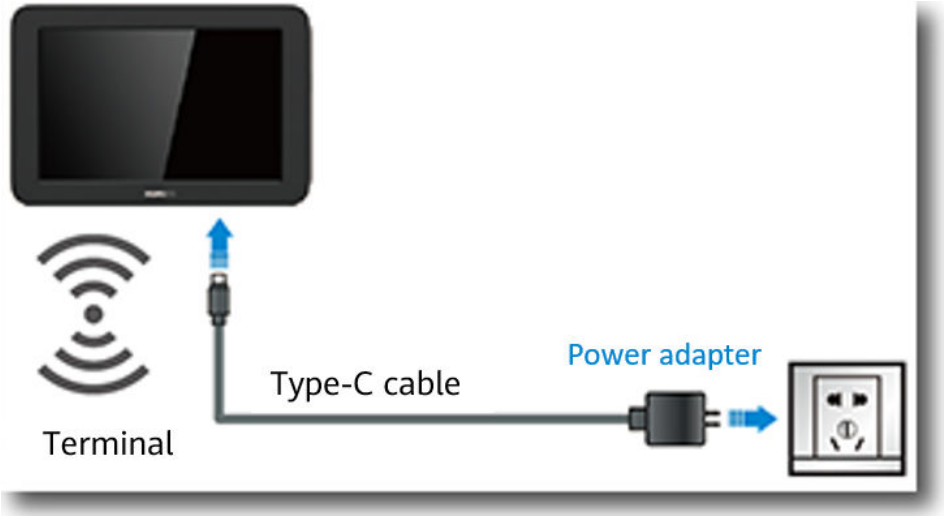
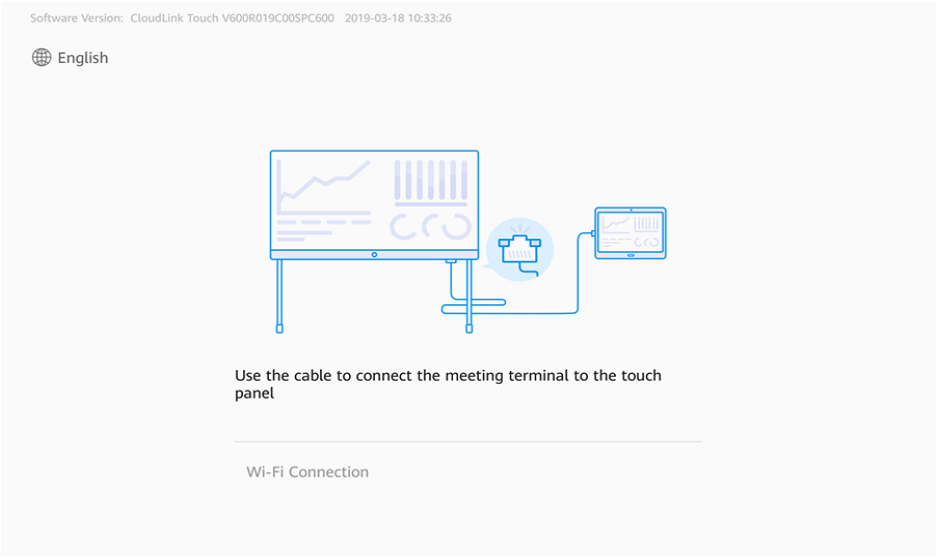
Figure 5-29 Wi-Fi connection



b. Power on the Touch. You will see the screen shown in **Figure 5-30**. Touch **Wi-Fi Connection**.

Figure 5-30 Wi-Fi connection



NOTE

You can touch **English** in the upper left corner to change the language.

c. Select the Wi-Fi hotspot to connect to and touch **Next**.

d. Enter the terminal IP address, username, and password, and touch **Connect**.

After the connection is set up, the Touch checks whether its version matches the terminal version. If the versions do not match, the Touch automatically starts an upgrade.

NOTE

Obtain the IP address from the LCD screen of the terminal. The default username and password are **api** and **Change_Me**, respectively.

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Setting Parameters Using the Wizard

If the terminal is powered on for the first time or is restored to factory settings, the configuration wizard screen is displayed by default after the Touch is connected to the terminal. Then you can use the configuration wizard to quickly configure the terminal.

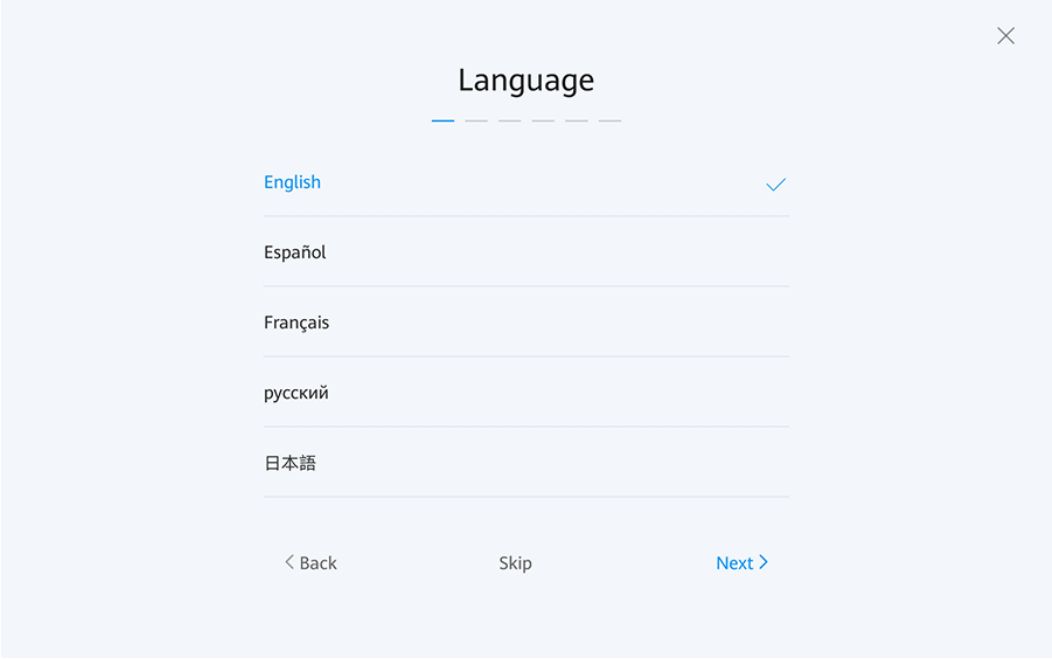
NOTE

You can access **Wizard** under **Settings** > **Advanced** on the Touch.

Step 1 On the **Wizard** screen, touch **Start**.

Step 2 Select a language and touch **Next**, as shown in **Figure 5-31**.

Figure 5-31 Language



Step 3 Select a time zone and touch **Next**, as shown in **Figure 5-32**.

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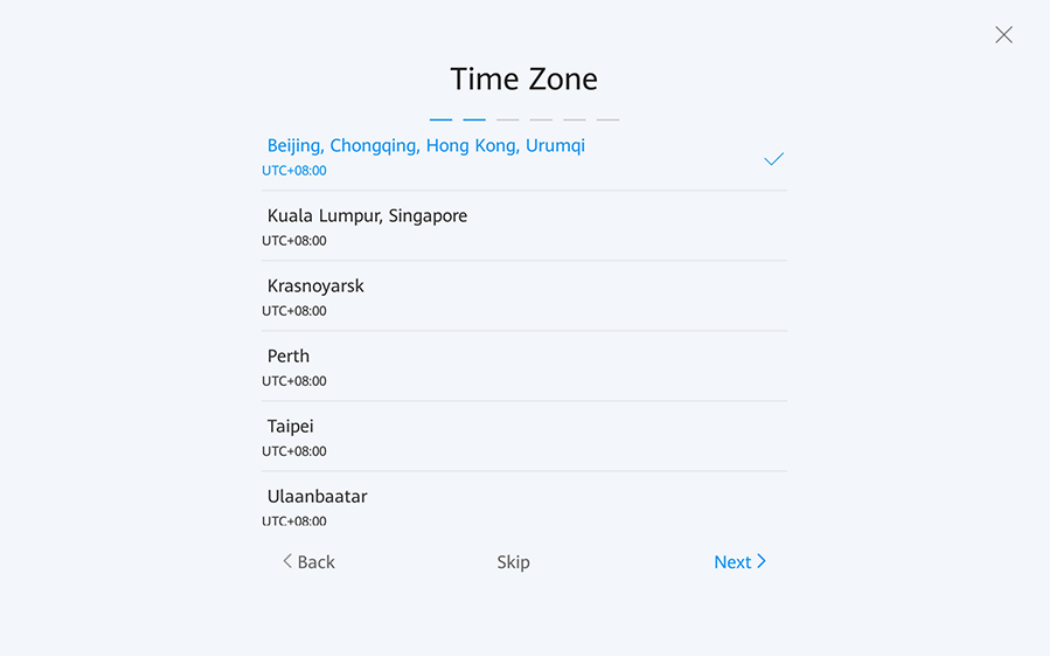
Figure 5-32 Time zone



Step 4 Set the IP addresses on the network screen, as shown in **Figure 5-33**. **Table 5-8** describes the parameters. After the configuration is complete, touch **Next**.

Figure 5-33 IP address

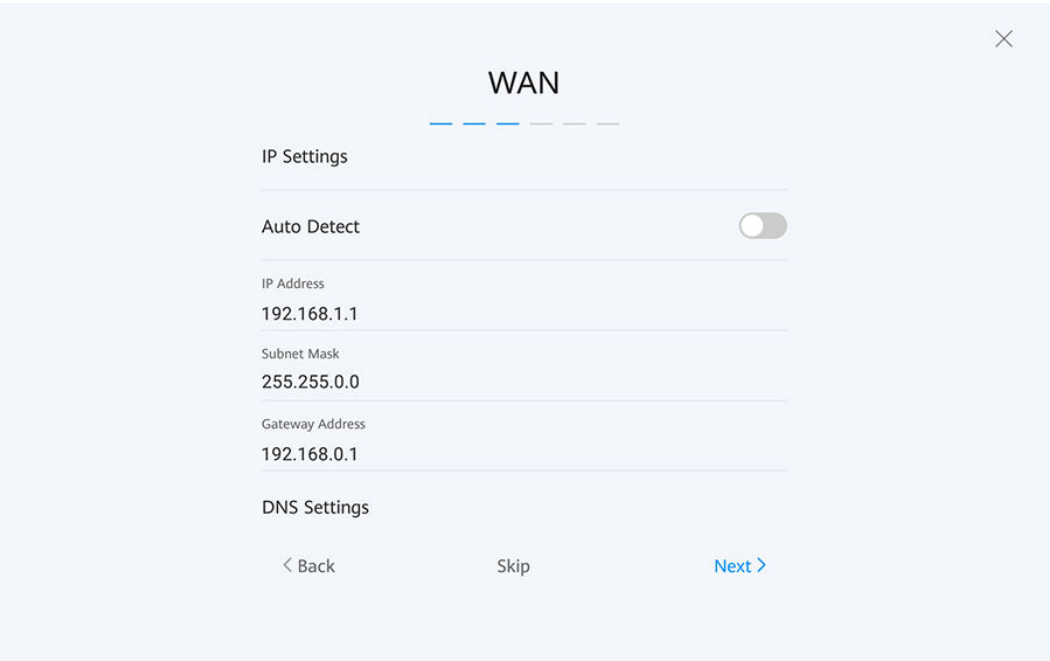


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Table 5-8 IP address parameters

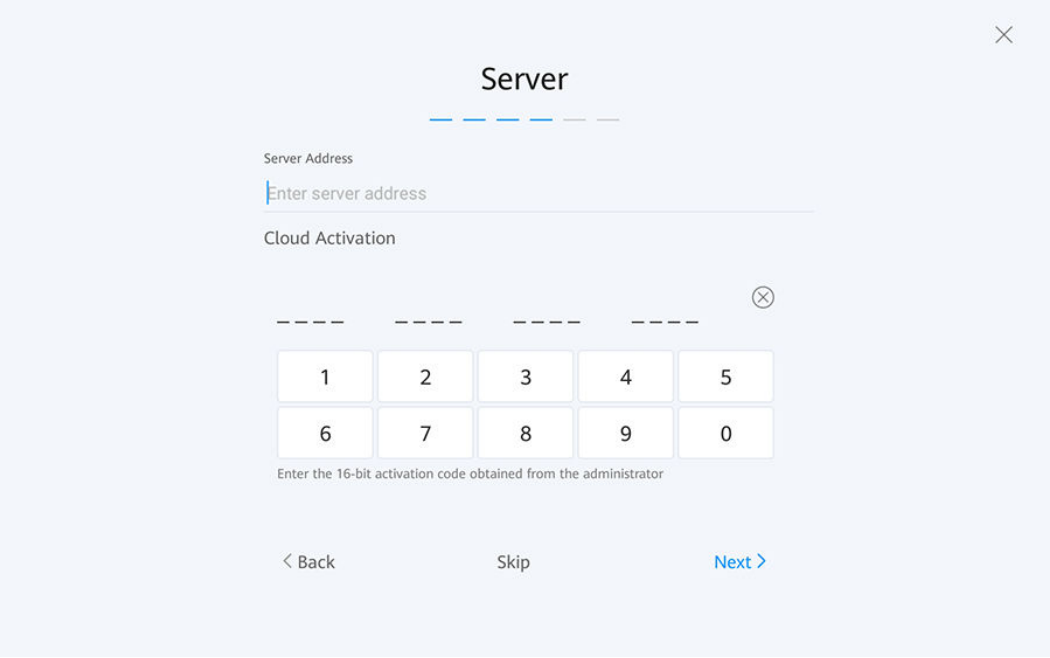
Item	Operation
Auto Detect	Enabled: The terminal automatically obtains the IP address from the DHCP server. Disabled: Obtain the values of **IP Address**, **Subnet Mask**, **Gateway Address**, and **DNS Settings** from the administrator, and set these parameters.
Manual Configuration	Enabled: Obtain the value of **DNS server address 1**, **DNS server address 2**, or **DNS server address 3** from the administrator, and set the parameter. Disabled: The terminal automatically obtains the DNS server address. If you select this option, a DNS server must be available on the network.
HTTP Proxy	Contact the administrator to determine whether the HTTP proxy needs to be configured. If the HTTP proxy needs to be configured, obtain and set the proxy server address, authentication username, authentication password, and port.

Step 5 On the server setting screen, touch **More Options** and choose **Huawei Cloud**. In the dialog box displayed, enter the activation code. Touch **OK**.

NOTE

The activation code is sent to the administrator's mobile number or email address when the administrator adds a hard terminal on the Huawei Cloud Meeting Management Platform.

Figure 5-34 Server settings



Step 6 When the configuration is complete, touch **FINISH**, as shown in **Figure 5-35**. The Touch home screen is displayed.

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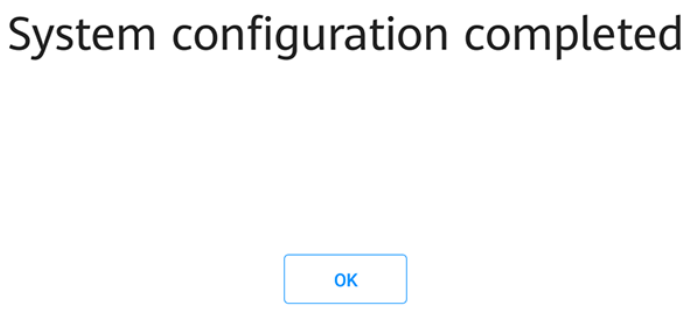
NOTE

When the terminal is powered on for the first time or restored to factory settings, the terminal prompts you to change the passwords of the **admin** and **api** accounts. Change the initial password at the first use, and periodically change the password afterwards. It is also recommended that the passwords be maintained by dedicated personnel.

Figure 5-35 Configuration complete



Step 7 Check the hard terminal version.

On the home screen, choose **Settings** > **Device Info** and check whether the software version of your meeting terminal is the recommended version V600R019C00SPC800. If not, contact the meeting terminal provider to upgrade the software version.

----End

5.4 Configuring the TE10 or TE20

You can use an activation code to quickly configure a TE10/TE20. After the configuration is complete, you can use the meeting functions.

Using the Activation Code

Step 1 Access the **Configuration Wizard** screen.

- The **Configuration Wizard** screen is displayed by default at the first startup.
- Use the remote control to choose **System Settings** > **Configuration Wizard**.

Step 2 Select a language and press **OK**, as shown in **Figure 5-36**.

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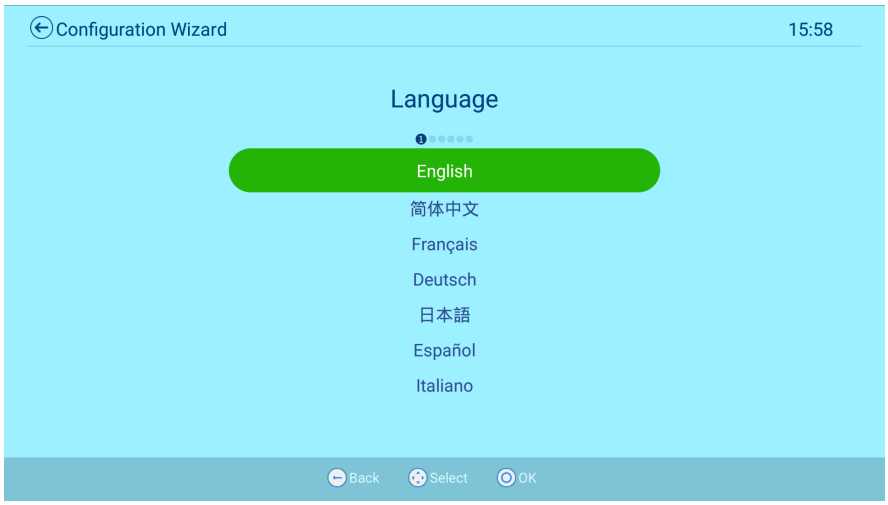
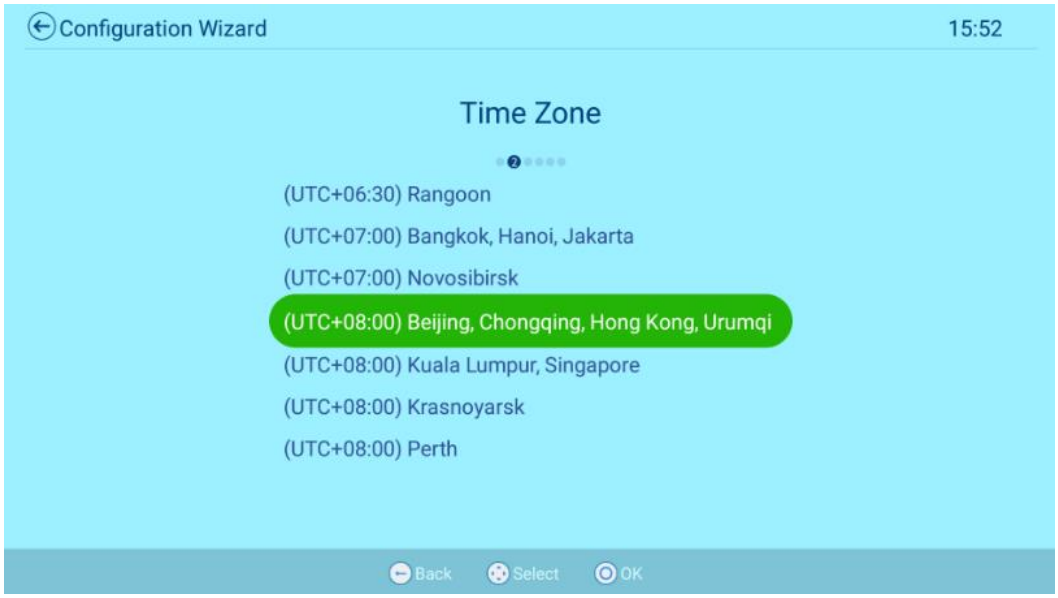
Figure 5-36 Selecting a language



Step 3 Select a time zone and press **OK**, as shown in **Figure 5-37**.

Figure 5-37 Selecting a time zone



Step 4 Select cable or Wi-Fi connection.

- Cable connection: When a network cable is connected to the terminal, the **LAN** screen (only IPv4 is supported) is displayed, as shown in **Figure 5-38**.

  Obtain the network settings from the administrator. For details, see **Table 5-9**.

Table 5-9 Network settings

Parameter	Operation
DHCP	The TE10 or TE20 automatically obtains LAN settings from the DHCP server. You only need to select **OK** to confirm the obtained settings.

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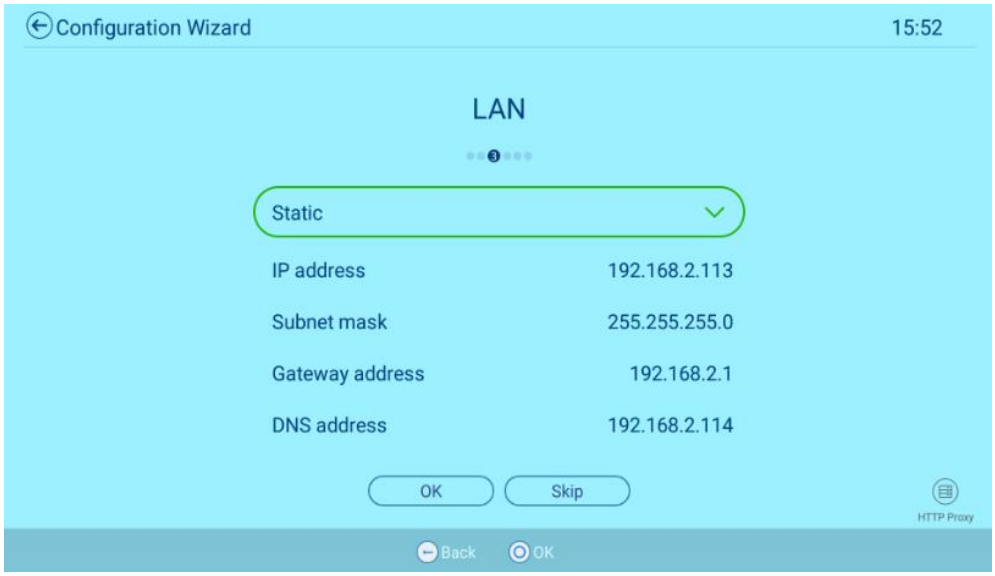
Parameter	Operation
Static	Set **IP address**, **Subnet mask**, **Gateway address**, and **DNS address** and select **OK**. (Obtain the values from the administrator.)

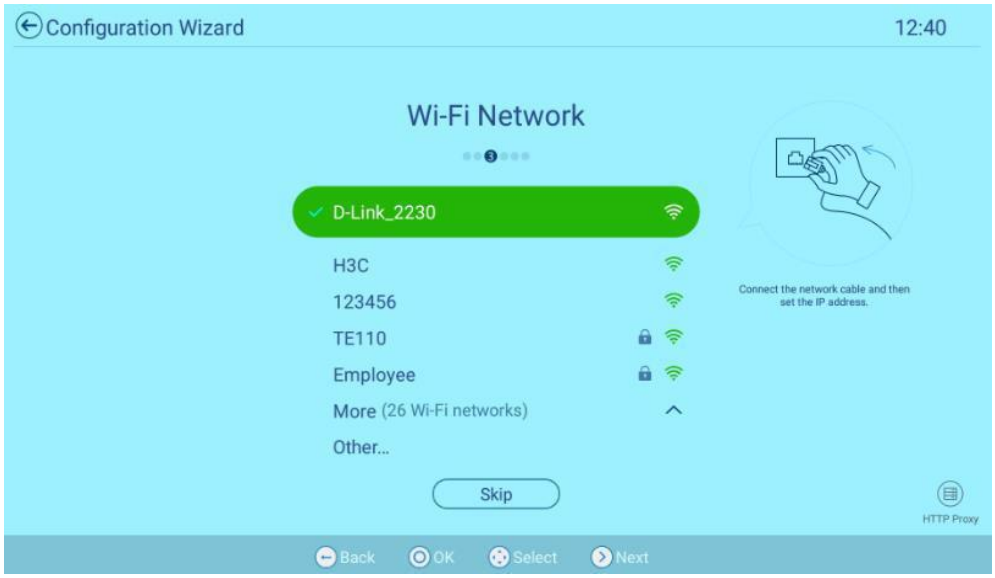
Figure 5-38 Setting the LAN parameters



- If no network cables are connected, you will access the **Wi-Fi Network** screen shown in **Figure 5-39**.

  Select a Wi-Fi hotspot to connect. If the Wi-Fi hotspot to connect requires a password, enter the password in the displayed dialog box and select **Connect**.

Figure 5-39 Wi-Fi connection



Step 5 On the **Registration** screen, select **Huawei Cloud** and press **OK**.

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Step 6 In the displayed window, enter the activation code and press **OK**.

NOTE

The activation code is sent to the administrator's mobile number or email address when the administrator adds a hard terminal on the Huawei Cloud Meeting Management Platform.

If any exception occurs, submit a **Huawei Cloud service ticket** for technical support.

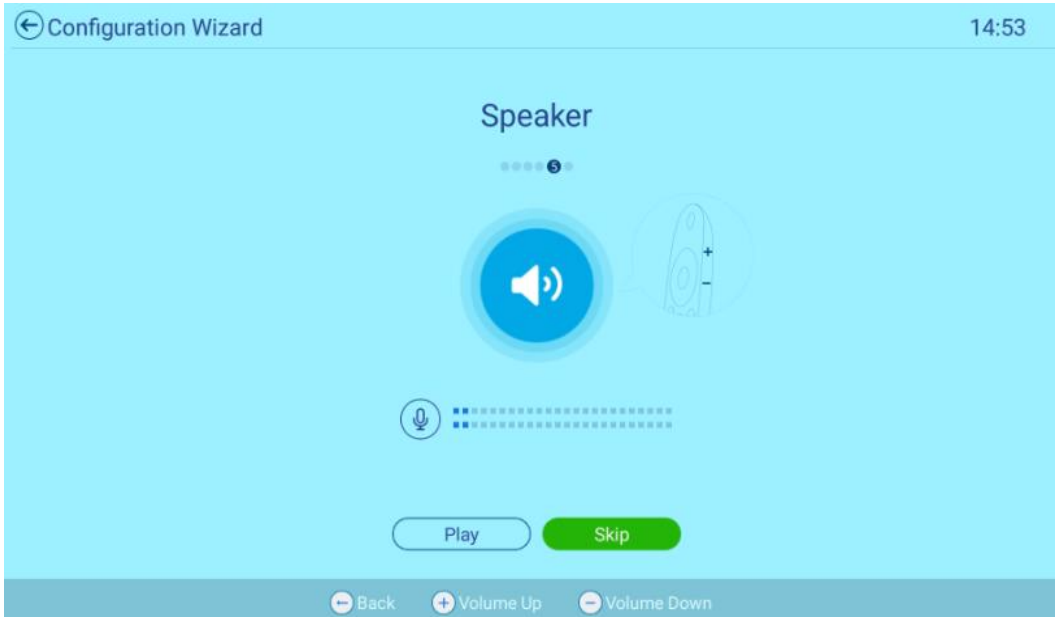
Step 7 On the **Speaker** screen shown in **Figure 5-40**, select **Play**.

You will hear the test tone and can adjust the volume using the volume buttons on the right side of the remote control. Select **Skip** and press **OK**.

NOTE

If you do not hear any sounds, adjust up the volume of the TE10/TE20 or the display. If you still cannot hear any sounds, a hardware error may occur. Contact the local supplier.

Figure 5-40 Testing the speaker



Step 8 Select **Skip** to access the **Camera** screen shown in **Figure 5-41**. On this screen, you can perform the following operations:

- Press the arrow buttons on the remote control to adjust the camera angle.
- Press on the remote control to adjust the camera to its home position.
- Press the side volume buttons to zoom in or out on video images captured by the camera.

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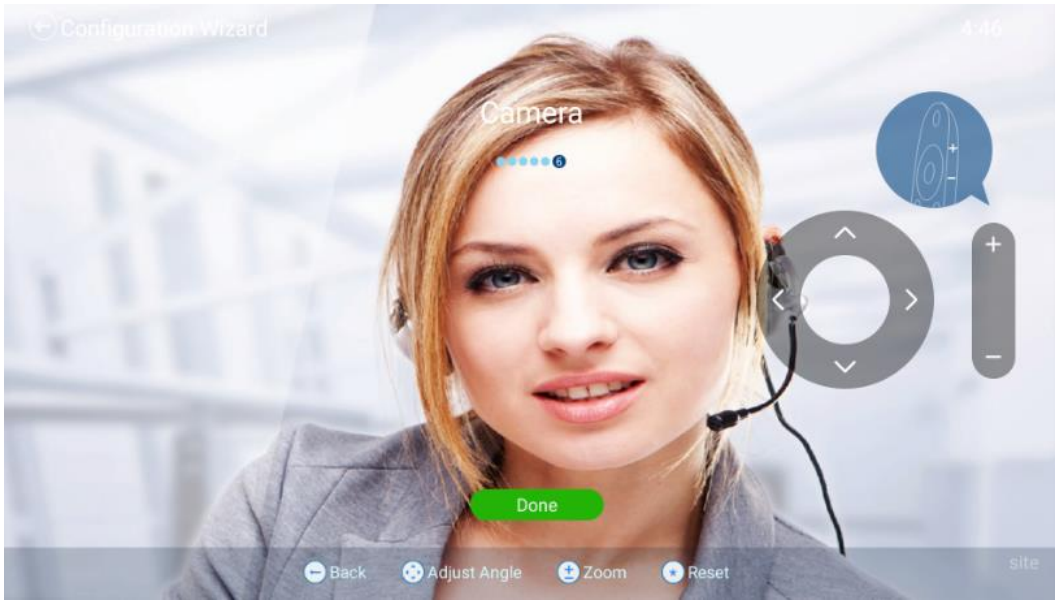
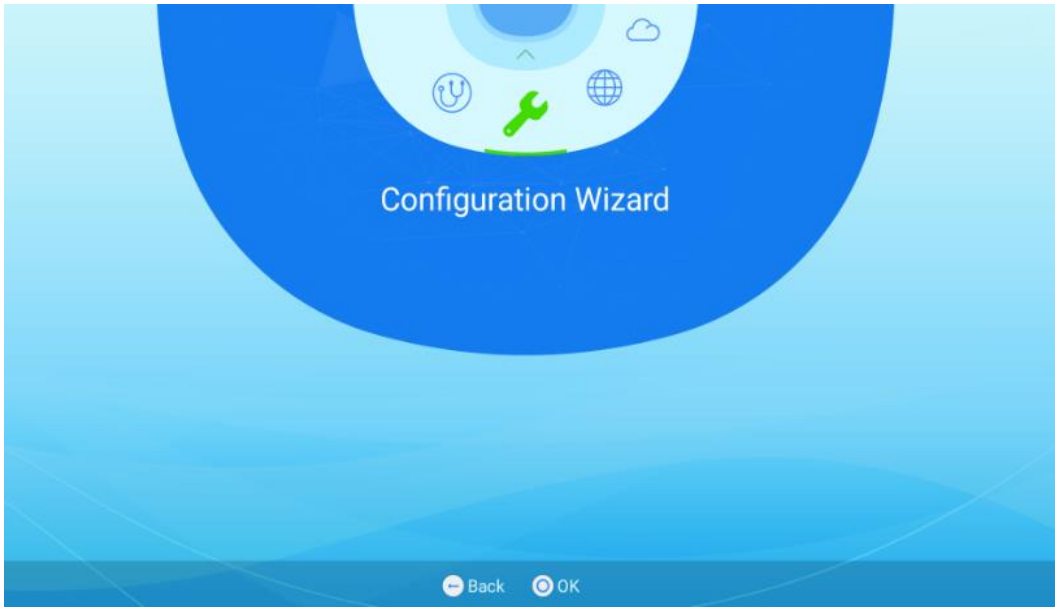
Figure 5-41 Controlling the camera



Step 9 Select **Done**. The configuration is complete. The system returns to the **Configuration Wizard** screen shown in **Figure 5-42**.

Figure 5-42 Configuration complete



Step 10 Press on the remote control to go back to the home screen. **Figure 5-43** shows the home screen you will see after a successful activation and registration.

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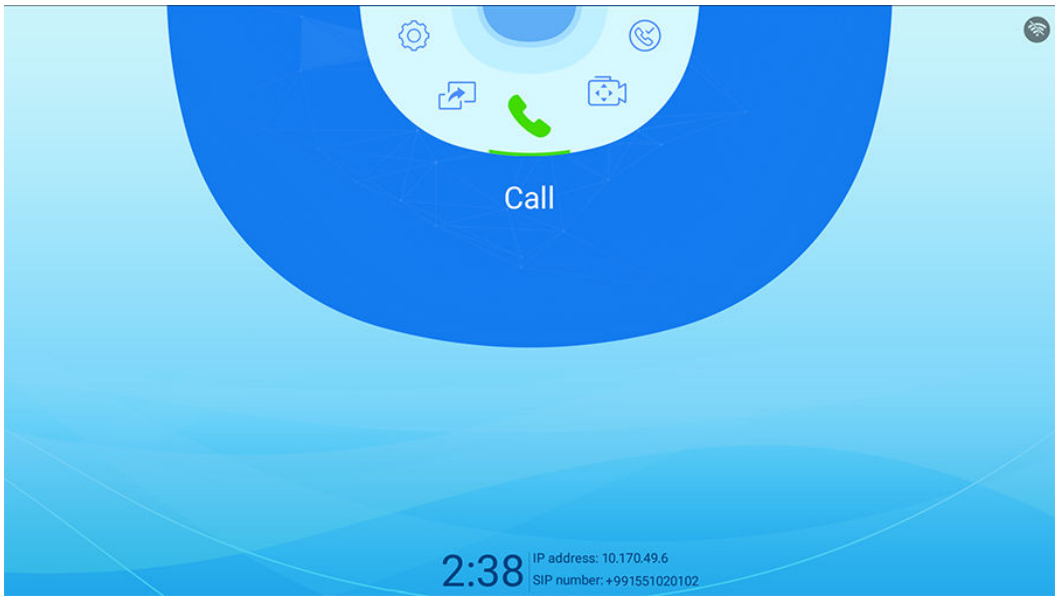
Figure 5-43 Home screen



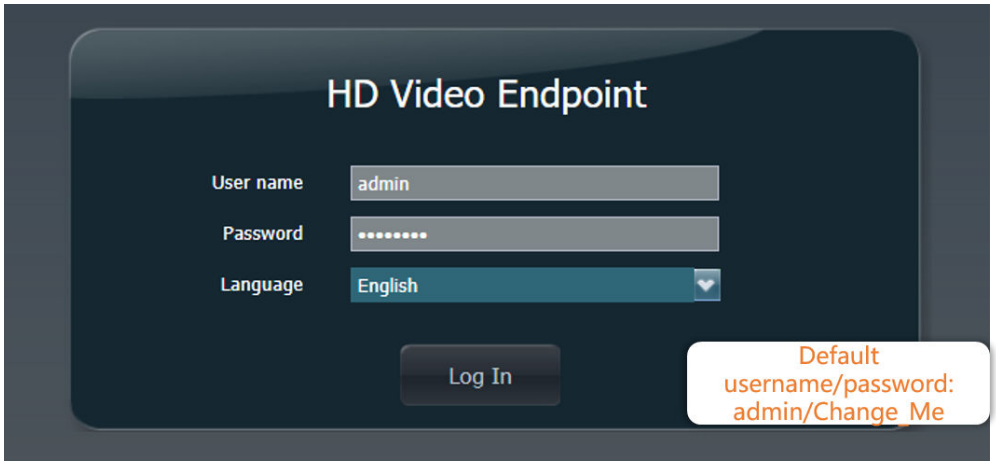
----End

Using the Web Interface

If you have obtained the IP address of the hard terminal, you can log in to the web page to configure the hard terminal.

1. Log in to the web interface of the hard terminal.

   In the address box, enter the terminal IP address, username, and password, and click **Log In**.



2. Choose **System** > **Network** > **Registration**, set the cloud platform type to Huawei Cloud, and click **Activate**.
3. Enter the activation code and click **OK**.
4. Choose **Help** > **Version** to view the software version of the hard terminal.

   Check whether the software version is the latest version V600R019C00SPCc00. If you are not using the recommended version, contact your provider to upgrade.

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What Should I Do If My Terminal Failed to Be Activated and I Cannot Use It to Join Meetings?

NOTE

If the terminal has been activated, restore the factory settings, upgrade the terminal to the latest version, and then activate the device again.

1. Check whether the serial number of the terminal is correct on the Huawei Cloud Meeting Management Platform.
2. Choose **Help** > **Version** to check the terminal version. The latest version must be V600R019C00SPCc00. If the version is earlier than V600R019C00SPCc00, upgrade the terminal to the latest version and activate them again after the upgrade.
3. Check whether the activation code has expired (the activation code is valid for 10 days). If the activation code has expired, generate a new activation code on the Huawei Cloud Meeting Management Platform and activate the terminal again. Alternatively, delete the terminal from the Huawei Cloud Meeting Management Platform, add the terminal to the Management Platform again to generate a new activation code, and activate the terminal again.
4. Check whether the IP address of the terminal and that of the ACS are reachable. Log in to the web interface using the terminal IP address and choose **Maintenance** > **Diagnostics**. Under **Network Test**, set **IP Address** to the ACS IP address device-ap-southeast-1.meeting.huaweicloud.com and click **Start** to start the test. If the number of lost packets is 0, the ACS address is reachable.
5. If the ACS address is reachable but the SIP activation fails, restart the terminal or restore the terminal to factory settings and activate the terminal again.

5.5 Configuring the TE30, TE40, TE50, or TE60

Using the Activation Code

TE series terminals of V600R019C00SPC900 and later versions can be activated using an activation code.

1. Access the **Wizard** screen.
   - The **Wizard** screen is displayed by default at the first startup.
   - If it is not the first time you power on the terminal, press on the remote control and choose **Advanced** > **Settings** > **Installation** > **Wizard**.
2. Press the arrow keys on the remote control to select a language and press **OK**.
3. On the **Wizard - General** screen, set **Connection type**. Press arrow keys to select **Next** and press **OK**.

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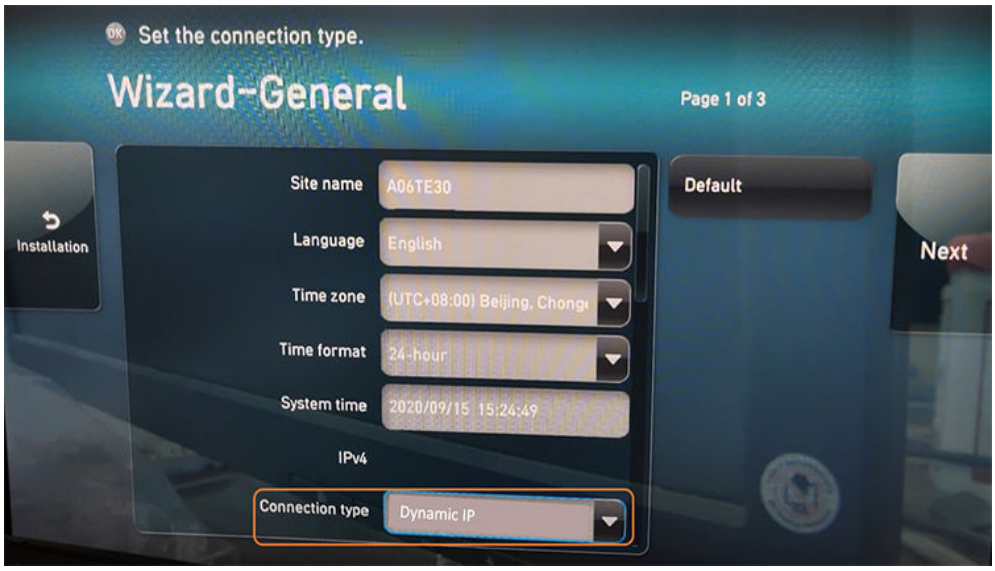
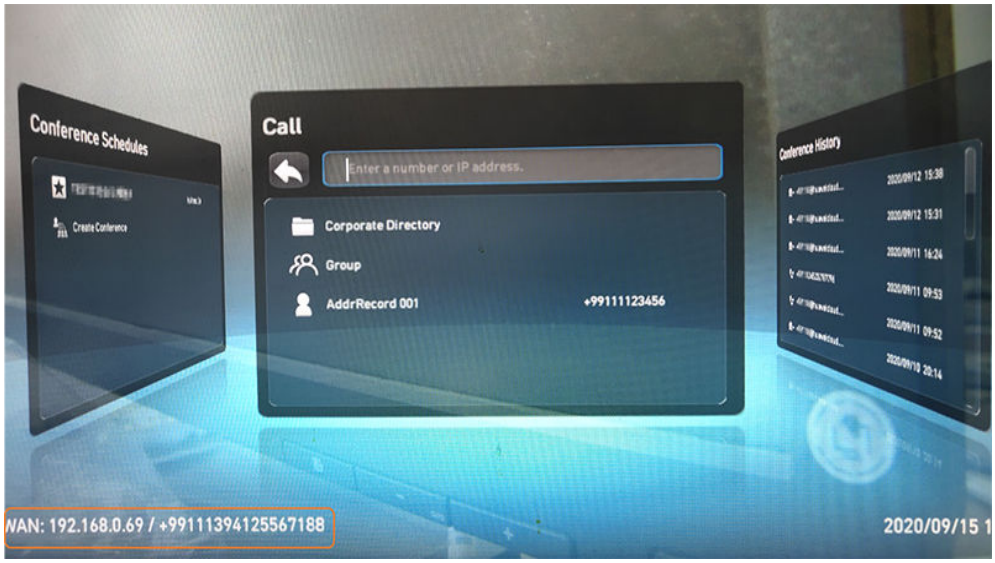


4. On the **Wizard - Platform** screen, press the arrow keys to set **Cloud platform type** to **Huawei Cloud** and press **OK**.
5. Press arrow keys to select **Activate**, and press **OK**. Enter the activation code in the dialog box that is displayed, and press **OK** again. After the activation is successful, the IP address and SIP number of the local site are displayed in the lower left corner of the home screen.

   NOTE

   The activation code is sent to the administrator's mobile number or email address when the administrator adds a hard terminal on the Huawei Cloud Meeting Management Platform.



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What Should I Do If My Terminal Failed to Be Activated and I Cannot Use It to Join Meetings?

NOTE

If the terminal has been activated, restore the factory settings, upgrade the terminal to the latest version, and then activate the device again.

1. Check whether the serial number of the terminal is correct on the Huawei Cloud Meeting Management Platform.
2. Check whether the terminal version is the latest version V600R019C00SPC900.
3. Check whether the activation code has expired (the activation code is valid for 10 days). If the activation code has expired, generate a new activation code on the Huawei Cloud Meeting Management Platform and activate the terminal again. Alternatively, delete the terminal from the Huawei Cloud Meeting Management Platform, add the terminal to the Management Platform again to generate a new activation code, and activate the terminal again.
4. Check whether the IP address of the terminal and that of the ACS are reachable. Log in to the web interface using the terminal IP address and choose **Maintenance** > **Diagnostics**. Under **Network Test**, set **IP Address** to the ACS IP address device-ap-southeast-1.meeting.huaweicloud.com and click **Start** to start the test. If the number of lost packets is 0, the ACS address is reachable.
5. If the ACS address is reachable but the SIP activation fails, restart the terminal or restore the terminal to factory settings and activate the terminal again.

5.6 Configuring the DP300

To activate the DP300, log in to its web interface and set TR069 parameters.

Step 1 Log in to the web interface of the hard terminal.

In the address box, enter the terminal IP address, username, and password, and click **Log In**.

Step 2 Choose **System Settings** > **Network** > **IP** and configure the DNS server.

The DNS server is subject to the actual DNS server on your network.

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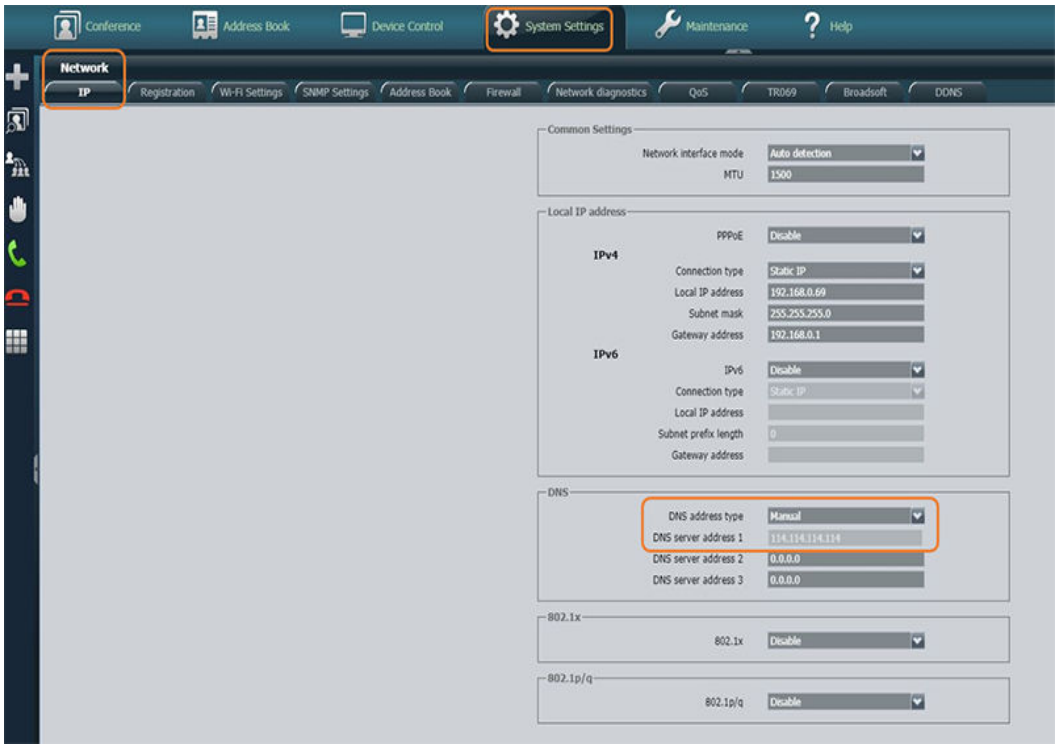

Step 3 Choose **System Settings** > **Network** > **TR069**, set **TR069** to **Enable**, enter the ACS username, password, and address, and click **Save**.

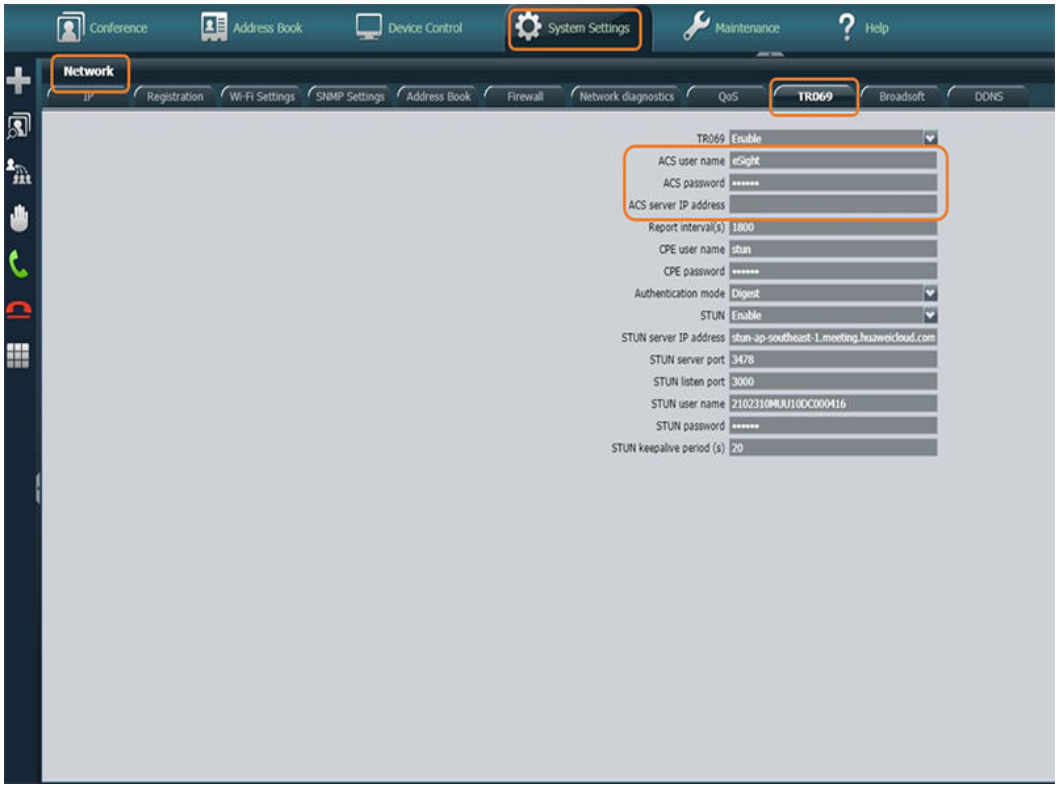

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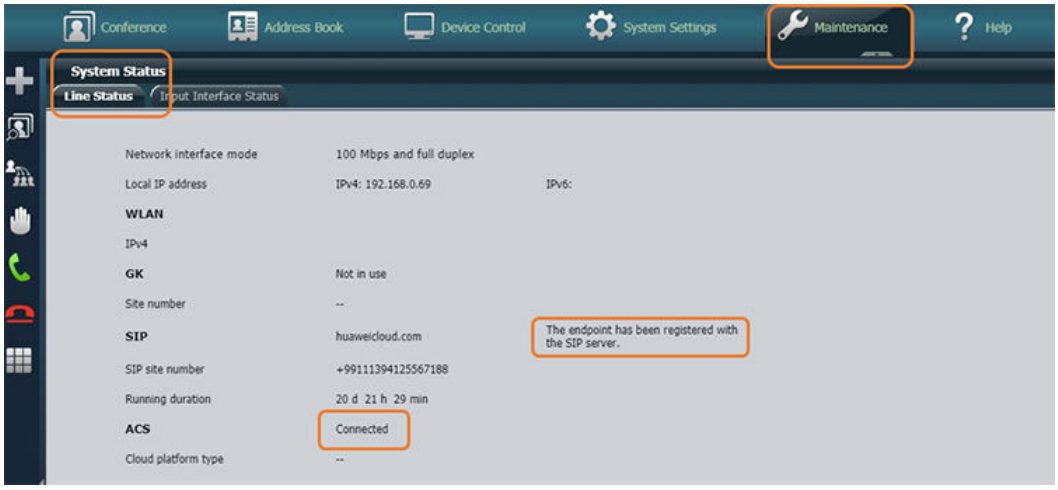
Table 5-10 Parameters

Parameter	Description
ACS user name	Indicates the TR069 account that the system sends by SMS or email after the administrator adds the hard terminal.
ACS password	Indicates the TR069 password sent by the system by SMS or email after the administrator adds the hard terminal.
ACS server IP address	Enter https://device-ap-southeast-1.meeting.huaweicloud.com:8444/tr069/services/acs.

Step 4 Choose **Maintenance** > **System Status** and check whether the system status is normal. If ACS is connected and the terminal has been registered with the SIP server, the activation is successful.



----End

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6 Managing IdeaHubs and Boards

6.1 Adding an IdeaHub or Board

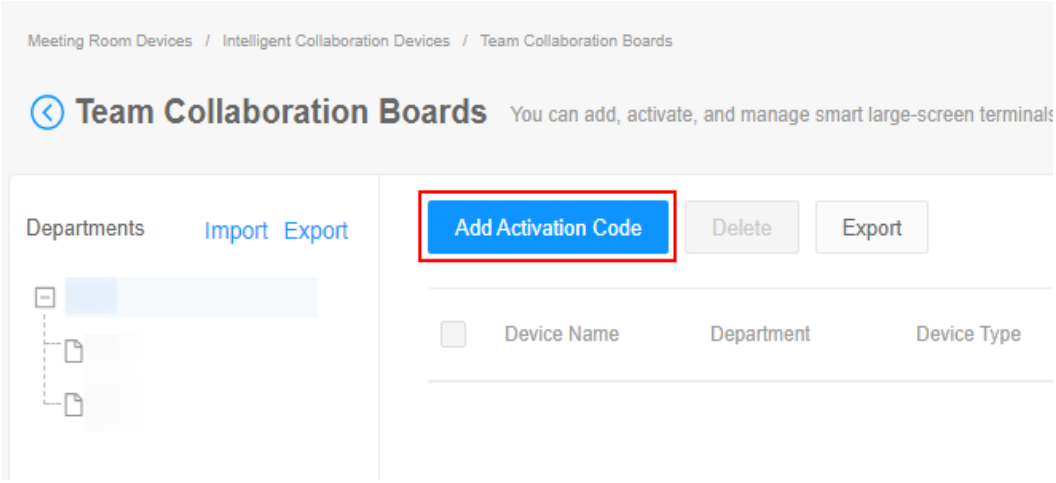
Huawei Cloud Meeting adapts to collaborative screens (IdeaHubs and Boards). After adding a screen to the Huawei Cloud Meeting Management Platform, you can obtain an activation code. After activating the screen, you can use the meeting functions on it.

Adding an Activation Code

Step 1 Log in to the **Huawei Cloud Meeting Management Platform** as an enterprise administrator.

Step 2 In the navigation pane, choose **Meeting Room Devices** > **Intelligent Collaboration Devices** > **Team Collaboration Boards**.

Step 3 On the **Team Collaboration Boards** page, click **Add Activation Code**.



Step 4 On the **Add Activation Code** page, enter the IdeaHub details and click **Save**.

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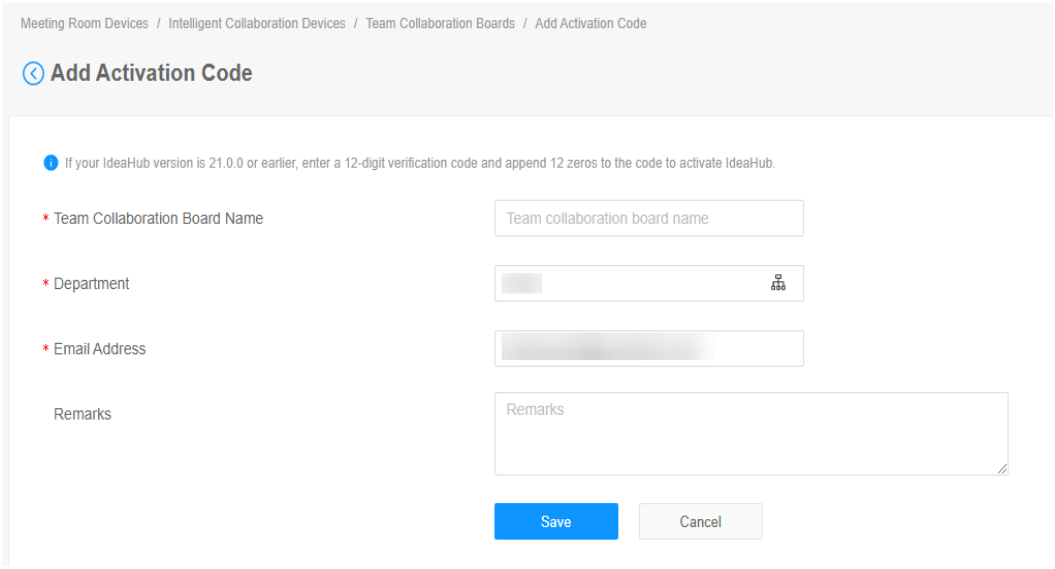
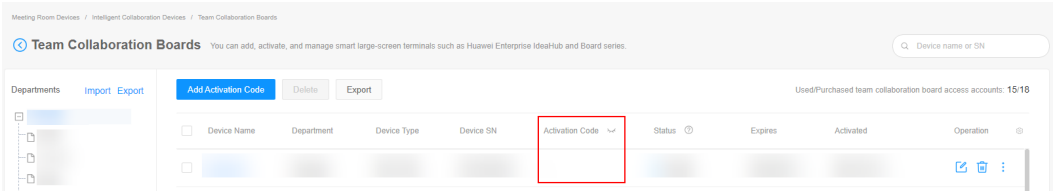


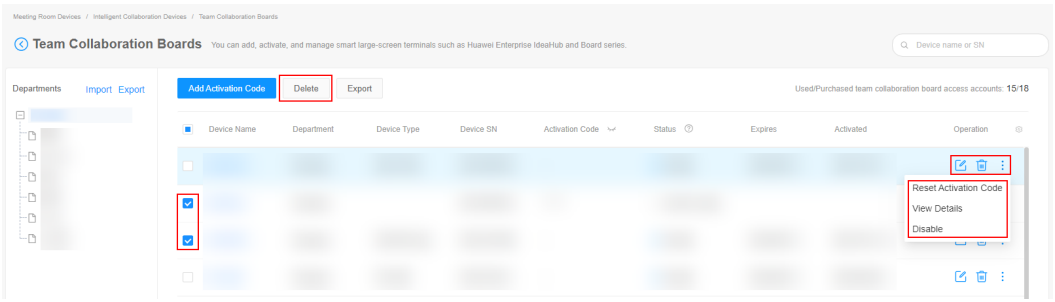
Step 5 On the **Team Collaboration Boards** page, obtain the added activation code to activate the IdeaHub.



----End

Other Operations

On the **Team Collaboration Boards** page, you can click on the right to edit a device, click to delete the device, and click and reset the activation code of the device.



6.2 Managing Applications

IdeaHubs can invoke web applications.

Step 1 In the navigation pane, choose **Meeting Room Devices** > **Advanced Management** > **Applications**.

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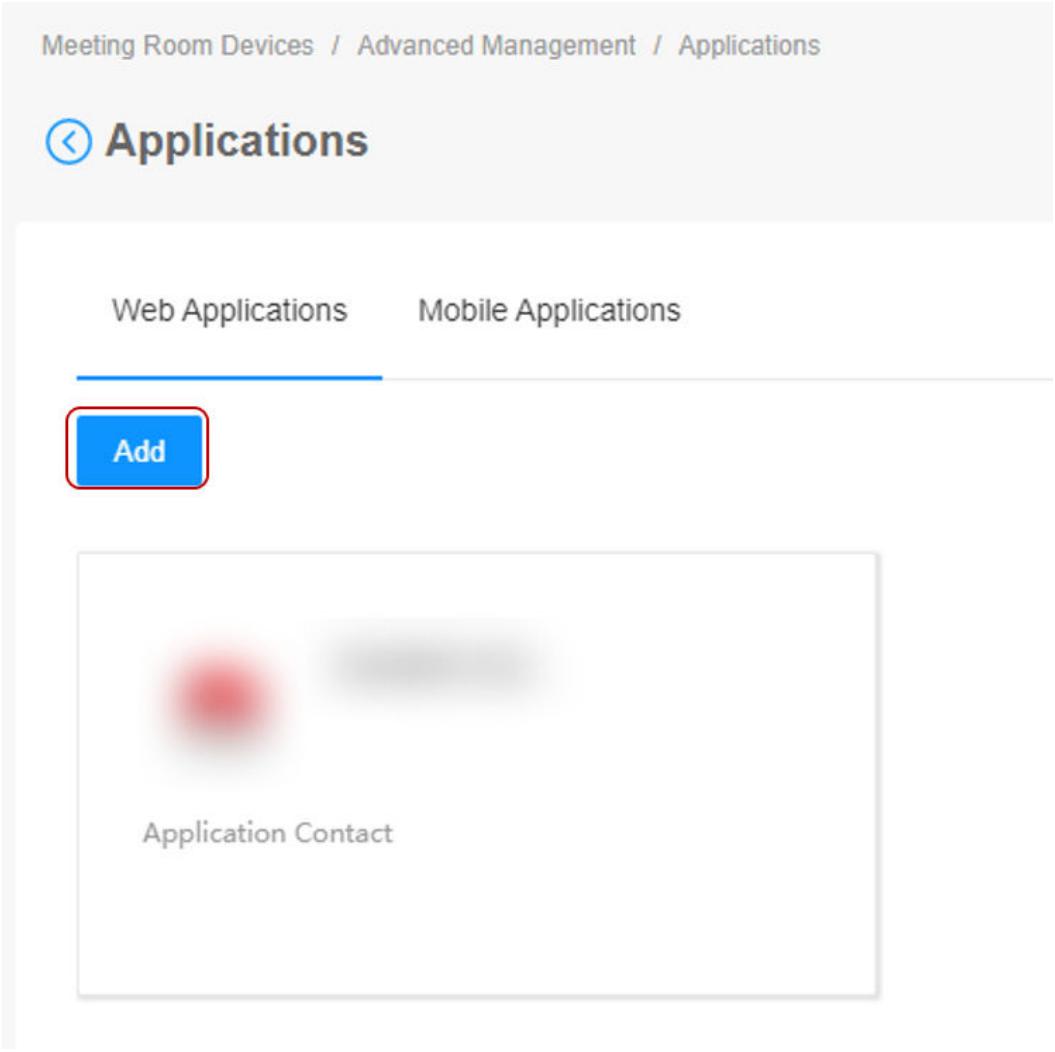
Step 2 On the **Applications** page, click **Add**.



Step 3 On the **Add Web Application** page, enter the application details, upload the application icon, and click **Save**.

After the settings are saved, you can view the application on the **Applications** page.

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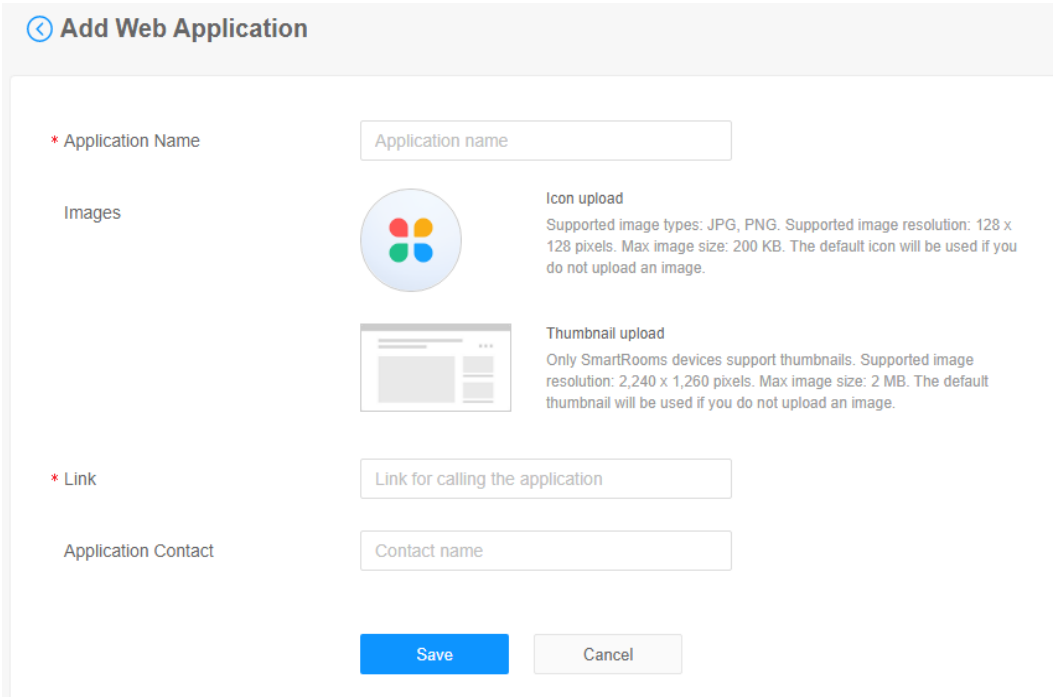

----End

6.3 Managing the Bulletin Board

You can create and manage programs played on IdeaHubs.

Step 1 In the navigation pane, choose **Meeting Room Devices** > **Advanced Management** > **Bulletin Board Content**.

Step 2 Upload materials.

On the **Bulletin Board Content** page, click the **Material Library** tab, and click **Upload Materials**. Select images that meet requirements and click **Upload**.

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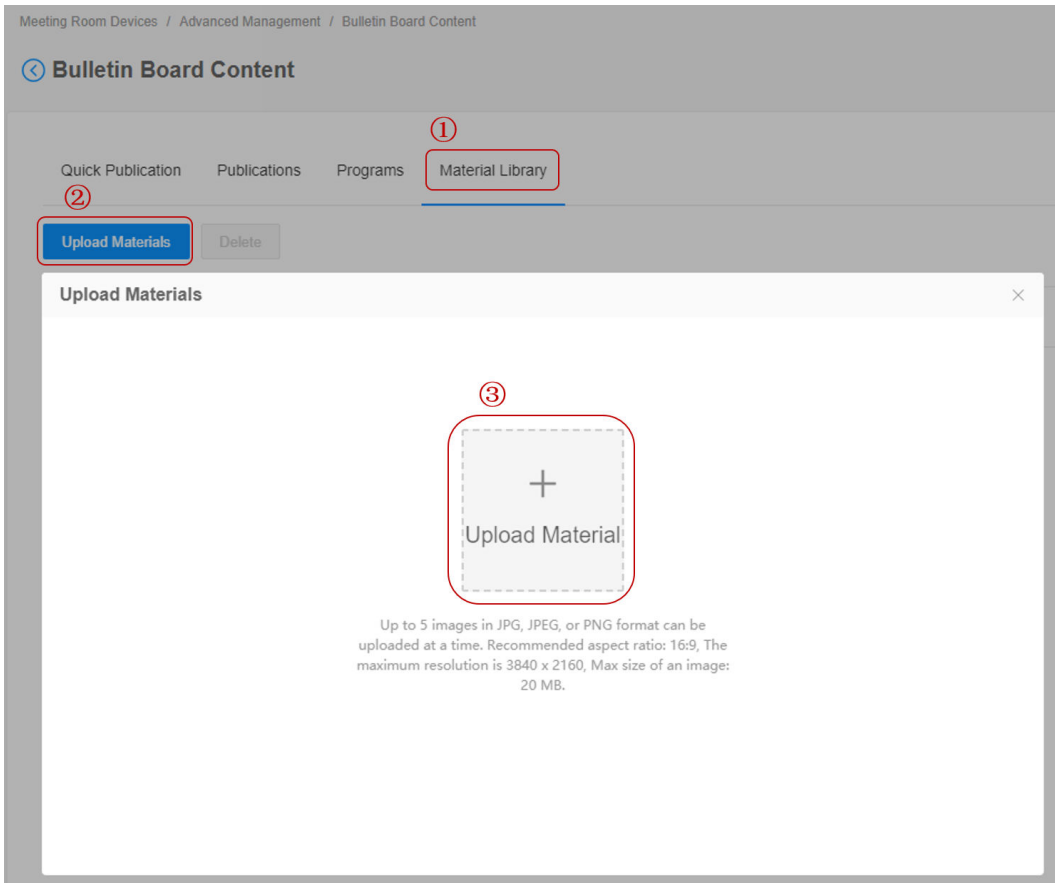
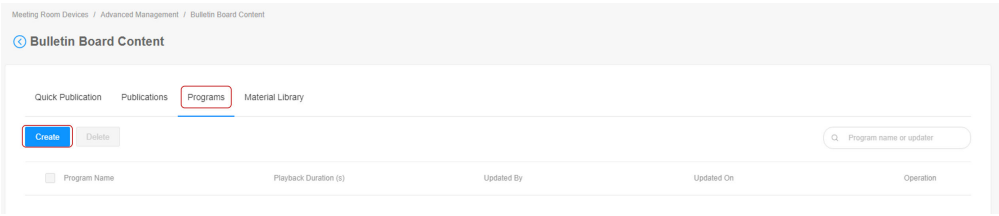


Step 3 Create a program.

1. On the **Bulletin Board Content** page, click the **Programs** tab, and click **Create**.



2. On the **Create Program** page, enter the program name, select materials, set the playback duration, and click **Save**.

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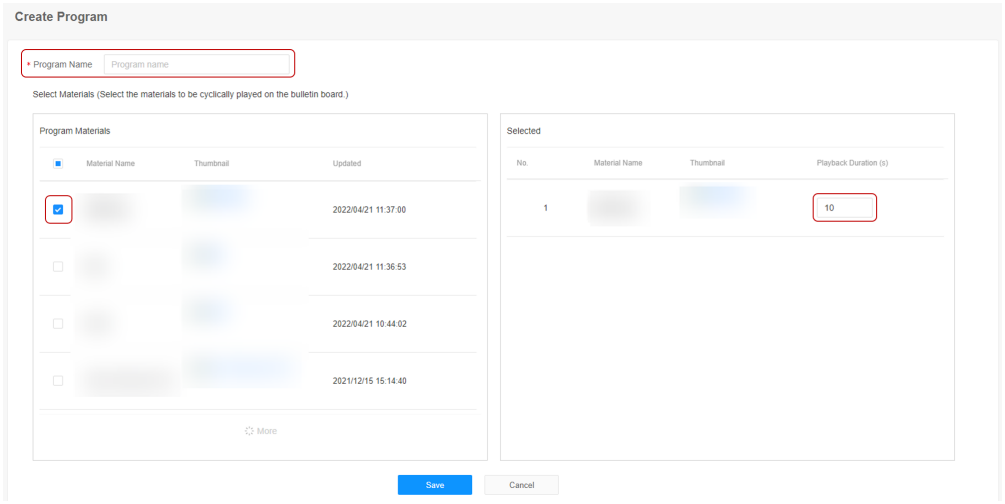
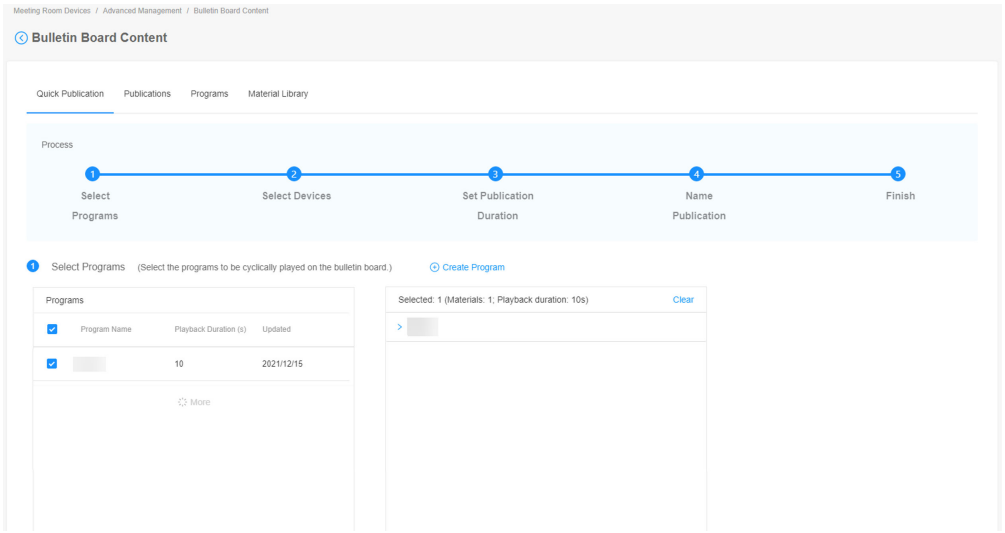


You can view, modify, or delete programs on the **Programs** tab page.

Step 4 Publish programs.

1. On the **Bulletin Board Content** page, click the **Quick Publication** tab.
2. Select the programs to publish.



3. Select the range of devices that the programs are to be published on. You can select devices in a device group or add devices one by one.

   You can choose **Meeting Room Devices** > **Device Groups** to add or edit device groups.

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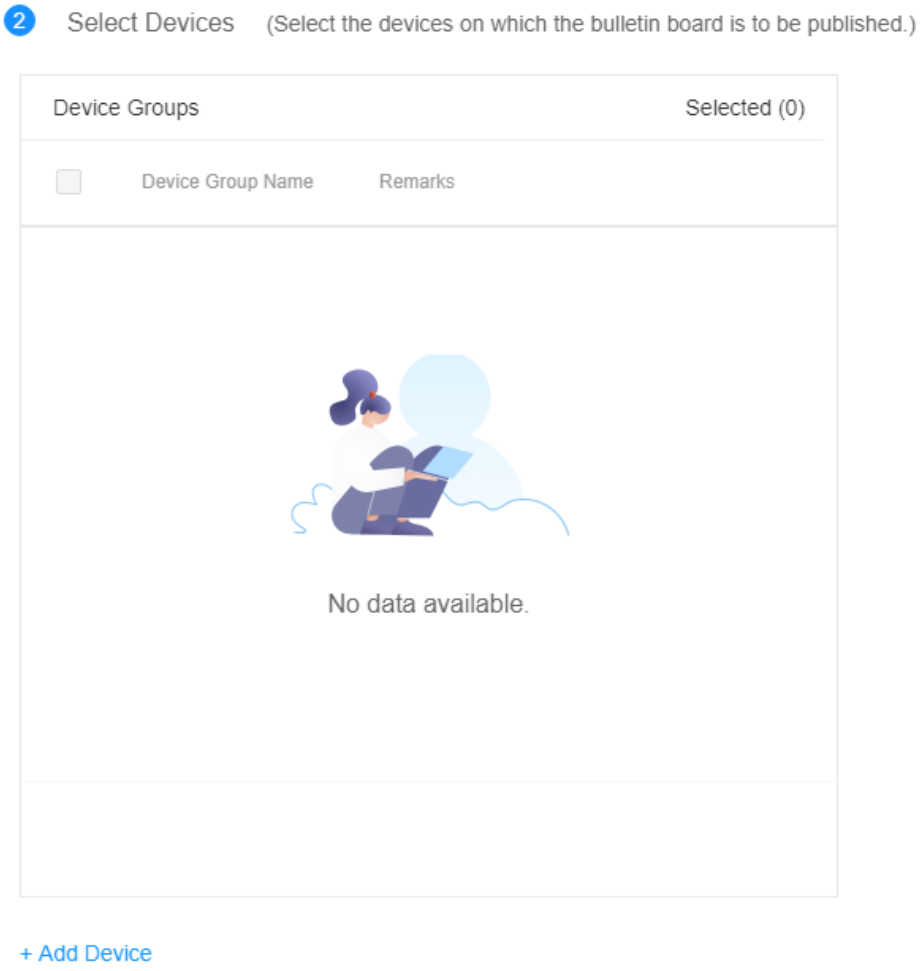
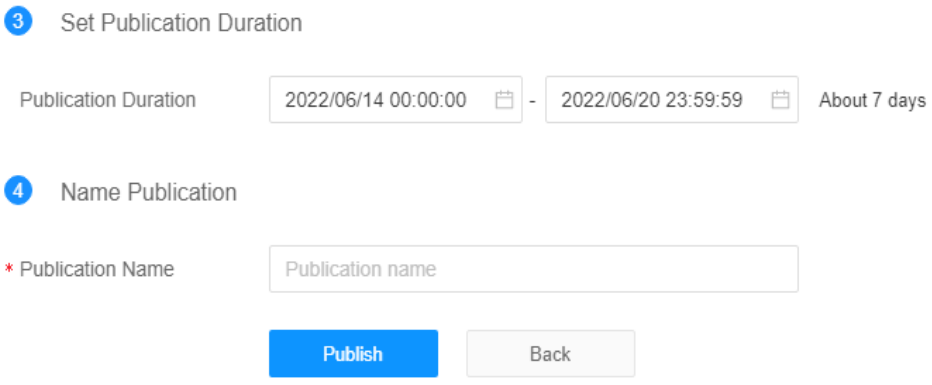


4. Set the publication duration, enter the publication name, and click **Publish**.



After the publication is successful, the IdeaHubs within the publication scope will play the published programs in the specified publication duration.

You can view, modify, or delete successful publications on the **Publications** tab page.

----End

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7 Managing Cloud Meeting Rooms

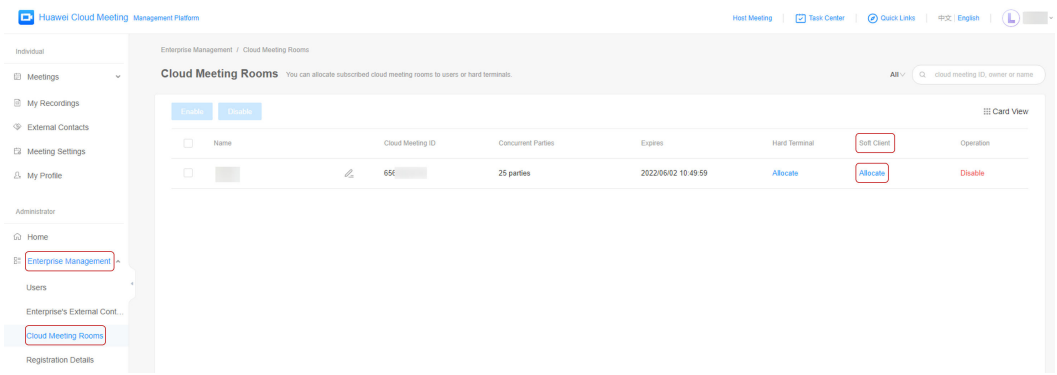
7.1 Allocating a Cloud Meeting Room to a User

You can allocate a cloud meeting room to a specific user in your enterprise. After the cloud meeting room is allocated to the user, the user can initiate meetings as the cloud meeting room administrator and perform meeting control operations.

Allocating a Cloud Meeting Room to a User

Step 1 In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**.

Step 2 Click **Allocate** in the **Soft Client** column on the right of the cloud meeting room to be allocated.



Step 3 In the displayed dialog box, select a user.

Step 4 Click **OK** to allocate the cloud meeting room to the user.

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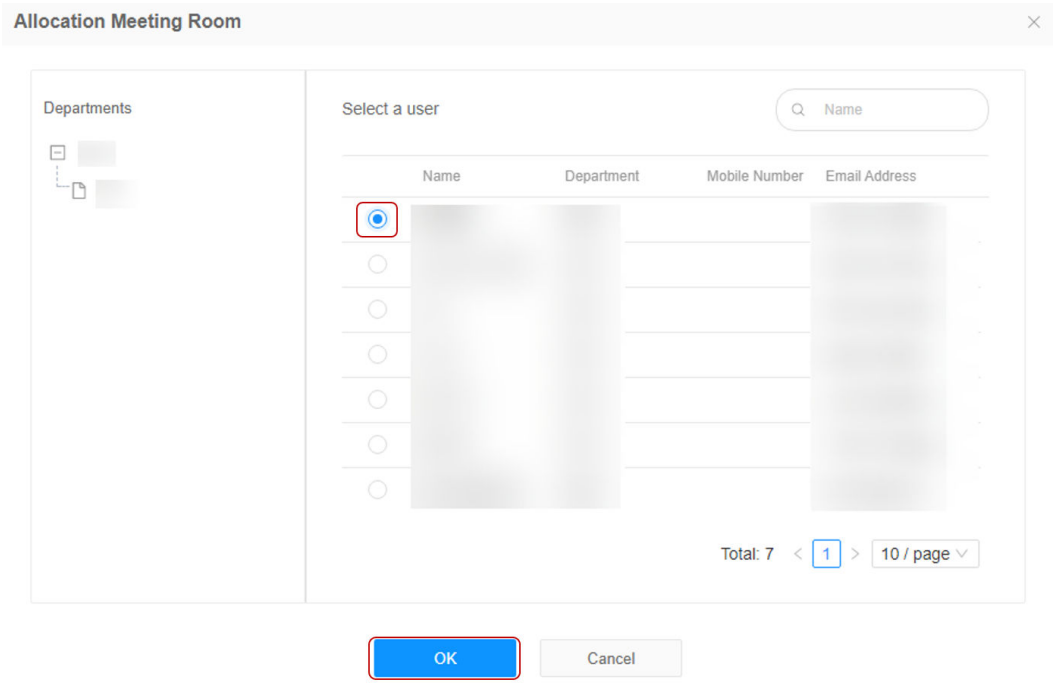

----End

7.2 Allocating a Cloud Meeting Room to a Hard Terminal

You can allocate a cloud meeting room to a specific hard terminal in your enterprise. Then you can hold meetings on the hard terminal using the cloud meeting room.

Procedure

NOTE

- You can allocate cloud meeting rooms to IdeaHub, TE series, CloudLink Bar, CloudLink Box, and CloudLink Board.
- You cannot use cloud meeting rooms to host scheduled meetings or to-be-recorded meetings on hard terminals, and only basic meeting control functions are available.
- If you need to schedule a meeting or record a meeting on a hard terminal allocated with a cloud meeting room, allocate the cloud meeting room to a meeting user and ask the user to perform related operations.

Step 1 In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**.

Step 2 Click **Allocate** in the **Hard Terminal** column on the right of the cloud meeting room to be allocated.

Step 3 In the displayed dialog box, select a hard terminal.

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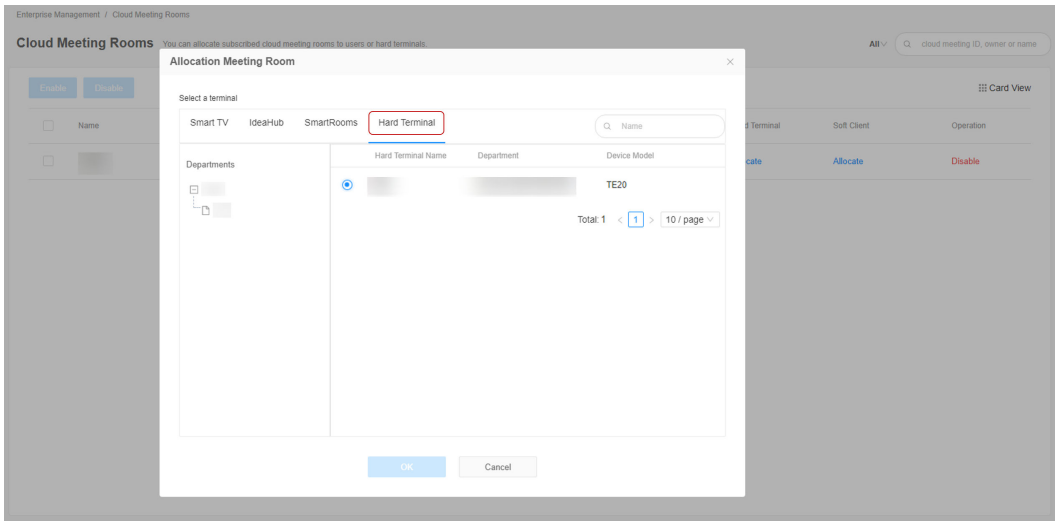

Step 4 Click **OK**.

----End

7.3 Allocating a Cloud Meeting Room to an IdeaHub

You can allocate a cloud meeting room to a specific IdeaHub in your enterprise. Then you can hold meetings on the IdeaHub using the cloud meeting room.

You can allocate a cloud meeting room to IdeaHub when adding IdeaHub. For details, see **Adding an IdeaHub or Board**.

Alternatively, you can perform the following steps to allocate a cloud meeting room to IdeaHub after activating IdeaHub:

Step 1 In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**.

Step 2 Click **Allocate** in the **Hard Terminal** column on the right of the cloud meeting room to be allocated.

Step 3 In the displayed dialog box, select an IdeaHub, and click **OK**.

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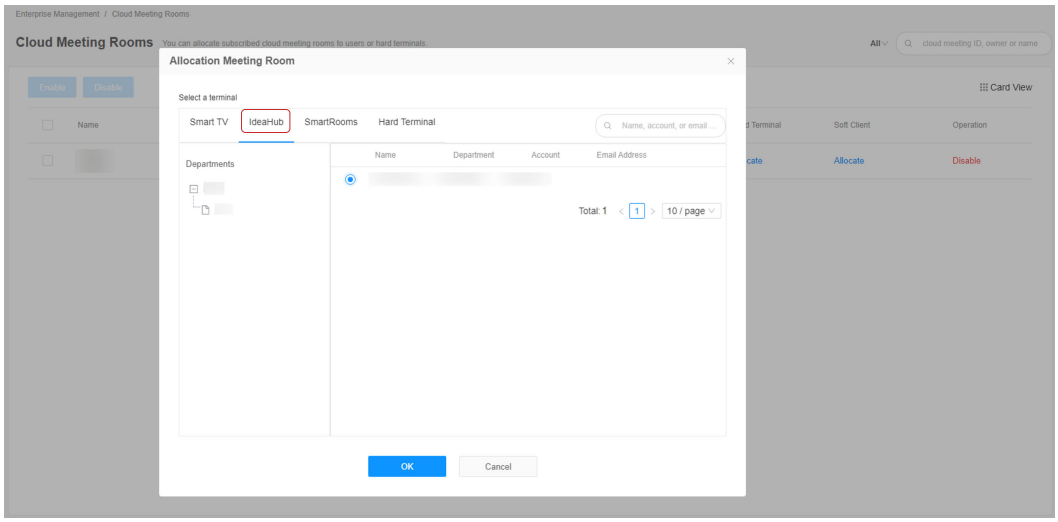


----End

7.4 Disabling Cloud Meeting Rooms

You can enable or disable cloud meeting rooms one by one or in batches.

Enabling or Disabling a Cloud Meeting Room

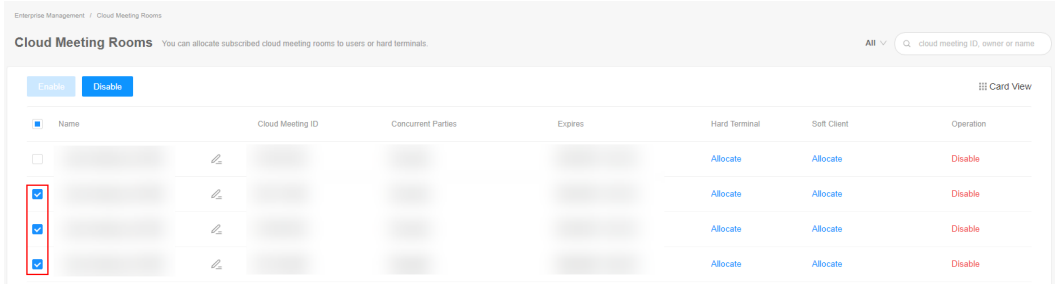
In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**. You can click **Disable** in the **Operation** column of the row containing a cloud meeting room to disable it, and click **Enable** to enable it.

When the cloud meeting room is disabled, the user, hard terminal, or IdeaHub cannot use it to hold meetings.

When the cloud meeting room is enabled, the user, hard terminal, or IdeaHub can use it to hold meetings again.

Disabling or Enabling Cloud Meeting Rooms

Select multiple cloud meeting rooms and click **Disable** or **Enable** above the list to disable or enable them.



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7.5 Reclaiming Cloud Meeting Rooms

Reclaiming Cloud Meeting Rooms from Hard Terminals

You can reclaim a cloud meeting room allocated to an IdeaHub or a hard terminal and re-allocate the cloud meeting room.

1. In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**.
2. Click **Recycle** in the **Hard Terminal** column on the right of the cloud meeting room.

Reclaiming Cloud Meeting Rooms from Users

You can reclaim a cloud meeting room allocated to a user and re-allocate the cloud meeting room.

1. In the navigation pane, choose **Enterprise Management** > **Cloud Meeting Rooms**.
2. Click **Recycle** in the **Soft Client** column on the right of the cloud meeting room.

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8 Viewing Enterprise Registration Details

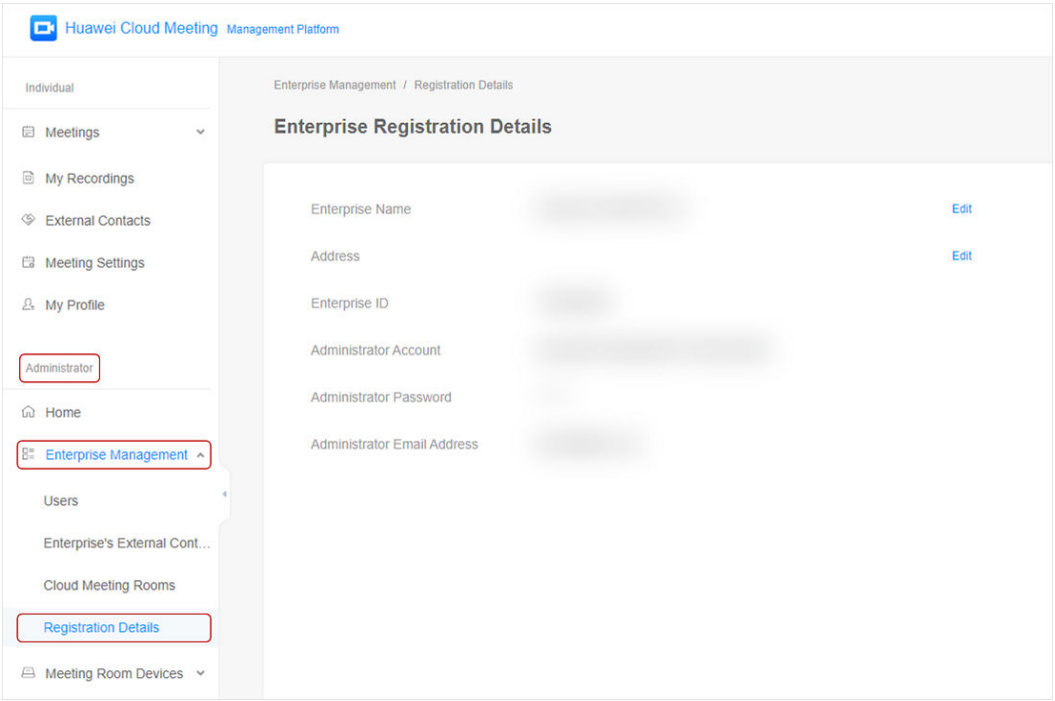
You can view or set the enterprise registration details.

Step 1 On the navigation pane, choose **Administrator** > **Enterprise Management** > **Registration Details**.

Step 2 View registration details such as the enterprise name, address, ID, and administrator account and password.

Step 3 Click **Edit** to modify the enterprise name and address.

----End



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9 Managing Meetings

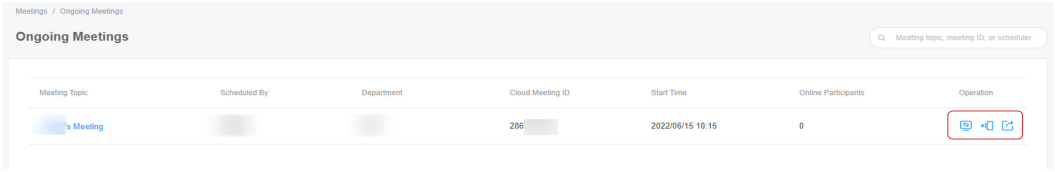
Viewing Ongoing Meetings

You can go to the **Ongoing Meetings** page and view the meetings that are in progress.

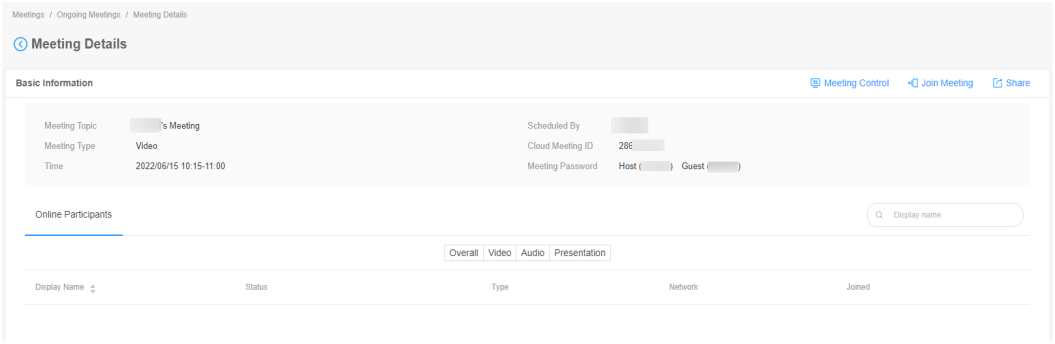
Step 1 In the navigation pane, choose **Meetings** > **Ongoing Meetings**.

Step 2 On the **Ongoing Meetings** page, view all ongoing meetings.

Click in the **Operation** column of the row containing a meeting to host the meeting, click to join the meeting, or click to invite others to the meeting.



Step 3 Click the topic of a meeting to view the basic meeting details.



----End

Viewing Scheduled Meetings

On the **Upcoming Meetings** page, you can check the meeting schedule and adjust meeting resources as needed.

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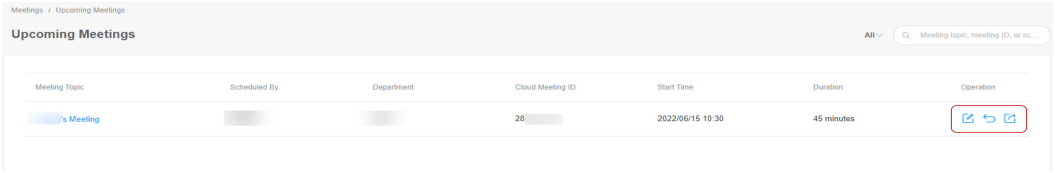
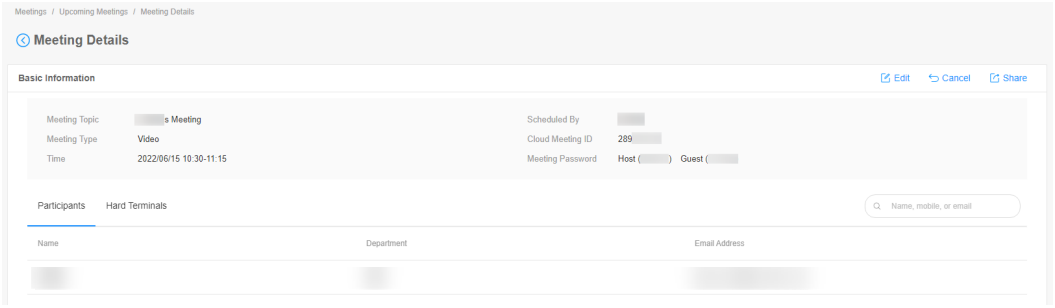
Step 1 In the navigation pane, choose **Meetings** > **Upcoming Meetings**.

Step 2 On the **Upcoming Meetings** page, view all scheduled meetings.

Click in the **Operation** column of the row containing a meeting to edit the meeting, click to cancel the meeting, or click to invite others to the meeting.



Step 3 Click the topic of a meeting to view the basic meeting details.



----End

Viewing the Meeting History

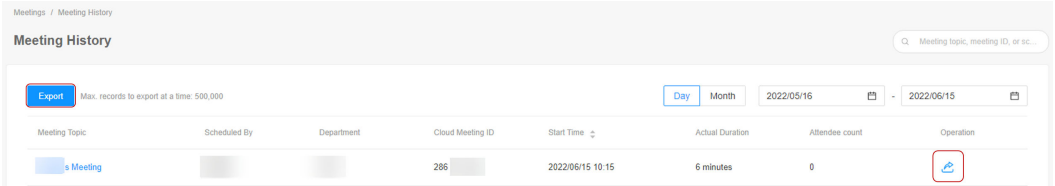
The **Meeting History** page presents details about operations in the meetings that have ended, including the operation time, operator, and related description.

Step 1 In the navigation pane, choose **Meetings** > **Meeting History**.

Step 2 On the **Meeting History** page, set a time range and view all historical meetings within the time range.

Click **Export** to export historical meeting records in the specified time range.

You can also click in the **Operation** column of the row containing a meeting record to export the details of the meeting.



Step 3 Click the topic of a meeting to view the basic meeting details.

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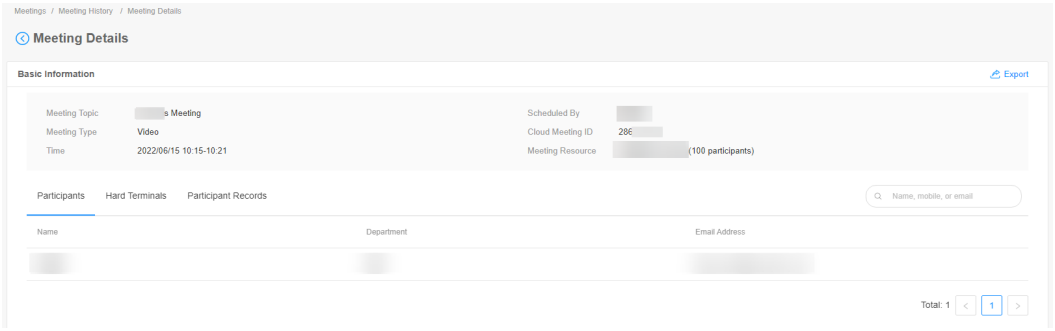
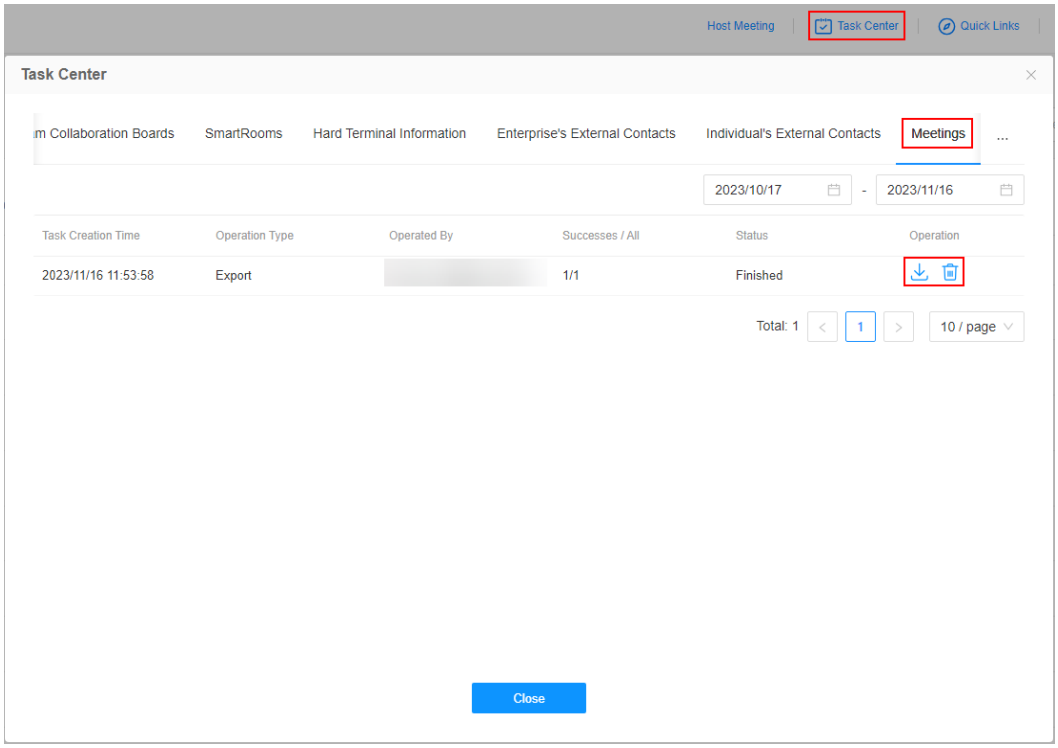


Step 4 Click **Task Center** in the upper right corner of the page to download the exported meeting details and historical meeting records.

Click the **Meetings** or **Meeting History** tab, and click in the **Operation** column of the row containing a task to download and view the meeting control file. You can also click to delete the meeting control record.



----End

Downloading Recording Files

Meetings hosted by an enterprise can be recorded only after it has purchased necessary recording resources. The enterprise administrator can view the recording details, and download and watch recording files. Users who cannot join meetings can watch HD recordings to know every detail discussed in the meetings.

Step 1 In the navigation pane, choose **Meetings** > **Recording Files**.

Step 2 On the **Recording Files** page, you can view details about all meetings whose recording files have been saved.

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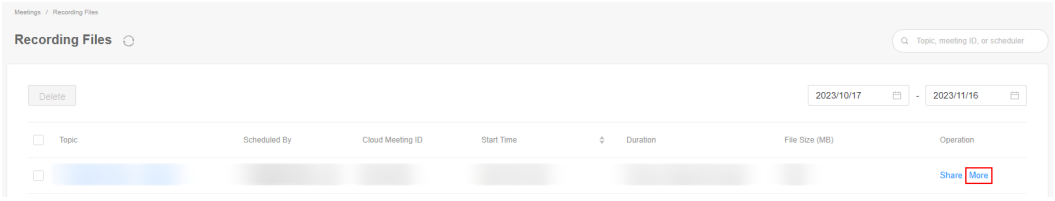
Click the meeting topic to access the page for watching or downloading the recording or click **More** > **Delete** to delete the recording.

Figure 9-1 Recording files



----End

NOTE

- Recording videos need to be transcoded first. After the transcoding complete, you can download and view the videos.
- Regularly check your recording storage space to ensure that the space is robust. Download desired recordings and delete any unneeded recordings.

If you want to hold a meeting that can be recorded, follow the instructions in **Recording a Meeting**.

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10 Other Settings

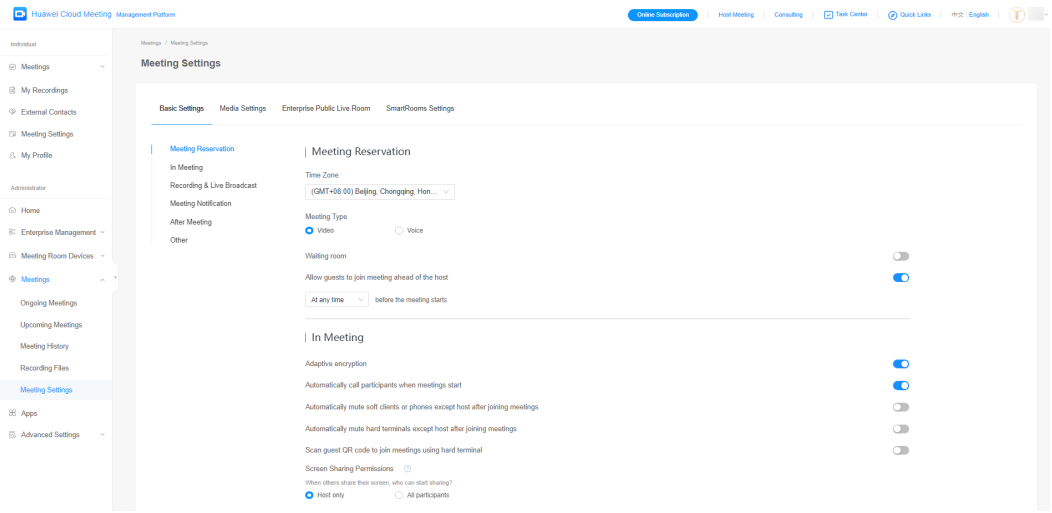
10.1 Setting Meeting Parameters

You can define meeting settings under **Meetings** > **Meeting Settings**.

Meeting settings include basic settings and media settings.

Basic Settings

You can set basic meeting details, such as the default time zone, default options, default meeting type, meeting encryption mode, meeting notification time, prompt language, and the period for storing historical meeting data.



Claiming the Host Role

You can allow the meeting scheduler or a participant who joins a meeting as the host to claim the host role.

Select an option under **In Meeting** > **Take back host privileges**.

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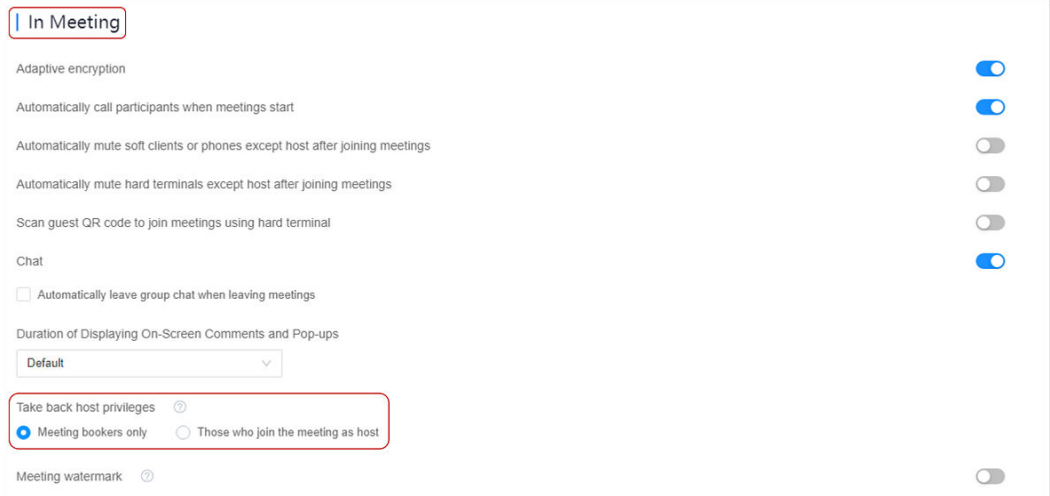
- **Meeting bookers only**: After joining the meeting, the meeting scheduler can claim the host role.
- **Those who join the meeting as host**: The meeting scheduler or a participant who joins a meeting using the host password or link can claim the host role.

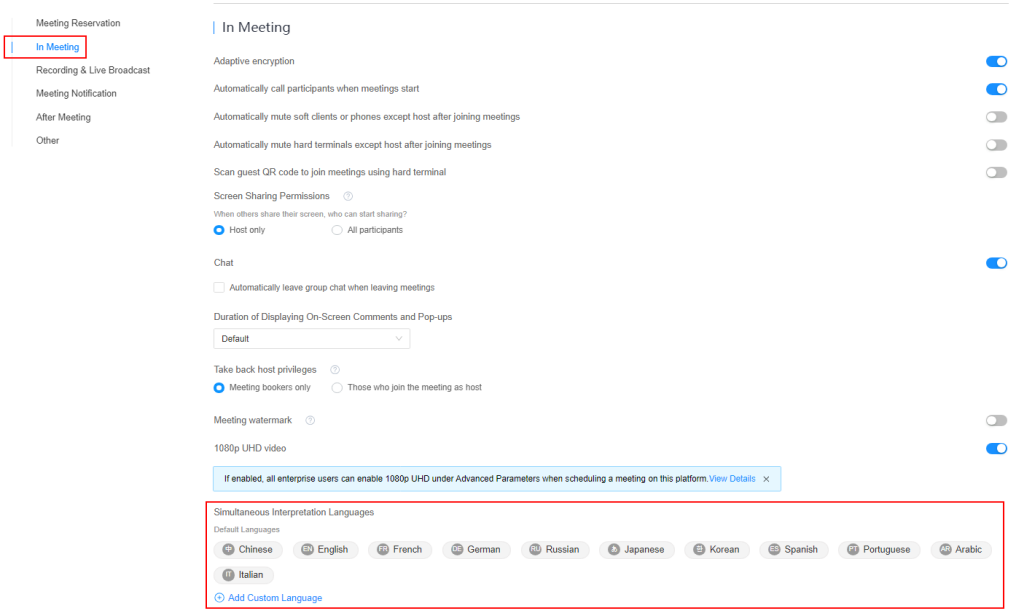


Simultaneous Interpretation

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.

Chinese, English, French, German, Russian, Spanish, Portuguese, Japanese, Korean, Arabic, and Italian are supported.



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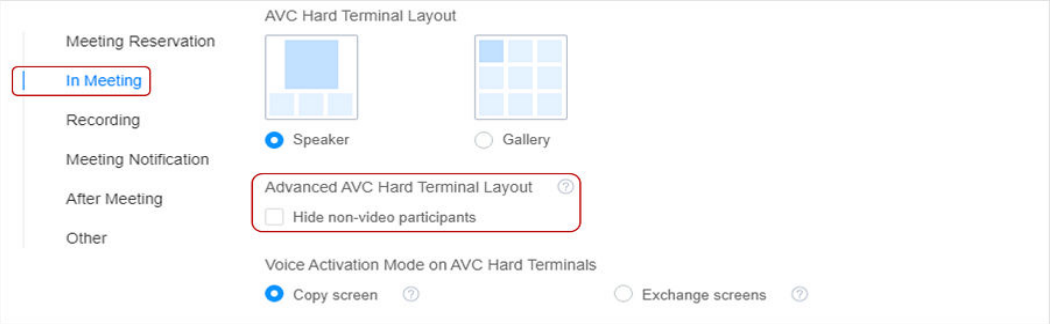
Advanced AVC Hard Terminal Layout

When there are a large number of participants in a meeting, you can hide non-video participants in the hard terminal layout.

In the **Advanced AVC Hard Terminal Layout** area, select **Hide non-video participants**.

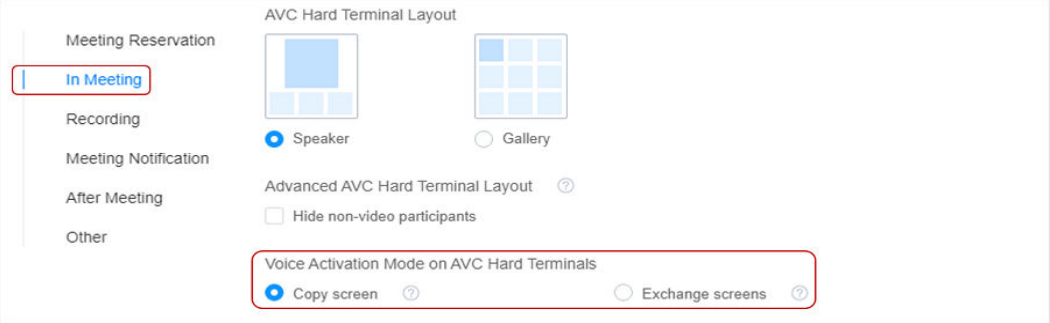


Voice Activation Mode on AVC Hard Terminals

You can set the voice activation mode of hard terminals. The participant with the loudest volume will be displayed in the large screen or highlighted.

You can select a mode in the **Voice Activation Mode on AVC Hard Terminals** area.

- **Copy screen**: Copies the video of the loudest participant to the voice-activated screen.
- **Exchange screens**: Replaces the video of the loudest participant with the voice-activated screen.
- When screens are evenly split in the meeting, the screen frame of the loudest participant is highlighted.



Media Settings

On the **Media Settings** tab, configure **Max Resolution** and **Max Bandwidth**.

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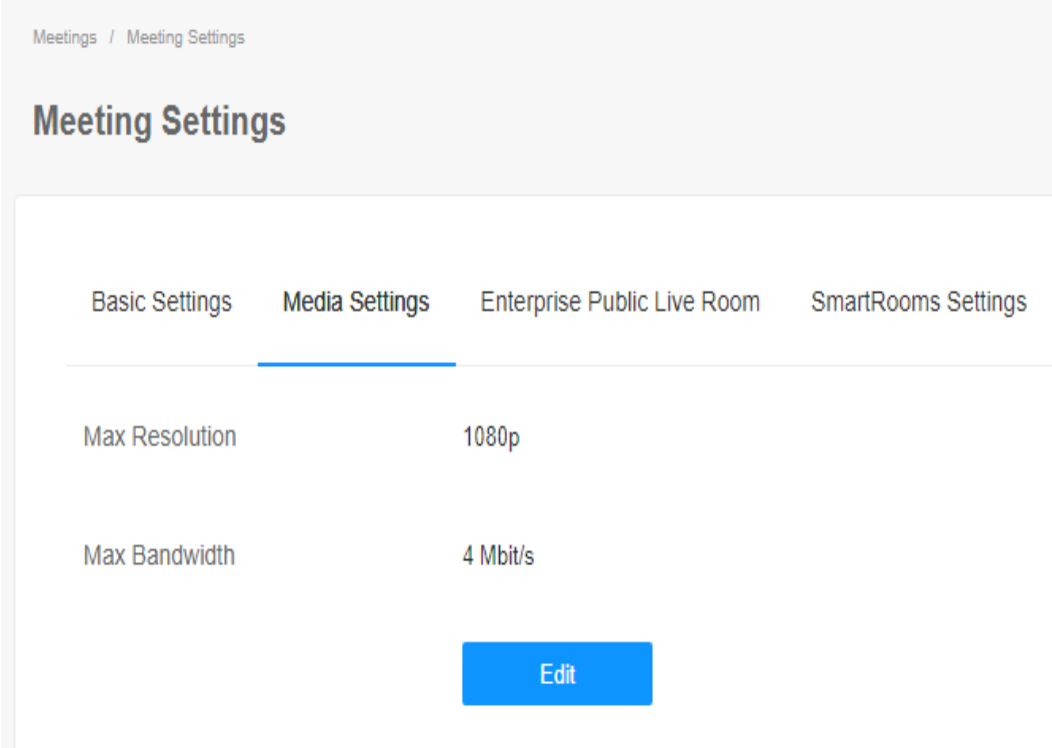
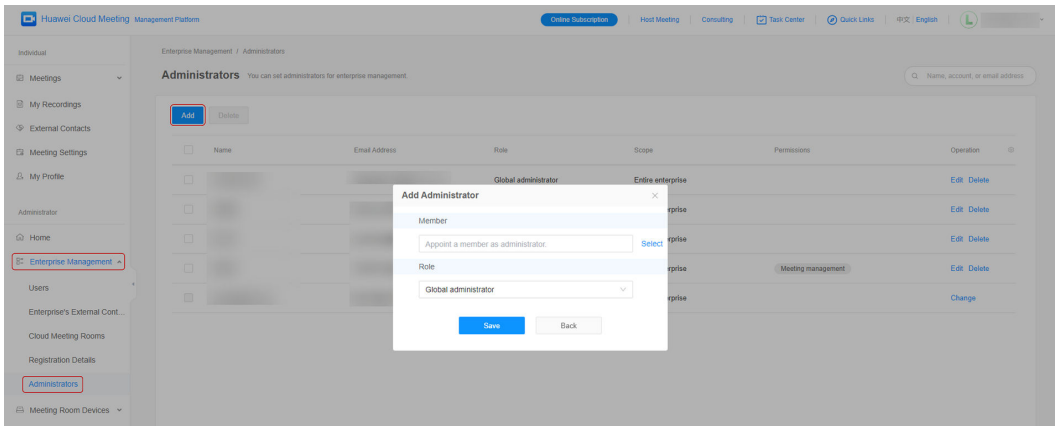


10.2 Setting Administrators

The default administrator of an enterprise has all administrator permissions and can add administrators to assist in enterprise management.

Step 1 In the navigation pane, choose **Enterprise Management** > **Administrators**.

Step 2 Click **Add**. The **Add Administrator** dialog box is displayed.



Step 3 Select a member.

1. Click the text box under **Member** or click **Select** next to the text box.
2. In the displayed corporate directory, select an enterprise member and click **OK**.

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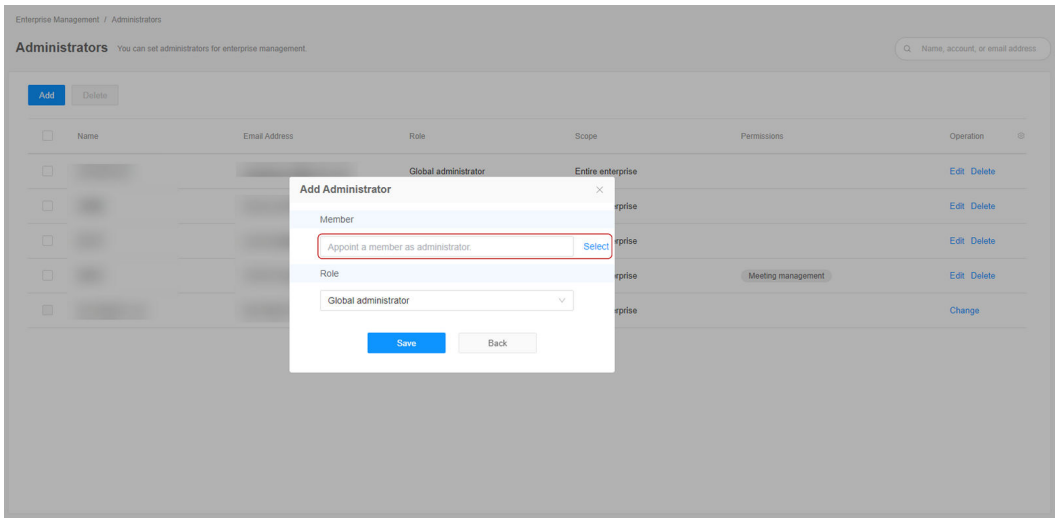

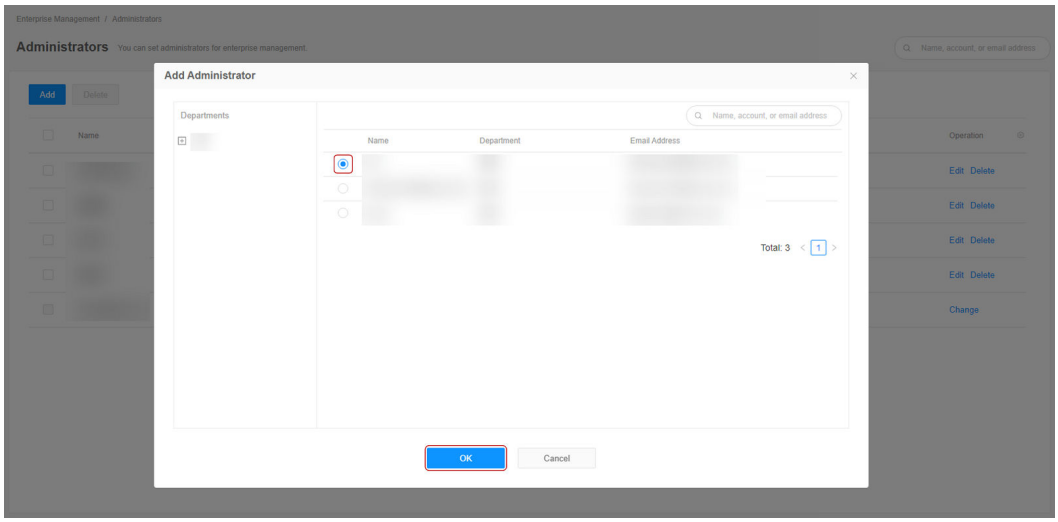

Step 4 Select a role for the administrator from the drop-down list box.

- **Global administrator**: manages the entire enterprise and has all management permissions except purchasing packages and adding administrators. Select this option and click **Save** to add an administrator.
- **Custom administrator**: After selecting this option, set the management scope and permissions of the administrator.

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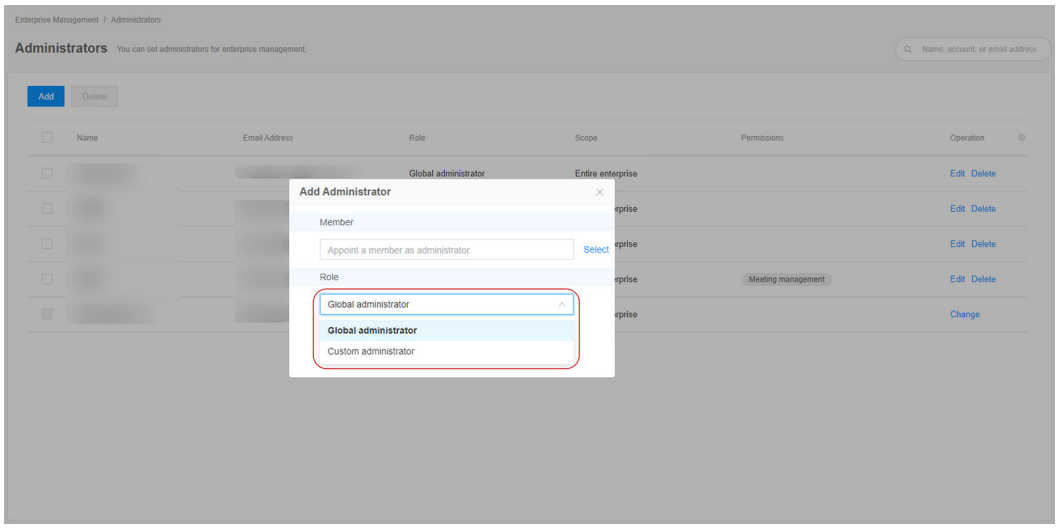
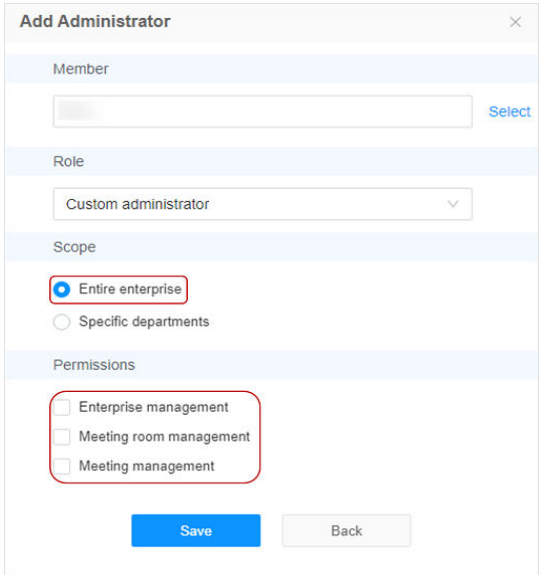
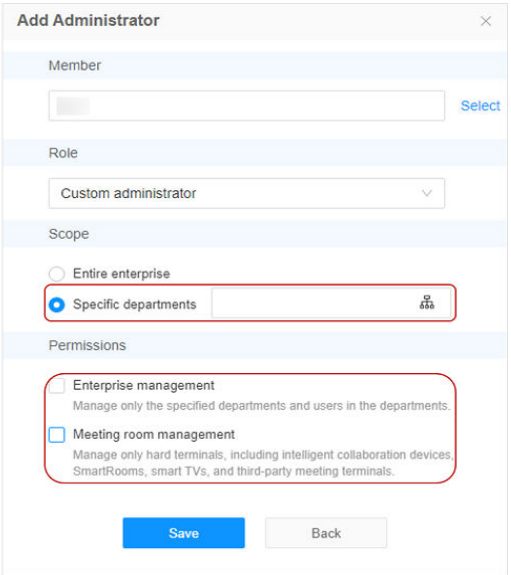


Step 5 If you set **Role** to **Custom administrator**, configure the management scope for the administrator.

- Entire enterprise
  - The administrator manages all departments and members in the enterprise.
  - Available management permissions are enterprise management, meeting room management, and meeting management.
- Specific department
  - The administrator manages a specific department in the enterprise.
  - Click the text box on the right or click to select a department.
  - Available management permissions are enterprise management and meeting room management.





Step 6 If you set **Role** to **Custom administrator**, configure the management permissions for the administrator.

Then click **Save** to add the administrator.

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- **Enterprise management**: When **Scope** is set to a specific department, the administrator can only manage the department and its members.
- **Meeting room management**: When **Scope** is set to a specific department, the administrator can only manage hard terminals.
- **Meeting management**: This option is available only when **Scope** is set to **Entire enterprise**.

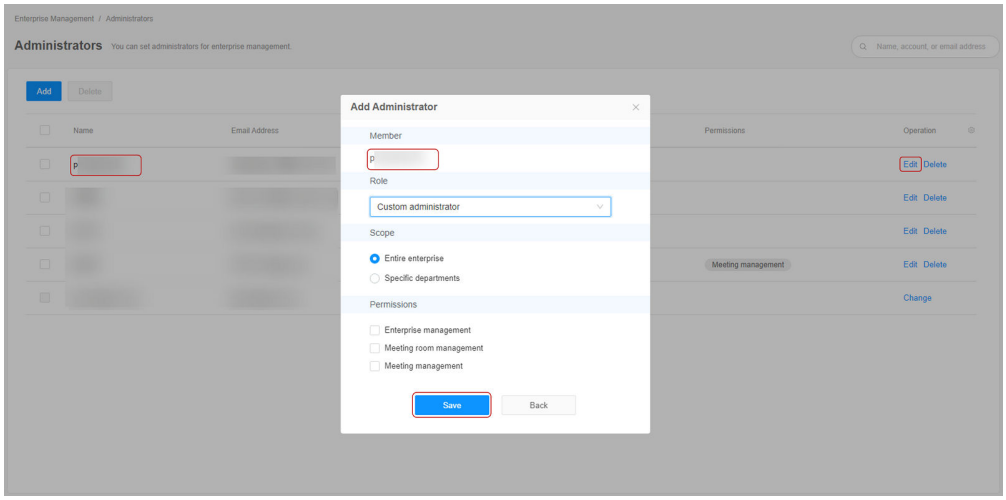
NOTE

Select at least one management permission.

----End

The super enterprise administrator can edit or delete administrators on the **Enterprise Management** > **Administrators** page.

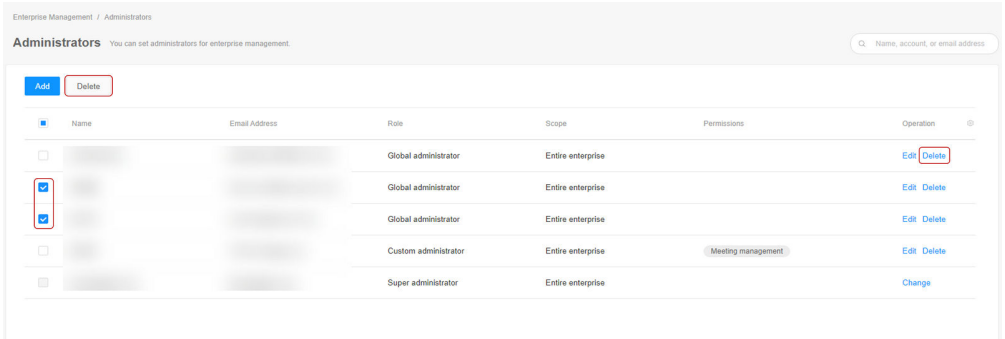
- Editing an administrator
  a. Click **Edit** in the row containing the target administrator.
  b. Modify the role, scope, and permissions, and click **Save**.



- Deleting an administrator
  - Click **Delete** in the row containing the target administrator.
  - Select multiple administrators to be deleted and click **Delete** above the list.

NOTE

The super enterprise administrator cannot be deleted.



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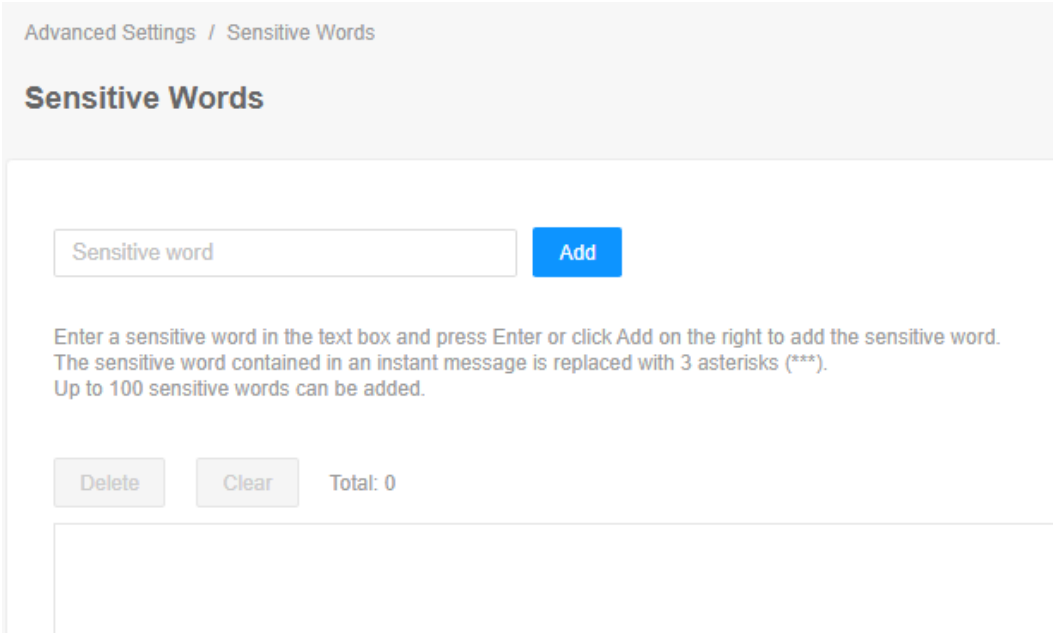
10.3 Configuring Sensitive Words

You can add sensitive words under **Advanced Settings** > **Sensitive Words**.

After a sensitive word is added, the sensitive word in a message will be replaced with three asterisks (***).



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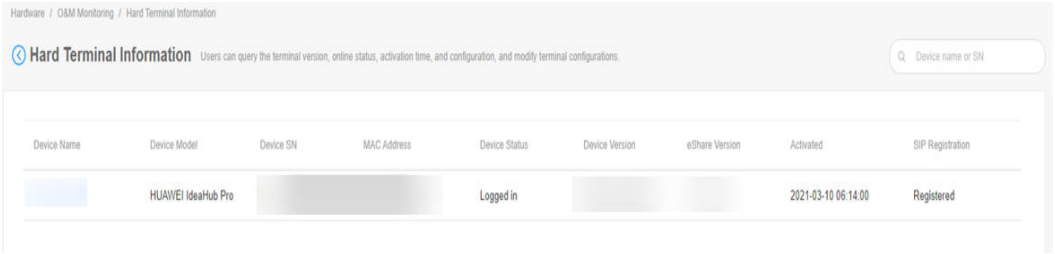
11 Monitoring Hard Terminals

Monitoring Devices

Details about all hard terminals of your enterprise are displayed under **Meeting Room Devices** > **O&M Monitoring** > **Hard Terminal Details**.



Managing Configurations

You can add a configuration file to centrally configure the basic details about hard terminals and IdeaHubs.

Step 1 In the navigation pane, choose **Meeting Room Devices** > **O&M Monitoring** > **Configurations**.

Step 2 Click the **Batch Configuration** tab, enter the configuration details, and click **Batch application**.

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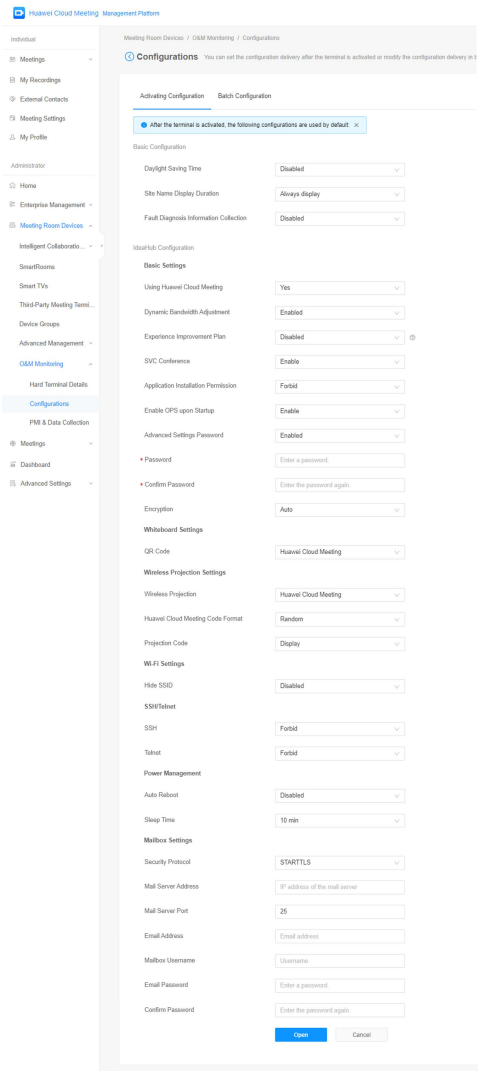

Key parameters:

Parameter	Description
Device Range	• **Devices in a group**: The configuration file takes effect only for hard terminals in the specified group. You can choose **Meeting Room Devices** > **Device Groups** to add or edit device groups. • **Ungrouped devices**: The configuration file takes effect only for hard terminals that are not grouped. • **All devices**: The configuration file takes effect for all hard terminals of the enterprise.
Email Address/ Mailbox Username/ Email Password	These parameters are used to send whiteboard minutes.

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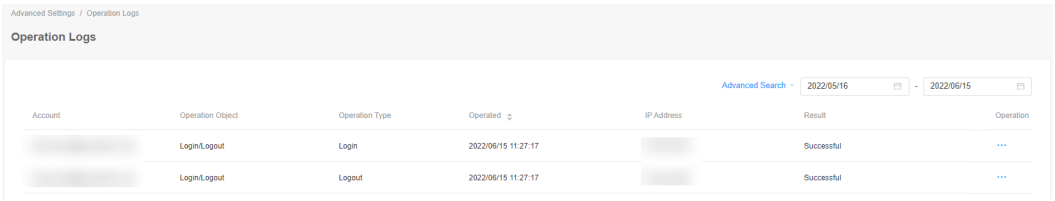
12 Viewing Operation Logs

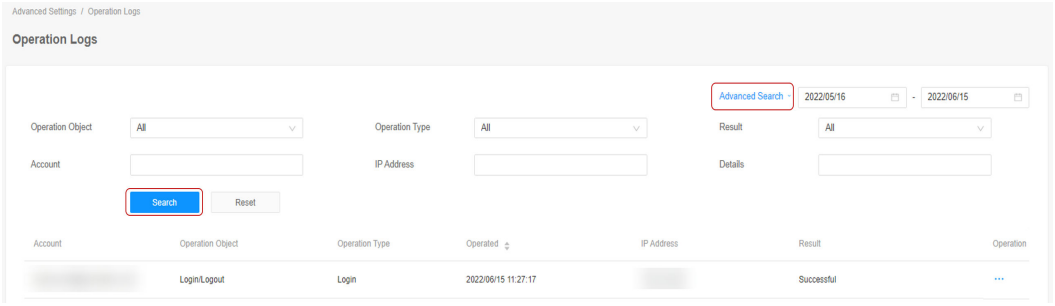
Operation logs record all operations performed by users in an enterprise. Enterprise administrators can search for logs by operation object, type, result, account, or IP address.

Step 1 In the navigation pane, choose **Advanced Settings** > **Operation Logs**.

Step 2 On the **Operation Logs** page, click ••• in the **Operation** column of the row containing the target log to view details about the operation log.



Step 3 Click **Advanced Search** for advanced log query.



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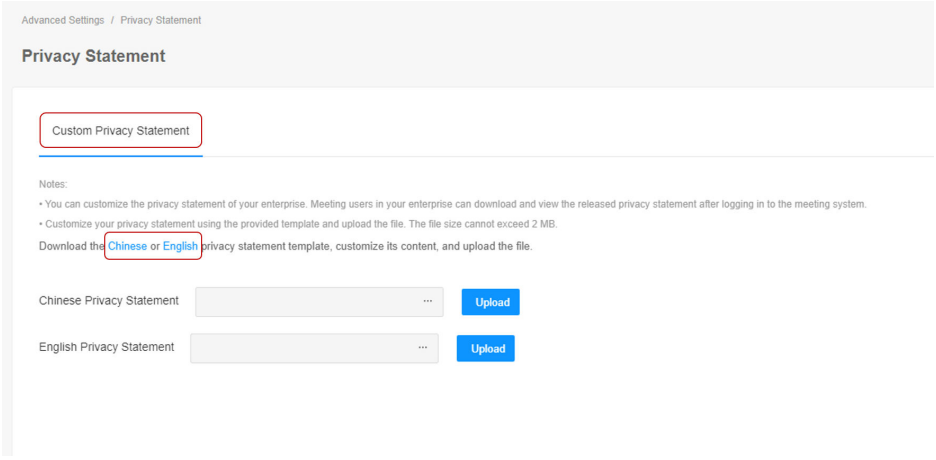
13 Configuring the Enterprise Privacy Statement

You can use the privacy statement template to customize a privacy statement for your enterprise. After your enterprise releases its privacy statement, its meeting users can click the **Privacy Statement** link in the lower right corner to download and view the privacy statement after logging in to the Huawei Cloud Meeting Management Platform.

Step 1 Log in to the Huawei Cloud Meeting Management Platform using an enterprise administrator account.

Step 2 In the navigation pane, choose **Advanced Settings** > **Privacy Statement**.

Step 3 On the **Custom Privacy Statement** tab page, customize your own privacy statement.



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