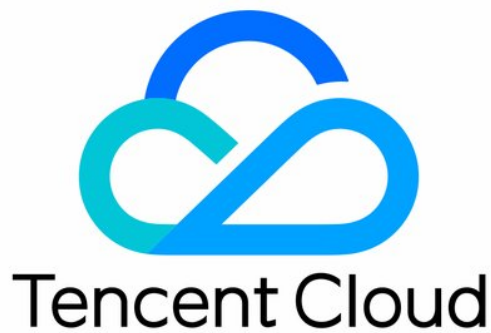


Tencent Meeting

Tencent Meeting Rooms User

Guide



Copyright Notice

©2013–2024 Tencent Cloud. All rights reserved.

The complete copyright of this document, including all text, data, images, and other content, is solely and exclusively owned by Tencent Cloud Computing (Beijing) Co., Ltd. ("Tencent Cloud"); Without prior explicit written permission from Tencent Cloud, no entity shall reproduce, modify, use, plagiarize, or disseminate the entire or partial content of this document in any form. Such actions constitute an infringement of Tencent Cloud's copyright, and Tencent Cloud will take legal measures to pursue liability under the applicable laws.

Trademark Notice



This trademark and its related service trademarks are owned by Tencent Cloud Computing (Beijing) Co., Ltd. and its affiliated companies ("Tencent Cloud"). The trademarks of third parties mentioned in this document are the property of their respective owners under the applicable laws. Without the written permission of Tencent Cloud and the relevant trademark rights owners, no entity shall use, reproduce, modify, disseminate, or copy the trademarks as mentioned above in any way. Any such actions will constitute an infringement of Tencent Cloud's and the relevant owners' trademark rights, and Tencent Cloud will take legal measures to pursue liability under the applicable laws.

Service Notice

This document provides an overview of the as-is details of Tencent Cloud's products and services in their entirety or part. The descriptions of certain products and services may be subject to adjustments from time to time.

The commercial contract concluded by you and Tencent Cloud will provide the specific types of Tencent Cloud products and services you purchase and the service standards. Unless otherwise agreed upon by both parties, Tencent Cloud does not make any explicit or implied commitments or warranties regarding the content of this document.

Contact Us

We are committed to providing personalized pre-sales consultation and technical after-sale support. Don't hesitate to contact us at 4009100100 or 95716 for any inquiries or concerns.

Contents

Tencent Meeting Rooms User Guide

Rooms account installation and activation

Rooms Software Installation

log in to and Temporary log in to

Activation Code log in to

Additional purchase instructions

Administrator feature

Rooms client settings

Rooms Device Settings

Rooms Meeting Room Management Platform

Manage Rooms Meeting Rooms

Rooms Dual Screen/Single Screen Display Configuration

Triple Screen Display Configuration

Background and screensaver

Alert Management

Restart Upgrade and Screen Off

Rooms self-definition layout supports polling

Rooms support specifying member layouts

Android Rooms support displaying custom layouts by definition

Tencent Meeting Rooms User Guide

Rooms account installation and activation

Rooms Software Installation

Last updated: 2024-08-28 11:41:42

Windows, Mac, and Android Hardware and Software Requirements

Name	Requirements
Reference Suggested Hardware Configuration	<ul style="list-style-type: none"> Operating System: Windows 10 1809 or later CPU: 4 cores, 1.6 GHz or above Memory: 8 GB or above Hard Disk: at least 128 GB of available space Graphics Card: Integrated CPU graphics or dedicated graphics card
Reference Suggested Hardware Configuration	<ul style="list-style-type: none"> CPU: Intel Core i5-10210U or equivalent CPU and above Memory: 16 GB or above Hard Disk: 128 GB SSD or above Graphics Card: Integrated CPU graphics or dedicated graphics card
Reference Suggested Hardware Configuration	<ul style="list-style-type: none"> Operating System: Android 8.0 or later CPU: Minimum 4 cores, 8 cores recommended Memory: Minimum 3 GB, 8 GB recommended Resolution: Minimum 1920x1080, 3840x2160 recommended
Triple-Screen Conference Room Hardware and Software Requirements	<ul style="list-style-type: none"> Operating System: Currently, only Windows systems are supported Supported Devices: Currently, only Intel (Intel) NUC12SNKi72 is recommended. Please stay tuned for other compatible device types
Rooms supports 4K local projection	<ul style="list-style-type: none"> Yealink MeetingBoard, used with Yealink WPP 30 Wireless Casting Device

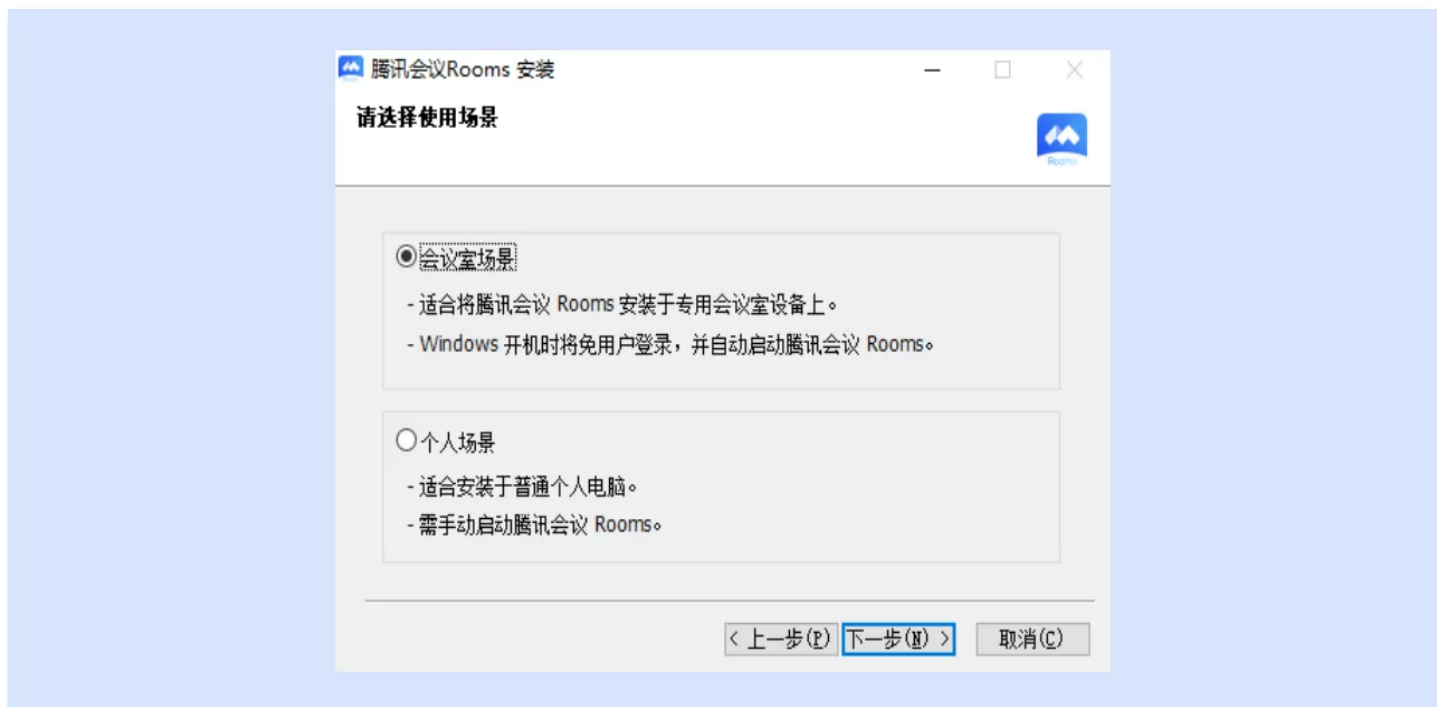
hardware requirements

- Intel Core i7 10th Generation Split Devices, used with Magewell USB Capture HDMI 4K Plus Capture Device
- Mac Mini (Intel i7 8th Generation / M1 / M2), used with Magewell USB Capture HDMI 4K Plus Capture Device

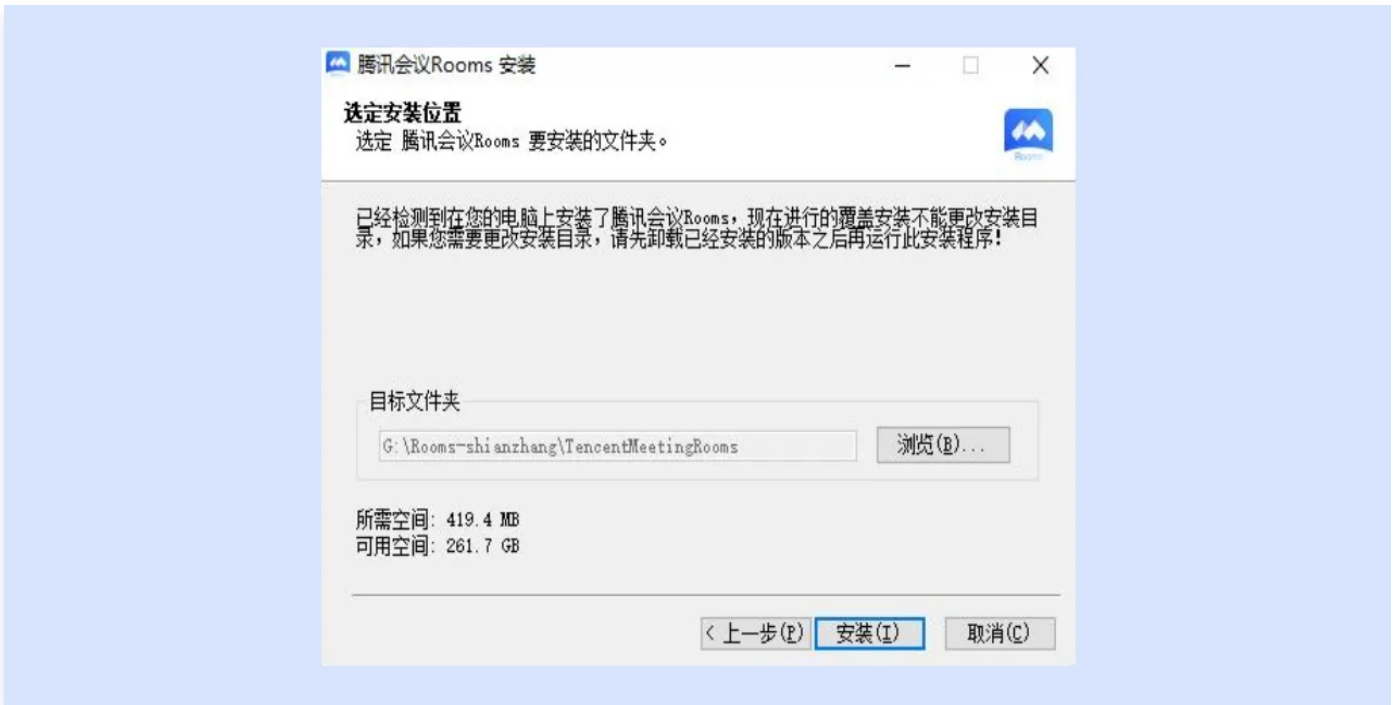
Windows

Installation

1. Download the Tencent Meeting Rooms installer from the [official website](#), and double-click to install.
2. After selecting the scenario, click **Next** to install the License Agreement, and then choose the scenario.



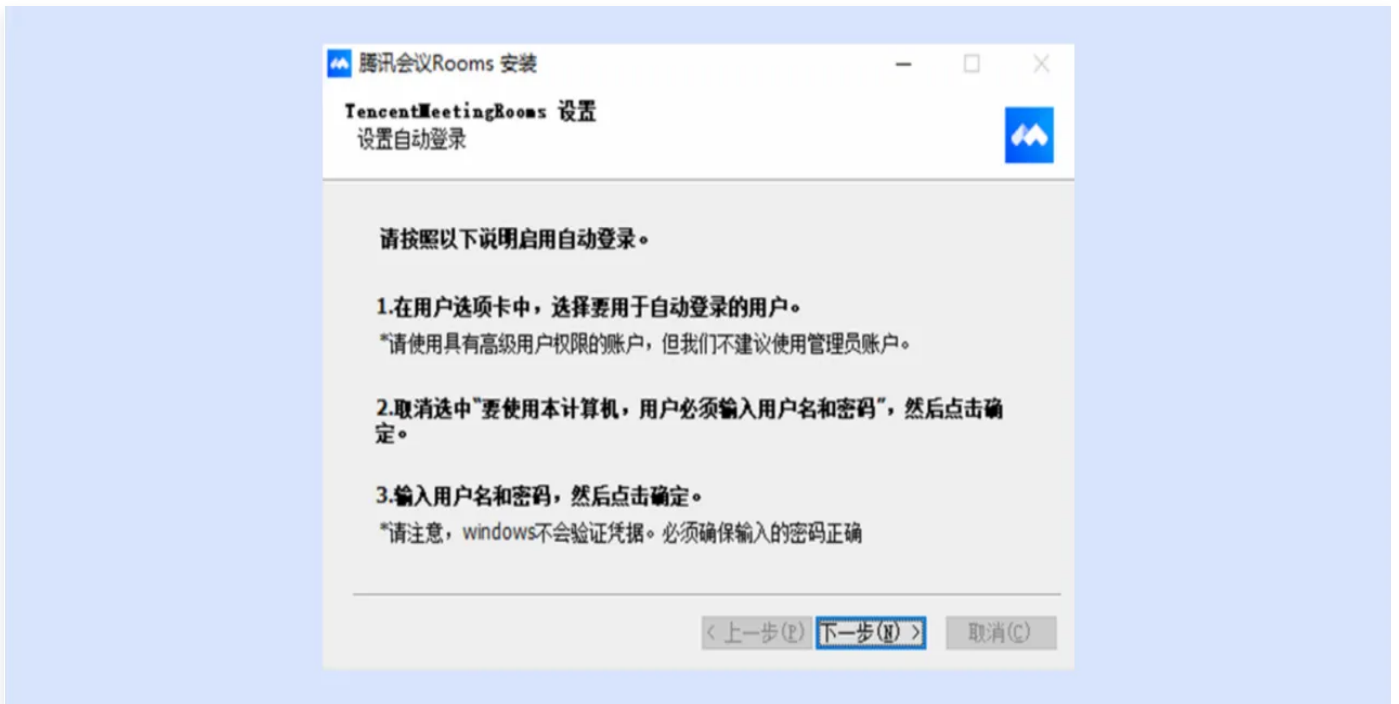
3. Select the installation path, or directly click **Install** to the default path.



4. During the installation process, the program will guide you to set up the system to automatically log in to.

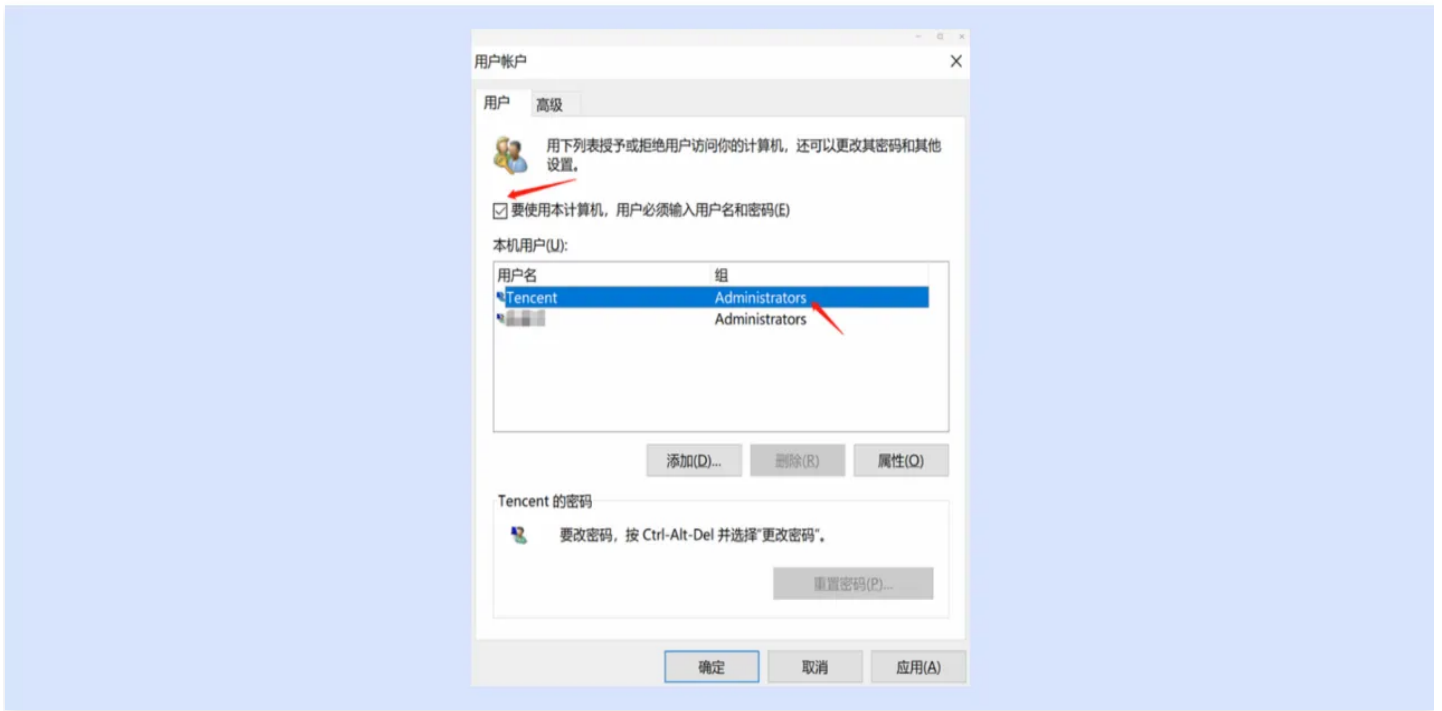
Note:

After setting, the PC will automatically log in to the selected system account at startup, and also automatically launch Rooms and log in to.



- 4.1. In the popped-up system **User Account** window, uncheck **Users must enter a username and password to use this computer**.

4.2. Select the account you want to automatically log in to, or create a new system account for Rooms use.



Note:

If you have already unchecked **Users must enter a username and password to use this computer** in your User Account, the automatic log in to setup guide will not appear during installation. To confirm whether it is checked: Press Win+R on your keyboard to open **Run**, type `netplwiz` to open User Accounts, and you can check the settings status.

5. In the Tencent Meeting Rooms installation window, click **Next**, as needed, check **Run Tencent Meeting Rooms** and **Launch at startup**, then click **Finish**.



Power Options

To enhance the overall experience of Rooms, a new power plan will be automatically added and enabled after installation: **Tencent Meeting Rooms**.



The new power plan will keep the device awake and disable sleep and hibernation. You can modify the relevant settings of the power plan as needed.



Mac

Install Rooms Mac package

Method 1

1. Turn on the **Anywhere Sources switch** setting on Mac OS.
2. Simply download the latest version of the Rooms Mac installation package to complete the installation process.

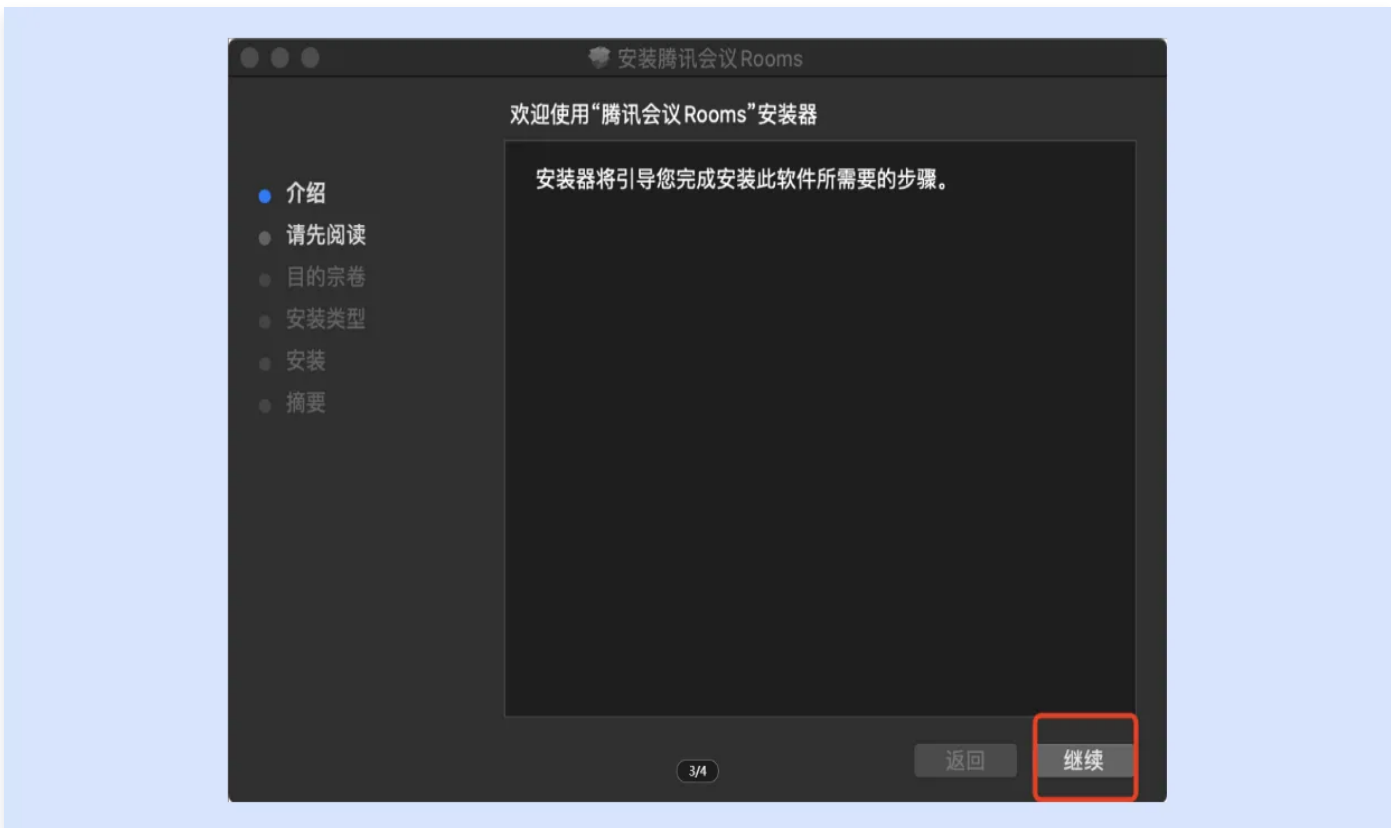
Method 2

1. Locate the installation package, right-click **Show in Finder**, find the installation path, right-click **Open**, and if a **macOS cannot verify** popup appears, choose **Open**.

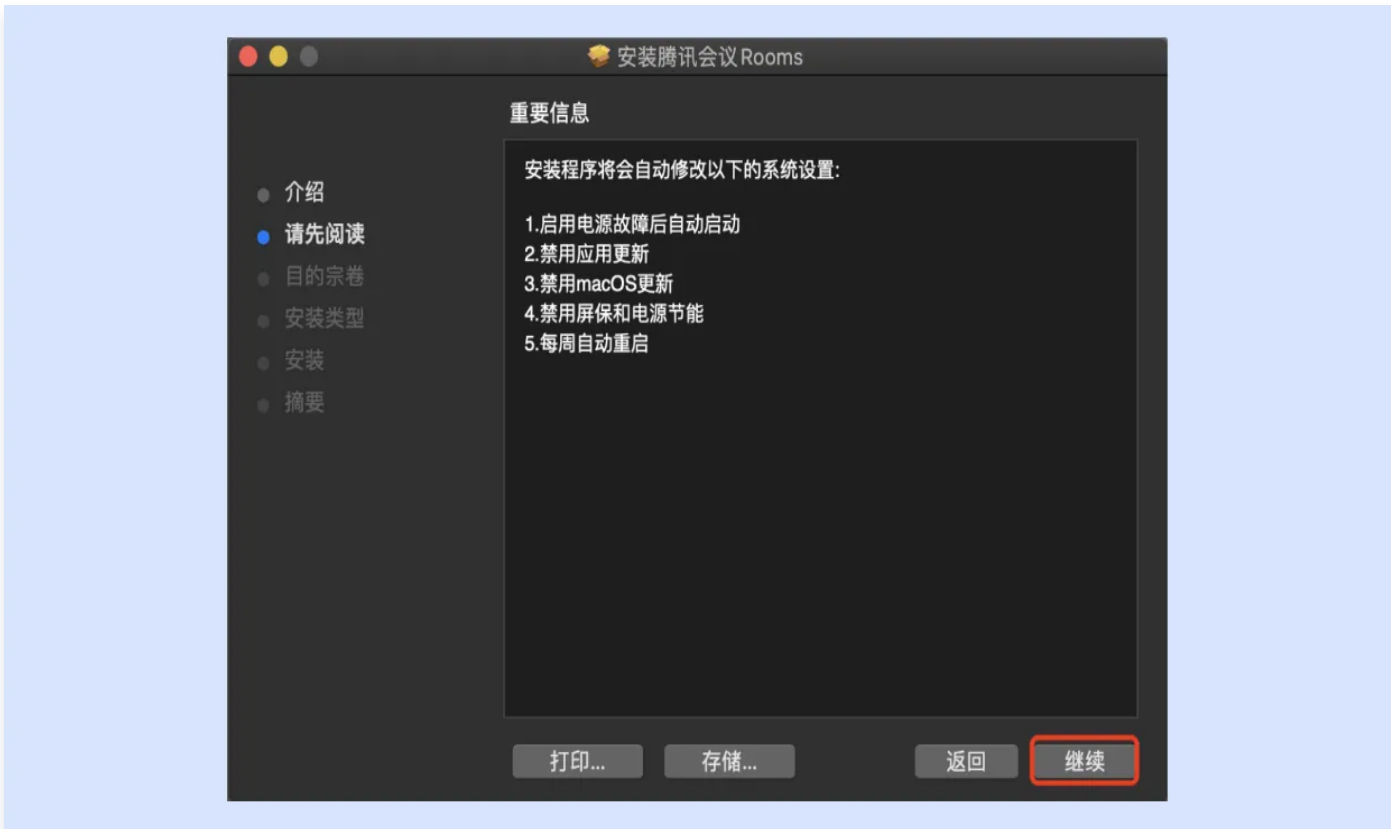


2. Follow the steps to install Tencent Meeting Rooms Mac to complete the installation.

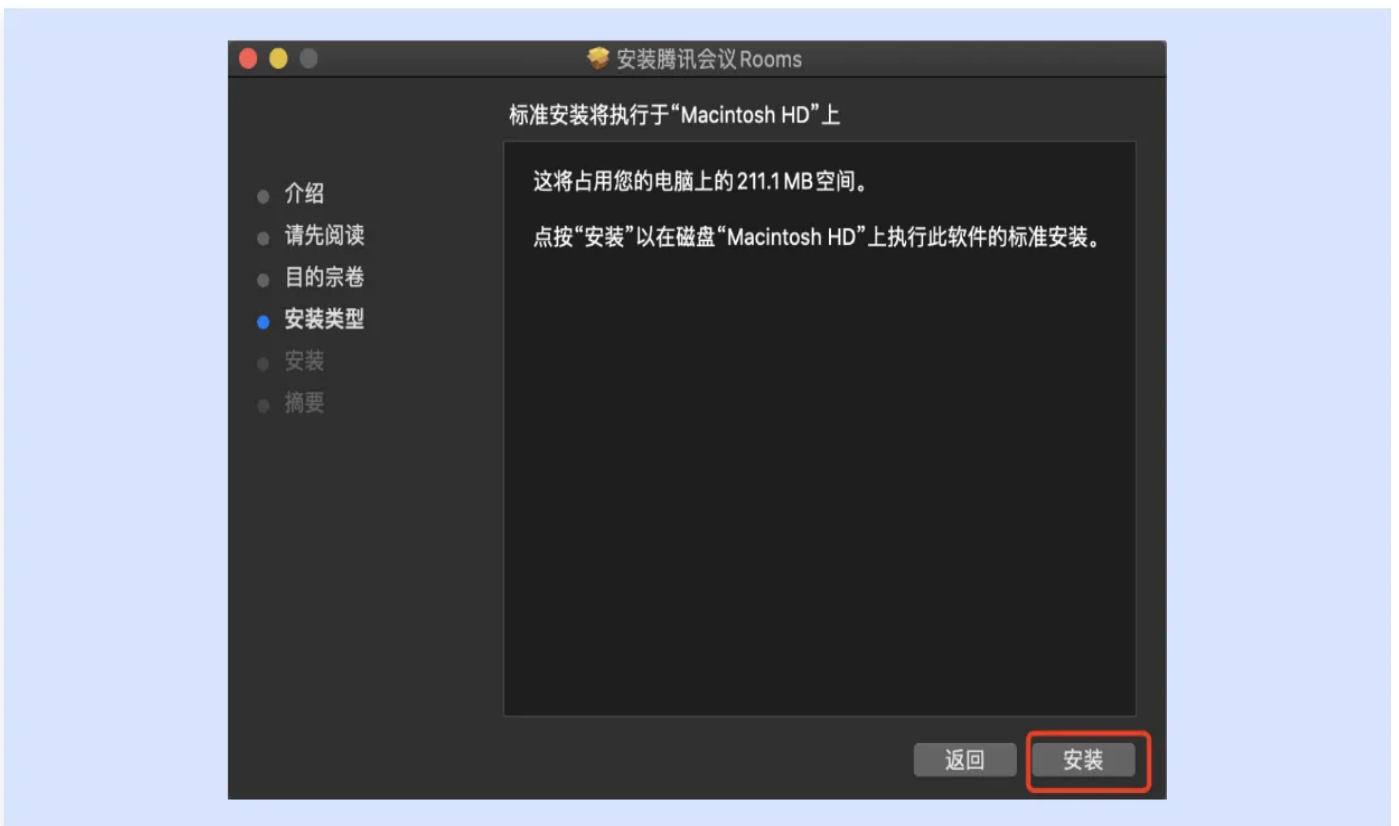
2.1. Click **Continue**.



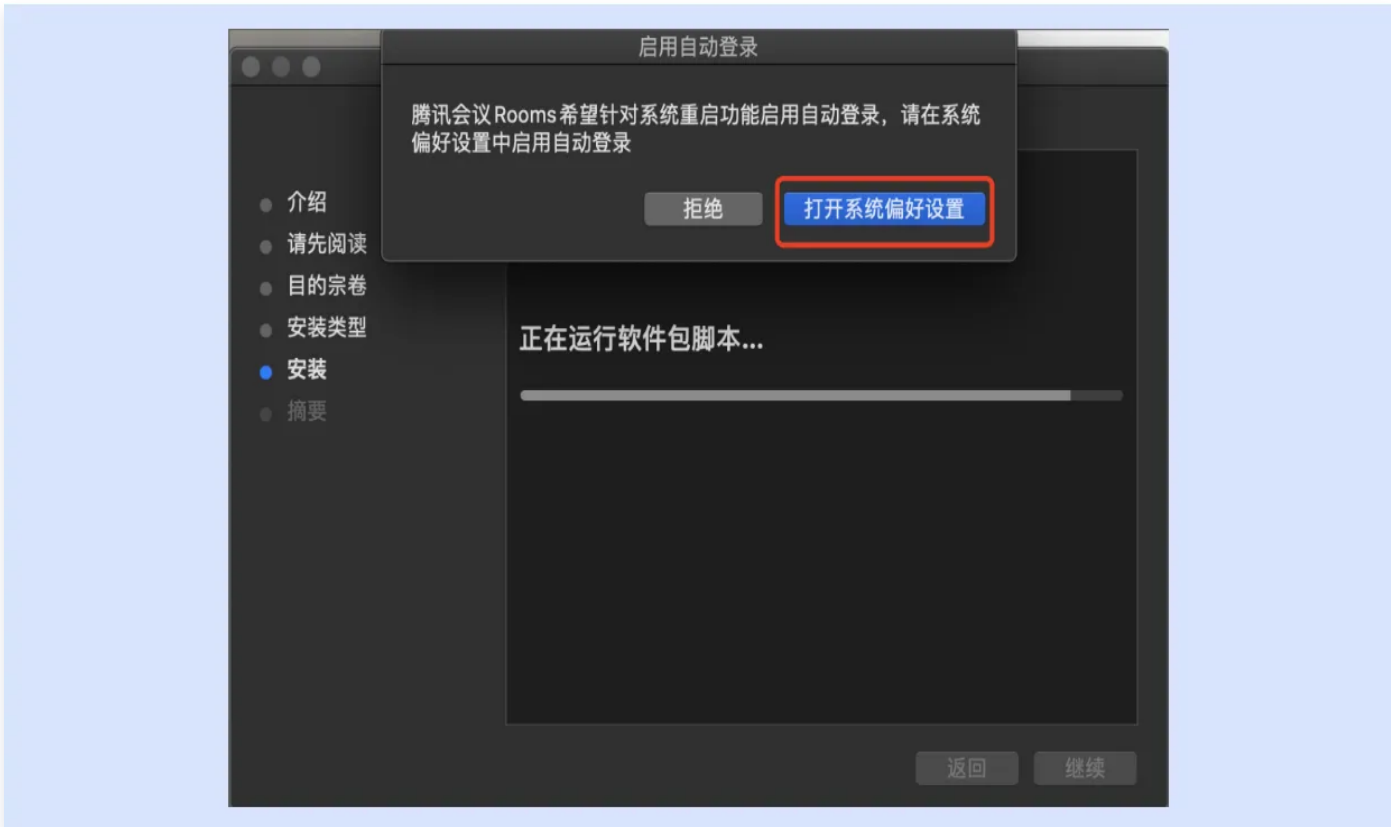
2.2. Click **Continue**.



2.3. Click Install.



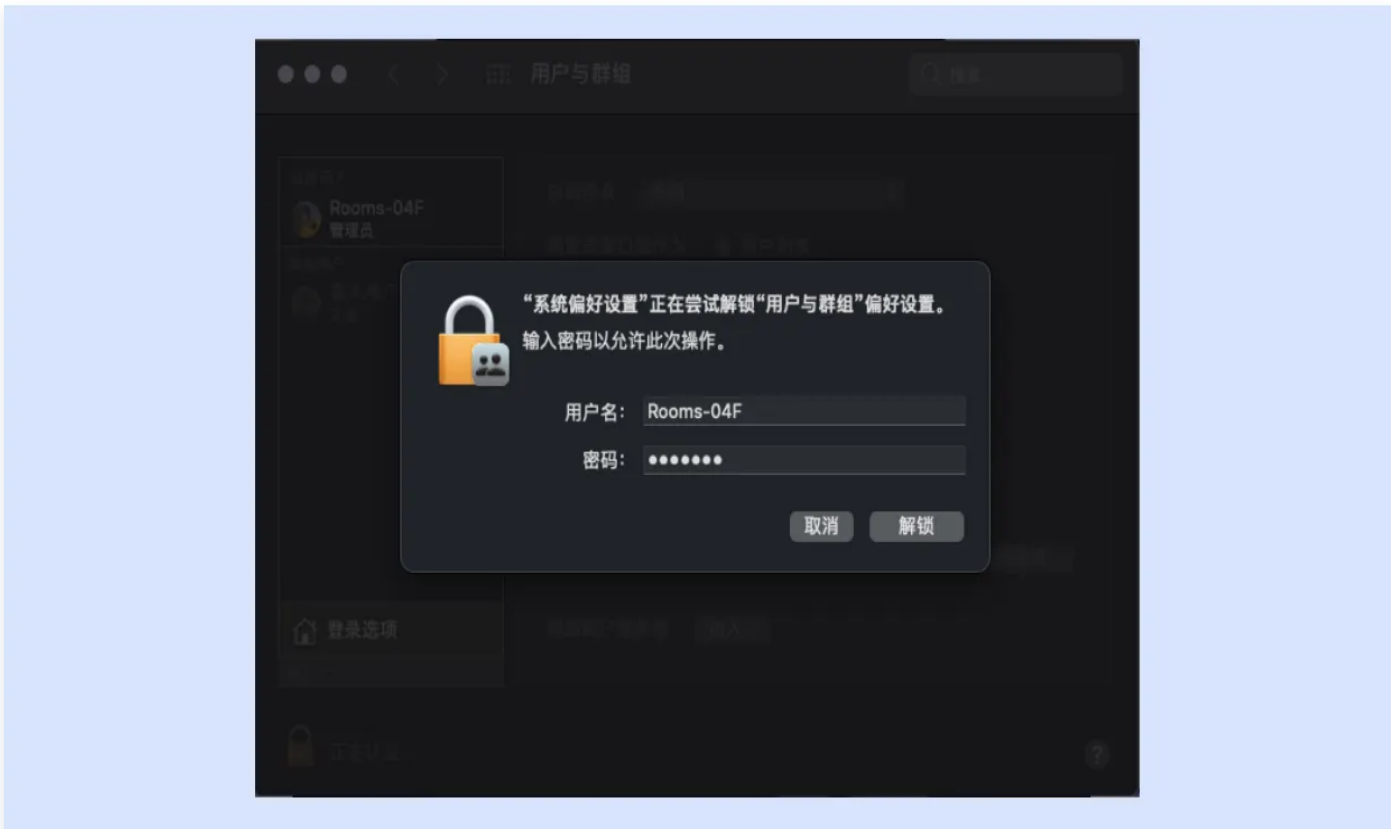
2.4. Click Open System Preferences.



2.5. Click to unlock **Users & Groups** preferences.



2.6. Enter the password to allow this operation.



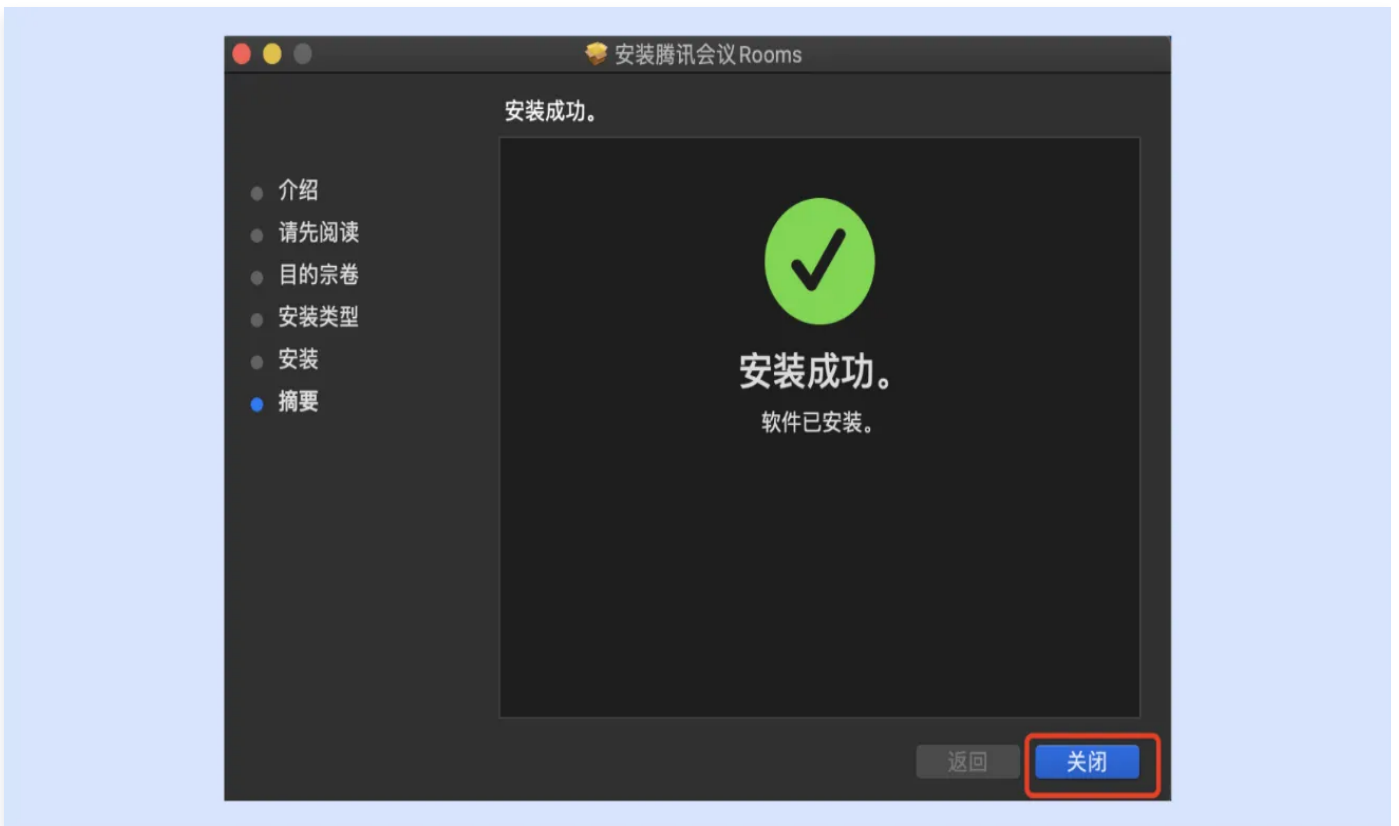
2.7. Change Automatic log in to Identity log in.



2.8. Enter the password.



2.9. Installation successful.



3. After the installation is complete, open Tencent Meeting RoomsMac, grant microphone, camera, and screen recording permissions to use Tencent Meeting Rooms.



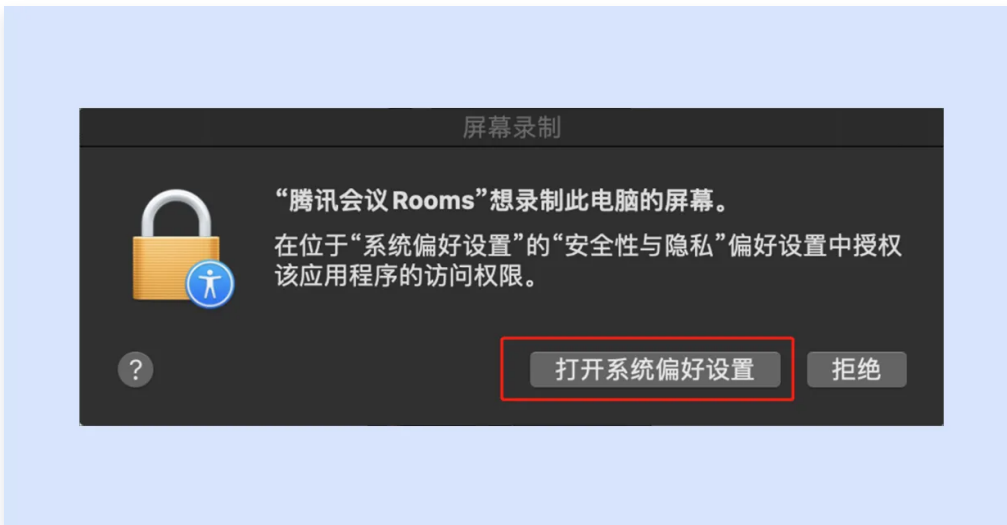
3.1. Allow Tencent Meeting Rooms to access the microphone.



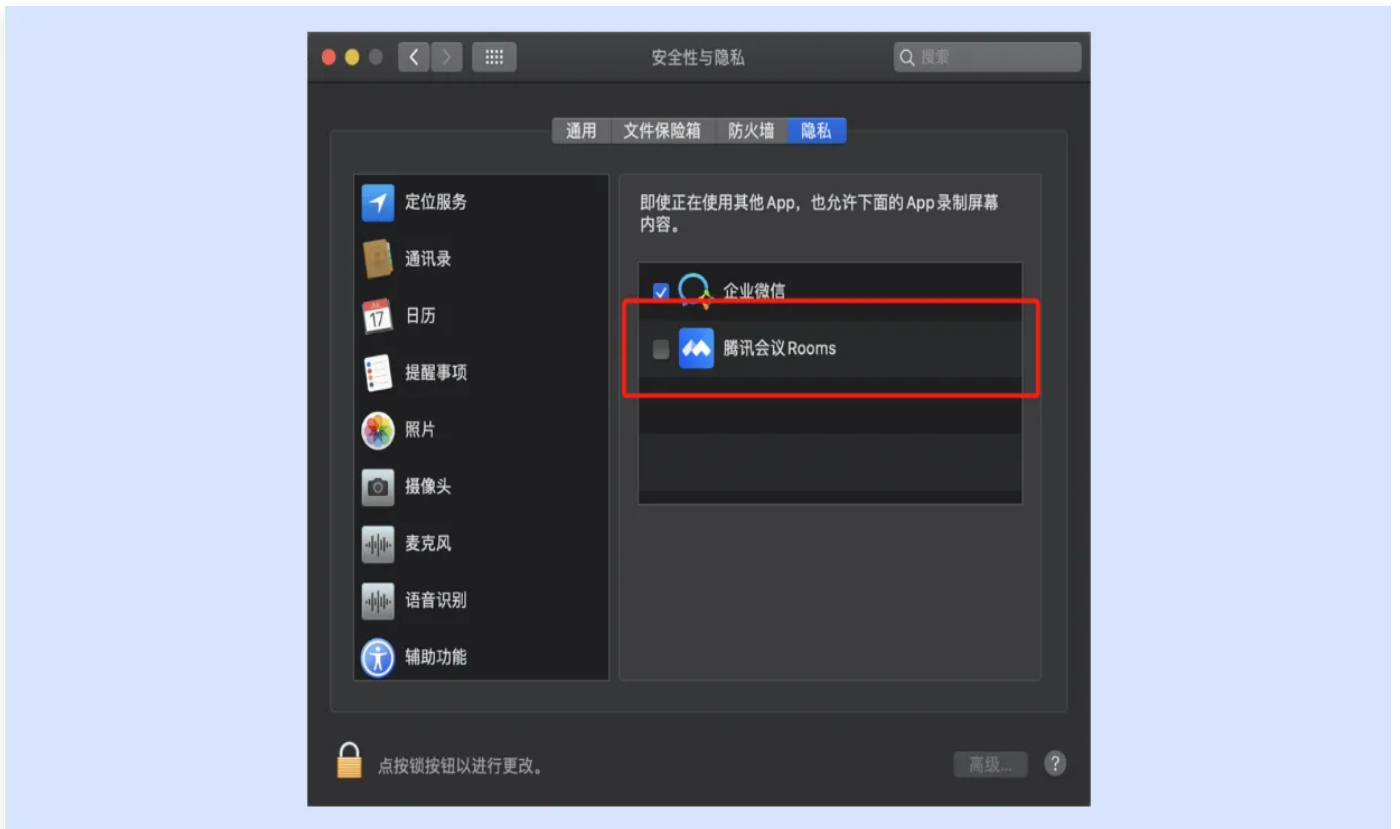
3.2. Allow Tencent Meeting Rooms to access the camera.



3.3. Click Open System Preferences.



3.4. In Security and Privacy > Privacy, check Tencent Meeting Rooms.



3.5. Select Later in the popup window.



Android

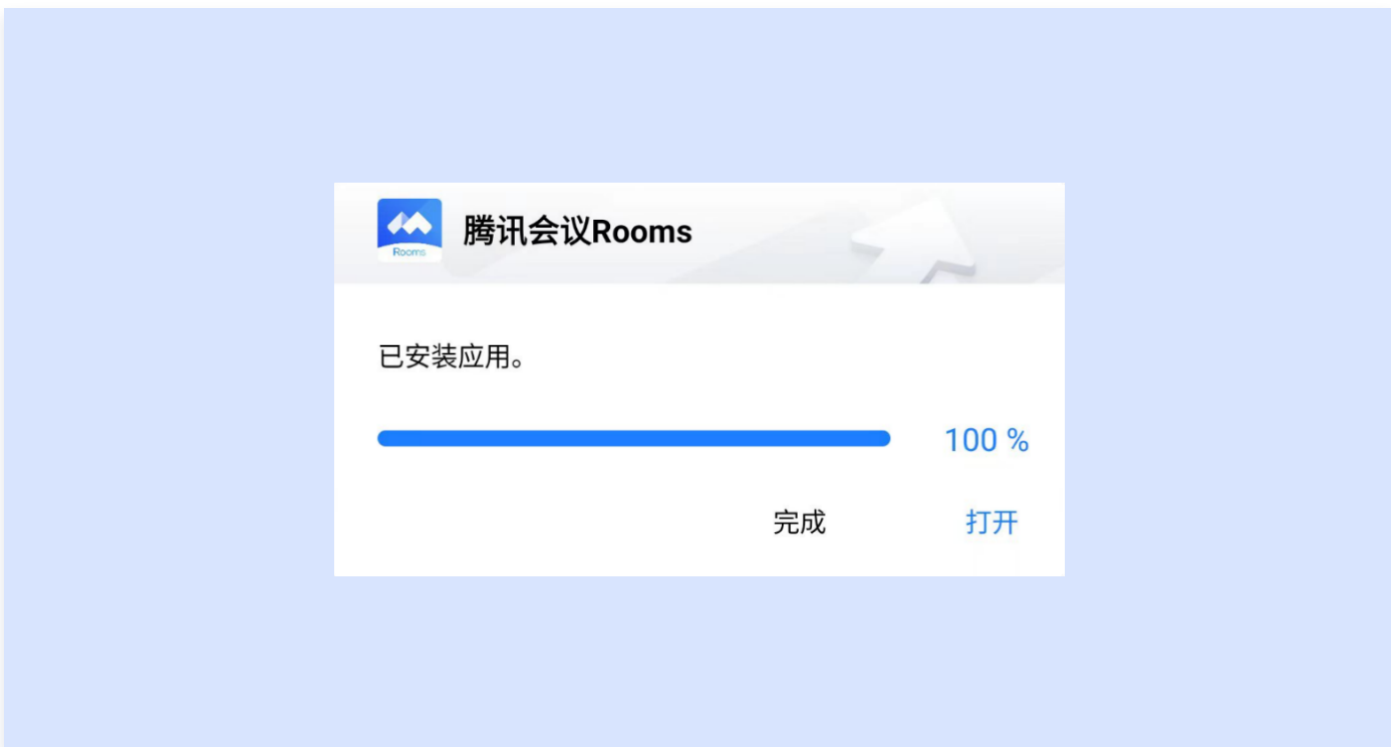
1. Install.

1.1. After downloading the Tencent Meeting Rooms installation package from the official website or device app store, double-click to install.

1.2. Click **Install**.



1.3. After the application is successfully installed, click **Open** to enter Rooms.



Note:

Installation may vary on different Android devices. Please follow the prompts on your device.

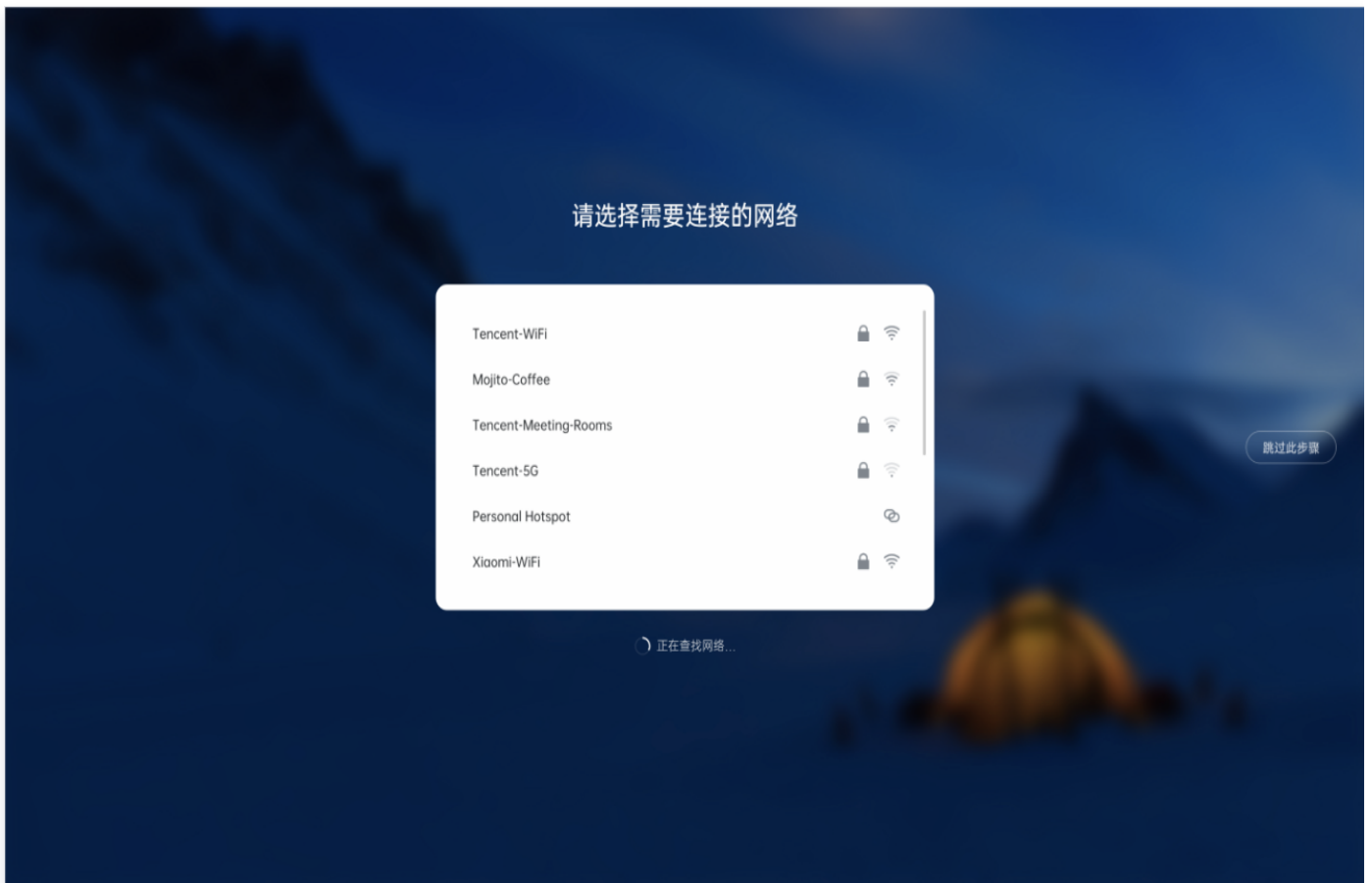
log in to and Temporary log in to

Last updated: 2024-08-28 11:42:02

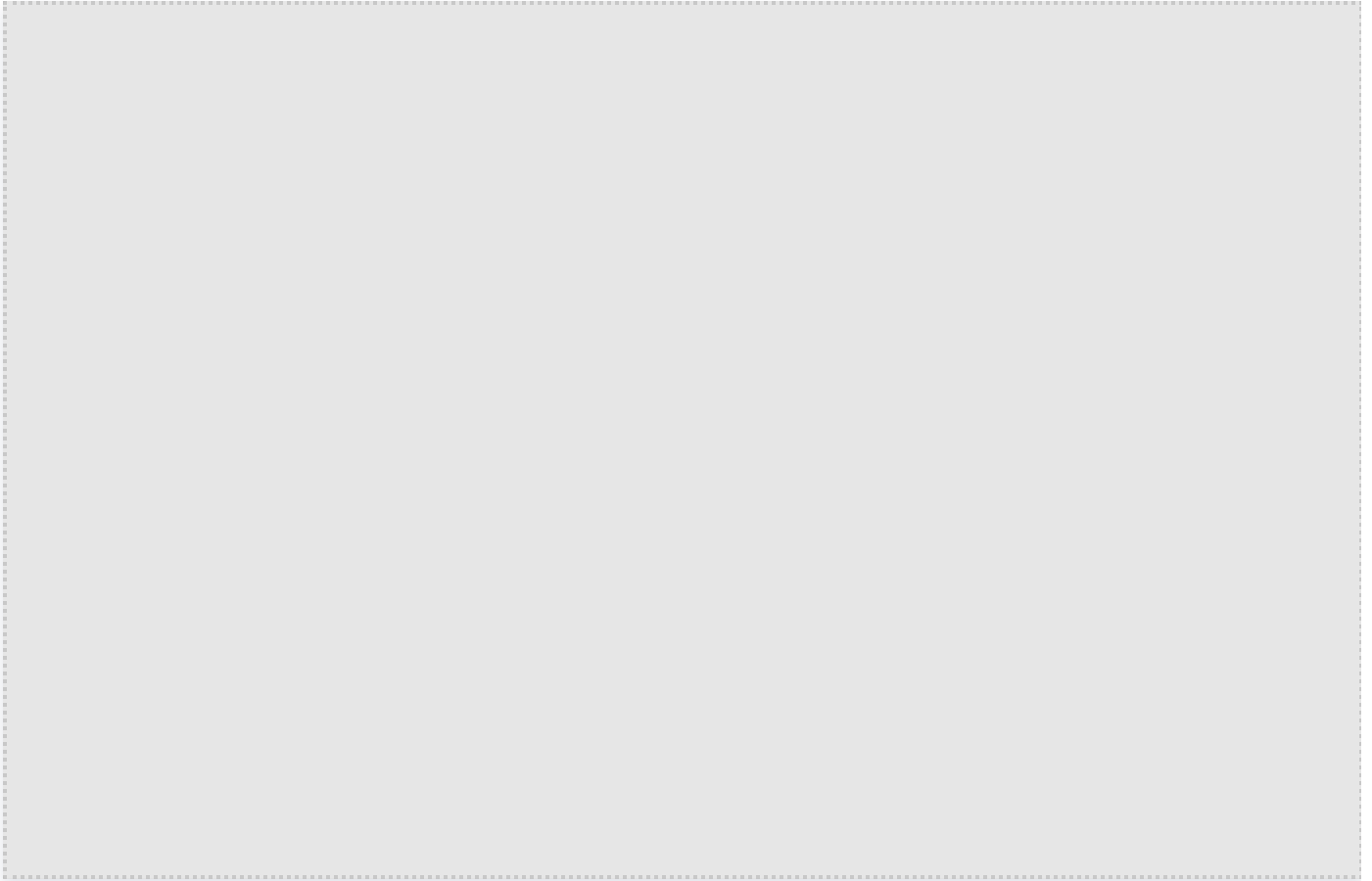
Note:

The following content only applies to Rooms version 3.16.210 and above.

1. Launch the Tencent Meeting Rooms app.
2. Network Configuration: After booting, you can select the network to connect to.



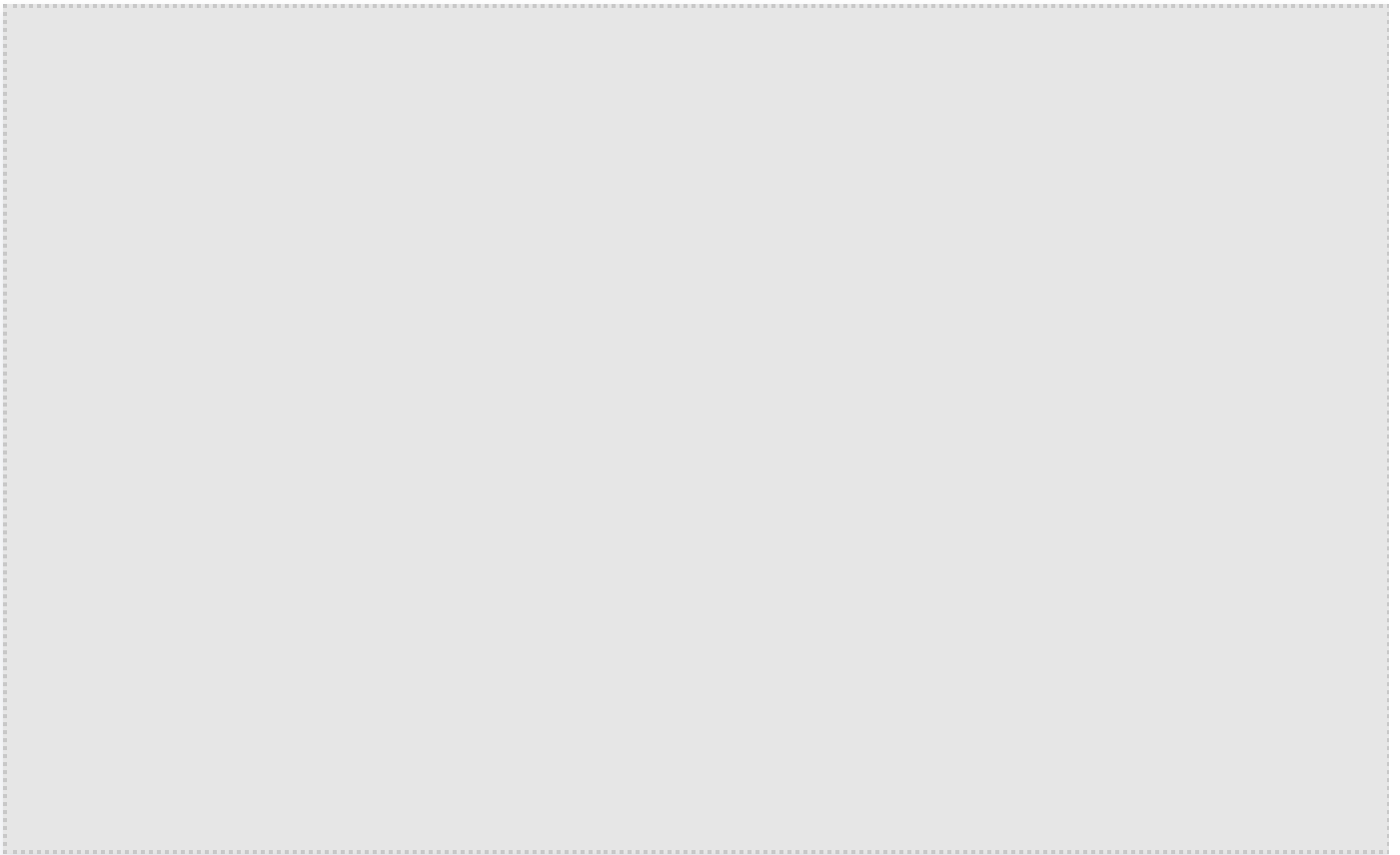
3. Directly enter the main interface. In the current non-login state, you can use Wireless Projection and the Whiteboard feature; other features require logging in to use.



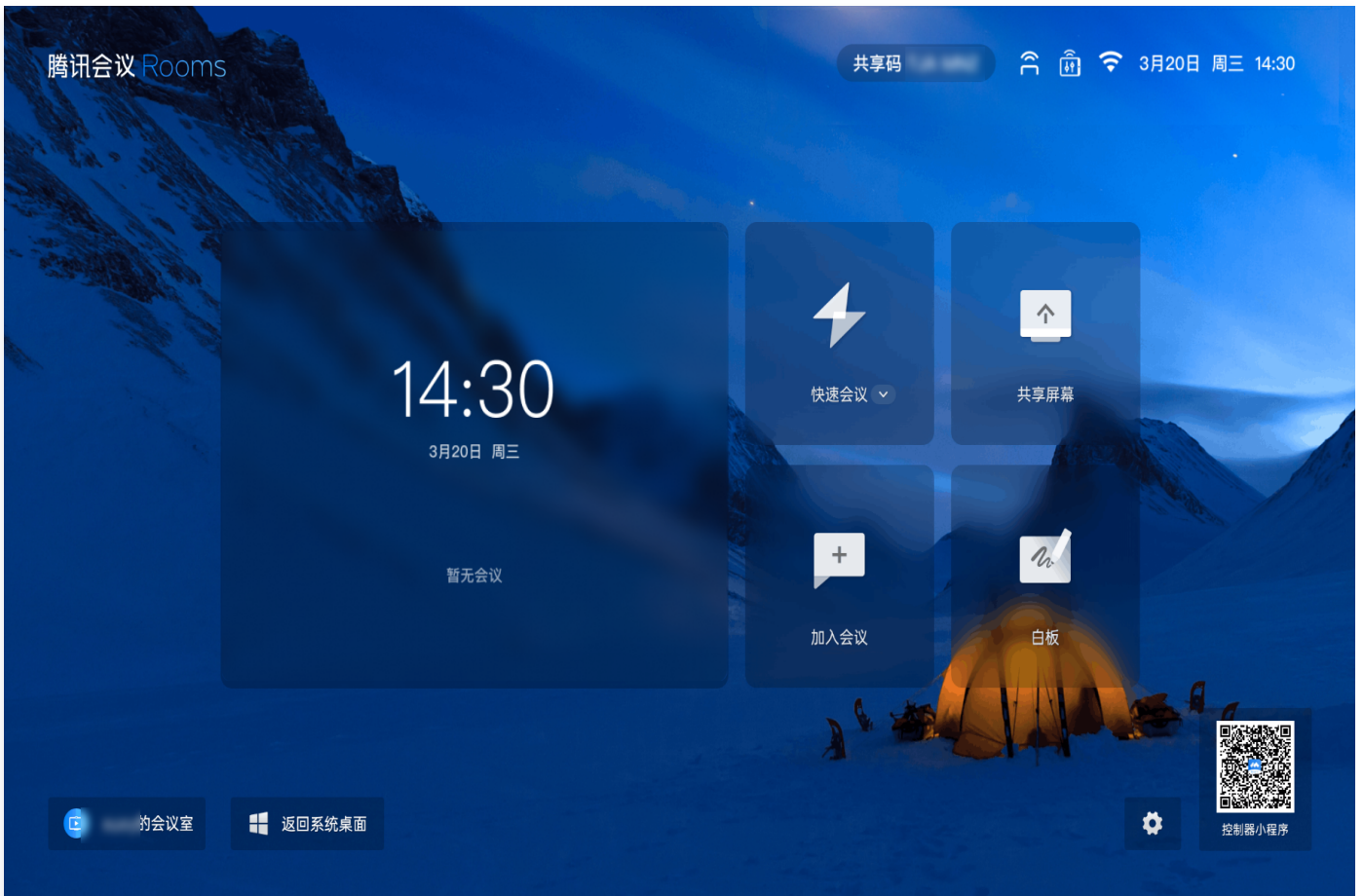
4. Click the **log in to** button at the lower left corner of the main interface to log in or temporarily log in. If you have a pre-installed device, you can scan the QR code to obtain resources.



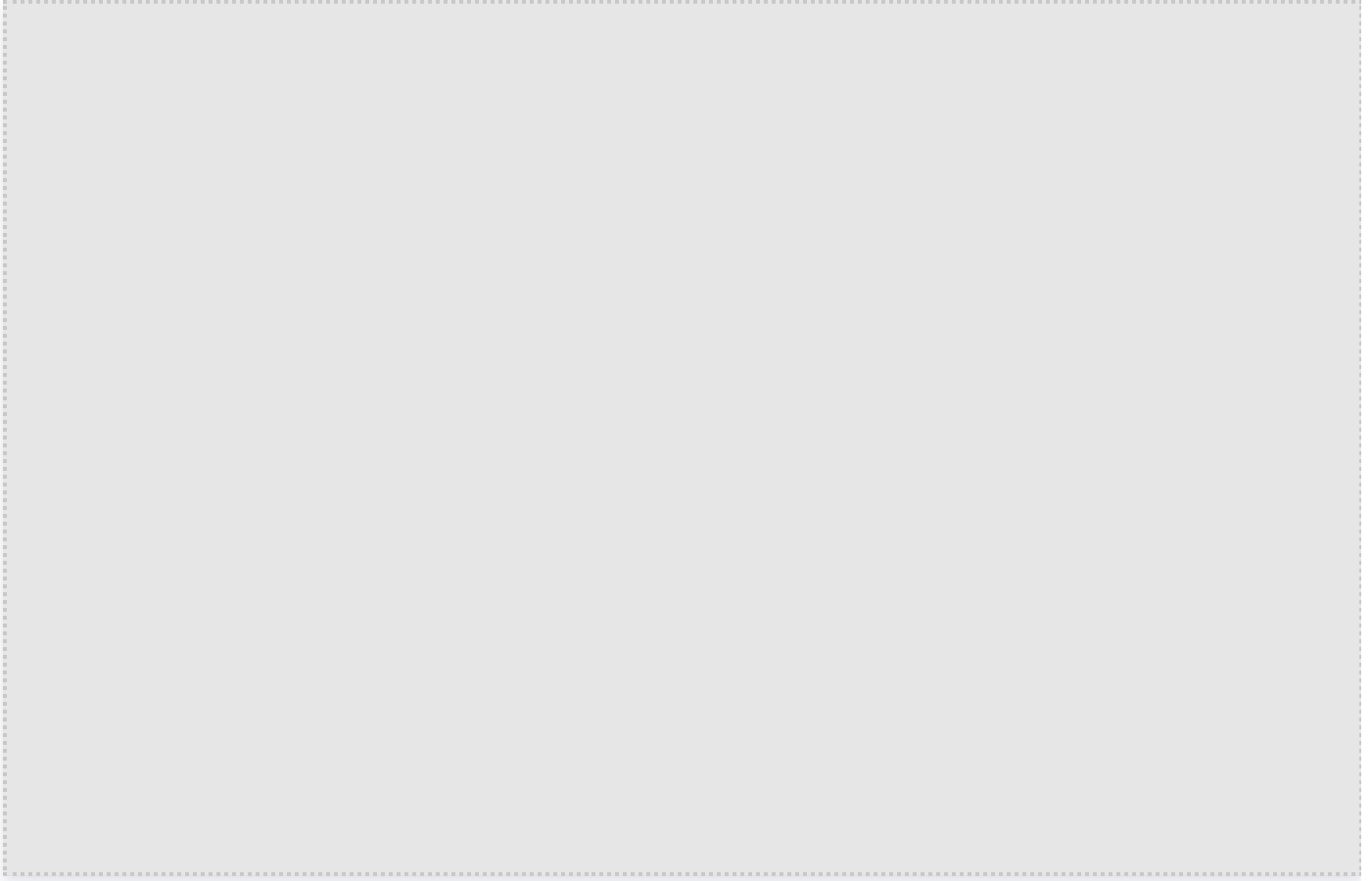
- After selecting **log in to** , you can use the Tencent Meeting App or WeChat to scan the QR code to log in. After scanning, you can create a Rooms meeting room. If you already have a meeting room, you can select the existing one to log in.



- After successful login, you will enter the Rooms main interface.



- Selecting **Temporary log in to** allows you to use the Tencent Meeting App or WeChat to scan the QR code. After a temporary login, you will be automatically logged out after one meeting or after a long period of inactivity.



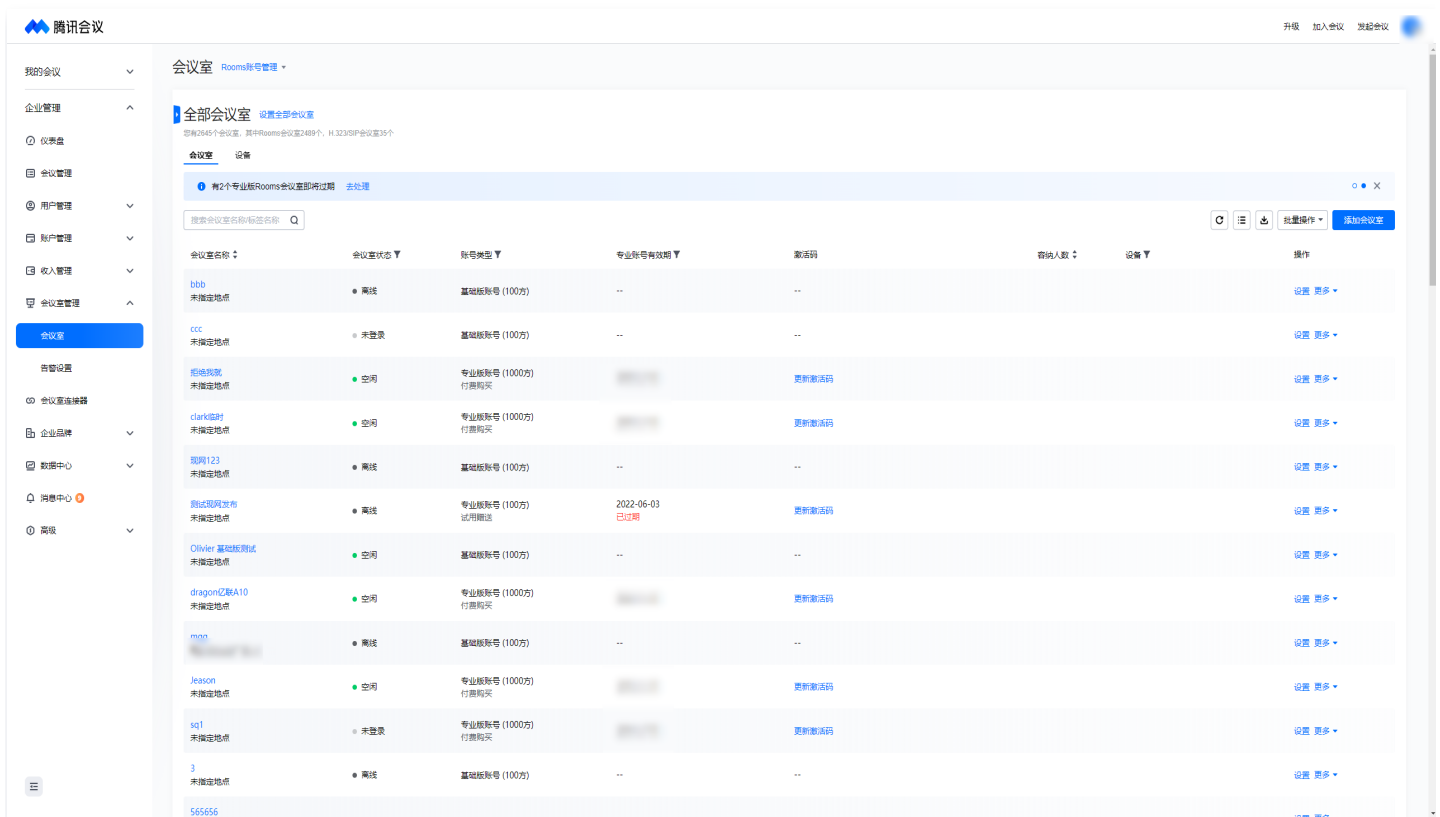
Activation Code log in to

Last updated: 2024-08-28 11:42:41

Note:

The following content only applies to Rooms version 3.16.210 and above.

1. After purchasing Rooms accounts for your company, you can log in to the corporate administrator account through the [Tencent Meeting official website](#), and find the **Meeting Room Management** page in **Personal Center > Enterprise Management**.
2. In the Conference Room Management console, click **Add Meeting Room** to create a Rooms meeting room and generate the corresponding activation code.



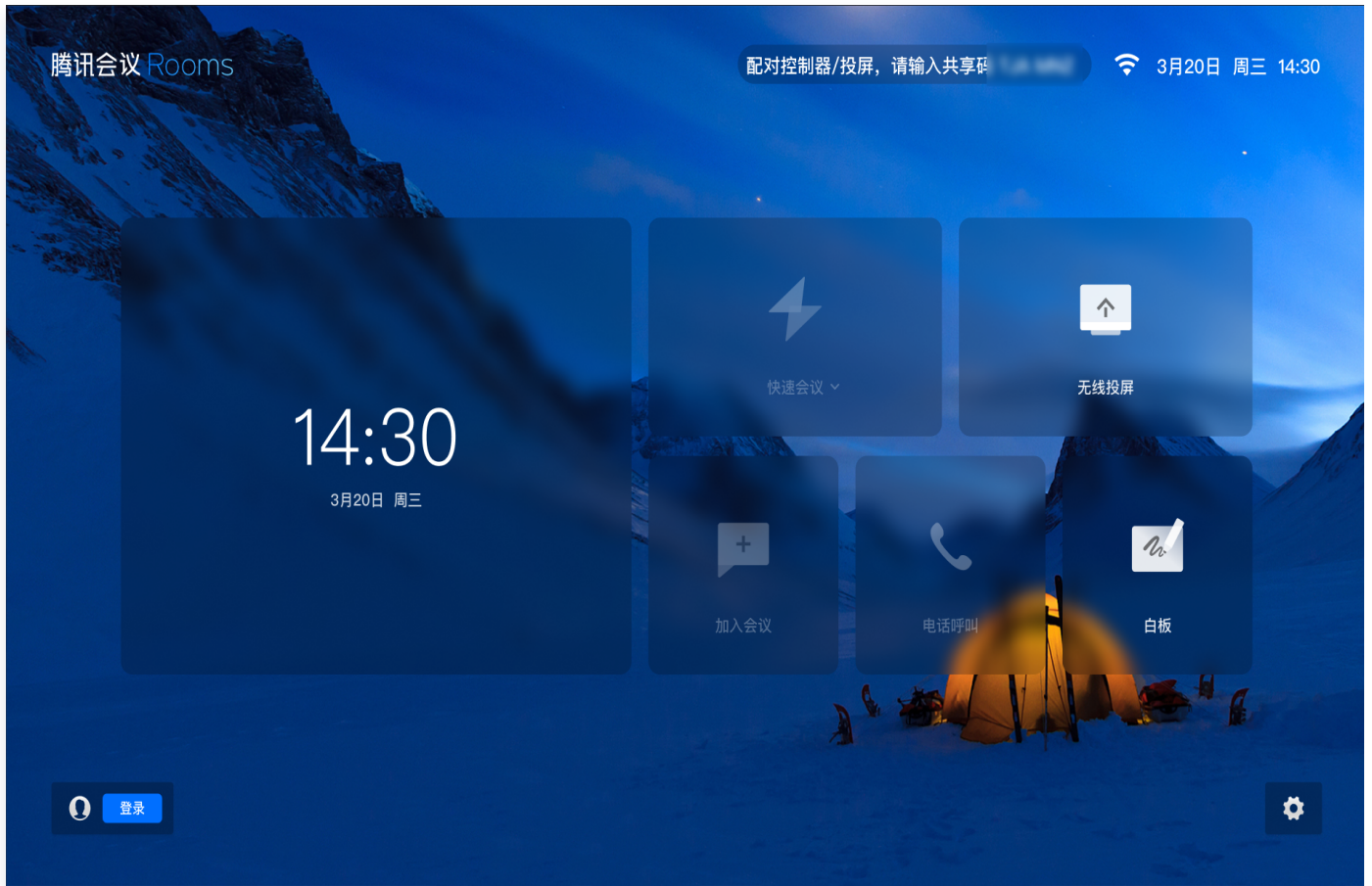
The screenshot displays the Tencent Meeting Rooms Management console. The main area shows a table of meeting rooms with the following columns: Meeting Name, Meeting Status, Room Type, Professional Room Capacity, Activation Code, Max Participants, and Actions. A notification at the top indicates that 2 professional Rooms meeting rooms are about to expire.

会议室名称	会议室状态	房间类型	专业版容量	激活码	容纳人数	操作
bbb 未指定地点	● 离线	基础版房间 (100方)	--	--		设置 更多
ccc 未指定地点	● 未登录	基础版房间 (100方)	--	--		设置 更多
郑浩测试 未指定地点	● 空闲	专业版房间 (1000方) 付费购买		更新激活码		设置 更多
clark测试 未指定地点	● 空闲	专业版房间 (1000方) 付费购买		更新激活码		设置 更多
郑明123 未指定地点	● 离线	基础版房间 (100方)	--	--		设置 更多
测试网发布 未指定地点	● 离线	专业版房间 (100方) 试用赠送	2022-06-03 已过期	更新激活码		设置 更多
Olivier 基础版测试 未指定地点	● 空闲	基础版房间 (100方)	--	--		设置 更多
dragon亿联A10 未指定地点	● 空闲	专业版房间 (1000方) 付费购买		更新激活码		设置 更多
mon 未指定地点	● 离线	基础版房间 (100方)	--	--		设置 更多
Jason 未指定地点	● 空闲	专业版房间 (1000方) 付费购买		更新激活码		设置 更多
sq1 未指定地点	● 未登录	专业版房间 (1000方) 付费购买		更新激活码		设置 更多
3 未指定地点	● 离线	基础版房间 (100方)	--	--		设置 更多
565656						

3. Launch the Tencent Meeting Rooms app.
4. Network Configuration: After booting, you can select the network to connect to.



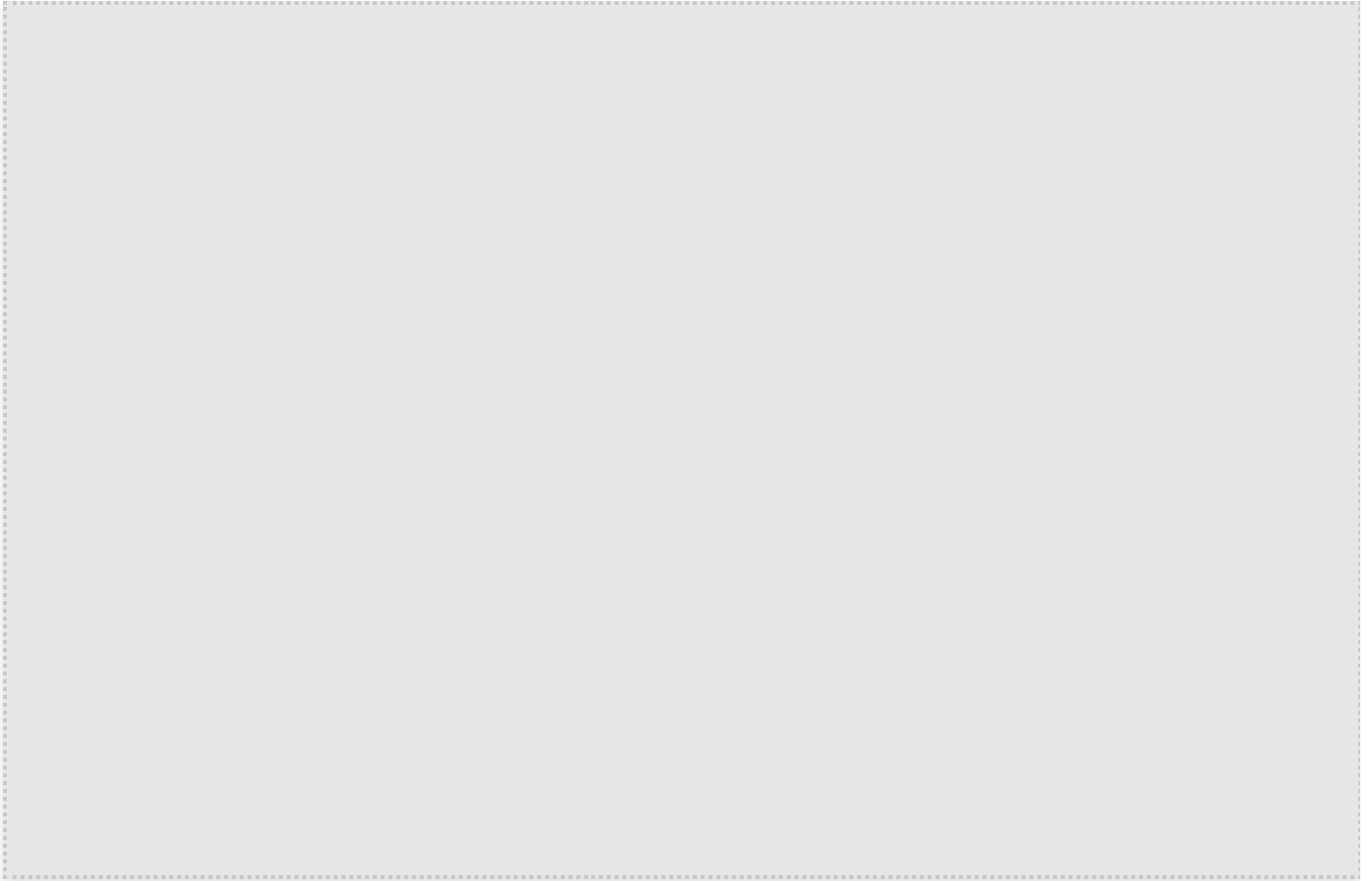
5. Go directly to the main interface, click **log in to** .



6. You can log in with the activation code.



7. Click **Log in with activation code** to enter the activation interface, where you can input the activation code generated in the Conference Room Management console to directly log in to the current Rooms device.

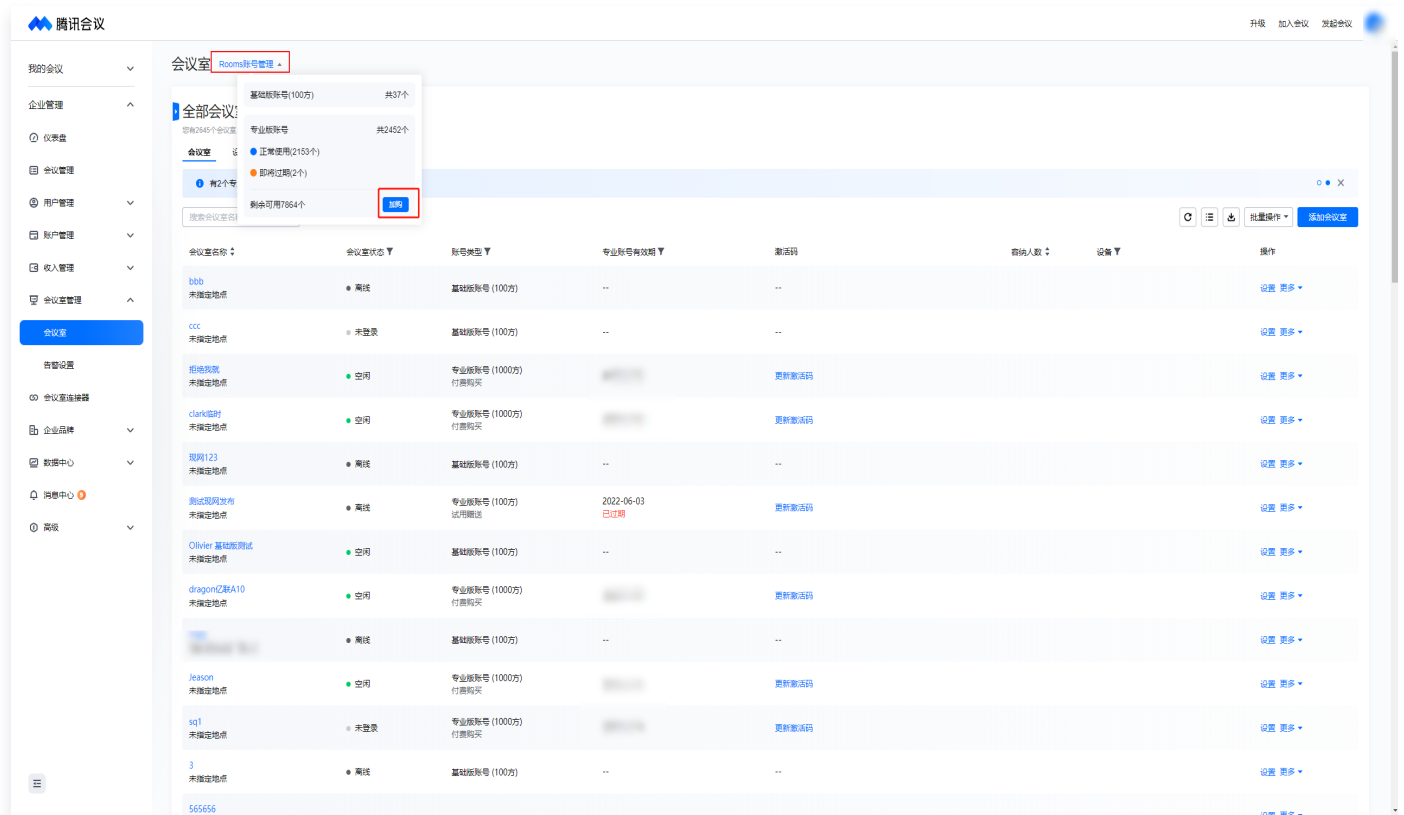


Additional purchase instructions

Last updated: 2024-08-28 11:43:01

After purchasing Tencent Meeting Rooms, log in to [Tencent Meeting Personal Center](#), and you can check the renewal guide related to Rooms under **Enterprise Management > Meeting Room Management > Meeting Room > Rooms Account Management** as follows:

- **Additional purchase:** When your Rooms accounts are insufficient or you need more Rooms services, you can click **Additional purchase** to easily obtain more Rooms accounts.



⚠ Note:

The following content only applies to Rooms version 3.16.210 and above.

- If you have an unpaid Rooms account, you can purchase it on the **Rooms client**:
In **Rooms Settings > Account Information**, click **Buy Now** and follow the purchase guide on the actual page to complete the payment.



After purchase, the current account will be upgraded to the purchased paid resource; please note that after purchase, the resources will belong to the individual or enterprise to which the meeting room belongs.

腾讯会议Rooms账号购买

的会议室 专业版

已成功开通Rooms专业版 (300人)

功能	基础版	专业版
会议规模	100人	100/300人
单场会议时长	60分钟	不限时
云录制空间	0G	200G
同时开启视频人数	50人	500人
会议字幕	限时体验	不限时
联席主持人	0人	50人
水印	单排	单排+多排
关联我的账号	<input type="checkbox"/>	<input checked="" type="checkbox"/>

如需购买商业版/企业版服务可 [联系销售](#) 或致电 4009 700 700

Rooms专业版不限时会议

100人 | 300人

1年 | 2年 | 3年

 **Rooms专业版 (300人) 开通成功**
您可以在企业管理后台查看订单详情和申请开票

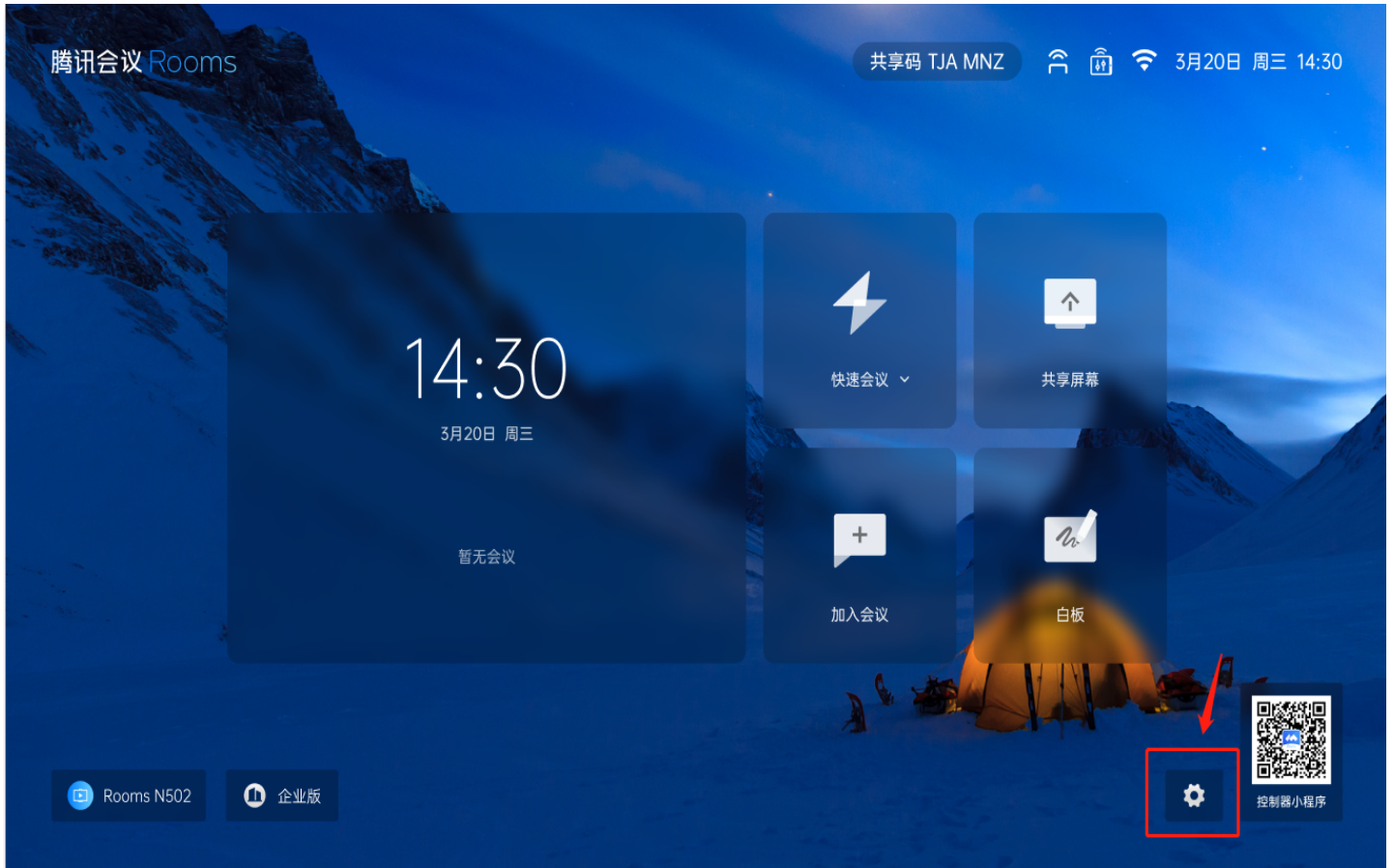
Administrator feature

Rooms client settings

Rooms Device Settings

Last updated: 2024-08-28 14:34:51

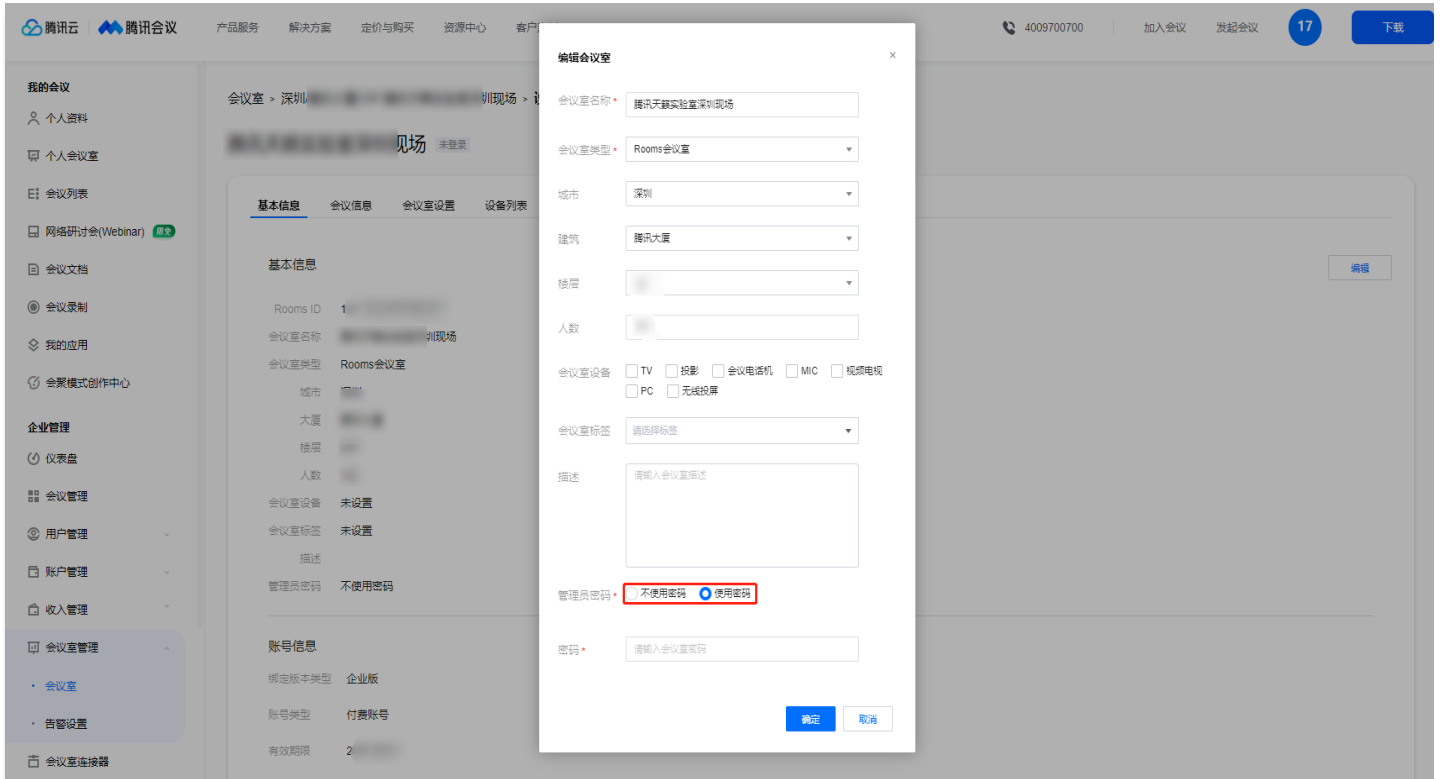
Administrators can modify meeting-related settings in the Rooms settings.



Password lock settings

In the Rooms Enterprise Management Platform, meeting room management pages can have the administrator password edited:

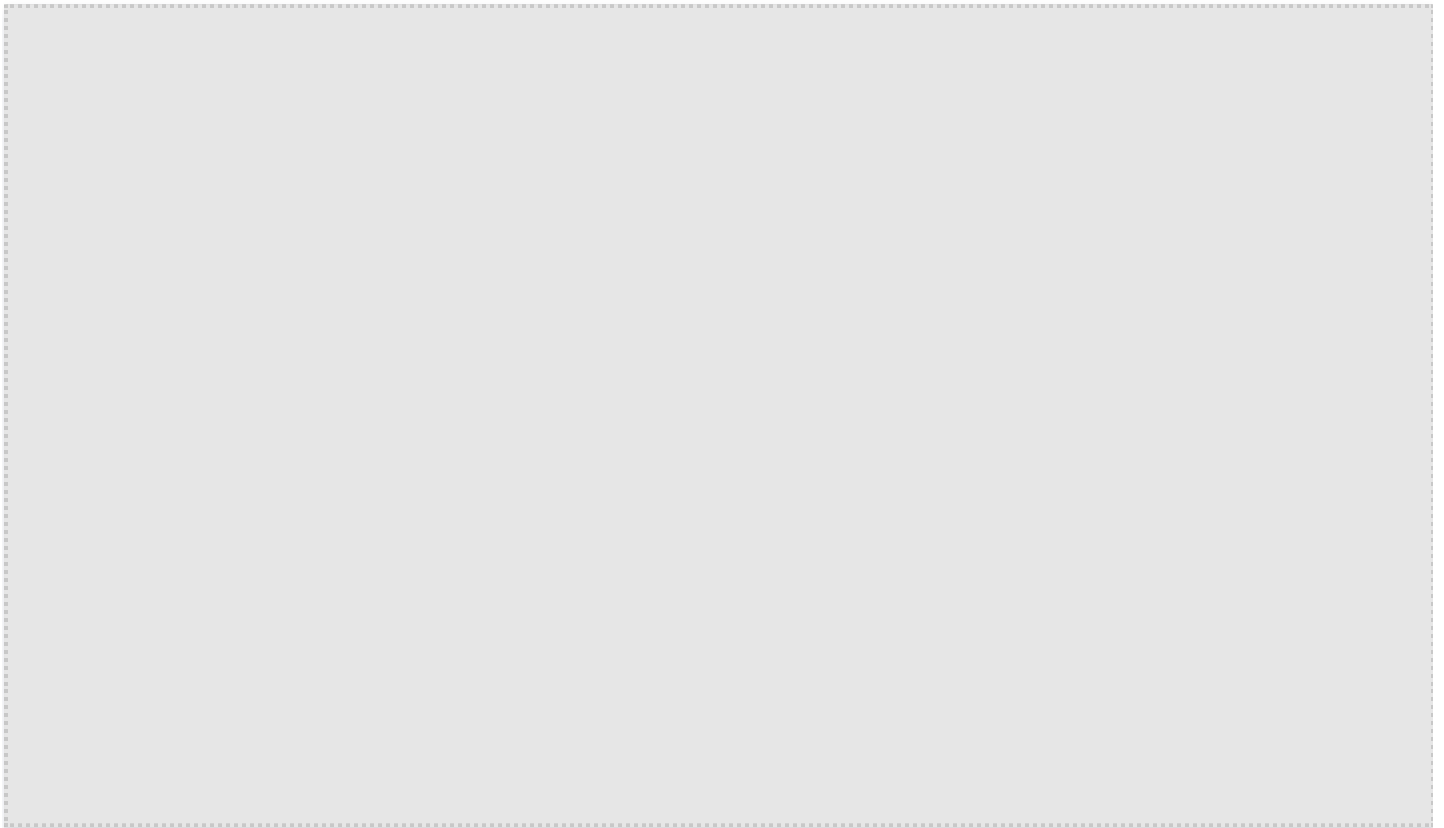
- If you select **use password**, you need to enter the password to unlock and modify settings on the corresponding Rooms device setting page.
- If you select **do not use password**, anyone can change settings on the corresponding Rooms device setting page.



General settings

- **Turn on the camera when joining the meeting:** When checked, your camera will be turned on as you join the meeting.
- **Turn on the microphone when joining the meeting:** When checked, your microphone will be turned on as you join the meeting.
- **Show participation duration:** When checked, the upper right corner of the meeting will display your participation duration.
- **Language encouragement:** When checked, the speaking participants will be prioritized for display.
- **Show chat notifications:** When checked, chat message notifications will be displayed.
- **Touchscreen mode:** When checked, features such as the whiteboard can be used with touch controls.
- **Persistent meeting ID during meetings:** When checked, the meeting ID will still be visible in immersive mode.
- **Persistent sharing code during meetings:** When checked, the sharing code will still be visible in immersive mode.
- **Save Whiteboard Locally:** When checked, the whiteboard can be saved to the local folder of the device.

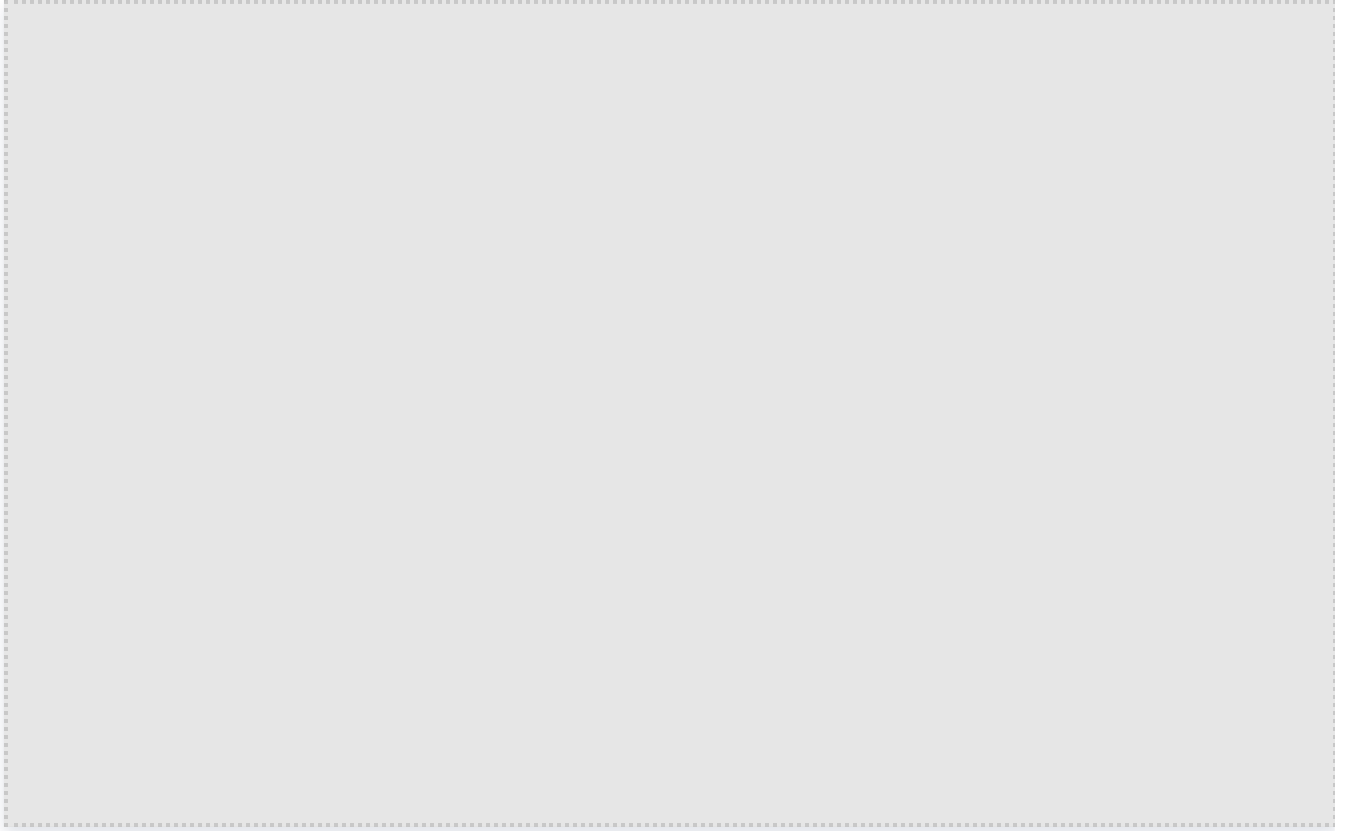
- **Auto Start on Boot:** When checked, Rooms will automatically start after the device boots up.
- **Enable Screen Sharing Watermark:** When checked, members will see a watermark while viewing shared content.
- **Beginner's Guide:** When checked, it will show the presenter view during the meeting and guide on minimizing the small window, as well as a quick meeting invitation guide for members.
- **Hide Non-Video Attendees:** In non-audio meetings, at least one person should turn on the video or screen sharing. When checked, non-video attendees will be hidden.



- **Exit/Restart Application:** You can click **Exit/Restart Rooms Application** to exit or restart the Rooms application.
 - **Rooms:**



○ **Controller:**



Video Settings

- **Capture Devices:** Select the camera device you will use during the meeting.
 - **Video Footage:** Displays the current camera's captured footage and can also be used to check if your camera is working properly.
 - **Mirror Effect:** When checked, the local video feed from the camera will be displayed as a mirror image.
 - **Dark Scene Enhancement:** Improves camera image quality in low-light conditions.
 - **Camera Tracking Mode:** Select **configure manually** to perform preset position operations on the camera (this feature requires hardware support from the camera). **Preset Position 1** is the initial position of the camera when joining a meeting. To change this position, adjust the zoom, tilt, and pan of the camera using the controls on the left, then click **Save Position**. To set more preset positions, click **Preset Position 2, 3** and perform similar operations. To clear previously saved positions, click the desired preset position and then click **Clear Position**.
- Rooms:**

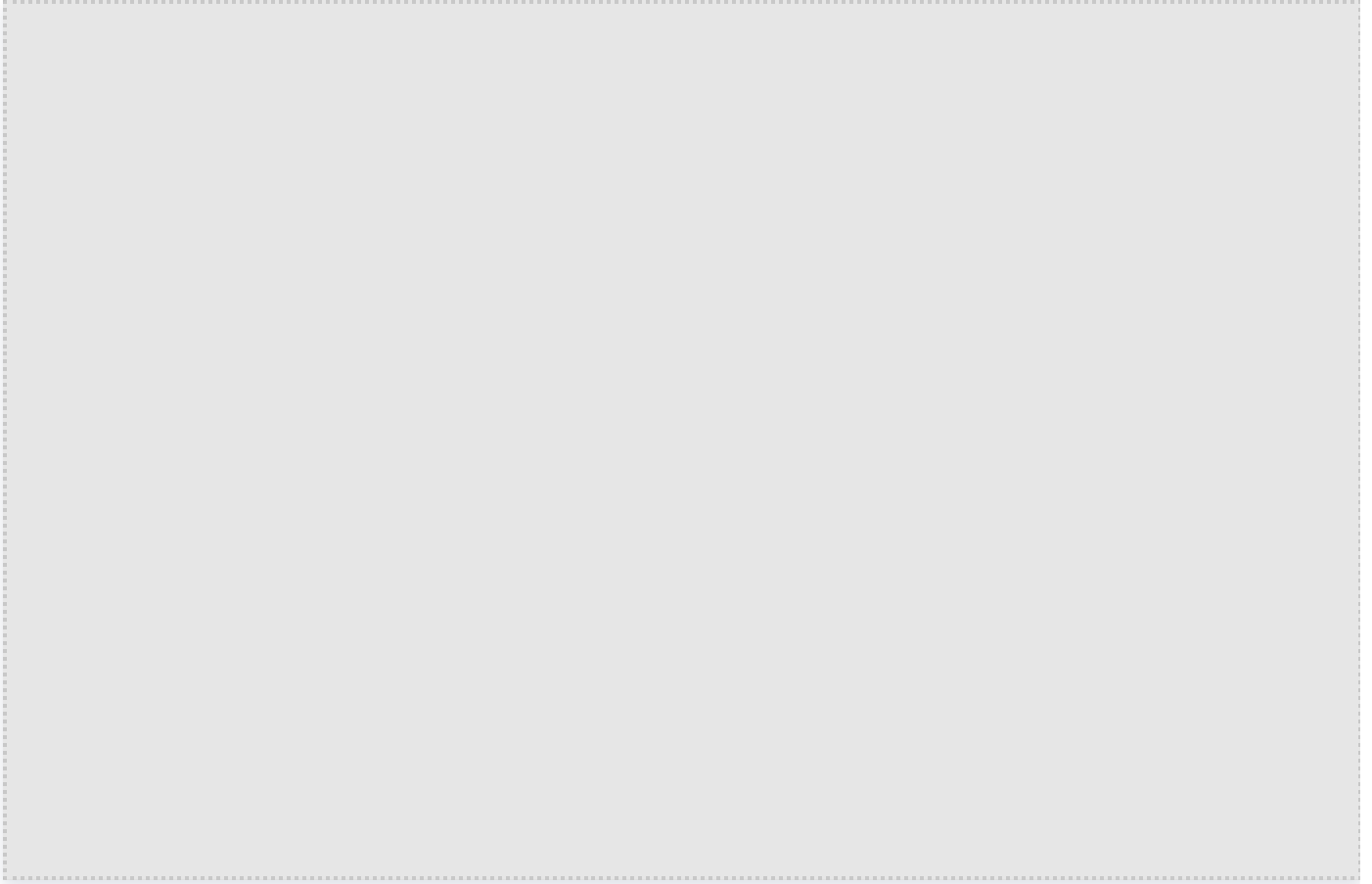


○ Controller:



Audio Settings

- Speaker:
 - **Select Device:** Choose your speaker device.
 - **Test Speaker and Output Level:** Click **Test Speaker**, and the system will play a piece of music to check if your speaker is working properly. The output level indicates the volume of your speaker.
 - **Volume:** The volume of the speaker's sound.



- **Microphone:**
 - **Select Device:** Choose your microphone device.
 - **Test Microphone and Input Level:** Click **Test Microphone**, and the system will activate your microphone device for testing. When you try to speak into the microphone, you will see changes in the input level.
 - **Volume:** The volume of the microphone input sound.

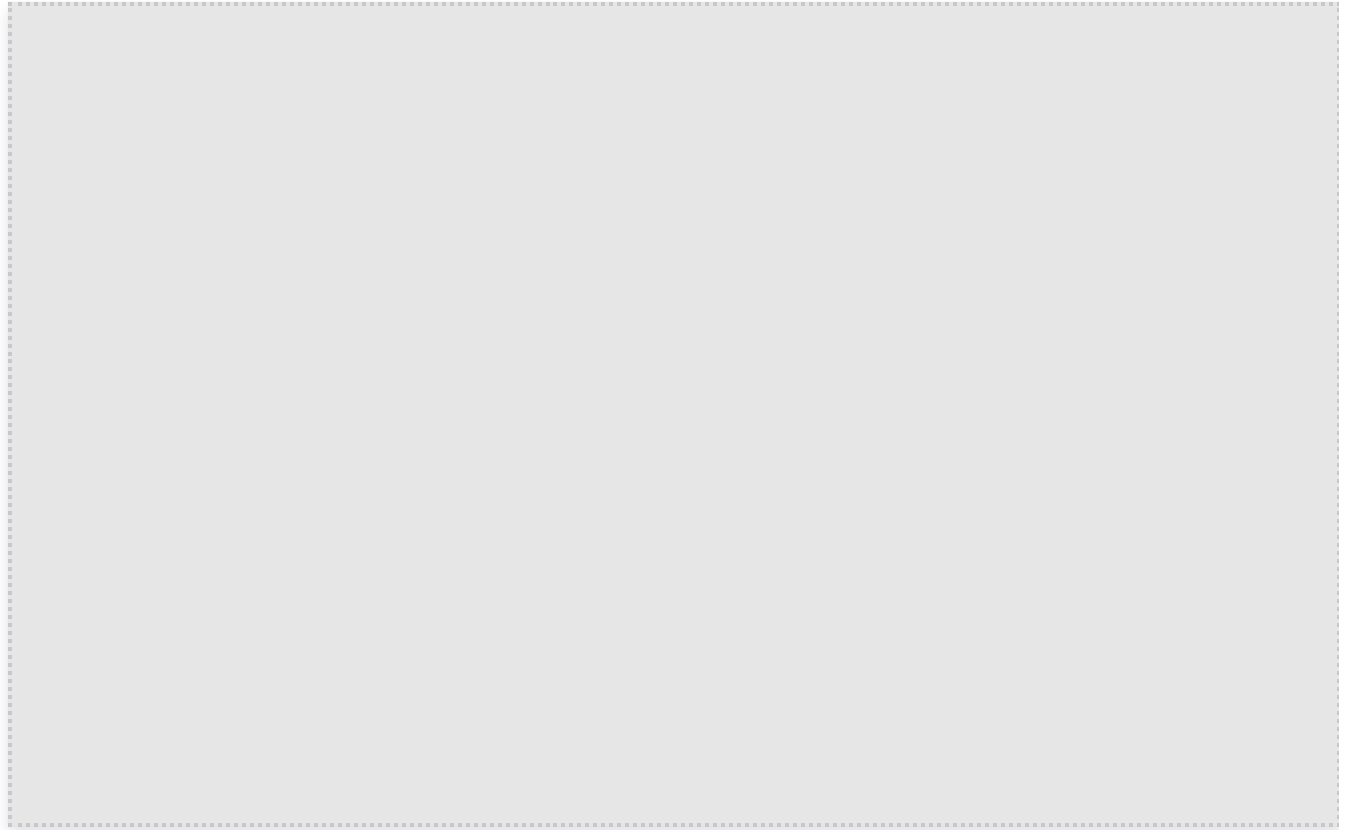


- Use Device Original Sound

- If you find the audio effect processing unsatisfactory during use, you can enable it in the Rooms Settings interface under Audio > Use Device Original Sound.

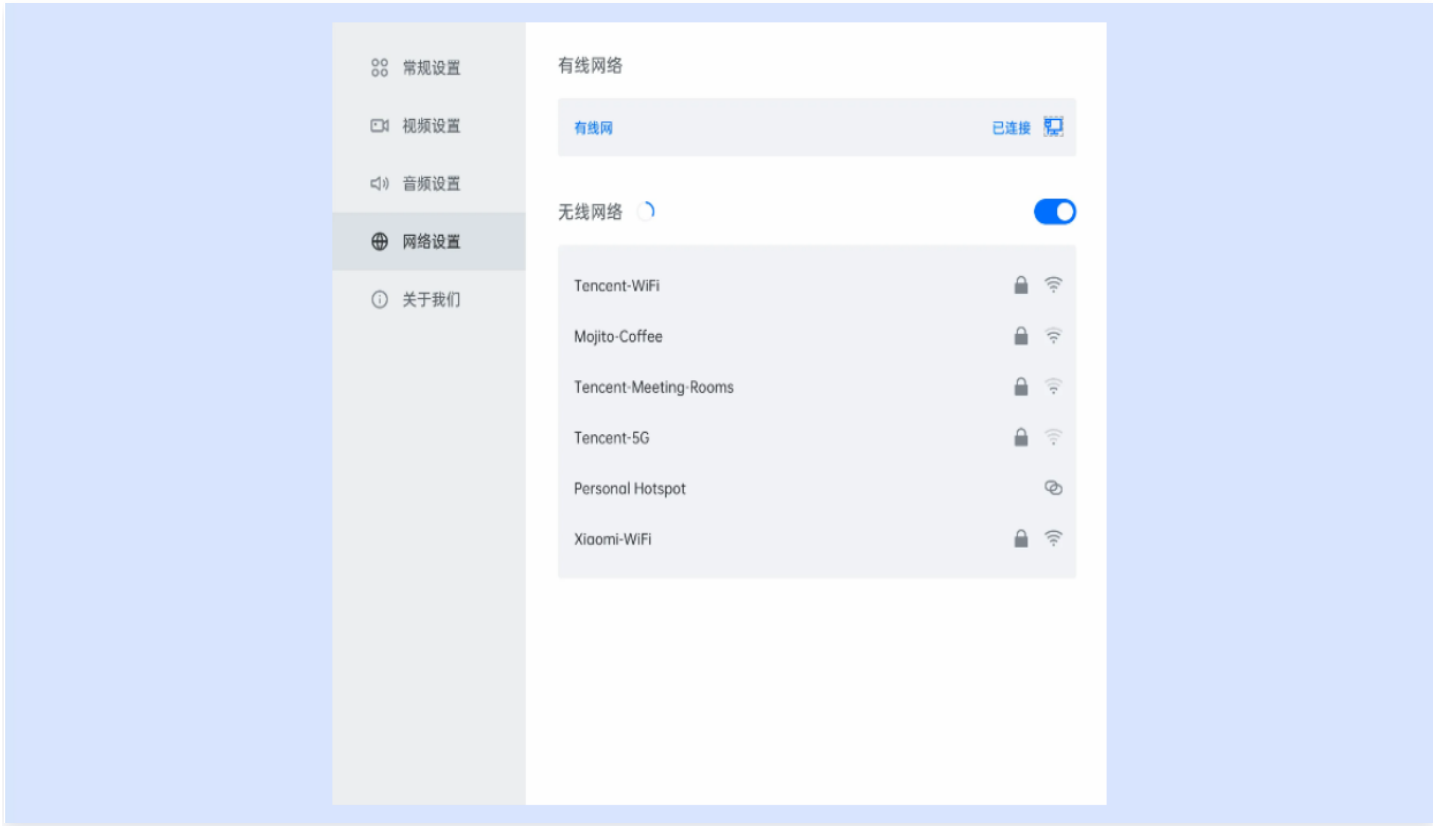


- You can also manage all meeting room devices through the backend management interface under Device Settings > Use Device Original Sound.



Network Settings

- Click to select a wireless network connection and view the status of the wired network.
- A wired network is recommended for better stability. If advanced network configuration is needed, you must exit Rooms to configure it at the system level, such as obtaining a LAN MAC address, configuring a static IP, 802.1x authentication, WiFi certificates, etc.
- You can also choose or change a wireless network and join by entering the corresponding password.
- Network configuration is complete, network connected.



Default Display Layout

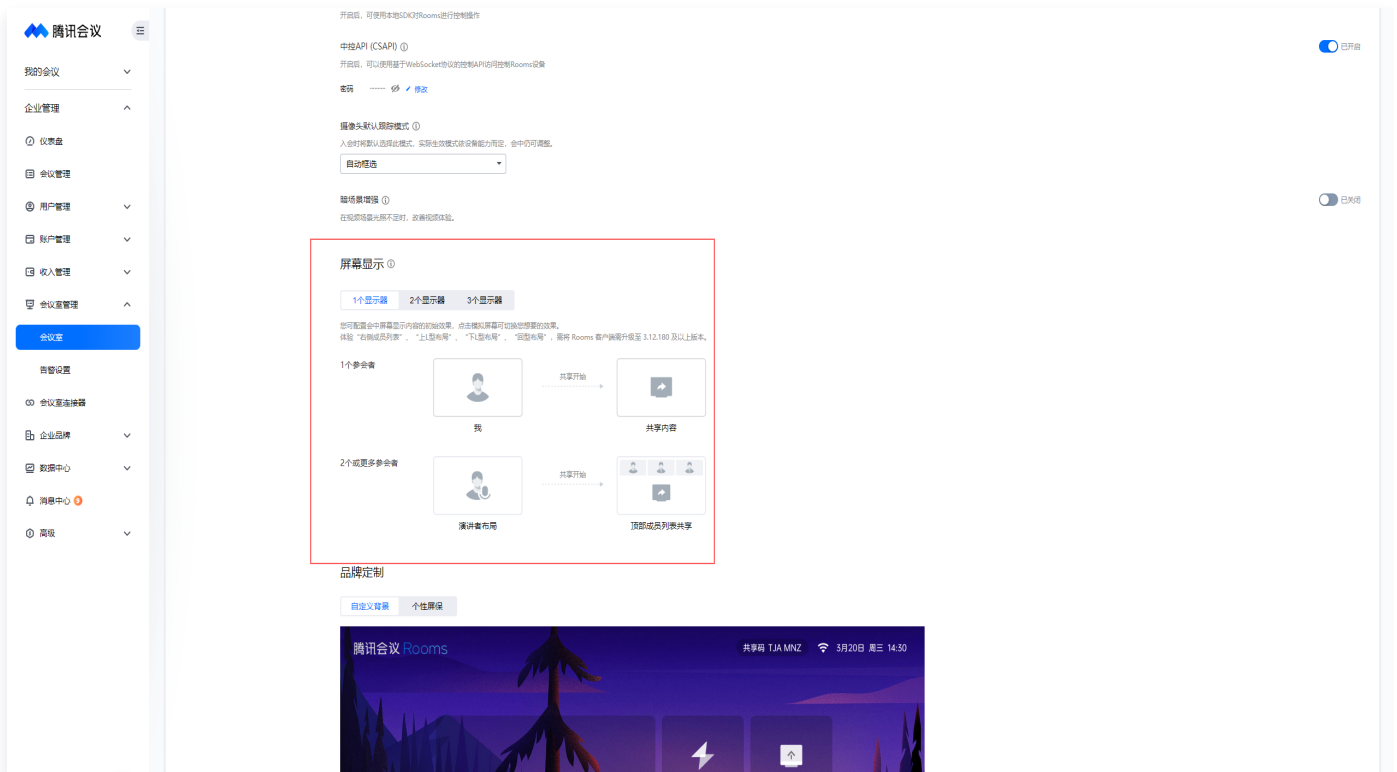
To meet enterprise users' needs for default display layouts in different scenarios, switching display layout effects is supported under **Rooms Settings > Display Settings**.

1. Under **Rooms Settings > Screen Settings**, you can configure settings as needed.



2. In the management backend, you can set the default display content for a single screen:

- Video content: Default grid, can be switched to speaker layout, top member list, right member list, L-shaped layout, and horseshoe layout.
- Shared content: Default top member list sharing, can be switched to speaker, top member list, right member list, L-shaped layout, and horseshoe layout.



Proxy settings

To facilitate enterprise users in configuring network proxies, enterprise administrators can unify proxy settings under **Rooms Settings > Proxy Settings** before the meeting.

Note:

Enterprise administrators cannot unify proxy settings during the meeting.

- **Proxy Service Settings:** When Rooms starts, it checks whether the enterprise-configured proxy file exists in the specified directory of the current system.

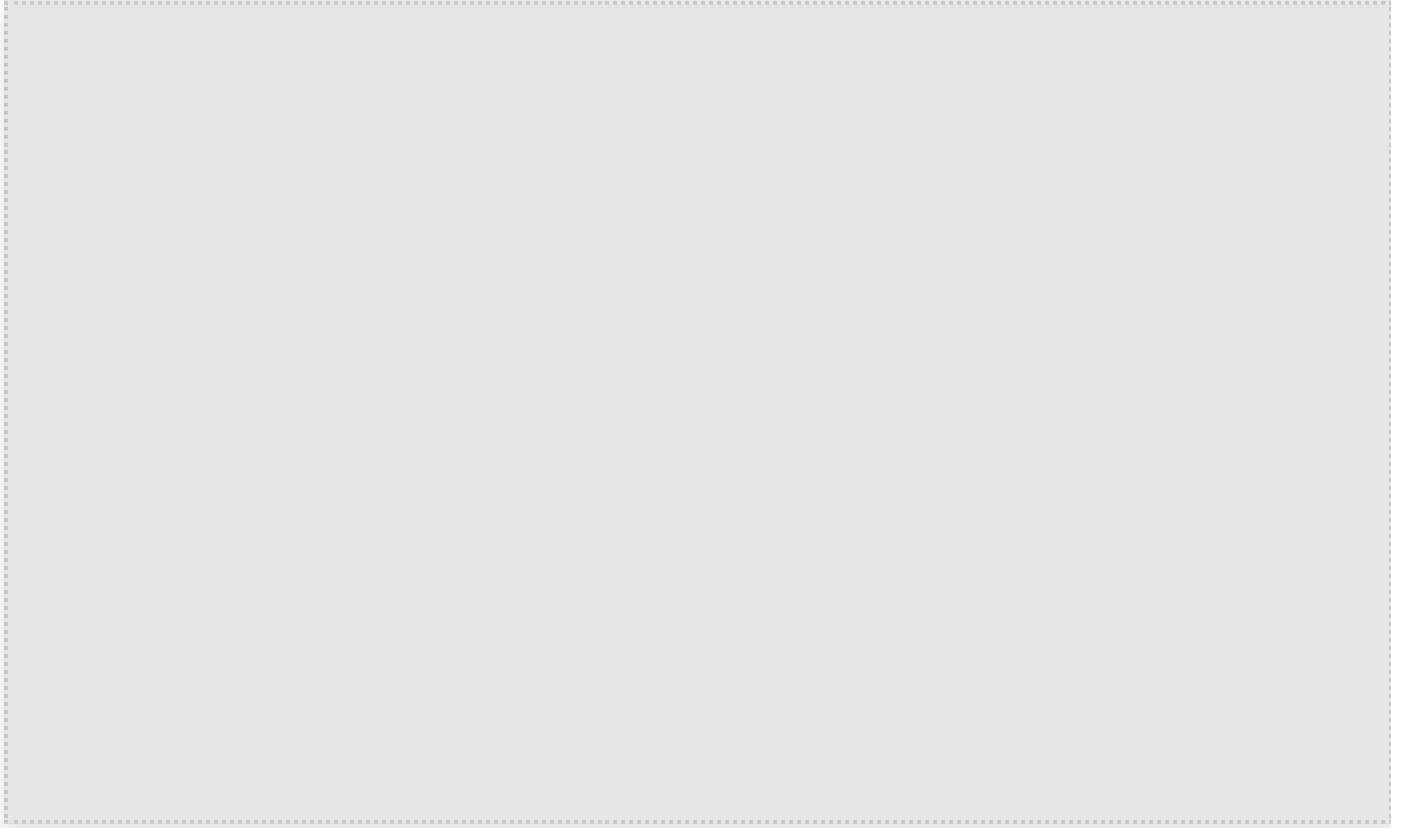
Note:

Enterprise administrators can store enterprise-configured proxy files in the specified directory of the current system.

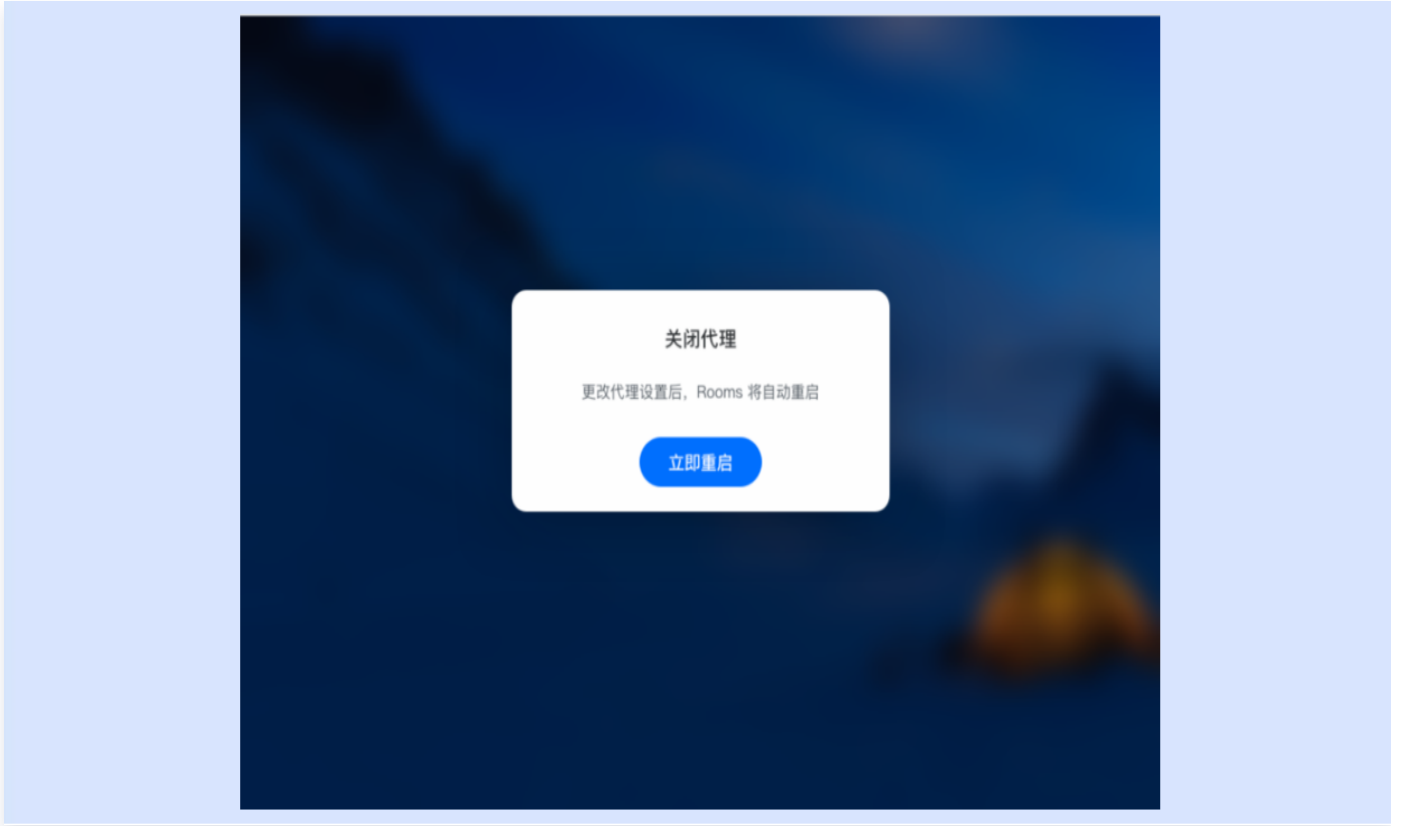


- If it does not exist, the **Proxy Server Settings** option is not displayed.
- If the enterprise-configured proxy file exists, the **Proxy Server Settings** option is displayed. Proxy server settings are divided into automatic setup and manual configuration.
 - Automatic setup: The fields below are uniformly read from the enterprise proxy configuration file, and users cannot modify the content of these fields in Rooms.
 - Manual configuration: The fields below are uniformly read from the enterprise proxy configuration file, and users can modify and override the content of these fields in Rooms.
- **Select Proxy Type:** Proxy types are divided into smart mode and global mode. You can choose the proxy type you want as needed.
 - Smart Mode: Meeting negotiation information is forwarded through the proxy mode, while audio and video data are not forwarded through the proxy mode.
 - Global Mode: Both meeting negotiation information and audio and video data are forwarded through the proxy mode.
- **Select Proxy Protocol:** Proxy protocols are divided into SOCKS5 and HTTP. You can choose the proxy protocol you need.

- **Enter Port, Username and Password:** You can enter the port, username and password as needed.
- **Enable Proxy:** Click **Enable Proxy**. A popup will indicate that the proxy has been enabled, and Rooms will enable proxy settings.



- **Disable Proxy:** Click **Disable Proxy**. A popup will indicate that changing the proxy settings requires an immediate restart. Click **Restart Now**, and Rooms will automatically restart for the changes to take effect.



Rooms Meeting Room Management Platform

Manage Rooms Meeting Rooms

Last updated: 2024-08-28 14:35:48

Log in to [Tencent Meeting official website](#). On the Tencent Meeting website, navigate to Enterprise Management > Meeting Room Management > Meeting Room tab. IT administrators can centrally view and manage Rooms accounts through the platform.

- **Search and Filter:** You can enter query information on the meeting room page to search, or select meeting room status, meeting room type, account type and other options in the filter items to filter the meeting room list.

The screenshot shows the Tencent Meeting interface for managing meeting rooms. The sidebar on the left contains navigation options such as '我的会议', '企业管理', '会议管理', '用户管理', '账户管理', '收入管理', '会议室管理', '会议室连接器', '企业品牌', '数据中心', '消息中心', '高级', and '合作伙伴'. The main content area is titled '全部会议室' and shows a list of meeting rooms. The list has columns for '会议室名称', '室状态', '会议室类型', '账号类型', '激活码', '容纳人数', '会议室设备', and '开放状态'. The list includes rows for 'Rooms会议室' with various account types and statuses. At the bottom, there is a pagination bar showing '共 108 条' and '10 条/页 跳至'.

- **Multi-select Batch Operations:** When you select multiple meeting rooms, you can perform batch operations such as account upgrades, reservations, calls, setting tags, and logging

out accounts.

腾讯会议

购买 加入会议 发起会议

会议室设置 | Rooms账号管理 | 使用引导

我的会议 > 展开节点 全部会议室

会议室(1222) 设备(234)

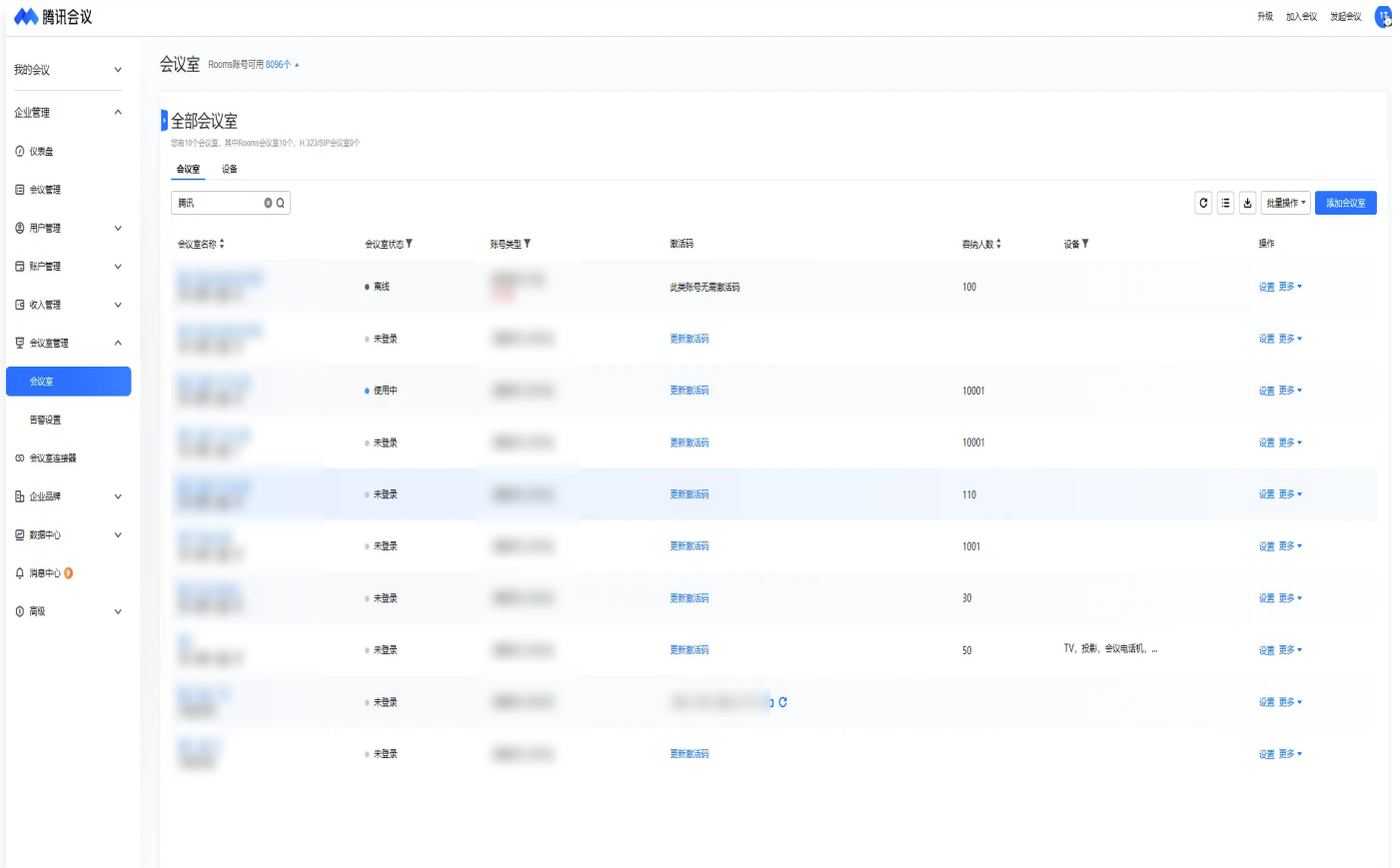
会议室名称 请输入会议室名称 Q 全部状态 十 筛选项

已选择 4项 取消选择 升级账号 预定 呼叫 设置标签 设置管理员密码 登出账号 删除

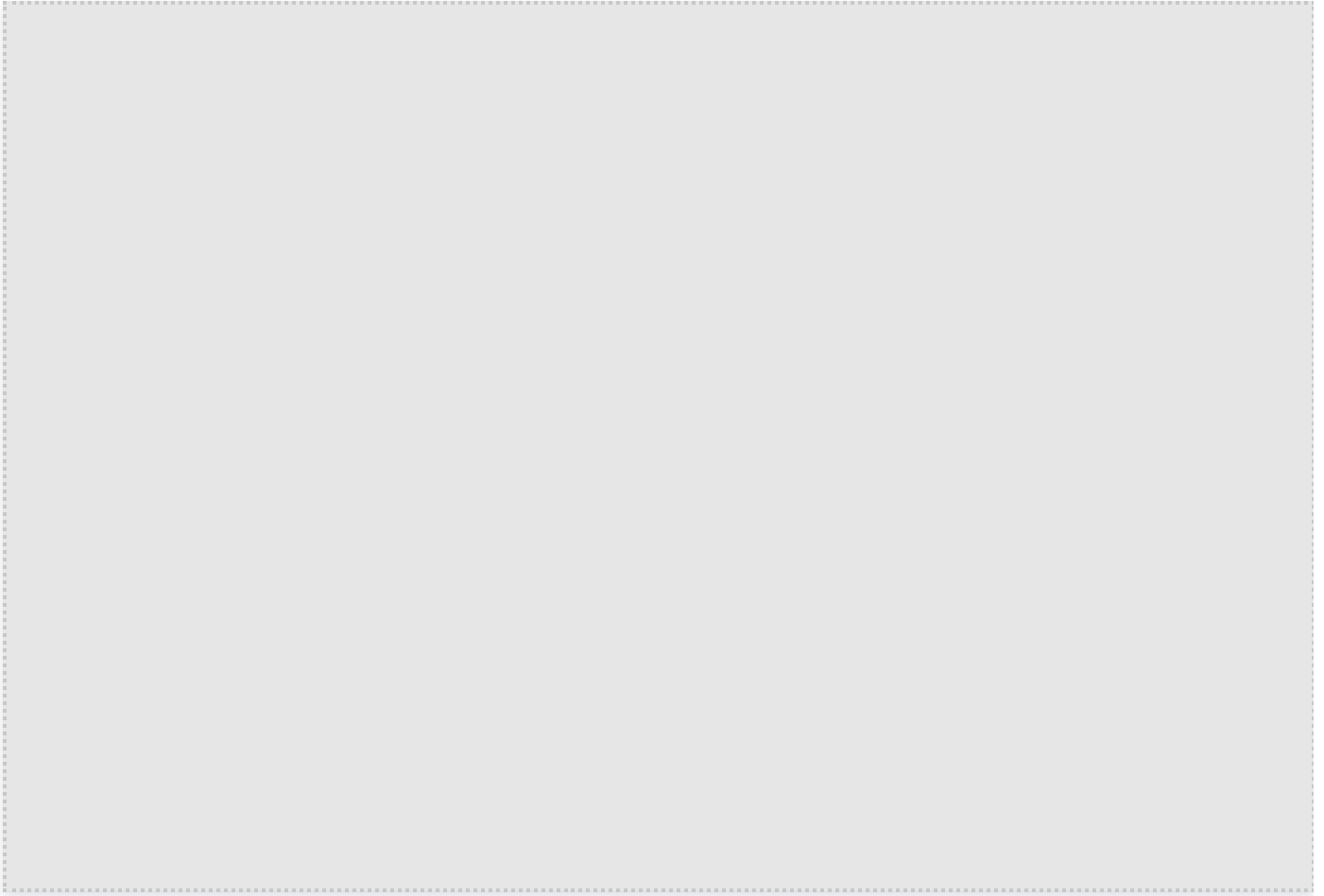
会议室名称	室状态	会议室类型	账号类型	激活码	容纳人数	会议室设备	开放状态
	线	Rooms会议室	试用账号 (50方) 已过期		--	视频电视, 会议电话机	开放
	登录	Rooms会议室	试用账号 (50方) 3天后过期		50	TV, PC	未开放
	月中	Rooms会议室	专款账号 (500方)		999	--	开放
	闲	H.323/SIP会议室	专款账号 (500方)		50	标签1, 标签2, 标签3	开放
	闲	无类型会议室	--		50	视频电视, 会议电话机	未开放
	线	Rooms会议室	试用账号 (50方) 已过期		--	视频电视, 会议电话机	

共 108 条 < 1 2 3 4 5 6 ... 11 > 10 条/页 跳至 页

- **Account Usage:** You can view the Rooms meeting room accounts you belong to on the account details display in the upper left corner of the meeting room page, including used and expired, basic and professional accounts.

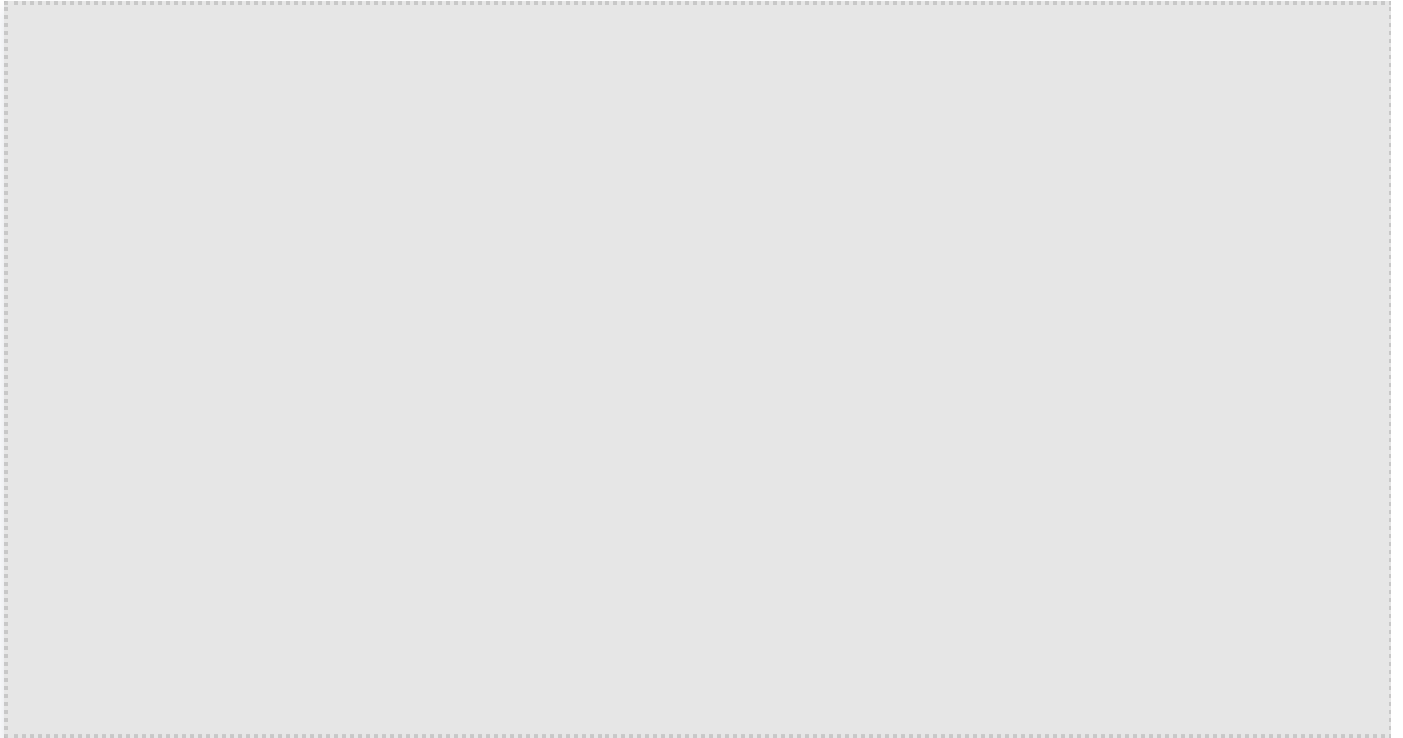


- **Add Meeting Room:** You can add your Rooms meeting room account as needed.

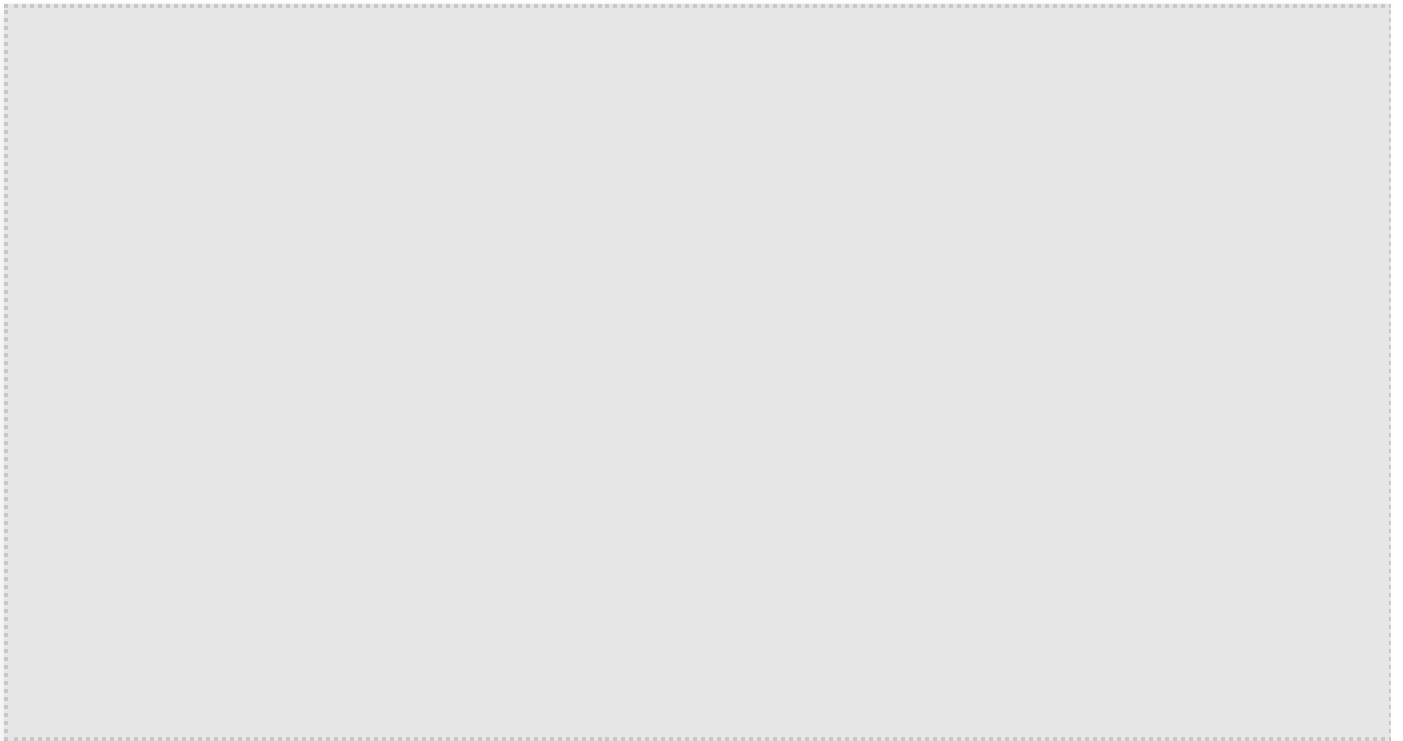


- **View Meeting Rooms:** You can remotely view Rooms meeting room list information on the meeting room page, including meeting room names, account types, capacity, meeting room status, reservation status, and related meeting room operations. If you want to customize the list information displayed, click the **Header Settings** at the end of the list header to select and sort.
- **Tree Node Meeting Room Settings**

In the meeting room list of the background interface, after selecting the corresponding node according to the filter, click **Set**. The settings content will take effect on this node and all nodes below it.

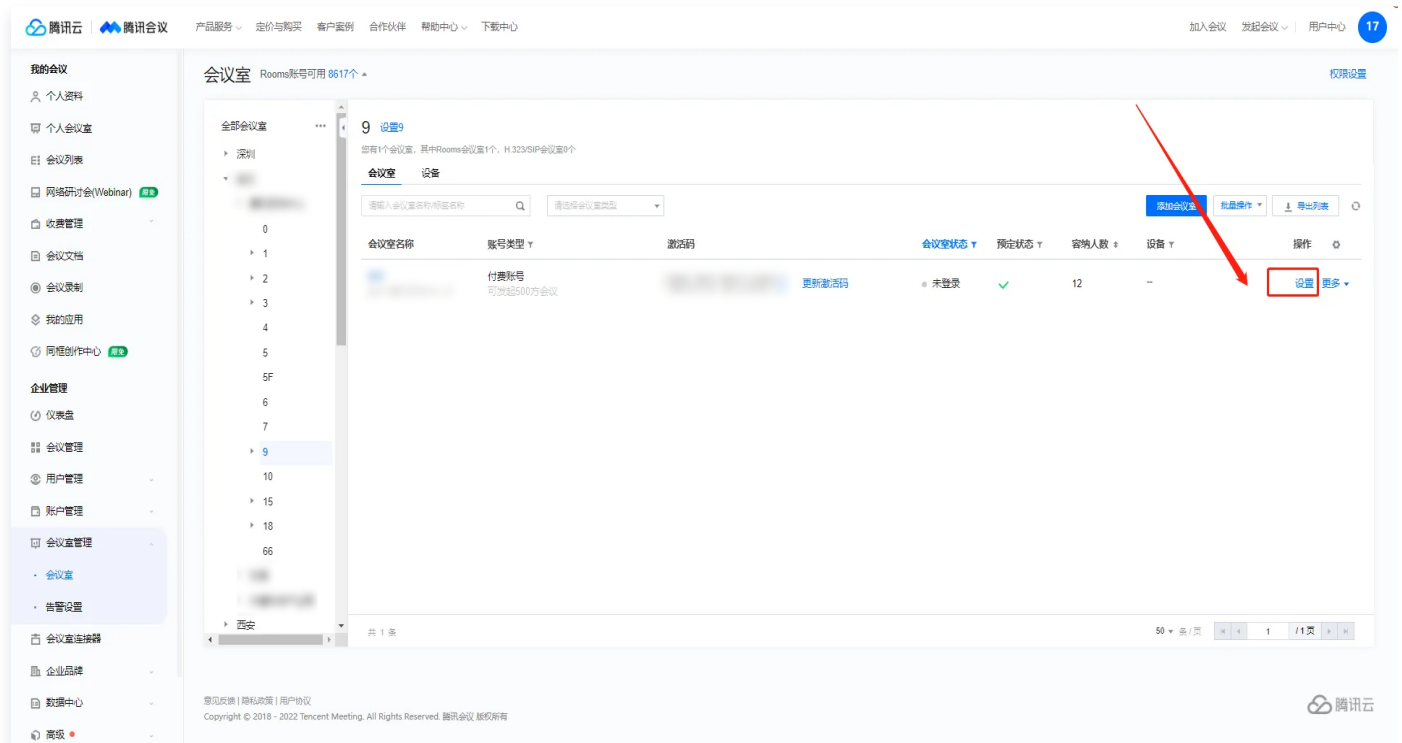


If the current node does not have its own settings information, the default value of the previous node will be used.



- **Professional Account Management:** In the meeting room list, select professional accounts in the account type to perform related management operations for professional account meeting rooms.
- **Meeting Room Details:** You can click **Set** in the meeting room list to view the details of the selected meeting room, including basic information (basic information, account

information, hardware information, alarm information) and meeting information (filter and view the number of meetings attended and the total duration during the selected time period, and export all meeting list information during the selected time period).



- **Logout of Meeting Room:** You can remotely log out the selected Rooms meeting room account by clicking **Logout** in the list more options on the meeting room page.



Rooms Dual Screen/Single Screen Display Configuration

Last updated: 2024-08-28 14:36:14

On the **Tencent Meeting Official Website** > **Enterprise Management** > **Conference Room Management** > **Meeting Room** > **Meeting Room** tab, click the **Settings** next to the node name to enter the settings page. Click **Screen Display** to configure the initial display effect for multi-screen display meetings.

Note:

Only the enterprise dimension (i.e., all meeting rooms) and the meeting room dimension (i.e., a specific selected meeting room) are allowed for configurations. The priority of the meeting room settings is displayed in the order of meeting room settings > enterprise settings > default settings.

The screenshot shows the 'Rooms Meeting Room Settings' page in the Tencent Meeting interface. The 'Screen Display' tab is selected and highlighted with a red box. Under 'Screen Display', there are two options: '1个显示器' (1 monitor) and '2个显示器' (2 monitors). Below these, there are two diagrams illustrating the initial display effect. The first diagram, labeled '1个参会者' (1 participant), shows a user icon labeled '我' (Me) and a '共享内容' (Share content) icon. The second diagram, labeled '2个或更多参会者' (2 or more participants), shows a '演讲者' (Presenter) icon and a '缩略图共享' (Thumbnail sharing) icon. At the bottom, there are '品牌定制' (Brand customization) options: '自定义背景' (Custom background) and '个性屏保' (Personalized screensaver). The page footer includes copyright information: 'Copyright © 2018 - 2022 Tencent Meeting. All Rights Reserved. 腾讯会议 版权所有'.

Multi-screen Display Configuration

You can configure the initial display effect for multi-screen display meetings. Click **Screen Display** to switch to your desired effect.

The screenshot shows the 'Rooms Meeting Room Settings' page in the Tencent Meeting management console. The 'Screen Display' section is highlighted with a red box, showing two options: '1个显示器' (1 screen) and '2个显示器' (2 screens). Below this, there are visualizations for '1个参会者' (1 participant) and '2个或更多参会者' (2 or more participants). Each visualization shows two screens and how content is shared between them. For 1 participant, the main screen shows '我' (Me) and the secondary screen shows '共享内容' (Shared Content). For 2 or more participants, the main screen shows '我' (Me) and the secondary screen shows '所有人' (Everyone). The '品牌定制' (Brand Customization) section is also visible at the bottom.

● 1 Participant:

- No one is sharing or using the whiteboard: Both the main and secondary screens display the "Myself" view, with the view switch option grayed out and unavailable.
- Someone is sharing or using the whiteboard: The main screen shows the shared content or whiteboard, while the secondary screen displays the "Myself" view. You can switch to your desired view effect, with at least one screen set to **Shared Content**.

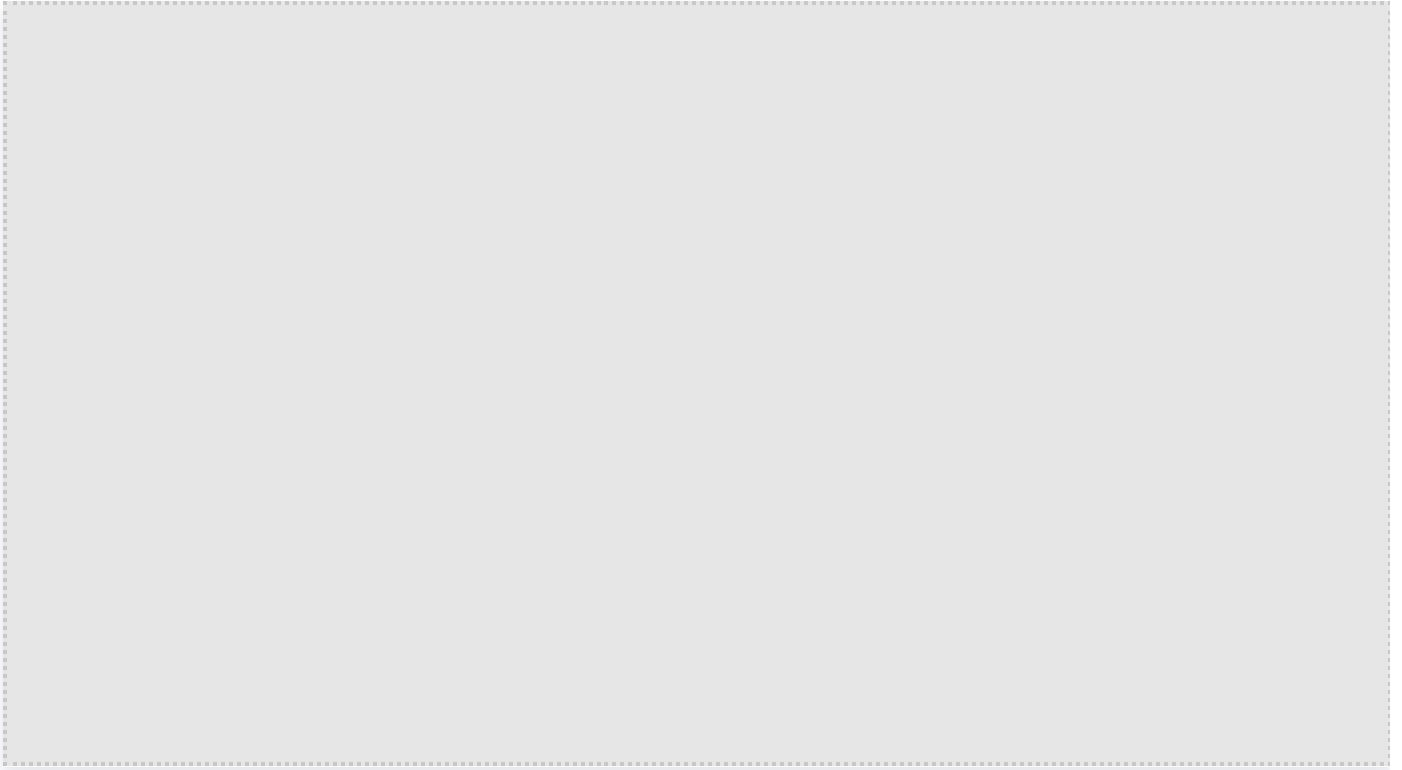
● 2 or More Participants:

- No one is sharing or using the whiteboard: Both the main and secondary screens can switch among "Myself", "Active Speaker," and "Everyone" views.
- Someone is sharing or using the whiteboard: The main screen shows the shared content or whiteboard, while the secondary screen can switch among "Myself", "Active Speaker," and "All Participants" views. You can switch to your desired view effect, with at least one screen set to **Shared Content**.

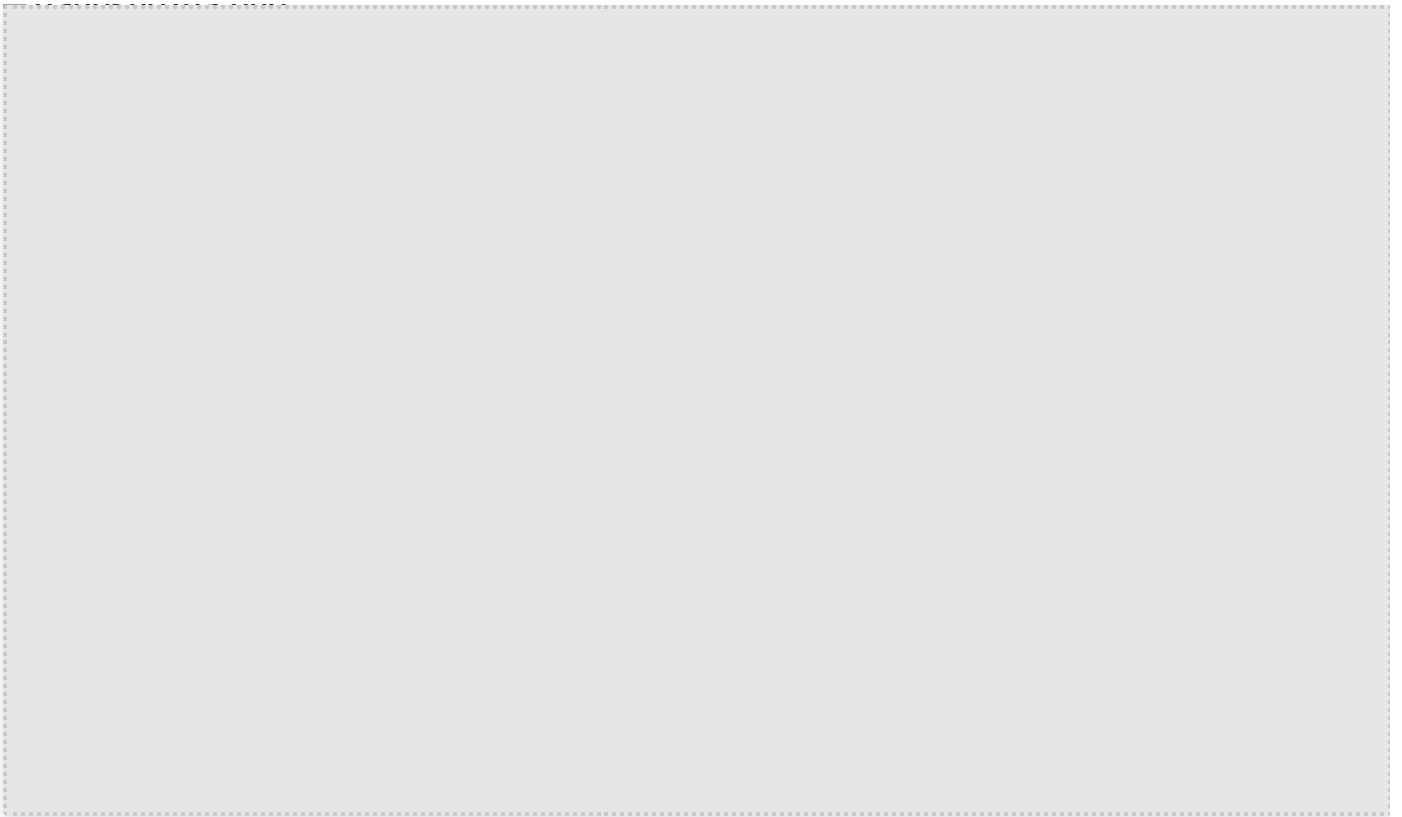
Single Screen Display Settings

1. In the management backend, you can set the default display content for a single screen:

- Video Content > Default Grid: You can switch to the speaker layout, top member list, right member list, L-shaped layout, and U-shaped layout, etc.
- Shared Content > Default Speaker Share: You can switch to the top member list, right member list, L-shaped layout, and U-shaped layout, etc.



2. After clicking, you can configure different layout types in the popup window as needed.



 **Note:**

The New Layout requires upgrading the Rooms client to version 3.12.180 or higher to be supported.

Triple Screen Display Configuration

Last updated: 2024-08-28 14:37:01

In the **Tencent Meeting official website** > **Enterprise Management** > **Meeting Room Management** > **Meeting Room** > **Meeting Room** section, click on the **Settings** next to the node name to enter the settings page, then click **Screen Display** to configure the initial display effect in multi-screen meetings.

Note:

It is recommended to display the triple screen on Intel NUC12SNKi72 devices only.

The screenshot shows the Tencent Meeting settings interface. The left sidebar contains navigation options like '我的企业' (My Company) and '会议管理' (Meeting Management). The main content area is titled '屏幕显示' (Screen Display) and includes several configuration options:

- Rooms麦克风静音状态同步** (Rooms microphone mute status synchronization): A toggle switch set to '已关闭' (Off).
- 大屏设备显示亮度自动调节** (Large screen device display brightness automatic adjustment): A toggle switch set to '已关闭' (Off).
- API控制功能** (API control function): A toggle switch set to '已关闭' (Off).
- 中控API (CSAP)** (Central control API (CSAP)): A toggle switch set to '已关闭' (Off).
- 摄像头默认跟踪模式** (Camera default tracking mode): A dropdown menu set to '手动配置' (Manual configuration).
- 画质增强** (Image enhancement): A toggle switch set to '已关闭' (Off).
- 屏幕显示** (Screen display): A section with three radio buttons: '1个显示器' (1 monitor), '2个显示器' (2 monitors), and '3个显示器' (3 monitors). The '3个显示器' option is selected and highlighted with a red box.
- 1个参会者** (1 participant): A diagram showing three screens, each displaying '我' (Me). A '共享开始' (Start sharing) button is shown to the right.
- 2个或更多参会者** (2 or more participants): A diagram showing three screens. The first screen displays '我' (Me), the second displays '当前发言人' (Current speaker), and the third displays '所有人' (Everyone). A '共享开始' (Start sharing) button is shown to the right.
- 副屏显示会议主题** (Secondary screen display meeting theme): A toggle switch set to '开启' (On). Below it are two preview images for '主屏' (Main screen) and '副屏' (Secondary screen).
- 品牌定制** (Brand customization): Two buttons for '自定义背景' (Custom background) and '个性屏保' (Personalized screensaver).

Screen Configuration:

● 1 Participant:

- **No Sharing:** All three screens display "Myself" and switching views is disabled.
- **Sharing:** In the triple screen display, you can choose between Myself or Shared Content. You can switch to your desired view, with at least one screen set as **Shared Content**.

● Two or More Participants:

- **No Sharing:** Triple screen display options include Myself, Speaker, and Everyone. Only up to two screens can display "Everyone".

- **Sharing:** Triple screen display options include Shared Content, Myself, Speaker, and Everyone. One screen must display "Screen Sharing". Only up to two screens can display "Everyone".

Background and screensaver

Last updated: 2024-08-28 14:38:17

On the [Tencent Meeting Official Website](#), go to **Enterprise Management Conference Room Management Meeting Room Settings Background and screensaver**, or access from [Tencent Meeting Official Website](#), **Enterprise Brand**, **Rooms Brand Customization**.

腾讯会议

我的会议

企业管理

仪表盘

会议管理

用户管理

账户管理

收入管理

电话服务管理

会议室管理

会议室

告警中心

会议室连接器

混合云管理

企业品牌

数据中心

消息中心

高级

背景与屏保

自定义背景 个性屏保

腾讯会议 Rooms 3月20日 周三 14:30

共享码 TJA MNZ

15:30 - 16:50

Daily Code Meet

17:00 - 18:50

19:00 - 20:20

快速设置

共享屏保

加入会议

白板

设置背景

会议

默认使用会议室专属ID

开启后，Rooms主界面默认可使用会议室专属ID开始会议

会议室专属ID设置 修改

设备

屏幕显示

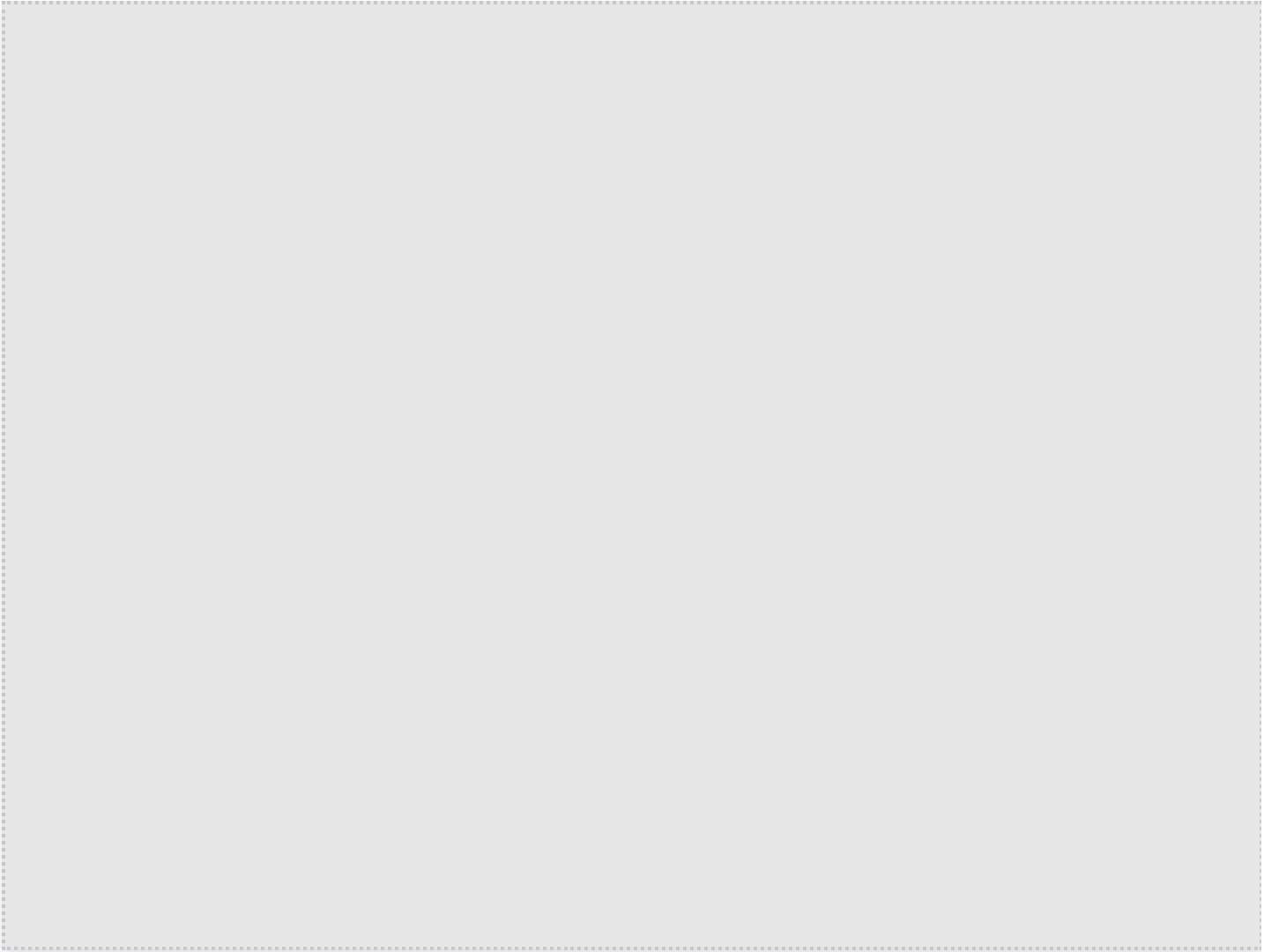
背景与屏保

会议

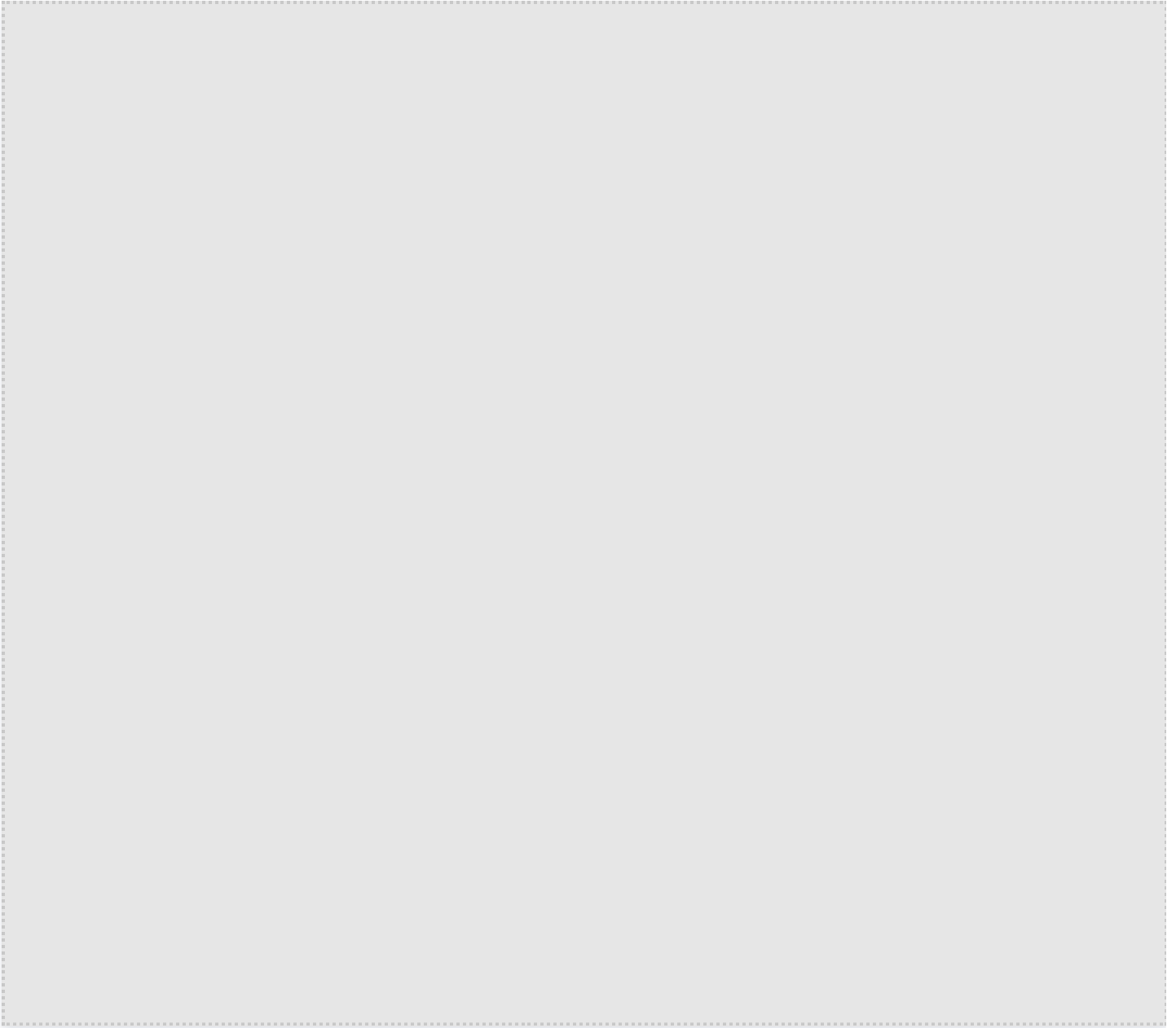
录制设置

AI小助手设置

When setting a custom background, you can choose the layout method (center/left aligned) and decide to show or hide the information on the layout (such as brand identification, sharing code, date and time, meeting room name, mini program sharing code, meeting button, etc.). You can also preview the background effect in advance.



When setting a personalized screensaver, you can upload images/videos. Images support png/jpg/jpeg formats, with a size not exceeding 10M. Videos currently only support MP4 format. The total size of uploaded videos must be within 500M, with a combined total of videos and images not exceeding 20. Uploaded videos support sound playback and can be sorted for playback order. In dual-screen display mode, the screensaver video can only be played on the main screen.

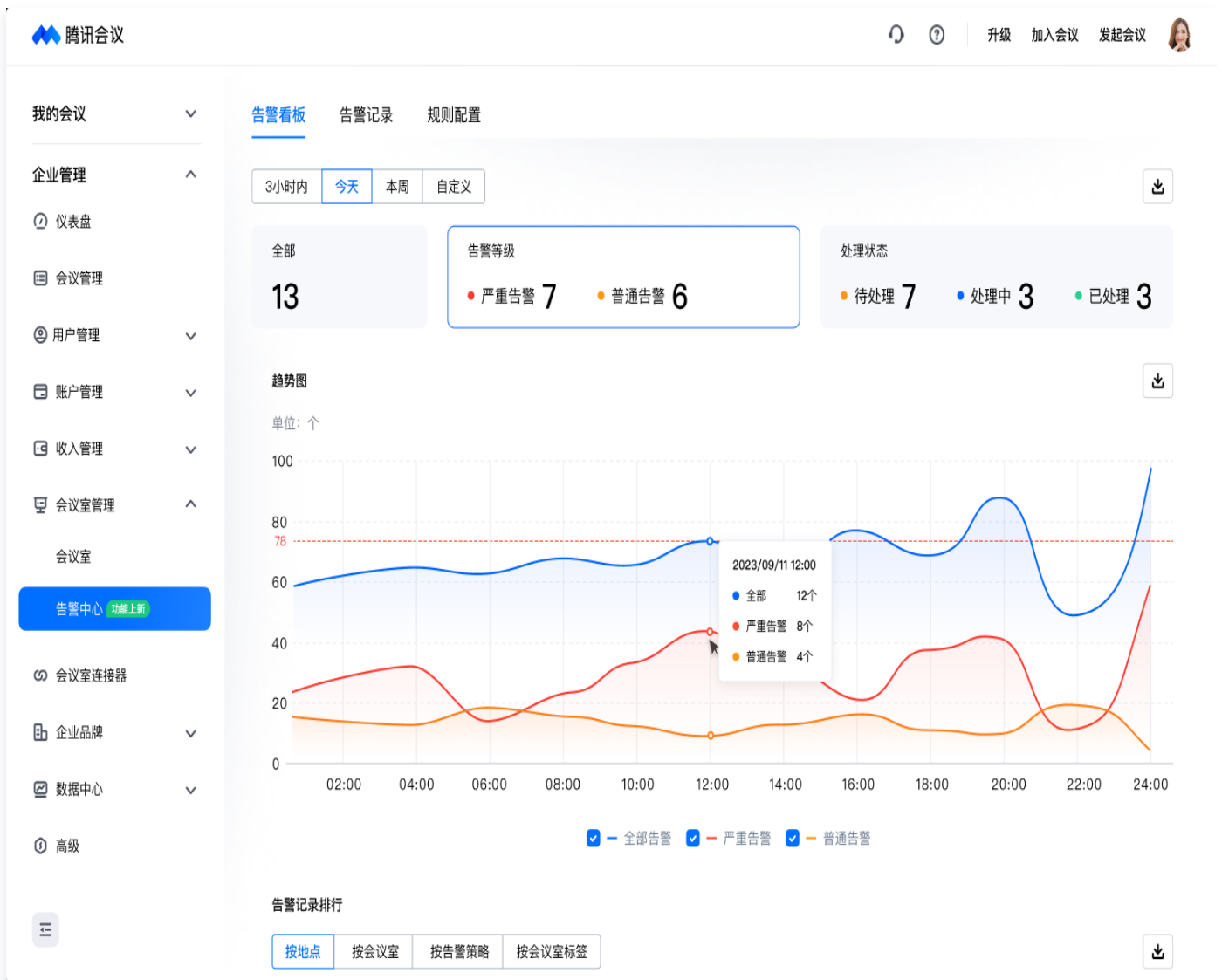


Alert Management

Last updated: 2024-08-28 14:38:34

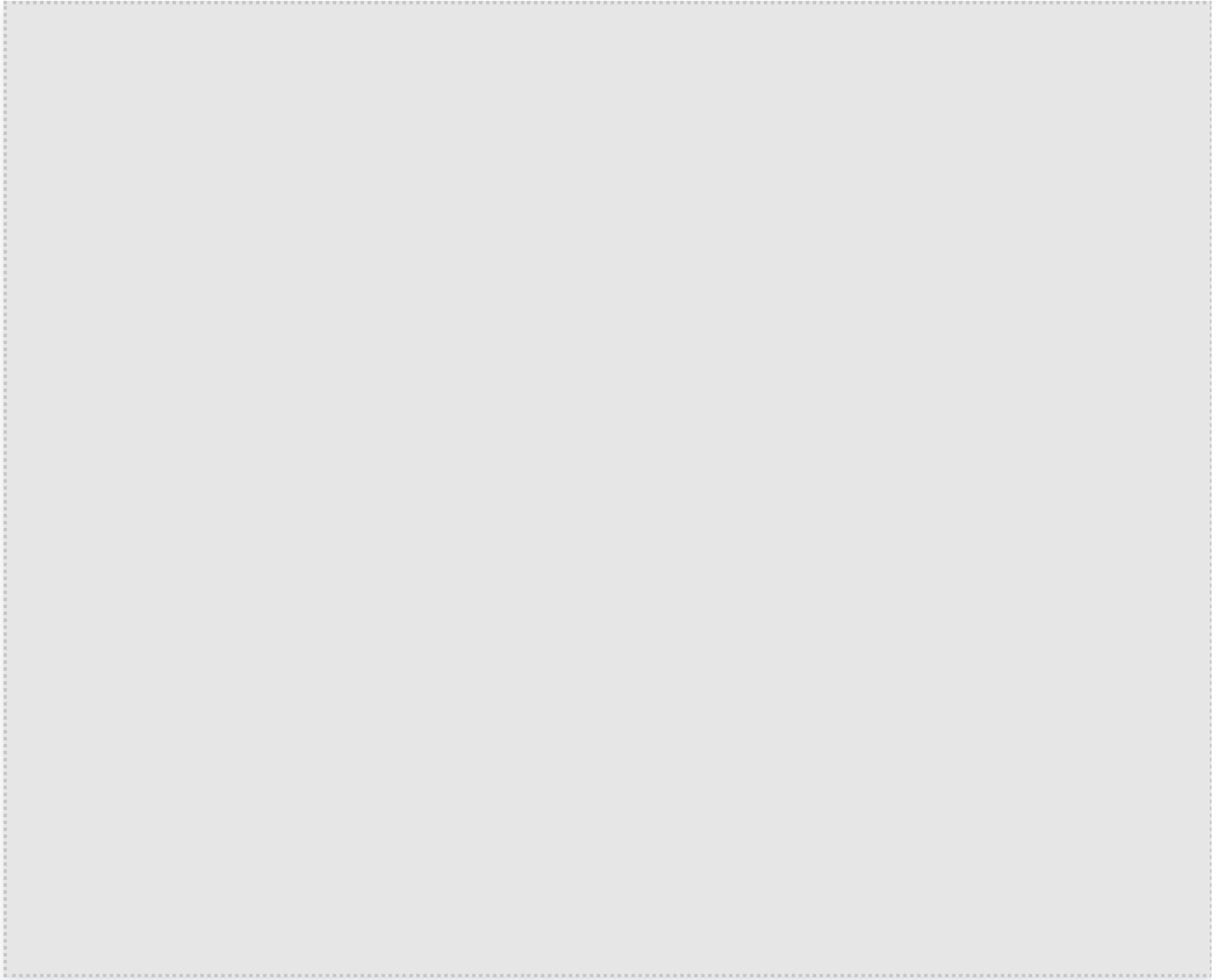
You can manage Rooms device alarm configurations and view alarm information through the alarm dashboard, alarm records, and rule configuration at the [Tencent Meeting Official Website](#) > [Enterprise Management](#) > [Conference Room Management](#) > [Alert Center](#).

- **Alarm Summary:** By default, today's alarm data is displayed. You can filter by time, view alarm record trend charts, and the alarm record ranking list, and support historical record inquiries.

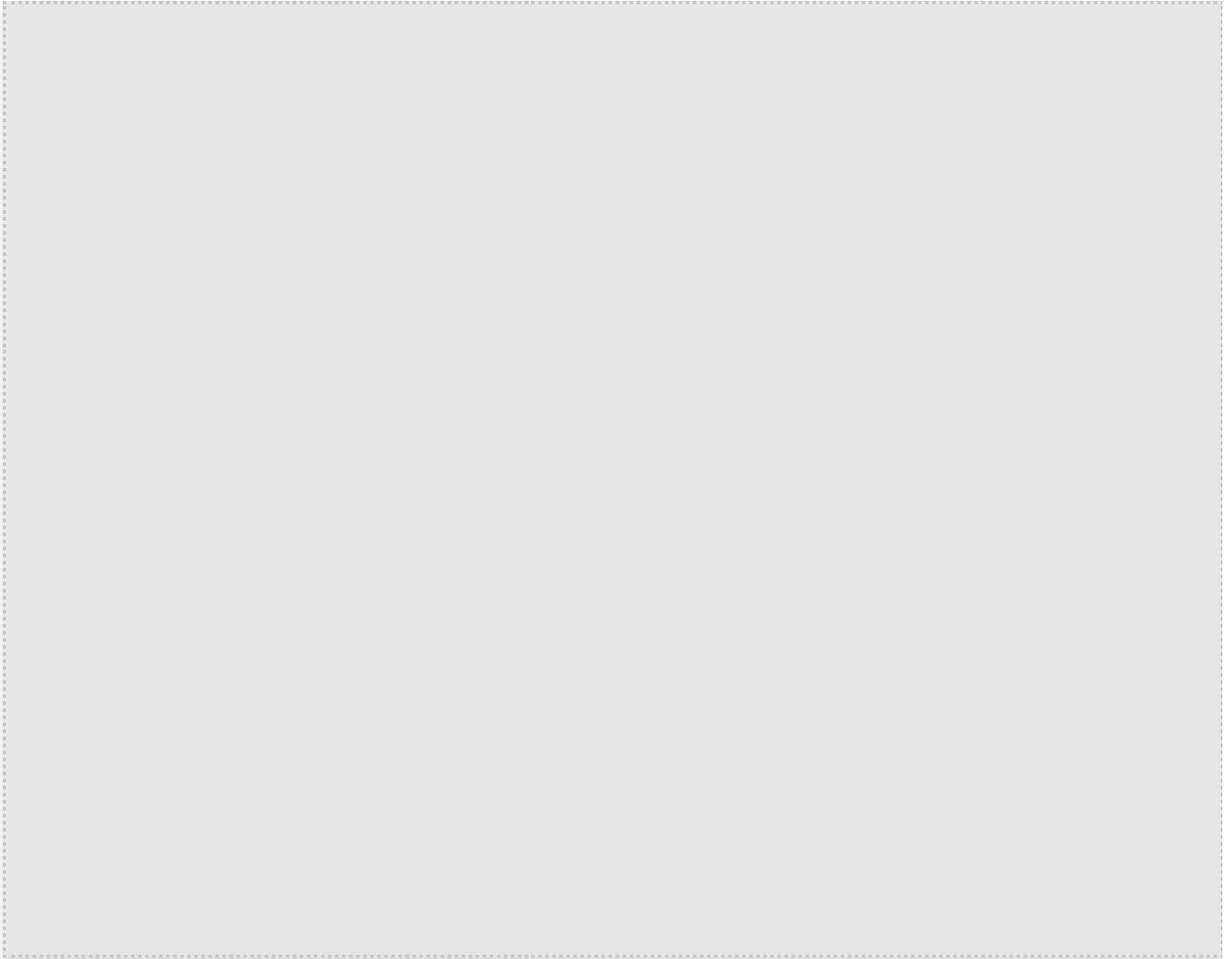


The screenshot displays the Tencent Meeting 'Alarm Center' (告警中心) interface. The main content area is titled '告警看板 规则配置' (Alarm Dashboard Rule Configuration). A notification banner at the top states: '规则添加后, 可前往会议室-设置内对会议室进行告警规则配置, 去配置' (After adding rules, you can go to the conference room settings to configure alarm rules for the conference room, go to configure). Below this is a search bar for rule names and a dropdown for status. A modal window titled '告警功能上新啦' (Alarm Function Updated) is overlaid, containing the text: '告警规则配置更加灵活, 不同属性会议室可按需配置不同的规则, 让每个会议室的告警内容更加聚焦! 配置好一套模板, 可应用给多个会议室。' (Alarm rule configuration is more flexible, different attribute conference rooms can be configured with different rules according to needs, making the alarm content for each conference room more focused! After configuring a set of templates, they can be applied to multiple conference rooms). The modal also includes '跳过 1/3' (Skip 1/3) and '下一个' (Next) buttons. The background interface shows a table of rules with columns for '规则名称' (Rule Name) and '操作' (Action). The '操作' column contains '管理' (Manage), '停用' (Disable), and '删除' (Delete) buttons for each rule.

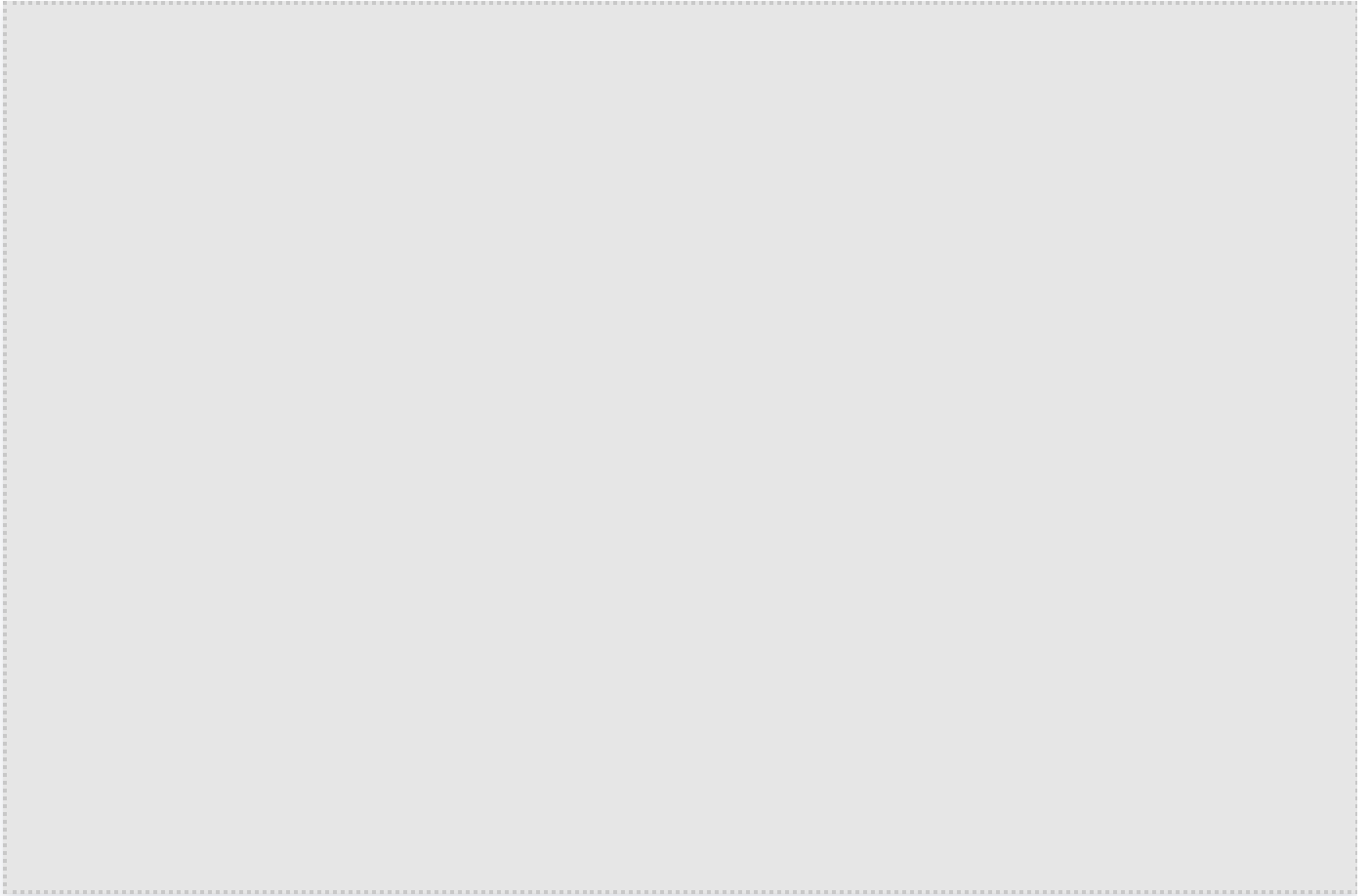
- **Alarm Records:** You can filter the alarm record list by conference room name, issue, source, alarm level, device type, processing progress, handler, and latest reporting time. Compound filtering conditions are supported, and you can download alarm records based on the filtering criteria.



In the alarm list, you can click **Details** to view the details of the specific alarm record. You can mark the processing status of this alarm record in the details or from the alarm record list.



- **Rule Configuration:** Click **Create Rules** to configure the alarm content within the rule. After configuring the rules, click **Go to Configuration** to go to the Conference Room Management page and configure the activated conference room. In the selected conference room's **Alarm** page, click **Set Alert** to add alarm rules and notification emails.



Restart Upgrade and Screen Off

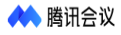
Last updated: 2024-08-28 14:39:09

You can go to [Tencent Meeting official website](#) > **Enterprise Management** > **Meeting Room Management** > **Meeting Room**, click the **Meeting Room Settings** in the top right corner, or click **Meeting Room Name** to enter the Meeting Room Settings page.

Note:

Only two nodes are limited for automatic restart, upgrade, and screen off settings: enterprise dimension (i.e., all meeting rooms) and meeting room dimension (i.e., a specific selected meeting room). The priority of the meeting room settings follow the order of meeting room settings value > enterprise settings value > default settings value.

- **Automatic Restart:** After enabling, the system will restart at the specified time, and you can set a weekly restart rule as needed. (Currently only supported on Windows Large Screen Devices)
- **Automatic Upgrade:** After enabling, the meeting room's Rooms will automatically update to the latest system version at the specified time.
- **Automatic Screen Off:** After enabling, Rooms will enter power-saving screen off mode at the specified time. Tap the screen to wake up Rooms. You can also set a daily screen off rule as needed. (Currently only supported on Windows Large Screen Devices)



我的会议

企业管理

仪表盘

会议管理

用户管理

账户管理

收入管理

电话服务管理

会议室管理

会议室

告警中心

会议室连接器

混合云管理

企业品牌

数据中心

消息中心

高级

< 返回

会议室信息 会议信息 会议室设置 设备列表 告警

设备

管理员密码

开启后，需输入密码才可在Rooms客户端及控制器上更改设置或退出



系统自动重启

您可对会议室的系统设置每周重启规则，我们将在指定时间内对系统进行重启。

系统重启时间 每周一 16:10 [修改](#)



Rooms返回系统桌面

[会议室名称](#)

[会议室名称](#)

Rooms 自动升级

开启后，会议室的 Rooms 将自动更新到最新的版本。



Rooms 自动息屏

开启后，Rooms 将在指定时间进入省电息屏模式，轻触屏幕即可唤醒Rooms。

空闲时息屏 定时息屏



生效时间段 周一, 周二, 周三, 周四, 周五, 周六, 周日 00:00至00:30

检查间隔 每40分钟

高级设置 [修改](#)

设备

屏幕显示

背景与屏保

会议

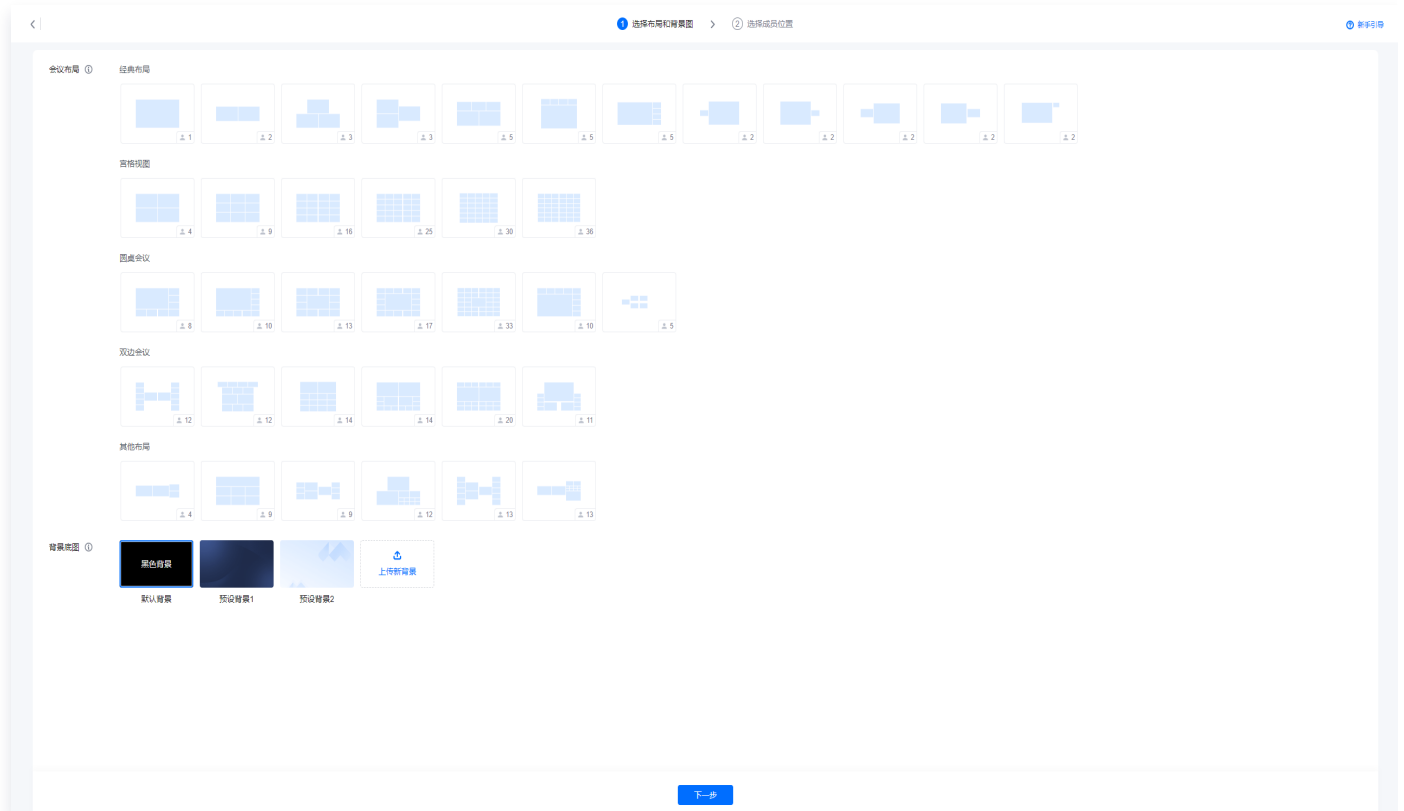
录制设置

AI小助手设置

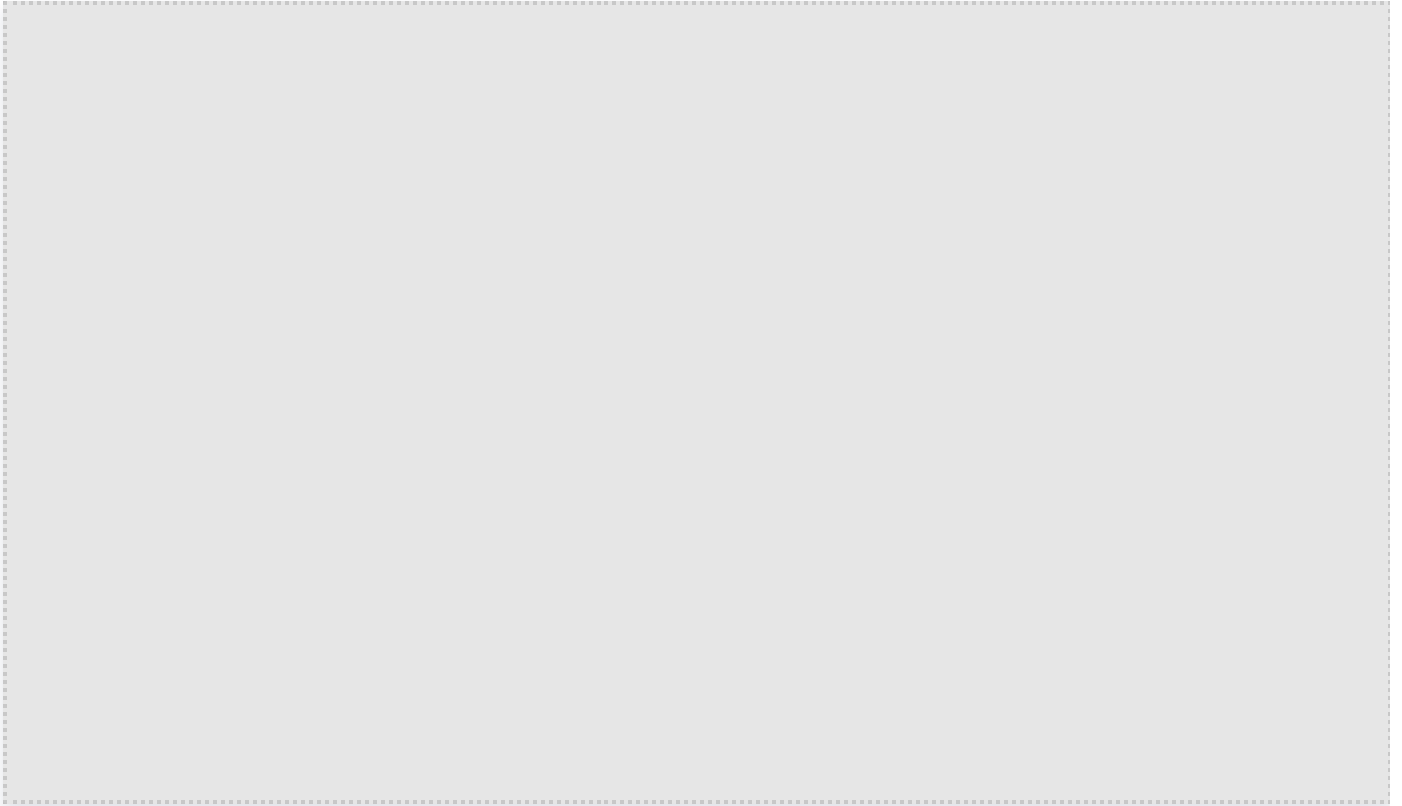
Rooms self-definition layout supports polling

Last updated: 2024-08-28 14:39:32

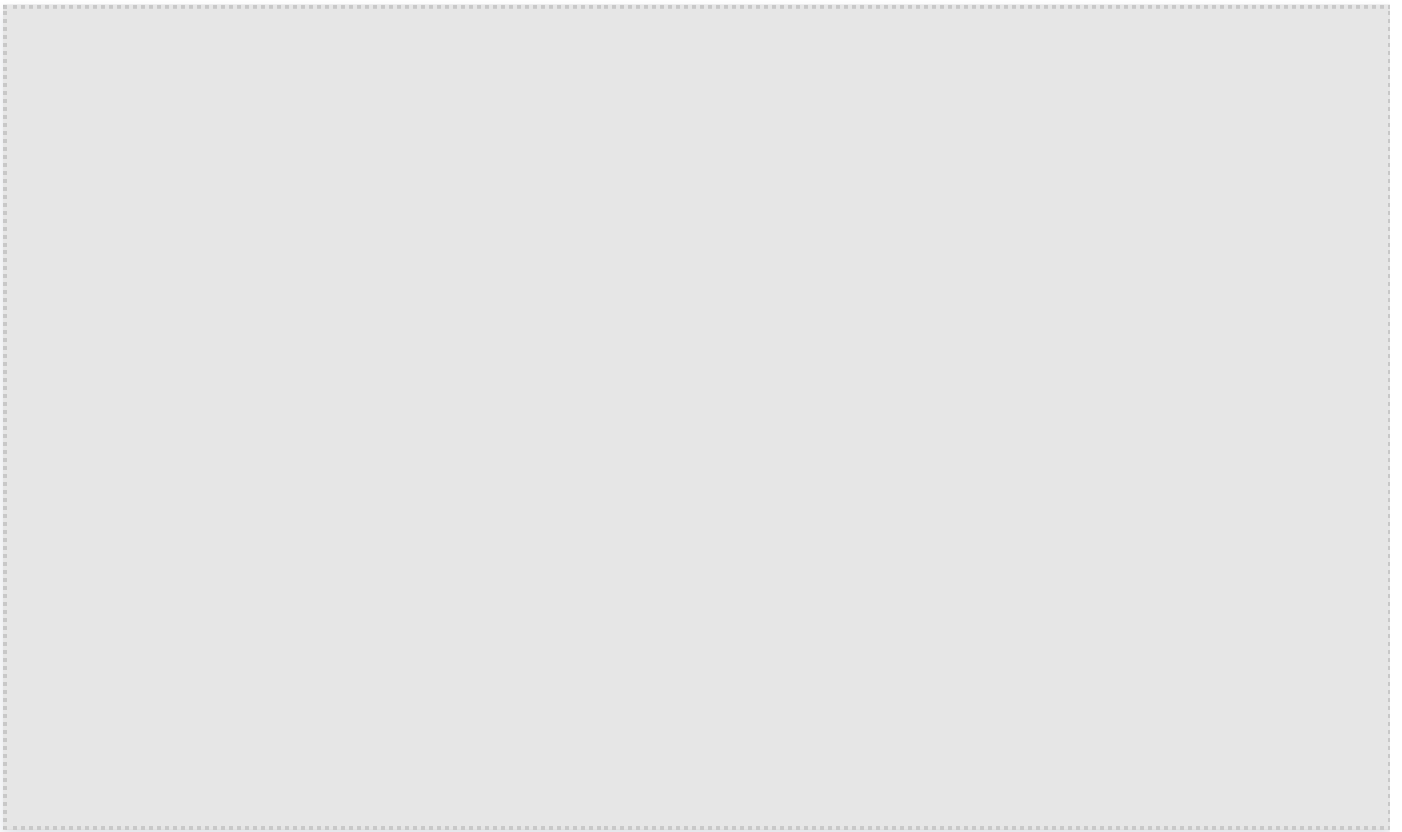
1. On the **Tencent Meeting official website** > in the **meeting list** > at **scheduling a meeting** > and **self-definition layout**, click **select layout** to enter the set layout page.



2. After selecting any layout, you will enter the **choose member position** page, where you can choose whether to enable polling. Once enabled, you can set the polling interval and member settings.



3. Then select members, you can choose to specify polling or automatically poll meeting members.



Rooms support specifying member layouts

Last updated: 2024-08-28 14:39:51

In the [Tencent Meeting Official Website](#) > [My Meetings/Meeting Management](#) > [Conference Control](#) > [Member List in Meeting](#) > [Operations](#) > [More](#) > [Assign Layout for Members](#).

The screenshot displays the Tencent Meeting web interface. On the left sidebar, the '会议管理' (Meeting Management) menu item is highlighted with a red box. The main content area shows a meeting in progress with a table of participants. The table has columns for '参会成员' (Participant), '用户角色' (User Role), 'IP地址' (IP Address), '归属地' (Location), '设备' (Device), '网络' (Network), '客户端版本' (Client Version), '连接方式' (Connection Method), '入会类型' (Join Type), '入会时间' (Join Time), '布局信息' (Layout Info), '会议质量' (Meeting Quality), '共享屏幕质量' (Screen Sharing Quality), '视频质量' (Video Quality), and '操作' (Operations). Two participants are listed: 'olivierxu' (Host) and 'ChsAltWind' (Participant). The '操作' column for 'ChsAltWind' contains a dropdown menu with the option '为成员指定布局' (Assign Layout for Member), which is highlighted with a red box.

参会成员	用户角色	IP地址	归属地	设备	网络	客户端版本	连接方式	入会类型	入会时间	布局信息	会议质量	共享屏幕质量	视频质量	操作
olivierxu	主持人								15:47	默认布局	正常	好	好	更多
ChsAltWind	参与者								15:47	默认布局	为成员指定布局

click [Assign Layout for Members](#) to enter the Set Layout Page.

选择布局 and 背景图 > 选择成员位置和应用范围 新手引导

已选布局
长按拖拽可改变布局顺序

默认布局

olivia's 布局01

布局02

布局03

腾讯会议
01:31:01 布局03

高级设置

轮询设置 开启 [什么是轮询?](#)

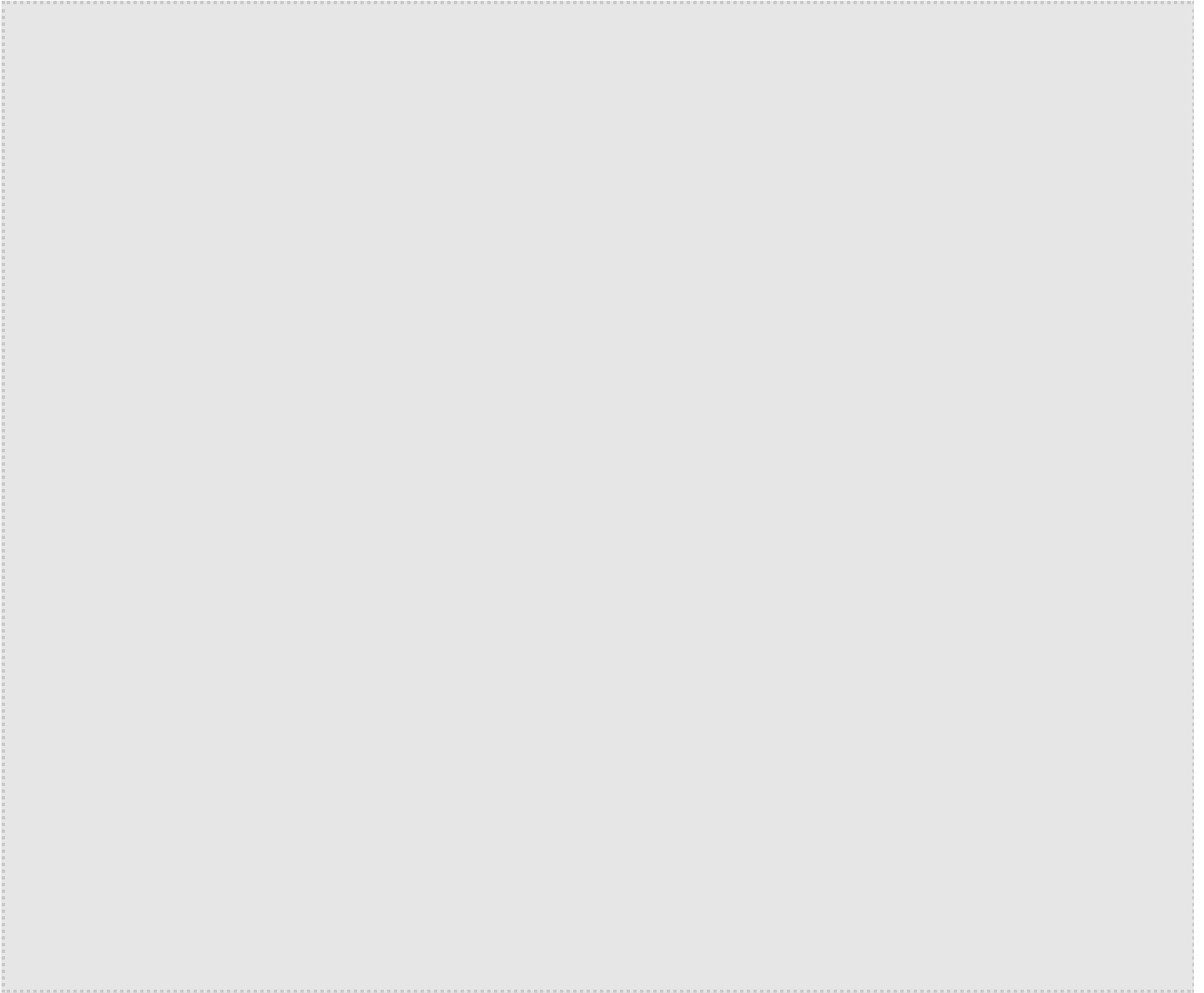
轮询间隔 15 分钟


成员设置 不轮询未入会的成员 只轮询开视频的成员

自动填充参会成员至剩余宫格 添加多屏 清空排布

+ 添加布局 上一步 应用

After assigning layouts for members, the layout on the Rooms side will follow the layout specified by the meeting host.

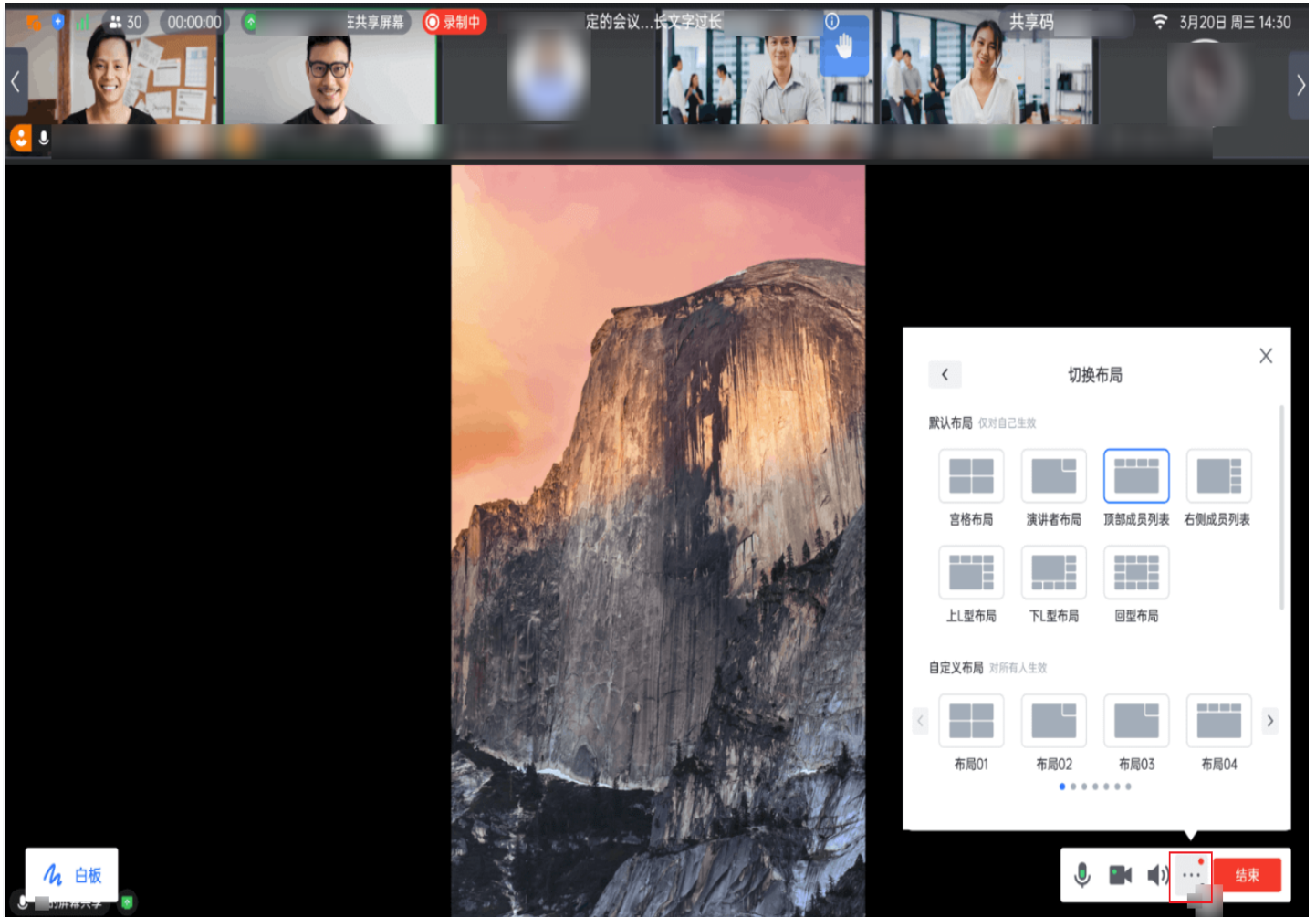


 **Note:**
Android Rooms do not support this feature yet.

Android Rooms support displaying custom layouts by definition

Last updated: 2024-08-28 14:40:08

Android Rooms support displaying some custom layouts by definition on some Android devices. The feature is in the trial run phase. If you want to experience it, please contact us for assistance in activation.



Note:

Supported Android models:

- Yealink MeetingEye500, Yealink MeetingBar A10, Yealink MeetingBar A20, Yealink MeetingBoard65, Yealink MeetingBoard86.
- MaxHub CF65MC-CS2388A-M, MaxHub CF75MC-CS2388A-M, MaxHub CF86MC-CS3188A-M, MaxHub AF65MC-CS2388A-M, MaxHub AF75MC-CS2388A-M, MaxHub AF86MC-CS3188A-M, MaxHub DS-65VTA2400-T.

- Horion M6T, VHD C7Lite, Logitech CC5500e, Logitech CC4500e, Logitech RoomMate, some models of IdeaHub S2.