

# Yealink VP59 Flagship Smart Video Phone User Guide



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eleting All Call Records
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## **About This Guide**

Thanks for choosing Yealink Flagship Smart Video Phone VP59.

VP59 possesses many features, such as 1080P-full HD video conferencing, good compatibility, easy deployment, intelligent network adaptability and so on, which allows you to experience a high quality video conference within a reasonable cost. Moreover, for it is portable, you can use it as a video conferencing device in small meeting room.

This guide can help you to quickly use VP59. Before you set up and use the phone, check with your system administrator that the IP network is ready for phone configuration and read the Quick Start Guide in the product package.

Related Documentations

## **Related Documentations**

The following table lists the related documents about the phone.

Item	Contents	Where to find	Language
Yealink VP59 VCS Edition Quick Start Guide	Phone installation and network configuration	On the website/ in the package	English/ Chinese
Yealink WPP20 Wireless Presentation Pod Quick Start Guide	Connect WPP20 wireless presentation pod to the phone	On the website/ in the package	English/ Chinese

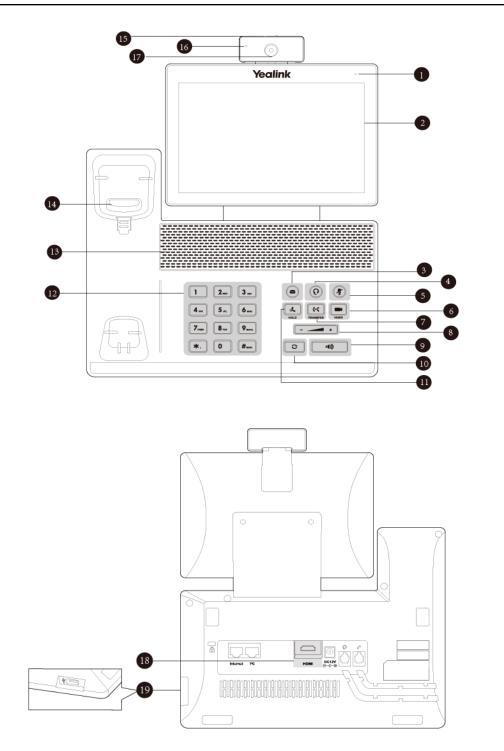
**Note:** You can download the latest documents online: http://support.yealink.com/documentFront/ forwardToDocumentFrontDisplayPage.

## **Getting Started**

The following topics introduce how to get started with your phone.

- Hardware Overview
- Screen Introduction
- Icon Introduction
- Entering Characters

## **Hardware Overview**



	Item	Description
1	Power Indicator LED	Indicates the call status and the system status.
2	Touch Screen	Touch to select the desired item.
		Displays the time, the date, the call and other related information.

	Item	Description
3	MESSAGE Key	Not available.
4	HEADSET Key	Toggles and indicates the headset mode.
		The key LED glows green when headset mode is activated.
5	MUTE Key	Toggles and indicates the mute feature.
		The key LED glows red when the call is muted.
6	VIDEO Key	<ul> <li>Allows you to preview local-site video when the phone is idle.</li> <li>Controls the transmission of video images during calls and conferences.</li> </ul>
7	TRANSFER Key	Not available.
8	Volume Key	Adjusts the volume of the handset, the speakerphone, the earphone, ringer or the media.
9	Speakerphone Key	Toggles and indicates the hands-free (speakerphone) mode.
		The key LED glows green when the hands-free (speakerphone) mode is activated.
10	REDIAL Key	Redials a previously dialed number.
11	HOLD Key	Not available.
12	Keypad	Use it to type in digits, letters and special characters.
13	Speaker	Provides hands-free (speakerphone) audio output.
14	Hookswitch	<ul> <li>Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line.</li> <li>Laying down the handset on the handset cradle, the phone disconnects from the line.</li> </ul>
15	Shutter Switch	Covers or uncovers the camera.
16	Camera Indicator LED	Indicates the status of video call and camera:
		<ul> <li>Receives a video call—Flashing green</li> <li>The camera is inserted and detected successfully on the phone—green</li> </ul>
17	Camera Lens	Two mega-pixel camera. The optimal object distance should be from 0.35m (1 foot) to 2m (6 feet).
18	HDMI Port	Allows you to connect an external monitor (optional) to your phone and the video image captured from camera (both the local site and the far site) will also be shown on the external monitor during a video call.
19	USB2.0 Port	Allows you to connect a USB flash drive/WPP20/CPN10/USB Line output adapter.

## **Screen Introduction**

When you register a Yealink Cloud account on the phone, the home page is as below:



Item	Description	
Time and Date	The time and date are displayed on the left side of the status bar and at the center of the Home page.	
Site Name	The site name of the device.	
Status Icon	The status icons are displayed on the center of the status bar.	
IP Address	<ul> <li>LAN: X.X.X.X: the IP address of VP59.</li> <li>Network disconnected: indicates the device is disconnected from a network cable, and you need check the network cable.</li> <li>255.255.255.255: indicates the device fails to obtain an IP address. Check the connection between the device and the DHCP server, or configure a static IP address for the device.</li> </ul>	
Register Account	<ul> <li>Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator.</li> <li>The registered account is displayed on the right side of the Home page, tap the desired account to go to the Dial page.</li> </ul>	
Dial	Go to the Dial page.	
Meet Now	When you register a Yealink Cloud account or a YMS account, you can initiate a Meet Now conference.	
Setting	Configure the phone.	
File Manager	It stores all the local images and videos. If you insert a USB flash drive, you can copy, cut the local file to the USB flash drive.	
	<ul> <li>Mute the microphone, enable DND, and enable Auto Answer.</li> <li>Adjust the brightness.</li> </ul>	
Conference Schedule	When you register a Yealink Cloud account or a YMS account, you can view the conference schedule.	
Record	Record videos.	

Item	Description
Presentation	Start or finish presentation.

## **Icon Introduction**

The icons displayed on the status bar of the monitor/CTP20 are introduced as below:

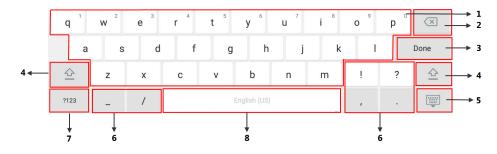
lcon	Description
	Network is available
<b>7</b> /4	The local camera is unavailable
((:	Wi-Fi mode is enabled, but the device is disconnected from the wireless network
((:	Wi-Fi mode is enabled, and the device is connected to the wireless network
$\bigcirc$	Wireless hotspot is enabled
SIP	A SIP account is registered
H323	An H.323 account is registered
VC	A Yealink Cloud account/YMS account is registered
PSTN	A PSTN account is registered
	Log into the StarLeaf/Zoom/Pexip/BlueJeans/EasyMeet platform
Ą	Auto answer
~	Missed calls (it is displayed on the status bar of the device)
×	The volume is 0
0	DND (do not disturb) is enabled
	Dual screens
~	Wireless sharing (share PC content via WPP20 wireless presentation pod)

lcon	Description
-	A USB flash drive is inserted
VPN	VPN is enabled
1	The phone is muted in a call.
0	Call encryption
	Record videos
v.	Dialed calls (H.323 account/SIP account/IP Call)
C	Dialed calls (Cloud platform)
હ	Received calls (H.323 account/SIP account/IP Call)
Ċ	Received calls (Cloud platform)
<b>v</b>	Missed calls (H.323 account/SIP account/IP Call)
ଝ	Missed calls (Cloud platform)
2	Local directory
2	Yealink Cloud contacts or YMS contacts
	Virtual Meeting Room
2	Third party devices
	Room system
•	Place video calls
0	Place voice calls

## **Entering Characters**

The phone provides Android keyboard (AOSP) and Google Pinyin input methods.

Android Keyboard (AOSP) – English (US) Input Method



Number	Key Tone		Description		
1	26 English Letters		<ul> <li>Enter the letter.</li> <li>Long tap a key, and then slide to choose an option.</li> </ul>		
2	Delete key		<ul> <li>Tap to delete the entered character one by one.</li> <li>Long tap to delete two or more characters</li> </ul>		
3	This key is flexible to identify the context sensitive features.	Next	Tap to go to the next field.		
		Done	Tap to dial out the number/finish typing.		
4	<u> </u>		Switch to the uppercase input mode.		
5	T		Collapse the keyboard.		
6	Special character.		<ul> <li>Enter the corresponding special character.</li> <li>Long tap the period and then select an item.</li> </ul>		
7	?123		Switch to the numeric & symbolic input mode.		
8	Space Key		<ul> <li>Enter a space.</li> <li>Long tap the space to change the input method.</li> </ul>		

#### Google Pinyin Input Method

You can long tap the space key to change the input method to Google Pinyin, then you can enter Chinese.



Tap the key in the bottom-left corner to change the input method to Android Keyboard (AOSP)-English (United States).

## **Running the Setup Wizard**

The setup wizard appears automatically at the first startup or when the device is reset to factory. You can configure the initiative settings according to the prompts, for example, the language, the network, and the account.

## Calling

This section is about call operations.

- Placing a Call by Dialing a Number
- Editing Numbers Before Calling
- Placing a Call to Contacts
- Placing a Call from the Call History
- Redialing
- Answering Calls
- Enabling DND
- Rejecting Incoming Calls
- Ending Calls

## Placing a Call by Dialing a Number

#### About this task

Depending on your system's capabilities, you can dial the following contacts on your phone:

- SIP URI (for example, 2210@sip.com)
- IP address (for example, 192.168.1.15)
- H. 323 account, SIP account, Cloud account, YMS account or PSTN account
- If you register different accounts on the phone, you can use one of them to place the call, including the Cloud

account/YMS account/H.323 account/SIP account/PSTN account/H.323 IP Call/SIP IP Call

#### Procedure

- 1. Tap Dial.
- 2. Optional: In the bottom-right corner, tap **Auto** and select the desired call type from the drop-down menu.
- 3. Enter the number.
- **4.** Tap 💶.

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**Tip:** If you register a SIP/H.323/YMS/Yealink Cloud account/PSTN account on the phone, you can select the desired one from the right side of the Home page to place calls.

## **Editing Numbers Before Calling**

Editing numbers before calling allows you to edit the call history and dial it out, so that you do not need to enter the similar number again.

#### Procedure

- 1. Tap Dial.
- 2. Select the desired type of the call history.
- **3.** Tap <sup>①</sup> after the desired call history.
- Tap Edit before calling. The selected call history will be filled in the dialing input box automatically.
- 5. Edit the number and dial out.

## **Placing a Call to Contacts**

#### Procedure

- 1. Tap Dial.
- 2. Select the desired contact type.
- 3. Tap the desired contact to place a video call.

If you want to place a voice call, long tap <sup>6</sup> beside the desired contact, and then select **Voice Call**.

## Placing a Call from the Call History

#### Procedure

- 1. Tap Dial.
- 2. Select the desired type of the call history.
- 3. Tap the desired call history to place a video call.

If you want to place a voice call, long tap  $\$  beside the desired contact, and then select **Voice Call**.

## Redialing

The phone stores the dialed number, which can help you quickly dial the number again.

#### Procedure

1. Press the REDIAL key.

The dialed numbers are displayed on the screen.

- 2. Select the desired number.
  - *i* **Tip:** Press the REDIAL key twice to dial the latest dialed number.

## **Answering Calls**

You can enable auto answer feature, so that the phone will answer the incoming calls automatically, and you can answer the calls manually.

- Manually Answering Calls
- Answering a Call Automatically in Idle State

#### **Manually Answering Calls**

#### Procedure

Tap **Answer** when receiving calls.

#### Answering a Call Automatically in Idle State

You can enable the auto answer feature to answer calls automatically when the device is idle.

#### About this task

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**Note:** Auto answer feature may create security issues, for example, an unexpected caller can view your video conference room randomly.

#### Procedure

- 1. In the top-right corner of the Home page, tap  $\bigcirc$  .
- 2. Enable Auto Answer.

## **Enabling DND**

You can enable DND feature to reject incoming calls automatically. All the rejected calls will be recorded to the missed call list. To prevent callers from interrupting the active call, you can enable DND during an active call. The DND feature will be disabled automatically after the call ends.

#### Procedure

- 1. In the top-right corner of the Home page, tap  $\bigcirc$ .
- 2. Enable DND.

The icon 🗢 will appear on the status bar of the touch screen.

## **Rejecting Incoming Calls**

#### Procedure

Tap Reject when receiving calls.

## **Ending Calls**

#### Procedure

Tap Hang up.

If you display the video image in the full screen, you need tap 🏁 first, and then tap Hang up.

## Local Video Conference

The meeting contains at least three parties ans the following introduces how to initiate and manage local video conferences, besides, you can also use the wireless Presentation Pod software to manage local video conferences.

The differences between a local conference and a cloud server/YMS server conference are as below:

- The local video conferencing conference only provides a few conference control functions.
- The cloud server/YMS server conference is integrated into a separate device (such as the cloud server/ YMS server). You need to log into the Cloud account/YMS account on the endpoint. The cloud/YMS conference has more conference control functions and provides higher performance and processing capabilities than the local conference.

**Note:** In a cloud or YMS call, the call is merged into a local conference after you receive a new call.

- Initiating a Local Video Conference
- Controlling the Local Video Conference

## Initiating a Local Video Conference

You can add multiple contacts to a group, and then dial this group to initiate a conference.

- Initiating a Conference by Dialing a Group
- · Initiating a Conference by Inviting Contacts

#### Initiating a Conference by Dialing a Group

#### Procedure

- 1. Tap Dial.
- 2. Select the desired contact group.
- **3.** Select the desired contacts from the group. All the selected contacts are displayed on the right side of the page.
- 4. Tap Start Conference Call.

#### Initiating a Conference by Inviting Contacts

You can invite contacts during a call to initiate a conference.

#### Procedure

1. Tap New Call on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- 2. Do one of the following:
  - Tap the desired contact type, select the desired contacts, and then tap **Start Conference Call** in the bottom-right corner.
  - Select the desired call history and call the desired contact.
  - On the right side of the page, enter the contact number and tap

## **Controlling the Local Video Conference**

In a local conference, the participant roles are as below:

- Moderator: The moderator is someone who initiates the conference and has meeting control permissions.
- Participants: Participants other than the moderators have no control over the meeting. The call with the
  moderator is a point-to-point call, and you can control the camera of the moderator or end the call with
  the moderator.
- Turning off the Local Camera
- Controlling the Remote Cameras
- Removing Participants from the Local Video Conference
- Ending the Local Video Conference

#### **Turning off the Local Camera**

During a video call, you can turn off the local camera.

#### Procedure

#### Tap 🕗 > **Camera Off**.

If you display the video image in the full screen, you need to exit the full screen first.

After you turn off the local camera, the remote party cannot see your video image.



**Tip:** You can also press the VIDEO key on the phone or drag the shutter switch to close the local camera.

#### **Controlling the Remote Cameras**

The moderator can control the camera of all participants, including moving up, down, right and left, and zooming in/out. Participants can only control the camera of the moderator.

#### Before you begin

Make sure that the remote camera is turned on.

#### Procedure

- 1. During a call, tap **Participant** and select **Camera Control** beside the desired participant. If you display the video image in the full screen, you need to exit the full screen first.
- 2. Tap the navigation keys to adjust the camera angle.
- 3. Tap 💿 or 💽 to adjust the focal length.

#### **Removing Participants from the Local Video Conference**

If you are the moderator in a local video conference, you can remove participants.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Tap Remove beside the desired participant.

#### **Ending the Local Video Conference**

#### Procedure

1. Tap Hang up.

If you display the video image in the full screen, you need tap  $\approx$  first, and then tap **Hang up**. It prompts whether or not you want to end all calls.

2. Tap OK.

## **Using the Yealink Meeting Management Platform**

The Yealink Meeting Management Platform is a value-added and cloud-based service platform for Cloud systems.

When you register a Yealink Cloud account, you can use the video conferencing features of Yealink Cloud.

There are three types of Yealink Cloud video conferences:

- Meet Now: you can initiate a Meet Now conference at any time, without a reservation.
- Scheduled conference: you should schedule the conference via the Yealink Meeting Management Platform.
- Virtual Meeting Room: the VMR is created by your Yealink Cloud enterprise administrator. Yealink Cloud users can join the VMR at any time without a reservation.

#### With the feature of Yealink Cloud video conferencing, you can do the following:

- Join scheduled conferences.
- Initiate meet now conferences.
- Join the permanent VMR.
- Manage Yealink Cloud video conferences.
- Note: If multiple devices (with the same Yealink Cloud account registered in) join the same conference, the former joined device will exit the conference automatically once another device joins. The conference only allows one of them to join the conference.
- Meet Now

- Viewing Scheduled Conferences
- Joining Scheduled Conferences
- Virtual Meeting Room (VMR)
- Controlling Yealink Cloud Video Conferences

### Meet Now

When you register an account, you can initiate a Meet Now conference at any time, without any reservation. Contact your administrator to check whether the Meet Now conference is enabled for your account.

#### Procedure

#### Tap Meet Now.

After the Meet Now conference is initiated successfully, you can invite participants.



**Note:** In a Meet Now conference, if you receive and answer a call from a contact, the contact will join the conference automatically.

## **Viewing Scheduled Conferences**

If you have scheduled conferences or are invited to a scheduled conference, the conference schedule will be displayed on your device (with Yealink Cloud account registered), and the mailbox linked to the Yealink Cloud account will receive an email about the conference details.

#### Procedure

Do one of the followings:

- On the Home page, view the conference schedules. Today upcoming or ongoing conferences are displayed in the conference schedule.
- Select one schedule to see the schedule list, then you can see the ongoing or upcoming conferences of future 7 days.

## **Joining Scheduled Conferences**

After scheduling a conference on Yealink Meeting Management Platform, the conference will be pushed to the endpoint synchronously. You can join the conference 30 minutes before the scheduled conference starts by default. The time to enter the conference in advance is set by the organizer.

- Joining a Scheduled Conference from a Conference Reminder
- Joining a Scheduled Conference from the Conference Schedule

#### Joining a Scheduled Conference from a Conference Reminder

A conference reminder pops up on your phone 5 minutes before the conference starts.

#### Procedure

Do one of the following:

- Select Join to join the scheduled conference.
- Select Detail to view the conference details, and select Join.
- Select Ignore, and then this reminder will not pop up again.

**Note:** During a call/conference, if there is an upcoming scheduled conference, the conference reminder will not pop up. If the call/conference ends, and the scheduled conference is still ongoing, the conference reminder will pop up again. But if the scheduled conference ends, the conference reminder will not pop up.

#### Joining a Scheduled Conference from the Conference Schedule

By default, you can join a upcoming conference 5 minutes in advance. This time is set by the enterprise administrator.

#### Procedure

- 1. Tap Conference Schedule.
- **2.** Select the desired conference. When the conference is about to take place in 5 minutes, you can join the conference.
- **3.** Tap **Join**.

## Virtual Meeting Room (VMR)

The VMR is created by the Yealink Cloud enterprise administrator on the Yealink Meeting Management Platform, so that the Yealink Cloud user can call into the VMR to initiate video conferences at any time.

• Joining a VMR

#### Joining a VMR

#### Procedure

- 1. Tap Dial > Cloud > VMR.
- 2. Tap the desired VMR to place a video call.

If you want to place a voice call, tap <sup>5</sup> beside the desired VMR and then tap Voice Call.

## **Controlling Yealink Cloud Video Conferences**

The following introduces how to manage Yealink cloud video conferences, including scheduled conferences, Meet Now conferences and Virtual Meeting Room (VMR).

#### In the Yealink Cloud video conferences, the participant roles are as below:

- Organizer: The organizer is someone who schedules the conference on the Yealink Meeting Management Platform or create a meeting on the endpoint. The organizer can designate any participant to be a moderator and give them control over the conference. The organizer is also the moderator.
- Moderator: The moderator is someone can control the conference.
- · Guest: Participants other than the moderator cannot control the conference.

You may be the moderator or the guest when you join the meeting. The organizer is the moderator by default. The organizer is the moderator by default. The meeting control permissions of the moderator, and guest are as below:

Organizer/Moderator	Guest		
Invite conference participants	Invite conference participants		
Remove conference participants	-		

Organizer/Moderator	Guest			
Lock/Unlock the conference	-			
Allow/Reject the participant to join the conference	-			
Move participants to the lobby	-			
-	Apply for speaking			
Manage the application	-			
Switch the roles between moderator and guest	-			
Switch between free speak and raise hand mode	-			
Block/Unblock the audio	-			
Mute/Unmute all conference participants	-			
Mute/Unmute a conference participant	-			
Disable/Enable the remote camera	-			
Set as spotlight video/Cancelling the spotlight video	-			
Controll the remote ameras	-			
View the message list	View the message list			
Leave the conference	Leave the conference			
End the conferences	-			

- Inviting Conference Participants
- Removing Conference Participants
- Locking/Unlocking the Conference
- Allowing/Rejecting the Participant to Join the Conference
- Moving Participants to the Lobby
- Applying for Speaking
- Managing the Application
- Blocking/Unblocking Audio
- Switching Roles between Moderator and Guest
- Switching between Free Speak and Raise Hand Mode
- Muting/Unmuting All Conference Participants
- Muting/Unmuting a Conference Participant
- Setting as Spotlight Video/Cancelling the Spotlight Video
- Enabling/Disabling the Remote Camera
- Controlling the Remote Cameras
- Viewing the Message List
- Leaving the Conference
- Ending the Conferences

#### **Inviting Conference Participants**

During the Yealink Cloud video conference, any participants can invite other Yealink Cloud contacts to join the conference.

#### Procedure

1. Tap New Call on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- 2. Do one of the following:
  - Tap the desired contact type, select the desired contacts, and then tap **Start Conference Call** in the bottom-right corner.
  - Select the desired call history and call the desired contact.
  - Enter the contact number on the right side and tap \_\_\_\_\_.

#### **Removing Conference Participants**

In a Yealink Cloud video conference, the moderator can remove conference participants.

#### Procedure

- 1. Tap Participant on the left side.
  - If you display the video image in the full screen, you need to exit the full screen first.
- **2.** Tap beside the desired participant and tap **Remove**.

The phone prompts whether or not you are sure to delete.

3. Tap OK to remove the desired participant.

#### Locking/Unlocking the Conference

The moderator can lock or unlock the conference. If the moderator locks the conference by default, other participants except for the moderator and the invited participants will go to the lobby when they call into the conference. After the moderator unlocks the conference, the participants in the lobby will join the conference directly.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- Tap Lock to lock the conference. After the conference is locked, the participants (except for the moderator and the invited participants) will go to the conference lobby when they call into the conference.
- 3. If you need to unlock the conference, tap Unlock.

#### Allowing/Rejecting the Participant to Join the Conference

If the conference is locked by the moderator, the people who call into the conference will go to the lobby, and the moderator can allow them to join the conference or not.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Select Lobby.

Tap 
 / \* bedside the desired participant.
 You can also tap All Allow /All Reject to manage all the participants in the lobby.

#### Moving Participants to the Lobby

To maintain the conference order, you can move the guest who has joined the conference to the lobby.

#### Procedure

1. Tap **Participant** on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Select ···· > Move to Lobby beside the desired participant.

#### **Applying for Speaking**

In training mode conferences or VMRs, all guests are muted by default except for the moderator.

#### Procedure

Tap Hands up.

If you display the video image in the full screen, you need tap 🧖 first, and tap Hands up.

#### Managing the Application

In a conference, the moderator can allow or reject the speaking application.

#### Procedure

- Tap Participant on the left side.
   If you display the video image in the full screen, you need to exit the full screen first.
- 2. On the Conference Members page, tap  $\stackrel{\Downarrow}{=}$  beside the desired participant.
- 3. Select Allow to speak/Forbid to speak.

If you need to clear up all the applications, tap Clear hands up.

#### **Blocking/Unblocking Audio**

The moderator can block/unblock audio of any participant to control whether the participant can hear the audio in the meeting.

#### Procedure

- Tap **Participant** on the left side.
   If you display the video image in the full screen, you need to exit the full screen first.
- 2. Select Block Audio/Unblock Audio beside the desired participant.

#### Switching Roles between Moderator and Guest

The moderator can assign the visitor as the moderator. When a participant does not want to be a moderator, moderators can assign the participant to a guest. Organizers cannot be switched to guests.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Select ···· > Set as moderator/Set as visitor beside the desired participant.

#### Switching between Free Speak and Raise Hand Mode

If you are the moderator of the meeting, and you want the participants to speak with your permission, you can switch to the Raise Hand mode. If in Free Speak mode, all participants can speak freely without your permission.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Tap the Free Speak field, select the desired mode from the drop-down menu.

#### **Muting/Unmuting All Conference Participants**

In a Yealink Cloud video conference, the organizer or the moderator can mute or unmute all conference participants except for themselves. If the moderator enables Raise Hand mdoe, the participants muted by the moderator can not unmute by themselves, and they can only apply for speak.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Tap Mute all or Unmute all to mute/unmute all conference participants.

#### **Muting/Unmuting a Conference Participant**

In a Yealink Cloud video conference, the organizer or moderator can mute or unmute a conference participant. If the moderator enables Raise Hand mdoe, the participants muted by the moderator can not unmute by themselves, and they can only apply for speak.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

Tap U beside the desired participant.

The icon  $\P$  becomes  $rac{9}{2}$ . The participant is muted and other participants cannot hear his voice.

**3.** Tap  $\oint$  beside the participant that you want to unmute.

The icon  $\frac{1}{2}$  becomes  $\mathbb{P}$ . The participant is unmuted and other participants can hear his voice.

#### Setting as Spotlight Video/Cancelling the Spotlight Video

If you are the moderator of the meeting, when you want to focus on a specific participant, or you want to be the focus in the meeting, you can set the corresponding participant or yourself as the spotlight video. The spotlight video is given prominence in the largest pane when the conference layout is 1 + N, displayed in full screen when the conference layout is **Selected Speaker**, and displayed on the first screen when the conference layout is **Equal N×N**.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Tap Spotlight Video or Cancel the Spotlight Video beside the desired participant.

#### **Enabling/Disabling the Remote Camera**

The moderator can enable or disable the participant's camera to control whether other participants can see the video of the participant.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Tap 4 to disable/enable the camera .

#### **Controlling the Remote Cameras**

The moderator can control the camera of the participants, including: moving up and down, moving left and right, and zooming in/out.

#### Before you begin

Make sure that the remote camera is turned on.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- 2. Select > Camera Control beside the desired participant.
- 3. Tap the navigation keys to adjust the camera angle.
- 4. Tap (a) or (a) to adjust the focal length.

#### Viewing the Message List

Anyone in the conference can see the message list to know the conference information, for example, when a participant joins or leaves the conference.

#### Procedure

Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

The message list is displayed on the right side of the page.

#### Leaving the Conference

When some conference participants leave the conference, other participants keep going.

#### Procedure

Do one of the following according to your role:

- If you are a moderator, tap Hang up and select Leave, others keep going.
- If you are a guest, tap Hang up.

If you display the video image in full screen, you need to tap *first*, and tap **Hang up**.

#### **Ending the Conferences**

Only the conference organizer/moderator can end the conference, and after the conference is ended, all conference participants leave the conference.

#### Procedure

Tap Hang up, and select End conference.

If you display the video image in the full screen, tap  $\stackrel{>}{\sim}$  first, and tap **Hang up**, then select **End conference**.

## **Using Yealink Meeting Server**

You can dial other YMS accounts or use the YMS video conferencing feature after you register a YMS account.

There are three types of YMS conferences:

- Scheduled conference: you should schedule the conference via the YMS or Microsoft Outlook software.
- Meet Now: you can initiate a Meet Now conference at any time, without a reservation.
- Virtual Meeting Room: the VMR is created by your enterprise administrator. YMS users can join the VMR at any time without a reservation.

#### With the feature of YMS videoconferencing, you can do the following:

- View and join scheduled conferences.
- · Initiate and join meet now conferences.
- Join the VMR.
- Manage YMS video conferences.
- **Note:** If multiple devices (with the same YMS account registered in) join the same conference, the former joined device will exit the conference automatically once another device joins. The conference only allows one of them to join the conference.
- Meet Now
- Viewing Scheduled Conferences
- Joining Scheduled Conferences
- Watching the Live Broadcast of the Conference
- Virtual Meeting Room (VMR)
- Controlling YMS Video Conferences

#### **Meet Now**

When you register an account, you can initiate a Meet Now conference at any time, without any reservation. Contact your administrator to check whether the Meet Now conference is enabled for your account.

#### Procedure

#### Tap Meet Now.

After the Meet Now conference is initiated successfully, you can invite participants.



**Note:** In a Meet Now conference, if you receive and answer a call from a contact, the contact will join the conference automatically.

#### **Viewing Scheduled Conferences**

If you have scheduled conferences or are invited to a scheduled conference, the conference schedule will be displayed on your device (with a YMS account registered), and the mailbox linked to the YMS account will receive an email about the conference details.

#### Procedure

Do one of the following:

- On the Home page, view the conference schedules. Today upcoming or ongoing conferences are displayed in the conference schedule.
- Select one schedule to see the schedule list, then you can see the ongoing or upcoming conferences of future 7 days.

### **Joining Scheduled Conferences**

After you schedule a conference on Yealink Meeting Server or Microsoft Outlook software, the conference will be pushed to the endpoint synchronously. You can join the conference 60 minutes before the scheduled conference starts by default. The time when to enter the conference in advance is set by the enterprise administrator. If the endpoint is invited to join a Teams scheduled conference, the endpoint will also receive a conference reminder before the Teams conference begins.

- Joining a Scheduled Conference from a Conference Reminder
- Joining a Scheduled Conference from the Conference Schedule

#### Joining a Scheduled Conference from a Conference Reminder

A conference reminder pops up on your phone 5 minutes before the conference starts.

#### Procedure

Do one of the following:

- Select Join to join the scheduled conference.
- Select Detail to view the conference details, and select Join.
- Select Ignore, and then this reminder will not pop up again.
- Note: During a call/conference, if there is an upcoming scheduled conference, the conference reminder will not pop up. If the call/conference ends, and the scheduled conference is still ongoing, the conference reminder will pop up again. But if the scheduled conference ends, the conference reminder will not pop up.

#### Joining a Scheduled Conference from the Conference Schedule

By default, you can join a upcoming conference 5 minutes in advance. This time is set by the enterprise administrator.

#### Procedure

- 1. Tap Conference Schedule.
- **2.** Select the desired conference. When the conference is about to take place in 5 minutes, you can join the conference.
- 3. Tap Join.

## Watching the Live Broadcast of the Conference

Some activities, for example, lectures or training, have large audiences but limited interaction between the lecturers and the audience. Moreover, the cost is high if it is held by a general video conference. In this situation, the audiences who do not need to join the activity can choose to watch the live broadcast.

#### Before you begin

The conference organizer should enable the RTMP live feature when scheduling a conference. If the conference is scheduled successfully, the QR code will be sent to the devices with the conference participant accounts logged in, and the mailbox linked to the conference participants will receive an email containing the QR code and a link.

#### Procedure

In the received email, click **Click here** or scan the QR code to watch the live broadcast.

## Virtual Meeting Room (VMR)

The VMR is created by the enterprise administrator on Yealink Meeting Server, and the YMS user can call into the VMR to initiate a video conference at any time, without a reservation. For more information, refer to Yealink Meeting Server User Guide.

• Joining a VMR

#### Joining a VMR

#### Procedure

- 1. Tap Dial > Enterprise Directory > VMR.
- 2. Tap the desired VMR to place a video call.

If you want to place a voice call, tap beside the desired VMR and then tap Voice Call.

## **Controlling YMS Video Conferences**

The following introduces how to manage YMS video conference, including scheduled conferences, Meet Now conferences and VMRs.

The conference modes supported by scheduled conferences, Meet Now conferences and Virtual Meeting Room (VMR) are as below:

- Scheduled conferences: support training mode and discussion mode. (The conference mode can only be set by the enterprise administrator on Yealink Meeting Server.)
- Meet Now conferences: only support discussion mode.
- Virtual Meeting Room (VMR): support training mode and discussion mode. (The conference mode can only be set by the enterprise administrator on Yealink Meeting Server.)

## Yealink YMS video conferences supports training mode conference and discussion mode conference. In the conferences, the participant roles are as follow:

- Organizer: The organizer is someone who schedules the conference. The organizer in the training mode and discussion mode conference is the moderator by default. The organizer can designate any participant to be the moderator and give the participant control over the meeting.
- Moderator: The moderator is someone who can control the meeting.
- Guest: Participants other than the moderator cannot control the meeting.

#### The meeting control permissions of the organizer, moderator, and guest are as below:

Organizer/Moderator	Guest			
Invite conference participants	Invite conference participants			
Remove conference participants	-			
Lock/Uunlock the conference	-			
Allow/Reject the participant to join the conference	-			
Switch the roles of moderator and guest	-			
【Training mode】 Appoint/Cancel a lecturer	-			
-	【Training mode】 Apply for speaking			
【Training mode】 Manage the application	-			
Block/Unblock audio	-			
Mute/Unmute all conference participants	-			
Mute/Unmute a conference participant	-			
Disable/Enable the camera	-			
Controll the remote cameras	-			
View the message list	View the message list			
Leave the conference	Leave the conference			
End conferences	-			

- Inviting Conference Participants
- Removing Conference Participants
- Locking/Unlocking the Conference
- Allowing/Rejecting the Participant to Join the Conference
- Appointing/Cancelling a Lecturer
- Switching Roles between Moderator and Guest
- Applying for Speaking
- Managing the Application
- Blocking/Unblocking Audio
- Muting/Unmuting All Conference Participants
- Muting/Unmuting a Conference Participant

- Enabling/Disabling the Remote Camera
- Controlling the Remote Cameras
- Viewing the Message List
- Leaving the Conference
- Ending the Conferences

#### **Inviting Conference Participants**

During the YMS video conference, any participants can invite other YMS contacts to join the conference.

#### Procedure

1. Tap New Call on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- 2. Do one of the following:
  - Tap the desired contact type, select the desired contacts, and then tap **Start conference call** in the bottom-right corner.
  - Select the desired call history and call the desired contact.
  - On the right side of the page, enter the contact number and tap \_\_\_\_\_.

#### **Removing Conference Participants**

In a YMS video conference, the moderator can remove conference participants.

#### Procedure

- 1. Tap Participant on the left side.
  - If you display the video image in the full screen, you need to exit the full screen first.
- **2.** Tap <sup>…</sup> beside the desired participant and tap **Remove**.

The phone prompts whether or not you are sure to delete.

3. Tap OK to remove the desired participant.

#### Locking/Unlocking the Conference

The moderator can lock or unlock the conference. If the moderator locks the conference by default, other participants except for the moderator and the invited participants will go to the lobby when they call into the conference. After the moderator unlocks the conference, the participants in the lobby will join the conference directly.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- Tap Lock to lock the conference. After the conference is locked, the participants (except for the moderator and the invited participants) will go to the conference lobby when they call into the conference.
- **3.** If you need to unlock the conference, tap **Unlock**.

#### Allowing/Rejecting the Participant to Join the Conference

If the conference is locked by the moderator, the people who call into the conference will go to the lobby, and the moderator can allow them to join the conference or not.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- 2. Select Lobby.
- **3.** Tap  $\checkmark$  /  $\checkmark$  bedside the desired participant.

You can also tap All Allow /All Reject to manage all the participants in the lobby.

#### Appointing/Cancelling a Lecturer

In a training mode conference, the moderator can appoint anyone as a lecturer.

#### About this task

- **Note:** The modes of scheduled conferences and VMRs are **Discussion mode** and **Training mode**. Only the enterprise administrator can configure the conference mode on YMS.
- In **Discussion mode** conference, all conference participants can speak freely.
- In **Training mode** conference, all conference participants are muted by default except for the organizer or the moderator. The organizer or the moderator can appoint lecturers, and the lecturers can speak freely.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- 2. On the Conference Members page, tap <sup>…</sup> beside the desired participant, and select Set as lecturer.
- <sup>3.</sup> If the speaker finishes speaking, tap <sup>…</sup>, and select **Cancel lecturer**.

#### Switching Roles between Moderator and Guest

The moderator can assign the visitor as the moderator. When a participant does not want to be a moderator, moderators can assign the participant to a guest. Organizers cannot be switched to guests.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Select ···· > Set as moderator/Set as visitor beside the desired participant.

#### **Applying for Speaking**

In training mode conferences or VMRs, all guests are muted by default except for the moderator.

#### Procedure

#### Tap Hands up.

If you display the video image in the full screen, you need tap  $^{\wedge}$  first, and tap **Hands up**.

#### Managing the Application

In a training mode conference, the moderator can allow or reject the application.

#### About this task

**Note:** Managing the application is not applicable to the Meet Now conference.

#### Procedure

- Tap Participant on the left side. If you display the video image in the full screen, you need to exit the full screen first.
- **2.** On the Conference Members page, tap  $\checkmark$  beside the desired participant.

#### 3. Select Allow to speak/Forbid to speak.

If you need clear up all the applications, tap Clear hands up.

#### **Blocking/Unblocking Audio**

The moderator can block/unblock audio of any participant to control whether the participant can hear the audio in the meeting.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Select Block Audio/Unblock Audio beside the desired participant.

#### **Muting/Unmuting All Conference Participants**

In a YMS video conference, the moderator can mute or unmute all conference participants except themselves. In **training mode** conference, the muted participants cannot unmute themselves.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Tap All mute or All unmute to mute/unmute all conference participants.

#### **Muting/Unmuting a Conference Participant**

In a YMS video conference, the moderator can mute or unmute a conference participant. In **training mode** conference, the muted participants cannot unmute themselves.

#### Procedure

- 1. Tap Participant on the left side.
  - If you display the video image in the full screen, you need to exit the full screen first.
- **2.** Tap  $\P$  beside the desired participant.

The icon  $\P$  becomes  $rac{1}{2}$ . The participant is muted and other participants cannot hear his voice.

**3.** Tap  $\oint$  beside the participant that you want to unmute.

The icon  $\frac{\sqrt{2}}{2}$  becomes  $\frac{\sqrt{2}}{2}$ . The participant is unmuted and other participants can hear his voice.

#### **Enabling/Disabling the Remote Camera**

The moderator can enable or disable the participant's camera to control whether other participants can see the video of the participant.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

2. Tap 4 to disable/enable the camera .

#### **Controlling the Remote Cameras**

The moderator can control the camera of the participants, including: moving up and down, moving left and right, and zooming in/out.

#### Before you begin

Make sure that the remote camera is turned on.

#### Procedure

1. Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

- 2. Select ···· > Camera Control beside the desired participant.
- 3. Tap the navigation keys to adjust the camera angle.
- 4. Tap ( or ( to adjust the focal length.

#### Viewing the Message List

Anyone in the conference can see the message list to know the conference information, for example, when a participant joins or leaves the conference.

#### Procedure

Tap Participant on the left side.

If you display the video image in the full screen, you need to exit the full screen first.

The message list is displayed on the right side of the page.

#### Leaving the Conference

When some conference participants leave the conference, other participants keep going.

#### Procedure

Do one of the following according to your role:

- If you are a moderator, tap Hang up, and select Leave, others keep going.
- If you are a guest, tap Hang up.

#### **Ending the Conferences**

Only the conference organizer/moderator can end the conference, and after the conference is ended, all conference participants leave the conference.

#### Procedure

Tap Hang up, and select End conference.

If you display the video image in the full screen, tap  $\approx$  first, and tap **Hang up**, then select **End** conference.

## **Using the Third-Party Video Conference Platforms**

The phone are compatible with StarLeaf/Zoom/Pexip/BlueJeans/EasyMeet video conference platform.

Features	StarLeaf	Zoom	Pexip	BlueJeans	EasyMeet
Place calls to accounts in the same server.		×	$\checkmark$	×	
Call into the VMR to join video conference with other devices.	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Dial Microsoft Skype for Business or Lync account.	$\checkmark$	×	V	×	×
Receive conference schedule from the cloud video conference platform.	×	×	×	$\checkmark$	$\checkmark$

## Sharing Content with WPP20 Wireless Presentation Pod

You can display the PC content on the phone via wireless sharing. Using dual screen for sharing contents is recommended. Only one content can be shared at a time, and the content shared later will replace the previous one.

#### About this task

You can use Yealink WPP20 wireless presentation pod for content sharing. Before sharing the content, you need insert the WPP20 wireless presentation pod to the phone for pairing. For more information, refer to Yealink WPP20 Wireless Presentation Pod Quick Start Guide



**Note:** If you connect a monitor to the phone, the shared content is displayed on the monitor rather than on the phone screen.

- Sharing Content via WPP20
- Switching Shared Content via WPP20
- Stopping Sharing Content via WPP20
- Starting/Closing Presentation

Related tasks Enabling HDMI

## **Sharing Content via WPP20**

#### Before you begin

Make sure you pair WPP20 with the phone.

#### Procedure

- 1. Make sure the computer is powered on and you connect the WPP20 wireless presentation pod to your computer.
- **2.** Do one of the following:
  - On the WPP20, press the presentation button to share the full screen.
  - On the WPP20, long press the presentation button for 3 seconds and then release this button. Select the file or window you want to share and then click **Start sharing**.
  - On the Yealink Wireless Presentation Pod software, click **Contents Share** and choose the file you want to share, and then click **Start sharing**.

The computer content is automatically projected to the device.

## Switching Shared Content via WPP20

#### Procedure

1. On the Yealink Wireless Presentation Pod software, click New Share.



2. Select the file or window you want to share and then click Start Sharing.

## **Stopping Sharing Content via WPP20**

#### Procedure

Do one of the following:

- On your computer, remove WPP20.
- On the WPP20, press the presentation button.
- On the Yealink Wireless Presentation Pod software, click Stop Sharing.

## **Starting/Closing Presentation**

If a content is shared from the computer, the content will be synchronized to the phone; if there is no content, you can manually initiate the presentation. If you want to do other operations, you can end the presentation.

#### Procedure

- 1. Tap Presentation.
- 2. If you want to end the presentation, tap Close Presentation.

If you do not connect a monitor to the phone and you start the presentation when not in a call, tap **Back** to Home, and tap **Close Presentation**.

## **Recording Videos**

You can record videos, and save it to the local storage, to a USB flash drive or to your computer. The recorded videos will be saved as .mkv format and named as the time and date that you perform recording.

#### Before you begin

Before recording, make sure that the camera is available.

#### About this task

If you do not insert a USB flash drive to the phone, the recorded video is saved in the local storage by default, if you do insert one, the video is saved to the USB flash drive by default. To record videos to your computer, you need to purchase a WPP20 wireless presentation pod. For more information, refer to Yealink WPP20 Wireless Presentation Pod Getting Started Guide. To record videos to a USB flash drive, the USB flash drive you connect should support FAT 32 and NTFS format.

#### Procedure

**1.** Do one of the following:

In the Home page, tap 💛 to start recording.

- During a call, tap Start REC to start recording.
- 2. Tap Stop REC to stop recording.
  - **Note:** Recording feature is enabled by default, if it is disabled, contact your administrator.
  - *i* **Tip:** On the Home page, tap VIDEO key on the phone to go to the Record page.

## Managing the Recorded Videos

You can view the recorded videos on the phone. After you connect a USB flash drive to the phone, you can copy or cut a video in the local storage to USB storage, or vice versa. You can also delete some unnecessary videos to free up the storage space.

- Viewing Recorded Videos
- Copying/Cutting the Recorded Video to the USB Flash Drive/Local Storage
- Deleting Recorded Videos

### **Viewing Recorded Videos**

You can view the recorded videos from the File Manager.

### Procedure

- **1.** On the Home page, tap  $\Box$ .
- 2. Tap Video from the Local Storage/USB Storage.
- 3. Do one of the following:
  - Drag the slider to the desired place to view the corresponding video image.
  - Tap  $\square$  to stop playing. Tap  $\triangleright$  again to resume.
  - Press the volume key to adjust the speakerphone volume.

### Copying/Cutting the Recorded Video to the USB Flash Drive/Local Storage

### Procedure

- **1.** On the Home page, tap  $\Box$ .
- 2. Tap Video from the Local Storage/USB Storage.
- 3. Select the desired video.
- Click <sup>1</sup>/ <sup>4</sup> to copy/cut the video to the desired place. After copying/cutting, it prompts the copying/cutting is done.
- 5. Click OK.

### **Deleting Recorded Videos**

### Procedure

- **1.** On the Home page, tap  $\Box$ .
- 2. Select the desired video from the Local Storage/USB Storage.
- 3. Select the desired video.
- **4.** Tap <sup>iii</sup> in the top-right corner.

It prompts whether you are sure to delete the file.

5. Click OK.

**Note:** If you receive an incoming call while you are playing video, the system will stop playing the video automatically.

# **Changing the Local Layout**

The conference call on the phone can be divided into local conference and YMS/Cloud conference. The video images displayed on each conference layout are as below

			Image1 : The remote	party
	Local Screen	Local conference	Image2 : Local camera	a
		Local conference	Image3 : Presentation	
		-		Image1 : Cloud conference/ YMS conference(which includes all participants)
		Cloud conference/	/MS conference	Image2 : Local camera
	cloud contelences		Wis contenence	Image3 : Presentation

You can switch the local layout among 1+N, Selected Speaker and Equal N×N.

- **1+N**: in this layout, the assigned image is given prominence in the largest pane, and other images are displayed in a strip beside the assigned speaker.
- Selected Speaker: in this layout, the selected image is displayed in full screen.
- Equal N×N: in this layout, every image is given equal prominence in equal-sized panes.
- **Note:** If you connect a monitor to the phone, the video images of the remote parties and the shared contents are displayed on the monitor.

You cannot change the conference layout during the cloud conference/YMS conference.

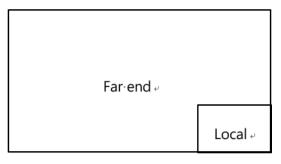
- Monitor Layout
- Changing the Screen Layout

### Monitor Layout

The following introduces the default layout of the phone or the default layout when you connect a monitor to the phone.

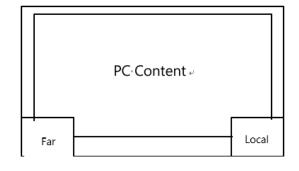
### **Two-Way Video Call**

The video image of the remote party is displayed in large window and the local video image is displayed in small window by default.



### Two-Way Video Call with a Presentation

The PC content is displayed in large window and other participants are displayed in small windows beside the PC content.



#### Related tasks Enabling HDMI

### **Changing the Screen Layout**

You can change the screen layout during a call. The default value is 1+N.

### Procedure

Do one of the following:

- If you do not connect a monitor to the phone, do the following:
  - Tap the large video image to display it in full screen. Tap the video image again to exit the full screen.
  - Tap the small video image in the bottom-right corner to display it in large window.
  - Zoom in the video image with your fingers (  $^{ imes}$  ), and the screen layout becomes Equal N×N. Zoom

out the video image with your fingers (  $\checkmark$  ), and the screen layout becomes 1+N.

• If you connect a monitor to the phone, select the desired layout during a call.

### Related tasks

Enabling HDMI Related information

Changing the Local Layout

# **Basic Settings**

- Setting the Language
- Enabling/Disabling the Clock for the VP59
- Manually Configuring the Time and Date
- Configuring the Audio Settings
- Configuring Video Settings
- Adjusting the Backlight and the Automatic Sleep Time
- Setting the Screensaver

### Setting the Language

### Procedure

1. Tap Setting > Basic > Language.

- 2. Select the desired language.
- 3. Save the change.

### Enabling/Disabling the Clock for the VP59

After you enable the clock, the time and date are displayed at the center of the Home page. This feature is only available to VP59.

#### Procedure

- 1. Tap Setting > Basic.
- 2. Enable/Disable Clock.

### Manually Configuring the Time and Date

The phone is able to obtain the time and date from NTP server automatically. You can also set the time and date manually.

- Configuring Time and Date Manually
- Customizing the Time and Date Format
- Setting the Time Zone

### **Configuring Time and Date Manually**

You can set the time and date manually when the phone cannot obtain the time and date from the NTP time server.

#### Procedure

- 1. Tap Setting > Basic > Date & Time > Time Type.
- 2. Select Manual Setting.
- 3. Select the time manually.
- 4. Save the change.

### **Customizing the Time and Date Format**

#### Procedure

- 1. Tap Setting > Basic > Date & Time.
- 2. Tap Time Format, and select the desired one, then save the change.
- 3. Tap Date Format, and select the desired one, then save the change.

### Setting the Time Zone

#### Procedure

- 1. Tap Setting > Basic > Date & Time > Time Zone.
- 2. Select the desired time zone.
- 3. Save the change.

### **Configuring the Audio Settings**

You can configure audio settings on the device.

- Adjusting the Volume
- Setting the Ring Tone for the VP59
- Configuring Key Tone
- Enabling Mute Mode
- Setting the Extended Audio Input
- Setting the Extended Audio Output

### Adjusting the Volume

#### About this task

You can adjust the following volume:

- Ringer volume: adjust the ringer volume when the phone is idle or ringing.
- Talking volume: adjust the speakerphone volume when the device is in a call.
- **Key Tone:** When you press any key on the phone or tap any key on the Dial page, the phone produces sound.
- Media Volume: adjust the media volume when playing recorded videos.

#### Procedure

Press the volume key to adjust the speakerphone volume.

#### **Related tasks**

Key Tone

### Setting the Ring Tone for the VP59

You can set the ring tone for VP59, and the ring tone is available to all accounts registered on VP59.

#### Procedure

- 1. Tap Setting > Basic > RingTone.
- 2. Select the desired ring tone.
- 3. Save the change.

### **Configuring Key Tone**

You can enable the key tone feature. When you press any key on the phone or tap any key on the Dial page, the phone produces sound.

#### Procedure

- 1. Tap Setting > Basic.
- 2. Enable Key Tone.

### **Enabling Mute Mode**

If you enable the silent mode, the device speaker makes no sound.

### Procedure

Do one of the following:

- · Press volume key to decrease the volume to the minimum.
- Tap  $\bigcirc$ , and enable **Mute** mode.
- Tap the MUTE key on the phone.

### Setting the Extended Audio Input

You can specify an available audio input device if you do not want to use the default audio input device. The phone can use the device connected via USB Line output as the audio input device. If you select **Auto**, the phone automatically selects the audio input with the highest priority. The priority is VP59 Phone>HDMI>USB Line output.

#### Procedure

- 1. Tap Setting > Audio > Extended Audio Input.
- 2. Select the desired input device.
- 3. Save the change.

### Setting the Extended Audio Output

You can specify an available audio output if you do not want to use the default audio output device. The phone can use the device connected via HDMI or USB Line output as the audio output device. If you select **Auto**, the phone automatically selects the audio output with the highest priority. The priority is VP59 Phone>HDMI>USB Line output.

#### Procedure

- 1. Tap Setting > Audio > Extended Audio Output.
- 2. Select the desired output device.
- 3. Save the change.

### **Configuring Video Settings**

You can connect a monitor to the phone during a call. Therefore, the video images of the remote parties and the shared content are displayed on the monitor, and you can control the video layout at any time.

Enabling HDMI

#### Enabling HDMI

After you enable the HDMI feature, if you connect a monitor to the phone during a video call, the video images of the remote party and the shared content are displayed on the monitor, and the call control page is displayed on the phone screen.

#### Procedure

- 1. Tap Setting > Network & Connection.
- 2. Enable HDMI.

Related tasks Sharing Content with WPP20 Wireless Presentation Pod

### Adjusting the Backlight and the Automatic Sleep Time

You can adjust the backlight brightness at any time. The backlight brightness is adjusted automatically if you do not use the phone for a specific time.

#### About this task

The settings are as below:

- Backlight Brightness: The backlight brightness when you are using the phone.
- Automatic Sleep Time: The phone will automatically adjust the backlight brightness when you are not using the phone for a specific time. The time can be 1, 2, 5, 10, or 30 minute (s). When the phone has been idle for the time you set, the backlight goes out or becomes dim.

#### Procedure

- 1. Tap Setting > Basic > Backlight.
- 2. Drag the backlight slider.
- 3. Select the desired value.
- 4. Save the change.

### Setting the Screensaver

If the phone has been idle for a specific time, it will automatically go to the screensaver mode. You can touch the screen or press any key to exit the screensaver mode. If the phone has been idle for a specific time again, it will automatically go to the screensaver mode again. You can customize the screensaver time.

#### Procedure

- 1. Tap Setting > Basic > Screensaver.
- 2. Select the desired time.
- 3. Save the change.

# **Managing the Directory**

Several types of directories are available on your VP59.

- Managing Local Directory
- Managing Local Favorites
- Yealink Cloud Contacts
- YMS Contacts(Enterprise Directory)
- Searching for Contacts

### Managing Local Directory

- Adding a Local Contact
- Editing Local Contacts
- Deleting Contacts

### Adding a Local Contact

You can add 500 local contacts to your device at most.

### Procedure

- **1.** Tap **Dial** > **Local** > <sup>**L**<sup>+</sup></sup>.
- 2. Select Add Local Contact from the drop-down menu.
- 3. Enter the contact name in the Name field.
- 4. Enter the contact number or IP address in the Number field.
- 5. Tap Add New Number.

Up to 2 numbers can be added to one local contact.

- 6. Select the desired bandwidth from the drop-down menu of Bandwidth. The default bandwidth is Auto, which means the device will automatically select the appropriate bandwidth during a call.
- 7. Save the change.

### **Editing Local Contacts**

### Procedure

- 1. Tap Dial > Local.
- <sup>2.</sup> Tap <sup>(i)</sup> beside the desired contact.
- **3.** Tap  $\square$  in the top-right corner.
- **4.** Edit the contact information.
- 5. Save the change.

### **Deleting Contacts**

### Procedure

- 1. Tap Dial > Local.
- 2. Tap  $\ ^{(i)}$  beside the desired contact.
- **3.** Tap <sup>™</sup> > **Delete Contact** in the top-right corner. The contact will be deleted directly.

### **Managing Local Favorites**

Favorites are the contacts in your Local Directory that you will call most often. You can add contacts in the directory as favorite contacts by searching, you can also add contacts to favorite contacts directly from the local contact list, and you can also pin the contacts you visit most often to the top to the favorites list. Local favorites are indicated by the icon  $\star$ .

- Adding Favorite Contacts from Local Contacts
- Setting Contacts as Favorite Contacts by Searching
- Pining/Unpining Your Favorite Contact
- Removing Your Favorite Contact

### Adding Favorite Contacts from Local Contacts

### Procedure

- 1. Tap Dial > Local.
- **2.** Tap  $^{(i)}$  beside the desired contact.
- 3. Tap Add to favorite.

The contact will be added to the local favorites list.

### Setting Contacts as Favorite Contacts by Searching

### Procedure

- 1. Tap Dial > Favorites > <sup>1</sup>.
- 2. Select Add Favorites from the drop-down menu.
- **3.** Optional: By default, you can search the contact in all contact lists. Check the corresponding checkboxed to specify the search scope.
- 4. Enter the search criteria to search for a desired contact.

The search result is displayed.

5. Check the corresponding contact checkboxed in the search result.

### 6. Tap OK.

The contact will be added to the local favorite contacts list.

**Note:** If you add favorite contacts from other contact lists, such as Enterptise Directory/Cloud contact list, the contact will be added to the local contact list too.

### **Pining/Unpining Your Favorite Contact**

### Procedure

- 1. Tap Dial > Favorites.
- 2. Long tap 6 beside the desired contact.
- 3. Select Sticky/Remove Sticky from the pop-up menu.

This contact will be pinned/unpinned to the top of favorites list.

### **Removing Your Favorite Contact**

### Procedure

- 1. Tap Dial > Favorites.
- 2. \_
  - Tap  $^{(i)}$  beside the desired favorite.
- 3. Tap Remove from favorite.

This contact will be removed from your favorite list.

### **Yealink Cloud Contacts**

The Yealink Cloud contact appears only when you register a Yealink Cloud account on your video conference system. Yealink Cloud contact is managed by the Yealink Cloud enterprise administrator. Only the Yealink Cloud enterprise administrator can add, edit and delete Yealink Cloud contacts on the Yealink Meeting Management Platform. On your system, you can only search for and place calls to the Yealink Cloud contacts. For more information about Yealink Meeting Management Platform, refer to Yealink Meeting Management Administrator Guide.

There are four types of Yealink Cloud contacts:

- **Cloud**: the users who have Yealink Cloud accounts. The Yealink Cloud enterprise administrator can create departments for staffs.
- **Device**: the devices with Yealink Cloud accounts in the video meeting room.
- Virtual Meeting Room: it exists permanently. The enterprise administrator can determine whether to synchronize the VMR to your system or not.
- External Contacts: other users added by the Yealink Cloud enterprise administrator. Those devices do not have Cloud accounts.

#### **Related information**

Using the Yealink Meeting Management Platform

### YMS Contacts(Enterprise Directory)

Enterprise directory appears only when you log into the Yealink Meeting Server. The enterprise directory includes all YMS contacts which are created and managed by your enterprise administrator. Note that only the enterprise administrator can add, edit and delete YMS contacts on the Yealink Meeting Server.

On your phone, you can only search for and place calls to the YMS contacts.

There are four types of YMS contacts:

- Enterprise Directory: the users that have YMS accounts. The enterprise administrator can create departments forusers.
- Device: the devices registered with YMS accounts in the video meeting room.
- External contacts: other users added by the Yealink YMS enterprise administrator. Those devices do not haveYMS accounts.
- Virtual Meeting Room: it exists permanently. The enterprise administrator can determine whether to synchronize the VMR to your system or not.

### **Searching for Contacts**

#### Procedure

- **1.** Tap **Dial** > Q.
- 2. Optional: Select the checkbox of Cloud/Enterprise Directory or Local to limit the search scope,
- **3.** Enter the search criteria.

The research result is displayed on the screen.

# **Managing the Call History**

The call history contains all calllog, missed calls, placed calls and received calls.

- Viewing the Call History
- Adding a Call Record to the Local Directory
- Deleting History Records

### Viewing the Call History

You can view up to 100 pieces of the call history.

### Procedure

- 1. Tap Dial.
- 2. Select the desired type of the call history. All the records are displayed on the screen center.

### Adding a Call Record to the Local Directory

### Procedure

- 1. Tap Dial.
- 2. Select the desired type of the call history.
- 3. Tap  $^{(i)}$  beside the desired contact.
- 4. Tap Add to Contact.
- 5. Enter the contact name.
- 6. Optional: You can add up to 2 numbers for the local contact.
- 7. Save the change.

### **Deleting History Records**

You can delete one or all history records.

- Deleting a Call Record
- Deleting All Call Records

### **Deleting a Call Record**

### Procedure

- 1. Tap Dial.
- 2. Select the desired type of the call history.
- **3.** Tap <sup>(i)</sup> beside the desired call history.
- **4.** Tap  $\square$  > **Delete** in the top-right corner.

## **Deleting All Call Records**

### Procedure

- 1. Tap Dial > Local CallLog.
- 2. At the bottom of all the call histories, tap Clear > Clear All.