

# **Yealink Meeting Server User Guide V21.0.0.10**

# Contents

<b>About This Guide.....</b>	<b>4</b>
Introduction of Yealink Meeting Server.....	4
Targeted Audiences.....	4
Basic Concepts.....	4
Browser Requirement.....	5
Icons Introduction.....	5
In This Guide.....	6
Summary of Changes.....	6
Changes for Release 21, Guide Version 21.0.0.10.....	6
Changes for Release 10, Guide Version 10.23.0.60.....	6
 <b>Basic Operations.....</b>	 <b>6</b>
Logging into YMS.....	7
Logging into YMS via Browser.....	7
Logging into YMS via Microsoft Outlook.....	7
Updating Microsoft Outlook Plugin.....	8
Introduction of the Home Page.....	9
Managing the Account Information.....	9
Editing the Login Password.....	9
Editing the Registered Mailbox.....	10
Adding Groups for Favorites.....	10
Logging out of YMS.....	10
 <b>Managing Conferences.....</b>	 <b>10</b>
Scheduled Conferences, Meet Now Conference and Virtual Meeting Rooms.....	11
Discussion Mode and Training Mode.....	12
The Interactive Party and the Broadcasting Party in the Broadcasting Interactive Conference.....	13
Scheduling Meeting Rooms.....	14
Scheduling a Meeting Room via Browser.....	14
Scheduling Meeting Rooms via Microsoft Outlook.....	15
Configuring Meeting Room Parameters.....	15
Scheduling Video Conferences.....	16
Scheduling a Video Conference via Browser.....	16
Scheduling a Video Conference via Microsoft Outlook.....	17
Configure Video Conference Parameters.....	17
Going to the Conference Detail Page.....	19
Going the Conference Detail Page via browser.....	20
Going to the Conference Detail Page via Microsoft Outlook.....	20
Editing the Conference.....	20
Cancelling the Conference.....	21
 <b>Controlling Conferences.....</b>	 <b>22</b>
Going to the Conference Control page.....	22
Going the Conference Control Page via Browser.....	22
Going to the Conference Control Page via Microsoft Outlook.....	23
Configuring the Layout of the Discussion Mode or Meet Now Conferences.....	23

Configuring the Layout of Training Mode Conferences.....	25
Configuring the Global Parameters.....	25
Configuring the Global Parameters.....	27
Configuring Layout Template.....	28
Enabling the Layout Template.....	30
Sending Messages.....	30
Sending the Conference Banner.....	30
Sending the Conference Subtitle.....	31
Sending the Conference Agenda.....	31
Calling a Participant.....	32
Calling Participants from the Call History.....	32
Inviting a Contact.....	33
Inviting a Third-Party Participant.....	33
Inviting a Participant by Email.....	34
Sharing the Conference Information.....	34
Searching for Participants.....	34
Allowing/Rejecting the Participant Application for Speaking.....	35
Removing Participants.....	36
Moving Participants to the Lobby.....	37
Allowing/Refusing the Participants to Join the Conference.....	38
Muting/Unmuting Participants.....	39
Turning on/off the Video Image.....	39
Blocking/Unblocking the Audio.....	39
Enabling the RTMP Live.....	40
Switching the Roles Between the Moderators and Guests.....	42
Switching the Roles Between the Lecturer and the Moderator/Guest.....	42
Controlling the Remote Camera.....	42
Locking/Unlocking the Conference.....	43
Making the Roll Call.....	44
Exporting the Roll Call Records.....	45
Recording Conferences.....	46
Pausing/Stopping the Recording.....	47
Managing the Recording Files.....	47
Disabling the Shared Link.....	48
Leaving/Ending a Conference.....	48
<b>Troubleshooting.....</b>	<b>49</b>
Viewing Call Statistics.....	49
Common Problems.....	49
Invited Participants Do Not Receive Emails.....	49
Participants See Messy Codes in the Email.....	50

# About This Guide

---

This guide provides instructions for an enterprise user to use YMS.

- [Introduction of Yealink Meeting Server](#)
- [Targeted Audiences](#)
- [Basic Concepts](#)
- [Browser Requirement](#)
- [Icons Introduction](#)
- [In This Guide](#)
- [Summary of Changes](#)

## Introduction of Yealink Meeting Server

---

Yealink Meeting Server (YMS) is a distributed cloud-based videoconferencing infrastructure tailored for HD video conferencing collaboration in the modern workplace. As a powerful all-in-one meeting server, YMS brings MCU, the registrar server, the directory server, the traversal server, the meeting and device management server, SIP Trunk, WebRTC server and GK & H.460 server together. Seamlessly working with Yealink VC devices, YMS brings people together at any time from any location with one touch of the button. YMS connects people with crystal-clear audio, HD video, content and web collaboration, bridging locations across any distance or device and providing users with an enjoyable conferencing experience while cutting costs and improving efficiency.

## Targeted Audiences

---

This guide is mainly intended for the following audiences.

- Endpoint users
- Distributors

## Basic Concepts

---

When you read this guide, you will find some reused concepts. Please familiarize yourself with these concepts first.

**Enterprise directory:** it mainly refers to the directory which includes user accounts, room system accounts and third party devices.

**Yealink VC devices:** this concept refers to the endpoints use that support YMS, including PVT950/PVT980, VC880/VC800/VC500/VC200/VC400/VC120/VC200 video conferencing system, CP960 conference phone, SIP VP-T49G IP phone, SIP-T58V IP phone, VP59 flagship smart video phone, VC Desktop & VC Mobile.

**Content:** it refers to the documents, the graphics, or the videos on the desktop which are shared with other conference participants.

**MCU:** it refers to the multipoint control unit. It is an indispensable component for initiating a multipoint conference.

**Carousel:** it refers to that when the number of participants exceeds the maximum number of video images per screen, the system will switch among the video images of the participants.

## Browser Requirement

---

YMS supports the following browsers:

**Table 1:**














Browser Requirement	Version
Firefox	50 or later
Google Chrome	50 or later
360	8.1 or later
Internet Explorer	10 or later

## Icons Introduction

---

The icons on YMS are described as below:

**Table 2:**

Icon	Description
	The general meeting room
	The video meeting room
	Controlling the ongoing conference
	RTMP Live broadcast conference
	The recurrence conference
	This user is online or he joins the conference
	This user is offline
	The moderator
	The organizer
	The moderator becomes the lecturer
	The guest
	The guest is set as a lecturer
	The participant is sharing contents

## In This Guide

---

This guide contains the following chapters:

- Chapter 1 *Basic Operations*
- Chapter 2 *Managing Conferences*
- Chapter 3 *Controlling Conferences*
- Chapter 4 *Troubleshooting*

## Summary of Changes

---

- *Changes for Release 21, Guide Version 21.0.0.10*
- *Changes for Release 10, Guide Version 10.23.0.60*

### Changes for Release 21, Guide Version 21.0.0.10

The following sections are new for this version:

- *Managing the Recording Files*
- *Disabling the Shared Link*
- *Adding Groups for Favorites*

Major updates have occurred to the following section:

- *Recording Conferences*

### Changes for Release 10, Guide Version 10.23.0.60

The following sections are new for this version:

- *Sending the Conference Agenda*
- *Calling Participants from the Call History*
- *Moving Participants to the Lobby*
- *Allowing/Refusing the Participants to Join the Conference*

Major updates have occurred to the following sections:

- *Configure Video Conference Parameters*
- *Configuring the Layout of the Discussion Mode or Meet Now Conferences*
- *Configuring the Layout of Training Mode Conferences*
- *Viewing Call Statistics*

## Basic Operations

---

This chapter provides basic instructions for users to use YMS.

- *Logging into YMS*
- *Updating Microsoft Outlook Plugin*
- *Introduction of the Home Page*
- *Managing the Account Information*
- *Adding Groups for Favorites*
- *Logging out of YMS*

## Logging into YMS

You can use YMS accounts to log into YMS. You can get the account information from the enterprise administrator.

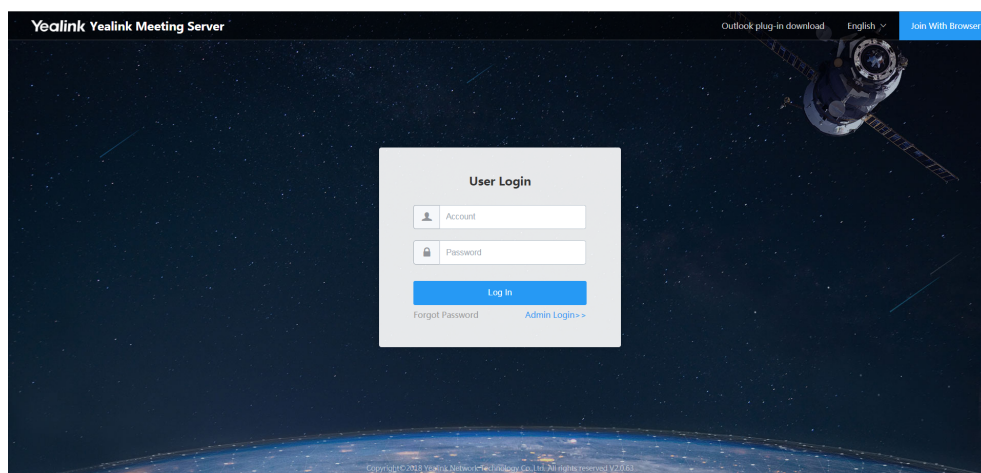
- [Logging into YMS via Browser](#)
- [Logging into YMS via Microsoft Outlook](#)

### Logging into YMS via Browser

You can use AD accounts or YMS accounts to log into YMS via browser.

#### Procedure

1. Open a web browser.
2. Enter the IP address or the domain name of YMS in the address bar to go to the Login page of YMS.



3. Do one of the following:
  - If you use a YMS account, click **User Login**, and enter YMS account number and the password.
  - If you use an AD account, click **AD Login**, and enter the AD account number and the password.
4. Select a language from the drop-down menu of **Language** in the top-right corner.
5. Click **Log In**.



**Note:** If you have entered wrong passwords for 10 times, your account will be locked for 3 minutes. Please try again later.

If you forget the password, you can click **Forgot Password** and reset the password according to the prompts.

If you want to join the conference via web App, click **Join From Browser** in the top-right corner. For more information, refer to [Yealink Web App User Guide](#)

### Logging into YMS via Microsoft Outlook

You can use YMS accounts to log into YMS via Microsoft Outlook.

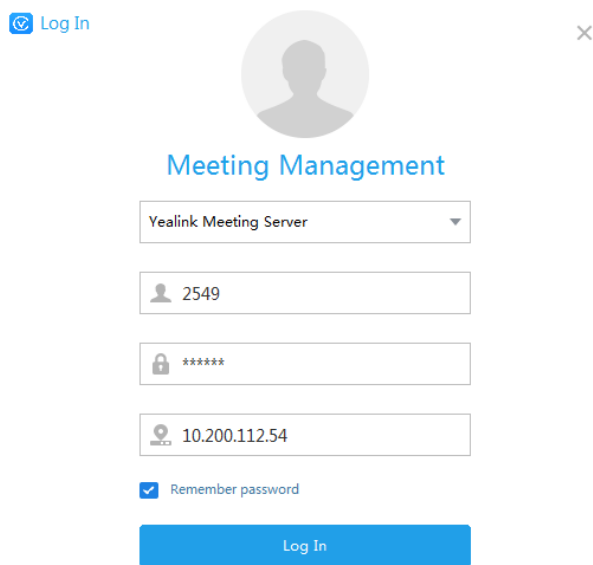
#### Before you begin

- Microsoft Outlook is installed on your computer. Outlook 2010, Outlook 2013 or later versions are supported.
- The Microsoft Outlook plugin is installed on your computer. You can download it from the Login page of YMS.

#### Procedure

1. Open Microsoft Outlook.

2. Click **Home > Meeting Management > Log In**.
3. Select **Yealink Meeting Server**, and enter the YMS account, the password and the server address.



4. Select **Remember password** checkbox and you do not need to enter the password when using the same account next time .
5. Click **Log In**.

## Updating Microsoft Outlook Plugin

If there is a new plugin version and you log into YMS, the updating notification will pop up when you open Microsoft Outlook. You can ignore the notification, and it will not pop up again. You can also manually update the plugin later.

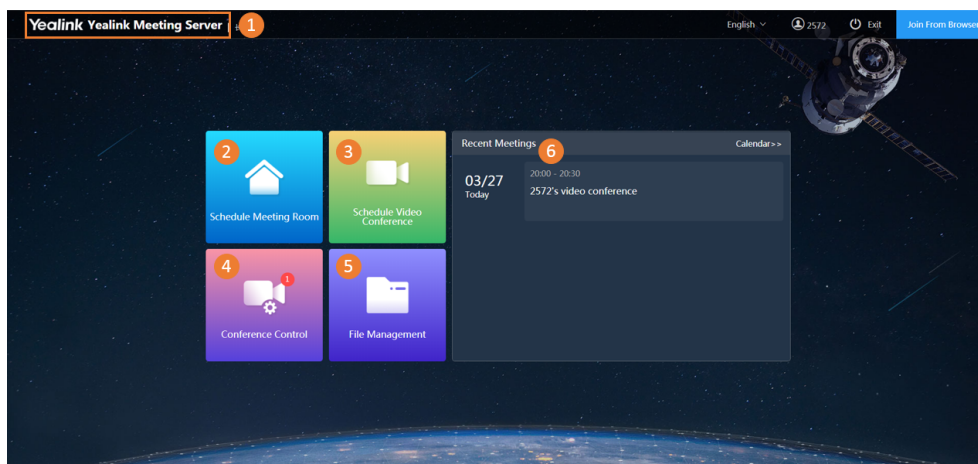
### Procedure

1. Open Microsoft Outlook.
2. Click **Home > Meeting Management > About**.
3. Click **Update Now** to download the latest plugin version on your computer.
4. Double click to install Yealink Outlook Plugin.
5. Follow the default installation processes to install Microsoft Outlook plugin.



## Introduction of the Home Page

You can see the Home page after logging into YMS. In order to familiarize yourself with various operation interfaces, you can know the layout of the Home page.



**Table 3:**

Number	Description
1	Go to the Home page quickly.
2	Go to the Schedule Meeting Room page.
3	Go to the Schedule Video Conference page.
4	Go to the Conference Control page.
5	Go to the File Management page.
6	Display 3 upcoming conferences. Click <b>Calendar</b> to go to Calendar page.

## Managing the Account Information

- [Editing the Login Password](#)
- [Editing the Registered Mailbox](#)

### Editing the Login Password

For account security, we recommend that you can change your password periodically.

#### Procedure

1. Click the account name in the top-right corner of the page, and select **Account Settings**.
2. In the **Password** field, click **Change**.
3. Enter the current password, and enter the new password twice.
4. Click **OK**.



**Note:** If you log into YMS by AD account, the password you edit is the password of the YMS account that is associated with this AD account.

## Editing the Registered Mailbox

You can edit the registered mailbox which is associated with the YMS account. This mailbox is used to receive information such as resetting passwords, conference invitations and so on.

### Procedure

1. Click the account name in the top-right corner of the page, and select **Account Settings**.
2. In the **Email** field, click **Edit**.
3. Enter the new email address.
4. Click **OK**.

## Adding Groups for Favorites

---

You can add groups for favorites, which is convenient for inviting the group to join video conference rather than invite the participant one by one.

### Procedure


1. Click account name on the top-right corner, and select **Frequent Contacts**.
2. Click **Add Group**.
3. Enter the group name and add the desired contacts to the group.
4. Click **OK**.

## Logging out of YMS

---

If you want to use other accounts to log into YMS, you can log out of the current account.

### Procedure

- Logging out of YMS via Browser:
  - a) In the top-right of page, click **Exit**.
-  **Note:** If the system has been idle on either page for more than 30 minutes, the system will automatically log out of the current account and return to the Login page.
- Logging out of YMS via Microsoft Outlook plugin:
  - a) Click **Home > Meeting Management > Log Out**.

## Managing Conferences

---

You can manage conference, including scheduling conferences, viewing conference details, controlling conferences and so on. If you want to join conferences, apply for speaking and so on, you can use Yealink VC devices. For more information about Yealink VC products, refer to the corresponding user guide on [Yealink official website](#).

- [Scheduled Conferences, Meet Now Conference and Virtual Meeting Rooms](#)
- [Discussion Mode and Training Mode](#)
- [The Interactive Party and the Broadcasting Party in the Broadcasting Interactive Conference](#)
- [Scheduling Meeting Rooms](#)
- [Scheduling Video Conferences](#)
- [Going to the Conference Detail Page](#)

- [Editing the Conference](#)
- [Cancelling the Conference](#)

## Scheduled Conferences, Meet Now Conference and Virtual Meeting Rooms

Conferences are divided into scheduled conferences, meet now conferences and Virtual Meeting Rooms (VMRs).

**Table 4: Differences**

Difference	Scheduled Conference		Meet Now Conference	VMR
<b>Definition</b>	They are scheduled in advance.		They are initiated by devices and without any reservations.	They are created by the enterprise administrator. Devices can join the VMR at any time without reservation.
<b>Classification</b>	<b>General Conferences</b>	You can schedule entity meeting rooms to initiate general conferences.  The entity meeting rooms contain the general meeting rooms and the video meeting rooms. The difference between them is that the video meeting room has devices, but the general meeting room does not have. The entity meeting room is created by the enterprise administrator.	No	No
	<b>Video Conferences</b>	You can schedule entity meeting rooms to initiate video conferences. If you do not select entity meeting rooms, devices can call into VMRs to participate in video conferences.		
<b>Whether the conference has Conference ID</b>	<b>General Conferences</b>	No	Yes	Yes
	<b>Video Conferences</b>	Yes	After the conference ends, the conference ID will be released.	It is set by the enterprise administrator.
<b>Whether the conference has Conference Password</b>	<b>General Conferences</b>	No	No	Yes
	<b>Video Conferences</b>	Yes		It is set by the enterprise administrator.

## Discussion Mode and Training Mode

The mode of the video conference can be divided into the discussion mode and the training mode.

**Table 5: Differences**

Difference	Discussion Mode		Training Mode	
Participant Role	Moderator	The conference organizer is the moderator by default. The conference organizer can also set participants as moderators.	Moderator	The conference organizer is the moderator by default. The conference organizer can also set participants as moderators.
				If the broadcasting interactive feature is enabled, the moderators are the interactive parties by default.
	Guest	Other participants except moderators.	Lecturer	In scheduled conferences, the moderators can designate participants as lecturers.
			Guest	Other participants except moderators.  If the broadcasting interactive feature is enabled, the guests are the broadcasting parties by default.
Feature Privilege	Moderators can do the following thing during the conference: <i>Configuring the Layout of the Discussion Mode or Meet Now Conferences</i>		Moderators can do the following things during the conference: <i>Configuring the Layout of Training Mode Conferences</i> , <i>Allowing/Rejecting the Participant Application for Speaking</i> , <i>Making the Roll Call</i> , <i>Exporting the Roll Call Records</i> , <i>Switching the Roles Between the Lecturer and the Moderator/Guest</i> .	
	Moderators can do the following things during the conference: <i>Editing the Conference</i> , <i>Cancelling the Conference</i> , <i>Sending Messages</i> , <i>Calling a Participant</i> , <i>Calling Participants from the Call History</i> , <i>Inviting a Contact</i> , <i>Inviting a Third-Party Participant</i> , <i>Inviting a Participant by Email</i> , <i>Sharing the Conference Information</i> , <i>Searching for Participants</i> , <i>Removing Participants</i> , <i>Moving Participants to the Lobby</i> , <i>Allowing/Refusing the Participants to Join the Conference</i> , <i>Muting/Unmuting Participants</i> , <i>Turning on/off the Video Image</i> , <i>Blocking/Unblocking the Audio</i> , <i>Enabling the RTMP Live</i> , <i>Switching the Roles Between the Moderators and Guests</i> , <i>Controlling the Remote Camera</i> , <i>Locking/Unlocking the Conference</i> , <i>Recording Conferences</i> , <i>Pausing/Stopping the Recording</i> , <i>Managing the Recording Files</i> , <i>Disabling the Shared Link</i> , and <i>Leaving/Ending a Conference</i> .			
	Other participants can only view the conference details.			

Difference	Discussion Mode	Training Mode
<b>Layout</b>	Moderators and guests can view all participants. The default layout is configured by the enterprise administrator.	<ul style="list-style-type: none"> <li>Moderators can view all participants by default. The default layout is configured by the enterprise administrator.</li> <li>If the broadcasting interactive feature is enabled, the moderators can view all interactive parties by default.</li> <li>For guests, the video images of all lecturers are displayed in equal parts by default. If there is no lecturer, all guests can view the reminder of waiting for the lecturer.</li> <li>If broadcasting interactive feature is enabled, the broadcasting parties will see that the video images of all lecturers are displayed in equal parts by default. If the moderators do not designate a lecturer, all broadcasting parties can view the reminder of waiting for the lecturer.</li> </ul>
<b>Speaking Rule</b>	Free speaking.	All guests and moderators are muted by default. Moderators can speak after unmuting themselves. Guests can speak only when the moderators allow their application for speaking.
<b>Contents</b>	All moderators and guests can share contents by default.	Only moderators and lecturers can share contents. Guests cannot share contents.

## The Interactive Party and the Broadcasting Party in the Broadcasting Interactive Conference

In the broadcasting interactive conference, the participants are divided into the interactive party and the broadcasting party.

**Table 6: Differences**

Difference	Interactive party	Broadcasting party
<b>Definition</b>	Participants who send the video or audio.	Participants who only receive the video or audio.
<b>Role</b>	Moderators.	Guests who are muted, whose cameras are closed, who are not as lecturers, and who are not pinned in the layout in the training mode conference. All the above conditions must be met at the same time.
	Guests who are unmuted.	
	Guests whose application for speaking are allowed.	
	Guests who turn the camera on.	
	The lecturer.	
	Guests who are pinned in the layout in the training mode conference.	

## Scheduling Meeting Rooms

---

You can schedule an entity meeting room to initiate a conference.



**Note:** The enterprise administrator can disable the scheduling feature.

- [Scheduling a Meeting Room via Browser](#)
- [Scheduling Meeting Rooms via Microsoft Outlook](#)
- [Configuring Meeting Room Parameters](#)

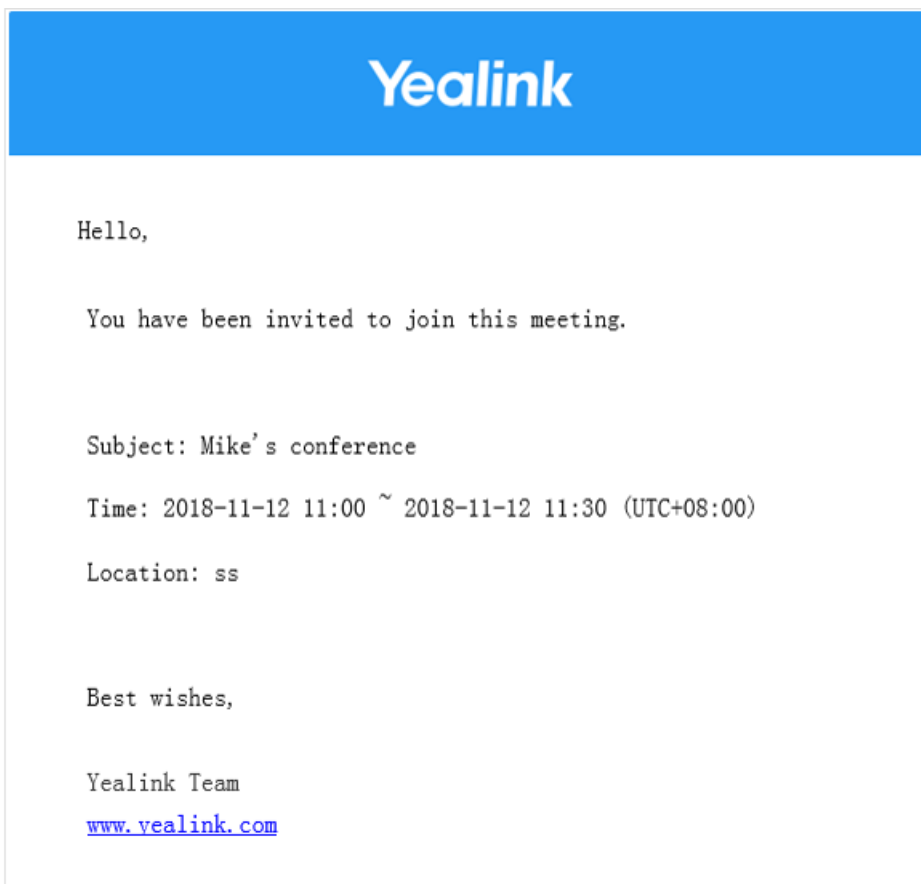
### Scheduling a Meeting Room via Browser

You can schedule entity meeting rooms via browser.

#### Procedure

1. Click **Schedule Meeting Room**.
2. Configure the meeting room parameters.
3. Click **OK** to complete the schedule.

If the participants you invite are associated with email, they will receive your emails. The following is the example email:



#### Related tasks

[Configuring Meeting Room Parameters](#)

## Scheduling Meeting Rooms via Microsoft Outlook

You can schedule entity meeting rooms via Microsoft Outlook.

### Procedure

1. Click **Home > Meeting Management > Schedule Meeting Room**.
2. Configure the parameters.
3. Click **Confirm**, and the page will automatically go to the window of sending email invitation, and then you can send emails of conference information to invite participants.

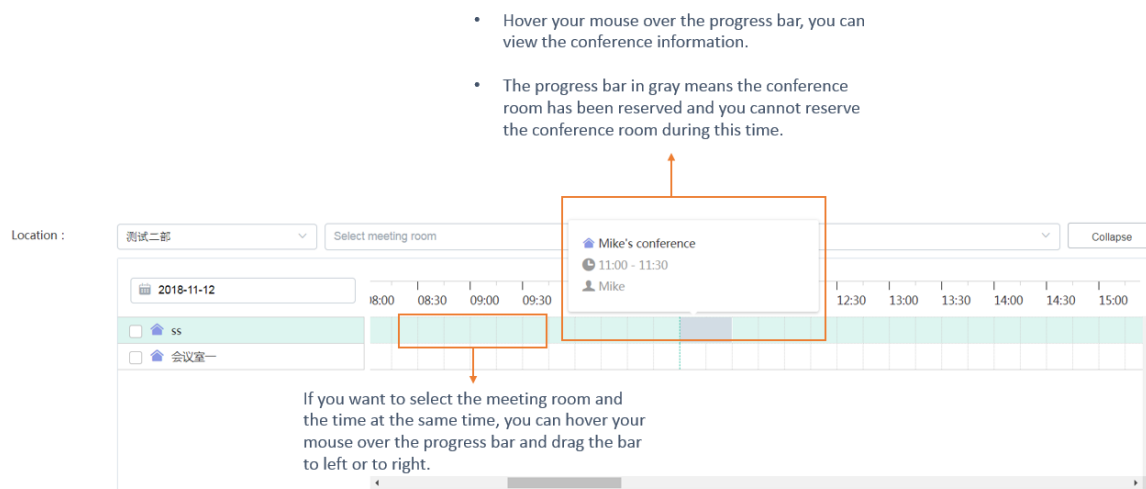
## Configuring Meeting Room Parameters

### Before you begin

Go to the Schedule Meeting Room page.

### Procedure

1. Enter the conference subject in the **Subject** field.
2. Select the date and a meeting room in the **Location** field.



3. Configure the parameters.

**Table 7:**

Parameter	Description	
Conference time	Start time, end time	The start time of scheduled conferences should be at least 5 minutes later than the current time.
	Recurrence	The recurrence pattern and the recurrence range. <b>Default:</b> one-off conference.
	Time zone	Your time zone.
Participants	Add participants from your organization or other organizations.	

- Optional: Add information in the **Description** field, and the participants can see the information in the email.

#### Related tasks

[Scheduling a Meeting Room via Browser](#)

[Scheduling a Meeting Room via Microsoft Outlook](#)

## Scheduling Video Conferences

---

You can schedule video conferences. If you do not select an entity meeting room, devices can call into the VMR to join the video conference.



**Note:** The enterprise administrator can disable the scheduling feature.

- [Scheduling a Video Conference via Browser](#)
- [Scheduling a Video Conference via Microsoft Outlook](#)
- [Configure Video Conference Parameters](#)

### Scheduling a Video Conference via Browser

#### Procedure

- Click **Schedule Video Conference**.
- Configure the video conference parameters.
- Click **OK** to complete the schedule.

If the participants you invite are associated with email, they will receive your emails. The following is the example email:

Hello,

You have been invited to join this video conference.

Subject: Mike's video conference

Time: 2018-11-15 11:00 ~ 2018-11-15 11:30 (UTC+08:00)

Conference ID: 200232

Password: 951967

Join Video Conference

1) Click here to join from your browser. <<http://10.82.24.202/meeting/join/#/login?t=BROVXzFFGpOZCmzWL37u2w==>>

2) Join from registered Yealink device, one-button conference access or dial conference ID directly.

3) Or dial domain or IP addresses, then follow the voice prompt to enter conference ID & password, and end with # key. Domain or IP addresses:

SIP: 10.82.24.202

4) SIP room system, please dial

[200232\\*951967@10.82.24.202](tel:200232*951967@10.82.24.202)

5) Skype for Business (Lync) client, please dial [200232\\*951967@10.82.24.202.xip.io](skype://200232*951967@10.82.24.202.xip.io)

Best wishes,

#### Related tasks

[Configure Video Conference Parameters](#)



## Scheduling a Video Conference via Microsoft Outlook

### Procedure

1. Click **Home > Meeting Management > Schedule Video Conference**.
2. Configure the video conference parameters.
3. Click **Confirm**, and the page will automatically go to Microsoft Outlook Sending Meeting Invitation window, and then you can send emails of conference information to invite participants.

### Related tasks

[Configure Video Conference Parameters](#)

## Configure Video Conference Parameters

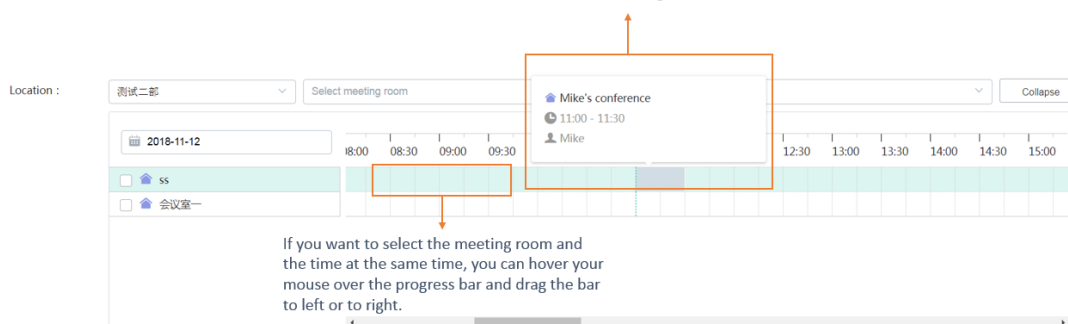
### Before you begin

Go to the Schedule Video Conference page.

### Procedure

1. In the **Mode** field, select the **Discussion** or **Training** check box.
2. Enter the conference subject in the **Subject** field.
3. Optional: Select the date and a meeting room in the **Location** field.

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





4. Configure the parameters of conference details.





**Table 8:**

Parameter	Description	
Conference time	Start time, end time	The start time of the scheduled conference should be 5 minutes earlier than the current time.
	Recurrence	The recurrence pattern and the recurrence period. <b>Default:</b> a single conference.
	Time zone	Your time zone and DST.
Participants	Add the internal or external participants.	

Parameter	Description
<b>Recording Privilege</b>	Set the desired participant that has the privilege to record the conference. <b>Note:</b> the enterprise administrator enables the recording feature.

5. Click the icon of the invited participant to set him as a moderator or a lecturer.

Participants : Click the participants' icon can change their roles  Moderator  Guests

 Monica (5555)
 1
 10.81.43.3
 + Add



**Note:** If the participant is added from external email, you cannot set him as a moderator.

6. Optional: Add information in the **Description** field, and the participants can see the information in the email.
7. Click **Advanced Option**, and configure the advanced parameters.

**Table 9:**

Parameter	Description	
<b>Auto dialing</b>	When the scheduled conference begins, the system will send an invitation call to devices automatically.	
<b>Auto redialing</b>	During the conference, if the account associated with a device is offline and it logs in again, the system will redial this account to join the conference.	
<b>RTMP Live</b>	<b>Definition</b>	<p>It refers to the video resolution that the MCU sends to the public streaming services.</p> <p>The supported video resolution is:</p> <ul style="list-style-type: none"> <li>• <b>HD (High definition):</b> 720p.</li> <li>• <b>SD (Standard definition):</b> 360p.</li> </ul> <p><b>Default:</b> HD</p>

Parameter	Description	
	<b>Video Options</b>	<p>The supported video options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Receive video and content:</b> when the participants share contents, the Live page will be displayed in 1+4 layout with the contents displayed in a large screen and the video images of all participants displayed in small screens, and the video images of all participants take part in carousel in small screen.</li> </ul> <p>When there are no contents, the Live page is the same as <b>Receive video only</b>.</p> <ul style="list-style-type: none"> <li>• <b>Receive video only:</b> when in discussion mode conferences, the video images of all participants are displayed in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to <a href="#">Configuring the Layout of the Discussion Mode or Meet Now Conferences</a>.</li> </ul> <p>When in training mode conferences, the video images of all lecturers are displayed in equal parts in the Live page by default but the contents are not displayed. This layout depends on the video layout set by you. For more information, refer to <a href="#">Configuring Layout Template</a>.</p> <ul style="list-style-type: none"> <li>• <b>Receive content only:</b> the system only displays the content in the Live page.</li> </ul> <p><b>Default:</b> Receiving video and content.</p>
	<b>Event details</b>	It refers to the text displayed on the Live page of the conference.
<b>Broadcasting interactive</b>	<p>Only in the training mode conference is the broadcasting interactive feature available.</p> <p>You can enable it to initiate a training conference with a large number of participants that are divided into the broadcasting party and the interactive party.</p>	



**Note:** Auto dialing, RTMP live and Broadcasting interactive are set by the enterprise administrator.

#### Related tasks

[Scheduling a Video Conference via Browser](#)

[Scheduling a Video Conference via Microsoft Outlook](#)

[Enabling the RTMP Live](#)

## Going to the Conference Detail Page

If you want edit or cancel the conference, you need to go to the Conference Detail page first.

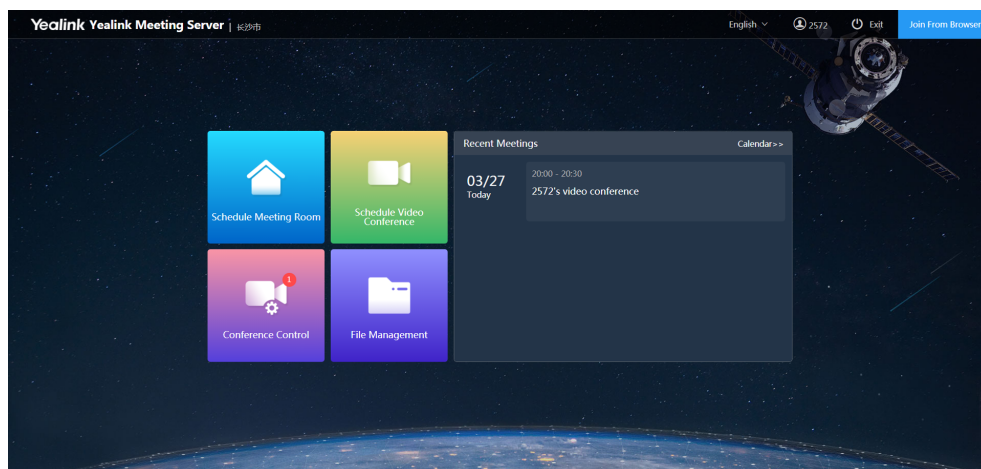
- [Going the Conference Detail Page via browser](#)
- [Going to the Conference Detail Page via Microsoft Outlook](#)

## Going the Conference Detail Page via browser

### Procedure

Do one of the following to go to the Conference Detail page:

- In the **Recent Meetings** module, click the desired conference to go to the Conference Detail page.
- Click **Calendar** to go to the Calendar page and click the desired conference to go to the Conference Detail page.



### Related tasks

[Editing the Conference](#)

[Cancelling the Conference](#)

## Going to the Conference Detail Page via Microsoft Outlook

You can view all conferences from My Schedule page.

### Procedure

1. Click **Home > Meeting Management > Calendar**.
2. Click the desired conference to view details.

### Related tasks

[Editing the Conference](#)

[Cancelling the Conference](#)

## Editing the Conference

---

You can edit the details of the upcoming conferences.

### Before you begin

Go to the Conference Control Page.

### Procedure

1. Click **Edit conference**.
  - If the conference you edit is one-off conference, edit the desired parameters.
  - If the conference you want to edit is a periodic conference, select **Edit occurrence/Edit series** from the pop-up dialogue, and edit the desired parameters.

### Edit occurrence/series



Which type do you want to edit, occurrence or series?

Edit occurrence

Edit series

2. Click **Confirm**.

#### Related tasks

[Going the Conference Detail Page via browser](#)

[Going to the Conference Detail Page via Microsoft Outlook](#)

## Cancelling the Conference

If you do not need to hold the conference, you can cancel it.

#### Before you begin

Go to the Conference Details page.

#### Procedure

1. Click **End Conference**.
2. If you want to cancel the recurrence conferences, click **Delete occurrence/Delete series**.

### Delete occurrence/series



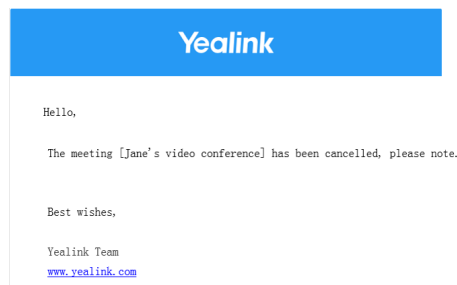
Which type do you want to delete, occurrence or series?

Delete occurrence

Delete series

3. Click **OK**.

If the participants you invite are associated with emails, they will receive emails of canceling conferences. The following is an example of the email:



#### Related tasks

[Going the Conference Detail Page via browser](#)

[Going to the Conference Detail Page via Microsoft Outlook](#)

# Controlling Conferences

---

The moderator can control the conference to realize the desired conference performance.

- [\*Going to the Conference Control page\*](#)
- [\*Configuring the Layout of the Discussion Mode or Meet Now Conferences\*](#)
- [\*Configuring the Layout of Training Mode Conferences\*](#)
- [\*Sending Messages\*](#)
- [\*Calling a Participant\*](#)
- [\*Calling Participants from the Call History\*](#)
- [\*Inviting a Contact\*](#)
- [\*Inviting a Third-Party Participant\*](#)
- [\*Inviting a Participant by Email\*](#)
- [\*Sharing the Conference Information\*](#)
- [\*Searching for Participants\*](#)
- [\*Allowing/Rejecting the Participant Application for Speaking\*](#)
- [\*Removing Participants\*](#)
- [\*Moving Participants to the Lobby\*](#)
- [\*Allowing/Refusing the Participants to Join the Conference\*](#)
- [\*Muting/Unmuting Participants\*](#)
- [\*Turning on/off the Video Image\*](#)
- [\*Blocking/Unblocking the Audio\*](#)
- [\*Enabling the RTMP Live\*](#)
- [\*Switching the Roles Between the Moderators and Guests\*](#)
- [\*Switching the Roles Between the Lecturer and the Moderator/Guest\*](#)
- [\*Controlling the Remote Camera\*](#)
- [\*Locking/Unlocking the Conference\*](#)
- [\*Making the Roll Call\*](#)
- [\*Exporting the Roll Call Records\*](#)
- [\*Recording Conferences\*](#)
- [\*Pausing/Stopping the Recording\*](#)
- [\*Managing the Recording Files\*](#)
- [\*Disabling the Shared Link\*](#)
- [\*Leaving/Ending a Conference\*](#)

## Going to the Conference Control page

---

If you want to control conferences, such as configuring the video layout and inviting participants, you need go to the Conference Control page first.

- [\*Going the Conference Control Page via Browser\*](#)
- [\*Going to the Conference Control Page via Microsoft Outlook\*](#)

## Going the Conference Control Page via Browser


### About this task

The moderator can control the ongoing conferences, the scheduled conferences that can join in advanced and VMRs.



**Note:** The moderator of the VMR is set by the enterprise administrator.

## Procedure

1. Click **Conference Control**.
2. According to the type of the conference you want to control, click **Ongoing/Scheduled/VMR**.
3. On the right side of the desired conference, click .

## Going to the Conference Control Page via Microsoft Outlook

### About this task

The moderator can control the ongoing conferences and the scheduled conferences that can join in advanced.

## Procedure

1. Click **Home > Meeting Management > Conference Control**.
2. Select the desired conference from the drop-down menu of **Conference Control**.

## Configuring the Layout of the Discussion Mode or Meet Now Conferences

Moderators can change the video layout of the conference.

### Before you begin

Go to the Conference Control page.

## Procedure

1. Configure the layout parameter on the right side.

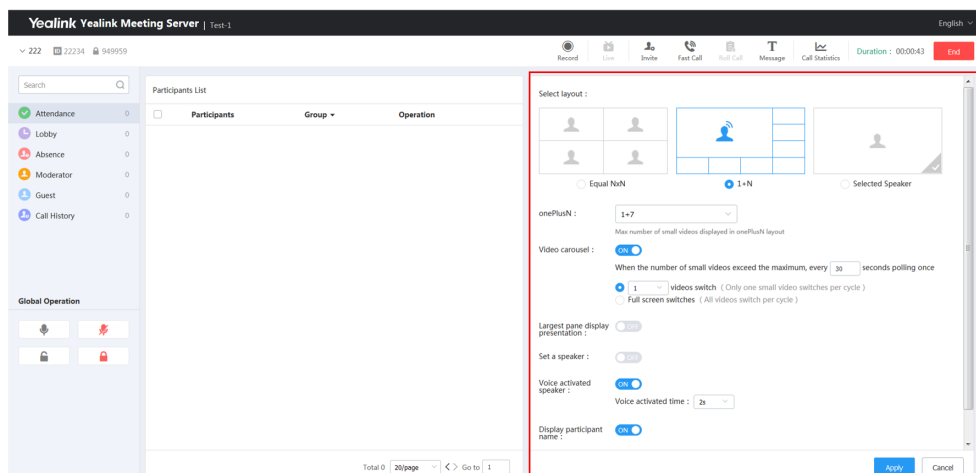


Table 10:

Parameter	Description	
Select layout	Selected speaker	The selected speaker is displayed in a full screen.

Parameter	Description	
	<b>Equal N×N</b>	<p>Participants are displayed in equal images. The maximum number of video images per screen in the Equal N×N.</p> <ul style="list-style-type: none"> <li>• <b>2*2</b></li> <li>• <b>3*3</b></li> <li>• <b>4*4</b></li> <li>• <b>5*5</b></li> <li>• <b>6*6</b></li> <li>• <b>7*7</b></li> </ul> <p><b>Note:</b> the number of video images per screen is set by the administrator.</p>
	<b>1+N</b>	<p>The video image of the first participant who joins the conference is displayed in large screen, and the video images of other participants are displayed in small screens around the first participant.</p> <p>The maximum video images in 1+N.</p> <ul style="list-style-type: none"> <li>• <b>1+0</b></li> <li>• <b>1+4</b></li> <li>• <b>1+7</b></li> <li>• <b>1+9</b></li> <li>• <b>1+12</b></li> <li>• <b>1+16</b></li> <li>• <b>1+20</b></li> </ul> <p><b>Note:</b> the number of video images per screen is set by the administrator.</p>
<b>Video carousel</b>	<p>In <b>1+N</b> and <b>Equal N×N</b> modes, if the number of the current participants exceeds the maximum number, the video images of the conference layout will be switched according to the interval and the video images per cycle.</p> <p><b>Default:</b> enabled.</p>	
<b>Largest pane display presentation</b>	<p>In <b>1+N</b> mode, the content shared by the participant is displayed in the largest pane, and the video images of all participants are displayed in small screen around the content and take part in carousel.</p> <p><b>Default:</b> disabled.</p>	
<b>Select a speaker</b>	<p>In <b>1+N</b> mode, if this feature is enabled, you can select a speaker to be displayed in the large pane.</p> <p><b>Note:</b> if this feature is enabled, only in <b>1+0</b> mode are the video carousel feature and the voice-activated feature disabled and they cannot be configured. Selecting a speaker and the video carousel can be enabled simultaneously in any mode except for 1+0 mode.</p>	



Parameter	Description
<b>Activated speaker</b>	In 1+N and 2+N mode, you can use this feature, and the system will automatically recognize the speaking participant with yellow frame around his video image. When the participant continues speaking for a while, his video image will be given prominence with the largest pane, the video image of other participants will be displayed in a strip around the speaking participant. <b>Default:</b> enabled. <b>Default time:</b> 2 seconds.
<b>Display participant name</b>	If the enterprise administrator enables this feature, you can enable or disable it to display the participant name in the video conference. <b>Default:</b> enabled.
<b>Displaying participant status</b>	If the enterprise administrator enables this feature, you can enable or disable it to display the participant status, such as muting, blocking, applying for speaking and so on. <b>Default:</b> enabled.
<b>Display parties</b>	In the <b>Selected Speaker</b> mode, you can select a participant to be displayed in a full screen.

2. Click **Apply**, and the configuration takes effect to all participants.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Configuring the Layout of Training Mode Conferences

---

- [Configuring the Global Parameters](#)
- [Configuring Layout Template](#)
- [Enabling the Layout Template](#)

### Configuring the Global Parameters

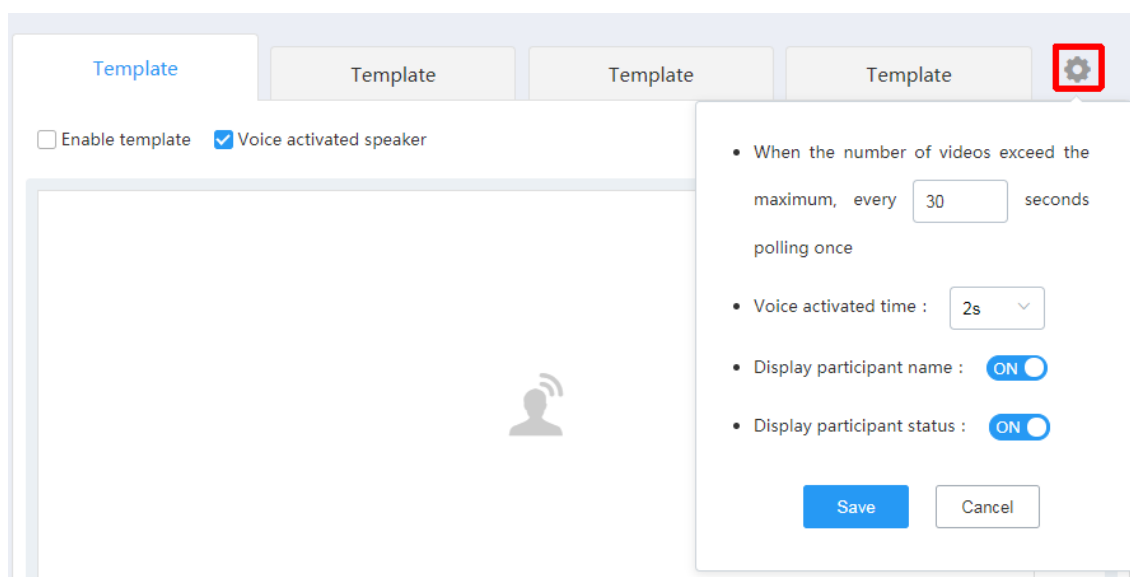
The moderator can configure the time of the video carousel, the voice-activated time and whether to display the participants name.

#### Before you begin

Go to the Conference Control page.

#### Procedure

1. Click  on the right side.



2. Configure the corresponding parameters.

**Table 11:**

Parameter	Description
<b>The duration of video carousel</b>	In the <b>Equal N×N</b> , <b>1+N</b> and <b>2+N</b> modes, if the video carousel is enabled in the current conference or in the enabled layout template and when the number of participants exceeds the maximum number, the system will switch the video images of participants according to the duration.
<b>Voice-activated time</b>	In the <b>OnePlusN</b> and <b>TwoPlusN</b> layout, when the voice-activated feature is enabled in current conference or layout template, you can use voice-activated feature, so that the system will automatically identity the speaking participant. Additionally, when the speaker is speaking uninterruptedly during the preconfigured voiced-activated duration, his video image will be given the prominence with the largest pane, while the video images of other participants are displayed in small panes.
<b>Display participant name</b>	If the enterprise administrator enables this feature, you can choose to display the participant name on the video image or not. <b>Note:</b> it is enabled by default.
<b>Display participant status</b>	If the enterprise administrator enables this feature, you can enable it and the icons of the participant status, such as muting, blocking, applying for speaking, are displayed in the video image. <b>Note:</b> it is enabled by default.

3. Click **Save**, and the global parameters take effect to the current conference or the enabled layout immediately.

## Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Configuring the Global Parameters


The moderator can configure the time of the video carousel, the voice-activated time and whether to display the participants name.

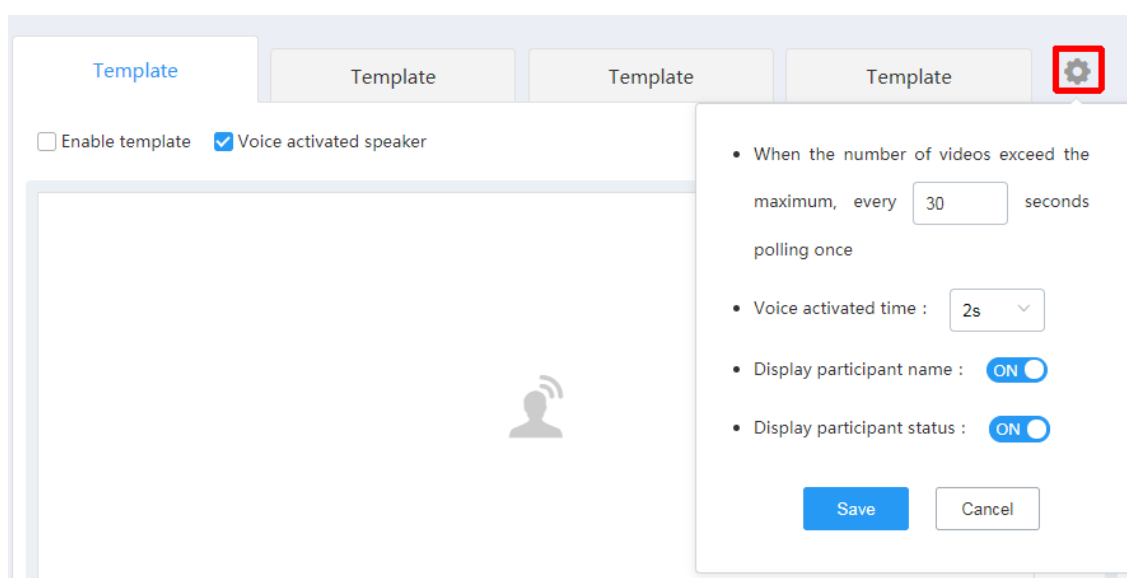
### Before you begin

Go to the Conference Control page.

### Procedure

1.

Click  on the right side.



2. Configure the corresponding parameters.

**Table 12:**

Parameter	Description
<b>The duration of video carousel</b>	In the <b>Equal N×N</b> , <b>1+N</b> and <b>2+N</b> modes, if the video carousel is enabled in the current conference or in the enabled layout template and when the number of participants exceeds the maximum number, the system will switch the video images of participants according to the duration.

Parameter	Description
Voice-activated time	In the <b>OnePlusN</b> and <b>TwoPlusN</b> layout, when the voice-activated feature is enabled in current conference or layout template, you can use voice-activated feature, so that the system will automatically identity the speaking participant. Additionally, when the speaker is speaking uninterruptedly during the preconfigured voiced-activated duration, his video image will be given the prominence with the largest pane, while the video images of other participants are displayed in small panes.
Display participant name	If the enterprise administrator enables this feature, you can choose to display the participant name on the video image or not. <b>Note:</b> it is enabled by default.
Display participant status	If the enterprise administrator enables this feature, you can enable it and the icons of the participant status, such as muting, blocking, applying for speaking, are displayed in the video image. <b>Note:</b> it is enabled by default.

3. Click **Save**, and the global parameters take effect to the current conference or the enabled layout immediately.

## Configuring Layout Template

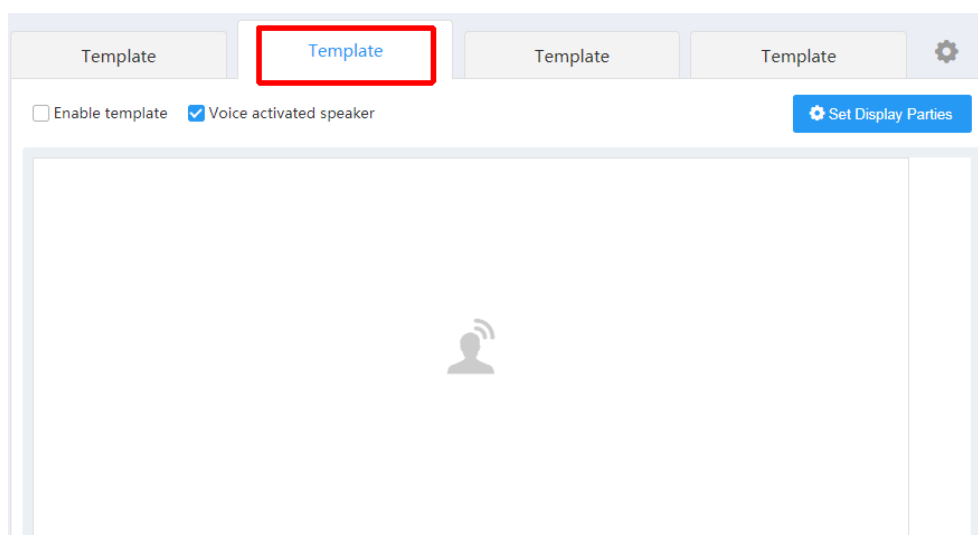
In training mode conference, the moderator can preconfigure the layout template which will be saved, and be used at any time if needed.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Select a template, and double click the template to edit the name.



2. Select the **1+N**, **Equal N×N**, **2+N**, and **Selected speaker**.
3. Click **Set Display Parties** and select the desired participants to be displayed in this template.
4. Optional: Click the corresponding position in the template, and select the desired participant to be pinned in this position.



**Note:** If the selected conference participants are absent, other participants will view the reminder of waiting for the selected conference participants. If the selected participant did not attend the conference yet, other participants will see the reminder of waiting for the participant.

If you do not select participants to be displayed in a position, other participants view the position in black screen.

If the participants are pinned to all the large video images, the voice-activated feature is disabled automatically.

5. If the layout you selected is **1+N**, **Equal N×N** or **2+N** mode, configure the following parameters:

**Table 13:**

Parameter	Description	
<b>Mode</b>	<b>Equal N×N</b>	<p>The maximum number of video images per screen in the Equal N×N mode are described as follows:</p> <ul style="list-style-type: none"> <li>• <b>2*2</b></li> <li>• <b>3*3</b></li> <li>• <b>4*4</b></li> <li>• <b>5*5</b></li> <li>• <b>6*6</b></li> <li>• <b>7*7</b></li> </ul> <p><b>Note:</b> the number of video images per screen is set by the administrator.</p>
	<b>1+N</b>	<p>The number of small video images per screen in 1+N mode.</p> <ul style="list-style-type: none"> <li>• <b>1+0</b></li> <li>• <b>1+4</b></li> <li>• <b>1+7</b></li> <li>• <b>1+9</b></li> <li>• <b>1+12</b></li> <li>• <b>1+16</b></li> <li>• <b>1+20</b></li> </ul> <p><b>Note:</b> the number of video images per screen is set by the administrator.</p>
	<b>2+N</b>	<p>In 2+N mode, the maximum number of video images per screen is 2+8 and it is not configurable.</p>
<b>Video carousel</b>	<p>If the number of participants exceeds the maximum number, the system will switch the video images of participants according to the video images per cycle.</p> <p><b>Note:</b> It is enabled by default.</p>	

Parameter	Description
<b>Activated speaker</b>	In 1+N and 2+N mode, you can enable the voice-activated feature to automatically recognize the video image of the speaking participant with yellow frame. When a participant continues speaking for a while (refer to <a href="#">Configuring the Global Parameters</a> ), his video image will be given the prominence with the largest pane, the video images of other participants will be displayed in small panes.  <b>Note:</b> It is enabled by default.

6. Click **Set Application Parties**, and select the desired participants.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Enabling the Layout Template

In training mode conference, the moderator can enable multiple templates and apply them to different participants according to different conference needs.

#### Before you begin

- Go to the Conference Control page.
- [Configuring Layout Template](#) is done.

#### Procedure

1. Select a template.
2. Select the **Enable template** checkbox, and the template takes effect for all selected parties.  
If you have changed the edited template, click **Apply** after editing to apply changes to this template.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

[Switching the Roles Between the Lecturer and the Moderator/Guest](#)

## Sending Messages

The moderator can inform the participants about the conference information or the agenda by sending messages.

- [Sending the Conference Banner](#)
- [Sending the Conference Subtitle](#)
- [Sending the Conference Agenda](#)

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Sending the Conference Banner

The moderator can convey the conference subject by displaying the banner on the conference video image.

#### Before you begin

Go to the Conference Control page.

**About this task**

You can configure the content and the position of the banner.

**Procedure**

1. In the top-right corner, click **Message**.
2. Select **Banner**.
3. Edit the content and select the position.
4. Click **DisplayBanner**, click **Send**, the participants can see the banner on their screens immediately.

**Sending the Conference Subtitle**

Like the note on the blackboard, the moderator can use the subtitle to convey the information for the participants to write down.

**Before you begin**

Go to the Conference Control page.

**About this task**

You can configure the content, the position, the type (for example: the dynamic subtitle) and the participants to whom the subtitle is applied.

**Procedure**

1. In the top-right corner, click **Message**.
2. Select **Subtitle**.
3. Configure the parameters.
4. Click **DisplaySubtitle**, and click **Send**, the participants (whom the subtitle is applied to) can see the subtitle on their screen immediately.

**Sending the Conference Agenda**

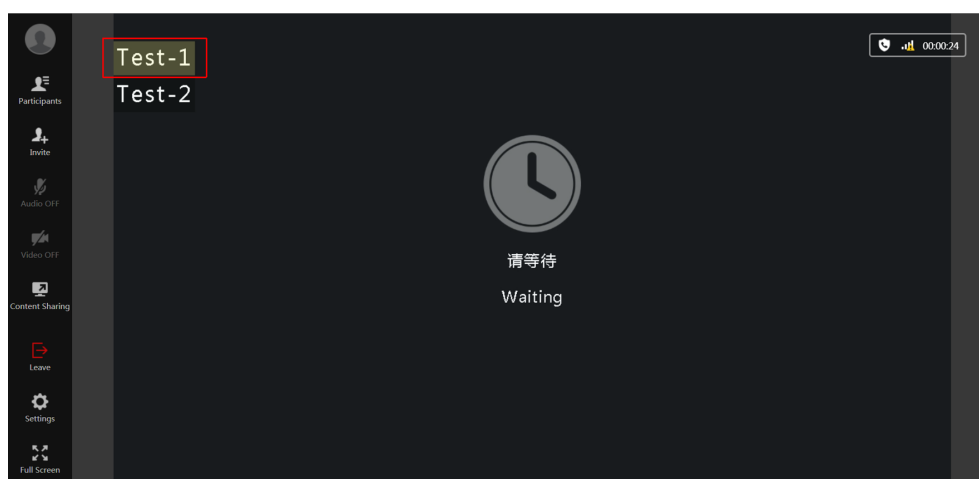
The moderator can send the conference agenda to the participant.

**Before you begin**

Go to the Conference Control page.

**Procedure**

1. In the top-right corner, click **Message**.
2. Select **Agenda**.
3. Enter the name of each process.
4. Click **DisplayAgenda**, the participants can see the process on their screens.
5. Optional: If you want to highlight the ongoing agenda, you can select the **Ongoing** checkbox on the right side.  
Take the browser as an example, the page is shown as below:



6. If you want to change the conference agenda, you can click **Send** to send the new agenda.

## Calling a Participant

---

If the moderator wants to invite the participant who has not joined the conference yet, he can call the participant.

### Before you begin

Go to the Conference Control page.

### About this task

The enterprise administrator can add favorites for VMRs, and these contacts are displayed in the Absence list by default.

### Procedure

Do one of the following:

- Click **Fast Call** at the top, select the desired participant, and click **Call**.
- Click **Absence** on the left side, select the desired participant, and click **Dial**.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Calling Participants from the Call History

---

### Before you begin

Go to the Conference Control page.

### Procedure

1. Click **Call History** on the left side.
2. On the right side of the desired participant, click **Redial**.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)



## Inviting a Contact

---

The moderator can place a call to the desired contact from the enterprise directory directly.

### Before you begin

Go to the Conference Control page.

### Procedure

1. In the top-right corner, click **Invite**.
2. Select **Invite Contacts**.
3. Select the desired contact in the enterprise directory.
4. Click **OK**.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Inviting a Third-Party Participant

---

The moderator can use the H.323 or SIP protocol to invite participants or other MCUs, he can also stream the conference to live streaming platform by RTMP protocol, so that users can watch the live broadcast of the conference on the live streaming platform.

### Before you begin

- Go to the Conference Control page.
- RTMP live is disabled when scheduling the conference (only for inviting RTMP live).
- The Skype for Business server is configured by the enterprise administrator (only for inviting SfB ).

### Procedure

1. In the top-right corner, click **Invite**.
2. Click **Invite Others**.
3. Select the desired call protocol from the drop-down menu of **Protocol**, and do one of the following:
  - If you select **H.323**, **SIP** or **SfB (Lync)**, enter the address.
  - If you select **RTMP** , enter the streaming address to stream the conference to the live streaming platform.

Select the **Dual Stream** checkbox, and you can stream the contents shared by a participant separately.

4. Click **Call**.

If you want to stream the video and the content to the live streaming platform separately, we only support Chinese live streaming platform, but YouTube is not supported.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Inviting a Participant by Email

---

The moderator can use the system mailbox to send emails to invite participants.

### Before you begin

Go to the Conference Control page.

### Procedure

1. In the top-right corner, click **Invite**.
2. Click **Email Invitation**.
3. Click **System mailbox**.

Note that the enterprise administrator should configure the system mailbox in advance.

4. Edit the email, and click **Send**.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Sharing the Conference Information

---

The moderator can invite participants by sharing the conference information with others.

### Before you begin

Go to the Conference Control page.

### Procedure

1. In the top-right corner of the page, click **Invite**.
2. Click **Email Invitation**.
3. Click **Copy CONF Info** and send the information to participants you want to invite.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Searching for Participants

---

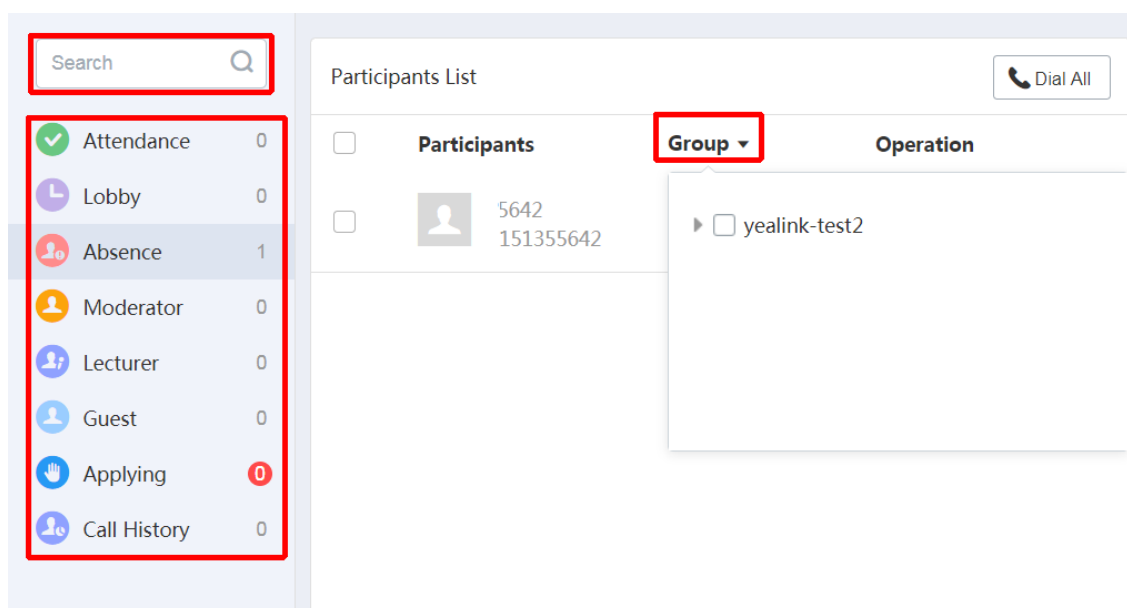
Moderators can search for all participants.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Enter the participant name or the account number in the Search box to perform the search.
2. Select the participant type below the search box, and the search result will be displayed in the Participant list.
3. Select the desired group from the drop-menu of **Group**, and the participants of this group will be displayed in the Participant list.



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

[Calling a Participant](#)

[Recording Conferences](#)

[Allowing/Rejecting the Participant Application for Speaking](#)

[Moving Participants to the Lobby](#)

[Allowing/Refusing the Participants to Join the Conference](#)

[Muting/Unmuting Participants](#)

[Turning on/off the Video Image](#)

[Blocking/Unblocking the Audio](#)

[Switching the Roles Between the Moderators and Guests](#)

[Switching the Roles Between the Lecturer and the Moderator/Guest](#)

[Controlling the Remote Camera](#)

[Removing Participants](#)

## Allowing/Rejecting the Participant Application for Speaking

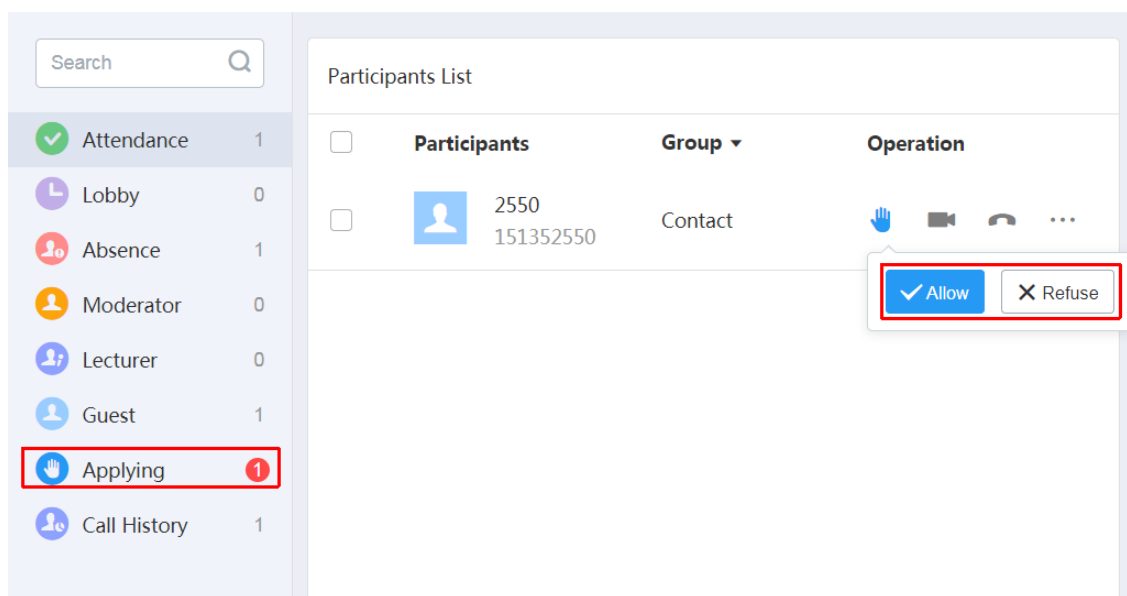
In the training mode conference, moderators can allow or refuse the participant application for speaking to keep the conference order.



### Before you begin

Go to the Conference Control page.

### Procedure

1. Click **Applying** in left side.
2. Select the corresponding participants, and click **Allow/Refuse**.



 **Tip:** In the **Attendance** list, click , and click **Allow/Refuse** on the right side of the participant.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Removing Participants


Moderators can remove participants.

#### Before you begin

Go to the Conference Control page.

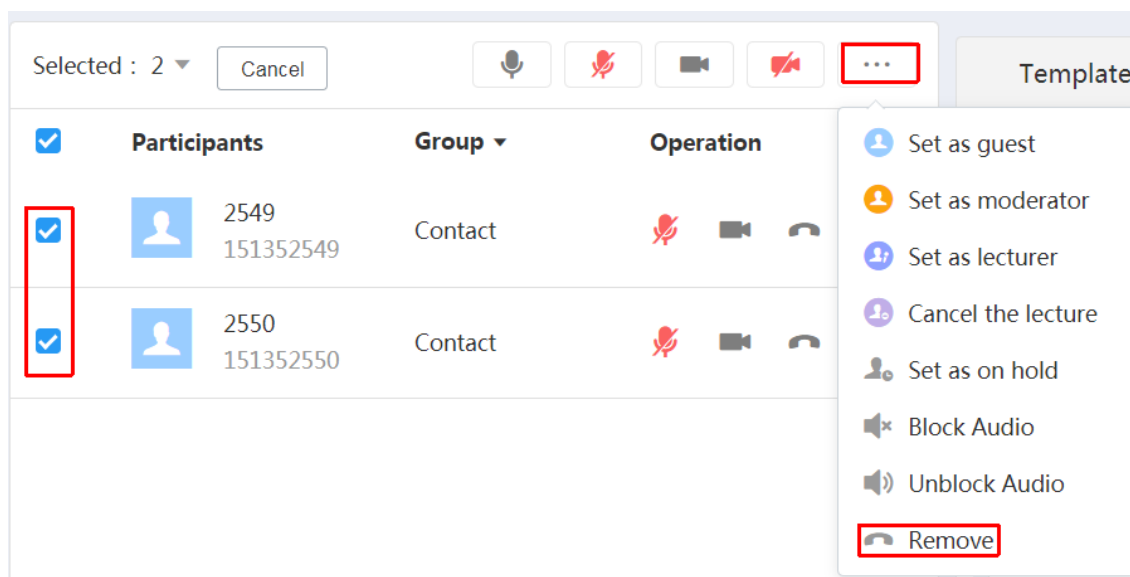
#### Procedure

Do one of the followings:

- If you want to remove a single participant, click  beside the desired participant.
- If you want to remove several participants, do the following:

In the Participant List field, select participants.

Click  at the top, and select **Remove** from the drop-down menu.



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Moving Participants to the Lobby


In order to keep the conference order, the moderator can move the participant who has attended the conference to the lobby.

### Before you begin

Go to the Conference Control page.


### Procedure

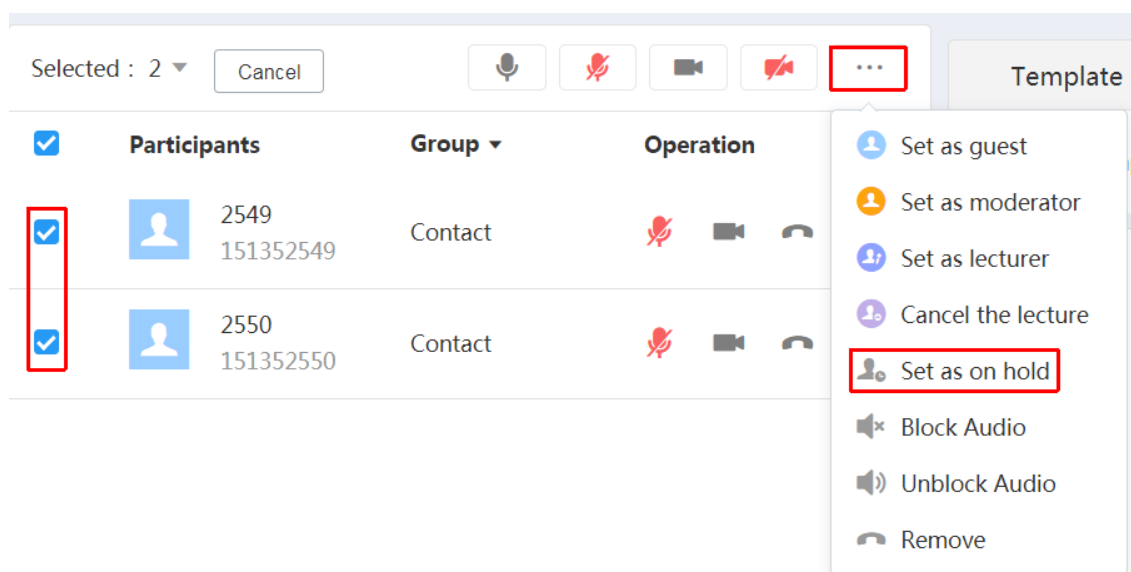
Do one of the following:

- If you want to move a single participant to the lobby, click  beside the desired participant.

Select **Set as on hold** from the drop-down menu.

- If you want to move several participants to the lobby, select them.

Click  at the top, and select **Set as on hold** from the drop-down menu.



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Allowing/Refusing the Participants to Join the Conference

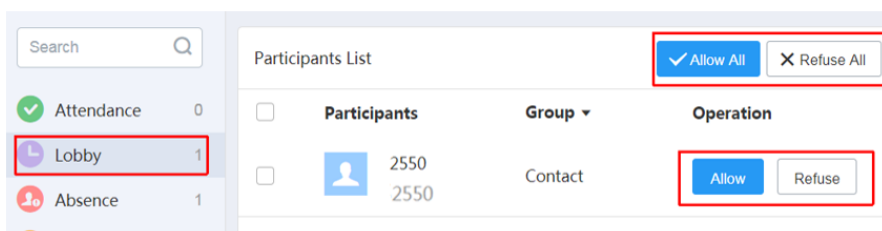
For the participants in the lobby, the moderator can allow or refuse them to join the conference.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Click **Lobby** on the left side.
2. In the participant list, click **Allow/Refuse**.



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Muting/Unmuting Participants

---





The moderators can mute or unmute a participant to control whether or not other participants can hear this participant's voice.

### Before you begin

Go to the Conference Control page.

### Procedure

Do one of the following:

- If you want to mute/unmute a single participant, select the desired participant, and then click  / .
- If you want to mute/unmute all participants, click  /  in the **Global Operation** field.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Turning on/off the Video Image



---

The moderator can turn on/off the video image of a participant to control whether or not other participants can see the video image of this participant.

### About this task

Go to the Conference Control page.

### Procedure

Click  /  beside the desired participant.

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Blocking/Unblocking the Audio

---


The moderator can block/unblock the audio of a participant to control whether or not this participant can hear the voice of other participants.


### Before you begin

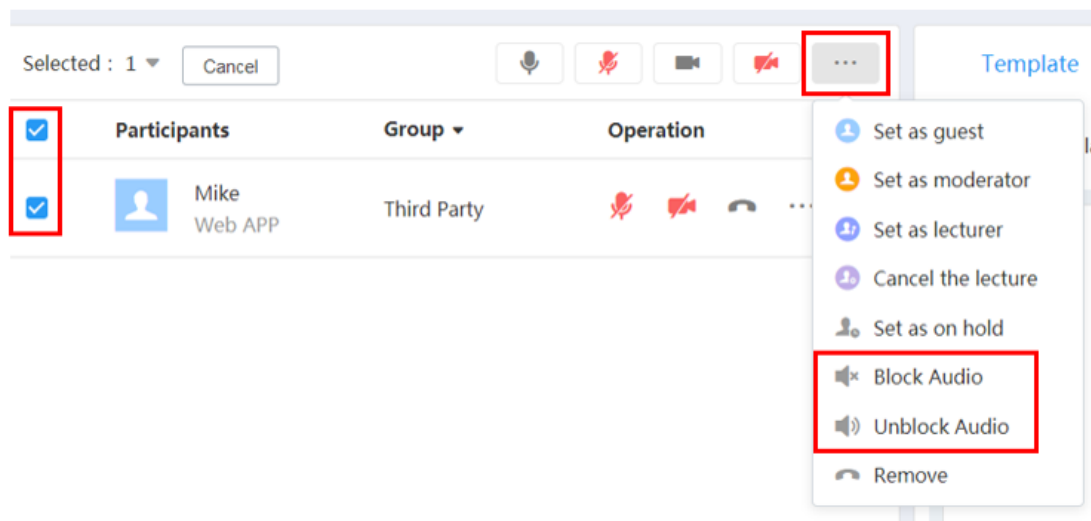
Go to the Conference Control page.

### Procedure

Do one of the following:

- If you want to block the audio of a single participant, click the  beside the desired participant, and select **Block Audio/Unblock Audio** from the drop-down menu.

- If you want to block the audio of several participants, select them, click , and then select **Block Audio/Unblock Audio** from the drop-down menu.



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Enabling the RTMP Live

Moderators can enable RTMP live, but the audience who watch the live broadcast of the conference are not displayed in the video image. After turning on RTMP live, the moderators can stop the live broadcast of conference, change the definition and the video settings and so on.

### Before you begin

- Go to the Conference Control page.
- Enable RTMP live when scheduling the conference.

### Procedure

- In the top-right corner, click **Invite**.
- Configure RTMP live parameter.

**Table 14:**

Parameter	Description
<b>Definition</b>	<p>It refers to the video resolution that the MCU sends to the public streaming services.</p> <p>The supported video resolution is:</p> <ul style="list-style-type: none"> <li><b>HD (High definition):</b> 720p.</li> <li><b>SD (Standard definition):</b> 360p.</li> </ul> <p><b>Default:</b> HD</p>




Parameter	Description
<b>Video Options</b>	<p>The supported video options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Receive video and content:</b> when the participants share contents, the Live page will be displayed in 1+4 layout with the contents displayed in a large screen and the video images of all participants displayed in small screens, and the video images of all participants take part in carousel in small screen.</li> </ul> <p>When there are no contents, the Live page is the same as <b>Receive video only</b>.</p> <ul style="list-style-type: none"> <li>• <b>Receive video only:</b> when in discussion mode conferences, the video images of all participants are displayed in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to <a href="#">Configuring the Layout of the Discussion Mode or Meet Now Conferences</a>.</li> </ul> <p>When in training mode conferences, the video images of all lecturers are displayed in equal parts in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to <a href="#">Configuring Layout Template</a>.</p> <ul style="list-style-type: none"> <li>• <b>Receive content only:</b> the system only displays the content in the Live page.</li> </ul> <p><b>Default:</b> Receiving video and content.</p>
<b>Event details</b>	It refers to the text displayed on the Live page of the conference.


3. Click **Start**. The page is shown as below:

Live


Live broadcast



00:00:03



Scan QR code to watch live broadcast :



Or click the link below to watch

<https://yms20.yealink.com/livestream?planId=65342dd923de4cc190f177d0b9620f08&xenterId=f4a4a4ee02ac4bb8875bbd08e03d4de0>

Options

Definition :

☒ HD
 ☐ SD


Video options :

Receive video and content

Save

Close

4. Do one of the following:

- Click  to end live broadcast of the conference.
- Scan the QR code or click the link to watch the live broadcast of the conference.
- Click **Copy link** to share the link with people who want to watch the live broadcast of the conference.

- Configure the definition and the video settings and click **Save**.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

[Configure Video Conference Parameters](#)

## Switching the Roles Between the Moderators and Guests


---

The moderator can set a guest as a moderator. If the participant does not want to be a moderator anymore, you can cancel his role as a moderator. The organizer cannot be set as a guest.

#### Before you begin

Go to the Conference Control page.

#### Procedure

On the right side of desired participant, click , and select **Set as moderator/Set as guest** he drop-down menu.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Switching the Roles Between the Lecturer and the Moderator/Guest

---

If you are a moderator in training mode conference, you can set the moderator/guest as a lecturer. When the lecturer does not want to be a lecturer, the moderator can cancel his role as a lecturer.


#### Before you begin

Go to the Conference Control page.

#### About this task

In the training mode conference, only the video images of the lecturers can be seen by other guests and only the lecturers can speak or share contents. Other guests are muted and cannot share contents.

#### Procedure

On the right side of desired participant, click , and select **Set as lecturer/Cancel the lecturer** from the drop-down menu.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

[Enabling the Layout Template](#)

## Controlling the Remote Camera


---

The moderator or teacher can control the camera of the participant, including turn it up/down/left/right, zoom it in/out.

#### Before you begin

- Go to the Conference Control page.
- The device of the participant should support the function of controlling the far-end camera.

### Procedure

1. Click  beside the desired participants, and select **FECC** from the drop-down menu.
2. In the pop-up dialogue, do the corresponding operations:



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Locking/Unlocking the Conference

---

The moderator can lock or unlock conferences. After locking the conference, the moderator can select the desired person who can still join the conference.



### Before you begin

Go to the Conference Control page.

### About this task

If the conference is locked by default, other person except for the moderator and the invited participants will go to the conference lobby when they call into the conference.

### Procedure

1. Click /  in the **Global Operation** field.
2. If you want to lock the conference, select the corresponding people.

✕

## Lock Conference

The following new participants can directly join the conference once it is locked, everyone else has to wait until admitted :

Moderator ▼

☒ Participants who were invited

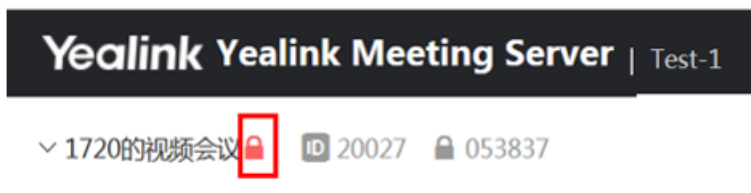
OK

Cancel

3. Click **OK**.

### Results

When the conference is locked/unlocked, the icon  will appear/disappear in the top-left corner.



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Making the Roll Call

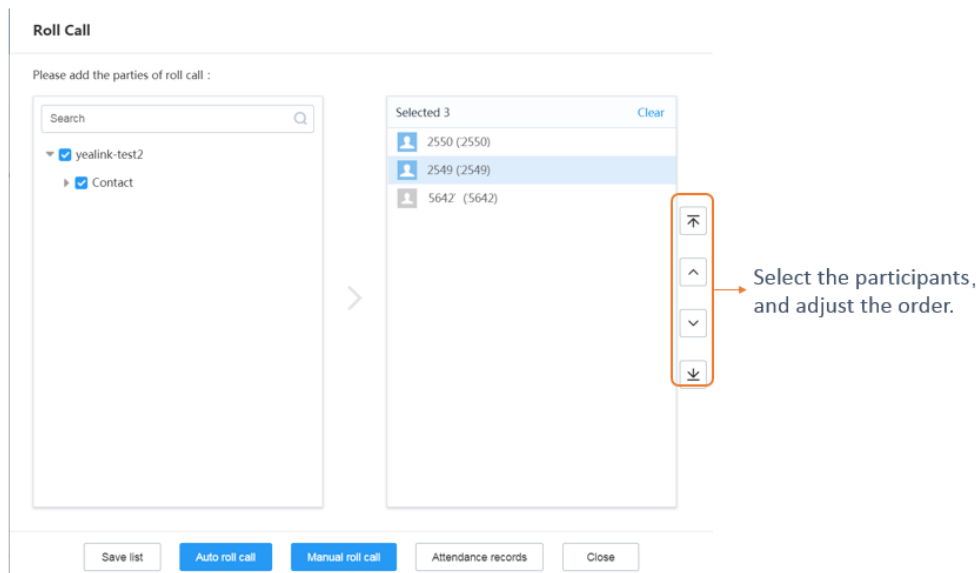
If you are the moderator in the training mode conference, you can call the roll to check whether everyone attends the conference.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Click **Roll Call** in the top-right corner of the Conference Control page.
2. Select the desired participants.



3. Do one of the following:

- Click **Auto roll call**.

Enter the desired value in the **Set the frequency of automatic roll call (range:1~3600s)** field. Be fault, the system calls the roll every 5 seconds.

Click **Start roll call**.

- Click **Manual roll call**.

On the right side of the desired participants, click **Roll Call**.

After the roll call, you can manually modify the status of the roll call as the following: **Absence**, **Attendance** or **Parties uncalled**.

4. Click **End**.

5. Click **OK**, and the result of the roll call will be saved in the attendance records.



**Note:** During the roll call, the moderator and the participant (whose name was called out on the list) are unmuted by default. Whether or not the participant (whose name was called out on the list) is muted is set by the enterprise administrator. All participants will enter the Roll call image. The participant (whose name was called out on the list) is displayed in a full screen to the moderator, while the moderator is displayed in a full screen to the guests. When there are several moderators, the voice-activated feature is enabled by default.

#### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Exporting the Roll Call Records

If you want to back up the roll call result, you can export the roll call records to the local.

#### Before you begin

Go to the Conference Control page.

#### Procedure

1. Click Roll Call in the top-right corner of the Conference Control page.

## 2. Click **Attendance records** > **Export records**.

The exported file of the roll call is displayed as below:

Time	Parties	Status
2018/10/1	2549 (151352549)	Attendance
--	2550 (151352550)	Parties uncalled
--	5642 (151355642)	Parties uncalled

### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Recording Conferences

Participants with the recording privilege can record the conference.

### Before you begin

- Go to the Conference Control page.
- The enterprise administrator enables the recording feature.

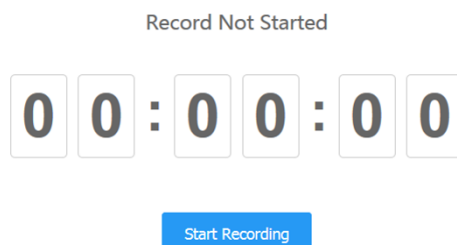
### About this task



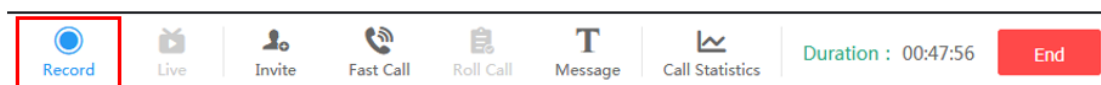
**Note:** In the same video conference, while a participant is recording, other participants cannot record the conference.

### Procedure

1. Click **Record** at the top.
2. Click **Start Recording**.



The page is shown as below:



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

[Pausing/Stopping the Recording](#)

[Managing the Recording Files](#)  
[Disabling the Shared Link](#)

## Pausing/Stopping the Recording

---



### Before you begin

Go to the Conference Control page.

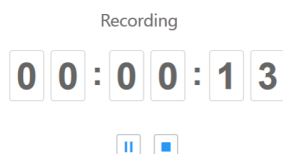
### Procedure

1. Click **Record** at the top.

2.

Click  to pause the recording or click  to stop the recording.

Conference Recording



### Related tasks

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

[Recording Conferences](#)

## Managing the Recording Files

---


When the recording is finished, the recording file is saved in the File Management. You can play the recording, share the link and so on.

### Procedure

1. Click **File Management > My file**.

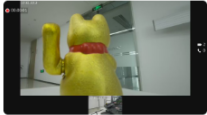
2. Click the corresponding recording file.

3. Do one of the following:

- Play the recording file.
- Click  on the right side of **Remarks**, and add the description.
- Click **Share URL** in the top-right corner and configure the corresponding parameter. Others can watch or download the recording via this URL.

×

Share URL



1080(2019-01-18)

☒ URL in effect


Copy URL


☐ Enable password auth

☐ Enable login validation

Only one validation method should be selected when both methods are opened.

☐ Disable this download link






Scan QR code to share



**Note:** If you enable **Enable password auth**, others need enter the password to view the recording file when they open the link.

- Click **Delete** in the top-right corner, and delete the recording according to the prompts.
- Click **Conference file**, and click  on the right side of the desired file to download it.
- Click **Conference info**, and view the conference subject, ID, the start time, the location and the participants.

#### Related tasks

[Recording Conferences](#)


## Disabling the Shared Link

---

#### Before you begin

You share the link with others. Refer to [Managing the Recording Files](#) .

#### Procedure

1. Click **File Management** > **URL Share MAMT**.
2. On the right side of desired link, click .
3. Click **OK** and this link is invalid.

#### Related tasks

[Recording Conferences](#)

## Leaving/Ending a Conference

---

The moderator can leave or to end a conference. When the moderator leaves the conference, the conference still continues; when the moderator ends the conference, the conference ends.

#### Before you begin

Go to the Conference Control page.



**Procedure**

1. On the top-right of page, click **End**.
2. Select **End conference** or **Leave, others keep going**.

**Related tasks**

[Going the Conference Control Page via Browser](#)

[Going to the Conference Control Page via Microsoft Outlook](#)

## Troubleshooting

---

This chapter provides general troubleshooting methods to help you solve problems that you might encounter when using YMS. For more information about troubleshooting, you can contact Yealink distributors or Yealink technical support engineers.

- [Viewing Call Statistics](#)
- [Common Problems](#)

### Viewing Call Statistics

---

During the conference, if the call quality is poor, the moderator can see the call statistics of every participant to find out the reason. Call statistics covers the statistics about the audio, the video, the content and so on. You can know the call quality by checking the codec, the bandwidth, the packets lost and so on. For example, when the call has a delay or there is a mosaic in the video, you can check the package lost rate.

**Before you begin**

Go to the Conference Control page.

**Procedure**

Do one of the following:

- Click **Call Statistic** in the top-right corner.  
Click the desired participant to view details.
- Select the desired participant, click , and select **Call Statistics**.

### Common Problems

---

- [Invited Participants Do Not Receive Emails](#)
- [Participants See Messy Codes in the Email](#)

#### Invited Participants Do Not Receive Emails

**Situation:**

The invited participants do not receive invitation emails.

**Cause:**

- The emails may be in the spam folders.
- The emails may be intercepted by the back-end server.

**Solution:****Procedure**

1. Remind users to check the spam folder.
2. Contact the enterprise IT staff to check the back-end server.

**Participants See Messy Codes in the Email****Situation:**

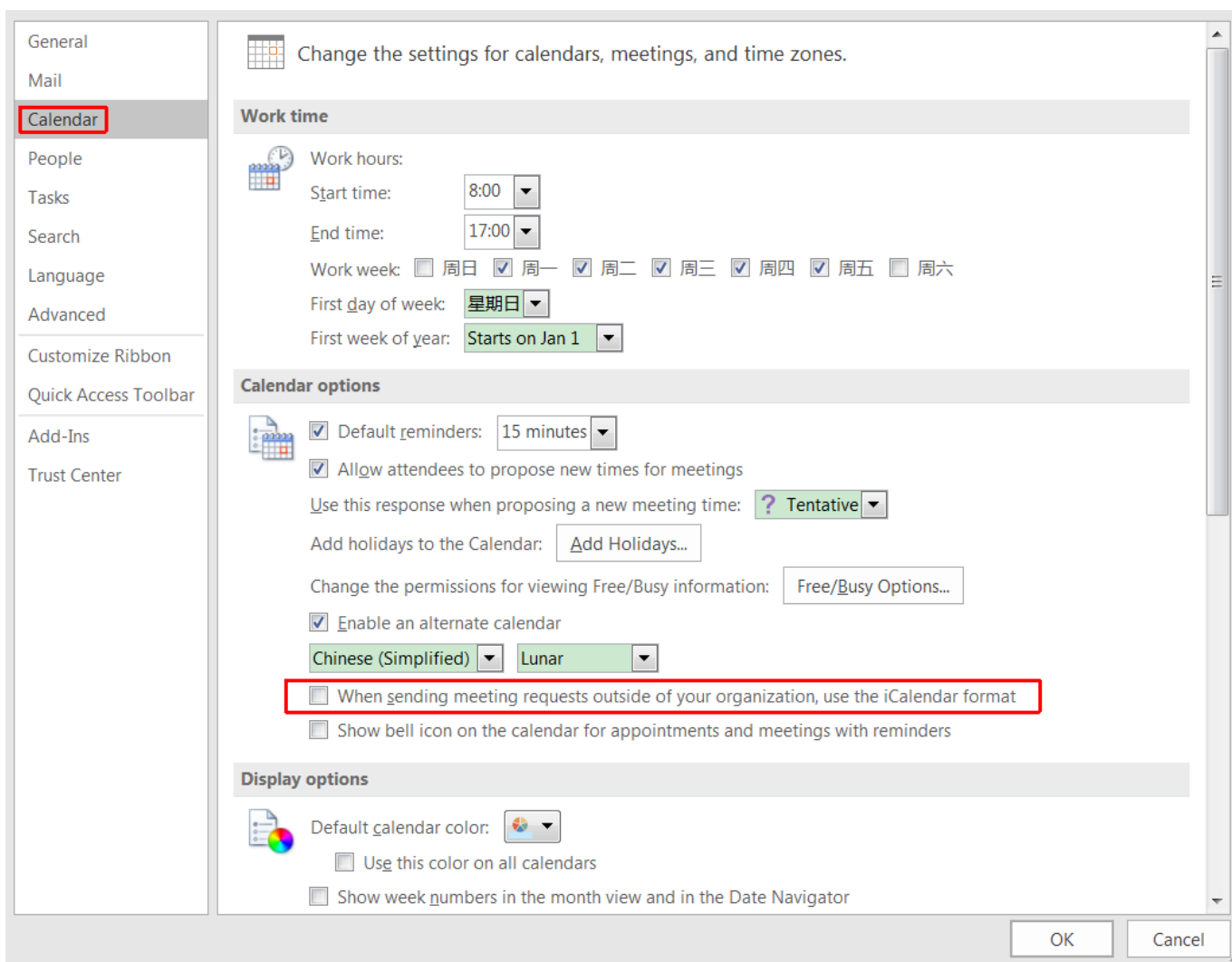
When you schedule conferences via Microsoft Outlook, the conference participants you invited will receive emails. But the email is shown as messy codes to the conference participants.

**Cause:**

If you log into Microsoft Outlook software by POP/SMTP protocol, you send emails in iCalendar format by default.

**Solution:****Procedure**

1. Open Microsoft Outlook software.
2. Click **File > Optional > Calendar**.
3. Clear **When sending meeting requests outside of your organization, use the iCalendar format** checkbox.



4. Click **OK**.