



# Operation Guide (Remote Control)

V600R019

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# About This Document

This guide introduces you to the TE30/TE40/TE50/TE60/TX50 videoconferencing endpoint (TE series or endpoint for short) and how to use it through a remote control.

To learn more about the endpoint, see the following documents:

Describes the application scenarios, ports, features, and technical specifications of the endpoint.

## Product Description

Describes security and routine maintenance of the endpoint.

## Configuration Guide

Describes system settings, frequently used parameter settings, and common troubleshooting methods of the endpoint.

## Maintenance Guide

Describes the functions and parameter settings of the endpoint's web interface.

## Web Online Help

To obtain more reference documents, log in to [Huawei Support-E website](#), click **Telepresence and Videoconferencing** under **Enterprise Cloud Communications** in the **Product Support** area, and select the desired product.

### Tips:

- Do not place sound sources such as speakers near the endpoint.
- Keep audio devices such as laptops far away from the microphone.
- Do not point any bright light into the lens, and ensure that there are no moving objects behind participants.
- Turn off your microphone if you do not want to speak.



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# PART 01

## Quick Start

- Remote Control
- User Interface: Call Screen
- User Interface: Menu Screen
- Invite a New Participant to a Conference
- Share a Presentation
- Switch Between Screen Layouts





# Remote Control

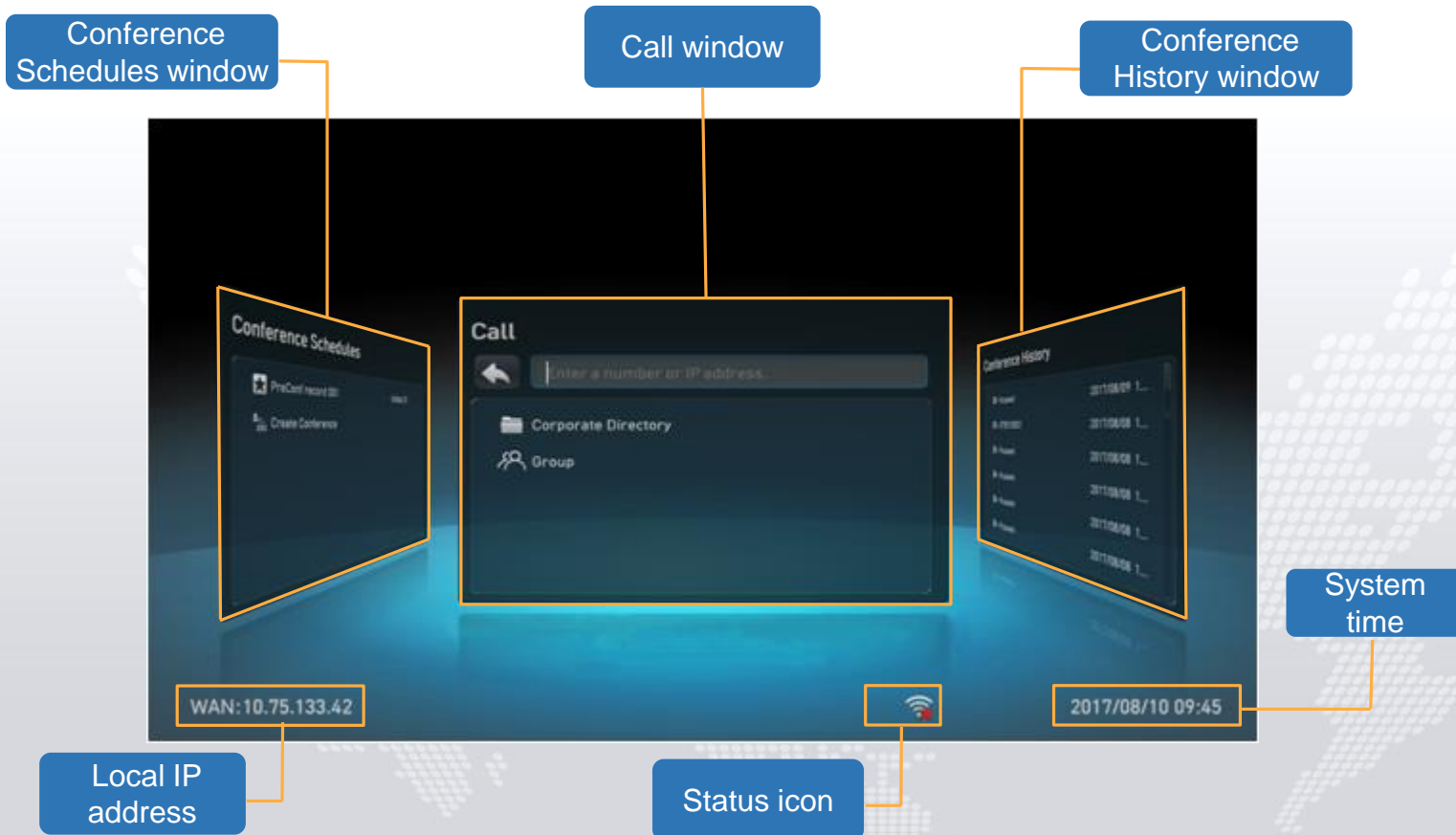


## About the Remote Control



Using the remote control, you can easily:

- Hold a conference
- Place a call
- Control a conference
- Set caption
- Modify system settings
- Control the microphone and speaker
- Select and control a camera

# User Interface: Call Screen



## Operating Tips

- Press  or  to access the call screen.
- On the call screen, press the left and right arrow buttons on the remote control to switch among the **Call**, **Conference Schedules**, and **Conference History** windows.
- If the status icon is abnormal and you need to check the detailed product status, consult the information under **Operation and Maintenance > Maintenance Guide > Routine Maintenance > Checking the System Status**.

# User Interface: Menu Screen



Bring up the menu bar



Hide the menu bar

Bring up the  
menu bar



Hide the menu bar

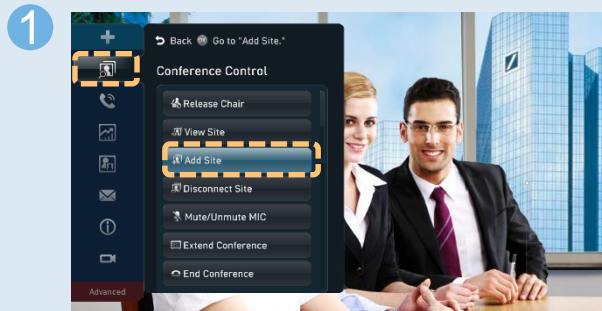
## Operating Tips

- Select **+** and press **OK** to access the **Customize Option Bar** screen. Then you can move menu items up or down and determine whether to show certain menu items on the menu bar. The administrator password (default: **12345678**) is required for accessing the **Customize Option Bar** screen. To ensure system security, you are advised to change the password at the first use and then periodically change the password afterwards.
- You can select **Advanced** from the menu bar and press **OK** to access the **Advanced** screen and configure your endpoint. By default, you can directly access the **Advanced** screen without entering any password, but the administrator password is required for accessing **Settings** under **Advanced** as well as the **Customize Option Bar** screen from the menu bar. If **Encryption advanced settings** is selected under **Advanced > Settings > Security > Password**, you must enter the administrator password for accessing the **Advanced** and **Customize Option Bar** screens. In this case, the **Settings** screen is accessible without any password.

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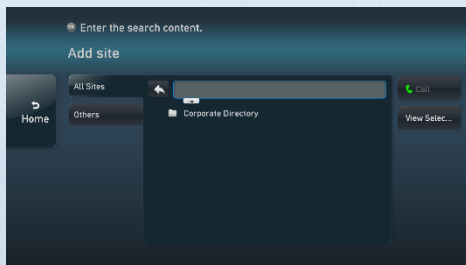
# Invite a New Participant to a Conference



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Add Site** and press **OK**.

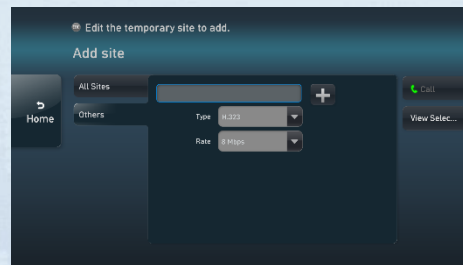
2

If the site you want to call is in the address book:



Select **All Sites**. Then select a site you want to call and press **OK**.

If the site you want to call is not in the address book, but you know its number, IP address, or domain name:



Select **Others**. Then enter the number, IP address, or domain name of the site you want to call and press **OK**.

## About the All Sites and Others Tabs

- **All Sites:** displays all sites stored in the address book.
- **Others:** You can add other sites on this tab by entering their numbers or IP addresses.

## About the Add Site and Call Site Menu Items

- **Add Site:** Invite a new site (not in the site list of the conference) to a conference.
- **Call Site:** Initiate a call to a site that is in the site list of the conference.

## About Adding a Site

Only the chair site can add sites. The Add Site menu is unavailable for non-chair sites.

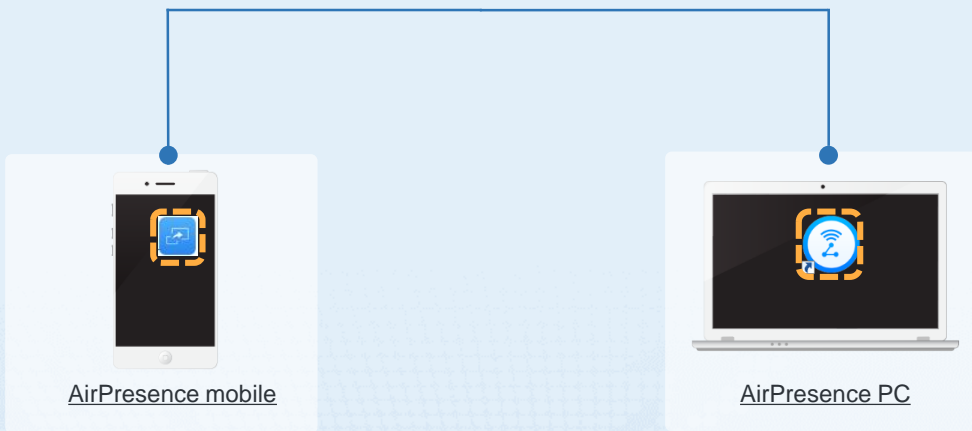
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# Share a Presentation

## About Sharing a Presentation

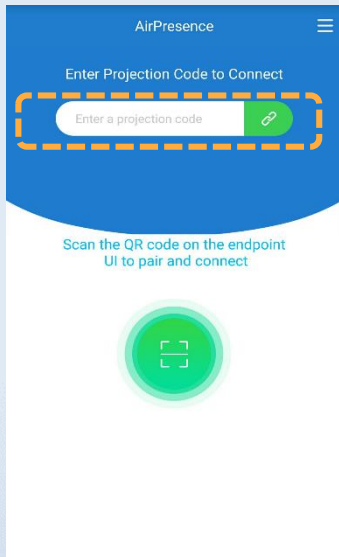
Select a method of sharing a presentation depending on your requirements.

Share a presentation through one of the following methods:



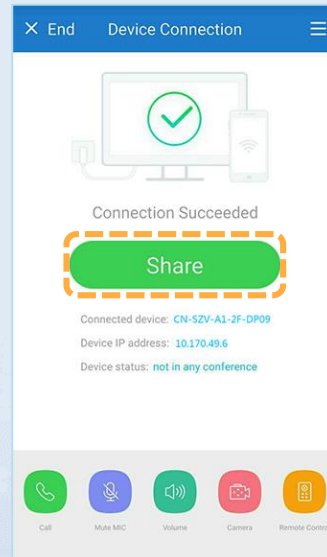
# Share a Presentation Using the AirPresence Mobile Client

1



- Start the AirPresence client on your mobile device.
- Enter the projection code to connect to the endpoint.

2



After the connection is set up, tap **Share**. Then choose to share a document, image, or desktop.

## About AirPresence

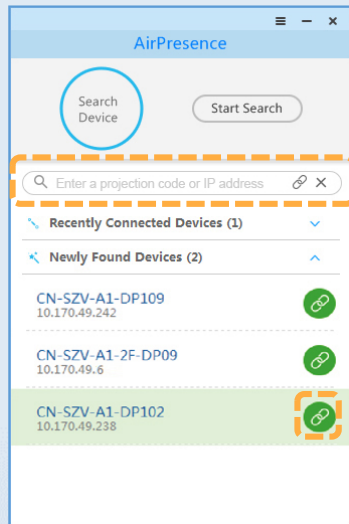
- AirPresence is a wireless projection client designed for the endpoint. It can be installed on a PC or mobile device.
- The projection code is available on the endpoint's user interface after **Projection code** is set to **Connection policy** under **System Settings > Security > Air Content Sharing** on the endpoint's web interface.

The AirPresence mobile client runs in:




-  Android 5.0 or later
-  iOS 7.0–11.0

# Share a Presentation Using the AirPresence PC Client

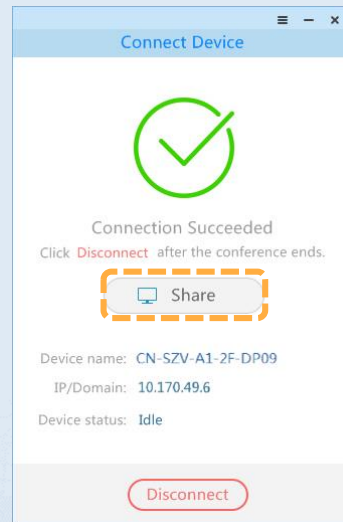
1



Connect the AirPresence PC client to an endpoint through one of the following methods:

- Enter the projection code found on the endpoint's user interface and click .
- Enter the endpoint's IP address and click . Then enter the connection password on the AirPresence client or accept the connection request from the endpoint's user interface.
- Find the endpoint in the **Newly Found Devices** list and click .

2



Tap **Share**.

## About Sharing a Presentation

To stop sharing, click **Stop** or **Disconnect**.

Obtain the AirPresence PC client installation package from the endpoint's software package.



The AirPresence PC runs in:

- 32-/64-bit Windows 7 SP1/8.1/10
- 32-/64-bit OS X 10.7–10.11

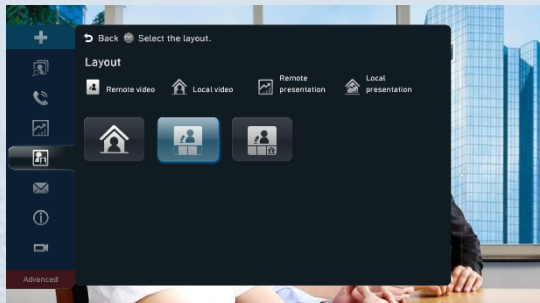
# Switch Between Screen Layouts

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.

2



Select the desired screen layout and press **OK**.

## About Screen Layouts

- You can adjust the screen layout to display a combination of video and presentation on one screen.
- The screen layouts available are determined by the endpoint status. Those in the screenshot are for reference only.



# PART 02

## Join a Conference

Select a method of joining a conference depending on your requirements.

- **Join a Conference Using the Conference Access Number/VMR Domain Name/Site URI**
- **Join a Conference from the Conference Schedules**



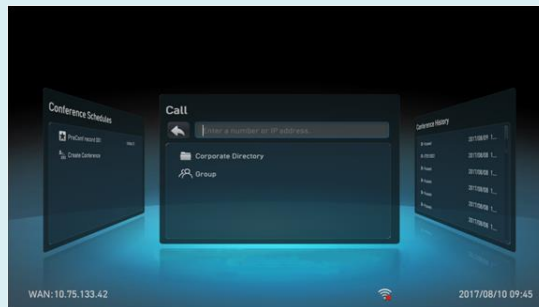
# Join a Conference Using the Conference Access Number/VMR Domain Name/Site URI

## About the Conference Access Number/VMR Domain Name/Site URI

You can join various types of conferences using this method, including IMS conferences, authentication conferences, and third-party cloud video conferences (on vendor-provided cloud platforms such as Videxio).

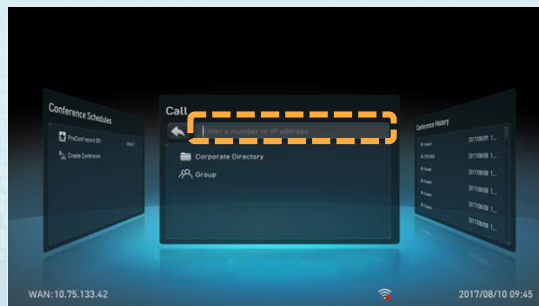
If the conference requires a password, enter the password, followed by the pound button (#).

1



Press  to access the call screen.

2



Enter the conference access number (for example: 60999), VMR domain name (for example, [CONF\\_TE.vmr@videxio.com](mailto:CONF_TE.vmr@videxio.com)) or site URI (for example, [CONF\\_TE.vmr](#)) and press **OK** to initiate a call.

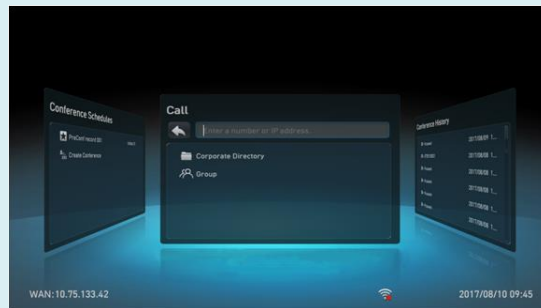
# Join a Conference from the Conference Schedules

## About the Conference Schedules

Conferences that have been scheduled in the service management system will be displayed in the **Conference Schedules**.

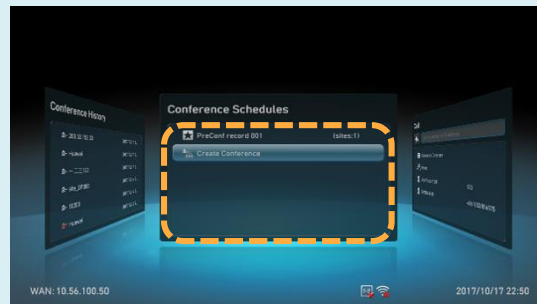
If the conference requires a password, enter the password, followed by the pound button (#).

1



Press  to access the call screen.

2



Press the arrow buttons to move the **Conference Schedules** window to the center. Then select an ongoing conference and press **OK**.

# PART 03

## Place a P2P Call

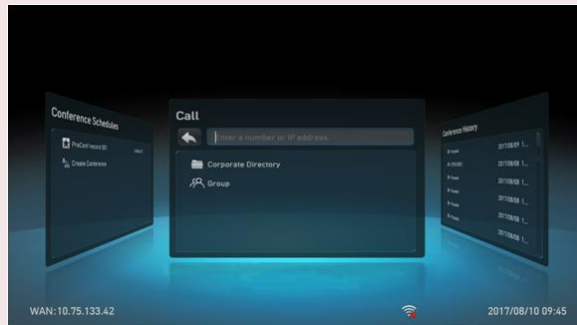
A TE series endpoint can place a point-to-point (P2P) call to another TE series endpoint, TE10, TE20, DP300, TE Mobile, TE Desktop, RP100, RP200, etc. Select a method of creating a P2P conference depending on your requirements.


- **Place a P2P Call from the Address Book**
- **Place a P2P Call Using the Site Number or IP Address**
- **Place a P2P Call from the Call History**



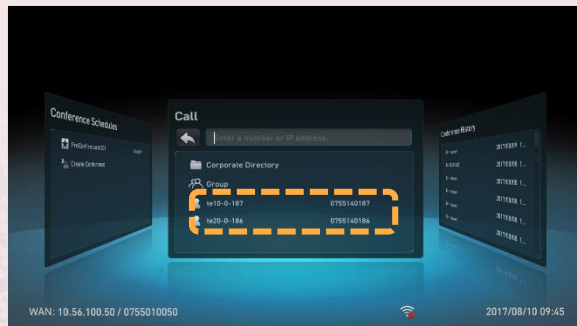
# Place a P2P Call from the Address Book

1



Press  to access the call screen.

2



Select the site you want to call and press **OK** to initiate a call.

## About the Address Book

The address book is divided into:

- Groups
- Contacts

For the method of adding a contact to the address book, see the "Address Book Management" part in the *Web Online Help*.



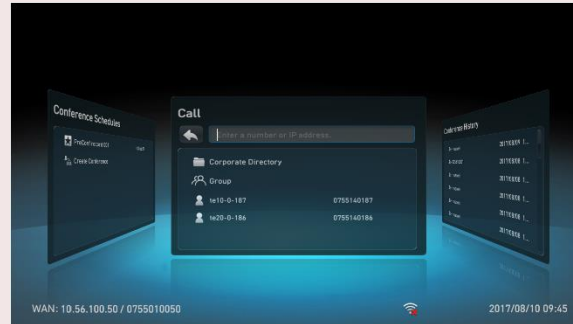
# Place a P2P Call Using the Site Number or IP Address

## About the Site Number/IP Address

If the site you want to call is not in your address book, you can call it by entering its number or IP address.

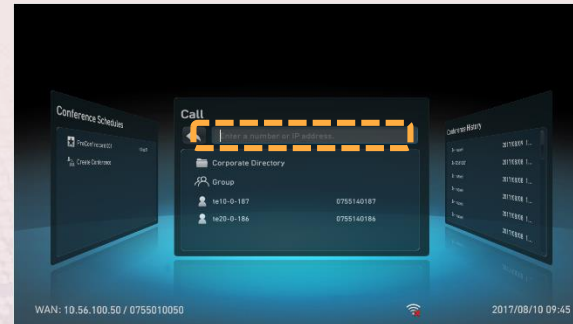
If you fail to call a site using its number, check whether the SIP/H.323 number is available at the bottom of the home screen on the user interface. If you cannot find it, check the SIP/H.323 settings by following the instructions in the *Configuration Guide*.

1



Press  to access the call screen.

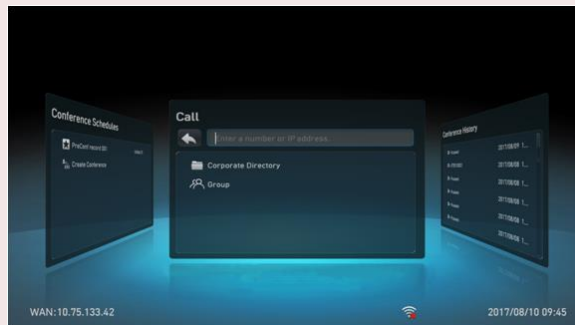
2




Enter the number or IP address of the site you want to call and press **OK**.

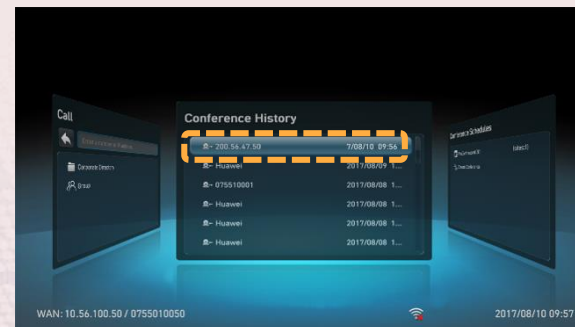
# Place a P2P Call from the Call History

1



Press  to access the call screen.

2



Press the arrow buttons to move the **Conference History** window to the center. Select the site you want to call and press **OK**.

## About the Call History

The **Conference History** includes:

- Dialed calls
- Answered calls
- Missed calls

You can select any record from the **Conference History** to initiate a call.

A group of people are seated around a large wooden conference table in a modern office setting. In the background, a large video wall displays a remote participant, a woman, and a presentation slide titled 'PART 04'. The room has large windows looking out onto a city skyline. The text 'PART 04' is overlaid in large white letters on the video wall.

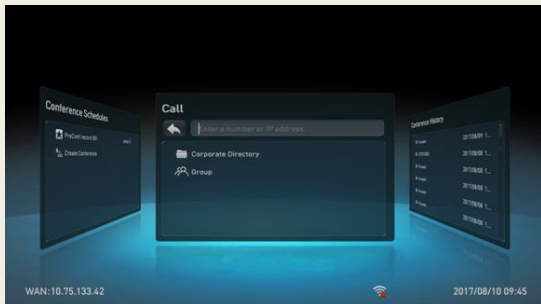
# PART 04


## Create a Multipoint Conference

- Call All Sites at a Time
- Call Sites One by One

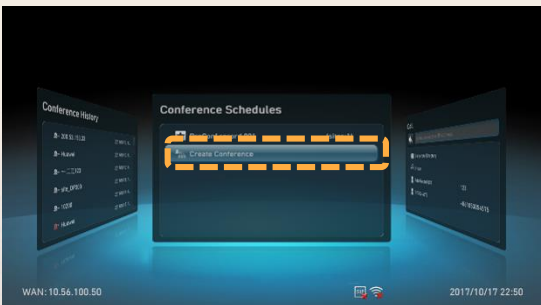
# Call All Sites at a Time

1



Press  to access the call screen.

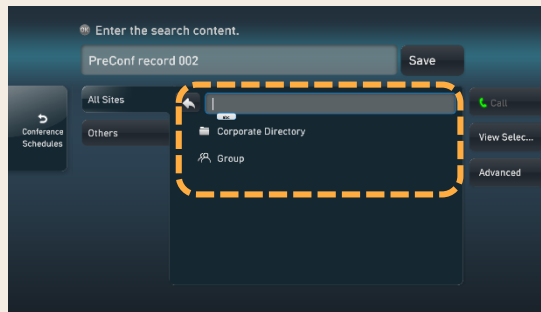
2



Press the arrow buttons to move the **Conference Schedules** window to the center. Select **Create Conference** and press **OK**.

3

Select the sites you want to add to the conference.



- On the **All Sites** tab, enter the number or URI of the site you want to call.
- Select the desired site.
- Select **Call** and press **OK**.

You can also add a temporary site on the **Others** tab by entering a number or URI.



## About Multipoint Conferences

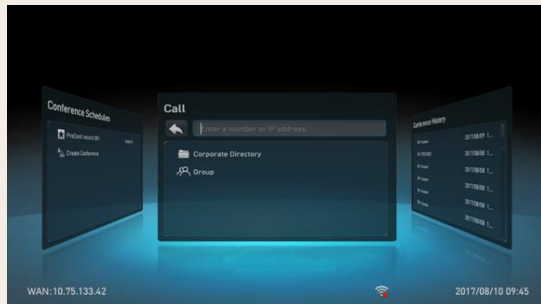
Before initiating a multipoint conference from your endpoint, ensure that it has registered with the SIP or H.323 server. The registration is successful if you find the SIP or H.323 number at the bottom of the home screen on the user interface of your endpoint.


For information about registering with the SIP or H.323 server, see the *Configuration Guide*.

- All Sites:** displays all sites stored in the address book. You can directly select sites from the site list or search for sites by keywords.
- Others:** You can add other sites on this tab by entering their numbers or IP addresses.

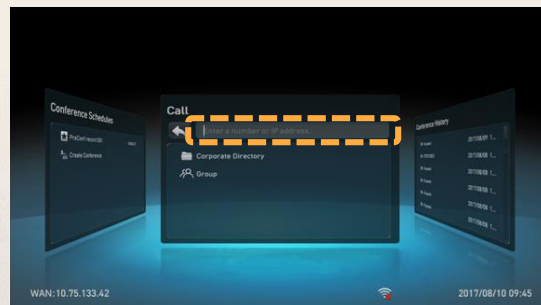
# Call Sites One by One

1



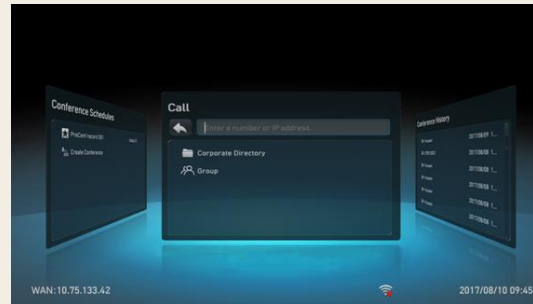
Press  to access the call screen.

2



Enter the conference access number (for example: 60999), VMR domain name (for example, CONF\_TE.vmr@videxio.com) or site URI (for example, CONF\_TE.vmr) and press **OK** to initiate a call.

3



Call all the other sites in the same way.



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# PART 05

## Control a Conference (Standalone MCU)

- Conference Control Operations  
Available for Chair and Non-chair Sites
- Request Chair Control Rights
- Release Chair Control Rights
- View a Site
- Add a Site
- Delete a Site
- Call a Site
- Disconnect a Site
- Mute/Unmute the Microphone of a Site
- Mute/Unmute the Speaker of a Site
- Set Continuous Presence
- Broadcast a Site
- Start a Discussion
- Voice Activation
- Locking the Presentation Right
- Revoke the Presentation Right
- Give the Floor
- Request the Floor
- Extend a Conference
- End a Conference



# Conference Control Operations Available for Chair and Non-chair Sites

Chair Site		Non-chair Site
Release chair control rights	Broadcast a site	Request chair control rights
View a site	Voice activation	Request the floor
Add a site	Mute or unmute the speaker of a site	View a site
Disconnect a site	Lock the presentation right	-
Mute or unmute the microphone of a site	Call a site	-
Extend a conference	Delete a site	-
End a conference	Revoke the presentation sharing right	-
Set continuous presence	Give the floor	-
Start a discussion	View the list of sites that request the floor	-

## About Conference Control

Only participants in a multipoint conference can apply for the chair role.

## About the Standalone MCU/Built-in MCU

The standalone MCU or built-in MCU is mandatory for the endpoint to create a multipoint conference. The two kinds of MCUs have the following differences:



- The standalone MCU is a separate server and has high performance and powerful service capabilities. It also provides a wide array of conference control functions.
- The built-in MCU is integrated into the endpoint and provides few conference control functions (restricted by licenses).
- Check whether an endpoint has the built-in MCU under **Maintenance > System Information** on its web interface.

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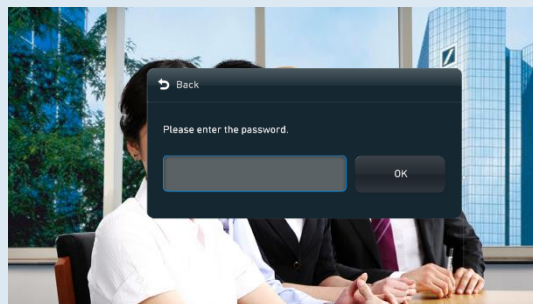
# Request Chair Control Rights

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Request Chair** and press **OK**.

2



Enter the password and press **OK**.



The **Conference Control** menu items are updated for the chair role.

## About the Chair Password

If a chair password has been set for a conference, you will be granted chair control rights only after entering the password. Obtain the chair password from the SMC administrator or conference organizer.



# Release Chair Control Rights

## About Releasing Chair Control Rights

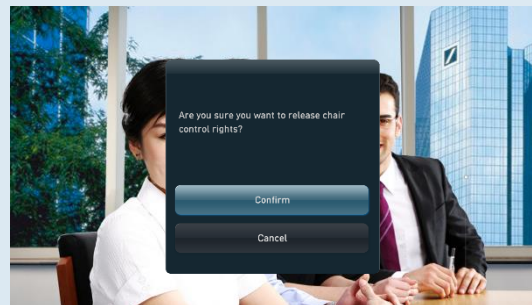
Applying for the chair role is allowed only when no chair site exists in the conference.

1

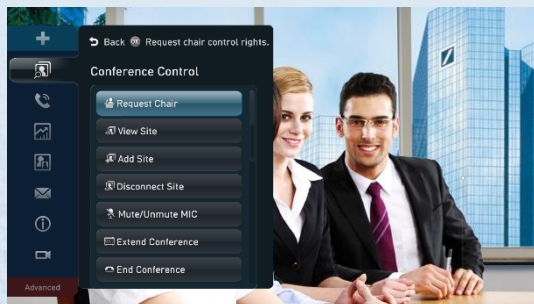


1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Release Chair** and press **OK**.

2



Select **Confirm** and press **OK**.



The **Conference Control** menu items are updated for non-chair sites.

# View a Site

1



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **View Site** and press **OK**.

2



Select the desired site and press **OK**.

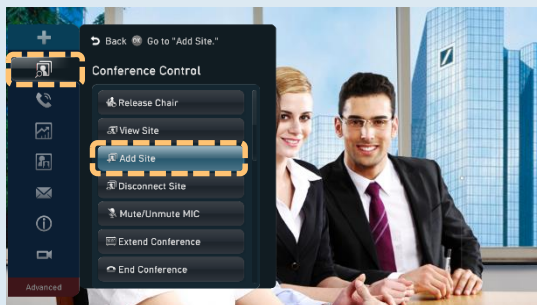
## About Viewing a Site

- A site can choose to view a specified site or continuous presence. The content viewed by other sites remains unchanged.
- If you are the chair site, you can select **In Turn**, select two or more sites, set **Interval(s)**, and select **Start** to view the selected sites in turn. To stop viewing sites in turn, select **Stop**.



# Add a Site

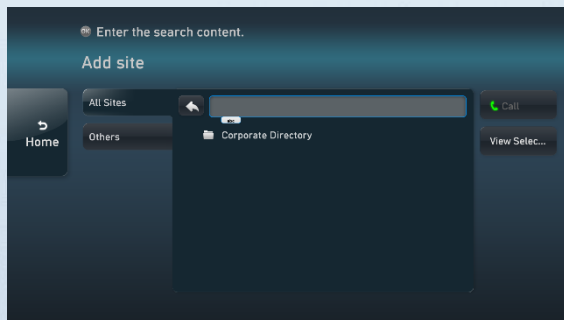
1



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Add Site** and press **OK**.

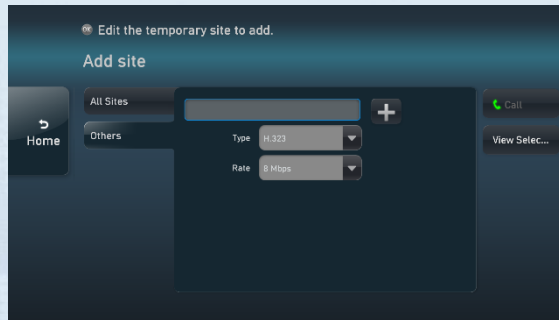
2

If the site you want to call is in the address book:



Select **All Sites**. Then select a site you want to call and press **OK**.

If the site you want to call is not in the address book, but you know its number, IP address, or domain name:



Select **Others**. Then enter the number, IP address, or domain name of the site you want to call and press **OK**.

## About the All Sites and Others Tabs

- **All Sites:** displays all sites stored in the address book.
- **Others:** You can add other sites on this tab by entering their numbers or IP addresses.

## About the Add Site and Call Site Menu Items

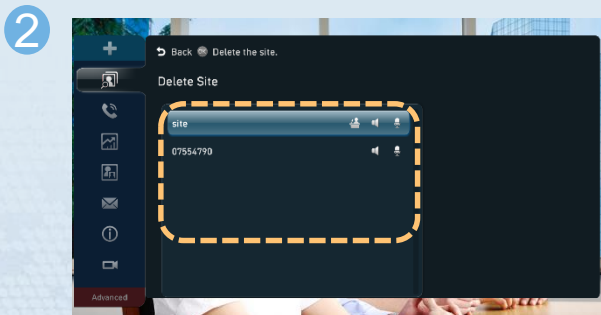
- **Add Site:** Invite a new site (not in the site list of the conference) to a conference.
- **Call Site:** Initiate a call to a site that is in the site list of the conference.

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# Delete a Site



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Delete Site** and press **OK**.



Select the site you want to delete and press **OK**.

## About Deleting a Site

- Only the chair site can delete other sites from the site list no matter whether they have joined the conference or not.
- The deleted sites can be invited by the chair site to the conference again from the **Add Site** screen.



# Call a Site

## About the Add Site and Call Site Menu Items

- **Add Site:** Invite a new site (not in the site list of the conference) to a conference.
- **Call Site:** Initiate a call to a site that is in the site list of the conference.

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Call Site** and press **OK**.

2

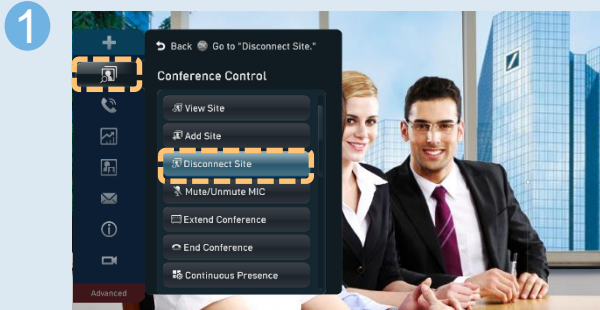


Select the site you want to call and press **OK**.

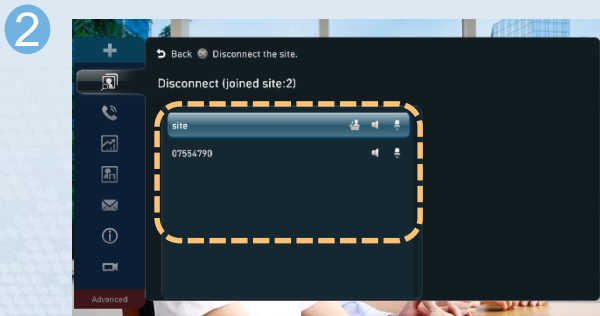
# Disconnect a Site

## About Disconnecting a Site

After a site is disconnected, it leaves the conference automatically, but it still exists in the site list. The disconnected site can be invited by the chair site to the conference again from the **Call Site** screen.



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Disconnect Site** and press **OK**.

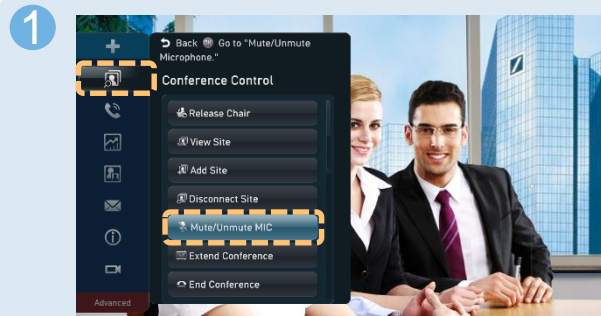


Select the site you want to disconnect and press **OK**.

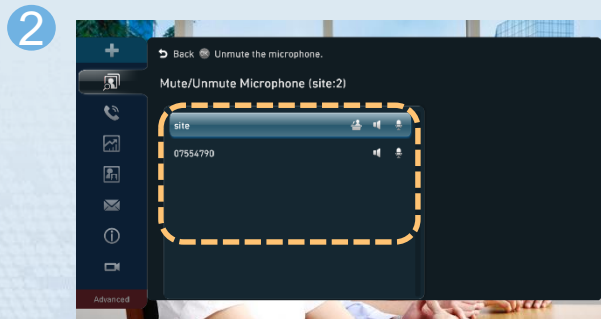
# Mute/Unmute the Microphone of a Site

## About Muting/Unmuting the Microphone of a Site

The chair site can mute and unmute the microphone of a site to control whether it can be heard by other sites.



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Mute/Unmute MIC** and press **OK**.



Select the desired site and press **OK**.

# Mute/Unmute the Speaker of a Site

## About Muting/Unmuting the Speaker of a Site

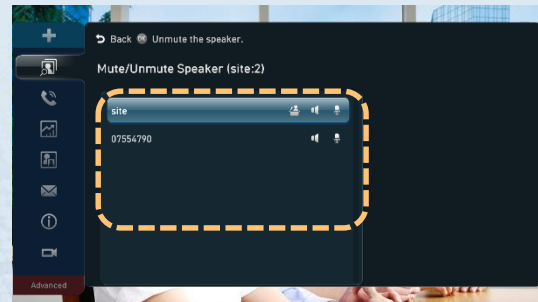
The chair site can mute and unmute the speaker of a site to control whether it can hear other sites.

1



1. Press to bring up the menu bar.
2. Select and press OK.
3. Select **Mute/Unmute Speaker** and press **OK**.

2





Select the desired site and press **OK**.



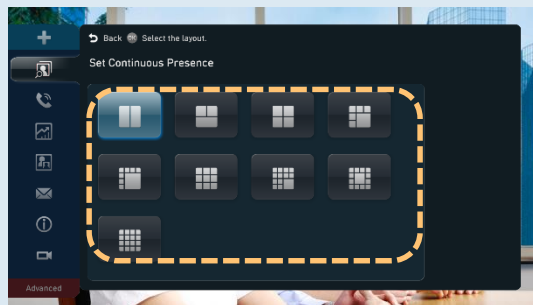
# Set Continuous Presence

1



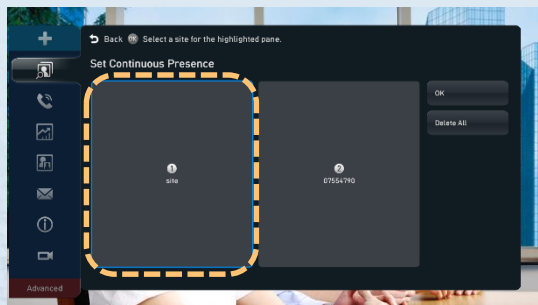
1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Continuous Presence** and press **OK**.

2



Select the desired screen layout and press **OK**.

3



Select the site to display its video in the pane and press **OK**.



## About Setting Continuous Presence

- The continuous presence function simultaneously displays the video of two or more sites on the same screen. The number of sites to be displayed and the layout of the site video vary depending on continuous presence modes.
- If the default continuous presence modes do not meet the requirements, the chair site can set the desired continuous presence mode and choose to view/broadcast it from the **View Site/Broadcast Site** screen.
- This function is available for a conference only when it has reserved continuous presence resources.

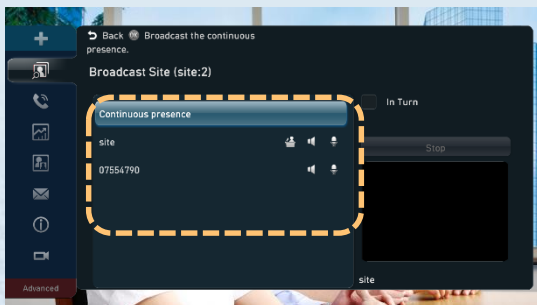
# Broadcast a Site

1



1. Press  to bring up the menu bar.
2. Select  and press OK.
3. Select **Broadcast Site** and press **OK**.

2



Select the desired site and press **OK**.



## About Broadcasting a Site

- When a site is broadcast, all non-chair sites (except the site being broadcast) can view only the broadcast site, while the chair site can view any site in the conference.
- The chair site can broadcast any sites or broadcast multiple sites (including itself) in turn at a preset interval.
- Audio-only sites cannot be broadcast.

# Start a Discussion

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Discussion** and press **OK**.

## About Discussion

The chair site can start a discussion if necessary. In a discussion:

- **Audio:** The microphones of all sites are unmuted, and audio of all sites is mixed and broadcast.
- **Video:** The video viewed by each site remains unchanged, and they can also choose the desired sites to view.

After a discussion starts, the following operations will be automatically canceled:



- Broadcasting a site
- Muting the speaker
- Muting the microphone
- Giving the floor



# Voice Activation

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Voice Activation** and press **OK**.

2



Select the volume threshold that trigger voice activation and press **OK**.

## About Voice Activation

This function is used in a discussion to display video of the participant who is speaking loudest to all the other participants.

After voice activation is enabled:

- If one or more participants are speaking at the volume higher than the threshold, video of the participant who is speaking loudest will be broadcast to all the other participants.
- If no participant is speaking at the volume higher than the threshold, no video will be broadcast.

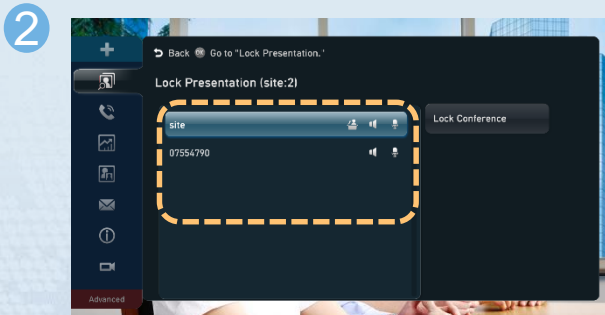
## About the Volume Threshold

The volume threshold that triggers voice activation can be set to low, medium, or high. Their corresponding options on the user interface are **Low sensitivity**, **Medium sensitivity**, and **High sensitivity**.

# Lock the Presentation Sharing Right



1. Press to bring up the menu bar.
2. Select and press OK.
3. Select **Lock Presentation** and press OK.



Select the site for which the presentation sharing right will be locked and press **OK**.

## About Locking the Presentation Sharing Right

In a conference, the chair site can lock the presentation sharing right for a single site or the entire conference.

- After the presentation sharing right is locked for a site, only the site can share presentations. Other sites can share presentations only after the presentation sharing right is unlocked for the site.
- If the presentation sharing right is locked for the entire conference when a site is sharing a presentation, other sites cannot share presentations until the site stops sharing.

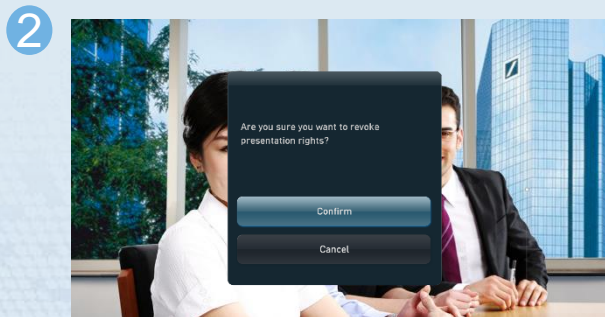
# Revoke the Presentation Sharing Right

## About Revoking the Presentation Sharing Right

When a site is sharing a presentation in a conference, the chair site can revoke the presentation sharing right from the site to stop sharing.



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Revoke Presentation** and press **OK**.





Select **Confirm** and press **OK**.



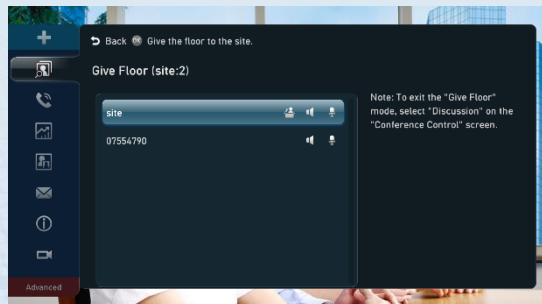
# Give the Floor

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Give Floor** and press **OK**.

2



Select the desired site and press **OK**.


## About Giving the Floor

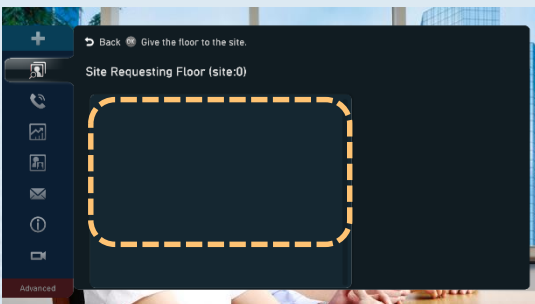
- If the chair site wants a site to speak, give the floor to it.
- If a site is given the floor, its audio and video will be broadcast. The microphones of all the other sites are muted, excepting for those of the broadcast site and the chair site.
- The floor is revoked from a site only after the chair site starts a discussion.

# View the List of Floor-Requesting Sites

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Sites Requesting Floor** and press **OK**.



The sites that request the floor are listed if there are some.

## About the Floor-Requesting Site List

- Non-chair sites that request the floor are listed. The chair site can select a site from the list and give the floor to it. Then audio and video of the site is broadcast and the microphones of all the other sites (except for the chair site) are muted.
- Once given the floor, the site is removed from the floor-requesting site list.
- The floor is revoked from a site only after the chair site starts a discussion.

## About the Hands Up

The Hands Up function is used in education scenarios. After the teacher selects roll call, the student can choose to raise his/her hand. The interface displays that the student is raising his/her hand. The Hands Up function must be used together with the roll call console.

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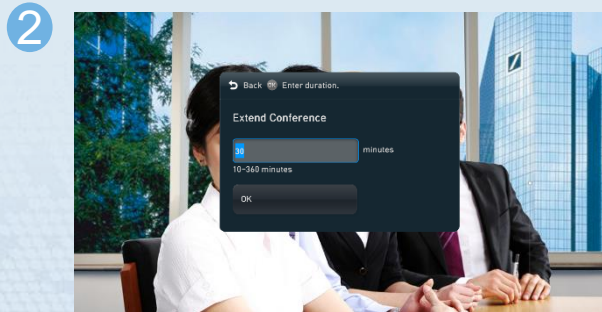
# Extend a Conference

## About Extending a Conference

- Only the chair site can extend a conference.
- It is recommended that you extend a conference by 30 minutes at a time.



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Extend Conference** and press **OK**.

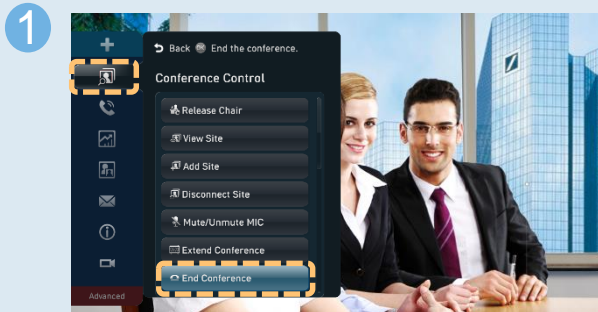


Enter the duration of extension and press **OK**.

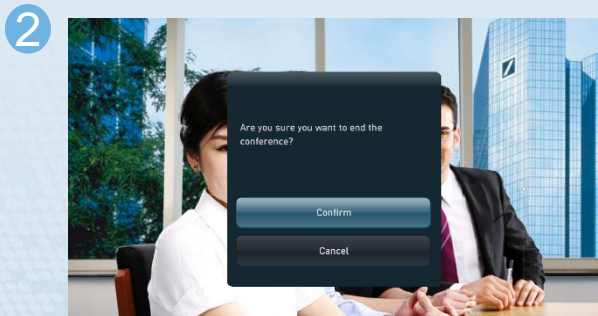
# End a Conference

## About Ending a Conference

Only the chair site can end the conference.



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **End Conference** and press **OK**.



Select **Confirm** and press **OK**.



# PART 06

## Control a Conference (Built-in MCU)

- Conference Control Operations  
Available for Chair and Non-chair Sites
- Select a Screen Layout
- Disable Chair Control
- Enable Chair Control
- Lock a Conference
- Revoke the Chair Role

# Conference Control Operations Available for Chair and Non-chair Sites

Built-in MCU Site	Chair Site	Other Sites
Select a screen layout	Select a screen layout	Request chair control rights
End a conference	Release chair control rights	View the site list
Enable/Disable chair control	End a conference	-
Lock a conference	Add a site	-
Revoke the chair role	Delete a site	-

## About Conference Control

Some conference control operations provided by the built-in MCU are the same as those provided by the standalone MCU, including:

- [Request Chair Control Rights](#)
- [Release Chair Control Rights](#)
- [Add a Site](#)
- [End a Conference](#)
- [Delete a Site](#)

## About the Videoconferencing (VC) MCU/Built-in MCU

The standalone MCU or built-in MCU is mandatory for the endpoint to create a multipoint conference. The two kinds of MCUs have the following differences:

- The standalone MCU is a separate server and has high performance and powerful service capabilities. It also provides a wide array of conference control functions.
- The built-in MCU is integrated into the endpoint and provides few conference control functions (restricted by licenses).
- Check whether an endpoint has the built-in MCU under **Maintenance > System Information** on its web interface.

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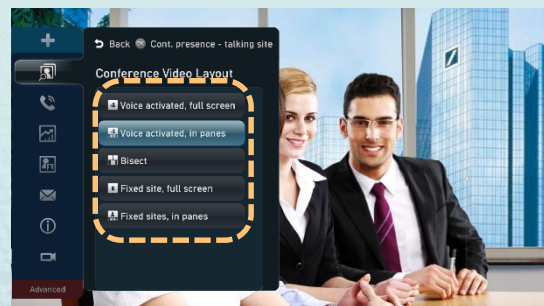
# Select a Screen Layout

1



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Conference Video Layout** and press **OK**.

2



Select the desired layout and press **OK**.

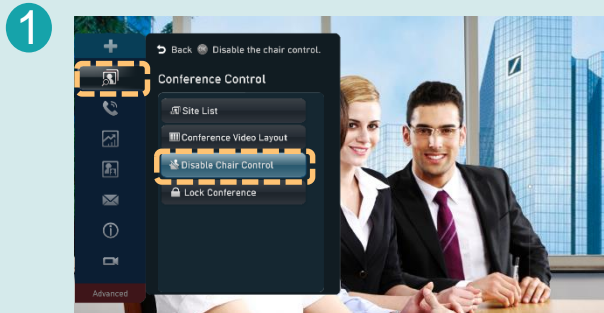
## About Screen Layouts



- **Voice activated, full screen:** The video of the site with the highest volume is displayed to all the other sites in full screen mode.
- **Voice activated, in panes:** The continuous presence is displayed with video of the site with the highest volume in the main pane and the video of other sites in the other panes.
- **Bisect:** The video of the other sites is displayed in bisect mode. The site with the highest volume is highlighted. The shared presentation cannot be displayed in the continuous presence in bisect mode.
- **Fixed site, full screen:** The video of a specified site is displayed in full screen mode.
- **Fixed sites, in panes:** The continuous presence is displayed with the video of a specified site in the main pane and the video of other sites in other panes.

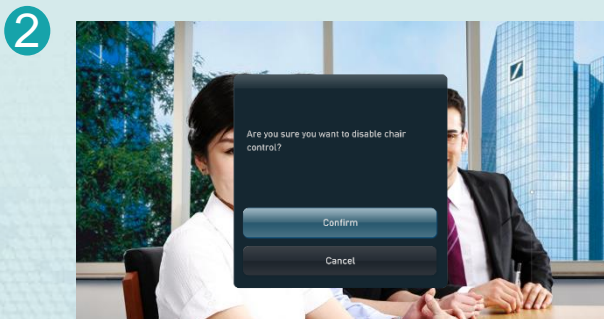
# Disable Chair Control

## About Disabling Chair Control

This function is used to disable chair control in a conference. If the chair site exists in the conference, the chair control rights of the site are revoked forcibly.



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Disable Chair Control** and press **OK**.



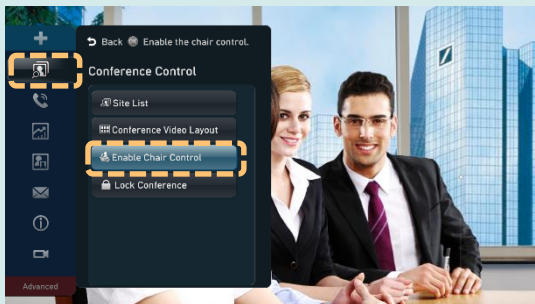
Select **Confirm** and press **OK**.

# Enable Chair Control

## About Enabling Chair Control

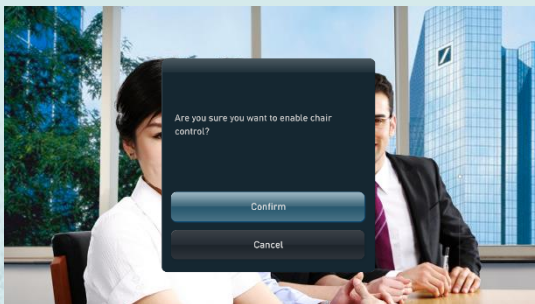
Sites can apply for the chair role only after chair control is enabled.

1



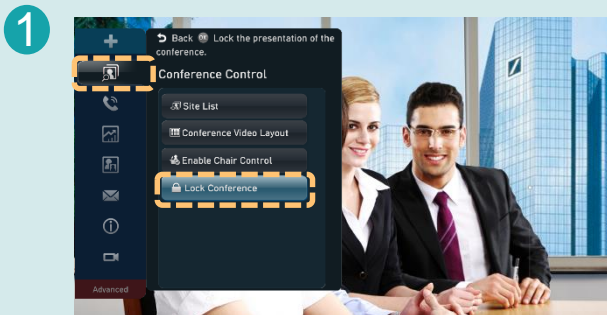
1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Enable Chair Control** and press **OK**.

2

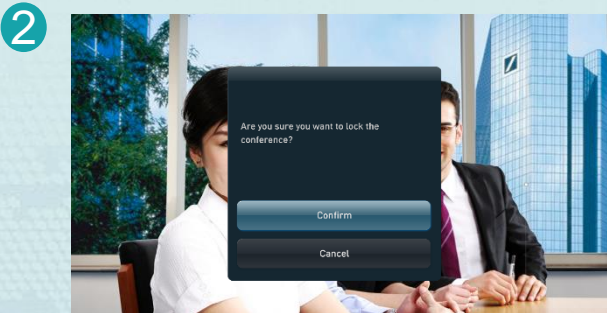


Select **Confirm** and press **OK**.

# Lock a Conference



1. Press to bring up the menu bar.
2. Select and press **OK**.
3. Select **Lock Conference** and press **OK**.



Select **Confirm** and press **OK**.

## About Locking a Conference

After a conference is locked, the endpoint with a built-in MCU can invite the endpoint without any built-in MCU to the conference, but the endpoint without any built-in MCU cannot join the conference by placing a call to the endpoint with a built-in MCU.

The endpoint without any built-in MCU can join the conference by placing a call to the endpoint with a built-in MCU only after you unlock the conference.



# Revoke the Chair Role

## About Revoking the Chair Role

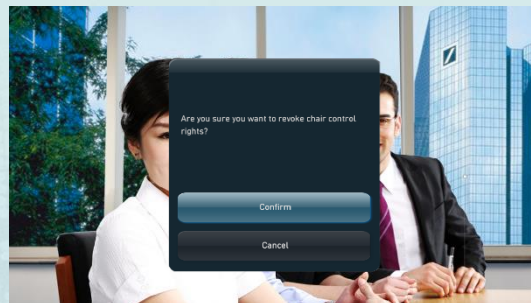
After the **Revoke Chair** operation is performed, the conference changes to a non-chair conference.

1



1. Press  to bring up the menu bar.
2. Select  and press **OK**.
3. Select **Revoke Chair** and press **OK**.

2



Select **Confirm** and press **OK**.

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# PART 07

## Advanced Functions

- Mute/Unmute the Local Speaker
- Adjust the Volume of the Local Speaker
- Hide Local Video
- Create and Send Captions
- Enable DND
- Multipoint Convergence
- Record a Conference
- Send Instant Messages



# Adjust the Volume of the Local Speaker

1



Adjust the speaker volume based on the volume bar on the screen.

Volume up

Volume down



## About Adjusting the Speaker Volume



You can use the remote control to adjust the sound heard by the local site.

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# Mute/Unmute the Local Microphone

1



Press  to mute the local microphone. The icon indicating that the microphone is muted appears in the lower right corner. To unmute the local microphone, press  again.

Mute or unmute  
microphone



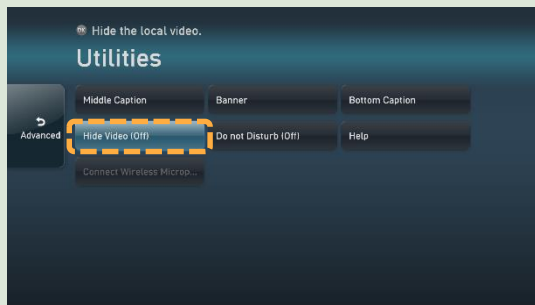
## About Muting/Unmuting the Local Microphone


Each site can mute or unmute its own microphone. Only the chair site can mute or unmute the microphone of another site (see [Mute/Unmute the Microphone of a Site](#)). After the microphone of a site is muted by the chair site, it cannot be heard by other sites until unmuted by the chair site.

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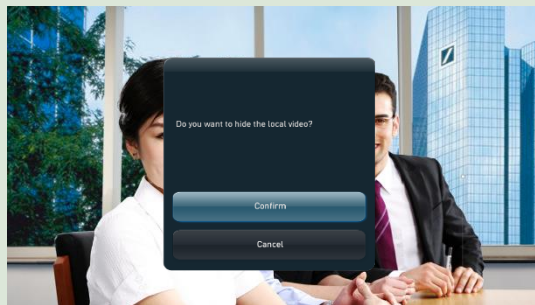
# Hide Local Video

1



1. Press  to bring up the menu bar.
2. Choose **Advanced Settings > Utilities > Hide Video** and press **OK**.

2



Select **Confirm** and press **OK**.



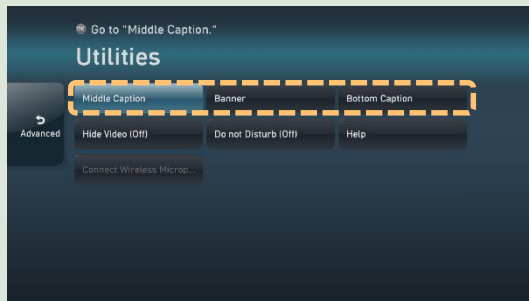
The icon indicating the local video is hidden appears in the lower right corner.

## About Hiding Local Video

In a conference, you can hide the video of your site if you do not want the video to be seen by remote sites. When this function is enabled, the video of your site is displayed as a blue screen at remote sites.

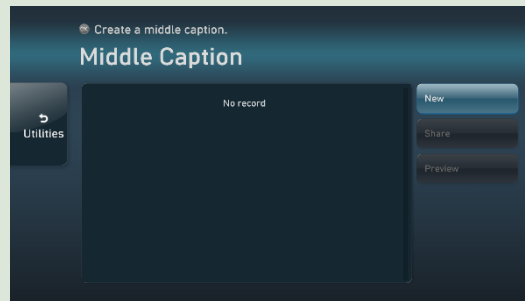
# Create and Send Captions

1



1. Press **≡** to bring up the menu bar.
2. Choose **Advanced > Utilities**.
3. Select **Middle Caption**, **Bottom Caption**, or **Banner** and press **OK**. In this example, select **Middle Caption**.

2



Select a caption, or click **Add** and press **OK** to add a caption. Here, let's add a caption.

3



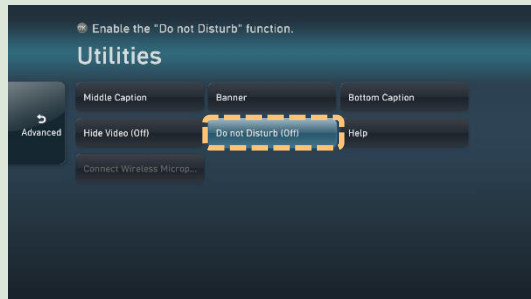
Select the caption name or content text box and press **OK** to edit the caption name or content. Then choose to **Preview**, **Share**, or **Save** the caption.


## About Captions

- In a conference, you can edit, preview, and send captions at any time.
- Captions are the information entered using the remote control, not what the speaker is saying.

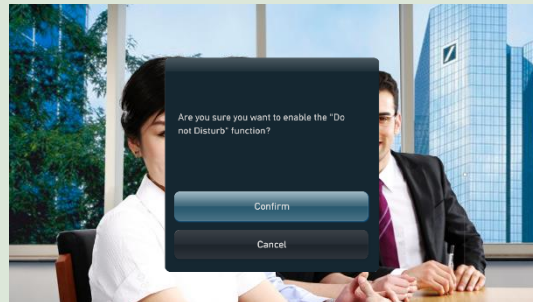
# Enable DND

1



1. Press  to bring up the menu bar.
2. Choose **Advanced > Utilities**.
3. Select **Do not Disturb (Off)** and press **OK**.

2



Select **Confirm** and press **OK**.

3



The icon indicating that DND is enabled appears in the lower right corner.

## About DND

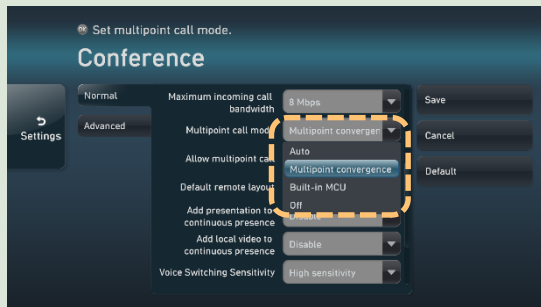
If you do not want to be disturbed by incoming calls, you can enable the Do Not Disturb (DND) function. Once DND has been enabled, no incoming call will be received at your site.


When placing a call to a site with DND enabled, you will be told that the site cannot be reached at the moment.



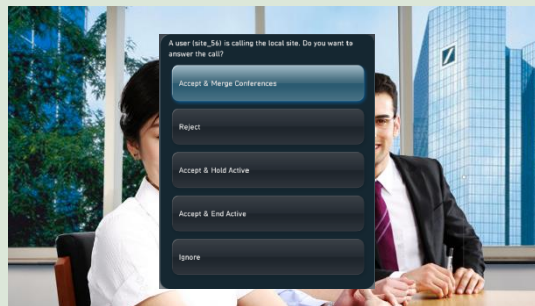
# Multipoint Convergence

1



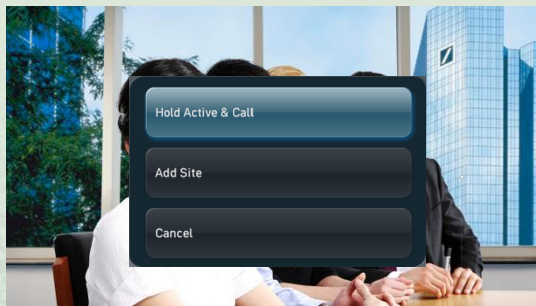
1. Press  to bring up the menu bar.
2. Choose **Advanced > Settings > Conference > Normal**.
3. Set **Multipoint call mode** to **Multipoint convergence**.
4. Select **Save** and press **OK**.

2



The window appears when you receive a new call in a P2P call. Select a button depending on your requirements and press **OK**.

3



The window appears when you make a new call in a P2P call. Select a button depending on your requirements and press **OK**.

## About Multipoint Convergence

- Multipoint convergence is unavailable for the TX50 after it has the H.265 4K x 2K license imported.
- Multipoint convergence works properly only when the SMC2.0 and MCU versions are V500R002C00 or later.
- To access the Setting screen, you must enter the administrator password (default: **12345678**). Obtain the password from the administrator.



# Record a Conference

1



1. Press to bring up the menu bar.
2. Select and press OK.

2



Select **Start** and press **OK**.

## Conference Recording Prerequisites

Conference Type	Recording Prerequisites
Local conference	The endpoint and recording server do not need to register with the GK server. The recording server IP address must be configured on the endpoint.
Multipoint conference established by a Huawei standalone MCU (for example, HUAWEI VP9660 MCU)	<ul style="list-style-type: none"> <li>• The endpoint and the recording server have registered with a GK server.</li> <li>• The recording server is online.</li> <li>• The <b>Support recording</b> option is selected under <b>Advanced Settings</b> when you schedule or start a conference.</li> </ul>
Multipoint conference established by a Huawei built-in MCU	The endpoint and recording server do not need to register with the GK server. The recording server IP address must be configured on the endpoint.



## About Conference Recording

- To protect the participants' rights and interests, comply with the principles and suggestions specified in the latest *HUAWEI RSE6500 Security Maintenance* when using the recording server.
- Conference recording is unavailable for the TX50 after it has the H.265 4K x 2K license imported.
- When recording a local conference, the endpoint cannot place or answer calls.
- In a local conference, you can choose to start, pause, resume, or stop recording the conference.
- When a standalone MCU is used to hold a conference, you can determine whether to enable live broadcast and recording for the conference.
- When a built-in MCU is used to hold a conference, you can determine whether to record the conference.
- In a multipoint conference, the chair site and the site where the built-in MCU is used can perform recording operations.

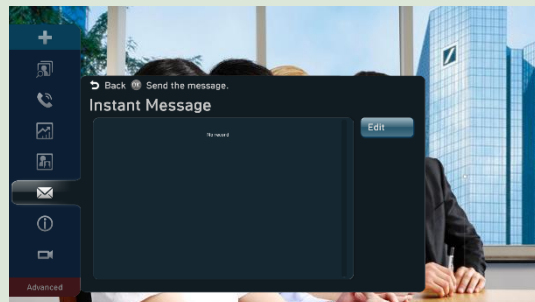
# Send Instant Messages

1



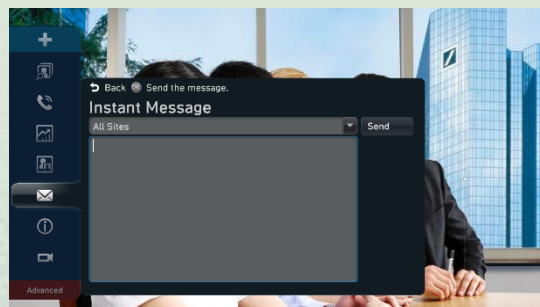
1. Press  to bring up the menu bar.
2. Select  and press **OK**.

2



Select an existing instant message, or select **Edit** and press **OK** to edit an instant message. Here, let's edit a new one.

3



Edit an instant message. Then select **Send** and press **OK**.

## About Instant Messages

To send and receive instant messages, your endpoint must meet the following prerequisites:

- It has joined a conference.
- It supports H.323. Only H.323 sites can send and receive instant messages.
- T.140 caption has been enabled on your endpoint, because instant messages are a type of T.140 caption. To enable T.140 caption, choose **Advanced > Settings > Display > Caption > Common Settings** from the menu bar, set **Sharing mode to T.140**, and click **Save**. Then press **OK** on the remote control.
- Note that a single instant message can contain a maximum of 64 characters.



To learn more, visit the information center.



To obtain related documents, scan the QR code or click the desired model:

- RP100
- RP200

The UI screenshots provided in this guide are for reference only.

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