

IdeaHub-User-Guide

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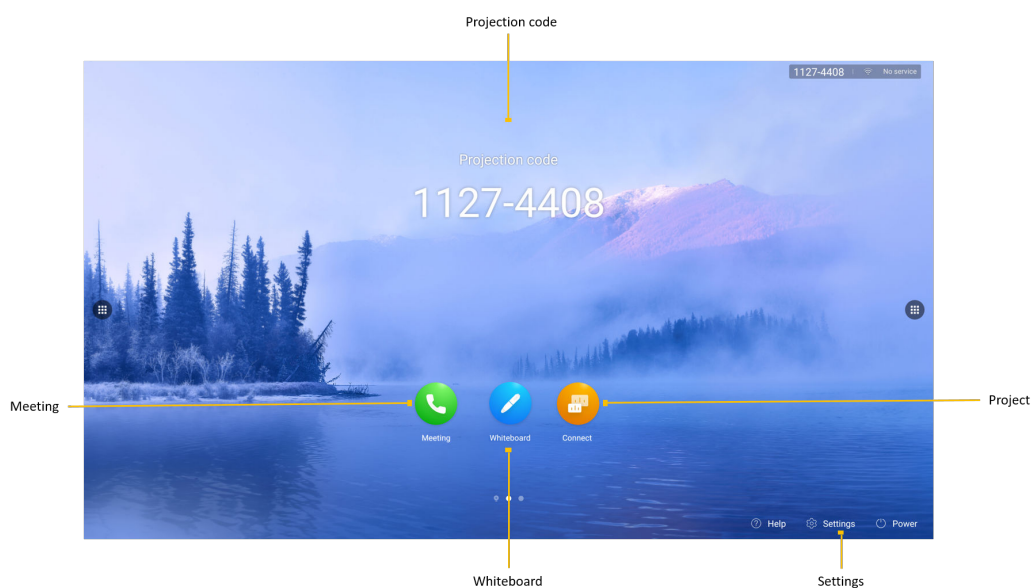
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1 Overview

Huawei IdeaHub integrates the HUAWEI CLOUD Meeting service and provides the meeting, whiteboard, projection, bulletin board, and application functions. It is dedicated to providing smooth meeting experience and enabling efficient, convenient communication and collaboration for enterprises.

GUI

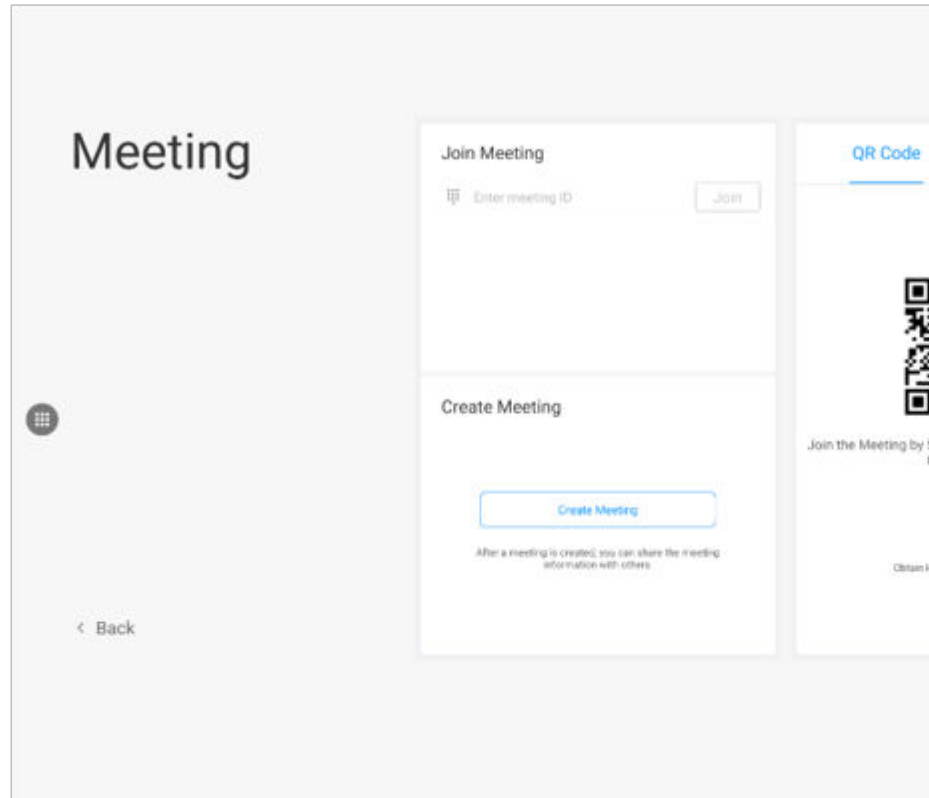


Five Scenarios

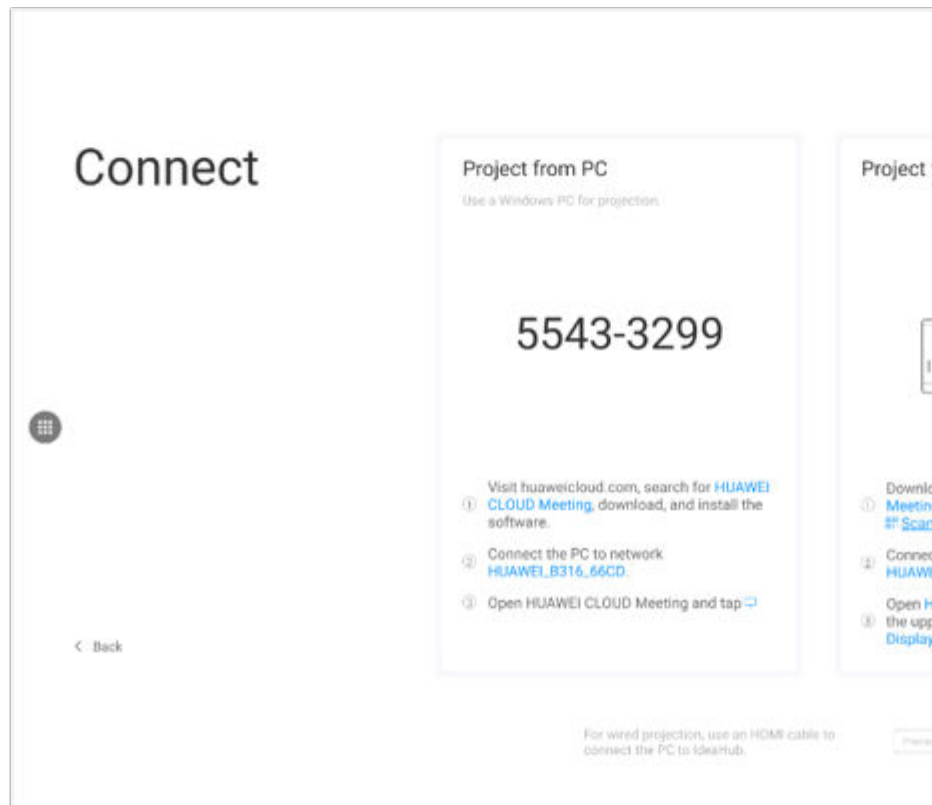
Huawei IdeaHub provides the meeting, whiteboard, projection, bulletin board, and application functions.

- You can use the whiteboard and projection at any time.
- You can contact the enterprise administrator to **publish programs on the bulletin board** or **add applications**.

Meeting



Projection



2 Activation

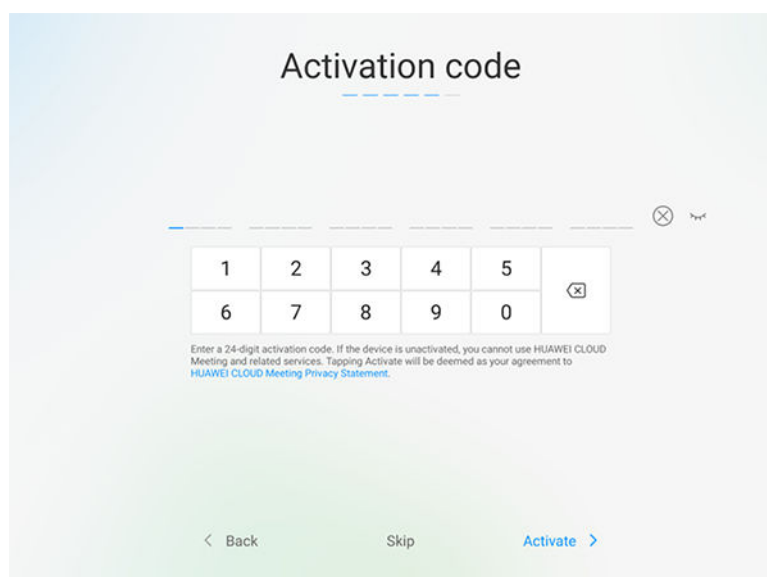
You can use the HUAWEI CLOUD Meeting service only after the IdeaHub is activated using an activation code. You can activate the IdeaHub upon first power-on or through the **Settings** menu later.

Activation upon First Power-on

You can enter the activation code upon the first power-on.

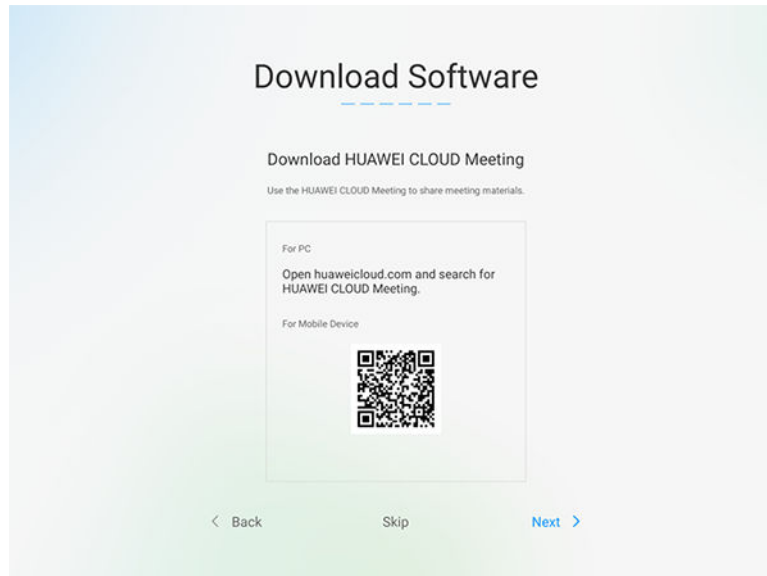
- Step 1** Touch → on the welcome screen to enter the language setting screen.
- Step 2** Select a language and touch **Next**.
- Step 3** Select a time zone and touch **Next**.
- Step 4** Configure the network and touch **Next**.
- Step 5** Enter the activation code and touch **Activate**.

Contact the enterprise administrator to **add an activation code** for your IdeaHub, and obtain the activation code from the administrator.



Step 6 After the activation is complete, the software download screen is displayed. You can download the HUAWEI CLOUD Meeting client on your PC or mobile phone for content sharing.

Touch **Next**. A message indicating that configurations complete is displayed. Touch **OK**.

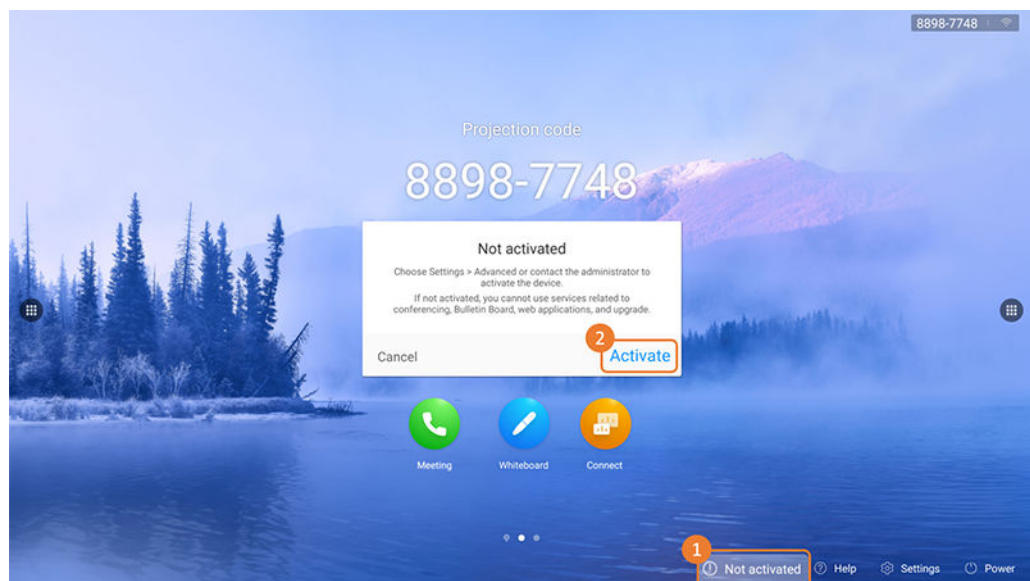


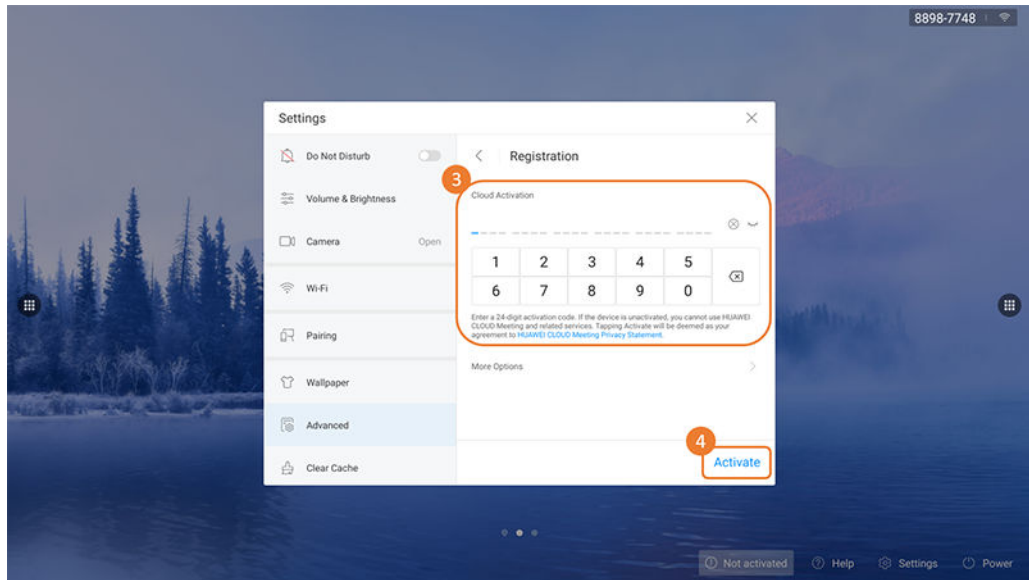
----End

Activation Through the Settings Menu

If you have not activated the IdeaHub upon first power-on, you can touch **Activate** in the **Not activated** dialog box on the home screen, and then activate the device under **Settings > Advanced > Registration**.

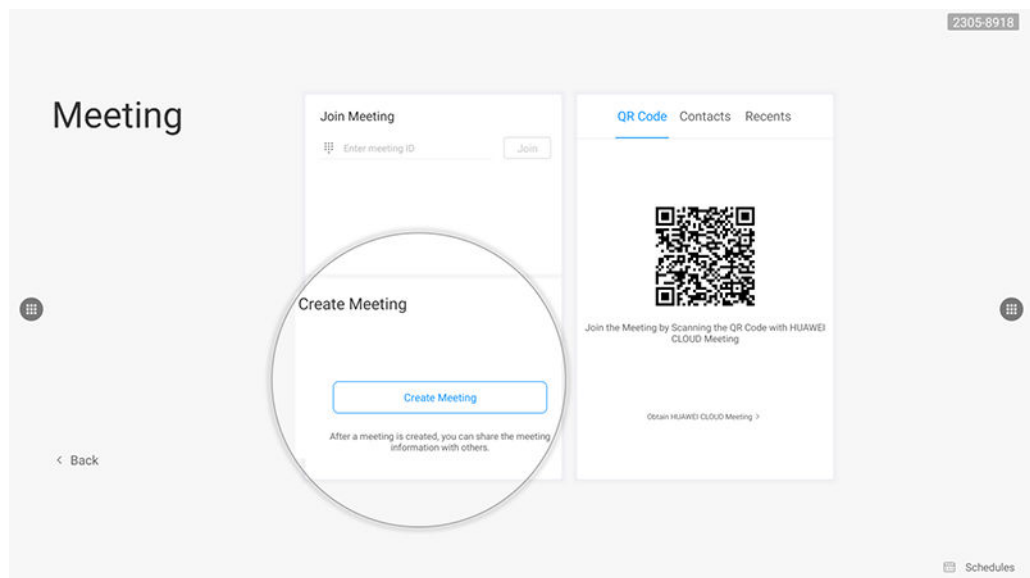
Contact the enterprise administrator to **add an activation code** for your IdeaHub, and obtain the activation code from the administrator.





3 Creating a Meeting

Touch **Create Meeting** to initiate an instant meeting.

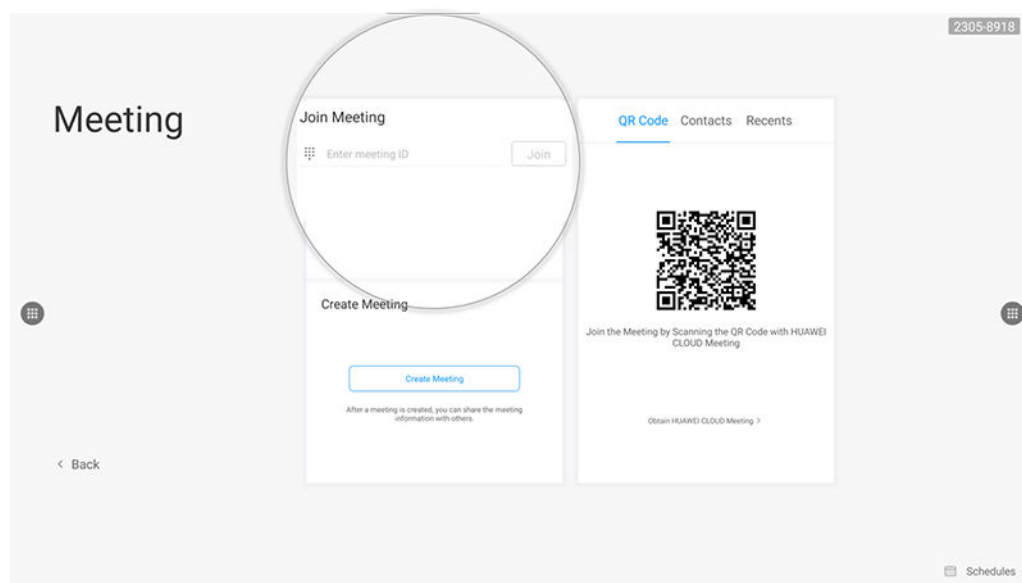


4 Joining a Meeting

You can join a meeting by entering the meeting ID or scanning the QR code.

Using the Meeting ID

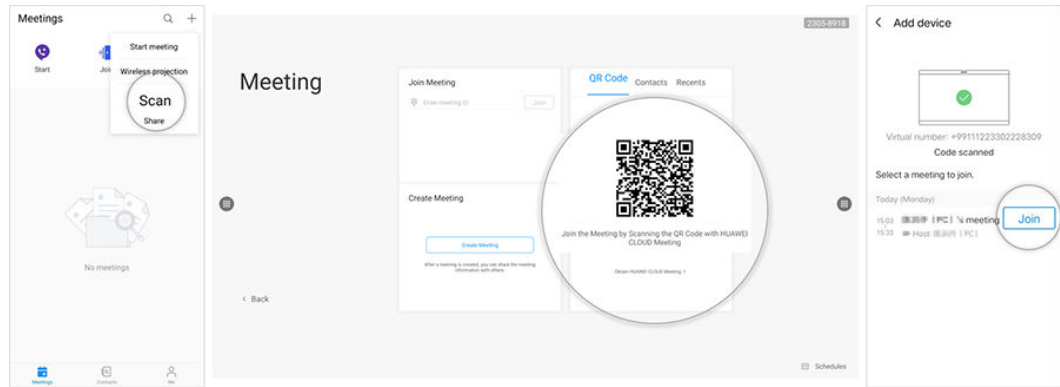
Enter the meeting ID to join a meeting.



Scanning the QR Code

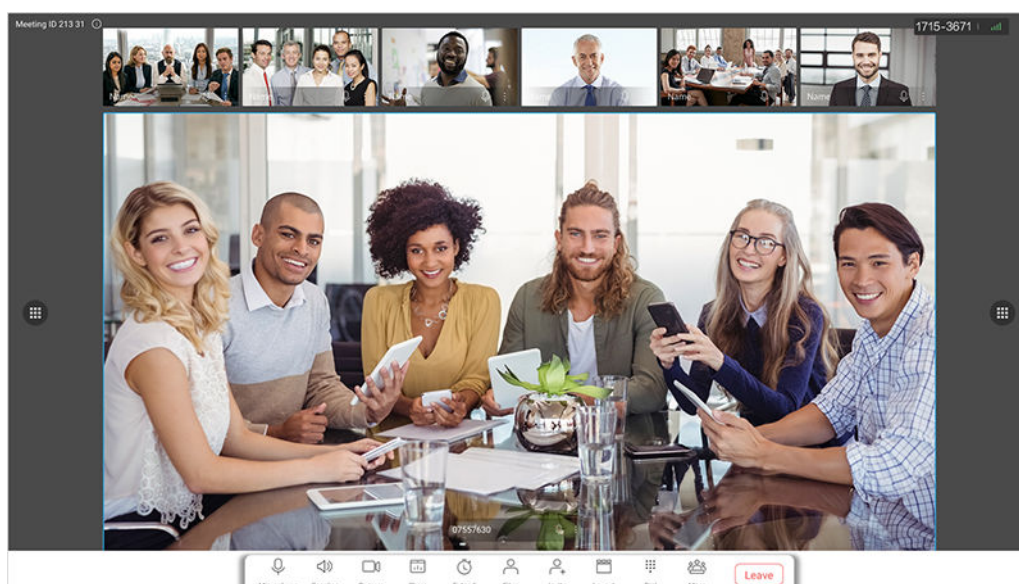
Scan the QR code on the IdeaHub using a mobile phone, so you can join a meeting using the IdeaHub.

1. Open the HUAWEI CLOUD Meeting app and scan the QR code on the IdeaHub to pair your phone with the IdeaHub.
2. Select a meeting from the meeting list on the mobile app and touch **Join** to join the meeting using the IdeaHub.



5 Hosting a Meeting

Meeting Control Operations



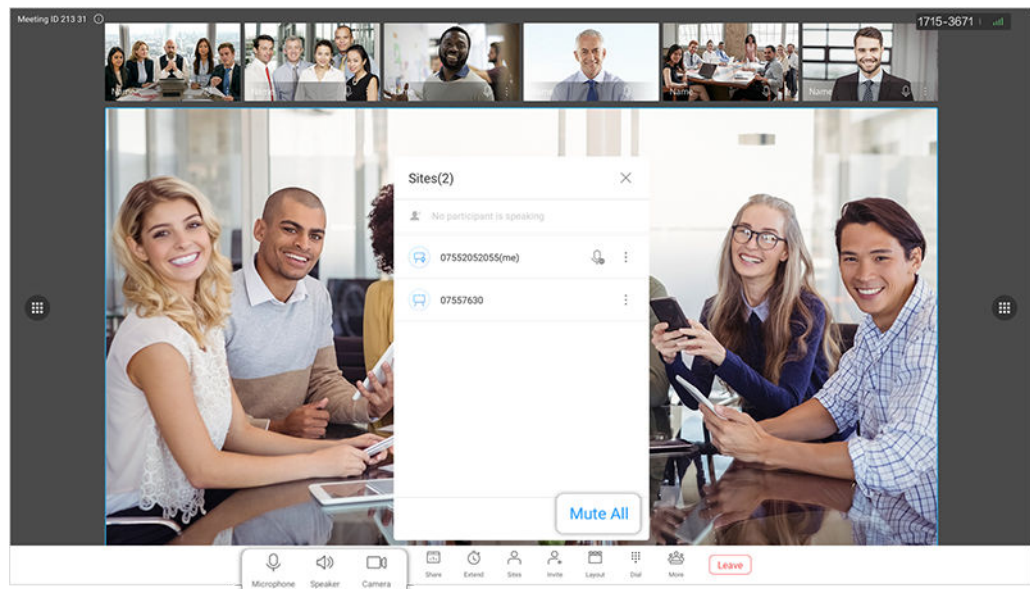
Operation	Host	Guest
Muting or unmuting themselves	Supported	Supported
Muting or unmuting all participants	Supported	Not supported
Enabling or disabling the camera	Supported	Supported
Sharing a whiteboard or screen	Supported	Supported
Viewing the participant list	Supported	Supported

Operation	Host	Guest
Inviting a participant to the meeting	Supported	Not supported
Switching video layouts	Supported	Supported
Relinquishing the host role	Supported	Not supported
Applying to be the host	Not supported	Supported
Requesting the floor	Not supported	Supported
Extending the meeting	Supported	Not supported
Locking the meeting	Supported	Not supported
Ending the meeting	Supported	Not supported
Leaving the meeting	Supported	Supported

Disabling the Microphone or Camera

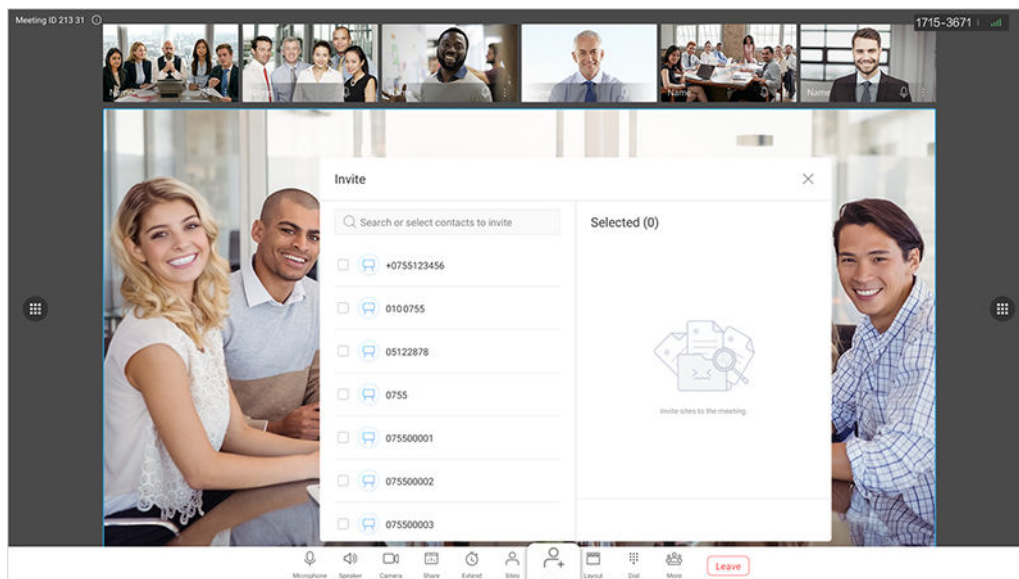
The host can disable their own microphone, speaker, or camera, or mute all guests.

A guest can disable their own microphone, speaker, or camera.



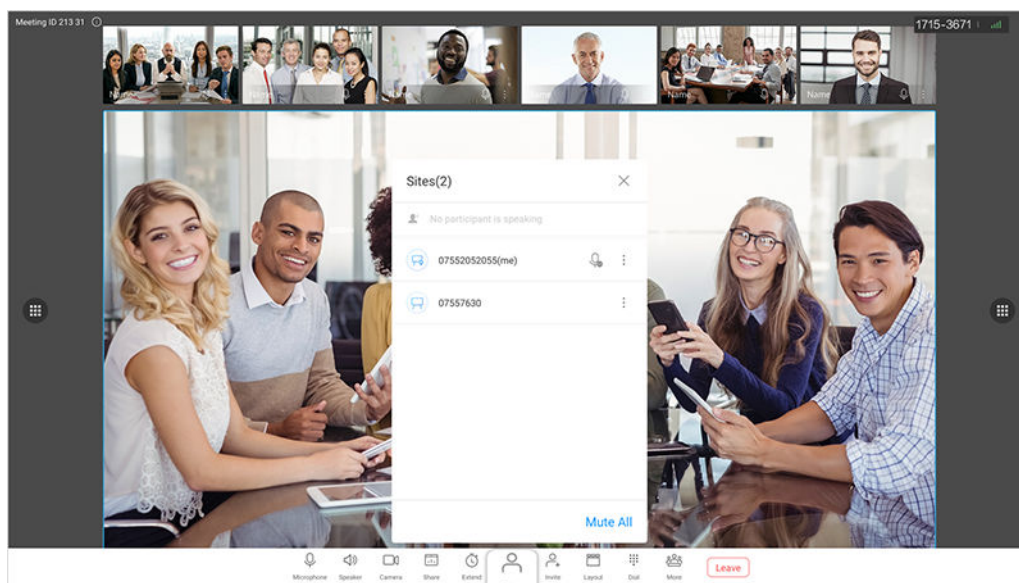
Inviting a Participant

The host can invite other users to the meeting.



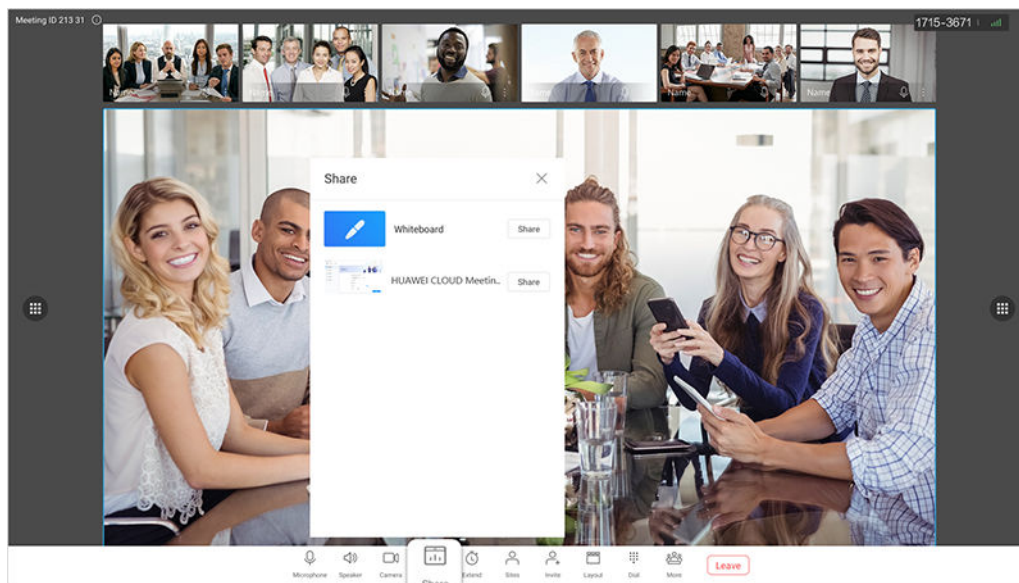
Viewing the Participant List

All participants can view the participant list.



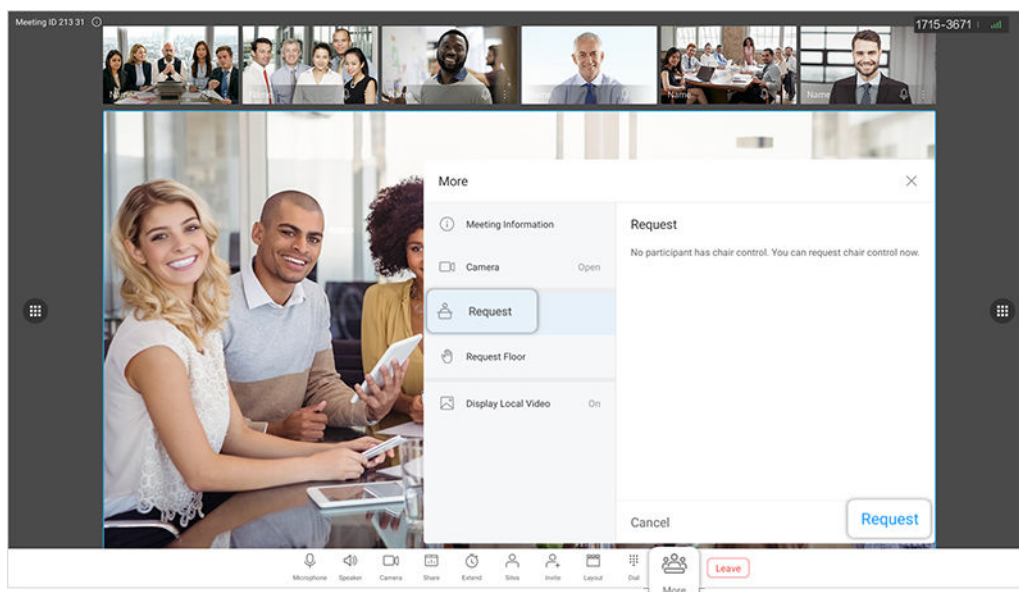
Sharing a Whiteboard or Screen

- All participants can share a whiteboard in a meeting. For details, see [Whiteboard Operations](#).
- If a participant projects a screen to the IdeaHub using the HUAWEI CLOUD Meeting client, the participant can also share the screen with other participants. For details, see [Wireless Projection](#).



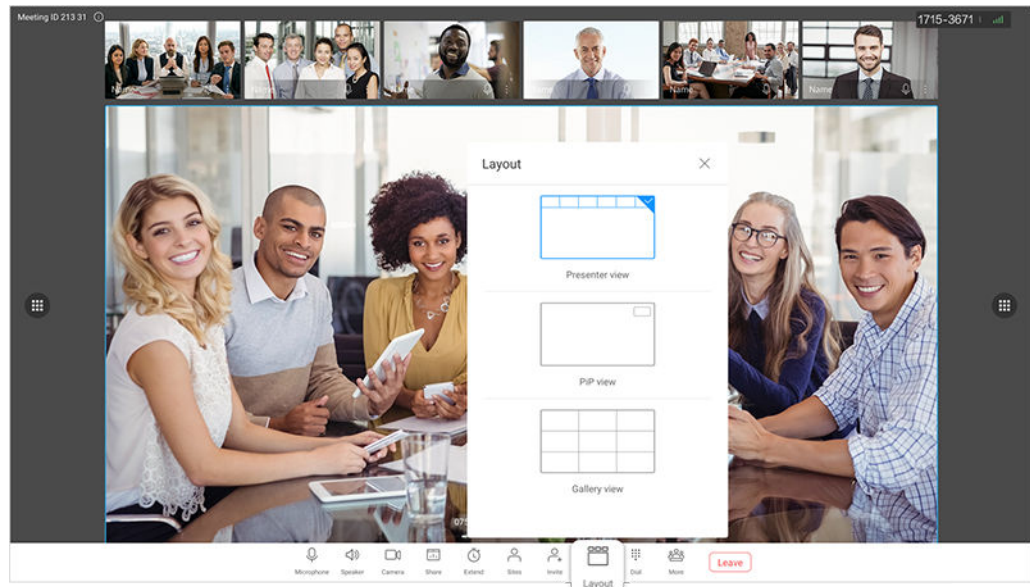
Relinquishing or Applying the Host Role

The host can relinquish the host role. If there is no host in the meeting, a guest can apply to be the host. However, the guest must have the host password.



Switching Video Layouts

The host or a guest can select a video layout, including the gallery, presenter, and PiP layout.



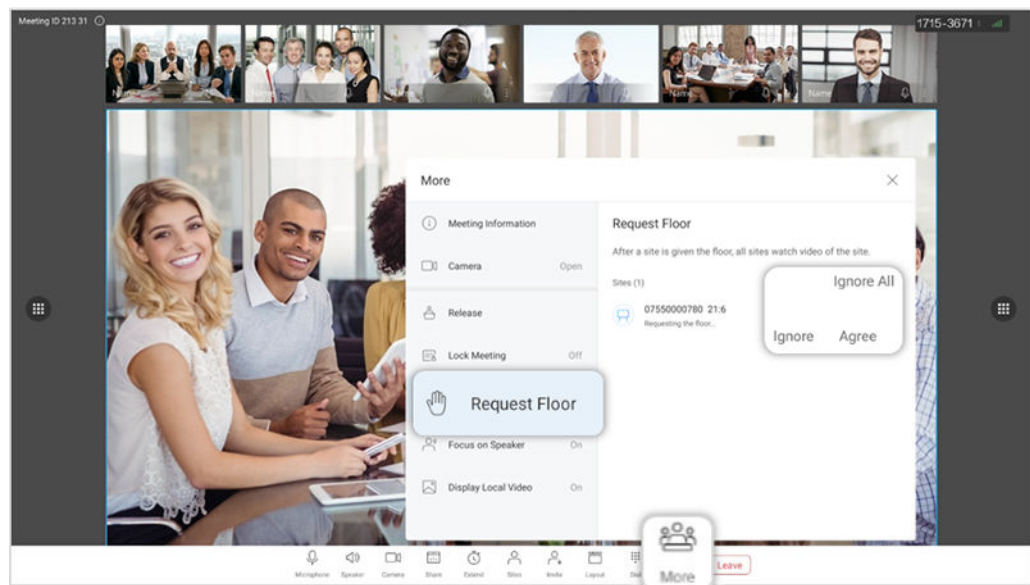
Requesting the Floor

A guest can request the floor and talk after being allowed by the host, and other participants will be automatically muted.

Participants

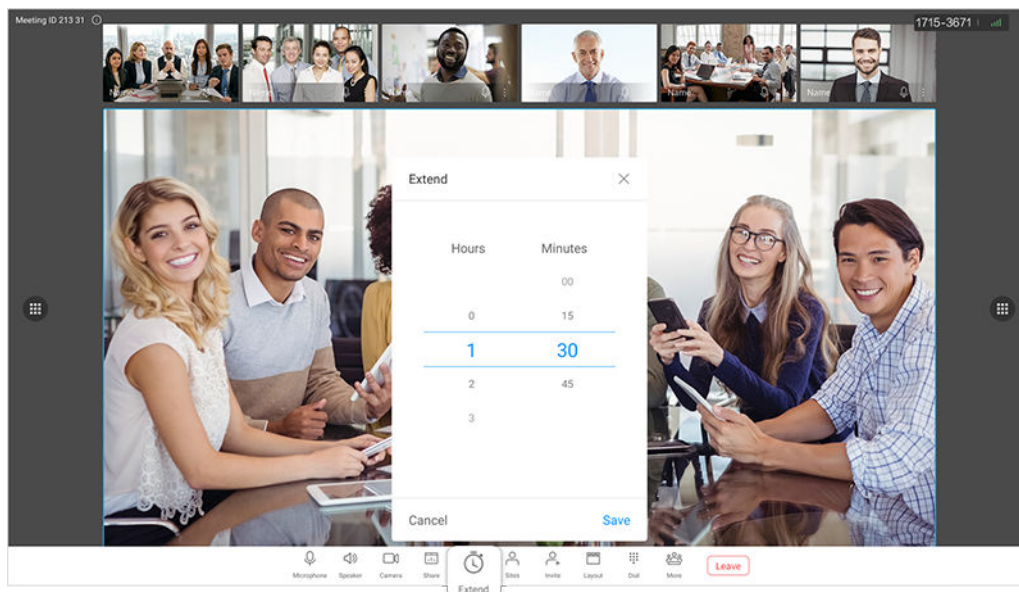


Host



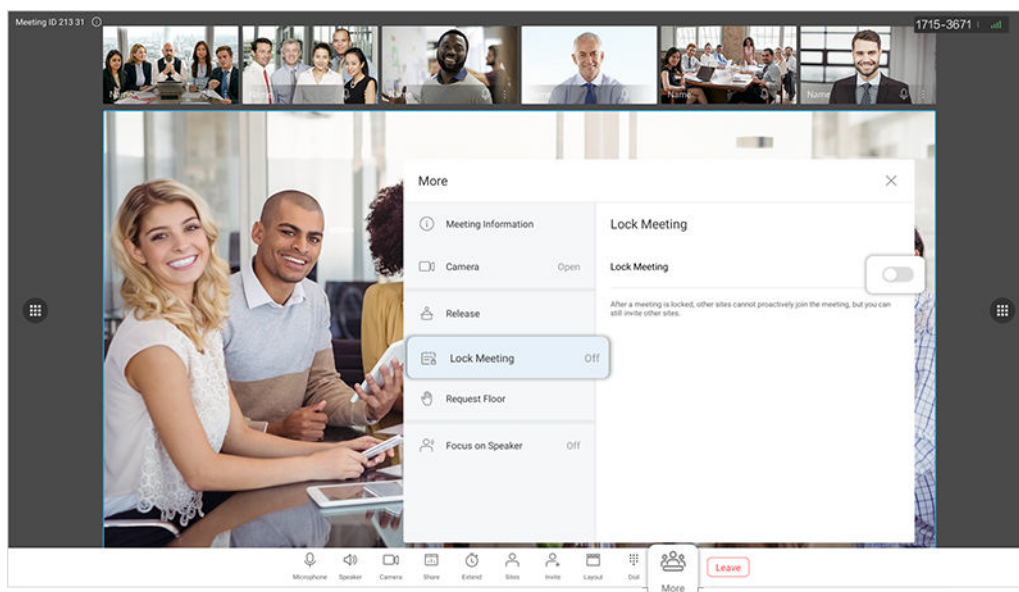
Extending the Meeting

The host can extend the meeting.



Locking the Meeting

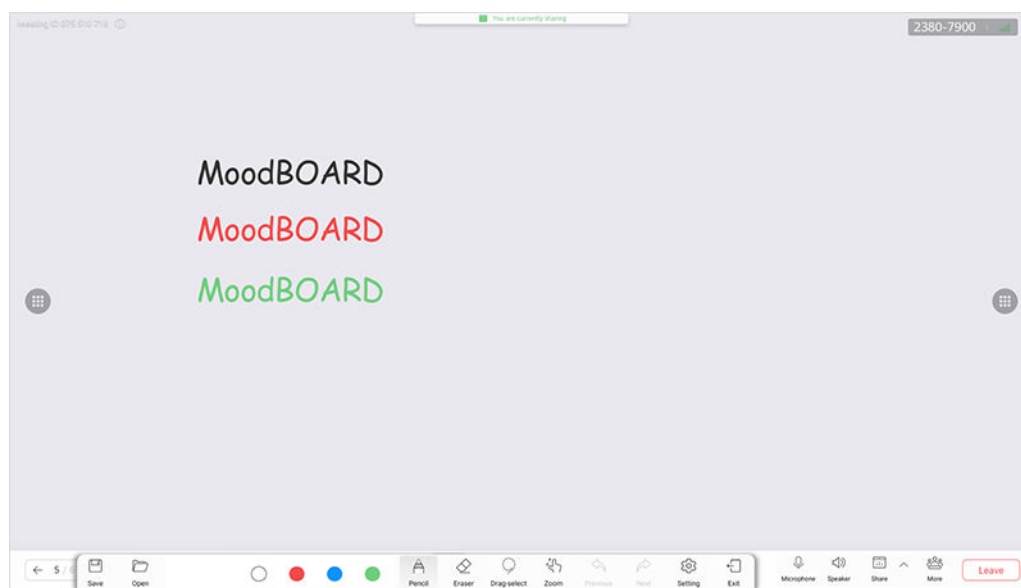
The host can lock the meeting. Users can join the locked meeting only after being invited by the host.






6 Whiteboard Collaboration

The built-in whiteboard of the IdeaHub supports collaboration between the local and remote ends. You can take away the meeting minutes or open whiteboard files by scanning QR codes with mobile phones.

Whiteboard Operations

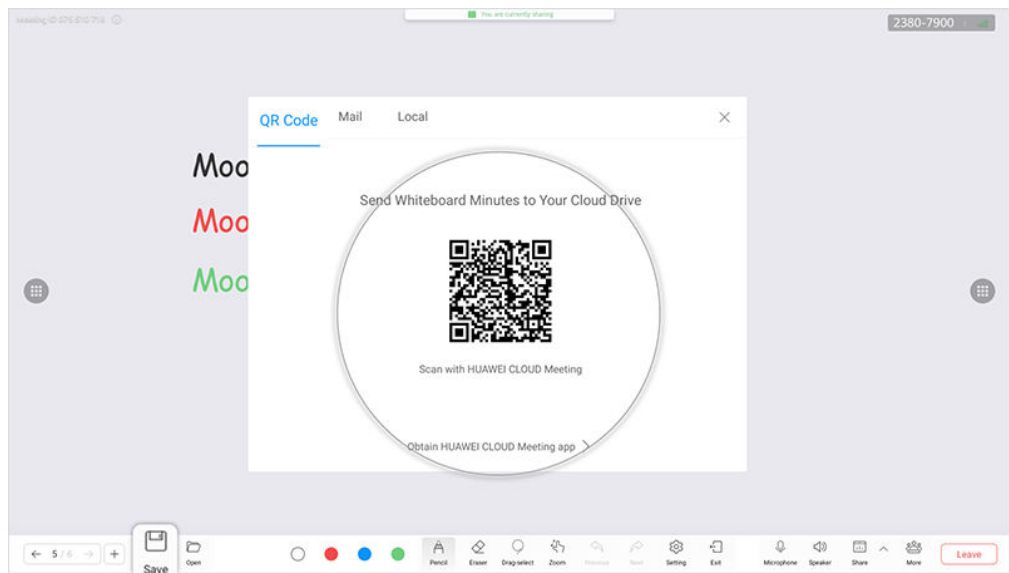


- **Eraser:** Select **Erase** or **Clear**.
- **Drag-select:** Circle an area to select all the content in it. Then you can move, delete, and zoom in or out on the selected area.
- **Zoom:** Drag, move, and zoom in or out on the canvas using your fingers. You can touch  to disable the zoom function. Then the icon changes to  and two people can write on the whiteboard at the same time. Touch  to enable the zoom function.
- **Setting:** You can set the background color of the whiteboard.

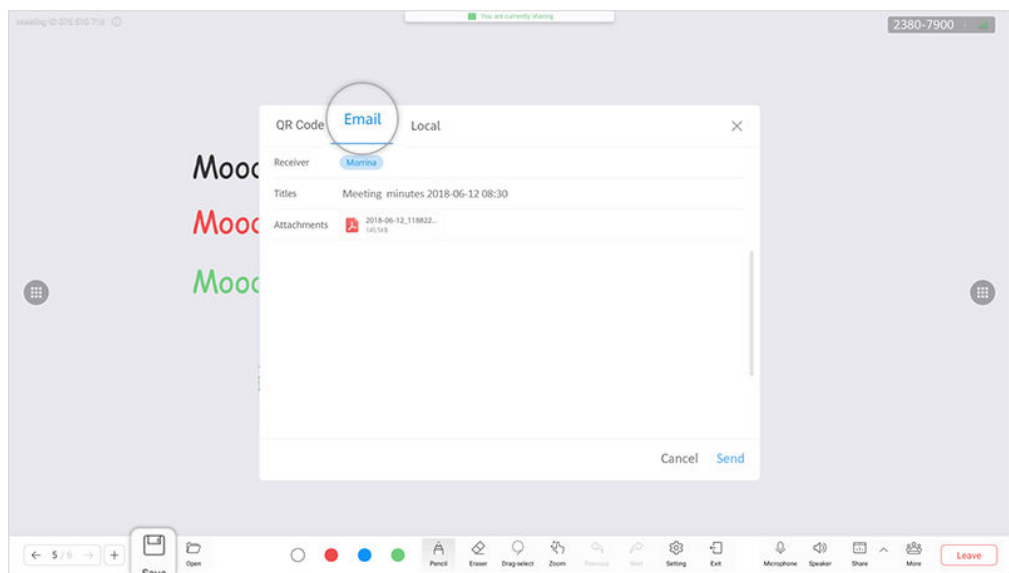
Saving the Whiteboard Drawings

Touch **Save** in the lower left corner to save whiteboard drawings by scanning the QR code, sending an email, or locally.

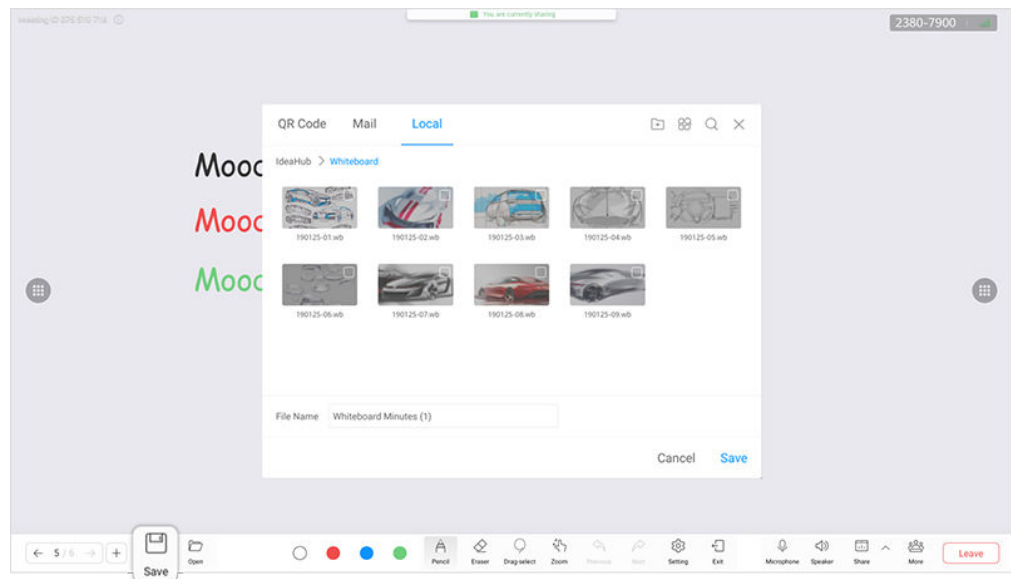
- Scanning the QR code
Use the HUAWEI CLOUD Meeting app to scan the QR code to save whiteboard drawings.



- Sending an email
Send whiteboard drawings by email.
You need to set the sender email address in **Settings > Advanced > Mail**.

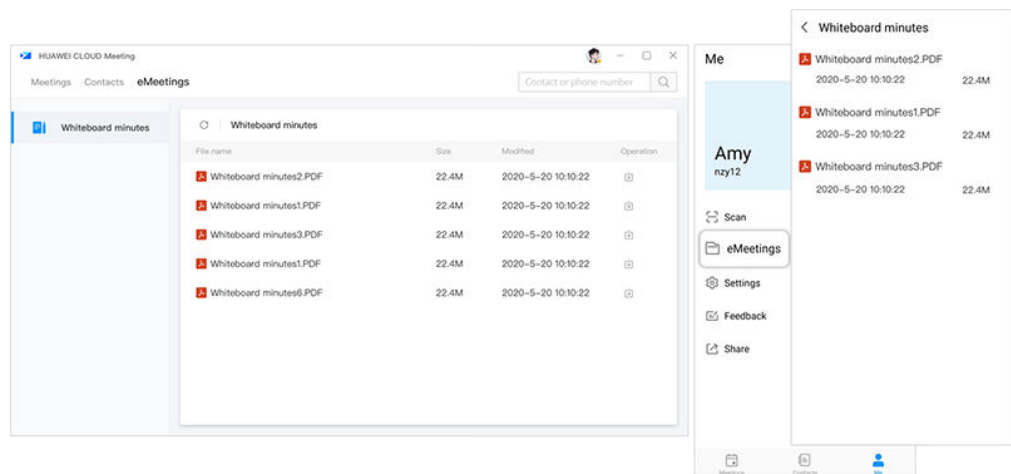


- Saving whiteboard drawings locally
Save whiteboard drawings on the IdeaHub.
You can choose **Settings > Advanced > Whiteboard Local Storage** and enable or disable **Whiteboard Local Storage**.

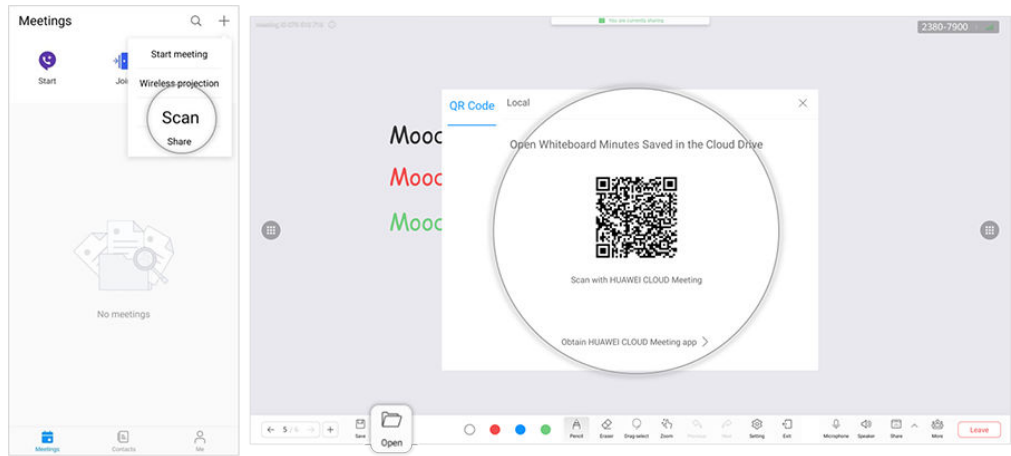


Viewing and Opening a Whiteboard File

- Viewing whiteboard minutes on the HUAWEI CLOUD Meeting client
Log in to the HUAWEI CLOUD Meeting client and choose **eMeetings** > **Whiteboard minutes** to view the meeting minutes.



- Scanning the QR code on the IdeaHub to open a saved whiteboard file
 - Touch **Open** in the lower left corner of the whiteboard and select the **QR Code** tab.
 - Log in to the HUAWEI CLOUD Meeting app on your mobile phone, touch **+** in the upper right corner, and select **Scan** to scan the QR code on the IdeaHub.
 - Select the whiteboard file to open on the IdeaHub.



7 Projection

Wireless Projection

Enter the projection code on the HUAWEI CLOUD Meeting client to project a screen to the IdeaHub.

NOTE


Ensure that the client and IdeaHub are connected to the same public network.

- If the client and IdeaHub are in the same network segment on the same LAN, set the projection code to a string of eight numbers.

The client and IdeaHub are in the same network segment when their first bytes of IPv4 addresses are the same.

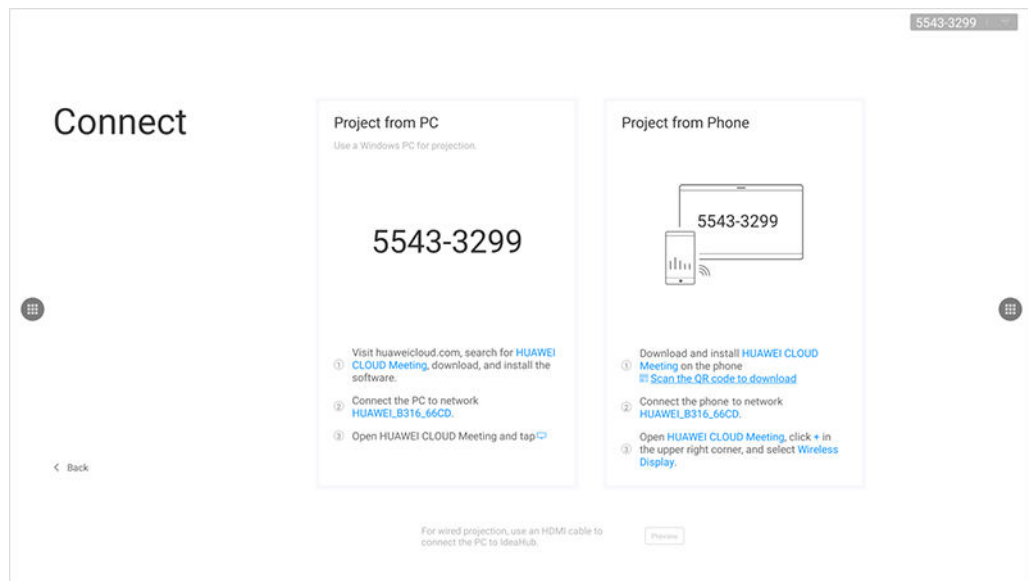
- If the client and IdeaHub are in different network segments on the same LAN, set the projection code to a string of eight letters.

- Projection from a PC

Log in to the HUAWEI CLOUD Meeting PC client, click , and enter the projection code displayed on the IdeaHub.

- Projection from a mobile phone

Log in to the HUAWEI CLOUD Meeting app, touch + in the upper right corner, select **Wireless projection**, and enter the projection code displayed on the IdeaHub.



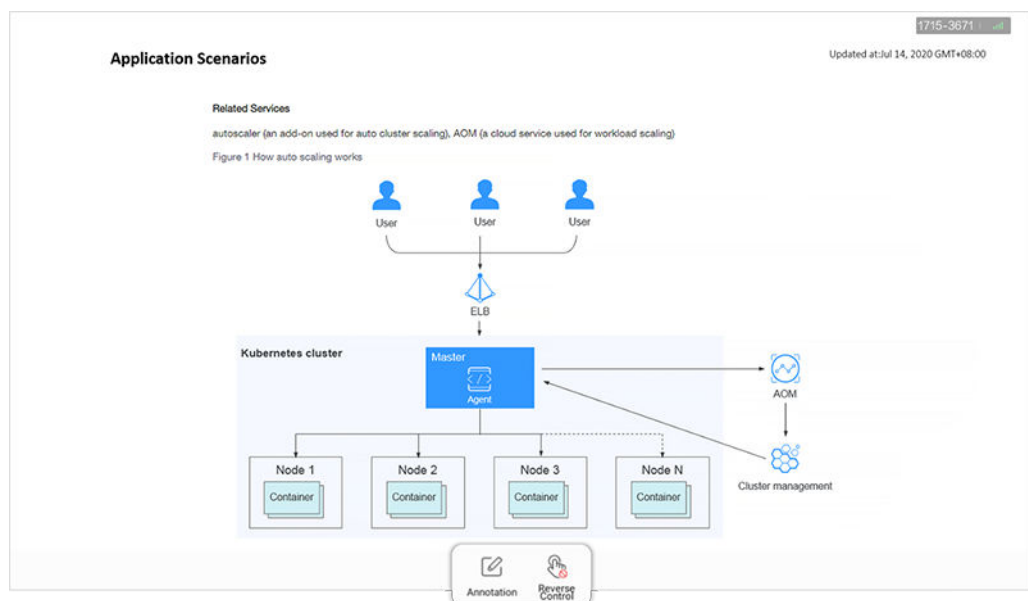
Projection Annotation and Reverse Control

After the projection is successful, the **Annotation** and **Reverse Control** buttons are displayed at the bottom of the IdeaHub screen.

- **Annotation:** Touch this button to take a screenshot of the projection screen and open the screenshot on the whiteboard. Then you can add annotations on it.
- **Reverse Control:** Touch this button to control the PC desktop. Touch the button again to disable reverse control.

NOTE

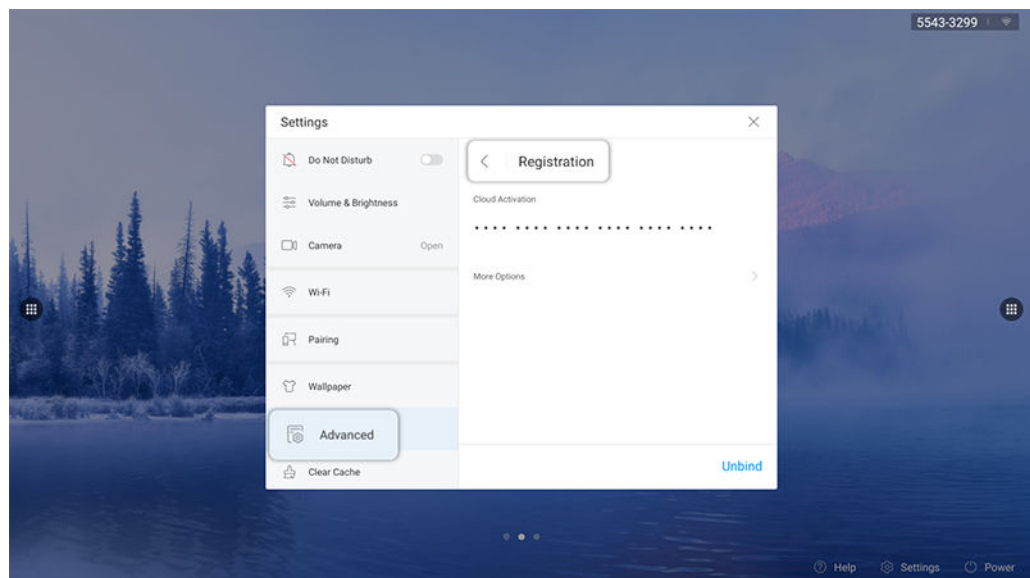
Reverse control is not available for projection from mobile phones.



8 IdeaHub Settings

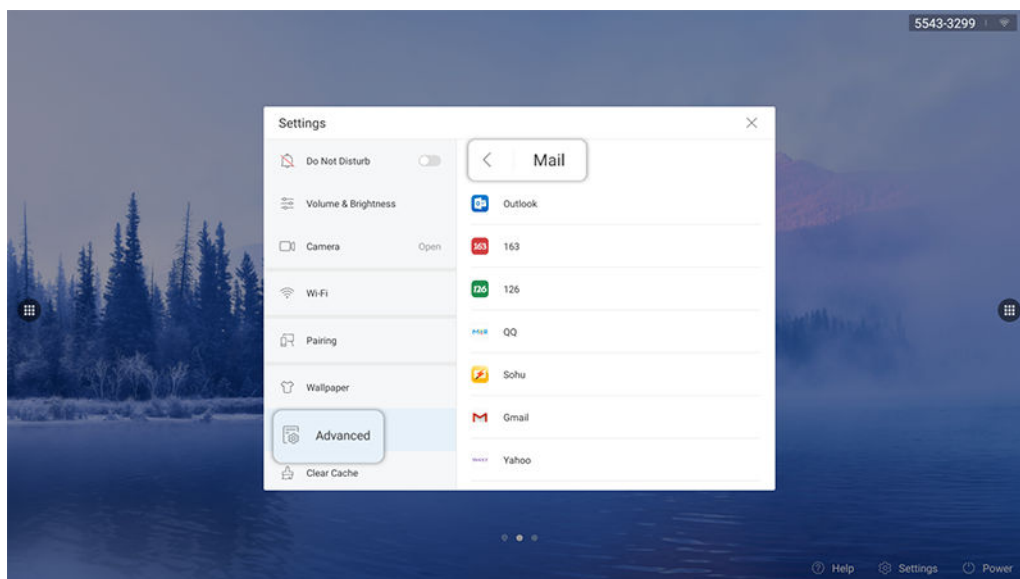
Registration Settings

You can activate or unbind the IdeaHub in **Settings > Advanced > Registration**.



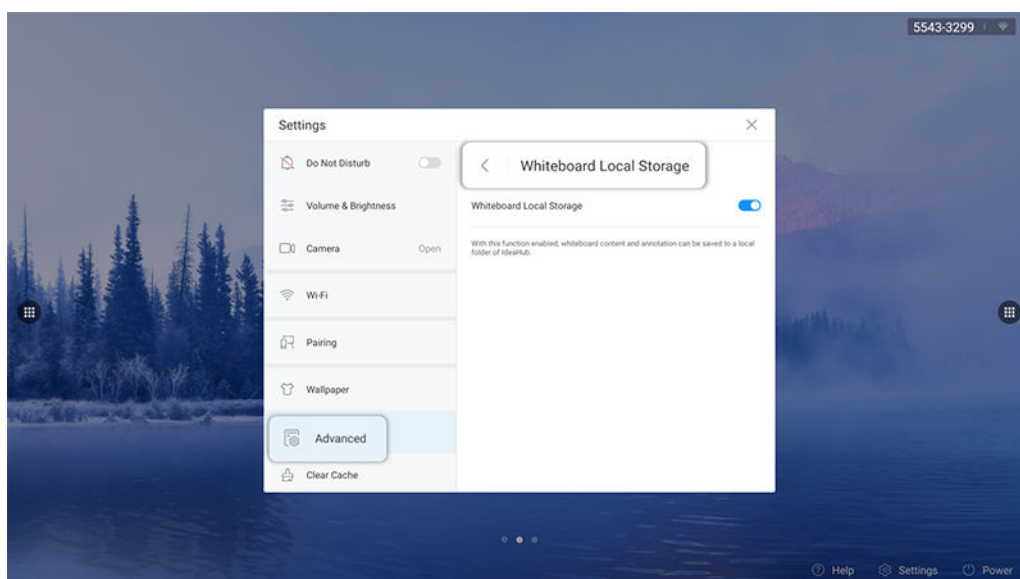
Sender Email Settings

You can choose **Settings > Advanced > Mail** and set the email address from which whiteboard files are sent.



Saving Whiteboard Drawings Locally

You can choose **Settings > Advanced > Whiteboard Local Storage** and enable or disable **Whiteboard Local Storage**. When **Whiteboard Local Storage** is enabled, whiteboard drawings and annotation can be saved to a local folder on the IdeaHub.



9

9.1

9.2

9.1

Step 1

1. For details, see [Enterprise Real-Name Authentication Process](#) and [Individual Real-Name Authentication](#).
- 2.
- 3.
- 4.

Step 2

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Step 3

- 1.
- 2.

----End

9.2