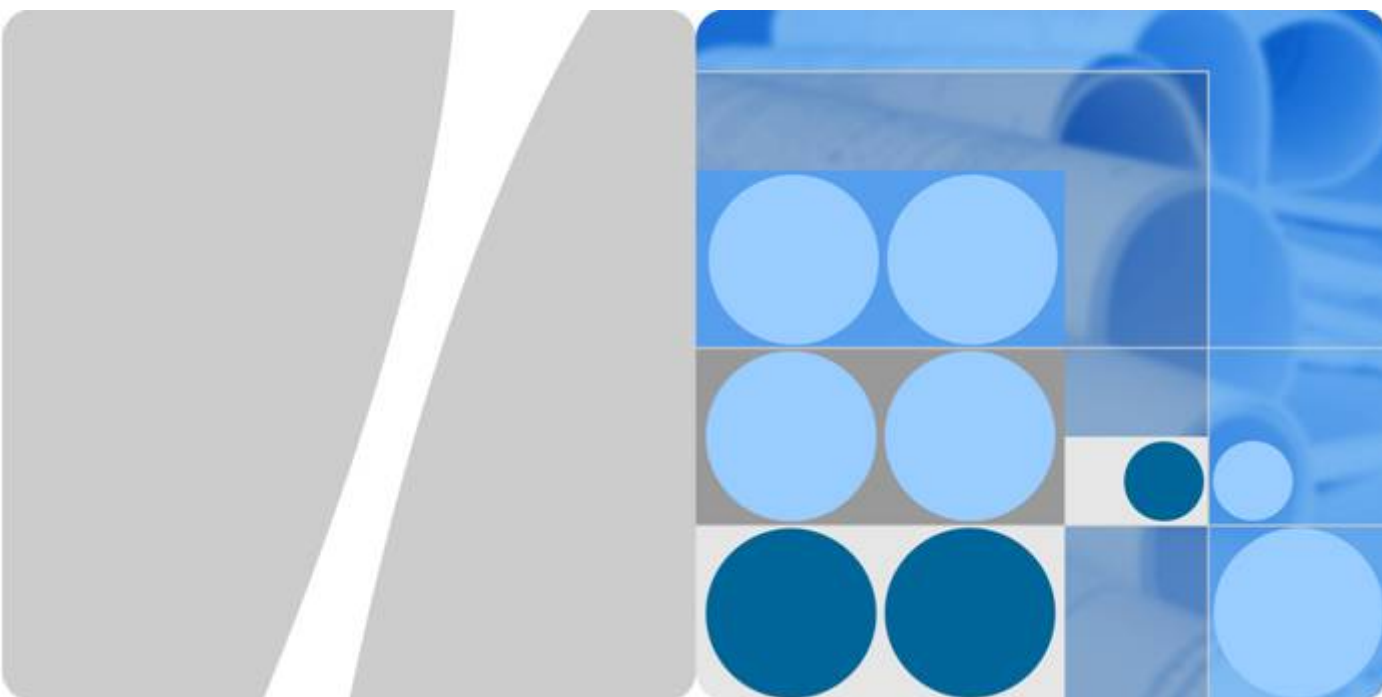




HUAWEI DP300 Desktop Presence

V500R002C00

User Guide

Issue **01**

Date **2015-09-15**

HUAWEI TECHNOLOGIES CO., LTD.



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About This Document

Overview

This guide describes features of the HUAWEI DP300 desktop presence (DP300 or endpoint for short), as well as its routine operations, for example, using the touchscreen to hold, join, or control conferences.

In a video conference, users can interact with the videoconferencing system through the DP300 display using the touchscreen or remote control.

- Touchscreen (default): Perform operations on the screen by touches, such as tap and slide. In this case, the DP300 display is called touchscreen.
- Remote control: Perform operations on the screen using the remote control. In this case, the DP300 display is called remote control screen.

The main user interface (UI) of the DP300 is the touchscreen. Except for **3 Understanding the Display and Remote Control**, **5.2 Understanding the Web Interface**, **5.3 Understanding the Remote Control Screen**, and **6.5 Controlling a Conference** that involve the web interface or remote control, the screen mentioned elsewhere in this guide refers to the touchscreen.

Before you use the product, refer to the product vendor for version mapping information and to confirm compatibility with other videoconferencing equipment. To obtain other documents for this product, log in to <http://e.huawei.com>, choose **Support > Product Support > UC&C > Telepresence and Videoconferencing > Telepresence Endpoints > Desktop Device > DP300**, and download the documents.

Intended Audience

This document is intended for:

- Common users (main users): Perform conferencing operations using the touchscreen or remote control, rather than system configurations.
- Administrator users: Perform conferencing operations and system configurations using the touchscreen, remote control, or web interface.

Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
 WARNING	Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.
 DANGER	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
 CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.
 NOTICE	Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance deterioration, or unanticipated results. NOTICE is used to address practices not related to personal injury.
 NOTE	Calls attention to important information, best practices and tips. NOTE is used to address information not related to personal injury, equipment damage, and environment deterioration.

Change History

Updates between document issues are cumulative. Therefore, the latest document issue contains all updates made in previous issues.

Changes in Issue 01 (2015-09-15)

This issue is the first official release.

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1 Safety Precautions

For safety purposes, carefully read through these safety precautions and observe them during operation.

Basic Precautions

- Keep the device dry and secure from collision during storage, transportation, and operation of the device.
- Do not attempt to dismantle the device by yourself. In case of any fault, contact the appointed maintenance center for assistance or repair.
- Without prior written consent, no organization or individual is permitted to make any change to the structure or safety and performance design of the device.
- While using the device, observe all applicable laws, directives, and regulations, and respect the legal rights of others.

Environmental Precautions

- Place the device in a well-ventilated place. Do not expose the device to direct sunlight.
- Install the device strictly according to the requirements of the manufacturer.
- Do not place any object on the top of the device. Reserve a minimum space of 10 cm at the four sides of the device for heat dissipation.
- Do not place the device on or near inflammable materials such as foam.
- Keep the device away from heat source or fire, such as a radiator or a candle.
- Keep the device away from any household appliances with strong electromagnetic fields, such as a microwave oven, refrigerator, or mobile phone.

Operating Precautions

- Do not allow children to play with the device or accessories. Swallowing the accessories may be fatal.
- Use the accessories such as the power adapter and battery provided or authorized only by the manufacturer.
- Ensure that the device does not get wet. If water gets into the device, disconnect the power supply immediately and unplug all the cables connected to the device, including the power

cable, telephone cable, video cable, audio cable, network cable, and serial cable, and then contact the appointed maintenance center.

- Before plugging or unplugging any cable, shut down the device and disconnect the power supply. While plugging or unplugging any cable, ensure that your hands are dry.
- Do not step on, pull, or overbend any cable. Otherwise, the cable may be damaged, leading to malfunction of the device.
- Do not use old or damaged cables.
- In lightning weather, disconnect the device from the power supply and unplug all the cables connected to the device.
- Keep the power plug clean and dry, to prevent electric shock or other dangers.
- If the device is not used for a long time, disconnect the power supply and unplug the power plug.
- If smoke, sound, or smell is emitted from the device, stop using the device immediately, disconnect the power supply, unplug the power plug and other cables, and remove the batteries. Then, contact the appointed maintenance center for repair.
- Ensure that no object (such as metal shavings) enters the device through the heat dissipation vent.
- Before connecting any other cable, connect the ground cable of the device. Do not disconnect the ground cable until you have disconnected all the other cables.
- Ensure that the three-phase power socket is grounded properly. The neutral line and the live line cannot be connected inversely.
- Do not scratch or abrade the shell of the device. The shed painting may lead to skin allergy or malfunction of the device. If the shed painting material drops into the host, a short circuit may occur.

Cleaning Precautions

- Before cleaning the device, stop using it, disconnect the power supply, and unplug all the cables connected to the device, including the power cable, telephone cable, video cable, audio cable, network cable, and serial cable.
- Do not clean the device shell with any cleaning solution or cleanser spray. Use a piece of soft cloth to clean the device shell.

Battery Usage Precautions of the Remote Control

- Use only the recommended battery. Pay attention to the polarity of the batteries while installing them.
- If a battery does not fit in the device, do not apply force. Otherwise, the battery may leak or explode.
- To reduce the risk of explosion, do not use batteries of different types together. For example, do not use an alkaline battery and a Mn-Zn battery together. It is recommended that you use batteries provided or recommended by the manufacturer.
- Do not use a new battery with an old battery. When you replace batteries, replace all of them at the same time.
- If you are not going to use the device for a long time, remove all the batteries.
- If any battery leaks, emits smoke, or emits abnormal smell, stop using it immediately.

- If the battery fluid comes in contact with your skin or clothes, rinse with water immediately and seek medical assistance.
- If the battery fluid goes into your eyes, do not rub your eyes. Rinse your eyes with water immediately and seek medical assistance.

LCD Usage Precautions

- Do not expose the LCD to direct sunlight.
- Do not scratch or strike, apply force to, or place heavy objects on top of the LCD.
- Do not watch the LCD screen for extended periods of time. This may harm your eyes or blur your vision.

LCD Cleaning Precautions

- According to the instructions in the attached manual, use a piece of soft cloth to remove dust from the surface of the LCD.
- Do not clean the LCD with volatile solvents, such as alcohol, benzene, or a dilution agent. Do not keep the LCD in contact with a rubber or plastic materials for long periods of time. This will deteriorate the surface gloss of the LCD.

Wireless Product Usage Precautions

- Keep the wireless device away from magnetic storage devices, such as a magnetic card or a floppy disk to prevent loss of the stored information.
- Stop using the wireless device and disconnect it from the power supply in places where using of wireless devices is prohibited or using of a wireless device may lead to interference or danger.
- Unplug the wireless device from the DP300 and turn off the DP300 close to a high-precision controlled electronic device, such as an audio phone, a pacemaker, fire alarm, or an automatic gate. Otherwise, this will lead to malfunction of the electronic device.
- The user who uses an electronic assistant medical-treatment device needs to confirm with the service center regarding the effects of the radio wave on this device.
- When using the device, ensure that the antenna of the device is at least 20 cm away from all parts of your body.
- In the area with inflammable or explosive materials, turn off your wireless device and follow the relevant instructions given on the label to prevent an explosion or fire.
- Use your wireless device and its accessories in a clean and dust-free environment. Ensure that the wireless device does not come in contact with flame or a lit cigarette.
- Ensure that the wireless device and its accessories are dry.
- Do not drop, throw, or bend your wireless device.
- Do not place the wireless device and its accessories in areas with extreme temperatures.

Reduction of Hazardous Substances

This device is compliant with the EU Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) Regulation (Regulation No 1907/2006/EC of the European Parliament and of the Council) and the EU Restriction of Hazardous Substances (RoHS) Directive (Directive 2002/95/EC of the European Parliament and of the Council). For more information about the

REACH compliance of the device, visit the website www.huaweidevice.com/certification. You are recommended to visit the website regularly for up-to-date information.

Statement on a Class A Product

This is a class A product. In a national environment this product may cause radio interference in which case the user may be required to take adequate measures.

European Regulatory Compliance

The DP300 complies with the following European directives and regulations.

- 1999/5/EC (R&TTE)
- 2002/95/EC & 2011/65/EU (RoHS)
- EC NO. 1907/2006 (REACH)
- 2002/96/EC (WEEE)

The DP300 complies with Directive 2002/95/EC, 2011/65/EU and other similar regulations from the countries outside the European Union, on the RoHS in electrical and electronic equipment. The DP300 does not contain lead, mercury, cadmium, and hexavalent chromium and brominated flame retardants (Polybrominated Biphenyls (PBB) or Polybrominated Diphenyl Ethers (PBDE)) except for those exempted applications allowed by RoHS directive for technical reasons.

The DP300 complies with Regulation EC NO. 1907/2006 (REACH) and other similar regulations from the countries outside the European Union. Huawei will notify to the European Chemical Agency (ECHA) or the customer when necessary and regulation requires.

The DP300 complies with Directive 2002/96/EC on waste electrical and electronic equipment (WEEE). Huawei is responsible for recycling its end-of-life devices, and please contact Huawei local service center when recycling is required. Huawei strictly complies with the EU Waste Electrical and Electronic Equipment Directive (WEEE Directive) and electronic waste management regulations enacted by different countries worldwide. In addition, Huawei has established a system for recycling and reuse of electronic wastes, and it can provide service of dismantling and recycling for WEEE. By Huawei recycling system, the waste can be handled environmentally and the resource can be recycled and reused fully, which is also Huawei WEEE stratagem in the word. Most of the materials in the DP300 are recyclable, and our packaging is designed to be recycled and should be handled in accordance with your local recycling policies.

In accordance with Article 11(2) in Directive 2002/96/EC (WEEE), The DP300s were marked with the following symbol: a cross-out wheeled waste bin with a bar beneath as below:



North American Regulatory Information

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device does not cause harmful interference.
- This device must accept any interference received, including interference that may cause undesired operation.

If this device is modified without authorization from Huawei, the device may no longer comply with FCC requirements for Class A digital devices. In that a case, your right to use the device may be limited by FCC regulations. Moreover, you may be required to correct any interference to radio or television communications at your own expense.



CAUTION

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. This equipment should be installed and operated with a minimum distance of 20 centimeters between the radiator and your body.



NOTICE

The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user authority to operate the equipment.

This device has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the device is operated in a commercial environment.

This device generates, uses and radiates radio frequency energy. If it is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications.

Operation of this device in a residential area is likely to cause harmful interference. In this case the user will be requested to correct the interference at his or her own expense.

This device complies with RSS-210 of Industry Canada. Operation is subject to the following two conditions:

- (1) this device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

This Class A digital apparatus complies with Canadian ICES-003.

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

- (1) l'appareil ne doit pas produire de brouillage, et

(2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Cet appareil numérique de classe A est conforme à la norme ICES-003 du Canada.

Cet équipement est conforme aux limites IC d'exposition aux radiations définies pour un environnement non contrôlé. Cet équipement doit être installé et utilisé à distance minimum de 20cm entre le radiateur et votre corps.

2 Overview

The DP300 is an integrated desktop telepresence endpoint designed by Huawei for individual users and small-sized conference rooms. The DP300 has a top-notch appearance. Its 27-inch touchscreen can be used as a monitor. Additionally, the DP300 offers a wide assortment of videoconferencing functions, such as initiating a point-to-point call and holding a multipoint conference. In a word, the DP300 is a high-end real-time videoconferencing product.

Integrated Desktop Endpoint

The DP300 is an all-in-one endpoint incorporating a 27-inch multipoint touchscreen, a digital camera, and two stereo microphones. It is ready for video communication as soon as it is powered on and connected to a network. The DP300 is suitable for executive personnel who want to attend video conferences from their offices or conference rooms, as well as home users.

- 27-inch 16:9 wide-screen LCD touchscreen, which can also be used as a PC monitor
- Built-in camera and lens cover
- Dual built-in microphones
- Dual built-in speakers
- Microphone and headset jacks

High-Speed High-Quality Video Transmission

- Maximum call bandwidth: 8 Mbit/s
- H.264 protocol
- Abundant Continuous Presence modes (including picture-in-picture, bi-screen, tri-screen)
- Maximum resolution: 1080p60 (1920 x 1080 pixels and progressive scanning, 60 fps)

Dual-Stream Conference

- The DP300 can transmit two video channels to the remote site at the same time.
- Presentations can either be streaming footage from the camera or computer desktop content.
- The presentation can be displayed on the screen together with the video or can be displayed separately.

Text Camera

The DP300 allows you to share local manuscripts, documents, and books with remote sites in real time, improving communication efficiency.

Multi-View

The DP300 is able to combine two or more local inputs and share them over one channel with remote participants to reduce network bandwidth.

Wireless Data Sharing

You can download the air content sharing client from the DP300 web interface. With this client, you can connect the DP300 to presentation sources and share presentations without the use of any physical ports.

Conferencing Features

- Using the Multipoint Control Unit (MCU) for the videoconferencing system to initiate conferences
- Using the built-in MCU to initiate conferences (license required)
- Ability to join a conference as a called party
- Voice dialing

UI

- Switch between PC mode and videoconferencing mode
- 25 languages available for the touchscreen, web interface, and remote control screen
- 3D effects
- Rich operation hints and statistics

Network Features

- IPv4 and IPv6 supported
- Packet loss concealment
- Wi-Fi capable
- Connection to the Bluetooth headset

3 Understanding the Display and Remote Control

Before using the DP300, it is necessary for you to understand the parts on the DP300 display and keys on the DP300 remote control.

Display Appearance

Figure 3-1 shows the positions of the parts on the DP300 display, and **Table 3-1** describes the functions of each part.

Figure 3-1 Parts positions



Table 3-1 Parts description

Type	No.	Part
Core part	1	Built-in microphone
Indicator	2	Camera status indicator
Core part	3	Camera lens
	4	Text reflector
	5	Slide button of the lens cover
	6	27-inch wide-screen LCD touchscreen, which can also be used as a PC monitor
Touch button	7	Volume decrease button

Type	No.	Part
	8	Volume increase button
	9	Mode switching button The DP300 can switch between PC mode and videoconferencing mode. In videoconferencing mode, the DP300 display is an intermediary for users to interact with the videoconferencing system. By default, the DP300 display is a touchscreen. It can be switched to a remote control operation screen.
	10	Microphone button
	11	Power button

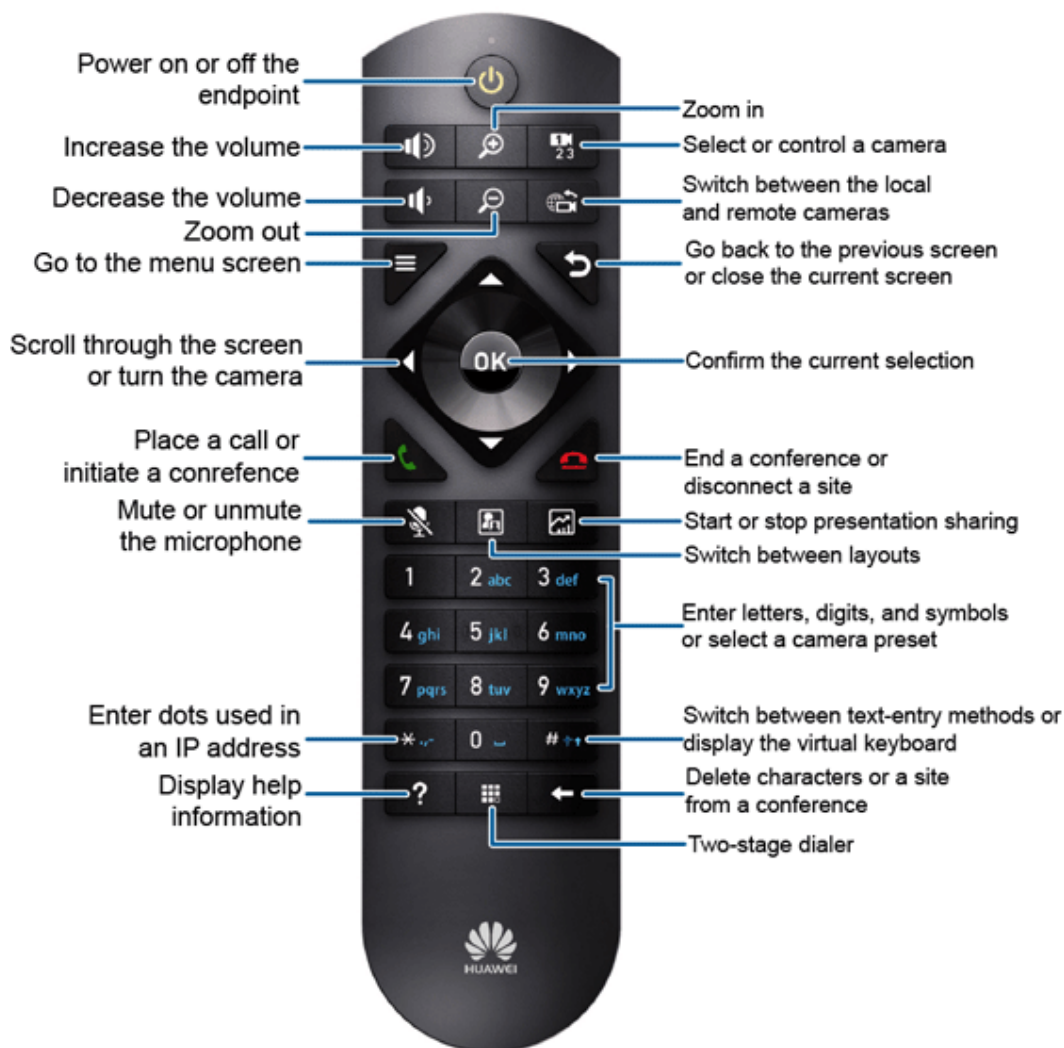
 NOTE

- For details, see the *HUAWEI DP300 Desktop Presence V500R002C00 Quick Installation Guide*.
- To deliver satisfying conferencing experience consistently, it is recommended that you clean the display (including the lens and text reflector) periodically. For the operation precautions, see [1 Safety Precautions](#).

Remote Control

[Figure 3-2](#) describes the functions of keys on the remote control.

Figure 3-2 Keys on the remote control



- The normal operating distance of the remote control is 6 meters.
- Remote control performance may be affected by bright light.

4 Powering On the DP300

After connecting all the required devices, connect the power supply.

Powering On

Check whether the power cable and the power adapter are connected to the relevant devices properly. Ensure that:

- The voltage of the alternating current ranges from 100 V to 240 V and the frequency of the alternating current ranges from 50 Hz to 60 Hz.
- The sequence of and voltage difference between the live wire, neutral wire, and ground cable comply with the relevant international standards. In addition, ensure that the ground cable is properly grounded.



NOTICE

- When the DP300 is powered on, ensure that the power cable is connected to the DP300 securely to prevent power disconnection.
- Before disconnecting the external power supply (for example, the power supply from a power socket), power off the DP300 properly.

If you power on the DP300 for the first time, connect the power adapter to the power supply and switch the power switch on the right panel to the ON position. Or tap the power button in the lower right corner of the display and power on the DP300 as prompted.

During the DP300 startup, its display is started first and enters the PC mode. About 2 minutes later, the conferencing system is started.

Switching to the VideoConferencing Mode

The DP300 mode can be switched after the conferencing system is started.

Tap  in the lower right corner of the display to switch PC mode to videoconferencing mode. Then, the display can be used as the screen for interacting with the conferencing system.

In this case, the display becomes the touchscreen by default.

- If you are using the touchscreen and want to change to use the remote control, press any key on the remote control and switch to the remote control operation screen as prompted.
- If you are using the remote control and want to change to use the touchscreen, tap anywhere on the screen and switch to the touchscreen as prompted.

Turning Off the Display

Tap  in the lower right corner of the display and turn off the display as prompted.

Stopping the Conferencing System

Tap  in the lower right corner of the display and stop the conferencing system as prompted.

Restarting the Conferencing System

Tap  in the lower right corner of the display and restart the conferencing system as prompted.

Powering Off the DP300

Tap the power button in the lower right corner of the display twice or turn the power switch on the right panel to OFF.

Placing the DP300 in Sleep Mode

Tap  in the lower right corner of the display and place the DP300 in sleep mode as prompted.

Press  on the remote control, select **Sleep**, and confirm as prompted.

Waking Up the DP300 from Sleep Mode

The DP300 wakes up from sleep mode once any operation is performed on it. For example, the DP300 wakes up for start display, an operation on the touch panel, upgrade, presentation source connection, a wake-up instruction from the network, power-on time specified, an incoming call, an operation on the remote control, or access to the DP300 web interface.

Status Indicators

Depending on the DP300's status, the indicators may blink in different colors and at different rates, as listed in [Table 4-1](#).

Touch buttons (listed in [Table 4-2](#)) reside in the lower right corner of the display, and are used to control the volume, microphone, mode, display, and conferencing system status.

Table 4-1 Status indicator description

When the Status Indicator Is...	The DP300 Is...
Power button	

When the Status Indicator Is...	The DP300 Is...
Blinking blue twice per second	HUAWEI DP300 is being started.
Steady blue	HUAWEI DP300 is running properly.
Blinking blue once every ten seconds	HUAWEI DP300 is in sleep state.
Blinking blue eight times per second	HUAWEI DP300 is being upgraded.
Blinking red	HUAWEI DP300 is faulty.
Steady red	HUAWEI DP300 is stopped.
Off	HUAWEI DP300 is powered off.
Camera	
Steady blue	The software system is running properly, or a P2P/multipoint conference is in progress.
Off	The software system is running properly, but no conference is in progress, or the camera lens is blocked by the lens cover.
Blinking blue	HUAWEI DP300 is being upgraded.
Blinking red	The camera is faulty.

Table 4-2 Touch button description

Touch Button	Operation	Function	Indicator Status
Volume decrease button 	Tap and hold	The volume keeps decreasing, until muted.	The indicator is steady on.
	Tap	The volume is decreased once.	The indicator blinks once.
Volume increase button 	Tap and hold	The volume keeps increasing.	The indicator is steady on.
	Tap	The volume is increased once.	The indicator blinks once.
Mode switching button 	Tap	The DP300 switches between PC mode and videoconferencing mode.	The indicator blinks once.

Touch Button	Operation	Function	Indicator Status
Microphone button 	Tap	The local microphone is muted or unmuted.	The indicator blinks once.
Power button 	Tap	Choose to turn off the display, hibernate the conferencing system, and stop or restart the conferencing system as prompted.	The indicator blinks once.
	Tap twice	The DP300 is turned off. Exercise caution when performing this operation.	The indicator is steady red.

5 Understanding the UI

You can operate the HUAWEI DP300 using the touchscreen, remote controlled UI, or web interface.

5.1 Understanding the Touchscreen

On the touchscreen, you can perform device control, system configurations, and conferencing operations.

Basic Operations

Control the touchscreen with the following actions:

- Tap: Touch once to select an item or perform functions on a highlighted item.
- Double-tap: Touch an item twice in rapid succession.
- Tap and hold: Use your finger to touch an item on the touchscreen, and keep touching the item for a while.
- Slide: Touch and drag your finger leftward and rightward to toggle between the zones displayed in the center on the home screen, or upwards and downwards to move to items in lists.
- Drag: Tap and hold an item on the touchscreen, and drag the item to a desired position.

All items and buttons support touch operations. The shortcut menu cannot be displayed using the remote control. However, the remote control has buttons corresponding to the menu items.

Home Screen

After switching to the videoconferencing mode, the DP300 displays the touchscreen shown in [Figure 5-1](#). The buttons available on the main menu are described in [Table 5-1](#).

- Tap  to display the main menu. Tap  to hide it.
- Tap  to display more functions.
- Status icons are displayed in the upper right corner of the touchscreen.

NOTE

- You can also tap anywhere on the touchscreen to display or hide the main menu.
- If no window is displayed, or no operation is performed on the main menu beyond 30 seconds, the main menu is automatically hidden, and then the display or hide main menu icon in the lower right corner. Tap anywhere on the touchscreen to display the  icon in the lower right corner. Then tap it to display the main menu.

Figure 5-1 Main menu



Table 5-1 Buttons on the main menu

Button	Description	Button	Description
	The button is displayed on the left of the main menu after you join a conference. Tap it to display the two-stage dialing plate. NOTE When being authorized for joining a conference, use the two-stage dialing plate to set the language type and conference password.		Tap it to display the call screen.
	Tap it to add one or more sites after joining a conference. This button is displayed in a conference.		Tap it to start or cancel sharing a presentation.
	Tap it to set the layout.		Tap it to enable or disable Do Not Disturb mode.
	Tap it to display a window where additional functions are available.		Tap it to open or close Wi-Fi.

Button	Description	Button	Description
	Tap it to enable or disable Bluetooth.		Tap it to mute or unmute local microphones.
	Tap it to set continuous presence.		Tap it to display the conference control screen.
	Tap it to send instant messages to remote sites.		Tap it to display the camera control screen.
	Tap it to query the status of lines and input ports, as well as call status and conference parameters in a conference.		Tap it to display the buttons of advanced functions in the lower middle part of the touchscreen, including diagnosis, address book, conference schedule, and settings. NOTE The password of the administrator is required to access the Advanced > Settings screen. You can obtain the password from the administrator.
	View the online help.		Tap it to display the voice search screen.
	Tap it to place a call on hold.		Tap it to record a conference. NOTE To ensure rights of participants, read the instructions and suggestions for using recording products in the latest <i>HUAWEI RSE6500 Security Maintenance</i> before using the products.
	The button is displayed on the right of the main menu after you join a conference. Tap it to end the conference or remove the local site from a conference.		

NOTE

The status icons displayed on the home screen can be customized. For details, see "Customizing Onscreen Status Icons" in the *HUAWEI DP300 Desktop Presence V500R002C00 Administrator Guide*.

Call Screen

Tap  to display the call screen shown in [Figure 5-2](#). All calling operations can be performed on this screen.

Figure 5-2 Call screen



- | | | | | | |
|---|-----------------------------|---|------------------------------|---|---------------------------|
| 1 | Conference Schedules screen | 2 | Call screen | 3 | Conference History screen |
| 4 | Status icons | 5 | Local IP address/Site number | 6 | System time |

Touchscreen Calibration

Before using the touchscreen, calibrate it.

Step 1 Tap  and choose **Advanced > Diagnostics > Touch Panel Calibration**.

Step 2 Follow the onscreen instructions to calibrate the screen.

----End

5.2 Understanding the Web Interface

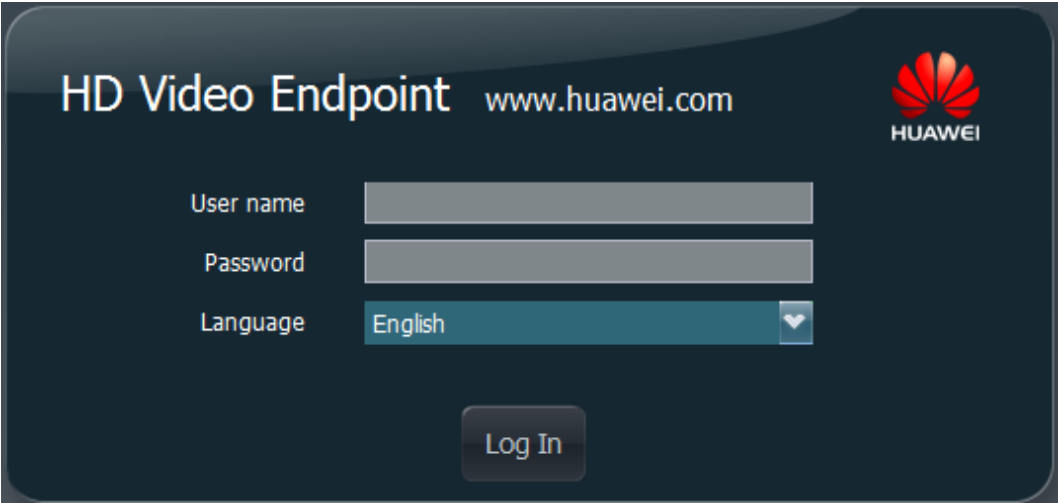
You can manage devices, configure the system, maintain the DP300, and initiate conferences on the DP300 web interface. Before using the DP300 web interface, get familiarized with its functions.

Enter the DP300 IP address in the address box of a browser and press **Enter**. The login page of the DP300 web interface is displayed, as shown in [Figure 5-3](#).

 NOTE

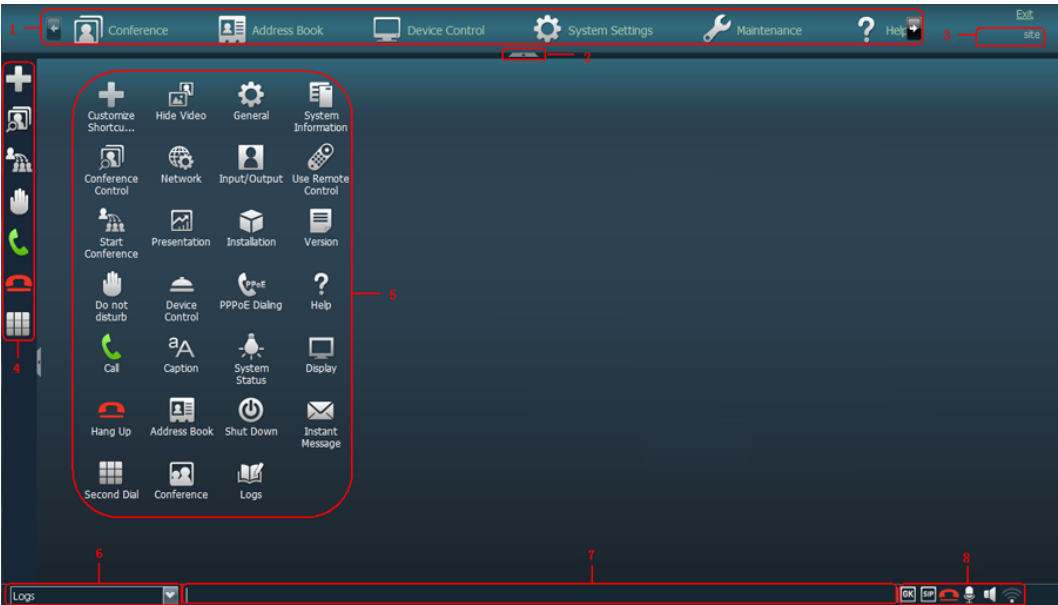
You need to enter **User name** and **Password** on the login page of the DP300 web interface, which can be obtained from the DP300 administrator.

Figure 5-3 Login page of the DP300 web interface



Click **Log In**. The home page of the DP300 web interface is displayed, as shown in [Figure 5-4](#).

Figure 5-4 Home page of the DP300 web interface



- | | | | | | | | |
|---|------------------------------------|---|--------------------------|---|------------------------------|---|--------------|
| 1 | Area for displaying your site name | 2 | Menu bar | 3 | Expand/Collapse button | 4 | Shortcut bar |
| 5 | Desktop icons | 6 | Area for displaying logs | 7 | Area for displaying messages | 8 | Status icons |

NOTE

To ensure data security, after accessing the DP300 web interface, close the browser and delete browser caches.

For more information about web interface operations, click  and click  on the DP300 web interface to view the help.

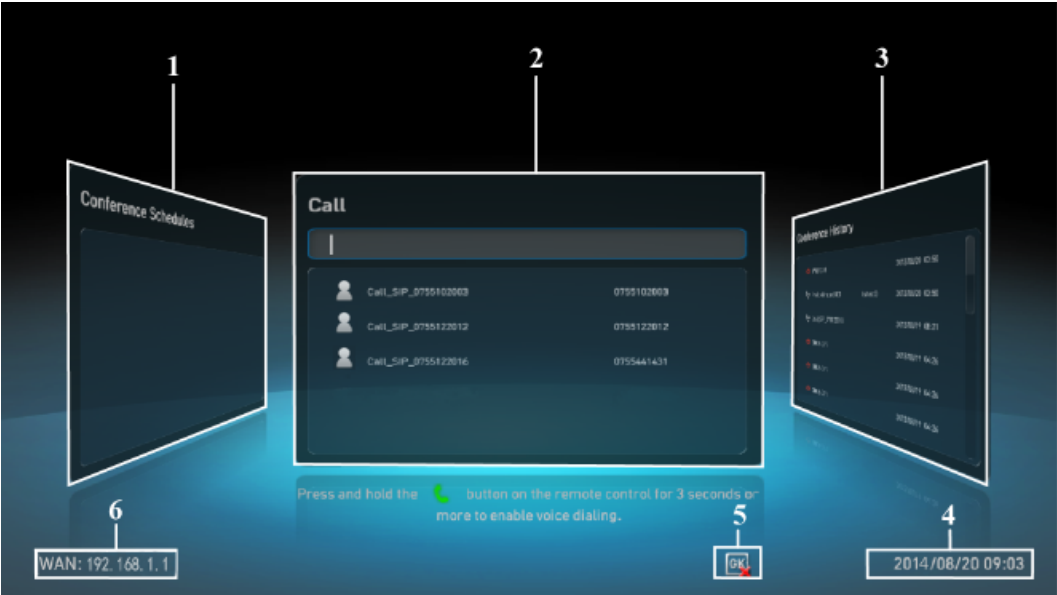
5.3 Understanding the Remote Control Screen

You can manage devices, configure the system, maintain the DP300, and initiate conferences on the remote control screen. Before using the remote control screen, get familiar with its functions.

Conferencing Screen

After the DP300 switches to the videoconferencing mode, press any key on the remote control to access the conferencing screen. The conferencing screen, as shown in the following figure, appears after the startup. All call operations are completed on the conferencing screen.

Figure 5-5 Conferencing screen



1	Conference Schedules screen	2	Call screen	3	Conference History screen
4	System time	5	Status icons	6	Local IP address/Site number

- To access the conferencing screen, press  or  on the remote control.
- To move section 1, 2, or 3 to the middle, press the left or right arrow key on the remote control. A section moved to the middle can be operated on the remote control.

Menu Screen

To access the menu screen, press  on the remote control. The menu screen displayed, as shown in [Figure 5-6](#). To select menu items, press the up and down arrow keys on the remote control.

Figure 5-6 Menu Screen



- To hide the option bar, press  or  on the remote control. To show the option bar, press  on the remote control.
- Select  from the option bar and press **OK** on the remote control. On the **Customize Option Bar** screen that is displayed, you can move upward and downward, hide, or display icons on the option bar. You need to enter the password of the remote control administrator to access the **Customize Option Bar** screen. You can obtain the password from the remote control administrator.
- Select **Advanced** from the option bar and press **OK** on the remote control. On the **Advanced** screen that is displayed, you can configure the endpoint. By default, you do not need to enter any password to access the **Advanced** screen. You need to enter the password of the remote control administrator to access the **Settings** screen from the **Advanced** screen and  on the option bar. If the remote control administrator has selected **Encryption advanced settings** on the **Advanced > Settings > Security > Password** screen, you need to enter the password of the remote control administrator to access the **Advanced** screen and  on the option bar, but do not need to enter any password to access the **Settings** screen.
- If the password of the remote control administrator is empty, you can access all screens without entering any password.

6 Initiating a Conference

You can answer a call, initiate a point-to-point or multipoint conference on the conferencing screen.

6.1 Initiating a Point-to-Point Conference

You can initiate a point-to-point conference by placing a call to a remote site on the conferencing screen.

Using the Name, Number, or IP Address of a Remote Site

- Step 1** Tap  to display the **Call** screen.
- Step 2** In the text box, enter the name, IP address, or number of the site you want to call.
- Step 3** Tap .
- End

Using the Address Book List

- Step 1** Tap  to display the **Call** screen.
- Step 2** From the address book list on the **Call** screen, select the site you want to call.
- Step 3** Tap .
- End

From the Conference History Screen

The conference history contains the records of conferences your endpoint initiated or attended and sites your endpoint placed calls to or received calls from.

- Step 1** Tap  to display the **Call** screen.
- Step 2** From the **Conference History** screen, select a conference.
- Step 3** Tap .
- End

Tap  to display the main menu. Tap  and choose **Advanced > Settings > Address Book > Conference History**. Then perform either of the following:

- To delete a conference, select  next to the conference.
- To save the sites involved in a conference to the address book, select  next to the conference.
- To edit a conference, tap the conference to access the edit site screen.

6.2 Initiating a Multipoint Conference

You can initiate a multipoint conference using the MCU or built-in MCU.

Background

- **MCU:** As an indispensable component in a multipoint conference, the MCU is responsible for multiple functions, such as site access, video exchange, audio mixing, data processing, and signaling interaction.
- **Built-in MCU:** With the built-in MCU feature, when initiating a conference, the DP300 can work independently, without involving the other components on the videoconferencing network in conference scheduling. A DP300 with the built-in MCU function can initiate a multipoint conference by implementing functions such as site access, video exchange, audio mixing, data processing, and signaling interaction. In this case, the DP300 functions as a mini MCU. To provide the built-in MCU function, the DP300 requires a specified license. Contact Huawei post-sales engineers to purchase the license.

The DP300 built-in MCU supports the access from four HD video sites and three audio-only sites simultaneously in a non-encrypted conference and the access from four HD video sites simultaneously in an encrypted conference.

Initiating a Multipoint Conference Using the MCU



NOTICE

Before initiating a conference, add the participants to the address book and register the GK server on the DP300 web interface, then choose **System Settings > Conference > Normal** and set **Multipoint call mode** to **Hold call** or **OFF**.

NOTE

See related chapters in *HUAWEI DP300 Desktop Presence V500R002C00 Administrator Guide* to perform the following operations:

- Add participants to the address on the DP300 web interface by referring to section "Managing the Local Address Book".
- Register the GK server by referring to section "Setting H.323 Parameters".
- The default settings of the conference parameters apply to most multipoint conferences. If you have special requirements, you can set the conference parameters by referring to section "Creating a Temporary Conference".

Step 1 Tap  to display the **Call** screen.

Step 2 From the **Conference Schedules** screen, select  **Create Conference**.

Step 3 Add sites by selecting any of the following options:

- **All Sites:** indicates the sites recorded in the local and network address books. If you select this option, choose the desired sites from the displayed site list or search the list for the desired sites.

- Others: If you select this option, search for the desired sites by entering their IP addresses, names, or numbers when initiating a multipoint conference.

Step 4 (Optional) Tap **Advanced**, set the conference parameters.

Step 5 Tap **Call** to initiate a multipoint conference.

- Tap **View Selected** to select sites and place calls to them.
- Tap **Schedule Conference** to schedule a conference and specify its start time and duration.

----End

Initiating a Multipoint Conference Using the Built-in MCU



NOTICE

Before initiating a multipoint conference using the built-in MCU, enable the built-in MCU



function, that is, Tap  and choose **Advanced > Settings > Conference > Normal** and set **Multipoint call mode** to **Built-in MCU** or **AUTO**.

There are two methods for initiating a multipoint conference using the built-in MCU. One is the same as that described in [Initiating a Multipoint Conference Using the MCU](#). The following describes the other method and assumes that you want to invite sites A, B, and C to a multipoint conference on a DP300 with a built-in MCU.

Step 1 Tap  to display the **Call** screen.

Step 2 On the **Call** screen, select site A from the address book or enter the name, IP address, or number of site A in the text box.

Step 3 Tap .

Step 4 Repeat [Step 2](#) through [Step 3](#) to call sites B and C in turn.

----End

6.3 Joining a Conference

You can join a conference by answering a call or entering the conference access code.

Answering a Call

You join a conference after answering a call on the endpoint. You can configure the endpoint to answer a call automatically or manually by setting **Answer Mode**. By default, this parameter is set to **Manual**. The differences between the two answer modes are as follows:

- If you set **Answer Mode** to **Answer call automatically** and the endpoint is not in use during a conference, the endpoint automatically answers the call.
- If **Answer Mode** is set, the endpoint displays a notification when receiving a call from a remote site. You can use the touchscreen to answer or reject the call.

If the local site, for which the built-in MCU has been enabled, receives calls from several remote sites simultaneously, choose to answer one, several, or all calls from the call list.

Joining a Conference by Entering the Conference Access Code

Before joining a conference, obtain the conference access code and password from the site that initiates the conference.

Step 1 Tap  to access the conferencing screen.

Step 2 In the text box, enter the access code of the conference.

Step 3 Tap .

If the conference is password-protected, the DP300 plays an interactive voice response (IVR), asking you to enter the password. Tap the password input box to display the main menu at the

bottom. Then tap , enter the password, and press # to join the conference.

If the conference is not password-protected, you join the conference automatically.

NOTE

If you enter a character incorrectly, tap clear button to clear the characters that have been entered and enter the password again.

----End

6.4 Using the Voice Dialing Function

With voice dialing, you can initiate or join a conference by speaking a site or conference name.

Prerequisites

To enable the endpoint to correctly recognize a site or conference, pay attention to the following:

- Use standard pronunciation and avoid regional accents.
- The content you speak must be the same as the name of the site you want to call or the conference you want to join. Voice dialing does not support searches by keywords or approximate string matching.
- Voice dialing applies only to the following types of sites and conferences:
 - : indicates a single site defined in the address book. A site name can contain a maximum of 64 characters, excluding special characters such as @, #, and %.
 - : indicates an ongoing conference.
 - : indicates a favorite conference.

Background

After you speak the name of a site or conference, the endpoint searches the address book, favorite conference list, and ongoing conference list and initiates a call based on search results.

The endpoint can recognize words, letters, digits, and combinations of words or letters with digits.

Procedure

Step 1 Tap  and tap .

The **Please speak.** dialog box is displayed.

Step 2 Speak the full name of a site or conference within 3 seconds.

For example, if a site name is Beijing area, you must speak Beijing area to call the site. If you speak Beijing or area, the endpoint will not initiate a call to the site.

Recognizing... is displayed.

- If the endpoint finds only one matching record, it directly initiates a call.
- If the endpoint finds two or more matching records, you must select one and Tap  to initiate a call.

---End

Example

A site named Beijing area is newly defined on the endpoint. The conference schedules list includes a conference named Sales regular meeting in Beijing area and a conference named Beijing area. When you speak Beijing area to the endpoint, the newly defined site record and the two records in the conference schedules list are displayed. Select the desired record and Tap  to initiate a call.

If a site or conference name is a number, such as 9050, you can speak the digits 9, 0, 5, and 0 in turn or nine thousand and fifty to initiate a call.

6.5 Controlling a Conference

In a multipoint conference, you can request chair control rights and manage video and audio of sites.

Background

Conference control functions supported in a multipoint conference initiated using the MCU (such as the VP9660) are different from those in a multipoint conference initiated using the built-in MCU, conference control functions of multipoint conference initiated using the MCU are described in [Table 6-1](#), conference control functions of multipoint conference initiated using the built-in MCU are described in [Table 6-2](#).

Table 6-1 Conference control functions (Initiated Using the MCU)

Chair Site	Non-chair Site
View Site, Call Site, Add site, Delete Site, Disconnect Site, Broadcast Site, End Conference, Set Continuous Presence, Mute/Unmute Speaker, Mute/Unmute MIC, Voice Activation, Lock Presentation, Extend Conference, Revoke Presentation, Discussion, Give Floor, Site Requesting Floor, Release Chair, and Control Recording	Request Chair, Request Floor, View Site and Revoke Chair NOTE A site can use the revoke chair function only when it is the site that initiates a conference but not the chair site.

Table 6-2 Conference control functions (Initiated Using the Built-in MCU)

DP300 to Which the Built-in MCU Belongs	Chair Site	Non-chair Site
Enable Chair control, Disable Chair control, Lock Conference, Conference Video Layout, End Conference, and Control Recording	Release Chair, Add Site, Delete Site, End Conference, Conference Video Layout, and Control Recording	Request Chair

For details about how to use all conference control functions, see section "Controlling a Conference" in the *HUAWEI DP300 Desktop Presence V500R002C00 Administrator Guide*.

User-defined conference control function items can be displayed on the remote control screen, rather than on the touchscreen. If you want to display more conference control function items on the remote control screen, choose **Advanced > Settings > Display > Personalize > Select conference controls**, select the conference control function items to be displayed on the **Conference control** screen, and select **Save**.

 NOTE

The password of the administrator is required to access the **Settings** screen. You can obtain the password from the administrator.

Accessing the Conference Control Screen

In a multipoint conference, you can access the conference control screen in either of the following ways:

- Tap , then tap .
- Slide to the left or right to display the conference list window. On the top of the window, tap the left or right arrow to display the conference control screen.

On the conference control screen, presentation and local site video are displayed in panes. In a multipoint conference held by the MCU, continuous presence is also displayed on the conference control screen in panes. Click a video pane and select a conference control operation.

The conference control function items are displayed at the bottom of the conference control screen. You can slide to the left or right to display more conference control function items.

View Site

In a multipoint conference held by the MCU, you can view presentation and local site video in panes on the conference control screen. You can also view presentation, local or remote site video, or continuous presence in full-screen mode.

Tap the content that you want to display in full-screen mode, and tap .

Request Chair

More conference control rights are available on the chair site than those available on a non-chair site.

This function of requesting chair control is available to non-chair sites only and can be successfully implemented only when no chair site exists in the conference.

Audio-only sites cannot request chair control rights.

Step 1 Tap **Request Chair** on the **Conference control** screen.

Step 2 Enter the chair password.

Obtain the chair password from the SMC administrator or the site that initiates the conference.

----End

Add Site

After a conference starts, the chair site can still add sites into the conference. If a site is successfully added to the conference, the site becomes a participant in the conference.

Step 1 Tap **Add Site** on the **Conference control** screen.

Step 2 Select **Add Site**.

- add all sites: add all sites from the **All Sites** list (address book).
- add temporary sites.

----End

Release Chair

The chair site uses this function to release chair control rights. Other sites can request chair control rights only after chair control rights are released.

Tap **Release Chair** on the **Conference control** screen.

Voice Activation

The voice activation function is used during ongoing discussions in the conference. The site with the loudest voice is viewed by the other sites in the conference.

You can select the sensitivity based on experience after enabling the voice activation function.

- The videoconferencing system sets a threshold based on the sensitivity selected. If the volume of one or multiple sites exceeds the threshold, the video of the site with the highest volume is broadcast.
- If no site exceeds the threshold, the conference status remains unchanged.

Disabling Voice Activation: Tap **Voice Activation** and select **Disable**.

Extending a Conference

If a conference is not likely to be complete by the scheduled time, the chair site can extend the conference using the Extend Conference function.

Before extending a conference, you must ensure that the videoconferencing resources and your account balance are sufficient. Extend the conference by 30 minutes at most at a time.

Step 1 Tap **Extend Conference** on the **Conference control** screen.

Step 2 Set the extension time, and tap **OK**.

----End

Discussion

The chair site can enable the discussion function as required to cancel certain ongoing conference control operations.

This **Discussion** function is used to cancel the following operations performed by the chair site:

- Broadcast site
- Mute Speaker
- Mute Microphone
- Give floor

The discussion function provides the following features:

- Audio: The microphones of all the sites are not muted and the sounds of all the sites are mixed and then broadcast to every site.
- Video: The video viewed by each site remains unchanged and each site can view the video of any other site.

Lock Presentation

During a conference, the chair site can lock the presentation sharing right of a single site or the entire conference.

NOTE

Before using this function, ensure that the MCU and service software used with your DP300 support this function.

- Locking site presentation: Tap the video pane of a site, and tap . When the chair site locks the presentation rights of a site, only that site can share presentations.
- Locking conference presentation: Tap **Lock Conference**. After the chair site locks the conference presentation for a conference, a site can share its presentation when no other site in the conference is doing so. After the site shares its presentation, all the other sites are not allowed to share presentation.
- The chair site can unlock the presentation sharing right of a site or a conference.

Revoke Presentation

After the presentation token is revoked from the chair site, the presentation being shared stops.

Tap **Revoke Presentation** on the **Conference control** screen.

Request Floor

If a non-chair site wants to speak during a conference, the site can request the floor from the chair site.

The **Request Floor** operation is available when a chair site exists in the conference. After a site requests the floor, the request is submitted to the chair site. Then the chair site can determine whether to give the floor to the site.

- If the chair site gives the floor to the site, the site is broadcast and the microphones of all the other non-chair sites are muted.
- If the chair site does not give the floor to the site, the conference status remains unchanged.

Sites Requesting Floor

The chair site can use this function to view the sites that are currently requesting for the floor. During a conference, if a non-chair selects **Request Floor**, the site is added to the list of sites requesting for the floor. The chair site can select a site from the list to give the floor to the site. Then the site is broadcast and the microphones of all the other sites (except for the chair site) are muted.

The list of sites requesting for the floor is cleared after the chair site gives floor to a site.

Give Floor

The chair site can give the floor to a site and mute all the other sites by performing the **Give floor** operation. If the chair site uses the **Give floor** function to give the floor to a site, the video and audio of this site are broadcast and the microphones of all the other sites except for the chair site are muted.

The chair site taps the video pane of a site and tap  from the conference function items that are displayed.

To exit the **Give floor** mode, select **Discussion** on the chair site.

Broadcast Site

The chair site can broadcast any non-audio-only site, including the chair site itself, or broadcast multiple sites in turn.

All the sites (except for the broadcasting site) are forced to view the broadcasting site.

The chair site taps the video pane of a site and tap  from the conference function items that are displayed.

To stop broadcasting a site, perform **Stop Broadcasting** or **Discussion** operation.

After the chair site stops broadcasting a site, all the sites in the conference can view any other site. **Stop** is available when there is a broadcasting site in the conference.

Muting or Unmuting the Microphone

After a chair site has muted the microphone of a site, the other sites in the conference cannot hear the site. To enable the site to be heard, unmute the microphone of the site.

On the **Conference control** screen, select a site. Then you can mute or unmute the microphone of the site based on the following relevant status icons:

- : indicates that the microphone of the site is not muted. You can tap the icon to mute the microphone.
- : indicates that the microphone of the site is muted. You can tap the icon to unmute the microphone.

Mute/Unmute Speaker

After a chair site has muted the speaker of a site, the site cannot hear the current conference. To enable the site to hear the conference, unmute the speaker.

On the **Conference control** screen, select a site. Then you can mute or unmute the speaker of the site based on the following relevant status icons:

- : indicates that the speaker of the site is not muted. You can tap the icon to mute the speaker.
- : indicates that the speaker of the site is muted. You can tap the icon to unmute the speaker.

Continuous Presence

The continuous presence function is used to display the videos of two or more sites on the same monitor simultaneously. The number of sites whose videos are displayed and the layout of the videos vary according to continuous presence modes.

NOTE

This function is available only when continuous presence resources have been reserved for the conference.

Step 1 Tap **MutiPicture** on the **Conference Control** screen as the chair site, and tap  to set continuous presence.

You can also tap  >  to set continuous presence.

Presentation and continuous presence are displayed on the screen.

Step 2 Select the desired layout.

Step 3 Tap the video of a site, and tap a pane of continuous presence. The site video is displayed in the pane.

If a site already exists in the pane, the site will be displaced by the site you newly select.

Step 4 Tap **View** to view continuous presence in full-screen mode.

You can also tap **Broadcast** to broadcast continuous presence to all sites.

----End

Conference Video Layout

This function is used to set the view displayed to all sites.

On the **Conference control** screen, tap **Conference Video Layout** and select the conference video layout.

- **Voice activated, full screen:** The remote sites view, in full screen, the video of the site that generates the loudest volume.
- **Voice activated, in panes:** The remote sites view continuous presence, with the main pane displaying the video of the site that generates the loudest volume.
- **Bisect:** The remote sites view, in bisect mode, the videos of the other sites. The site that generates the louder volume is highlighted. A presentation will not be displayed in this layout.
- **Fixed site, full screen:** The remote sites view, in full screen, the video of a specified site. To view a site in full screen, select it in the site list.
- **Fixed sites, in panes:** The remote sites view continuous presence, with the main pane displaying the video of a specified site. To add a site to the main pane, select it in the site list.

NOTE

After you set this parameter, the viewed site views other sites in full screen or continuous presence mode.

Disable Chair Control

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

On the **Conference Control** screen, tap **Disable Chair Control** and confirm as prompted.

Enable Chair Control

Other sites can request chair control rights only after chair control is enabled.

On the **Conference Control** screen, tap **Enable Chair Control** and confirm as prompted.

Lock Conference

After the **Lock Conference** operation is performed, the DP300 whose built-in MCU is being used can call other endpoints to join the conference, but other endpoints cannot attend the conference by calling that DP300. To enable other endpoints to attend the conference by calling that DP300, perform the **Unlock Conference** operation.

On the **Conference Control** screen, tap **Lock Conference** and confirm as prompted.

Recording a Conference

When a recording server is configured and the multipoint conference supports and has enabled network recording, the chair site can start or pause conference recording.

NOTE

To ensure rights of participants, read the instructions and suggestions for using recording products in the latest HUAWEI RSE6500 Security Maintenance before using the products.

On the **Conference Control** screen, tap **Control Recording** to display the **Control Recording** dialog box and start recording the conference.

Tap  on the main menu, and tap  to display the **Control Recording** dialog box and start recording the conference.

Placing a Call

This function is used to place a call to a site that is not present in the conference. The site joins the conference after answering the call.

Tap the video pane of a site, and tap  to call the site.

NOTE

If the conference is charged, the resources of the videoconferencing system and your account balance determine whether the called site can join the conference properly.

To call all absent sites included in the conference site list into the conference, click **Call All**.

Disconnect Site

The chair site can disconnect a participating site from the conference. After the disconnection, the site exits the conference automatically.

Step 1 On the **Conference control** screen, tap the video pane of a site.

Step 2 Tap  and confirm as prompted.

After a site is disconnected, the site still belongs to the conference but is marked with . The chair site can tap the site video, and tap  to call the site again.

----End

Delete Site

During a conference, the chair site can delete a site that has joined the conference or is not present in the conference.

After being deleted, the site is not associated to the conference anymore and is not included in the site list. To enable the site to join the conference again, the chair site needs to add the site to the conference by performing the **Add Site** operation, and then the system will place a call to the site.

Tap the video pane of a site, and tap  to delete the site.

End Conference

If a conference is complete before the scheduled time, the chair site can end the conference in advance by selecting **End Conference**.

During a conference, the chair site can tap **End Conference** on the **Conference Control** screen, and then select **End Conference** to end the conference immediately.

6.6 Using the Presentation Sharing Function

With presentation sharing, you can connect a computer to your endpoint and share contents stored on the computer. Remote sites can view your video and the desktop contents of the computer.

Prerequisites

The endpoint has been connected to the presentation source.

- Wired connection
The video output port of the presentation source is connected to the DP300 VGA IN port using a VGA cable.
- Air content sharing client

1. (Optional) In the address box, enter the endpoint IP address and press **Enter**.
2. (Optional) In the upper left corner of the Web login page, click **Download Air Content Sharing Client** and install the client as prompted.

The  icon of the air content sharing client is displayed on the desktop when the installation is complete.

If this is the first time you are installing the air content sharing client, you must restart your computer before you can use it.

3. Double-click .
4. Double-click the endpoint to connect, or enter the endpoint IP address and click **Connect**.
5. In the displayed dialog box, enter the password and click **Connect**.

You can obtain the password from the administrator.

 NOTE

Alternatively, ignore the dialog box and watch for the message **An air content sharing source device requests to connect to your endpoint. Accept?** that will be displayed on the DP300 touch panel UI. When the message is displayed, tap **Accept**. The client then successfully connects to the endpoint without any passwords.

Procedure

Tap  and select **Presentation shared**.

6.7 Using the Text Camera

In a conference, you can show the document on your conference table to the remote site.

Pull out the text reflector. It pushes files at the conference table onto the local display. Then the files replace local video images to be displayed on the screen of the remote site.

6.8 Connecting the Bluetooth Headset

The Bluetooth headset can be connected to the DP300. Then you can hear participants in remote sites from the Bluetooth headset.

The recommended Bluetooth headset brands are Samsung, Jabra, and Plantronics.

Step 1 Tap  >  >  to access the application window.

Step 2 Tap  to access the Bluetooth headset window.

Step 3 Select **Enable Bluetooth** and tap  to scan, match, and connect to the Bluetooth headset.

After the Bluetooth headset is connected, its status icon  is displayed in the upper right corner of the touchscreen.

----End

6.9 Connecting to the Wireless Microphone

The DP300 can be connected to the wireless microphone VPM220W to enhance voice quality for conference sites.

Prerequisites

The Wi-Fi hotspot, DHCP server, and VPM220W have been enabled on the DP300 web interface. For details, see "Setting Wi-Fi Parameters" in the *HUAWEI DP300 Desktop Presence V500R002C00 Administrator Guide*.

Procedure

Step 1 Press the power button of the microphone to power it on.

Step 2 Tap  >  >  to access the application window.

Step 3 Tap .

The DP300 automatically scans the wireless microphone.

Step 4 Tap and hold the button in the center of the microphone.

If this is the first time the microphone is powered on or if the Wi-Fi settings have been changed, tap and hold the button in the center of the microphone for 3 seconds or more.

Step 5 Confirm the settings as prompted.

----End

6.10 Adjusting the Volume at Your Site

You can tap the volume adjustment button in the lower right corner of the display to adjust the sound heard by the local site.

- Tap  in the lower right corner of the display to decrease the volume. If the volume is adjusted to the lowest, the local speakers are muted.
- Tap  in the lower right corner of the display to increase the volume.

NOTE

Changing the volume affects only the sound you hear at your site.

6.11 Muting or Unmuting the Microphone at Your Site

After you have muted the microphone at your site, the other sites in the conference cannot hear your site. To reverse that, unmute the site microphone.

You can mute or unmute the microphone at your site in either of the following ways:

- Tap  in the lower right corner of the display.
- Tap  on the main menu, and tap .

If the system comes with a VPM220W wireless microphone array, press the power button of the microphone to power it on.

If this is the first time the microphone has been powered on or if the Wi-Fi settings have been changed, tap and hold the button in the center of the microphone for 3 or more seconds or more. In the displayed dialog box on the screen, select **OK** and tap **OK**.

When the microphone is powered on, the indicator is on.



NOTE

The microphone referred to in the section is the local microphone. The microphone referred to in [6.5 Controlling a Conference](#) is the microphone of any site in a conference. If the chair site mutes a site's microphone, other sites cannot hear that site until the chair site unmutes that site's microphone.

6.12 Selecting and Controlling a Camera

Select local and remote video sources and control the local and remote cameras to obtain the desired view.



NOTE

When the DP300 serves as a remote site, its camera does not support Far-End Camera Control (FECC). That is, its camera cannot be controlled by other sites.

6.12.1 Selecting a Camera

To control a local or remote camera, select the camera first.

If the DP300 is not in a conference, you can select only local cameras. After the DP300 joins a conference, you can select both local and remote cameras.

If an endpoint connects to more than one cameras locally, you can choose to view a local video on one display or view multiple local videos in multi-view mode on one display.

Prerequisites

- Ensure that **Video Source Management** has been enabled. For details, see **Configuring Video Input** in the *HUAWEI DP300 Desktop Presence V500R002C00 Administrator Guide*.
- For details about video input and output capabilities and parameters, and the procedure for setting the multi-view mode, see **Setting Video Parameters** in the *HUAWEI DP300 Desktop Presence V500R002C00 Administrator Guide*.

Procedure

Step 1 Tap , and tap  to access the camera control screen.

Step 2 Tap  to switch between local and remote cameras.

Step 3 Tap  to select a local or remote camera or multi-view.

----End

6.12.2 Adjusting the Focal Length

By adjusting the focal length of local and remote cameras, you can control the cameras to zoom in or out.

Step 1 Tap  and tap .

 NOTE

- Tap  to toggle between local and remote cameras. The text in the upper left corner indicates the camera that is currently being controlled (local or remote).
- You can control the local camera only on the local camera control screen. Similarly, to control a remote camera, you must switch to the remote camera control screen.
- You can switch between the local camera control screen and remote camera control screen only in a conference.

Step 2 Tap  and adjust the focal length of local and remote cameras as required.
Swipe and pinch on the touchscreen or adjust the focal length to zoom in and out on video images.

----End

6.12.3 Controlling the PTZ

You can control pan, tilt, and zoom (PTZ) actions for a local or remote camera.

Procedure

Step 1 Tap  and tap .

 NOTE

- Tap  to toggle between local and remote cameras. The text in the upper left corner indicates the camera that is currently being controlled (local or remote).
- You can control the local camera only on the local camera control screen. Similarly, to control a remote camera, you must switch to the remote camera control screen.
- You can switch between the local camera control screen and remote camera control screen only in a conference.

Step 2 On the camera control screen, perform any of the following:

- Tap , , , or  on the remote control to turn the camera lens.
- Tap  and tap  to zoom in or  to zoom out.

 NOTE

On the camera control screen, slide up or down or slide to the left or right to adjust the lens direction.

----End

Follow-up Procedure

You can restore a local or remote camera to its default position as follows: Go to the camera

control screen. Tap . Then follow the onscreen instructions.

6.12.4 Saving Camera Presets

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

If a camera supports PTZ functions, you can create and save a maximum of 6 remote camera presets. A camera preset remains valid until it is deleted or changed.

NOTE

- DP300 do not support preset-related operations on the local site.
- When the remote site is also a DP300, the preset-related operations are unavailable.

Table 6-3 lists camera preset specifications.

Table 6-3 Camera preset specifications

DP300	Number of Camera Presets	Whether Data Is Lost After Restart
Remote	Dynamically adjustable, up to 6	Yes

Saving a Camera Preset

A camera preset stores the camera PTZ settings.

If you select a preset number that has already been saved as another preset, the new camera preset replaces the exiting one.

To save a camera preset:

- Step 1** Tap , and tap  to access the camera control screen.
- Step 2** Adjust the remote camera. For details, see [6.12.2 Adjusting the Focal Length](#) and [6.12.3 Controlling the PTZ](#).
- Step 3** Select **Save Preset**.
- Step 4** Select a number on the **Save as Camera Preset** screen to save the preset to the selected number.

NOTE

After a preset for a remote camera is saved, the present is displayed as an icon. For example, if you save a preset for a remote camera to number 1,  is displayed.

----End

Moving a Camera to a Preset

If you have saved camera presets to the DP300, you can press a preset number to apply that preset to the camera.

To move a camera to a preset:

- Step 1** Tap , and tap  to access the camera control screen.
- Step 2** Select **Switch Preset**.
- Step 3** Select a camera preset number and tap **OK** to apply that preset to the camera.
- End

Deleting a Camera Preset

To delete a camera preset, select the preset number and tap .

6.13 Switching Between Screen Layouts

By adjusting the screen layout, you can view multiple videos on the same display device.

Tap  on the main menu to display the layout setting screen shown in [Figure 6-1](#), and select your desired layout.

Figure 6-1 Screen layout example (using the main menu)



If the local site has been connected to a presentation source and the remote site has joined the conference or has sent presentation successfully, pinch on the touchscreen to display the layout setting screen, as shown in [Figure 6-2](#).

Figure 6-2 Screen layout example (by pinch)



Select a layout. The screen displays the panes defined by the layout. Double-tap a pane to display it in full-screen mode. Double-tap the full-screen pane to return to the layout setting screen. Then you can change the layout.

To set a PiP layout, directly select one on the layout setting screen, or perform as follows:

Tap and hold the PiP video until transparent boxes are displayed in the other three corners of the touchscreen. Tap any other box to move the PiP video into it.

Figure 6-1 and **Figure 6-2** is for your reference. Icons displayed in the rectangle vary according to endpoint status. For example, the local presentation icon  and the remote presentation icon  are displayed only when the following conditions are met:

- A presentation source is connected to your site. When this happens, the icon for the local presentation  is displayed.
- Your site receives a presentation shared by a remote site. When this happens, the icon for the remote presentation  is displayed.

The icon for the local presentation disappears if the local presentation source is disconnected from the endpoint. The icon for the remote presentation disappears if the remote presentation sharing stops.

6.14 Holding a Call

If you receive a call or want to call another site in a point-to-point conference, you can perform call hold operations.

Prerequisites

Tap  and choose **Advanced > Settings > Conference > Normal** and set **Multipoint call mode** to **Hold call**.

 **NOTE**
The password of the administrator is required to access the **Settings** screen. You can obtain the password from the administrator.

Procedure

Scenario 1: You are in a point-to-point conference with site B, and site C calls you. The dialog box shown in **Figure 6-3** is displayed.

Figure 6-3 Call handling dialog box 1

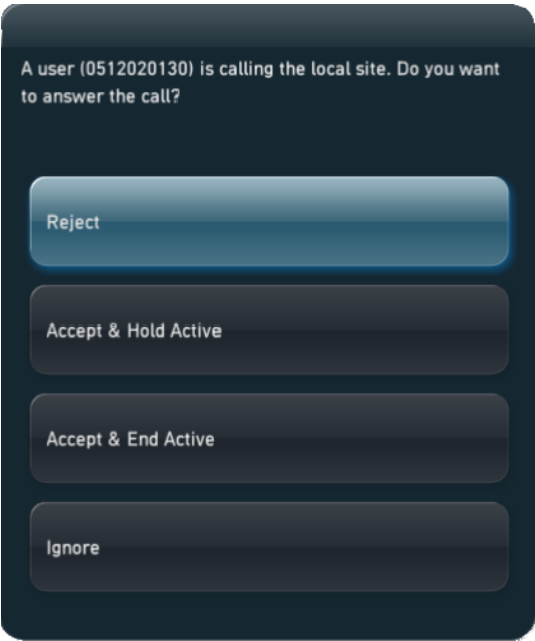


Table 6-4 Operations available in scenario 1

Press...	To...
Reject	Reject the incoming call and continue the current point-to-point conference.

Press...	To...
Accept & Hold Active	Answer the incoming call and place the current point-to-point conference on hold. NOTE After performing this operation, tap , then tap , and perform any of the following operations: ● Resume the conference call placed on hold and place the active call on hold. Tap the site marked by . ● Place the active call on hold. Tap the site marked by . ● Disconnect a site. Select the site to disconnect and tap .
Accept & End Active	Answer the incoming call and end the current point-to-point conference.
Ignore	Ignore the incoming call and close the call handling dialog box.

Scenario 2: You are in a point-to-point conference with site B and call site C. The dialog box shown in [Figure 6-4](#) is displayed.

Figure 6-4 Call handling dialog box 2

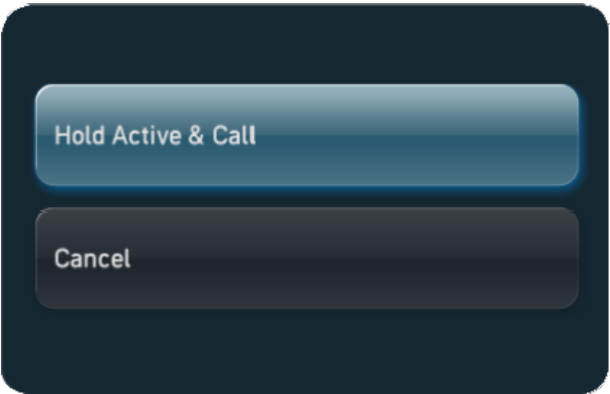


Table 6-5 Operations available in scenario 2

Press...	To...
Hold Active & Call	Place the current point-to-point conference on hold and call site C. NOTE After performing this operation, tap , then tap  and perform any of the following operations: - Resume the conference call placed on hold and place the active call on hold. Tap the site marked by . - Place the active call on hold. Tap the site marked by . - Disconnect a site. Select the site to disconnect and tap .
Cancel	Cancel calling site C.

6.15 Enabling the Do Not Disturb Function

If you do not want to be disturbed by incoming calls, you can enable the Do Not Disturb function. After that, no incoming call will be received at your site, and remote sites will be notified that your site is busy when calling you.

Step 1 Tap  on the main menu.

Step 2 Enable or disable the DND function.

After the DND function is enabled, its status icon is displayed in the upper right corner of the touchscreen.

----End

6.16 Hiding the Local Video

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

Step 1 Tap  >  >  to access the application window.

Step 2 Tap  to enable or disable the function of hiding the video of your site.

After the function of hiding the video of your site is enabled, the video hiding status icon is displayed in the upper right corner of the touchscreen.

----End

6.17 Ending or Exiting a Conference

You can end or exit a conference.

Tap  on the remote control and follow the onscreen instructions to end the conference or exit the conference without interrupting the conference.

- In a multipoint conference, if the local site is not the chair site or the site that initiates the conference, you exit the conference when Tapping  on the remote control, without interrupting the conference.
- In a multipoint conference, if the local site is the chair site or if the local site is the site that initiates the conference but not the chair site, you need to choose between **End Conference** and **Exit Conference** when Tapping  on the remote control.
 - **End Conference:** The conference ends.
 - **Exit Conference:** You exit the conference without interrupting the conference.

NOTE

The **End Conference** operation described in [6.5 Controlling a Conference](#) is a conference control operation. If you are the chair site, the conference ends when you perform the **End Conference** operation, and you do not need to choose between **End Conference** and **Exit Conference** as described in this section.

7 Using the DP300 Display as the PC Monitor

The DP300 display can be used as the PC monitor, on which you can answer calls to join conferences.

7.1 Switching to the PC Mode

After switching to the PC mode, the DP300 works like a PC. The DP300's display functions as the PC's monitor, and its loudspeaker functions as the PC's external sound box.

If the DP300 works in videoconferencing mode, tap  in the right corner of the display to switch to the PC mode.

7.2 Answering a Call

In PC mode, the DP300 can answer calls to join conferences.

NOTE

Tap  on the main menu of touchscreen, choose **Advanced > Settings > Conference > Normal**, and set the call answering mode. If the call answering mode is set to **Manual**, you need to manually determine whether to answer a call. Otherwise, the DP300 automatically answers the call.

When receiving a call from a remote site, determine whether to answer the call as prompted. After answering the call, you join the conference.

When the local site that uses the built-in MCU receives calls from several remote sites simultaneously, you can determine to answer or reject all the calls. You can also switch the local site to the video conference mode and choose to answer calls from some or all remote sites.

7.3 Holding a Call

In PC mode, you can also place a call on hold.

Prerequisites

Tap  on the main menu of touchscreen, choose **Advanced > Settings > Conference > Normal**, and set **Multipoint call mode** to **Hold call**.

Procedure

The DP300 is in a point to point conference. When the local site receives a call from another remote site, you can place the active call on hold as prompted and answer the new call or directly reject the new call. The call hold function in PC mode works in the same way as that in the video conference mode. For the call hold procedure, see the "Scenario 1" part in [6.14 Holding a Call](#).

7.4 Adjusting the Video Position of a Remote Site

After joining a conference, you can adjust the video position of a remote site.

Prerequisites

You can adjust the video position of a remote site in a conference only after enabling the **Display PiP window in PC mode** function before the conference starts.

To enable the **Display PiP window in PC mode** function, proceed as follows:

Tap  on the touchscreen, choose **Advanced > Settings > Conference > Advanced**, and select **Display PiP window in PC mode**.

Procedure

After you join a conference, the remote site is displayed in the PiP window (in the lower right corner of the display by default).

Tap and hold the PiP video until transparent boxes are displayed in the other three corners of the display. Tap any other box to move the video of the remote site into it.

A Glossary

Numerics

2 x Common Intermediate Format (2CIF)	A video format with a resolution of 352 x 576 pixels and using progressive scanning.
2 x Source Input Format (2SIF)	A video format with a resolution of 352 × 480 pixels and using progressive scanning.
2CIF	See 2 x Common Intermediate Format .
2SIF	See 2 x Source Input Format .
4 x Common Intermediate Format (4CIF)	A video resolution of 704 x 576 pixels.
4 x Source Input Format (4SIF)	A video format with a resolution of 704 × 480 pixels and using progressive scanning.
4CIF	See 4 x Common Intermediate Format .
4SIF	See 4 x Source Input Format .

B

broadcast continuous presence	To force the participants in a conference to view the continuous presence set in the conference.
built-in MCU	A built-in unit of an endpoint, by using the built-in MCU, the endpoint can hold a multipoint conference that supports multiple functions, such as site access, video exchange, audio mixing, data processing, and signaling interaction.

C

CIF	Common Intermediate Format
captions	Text information that appear on video. During a conference, a site can add captions to the video sent by the local site. Users can add captions to the top, middle, and bottom areas of the screen.

chair site	A site that has chair control rights.
contacts	Users can save the information about the IP address, number, type, and bandwidth of a remote site to a contact.
D	
DIP switch	dual in-line package switch
G	
G.711	Audio codec standard (A-law or U-law) that uses pulse code modulation (PCM). Its data rate is 64 kbit/s.
G.722	Audio codec standard that uses adaptive differential pulse-code modulation (ADPCM). Its data rate is 48 kbit/s, 56 kbit/s, or 64 kbit/s.
G.728	Audio codec standard that uses low-delay code excited linear prediction (LD-CELP). Its data rate is 16 kbit/s.
H	
H.239	A standard recommended by ITU-T. It enables a video conference to have simultaneous transmission of both video and data content (for example, computer desktop).
H.263	A video codec standard for video conferences at low rates. Five formats are available, SQCIF, QCIF, CIF, 4CIF, and 16CIF.
H.264	Compared with H.263, H.264 can provide the same-quality video at half of the bit rate, with strong error resilience characteristics.
HD	high definition
HDMI	high definition multimedia interface
I	
IP	Internet Protocol
initiate a multipoint conference	To initiate a multipoint conference by making calls from the video terminal or by using the Multipoint Control Unit (MCU) or the resource manager of the videoconferencing system. A multipoint conference contains at least two sites.
M	
MCU	See multipoint control unit .
multipoint call	A site makes calls to multiple sites, to hold a conference that has multiple participants.
multipoint control unit (MCU)	Data connection equipment used in a videoconferencing system. An MCU is used for terminal access, video exchange, audio mixing, data processing, and signaling exchange.
P	
PC	personal computer
PIP	See Picture in Picture .

PPPoE	Point-to-Point Protocol over Ethernet
Picture in Picture (PIP)	The Picture in Picture (PIP) service enables users to view an additional video in an overlay window.
point-to-point call	A site makes a call to another site, to hold a conference that has two participants.
power off	An operation that switches off devices during upgrade or expansion.
power on	To start up a computer; to begin a cold boot procedure; to turn on the power
presentation	During a conference, the local site shares the content input from a computer with remote sites, such as an excel file, a diagram, or slides.
Q	
QoS	See quality of service .
quality of service (QoS)	A commonly-used performance indicator of a telecommunication system or channel. Depending on the specific system and service, it may relate to jitter, delay, packet loss ratio, bit error ratio, and signal-to-noise ratio. It functions to measure the quality of the transmission system and the effectiveness of the services, as well as the capability of a service provider to meet the demands of users.
S	
SIF	Source Input Format
SIP	Session Initiation Protocol
SSH	See Secure Shell .
Secure Shell (SSH)	A set of standards and an associated network protocol that allows establishing a secure channel between a local and a remote computer. A feature to protect information and provide powerful authentication function for a network when a user logs in to the network through an insecure network. It prevents IP addresses from being deceived and simple passwords from being captured.
streaming media	The media by which content is transmitted continuously with the streaming method in real time. Streaming media ensure high-quality playback effects at low bandwidth by integrating with the following technologies: data collection, data compression, encoding, storage, transmission, terminal playback, and network communication.
support	A frame used to support and fix a cabinet on the ESD floor. The support raises a cabinet above floor level, allowing cable access from underneath the cabinet.
T	
telepresence	The Huawei telepresence system provides users a comfortable videoconferencing environment in which they can have true-to-life and face to face remote conferences.
two-stage dialing	An operation that is performed when an extension number must be dialed during the process of making a call, forwarding a call, and initiating external appeal.
U	
UI	user interface

V

VGA variable gain amplifier

W

Wi-Fi See [Wireless Fidelity](#).

Wireless Fidelity (Wi-Fi) A short-distant wireless transmission technology. It enables wireless access to the Internet within a range of hundreds of feet wide.

X

XGA Extended Graphics Array