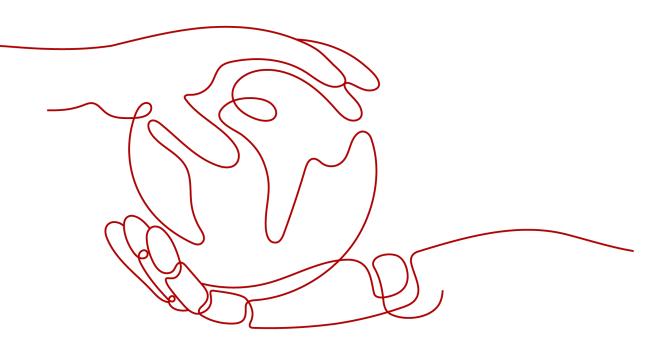
Huawei Cloud Meeting

Administrator Guide

 Issue
 02

 Date
 2024-12-30





HUAWEI TECHNOLOGIES CO., LTD.

Copyright © Huawei Technologies Co., Ltd. 2024. All rights reserved.

No part of this document may be reproduced or transmitted in any form or by any means without prior written consent of Huawei Technologies Co., Ltd.

Trademarks and Permissions

NUAWEI and other Huawei trademarks are trademarks of Huawei Technologies Co., Ltd. All other trademarks and trade names mentioned in this document are the property of their respective holders.

Notice

The purchased products, services and features are stipulated by the contract made between Huawei and the customer. All or part of the products, services and features described in this document may not be within the purchase scope or the usage scope. Unless otherwise specified in the contract, all statements, information, and recommendations in this document are provided "AS IS" without warranties, guarantees or representations of any kind, either express or implied.

The information in this document is subject to change without notice. Every effort has been made in the preparation of this document to ensure accuracy of the contents, but all statements, information, and recommendations in this document do not constitute a warranty of any kind, express or implied.

Contents

1 Before You Start	.1
2 Managing Departments	.3
3 Managing Users	. 9
4 Managing External Contacts	14
5 Managing Professional Meeting Terminals	16
5.1 Adding a Professional Meeting Terminal	16
5.2 Configuring the CloudLink Board	19
5.2.1 Using the Touchscreen	19
5.2.2 Using the Web Interface	24
5.2.3 Using the Touch	27
5.3 Configuring the CloudLink Box or CloudLink Bar	36
5.3.1 Using the Web Interface	36
5.3.2 Using the Touch	42
5.4 Configuring the TE10 or TE20	
5.5 Configuring the TE30, TE40, TE50, or TE60	
5.6 Configuring the DP300	57
6 Managing IdeaHubs and Boards	50
6.1 Adding an IdeaHub or Board	60
6.2 Managing Applications	61
6.3 Managing the Bulletin Board	63
7 Managing Cloud Meeting Rooms	67
7.1 Allocating a Cloud Meeting Room to a User	67
7.2 Allocating a Cloud Meeting Room to a Hard Terminal	68
7.3 Allocating a Cloud Meeting Room to an IdeaHub	
7.4 Disabling Cloud Meeting Rooms	
7.5 Reclaiming Cloud Meeting Rooms	71
8 Viewing Enterprise Registration Details	72
9 Managing Meetings	73
10 Other Settings	77
10.1 Setting Meeting Parameters	77

10.2 Setting Administrators	80
10.3 Configuring Sensitive Words	84
11 Monitoring Hard Terminals	85
12 Viewing Operation Logs	87
13 Configuring the Enterprise Privacy Statement	88

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.

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

 Table 1-1 Enterprise global resource usage

ud.	To-Dos			Corp Name
etings ~	Resources to be expired: 1	Ranew		Corp ID Free Edition
Recordings lernal Contacts	Enterprise Resources		Manage Renewals Buy Resources	Popular Functions
eting Settings Profile	Cloud Meeting Rooms	Concurrent Parties 0	User accounts 🙃	Add Users Set Meeting
strator	SmartRooms Connectors 0	ideaHub Access Accounts 0	Huawel Terminal Access Accounts-1000p 0	Manage Rooms Manage Hardw
terprise Management ~	Huawel Terminal Access Accounts-720p	Third Party Hard Terminal Access Accounts 0	BimartRooms Access Accounts 0	
etings ~	Emart TV Access Accounts 0	Live Broadcast Ports 0	Recording Storage Space (GB) 0	
	Statistics			
	Meetings Today	ting Duration Today (min) Active Users Today	Concurrent Participants	

Figure 1-1 Overview page



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

Huawei Cloud Meeting Ma	nagement Platform				
Individual	Enterprise Management / Users				
🗄 Meetings 🗸 🗸	Users You	can create or batch import de	epartments and users.		
My Recordings	Departments	Import Export	Users User Invitations	Applications	
External Contacts	Ξ	Add Department			
🛱 Meeting Settings	-0	C⊕Ľ ∎́	Add Import Ex	port Remove	
요 My Profile	D		Name	Decenterent	Email Address
	-0		Name	Department	Email Address
Administrator	-0				
û Home	-0				
Enterprise Management A					
Users					
Enterprise's External Cont					

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

rigure 2-2 Entering department mornat	
Add Department	
Department Name	Department name
Upper-Level Department	
Dept No. in Directory ⑦	10000
Remarks	Remarks
Directory Permissions of Department Members ⑦	
	 View their own details View directory of this department and its lower-level
	departments View directory of specific departments
Public department ③	Save Cancel
	Cancer

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

- 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

ниаwei Cloud Meeting м	lanagement Platform			Online Subscrip
Individual	Enterprise Management / Users			
🖹 Meetings 🗸 🗸	Users You can create or batch impor	t departments, and invite users one by one	or in batche	
My Recordings	Departments Import Export	Users User Invitations	Applications	
External Contacts	C			
Meeting Settings		Invite Import Expor	rt Remove	
A My Profile		Name	Department	Email Address
Administrator				
வ Home				
Enterprise Management 🔺				
Users				
Enterprise's External Cont				

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

Batch Import Depa	rtments			\times
New Departments	Existing Departments			
	0	Download Depart 1. Fill out the template as 2. Up to 5,000 records car Supported file types: XLS Department Template Upload Department	required. h be imported at a time. and XLSX. e	
			Cancel	

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

Ba	atch Import Depa	rtments		×
	New Departments	Existing Departments		
		o	Download Department Template	
			1. Fill out the template as required.	
			2. Up to 5,000 records can be imported at a time. Max. file size: 2 MB. Supported file types: XLS and XLSX.	
			Department Template 🕹	
		•	Upload Department File Select File	
			Upload Cancel	

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.

On the **Departments** tab, click \checkmark in the **Operation** column of the row containing the task to download and view the import result. You can also click $\boxed{\Box}$ to delete the task record.

Figure 2-6 Managing task records

		Onli	ne Subscription	Host Meeting Consulting	Task Center
sk Center					
Users Group Vide	eo Conferencing Endpoints	Third-Party Meeting Terminals	Departments	Smart TVs Team Colla	boration Boards Sn
				2023/10/16	- 2023/11/15 📋
Task Creation Time	Operation Type	Operated By	Successes / All	Status	Operation
2023/11/15 19:15:19	Import		1/1	Finished	上 🗊
		Close			

----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.

Huawei Cloud Meeting	Management Platform			Online Subscript
Individual	Enterprise Management / Users			
🖹 Meetings 🗸 🗸	Users You can create or batch import	t departments, and invite users one by	y one or in batche	
My Recordings	Departments Import Export	Users User Invitations	Applications	
External Contacts				
Meeting Settings	0	Invite Import E	Export Remove	
요. My Profile		Name	Department	Email Address
Administrator				
û Home				
Enterprise Management A				
Users	4			
Enterprise's External Cont				

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 \checkmark in the **Operation** column of the row containing the task to download and view the export result. You can also click $\boxed{\Box}$ to delete the task record.

		Onl	ne Subscription	Host Meeting Consulting	🗁 Task Center
sk Center					
Users Group Vide	eo Conferencing Endpoints	Third-Party Meeting Terminals	Departments	Smart TVs Team Collaboratio	n Boards Sn
				2023/10/16 📋 -	2023/11/15
Task Creation Time	Operation Type	Operated By	Successes / All	Status	Operation
2023/11/15 19:15:19	Export		1/1	Finished	上 🗊

Figure 2-8 Downloading or deleting the export results

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

Individual	Enterprise Manager	nent / Users			
🛱 Meetings 🗸 🗸	Users You	can create or batch impo	rt departments and users.		
My Recordings	Departments	Import Export	Users User Invitations	Applications	
Sector External Contacts				, pproutore	
Meeting Settings	-0		Add Import Ex	port Remove	
D. My Profile	- 0		Name	Department	Email Address
	- 13				
Administrator	-0				
က် Home	-0				
BE Enterprise Management 🔺					
Users					

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

Figure 3-2 Adding a user

Enterprise Management / Users / Add User	
 ✓ Add User 	
* Name	Name
* Email Address	Email address
* Department	
Contact No. in Directory ③	Sequence number in the directory
Job Title	Job title
Remarks	Remarks
	Save Cancel

Table 3-1 Parameter description

Parameter	Description
Contact No. in	Default value: 10000 .
Directory	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.

Enterprise Management / Users		
Users You can create or batch import of	departments and users.	
-		
Departments Import Export	Users User Invitations Applications	
	Add Import Export Remove	
	Batch Import Users	×
	New Users Existing Users	
		_
	Download User Template	
	 Fill out the template as required. Up to 5,000 records can be imported at a time. Max. file size: 2 MB. 	
	Supported file types 3(LS and XLSX. User Template 🤹	
	Upload File Select File	
	Upload Cancel	

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

Batch Import	Users		×
New Users	Existing Users		
	Q	Download User Template	
		1. Fill out the template as required.	
		 Up to 5,000 records can be imported at a time. Max. file size: 2 MB. Supported file types: XLS and XLSX. 	
		User Template ৬	
	•	Upload File	
		Upload Cancel	
		Upload Cancel	

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 \checkmark in the **Operation** column of the row containing the task to download and view the result. You can also click \bigcirc to delete the task record.

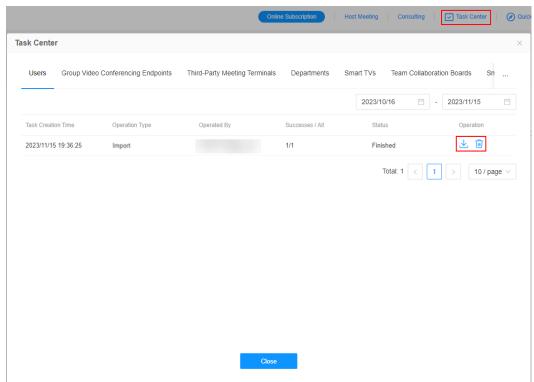


Figure 3-5 Managing task records



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**.

Figure 3-6 Managing users

E Huawei Cloud Meeting Ma	nagement Platform				Host Meeting	Task Center 🔰 🕖 G	uuck Linis 473 English 🔔
Individual	Enterprise Management / Users						
🖾 Meetings 🗸 👻	Users You can create or batch impo	rt departments and users.					
My Recordings	Departments Import Export	Users User Invitation	s Applications				E. Set Invitation
External Contacts Meeting Settings	0 - D	Add Import E	xport Remove				Q. Name, account, or email address
3. My Profile	-0	Name	Department	Email Address	Personal Cloud Meeting ID	Status	Operation ©
Administrator	-0					Normal	Edit Remove Mo
ਹੇ Home	D					Normal	Edit Remove Disable
Enterprise Management A						Normal	Edit Remove Mo
Enterprise's External Cont						Normal	Edit Remove Mo

• 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

ers You can create or batch Impor	t departments and users.					
irtments Import Export	Users User Invitation	ons Applications				🗒 Set Invitat
	_					
	Add Import	Export Remove				Q. Name, account, or email address
	Name	Department	Email Address	Personal Cloud Me Sta	atus Contact No. in Direct	
	Tvarire	Deparament	Email Address	Personal Cloud Inte 3ta	contact No. In Direct.	Account Department
						Email Address
						Personal Cloud Meeting ID
						Contact No, in Directory

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

Figure 3-8 Exporting user information

ement Platform		Online Subscription Host	Meeting Consulting 🔁 Task Center 🥥 Qui	ck Links 中文 English 🚺 🗸 v
Enterprise Management / Users USERS You can create or batch impo	It departments, and invite users one by one or in batche		UserExport	
Departments Import Export	Users User Invitations Applications			Set Invitation
	Import Export Remove		View All Tasks	2. Name or email addresses
	Name Department	Email Address	Personal Cloud Meeting ID Status	Operation 🛞

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

Figure 3-9 Managing user invitations

Users You can create or batch impo	ort departments, and invite users one by one or in batche				
Departments Import Export	Users User Invitations Applications			Invitations are valid for	30 days. 🗒 Set Invitation
	Re-invite Delete			Al V Q. Nami	e or email addresses
-0	Name	Department	Email Address	Status	Operation
				 To be activated 	Re-invite Delete
				 To be activated 	Re-invite Delete

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**.

* Name	Name	
Soft Client/SIP Terminal Number	Example: +991116*****	
Email Address	Email address	
Address	Address	
Enterprise Name	Enterprise name	
Department	Department name	
Job Title	Job title	
Remarks	Remarks	

----End

5 Managing Professional Meeting Terminals

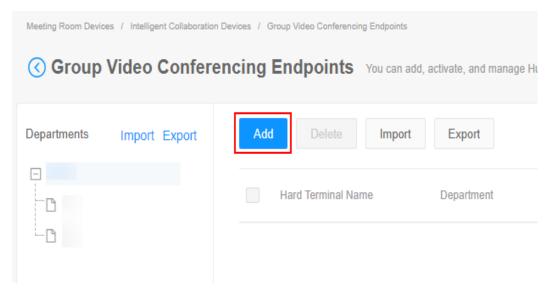
5.1 Adding a Professional Meeting Terminal

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.



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.

Meeting Room Devices / Intelligent Collaboration Devices / Group Video Conferencing Endpoints / Add Hard Terminal				
C Add Hard Terminal				
* Hard Terminal Name	Hard terminal name			
* Device Model	✓			
* SN	Hard terminal SN			
* Department				
* Email Address				
Remarks	Remarks			
	Save Cancel			

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

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.

Meeting Room Devices / Intelligent Collaboration Devices / Group Video Conferencing Endpoints									
Group Video Conferencing Endpoints You can add, activate, and manage Huawei CloudLink series and TE series terminals.									
Departments	Import Export	Add	Delete Import	Export					
		Hard	Terminal Name	Department	Device Model	SN			
C			Import Hard Term	ninals		×			
			File			Select			
				d fill out th <mark>e template,</mark> and	then upload it back to the system	1.			
			Tips: • Fill out the template	as required. Otherwise, the	e import will fail				
					file can be imported at once. The	e file size cannot			
				OK	Cancel				

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 $\stackrel{\checkmark}{\rightharpoonup}$ in the **Operation** column of the row containing the task to download and view the result. You can also click $\boxed{\blacksquare}$ to delete the task record.

sk Cente	r					
Users	Group Vide	o Conferencing Endpoints	Third-Party Meeting Terminals	Departments	Smart TVs Team Collat	ooration Boards Sn
					2023/10/17 📋	- 2023/11/16 📋
Task Creation	on Time	Operation Type	Operated By	Successes / All	Status	Operation
2023/11/16	10:50:49	Import			Finished	上 🗇
					Total: 1 <	1 > 10 / page >

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.

O Group Video Conferencing Endpoints You can add, advate, and manage Haavel CloudLink series and TE series terminals.								
Departments Import Export	Add Delete Impo	rt Export						Resources (9)
	Hard Terminal Name	Department	Device Model	SN	Status 💿	Expires	Activated	Operation
								Reset Activation Code Disable

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

epartments Import Export	Add Delete Import	Export					R	Resources
	Task Cer	ter						×
	Users	Group Video Co	nferencing Endpoints	Third-Party Meeting Terminals	Departments	Smart TVs Team Colla	boration Boards Sn	
						2023/10/17	- 2023/11/16 🗎	
	Task Cre	ation Time	Operation Type	Operated By	Successes / All	Status	Operation	
	2023/11	/16 10:50:49	Export			Finished	۵	- 11
						Totat 1 <	1 > 10/page ∨	

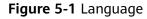
5.2 Configuring the CloudLink Board

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.

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**.

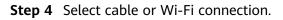


			Projection code: nzmc lryf	×
	Language			
English		~		
简体中文				
Français				
Deutsch				
日本語				
Español				
Русский				
繁體中文				
< Back	Skip	Next >		

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

	Projection code: nzmc Iryf
Time Zon	20
Beijing, Chongqing, Hong Kong, Urumqi (UTC+05.00)	\checkmark
Kuala Lumpur, Singapore (UTC+08:00)	
Krasnoyarsk (UTC+07.00)	
Perth (UTC+08:00)	
Taipei (UTC+08:00)	
Ulaanbaatar (UTC+08:00)	
Skip	Next >

Figure 5-2 Time zone



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**.

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

			Projection code: nzmc Iryf	
	WAN			
-				
DHCP				
8P Address 192.168.1.1				
Subnet Mask 255,255.0.0				
Gateway Address 192.168.0.1				
DNS Address 127.0.0.1				
HTTP Proxy				
< Back	Skip	Next >		

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**.

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.

					Projection code: nzmc lryf	×
	5	Serve	er			
	-			x		
1	2	3	4	5		
6 Enter the 16-b	7 it activation of	8 code obtained	9 from the adr	0 ministrator		
More Op	otions					
< Back		Skip		Next >		

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**.

5			
		Projection code: nzmc lryf	×
	Audio Test		
	Output:		
	\mathbf{O}		
	Play Volume <0		
	Input: Microphone		
	Gack Skip Next >		

Figure 5-5 Audio test

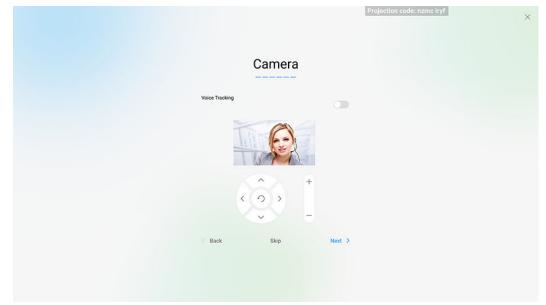
Step 7 On the camera screen, test the local camera control functions, as shown in Figure 5-6. Then touch Next.

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.

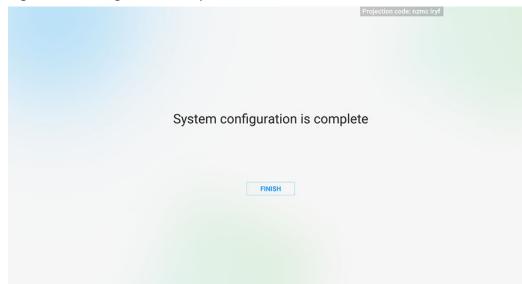


Figure 5-7 Configuration complete

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.

- General	
Site name	site
System time	2018 / 7 / 10 14 : 15 : 12
·	
— LAN1 (WAN) ———	
Network interface mode	Auto-detect 💌
IPv4	
Connection type	Dynamic IP 💌
Local IP address	192.168.1.1
Subnet mask	255.255.255.0
Gateway address	
IPv6	
IPv6	Disable 💌
Local IP address	
Subnet prefix length	0
Gateway address	

Figure 5-8 General and IP address settings

Table 5-3 Gene	ral and IP	address settings
----------------	------------	------------------

Parame ter	Description
Site name	Uniquely identifies a site.
Connect ion 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**.

Figure 5-9 Video input

Demote entrol	Allow	10des second measures	Do not allow
Remote control	Allow	Video source management	Do not allow
Built-in camera			
Movement speed	Medium 💌	Stretch mode	No stretch
Initial position	Auto 💌	Mirroring	Normal
△ 1 HD-VI			
Serial port	None 💌	Camera type	VPC600/VPC620
Initial position	Auto 💙	Movement speed	Medium 🔽
Stretch mode	No stretch 💌	Mirroring	Normal
🛆 2 VGA			
Stretch mode	No stretch 💌		
△ 3 HDMI			
Serial port	None 💌	Camera type	VPC600/VPC620
Initial position	Auto 💌	Movement speed	Medium 💙
Stretch mode	No stretch	Mirroring	Normal

Table 5-4 Video input

Paramet er	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 manage ment	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.	The default value is Auto .
	 Auto: The camera moves to its initial position after startup. 	
	• Preset 1 : The camera moves to the preset after startup.	

Paramet er	Description	How to Configure
Moveme nt 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.
Mirrorin g	 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.

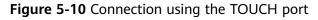
----End

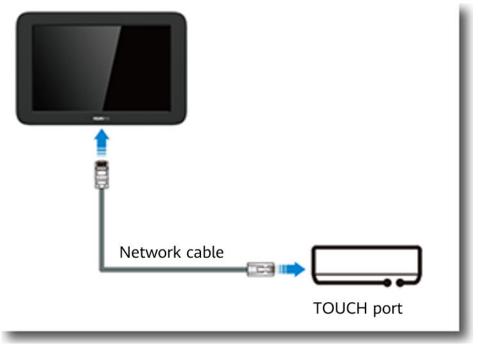
5.2.3 Using the Touch

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.

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





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**.

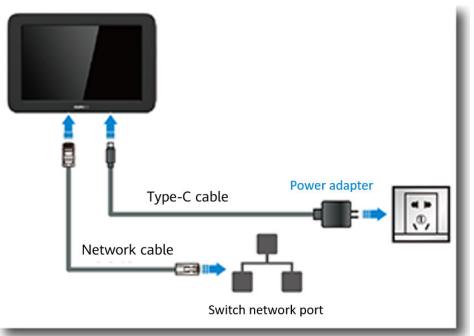


Figure 5-11 Connection using the network port on a switch

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



Software Version: CloudLink Touch \	/600R019C00SPC600 2019-03-18 10:	33:26		
English	Use the cable to connect to panel	he meeting termin	al to the touch	
	WI-FI Connection		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**.

- 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

Select Device	Enter Device IP Address
elect the device you want to connect to:	
lorry_1	Done
10.49.21.155	
site	
10.49.25.20	IP 6.6.6
site	
10.49.17.147	ALL OF AL
site	8 8
10.49.80.136	

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.

D 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**.

Figure 5-14 Wi-Fi connection

(((-)))	Type-C cable	Power adapter
Terminal		

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

Software Version: CloudLink Touch V600R019C00SPC600 2019-03-18 10:33:26	
English	
Use the cable to connect the meeting terminal to t panel Wi-Fi Connection	he touch

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.

D 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.

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**.

English Español русский 且本語

Figure 5-16 Language

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

Figure 5-17 Time zone

Beijing, Chongqing, UTC+08:00	Hong Kong, Urumqi	\checkmark
Kuala Lumpur, Sing	apore	
UTC+08:00		
Krasnoyarsk		
UTC+08:00		
Perth		
UTC+08:00		
Taipei		
UTC+08:00		
Ulaanbaatar		
UTC+08:00		
< Back	Skip	Next >

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**.

IP Settings		
ii Settings		
Auto Detect		
IP Address		
192.168.1.1		
Subnet Mask		
255.255.0.0		
Gateway Address		
192.168.0.1		
DNS Settings		
< Back	Skip	Next >

Figure 5-18 IP address

 Table 5-5 IP address parameters

ltem	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 Configur ation	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**.

D 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.

C				
Server Address	address			
Cloud Activa	ation			
				\otimes
1	2	3	4	5
6	7	8	9	0
U				

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**.

			\times
A	udio Test		
Output			
	Play		
Volume: 🜒	-•		
Input			
Microphone:			
< Back	Skip	Next >	

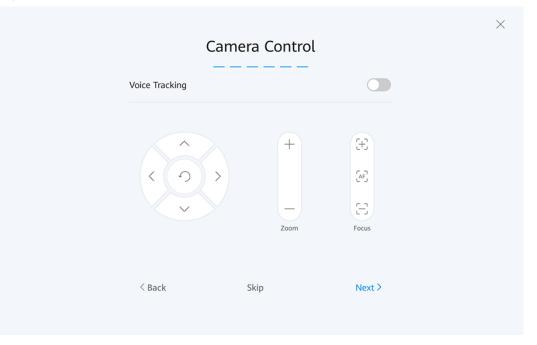
Step 7 On the camera screen, test the local camera control functions and touch **Next**, as shown in **Figure 5-21**.

D 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.

Figure 5-22 Configuration complete

System configuration completed

ОК

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.

	<u> </u>
General ———	
Site name	site
System time	2018 / 7 / 10 5 : 58 : 35
byscent and	
- LAN1 (WAN)	
Network interface mode	Auto-detect
IPv4	
Connection type	Dynamic IP 💌
Local IP address	192.168.1.1
Subnet mask	255.255.255.0
Gateway address	
IPv6	
IPv6	Disable 🔽
Local IP address	
Subnet prefix length	0
Gateway address	
LAN2 (LAN)	
Network interface mode	Auto-detect 💌
IPv4	
Connection type	Dynamic IP 💙
Local IP address	
Subnet mask	
Gateway address	
IPv6	
IPv6	Disable
Local IP address	
Subnet prefix length	0
Gateway address	

Figure 5-23 General and IP address settings

Parame ter	Description
Site name	Uniquely identifies a site.
Connect ion 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**.

Common Camera Paramet	erc		
Remote control		Video source management	De ceterllour
Powered by endpoint from		Dual-VPT300 mode	
Track when not in conference		Camera 1	
Track when not in conference	Enable		1 HD-VI
		Camera 2	5 12G-SDI
1 HD-VI			
Serial port	None	Camera type	VPC600/VPC620
Initial position		Movement speed	
Stretch mode		Mirroring	
2 VGA			
Stretch mode	No stretch		
3 HDMI			
Serial port	None	Camera type	VPC600/VPC620
Initial position	Auto 💌	Movement speed	Medium 💌
Stretch mode	No stretch	Mirroring	Normal
4 DVI/VGA			
Serial port		Commentation in the second sec	
			VPC600/VPC620
Initial position		Movement speed	
Stretch mode	No stretch	Mirroring	Normal
5 12G-SDI			
Serial port	None	Camera type	VPC600/VPC620
Initial position		Movement speed	
Stretch mode		Mirroring	
6 HDMI			
Serial port	None	Camera type	VPC600/VPC620
Initial position	Auto	Movement speed	Medium
Stretch mode	No stretch 💌	Mirroring	Normal
7 HDBaseT			
Serial port	None 💙	Camera type	VPC600/VPC620
Initial position	Auto 💙	Movement speed	Medium

Figure 5-24 Video input

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

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

Paramet er	Description	How to Configure
Video source manage ment	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 conferen ce	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.	The default value is HD-VI .
	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.	
Camera 2	Specifies the input port for the terminal to connect to camera 2 of VPT300.	The default value for the Box 700 is 4 12G-SDI . The default value for the
	This parameter is available only when Dual-VPT300 mode is set to Enable .	Box 900 is 5 12G-SDI .
	This parameter is unavailable on the web interface of the Box 500.	

Paramet er	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 .
Moveme nt 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.
Mirrorin g	 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.

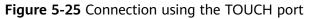
----End

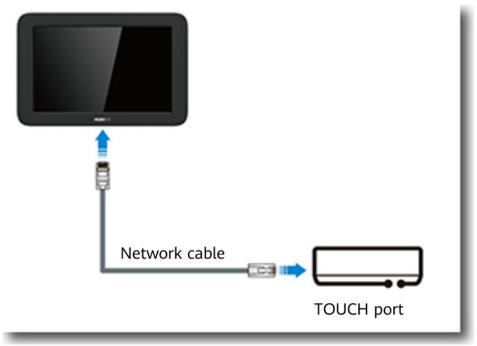
5.3.2 Using the Touch

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**.





D 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**.

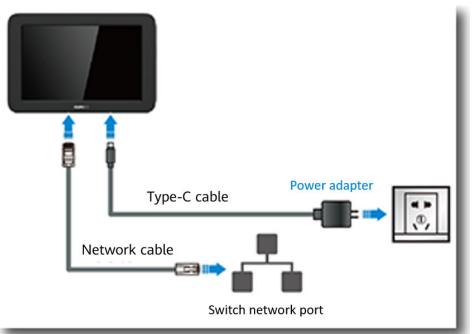


Figure 5-26 Connection using the network port on a switch

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



	v600R019C00SPC600 2019-03-18 10:33:26		
English			
	Use the cable to connect the meet	ting terminal to the touch	
	Wi-Fi Connection	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**.

D 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

Select Device	Enter Device IP Address
Select the device you want to connect to:	
lorn, 1	Done
lorry_1	
10.49.21.155	
site	0.40
10.49.25.20	
site	IP 6.6.6.6
	ĨŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢŢ
10.49.17.147	
site	6 6
10.49.80.136	

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**.

Figure 5-29 Wi-Fi connection

(((·•)))	Type-C cable	Power adapter
Terminal		

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

Software Version: CloudLink Touch	6600R019C00SPC600 2019-03-18 10:33:26	
	Use the cable to connect the meeting terminal to the touch panel	
	Wi-Fi Connection	

D 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.

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.

rigule 3-51 Langua	ge			
	La	nguage)
	English		\checkmark	
	Español			
	Français			
	русский			
	日本語			
	< Back	Skip	Next >	

Figure 5-31 Language

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

_			
Beijing, Chongqing, Hon UTC+08:00	ig Kong, Urumqi	\checkmark	
Kuala Lumpur, Singapor UTC+08:00	e		
Krasnoyarsk UTC+08:00			
Perth UTC+08:00			
Taipei UTC+08:00			
Ulaanbaatar UTC+08:00			
< Back	Skip	Next >	

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

IP Settings		
n settings		
Auto Detect		
IP Address		
192.168.1.1		
Subnet Mask		
255.255.0.0		
Gateway Address		
192.168.0.1		
DNS Settings		
< Back	Skip	Next >

ltem	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 Configur ation	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.

Table 5-8 IP address parameters

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**.

D 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.



Server Address				
Enter server a	address			
Cloud Activat	tion			
				6
			··	
	2	3	4	5
1				
1	7	8	9	0
	7	8	9	0
6		8 obtained from the		0

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

D 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

System configuration completed

ок

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**.



Figure 5-36 Selecting a language

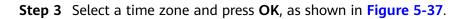


Figure 5-37 Selecting a time zone

Configuration Wizard 15	5:52
Time Zone	
• 0 • • • •	
(UTC+06:30) Rangoon	
(UTC+07:00) Bangkok, Hanoi, Jakarta	
(UTC+07:00) Novosibirsk	
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi	
(UTC+08:00) Kuala Lumpur, Singapore	
(UTC+08:00) Krasnoyarsk	
(UTC+08:00) Perth	
👄 Back 💿 Select 💿 OK	

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.

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

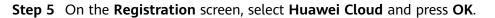
€ Configuration Wizard		15:52
LA	AN	
••••		
Static	~	
IP address	192.168.2.113	
Subnet mask	255.255.255.0	
Gateway address	192.168.2.1	
DNS address	192.168.2.114	
ОК	Skip	HTTP Proxy
😑 Back	О ок	

 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

Configuration Wizard				12:40
	Wi-Fi Network	:		
	 D-Link_2230 		Ŷ	R
	НЗС		((;-	
	123456		(?	Connect the network cable and then set the IP address.
	TE110	â	((1-	
	Employee	ê	((:-	
	More (26 Wi-Fi networks)		^	
	Other			
	Skip			HTTP Prox
	😑 Back 🔘 OK 🚯 Select	Next		



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.

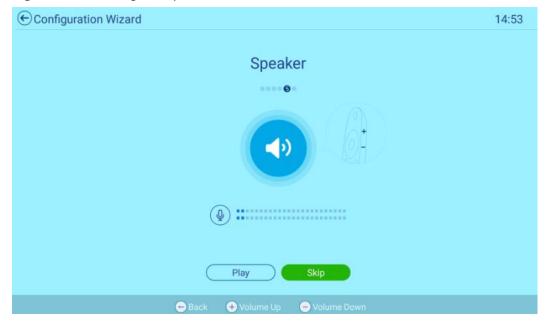
Step 7 On the **Speaker** screen shown in **Figure 5-40**, select **Play**.

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 I 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.

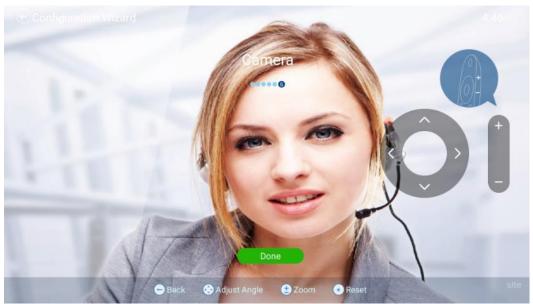


Figure 5-41 Controlling the camera

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

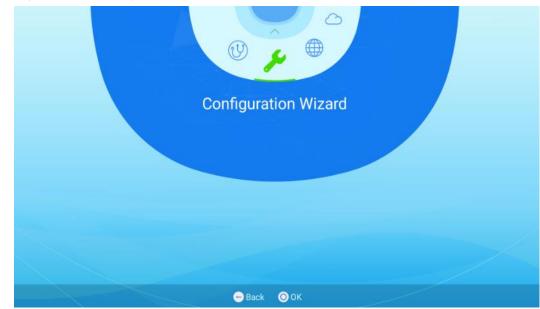


Figure 5-42 Configuration complete

Step 10 Press **(a)** 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.

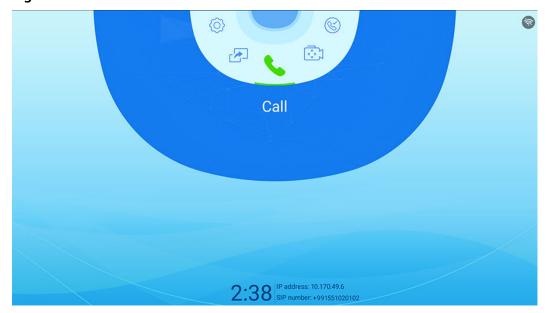


Figure 5-43 Home screen

----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**.

	HD Video Endpoint	
User name	admin	
Password	•••••	-
Language	English	▼
	Log In	Default username/password: admin/Change_Me

- 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.

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

D 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**.

® \\	Set the connection type.			
V	vizaru-Genera		Page 1 of 3	
	Site name	AD6TE30	Default	
Installation	Language	English		Next
	Time zone	(UTC+08:00) Beijing, Chonge 💌		
	Time format	24-hour		
	System time	2020/09/15 15:24:49		
-	IPv4			
	Connection type	Dynamic IP		

- 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.



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

D 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.

Conference	Address Book	Device Control	System Settings	Haintenance	? нер	
Network IP Regist	tration WI-FI Settings (SN	IMP Settings Address Book / F	rewall Network diagnost	tes QoS	TR069 Broadso	At DONS
			Common Settings	_		
				Network interface mode	Auto detection	
				MTU	1500	
			-Local IP address-			
				PPPoE	Disable	~
			IPv4	Connection type	Static IP	
				Local IP address	5G80, 1P 192.168.0.69	
				Subnet mask	255.255.255.0	
				Gateway address	192.168.0.1	
			IPv6		Deable	100
				IPv6 Connection type	Static IP	
				Local IP address	DUME IF ().	
				Subnet prefix length	0	
				Gateway address		
			- DNS-			
				DNS address type	Mansal	-
				DNS server address 1	114.114.114.114	
				DNS server address 2	0.0.0	
				DNS server address 3	0.0.0	
			802.1x			200
				802.1x	Deable	
			802.1p/q			
				802.1p/q	Deable	~

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

	🔝 Conference 🛄 Address Book 🖵 Device Control 🚺 System Settings 🖋 Maintenance ? Help	
+	Network P Registration Wi-Fi Settings SMMP Settings Address Book Firewall Network diagnostics QoS TR069 Broadsoft DDNS	-
R	TR069 Enutile	
• m	ACS user name (Sight ACS password	
•	ACS server IP address	
1000	Report Interval(s) 1000 CPE user name Stan	
6	OPE user name putty	
	Authentication mode	
2	STUN Ereske 👻	
and a local	STUN server IP address stun-ap-southeast-1 meeting haswerkout.com	
	STUN server part 3476	
	STUN listen port 3000	
	STUN user name 2102310MUU100C000016	
	STUN password	
	STUN keepalve period (s) 20	

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.

	Conference	ss Book 📃 Device Con	trol 🔅 System Settings	Maintenance	? нер
	ystem Status e Status Irput Interface Status				
R 🗧					
2. Fit	Network interface mode	100 Mbps and full duplex			
	Local IP address	IPv4: 192.168.0.69	IPv6:		
	WLAN				
	IPv4				
<u>></u>	GK	Not in use			
<u>_</u>	Site number				
	SIP	huaweicloud.com	The endpoint has been registered with the SIP server.		
	SIP site number	+99111394125567188			
	Running duration	20 d 21 h 29 min			
	ACS	Connected			
	Cloud platform type				

----End

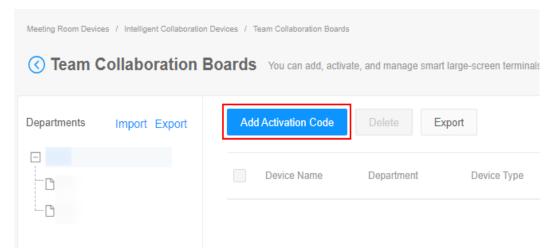
6 Managing IdeaHubs and Boards

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**.

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

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

	Meeting Record Devices / Intelligent Caliboration Devices / Team Caliboration Revices									
Departments	Import Export	Add Activation Code	Delete	port				Use	ed/Purchased team collaboration	on board access accounts: 15/18
-0		Device Name	Department	Device Type	Device SN	Activation Code 5	Status ③	Expires	Activated	Operation 🛞
-0										2 🛈 :



Other Operations

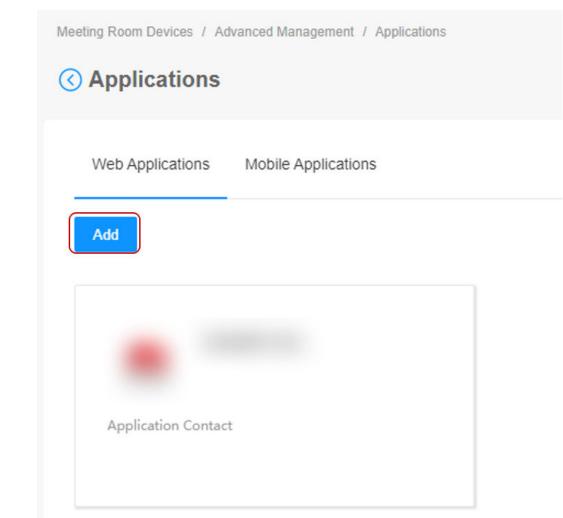
On the **Team Collaboration Boards** page, you can click i on the right to edit a device, click i to delete the device, and click i and reset the activation code of the device.

Meeting Room Devices / Intelligent Collaboration	Devices / Team Collaboration Boards Boards You can add, activate, and manage smart large-screen terminate such as Huawet Enterprise Ideatilub and Board series.	Q. Device name or SN
Departments Import Export	Add Activation Code Delete Export	Used/Purchased team collaboration board access accounts: 15/18
	Device Name Department Device Type Device SN Activation Code Status ①	Expires Activated Operation ©
-0		
-0		Reset Activation Code View Details
-0		Disable .
		C 🖬 :

6.2 Managing Applications

IdeaHubs can invoke web applications.

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



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.

O Add Web Application	
* Application Name	Application name
Images	Icon upload Supported image types: JPG, PNG. Supported image resolution: 128 x 128 pixels. Max image size: 200 KB. The default icon will be used if you do not upload an image.
	Thumbnail upload Only SmartRooms devices support thumbnails. Supported image resolution: 2,240 x 1,260 ptxels. Max image size: 2 MB. The default thumbnail will be used if you do not upload an image.
* Link	Link for calling the application
Application Contact	Contact name
	Save Cancel

----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**.

Meeting Room Devi	ces / Advanced	d Management /	Bulletin Board	d Content	
O Bulletin	Board Co	ontent			
Quick Publ 2 Upload Mat		blications	Programs	1 Material Library	
Upload M	laterials				×
			uploaded	3 Upload Material Upload Material 5 images in JPG, JPEG, or PNG format can be at a time. Recommended aspect ratio: 16:9, The resolution is 3840 x 2160, Max size of an image: 20 MB.	

Step 3 Create a program.

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

Meeting Room Devices / Advanced Manager	ent / Bulletin Board Content			
O Bulletin Board Content				
Quick Publication Publications	Programs Material Library			
Create Delete				Q. Program name or updater
Program Name	Playback Duration (s)	Updated By	Updated On	Operation

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

ogram N	ame Program nam	e					
elect Mat	terials (Select the mater	als to be cyclically played on th	e bulletin board.)				
Program	Materials			Selected			
	Material Name	Thumbnail	Updated	No.	Material Name	Thumbnail	Playback Duration (s)
			2022/04/21 11:37:00	1			10
			2022/04/21 11:36:53				
			2022/04/21 10:44:02				
			2021/12/15 15:14:40				
		👯 More					

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 Set Publication		§
3 Set Publication	•	•
Set Publication	Name	
	Nume	Finish
Duration	Publication	
	Create Program	elected: 1 (Materials: 1; Playback duration: 10s) Clear

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.

2	Select Devices	(Select t	the devices on which	the bulletin board is to be publishe
1	Device Groups			Selected (0)
	Device Gro	up Name	Remarks	
			P	
		2	-	
		2		
		N	o data available.	

+ Add Device

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

3 Set Publication Dura	tion		
Publication Duration	2022/06/14 00:00:00	 ☐ - 2022/06/20 23:59:59 	About 7 days
4 Name Publication			
* Publication Name	Publication name		
	Publish	Back	

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

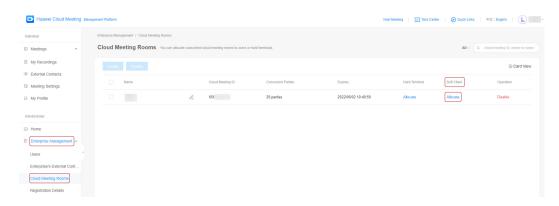
7 Managing Cloud Meeting Rooms

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.

epartments	Select a user		Q Name
	Name	Department	Mobile Number Email Address
			Total: 7 $<$ 1 $>$ 10 / page \vee

----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.

	Allocation Me	eting Room				×		
	Select a terminal							III Card
Name	Smart TV	IdeaHub Smart	Rooms Hard Terminal		Q Name	d Terminal	Soft Client	Operation
	Departments		Hard Terminal Name	Department	Device Model	cate	Allocate	Disable
	Ę		۲		TE20			
	-0				Total: 1 < 1 > 10 / page >			

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.

5	Allocation Me							×		
	Select a termina	i.								III Card V
Name	Smart TV	IdeaHub Sr	martRooms	Hard Terminal			Q Name, account, or email	d Terminal	Soft Client	Operation
	Departments		۲	Name	Department	Account	Email Address Total: 1 < 1 > 10/page </td <td>cate</td> <td>Allocate</td> <td>Disable</td>	cate	Allocate	Disable
				ОК	Cancel					

----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.

Enterprise Management / Cloud Meeting Rooms						All V			
Cloud Meeting Rooms You can allocate subscribed cloud meeting ito users or hard terminals.									
Enable Disable							III Card View		
Name		Cloud Meeting ID	Concurrent Parties	Expires	Hard Terminal	Soft Client	Operation		
	l_				Allocate	Allocate	Disable		
	l_				Allocate	Allocate	Disable		
	l_				Allocate	Allocate	Disable		
	l_				Allocate	Allocate	Disable		

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.

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

ividual	Enterprise Management / Registration Details	
Meetings ~	Enterprise Registration Details	
My Recordings		
External Contacts	Enterprise Name	Edit
Meeting Settings	Address	Edit
My Profile	Enterprise ID	
ministrator	Administrator Account	
Home	Administrator Password	
Enterprise Management	Administrator Email Address	
Users		
Enterprise's External Cont		
Cloud Meeting Rooms		
Registration Details		

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 $\stackrel{\textcircled{}}{=}$ in the **Operation** column of the row containing a meeting to host the meeting, click $\stackrel{\checkmark}{=}$ to join the meeting, or click $\stackrel{\frown}{=}$ to invite others to the meeting.

etings / Ongoing Meetings						
ngoing Meetings					Q Me	eting topic, meeting ID, or schedule
Meeting Topic	Scheduled By	Department	Cloud Meeting ID	Start Time	Online Participants	Operation
's Meeting			286	2022/06/15 10:15	0	

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

etings / Ongoing Meetings	s / Meeting Details		
Meeting Detail	s		
asic Information			Meeting Control + Join Meeting C Share
Meeting Topic Meeting Type	's Meeting Video	Scheduled By Cloud Meeting ID 286	
Time	2022/06/15 10:15-11:00	Meeting Password Host () Guest ()	
Online Participants			Q. Display name
		Overall Video Audio Presentation	
Display Name 👙	Status	Type Network	Joined



Viewing Scheduled Meetings

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

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

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

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

Petings / Upcoming Meetings						Q. Meeting topic, meeting ID, or sc.
Meeting Topic	Scheduled By	Department	Cloud Meeting ID	Start Time	Duration	Operation
's Meeting			28	2022/06/15 10:30	45 minutes	

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

setings / Upcoming Meetings / Meeting Details			
Meeting Details			
asic Information			🗹 Edit 🕤 Cancel 🔀 Sha
Meeting Topic Is Meeting Meeting Type Video Time 2022/06/15 10.30-11:15		Scheduled By Cloud Meeting ID 289 Meeting Password Host () Guest (
Participants Hard Terminals			Q Name, mobile, or email
Name	Department	Email Address	

----End

Viewing the Meeting History

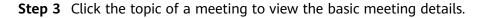
The **Meeting History** page presents details about operations in the meetings that have ended, including the operation time, operator, and related description.

- **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 $\overset{\checkmark}{\frown}$ in the **Operation** column of the row containing a meeting record to export the details of the meeting.

eetings / Meeting History								
eeting History								
Equal Max. records to expect at a time 500,000								8
Meeting Topic	Scheduled By	Department	Cloud Meeting ID	Start Time 👙	Actual Duration	Attendee count	Operation	
s Meeting			286	2022/06/15 10:15	6 minutes	0	<u>e</u>	



Meetings / Meeting History / Meeting Details					
O Meeting Details					
Basic Information					🖄 Export
Meeting Topic S Meeting Meeting Type Video Time 2022/06/15 10:15-10:21		Scheduled By Cloud Meeting ID Meeting Resource	286	(100 participants)	
Participants Hard Terminals Participant Records					Q Name, mobile, or email
Name	Department			Email Address	
					Total: 1 < 1 >

Step 4 Click **Carter** 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 \checkmark in the **Operation** column of the row containing a task to download and view the meeting control file. You can also click \bigcirc to delete the meeting control record.

				Host Meeting	Task Center	Links
ask Center						×
m Collaboration Boards	SmartRooms	Hard Terminal Information	Enterprise's External Contacts	Individual's Ext	ternal Contacts Meetings	
				2023/10/17	☐ - 2023/11/16	
Task Creation Time	Operation Type	Operated By	Successes / All	Status	Operation	
2023/11/16 11:53:58	Export		1/1	Finished	上 📋	
				Total: "	1 < 1 > 10/pag	
			Close			

----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.

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

Meetings / Recording Files						
Recording Files \ominus						Q Topic, meeting ID, or scheduler
					2023/10/17	- 2023/11/16
Topic	Scheduled By	Cloud Meeting ID	Start Time	Duration	File Size (MB)	Operation
						Share More

----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**.

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.

Huawei Cloud Meeting Ma	inagement Platform		Online Subscription	Host Meeting Consulting	Task Center 🖉 🖉 Quick Link	s Htt:English 🕕
Individual	Meetings / Meeting Settings					
E Meetings ~	Meeting Settings					
My Recordings						
External Contacts	Basic Settings Media Settings E	Interprise Public Live Room SmartRooms Settings				
3 Meeting Settings						
3. My Profile	Meeting Reservation	Meeting Reservation				
Administrator	In Meeting Recording & Live Broadcast	Time Zone				
	Meeting Notification	(GMT+08:00) Beijing, Chongqing, Hon 🗸				
C Home	After Meeting	Meeting Type				
Enterprise Management ~	Other	Video Voice				
Meeting Room Devices ~		Waiting room				
9 Meetings ^ *		Allow guests to join meeting ahead of the host				
Ongoing Meetings		At any time V before the meeting starts				
Upcoming Meetings						
Meeting History		In Meeting				
Recording Files		Adaptive encryption				
Meeting Settings		Automatically call participants when meetings start				
8 Apps		Automatically mute soft clients or phones except host after joining meetings				
3 Advanced Settings ~		Automatically mute hard terminals except host after joining meetings				
		Scan guest QR code to join meetings using hard terminal				
		Screen Sharing Permissions ① When others share their screen, who can start sharing?				
		Host only All participants				

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**.

- **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.

In Meeting	
Adaptive encryption	
Automatically call participants when meetings start	
Automatically mute soft clients or phones except host after joining meetings	
Automatically mute hard terminals except host after joining meetings	
Scan guest QR code to join meetings using hard terminal	
Chat	
Automatically leave group chat when leaving meetings	
Duration of Displaying On-Screen Comments and Pop-ups	
Default V	
Take back host privileges ③	
Meeting bookers only Those who join the meeting as host	
Meeting watermark 💿	

Simultaneous Interpretation

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

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

	Meeting Reservation	In Meeting	
1	In Meeting		
	Recording & Live Broadcast	Adaptive encryption	
	Meeting Notification	Automatically call participants when meetings start	
	After Meeting	Automatically mute soft clients or phones except host after joining meetings	
	Other	Automatically mute hard terminals except host after joining meetings	
		Scan guest QR code to join meetings using hard terminal	
		Screen Sharing Permissions 💿	
		When others share their screen, who can start sharing?	
		Host only All participants	
		Chat	
		Automatically leave group chat when leaving meetings	
		Duration of Displaying On-Screen Comments and Pop-ups	
		Default V	
		Take back host privileges 💿	
		Meeting bookers only Those who join the meeting as host	
		Meeting watermark	
		1080p UHD video	
		If enabled, all enterprise users can enable 1080p UHD under Advanced Parameters when scheduling a meeting on this platform. View Details ×	
		Simultaneous Interpretation Languages	
		Default Languages	
		🐵 Chinese 🐵 English 🐵 French 🐵 German 🐵 Russian 🔕 Japanese 🖨 Korean 🐵 Spanish 🕲 Portuguese 🕼 Ar	abic
		() Italian	
		Add Custom Language	

Advanced AVC Hard Terminal Layout

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

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

Meeting Reservation	AVC Hard Terminal Layout	
Recording Meeting Notification	Speaker Gallery	
After Meeting	Advanced AVC Hard Terminal Layout	
Other	Voice Activation Mode on AVC Hard Terminals	
	Copy screen ⑦	

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 voiceactivated 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.

Meeting Reservation	
Recording	Speaker Gallery
Meeting Notification	
After Meeting	Advanced AVC Hard Terminal Layout ⑦ Hide non-video participants
Other	
	Voice Activation Mode on AVC Hard Terminals
	Copy screen ⑦ Exchange screens ⑦

Media Settings

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

Meetings / Meeting Settings								
Me	Meeting Settings							
	Basic Settings	Media Settings	Enterprise Public Live Room	SmartRooms Settings				
	Max Resolution		1080p					
	Max Bandwidth		4 Mbit/s					
			Edit					

10.2 Setting Administrators

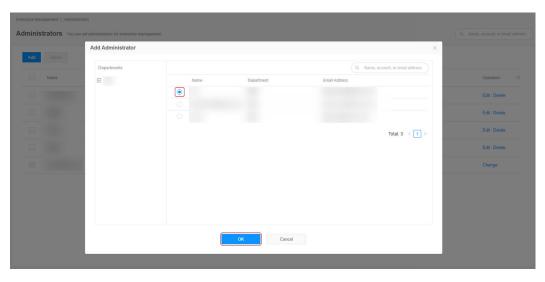
The default administrator of an enterprise has all administrator permissions and can add administrators to assist in enterprise management.

- **Step 1** In the navigation pane, choose **Enterprise Management > Administrators**.
- Step 2 Click Add. The Add Administrator dialog box is displayed.

ndividual	Enterprise Management / Administrators					
3 Meetings ~	Administrators You can set adr	ninistrators for enterprise management.				
My Recordings	Add Delote					
Meeting Settings	Name	Email Address	Role	Scope	Permissions	Operation
My Profile			Global administrator	Entire enterprise		Edit Delete
udministrator		Add Admir Member		rprise		Edit Delete
Home		the second se	nt a member as administrator.	Select rprise		Edit Delete
Enterprise Management		Role		rprise	Meeting management	Edit Delete
Users		Globa	I administrator	rprise		Change
Enterprise's External Cont			Save Back			
Cloud Meeting Rooms Registration Details				_		
Administrators						

- **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**.

Enterprise Man	Enterprise Management / Administrators								
Administ	trators You can set administrators for e	nterprise management.							
Add									
	Name	Email Address	Role	Scope	Permissions	Operation			
			Global administrator	Entire enterprise		Edit Delete			
		Contraction of the local division of the loc	Administrator	rprise		Edit Delete			
			Appoint a member as administrator.	Select		Edit Delete			
			Role	rprise	Meeting management	Edit Delete			
		10000	Global administrator	rprise		Change			
			Save Back						



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.

Enterprise Man	agement / Administrators					
Adminis	trators You can set administrators for e	nterprise management.				Q Name, account, or email address
Add						
	Name	Email Address	Role	Scope	Permissions	Operation
		-	Global administrator	Entire enterprise		Edit Delete
		Constant of the local division of the local	I Administrator	×		Edit Delete
			Appoint a member as administrator.	Select rprise		Edit Delete
		1000	Role	rprise	Meeting management	Edit Delete
			Global administrator	rprise		Change
			Global administrator Custom administrator			

- **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 $\frac{1}{100}$ to select a department.
 - Available management permissions are enterprise management and meeting room management.

d Administrator	×	Add Administrator	
Member		Member	
	Select		\$
Role		Role	
Custom administrator		Custom administrator V	
Scope		Scope	
Entire enterprise Specific departments		O Entire enterprise Specific departments	
Permissions Enterprise management Meeting room management Meeting management		Enterprise management Manage only the specified departments and users in the department Meeting room management Manage only hard terminals, including intelligent collaboration devic SmartRooms, smart Tvs, and third-party meeting terminals.	

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

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

- **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**.

Enterprise Management / Administrators								
Administrators You can set ad	iministrators for enterprise management.							
Add Delete		Add Administrator ×						
Name	Email Address	Member	Permissions	Operation ©				
P		p		Edit				
		Role Custom administrator		Edit Delete				
		Scope		Edit Delete				
		Entire enterprise Specific departments	Meeting management	Edit Delete				
		Permissions		Change				
		Enterprise management						
		Meeting room management Meeting management						
		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.

Enterprise Management / Administratura							
dministrators Vio can set administrators for entreprene management.							
Add Delete							
Name	Email Address	Role	Scope	Permissions	Operation		
		Global administrator	Entire enterprise		Edit Delete		
		Global administrator	Entire enterprise		Edit Delete		
		Global administrator	Entire enterprise		Edit Delete		
		Custom administrator	Entire enterprise	Meeting management	Edit Delete		
		Super administrator	Entire enterprise		Change		

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 (***).

Advanced Settings / Sensitive	Words		
Sensitive Words			
Sensitive word		Add	
Enter a sensitive word in the The sensitive word containe			ight to add the sensitive word. erisks (***).
Up to 100 sensitive words ca	-	· •	
Delete Clear	Total: 0		

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**.

lard Termina	I Information Users car	i query the terminal version,	online status, activation time, an	d configuration, and modify term	inal configurations.			Q. Device name or SN
Device Name	Device Model	Device SN	MAC Address	Device Status	Device Version	eShare Version	Activated	SIP Registration
	HUAWEI IdeaHub Pro			Logged in			2021-03-10 06:14:00	Registered

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**.

Huawei Cloud Meeting Mark	soumant Diversion					
_						
Individual	Meeting Room Devices / OSM Monitoring / Config					
🕾 Meetings 🗸 🗸	Configurations You can set the config	puration delivery after the terminal is activated or mod	ity the configuration delivery in			
My Recordings External Contacts	Activating Configuration Batch Configur	ation				
Ci Meeting Settings	$\hfill After the terminal is activated, the following configurations are used by obtaut \times$					
8. My Profile		configurations are used by default. ×				
Administrator	Basic Configuration					
C Home	Daylight Saving Time	Disabled				
8° Enterprise Management ~	Site Name Display Duration	Always display				
A Meeting Room Devices	Fault Diagnosis Information Collection	Disabled				
Intelligent Collaboratio v	IdeaHub Configuration					
SmartRooms	Basic Settings					
Smart TVs	Using Huawel Cloud Meeting	Yes				
Third-Party Meeting Termi						
Device Groups	Dynamic Bandwidth Adjustment	Enabled				
Advanced Management	Experience Improvement Plan	Disabled	v Ø			
O&M Monitoring	SVC Conference	Enable				
Hard Terminal Details	Application Installation Permission	Forbid				
Configurations	Enable OPS upon Startup	Enable				
PMI & Data Collection						
9 Meetings ~	Advanced Settings Password	Enabled				
iii Dashboard	Password	Enter a password.				
Advanced Settings ~	Confirm Password	Enter the password again.				
	Encryption	Auto				
	Whiteboard Settings					
	QR Code	Huawel Cloud Meeting				
	Wireless Projection Settings					
	Wireless Projection	Huawei Cloud Meeting				
	Huawei Cloud Meeting Code Format	Random				
	Projection Code	Display				
	Wi-Fi Settings	Super				
	Hide SSID	Disabled				
	SSIVTelnet	Disabled				
	SSH	1.00				
	000	Forbid				
	Teinet	Forbid				
	Power Management					
	Auto Reboot	Disabled				
	Sleep Time	10 min				
	Mailbox Settings					
	Security Protocol	STARTTLS				
	Mall Server Address	IP address of the mail server				
	Mail Server Port	25				
	Email Address	Email address				
	Malibox Username	Usemarne				
	Email Password					
		Enter a password.				
	Confirm Password	Enter the password again.				
		Open Cancel				

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.

----End

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.

Advanced Settings / Operation Lo	ogs						
Operation Logs							
				Ad	vanced Search · 2022/05/16	- 2022/06/15	
Account	Operation Object	Operation Type	Operated 😄	IP Address	Result	Op	peration
	Login/Logout	Login	2022/06/15 11:27:17		Successful		
	Login/Logout	Logout	2022/06/15 11:27:17		Successful		

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

anced Settings / Operation	n Logs					
peration Logs						
					Advanced Search - 2022/05/16	- 2022/06/15
Operation Object	All	Operation Type	All	V	Result All	v
Account		IP Address			Details	
	Search Reset					
Account	Operation Object	Operation Type	Operated 👙	IP Address	Result	Operati
	Login/Logout	Login	2022/06/15 11:27:17		Successful	

----End

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.

Ivanced Settings / Privacy Statement	
rivacy Statement	
Custom Privacy Statement	
Notes:	
	ise. Meeting users in your enterprise can download and view the released privacy statement after logging in to the meeting system.
Customize your privacy statement using the provided ten Download the Chinese or English privacy statement te	nplate and upload the file. The file size cannot exceed 2 MB. emplate. customize its content, and upload the file.
Chinese Privacy Statement	··· Upload
English Privacy Statement	··· Upload
Fund	
-End	