

HUAWEI Bar 500, Box 500, Box 700, and Box 900 20.0.0 Operation Guide (Touch)



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About This Document

This guide explains how to use HUAWEI Touch to operate HUAWEI Box 500, Box 700, Box 900, and Bar 500 (endpoint for short).

For further details, see the following documents:

Product Description

Application scenarios, interfaces, features, and technical specifications.

Configuration Guide

System settings, common parameter settings, and common troubleshooting methods.

Maintenance Guide

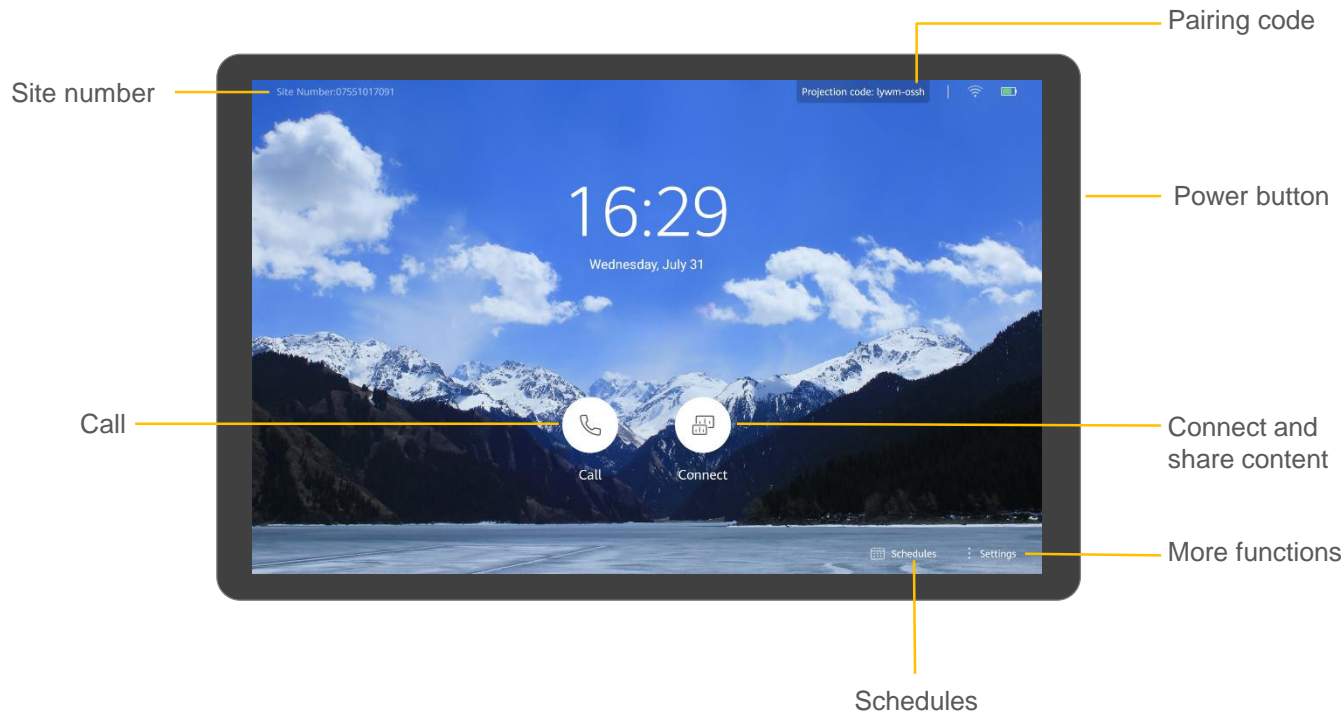
Routine maintenance and security maintenance.

Web Help

All functions and parameters on the web interface.

If you would like to access more information, visit <http://www.huawei.com> and search for the product name and version, for example, **HUAWEI Box 500, Box 700, Box 900 20.0.0**. You can also contact Huawei technical support for further assistance.

User Interface and Wake-up



About Wake-up

The Touch starts up automatically after being powered on.

If the endpoint is in sleep mode, swipe on the Touch screen to wake the system up.

If the voice assistant has been enabled, you can also say "Hey Scotty" to wake the system up.

For details about how to connect the Touch to an endpoint, see **Setting Parameters on the Touch > Connecting the Touch to an Endpoint** in the *Configuration Guide*.



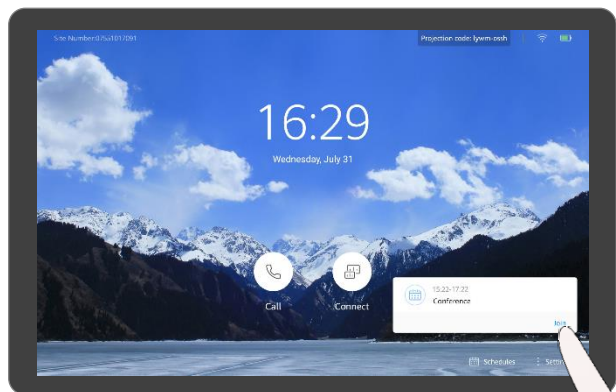
PART 01

Joining a Meeting

- Join a Scheduled Meeting
- Join a Meeting Using a Meeting ID

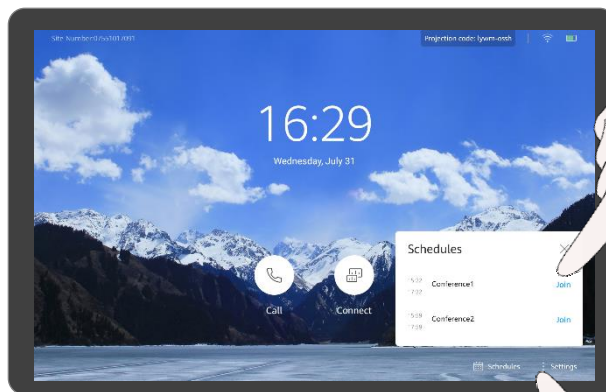
Join a Scheduled Meeting

1



When time is due, you will be prompted to join the meeting. Tap **Join** in the meeting notification box to join the meeting.

2



- Tap **Schedules** to view scheduled meetings.
- When time is due, you will be prompted to join the meeting. Tap **Join** in the meeting notification box to join the meeting.

About Joining a Scheduled Conference

Join an ongoing meeting or a scheduled meeting that is about to start as prompted in the meeting notification box that appears on the Touch's home screen.

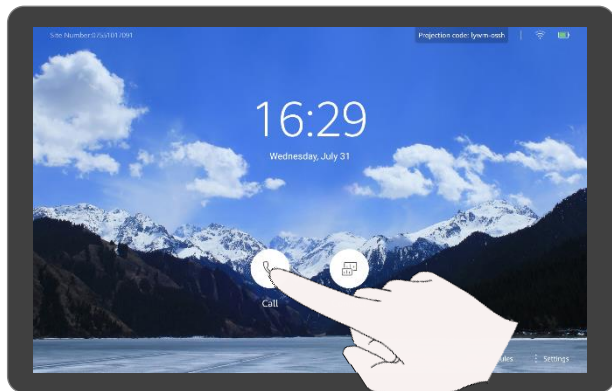
Tap **Schedules** on the Touch's home screen to view you scheduled meetings. Then join an ongoing meeting or a scheduled meeting that is about to start. (If a scheduled meeting has not arrived at its start time, you are not allowed to join the meeting but can view it.)

Q: I cannot find the meeting notification box on the Touch's home screen. Why?

A: The scheduled meeting has not arrived at its start time.

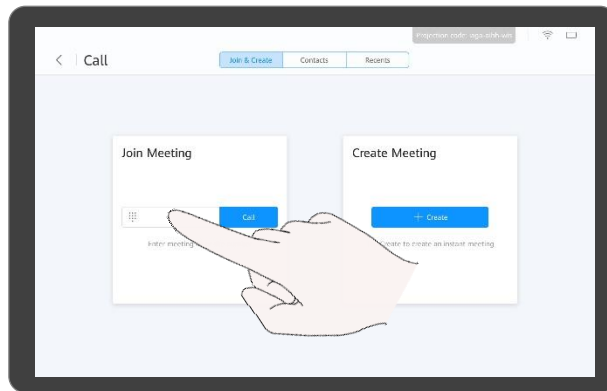
Join a Meeting Using a Meeting ID

1



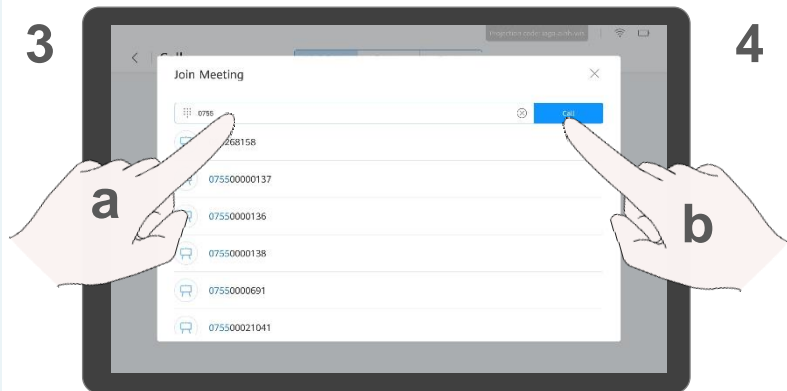
Tap .

2



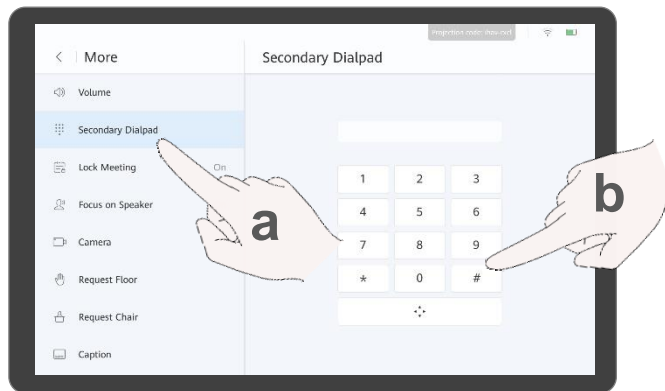
Tap **Call**.

3



a. Enter a meeting ID.
b. Tap **Call**.

4



(Optional) Where necessary, enter a meeting's password.
Tap **More**. a. Tap **Secondary Dialpad**. b. Enter the password followed by the pound key (#).

About Meeting IDs

If you have a meeting ID, you can dial it to join a meeting.

Q: Where do I get the password for my meeting?

A: Ask the organizer of your meeting.

PART 02

Holding a Meeting

- Create a Meeting
- Call a Single Site
- Call Multiple Sites
- Place a Call from Recents

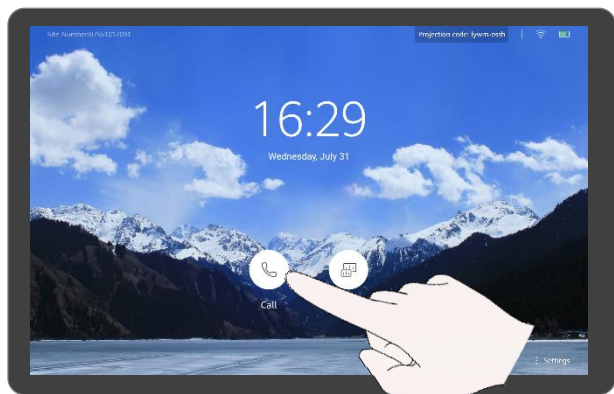
Create Meeting

+ Create

Tap Create to create an instant meeting

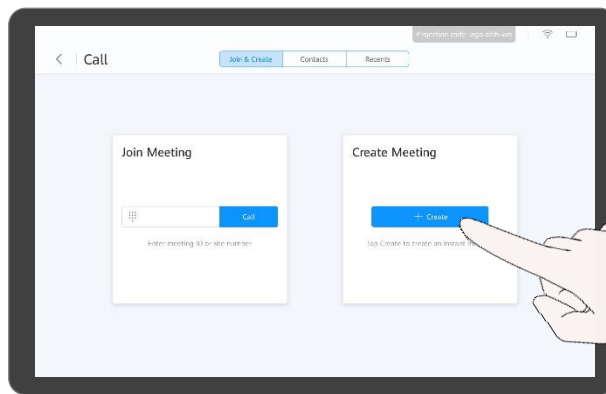
Create a Meeting

1



Tap .

2



Tap **Create**.

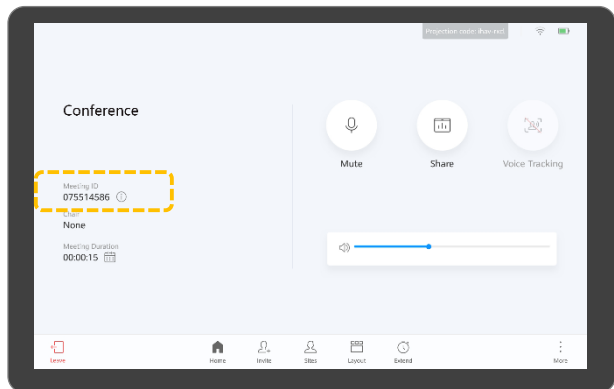
About Creating a Meeting

When you create a meeting, a meeting ID is generated. You can send this ID to participants to let them join the meeting by dialing this ID.

After you create a meeting, you are the chair of the meeting.

You can also [invite sites](#).

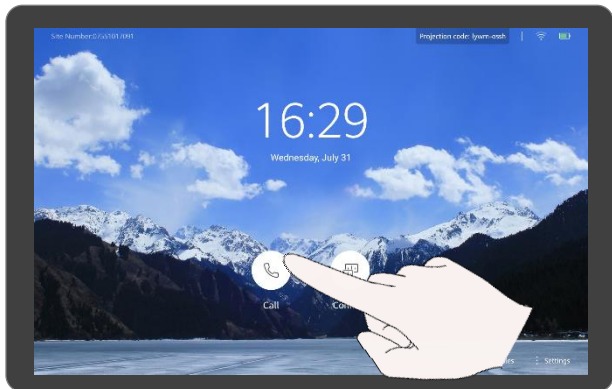
3



After you create a meeting, you can notify participants of the meeting ID.

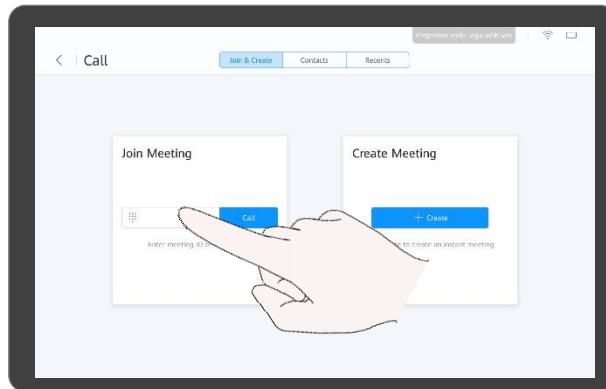
Call a Single Site

1



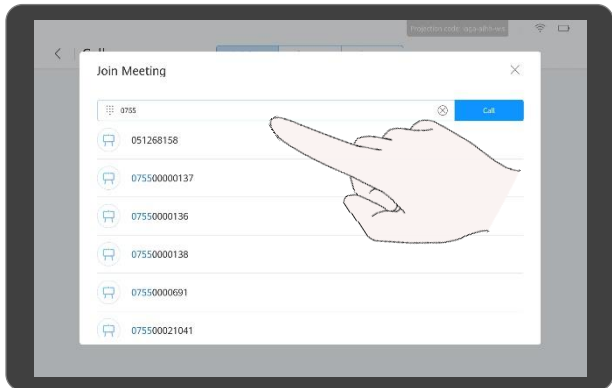
Tap .

2



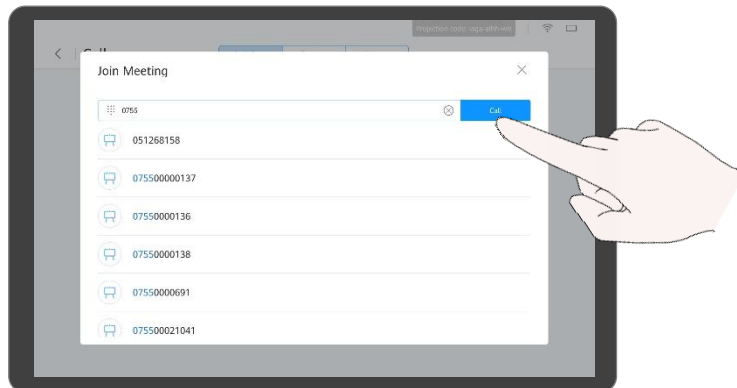
Tap the text box.

3



Enter a keyword and select the site, or enter the site number or IP address.

4



Tap **Call**.

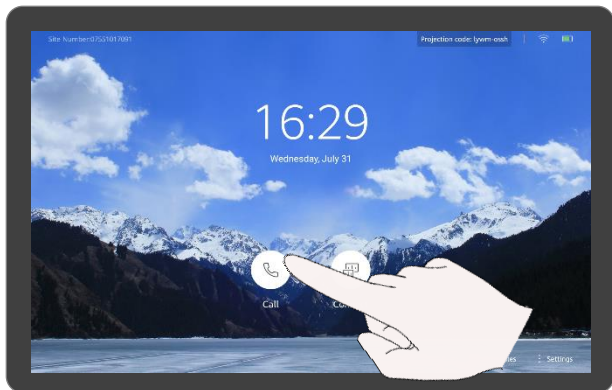
About Calling a Single Site

If a site name is displayed in the search result, you can tap to select it.

On the **Call** screen, you can tap **Contacts** and call a site from the contact list.

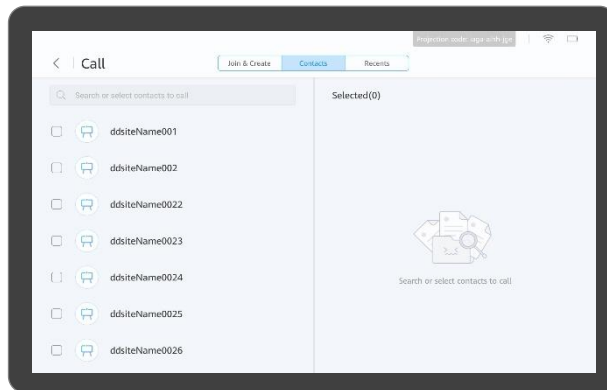
Call Multiple Sites

1



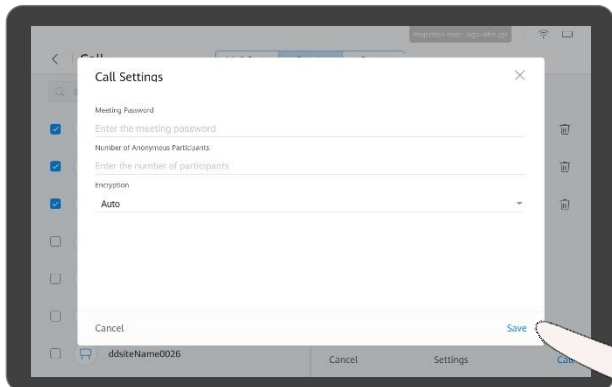
Tap .

2



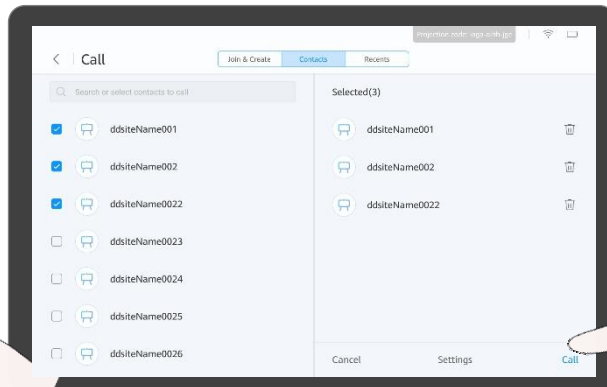
Tap **Contacts**. Search for the sites to call or directly select the sites.

3



(Optional) Tap **Settings**, set parameters such as the meeting password, and tap **Done**.

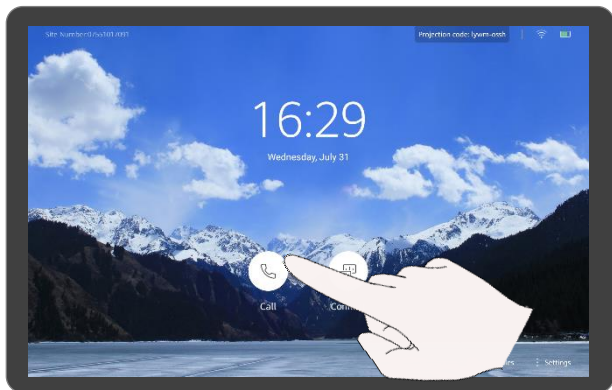
4



Tap **Call**.

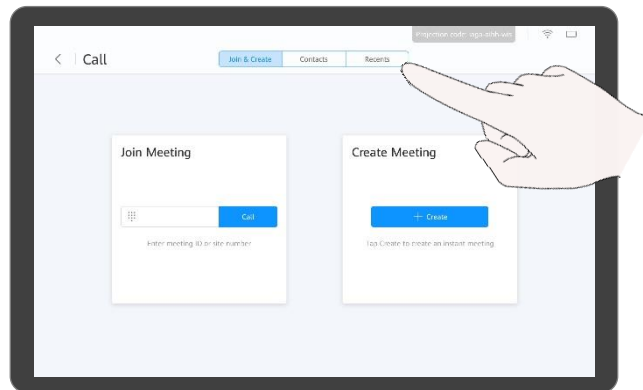
Place a Call from Recents

1



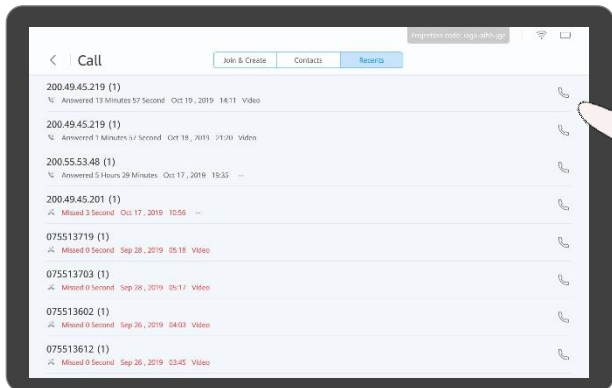
Tap .


2



Tap **Recents**.

3



Find the site you want to call and tap .

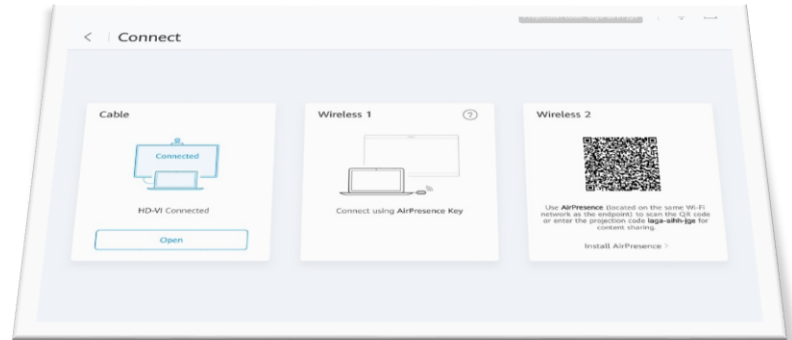
About Recents

Recents is a list of calls you have recently placed, received, or missed. You can place a call from Recents.

PART 03

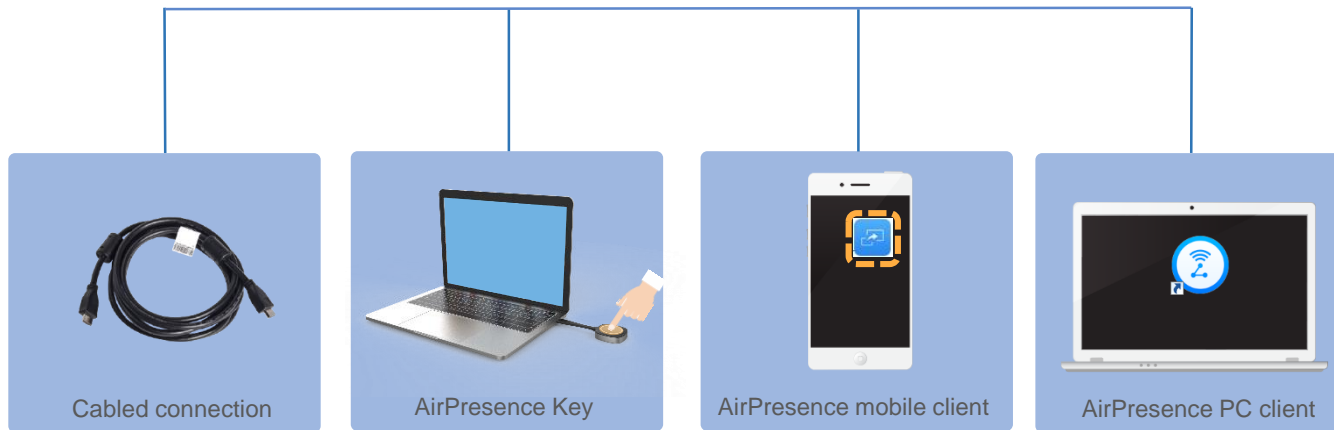
Sharing Content

- Content Sharing Methods
- Preview Local Content
- Share Content with Remote Sites
- Use the AirPresence Key to Share Content
- Download and Install the AirPresence Mobile Client
- Configure the Projection Code Server for the AirPresence Mobile Client
- Use the AirPresence Mobile Client to Share Content
- Download and Install the AirPresence PC Client
- Configure the Projection Code Server for the AirPresence PC Client
- Use the AirPresence PC Client to Share Content



Content Sharing Methods

Selecting one content sharing method



About Sharing Content

Select one content sharing method based on your needs.

The content source can be connected in either of the following ways:

- Cable connection
Use a cable to connect the video output port of the content source to the video input port of the endpoint.
- Wireless connection
 - Use the AirPresence Key.
 - Use the AirPresence mobile client.
 - Use the AirPresence PC client.

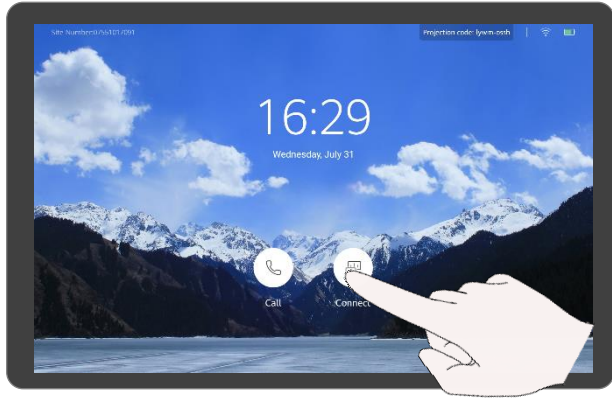
The AirPresence Key is a device used for wireless projection. After it is paired with the endpoint and then plugged into a PC, you can push the PC desktop to the endpoint in just one click.

AirPresence is a wireless projection client designed for endpoints. It can be installed on a mobile device or PC.

You can use AirPresence to share content, initiate calls, join meetings, control the speaker and microphone volume, and pan or tilt cameras.

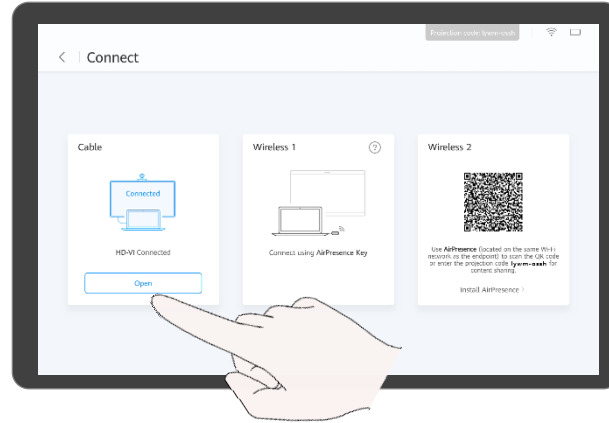
Preview Local Content

1



Tap  .

2



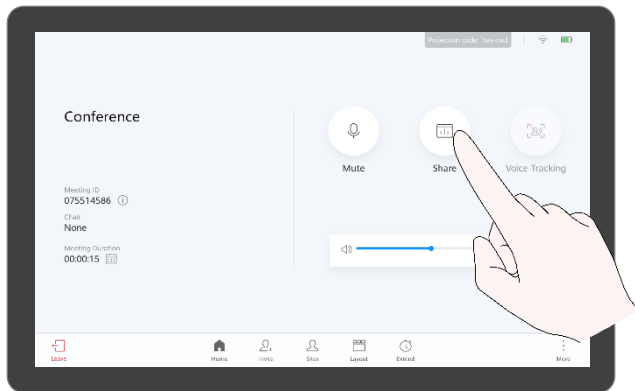
- To preview the content using a cable connection, tap **Open**.
- To preview the content using a wireless connection, use the AirPresence Key or AirPresence.
For details, see [Use the AirPresence Key to Share Content](#), [Use the AirPresence Mobile Client to Share Content](#), or [Use the AirPresence PC Client to Share Content \(Page 1 of 2\)](#).

About Previewing Local Content

Before previewing local content, ensure that the content source has been connected.

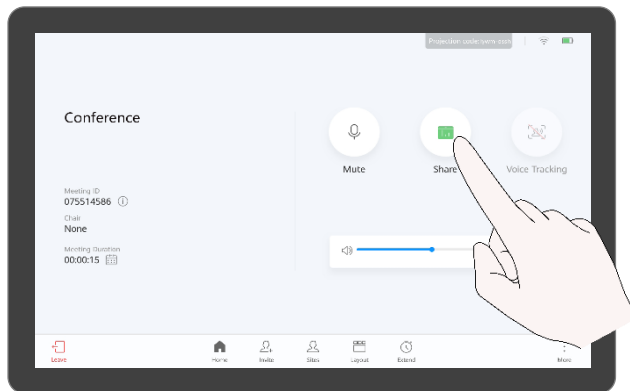
Share Content with Remote Sites

1



Tap **Share** to share content with remote sites.

2



Tap **Share** again to stop sharing the content.

About Content Sharing

If you are in a meeting, you can share content with remote sites.

Before sharing content, ensure that the content source has been connected. If the content source is not connected, the **Share** icon is unavailable.

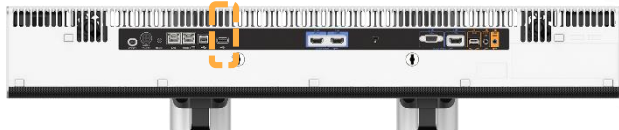
Use the AirPresence Key to Share Content

- 1 Plug the AirPresence Key into the USB port on the endpoint.

Example: Box 700



Bar 500



Pair an AirPresence Key with the endpoint when they are used together for the first time.

- a. Plug the AirPresence Key into the USB port on the endpoint.

The message indicating that a USB device is detected is displayed on the Touch.

Once the AirPresence Key and endpoint are successfully paired, a pairing success message appears on the Touch.

- b. Remove the AirPresence Key from the endpoint.

- 2 Share content.



- a. Plug the AirPresence Key into the USB port on the PC.
- b. Install the AirPresence Key program on the PC.

Run the AirPresence Key installation program on the PC and complete the installation as instructed.

After the installation is complete, a message is displayed indicating that the connection was successful and that you can press the button to start sharing.

- c. Press the button on the AirPresence Key to share the PC desktop.

To stop sharing, press the button again.

About the AirPresence Key

When you pair an AirPresence Key with the endpoint of a later version, the AirPresence Key will be upgraded automatically. The upgrade takes about 1 to 3 minutes. After the upgrade is complete, they will be paired automatically.

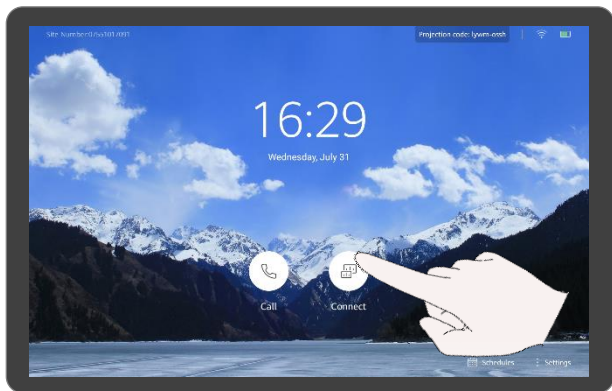
For details about how to configure, install, and operate the AirPresence Key and its indicator description, see the *AirPresence Key Quick Start*.

Q: The endpoint is running properly, but the PC desktop is displaying a message that says no endpoint could be found and the connection has failed. What is the problem?

A: The pairing between the AirPresence Key and the endpoint is invalid. Pair them again.

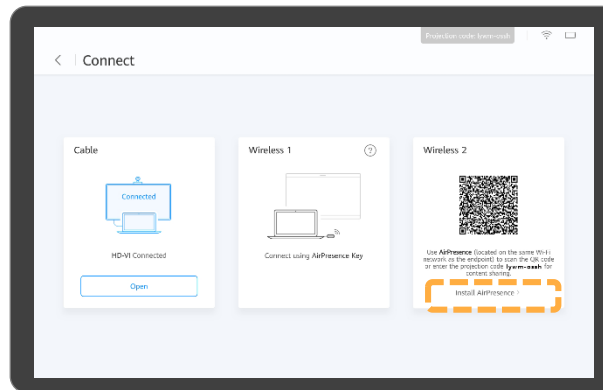
Download and Install the AirPresence Mobile Client

1



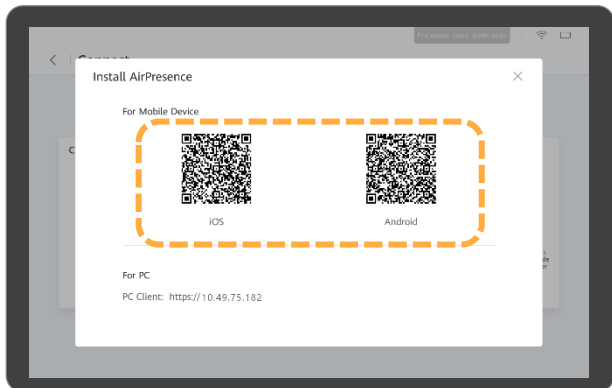
Tap  .

2



Tap **Install AirPresence**.

3



Use your mobile device to scan the QR code and install AirPresence as instructed.

About the AirPresence Mobile Client

Before installing or using the AirPresence mobile client, ensure that the mobile device resides in the same wireless network as the endpoint and is reachable to the endpoint.

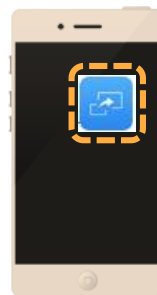
A maximum of three mobile devices can be connected to the endpoint and can perform control operations.

If multiple control operations take place on the mobile devices, the most recent one will take effect.

The AirPresence mobile client runs in:

- Android 5.0 and later
- iOS 7.0 and later

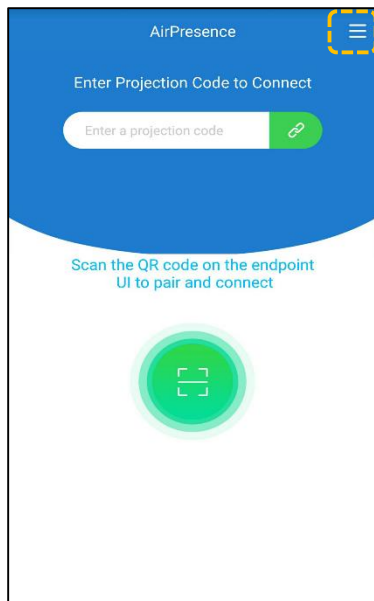
4



After you finish installing AirPresence, tap the icon to start it.

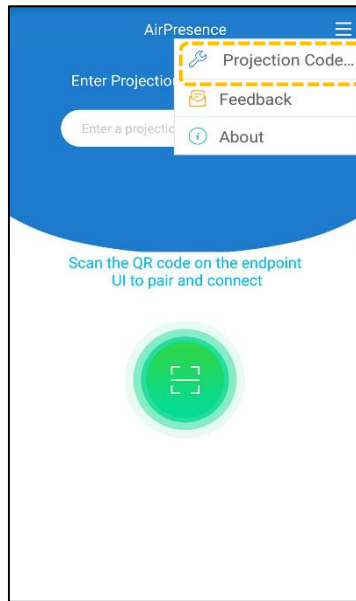
Configure the Projection Code Server for the AirPresence Mobile Client

1



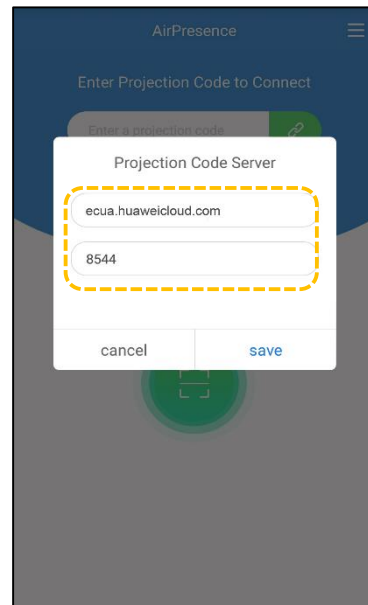
Tap .

2



Choose **Projection Code Server**.

3



Enter the address and port number obtained from the administrator and click **Save**.

About Projection Code Server Settings

If you want to connect AirPresence to an endpoint using the projection code to share content, and the endpoint:

- resides on a network where a Projection Code Server is deployed (Confirm this with the administrator.)
- has correctly registered with the SIP or H.323 server

You need to configure the Projection Code Server address and port number on AirPresence first.

Use the AirPresence Mobile Client to Share Content

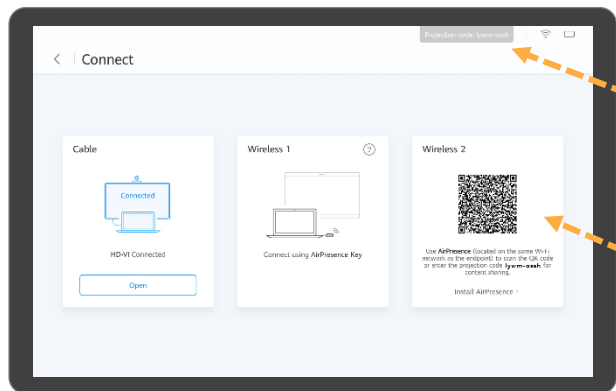
About Sharing Content Using AirPresence

Using AirPresence on an Android device, you can share PDF, PNG, JPG, and BMP files.

Using AirPresence on an iOS device, you can share PDF, DOC/DOCX, XLS/XLSX, PPT/PPTX, PNG, JPG, and BMP files.

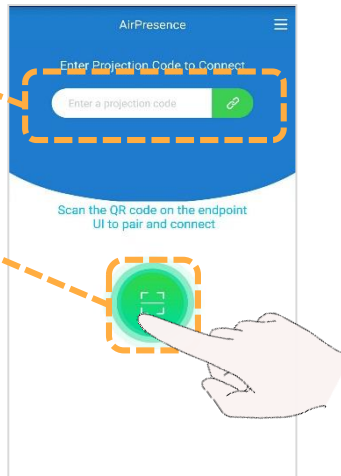
1

Touch screen



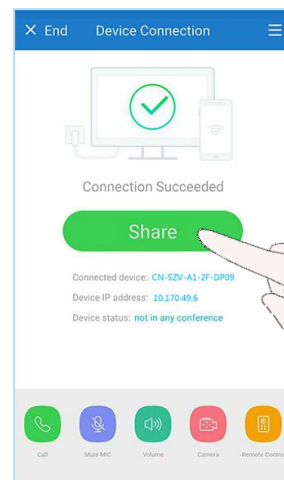
Tap .

AirPresence UI



Start AirPresence, scan the QR code, or enter the projection code.

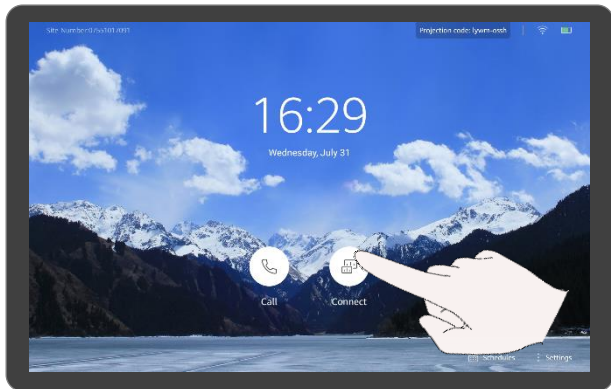
2



Tap **Share** and select a file you want to share.

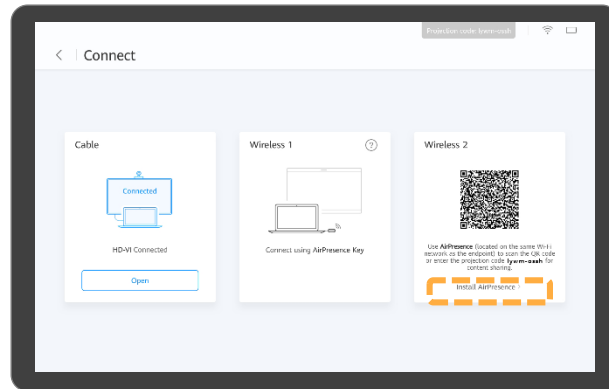
Download and Install the AirPresence PC Client (Page 1 of 2)

1



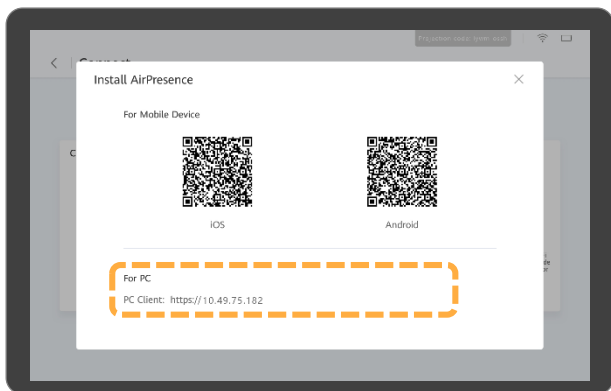
Tap .

2



Tap **Install AirPresence**.

3



View the IP address of the endpoint.

4



Start a browser on your PC, enter the IP address of the endpoint in the address box, and press **Enter**.

About the AirPresence PC Client

After AirPresence is installed on your PC, you can use AirPresence to share the PC desktop or documents on the PC.

Before installing or using AirPresence on your PC, ensure that your PC resides in the same LAN as the endpoint and is reachable to the endpoint.

The AirPresence PC runs in:

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

Download and Install the AirPresence PC Client (Page 2 of 2)

5



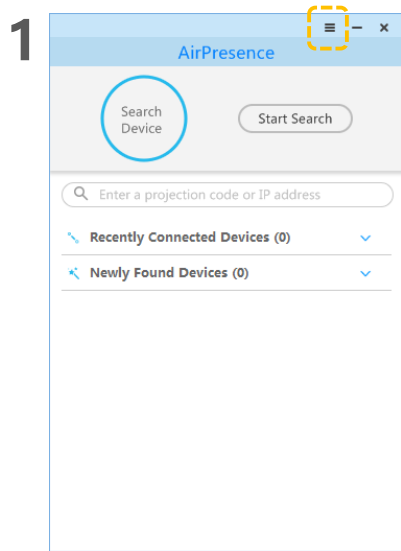
Click **Download AirPresence Client** and follow the on-screen instructions to install the client.

6

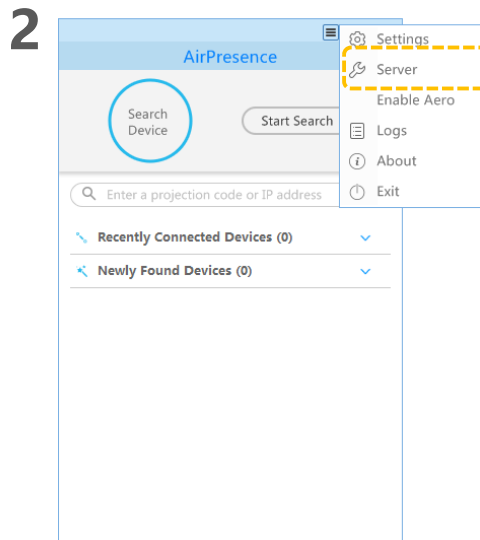


Double-click the  icon to start AirPresence.

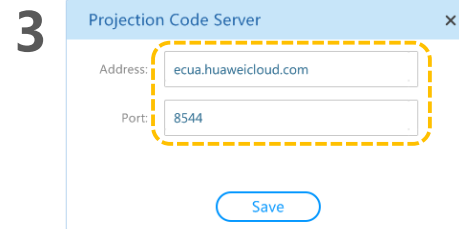
Configure the Projection Code Server for the AirPresence PC Client



Tap  .



Choose **Server**.



Enter the address and port number obtained from the administrator and click **Save**.

About Projection Code Server Settings

If you want to connect AirPresence to an endpoint using the projection code to share content, and the endpoint:

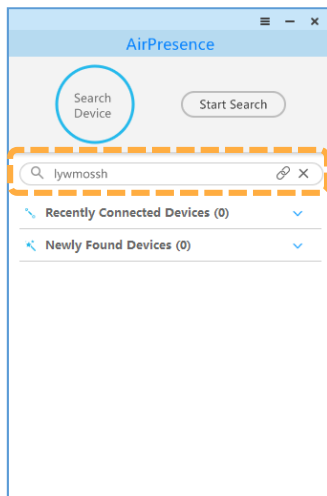
- resides on a network where a Projection Code Server is deployed (Confirm this with the administrator.)
- has correctly registered with the SIP or H.323 server

You need to configure the Projection Code Server address and port number on AirPresence first.

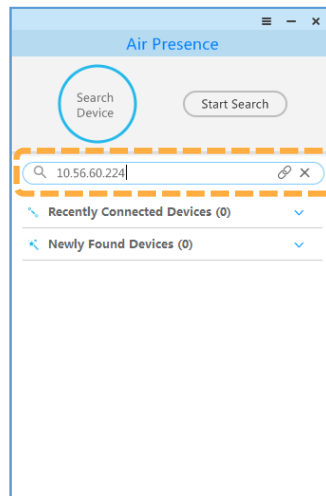
Use the AirPresence PC Client to Share Content (Page 1 of 2)


1

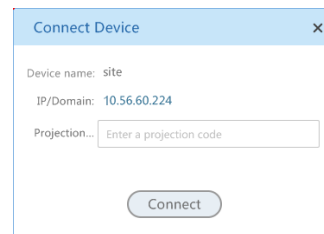
Connect to the endpoint in either of the following ways.



Enter the projection code and click .



1. Enter the IP address of the endpoint and click .

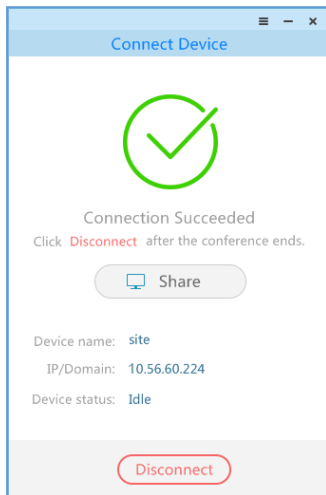


2. Enter the projection code and click **Connect**.

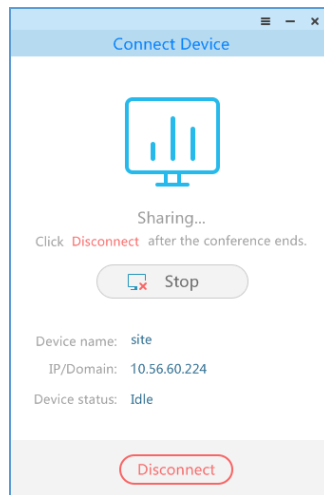
Use the AirPresence PC Client to Share Content (Page 2 of 2)

2

Share the desktop and stop sharing.



Click **Share**.



Click **Stop** or **Disconnect** to stop sharing.

PART 04

Managing a Meeting

- Available Operations for the Chair and Participants
- View the Participant List
- View a Site or Continuous Presence
- Change the Layout (Non-SVC Meeting)
- Set Continuous Presence (Non-SVC Meeting Only)
- Change the Layout (SVC Meeting - Presenter View)
- Change the Layout (SVC Meeting - PiP View)
- Change the Layout (SVC Meeting - Gallery View)
- Apply for Chair Control
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- Request Floor
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- Broadcast a Site or Continuous Presence
- Enable Focus on Speaker
- Call an Unconnected Site
- Disconnect a Site
- Mute One or All Sites
- Delete a Site
- Extend a Meeting
- Lock a Meeting
- Leave a Meeting



Leave



Home



Invite



Sites



Layout



Extend



More

Available Operations for the Chair and Participants

| Chair | Participant |
|---|---|
| View the participant list | View the participant list |
| View a site or continuous presence | View a site or continuous presence |
| Change the layout (non-SVC meeting) Change the layout (SVC meeting - presenter view) Change the layout (SVC meeting - PiP view) Change the layout (SVC meeting - gallery view) | Change the layout (non-SVC meeting) Change the layout (SVC meeting - presenter view) Change the layout (SVC meeting - PiP view) Change the layout (SVC meeting - gallery view) |
| Set Continuous Presence (Non-SVC Meeting Only) | - |
| Release chair control | Apply for Chair Control |
| Give the floor | Request the floor |
| Invite sites | Invite sites |
| Broadcast a site or continuous presence | - |
| Enable Focus on Speaker | - |
| Call an unconnected site | Call an unconnected site |
| Disconnect or delete a site | - |
| Mute one or all sites | Mute or unmute the local microphone |
| Extend a meeting | Extend a meeting |
| Lock a Meeting | - |
| End or leave a meeting | Leave a meeting |

About the Chair

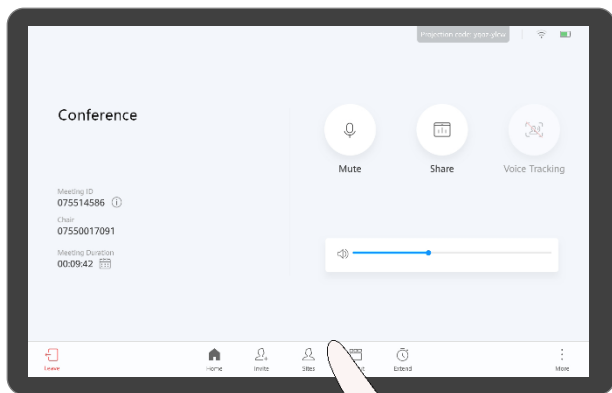
Only multi-party meetings support chair control.

The operations such as calling an unconnected site, inviting sites, and extending a meeting are supported only when the service platform on the network supports meeting control by non-chair sites or after a site is granted the chair role.

The meeting control functions available in a meeting may be different from those listed here.

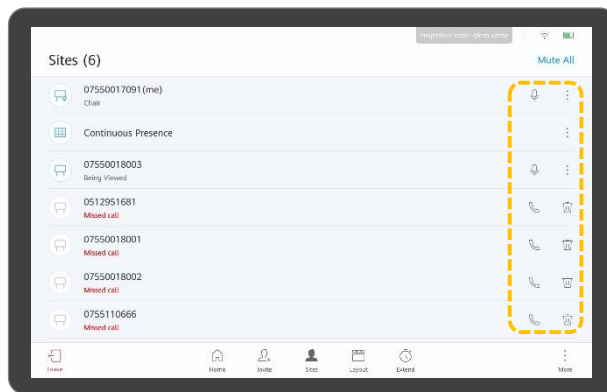
View the Participant List

1



Tap  .

2



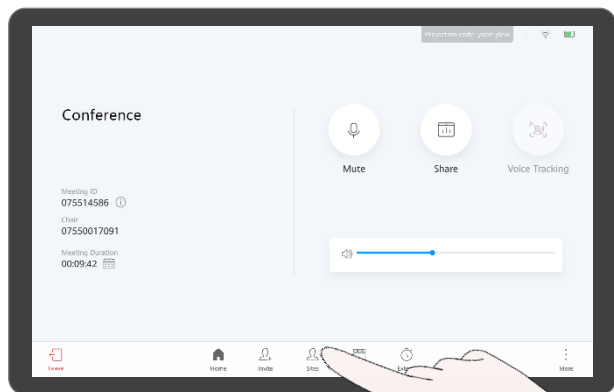
You can click the corresponding icon to control sites.

About Viewing the Participant List

The chair and participants in a meeting can view the participant list.

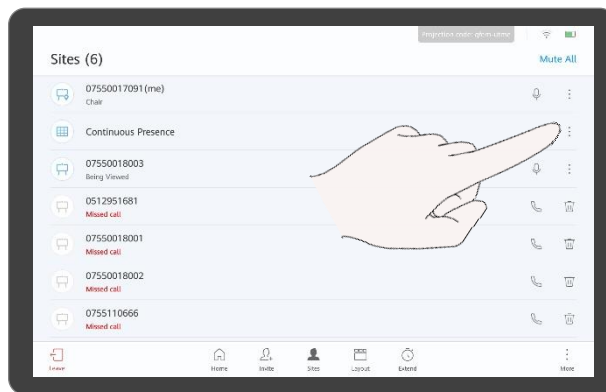
View a Site or Continuous Presence

1



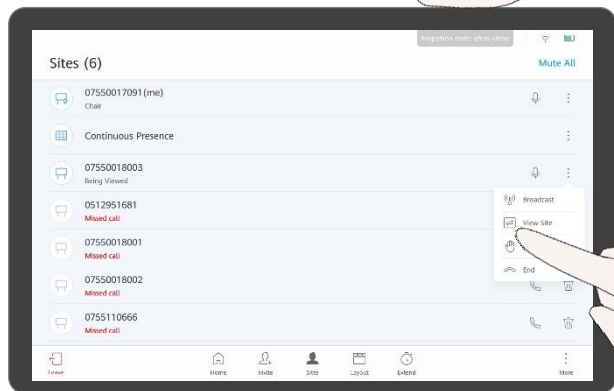
Tap  .


2

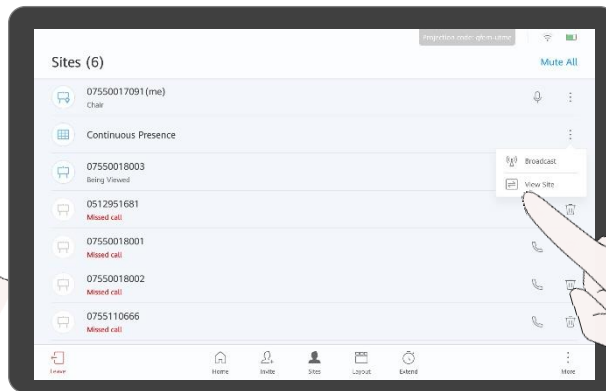


Tap  next to continuous presence or a site.

3



Tap  to view the site.



Tap  to view the continuous presence.

About Viewing a Site or Continuous Presence

If the chair does not broadcast a site or continuous presence, both the chair and participants can view any site or continuous presence.

Continuous presence is used to display the video of two or more sites on the same device simultaneously.

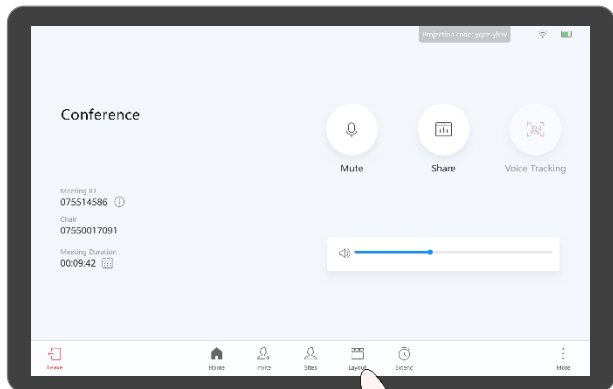
The layout determines the number and positions of the sites displayed in continuous presence mode.

Continuous presence is available only when a multi-party meeting is being held.

For the participant who uses a TP triple-screen telepresence system, you can choose to view content displayed on any of the left, center, and right screens.

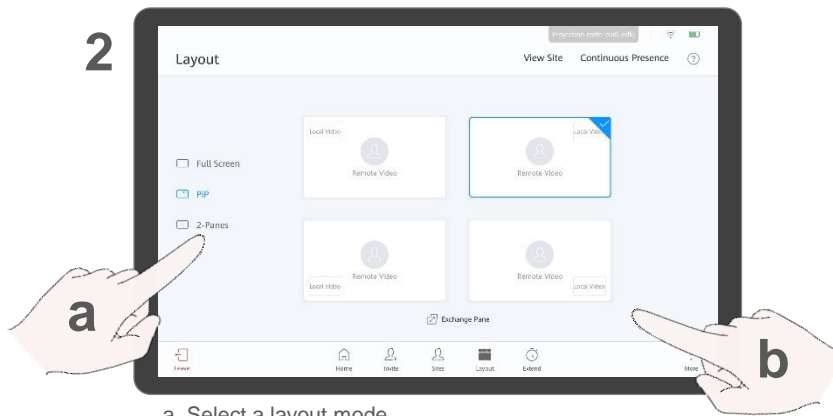
Change the Layout (Non-SVC Meeting)

1



Tap 

2



a. Select a layout mode.

b. Tap a layout pattern. The new layout pattern takes effect immediately.

In PiP mode, you can tap **Exchange Pane** to exchange the large and small panes.

About the Layout

Layout modes depend on the number of sites in a meeting.

Icons displayed on the layout screen depend on the endpoint's status. For example, **Share** is available only when the content source is connected.

To view other sites in full screen, see [View a Site or Continuous Presence](#).

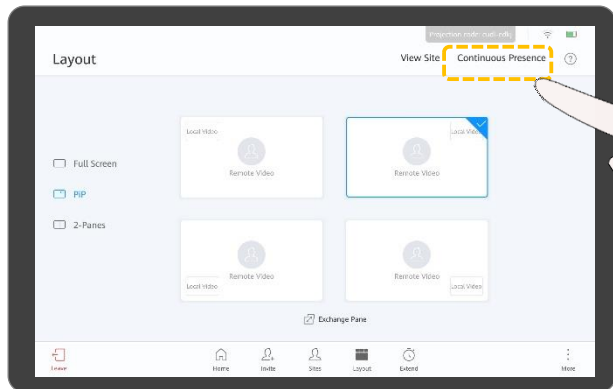
Set Continuous Presence (Non-SVC Meeting Only)

About Setting Continuous Presence

The chair can select a site to be viewed, set the continuous presence mode, and adjust the position of the site in continuous presence.

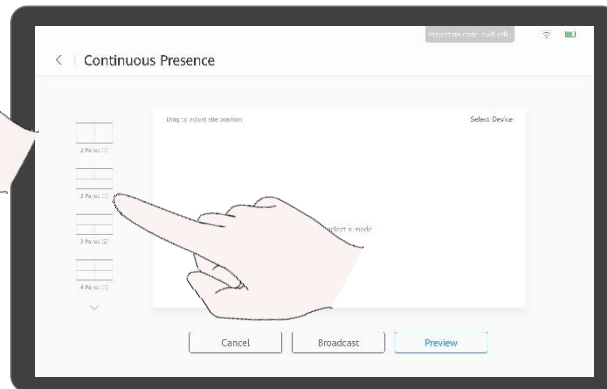
For details about how to broadcast and view continuous presence, see [View a Site or Continuous Presence](#).

1



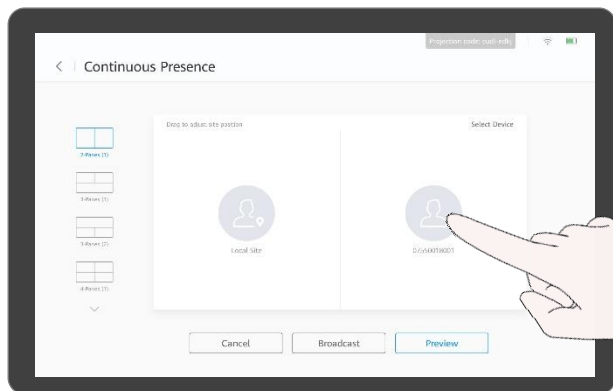
On the layout screen, tap **Continuous Presence**.

2



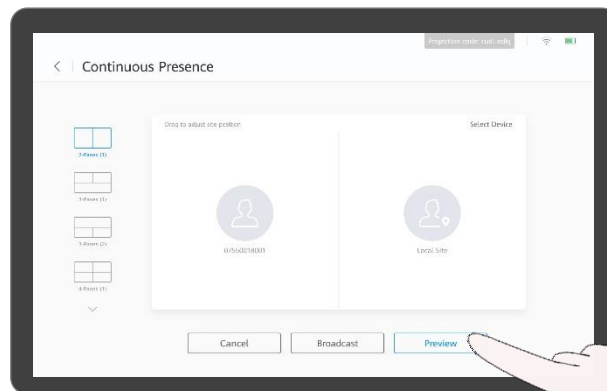
Select a continuous presence mode.

3



Drag the site to your desired position.

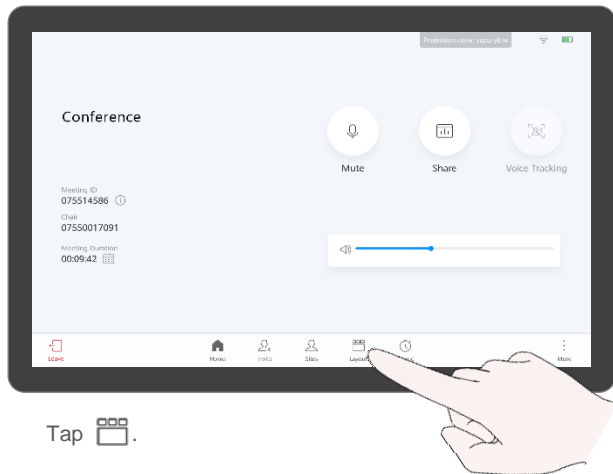
4



Tap **Preview** or **Broadcast**.

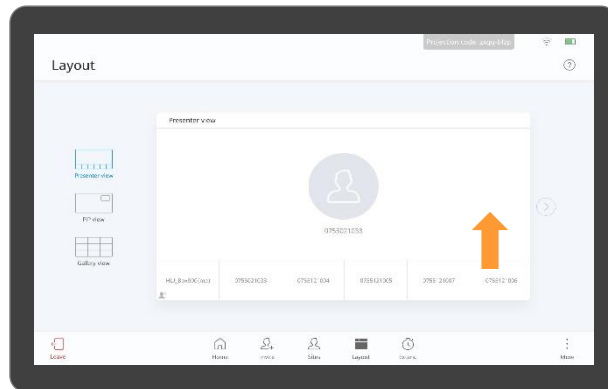
Change the Layout (SVC Meeting - Presenter View)

1



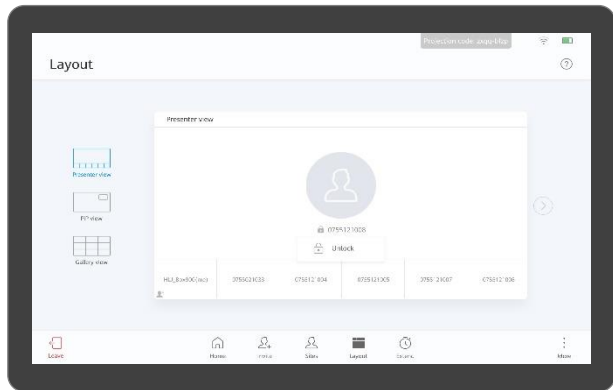
Tap .

2



Touch and hold a small pane and drag it to the large pane to view it in the large pane.

3



Tap  and then tap **Unlock** to unlock the large pane.




About the Layout in an SVC Meeting

The presenter view is used as the default layout in a Scalable Video Coding (SVC) meeting (also called a multistreaming meeting).

Layout modes depend on the number of sites in a meeting.

The large pane is locked by default. After the large pane is unlocked, the video of the participant speaking the loudest among multiple sites will be automatically displayed in the large pane.

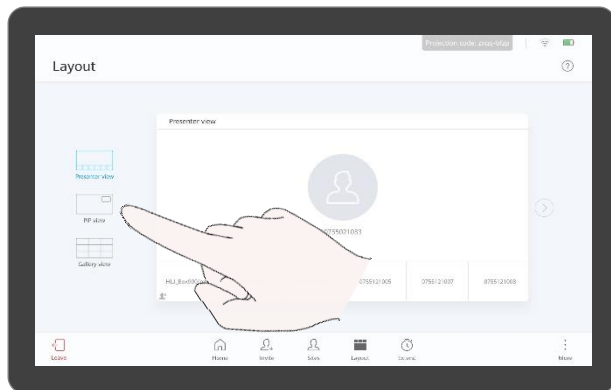
To view all sites:

- Tap  and  to browse sites.
- Tap  to return to the home screen of the presenter view.

In an SVC meeting, if you do not need to view the local image, tap **More** and disable **Local Image**.

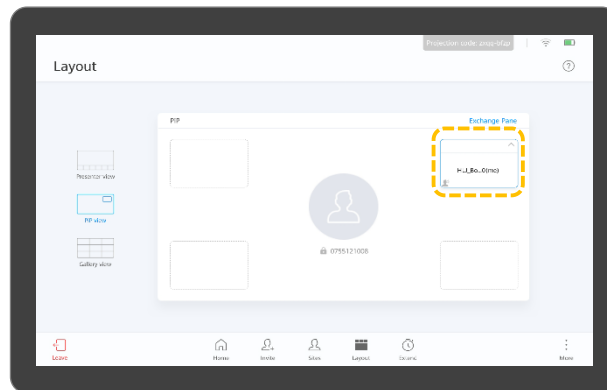
Change the Layout (SVC Meeting - PiP View)

1



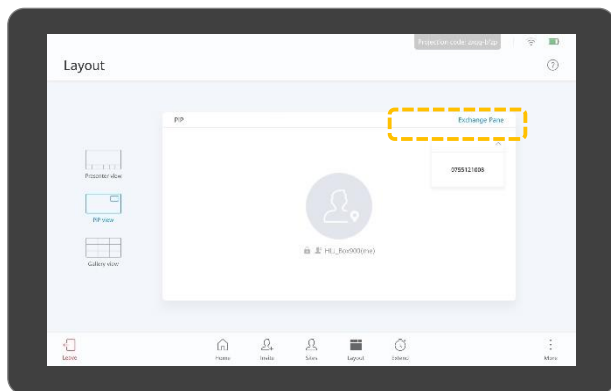
Tap **PiP View**.

2



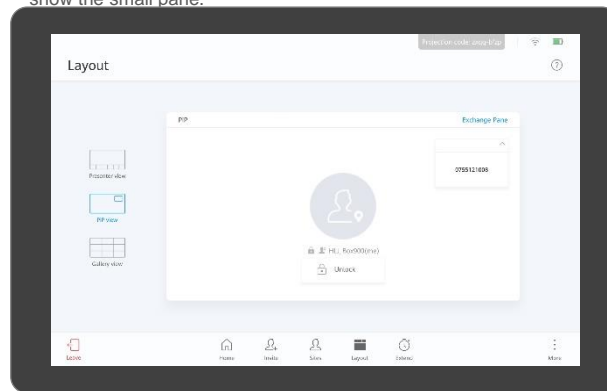
1. Touch and hold the small pane and drag it to any of the four corners.
2. Tap the arrow icon in the upper right corner of the small pane to hide or show the small pane.

3



Tap **Exchange Pane** to exchange the large and small panes. Then the large pane is automatically locked.

4



Tap  and then tap **Unlock** to unlock the large pane.

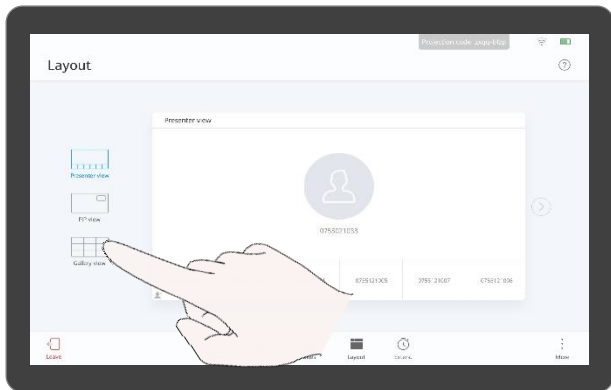
About the Layout in an SVC Meeting

Layout modes depend on the number of sites in a meeting.

The large pane is locked by default. After the large pane is unlocked, the video of the participant speaking the loudest among multiple sites will be automatically displayed in the large pane.

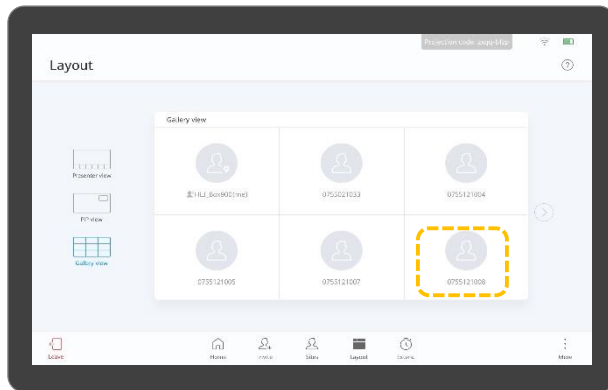
Change the Layout (SVC Meeting - Gallery View)

1



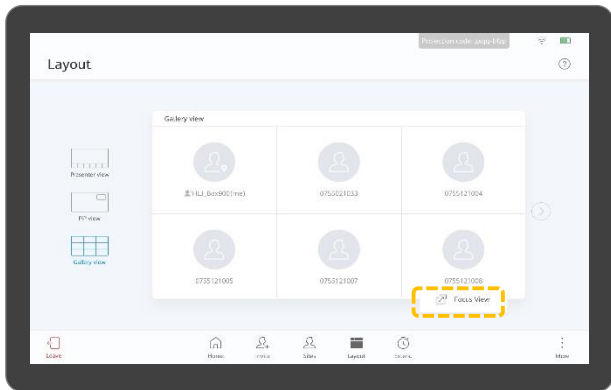
Tap **Gallery View**.

2



Tap a site.

3



Tap **Focus View** to view the site in full screen.

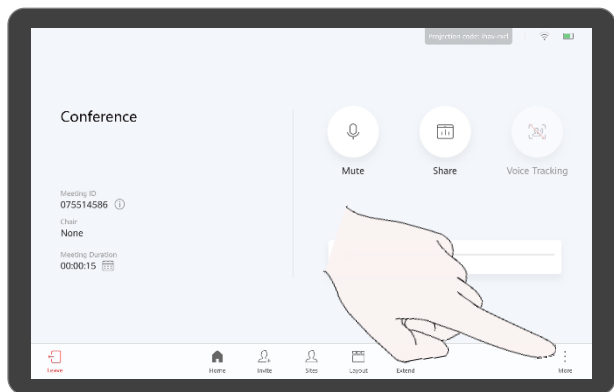
About the Layout in an SVC Meeting

Layout modes depend on the number of sites in a meeting.

The gallery view is unavailable if a site is sharing content in a meeting.

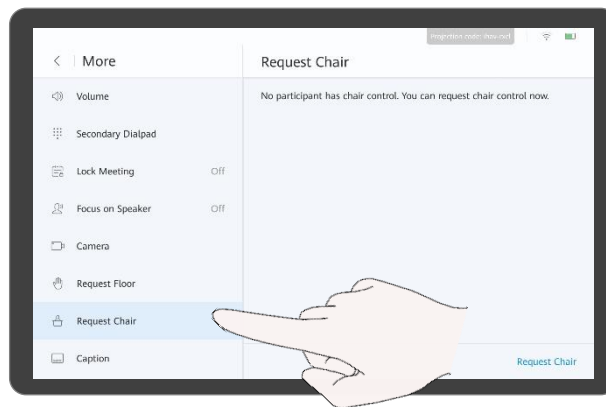
Apply for Chair Control

1



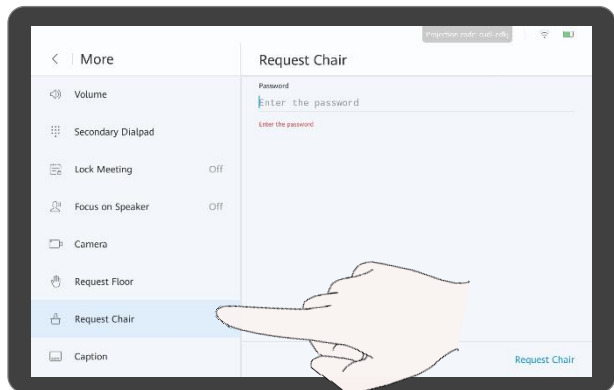
Tap .

2



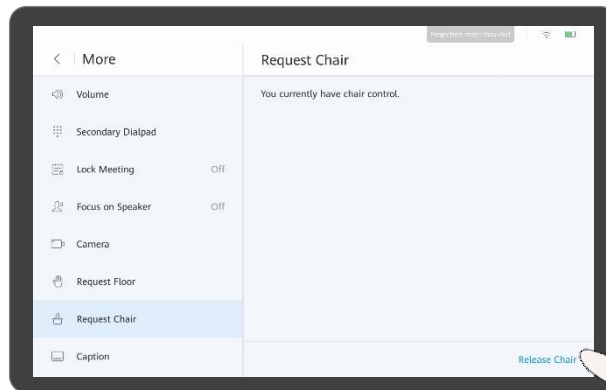
Tap **Request Chair** > **Request Chair**.

3



(Optional) Enter the chair password and tap **Request Chair**.

4



Tap **Release Chair** to release chair control.

About Applying for Chair Control

If there is no chair in a meeting, you can apply for chair control.

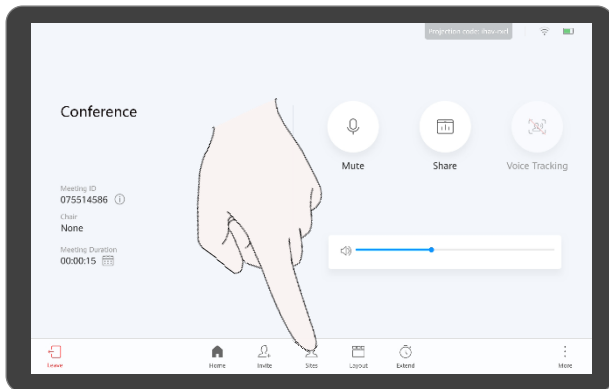
A two-party meeting does not support the chair role.

If a chair password is set when a meeting is created, you need to enter the password when applying for chair control.

If you do not know the password, ask the organizer of your meeting.

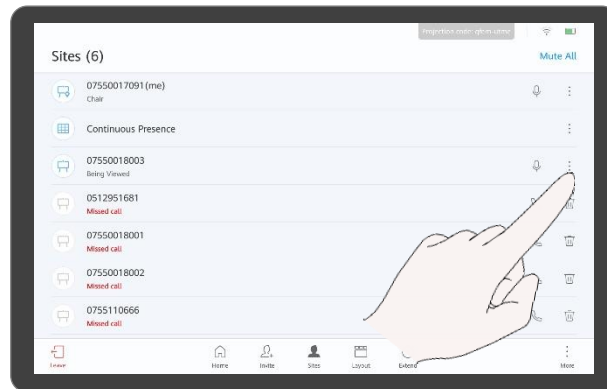
Give Floor


1



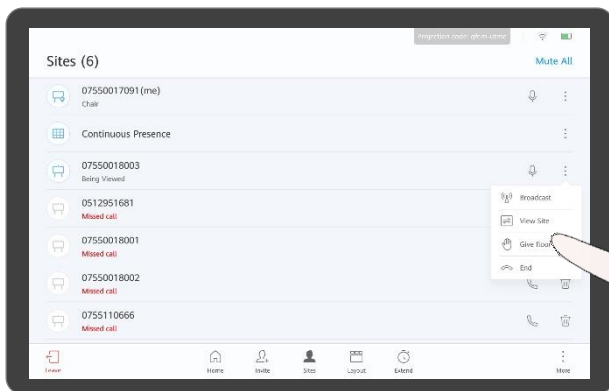
Tap .

2



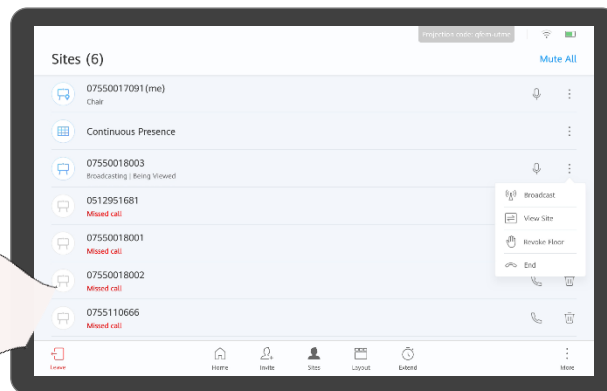
Tap .

3



Tap **Give Floor**.

4



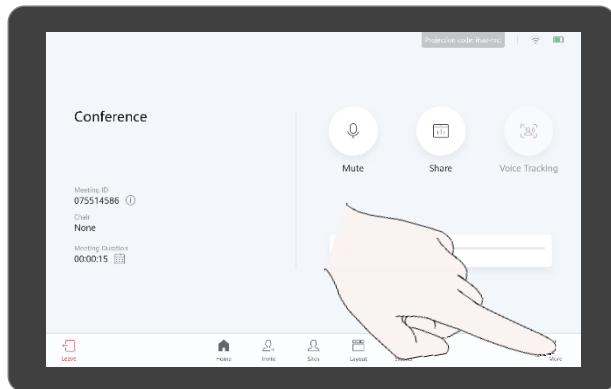
Tap **Revoke Floor** to stop broadcasting.

About Giving Floor

The chair site can give the floor to any non-chair site. Then the non-chair site can speak and will be broadcast. The microphones of all the other sites will be automatically muted.

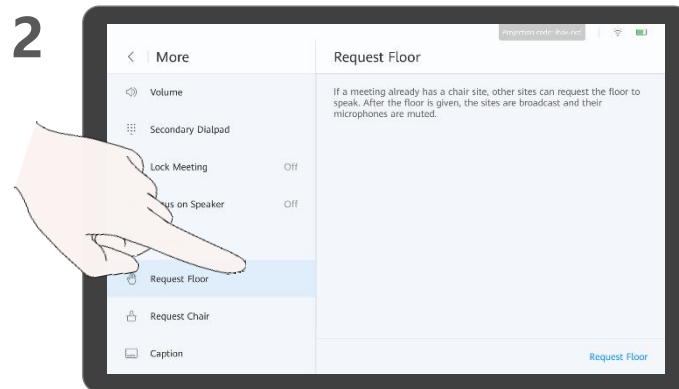
Request Floor

1



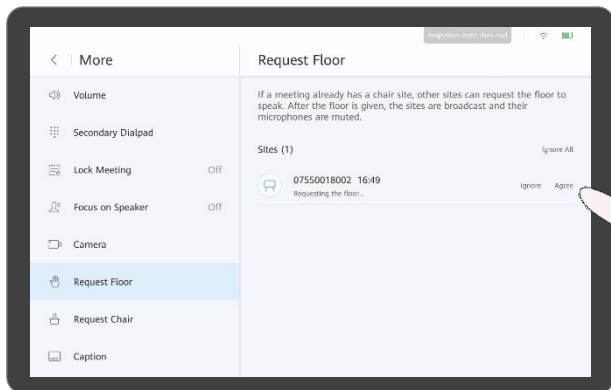
Tap .

2



Tap **Request Floor** > **Request Floor**.

3



(Chair site) Tap **Agree**. The site that requests the floor will be broadcast.

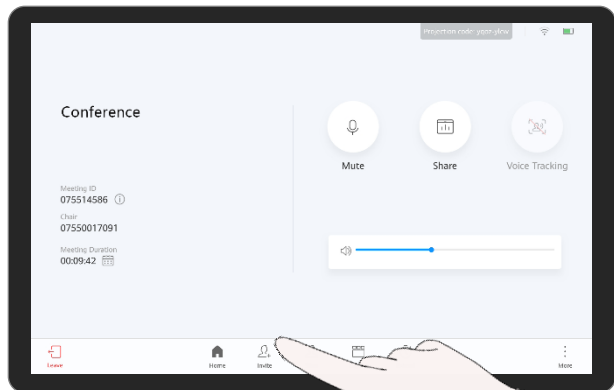
About Requesting Floor

In a meeting that already has a chair site, if a site wants to speak, the site should submit a **Request Floor** application to the chair site.

If the request is accepted, the site can speak and starts being broadcast. The microphones of all other sites are automatically muted.

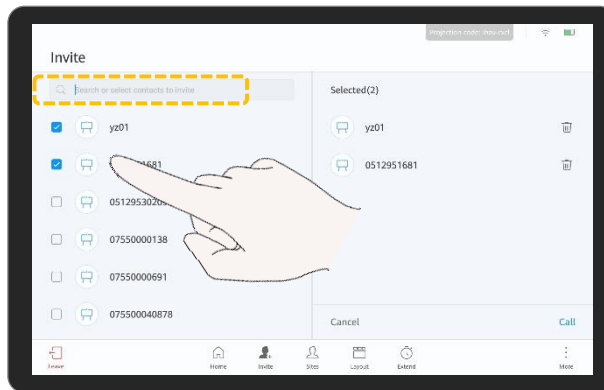
Invite Sites

1



Tap .

2



- Select the sites you want to invite and tap **Call**.
- Search for sites by keyword, number, or IP address. In the search result, select the desired sites and tap **Call**.

About Inviting Sites

If a site needs to be added to a meeting, you can invite the site.

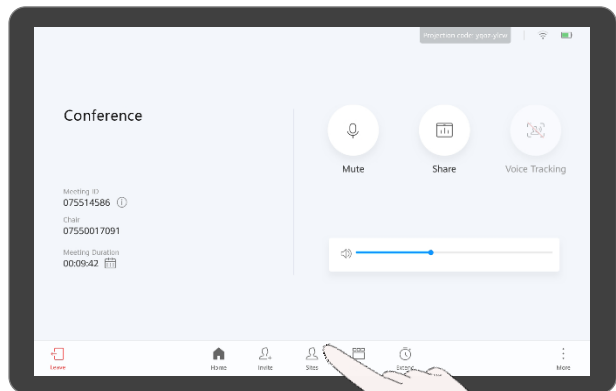
Q: I can't see the video sent by a site that was added successfully. Why?

A: The site is not connected.

1. [View the participant list](#) to check whether the site is connected.
2. If the site is not connected, call it. For details, see [Call an Unconnected Site](#).

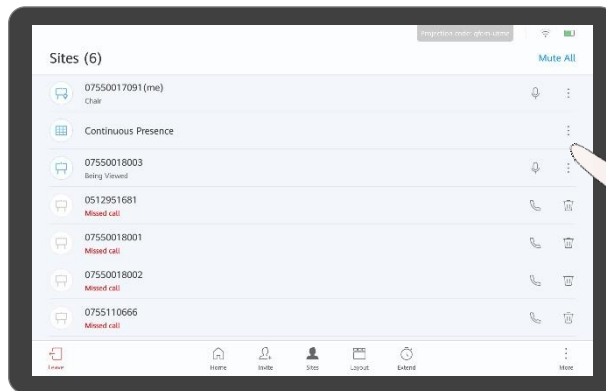
Broadcast a Site or Continuous Presence


1



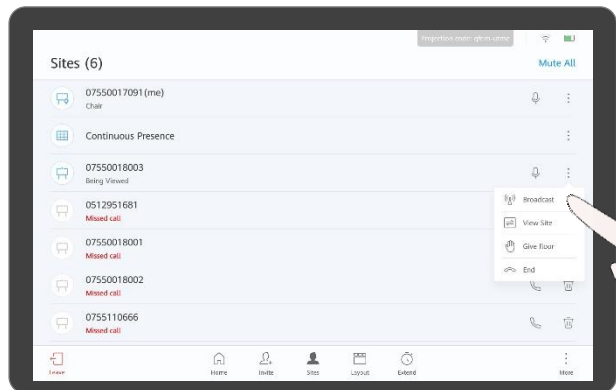
Tap  .

2

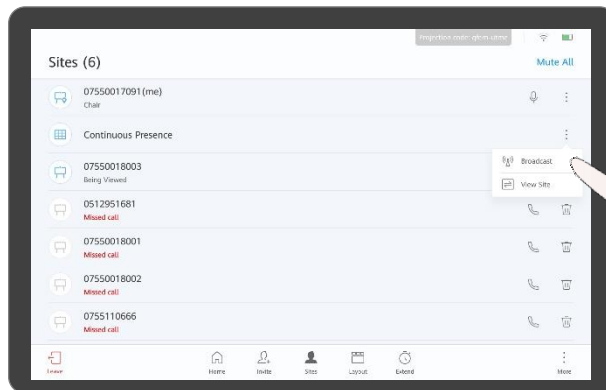


Tap  next to a site or continuous presence.

3



Tap **Broadcast** to broadcast the site.



Tap **Broadcast** to broadcast the continuous presence.

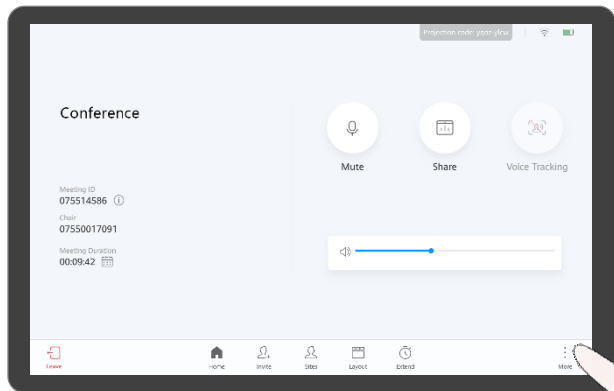
About Broadcasting a Site or Continuous Presence

When the chair site broadcasts a site or continuous presence, all other sites have to view it. The chair site can choose to view other sites.

The chair site can broadcast any site, including the chair site.

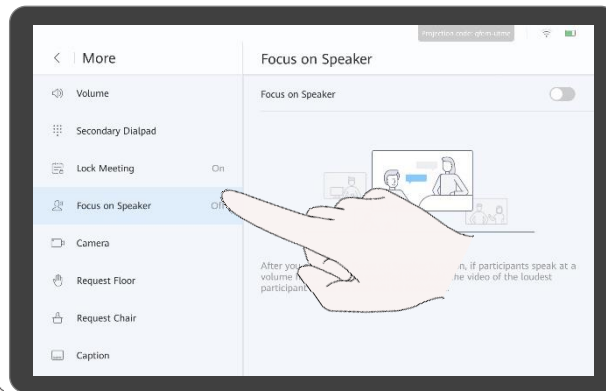
Enable Focus on Speaker

1



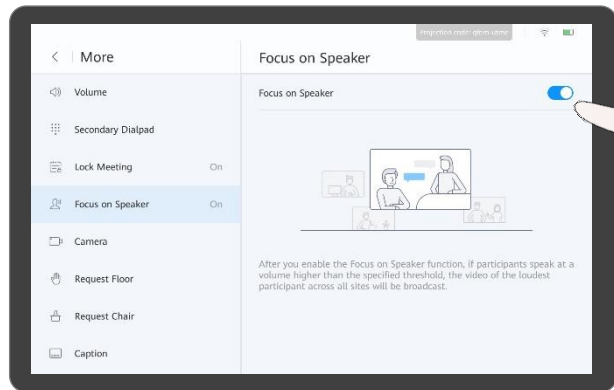
Tap .

2



Tap **Focus on Speaker**.

3



Tap the switch next to **Focus on Speaker** to enable it.

About Focus on Speaker

The Focus on Speaker function applies to a discussion or debate. After the chair site enables this function:

- If one or more participants speak at a volume higher than the specified threshold, the video of the participant speaking the loudest among multiple sites will be broadcast.
- If no participant speaks at a volume higher than the specified threshold, the original site is still broadcast.

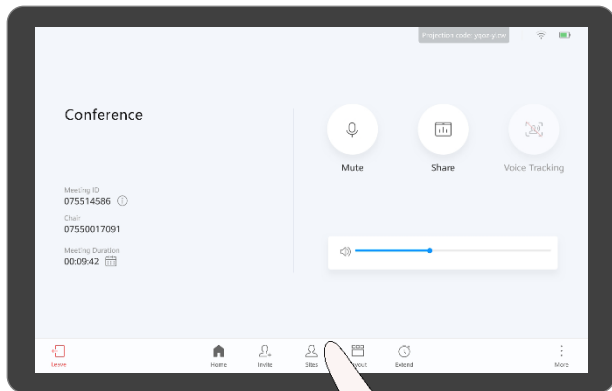
To adjust the threshold for Focus on Speaker, log in to the web interface and choose **Conference > Conference Control > Voice Activation**.

For more information on voice activation sensitivity settings, see the *Web Online Help*.

If the endpoint is in a meeting, you need to disable Focus on Speaker before adjusting the threshold.

Call an Unconnected Site

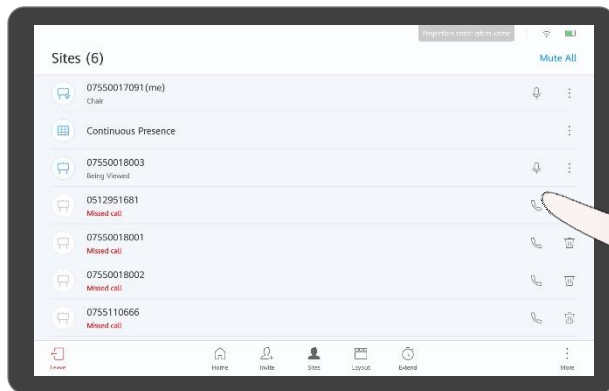
1




Tap  .



2



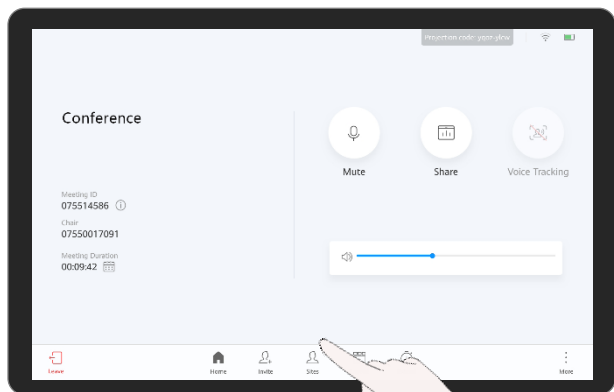
Tap  next to an unconnected site.

About Calling an Unconnected Site

Only the on-premises network scenario supports calling an unconnected site.

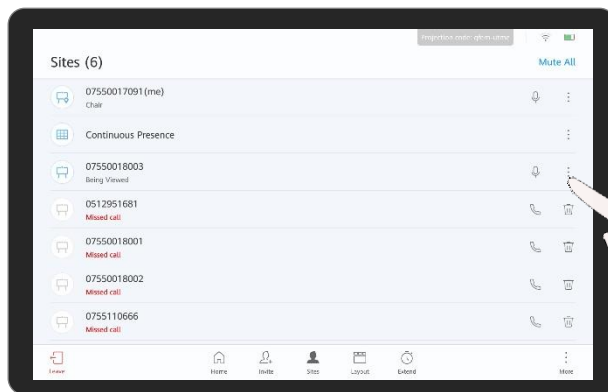
Disconnect a Site


1



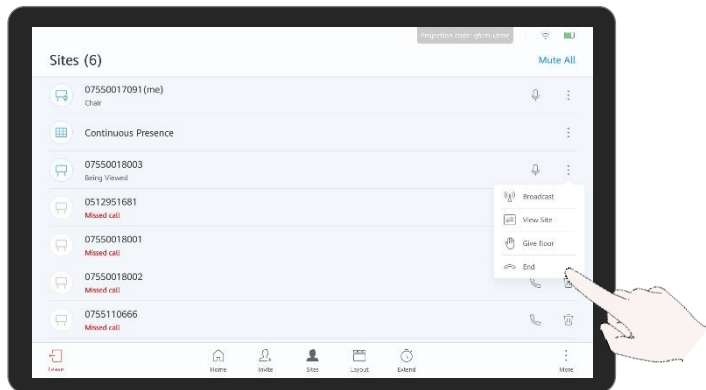
Tap  .

2



Tap  next to a site.

3



Tap End.

About Disconnecting a Site

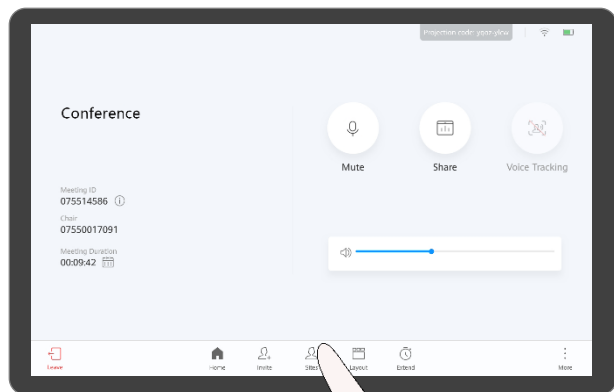
The chair site can disconnect a site that has joined a meeting.

After the site is disconnected, the site automatically leaves the meeting.

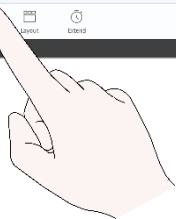
In the on-premises network scenario, the disconnected site is displayed in the participant list as unconnected. The chair site can call the site again. For details, see [Call an Unconnected Site](#).

Mute One or All Sites

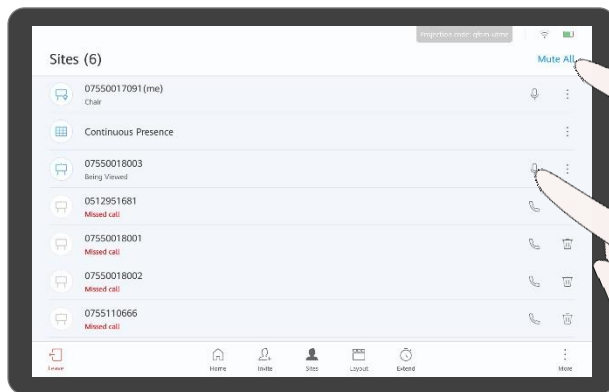
1




Tap .



2



- Tap **Mute All** to mute the microphones of all sites except the chair site.
- Tap  next to a site to mute its microphone.

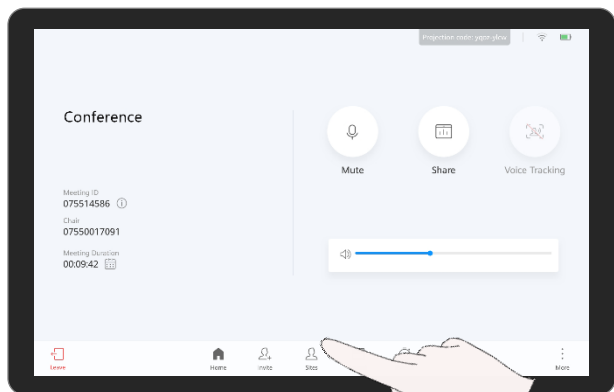
About Muting Sites

The chair site can mute all sites or a specific site.

If a site is muted, the site cannot be heard by other sites.

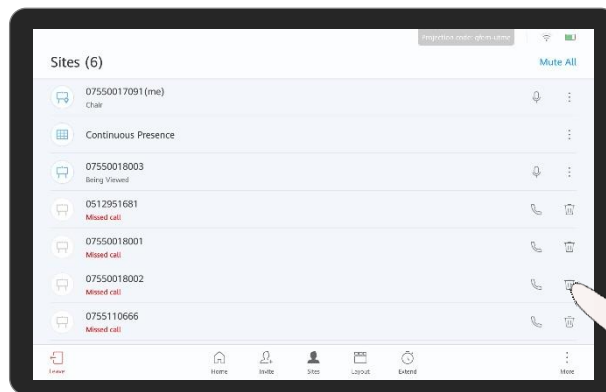
Delete a Site


1



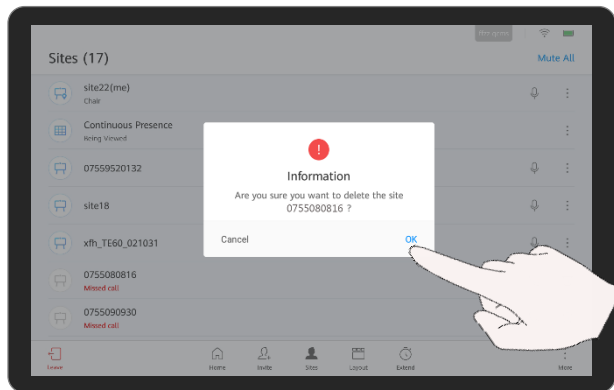
Tap .

2



Tap  next to an unconnected site.

3



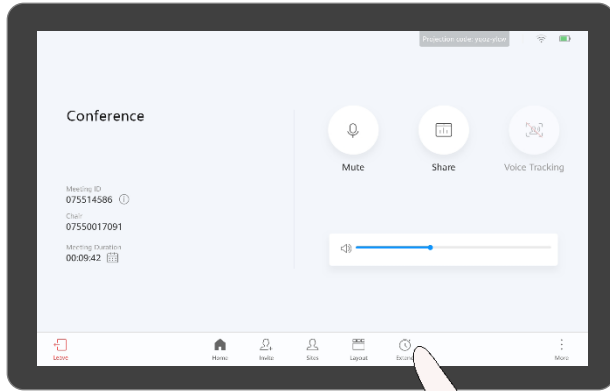
Tap OK.

About Deleting a Site

The chair site can delete an unconnected site. After the site is deleted, it is not displayed in the participant list.

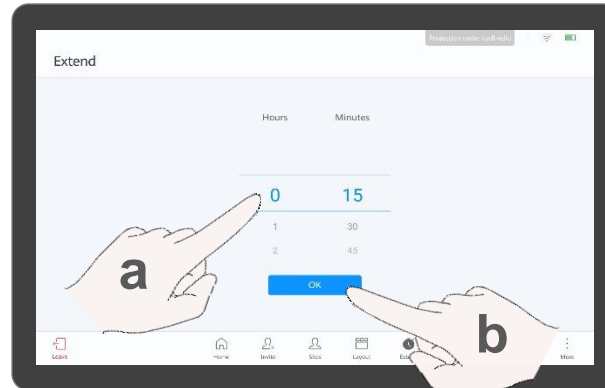
Extend a Meeting

1



Tap  .

2



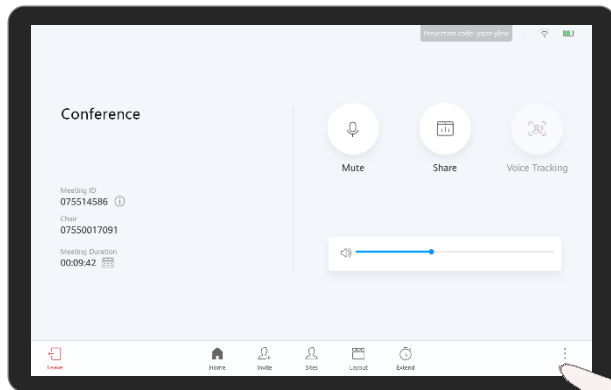
- Scroll up or down to select the desired extension time.
- Tap **OK**.

About Extending a Meeting

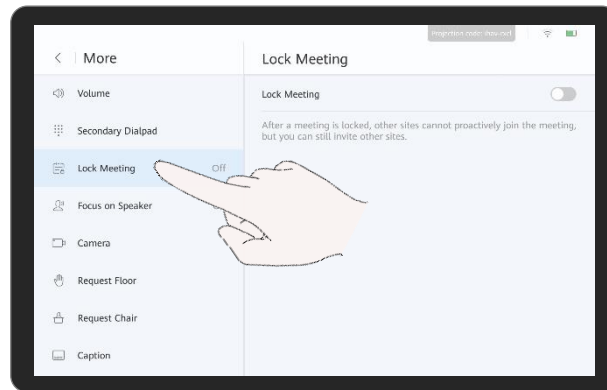
You can extend a meeting.

Lock a Meeting

1



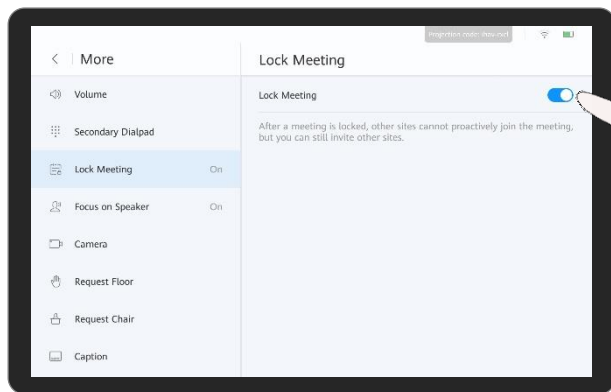
2



Tap .

Tap .

3



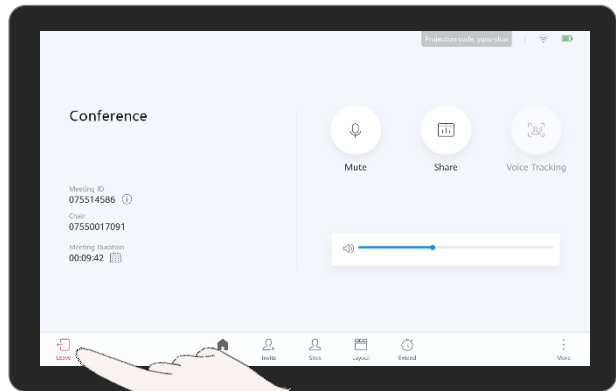
Tap the switch next to **Lock Meeting** to enable it.

About Locking a Meeting

The chair site can lock a meeting. After the meeting is locked, users cannot dial into the meeting but can be invited by the chair site.

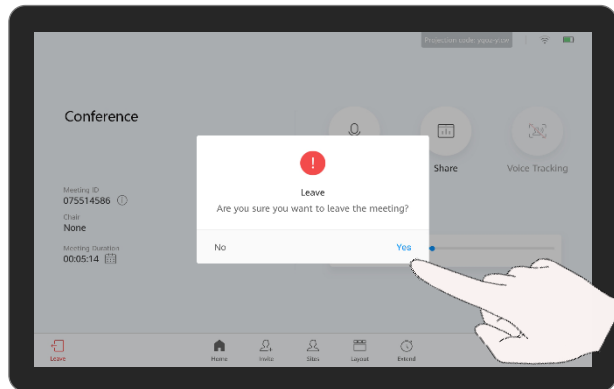
Leave a Meeting

1

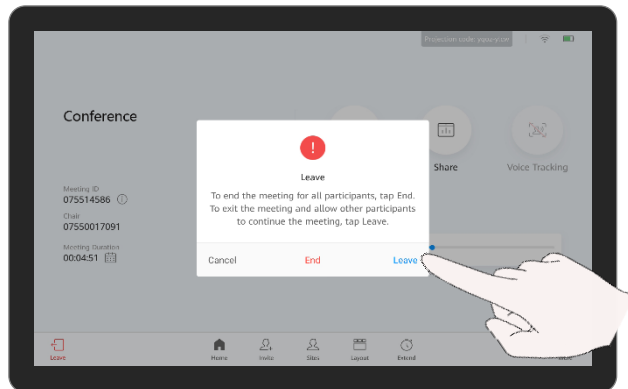


Tap  .

2



If the local site is a common site, tap **OK** to leave the meeting.



If the local site is the chair site or the only participant, you can:

- Tap **Leave** to leave the meeting.
- Tap **End** to end the meeting.

About Ending or Leaving a Meeting

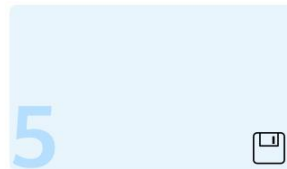
The chair site can choose to leave a meeting or end it.

Leaving the meeting indicates that the chair site releases chair control and exits the meeting. If the meeting has not ended, you can join the meeting again as a participant from the meeting notification box on the home screen.

PART 05

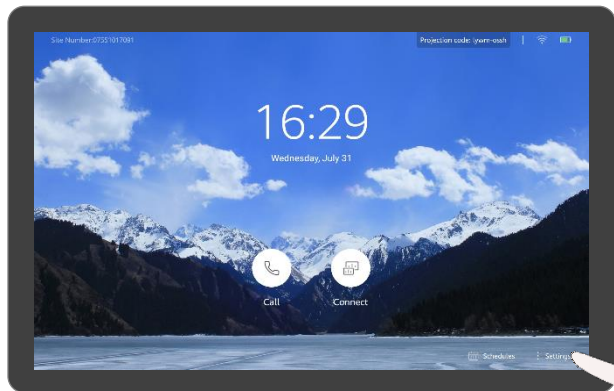
Controlling a Camera

- Control the Local Camera (Box)
- Control the Local Camera (Bar 500)
- Control a Remote Camera
- Save/Switch Camera Presets



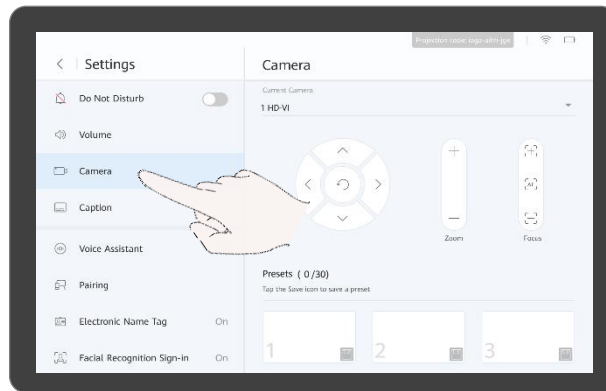
Control the Local Camera (Box)

1



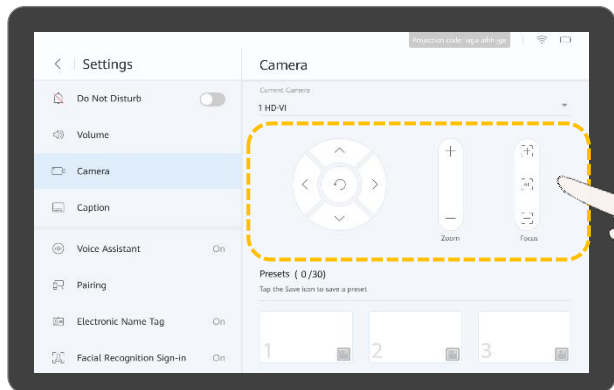
Tap  .

2







Tap **Camera**.

3



Tap arrow keys, +, -,  ,  , and  to adjust the camera.

About Controlling the Local Camera

- Tap arrow keys to pan or tilt the local camera.
- Tap  to restore the camera to its initial position.
- Tap + to zoom in.
- Tap - to zoom out.
- Tap  and  to adjust the focal length.
- Tap  for the camera to automatically adjust the focal length.

Voice tracking is supported only when an endpoint is connected to the VPT300 intelligent camera. If voice tracking is enabled, the system automatically tracks and shows a close-up image of the person speaking.

The actual camera control screen may differ.

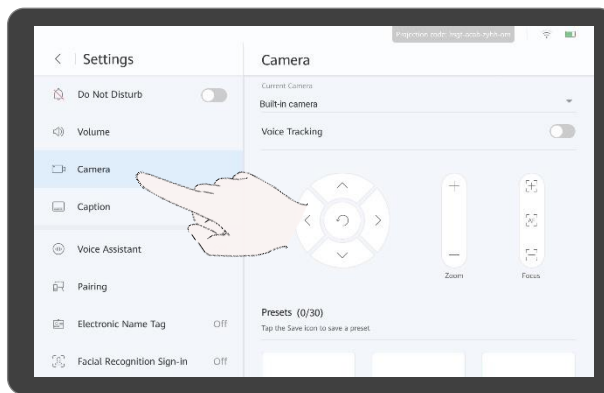
Control the Local Camera (Bar 500)

1



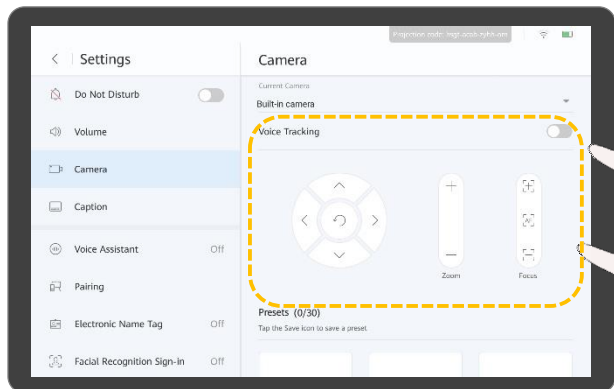
Tap .

2



Tap **Camera**.

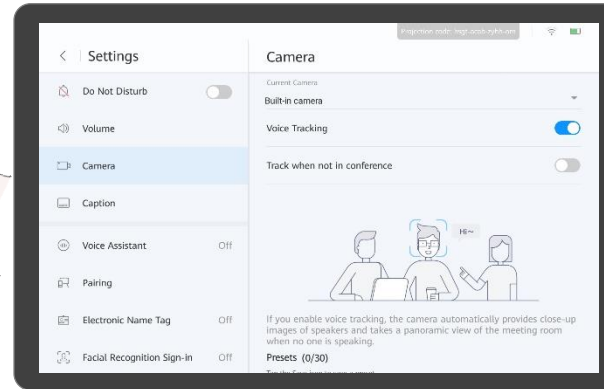
3



a. Tap arrow keys, +, -, , , and  to adjust the camera.





b. You can also tap the switch to enable voice tracking.

4



- Tap the switch to disable voice tracking.
- Tap the switch to enable or disable the "Track when not in conference" function.

About Controlling the Local Camera

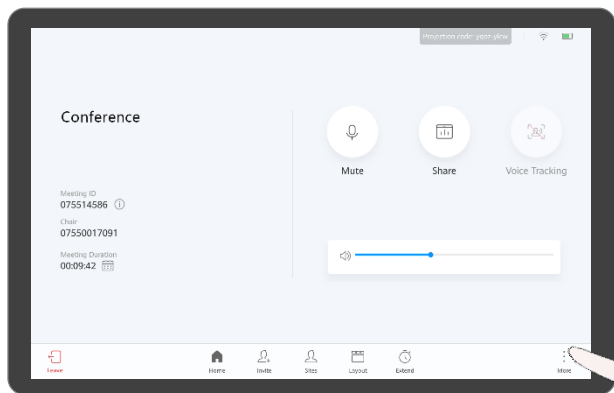
- Tap arrow keys to pan or tilt the local camera.
- Tap  to restore the camera to its initial position.
- Tap + to zoom in.
- Tap - to zoom out.
- Tap  and  to adjust the focal length.
- Tap  for the camera to automatically adjust the focal length.

If voice tracking is disabled ("Track when not in conference" function disabled by default), the system automatically tracks and shows a close-up image of the person speaking.

If the "Track when not in conference" function is also enabled, the system automatically tracks and shows a close-up image of the person speaking no matter whether the person speaking is in a meeting.

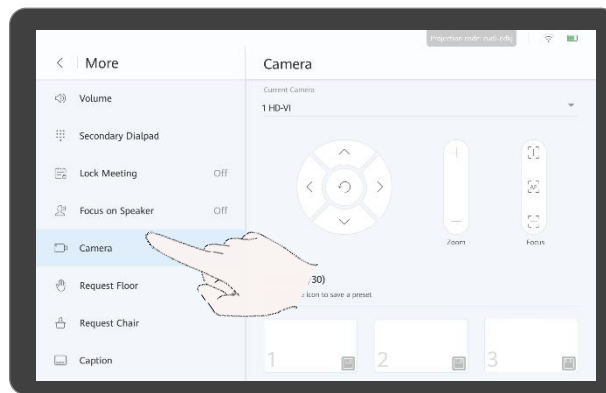
Control a Remote Camera

1



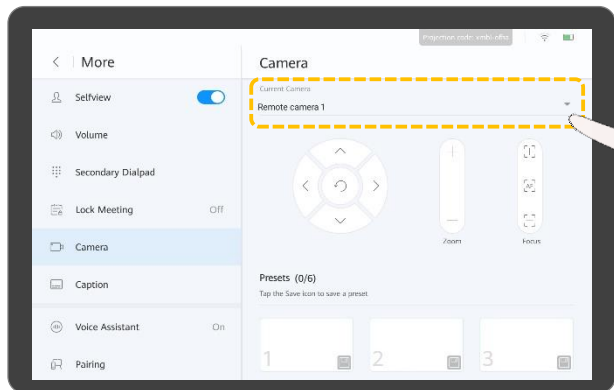
Tap .

2



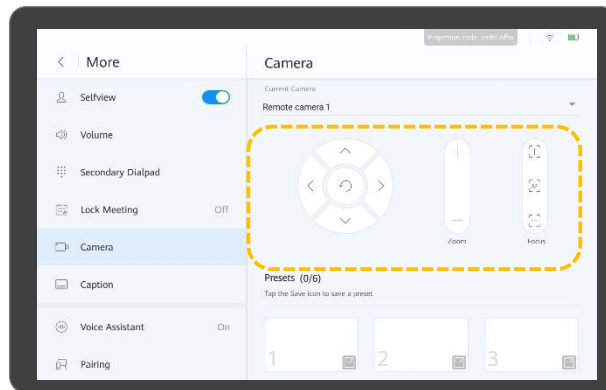
Tap **Camera**.

3







Tap  and select **Remote camera 1**.

4



Tap arrow keys, +, -, , , and  to adjust the camera.

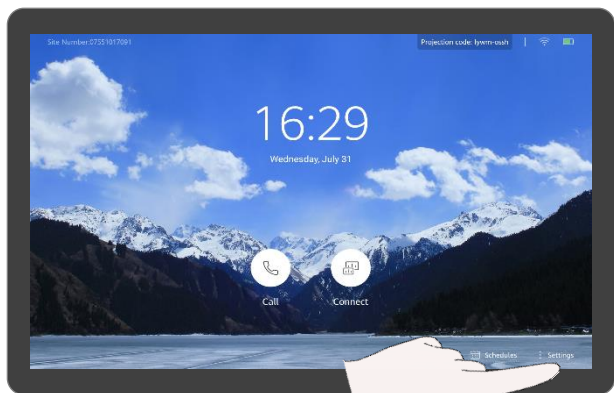
About Controlling a Remote Camera

- Tap arrow keys to pan or tilt a remote camera.
- Tap  to restore the camera to its initial position.
- Tap + to zoom in.
- Tap - to zoom out.
- Tap  and  to adjust the focal length.
- Tap  for the camera to automatically adjust the focal length.

You can only control a remote camera during a meeting.

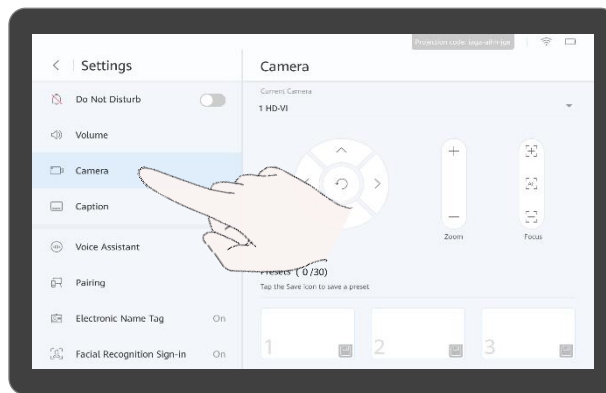
Save/Switch Camera Presets

1



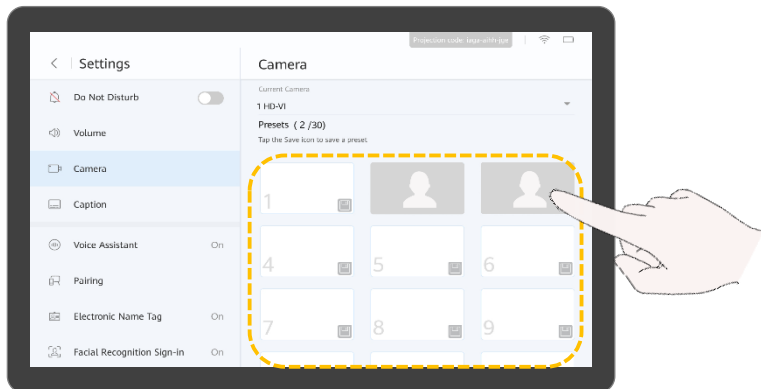
Tap  .

2



Tap **Camera**.

3



- Slide down and tap the Save icon to save a preset.
- Tap a number box to switch to this preset.

About Camera Presets

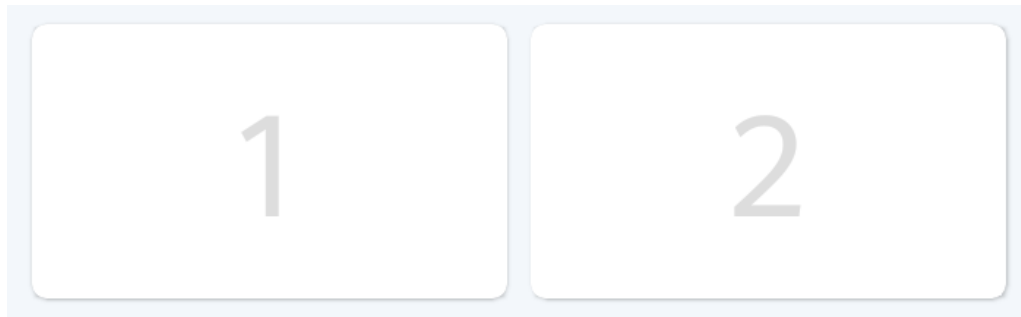
Camera presets are camera positions you store ahead of time. Each camera preset stores the camera PTZ settings. You can easily control the camera in a meeting by switching between its presets.

You can touch and hold an existing preset to replace it with a new one.

PART 06

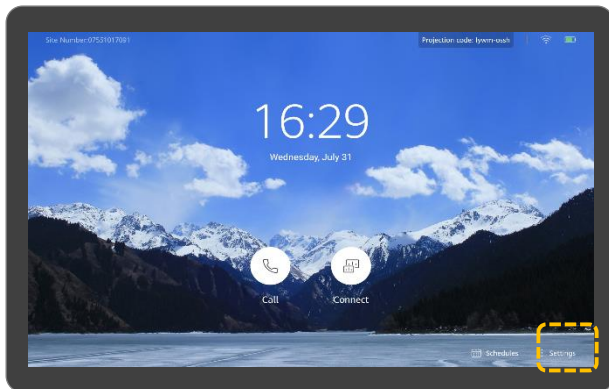
Using the Dual-Screen Mode

- Enable the Dual-Screen Mode
- Switch Screen Content
- Extend Screen Content
- Clone Screen Content



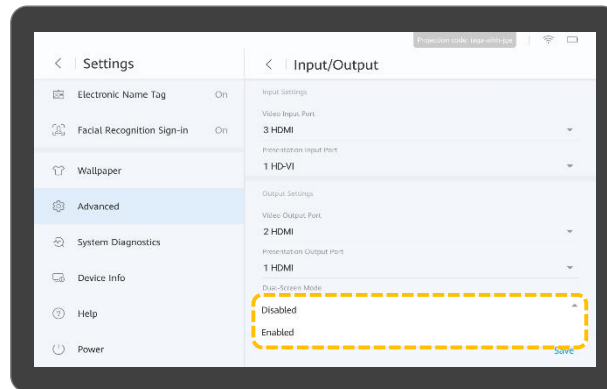
Enable the Dual-Screen Mode

1



Tap **Settings**.

2



1. Tap **Advanced Settings** and then tap **Input/Output**.

2. Set **Dual-Screen Mode** to **Enabled** and save the settings.

About Enabling the Dual-Screen Mode

Before enabling the dual-screen mode, ensure that the endpoint has been connected to two screens through cables.

After you enable the dual-screen mode, the video and presentation are displayed on the two screens respectively. You can choose to switch or clone screen content.

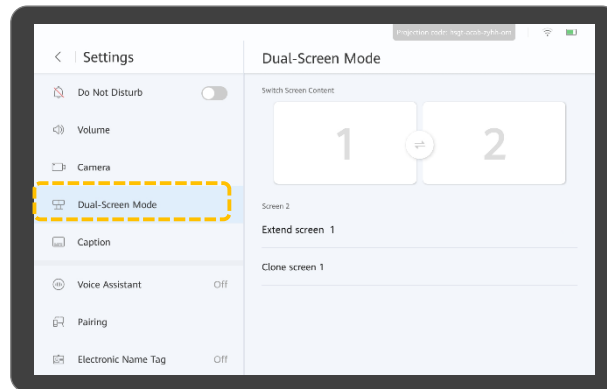
Switch Screen Content

1



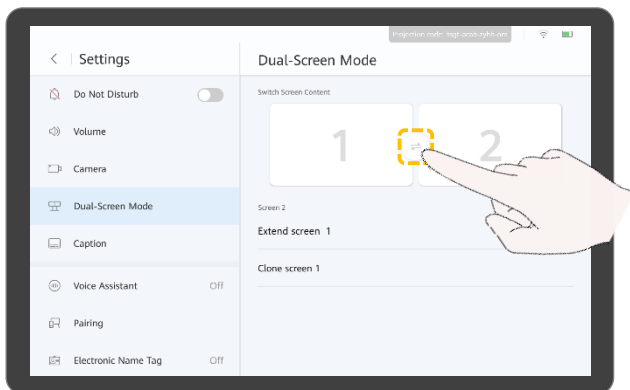
Tap **Settings**.

2



Tap **Dual-Screen Mode**.

3



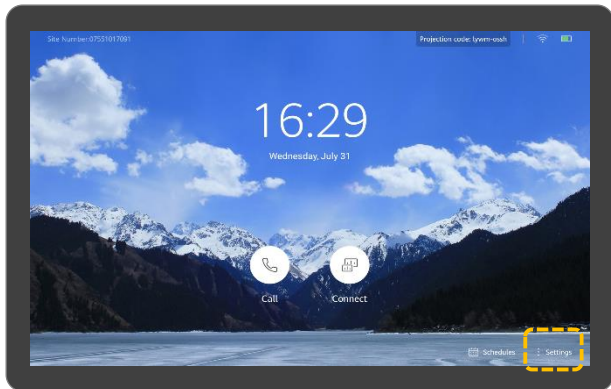
Tap  to switch screen content.

About Switching Screen Content

To switch screen content is to exchange the content displayed on both screens. For example, if the video is displayed on screen 1 and the presentation is displayed on screen 2, after you switch screen content, the presentation is displayed on screen 1 and the video is displayed on screen 2.

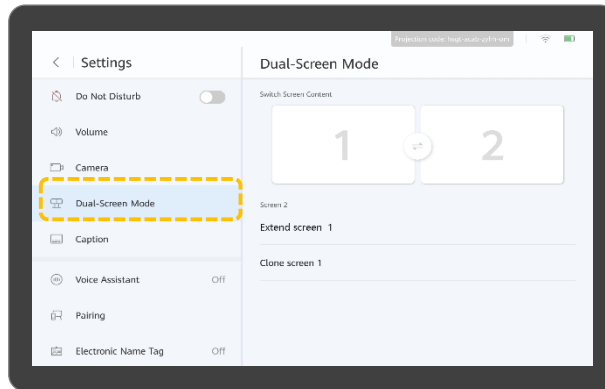
Extend Screen Content

1



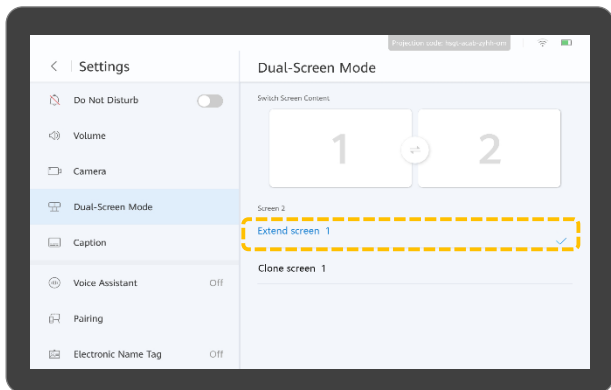
Tap **Settings**.

2



Tap **Dual-Screen Mode**.

3



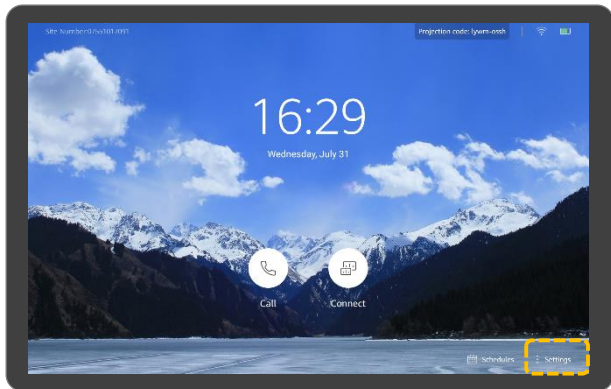
Touch to select **Extend screen 1**.

About Extending Screen Content

Before performing the **Extend screen** operation, ensure that two screens are available and the dual-screen mode is enabled.

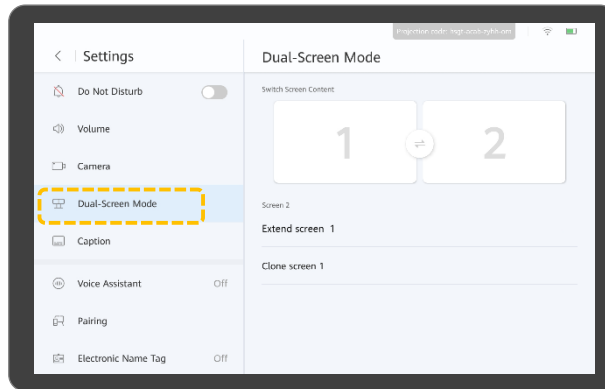
Clone Screen Content

1



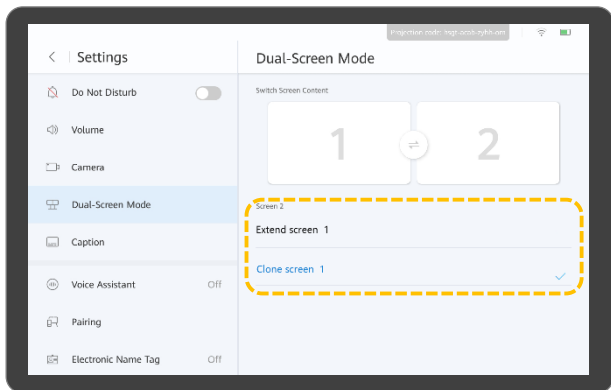
Tap **Settings**.

2



Tap **Dual-Screen Mode**.

3



Select a screen mode.

About Cloning Screen Content

To clone a screen is to display the same content on both screens.

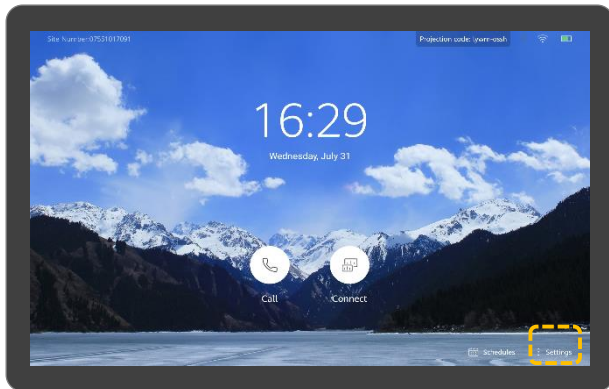
PART 07

FAQs

- How Do I Use Facial Recognition Sign-in?
- How Do I Enable the Electronic Name Tag?
- How Do I Enable the Voice Assistant?
- Preview Caption
- View Instant Messages
- View the Meeting Schedule
- What Should I Do If the Local Site Can't Be Heard by Remote Sites?
- How Do I Adjust the Speaker Volume at the Local Site?
- How Do I Unpair AirPresence or the AirPresence Key from an Endpoint?

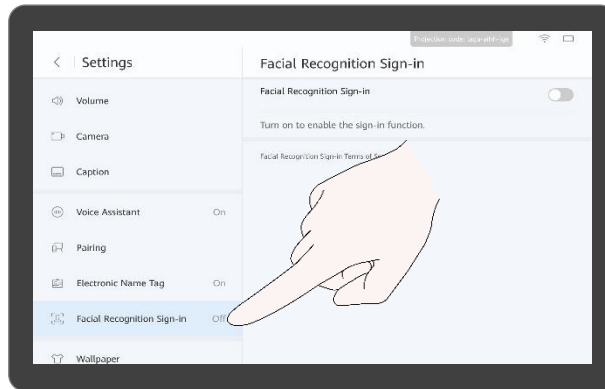
How Do I Use Facial Recognition Sign-in?

1



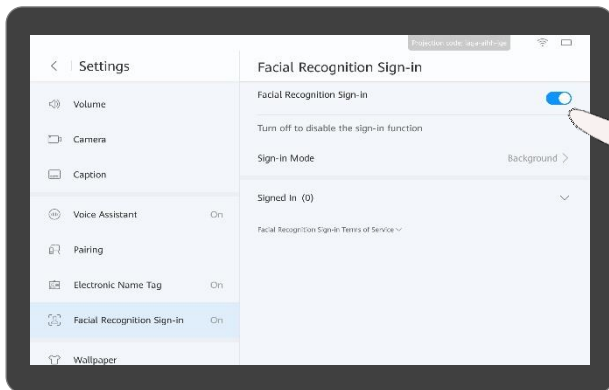
Tap **Settings**.

2

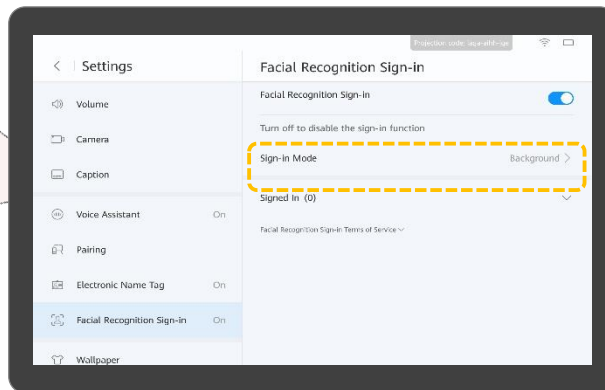


Tap **Facial Recognition Sign-in**.

3



Tap the switch next to **Facial Recognition Sign-in** to enable it.



Select a facial recognition sign-in mode.

About Facial Recognition Sign-in

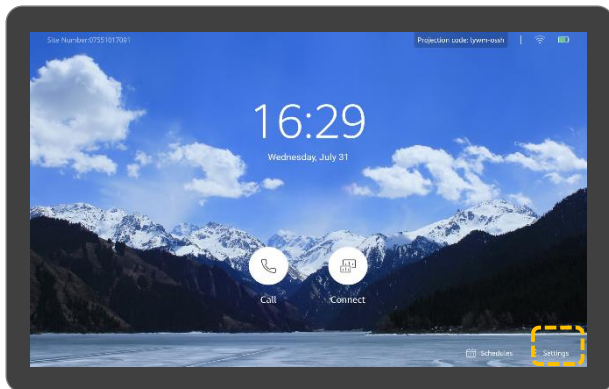
If facial recognition sign-in is enabled, the endpoint can collect statistics on the number of sign-in participants through facial recognition before and during a meeting.

Three modes are available. The automatic mode is used by default.

- **Background mode:** The endpoint performs facial recognition in the background and does not display the sign-in window in full screen.
- **Automatic mode:** When the sign-in time arrives, the system automatically displays the sign-in window in full screen. When the meeting starts, the system automatically switches to the background sign-in mode.
- **Full-screen mode:** The sign-in window is displayed in full screen. You can switch to the background mode to exit the full-screen mode.

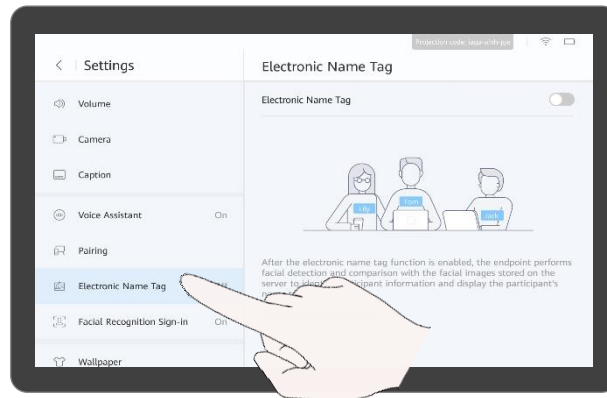
How Do I Enable the Electronic Name Tag?

1



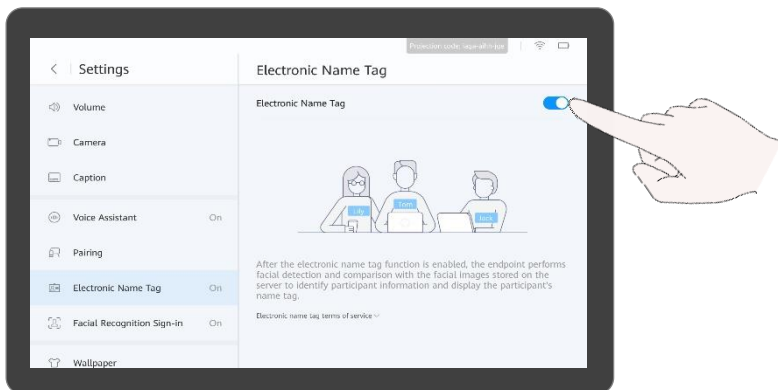
Tap **Settings**.

2



Tap **Electronic Name Tag**.

3



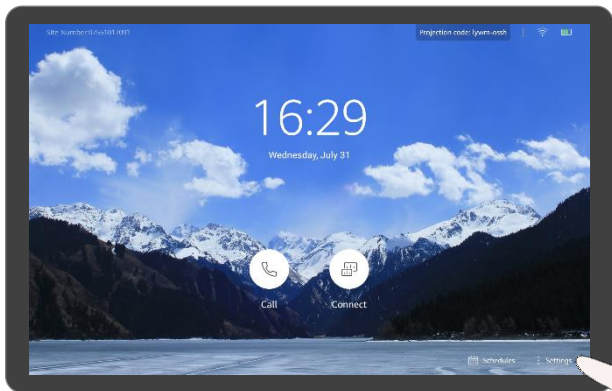
Tap the switch next to **Electronic Name Tag**.

About the Electronic Name Tag

If the electronic name tag is enabled, personal information such as the participant name is displayed on the screen.

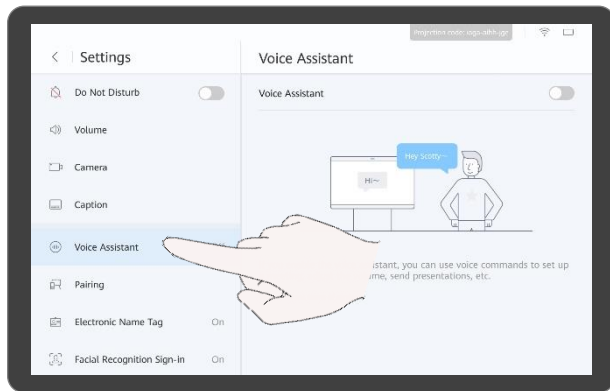
How Do I Enable the Voice Assistant?

1



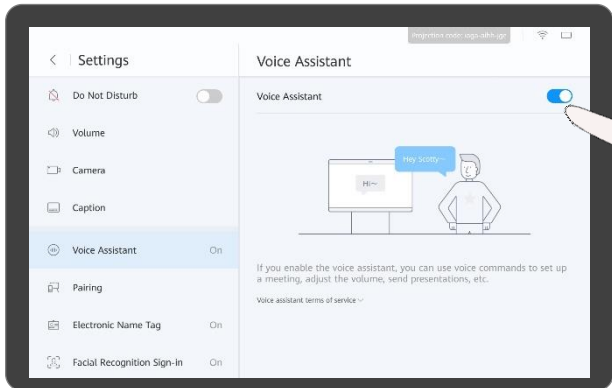
Tap .

2



Tap **Voice Assistant**.

3



Tap the switch next to **Voice Assistant**.

4

Say "Hey Scotty" to wake your voice assistant up.

About the Voice Assistant

You can use your voice assistant to:

- Place and cancel a call.
- Create a meeting.
- Join a meeting.
- Extend a meeting.
- Add a site.
- View a site or continuous presence.
- Share or stop sharing content.
- Open the whiteboard.
- Increase or decrease the volume.
- Mute or unmute microphones.
- Start intelligent diagnostics.

For the system to be able to identify your voice correctly, pay attention to the following:

- Speak clearly and enunciate.
- Stand or sit within 1 m away from the VPM220 microphone array when you speak. If a gooseneck microphone is used, the maximum distance is 0.5 m.
- Stand or sit within 3 m away from the Bar 500 when you speak.

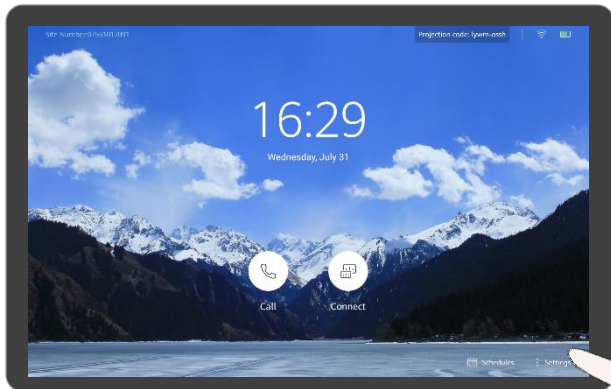
Your voice assistant can:

- Call sites in Contacts and online.
Note:
The site name cannot contain special characters (such as @, #, and %) and the maximum length is 64 characters.
- Join ongoing meetings.
- Join meetings in Recents.

The endpoint can recognize words, letters, and digits.

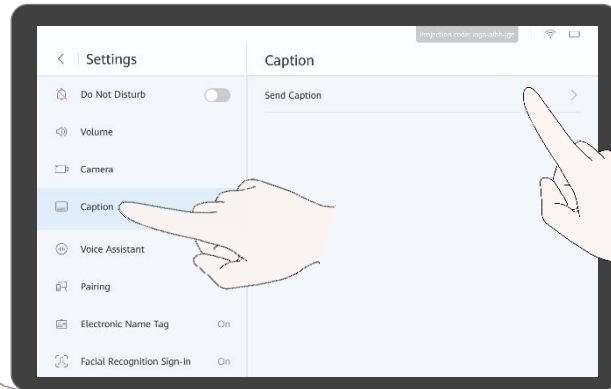
Preview Caption

1



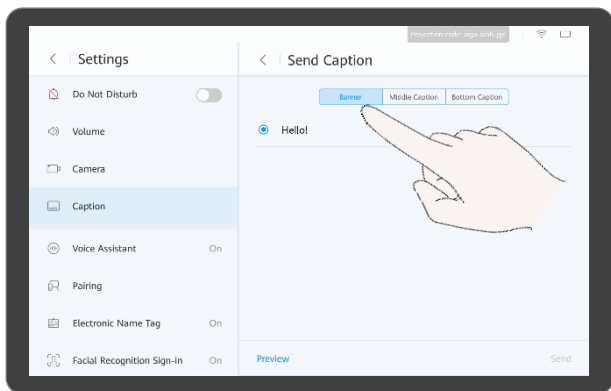
Tap .

2



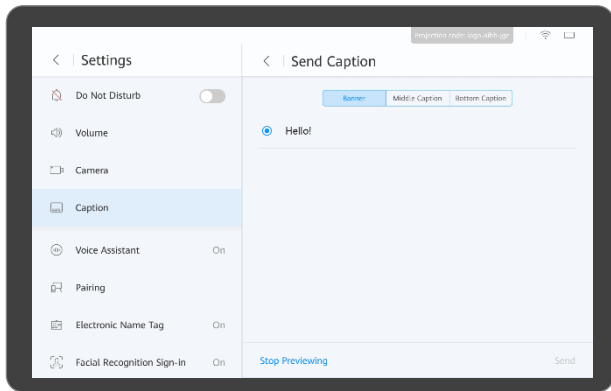
Tap **Caption > Send Caption**.

3



You can preview three types of caption: banner, middle caption, and bottom caption.

2



Tap **Stop Previewing**.

About Caption

You can log in to the endpoint's web interface to set the caption content and specifications.

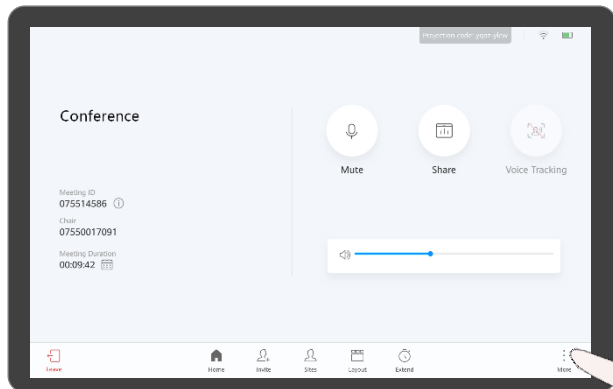
There are three types of caption: banner, middle caption, and bottom caption. To view the title and body of middle caption, choose **Caption > Send Caption > Middle Caption > View Details**. Banner and bottom caption support only **Preview** but not **View Details**.

Previewing caption is allowed in meetings.

The **Display Local Caption** function is available only for T.140 meetings. If this function is enabled, caption sent by sites will be overlapped on video. If this function is disabled, caption sent by sites will not be displayed.

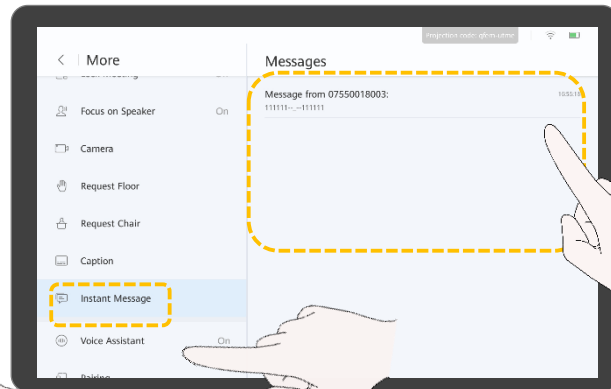
View Instant Messages

1



Tap .

2



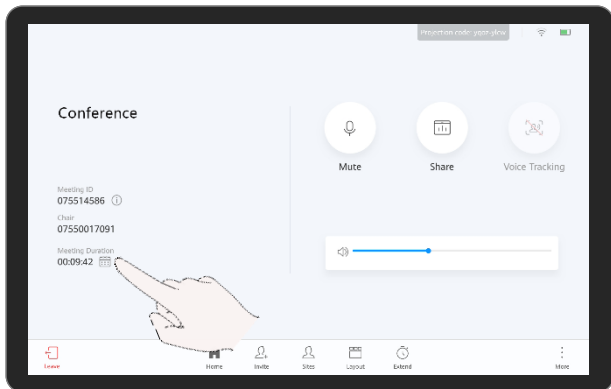
Tap **Instant Message** to view historical messages.


Set instant messaging on the endpoint's web interface.

View messages that other participants have sent on the **Instant Message** screen. Some participants may join or leave an ongoing meeting. Their join and leave records are displayed as system messages on the **Instant Message** screen.

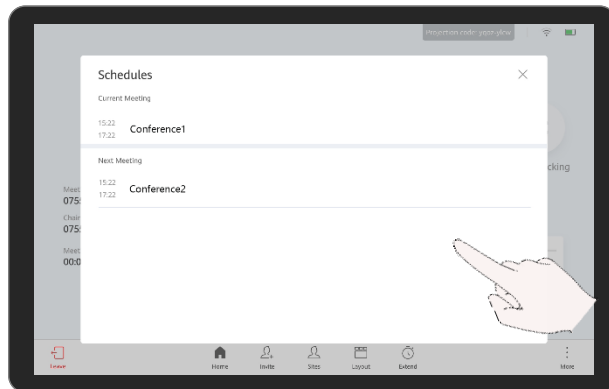
View the Meeting Schedule

1



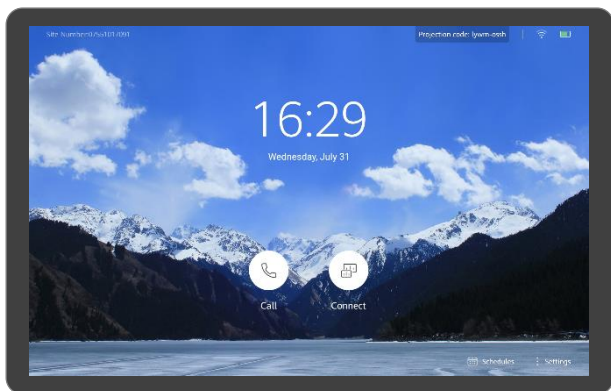
If a meeting is in progress, tap  on the home screen of the ongoing meeting.

2



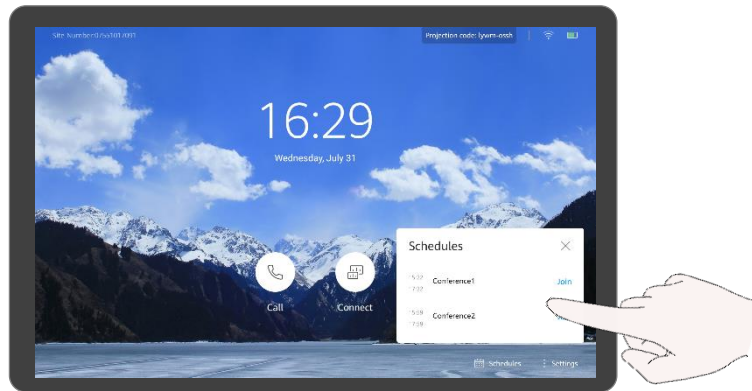
View ongoing or to-be-started meetings.

3



If no meeting is in progress, tap **Meeting schedule**.

4



View ongoing or to-be-started meetings.

About Viewing the Meeting Schedule

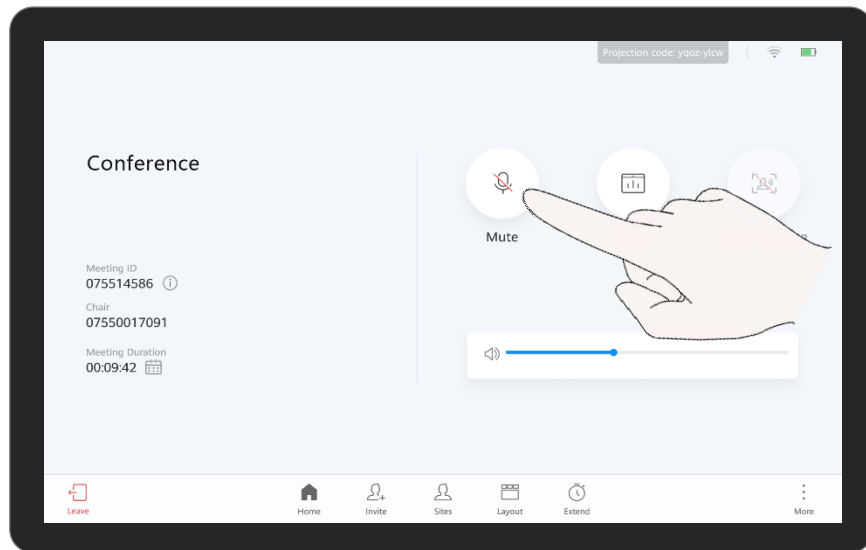
Schedule meetings on the endpoint's web interface.


View ongoing meetings or scheduled meetings that are about to start in the meeting notification box that appears on the Touch's home screen.

What Should I Do If the Local Site Can't Be Heard by Remote Sites?

About the Local Microphone

If the local microphone is muted, remote sites cannot hear the local site.

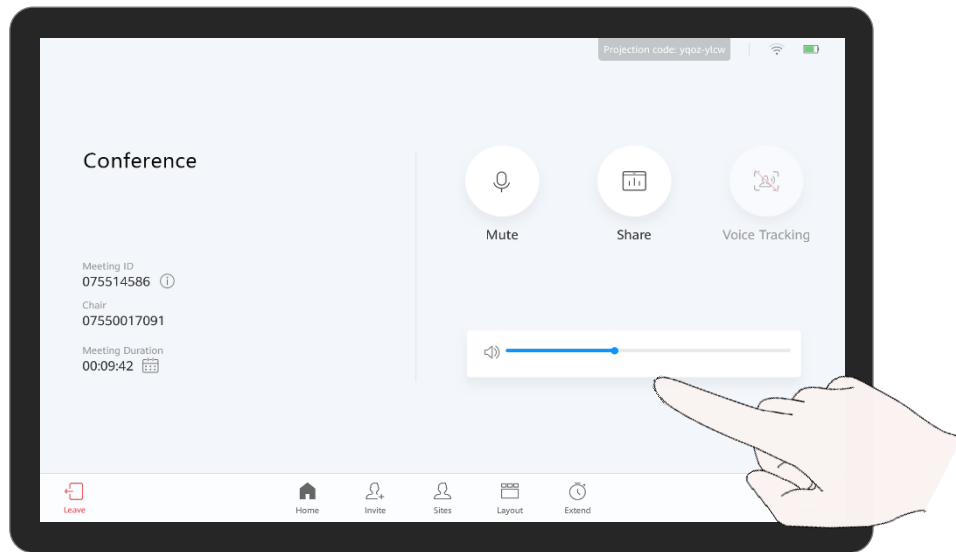


Tap  to unmute the local microphone.

How Do I Adjust the Speaker Volume at the Local Site?

About Adjusting the Speaker Volume at the Local Site

If you have enabled your voice assistant, you can say "Hey Scotty, increase the volume."



Drag the volume slider.

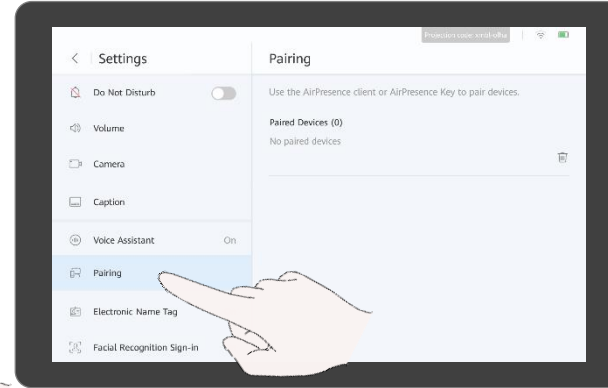
How Do I Unpair AirPresence or the AirPresence Key from an Endpoint?

1



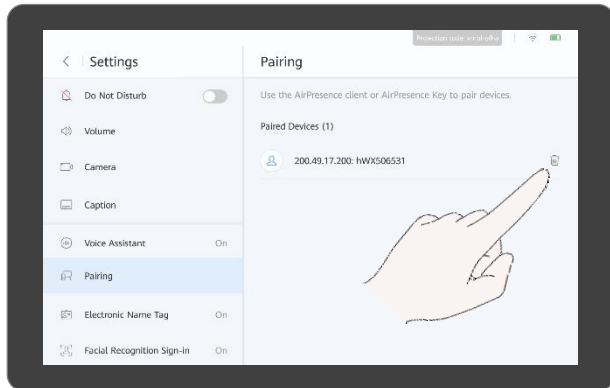
Tap .

2



Tap **Pairing**.

3



Tap  to delete the paired client.



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

Actual UIs may differ in appearance.

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