Yealink VC Cloud Management Service User Guide V2.5.0.0

Contents

About This Guide

This guide provides instructions for enterprise users to use Yealink VC Cloud Management Service.

- *Introduction of Yealink VC Cloud Management Service*
- *Targeted Audiences*
- *Basic Concepts*
- *Browser Requirement*
- *Icons Introduction*
- *In This Guide*
- *Summary of Changes*

Introduction of Yealink VC Cloud Management Service

Yealink VC Cloud Management Service (VCMS), as a server platform, is based on cloud structure and supports multi-party video conference. VCMS brings the MCU, the register server, the traversal server, the meeting management server, the device management server and so on together, and it supports full series of videoconferencing products. VCMS offers significant convenience and cost-savings to integrators and business customers in terms of deployment, configuration and usage.

Targeted Audiences

This guide is mainly intended for the following audiences.

- Endpoint users
- Distributors

Basic Concepts

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

Yealink Cloud Directory: this concept refers to the directory which includes the user accounts, the room system accounts, and other accounts.

Yealink Videoconferencing Device: this concept refers to endpoints that support Yealink Cloud, including VC880/VC800/VC500/VC200/PVT980/PVT950/VC400/VC120/VC110 videoconferencing system, VP59, SIP VP-T49G phone, VC Desktop & VC Mobile.

Content: this concept refers to contents shared by participants including the documents, the graphics, or the videos from their desktop.

Browser Requirement

Yealink VC Cloud Management Service supports the following browsers.

Table 1:

Browser	Version
Firefox	52 or later

Browser	Version
Google Chrome	52 or later
360	9 or later
Internet Explorer	11 or later
Safari	11 or later

Icons Introduction

Icons on the Yealink VC Cloud Management Service are described in the following table.

Table 2:

Icon	Description
	General meeting room
	Video meeting room
	The conference time
	The conference location
	The conference organizer (displayed on the Calendar page)
	The conference ID
	The conference password
	The periodic conference
	RTMP live
	Control the conference
	This participant is offline
	This participant is online or has attended the conference
	The moderator
	The moderator is set as a lecture
	The guest
	In discussion or training mode conference, this participant is set as a lecturer. In education mode conference, this participant is set as an interactive party.
	The participant is sharing contents

In This Guide

This guide contains the following chapters.

- Chapter 1 *Basic Operations*
- Chapter 2 *Managing Conferences*
- Chapter 3 *Controlling Conferences*
- Chapter 4 *Controlling the Education Mode Conferences*
- Chapter 5 *Troubleshooting*
- Chapter 6 *Appendix-Time Zones*

Summary of Changes

- *Changes for Release 25, Guide Version 2.5.0.0*
- *Changes for Release 24, Guide Version 2.4.0.0*
- *Changes for Release 23, Guide Version 2.3.0.0*
- *Changes for Release 22, Guide Version 2.2.0.0*

Changes for Release 25, Guide Version 2.5.0.0

The following section is new for this version:

- *Setting/Canceling Students as Interactive Parties*

Major updates have occurred to the following sections:

- *Icons Introduction*
- *Education Mode*

Changes for Release 24, Guide Version 2.4.0.0

The following section is new for this version:

- *Answering*

Changes for Release 23, Guide Version 2.3.0.0

The following sections are new for this version:

- *Education Mode*
- *Configuring Parameters of Education Mode Conference*
- *Controlling the Education Mode Conferences*

Major updates have occurred to the following section:

- *Sending Messages*

Changes for Release 22, Guide Version 2.2.0.0

The following sections are new for this version:

- *The Interactive Party and the Broadcasting Party in the Broadcasting Interactive Conference*
- *Configuring the Layout of Discussion Mode or Meet Now Conferences*
- *Configuring the Layout of Training Mode Conferences*

- *Calling Participants*
- *Calling Participants from the Call History*
- *Moving Participants to the Lobby*
- *Allowing/Refusing the Participants to Join the Conference*
- *Blocking/Unblocking the Audio*
- *Enabling RTMP Live*
- *Controlling the Remote Camera*
- *Making the Roll Call*
- *Exporting the Roll Call Records*

Major updates have occurred to the following sections:

- *Scheduled Conferences, Meeting Now Conferences and Virtual Meeting Rooms (VMR)*
- *Configuring the Parameters of Discussion/Training Mode Conference*
- *Sending Messages*

Basic Operations

This guide provides basic operations for users to use Yealink VC Cloud Management Service.

- *Logging into Yealink VC Cloud Management Service*
- *Updating Microsoft Outlook Plugin*
- *Introduction of the Home Page*
- *Managing Account Information*
- *Logging out of Yealink VC Cloud Management Service*

Logging into Yealink VC Cloud Management Service

You can use Yealink Cloud accounts to log into Yealink VC Cloud Management Service. You can get the account information from the enterprise administrator.

- *Logging into Yealink VC Cloud Management Service via Browser*
- *Logging into Yealink VC Cloud Management Service via Microsoft Outlook*

Logging into Yealink VC Cloud Management Service via Browser

You can use Yealink Cloud accounts to log into Yealink VC Cloud Management Service via browser.

Procedure

1. Open a web browser.
2. Enter *https://www.ylyun.com/* in the address bar to visit the Login page of Yealink VC Cloud Management Service.
3. Click **Login** in the top-right corner of Yealink VC Cloud Management Service official website.
4. Select a language from the drop-down menu of **Language** in the top-right corner.
5. Select **Account login**.
6. Enter your Yealink Cloud account and password.

   If you link your cell phone number to your account, you can also enter your cell phone number and password.

7. Click **Login**.

> 📝 **Note:** If you have entered wrong passwords for 10 times, your account will be locked for 5 minutes. Please try again later. If you forget the password, click **Forgot password** and reset the password according to prompts.

If you want to join conferences from a web browser, click **Join With Browser** in the top-right corner. For more information, refer to *Yealink Web App User Guide*.

Logging into Yealink VC Cloud Management Service via Microsoft Outlook

You can use Yealink Cloud accounts to log into Yealink VC Cloud Management Service.

Before you begin

- Microsoft Outlook is installed on your computer. Outlook 2010, Outlook 2013 or later are supported.
- The Microsoft Outlook plugin is installed on your computer. Get the installation package from Yealink technical support.

Procedure

1. Open Microsoft Outlook software.
2. Click **Home** > **Meeting Management** > **Log Out**.
3. Select **Yealink VC Cloud Management Service**, and enter the account number, the password and the server address in the corresponding area.

4. Optional: If you use the same account next time, you can select the **Remember password** checkbox so that you do not need to enter the password again.
5. Click **Log In**.

Updating Microsoft Outlook Plugin

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

Procedure

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

Introduction of the Home Page

After you log into Yealink VC Cloud Management Service, you will enter the Home page. In order to familiarize yourself with various operation interface, you can know the layout of the Home page.

Table 3:

Number	Description
1	Go to the Home page quickly.
2	Go to the Schedule Meeting Room page.
3	Go to the Schedule Video Conference page.
4	The entrance of Conference Control.
5	Join the conference by browser. For more information about Joining With Browser, refer to *Yealink Web App User Guide*.
6	Display 3 upcoming conferences. Click **More** to enter My Schedule page.

Managing Account Information

- *Viewing the Account Information*
- *Editing the Login Password*
- *Editing the Registered Mailbox*
- *Linking Your Cell Phone to Your Account*
- *Editing the Linked Cell Phone Number*
- *Unlinking Your Cell Phone Number to Your Account*

Viewing the Account Information

You can view the account number, the username, and the registered email.

Procedure

Click the account name in the top-right corner.

Editing the Login Password

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

Procedure

1. Click the account name in the top-right corner.
2. In the **Password** field, click **Edit**.
3. Enter the current password, and enter the new password twice.
4. Click **Confirm**.

Editing the Registered Mailbox

You can edit the mailbox linked to Yealink Cloud account. This mailbox is used to receive information such as resetting passwords, conference invitations and so on.

Procedure

1. Click the account name in the top-right corner.
2. In the **Email** field, click **Edit**.
3. Enter the new email address.
4. Click **Confirm**.

Linking Your Cell Phone to Your Account

You can link your cell phone to your account to receive messages of system notifications. For example, if the enterprise administrator changes your account information, you can receive the new one on your cell phone.

Procedure

1. Click the account name in the top-right corner.
2. In the **Bundling phone** field, click **Bundling**.
3. Enter your cellphone number, the captcha, and the SMS authentication code.
4. Click **Confirm**.

Editing the Linked Cell Phone Number

If you have changed your cell phone number, you can edit the linked cell phone number.

Procedure

1. Click the account name in the top-right corner.
2. In the **Phone number** field, click **Edit**.
3. Enter the new cell phone number, the captcha, and SMS authentication code.
4. Click **Confirm**.

Unlinking Your Cell Phone Number to Your Account

If you do not want to receive messages, you can unlink your cell phone to your account.

Procedure

1. Click the account name in the top-right corner.
2. In the **Phone number** field, click **Unbundling**.
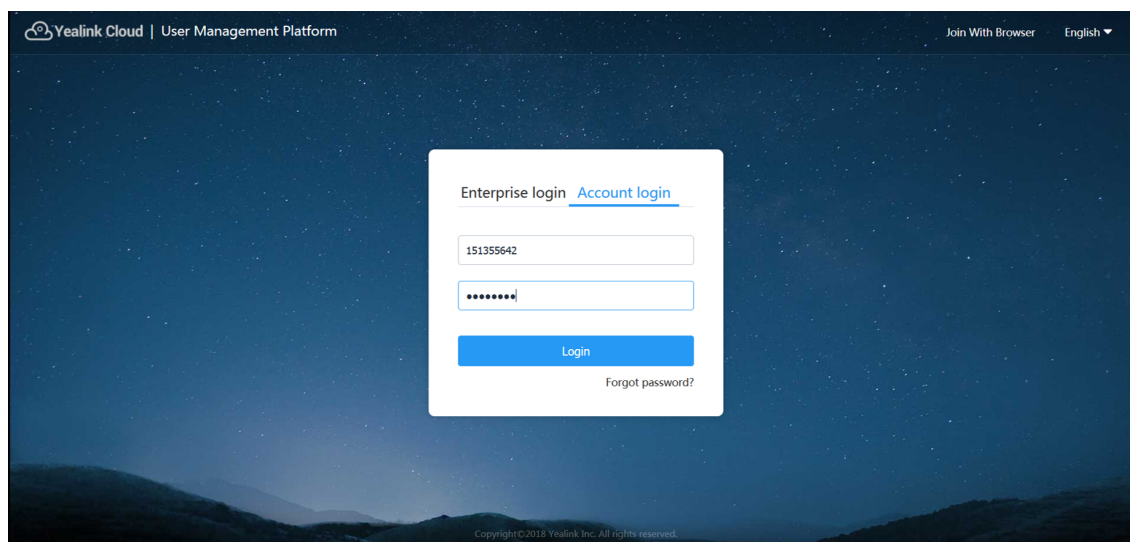3. Enter the password.
4. Click **Confirm**.

Logging out of Yealink VC Cloud Management Service

If you want to use other Yealink Cloud accounts to log into Yealink VC Cloud Management Service, you can log out of the current account.

Procedure

- Logging out of Yealink VC Cloud Management Service via browser:
  a) Click **Exit** in the top-right corner.

  📄 **Note:** Note that if the system has been idle on either page for more than 30 minutes, the system will log out of your account automatically and return to the Login page.
- Logging out of Yealink VC Cloud Management Service via Microsoft Outlook plugin:
  a) Click **Home** > **Meeting Management** > **Log Out**.

Managing Conferences

You can manage conference including scheduling conferences, viewing conference details, controlling conferences and so on. You can use Yealink VC products to join conferences, applying for speaking and so on. Read the *Yealink Products Regulatory Notices guide* for all regulatory and safety guidance.

- *Scheduled Conferences, Meeting Now Conferences and Virtual Meeting Rooms (VMR)*
- *Discussion Mode and Training Mode*
- *Education Mode*
- *The Interactive Party and the Broadcasting Party in the Broadcasting Interactive Conference*
- *Reserving Meeting Rooms*
- *Scheduling Video Conferences*
- *Going to the Conference Detail Page*
- *Editing the Conference*
- *Cancelling the Conference*

Scheduled Conferences, Meeting Now Conferences and Virtual Meeting Rooms (VMR)

Conferences are divided into scheduled conferences, meeting now conferences and VMRs.

Table 4: Differences

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

Difference	Scheduled Conference		Meet Now Conference	VMR
Whether the conference has Conference Password	General Conferences	No	No	Yes It is set by the enterprise administrator.
	Video Conferences	Yes		

Discussion Mode and Training Mode

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

Table 5: Differences

Difference	Discussion Mode		Training Mode	
Mode	Moderator	The conference organizer is the moderator by default. The conference organizer can also set any participant as moderators.	Moderator	The conference organizer is the moderator by default. The conference organizer can also set any participant as moderators. If the broadcasting interactive feature is enabled, moderators are the interactive parties by default.
	Guest	Other participants except moderators.	Lecturer	Moderators can set any participant as a lecturer during the scheduled conferences.
			Guest	Other participants except moderators. If the broadcasting interactive feature is enabled, the guests are the broadcasting parties by default.
Feature Privilege	Moderators can do the following thing during the conference: *Configuring the Layout of Discussion Mode or Meet Now Conferences* .		Moderators can do the following things during the conference: *Configuring the Layout of Training Mode Conferences* , *Allowing/ Rejecting the Participant Application for Speaking* , *Making the Roll Call*, *Exporting the Roll Call Records* , *Switching the Roles Between the Lecturer and the Moderator/Guest* .	
	Moderators can do the following things during the conference: *Editing the Conference* , *Cancelling the Conference* , *Sending Messages* , *Calling Participants* , *Calling Participants from the Call History* , *Inviting Contacts* , *Inviting Third Parties* , *Inviting Participants by Email* , *Sharing the Conference Information* , *Searching for Participants* , *Removing Participants* , *Moving Participants to the Lobby* , *Allowing/Refusing the Participants to Join the Conference* , *Muting/Unmuting Participants* , *Controlling the Remote Camera* , *Blocking/ Unblocking the Audio* , *Enabling RTMP Live* , *Switching the Roles Between the Moderators and Guests* , *Controlling the Remote Camera* , *Locking/Unlocking Conferences* , and *Leaving/ Ending Conferences* .			

Difference	Discussion Mode	Training Mode
	Other participants can only view the conference details.	
Layout	Moderators and guests can view all participants. The default layout depends on the default layout set by the enterprise administrator in Yealink VC Cloud Management Service.	• Moderators can view all participants by default. The default layout depends on the default layout set by the enterprise administrator in Yealink VC Cloud Management Service. If the broadcasting interactive feature is enabled, the moderator can see all the interactive parties by default. • For guests, the video images of all lecturers are displayed in equal parts in the layout by default. If there is no lecturer, all guests can view the reminder of waiting for the lecturer. If broadcasting interactive feature is enabled, the broadcasting parties will see that the video images of all lecturers are displayed in equal parts in the layout by default. If there are no lecturers, all broadcasting parties can view the reminder of waiting for the lecturer.
Speaking rule	Free speaking.	All guests and moderators are muted by default. Moderators can speak after unmuting themselves. Guests can speak only when the moderators allow their application for speaking.
Contents	All moderators and guests can share contents by default.	Only moderators and lecturers can share contents. Guests cannot share contents.

Education Mode

According to the service subscribed by the enterprise administrator, you can schedule education mode conference, which is specially designed for the education industry.

Table 6: Education Mode

Difference	Description	
Role	**Teacher**	The conference organizer is the teacher by default. The conference organizer can also set any participant as a teacher.
	Student	Other participants except the teachers.
	Interactive party	The participants who are interacting with teachers.

Difference	Description	
Feature Privilege	Teachers can do the following: *Editing the Conference* , *Cancelling the Conference* , *Configuring the Conference Layout of Education Mode* , *Sending Messages* , *Calling Participants* , *Calling Participants* , *Inviting Contacts* , *Inviting Third Parties* , *Inviting Participants by Email* , *Sharing the Conference Information* , *Removing Participants* , *Switching the Roles Between the Teacher and Student* , *Setting/Canceling Students as Interactive Parties* , *Switching between Speaking Modes* , *Searching for Participants* , *Allowing/Refusing the Application for Speaking* , *Moving the Participant into the Waiting Center* , *Allowing/Refusing the Participants to Join the Conference* , *Muting/Unmuting Participants* , *Turning on/off the Video Image* , *Blocking/Unblocking the Audio* , *Enabling RTMP Live* , *Controlling the Remote Camera* , *Locking/Unlocking Conferences* , *Leaving/Ending Conferences* , and *Answering* .	
	Other participants can only view the conference details.	
Layout	**With 60-frame forwarding off**	• The teachers can see the video images of other participants (except themselves) displayed in equal parts by default. • The students can see the video images of all teachers and the interactive parties displayed in equal parts by default. • The interactive parties can see the video images of all teachers displayed in equal parts by default.
	With 60-frame forwarding mode on (it is not available for interacting with participants)	• The forwarded teacher can see the video images of the other participants displayed in equal parts by default. • The other teachers can see the video images of the other participants (except the forwarded teacher and themselves) displayed in equal parts by default. • The students can see the video images of the forwarded teacher displayed in a full screen by default.
Speaking rule	• Whether or not teachers can speak is set by the conference organizer. • Whether or not students can speak is set by the conference organizer.	
Contents	• Teachers and the interactive parties can share contents. • Students cannot share contents.	

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

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

Table 7: Differences

Difference	Interactive party	Broadcasting party
Definition	Participants who send the video or audio.	Participants who only receive the video or audio.

Difference	Interactive party	Broadcasting party
Role	Moderators.	Guests who are muted, whose cameras are closed, who are not as lecturers, and who are not pinned in the layout in the training mode conference. All the above conditions must be met at the same time.
	Guests who are unmuted.	
	Guests whose application for speaking are allowed.	
	Guests who turn the camera on.	
	The lecturer.	
	Guests who are pinned in the layout in the training mode conference.	

Reserving Meeting Rooms

You can reserve entity meeting rooms to initiate conferences.

> 📝 **Note:** The enterprise administrator can disable the feature of reserving entity meeting rooms.

- *Reserving Meeting Rooms via Browser*
- *Reserving Meeting Rooms via Microsoft Outlook*
- *Configuring Meeting Room Parameters*

Reserving Meeting Rooms via Browser

You can reserve entity meeting rooms via browser.

Procedure

1. Click **Schedule Meeting Room**.
2. Configure the parameters.
3. Click **Preview** to view the scheduled information.
4. Click **Submit and send email** to complete scheduling.

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

Hi,

zyd invites you to join conference!

Subject: zyd's meeting

Time: 2018-08-27 14:30 - 2018-08-27 20:45 (UTC+11:00)

Location : video meeting rooms

Description:

Best Regards,

Yealink Team

www.ylyun.com

Related tasks
Configuring Meeting Room Parameters

Reserving Meeting Rooms via Microsoft Outlook

You can reserve entity meeting rooms via Microsoft Outlook.

Procedure

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

Related tasks
Configuring Meeting Room Parameters

Configuring Meeting Room Parameters

When reserving meeting rooms, you can configure the conference location, the time, the subject, the participant and so on. You can also choose to inform the invited participants by SMS. SMS notification is set by the enterprise administrator.

Before you begin
Go to the Schedule Meeting Room page.

Procedure

1. Select the date in the **Meeting room** field, and select a meeting room.

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

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

2. Configure the parameters.

Table 8: Parameters of Conference Details

Parameter	Description
Start Time, **End Time**	Select the time. The start time of scheduled conferences should be at least 5 minutes later than the current time.
Recurrence	The recurrence pattern and the recurrence range. **Default**: one-off conference.
Expand-Time zone	Your time zone. For more information about time zones, refer to *Appendix-Time Zones* .
Subject	The conference's subject.
Participants	Add participants from your organization or other organizations.

3. Select **Notify the participants to attend the meeting on time by SMS**, and the participants will receive the message about the scheduled conference.
4. Add information in the **Description** field, and the participants will see it in the email.

Related tasks

Reserving Meeting Rooms via Browser
Reserving Meeting Rooms via Microsoft Outlook

Scheduling Video Conferences

You can schedule entity meeting rooms to initiate video conferences. If you do not select entity meeting rooms, devices can call into VMRs to join video conferences.

📝 **Note:** The enterprise administrator can disable the feature of scheduling entity meeting rooms.

- *Scheduling Video Conferences via Browser*
- *Scheduling Video Conferences via Microsoft Outlook*

- *Configuring the Parameters of Discussion/Training Mode Conference*
- *Configuring Parameters of Education Mode Conference*

Scheduling Video Conferences via Browser

Procedure

1. Click **Schedule Video Conference**.
2. Configure the parameters.
3. Click **Preview** to view the scheduled information.
4. Click **Submit and send email** to complete scheduling.

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

Hi,

zyd invites you to join video conference!

Subject: zyd's video conference

Time: 2018-09-04 13:00 ~ 2018-09-04 19:45 (UTC+11:00)

Location:

ID: 8656145701

Password: 996613

Description:

Ways to join conference:

1) One-button to join conference from Yealink VC device via conference reminder;

2) Join from the device which has registered Yealink Cloud account, please follow the voice
prompt to enter conference ID 8656145701 & password 996613, and end with # key;

3) Dial the following IP address using H.323 terminal, and then enter the conference number
8656145701 & password 996613 according to the prompt:

IP(China):47.100.58.80,47.100.40.217

IP(EMEA):18.194.61.228,35.156.224.62

4) SIP: 8656145701**996613@ylyun.cn

5) Join from web browser: https://meeting.ylyun.com/meeting/join/#/login?
t=5t9LWNwGKVUAzmwFsL+3bauEoCdcaFTO

6) Dial following number using your phone, and then enter the meeting ID 8656145701 & password
996613 according to the prompt

TEL:400-6666-268

RTMP Live: Click here to watch live broadcast

Or scan QR code to watch live broadcast:

Event Details:

Scan the QR code and share the meeting information

Related tasks

Configuring the Parameters of Discussion/Training Mode Conference
Configuring Parameters of Education Mode Conference

Scheduling Video Conferences via Microsoft Outlook

Procedure

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

Related tasks

Configuring the Parameters of Discussion/Training Mode Conference
Configuring Parameters of Education Mode Conference

Configuring the Parameters of Discussion/Training Mode Conference

When scheduling video conferences, you can configure the conference location, the time, the subject, the participant and so on. You can also choose to inform the invited participants by SMS. SMS notification is set by the enterprise administrator.

Before you begin

Go to the Schedule Video Conference page.

Procedure

1. In the **Mode** field, select **Discussion mode** or **Training mode**.
2. Optional: Select the date in the **Location** field, and select the desired meeting room.

Note: According to the services subscribed by the enterprise administrator, click to configure the occupied server resource of video conferences.

3. Configure the parameters.

Table 9: Parameters of Conference Details

Parameter	Description
Start Time, **End Time**	Select the time. The start time of scheduled conferences should be at least 5 minutes later than the current time.
Recurrence	The recurrence pattern and the recurrence range. **Default**: one-off conference.
Expand-Time zone	Your time zone. For more information about time zones, refer to *Appendix-Time Zones* .
Subject	The conference's subject.
Participants	Add participants from your organization or other organizations.

4. Click the icon of invited participant to set the participant as a moderator or a guest.

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

5. If you choose **training mode**, you can enable **Broadcasting interactive** to initiate a training conference with a large number of participants.
6. Select **Notify the participants to attend the meeting on time by SMS** checkbox, and the participants will receive messages about this scheduled conference.
7. In the **More** field, click **Advanced Settings**, and configure the parameters.

Table 10:

Feature		Discussion Mode	Training Mode
Auto dialing		When the scheduled conference begins, the system will automatically send an invitation call to devices with the invited accounts logged in. **Default**: disabled.	
Auto redialing		During the conference, if the account registered in a device is offline and it logs in again, the system will redial this account to join the conference. **Default**: disabled.	
RTMP live	**Definition**	It refers to the video resolution that the MCU sends to the public streaming services. The supported video resolution is as follows: • **HD**: 720p. • **SD**: 360p. **Default**: HD.	

Feature		Discussion Mode	Training Mode
	Video options	The supported video options are as follows: • **Receive video and content**: when the participants share contents, the Live page will be displayed in 1+4 layout with the contents displayed in a large screen and the video images of all participants displayed in small screens, and the video images of all participants take part in carousel in the small screen. When there are no contents, the Live page is the same as **Receive video only**. • **Receive video only**: when in discussion mode conferences, the video images of all participants are displayed in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to *Configuring the Layout of Discussion Mode or Meet Now Conferences* . When in training mode conferences, the video images of all lecturers are displayed in equal parts in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to *Enabling the Layout Template* . • **Receive content only**: the Live page of the conference only displays the content. **Default**: Receive video and content.	
	Event details	It refers to the text displayed on the Live page of the conference.	
Ignore participants limit cap		When the participants exceed the maximum limit, the extra people can still join the conference.	

8. Add information in the **Description** field, and the participants can the information in the email.

> 📝 **Note:** Broadcasting interactive, Auto dialing, Auto redialing, RTMP live and Ignore participants limit cap are set by the enterprise administrator.

Related tasks

Scheduling Video Conferences via Browser
Scheduling Video Conferences via Microsoft Outlook
Enabling RTMP Live

Configuring Parameters of Education Mode Conference

When scheduling education mode conferences, you can configure the time, the subject, the participants and so on, you can also inform the invited participants by SMS. SMS notification is set by the enterprise administrator.
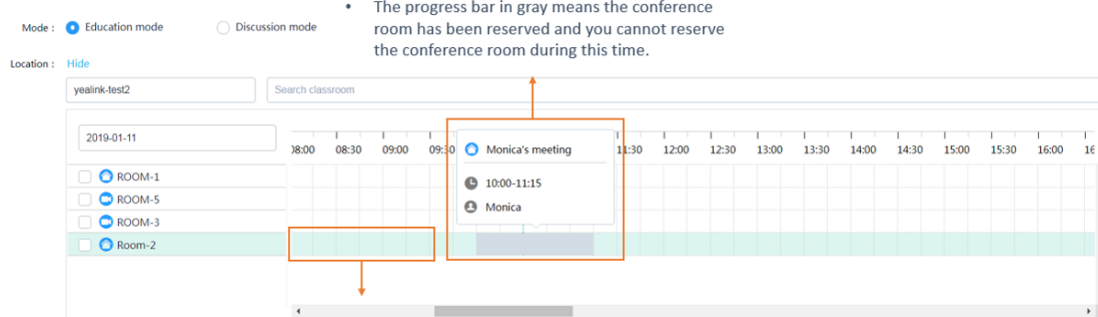
Before you begin
Go to the Schedule Video Conference page.

Procedure

1. In the **Mode** field, select **Education mode**.

2. Optional: Select the date in the **Location** field, and select the desired meeting room.

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

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

3. Configure the parameters.

Table 11: Parameters of Conference Details

Parameter	Description
Class time, **Quitting time**	Select the time. The start time of scheduled conferences should be at least 5 minutes later than the current time.
Recurrence	The recurrence pattern and the recurrence range. **Default**: one-off conference.
Expand-Time zone	Your time zone. For more information about time zones, refer to *Appendix-Time Zones* .
Name	The subject.
Members	Add participants from your organization or other organizations.

4. Click the icon of the invited participant to set him as a teacher/student.

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

5. Select the **Text members to attend the course on time** checkbox, and the participants will receive messages about this conference.

6. In the **More** field, click **Advanced Settings**, and configure the parameters.

Table 12:

Feature	Description
60-frame forwarding mode	If the bandwidth is sufficient, the video image of the first teacher who join the conference can reach 1080P60 frame, which can improve the video fluency. **Default**: disabled. This mode need at least 2M bandwidth.

Feature		Description
Default speaking mode		The supported modes are as follows: • **Free**: the teachers and students can speak freely by default. • **Raise Hand**: the teachers and students are muted by default, the teachers can speak after unmuting themselves. The students can speak only when the teacher agrees their application for speaking. **Default**: Free.
Auto dialing		When the scheduled conference begins, the system will automatically send an invitation call to devices with the invited accounts registered. **Default**: disabled.
Auto redialing		During the conference, if the account registered in a device is offline and it logs in again, the system will redial this account to join the conference. **Default**: disabled.
RTMP live	**Definition**	It refers to the video resolution that the specified MCU sends to public streaming services when the 60-frame forwarding mode is disabled. The supported video resolution is as follows: • **HD**: 720p. • **SD**: 360p. **Default**: HD.
	Video options	The supported video options are as follows: • **Receive video and content**: when the teacher shares contents, the Live page will be displayed in 1+4 layout with the contents displayed in a large screen and the video images of all participants displayed in small screens, and the video images of all participants take part in carousel in small screen. When there are no contents, the Live page is the same as **Receive video only**. • **Receive video only**: the video images of all teachers are displayed in equal parts in the Live page (in 60-frame forwarding mode, the forwarder is displayed in a full screen). This layout is not affected by the video layout set by the teacher. • **Receive content only**: the Live page of the conference only displays the content. **Default**: Receive video and content.
	Event details	It refers to the text displayed on the Live page of the conference.
Ignore participants limit cap		When the participants exceed the maximum limit, the extra people can still join the conference.

7. Optional: Add information in the **Description** field, and the participants will see this information in the email.

📝 **Note:** Auto dialing, 60-frame forwarding mode, Auto redialing, RTMP live and Ignore participants limit cap are set by the enterprise administrator.

Related tasks
Scheduling Video Conferences via Browser
Scheduling Video Conferences via Microsoft Outlook

Going to the Conference Detail Page

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

- *Going to the Conference Detail Page via Browser*
- *Going to the Conference Detail Page via Microsoft Outlook*

Going to the Conference Detail Page via Browser

Procedure

Do one of the following:

- In the **Recent Meetings** module, click the desired conference to go to the Conference Detail page.
- Click **More** to go to My Schedule page, and then click the desired conference to go to the Conference Detail page.

Related tasks
Editing the Conference
Cancelling the Conference

Going to the Conference Detail Page via Microsoft Outlook

You can view all conferences from My Schedule page.

Procedure

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

Related tasks
Editing the Conference
Cancelling the Conference

Editing the Conference

You can edit the details of the upcoming conferences.

Before you begin
Go to the Conference Control Page.

Procedure

1. Click **Edit conference**.

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

   Edit occurence/series ×

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

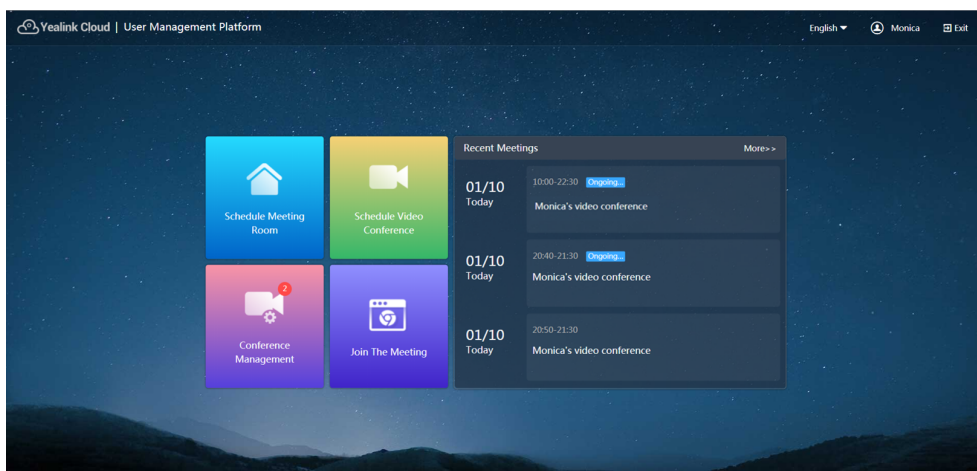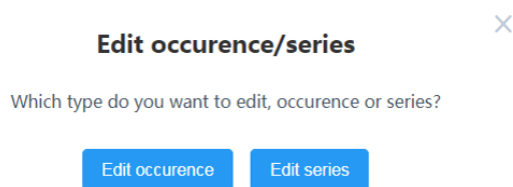   Edit occurence   Edit series

2. Click **Confirm**.

Related tasks
Going to the Conference Detail Page via Browser
Going to the Conference Detail Page via Microsoft Outlook

Cancelling the Conference

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

Before you begin
Go to the Conference Control Page.

Procedure

1. Click **Cancel**.
2. If you want to cancel the periodic conferences, **Delete occurrence**/**Delete series**.

   Delete occurence/series ×

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

   Delete occurence   Delete series

3. Click **Confirm**.

   If the enterprise administrator enables SMS, you can select **Notify the participants to attend the meeting on time by SMS** checkbox.

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

Hi ,

Monica has cancelled Monica's video conference.

Best Regards,

Yealink Team

www.ylyun.com

Related tasks

Going to the Conference Detail Page via Browser
Going to the Conference Detail Page via Microsoft Outlook

Controlling Conferences

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

- *Going to the Conference Control page*
- *Configuring the Layout of Discussion Mode or Meet Now Conferences*
- *Configuring the Layout of Training Mode Conferences*
- *Sending Messages*
- *Calling Participants*
- *Calling Participants from the Call History*
- *Inviting Contacts*
- *Inviting Third Parties*
- *Inviting Participants by Email*
- *Sharing the Conference Information*
- *Searching for Participants*
- *Allowing/Rejecting the Participant Application for Speaking*
- *Removing Participants*
- *Moving Participants to the Lobby*
- *Allowing/Refusing the Participants to Join the Conference*
- *Muting/Unmuting Participants*
- *Turning on/off the Video Image*
- *Blocking/Unblocking the Audio*
- *Enabling RTMP Live*
- *Switching the Roles Between the Moderators and Guests*
- *Switching the Roles Between the Lecturer and the Moderator/Guest*
- *Controlling the Remote Camera*
- *Locking/Unlocking Conferences*

- *Making the Roll Call*
- *Exporting the Roll Call Records*
- *Leaving/Ending Conferences*

Going to the Conference Control page

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

- *Going to the Conference Control Page via Browser*
- *Going to the Conference Control Page via Microsoft Outlook*

Going to the Conference Control Page via Browser

About this task

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

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

Procedure

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

Going to the Conference Control Page via Microsoft Outlook

About this task

The moderator or teacher can control the ongoing conferences, the scheduled that can join in advanced.

Procedure

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

Configuring the Layout of Discussion Mode or Meet Now Conferences

Moderators can change the video layout of the conference.

Before you begin

Go to the Conference Control page.

Procedure

1. Configure the layout parameter on the right side.

Table 13:

Parameter	Description	
Select layout	**Selected speaker**	The selected participant is displayed in the full screen.
	Equal N×N	Participants are displayed in equal images. The maximum number of video images per screen in the Equal N×N. • **2*2** • **3*3** • **4*4** • **5*5** • **6*6** • **7*7** **Note**: the number of video images per screen is set by the administrator.

Parameter	Description	
	OnePlusN	The video image of the first participant who joins the conference is displayed in large screen, and the video images of other participants are displayed in small screens around the first participant.
		The maximum number of small video images per screen in the 1+N mode.
		• **1+0** • **1+4** • **1+7** • **1+9** • **1+12** • **1+16** • **1+20**
		Note: the number of video images per screen is set by the administrator.
Video carousel	In **1+N** and **Equal N×N** modes, if the number of the current participants exceeds the maximum number, the video images of the conference layout will be switched according to the interval and the video images per cycle. **Note**: it is enabled by default.	
Select a speaker	In **1+N** mode, if this feature is enabled, you can select a speaker to be displayed in the large pane. **Note**: if this feature is enabled, only in **1+0** mode are the video carousel feature and the voice-activated feature disabled and they cannot be configured. Selecting a speaker and the video carousel can be enabled simultaneously in any mode except for 1+0 mode.	
Activated speaker	In **1+N** mode, you can enable the voice-activated feature to automatically recognize the video image of the speaking participant with yellow frame. When the participant continues speaking for a while, his video image will be displayed in large window, the video image of other participants will be displayed in small windows. **Note**: it is enabled by default. The voice-activated time is 2 second by default.	
Displaying the Participant Name	If the enterprise administrator enables this feature, you can choose to display the participant name on the video image or not. **Note**: it is enabled by default.	

Parameter	Description
Displaying Participant Status	If the enterprise administrator enables this feature, you can enable it and the icons of the participant status, such as muting, blocking, applying for speaking, are displayed in the video image. **Note**: it is enabled by default.
Displaying the Participant Name	In **Selected speaker** mode, the participants are displayed in a full screen.

2. Click **Apply** and the setting will takes effect to all participants.

Related tasks

Going to the Conference Control Page via Browser

Going to the Conference Control Page via Microsoft Outlook

Configuring the Layout of Training Mode Conferences

- *Configuring the Global Parameters*
- *Configuring Layout Template*
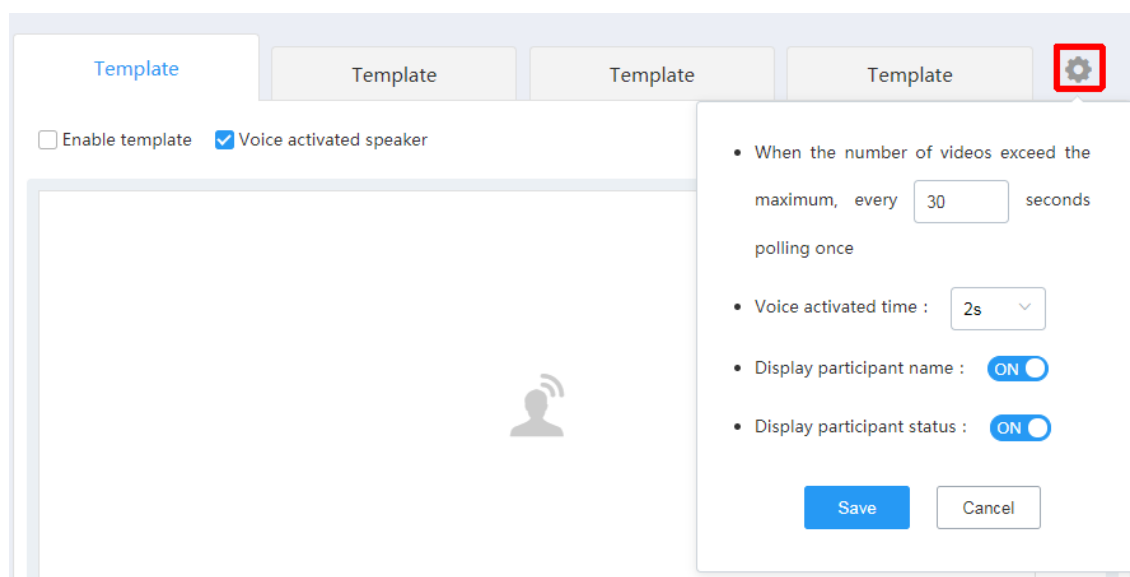- *Enabling the Layout Template*

Configuring the Global Parameters

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

Before you begin

Go to the Conference Control page.

Procedure

1.

Click ⚙ on the right side.

2. Configure the corresponding parameters.

Table 14:

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

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook
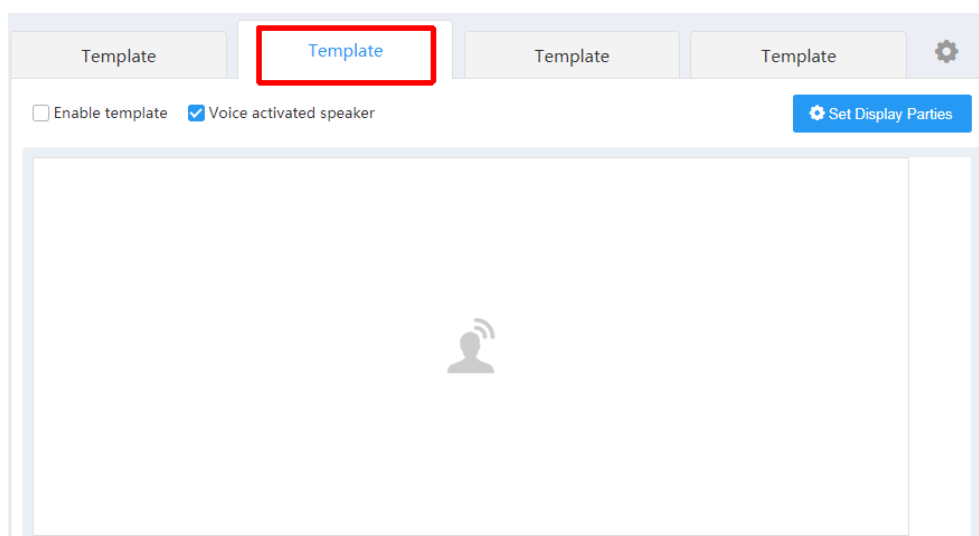
Configuring Layout Template

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

Before you begin
Go to the Conference Control page.

Procedure

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

2. Select the **1+N**, **Equal N×N**, **2+N**, and **Selected speaker**.

3. Click **Set Display Parties** and select the desired participants to be displayed in this template.

4. Optional: Click the corresponding position in the template, and select the desired participant to be pinned in this position.

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

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

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

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

   Table 15:

Parameter	Description	
Mode	**Equal N×N**	The maximum number of video images per screen in the Equal N×N mode are described as follows: • **2*2** • **3*3** • **4*4** • **5*5** • **6*6** • **7*7** **Note**: the number of video images per screen is set by the administrator.

Parameter	Description	
	1+N	The number of small video images per screen in 1+N mode. • **1+0** • **1+4** • **1+7** • **1+9** • **1+12** • **1+16** • **1+20** **Note**: the number of video images per screen is set by the administrator.
	2+N	In 2+N mode, the maximum number of video images per screen is 2+8 and it is not configurable.
Video carousel	If the number of participants exceeds the maximum number, the video images of participants will be switched according to the video images per cycle. **Note**: It is enabled by default.	
Activated speaker	In **1+N** and **2+N** mode, you can enable the voice-activated feature to automatically recognize the video image of the speaking participant with yellow frame. When a participant continues speaking for a while (refer to *Configuring the Global Parameters*), his video image will be displayed in a large window, the video images of other participants will be displayed in small windows. **Note**: It is enabled by default.	

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Enabling the Layout Template

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

Before you begin

• Go to the Conference Control page.
• *Configuring Layout Template* is done.

Procedure

1. Select a template.
2. Select the **Enable template** checkbox, and the template takes effect for all selected parties.

If you have changed the edited template, click **Apply** after editing to apply changes to this template.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook
Switching the Roles Between the Lecturer and the Moderator/Guest

Sending Messages

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

• *Sending the Conference Banner*
• *Sending the Conference Subtitle*
• *Sending the Conference Agenda*

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Sending the Conference Banner

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

Before you begin
Go to the Conference Control page.

About this task
You can configure the content and the position of the banner.

Procedure

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

Sending the Conference Subtitle

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

Before you begin
Go to the Conference Control page.

About this task
The moderator or teacher can configure the content, the position, the type (for example: the dynamic subtitle) and the participants who the subtitle is applied to.

Procedure

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

Sending the Conference Agenda

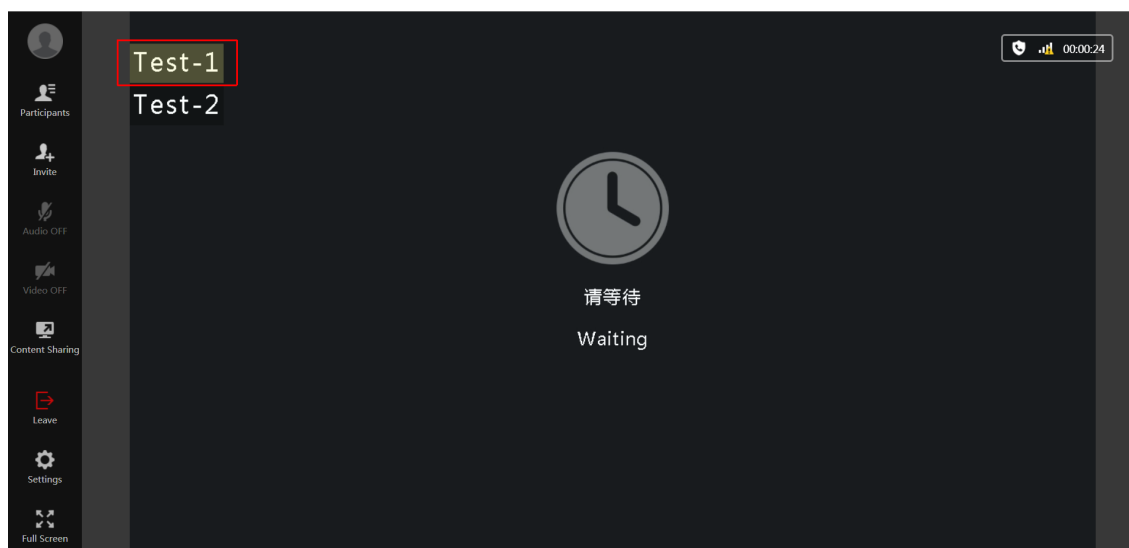The moderator or teacher can send the conference agenda to the participant.

Before you begin
Go to the Conference Control page.

Procedure

1. Click **Message** in the top-right corner.
2. Select **Agenda**.
3. Enter the name of every agenda.
4. Click **DisplayAgenda**, the participants can see the agenda on their screens.
5. If you want to highlight the ongoing agenda, you can select the **Ongoing** checkbox on the right side.

   Take the browser as an example, the page is shown as below:

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

Calling Participants

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

Before you begin
Go to the Conference Control page.

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

Procedure

Do one of the following:

- Click **Fast call** in the top-right corner, select the desired participants, and click **Call**.
- Click **Absence** in the left side, select the desired participants, and click **Call**.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Calling Participants from the Call History

Before you begin
Go to the Conference Control page.

Procedure

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Inviting Contacts

The moderator or teacher can call the desired contact in Yealink Cloud directory directly.

Before you begin
Go to the Conference Control page.

Procedure

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Inviting Third Parties

The moderator or teacher can invite participants via the H.323 or SIP protocol or by calling the external Yealink Cloud accounts.

Before you begin
Go to the Conference Control page.

About this task
You can contact Yealink to subscribe to the service of third-party devices connected to the Yealink server.

Procedure

1. Click **Invite** the top-right corner.
2. Select **Email Others**.

3. Select a protocol from the drop-down menu of **Protocol**, and then do one of following:

- For **H.323**/**SIP**, enter the URL or the IP address.
- For **Yealink Cloud Number**, enter the account number.

4. Click **Call**.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Inviting Participants by Email

The moderator or teacher can use the system mailbox to invite participants.

Before you begin
Go to the Conference Control page.

Procedure

1. Click **Invite** the top-right corner.
2. Select **Email Invitation**.
3. Click **System mailbox**.
4. Click **Send**.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Sharing the Conference Information

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

Before you begin
Go to the Conference Control page.

Procedure

1. Click **Invite** the top-right corner.
2. Select **Email Invitation**.
3. Click **Copy COFN infor** and then send the information to participants you want to invite.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook
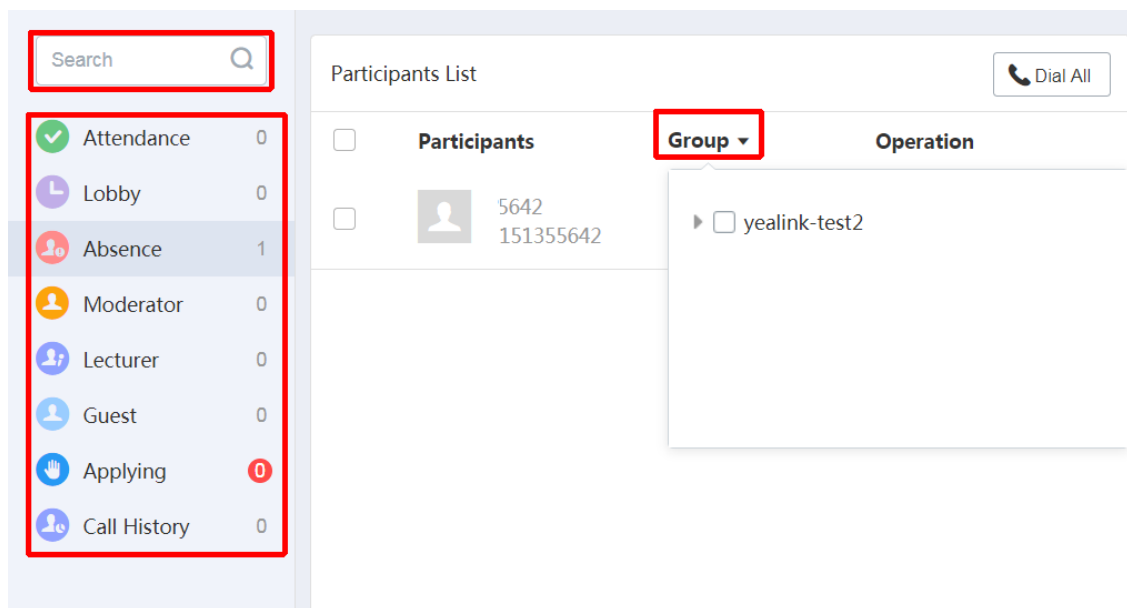
Searching for Participants

Moderators can search for all participants.

Before you begin
Go to the Conference Control page.

Procedure

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook
Allowing/Rejecting the Participant Application for Speaking
Removing Participants
Moving Participants to the Lobby
Allowing/Refusing the Participants to Join the Conference
Turning on/off the Video Image
Blocking/Unblocking the Audio
Muting/Unmuting Participants
Switching the Roles Between the Moderators and Guests
Switching the Roles Between the Lecturer and the Moderator/Guest
Controlling the Remote Camera

Allowing/Rejecting the Participant Application for Speaking

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

Before you begin
Go to the Conference Control page.

Procedure

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

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Removing Participants

Moderators can remove participants.
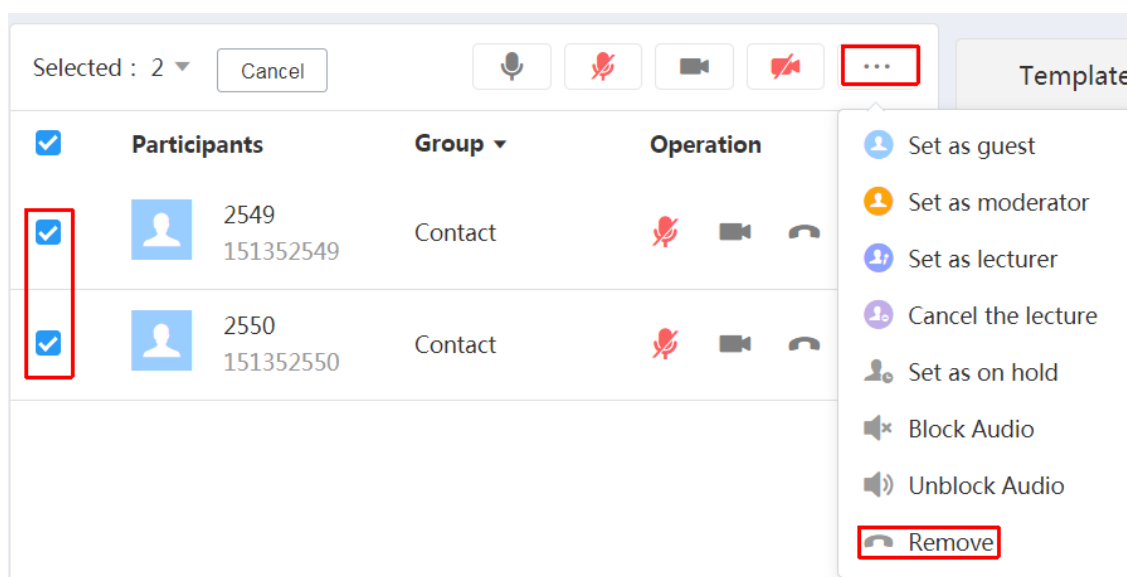
Before you begin
Go to the Conference Control page.

Procedure

Do one of the followings:

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

  In the Participant List field, select participants.

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

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Moving Participants to the Lobby

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

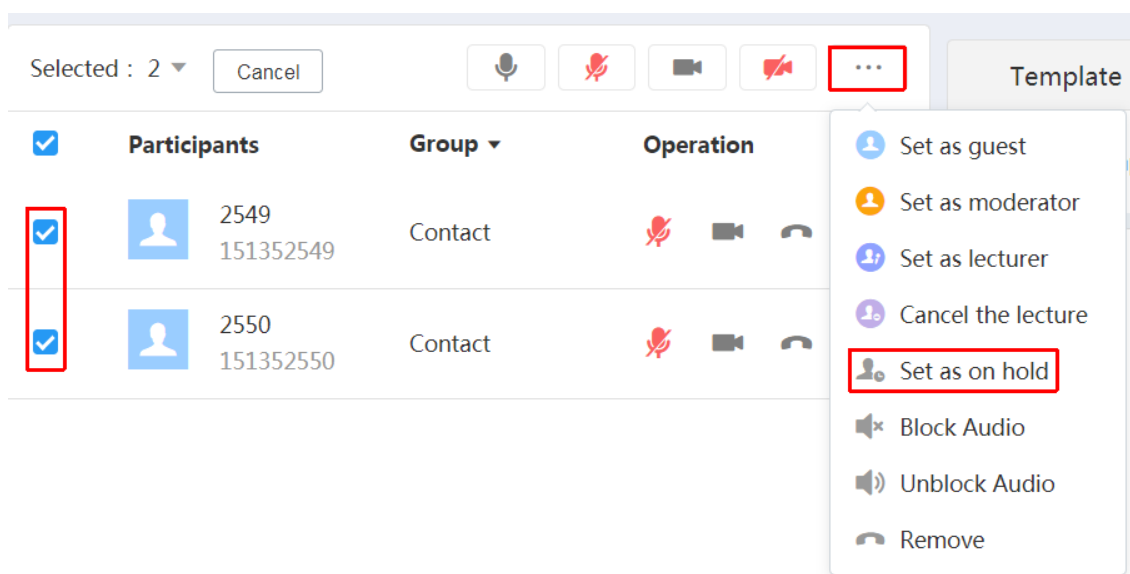**Before you begin**
Go to the Conference Control page.

Procedure

Do one of the following:

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

    Select **Set as on hold** from the drop-down menu.
- If you want to move several participants to the lobby, select them.

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Allowing/Refusing the Participants to Join the Conference

For the participant in the conference lobby, the moderator or teacher can allow or refuse him to join the conference.

Before you begin
Go to the Conference Control page.

Procedure

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

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Muting/Unmuting Participants

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

Before you begin
Go to the Conference Control page.

Procedure

Do one of the following:

- If you want to mute/unmute a single participant, select the desired participant, and then click   /   .

- If you want to mute/unmute all participants, click / in the **Global Operation** field.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Turning on/off the Video Image

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

About this task

Go to the Conference Control page.

Procedure

Click / beside the desired participant.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Blocking/Unblocking the Audio

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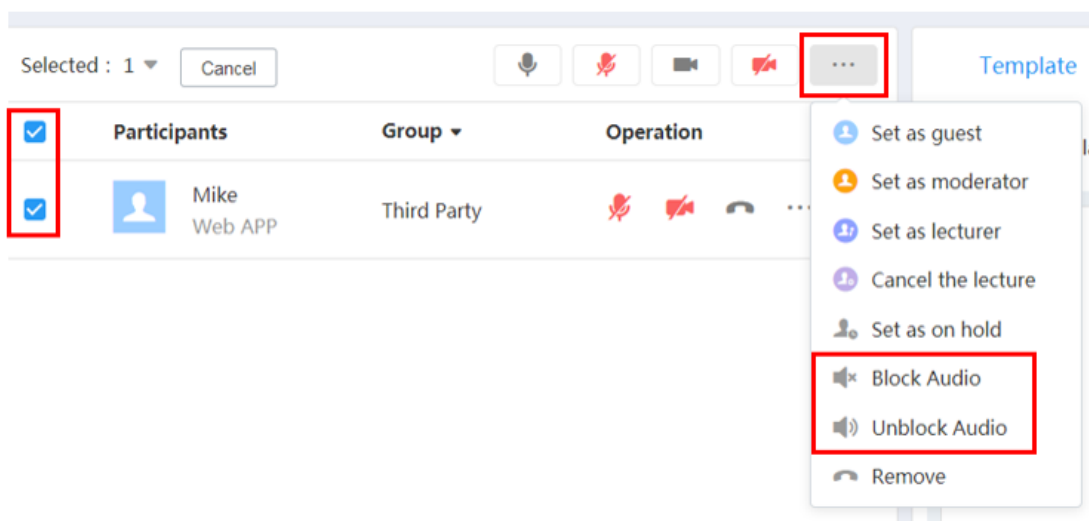
Before you begin

Go to the Conference Control page.

Procedure

Do one of the following:

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

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Enabling RTMP Live

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

Before you begin

- Go to the Conference Control page.
- For scheduled conferences, you need enable RTMP live when scheduling conferences.
- For VMRs, the enterprise administrator need enable RTMP live first.

Procedure

1. Click **Live** in the top-right corner.
2. Configure the RTMP live parameter.

Parameter	Description
Definition	It refers to the video resolution that the specified MCU sends to public streaming services when the 60-frame forwarding mode is disabled.
	The supported video resolution is as follows:
	- **HD**: 720p.
	- **SD**: 360p.
	Default: HD.

Parameter	Description
Video options	The supported video options are as follows: • **Receive video and content**: when the participants share contents, the Live page will be displayed in 1+4 layout with the contents displayed in a large screen and the video images of all participants displayed in small screens, and the video images of all participants take part in carousel in the small screen. When there are no contents, the Live page is the same as **Receive video only**. • **Receive video only**: when in discussion mode conferences, the video images of all participants are displayed in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to *Configuring the Layout of Discussion Mode or Meet Now Conferences* . When in training mode conferences, the video images of all participants are displayed in equal parts in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to *Configuring Layout Template* . • **Receive content only**: the Live page of the conference only displays the content. **Default**: Receiving video and content.
Event details	It refers to the text displayed on the Live page of the conference.

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

4. Do one of the following:

   - Click ■ to end the live broadcast of the conference.
   - Scan the QR code or click the link to watch the live broadcast of the conference.
   - Click **Copy link** to share the link with people who wants to watch the live broadcast of the conference.
   - Configure the definition and the video settings and click **Save**.

Related tasks

Going to the Conference Control Page via Browser

Going to the Conference Control Page via Microsoft Outlook

Configuring the Parameters of Discussion/Training Mode Conference

Switching the Roles Between the Moderators and Guests

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

Before you begin

Go to the Conference Control page.

Procedure

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

Related tasks

Going to the Conference Control Page via Browser

Going to the Conference Control Page via Microsoft Outlook

Switching the Roles Between the Lecturer and the Moderator/Guest

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

Before you begin
Go to the Conference Control page.

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

Procedure

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

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook
*Enabling the Layout Template*

Controlling the Remote Camera

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

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

Procedure

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

Related tasks
Going to the Conference Control Page via Browser

Locking/Unlocking Conferences

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

Before you begin
Go to the Conference Control page.

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

Procedure

1. Click 🔒/🔓 in the **Global Operation** field.
2. If you want to lock the conference, select the desired person.

Lock Conference   ✕

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

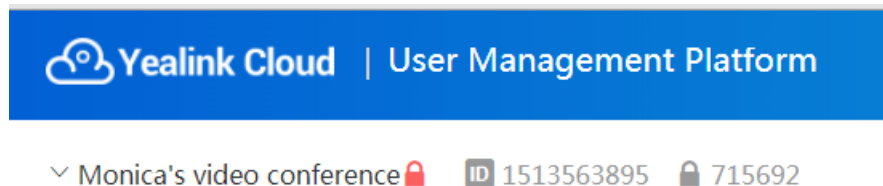| Moderator   ⌄ |

☑ Participants who were invited

OK   Cancel

3. Click **OK**.

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

   ☁ Yealink Cloud | User Management Platform

   ⌄ Monica's video conference 🔒   ID 1513563895   🔒 715692
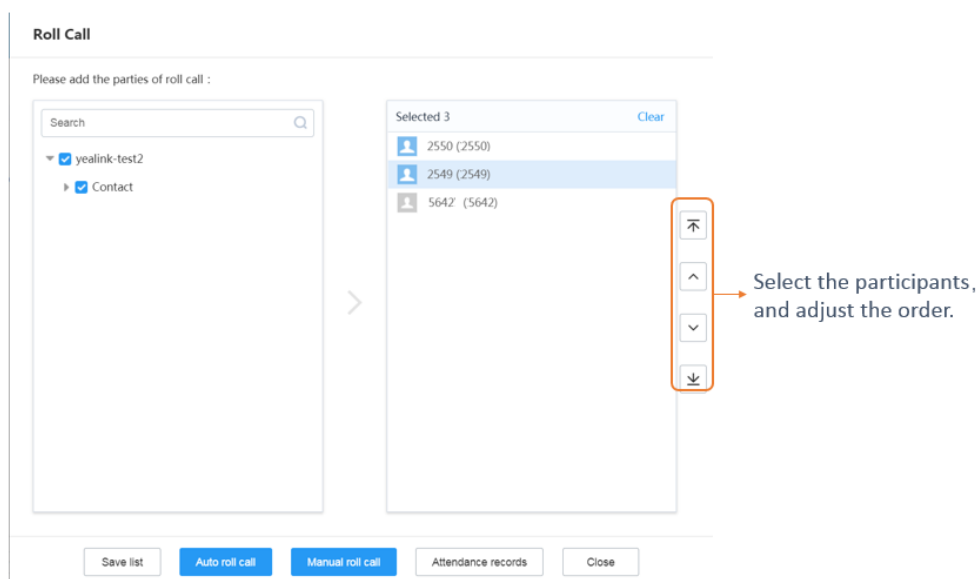
Related tasks

Making the Roll Call

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

Before you begin
Go to the Conference Control page.

Procedure

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

3. Do one of the following:
   - Click **Auto roll call**.

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

     Click **Start roll call**.
   - Click **Manual roll call**.

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

     After the roll call, you can manually modify the status of the roll call as the following: **Absence**, **Attendance** or **Parties uncalled**.
4. Click **End**.
5. Click **OK**, and the result of the roll call will be saved in the attendance records.

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

Related tasks
Going to the Conference Control Page via Browser

Exporting the Roll Call Records

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

Before you begin
Go to the Conference Control page.

Procedure

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

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

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

Related tasks

Leaving/Ending Conferences

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

Before you begin
Go to the Conference Control page.

Procedure

1. Click **End** in the top-right corner.
2. Select **End conference** or **Leave, others keep going**.

Related tasks

Controlling the Education Mode Conferences

The teacher can control the conference realize a good class performance.

- *Configuring the Conference Layout of Education Mode*
- *Removing Participants*
- *Switching the Roles Between the Teacher and Student*
- *Setting/Canceling Students as Interactive Parties*

- *Switching between Speaking Modes*
- *Searching for Participants*
- *Allowing/Refusing the Application for Speaking*
- *Moving the Participant into the Waiting Center*
- *Muting/Unmuting Participants*
- *Turning on/off the Video Image*
- *Blocking/Unblocking the Audio*
- *Enabling RTMP Live*
- *Locking/Unlocking Conferences*
- *Answering*

Configuring the Conference Layout of Education Mode

The teacher can change the video layout.

Before you begin
Go to the Conference Control page.

About this task
The conference layout of education mode conference has effect on the layout seen by the teacher rather than the layout seen by the student.

Procedure

1. Click **Layout adjustment** in the top-right corner .
2. Configure the corresponding parameters. The layout takes effect immediately after configuring.

Table 16:

Parameter	Description	
Select layout	**Selected speaker**	The selected participant is displayed in the full screen.
	Equal N×N	Participants are displayed in equal image. The maximum video images per screen in the Equal N×N mode are described as follows: • **2*2** • **3*3** • **4*4** • **5*5** • **6*6** • **7*7** **Note**: the video images per screen are set by the enterprise administrator by default.

Parameter	Description	
	1+N	The video image of the first participant who joins the conference is displayed in large screen, and the video images of other participants are displayed in small screens around the first participant. The maximum small video images per screen in the 1+N mode are described as follows: • **1+0** • **1+4** • **1+7** • **1+9** • **1+12** • **1+16** • **1+20** **Note**: the video images per screen are set by the enterprise administrator by default.
Video carousel	In **1+N** and **Equal N×N** modes, if the number of the current participants exceeds the maximum number, the video images of the conference participants will be switched according to the interval and the video images per cycle. **Note**: it is enabled by default.	
Set a speaker	In **1+N** mode, if this feature is enabled, you can select a speaker to be displayed in the large pane. **Note**: if this feature is enabled, only in 1+0 mode are the video carousel feature and the voice-activated feature disabled and they cannot be configured. Selecting a speaker and the video carousel can be enabled simultaneously in any mode except for 1+0 mode.	
Activated speaker	In **1+N** mode, you can enable the voice-activated feature to automatically recognize the video image of the speaking participant with yellow frame. When the participant continues speaking for a while, his video image will be displayed in large screen, the video image of other participants will be displayed in small screens around the speaking participant. **Note**: it is enabled by default. The voice-activated time is 2 seconds by default.	
Display participant name	If the enterprise administrator enables this feature, you can choose to display the participant name on the video image or not. **Note**: it is enabled by default.	

Parameter	Description
Display Participant Status	If the enterprise administrator enables this feature, you can enable it and the icons of the participant status, such as muting, blocking, applying for speaking, are displayed in the video image. **Note**: it is enabled by default.
Display parties	In the Selected Speaker mode, the selected participant is displayed in the full screen.

3. Click **Apply** and it takes effect to all participants.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Removing Participants

The teachers can remove participants.

Before you begin
Go to the Conference Control page.

Procedure

Click 👤 beside the desired participant.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Switching the Roles Between the Teacher and Student

The teacher can set a student as a teacher. The teacher has more rights on controlling conference than the students. If the participant does not want to be a teacher anymore, the teacher can set him as a student.

Before you begin
Go to the Conference Control page.

About this task

- But the organizer cannot be set as the student.
- If the 60-frame forwarding mode is enabled, the participants (joining the conference via Yealink web app, joining by IP call, or the third parties) cannot be set as teachers.

Procedure

Click ⋯ of the desired participants, and select **Set as teacher/Set as student** from the drop-down menu.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Setting/Canceling Students as Interactive Parties

In a class, teachers can set students who they want to interact with as interactive parties, and others students can see the video images of the interactive parties and the teachers displayed in equal parts.

Before you begin
Teachers goes to the Conference Control page.

About this task

- 60-frame forwarding mode is disabled.
- Teachers can set students as interactive parties but they cannot set teachers as interactive parties.

Procedure

Click under the desired student, if you do not want to interact with the student, click .

Results

After teachers set the interactive parties, the video layout are displayed as below:

- For students except the interactive parties, they can view the video images of all teachers and interactive parties displayed in equal parts.
- For the interactive parties, they can view the video images of all teachers displayed in equal parts.
- For teachers, they can view the video images of other participants (except themselves) displayed in equal parts.

Switching between Speaking Modes

The teacher can switch between speaking modes according to the actual demand.

Before you begin
Go to the Conference Control page.

Procedure

Click **Free speaking mode**/**Raise Hand speaking mode** in the bottom-left corner.

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Searching for Participants

The teachers can search for participants.

Before you begin
Go to the Conference Control page.

Procedure

1. Enter the participant name or the account number in the Search box to perform the search.
2. Select the participant type below the search box, and the search result will be displayed on the right side.

Related tasks

Going to the Conference Control Page via Browser

Going to the Conference Control Page via Microsoft Outlook

Removing Participants

Switching the Roles Between the Teacher and Student

Allowing/Refusing the Application for Speaking

Moving the Participant into the Waiting Center

Allowing/Refusing the Participants to Join the Conference

Muting/Unmuting Participants

Turning on/off the Video Image

Blocking/Unblocking the Audio

Controlling the Remote Camera
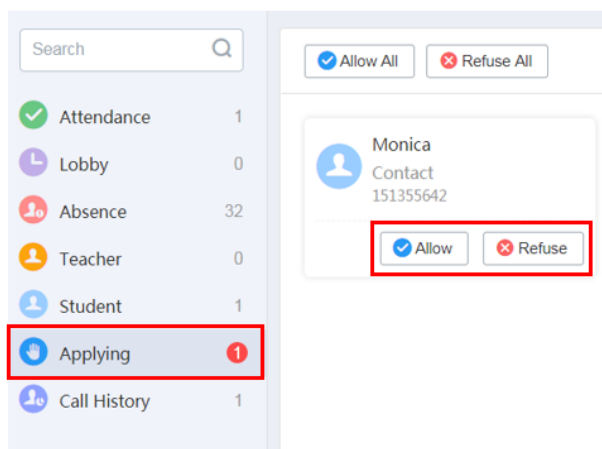
Allowing/Refusing the Application for Speaking

The teacher can allow or refuse the participant application for speaking to keep the conference order.

Before you begin

- The speaking mode is Raise Hand. For more information, refer to *Configuring Parameters of Education Mode Conference* . During the conference, the teacher can switch the speaking mode to Raise Hand. For more information, refer to *Switching between Speaking Modes* .
- Go to the Conference Control page.

Procedure

1. In the left side of the page, click **Applying**.
2. Select the desired participant, and click **Allow/Refuse**.

ⓘ **Tip:** In the **Attendance** list, click ✋ beside the desired applying participant, and click **Allow/Refuse**.

Related tasks

Going to the Conference Control Page via Browser

Going to the Conference Control Page via Microsoft Outlook

Moving the Participant into the Waiting Center

In order to keep the class order, the teacher can move the participant who has attended the conference into the conference lobby.

Before you begin
Go to the Conference Control page.

Procedure

1. Click ⋯ of the desired participant.
2. Select **Set as on hold** from the drop-down menu.

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Muting/Unmuting Participants

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

Before you begin
Go to the Conference Control page.

Procedure

Do one of the following:

-
  If you want to mute/unmute a participant, select the desired participant, and then click 🎙 / 🎤 .
- If you want to mute/unmute all participants, click **Mute All**/ **Unmute All**.
- If you want to mute/unmute all students, click **Mute All**/ **Unmute** .

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Turning on/off the Video Image

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

Before you begin
Go to the Conference Control page.

Procedure

1. Click ⋯ on the right side of the desired participant.
2. Select **Camera OFF**/**Camera ON** from the drop-down menu.

Related tasks
*Going to the Conference Control Page via Browser*

Blocking/Unblocking the Audio

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

About this task

Go to the Conference Control page.

Procedure

1. Click ⋯ of the desired participant.
2. Select **Block Audio**/**Unblock Audio** from the drop-down menu.

Related tasks

Enabling RTMP Live

The teachers can turn on RTMP live, but the audience who watch the live broadcast of the conference are not displayed on the video image. After turning on RTMP live, the teachers can stop the live broadcast, change the definition, set the video settings and so on.

Before you begin

- Go to the Conference Control page.
- For scheduled conferences, you need enable RTMP live when scheduling conferences.
- For VMRs, the enterprise administrator need enable RTMP live first.

Procedure

1. Click **Live** in the top-right corner.
2. Optional: Configure the RTMP live parameter.

   Table 17: RTMP live parameters

Parameter	Description
Definition	It refers to the video resolution that the specified MCU sends to public streaming services when the 60-frame forwarding mode is disabled. The supported video resolution is as follows: • **HD**: 720p. • **SD**: 360p. **Default**: HD.

Parameter	Description
Video options	The supported video options are as follows: • **Receive video and content**: when the teacher shares contents, the Live page will be displayed in 1+4 layout with the contents displayed in a large screen and the video images all participants displayed in small screens, and the video images of all participants take part in carousel in small screen. When there are no contents, the Live page is the same as **Receive video only**. • **Receive video only**: the video images of all teachers are displayed in equal parts in the Live page (in 60-frame forwarding mode, the forwarder is displayed in a full screen). This layout is not affected by the video layout set by the teacher. • **Receive content only**: the Live page of the conference only displays the content. **Default**: Receiving video and content.
Event details	It refers to the text displayed on the Live page of the conference.

3. Click **Start**.

   The page is shown as below:

Live

The live broadcast is in progress

00 : 00 : 03

Options

Definition:

◉ HD
○ SD

Video options:

Receive video and content ▾

Save   Cancel

Scan QR code to watch live broadcast

Or click the link below to watch
https://meeting.ylyun.com/meeting/live?cor
rencePlanId=9a33bcfe61c141ed819557429
4221c&enterpriseId=a7fc18bd5d6a439eb4
1e35ba618e68

Copy link

4. Do one of the following:

- Click ■ to end the live broadcast of the conference.
- Scan the QR code or click the link to watch the live broadcast of the conference.
- Click **Copy link** to share the link with people who wants to watch the live broadcast of the conference.
- Configure the definition (60-frame forwarding mode is not enabled)and the video settings, and click **Save**.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Locking/Unlocking Conferences

The teachers can lock or unlock conferences. After locking the conference, the teachers can select the desired participants that can still call into the conference.

Before you begin
Go to the Conference Control page.

About this task
If you lock the conference by default, other person except the teacher and the invited participants will go to the conference lobby when they call into the conference.

Procedure

1. Click **Lock Conference**/ **Unlock Conference** at the bottom-left corner.
2. If you want to lock the conference, select the desired participants.

Lock Conference   ✕

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

| Teacher | ∨ |

☑ Participants who were invited

[OK]   [Cancel]

3. Click **OK**.

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

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∨ Monica's video conference 🔒   ID 1513563895   🔒 715692

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Answering

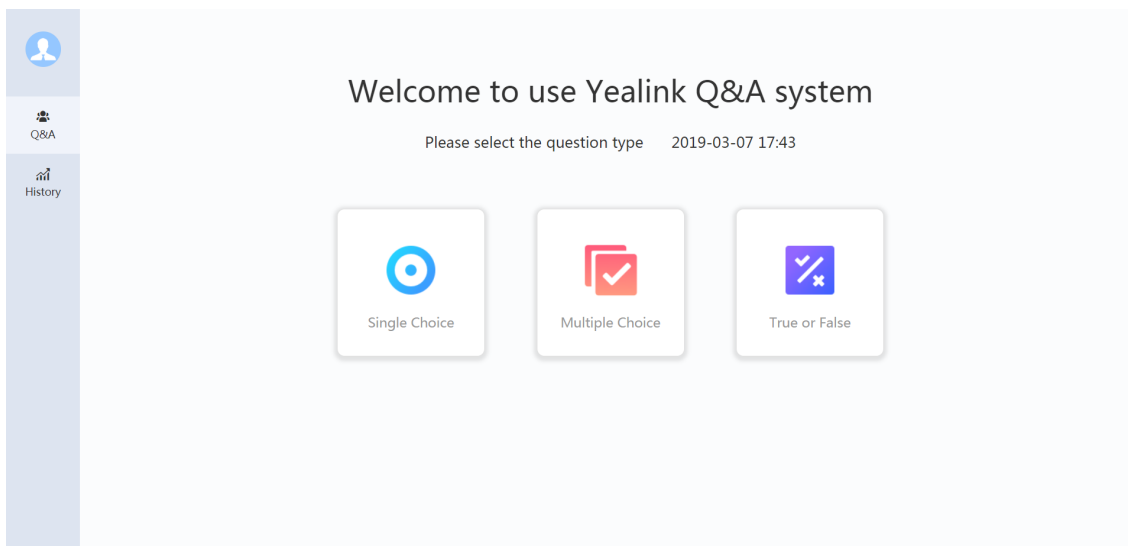In the class, the teacher can have quizzes to test whether or not the student comprehends what he taught.

Before you begin

- The device supports the Q&A feature.
- Yealink Cloud account is registered on the device and you upload the class file to the device.

  📝 **Note:** The class file, which can be obtained from Yealink technical support, is CSV format and provided by Yealink.

- The device joins the conference.

  📝 **Note:** If there is new class information, you should upload the new class file to the device again and the device should re-join the conference, so that the updated information can take effect.

- The answering device is connected to the device.
- The teacher should go to the Conference Control page first.

Procedure

1. Click **Q&A** at the top.
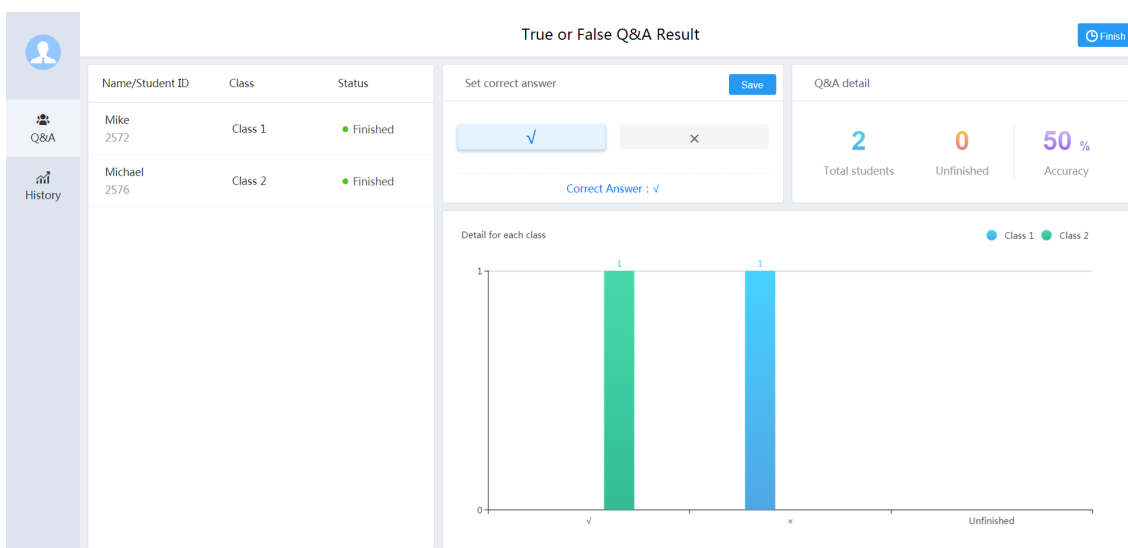
Go to the Home page of the Q&A System.

2. Select the question type, set the timing, and click **Begin**.

   The student can answer the question on the answering device according to the prompt.

3. After the student finishes answering, the teacher can announce the answer, and click **Save**.

   The teacher can see the accuracy about the student answers.

4. Click **Finish**.

5. Repeat the steps from 2 to 4, and go to the next question.

   The teacher can review the student performance from the previous results.

Related tasks

Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Troubleshooting

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

- *Viewing Call Statistics*
- *Common Problems*

Viewing Call Statistics

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

Before you begin
Go to the Conference Control page.

Procedure

Check the desired participant, click ⋯ , and then select **Call Statistics**.

The detailed call statistics are displayed as below:

Call Statistics

Device information	Yealink VCDesktop 1.27.254.12	Total bandwidth	Incoming : 87kb/s Outgoing : 3kb/s
Protocol	SIP	IP	117.28.234.34

Name	Channel	Resolution	Codec	Bandwidth	Jitter	Frame rate	Packets lost	Percentage lost
Video	Outgoing	640 * 360	h264HP	3kb/s	0 ms	2 fps	0	0 %
	Incoming	1280 * 720	h264HP	87kb/s	0 ms	30 fps	0	0 %
Audio	Outgoing	--	ARES	0kb/s	0ms	--	0	0 %
	Incoming	--	ARES	0kb/s	0ms	--	0	0 %
Content	Outgoing	--		--	--	--	--	--
	Incoming	--	--	--	--	--	--	--

Related tasks
Going to the Conference Control Page via Browser
Going to the Conference Control Page via Microsoft Outlook

Common Problems

- *Invited Participants Do Not Receive Emails*
- *Participants See Messy Codes in the Email*

Invited Participants Do Not Receive Emails

Situation:

The invited participants do not receive invitation emails.

Cause:

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

Solution:

Procedure

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

Participants See Messy Codes in the Email

Situation:

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

Cause:

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

Solution:

Procedure

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

4. Click **OK**.

Appendix-Time Zones

Time zone
(UTC-11:00) Coordinated Universal Time-11
(UTC-11：00) Samoa
(UTC-10：00) Hawaii
(UTC-09：00) Alaska
(UTC-08：00) Baja California
(UTC-08：00) Pacific Time (US & Canada)
(UTC-07：00) Arizona
(UTC-07：00) Chihuahua, La Paz, Mazatlan

Time zone
(UTC-07：00) Mountain Time (US & Canada)
(UTC-06：00) Central America
(UTC-06：00) Central Time (US & Canada)
(UTC-06：00) Guadalajara, Mexico City, Monterrey
(UTC-06：00) Saskatchewan
(UTC-05：00) Bogota, Lima, Quito
(UTC-05：00) Eastern Time (US & Canada)
(UTC-05：00) Indiana (East)
(UTC-04：00) Asuncion
(UTC-04：00) Atlantic Time (Canada)
(UTC-04：00) Cuiaba
(UTC-04：00) Georgetown, La Paz, Manaus, San Juan
(UTC-04：00) Santiago
(UTC-03：30) Newfoundland
(UTC-03：00) Brasilia
(UTC-03：00) Buenos Aires
(UTC-03：00) Cayenne, Fortaleza
(UTC-03：00) Greenland
(UTC-03：00) Montevideo
(UTC-02:00) Coordinated Universal Time-02
(UTC-02：00) Mid-Atlantic
(UTC-01：00) Azores
(UTC-01：00) Cape Verde Is.
(UTC) Casablanca
(UTC) Coordinated Universal Time
(UTC) Dublin, Edinburgh, Lisbon, London
(UTC) Monrovia, Reykjavik
(UTC+01：00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
(UTC+01：00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
(UTC+01：00) Brussels, Copenhagen, Madrid, Paris
(UTC+01：00) Sarajevo, Skopje, Warsaw, Zagreb
(UTC+01：00) West Central Africa
(UTC+01：00) Windhoek
(UTC+02：00) Amman

Time zone
(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 Jayewardenepura
(UTC＋05：45) Kathmandu
(UTC＋06：00) Astana
(UTC＋06：00) Dhaka
(UTC＋06：00) Novosibirsk
(UTC＋06：30) Yangon (Rangoon)
(UTC＋07：00) Bangkok, Hanoi, Jakarta
(UTC＋07：00) Krasnoyarsk
(UTC＋08：00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC＋08：00) Irkutsk
(UTC＋08：00) Kuala Lumpur, Singapore

Time zone
(UTC+08：00) Perth
(UTC+08：00) Taipei
(UTC+08：00) Ulaanbaatar
(UTC+09：00) Osaka, Sapporo, Tokyo
(UTC+09：00) Seoul
(UTC+09：00) Yakutsk
(UTC+09：30) Adelaide
(UTC+09：30) Darwin
(UTC+10：00) Brisbane
(UTC+10：00) Canberra, Melbourne, Sydney
(UTC+10：00) Guam, Port Moresby
(UTC+10：00) Hobart
(UTC+10：00) Vladivostok
(UTC+11：00) Magadan
(UTC+11：00) Solomon Is., New Caledonia
(UTC+12：00) Auckland, Wellington
(UTC+12：00) Coordinated Universal Time+12
(UTC+12：00) Fiji
(UTC+13：00) Nuku'alofa