ThinkSmart Safety, Warranty, and Setup Guide Hub 500

Accessing the electronic user manuals

This documentation is designed to be used in conjunction with the *User Guide and Hardware Maintenance Manual*, and the *Important Product Information Guide*. To access these manuals, do one of the following:

- Go to http://www.lenovo.com/support.
- Scan the quick response (QR) code on the last page of this manual.

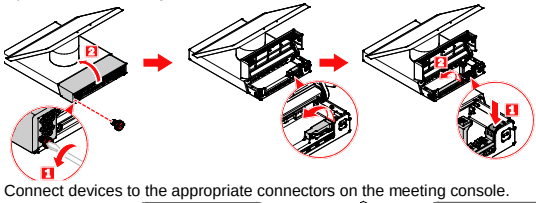
Unpack



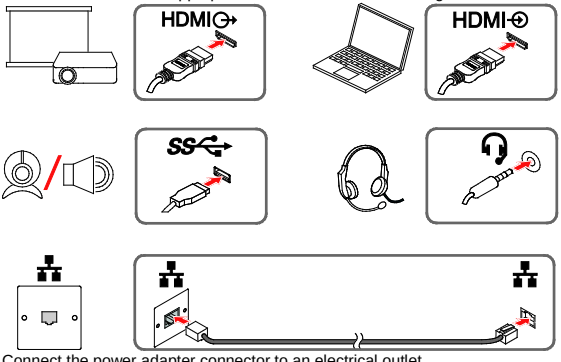


Initial setup instructions

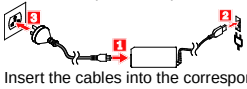
1. Open the cable management door.



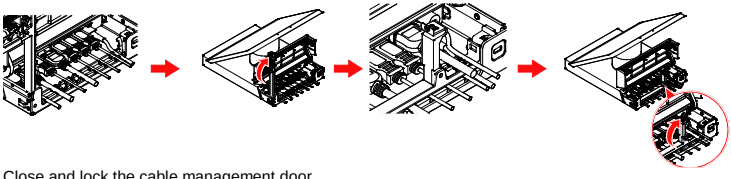
2. Connect devices to the appropriate connectors on the meeting console.



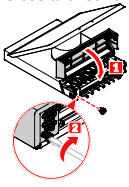
3. Connect the power adapter connector to an electrical outlet.



4. Insert the cables into the corresponding notches, and then close the clips to secure the cables.



5. Close and lock the cable management door.



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Printed in China

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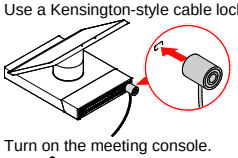
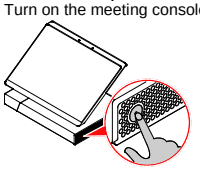
For Barcode Position Only

Lenovo

6. Use a Kensington-style cable lock to secure the meeting console to a desk or table.



7. Turn on the meeting console.



8. Follow the on-screen instructions to complete the setup of the operating system. The meeting console restarts automatically.
9. Follow the on-screen instructions to complete the setup of Microsoft Teams Rooms or Zoom Room System.
10. Adjust the screen according to your need.



Using Microsoft Teams Rooms

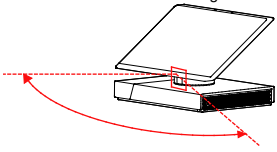
Microsoft Teams Rooms is intended for use with Microsoft Teams, Skype for Business Online, Skype for Business Server 2019, or Skype for Business Server 2015. Earlier platforms like Lync Server 2013 are not expected to work with Microsoft Teams Rooms. For more information, go to https://docs.microsoft.com.

Using Zoom Room System

Zoom Room System is a meeting device for Zoom meetings in physical conference rooms. For more information, go to https://support.zoom.us.

Using the motion sensor

When the meeting console is on, the motion sensor can detect whether you are in front of the screen. When you exit a meeting and move away from the meeting console, the screen will dim after several minutes (determined by your settings). When you move in front of the dimmed screen, it will brighten automatically.
Note: The screen will also brighten when you tap it.



Changing the administrator password and other settings

Important: Change the default administrator password before using the device. A strong complex password provides better protection for your device. Lenovo is not responsible for any results caused by a weak administrator password.
For the detailed steps of changing the administrator password and other settings, refer to the *Hub 500 User Guide and Hardware Maintenance Manual*.

System-status indicator

The LED ring at the bottom of the hinge shows the system status of the meeting console.

- **Off:** The meeting console is off.
- **White light rotates and then is solid on:** You enter Microsoft Teams Rooms, or log in to Microsoft Teams Rooms successfully, or exit the meeting.
- **Solid white:** The meeting console is turned on or in the idle mode.
- **Solid green:** A meeting is in progress.
- **Solid red:** Your microphone is mute in a meeting.

Note: Only the basic behaviors of the LED ring are listed above.

Read this documentation before using your meeting console



This documentation provides critical safety and regulatory information for Lenovo® meeting console. Read this documentation before setting up and using your meeting console.

If there are any other parts remaining in the shipping cartons after the initial setup, keep the parts for later use.

Safety information



Plastic bag notice

> **DANGER**
>
> **Plastic bags can be dangerous. Keep plastic bags away from babies and children to avoid danger of suffocation.**

Lithium coin-cell battery notice



> **DANGER**
>
> **Danger of explosion if battery is incorrectly replaced.**

When replacing the lithium coin-cell battery, use only the same type or equivalent type that is recommended by the manufacturer. The battery contains lithium and can explode if not properly used, handled, or disposed of. Swallowing the lithium coin-cell battery will cause choking or severe internal burns in just two hours and might even result in death.

Keep batteries away from children. If the lithium coin-cell battery is swallowed or placed inside any part of the body, seek medical care immediately.

Do not:

- Throw or immerse into water
- Heat to more than 100°C (212°F)
- Repair or disassemble
- Leave in an extremely low air pressure environment
- Leave in an extremely high-temperature environment
- Crush, puncture, cut, or incinerate

Dispose of the battery as required by local ordinances or regulations.

The following statement applies to users in the state of California, U.S.A.

California Perchlorate Information:

Products containing manganese dioxide lithium coin-cell batteries may contain perchlorate.

Perchlorate Material - special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate

Using earphones, headphones, or a headset



CAUTION:

Excessive sound pressure from earphones and headphones can cause hearing loss. Adjustment of the equalizer to maximum increases the earphone and headphone output voltage and the sound pressure level. Therefore, to protect your hearing, adjust the equalizer to an appropriate level.

Excessive use of headphones or earphones for a long period of time at high volume can be dangerous if the output of the headphone or earphone connectors do not comply with specifications of EN 50332-2. The headphone output connector of your computer complies with EN 50332-2 Sub clause 7. This specification limits the computer's maximum wide band true RMS output voltage to 150 mV. To help protect against hearing loss, ensure that the headphones or earphones you use also comply with EN 50332-2 (Clause 7 Limits) or a wide band characteristic voltage of 75 mV. Using headphones that do not comply with EN 50332-2 can be dangerous due to excessive sound pressure levels.

If your Lenovo computer came with headphones or earphones in the package, as a set, the combination of the headphones or earphones and the computer already complies with the specifications of EN 50332-1. If different headphones or earphones are used, ensure that they comply with EN 50332-1 (Clause 6.5 Limitation Values). Using headphones that do not comply with EN 50332-1 can be dangerous due to excessive sound pressure levels.

Caution about high volume usage

Caution: Exposure to loud noise from any source for extended periods of time might affect your hearing. The louder the sound, the less time is required before your hearing could be affected. To protect your hearing:

- Limit the amount of time you use headsets or headphones at high volume.
- Avoid turning up the volume to block out noisy surroundings.
- Turn down the volume if you cannot hear people speaking near you.

If you experience hearing discomfort, including the sensation of pressure or fullness in your ears, ringing in your ears, or muffled speech, you should stop listening to the device through your headset or headphones and have your hearing checked.

Service, support, and warranty information (only for hardware)

- For online technical support, go to http://www.lenovo.com/support.
- For Lenovo Warranty Service Upgrades or Extensions, go to http://support.lenovo.com/lwsu.
- For Lenovo Accidental Damage Protection Services, go to http://support.lenovo.com/ladps.

Warranty information

The warranty type and warranty duration for Lenovo computers varies depending on the model and geographic location. To check the type, duration, and status of the warranty for your computer, go to https://support.lenovo.com/warrantylookup, and then follow the instructions on the screen.

Your computer is covered by the terms of the Lenovo Limited Warranty (LLW), version L505-0010-02 08/2011. It is shipped with the meeting console.

Customer Replaceable Units

Customer Replaceable Units (CRUs) are computer parts that the customer can upgrade or replace. There are two types of CRUs: self-service and optional-service. Self-service CRUs are easy to be installed. They may be standalone or latched, or require a screwdriver to remove a maximum of two screws, whereas optional-service CRUs require some technical skills, as well as tools such as a screwdriver. Customers are responsible for replacing all self-service CRUs. Optional-service CRUs can be removed and installed by customers or, during the warranty period, by a Lenovo service technician.

Worldwide telephone technical support

This section lists Lenovo Support telephone numbers. If you cannot find the support telephone number for your country or region, contact your Lenovo reseller or Lenovo marketing representative.

Before contacting a Lenovo technical support representative, have the following information available: model and serial number, the exact wording of any error message, and a description of the problem.

Important: Telephone numbers are subject to change without notice. The most up-to-date telephone list for the Customer Support Center is always available at: http://www.lenovo.com/support/phone

Country/Region	Telephone number	Country/Region	Telephone number
Algeria	33-6-7348 1739	Anguilla	1-800-426-7378
Antigua and Barbuda	1-800-426-7378	Argentina	0800-666-0011
Armenia	0-60690077	Australia	1-800-041-267
Austria	0810-100-654	Bahamas	1-800-426-7378
Bahrain	Kanoo IT: 00-973-1771-1722 Bahrain Business Machine LLC: 00-973-1758-4302	Bangladesh	70-200-6853
Belarus	8-256400184	Belgium	02-339-36-11
Bermuda	1-800-426-7378	Bolivia	0800-10-0189
Bosnia and Herzegovina	387-3356-3170	Brazil	Within the Sao Paulo region: 11-3889-8986 Outside the Sao Paulo region: 0800-701-4815
Brunei Darussalam	Dial 800-1111, and then dial 866-273-5446	Bulgaria	00800-11-944-26
Canada	1-800-565-3344	Cayman Islands	1-800-426-7378
Chile	800-361-213	Chinese Mainland	400-100-6000
Colombia	01-800-912-3021	Costa Rica	0-800-011-1029
Croatia	385-1-3033-120	Cyprus	800-92537
Czech Republic	800-353-637	Denmark	7010-5150
Dominican Republic	1-866-434-2080	Ecuador	1-800-426911 OPCION 4
Egypt	0800-0000-850	El Salvador	800-6264
Estonia	372-66-00-800	Finland	358-800-1-4260
France	02-4316-6035	Georgia	995-706-777-826
Germany	0800-500-4618	Greece	Contact the nearest Lenovo Business Partner
Grenada	1-800-426-7378	Guatemala	999-9190
Honduras	800-0123	Hong Kong	(852) 3516-8977
Hungary	+ 36-13-825-716	India	1800-419-4666
Indonesia	1-803-442-425	Ireland	1-890-928-860
Israel	972-3-531-3900	Italy	39-800-820-094
Jamaica	1-800-426-7378	Japan	0120-000-817
Jordan	Jordan Business Systems: 00-962-6-500-0999 Ext 713/127 General Computer & Electronic (GCE): 00-962-6-551-3879	Kazakhstan	77-273-231-427
Kenya	080-0733-256	Korea	1670-0088

Country/Region	Telephone number	Country/Region	Telephone number
Kuwait	Easa Hussain Al Yousifi: 00-965-2244-5280 AM. KHORAFI: 00-965-2200-1100 1127 Khorafi Business Machines (KBM): 00-965-2259-4611 Diyar United Company: 00 965-4378-383 Redington Kuwait: 00-965-2433-3203; 2545-6250 / 2545-6251	Latvia	371-6707-0360
Lebanon	Quantech: 00-961-1999-500 Computer Business Machine (CBM): 00-961-1680-180 El, Haceb S.A.L: 00-961-1771-300	Libyan Arab Jamahiriya	33-6-7348-1739
Lithuania	370 5278 6602	Luxembourg	352-360-385-222
Macao	0800-807 /(852) 3071-3559	Macedonia	389-2309-625
Malaysia	1-800-88-0013	Malta	356-21-445-566
Mexico	001-866-434-2080	Moldova	0-60223433
Morocco	212-5-22-509-35	Nepal	+977-1-423-3501
Netherlands	020-513-3939	New Zealand	0508-770-506
Nicaragua	001-800-220-2282	Nigeria	070-8060-1481
Norway	8152-1550	Oman	Khimji Ramdas Computer Communication Systems: 00-968-2469-6255 Overseas Business Machines (OBM): 00-968-2460-1072, 2460 -5018 Gulf Business Machines Services (GBMS): 00-968-2455-9831
Pakistan	International Office Products (pvt) Ltd.: 00-92-212-422-569, Selling Business Systems: 00-92-21-568-9823	Panama	001-866-434
Paraguay	009-800-52-10026	Peru	0-800-50-866 OPCION 2
Philippines	1-800-8908-6454 (GLOBE subscribers) 1-800-1441-0719 (PLDT subscribers)	Poland	+48-22-295-4950
Portugal	808-225-115	Qatar	Al Mana Computer Services: 00-9744-4489-966 ext: 1992 Qatar Computer Services W.L.L: 00-9744-4441-212
Romania	+4021.231.79.88	Russia	+7-499-705-6204
Saint Kitts and Nevis	1-800-426-7378	Saint Lucia	1-800-426-7378
Saudi Arabia	800-84-451-28	Singapore	6818-5315
Slovakia	00421-2-4974-8888	Slovenia	386-1-2005-60
South Africa	0800-110-756	Spain	917-147-833
Sri Lanka	9477-7357-123	Sweden	077-117-1040
Switzerland	0800-55-54-54	Taiwan	0800-000-702
Thailand	001-800-4415-734	Tortola	1-800-426-7378
Trinidad and Tobago	1-800-426-7378	Turkey	444-04-26
Turks and Caicos	1-800-426-7378	Ukraine	044-362-42-81
United Arab Emirates	8000-3570-2810	United Kingdom	0333-777-3991
United States	1-800-426-7378	Uruguay	000-411-005-6649
Venezuela	0-800-100-2011	Vietnam	120-11072
Yemen	Al Khirbash and Agencies: 00-967-1209-8278 Yemen Business Machines (YBM): 00-967-3-213324		

Lenovo product service information for Taiwan

進口商/委製商:荷蘭商聯想股份有限公司台灣分公司
進口商地址: 台北市中山區北安路780號7樓
進口商電話:0800-000-702 (代表號)

Recycling and environmental information

Lenovo encourages owners of information technology (IT) equipment to responsibly recycle their equipment when it is no longer needed. Lenovo offers a variety of programs and services to assist equipment owners in recycling their IT products.

For information on recycling Lenovo products, go to:
http://www.lenovo.com/recycling

For additional recycling and environmental statements, refer to the *Important Product Information Guide*.

The latest environmental information about our products is available at:
http://www.lenovo.com/ecodeclaration

WEEE information (Hungary)

A magyar törvények értelmében, a 197/2014 (VIII.1.) kormányrendelet 12. szakaszának (1)-(5) cikkében foglaltak szerint Lenovo mint gyártó állja a keletkező költségeket.

Important battery and WEEE information



Batteries and electrical and electronic equipment marked with the symbol of a crossed-out wheeled bin may not be disposed as unsorted municipal waste. Batteries and waste of electrical and electronic equipment (WEEE) shall be treated separately using the collection framework available to customers for the return, recycling, and treatment of batteries and WEEE.

When possible, remove and isolate batteries from WEEE prior to placing WEEE in the waste collection stream. Batteries are to be collected separately using the framework available for the return, recycling, and treatment of batteries and accumulators.

Country-specific information is available at:

http://www.lenovo.com/recycling

Recycling information for Japan

日本でのリサイクルまたは廃棄についての詳細は、以下のURLを参照して下さい:
Recycling and disposal information for Japan is available at following URL:
http://www3.lenovo.com/jp/ja/services_warranty/recycle/pcrecycle/

Restriction of Hazardous Substances (RoHS) Directive

European Union RoHS

This Lenovo product, with included parts (cables, cords, and so on) meets the requirements of Directive 2011/65/EU on the restriction of the use of certain hazardous substances in electrical and electronic equipment (“RoHS recast” or “RoHS 2”).

For more information about Lenovo worldwide compliance with RoHS, go to:
http://www.lenovo.com/materials

Turkish RoHS

The Lenovo product meets the requirements of the Republic of Turkey Directive on the Restriction of the Use of Certain Hazardous Substances in Waste Electrical and Electronic Equipment (WEEE).

Türkiye AEEE Yönetmeliğine Uyguniuk Beyanı

Bu Lenovo ürünü, T.C. Çevre ve Orman Bakanlığı'nın “Atık Elektrik ve Elektronik Eşyalarda Bazı Zararlı Maddelerin Kullanımının Sınırlandırılmasına Dair Yönetmelik (AEEE)” direktiflerine uygundur. AEEE Yönetmeliğine Uygundur.

Ukraine RoHS

Цим підтверджуємо, що продукція Леново відповідає вимогам нормативних актів України, які обмежують вміст небезпечних речовин

India RoHS

RoHS compliant as per E-Waste (Management) Rules.

Compliance information

The latest compliance information is available at http://www.lenovo.com/compliance.

Electronic emission notices

This device has been tested and found to comply with the limits for a Class B digital device. The *Important Product Information Guide* for this product provides the complete Class B compliance statements that are applicable for this device.

Korean compliance statement

무선설비 전파 혼신 (사용주파수 2400~2483.5 , 5725~5825 무선제품해당)
해당 무선설비가 전파혼신 가능성이 있으므로 인명안전과 관련된 서비스는 할 수 없음

European Union conformity

EU contact: Lenovo, Einsteinova 21, 851 01 Bratislava, Slovakia

CE

For information about the compliance to the directives for Information Technology Equipment (ITE) and Radio Equipment, refer to the European Union conformity publication that is provided with this product when sold in the European Union.

Wireless-radio compliance information

Computer models equipped with wireless communications comply with the radio frequency and safety standards of any country or region in which it has been approved for wireless use.

Besides this document, ensure that you read the *Regulatory Notices* for your country or region before using the wireless devices contained in your computer. You can download a PDF version of the *Regulatory Notices* from http://www.lenovo.com/UserManuals.

Brazil wireless-radio compliance information

Aviso para usuários no Brasil

Este equipamento opera em caráter secundário, isto é, não tem direito a proteção contra interferência prejudicial, mesmo de estações do mesmo tipo, e não pode causar interferência a sistemas operando em caráter primário.

Mexico wireless-radio compliance information

Advertencia: En Mexico la operación de este equipo está sujeta a las siguientes dos condiciones: (1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

Singapore wireless-radio compliance information

Complies with IMDA Standards DB102306

Additional compliance information

Brazil audio notice

Ouvir sons com mais de 85 decibéis por longos períodos pode provocar danos ao sistema auditivo.

Taiwan vision precaution notice

使用過度恐傷害視力
注意事項：（1）使用30分鐘請休息10分鐘。（2）未滿2歲幼兒不看螢幕，2歲以上每天看 螢幕不要超過1小時。

Eurasian compliance mark

EAC

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Reduce | Reuse | Recycle

