

# **Yealink Meeting Server User Guide V20.0.0.5**

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# About This Guide

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

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

## Introduction to Yealink Meeting Server

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Yealink Meeting Server (YMS) is a distributed cloud-based videoconferencing infrastructure tailored for HD videoconferencing 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, the SIP Trunk, the WebRTC server, and the GK & H.460 server together, to better provide users with an enjoyable conferencing experience while cutting costs and improving efficiency. Seamlessly working with multiple devices such as room systems, video phones, mobile apps and PC software, YMS brings people together at any time from any location with the touch of a button.

## Targeted Audience

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This guide is mainly intended for the following audiences.

- Endpoint users
- Distributors

## Basic Concepts

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

**Enterprise directory:** This concept mainly refers to the directory which includes users, room system and third party devices.

**Yealink VC devices:** this concept refers to the endpoints that support YMS, including VC880/VC800/VC500/VC400/VC120/VC110/VC200 video conferencing system, SIP VP-T49G IP phone, SIP-T58V IP phone, VC Desktop and VC Mobile.

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

**MCU:** this concept refers to the multipoint control unit which is an indispensable component in a multipoint conference.

**Carousel:** this concept refers to that when the number of participants is more than the maximum, the system will switch among the video images of the conference participants.

## Browser Requirement

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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

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The icons on YMS is 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 moderator becomes the lecturer
	The guest
	The guest is set as a lecturer
	The participant is sharing contents

## In This Guide

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This guide contains the following chapters:

- Chapter 1 *Basic Operations of the Enterprise User*
- Chapter 2 *Conference Management*
- Chapter 3 *Conference Control*
- Chapter 4 *Troubleshooting*
- Chapter 5 *Appendix-Time Zones*

## Summary of Changes

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- *Changes for Release 20, Guide Version 20.0.0.5*

### Changes for Release 20, Guide Version 20.0.0.5

The following sections are new for this version:

- *Sending the Conference Agenda*
- *Calling a Participant from the Call History*
- *Moving a Participant into the Waiting Center*
- *Allowing/Refusing a Participant to Join the Conference*

Major updates have occurred to the following sections:

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

## Basic Operations of the Enterprise User

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This chapter provides basic operations for the enterprise user to use YMS.

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

### Logging into YMS

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You can use a browser or Microsoft Outlook plugin to log into YMS. You can get the account information from the administrator.

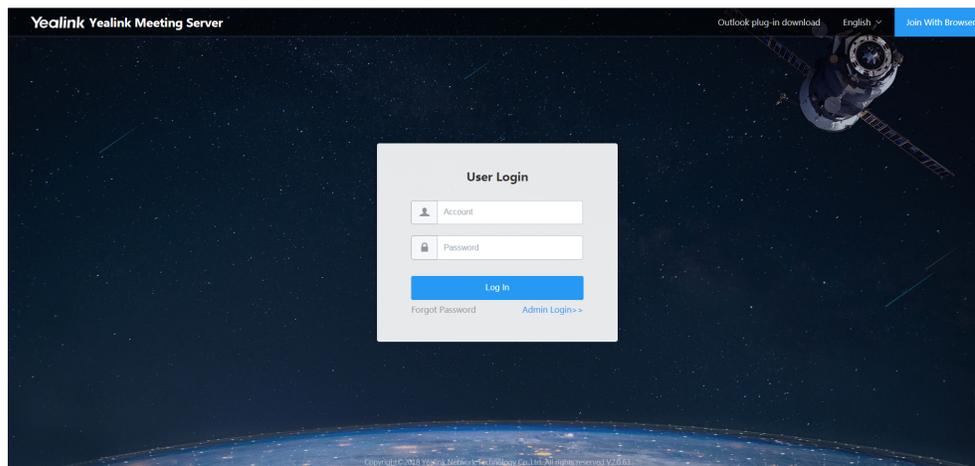
- *Logging into YMS via Browser*
- *Logging into YMS via Microsoft Outlook*

## Logging into YMS via Browser

You can use an AD account or a YMS account to log into YMS. You can get the account information from the administrator.

### 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 from a web browser, click **Join With Browser** in the top-right corner. For more information, refer to [Yealink Web App User Guide](#)

## Logging into YMS via Microsoft Outlook

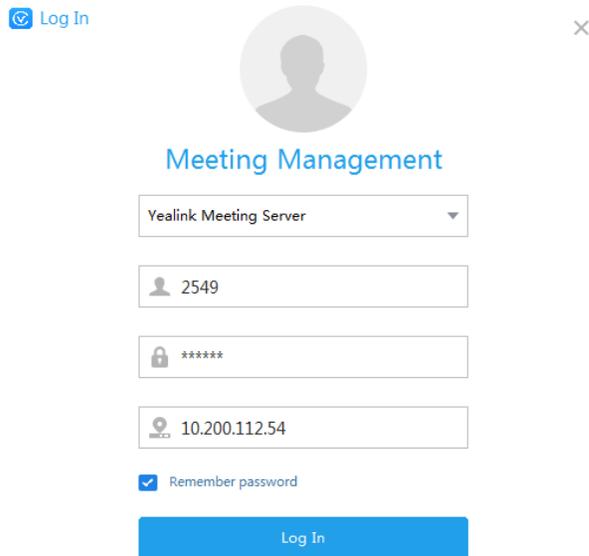
You can use YMS accounts to log into YMS via Microsoft Outlook. You can get the account information from the administrator.

### Before you begin

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

### Procedure

1. Open Microsoft Outlook software.
2. Click **Home > Meeting Management > Log In**.
3. Select **Yealink Meeting Server** from the drop-down menu.



Log In

Meeting Management

Yealink Meeting Server

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10.200.112.54

Remember password

Log In

4. Enter the account number, the password, and the server address in the corresponding field.
5. Select **Remember password** checkbox and you do not need to enter the password when using the same account next time .
6. Click **Log In**.

## Updating Microsoft Outlook Plugin

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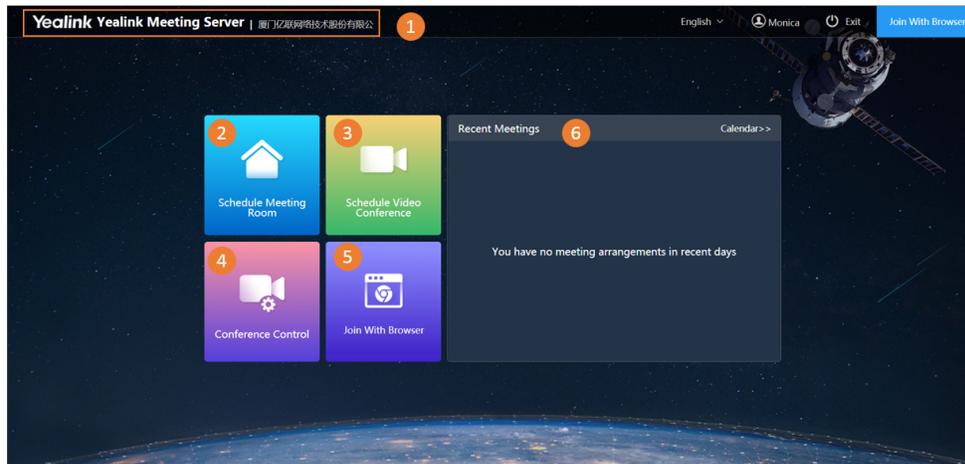
When there is a new plugin version and you log into YMS by remembering password, the page will pop up the update notification when you open Microsoft Outlook software. You can ignore the notification, and it will not pop up again. You can also manually update the plugin later.

### Procedure

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

## Introduction of the Home Page

After you log into Yealink Cloud User Management Platform, you will go to the Home page. 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	Join the conference by browser. For more information about Joining With Browser, refer to <a href="#">Yealink Web App User Guide</a> .
6	Display 3 current conferences. Click <b>Calendar</b> to go to Calendar page.

## Managing the Account Information

You can view the account information, edit the login password and so on.

- [Editing the Login Password](#)
- [Editing Registered Email Address](#)

### Editing the Login Password

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

#### Procedure

1. Click the account name on the top-right corner to enter the Account Setting page.
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 one associated with the YMS account.

## Editing Registered Email Address

If your email is changed, you can edit it which is used to receive information such as resetting password, conference invitation and so on.

### Procedure

1. Click the account name on the top-right corner to enter the Account Setting page.
2. In the **Mailbox** field, click **Change**.
3. Enter the new email address.
4. Click **OK**.

## Logging out of YMS

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

### Procedure

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

## Conference Management

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

## Scheduled Conference, Meet Now Conference and Permanent Virtual Meeting Room

The conference includes the scheduled conference, Meet Now conference and permanent VMR.

**Table 4:**

<b>Difference</b>	<b>Scheduled Conference</b>		<b>Meet Now Conference</b>	<b>Permanent VMR</b>
<b>Definition</b>	They are scheduled in advance.		They are initiated by devices and without any reservation.	They are created by the enterprise administrator via YMS. Devices can join the permanent 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 room contain the general meeting room and the video meeting room. 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 permanent VMRs to participate in video conferences.		
<b>Whether the conference has Conference ID</b>	<b>General Conferences</b>	No	Yes	Yes  It is configured by the enterprise administrator.
	<b>Video Conferences</b>	Yes	After the conference ends, the conference ID will release.	
<b>Whether the conference has Conference Password</b>	<b>General Conferences</b>	No	No	Yes  It is configured by the enterprise administrator.
	<b>Video Conferences</b>	Yes		

## Discussion Mode and Training Mode

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

**Table 5:**

Difference	Discussion Mode		Training Mode	
Participant Role	Moderator	The conference organizer is the moderator by default. The conference organizer can also set conference participants as moderators.	Moderator	The conference organizer is the moderator by default. The conference organizer can also set conference participants as moderators.  If the broadcasting interactive feature is enabled, the moderators are the interactive parties by default.
	Guest	Other conference participants except moderators.	Lecturer	In scheduled conferences, the moderators can specify participants as lecturers.
			Guest	Other conference participants except moderators.  If the broadcasting interactive feature is enabled, the guests are the broadcasting parties by default.
Feature Privilege	The moderators can do the following thing during the conference: <i>Configuring the Layout of the Discussion Mode Conference or Meet Now Conference</i>		During the conference, the moderators can do the following things: <i>Configuring the Layout of the Training Mode Conference</i> , <i>Allowing/Rejecting the Participant to Speak</i> , <i>Making the Roll Call</i> , <i>Exporting the Roll Call Result</i> , and <i>Switching the Roles Between the Lecturer and the Moderator/Guest</i> .	
	During the conference, the moderators can do the following things: <i>Editing the Conference</i> , <i>Cancelling the Conference</i> , <i>Sending the Message</i> , <i>Calling a Participant</i> , <i>Calling a Participant 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 a Participant</i> , <i>Removing a Participant</i> , <i>Moving a Participant into the Waiting Center</i> , <i>Allowing/Refusing a Participant to Join the Conference</i> , <i>Muting/Unmuting a Participant</i> , <i>Turning on/off the Video</i> , <i>Blocking/Unblocking the Audio</i> , <i>Enabling the RTMP Live and the Operations During the Live Broadcast</i> , <i>Switching the Roles Between the Moderator and the Guest</i> , <i>Controlling the Remote Camera</i> , <i>Locking/Unlocking the Conference</i> , <i>Recording the Conference</i> , and <i>Leaving/Ending a Conference</i> .			
	Other participants can only view the conference details.			

<b>Difference</b>	<b>Discussion Mode</b>	<b>Training Mode</b>
<b>Layout</b>	The moderators and guests can view all participants. The default layout is configured by the enterprise administrator.	<ul style="list-style-type: none"> <li>The moderators can view all participants by default. The default layout is configured by the enterprise administrator.</li> </ul> <p>If the broadcasting interactive feature is enabled, the moderators can view all interactive parties by default.</p> <ul style="list-style-type: none"> <li>For guest, all lecturers are given equal prominence in the layout by default. If there is no lecturer, all guests can view the reminder of waiting for the lecturer.</li> </ul> <p>If broadcasting interactive feature is enabled, the broadcasting parties will see that all lecturers are displayed in equal video images by default. If the moderators do not specify a lecturer, all broadcasting parties can view the reminder of waiting for the lecturer.</p>
<b>Speaking</b>	Free speaking.	All guests and moderators are muted by default. The moderators can speak after cancelling the muted status. The 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. The 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:**

<b>Difference</b>	<b>The interactive party</b>	<b>The broadcasting party</b>
<b>Definition</b>	The participant who sends the audio or the video in the conference.	The participant who only receives the audio or the video in the conference.
<b>Mode</b>	<ul style="list-style-type: none"> <li>The moderator</li> <li>The guest who is unmuted.</li> <li>The guest whose application for speaking is allowed.</li> <li>The guest who turns on the video.</li> <li>The lecturer</li> </ul>	The guest who is muted, whose camera is off, who is not set as a lecturer, and who is not displayed in the layout in the training mode conference. All the above conditions must be met at the same time.

Difference	The interactive party	The broadcasting party
	The guest who is displayed in the layout in the training mode conference.	

## Scheduling Meeting Rooms

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



**Note:** The enterprise administrator can disable the function of schedule entity meeting rooms.

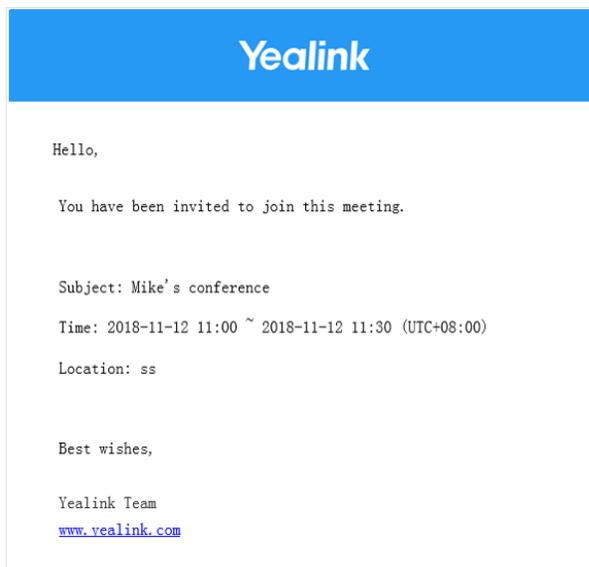
- [Scheduling a Meeting Room via Browser](#)
- [Scheduling a Meeting Room via Microsoft Outlook](#)
- [Configure the Meeting Room Parameter](#)

### Scheduling a Meeting Room 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

[Configure the Meeting Room Parameter](#)

### Scheduling a Meeting Room via Microsoft Outlook

#### Procedure

1. Click **Home > Meeting Management > Scheduling Meeting Room**.
2. Configure the meeting room parameters.

- 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 the Meeting Room Parameter](#)

## Configure the Meeting Room Parameter

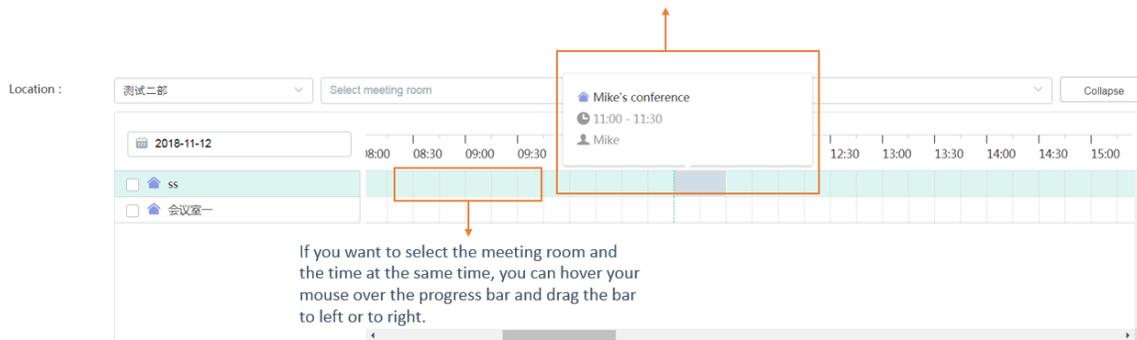
**Before you begin**

Go to the Schedule Meeting Room page.

**Procedure**

- Enter the conference subject in the **Subject** field.
- 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.



- Configure the parameters of conference details.

**Table 7:**

Parameter	Description	
Conference time	<b>Start time, end time</b>	The start time of the scheduled conference should be 5 minutes earlier than the current time.
	<b>Recurrence</b>	The recurrence pattern and the recurrence period. <b>Default:</b> a single conference.
	<b>Time zone</b>	Select the time zone. For more information about time zones, refer to Appendix-Time Zones.
<b>Participants</b>	Add the internal or external participants.	

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

**Related tasks**

[Scheduling a Meeting Room via Browser](#)

## *Scheduling a Meeting Room via Microsoft Outlook*

### Scheduling a Video Conference

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You can schedule an entity meeting room to initiate a video conference. If you do not select the entity meeting room, devices can call into the permanent VMR to participate in the video conference.



**Note:** The enterprise administrator can disable the function of schedule entity meeting rooms.

- *Scheduling a Video Conference via Browser*
- *Scheduling a Video Conference via Microsoft Outlook*
- *Configure the Video Conference Parameter*

### Scheduling a Video Conference via Browser

#### Procedure

1. Click **Schedule Video Conference**.
2. Configure the video conference 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:

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](tel:200232**951967@10.82.24.202.xip.io)

Best wishes,

#### Related tasks

*Configure the Video Conference Parameter*

## 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 the Video Conference Parameter](#)

## Configure the Video Conference Parameter

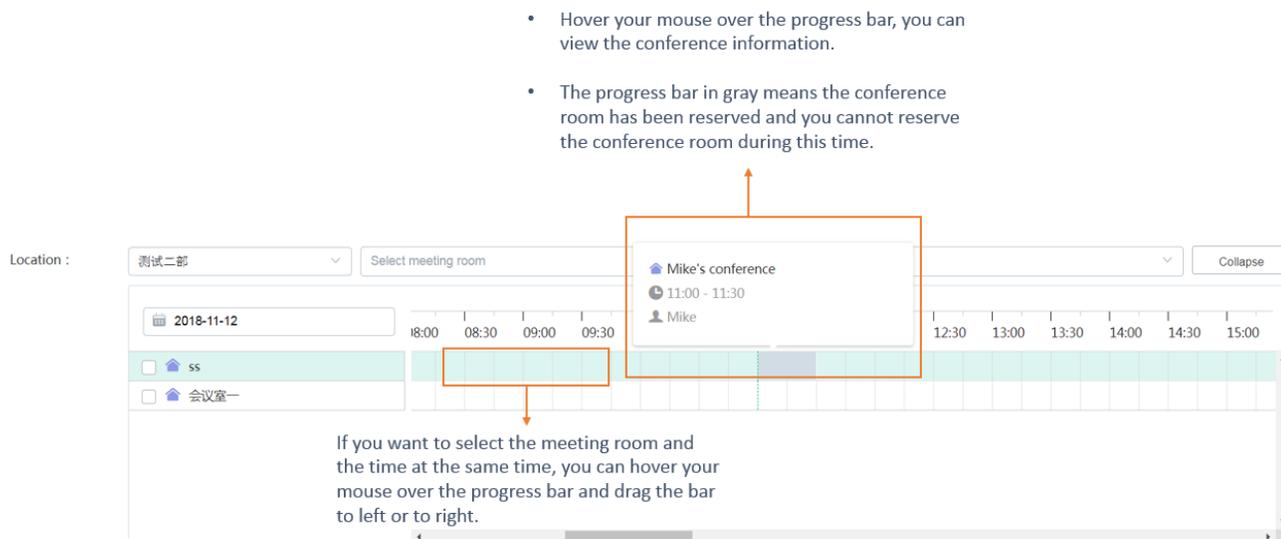
### Before you begin

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.



If you want to select the meeting room and the time at the same time, you can hover your mouse over the progress bar and drag the bar to left or to right.

4. Configure the parameters of conference details.

**Table 8:**

Parameter	Description	
Conference time	<b>Start time, end time</b>	The start time of the scheduled conference should be 5 minutes earlier than the current time.
	<b>Recurrence</b>	The recurrence pattern and the recurrence period. <b>Default:</b> a single conference.

Parameter	Description	
	<b>Time zone</b>	Select the time zone. For more information about time zones, refer to Appendix-Time Zones.
<b>Participants</b>	Add the internal or external participants.	

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 



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

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> it means that when the participants share contents, the Live page will be displayed in 1plus4 layout with the contents displayed in a large screen and all participants displayed in a small screen, and the video images of all participants take part in carousel in small screen. <p>When there are no contents, the Live page is the same with the one of <b>Receive video only</b>.</p></li> <li>• <b>Receive video only:</b> for in discussion mode conference, all participants are displayed 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 the Layout of the Discussion Mode Conference or Meet Now Conference</a> .</li> <li>• <b>Receive content only:</b> the system only displays the content in the Live page.</li> </ul> <p><b>Note:</b> receiving video and content is by default</p>
	<b>Event details</b>	It refers to the text content displayed on the Live page of the conference.
<b>Broadcasting interactive</b>	<p>Only the training mode conference can support the broadcasting interactive.</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:** The settings of the Auto dialing, the RTMP live and the 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 and the Operations During the Live Broadcast](#)

## Going to the Conference Detail Page

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

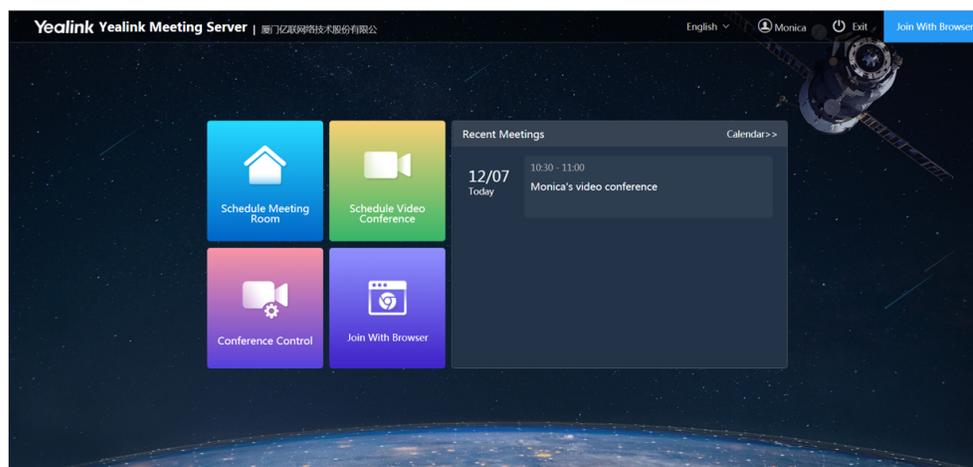
- [Going the Conference Detail Page via browser](#)
- [Going the Conference Detail Page via Microsoft Outlook](#)

## 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 the Conference Detail Page via Microsoft Outlook

You can view all conferences from the Calendar 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

if the information of the ongoing conference is changed or incorrect, you can edit it.

### Before you begin

Go to the Conference Detail page.

### Procedure

1. Click **Edit Conference**.
  - If the conference is a single conference, edit the desired parameters.
  - If the conference is a recurrence conference, click **Edit occurrence/Edit series** in 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 **OK**.

### Related tasks

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

*[Going 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 Detail page.

### Procedure

1. Click **End Conference**.
2. If you delete the recurrence conference, click **Delete occurrence/Delete series**.

## Delete occurrence/series



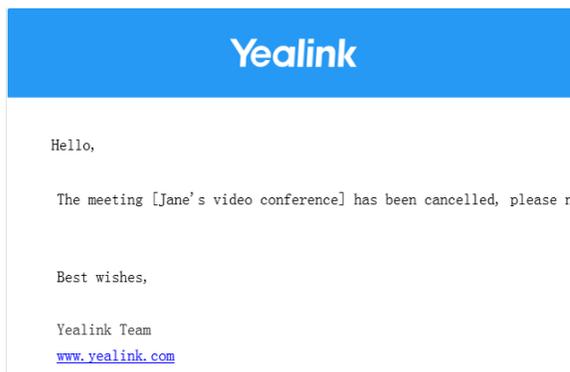
Which type do you want to delete, occurrence or series?

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 the Conference Detail Page via Microsoft Outlook](#)

## Conference Control

---

You can control the permanent VMRs, ongoing scheduled conferences, and meet now conference to keep the conference order and realize the desired conference effect.

- [Going to the Conference Control Page](#)
- [Configuring the Layout of the Discussion Mode Conference or Meet Now Conference](#)
- [Configuring the Layout of the Training Mode Conference](#)
- [Sending the Message](#)
- [Calling a Participant](#)
- [Calling a Participant from the Call History](#)
- [Inviting a Contact](#)
- [Inviting a Third-Party Participant](#)
- [Inviting a Participant by Email](#)
- [Sharing the Conference Information](#)
- [Searching for a Participant](#)
- [Allowing/Rejecting a Participant to Speak](#)
- [Removing a Participant](#)
- [Moving a Participant into the Waiting Center](#)
- [Allowing/Refusing a Participant to Join the Conference](#)
- [Muting/Unmuting a Participant](#)
- [Turning on/off the Video](#)
- [Blocking/Unblocking the Audio](#)
- [Enabling the RTMP Live and the Operations During the Live Broadcast](#)
- [Switching the Roles Between the Moderator and the Guest](#)
- [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 Result](#)
- [Recording the Conference](#)
- [Pausing/Stopping the Recording](#)
- [Viewing the Conference Video](#)
- [Leaving/Ending a Conference](#)

## Going to the Conference Control Page

---

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

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

## Going the Conference Control Page via Browser

### About this task

You can control the ongoing conference, the scheduled conference that can join in advance, and the permanent VMRs. The prerequisite of the controlling the permanent VMR is that the administrator sets you as the moderator of the permanent VMR.

### Procedure

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

## Going the Conference Control Page via Microsoft Outlook

### About this task

You can control the ongoing conference and the scheduled conference that can join in advance.

### 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 Conference or Meet Now Conference

If you are the moderator of the discussion mode conference or the Meet Now conference, you can change the video layout.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Configure the layout parameter on the right side.

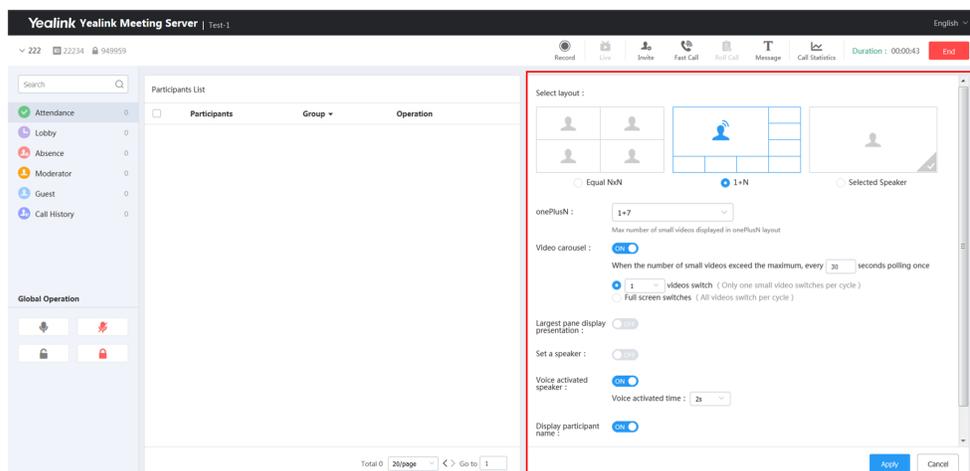


Table 10:

Parameter	Description	
<b>Select layout</b>	<b>Selected speaker</b>	The selected speaker is displayed in a full screen.
	<b>Equal N×N</b>	Participants are displayed in equal images. The maximum number of video images in the Equal N×N. <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> <b>Note:</b> the number of video images is set by the administrator.
	<b>1+N</b>	The first participant joining the conference is displayed in the largest pane. Other participants will be displayed in a strip around the first participant. The maximum video images in 1+N. <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> <b>Note:</b> the number of video images is set by the administrator.
<b>Video carousel</b>	In <b>1+N</b> and <b>Equal N×N</b> mode, if the number of the current participants exceeds the maximum video images, the system will switch among the video images of participants according to the interval and the video images per cycle. <b>Default:</b> enable.	
<b>Largest pane display presentation</b>	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. <b>Default:</b> disable.	

Parameter	Description
<b>Set a speaker</b>	In <b>1+N</b> mode, you can enable it to display the speaker in the large pane.  Note: 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.
<b>Activated speaker</b>	In <b>1+N</b> and <b>2+N</b> mode, you can use this feature, and the system will automatically recognize the speaking participant with yellow frame around his video image. When a participant continues speaking for a specified time, he will be displayed in the largest pane, while other participants will be displayed in a strip around the speaking participant.  <b>Default:</b> enable. <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> enable.
<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> enable.
<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 the Conference Control Page via Microsoft Outlook](#)

## Configuring the Layout of the Training Mode Conference

---

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

### Setting the Global Parameter

You can configure the time of video carousel and the voice-activated time, display the participant name or not.

#### Before you begin

Go to the Conference Control page.

#### Procedure

1. Click  on the right side.

ate      Template      

- When the number of videos exceed the maximum, every  seconds polling once
- Voice activated time :
- Display participant name :  ON
- Display participant status :  ON

2. Configure the parameters.

**Table 11:**

Parameter	Description
<b>Video carousel</b>	In the <b>Equal N×N</b> mode, <b>1+N</b> mode and <b>2+N</b> mode, if the video carousel is enabled in the current conference or in the enabled layout, when the number of participants exceeds the maximum limit, the system will switch among the video images of participants according to the duration.
<b>Voice-activated time</b>	In the <b>1+N</b> and <b>2+N</b> mode, if the voice-activated time is enabled in the current conference or in the enabled broadcasting layout, you can use the voice-activated feature so that the system will automatically identify the speaking participant. When the participant continues speaking for a specific time, he will be given prominence with the largest pane, other participants will be displayed in a strip around the participant.
<b>Display site name</b>	If the enterprise administrator enables the Display participant name feature, you can choose to display the participant name or not. <b>Default:</b> enable.
<b>Displaying the Participant Status</b>	Only if the enterprise administrator enables this feature can you enable this feature, after you enable it, the icons of the participant status, such as muting, blocking, applying for speaking are displayed in the video image . <b>Default:</b> enable.

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

#### Related tasks

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

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

## Configuring the Layout Template

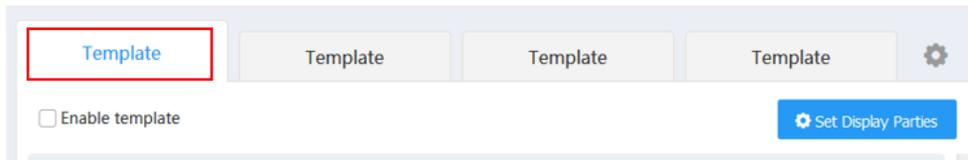
If you are the moderator in the training mode conference, you can preconfigure the layout template which will be saved, and you can use it at any time if you need.

### 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 displayed in this position.



**Note:** If the participant you select do not attend the conference, other participants will see the reminder of waiting for the participant.

If you do not select participant to be displayed in a position, other participants will see black screen in this position.

If the participants are selected to be displayed in all large video images, the voice-activated feature is disabled automatically.

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

**Table 12:**

Parameter	Description
Mode	<p><b>Equal N×N</b></p> <p>The maximum number of video images in the Equal N×N.</p> <ul style="list-style-type: none"> <li>• 2*2</li> <li>• 3*3</li> <li>• 4*4</li> <li>• 5*5</li> <li>• 6*6</li> <li>• 7*7</li> </ul> <p><b>Note:</b> the number of video images is set by the administrator.</p>

Parameter	Description	
	<b>1+N</b> <b>The default mode</b>	The maximum video images in 1+N. <ul style="list-style-type: none"> <li>• 1+0</li> <li>• 1+4</li> <li>• 1+7</li> <li>• 1+9</li> <li>• 1+12</li> <li>• 1+16</li> <li>• 1+20</li> </ul> <b>Note:</b> the number of video images is set by the administrator.
	<b>2+N</b>	The maximum number of videos is 2+8, and it is not configurable.
<b>Video carousel</b>	If the number of participants exceeds the maximum video images, the system will switch among the video images of participants according to the selected number of the video images. <b>Default:</b> enable.	
<b>Activated speaker</b>	In 1+N and 2+N mode, you can use the voice-activated feature to automatically recognize the speaking participant and identify the participant video image with yellow frame. When a participant continues speaking for a specified time (refer to <a href="#">Setting the Global Parameter</a> ), he will be displayed in the largest pane, while other participants will be displayed in a strip around the speaking participant. <b>Default:</b> enable.	

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

#### Related tasks

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

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

## Enabling the Layout Template

In training mode conference, you 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 the Layout Template](#) is done.

#### Procedure

1. Select a template.
2. Select the **Enable template** checkbox, and the template takes effect to the selected parties.  
If you change the edited template, click **Apply** to apply the changes to the selected participants.

#### Related tasks

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

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

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

## Sending the Message

---

The moderators can inform the participants about the conference information or the process 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 the Conference Control Page via Microsoft Outlook](#)

## Sending the Conference Banner

In order to convey the conference subject, you can send the conference banner.

### 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 subtitle can be used 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

You can inform the participants about the current conference process by sending the conference agenda.

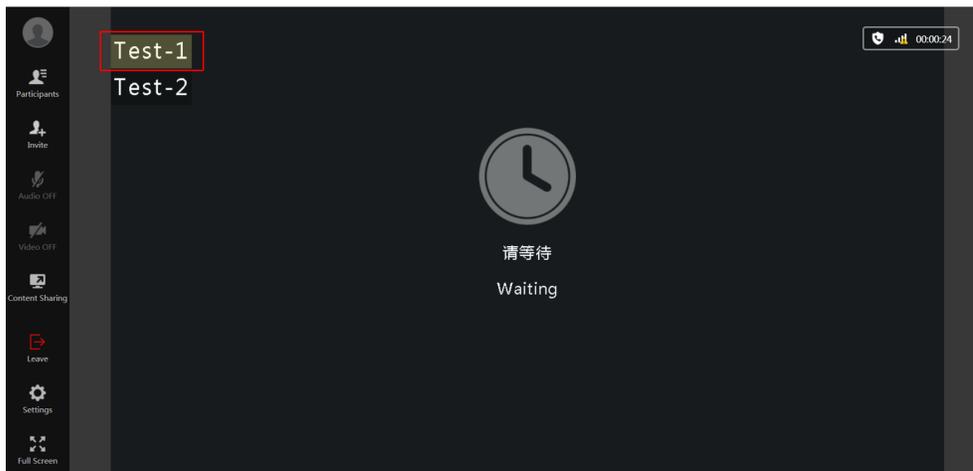
### Before you begin

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 **Display Agenda**, the participants can see the process on their screens.
5. Optional: If you want to highlight the current 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 you are a moderator in a scheduled conference or in a permanent YMR, and you want to invite a participant to join in advance, you can call the participant.

### Before you begin

Go to the Conference Control page.

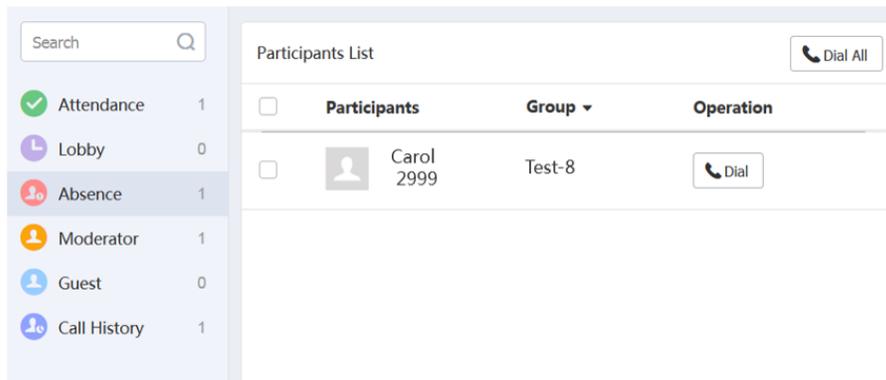
### About this task

The enterprise administrator can add favorites for permanent 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** at the left side, select the desired participant, and click **Dial**.



### Related tasks

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

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

## Calling a Participant from the Call History

---

### Before you begin

Go to the Conference Control page.

### Procedure

1. Click **Call History** on the left side.
2. Select the desired participant, and click **Redial**.

### Related tasks

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

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

## Inviting a Contact

---

You can place a call to the desired contact in the enterprise directory to join the conference 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 the Conference Control Page via Microsoft Outlook](#)

## Inviting a Third-Party Participant

---

You can use the H.323 or SIP protocol to invite conference participants or other MCUs, you can also stream the conference to public live streaming service by RTMP protocol, so that users can view live broadcast of the conference.

### 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**.

**Invite Participants**

---

Invite Contacts   **Invite Others**   Email Invitation

---

Call H.323/SIP device, SfB(Lync) client or RTMP addresses

Protocol :

Number :

- H.323
- SIP
- RTMP
- SfB(Lync)

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 corresponding address.
  - If you select **RTMP**, and enter the RTMP address to stream the conference to the public live streaming service.

Select the **Dual Stream** checkbox to stream the contents shared by a participant.

4. Click **Call**.

If you want to stream the video and the content to the public live streaming service separately, we only support Chinese live streaming service.

### Related tasks

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

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

## Inviting a Participant by Email

---

You can use the system mailbox to invite a participant.

### 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 system mailbox need be configured by the enterprise administrator in advance.

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

### Related tasks

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

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

## Sharing the Conference Information

---

You can invite conference participants by sharing conference information.

### About this task

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 the Conference Control Page via Microsoft Outlook](#)

## Searching for a Participant

---

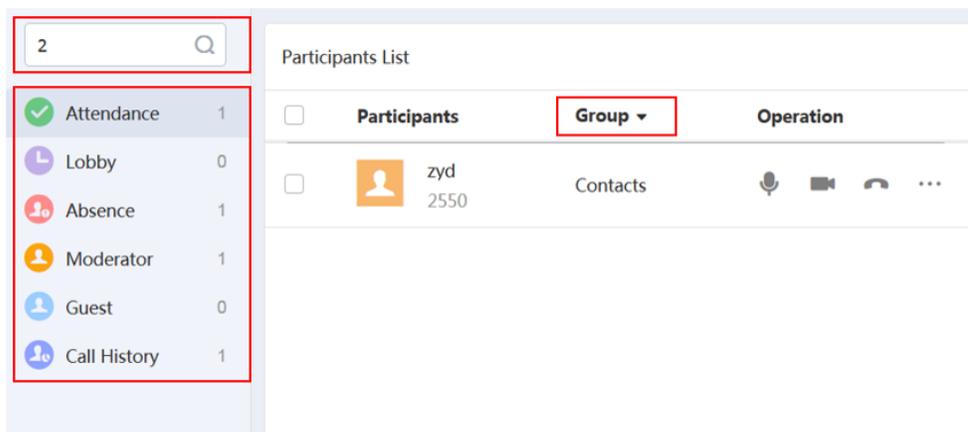
The moderators can search for all participants.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Enter a few or all characters of the name or account of the participant in the Search box.
2. Below the Search box, select the participant type and the search result displays in the Participants List.
3. Select the desired group from the drop-down menu of **Group**, and the participants of this group displays in the Participant List.



### Related tasks

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

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

[Calling a Participant](#)

[Calling a Participant from the Call History](#)

[Allowing/Rejecting a Participant to Speak](#)

[Moving a Participant into the Waiting Center](#)

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

[Muting/Unmuting a Participant](#)

[Turning on/off the Video](#)

[Blocking/Unblocking the Audio](#)

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

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

[Controlling the Remote Camera](#)

[Removing a Participant](#)

## Allowing/Rejecting a Participant to Speak

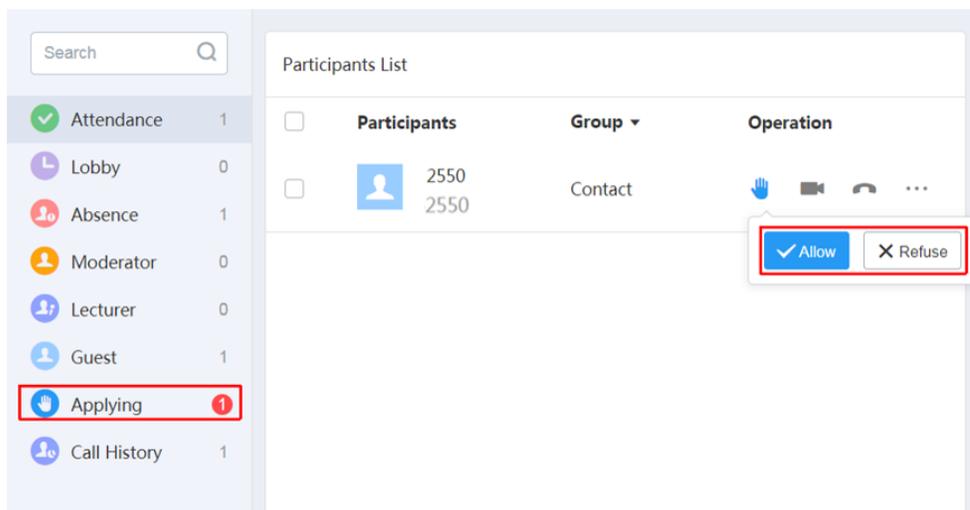
In order to keep the conference order, moderators can allow and reject the participant application for speaking in the training mode conference.

### Before you begin

Go to the Conference Control page.

### Procedure

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



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

### Related tasks

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

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

## Removing a Participant

---

The moderators can remove participants.

### Before you begin

Go to the Conference Control page.

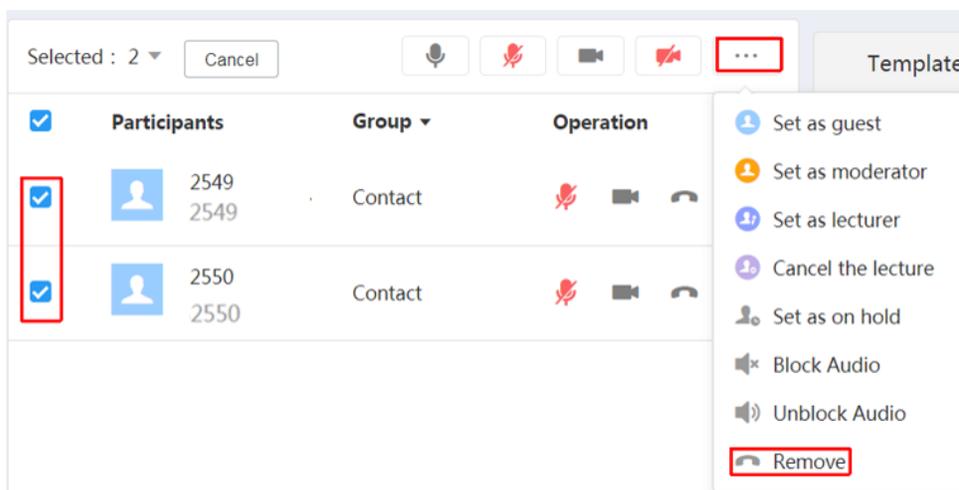
### Procedure

Do one of the following:

- On the right side of the desired participant, click .
- If you want to hang up several participants, do the following:

In the Participant List field, select multiple participants.

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



### Related tasks

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

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

## Moving a Participant into the Waiting Center

---

In order to keep the conference order, the moderator can move the present participant into the waiting center.

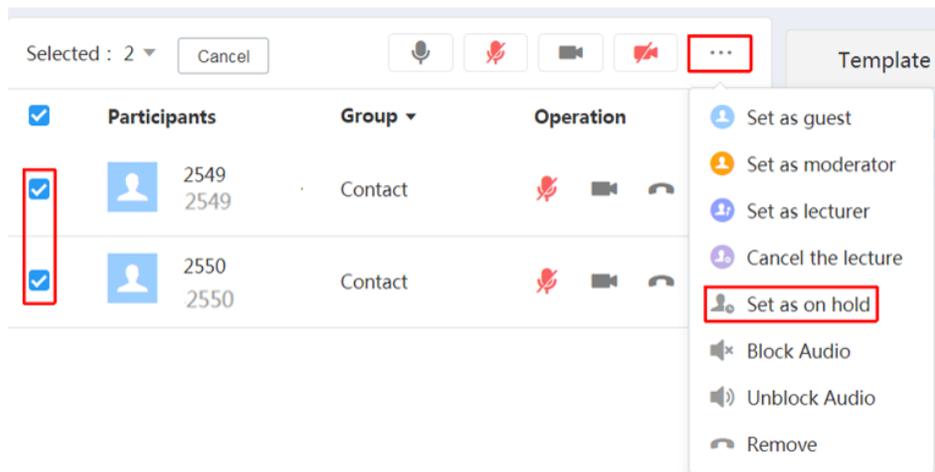
### Before you begin

Go to the Conference Control page.

### Procedure

Do one of the following:

- If you want to move a participant into the waiting center, click on the right side of the desired participant. Select **Set as on hold** from the drop-down menu.
- If you want to move several participants into the waiting center:  
In the Participant List field, select the desired participants.  
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 the Conference Control Page via Microsoft Outlook](#)

## Allowing/Refusing a Participant to Join the Conference

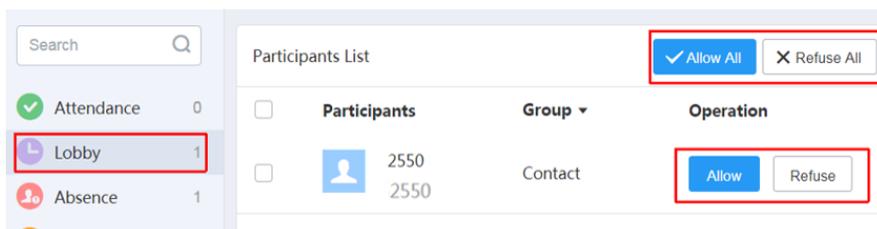
For the participant in the waiting center, the moderator can allow or refuse him to join the conference.

### 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 the Conference Control Page via Microsoft Outlook](#)

## Muting/Unmuting a Participant

To control whether or not other participants can hear a participant voice, the moderators can mute or unmute the participant.

### Before you begin

Go to the Conference Control page.

**Procedure**

Do one of the following:

- If you want to mute/unmute a 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 the Conference Control Page via Microsoft Outlook](#)

## Turning on/off the Video

---

To control whether or not other participants can see a participant video, the moderators can turn on or turn off the participant video.

**Before you begin**

Go to the Conference Control page.

**Procedure**

On the right side of the desired participant, click  / .

**Related tasks**

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

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

## Blocking/Unblocking the Audio

---

In order to control whether or not the participant can hear the conference voice, the moderator can block/unblock the participant audio.

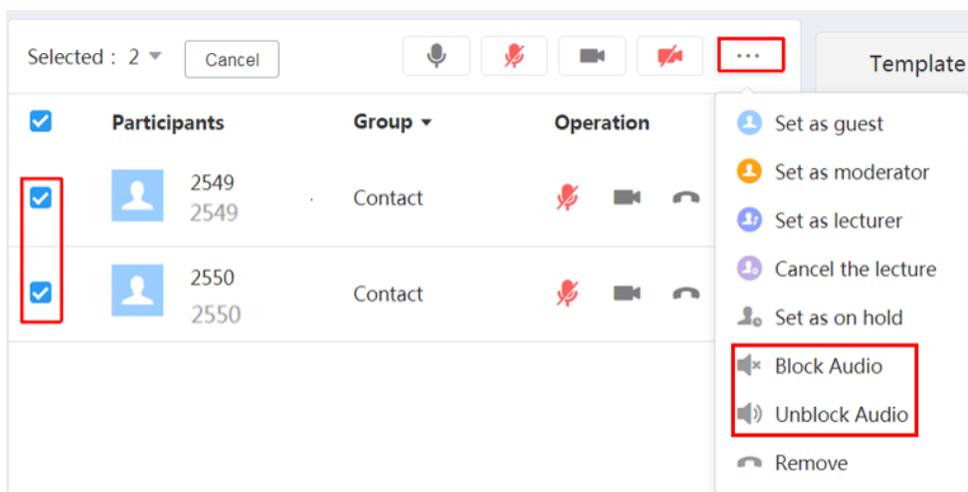
**Before you begin**

Go to the Conference Control page.

**Procedure**

Do one of the following:

- If you want to block/unblock the audio of a participant, you can click  on the right side of the desired participant, and select **Block Audio/Unblock Audio** from the drop-down menu.
- If you want to block/unblock the audio of several participants, select several participants, and click  at the top, and select **Block Audio/Unblock Audio** from the drop-down menu.



### Related tasks

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

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

## Enabling the RTMP Live and the Operations During the Live Broadcast

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

### Before you begin

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

### Procedure

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

**Table 13:**

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> it means that when the participants share contents, the Live page will be displayed in 1plus4 layout with the contents displayed in a large screen and all participants displayed in a small screen, and the video images of all participants take part in polling in small screen.</li> </ul> <p>When there are no contents, the Live page is the same with the one of <b>Receive video only</b>.</p> <ul style="list-style-type: none"> <li>• <b>Receive video only:</b> for in discussion mode conference, all participants are displayed 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 the Layout of the Discussion Mode Conference or Meet Now Conference</a> .</li> </ul> <p>For training mode conference, 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 the 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>Note:</b> receiving video and content is by default</p>
<b>Event details</b>	It refers to the text content 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&enterId=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 a 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 the Conference Control Page via Microsoft Outlook](#)

[Configure the Video Conference Parameter](#)

## Switching the Roles Between the Moderator and the Guest

---

The moderator can set a guest as a moderator. And the moderator can have more rights on controlling conference than the guests. If the participant does not want to be a moderator anymore, the moderator can set the moderator as a guest. But the organizer in video conferences and Meet Now conferences 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** from the drop-down menu.

#### Related tasks

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

[Going 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 lecturer, the moderator can cancel his role as a lecturer.

#### Before you begin

Go to the Conference Control page.

#### About this task

If the layout template is disabled, only the lecturer can speak, share content, and his video image can be seen by other guests who are muted and cannot share contents by default.

#### Procedure

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

#### Related tasks

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

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

[Enabling the Layout Template](#)

## Controlling the Remote Camera

---

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

### Before you begin

- Go to the Conference Control page.
- The device of the participant should support Far End Camera Control (FECC).

### Procedure

1. On the right side of the desired participant, click , and select **FECC** from the drop-down menu.
2. In the pop-up dialogue, do the desired operations:



### Related tasks

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

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

## Locking/Unlocking the Conference

---

Moderators can lock or unlock conferences. After locking the conference, you can choose the moderator, the invited participants or the people in the enterprise, who can to join the conference.

### Before you begin

Go to the Conference Control page.

### About this task

By default, if the conference is locked, other participants except the moderator and the invited people will go to the waiting center when they call into the conference.

### Procedure

1. Click /  in the **Global Setting** 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

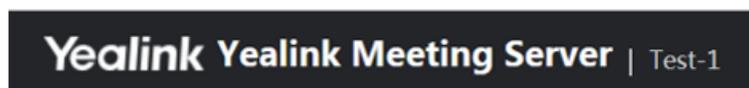
OK

Cancel

3. If you want to unlock the conference, click **OK**.

### Results

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



▼ 1720的视频会议  ID 20027  053837

### Related tasks

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

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

## Making the Roll Call

---

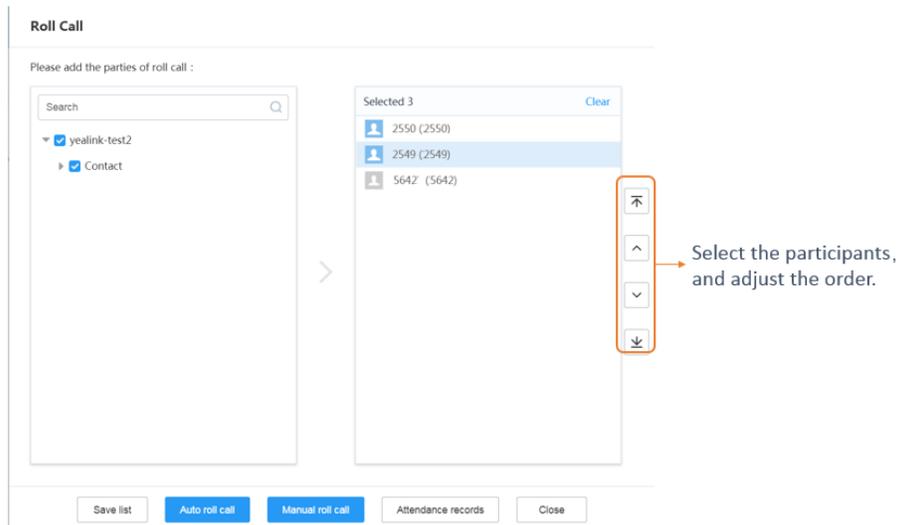
If you are the moderator in the training mode conference, you can make the roll to check whether or not everyone joins the conference.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Click **Roll Call** in the top-right corner.
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 auto roll call (range:1~3600s)** field. Default: 5 seconds.

Click **Start roll call**.

- Click **Manual roll call**.

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

After the roll call, you can manually edit the status of the called participant as **Absence**, **Attendance** or **Parties uncalled**.

### 4. Click **End**.

### 5. Click **OK**, 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 page. 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 the Conference Control Page via Microsoft Outlook](#)

## Exporting the Roll Call Result

If you want to make a backup of the roll call result, you can export it on your computer.

### About this task

Go to the Conference Control page.

### Procedure

1. Click **Roll Call** in the top-right corner.
2. Click **Attendance records** > **Export records**.

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

Time	Parties	Status
2018/10/1	12549 (2549)	Attendance
--	2550 (2550)	Parties uncalled
--	5642 (5642)	Parties uncalled

### Related tasks

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

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

## Recording the Conference

---

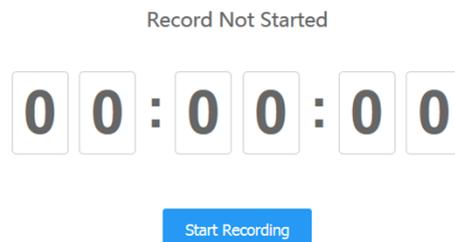
The moderators can make a recording of the conference for archiving or for the participants who do not attend the conference can watch it.

### Before you begin

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

### Procedure

1. Click **Record** at the top.
2. Click **Start Recording**, and the recording server is displayed in the attended participants list.



The page is shown as below:



### Related tasks

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

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

## Pausing/Stopping the Recording

---

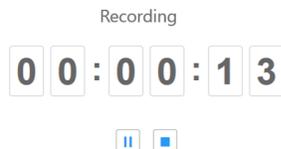
### Before you begin

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 the Conference Control Page via Microsoft Outlook](#)

## Viewing the Conference Video

---

If you do not attend the conference but you want to know the conference information, you can download the conference video.

### Before you begin

- Go to the Conference Control page.
- [Recording the Conference](#) is enabled by the moderator.

## Procedure

1. Click **Record**.
2. Select the desired video, and click **Download**.



If you want to view conference videos via the recording server, click **More**.

## Related tasks

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

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

## Leaving/Ending a Conference

---

The moderators can leave or to end a conference. When the moderators leave the conference, the conference still continues; when the moderators end the conferences, 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 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. If problems you encounter are not mentioned in this chapter, you can contact Yealink distributors or Yealink technical support engineers.

- [Viewing Call Statistics](#)
- [General Issues](#)

### 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. The call statistics contains 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**.

### General Issues

---

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

#### Invited Participants Do Not Receive Emails

##### Situation:

Participants you invite 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 the users to check the spam folders.
2. Contact the enterprise IT staff to check the back-end server.

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

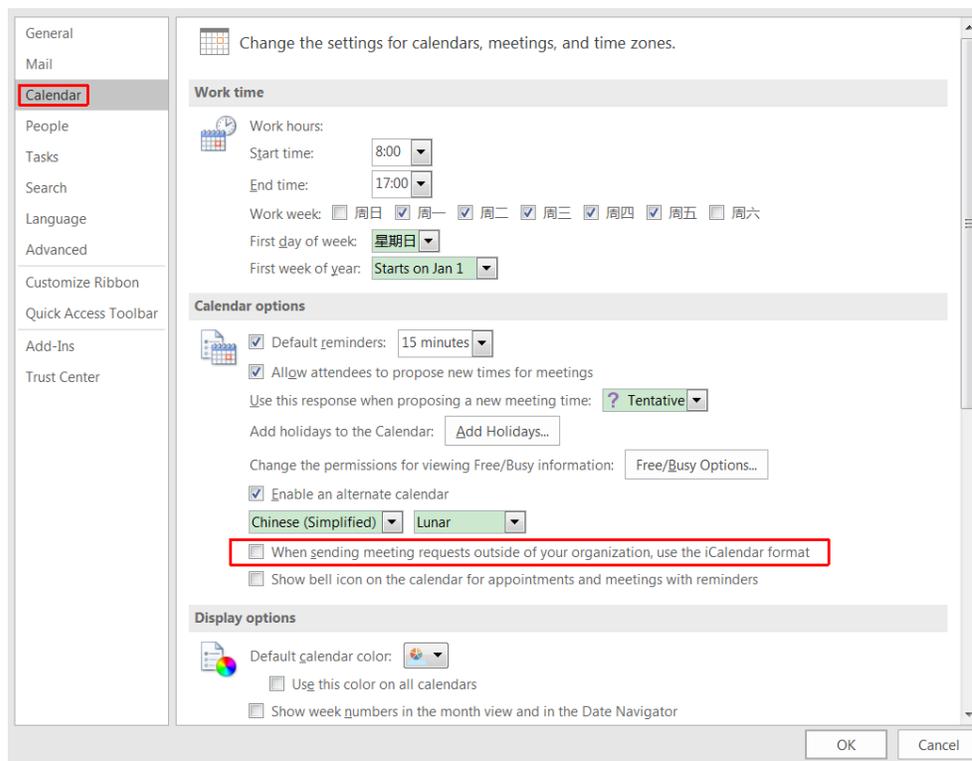
When you schedule conferences via Microsoft Outlook, the conference participants you invited will receive emails. But the emails are shown as messy codes to the conference participants.

**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** check box.



4. Click **OK**.

## Appendix-Time Zones

---

Time zone
(UTC-11:00) Coordinated Universal Time-11
(UTC-11:00) Samoa
(UTC-10:00) Hawaii
(UTC-09:00) Alaska
(UTC-08:00) Baja California
(UTC-08:00) Pacific Time (US & Canada)
(UTC-07:00) Arizona
(UTC-07:00) Chihuahua, La Paz, Mazatlan
(UTC-07:00) Mountain Time (US & Canada)
(UTC-06:00) Central America
(UTC-06:00) Central Time (US & Canada)
(UTC-06:00) Guadalajara, Mexico City, Monterrey
(UTC-06:00) Saskatchewan
(UTC-05:00) Bogota, Lima, Quito
(UTC-05:00) Eastern Time (US & Canada)
(UTC-05:00) Indiana (East)
(UTC-04:00) Asuncion
(UTC-04:00) Atlantic Time (Canada)
(UTC-04:00) Cuiaba
(UTC-04:00) Georgetown, La Paz, Manaus, San Juan
(UTC-04:00) Santiago
(UTC-03:30) Newfoundland
(UTC-03:00) Brasilia
(UTC-03:00) Buenos Aires
(UTC-03:00) Cayenne, Fortaleza
(UTC-03:00) Greenland
(UTC-03:00) Montevideo
(UTC-02:00) Coordinated Universal Time-02
(UTC-02:00) Mid-Atlantic
(UTC-01:00) Azores
(UTC-01:00) Cape Verde Is.

<b>Time zone</b>
(UTC) Casablanca
(UTC) Coordinated Universal Time
(UTC) Dublin, Edinburgh, Lisbon, London
(UTC) Monrovia, Reykjavik
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
(UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris
(UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb
(UTC+01:00) West Central Africa
(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

<b>Time zone</b>
(UTC+05:30) Sri Jayewardenepura
(UTC+05:45) Kathmandu
(UTC+06:00) Astana
(UTC+06:00) Dhaka
(UTC+06:00) Novosibirsk
(UTC+06:30) Yangon (Rangoon)
(UTC+07:00) Bangkok, Hanoi, Jakarta
(UTC+07:00) Krasnoyarsk
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+08:00) Irkutsk
(UTC+08:00) Kuala Lumpur, Singapore
(UTC+08:00) Perth
(UTC+08:00) Taipei
(UTC+08:00) Ulaanbaatar
(UTC+09:00) Osaka, Sapporo, Tokyo
(UTC+09:00) Seoul
(UTC+09:00) Yakutsk
(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