

**Huawei Cloud Meeting**

# **Enterprise Administrator Guide**

**Issue**            02  
**Date**             2024-04-26



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# 1 Before You Start

## Logging In to the Huawei Cloud Meeting Management Platform

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

Log in to the [Huawei Cloud Meeting Management Platform](#) using an enterprise administrator account.

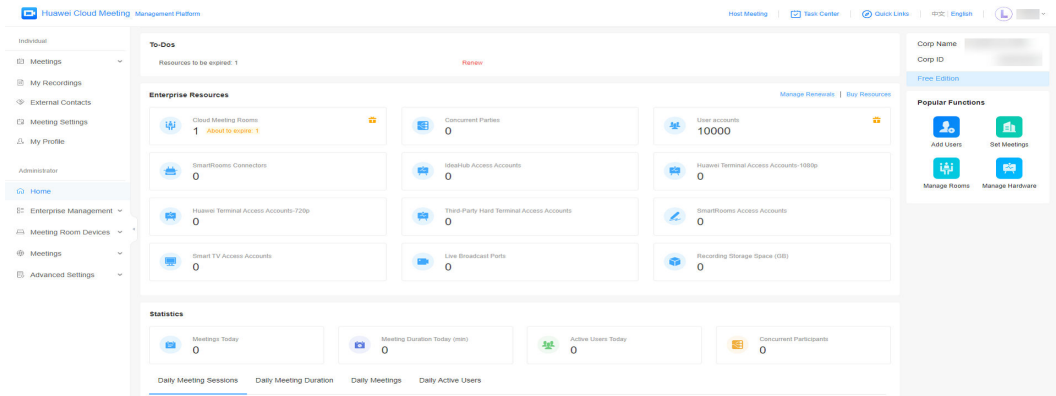
## Enterprise Resources

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

**Table 1-1** Enterprise global resource usage

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

Figure 1-1 Overview page



# 2 Managing Departments

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

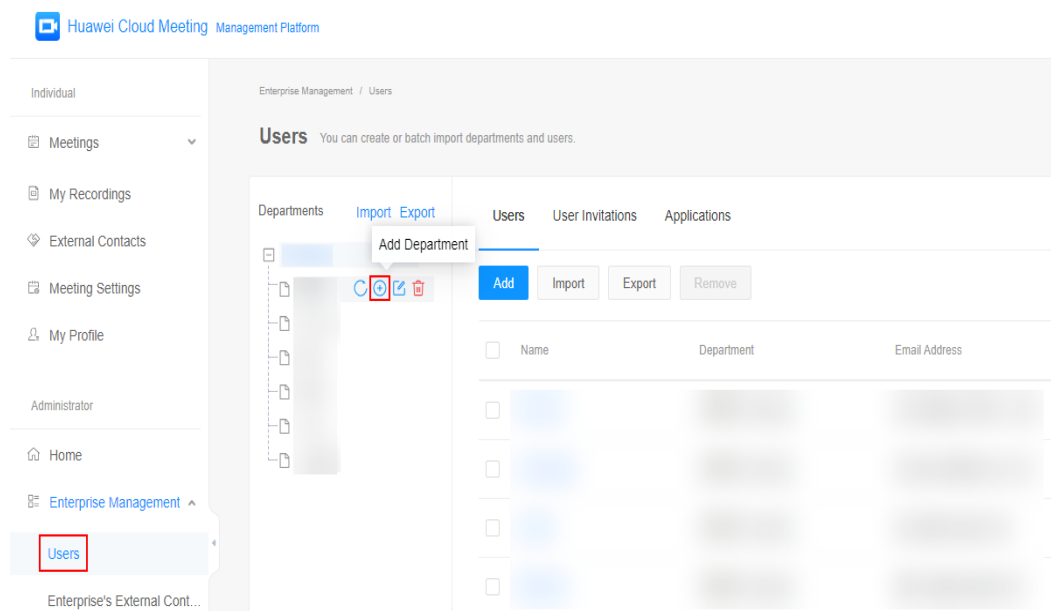
After a department is added, you can export the department data, and modify and delete the department.

## Adding a Department

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

**Step 2** Click  next to a department.

**Figure 2-1** Adding a department



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


**Figure 2-2** Entering department information

The screenshot shows a form titled "Add Department". It contains the following fields and controls:

- \* Department Name**: A text input field with the placeholder "Department name".
- Upper-Level Department**: A dropdown menu with a search icon.
- Dept No. in Directory**: A text input field containing "10000".
- Remarks**: A text input field with the placeholder "Remarks".
- Directory Permissions of Department Members**: A toggle switch that is currently turned on. Below it are three radio button options:
  - View their own details
  - View directory of this department and its lower-level departments
  - View directory of specific departments
- Public department**: A toggle switch that is currently turned off.

At the bottom of the form, there are two buttons: "Save" (in blue) and "Cancel" (in grey).

**Table 2-1** Parameters

Parameter	Description
Directory Permissions of Department Members	<p>Enable this function to control the directory access permissions for members in this department.</p> <ul style="list-style-type: none"> <li> <b>View their own details</b>                      Department members can view only contact details of themselves.                 </li> <li> <b>View directory of this department and its lower-level departments</b>                      Department members can view contact details of members in this department and its lower-level departments.                 </li> <li> <b>View directory of specific departments</b>                      Select this option and click  to add departments, so members in this department can view contact details of members in the specified departments.                 </li> </ul>
Public Department	<p>If <b>Public Department</b> 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.</p>

----End



 NOTE

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

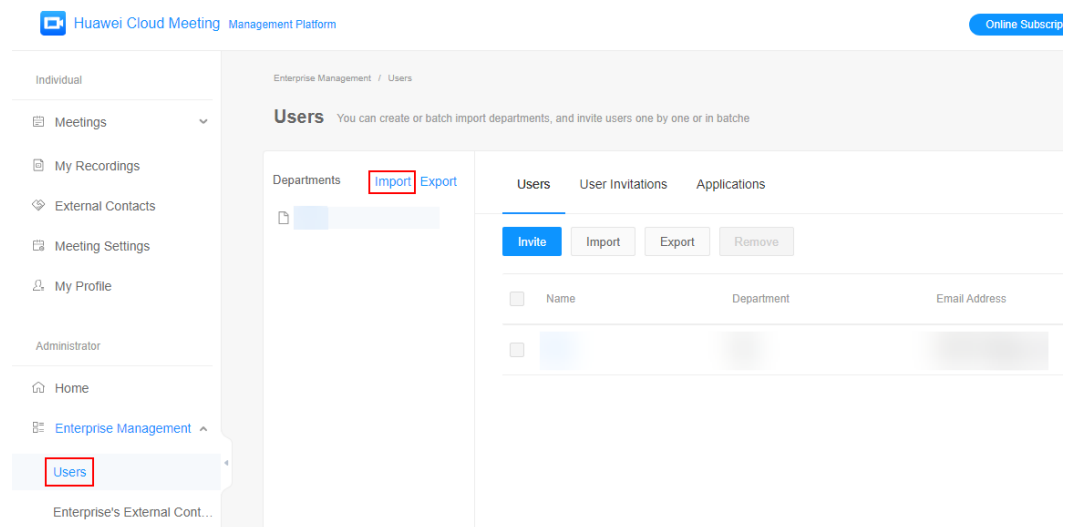
## Adding Multiple Departments

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

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

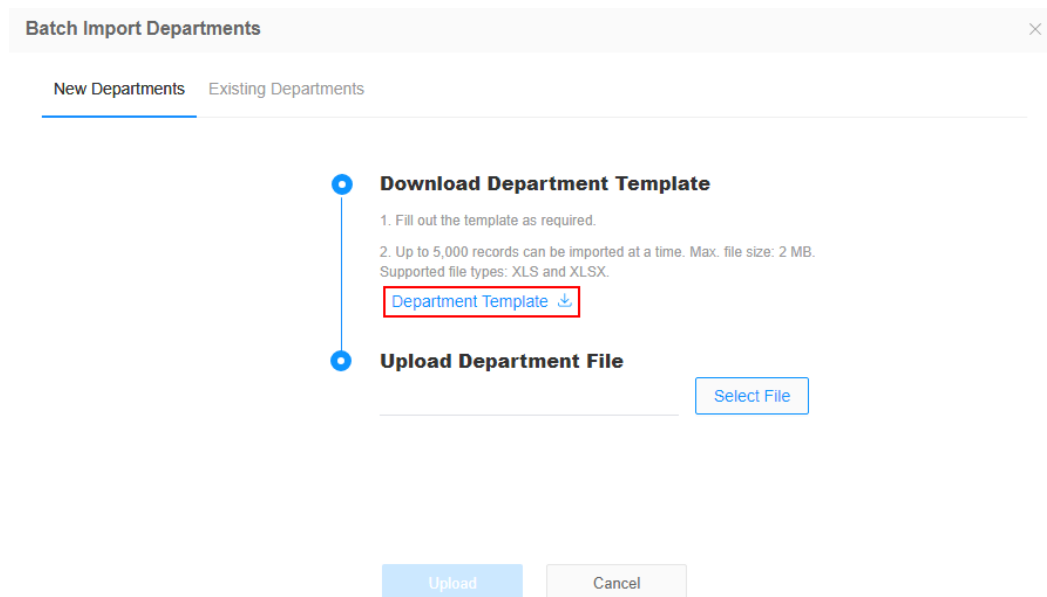
**Step 2** Click **Import** next to **Departments**.

**Figure 2-3** Clicking Import



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

**Figure 2-4** Downloading the department template

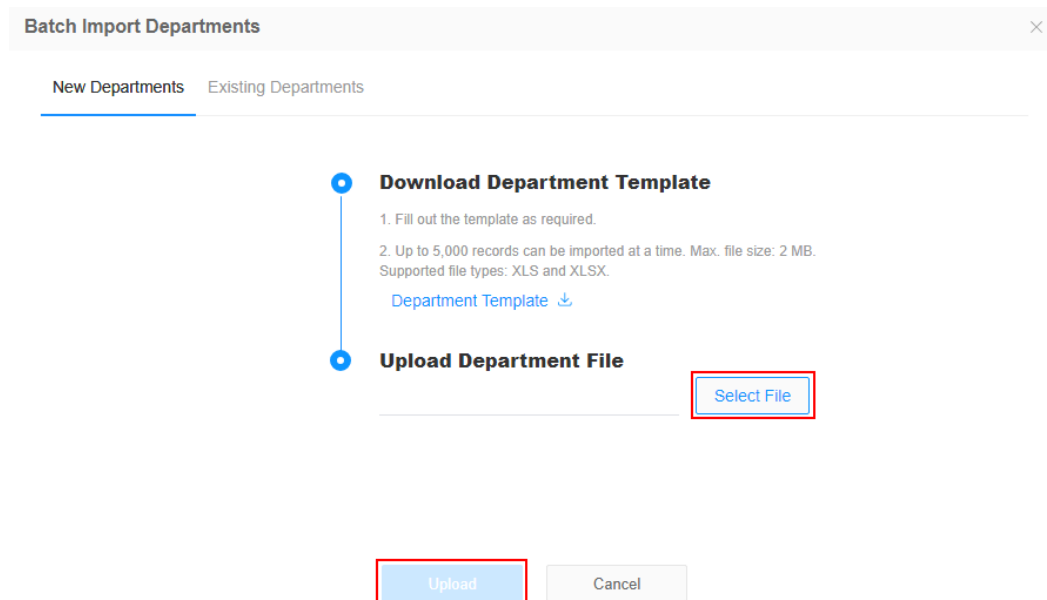


**Step 4** Carefully read the precautions in the department template and fill in the department information in the template.



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

Refresh the page after the file is imported successfully.

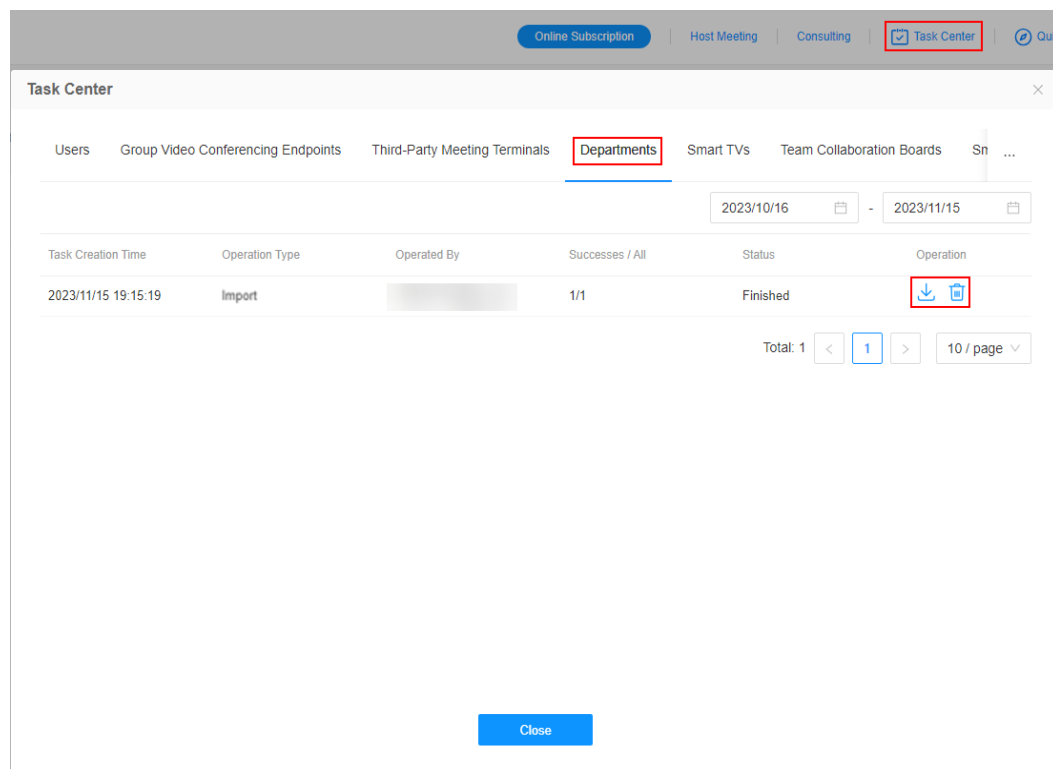
**Figure 2-5** Uploading the department file



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

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

**Figure 2-6** Managing task records



----End

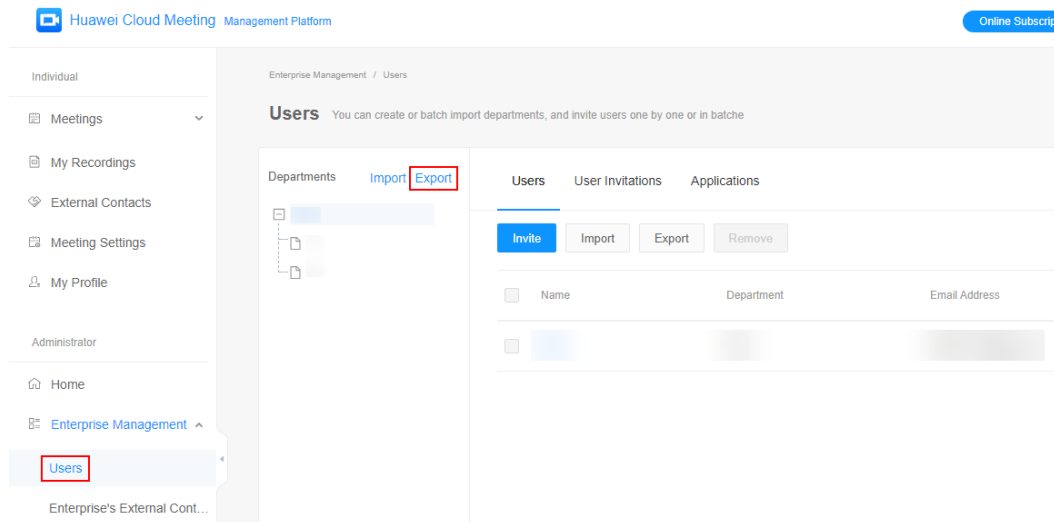
## Exporting Departments

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

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

**Step 2** Click **Export**.

Figure 2-7 Exporting department information



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



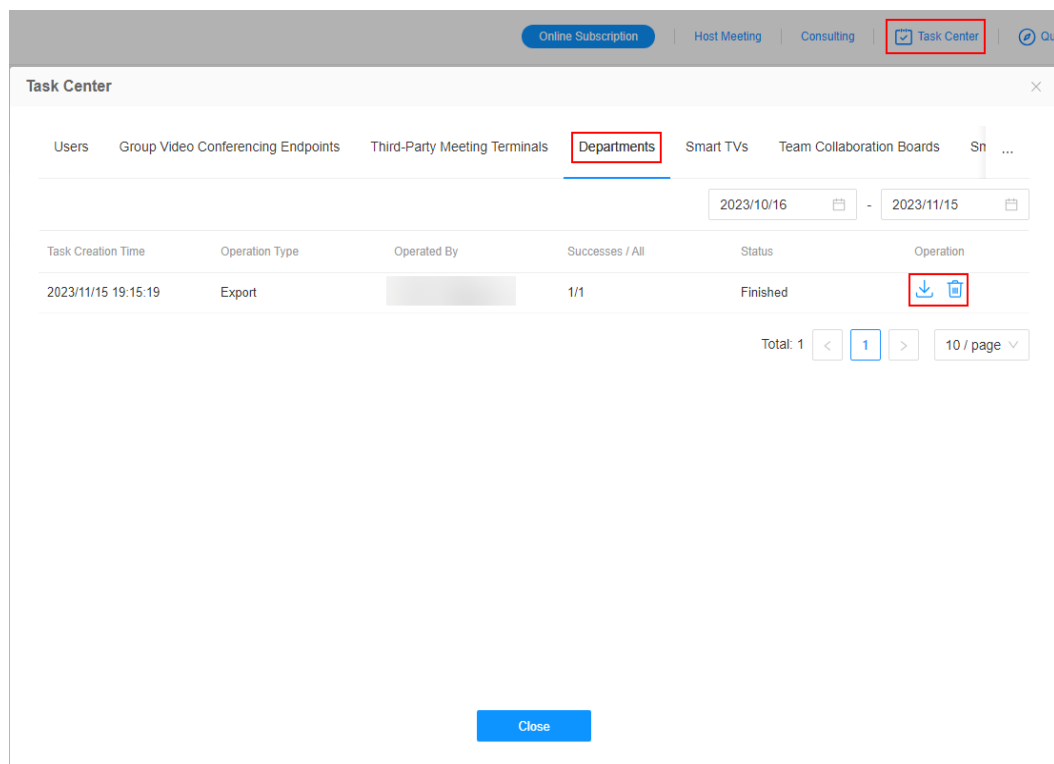
On the **Departments** tab, click  in the **Operation** column of the row containing the task to download and view the export result. You can also click  to delete the task record.

Figure 2-8 Downloading or deleting the export results



----End

# 3 Managing Users

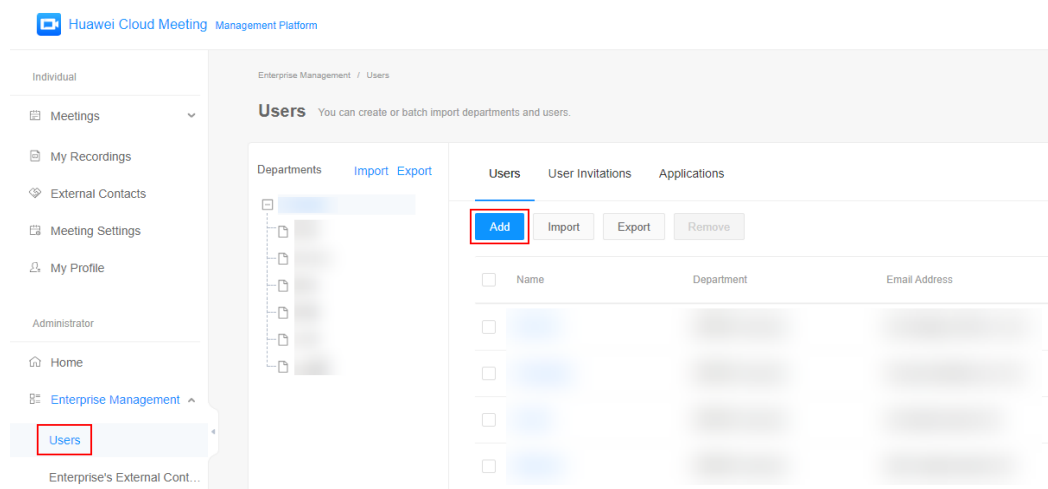
You can add users to your enterprise one by one or in batches, and edit or delete users.

## Inviting a User

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

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

**Figure 3-1** Adding a user



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

**Figure 3-2** Adding a user

The screenshot shows the 'Add User' form in the Enterprise Management interface. The breadcrumb trail is 'Enterprise Management / Users / Add User'. The form title is 'Add User'. The form contains the following fields:

- Name**: A text input field with a red asterisk indicating it is required.
- Email Address**: A text input field with a red asterisk indicating it is required.
- Department**: A dropdown menu with a red asterisk indicating it is required.
- Contact No. in Directory**: A dropdown menu with a help icon (question mark in a circle).
- Job Title**: A text input field.
- Remarks**: A large text area for additional information.

At the bottom of the form, there are two buttons: a blue 'Save' button and a grey 'Cancel' button.

**Table 3-1** Parameter description

Parameter	Description
Contact No. in Directory	Default value: <b>10000</b> . 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

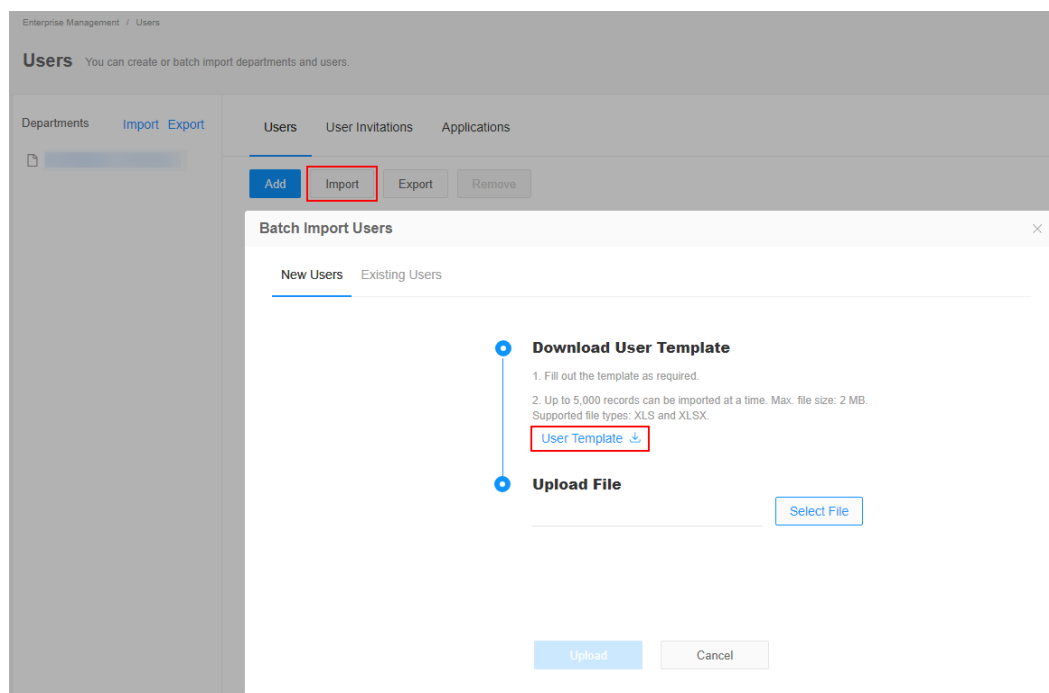
You can add users by importing them using the user import template.

**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.

Figure 3-3 Downloading the user template



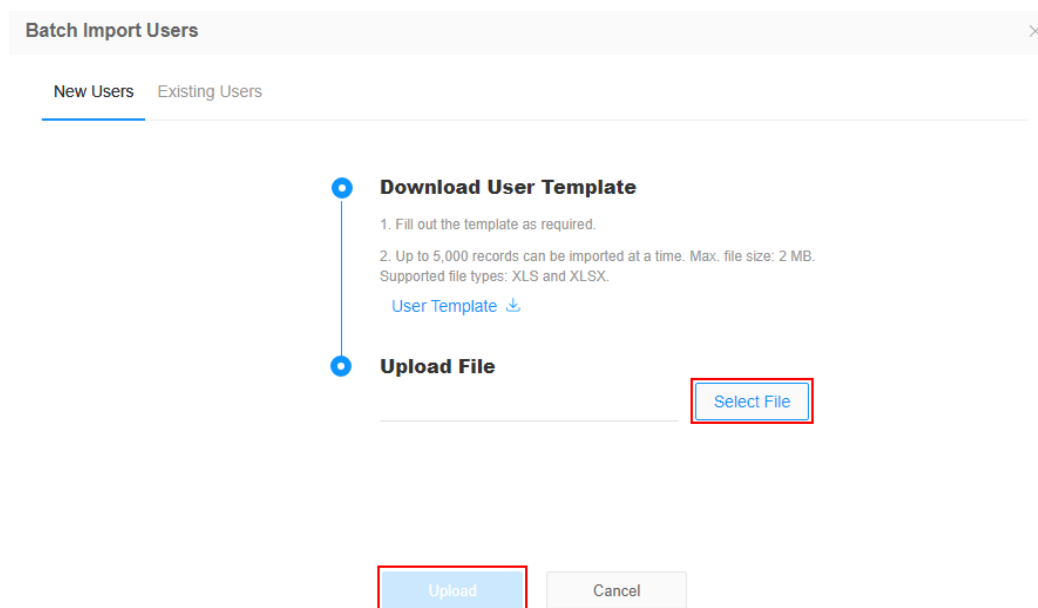
**NOTE**


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.

Figure 3-4 Importing user information



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



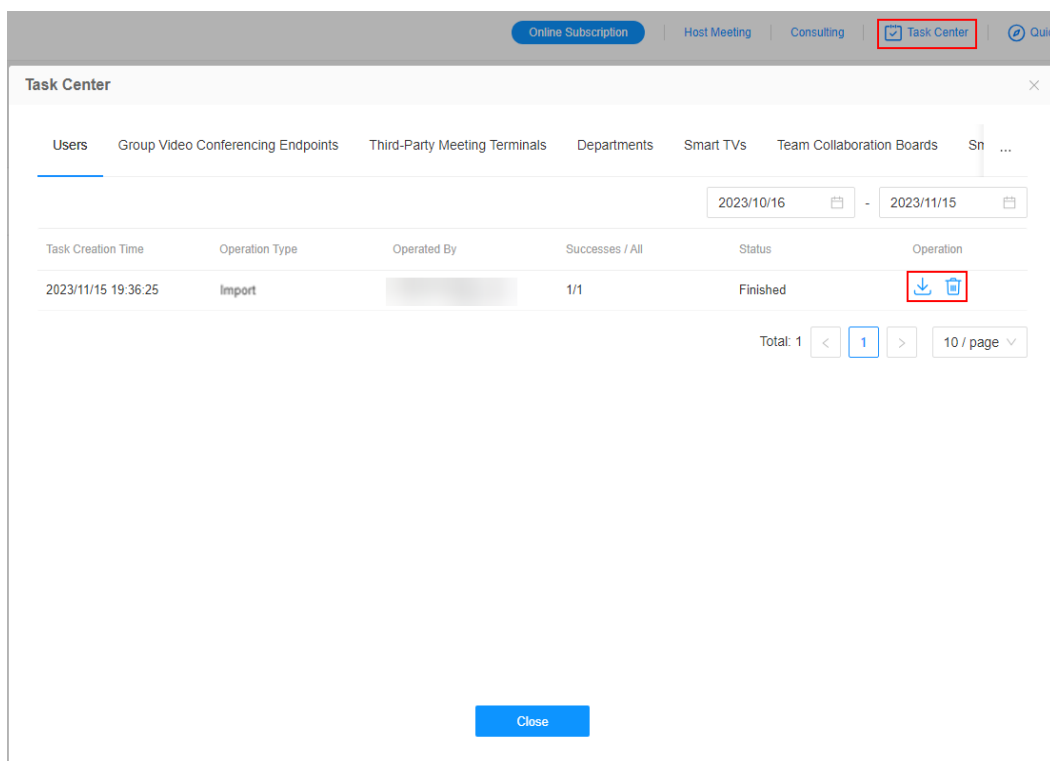
On the **Users** tab page, click  in the **Operation** column of the row containing the task to download and view the result. You can also click  to delete the task record.

Figure 3-5 Managing task records

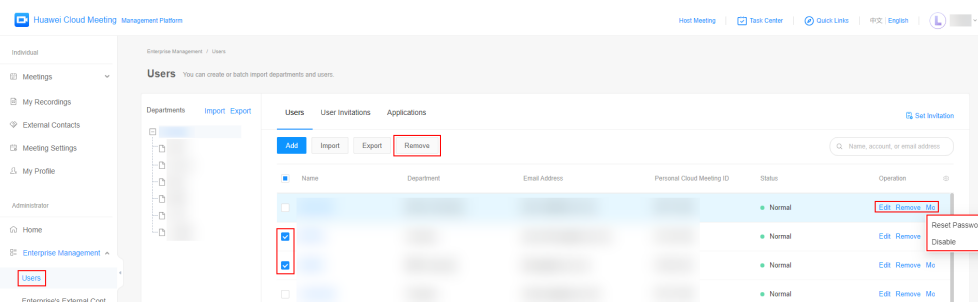


----End

## Other Operations

- On the **Users** page, click **Edit** in the **Operation** column of the row containing the user to edit, click **Remove** to remove the user, and click **More** and choose to reset the user password, or disable or enable the user account.

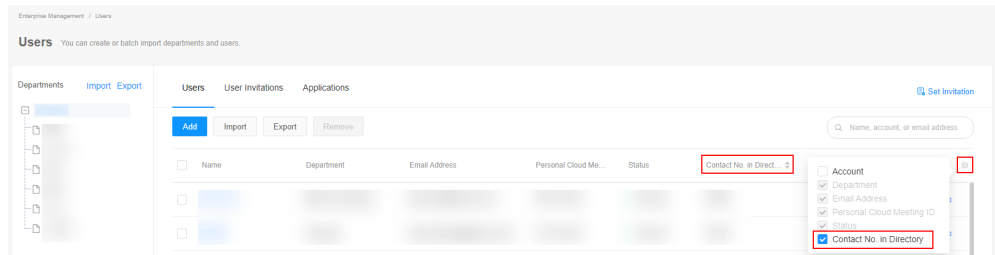
Figure 3-6 Managing users



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

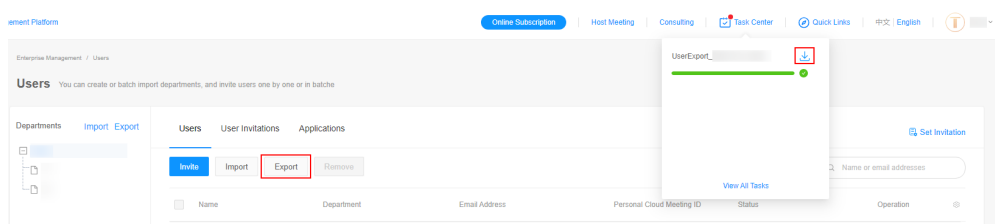


**Figure 3-7** Viewing the contact No. of a user in the corporate directory



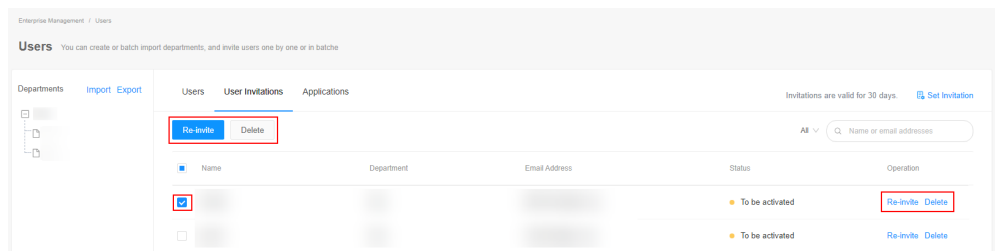
- Click **Export** to view users in an Excel file.

**Figure 3-8** Exporting user information



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

**Figure 3-9** Managing user invitations

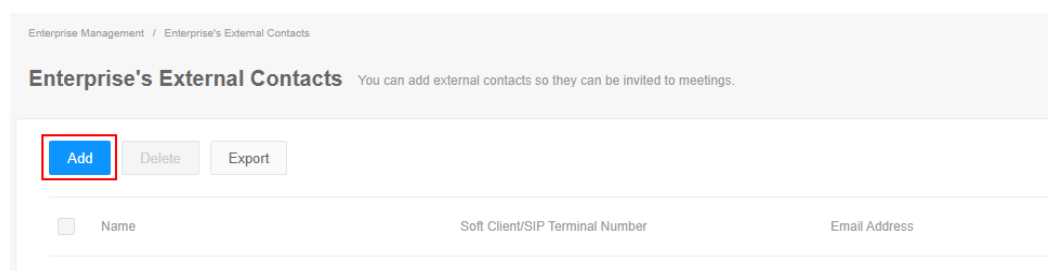


# 4 Managing External Contacts

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**.

Enterprise Management / Enterprise's External Contacts / Add Enterprise's External Contact

### ← Add Enterprise's External Contact

* Name	<input type="text" value="Name"/>
Soft Client/SIP Terminal Number	<input type="text" value="Example: +991116*****"/>
Email Address	<input type="text" value="Email address"/>
Address	<input type="text" value="Address"/>
Enterprise Name	<input type="text" value="Enterprise name"/>
Department	<input type="text" value="Department name"/>
Job Title	<input type="text" value="Job title"/>
Remarks	<input type="text" value="Remarks"/>

----End

# 5 Managing Hard Terminals

## 5.1 Adding Hard Terminals

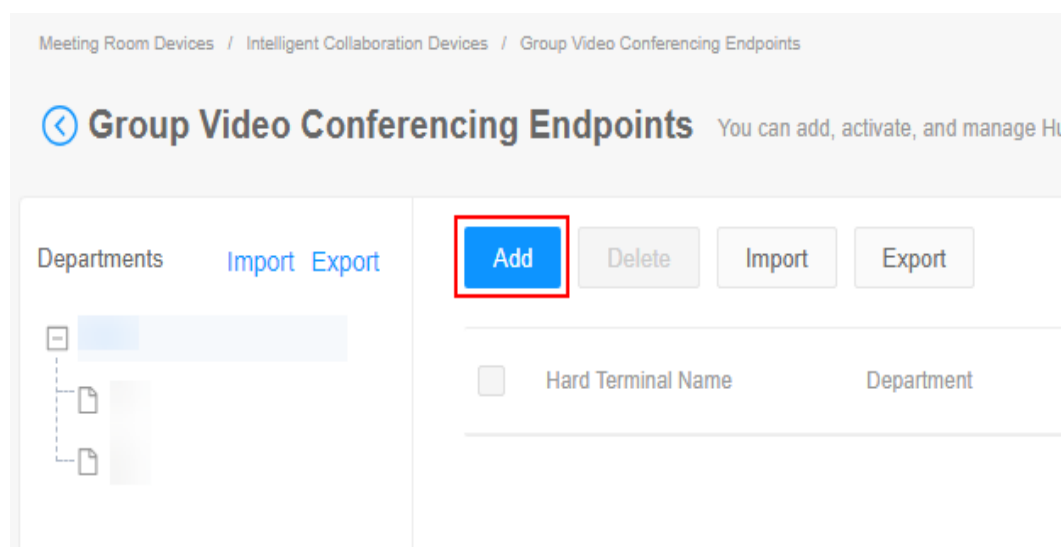
Huawei Cloud Meeting adapts to professional meeting terminals, including CloudLink Board, CloudLink Box, CloudLink Bar, TE10, TE20, TE30, TE40, TE50, TE60, and DP300.

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.

**Table 5-1** Parameters for adding a professional meeting terminal

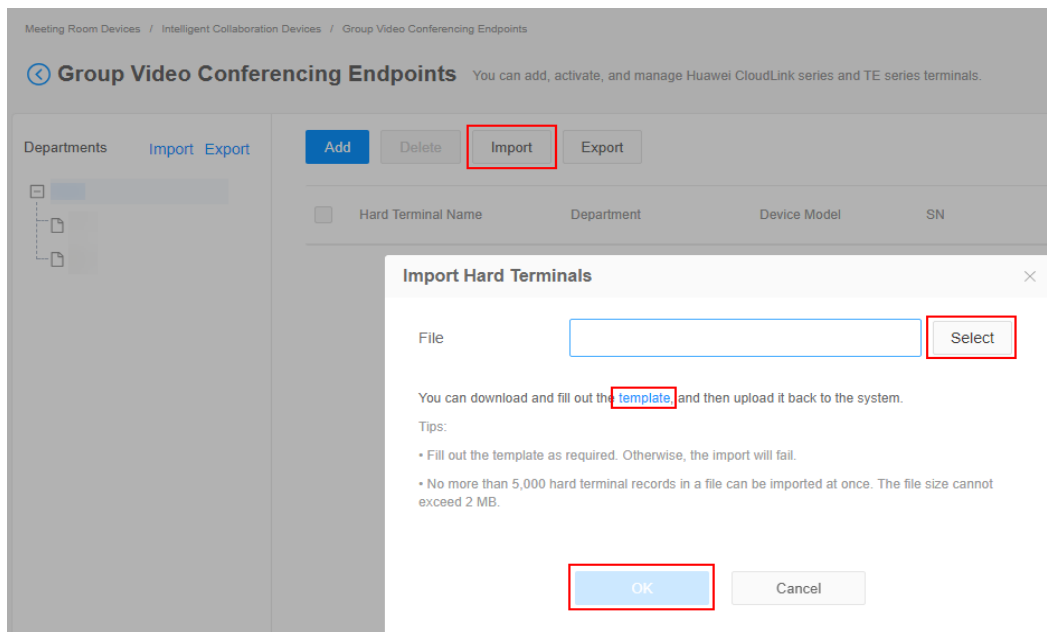
Parameter	Description
Hard Terminal Name	Enter the name of the professional meeting terminal.
Device Model	Select the device model corresponding to the professional meeting terminal.
SN	Obtain and enter the SN of the professional meeting terminal. Each Huawei hard terminal has an SN. To obtain the SN, log in to the web interface of the terminal, choose <b>Help &gt; Version</b> , and find the SN on the <b>Version</b> 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.

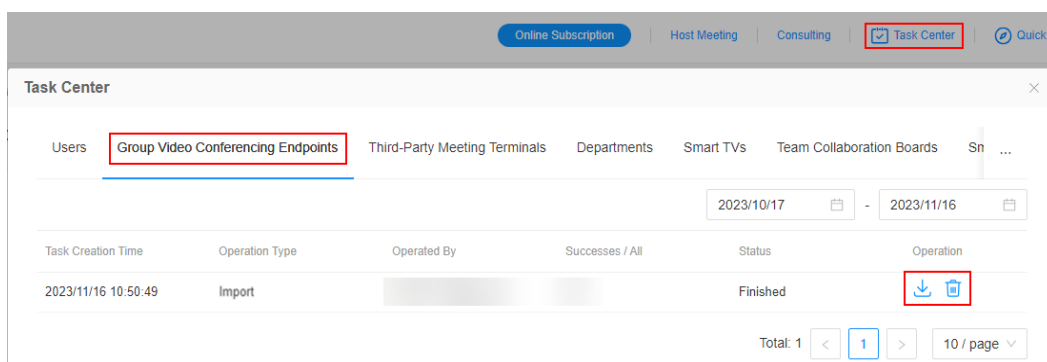


**NOTE**

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

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




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

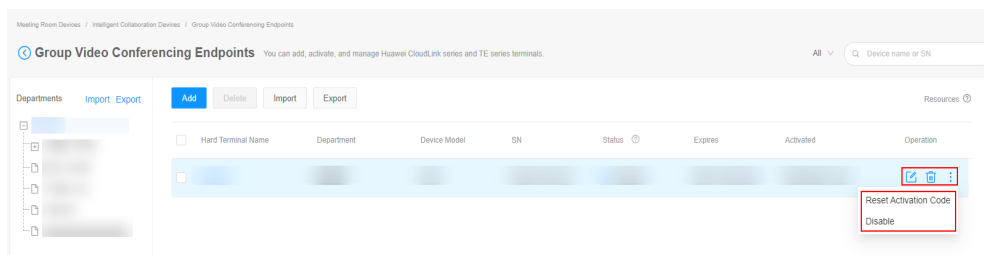


----End

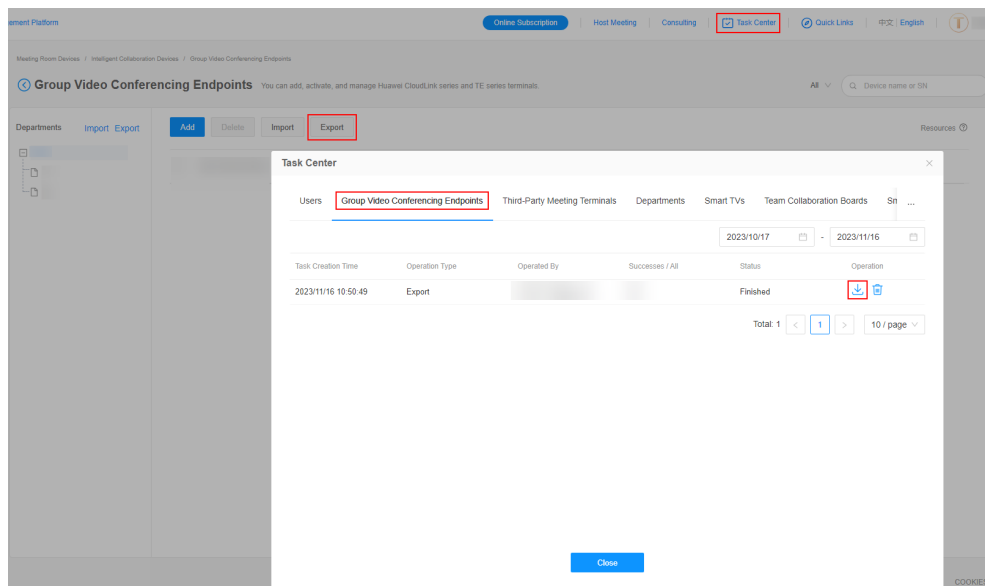
**Other Operations**

- Activating and configuring professional meeting terminals
  - CloudLink Board: [Using the Touchscreen](#), [Using the Web Interface](#), or [Using the Touch](#)

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



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



## 5.2 Configuring the CloudLink Board

### 5.2.1 Using the Touchscreen

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

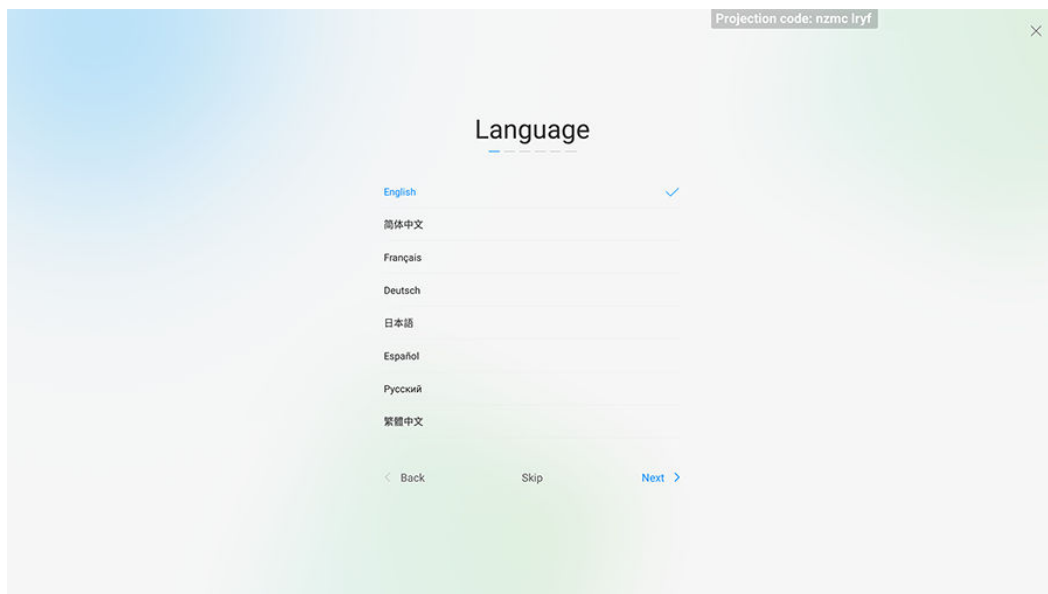
#### NOTE

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

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

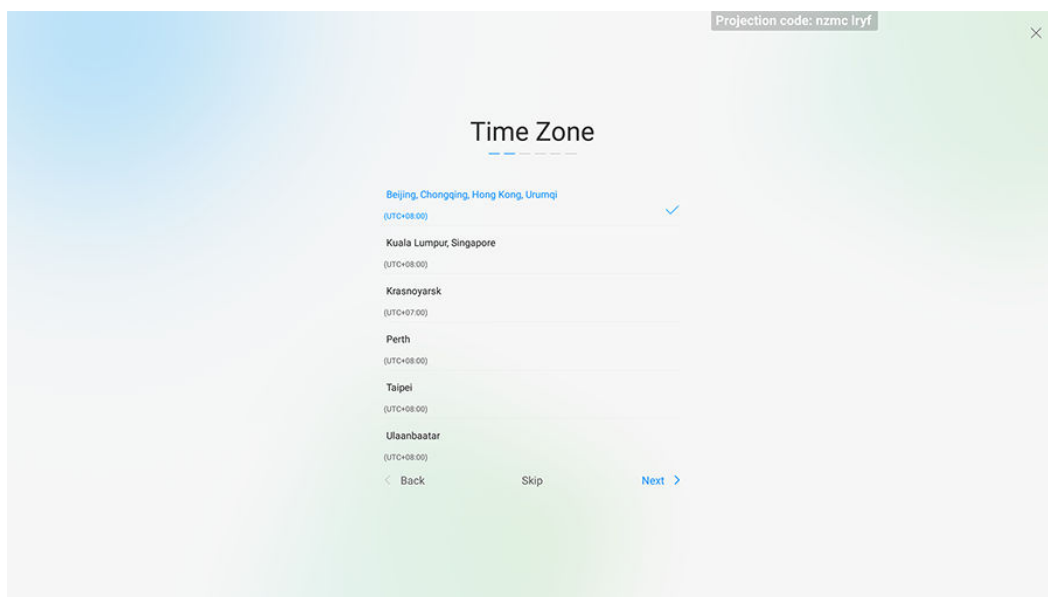
**Step 2** Select a language, as shown in [Figure 5-1](#). Then touch **Next**.

**Figure 5-1** Language



**Step 3** Select a time zone, as shown in [Figure 5-2](#). Then touch **Next**.

**Figure 5-2** Time zone



**Step 4** Select cable or Wi-Fi connection.

**NOTE**

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

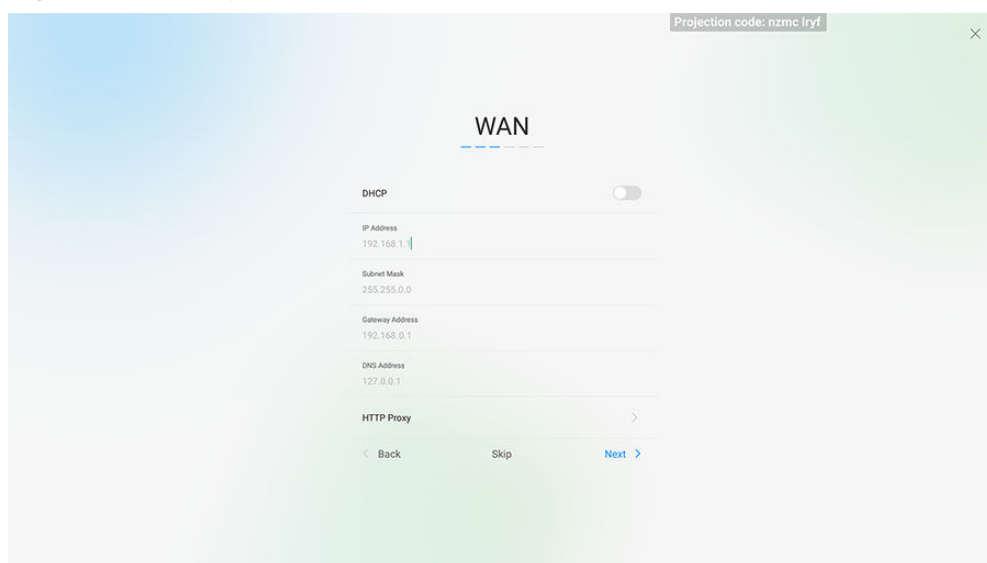
- Cable connection: When a network cable is connected to the terminal, the **WAN** screen (only IPv4 is supported) is displayed, as shown in [Figure 5-3](#). Obtain the network settings from the administrator. For details, see [Table 5-2](#).



**Table 5-2** Network settings

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

**Figure 5-3** WAN parameters



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

**NOTE**

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

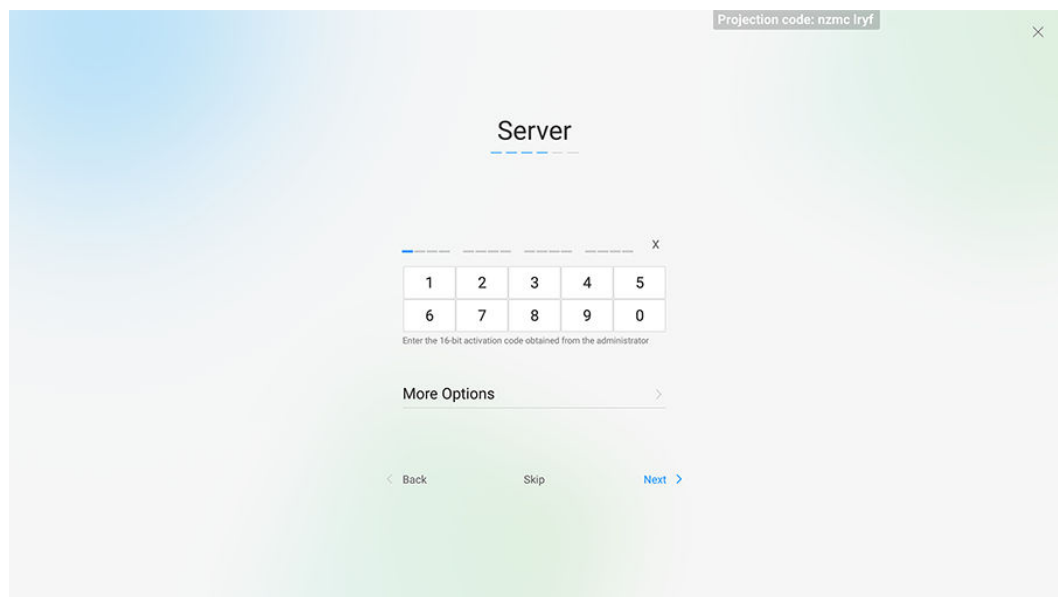
Select a Wi-Fi hotspot to connect. If the Wi-Fi hotspot to connect requires a password, enter the password in the dialog box that is displayed and touch **Connect**. Touch **Next**.

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

**NOTE**

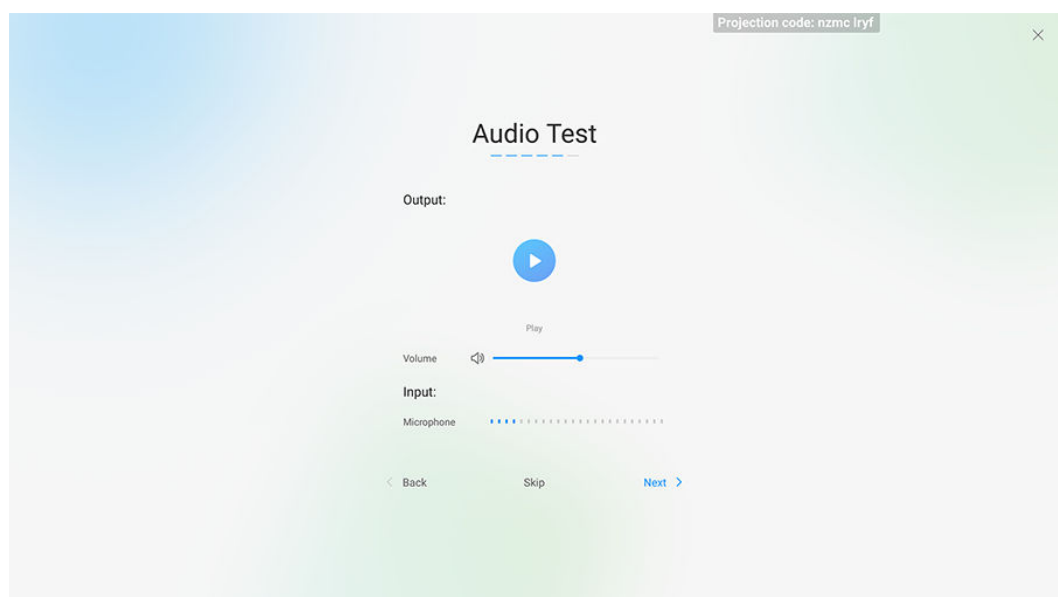
The activation code is sent to the administrator's mobile number or email address when the administrator adds a hard terminal on the Huawei Cloud Meeting Management Platform.

**Figure 5-4** Server settings



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

**Figure 5-5** Audio test



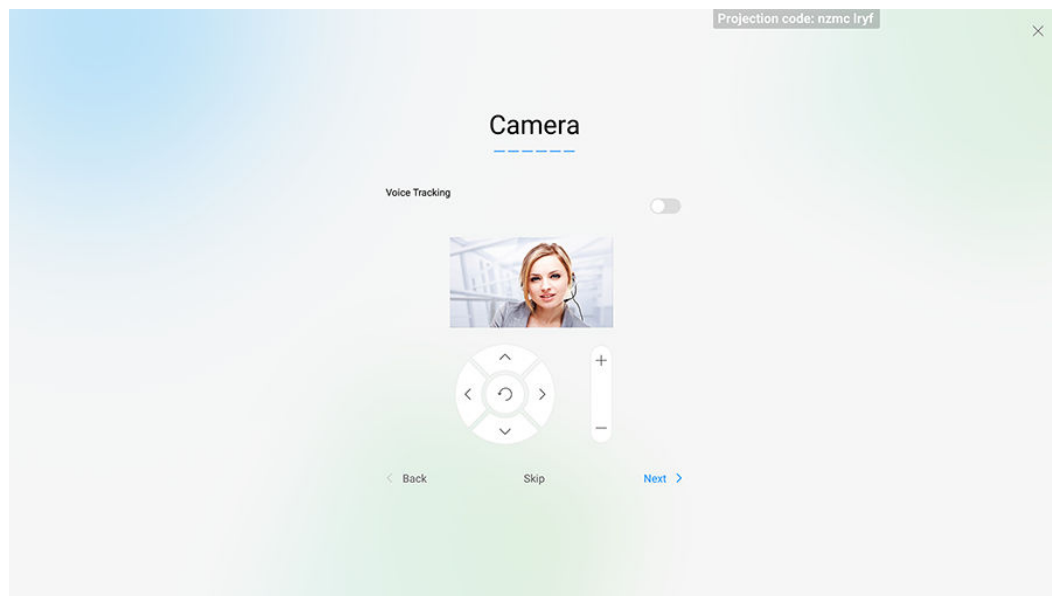
**Step 7** On the camera screen, test the local camera control functions, as shown in [Figure 5-6](#). Then touch **Next**.

**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

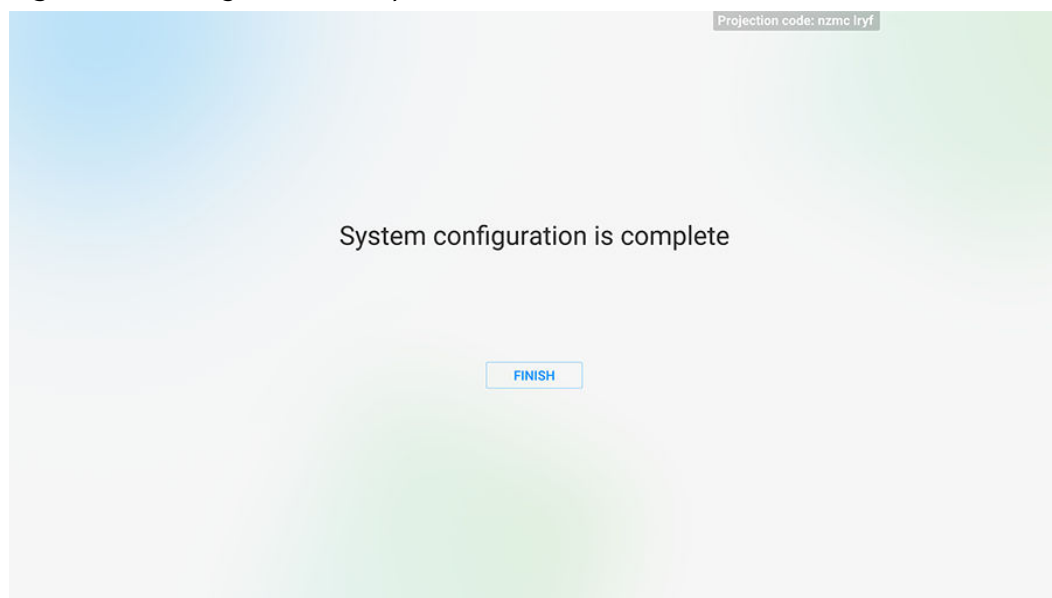


**Step 8** When the configuration is complete, touch **FINISH**, as shown in [Figure 5-7](#). The home page of the touchscreen is displayed.

**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](#).

**Figure 5-8** General and IP address settings

The screenshot displays the configuration wizard interface. It is divided into two main sections: 'General' and 'LAN1 (WAN)'.  
**General Section:**  
 - Site name: site  
 - System time: 2018 / 7 / 10 14 : 15 : 12  
**LAN1 (WAN) Section:**  
 - Network interface mode: Auto-detect  
**IPv4 Section:**  
 - Connection type: Dynamic IP  
 - Local IP address: 192.168.1.1  
 - Subnet mask: 255.255.255.0  
 - Gateway address: (empty)  
**IPv6 Section:**  
 - IPv6: Disable  
 - Local IP address: (empty)  
 - Subnet prefix length: 0  
 - Gateway address: (empty)

**Table 5-3** General and IP address settings

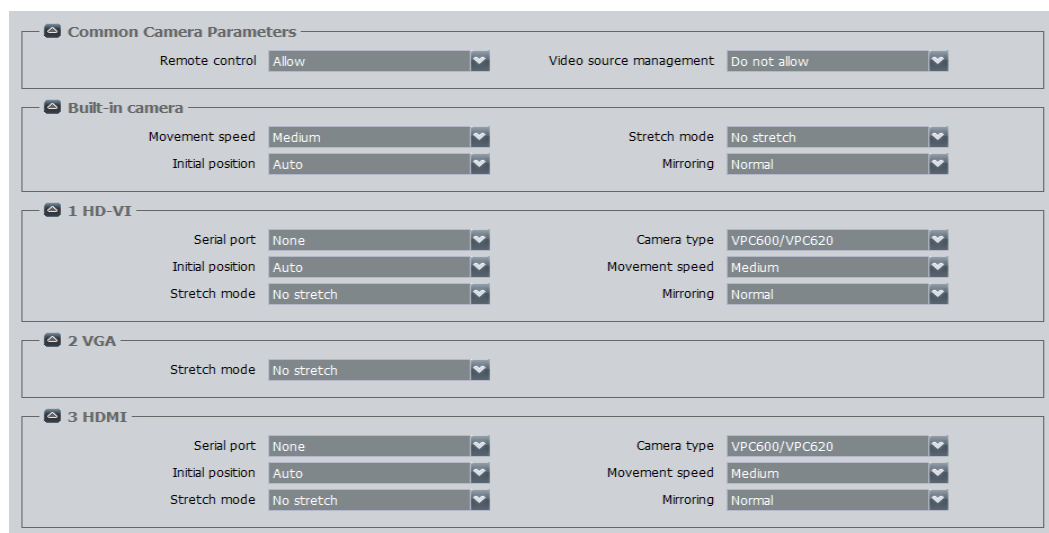
Parameter	Description
Site name	Uniquely identifies a site.

Parameter	Description
Connect ion type	<p>Specifies the mode in which the terminal obtains an IP address.</p> <ul style="list-style-type: none"> <li>• <b>Static IP:</b> The network administrator assigns an IP address to the terminal. If you select this option, you must also set <b>Local IP address</b>, <b>Subnet mask</b>, and <b>Gateway address</b>.</li> <li>• <b>Dynamic IP:</b> When a DHCP server is available on the network, the terminal automatically obtains an IP address using DHCP.</li> </ul>

**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



**Table 5-4** Video input

Parameter	Description	How to Configure
Remote control	Specifies whether a remote site can control the local camera during a call.	The default value is <b>Allow</b> .
Video source management	Specifies whether a remote site can select the video source of this terminal on the camera control interface.	<p>Selecting an incorrect video source may result in black screens. Therefore, you are advised to use the default value.</p> <p>The default value is <b>Do not allow</b>.</p>

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

**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

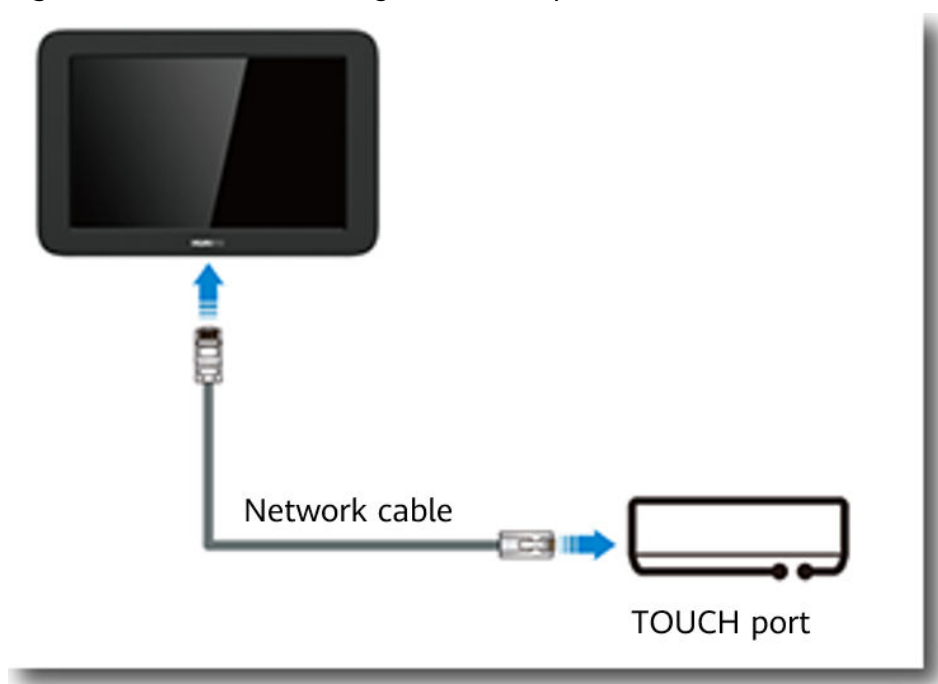
## 5.2.3 Using the Touch

### 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](#).

**Figure 5-10** Connection using the TOUCH port

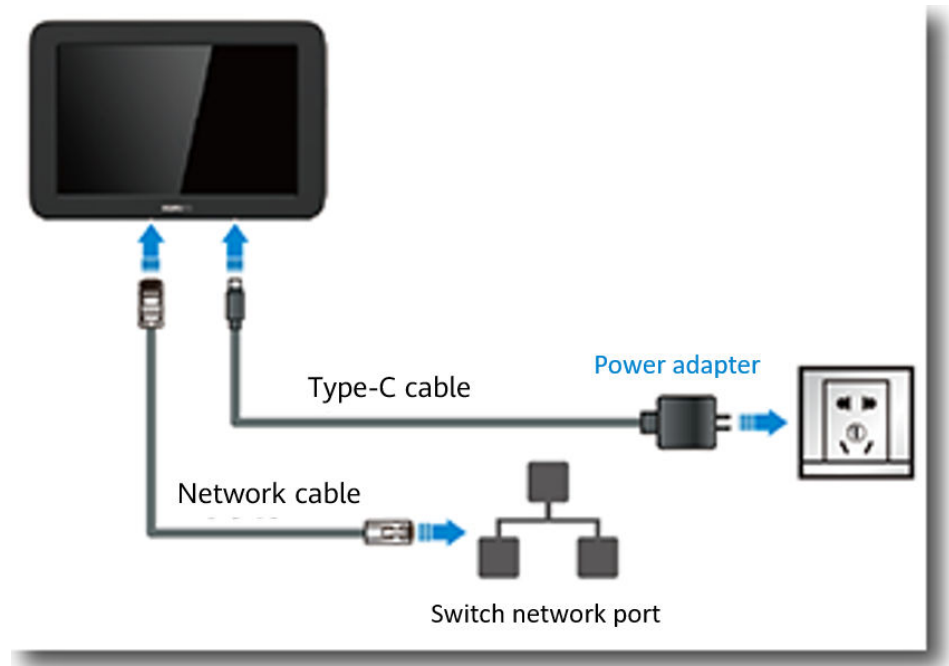


**NOTE**

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

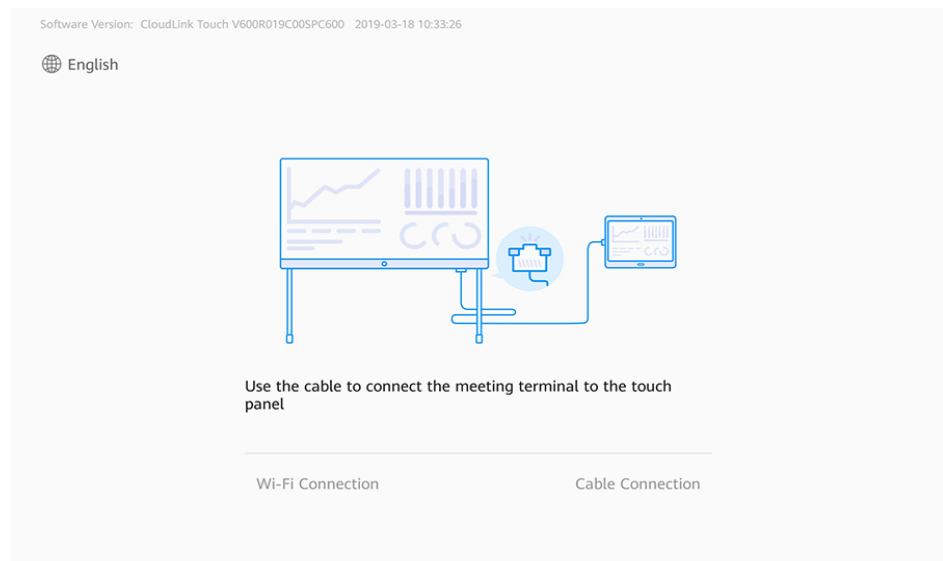
- b. Once started up, the Touch automatically checks whether its version matches the version of the connected terminal. If the versions do not match, the Touch automatically starts an upgrade.
- Connection using the network port on a switch
    - a. Connect the Touch to the network port on a switch using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

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



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

**Figure 5-12** Selecting Cable Connection



**NOTE**

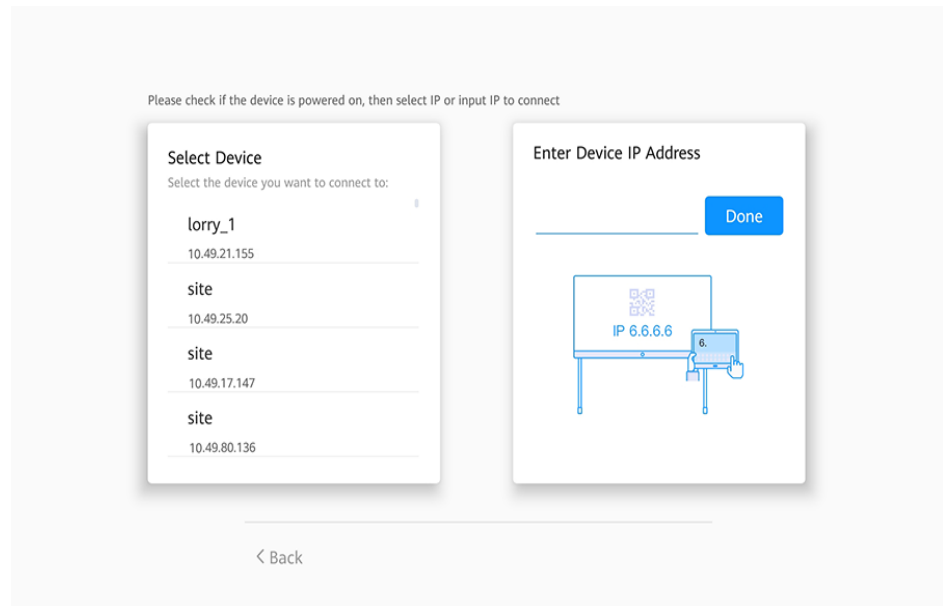
- You can touch **English** in the upper left corner to change the language.
- c. In the **Select Device** list, select or enter the IP address of the terminal to connect to and touch **Done**, as shown in **Figure 5-13**.



**NOTE**

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

**Figure 5-13** Cable connection



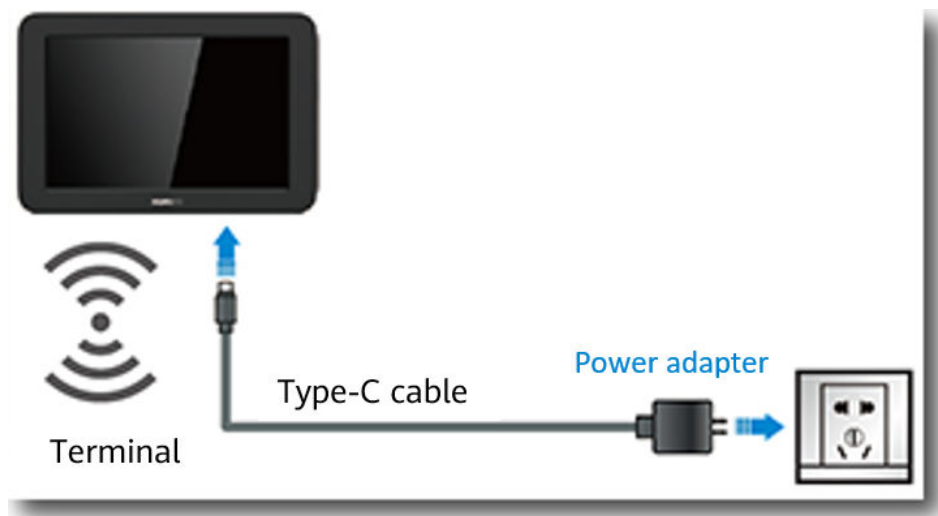
- d. Enter the username and password and touch **Connect**.  
After the connection is set up, the Touch checks whether its version matches the terminal version. If the versions do not match, the Touch automatically starts an upgrade.

**NOTE**

The default username and password are **api** and **Change\_Me**, respectively.

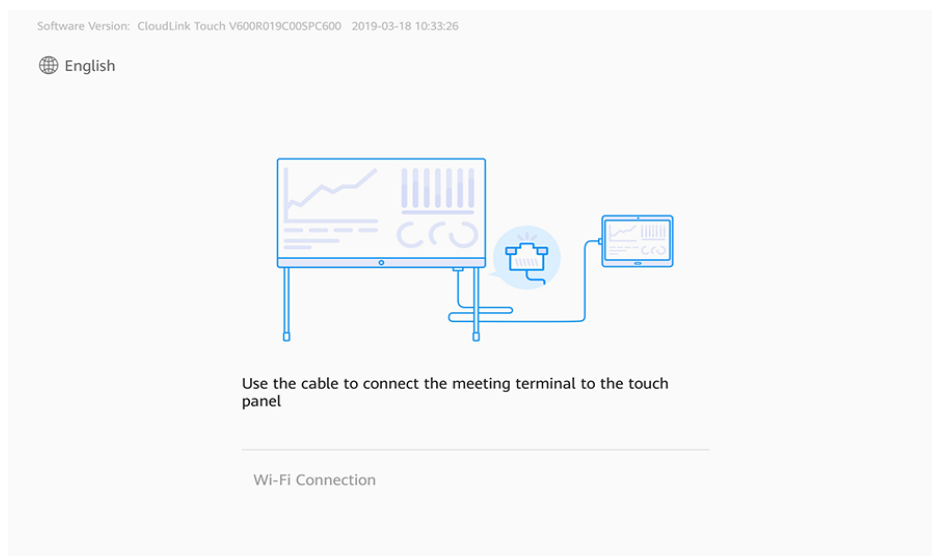
- Wi-Fi connection
  - a. Connect the Touch to a Wi-Fi hotspot of the terminal or on the same network, as shown in [Figure 5-14](#).

Figure 5-14 Wi-Fi connection



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

Figure 5-15 Wi-Fi connection



**NOTE**

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

- c. Select the Wi-Fi hotspot to connect to and touch **Next**.
- d. Enter the terminal IP address, username, and password, and touch **Connect**.

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

**NOTE**

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

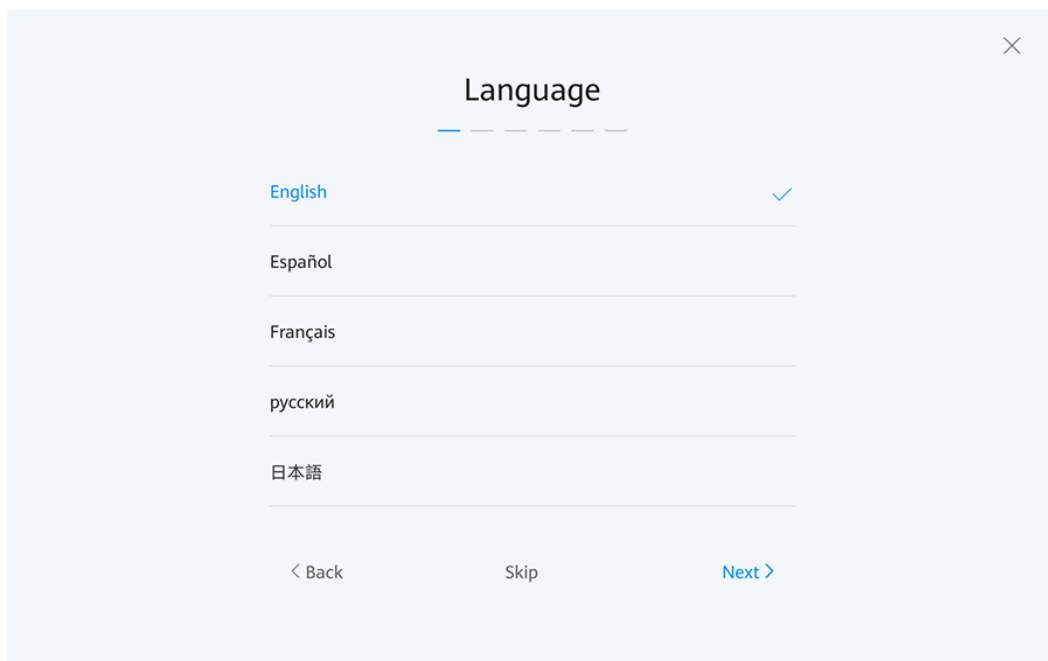
## Setting Parameters Using the Wizard

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

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

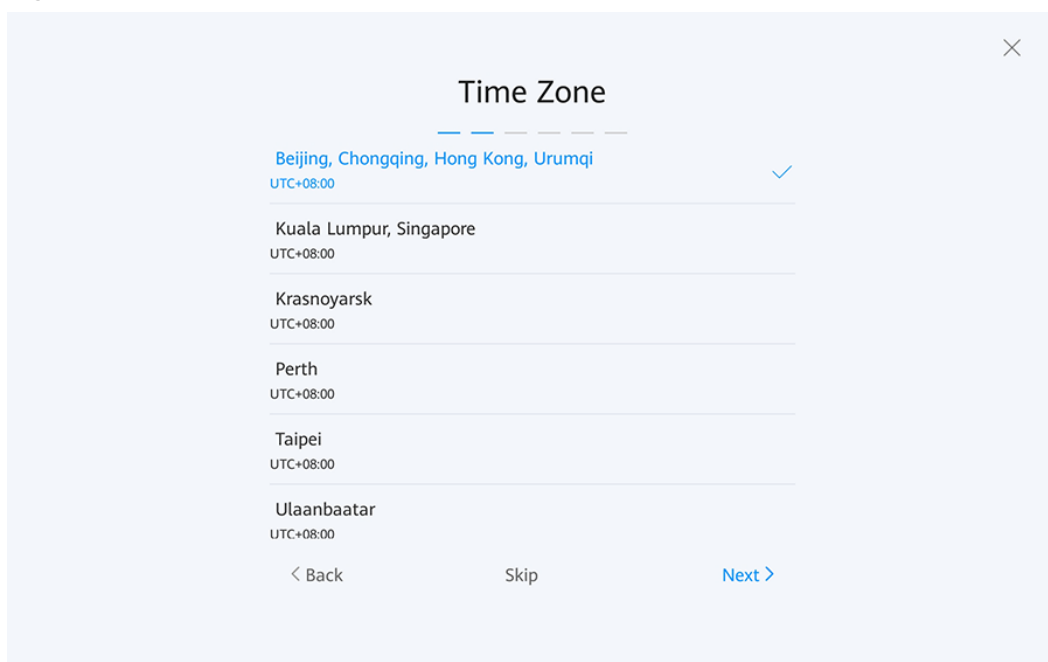
**Step 2** Select a language and touch **Next**, as shown in [Figure 5-16](#).

**Figure 5-16** Language



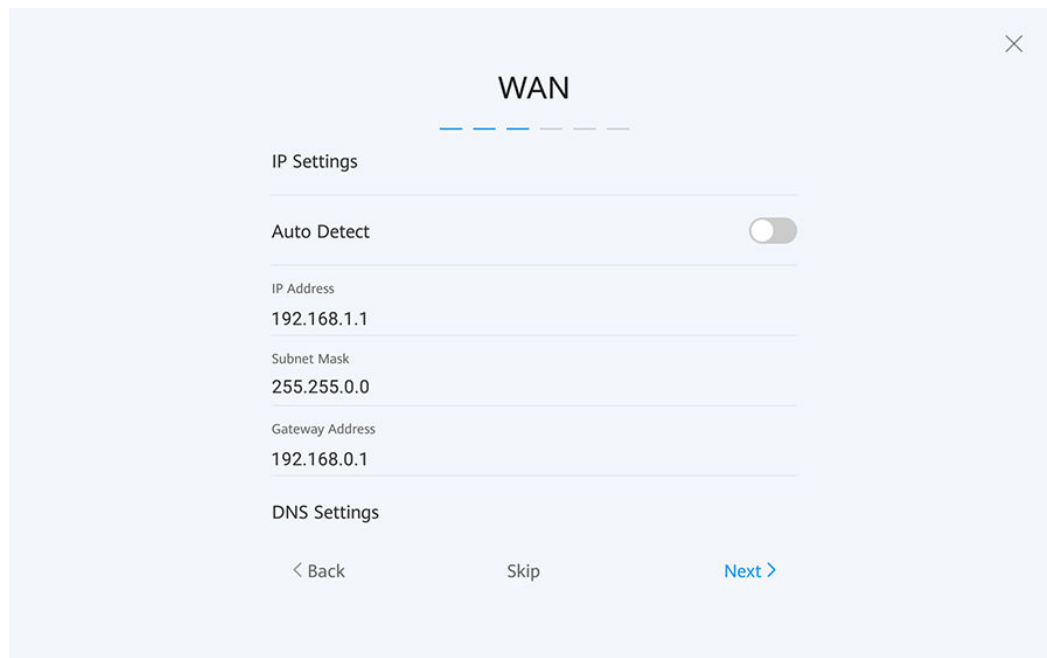
**Step 3** Select a time zone and touch **Next**, as shown in [Figure 5-17](#).

**Figure 5-17** Time zone



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

**Figure 5-18** IP address



**Table 5-5** IP address parameters

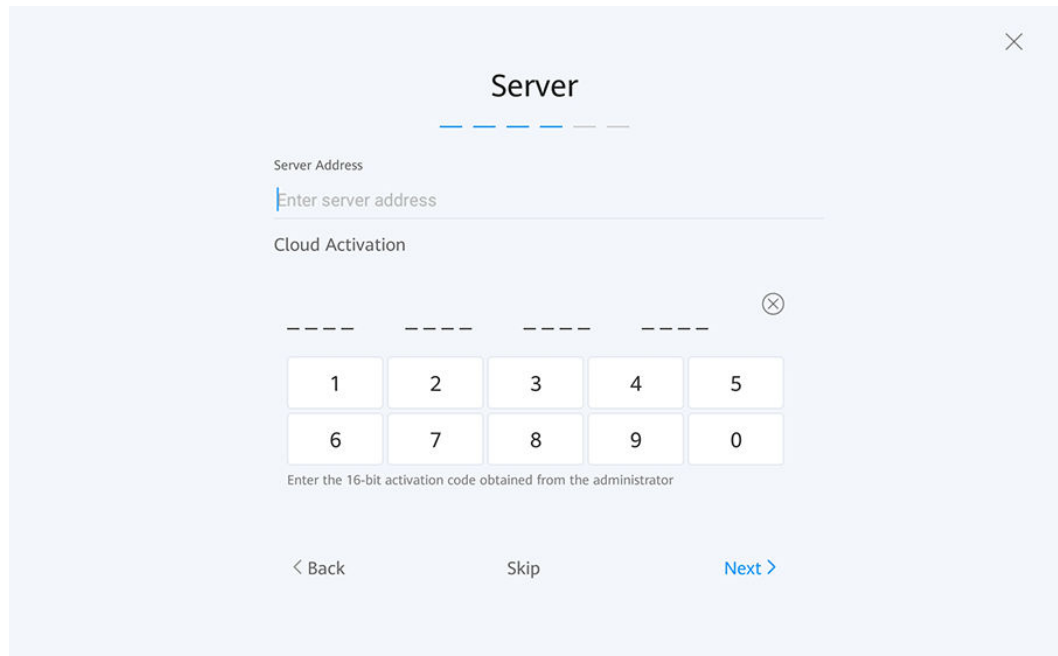
Item	Operation
Auto Detect	<p>Enabled: The terminal automatically obtains the IP address from the DHCP server.</p> <p>Disabled: Obtain the values of <b>IP Address</b>, <b>Subnet Mask</b>, <b>Gateway Address</b>, and <b>DNS Settings</b> from the administrator, and set these parameters.</p>
Manual Configuration	<p>Enabled: Obtain the value of <b>DNS server address 1</b>, <b>DNS server address 2</b>, or <b>DNS server address 3</b> from the administrator, and set the parameter.</p> <p>Disabled: The terminal automatically obtains the DNS server address. If you select this option, a DNS server must be available on the network.</p>
HTTP Proxy	<p>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.</p>

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

 **NOTE**

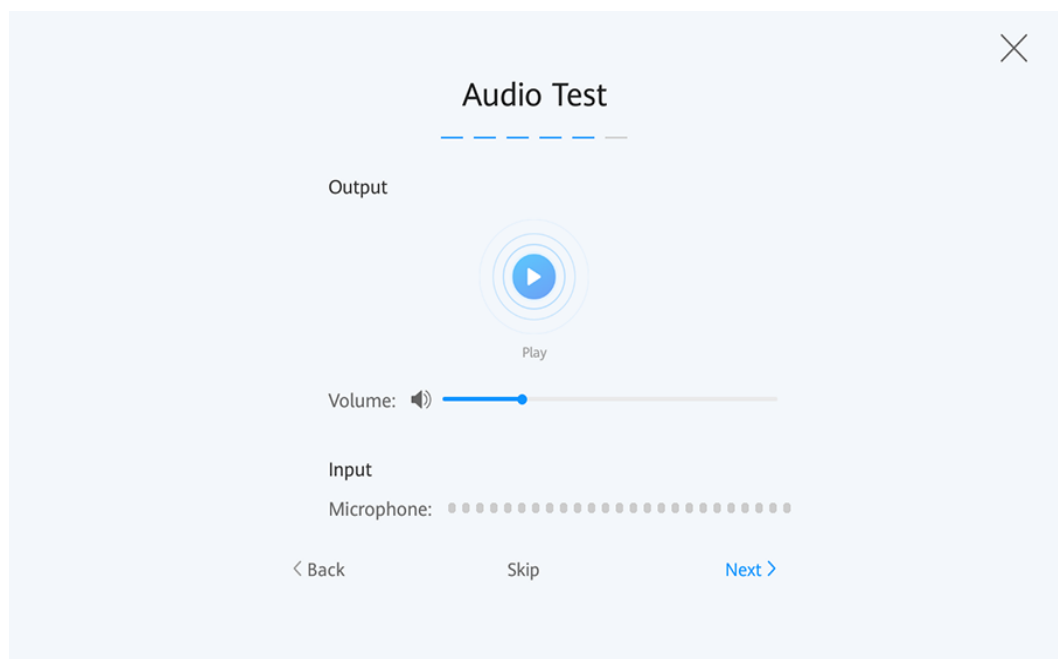
The activation code is sent to the administrator's mobile number or email address when the administrator adds a hard terminal on the Huawei Cloud Meeting Management Platform.

**Figure 5-19** Server settings



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

**Figure 5-20** Audio test



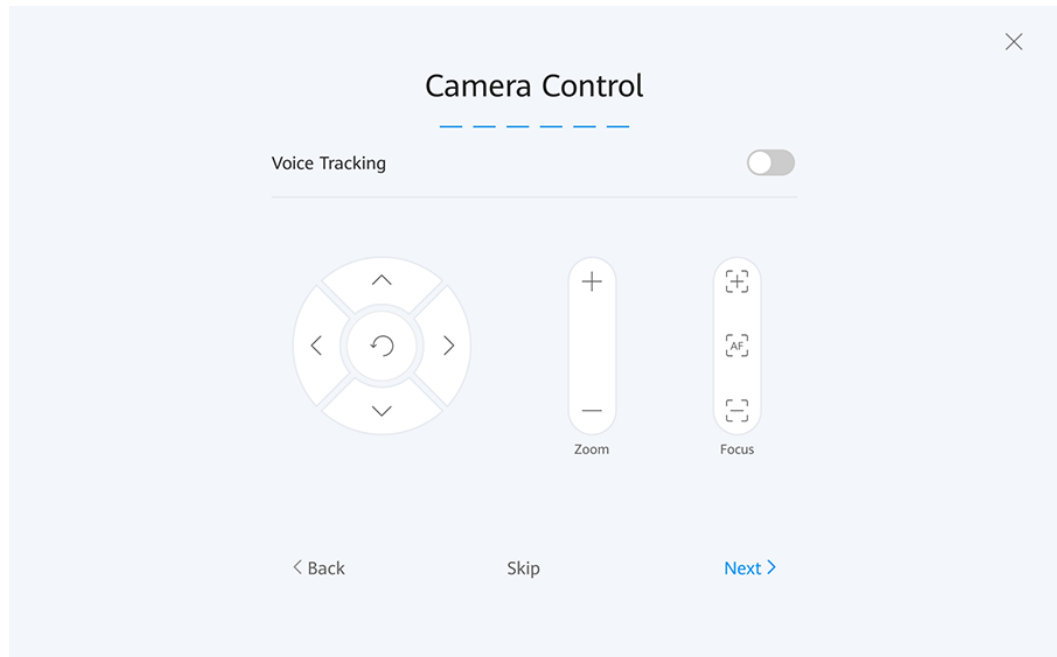
**Step 7** On the camera screen, test the local camera control functions and touch **Next**, as shown in [Figure 5-21](#).

 **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



OK

**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](#).

**Figure 5-23** General and IP address settings

The image shows a network configuration interface with three main sections: General, LAN1 (WAN), and LAN2 (LAN). Each section contains various settings for network interfaces.

**General**

- Site name: site
- System time: 2018 / 7 / 10 5 : 58 : 35

**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: (empty)
- IPv6**
  - IPv6: Disable
  - Local IP address: (empty)
  - Subnet prefix length: 0
  - Gateway address: (empty)

**LAN2 (LAN)**

- Network interface mode: Auto-detect
- IPv4**
  - Connection type: Dynamic IP
  - Local IP address: (empty)
  - Subnet mask: (empty)
  - Gateway address: (empty)
- IPv6**
  - IPv6: Disable
  - Local IP address: (empty)
  - Subnet prefix length: 0
  - Gateway address: (empty)



**Table 5-6** General and IP address settings

Parameter	Description
Site name	Uniquely identifies a site.
Connection type	<p>Specifies the mode in which the terminal obtains an IP address.</p> <ul style="list-style-type: none"> <li>• <b>Static IP:</b> The network administrator assigns an IP address to the terminal. If you select this option, you must also set <b>Local IP address</b>, <b>Subnet mask</b>, and <b>Gateway address</b>.</li> <li>• <b>Dynamic IP:</b> When a DHCP server is available on the network, the terminal automatically obtains an IP address using DHCP.</li> </ul>

 **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](#).

Figure 5-24 Video input

The screenshot displays a configuration interface for video input, organized into several sections:

- Common Camera Parameters:**
  - Remote control: Allow
  - Powered by endpoint from: HD-VI
  - Track when not in conference: Enable
  - Video source management: Do not allow
  - Dual-VPT300 mode: Disable
  - Camera 1: 1 HD-VI
  - Camera 2: 5 12G-SDI
- 1 HD-VI:**
  - Serial port: None
  - Initial position: Auto
  - Stretch mode: No stretch
  - Camera type: VPC600/VPC620
  - Movement speed: Medium
  - Mirroring: Normal
- 2 VGA:**
  - Stretch mode: No stretch
- 3 HDMI:**
  - Serial port: None
  - Initial position: Auto
  - Stretch mode: No stretch
  - Camera type: VPC600/VPC620
  - Movement speed: Medium
  - Mirroring: Normal
- 4 DVI/VGA:**
  - Serial port: None
  - Initial position: Auto
  - Stretch mode: No stretch
  - Camera type: VPC600/VPC620
  - Movement speed: Medium
  - Mirroring: Normal
- 5 12G-SDI:**
  - Serial port: None
  - Initial position: Auto
  - Stretch mode: No stretch
  - Camera type: VPC600/VPC620
  - Movement speed: Medium
  - Mirroring: Normal
- 6 HDMI:**
  - Serial port: None
  - Initial position: Auto
  - Stretch mode: No stretch
  - Camera type: VPC600/VPC620
  - Movement speed: Medium
  - Mirroring: Normal
- 7 HDBaseT:**
  - Serial port: None
  - Initial position: Auto
  - Stretch mode: No stretch
  - Camera type: VPC600/VPC620
  - Movement speed: Medium
  - Mirroring: Normal

**NOTE**

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

Table 5-7 Video input

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

Parameter	Description	How to Configure
Video source management	Specifies whether a remote site can select the video source of this terminal on the camera control interface.	Selecting an incorrect video source may result in black screens. Therefore, you are advised to use the default value.  The default value is <b>Do not allow</b> .
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 <b>HD-VI</b> .
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 <b>Main output interface</b> works.  This parameter is unavailable on the web interface of the Box 500.	The default value is <b>Disable</b> .  This function and the <b>AI virtual sign-in</b> function under <b>System Settings &gt; AI Settings</b> cannot be enabled at the same time. The <b>AI virtual sign-in</b> function is disabled by default.
Track when not in conference	If the <b>Enable</b> 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 <b>Disable</b> .
Camera 1	Specifies the input port for the terminal to connect to camera 1 of VPT300.  This parameter is available only when <b>Dual-VPT300 mode</b> is set to <b>Enable</b> .  This parameter is unavailable on the web interface of the Box 500.	The default value is <b>HD-VI</b> .
Camera 2	Specifies the input port for the terminal to connect to camera 2 of VPT300.  This parameter is available only when <b>Dual-VPT300 mode</b> is set to <b>Enable</b> .  This parameter is unavailable on the web interface of the Box 500.	The default value for the Box 700 is <b>4 12G-SDI</b> . The default value for the Box 900 is <b>5 12G-SDI</b> .

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

**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

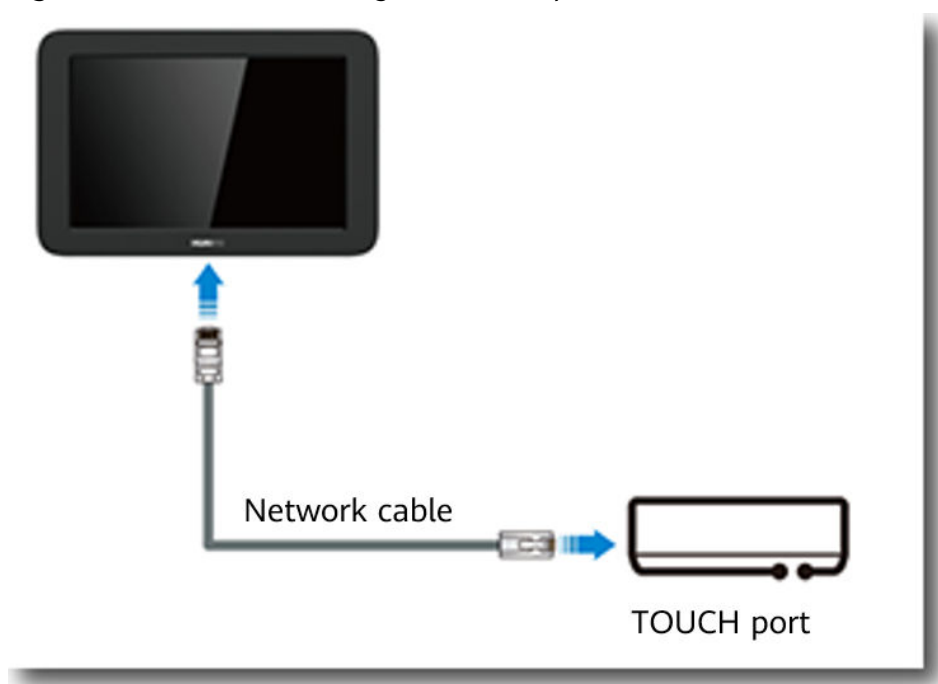
## 5.3.2 Using the Touch

### 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](#).

**Figure 5-25** Connection using the TOUCH port

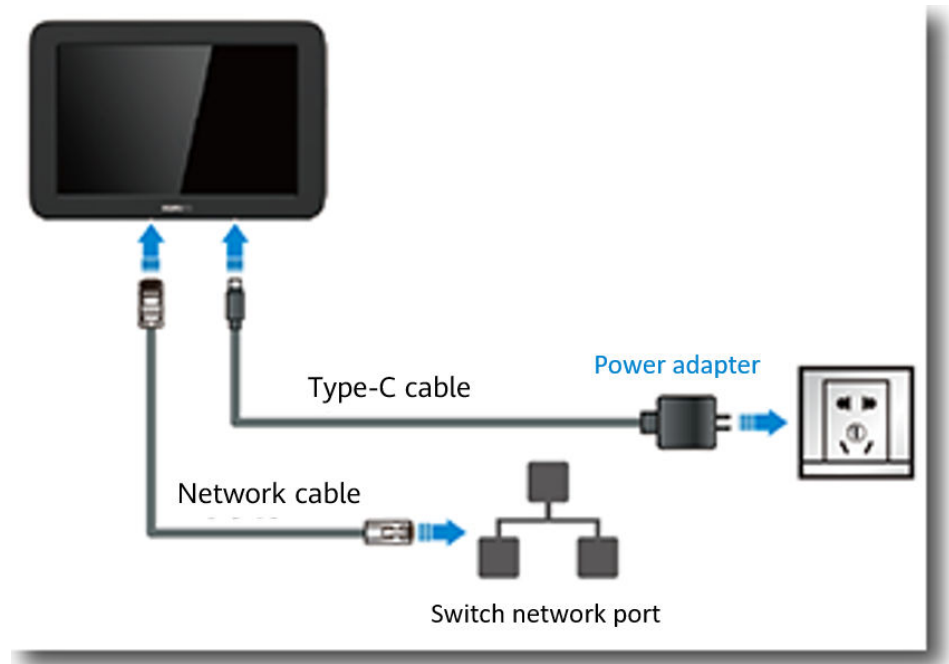


**NOTE**

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

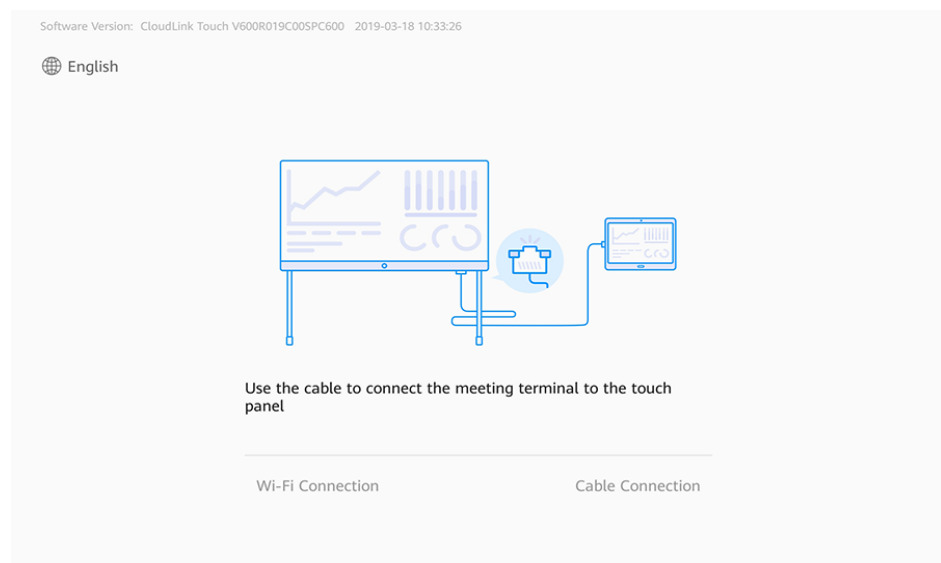
- b. Once started up, the Touch automatically checks whether its version matches the version of the connected terminal. If the versions do not match, the Touch automatically starts an upgrade.
- Connection using the network port on a switch
    - a. Connect the Touch to the network port on a switch using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

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



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

**Figure 5-27** Selecting Cable Connection



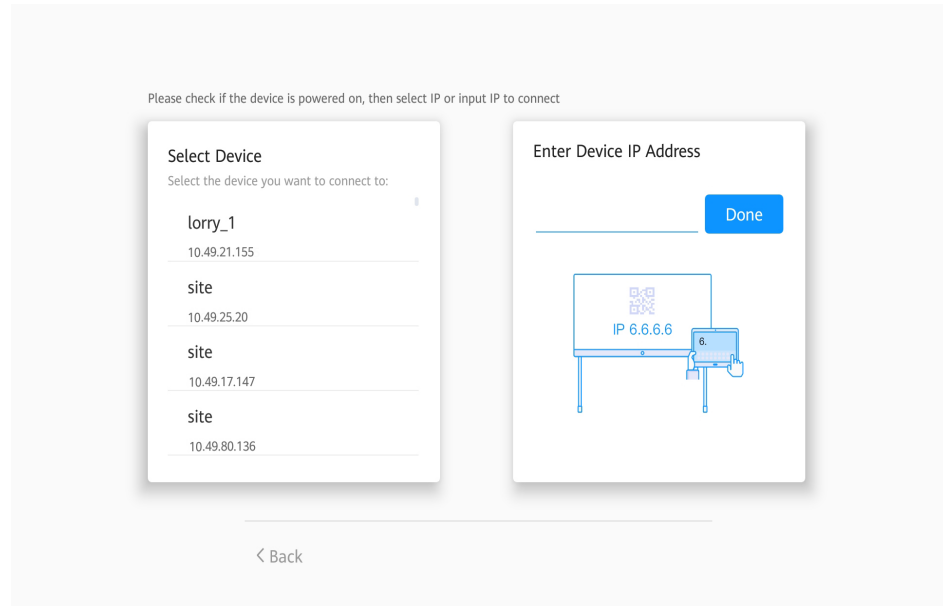
**NOTE**

- You can touch **English** in the upper left corner to change the language.
- c. In the **Select Device** list, select or enter the IP address of the terminal to connect to and touch **Done**, as shown in **Figure 5-28**.

 NOTE

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

**Figure 5-28** Cable connection



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

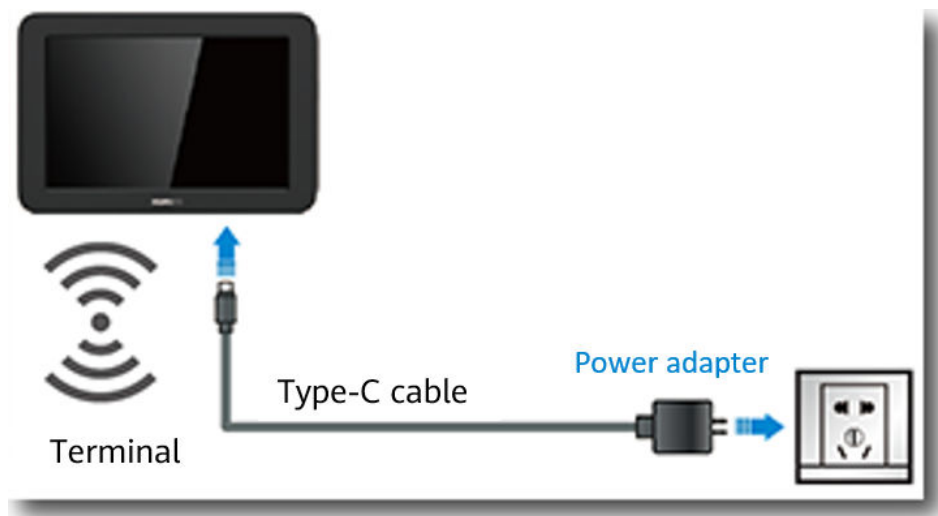
After the connection is set up, the Touch checks whether its version matches the terminal version. If the versions do not match, the Touch automatically starts an upgrade.

 NOTE

The default username and password are **api** and **Change\_Me**, respectively.

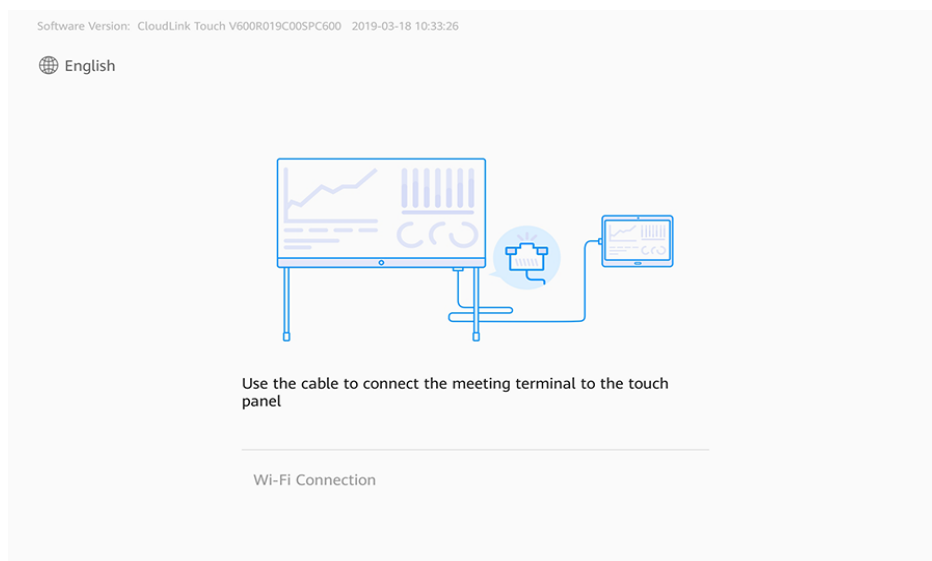
- Wi-Fi connection
  - a. Connect the Touch to a Wi-Fi hotspot of the terminal or on the same network, as shown in [Figure 5-29](#).

Figure 5-29 Wi-Fi connection



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

Figure 5-30 Wi-Fi connection



**NOTE**

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

- c. Select the Wi-Fi hotspot to connect to and touch **Next**.
- d. Enter the terminal IP address, username, and password, and touch **Connect**.

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

**NOTE**

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



## Setting Parameters Using the Wizard

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

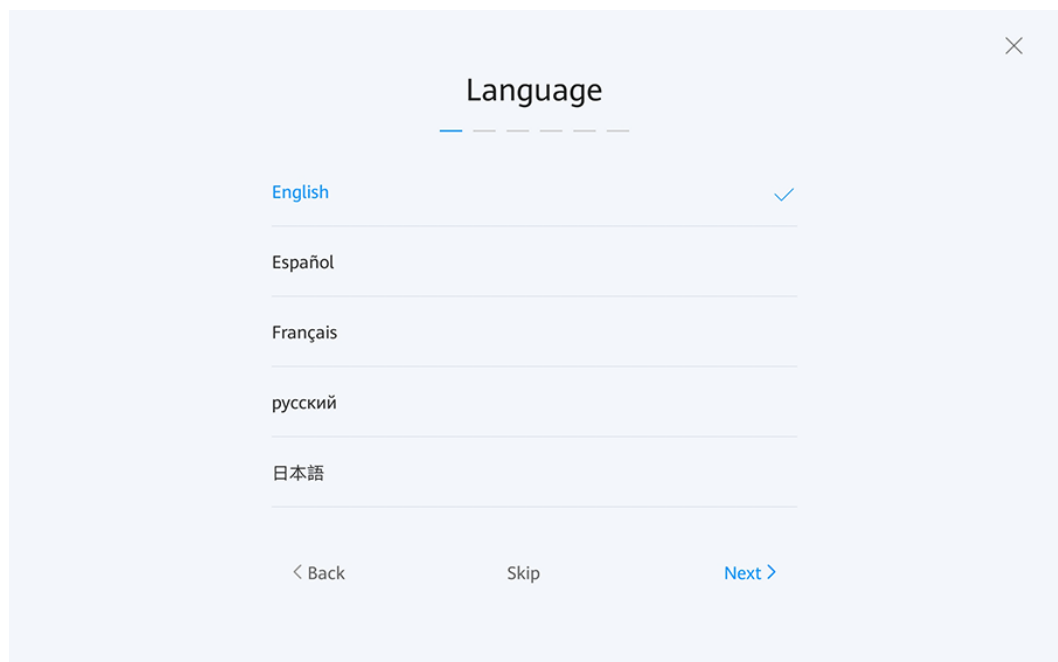
### NOTE

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

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

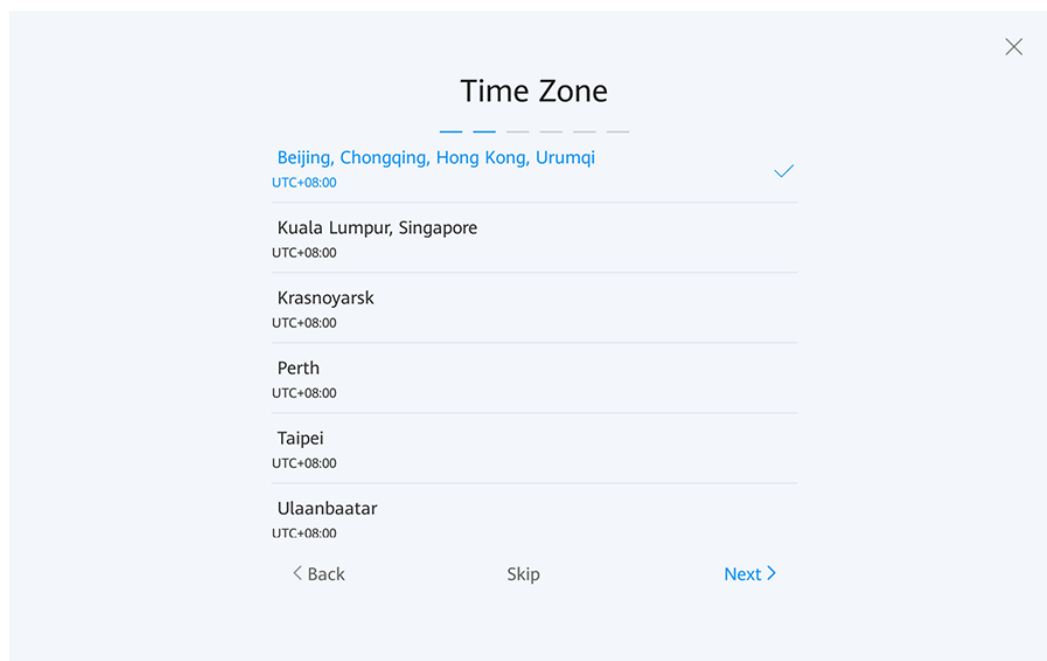
**Step 2** Select a language and touch **Next**, as shown in [Figure 5-31](#).

**Figure 5-31** Language



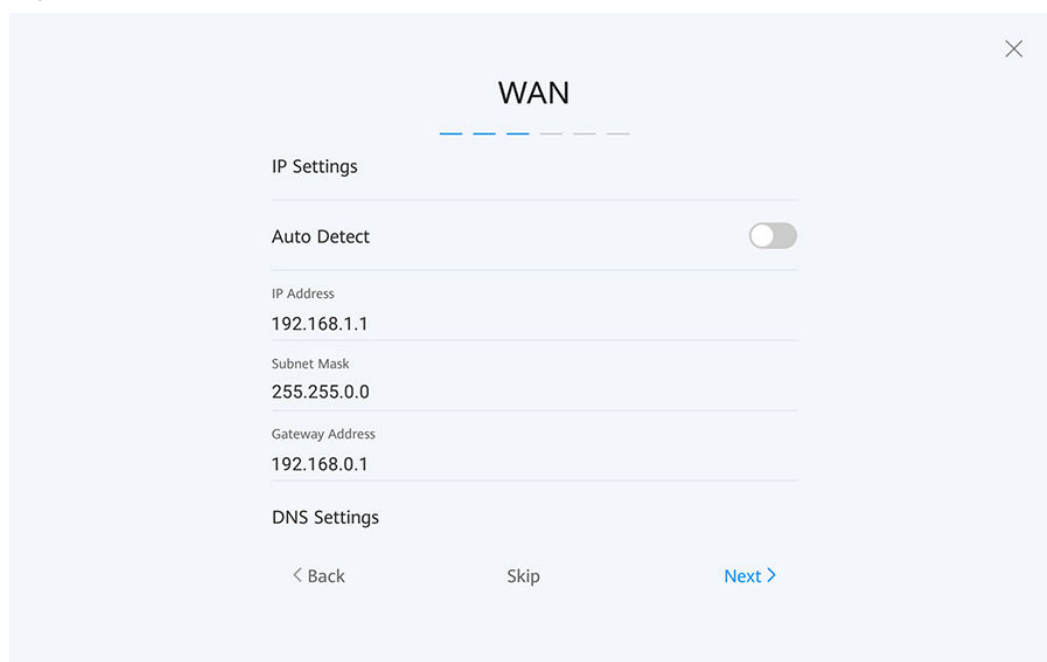
**Step 3** Select a time zone and touch **Next**, as shown in [Figure 5-32](#).

Figure 5-32 Time zone



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

Figure 5-33 IP address



**Table 5-8** IP address parameters

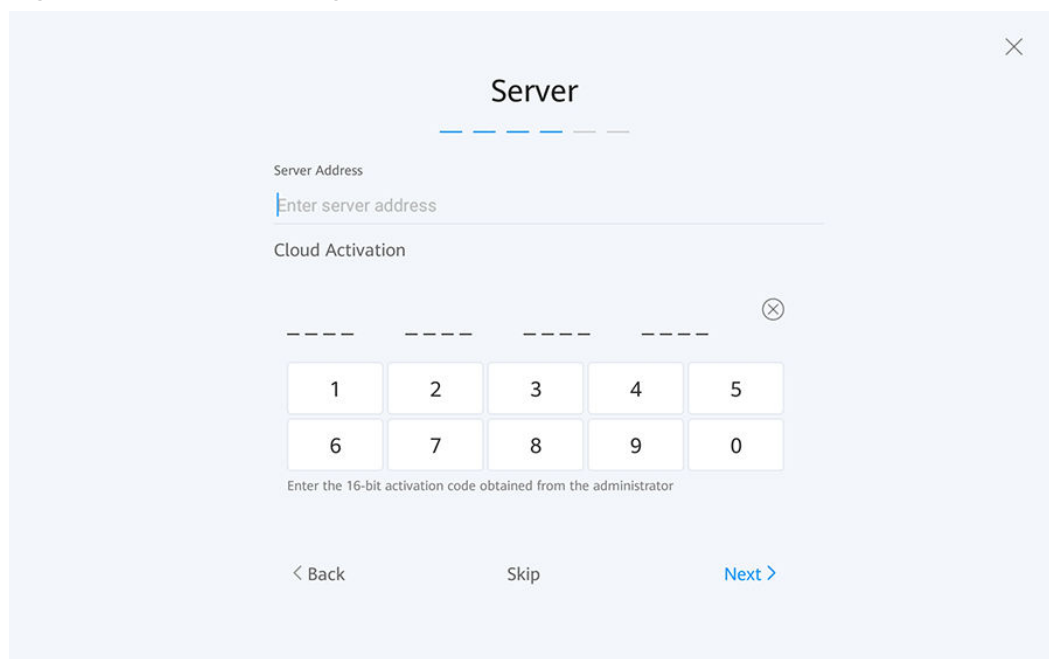
Item	Operation
Auto Detect	<p>Enabled: The terminal automatically obtains the IP address from the DHCP server.</p> <p>Disabled: Obtain the values of <b>IP Address</b>, <b>Subnet Mask</b>, <b>Gateway Address</b>, and <b>DNS Settings</b> from the administrator, and set these parameters.</p>
Manual Configuration	<p>Enabled: Obtain the value of <b>DNS server address 1</b>, <b>DNS server address 2</b>, or <b>DNS server address 3</b> from the administrator, and set the parameter.</p> <p>Disabled: The terminal automatically obtains the DNS server address. If you select this option, a DNS server must be available on the network.</p>
HTTP Proxy	<p>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.</p>

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

**NOTE**

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

**Figure 5-34** Server settings



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

 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



OK

**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.

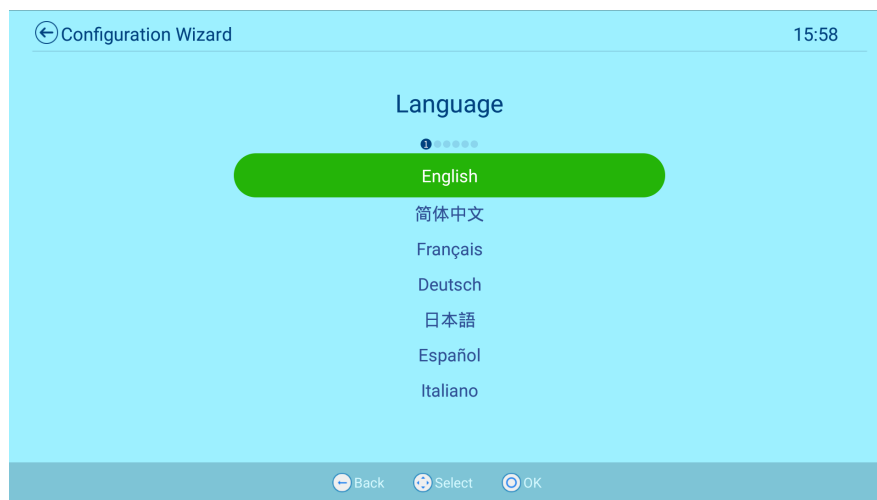
### Using the Activation Code

**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**.

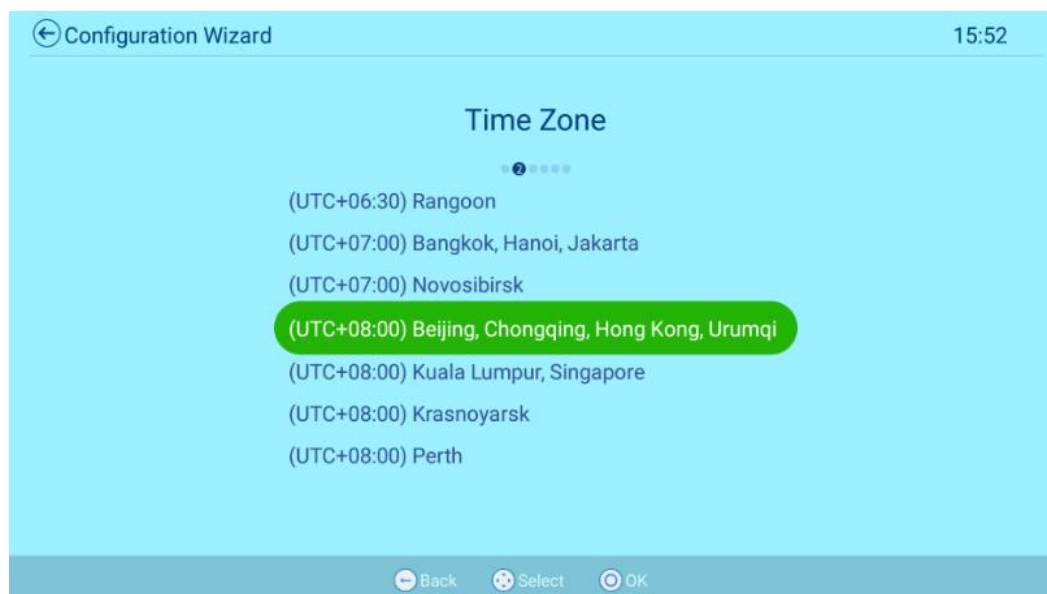
**Step 2** Select a language and press **OK**, as shown in [Figure 5-36](#).

**Figure 5-36** Selecting a language



**Step 3** Select a time zone and press **OK**, as shown in [Figure 5-37](#).

**Figure 5-37** Selecting a time zone



**Step 4** Select cable or Wi-Fi connection.

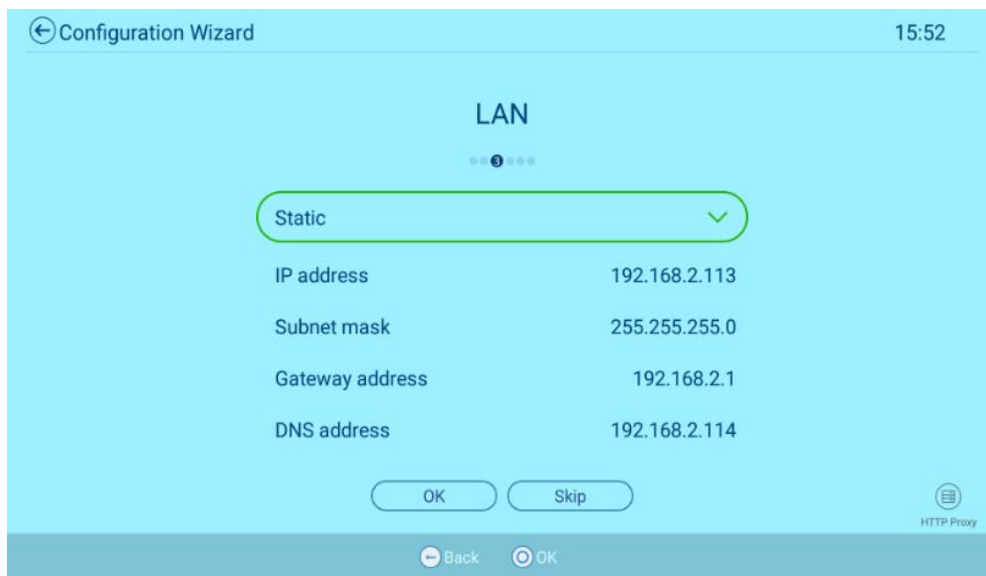
- Cable connection: When a network cable is connected to the terminal, the **LAN** screen (only IPv4 is supported) is displayed, as shown in [Figure 5-38](#). Obtain the network settings from the administrator. For details, see [Table 5-9](#).

**Table 5-9** Network settings

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

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

**Figure 5-38** Setting the LAN parameters



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

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

**Figure 5-39** Wi-Fi connection



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

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

 **NOTE**

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

If any exception occurs, submit a [Huawei Cloud service ticket](#) for technical support.

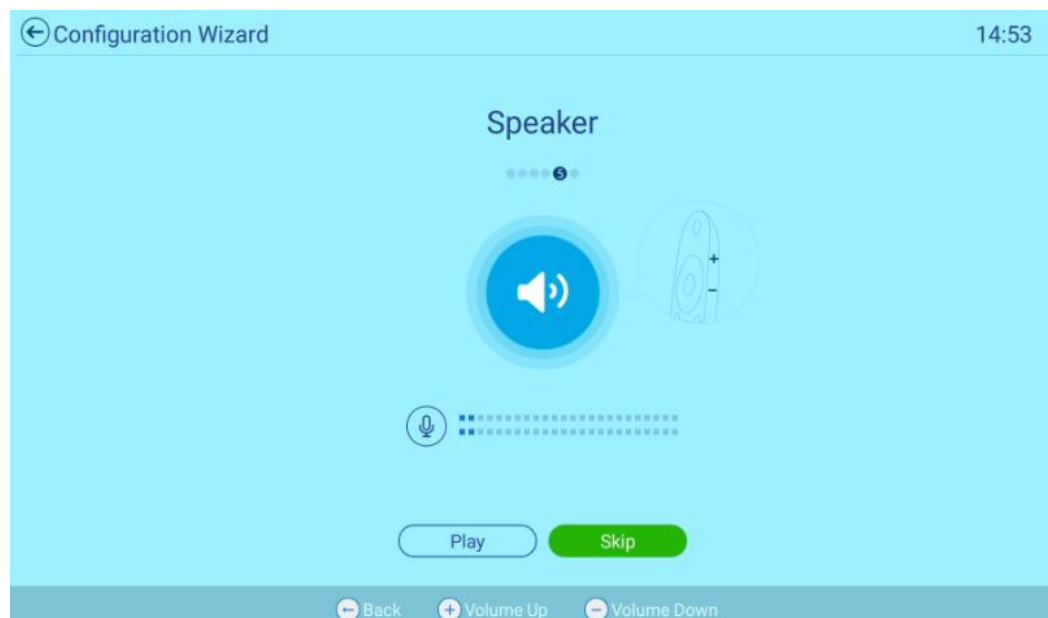
**Step 7** On the **Speaker** screen shown in [Figure 5-40](#), select **Play**.

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


 **NOTE**

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

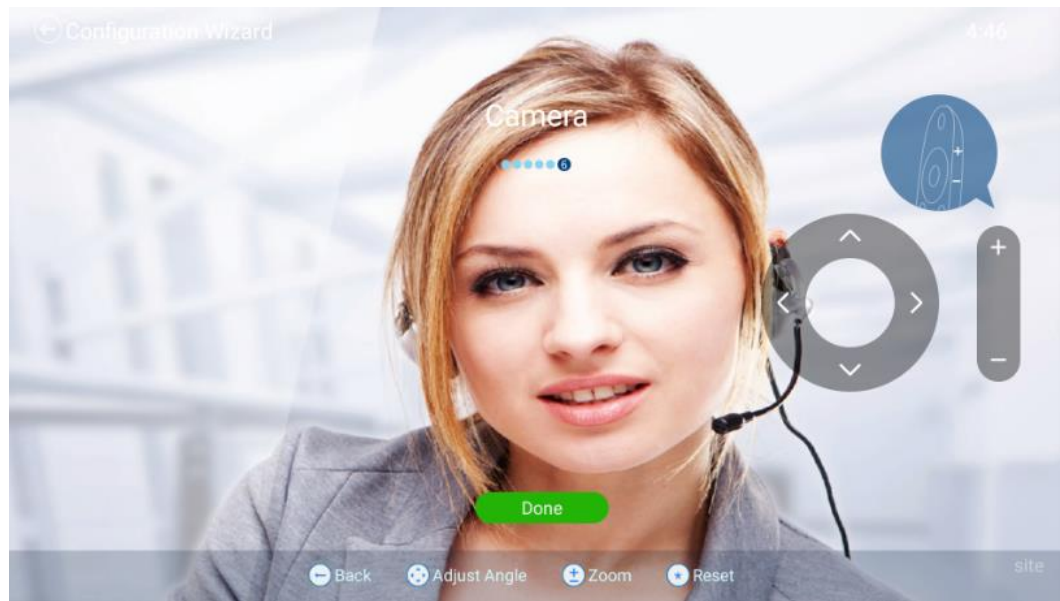
**Figure 5-40** Testing the speaker



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

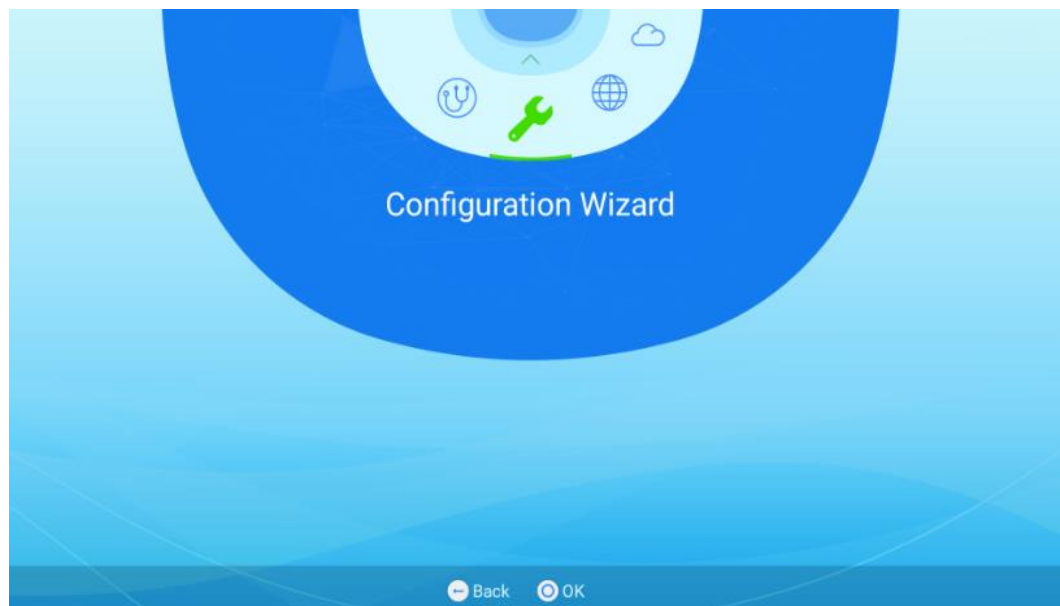
- Press the arrow buttons on the remote control to adjust the camera angle.
- Press  on the remote control to adjust the camera to its home position.
- Press the side volume buttons to zoom in or out on video images captured by the camera.

**Figure 5-41** Controlling the camera



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

**Figure 5-42** Configuration complete




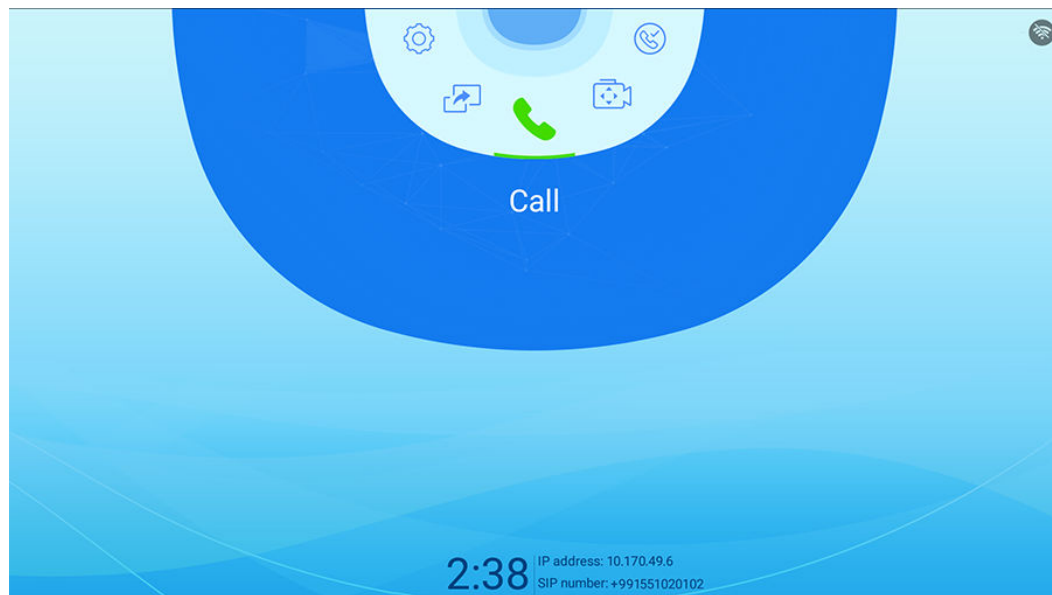
**Step 10** Press  on the remote control to go back to the home screen. [Figure 5-43](#) shows the home screen you will see after a successful activation and registration.



Figure 5-43 Home screen



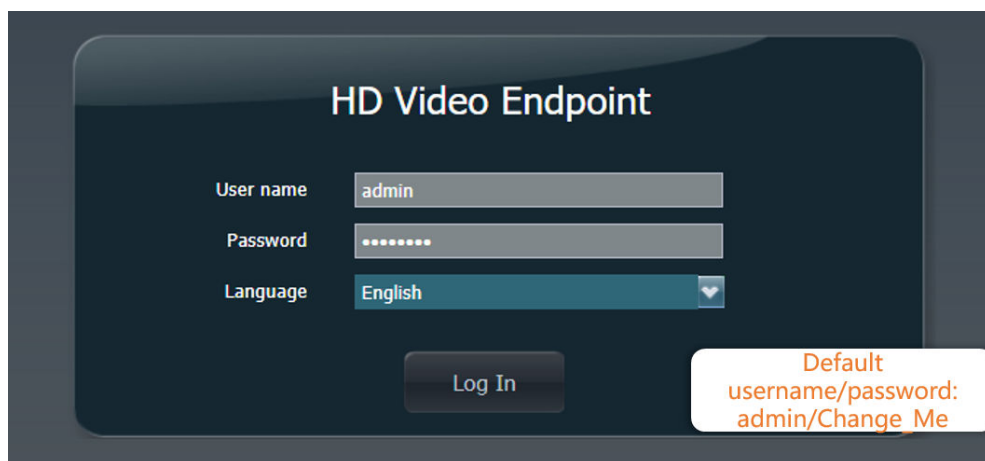
----End

## Using the Web Interface

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

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

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



2. Choose **System > Network > Registration**, set the cloud platform type to Huawei Cloud, and click **Activate**.
3. Enter the activation code and click **OK**.
4. Choose **Help > Version** to view the software version of the hard terminal. Check whether the software version is the latest version V600R019C00SPC00. 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?

### NOTE


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

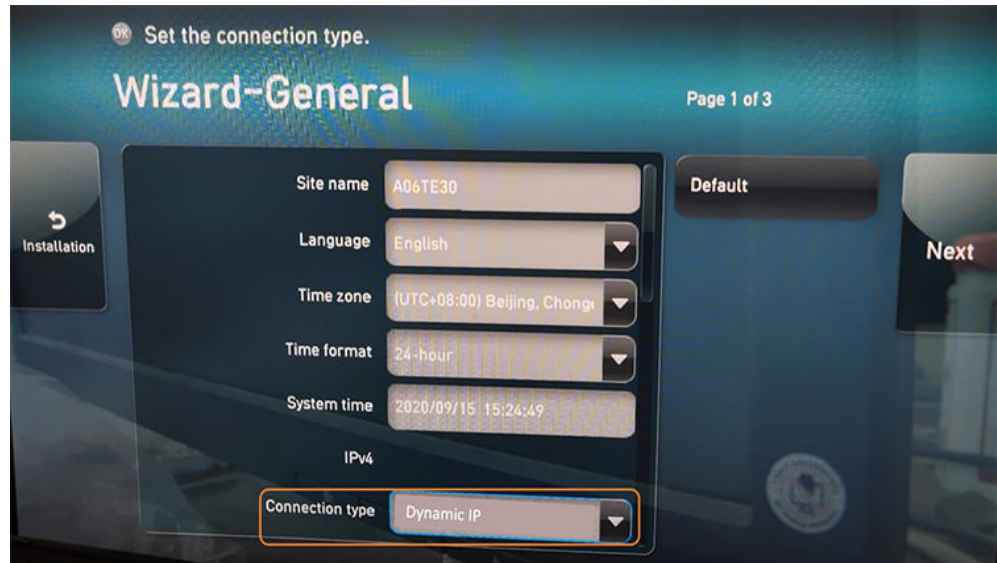
1. Check whether the serial number of the terminal is correct on the Huawei Cloud Meeting Management Platform.
2. Choose **Help > Version** to check the terminal version. The TE10 and TE20 must be of the latest version V600R019C00SPCc00. If the version is earlier than V600R019C00SPCc00, upgrade the TE10 and TE20 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**.



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?

### NOTE

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

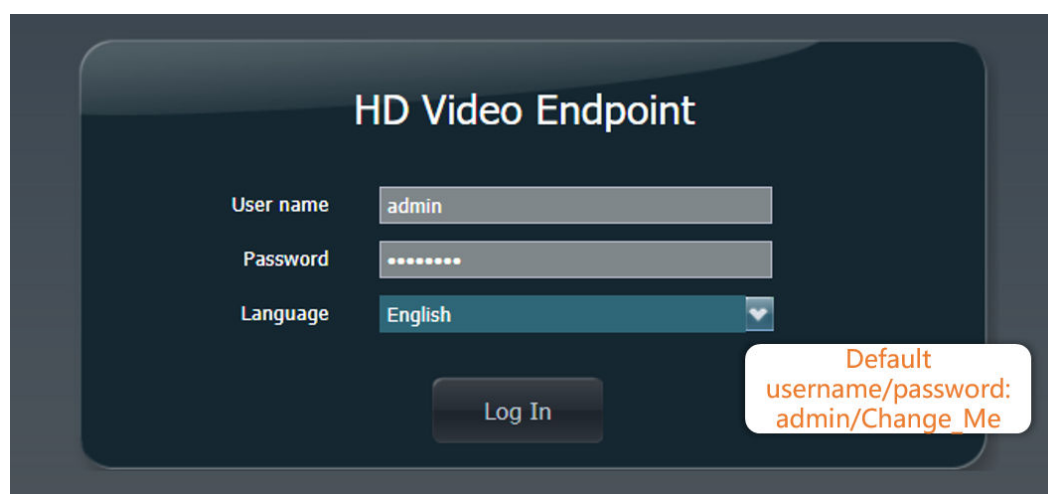
1. Check whether the serial number of the terminal is correct on the Huawei Cloud Meeting Management Platform.
2. Check whether the terminal version is the latest version V600R019C00SPC900.
3. Check whether the activation code has expired (the activation code is valid for 10 days). If the activation 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.

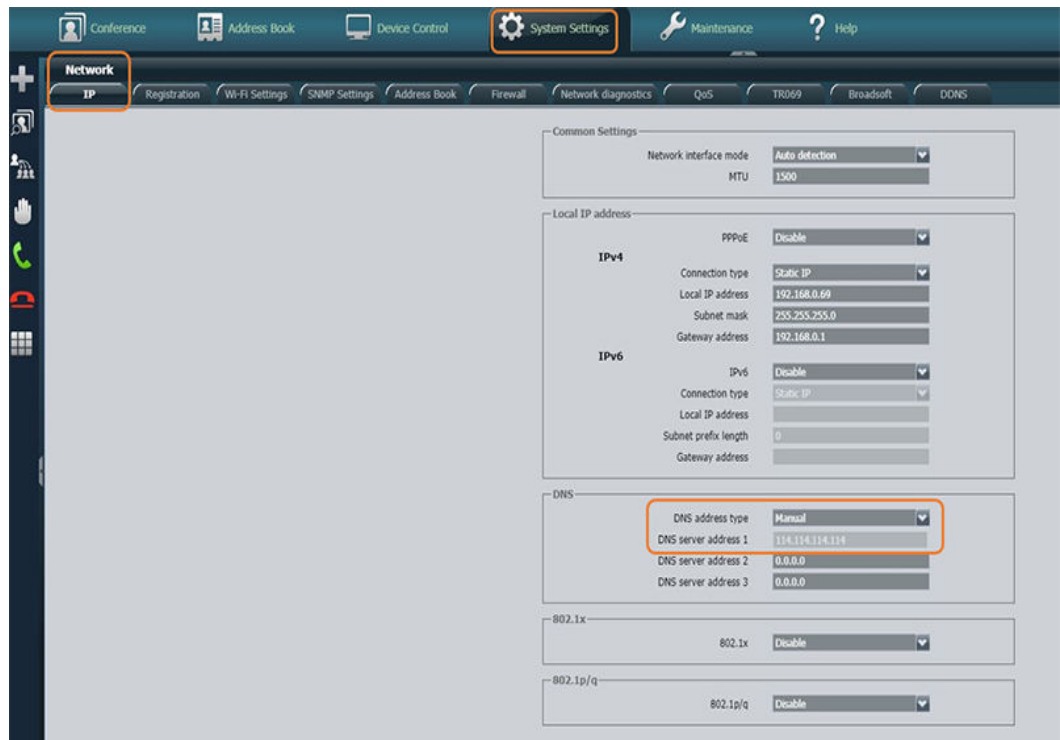
**Step 1** Log in to the web interface of the hard terminal.

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

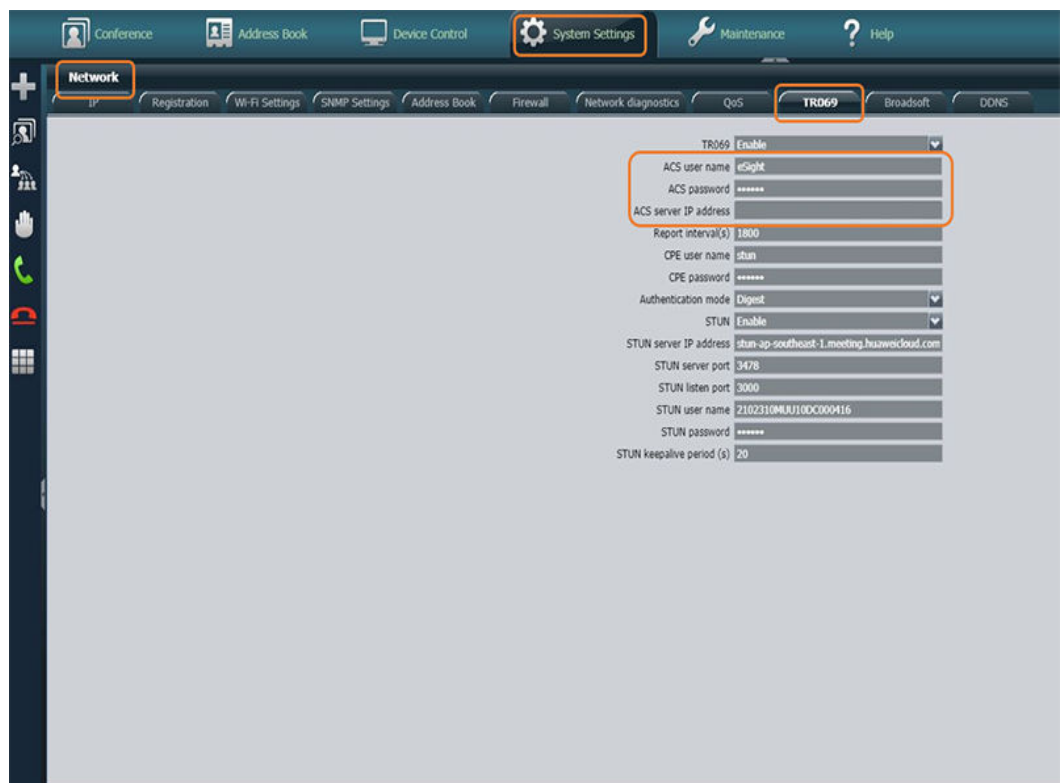


**Step 2** Choose **System Settings > Network > IP** and configure the DNS server.

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



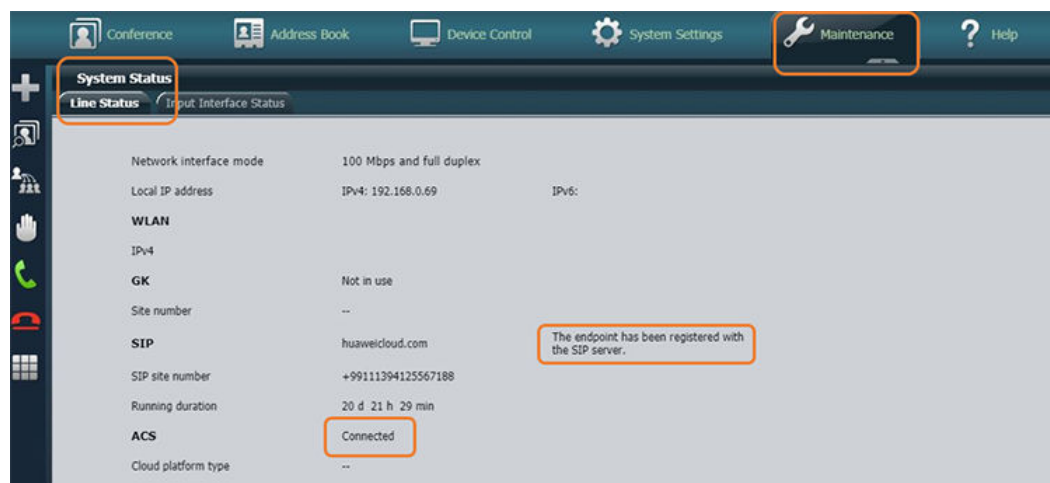
**Step 3** Choose **System Settings > Network > TR069**, set **TR069** to **Enable**, enter the ACS username, password, and address, and click **Save**.



**Table 5-10** Parameters

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

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



----End

# 6 Managing IdeaHubs and Boards

## 6.1 Adding an IdeaHub or Board

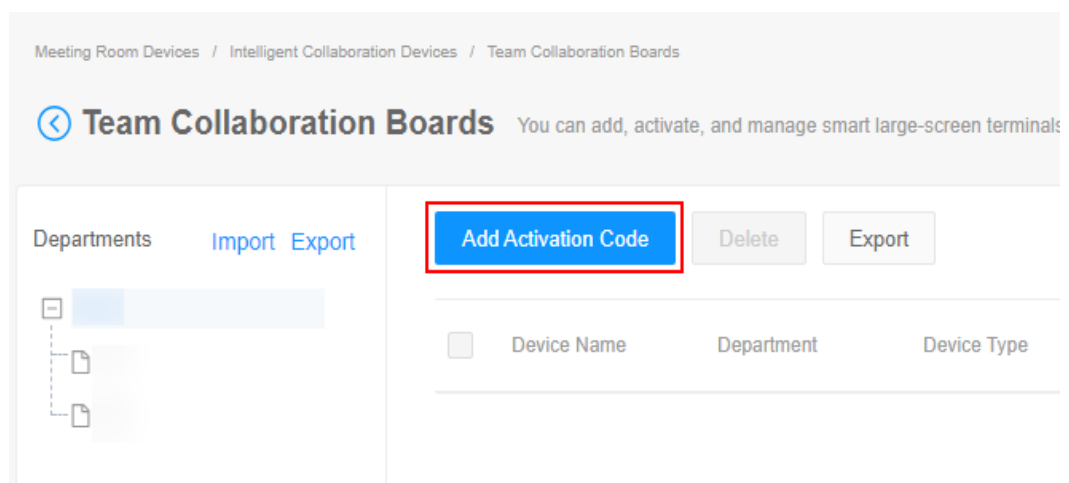
Huawei Cloud Meeting adapts to collaborative screens (IdeaHubs and Boards). After adding a screen to the Huawei Cloud Meeting Management Platform, you can obtain an activation code. After activating the screen, you can use the meeting functions on it. You can also manage screens on the Management Platform.

### Adding a Commercial Activation Code

If you have purchased an IdeaHub access account, perform the following steps to add an activation code:

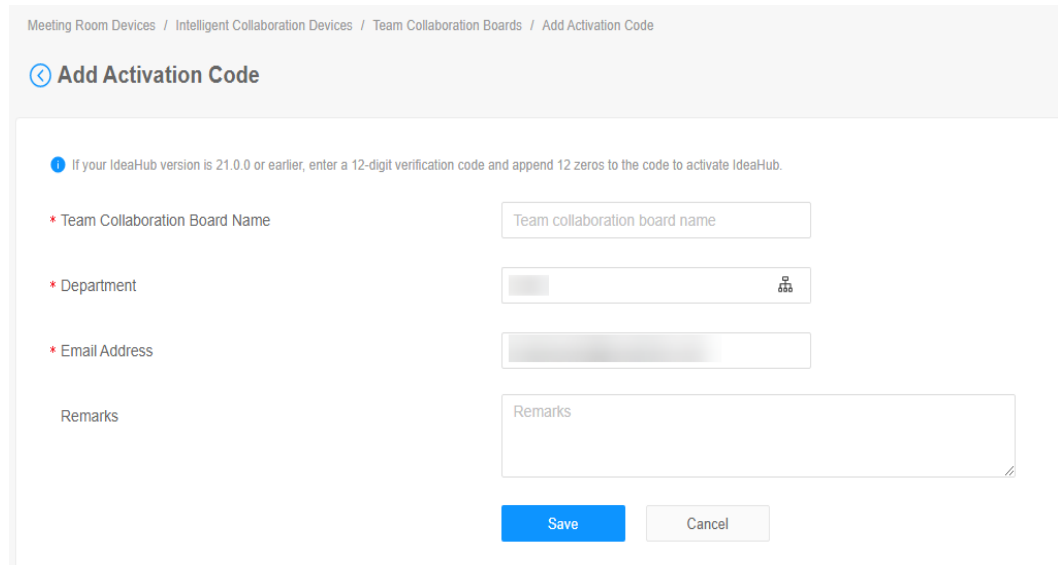
**Step 1** In the navigation pane, choose **Meeting Room Devices > Intelligent Collaboration Devices > Team Collaboration Boards**.

**Step 2** On the **Team Collaboration Boards** page, click **Add Activation Code**.

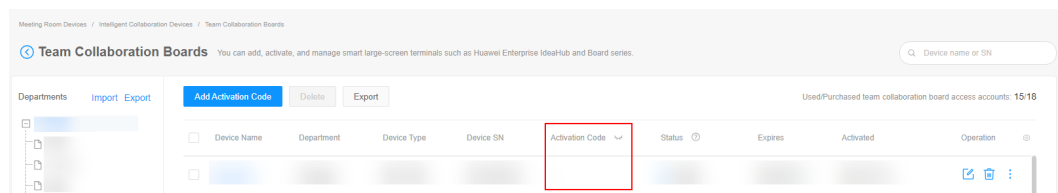


**Step 3** On the **Add Activation Code** page, enter the IdeaHub details and click **Save**.








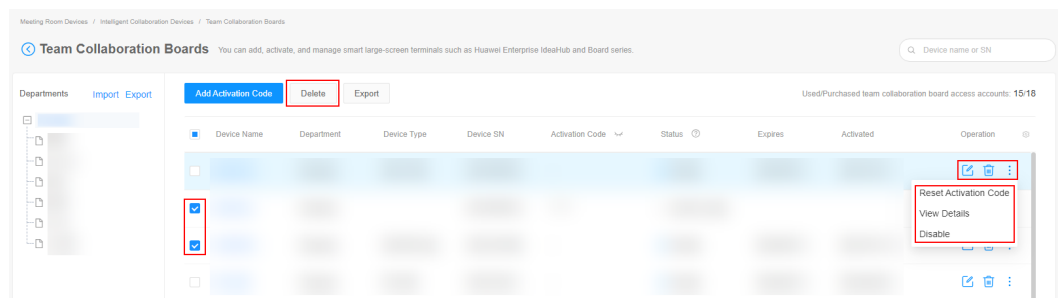
**Step 4** On the **Team Collaboration Boards** page, obtain the added activation code to activate the IdeaHub.



----End

## Other Operations

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



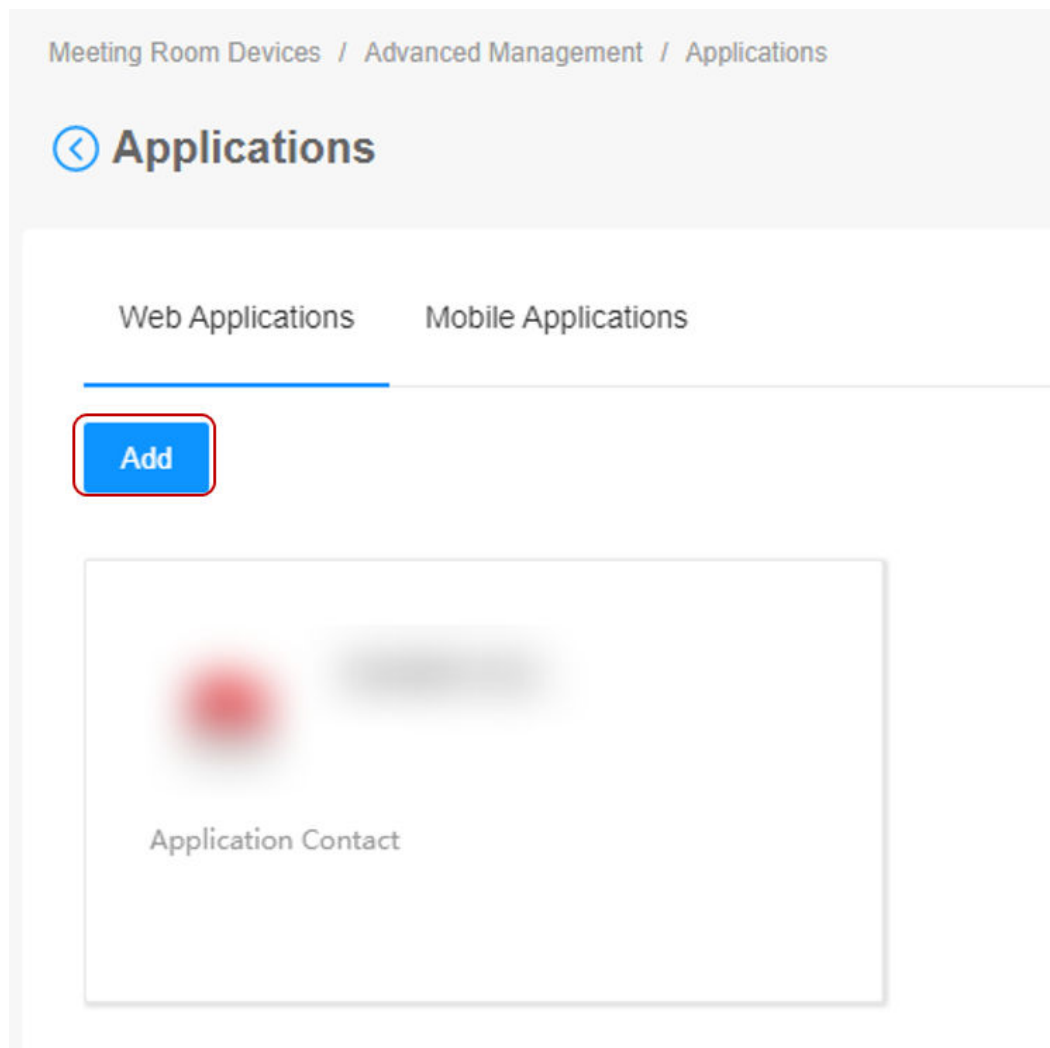
## 6.2 Managing Applications

IdeaHubs can invoke web applications.

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



**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.

The screenshot shows a form titled "Add Web Application" with a back arrow icon. The form contains the following fields and options:

- \* Application Name:** A text input field with the placeholder "Application name".
- Images:** A section with two sub-sections:
  - Icon upload:** A circular icon upload area with a default icon (four colored dots). Text: "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:** A rectangular thumbnail upload area with a default thumbnail image. Text: "Only SmartRooms devices support thumbnails. Supported image resolution: 2,240 x 1,260 pixels. Max image size: 2 MB. The default thumbnail will be used if you do not upload an image."
- \* Link:** A text input field with the placeholder "Link for calling the application".
- Application Contact:** A text input field with the placeholder "Contact name".
- Buttons:** A blue "Save" button and a grey "Cancel" button.

----End

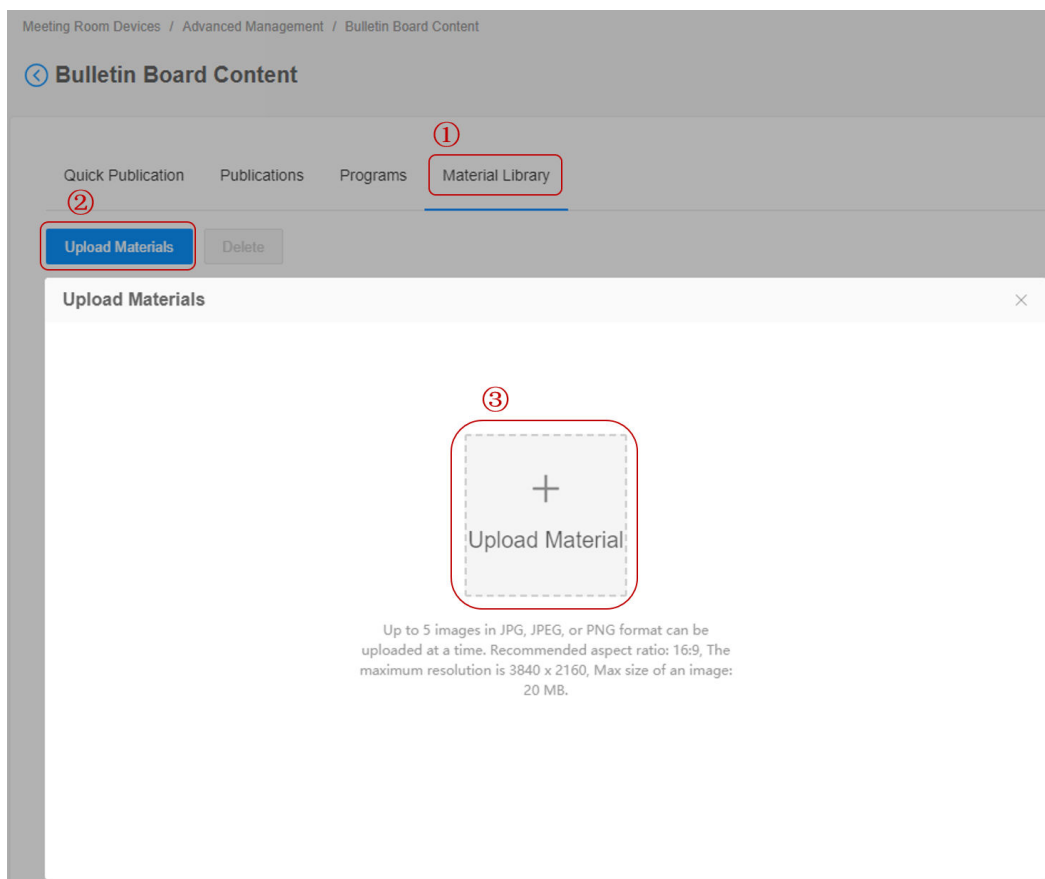
## 6.3 Managing the Bulletin Board

You can create and manage programs played on IdeaHubs.

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

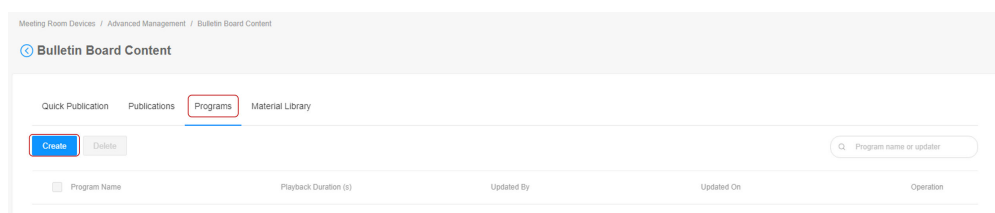
**Step 2** Upload materials.

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

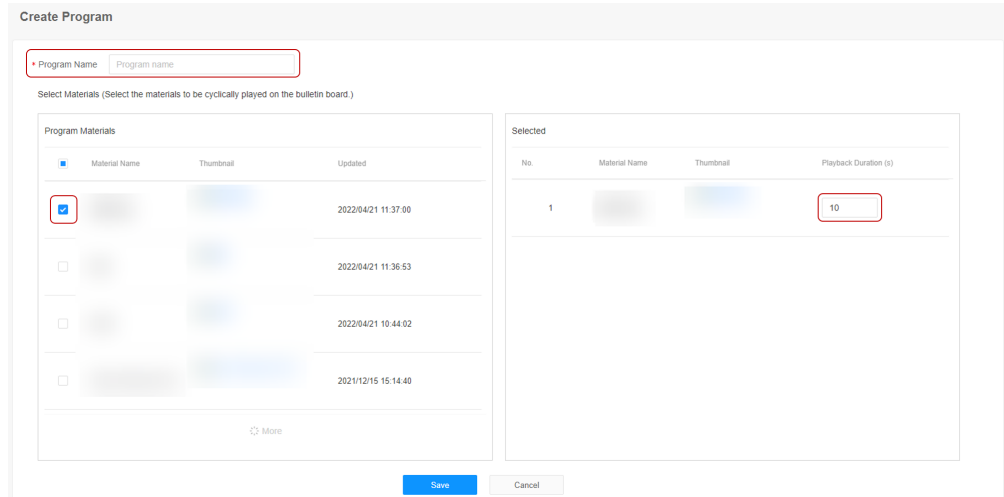


### Step 3 Create a program.

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



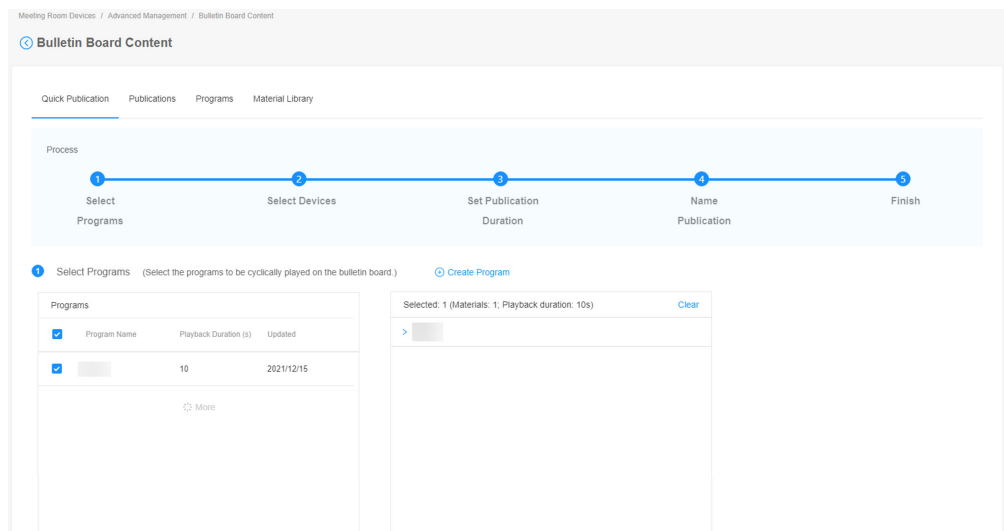
2. On the **Create Program** page, enter the program name, select materials, set the playback duration, and click **Save**.



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


#### Step 4 Publish programs.

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



3. Select the range of devices that the programs are to be published on. You can select devices in a device group or add devices one by one.  
You can choose **Meeting Room Devices > Device Groups** to add or edit device groups.

2 Select Devices (Select the devices on which the bulletin board is to be published.)

Device Groups		Selected (0)
<input type="checkbox"/>	Device Group Name	Remarks
 <p>No data available.</p>		

[+ Add Device](#)

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

3 Set Publication Duration

Publication Duration  -  About 7 days

4 Name Publication

\* Publication Name

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

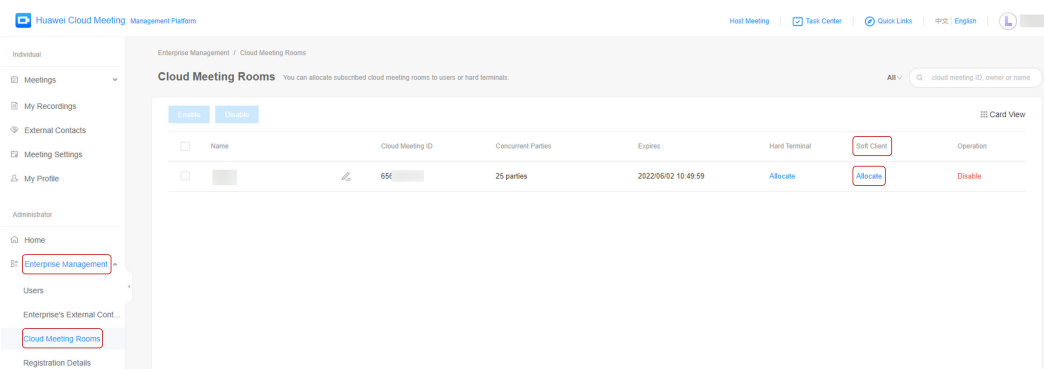
# 7 Managing Cloud Meeting Rooms

## 7.1 Allocating a Cloud Meeting Room to a User

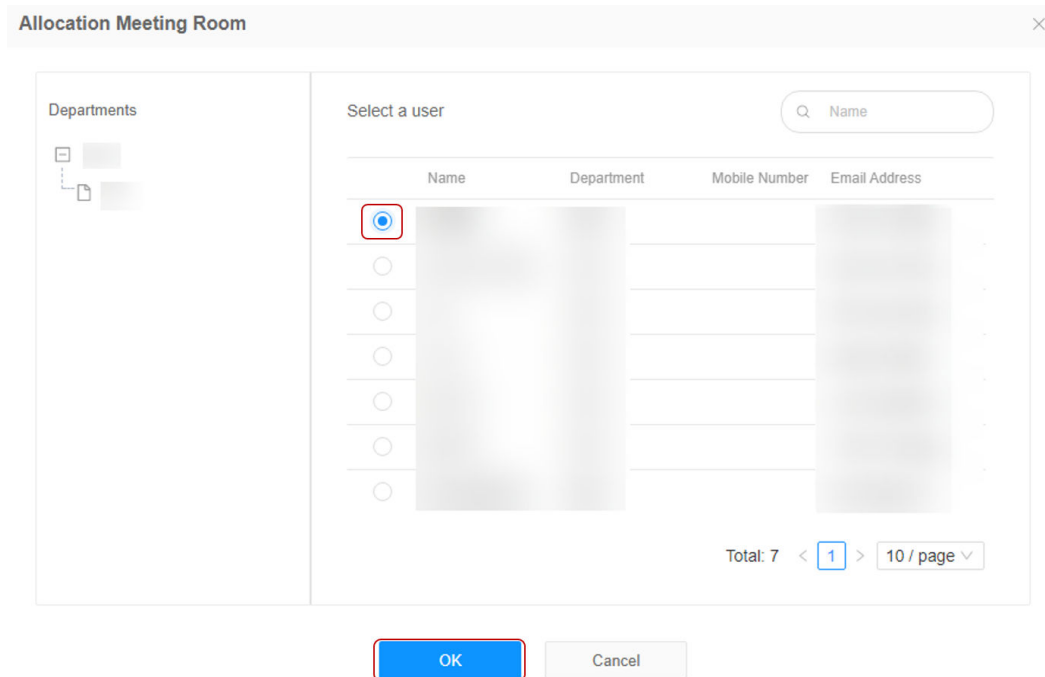
You can allocate a cloud meeting room to a specific user in your enterprise. After the cloud meeting room is allocated to the user, the user can initiate meetings as the cloud meeting room administrator and perform meeting control operations.

### 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.



----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

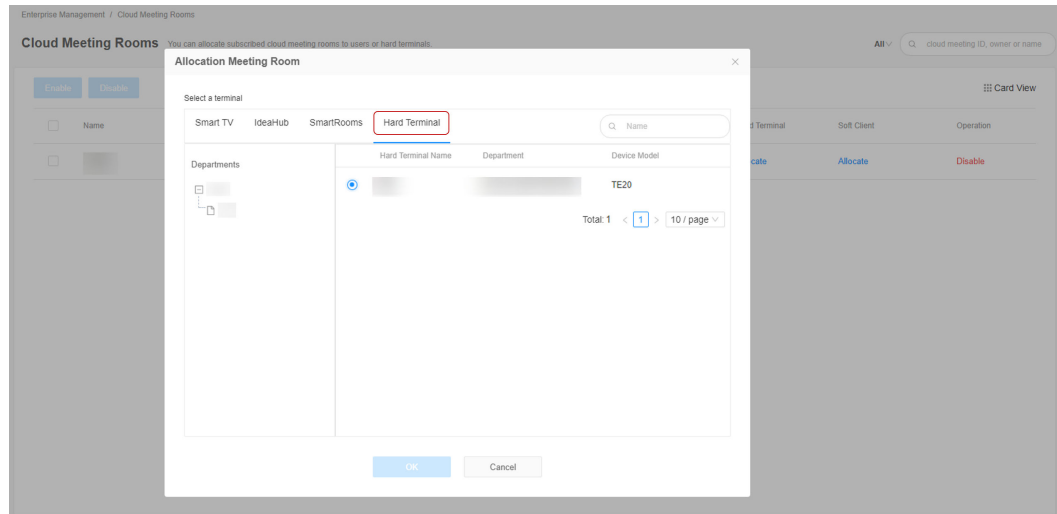
#### NOTE

- 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.



**Step 4** Click **OK**.

----End

## 7.3 Allocating a Cloud Meeting Room to an IdeaHub

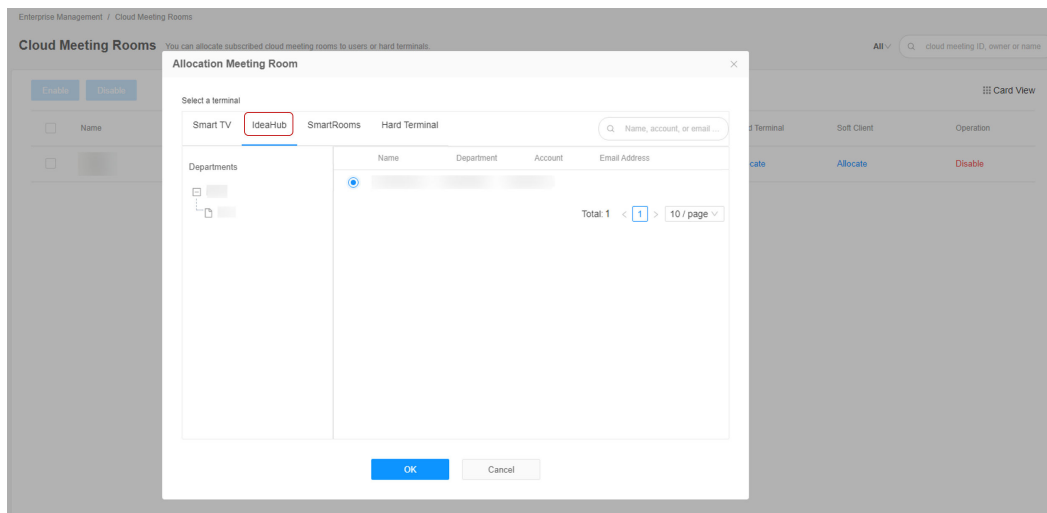
You can allocate a cloud meeting room to a specific IdeaHub in your enterprise. Then you can hold meetings on the IdeaHub using the cloud meeting room.

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**.





----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

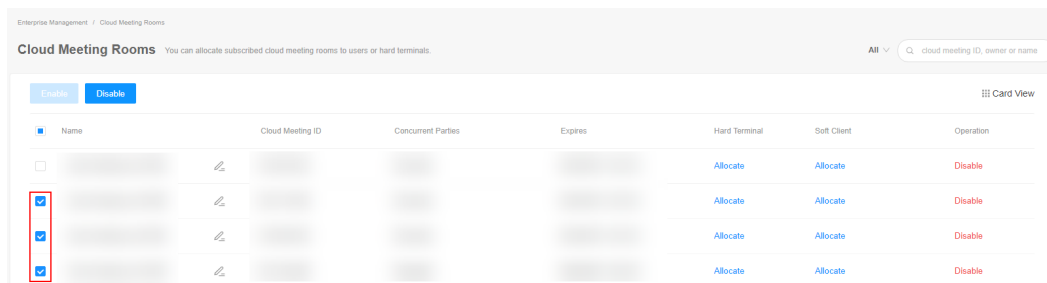
In the navigation pane, choose **Enterprise Management > Cloud Meeting Rooms**. You can click **Disable** in the **Operation** column of the row containing a cloud meeting room to disable it, and click **Enable** to enable it.

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.



## 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

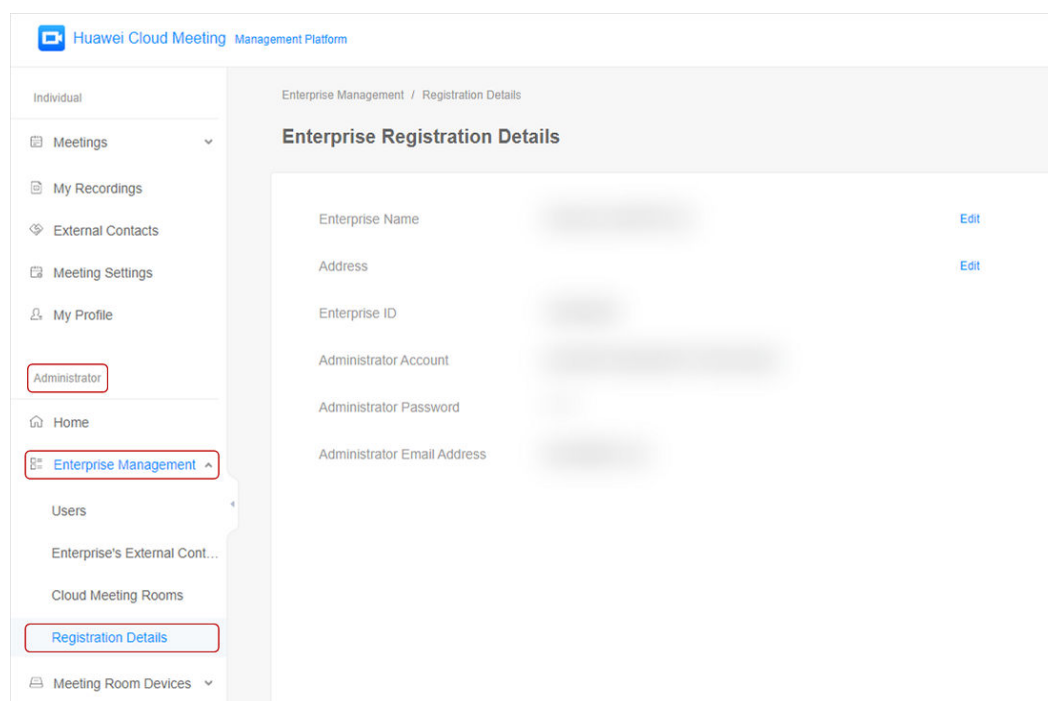
You can view or set the enterprise registration details.

**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






# 9 Managing Meetings

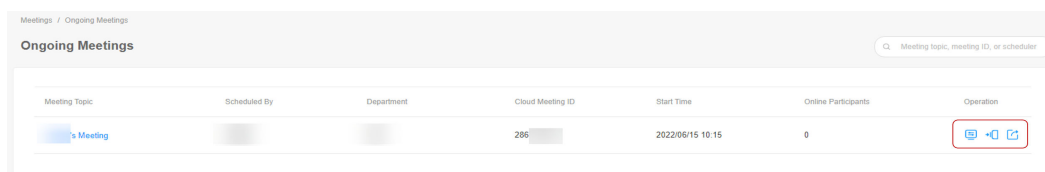
## Viewing Ongoing Meetings

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

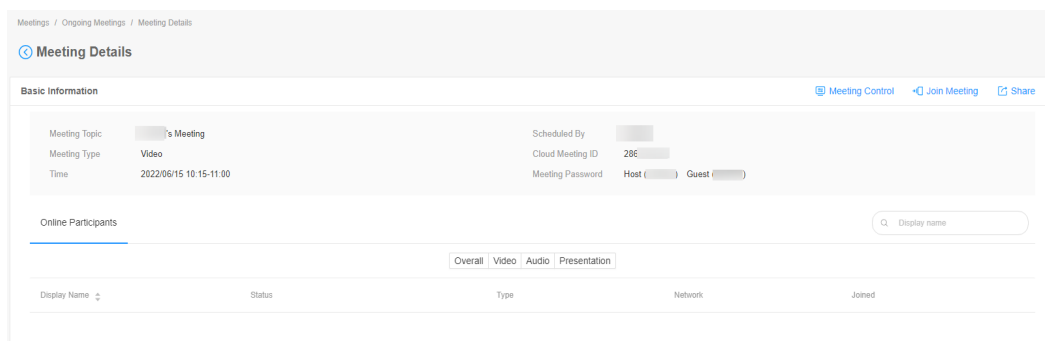
**Step 1** In the navigation pane, choose **Meetings > Ongoing Meetings**.

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

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



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






----End

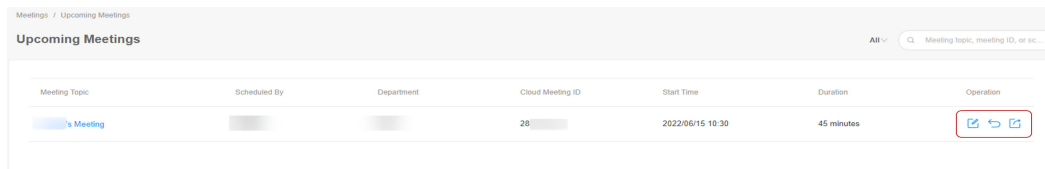
## Viewing Scheduled Meetings

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

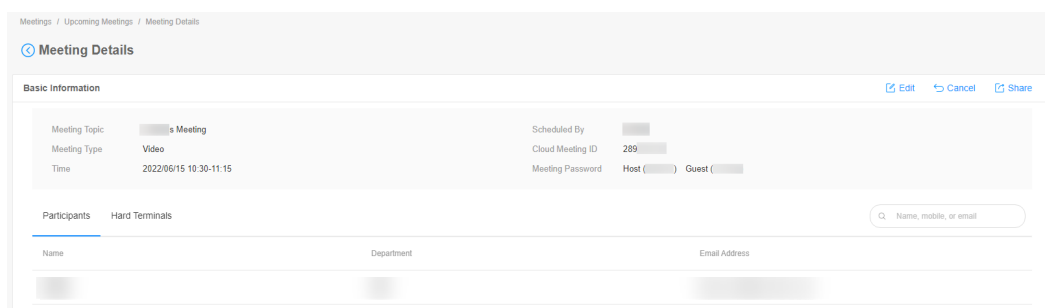
**Step 1** In the navigation pane, choose **Meetings > Upcoming Meetings**.

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

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



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



----End


## Viewing the Meeting History

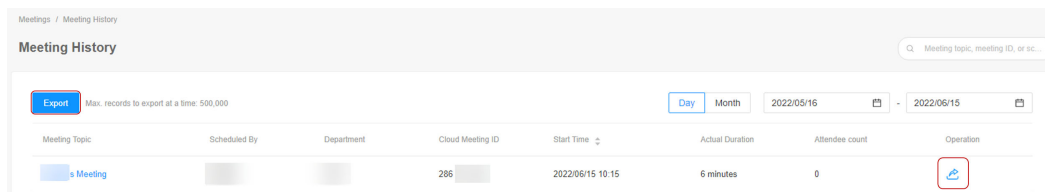
The **Meeting History** page presents details about operations in the meetings that have ended, including the operation time, operator, and related description.

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

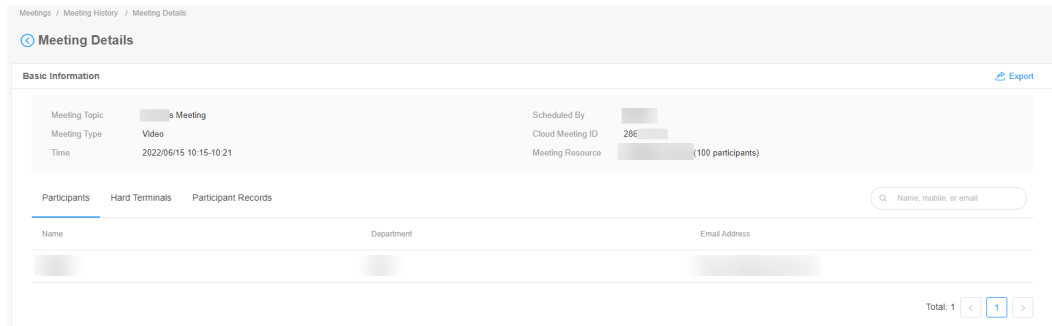
**Step 2** On the **Meeting History** page, set a time range and view all historical meetings within the time range.


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



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

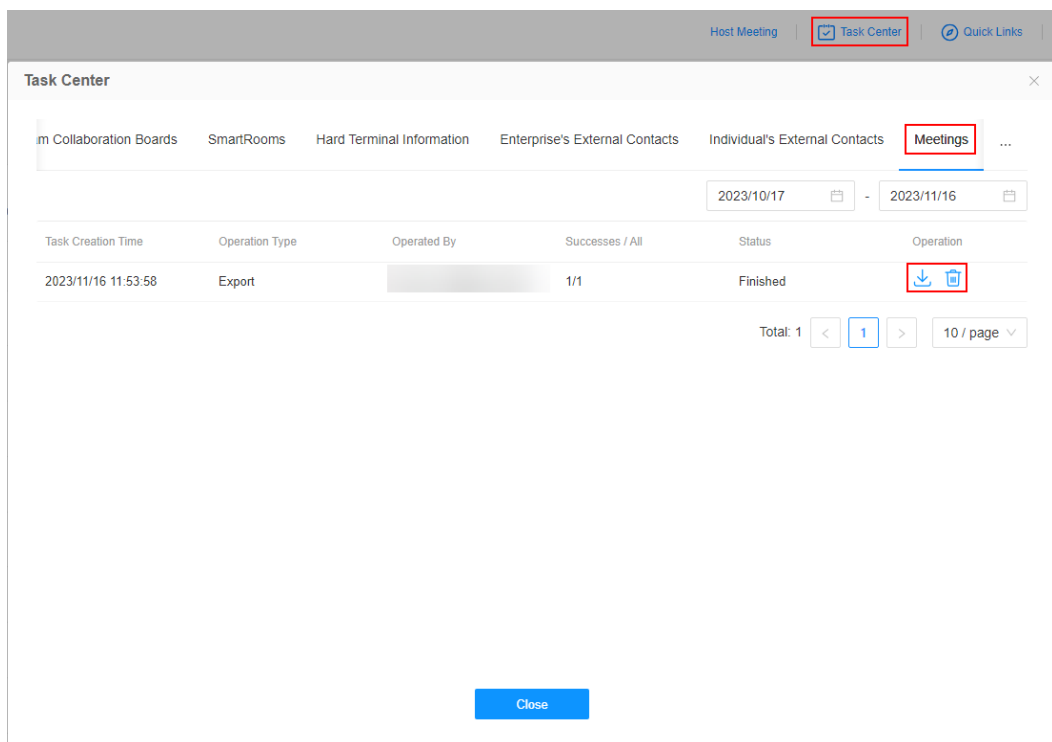


**Step 3** Click the topic of a meeting to view the basic meeting details.



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

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



-----End

## Downloading Recording Files

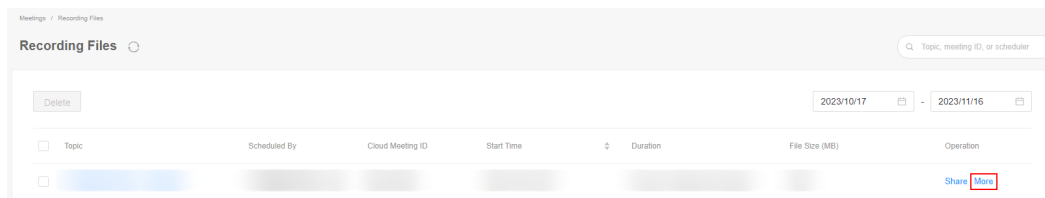
Meetings hosted by an enterprise can be recorded only after it has purchased necessary recording resources. The enterprise administrator can view the recording details, and download and watch recording files. Users who cannot join meetings can watch HD recordings to know every detail discussed in the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

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

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

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

**Figure 9-1** Recording files



----End

 **NOTE**

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

If you want to hold a meeting that can be recorded, follow the instructions in [Recording a Meeting](#).

# 10 Other Settings

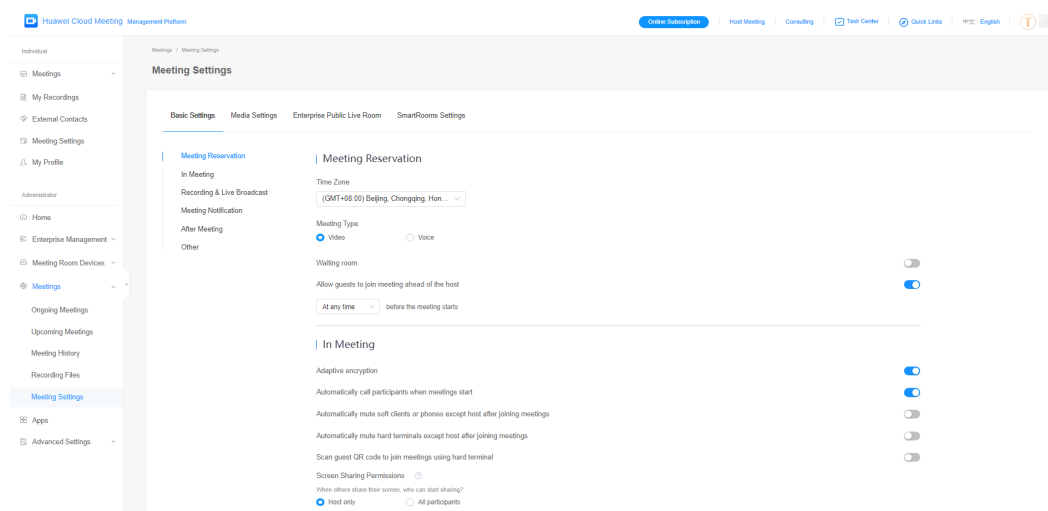
## 10.1 Setting Meeting Parameters

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

Meeting settings include basic settings and media settings.

### Basic Settings

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



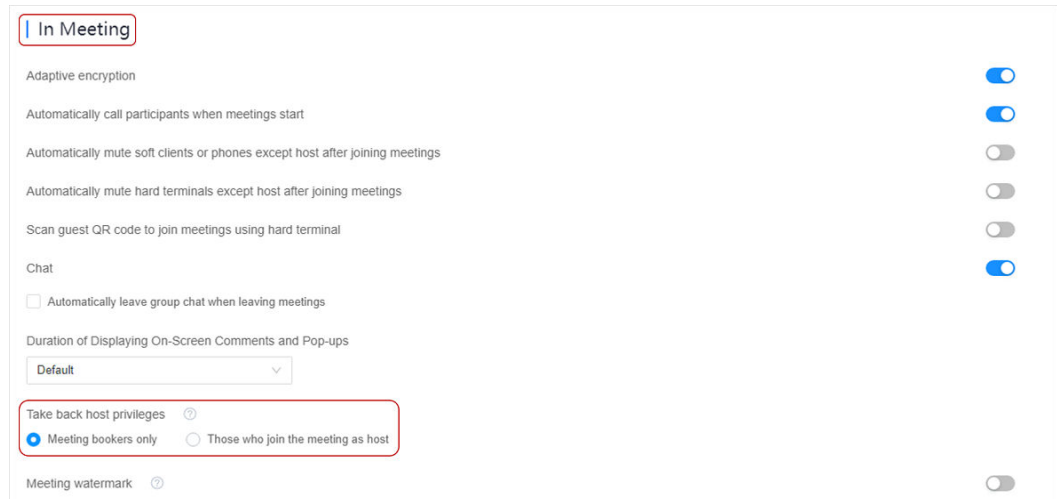
### Claiming the Host Role

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

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



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

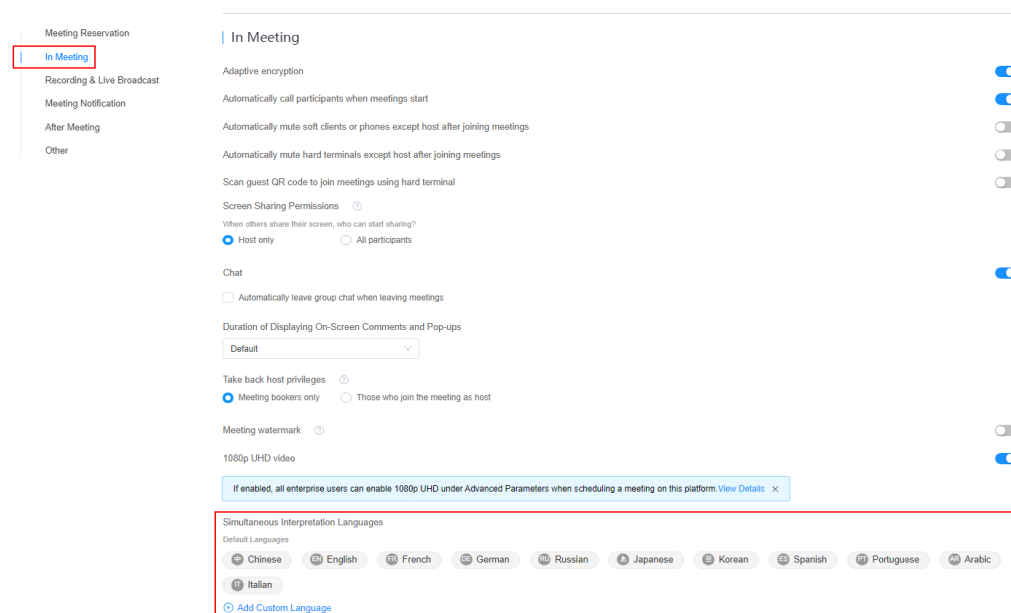


## Simultaneous Interpretation

### CAUTION

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

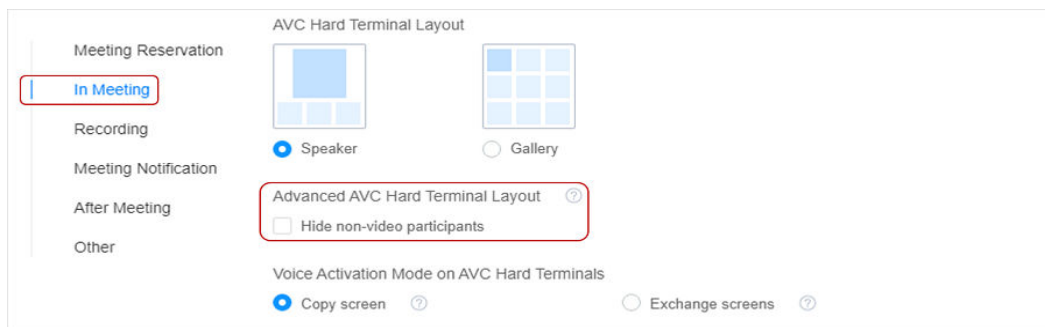
Chinese, English, French, German, Russian, Spanish, Portuguese, Japanese, Korean, Arabic, and Italian are supported.



## Advanced AVC Hard Terminal Layout

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

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

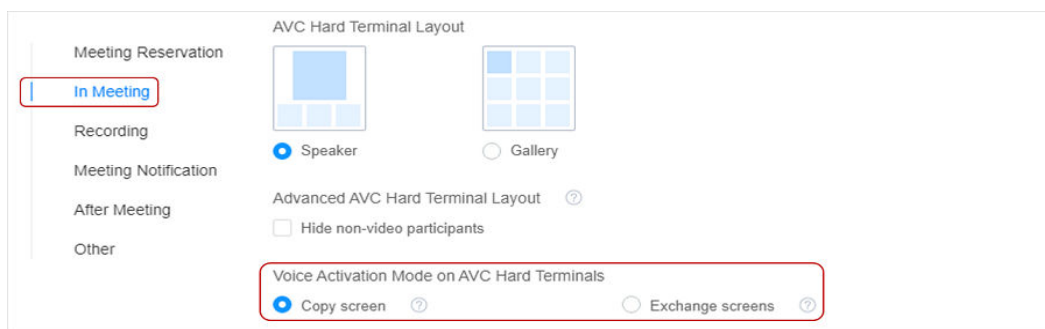


## Voice Activation Mode on AVC Hard Terminals

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

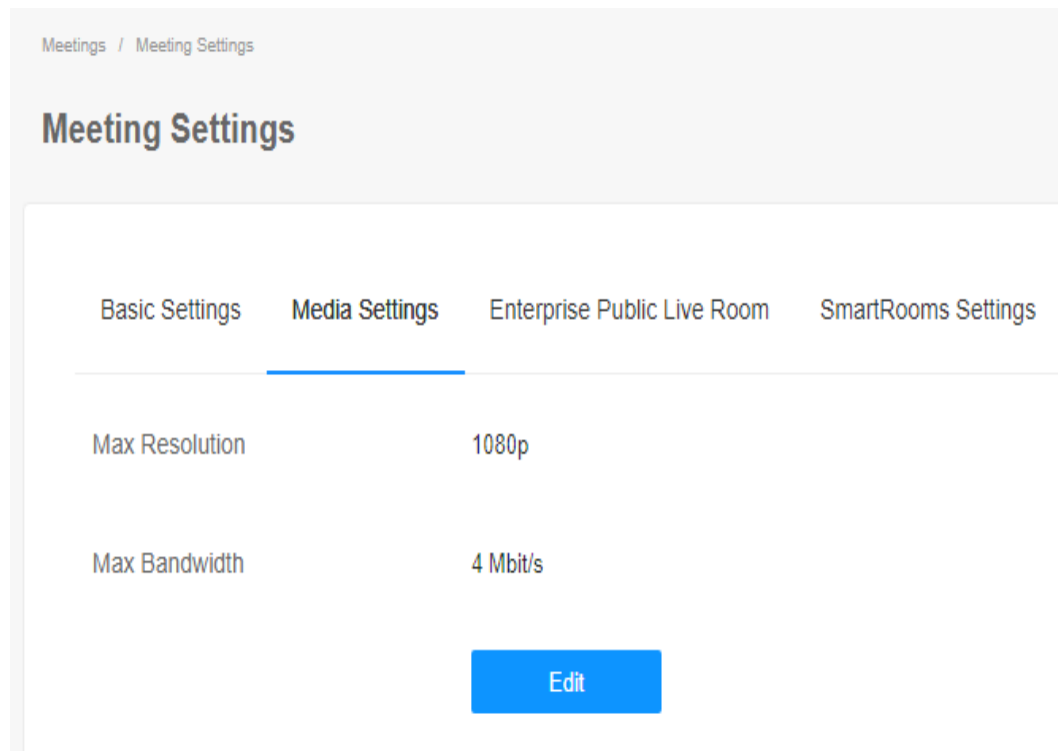
You can select a mode in the **Voice Activation Mode on AVC Hard Terminals** area.

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



## Media Settings

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

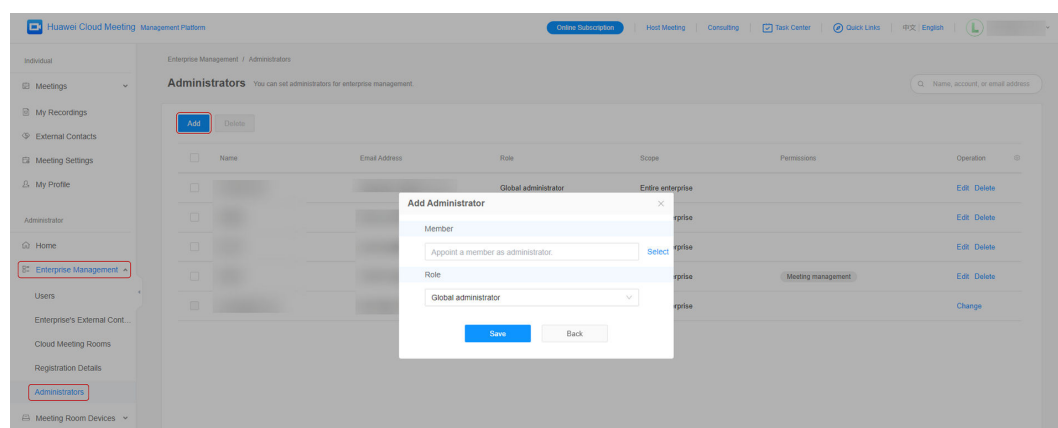


## 10.2 Setting Administrators

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

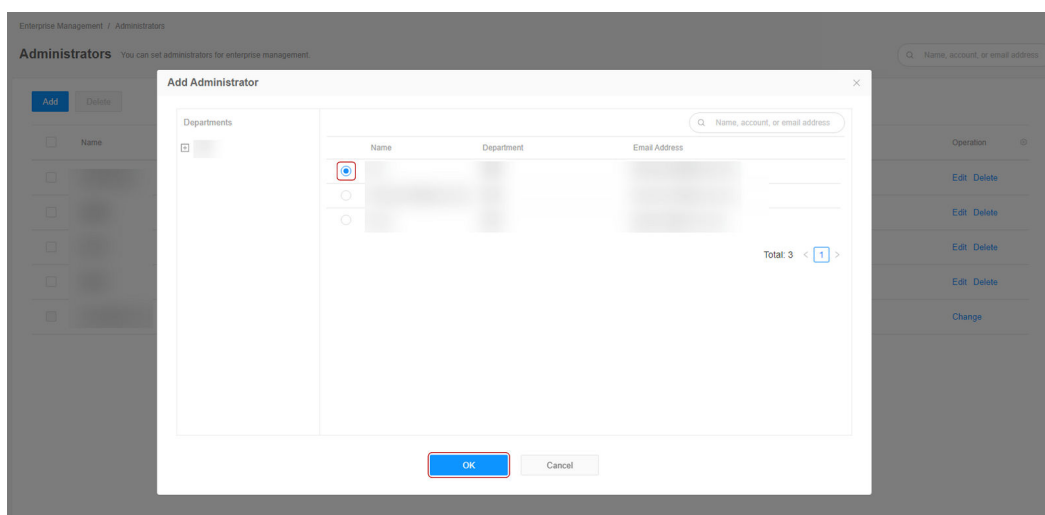
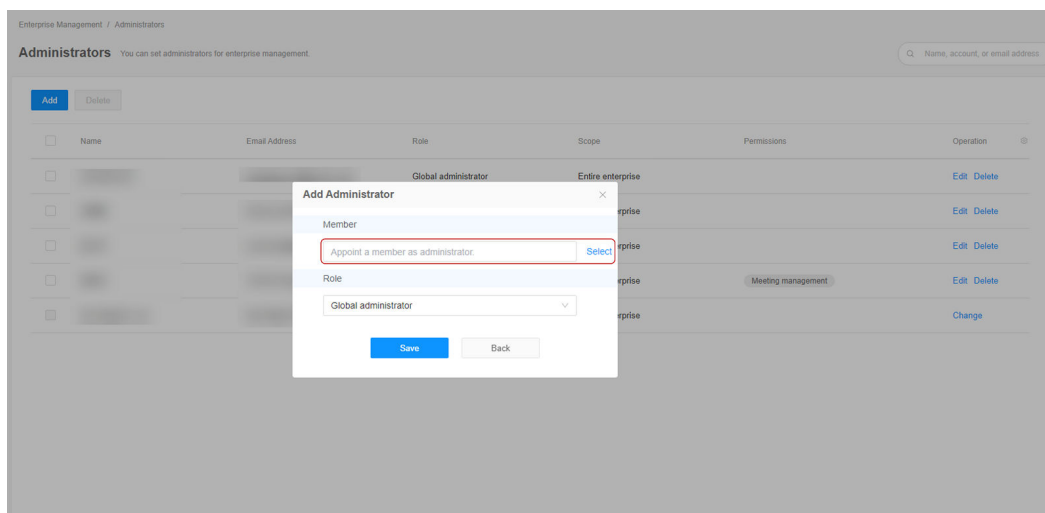
**Step 1** In the navigation pane, choose **Enterprise Management > Administrators**.

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



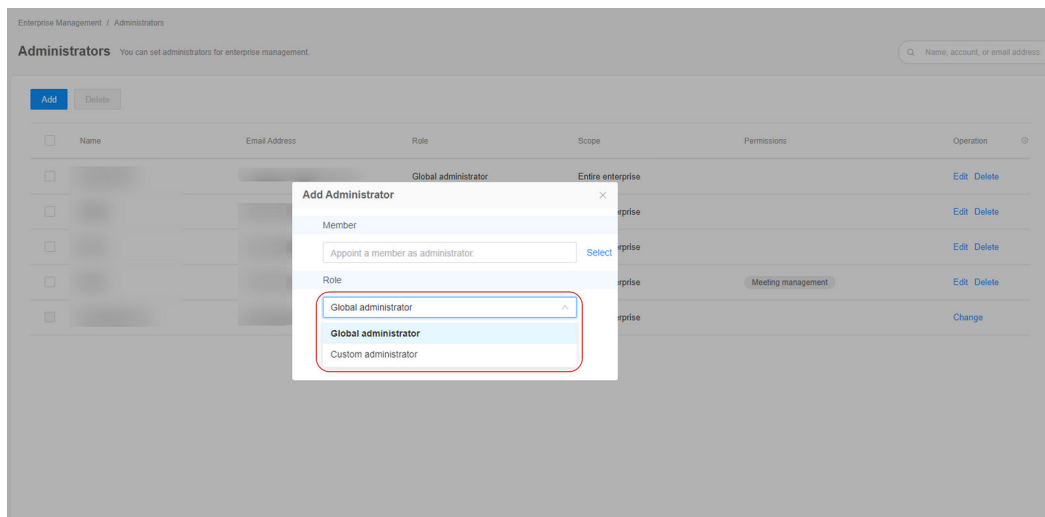
**Step 3** Select a member.

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




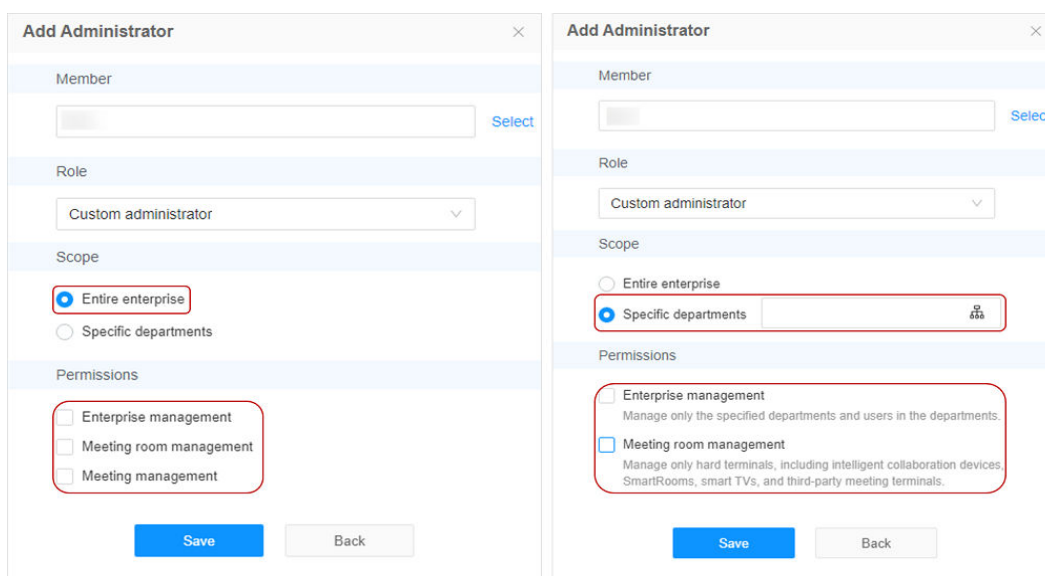
**Step 4** Select a role for the administrator from the drop-down list box.

- **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.



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

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



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

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

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

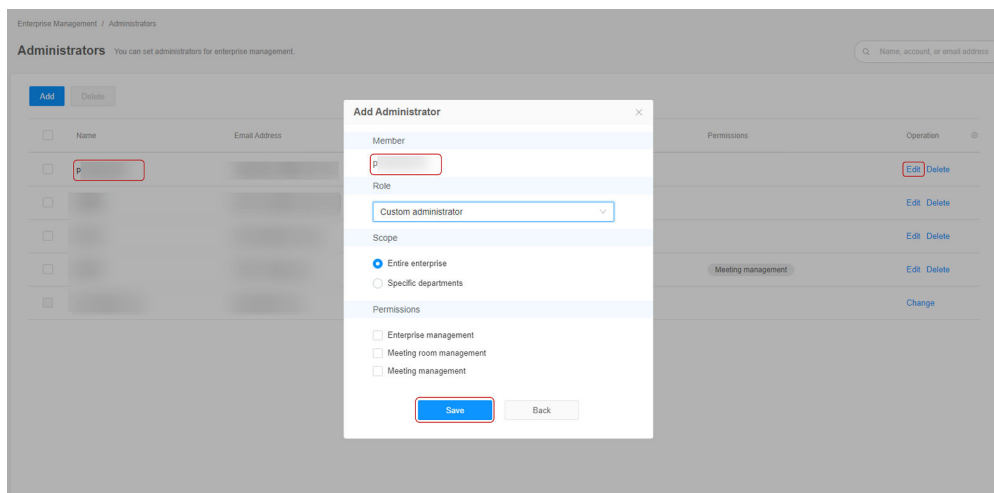
 **NOTE**

Select at least one management permission.

----**End**

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

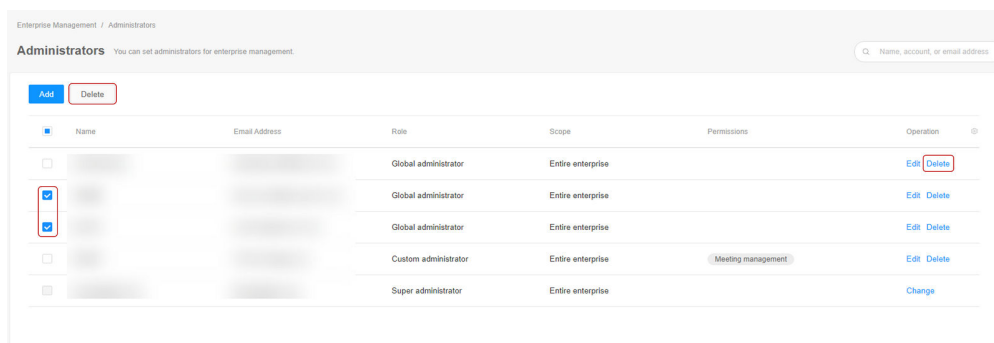
- Editing an administrator
  - a. Click **Edit** in the row containing the target administrator.
  - b. Modify the role, scope, and permissions, and click **Save**.



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

 **NOTE**

The super enterprise administrator cannot be deleted.



## 10.3 Configuring Sensitive Words

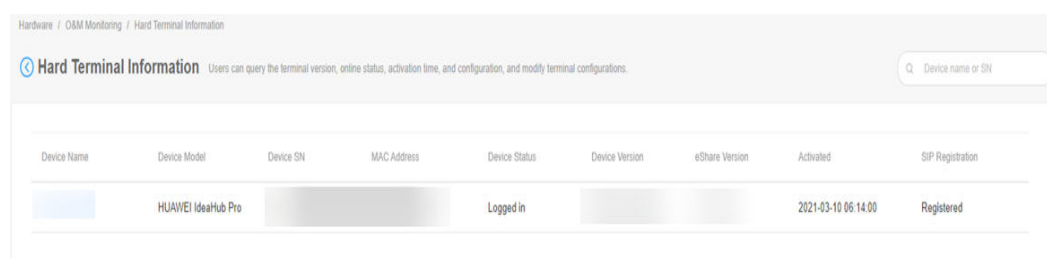
You can add sensitive words under **Advanced Settings > Sensitive Words**. After a sensitive word is added, the sensitive word in a message will be replaced with three asterisks (\*\*\*) .

The screenshot shows the 'Sensitive Words' configuration page. At the top, there is a breadcrumb 'Advanced Settings / Sensitive Words' and a title 'Sensitive Words'. Below the title is a text input field labeled 'Sensitive word' and a blue 'Add' button. A paragraph of instructions follows: 'Enter a sensitive word in the text box and press Enter or click Add on the right to add the sensitive word. The sensitive word contained in an instant message is replaced with 3 asterisks (\*\*\*). Up to 100 sensitive words can be added.' Below this are three buttons: 'Delete', 'Clear', and 'Total: 0'. At the bottom, there is a large empty rectangular area for displaying the list of sensitive words.

# 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**.



Hardware / O&M Monitoring / Hard Terminal Information

**Hard Terminal Information** Users can query the terminal version, online status, activation time, and configuration, and modify terminal configurations.

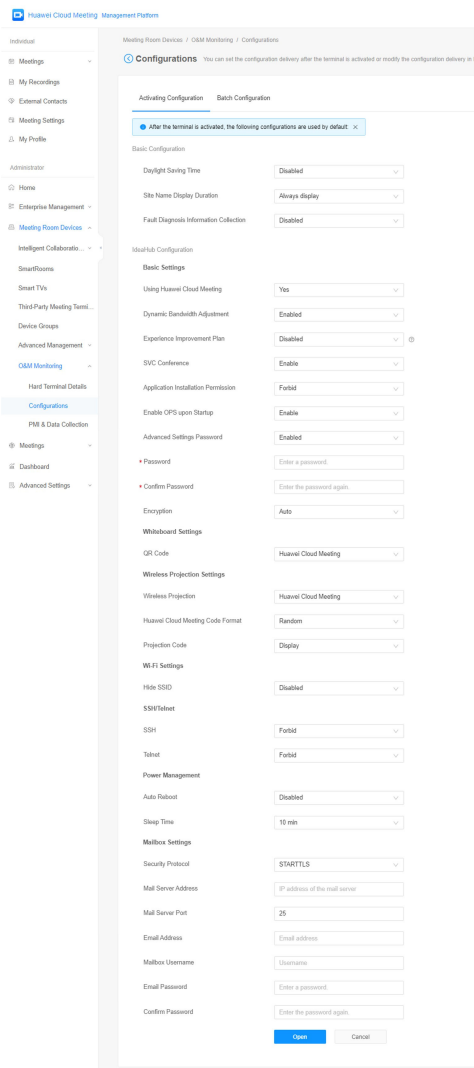
Device Name	Device Model	Device SN	MAC Address	Device Status	Device Version	eShare Version	Activated	SIP Registration
	HUAWEI IdeaHub Pro			Logged in			2021-03-10 06:14:00	Registered

## 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**.





Key parameters:

Parameter	Description
Device Range	<ul style="list-style-type: none"> <li>● <b>Devices in a group:</b> The configuration file takes effect only for hard terminals in the specified group. You can choose <b>Meeting Room Devices &gt; Device Groups</b> to add or edit device groups.</li> <li>● <b>Ungrouped devices:</b> The configuration file takes effect only for hard terminals that are not grouped.</li> <li>● <b>All devices:</b> The configuration file takes effect for all hard terminals of the enterprise.</li> </ul>
Email Address/ Mailbox Username/ Email Password	These parameters are used to send whiteboard minutes.

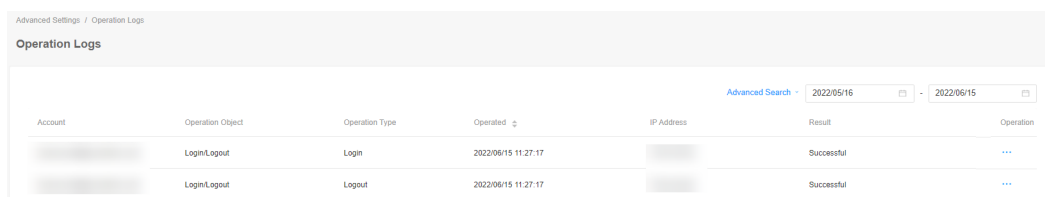
----End

# 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.

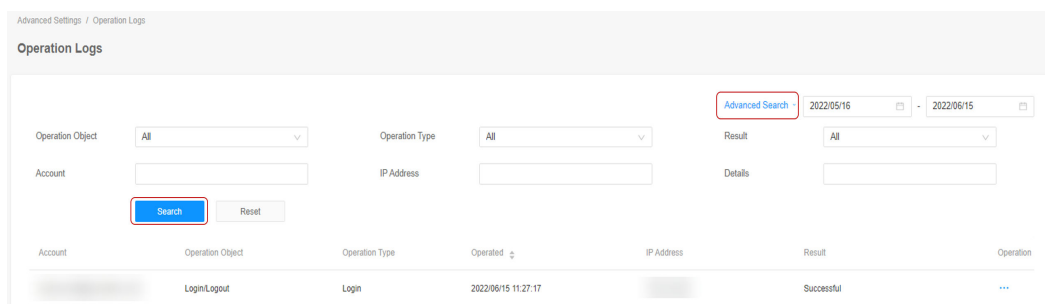
**Step 1** In the navigation pane, choose **Advanced Settings > Operation Logs**.

**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.



Account	Operation Object	Operation Type	Operated	IP Address	Result	Operation
	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.



Advanced Settings / Operation Logs

Operation Logs

Advanced Search 2022/05/16 - 2022/06/15

Operation Object: All Operation Type: All Result: All

Account: IP Address: Details:

Search Reset

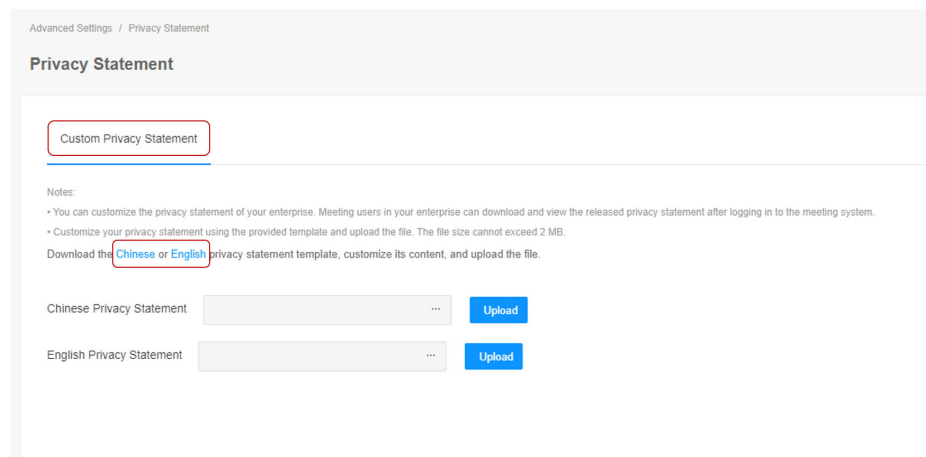
Account	Operation Object	Operation Type	Operated	IP Address	Result	Operation
	Login,Logout	Login	2022/06/15 11:27:17		Successful	...

----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.



----End