



Yealink Meeting Server Administrator Guide

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About This Guide

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

You can access Virtual Meeting Rooms (VMRs), which they can use to invite participants, change video layout and so on. Participants can join over audio or video from any type of communications tool (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 devices 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 daily operations of enterprise administrators to use the YMS. An enterprise administrator is an enterprise employee who is responsible for managing and maintaining the standard operations of the YMS.

It is mainly intended for:

- Distributor
- Network administrator

Typographic Conventions

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

	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 SMTP Mailbox).

	Description
<i>Blue Text in Italics</i>	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, Status->System information indicates that you need to select System information from Status menu bar.

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 user accounts, room system accounts 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.

Setup Files

You can obtain the setup file of YMS from the Yealink distributor or Yealink technical support engineer.

Hardware and Software Recommendations

The following table lists the hardware and software recommendation of YMS.

Feature	Description
CPU	Intel Xeon E5-2600 series (Haswell architecture) or similar Xeon processors from 2012 or later, 2.3 GHz or faster. A CPU should match 4 RAM.
RAM	4GB/DDR3/2133MHz/ECC or higher 8GB/DDR4/2400MHz/ECC or higher
Hard Drive Space	300GB or higher
Network	<ul style="list-style-type: none"> Gigabit Ethernet connectivity is strongly recommended. In general, you can expect 1 Mbps in a one-way 720P

Feature	Description
	video call. And you can expect 2 Mbps in a one-way 1080P video call.
Capacity	Capacity is dependent on server specifications. As a general indication, using our recommended hardware (Intel Haswell, 10 cores, 2.3 GHz) YMS can connect: <ul style="list-style-type: none"> The maximum concurrent calls=total CPU cores*frequency. Up to extra 10 audio-only calls at 64 kbps. Servers that are older, have slower processors, or have fewer CPUs, will have a lower overall capacity.
Linux	CentOS 7.0 and later

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

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

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

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

Browser Requirements

The following browsers are supported:

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

Port Forwarding Requirements



The following table lists the commonly used ports of the YMS, please open these ports.







If the YMS is deployed in an Intranet, you should solve the interconnection problem between private and public network by port forwarding. You must forward the following ports to the public network on the router.

Field	Port	UDP/TCP	Effect
System	22	TCP	SSH port
	80	TCP	HTTP port
	443	TCP	HTTPS port
	514	TCP	SYSLOG port
	514	UDP	SYSLOG port
SIP	5060	TCP	SIP port
	5060	UDP	SIP port
	5061	TCP	SIP port
Turnserver	3478	UDP	STUN port
	3479	UDP	STUN port
Media port	30000-37999	UDP	IVR+BFCP port
	38000-49999	UDP	TURN Relay port Media Proxy port
	50000-60000	UDP	MCU conference port
	30000-39999	TCP	H.245 port
MCU broadcast service	3688	TCP	Broadcast server listening port
WebRTC	442	TCP	WebRTC listening port
H.323	1720	TCP	H.225 listening port

Icon Instructions

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

Icons	Description
	Download backups
	Restore backups

Icons	Description
	Update device firmware now
	Exporting device logs
	The room system accounts are not registered
	The room system accounts are registered
	Move up the department in Organizational Structure list
	Move down the department in Organizational Structure list

In This Guide

Topics provided in this guide include:

- Chapter 1 [Yealink Meeting Server Installation](#)
- Chapter 2 [Basic Operation](#)
- Chapter 3 [System Status](#)
- Chapter 4 [System Management](#)
- Chapter 5 [Account Management](#)
- Chapter 6 [Meeting Room Management](#)
- Chapter 8 [Conference Statistics](#)
- Chapter 9 [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:

- [Configuring the Default Layout](#) on page 16
- [Third Party Registration](#) on page 18
- [Redialing Devices Automatically](#) on page 19
- [Record](#) on page 19

- [SIP Trunk ACL](#) on page 28
- [WebRTC](#) on page 37

Major updates have occurred to the following sections:

- [Yealink Meeting Server Installation](#) on page 1
- [Dialing Devices Automatically](#) on page 18
- [SMTP Mailbox](#) on page 42
- [Account Management](#) on page 59
- [Meeting Room Management](#) on page 71

Changes for Release 23, Guide Version 10.23.10.20

The following sections are new for this version:

- [Dialing Devices Automatically](#) on page 18
- [Call Routing](#) on page 20
- [Gateway Configuration](#) on page 23
- [H.323](#) on page 37
- [Meeting Time Zone Configuration](#) on page 41
- [Permanent Virtual Meeting Rooms](#) on page 73

Major updates have occurred to the following sections:

- [Login](#) on page 3
- [Layout](#) on page 16
- [IVR Service](#) on page 19
- [Web](#) on page 33
- [Call Bandwidth](#) on page 16
- [Port Settings](#) on page 37
- [Time Access](#) on page 40
- [SMTP Mailbox](#) on page 42
- [Conference Statistics](#) on page 77

Table of Contents

About This Guide.....	V
Intended Audience	v
Typographic Conventions	v
Terms	vi
Setup Files.....	vi
Hardware and Software Recommendations	vi
Browser Requirements	vii
Port Forwarding Requirements	vii
Icon Instructions	viii
In This Guide.....	ix
Summary of Changes.....	ix
Changes for Release 23, Guide Version 10.23.0.40	ix
Changes for Release 23, Guide Version 10.23.10.20	x
Table of Contents	xi
Yealink Meeting Server Installation	1
Basic Operation	3
Logging into Yealink Meeting Server.....	3
Introduction to the Home Page	4
Enterprise Administrator Account Management	5
Forgetting Password.....	5
Editing Login Password	7
Editing the Registered Emails	7
Quick Settings.....	7
Licenses Management	10
Activating Enterprise Administrator Accounts	10
Viewing License Information	11
Renewing the License	11
Logout	11
System Status	13
Viewing System Information.....	13
Viewing Online Users	13
Viewing Ongoing Conferences	14

System Management 15

Call Settings	15
Global Settings	15
Call Routing	20
Gateway Configuration	23
H.323 Gateway.....	23
SIP Trunk	24
SIP Trunk ACL	28
System Settings	29
Network Settings	29
Time/Time Zone Settings	40
SMTP Mailbox.....	42
Disk Space Settings	44
System Maintenance.....	48
Device Upgrade	48
Backup/Restore	50
System Upgrade	53
Reboot/Reset to Factory.....	54
System Logs.....	55
Server Logs	55
Device Logs	58

Account Management..... 59

Department Management	59
Adding Departments	59
Editing Departments.....	60
Deleting Departments	60
Adding Accounts	61
Adding User Accounts.....	61
Adding Room System Accounts	64
Adding Third Party Devices	66
Viewing Accounts	67
Viewing User Accounts.....	67
Viewing Third Party Devices	67
Sending Emails to YMS Accounts	68
Editing Accounts Information	68
Searching for Accounts.....	69
Deleting Accounts.....	69

Meeting Room Management 71

General Meeting Rooms	71
-----------------------------	----

Video Meeting Rooms	72
Permanent Virtual Meeting Rooms.....	73
Conference Statistics	77
Viewing Conference Statistics.....	77
Viewing Records	77
Troubleshooting.....	79
Troubleshooting Solutions.....	79
General Issues.....	79
Appendix: Time Zones	81

Yealink Meeting Server Installation

You can install YMS in virtual machine or physical machine. After you install YMS successfully, you need enter the setup wizard to configure the basic settings.

For more information, please refer to [Yealink Meeting Server Installation Guide](#).

Basic Operation

This chapter provides basic operating instructions for YMS.

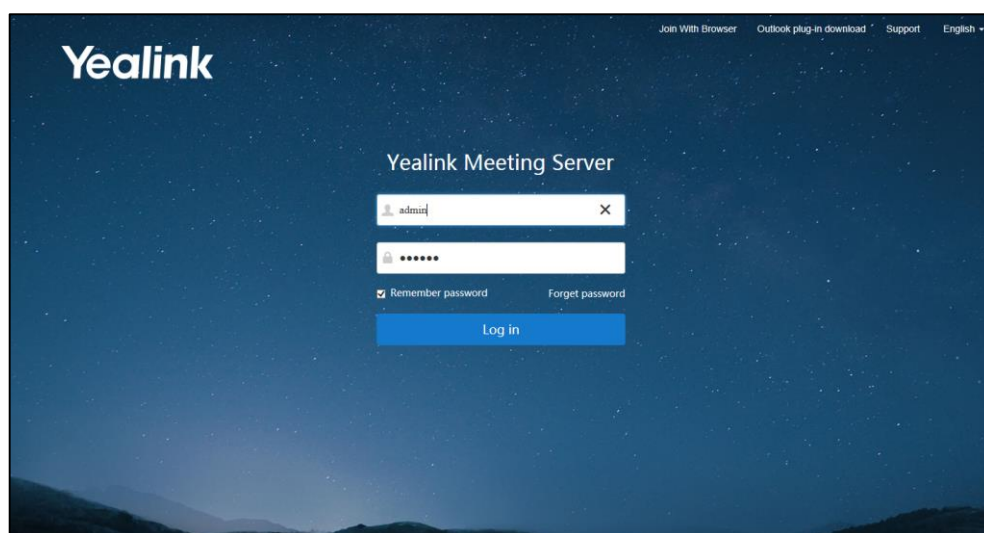
Topic includes:

- [Logging into Yealink Meeting Server](#)
- [Enterprise Administrator Account Management](#)
- [Quick Settings](#)
- [Licenses Management](#)
- [Logout](#)

Logging into Yealink Meeting Server

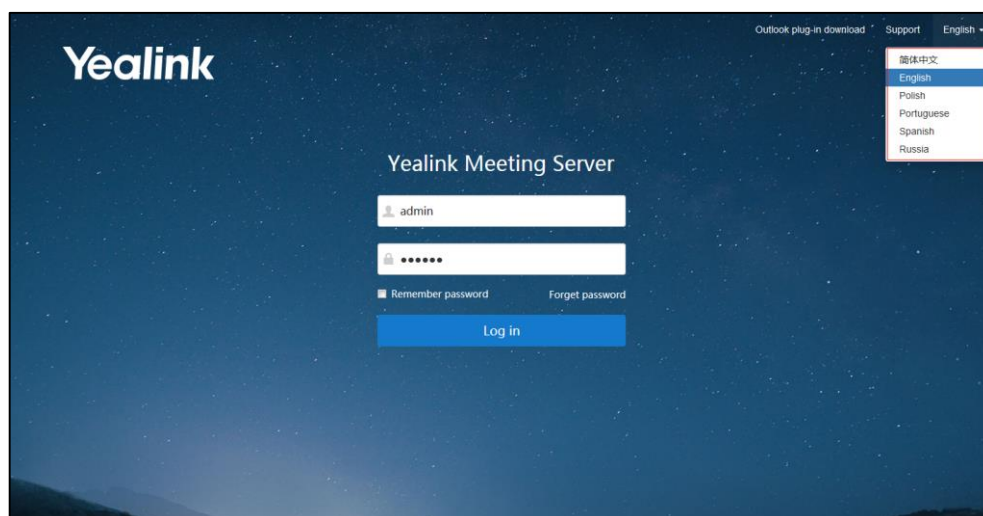
To log into YMS:

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



4. To remember password, check the **Remember password** checkbox.
To ensure the security of your account, this action is not recommended on public computer.

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



- Click **Log in**.

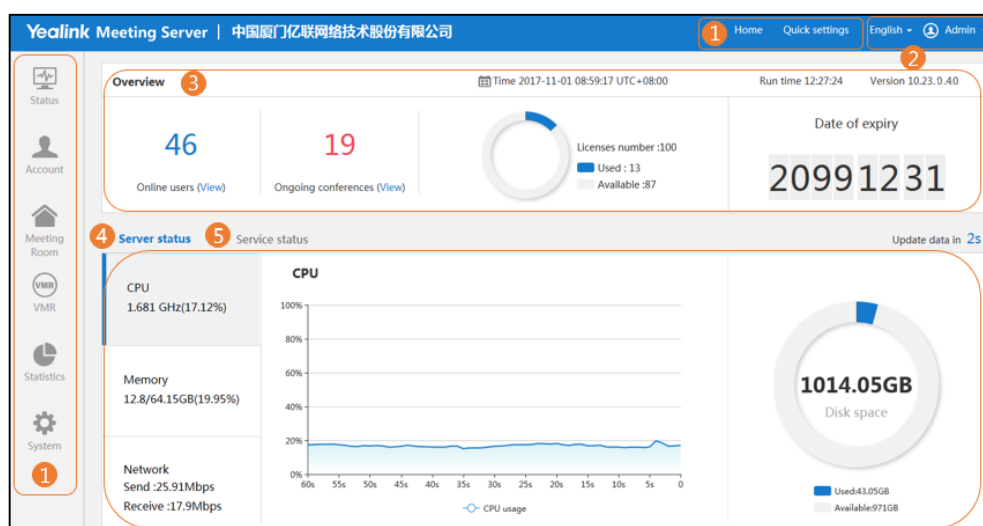
Note

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

You can click **Forget password** to reset the password. For more information on forgetting password, please refer to [Forgetting Password](#) on page 5.

Introduction to the Home Page

After you log into the YMS successfully, the home page displays as below. You should be familiar with the layout of the home page to help you quickly learn operation entries and system information.



No.	Description
1	Main entry of the home, setup wizard, status, account, meeting room, VMR, call statistics and settings.
2	The name of the account currently logged into the YMS and system language.
3	The current time, run time, version, online users, ongoing conferences, license number and date of expiry.
4	CPU, memory, network and disk space status. You can click CPU , Memory or Network to view their status via the line chart.
5	Main entry of service name and service status.

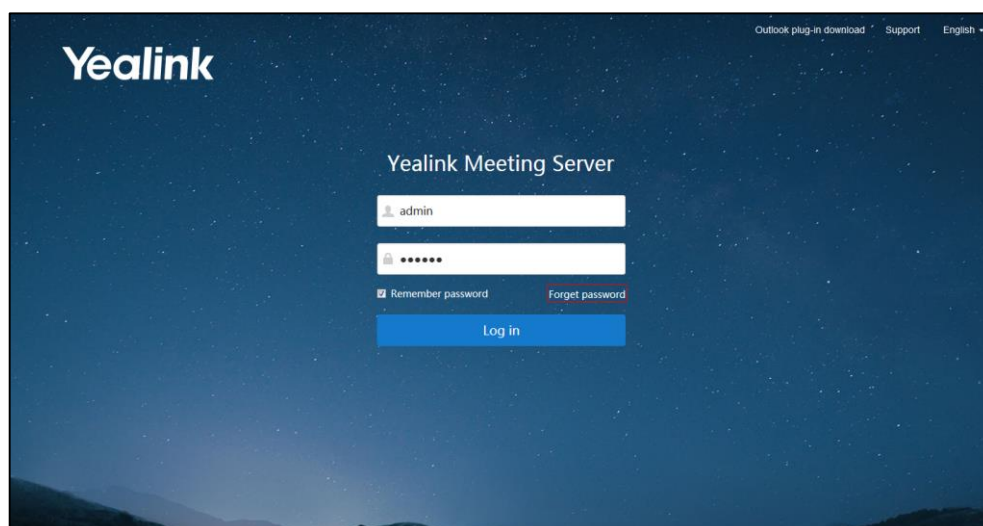
Enterprise Administrator Account Management

Forgetting Password

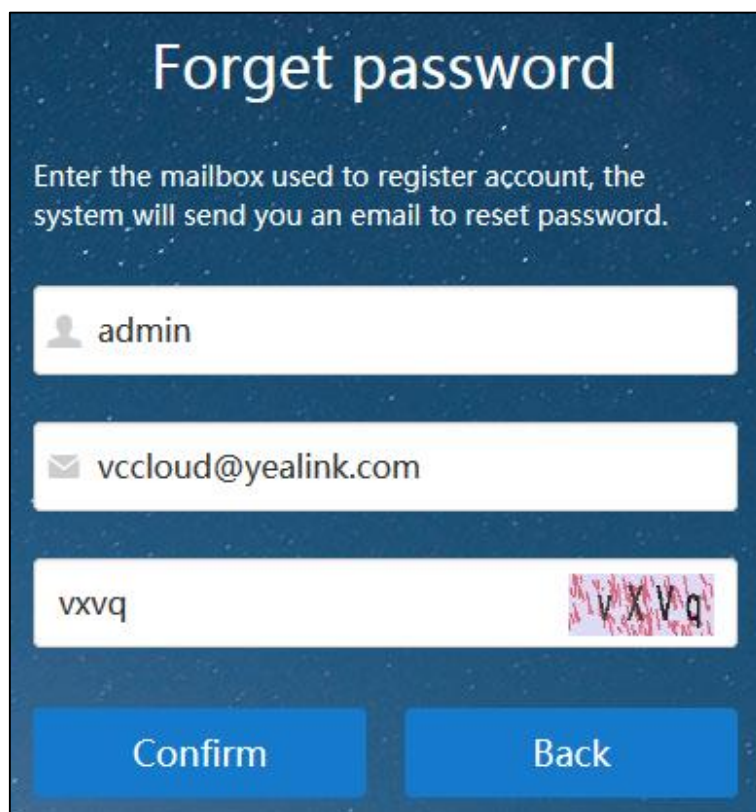
If you forget password, you have to click **Forget password** to reset password.

To reset password:

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



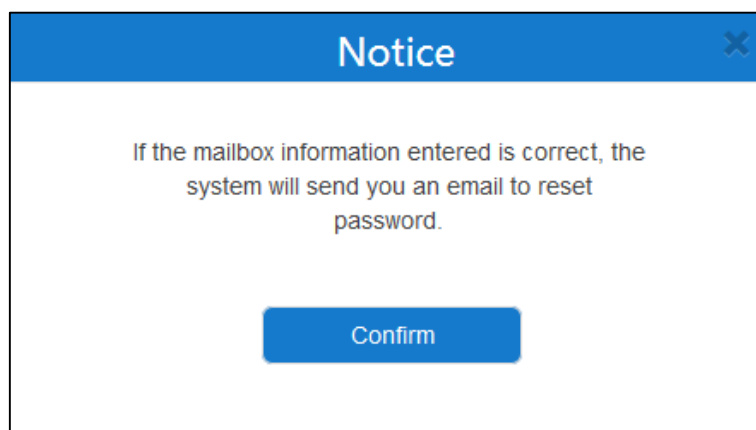
4. Enter your username, registered email and captcha in the corresponding field.



The screenshot shows a 'Forget password' form with a dark blue background. At the top, the title 'Forget password' is in large white font. Below it, a message states: '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 'admin' with a user icon, the second contains 'vccloud@yealink.com' with an email icon, and the third contains 'vxvq' with a captcha image showing 'vXVq'. At the bottom are two blue buttons: 'Confirm' and 'Back'.

5. Click **Confirm**.

The notice is displayed as shown next:



The screenshot shows a 'Notice' dialog box with a blue header bar containing the title 'Notice' and a close button (X). The main area is white and contains the text: 'If the mailbox information entered is correct, the system will send you an email to reset password.' At the bottom center 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.

Editing Login Password

To improve system security, change the password periodically.

To edit login password:

1. Click **Admin** on the top-right of the page.
2. Click **Change password** to edit the password.

Editing the Registered Emails

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

To edit the registered email:

1. Click **Admin** on the top-right of the page.
2. Click **Edit mail** to edit the registered emails.

Quick Settings

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

To re-run the setup wizard:

1. Click **Quick settings** on the top-right of the page.
2. Configure network settings.

You need to configure network settings manually. For more information, please refer to [Network Settings](#) on page 28.

Setup wizard

[Network settings](#)
[Time/Time zone settings](#)
[Edit username/password](#)
[Activate the license](#)
[SMTP mailbox settings](#)

Native domain name :

☒ **Internal network settings**

Network adapter settings :

Ethernet port type : ☒ Static IP address

IP address :

Subnet mask :

Gateway :

Preferred DNS :

Alternate DNS :

☒ **Network settings**

Network adapter settings :

Ethernet port type : ☒ Static IP address

IP address :

Subnet mask :

Gateway :

Preferred DNS :

Alternate DNS :

NAT : ☒ Enabled

IP address :

☒ **Routing Rules** Routing rules specify network adapter when access to the destination IP address. When using two network adapters, configure one of them first.

	Destination IP address	Subnet mask	Gateway	Network adapter	Operation
1	0.0.0.0	0.0.0.0	59.57.242.65	enp3s0f1	Edit Delete
2	192.168.0.0	255.255.0.0	10.2.62.254	enp3s0f0	Edit Delete
3	10.0.0.0	255.0.0.0	10.2.62.254	enp3s0f0	Edit Delete

[+ Add routing rules](#)

[Next](#)
[Skip](#)

3. Click **Next** to continue or **Skip** to configure it later.
4. Set the date and time.

For more information, please refer to [Time/Time Zone Settings](#) on page 40.

The screenshot shows the 'Time/Time zone settings' page. At the top, there is a progress bar with five steps: Network settings, Time/Time zone settings (active), Edit username/password, Activate the license, and SMTP mailbox settings. The main content area displays the current server time as '2017-07-14 09:58:21'. Under 'Time access', the 'SNTP' option is selected. The 'Server domain name' is 'pool.ntp.org' and the 'Time zone' is '(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi'. Under 'Date & time configuration', the 'Meeting time zone configuration' section shows the 'Default time zone' as '(UTC+05:30) Sri Jayawardenepura' and 'Enable DST automatically' as 'Disable'. At the bottom, there are 'Back', 'Next', and 'Skip' buttons.

5. Click **Next** to continue or **Skip** to configure it later.

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

Enter the enterprise administrator's email. The email is used to reset password and receive a warning from your system.

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

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

The screenshot shows the 'Edit username/password' page. The progress bar at the top has five steps: Network settings, Time/Time zone settings, Edit username/password (active), Activate the license, and SMTP mailbox settings. The form contains fields for 'Username' (admin), 'Password' (masked with dots), 'Confirm Password' (masked with dots), and 'Email' (vccloud@yealink.com). There is a checkbox for 'Agree Improvement Plan' which is checked. At the bottom, there are 'Back', 'Next', and 'Skip' buttons.

7. Click **Next** to continue or **Skip** to configure it later.

8. Enter the license number to activate enterprise administrator account.

The screenshot shows the 'Activate the license' page. The progress bar at the top has five steps: Network settings, Time/Time zone settings, Edit username/password, Activate the license (active), and SMTP mailbox settings. The form contains a 'License' field with the value 'blUeIpV0/Bt1f8lwwCCQ+2/V9ChEt/uvda19F+pDvitXMYzxa4nS5TzvkJZ-'. At the bottom, there are 'Back', 'Next', and 'Skip' buttons.

9. Click **Next** to continue or **Skip** to configure it later.

10. Set SMTP mailbox.

For more information, please refer to [SMTP Mailbox](#) on page 42.

The screenshot shows the 'SMTP mailbox settings' page. At the top, there is a navigation bar with five tabs: 'Network settings', 'Time/Time zone settings', 'Edit username/password', 'Activate the license', and 'SMTP mailbox settings' (which is active). The main content area contains the following fields and options:

- SMTP server :** smtp.yealinkvc.com
- Mail address :** test@yealinkvc.com
- Username :** test@yealinkvc.com
- Password :** [masked with dots]
- Mail signature:** Two input fields: 'Yealink Team' and 'www.yealink.com'.
- Port :** 25
- ☐ This server requires a secure connection.
- Certification:** A 'Select files' button, and 'Browse' and 'Import' buttons.
- Below the certification section, it says 'Imported mail certificate:Null' and 'The imported mail certification will take affect after Web service restarted.'
- A 'Mailbox test settings' button.

At the bottom of the form, there are three buttons: 'Back', 'OK', and 'Skip'.

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

Licenses Management

To activate enterprise administrator account, you should consult the Yealink distributor or Yealink technical support engineer, and then obtain offline license.

Activating Enterprise Administrator Accounts

To activate enterprise administrator account:

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

The screenshot shows the 'Licenses' page. It has a title bar 'Licenses'. Below it, there is a 'License :' label followed by a text input field containing the license key: 'blUe!pV0/Bt!Yf8!wvCCQ+2/V9ChEt/uvda!9F+pDvitXMYzxa4nS5TzvkJZ+hç'. At the bottom right of the page, there is a blue button labeled 'Activate the license'.

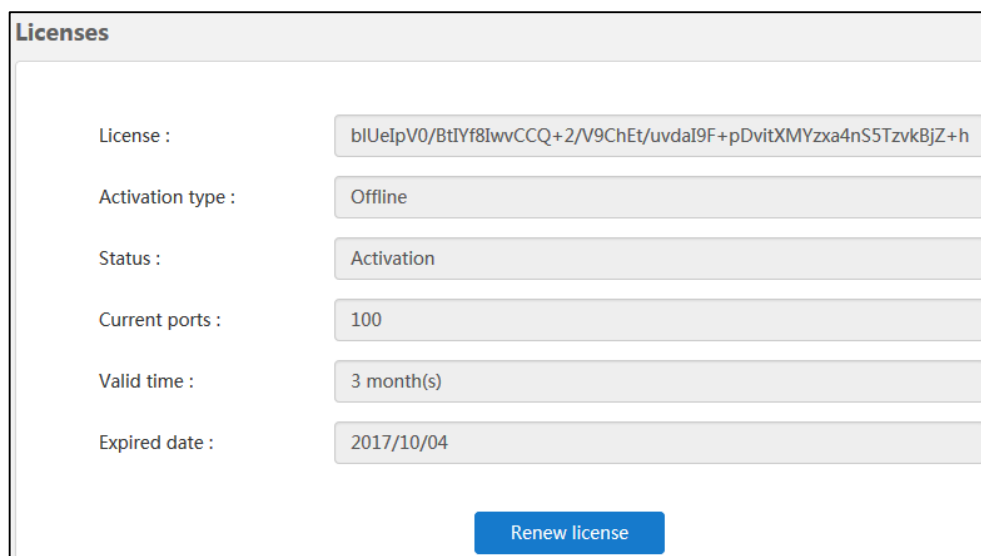
3. Click **Activate the license**.

Viewing License Information

To view license information:

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

You can view the license information.



The screenshot shows a web interface titled "Licenses". It contains several fields with their corresponding values:

Field	Value
License :	bIUeIpV0/BtIYf8IwwCCQ+2/V9ChEt/uvdaI9F+pDvitXMYzxa4nS5TzvkJZ+h
Activation type :	Offline
Status :	Activation
Current ports :	100
Valid time :	3 month(s)
Expired date :	2017/10/04

At the bottom right of the form is a blue button labeled "Renew license".

Renewing the License

To renew the license:

1. Click **System**->**Licenses**.
2. Click **Renew license**.
3. Enter the license number in the **License** field.
4. Click **Confirm** to renew the license.

Logout

To log out of the enterprise administrator account:

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

System Status

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

- [Viewing System Information](#)
- [Viewing Online Users](#)
- [Viewing Ongoing Conferences](#)

Viewing System Information

To view system information:

1. Click **Status->System information**.
You can view version information, server information and license information.
2. (Optional.) If YMS uses two adapters, select the desired adapter from the pull-down list to view the network adapter information.

Server information
Hardware information
CPU : Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
Memory : 64.15GB
Disk : 1014.05GB
Network adapter
MAC address : 0C:C4:7A:28:3D:00
Interface type : Static IP
IP address : 10.2.62.202
Subnet mask : 255.255.255.0
Gateway : 10.2.62.254
Preferred DNS server : 192.168.1.20
Alternate DNS server :

Viewing Online Users

To view online users' information:

1. Click **Status->Online users**.
2. (Optional.) Enter a few or all characters of name and account in the Search box to search for online users.

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

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

System information

Online users

Ongoing conferences

Update data in 6s

Search

	Name#	Account	Status	Device model
1	2550	2550	Idle	<div>View</div>
2	2550	2550	Idle	
3	9001	9001	Idle	
4	Jannie	2549	Busy	
5	Jannie	2549	Idle	<div>View</div>

Device model	Software version	IP address	Status
VP-T49G	51.23.0.15	10.2.20.33	Idle
VC110	50.23.0.15	10.2.20.220	Idle

Viewing Ongoing Conferences

To view ongoing conferences' information:

1. Click **Status->Ongoing conferences**.
2. (Optional.) Enter a few or all characters of subject, organizer and ID in the Search box to search for ongoing conferences.

System Management

This chapter provides information on how to manage the YMS.

Topics include:

- [Call Settings](#)
- [Gateway Configuration](#)
- [System Settings](#)
- [System Maintenance](#)
- [System Logs](#)

Call Settings

Global Settings

Video Resolution

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

To configure the video resolution:

1. Click **System**->**Call Settings** ->**Global settings**.
2. Configure the video resolution.

Parameters are described below:

Parameter	Description
Max video resolution	Configures the maximum video resolution. <ul style="list-style-type: none">• 1080P/30FPS• 720P/30FPS• 360P/30FPS• 4CIF• CIF Default: 720P/30FPS.
Max content sharing resolution	Configures the maximum content sharing resolution. <ul style="list-style-type: none">• 1080P/30FPS• 1080P/15FPS• 1080P/5FPS

Parameter	Description
	<ul style="list-style-type: none"> • 720P/30FPS • 720P/15FPS • 720P/5FPS <p>Default: 1080P/5FPS</p> <p>If you select 1080P/30FPS or 1080P/15FPS as the maximum content sharing resolution, it will bring the problem of high computing performance.</p>

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

Call Bandwidth

You can limit the bandwidth of media which is received by YMS from individual participants.

To configure the call bandwidth:

1. Click **System->Call Settings->Global settings**.
2. Select the desired bandwidth from the pull-down list of **Call bandwidth**.
3. Click **Confirm** to accept the change.

Layout

Configuring the Default Layout

You can configure the default layout of conference participants via YMS.

The conference participants refer to the persons who are in meet now conferences, the persons who are in **Discussion mode** scheduled conferences/permanent VMRs or the moderators who are in **Training mode** scheduled conferences/permanent VMRs.

The following layouts are YMS supported:

- **Equal N × N:** All participants are displayed in the same size.
- **OnePlusN:** The first participant is given prominence with the largest pane. Other participants will be displayed in a strip around the first participant.

To configure the default layout:

1. Click **System->Call Settings ->Global settings**.
2. Mark the radio box of **Equal N × N** or **OnePlusN**.
The **OnePlusN** is selected by default.
3. Click **Confirm** to accept the change.

Configuring the Layout Parameter

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

In the **Equal N×N** and **onePlusN** layout, if the number of current conference participants is

more than the maximum, the video image will switch between conference participants every time interval. You can configure the time interval and switching rules.

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. The certain time is configurable via YMS.

To configure equal N×N:

1. Click **System->Call Settings->Global settings**.
2. Configure equal N×N.

Parameters are described below:

Parameter	Description
Equal N×N	Configures the maximum number of videos. <ul style="list-style-type: none"> • 2*2 • 3*3 • 4*4 • 5*5 • 6*6 • 7*7 Default: 4*4
	Configures the time interval of cycle.
	Configure the way of cycle: <ul style="list-style-type: none"> • One video switches per cycle: One video is replaced with the extra one per cycle. • All videos switch per cycle: All videos are replaced with extra videos per cycle.

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

To configure onePlusN:

1. Click **System->Call Settings->Global settings**.
2. Configure onePlusN.

Parameters are described below:

Parameter	Description
OnePlusN	Configures the maximum number of videos. <ul style="list-style-type: none"> • 1+0 • 1+4 • 1+7 • 1+9

Parameter	Description
	<ul style="list-style-type: none"> • 1+12 • 1+20 Default: 1+7
	Configures the time interval of cycle.
	Configure the way of cycle: <ul style="list-style-type: none"> • X video switches per cycle: X video is replaced with the extra one per cycle. • All videos switch per cycle: All videos are replaced with extra videos per cycle.
	Configures the time of voice-activated feature.

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

Conference Settings

Joining Conference Beforehand

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

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

1. Click **System->Call Settings->Global settings**.
2. Select the desired time from the pull-down list of **Join conference beforehand**.
3. Click **Confirm** to accept the change.

Third Party Registration

If you want to register YMS accounts by devices which are not Yealink devices, you need enable the **Third party registration** feature via YMS.

To enable the third party registration:

1. Click **System->Call Settings ->Global settings**.
2. Enable **Third party registration**.
3. Click **Confirm** to accept the change.

Dialing Devices Automatically


You can enable **Automatic dialing** feature via YMS. When the scheduled conference begins, the devices registered the YMS accounts and the third party devices in enterprise directory will receive a call to invite to join the conference. You can answer or reject the call by devices manually. If the devices enable the auto answer feature, they will join the scheduled conference automatically.

The VC800/VC500/VC400/VC120/VC110 video conferencing endpoint, SIP VP-T49G IP phone and third party devices are supported.

To configure automatic dialing feature:

1. Click **System->Call Settings->Global settings**.
2. Enable **Automatic dialing**.

It is enabled by default.

Automatic dialing : 

The scheduled conference will dial the devices automatically when it begins

Device type:

☒ VC800/VC500
 ☒ VC400
 ☒ VC120
 ☒ VC110

☐ T49G
 ☐ Third party devices

3. Check the desired checkboxes of devices.
4. Click **Confirm** to accept the change.

Redialing Devices Automatically

If the **Automatic dialing** feature is enabled via YMS, while the devices you invited disconnect with the YMS in conference. To invite them to join the conference again after they connect to YMS, you can enable the **Automatic redialing** feature.

To enable the automatic redialing feature:

1. Click **System->Call Settings->Global settings**.
2. Enable **Automatic redialing**.
3. Click **Confirm** to accept the change.

Record

If the **Record** feature is enabled, you can add studios to the YMS to record conferences.

Note

Before you add the studio, make sure Yealink technical support engineer have deployed the recording server. If the recording server is deployed, you need obtain the studio URI, username and password from the Yealink technical support engineer.

To enable the record feature:

1. Click **System->Call Settings ->Global settings**.
2. Enable **Record**.
3. Enter the studio name, studio URI, username and password in the corresponding field.
4. According to the network of the recording server, select the desired adapter from the pull-down list of **Network adapter**.

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

Note

You can add 20 studios at most.

IVR Service

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

You can configure the voice prompt language for IVR service or the display language on devices while waiting for lecturer. The supported languages are Simplified Chinese, English, Russian, Portuguese, Spanish, Polish.

To configure the IVR language:

1. Click **System->Call Settings->Global settings**.
2. Select the desired language from the pull-down list of **IVR language**.
3. Click **Confirm** to accept the change.

Call Routing

If you want to place a PSTN call, you should configure the call routing. Call routing rules determine how calls are routed.

When you place a PSTN call, the server will select the desired gateway based on your call routing rules, and send the SIP request message. The gateway will call the PSTN telephone through the PSTN network. Once the call is answered, it is connected successfully.

Before you configure the call routing, please ensure you have configured the SIP trunk which can be set as the destination gateway of the call routing rules. For more information, please refer to [SIP Trunk](#) on page 24.

To add call routing rules:

1. Click **System->Call Settings->Call routing**.
2. In call routing rules list, click **Add Call Routing Rule**.

3. Configure the call routing rules.

Add Call Routing Rule

Routing information

Name*

Priority*
1~200

Check each rule by priority ascending order until you find the first matching rule, then apply the rule.

Enable
☒

Any disabled rules are still displayed in the rule list, but will be ignored.

Rule setting

Destination regex match*

A regular expression for checking the target to see if this rule applies to this call.

Call target*

Outgoing location*

Call routing rules parameters are described below:

Parameter	Description
Name	Specifies the name of the call routing rule.
Priority 1~200	Configures the priority of the call routing rule. The lower the number is, the higher the priority is. The range of ports is 1-200 by default. When you place a PSTN call, the server will check each rules by priority ascending order until you find the first matching rule, then apply the rule.
Enable	Enables or disables the call routing rule. Default: Enabled Any disabled rules are still displayed in the rule list, but will be ignored.
Destination regex match	Configures the Perl Compatible Regular Expressions (PCRE) to check the target to see if this rule applies to this call.
Call target	Default: PSTN. Note: It is not configurable.
Outgoing location	Configures the gateway when access to the destination.



Common Perl Compatible Regular Expressions (PCRE) are described below:

PCRE	Description
<code>^(1\d{10})\$</code>	Matches the number which begins with 1 followed by 10 digits. For example: 12345678912
<code>^0(\d+)\$</code>	Matches the number which begins with 0 followed by one or more digits. For example: 02, 0157
<code>^(13[0-9] 14[57] 15[012356789] 18[012356789])\d{8}\$</code>	Matches 11 digits mobile phone number, the first 3 digits mobile phone number includes the following types, the rest digit is optional: <ul style="list-style-type: none"> • Begins with 13 and the third number is a 0-9 character • Begins with 14 and the third number is a 5/7 character • Begins with 15 and the third number is a 0/1/2/3/5/6/7/8/9 character • Begins with 18 and the third number is a 0/1/2/3/5/6/7/8/9 character For example: 13012345678, 14512345678, 15987654321 or 18243218765
<code>^(\\d{3,4})?\\d{7,8}\$</code>	Matches the number in the following format: <ul style="list-style-type: none"> • XXX-XXXXXXX, 10 digits number • XXX-XXXXXXX, 11 digits number • XXXX-XXXXXXX, 11 digits number • XXXX-XXXXXXX, 12 digits number • XXXXXXX, 7 digits number • XXXXXXX, 8 digits number For example: XXXXXX represents 1234567 or other 7 digits numbers
<code>\\d{3}-\\d{8} \\d{4}-\\d{7}</code>	Matches the number in the following format: <ul style="list-style-type: none"> • XXX-XXXXXXX, 11 digits number • XXXX-XXXXXXX, 11 digits number For example: XXX-XXXXXXX represents 012-12345678 or other 11 digits number, XXXX-XXXXXXX represents 0123-1234567 or other 11 digits number
<code>(\\d{11}) ((\\d{3,4})?\\d{7,8})(-\\d{1,4})?</code>	Matches the number in the following format: <ul style="list-style-type: none"> • 11 digits mobile phone number • XXXXXXX, 8 digits number • XXXXXXX, 7 digits number

PCRE	Description
	<ul style="list-style-type: none"> • XXX/XXXX-XXXXXXXX/XXXXXXXX, 4 formats in total • XXX/XXXX-XXXXXXXX/XXXXXXXX-X/XX/XX/XX XX, 16 formats in total • XXXXXXX/XXXXXXXX-X/XX/XX/XXXX, 8 formats in total <p>For example: XXXX-XXXXXX represents 0731-8784888 or other 11 digits number</p>

4. Click **Save**.

Note

On the **Call Routing** page, you can view the call routing rules. And you can also click  on the right of page to edit call routing rules, or click  on the right of page to delete the call routing rule.

Gateway Configuration

You can configure the H.323 gateway and SIP trunk via YMS.

H.323 Gateway

The server supports H.323 protocol. If your network uses a gatekeeper, you can enable the H.323 protocol for the server, and specify its H.323 name. This allows others to call the server and then join the conference by entering the H.323 name.

In conference, you can also invite conference participants by H.323 protocol. For more information, please refer to [Yealink Meeting Server User Guide](#).

To configure the H.323 gateway:

1. Click **System->Gateway Configuration->H.323 gateway**.
2. Configure the H.323 gateway.

Parameters are described below:

Parameter	Description
H.323 protocol	<p>Enables or disables the H.323 protocol.</p> <p>Default: Enabled</p> <p>Note: Only when it is set to Enabled, can H.323 account be registered. When it is set to Enabled on both sites, the device can call the far site by dialing an IP address directly.</p>
Display name	<p>Specifies the H.323 name to identify this server.</p> <p>Default: blank</p>
GK address	<p>Configures the IP address of the gatekeeper.</p>

Parameter	Description
GK authentication	Enables or disables support for gatekeeper authentication. Default: Disabled Note: When Gatekeeper Authentication is enabled, the gatekeeper ensures that only trusted H.323 device are allowed to access the gatekeeper.
GK account	Specifies the account for authentication with gatekeeper. Default: blank
GK code	Specifies the password for authentication with gatekeeper. Default: blank
H.235 encryption	Specifies the H.235 type during an H.323 call. <ul style="list-style-type: none"> Optional—negotiate with the far site whether to use H.235 for media encryption in H.323 calls. Compulsory—compulsory use H.235 for media encryption in H.323 calls. Disable—do not use H.235 in H.323 calls. Default: Disabled
H.239	Enables or disables the H.239 protocol for sharing content. H.239 protocol is used when sharing content with the far site in H.323 calls. Default: Enabled

3. Click **Save**.

If the registration is successful, the status shows "Registered".

H.323 gateway

H.323 protocol

Status : Registered

Display name :

GK address :

GK authentication :
☐ Enable

H.235 encryption :
☒ Optional
☐ Compulsory
☐ Disable

H.239 :
☒ Enable

Confirm

SIP Trunk

To place a PSTN call, you should configure the SIP trunk which can be set as the destination

gateway of the call routing rules. Note that if you add, edit or delete the SIP trunk, YMS will reboot to make the change take effect.

To add SIP trunks:

1. Click **System->Gateway Configuration->SIP trunk**.
2. Click **Add SIP Trunk** to enter the page of adding SIP trunk.
3. Configure the SIP trunk.

Gateway information

Gateway name*

Gateway type*

Outgoing network* ☒ Intranet ☐ Extranet

Enable ☒

Support video ☐

Registration information

Server address* Port*

Transport protocol*

Session expires (30s~3600s)

Server retry counts (1~16)

Outbound proxy server ☐

SIP trunk parameters are described below:

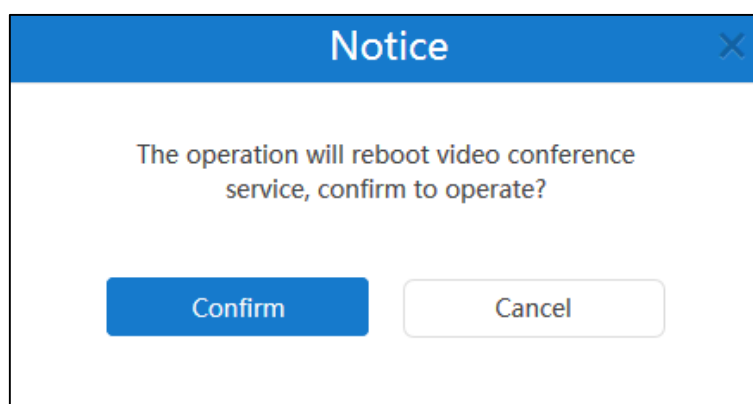
Parameter	Description
Gateway name	Specifies the name of SIP voice gateway.
Gateway type	<p>Configures the SIP voice gateway type.</p> <ul style="list-style-type: none"> • New Rock • Audiocodes <p>You can also select General to specify the other SIP voice gateway type.</p> <p>Default: New Rock. The SIP voice gateway is configured by IT administrator.</p>
Outgoing network	<p>Configures the outgoing network.</p> <ul style="list-style-type: none"> • Intranet: SIP voice gateway is deployed in internal network.

Parameter	Description
	<ul style="list-style-type: none"> Extranet: SIP voice gateway is deployed in external network.
Enable	<p>Enables or disables the SIP voice gateway.</p> <p>Default: Enabled</p>
Support video	<p>If the SIP voice gateway supports video, enable Support video.</p>
Connection	<p>If you select General, enable or disable the server to register with the SIP voice gateway.</p> <p>When the SIP voice gateway needs the server to register with it, you should enable Registered to the gateway. On the contrary, you should disable it.</p> <p>Default: Registered to the gateway checkbox is checked by default.</p> <p>Note that New Rock or Audiocodes do not need the server to register with it.</p>
Username	<p>When you select General and check the Registered to the gateway checkbox, configures the user name for authentication.</p>
Realm	<p>When you select General and check the Registered to the gateway checkbox, configures the IP address or domain name of SIP voice gateway for authentication.</p>
Password	<p>When you select General and check the Registered to the gateway checkbox, configures the password for authentication.</p>
Number	<p>When you select General and check the Registered to the gateway checkbox, configures the number which is assigned by SIP voice gateway to identify the server.</p>
Server address	<p>Configures the IP address or domain name of SIP voice gateway.</p> <p>Default: blank</p>
Port	<p>Configures the port of the SIP voice gateway.</p> <p>Valid values: Integer from 0 to 65535.</p> <p>Default: 5060</p>
Transport protocol	<p>Configures the type of transport protocol for the SIP account.</p> <ul style="list-style-type: none"> UDP—provides best-effort transport via UDP for SIP signaling. TCP—provides reliable transport via TCP for SIP signaling. TLS—provides secure communication of SIP signaling. DNS-NAPTR—performs the DNS NAPTR and SRV queries for the service type and port if no server port is given. <p>Default: UDP</p>
Session expires	<p>Configures the session expires time.</p>

Parameter	Description
(30s~3600)	After the session expires time, the server will send the request for registering with the SIP voice gateway again. Default: 3600s
Server retry counts (1~16)	When the registration is unsuccessful, configures the number of time which the server retries to send the request for registering with the SIP voice gateway. Default: 3
Outbound proxy server	Enables or disables the server to send requests to the outbound proxy server. Default: Disabled
Outbound proxy server	Configures the IP address or domain name of the outbound proxy server. Default: it is configurable only when the Outbound Proxy Server is enabled.
Port	Configures the port of the outbound proxy server. Valid values: Integer from 0 to 65535. Default: 5060. It is configurable only when the Outbound Proxy Server is enabled.
Proxy fallback interval (30s~3600s)	Configures the proxy fallback interval of outbound proxy server. After the proxy fallback interval, the server will send the request for registering with outbound proxy server again. Default: 3600s. It is configurable only when the Outbound Proxy Server is enabled.



4. Click **Save**.

The notice is displayed as shown next:



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

Note

On the **SIP trunk** page, you can view the SIP trunks. And you can also click  on the right of page to edit SIP trunks, or click  on the right of page to delete the SIP trunks.

SIP Trunk ACL

If devices are not registered YMS account, the devices cannot place a call to YMS account directly. To solve this problem, you need configure the SIP trunk ACL (Access Control List). The format of calling information must meet: YMS account@ domain name of YMS, and the domain name of YMS must be resolvable.

To add SIP trunk ACL:



1. Click **System**->**Gateway Configuration**->**SIP Trunk ACL**.
2. Click **Add ACL** to enter the page of adding SIP Trunk ACL.
3. Configure the SIP trunk ACL.

Parameters are described below:

Parameter	Description
ACL name	Specifies the name of the SIP trunk ACL.
IP address	Configures the IP address or network segment (for example: 192.168.1.0/24) of server on which the devices register accounts. Note: If the devices are not registered accounts, configure the IP address of device.
Enable	Enables or disables the SIP trunk ACL. Default: Enabled

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

Note

On the **SIP Trunk ACL** page, you can view the SIP trunks. And you can also click  on the right of page to edit SIP trunk ACL, or click  on the right of page to delete the SIP trunk ACL.

System Settings

Network Settings

Basic Settings

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

Because YMS is not a separate MCU, it is the system which includes internal and external network traversal. It need supports two adapters to distinguish between internal network users and external network user (If the internal network adapter receives packages registered, the server defines the users as internal network users. On the contrary, the server defines the users as external network users).

Native Domain Name

You can configure the domain name of YMS. The domain name is used to authentication.

To configure the domain name of YMS:

1. Click **System->System Settings->Network**.
2. Select **Basic settings** to enter the page of basic settings.
3. Configure the domain name of YMS in in the **Native domain Name** field.

Configuring Ethernet Port Type Manually

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

In the **Internal network settings** or **Network settings** field, you can mark the radio box of **Static IP address**. And then you need to configure it manually. Note that if you configure the Ethernet port type, YMS will reboot to make the change take effect.

To configure static IP address of internal network manually:

1. Click **System->System Settings->Network**.
2. Select **Basic settings** to enter the page of basic settings.
3. Check the **Internal network settings** checkbox.
4. Select the desired adapter from the pull-down list of **Network adapter settings**.

5. Configure the Ethernet port type.

☒ **Internal network settings**

Network adapter settings :

Ethernet port type : ☒ Static IP address

IP address :

Subnet mask :

Gateway :

Preferred DNS :

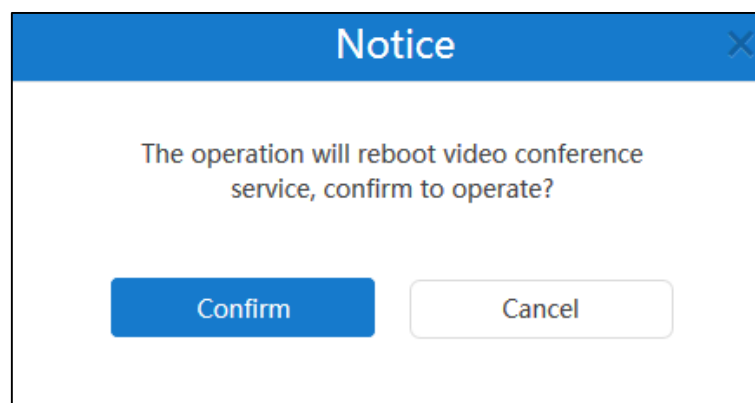
Alternate DNS :

Parameters are described below.

Parameter	Description
Static IP address	Enables or disables the YMS to use manually configured static IP address. Default: Enabled
IP address	Configures the IP address assigned to the YMS.
Subnet mask	Configures the subnet mask assigned to the YMS.
Gateway	Configures the gateway assigned to the YMS.
Preferred DNS	Configures the preferred DNS server assigned to the YMS.
Alternate DNS	Configures the alternate DNS server assigned to the YMS.

6. Click **Confirm**.

The notice is displayed as shown next:

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

To configure static IP address of external network manually:

1. Click **System->System Settings->Network**.
2. Select **Basic settings** to enter the page of basic settings.
3. Check the **Network settings** checkbox.
4. Follow the step 3 to 6 in [To configure static IP address of internal network manually](#) to configure external network.

Static NAT

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

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

Note that if you configure static NAT, YMS will reboot to make the change take effect.

To configure static NAT:

1. Click **System->System Settings->Network**.
2. Select **Basic settings** to enter the page of basic settings.
3. Check the **Network settings** checkbox.
4. Configure the static NAT.

☒ **Network settings**

Network adapter settings :

Ethernet port type : ☒ Static IP address

IP address :

Subnet mask :

Gateway :

Preferred DNS :

Alternate DNS :

NAT : ☒ Enabled

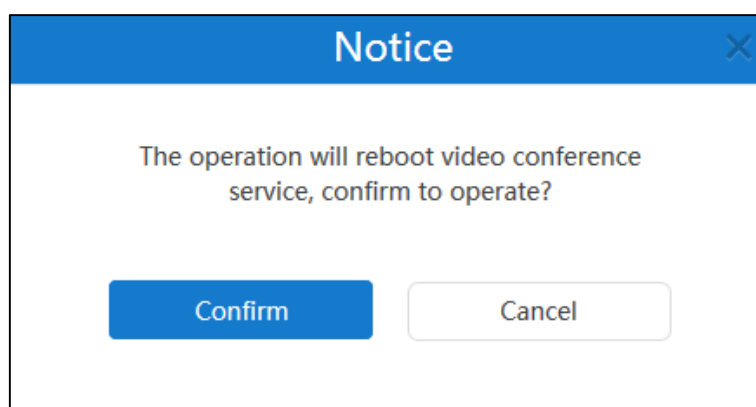
IP address :

Static NAT feature parameters are described below:

Parameter	Description
NAT	Enable or disable the static NAT feature. Default: Enabled
IP address	Configures the NAT public address for YMS. Default: blank

- Click **Confirm**.

The notice is displayed as shown next:



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

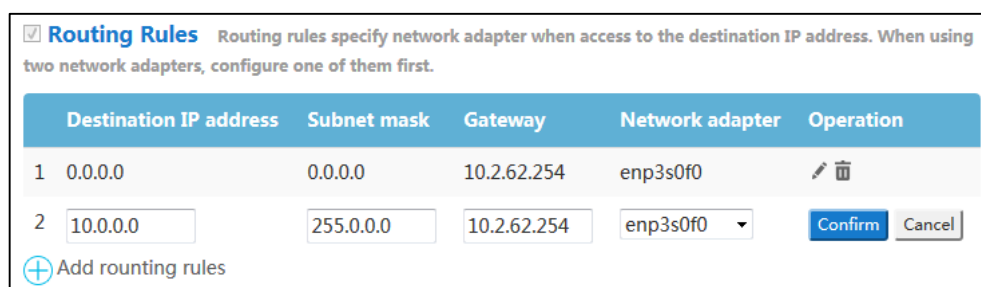
Routing Rules

When YMS uses two adapters, you can configure routing rules based on the actual enterprise network condition. To reach the destination, you can specify the network adapters to use

Note that external network and all network segments in your enterprise must be specified routing rules. If you add, edit or delete the contents of routing rules, YMS will reboot to make the change take effect.

To add the contents of routing rules:

- Click **System->System Settings->Network**.
- Select **Basic settings** to enter the page of basic settings.
- Click **Add routing rules** to add the contents of routing rules.
- Configure the routing rules.

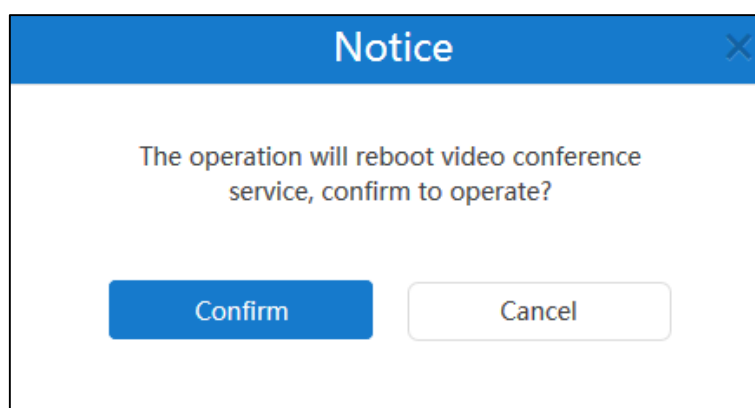


Parameters on the routing rules are described below:

Parameter	Description
Routing rules	If YMS uses two adapters, routing rules is enabled by default.
Destination IP address	Configures the IP address of network destination. The IP address to be used in conjunction with the subnet mask.
Subnet mask	Configures the subnet mask.
Gateway	Configures the gateway when access to the destination.
Network adapter	Configures the adapter of YMS when access to the destination.



5. Click **Confirm** to save the change.
6. Click **Confirm**.

The notice is displayed as shown next:



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

Note

On the **Network Settings** page, you can view the routing rules. And you can also click  on the right of page to edit routing rules, or click  on the right of page to delete the routing rules.

Service Settings

Web

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

Note that if you configure HTTP protocol and HTTPS protocol, YMS will reboot to make the change take effect.

To configure the Web page:

1. Click **System->System Settings->Network**.
2. Select **Service settings** to enter the page of service settings.

3. Configure the Web page.

Web :

☒ Enable HTTP
 HTTP listener :

 HTTP NAT :

☒ Enable HTTPS
 HTTPS listener :

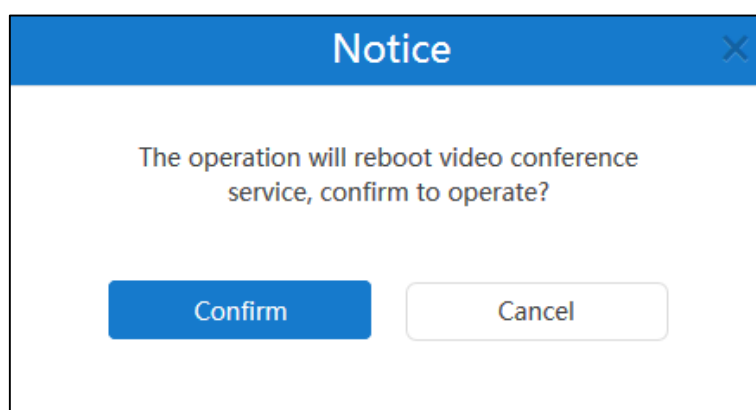
 HTTPS NAT :

Web page parameters are described below:

Parameter	Description
Enable HTTP	Enable the HTTP protocol. Default: It is not configurable.
HTTP listener	Specifies the HTTP listener port of HTTP protocol. Valid values: 1-65535 Default: 80
HTTP NAT	If you enabled static NAT in external network settings, configures the HTTP NAT port of HTTP protocol is used to access to the external network. Default: 80. The port should be the same as it configured on the router.
Enable HTTPS	Enable or disable the HTTPS protocol. Default: Enabled
HTTPS listener	Specifies the HTTPS listener port of HTTPS protocol. Valid values: 1-65535 Default: 443
HTTPS NAT	If you enabled static NAT in external network settings, configures the HTTPS NAT port of HTTPS protocol is used to access to the external network. Default: 443. The port should be the same as it configured on the router.

4. Click **Confirm**.

The notice is displayed as shown next:



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

SSH

SSH (Secure Shell) is a cryptographic network protocol for operating network services securely over an unsecured network. It provides a secure channel over an unsecured network in a client-server architecture, connecting an SSH client application with an SSH server. Common applications include remote command-line login and remote command execution, but any network service can be secured with SSH. Note that if you configure SSH, YMS will reboot to make the change take effect.

To configure SSH:

1. Click **System->System Settings->Network**.
2. Select **Service settings** to enter the page of service settings.
3. Configure SSH.

SSH :

☒ Enable SSH
 Port :

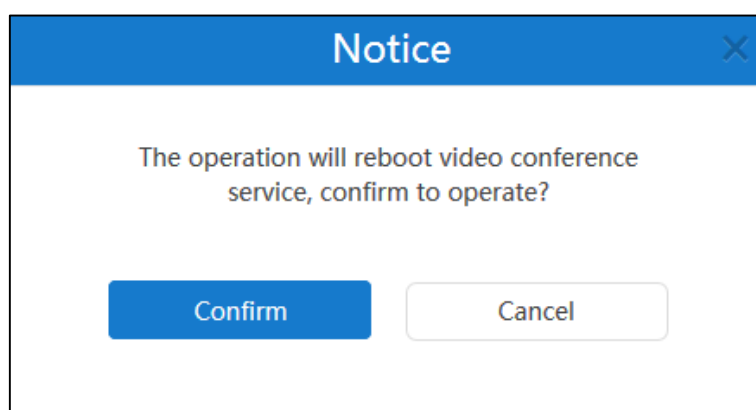
Connect to remote server through SSH when debugging.

SSH parameters are described below:

Parameter	Description
Enable SSH	Enable or disable the SSH protocol. Default: Enabled
Port	Specifies the port of SSH protocol. Valid values: 1-65535 Default: 22

4. Click **Confirm**.

The notice is displayed as shown next:



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

SIP

YMS supports SIP protocol and UDP, TCP and TLS protocol to transport SIP (Session Initiation Protocol) signaling. You can specify the ports of these protocols via YMS. Note that if you configure the port parameters to transport SIP signaling, YMS will reboot to make the change take effect.

To configure the port parameters to transport SIP signaling:

1. Click **System->System Settings->Network**.
2. Select **Service settings** to enter the page of service settings.
3. Configure the port parameters to transport SIP signaling.

SIP :

UDP/TCP port :

Note : used for IVR

TLS port :

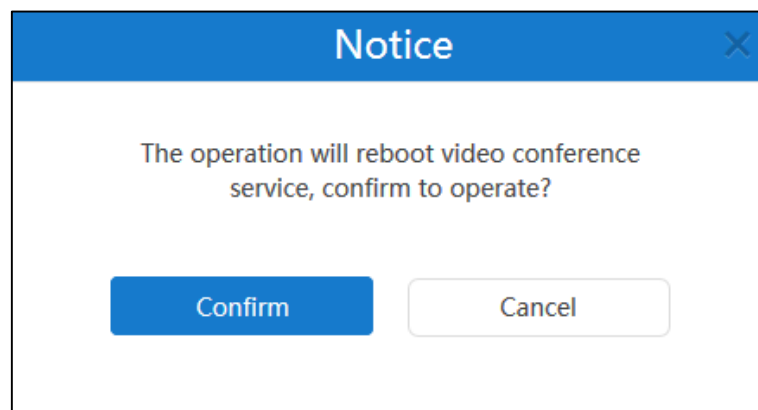
Note : must be different from the TCP/UDP port

Port parameters are described below:

Parameter	Description
UDP/TCP port	Specifies the port of UDP protocol and TCP protocol used for IVR. Default: 5060
TLS port	Specifies the port of TLS protocol. Default: 5061

4. Click **Confirm**.

The notice is displayed as shown next:



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

H.323

H.225 is part of the H.323 family of telecommunication protocols. If the H.323 gateway has registered, H.225 was used to establish the H.323 call. For more information, please refer to [H.323 Gateway](#) on page 23.

Parameters are described below:

Parameter	Description
H.225 listener (TCP)	Default: 1720. Note: It is not configurable.

WebRTC

Joining conferences from a Web browser are supported by YMS.

You can configure the WebRTC listener port via YMS. Note that if you configure the WebRTC listener port, YMS will reboot to make the change take effect.

To configure the WebRTC listener port:

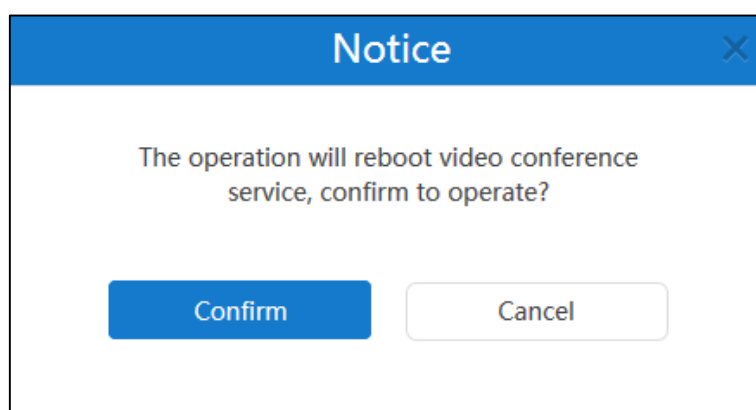
1. Click **System->System Settings->Network**.
2. Select **Service settings** to enter the page of service settings.
3. Enter the listener port in the **webRTC listener** field.

Parameters are described below:

Parameter	Description
WebRTC listener	Specifies the listener port for WebRTC. Default: 442.

4. Click **Confirm**.

The notice is displayed as shown next:



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

Port Settings

You can configure UDP ports and TCP ports via YMS. After you configure it, YMS will reboot to make the change take effect.

To configure port settings:

1. Click **System->System Settings->Network**.
2. Select **Port settings** to enter the page of port settings.
3. Configure the ports in the corresponding field.

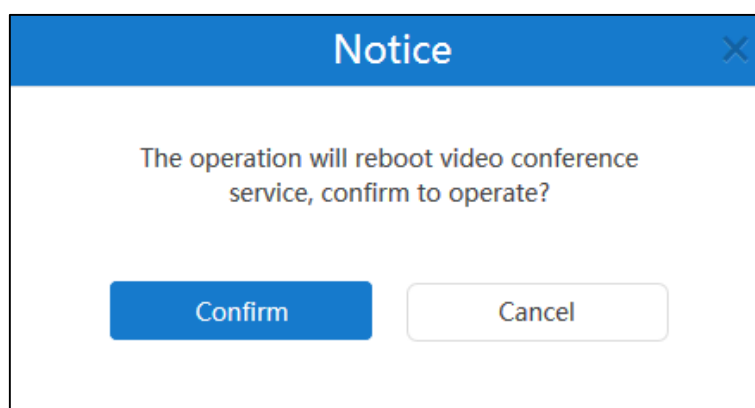
Basic settings	Service settings	Port settings
UDP/TCP port		
IVR port* : (30000~37999)	<input type="text" value="30000"/>	~ <input type="text" value="37999"/>
TURN service port* : (38000~49999)	<input type="text" value="38000"/>	~ <input type="text" value="49999"/>
MCU port* : (50000~59999)	<input type="text" value="50000"/>	~ <input type="text" value="59999"/>
TCP port		
H.245 port* : (30000~39999)	<input type="text" value="30000"/>	~ <input type="text" value="39999"/>
<input type="button" value="Confirm"/>		

Port settings parameters are described below:

Parameter	Description
IVR port	Specifies the range of IVR ports. Default: A call occupies 6 ports. If you initiate presentation in the call, the call occupies 8 ports. The range of ports is 30000-37999 by default. And the difference between the maximum signaling port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 30000 as the minimum port, the maximum port should be not less than 31000.
TURN service port	Specifies the range of TURN service ports. Default: 38000-49999. And the difference between the maximum port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 38000 as the minimum port, the maximum port should be not less than 39000.
MCU port	Specifies the range of MCU ports. Default: 50000-59999. And the difference between the maximum port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 50000 as the minimum port, the maximum port should be not less than 51000.
H.245 port	Specifies the range of H.245 ports. Default: 30000-39999. And the difference between the maximum port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 30000 as the minimum port, the maximum port should be not less than 31000.

4. Click **Confirm**.

The notice is displayed as shown next:



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

Time/Time Zone Settings

Time Access

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

When configuring YMS to obtain the time and date from the SNTP server, you must set the time zone.

To configure the time access:

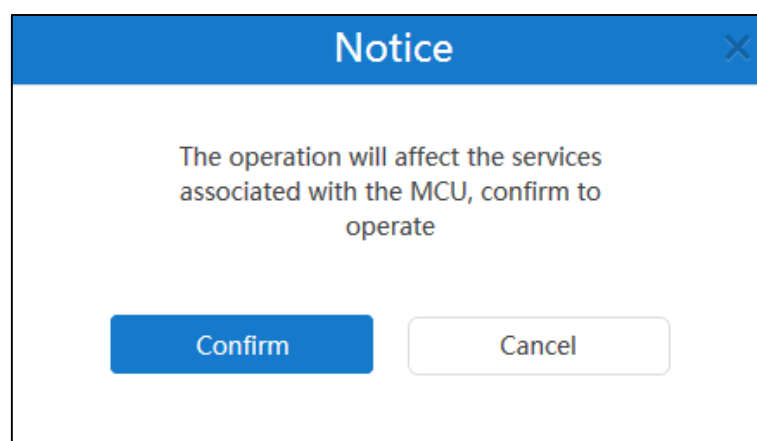
1. Click **System->System Settings->Time/Time zone**.
2. Configure the time access.

Time access parameters are described below:

Parameter	Description
Current server time	Displays the current time of YMS.
Time access	<p>Configures the Daylight Saving Time (DST) type.</p> <ul style="list-style-type: none">• SNTP: obtain the time and date from the SNTP server automatically.• Date & time configuration: configure the time and date manually. <p>Default: SNTP</p>
Server domain name	<p>Configures the SNTP server.</p> <p>Default: pool.ntp.org</p>
Time zone	Configures the time zone.

3. Click **Confirm**.

The notice is displayed as shown next:



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

Note

Please refer to [Appendix: Time Zones](#) for the list of available time zones on Yealink Meeting Server.

Meeting Time Zone Configuration

You can configure the meeting time zone via YMS. When users schedule the conference, the default zone and enabled state of Daylight Saving Time (DST) is determined by the meeting time zone configuration.

To configure the meeting time zone:

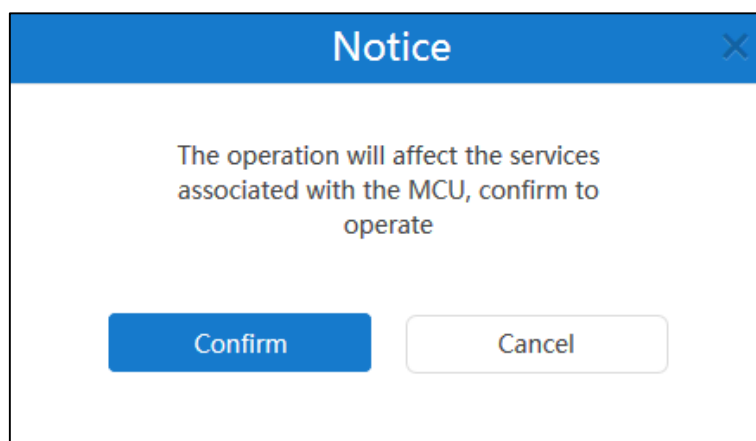
1. Click **System->System Settings->Time/Time zone**.
2. Configure the meeting time zone.

Meeting time zone parameters are described below:

Parameter	Description
Default time zone	<p>When users schedule the conference, configures the default time zone.</p> <p>Default: The default time zone interacts with the time zone of server.</p>
Enable DST automatically	<p>When users schedule the conference, configures the DST type.</p> <p>The available types for YMS are:</p> <ul style="list-style-type: none"> • Auto: DST will be configured automatically. When users schedule the conference in the countries which use DST, the DST is enabled automatically. Otherwise, the DST is disabled automatically. • Disable: do not use DST. <p>Default: Auto</p>

3. Click **Confirm**.

The notice is displayed as shown next:



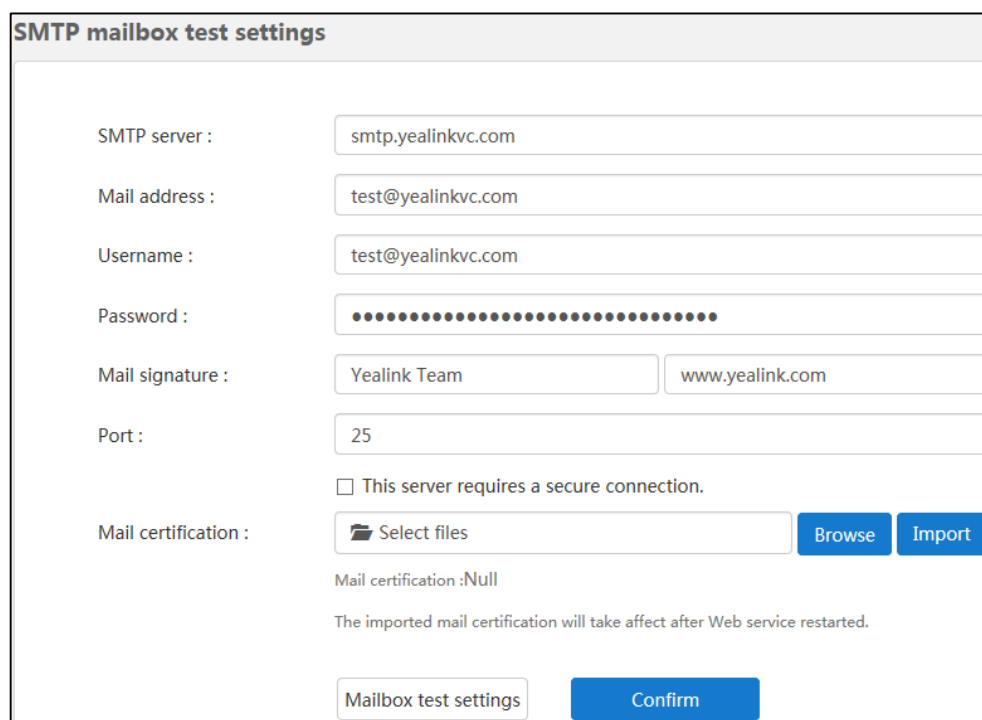
4. Click **Confirm** to accept the change.

SMTP Mailbox

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

To configure the mailbox parameter:

1. Click **System->System Settings->SMTP mailbox**.
2. Configure the SMTP mailbox parameters.

A form titled "SMTP mailbox test settings". It contains the following fields and controls:

- SMTP server :
- Mail address :
- Username :
- Password :
- Mail signature :
- Port :
- ☐ This server requires a secure connection.
- Mail certification :
- Mail certification : Null
- The imported mail certification will take affect after Web service restarted.
-

SMTP mailbox settings parameters are described below:

Parameter	Description
SMTP server	Specifies the address of the SMTP server.
Mail address	Configures the email address that is permitted to be used for sending email using SMTP server and account.
Username	Specifies a valid account on the SMTP server.
Password	Specifies the password on the SMTP server.
Mail signature	Specifies the signature displayed in email. Default: Yealink Team, www.yealink.com
Port	Specifies the port on the SMTP server to connect to. Default: 25
This server requires a secure connection	Enables or disables connection security. If connection security is enabled, you should specify the type of connection security to use based on the type of SMTP server. <ul style="list-style-type: none"> • SSL • TLS Default: SSL

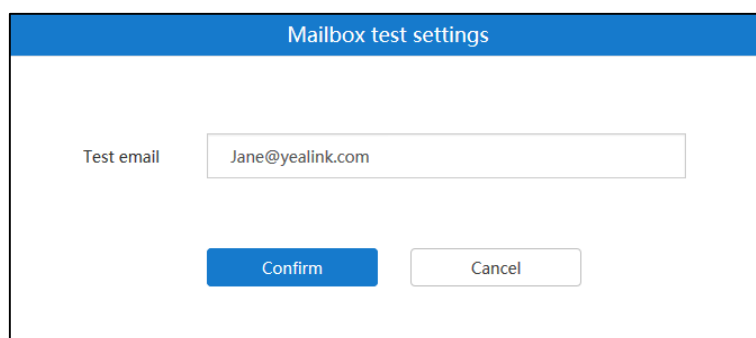
3. (Optional.) Click **Browse** in the **Mail certification** field, and then select the desired certification in your computer.

Click **Import**.

YMS will reboot to make the change take effect.

4. Click **Mailbox test settings**.

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



The image shows a dialog box titled "Mailbox test settings". It has a blue header bar with the title. Below the header, there is a label "Test email" followed by a text input field containing "Jane@yealink.com". At the bottom of the dialog, there are two buttons: a blue "Confirm" button and a white "Cancel" button with a grey border.

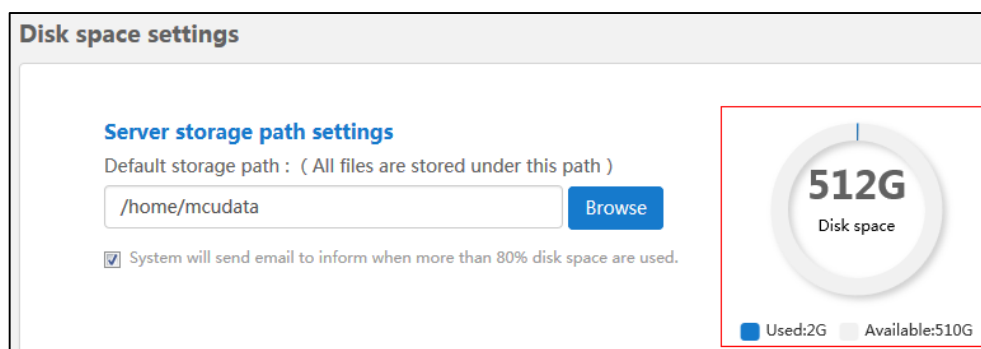
5. Click **Confirm** to test to test whether the email address you set is available.
If the mailbox has connected successfully, the page prompts "Operation success". If not, please edit the mailbox parameter based on the prompt message.
6. Click **Confirm** to accept the change.

Disk Space Settings

Configuring the Default Storage Path

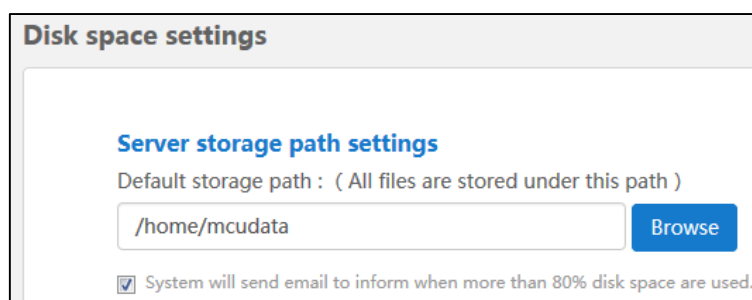
This setting specifies the default storage path, and it is used for storing all files.

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



To configure the storage path:

1. Click **System**->**System Settings**->**Disk space**.
1. Click **Browse** and then select the desired path in the **Default storage path** field.

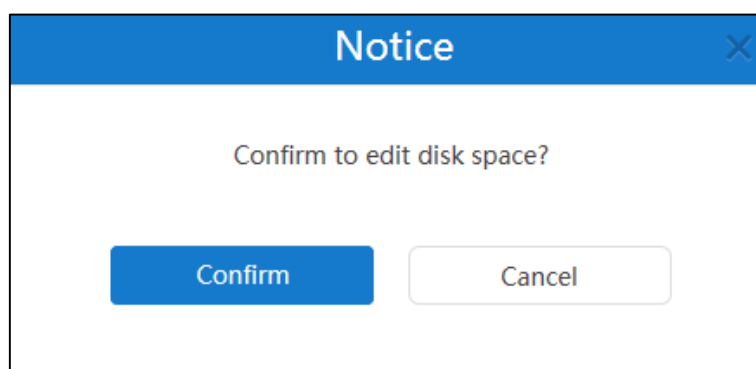


2. (Optional.) Check **System will send email to inform when more than 80% disk space are used** checkbox.

The checkbox is checked by default.

3. Click **Confirm**.

The notice is displayed as shown next:



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

Disk Space

Allocating Disk Space

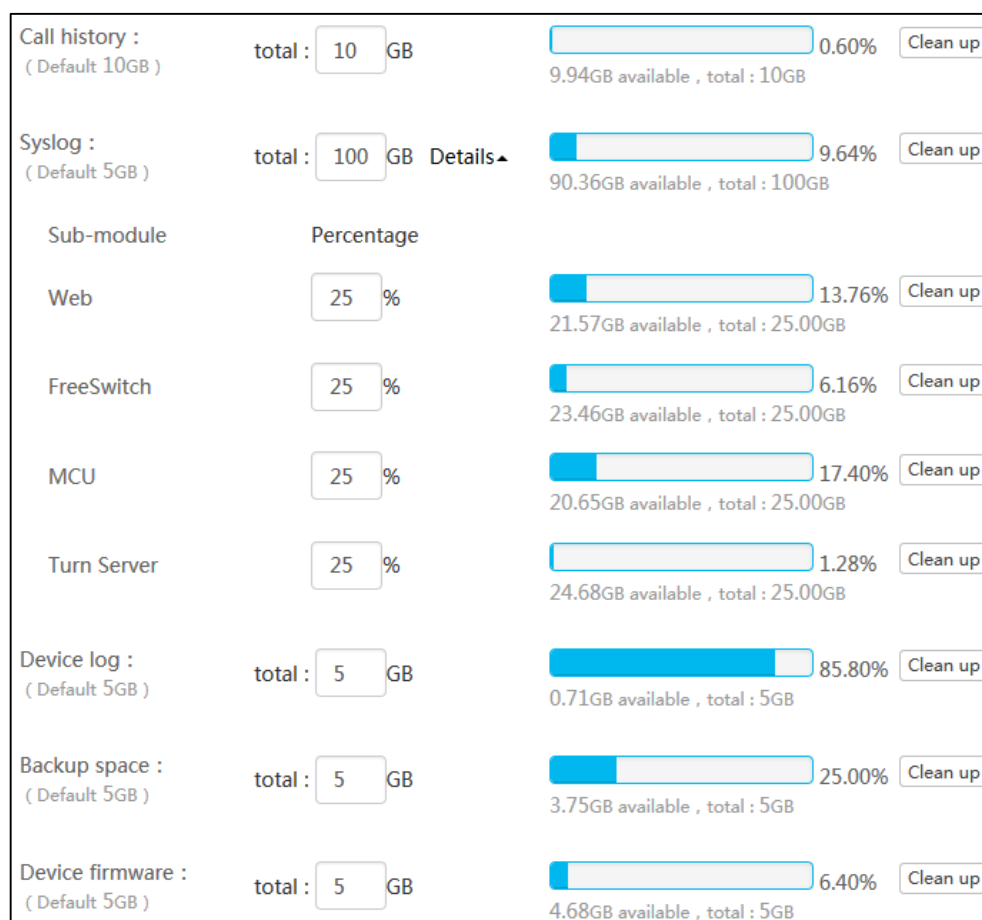
You can allocate **Call history**, **Syslog**, **Device log**, **Backup space** and **Device firmware** quota manually.

To allocate the space quota:

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

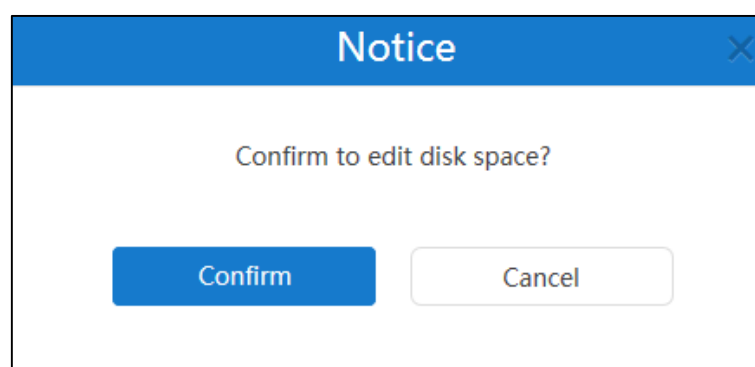
In the **Syslog** field, click **Details**, enter **Web**, **FreeSwitch**, **MCU** and **Turn Server** percentage in the corresponding field.

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



3. Click **Confirm**.

The notice is displayed as shown next:



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

Note

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

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

Clearing Disk Space

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

To clear the disk space:

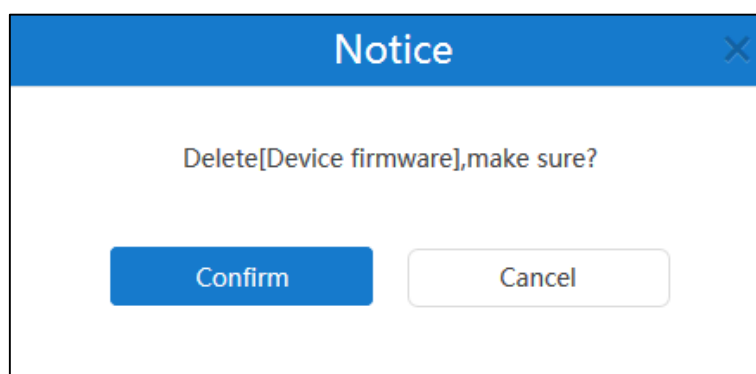
1. Click **System**->**System Settings**->**Disk space**.
2. Select **Call history**, **Syslog**, **Device log**, **Backup space** or **Device firmware** disk space.

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

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

Call history : (Default 10GB)	total : <input type="text" value="10"/> GB	<div><div></div></div> 0.60% 9.94GB available , total : 10GB	<button>Clean up</button>
Syslog : (Default 5GB)	total : <input type="text" value="100"/> GB Details▲	<div><div></div></div> 9.64% 90.36GB available , total : 100GB	<button>Clean up</button>
Sub-module		Percentage	
Web	<input type="text" value="25"/> %	<div><div></div></div> 13.76% 21.57GB available , total : 25.00GB	<button>Clean up</button>
FreeSwitch	<input type="text" value="25"/> %	<div><div></div></div> 6.16% 23.46GB available , total : 25.00GB	<button>Clean up</button>
MCU	<input type="text" value="25"/> %	<div><div></div></div> 17.40% 20.65GB available , total : 25.00GB	<button>Clean up</button>
Turn Server	<input type="text" value="25"/> %	<div><div></div></div> 1.28% 24.68GB available , total : 25.00GB	<button>Clean up</button>
Device log : (Default 5GB)	total : <input type="text" value="5"/> GB	<div><div></div></div> 85.80% 0.71GB available , total : 5GB	<button>Clean up</button>
Backup space : (Default 5GB)	total : <input type="text" value="5"/> GB	<div><div></div></div> 25.00% 3.75GB available , total : 5GB	<button>Clean up</button>
Device firmware : (Default 5GB)	total : <input type="text" value="5"/> GB	<div><div></div></div> 6.40% 4.68GB available , total : 5GB	<button>Clean up</button>

The notice is displayed as shown next:



(Take device firmware for example)

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

System Maintenance

Device Upgrade

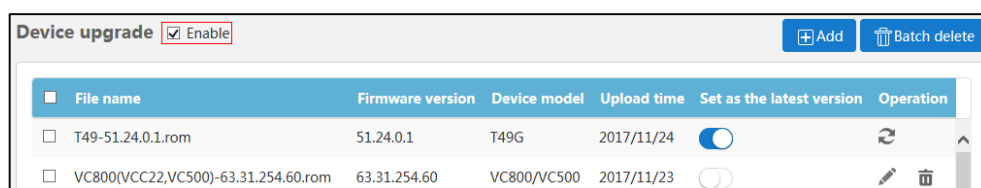
You can update VC800/VC500/VC400/VC120/VC110 video conferencing endpoint and SIP VP-T49G IP phone registered the YMS account remotely. Note that only *.rom format file is available.

Enabling Device Upgrade Feature

Before you use device upgrade feature, you need enable **Device upgrade** feature for YMS.

To enable device upgrade feature:

1. Click **System->System Maintenance->Device upgrade**.
2. Check the **Enable** checkbox.



The checkbox is checked by default.

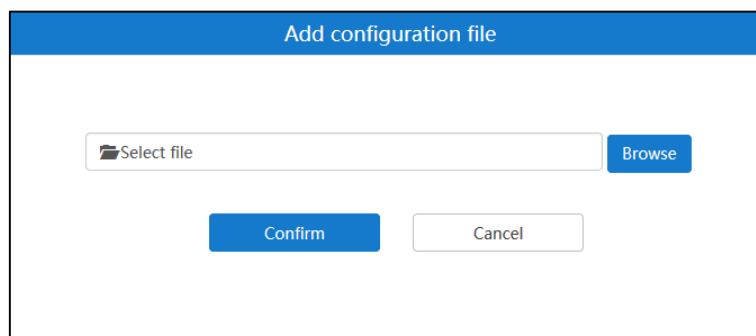
Adding Configuration Files

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

To add configuration files:

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

2. Click **Add**, the dialog box of **Adding configuration file** pops up.
3. Click **Browse** to add configuration files.



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


The page will display the progress bar, the configuration file is not added successfully until the progress bar reaches 100% and the list displays it.

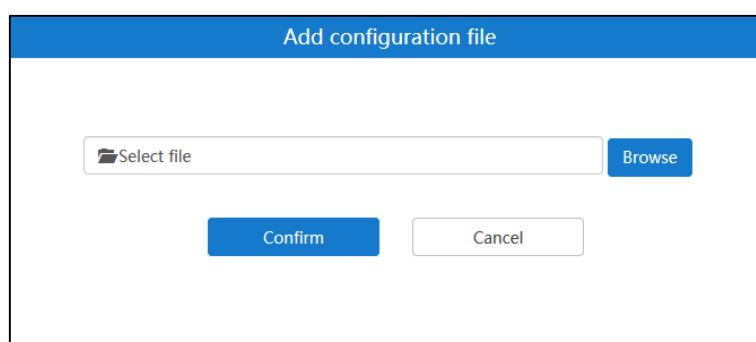
The configuration file will be set as the latest version automatically.

Updating Configuration Files

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

To update configuration files:

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



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


The page will display the progress bar, the configuration file is not added successfully until the progress bar reaches 100% and the list displays it.

Updating Device Firmware Now

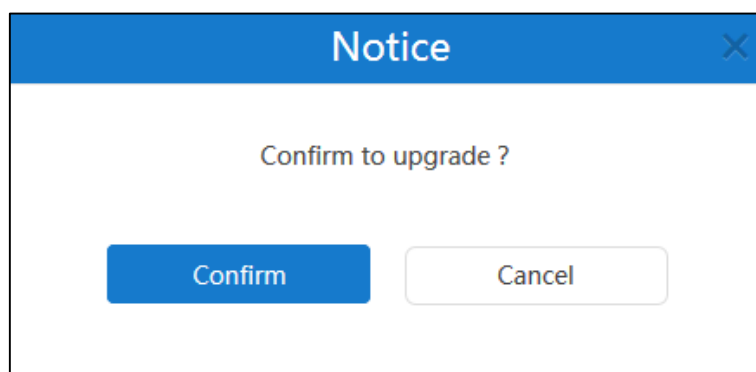
Before you update the device registered YMS account now, you need set a configuration file as

the latest version. When the version of the device firmware is not the same as the latest version, it will be updated.

To update device firmware now:

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

The notice is displayed as shown next:




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







Deleting Configuration Files

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

To delete configuration files:

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

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

<input checked="" type="checkbox"/>	File name	Firmware version	Device model	Upload time	Set as the latest version	Operation
<input checked="" type="checkbox"/>	VC110-50.23.0.15.rom	50.23.0.15	VC110	2017/07/03	<input type="checkbox"/>	 
<input checked="" type="checkbox"/>	VC400-30.23.0.15.rom	30.23.0.15	VC400	2017/07/03	<input type="checkbox"/>	 
<input checked="" type="checkbox"/>	T49-51.23.0.15.rom	51.23.0.15	T49G	2017/07/03	<input type="checkbox"/>	 

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

Backup/Restore

The configuration file except for license and logs of YMS can be exported and saved as a backup

to disk. When the server fails, you can restore the backup.

Auto Backup Settings

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

To configure the auto backup settings via YMS:

1. Click **System->System Maintenance->Backup/Restore**.
2. Click **Auto backup settings**, the dialog box of **Auto Backup Settings** pops up.
3. Configure the auto backup settings.
4. Click **Confirm** to save the settings.

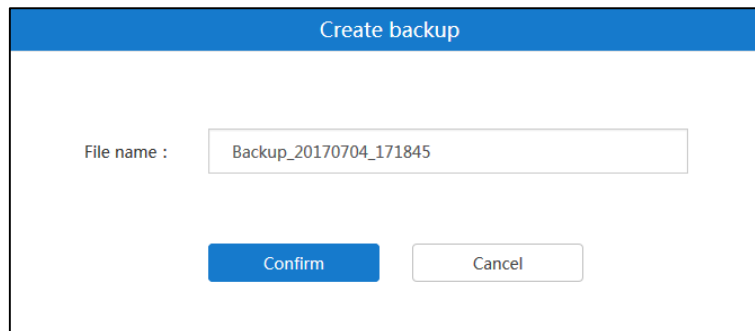
Creating a Backup Manually

You can create a backup of YMS manually.

To create a backup:

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

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




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

Downloading a Backup

You can download the desired backup of YMS.

To download a backup via YMS:

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


Restoring a Backup

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

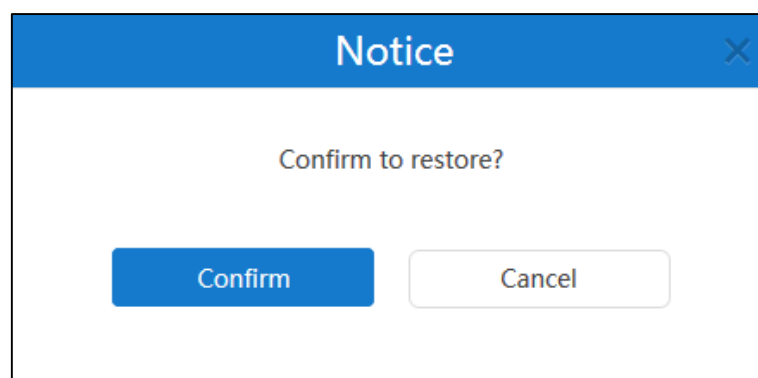
You can also upload the backup saved in your computer to restore. You can upload a backup in the following scenarios:

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

To restore a backup via YMS:

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

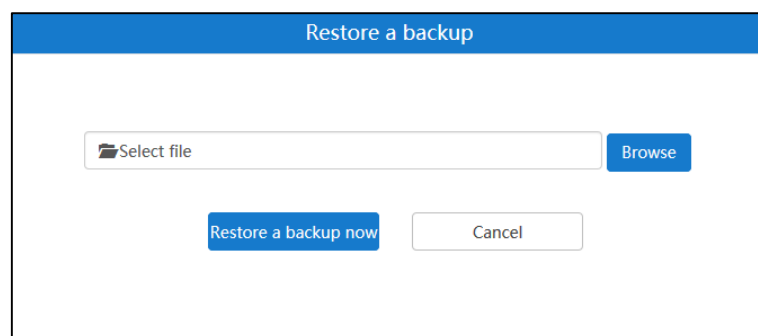
The notice is displayed as shown next:



4. Click **Confirm**, YMS will reboot to make the change take effect.

To restore a backup by uploading a backup:


1. Click **System->System Maintenance->Backup/Restore**.
2. Click **Upload backup file**, the dialog box of **Restore a backup** pops up.












3. Click **Browse** to select a backup saved in your computer.
4. Click **Restore a backup now**, YMS will reboot to make the change take effect.

Deleting a Backup

To delete a backup via YMS:

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

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

<input checked="" type="checkbox"/>	File name	File size(MB)	Build time	Operation
<input checked="" type="checkbox"/>	AutoBackup_20170704_040000.tar.gz	5.78	2017/07/04 16:00:00	  
<input checked="" type="checkbox"/>	AutoBackup_20170703_040000.tar.gz	5.05	2017/07/03 16:00:00	  
<input checked="" type="checkbox"/>	AutoBackup_20170702_040000.tar.gz	4.83	2017/07/02 16:00:00	  

Click **Batch delete** to delete backups.

System Upgrade

Viewing System Information

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

To view the system information:

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

System upgrade	
Current version : 10.23.0.40	2017/11/23 22:18

Upgrading System

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

To upgrade system:

1. Click **System->System Maintenance->System upgrade**.
2. Click **Browse** to upload the latest version.
3. Click **Upgrade**, YMS will reboot to finish update automatically.

Note

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

Reboot/Reset to Factory

Resetting to Factory

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

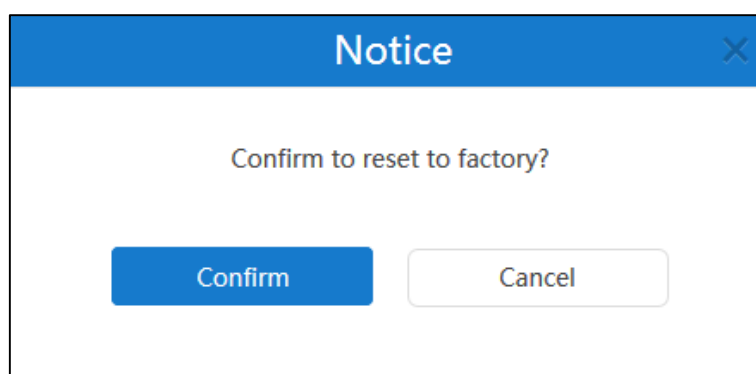
Do one of the following to reset to factory:

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

To reset to factory via YMS:

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

The notice is displayed as shown next:



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

Reboot

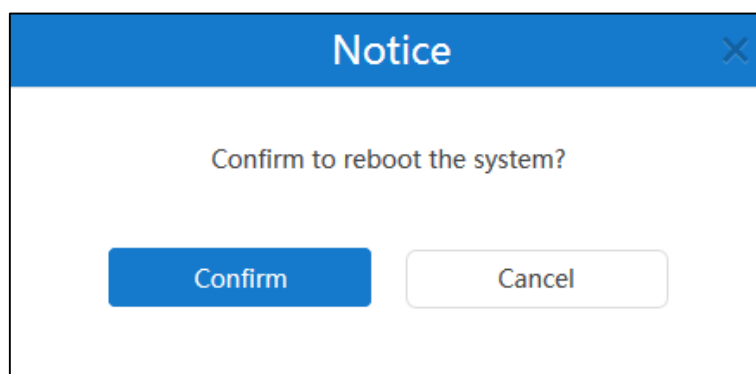
Rebooting YMS is necessary in the following scenarios:

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

To reboot YMS:

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

The notice is displayed as shown next:



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

System Logs

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

Server Logs

Syslog Server Settings

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

To configure the syslog server settings via YMS:

1. Click **System->System Log->Server log**.
2. Click **Syslog server settings**.
3. Configure the syslog server.

Parameters are described below:

Parameter	Description
Server address	Specifies the IP address of the remote syslog server.
Port (1~65535)	Specify the port on the remote syslog server. Default: 514
Transport protocol	Configures the type of transport protocol used to communicate with the remote syslog server. <ul style="list-style-type: none"> UDP—provides best-effort transport via UDP. TCP—provides reliable transport via TCP. TLS—provides secure communication. Default: UDP

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

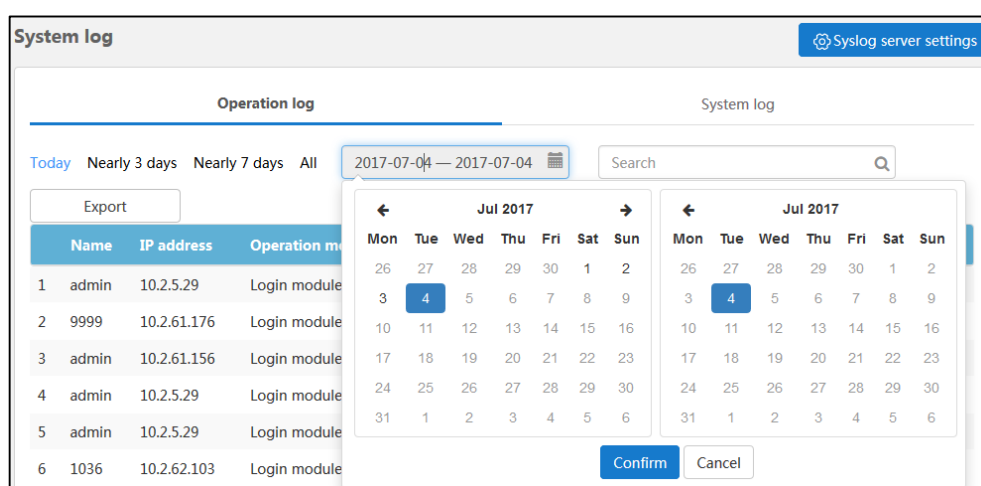
Operation Logs

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

To view the operation log via YMS:

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

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



- (Optional.) Enter a few or all characters of name in the Search box to search for operation logs.

You can name, IP address, operation module/menu, operation time and operation.

You can also click **Export** to export the operation logs during the time and save it in your computer.

The following is an example of operation logs:

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

System Logs

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

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

To export the system log via YMS:

1. Click **System->System Log->Server log**.
2. Select **System log** to enter the page of system log.
3. Select the desired type of system logs, and then click **Web**, **FreeSwitch**, **MCU**, **TURN** or **WebRTC** to blue.

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

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

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

Device Logs

You can enable the **Device log** feature. After you enable it, the device logs will occupy a certain amount of bandwidth. System's actual performance may vary based on the number of devices. Device logs contain device registration, subscription messages.

To view the device log via YMS:

- Click **System->System Log**.
- Check the **Enable** checkbox to enable the Device log feature.

The checkbox is not checked by default.

The screenshot shows the 'Device log' section with the 'Enable' checkbox checked. Below the checkbox are two dropdown menus: 'All types' and 'All status', and a search bar. A table with columns 'Name', 'Account', 'Device model', 'IP adress', 'Status', and 'Operation' is visible below the filters.

- Select **Device log** to enter the page of device log.
- Select the desired device type from the pull-down list, the page will display the device log during the selected time.

The screenshot shows the 'Device log' section with the 'Enable' checkbox checked. The 'All types' dropdown menu is open, showing a list of device types: AutoTest, SIPp, T23P, VC110, VC120, VC400, VC800, VCDesktop, VP-T49G, and WEB. The table below shows device logs for the selected type.

Account	Device model	IP adress	Status	Operation
9403	WEB	10.2.61.3	Offline	[Icon]
9375	WEB	10.2.61.3	Offline	[Icon]
9023	WEB	10.2.61.3	Offline	[Icon]
1017	VP-T49G	10.15.84.18	Offline	[Icon]
9410	WEB	10.2.61.3	Offline	[Icon]


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

The screenshot shows the 'Device log' section with the 'Enable' checkbox checked. The 'All status' dropdown menu is open, showing a list of statuses: All status, Online, and Offline. The table below shows device logs for the selected status.

Name	Account	Device model	IP adress	Status	Operation
1 9403	9403	WEB	10.2.61.3	Offline	[Icon]
2 9375	9375	WEB	10.2.61.3	Offline	[Icon]

- (Optional.) Enter a few or all characters of name, account or IP address in the Search box to search for device logs.

You can name, account, device model, IP address and status.

You can also click  export the device logs during the time and save it in your computer.

Account Management

YMS allows you to manage user accounts in a hierarchical manner, and you can also manage room system accounts and the third party devices.

The differences between user accounts, room system accounts and third party devices are listed below:

Type	Description	Note
User accounts	Users can log into devices using the account. An account can be used to log into five devices at most simultaneously.	They are called as YMS accounts. YMS can store up to 10000 accounts at most.
Room system accounts	The account is used to log into YMS by the Yealink VC device in the video meeting room. An account can be used to log into five devices at most simultaneously.	
Third party devices	The devices without YMS accounts.	No

This chapter provides the account management, Topics include:

- [Department Management](#)
- [Adding Accounts](#)
- [Viewing Accounts](#)
- [Sending Emails to YMS Accounts](#)
- [Editing Accounts Information](#)
- [Searching for Accounts](#)
- [Deleting Accounts](#)

Department Management

Adding Departments

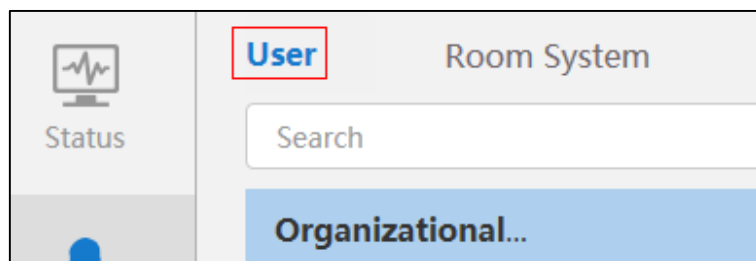
You can add departments based on the enterprise organization to manage user accounts in a hierarchical manner.

The default name in root node is the name of your enterprise. It depends on license. You can

manage the department's accounts as well as children department.

To add departments via YMS:

1. Click **Account**.
2. Select **User** to enter the page of user accounts management.




3. Click **Add Department**.
4. Enter the name of deployment in the **Name** field.
5. Click **Select** in the **Upper department** field to select the desired department.
6. Click **Confirm**.

Editing Departments

If the enterprise organization has changed, you can edit the department.

To edit departments via YMS:

1. Click **Account**.
2. Select **User** to enter the page of user accounts management.
3. In the Organizational Structure list, select the desired department, and then click  on the right of page.
4. Edit the corresponding parameters.
5. Click **Confirm**.


To edit upper departments quickly via YMS:

1. Click **Account**.
2. Select **User** to enter the page of user accounts management.
3. In the Organizational Structure list, drag the department under your desired upper departments.

Deleting Departments

If the enterprise organization has been simplified, you can delete the department. Note that if there are children departments or user accounts in the department, you cannot delete the department.

To delete departments via YMS:

1. Click **Account**.
2. Select **User** to enter the page of user accounts management.
3. In the Organizational Structure list, select the desired department, and then click  on the right of page to delete the department.

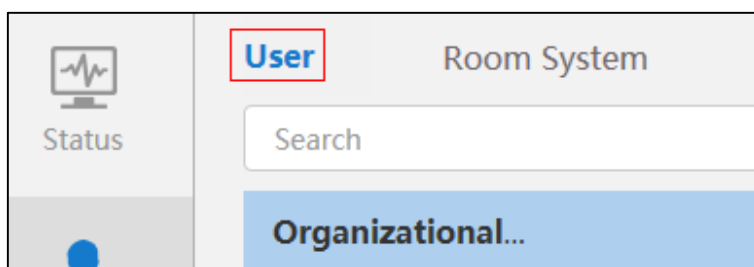
Adding Accounts

Adding User Accounts

Adding User Accounts Manually

To add user accounts manually:

1. Click **Account**.
2. Select **User** to enter the page of user accounts management.



3. In the Organizational Structure list, select the desired department, and then click **Add Account** on the top right of page.

4. Enter the corresponding parameters.

1. General information

2. Add success

Name*

Jack

Account*

1239

Email

chen@yealink.com

Department*

Yealink Network Technology Co.,Ltd

Select ▾

Authority

A: All contacts are visible ▾

Confirm

Cancel

Parameters are described below:

Parameter	Description
Name	The user's full name.
Account	The account is used to log into the YMS.
Email	Email address of the user. This email address is used to receive the initial password of the user and conference notification emails.
Department	Name of the department to which the user is added.
Authority	<p>The rights you want to assign to the user.</p> <p>The available rights for YMS are:</p> <ul style="list-style-type: none"> • A: All users, room system accounts, the permanent VMRs which are added to enterprise directory and the third party devices within the enterprise are visible. • B: The users, room system accounts and the permanent VMRs which are added to enterprise directory within the enterprise within the same level and subordinate deployments are visible. If the user is in root node, the third party devices are also visible. • C: The users, room system accounts and the permanent VMRs which are added to enterprise directory within the department are visible. • D: Only you are visible. When the user schedule conferences, all meeting rooms are not visible. • E: Customize the users, room system accounts, the permanent

Parameter	Description
	VMRs which are added to enterprise directory and the third party devices which are visible.

5. Click **Confirm**.

The account details are displayed as below:

The screenshot shows a dialog box with two tabs: '1. General information' and '2. Add success'. The '2. Add success' tab is active. The dialog displays the following information:

- Operation success
- Account: 1239
- Name: Jack
- Password: 908855
- Email: chen@yealink.com
- Department: Yealink Network Technology Co.,Ltd
- Authority: A: All contacts are visible
- Server address: mcu.leucs.com

At the bottom, there are two buttons: 'Send email' (blue) and 'OK' (white).

Do one of the following:

- Click **Send email** to send an email to the account's registered email, the registered email will receive the email which contains the account information. You can also send emails later. For more information, please refer to Sending Emails to [YMS Accounts](#) on page 67.
- Click **Ok** to finish.

Note

If you do not set a new user's email parameters, send the user's initial password to the user and remind the user to change the password promptly.

Importing User Accounts

If you want to add multiple accounts quickly, you can import accounts.

To download a blank template:

1. Click **Account**.
2. Select **User** to enter the page of user accounts management.
3. Click **Batch Import**.

- Click **Template download** to download a blank .xls file.
- Add the corresponding account information to the template and save it in your computer.
For more information on parameters, please refer to [Adding User Accounts Manually](#) on page 61.

Name *	Account *	Password	Department	Authority	E-mail
Jane	1234	123456	Yealink/Test	A	Jane@yealink.com
Jack	1235	123456	Yealink	B	Jack@yealink.com

Note

You cannot import the users with the custom right.

To import accounts:

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

Only .xls format file is available Only .xls format file is available, you can import 1000 accounts at most each time.

Select file

Browse

Save and send

Confirm

Cancel

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

Note

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

Adding Room System Accounts

You can add room system accounts via YMS. The account is used to log into YMS by the Yealink VC device in the video meeting room.

To add room system accounts:

- Click **Account**.
- Select **Room System** to enter the page of accounts management.

Status

User

Room System

Third Party Device

Search

Batch send mails

Batch delete

3. Click **Add Account**.
4. Enter the corresponding parameters.

Parameters are described below:

Parameter	Description
Name	The device's full name.
Account	The account is used to log into the YMS.
Email	Email address of the device owner. This email address is used to receive the initial password of the device and conference notification emails.
Visible department	The range of the users is visible.

5. Click **Confirm**.

The account details are displayed as below:

1. General information

2. Add success

Operation success

Account: 1236

Name: T49

Password: 365814

Email: (No filled)

Authority: Custom

Server address: mcu.leucs.com

Send email

OK

Do one of the following:

- Click **Send email**, the device owner will receive the email which contains the account information. You can also send emails later. For more information, please refer to [Sending Emails to YMS Accounts](#) on page 67.
- Click **Ok** to finish.

Note

If you do not set a new room system account's email parameters, send the room system account's initial password to the user and remind the user to change the password promptly.

Adding Third Party Devices

If you want to invite the third party devices to join the conference, you can add them to the enterprise directory.

Adding Third Party Devices Manually

To add the third party devices:

1. Click **Account**.
2. Select **Third Party Device** to enter the page of accounts management.

3. Click **Add Third Party Device**.
4. Enter the corresponding field.

Parameters are described below:

Parameter	Description
Name	The device's full name.
Number	The call protocol and URI.
Device IP	IP address of the devices.
Email	Email address of the device owner. This email address is used to receive the initial password of the device and conference notification emails.

5. Click **Confirm**.

Importing Third Party Devices

If you want to add multiple third party devices quickly, you can import third party devices.

To download a blank template:

1. Click **Account**.
2. Select **Third Party Device** to enter the page of accounts management.
3. Click **Batch Import**.
4. Click **Template download** to download a blank .xls file.
5. Add the corresponding account information to the template and save it in your computer.

For more information on parameters, please refer to [Adding Third Party Devices Manually](#) on page 66.

To import accounts:

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

Only .xls format file is available

Only .xls format file is available, you can import 1000 unionAccounts at most each time.

Select file

Browse

Confirm

Cancel

2. Click **Confirm** to finish importing third party devices.

Viewing Accounts

Viewing User Accounts

To view the user accounts details:

1. Click **Account**.
2. Select **User** to enter the page of user accounts management.
3. Click **Export Directory** to export the file, and then save it in the local system.

The following is an example of file:

Name *	Account *	Password	Department	Authority	E-mail
8002	8002		Yealink Network Technolog	A	

Viewing Third Party Devices

To view the third party devices:

1. Click **Account**.

2. Select **Third Party Device** to enter the page of accounts management.
3. Click **Export** to export the file, and then save it in the local system.

The following is an example of file:


Name *	Protocol *	Number *	Device IP *	E-mail
Test	H323	90000	10.2.5.61	
Test 2	SIP	1008	10.2.61.6	

Sending Emails to YMS Accounts







If the YMS accounts are associated with emails, you can send emails to tell their users about the account information.

To send emails to YMS accounts:

1. Click **Account**.
2. Select **User** or **Room System**.

3. In the account list, you can do the following:
 - Check the checkbox, click  on the right of page to send emails.
 - Check the multiple checkboxes.

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

<input checked="" type="checkbox"/>	Name ^	Account ^	Department	Email	Build tim... ^	Operation
<input checked="" type="checkbox"/>	1	2078	2078	Yealink Network Techn... chensw@yealink.c...	2017-09-04	  
<input checked="" type="checkbox"/>	2	2081-Portugues	2081	Yealink Network Techn...	2017-09-04	  

(Take the user account list for example)

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

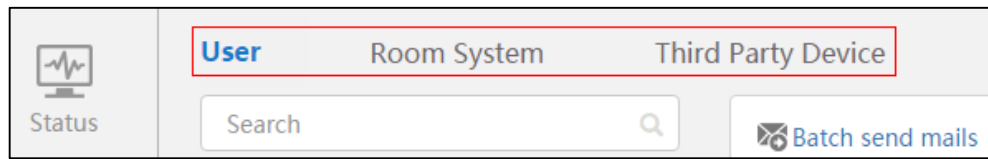
If you fail to send emails, the page will prompt the failure. Please edit the accounts information based on the prompt message.

Editing Accounts Information


To edit user accounts from the Edit page:

1. Click **Account**.

2. Select **User**, **Room System** or **Third Party Device**.



The screenshot shows a web interface for account management. On the left is a 'Status' icon. To its right are three tabs: 'User' (selected and highlighted with a red box), 'Room System', and 'Third Party Device'. Below the tabs is a search bar with the text 'Search' and a magnifying glass icon. To the right of the search bar is a button labeled 'Batch send mails' with an envelope icon.

3. Check the desired checkbox of account, and then click  on the right of page to edit accounts.
4. Edit the corresponding parameters.

If the user account or room system account is associated with an email address, it will receive an email which informs you the account information is edited.

Note

If the user accounts or third party devices are created by importing accounts, you can edit accounts information in the .xls file which is used to be imported to YMS.

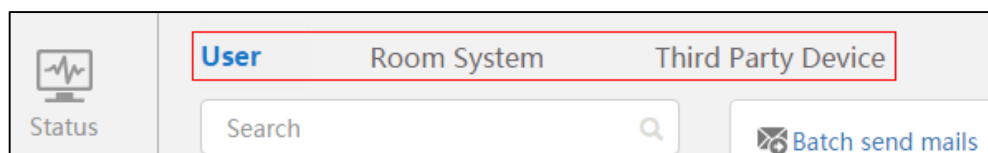
If you want to edit the department to which the user is added quickly, you can drag the user account under your desired departments in the Organizational Structure list.

If the conference which is scheduled by the user account or room system account is ongoing, you cannot edit the account.

Searching for Accounts

To search for accounts:

1. Click **Account**.
2. Select **User**, **Room System** or **Third Party Device**.



This screenshot is identical to the one above, showing the 'User' tab selected in the account management interface.

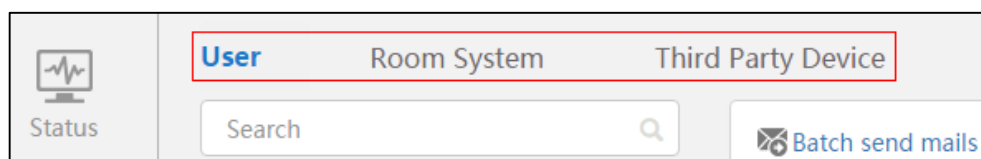
3. You can do the following:
 - On the **User** management page, enter a few or all characters of department, name, account and email in the Search box to search for user accounts.
 - On the **Room System** management page, enter a few or all characters of account, name and email in the Search box to search for the room system accounts.
 - On the **Third Party Device** management page, enter a few or all characters of name, account and email in the Search box to search for third party devices.

Deleting Accounts


To delete accounts:

1. Click **Account**.











2. Select **User**, **Room System** or **Third Party Device**.



3. In the account list, you can do the following:

- Check the desired checkbox of account., click  on the right of page to delete the account.
- Check the multiple checkboxes.

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

 Batch send mails		 Batch delete		Test  		
<input checked="" type="checkbox"/>	Name ^	Account ^	Department	Email	Build tim... ^	Operation
<input checked="" type="checkbox"/>	1 2078	2078	Yealink Network Techn...	chensw@yealink.c...	2017-09-04	  
<input checked="" type="checkbox"/>	2 2081-Portugues	2081	Yealink Network Techn...		2017-09-04	  

(Take the user account list for example)

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

If the user account or room system account is associated with an email address, it will receive an email which informs you the account and relate data are deleted.

Note

If the conference which is scheduled by the user account or room system account is ongoing, you cannot delete the account.

Meeting Room Management

You can view, edit, search for and delete entity meeting rooms and permanent Virtual Meeting Rooms (VMRs) via YMS.

Meeting rooms include entity meeting rooms and permanent VMRs. The differences between these are listed below:

Difference	Mode	Description	
Definition	Entity meeting rooms	YMS integrates with OA, users can use the meeting room to schedule conferences. For more information, please refer to Yealink Meeting Server User Guide .	
	Permanent VMRs	Users can join the permanent VMR at any time. But permanent VMRs cannot be used to schedule conferences.	
Category	Entity meeting rooms	General meeting rooms	The general meeting rooms do not have Yealink VC devices.
		Video meeting rooms	The video meeting rooms have Yealink VC devices.
	Permanent VMRs	No	

This chapter provides the meeting room management, Topics include:

- [General Meeting Rooms](#)
- [Video Meeting Rooms](#)
- [Permanent Virtual Meeting Rooms](#)

General Meeting Rooms



To add general meeting rooms:

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

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

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

Note

On the meeting room page, you can view the general meeting rooms. And you can also click  on the right of page to edit general meeting rooms, or click  on the right of page to delete the general meeting rooms.

Video Meeting Rooms

To add video meeting rooms:



1. Click **Meeting Room**.
2. In meeting room list, click **Add Meeting Room**.
3. Mark the radio box of **Video** in the **Type** field.

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

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

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

6. Click **Confirm**.**Note**

On the meeting room page, you can view the video meeting rooms. And you can also click  on the right of page to edit video meeting rooms, or click  on the right of page to delete the video meeting rooms.

Permanent Virtual Meeting Rooms

There are two modes of permanent VMRs: **Discussion mode** and **Training mode**. The differences between these two modes are listed below:

Difference	Mode	Description	
Role	Discussion	Moderator	Enterprise administrator can specify users to be moderators.
		Guest	The participants of the permanent VMR without moderator privileges.
	Training	Moderator	Enterprise administrator can specify users to be moderators.
		Lecturer	Moderator can promote any moderator and guest to be lecturers. Lecturers can speak in the conference.
		Guest	The participants of the permanent VMR without moderator privileges.
Feature Privilege	Discussion	When moderators log into the YMS by YMS accounts, moderators can view conferences information, they can also control the conferences. For example, inviting conference participants, search for conference participants, remove conference participants, mute or unmute conference participants, change conference participants' role, lock or unlock conferences, exit conferences and end conferences. When guests log into the YMS by YMS accounts, guests can only view conferences information.	
	Training	When moderators log into the YMS by YMS accounts, moderators can view conferences information, you can also control the conferences. For example, inviting conference participants, search for conference participants, deal with the application of speaking, remove conference participants, mute or unmute conference participants, change conference participants' role, lock or unlock conferences, exit conferences and end conferences. When guests log into the YMS by YMS account, guests can only view conferences information.	
Layout	Discussion	It depends on the default layout configuration which you set via YMS. For more information, please refer to Configuring the Default Layout on page 16.	
	Training	<ul style="list-style-type: none"> For moderator, the layout depends on the default layout configuration which you set via YMS. For more information, please refer to Configuring the Default Layout on page 16. 	

Difference	Mode	Description
		<ul style="list-style-type: none"> For all guests, the conference 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	Both moderators and guests can share content.
	Training	Only moderators and lecturers can share content, guests cannot.

To add permanent VMRs:

1. Click **VMR**.
2. In permanent VMRs list, click **Add Virtual Meeting Room**.
3. Enter the corresponding parameters.

Add Virtual Meeting Room ⓘ
Go Back

Name*

Mode*
☒ Discussion mode
☐ Training mode

ID*

☒ Require Password

Password*

Moderators
+

Favorites
+

☐ Max participants

☒ Add to directory (Add the VMR to enterprise contacts)

Advanced Settings ▾

Confirm
Cancel

Parameters are described below:

Parameter	Description
ID	ID required to join the conference. Default: The range of ID is 20000-89999
Require password	Enables or disables the password required to join the conference. Default: Enabled

Parameter	Description
Password	Password required to join the conference.
Moderators	They can control the permanent VMRs at any time. For more information, please refer to Yealink Meeting Server User Guide .
Favorites	In conference, you can select the favorites to invite them to join the permanent VMR.
Max participants	If the participates are more than the number, the participant cannot join the permanent VMR.
Add to directory	The permanent VMR will be added to the enterprise directory of Yealink VC devices registered the YMS accounts.
Advanced settings	Configure the video resolution, call bandwidth and layout. Note: the priority of advanced settings is higher than global settings. For more information on the parameters, please refer to Global Settings on page 15.

4. Click **Confirm**.

Note

On the VMR page, you can view the permanent VMRs. And you can also click  on the right of page to edit permanent VMRs, or click  on the right of page to delete the permanent VMRs.

Conference Statistics

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

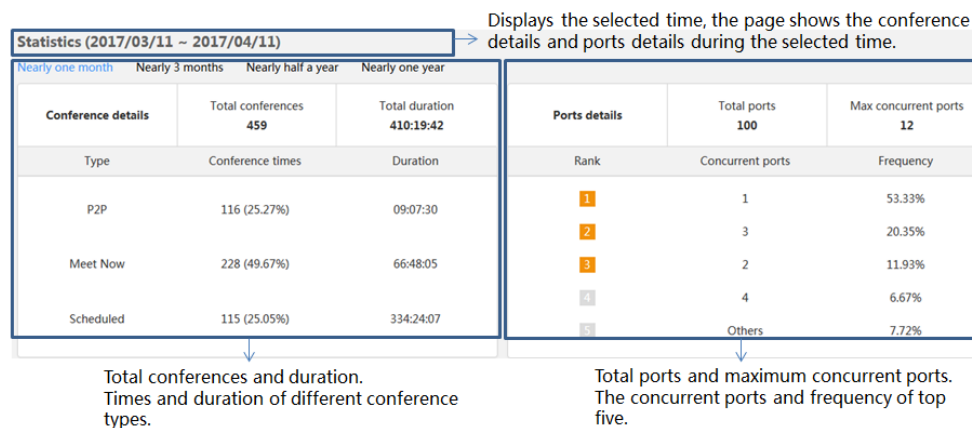
Topics include:

- [Viewing Conference Statistics](#)
- [Viewing Records](#)

Viewing Conference Statistics

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

The page shows as below:



Name	Description
P2P	The call between two devices registered the YMS account.
Meet Now	You can initiate it by Yealink VC devices registered the YMS account or it is initiated by joining the permanent VMR.
Scheduled conferences	Users schedule conferences via YMS or Microsoft Outlook software.
Max concurrent ports	It shows the maximum concurrent ports during the whole time.
Concurrent ports	It shows the maximum concurrent ports during the selected time.

Viewing Records

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

To view records via YMS:

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

Record						
	All	P2P	Meet Now	Scheduled	Search	Export
	Subject	Type	ID	Time	Duration	Detail
1	Call from 2550 to Jannie	P2P	--	2017/07/04 14:28:05 - 14:28:23	00:00:18	View
2	Jannie's video conference	Scheduled	73967	2017/07/04 13:55:00 - 14:30:00	00:35:00	View

You can also click **Export** to export records and save it in your computer.

The following is an example of call records:

Subject	Type	ID	Start	End
laihc2234的即时会议	meetnow	66290	2017/03/23 14:44:11	2017/03/23 14:44:16
Call from 8139 to 1144	p2p	--	2017/03/23 14:42:07	2017/03/23 14:42:12
Call from 8139 to 1144	p2p	--	2017/03/23 14:38:32	2017/03/23 14:38:53
12256的即时会议	meetnow	26897	2017/03/23 13:58:06	2017/03/23 13:59:06
12256的即时会议	meetnow	27066	2017/03/23 13:57:39	2017/03/23 13:57:54
陈海城的即时会议	meetnow	32575	2017/03/23 13:56:37	2017/03/23 13:56:42
12256的即时会议	meetnow	74846	2017/03/23 13:56:36	2017/03/23 13:56:52
陈海城的即时会议	meetnow	89935	2017/03/23 13:56:32	2017/03/23 13:56:36
make me cry	recurrence	60427	2017/03/23 13:54:00	2017/03/23 14:30:00

Troubleshooting

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

Troubleshooting Solutions

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

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

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]
Email's password	No	[1,128]
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 domain name of server	No	[1,128]
The name of backup	Digits, characters or _	[1,128]

Why do you fail to add accounts?

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

This could mean that:

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

Why do you fail to send emails to accounts?

- Check SMTP mailbox parameters are correct.

Why does the user place an audio-only call?

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

This could mean that:

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

Why does not the user receive emails?

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

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

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

Appendix: Time Zones

Time Zone Name
(UTC-11:00) Coordinated Universal Time-11
(UTC-11:00) Samoa
(UTC-10:00) Hawaii
(UTC-09:00) Alaska
(UTC-08:00) Baja California
(UTC-08:00) Pacific Time (US & Canada)
(UTC-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

Time Zone Name
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris
(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

Time Zone Name
(UTC+09:00) Osaka, Sapporo, Tokyo
(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