Tips on Using the Telepresence System

Welcome to the HUAWEI TP3106/TP3118S/TP3118 telepresence system (TP3106/TP3118S/TP3118 for short)! Used for HD videoconferencing. The telepresence system enables you to make eye contact and "shake hands" with remote conference participants.

The semi-circular table is designed to integrate with the remote table. The telepresence offers a comfortable conference environment and provides true, smooth meeting experience.

The telepresence room can also be used to hold local conferences as an ordinary conference room. During conferences, you can operate the touch panel and view presentations.
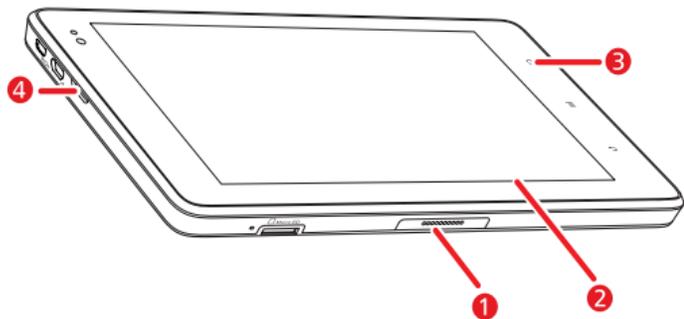
It is recommended that you read the following tips before you use the telepresence system to have the best conference experience:

To ensure that the video of primary participants is clearly and completely displayed, seat the primary participants in the first row of seats at the conference table and do not move their seats freely.

• Do not adjust devices, such as network devices or the camera, or power off the devices, unless necessary.
• Ensure that the touch panel does not get wet. Tap the touch panel gently.

The TP3106, TP3118S and the TP3118 provide the same functions. The only difference between them is the seat layout. This Quick Guide uses the TP3106 as an example.
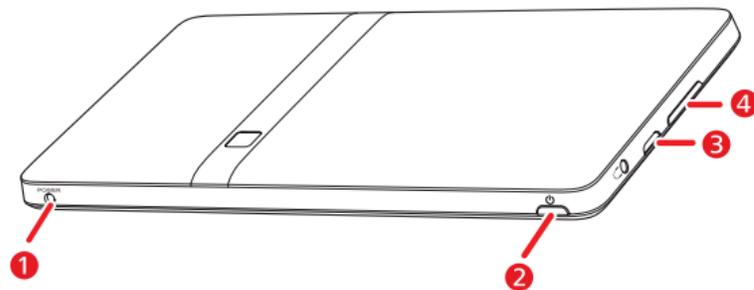
Appearance of the Touch Panel

1	Power interface	2	Display
3	Home button	4	Embedded speaker (not used for conference audio)

🔍

• To unlock the display, press the Home button, and slide your finger as prompted.

• To go to the home screen, press the Home button or the menu button, and tap 👥.

1	Power interface
2	Power key
3	Embedded speaker (not used for conference audio)
4	Volume Up/Down key (not used for conference audio)

Button	Function
⏻	Powers devices on or off.
🔊	Adjusts the local speaker volume.
🎤	Mutes or unmutes the local microphones.
📊	Displays the presentation control screen.
📇	Displays the records screen.
🖥	Displays the tabletop display control screen.
❓	Turns on tooltips or displays the help document.
✏	Displays the script list.
⚙	Sets conference parameters, customizes conference control options, and displays basic information.
⏺	Displays the recording screen.
▭	Turns on or off continuous presence.
🖵	Toggles between uni-screen and tri-screen.

Starting a Conference

Tap 📇 or 📞 to display the records screen. You can then start a conference from the favorite conferences, contacts, conference history, or keypad.

Answering a Call

Tap ⚙, and choose **Advanced Settings** > **Conference Settings** to set the answering mode to either of the following:

• **Auto:** This option is selected by default.

• **Manual**: If this option is selected, tap **Answer** to answer an incoming call.

Exiting or Ending a Conference

Tap 📞, and then **Exit Conference** or **End Conference** as required.

Viewing Video

• Before a conference, you can view the local video on the HD displays.

• During a conference, you can choose to view the local or remote video on the HD displays.

Switching the Screen Layout

Tap ▤ to switch the screen layout of HD displays from uni-screen to tri-screen. On the touch panel, drag a site to an HD display to view the site on the specific HD display. If the site is a tri-screen telepresence site, slide your finger left or right on the HD display to view video on another screen of that site.

If the screen layout is uni-screen, the three HD displays function as a whole and display a specific site.

Sharing Presentations

Step 1 Use a Video Graphics Array (VGA) cable to connect the VGA IN interface of a multi-functional socket to the video output interface of the presentation source, and use an audio cable to connect the AUDIO IN interface of the multi-functional socket to the audio output interface of the presentation source.

Step 2 Tap ▧.

Step 3 Tap **Share Presentation** that corresponds to the multi-functional socket to which the presence source is connected.

Tap **Stop Presentation** to stop sharing the presentation.

Viewing Presentations

You can view presentations from the tabletop or HD displays. By default, presentations are displayed on the tabletop displays.

Viewing Presentation on the Tabletop Displays

Do either of the following to open the tabletop displays and view presentations:

- Tap ▣ from the touch panel, and then **Open**.
- Press ▲ on the conference tabletop.

Viewing Presentations on the HD Displays

Tap ▦ corresponding to an HD display to view presentation on that HD display and the tabletop displays.

Viewing Picture in Picture

Tap ▣ to superimpose a picture in picture (PiP) window on the center HD display. Either video or presentation can appear in the main part of the display. The PiP window displays the local video only.

Adjusting the Volume

Tap ▥ , and move the slider to adjust the volume. If the volume is adjusted to the lowest, the local speakers are muted.

Viewing a Script

Tap ▤ to display the script list. Select a script, and tap **View** to display and view the script on the center HD display.

Controlling a Conference

During multipoint conferences, the chair site has more conference control functions than non-chair sites. To perform a conference control function, tap the desired conference control button, and tap a site or sites.

To initiate discussion, turn on voice activation, or start viewing sites in turn, tap the corresponding button.

Obtaining More Information

Tap ? to display tooltips or the help document.

• If the tooltips function is turned on, highlight a button or icon on the screen to obtain the help information about that button or icon.
• If the help document is displayed, you can find common operation instructions.

If you encounter any technical problem, contact the administrator of the telepresence system.

For further information, go to http://www.huaweidevice. com or http://support.huawei.com.

会议温馨提示

欢迎使用HUAWEI TP3106、TP3118S和TP3118智真系统！智真系统是一个高清视频远程会议系统。它具有舒适的会议室环境、真实的眼神接触与圆桌握手效果，让您拥有真实、流畅的会议体验。
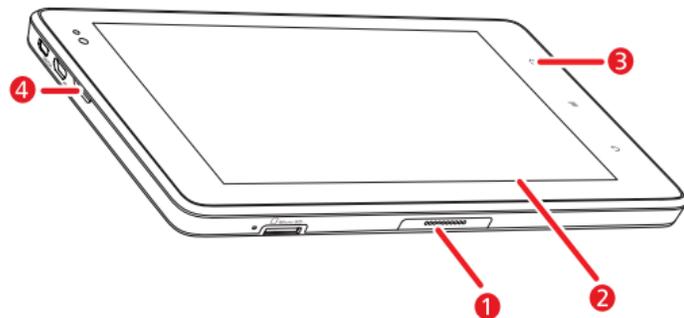
智真系统会议室也可以作为普通会议室使用，召开本地会议，会议中可以使用翻转屏、观看演示。

为达到最佳的会议效果，建议阅读以下提示:

• 为了远方伙伴更清晰完整地看到重要与会者，建议重要与会者坐在会议桌前的第一排座位，且不要大范围移动座位。

• 请尽量不要随意调节网络设备、摄像机等，请不要随意关闭设备电源。

• 请避免水或其他液体流进中控触摸屏，请不要过于用力按压中控触摸屏。

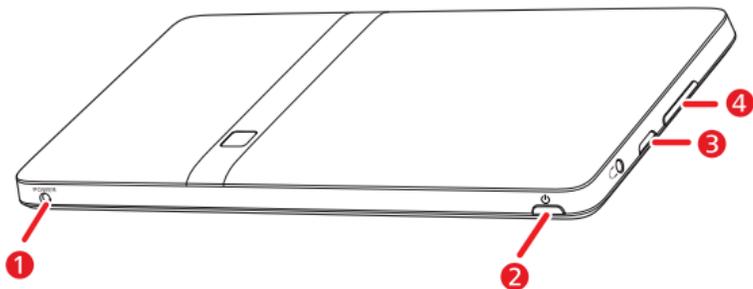TP3106、TP3118S与TP3118座位的排列不同，两者功能相近。本指南以TP3106为例进行介绍。

中控触摸屏外观

1	电源接口	2	显示屏
3	主屏按键	4	内置扬声器（不在会议中使用）

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• 屏幕锁定后，按"主屏按键"，再按照屏幕上的提示向上滑，即可解锁屏幕。

• 不在主页时，按"主屏按键"或点击菜单键后，点击 👤 进入主页。

1	电源接口
2	电源按键
3	内置扬声器（不在会议中使用）
4	音量调节按键（不在会议中使用）

按键	功能
	开启或关闭设备电源。
	调节本地扬声器音量大小。
	打开或关闭本地麦克风。
	打开演示控制页面。
	打开记录本页面。
	打开自动翻转屏控制页面。
	打开实时帮助、帮助文档或者呼叫管理员。
	打开提词列表。
	配置会议参数、自定义会控菜单、查看基本信息等。
	打开录播控制页面。
	开启或关闭画中画。
	切换全高清显示屏为单屏或三屏。

开始会议

点击 📇 或 📞 ，进入记录本页面，通过常用会议、地址本、会议记录、拨号键盘四种方式开始会议。

应答呼叫

点击 ⚙ ，选择"高级设置 > 会议设置"，设置接听呼叫方式。

• 自动接听：缺省为自动接听。
• 手动接听：当有呼叫到达时，点击"接听"。

离开或结束会议

点击 📞 ，选择离开会议或结束会议。

观看视频

• 会场入会前，在全高清显示屏上观看本地视频。
• 会场入会后，在全高清显示屏上观看远端视频或本地视频。

发送演示

步骤1 用VGA 线缆连接多功能插座的视频输入接口VGA IN和演示源的视频输出接口，用音频线缆连接多功能插座的音频输入接口AUDIO IN和演示源的音频输出接口。

步骤2 点击 📊 。

步骤3 选择左侧或者右侧的"发送演示"。

要停止发送演示，可点击"停止演示"。

观看演示

使用自动翻转屏或全高清显示屏观看演示，缺省为演示在自动翻转屏上显示。

使用自动翻转屏观看

点击 🖥 后再点击"开启"，或按会议桌上自动翻转屏的控制按钮 ◀ ，打开自动翻转屏，观看演示。

使用全高清显示屏观看

点击全高清显示屏区域的 📊 ，在对应全高清显示屏和自动翻转屏上同时观看演示。

观看画中画

点击■，中全高清显示屏画面叠加本地视频的小画面。
大画面可以为视频或演示，小画面只能为本地视频。

屏幕选看

点击■，全高清显示屏的显示模式由单屏切换至三屏，拖
动不同会场至全高清屏显示屏区域，远端为三屏智真会场
时，左右滑动可选择观看远端会场各显示屏上的图像。
单屏：三个全高清显示屏作为一个整体显示屏，显示某会
场图像。

调节音量

点击■，通过滑块调节本地扬声器的音量大小。调节至最
小时表示关闭本地扬声器。

观看提词

点击■打开提词列表，选择某条提词，点击"观看"，在
中全高清显示屏上观看提词内容。

控制会议

多点会议时，主席会场比非主席会场有更多会议控制权
限。
会控操作方法：点击某个会控功能按钮，再点击会场，执
行对应操作。
对于自由讨论、声控切换和循环观看功能，点击按钮后即
可执行对应操作。

获取更多信息

点击■，获取实时帮助、帮助文档。
• 打开实时帮助，点击按钮或图标获取对应的帮助信息。
• 打开帮助文档，页面显示常用操作说明。
更多使用指南，请登录http://support.huawei.com网站查
阅。

Notes: