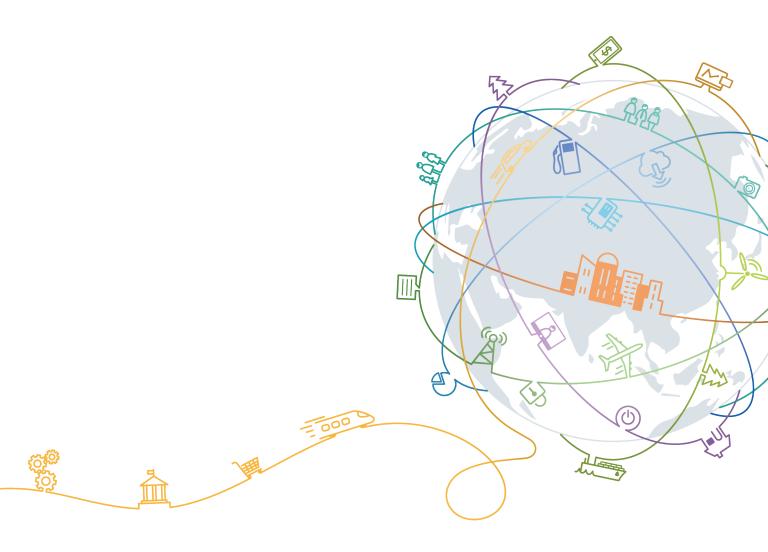
Huawei Cloud Meeting

Enterprise Administrator Guide

Issue 01

Date 2020-09-28





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1 Before You Start

HUAWEI CLOUD Meeting Service Packages

The HUAWEI CLOUD Meeting service provides the free edition, professional edition, and enterprise edition packages. For details, see **HUAWEI CLOUD Meeting Packages**.

Login

You can use Internet Explorer 11, Google Chrome 46, FireFox 41, or their later versions to access the HUAWEI CLOUD Meeting Management Platform.

Log in to the **HUAWEI CLOUD Meeting Management Platform** using an enterprise administrator account.

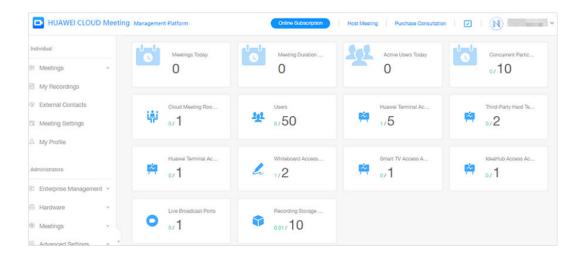
Overview

The **Overview** page of the HUAWEI CLOUD Meeting Management Platform presents the global resource usage of your enterprise, as described in **Table 1-1**.

Table 1-1 Enterprise global resource usage

Resource Name	Resource Usage
Concurrent participants	Used/Purchased concurrent participants
Virtual meeting rooms (VMRs)	Used/Purchased VMRs
Users	Used/Purchased users
Huawei terminal access accounts-1080p	Used/Purchased 1080p hard terminal access accounts
Third-party hard terminal access accounts	Used/Purchased third-party hard terminal access accounts
Huawei terminal access accounts-720p	Used/Purchased 720p hard terminal access accounts

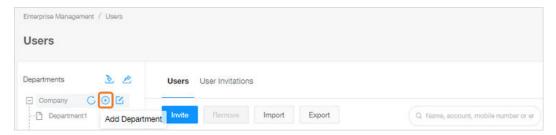
Resource Name	Resource Usage
IdeaHub access accounts	Used/Purchased IdeaHub access accounts
Recording storage space	Used/Purchased recording storage space (GB)



2 Managing Departments

Adding a Department

- **Step 1** In the navigation pane, choose **Enterprise Management** > **Users**.
- **Step 2** Click ① next to a department.



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

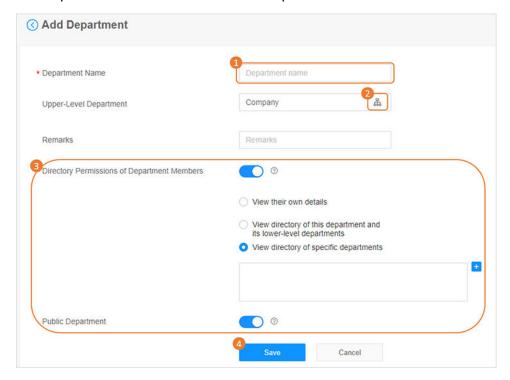


Table 2-1 Parameters

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

----End

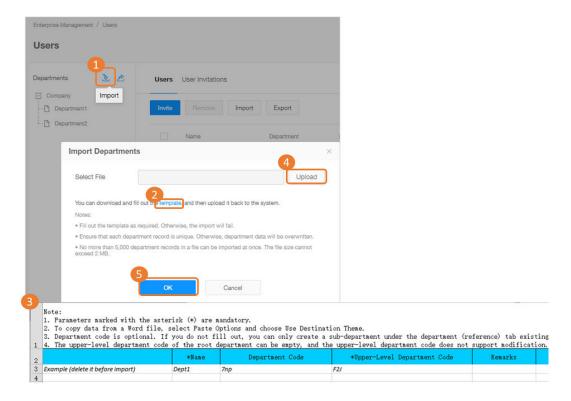
□ NOTE

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

Adding Multiple Departments

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

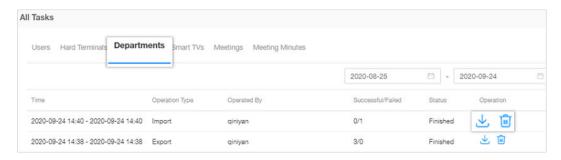
- **Step 1** In the navigation pane, choose **Enterprise Management** > **Users**.
- **Step 2** Download, edit, and import the template back to the system.



◯ NOTE

- Read the precautions in the template and fill out the template as required.
- Refresh the page after the file is imported successfully.
- **Step 3** After importing departments, click in the upper right corner of the page and click **View All Tasks** to view the import result.

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

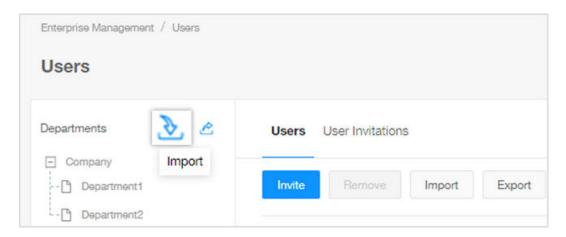


----End

Exporting Departments

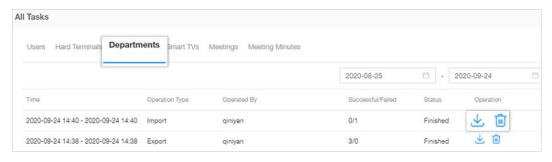
You can export departments and view them in an Excel file.

- **Step 1** In the navigation pane, choose **Enterprise Management** > **Users**.
- **Step 2** Click convert departments.



Step 3 After the export succeeds, click in the upper right corner of the page to view the export result.

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

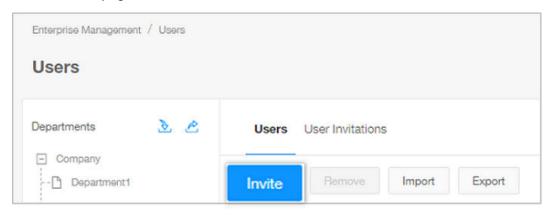


----End

3 Managing Users

Inviting a User

- **Step 1** In the navigation pane, choose **Enterprise Management** > **Users**.
- Step 2 On the Users page, click Invite.



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

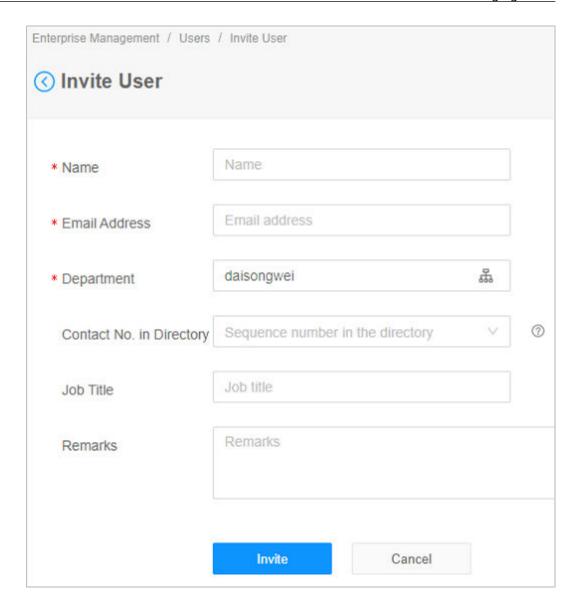


Table 3-1 Parameters

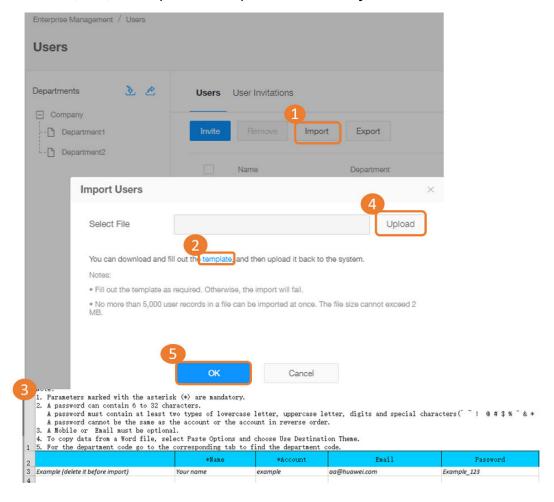
Parameter	Description
Contact No. in Directory	Default value: 10000 . Value range: 1 to 10,000. Contacts are sorted in ascending order based on the specified sequence number when you query the directory on a terminal. When the sequence number of multiple contacts are the same, the contacts are sorted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

----End

Adding Users

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

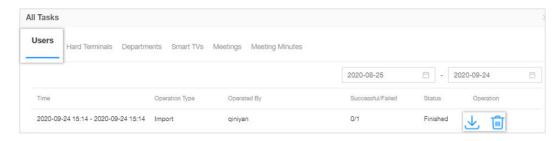
- **Step 1** In the navigation pane, choose **Enterprise Management** > **Users**.
- **Step 2** Download, edit, and import the template back to the system.



◯ NOTE

- Read the precautions in the template and fill out the template as required. If no password is set, the system generates a random password and sends it to the entered mobile number or email address.
- Refresh the page after the file is imported successfully.
- **Step 3** After importing users, click in the upper right corner of the page and click **View All Tasks** to view the import result.

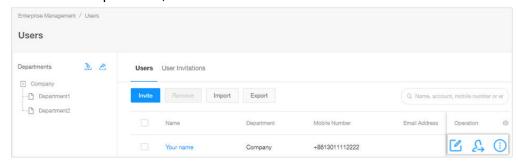
On the **Users** tab page, click in the **Operation** column of the row containing the task to download and view the result. You can also click to delete the task record.



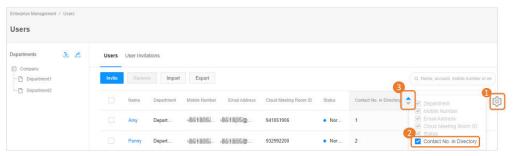
----End

Other Operations

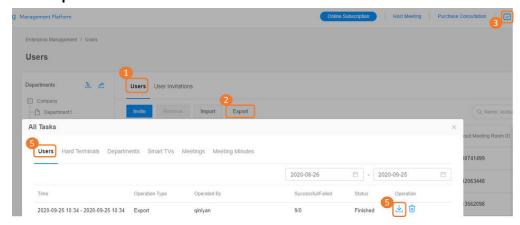
• On the **Users** page, click in the **Operation** column of the row containing the user to edit, click to remove the user, and click and choose to reset the user password, or disable or enable the user account.



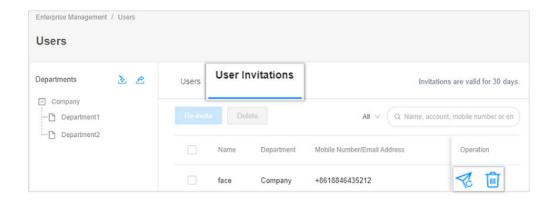
• Select **Contact No. in Directory** to view the users whose sequence numbers have been set.



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



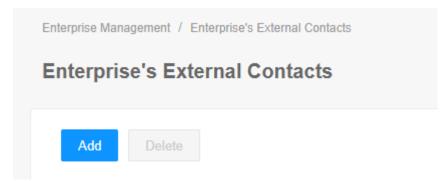
• Click the **User Invitations** tab and view users who do not accept invitations, and resend or delete invitations.



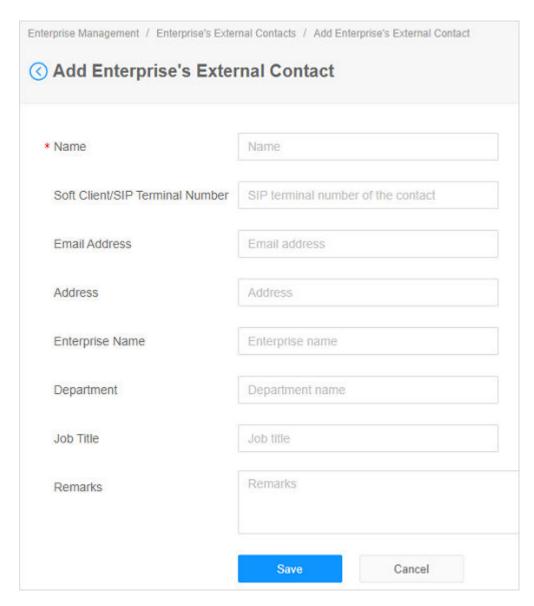
4 Managing External Contacts

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

- **Step 1** In the navigation pane, choose **Enterprise Management** > **Enterprise's External Contacts**.
- **Step 2** On the **Enterprise's External Contacts** page, click **Add**.



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



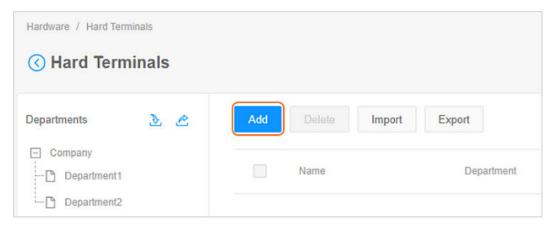
----End

5 Managing Hard Terminals

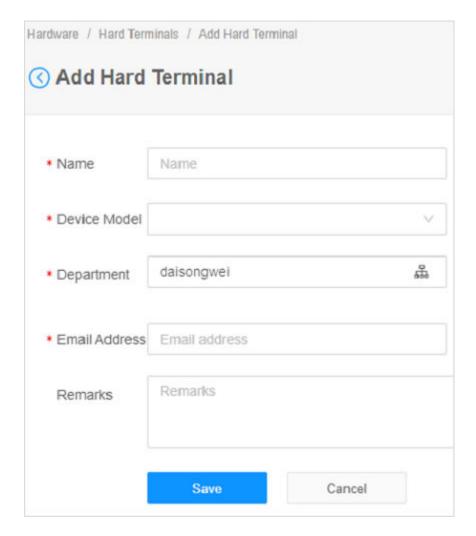
5.1 Adding Hard Terminals

Adding a Hard Terminal

- **Step 1** In the navigation pane, choose **Hardware** > **Hard Terminals**.
- Step 2 On the Hard Terminals page, click Add.



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



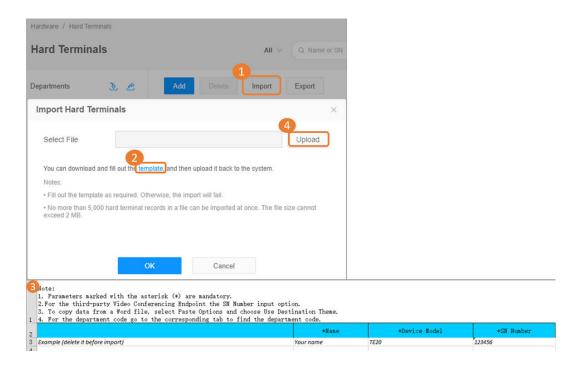
□ NOTE

- Each Huawei hard terminal has an SN. To obtain the SN, log in to the web interface of the terminal, choose **Help** > **Version**, and find the SN on the **Version** page.
- After a hard terminal is added, the system sends a 16-digit activation code to the entered email address for terminal activation.

----End

Adding Hard Terminals

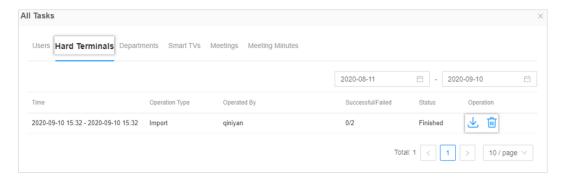
- **Step 1** In the navigation pane, choose **Hardware** > **Hard Terminals**.
- **Step 2** Download, edit, and import the template back to the system.



Ⅲ NOTE

- Read the precautions in the template and fill out the template as required.
- Refresh the page after the file is imported successfully.
- Click in the upper right corner to check the import result.
- **Step 3** After importing hard terminals, click in the upper right corner of the page to view the import result.

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



----End

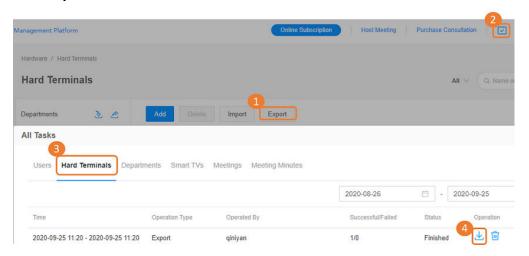
Other Operations

• On the Hard Terminals page, click \square in the Operation column of the row containing a hard terminal to edit the hard terminal details, click \square to delete

the hard terminal, and click and choose to reset the activation code, or disable or enable the hard terminal.



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



5.2 Configuring the CloudLink Board

5.2.1 Using the Touchscreen

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

◯ NOTE

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

- **Step 1** Start the terminal. On the configuration wizard page, touch **OK**.
- **Step 2** Select a language, as shown in **Figure 5-1**. Then touch **Next**.

Figure 5-1 Language



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

Figure 5-2 Time zone



Step 4 Select cable or Wi-Fi connection.

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

Cable connection: When a network cable is connected to the terminal, the WAN screen (only IPv4 is supported) is displayed, as shown in Figure 5-3.
 Obtain the network settings from the administrator. For details, see Table 5-1.

Table 5-1 Network settings

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

Figure 5-3 WAN parameters



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

Ⅲ NOTE

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

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

Step 5 On the server setting page, touch **More Options** and select **Huawei Cloud**, as shown in **Figure 5-4**. In the dialog box that is displayed, enter the activation code. Touch **Next**.

□ NOTE

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

Figure 5-4 Server settings



Ⅲ NOTE

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

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

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

Figure 5-5 Audio test



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

Ⅲ NOTE

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

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

Figure 5-6 Camera test



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

◯ NOTE

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

Figure 5-7 Configuration complete



Step 9 Check the hard terminal version.

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

----End

5.2.2 Using the Web Interface

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

Step 1 Log in to the web interface and choose System Settings > Wizard. The Wizard page is displayed, as shown in Figure 5-8. Configure parameters based on Table 5-2.

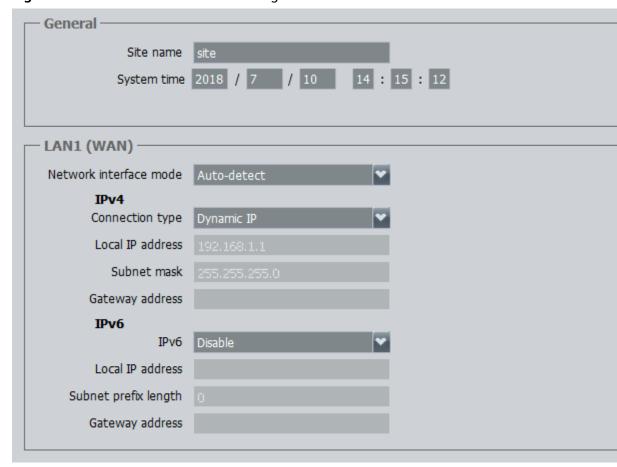


Figure 5-8 General and IP address settings

Table 5-2 General and IP address settings

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

Step 2 Click **Next**. On the **Registration** page, contact the administrator to obtain the cloud platform to be connected and its settings.

Select **Huawei Cloud**, and click **Activate**, as shown in **Figure 5-9**. In the dialog box that is displayed, enter the activation code.

Figure 5-9 Huawei Cloud



□ NOTE

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

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

Step 3 Click **Next**. The **Video Input** page is displayed, as shown in **Figure 5-10**. For details about parameters, see **Table 5-3**.

Figure 5-10 Video input

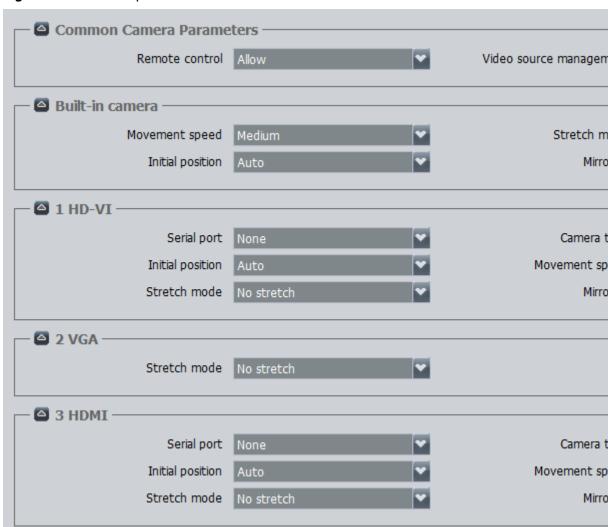


Table 5-3 Video input

Paramet er	Description	How to Configure
Remote control	Specifies whether a remote site can control the local camera during a call.	The default value is Allow .
Video source manage ment	Specifies whether a remote site can select the video source of this terminal on the camera control interface.	Selecting an incorrect video source may result in black screens. Therefore, you are advised to use the default value. The default value is Do not allow .
Serial port	Specifies the serial port that is connected to the camera control interface.	The default value is None .

Paramet er	Description	How to Configure
Camera type	Specifies the type of the camera connected.	The default value is VPC600/VPC620.
Initial position	 Specifies the position of the camera after startup. Auto: The camera moves to its initial position after startup. Preset 1: The camera moves to the preset after startup. 	The default value is Auto .
Moveme nt speed	 Specifies the movement and zoom speed for the camera at your site. Select Slow for accurate positioning. Select Fast for quick positioning. Select Medium for medium paced positioning. 	The default value is Medium .
Stretch mode	 Specifies how your terminal adjusts the input video based on the video encoding format. Stretch: Stretch the video to the full-screen mode without locking the aspect ratio of the video. No stretch: Stretch the video to full screen with a fixed aspect ratio. Black borders may appear at the edges of the display. 	The default value is No stretch.
Mirrorin g	Specifies whether the terminal displays a reflection of an input video, wherein the right and left sides of the original are reversed. Normal: The input video will not be reversed. Horizontal mirroring: The terminal displays a reflection of the input video, wherein the right and left sides of the original are reversed like the reflection of something seen in a mirror.	The default value is Normal.

Step 4 Click Finish.

Step 5 Check the hard terminal version.

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

----End

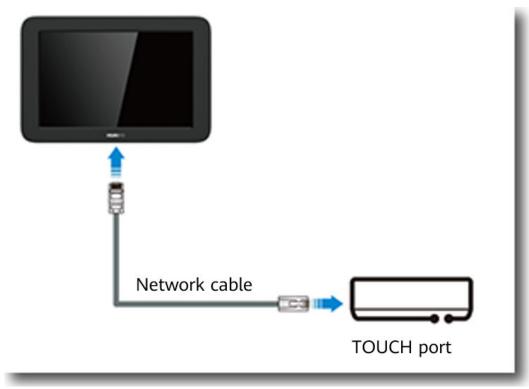
5.2.3 Using the Touch

Connecting the Touch to the Terminal

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

- Connection using the TOUCH port
 - a. Connect the Touch to the TOUCH port on the terminal, as shown in Figure 5-11.

Figure 5-11 Connection using the TOUCH port

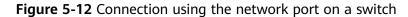


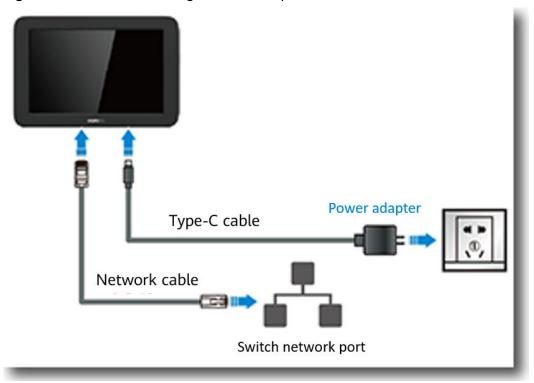
■ NOTE

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

- b. Once started up, the Touch automatically checks whether its version matches the version of the connected terminal. If the versions do not match, the Touch automatically starts an upgrade.
- Connection using the network port on a switch

 Connect the Touch to the network port on a switch using a network cable, and to the power adapter using the Type-C cable, as shown in Figure 5-12.





 Power on the Touch. You will see the screen shown in Figure 5-13. Touch Cable Connection.

Figure 5-13 Selecting Cable Connection

Software Version: CloudLink Touch V600R019C00SPC600 2019-03-18 10:3 ∰ English Use the cable to connect th panel Wi-Fi Connection

□ NOTE

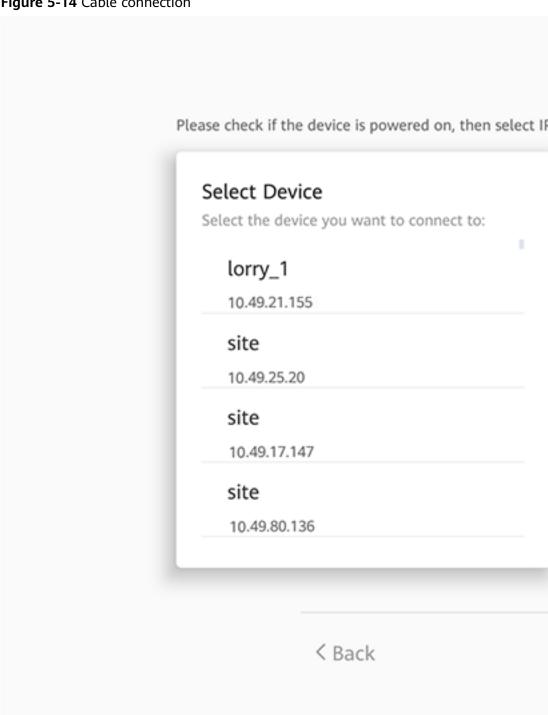
You can touch **English** in the upper left corner to change the language.

c. In the **Select Device** list, select or enter the IP address of the terminal to connect to and touch **Done**, as shown in **Figure 5-14**.

■ NOTE

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

Figure 5-14 Cable connection



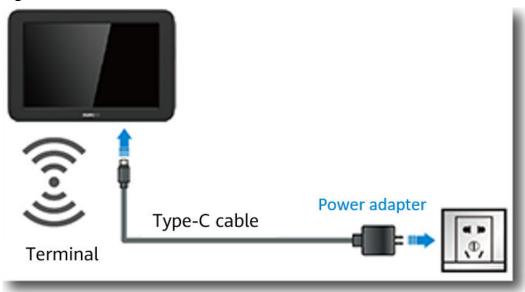
d. Enter the username and password and touch **Connect**.

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

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

- Wi-Fi connection
 - a. Connect the Touch to a Wi-Fi hotspot of the terminal or on the same network, as shown in **Figure 5-15**.

Figure 5-15 Wi-Fi connection



b. Power on the Touch. You will see the screen shown in **Figure 5-16**. Touch **Wi-Fi Connection**.

Figure 5-16 Wi-Fi connection

Software Version: CloudLink Touch V600R019C00SPC600 2019-03-18 10:3 ∰ English Use the cable to connect th panel Wi-Fi Connection

□ NOTE

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

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

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

□ NOTE

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

Setting Parameters Using the Wizard

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

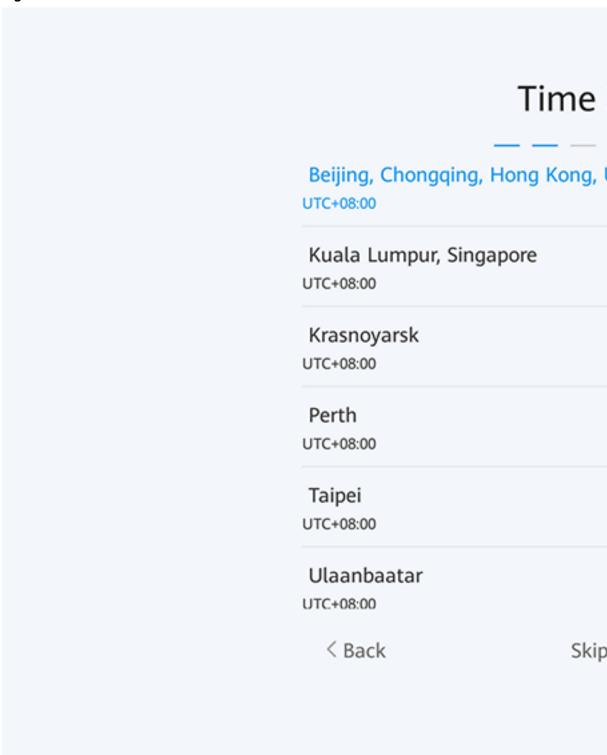
- **Step 1** On the **Wizard** screen, touch **Start**.
- **Step 2** Select a language and touch **Next**, as shown in **Figure 5-17**.

Figure 5-17 Language



Step 3 Select a time zone and touch **Next**, as shown in **Figure 5-18**.

Figure 5-18 Time zone



Step 4 Set the IP addresses on the network screen, as shown in **Figure 5-19**. **Table 5-4** describes the parameters. After the configuration is complete, touch **Next**.

Figure 5-19 IP address

rigure 3-13 ii address		
		WA
	IP Settings	
	Auto Detect	
	IP Address	
	192.168.1.1	
	Subnet Mask	
	255.255.0.0	
	Gateway Address	
	192.168.0.1	
	DNS Settings	
	< Back	Skip

Table 5-4 IP address parameters

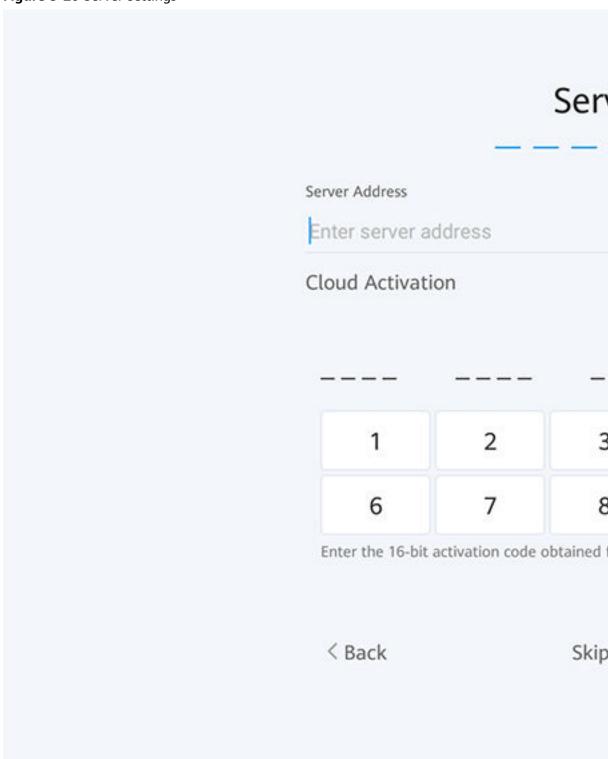
Item	Operation
Auto Detect	Enabled: The terminal automatically obtains the IP address from the DHCP server.
	Disabled: Obtain the values of IP Address , Subnet Mask , Gateway Address , and DNS Settings from the administrator, and set these parameters.
Manual Configur ation	Enabled: Obtain the value of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

Step 5 On the server setting page, touch **More Options** and select **Huawei Cloud**, as shown in **Figure 5-20**. In the dialog box that is displayed, enter the activation code. Touch **OK**.

□ NOTE

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

Figure 5-20 Server settings



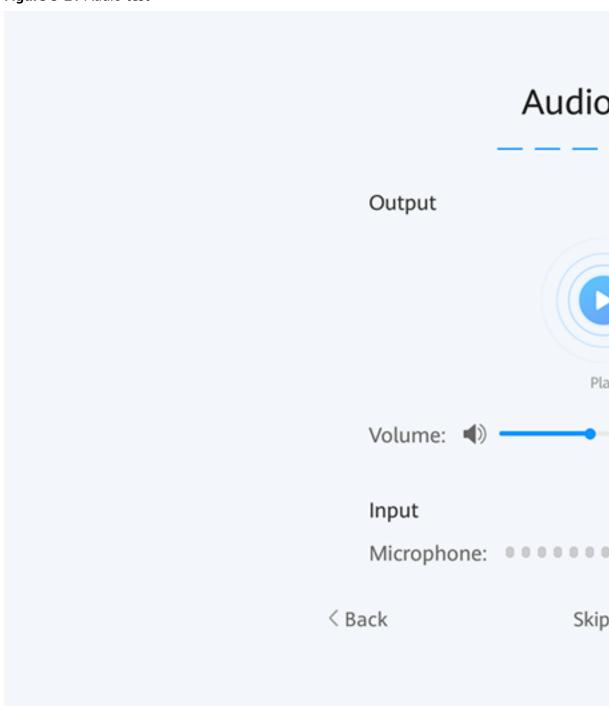
□ NOTE

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

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

Step 6 On the audio test screen, test the audio output and touch **Next**, as shown in **Figure 5-21**.

Figure 5-21 Audio test



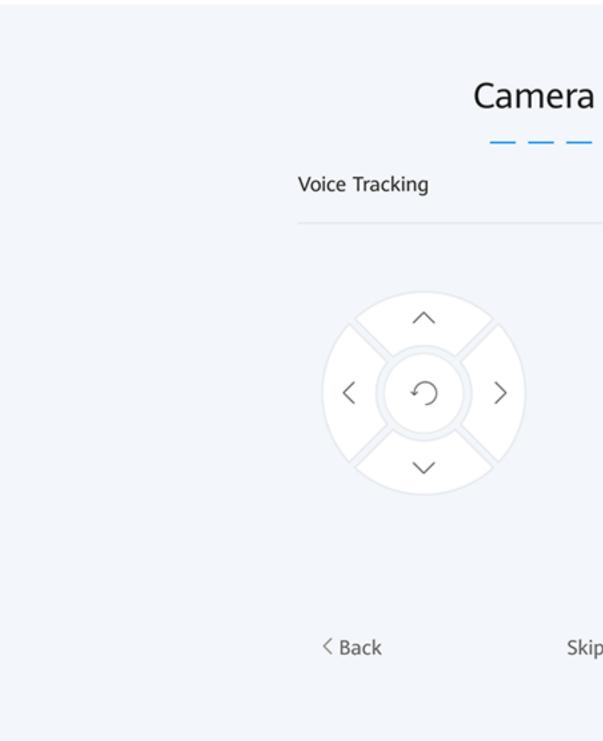
Step 7 On the camera screen, test the local camera control functions and touch **Next**, as shown in **Figure 5-22**.

□ NOTE

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

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

Figure 5-22 Camera test



Step 8 When the configuration is complete, touch **FINISH**, as shown in **Figure 5-23**. The Touch home screen is displayed.

■ NOTE

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

Figure 5-23 Configuration complete

System configura

0

Step 9 Check the hard terminal version.

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

----End

5.3 Configuring the CloudLink Box or CloudLink Bar

5.3.1 Using the Web Interface

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

Step 1 Log in to the web interface and choose **System Settings** > **Wizard**. The **Wizard** page is displayed, as shown in **Figure 5-24**. Configure parameters based on **Table 5-5**.

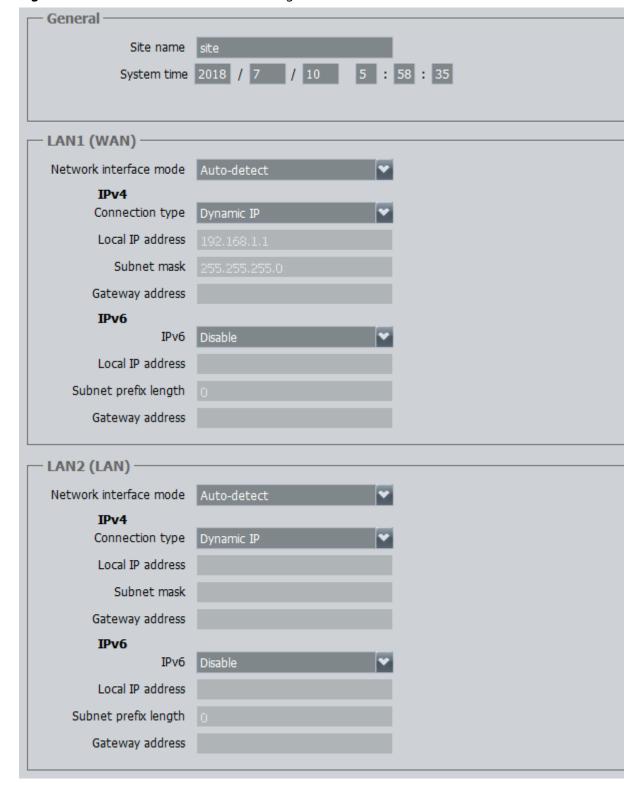


Figure 5-24 General and IP address settings

Table 5-5 General and IP address settings

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

◯ NOTE

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

Step 2 Click **Next**. On the **Registration** page, contact the administrator to obtain the cloud platform to be connected and its settings.

Select **Huawei Cloud**, and click **Activate**, as shown in **Figure 5-25**. In the dialog box that is displayed, enter the activation code.

Figure 5-25 Huawei Cloud



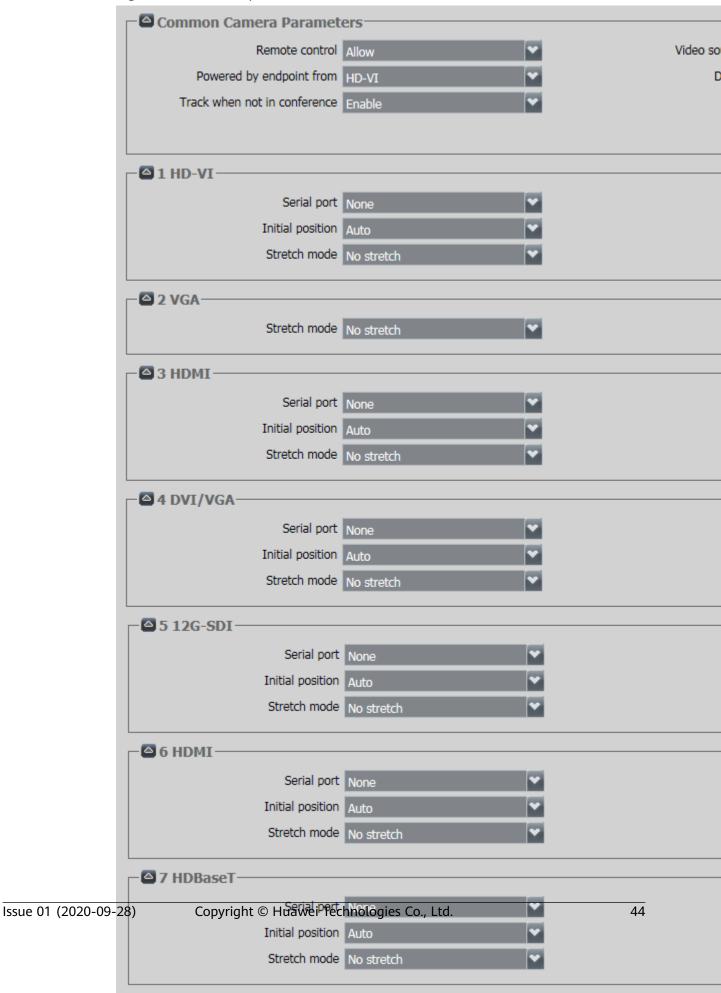
□ NOTE

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

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

Step 3 Click **Next**. The **Video Input** page is displayed, as shown in **Figure 5-26**. For details about parameters, see **Table 5-6**.

Figure 5-26 Video input



□ NOTE

The input port configurations of the Box series are similar. Here, the port configuration of the Box 900 is used as an example. For details about the input ports of each terminal type,

click in the upper right corner to view the online help.

Table 5-6 Video input

Paramet er	Description	How to Configure
Remote control	Specifies whether a remote site can control the local camera during a call.	The default value is Allow .
Video source manage ment	Specifies whether a remote site can select the video source of this terminal on the camera control interface.	Selecting an incorrect video source may result in black screens. Therefore, you are advised to use the default value. The default value is Do not allow .
Powered by endpoint from	Specifies the port from which the terminal supplies power to the connected device. Two options are available: HD-VI and HDBaseT.	The default value is HD-VI .
Dual- VPT300 mode	Specifies whether to enable the dual-VPT300 mode when the terminal has two VPT300s connected. If you select this option, the two VPT300s connected to the terminal work at the same time. If you do not select this option, the VPT300 connected to the video input interface specified by Main output interface works. This parameter is unavailable on the web interface of the Box 500.	The default value is Disable. This function and the AI virtual sign-in function under System Settings > AI Settings cannot be enabled at the same time. The AI virtual sign-in function is disabled by default.
Track when not in conferen ce	If the Enable option is selected, the tracking function of the VPT300 will work even when the terminal is not in any meetings. This parameter is unavailable on the web interface of the Box 500.	The default value is Disable .

Paramet er	Description	How to Configure
Camera 1	Specifies the input port for the terminal to connect to camera 1 of VPT300.	The default value is HD-VI .
	This parameter is available only when Dual-VPT300 mode is set to Enable .	
	This parameter is unavailable on the web interface of the Box 500.	
Camera 2	Specifies the input port for the terminal to connect to camera 2 of VPT300.	The default value for the Box 700 is 4 12G-SDI .
	This parameter is available only when Dual-VPT300 mode is set to Enable .	The default value for the Box 900 is 5 12G-SDI .
	This parameter is unavailable on the web interface of the Box 500.	
Serial port	Specifies the serial port that is connected to the camera control interface.	The default value is None .
Camera type	Specifies the type of the camera connected.	The default value is VPC600/VPC620.
Initial position	Specifies the position of the camera after startup.	The default value is Auto .
	Auto: The camera moves to its initial position after startup.	
	Preset 1: The camera moves to the preset after startup.	
Moveme nt speed	Specifies the movement and zoom speed for the camera at your site. • Select Slow for accurate positioning.	The default value is Medium .
	Select Fast for quick positioning.	
	Select Medium for medium paced positioning.	
Stretch mode	Specifies how your terminal adjusts the input video based on the video encoding format.	The default value is No stretch.
	Stretch: Stretch the video to the full-screen mode without locking the aspect ratio of the video.	
	No stretch: Stretch the video to full screen with a fixed aspect ratio. Black borders may appear at the edges of the display.	

Paramet er	Description	How to Configure
Mirrorin g	Specifies whether the terminal displays a reflection of an input video, wherein the right and left sides of the original are reversed.	The default value is Normal .
	Normal: The input video will not be reversed.	
	Horizontal mirroring: The terminal displays a reflection of the input video, wherein the right and left sides of the original are reversed like the reflection of something seen in a mirror.	

Step 4 Click Finish.

Step 5 Check the hard terminal version.

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

----End

5.3.2 Using the Touch

Connecting the Touch to the Terminal

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

- Connection using the TOUCH port
 - a. Connect the Touch to the TOUCH port on the terminal, as shown in Figure 5-27.

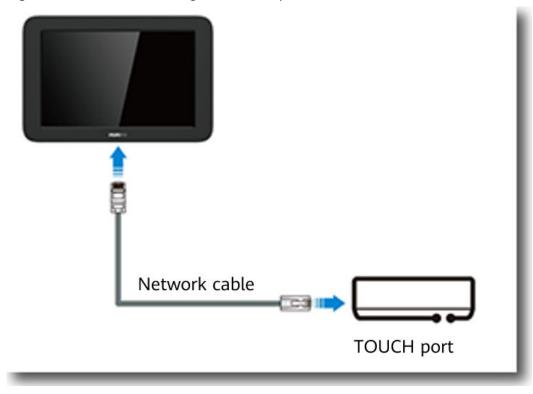


Figure 5-27 Connection using the TOUCH port

MOTE

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

- b. Once started up, the Touch automatically checks whether its version matches the version of the connected terminal. If the versions do not match, the Touch automatically starts an upgrade.
- Connection using the network port on a switch
 - a. Connect the Touch to the network port on a switch using a network cable, and to the power adapter using the Type-C cable, as shown in Figure 5-28.

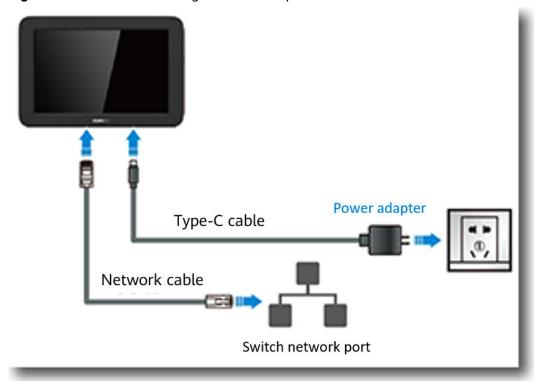


Figure 5-28 Connection using the network port on a switch

b. Power on the Touch. You will see the screen shown in **Figure 5-29**. Touch **Cable Connection**.

Figure 5-29 Selecting Cable Connection

Software Version: CloudLink Touch V600R019C00SPC600 2019-03-18 10:3 ∰ English Use the cable to connect th panel Wi-Fi Connection

□ NOTE

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

c. In the **Select Device** list, select or enter the IP address of the terminal to connect to and touch **Done**, as shown in **Figure 5-30**.

□ NOTE

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

Figure 5-30 Cable connection

Please check

Select

Select th

lorr

10.4

site

10.4

site

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

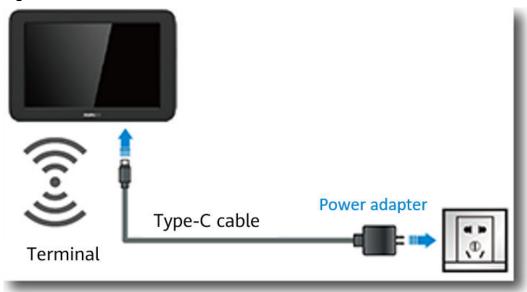
After the connection is set up, the Touch checks whether its version matches the terminal version. If the versions do not match, the Touch automatically starts an upgrade.

■ NOTE

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

- Wi-Fi connection
 - a. Connect the Touch to a Wi-Fi hotspot of the terminal or on the same network, as shown in **Figure 5-31**.

Figure 5-31 Wi-Fi connection



b. Power on the Touch. You will see the screen shown in **Figure 5-32**. Touch **Wi-Fi Connection**.

Figure 5-32 Wi-Fi connection

Software Version: CloudLink Touch V600R019C00SPC600 2019-03-18 10:3 ∰ English Use the cable to connect th panel Wi-Fi Connection

□ NOTE

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

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

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

□ NOTE

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

Setting Parameters Using the Wizard

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

□ NOTE

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

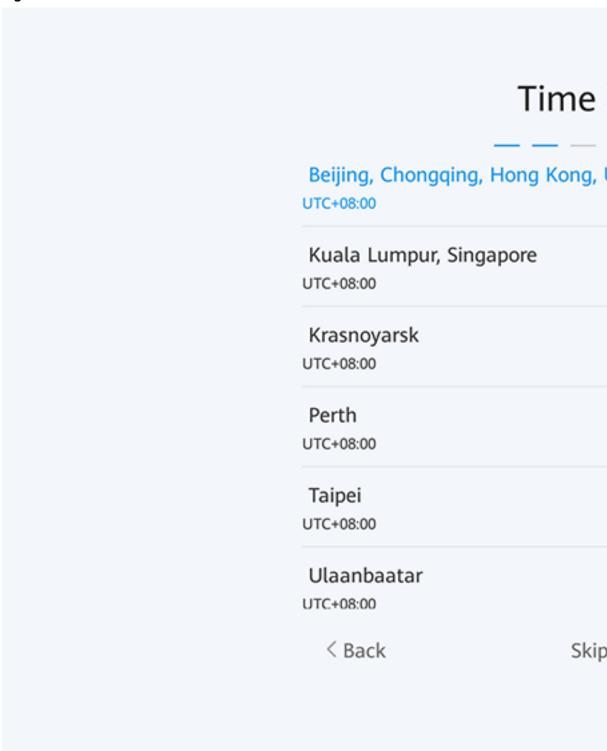
- Step 1 On the Wizard screen, touch Start.
- **Step 2** Select a language and touch **Next**, as shown in **Figure 5-33**.

Figure 5-33 Language



Step 3 Select a time zone and touch **Next**, as shown in **Figure 5-34**.

Figure 5-34 Time zone



Step 4 Set the IP addresses on the network screen, as shown in **Figure 5-35**. **Table 5-7** describes the parameters. After the configuration is complete, touch **Next**.

Figure 5-35 IP address

rigure 5-55 in address		
		WA
	IP Settings	
	Auto Detect	
	IP Address	
	192.168.1.1	
	Subnet Mask	
	255.255.0.0	
	Gateway Address	
	192.168.0.1	
	DNS Settings	
	< Back	Skip

Table 5-7 IP address parameters

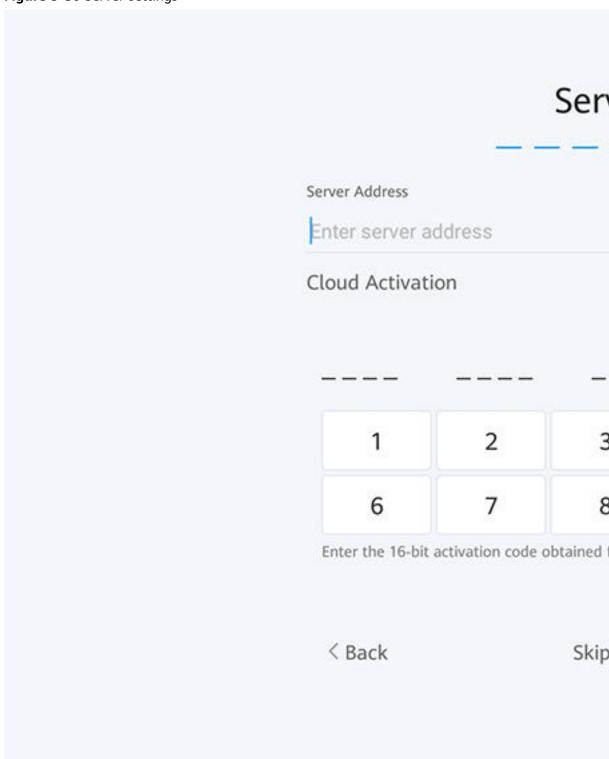
Item	Operation
Auto Detect	Enabled: The terminal automatically obtains the IP address from the DHCP server.
	Disabled: Obtain the values of IP Address, Subnet Mask, Gateway Address, and DNS Settings from the administrator, and set these parameters.
Manual Configur ation	Enabled: Obtain the value of DNS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

Step 5 On the server setting page, touch **More Options** and select **Huawei Cloud**, as shown in **Figure 5-36**. In the dialog box that is displayed, enter the activation code. Touch **OK**.

□ NOTE

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

Figure 5-36 Server settings



■ NOTE

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

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

Step 6 When the configuration is complete, touch **FINISH**, as shown in **Figure 5-37**. The Touch home screen is displayed.

₩ NOTE

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

Figure 5-37 Configuration complete

System configura

0

Step 7 Check the hard terminal version.

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

----End

5.4 Configuring the TE10 or TE20

Using the Activation Code

- **Step 1** Access the **Configuration Wizard** screen.
 - The **Configuration Wizard** screen is displayed by default at the first startup.
 - Use the remote control to choose **System Settings** > **Configuration Wizard**.
- **Step 2** Select a language and press **OK**, as shown in **Figure 5-38**.





Step 3 Select a time zone and press **OK**, as shown in **Figure 5-39**.

Figure 5-39 Selecting a time zone



Step 4 Select cable or Wi-Fi connection.

Cable connection: When a network cable is connected to the terminal, the LAN screen (only IPv4 is supported) is displayed, as shown in Figure 5-40.
 Obtain the network settings from the administrator. For details, see Table 5-8.

Table 5-8 Network settings

Parameter	Operation
DHCP	The TE10 or TE20 automatically obtains LAN settings from the DHCP server. You only need to select OK to confirm the obtained settings.
Static	Set IP address, Subnet mask, Gateway address, and DNS address and select OK. (Obtain the values from the administrator.)

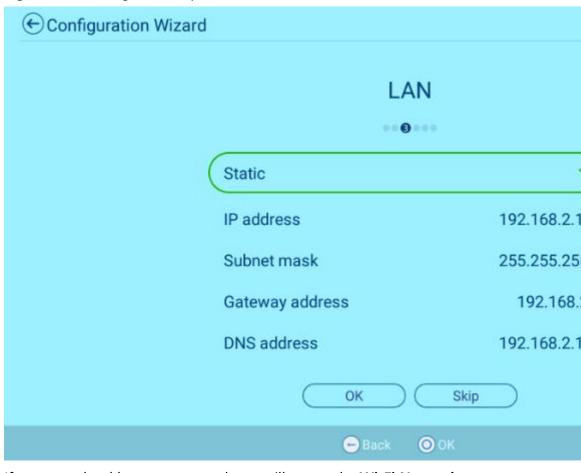


Figure 5-40 Setting the LAN parameters

• If no network cables are connected, you will access the **Wi-Fi Network** screen shown in **Figure 5-41**.

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

Wi-Fi Network

D-Link_2230

H3C

123456

TE110

Employee

More (26 Wi-Fi networks)

Other...

Skip

Back ○ OK Select Next

Figure 5-41 Wi-Fi connection

Step 5 On the **Registration** screen shown in **Figure 5-42**, select **Huawei Cloud** and press **OK**.

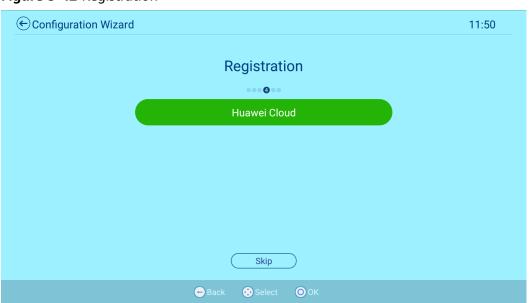


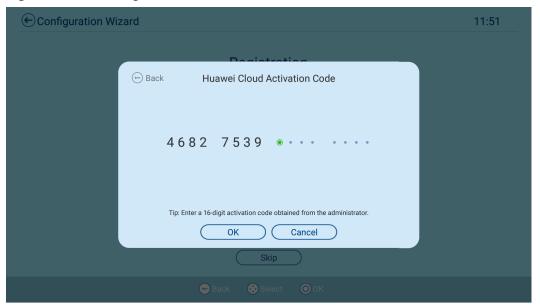
Figure 5-42 Registration

Step 6 In the window shown in Figure 5-43, enter the activation code and press **OK**.

■ NOTE

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

Figure 5-43 Entering the activation code



If any exception occurs, **submit a HUAWEI CLOUD service ticket** for technical support.

Step 7 On the Speaker screen shown in Figure 5-44, select Play.

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

Ⅲ NOTE

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

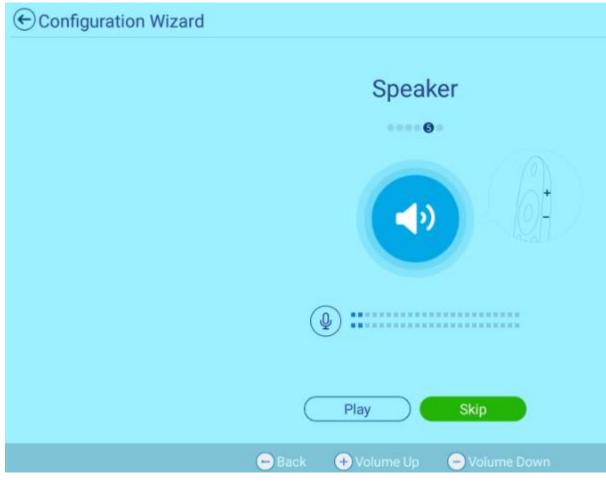


Figure 5-44 Testing the speaker

- **Step 8** Select **Skip** to access the **Camera** screen shown in **Figure 5-45**. On this screen, you can perform the following operations:
 - Press the arrow buttons on the remote control to adjust the camera angle.
 - Press on the remote control to adjust the camera to its home position.
 - Press the side volume buttons to zoom in or out on video images captured by the camera.

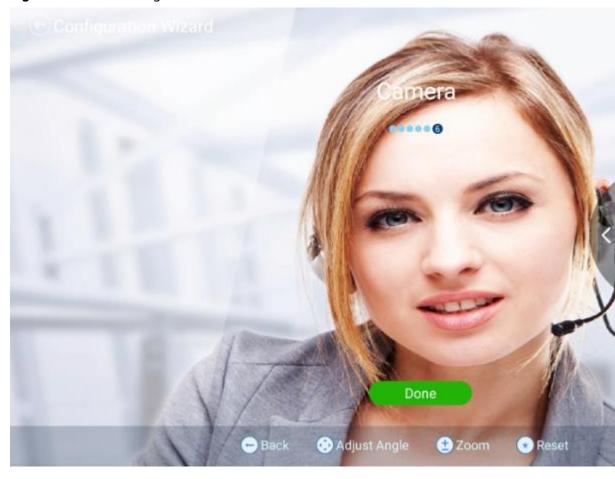


Figure 5-45 Controlling the camera

Step 9 Select **Done**. The configuration is complete. The system returns to the **Configuration Wizard** screen shown in **Figure 5-46**.

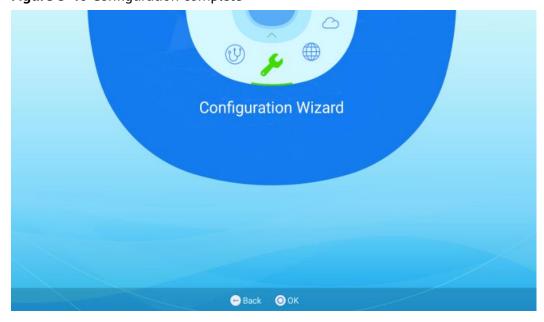
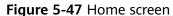


Figure 5-46 Configuration complete

Step 10 Press on the remote control to go back to the home screen. **Figure 5-47** shows the home screen you will see after a successful activation and registration.





----End

Using the Web Interface

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

Log in to the web interface of the hard terminal.
 In the address box, enter the terminal IP address, username, and password, and click Log In.



- 2. Choose **System > Network > Registration**, set **Cloud platform type** to **Huawei Cloud**, and click **Activate**.
- 3. Enter the activation code and click **OK**.



4. Choose Help > Version to view the software version of the hard terminal. Check whether the software version is the latest version V600R019C00SPC600. If you are not using the recommended version, contact your provider to upgrade.

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

○ NOTE

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

- 1. Check whether the serial number of the terminal is correct on the HUAWEI CLOUD Meeting Management Platform.
- 2. Choose **Help** > **Version** to check the terminal version. The TE10 and TE20 must be of the latest version V600R019C00SPC600. If the version is earlier than V600R019C00SPC600, upgrade the TE10 and TE20 to the latest version and activate them again after the upgrade.
- 3. Check whether the activation code has expired (the activation code is valid for 10 days). If the activation code has expired, generate a new activation code on the HUAWEI CLOUD Meeting Management Platform and activate the terminal again. Alternatively, delete the terminal from the HUAWEI CLOUD Meeting Management Platform, add the terminal to the Management Platform again to generate a new activation code, and activate the terminal again.
- 4. Enter the ACS address https://114.116.102.212:8444/tr069/services/acs in the address box of a browser and press Enter to check whether the address can be accessed.
- 5. If the ACS address can be accessed but the SIP activation fails, restart the terminal or restore the terminal to factory settings and activate the terminal again.

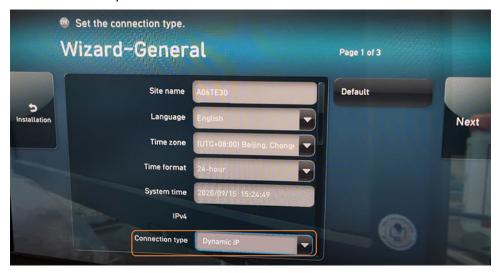
5.5 Configuring the TE30, TE40, TE50, or TE60

Using the Activation Code

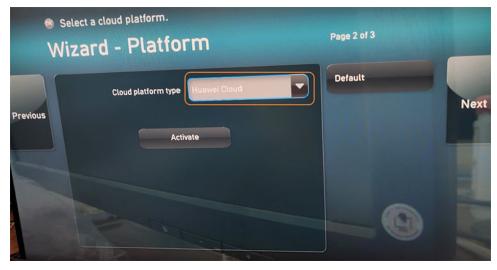
TE series terminals of V600R019C00SPC200 and later versions can be activated using an activation code.

1. Access the **Wizard** screen.

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



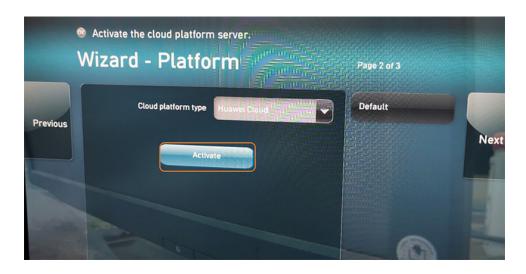
4. On the **Wizard - Platform** screen, press the arrow keys to set **Cloud platform type** as **Huawei Cloud** and press **OK**.

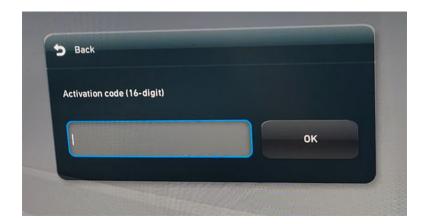


5. Press arrow keys to select **Activate**, enter the activation code in the dialog box that is displayed, and press **OK**. After the activation is successful, the IP address and SIP number of the local site are displayed in the lower left corner of the home screen.

Ⅲ NOTE

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







Using the Web Interface

To activate a TE series terminal of the V600R019C00SPC100 version, you need to log in to the web interface of the terminal and set TR069 parameters.

Log in to the web interface of the hard terminal.
 In the address box, enter the terminal IP address, username, and password, and click Log In.



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



Table 5-9 Parameters

Parameter	Description
ACS user name	Indicates the TR069 account that the system sends by SMS or email after the administrator adds the hard terminal.

Parameter	Description
ACS password	Indicates the TR069 password sent by the system by SMS or email after the administrator adds the hard terminal.
ACS server IP address	Set this parameter to https://acs.meeting.huaweicloud.com: 8444/tr069/services/acs.

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



4. Choose **Help** > **Version** to view the software version of the hard terminal.

Check whether the software version is the latest version V600R019C00SPC400. If you are not using the recommended version, contact your provider to upgrade.

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

□ NOTE

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

- 1. Check whether the serial number of the terminal is correct on the HUAWEI CLOUD Meeting Management Platform.
- 2. Check whether the terminal version is the latest version V600R019C00SPC400.
- 3. Check whether the activation code has expired (the activation code is valid for 10 days). If the activation code has expired, generate a new activation code on the HUAWEI CLOUD Meeting Management Platform and activate the terminal again. Alternatively, delete the terminal from the HUAWEI CLOUD Meeting Management Platform, add the terminal to the Management Platform again to generate a new activation code, and activate the terminal again.

- 4. Enter the ACS address https://114.116.102.212:8444/tr069/services/acs in the address box of a browser and press Enter to check whether the address can be accessed.
- 5. If the ACS address can be accessed but the SIP activation fails, restart the terminal or restore the terminal to factory settings and activate the terminal again.

5.6 Configuring the DP300

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

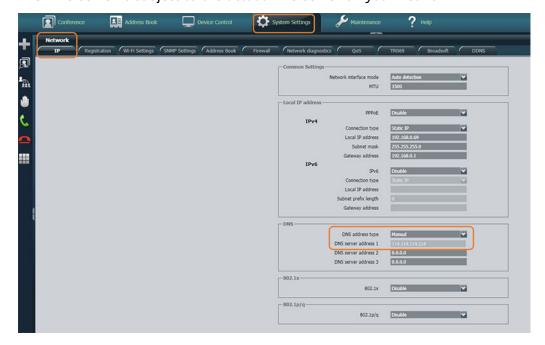
Step 1 Log in to the web interface of the hard terminal.

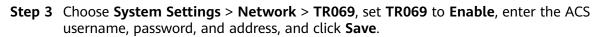
In the address box, enter the terminal IP address, username, and password, and click **Log In**.



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

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





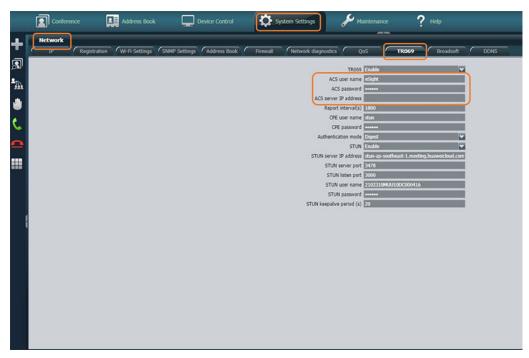
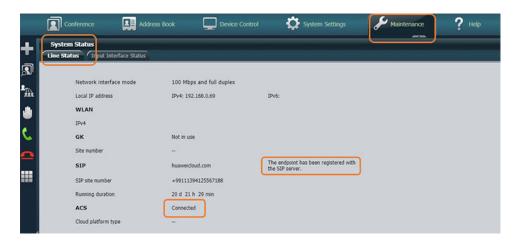


Table 5-10 Parameters

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

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



----End

6 Managing IdeaHubs

6.1 Adding an IdeaHub

The HUAWEI CLOUD Meeting service adapts to IdeaHubs. You can use meeting functions after activating IdeaHubs using activation codes.

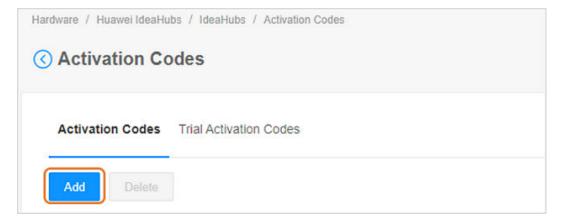
Adding a Commercial Activation Code

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

- **Step 1** In the navigation pane, choose **Hardware** > **Huawei IdeaHubs** > **IdeaHubs**.
- **Step 2** On the **IdeaHubs** page, click **Manage Activation Codes**.

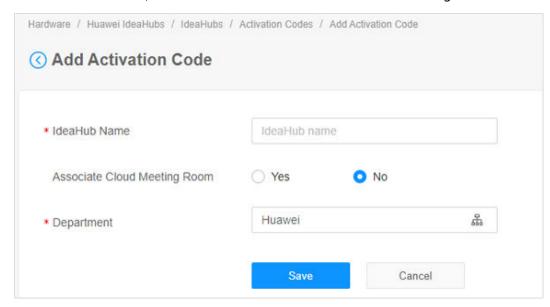


Step 3 On the **Activation Codes** page, click **Add**.

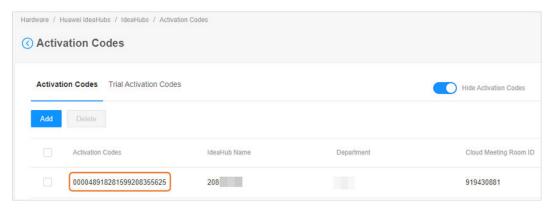


Step 4 On the **Add Activation Code** page, enter the IdeaHub details and click **Save**.

If you have purchased VMR resources, you can associate IdeaHub with a VMR. After the association, the IdeaHub can use the VMR to hold meetings.



Step 5 On the **Activation Codes** page, obtain the activation code to activate IdeaHub.



----End

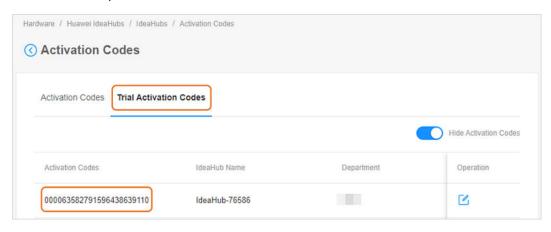
Obtaining a Trial Activation Code

If you have obtained trial resources, perform the following steps to obtain the trial activation code:

- **Step 1** In the navigation pane, choose **Hardware** > **Huawei IdeaHubs** > **IdeaHubs**.
- Step 2 On the IdeaHubs page, click Manage Activation Codes.



Step 3 On the **Activation Codes** page, click the **Trial Activation Code** tab, obtain a trial activation code, and use it to activate the IdeaHub.



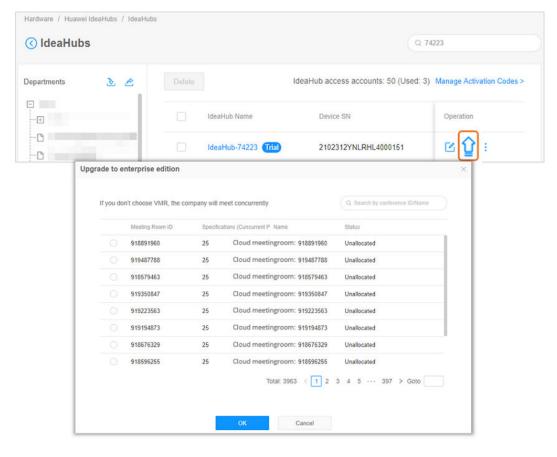
----End

Upgrading the Trial Edition to the Enterprise Edition

If a trial activation code has been used for activation, the enterprise administrator can upgrade the trial version to the enterprise version after purchasing an IdeaHub access account.

- **Step 1** In the navigation pane, choose **Hardware** > **Huawei IdeaHubs** > **IdeaHubs**.
- **Step 2** On the **IdeaHubs** page, click in the **Operation** column of the row containing IdeaHub to upgrade.

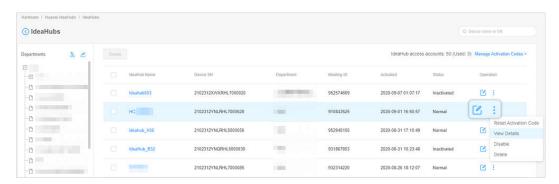
You can allocate a VMR to the IdeaHub. If you do not allocate a VMR to the IdeaHub, you can only hold meetings on IdeaHub using concurrent party resources in your enterprise.



----End

Other Operations

On the **IdeaHubs** page, click in the **Operation** column of the row containing IdeaHub to edit it, and click and choose to reset the activation code, view device information, disable or enable IdeaHub, or delete IdeaHub.

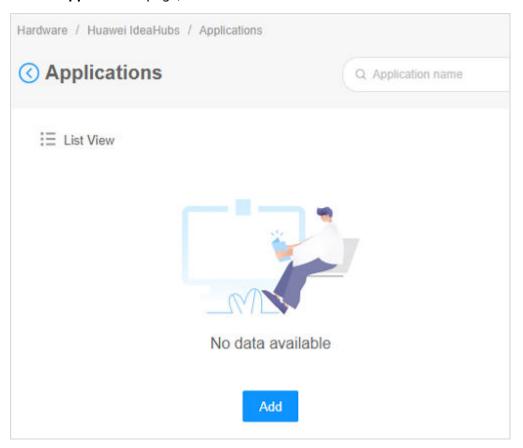


6.2 Managing Applications

IdeaHubs can invoke web applications.

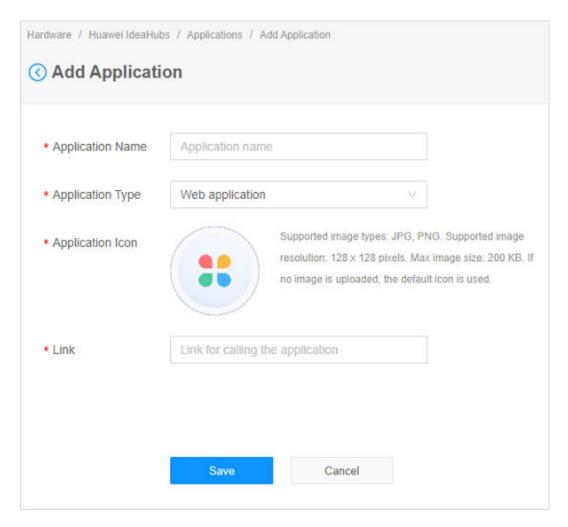
Step 1 In the navigation pane, choose **Hardware** > **Huawei IdeaHubs** > **Applications**.

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



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

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



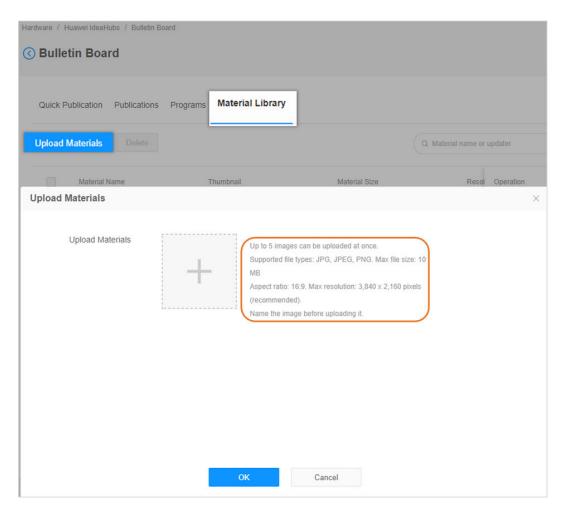
----End

6.3 Managing the Bulletin Board

You can create and manage programs played on IdeaHubs.

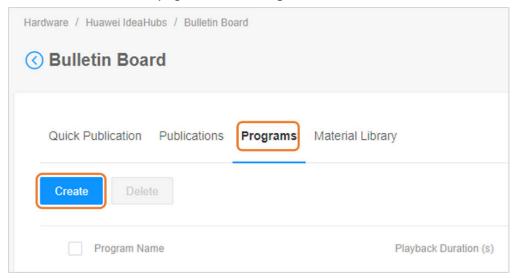
- **Step 1** In the navigation pane, choose **Hardware** > **Huawei IdeaHubs** > **Bulletin Board**.
- **Step 2** Upload materials.

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

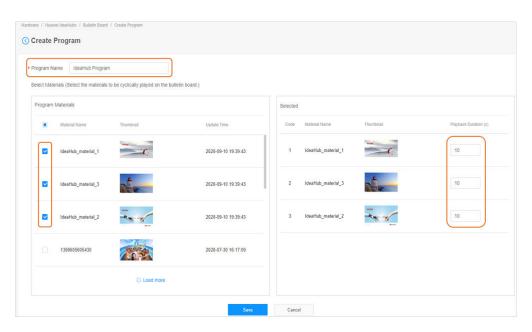


Step 3 Create a program.

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



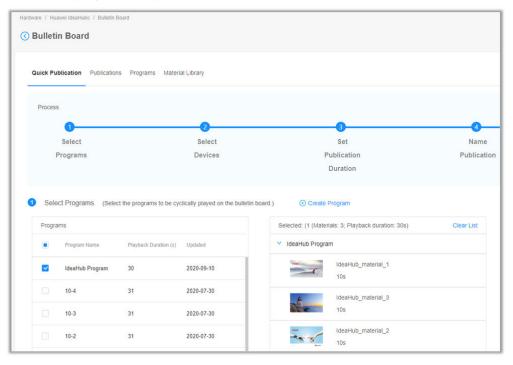
2. On the **Create Program** page, enter the program name, select materials, set the playback duration, and click **Save**.



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

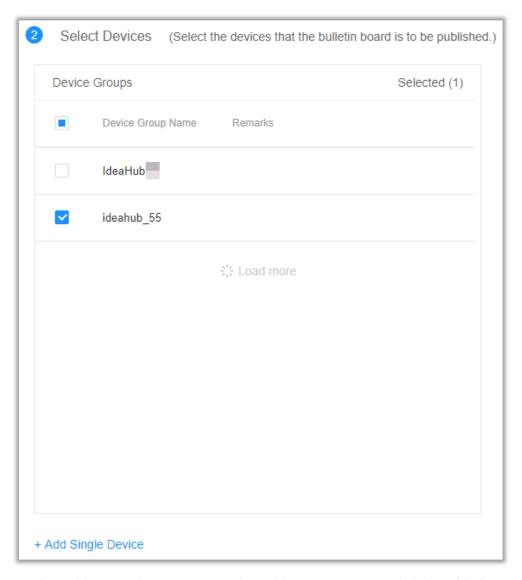
Step 4 Publish programs.

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

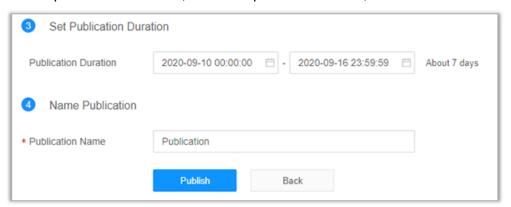


3. Select the range of devices that the programs are to be published on. You can select devices in a device group or add devices one by one.

You can choose **Hardware** > **Device Groups** to add or edit device groups.



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



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

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

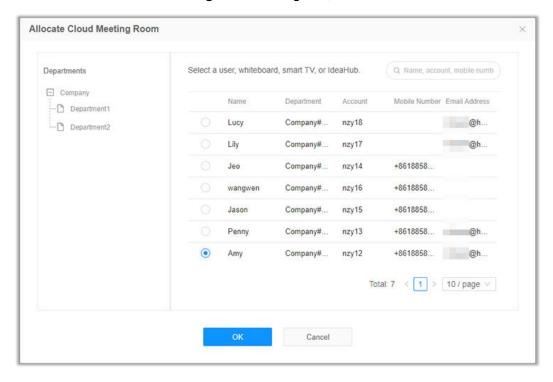
Managing VMRs

7.1 Allocating a VMR to a User

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

Allocating a VMR to a User

- **Step 1** In the navigation pane, choose **Enterprise Management > Cloud Meeting Rooms**.
- **Step 2** Click in the **Operation** column of the row containing the VMR to allocate.
- Step 3 In the Allocate Cloud Meeting Room dialog box, select a user.



Step 4 Click OK.

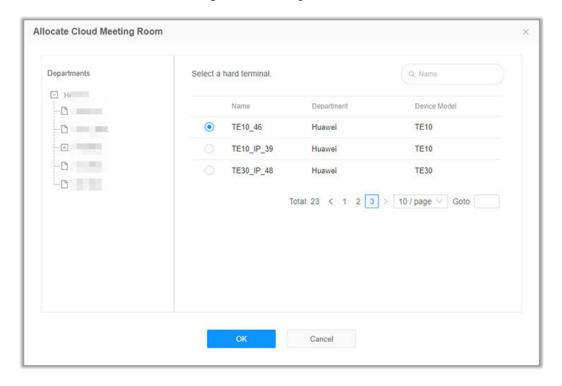
----End

7.2 Allocating a VMR to a Hard Terminal

You can allocate a VMR to a specific hard terminal in your enterprise. Then the terminal can use the VMR to hold meetings.

Allocating a VMR to a Hard Terminal

- Currently, VMRs can only be allocated to TE10, TE20, CloudLink Board, CloudLink Bar 500, and CloudLink Box series hard terminals.
- Hard terminals cannot use VMRs to host scheduled meetings or to-be-recorded meetings, and only basic meeting control functions are available.
- If you need to schedule a meeting or record a meeting on a hard terminal allocated with a VMR, allocate the VMR to a meeting user and ask the user to perform related operations.
- **Step 1** In the navigation pane, choose **Enterprise Management > Cloud Meeting Rooms**.
- **Step 2** Click in the **Operation** column of the row containing the VMR to allocate.
- Step 3 In the Allocate Cloud Meeting Room dialog box, select a hard terminal.



Step 4 Click OK.

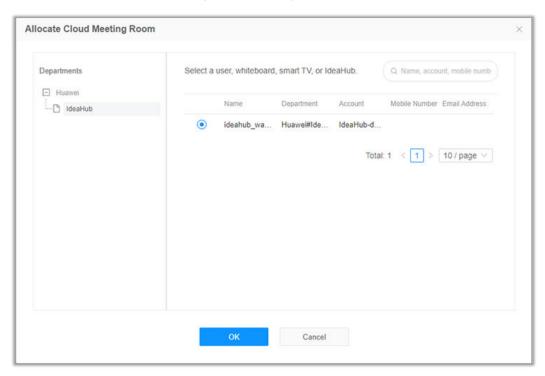
7.3 Allocating a VMR to an IdeaHub

You can allocate a VMR to a specific IdeaHub in your enterprise. After the VMR is allocated, the IdeaHub can use the VMR to hold meetings.

You can allocate a VMR to IdeaHub when adding IdeaHub. For details, see **6.1 Adding an IdeaHub**.

Alternatively, you can perform the following steps to allocate a VMR to IdeaHub after activating IdeaHub:

- **Step 1** In the navigation pane, choose **Enterprise Management > Cloud Meeting Rooms**.
- **Step 2** Click in the **Operation** column of the row containing the VMR to allocate.
- Step 3 In the Allocate Cloud Meeting Room dialog box, select an IdeaHub, and click OK.



----End

7.4 Disabling VMRs

You can enable or disable VMRs one by one or in batches.

Enabling or Disabling a VMR

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

After a VMR is disabled, users, hard terminals, or IdeaHubs cannot use the VMR to hold meetings.

After the VMR is enabled, users, hard terminals, or IdeaHubs can use the VMR to hold meetings again.

Disabling or Enabling VMRs

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



7.5 Reclaiming VMRs

Reclaiming from Users or IdeaHubs

A VMR can be reclaimed from a user or IdeaHub that it is allocated to. After being reclaimed, the VMR can be allocated to a new user or IdeaHub.

- In the navigation pane, choose Enterprise Management > Cloud Meeting Rooms.
- 2. Click in the **Operation** column of the row containing a VMR to reclaim it from a user or IdeaHub.

Reclaiming from Hard Terminals

A VMR can be reclaimed from a hard terminal that it is allocated to. After being reclaimed, the VMR can be allocated to a new hard terminal.

- In the navigation pane, choose Enterprise Management > Cloud Meeting Rooms.
- 2. Click in the **Operation** column of the row containing a VMR to reclaim it from a hard terminal.

8 Managing Meetings

Viewing Ongoing Meetings

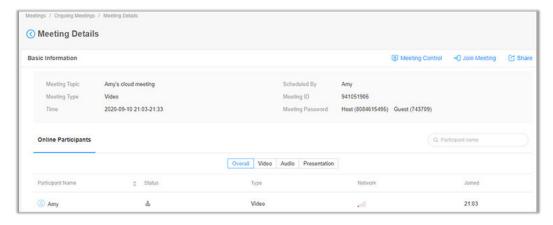
You can go to the **Ongoing Meetings** page and view the meetings that are in progress.

- **Step 1** In the navigation pane, choose **Meetings** > **Ongoing Meetings**.
- **Step 2** On the **Ongoing Meetings** page, view all ongoing meetings.

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



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



Viewing Scheduled Meetings

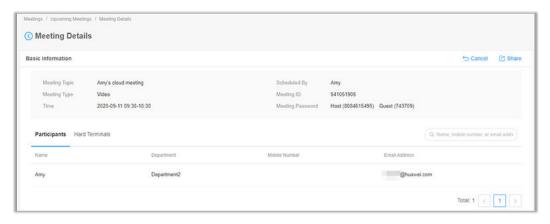
On the **Upcoming Meetings** page, you can check the meeting schedule and adjust meeting resources as needed.

- **Step 1** In the navigation pane, choose **Meetings** > **Upcoming Meetings**.
- **Step 2** On the **Upcoming Meetings** page, view all scheduled meetings.

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



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



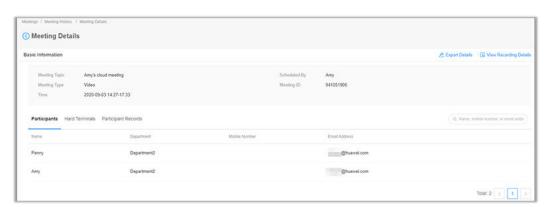
----End

Viewing the Meeting History

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

- **Step 1** In the navigation pane, choose **Meetings** > **Meeting History**.
- **Step 2** On the **Meeting History** page, view all historical meetings. Click **Export** to export historical meeting records.
 - Click in the **Operation** column of the row containing a meeting to export meeting details, or click to view recording details.

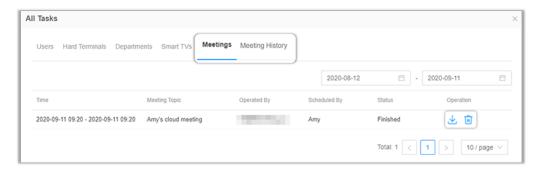




Step 3 Click the topic of the meeting to view the basic meeting details.

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

Click the **Meetings** or **Meeting History** tab, and click $\stackrel{\checkmark}{\smile}$ in the **Operation** column of the row containing a task to download and view the meeting control file. You can also click $\stackrel{\frown}{\sqsubseteq}$ to delete the meeting control record.



----End

Downloading Recording Files

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

- **Step 1** In the navigation pane, choose **Meetings** > **Recording Files**.
- **Step 2** On the **Recording Files** page, you can view details about all meetings whose recording files have been saved.

As shown in Figure 8-1, you can click on the right of the meeting to access the page for viewing or downloading the recording file, click to copy the link for viewing or downloading the recording file, or click to delete the recording file.

Figure 8-1 Recording files



----End

□ NOTE

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

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

9 Other Settings

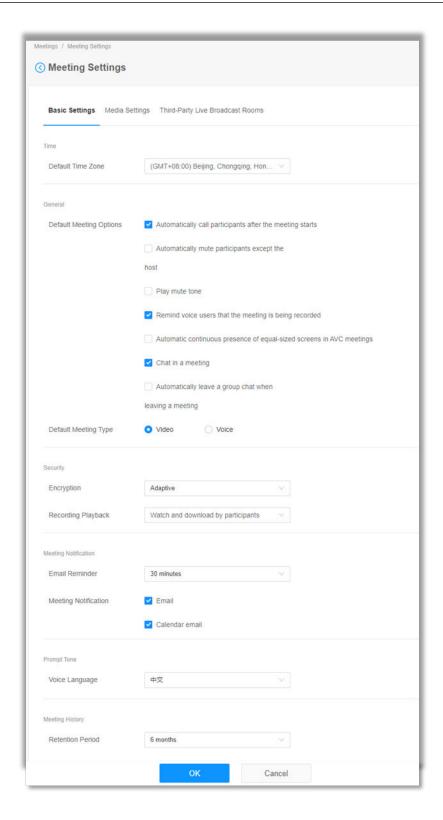
9.1 Setting Meeting Parameters

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

Meeting settings include basic settings, meeting media settings, and third-party live broadcast room settings.

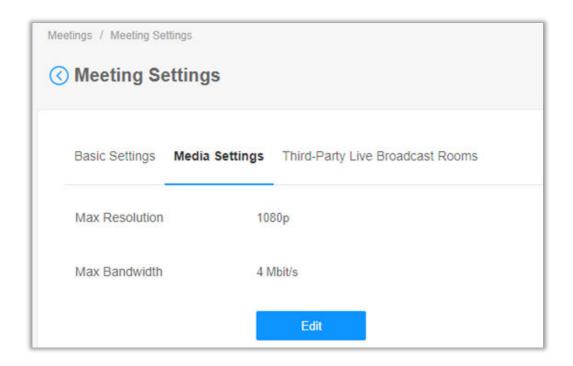
Basic Settings

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



Media Settings

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



9.2 Setting Administrators

The default administrator of an enterprise has all permissions. A standard administrator has the permissions other than purchasing packages and adding administrators. The default enterprise administrator cannot be deleted.

- **Step 1** In the navigation pane, choose **Enterprise Management > Administrators**.
- **Step 2** On the **Administrators** page, set other members in the enterprise as standard administrators.

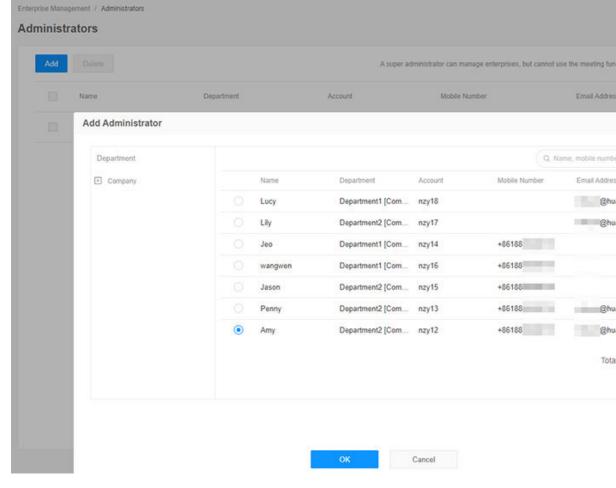
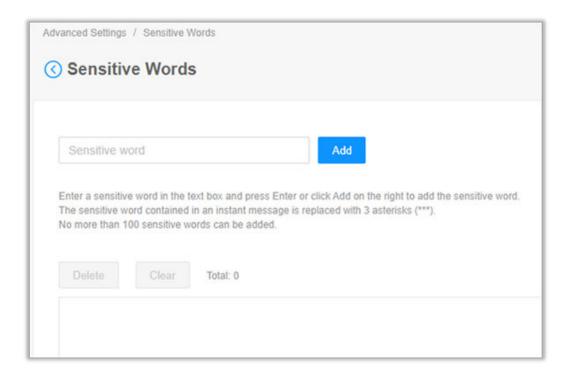


Figure 9-1 Setting administrators

----End

9.3 Configuring Sensitive Words

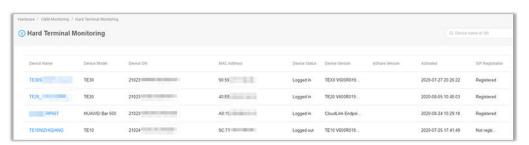
You can add sensitive words under **Advanced Settings** > **Sensitive Words**. After a sensitive word is added, the sensitive word in a message will be replaced with three asterisks (****).



10 Monitoring Hard Terminals

Monitoring Devices

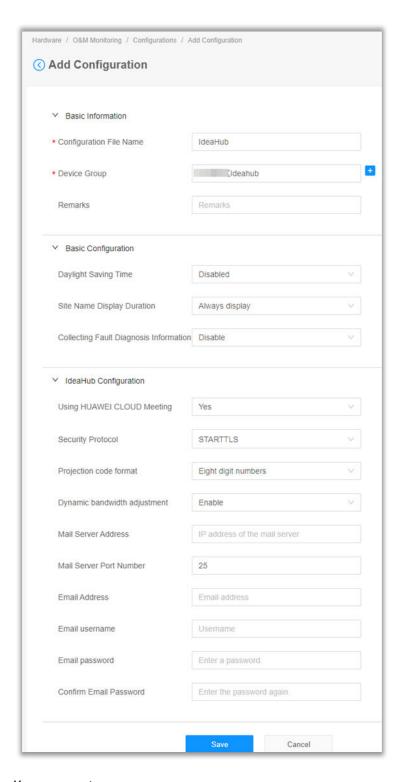
Details about all hard terminals of your enterprise are displayed under **Hardware** > **O&M Monitoring** > **Hard Terminal Monitoring**.



Managing Configurations

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

- **Step 1** In the navigation pane, choose **Hardware** > **O&M Monitoring** > **Configuration Files**.
- **Step 2** Click **Add**, enter the configuration file details, and click **Save**.



Key parameters:

Parameter	Description
Device Group	You can select the default group (default) or a custom group.
	 Default group: The configuration file takes effect for all hard terminals in your enterprise.
	 Custom group: The configuration file takes effect only for hard terminals in the custom group. You can choose Hardware > Device Groups to add or edit device groups.
Email Address/Email username/Email password	These parameters are used to send whiteboard minutes.

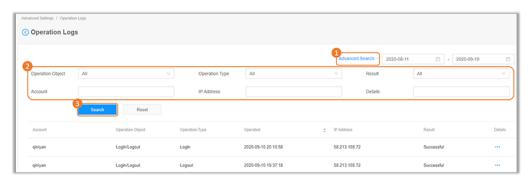
1 1 Viewing Operation Logs

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

- **Step 1** In the navigation pane, choose **Advanced Settings** > **Operation Logs**.
- **Step 2** On the **Operation Logs** page, click in the **Details** column of the row containing the target log to view details about the operation log.



Step 3 Click Advanced Search for advanced log query.



12 Configuring the Enterprise Privacy Statement

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

- **Step 1** Log in to the HUAWEI CLOUD Meeting Management Platform using an enterprise administrator account.
- **Step 2** In the navigation pane, choose **Advanced Settings** > **Privacy Statement and User Service Agreement**.
- **Step 3** On the **Custom Privacy Statement** tab page, customize your own privacy statement.

