



# Yealink Meeting Server Administrator Guide

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## About This Guide

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

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

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

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

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

## Application

You can obtain YMS application from the Yealink distributor or SE.

## Hardware Recommendations

The following table lists the hardware recommendation of YMS.

Feature	Description
<b>CPU</b>	Intel Xeon E5-2600 series (Haswell architecture) or similar Xeon processors from 2012 or later, 2.3 GHz or faster. A CPU should match 4 RAM.
<b>RAM</b>	4GB/DDR3/2133MHz/ECC or higher 8GB/DDR4/2400MHz/ECC or higher
<b>Hard Drive Space</b>	300GB or higher
<b>Network</b>	<ul style="list-style-type: none"><li>Gigabit Ethernet connectivity is strongly recommended.</li><li>In general, you can expect 1 Mbps in a one-way 720P video call. And you can expect 2 Mbps in a one-way 1080P video call.</li></ul>
<b>Capacity</b>	Capacity is dependent on server specifications. As a general indication, using our recommended hardware (Intel Haswell,

Feature	Description
	10 cores, 2.3 GHz) YMS can connect: <ul style="list-style-type: none"> <li>The maximum concurrent calls=total CPU cores*frequency.</li> <li>Up to extra 10 audio-only calls at 64 kbps.</li> </ul> Servers that are older, have slower processors, or have fewer CPUs, will have a lower overall capacity.

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

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

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

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




## Requirements






The following table lists the requirements of YMS.

<b>Installation Workstation</b>	CentOS 7.0 and later
<b>Browser</b>	Firefox 50 and later, Chrome 50 and later, 360 8.1, Internet Explorer 9 and later

## Icon Instructions

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

Icons	Description
	Search for online users, ongoing conferences, accounts, meeting rooms, permanent VMRs, call records, operation logs and device logs
	Edit accounts, meeting rooms, permanent VMRs Update configuration files
	Send emails to accounts

Icons	Description
	Delete accounts, meeting rooms, permanent VMRs, configuration files and backups
	Download backups
	Restore backups
	Update device firmware now
	Exporting device logs

## In This Guide

Topics provided in this guide include:

- Chapter 1 [Getting Started](#)
- Chapter 2 [Basic Operation](#)
- Chapter 3 [System Status](#)
- Chapter 4 [System Management](#)
- Chapter 5 [Account Management](#)
- Chapter 6 [Meeting Room Management](#)
- Chapter 7 [Permanent Virtual Meeting Room Management](#)
- Chapter 8 [Conference Statistics](#)
- Chapter 9 [Troubleshooting](#)

## Changes for Release 1, Guide Version 10.23.10.20

The following sections are new for this version:

- [Conference Invitation](#) on page 21
- [Call Routing](#) on page 22
- [Gateway Configuration](#) on page 27
- [H.225](#) on page 44
- [Meeting Time Zone Configuration](#) on page 48
- [Permanent Virtual Meeting Room Management](#) on page 85

Major updates have occurred to the following sections:

- [Login](#) on page 5

- [Layout](#) on page 19
- [IVR Service](#) on page 22
- [Web](#) on page 40
- [Call Bandwidth](#) on page 18
- [Port Settings](#) on page 44
- [Time Access](#) on page 46
- [SMTP Mailbox](#) on page 49
- [Conference Statistics](#) on page 91



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# Getting Started

This chapter provides basic information and installation instructions for YMS.

Topic includes:

- [Installing Yealink Meeting Server Application on Your Workstation](#)
- [Setup Wizard](#)

## Installing Yealink Meeting Server Application on Your Workstation

Users should pay attention to the following points before installation:

- The Yealink Meeting Server application is saved at the path **Computer->usr->local**.
- The disk partition of mcudata folder should be 512G and the root folder should be 256G.

The installation of 10.23.10.20 version is introduced as an example.

**To install Yealink Meeting Server application (log into CentOS by the root account):**

1. Enter terminal.
2. Run the command as below:

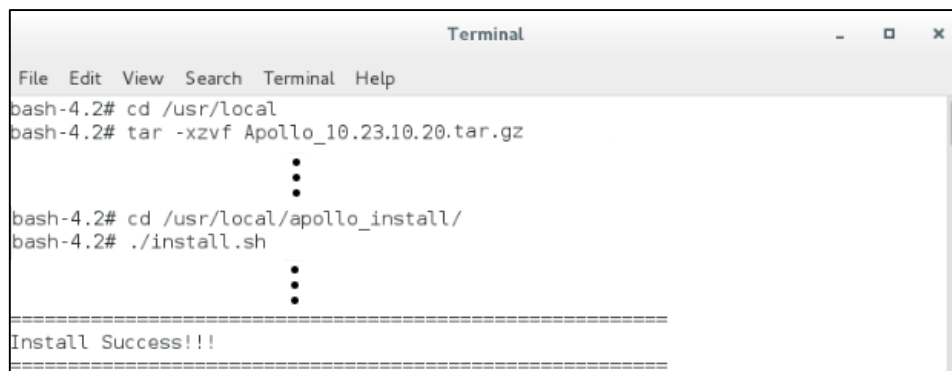
```
Cd /usr/local
```

```
Tar -xvzf Apollo_10.23.10.20.tar.gz
```

```
Cd /usr/local/apollo_install/
```

```
./install.sh
```

After you finish the installation, it will prompt "Install Success!!!".



```
Terminal
File Edit View Search Terminal Help
bash-4.2# cd /usr/local
bash-4.2# tar -xvzf Apollo_10.23.10.20.tar.gz
      :
      :
bash-4.2# cd /usr/local/apollo_install/
bash-4.2# ./install.sh
      :
      :
=====
Install Success!!!
=====
```

## Setup Wizard

After you finish the installation, you will enter the setup wizard.

### To complete the setup wizard:

1. In the setup wizard, configure network settings.

You need to configure network settings manually. For more information, please refer to [Network Settings](#) on page 34.

Setup wizard

Network settings | Time/Time zone settings | Edit username/password | Activate the license | SMTP mailbox settings

Native domain name : huiyi.yealink.com

☒ Internal network settings

Network adapter settings : enp3s0f0

Ethernet port type : ☒ Static IP address

IP address : 10.2.62.199

Subnet mask : 255.255.255.0

Gateway : 10.2.62.254

Preferred DNS : 192.168.1.20

Alternate DNS : 192.168.1.22

☒ Network settings

Network adapter settings : enp3s0f1

Ethernet port type : ☒ Static IP address

IP address : 59.57.242.73

Subnet mask : 255.255.255.240

Gateway : 59.57.242.65

Preferred DNS : 114.114.114.114

Alternate DNS : Alternate DNS :

NAT : ☒ Enabled

IP address : 59.57.242.73

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

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

Add routing rules

Next Skip

2. Click **Next** to continue or **Skip** to configure it later.
3. Set the date and time (e.g., set the time zone and enable the daylight saving time).

For more information, please refer to [Time/Time Zone Settings](#) on page 46.

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

4. Click **Next** to continue.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

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

Enter the enterprise administrator's email.

The default email address is "admin@yealink.com". The email is used to reset password and receive a warning from your system.

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

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

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

6. Click **Next** to continue.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

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

The screenshot shows the 'Setup wizard' interface with five steps: Network settings, Time/Time zone settings, Edit username/password, **Activate the license** (current step), and SMTP mailbox settings. The 'License' field contains the text: biUelpV0/Btlyf8lwwCCQ+2/V9ChEt/uvdal9F+pDvitXMYza4nS5TzvkBjZ-. Below the field are three buttons: Back, Next, and Skip.

8. Click **Next** to continue.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

9. Set SMTP mailbox.

For more information, please refer to [SMTP Mailbox](#) on page 49.

The screenshot shows the 'Setup wizard' interface with five steps: Network settings, Time/Time zone settings, Edit username/password, Activate the license, and **SMTP mailbox settings** (current step). The form contains the following fields and options:

- SMTP server : mail.yealink.com
- Mail address : vccloud@yealink.com
- Username : vccloud@yealink.com
- Password : [masked]
- Port : 25
- ☐ This server requires a secure connection.
- Certification: Select files (with Browse and Import buttons)
- Imported mail certificate: Null
- The imported mail certification will take affect after Web service restarted.
- Mailbox test settings (button)

At the bottom are three buttons: Back, OK, and Skip.

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

You can also click **Back** to return to the previous page or **Skip** to configure it later.



## Basic Operation

This chapter provides basic operating instructions for YMS.

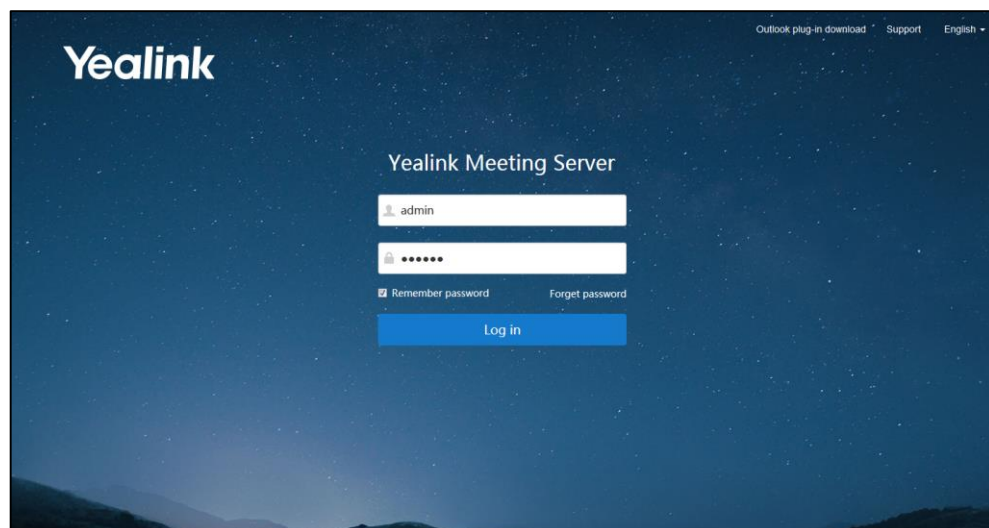
Topic includes:

- [Login](#)
- [Enterprise Administrator Account Management](#)
- [Quick Settings](#)
- [Licenses Management](#)
- [Logout](#)

## Login

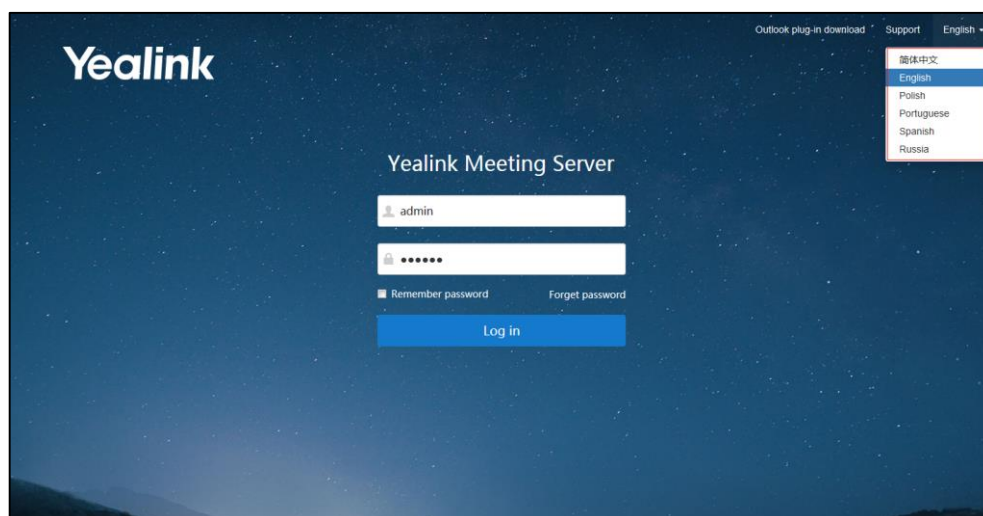
**To log into YMS:**

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



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

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



- Click **Log in**.

#### Note

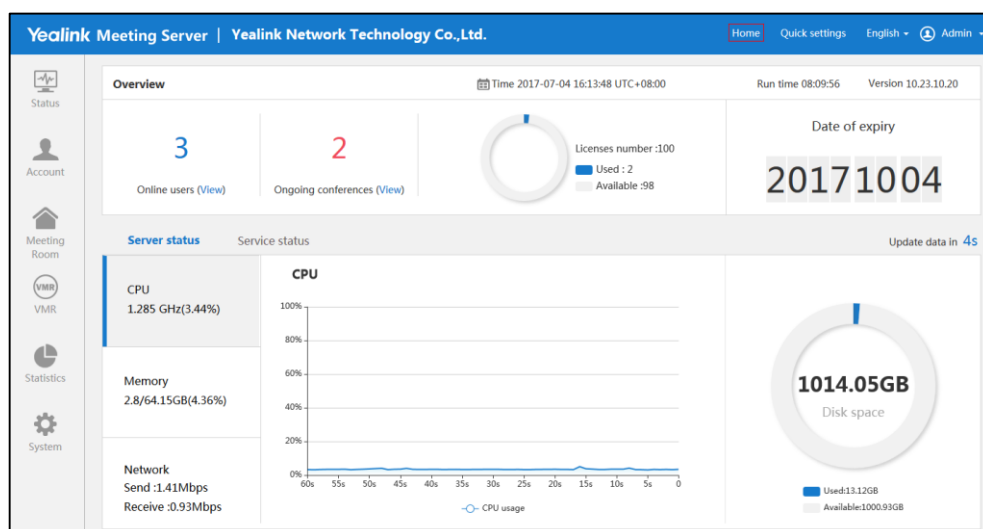
If you enter the wrong password 5 times, this account will be locked for 3 minutes.

You can click **Forget password** to reset the password. For more information on forgetting password, please refer to [Forgetting Password](#) on page 7.

## Viewing Yealink Meeting Server

You can click **Home** to enter the home page.

From the page, you can view the following information, the page will refresh every 10s:



- Overview:** the current time, run time, version, online users (click **View** to view online users' details), ongoing conferences (click **View** to view ongoing conferences' details), license number and date of expiry.
- Server status:** CPU, memory, network and disk space status.

You can click **CPU**, **Memory** or **Network** to view their status via the line chart.

- **Service status:** service name and service status.

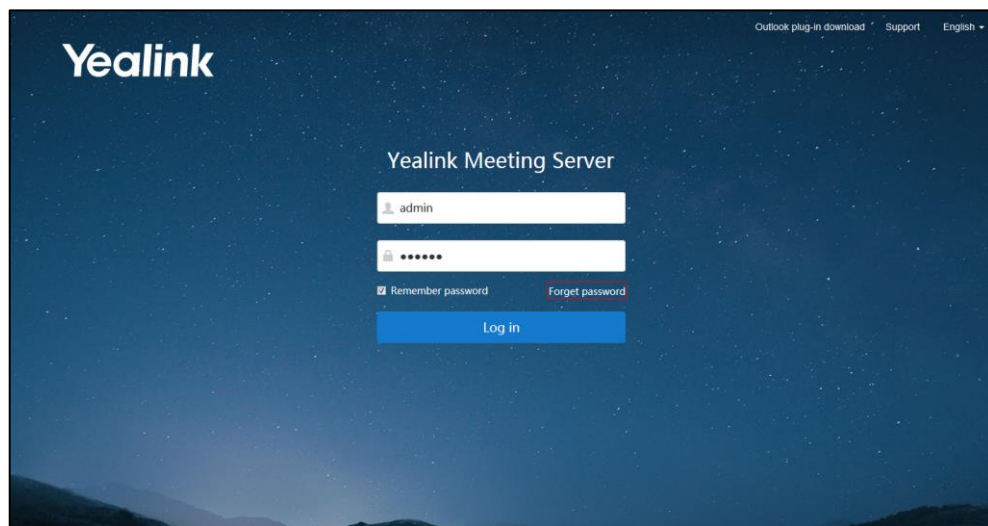
## Enterprise Administrator Account Management

### Forgetting Password

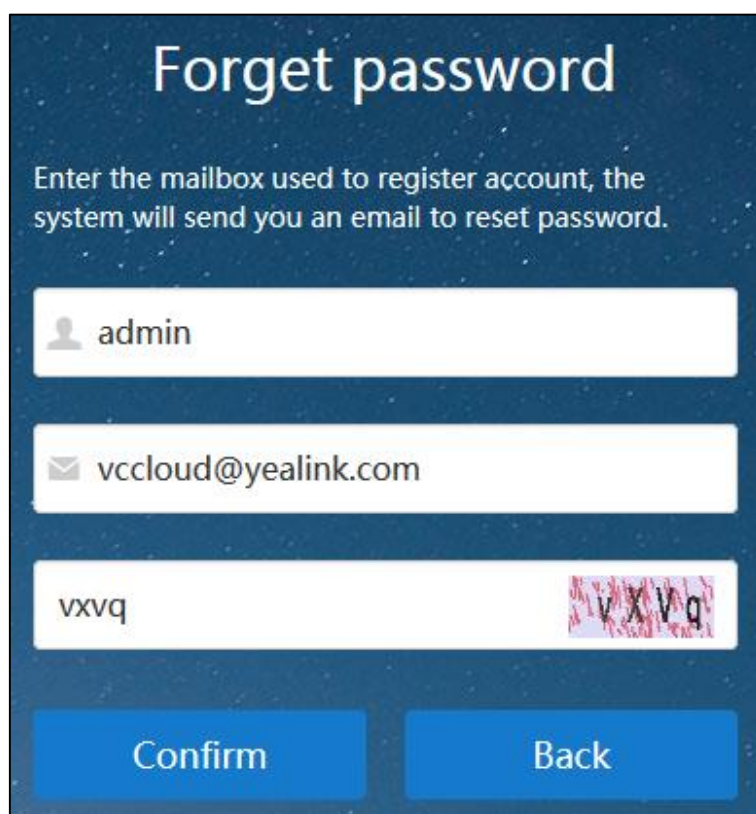
If you forget password, you have to click **Forget password** to reset password.

**To reset password:**

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



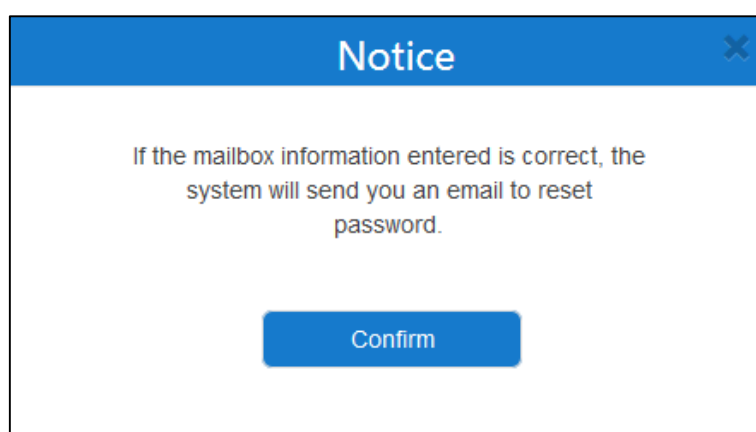
4. Enter your username, registered email and captcha in the corresponding field.



The screenshot shows a 'Forget password' form with a dark blue background. At the top, the title 'Forget password' is in large white font. Below it, a message states: 'Enter the mailbox used to register account, the system will send you an email to reset password.' There are three input fields: the first contains 'admin' with a user icon, the second contains 'vccloud@yealink.com' with an email icon, and the third contains 'vxvq' with a captcha image showing 'vXVq'. At the bottom are two blue buttons: 'Confirm' and 'Back'.

5. Click **Confirm**.

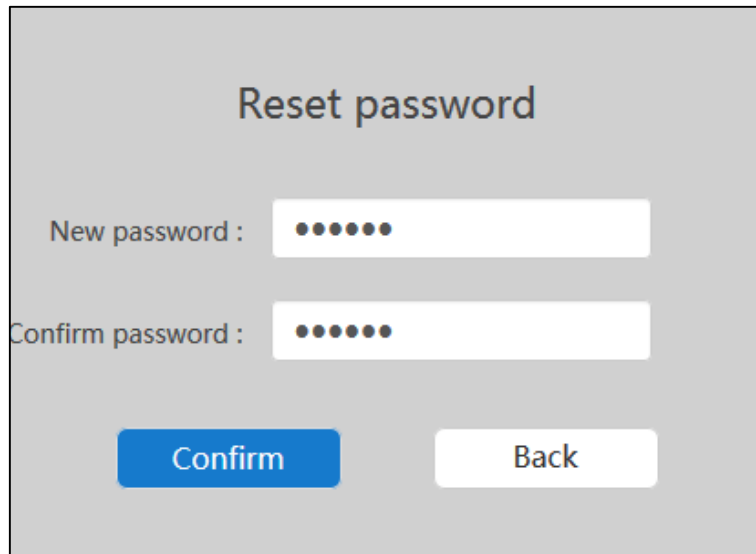
The page prompts "If the mailbox information entered is correct, the system will send you an email to reset password".



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

6. Click **Confirm**.
7. Log into your registered email and click the link to set a new password in 10 minutes.

8. Enter the new password and re-enter the password to confirm.

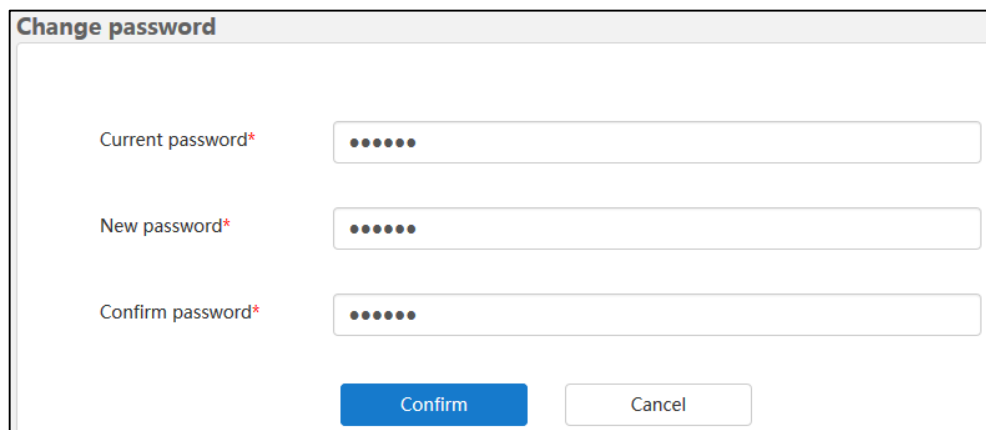
A screenshot of a 'Reset password' form. The title 'Reset password' is centered at the top. Below it, there are two input fields. The first is labeled 'New password :' and the second is labeled 'Confirm password :'. Both fields contain six dots, indicating masked text. At the bottom, there are two buttons: a blue 'Confirm' button and a white 'Back' button with a grey border.

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

## Editing Login Password

**To edit login password:**

1. Click **Admin** on the top-right of the page.
2. Click **Change password**.
3. Enter the current password, new password and re-enter the new password to confirm.

A screenshot of a 'Change password' form. The title 'Change password' is at the top left. Below it, there are three input fields. The first is labeled 'Current password\*', the second is labeled 'New password\*', and the third is labeled 'Confirm password\*'. All three fields contain six dots, indicating masked text. At the bottom, there are two buttons: a blue 'Confirm' button and a white 'Cancel' button with a grey border.

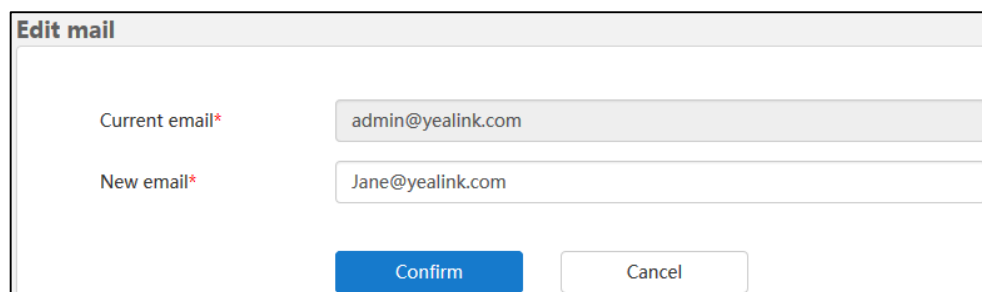
4. Click **Confirm** to accept the change

## Editing the Registered Emails

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

**To edit the registered email:**

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



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

## Quick Settings

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

**To re-run the setup wizard:**

1. Click **Quick settings** on the top-right of the page.
2. Follow the step 3 to 11 in [To complete the setup wizard](#) to complete the quick settings.

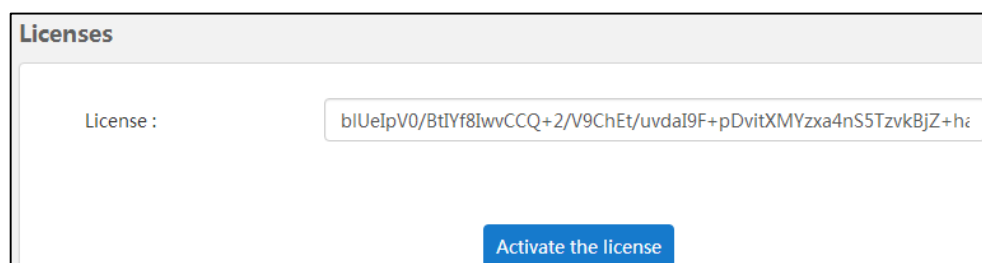
## Licenses Management

You should consult the distributor, and then obtain offline license to activate enterprise administrator account.

## Activating Enterprise Administrator Accounts

**To activate enterprise administrator account:**

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



3. Click **Activate the license**.

## Viewing License Information

**To view license information:**

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

You can view the license information.

**Licenses**

License :	bIUeIpV0/BtIYf8IwvCCQ+2/V9ChEt/uvdaI9F+pDvitXMYzxa4nS5TzvkJZ+h
Activation type :	Offline
Status :	Activation
Current ports :	100
Valid time :	3 month(s)
Expired date :	2017/10/04

Renew license

The entry reports the following information:

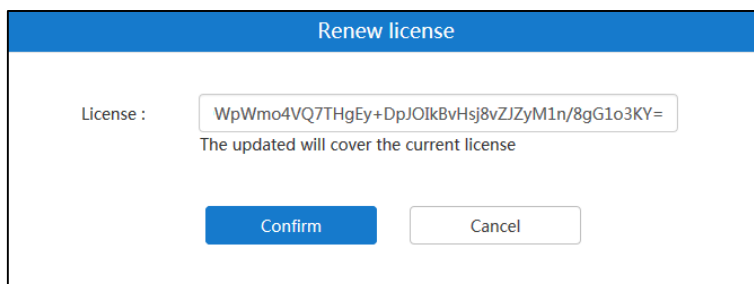
- License number.
- The type of license.
- License status.
- Current ports.
- Valid time.
- Expired date.

## Renewing the License

**To renew the license:**

1. Click on **System->Licenses**.
2. Click **Renew license**, the dialog box of **Renew license** pops up.

3. Enter the license number in the **License** field.

A dialog box titled "Renew license" with a blue header bar. Inside, there is a label "License :" followed by a text input field containing the license key "WpWmo4VQ7THgEy+DpJOIkBvHsj8vZJZyM1n/8gG1o3KY=". Below the input field, a message states "The updated will cover the current license". At the bottom, there are two buttons: "Confirm" (blue) and "Cancel" (white with a gray border).

Renew license

License : WpWmo4VQ7THgEy+DpJOIkBvHsj8vZJZyM1n/8gG1o3KY=

The updated will cover the current license

Confirm Cancel

4. Click **Confirm** to renew the license.

## Logout

You can log out of the enterprise administrator account.

### To log out of the enterprise administrator account:

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



# System Status

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

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

## Viewing System Information

**To view system information:**

1. Click **Status->System information**.

You can view version information, server information and license information.

2. (Optional.) If YMS uses two adapters, select the desired adapter from the pull-down list to view the network adapter information.

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

## Online Users

### Viewing Online Users

You can view online users information.

**To view online users information:**

1. Click **Status->Online users**.

You can view name, account, status and device model.

System information <b>Online users</b> Ongoing conferences				Update data in 9s
Search <input type="text"/>				
	Name	Account	Status	Device model
1	2550	2550	Idle	<a href="#">View</a>
2	2550	2550	Idle	<a href="#">View</a>
3	9001	9001	Idle	<a href="#">View</a>
4	Jannie	2549	Busy	<a href="#">View</a>
5	Jannie	2549	Idle	<a href="#">View</a>

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

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

System information <b>Online users</b> Ongoing conferences				Update data in 6s
Search <input type="text"/>				
	Name	Account	Status	Device model
1	2550	2550	Idle	<a href="#">View</a>
2	2550	2550	Idle	<a href="#">View</a>
3	9001	9001	Idle	<a href="#">View</a>
4	Jannie	2549	Busy	<a href="#">View</a>
5	Jannie	2549	Idle	<a href="#">View</a>

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

## Searching for Online Users

You can search for online users by name and account.

**To search for online users:**

- Click **Status->Online users**.
- Enter a few or all characters of name and account in the Search box.

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

System information <b>Online users</b> Ongoing conferences				Update data in 7s
Search <input type="text"/>				
<div> <input type="text" value="25"/> <div> Jannie( 49)  2550(2550)  Jannie(2549)  2550(2550) </div> </div>				
	Name	Account	Status	Device model
		2550	Idle	<a href="#">View</a>
		2550	Idle	<a href="#">View</a>
3	Jannie	2549	Busy	<a href="#">View</a>
4	Jannie	2549	Idle	<a href="#">View</a>

## Ongoing Conferences

### Viewing Ongoing Conferences

You can view ongoing conference information.

**To view ongoing conference information:**

1. Click **Status->Ongoing conferences**.


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

System information	Online users	Ongoing conferences					Update data in 6s
<div><div>Search</div><div>Q</div></div>							
	Subject	Start Time	Organizer	Type	ID	Duration	
1	Technical Seminar	2017/07/04 17:00:00	Jannie	Scheduled	24099	00:00:00	
2	Jannie's video conference	2017/07/04 16:40:37	Jannie	Meet now	73896	00:08:47	
3	Group Discussion	2017/07/04 16:30:00	Jannie	Scheduled	33312	00:19:24	
4	Jannie's video conference	2017/07/04 14:00:00	Jannie	Scheduled	81798	02:49:24	

## Searching for Ongoing Conferences

You can search for ongoing conferences by subject, organizer or ID.

**To search for ongoing conferences:**

1. Click **Status->Ongoing conferences**.
2. Enter a few or all characters of subject, organizer and ID in the Search box.
3. Click  or press **Enter** to perform a search. The page will display the search results.

System information		Online users	Ongoing conferences			Update data in 1s
<div><div>24</div><div></div></div>						
	Subject	Start Time	Organizer	Type	ID	Duration
1	Technical Seminar	2017/07/04 17:00:00	Jannie	Scheduled	24099	00:00:00



# System Management

This chapter provides information on how to manage the YMS.

Topics include:

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

## Call Settings

## Global Settings

### Video Resolution

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

The maximum video resolution and maximum content sharing resolution are described below:

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

Parameter	Description
	<p><b>Default:</b> 1080P/5FPS</p> <p>If you select 1080P/30FPS or 1080P/15FPS as the maximum content sharing resolution, it will bring the problem of high computing performance.</p>

**To configure the video resolution:**

1. Click **System->Call Settings ->Global settings**.
2. Select the desired video resolution from the pull-down list of **Max video resolution**.

**Global settings**

**Video resolution**

Max video resolution : 720P/30FPS

Max content sharing resolution :

- 1080P/30FPS
- 720P/30FPS
- 360P/30FPS
- 4CIF
- CIF

3. Select the desired content sharing resolution from the pull-down list of **Max content sharing resolution**.

**Global settings**

**Video resolution**

Max video resolution : 720P/30FPS

Max content sharing resolution :

- 1080P/5FPS
- 1080P/30FPS
- 1080P/15FPS
- 720P/30FPS
- 720P/15FPS
- 720P/5FPS

**Call bandwidth**

Call bandwidth

Limit the bandwidth of media being received by Yealink Meeting Server from individual participants.

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

## Call Bandwidth

You can limit the bandwidth of media. The configurable bandwidths on YMS are: 4M/s, 3M/s, 2M/s, 1.5M/s, 1M/s, 768kb/s, 512kb/s, 256kb/s, 128kb/s.

**To configure the call bandwidth:**

1. Click **System->Call Settings->Global settings**.

2. Select the desired uplink bandwidth from the pull-down list of **Call bandwidth**.

**Call bandwidth**

Call bandwidth

Layout

Equal NxN :

2Mbps

4Mbps

3Mbps

2Mbps

1.5Mbps

1Mbps

768Kbps

512Kbps

256Kbps

128Kbps

Max number of videos displayed in equal NxN layout

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

## Layout

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

In the Equal N×N and onePlusN layout, if the number of current conference participants is more than the maximum, the video image will switch between conference participants every time interval. You can configure the time interval and switching rules.

In the onePlusN layout, you can use voice-activated feature to switch layout between conference participants, whenever a conference participant speaks loudly longer than the certain time, he or she becomes the conference speaker and is given prominence with the largest pane. The certain time is configurable via YMS.

Parameters are described below:

Parameter	Description
<b>Equal N×N</b>	Configures the maximum number of videos. <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>Default:</b> 4*4
	Configures the time interval in which video image switches between conference participants. The available time interval are 3s, 5s, 10s, 15s, 30s, 45s and 60s.
<b>OnePlusN</b>	Configures the maximum number of videos. <ul style="list-style-type: none"> <li>• <b>1+0</b></li> <li>• <b>1+4</b></li> <li>• <b>1+7</b></li> </ul>

Parameter	Description
	<ul style="list-style-type: none"> <li><b>1+9</b></li> </ul> <p><b>Default:</b> 1+7</p>
	<p>Configures the time interval in which video image switches between conference participants.</p> <p>The available time interval are 3s, 5s, 10s, 15s, 30s, 45s and 60s.</p>
	<p>Configures the number of video image switched per cycle.</p> <p>The available switching rules are 1, 2, 3, 4, 5, 6, 7, 8 and 9.</p>
	<p>Configures the time of voice-activated feature.</p> <p>The available time are 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, 9s and 10s.</p>

### To configure equal N×N:

- Click **System->Call Settings->Global settings**.
- Select the maximum number of videos from the pull-down list of **Equal N×N**.
- Select the desired time interval and switching rules in the corresponding field.

**Layout**

Equal NxN :

Max number of videos displayed in equal NxN layout

When the number of videos exceed the maximum, every  :

☐ one video switches per cycle  
☒ all videos switch per cycle

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

### To configure onePlusN:

- Click **System->Call Settings->Global settings**.
- Select the maximum number of videos from the pull-down list of **onePlusN**.
- Select the desired time interval and switching rules in the corresponding field.

onePlusN :

Max number of small videos displayed in onePlusN layout

When the number of small videos exceed the maximum, every  :

☒  small video(s) switch per cycle  
☐ All small videos switch per cycle

Voice activated time :

- Select the desired time from the pull-down list of **Voice activated time**.
- Click **Confirm** to accept the change.



## Conference Settings

### Joining Conference Beforehand

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

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

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

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

### Conference Invitation

You can enable **Automatic invited to conference** via YMS. When the scheduled conference begins, the endpoints registered the enterprise user accounts will receive a call to invite to join the conference. You can answer or reject the invitation by endpoints manually. If the endpoints enable the auto answer feature, they will join the scheduled conference automatically.

The VC400 video conferencing system, VC120 video conferencing system, VC110 all in one HD video conferencing endpoint and SIP VP-T49G IP phone are supported.

**To configure automatic invited to conference:**

1. Click **System->Call Settings->Global settings**.
2. Click the switch to On in **Automatic invited to conference** field.

3. Check the desired endpoint checkbox or multiple checkboxes.
4. Click **Confirm** to accept the change.

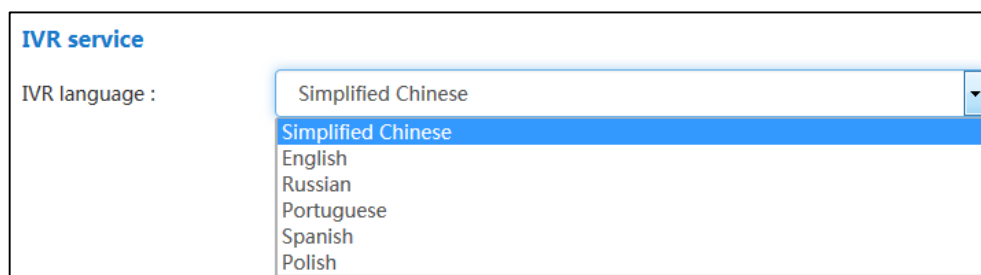
## IVR Service

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

You can configure the voice prompt language for IVR service or the display language on endpoints registered with the enterprise user account while waiting for lecturer in a training mode conference. The supported languages are Simplified Chinese, English, Russian, Portuguese, Spanish, Polish.

**To configure the IVR language:**

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



**IVR service**

IVR language : Simplified Chinese

- Simplified Chinese
- English
- Russian
- Portuguese
- Spanish
- Polish

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

## Call Routing

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

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

Before you configure the call routing, please ensure you have configured the SIP trunk which can be set as the destination gateway of the call routing rules. For more information ,please refer to [SIP Trunk](#) on page 28.

## Adding Call Routing Rules

Call routing rules parameters are described below:

Parameter	Description
<b>Name</b>	Specifies the name of the call routing rule.
<b>Priority 1~200</b>	<p>Configures the priority of the call routing rule. The lower the number is, the higher the priority is.</p> <p>The range of ports is 1-200 by default.</p> <p>When you place a PSTN call, the server will check each rules by priority ascending order until you find the first matching rule, then</p>

Parameter	Description
	apply the rule.
<b>Enable</b>	Enables or disables the call routing rule. <b>Default:</b> Enabled Any disabled rules are still displayed in the rule list, but will be ignored.
<b>Destination regex match</b>	Configures the Perl Compatible Regular Expressions ( PCRE ) to check the target to see if this rule applies to this call.
<b>Call target</b>	<b>Default:</b> PSTN. <b>Note:</b> It is not configurable.
<b>Outgoing location</b>	Configures the gateway when access to the destination.

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

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

PCRE	Description
	For example: XXXXXXX represents 1234567 or other 7 digits numbers
<code>\d{3}-\d{8} \d{4}-\d{7}</code>	<p>Matches the number in the following format:</p> <ul style="list-style-type: none"> <li>• <b>XXX-XXXXXXXX, 11 digits number</b></li> <li>• <b>XXXX-XXXXXXXX, 11 digits number</b></li> </ul> <p>For example: XXX-XXXXXXXX represents 012-12345678 or other 11 digits number, XXXX-XXXXXXXX represents 0123-1234567 or other 11 digits number</p>
<code>(\d{11}) ((\d{3,4})-)?(\d{7,8})(-(\d{1,4}))?</code>	<p>Matches the number in the following format:</p> <ul style="list-style-type: none"> <li>• <b>11 digits mobile phone number</b></li> <li>• <b>XXXXXXXX, 8 digits number</b></li> <li>• <b>XXXXXXX, 7 digits number</b></li> <li>• <b>XXX/XXXX-XXXXXXXX/XXXXXXXX, 4 formats in total</b></li> <li>• <b>XXX/XXXX-XXXXXXXX/XXXXXXXX-X/XX/XXX/XX XX, 16 formats in total</b></li> <li>• <b>XXXXXXXX/XXXXXXXX-X/XX/XXX/XXXX, 8 formats in total</b></li> </ul> <p>For example: XXXX-XXXXXXXX represents 0731-8784888 or other 11 digits number</p>

**To add call routing rules:**

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

3. Configure the call routing rules.

Add Call Routing Rule

Routing information

Name\*

mx8

Priority\*

1~200

1

Enable

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

Rule setting

Destination regex match\*

^0(d+)\$

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

Call target\*

PSTN

Outgoing location\*

test1

Save



Cancel

4. Click **Save**.

Viewing Call Routing Rules


To view call routing rules:

1. Click **System->Call Settings->Call routing**.
- You can view the name, priority, destination regex match, call target, outgoing location and enabled state.
- You can also edit or delete the call routing rule.

 Name	Priority	Destination match	Call target	Out location	Enable	Operation
 mx8	1	^0(d+)\$	PSTN	mx8	<div></div>	 

Editing Call Routing Rules

To edit call routing rules:

1. Click **System->Call Settings->Call routing**.
2. Click the desired call routing rule checkbox.
3. Click  on the right of page to edit the call routing rules.

4. Edit the call routing rules in the corresponding field.

### Edit Call Routing Rule

#### Routing information

Name\*

Priority\*  
1~200

Enable
☒

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

#### Rule setting

Destination regex match\*

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

Call target\*


Outgoing location\*

5. Click **Save**.




## Deleting Call Routing Rules

To delete call routing rules:

1. Click **System**->**Call Settings**->**Call routing**.

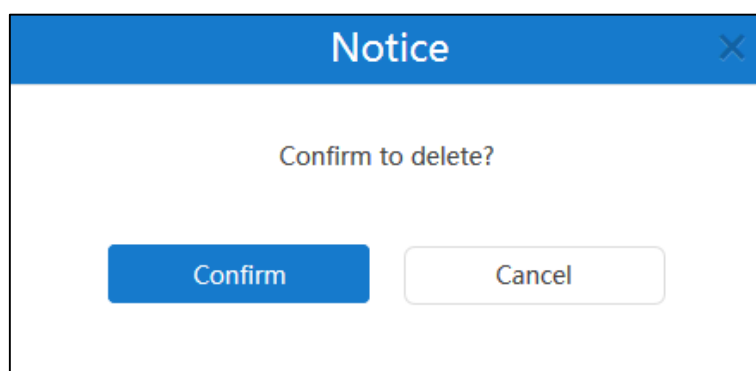
2. In call routing rules list, you can:
  - Check the desired call routing rule checkbox, click  on the right of page.
  - Check the multiple call routing rule checkboxes.

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

Call routing							<a href="#">+ Add Call Routing Rule</a>
 Batch delete							
<input checked="" type="checkbox"/>	Name	Priority	Destination match	Call target	Out location	Enable	Operation
<input checked="" type="checkbox"/>	mx8	1	^0(d+)\$	PSTN	mx8	<input checked="" type="checkbox"/>	 

Click **Batch delete** to delete call routing rules.

The page prompts "Confirm to delete?".



3. Click **Confirm** to delete the call routing rule.

## Gateway Configuration

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

### H.323 Gateway

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

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

H.323 gateway parameters are described below:

Parameter	Description
<b>H.323 protocol</b>	Enables or disables the H.323 protocol. <b>Default:</b> Enabled <b>Note:</b> Only when it is set to Enabled, can H.323 account be registered. When it is set to Enabled on both sites, the endpoint can call the far site by dialing an IP address directly.
<b>Display name</b>	Specifies the H.323 name to identify this server. <b>Default:</b> blank
<b>GK address</b>	Configures the IP address of the gatekeeper.
<b>GK authentication</b>	Enables or disables support for gatekeeper authentication. <b>Default:</b> Disabled <b>Note:</b> When Gatekeeper Authentication is enabled, the gatekeeper ensures that only trusted H.323 endpoint are allowed to access the gatekeeper.

Parameter	Description
<b>GK account</b>	Specifies the account for authentication with gatekeeper. <b>Default:</b> blank
<b>GK code</b>	Specifies the password for authentication with gatekeeper. <b>Default:</b> blank
<b>H.235 encryption</b>	Specifies the H.235 type during an H.323 call. <ul style="list-style-type: none"> <li><b>Optional</b>—negotiate with the far site whether to use H.235 for media encryption in H.323 calls.</li> <li><b>Compulsory</b>—compulsory use H.235 for media encryption in H.323 calls.</li> <li><b>Disable</b>—do not use H.235 in H.323 calls.</li> </ul> <b>Default:</b> Disabled
<b>H.239</b>	Enables or disables the H.239 protocol for sharing content. H.239 protocol is used when sharing content with the far site in H.323 calls. <b>Default:</b> Enabled

#### To configure the H.323 gateway:

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

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

H.323 gateway

H.323 protocol

Status : Registered

Display name :

90006

GK address :

10.2.1.42

GK authentication :

☐ Enable

H.235 encryption :

☒ Optional
☐ Compulsory
☐ Disable

H.239 :

☒ Enable

Confirm

## SIP Trunk

To place a PSTN call, you should configure the SIP trunk which can be set as the destination gateway of the call routing rules. Note that if you add, edit or delete the SIP trunk, YMS will reboot to make the change take effect.



## Adding SIP Trunks

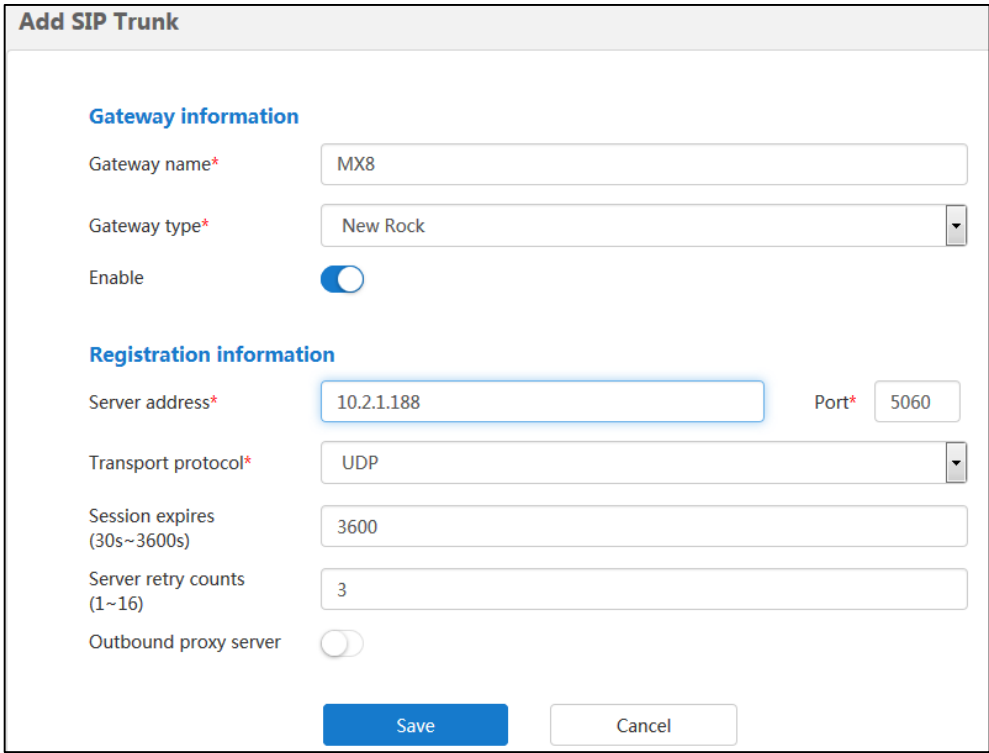
SIP trunk parameters are described below:

Parameter	Description
<b>Gateway name</b>	Specifies the name of SIP voice gateway.
<b>Gateway type</b>	<p>Configures the SIP voice gateway type.</p> <ul style="list-style-type: none"> <li>• <b>New Rock</b></li> <li>• <b>Audiocodes</b></li> </ul> <p>You can also select <b>General</b> to specify the other SIP voice gateway type.</p> <p><b>Default:</b> New Rock. The SIP voice gateway is configured by IT administrator.</p>
<b>Enable</b>	<p>Enables or disables the SIP voice gateway.</p> <p><b>Default:</b> Enabled</p>
<b>Connection</b>	<p>If you select <b>General</b>, enable or disable the server to register with the SIP voice gateway.</p> <p>When the SIP voice gateway need the server to register with it, you should enable <b>Registered to the gateway</b>. On the contrary, you should disable it.</p> <p><b>Default:</b> <b>Registered to the gateway</b> checkbox is checked by default.</p> <p>Note that <b>New Rock</b> or <b>Audiocodes</b> do not need the server to register with the it.</p>
<b>Username</b>	When you select <b>General</b> and check the <b>Registered to the gateway</b> checkbox, configures the user name for authentication.
<b>Realm</b>	When you select <b>General</b> and check the <b>Registered to the gateway</b> checkbox, configures the IP address or domain name of SIP voice gateway for authentication.
<b>Password</b>	When you select <b>General</b> and check the <b>Registered to the gateway</b> checkbox, configures the password for authentication.
<b>Number</b>	When you select <b>General</b> and check the <b>Registered to the gateway</b> checkbox, configures the number which is assigned by SIP voice gateway to identify the server.
<b>Server address</b>	<p>Configures the IP address or domain name of SIP voice gateway.</p> <p><b>Default:</b> blank</p>
<b>Port</b>	<p>Configures the port of the SIP voice gateway.</p> <p><b>Valid values:</b> Integer from 0 to 65535.</p> <p><b>Default:</b> 5060</p>

Parameter	Description
<b>Transport protocol</b>	<p>Configures the type of transport protocol for the SIP account.</p> <ul style="list-style-type: none"> <li>• <b>UDP</b>—provides best-effort transport via UDP for SIP signaling.</li> <li>• <b>TCP</b>—provides reliable transport via TCP for SIP signaling.</li> <li>• <b>TLS</b>—provides secure communication of SIP signaling.</li> <li>• <b>DNS-NAPTR</b>—performs the DNS NAPTR and SRV queries for the service type and port if no server port is given.</li> </ul> <p><b>Default:</b> UDP</p>
<b>Session expires (30s~3600)</b>	<p>Configures the session expires time.</p> <p>After the session expires time, the server will send the request for registering with the SIP voice gateway again.</p> <p><b>Default:</b> 3600s</p>
<b>Server retry counts (1~16)</b>	<p>When the registration is unsuccessful, configures the number of time which the server retries to send the request for registering with the SIP voice gateway.</p> <p><b>Default:</b> 3</p>
<b>Outbound proxy server</b>	<p>Enables or disables the server to send requests to the outbound proxy server.</p> <p><b>Default:</b> Disabled</p>
<b>Outbound proxy server</b>	<p>Configures the IP address or domain name of the outbound proxy server.</p> <p><b>Default:</b> it is configurable only when the Outbound Proxy Server is enabled.</p>
<b>Port</b>	<p>Configures the port of the outbound proxy server.</p> <p><b>Valid values:</b> Integer from 0 to 65535.</p> <p><b>Default:</b> 5060. It is configurable only when the Outbound Proxy Server is enabled.</p>
<b>Proxy fallback interval (30s~3600s)</b>	<p>Configures the proxy fallback interval of outbound proxy server.</p> <p>After the proxy fallback interval, the server will send the request for registering with outbound proxy server again.</p> <p><b>Default:</b> 3600s. It is configurable only when the Outbound Proxy Server is enabled.</p>

**To add SIP trunks:**

1. Click **System**->**Gateway Configuration**->**SIP trunk**.
2. Configure the SIP trunk.



The 'Add SIP Trunk' window contains two sections: 'Gateway information' and 'Registration information'. In the 'Gateway information' section, 'Gateway name\*' is 'MX8', 'Gateway type\*' is 'New Rock' (selected from a dropdown), and 'Enable' is a checked toggle switch. In the 'Registration information' section, 'Server address\*' is '10.2.1.188', 'Port\*' is '5060', 'Transport protocol\*' is 'UDP' (selected from a dropdown), 'Session expires (30s~3600s)' is '3600', 'Server retry counts (1~16)' is '3', and 'Outbound proxy server' is an unchecked toggle switch. At the bottom are 'Save' and 'Cancel' buttons.

Gateway information	
Gateway name*	MX8
Gateway type*	New Rock
Enable	<input checked="" type="checkbox"/>

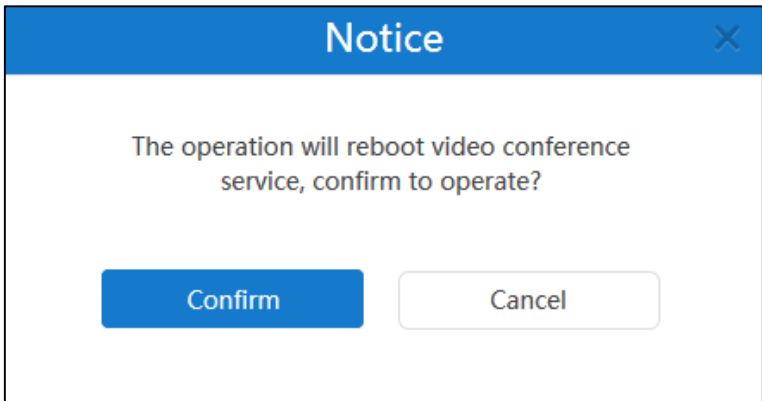
  

Registration information	
Server address*	10.2.1.188
Port*	5060
Transport protocol*	UDP
Session expires (30s~3600s)	3600
Server retry counts (1~16)	3
Outbound proxy server	<input type="checkbox"/>

Save Cancel

3. Click **Save**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



A 'Notice' dialog box with a blue header bar containing the title 'Notice' and a close button. The main text reads: 'The operation will reboot video conference service, confirm to operate?'. At the bottom are 'Confirm' and 'Cancel' buttons.

Notice

The operation will reboot video conference service, confirm to operate?

Confirm Cancel

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



## Viewing SIP Trunks

To view SIP trunks:

1. Click **System->Gateway Configuration-> SIP trunk**.


You can view the gateway name, type, status create time and enabled state.

You can also edit or delete the SIP trunk.

Gateway name	Type	Status	Create time	Enable	Operation
mx8	rock	Unregistered	2017-07-03	<input checked="" type="checkbox"/>	 

## Editing SIP Trunks

To edit SIP trunks:

1. Click **System->Gateway Configuration->SIP trunk**.
2. Check the desired SIP trunk checkbox.
3. Click  on the right of page to edit the SIP trunk.
4. Edit the SIP trunk in the corresponding field.

### Edit SIP Trunk

#### Gateway information

Gateway name\*

Gateway type\*

Enable
☒

#### Registration information

Server address\*

Port\*

Transport protocol\*

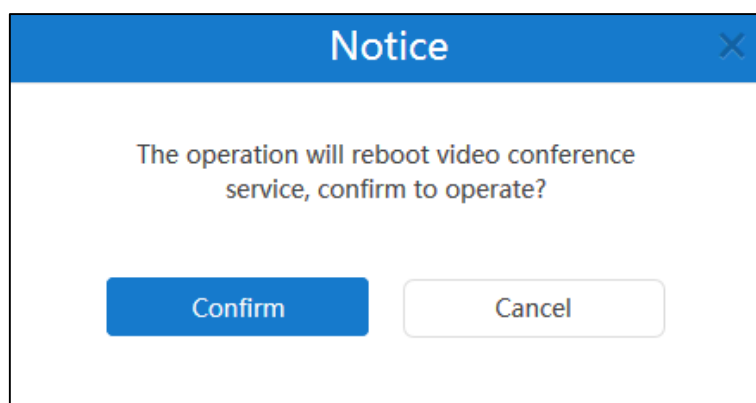
Session expires  
(30s~3600s)

Server retry counts  
(1~16)

Outbound proxy server
☐

5. Click **Save**.


The page prompts "The operation will reboot video conference service, confirm to operate?".








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

## Deleting SIP Trunks

**To delete SIP trunks:**

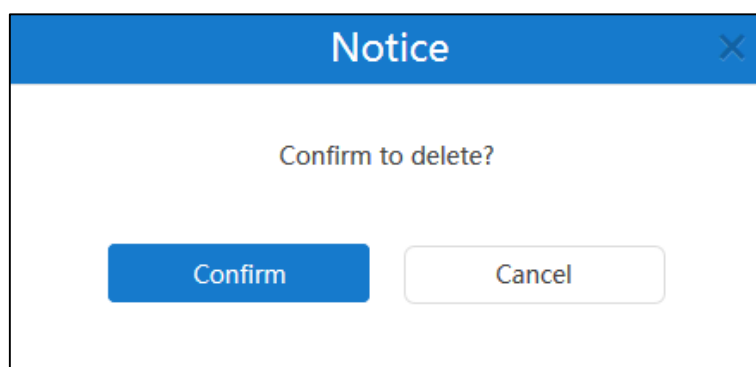
1. Click **System->Gateway Configuration->SIP trunk**.
2. In the SIP trunk list, you can:
  - Check the desired SIP trunk checkbox, click  on the right of page.
  - Check the multiple SIP trunk checkboxes.

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

SIP trunk						
						<a href="#">+ Add SIP Trunk</a>
 Batch delete						
<input checked="" type="checkbox"/>	Gateway name ^	Type	Status	Create time	Enable	Operation
<input checked="" type="checkbox"/>	21312	rock	Registered	2017-06-26	<input type="checkbox"/>	 
<input checked="" type="checkbox"/>	mx8	rock	Unregistered	2017-06-02	<input checked="" type="checkbox"/>	 

Click **Batch delete** to delete call routing rules.

The page prompts "Confirm to delete?".



3. Click **Confirm** to delete the SIP trunk.

## System Settings

### Network Settings

#### Basic Settings

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

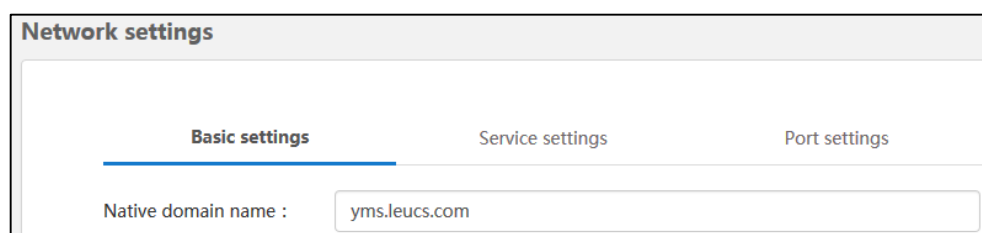
Because YMS is not a separate MCU, it is the system which includes internal and external network traversal. It need supports two adapters to distinguish between internal network users and external network user (If the internal network adapter receives packages registered, the server defines the users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

#### Native Domain Name

You can configure the domain name of YMS. The domain name is used to authentication. And the validity of enterprise user accounts is associated with it.

**To configure the domain name of YMS:**

1. Click **System->System Settings->Network->Basic settings**.
2. Enter the domain name of YMS in in the **Native domain Name** field.



The screenshot shows the 'Network settings' interface with the 'Basic settings' tab selected. Below the tab headers, the 'Native domain name' is displayed as 'yms.leucs.com' in a text input field.

#### Configuring Ethernet Port Type Manually

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

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

Parameters are described below.

Parameter	Description
<b>Static IP address</b>	Enables or disables the YMS to use manually configured static IP address. <b>Default:</b> Enabled
<b>IP address</b>	Configures the IP address assigned to the YMS.

Parameter	Description
<b>Subnet mask</b>	Configures the subnet mask assigned to the YMS.
<b>Gateway</b>	Configures the gateway assigned to the YMS.
<b>Preferred DNS</b>	Configures the preferred DNS server assigned to the YMS.
<b>Alternate DNS</b>	Configures the alternate DNS server assigned to the YMS.

**To configure static IP address of internal network manually:**

1. Click **System->System Settings->Network->Basic settings**.
2. Check the **Internal network settings** checkbox.
3. Select the desired adapter from the pull-down list of **Network adapter settings**.
4. Mark the radio box of **Static IP address** in the **Ethernet port Type** field.
5. Enter IP address, subnet mask, gateway, preferred DNS, alternate DNS in the corresponding field.

☒ **Internal network settings**

Network adapter settings : enp3s0f0

Ethernet port type : ☒ Static IP address

IP address : 10.2.62.202

Subnet mask : 255.255.255.0

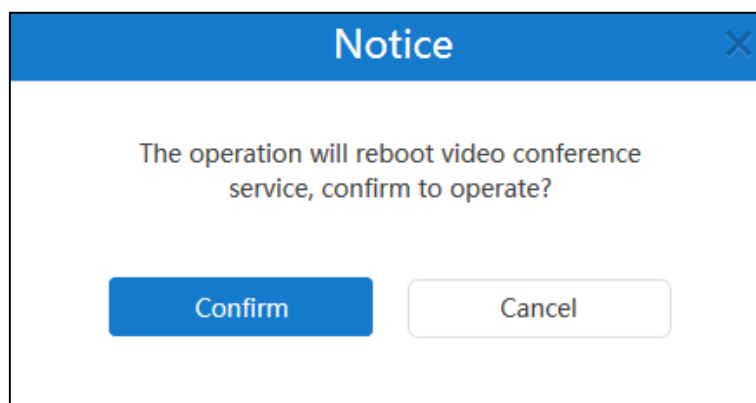
Gateway : 10.2.62.254

Preferred DNS : 192.168.1.20

Alternate DNS : Alternate DNS

6. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



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

**To configure static IP address of external network manually:**

1. Click **System->System Settings->Network->Basic settings**.
2. Check the **Network settings** checkbox.
3. Follow the step 4 to 8 in [To configure static IP address of internal network manually](#).

## Static NAT

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

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

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

Static NAT feature parameters are described below:

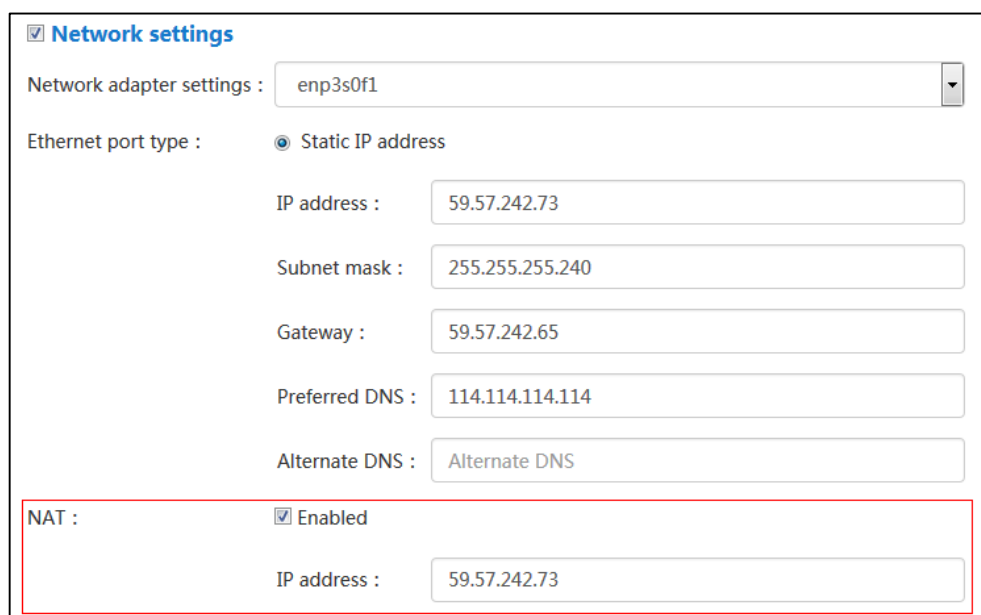
Parameter	Description
<b>NAT</b>	Enable or disable the static NAT feature. <b>Default:</b> Enabled
<b>IP address</b>	Configures the NAT public address for YMS. <b>Default:</b> blank

**To configure static NAT:**

1. Click **System->System Settings->Network->Basic settings**.
2. Check the **Network settings** checkbox.
3. Check the **Enabled** checkbox in the **NAT** field to enable static NAT.



4. Enter the NAT public address in the **IP address** field.



☒ **Network settings**

Network adapter settings : enp3s0f1

Ethernet port type : ☒ Static IP address

IP address : 59.57.242.73

Subnet mask : 255.255.255.240

Gateway : 59.57.242.65

Preferred DNS : 114.114.114.114

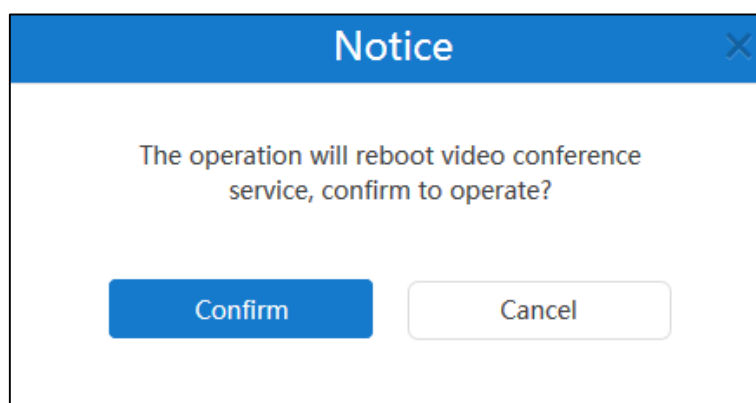
Alternate DNS : Alternate DNS

NAT : ☒ Enabled

IP address : 59.57.242.73

5. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



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

## Routing Rules

When YMS uses two adapters, you can configure routing rules to specify network adapter when access to the destination. Note that external network and all network segments in your enterprise must be specified routing rules. Note that if you add, edit or delete the contents of routing rules, YMS will reboot to make the change take effect.

Parameters on the routing rules are described below:



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


### Adding the Contents of Routing Rules

To add the contents of routing rules:

1. Click **System->System Settings->Network->Basic settings**.
2. Click **Add routing rules** to add the contents of routing rules.
3. Enter the IP address, subnet mask and gateway in the corresponding field.
4. Select the desired adapter from the pull-down list of **Network adapter**.

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

	Destination IP address	Subnet mask	Gateway	Network adapter	Operation
1	0.0.0.0	0.0.0.0	10.2.62.254	enp3s0f0	 
2	<input type="text" value="10.0.0.0"/>	<input type="text" value="255.0.0.0"/>	<input type="text" value="10.2.62.254"/>	<input type="text" value="enp3s0f0"/>	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>

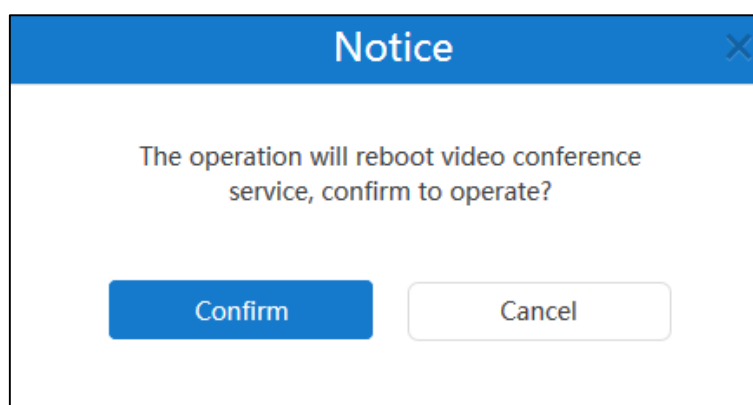
 Add routing rules

5. Click **Confirm**.

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

6. Click **Confirm**.


The page prompts "The operation will reboot video conference service, confirm to operate?".





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


### Editing the Contents of Routing Rules

To edit the contents of routing rules:

- Click **System->System Settings->Network->Basic settings**.
- Select the desired path of routes, and then click  to edit it.
- Edit the contents of routing rules in the corresponding field.
- Select the desired adapter from the pull-down list of **Network adapter**.

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

	Destination IP address	Subnet mask	Gateway	Network adapter	Operation
1	0.0.0.0	0.0.0.0	10.2.62.254	enp3s0f0	 
2	<input type="text" value="10.0.0.0"/>	<input type="text" value="255.0.0.0"/>	<input type="text" value="10.2.62.254"/>	<input type="text" value="enp3s0f0"/>	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>

 Add routing rules

- Click **Confirm**.

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

- Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".

Notice

The operation will reboot video conference service, confirm to operate?


Confirm

Cancel

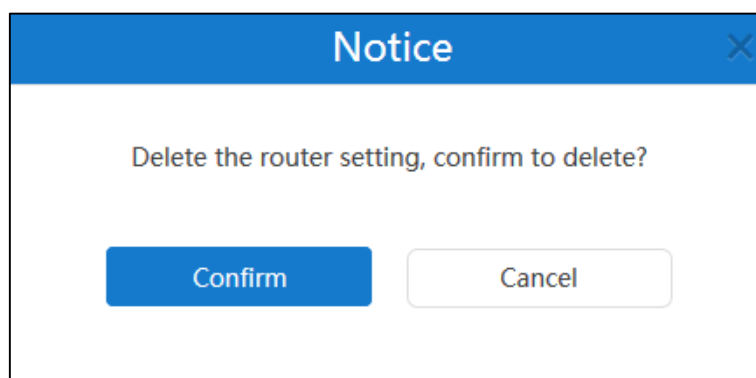
- Click **Confirm** to reboot video conference service.

### Deleting the Contents of Routing Rules

To delete the contents of routing rules:

- Click **System->System Settings->Network->Basic settings**.
- Select the desired path of routes, and then click  to delete it.

The page prompts "Delete the router setting, confirm to delete?".

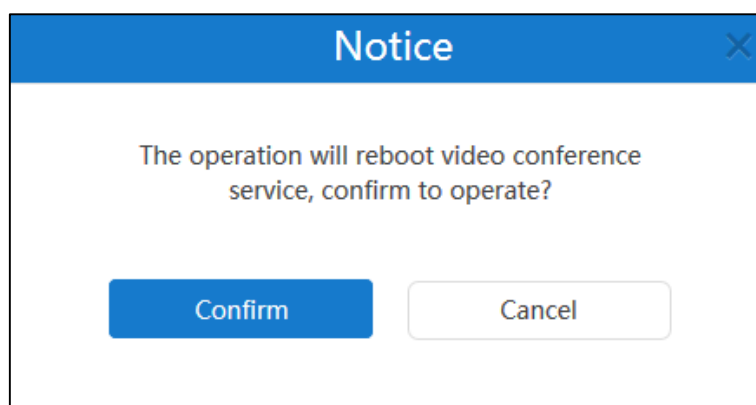


3. Click **Confirm** to delete the route setting.

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

4. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



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

## Service Settings

### Web

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

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

Web page parameters are described below:

Parameter	Description
Enable HTTP	Enable the HTTP protocol. <b>Default:</b> It is not configurable.

Parameter	Description
<b>HTTP listener</b>	Specifies the HTTP listener port of HTTP protocol. <b>Valid values:</b> 1-65535 <b>Default:</b> 80
<b>HTTP NAT</b>	If you enabled static NAT in external network settings, configures the HTTP NAT port of HTTP protocol is used to access to the external network. <b>Default:</b> 80. The port should be the same as it configured on the router.
<b>Enable HTTPS</b>	Enable or disable the HTTPS protocol. <b>Default:</b> Enabled
<b>HTTPS listener</b>	Specifies the HTTPS listener port of HTTPS protocol. <b>Valid values:</b> 1-65535 <b>Default:</b> 443
<b>HTTPS NAT</b>	If you enabled static NAT in external network settings, configures the HTTPS NAT port of HTTPS protocol is used to access to the external network. <b>Default:</b> 443. The port should be the same as it configured on the router.

**To configure the web page:**

1. Click **System->System Settings->Network->Service settings**.
2. Enter the port number in the **HTTP Listener** field.
3. (Optional.) If you enabled static NAT in external network settings, enter the port number in the **HTTP NAT** field.
4. (Optional.) Check **Enable HTTPS** checkbox, and then enter the port number in the **HTTPS Listener** field.

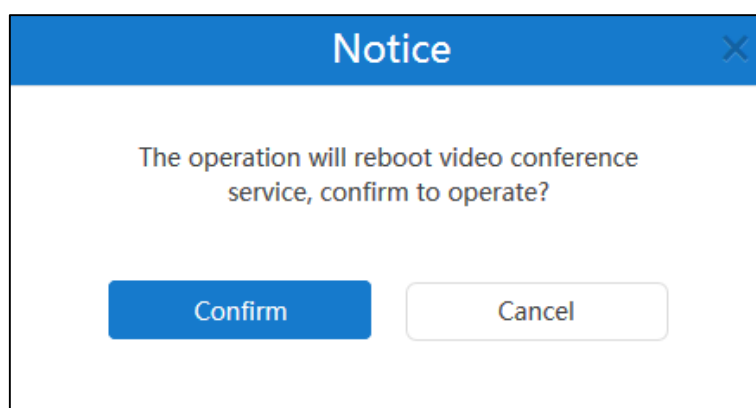
If you enabled static NAT in external network settings, enter the HTTPS NAT port in the **HTTPS NAT** field.

**Web :**

☒ Enable HTTP
 HTTP listener : 
  
 HTTP NAT : 
  
☒ Enable HTTPS
 HTTPS listener : 
  
 HTTPS NAT :

5. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



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

## SSH

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

SSH parameters are described below:

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

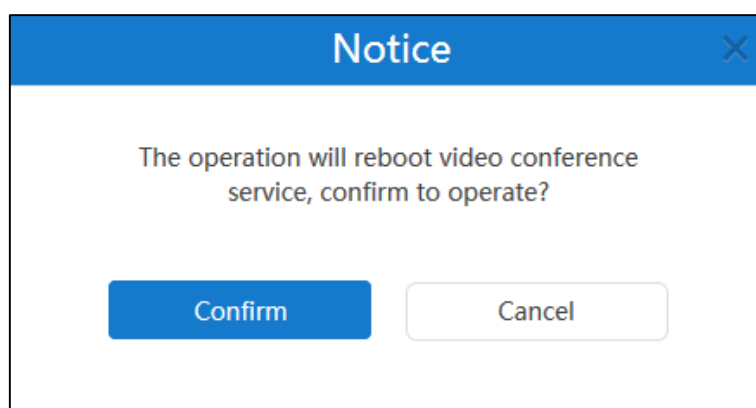
### To configure SSH:

- Click **System->System Settings->Network->Service settings**.
- Check **Enable SSH** checkbox.
- Enter the port number in the **Port** field.

**SSH :**  
☒ Enable SSH  
Port :   
Connect to remote server through SSH when debugging.

- Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



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

## SIP

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

Port parameters are described below:

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

### To configure the port parameters to transport SIP signaling:

1. Click **System->System Settings->Network->Service settings**.
2. Enter the port of UDP/TCP protocol used for IVR in the **UDP/TCP port** field.
3. Enter the port of TLS protocol in the **TLS port** field.

Note that it must be different from the UDP/TCP port.

**SIP :**

UDP/TCP port :

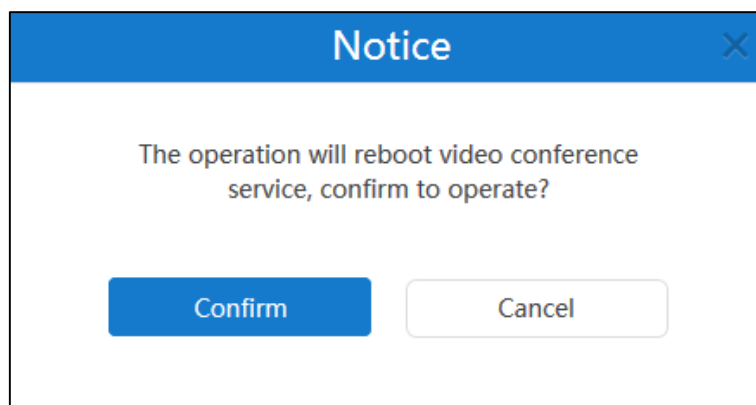
Note : used for IVR

TLS port :

Note : must be different from the TCP/UDP port

4. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



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

## H.225

H.225 is part of the H.323 family of telecommunication protocols. If the H.323 gateway has registered, H.225 was used to establish the H.323 call. For more information, please refer to [H.323 Gateway](#) on page 27.

parameters are described below:

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

## Port Settings

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

Port settings parameters are described below:

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



Parameter	Description
	conflict. For example, you set 38000 as the minimum port, the maximum port should be not less than 39000.
<b>MCU port</b>	Specifies the range of MCU ports. <b>Default:</b> 50000-59999. And the difference between the maximum port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 50000 as the minimum port, the maximum port should be not less than 51000.
<b>H.245 port</b>	Specifies the range of H.245 ports. <b>Default:</b> 30000-39999. And the difference between the maximum port and the minimum port should be not less than 1000 to avoid the port conflict. For example, you set 30000 as the minimum port, the maximum port should be not less than 31000.

**To configure port settings:**

1. Click **System->System Settings->Network->Port settings**.
2. Configure the ports in the corresponding field.

Basic settings

Service settings

**Port settings**

UDP/TCP port

IVR port\* :  
( 30000~37999 )

30000

~

37999

TURN service port\* :  
( 38000~49999 )

38000

~

49999

MCU port\* :  
( 50000~59999 )

50000

~

59999

TCP port

H.245 port\* :  
( 30000~39999 )

30000

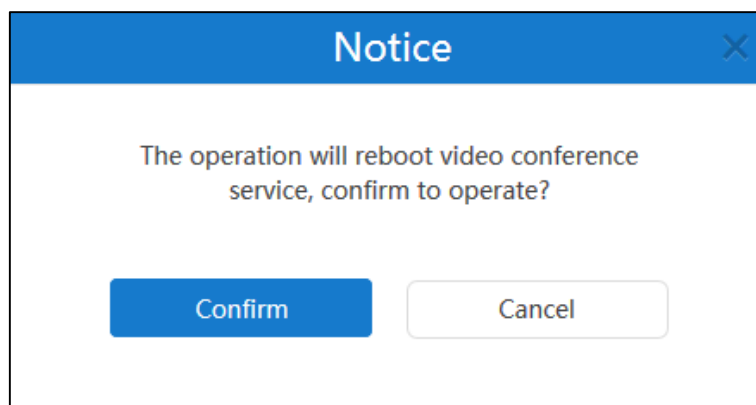
~

39999

Confirm

3. Click **Confirm**.

The page prompts "The operation will reboot video conference service, confirm to operate?".



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

## Time/Time Zone Settings

### Time Access

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

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

Time access parameters are described below:

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

**To configure the time access:**

1. Click **System->System Settings->Time/Time zone**.
2. In the **Time access** field, you can:

- Mark the radio box of **SNTP**.

Enter the SNTP server domain name in the **Server domain name** field.

Select the time zone from the pull-down list of **Time zone**.

**Time access**

☒ SNTP

Server domain name :

Time zone :

- Mark the radio box of **Date & time configuration**.

Select the time and date.

**Time access**

☐ SNTP

☒ Date & time configuration

Date & time :

Time zone :

**Meeting time zone configuration**

Default time zone :

Enable DST automatically : ☐

← Jul 2017 →

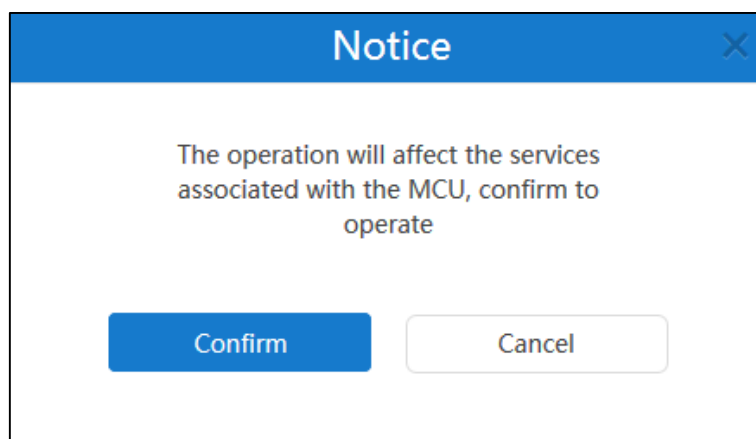
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

9 : 38 : 58

Select the time zone from the pull-down list of **Time zone**.

3. Click **Confirm**.

The page prompts "The operation will affect the services associated with the MCU, confirm to operate".



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

**Note**

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

## Meeting Time Zone Configuration

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

### Daylight Saving Time

Daylight Saving Time (DST) is the practice of temporary advancing clocks during the summertime so that evenings have more daylight and mornings have less. Typically, clocks are adjusted forward one hour at the start of spring and backward in autumn. Many countries have used DST at various times, details vary by location. DST can be adjusted automatically from the time zone configuration.

Meeting time zone parameters are described below:

Parameter	Description
<b>Default time zone</b>	When enterprise users schedule the conference, configures the default time zone. <b>Default:</b> The default time zone interacts with the time zone of server.
<b>Enable DST automatically</b>	When enterprise users schedule the conference, configures the DST type. The available types for YMS are: <ul style="list-style-type: none"><li>• <b>Auto:</b> use DST.</li></ul>

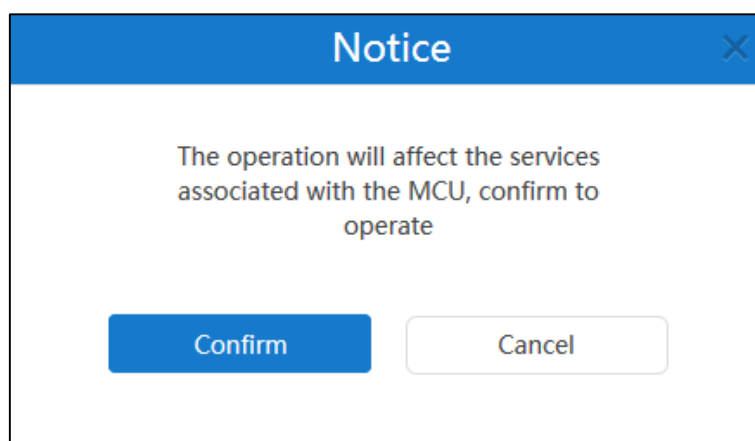
Parameter	Description
	<p>DST will be configured automatically.</p> <p>When enterprise users schedule the conference in the countries which use DST, the DST is enabled automatically. Otherwise, the DST is disabled automatically.</p> <ul style="list-style-type: none"> <li>• <b>Disable:</b> not use DST.</li> </ul> <p><b>Default:</b> Auto</p>

**To configure the time access:**

1. Click **System->System Settings->Time/Time zone**.
2. Select the time zone from the pull-down list of **Default time zone**.  
It is same as the time zone of server by default. You can change it.
3. Select **Auto** or **Disable** from the pull-down list of **Enable DST automatically**.

4. Click **Confirm**.

The page prompts "The operation will affect the services associated with the MCU, confirm to operate".



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

## SMTP Mailbox

You can use the SMTP mailbox to send emails to enterprise user accounts. For example, you can

send account information to enterprise user accounts by emails.

SMTP mailbox settings parameters are described below:

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

## Configuring Mailbox Parameter

To configure the mailbox parameter:

1. Click **System->System Settings->SMTP mailbox**.

2. Enter the SMTP server address, email address, username, password and server port in the corresponding field.

**SMTP mailbox test settings**

SMTP server :

Mail address :

Username :

Password :

Port :

☐ This server requires a secure connection.

Mail certification:

Mail certification: mail.yealink.com.cer

The imported mail certification will take affect after Web service restarted.

3. (Optional.) Check the **This server requires a secure connection** checkbox, the server port changes to **465**. And then select **SSL** or **TSL** from the pull-down list. **SSL** is selected by default.
4. (Optional.) Click **Browse** in the **Mail Certification** field, and then select the desired certification in your computer.  
Click **Import**.  
YMS will reboot to make the change take effect.
5. Click **Mailbox test settings**.  
Enter the email address of the recipient in the **Test email** field.

**Mailbox test settings**

Test email

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

## Editing Mailbox Parameter

To edit the mailbox parameter:

1. Click **System**->**System Settings**->**SMTP mailbox**.

You can view the mailbox parameter.

2. Edit the mailbox parameter in the corresponding field.

The screenshot shows the 'SMTP mailbox test settings' configuration page. It includes the following fields and options:

- SMTP server :** mail.yealink.com
- Mail address :** vccloud@yealink.com
- Username :** vccloud@yealink.com
- Password :** (masked with dots)
- Port :** 25
- ☐ This server requires a secure connection.
- Mail certification:**
  - Select files (with a file icon)
  - Browse** button
  - Import** button
- Mail certification: mail.yealink.com.cer
- The imported mail certification will take affect after Web service restarted.
- Mailbox test settings** button
- Confirm** button

3. Click **Mailbox test settings**.
4. Enter the email address of the recipient in the **Test email** field to test whether the email address you edit is available.

The screenshot shows the 'Mailbox test settings' dialog box. It contains the following elements:

- Test email** label
- Text input field containing: Jane@yealink.com
- Confirm** button
- Cancel** button

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



## Disk Space Settings

### Configuring the Default Storage Path

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

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

To configure the storage path:

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

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

The checkbox is checked by default.

When the utilization of disk space is over 80%, system will send a warning email.

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

## Disk Space

### Allocating Disk Space

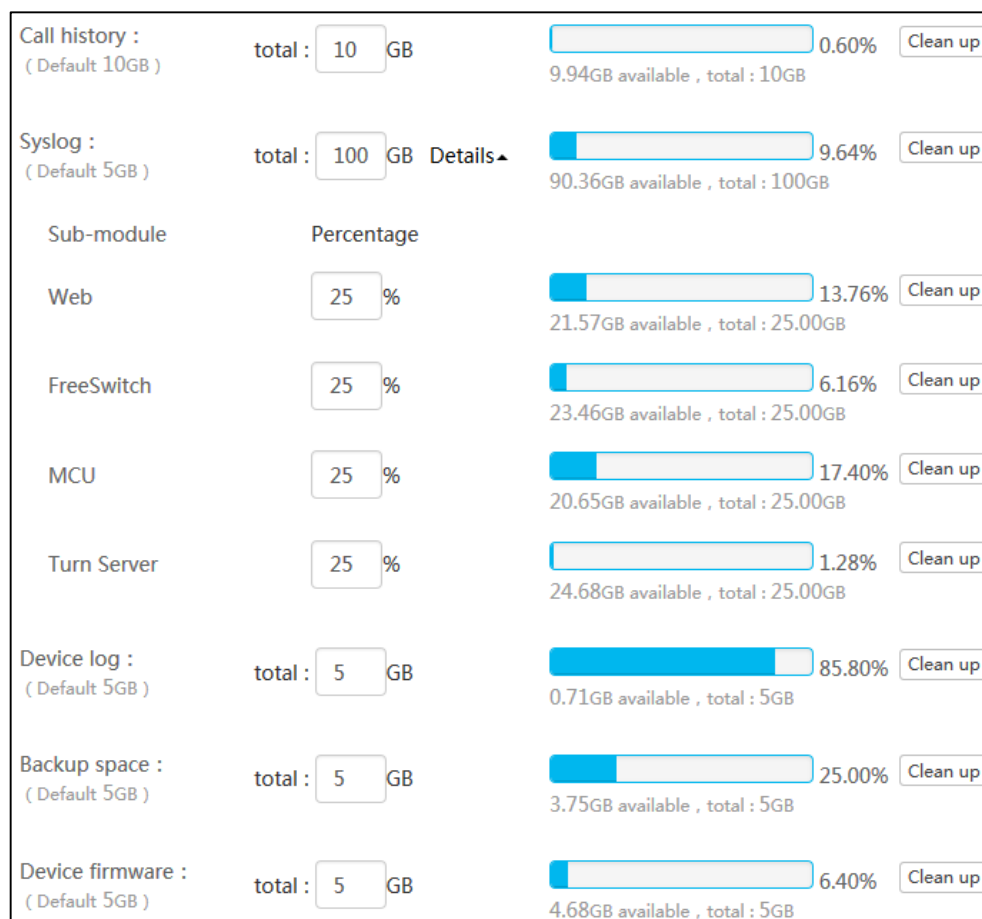
You can allocate **Call history**, **Syslog**, **Device log**, **Backup space** and **Device firmware** quota manually.

**To allocate the space quota:**

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

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

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



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

**Note**

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

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

## Clearing Disk Space

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

**To clear the disk space:**

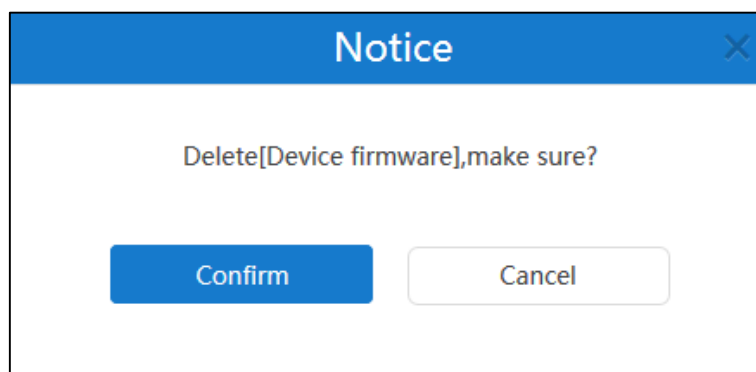
1. Click **System**->**System Settings**->**Disk space**.
2. Select **Call history**, **Syslog**, **Device log**, **Backup space** or **Device firmware** disk space.

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

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

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

The page prompts "Delete [x x], make sure?".



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

## System Maintenance

### Device Upgrade

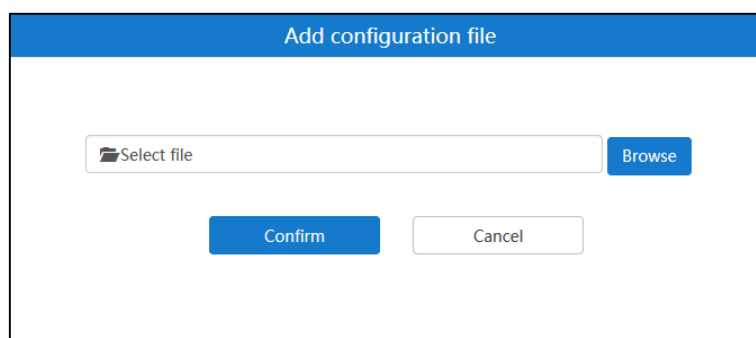
You can enable **Device upgrade** feature for server. You can update VC400/VC120/VC800 video conferencing system, VC110 all in one HD video conferencing endpoint and SIP VP-T49G IP phone registered the enterprise user account remotely. Note that only rom format file is available.

### Adding Configuration Files

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

**To add configuration files:**

1. Click **System->System Maintenance->Device upgrade**.
2. Click **Add**, the dialog box of **Adding configuration file** pops up.
3. Click **Browse** to add endpoint configuration file.



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

The page will display the progress bar, the configuration file is not added successfully until


the progress bar reaches 100% and the list displays it.

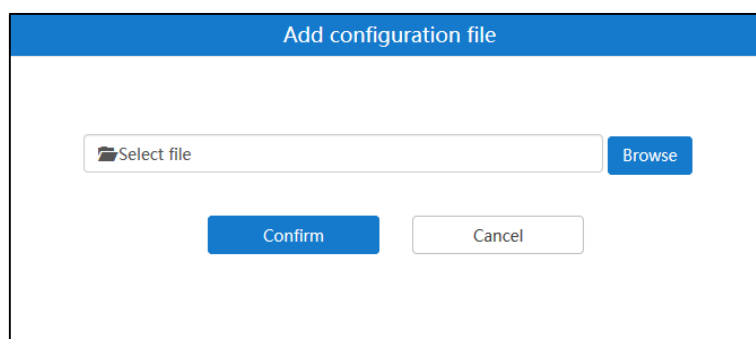
The configuration file will be set as the latest version automatically.

## Updating Configuration Files

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

**To update configuration files:**

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




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

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

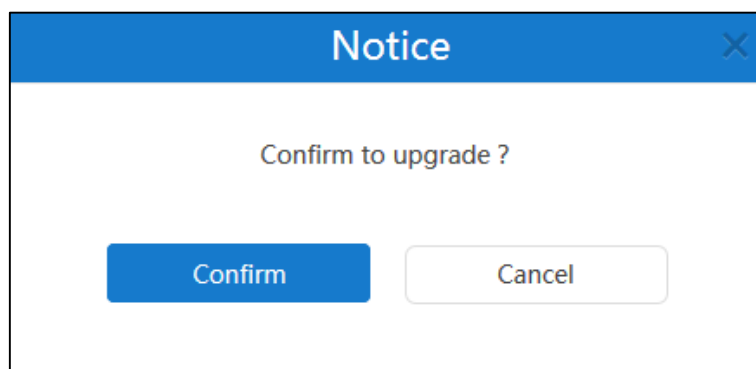
## Updating Device Firmware Now

Before you update the device registered enterprise user account now, you need set a configuration file as the latest version. When the version of the device is not the same as the latest version, it will be updated.

**To update device firmware now:**

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

The page prompts "Confirm to upgrade".




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







## Deleting Configuration Files

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

**To delete configuration files:**

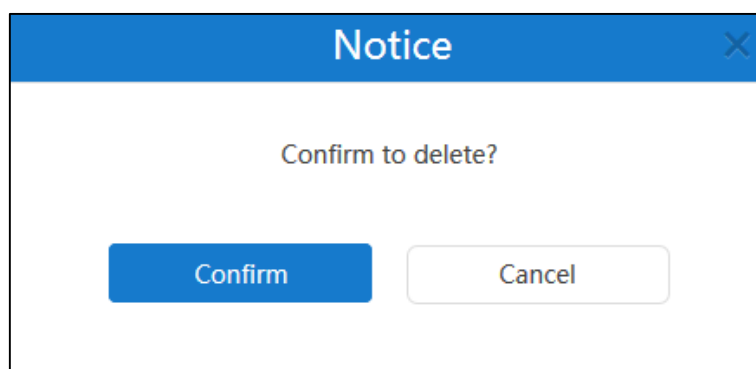
1. Click **System->System Maintenance->Device upgrade.**
2. In configuration file list, you can:
  - Check the desired configuration file checkbox, click  on the right of page.
  - Check the multiple configuration file checkboxes.

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

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

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

The page prompts "Confirm to delete".



3. Click **Confirm** to delete configuration files.

## Backup/Restore

The configuration file except for license and logs of YMS can be exported and saved as a backup to disk. When the server fails, you can restore the backup.

### Auto Backup Settings

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

**To configure the auto backup settings via YMS:**

1. Click **System->System Maintenance->Backup/Restore**.
2. Click **Auto backup settings**, the dialog box of **Auto Backup Settings** pops up.
3. Check **Enable** checkbox in the **Auto backup** field.

It is checked by default.

4. Select the desired backup cycle from the pull-down list of **Cycle**.
5. Select the desired backup date from the pull-down list of **Date**.
6. Enter the maximum of backup number in the **Max backup number** field.

The default value is 3.

If the backups are more than the maximum, the old files will be covered automatically.

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

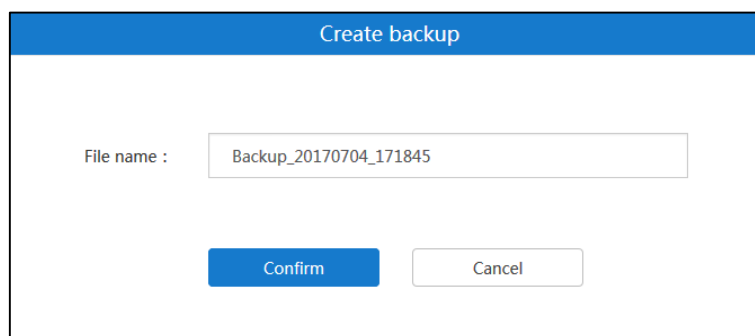
### Creating a Backup Manually

You can create a backup of YMS manually.

**To create a backup:**

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

The **File name** field is filled in the format of Backup\_date\_time automatically.




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

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

## Downloading a Backup

You can download the desired backup of YMS.

### To download a backup via YMS:

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


## Restoring a Backup

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

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

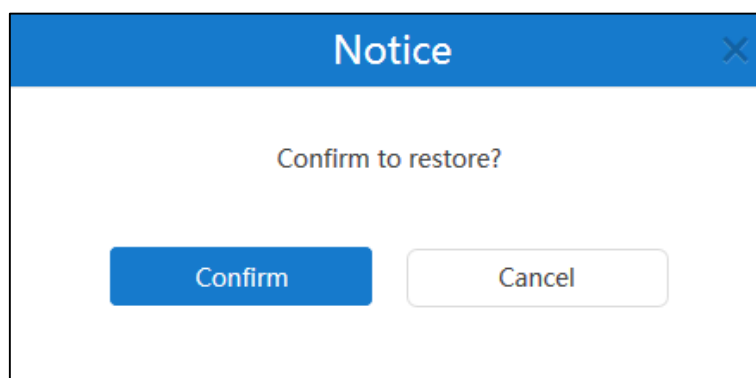
- The current backup was saved in your computer and the YMS is reset to factory, you need upload the backup to restore settings.
- The backup of other YMS was saved in your computer, you can upload the backup to apply to the current YMS.

### To restore a backup via YMS:

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



The page prompts "Confirm to restore".

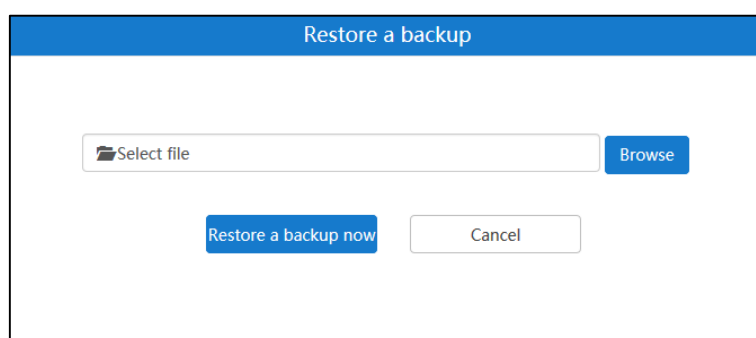


4. Click **Confirm**, YMS will reboot to make the change take effect.

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

**To restore a backup by uploading a backup:**

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




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

## Deleting a Backup

You can delete the desired backup of YMS.

**To delete a backup via YMS:**

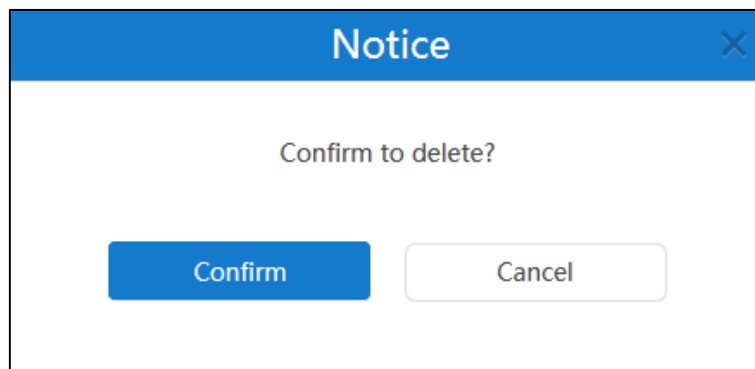
1. Click **System->System Maintenance->Backup/Restore**.
2. Check the desired backup checkbox.
3. In the backup list, you can:
  - Check the desired backup checkbox, click  on the right of page.
  - Check the multiple backup checkboxes.

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

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

Click **Batch delete** to delete backups.

The page prompts "Confirm to delete?".



- Click **Confirm** to delete backups.

## System Upgrade

### Viewing System Information

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

**To view the system information:**

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

System upgrade	
Current version : 10.23.10.20	2017/07/31 09:53

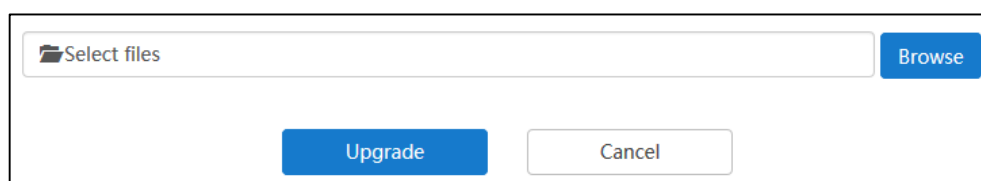
### Upgrading System

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

**To upgrade system:**

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

- Click **Browse** to upload the latest version.



A file upload dialog box with a text input field containing 'Select files' and a blue 'Browse' button. Below the input field are two buttons: a blue 'Upgrade' button and a white 'Cancel' button with a grey border.

- Click **Upgrade**, YMS will reboot to finish update automatically.

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

## Reboot/Reset to Factory

### Resetting to Factory

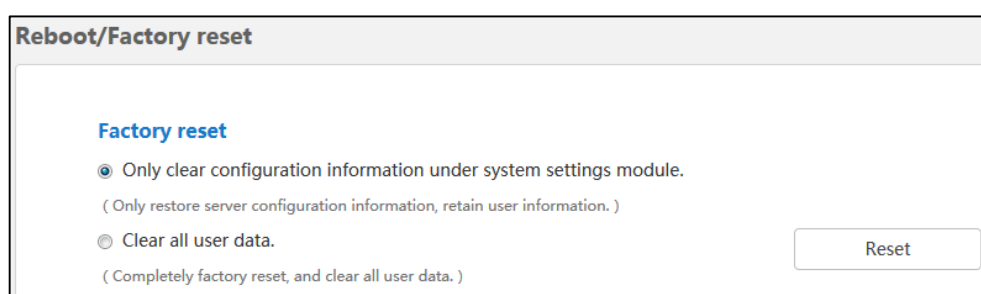
Reset to factory after you have tried almost all troubleshooting suggestions but do not solve the problem.

Do one of the following to reset to factory:

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

**To reset to factory via YMS:**

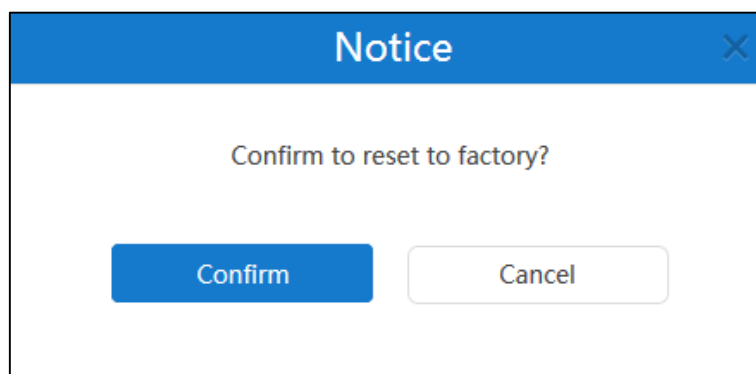
- Click **System->System Maintenance->Reboot/factory reset**.
- Mark the radio box of **Only clear configuration information under system settings module**.



A dialog box titled 'Reboot/Factory reset'. It contains a section 'Factory reset' with two radio button options. The first option is selected: 'Only clear configuration information under system settings module.' with a subtext '( Only restore server configuration information, retain user information. )'. The second option is 'Clear all user data.' with a subtext '( Completely factory reset, and clear all user data. )'. A 'Reset' button is located at the bottom right.

- Click **Reset**.

The page prompts "Confirm to reset to factory".



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

## Reboot

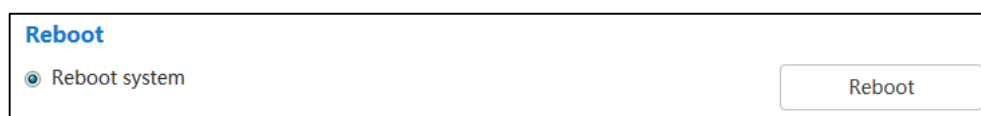
Rebooting YMS is necessary in the following scenarios:

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

You can log into the YMS to reboot YMS.

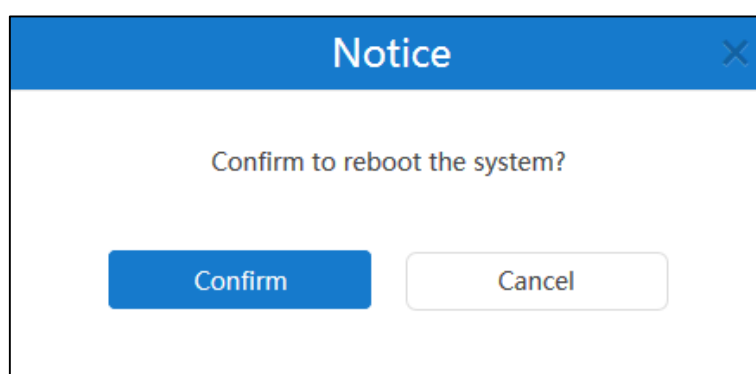
**To reboot YMS:**

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



3. Click **Reboot**.

The page prompts "Confirm to reboot the system".



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

## System Logs

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

## Server Logs

### Syslog Server Settings

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

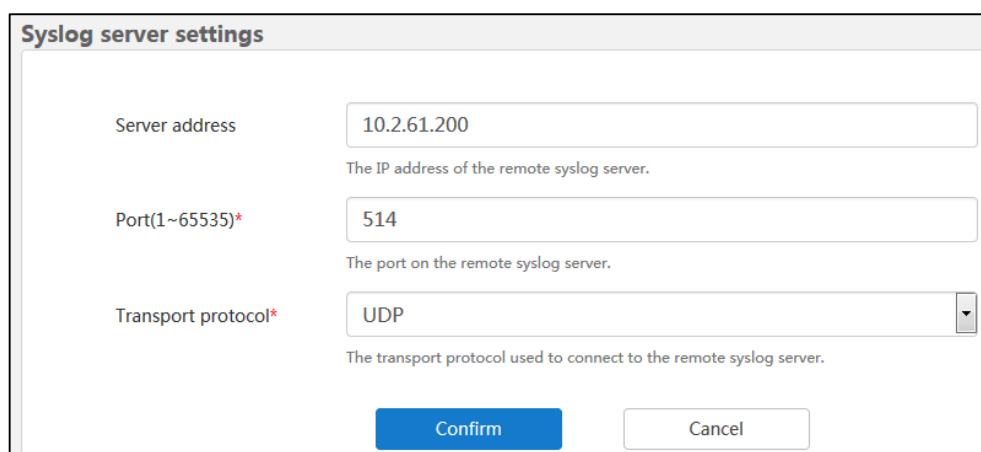
Syslog server settings parameters are described below:

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

**To configure the syslog server settings via YMS:**

1. Click **System->System Log->Server log**.
2. Click **Syslog server settings**.
3. Enter the IP address of the remote syslog server in the **Server address** field.
4. Enter the port on the remote syslog server in the **Port (1~65535)** field.

- Select the desired transport protocol from the pull-down list of **Transport protocol**.



**Syslog server settings**

Server address: 10.2.61.200  
The IP address of the remote syslog server.

Port(1~65535)\*: 514  
The port on the remote syslog server.

Transport protocol\*: UDP  
The transport protocol used to connect to the remote syslog server.

Buttons: Confirm, Cancel

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

## Operation Logs

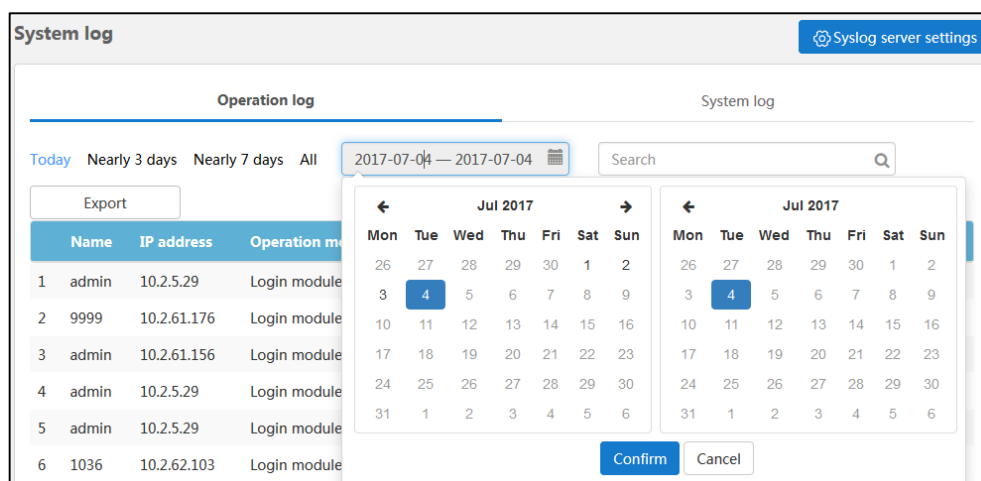
Operation logs record the operation that the enterprise administrator manages the YMS and users log into YMS or log out of YMS.

### Viewing Operation Logs

To view the operation log via YMS:

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

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



**System log** Syslog server settings

Operation log System log

Today Nearly 3 days Nearly 7 days All 2017-07-04 — 2017-07-04 Search

Export

	Name	IP address	Operation message
1	admin	10.2.5.29	Login module
2	9999	10.2.61.176	Login module
3	admin	10.2.61.156	Login module
4	admin	10.2.5.29	Login module
5	admin	10.2.5.29	Login module
6	1036	10.2.62.103	Login module


Calendar selection: Jul 2017. Date range: 2017-07-04 to 2017-07-04. Buttons: Confirm, Cancel.

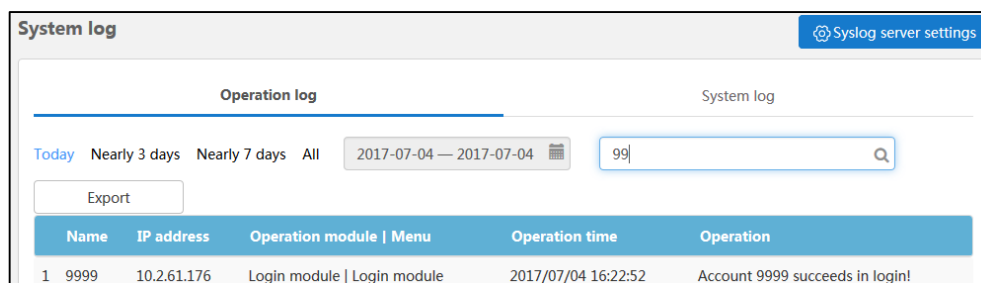
Click **Confirm** to finish the selection. The page will display the operation log during the time.

## Searching for Operation Logs

You can search for operation logs by name used to log into YMS.

**To search for the operation log via YMS:**

1. Click **System->System Log->Server log->Operation log**.
2. Enter a few or all characters of name in the Search box.
3. Click  or press **Enter** to start the search, the page will display the search result.



The screenshot shows the 'System log' interface. At the top, there's a 'System log' header with a 'Syslog server settings' button. Below it, there's a 'Operation log' section with tabs for 'Today', 'Nearly 3 days', 'Nearly 7 days', and 'All'. A date range selector shows '2017-07-04 — 2017-07-04'. A search box contains '99' with a magnifying glass icon. An 'Export' button is visible. Below the search bar is a table with the following data:

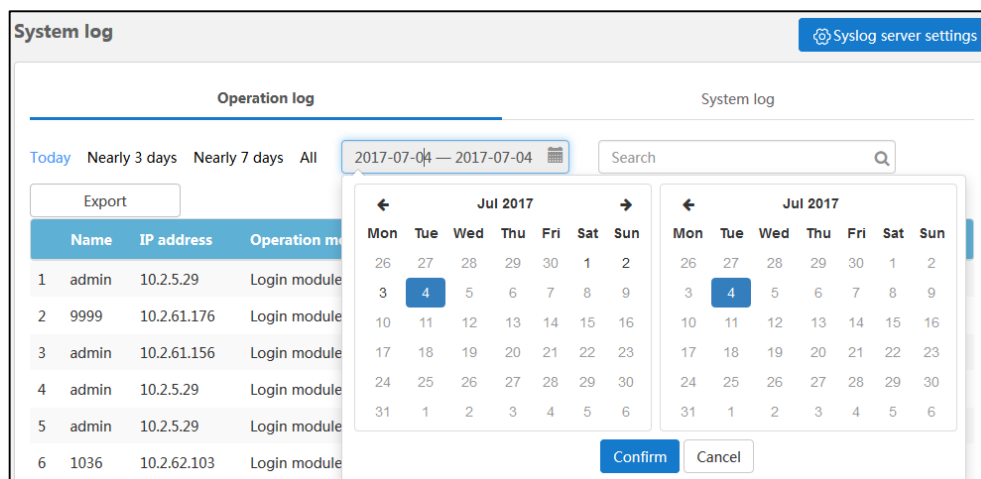
Name	IP address	Operation module   Menu	Operation time	Operation
1 9999	10.2.61.176	Login module   Login module	2017/07/04 16:22:52	Account 9999 succeeds in login!

## Exporting Operation Logs

**To export the operation log via YMS:**

1. Click **System->System Log->Server log->Operation log**.
2. Click **Today**, **Nearly 3 days**, **Nearly 7 days** or **All**.

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



The screenshot shows the 'System log' interface with date selection calendars. The 'Operation log' section has tabs for 'Today', 'Nearly 3 days', 'Nearly 7 days', and 'All'. The date range selector shows '2017-07-04 — 2017-07-04'. Two calendar pop-ups are visible, showing the month of July 2017. The first calendar has the 4th selected, and the second calendar has the 4th selected. Below the calendars are 'Confirm' and 'Cancel' buttons. The table below the search bar shows the following data:

Name	IP address	Operation module   Menu
1 admin	10.2.5.29	Login module
2 9999	10.2.61.176	Login module
3 admin	10.2.61.156	Login module
4 admin	10.2.5.29	Login module
5 admin	10.2.5.29	Login module
6 1036	10.2.62.103	Login module

Click **Confirm** to finish the selection.

3. Click **Export** to export the operation logs during the time and save it in your computer.

The following is an example of operation log:

NO.	UserName	Module/Menu	Operation time	Remark
1	admin	SystemManager/Configuration backup/restore	2016-12-07T16:02:41Z	Download the backup successful!
2	admin	Login/Login	2016-12-07T16:01:05Z	Account admin login success!
3	admin	Login/Login	2016-12-07T15:57:10Z	Account admin login success!
4	2221	Login/Login	2016-12-07T15:56:45Z	Account 2221 login success!
5	admin	Login/Login	2016-12-07T15:42:32Z	Account admin login success!
6	admin	SystemManager/Configuration backup/restore	2016-12-07T15:36:06Z	Download the backup successful!
7	admin	SystemManager/Configuration backup/restore	2016-12-07T15:36:01Z	Download the backup successful!
8	admin	SystemManager/Terminal/AutoUpgrade	2016-12-07T15:21:53Z	Delete terminal config success!
9	admin	登录模块/登录模块	2016-12-07T15:19:28Z	账号admin登录成功!
10	4201	Login/Login	2016-12-07T15:18:53Z	Account 4201 login success!
11	4201	Login/Login	2016-12-07T15:17:31Z	Account 4201 login success!
12	admin	登录模块/登录模块	2016-12-07T15:16:34Z	账号admin登录成功!
13	2221	Login/Login	2016-12-07T15:14:44Z	Account 2221 login success!
14	admin	Login/Login	2016-12-07T15:14:31Z	Login success!
15	1222	Login/Login	2016-12-07T15:13:08Z	Account 1222 login success!
16	admin	登录模块/登录模块	2016-12-07T15:10:39Z	账号admin登录成功!
17	1256	登录模块/登录模块	2016-12-07T15:08:35Z	账号1256登录成功!
18	admin	Login/Login	2016-12-07T15:02:08Z	Account admin login success!
19	admin	SystemManager/Terminal/AutoUpgrade	2016-12-07T15:00:53Z	Add terminal config success!
20	4004	Login/Login	2016-12-07T14:57:18Z	Account 4004 login success!
21	4004	Login/Login	2016-12-07T14:57:16Z	Account 4004 login success!
22	admin	Login/Login	2016-12-07T14:57:02Z	Login success!
23	4004	Login/Login	2016-12-07T14:56:44Z	Account 4004 login success!
24	4004	Login/Login	2016-12-07T14:56:39Z	Account 4004 login success!
25	admin	Login/Login	2016-12-07T14:56:34Z	Login success!
26	4002	Login/Login	2016-12-07T14:55:41Z	Account 4002 login success!
27	admin	Login/Login	2016-12-07T14:55:33Z	Login success!

## System Logs

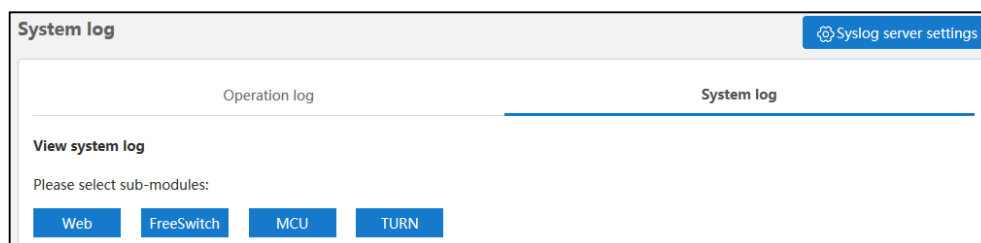
System logs record the operation that the users initiate and manage conference by YMS.

### Viewing System Logs

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

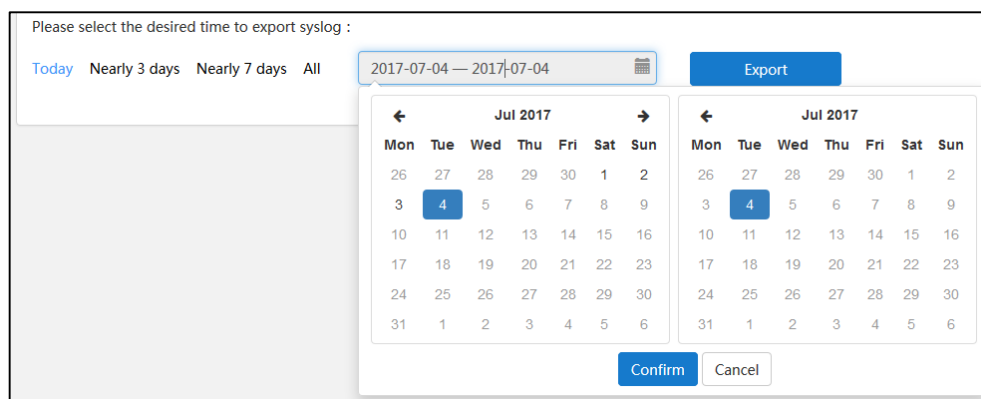
**To export the system log via YMS:**

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



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

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





Click **Confirm** to finish the selection.

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

## Device Logs

You can enable the **Device log** feature. After you enable it, the device logs will occupy a certain amount of bandwidth. System's actual performance may vary based on the number of endpoint. The endpoint log is named by the IP address which users use to log into the YMS. Device logs contain device registration, subscription messages.

## Viewing Device Logs

To view the device log via YMS:

- Click **System->System Log->Device log**.
- Select the desired device type from the pull-down list, the page will display the device log during the selected time.

Device log ☒ Enable

All types

All types

=

AutoTest

SIPp

T23P

VC110

VC120

VC400

VC800






VCDesktop

VP-T49G

WEB

All status

Search

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

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

**Device log** ☒ Enable

All types

All status

Search

	Name	Device model	IP address	Status	Operation
1	9403	WEB	10.2.61.3	Offline	
2	9375	WEB	10.2.61.3	Offline	

## Searching for Device Logs

You can search for device logs by the name or account used to log into YMS in device.

To search for the device log via YMS:

- Click **System->System Log->Device log**.
- Enter a few or all characters of name and account in the Search box.

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

The screenshot shows the 'Device log' interface with the 'Enable' checkbox checked. There are two dropdown menus for 'All types' and 'All status'. A search bar contains the text '90'. A dropdown menu is open, showing search results for '90':


- 9045(9045)
- 青吉士(2906)
- 9047(9047)
- 李小花(9005)
- 9490(9490)
- 9088(9088)
- 9040(9040)
- 9092(9092)
- 9022(9022)
- 3月27号进行测试(2908)

The main table displays device logs with columns: Name, Account, Device model, and IP address.

	Name	Account	Device model	IP address
1	9045	9045	SIPp	10.3.15.231
2	11394	1139	WEB	10.3.16.153
3	9357	9357	SIPp	10.3.15.231
4	9416	9416	SIPp	10.3.3.134
5	11394	1139	WEB	10.3.16.162
6	青吉士	2906	VP-T49G	10.10.12.26

## Exporting Device Logs

To export the device log via YMS:

1. Click **System->System Log->Device log**.
2. Select the desired device and click  on the right of page.
3. Click **Today**, **Nearly 3 days**, **Nearly 7 days** or **All**.

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

The screenshot shows the 'Device log' interface with the 'Enable' checkbox checked. A dialog box titled 'Export device log' is open, prompting the user to select the desired time to export syslog. The dialog includes options: **Today**, **Nearly 3 days**, **Nearly 7 days**, and **All**. Below these options is a date range selector showing '2017-07-04-2017-07-04'. A calendar for July 2017 is displayed, with the date '4' selected. The calendar shows two views: a standard week view and a compact week view. At the bottom of the dialog are 'Confirm' and 'Cancel' buttons.

	Name	Account	Device model	IP address	Status
1	9045	9045	SIPp	10.3.15.231	Online
2	11394	1139	WEB	10.3.16.153	Offline
3	9357	9357	SIPp	10.3.15.231	Online
4	9416	9416	SIPp	10.3.3.134	Online
5	11394	1139	WEB	10.3.16.162	Offline
6	青吉士	2906	VP-T49G	10.10.12.26	Online
7	9472			10.2.61.3	Offline
8	9461			10.2.61.3	Offline
9	9417			10.2.61.19	Offline
10	9406				
11	9409				
12	9400	9400	SIPp	10.2.61.19	Offline

Click **Confirm** to finish the selection.

4. Click **Export** to export the device logs during the time and save it in your computer.

# Account Management

---

The enterprise administrator can manage enterprise user accounts (YMS accounts) via YMS. In the account lists, you can add, view, edit, searching for and delete accounts. And YMS can store up to 10000 accounts at most. The enterprise administrator can send account information by emails to users.

Users can log into endpoints using the account. An account can be used to log into five endpoints at most simultaneously.

This chapter provides the account management, Topics include:

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

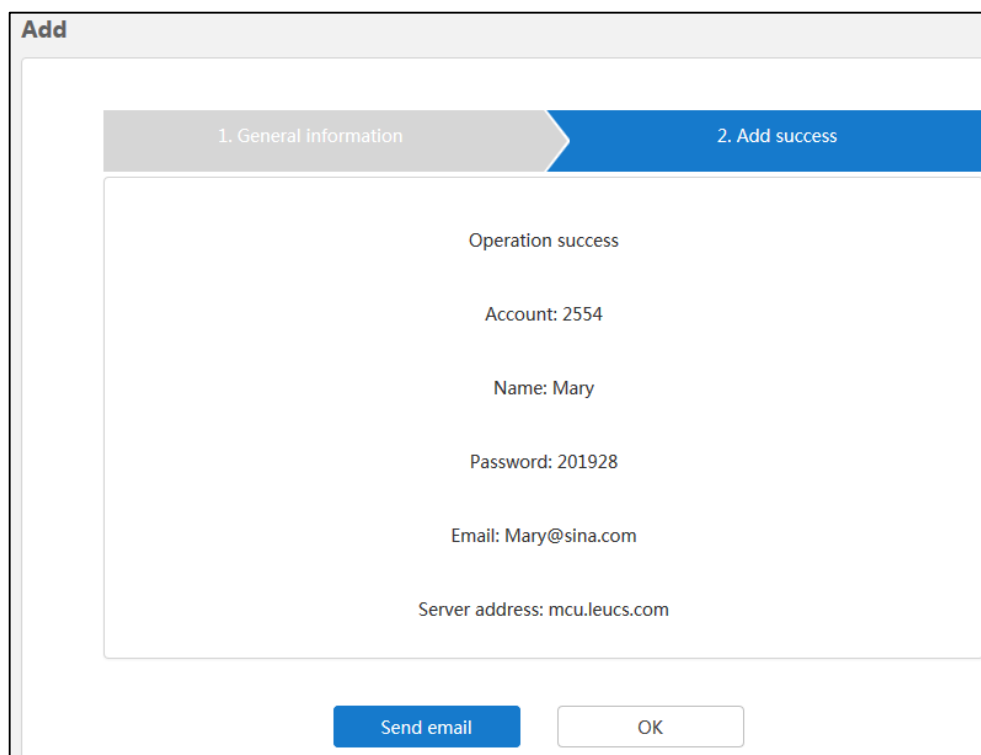
## Adding Accounts

### Adding Accounts Manually

**To add accounts manually:**

1. Click on **Account**.
2. In account page, click **Add**.
3. Enterr name, account and account's email in the corresponding fields.
4. Click **Confirm**.

The account details are displayed as below:



The screenshot shows a window titled "Add" with two tabs: "1. General information" and "2. Add success". The "2. Add success" tab is active. Inside the window, the following information is displayed:

- Operation success
- Account: 2554
- Name: Mary
- Password: 201928
- Email: Mary@sina.com
- Server address: mcu.leucs.com

At the bottom of the window, there are two buttons: "Send email" (highlighted in blue) and "OK".

You can click **Send email** to send an email to the account's registered email, the registered email will receive the email which contains the account information. You can also send emails later. For more information, please refer to [Sending Emails to Accounts](#) on page 74.

You can also click **Ok** to finish.

## Importing Accounts

Before you import accounts, you should download a blank template, and then enter the account information in the blank template. After you finish editing, you can import the template.

### To import accounts:

1. Click on **Account**.
2. In account page, click **Batch import**.
3. Click **Template download** to download a blank .xls file.



The screenshot shows a window titled "Batch import" with a "Go Back" button in the top right corner. Inside the window, the text "Please import template" is displayed above a button labeled "Template download".

4. Add the corresponding account information to the template and save it in your computer.

Note that name and account is mandatory, and the title in a table cannot be edited or deleted.

If you do not configure the password, the server will automatically generate a random password.

Name *	Account *	Password	E-mail
Jane	2711	111111	<a href="mailto:Jane@realink.com">Jane@realink.com</a>
Mark	2710		<a href="mailto:Mark@realink.com">Mark@realink.com</a>

#### To import accounts:

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

Only .xls format file is available

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

Select file

Browse

Save and send

Confirm

Cancel

- Do one of the following:

- Click **Save and send** to finish importing accounts and send an email to the account's registered email, the registered email will receive the email which contains the account information.
- Click **Confirm** to finish importing accounts.
- Click **Cancel** to cancel the operation.

#### Note

If you fail to import accounts, please edit the content of .xls files based on the prompt message. You can only import 1000 accounts at most each time.

## Viewing Accounts

#### To view the accounts details:

- Click on **Account**.

You can view the name, account, email and build date.


You can also edit account, send an email to account or delete account.

	Name	Account	Email	Build time	Operation
<input type="checkbox"/>	3001 3078	3078		2017/06/27	
<input type="checkbox"/>	3002 3079	3079		2017/06/27	
<input type="checkbox"/>	3003 3080	3080		2017/06/27	
<input type="checkbox"/>	3004 3081	3081		2017/06/27	

## Sending Emails to Accounts

If the account is bound with an email, the enterprise administrator can send emails to tell their users about the account information.










### To send emails:

1. Click on **Account**.
2. In the user account list, you can:
  - Check the checkbox beside the user name, click  on the right of page to delete accounts.
  - Check the multiple checkboxes.

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

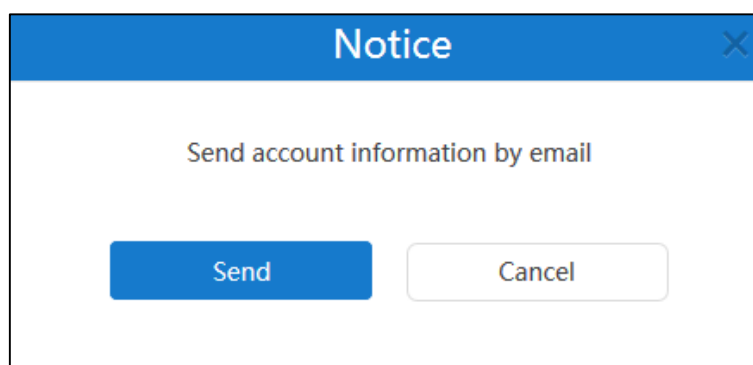
Batch send mails

Batch delete

<input checked="" type="checkbox"/>	Name	Account	Email	Build time	Operation
<input checked="" type="checkbox"/>	3001 3078	3078		2017/06/27	  
<input checked="" type="checkbox"/>	3002 3079	3079		2017/06/27	  
<input checked="" type="checkbox"/>	3003 3080	3080		2017/06/27	  

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

The page prompts "Send account information by email"



3. Click **Send** to send the email.

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


## Editing Accounts Information

### Editing Accounts

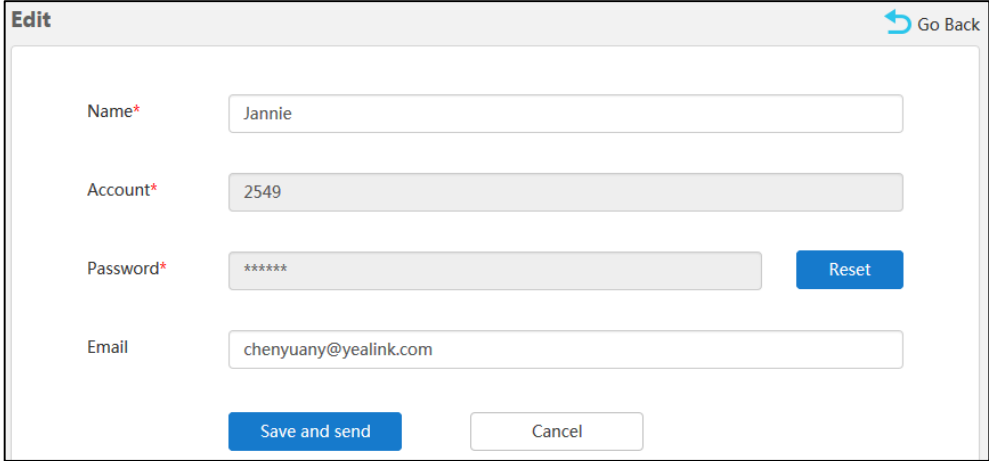
You can edit accounts information from the Edit page. If you import accounts, you can also edit accounts information in the .xls file which is used to be imported to YMS.

If the conference which is scheduled by the account is ongoing, you cannot edit the account.

**To edit accounts from the Edit page:**

1. Click on **Account**.
2. Check the desired account checkbox.
3. Click  on the right of page to edit accounts.
4. Enter the name or account's email in the corresponding field you want to edit.

The input box in gray is not writable.




5. Do one of the following:
  - Click **Save and send** to finish editing accounts and send an email to the account's registered email, the registered email will receive the email which informs you that the account information is edited.
  - Click **Cancel** to cancel the operation.

## Resetting Password

When users forget password, the enterprise administrator can reset the password and send emails to tell their users about the account information.

If the conference which is scheduled by the account is ongoing, you cannot reset the password.

**To reset password via YMS:**

1. Click on **Account**.
2. Check the desired account checkbox.
3. Click  on the right of page to edit accounts details.

- Click **Reset** in the **Password** field.

- Do one of the following:
  - Click **Save and send** to finish editing accounts and send an email to the account's registered email, the registered email will receive the email which informs you that the account information is edited.
  - Click **Cancel** to cancel the operation.

## Searching for Accounts

You can search for accounts by name, account and the account's email.

**To search for accounts:**

- Click on **Account**.
- Enter a few or all characters of name, number and email in the Search box.

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

Account	Email	Build time	Operation
2550		2017/07/03	[Edit] [Reset] [Delete]
6124		2017/07/03	[Edit] [Reset] [Delete]
9000		2017/06/30	[Edit] [Reset] [Delete]
9001		2017/06/30	[Edit] [Reset] [Delete]
9002		2017/06/30	[Edit] [Reset] [Delete]
9003		2017/06/30	[Edit] [Reset] [Delete]

## Deleting Accounts


You can delete accounts in account list.

If the conference which is scheduled by the account is not ongoing, you can delete the account and the conference participates whose account is associated with an email address will receive

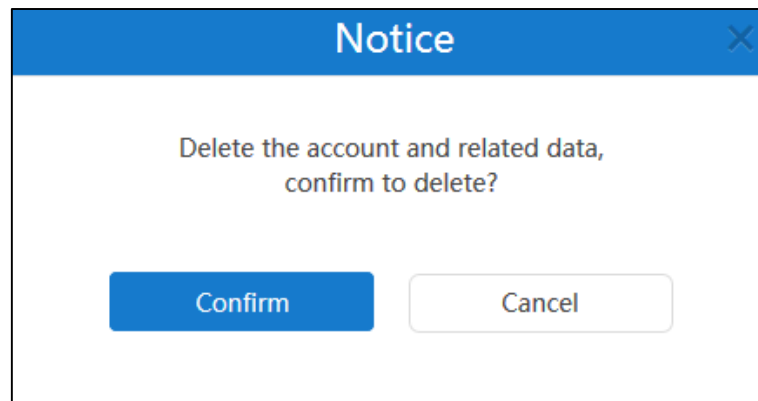


an email which informs you the conference is canceled. On the contrary, you cannot delete the account.










**To delete accounts:**

1. Click on **Account**.
2. In the user account list, you can:
  - Check the desired account checkbox., click  on the right of page to delete accounts.

The page prompts "Delete the account and related data, confirm to delete?".

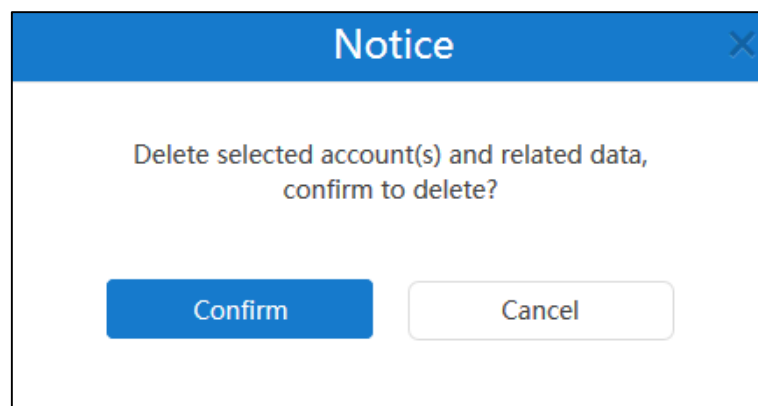


- Check the multiple checkboxes.  
If you want to check all checkboxes, you can check the checkbox as following:

<input checked="" type="checkbox"/>	Name	Account	Email	Build time	Operation
<input checked="" type="checkbox"/>	1	2550		2017/07/03	  
<input checked="" type="checkbox"/>	2	2553	chenyuany@yealink.com	2017/07/04	  
<input checked="" type="checkbox"/>	3	6124		2017/07/03	  

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

The page prompts "Delete selected account(s) and related data, confirm to delete?".



3. Click **Confirm** to delete accounts.

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



## Meeting Room Management

YMS integrates with OA, you can manage entity meeting rooms via YMS. 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 (VC400/VC120/VC800 video conferencing system, VC110 all in one HD video conferencing endpoint, VC Desktop and SIP VP-T49G IP phone), but general meeting rooms does not have.

You can edit, view, search for and delete meeting rooms. Users can use the meeting room to schedule conferences. For more information, please refer to [Yealink Meeting Server User Guide](#).

This chapter provides the meeting room management, Topics include:

- [Adding Meeting Rooms](#)
- [Viewing Meeting Rooms](#)
- [Editing Meeting Rooms](#)
- [Searching for Meeting Rooms](#)
- [Deleting Meeting Rooms](#)

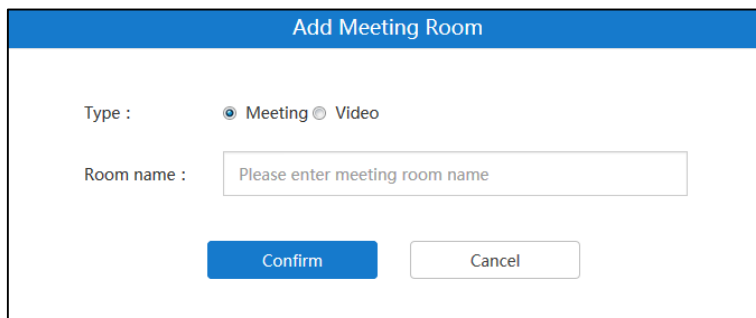
## Adding Meeting Rooms

### Adding General Meeting Rooms

**To add general meeting rooms:**

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

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

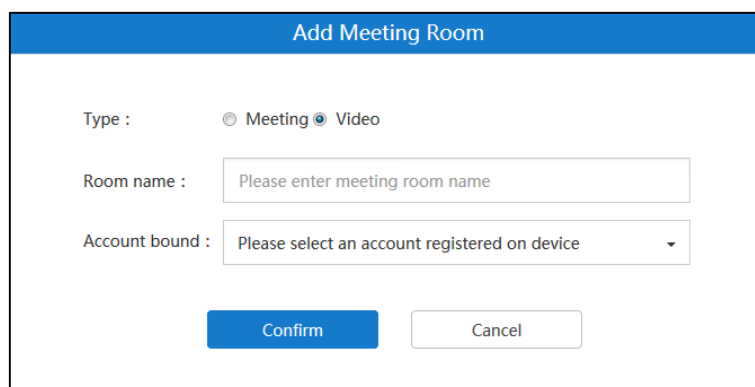


3. Mark the radio box of **Meeting** in the **Type** field.
4. Enter the name of meeting room in the **Room name** field.
5. Click **Confirm**.

## Adding Video Meeting Rooms

To add video meeting rooms:

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



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

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

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

6. Click **Confirm**.

## Viewing Meeting Rooms

### Viewing All Meeting Rooms

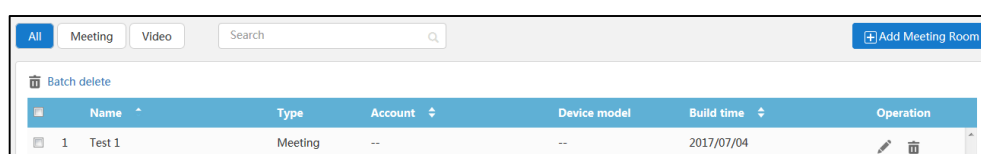
You can view all meeting rooms via YMS.



To view all meeting rooms:

1. Click on **Meeting Room->All**.

You can view the name, room type, account bound, device model which is associated with account and build date.

You can also edit or delete meeting rooms.



	Name	Type	Account	Device model	Build time	Operation
1	Test 1	Meeting	--	--	2017/07/04	 

## Viewing General Meeting Rooms

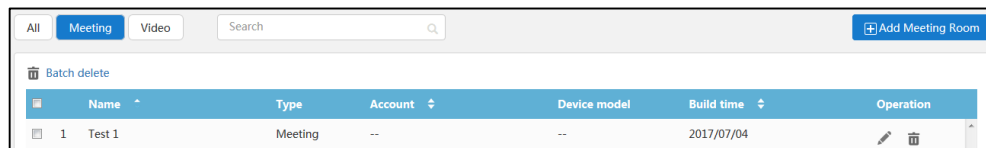
You can view general meeting rooms via YMS.

**To view general meeting rooms:**

1. Click on **Meeting Room->Meeting**.

You can view the name, room type and build date.

You can also edit or delete general meeting rooms.



Batch delete						
	Name	Type	Account	Device model	Build time	Operation
<input type="checkbox"/>	1 Test 1	Meeting	--	--	2017/07/04	

## Viewing Video Meeting Rooms

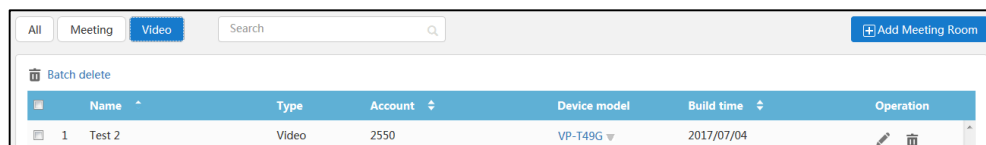
You can view video meeting rooms via YMS.

**To view video meeting rooms:**

1. Click on **Meeting Room->Video**.

You can view the name, room type, account bound, device model which is associated with account and build date.

You can also edit or delete video meeting rooms.



Batch delete						
	Name	Type	Account	Device model	Build time	Operation
<input type="checkbox"/>	1 Test 2	Video	2550	VP-T49G	2017/07/04	

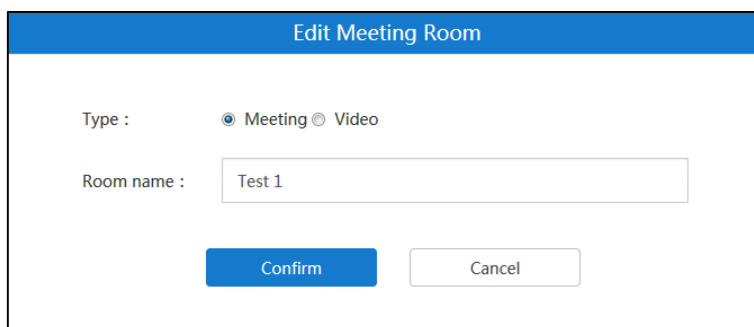
## Editing Meeting Rooms

### Editing General Meeting Rooms

**To edit the general meeting rooms:**

1. Click on **Meeting Room**.
2. (Optional.) Click **Meeting**, the page will display the general meeting rooms.
3. Check the desired general meeting room checkbox.
4. Click on the right of page to edit the general meeting room.


5. Edit the name of meeting room in the **Room name** field.

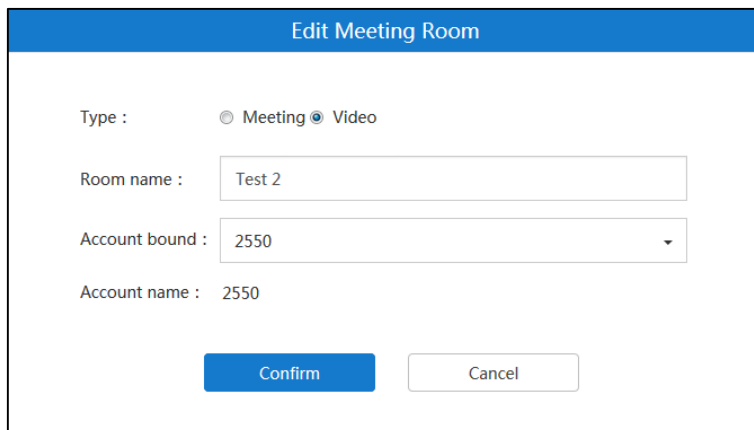


6. Click **Confirm**.

## Editing Video Meeting Rooms

**To edit video meeting rooms:**

1. Click on **Meeting Room**.
2. (Optional.) Click **Video**, the page will display the video meeting rooms.
3. Check the desired video meeting room checkbox
4. Click  on the right of page to edit the video meeting room.
5. Edit the name of meeting room in the **Room name** field.



6. Select the desired account from the pull-down list of **Account bound**.

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

7. Click **Confirm**.

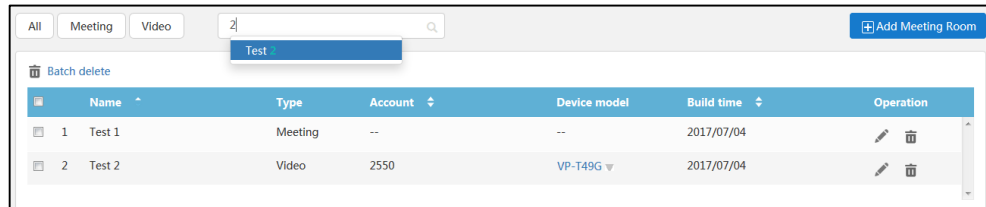
## Searching for Meeting Rooms

You can search for meeting rooms by name, account or device model.

**To search for meeting rooms:**

1. Click on **Meeting Room**.
2. Enter a few or all characters of the name, account or device model in the Search box.

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

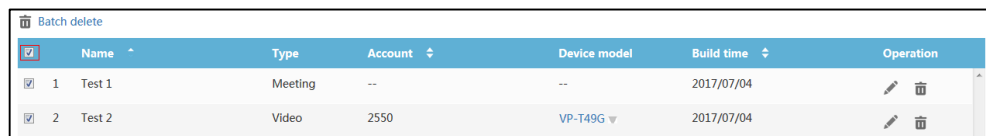


## Deleting Meeting Rooms

**To delete meeting rooms:**

1. Click on **Meeting Room**.
2. In the meeting room list, you can:
  - Check the desired meeting room checkbox., click on the right of page.
  - Check the multiple checkboxes.

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



Click **Batch delete** to delete meeting rooms in the batch.

And then the page prompts you to confirm the deletion of the meeting rooms.

3. Click **Delete** to delete the meeting rooms.





## Permanent Virtual Meeting Room Management

Permanent Virtual Meeting Rooms (VMRs) are added by enterprise administrator via YMS.

Enterprise users can join the permanent VMR at any time. But permanent VMRs cannot be used to schedule conferences.

You can manage permanent VMRs via YMS.

In permanent VMRs list, you can add, edit, view, search for and delete permanent VMRs.

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

Difference	Mode	Description	
Role	Discussion	Moderator	Enterprise administrator can specify enterprise users to be moderators.
		Guest	The participants of the permanent VMR without moderator privileges.
	Training	Moderator	Enterprise administrator can specify enterprise users to be moderators.
		Lecturer	Moderator can promote any guest to be a lecturer. Lecturers can speak in the conference.
		Guest	The participants of the permanent VMR without moderator privileges.
Feature Privilege	Discussion	When moderators log into the YMS by enterprise users' account, 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. When guests log into the YMS by enterprise users' account, guests can only view conferences information.	
	Training	When moderators log into the YMS by enterprise users' account, moderators can view, edit and delete conferences information, you can also invite conference participants, search for conference participants, deal with the application of speaking, remove conference participants, mute or unmute conference participants, change conference participants' role, lock or unlock conferences, exit conferences and end conferences. When guests log into the YMS by enterprise users' account, 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"> <li>For moderator, the conference layout gives equal prominence to every participant in the conference.</li> <li>If no lecturer exists in the conference, all guests do not view</li> </ul>	

Difference	Mode	Description
		any participant and can only view the reminder of waiting for the lecturer. If the moderator specifies a lecturer via YMS, all guests will view the lecturer in full screen. And if the moderator specifies multiple lecturers, for all guests, the conference layout gives equal prominence to every lecturer.
Speaking	Discussion	Free speech.
	Training	All participants are muted automatically except the moderator. Participants must apply for speaking during a conference.
Sharing content	Discussion	Both moderators and guests can share content.
	Training	Only moderators and lecturers can share content, guests cannot.

This chapter provides permanent VMRs management, Topics include:


- [Adding Permanent Virtual Meeting Rooms](#)
- [Viewing Permanent Virtual Meeting Rooms](#)
- [Editing Permanent Virtual Meeting Rooms](#)
- [Searching for Permanent Virtual Meeting Rooms](#)
- [Deleting Permanent Virtual Meeting Rooms](#)

## Adding Permanent Virtual Meeting Rooms

**To add permanent VMRs:**

1. Click on **VMR**.
2. In permanent VMRs list, click **Add Virtual Meeting Room**.

3. Enter the name of permanent VMR in the **Name** field.

4. Mark the radio box of **Discussion mode** and **Training mode** in the **Mode** field.
5. Enter 5-digit numbers in the **ID** field.  
The range of ID is 20000-89999 by default.
6. (Optional) Check the **Require Password** checkbox.  
It is checked by default.  
Enter 6-digit number in the **Password** field.
7. 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 select all enterprise users, you can check the **Select All** checkbox.
8. (Optional) Check the **Max participants** checkbox.  
Enter the number of the participates. If the participates are more than the number, the participant cannot join the permanent VMR.  
The range is 1-99 by default.
9. (Optional) Check the **Add to directory** checkbox.  
It is checked by default.  
The permanent VMR will be added to the enterprise directory of VC400/120/800 video conferencing system, VC110 all in one HD video conferencing endpoint, VC Desktop and SIP VP-T49G IP phone registered the enterprise user account.
10. Click **Confirm**.





## Viewing Permanent Virtual Meeting Rooms

**To view permanent VMRs:**

1. Click on **VMR**.


You can view the name, ID, password, mode and build time.

You can also edit or delete the permanent VMR.

	Name	ID	Password	Mode	Build time	Operation
1	001	54545	--	Discussion mode	2017/06/27	 
2	090909	66666	--	Training mode	2017/06/30	 

## Editing Permanent Virtual Meeting Rooms

**To edit permanent VMRs:**

1. Click on **VMR**.
2. Check the desired permanent VMR checkbox.
3. Click  on the right of page to edit the permanent VMR.
4. Edit the permanent VMR in the corresponding field.

### Edit Virtual Meeting Room

[Go Back](#)

Note: A VMR is really a permanent VMR into which people can dial at any time.












Name\*

Mode\* ☒ Discussion mode ☐ Training mode

ID

☐ Require Password

Moderators

 1000 	 2963 
 2982 	 9050 
 Mario 	

☐ Max participants

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

[Confirm](#) [Cancel](#)

5. Click **Confirm**.

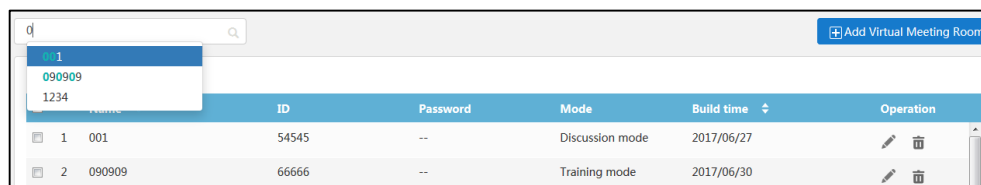
## Searching for Permanent Virtual Meeting Rooms

You can search for permanent VMRs by name, ID or mode.

**To search for permanent VMRs:**


1. Click on **VMR**.
2. Enter a few or all characters of the name, ID or mode in the Search box.

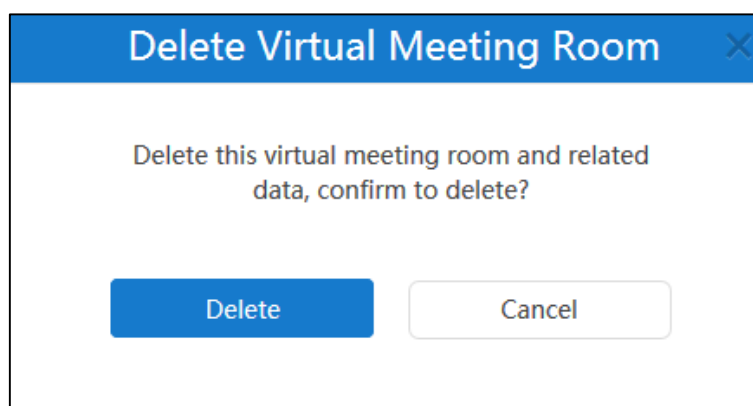
The page will display the pull-down list and search results.



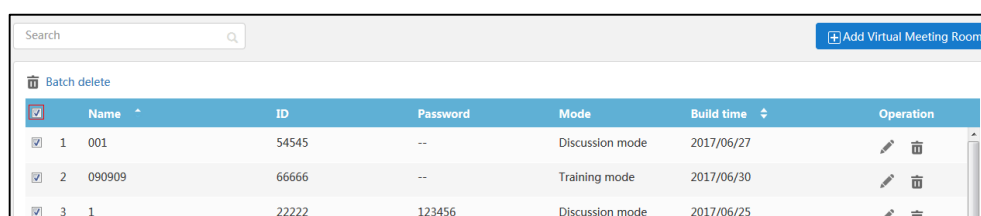
## Deleting Permanent Virtual Meeting Rooms

**To delete permanent VMRs:**

1. Click on **VMR**.
2. In permanent VMRs list, you can:
  - Check the desired permanent VMR checkbox., click  on the right of page.  
The page prompts "Delete this virtual meeting room and related data, confirm to delete?".

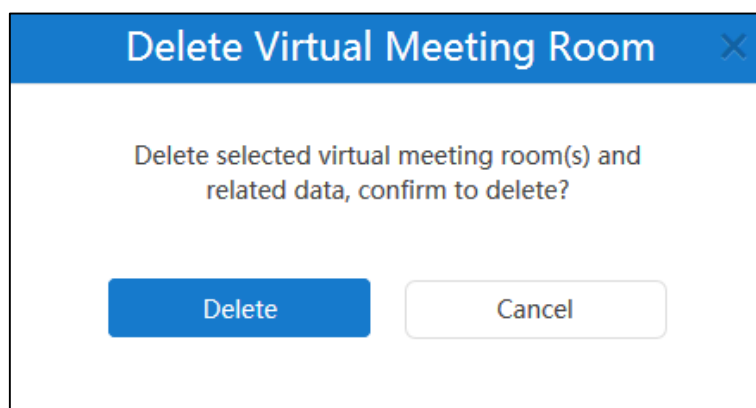


- Check the multiple checkboxes.  
If you want to check all checkboxes, you can check the checkbox as following:



Click **Batch delete** to delete meeting rooms in the batch.

The page prompts "Delete the meeting room (s) and related data, confirm to delete?".



3. Click **Delete** to delete the permanent VMR.

## Conference Statistics

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

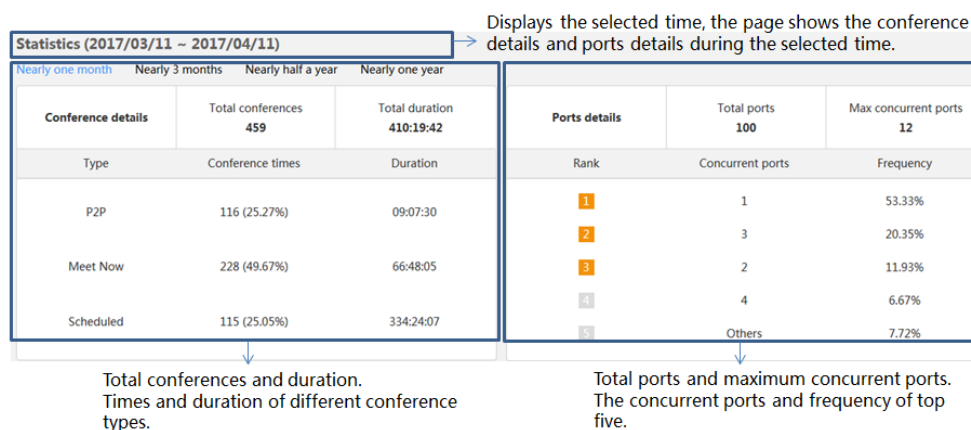
Topics include:

- [Viewing Conference Statistics](#)
- [Viewing Records](#)
- [Searching for Records](#)
- [Exporting Records](#)

## Viewing Conference Statistics

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

The page shows as below:



Name	Description
P2P	The call between two endpoints registered the enterprise user account.
Meet Now	You can initiate it by SIP VP-T49G IP phone or Yealink VC Desktop registered the enterprise user account or it is initiated by joining the permanent VMR.
Scheduled conferences	Enterprise users schedule conferences via YMS or Microsoft Outlook software.
Max concurrent ports	It shows the maximum concurrent ports during the whole time.
Concurrent ports	It shows the maximum concurrent ports during the selected time.

## Viewing Records

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

## Viewing All Records

You can view all records via YMS.

**To view all records via YMS:**

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

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

## Viewing P2P Records

You can view P2P records via YMS.

**To view P2P records via YMS:**

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

Record						
All		P2P	Meet Now	Scheduled	Search	
				Export		
	Subject	Type	ID	Time	Duration	Detail
1	Call from 2550 to Jannie	P2P	--	2017/07/04 14:28:05 - 14:28:23	00:00:18	View

## Viewing Meet Now Records

You can view meet now records via YMS.



**To view meet now records via YMS:**

1. Click on **Statistics->Meet Now**.

You can view subject, type, conference ID, time and duration.

2. Click **Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year**, the page will display meet now records during the selected time.
3. Click the desired meet now subject or click **View** on the right of page.

Record						
All		P2P	Meet Now	Scheduled	Search	Export
	Subject	Type	ID	Time	Duration	Detail
1	Jannie's video conference	Meet Now	73896	2017/07/04 16:40:37 - 17:00:17	00:19:40	<a href="#">View</a>
2	Conference Room	Meet Now	32819	2017/07/04 15:11:33 - 15:11:41	00:00:08	<a href="#">View</a>
3	Conference Room	Meet Now	32819	2017/07/04 15:10:51 - 15:10:56	00:00:05	<a href="#">View</a>

## Viewing Scheduled Conference Records

You can view scheduled conference records via YMS.

**To view scheduled conference records via YMS:**

1. Click on **Statistics->Scheduled**.

You can view subject, type, conference ID, time and duration.

2. Click **Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year**, the page will display scheduled conference records during the selected time.
3. Click the desired scheduled conference subject or click **View** on the right of page.


Record						
All		P2P	Meet Now	Scheduled	Search	Export
	Subject	Type	ID	Time	Duration	Detail
1	Technical Seminar	Scheduled	24099	2017/07/04 16:35:30 - 17:30:00	00:54:30	<a href="#">View</a>
2	Group Discussion	Scheduled	33312	2017/07/04 16:21:35 - 17:00:00	00:38:25	<a href="#">View</a>
3	Test	Scheduled	79313	2017/07/04 15:54:20 - 16:30:00	00:35:40	<a href="#">View</a>

## Searching for Records

You can search for call records by the conference subject or conference ID.

**To search for call records via YMS:**

1. Click on **Statistics**.
2. Click **All, P2P, Meet Now or Scheduled**.
3. Enter a few or all characters of the conference subject or conference ID in the Search box.

- Click  or press **Enter** to perform a search. The page will display the search results.

Record						Export	
All		P2P	Meet Now	Scheduled	73967	Q	
Subject	Type	ID	Time	Duration	Detail		
1 Jannie's video conference	Scheduled	73967	2017/07/04 13:55:00 - 14:30:00	00:35:00	View		

## Exporting Records

To export records via YMS:

- Click on **Statistics**.
- Click **Nearly one month**, **Nearly 3 months**, **Nearly half a year** or **Nearly one year** the page will display calls during the selected time.
- Select **All**, **P2P**, **Meet Now** or **Scheduled**, the page will display calls records of the selected type.
- Click **Export** to export records and save it in your computer.

The following is an example of call records:

Subject	Type	ID	Start	End
lathc2234的即时会议	meetnow	66290	2017/03/23 14:44:11	2017/03/23 14:44:16
Call from 8139 to 1144	p2p	--	2017/03/23 14:42:07	2017/03/23 14:42:12
Call from 8139 to 1144	p2p	--	2017/03/23 14:38:32	2017/03/23 14:38:53
12256的即时会议	meetnow	26897	2017/03/23 13:58:06	2017/03/23 13:59:06
12256的即时会议	meetnow	27066	2017/03/23 13:57:39	2017/03/23 13:57:54
陈海城的即时会议	meetnow	32575	2017/03/23 13:56:37	2017/03/23 13:56:42
12256的即时会议	meetnow	74846	2017/03/23 13:56:36	2017/03/23 13:56:52
陈海城的即时会议	meetnow	89935	2017/03/23 13:56:32	2017/03/23 13:56:36
make me cry	recurrence	60427	2017/03/23 13:54:00	2017/03/23 14:30:00

# Troubleshooting

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

## Troubleshooting Solutions

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

If problems you encounter are not mentioned in this chapter, you can contact your enterprise administrator, 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 email's password, the max length is 128 characters.
- About emails, <, >, ", ', & are illegal characters, the correct format of email address is <user>@<domain.com/IP address>. For example, Jane@yealink.com. The characters are case-insensitive. The max length of email address is 128.
- About accounts, it can only be 4 digits.
- About the name of account, you can enter digits or characters, the max length is 128 characters.
- About the server domain name, including native domain name, SMTP server domain name, SMTP server domain name, the max length is 128 characters.
- About the name of meeting room, the max length is 255 characters.
- About the name of gateway or call routing rule, you can enter characters, digit or \_.

### Why do you fail to add accounts?

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

This could mean that:

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

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

- Check whether the email address is valid.
- Check SMTP mailbox parameters are correct.

### **Why does the user place an audio-only call?**

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

This could mean that:

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

### **Why does not the user receive emails?**

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

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

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

## Appendix: Time Zones

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

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

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





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