



Yealink Meeting Server User 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 (VC800/VC500/VC400/VC120/VC110 video conferencing endpoint, SIP VP-T49G IP phone, VC Desktop and VC Mobile) for a seamless conferencing experience. Virtual Meeting Rooms allow 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.

Intended Audience

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

It is mainly intended for:

- End-users
- Distributor

Typographic Conventions

You need to know the following basic typographic conventions to distinguish types of in-text information:

Convention	Description
Bold	Highlights the user interface items such as menus or menu selections Also used to emphasize text.
Blue Text	Used for cross references to other sections within this documentation (e.g., refer to Scheduling Conferences).
Blue Text in Italics	Used for hyperlinks to Yealink resources outside of this documentation such as the Yealink documentations (e.g., For more information, refer to Yealink Meeting Server User Guide .

You also need to know the following writing conventions to distinguish conditional information:

Convention	Description
->	Indicates that you need to select an item from a menu. For example, HOME->Conference Schedule->Schedule Meeting Rooms indicates that you need to select Conference Schedule from HOME menu bar, and then select Schedule Meeting Rooms from the pull-down list.

Terms

As you read this guide, you'll notice that the same terms are used repeatedly. Make sure you familiarize yourself with these terms.

Enterprise directory: This term mainly refers to the directory which includes users, room system and third party devices.

Yealink VC devices: This term refers to the endpoints that support YMS, including VC800/VC500/VC400/VC120/VC110 video conferencing endpoint, SIP VP-T49G IP phone, VC Desktop and VC Mobile.

Room system: This term refers to the devices registered YMS accounts in the video meeting room.

Third party device: This term refers to the devices without YMS accounts.
















Browser Requirements












The following browsers are supported:

Browser	Version
Firefox	50 and later
Chrome	50 and later
Internet Explorer	10 and later

Icon Instructions

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

Icons	Description
	General conference
	Video conference
	Conference time
	Conference Location
	Conference Organizer
	Conference ID
	Conference password
	Periodic conference
	Delete conference
	Control ongoing conference
	Video meeting room
	General meeting room
	The conference participant is absent or the user is offline
	The moderator joins the conference
	The moderator is set as the lecturer

Icons	Description
	The guest joins the conference or the user is online
	The guest is set as the lecturer
	The conference participant is unmuted
	The conference participant is muted
	The video of conference participant is turned on
	The video of conference participant is turned off
	The audio of conference participant is unblocked
	The audio of conference participant is blocked
	The conference participant applies for speaking
	The conference participant does not share contents
	The conference participant is sharing contents

In This Guide

Topics provided in this guide include:

- Chapter 1 [Basic Operation](#)
- Chapter 2 [Conference Management](#)
- Chapter 3 [Troubleshooting](#)

Summary of Changes

This section describes the changes to this guide for each release and guide version.

Changes for Release 23, Guide Version 10.23.0.40

The following sections are new for this version:

- [Introduction to Login Page](#) on page 1

Major updates have occurred to the following sections:

- [Controlling Conferences](#) on page 26

Changes for Release 23, Guide Version 10.23.0.20

The following sections are new for this version:

- [Logging into Conference Schedule](#) on page 17
- [H.323/SIP Invitation](#) on page 40

Major updates have occurred to the following sections:

- [Logging into Yealink Meeting Server](#) on page 11
- [Conference Management](#) on page 7

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Basic Operation

This chapter provides basic operating instructions for YMS:

Topic includes:

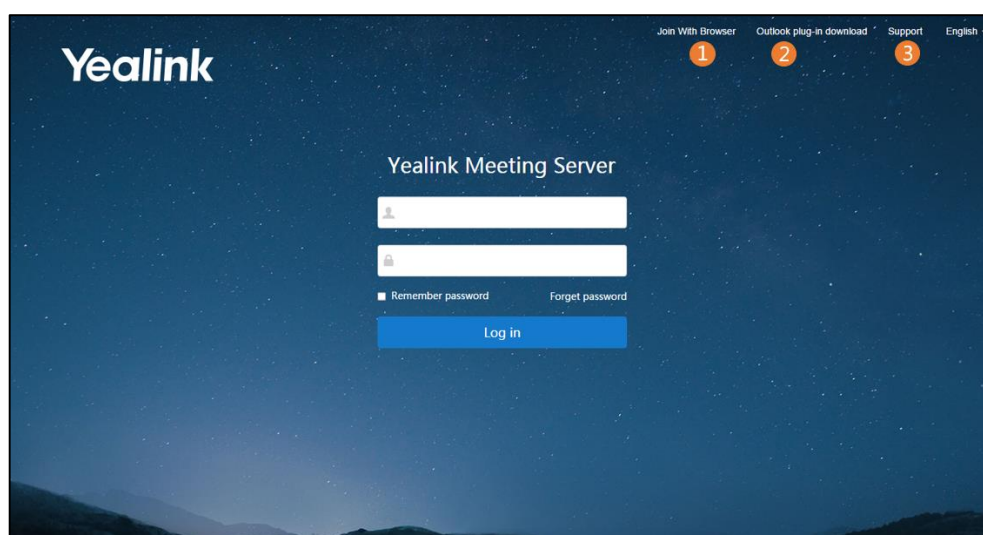
- [Introduction to Login Page](#)
- [Logging into Yealink Meeting Server](#)
- [YMS Account Management](#)
- [Logout](#)

Introduction to Login Page

After you access the YMS successfully, the login page displays as below. You should be familiar with the layout of the login page to help you quickly learn operation entries.

To access the login page of YMS:

1. Open a web browser.
2. Enter the address of YMS (for example: huiyi.yealink.com) in the address bar, and then press the **Enter** key to enter the YMS.



No.	Description
1	Main entry of joining conferences from a Web browser. For more information, please refer to Yealink Web App User Guide .
2	The entry of downloading Microsoft outlook plugin.

No.	Description
3	The entry of entering Yealink support.

Logging into Yealink Meeting Server

You need to log into YMS using the YMS account and password. You can view the login information by the email. The following is an example of the email:

Hello 2551,
Welcome to experience Yealink Meeting Server!

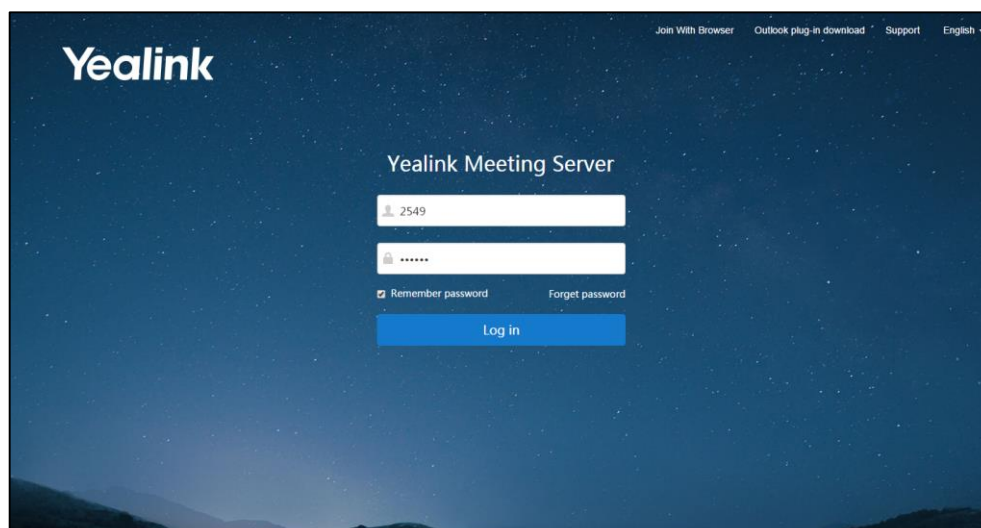
Here is your account details:
Server address:huiyi.yealink.com
Name:2551
Account:2551
Password:333515

You can use the account and password to login huiyi.yealink.com and Yealink VC device to experience video conference service.
If you have any questions, please contact the administrator!

Yealink Team www.yealink.com

To log into YMS:

1. Open a web browser.
2. Enter the address of YMS (for example: huiyi.yealink.com) in the address bar, and then press the **Enter** key to enter the YMS.
3. Enter the YMS account and password in the corresponding field.



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 do not receive the email including the YMS account information or fail to visit the YMS, please contact enterprise administrator.

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 3.

YMS Account Management

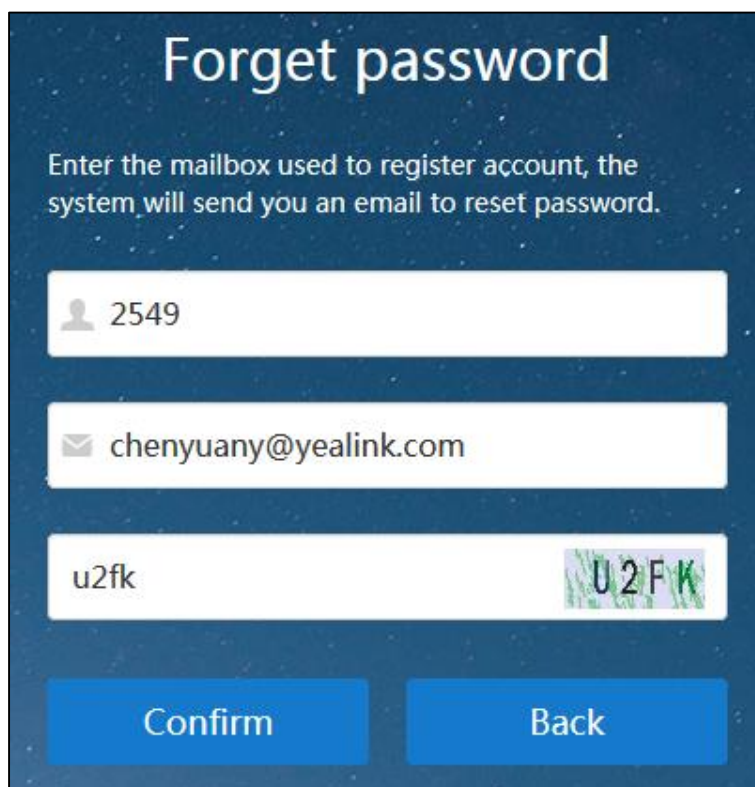
Forgetting Password

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

To reset password:

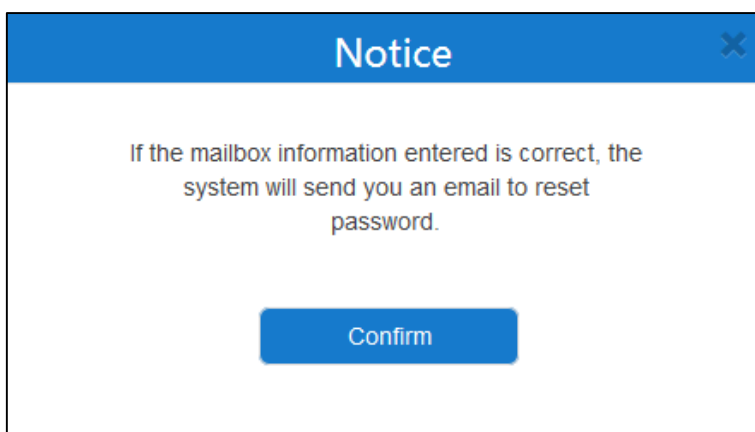
1. Open a web browser.
2. Enter the address of YMS (for example: huiyi.yealink.com) in the address bar, and then press the **Enter** key to enter the YMS.
3. Click **Forget password**.

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

A screenshot of a 'Forget password' form. The title 'Forget password' is at the top in white on a dark blue background. Below it, a message says 'Enter the mailbox used to register account, the system will send you an email to reset password.' There are three input fields: the first contains '2549' with a person icon, the second contains 'chenyuany@yealink.com' with an email icon, and the third contains 'u2fk' with a captcha image showing 'U2FK'. At the bottom are two blue buttons: 'Confirm' and 'Back'.

5. Click **Confirm**.

The notice is displayed as shown next:

A screenshot of a 'Notice' dialog box. It has a blue header with the title 'Notice' and a close button. The main text says 'If the mailbox information entered is correct, the system will send you an email to reset password.' At the bottom is a blue button labeled 'Confirm'.

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.

Editing Login Password

To improve accounts security, change the password periodically.

Before you begin:

1. Log into YMS.

To edit login password:

1. Click your account name on the top-right of the page.
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 edit.

Related topics

[Logging into Yealink Meeting Server](#)

Editing the Registered Email

You can edit the registered email. The email is associated with the YMS account. And it is used to receive the information of resetting password, receive the conference invitation and so on.

Before you begin:

1. Log into YMS.

To edit the registered email:

1. Click your account name on the top-right of the page.
2. Click **Edit mail**.
3. Enter the new email.
4. Click **Confirm** to accept the edit.

Related topics

[Logging into Yealink Meeting Server](#)

Logout

Before you begin:

1. Log into YMS.

To log out of the YMS account:

1. Click your account name on the top-right of the page.
2. Click **Log out** to log out of the current account and return to login page.

Related topics

[Logging into Yealink Meeting Server](#)

Conference Management

You can manage conferences. For example, you can schedule conferences, view conferences information, control conferences and so on.

If you want to join conferences, apply for speaking and so on, you should log into Yealink Web app or Yealink VC devices using YMS account. For more information, please refer to specific product user guide at [Yealink official website](#).

The video conferences include scheduled conferences, meet now conferences and permanent Virtual Meeting Rooms (VMRs). The differences are listed below:

Difference	Mode	Description	
Definition	Scheduled conferences	Enterprise users schedule conferences via YMS or Microsoft Outlook software.	
	Meet now conferences	You can initiate it by Yealink VC devices using YMS account.	
	Permanent VMR	Yealink VC devices which are registered the YMS account can join the permanent VMR at any time. The permanent VMRs are added by enterprise administrator via YMS. For more information, please refer to Yealink Meeting Server Administrator Guide .	
Category	Scheduled conferences	General Conferences	You can initiate general conferences by scheduling entity meeting rooms. The entity meeting rooms contain general meeting rooms and video meeting rooms. The difference between them is the video meeting rooms have Yealink VC devices, while general meeting rooms does not have. The entity meeting rooms are added by the enterprise administrator. For more information, please refer to Yealink Meeting Server Administrator Guide .
		Video Conferences	You can initiate video conferences by accessing Virtual Meeting Rooms (VMRs). Note that selecting entity conference rooms is optional.
	Meet now conferences	No	
	Permanent VMR	No	
	Scheduled conferences	General Conferences	No
		Video	Yes

Difference	Mode	Description	
conference ID		Conferences	
	Meet now conferences	Yes	When the conference finishes, the conference ID will release.
	Permanent VMR	Yes	It is configured by enterprise administrator. When the conference finishes, the conference ID will not release.
Whether the conference has conference password	Scheduled conferences	General Conferences	No
		Video Conferences	Yes
	Meet now conferences	No	
	Permanent VMR	It is configured by enterprise administrator.	

This chapter provides the information on how to manage conferences. Topics include:

- [Scheduling Conferences](#)
- [Viewing Conferences Information](#)
- [Editing Upcoming Conferences](#)
- [Deleting Upcoming Conferences](#)
- [Controlling Conferences](#)

Scheduling Conferences

Select one of the following to schedule conferences:

- YMS
- Microsoft Outlook

There are two modes of the scheduled video conferences: **Discussion mode** and **Training mode**. The differences between these two modes are listed below:

Difference	Mode	Description	
Role	Discussion	Moderator	The conference organizer automatically becomes the conference moderator upon joining the conference. The conference organizer can also specify conference participants to be moderators.
		Guest	Other conference participants.
	Training	Moderator	The conference organizer automatically becomes the conference moderator upon joining the conference. The conference organizer can also specify conference

Difference	Mode	Description
		participants to be moderators.
		Lecturer Moderator can set any moderator and guest as a lecturer.
		Guest Other conference participants. They are muted by default.
Feature Privilege	Discussion	Moderators can view, edit and delete conferences information, they can also configure the conference layout, configure messages, call conference participants, invite conference participants, search for conference participants, remove conference participants, mute or unmute conference participants, turn on or off video, block or unblock audio, change conference participants' role, control far-end camera, lock or unlock conferences, record conferences, exit conferences and end conferences. Guests can only view conferences information.
	Training	Moderators can view, edit and delete conferences information, they can also configure the personal layout, configure messages, call conference participants, invite conference participants, search for conference participants, deal with the application of applying for speaking, remove conference participants, mute or unmute conference participants, turn on or off video, block or unblock audio, change conference participants' role, change control far-end camera, lock or unlock conferences, call the roll, record conferences, exit conferences and end conferences. Guests can only view conferences information.
Layout	Discussion	It depends on the default layout configured by the enterprise administrator. For more information, please refer to Yealink Meeting Server Administrator Guide .
	Training	<ul style="list-style-type: none"> For moderator, the layout depends on the default layout configured by the enterprise administrator. For more information, please refer to Yealink Meeting Server Administrator Guide. For guest, the layout gives equal prominence to every lecturer. If no lecturer exists in the conference, all guests can only view the reminder of waiting for the lecturer.
Speaking	Discussion	Free speech.
	Training	All participants are muted automatically except the moderator. Participants must apply for speaking during a conference.
Sharing content	Discussion	By default, both moderators and guests can share content.
	Training	By default, only moderators and lecturers can share content, guests cannot.

Scheduling Conferences via YMS

You can schedule meeting rooms and video conferences via YMS.

Scheduling Meeting Rooms via YMS

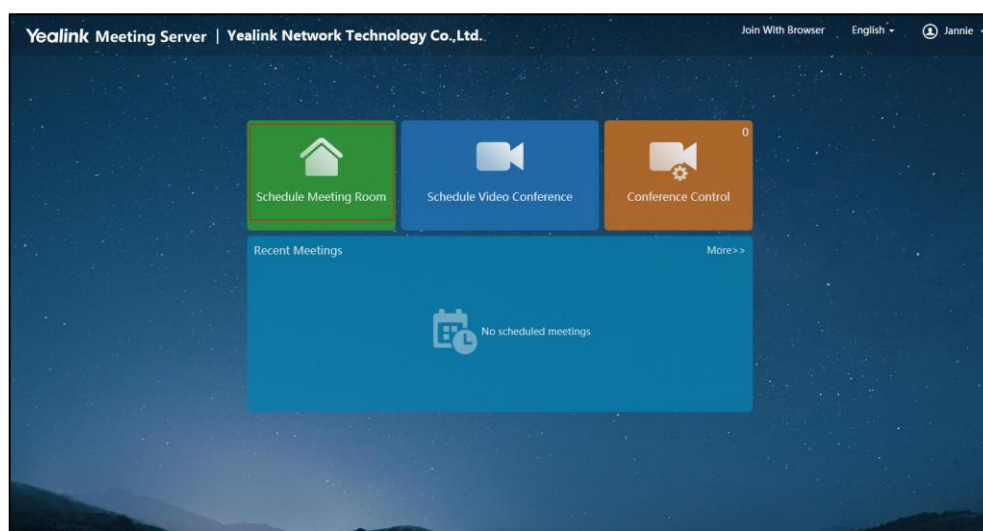
You can initiate general conferences by scheduling entity meeting rooms.

Before you begin:

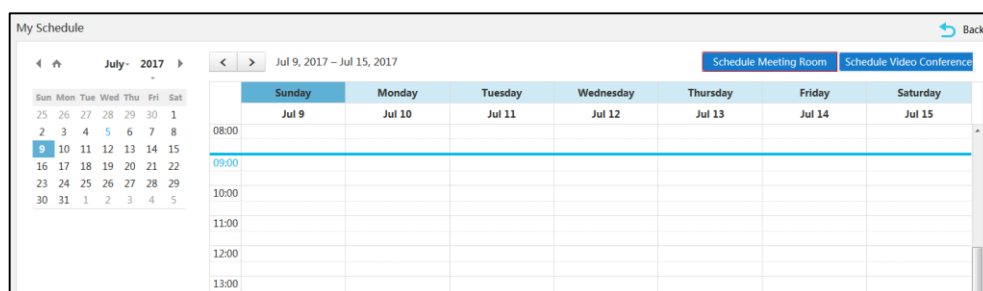
1. Log into YMS.

To schedule meeting rooms via YMS:

1. Do one of the following:
 - Click **Schedule Meeting Room**.



- Click **More>>** to enter my schedule page.
Click **Schedule Meeting Room**.



2. Configure the corresponding parameters.

Parameters are described below:

Parameter	Description
Subject	The conference's subject.

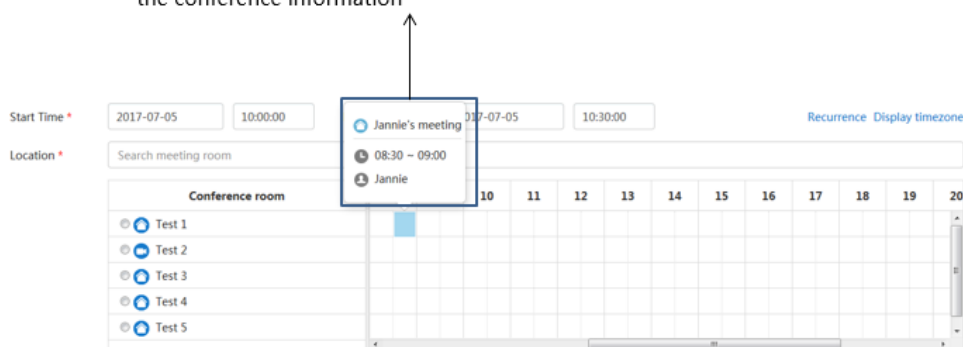
Parameter	Description
Start time, end time	The date and time of conference. The scheduled start time should be more than 5 minutes before the current time.
Recurrence	The time of conference, recurrence pattern and the range of recurrence. Default: one-off conference
Display time zone	Your time zone and DST. For more information, please refer to Appendix: Time Zones for the list of available time zones on Yealink Meeting Server.

3. Select the desired meeting room from the pull-down list of **Location**.

You can enter a few or all characters of the name in the Search box to select the meeting room.

You can also view conference room list and the period of time in use.

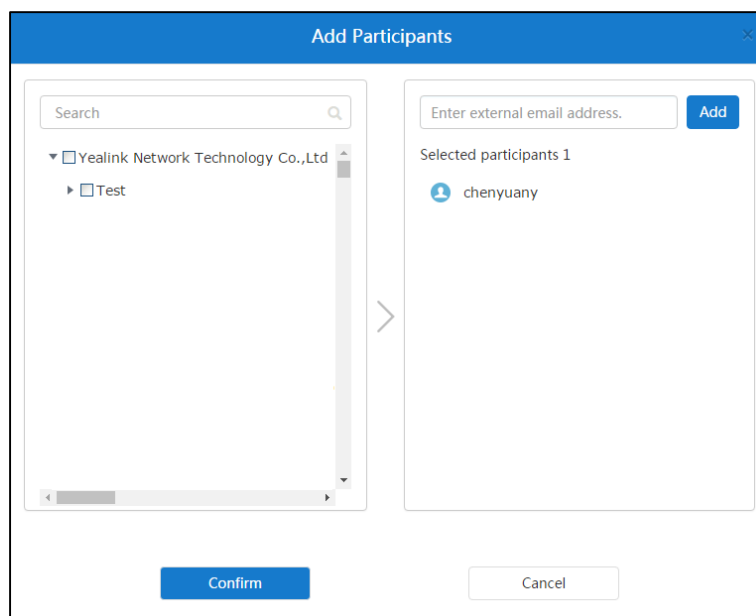
The progress bar in blue means the meeting room has been reserved and you cannot reserve the meeting room during the time.
Hover your mouse over the progress bar, you can view the conference information



4. Click **+** in the **Participants** field.

You can select the desired user in the enterprise directory.

You can also enter a few or all characters of the name, account or email of user in the Search box to select the participant.



You can also enter email addresses to add external users and click **Add**. The user will display in the **Selected participants** list.

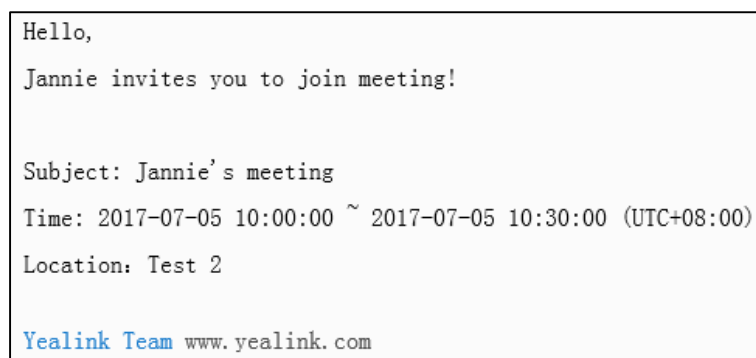
The conference organizer is the conference participant by default.

Click **Confirm** to finish adding participants.

5. (Optional.) Enter the additional requirements in the **Description** input box. Participants will view the description in email.
6. Click **Preview** to view the recipients, subject, time, location and description.
7. Click **Send** to finish scheduling meeting rooms.

If the participants are associated with emails, they will receive your email.

The following is an example of the email:



Related topics

[Logging into Yealink Meeting Server](#)

Scheduling Video Conferences via YMS

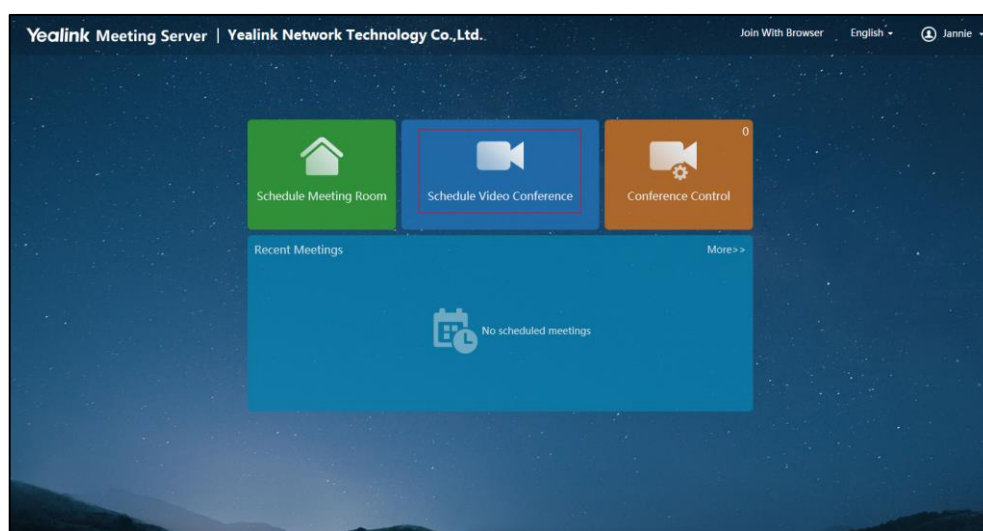
You can initiate video conferences by accessing Virtual Meeting Rooms (VMRs). Note that selecting entity conference rooms is optional.

Before you begin:

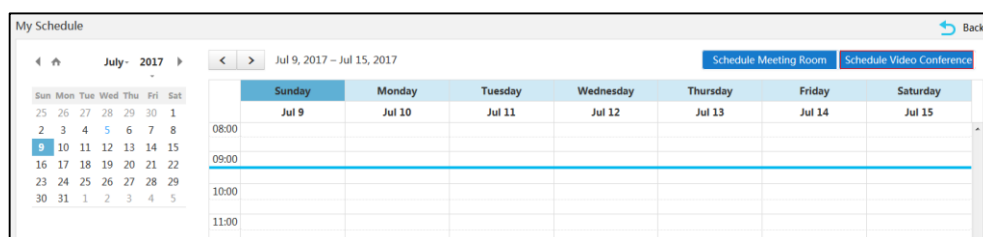
1. Log into YMS.

To schedule video conferences via YMS:

1. Do one of the following:
 - Click **Schedule Video Conference**.



- Click **More>>** to enter my schedule page.
- Click **Schedule Video Conference**.



2. Configure the corresponding parameters.

Parameters are described below:

Parameter	Description
Mode	The mode of incoming conference.
Subject	The conference's subject.
Start time, end time	The date and time of conference. The scheduled start time should be more than 5 minutes before the current time.

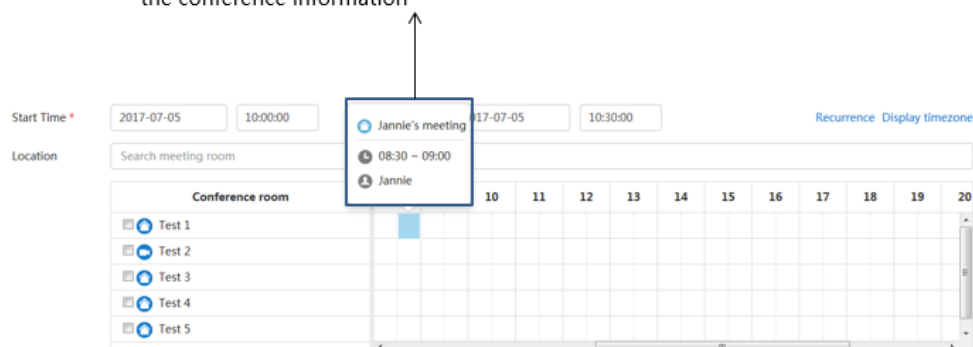
Parameter	Description
Recurrence	The time of conference, recurrence pattern and the range of recurrence. Default: one-off conference
Display time zone	Your time zone and DST. For more information, please refer to Appendix: Time Zones for the list of available time zones on Yealink Meeting Server.

3. (Optional.) Click **+** in the **Location** field.

You can enter a few or all characters of the name in the Search box to select the meeting room.

You can also view conference room list and the period of time in use.

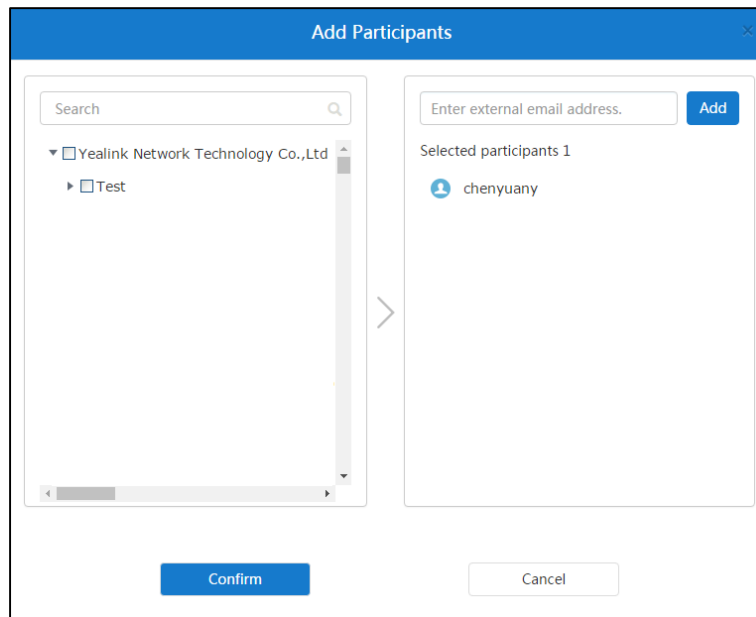
The progress bar in blue means the meeting room has been reserved and you cannot reserve the meeting room during the time.
Hover your mouse over the progress bar, you can view the conference information



4. Click **+** in the **Participants** field.

You can select the desired user in the enterprise directory.

You can also enter a few or all characters of the name, account or email of user in the Search box to select the participant.



You can also enter email addresses to add external users and click **Add**. The user will display in the **Selected participants** list.

The conference organizer is the conference participant by default.

Click **Confirm** to finish adding participants

5. (Optional.) Click the desired conference participant icon to set the guest as the moderator.



When the icon changes to 🧑, you set the guest as the moderator successfully.

Note

If you add external users by entering email addresses, you cannot change their roles to moderators.

6. (Optional.) To invite conference participants to join the conference automatically, check the **Automatic invitation** checkbox.

When the scheduled conference begins, the devices will receive a call.

It is checked by default and depends on enterprise administrator. For more information, please refer to [Yealink Meeting Server Administrator Guide](#).

7. (Optional.) Enter the additional requirements in the **Description** input box. Participants will view the description in email.
8. Click **Preview** to view the recipients, subject, time, location and description.
9. Click **Send** to finish scheduling video conferences.

If the participants are associated with emails, they will receive your email.

The following is an example of the email:

Hello,
Jane invites you to join video conference!

Subject: Jane's conference
Time: 2017-11-15 18:00:00 ~ 2017-11-15 18:30:00 (UTC+08:00)
Location:
ID: 23101
Password: 804822

The way to join conference:

- 1) One-button to join conference from Yealink VC device which receives conference reminder.
- 2) The device which has registered YMS account, please follow the voice prompt to enter conference ID 23101 & password 804822 , and end with # key.
- 3) The device which hasn't registered YMS account, please dial 10.200.110.41 first, then follow the voice prompt to enter conference ID 23101 & password 804822, and end with # key.
- 4) To join from a SIP device, please dial [23101**804822@10.200.110.41](tel:23101**804822@10.200.110.41) and join the conference.
- 5) To join from a H.323 device, please dial 10.200.110.41##23101**804822 and join the conference.
- 6) To join from a browser, please access <https://10.200.110.41:442/#/login?t=G7YIcOHELOP13NIiONLd6g==> and join the conference.

[Yealink Team](#) www.yealink.com

Related topics

[Logging into Yealink Meeting Server](#)

Scheduling Conferences via Microsoft Outlook

When you log into **Conference schedule** via Microsoft Outlook, you can schedule meeting rooms and video conferences. You can obtain the YMS account information from enterprise administrator. The YMS account information contains account, password and the address of YMS.

Installing Microsoft Outlook Plugin

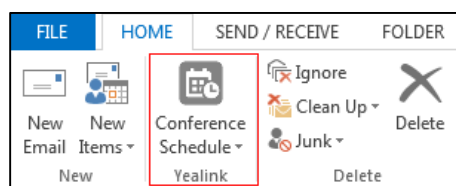
Before you begin:

1. Check your computer has installed Microsoft Outlook software. Outlook 2010, Outlook 2013 or later version is supported.
2. Download the Outlook plugin from the login page of YMS.

To install Microsoft Outlook plugin:

1. Double-click Microsoft Outlook plugin package.
2. Follow the default installation process to install Microsoft Outlook plugin.

After installation, the menu bar is displayed as below:



Updating Microsoft Outlook Plugin

When you have opened Microsoft Outlook software and a new plugin version is available, a notification is displayed on your computer. You have the option to update your plugin or ignore the notification.


To update Microsoft Outlook plugin:

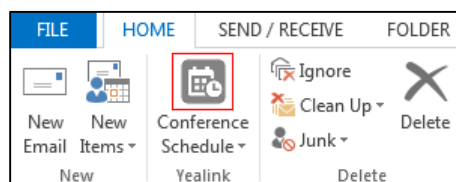
1. Open Microsoft Outlook software.
2. Click **HOME->Conference Schedule->Upgrade**.

Follow the installation process to update Microsoft Outlook plugin.

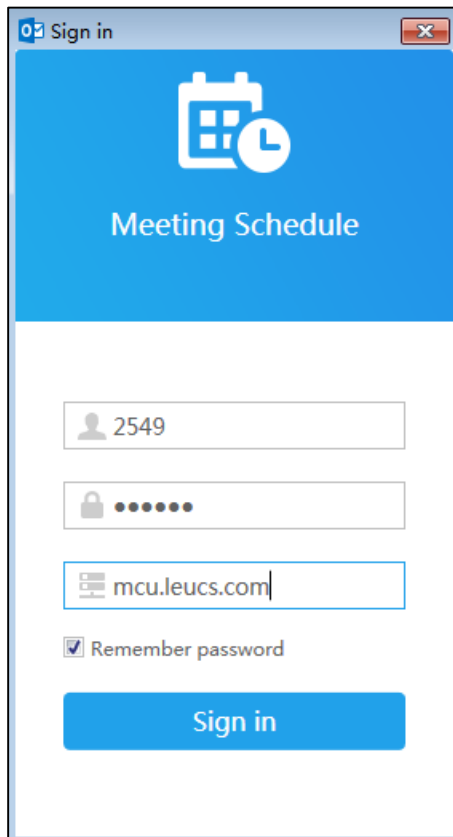
Logging into Conference Schedule

To log into conference schedule:

1. Open Microsoft Outlook software.
2. Click  .



3. Enter account, password and server address in the corresponding field.

A screenshot of a web browser window titled "Sign in". The window has a blue header with a calendar icon and the text "Meeting Schedule". Below the header, there are three input fields: the first contains the text "2549", the second contains a password represented by dots, and the third contains the text "mcu.leucs.com". Below these fields is a checkbox labeled "Remember password" which is checked. At the bottom of the form is a blue button labeled "Sign in".

You can obtain the YMS account information from enterprise administrator.

4. To remember the password, check the **Remember password** checkbox, you do not need to enter the password next time.

It is checked by default.

5. Click **Sign in**.

You will enter conference schedule page.

Scheduling Meeting Rooms via Microsoft Outlook

If you log into the conference schedule, you can initiate general conferences by scheduling entity meeting rooms.

Before you begin:

1. Log into conference schedule.

To schedule meeting rooms via Microsoft Outlook:

1. Click **HOME->Conference Schedule->Schedule Meeting Rooms**.
2. Follow the step 2 to 4 in [To schedule meeting rooms via YMS](#) to schedule meeting rooms.
3. Click **Submit and send email**, the page prompt "Conference is scheduled successfully, please send the email", you can send the conference information by emails to participants.

The following is an example of the email:

```
Hello,  
Jannie invites you to join meeting!  
  
Subject: Jannie's meeting  
Time: 2017-07-05 10:00:00 ~ 2017-07-05 10:30:00 (UTC+08:00)  
Location: Test 2  
  
Yealink Team www.yealink.com
```

Related topics

[Logging into Conference Schedule](#)

Scheduling Video Conferences via Microsoft Outlook

If you log into the conference schedule, you can initiate video conferences by accessing Virtual Meeting Rooms (VMRs). Note that selecting entity conference rooms is optional.

Before you begin:

1. Log into conference schedule.

To schedule video conferences via Microsoft Outlook:

1. Click **HOME->Conference Schedule->Schedule Video Conferences**.
2. Follow the step 2 to 6 in [To schedule video conferences via YMS](#) to schedule video conferences.
3. Click **Submit and send email**, the page prompt "Conference is scheduled successfully, please send the email", you can send the conference information by emails to participants.

The following is an example of the email:

Hello,
Jane invites you to join video conference!

Subject: Jane's conference
Time: 2017-11-15 18:00:00 ~ 2017-11-15 18:30:00 (UTC+08:00)
Location:
ID: 23101
Password: 804822

The way to join conference:

- 1) One-button to join conference from Yealink VC device which receives conference reminder.
- 2) The device which has registered YMS account, please follow the voice prompt to enter conference ID 23101 & password 804822 , and end with # key.
- 3) The device which hasn't registered YMS account, please dial 10.200.110.41 first, then follow the voice prompt to enter conference ID 23101 & password 804822, and end with # key.
- 4) To join from a SIP device, please dial [23101**804822@10.200.110.41](tel:23101**804822@10.200.110.41) and join the conference.
- 5) To join from a H.323 device, please dial 10.200.110.41##23101**804822 and join the conference.
- 6) To join from a browser, please access <https://10.200.110.41:442/#/login?t=G7YIcOHELOP13NIiONLd6g==> and join the conference.

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Related topics

[Logging into Conference Schedule](#)

Viewing Conferences Information

Select one of the following to view conferences information:

- YMS
- Microsoft Outlook

You can view recent scheduled conferences from the home page, you can also enter my

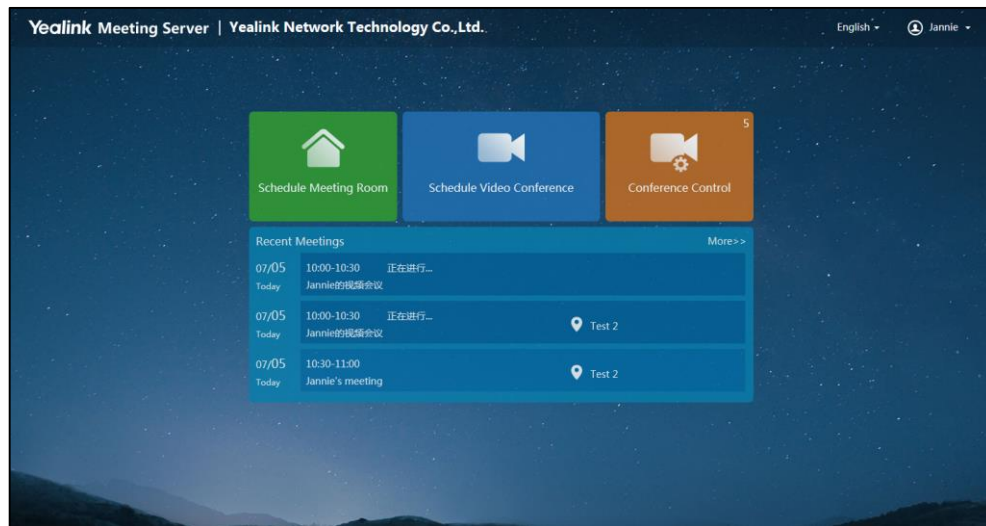
schedule page to view schedule conferences.

Before you begin:

1. Log into YMS or conference schedule.

To view recent scheduled conferences from the home page via YMS or Microsoft Outlook:

The home page displays the recent three ongoing conferences or upcoming conferences.

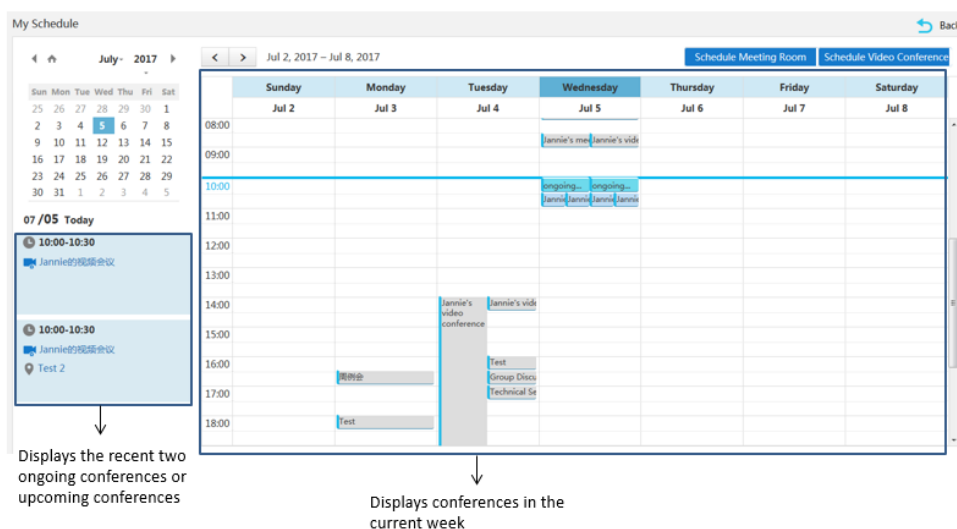


You can click the desired conference to view the conference details.

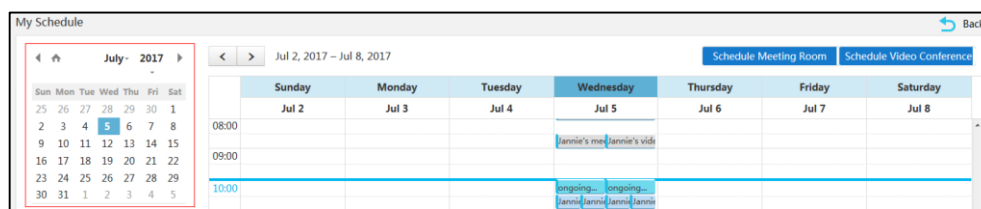
To view recent scheduled conferences from my schedule page:



1. Do one of the following to enter my schedule page:
 - **YMS** Click **More>>**.
 - **Microsoft Outlook** Click **HOME->Conference Schedule->Calendar**.

The conference schedules are displayed.

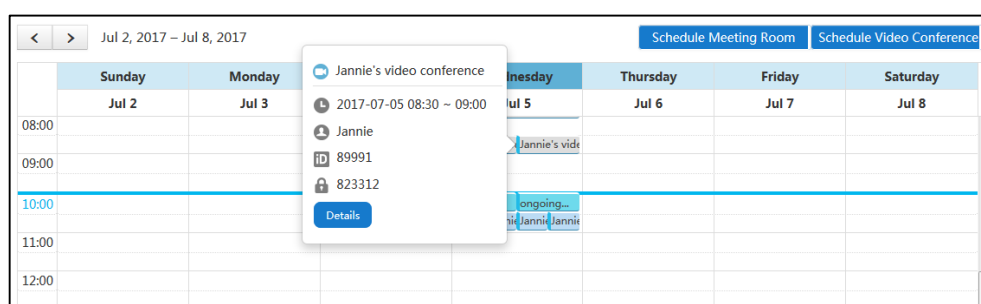


- (Optional.) Select the desired date in the calendar which is in the top-left of the page.
Scheduled conferences in the week will be displayed.



You can also click  or  to change to the previous week or next week to view scheduled conferences.

- You can do one of the following:
 - Hover your mouse over the desired conference to preview the conference information.
You can also click **Details** to view the conference details.



- Click the desired conference to view the conference.

Related topics

[Logging into Yealink Meeting Server](#)

[Logging into Conference Schedule](#)

Editing Upcoming Conferences

Select one of the following to edit upcoming conferences:

- YMS
- Microsoft Outlook

Before you begin:

- Log into YMS or conference schedule.

To edit upcoming conference via YMS or Microsoft Outlook:

- Do one of the following:
 - Click the desired conference to edit the conference.
 - Click **More>>** to enter my schedule page.

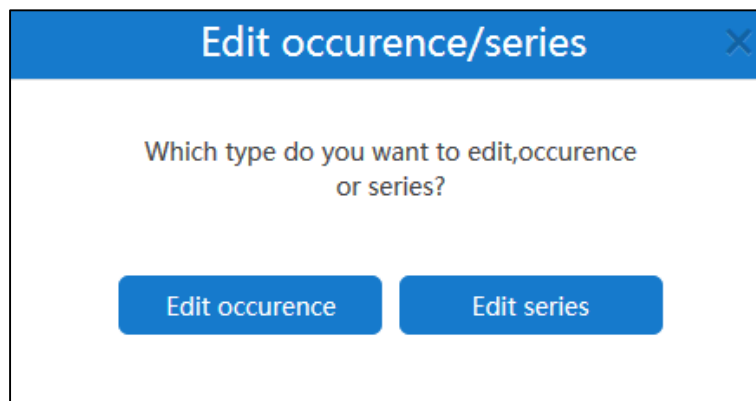
Hover your mouse over the desired conference, and then click **Details**.

You can also click the desired conference.

2. Click **Edit**.

- If the conference is the one-off upcoming conference, you will enter the edit page.
- If the conference is the periodic upcoming conference.

The dialog box is displayed as shown next:



- Click **Edit occurrence** to edit the individual conference.
- Click **Edit series** to edit the periodic conference.

3. Enter the information in the corresponding field.

4. Click **Save and send email**.

If the participants are associated emails, they will receive your email.

Related topics

[Logging into Yealink Meeting Server](#)

[Logging into Conference Schedule](#)

Deleting Upcoming Conferences

Select one of the following to delete one-off or periodic upcoming conferences:

- YMS
- Microsoft Outlook

Before you begin:

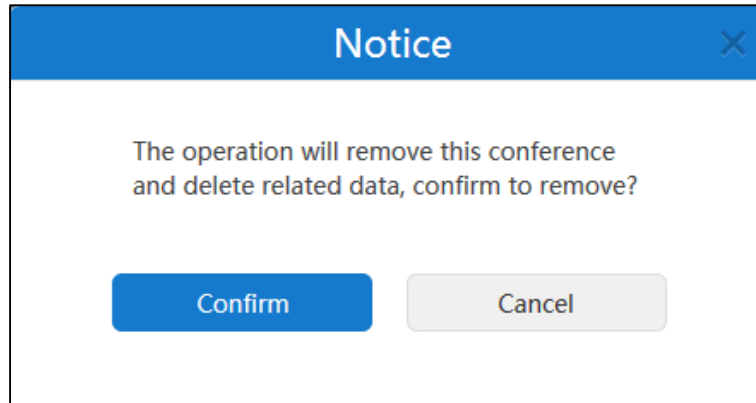
1. Log into YMS or conference schedule.

To delete one-off upcoming conferences via YMS or Microsoft Outlook:

1. Do one of the following:
 - Click the desired conference.
 Click **Remove**.

- Click **More>>** to enter my schedule page.
Hover your mouse over the desired conference, and then click **Remove**.
You can also click the desired conference, and then click **Remove**.

The notice is displayed as shown next:



2. Click **Confirm** to delete the conference.

If the participants are associated emails, they will receive the email about deleting the conference.

The following is an example of the email:

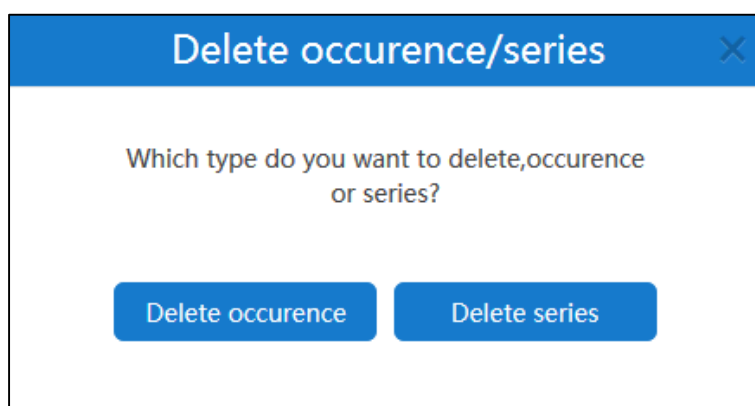
Hello,
Jannie has cancelled **Jannie's video conference**

[Yealink Team](http://www.yealink.com) www.yealink.com

To delete periodic upcoming conferences via YMS or Microsoft Outlook:

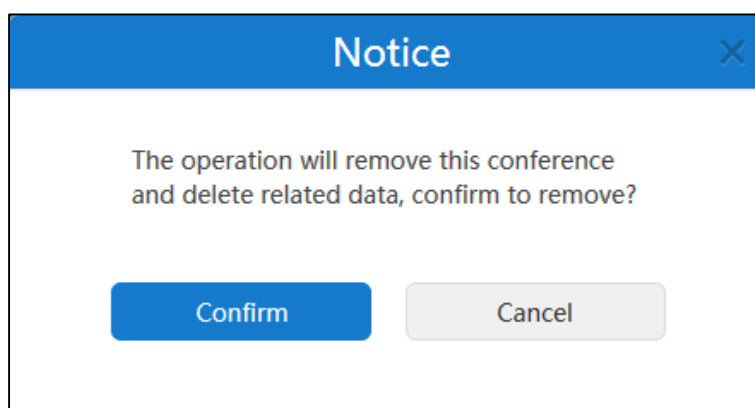
1. Do one of the following:
 - Click the desired conference.
Click **Remove**.
 - Click **More>>** to enter my schedule page.
Hover your mouse over the desired conference, and then click **Remove**.
You can also click the desired conference, and then click **Remove**.

The dialog box is displayed as shown next:



- Click **Delete occurrence** to delete the individual conference.
- Click **Delete series** to delete the periodic conference.

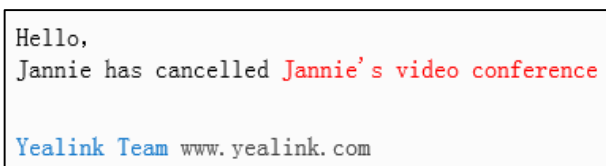
The dialog box is displayed as shown next:



2. Click **Confirm** to delete the conference.

If the participants are associated emails, they will receive the email about deleting the conference.

The following is an example of the email:



Related topics

[Logging into Yealink Meeting Server](#)

[Logging into Conference Schedule](#)

Controlling Conferences

Select one of the following to control the permanent VMR and ongoing scheduled conferences, meet now conferences:

- YMS
- Microsoft Outlook


Accessing the Page of Controlling Conferences

If you want to control the conference, you should access the page.

Before you begin:

1. Log into YMS or conference schedule.

To access the page of controlling conferences via YMS:

1. Do one of the following:
 - Click **Conference Control**.
Click  on the right of the desired conference.
 - Click **More>>** to enter my schedule page.
Hover your mouse over the desired conference, and then click **Control**.
You can also click the desired conference, and then click **Control**.

To access the page of controlling conferences via Microsoft Outlook:

1. Do one of the following:
 - Click **HOME->Conference Schedule->Calendar**.
Hover your mouse over the desired conference, and then click **Control**.
You can also click the desired conference, and then click **Control**.
 - Click **HOME->Conference Schedule->Conference Control**.
Select the desired conference from the pull-down list of **Conference Control**.

Related topics

[Logging into Yealink Meeting Server](#)

[Logging into Conference Schedule](#)

Configuring the Conference Layout

In **Discussion mode** scheduled conferences/permanent VMRs or meet now conferences, the moderator can configure the conference layout.

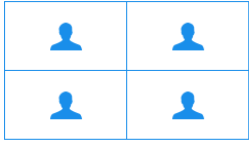
Before you begin:

1. Access the page of controlling conferences.


To configure the conference layout via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Layout**.
2. Configure the corresponding parameters.

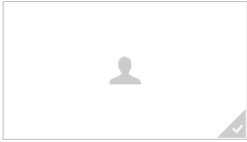
Select layout :



☒ Equal NxN



☐ onePlusN



☐ Selected Speaker

Equal NxN : 4*4

Max number of videos displayed in equal NxN layout

Video carousel : ☒ ON

When the number of videos exceed the maximum, every 30s :

☒ One video switches per cycle
 ☐ All videos switch per cycle

Save
Cancel

Parameters are described below:

Parameter	Description
Select layout	<p>The YMS supports three layouts:</p> <ul style="list-style-type: none"> • Equal N × N: All participants are displayed in the same size. • One PlusN: The first participant is given prominence with the largest pane. Other participants will be displayed in a strip around the first participant. • Selected Speaker: The selected participant is displayed in full size.
Equal N × N	<p>In the Equal N×N layout, configures the maximum number of videos.</p> <ul style="list-style-type: none"> • 2*2 • 3*3 • 4*4 • 5*5 • 6*6 • 7*7 <p>Default: 4*4</p>
OnePlusN	<p>In the onePlusN layout, configures the maximum number of videos.</p> <ul style="list-style-type: none"> • 1+0 • 1+4

Parameter	Description
	<ul style="list-style-type: none"> • 1+7 • 1+9 • 1+12 • 1+20 <p>Default: 1+7</p>
Video carousel	<p>In the Equal N×N and onePlusN layout, if the number of current conference participants is more than the maximum, according to the time interval and switching rules, the video image will switch between conference participants.</p> <p>Default: enabled</p>
Video activated speaker	<p>In the onePlusN layout, you can use voice-activated feature to switch layout between conference participants, whenever a conference participant speaks loudly longer than the certain time, he or she becomes the conference speaker and is given prominence with the largest pane.</p> <p>The available certain time are 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, 9s and 10s.</p> <p>Default: enabled</p>
Displayed participant	<p>In the Selected Speaker layout, the selected participant is displayed in full size.</p>

3. Click **Save**.

The layout of all participants takes effect in real time.

Related topics

[Accessing the Page of Controlling Conferences](#)

Configuring the Personal Layout

In **Training mode** scheduled conferences/permanent VMRs, the moderator can configure the layout for specific participants.

Configuring the Time of Video Carousel

If the current conference or layout template you enabled support video carousel, you can configure the time of video carousel.

Before you begin:

1. Access the page of controlling conferences.

To configure the time of video carousel via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Layout**.
2. Select the time interval of video carousel.

The current conference or layout template you enabled takes effect in real time.

Layout settings

- When the number of videos exceed the maximum, every polling once

Related topics

[Accessing the Page of Controlling Conferences](#)

Configuring the Time of Voice-activated Feature

If the current conference or layout template you enabled supports voice-activated feature, you can configure the time of voice-activated feature.

Before you begin:

1. Access the page of controlling conferences.

To configure the time of voice-activated feature via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Layout**.
2. Select the time of voice-activated feature.

The current conference or layout template you enabled takes effect in real time.

Layout settings

- When the number of videos exceed the maximum, every polling once
- Voice activated time :

Related topics

[Accessing the Page of Controlling Conferences](#)

Adding Layout Templates

There is a default layout template named "Template" and it is disabled by default.

Before you begin:

1. Access the page of controlling conferences.

To add layout template via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Layout**.
2. Click **Add**.
3. Configure the corresponding parameters.

Parameters are described below:

Parameter	Description
Template name	The layout template name.
Select layout	<p>The YMS supports three layouts:</p> <ul style="list-style-type: none"> • Equal N × N: All participants are displayed in the same size. • One PlusN • Two PlusN • Selected Speaker: The selected participant is displayed in full size. <p>Default: OneplusN</p>
Equal N × N	<p>In the Equal N×N layout, configures the maximum number of videos.</p> <ul style="list-style-type: none"> • 2*2 • 3*3 • 4*4 • 5*5 • 6*6 • 7*7 <p>Default: 4*4</p>
OnePlusN	In the onePlusN layout, configures the maximum number of videos.

Parameter	Description
	<ul style="list-style-type: none"> • 1+0 • 1+4 • 1+7 • 1+9 • 1+12 • 1+20 Default: 1+7
TwoPlusN	The maximum number of videos is 2+8, it is not configurable.
Video carousel	<p>In the Equal N×N, onePlusN and TwoPlusN layout, if the number of current conference participants is more than the maximum, according to the time interval and switching rules, the video image will switch between conference participants.</p> <p>Default: enabled</p>
Video activated speaker	<p>In the onePlusN and TwoPlusN layout, you can use voice-activated feature to switch layout between conference participants, whenever a conference participant speaks loudly longer than the certain time, he or she becomes the conference speaker and is given prominence with the largest pane.</p> <p>Default: enabled</p>
Displayed participant	In the Selected Speaker layout, the selected participant is displayed in full size.

4. If you select the **Equal N×N**, **onePlusN** and **TwoPlusN** layout, click **Next step** to continue.

5. Select the desired conference participants to display in the conference.

You can check the **All moderators** or **All guests** checkbox to select all moderators or all guests.

You can also enter a few or all characters of the name, account or email of user in the Search box to select the participant.

Note

If the selected conference participants are absent, other participants view their video image in black screen.

6. In the selected participants list, select the desired conference participant, and then select the number from the pull-down list of **Fixed display** to fix the display of participant.

Please select the participants to be displayed. (Range: 0~200)

☒ All moderators ☒ All guests

▼ ☒ Yealink Network Technology Co.,Ltd

☒ 王二

Selected participants 1 **Fixed display**

王二 -- ▼

①	②	③	④	⑤
⑥	⑦	⑧		

>

Previous Save Reset Cancel

Note

If you want to cancel the fixed display of the conference participant, click the number from the pull-down list of **Fixed display** again.

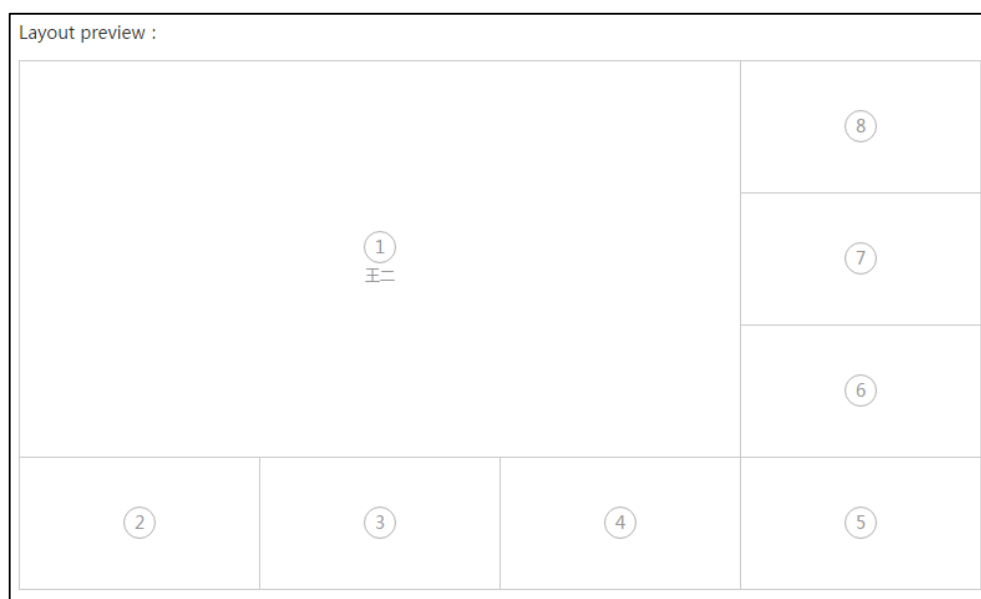
If the selected conference participants are absent, other participants view the reminder of waiting for the selected conference participants.

In the **onePlusN** layout, if one of conference participants is fixed in the large panes, the voice-activated feature is disabled automatically.

In the **twoPlusN** layout, one of conference participants must be fixed in the large panes. if two conference participants are fixed in the large panes, the voice-activated feature is disabled automatically.

If you fix the display of participant, the layout of application target is not adaptive. For example, if you select 1+7 layout, there are 3 conference participants in conference now, the layout is still 1+7 layout instead of 1+2 layout.

After you finish the configuration, you can preview the effect.



7. Click **Save**, you will back to the page of layout.
8. Select the layout template you added, and then click the **Add application target** on the right of page to apply the layout templates to the selected participants.

You can check the **All moderators** or **All guests** checkbox to select all moderators or all guests.

You can also enter a few or all characters of the name, account or email of user in the Search box to select the participant.

9. Click **Confirm**.

10. Click **Enable** to enable the template, the layout of selected participants takes effect in real time.

Note

You can add 3 layout templates at most. And one participant can only simultaneously apply one template.

Related topics

[Accessing the Page of Controlling Conferences](#)

Editing Layout Templates

Before you begin:

1. Access the page of controlling conferences.

To edit layout template via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Layout**.
2. Select the desired layout template, and the select **Edit template** on the right of page to edit the layout template. The layout of selected participants takes effect in real time.

For more information, please refer to [Adding Layout Templates](#) on page 35.

Related topics

[Accessing the Page of Controlling Conferences](#)

Deleting Layout Templates

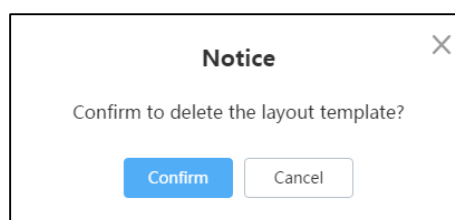
Before you begin:

1. Access the page of controlling conferences.

To edit layout template via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Layout**.
2. Select the desired layout template, and the select **Delete template** on the right of page.

The notice is displayed as shown next:



3. Click **Confirm**.

Note You cannot delete the default layout template.

Related topics

[Accessing the Page of Controlling Conferences](#)

Configuring Messages

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can send messages to conference participants.

Messages include banners and captions.

Configuring Banners

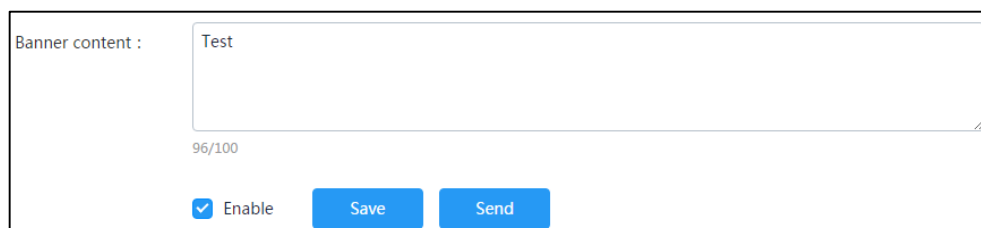
To indicate the information to conference participants, you can configure banners which will be displayed at the top on the screens of all participants in the conference.

Before you begin:

1. Access the page of controlling conferences.

To configure banners via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Message**.
2. Select the **Banner** tab.
3. Check the **Enable** checkbox, and then enter the banner information in the **Banner content** field.



4. Click **Send**, the banner is displayed at the top on the screens of all participants in the conference immediately.

Related topics

[Accessing the Page of Controlling Conferences](#)

Configuring Captions

To indicate the information to conference participants, you can configure captions which will be displayed on the screens of all participants in the conference. The caption effects (for example, scrolling) can be customized.

Before you begin:

1. Access the page of controlling conferences.

To configure banners via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Message**.
2. Select the **Subtitle** tab.

3. Check the **Enable** checkbox, and then enter the corresponding parameters.

Parameters are described below:

Parameter	Description
Type	<p>The YMS supports two types of messages:</p> <ul style="list-style-type: none"> • Static subtitle: it fixedly displays at the bottom of screens. • Dynamic subtitle: it displays at the bottom of screens and scrolls from right to left.
Display duration	<p>If you select Static subtitle, the caption is displayed during the time.</p> <p>Default: 5s</p>
Subtitle scroll times	<p>If you select Dynamic subtitle, the caption scrolls from right to left selected times.</p> <p>Default: 2 times</p>
Application target	<p>The conference participants whose screens display the caption.</p> <p>You can check the All moderators or All guests checkbox to select all moderators or all guests.</p> <p>You can also enter a few or all characters of the name, account or email of user in the Search box to select the participant.</p>

4. Click **Send**, the caption is displayed at the bottom on the screens of all participants in the conference immediately.

Related topics

[Accessing the Page of Controlling Conferences](#)

Managing Conference Participants

Calling Conference Participants

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can call conference participants in the following scenarios:

- If the scheduled conference is incoming, you want to invite conference participants in advance.
- If the scheduled conference is ongoing or you are in permanent VMRs, you want to invite the conference participants.

Note

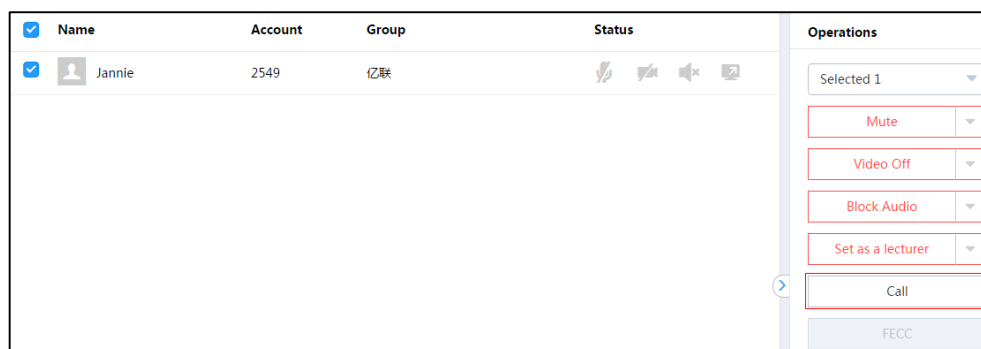
If you are in permanent VMRs, you can invite the favorites who are added to permanent VMRs by enterprise administrators. For more Information, please refer to [Yealink Meeting Server Administrator Guide](#).

Before you begin:

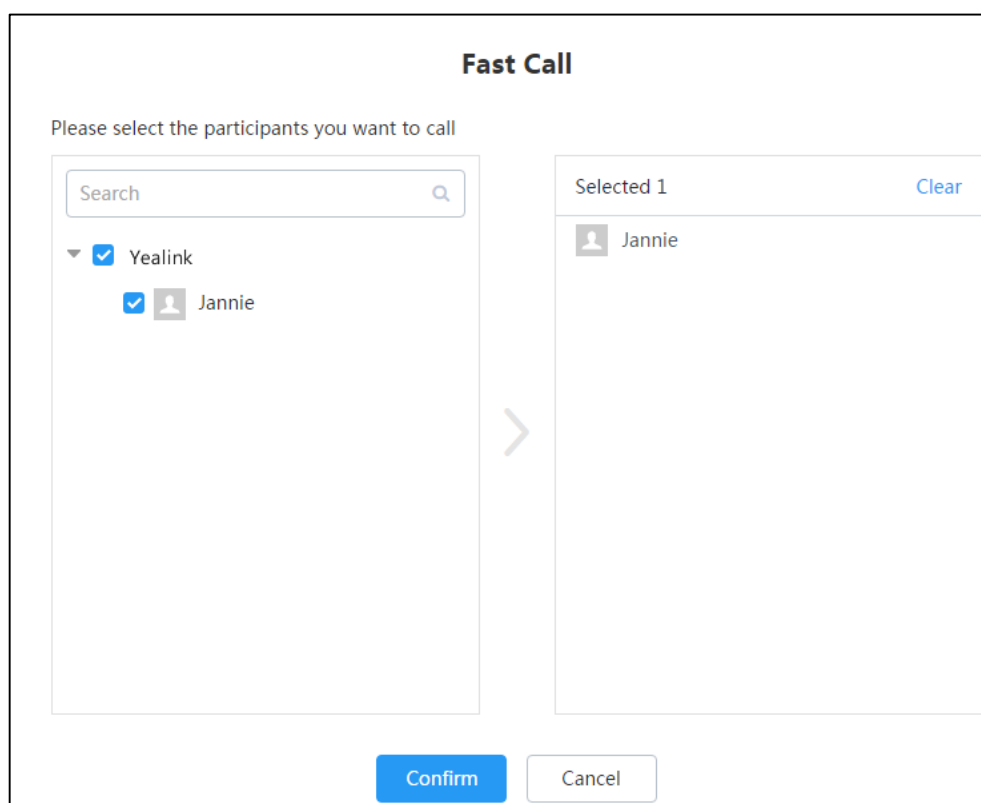
1. Access the page of controlling conferences.

To call conference participants via YMS or Microsoft Outlook:

1. Do one of the following:
 - Check the desired checkbox of participant, and then click **Call** to call the selected conference participants directly.



- From the bottom left of page, click **Fast Call**.
Select the conference participants.



Click **Confirm** to call the selected conference participants directly.

Related topics

[Accessing the Page of Controlling Conferences](#)

Inviting Conference Participants

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can select one of the following to invite conference participants:

- Email invitation
- H.323/SIP invitation
- Contact invitation

Contact Invitation

You can place a call to the desired user in the enterprise directory directly.

Before you begin:

1. Access the page of controlling conferences.

To invite conference participants via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Invite**.
2. Select **Contact Invitation** to invite conference participants.

Invite participants (ID:31313)

[Contact Invitation](#)
[H.323/SIP Invitation](#)
[Email Invitation](#)

Search 🔍

- ▼ ☐ Yealink Network Technology Co.,Ltd
 - ☐ Room System
 - ▶ ☐ Third Party Device
 - ☐ 2000
 - ☐ 2001
 - ☐ 2002
 - ☐ 2003
 - ☐ 2004
 - ☐ 2005
 - ☐ 2006

Selected 0 Clear

No data

Confirm
Cancel

3. Select the desired user in the enterprise directory.

You can also enter a few or all characters of the name, account or email of user in the Search box.

4. Click **Confirm** to place a call to invite participants directly.

Related topics

[Accessing the Page of Controlling Conferences](#)

H.323/SIP Invitation

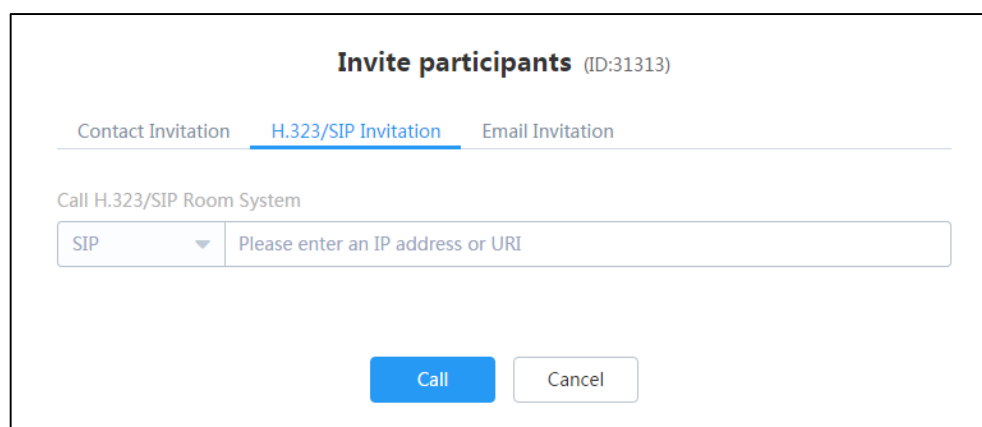
You can use the H.323/SIP protocol to invite conference participants or other MCUs.

Before you begin:

1. Access the page of controlling conferences.

To invite conference participants by H.323/SIP protocol via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Invite**.
2. Select **H.323/SIP Invitation** to invite conference participants.



3. Select the desired type from the pull-down list:
 - If you select **H.323**, enter the IP address or H.323 account to invite the conference participants.
You can also enter **conference ID** conference password @server IP address** or **server IP address##conference ID**conference password** to invite other MCUs. Obtain the conference information from the conference participants or your email address.
 - If you select **SIP**, enter the IP address or SIP URI to invite the conference participants.
You can also enter **conference ID** conference password @server IP address** to invite other MCUs. Obtain the conference information from the conference participants or your email address.
4. Click **Call**.
When you call the MCU successfully, the page prompts "Call success", and then the conference participant or MCU is displayed in the guest list.

Note

If you invite other MCUs, it is recommended that other MCUs use speaker layout to join the conference.

Related topics

[Accessing the Page of Controlling Conferences](#)

Email Invitation

You can use the local mailbox or system mailbox to invite conference participants.

Before you begin:

1. Access the page of controlling conferences.

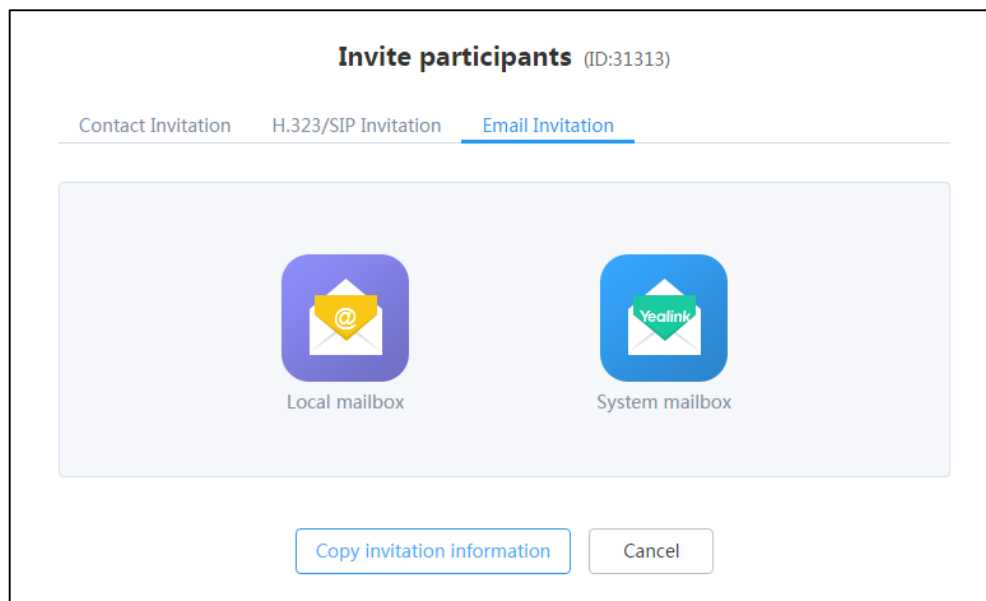
Inviting Conference Participants by Local Mailbox

If you have installed the mailbox in your computer, you can set it as the default mailbox. For more information on setting the default mailbox, please refer to network resources.

To invite conference participants by local mailbox via YMS or Microsoft Outlook:

1. From the bottom left of the page, click **Invite**.
2. Select **Email Invitation** to invite conference participants by emails.

You can click **Copy invitation information**, and then paste the information to send the participants you want to invite.



3. Click **Local mailbox**.

You will enter the send email page in local mailbox. And then send emails to invite participants.

Note

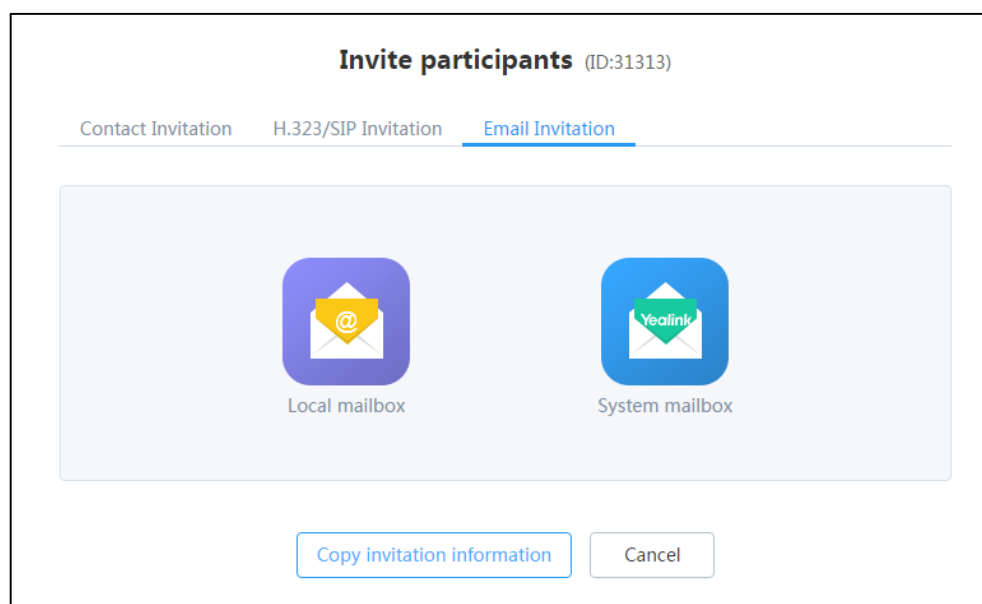
If you use Microsoft Outlook, you can only use Outlook mailbox to invite conference participants.

Inviting Conference Participants by System Mailbox

To invite conference participants by system mailbox via YMS or Microsoft Outlook:

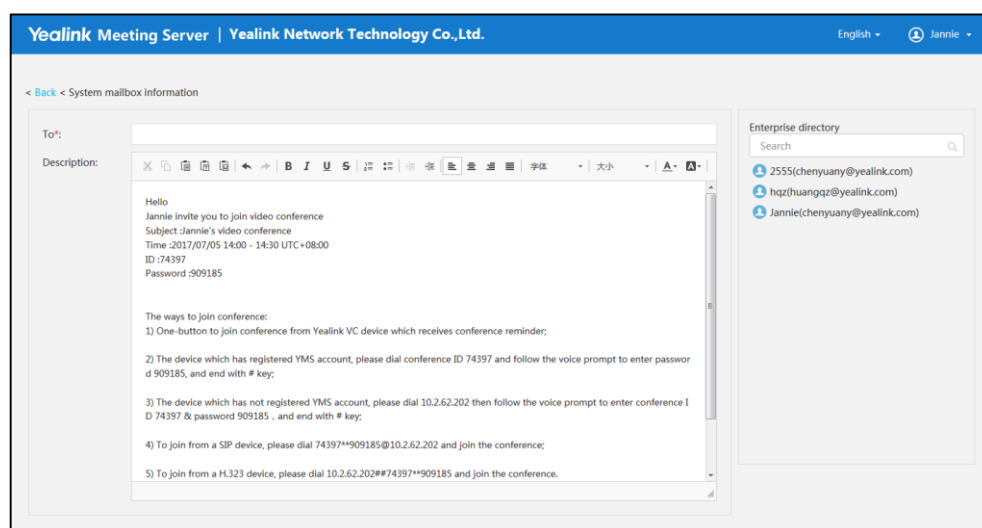
1. From the bottom left of the page, click **Invite**.
2. Select **Email Invitation** to invite conference participants by emails.

You can click **Copy invitation information**, and then paste the information to the participants you want to invite.



3. Click **System mailbox**.

You will enter the send email page of system mailbox.



4. Enter the email addresses of recipients in the **To** field.
You can also select recipients in enterprise directory or enter a few or all characters of the name or email of user in the Search box to add the recipient.
5. (Optional.) Enter the additional requirements in the **Description** input box. Conference

information is displayed by default.

Participants will view this information in email.

- Click **Submit** to send emails.

Related topics

[Accessing the Page of Controlling Conferences](#)

Searching for Conference Participants

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can search for conference participants.

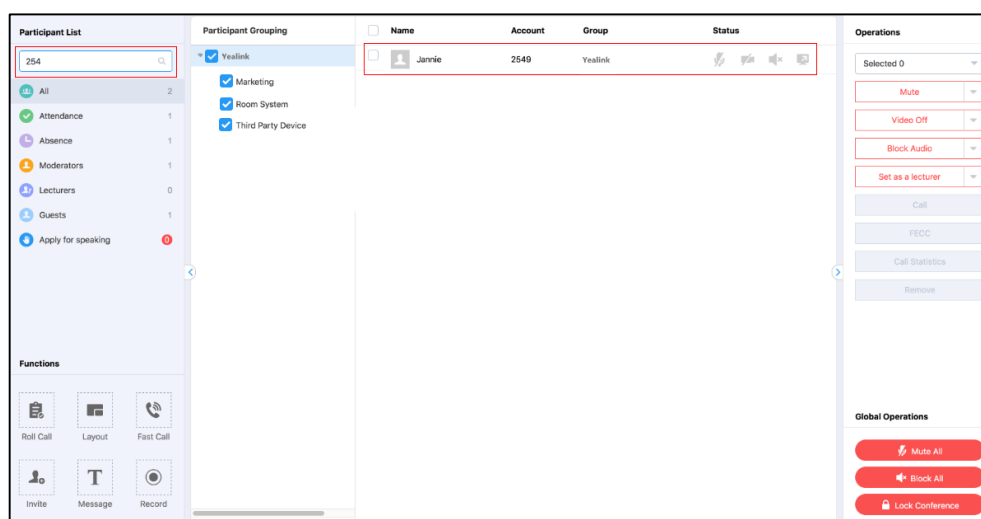
Before you begin:

- Access the page of controlling conferences.

To search for conference participants via YMS or Microsoft Outlook:

- Enter a few or all characters of the name or account of YMS account in the Search box.
- In the **Participant Grouping** list, check the desired checkbox of department.

The page will display the search results.



Related topics

[Accessing the Page of Controlling Conferences](#)


Conference Participants Apply for Speaking

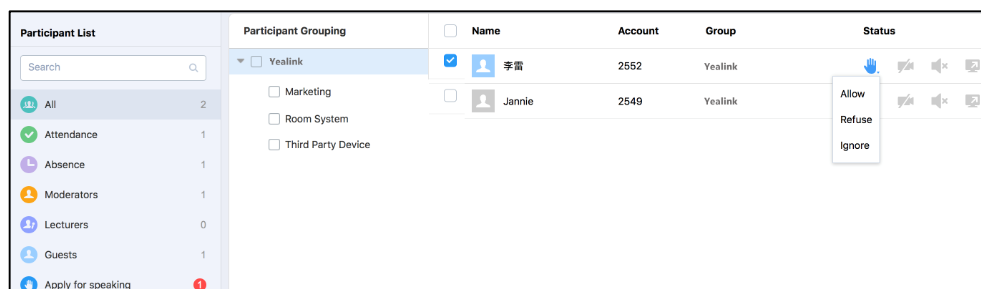
In **Training mode** scheduled conferences/permanent VMRs, the moderator can allow, refuse or ignore the application of speaking.

Before you begin:

- Access the page of controlling conferences.

To deal with the application of speaking via YMS or Microsoft Outlook:

1. In the participant list, click **Apply for speaking**.
2. Select the desired application, and then click .



3. Do one of the following:
 - Click **Allow** to allow the participant to speak.
 - Click **Refuse** to refuse the request.
 - Click **Ignore** to ignore the request, the applicant will stay muted and keep applying for speak.

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Removing Conference Participants

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can remove conference participants in the following scenarios:

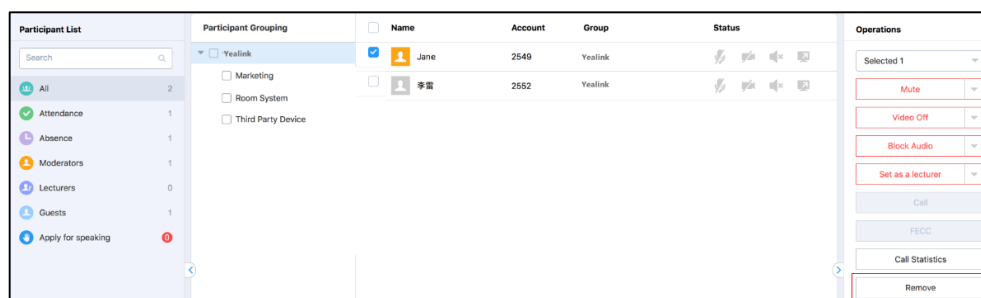
- To remove conference participants who are in conference.
- To remove the conference participants except for yourself who are absent from the participant list.

Before you begin:

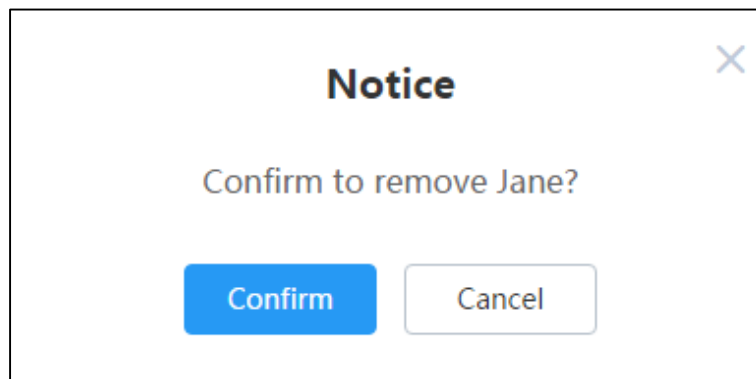
1. Access the page of controlling conferences.

To remove conference participants via YMS or Microsoft Outlook:

1. Check the desired checkbox of participant, click **Remove**.



The notice is displayed as shown next:



2. Click **Confirm** to remove the participant.

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Muting or Unmuting Conference Participants

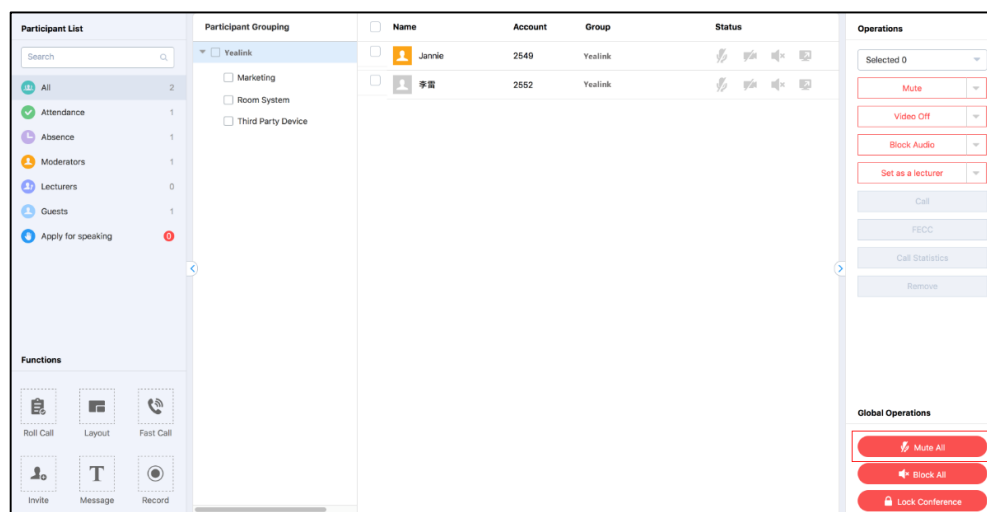
To avoid disturbing by conference participants' voice, in scheduled conferences, permanent VMRs or meet now conferences, the moderator can mute conference participants.

Before you begin:

1. Access the page of controlling conferences.

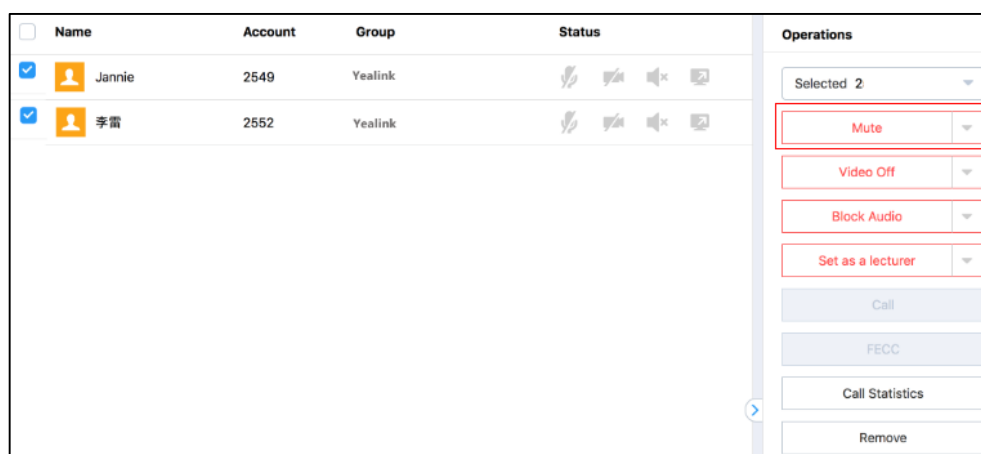
To mute conference participants via YMS or Microsoft Outlook:

1. Do one of the following:
 - To forbid all participants except for yourself from speaking, click **Mute All**.



- To forbid multiple participants from speaking, check multiple checkboxes of

participants, and then click **Mute**.



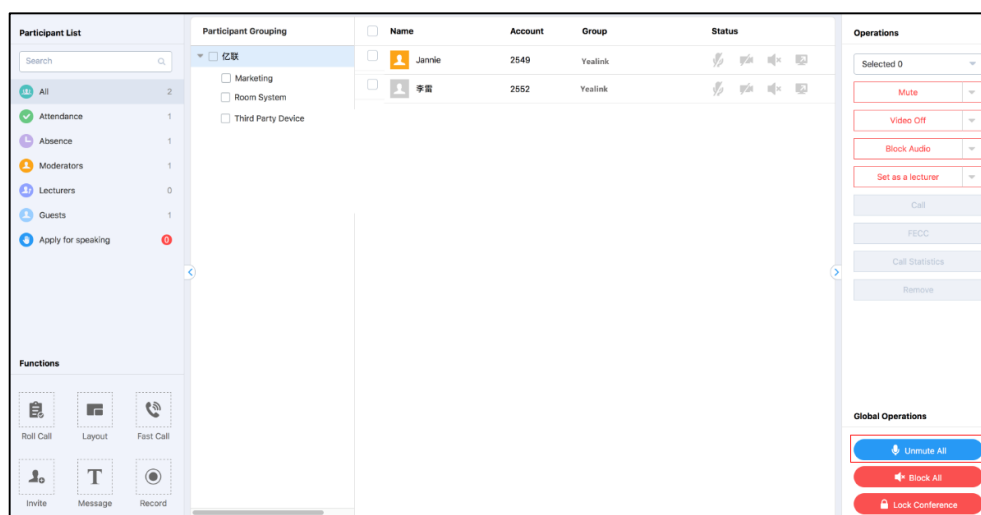
- To forbid a participant from speaking, check the desired checkbox of participant, and then click .



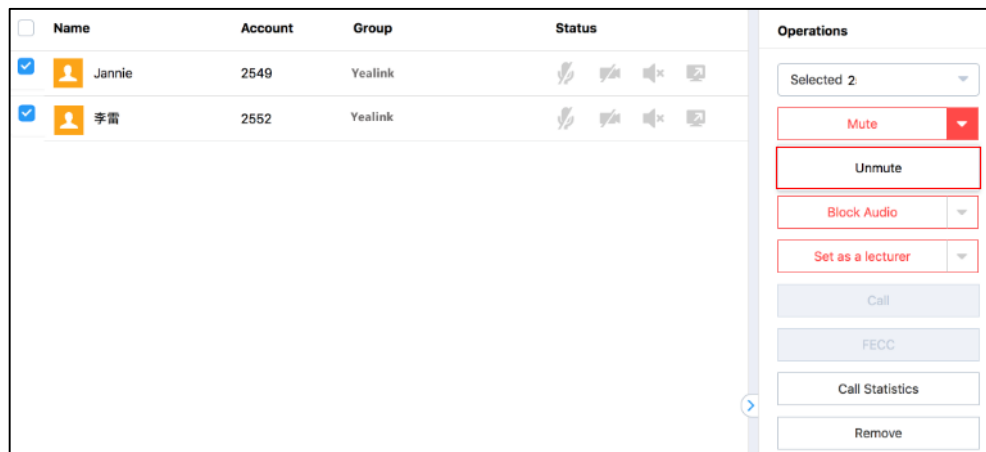
To unmute conference participants via YMS or Microsoft Outlook:


1. Do one of the following:






- To allow all participants to speak, click **Unmute All**.



- To allow multiple participants to speak, check multiple checkboxes of participants, and then select **Unmute** from the pull-down list.



- To allow a participant to speak, check the desired checkbox of participant, and then click .

<input type="checkbox"/>	Name	Account	Group	Status
<input checked="" type="checkbox"/>	 Jane	2551	Yealink Network Technology Co.,L...	   

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Turning on/off Video

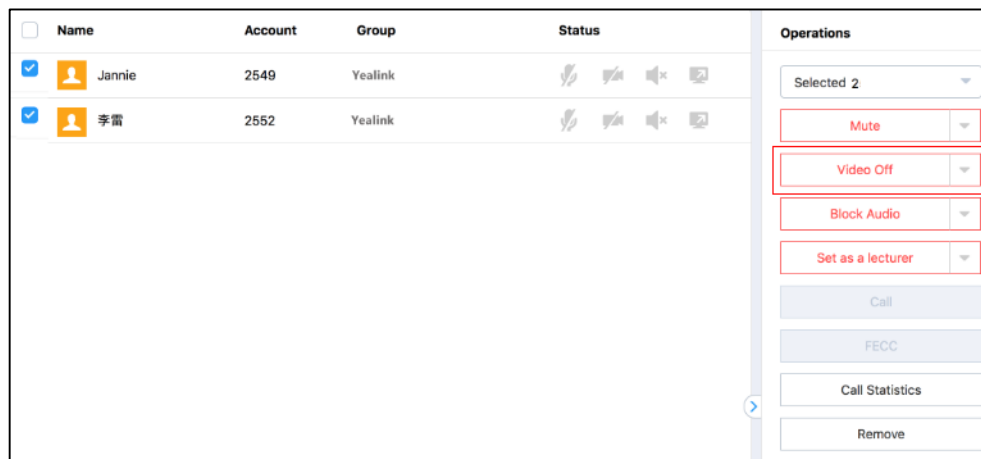
In order not to view the video of conference participants, in scheduled conferences, permanent VMRs or meet now conferences, the moderator can turn off the video of conference participants.

Before you begin:

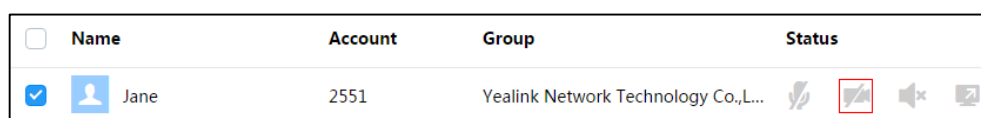
1. Access the page of controlling conferences.

To turn off video via YMS or Microsoft Outlook:**1.** Do one of the following:

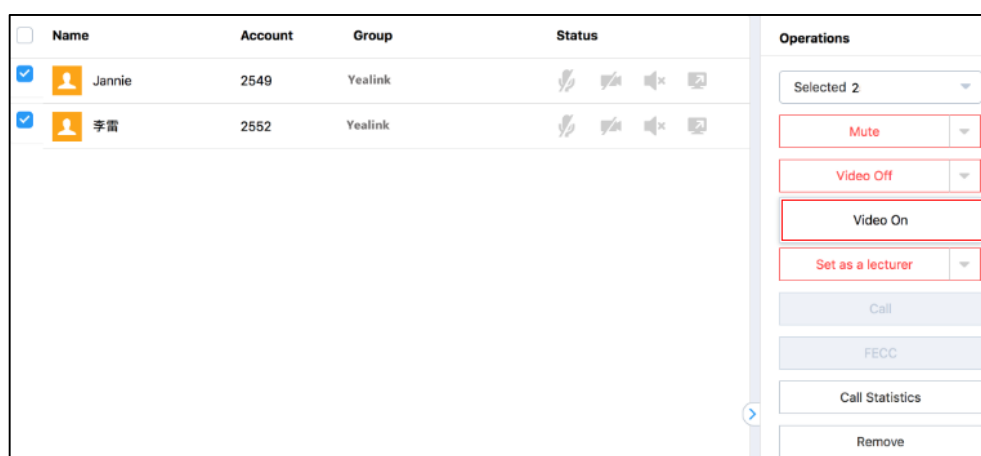
- To turn off the video of multiple conference participants, check multiple checkboxes of participants, and then click **Video Off**.









- To turn off the video of the conference participant, check the desired checkbox of participant, and then click .

**To turn on video via YMS or Microsoft Outlook:****1.** Do one of the following:

- To turn on the video of multiple conference participants, check multiple checkboxes of participants, and then select **Video On** from the pull down list.



- To turn on the video of the conference participant, check the desired checkbox of participant, and then click .

<input type="checkbox"/>	Name	Account	Group	Status
<input checked="" type="checkbox"/>	 Jane	2551	Yealink Network Technology Co.,L...	   

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Blocking or Unblocking Audio

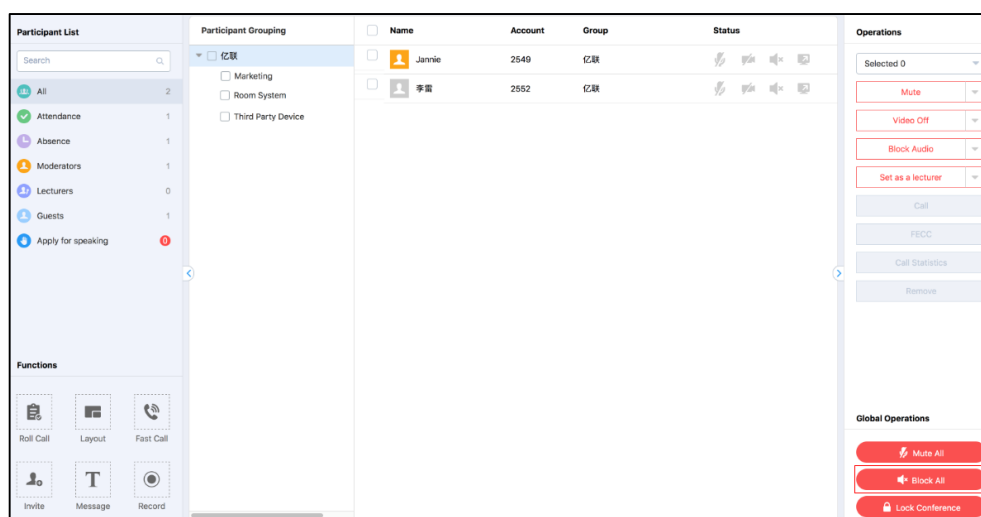
To avoid conference participants hearing your discussion, in scheduled conferences, permanent VMRs or meet now conferences, the moderator can block the audio of conference participants. Note that conferences participants blocked audio by a moderator cannot unblock themselves.

Before you begin:

1. Access the page of controlling conferences.

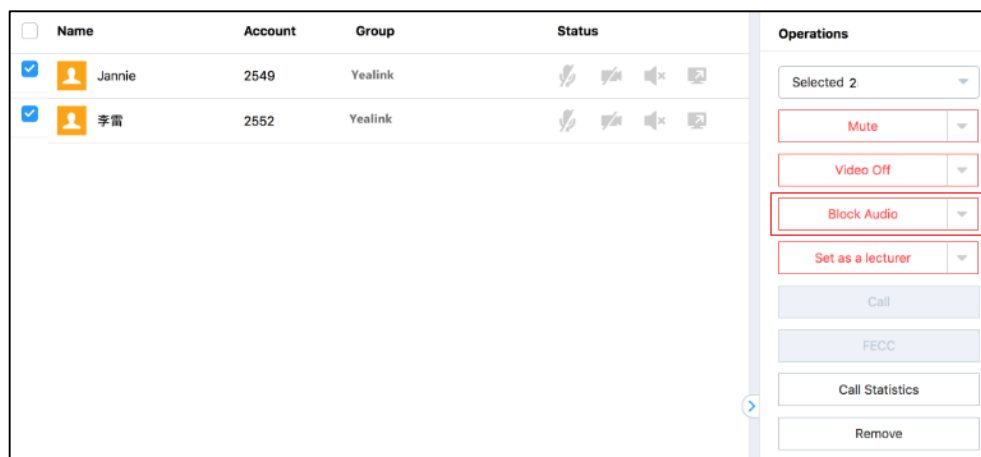
To block the audio of conference participants via YMS or Microsoft Outlook:


1. Do one of the following:
 - To block the audio of all participants except for yourself, click **Block All**.

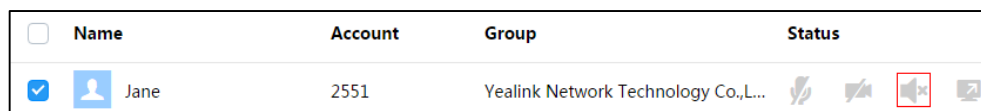


The screenshot displays the Conference Management interface. On the left, the 'Participant List' sidebar shows a search bar and a list of participant categories: All (2), Attendance (1), Absence (1), Moderators (1), Lecturers (0), Guests (1), and Apply for speaking (0). Below this is a 'Functions' section with icons for Roll Call, Layout, Fast Call, Invite, Message, and Record. The main area shows 'Participant Grouping' with a dropdown menu set to '亿联' and checkboxes for Marketing, Room System, and Third Party Device. A table lists participants: Jannie (Account 2549, Group 亿联) and 李雷 (Account 2552, Group 亿联). On the right, the 'Operations' panel shows a 'Selected 0' dropdown and buttons for Mute, Video Off, Block Audio, Set as a lecturer, Call, RECC, Call Statistics, and Remove. At the bottom right, 'Global Operations' includes buttons for Mute All, Block All, and Lock Conference.

- To block the audio of multiple participants, check multiple checkboxes of participants, and then click **Block Audio**.



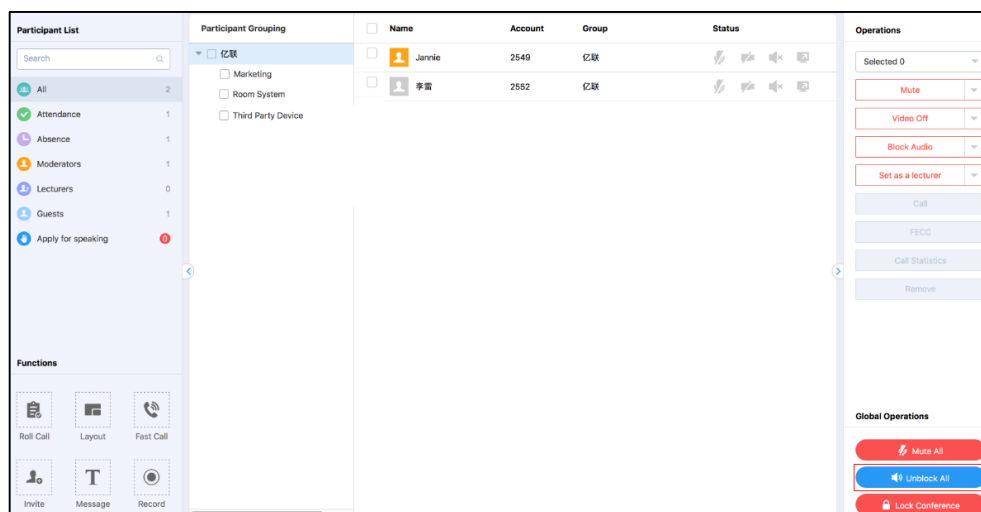
- To block the audio of participant, check the desired checkbox of participant, and then click .



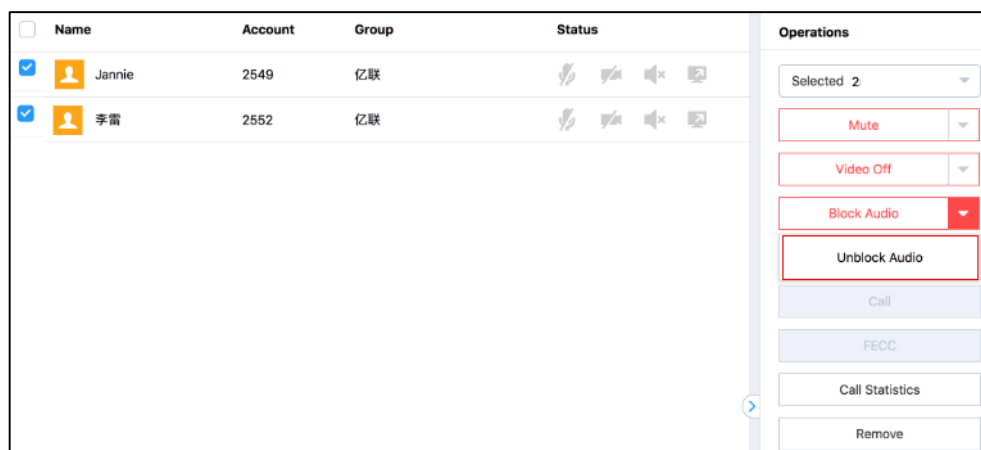
To unblock the audio of conference participants via YMS or Microsoft Outlook:

1. Do one of the following:

- To unblock the audio of all participants, click **Unblock All**.



- To unblock the audio of multiple participants, check multiple checkboxes participants, and then click **Unblock Audio**.



- To unblock the audio of participant, check the desired checkbox of participant, and then click .

<input type="checkbox"/>	Name	Account	Group	Status
<input checked="" type="checkbox"/>	Jane	2551	Yealink Network Technology Co.,L...	

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)



Switching the Roles Between the Moderators and Guests

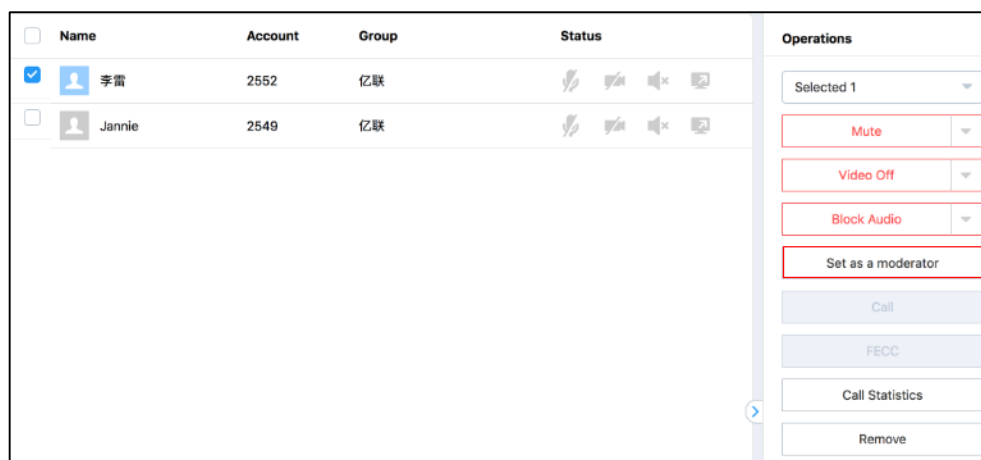
In scheduled conferences, permanent VMRs or meet now conferences, the moderator (except for the organizer) can set guests as moderators, or set moderators as guests.



Before you begin:

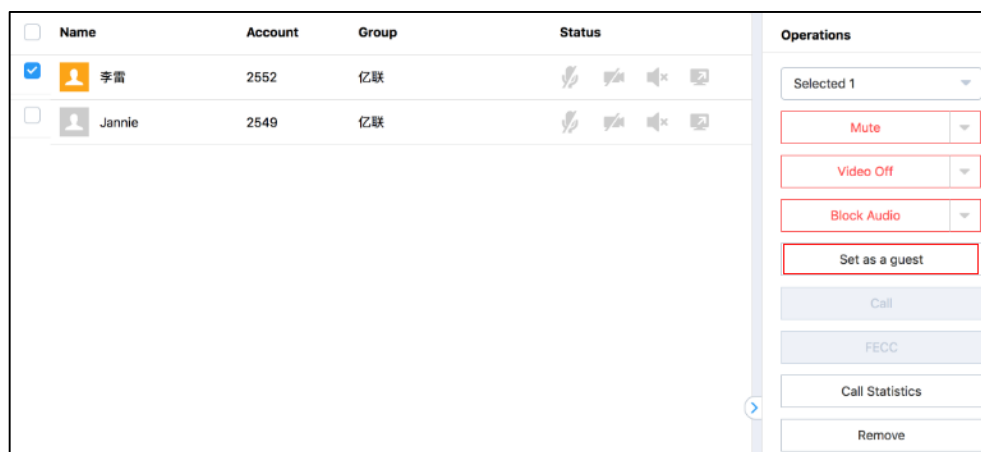
1. Access the page of controlling conferences.

To set guests as moderators via YMS or Microsoft Outlook:

1. Check the desired checkbox of guest, and then click **Set as a moderator**. The icon  changes to .

**To set moderators as guests via YMS or Microsoft Outlook:**

1. Check the desired checkbox of moderator, and then click **Set as a guest**. The icon  changes to .

**Related topics**

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Switching the Roles Between the Lecturers and Moderators/Guests

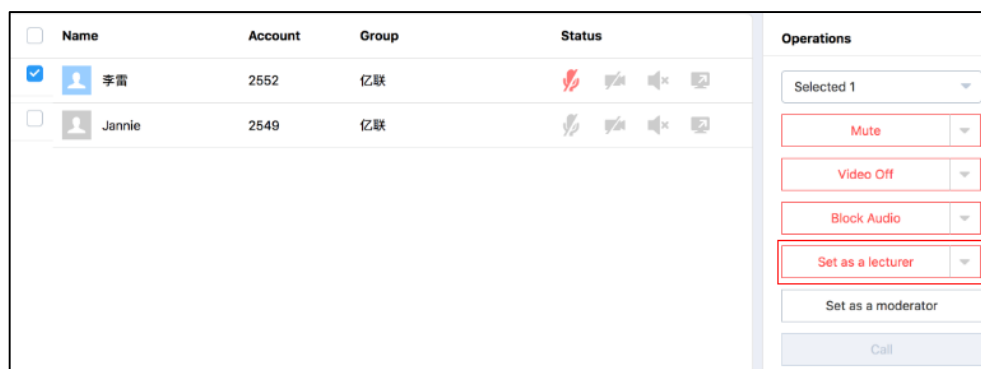
In **Training mode** scheduled conferences/permanent VMRs, the moderator can set moderators/guests as lecturers, or set lecturers as moderators/guests. By default, only lecturers' video can be viewed by guests and lecturers can share contents, and the lecturer can speak freely, other guests are muted and cannot share contents.

Before you begin:

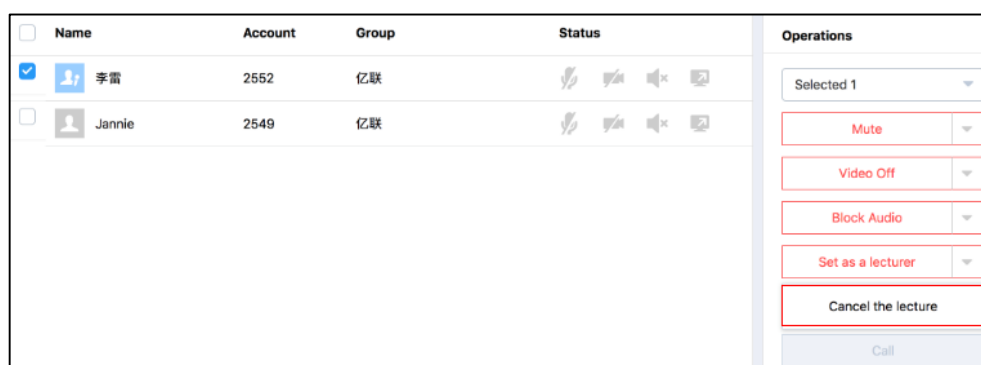
1. Access the page of controlling conferences.
2. Disable the template of personal layout.

To set moderators/guests as lecturers via YMS or Microsoft Outlook:

1. Check the desired checkbox of moderator/guest, and then click **Set as a lecturer**.

**To set lecturers as moderators/guests via YMS or Microsoft Outlook:**

1. Check the desired checkbox of lecturer, and then click **Cancel the lecture**.

**Related topics**

[Accessing the Page of Controlling Conferences](#)

[Adding Layout Templates](#)

[Searching for Conference Participants](#)

Controlling Far-end Camera

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can control the cameras of selected conference participants. Operations include pan-tilt-zoom (PTZ).

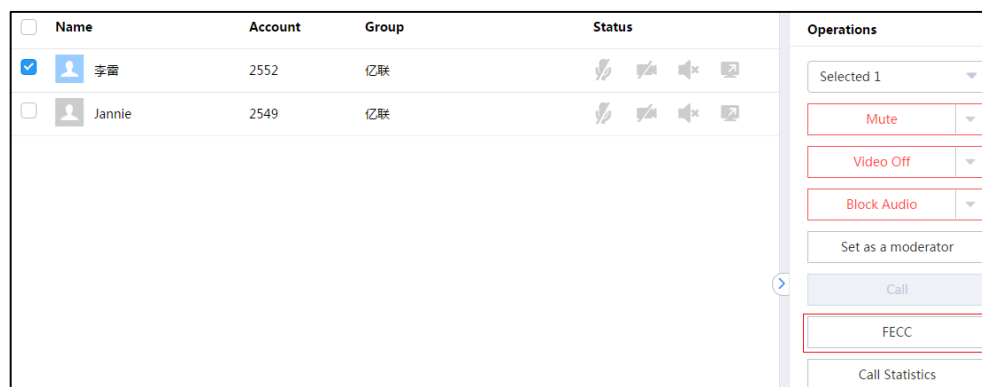
Note that the devices of conference participants must be VC800/VC500/VC400/VC120/VC110 video conferencing endpoints and support FECC (Far End Camera Control).

Before you begin:

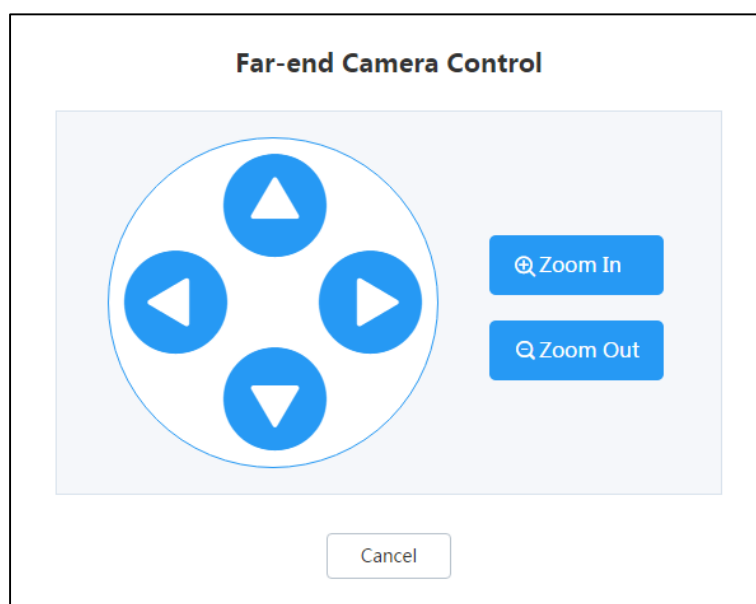
1. Access the page of controlling conferences.

To control far-end camera via YMS or Microsoft Outlook:





1. Check the desired checkbox of conference participant, and then click **FECC**.



The dialog box of **Far-end Camera Control** is displayed as shown next:



Do one of the following:

- Click  ,  ,  or  to adjust the viewing angle.
- Click **Zoom In** or **Zoom Out** to increase or decrease the camera zoom.

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Locking or Unlocking Conferences

To prevent any further participant from joining a conference after it has started, in scheduled conferences, permanent VMRs or meet now conferences, the moderator can lock the conference.

Before you begin:

1. Access the page of controlling conferences.

To lock conferences via YMS or Microsoft Outlook:

1. From the bottom right of page, click **Lock Conference**.

The conference is locked. Moderators can still enter the conference, but others cannot.

To unlock conferences via YMS or Microsoft Outlook:

1. From the bottom right of page, click **Unlock Conference**.

All people can enter the conference.

Related topics

[Accessing the Page of Controlling Conferences](#)

Calling the Roll

To check whether the conference participants join the conference, in scheduled conferences, permanent VMRs or meet now conferences, the moderator can call the roll.

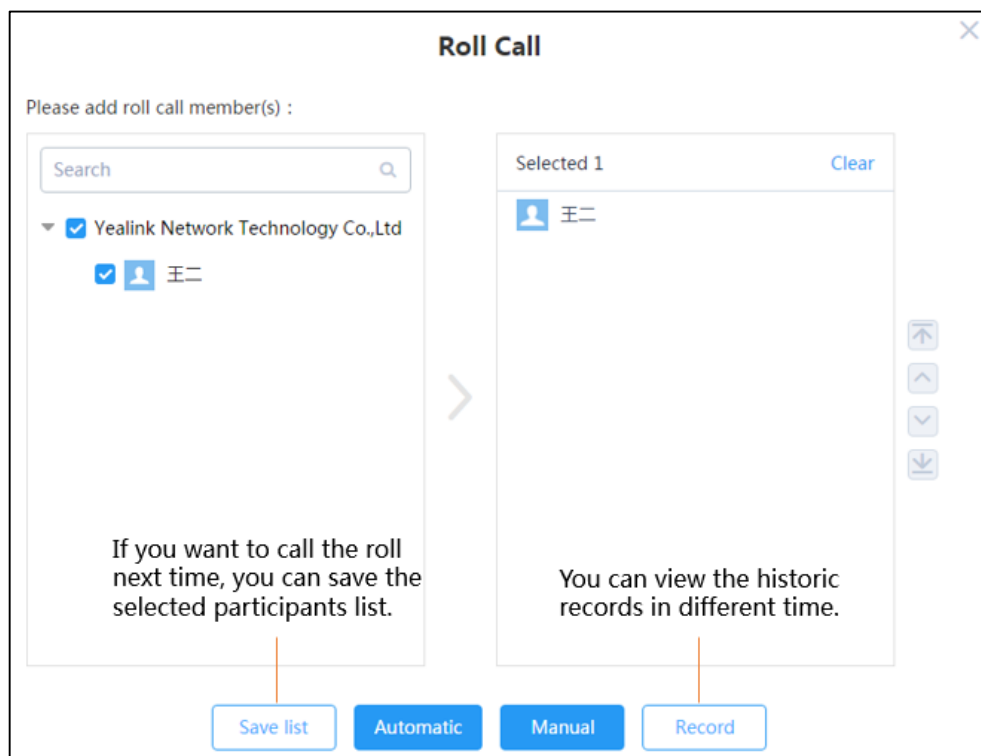
Before you begin:

1. Access the page of controlling conferences.

To call the roll via YMS or Microsoft Outlook:

1. From the bottom left of page, click **Roll Call**.
2. Select the desired conference participants.

You can also enter a few or all characters of the name, account or email of user in the Search box to select the participant.



3. Do one of the following:

- Click **Automatic**.


Enter the desired time in the **Set the frequency of automatic roll call (range: 1~60 seconds)** field.

The default is 5 seconds.

Roll Call

• Set the frequency of automatic roll call (range: 1~60 seconds)

Automatic roll call Checked 0/Total 1

 Jane

Unchecked

BackStartPauseFinish

Click **Start**.

After the roll call finishes, the page will display as shown next:

Roll Call

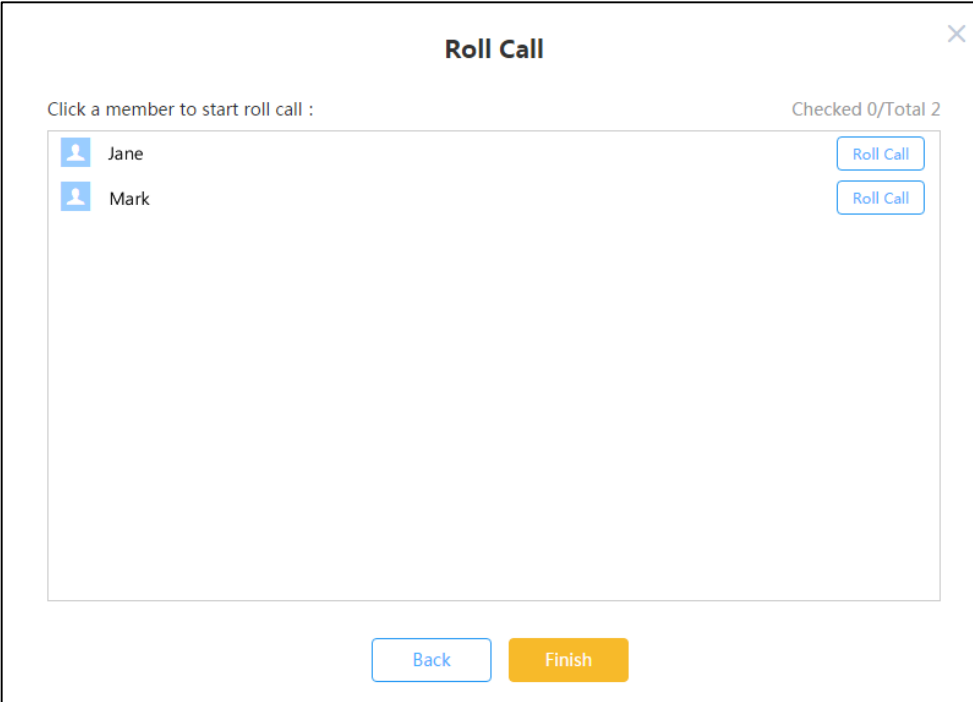
2017/11/15 09:29 ▼ Members : 1 Unchecked : 0 Absence : 0 Attendance : 1

Time	Members	Status
2017/11/15 09:29	Jane	Attendance

BackExport



– Click **Manual**.

Select the desired conference participant, and then click **Roll Call**.

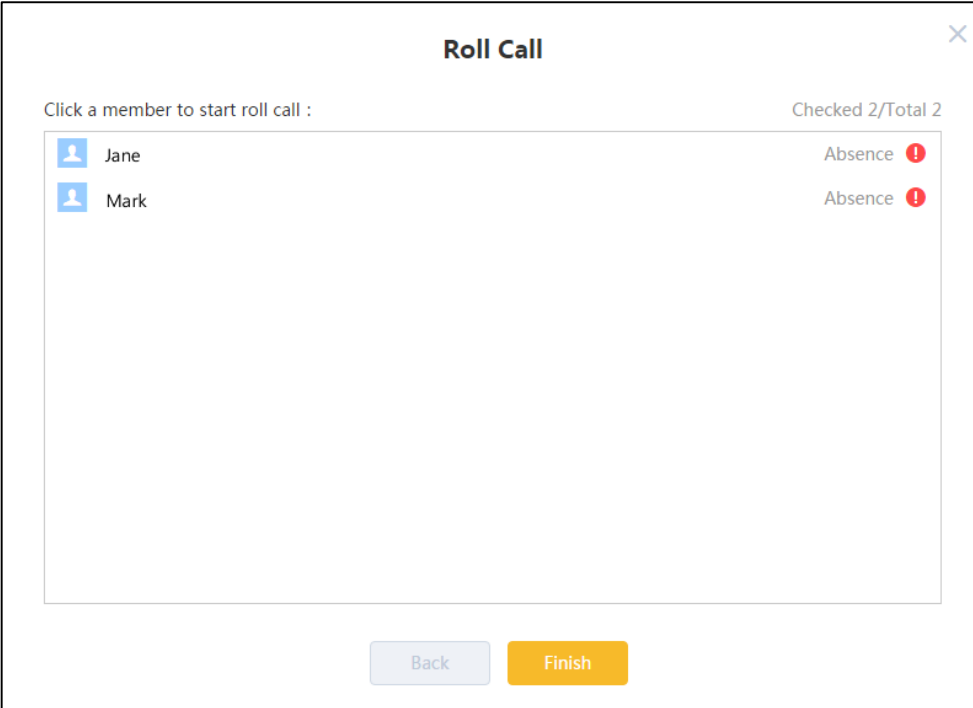


Roll Call ✕

Click a member to start roll call : Checked 0/Total 2





 Jane	<input type="button" value="Roll Call"/>
 Mark	<input type="button" value="Roll Call"/>

The page displays as shown next:



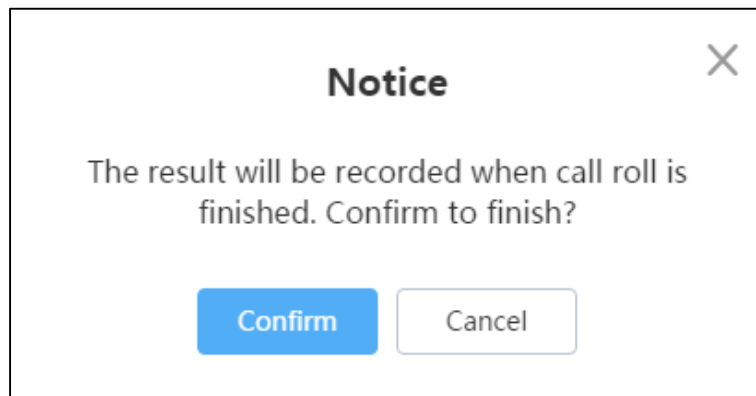
Roll Call ✕

Click a member to start roll call : Checked 2/Total 2

 Jane	Absence 
 Mark	Absence 

Click **Finish**.

The notice is displayed as shown next:



Click **Confirm**, the result will be recorded.

- Click **Export** to export the record, and then save it to your local system.

The following is an example:

Time	Name	Result
2017/11/15 08:56:04	Jane	Absence
2017/11/15 08:56:05	Mark	Absence

Note

During the roll call, except for moderators and conference participants who are called, others are muted. And all conference participants will enter the layout of roll call: the moderator views the conference participants who are called in full size. The guest views the moderator in full size. When there are multiple moderators, the voice-activated feature is enabled by default.

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Recording Conferences

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can record conferences. Users who cannot attend conferences can log in to the recording server to view conference videos and obtain conference information.

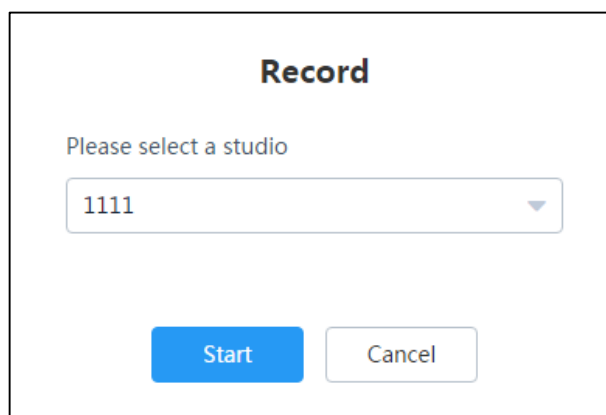
Before you begin:

- The enterprise administrator enables the record feature and adds studios via YMS. For more information, please refer to [Yealink Meeting Server Administrator Guide](#).
- You access the page of controlling conferences.

To record conferences via YMS or Microsoft Outlook:

- From the bottom left of page, click **Record**.

2. Select the desired studio from the pull-down list, and then click **Start**, the studio will join the conference as a participant.

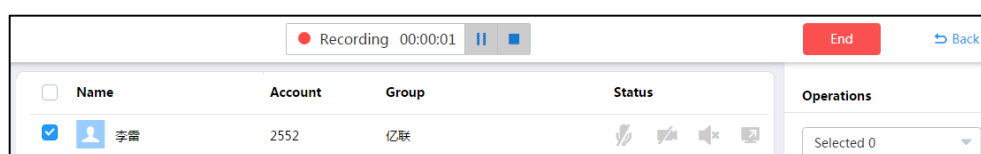


Record

Please select a studio

Start
Cancel

The page displays as shown next:



End
↩ Back

<input type="checkbox"/>	Name	Account	Group	Status	Operations
<input checked="" type="checkbox"/>	李雷	2552	亿联		<div style="border: 1px solid #ccc; padding: 2px;">Selected 0</div>

Click || stop recording or ■ to exit recording.

If you want view the file of recording, please contact Yealink technical support engineer.

Related topics

[Accessing the Page of Controlling Conferences](#)

Leaving Conferences

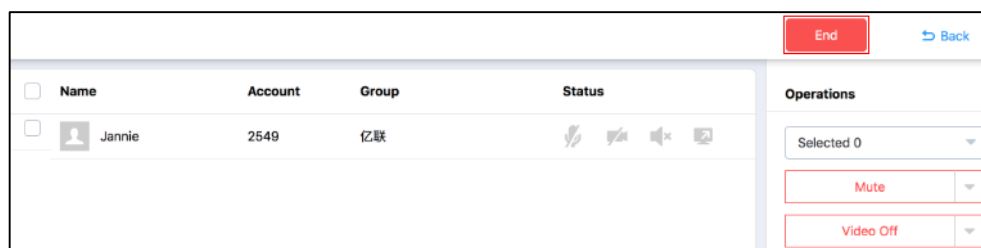
In scheduled conferences, permanent VMRs or meet now conferences, the moderator can leave conferences.

Before you begin:

1. Access the page of controlling conferences.

To leave conferences via YMS or Microsoft Outlook:

1. From the top right of page, click **End**.



End
↩ Back

<input type="checkbox"/>	Name	Account	Group	Status	Operations
<input type="checkbox"/>	Jannie	2549	亿联		<div style="border: 1px solid #ccc; padding: 2px;">Selected 0</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Mute</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Video Off</div>

2. Select **Leave, others keep going**.
Other participants remain connected.

Related topics

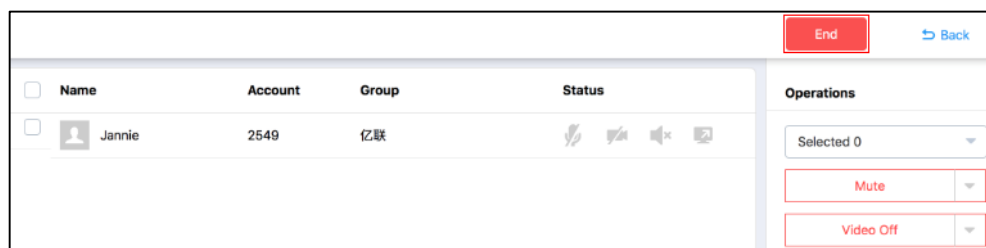
[Accessing the Page of Controlling Conferences](#)

Ending Conferences

In scheduled conferences, permanent VMRs or meet now conferences, the moderator can end conferences from the video conference control page or my schedule page.

To end conferences via YMS:

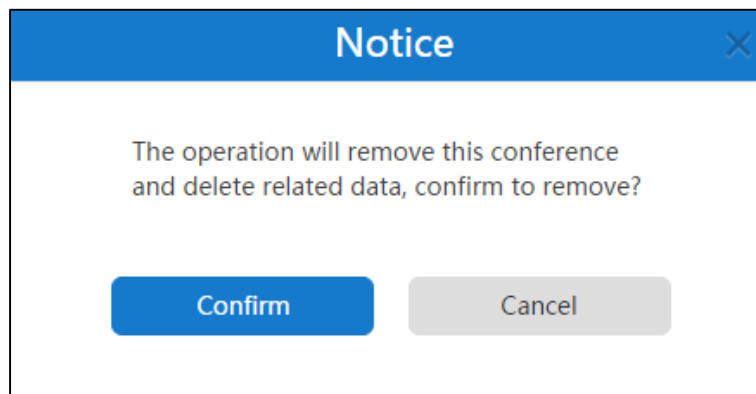
- Do one of the following:
 - Access the page of controlling conferences.
From the top right of page, click **End**.



Select **End conference**.

All participants leave the conference.

- Click **More>>** to enter my schedule page.
Hover your mouse over the desired conference, and then click **End conference**.

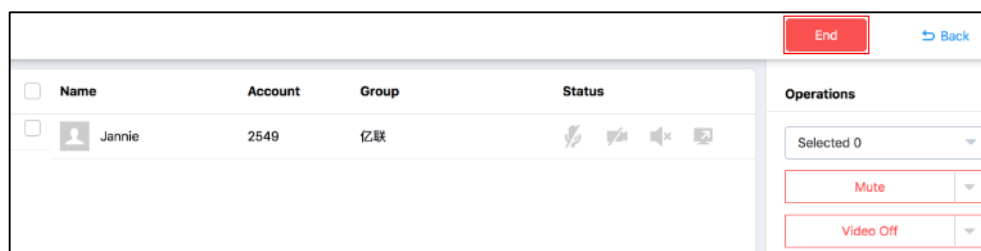


Click **Confirm**, all participants leave the conference.

To end conferences via Microsoft Outlook:

- Do one of the following:
 - Access the page of controlling conferences.

From the top right of page, click **End**.



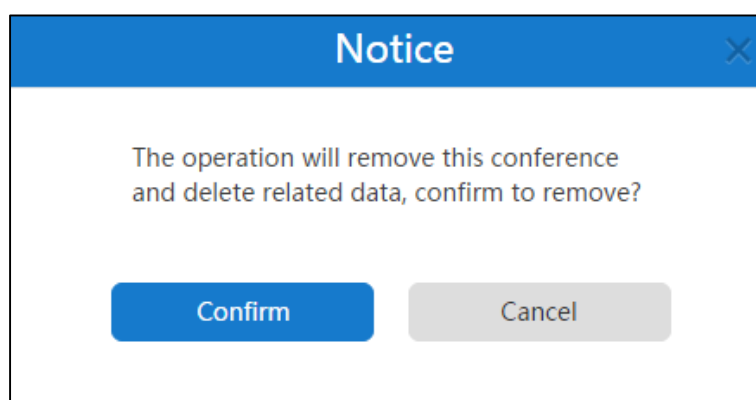
Select **End conference**.

All participants leave the conference.

- Click **HOME**->**Conference Schedule**->**Calendar**.

Hover your mouse over the desired conference, and then click **End conference**.

The notice is displayed as shown next:



Click **Confirm**, all participants leave the conference.

Related topics

[Accessing the Page of Controlling Conferences](#)

Troubleshooting

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

If problems you encounter are not mentioned in this chapter, you can contact Yealink distributor or Yealink technical support engineer.

Viewing Call Statistics

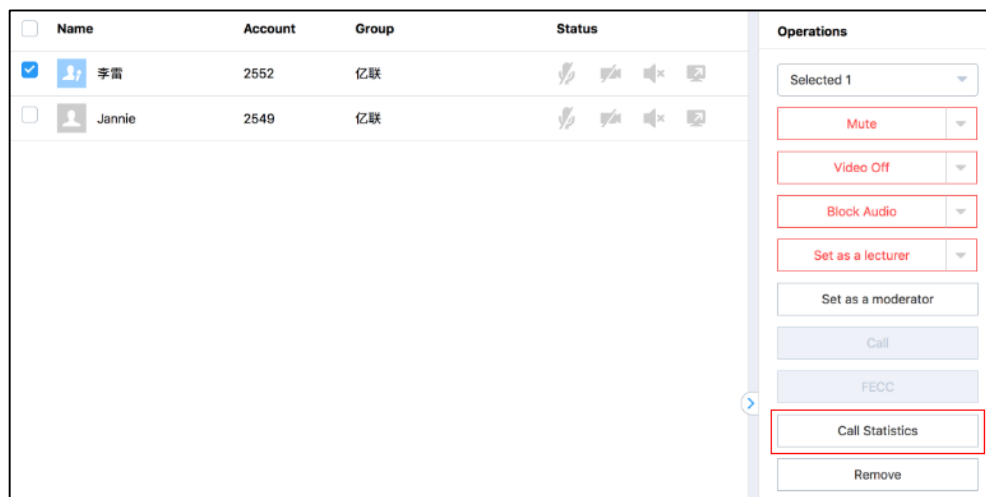
In scheduled conferences, permanent VMRs or meet now conferences, the moderator can view the call statistics of selected conference participants. The call statistics mainly contain the parameters about audio, video and share. You can know about the call quality by viewing codec, bandwidth, total packet lost and other parameters. For example, when a delay occurs or the video has a 'mosaic' look, you can view the total packet loss to check whether the packet has been lost.

Before you begin:

1. Access the page of controlling conferences.

To leave conferences via YMS or Microsoft Outlook:

1. Check the desired checkbox of conference participant, and then click **Call Statistics**.



The call statistics are displayed as shown next:

Call Statistics								
Device Information		Yealink VCDesktop 1.24.254.2		Total bandwidth		Incoming : 290.208kbps Outgoing : 473.155kbps		
Protocol		SIP		IP address		10.2.5.19		
Name	Channel	Resolution	Codec	Bandwidth	Jitter	Frame rate	Packets lost	Percentage lost
Video	Outgoing	640*360	h264	119.353kbps	0ms	1fps	0	0%
	Incoming	1280*720	h264	425.491kbps	0ms	15fps	0	0%
Audio	Outgoing	--	G7221C	48.015kbps	0ms	--		0%
	Incoming	--	G7221C	47.664kbps	0ms	--		0%
Content	Outgoing	1440*900	h264	122.84kbps	--	1fps	--	--
	Incoming	--	--	--	--	--	--	--

[Close](#)

You can enter the view call statistics screen during an active call. Information includes:

- Device information: the type of device and software version.
- Total Bandwidth: Receive Bandwidth and Send Bandwidth.
- Protocol used during a call.
- IP address.
- **Video:** Resolution, Codec, Bandwidth, Frame Rate, Jitter, Packet Lost, Packet Lost.
- **Audio:** Codec, Bandwidth, Jitter, Total Packet Lost, Packet Lost.
- **Content:** Resolution, Codec, Bandwidth, Frame Rate.

Related topics

[Accessing the Page of Controlling Conferences](#)

[Searching for Conference Participants](#)

Troubleshooting Solutions

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:

Type	Character Limit	Range
Login password	No	[6,16]

Type	Character Limit	Range
Email address	<, >, ", ', & are illegal characters, the correct format of email address is <user>@<domain.com/IP address>.	No
Accounts	Digits.	4
The name of account	Digits or characters	[1,64]
The subject of conference	No	[1,128]
The Search box of enterprise directory	No	[0,128]
The input box of the recipient	Digits, characters or _	[1,128]

Why do you fail to send emails to accounts?

- Check whether the email address is valid.

Why do not you receive emails?

- Ask users to check spam folders.

Why does the YMS 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-07:00) Arizona
(UTC-07:00) Chihuahua, La Paz, Mazatlan
(UTC-07:00) Mountain 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-04:00) 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

Time Zone Name
(UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb
(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

Time Zone Name
(UTC+09:00) Seoul
(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