Yealink

Yealink Meeting Server Administrator Guide

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About This Guide

Yealink Meeting Server (YMS) is a distributed video conferencing server. It enables scaling of video, voice and data collaboration across enterprises, enabling everyone to engage in high definition video and audio conferencing. It can be deployed in an enterprise's datacenter.

You can access Virtual Meeting Rooms (VMRs), which they can use to invite participants, change video layout and so on. Participants can join over audio or video from any type of communications tool (video conferencing endpoints, VC Desktop and SIP VP-T49G IP phone) for a seamless conferencing experience. Virtual Meeting Rooms allowing participants to share the same high-quality conferencing experience regardless of distance.

Yealink Meeting Server includes an Interactive Voice Response (IVR) service, which allows all participants to dial a single number to access YMS, and then use the DTMF tones on their endpoint to enter the number of the specific Virtual Meeting Room they wish to join.

YMS's unique distributed architecture is purely software-based and virtualized, meaning it can be deployed quickly and simply with the flexibility to scale as required.

This guide provides operations for an enterprise administrator to use the Yealink Meeting Server.

Application

You can obtain YMS application from the Yealink distributor or SE.

Hardware Recommendations

The following table lists the hardware recommendation of YMS.

Feature	Description
CPU	Intel Xeon E5-2600 series (Haswell architecture) or similar Xeon processors from 2012 or later, 2.3 GHz or faster. A CPU should match 4 RAM.
RAM	4GB/DDR3/2133MHz/ECC or higher 8GB/DDR4/2400MHz/ECC or higher
Hard Drive Space	300GB or higher
Network	• Gigabit Ethernet connectivity is strongly recommended. • In general, you can expert 1 Mbps in a one-way 720P video call. And you can expert 2 Mbps in a one-way 1080P video call.
Capacity	Capacity is dependent on server specifications. As a general indication, using our recommended hardware (Intel Haswell, 10 cores, 2.3 GHz) YMS can connect:

Feature	Description
	• The maximum concurrent calls=total CPU cores*frequency. • Up to extra 10 audio-only calls at 64 kbps. Servers that are older, have slower processors, or have fewer CPUs, will have a lower overall capacity.

For example, if you want to initiate 20-way 1080P concurrent calls or 40-way 720P concurrent calls, the following hardware is recommended.

CPU	2 Intel Xeon Processor E5-2620V4, eight cores and sixteen threads, 2.1GHz 20M 8.0GT/s 85W or higher
Memory	8 8GB/DDR4/2400MHz/ECC or higher

If you want to initiate 40-way 1080P concurrent calls or 80-way 720P concurrent calls, the following hardware is recommended.

CPU	2 Intel Xeon Processor E5-2680V4, fourteen cores and twenty-eight threads, 2.4GHz 35M 9.6GT/s 120W or higher
Memory	8 8GB/DDR4/2400MHz/ECC or higher

Requirements

The following table lists the requirements of YMS.

Installation Workstation	CentOS 7.0 and later
Browser	Firebox 50 and later, Chrome 50 and later, 360 8.1 and later

Icon Instructions

Icons appearing on the YMS are described in the following table:

Icons	Description
	Search for accounts, operation logs, call records and device logs
	Edit accounts, meeting rooms Update configuration files
	Send emails to accounts
	Delete accounts, meeting rooms, configuration files and backups

Icons	Description
	Download backups
	Restore backups
	Update device firmware now
	Exporting device logs

In This Guide

Topics provided in this guide include:

- Chapter 1 Getting Started
- Chapter 2 Basic Operation
- Chapter 3 System Status
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Getting Started

This chapter provides basic information and installation instructions for YMS.

Topic includes:

- Installing Yealink Meeting Server Application on Your Workstation
- Setup Wizard

Installing Yealink Meeting Server Application on Your Workstation

Users should pay attention to the following points before installation:

- The Yealink Meeting Server application is saved at the path **Computer**->**usr**->**local**.
- The disk partition of mcudata folder should be 512G and the root folder should be 256G.

The installation of 10.23.0.5 version is introduced as an example.

To install Yealink Meeting Server application (log into CentOS by the root account):

1. Enter terminal.
2. Run the command as below:

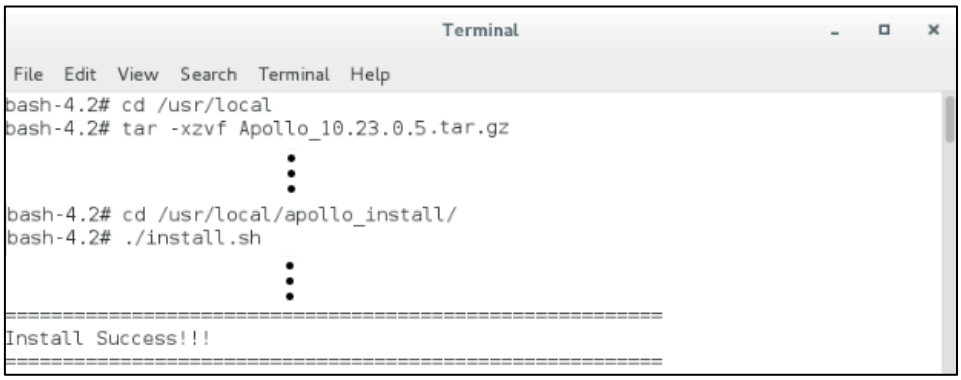
   Cd /usr/local

   Tar -xzvf Apollo_10.23.0.5.tar.gz

   Cd /usr/local/apollo_install/

   ./install.sh

After you finish the installation, it will prompt "Install Success!!!".



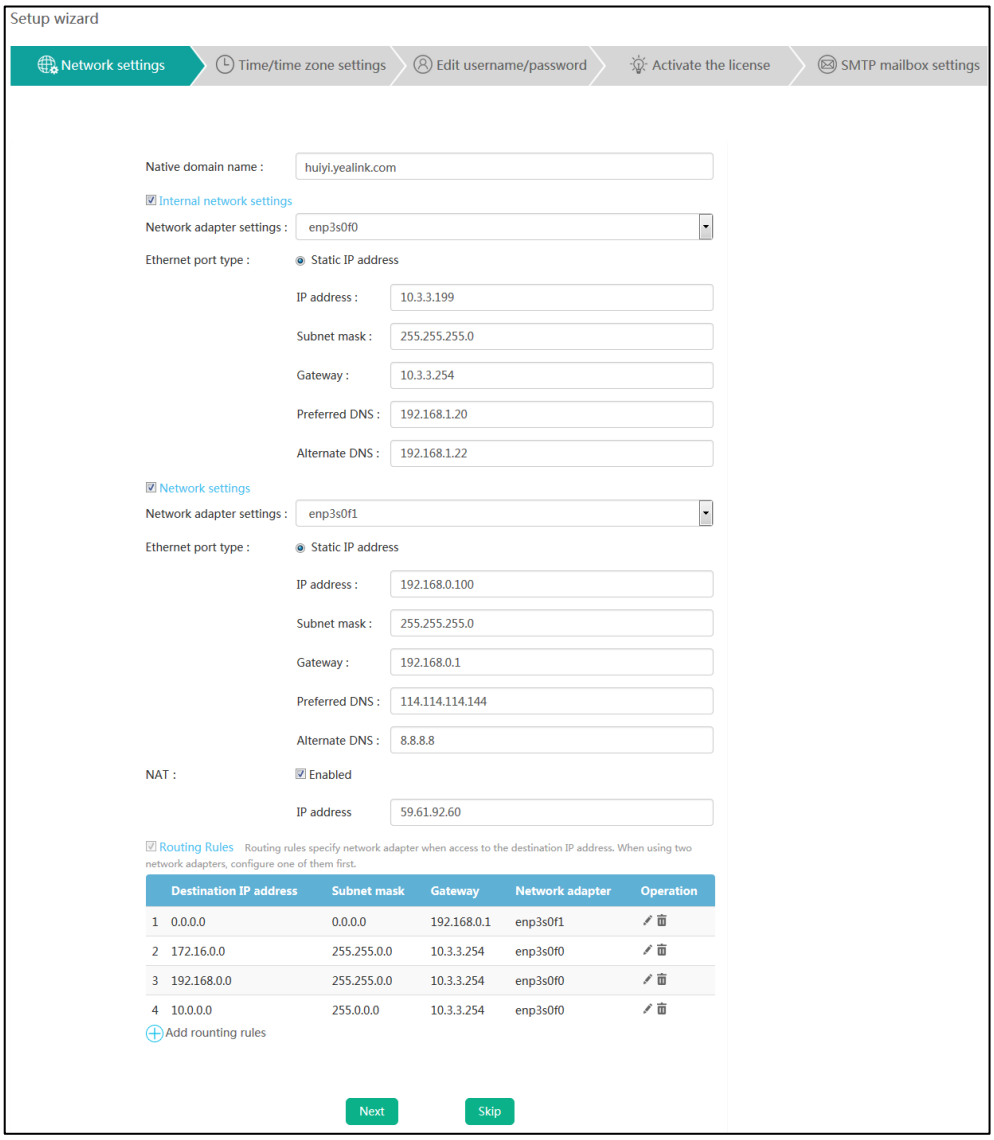
Setup Wizard

After you finish the installation, you will enter the setup wizard.

To complete the setup wizard:

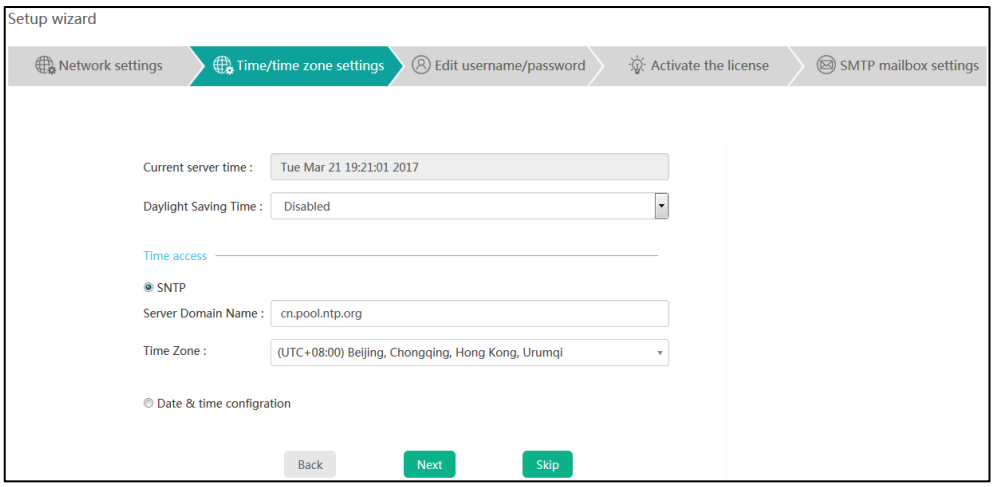
1. In the setup wizard, configure network settings.

You need to configure network settings manually. For more information, please refer to Network Settings on page 24.



2. Click **Next** to continue or **Skip** to configure it later.
3. Set the date and time (e.g., set the time zone and enable the daylight saving time).

For more information, please refer to Time/Time Zone Settings on page 37.



4. Click **Next** to continue.

   You can also click **Back** to return to the previous page or **Skip** to configure it later.

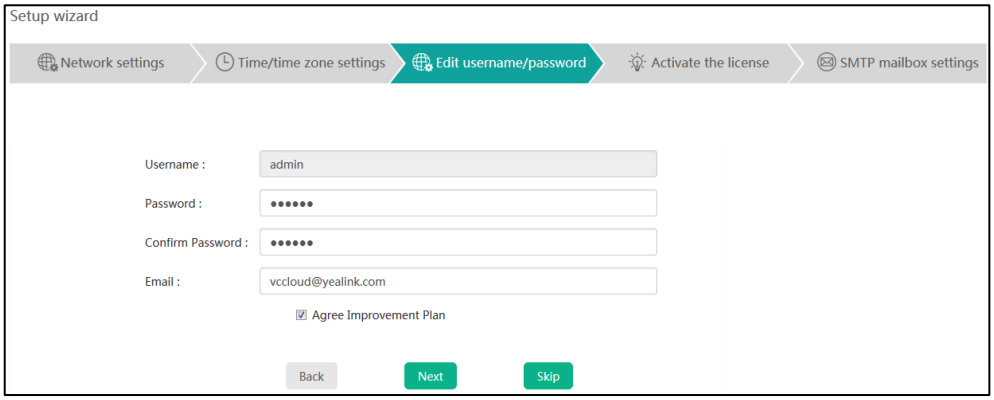
5. Enter login password and re-enter the password to confirm.

   Enter the enterprise administrator's email.

   The default email address is "admin@yealink.com". The email is used to reset password and receive a warning from your system.

   Check **Agree Improvement Plan** checkbox to allow continual monitoring and improvement of YMS, the incidents that occur in your product will be given a feedback to technician.

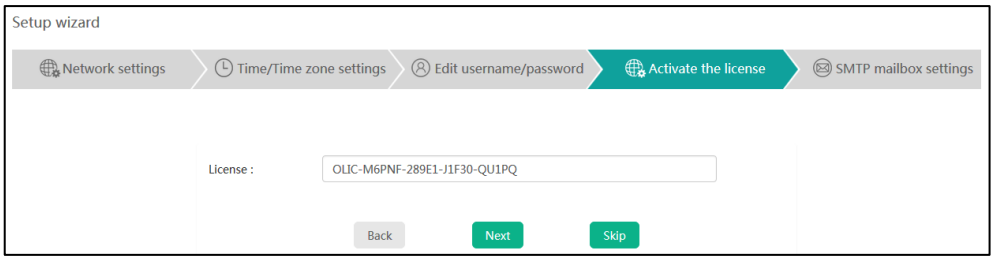
   The **Agree Improvement Plan** checkbox is checked by default.



6. Click **Next** to continue.

   You can also click **Back** to return to the previous page or **Skip** to configure it later.

7. Enter the license number to activate enterprise administrator account**.**

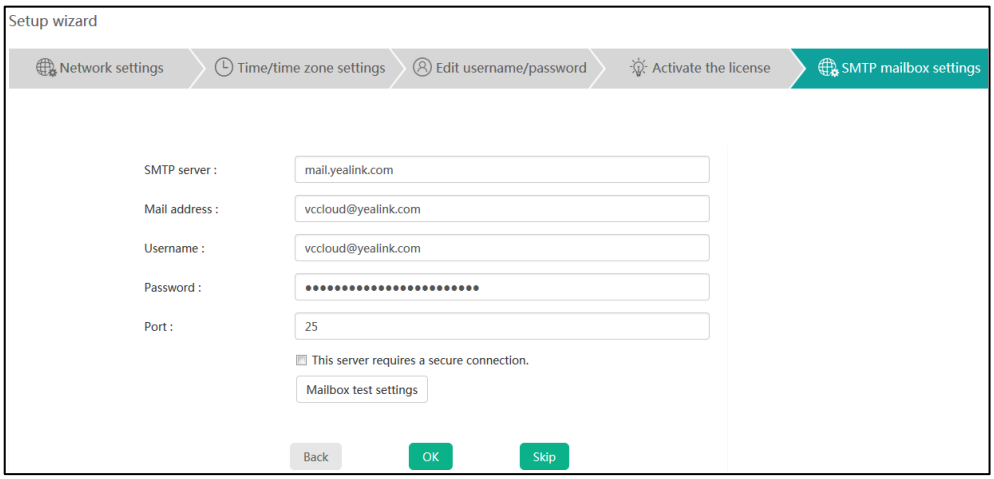


8. Click **Next** to continue.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

9. Set SMTP mailbox.

For more information, please refer to SMTP Mailbox on page 39.



10. Click **OK** to complete the setup wizard.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

Basic Operation

This chapter provides basic operating instructions for YMS.

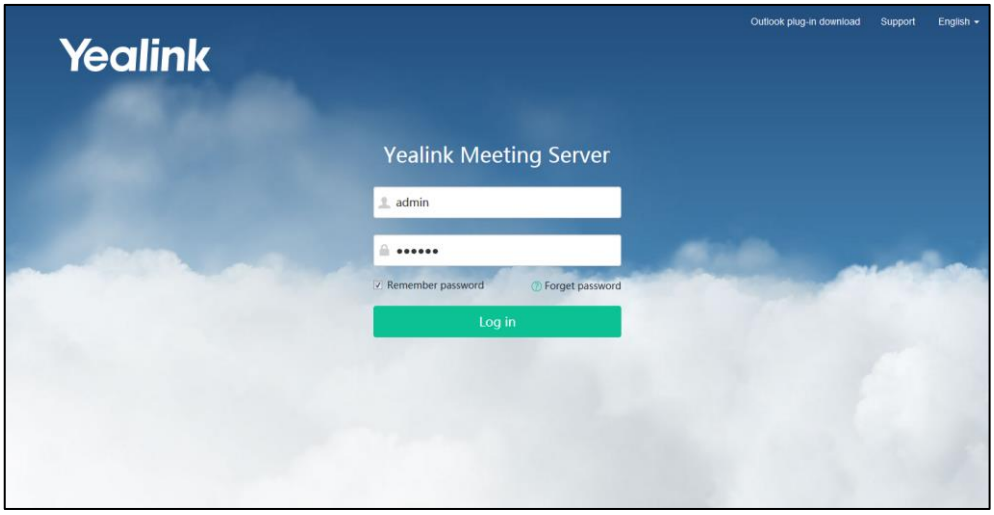
Topic includes:

- Login
- Enterprise Administrator Account Management
- Quick Settings
- Licenses Management
- Logout

Login

To log into YMS:

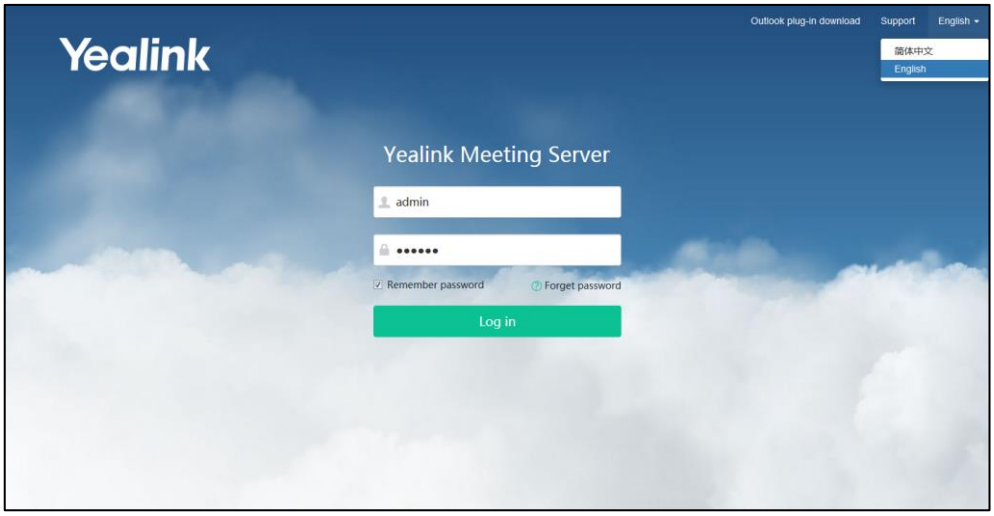
1. Open a web browser.
2. Enter the IP address or domain name of YMS in the address bar, and then press the **Enter** key to enter the YMS.
3. Enter the username and password of enterprise administrator you set in setup wizard.



4. To remember password, check the **Remember password** checkbox.

   To ensure the security of your account, this action is not recommended on public computer.

5. (Optional.) Select the desired language from the pull-down list.



6. Click **Log in**.

Note

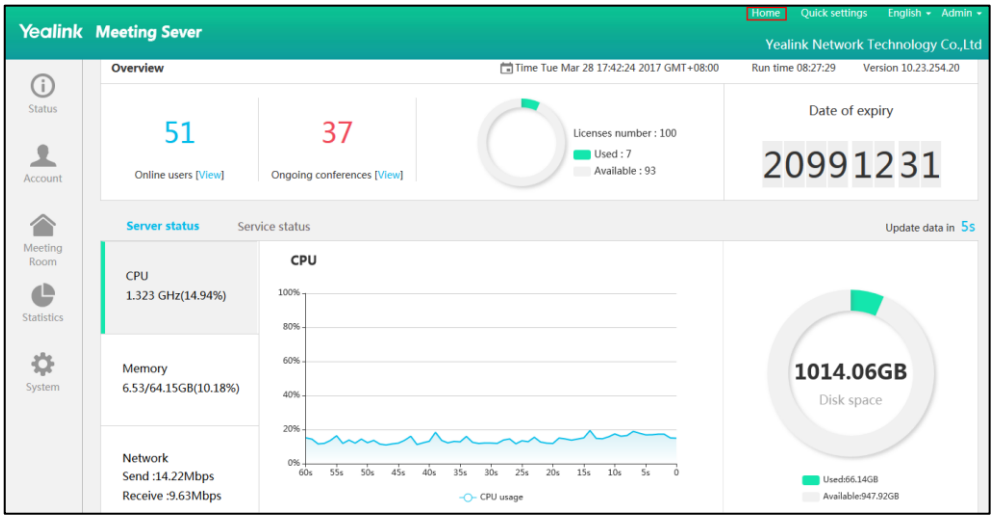
If you enter the wrong password 5 times, this account will be locked for 3 minutes.

You can click **Forget password** to reset the password. For more information on forgetting password, please refer to Forgetting Password on page 9.

Viewing Yealink Meeting Server

You can click **Home** to enter the home page.

From the page, you can view the following information, the page will refresh every 10s:



- **Overview**: the current time, run time, version, online users (click **View** to view online users' details), ongoing conferences (click **View** to view ongoing conferences' details), license number and date of expiry.
- **Server status**: CPU, memory, network and disk space status.

You can click **CPU**, **Memory** or **Network** to view their status via the line chart.

- **Service status**: service name and service status.

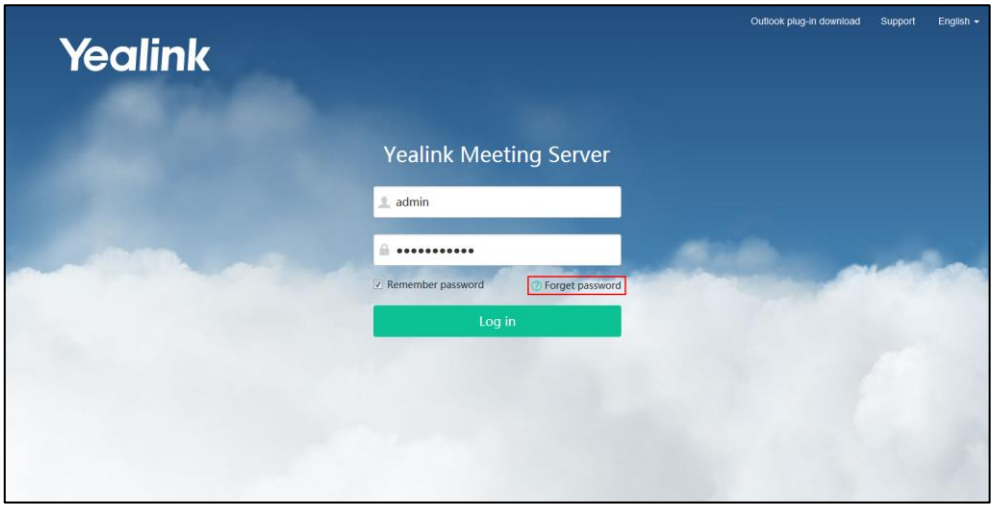
Enterprise Administrator Account Management

Forgetting Password

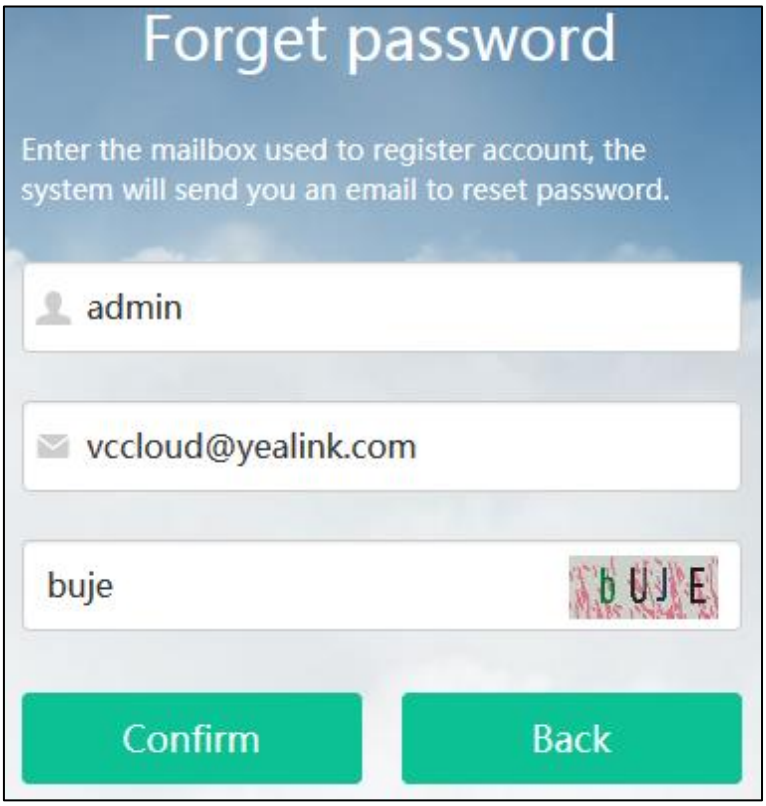
If you forget password, you have to click **Forget password** to reset password.

To reset password:

1. Open a web browser.
2. Enter the IP address or domain name of YMS in the address bar, and then press the **Enter** key to enter the YMS.
3. Click **Forget password.**

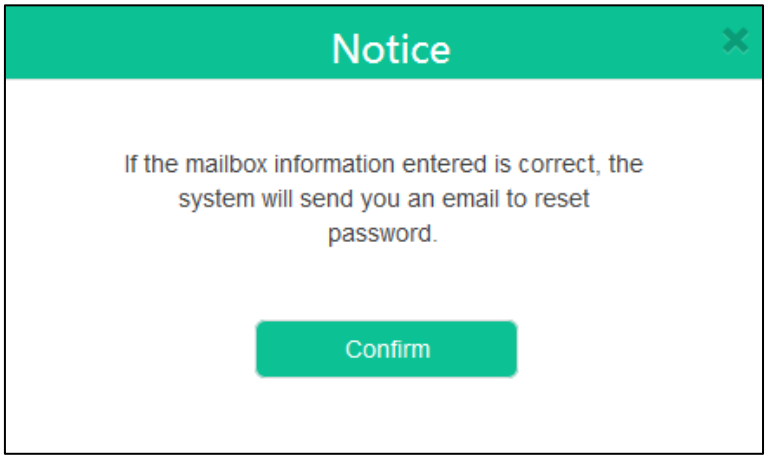


4. Enter your username, registered email and captcha in the corresponding field.



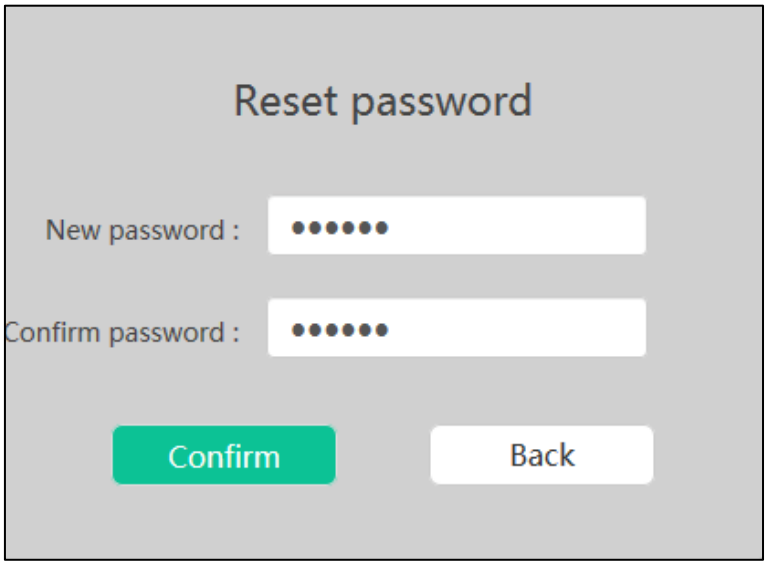
5. Click **Confirm**.

   The page prompts "If the mailbox information entered is correct, the system will send you an email to reset password".



6. Click **Confirm**.
7. Log into your registered email and click the link to set a new password in 10 minutes.

8. Enter the new password and re-enter the password to confirm.



9. Click **Confirm** to reset the password.

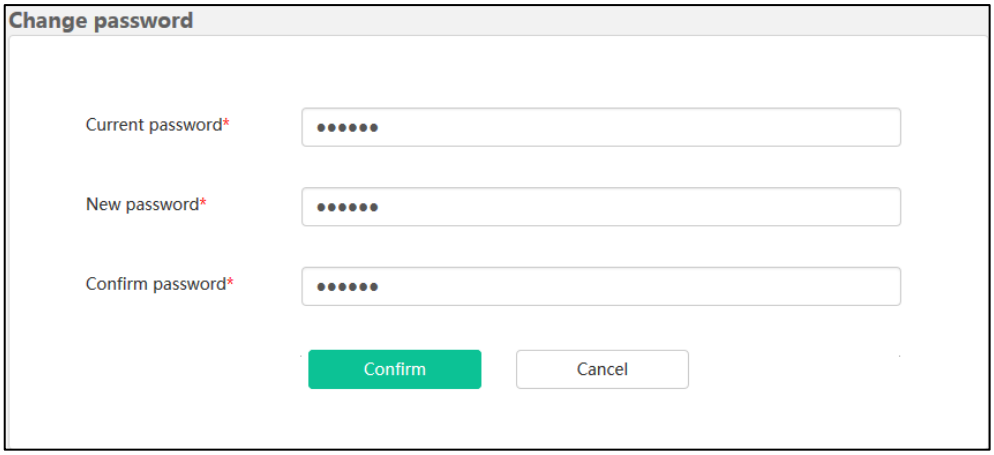
   You can also click **Back** to cancel the operation.

Editing Login Password

To edit login password:

1. Click your username.

2. Click **Change password**.
3. Enter the current password, new password and re-enter the new password to confirm.



4. Click **Confirm** to accept the change

   You can also click **Cancel** to cancel the operation.

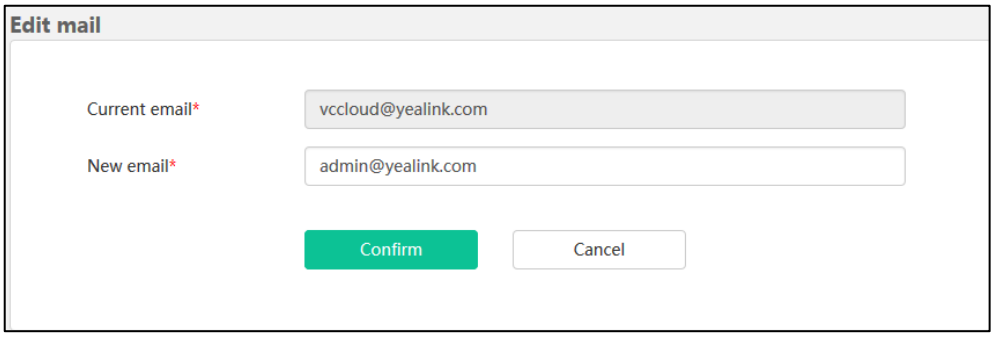
Editing the Registered Emails

You can edit the email. The email is used to reset password and receive a warning from your system.

To edit the registered email:

1. Click your username.

2. Click **Edit mail**.
3. Enter the current email and new email.



4. Click **Confirm** to accept the change.

   You can also click **Cancel** to cancel the operation.

Quick Settings

If you want to update the information in setup wizard, you can click **Quick settings** to re-run the setup wizard.

To re-run the setup wizard:

1. Click **Quick settings**.

2. Follow the step 3 to 11 in To complete the setup wizard to complete the quick settings.

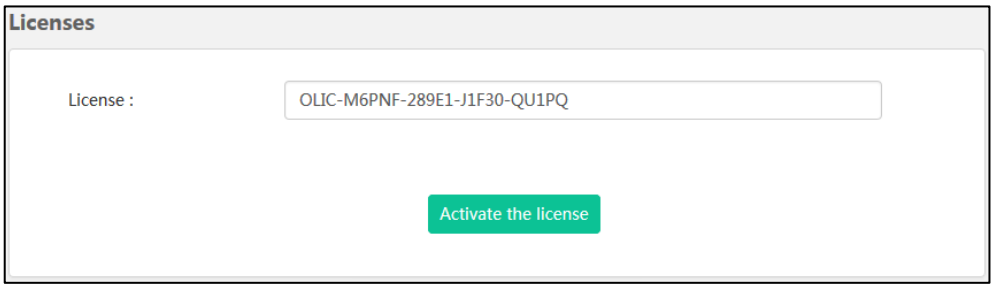
Licenses Management

If you do not activate enterprise administrator account, you can use trial license to start a 14-day trial version. Note that the trail license can only use once. When it is expired, you can consult the distributor, and then obtain offline license to activate it.

Activating Enterprise Administrator Accounts

To activate enterprise administrator account:

1. Click on **System**->**Licenses**.
2. Enter the license number in the **License** field.



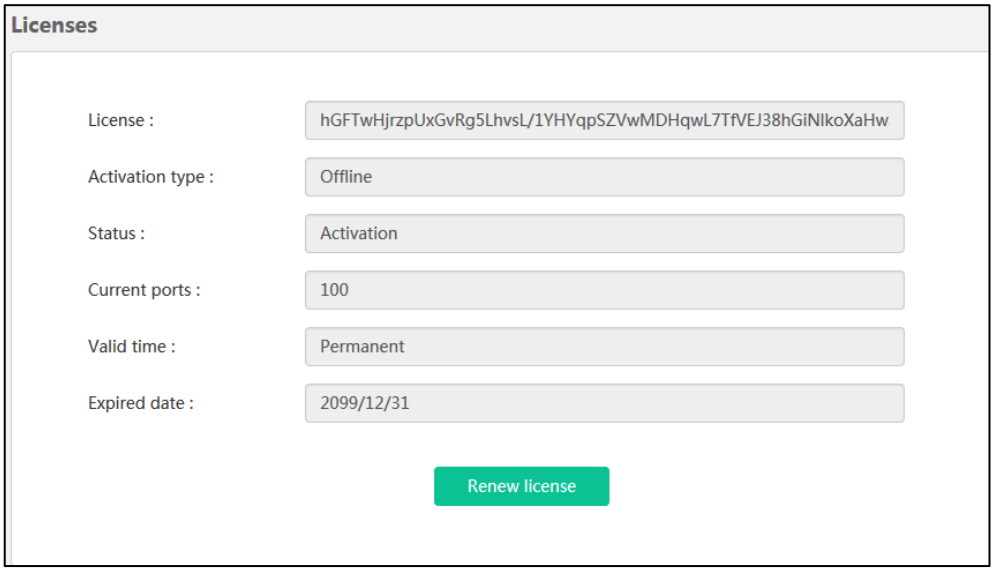
3. Click **Activate the license**.

Viewing License Information

To view license information:

1. Click on **System**->**Licenses**.

   You can view the license information.



The entry reports the following information:

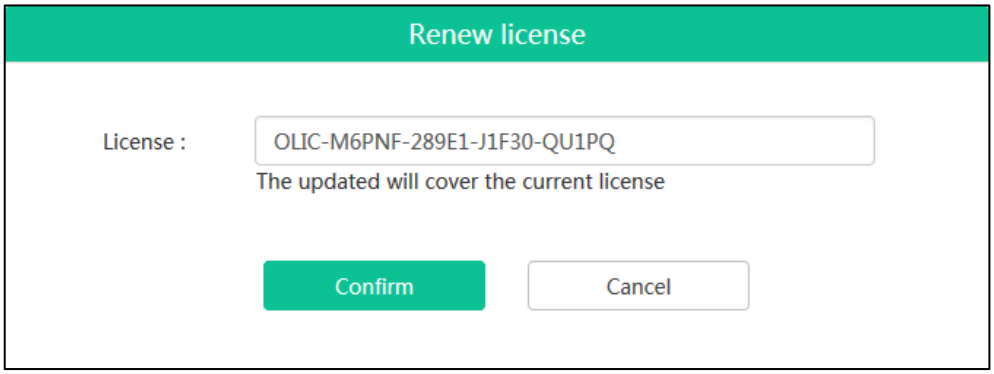
- License number.
- The type of license, including trail or offline.
- License status.
- Current ports.

- Valid time.
- Expired date.

Renewing the License

To renew the license:

1. Click on **System**->**Licenses**.
2. Click **Renew license**, the dialog box of **Renew license** pops up.
3. Enter the license number in the **License** field.



4. Click **Confirm** to renew the license. You can also click **Cancel** to cancel the operation.

Logout

You can log out of the enterprise administrator account.

To log out of the enterprise administrator account:

1. Click your username.

2. Click **Log out** to log out of the current enterprise administrator account and return to login page.

System Status

This chapter provides the basic instructions for viewing YMS status, Topics include:

- Viewing System Information
- Online Users
- Ongoing Conferences

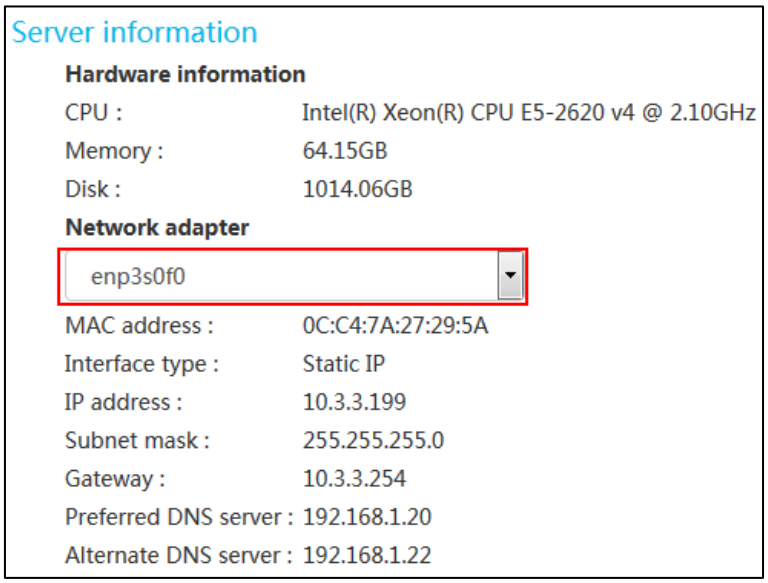
Viewing System Information

To view system information:

1. Click **Status**->**System information**.

   You can view version information, server information and license information.

2. (Optional.) If YMS uses two adapters, select the desired adapter from the pull-down list to view the network adapter information.



Online Users

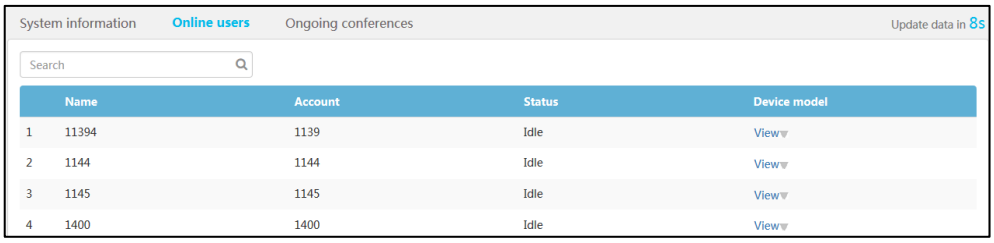
Viewing Online Users

You can view online users information.

To view online users information:

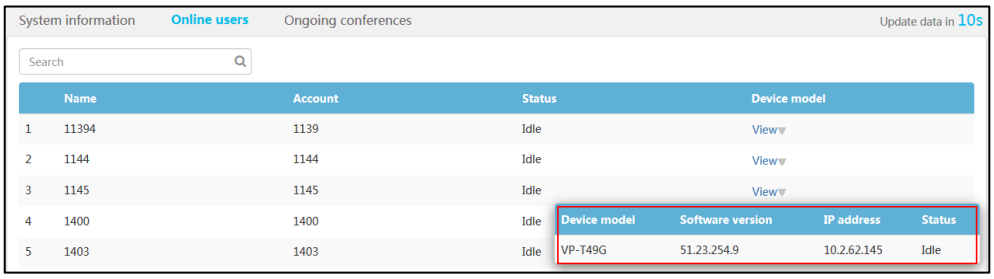
1. Click **Status**->**Online users**.

You can view name, account, status and device model.



2. Select the desired online users, and then click **View.**

   You can view the details of the device model, including the device model which registered the enterprise user account, software version, IP address and status.



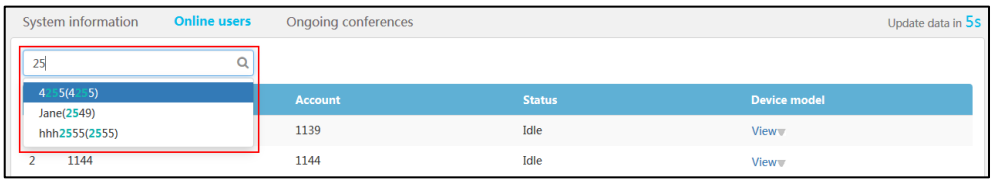
Searching for Online Users

You can search for online users by name and account.

To search for online users:

1. Click **Status**->**Online users**.
2. Enter a few or all characters of name and account in the Search box.

   The page will display the pull-down list and search results.



Ongoing Conferences

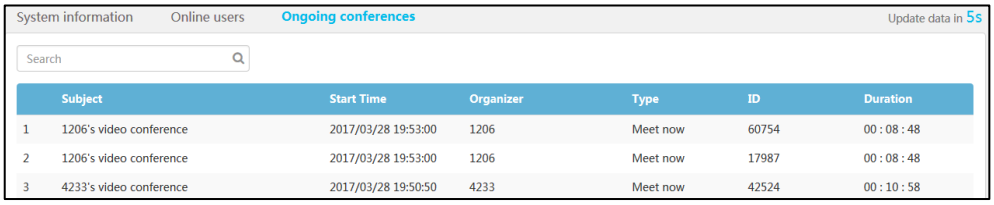
Viewing Ongoing Conferences

You can view ongoing conference information.

To view ongoing conference information:

1. Click **Status**->**Ongoing conferences**.

You can view subject, start time, organizer, type, ID and duration.

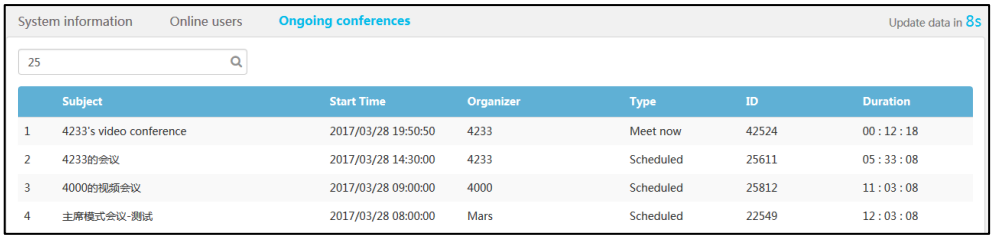


Searching for Ongoing Conferences

You can search for ongoing conferences by subject, organizer, type and ID.

To search for ongoing conferences:

1. Click **Status**->**Ongoing conferences**.
2. Enter a few or all characters of subject, organizer, type and ID in the Search box.
3. Click or press **Enter** to perform a search. The page will display the search results.



System Management

This chapter provides information on how to manage the YMS.

Topics include:

- Call Settings
- System Settings
- System Maintenance
- System Logs

Call Settings

Video Resolution

If you wish to limit video calls to specific resolutions, you should configure maximum video resolution and maximum content sharing resolution.

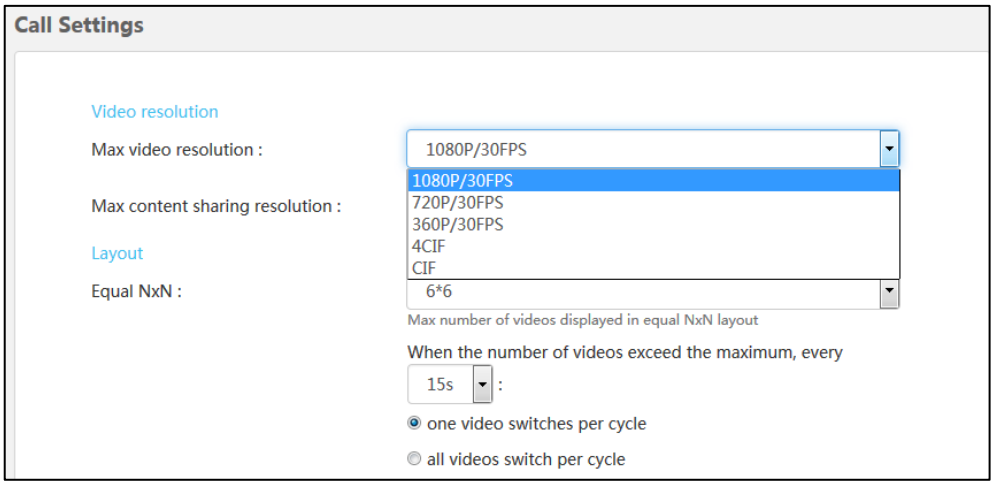
The maximum video resolution and maximum content sharing resolution are described below:

Parameter	Description
Max Video Resolution	Configures the maximum video resolution. • **1080P/30FPS** • **720P/30FPS** • **360P/30FPS** • **4CIF** • **CIF** **Default:** 720P/30FPS.
Max Content Sharing Resolution	Configures the maximum content sharing resolution. • **1080P/30FPS** • **1080P/15FPS** • **1080P/5FPS** • **720P/30FPS** • **72OP/15FPS** • **720P/5FPS** **Default:** 1080P/5FPS If you select 1080P/30FPS or 1080P/15FPS as the maximum content sharing resolution**,** it will bring the problem of high computing

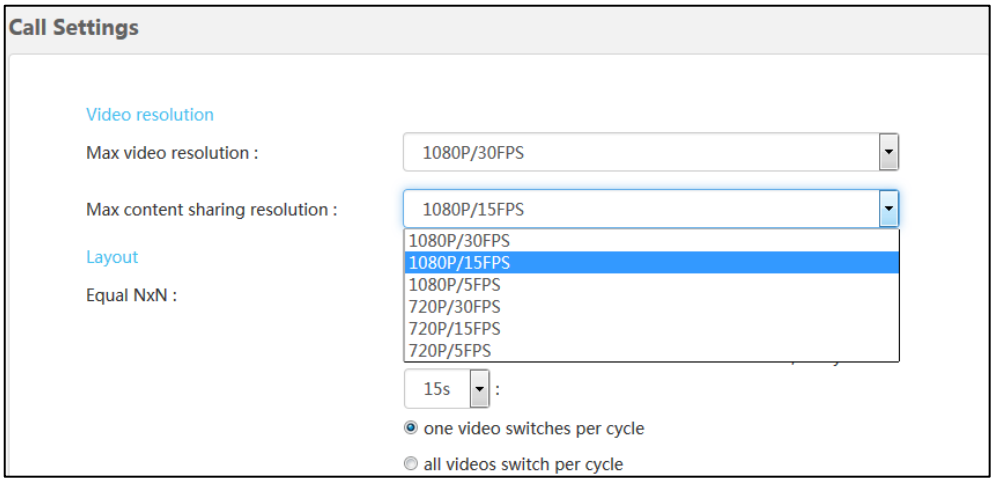
Parameter	Description
	performance.

To configure the video resolution:

1. Click **System**->**Call Settings**.
2. Select the desired video resolution from the pull-down list of **Max video resolution.**



3. Select the desired content sharing resolution from the pull-down list of **Max content sharing resolution**.



4. Click **Confirm** to accept the change.

Layout

You can configure the Equal N×N and onePlusN layout via YMS.

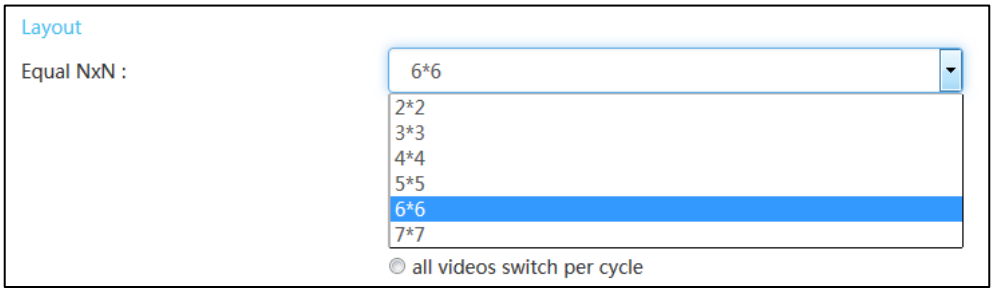
In the Equal N×N and onePlusN layout, if the number of current conference participants is more than the maximum, the video image will switch between participants every time interval. You can configure the time interval and switching rules.

Parameters are described below:

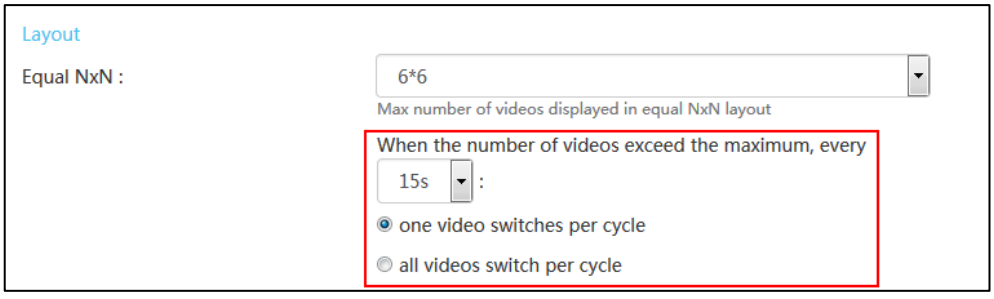
Parameter	Description
Equal N×N	Configures the maximum number of videos. • **2*2** • **3*3** • **4*4** • **5*5** • **6*6** • **7*7** **Default:** 4*4
OnePlusN	Configures the maximum number of videos. • **1+5** • **1+7** • **1+9** **Default:** 1+7

To configure equal N×N:

1. Click **System**->**Call Settings**.
1. Select the maximum number of videos from the pull-down list of **Equal N×N**.



2. Select the desired time interval and switching rules in the corresponding field.

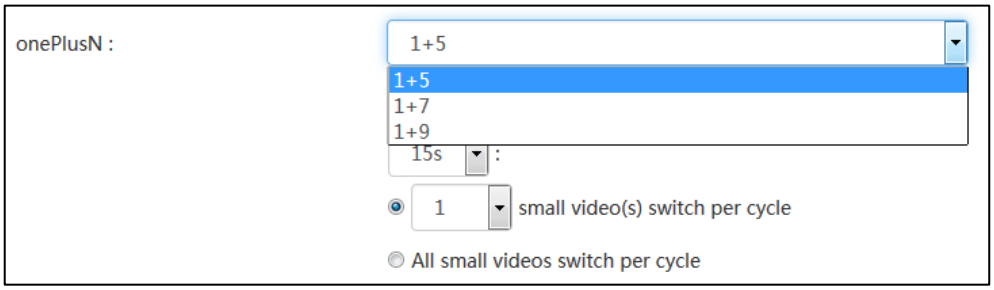


3. Click **Confirm** to accept the change.

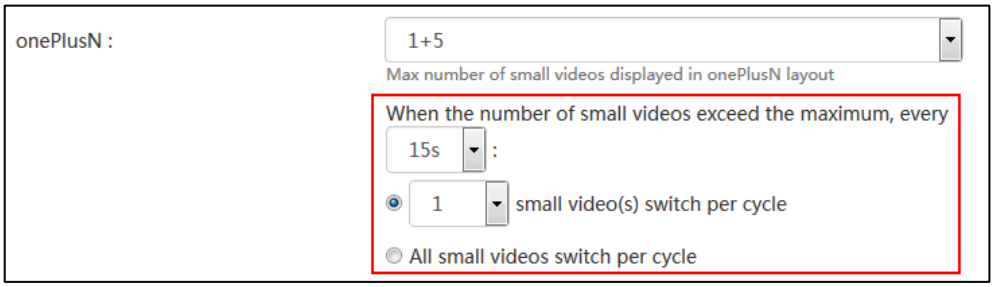
To configure onePlusN:

1. Click **System**->**Call Settings**.

2. Select the maximum number of videos from the pull-down list of **onePlusN**.



3. Select the desired time interval and switching rules in the corresponding field.



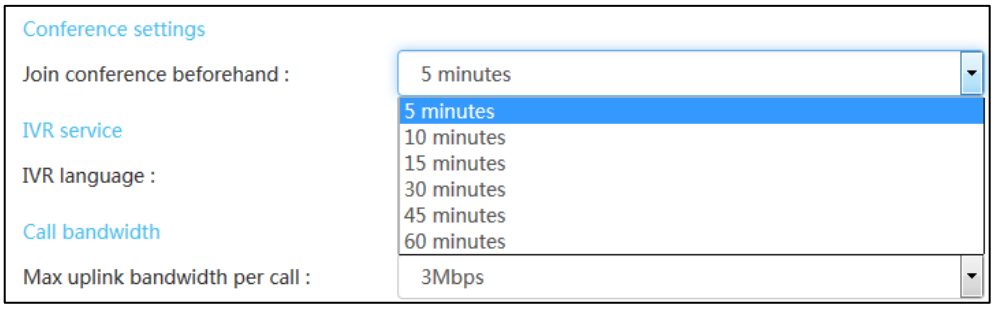
4. Click **Confirm** to accept the change.

Conference Settings

You can specify the time that allows endpoints to join the scheduled conferences in advance. The configurable times on YMS are: 5 minutes, 10 minutes, 15 minutes, 30 minutes, 45 minutes and 60 minutes.

To configure the time that allows endpoints to join the scheduled conferences beforehand:

1. Click **System**->**Call Settings**.
2. Select the desired time from the pull-down list of **Join conference beforehand**.



3. Click **Confirm** to accept the change.

IVR Service

IVR (Interactive Voice Response) service allows users to use the voice prompt feature.

You can configure the language used in the voice prompts. The available languages are Simplified Chinese and English.

To configure the IVR language:

1. Click **System**->**Call Settings**.
2. Select the desired language from the pull-down list of **IVR language**.

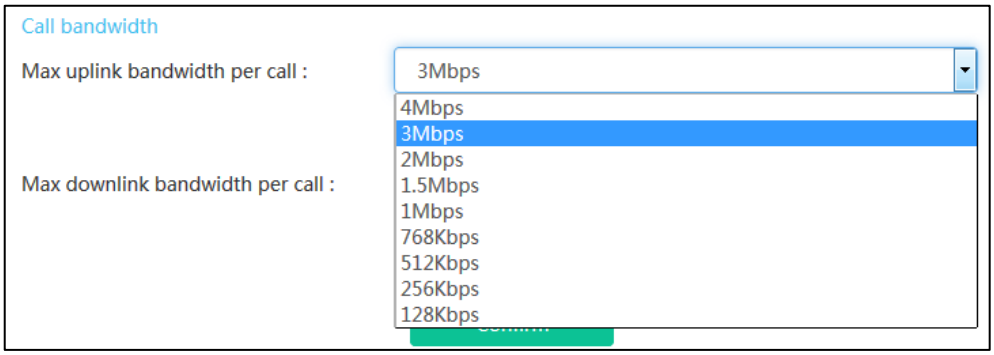
3. Click **Confirm** to accept the change.

Call Bandwidth

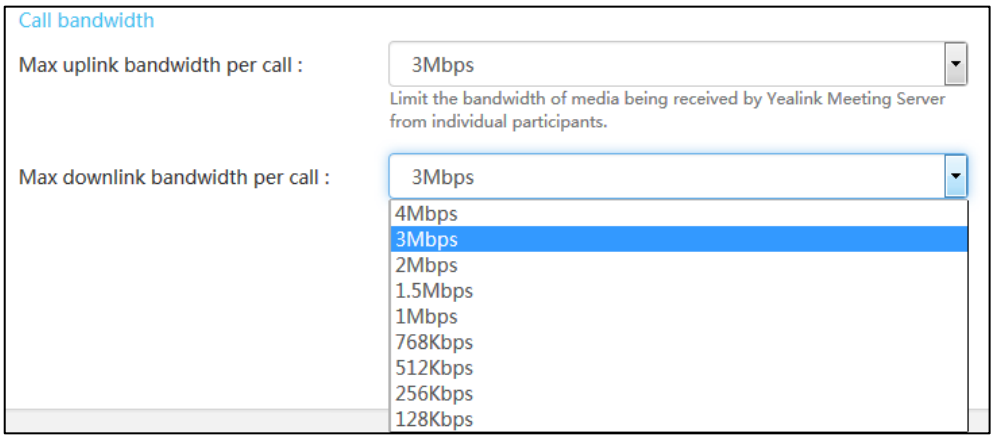
You can specify the uplink and downlink bandwidths for YMS to achieve the best result. Uplink bandwidth is the max bandwidth of outgoing calls, and downlink bandwidth is the max bandwidth of incoming calls. The configurable bandwidths on YMS are: 4M/s, 3M/s, 2M/s, 1.5M/s, 1M/s, 768kb/s, 512kb/s, 256kb/s, 128kb/s.

To configure the call bandwidth:

1. Click **System**->**Call Settings**.
2. Select the desired uplink bandwidth from the pull-down list of **Max uplink bandwidth per call**.



3. Select the desired downlink bandwidth from the pull-down list of **Max downlink bandwidth per call**.



4. Click **Confirm** to accept the change.

System Settings

Network Settings

Basic Settings

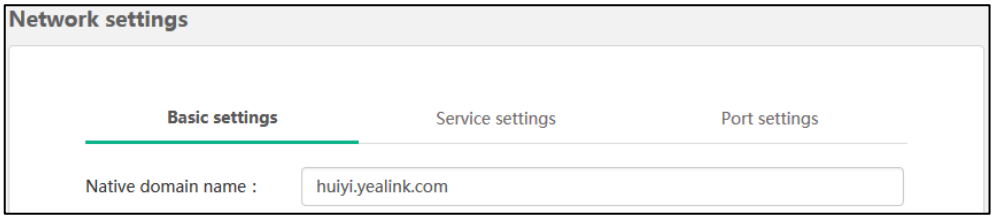
The server supports two adapters, you can configure the network based on the actual enterprise network condition.

Native Domain Name

You can configure the domain name of YMS. The domain name is used to authentication. And the validity of enterprise user accounts is associated with it.

To configure the domain name of YMS:

1. Click **System**->**System Settings**->**Network**->**Basic settings**.
2. Enter the domain name of YMS in in the **Native domain Name** field.



Configuring Ethernet Port Type Manually

The Ethernet port type setting specifies the way of obtaining IP address.

In the **Internal network settings** or **Network settings** field, you can mark the radio box of **Static IP address**. And then you need to configure it manually.

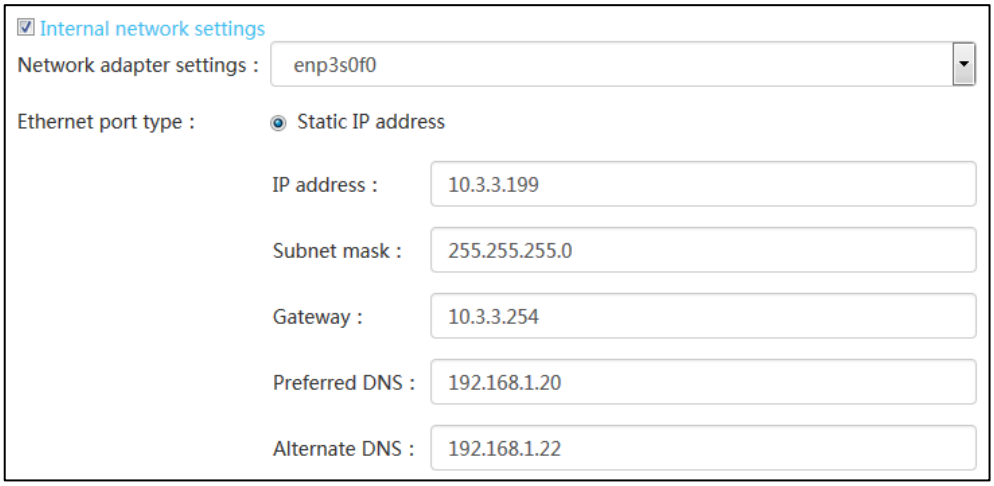
Parameters are described below.

Parameter	Description
Static IP Address	Enables or disables the YMS to use manually configured static IP address. **Default:** Enabled **Note**: If you change this parameter, YMS will reboot to make the change take effect.
IP Address	Configures the IP address assigned to the YMS. **Note**: If you change this parameter, YMS will reboot to make the change take effect.
Subnet Mask	Configures the subnet mask assigned to the YMS. **Note**: If you change this parameter, YMS will reboot to make the change take effect.
Gateway	Configures the gateway assigned to the YMS. **Note**: If you change this parameter, YMS will reboot to make the change take effect.
Preferred DNS	Configures the preferred DNS server assigned to the YMS. **Note**: If you change this parameter, YMS will reboot to make the change take effect.
Alternate DNS	Configures the alternate DNS server assigned to the YMS. **Note**: If you change this parameter, YMS will reboot to make the change take effect.

To configure static IP address of internal network manually:

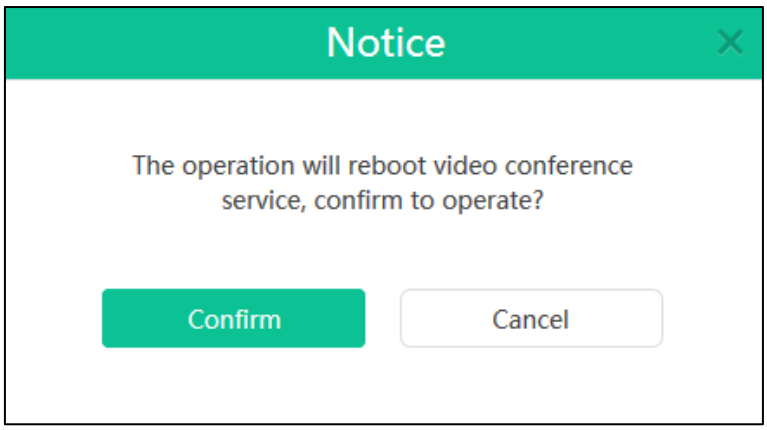
1. Click **System**->**System Settings**->**Network**->**Basic settings**.
2. Check the **Internal network settings** checkbox.
3. Select the desired adapter from the pull-down list of **Network adapter settings**.
4. Mark the radio box of **Static IP address** in the **Ethernet port Type** field.

5. Enter IP address, subnet mask, gateway, preferred DNS, alternate DNS in the corresponding field.



6. Click **Confirm**.

   The page prompts "The operation will reboot video conference service, confirm to operate?".



7. Click **Confirm** to reboot video conference service.

   You can also click **Cancel** to cancel the operation.

To configure static IP address of external network manually:

1. Click **System**->**System Settings**->**Network**->**Basic settings**.
2. Check the **Network settings** checkbox.
3. Follow the step 4 to 8 in To configure static IP address of internal network manually.

Static NAT

NAT enables communication between devices on your LAN that have private IP addresses and devices that are accessed through a public IP network. Static NAT ensures that the same public IP address always maps to a system's private IP address so that data from the public network intended for the private system can be routed to the system reliably.

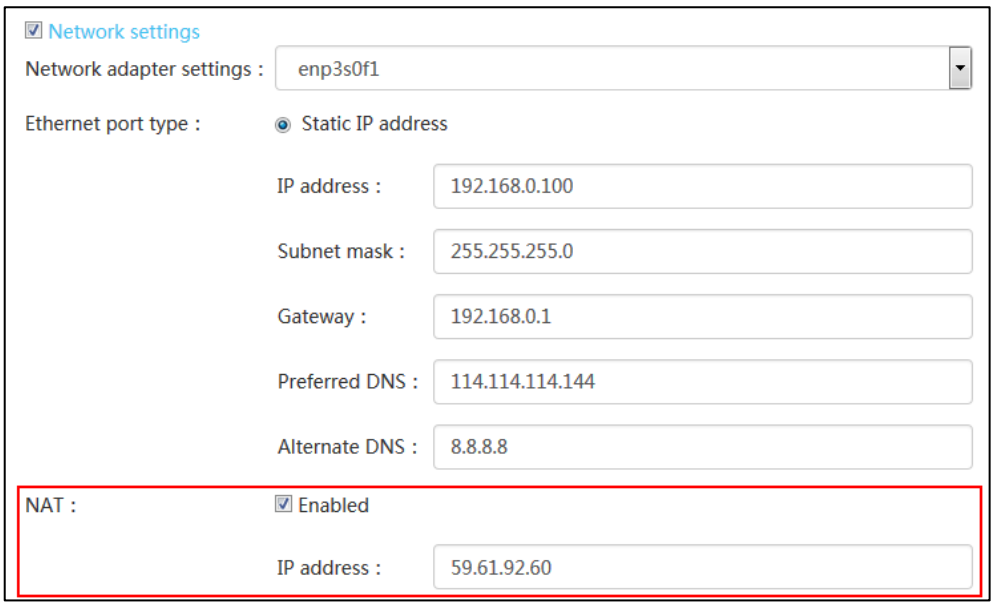
If the server uses two adapters and two adapters are deployed in an enterprise's internal network, you should configure static NAT to ensure devices from the public network can access to the server.

Static NAT feature parameters are described below:

Parameter	Description
NAT	Enable or disable the static NAT feature. **Default:** Enabled **Note**: If you change this parameter, YMS will reboot to make the change take effect.
IP Address	Configures the NAT public address for YMS. **Default:** blank **Note**: If you change this parameter, YMS will reboot to make the change take effect.

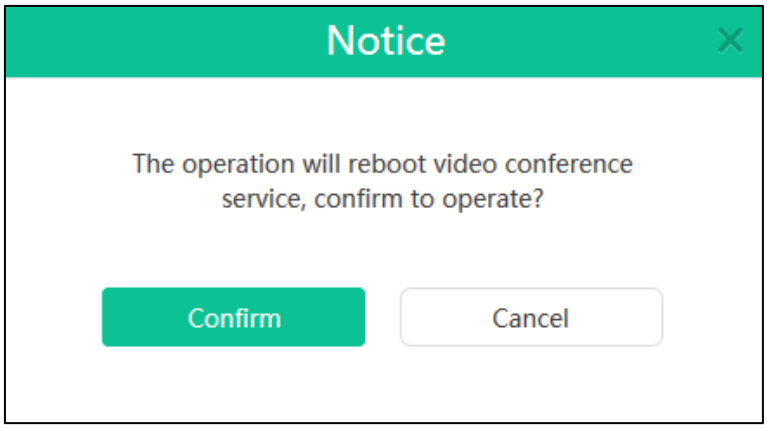
To configure static NAT:

1. Click **System**->**System Settings**->**Network**->**Basic settings**.
2. Check the **Network settings** checkbox.
3. Check the **Enabled** checkbox in the **NAT** field to enable static NAT.
4. Enter the NAT public address in the **IP address** field.



5. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



6. Click **Confirm** to reboot video conference service.

   You can also click **Cancel** to cancel the operation.

Routing Rules

When YMS uses two adapters, you can configure routing rules to specify network adapter when access to the destination. Note that external network and all network segments in your enterprise must be specified routing rules.

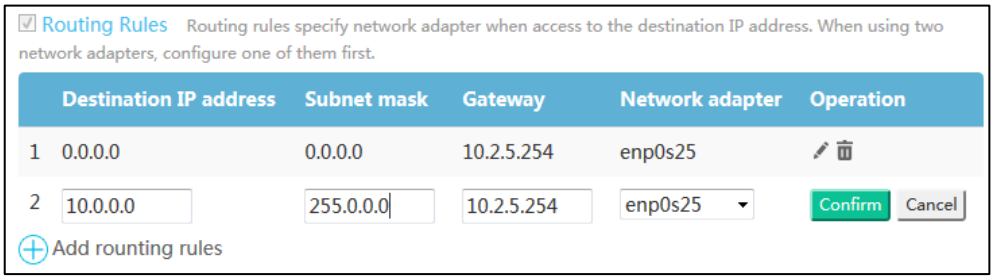
Parameters on the routing rules are described below:

Parameter	Description
Routing Rules	If YMS uses two adapters, routing rules is enabled by default.
Destination IP Address	Configures the IP address of network destination. The IP address to be used in conjunction with the subnet mask. If you change this parameter, YMS will reboot to make the change take effect.
Subnet Mask	Configures the subnet mask. If you change this parameter, YMS will reboot to make the change take effect.
Gateway	Configures the gateway when access to the destination. If you change this parameter, YMS will reboot to make the change take effect.
Network Adapter	Configures the adapter of YMS when access to the destination. If you change this parameter, YMS will reboot to make the change take effect.

Adding the Contents of Routing Rules

To add the contents of routing rules:

1. Click **System**->**System Settings**->**Network**->**Basic settings.**
2. Click **Add routing rules** to add the contents of routing rules.
3. Enter the IP address, subnet mask and gateway in the corresponding field.
4. Select the desired adapter from the pull-down list of **Network adapter**.

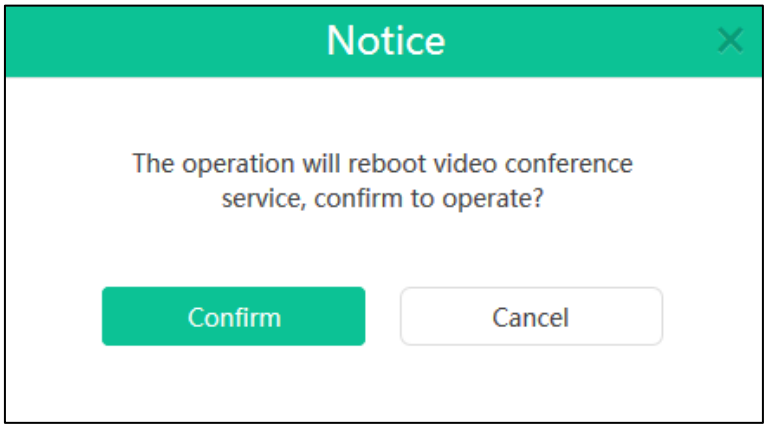


5. Click **Confirm**.

   You can also click **Cancel** to cancel the operation.

6. Click **Confirm**.

   The page prompts "The operation will reboot video conference service, confirm to operate?".



7. Click **Confirm** to reboot video conference service.

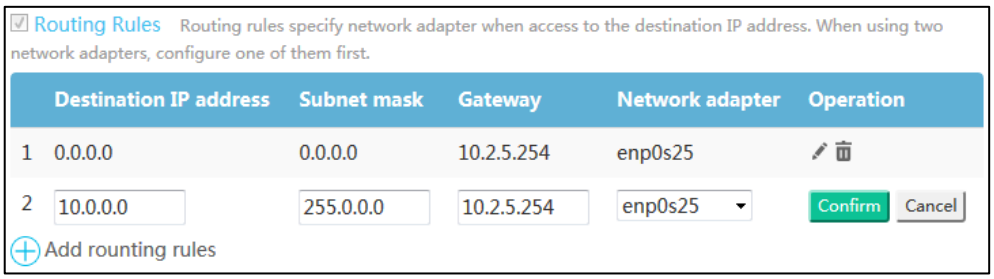
   You can also click **Cancel** to cancel the operation.

Editing the Contents of Routing Rules

To edit the contents of routing rules:

1. Click **System**->**System Settings**->**Network**->**Basic settings.**
2. Select the desired path of routes, and then click to edit it.
3. Edit the contents of routing rules in the corresponding field.

4. Select the desired adapter from the pull-down list of **Network adapter**.

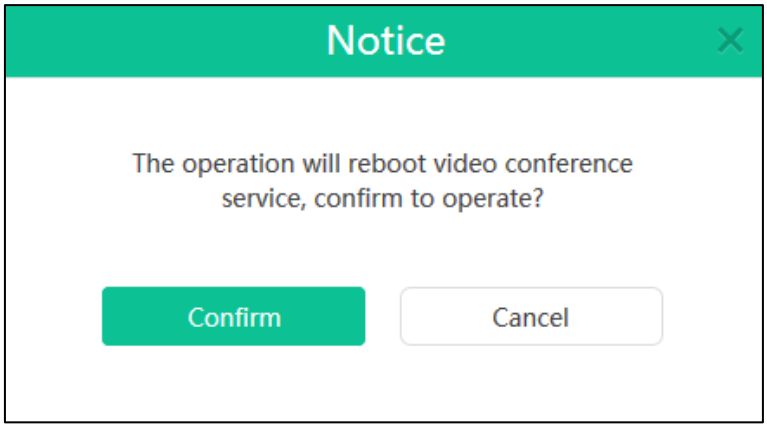


5. Click **Confirm**.

   You also click **Cancel** to cancel the operation.

6. Click **Confirm**.

   The page prompts "The operation will reboot video conference service, confirm to operate?".



7. Click **Confirm** to reboot video conference service.

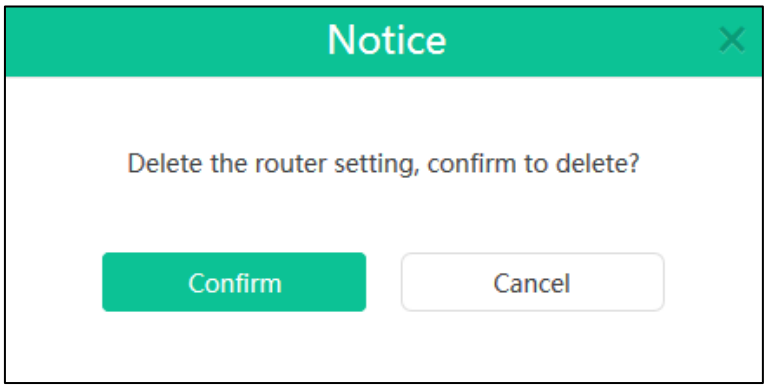
   You can also click **Cancel** to cancel the operation.

Deleting the Contents of Routing Rules

To delete the contents of routing rules:

1. Click **System**->**System Settings**->**Network**->**Basic settings.**
2. Select the desired path of routes, and then click to delete it.

The page prompts "Delete the router setting, confirm to delete?".

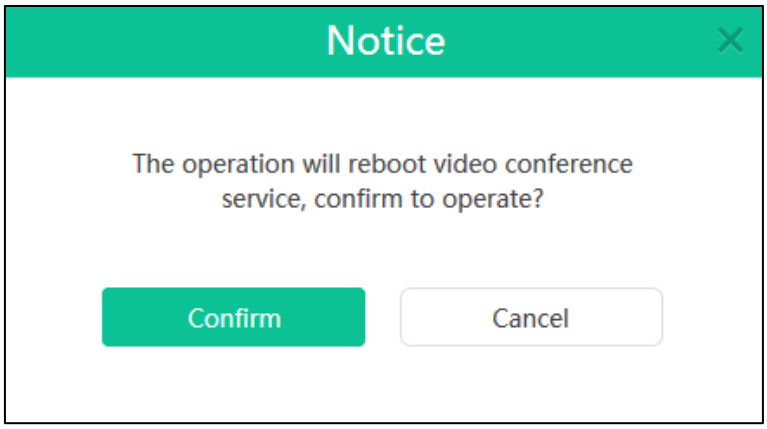


3. Click **Confirm** to delete the route setting.

   You can also click **Cancel** to cancel the operation.

4. Click **Confirm**.

   The page prompts "The operation will reboot video conference service, confirm to operate?".



5. Click **Confirm** to reboot video conference service.

   You can also click **Cancel** to cancel the operation.

Service Settings

Web

You can configure HTTP protocol and HTTPS protocol via YMS. If you enable HTTP protocol and HTTPS protocol, the system priority of selection is as follows: HTTPS protocol>HTTP protocol.

Web page parameters are described below:

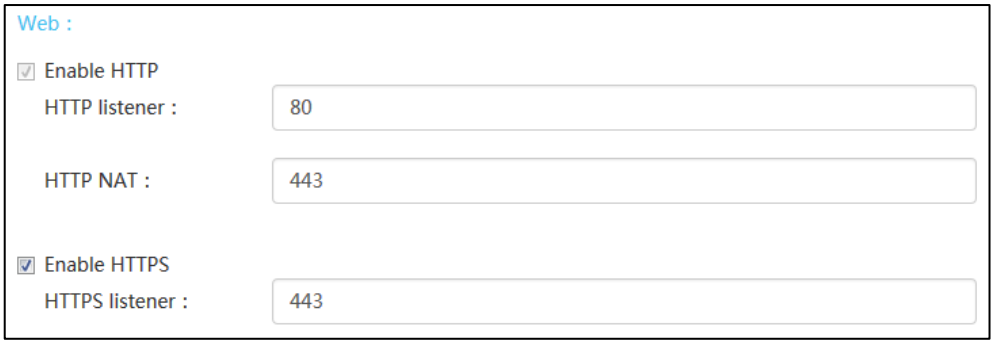
Parameter	Description
Enable HTTP	Enable the HTTP protocol. **Default:** It is not configurable.

Parameter	Description
HTTP Listener	Specifies the HTTP listener port of HTTP protocol. **Valid values:** 1-65535 **Default:** 80 If you change this parameter, YMS will reboot to make the change take effect.
HTTP NAT	If you enabled static NAT in external network settings, configures the HTTP NAT port of HTTP protocol is used to access to the external network. **Default:** 80. If the HTTPS protocol is enabled, you should configure the HTTPS NAT port. If you change this parameter, YMS will reboot to make the change take effect.
Enable HTTPS	Enable or disable the HTTPS protocol. **Default:** Enabled If you change this parameter, YMS will reboot to make the change take effect.
HTTPS Listener	Specifies the HTTPS listener port of HTTPS protocol. **Valid values:** 1-65535 **Default:** 443 If you change this parameter, YMS will reboot to make the change take effect.

To configure the web page:

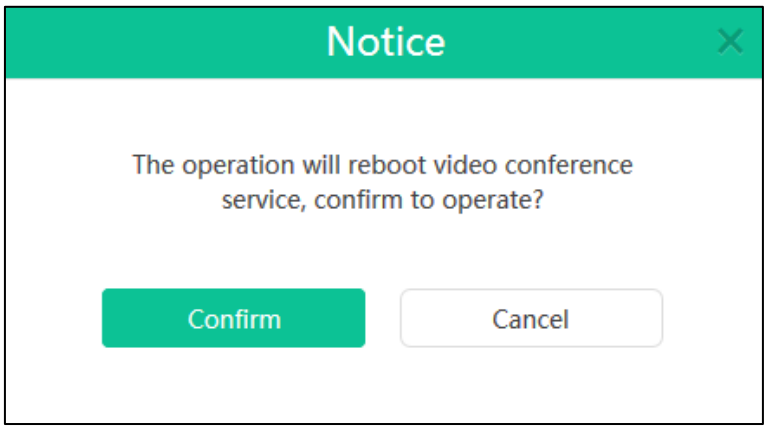
1. Click **System**->**System Settings**->**Network**->**Service settings**.
2. Enter the port number in the **HTTP Listener** field.
3. (Optional.) If you enabled static NAT in external network settings, enter the port number in the **HTTP NAT** field.
4. (Optional.) Check **Enable HTTPS** checkbox, and then enter the port number in the **HTTPS Listener** field.

   Enter the HTTPS NAT port in the **HTTP NAT** field.



5. Click **Confirm**.

   The page prompts "The operation will reboot video conference service, confirm to operate?".



6. Click **Confirm** to reboot video conference service.

   You can also click **Cancel** to cancel the operation.

SSH

SSH (Secure Shell) is a cryptographic network protocol for operating network services securely over an unsecured network. It provides a secure channel over an unsecured network in a client-server architecture, connecting an SSH client application with an SSH server. Common applications include remote command-line login and remote command execution, but any network service can be secured with SSH.

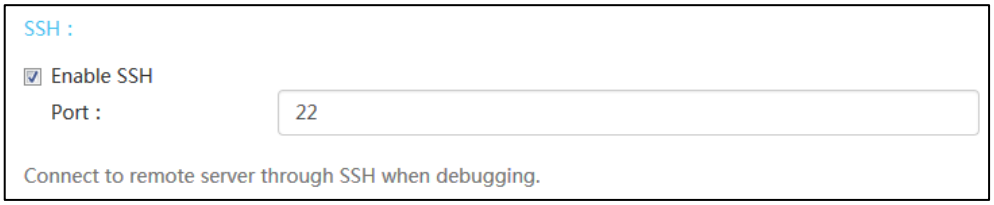
SSH parameters are described below:

Parameter	Description
Enable SSH	Enable or disable the SSH protocol. **Default:** Enabled **Note**: If you change this parameter, YMS will reboot to make the change take effect.
Port	Specifies the port of SSH protocol. **Valid values:** 1-65535 **Default:** 22 **Note**: If you change this parameter, YMS will reboot to make the change take effect.

To configure SSH:

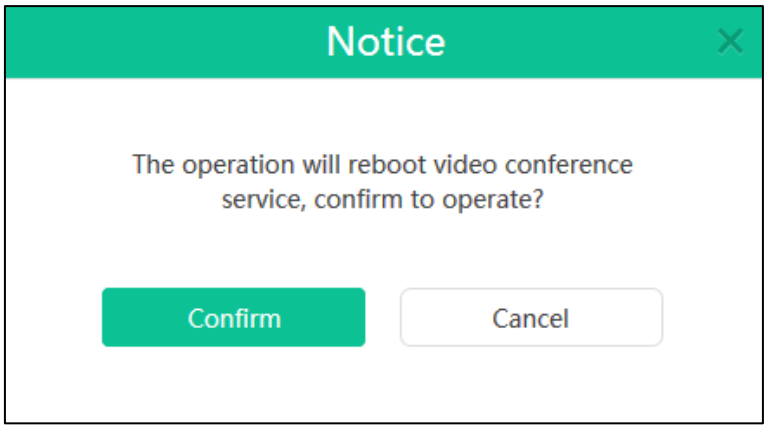
1. Click **System**->**System Settings**->**Network**->**Service settings.**
2. Check **Enable SSH** checkbox.

3. Enter the port number in the **Port** field.



4. Click **Confirm.**

   The page prompts "The operation will reboot video conference service, confirm to operate?".



5. Click **Confirm** to reboot video conference service.

   You can also click **Cancel** to cancel the operation.

SIP

YMS supports SIP protocol and UDP, TCP and TLS protocol to transport SIP (Session Initiation Protocol) signaling. You can specify the ports of these protocols via YMS.

Port parameters are described below:

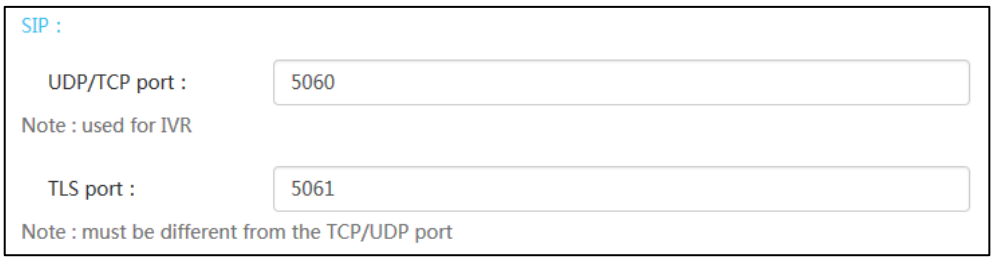
Parameter	Description
UDP/TCP Port	Specifies the port of UDP protocol and TCP protocol used for IVR. **Default:** 5060 **Note**: If you change this parameter, YMS will reboot to make the change take effect.
TLS Port	Specifies the port of TLS protocol. **Default:** 5061 **Note**: If you change this parameter, YMS will reboot to make the change take effect.

To configure the port parameters to transport SIP signaling:

1. Click **System**->**System Settings**->**Network**->**Service settings.**

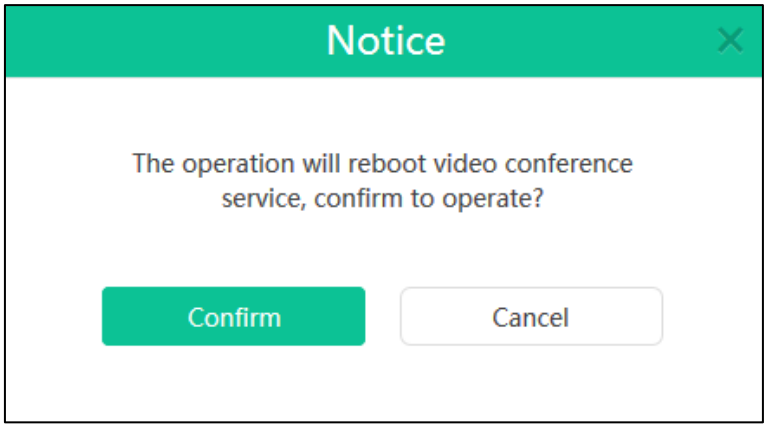
2. Enter the port of UDP/TCP protocol used for IVR in the **UDP/TCP port** field.
3. Enter the port of TLS protocol in the **TLS port** field.

   Note that it must be different from the UDP/TCP port.



4. Click **Confirm**.

   The page prompts "The operation will reboot video conference service, confirm to operate?".



5. Click **Confirm** to reboot video conference service.

   You can also click **Cancel** to cancel the operation.

Port Settings

You can configure media stream ports via YMS.

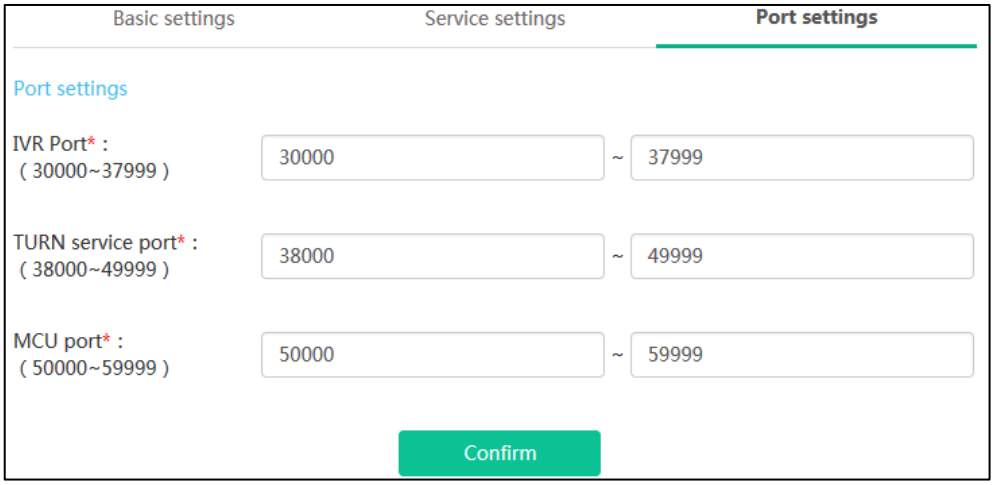
Port settings parameters are described below:

Parameter	Description
IVR Port	Specifies the range of IVR ports. **Default:** A call occupies 6 ports. If you initiate presentation in the call, the call occupies 8 ports. The range of ports is 30000-37999 by default. And the difference between the maximum signaling port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 30000 as the minimum port, the maximum port should be not less than 31000. **Note**: If you change this parameter, YMS will reboot to make the

Parameter	Description
	change take effect.
TURN Service Port	Specifies the range of TURN service ports. **Default:** 38000-49999. And the difference between the maximum port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 38000 as the minimum port, the maximum port should be not less than 39000. **Note**: If you change this parameter, YMS will reboot to make the change take effect.
MCU Port	Specifies the range of MCU ports. **Default:** 50000-59999. And the difference between the maximum port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 50000 as the minimum port, the maximum port should be not less than 51000. **Note**: If you change this parameter, YMS will reboot to make the change take effect.

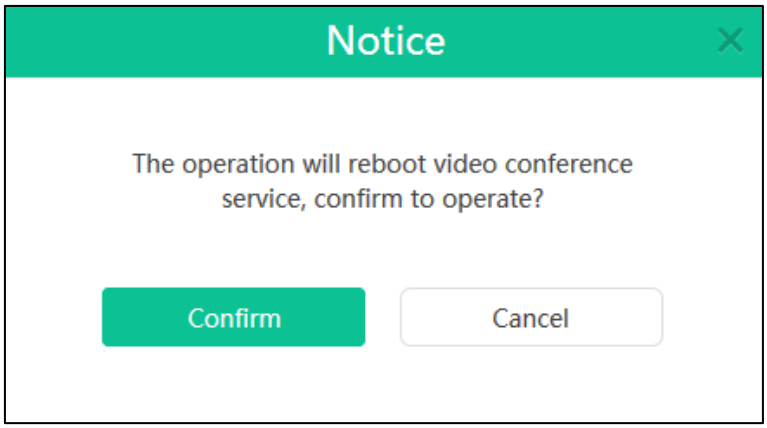
To configure port settings:

1. Click **System**->**System Settings**->**Network**->**Port settings.**
2. Configure the ports in the corresponding field.



3. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



4. Click **Confirm** to reboot video conference service.

   You can also click **Cancel** to cancel the operation.

Time/Time Zone Settings

Time and date are synced automatically from the SNTP server by default. The default SNTP server is cn.pool.ntp.org. The SNTP server can be configurable manually. If YMS cannot obtain the time and date from the SNTP server, you need to manually configure them.

Time Zone

A time zone is a region on Earth that has a uniform standard time. It is convenient for areas in close commercial or other communication to keep the same time. When configuring YMS to obtain the time and date from the SNTP server, you must set the time zone.

Daylight Saving Time

Daylight Saving Time (DST) is the practice of temporary advancing clocks during the summertime so that evenings have more daylight and mornings have less. Typically, clocks are adjusted forward one hour at the start of spring and backward in autumn. Many countries have used DST at various times, details vary by location. DST can be adjusted automatically from the time zone configuration.

Time/time zone settings parameters are described below:

Parameter	Description
Current Server Time	Displays the current time of YMS.
Daylight Saving Time	Configures the Daylight Saving Time (DST) type. The available types for YMS are: • **Auto:** use DST.

Parameter	Description
	DST will be configured automatically. • **Disabled:** not use DST. **Default:** Disabled
Time Access	Configures the Daylight Saving Time (DST) type. • **SNTP:** obtain the time and date from the SNTP server automatically. • **Date & time configuration:** configure the time and date manually. **Default:** SNTP
Server Domain Name	Configures the SNTP server. **Default:** cn.pool.ntp.org
Time Zone	Configures the time zone. **Default:** (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi

To configure the time/time zone settings:

1. Click **System**->**System Settings**->**Time/Time zone**.
2. Select the desired type from the pull-down list of **Daylight Saving Time**.
3. In the **Time access** field, you can:

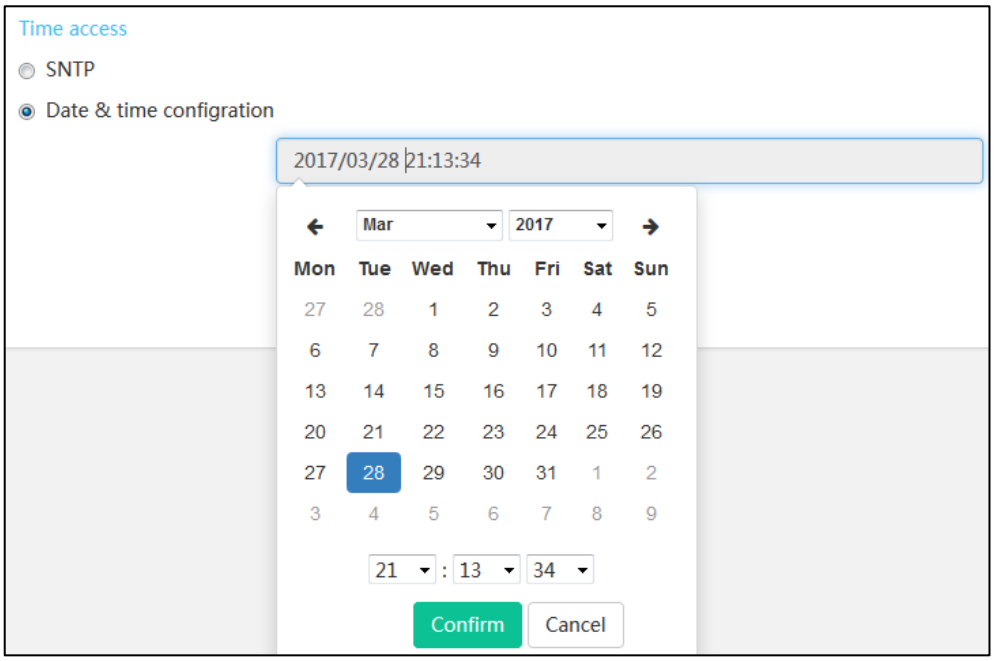
   - Mark the radio box of **SNTP**.

     Enter the SNTP server domain name in the **Server Domain Name** Field.

     Select the time zone from the pull-down list of **Time Zone**.

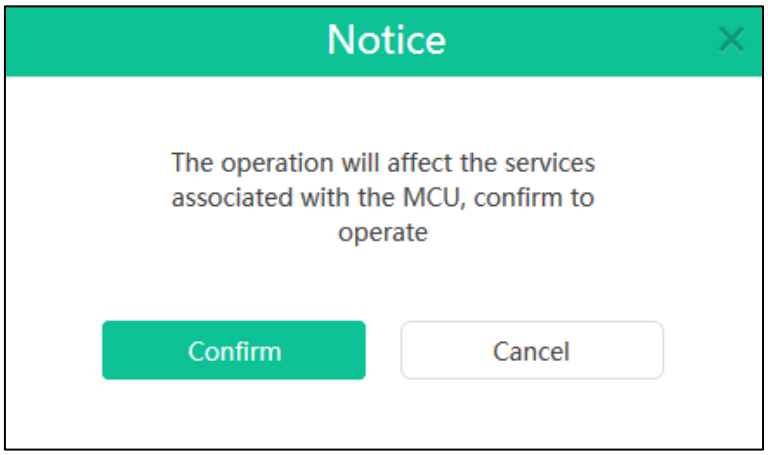
   - Mark the radio box of **Date & time configuration**.

Select the time and date.



4. Click **Confirm**.

   The page prompts "The operation will affect the services associated with the MCU, confirm to operate".



5. Click **Confirm** to accept the change.

   You can also click **Cancel** to cancel the operation.

Note Please refer to Appendix: Time Zones for the list of available time zones on Yealink Meeting Server.

SMTP Mailbox

You can use the SMTP mailbox to send emails to enterprise user accounts. For example, you can send account information to enterprise user accounts by emails.

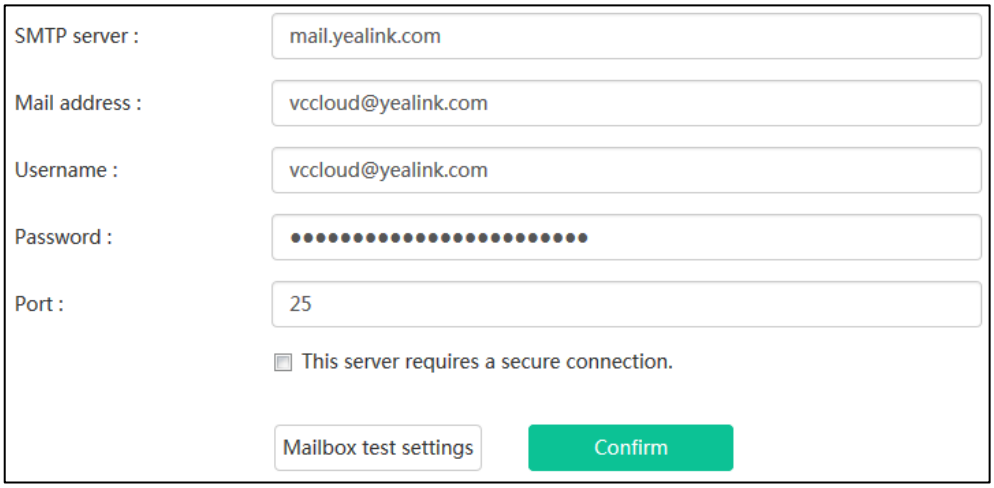
SMTP mailbox settings parameters are described below:

Parameter	Description
SMTP Server	Specifies the address of the SMTP server.
Mail address	Configures the email address that is permitted to be used for sending email using SMTP server and account.
Username	Specifies a valid account on the SMTP server.
Password	Specifies the password on the SMTP server.
Port	Specifies the port on the SMTP server to connect to. **Default:** 25
This server requires a secure connection	Enables or disables connection security. If connection security is enabled, you should specify the type of connection security to use based on the type of SMTP server. • **SSL** • **TLS** **Default**: SSL

Configuring Mailbox Parameter

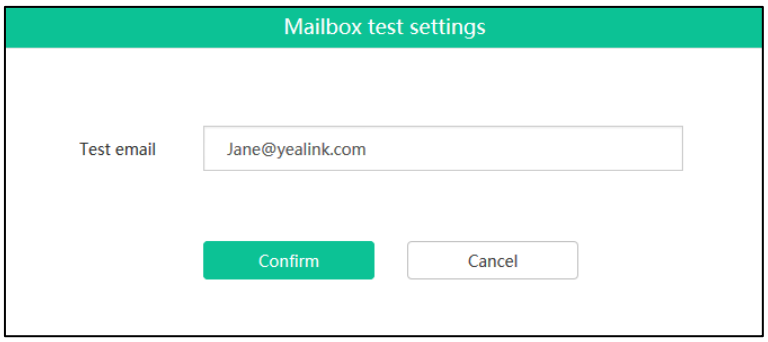
To configure the mailbox parameter:

1. Click **System**->**System Settings**->**SMTP mailbox**.
2. Enter the SMTP server address, email address, username, password and server port in the corresponding field.



3. (Optional.) Check the **This server requires a secure connection** checkbox, the server port changes to **465**. And then select **SSL** or **TSL** from the pull-down list. **SSL** is selected by default.
4. Click **Mailbox test settings**.

Enter the email address of the recipient in the **Test email** field.



5. Click **Confirm** to test to test whether the email address you set is available.

   If the mailbox has connected successfully, the page prompts "Operation success". If not, please edit the mailbox parameter based on the prompt message.

6. Click **Confirm** to accept the change.

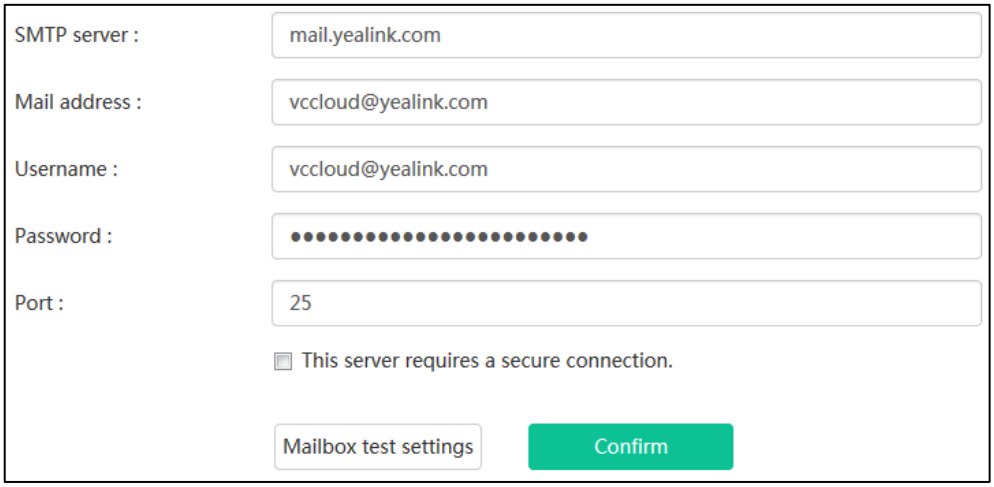
Editing Mailbox Parameter

To edit the mailbox parameter:

1. Click **System**->**System Settings**->**SMTP mailbox**.

   You can view the mailbox parameter.

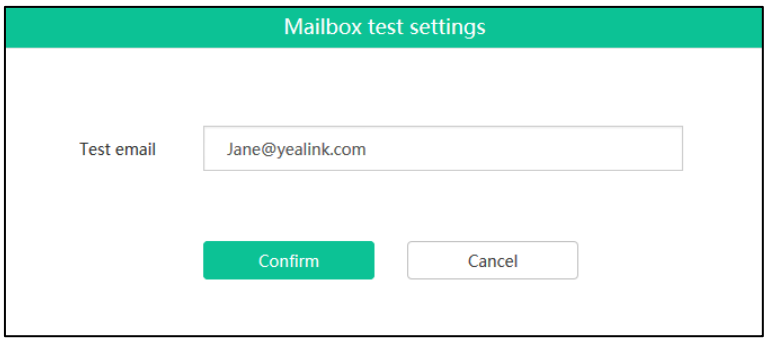
2. Edit the mailbox parameter in the corresponding field.



3. Click **Mailbox test settings**.

4. Enter the email address of the recipient in the **Test email** field to test whether the email

5. address you edit is available.



6. Click **Confirm** to test to test whether the email address you set is available.

   If the mailbox has connected successfully, the page prompts "Connection Succeeded!". If not, please edit the mailbox parameter based on the prompt message.

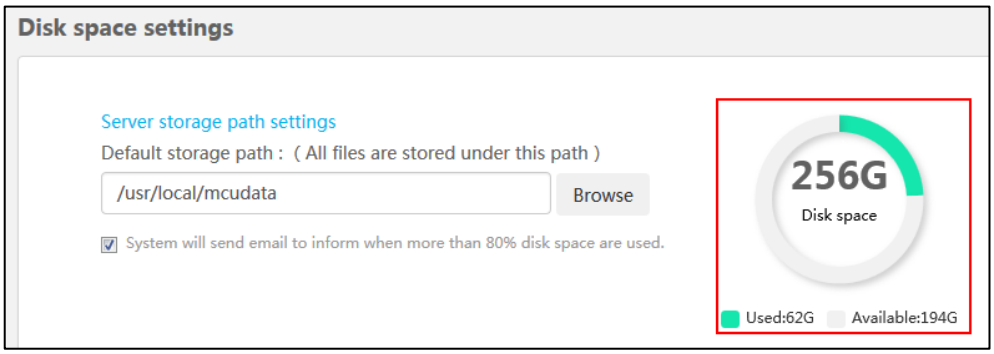
7. Click **Confirm** to accept the change.

Disk Space Settings

Configuring the Default Storage Path

This setting specifies the default storage path, it is used for storing all files.

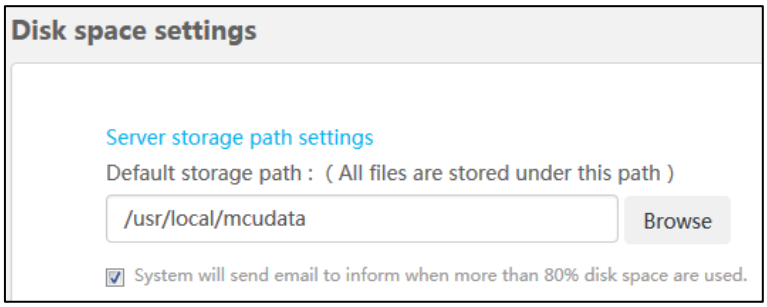
You can view the used space and the available space of specified storage path by the doughnut chart on the right of page.



To configure the storage path:

1. Click **System**->**System Settings**->**Disk space**.

2. Click **Browse** and then select the desired path in the **Default storage path** field.



3. (Optional.) Check **System will send email to inform when more than 80% disk space are used** checkbox.

   The checkbox is checked by default.

   When the utilization of disk space is over 80%, system will send a warning email.

4. Click **Confirm** to accept the change.

Disk Space

Allocating Disk Space

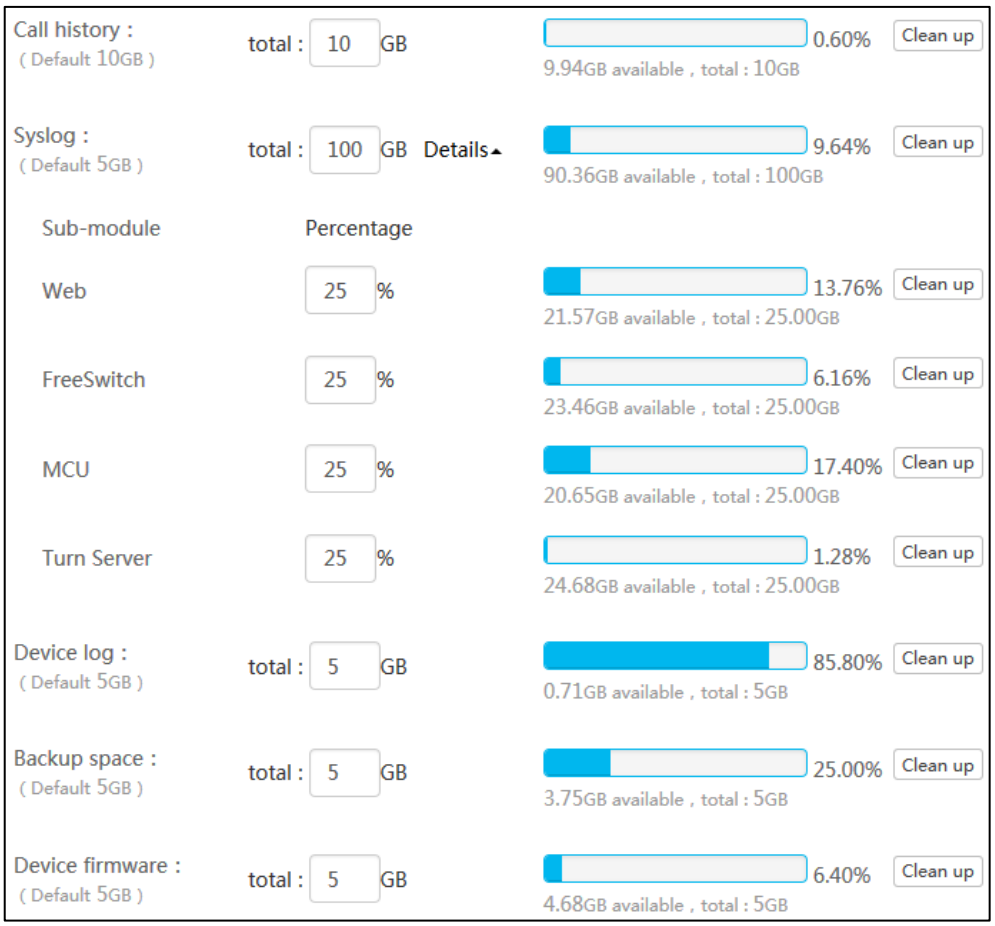
You can allocate **Call history**, **Syslog**, **Device log**, **Backup space** and **Device firmware** quota manually.

To allocate the space quota:

1. Click **System**->**System Settings**->**Disk space settings**.
2. Enter **Call history**, **Syslog**, **Device log**, **Backup space** and **Device firmware** quota in the corresponding field.

   In the **Syslog** field, click **Details**, enter **Web**, **FreeSwitch, MCU** and **Turn Server** percentage in the corresponding field.

You can view the usage by histogram on the right of page.



3. Click **Confirm** to accept the change.

   You can also click **Cancel** to cancel the operation.

Note

The call history, syslog, device log, backup space and device firmware quotas should be integers. The minimum actual quota is the maximum of the default quota and used quota. For example, the default quota of call history is 10G and the used quota of call history is 0G, the minimum quota is 10G. If the used quota of call history is 12G, the minimum quota is 12G. And the total of call history, syslog, device log, backup space and device firmware quota should not be more than the available space of specified storage path.

After the storage quota is fulfilled, the old files will be covered automatically.

Clearing Disk Space

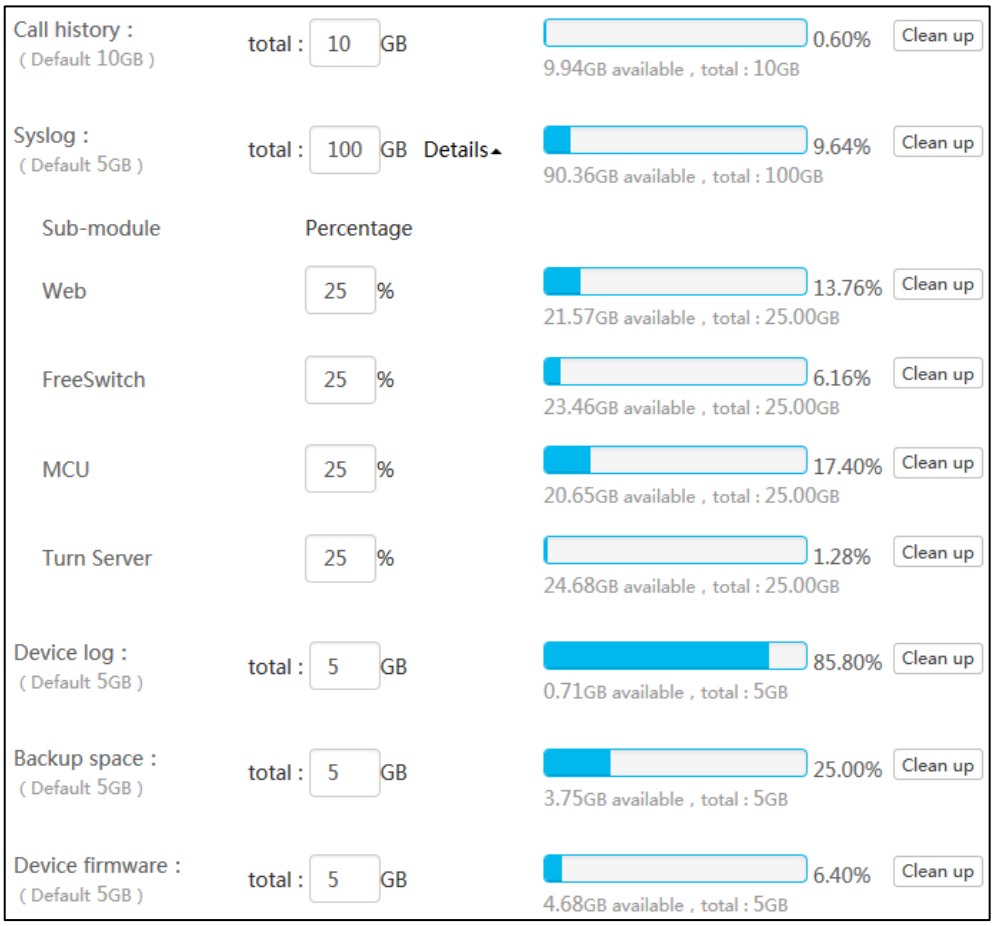
When **Call history**, **Syslog**, **Device log**, **Backup space** or **Device firmware** space is full, you can clear the disk space.

To clear the disk space:

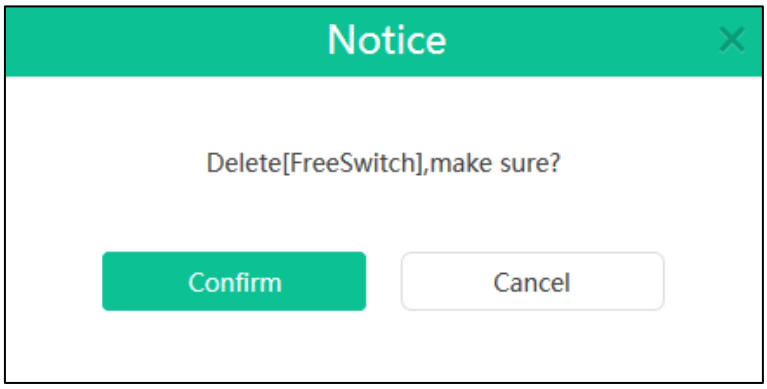
1. Click **System**->**System Settings**->**Disk space settings**.
2. Select **Call history**, **Syslog**, **Device log**, **Backup space** or **Device firmware** disk space.

You can also click **Details,** select **Web**, **FreeSwitch, MCU** or **Turn Server** in the **Syslog** field.

Click **Clean up** to clear the disk space.



The page prompts "Delete [××], make sure?".



3. Click **Confirm** to accept the change.

   You can also click **Cancel** to cancel the operation.

System Maintenance

Device Upgrade

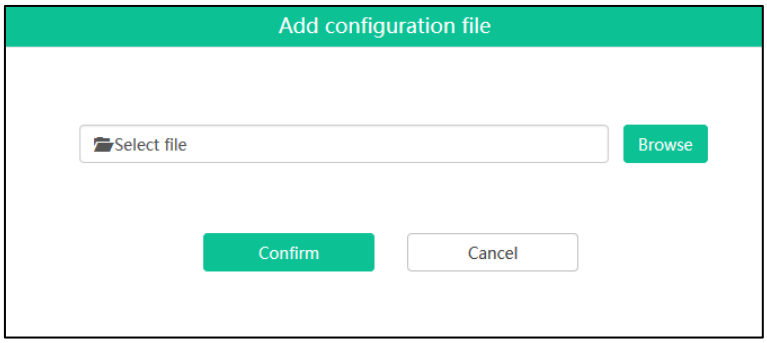
You can enable **Device upgrade** feature for server. You can update VC400 video conferencing system, VC120 video conferencing system, VC110 all in one HD video conferencing endpoint and SIP VP-T49G IP phone registered the enterprise user account remotely. Note that only rom format file is available.

Adding Configuration Files

The configuration file is the firmware of device. You can add configuration files via YMS to update them.

To add configuration files:

1. Click **System**->**System Maintenance**->**Device upgrade**.
2. Click **Add**, the dialog box of **Adding configuration file** pops up.
3. Click **Browse** to add endpoint configuration file.



4. Click **Confirm** to accept the change.

   Note that the configuration file is not added successfully until the list displays it.

   The configuration file will be set as the latest version automatically.

   You can also click **Cancel** to cancel the operation.

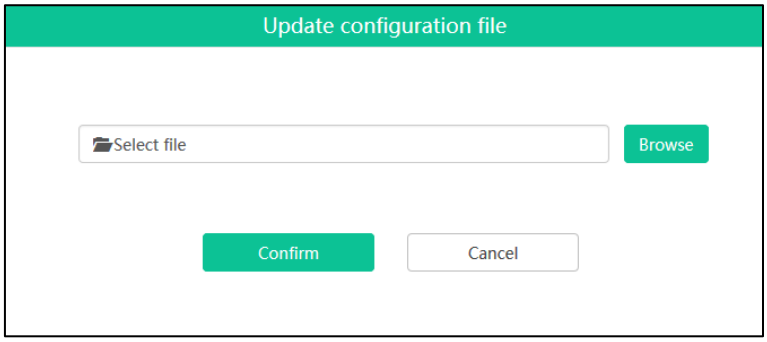
Updating Configuration Files

If the configuration file does not set as the latest version, you can upload a file to update the configuration file.

To update configuration files:

1. Click **System**->**System Maintenance**->**Device upgrade**.
2. Check the desired configuration file checkbox.
3. Click on the right of page, the dialog box of **Update configuration file** pops up.

4. Click **Browse** to update configuration file.



5. Click **Confirm** to accept the change.

   You can also click **Cancel** to cancel the operation.

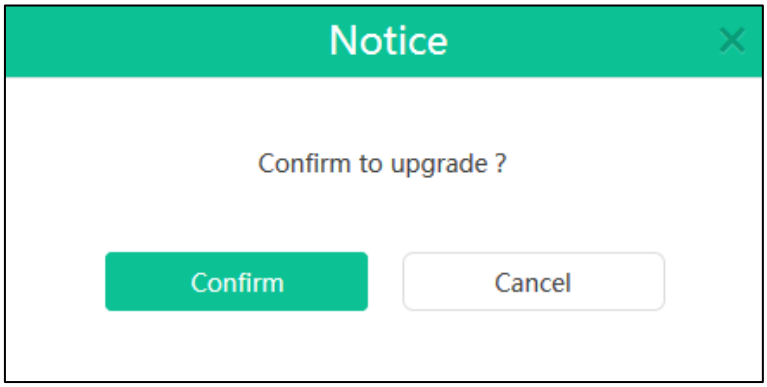
Updating Device Firmware Now

Before you update the device registered enterprise user account now, you need set a configuration file as the latest version. When the version of the device is not the same as the latest version, it will be updated.

To update device firmware now:

1. Click **System**->**System Maintenance**->**Device upgrade.**
2. Select the desired configuration file and click the switch to On in **Set as the latest version** field.
3. Click on the right of page.

   The page prompts “Confirm to update”.



4. Click **Confirm** to update the same type of devices.

   You can also click **Cancel** to cancel the operation.

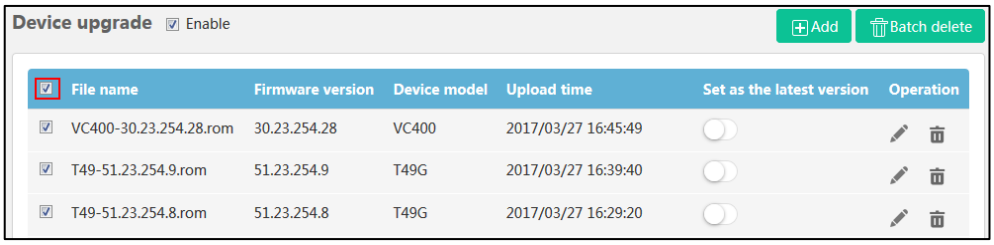
Deleting Configuration Files

You can delete configuration files which do not set as the latest version via YMS.

To delete configuration files:

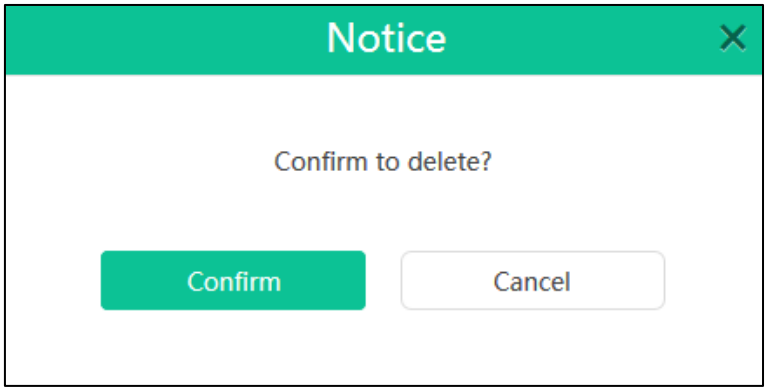
1. Click **System**->**System Maintenance**->**Device upgrade.**
2. In configuration file list, you can:
   - Check the desired configuration file checkbox, click on the right of page.
   - Check the multiple configuration file checkboxes.

     If you want to check all checkboxes, you can check the checkboxes as following:



Click **Batch delete** to delete configuration files.

The page prompts "Confirm to delete".



3. Click **Confirm** to delete configuration files.

   You can also click **Cancel** to cancel the operation.

Backup/Restore

The configuration file except for license and logs of YMS can be exported and saved as a backup to disk. When the server fails, you can restore the backup.

Auto Backup Settings

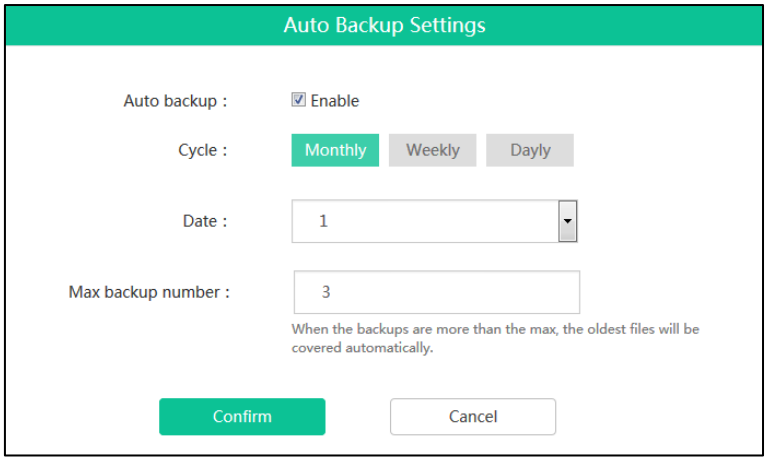
You can configure the **Auto backup settings** via YMS to take regular backups of the configuration data. Auto backup settings contain cycle, date and maximum backup number.

To configure the auto backup settings via YMS:

1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. Click **Auto backup settings**, the dialog box of **Auto Backup Settings** pops up.

3. Check **Enable** checkbox in the **Auto backup** field.

   It is checked by default.



4. Select the desired backup cycle from the pull-down list of **Cycle**.
5. Select the desired backup date from the pull-down list of **Date**.
6. Enter the maximum of backup number in the **Max backup number** field.

   The default value is 3.

   If the backups are more than the maximum, the old files will be covered automatically.
7. Click **Confirm** to save the settings.

   You can also click **Cancel** to cancel the operation.

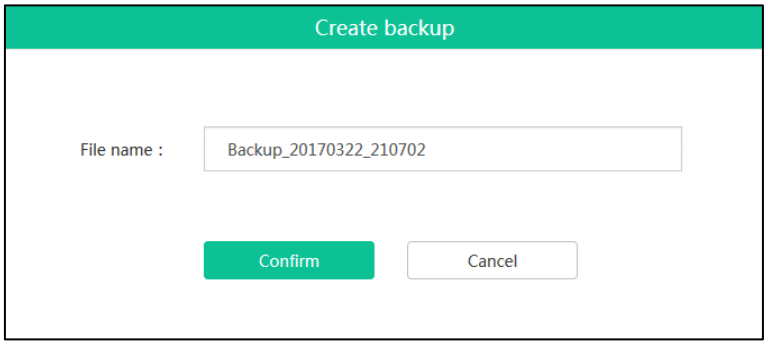
Creating a Backup Manually

You can create a backup of YMS manually.

To create a backup:

1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. Click **Create backup**, the dialog box of **Create backup** pops up.
3. Enter the file name in the **File Name** field.

   The **File Name** field is filled in the format of Backup_date_time automatically.



4. Click **Confirm** to create a backup.

   You can also click **Cancel** the operation.

Downloading a Backup

You can download the desired backup of YMS.

To download a backup via YMS:

1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. Check the desired backup checkbox.
3. Click on the right of page to download the backup to local.

Restoring a Backup

In backup list, you can select the desired backup to restore.

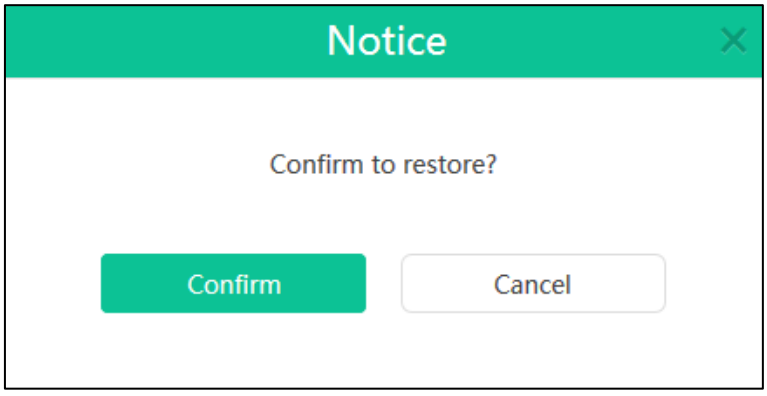
You can also upload the backup saved in your computer to restore. You can upload a backup in the following scenarios:

- The current backup was saved in your computer and the YMS is reset to factory, you need upload the backup to restore settings.
- The backup of other YMS was saved in your computer, you can upload the backup to apply to the current YMS.

To restore a backup via YMS:

1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. Check the desired backup checkbox to restore.
3. Click on the right of page.

   The page prompts "Confirm to restore".



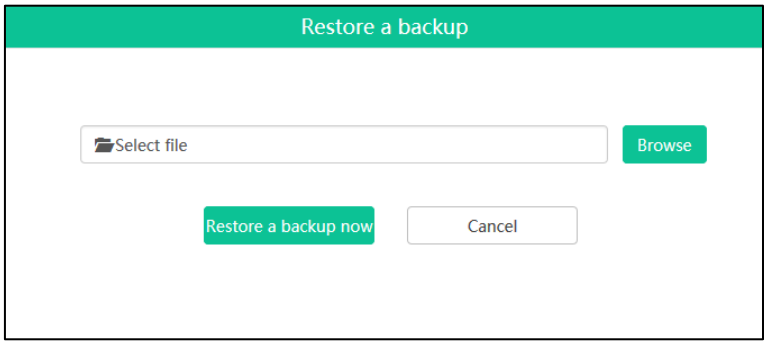
4. Click **Confirm** to restore the backup.

   You can also click **Cancel** the operation.

To restore a backup by uploading a backup:

1. Click **System**->**System Maintenance**->**Backup/Restore**.

2. Click **Upload backup file**, the dialog box of **Restore a backup** pops up.



3. Click **Browse** to select a backup saved in your computer.
4. Click **Restore a backup now** to restore a backup.

   You can also click **Cancel** to cancel the operation.

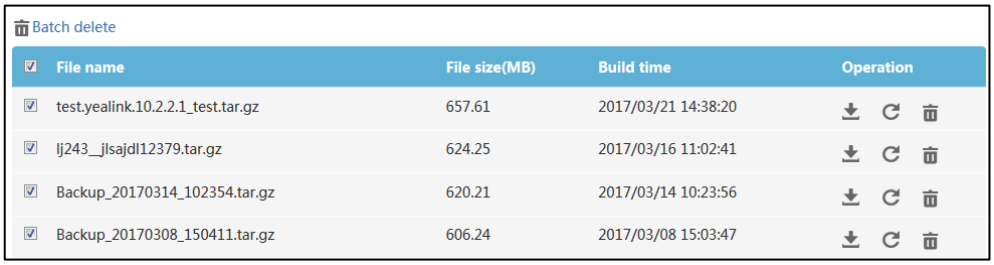
Deleting a Backup

You can delete the desired backup of YMS.

To delete a backup via YMS:

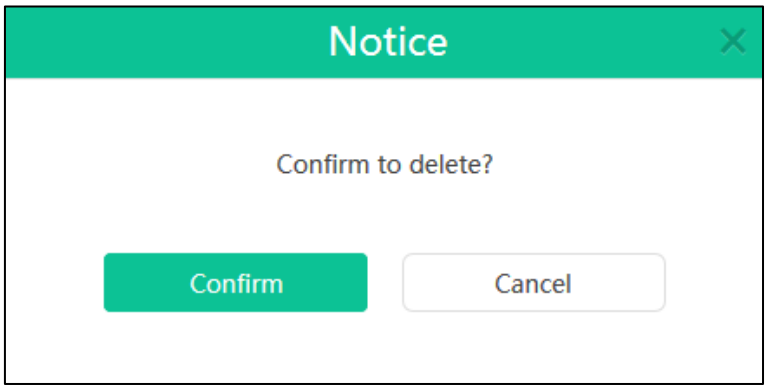
1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. Check the desired backup checkbox.
3. In the backup list, you can:
   - Check the desired backup checkbox, click on the right of page.
   - Check the multiple backup checkboxes.

     If you want to check all checkboxes, you can check the checkboxes as following:



   Click **Batch delete** to delete backups.

The page prompts "Confirm to delete".



4. Click **Confirm** to delete backups.

   You can also click **Cancel** to cancel the operation.

System Upgrade

Viewing System Information

You can view the current version and package time of YMS.

To view the system information:

1. Click **System**->**System Maintenance**->**System upgrade**.

Upgrading System

When a new application version is available, you can upgrade YMS.

To upgrade system:

1. Click **System**->**System Maintenance**->**System upgrade**.
2. Click **Browse** to upload the latest version.

3. Click **Upgrade**, YMS will reboot to finish update automatically.

Note The YMS supports the files in the format of .tar and .gz.

Reboot/Reset to Factory

Resetting to Factory

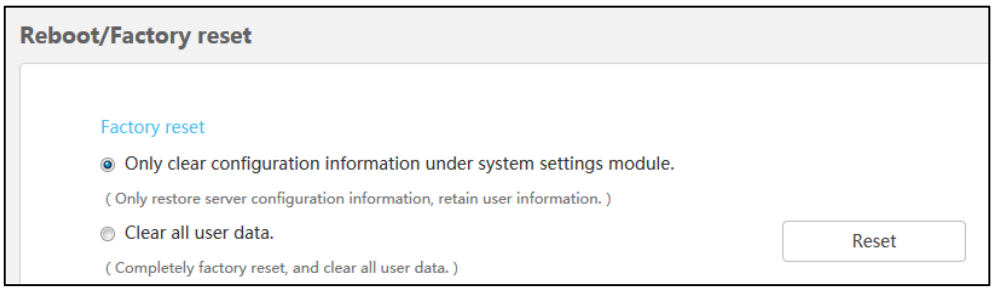
Reset to factory after you have tried almost all troubleshooting suggestions but do not solve the problem.

Do one of the following to reset to factory:

- **Only clear configuration information under system settings module**: Only server configurations information will be restored. The user information (meeting rooms, account information, conference information will be saved. But conference histories, call history, log files and so on will not be saved.
- **Clear all user data**: All user data will be cleared.

To reset to factory via YMS:

1. Click **System**->**System Maintenance**->**Reboot/factory reset**.
2. Mark the radio box of **Only clear configuration information under system settings module**.



3. Click **Reset**.

   The page prompts "Confirm to reset to factory".

4. Click **Confirm** to reset to factory.

   You can also click **Cancel** to cancel the operation.

Reboot

Rebooting YMS is necessary in the following scenarios:

- You have changed some specific settings such as network settings.
- YMS fails to upgrade, for example if it remains on the Account Management page.

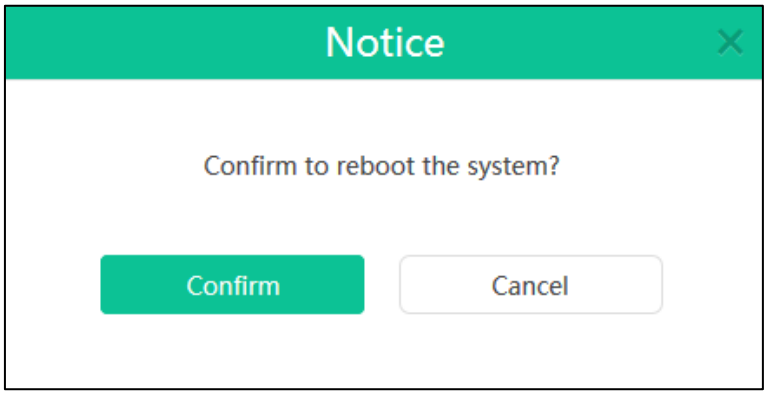
You can log into the YMS to reboot YMS.

To reboot YMS:

1. Click **System**->**System Maintenance**->**Reboot/factory reset**.
2. Mark the radio box of **Reboot system**.

3. Click **Reboot**.

   The page prompts "Confirm to reboot the system".



4. Click **Confirm** to reboot the YMS.

   You can also click **Cancel** to cancel the operation.

System Logs

System logs record the information of endpoints and YMS problem, it can also monitor the event that occurs in the YMS. Enterprise administrator can check the reason of problems or look for the trace of attacks.

Server Logs

Syslog Server Settings

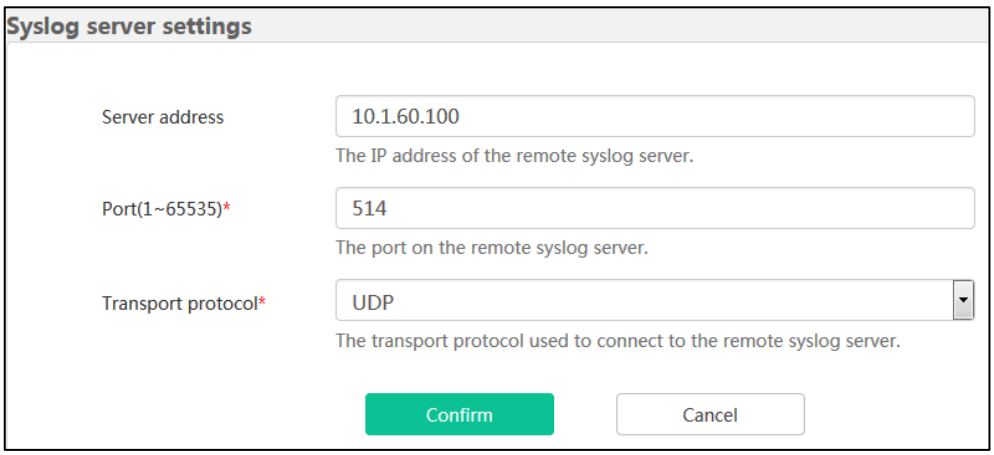
You can configure remote syslog server to collect operation logs and system logs.

Syslog server settings parameters are described below:

Parameter	Description
Server Address	Specifies the IP address of the remote syslog server.
Port (1~65535)	Specify the port on the remote syslog server. **Default:** 514
Transport Protocol	Configures the type of transport protocol used to communicate with the remote syslog server. • **UDP**–provides best-effort transport via UDP. • **TCP**–provides reliable transport via TCP. • **TLS**–provides secure communication. **Default**: UDP

To configure the syslog server settings via YMS:

1. Click **System**->**System Log**->**Server log**.
2. Click **Syslog server settings**.
3. Enter the IP address of the remote syslog server in the **Server address** field.
4. Enter the port on the remote syslog server in the **Port (1~65535)** field.
5. Select the desired transport protocol from the pull-down list of **Transport protocol**.



6. Click **Confirm** to save the settings.

   You can also click **Cancel** to cancel the operation.

Operation Logs

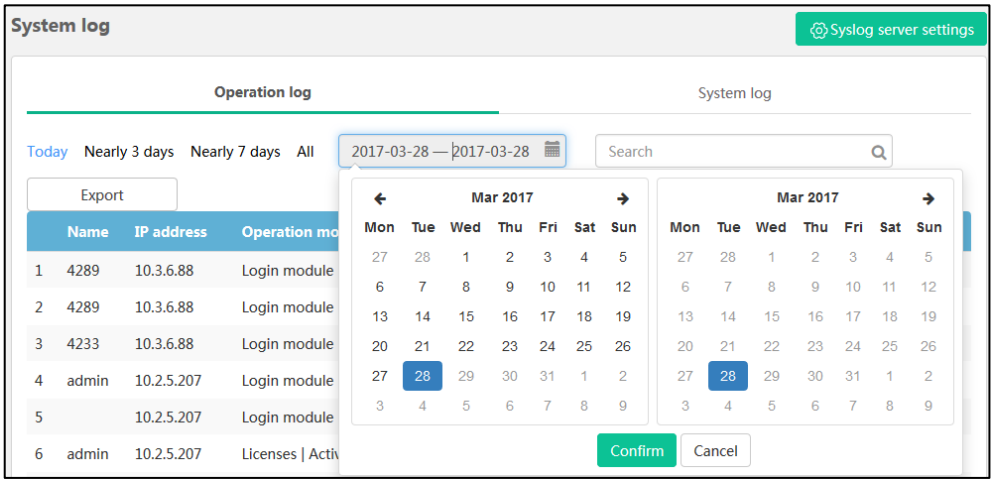
Operation logs record the operation that the enterprise administrator manages the YMS and users log into YMS or log out of YMS.

Viewing Operation Logs

To view the operation log via YMS:

1. Click **System**->**System Log**->**Server log**->**Operation log**.
2. Click **Today**, **Nearly 3 days**, **Nearly 7 days** or **All**, the page will display the operation log during the selected time.

   You can also select the start time and end time in the date selection box.



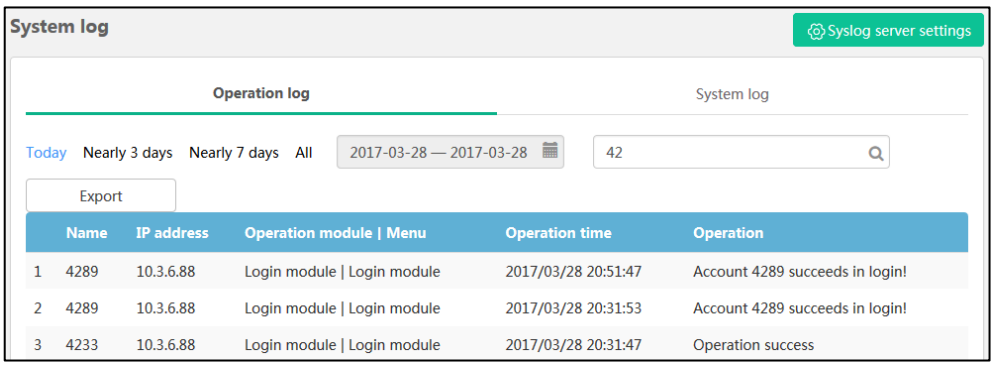
Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation. The page will display the operation log during the time.

Searching for Operation Logs

You can search for operation logs by name used to log into YMS.

To search for the operation log via YMS:

1. Click **System**->**System Log**->**Server log**->**Operation log**.
2. Enter a few or all characters of name in the Search box.
3. Click or press **Enter** to start the search, the page will display the search result.

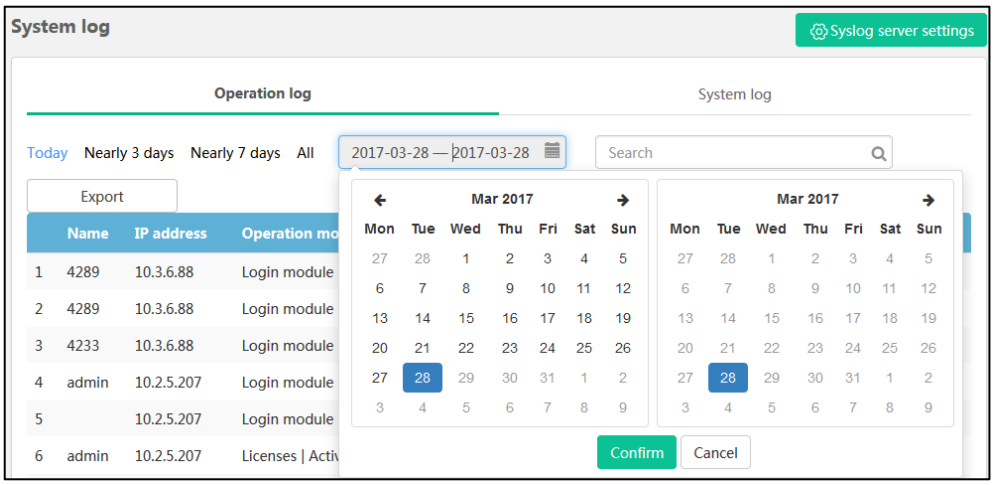


Exporting Operation Logs

To export the operation log via YMS:

1. Click **System**->**System Log**->**Server log**->**Operation log**.
2. Click **Today**, **Nearly 3 days**, **Nearly 7 days** or **All.**

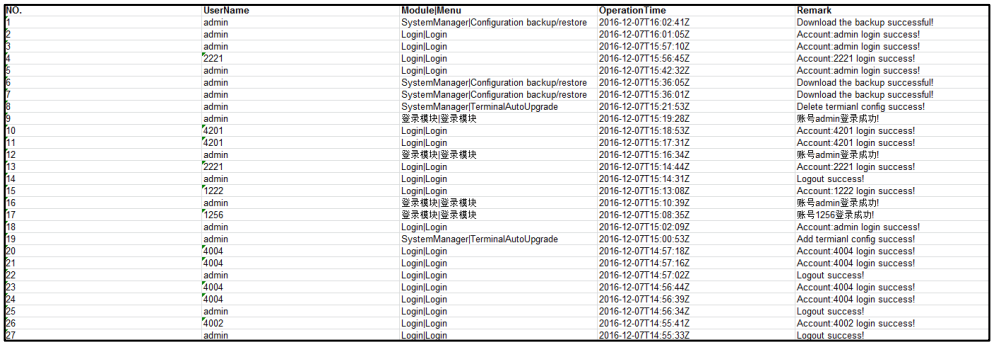
   You can also select the start time and end time in the date selection box.



Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation.

3. Click **Export** to export the operation logs during the time and save it in your computer.

   The following is an example of operation log:



NO.	UserName	Module|Menu	OperationTime	Remark
1	admin	SystemManager|Configuration backup/restore	2016-12-07T16:02:41Z	Download the backup successful!
2	admin	Login|Login	2016-12-07T16:01:05Z	Account:admin login success!
3	admin	Login|Login	2016-12-07T15:57:10Z	Account:admin login success!
4	2221	Login|Login	2016-12-07T15:56:45Z	Account:2221 login success!
5	admin	Login|Login	2016-12-07T15:42:32Z	Account:admin login success!
6	admin	SystemManager|Configuration backup/restore	2016-12-07T15:36:05Z	Download the backup successful!
7	admin	SystemManager|Configuration backup/restore	2016-12-07T15:36:01Z	Download the backup successful!
8	admin	SystemManager|TerminalAutoUpgrade	2016-12-07T15:21:53Z	Delete termianl config success!
9	admin	登录模块|登录模块	2016-12-07T15:19:28Z	账号admin登录成功!
10	4201	Login|Login	2016-12-07T15:18:53Z	Account:4201 login success!
11	4201	Login|Login	2016-12-07T15:17:31Z	Account:4201 login success!
12	admin	登录模块|登录模块	2016-12-07T15:16:34Z	账号admin登录成功!
13	2221	Login|Login	2016-12-07T15:14:44Z	Account:2221 login success!
14	admin	Login|Login	2016-12-07T15:14:31Z	Logout success!
15	1222	Login|Login	2016-12-07T15:13:08Z	Account:1222 login success!
16	admin	登录模块|登录模块	2016-12-07T15:10:39Z	账号admin登录成功!
17	1256	登录模块|登录模块	2016-12-07T15:08:35Z	账号1256登录成功!
18	admin	Login|Login	2016-12-07T15:02:09Z	Account:admin login success!
19	admin	SystemManager|TerminalAutoUpgrade	2016-12-07T15:00:53Z	Add termianl config success!
20	4004	Login|Login	2016-12-07T14:57:18Z	Account:4004 login success!
21	4004	Login|Login	2016-12-07T14:57:16Z	Account:4004 login success!
22	admin	Login|Login	2016-12-07T14:57:02Z	Logout success!
23	4004	Login|Login	2016-12-07T14:56:44Z	Account:4004 login success!
24	4004	Login|Login	2016-12-07T14:56:39Z	Account:4004 login success!
25	admin	Login|Login	2016-12-07T14:56:34Z	Logout success!
26	4002	Login|Login	2016-12-07T14:55:41Z	Account:4002 login success!
27	admin	Login|Login	2016-12-07T14:55:33Z	Logout success!

System Logs

System logs record the operation that the users initiate and manage conference by YMS.

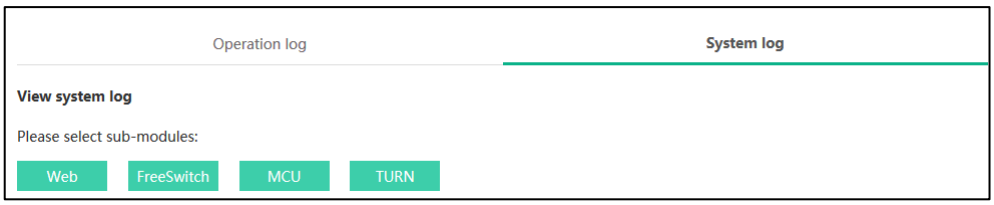
Viewing System Logs

You can export **Web**、**FreeSwitch**、**MCU** or **TURN** logs and save these in your computer to view logs.

To export the system log via YMS:

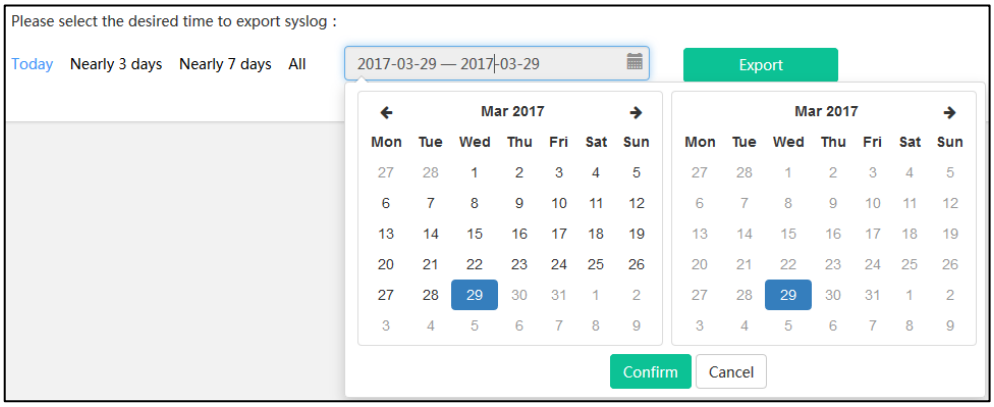
1. Click **System**->**System Log**->**Server log**->**System log**.

2. Select the desired type of system logs, and then click **Web**、**FreeSwitch**、**MCU** or **TURN** to green.



3. Click **Today**, **Nearly 3 days**, **Nearly 7 days** or **All**.

   You can also select the start time and end time in the date selection box.



   Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation.

4. Click **Export** to export the system logs and save in your computer to view system logs.

Device Logs

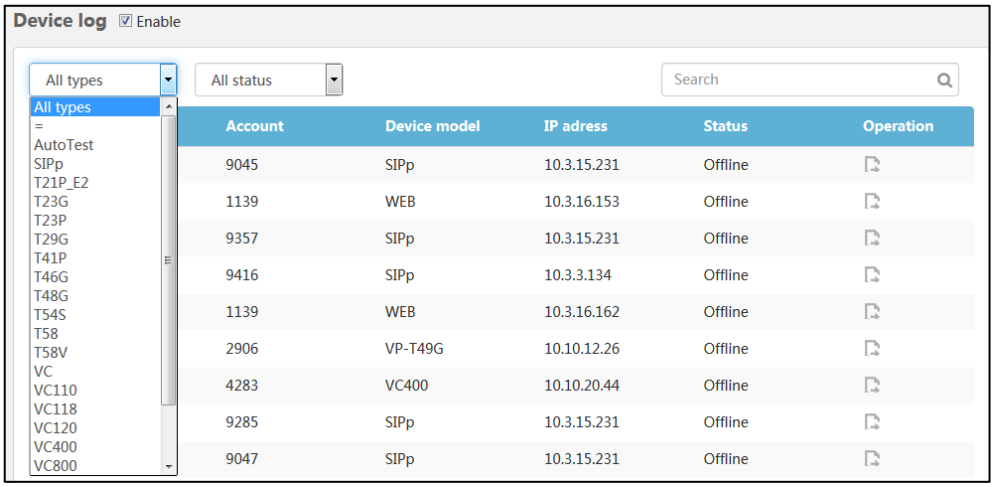
You can enable the **Device log** feature. After you enable it, the device logs will occupy a certain amount of bandwidth. System's actual performance may vary based on the number of endpoint. The endpoint log is named by the IP address which users use to log into the YMS. Device logs contain device registration, subscription messages.

Viewing Device Logs

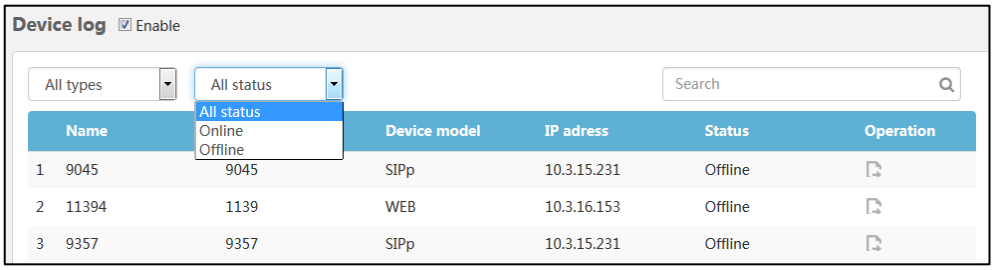
To view the device log via YMS:

1. Click **System**->**System Log**->**Device log**.

2. Select the desired device type from the pull-down list, the page will display the device log during the selected time.



3. Select the desired status from the pull-down list, the page will display the device log in the selected status.



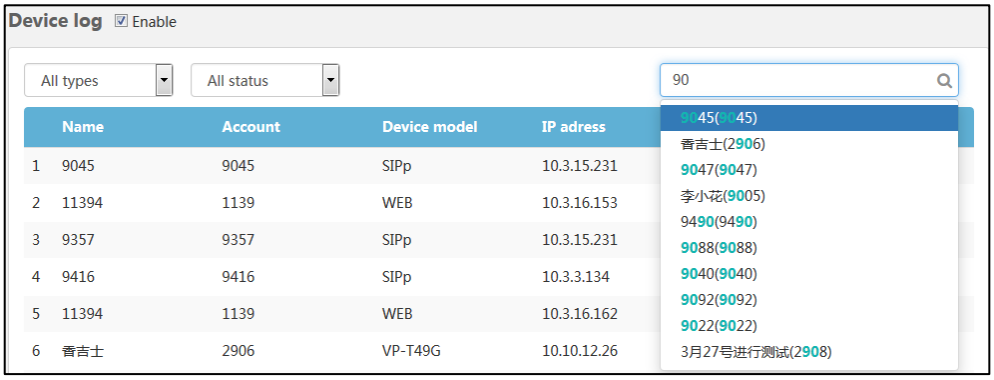
Searching for Device Logs

You can search for device logs by the name or account used to log into YMS in device.

To search for the device log via YMS:

1. Click **System**->**System Log**->**Device log**.
2. Enter a few or all characters of name and account in the Search box.

   The page will display the pull-down list and search results.

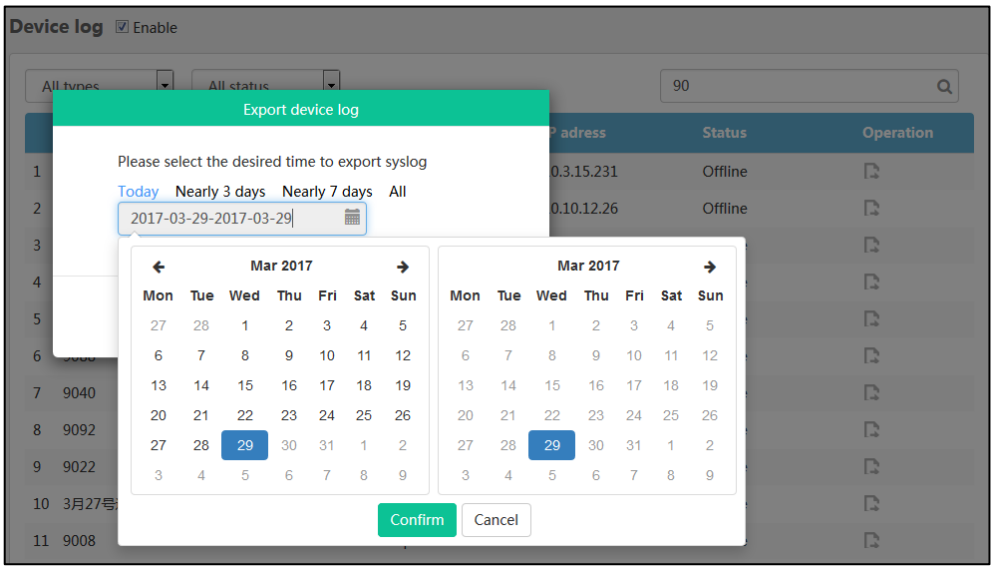


Exporting Device Logs

To export the device log via YMS:

1. Click **System**->**System Log**->**Device log**.
2. Select the desired device and click on the right of page.
3. Click **Today**, **Nearly 3 days**, **Nearly 7 days** or **All**.

   You can also select the start time and end time in the date selection box.



   Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation.

4. Click **Export** to export the device logs during the time and save it in your computer.

   You can also click **Cancel** to cancel the operation.

Account Management

The enterprise administrator can manage enterprise user accounts (YMS accounts) via YMS. In the account lists, you can add, view, edit, searching for and delete accounts. And YMS can store up to 10000 accounts at most. The enterprise administrator can send account information by emails to users.

Users can log into endpoints using the account. An account can be used to log into five endpoints at most simultaneously.

This chapter provides the account management, Topics include:

- Adding Accounts
- Viewing Accounts
- Sending Emails to Accounts
- Editing Accounts Information
- Searching for Accounts
- Deleting Accounts

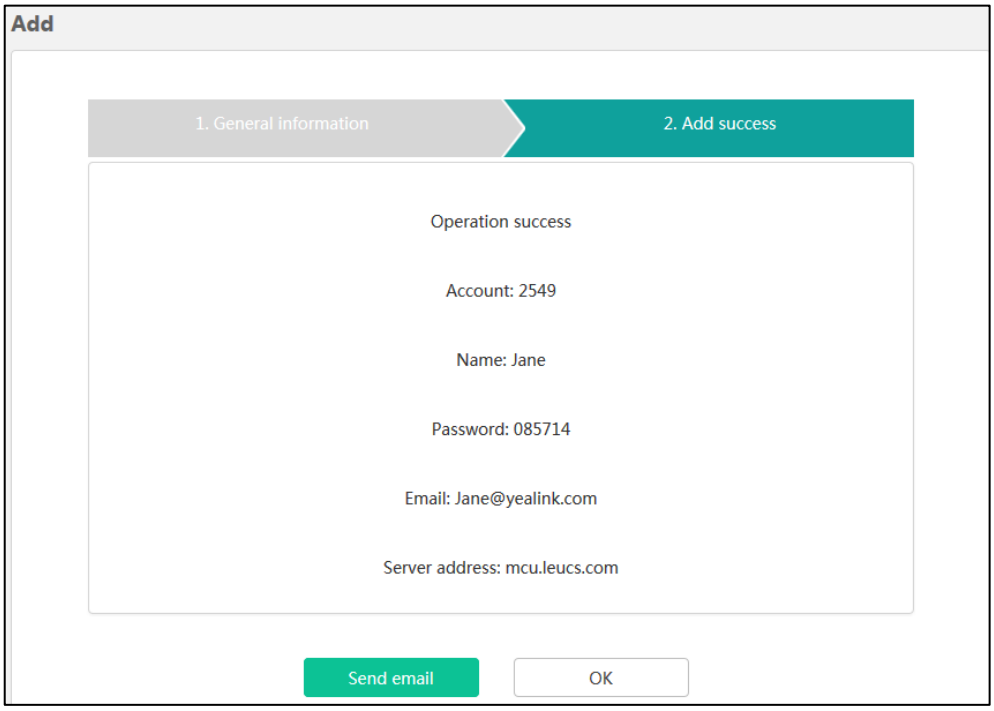
Adding Accounts

Adding Accounts Manually

To add accounts manually:

1. Click on **Account**.
2. In account page, click **Add**.
3. Enterr name, account and account's email in the corresponding fields.
4. Click **Confirm**.

The account details are displayed as below:



You can click **Send email** to send an email to the account's registered email, the registered email will receive the email which contains the account information. You can also send emails later. For more information, please refer to Sending Emails to Accounts on page 63.

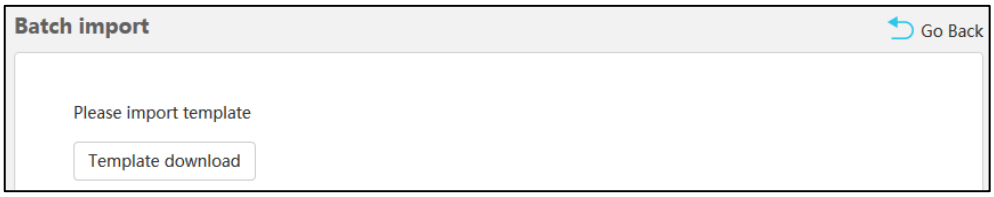
You can also click **Ok** to finish.

Importing Accounts

Before you import accounts, you should download a blank template, and then enter the account information in the blank template. After you finish editing, you can import the template.

To import accounts:

1. Click on **Account**.
2. In account page, click **Batch import**.
3. Click **Template download** to download a blank .xls file.



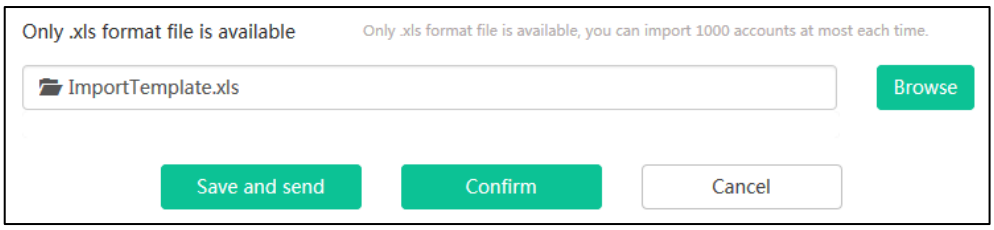
4. Add the corresponding account information to the template and save it in your computer.

Note that name, account and password is mandatory, and the title in a table cannot be edited or deleted.

Name *	Account * (4 digits)	Email	Password *
Jane	2711	wang@yealink.com	111111
Mark	2710	shiz@yealink.com	222222
Mario	8636	sunc@yealink.com	333333

To import accounts:

5. Click **Browse** to import the file saved in your computer.



6. Do one of the following:
   - Click **Save and send** to finish importing accounts and send an email to the account's registered email, the registered email will receive the email which contains the account information.
   - Click **Confirm** to finish importing accounts.
   - Click **Cancel** to cancel the operation.

Note If you fail to import accounts, please edit the content of .xls files based on the prompt message.

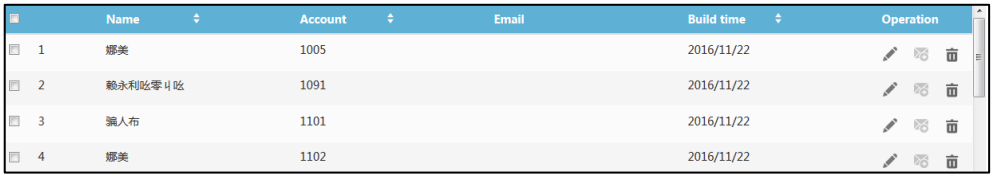
You can only import 1000 accounts at most each time.

Viewing Accounts

To view the accounts details:

1. Click on **Account**.

   You can view the name, account, email, build date and edit account, send an email to account, delete account.



Sending Emails to Accounts

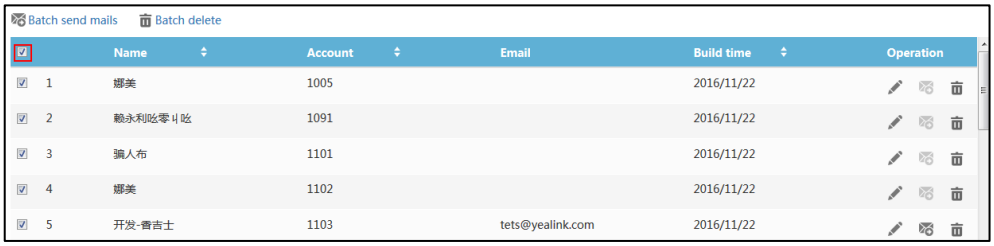
If the account is bound with an email, the enterprise administrator can send emails to tell their

users about the account information.

To send emails:

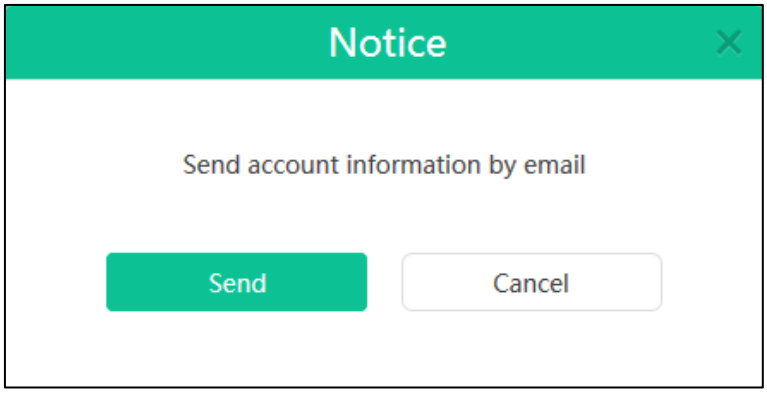
1. Click on **Account.**
2. In the user account list, you can:
   - Check the checkbox beside the user name, click on the right of page to delete accounts.
   - Check the multiple checkboxes.

     If you want to check all checkboxes, you can check the checkbox as following:



   Click **Batch send emails** to send emails in the batch.

The page prompts "Send account information by email"



3. Click **Send** to send the email.

   You can also click **Cancel** to cancel the operation.

   If you fail to send emails, the page will prompt the failure. Please edit the accounts information based on the prompt message.

Editing Accounts Information

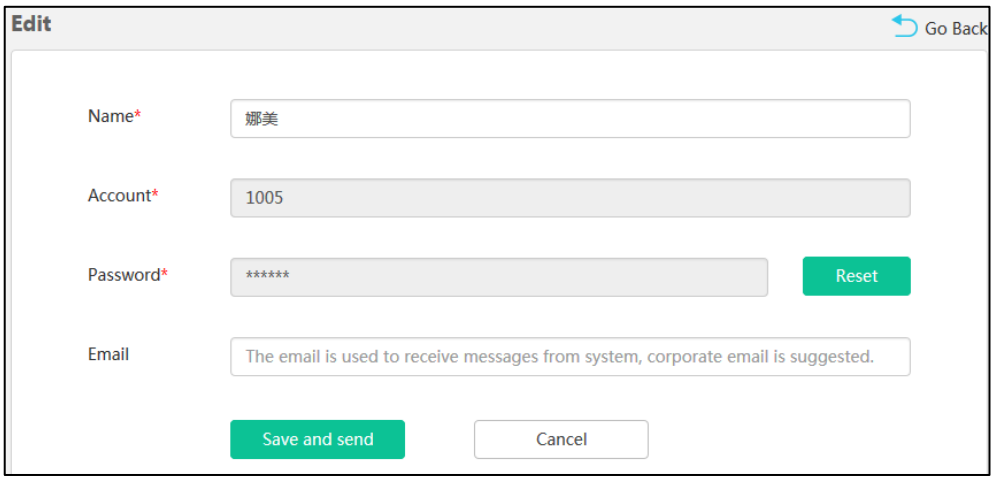
Editing Accounts

You can edit accounts information from the Edit page. If you import accounts, you can also edit accounts information in the .xls file which is used to be imported to YMS.

To edit accounts from the Edit page:

1. Click on **Account**.
2. Check the checkbox beside the user name and click on the right of page to edit accounts.
3. Enter the name or account's email in the corresponding field you want to edit.

   The input box in gray is not writable.



4. Do one of the following:
   - Click **Save and send** to finish editing accounts and send an email to the account's registered email, the registered email will receive the email which contains the account information.
   - Click **Cancel** to cancel the operation.

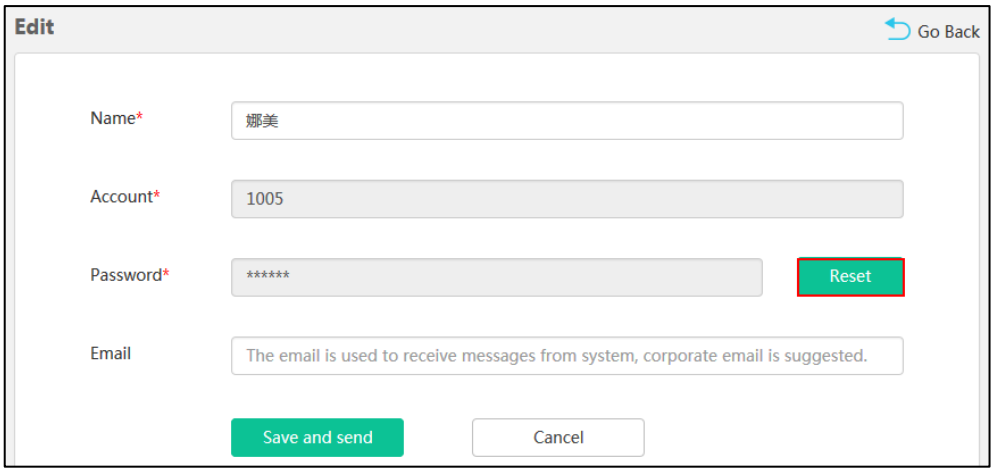
Resetting Password

When users forget password, the enterprise administrator can reset the password and send emails to tell their users about the account information.

To reset password via YMS:

1. Click on **Account**.
2. Check the checkbox beside the user name and click on the right of page to edit accounts details.

3. Click **Reset** in the **Password** field.



4. Do one of the following:

   - Click **Save and send** to finish resetting the password and send an email to the account's registered email, the registered email will receive the email which contains the account information.
   - Click **Cancel** to cancel the operation.

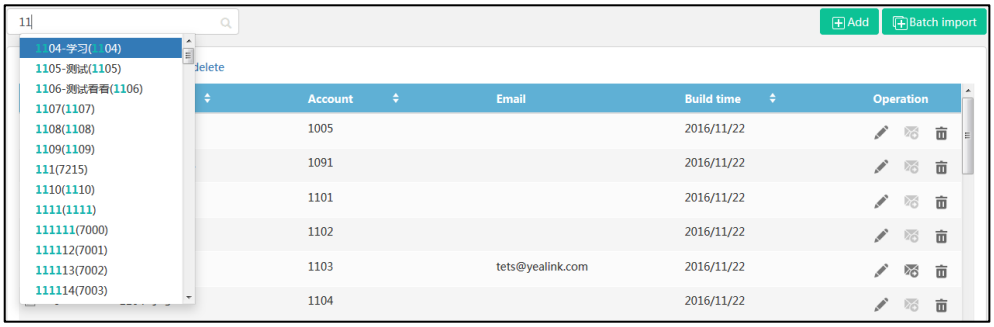
Searching for Accounts

You can search for accounts by name, account and the account's email.

To search for accounts:

1. Click on **Account**.
2. Enter a few or all characters of name, number and email in the Search box.

   The page will display the pull-down list and search results.



Deleting Accounts

You can delete accounts in account list.

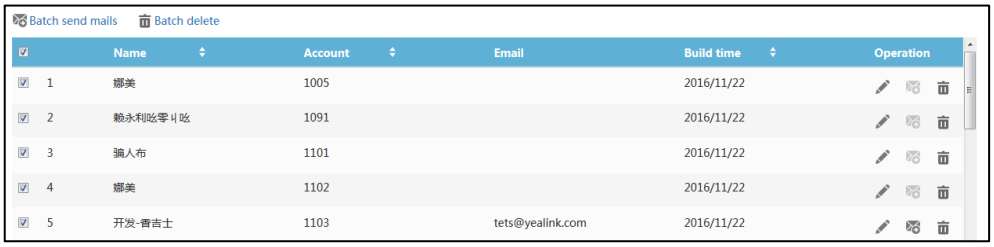
To delete accounts:

1. Click on **Account**.

2. In the user account list, you can:

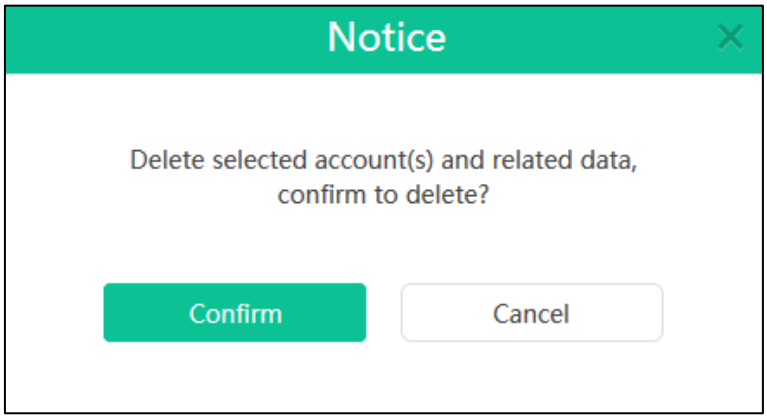
   - Check the checkbox beside the user name, click on the right of page to delete accounts.
   - Check the multiple checkboxes.

     If you want to check all checkboxes, you can check the checkbox as following:



     Click **Batch delete** to delete accounts in the batch.

   The page prompts "Delete selected account(s) and related data, confirm to delete".



3. Click **Confirm** to delete accounts.

   You can also click **Cancel** to cancel the operation.

Meeting Room Management

YMS integrates with OA, you can manage entity meeting rooms via YMS. The entity meeting rooms divide into general meeting rooms and video meeting rooms. The difference between them is the video meeting rooms have Yealink VC devices (VC400 video conferencing system, VC120 video conferencing system, VC110 all in one HD video conferencing endpoint, VC Desktop and SIP VP-T49G IP phone), but general meeting rooms does not have.

You can edit, view, search for and delete meeting rooms. Users can use the meeting room to schedule conferences. For more information, please refer to *Yealink Meeting Server User Guide*.

This chapter provides the meeting room management, Topics include:

- Adding Meeting Rooms
- Viewing Meeting Rooms
- Editing Meeting Rooms
- Searching for Meeting Rooms
- Deleting Meeting Rooms

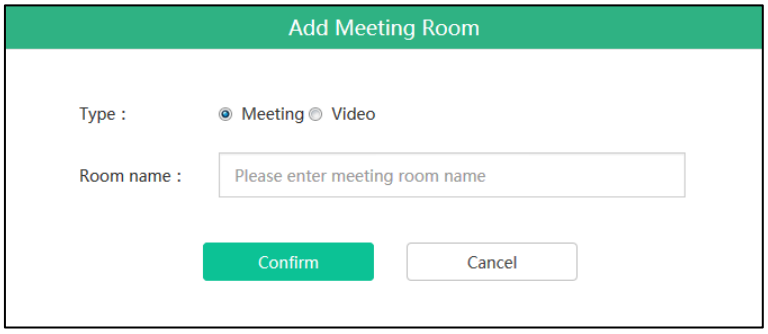
Adding Meeting Rooms

Adding General Meeting Rooms

To add general meeting rooms:

1. Click on **Meeting Room**.
2. In meeting room list, click **Add Meeting Room**.

   The dialog box of **Add Meeting Room** pops up.



3. Mark the radio box of **Meeting** in the **Type** field.
4. Enter the name of meeting room in the **Room name** field.
5. Click **Confirm**.

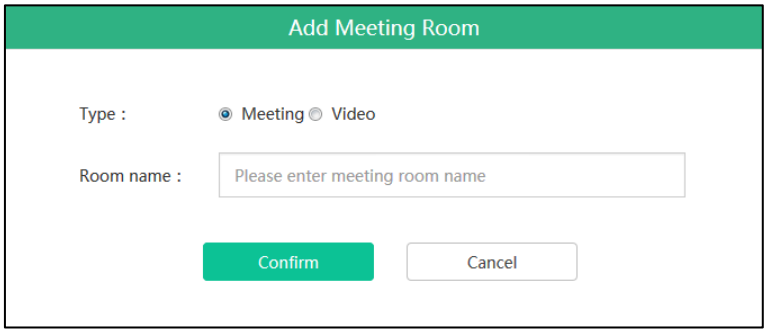
You can also click **Cancel** to cancel the operation.

Adding Video Meeting Rooms

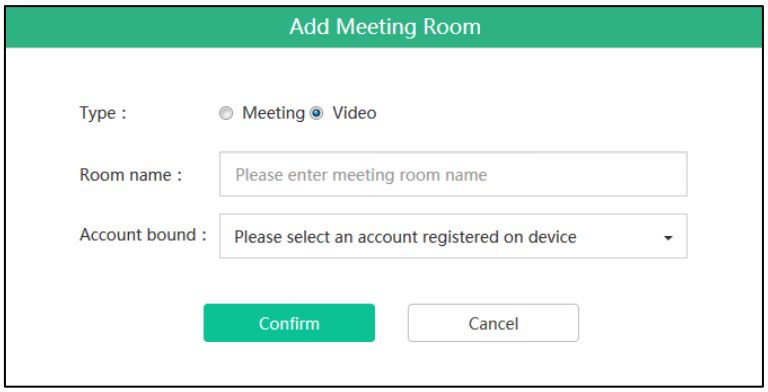
To add video meeting rooms:

1. Click on **Meeting Room**.
2. In meeting room list, click **Add Meeting Room**.

   The dialog box of **Add Meeting Room** pops up.



3. Mark the radio box of **Video** in the **Type** field.



4. Enter the name of meeting room in the **Room name** field.
5. Select the desired account from the pull-down list of **Account bound**.

   The account is used to log into YMS by Yealink VC devices in the video meeting room.

   You can also enter the few or continuous characters of the name, account and registered email in the Search box and then select the desired account in the search results.
6. Click **Confirm**.

   You can also click **Cancel** to cancel the operation.

Viewing Meeting Rooms

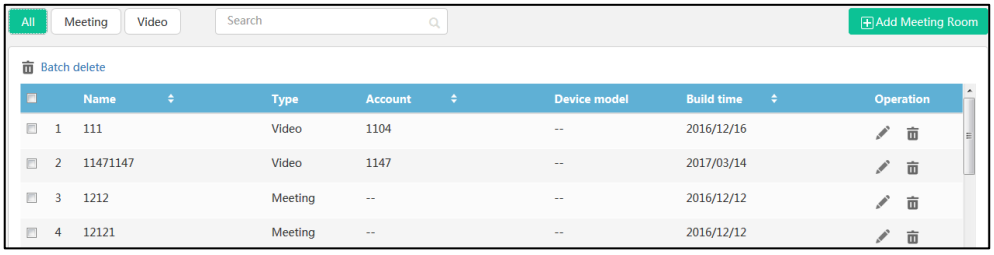
Viewing All Meeting Rooms

You can view all meeting rooms via YMS.

To view all meeting rooms:

1. Click on **Meeting Room**->**All**.

   You can view the name, room type, account bound, device model which is associated with account and build date.



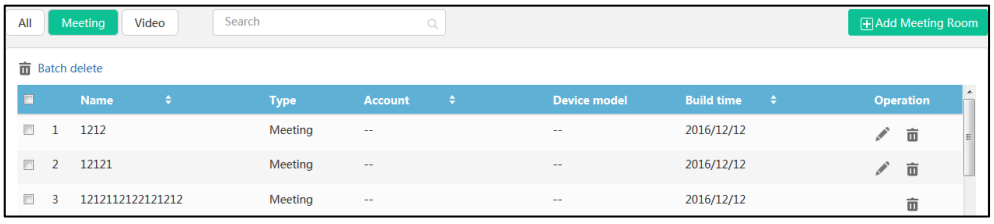
Viewing General Meeting Rooms

You can view general meeting rooms via YMS.

To view general meeting rooms:

1. Click on **Meeting Room**->**Meeting**.

   You can view the name, room type and build date.



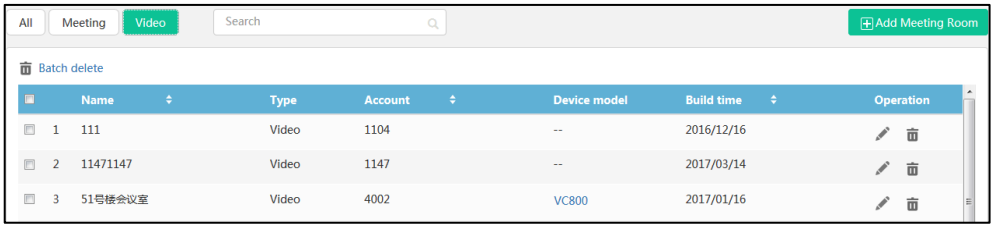
Viewing Video Meeting Rooms

You can view video meeting rooms via YMS.

To view video meeting rooms:

1. Click on **Meeting Room**->**Video**.

You can view the name, room type, account bound, device model which is associated with account and build date.

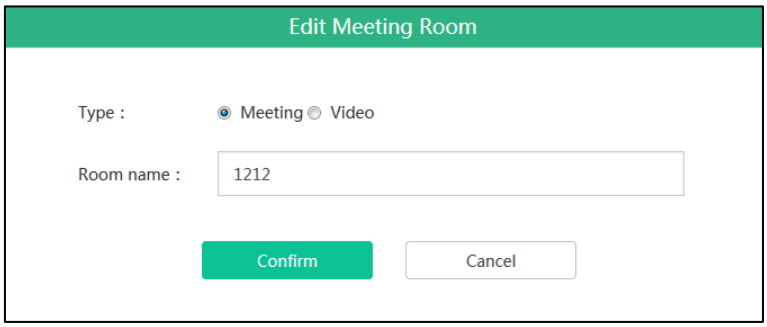


Editing Meeting Rooms

Editing General Meeting Rooms

To edit the general meeting rooms:

1. Click on **Meeting Room.**
2. (Optional.) Click **Meeting,** the page will display the general meeting rooms.
3. Check the desired general meeting room checkbox.
4. Click on the right of page to edit the general meeting room.
5. Edit the name of meeting room in the **Room name** field.



6. Click **Confirm**.

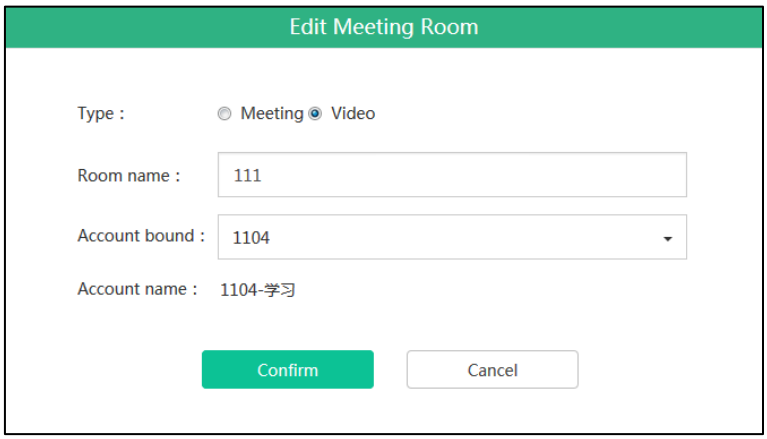
   You can also click **Cancel** to cancel the operation.

Editing Video Meeting Rooms

To edit video meeting rooms:

1. Click on **Meeting Room.**
2. (Optional.) Click **Video,** the page will display the video meeting rooms.
3. Check the desired video meeting room checkbox
4. Click on the right of page to edit the video meeting room.

5. Edit the name of meeting room in the **Room name** field.



6. Select the desired account from the pull-down list of **Account bound**.

   You can also enter the few continuous characters of the name, account and registered email in the Search box and then select the desired account in the search results.

7. Click **Confirm**.

   You can also click **Cancel** to cancel the operation.

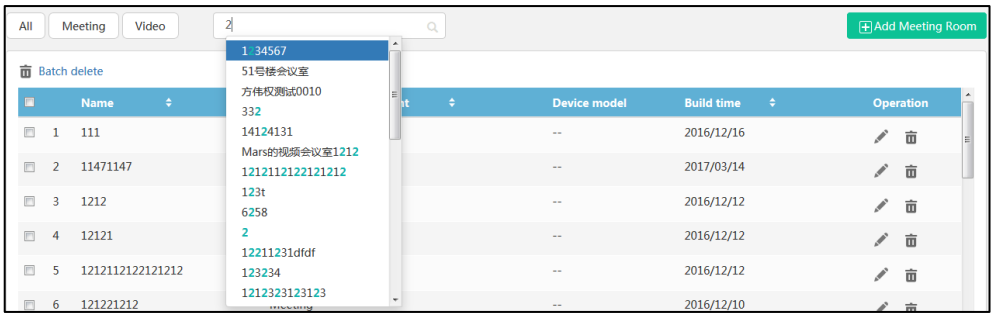
Searching for Meeting Rooms

You can search for meeting rooms by name, account and device model.

To search for meeting rooms:

1. Click on **Meeting Room.**
2. Enter a few or all characters of the name, account or device model in the Search box.

   The page will display the pull-down list and search results.



Deleting Meeting Rooms

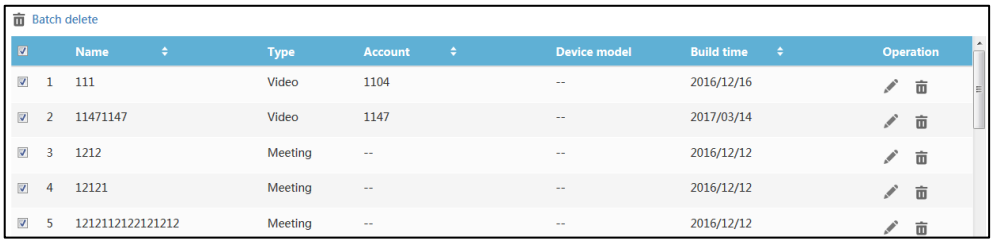
To delete meeting rooms:

1. Click on **Meeting Room**.

2. In the meeting room list, you can:

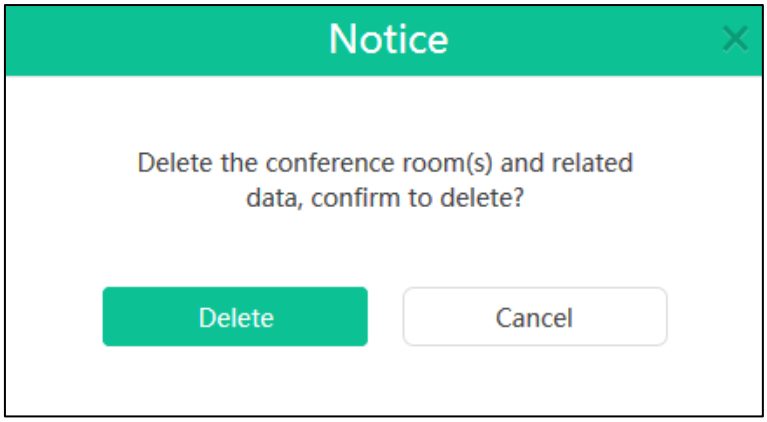
   - Check the checkbox beside the meeting room name, click on the right of page.
   - Check the multiple checkboxes.

     If you want to check all checkboxes, you can check the checkbox as following:



   Click **Batch delete** to delete meeting rooms in the batch.

   The page prompts "Delete the meeting room (s) and related data, confirm to delete".



3. Click **Delete** to delete the meeting rooms.

   You can also click **Cancel** to cancel the operation.

Conference Statistics

You can view the call statistics of YMS, and view, search for and export the records of different call types.

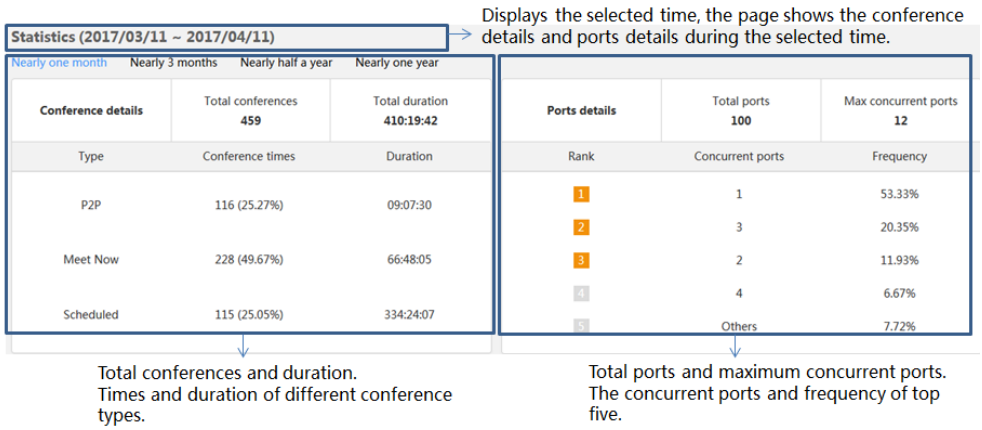
Topics include:

- Viewing Conference Statistics
- Viewing Records
- Searching for Records
- Exporting Records

Viewing Conference Statistics

You can click **Statistics** to view the conference statistics of YMS.

The page shows as below:



Name	Description
P2P	The call between two endpoints registered the enterprise user account.
Meet Now	You can initiate it by SIP VP-T49G IP phone or Yealink VC Desktop which registered the enterprise user account.
Scheduled conferences	Enterprise users schedule conferences via YMS or Microsoft Outlook software.
Max concurrent ports	It shows the maximum concurrent ports during the whole time.
Concurrent ports	It shows the maximum concurrent ports during the selected time.

Viewing Records

You can view all calls records, P2P calls records, meet now records and scheduled conference records via YMS.

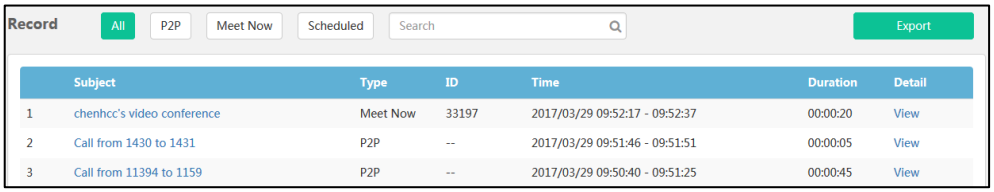
Viewing All Records

You can view all records via YMS.

To view all records via YMS:

1. Click on **Statistics**->**All.**

   You can view subject, type, conference ID, time and duration.
2. Click **Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year**, the page will display all calls records during the selected time.
3. Click the desired call subject or click **View** on the right of page.



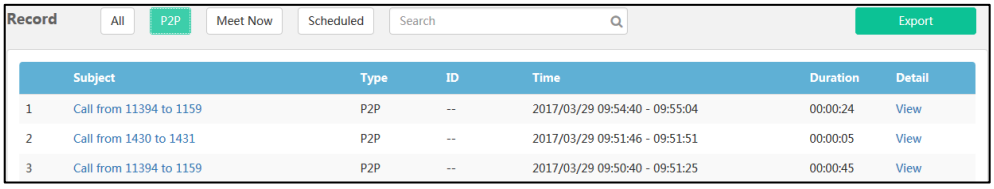
Viewing P2P Records

You can view P2P records via YMS.

To view P2P records via YMS:

1. Click on **Statistics**->**P2P.**

   You can view subject, type, conference ID, time and duration.
2. Click **Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year**, the page will display P2P calls records during the selected time.
3. Click the desired P2P call subject or click **View** on the right of page.



Viewing Meet Now Records

You can view meet now records via YMS.

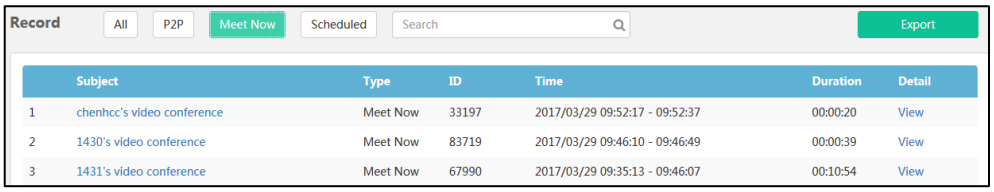
To view meet now records via YMS:

1. Click on **Statistics**->**Meet Now.**

   You can view subject, type, conference ID, time and duration.

2. Click **Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year**, the page will display meet now records during the selected time.

3. Click the desired meet now subject or click **View** on the right of page.



Viewing Scheduled Conference Records

You can view scheduled conference records via YMS.

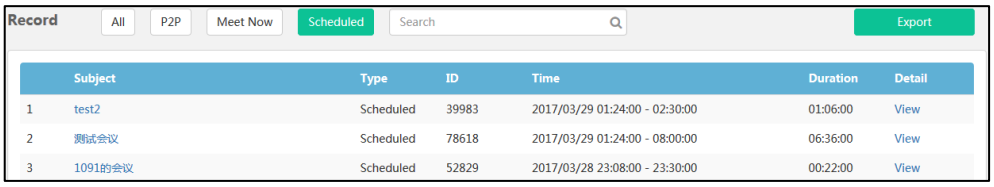
To view scheduled conference records via YMS:

1. Click on **Statistics**->**Scheduled.**

   You can view subject, type, conference ID, time and duration.

2. Click **Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year**, the page will display scheduled conference records during the selected time.

3. Click the desired scheduled conference subject or click **View** on the right of page.



Searching for Records

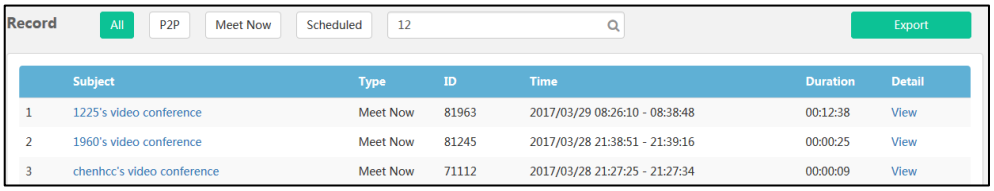
You can search for call records by the conference subject or conference ID.

To search for call records via YMS:

1. Click on **Statistics.**

2. Enter a few or all characters of the conference subject or conference ID in the Search box.

3. Click or press **Enter** to perform a search. The page will display the search results.



Exporting Records

To export records via YMS:

1. Click on **Statistics.**
2. Click **Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year** the page will display calls during the selected time.
3. Select **All**, **P2P**, **Meet Now** or **Scheduled**, the page will display calls records of the selected type.
4. Click **Export** to export records and save it in your computer.

   The following is an example of call records:

Subject	Type	ID	Start	End
laihc2234的即时会议	meetnow	66290	2017/03/23 14:44:11	2017/03/23 14:44:16
Call from 8139 to 1144	p2p	--	2017/03/23 14:42:07	2017/03/23 14:42:12
Call from 8139 to 1144	p2p	--	2017/03/23 14:38:32	2017/03/23 14:38:53
1225的即时会议	meetnow	26897	2017/03/23 13:58:06	2017/03/23 13:59:06
1225的即时会议	meetnow	27066	2017/03/23 13:57:39	2017/03/23 13:57:54
陈海城的即时会议	meetnow	32575	2017/03/23 13:56:37	2017/03/23 13:56:42
1225的即时会议	meetnow	74846	2017/03/23 13:56:36	2017/03/23 13:56:52
陈海城的即时会议	meetnow	89935	2017/03/23 13:56:32	2017/03/23 13:56:36
make me cry	recurrence	60427	2017/03/23 13:54:00	2017/03/23 14:30:00

Troubleshooting

This chapter provides general troubleshooting information to help you solve problems you might encounter when using YMS.

Troubleshooting Solutions

This chapter provides general troubleshooting solutions to help you solve the problems you might encounter when using YMS

If problems you encounter are not mentioned in this chapter, you can contact your enterprise administrator, distributor or Yealink FAE.

General Issues

Why does web page prompt error message when you enter data?

- Check whether the data follow the rules.

  The rules are as following:

  - About password, the number of password ranges from 6 to 16.
  - About email's password, the max length is 128 characters.
  - About emails, <, >, ", ', & are illegal characters, the correct format of email address is <user>@<domain.com/IP address>. For example, Jane@yealink.com. The characters are case-insensitive. The max length of email address is 128.
  - About accounts, it can only be 4 digits.
  - About the name of account, you can enter digits or characters, the max length is 128 characters.
  - About the server domain name, including native domain name, SNTP server domain name, SMTP server domain name, the max length is 128 characters.
  - About the name of meeting room, the max length is 255 characters.

Why do you fail to add accounts?

- Check whether the network of the local is available.
- Check whether the quantity of accounts reaches the limit.
- Check whether the account information is correct.
- Check whether the license is valid,

  This could mean that:

  - The license has not been activated.

- The existing license has expired.

Why do you fail to send emails to accounts?

- Check whether the email address is valid.
- Check SMTP mailbox parameters are correct.

Why does the user place an audio-only call?

- Check whether the used license ports reach the limit.
- Check whether the license is valid.

  This could mean that:

  - The license has not been activated.
  - The existing license has expired.

Why does not the user receive emails?

- Ask users to check spam folders.
- Contact the enterprise staff in IT department to check the back-end server, the back-end server may intercept emails.

Why does the Yealink Meeting Server go back to the login page?

- Check whether the page has been idle more than 30 minutes.

Appendix: Time Zones

Time Zone Name
(UTC-11:00) Coordinated Universal Time-11
(UTC-11:00) Samoa
(UTC-10:00) Hawaii
(UTC-09:00) Alaska
(UTC-08:00) Baja California
(UTC-08:00) Pacific Time (US & Canada)
(UTC-06:00) Central America
(UTC-06:00) Central Time (US & Canada)
(UTC-06:00) Guadalajara, Mexico City, Monterrey
(UTC-06:00) Saskatchewan
(UTC-05:00) Bogota, Lima, Quito
(UTC-05:00) Eastern Time (US & Canada)
(UTC-05:00) Indiana (East)
(UTC-04:30) Caracas
(UTC-04:00) Asuncion
(UTC-04:00) Atlantic Time (Canada)
(UTC-04:00) Cuiaba
(UTC-04:00) Georgetown, La Paz, Manaus, San Juan
(UTC-04:00) Santiago
(UTC-03:30) Newfoundland
(UTC-03:00) Brasilia
(UTC-03:00) Buenos Aires
(UTC-03:00) Cayenne, Fortaleza
(UTC-03:00) Greenland
(UTC-03:00) Montevideo
(UTC-02:00) Coordinated Universal Time-02
(UTC-02:00) Mid-Atlantic
(UTC-01:00) Azores
(UTC-01:00) Cape Verde Is.
(UTC) Casablanca
(UTC) Coordinated Universal Time
(UTC) Dublin, Edinburgh, Lisbon, London
(UTC) Monrovia, Reykjavik
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
(UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris
(UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb

Time Zone Name
(UTC+01:00) West Central Africa
(UTC+01:00) Windhoek
(UTC+02:00) Amman
(UTC+02:00) Athens, Bucharest, Istanbul
(UTC+02:00) Beirut
(UTC+02:00) Cairo
(UTC+02:00) Damascus
(UTC+02:00) Harare, Pretoria
(UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius
(UTC+02:00) Jerusalem
(UTC+02:00) Minsk
(UTC+03:00) Baghdad
(UTC+03:00) Kuwait, Riyadh
(UTC+03:00) Moscow, St. Petersburg, Volgograd
(UTC+03:00) Nairobi
(UTC+03:30) Tehran
(UTC+04:00) Abu Dhabi, Muscat
(UTC+04:00) Baku
(UTC+04:00) Port Louis
(UTC+04:00) Tbilisi
(UTC+04:00) Yerevan
(UTC+04:30) Kabul
(UTC+05:00) Ekaterinburg
(UTC+05:00) Islamabad, Karachi
(UTC+05:00) Tashkent
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
(UTC+05:30) Sri Jayawardenepura
(UTC+05:45) Kathmandu
(UTC+06:00) Astana
(UTC+06:00) Dhaka
(UTC+06:00) Novosibirsk
(UTC+06:30) Yangon (Rangoon)
(UTC+07:00) Bangkok, Hanoi, Jakarta
(UTC+07:00) Krasnoyarsk
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+08:00) Irkutsk
(UTC+08:00) Kuala Lumpur, Singapore
(UTC+08:00) Perth
(UTC+08:00) Taipei
(UTC+08:00) Ulaanbaatar
(UTC+09:00) Osaka, Sapporo, Tokyo
(UTC+09:00) Seoul

Time Zone Name
(UTC+09:00) Yakutsk
(UTC+09:30) Adelaide
(UTC+09:30) Darwin
(UTC+10:00) Brisbane
(UTC+10:00) Canberra, Melbourne, Sydney
(UTC+10:00) Guam, Port Moresby
(UTC+10:00) Hobart
(UTC+10:00) Vladivostok
(UTC+11:00) Magadan
(UTC+11:00) Solomon Is., New Caledonia
(UTC+12:00) Auckland, Wellington
(UTC+12:00) Coordinated Universal Time+12
(UTC+12:00) Fiji
(UTC+13:00) Nuku'alofa

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