Yealink

# Yealink Meeting Server User Guide

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# About This Guide

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

You can access Virtual Meeting Rooms (VMRs), which they can use to invite participants, change video layout and so on. Participants can join over audio or video from any type of communications tool (VC400/VC120/VC800 video conferencing system, VC110 all in one HD video conferencing endpoint, VC Desktop and SIP VP-T49G IP phone) for a seamless conferencing experience. Virtual Meeting Rooms allowing participants to share the same high-quality conferencing experience regardless of distance.

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

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

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

## Browser Support

YMS supports the following browsers:

| Browser | Version |
|---|---|
| Firebox | 50 and later |
| Chrome | 50 and later |
| 360 | 8.1 and later |
| Internet Explorer | 9 and later |

## Icon Instructions

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

| Icons | Description |
|---|---|
| | General conference |

| Icons | Description |
|---|---|
| | Video conference |
| | Conference time |
| | Conference Location |
| | Conference Organizer (icon displays in my schedule page) |
| | Conference ID |
| | Conference password |
| | Periodic conference |
| | Delete conference |
| | Control ongoing conference |
| | Video meeting room |
| | General meeting room |
| | Moderator (icon displays in video conference control page) |
| | Conference Organizer (icon displays in schedule video conference page) |
| | Moderator (icon displays in schedule video conference page) |
| | Enterprise users, guests or conference participates |
| | The conference participate is muted |
| | Non-enterprise users |

| Icons | Description |
|---|---|
| | The conference participate is unmuted |
| | The conference participate is muted |
| | Remove conference participants |
| | Lock conferences |
| | Conference participants apply for speaking |
| | Share contents |

## In This Guide

Topics provided in this guide include:

- Chapter 1 Basic Operation
- Chapter 2 Conference Management
- Chapter 3 Troubleshooting

## Changes for Release 1, Guide Version 10.23.0.20

The following sections are new for this version:

- Logging into Conference Schedule on page 18
- H.323/SIP Invitation on page 32

Major updates have occurred to the following sections:

- Login on page 11
- Conference Management on page 7

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# Basic Operation

This chapter provides basic operating instructions for YMS:

Topic includes:

- Login
- Enterprise User Account (YMS Account) Management
- Logout

## Login

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

Hello 2551,
Welcome to experience Yealink Meeting Server!

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

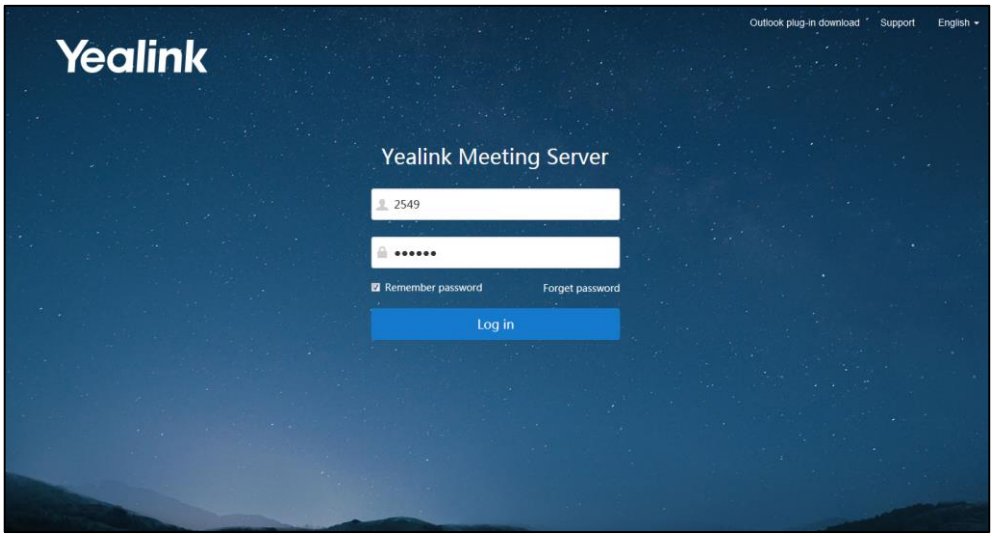
You can use the account and password to login huiyi.yealink.com and Yealink VC device to experience video conference service.
If you have any questions, please contact the administrator!

Yealink Team www.yealink.com

**To log into YMS**:

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

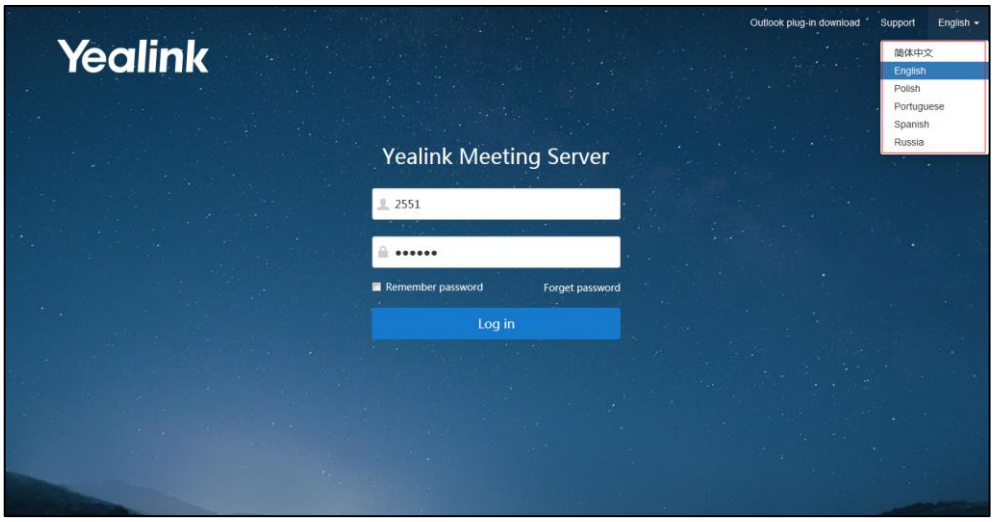
3. Enter the account and password of enterprise user in the corresponding field.




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

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

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




6. Click **Log in**.

**Note**

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

If you enter the wrong password 5 times, this account will be locked for 3 minutes. You can click **Forget password** to reset the password. For more information on forgetting password, please refer to Forgetting Password on page 3.

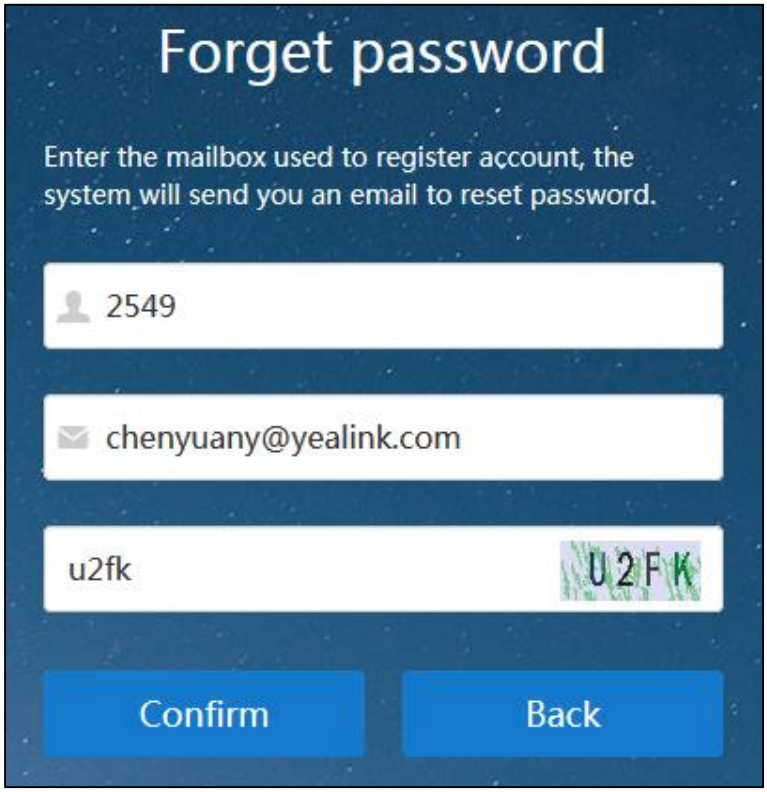
# Enterprise User Account (YMS Account) Management

## Forgetting Password

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

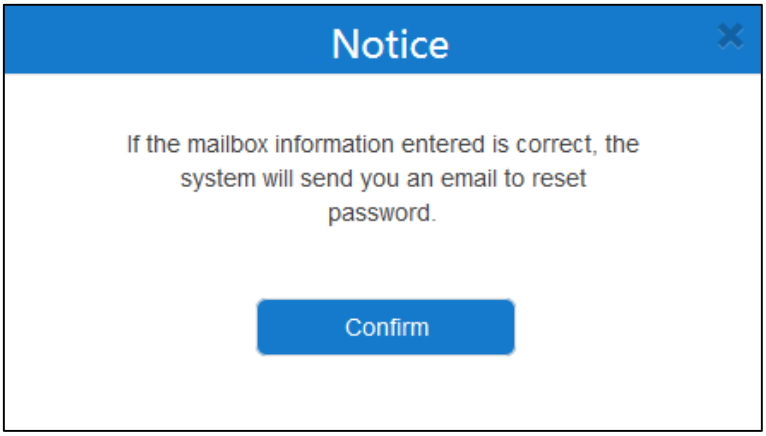
**To reset password:**

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

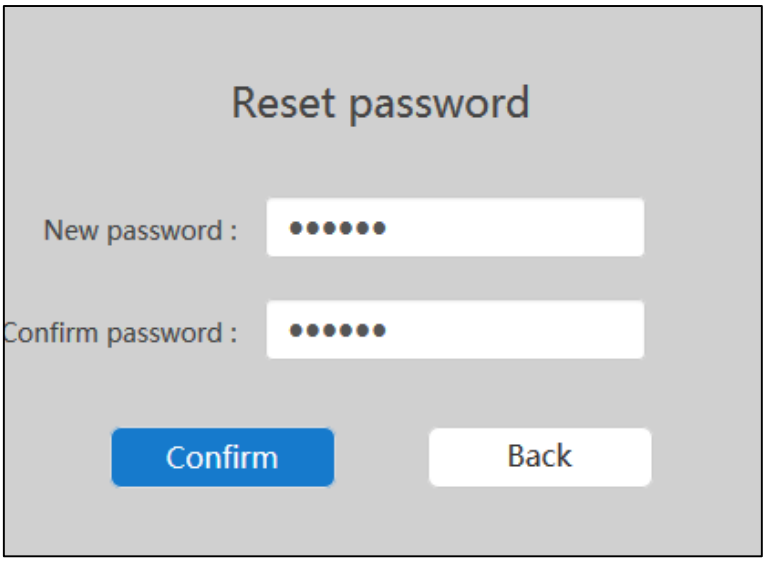



5. Click **Confirm**.

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




6. Click **Confirm**.
7. Log into your registered email and click the link to set a new password in 10 minutes.
8. Enter the new password and re-enter the password to confirm.




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

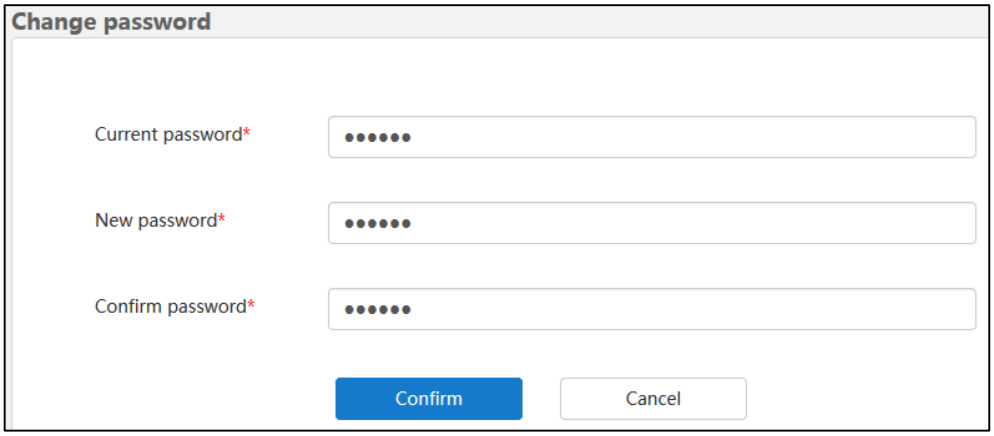
   You can also click **Back** to cancel the operation.

## Editing Login Password

**To edit login password:**

1. Click your name on the top-right of the page.
2. Click **Change password**.

3. Enter the current password, new password and re-enter the new password to confirm.



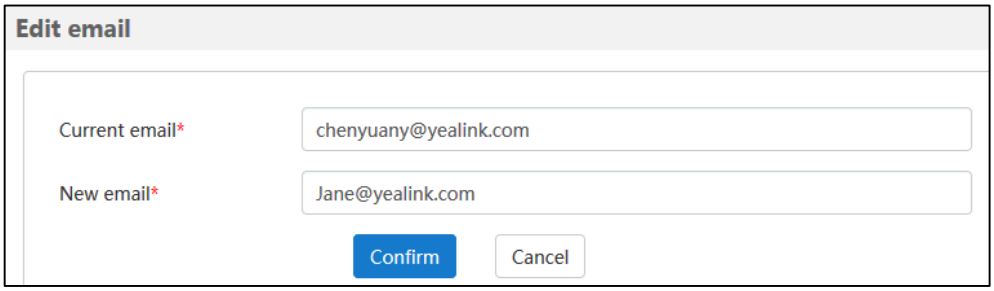

4. Click **Confirm** to accept the edit.

## Editing the Registered Email

You can edit the registered email. The email is associated with the enterprise user account. And it is used to reset password, receive the conference invitation and so on.

**To edit the registered email:**

1. Click your name on the top-right of the page.
2. Click **Edit mail**.
3. Enter the current email and new email.




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

# Logout

You can log out of the enterprise user account.

**To log out of the enterprise user account:**

1. Click your name 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.

# Conference Management

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

If you want to join conferences, apply for speaking and so on, you should log into Yealink VC devices (VC400/VC120/VC800 video conferencing system, VC110 all in one HD video conferencing endpoint, VC Desktop and SIP VP-T49G IP phone) using enterprise user account. For more information, please refer to specific product user guide at

*http://support.yealink.com/documentFront/forwardToDocumentFrontDisplayPage*.

The conferences include scheduled conferences, meet now conferences and permanent Virtual Meeting Room (VMR). The differences between these are listed below:

<table>
<tr><th>Difference</th><th>Mode</th><th colspan="2">Description</th></tr>
<tr><td rowspan="3">Definition</td><td>Scheduled conferences</td><td colspan="2">Enterprise users schedule conferences via YMS or Microsoft Outlook software. For more information on scheduling conferences, refer to Scheduling Conferences on page 8.</td></tr>
<tr><td>Meet now conferences</td><td colspan="2">You can initiate it by VC800 video conferencing system, SIP VP-T49G IP phone or VC Desktop which registered the enterprise user account.</td></tr>
<tr><td>Permanent VMR</td><td colspan="2">Yealink VC devices which are registered the enterprise user account can join the permanent VMR at any time. The permanent VMRs are added by enterprise administrator via YMS. For more information, please refer to *Yealink Meeting Server Administrator Guide*.</td></tr>
<tr><td rowspan="3">Category</td><td rowspan="2">Scheduled conferences</td><td>General Conferences</td><td>You can initiate general conferences by scheduling entity meeting rooms.<br>The entity meeting rooms divide into general meeting rooms and video meeting rooms. The difference between them is the video meeting rooms have Yealink VC devices, but general meeting rooms does not have. The entity meeting rooms are added by the enterprise administrator. For more information, please refer to *Yealink Meeting Server Administrator Guide*.</td></tr>
<tr><td>Video Conferences</td><td>You can access Virtual Meeting Rooms (VMRs). Note that selecting entity conference rooms is optional.</td></tr>
<tr><td>Meet now conferences</td><td colspan="2">None</td></tr>
</table>

| Difference | Mode | Description | |
|---|---|---|---|
| | **Permanent VMR** | None | |
| **Whether the conference has conference ID** | **Scheduled conferences** | **General Conferences** | None |
| | | **Video Conferences** | Yes |
| | **Meet now conferences** | Yes<br>When the conference finishes, the conference ID will release. | |
| | **Permanent VMR** | Yes<br>It is configured by enterprise administrator.<br>When the conference finishes, the conference ID will not release. | |
| **Whether the conference has conference password** | **Scheduled conferences** | **General Conferences** | None |
| | | **Video Conferences** | Yes |
| | **Meet now conferences** | None | |
| | **Permanent VMR** | It is configured by enterprise administrator. | |

For more information on time zones in this chapter, please refer to Appendix: Time Zones for the list of available time zones on Yealink Meeting Server.

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

- Scheduling Conferences
- Viewing Conferences Information
- Editing Upcoming Conferences
- Deleting Upcoming Conferences
- Controlling Ongoing Conferences

If you require additional information or assistance, contact your enterprise administrator.

# Scheduling Conferences

Select one of the following to schedule conferences:

- YMS
- Microsoft Outlook

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

| Difference | Mode | Description | |
|---|---|---|---|
| **Role** | **Discussion** | **Moderator** | The conference organizer automatically |

| Difference | Mode | Description | |
|---|---|---|---|
| | | | becomes the conference moderator upon joining the conference. The conference organizer can also specify other guests to be moderators. |
| | | **Guest** | Conference participants without moderator privileges. |
| | **Training** | **Moderator** | The conference organizer automatically becomes the conference moderator upon joining the conference. The conference organizer can also specify other guests to be moderators. |
| | | **Lecturer** | Moderator can promote any guest to be a lecturer. Lecturers can speak in the conference. |
| | | **Guest** | Conference participants without lecturer privileges.<br>They are muted by default. |
| **Feature Privilege** | **Discussion** | Moderators can view, edit and delete conferences information, you can also change conference layout, invite 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.<br>Guests can only view conferences information. | |
| | **Training** | Moderators can view, edit and delete conferences information, you can also invite 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.<br>Guests can only view conferences information. | |
| **Layout** | **Discussion** | Participant can see all other participants. The first participant is given prominence with the largest pane. Other participants will be displayed in a strip around the first participant. | |
| | **Training** | ● For moderator, the conference layout gives equal prominence to every participant except themselves in the conference.<br>● If no lecturer exists in the conference, all guests do not view any participant and can only view the reminder of waiting for the lecturer. If the moderator specifies a lecturer via YMS, all guests will view the lecturer in full screen. And if the moderator specifies multiple lecturers, for all guests, the conference layout gives equal prominence to every lecturer. | |
| **Speaking** | **Discussion** | Free speech. | |
| | **Training** | All participants are muted automatically except the moderator. Participants must apply for speaking during a conference. | |

| Difference | Mode | Description |
|---|---|---|
| **Sharing content** | **Discussion** | Both moderators and guests can share content. |
| | **Training** | Only moderators and lecturers can share content, guests cannot. |

# Scheduling Conferences via YMS

You can schedule meeting rooms and video conferences via YMS.

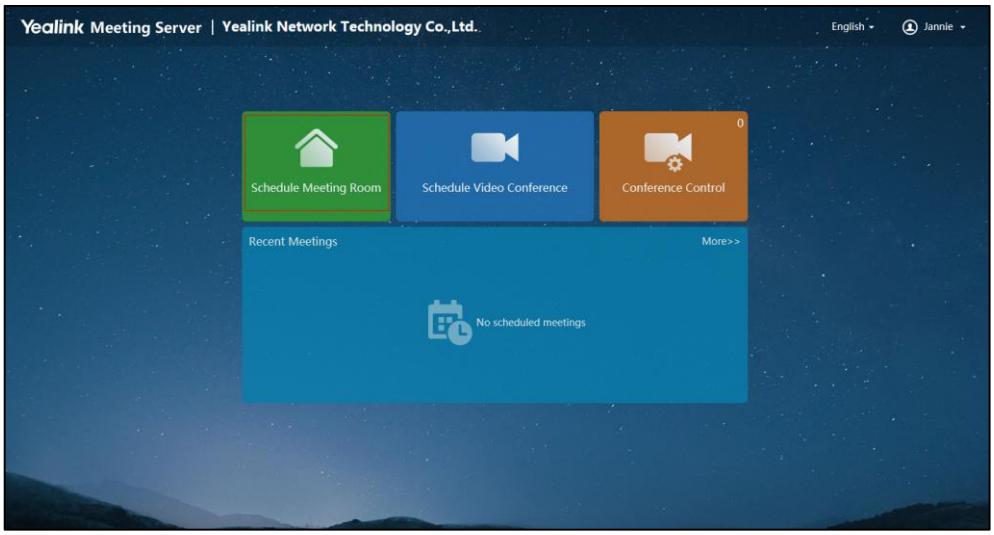
## Scheduling Meeting Rooms via YMS

You can initiate general conferences by scheduling entity meeting rooms.

**To schedule meeting rooms via YMS**:

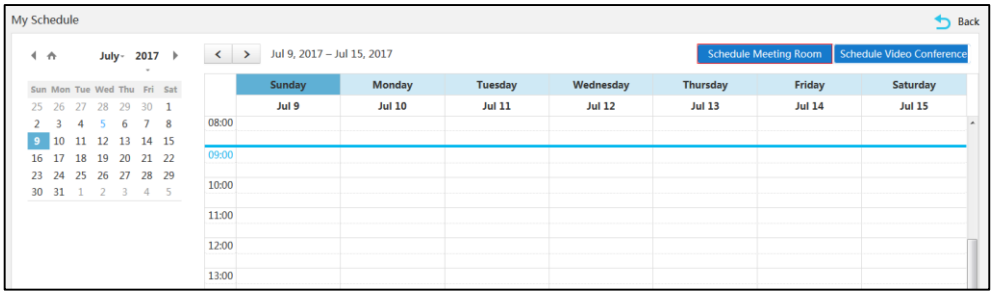
**1.** Do one of the following:

- Click **Schedule Meeting Room**.




- Click **More>>** to enter my schedule page.

  Click **Schedule Video Conference**.




**2.** Enter the subject of conference in the **Subject** field.

The default subject is "××'s meeting".

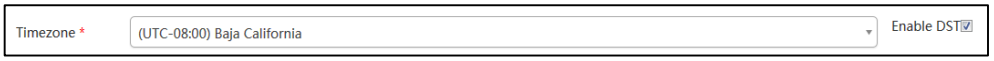
3. Select the date and time of conference in the corresponding field.

   The scheduled start time should be more than 5 minutes before the current time.

4. Click **Display timezone**, and then select your time zone from the pull-down list of **Timezone.**

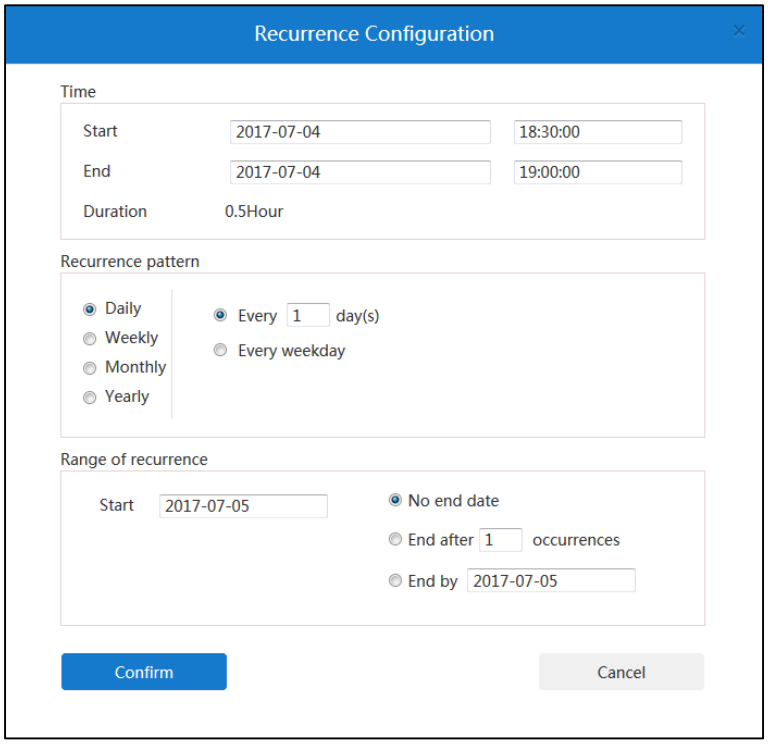
   The default time zone and DST are configured by enterprise administrator.

   (Optional.) Check the **Enable DST** checkbox based on your time zone.




5. (Optional.) Click **Recurrence** to configure the time of conference, recurrence pattern and the range of recurrence.

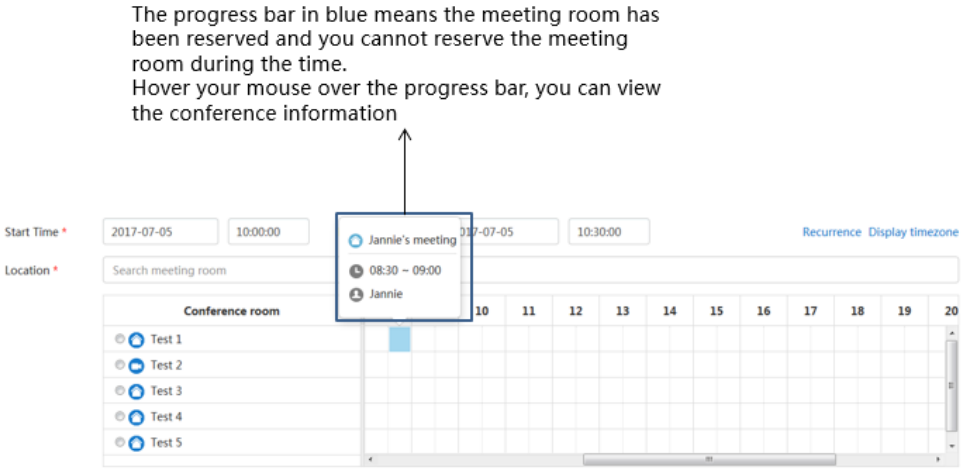
   Click **Confirm** to save the recurrence configuration.




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

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

You can also view conference room list, date and the period of time.

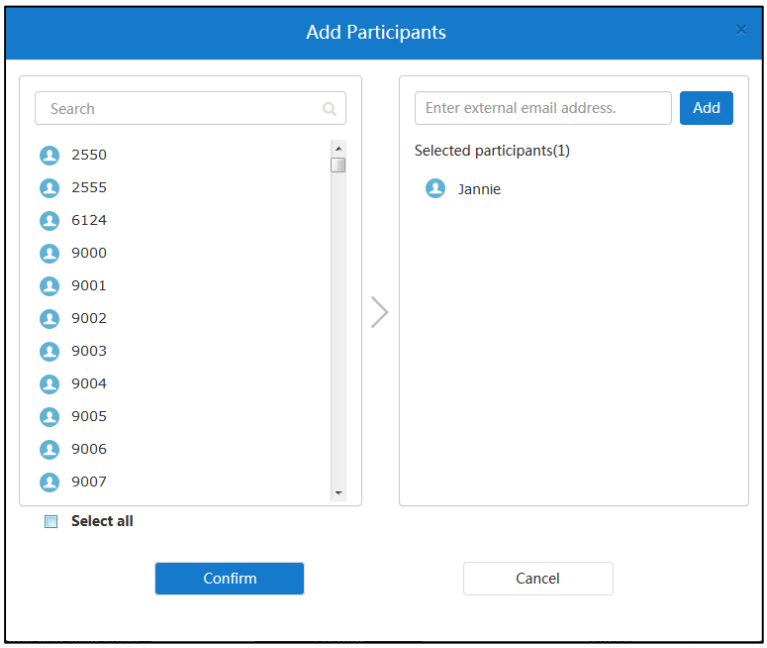



You can only select a meeting room.

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

You can select the desired enterprise user in the enterprise users list.

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




If you want to select all enterprise users, you can check the **Select All** checkbox.

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

If you want to delete the selected participant, hover you mouse over the desired participant and click ✕ .

The conference organizer is the conference participant by default. And you cannot delete the participant.

8. Click **Confirm** to finish adding participants.
9. (Optional.) Enter the additional requirements in the **Description** input box. Participants will view the description in email.
10. Click **Preview** to view the recipients, subject, time, location and description.
11. Click **Submit and send email** to finish scheduling meeting rooms.

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

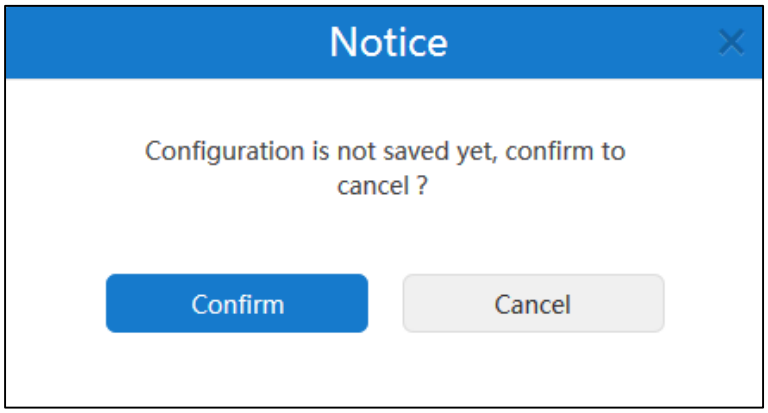
    The following is an example of the email:

```
Hello,
Jannie invites you to join meeting!

Subject: Jannie's meeting
Time: 2017-07-05 10:00:00 ~ 2017-07-05 10:30:00 (UTC+08:00)
Location: Test 2

Yealink Team www.yealink.com
```

You can also click **Cancel,** the page prompt "Configuration is not saved yet, confirm to cancel?"




Click **Confirm** to cancel the schedule.

You can also click **Cancel** to return to the previous page.

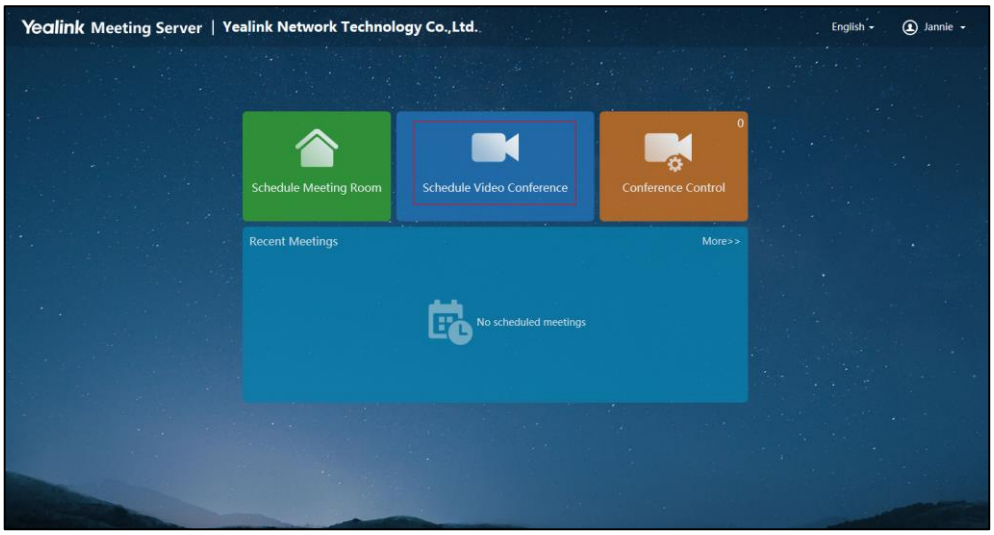
## Scheduling Video Conferences via YMS

You can access Virtual Meeting Rooms (VMRs). Note that selecting entity conference rooms is optional.

**To schedule video conferences via YMS**:

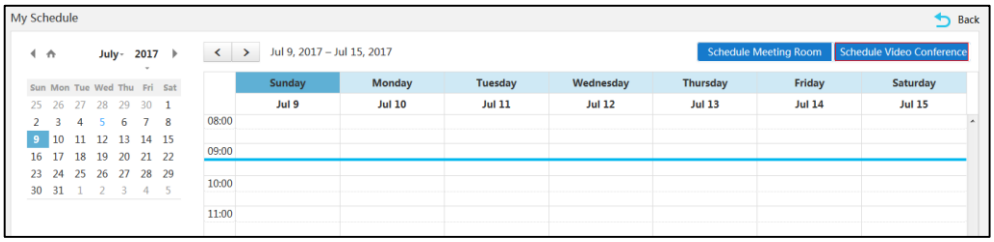
1. Do one of the following:

   – Click **Schedule Video Conference**.




   – Click **More>>** to enter my schedule page.

     Click **Schedule Video Conference**.




2. Mark the radio box of **Discussion mode** or **Training mode** in the **Mode** field.
3. Enter the subject of conference in the **Subject** field.

   The default subject is "××'s video conference".
4. Select the date and time of conference in the corresponding field.

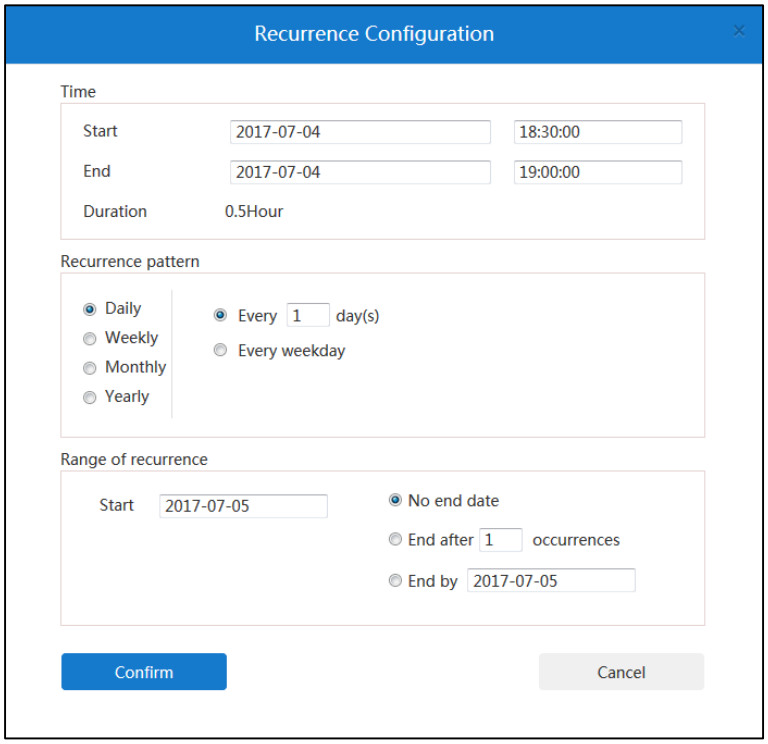
   The scheduled start time should be more than 5 minutes before the current time.
5. Click **Display timezone**, and then select your time zone from the pull-down list of **Timezone.**

   The default time zone and DST are configured by enterprise administrator.

   (Optional.) Check the **Enable DST** checkbox based on your time zone.

6. (Optional.) Click **Recurrence** to configure the time of conference, recurrence pattern and the range of recurrence.

   Click **Confirm** to save the recurrence configuration.

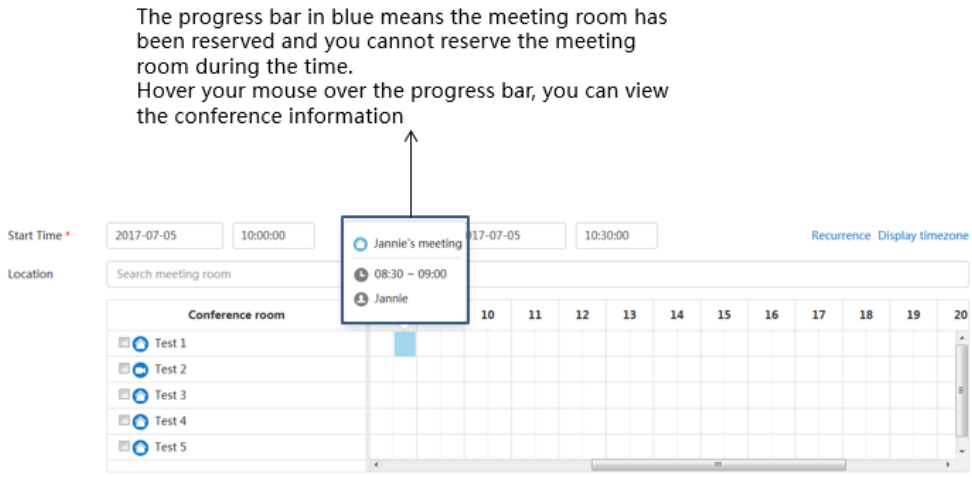



7. (Optional.) Click + in the **Location** field.

   You can check the meeting room checkbox or multiple checkboxes.

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

   You can also view conference room list, date and the period of time.

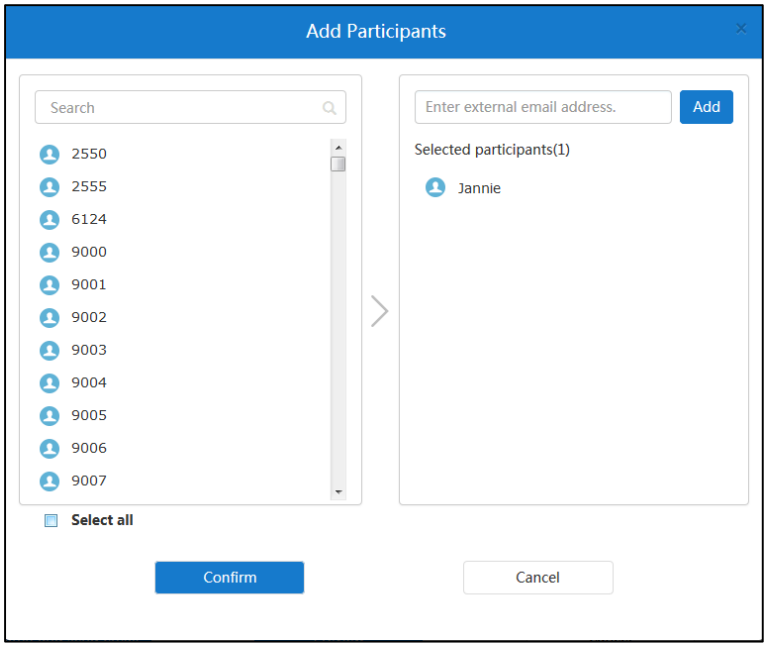



8. Click + in the **Participants** field.

   You can select the desired enterprise user in the enterprise users list.

   You can also enter a few or all characters of the name, account or email of enterprise user

account in the Search box to select the participant.




If you want to select all enterprise users, you can check the **Select All** checkbox.

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

If you want to delete the selected participant, hover you mouse over the desired participant and click ✕ .

The conference organizer is the conference participant by default. And you cannot delete the participant.

9. Click **Confirm** to finish adding participants
10. (Optional.) Click the desired conference participant icon to promote the guest to moderator.

When the icon change to , you promote the guest to moderator successfully.

11. (Optional.) Enter the additional requirements in the **Description** input box. Participants will view the description in email.
12. Click **Preview** to view the recipients, subject, time, location and description.
13. Click **Submit and send email** to finish scheduling video conferences.

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

The following is an example of the email:

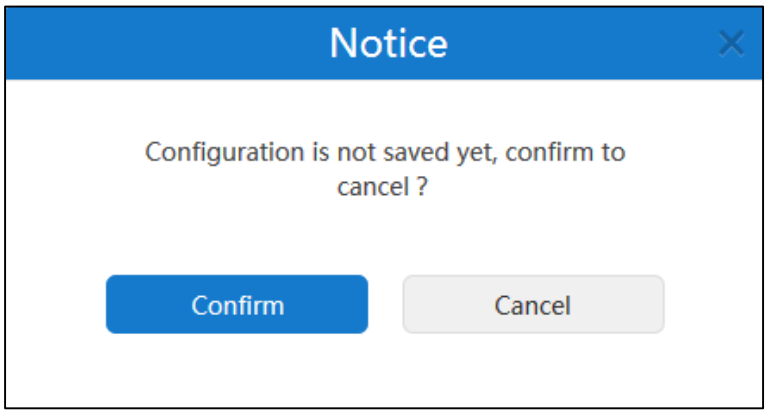
```
Hello,
Jannie invites you to join video conference!

Subject: Jannie's video conference
Time: 2017-07-05 10:30:00 ~ 2017-07-05 11:00:00 (UTC+08:00)
Location: Test 1
ID: 41071
Password: 273877

The way to join conference:
1) One-button to join conference from Yealink VC device which receives conference reminder;
2) The device which has registered YMS account, please follow the voice prompt to enter conference ID 41071 &
password 273877 , and end with # key;
3) The device which hasn't registered YMS account, please dial 10.2.62.202 first, then follow the voice
prompt to enter conference ID 41071 & password 273877, and end with # key;
4) To join from a SIP device, please dial 41071**273877@10.2.62.202 and join the conference.
5) To join from a H.323 device, please dial 10.2.62.202##41071**273877 and join the conference.

Yealink Team www.yealink.com
```

You can also click **Cancel,** the page prompts "Configuration is not saved yet, confirm to cancel?".




Click **Confirm** to cancel the schedule.

You can also click **Cancel** to return to the previous page.

# Scheduling Conferences via Microsoft Outlook

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

## Installing Microsoft Outlook Plugin

Before you schedule conferences, you should install Microsoft Outlook plugin. This section explains how to install Microsoft Outlook plugin.

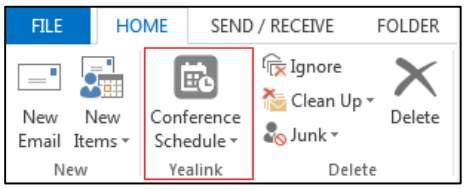
You can download the Outlook plugin from the login page of Yealink Meeting Server.

Before installation, please make sure your computer has installed Microsoft Outlook software. Outlook 2010, Outlook 2013 or later version is supported.

**To install Microsoft Outlook plugin**:

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

   After installation, the menu bar is displayed as below:




## Updating Microsoft Outlook Plugin

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

**To install Microsoft Outlook plugin**:

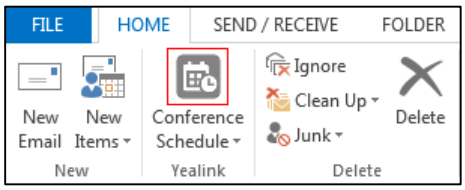
1. Open Microsoft Outlook software.
2. Click **HOME**->**Conference Schedule**->**Upgrade**.

   Follow the installation process to update Microsoft Outlook plugin.

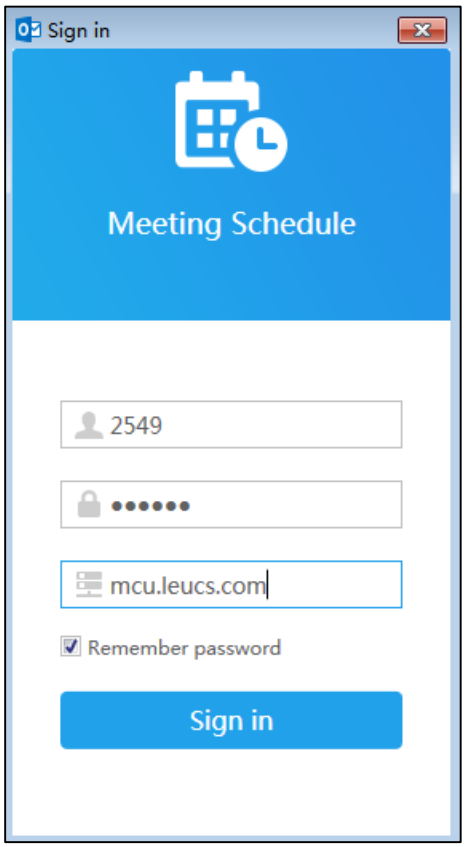
## Logging into Conference Schedule

**To log into conference schedule**:

1. Open Microsoft Outlook software.
2. Click .



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




You can obtain the enterprise user account information from enterprise administrator.

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

   It is checked by default.

5. Click **Sign in**.

   You will enter conference schedule page.

## Scheduling Meeting Rooms via Microsoft Outlook

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

**To schedule meeting rooms via Microsoft Outlook**:

1. Click **HOME**->**Conference Schedule**->**Schedule Meeting Rooms**.
2. Follow the step 2 to 8 in To schedule meeting rooms via YMS to schedule meeting rooms.
3. Click **Submit and send email**, the page prompt "Conference is scheduled successfully, please send the email", you can send the conference information by emails to participants.

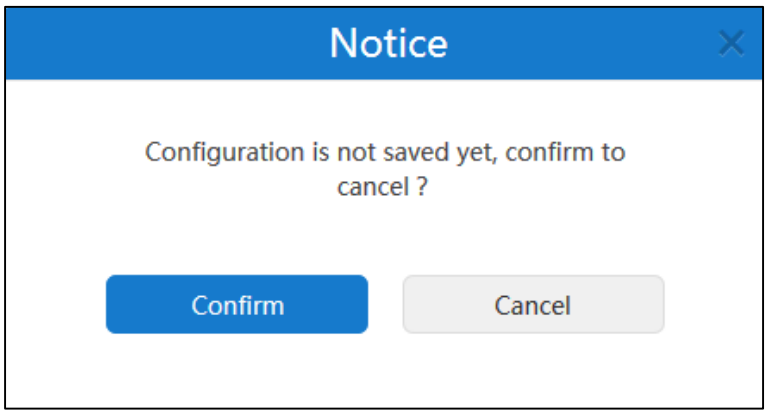
The following is an example of the email:

```
Hello,
Jannie invites you to join meeting!

Subject: Jannie's meeting
Time: 2017-07-05 10:00:00 ~ 2017-07-05 10:30:00 (UTC+08:00)
Location: Test 2

Yealink Team www.yealink.com
```

You can also click **Cancel,** the page prompt "Configuration is not saved yet, confirm to cancel?".




Click **Confirm** to cancel the schedule.

You can also click **Cancel** to return to the previous page.

## Scheduling Video Conferences via Microsoft Outlook

If you log into the conference schedule, you can access Virtual Meeting Rooms (VMRs). Note that selecting entity conference rooms is optional.

**To schedule video conferences via Microsoft Outlook**:

1. Click **HOME**->**Conference Schedule**->**Schedule Video Conferences**.
2. Follow the step 2 to 10 in To schedule video conferences via YMS to schedule video conferences.

3. Click **Submit and send email**, the page prompt "Conference is scheduled successfully, please send the email", you can send the conference information by emails to participants.

   The following is an example of the email:

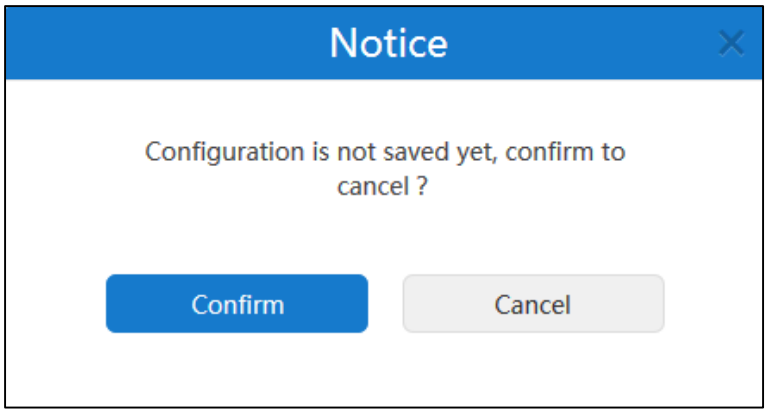
```
Hello,
Jannie invites you to join video conference!

Subject: Jannie's video conference
Time: 2017-07-05 10:30:00 ~ 2017-07-05 11:00:00 (UTC+08:00)
Location: Test 1
ID: 41071
Password: 273877

The way to join conference:
1) One-button to join conference from Yealink VC device which receives conference reminder;
2) The device which has registered YMS account, please follow the voice prompt to enter conference ID 41071 &
password 273877 , and end with # key;
3) The device which hasn't registered YMS account, please dial 10.2.62.202 first, then follow the voice
prompt to enter conference ID 41071 & password 273877, and end with # key;
4) To join from a SIP device, please dial 41071**273877@10.2.62.202 and join the conference.
5) To join from a H.323 device, please dial 10.2.62.202##41071**273877 and join the conference.

Yealink Team www.yealink.com
```

   You can also click **Cancel,** the page prompt "Configuration is not saved yet, confirm to cancel?".




   Click **Confirm** to cancel the conference.

   You can also click **Cancel** to return to previous page.

# Viewing Conferences Information

Select one of the following to view conferences information:

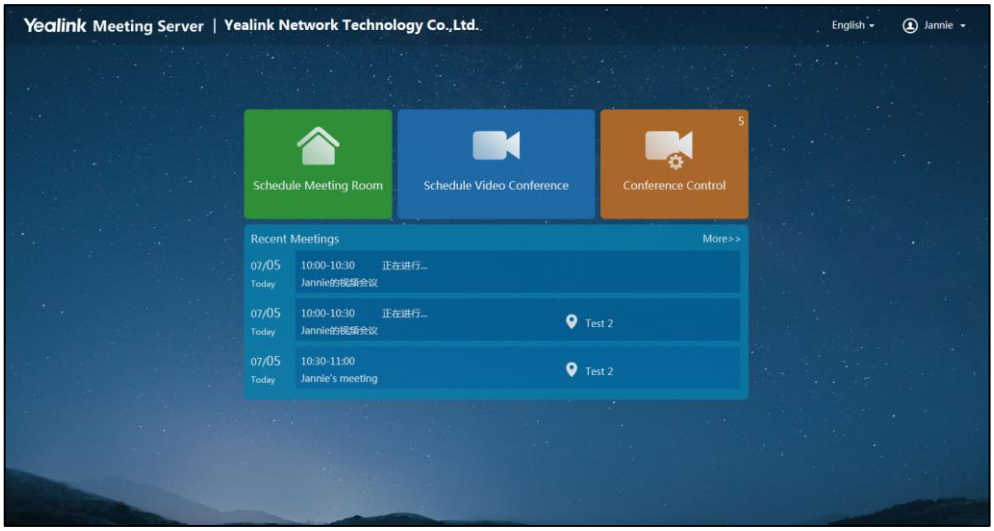
- YMS
- Microsoft Outlook

## Viewing Scheduled Conferences via YMS

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

**To view recent scheduled conferences from the home page**:

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

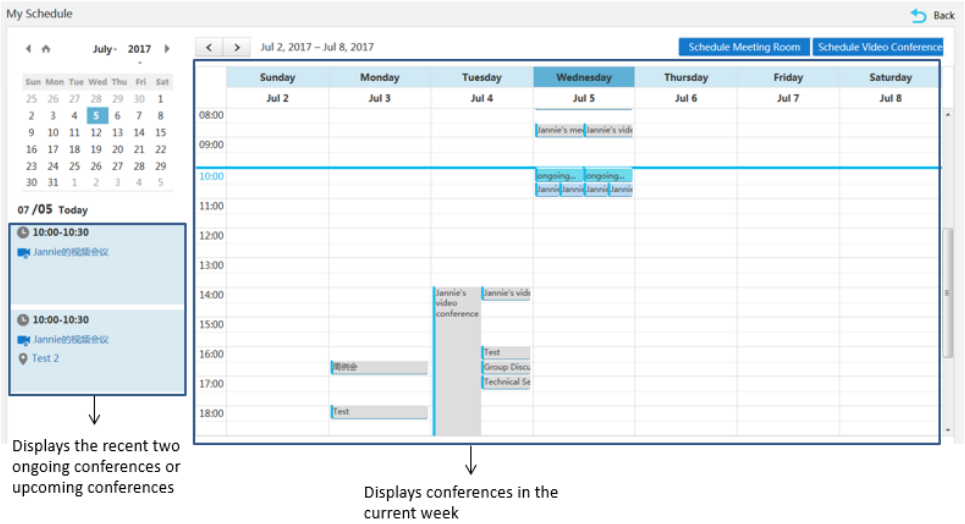



You can click the desired conference to view the conference details.

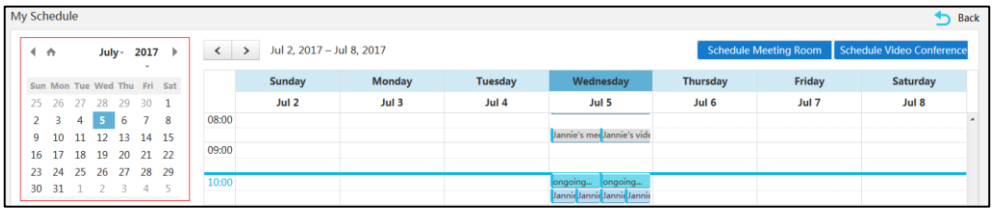
**To view recent scheduled conferences from my schedule page**:

1. Click **More>>** to enter my schedule page.

   The conference schedules are displayed.



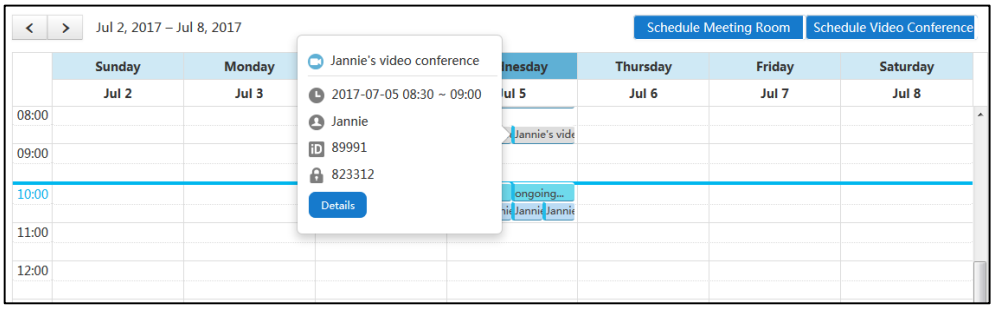
2. (Optional.) Select the desired date in the calendar which is in the top-left of the page. Scheduled conferences in the week will be displayed.




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

3. You can do one of the following:

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




- Click the desired conference to view the conference.

## Viewing Scheduled Conferences via Microsoft Outlook

If you log into the conference schedule via Microsoft Outlook, you can view recent scheduled conferences from the home page, you can also enter my schedule page to view schedule conferences.

**To view recent scheduled conferences from the home page**:

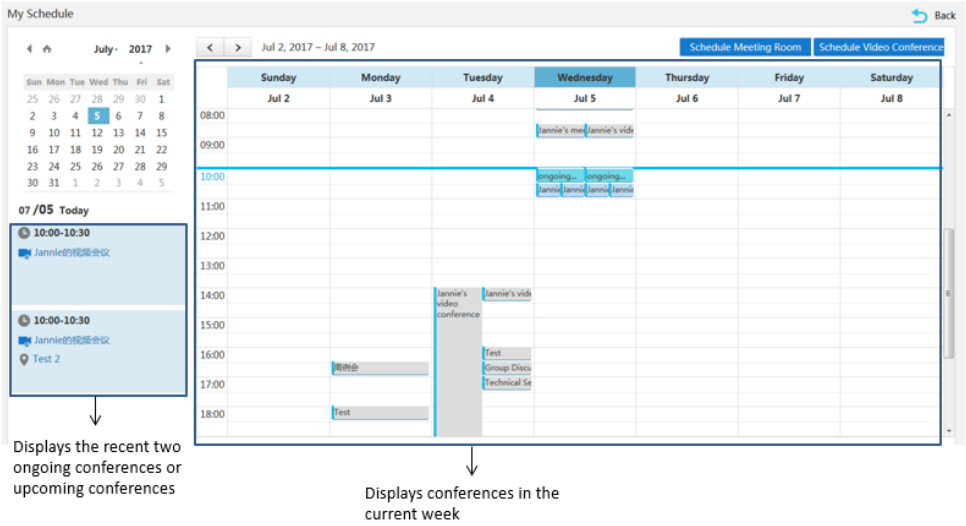
The home page displays the recent three ongoing conferences or upcoming conferences.

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

**To view recent scheduled conferences from my schedule page**:

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

   The conference schedules are displayed.




2. Follow the step 2 to 3 in To view recent scheduled conferences from my schedule page to view scheduled conferences.

# Editing Upcoming Conferences

Select one of the following to edit upcoming conferences:

- YMS
- Microsoft Outlook

## Editing Upcoming Conferences via YMS

You can edit upcoming conference via YMS.

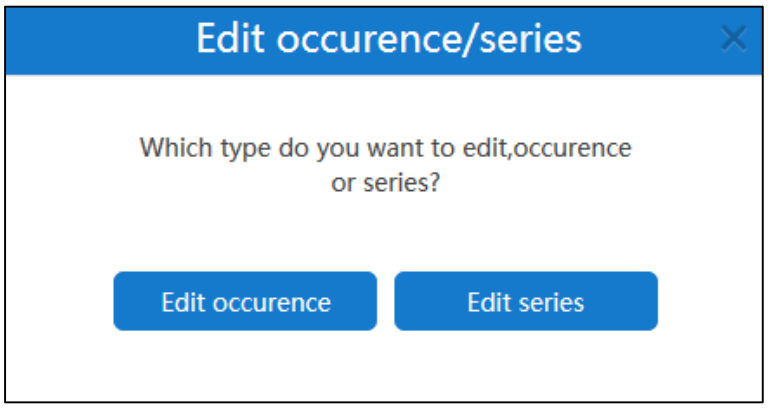
**To edit upcoming conference via YMS**:

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

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

     You can also click the desired conference.
2. Click **Edit**.
   - If the conference is the aperiodic upcoming conference, you will enter the edit page.
   - If the conference is the periodic upcoming conference.

The page prompts “which type do you want to edit, occurrence or series?”

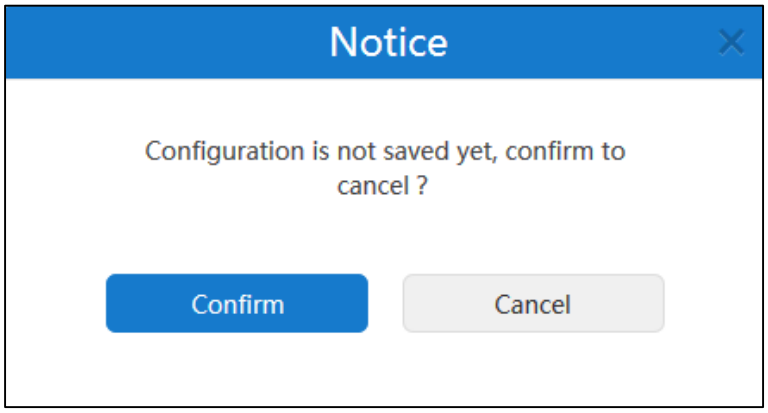



- Click **Edit occurrence** to edit the individual conference.
  Enter the information in the corresponding field.
- Click **Edit series** to edit the periodic conference.
  Enter the information in the corresponding field.

3. Click **Preview** to view the recipients, subject, time, location and description.
4. Click **Save and send email**.

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

   You can also click **Cancel,** the page prompt “Configuration is not saved yet, confirm to cancel?”.




   Click **Confirm** to cancel the edit.

### Editing Upcoming Conferences via Microsoft Outlook

If you log into the conference schedule via Microsoft Outlook, you can edit the upcoming conferences. Follow the steps in Editing Upcoming Conferences via YMS

## Deleting Upcoming Conferences

Select one of the following to delete upcoming conferences:

- YMS

- Microsoft Outlook

## Deleting Upcoming Conferences via YMS

You can delete aperiodic upcoming conference or periodic upcoming conference via YMS.

**To delete aperiodic upcoming conferences via YMS**:

1. Do one of the following:

   - From the home page, click the desired conference.

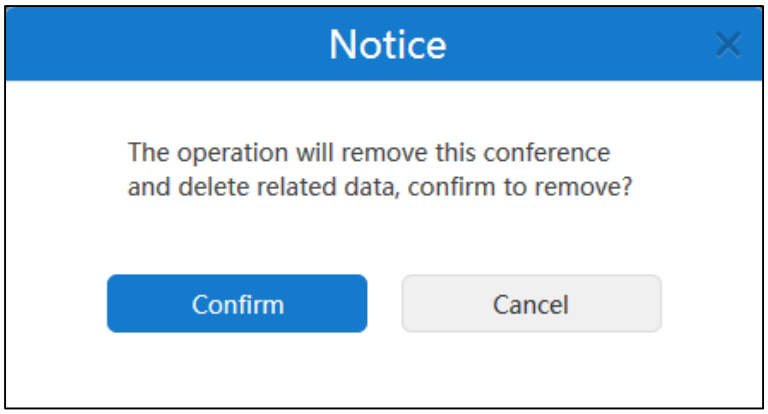
     Click **Remove**.

   - Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Remove**.

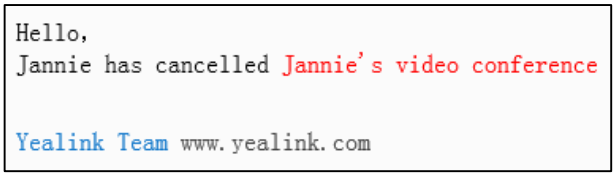
   The page prompts "The operation will remove this conference and delete related data, confirm to remove?".




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

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

   The following is an example of the email:




**To delete periodic upcoming conferences via YMS**:

1. Do one of the following:

   - From the home page, click the desired conference.

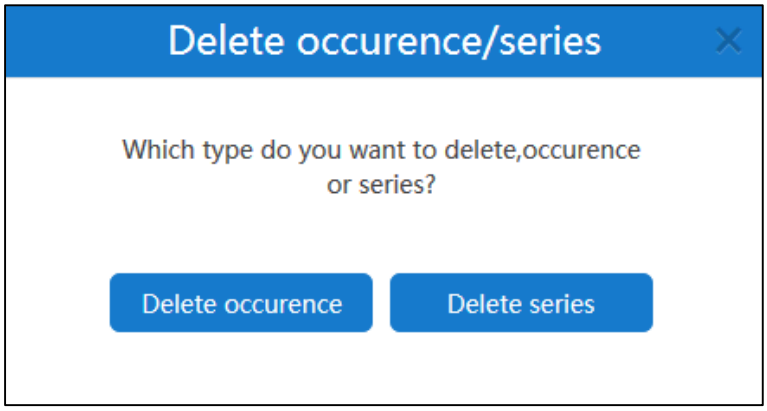
     Click **Remove**.

   - Click **More>>** to enter my schedule page.

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

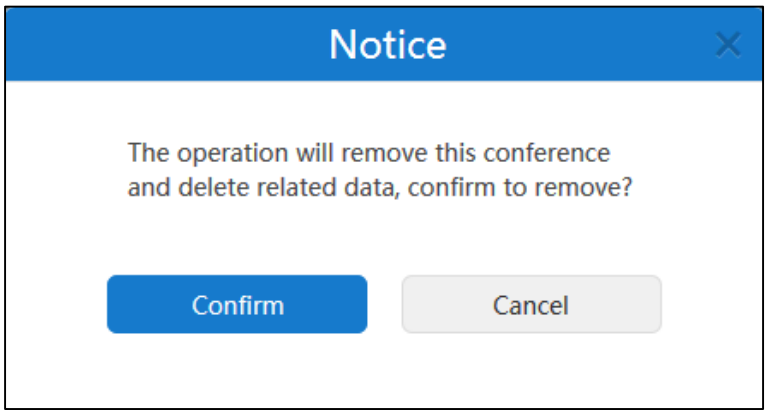
You can also click the desired conference, and then click **Remove**.

The page prompts "Which type do you want to edit, occurrence or series?"".




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

The page prompts "The operation will remove this conference and delete related data, confirm to remove?".




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

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

The following is an example of the email:

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

Yealink Team www.yealink.com
```

## Deleting Upcoming Conferences via Microsoft Outlook

If you log into the conference schedule via Microsoft Outlook, you can delete the upcoming conferences. Follow the steps in Deleting Upcoming Conferences via YMS

# Controlling Ongoing Conferences

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

- YMS
- Microsoft Outlook

Before you control ongoing conference via Microsoft Outlook, you should log into the conference schedule. For more information, please refer to Logging into Conference Schedule on page 18.

## Changing the Conference Layout

If you are the moderator of video conference in discussion mode, the moderator of meet now conference or the moderator of permanent VMR in discussion mode, you can change the conference layout.

The YMS supports four layouts:

- **Selected Speaker**: The selected participant is displayed in full size.
- **Equal N × N**: All participants are displayed in the same size. YMS supports equal 7×7 at most. So there will be 2~49 participants, it means 48 kinds of distributions. And if there are participants speak in the conference, their video images will be highlighted by yellow box.
- **Activated Speaker**: When a participant speaks loudly longer than the certain time, he or she is displayed in full size. The certain time is configured by enterprise administrator. For more information, please contact enterprise administrator.
- **OnePlusN**: The first participant is given prominence with the largest pane. Other participants will be displayed in a strip around the first participant. When N=0, the participant is displayed in full size. You can use voice-activated feature to switch layout between participants, whenever a 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 configured by enterprise administrator. For more information, please contact enterprise administrator.

In **Activated Speaker**, **Equal N × N** or **OnePlusN** layout, if the number of current conference participants is more than the maximum, the video image will switch between participants every time interval. Only enterprise administrator can configure the maximum participants, the time interval and switching rules. For more information, please contact enterprise administrator.

**To change the conference layout via YMS**:

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

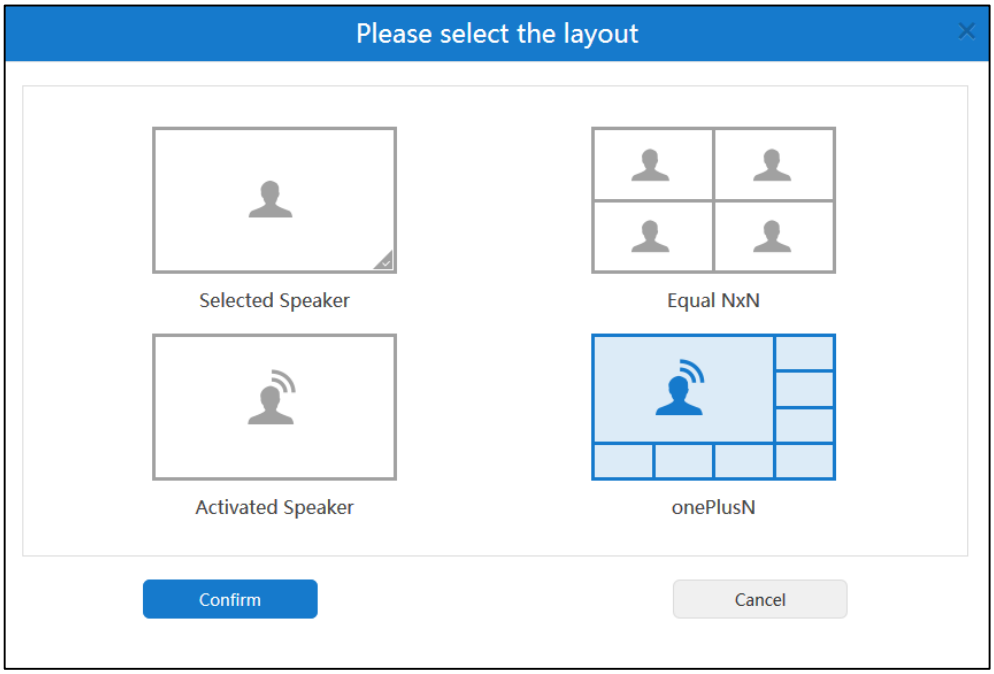
     Click on the right of the desired conference.

- Click **More>>** to enter my schedule page.

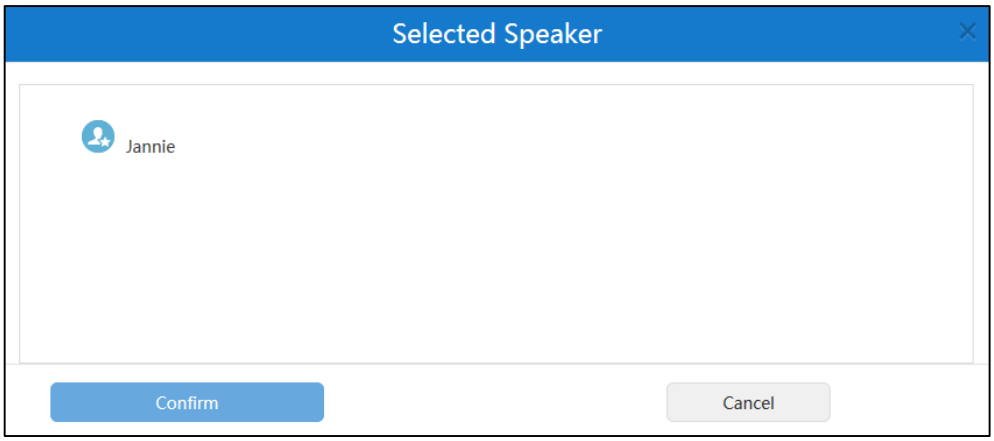
  Hover your mouse over the desired conference, and then click **Control**.

  You can also click the desired conference, and then click **Control**.

2. Click **Layout**.




If you select **Selected Speaker**, select the desired participant to be displayed in full size.




Click **Confirm** to save the change.

The selected participant will be displayed in full size in the endpoint.

**To change the conference layout via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

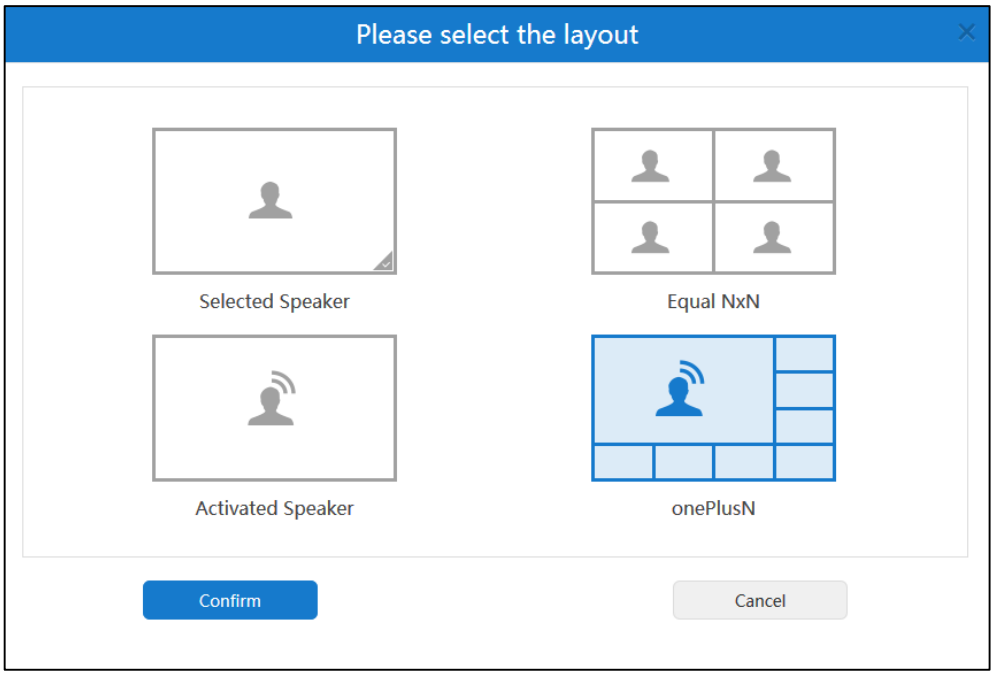
– Click **HOME**->**Conference Schedule**->**Conference Control**.

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

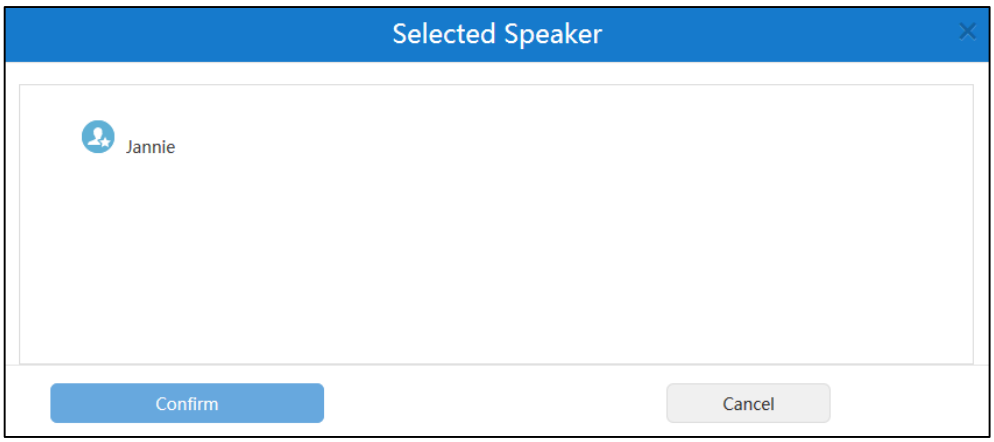
You can also click the desired conference, and then click **Control**.

Select the desired conference from the pull-down list of **Conference Control**.

2. Click **Layout**.




If you select **Selected Speaker**, select the desired participant to be displayed in full size.




Click **Confirm** to save the change.

The selected participant will be displayed in full size in the endpoint.

# Managing Conference Participants

## Inviting Conference Participants

If you are the moderator of video conference or the moderator of meet now conference, you

can select one of the following to invite conference participants:

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

## Contact Invitation

You can place a call to invite participants directly.

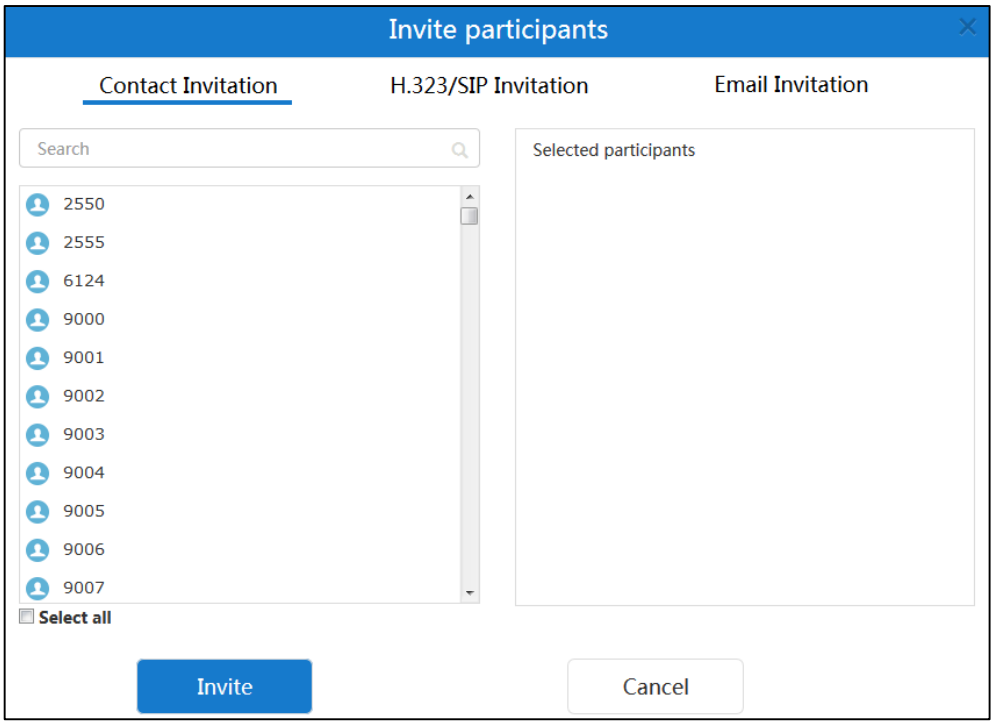
**To invite conference participants via YMS**:

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

     Click on the right of the desired conference.
   - Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.
2. Click **Invite**.
3. Select **Contact Invitation** to invite conference participants.




4. Select the desired enterprise user in the enterprise users list.

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

   You can also check the **Select All** checkbox to select all enterprise users.

5. Click **Invite** to place a call to invite participants directly.

**To invite conference participants via Microsoft Outlook**:

1. Do one of the following:
   - Click **HOME->Conference Schedule->Calendar**.

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

     You can also click the desired conference, and then click **Control**.
   - Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.
2. Follow the step 2 to 5 in To invite conference participants via YMS to place a call to invite participants directly.

## H.323/SIP Invitation

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

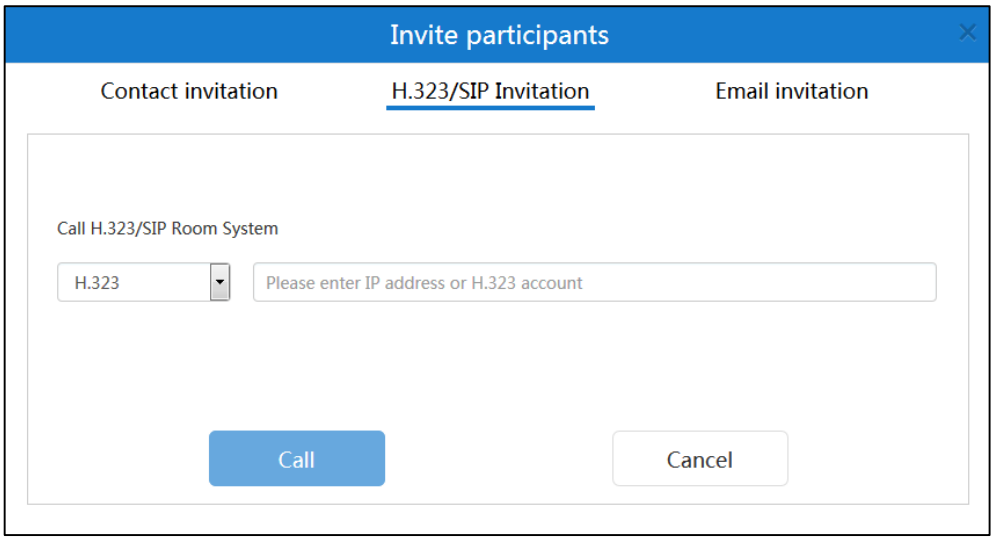
**To invite conference participants by H.323/SIP protocol via YMS**:

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

     Click on the right of the desired conference.
   - Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.
2. Click **Invite**.
3. Select **H.323/SIP Invitation** to invite conference participants.



4. Select the desired type from the pull-down list:

   - If you select **H.323**, enter the IP address or H.323 account to invite the conference participants.

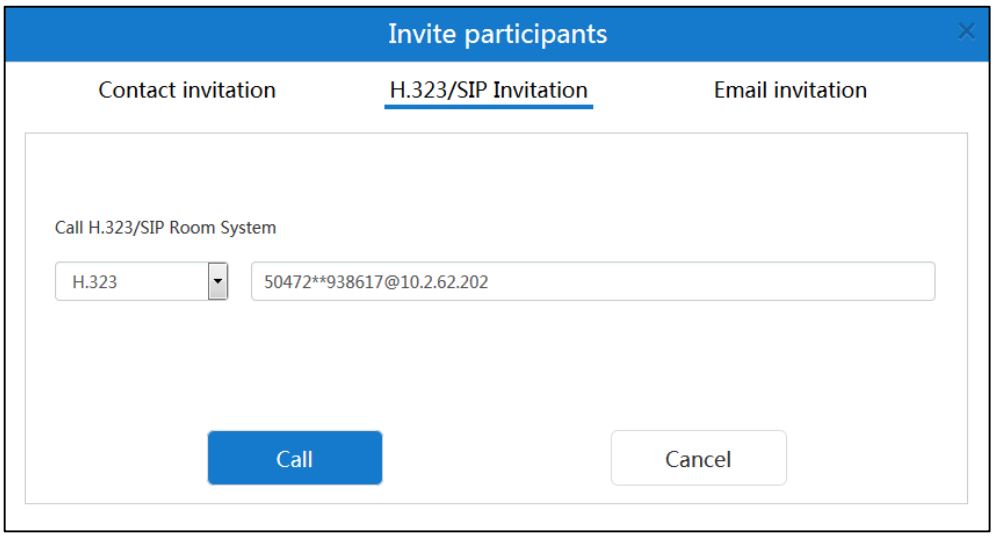
     You can also enter **conference ID** conference password@server IP address** or **server IP address##conference ID**conference password** to invite other MCUs. Obtain the conference information from the conference participants or your email address.

   - If you select **SIP**, enter the IP address to invite the conference participants.

     You can also enter **conference ID** conference password@server IP address** to invite other MCUs. Obtain the conference information from the conference participants or your email address.

5. Click **Call**.

   When you call the MCU successfully, the page prompts "Call success", and then the conference participant or MCU is displayed in the guest list.




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

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

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

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 5 in To invite conference participants by H.323/SIP protocol via YMS to place a call to invite participants directly.

**Note** If you invite other MCUs, it is recommended that other MCUs use equal N× N layout to join the conference.

## Email Invitation

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

### Inviting Conference Participants by Local Mailbox

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

**To invite conference participants by local mailbox via YMS**:

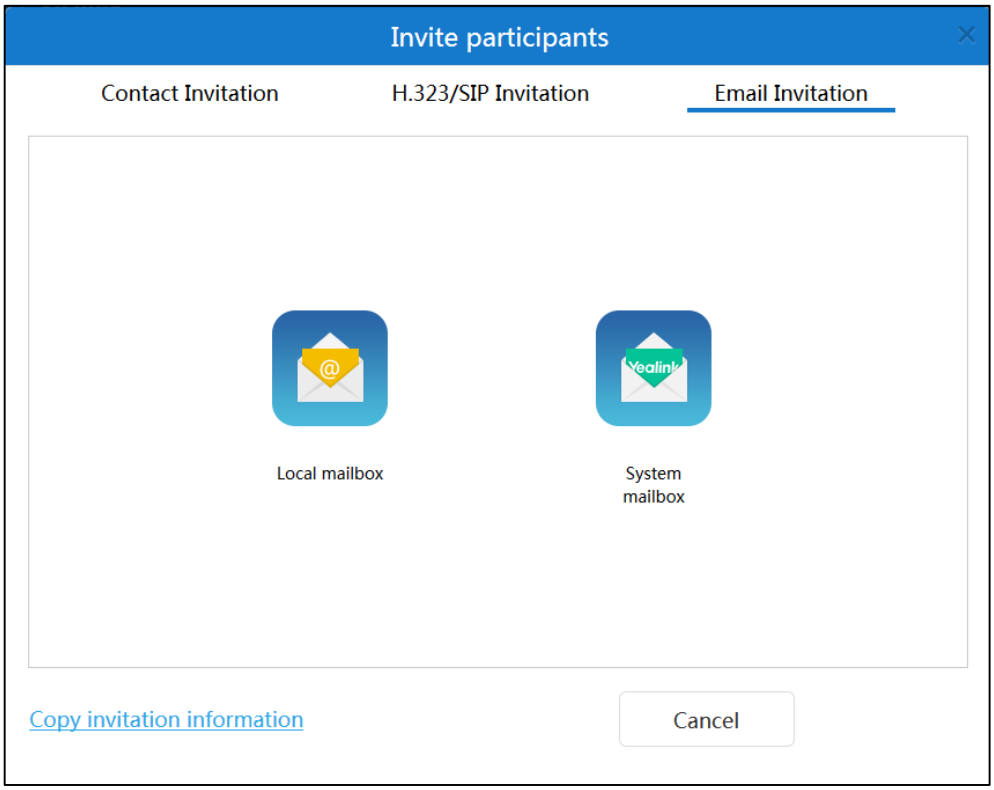
1. Do one of the following:
   - Click **Conference Control**.

     Click on the right of the desired conference.
   - Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.
2. Click **Invite**.
3. Select **Email Invitation** to invite conference participants by emails.

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




4. Click **Local mailbox**.

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

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

**To invite conference participants by Outlook mailbox via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

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

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 4 in To invite conference participants by local mailbox via YMS to place a call to invite participants directly.

## Inviting Conference Participants by System Mailbox

The system mailbox is the SMTP mailbox set by your enterprise administrator. For more

information on SMTP mailbox, please refer to *Yealink Meeting Server Administrator Guide*.

**To invite conference participants by system mailbox via YMS**:

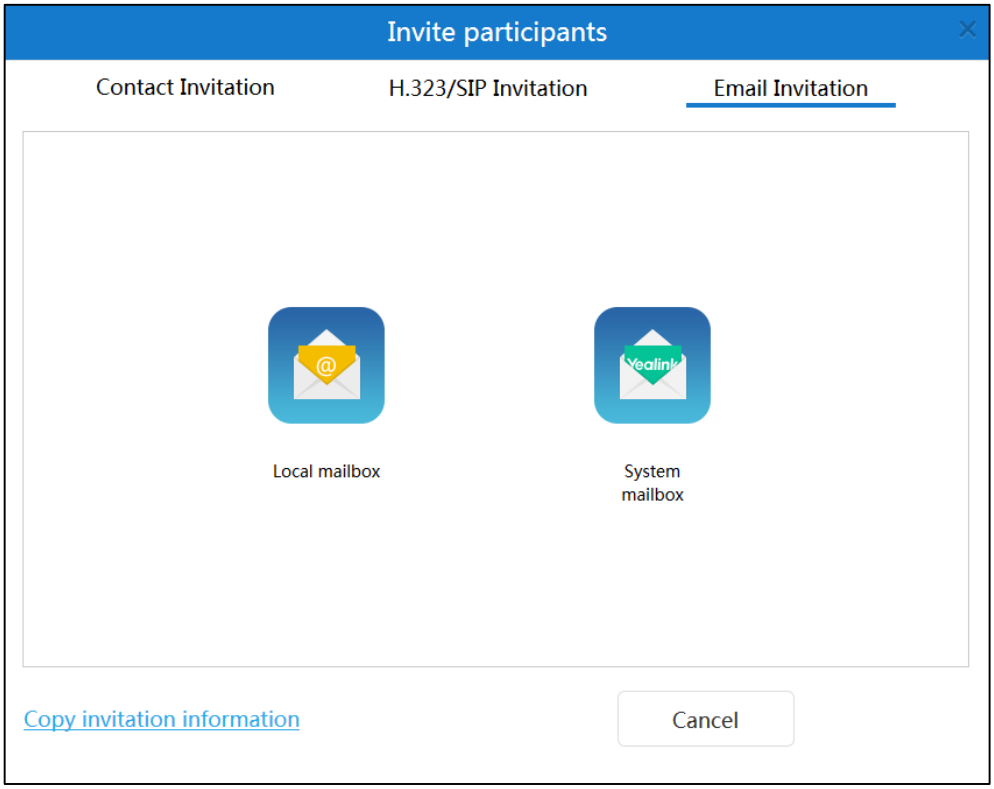
1. Do one of the following:
   - Click **Conference Control**.

     Click on the right of the desired conference.
   - Click **More>>** to enter my schedule page.

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

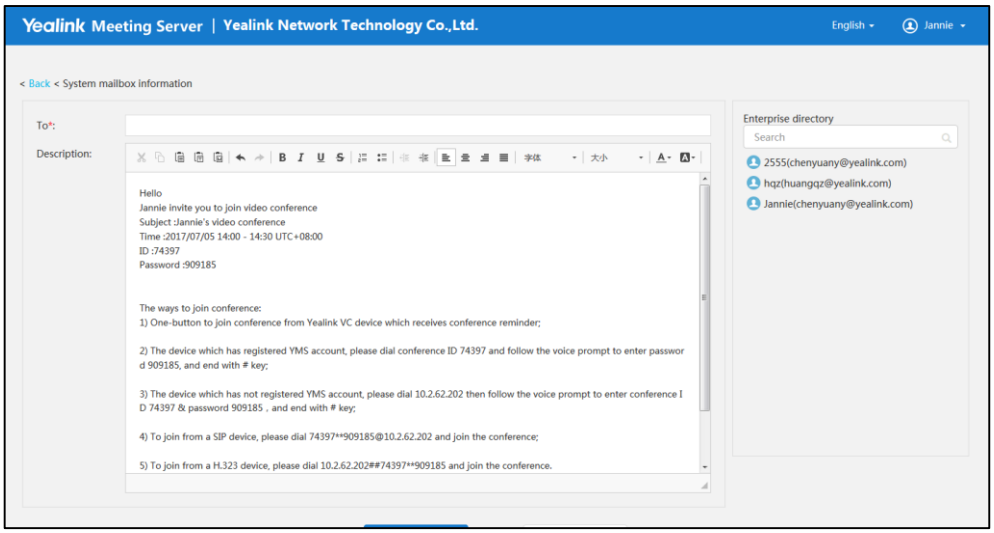
     You can also click the desired conference, and then click **Control**.
2. Click **Invite**.
3. Select **Email Invitation** to invite conference participants by emails.

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




4. Click **System mailbox**.

You will enter the send email page in system mailbox.




5. Enter the email addresses of enterprise users in the **To** field.

   You can also select recipients in enterprise users list or enter a few or all characters of the name or email of enterprise user account in the Search box to add the recipient.

6. (Optional.) Enter the additional requirements in the **Description** input box. Conference information is displayed by default.

   Participants will view this information in email.

7. Click **Submit** to send emails to invite participants.

**To invite conference participants by local mailbox via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

   – Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 7 in To invite conference participants by system mailbox via YMS to place a call to invite participants directly.

## Searching for Conference Participants

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can search for conference participants.

**To search for conference participants via YMS**:

1. Do one of the following:

   – Click **Conference Control**.

     Click on the right of the desired conference.

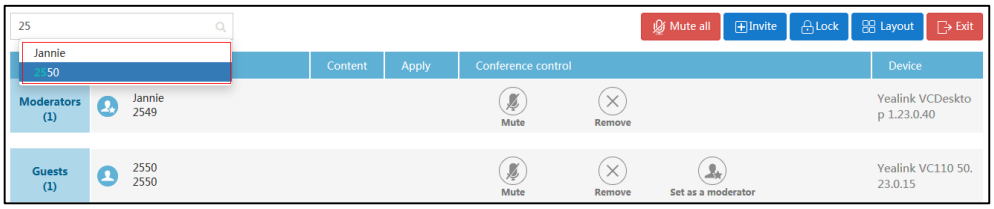
   – Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.

2. Enter a few or all characters of the name or account of enterprise user account in the Search box.

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




**To search for conference participants via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

   – Click **HOME**->**Conference Schedule**->**Conference Control**.

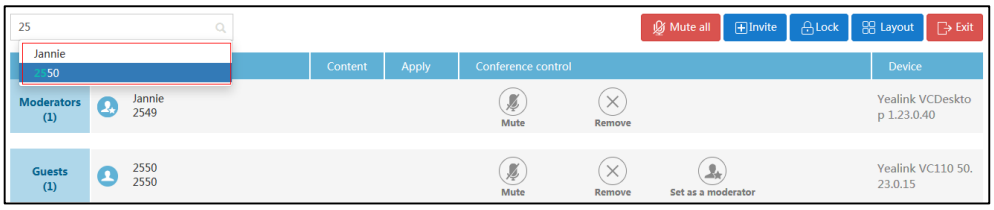
     Hover your mouse over the desired conference, and then click **Control**.

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Enter a few or all characters of the name or account of enterprise user account in the Search box.

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




## Conference Participants Apply for Speaking

If you are the moderator of video conference in training mode or the moderator of permanent VMR in training mode, you can allow, refuse or ignore the application of speaking.

**To deal with the application of speaking via YMS**:

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

- Click **Conference Control**.

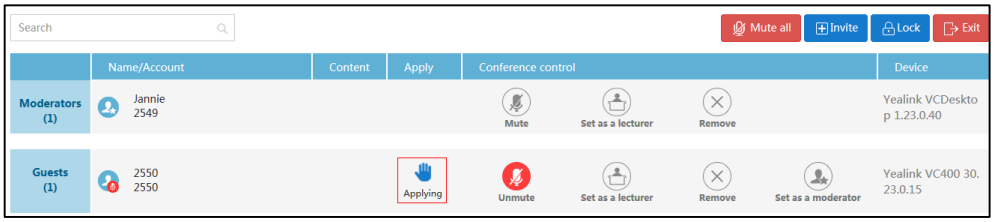
  Click on the right of the desired conference.

- Click **More>>** to enter my schedule page.

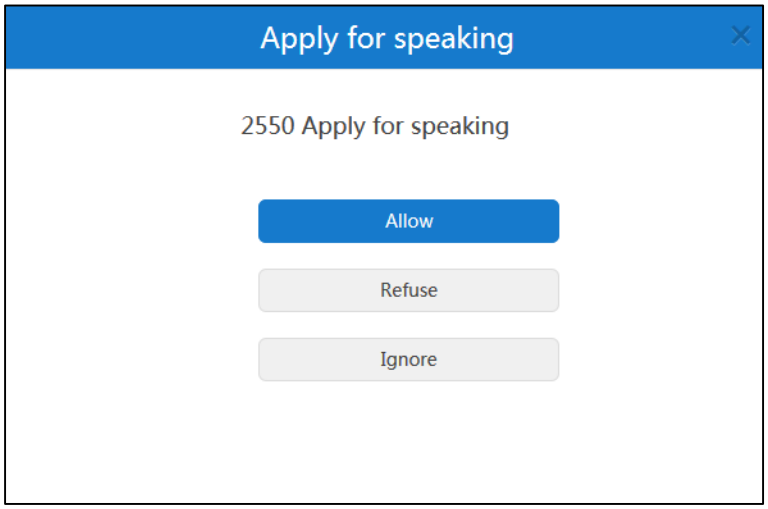
  Hover your mouse over the desired conference, and then click **Control**.

  You can also click the desired conference, and then click **Control**.

**2.** Select the desired application to deal with, and then click .




The dialog box of **Apply for speaking** pops up.




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

**To deal with the application of speaking via Microsoft Outlook**:

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

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

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

  You can also click the desired conference, and then click **Control**.

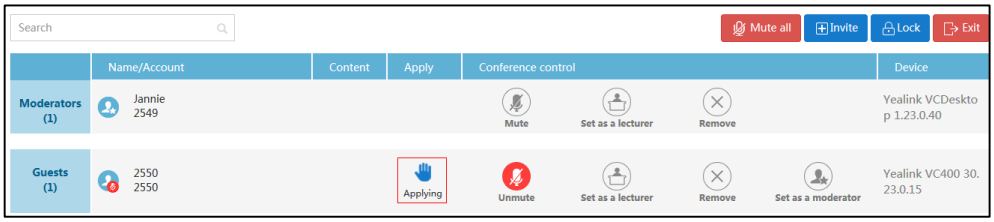
- Click **HOME**->**Conference Schedule**->**Conference Control**.

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

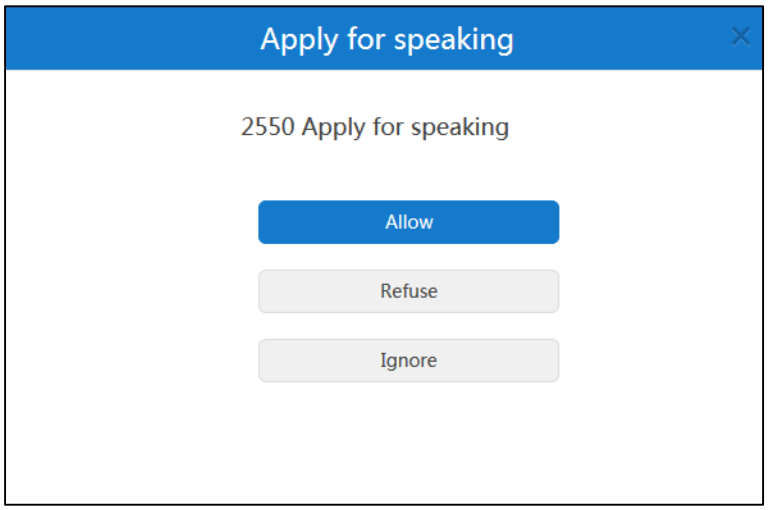
You can also click the desired conference, and then click **Control**.

Select the desired conference from the pull-down list of **Conference Control**.

**2.** Select the desired application to deal with, and then click .




The dialog box of **Apply for speaking** pops up.




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

## Removing Conference Participants

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can remove conference participants.

**To remove conference participants via YMS**:

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

– Click **Conference Control**.

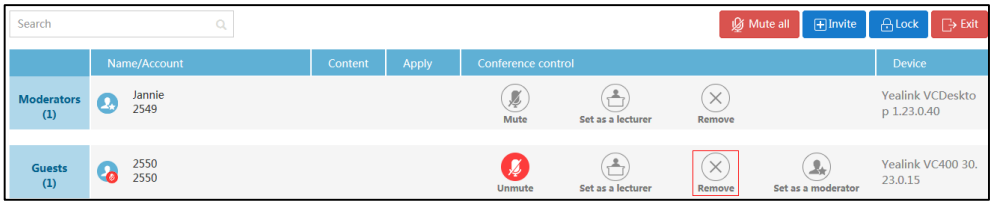
Click on the right of the desired conference.

– Click **More>>** to enter my schedule page.

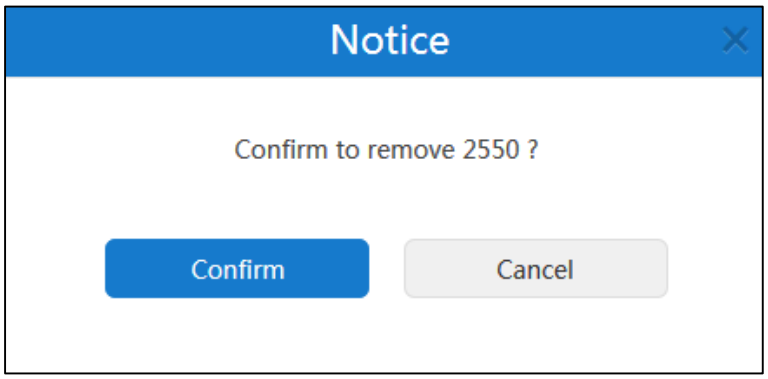
Hover your mouse over the desired conference, and then click **Control**.

You can also click the desired conference, and then click **Control**.

2. Select the desired participant, click ⊗ to remove.




The page prompts "Confirm to remove ××"




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

**To remove conference participants via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

   – Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 3 in To remove conference participants via YMS to remove the participant.

## Muting or Unmuting All Conference Participants

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can mute or unmute all conference participants except for yourself.

Conferences participants muted by a moderator cannot unmute themselves.

**To mute all conference participants via YMS**:

1. Do one of the following:

   – Click **Conference Control**.

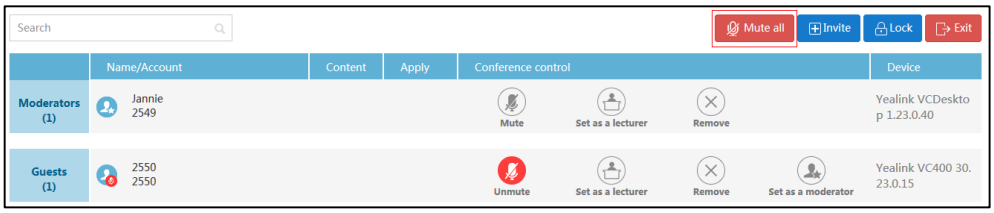
     Click on the right of the desired conference.

   – Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.

2. Click **Mute all** to forbid all participants except for yourself from speaking.




**To mute all conference participants via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

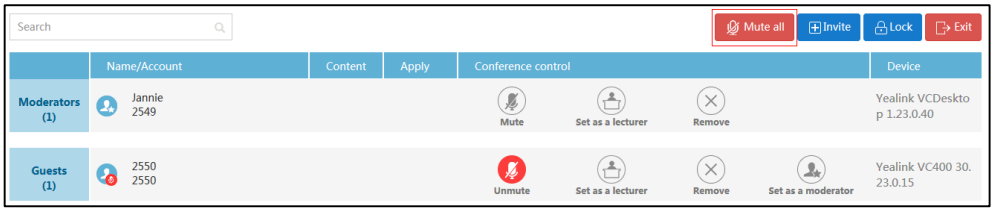
   – Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Click **Mute all** to forbid all participants except for yourself from speaking.




**To unmute all conference participants via YMS**:

1. Do one of the following:

   – Click **Conference Control**.

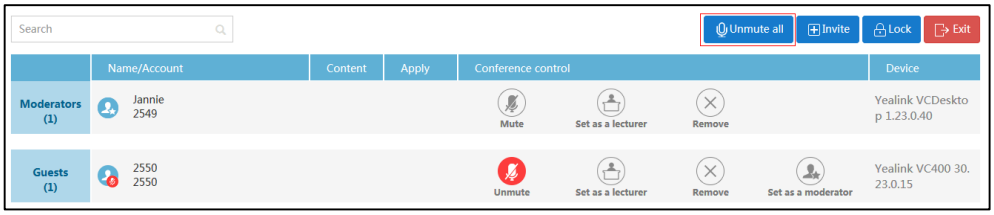
     Click on the right of the desired conference.

   – Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.

2. Click **Unmute all** to allow all participants to speak.




**To unmute all conference participants via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

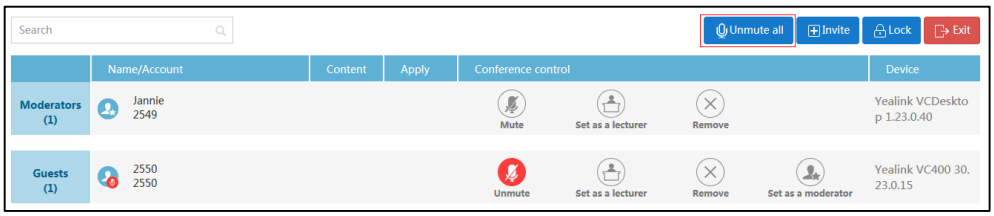
   – Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Click **Unmute all** to allow all participants to speak.




## Muting or Unmuting Individual Conference Participants

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can mute or unmute individual conference participants.

Conferences participants muted by a moderator cannot unmute themselves.

**To mute individual conference participants via YMS**:

1. Do one of the following:

   – Click **Conference Control**.

     Click on the right of the desired conference.

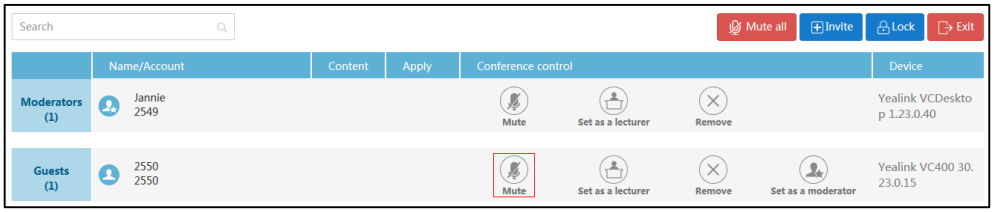
   – Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.

2. Select the desired participant to mute, and then click to forbid the participant from speaking.

The muted participant can hear other participants, but other participants cannot hear the muted participant.




**To mute individual conference participants via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

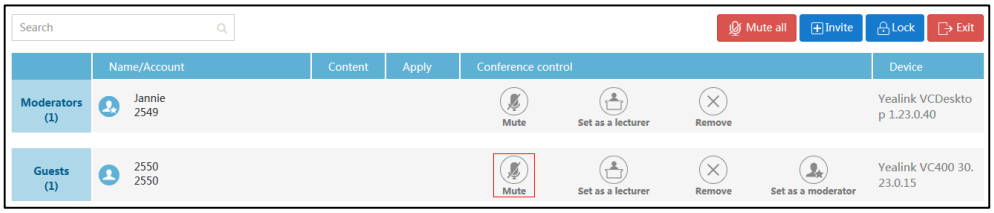
   – Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Select the desired participant to mute, and then click to forbid the participant from speaking.




**To unmute individual conference participants via YMS**:

1. Do one of the following:

   – Click **Conference Control**.

     Click on the right of the desired conference.

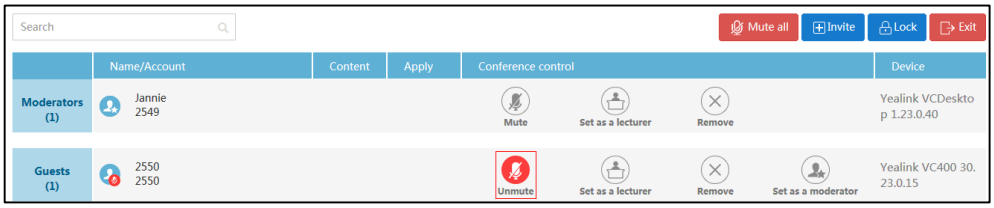
   – Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.

2. Select the desired participant to unmute, and then click .

Other participants can hear the participant.




**To mute individual conference participants via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

   – Click **HOME**->**Conference Schedule**->**Conference Control**.

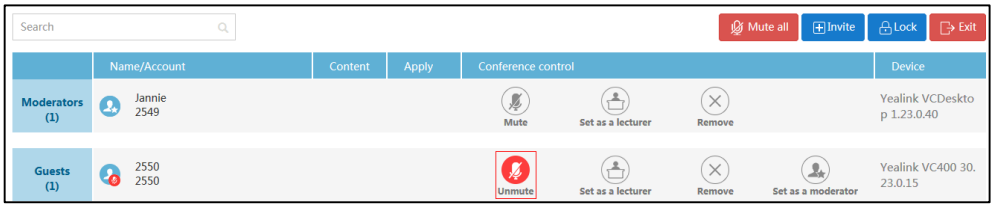
     Hover your mouse over the desired conference, and then click **Control**.

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Select the desired participant to unmute, and then click .

   Other participants can hear the participant.




## Changing the Moderator or Guest's Role

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can promote guests to moderators, or demote moderators to guests. But the organizer of video, conference and meet now conference cannot change its role.

**To promote guests to moderators via YMS**:

1. Do one of the following:

   – Click **Conference Control**.

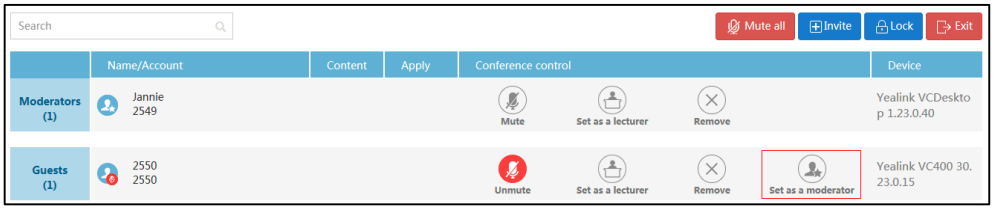
     Click  on the right of the desired conference.

   – Click **More>>** to enter my schedule page.

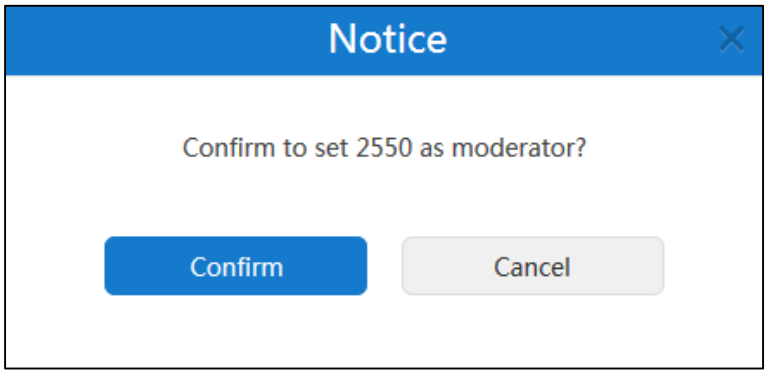
     Hover your mouse over the desired conference, and then click **Control**.

     You can also click the desired conference, and then click **Control**.

2. Select the desired guest to promote to moderator, and then click .




The page prompts "Confirm to set ×× as moderator"




3. Click **Confirm** to promote the guest to moderator.

**To promote guests to moderators via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

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

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 3 in To promote guests to moderators via YMS to promote the guest to moderator.

**To demote moderators to guests via YMS**:

1. Do one of the following:

   - Click **Conference Control**.

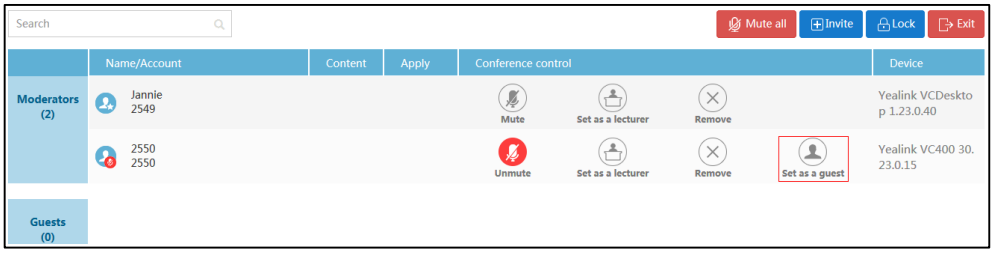
     Click on the right of the desired conference.

   - Click **More>>** to enter my schedule page.

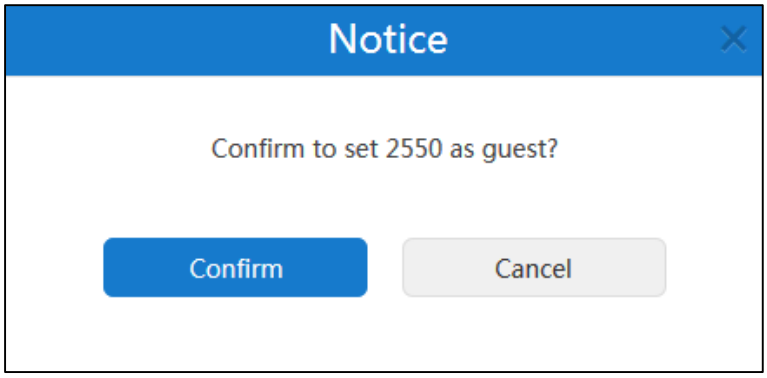
     Hover your mouse over the desired conference, and then click **Control**.

     You can also click the desired conference, and then click **Control**.

2. Select the desired moderator to demote to guest, and then click .




The page prompts "Confirm to set ×× as guest".




3. Click **Confirm** to demote the moderator to guest.

**To demote moderators to guests via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

   – Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 3 in To demote lecturers to moderators/guests via **YMS** to demote the moderator to guest.

## Changing the Lecturer or Moderator/Guest's Role

If you are the moderator of video conference in training mode or the moderator of permanent VMR in training mode, you can promote moderators/guests to lecturers, or demote lecturers to moderators/guests. Only lecturers can speak, other participants cannot speak.

**To promote moderators/guests to lecturers via YMS**:

1. Do one of the following:

   - Click **Conference Control**.

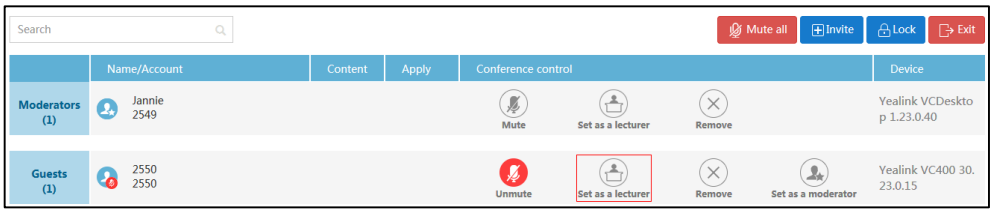
     Click on the right of the desired conference.

   - Click **More>>** to enter my schedule page.

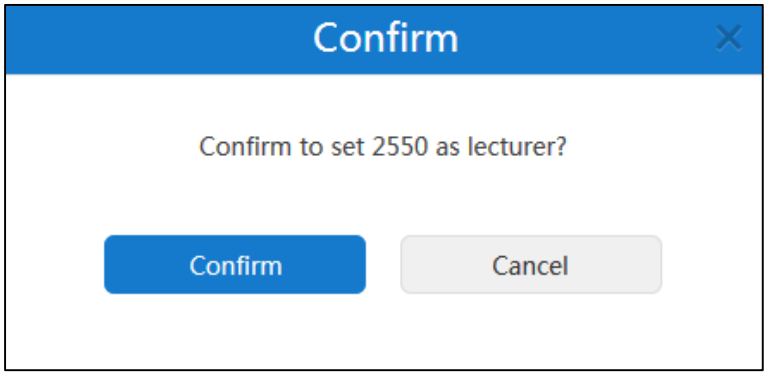
     Hover your mouse over the desired conference, and then click **Control**.

     You can also click the desired conference, and then click **Control**.

2. Select the desired moderators/guests to promote to lecturers, and then click .




   The page prompts "Confirm to set ×× as lecturer".




3. Click **Confirm** to promote the moderator/guest to lecturer.

**To promote moderators/guests to lecturers via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

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

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 3 in To promote moderators/guests to lecturers via YMS to promote the moderator/guest to lecturer.

**To demote lecturers to moderators/guests via YMS**:

1. Do one of the following:

   - Click **Conference Control**.

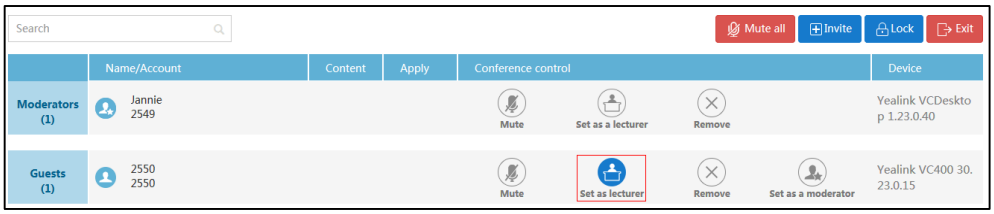
     Click on the right of the desired conference.

   - Click **More>>** to enter my schedule page.

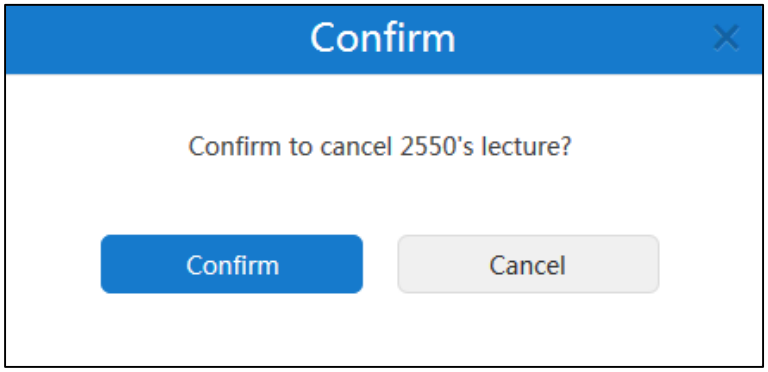
     Hover your mouse over the desired conference, and then click **Control**.

     You can also click the desired conference, and then click **Control**.

2. Select the desired lecturers to demote to moderators/guests, and then click .




   The page prompts “Confirm to cancel ××’ lecture?”.




3. Click **Confirm** to demote the lecturer to moderator/guest.

**To demote lecturers to moderators/guests via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

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

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Follow the step 2 to 3 in To demote lecturers to moderators/guests via YMS to demote the lecturer to moderator/guest.

## Locking or Unlocking Conferences

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can lock the conference to prevent any further participant from joining a conference after it has started.

**To lock conferences via YMS**:

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

     Click on the right of the desired conference.
   - Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.
2. Click **Lock**.

   The icon will display in the top-right of the page.

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

**To lock conferences via Microsoft Outlook**:

1. Do one of the following:
   - Click **HOME**->**Conference Schedule**->**Calendar**.

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

     You can also click the desired conference, and then click **Control**.
   - Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.
2. Click **Lock**.

   The icon will display in the top-right of the page.

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

**To unlock conferences via YMS**:

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

     Click on the right of the desired conference.
   - Click **More>>** to enter my schedule page.

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

     You can also click the desired conference, and then click **Control**.
2. Click **Unlock**.

The will disappear in the top-right of the page.

All people can enter the conference.

**To unlock conferences via Microsoft Outlook**:

1. Do one of the following:

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

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

     You can also click the desired conference, and then click **Control**.

   – Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.

2. Click **Unlock**.

   The will disappear in the top-right of the page.

   All people can enter the conference.

## Leaving Conferences

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can leave conferences.

**To leave conferences via YMS**:

1. Do one of the following:

   – Click **Conference Control**.

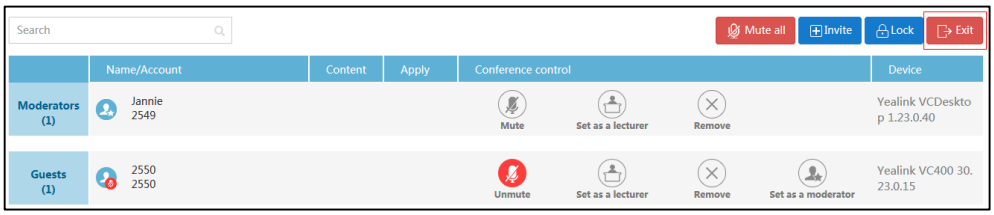
     Click on the right of the desired conference.

   – Click **More>>** to enter my schedule page.

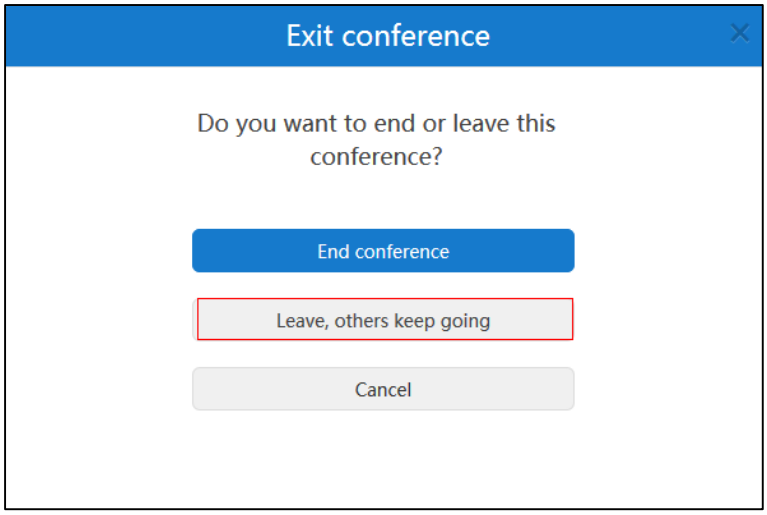
     Hover your mouse over the desired conference, and then click **Control**.

     You can also click the desired conference, and then click **Control**.

2. Click **Exit**.



3. Select **Leave, others keep going**.




Other participants remain connected.

**To leave conferences via Microsoft Outlook**:

1. Do one of the following:
   - Click **HOME**->**Conference Schedule**->**Calendar**.

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

     You can also click the desired conference, and then click **Control**.
   - Click **HOME**->**Conference Schedule**->**Conference Control**.

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

     You can also click the desired conference, and then click **Control**.

     Select the desired conference from the pull-down list of **Conference Control**.
2. Follow the step 2 to 3 in To leave conferences via YMS to leave the conference.

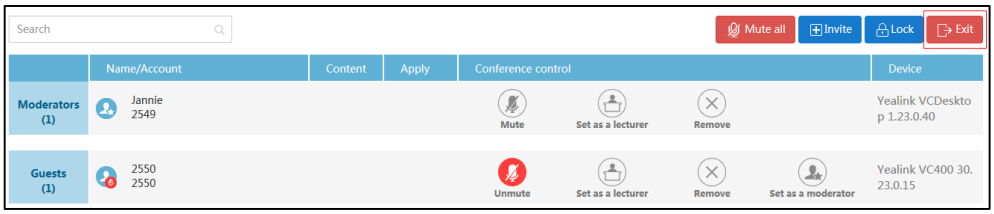
## Ending Conferences

If you are the moderator of video conference, the moderator of meet now conference or the moderator of permanent VMR, you can end conferences from the video conference control page or my schedule page.

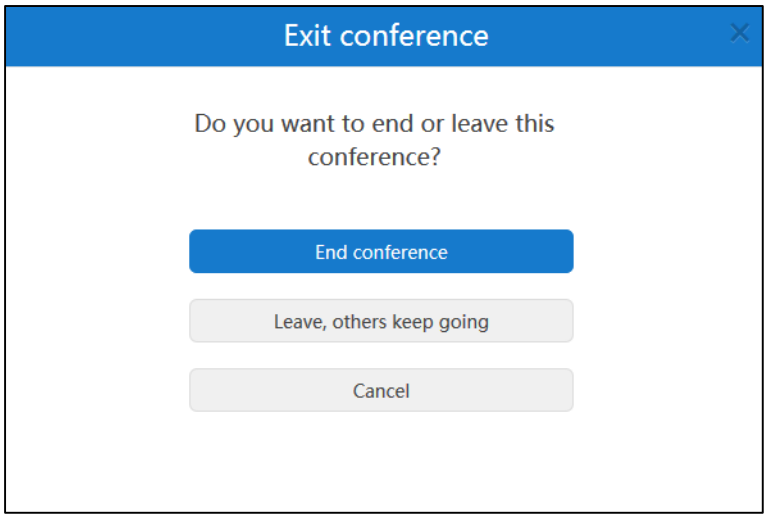
**To end conferences from the video conference control page via YMS**:

1. Click **Conference Control**.
2. Click on the right of the desired conference.

3. Click **Exit**.




4. Select **End conference**.




All participants leave the conference.

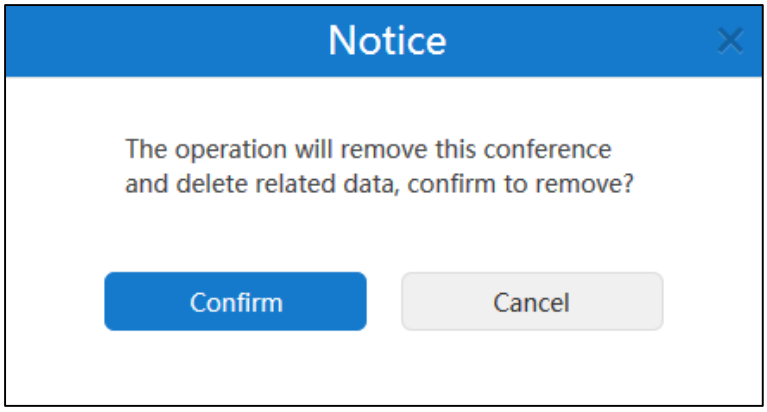
**To end conferences from the video conference control page via Microsoft Outlook**:

1. Click **HOME**->**Conference Schedule**->**Conference Control**.
2. Select the desired conference from the pull-down list of **Conference Control**.
3. Follow the step 3 to 4 in To end conferences from the video conference control page via YMS to end the conference.

**To end conferences from my schedule page via YMS**:

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

The page prompts" The operation will remove this conference and delete related data, confirm to remove?"




3. Click **Confirm** to end the conference. All participants leave the conference.

**To end conferences from my schedule page via Microsoft Outlook**:

1. Click **HOME**->**Conference Schedule**->**Calendar**.
2. Follow the step 2 to 3 in To end conferences from my schedule page via YMS to end the conference.

# Troubleshooting

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

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

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

- Check whether the data follow the rules.

  The rules are as following:

  - About password, the number of password ranges from 6 to 16.
  - About accounts, it can only be 4 digits.
  - About the subject of conference, you can enter 128 characters.
  - About the Search box of enterprise users list or the input box of the recipient in system mailbox, you can enter 128 characters.

## Why do you fail to send emails to accounts?

- Check whether the email address is valid.

## Why do not you receive emails?

- Ask users to check spam folders.

## Why does the YMS go back to the login page?

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

# Appendix: Time Zones

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

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

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

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