



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 (video conferencing endpoints, 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
Firefox	50 and later
Chrome	50 and later
360	8.1 and later

Icon Instructions

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

Icons	Description
	Schedule meeting rooms
	Schedule video conferences

Icons	Description
	View conferences
	Delete conferences
	Control video conferences
	Moderators
	Enterprise users
	Mute individual conference participant
	Unmute individual conference participant
	Promote moderators/guests to lecturers
	Demote lecturers to moderators/guests
	Remove conference participants
	Promote guests to moderators
	Demote moderators to guests
	Lock conferences
	Conference participants apply for speaking

In This Guide

Topics provided in this guide include:

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

- [chapter 3 Troubleshooting](#)

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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

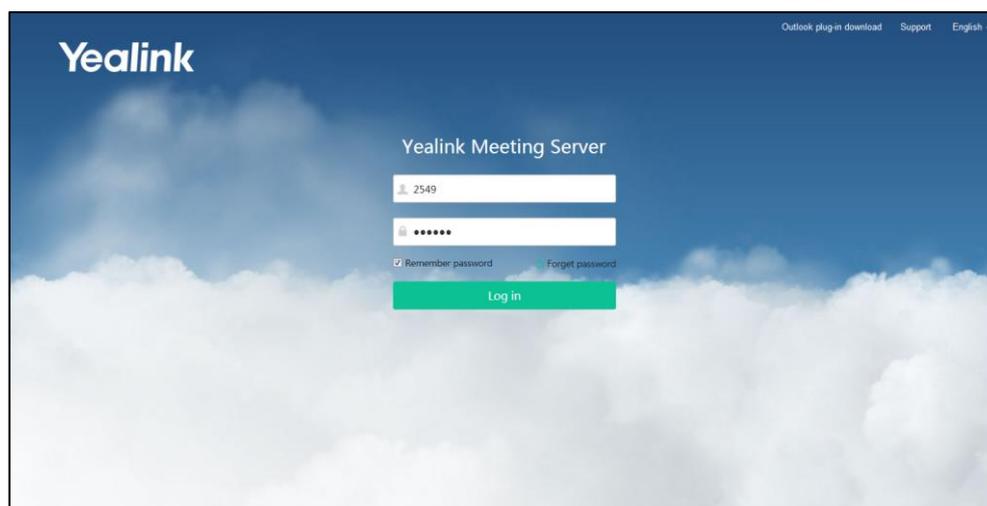
You can use the account and password to login huiyi.yealink.com and Yealink VC device to experience video conference service.
If you have any questions, please contact the administrator!

Yealink Team www.yealink.com

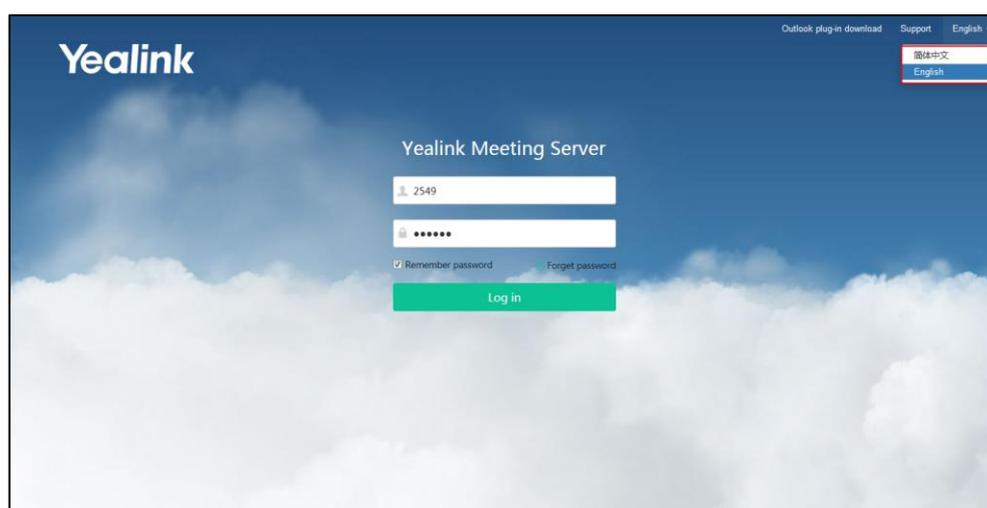
To log into YMS:

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.

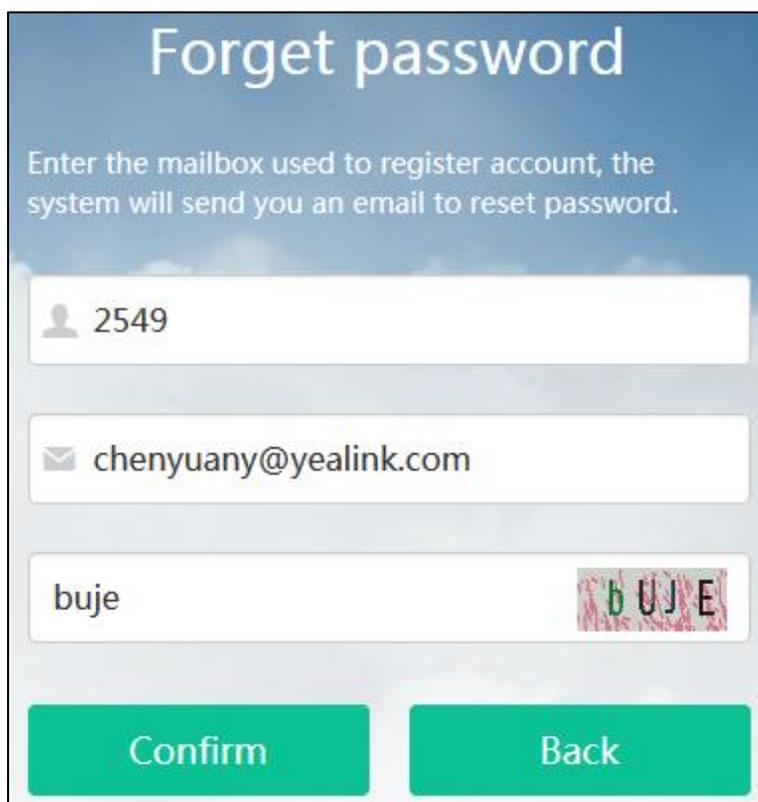
Enterprise User Account (YMS Account) Management

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.



Forget password

Enter the mailbox used to register account, the system will send you an email to reset password.

2549

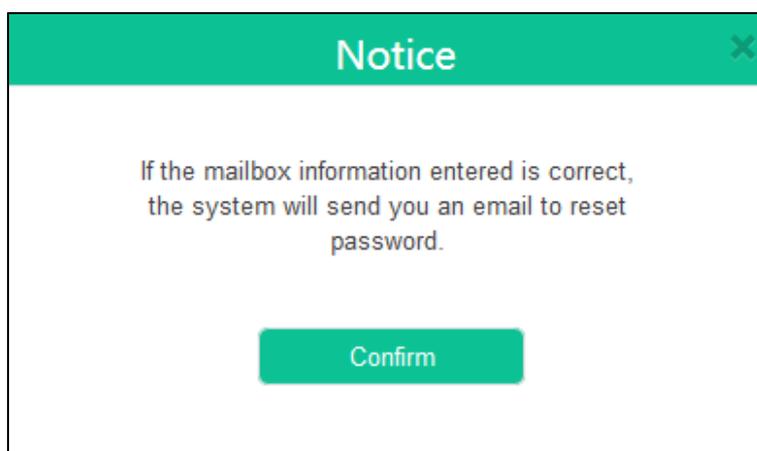
chenyuany@yealink.com

buje BUJE

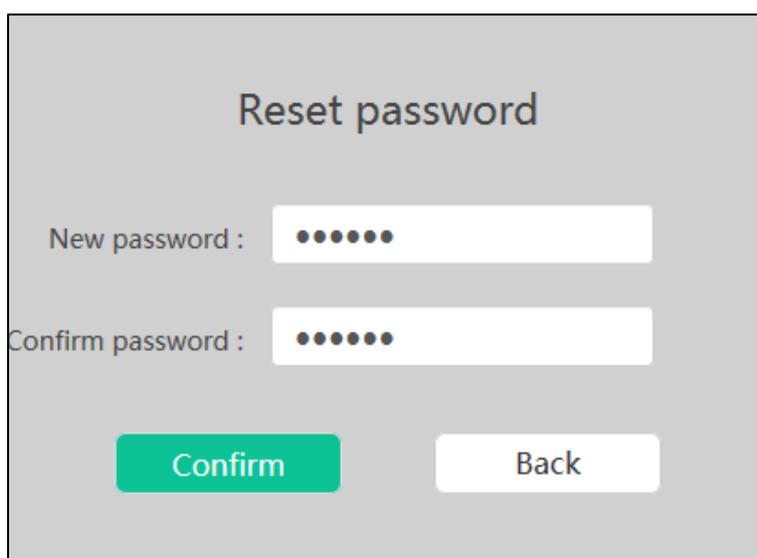
Confirm Back

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

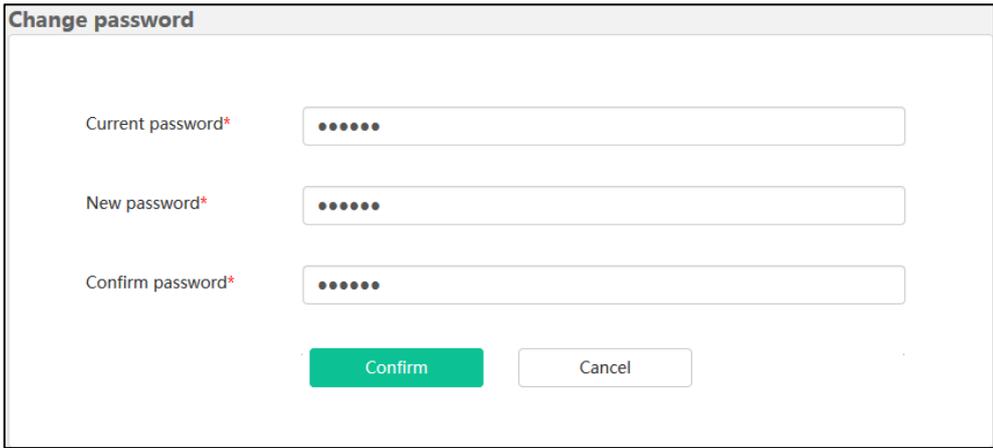
To edit login password:

1. Click your name.



2. Click **Change password**.

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



Change password

Current password*

New password*

Confirm password*

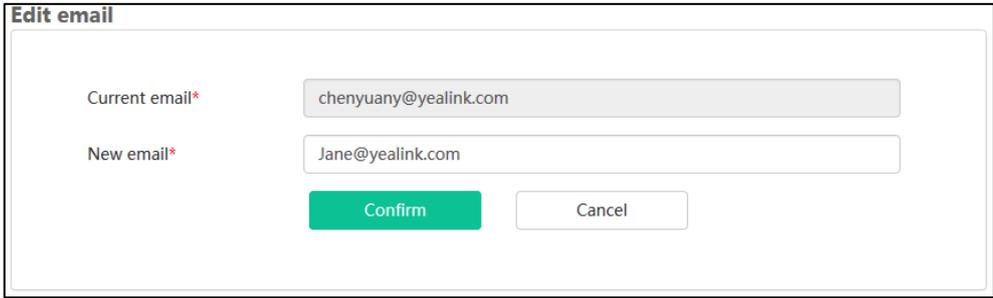
4. Click **Confirm** to accept the edit.
You can also click **Cancel** to cancel the operation.

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.
- 
2. Click **Edit mail**.
 3. Enter the current email and new email.



Edit email

Current email*

New email*

4. Click **Confirm** to accept the edit.
You can also click **Cancel** to cancel the operation.

Logout

You can log out of the enterprise user account.

To log out of the enterprise user account:

1. Click your name.



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 video conferencing system, VC120 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 and meet now conferences. The differences between these are listed below:

Difference	Mode	Description	
Definition	Scheduled conferences	Enterprise users schedule conferences via YMS or Microsoft Outlook software. For more information on scheduling conferences, refer to Scheduling Conferences on page 8.	
	Meet now conferences	You can initiate it by SIP VP-T49G IP phone or Yealink VC Desktop which registered the enterprise user account.	
Category	Scheduled conferences	General Conferences	You can initiate general conferences by scheduling entity meeting rooms. 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 .
		Video Conferences	You can access Virtual Meeting Rooms (VMRs). Note that selecting entity conference rooms is optional.
	Meet now conferences	None	
Whether the conference has conference ID	Scheduled conferences	General Conferences	No
		Video Conferences	Yes
	Meet now conferences	Yes	
Whether the conference has conference password	Scheduled conferences	General Conferences	No
		Video Conferences	Yes
	Meet now conferences	No	

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 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.
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. 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	

Difference	Mode	Description
		conference participants, mute or unmute conference participants, change conference participants' role, lock or unlock conferences, exit conferences and end conferences. 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	<ul style="list-style-type: none"> For moderator, the conference layout gives equal prominence to every participant in the conference. 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.
Speaking	Discussion	Free speech.
	Training	All participants are muted automatically except the moderator. Participants must apply for speaking during a conference.

Scheduling Conferences via YMS

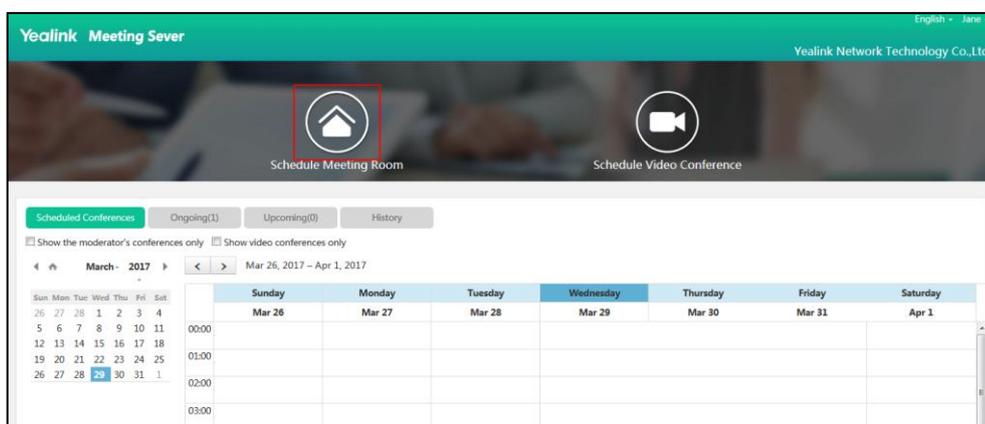
You can schedule meeting rooms and video conferences via YMS.

Scheduling Meeting Rooms via YMS

You can initiate general conferences by scheduling entity meeting rooms.

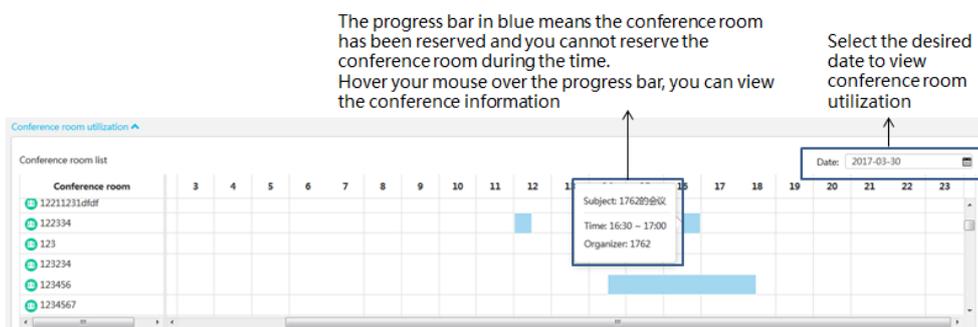
To schedule meeting rooms via YMS:

1. Click the Schedule Meeting Room icon  .



In order to accurately select entity conference rooms, you must view the conference room utilization first.

You can click **Conference room utilization** to view conference room list, date and the period of time.



2. Enter the subject of conference in the **Subject** field.
The default subject is "x x's meeting".
3. Select the date and time of conference in the **Time** 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**.

Meeting information

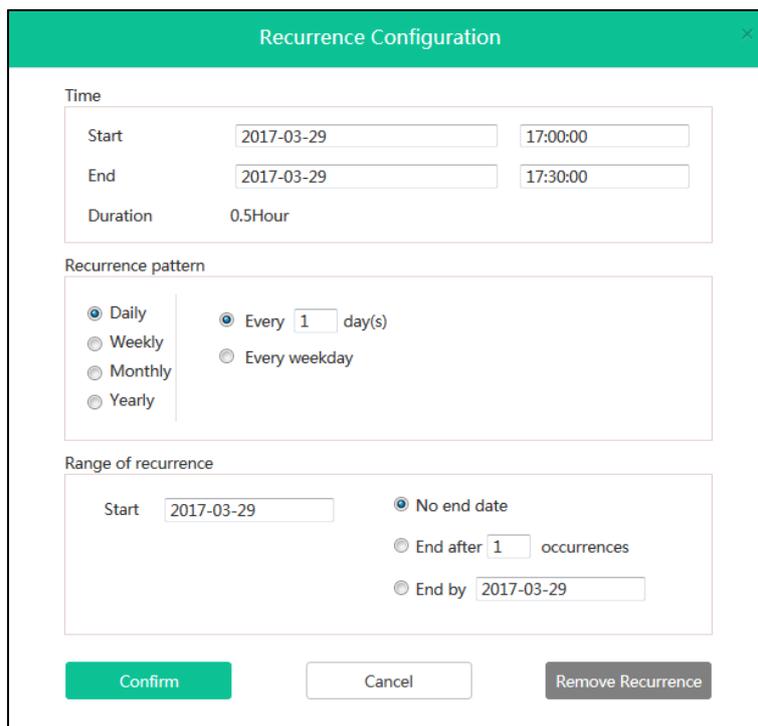
Subject *

Time * ~

Display timezone Recurrence

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

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



The **Recurrence Configuration** dialog box is shown with the following settings:

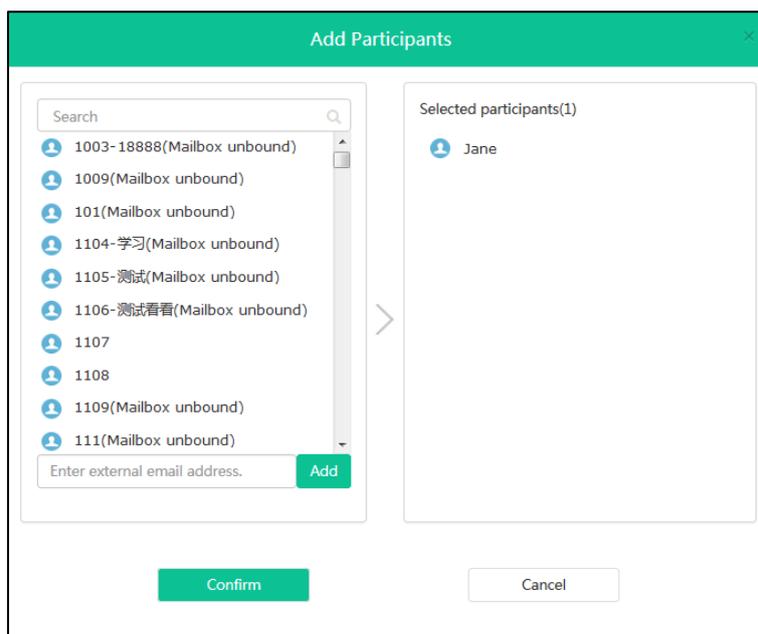
- Time:** Start: 2017-03-29, 17:00:00; End: 2017-03-29, 17:30:00; Duration: 0.5Hour
- Recurrence pattern:** Daily (selected), Weekly, Monthly, Yearly; Every 1 day(s) (selected), Every weekday
- Range of recurrence:** Start: 2017-03-29; No end date (selected), End after 1 occurrences, End by 2017-03-29

Buttons at the bottom: **Confirm** (green), **Cancel** (white), **Remove Recurrence** (grey).

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



The **Add Participants** dialog box is shown with the following components:

- Search:** A search box with a magnifying glass icon.
- Participants List:** A list of participants with blue person icons and names: 1003-18888(Mailbox unbound), 1009(Mailbox unbound), 101(Mailbox unbound), 1104-学习(Mailbox unbound), 1105-测试(Mailbox unbound), 1106-测试看看(Mailbox unbound), 1107, 1108, 1109(Mailbox unbound), 111(Mailbox unbound).
- Selected participants(1):** A list on the right showing one selected participant: Jane.
- External Email:** A text input field with the placeholder "Enter external email address." and an **Add** button.

Buttons at the bottom: **Confirm** (green), **Cancel** (white).

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

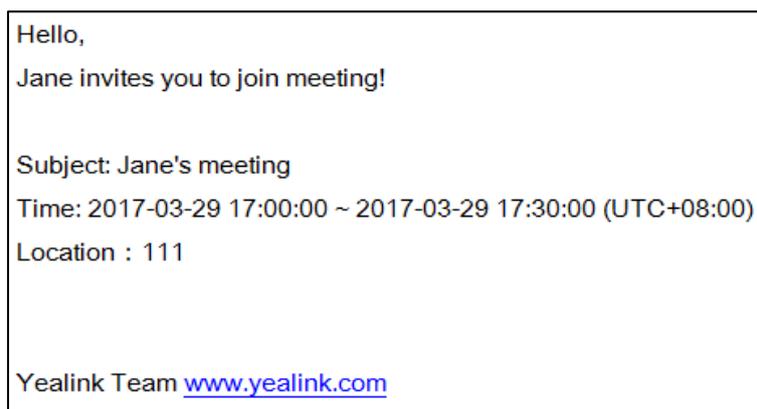
If you want to delete the selected participant, hover you mouse over the desired participant and click **X** .

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

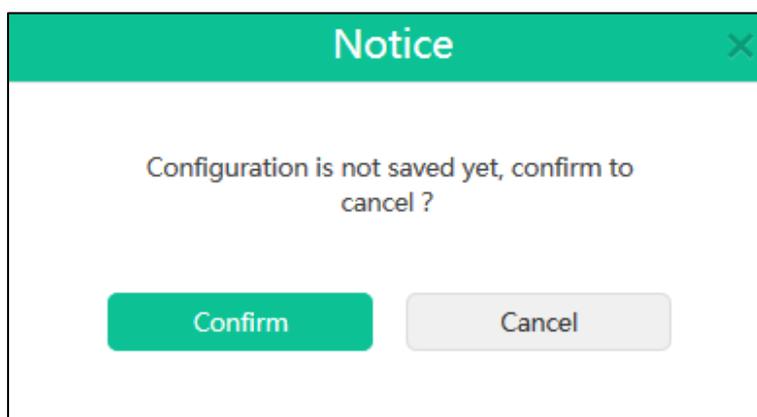
8. Click **Confirm** to finish adding participants.
9. (Optional.) Enter the additional requirements in the **Description** input box. Participants will view the description in email.
10. Click **Submit and send email** to finish scheduling meeting rooms.

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

The following is an example of the email:



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



Click **Confirm** to cancel the schedule.

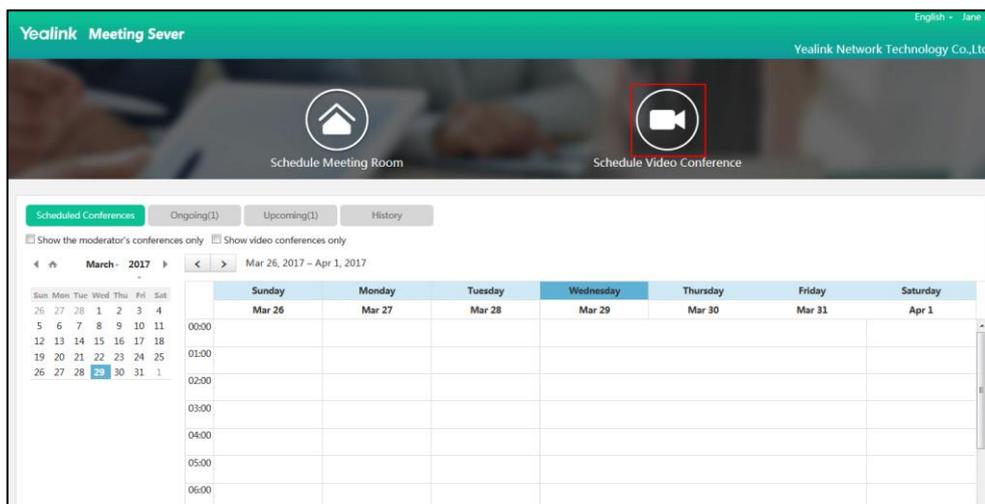
You can also click **Cancel** to return to the previous page.

Scheduling Video Conferences via YMS

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

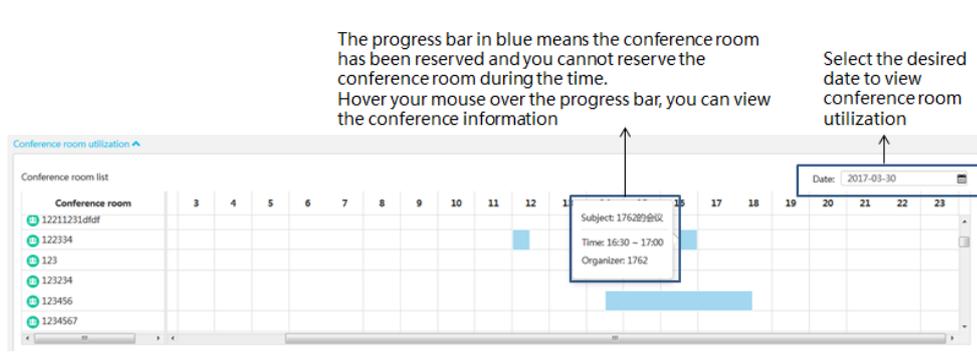
To schedule video conferences via YMS:

1. Click the Schedule Video Conference icon .



In order to accurately select entity conference rooms, you must view the conference room utilization first.

You can click **Conference room utilization** to view conference room list, date and the period of time.



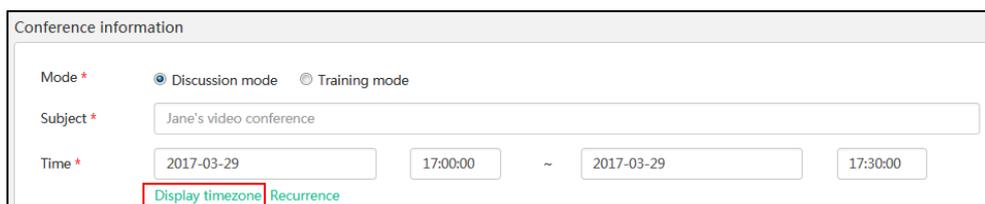
2. Mark the radio box of **Discussion mode** or **Training mode** in the **Mode** field.
3. Enter the subject of conference in the **Subject** field.

The default subject is "x x's video conference".

4. Select the date and time of conference in the **Time** field.

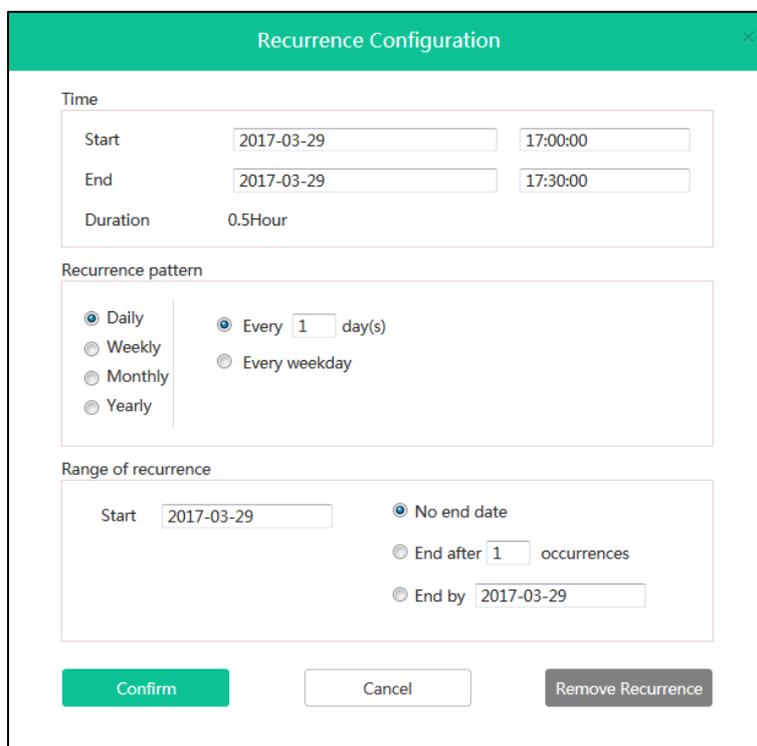
The scheduled start time should be more than 5 minutes before the current time.

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



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

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



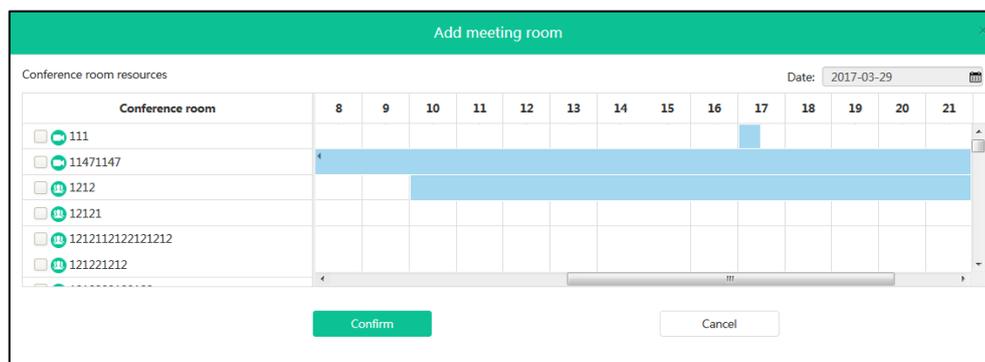
The 'Recurrence Configuration' dialog box is divided into three main sections:

- Time:** Contains input fields for 'Start' (2017-03-29, 17:00:00), 'End' (2017-03-29, 17:30:00), and 'Duration' (0.5Hour).
- Recurrence pattern:** Features radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Daily' option is selected, with a sub-section for 'Every 1 day(s)' and an unselected 'Every weekday' option.
- Range of recurrence:** Includes a 'Start' field (2017-03-29) and three radio button options: 'No end date' (selected), 'End after 1 occurrences', and 'End by 2017-03-29'.

At the bottom, there are three buttons: 'Confirm' (green), 'Cancel' (white), and 'Remove Recurrence' (grey).

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

You can check the conference room checkbox or multiple checkboxes.



The 'Add meeting room' dialog box displays a calendar grid for the date 2017-03-29. The grid shows hours from 8 to 21. A list of conference rooms is on the left, each with a checkbox and a small calendar icon. The room '11471147' has its checkbox checked, and a blue bar highlights the time slot from 8:00 to 17:00 on the calendar grid. At the bottom, there are 'Confirm' and 'Cancel' buttons.

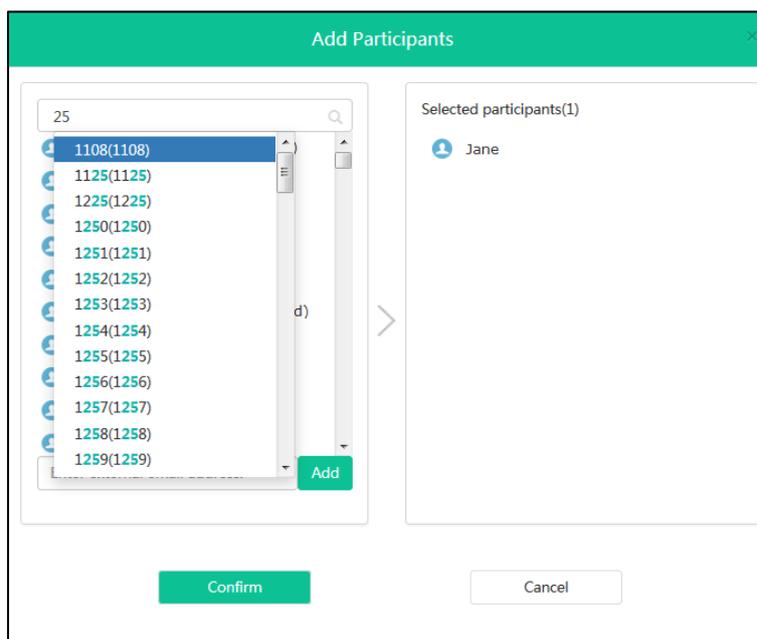
- Click **Confirm** to finish adding conference rooms.

- 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.



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 your mouse over the desired participant and click **X**.

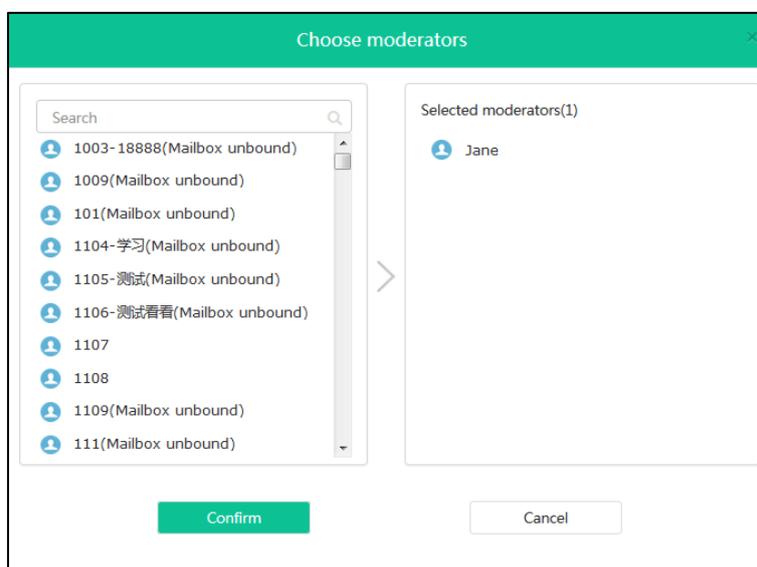
The conference organizer is the conference participant by default. And you cannot delete the participant.

10. Click **Confirm** to finish adding participants

11. Click **+** in the **Moderators** 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 moderator.



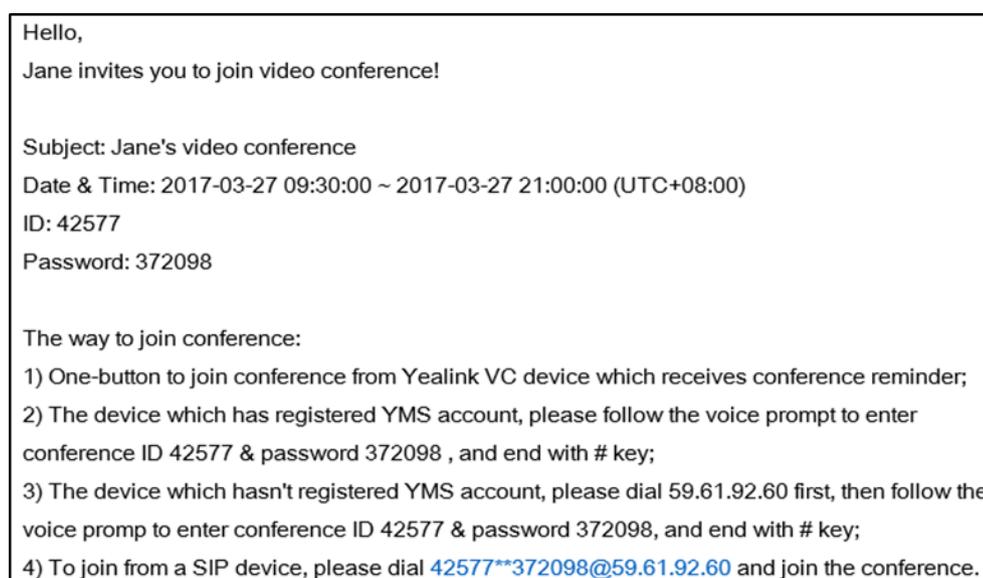
If you want to delete the selected moderator, hover you mouse over the desired moderator and click **X** .

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

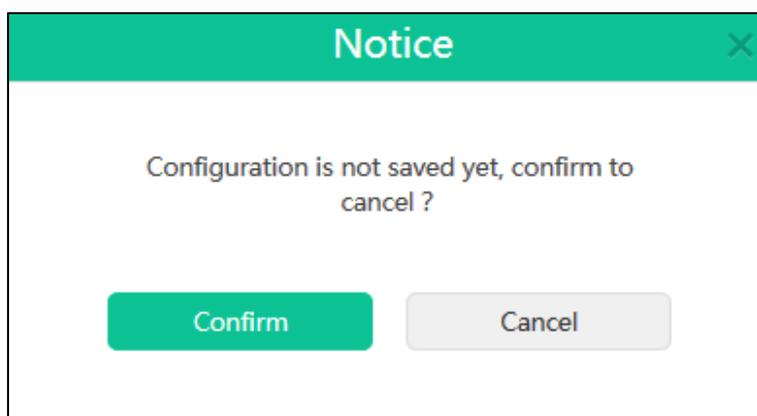
12. Click **Confirm** to finish adding moderators.
13. (Optional.) Enter the additional requirements in the **Description** input box. Participants will view the description in email.
14. Click **Submit and send email** to finish scheduling video conferences.

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

The following is an example of the email:



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.

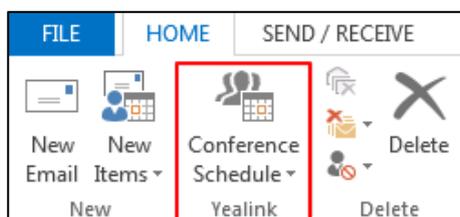
You can download the Outlook plugin from the login page of [Yealink Meeting Server](#).

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.

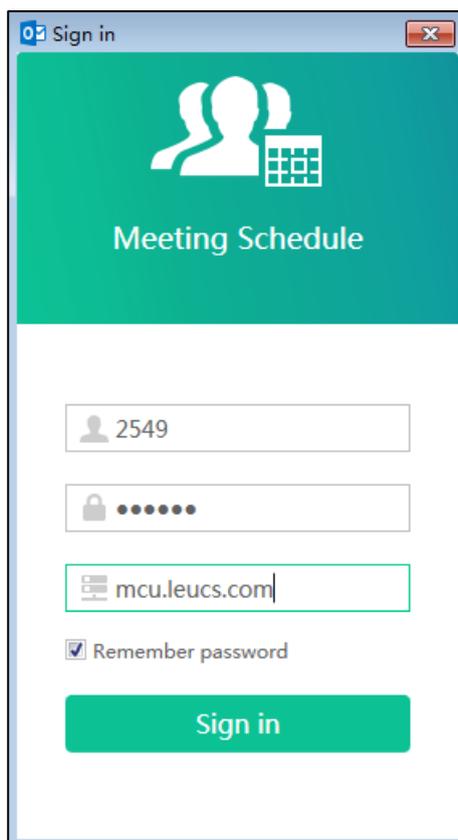
Scheduling Meeting Rooms via Microsoft Outlook

You can initiate general conferences by scheduling entity meeting rooms.

To schedule meeting rooms via Microsoft Outlook:

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

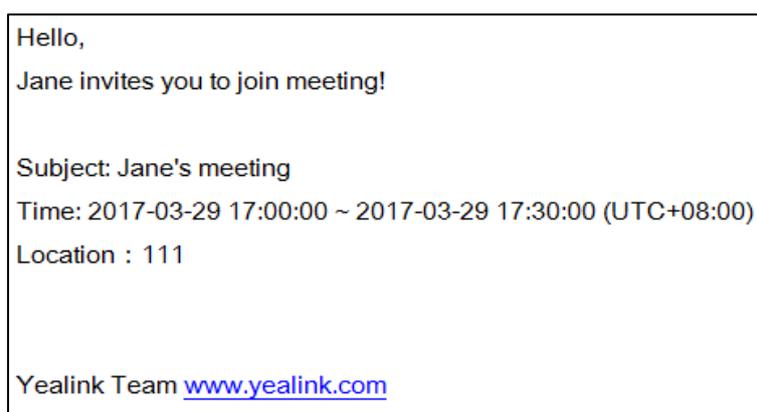
The login box pops up:



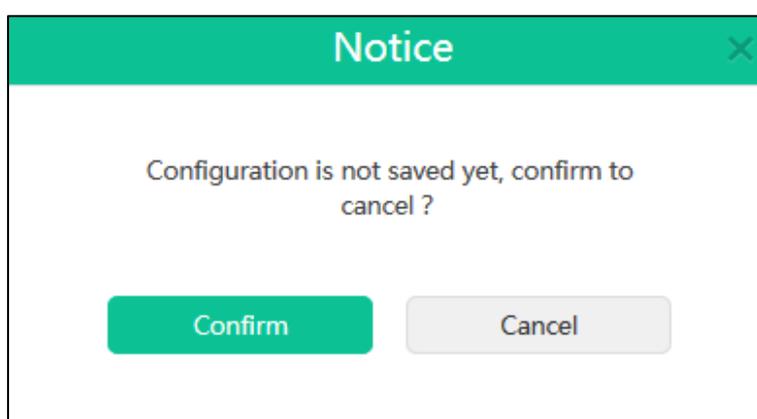
The screenshot shows a 'Sign in' dialog box for the Meeting Schedule application. The dialog has a teal header with a white icon of two people and a calendar, and the text 'Meeting Schedule'. Below the header are four input fields: a user ID field containing '2549', a password field with six dots, a server address field containing 'mcu.leucs.com', and a 'Remember password' checkbox which is checked. At the bottom is a green 'Sign in' button.

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 Schedule Meeting Room page.
6. Follow the step 2 to 8 in [To schedule meeting rooms via YMS](#) to schedule meeting rooms.
7. 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:



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.

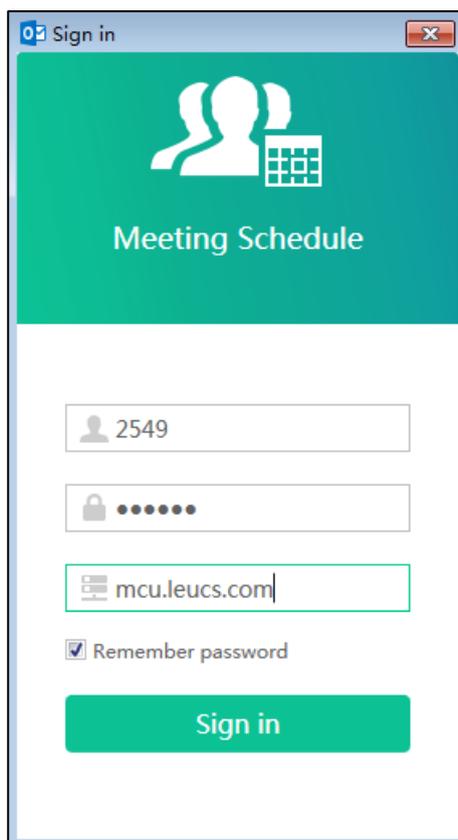
Scheduling Video Conferences via Microsoft Outlook

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

To schedule video conferences via Microsoft Outlook:

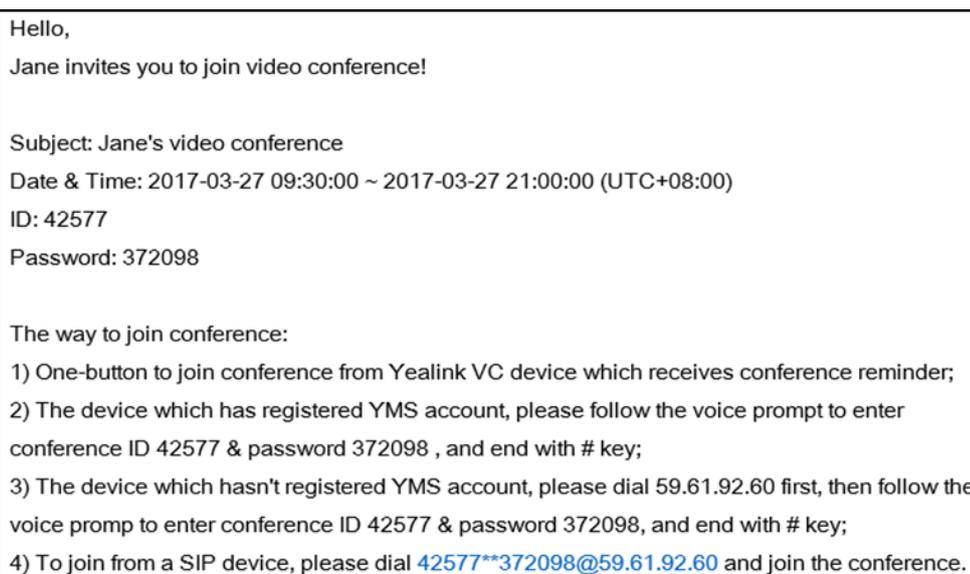
1. Open Microsoft Outlook software.
2. Click **HOME->Conference Schedule->Video conferences**.

The login box pops up:

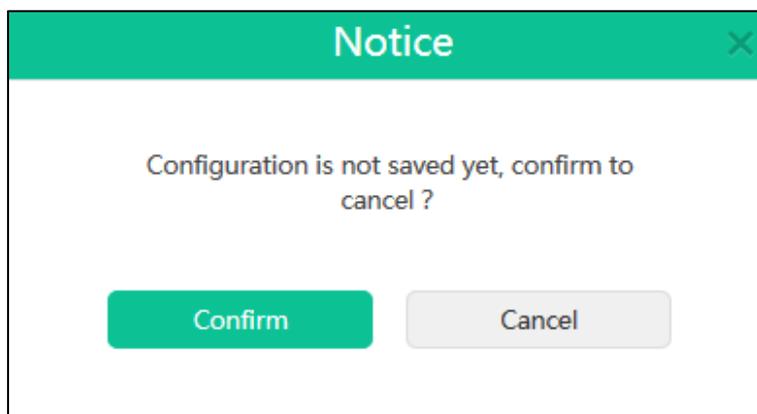
A screenshot of a web browser window titled "Sign in". The window has a teal header with a white icon of two people and a calendar, and the text "Meeting Schedule". Below the header, there are four input fields: a username field containing "2549", a password field with six dots, a server address field containing "mcu.leucs.com", and a checkbox labeled "Remember password" which is checked. At the bottom is a teal "Sign in" button.

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 Schedule Video Conference page.
6. Follow the step 2 to 12 in [To schedule video conferences via YMS](#) to schedule video conferences.
7. 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:



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 Conferences via YMS

You can view scheduled conferences, ongoing conferences, upcoming conferences and

historical conferences.

Viewing Scheduled Conferences via YMS

You can view scheduled conferences via YMS. The conferences in the current week are displayed by default. You can also customize the date to view scheduled conferences.

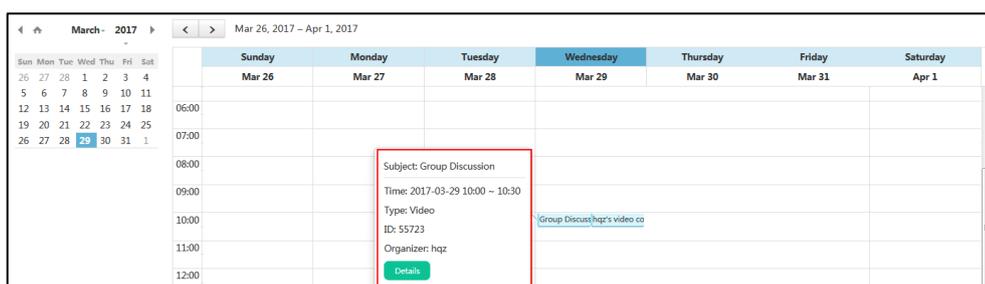
To view scheduled conferences via YMS:

1. Click **Scheduled Conferences**.
The conferences in the current week are displayed.
2. (Optional.) Check the **Show the moderator's conferences only** checkbox.
The page will display the moderator's conferences based on your setting.
3. (Optional.) Check the **Show video conferences only** checkbox.
The page will display the video conferences based on your setting.
4. (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.

5. You can do one of the following:
 - Hover your mouse over the desired conference to preview the conference information.



- Click the desired conference to view the conference.

Viewing Ongoing Conferences via YMS

You can view ongoing conferences via YMS.

To view ongoing conferences via YMS:

1. Click **Ongoing**.

You can view subject, time, location, organizer, type, ID and duration.

Subject	Time	Location	Organizer	Type	ID	Duration	Operation
Jane's video conference	2017-03-29 15:00 - 18:30		Jane	Video	35716	02:07:49	ⓘ 🗑️
Jane's meeting	2017-03-29 17:00 - 17:30	111	Jane	Meeting		00:07:49	ⓘ
Jane's video conference	2017-03-29 17:00 - 17:30		Jane	Video	52720	00:07:49	ⓘ 🗑️

- (Optional.) Check the **Show the moderator's conferences only** checkbox.
The page will display the moderator's conferences based on your setting.
- (Optional.) Check the **Show video conferences only** checkbox.
The page will display the video conferences based on your setting.
- Click the desired conference subject or click ⓘ to view the details of ongoing conference.

Yealink Meeting Sever

English - Jane - Yealink Network Technology Co.,Ltd

< Back - Details

Conference details

Subject: Jane's video conference
 Time: 2017-03-29(Wed) 15:00 - 18:30
 Time Zone: UTC+08:00
 Type: Video
 ID: 35716
 Password: 363044
 Organizer: Jane

Conference room details

Location

Participants details

Participants: Jane 张三
 Moderators: Jane

Back

Viewing Upcoming Conferences via YMS

You can view upcoming conferences in nearly one month via YMS.

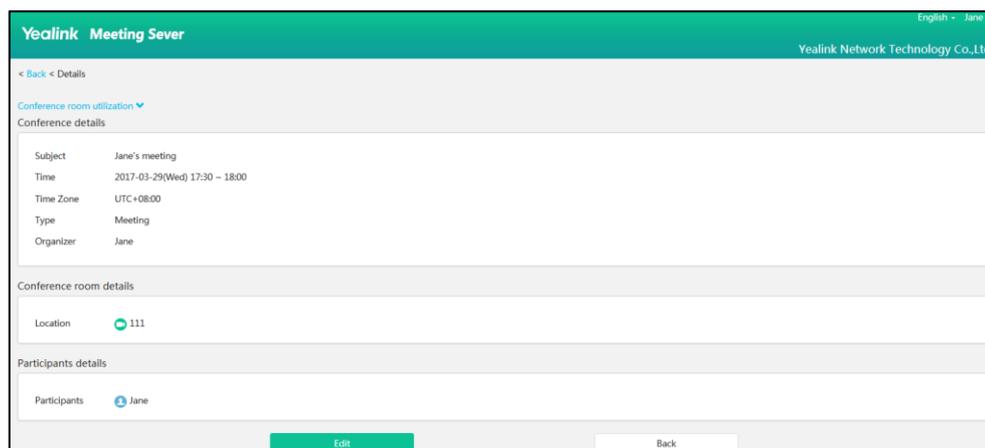
To view upcoming conferences via YMS:

- Click **Upcoming**.
You can view subject, time (nearly 1 month), location, organizer, type and ID.

Subject	Time (Nearly 1 month)	Location	Organizer	Type	ID	Operation
Jane's meeting	2017-03-29 17:30 - 18:00	111	Jane	Meeting		ⓘ 🗑️

- (Optional.) Check the **Show the moderator's conferences only** checkbox.
The page will display the moderator's conferences based on your setting.
- (Optional.) Check the **Show video conferences only** checkbox.
The page will display the video conferences based on your setting.

- Click the desired conference subject or click ⓘ to view the details of upcoming conferences.



Viewing Historical Conferences via YMS

You can view historical conferences via YMS.

To view historical conferences via YMS:

- Click **History**.

You can view subject, time, location, organizer, ID and duration.

Subject	Time	Location	Organizer	ID	Duration	Operation
Jane's video conference	2017-03-29 15:54 - 15:56		Jane	40071	00:02:19	ⓘ
Jane的视频会议	2017-03-29 15:00 - 15:30		Jane	43087	00:30:01	ⓘ
Group Discussion	2017-03-29 10:00 - 10:30		hqz	55723	00:30:00	ⓘ
hqz's video conference	2017-03-29 10:00 - 10:30		hqz	66466	00:30:00	ⓘ

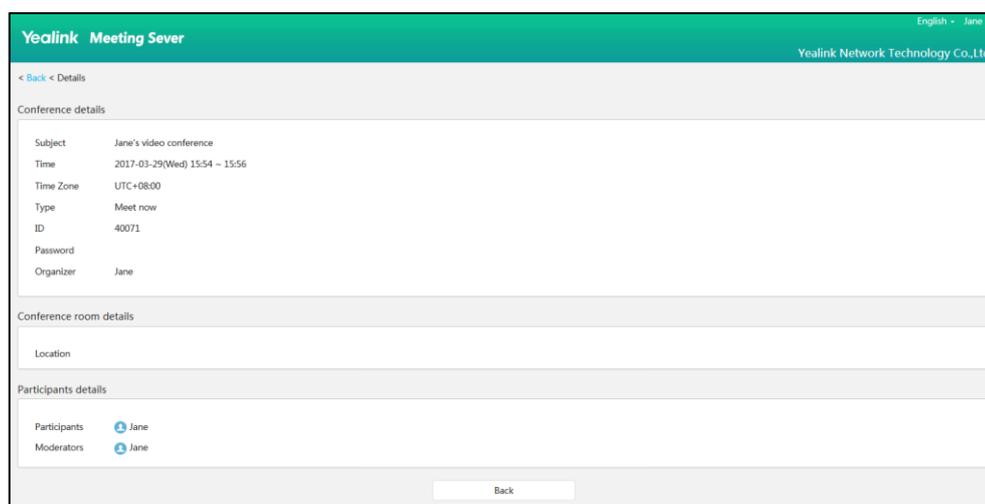
- (Optional.) Check the **Show the moderator's conferences only** checkbox.

The page will display the moderator's conferences.

- (Optional.) Check the **Show video conferences only** checkbox.

The page will display the video conferences based on your setting.

4. Click the desired conference or click ⓘ to view the details of historical conferences.



Viewing Conferences via Microsoft Outlook

You can view scheduled conferences and scheduled conferences as the moderator via Microsoft Outlook.

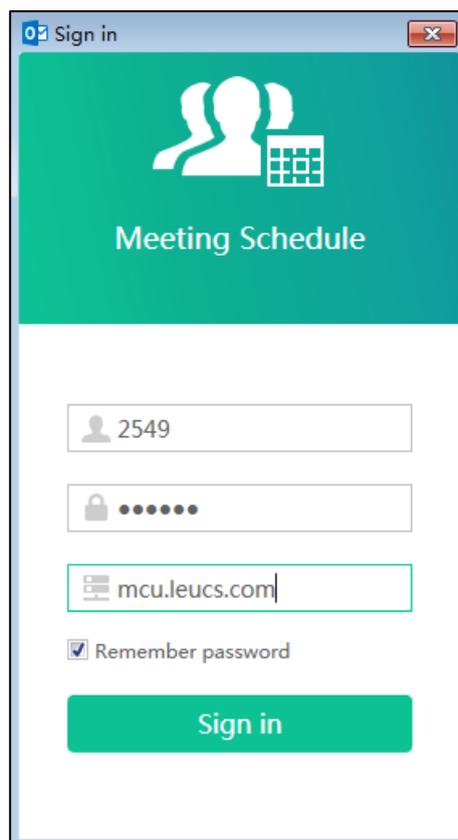
Viewing Scheduled Conferences via Microsoft Outlook

You can view scheduled conferences via Microsoft Outlook.

To view scheduled conferences via Microsoft Outlook:

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

The login box pops up:



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 scheduled conferences page.
6. Follow the step 1 to 5 in [To view scheduled conferences via YMS](#) to view scheduled conferences.

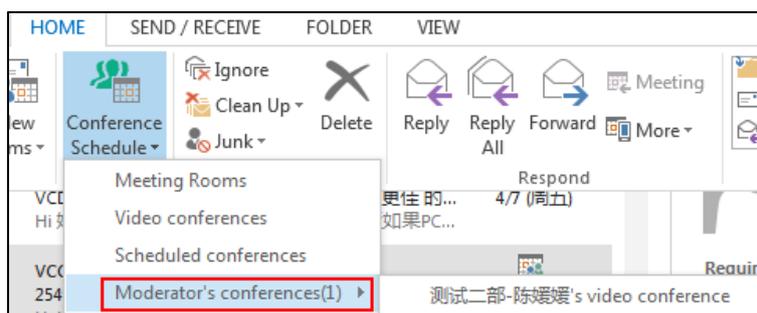
Viewing the Moderator's Conferences via Microsoft Outlook

When you log into Conference schedule via Microsoft Outlook, you can view scheduled conferences as the moderator.

To view scheduled conferences as the moderator via Microsoft Outlook:

1. Open Microsoft Outlook software.

2. Click **HOME->Conference Schedule->Moderator's conferences**.



You can select one of scheduled conferences as the moderator from the pull-down list of **Moderator's conferences** to view the conference.

Editing Upcoming Conferences

Editing Aperiodic Upcoming Conferences

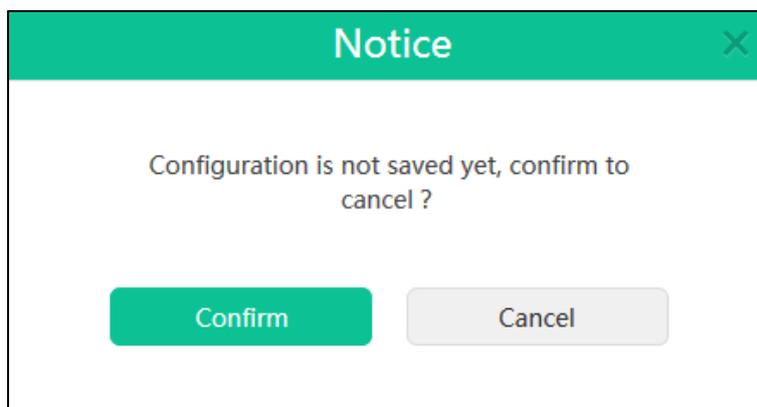
You can edit aperiodic upcoming conferences in nearly one month via YMS.

To edit aperiodic upcoming conferences via YMS:

1. Click **Upcoming**.
2. (Optional.) Check the **Show the moderator's conferences only** checkbox.
The page will display the moderator's conferences based on your setting.
3. (Optional.) Check the **Show video conferences only** checkbox.
The page will display the video conferences based on your setting.
4. Click the desired conference subject or click ⓘ .
5. Click **Edit** to enter the Edit page.
6. Enter the information in the corresponding field.
7. 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.

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

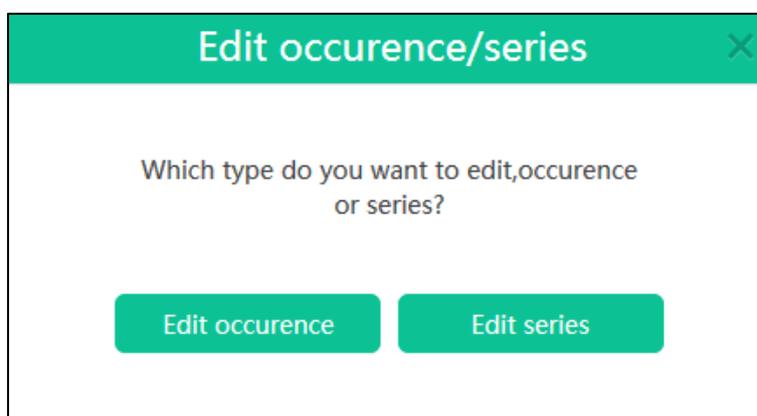
Editing Periodic Upcoming Conferences

You can edit one or all of the periodic upcoming conferences in nearly one month via YMS.

To edit periodic upcoming conferences via YMS:

1. Click **Upcoming**.
2. (Optional.) Check the **Show the moderator's conferences only** checkbox.
The page will display the moderator's conferences based on your setting.
3. (Optional.) Check the **Show video conferences only** checkbox.
The page will display the video conferences based on your setting.
4. Click the desired conference subject or click ⓘ .
5. Click **Edit** to enter the edit page.

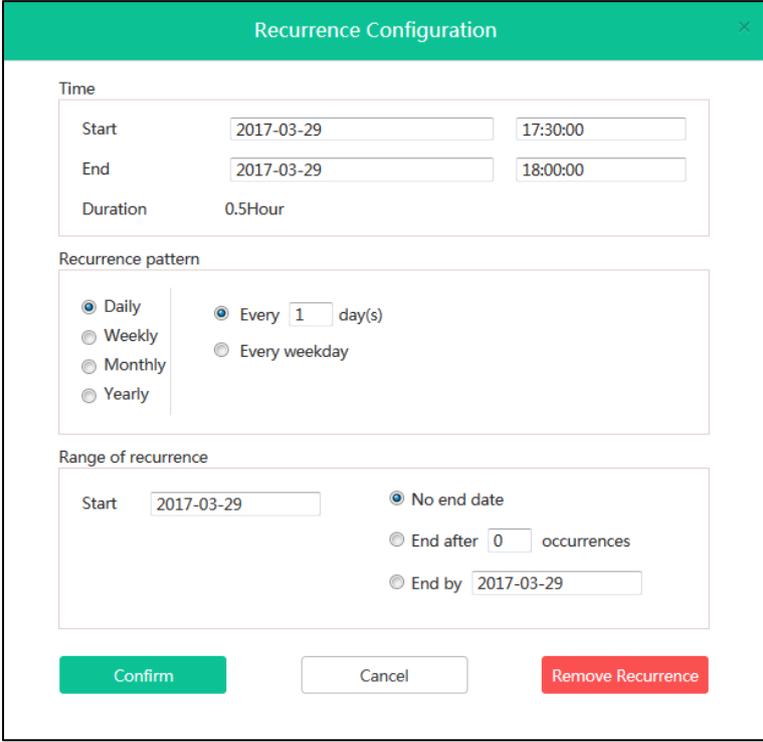
The page prompts "which type do you want to edit, occurrence or series?"



- 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.
If you want to delete recurrence, click **Recurrence**, the dialog box of **Recurrence Configuration** pops up, and then click **Remove Recurrence**.

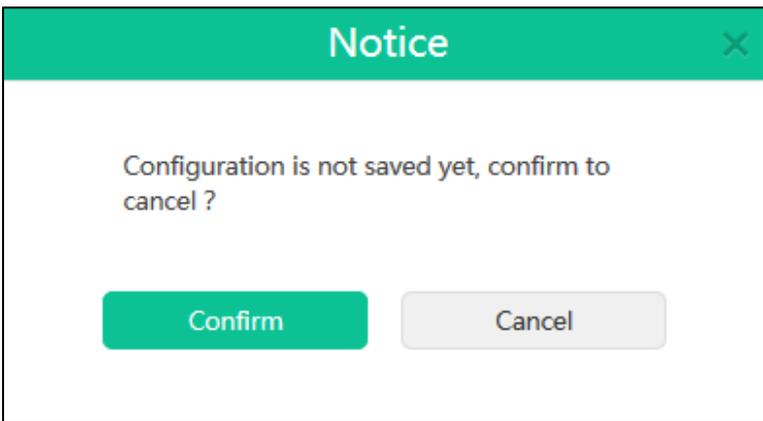


The image shows a 'Recurrence Configuration' dialog box with a green header and a close button. It contains three sections: 'Time', 'Recurrence pattern', and 'Range of recurrence'. The 'Time' section has fields for Start (2017-03-29, 17:30:00), End (2017-03-29, 18:00:00), and Duration (0.5Hour). The 'Recurrence pattern' section has radio buttons for Daily, Weekly, Monthly, Yearly, and Every 1 day(s) (selected), with an 'Every weekday' option. The 'Range of recurrence' section has a Start field (2017-03-29) and radio buttons for 'No end date' (selected), 'End after 0 occurrences', and 'End by 2017-03-29'. At the bottom are 'Confirm', 'Cancel', and 'Remove Recurrence' buttons.

6. Click **Save and send email**.

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

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



The image shows a 'Notice' dialog box with a green header and a close button. The main text reads "Configuration is not saved yet, confirm to cancel?". At the bottom are 'Confirm' and 'Cancel' buttons.

7. Click **Confirm** to cancel the edit.

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

Deleting Upcoming Conferences

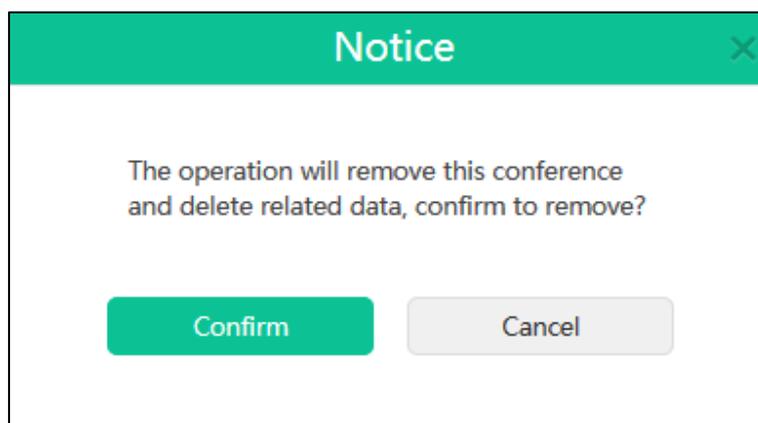
Deleting Aperiodic Upcoming Conferences

You can delete aperiodic upcoming conferences via YMS.

To delete aperiodic upcoming conferences via YMS:

1. Click **Upcoming**.
2. (Optional.) Check the **Show the moderator's conferences only** checkbox.
The page will display the moderator's conferences based on your setting.
3. (Optional.) Check the **Show video conferences only** checkbox.
The page will display the video conferences based on your setting.
4. Select the desired conferences, and then click .

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



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

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

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

The following is an example of the email:

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

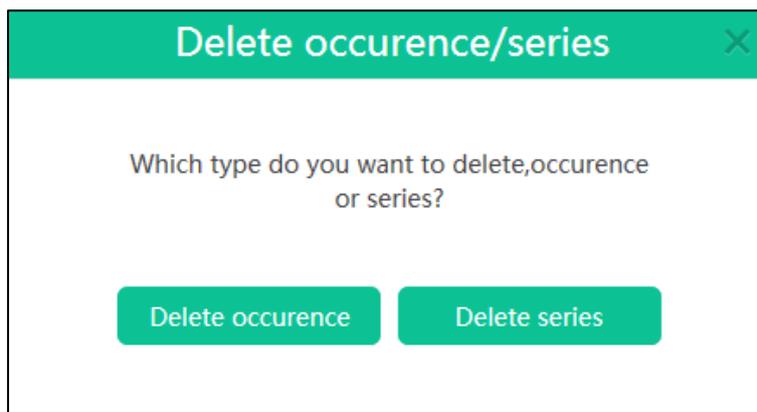
Yealink Team www.yealink.com
```

Deleting Periodic Upcoming Conferences

You can delete one or all of the periodic upcoming conferences in nearly one month via YMS.

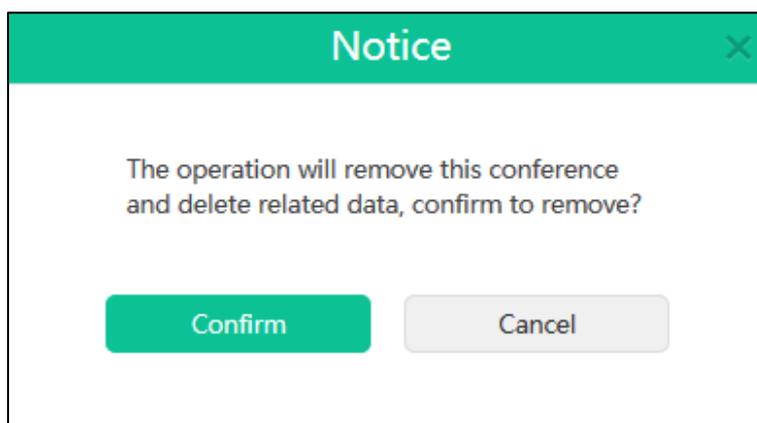
To delete periodic upcoming conferences via YMS:

1. Click **Upcoming**.
2. (Optional.) Check the **Show the moderator's conferences only** checkbox.
The page will display the moderator's conferences based on your setting.
3. (Optional.) Check the **Show video conferences only** checkbox.
The page will display the video conferences based on your setting.
4. Select the desired conferences, and then click  .
The page prompts "Which type do you want to edit, occurrence or series?"



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

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



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

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

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

The following is an example of the email:

Hello ,
Jane has cancelled Jane's video conference

Yealink Team www.yealink.com

Controlling Ongoing Conferences

You can control the ongoing video conferences and meet now conferences via YMS.

Changing the Conference Layout

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

The YMS supports three layouts:

- **Selected speaker:** The selected participant is displayed in full size.
- **Equal N × N:** All participants are displayed in the same size. And the video image of speaker is displayed in blue box. YMS supports equal 7×7 at most. So there will be 2~49 participants, it means 48 kinds of distributions.
- **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.

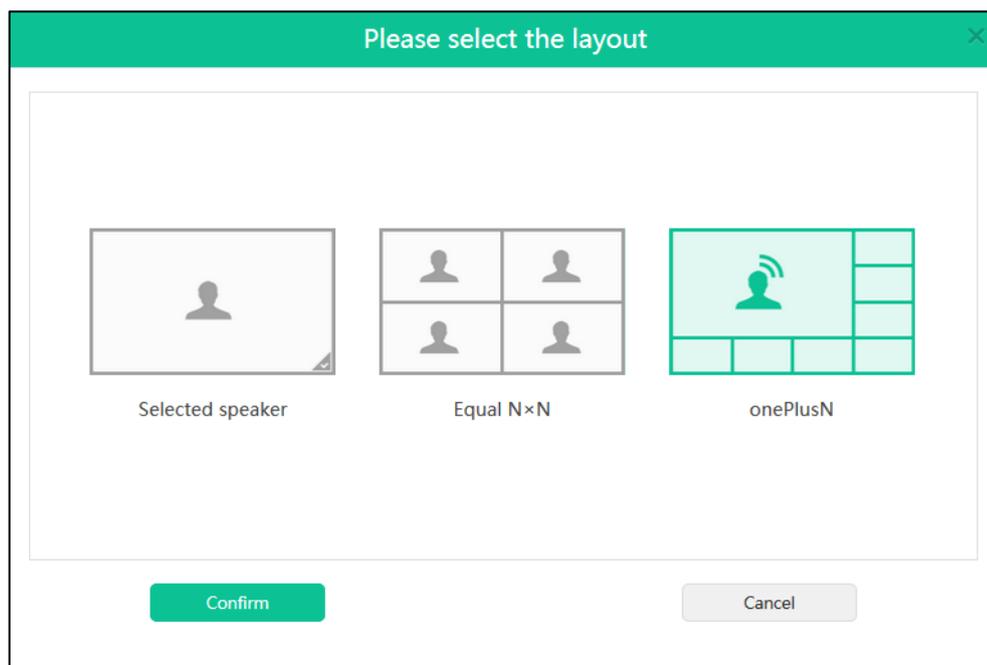
You can use voice-activated feature to switch layout between participants, whenever a participant speaks loudly longer than 2 seconds, he or she becomes the conference speaker and is given prominence with the largest pane.

In **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.

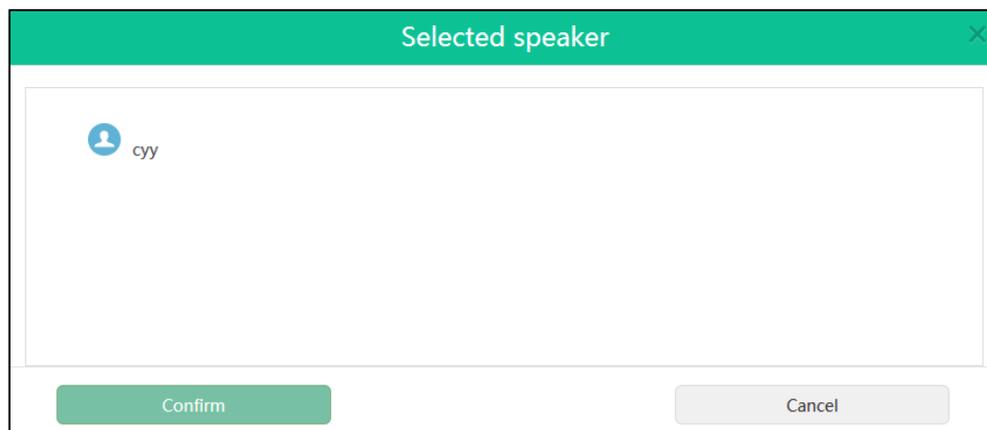
To change the conference layout via YMS:

1. Click **Ongoing**.
2. Click the desired conference subject or click  on the right of page.

3. 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.

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

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

- Contact invitation

Email Invitation

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

Inviting Conference Participants by Local Mailbox

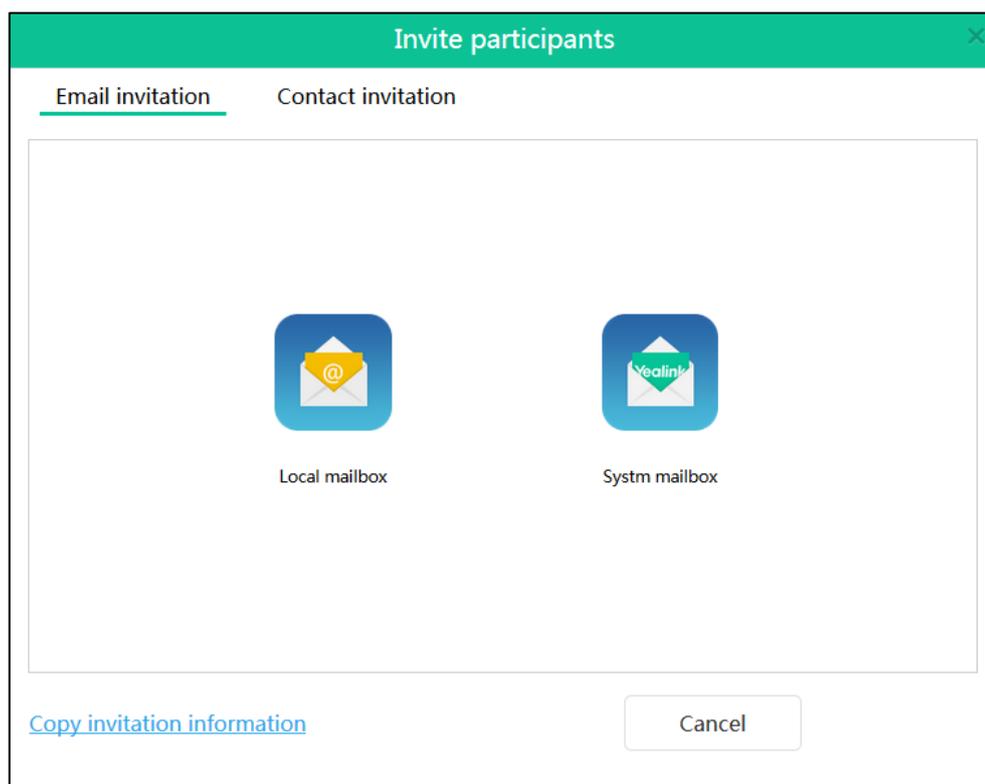
If you have installed the mailbox in your computer, you can set it as the default mailbox. For more information on setting the default mailbox, please refer to network resources.

To invite conference participants by local mailbox:

1. Click **Ongoing**.
2. Click the desired conference subject or click  on the right of page.
3. Click **Invite**.
4. 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.

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



5. Click **Local mailbox**.

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

Inviting Conference Participants by System Mailbox

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

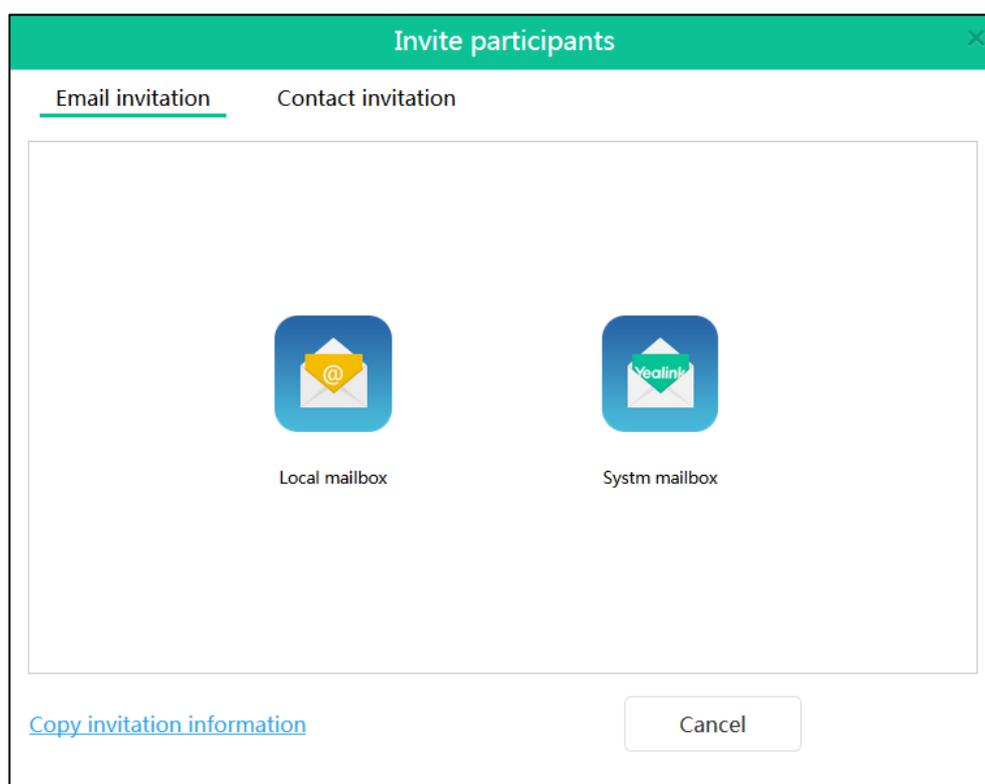
information on SMTP mailbox, please refer to [Yealink Meeting Server Administrator Guide](#).

To invite conference participants by system mailbox:

1. Click **Ongoing**.
2. Click the desired conference subject or click  on the right of page.
3. Click **Invite**.
4. Select **Email invitation** to invite conference participants by emails.

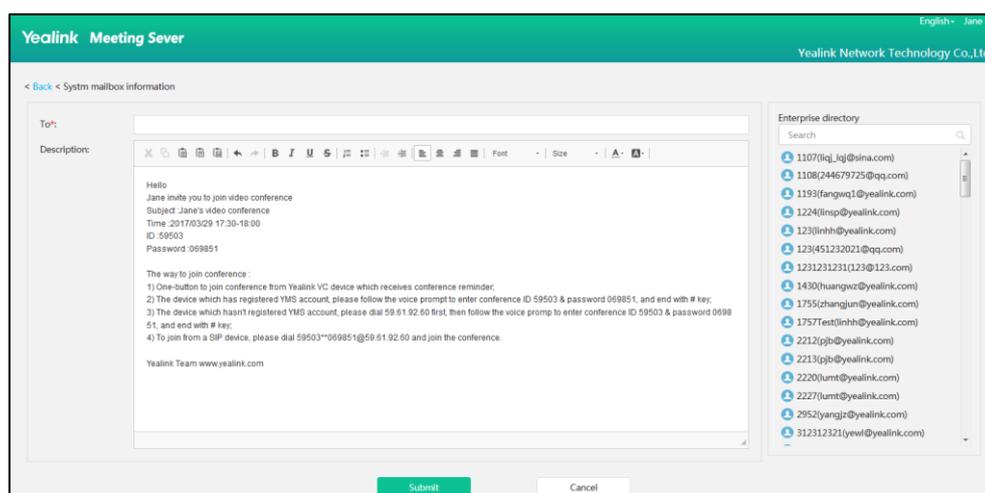
You can click **Copy invitation information**, and then paste the information to the participants you want to invite.

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



5. Click **System mailbox**.

You will enter the send email page in system mailbox.



6. 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.
7. (Optional.) Enter the additional requirements in the **Description** input box. Conference information is displayed by default.
Participants will view this information in email.
8. Click **Submit** to send emails to invite participants.
You can also click **Cancel** to cancel the operation.

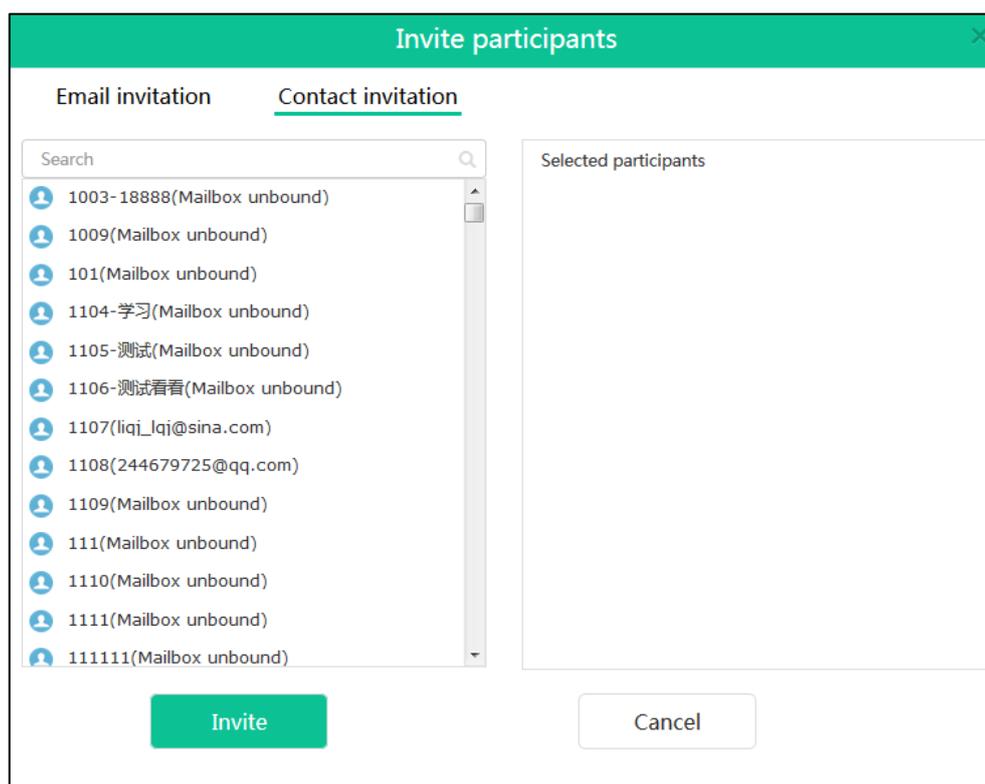
Contact Invitation

You can place a call to invite participants directly.

To invite conference participants by placing a call:

1. Click **Ongoing**.
2. Click the desired conference subject or click  on the right of page.
3. Click **Invite**.

4. Select **Contact invitation** to invite conference participants.



5. 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.
6. Click **Invite** to place a call to invite participants directly.
You can also click **Cancel** to cancel the operation.

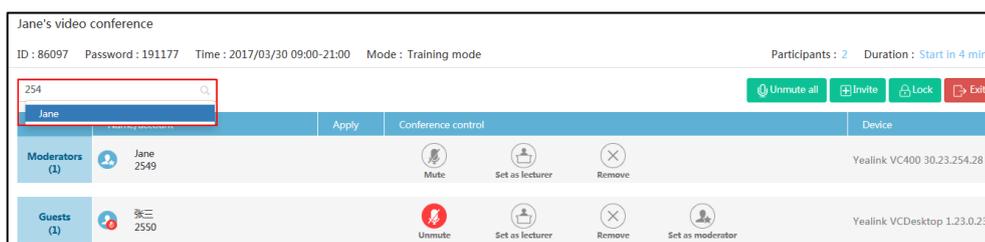
Searching for Conference Participants

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

To search for conference participants:

1. Click **Ongoing**.
2. Click the desired conference subject or click  on the right of page.
3. 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.

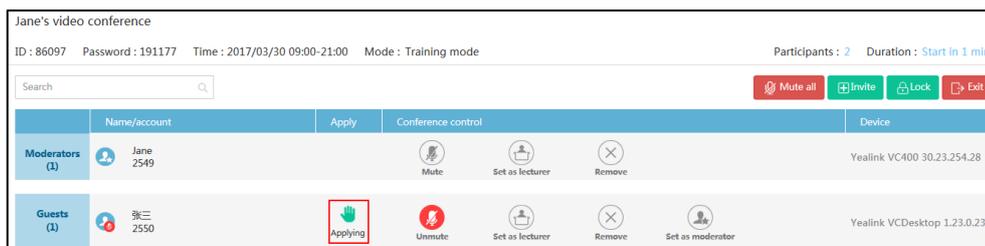


Conference Participants Apply for Speaking

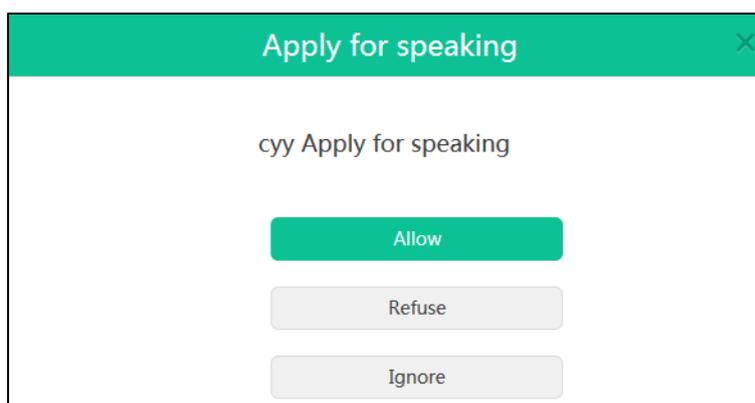
If you are the moderator of video conference in training mode, you can allow, refuse or ignore the application of speaking.

To deal with the application of speaking:

1. Click **Ongoing**.
2. Click the desired conference subject or click  on the right of page.
3. Select the desired application to deal with, and then click  .



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



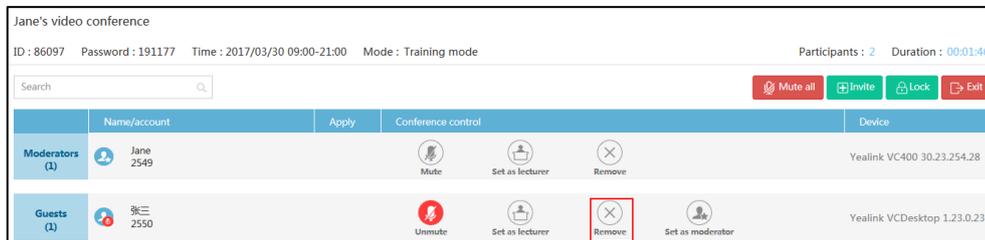
- Click **Allow** to allow the participant to speak.
- Click **Refuse** to refuse the request.
- Click **Ignore** to ignore the request, the applicant will stay muted and keep applying for speak.

Removing Conference Participants

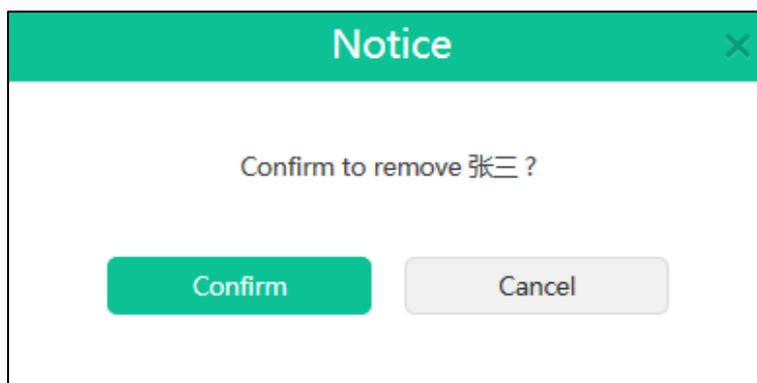
If you are the moderator of video conference or the moderator of meet now conference, you can remove conference participants.

To remove conference participants:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Select the desired participant, click  to remove.



The page prompts "Confirm to remove ××"



4. Click **Confirm** to remove the participant.
You can also click **Cancel** to cancel the operation.

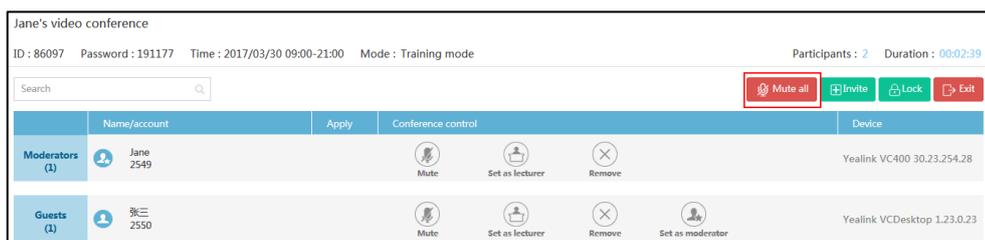
Muting or Unmuting All Conference Participants

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

Conferences participants muted by a moderator cannot unmute themselves.

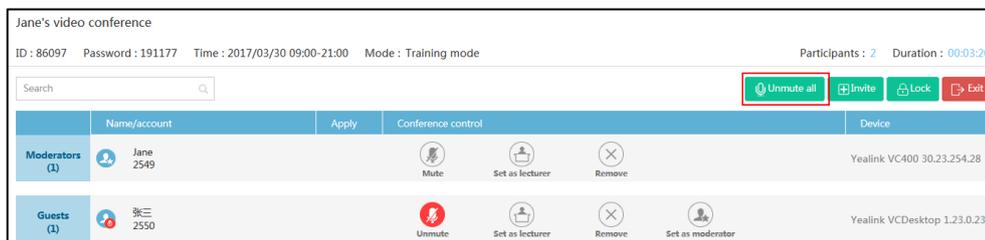
To mute all conference participants:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Click **Mute all** to forbid all participants except for yourself from speaking.



To unmute all conference participants:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Click **Unmute all** to allow all participants except for yourself to speak.



Muting or Unmuting Individual Conference Participants

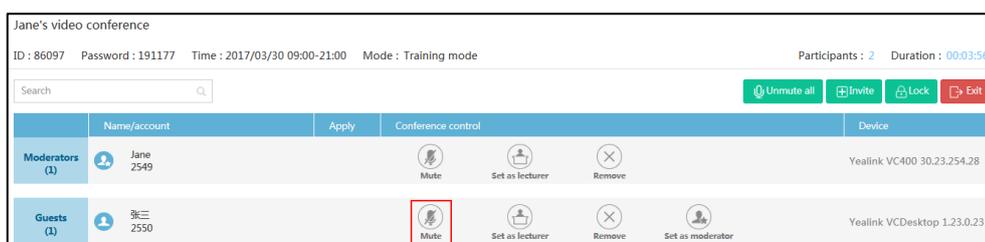
If you are the moderator of video conference or the moderator of meet now conference, you can mute or unmute individual conference participants.

Conferences participants muted by a moderator cannot unmute themselves.

To mute individual conference participants:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Select the desired participant to mute, and then click  to forbid the participant from speaking.

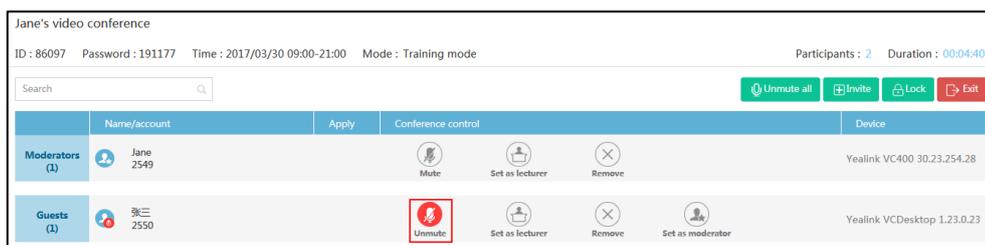
The muted participant can hear other participants, but other participants cannot hear the muted participant.



To unmute individual conference participants:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Select the desired participant to unmute, and then click .

Other participants can hear the participant.

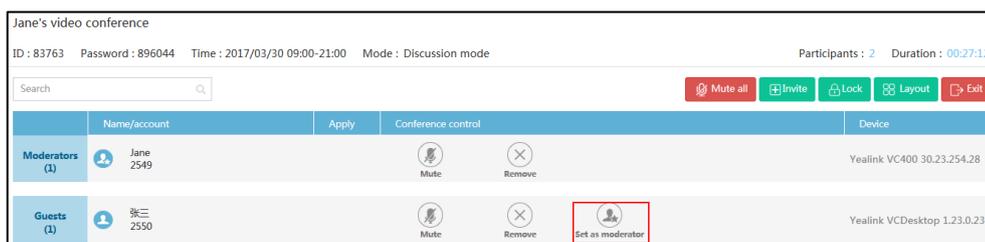


Changing the Moderator or Guest's Role

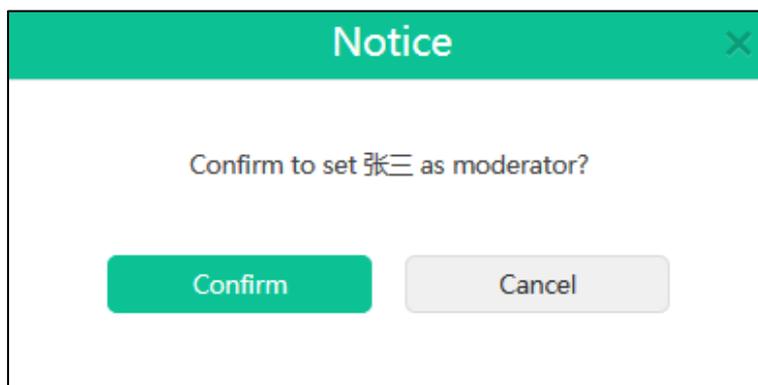
If you are the moderator of video conference or the moderator of meet now conference, you can promote guests to moderators, or demote moderators to guests. But the organizer of video, conference and meet now conference cannot change its role.

To promote guests to moderators:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Select the desired guest to promote to moderator, and then click .



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

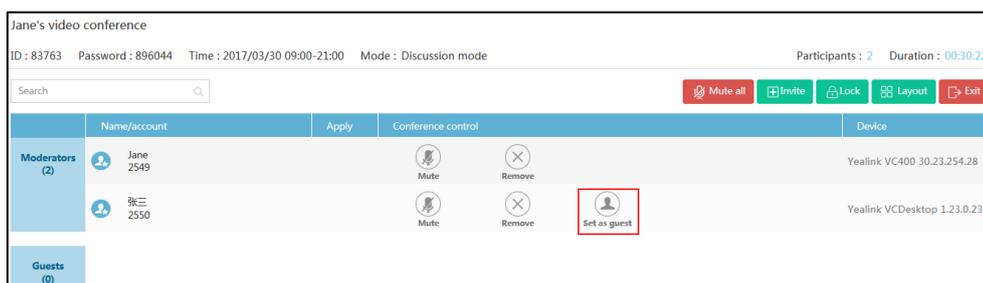


4. Click **Confirm** to promote the guest to moderator.
You can also click **Cancel** to cancel the operation.

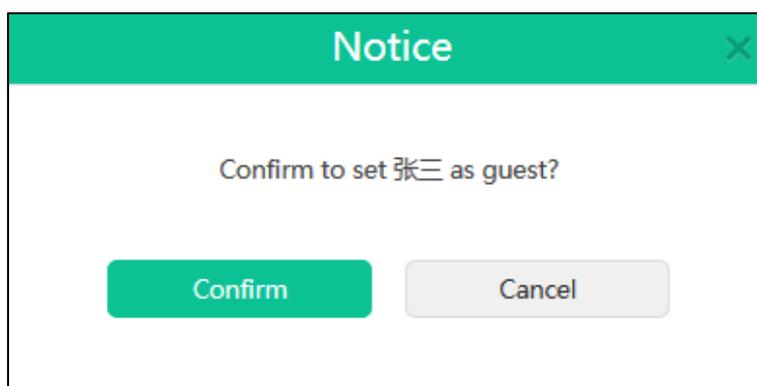
To demote moderators to guests:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.

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



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



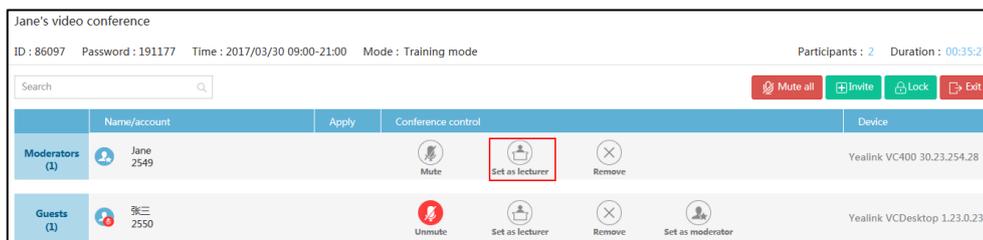
4. Click **Confirm** to demote the moderator to guest.
 You can also click **Cancel** to cancel the operation.

Changing the Lecturer or Moderator/Guest's Role

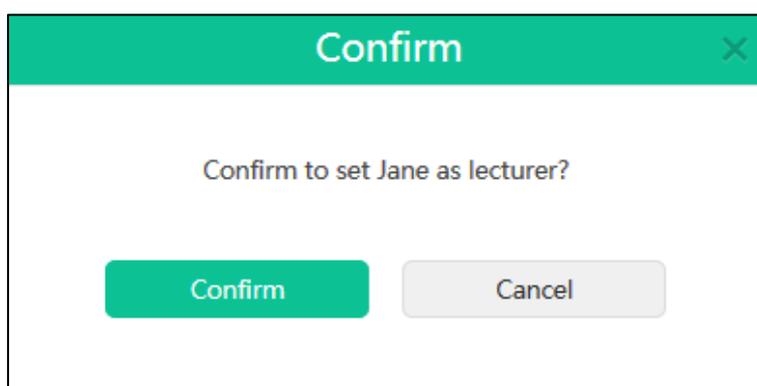
If you are the moderator of video conference in training mode, you can promote moderators/guests to lecturers, or demote lecturers to moderators/guests. Only lecturers can speak, other participants cannot speak.

To promote moderators/guests to lecturers:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Select the desired moderators/guests to promote to lecturers, and then click  .



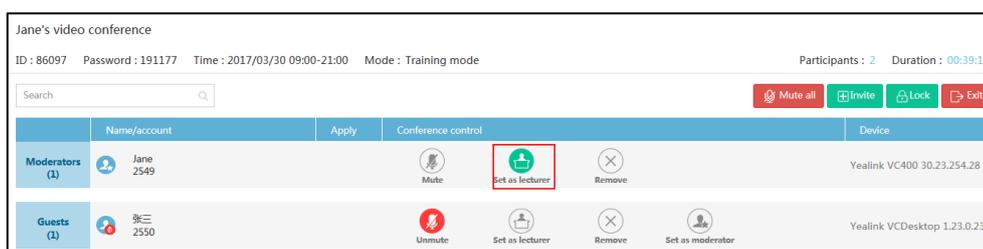
The page prompts “Confirm to set ×× as lecturer”.



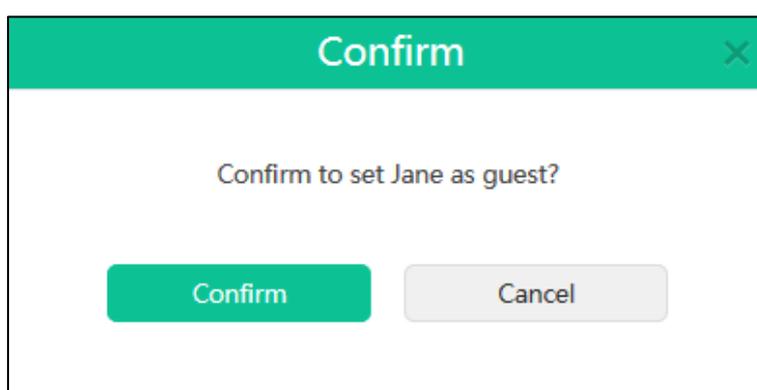
4. Click **Confirm** to promote the moderator/guest to lecturer.
You can also click **Cancel** to cancel the operation.

To demote lecturers to moderators/guests:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Select the desired lecturers to demote to moderators/guests, and then click .



The page prompts “Confirm to set ×× as guest (or moderator)”.



4. Click **Confirm** to demote the lecturer to moderator/guest.
You can also click **Cancel** to cancel the operation.

Locking or Unlocking Conferences

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

can lock the conference to prevent any further participant from joining a conference after it has started.

To lock conferences:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. 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:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Click **Unlock**.

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

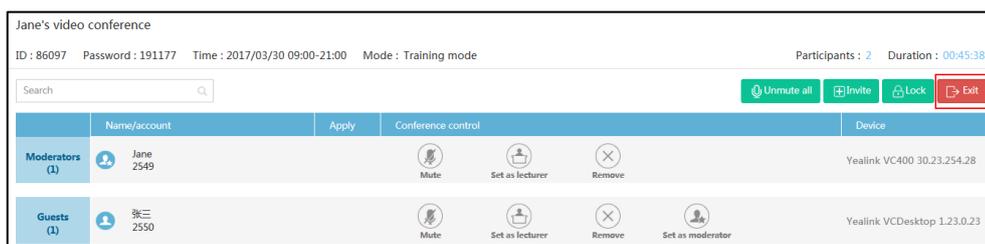
All people can enter the conference.

Leaving Conferences

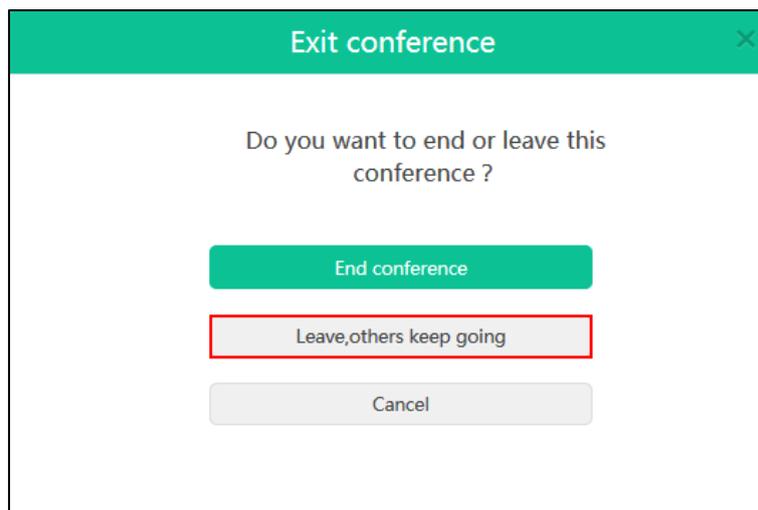
If you are the moderator of video conference or the moderator of meet now conference, you can leave conferences via YMS.

To leave conferences:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page.
3. Click **Exit**.



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



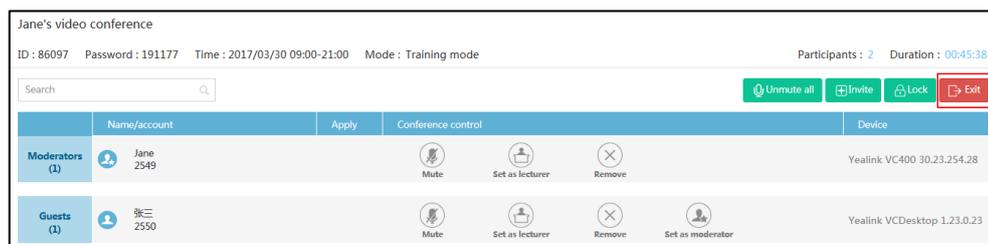
Other participants remain connected.

Ending Conferences

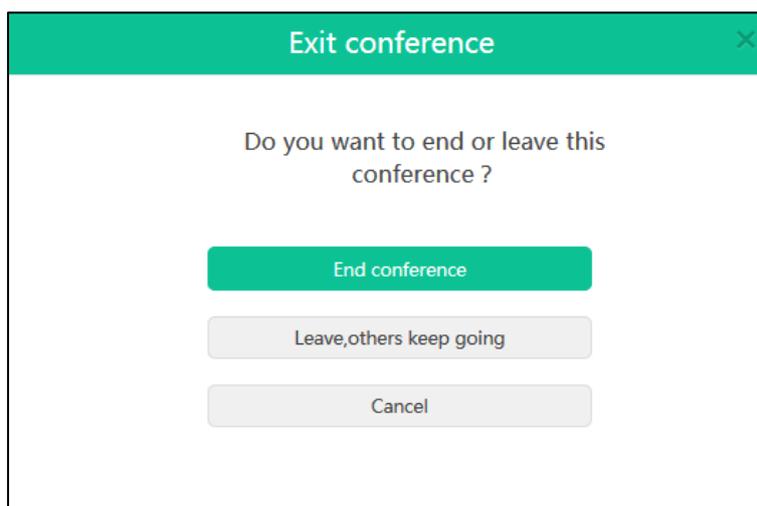
If you are the moderator of video conference or the moderator of meet now conference, you can end conferences via YMS.

To end conferences:

1. Click **Ongoing**.
2. Click the desired conference to subject or click  on the right of page
3. Click **Exit**.



4. Select **End conference**.



All participants leave the conference.

Troubleshooting

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

Troubleshooting Solutions

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

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

General Issues

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

- Check whether the data follow the rules.

The rules are as following:

- 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-04:30) Caracas
(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

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

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

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