Yealink

Yealink Meeting Server Administrator Guide

Version 10.23.0.60
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About This Guide

This guide provides enterprise administrators with daily operations and maintenance for YMS.

Introduction to Yealink Meeting Server

The Yealink Meeting Server (YMS) is a distributed cloud-based video conferencing infrastructure tailored for HD video conferencing collaboration in the modern workplace. As a powerful all-in-one meeting server, YMS brings MCU, registrar server, directory server, traversal server, meeting and device management server, SIP Trunk, WebRTC server and GK & H.460 server together. Seamlessly working with Yealink VC devices, the Yealink Meeting Server brings people together at any time from any location with the touch of a button.

Intended Audience

This guide is mainly intended for:

- Distributor
- Network administrator

Conventions

The section describes the conventions in the document.

General Conventions

Convention	Description
Bold	Highlights the user interface items such as menus or menu selections when they are involved in a procedure or user action (for example, click **Log In**).
Colored Text	Used for cross references to other sections within this documentation (for example, refer to SMTP Mailbox).
Blue Text in Italics	Used for hyperlinks to Yealink resources outside of this documentation such as the Yealink documentations (for example, for more information, refer to *Yealink Meeting Server User Guide*.

GUI Conventions

Convention	Description
->	Indicates the menu path. For example, **Status**->**System information** indicates the path of entering system information page.

Basic Concepts

This section explains basic concepts which you may come across in this document.

Enterprise directory: This concept refers to the directory which includes user accounts, room system accounts and third-party devices.

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

Interactive parties: This concept refers to the participants who send video or audio in the broadcasting interactive conference.

Broadcasting parties This concept refers to the participants who only receive but do not send video or audio in the broadcasting interactive conference.

Setup Files

You can obtain the setup file of YMS from the Yealink distributor or Yealink technical support engineer.

Hardware and Software Recommendations

The following table lists the hardware and software recommendation of YMS.

Feature	Description
CPU	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.
RAM	4GB/DDR3/2133MHz/ECC or higher 8GB/DDR4/2400MHz/ECC or higher
Hard Drive Space	300GB or higher
Network	● Gigabit Ethernet connection is strongly recommended. ● 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.
Capacity	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: ● The maximum concurrent calls=total CPU cores*frequency. ● Up to extra 10 audio-only calls at 64 kbps. Servers that are older, with slower processors, or fewer CPUs, will have a lower overall capacity.
Linux	CentOS 7.0 and later

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

CPU	2 Intel Xeon Processor E5-2620V4, eight cores and sixteen threads, 2.1GHz 20M 8.0GT/s 85W or higher
Memory	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.

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

Browser Requirements

The following browsers are supported:

Browser	Version
Firebox	50 and later
Chrome	50 and later
Internet Explorer	10 and later

Port Forwarding Requirements

If the following ports are restricted in your network environment, please open these ports.

If the YMS is deployed in an Intranet, you should solve the interconnection problem between private and public network by port forwarding. You must forward the following ports to the public network on the router.

Field	Port	UDP/TCP	Effect
System	22	TCP	SSH port
	80	TCP	HTTP port
	443	TCP	HTTPS port
	514	UDP	SYSLOG port
	514	TCP	SYSLOG port
SIP	5060	TCP	SIP port
	5060	UDP	SIP port
	5061	TCP	SIP port
	5067	TCP	Skype for Business local listening port
Turn server	3478	UDP	STUN port
	3479	UDP	STUN port
MCU broadcast service	3688	TCP	Broadcasting server listening port
WebRTC	442	TCP	WebRTC listening port
H.323 gateway	1720	TCP	H.225 listening port (TCP)
H.323 gatekeeper	1718	UDP	RAS broadcasting listening port
	1719	UDP	RAS listening port
	1722	TCP	H.225 listening port
	2776	UDP	H.460.19 RTP Multiplex port
	2777	UDP	H.460.19 RTCP Multiplex port
Media/Signaling port	30000-37999	UDP	IVR+BFCP port
	38000-49999	UDP	TURN Relay port Media Proxy port
	50000-60000	UDP	MCU conference port
	30000-39999	TCP	H.245/Q931 port (H.323 gateway)

Field	Port	UDP/TCP	Effect
	20000~24999	TCP	H.245 port (H.323 gatekeeper)
	25000~29999	TCP	Q931 port (H.323 gatekeeper)
	15000~19999	UDP	Media forwarding port (H.323 gatekeeper)
	60000~65000	UDP and TCP	Skype for Business server media port

Icon Instructions

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

Icons	Description
⤓	Download backups
↻	Restore backups
🔄	Update device firmware now
📤	Export device logs
🖥✕	The room system accounts are not registered
🖥✓	The room system accounts are registered
≡↑	Move up the department or the user account in Organizational Structure list
≡↓	Move down the department or the user account in Organizational Structure list
📹	Scheduled conferences or meet now conferences (initiated by Yealink VC devices registered the YMS account)
📺	Conferences which are enabled RTMP live feature
🔁	Periodic conferences

Icons	Description
VMR	Meet now conferences (initiated by joining the permanent VMR)

In This Guide

Topics in this guide include:

- Chapter 1 Yealink Meeting Server Installation
- Chapter 2 Basic Operation
- Chapter 3 System Status
- Chapter 4 System Management
- Chapter 5 Account Management
- Chapter 6 Meeting Room Management
- Chapter 7 Conference Control
- Chapter 8 Conference Statistics
- Chapter 9 Troubleshooting
- Chapter 10 Appendix: Time Zones

Summary of Changes

This section describes the changes in this guide for each release and guide version.

Changes for Release 23, Guide Version 10.23.0.60

The following sections are new for this version:

- Communicating with Skype for Business Server on page 29
- Port Settings on page 45

Major updates have occurred to the following sections:

- Dialing Devices Automatically on page 15
- Record on page 16
- Enabling RTMP Live on page 16
- Adding Permanent Virtual Meeting Rooms on page 84

Changes for Release 23, Guide Version 10.23.0.55

The following sections are new for this version:

- Displaying Participant Name on page 12
- Sending Content Only on page 16
- Enabling RTMP Live on page 16
- Enabling Broadcasting Interactive Video Conferences on page 17
- LDAP on page 21
- SIP Trunk IVR on page 29
- GK on page 44
- Security Management on page 52
- Licenses Management on page 61
- Conference Control on page 87

Major updates have occurred to the following sections:

- H.323 on page 22
- Port Settings on page 45
- Adding User Accounts on page 71
- Adding Room System Accounts on page 74
- Adding Permanent Virtual Meeting Rooms on page 84

Changes for Release 23, Guide Version 10.23.0.40

The following sections are new for this version:

- Configuring the Default Layout on page 12
- Third-Party Registration on page 15
- Redialing Devices Automatically on page 15
- Record on page 16
- SIP Trunk ACL on page 28
- WebRTC on page 44

Major updates have occurred to the following sections:

- Yealink Meeting Server Installation on page 1
- Dialing Devices Automatically on page 15
- SMTP Mailbox on page 49
- Account Management on page 69

- Meeting Room Management on page 81

Changes for Release 23, Guide Version 10.23.10.20

The following sections are new for this version:

- Dialing Devices Automatically on page 15
- Call Routing on page 18
- Gateway Configuration on page 21
- H.323 on page 44
- Meeting Time Zone Configuration on page 48
- Adding Permanent Virtual Meeting Rooms on page 84

Major updates have occurred to the following sections:

- Logging into Yealink Meeting Server on page 3
- Layout on page 12
- IVR Service on page 15
- Web on page 41
- Call Bandwidth on page 12
- Port Settings on page 44
- Time Access on page 47
- SMTP Mailbox on page 49
- Conference Statistics on page 87

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Yealink Meeting Server Installation

You can install YMS to a virtual machine or a physical machine. After installation, you need enter the setup wizard to configure the basic settings.

For more information, please refer to *Yealink Meeting Server Installation Guide*.

Basic Operation

This chapter provides basic operating instructions for YMS.

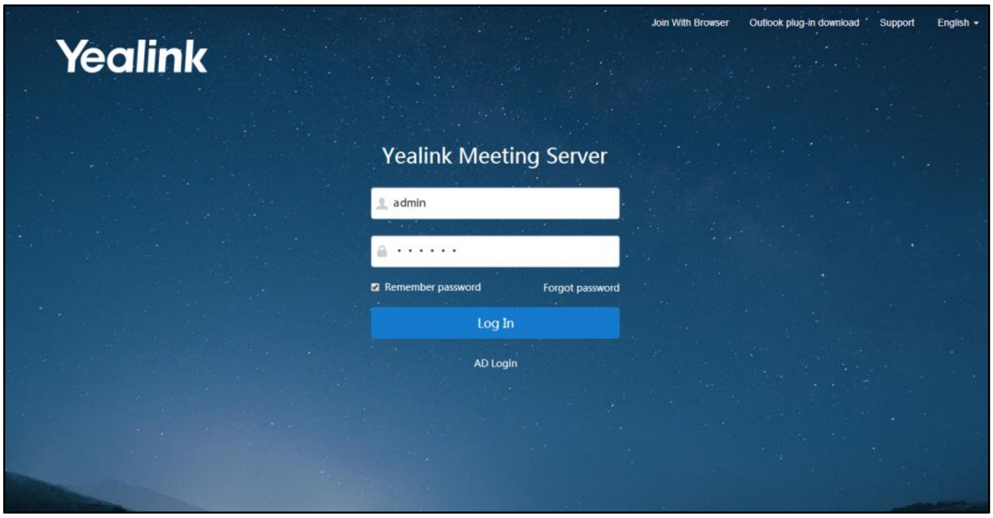
Topics include:

- Logging into Yealink Meeting Server
- Introduction to the Home Page
- Managing Enterprise Administrator Account
- Quick Settings
- Logging out of Yealink Meeting Server

Logging into Yealink Meeting Server

To log into YMS:

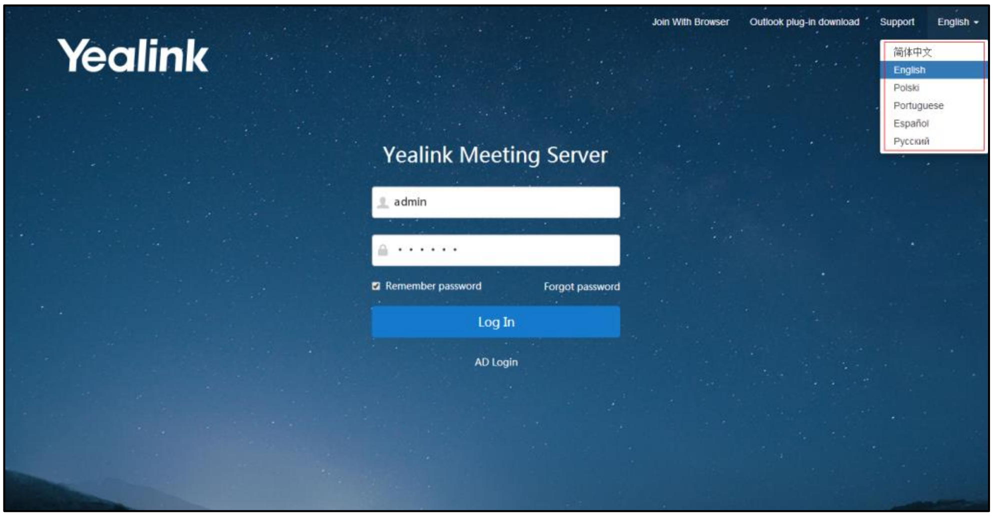
1. Open a web browser.
2. Enter the IP address or domain name of YMS in the address bar, and then press the **Enter** key to enter the YMS.
3. Enter the username and password of enterprise administrator you set in setup wizard.



4. (Optional.) To remember password, check the **Remember password** checkbox.

   To ensure account security, this action is not recommended on public computer.

5. (Optional.) On the top-right of the page, select the desired display language from the pull-down list.



admin

······

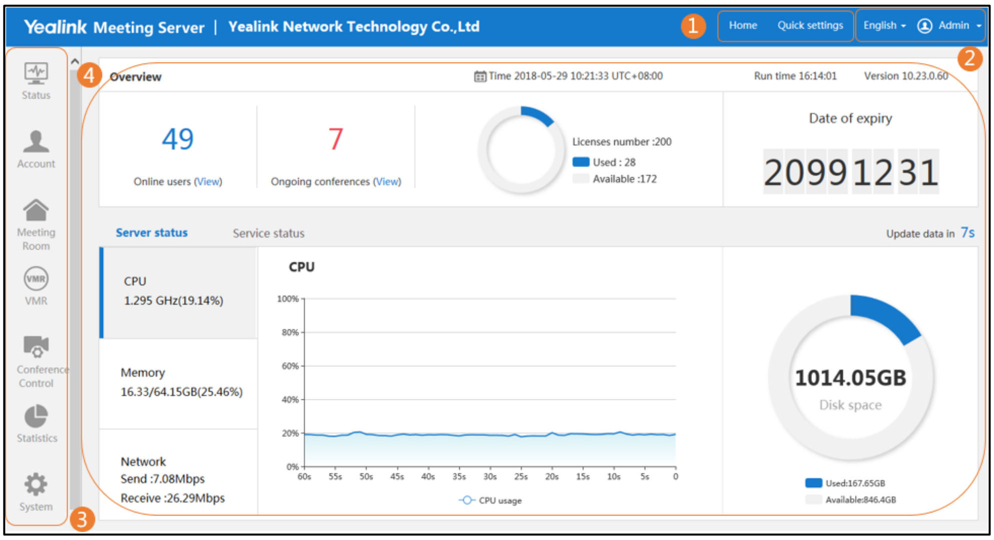
6. Click **Log In**.

Note

> If you enter the wrong password 5 times, this account will be locked for 3 minutes. Please wait 3 minutes and then try again.
>
> If you forget password, you can click **Forgot password**, and then follow the prompts to reset the password.

Introduction to the Home Page

After you log into the YMS successfully, the home page is displayed as below. You should be familiar with the home page to help you quickly find the operation entries and get the system information.



Time 2018-05-29 10:21:33 UTC+08:00

Run time 16:14:01

Version 10.23.0.60

49 Online users (View)

7 Ongoing conferences (View)

Licenses number :200

Used : 28

Available :172

Date of expiry 20991231

Update data in 7s

CPU 1.295 GHz(19.14%)

Memory 16.33/64.15GB(25.46%)

Network
Send :7.08Mbps
Receive :26.29Mbps

1014.05GB

Used:167.65GB

Available:846.4GB

No.	Description
1	Main entry of the home page and setup wizard.
2	The account name and system language.
3	Main entry into the status, account, meeting room, VMR, call statistics and
4	Overview of system status, server status and service status.

Managing Enterprise Administrator Account

Editing Login Password

To improve accounts security, it is recommended to change the password periodically.

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.
4. Click **Confirm**.

Editing the Registered Email

You can edit the email. The email is used to receive the information of resetting 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 email** to edit the registered email.
3. Enter the new email.
4. Click **Confirm**.

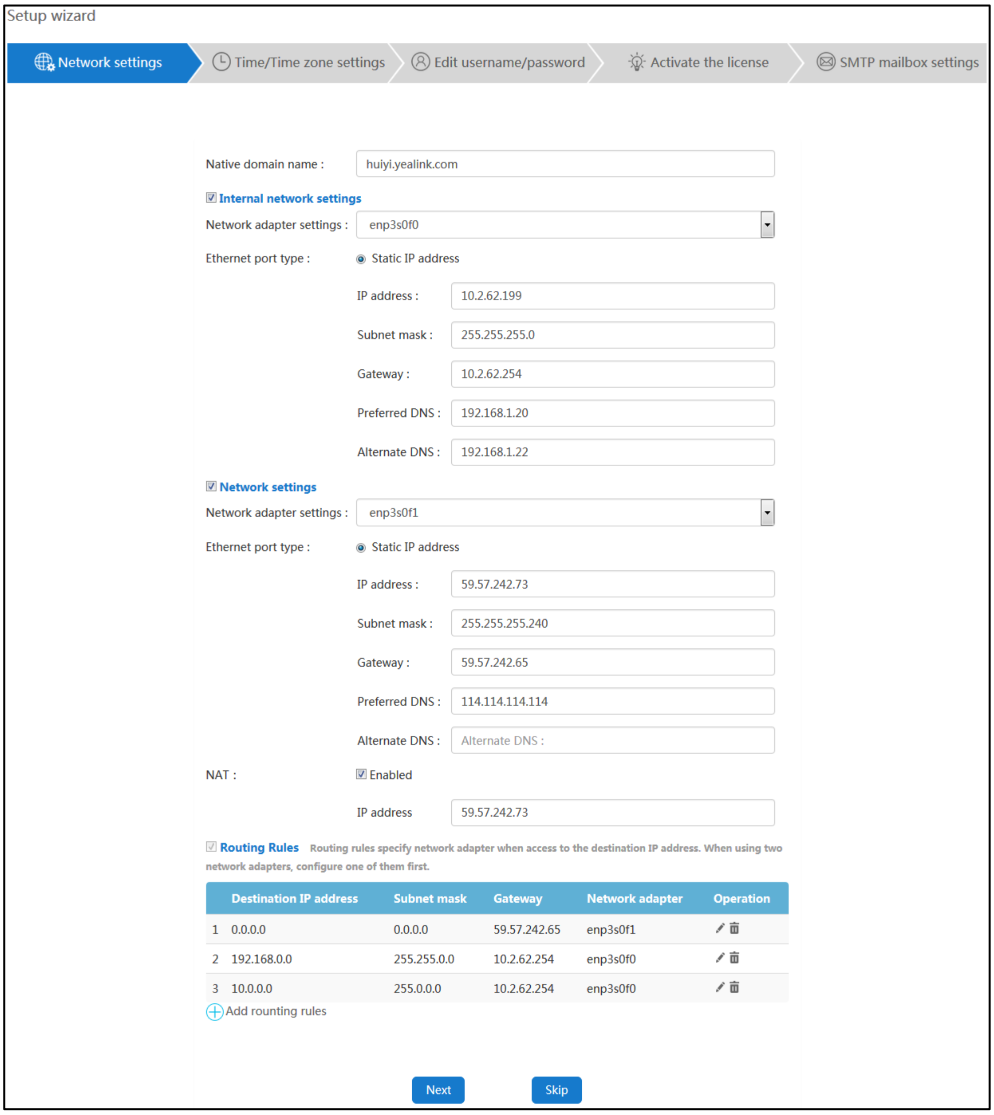
Quick Settings

You can configure network, time/time zone, username/password, license and SMTP settings quickly.

To configure settings quickly:

1. Click **Quick settings** on the top-right of the page.
2. Configure network settings.

For more information, please refer to Network Settings on page 28.



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.

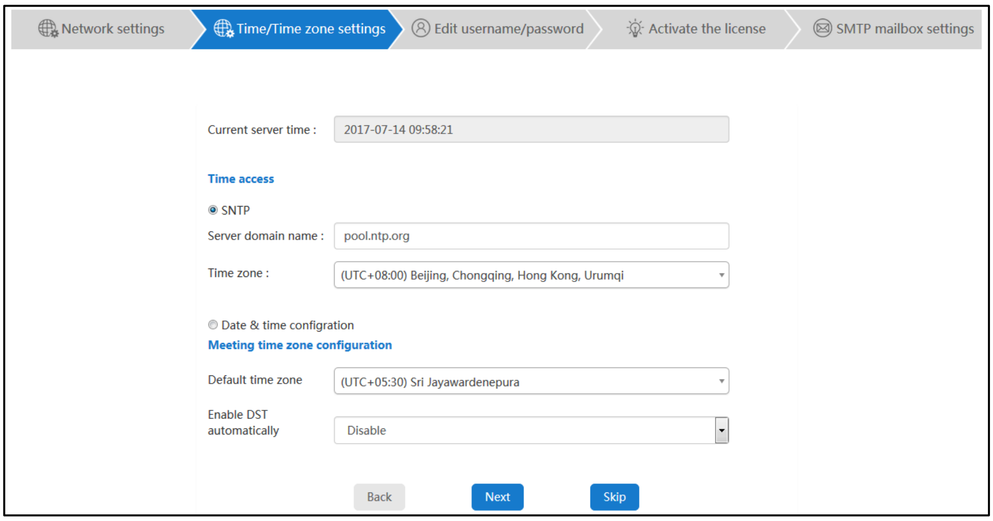
	Destination IP address	Subnet mask	Gateway	Network adapter	Operation
1	0.0.0.0	0.0.0.0	59.57.242.65	enp3s0f1	✎ 🗑
2	192.168.0.0	255.255.0.0	10.2.62.254	enp3s0f0	✎ 🗑
3	10.0.0.0	255.0.0.0	10.2.62.254	enp3s0f0	✎ 🗑

⊕ Add rounting rules

3. Click **Next** to continue.

4. Set the time and time zone.

For more information, please refer to Time/Time Zone Settings on page 47.



Current server time : 2017-07-14 09:58:21

Time access

● SNTP

Server domain name : pool.ntp.org

Time zone : (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi

○ Date & time configration

Meeting time zone configuration

Default time zone (UTC+05:30) Sri Jayawardenepura

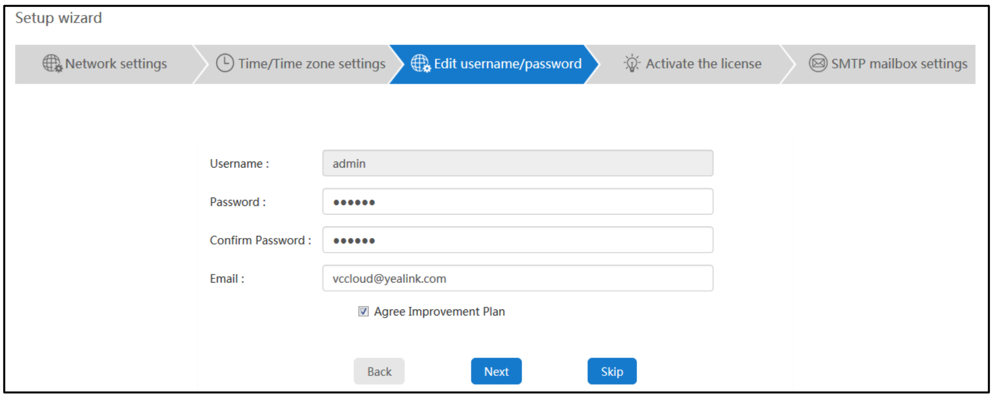
Enable DST automatically Disable

5. Click **Next** to continue.
6. Enter login password and re-enter the password to confirm.

   Enter the enterprise administrator's email. 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.



Username : admin

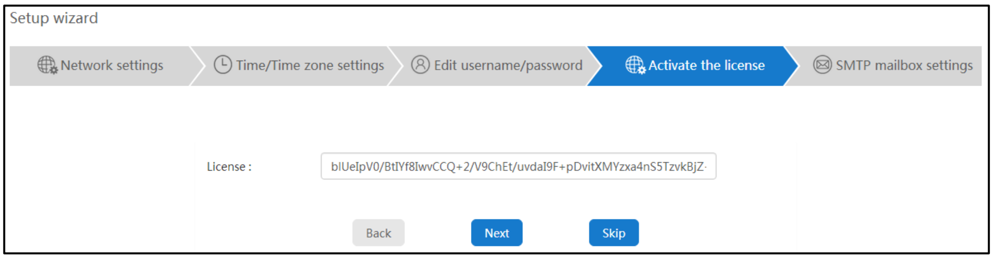
Password : ••••••

Confirm Password : ••••••

Email : vccloud@yealink.com

☑ Agree Improvement Plan

7. Click **Next** to continue.
8. Enter the number of video port license to activate the video port license.

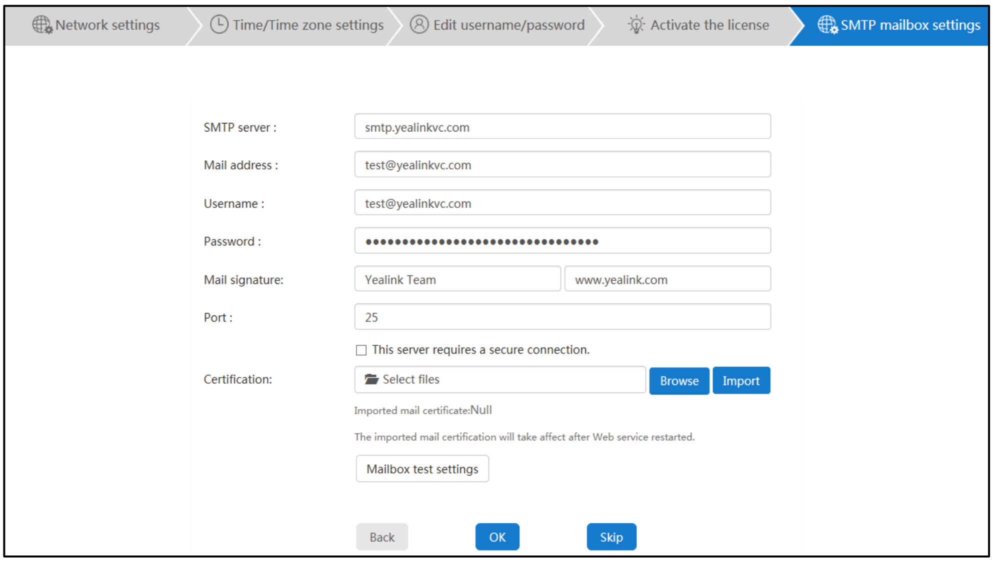


License : bIUeIpV0/BtIYf8IwvCCQ+2/V9ChEt/uvdaI9F+pDvitXMYzxa4nS5TzvkBjZ·

9. Click **Next** to continue.

10. Set SMTP mailbox.

    For more information, please refer to SMTP Mailbox on page 49.



SMTP server : smtp.yealinkvc.com

Mail address : test@yealinkvc.com

Username : test@yealinkvc.com

Password : ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

Mail signature: Yealink Team | www.yealink.com

Port : 25

□ This server requires a secure connection.

Certification: Select files

Imported mail certificate:Null

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

11. Click **OK**.

Logging out of Yealink Meeting Server

If you want to log into YMS using other accounts, you can log out of the enterprise administrator account first.

To log out of YMS:

1. Click **Admin** on the top-right of the page.
2. Click **Log out**.

Note

If the page is idle more than 30 minutes, the system will log out of the current enterprise administrator account automatically and return to login page.

System Status

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

- Viewing System Information
- Viewing Online Users

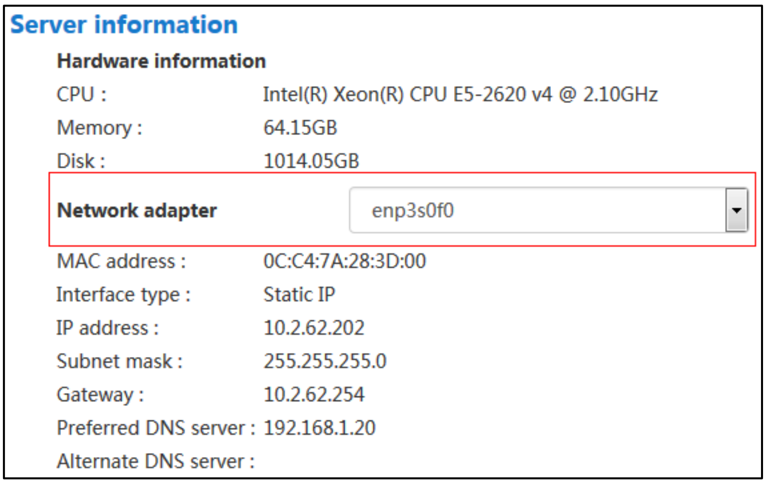
Viewing System Information

To view system information:

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

   The information includes version information, server information and license information.

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



Server information

Hardware information

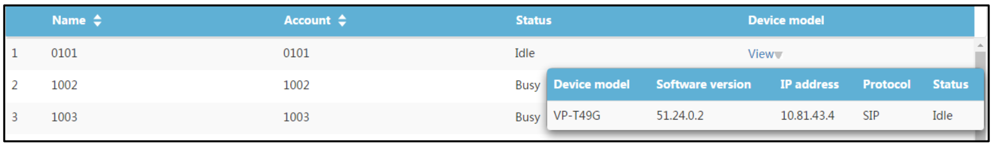
CPU :	Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
Memory :	64.15GB
Disk :	1014.05GB
Network adapter	enp3s0f0
MAC address :	0C:C4:7A:28:3D:00
Interface type :	Static IP
IP address :	10.2.62.202
Subnet mask :	255.255.255.0
Gateway :	10.2.62.254
Preferred DNS server :	192.168.1.20
Alternate DNS server :	

Viewing Online Users

To view online users' information:

1. Click **Status**->**Online users**.
2. Select the desired online users, and then click **View**.

   You can view the device details, including the device model, software version, IP address, protocol and status.



	Name	Account	Status	Device model
1	0101	0101	Idle	View
2	1002	1002	Busy	
3	1003	1003	Busy	

Device model	Software version	IP address	Protocol	Status
VP-T49G	51.24.0.2	10.81.43.4	SIP	Idle

System Management

This chapter provides information on how to manage the YMS.

Topics include:

- Call Settings
- Gateway Configuration
- System Settings
- Security Management
- System Maintenance
- Licenses Management
- System Logs

Call Settings

Global Settings

Video Resolution

If you want to limit the resolutions of video calls, you can configure the maximum video resolution and the maximum content sharing resolution.

To configure the video resolution:

1. Click **System**->**Call Settings**->**Global settings**.
2. Configure the video resolution.

   Parameters are described below:

Parameter	Description
Max video resolution	Configure the maximum video resolution. ● **1080P/30FPS** ● **720P/30FPS** ● **360P/30FPS** ● **4CIF** ● **CIF** **Default:** 720P/30FPS.
Max content sharing resolution	Configure the maximum content sharing resolution.

Parameter	Description
	● **1080P/30FPS** ● **1080P/15FPS** ● **1080P/5FPS** ● **720P/30FPS** ● **72OP/15FPS** ● **720P/5FPS** **Default:** 1080P/5FPS If you select 1080P/30FPS or 1080P/15FPS as the maximum content sharing resolution**,** it will bring the problem of high computing performance.

3. Click **Confirm**.

Call Bandwidth

You can limit the uplink bandwidth for sending media stream to conference participants via YMS.

To configure the call bandwidth:

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

Layout

Displaying Participant Name

To display the name of participant in the conference, you can enable the **Display participant name** feature.

To display the name of participant in the conference:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **Display participant name**.

   It is enabled by default.
3. Click **Confirm**.

Configuring the Default Layout

You can configure the default layout of conference participants.

The conference participants refer to the persons who are in meet now conferences, the persons who are in **Discussion mode** scheduled conferences or the moderators who are in **Training mode** scheduled conferences.

The following layouts are supported by YMS:

- **Equal N × N**: All participants are displayed in the same size.
- **OnePlusN**: The first participant is given prominence with the largest pane. Other participants will be displayed in a strip around the first participant.

To configure the default layout:

1. Click **System**->**Call Settings**->**Global settings**.
2. Select **Equal N × N** or **onePlusN**.

   The **onePlusN** is selected by default.
3. Click **Confirm**.

Configuring the Layout Parameter

You can configure the Equal N×N and OnePlusN layout.

In the **Equal N×N** and **OnePlusN** layout, if the current conference participants are more than the maximum videos, the system will switch among all conference participants at regular interval. The time interval and switching rules are both configurable

In the **OnePlusN** layout, you can use voice-activated feature, so that the system will automatically identity the conference speaker. When the conference speaker speaks uninterruptedly for a certain period of time, it will be given prominence with the largest pane, other participants will be displayed in a strip around the first participant. The certain uninterrupted speaking time is configurable.

To configure equal N×N:

1. Click **System**->**Call Settings**->**Global settings**.
2. Configure equal N×N.

   Parameters are described below:

Parameter	Description
Equal N×N	Configure the maximum number of videos in one screen. • **2*2** • **3*3** • **4*4** • **5*5** • **6*6** • **7*7** **Default:** 4*4
	Configure the time interval of cycle.
	Configure the way of cycle: • **One video switches per cycle:** One video is replaced with the

Parameter	Description
	extra one per cycle. • **All videos switch per cycle:** All videos are replaced with extra videos per cycle.

3. Click **Confirm**.

To configure OnePlusN:

1. Click **System**->**Call Settings**->**Global settings**.
2. Configure OnePlusN.

   Parameters are described below:

Parameter	Description
OnePlusN	Configure the maximum number of videos in one screen. • **1+0** • **1+4** • **1+7** • **1+9** • **1+12** • **1+20** **Default:** 1+7
	Configure the time interval of cycle.
	Configure the way of cycle: • **X video switches per cycle:** X video is replaced with the extra one per cycle. • **All videos switch per cycle:** All videos are replaced with extra videos per cycle.
	Configure the uninterrupted speaking time of voice-activated feature.

3. Click **Confirm**.

Conference Settings

Joining Conference Beforehand

You can specify the time that users can join the scheduled conferences in advance.

To configure the time that uses can join the scheduled conferences in advance:

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

Third-Party Registration

If you want to register YMS accounts on a non-Yealink device, you need enable the **Third party registration** feature.

To enable the third-party registration:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **Third party registration**.
3. Click **Confirm**.

Dialing Devices Automatically

You can enable **Auto dialing** feature. When the scheduled conference begins, the devices registered with YMS accounts and the third-party devices in enterprise directory will receive a call to invite to join the conference. You can answer or reject the call by devices manually. If the devices enable the auto answer feature, they will join the scheduled conference automatically.

The supported devices include: The VC880/VC800/VC500/VC400/VC120/VC110/VC200 video conferencing endpoint, SIP VP-T49G IP phone, SIP-T58V IP phone and third-party devices.

To configure auto dialing feature:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **Auto dialing**.

   It is enabled by default.
3. Check the desired checkboxes of devices.
4. Click **Confirm**.

Note

If you register the YMS accounts by H.323 protocol on the third-party devices, the **Auto dialing** feature is not available.

Redialing Devices Automatically

If the **Auto dialing** feature is enabled, during a conference, when the devices you invite disconnect with the YMS, you can enable the **Auto redialing** feature to invite them to join the conference again after the connection is established again.

To enable the auto redialing feature:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **Auto redialing**.

   It is enabled by default.
3. Click **Confirm**.

Note

If you register the YMS accounts by H.323 protocol on the third-party devices, the **Auto redialing** feature is not available.

Sending Content Only

If the device does not support dual-stream protocol, you can enable **Content only** feature. When other devices share content in a call, you can only receive content and audio.

To enable the content only feature:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **Content only**.
3. Click **Confirm**.

Configuring Roll Call

During the roll call, the called party is unmuted by default. If other participants do not want to hear the him, you can disable **Roll call setting** feature.

To disable the roll call setting feature:

1. Click **System**->**Call Settings**->**Global settings**.
2. Disable **Roll call setting**.
3. Click **Confirm**.

Record

If the **Record** feature is enabled, you can configure the recording server for the YMS to record conferences.

Note Before you configure the recording server, make sure Yealink technical support engineer have deployed the recording server. If the recording server is deployed, you need obtain the IP address of server from the Yealink technical support engineer.

To configure the record feature:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **Record**.
3. Enter the IP address of recording server in the **RSS IP address** field.
4. Click **Confirm**.

Note When the recording server is in use, it takes up a video port.

Enabling RTMP Live

You can enable the **RTMP live** feature to allow users to watch the live conference.

Before you enable the RTMP live feature, you need obtain the information of AliCloud service, including domain, APP name, live domain and authentication key.

To configure the RTMP live feature:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **RTMP live**.
3. Configure the live server to generate the streaming address.

   Parameters are described below:

Parameter	Description
Domain	Specify the domain name.
APP name	Specify the application name.
Live domain	Specify the live video domain name.
Authentication	Enable or disable the authentication. **Default:** Disabled
Authentication key	Specify the authentication password.
Domain name access	Enable or disable the domain name access. **Default:** Disabled. If it is enabled, the access to live conference either by Web link or by QR code is domain name access.

4. Click **Confirm**.

Note

When a conference enables RTMP live feature, a video port will be taken up.

Enabling Broadcasting Interactive Video Conferences

If the **Broadcasting interactive** feature is disabled, you can initiate a 20-way 1080P conference or 40-way 720P conference. If enabled, you can create a broadcasting interactive video conference which contains more than 200-way.

Before you enable the feature, you need import a broadcasting port license (Activating the Broadcasting Port License on page 62), and make sure the Yealink technical support engineer has deployed the broadcasting server.

To enable broadcasting interactive video conferences:

1. Click **System**->**Call Settings**->**Global settings**.
2. Enable **Broadcasting interactive**.
3. Click **Confirm**.

Note

When a broadcasting interactive conference is initiated, it takes up two video ports. And broadcasting parties take up the resource of master server.

When the broadcasting interactive conference needs more interactive parties, contact with Yealink technical support engineer. Yealink technical support engineer will increase the number of interactive parties by stacking several MCUs together.

IVR Service

You can configure the voice prompt language for IVR service or the device display language while waiting for lecturer. The languages supported are Chinese Simplified, English, Russian, Polish, Spanish and Portuguese.

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**.
3. Click **Confirm**.

Call Routing

Call routing rules determine how calls are routed.

When you place a call, the server will select the desired gateway according to your call routing rules, and send the request message.

Common Perl Compatible Regular Expressions (PCRE) and Replacement Strings

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

PCRE	Description
^(1\d{10})$	Matches the number which begins with 1 followed by 10 digits. For example: 12345678912
^0(\d+)$	Matches the number which begins with 0 followed by one or more digits. For example: 02, 0157
^(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}$	Matches 11-digit mobile phone number, the first 3-digit mobile phone number includes the following types, the rest digit is optional: ● **Begins with 13 and the third number is a 0-9 character** ● **Begins with 14 and the third number is a 5/7 character** ● **Begins with 15 and the third number is a 0/1/2/3/5/6/7/8/9 character** ● **Begins with 18 and the third number is a 0/1/2/3/5/6/7/8/9 character** For example: 13012345678, 14512345678, 15987654321 or 18243218765
^(\d{3,4}-)?\d{7,8}$	Matches the number in the following format:

PCRE	Description
	- **XXX-XXXXXXX, 10-digit number** - **XXX-XXXXXXXX, 11-digit number** - **XXXX-XXXXXXX, 11-digit number** - **XXXX-XXXXXXXX, 12-digit number** - **XXXXXXX, 7-digit number** - **XXXXXXXX, 8-digit number** For example: XXXXXXX represents 1234567 or other 7 digits numbers
\d{3}-\d{8}|\d{4}-\d{7}	Matches the number in the following format: - **XXX-XXXXXXXX, 11-digit number** - **XXXX-XXXXXXX, 11-digit number** For example: XXX-XXXXXXXX represents 012-12345678 or other 11 digits number, XXXX-XXXXXXX represents 0123-1234567 or other 11 digits number
(\d{11})|((\d{3,4})-)?(\d{7,8})(-(\d{1,4}))?	Matches the number in the following format: - **11-digit mobile phone number** - **XXXXXXXX, 8-digit number** - **XXXXXXX, 7-digit number** - **XXX/XXXX-XXXXXXX/XXXXXXXX, 4 formats in total** - **XXX/XXXX-XXXXXXX/XXXXXXXX-X/XX/XXX/XXXX, 16 formats in total** - **XXXXXXX/XXXXXXXX-X/XX/XXX/XXXX, 8 formats in total** For example: XXXX-XXXXXXX represents 0731-8784888 or other 11 digits number

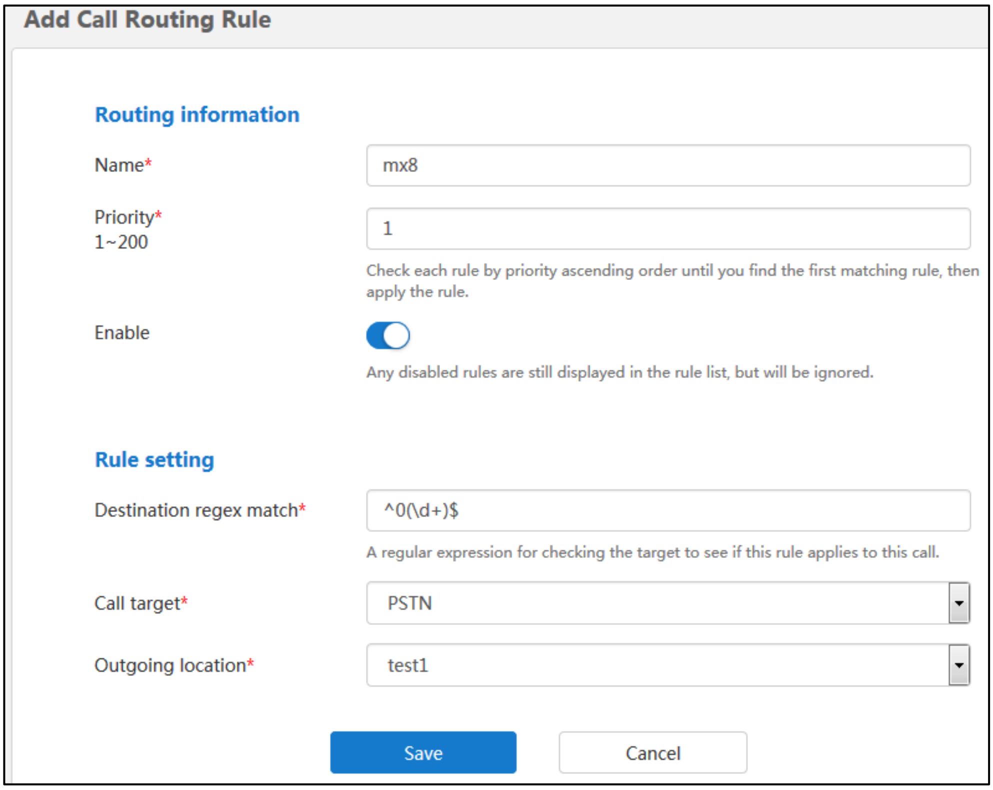
The common replacement strings of Perl Compatible Regular Expression (PCRE) are described below:

PCRE	Description
$1@$2	Transforms the originally dialed alias (if a match was found). For example: the compatible regular expression is avmcu\.(\d{1,10})@(xiamen.yealinksfb\.com), after transformation, (\d{1,10}@(xiamen.yealinksfb\.com) is matched.

Adding Call Routing Rules

To add call routing rules:

1. Click **System**->**Call Settings**->**Call routing**.
2. On the top-right of page, click **Add Call Routing Rule**.
3. Configure the call routing rules.



Add Call Routing Rule

Routing information

Name*: mx8

Priority* 1~200: 1

Check each rule by priority ascending order until you find the first matching rule, then apply the rule.

Enable: on

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

Call routing rules parameters are described below:

Parameter	Description
Name	Specify the name of the call routing rule.
Priority **1~200**	Configure the priority of the call routing rule. The lower the number is, the higher the priority is. The range of ports is 1-200 by default. When you place a PSTN call, the server will check each rules by priority ascending order until you find the first matching rule, then apply the rule.
Enable	Enable or disable the call routing rule. **Default:** Enabled Any disabled rules are still displayed in the rule list, but will be ignored.
Destination regex match	Configure the Perl Compatible Regular Expressions (PCRE) to check the target to see if this rule applies to this call.

Parameter	Description
Call target	Configure the type of call target. ● **PSTN** ● **SFB** **Default:** PSTN.
Outgoing location	Configure the gateway when access to the destination.

4. Click **Save**.

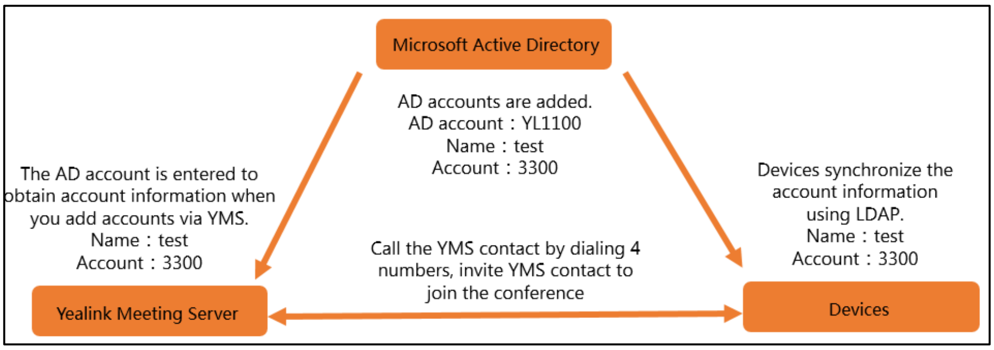
Editing or Deleting Call Routing Rules

You can click **System**->**Call Settings**->**Call routing**, and then click ✎ on the right of page to edit call routing rules, or click 🗑 on the right of page to delete the call routing rule.

LDAP

LDAP (Lightweight Directory Access Protocol) is an application protocol for accessing and maintaining information services for the distributed directory over an IP network. YMS is configurable to interface with an enterprise directory server that supports LDAP version 3. So that the devices which register to YMS by standard SIP/H.323 protocol can obtain YMS contacts and organizational structure. Microsoft Active Directory as LDAP servers is supported.

Because the LDAP server can only be read, the administrator of LADP server should add accounts via LADP server and you should add accounts via YMS, and two types of accounts need be associated with each other. Take image below as an example: when the administrator of LADP server add accounts, the rule of adding accounts via LDAP should be consistent with it via YMS. And when you add accounts via YMS, you can enter a specific AD account to obtain the YMS account. The devices which register to YMS can obtain YMS contacts from LADP server, call the YMS contact by dialing 4 numbers, invite YMS contact to join the conference and so on.


Microsoft Active Directory
AD accounts are added.
AD account：YL1100
Name：test
Account：3300
The AD account is entered to obtain account information when you add accounts via YMS.
Name：test
Account：3300
Devices synchronize the account information using LDAP.
Name：test
Account：3300
Call the YMS contact by dialing 4 numbers, invite YMS contact to join the conference
Yealink Meeting Server
Devices

Note

When the administrator of LADP server edits the name and account of AD account, the YMS account will update the name synchronously, while the account will not.be updated.

The organizational structure of YMS and it of LADP server are independent with each other. If you want to edit the organizational structure, the organizational structure viewed by third-party devices should be edited via LADP server, and the organizational structure viewed by Yealink VC devices should be edited via YMS.

To configure LDAP:

1. Click **System**->**Call Settings**->**LDAP**.
2. Configure LDAP.

   LDAP parameters are described below:

Parameter	Description
Enable	Enable or disable the LDAP feature. **Default:** Disabled
Server address	Configure the domain name or IP address of the LDAP server.
Port	Configure the LDAP server port.
Base DN	Configure the root path of the LDAP search base. **Example:** OU=test_yms,DC=ldap,DC=yealink,DC=cn
Username	Configure the user name used to log into the LDAP server. **Note:** The user name is provided by the LDAP server administrator.
Password	Configure the password to log into the LDAP server. **Note:** The password is provided by the LDAP server administrator.
Name attribute	Configure the name attributes of each record to be returned by the LDAP server. **Example**: name
Number attribute	Configure the number attributes of each record to be returned by the LDAP server. **Example**: telephoneNumber
AD account attribute	Configure the account attributes in the LDAP server. **Example**: sAMAccountName

3. Click **Connection Test**.

   If the configuration is correct, the page prompts "connection successful".
4. Click **Confirm**.

Gateway Configuration

You can configure the H.323, SIP trunk, SIP truck ACL and SIP trunk IVR.

H.323

If H.323 devices want to join conference or invite conference participants by direct IP call, you can enable H.323 gateway. Moreover, H.323 devices can register to the **embedded GK** and H.323 gateway can register to the **embedded GK** or the **external GK**.

To configure the H.323 gateway:

1. Click **System**->**Gateway Configuration**->**H.323**.
2. Check **H.323 Gateway** checkbox.

   The checkbox is checked by default.
3. Configure the H.323 gatekeeper.
   - To register to the embedded GK, configure the embedded gatekeeper.

     Parameters are described below:

Parameter	Description
Embedded GK server	Enable or disable the embedded GK server. **Default:** Enabled **Note:** the H.323 gateway is enabled and register to the embedded GK server by default
Display name	Specify the name to identify this embedded GK server.
TTL timeout duration (10~600s)	Configure the registration timeout. If time is out, YMS will send the request for registering with the embedded GK server again. **Default:** 60s
IRR timeout duration (10~600s)	Configure the timeout that H.323 gateway sends status response message to the embedded GK server according to ACF command and IRO request. **Default:** 120s

   - To register to the external GK, configure the external gatekeeper.

     Parameters are described below:

Parameter	Description
Display name	Specify the name to identify this external GK server.
GK address	Configure the IP address and domain name of the external GK server.
GK authentication	Enable or disable support for external GK authentication. **Default:** Disabled **Note:** When GK Authentication is enabled, the gatekeeper ensures that only trusted H.323 device are allowed to access the gatekeeper.
GK account	Specify the account for authentication with external GK.
GK code	Specify the password for authentication with external GK.

4. Specify the H.235 type during an H.323 call.

Parameters are described below:

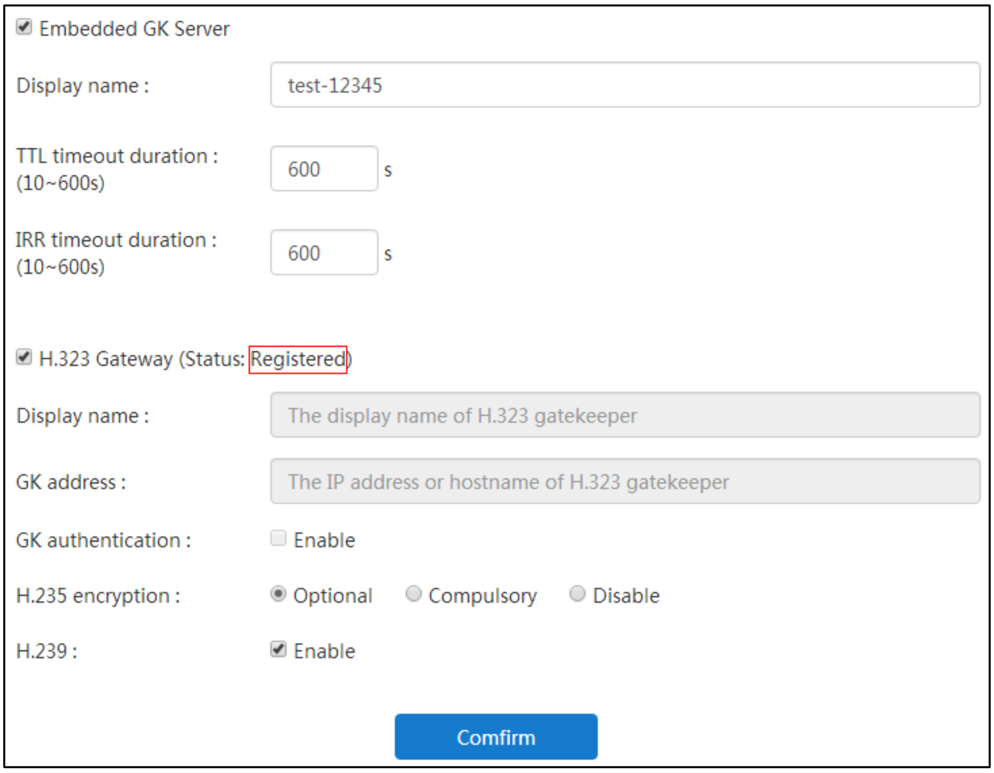
Parameter	Description
H.235 encryption	Specify the H.235 type during an H.323 call. ● **Optional**—negotiate with the far site whether to use H.235 for media encryption in H.323 calls. ● **Compulsory**—force to use H.235 for media encryption in H.323 calls. ● **Disable**—do not use H.235 in H.323 calls. **Default:** Disabled

5. Check the **Enable** checkbox in the **H.239** field.

   When H.323 devices which register to YMS join a video conference, they receive and send contents by H.239 protocol.

6. Click **Confirm**.

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



☑ Embedded GK Server

Display name : test-12345

TTL timeout duration : (10~600s) 600 s

IRR timeout duration : (10~600s) 600 s

☑ H.323 Gateway (Status: Registered)

Display name : The display name of H.323 gatekeeper

GK address : The IP address or hostname of H.323 gatekeeper

GK authentication : □ Enable

H.235 encryption : ● Optional ○ Compulsory ○ Disable

H.239 : ☑ Enable

SIP Trunk

To communicate with third parties, you should do the following steps:

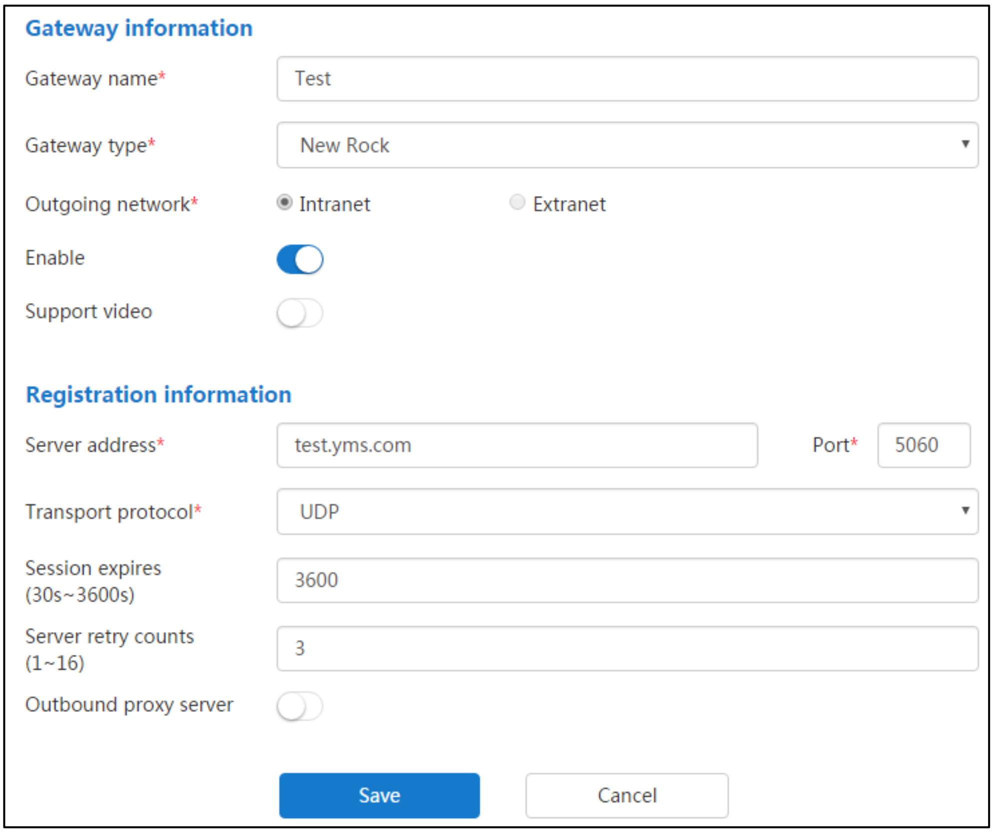
1. Adding SIP Trunks
2. Adding Call Routing Rules

Note that if you add, edit or delete the SIP trunk, YMS will reboot to make the change take effect.

Adding SIP Trunks

To add SIP trunks:

1. Click **System**->**Gateway Configuration**->**SIP trunk**.
2. On the top-right of page, click **Add SIP Trunk**.
3. Configure the SIP trunk.



Gateway information

Gateway name*: Test

Gateway type*: New Rock

Outgoing network*: ● Intranet ○ Extranet

Enable: on

Support video: off

Registration information

Server address*: test.yms.com Port*: 5060

Transport protocol*: UDP

Session expires (30s~3600s): 3600

Server retry counts (1~16): 3

Outbound proxy server: off

SIP trunk parameters are described below:

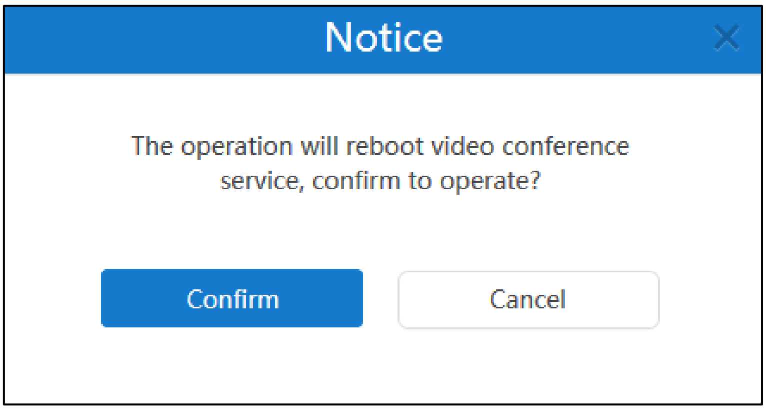
Parameter	Description
Gateway name	Specify the name of SIP voice gateway.
Gateway type	Configure the SIP voice gateway type. • **Yeastar** • **New Rock** • **Audiocodes** You can also select **General** to specify the other SIP voice gateway type. **Default**: Yeastar. The SIP voice gateway is configured by IT administrator.

Parameter	Description
Outgoing network	Configure the outgoing network. ● **Intranet:** SIP voice gateway is deployed in internal network. ● **Extranet:** SIP voice gateway is deployed in external network.
Enable	Enable or disable the SIP voice gateway. **Default:** Enabled
Support video	If the SIP voice gateway supports video, enable **Support video**.
Connection	If you select **General**, enable or disable the server to register with the SIP voice gateway. When the SIP voice gateway needs the server to register with it, you should enable **Registered to the gateway**. On the contrary, you should disable it. **Default: Registered to the gateway** checkbox is checked by default. Note that **New Rock** or **Audiocodes** do not need the server to register with it.
Username	When you select **General** and check the **Registered to the gateway** checkbox, configure the user name for authentication.
Realm	When you select **General** and check the **Registered to the gateway** checkbox , configure the IP address or domain name of SIP voice gateway for authentication.
Password	When you select **General** and check the **Registered to the gateway** checkbox or select **Yeastar**, configure the password for authentication.
Number	When you select **General** and check the **Registered to the gateway** checkbox or select **Yeastar**, configure the number which is assigned by SIP voice gateway to identify the server.
Server address	Configure the IP address or domain name of SIP voice gateway.
Port	Configure the port of the SIP voice gateway. **Valid values:** Integer from 0 to 65535. **Default**: 5060
Transport protocol	Configure the type of transport protocol for the SIP account. ● **UDP**−provides best-effort transport via UDP for SIP signaling. ● **TCP**−provides reliable transport via TCP for SIP signaling. ● **TLS**−provides secure communication via TLS for SIP signaling. **Default:** UDP

Parameter	Description
Session expires (30s~3600)	Configure the session timeout. If time is out, the server will send the request for registering with the SIP voice gateway again. **Default:** 3600s
Server retry counts (1~16)	When the registration is unsuccessful, configure the number of time which the server retries to send the request for registering with the SIP voice gateway. **Default:** 3
Outbound proxy server	Enable or disable the server to send requests to the outbound proxy server. **Default:** Disabled
Outbound proxy server	Configure the IP address or domain name of the outbound proxy server.
Port	Configure the port of the outbound proxy server. **Valid values:** Integer from 0 to 65535. **Default**: 5060.
Proxy fallback interval (30s~3600s)	Configure the proxy fallback internal of outbound proxy server. After the proxy fallback internal, the server will send the request for registering with outbound proxy server again. **Default:** 3600s.

4. Click **Save**.

   The notice is displayed as below:



Notice

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

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

Editing or Deleting SIP Trunks

You can click **System**->**Gateway Configuration**->**SIP trunk**, and then click ✎ on the right of page to edit SIP trunks, or click 🗑 on the right of page to delete SIP trunks.

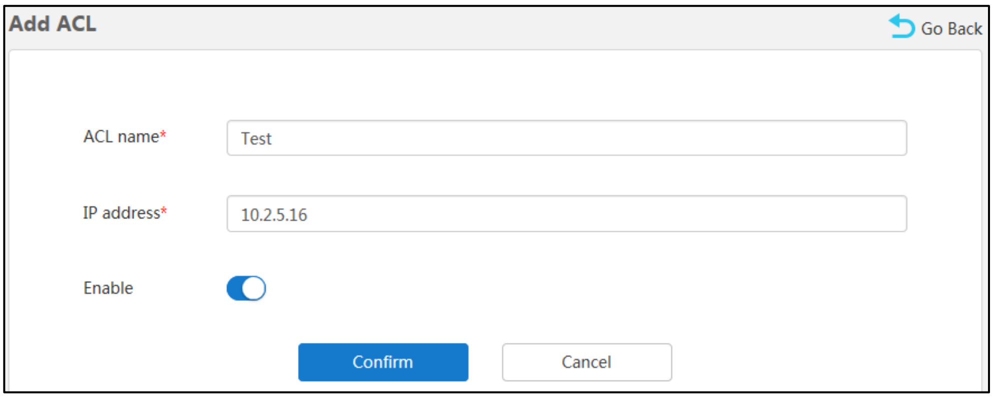
SIP Trunk ACL

Adding SIP Trunk ACL

If devices are not registered with YMS account, the devices cannot place a call to YMS account directly. To solve this problem, you need add the SIP trunk ACL (Access Control List). The calling format must meet: YMS account@ domain name of YMS, and the domain name of YMS must be resolvable.

To add SIP trunk ACL:

1. Click **System**->**Gateway Configuration**->**SIP trunk ACL**.
2. On the top-right of page, click **Add ACL**.
3. Configure the SIP trunk ACL.



Add ACL

ACL name*: Test

IP address*: 10.2.5.16

Enable: ●

Parameters are described below:

Parameter	Description
ACL name	Specify the name of the SIP trunk ACL.
IP address	Configure the IP address or network segment (for example: 192.168.1.0/24) of server on which the devices register accounts. **Note**: If the devices are not registered accounts, configure the IP address of device.
Enable	Enable or disable the SIP trunk ACL. **Default:** Enabled

4. Click **Confirm**.

Editing or Deleting SIP Trunk ACL

You can click **System**->**Gateway Configuration**->**SIP trunk ACL**, and then click ✎ on the right of page to edit SIP trunk ACL, or click 🗑 on the right of page to delete SIP trunk ACL.

SIP Trunk IVR

After you configure the SIP trunk and call routing, there will be a voice prompt if you enter YMS via SIP trunk. You can configure the voice prompt and key functions.

Note To make sure devices can send DTMF tones normally according to voice prompt, it is recommended that the DTMF type of devices is RFC2833.

To configure SIP trunk IVR:

1. Click **System**->**Gateway Configuration**->**SIP trunk IVR**.
2. Configure voice prompt, do one of the following:
   - Select **Default Greeting**. The language depends on your IVR language. For more information, please refer to IVR Service on page 18.
   - Select **Personal Greeting**.
     Click **Browse** to select the desired .wav file.
     Click **Upload** to upload the desired file.
3. (Optional.) To enable users can dial extension or conference ID directly, check the **Enable first-level extension dialing** checkbox to enable
4. If **Personal Greeting** is selected, select the desired key, and then enter the description and select options. The available options contain transfer to extension, transfer to conference, extension dialing, conference dialing, repeat and exit.
5. Click **Confirm**.

Communicating with Skype for Business Server

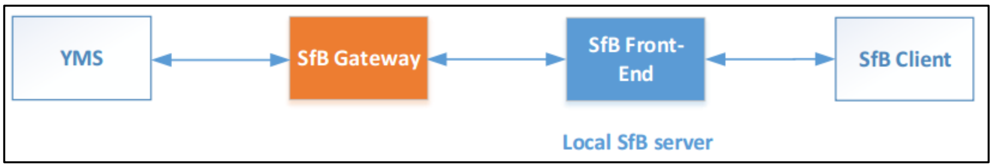
YMS can communicate with the local Skype for Business (SfB) server, Microsoft Office 365 and SfB server of other enterprise.

Communicating with the Local SfB Server

To communicate with the local SfB server, you should do the following steps:

1. Configuring the Local SfB Server
2. Adding a SfB Gateway
3. Adding Call Routing Rules

YMS communicates with local SfB Front-End server by the SfB gateway.



Configuring the Local SfB Server

To communicate with the local SfB server, you should do the following steps in the Front-End of SfB server to add YMS to the topology of SfB server.

For example, the local environment is as following, you should run the commands to complete the configuration:

- There is one YMS device. It's FQDN is SFB14.5060.space.
- The FQDN of the Front-End pool is xiamenpool.xiamen.yealinksfb.com.

To configure the local SfB server:

1. Run the command to add YMS to the Front-End Pool of SfB server by powershell as below:

   Note that only the accounts in the Front-End Pool can communicate with YMS.

No.	Command	Description
1	get-cssite	Get the Site ID of Front-End Pool.
2	New-CsTrustedApplicationPool **-Identity** <YMS FQDN > **-ComputerFqdn** < YMS FQDN > **-Registrar** <Front End Pool FQDN> **-Site** < Site ID> **-RequiresReplication** $false **-ThrottleAsServer** $true **-TreatAsAuthenticated** $true **For example:** New-CsTrustedApplicationPool **-Identity** SFB14.5060.space **-ComputerFqdn** SFB14.5060.space **-Registrar** xiamenpool.xiamen.yealinksfb.com **-Site** 5 **-RequiresReplication** $false **-ThrottleAsServer** $true **-TreatAsAuthenticated** $true **Syntax explanation:** **-Identity**: defines the FQDN of the YMS group that belongs to this trusted application pool. If there is one YMS device, the FQDN you define refers to this YMS device. **-ComputerFqdn**: defines the FQDN of one YMS device in the trusted application pool. **-Registrar**: defines the FQDN of the Front-End Pool which this trusted application pool belongs to. **-Site**: defines the Site ID of Front-End Pool you get after running the first command. Others are default value.	Adds YMS as the trusted application pool for the Front-End Pool to trust traffic coming from YMS.
3	New-CsTrustedApplication **-ApplicationId** <Application ID> **-TrustedApplicationPoolFqdn**	Adds YMS devices for the trusted application pool.

No.	Command	Description
	<YMS FQDN> **-Port** <Available Port> **For example:** New-CsTrustedApplication **-ApplicationId** SFB14 **-TrustedApplicationPoolFqdn** SFB14.5060.space **-Port** 5067 **Syntax explanation:** **-ApplicationId**: defines a friendly identifier for the YMS devices. It is facultative and unique. **-TrustedApplicationPoolFqdn**: defines which trusted application pool that this YMS device belongs to. **-Port**: defines the port of the YMS to communicate with SfB server. Valid values integer from 0 to 65535. The default port is 5067 in YMS, it is recommended that the **Port** is consistent with the port in YMS.	
4	Get-CsTrustedApplication	View the trusted application to make sure the YMS device is added for the trusted application pool.
5	Get-CsStaticRoutingConfiguration	View information about whether there is the desired registrar you want to add static routing configuration to.
6	If there is not an existing **Identity** that matches the desired registrar, run the command: New- CsStaticRoutingConfiguration –**Identity** <the registrar which we want to apply the static route object to> **For example:** New- CsStaticRoutingConfiguration –**Identity** "Service:Registrar:xiamenpool.xiamen.yealinksfb.com" **Syntax explanation:** **--Identity**: defines the registrar which we want to apply the static route object to.	Create a new static routing configuration for the desired registrar.
7	$newroute = New-CsStaticRoute -TLSRoute **-Destination** <YMS FQDN> **-Port** <YMS Port> **-MatchUri** < YMS FQDN> **-UseDefaultCertificate** $true	Create a new static routing configuration to route SfB calls to YMS.

No.	Command	Description
	For example: $newroute = New-CsStaticRoute -TLSRoute **-Destination** "SFB14.5060.space" **-Port** 5067 **-MatchUri** "SFB14.5060.space" **Syntax explanation:** **-Destination**: defines the YMS FQDN where SfB should send SIP requests matching the domain specified in **-MatchUri**. **-Port**: defines the port of the YMS to communicate with SfB server. Valid values integer from 0 to 65535. The default port is 5067 in YMS, it is recommended that the **Port** is consistent with the port in YMS. **-MatchUri**: defines the SIP domain to statically route towards the YMS devices.	
8	Set-CsStaticRoutingConfiguration **-Identity** < the registrar which we want to apply the static route object to> -Route @{Add=$newroute} **For example:** Set-CsStaticRoutingConfiguration **-Identity** "Service:Registrar:xiamenpool.xiamen.yealinksfb.com" **-Route** @{Add=$newroute} **Syntax explanation:** **-Identity**: defines the registrar to which we want to apply the static route object. Others are default value.	Apply your required static route to your registrars' static routing configuration.
9	Get-CsStaticRoutingConfiguration | Select-Object -ExpandProperty Route	View all routes in your static routing configuration to make sure your required static route added successfully.
10	Enable-CsTopology	Enable the new topology.

Related tasks:

Adding a SfB Gateway

Adding Call Routing Rules

Communicating with Microsoft Office 365

If you want to communicate with Microsoft Office 365, you do not need to configure SfB server. you should just do the following steps in YMS:

1. Adding a SfB Gateway
2. Adding Call Routing Rules

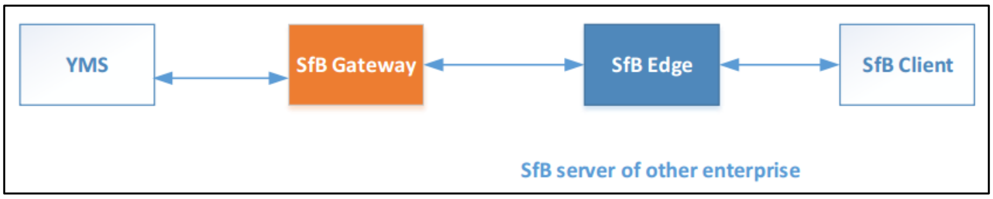
YMS communicates with Microsoft Office 365 by the SfB gateway. Note that Microsoft Office 365 enables the federation by default.

Communicating with the SfB Server of Other Enterprise

To communicate with the SfB server of other enterprise, you should do the following steps:

1. Configuring the SfB Server of Other Enterprise
2. Adding a SfB Gateway
3. Adding Call Routing Rules

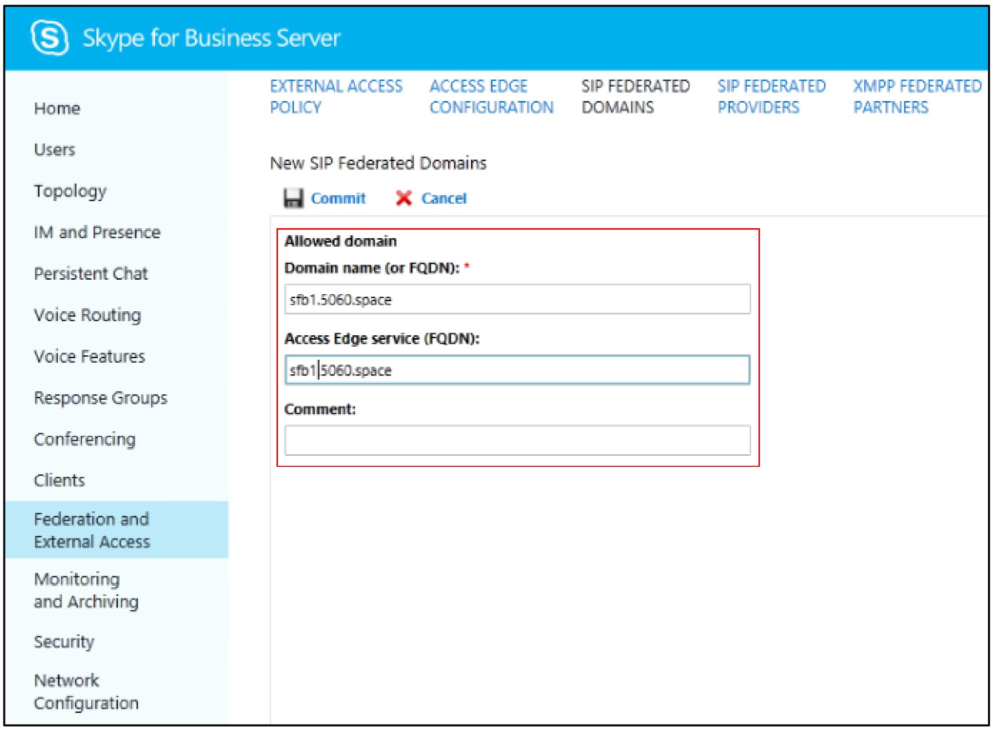
YMS communicates with other enterprise SfB edge server by the SfB gateway. Note that SfB edge server should enable the federation.



Configuring the SfB Server of Other Enterprise

If you want to communicate with the SfB server of other enterprise, you should make sure the SfB server of other enterprise enable the federation. For more information on how to enable federation, please refer to Microsoft official document. Moreover, you should add the YMS FQDN to SIP federated domains.

For example: YMS FQDN is sfb1.5060.space.



New SIP Federated Domains

Allowed domain

Domain name (or FQDN): * sfb1.5060.space

Access Edge service (FQDN): sfb1.5060.space

Comment:

Related tasks:

Adding a SfB Gateway

Adding Call Routing Rules

Adding a SfB Gateway

To make sure calls are routed to the specified SfB server, you should add a SfB gateway which is set as the destination gateway of the call routing rules.

SfB server 2016 and SfB server 2015 are supported.

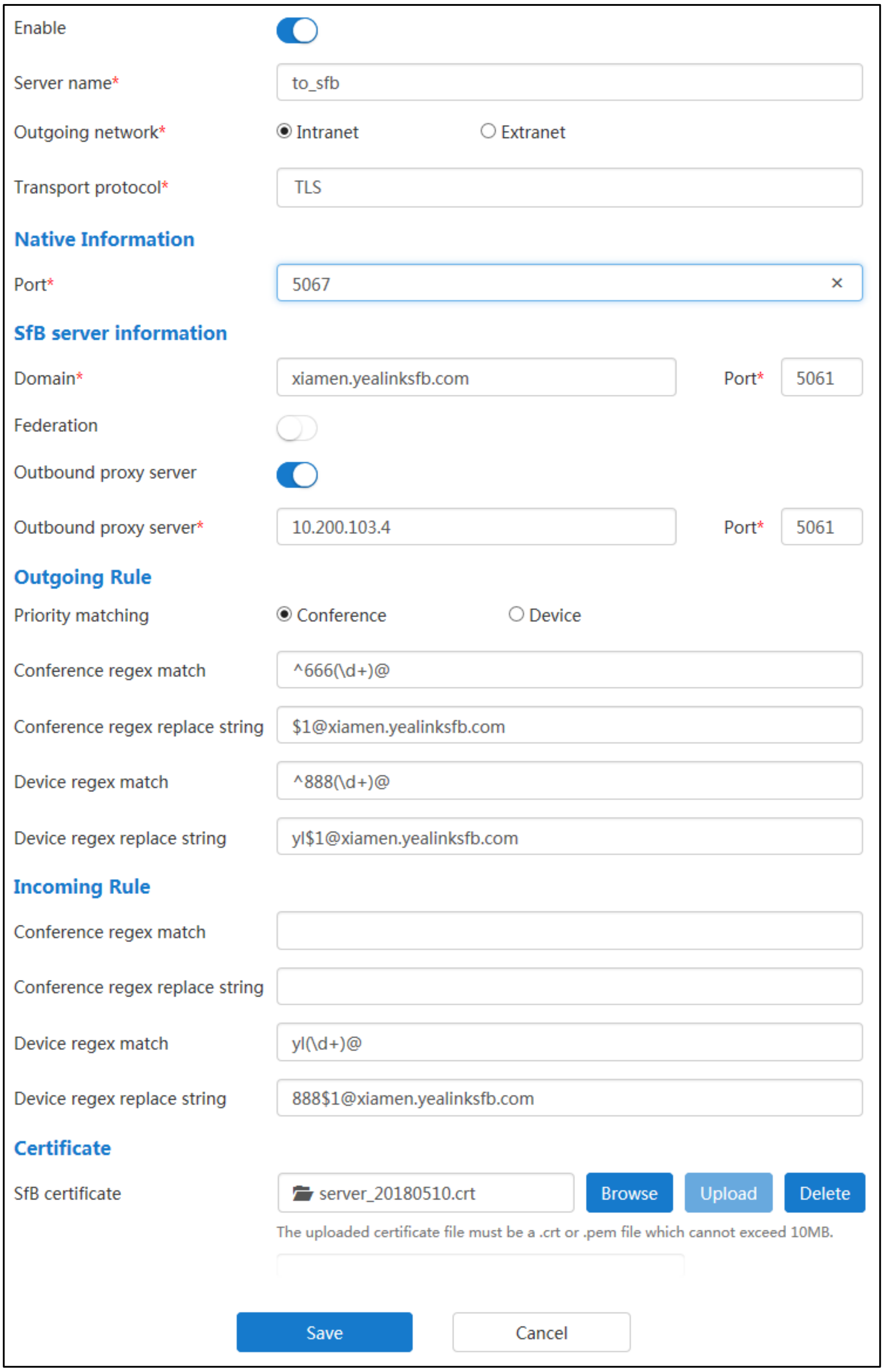
Note Because a SfB gateway takes up the resource of YMS, it is recommended that you should deploy the SfB gateway independently by contacting with Yealink technical support engineer.

To add a SfB gateway:

1. Click **System**->**Gateway Configuration**-> **Skype for Business Server**.

1. On the top-right of page, click **Add SfB Server**.

2. Configure the SfB gateway.



Enable	● (on)
Server name*	to_sfb
Outgoing network*	● Intranet ○ Extranet
Transport protocol*	TLS

Native Information

Port*	5067

SfB server information

Domain*	xiamen.yealinksfb.com	Port*	5061
Federation	○ (off)		
Outbound proxy server	● (on)		
Outbound proxy server*	10.200.103.4	Port*	5061

Outgoing Rule

Priority matching	● Conference ○ Device
Conference regex match	^666(\d+)@
Conference regex replace string	$1@xiamen.yealinksfb.com
Device regex match	^888(\d+)@
Device regex replace string	yl$1@xiamen.yealinksfb.com

Incoming Rule

Conference regex match	
Conference regex replace string	
Device regex match	yl(\d+)@
Device regex replace string	888$1@xiamen.yealinksfb.com

Certificate

SfB certificate	server_20180510.crt

The uploaded certificate file must be a .crt or .pem file which cannot exceed 10MB.

Parameters are described below:

Parameter	Description
Enable	Enable or disable the SfB gateway. **Default:** Enabled

Parameter	Description
Server name	Configure the name of SfB gateway.
Outgoing network	Configure the outgoing network. ● **Intranet:** the SfB server is deployed in internal network. ● **Extranet:** the SfB server is deployed in external network.
Transport protocol	Configure the type of transport protocol. ● **UDP**–provides best-effort transport via UDP for SIP signaling. ● **TCP**–provides reliable transport via TCP for SIP signaling. ● **TLS**–provides secure communication via TLS for SIP signaling. **Default:** only TLS is supported.
Port	Configure the port of the YMS to communicate with SfB server. **Valid values:** Integer from 0 to 65535. It must be consistent with the port configured in SfB server.
Domain	Specify the domain name of SfB server.
Federation	Enable or disable federation. **Default:** Disabled. According to different type of SfB server, you can enable or disable federation when you are in one of the following scenarios: ● If the type of SfB server is the local SfB server, you should disable federation. ● If the type of SfB server is Microsoft Office 365 or the SfB server of other enterprise, you should enable federation.
Port	Configure the source port of the SfB server to communicate with YMS.
Outbound proxy server	Enable or disable the SfB server to send requests to the outbound proxy server. **Default:** Disabled
Outbound proxy server	Configure the IP address or domain name of the outbound proxy server.
Port	Configure the source port of the outbound proxy server. **Valid values:** Integer from 0 to 65535.
Priority matching	When the destination alias matched by conference regular expression is same as the one matched by device regular expression, configure the matching priority.

Parameter	Description	
	● **Conference:** matches the alias of SfB conference first, and then matches the alias of SfB device. ● **Device:** matches the alias of SfB device first, and then matches the alias of SfB conference.	
Regex match	The Perl Compatible Regular Expressions (PCRE) that the destination alias (the alias that was dialed) is checked against to see if this rules applies to this call.	For more information, please refer to Common Perl Compatible Regular Expressions (PCRE) and Replacement Strings on page 18.
Regex replace string	The regular expression string which is used to transform the originally dialed alias (if a match was found). If you do not want to change the alias, leave this field blank.	
SfB certificate	Upload YMS server certification to let SfB server trust the YMS server. The way of obtaining the certification: ● If the type of SfB server is the local SfB server, you can use a certification issued by a public CA, or a certification issued by the organization's internal CA (trusted by SfB and YMS). ● If the type of SfB server is Microsoft office 365 or the SfB server of other enterprise, you can use a certification issued by a public CA.	

3. Click **Save**.

Editing or Deleting a SfB Gateway

You can click **System**->**Gateway Configuration**->**Skype for Business Server**, and then click ✎ on the right of page to edit SfB server, or click 🗑 on the right of page to delete the SfB server.

System Settings

Network Settings

Basic Settings

The server supports dual adapters, you can configure the network according to the actual enterprise network condition.

Native Domain Name

You can configure the domain name of YMS. The domain name is used for authentication when devices register YMS accounts.

To configure the domain name of YMS:

1. Click **System**->**System Settings**->**Network**.
2. Select **Basic settings** to enter the page of basic settings.
3. Configure the domain name of YMS in the **Native domain name** field.

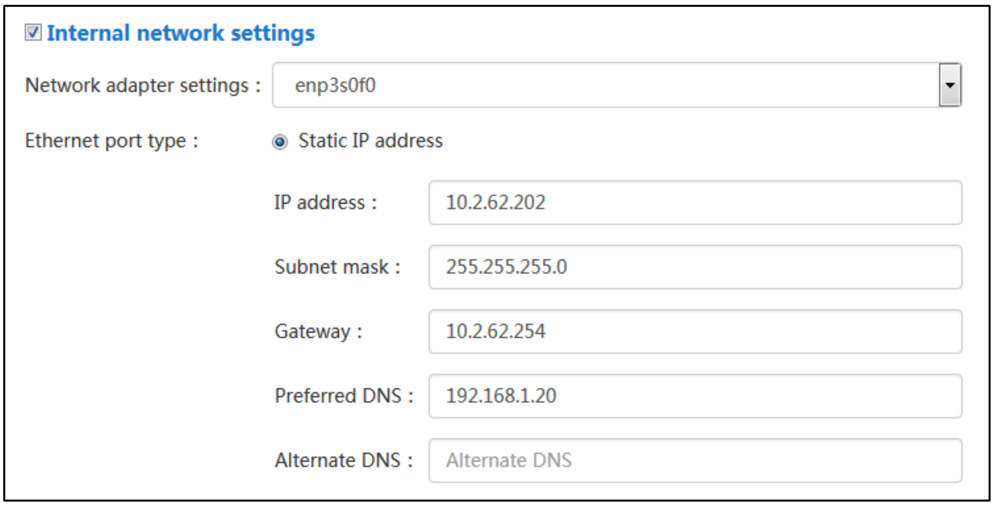
Configuring IP Addresses of Internal Network or External Network

You can configure static IP addresses of internal network or external network manually.

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

To configure IP address of internal network or external network:

1. Click **System**->**System Settings**->**Network.**
2. Select **Basic settings**.
3. Check the **Internal network settings** or **Network settings** checkbox.
4. Select the desired adapter from the pull-down list of **Network adapter settings**.
5. Configure the static IP address.



☑ 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

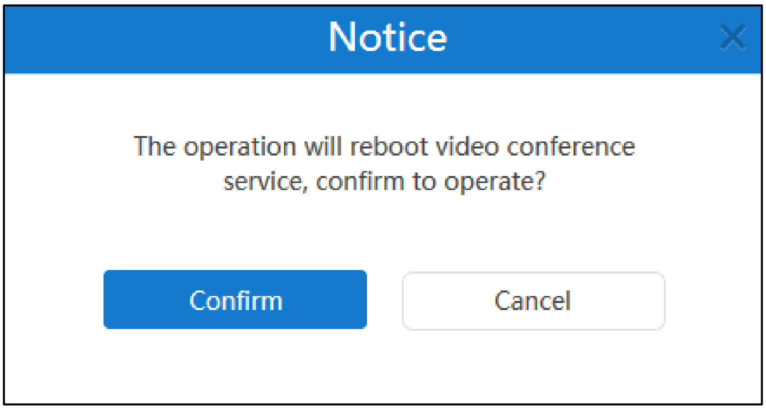
Gateway : 10.2.62.254

Preferred DNS : 192.168.1.20

Alternate DNS : Alternate DNS

6. Click **Confirm**.

The notice is displayed as below:



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

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

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.

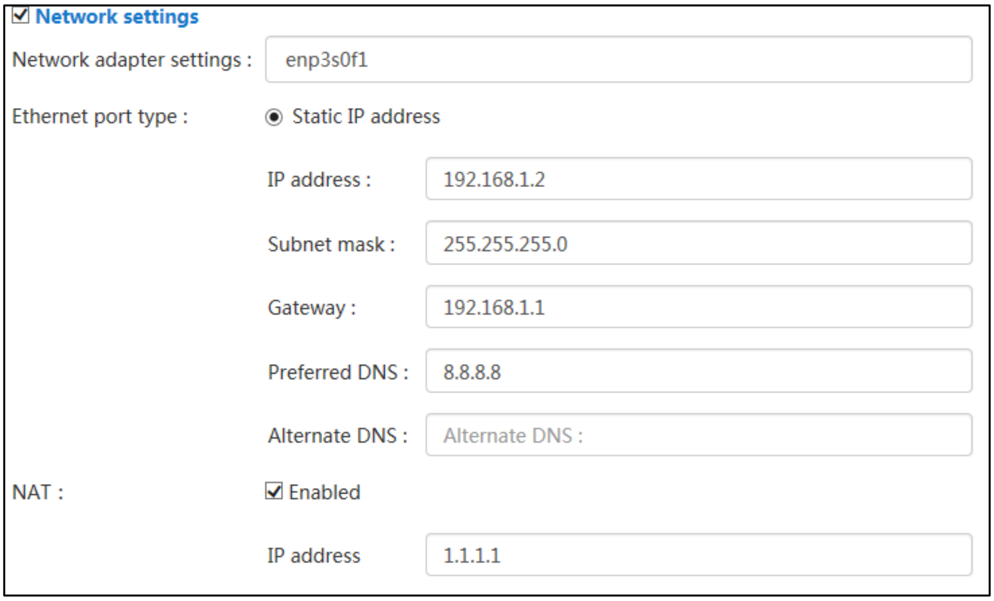
To ensure the YMS security and maintain internal network, you can deploy the YMS in internal network. And you should configure static NAT by address forwarding on the router so that users in external network can access to the YMS.

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

To configure static NAT:

1. Click **System**->**System Settings**->**Network**.
2. Select **Basic settings** to enter the page of basic settings.
3. Check the **Network settings** checkbox.

4. Configure the static NAT.



☑ Network settings

Network adapter settings : enp3s0f1

Ethernet port type : ● Static IP address

IP address : 192.168.1.2

Subnet mask : 255.255.255.0

Gateway : 192.168.1.1

Preferred DNS : 8.8.8.8

Alternate DNS : Alternate DNS :

NAT : ☑ Enabled

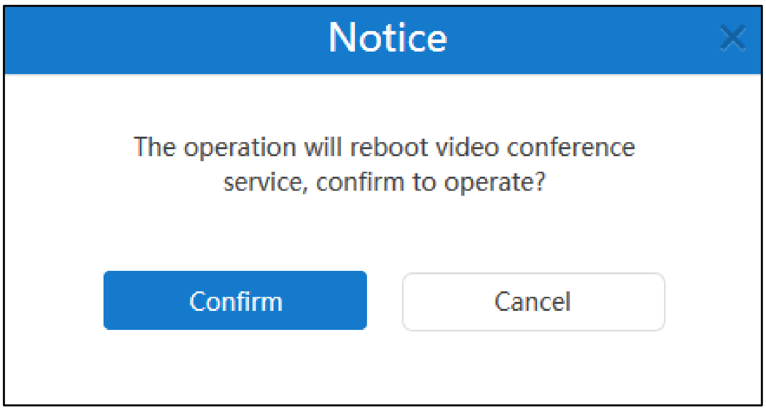
IP address 1.1.1.1

Static NAT feature parameters are described below:

Parameter	Description
NAT	Enable or disable the static NAT feature. **Default:** Disabled
IP address	Configure the NAT public address for YMS.

5. Click **Confirm**.

   The notice is displayed as below:



Notice

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

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

Routing Rules

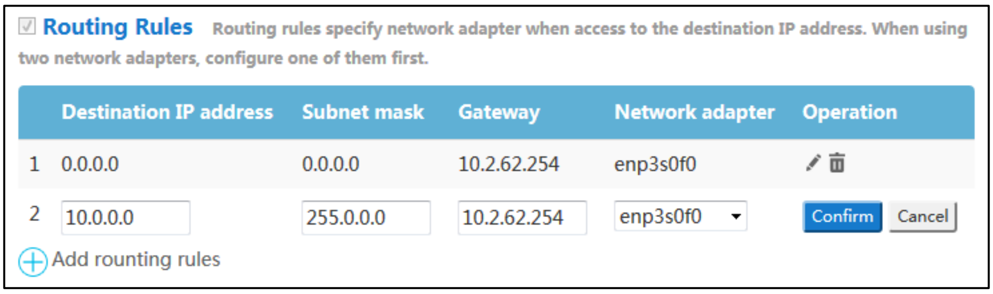
When YMS uses dual adapters, you can configure routing rules according to the actual enterprise network condition, and specify which network adapter to use to reach the destination.

It is recommended that external network and all network segments in your enterprise must be specified with routing rules. Note that If you add, edit or delete the contents of routing rules, YMS will reboot to make the change take effect.

Adding Routing Rules

To add the contents of routing rules:

1. Click **System**->**System Settings**->**Network**.
2. Select **Basic settings**.
3. Click **Add routing rules** to add the contents of routing rules.
4. Configure the routing rules.



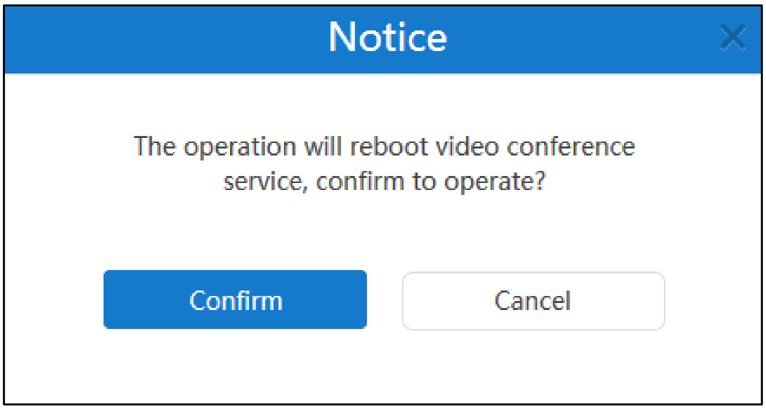
☑ **Routing Rules** Routing rules specify network adapter when access to the destination IP address. When using two network adapters, configure one of them first.

	Destination IP address	Subnet mask	Gateway	Network adapter	Operation
1	0.0.0.0	0.0.0.0	10.2.62.254	enp3s0f0	✏ 🗑
2	10.0.0.0	255.0.0.0	10.2.62.254	enp3s0f0 ▾	Confirm Cancel

⊕ Add rounting rules

5. Click **Confirm** to save the change.
6. Click **Confirm**.

   The notice is displayed as below:



Notice

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

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

Editing or Deleting Routing Rules

You can click **System**->**System Settings**->**Network**, and then click ✏ on the right of page to edit routing rules, or click 🗑 on the right of page to delete routing rules.

Service Settings

Web

You can configure HTTP protocol and HTTPS protocol. If both the two protocols are enabled, 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.

To configure the Web page:

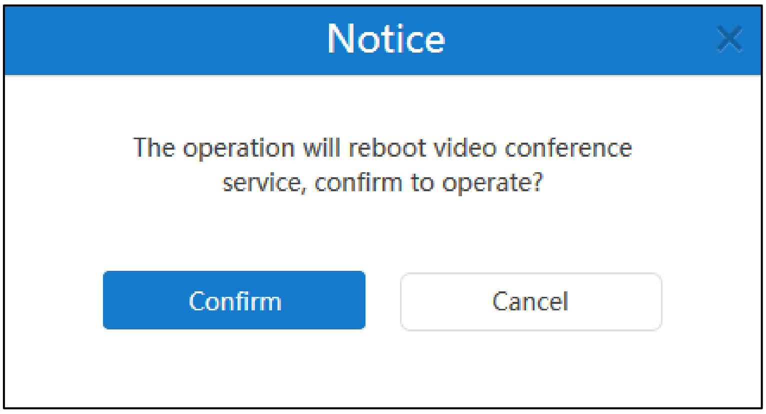
1. Click **System**->**System Settings**->**Network.**
2. Select **Service settings**.
3. Configure the Web page.

   Web page parameters are described below:

Parameter	Description
Enable HTTP	Enable the HTTP protocol. **Default:** It is not configurable.
HTTP listener	Specify the HTTP listener port of HTTP protocol. **Valid values:** 1-65535 **Default:** 80
HTTP NAT	If you enabled static NAT in external network settings, configure the HTTP NAT port of HTTP protocol to access the external network. **Default:** 80. The port should be the same as it configured on the router.
Enable HTTPS	Enable or disable the HTTPS protocol. **Default:** Enabled
HTTPS listener	Specify the HTTPS listener port of HTTPS protocol. **Valid values:** 1-65535 **Default:** 443
HTTPS NAT	If you enabled static NAT in external network settings, configure the HTTPS NAT port of HTTPS protocol to access the external network. **Default:** 443. The port should be the same as it configured on the router.

4. Click **Confirm**.

   The notice is displayed as below:



Notice

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

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

SSH

SSH (Secure Shell) is a cryptographic network protocol for secure network services 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.

To configure SSH:

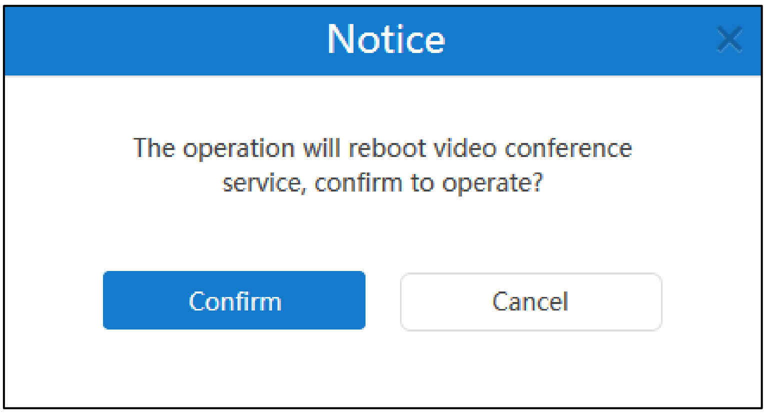
1. Click **System**->**System Settings**->**Network**.
2. Select **Service settings**.
3. Configure SSH.

   SSH parameters are described below:

Parameter	Description
Enable SSH	Enable or disable the SSH protocol. **Default:** Enabled
Port	Specify the port of SSH protocol. **Valid values:** 1-65535 **Default:** 22

4. Click **Confirm**.

   The notice is displayed as below:



Notice

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

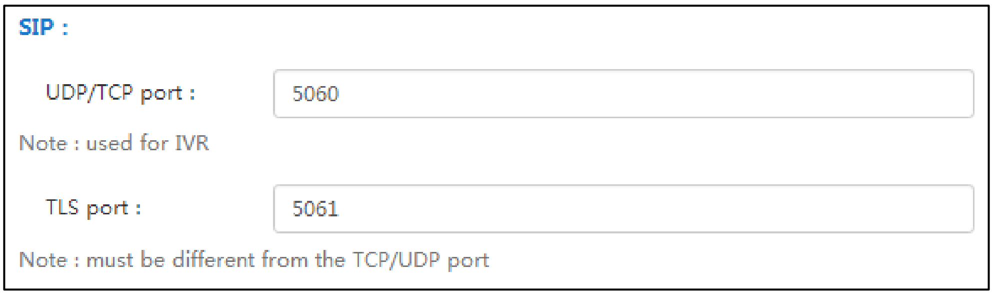
5. Click **Confirm** to reboot video conference service.

SIP

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

To configure the port parameters to transport SIP signaling:

1. Click **System**->**System Settings**->**Network**.
2. Select **Service settings**.
3. Configure the port parameters to transport SIP signaling.



SIP :

UDP/TCP port : 5060

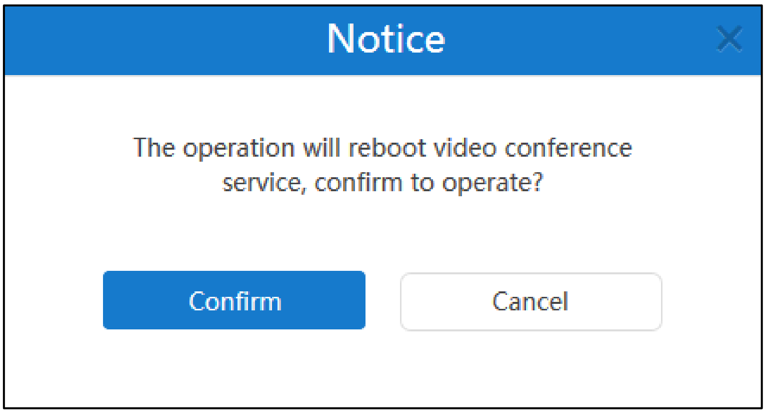
Note : used for IVR

TLS port : 5061

Note : must be different from the TCP/UDP port

4. Click **Confirm**.

   The notice is displayed as below:



Notice

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

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

H.323 Gateway

H.225 belongs to 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 on page 22.

H.225 listener port is not configurable.

To view H.323 gateway parameters:

1. Click **System**->**System Settings**->**Network**.
2. Select **Service settings**.

GK

If the embedded GK server is enabled, H.323 GK ports are enabled by default to make sure the H.323 gateway can register to embedded GK server. For more information, please refer to H.323 on page 22.

H.323 gatekeeper parameters are not configurable.

To view H.323 gatekeeper parameters:

1. Click **System**->**System Settings**->**Network**.
2. Select **Service settings**.

WebRTC

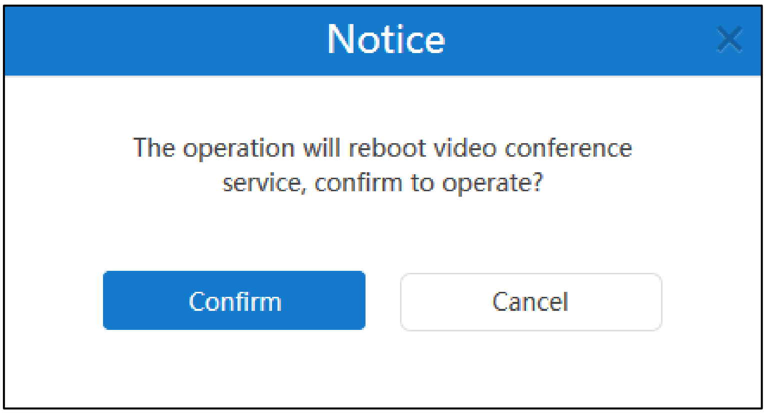
Joining conferences from a Web browser are supported by YMS.

You can configure the WebRTC listener port. Note that if you configure the WebRTC listener port, YMS will reboot to make the change take effect.

To configure the WebRTC listener port:

1. Click **System**->**System Settings**->**Network**.
2. Select **Service settings**.
3. Enter the listener port in the **webRTC listener** field.
4. Click **Confirm**.

   The notice is displayed as below:



Notice

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

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

Port Settings

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

To configure port settings:

1. Click **System**->**System Settings**->**Network**.
2. Select **Port settings** to enter the page of port settings.
3. Configure the ports in the corresponding field.

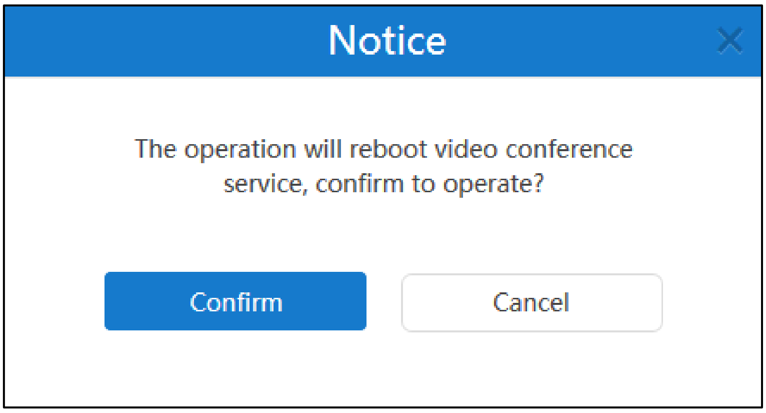
   Port settings parameters are described below:

Parameter	Description
IVR port	Specify the range of IVR ports. **Default:** A call occupies 6 ports. If you initiate presentation in the call,

Parameter	Description
	the call occupies additional 2 ports. The range of ports is 30000-37999 by default. The difference between the maximum signaling port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 30000 as the minimum port, the maximum port should not be less than 31000 at least.
TURN service port	Specify the range of TURN service ports. **Default:** 38000-49999. The difference between the maximum port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 38000 as the minimum port, the maximum port should not be less than 39000 at least.
MCU port	Specify the range of MCU ports. **Default:** 50000-59999. The difference between the maximum port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 50000 as the minimum port, the maximum port should not be less than 51000 at least.
GK media forwarding port	Specify the range of GK media forwarding ports. **Default:** 15000-19999. And the difference between the maximum port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 15000 as the minimum port, the maximum port should not be less than 16000 at least.
H.245/Q.931	Specify the range of H.245/Q.931 ports. **Default:** 30000-39999. And the difference between the maximum port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 30000 as the minimum port, the maximum port should not be less than 31000 at least.
H.245	Specify the range of H.245 ports. **Default:** 20000-24999. And the difference between the maximum port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 20000 as the minimum port, the maximum port should not be less than 21000 at least.
Q.931	Specify the range of Q.931 ports. **Default:** 25000-29999. The difference between the maximum port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 25000 as the minimum port, the maximum port should not be less than 26000 at least.
SfB server port	Specify the range of media ports which YMS uses to communicate with SfB server. **Default:** 60000-65000. The difference between the maximum port and the minimum port should not be less than 1000 to avoid the port conflict. For example, you set 60000 as the minimum port, the maximum port should not be less than 61000 at least.

4. Click **Confirm**.

The notice is displayed as below:



Notice

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

5. 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. 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.

To configure the time access:

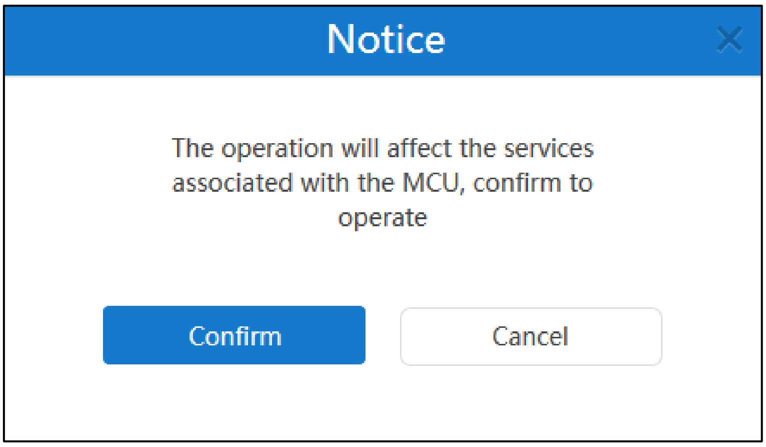
1. Click **System**->**System Settings**->**Time/Time zone**.
2. Configure the time access.

   Time access parameters are described below:

Parameter	Description
Current server time	The current time of YMS.
Time access	Configure the Daylight Saving Time (DST) type. ● **SNTP:** obtain the time and date from the SNTP server automatically. ● **Date & time configuration:** configure the time and date manually. **Default:** SNTP
Server domain name	Configure the SNTP server. **Default:** pool.ntp.org
Time zone	Configure the time zone.

3. Click **Confirm**.

The notice is displayed as below:



Notice

The operation will affect the services associated with the MCU, confirm to operate

4. Click **Confirm**.

Note Please refer to Appendix: Time Zones for the available time zones on YMS.

Meeting Time Zone Configuration

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

To configure the meeting time zone:

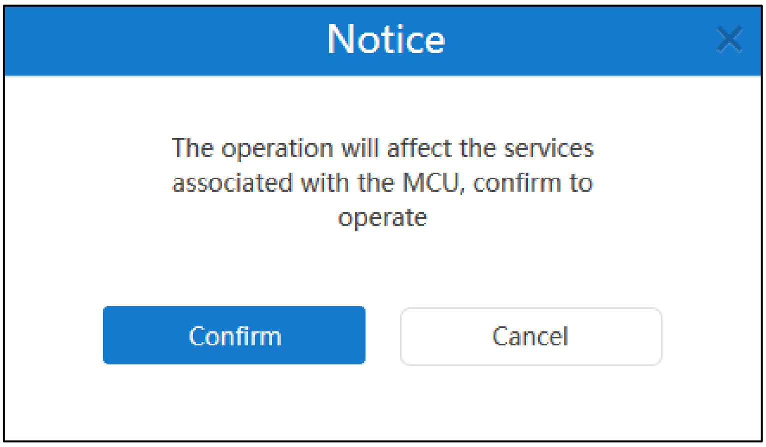
1. Click **System**->**System Settings**->**Time/Time zone**.
2. Configure the meeting time zone.

   Meeting time zone parameters are described below:

Parameter	Description
Default time zone	When users schedule the conference, configure the default time zone. **Default:** The default time zone interacts with the server's.
Enable DST automatically	When users schedule the conference, configure the DST type. The available types for YMS are: ● **Auto:** DST will be configured automatically. When users schedule the conference in the countries which use DST, the DST is enabled automatically. ● **Disable:** do not use DST. **Default:** Auto

3. Click **Confirm**.

The notice is displayed as below:



Notice

The operation will affect the services associated with the MCU, confirm to operate

4. Click **Confirm**.

SMTP Mailbox

You can use the SMTP mailbox to send emails to users. For example, you can send account information to users by emails.

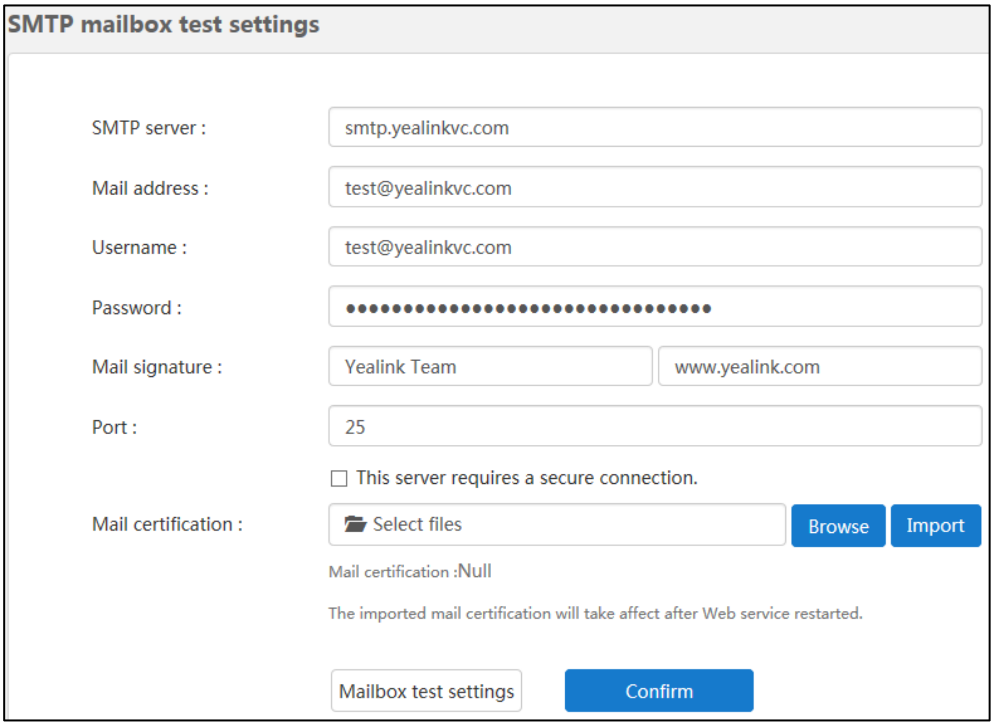
When the SMTP server you configured meets all of the following conditions, before you configure SMTP mailbox, you should obtain the mail certification from your enterprise IT.

- The SMTP server is built by the enterprise.
- The certification which the SMTP server uses is not issued by CA formally.
- The SMTP server sends emails by a secure connection.

To configure the mailbox parameter:

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

2. Configure the SMTP server address. mailbox address, username, password, signature and port.



SMTP mailbox test settings

SMTP server : smtp.yealinkvc.com

Mail address : test@yealinkvc.com

Username : test@yealinkvc.com

Password : ••••••••••••••••••••••••••••••••

Mail signature : Yealink Team | www.yealink.com

Port : 25

□ This server requires a secure connection.

Mail certification : Select files

Mail certification :Null

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

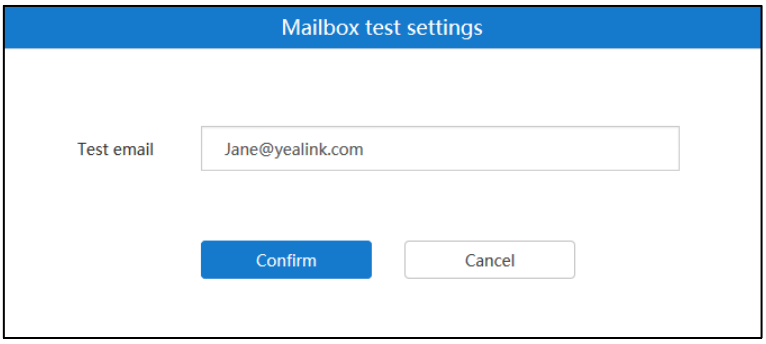
3. (Optional.) Click **Browse** in the **Mail certification** field, and then select the desired certification from your computer.

   Click **Import**.

   YMS will reboot to make the change take effect.

4. Click **Mailbox test settings**.

   Enter the email address of the recipient in the **Test email** field.



Mailbox test settings

Test email: Jane@yealink.com

5. Click **Confirm** to test whether the email address you set is available.

   If the mailbox connection is successful, the page prompts "Operation success".

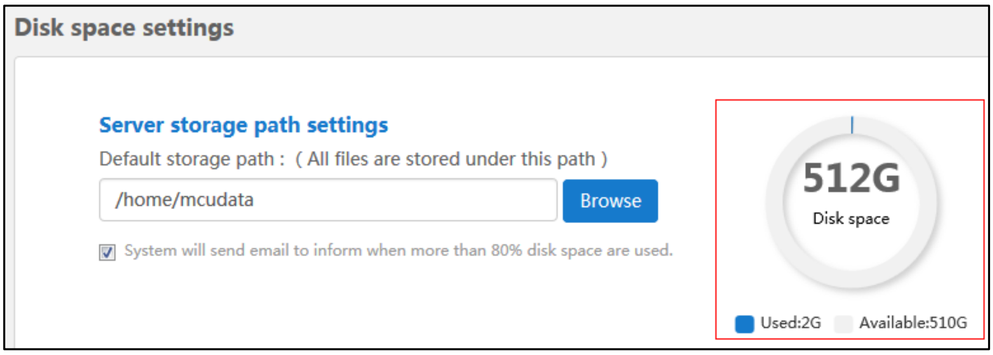
6. Click **Confirm**.

Disk Space Settings

Configuring the Default Storage Path

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

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



Disk space settings

Server storage path settings

Default storage path : (All files are stored under this path)

/home/mcudata

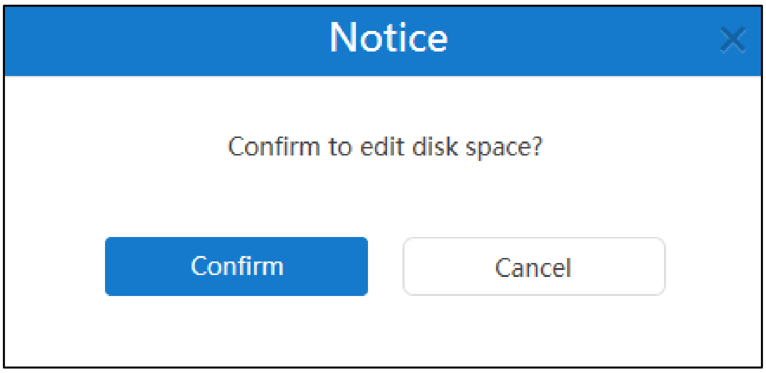
☑ System will send email to inform when more than 80% disk space are used.

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.
4. Click **Confirm**.

   The notice is displayed as below:



Notice

Confirm to edit disk space?

5. Click **Confirm**.

Allocating the Space Quota

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

Note that the quotas should be integers. Moreover, the actual minimum quota is the maximum value between 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, so the minimum quota is 10G. If the used quota of call history is 12G, the minimum quota is 12G. And the total quota of call history, syslog, device log, backup space and device firmware quota should not be more than the available space of specified storage path.

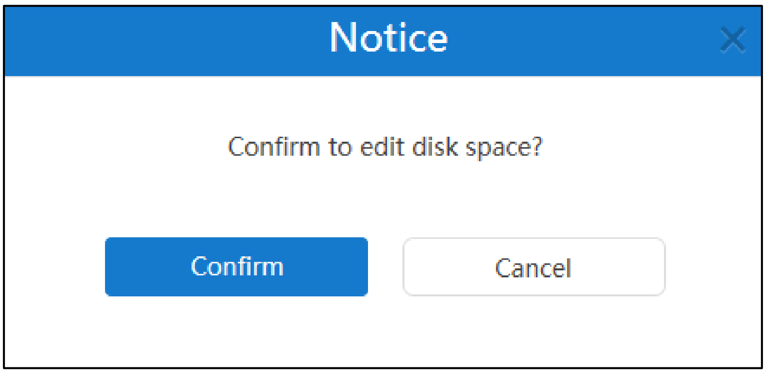
To allocate the space quota:

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

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

   You can view the usage by histogram on the right of page.
3. Click **Confirm**.

   The notice is displayed as below:



Notice

Confirm to edit disk space?

4. Click **Confirm**.

Note If storage quota is full, the old files will be covered automatically. If you want to release the storage, you can click **Clean up**.

Security Management

To prevent YMS from a malicious attack, YMS supports blacklist. You can view the blacklist or delete blacklist.

Registration Blacklist

When users fail to register the one YMS account 5 times in a minute using the same IP address, the users will be recorded in the blacklist and cannot register YMS accounts in a certain period of time.

Viewing Registration Blacklist

To view the registration blacklist:

1. Click **System**->**Security**->**Registration blacklist**.

Deleting Registration Blacklist

To unblock users from registering YMS accounts, you can delete the record in the blacklist.

To delete the registration blacklist:

1. Click **System**->**Security**->**Registration blacklist**.
2. Click 🗑 on the right of the desired record.

Conference Blacklist

When a user fails to join conferences 30 times in a minute by dialing the same conference ID, the user will be recorded in the blacklist and cannot join conferences in a certain period of time.

Viewing Conference Blacklist

To view the conference blacklist:

1. Click **System**->**Security**->**Conference blacklist**.

Deleting Conference Blacklist

To unblock users from joining conferences, you can delete the record in the blacklist.

To delete the conference blacklist:

1. Click **System**->**Security**->**Conference blacklist**.
2. Click 🗑 on the right of the desired record.

IP Call Blacklist

When users make IP calls 100 times in a minute (including place a call to YMS directly or join conferences by URI), the users will be recorded into the blacklist and cannot make IP calls in a certain period of time.

Viewing IP Call Blacklist

To view the IP call blacklist:

1. Click **System**->**Security**->**IP call blacklist**.

Deleting IP Call Blacklist

To unblock users from making IP calls, you can delete the record in the blacklist.

To delete the IP call blacklist:

1. Click **System**->**Security**->**IP call blacklist**.
2. Click 🗑 on the right of the desired record.

System Maintenance

Device Upgrade

You can remotely update VC800/VC500/VC400/VC120/VC110 video conferencing endpoint, SIP VP-T49G IP phone and SIP-T58V IP phone which is registered with the YMS account. Note that only *.rom format file is available.

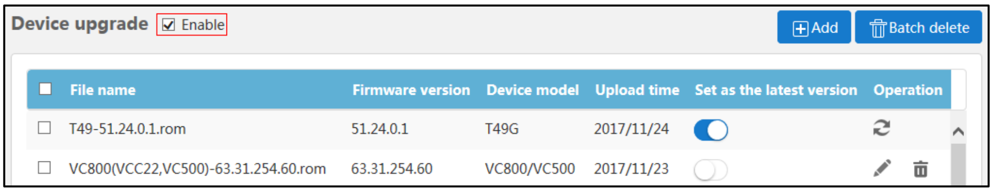
Enabling Device Upgrade Feature

Before you use device upgrade feature, you need enable **Device upgrade** feature for YMS.

To enable device upgrade feature:

1. Click **System**->**System Maintenance**->**Device upgrade**.
2. Check the **Enable** checkbox.

   The checkbox is checked by default.



Device upgrade ☑ Enable

□	File name	Firmware version	Device model	Upload time	Set as the latest version	Operation
□	T49-51.24.0.1.rom	51.24.0.1	T49G	2017/11/24	●	⟳
□	VC800(VCC22,VC500)-63.31.254.60.rom	63.31.254.60	VC800/VC500	2017/11/23	○	✎ 🗑

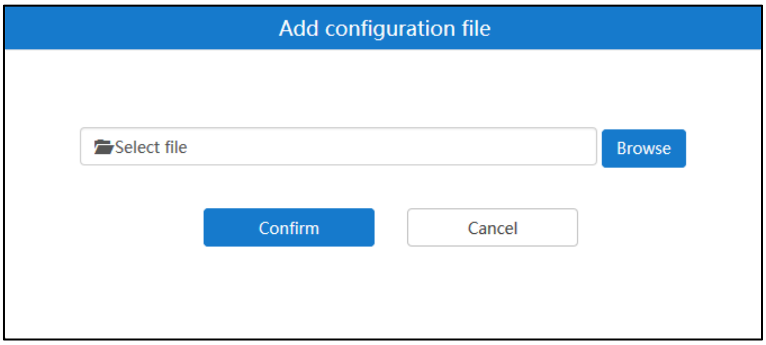
Adding Configuration Files

The configuration file is the firmware of device. You can add configuration files to update devices.

To add configuration files:

1. Click **System**->**System Maintenance**->**Device upgrade**.
2. On the top-right of page, click **Add**.

3. Click **Browse** to add configuration files.



4. Click **Confirm**.

   The page will display the upload progress. When the configuration file is added successfully, the upload progress reaches 100% and the configuration file you add is displayed in the list.

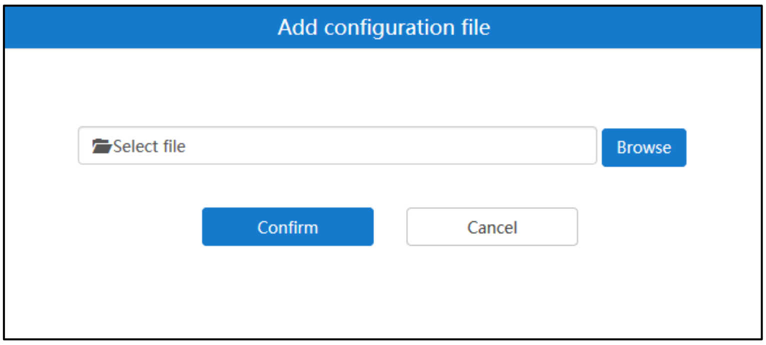
   The configuration file will be set to the latest version automatically.

Updating Configuration Files

If the configuration file does not set to 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 checkbox of configuration file.
3. Click ✎ on the right of page, and the dialog box of **Add configuration file** pops up.
4. Click **Browse** to update configuration file.



5. Click **Confirm**.

   The page will display the upload progress. When the configuration file is added successfully, the upload progress reaches 100% and the configuration file you add is displayed in the list.

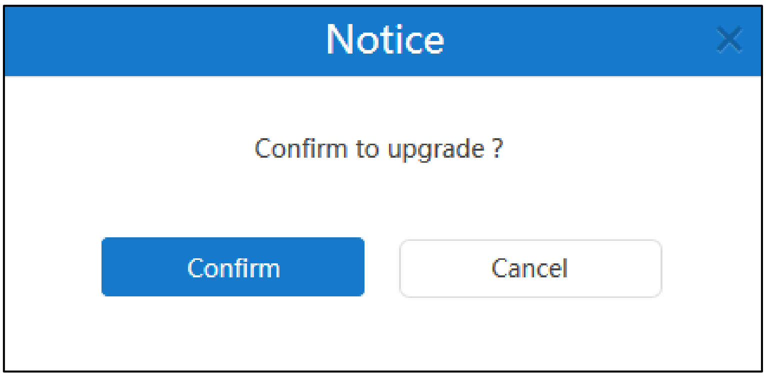
Updating Device Firmware

Before you update the device which is registered with YMS account, you need set a configuration file as the latest version. If the device firmware is not the latest one, it will be updated automatically.

To update device firmware:

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

   The notice is displayed as below:



Notice

Confirm to upgrade ?

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

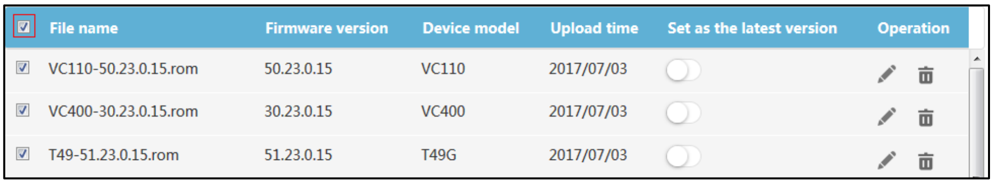
Deleting Configuration Files

You can delete configuration files which are not set as the latest version.

To delete configuration files:

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

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



☑	File name	Firmware version	Device model	Upload time	Set as the latest version	Operation
☑	VC110-50.23.0.15.rom	50.23.0.15	VC110	2017/07/03	○	✎ 🗑
☑	VC400-30.23.0.15.rom	30.23.0.15	VC400	2017/07/03	○	✎ 🗑
☑	T49-51.23.0.15.rom	51.23.0.15	T49G	2017/07/03	○	✎ 🗑

On the top-right of page, click **Batch delete** to delete configuration files.

Backup/Restore

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

Auto Backup Settings

You can make regular backups of the configuration data. Auto backup settings contain cycle, date and maximum backup number.

To configure the auto backup settings:

1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. On the top-right of page, click **Auto backup settings**.
3. Configure the auto backup settings.
4. Click **Confirm**.

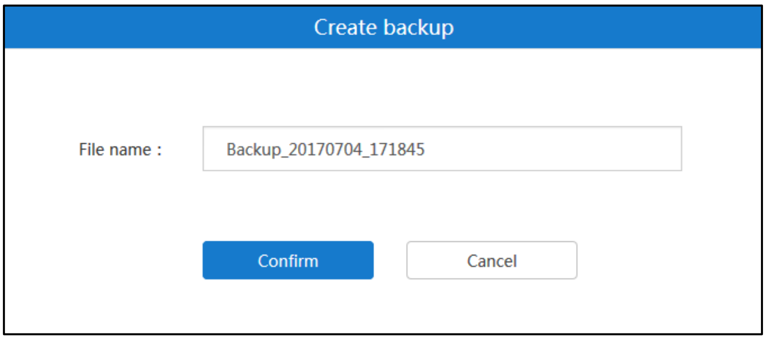
Creating a Backup Manually

You can create a backup of YMS manually.

To create a backup:

1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. On the top-right of page, click **Create backup**.
3. Enter the file name in the **File name** field.

   The file is name after Backup_date_time automatically.


Create backup

File name : Backup_20170704_171845

4. Click **Confirm**.

Downloading a Backup

You can download the desired backup.

To download a backup:

1. Click **System**->**System Maintenance**->**Backup/Restore**.
2. Check the desired checkbox of backup.
3. Click ⤓ on the right of page to download the backup, and then save it to the local system.

Restoring a Backup

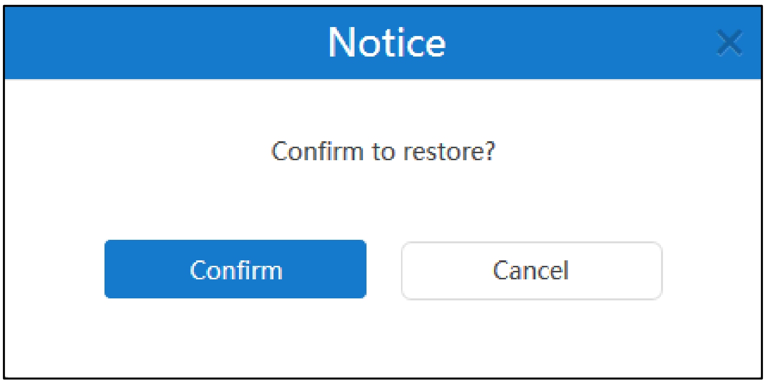
Restoring a backup by Selecting a Backup Directly

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

To restore a backup:

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

   The notice is displayed as below:



Notice

Confirm to restore?

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

Restoring a backup by Uploading a Backup

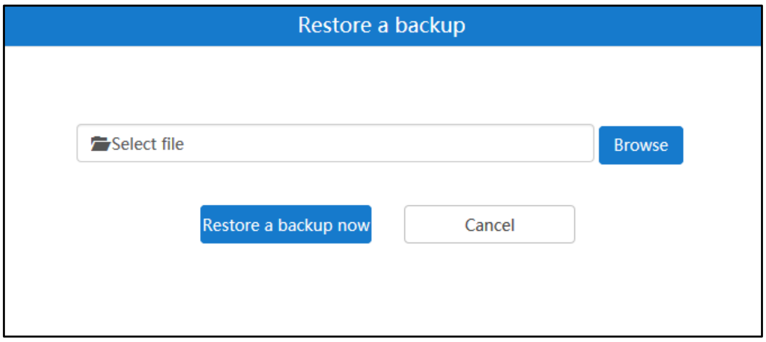
You can upload the backup saved in your computer to restore. You can upload a backup when you are in one of the following scenarios:

- If the current backup was saved in your computer and the YMS is reset to factory, you need upload the backup to restore settings.
- If 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:

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.

4. Click **Restore a backup now**, YMS will reboot to make the change take effect.

Deleting a Backup

To delete a backup:

1. Click **System**->**System Maintenance**->**Backup/Restore**.

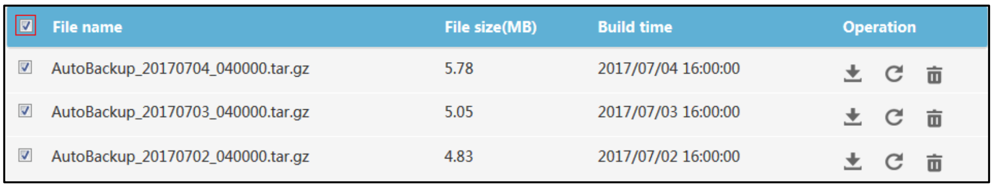
2. Check the desired checkbox of backup.

3. In the backup list, you can do the following:

   - Check the desired checkbox of backup, click 🗑 on the right of page to delete the backup.

   - Check the multiple checkboxes of backup.

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



☑	File name	File size(MB)	Build time	Operation
☑	AutoBackup_20170704_040000.tar.gz	5.78	2017/07/04 16:00:00	⬇ ↻ 🗑
☑	AutoBackup_20170703_040000.tar.gz	5.05	2017/07/03 16:00:00	⬇ ↻ 🗑
☑	AutoBackup_20170702_040000.tar.gz	4.83	2017/07/02 16:00:00	⬇ ↻ 🗑

Click **Batch delete** to delete backups.

System Upgrade

Viewing System Information

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

To view the system information:

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

Upgrading System

When a new version is available, you can upgrade YMS. The latest version can be obtained from

Yealink.

To upgrade system:

1. Click **System**->**System Maintenance**->**System upgrade**.
2. Click **Browse** to upload the latest version.
3. Click **Upgrade**, YMS will reboot to finish update automatically.

Note

The YMS supports the files in the format of .tar.gz.

Reboot/Reset to Factory

Resetting to Factory

You can reset to factory when you encounter problems using YMS.

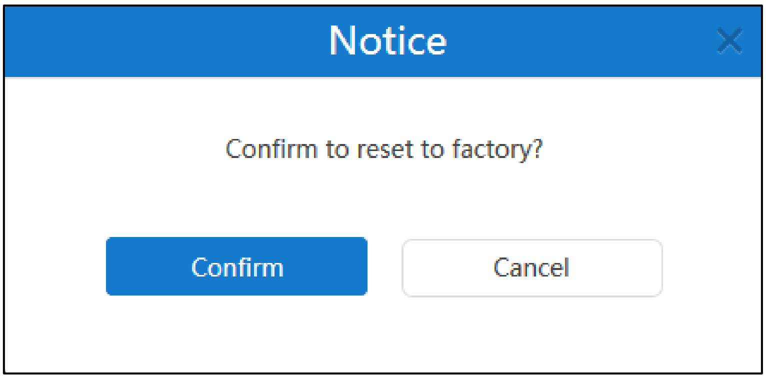
Do one of the following to reset to factory:

- **Only clear configuration information under system settings module**: Only server configurations information will be cleared. The user information (meeting rooms, account information, conference information will be saved. But conference history, 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:

1. Click **System**->**System Maintenance**->**Reboot/Factory reset**.
2. Select **Only clear configuration information under system settings module**.
3. Click **Reset**.

   The notice is displayed as below:



Notice

Confirm to reset to factory?

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

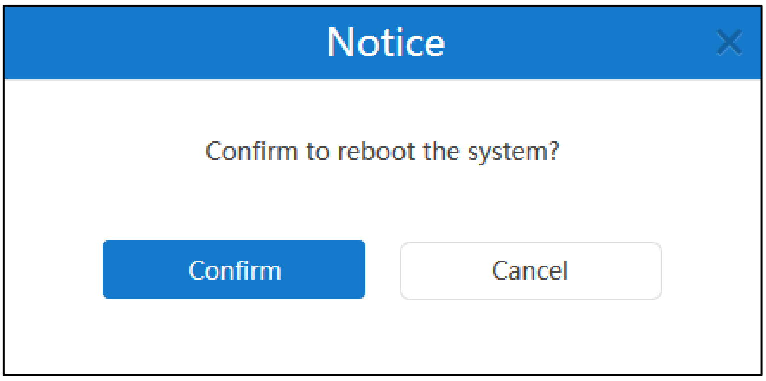
Reboot

When YMS fails to upgrade, for example if it remains on the Account Management page, you can choose to reboot the system.

To reboot system:

1. Click **System**->**System Maintenance**->**Reboot/Factory reset**.
2. Select **Reboot system**.
3. Click **Reboot**.

   The notice is displayed as below:



Notice

Confirm to reboot the system?

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

Licenses Management

Video Port Licenses

If interactive parties want MCU to process video image or users want to register accounts, you can activate a video port license. You need purchase the license from Yealink.

When the video port is insufficient, interactive parties can only join conference by audio call. YMS supports extra 40 audio ports.

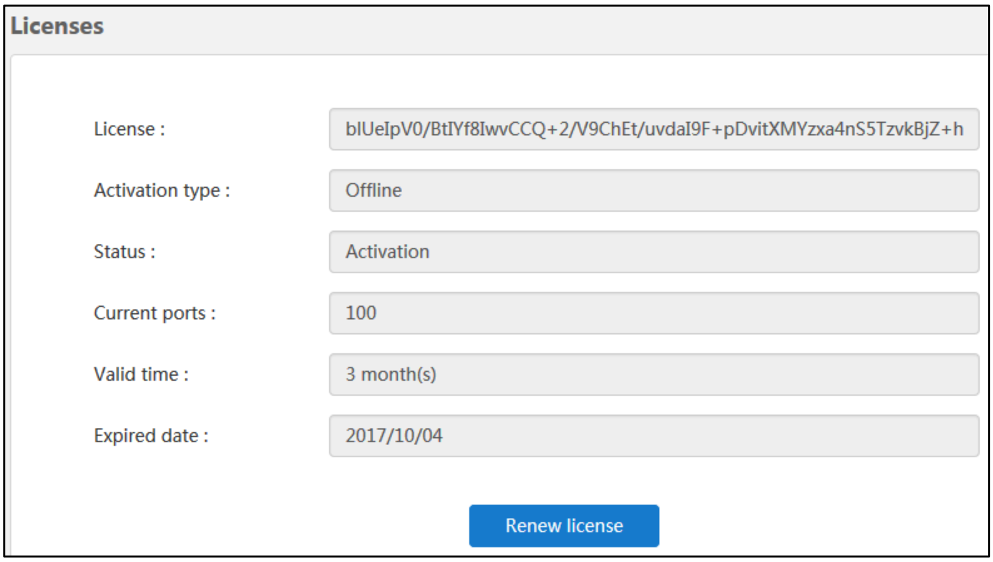
Activating the Video Port License

You can activate the video port license to enable video ports.

To activate the video port license:

1. Click **System**->**Licenses->Video port**.
2. Enter the license number in the **License** field.
3. Click **Activate the license**.

License information is displayed as below:



Licenses

License : bIUeIpV0/BtIYf8IwvCCQ+2/V9ChEt/uvdaI9F+pDvitXMYzxa4nS5TzvkBjZ+h

Activation type : Offline

Status : Activation

Current ports : 100

Valid time : 3 month(s)

Expired date : 2017/10/04

Renewing the Video Port License

To renew the video port license:

1. Click **System**->**Licenses->Video port**.
2. Click **Renew license**.
3. Enter the license number in the **License** field.
4. Click **Confirm** to renew the license.

Broadcasting Port Licenses

If the video port license is activated, you can activate a broadcasting (only receive but not send video and audio) port license to use the broadcasting interactive feature. You need purchase the license from Yealink.

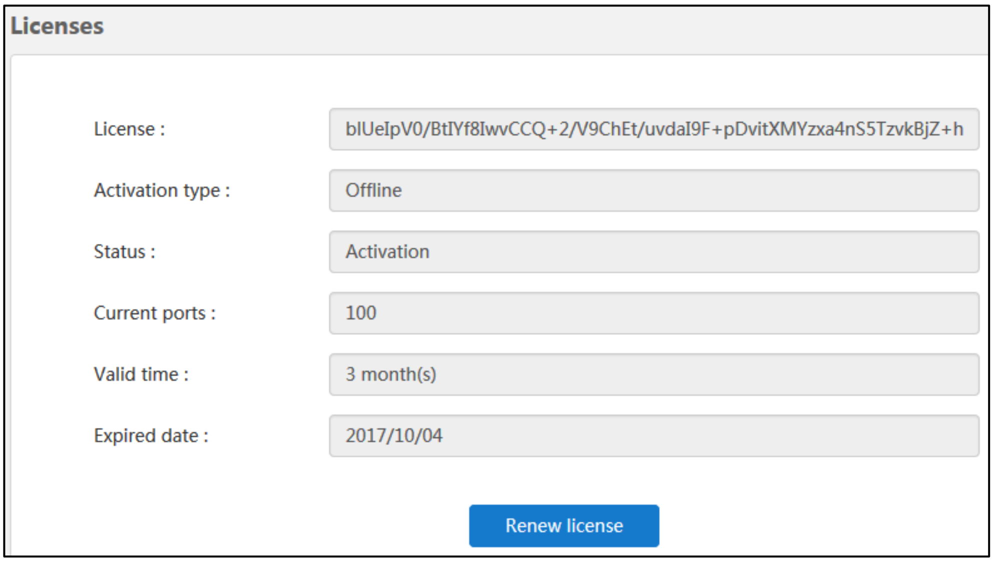
Activating the Broadcasting Port License

You can activate the broadcasting port license to enable broadcasting ports.

To activate the broadcasting port license:

1. Click **System**->**Licenses->Broadcast port**.
2. Enter the license number in the **License** field.
3. Click **Activate the license**.

License information is displayed as below:



Licenses

License : blUeIpV0/BtIYf8IwvCCQ+2/V9ChEt/uvdaI9F+pDvitXMYzxa4nS5TzvkBjZ+h

Activation type : Offline

Status : Activation

Current ports : 100

Valid time : 3 month(s)

Expired date : 2017/10/04

Renewing the Broadcasting Port License

To renew the broadcasting port license:

1. Click **System**->**Licenses->Broadcast port**.
2. Click **Renew license**.
3. Enter the license number in the **License** field.
4. Click **Confirm** to renew the license.

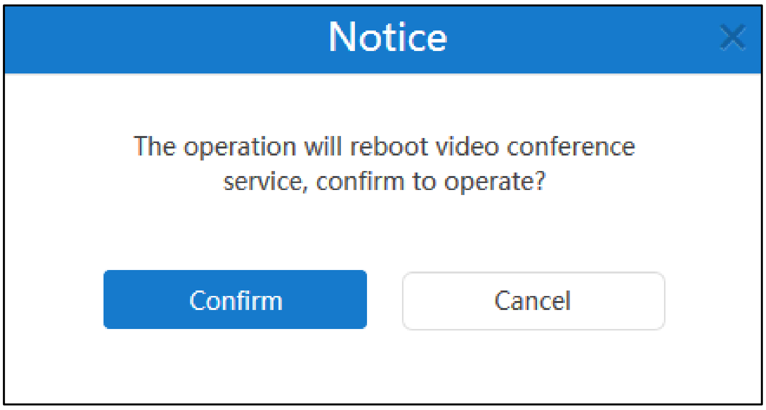
Importing Trusted CA Certificates

When you access YMS by domain name, the browser will prompt you that it is insecure. To solve this problem, you need import trusted CA certificates related to domain name.

To import trusted CA certificates:

1. Click **System**->**Licenses**->**Trusted CA Certificate**.
2. Click **Browse**, and then select trusted CA certificates.
3. Click **Import**.

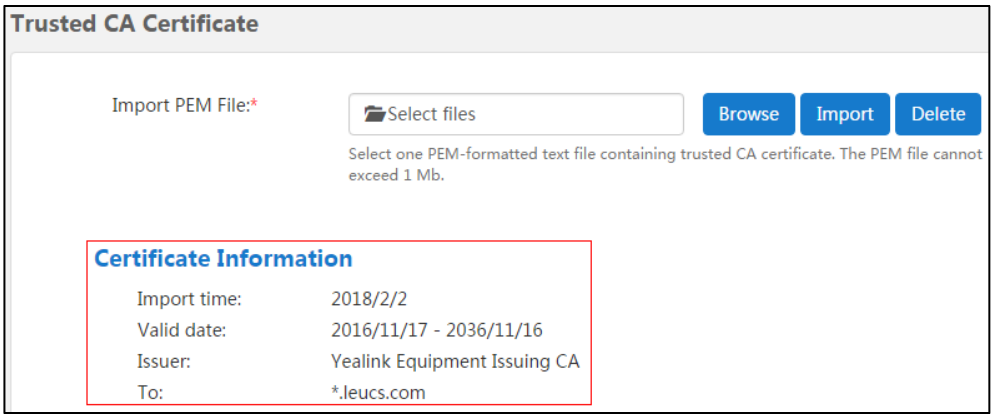
The notice is displayed as below:



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

4. Click **Confirm**.

   Certificate information is displayed as below:



Select one PEM-formatted text file containing trusted CA certificate. The PEM file cannot exceed 1 Mb.

Certificate Information

Import time: 2018/2/2

Valid date: 2016/11/17 - 2036/11/16

Issuer: Yealink Equipment Issuing CA

To: *.leucs.com

System Logs

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

Server Logs

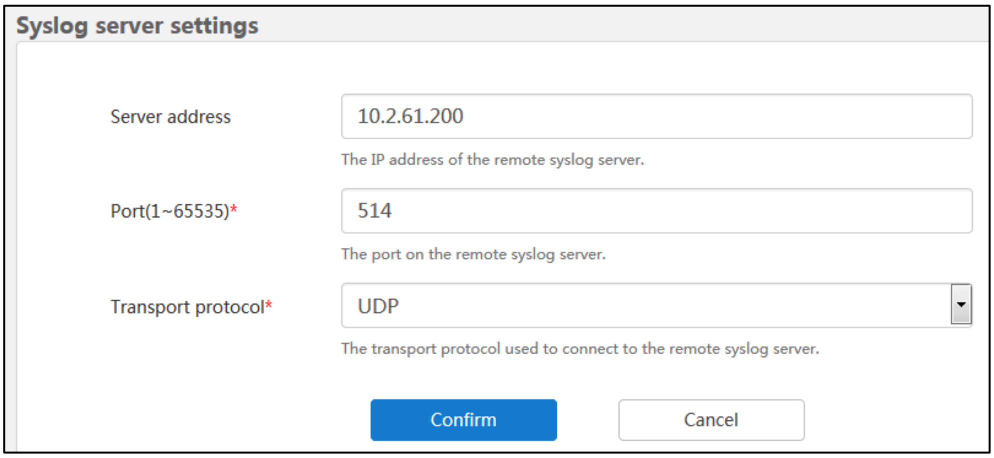
Syslog Server Settings

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

To configure the syslog server settings:

1. Click **System**->**System Log**->**Server log**.
2. On the top-right of page, click **Syslog server settings**.

3. Configure the syslog server.



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.

Parameters are described below:

Parameter	Description
Server address	Specify the IP address of the remote syslog server.
Port (1~65535)	Specify the port on the remote syslog server. **Default:** 514
Transport protocol	Configure the type of transport protocol used to communicate with the remote syslog server. ● **UDP**–provides best-effort transport via UDP. ● **TCP**–provides reliable transport via TCP. ● **TLS**–provides secure communication via TLS. **Default**: UDP

4. Click **Confirm**.

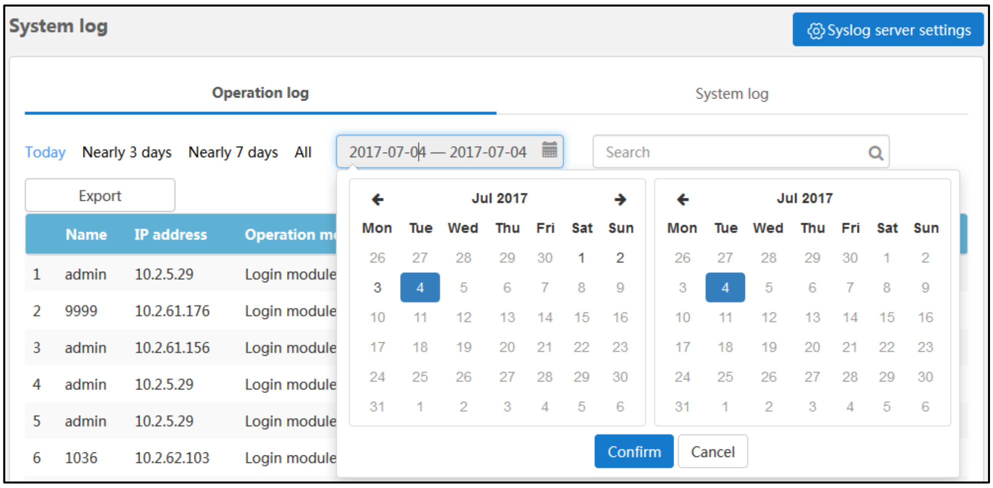
Operation Logs

Operation logs record the changes, including access logs and configuration changes.

To view the operation log:

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

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



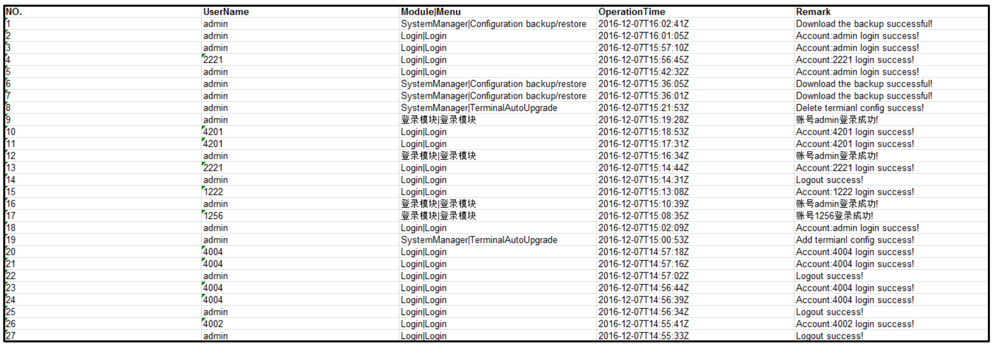
	Name	IP address	Operation m
1	admin	10.2.5.29	Login module
2	9999	10.2.61.176	Login module
3	admin	10.2.61.156	Login module
4	admin	10.2.5.29	Login module
5	admin	10.2.5.29	Login module
6	1036	10.2.62.103	Login module

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

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

4. Click **Export** to export the operation logs.

   The following is an example of operation logs:



NO.	UserName	Module|Menu	OperationTime	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	2016-12-07T15:36:05Z	Download the backup successful!
7	admin	SystemManager|Configuration backup/restore	2016-12-07T15:36:01Z	Download the backup successful!
8	admin	SystemManager|TerminalAutoUpgrade	2016-12-07T15:21:53Z	Delete termianl 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	Logout 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	2016-12-07T15:02:09Z	Account:admin login success!
19	admin	SystemManager|TerminalAutoUpgrade	2016-12-07T15:00:53Z	Add termianl 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	Logout 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	Logout success!
26	4002	Login|Login	2016-12-07T14:55:41Z	Account:4002 login success!
27	admin	Login|Login	2016-12-07T14:55:33Z	Logout success!

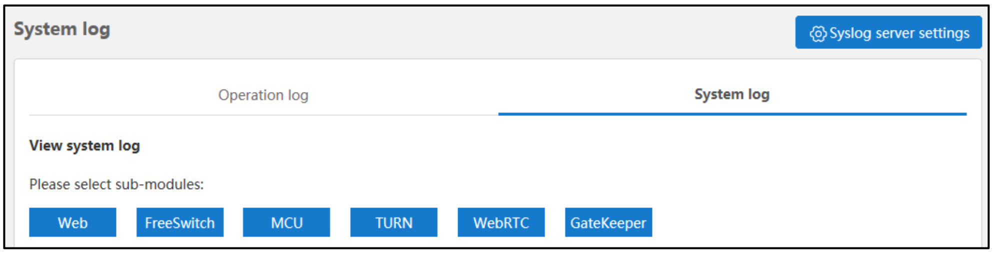
System Logs

System logs record conference logs.

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

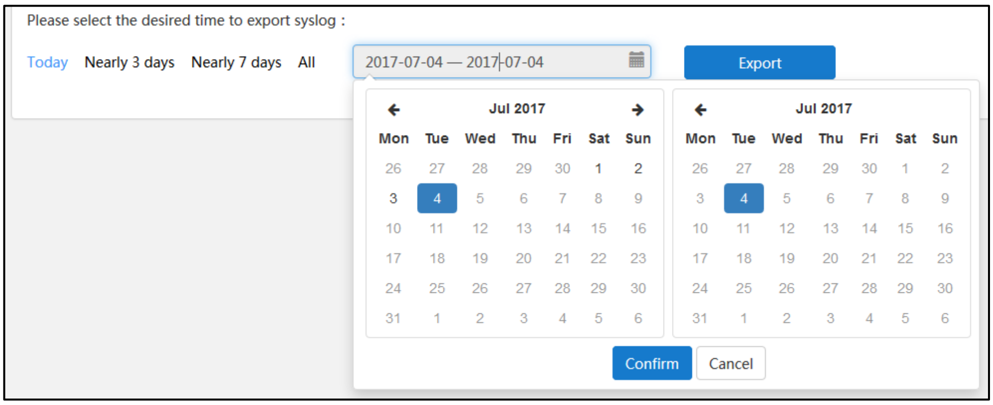
To view the system log:

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



4. 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.



Please select the desired time to export syslog :

Today Nearly 3 days Nearly 7 days All

2017-07-04 — 2017-07-04

Export

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

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

Confirm Cancel

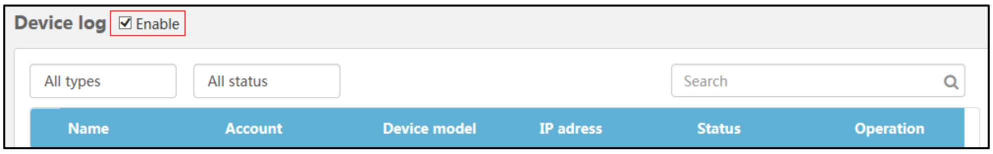
5. Click **Export** to export the system logs and save in your computer.

Device Logs

You can enable the **Device log** feature. After you enable it, the device logs will occupy a certain amount of bandwidth. System performance may vary according to the number of devices. Device logs contain SIP information, when devices interact with YMS, the information is generated.

To view the device log:

1. Click **System**->**System Log->Device log**.
2. Check the **Enable** checkbox to enable the Device log feature.



Device log ☑ Enable

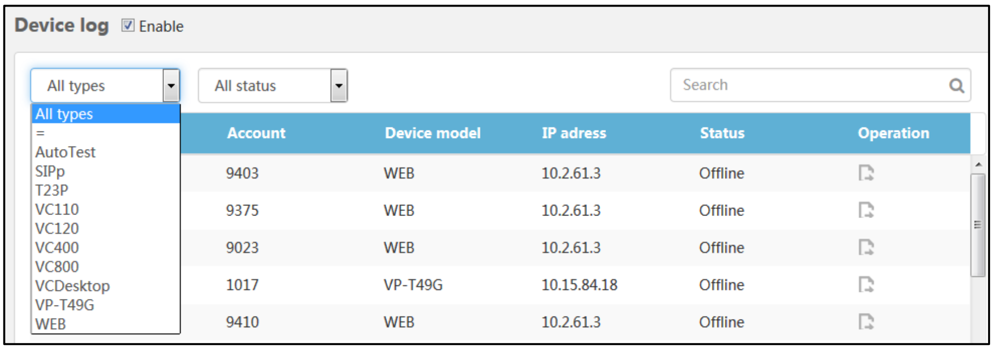
All types

All status

Search

Name	Account	Device model	IP adress	Status	Operation

3. Select the desired device type from the pull-down list, the page will display devices of the selected type.



Device log ☑ Enable

All types

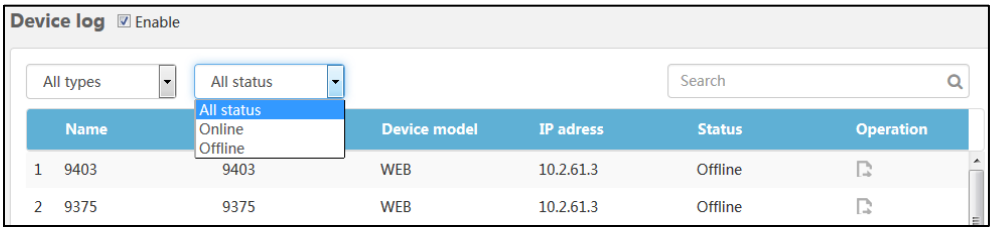
All status

Search

All types
=
AutoTest
SIPp
T23P
VC110
VC120
VC400
VC800
VCDesktop
VP-T49G
WEB

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	🗋

4. Select the desired status from the pull-down list, the page will display the device logs of the selected status.

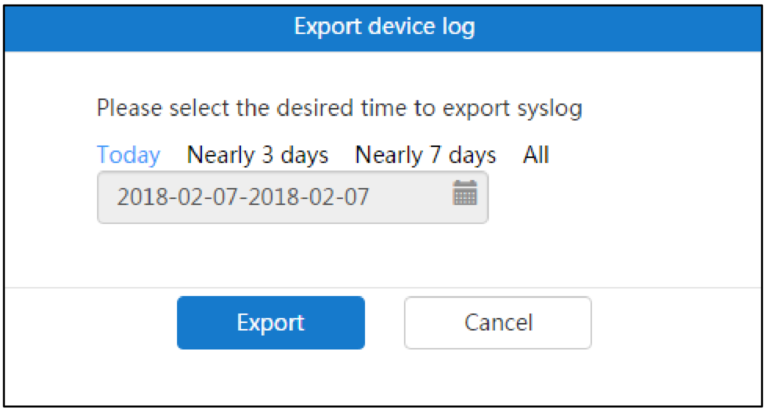


Device log ☑ Enable

All types | All status (All status, Online, Offline) | Search

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

5. Click on the right of desired device log.



Export device log

Please select the desired time to export syslog

Today Nearly 3 days Nearly 7 days All

2018-02-07-2018-02-07

6. Select the desired time to export syslog, and then click **Export** to export the device log.

Account Management

YMS allows you to manage user accounts in a hierarchical manner, and you can also manage room system accounts and the third-party devices.

The differences between user accounts, room system accounts and third-party devices are listed below:

Type	Description	Note
User accounts	Users can log into devices using the account. An account can be used to log into five devices at most simultaneously.	They are called as YMS accounts. YMS can store up to 10000 accounts at most.
Room system accounts	The account is used to log into YMS by devices in the video meeting room. An account can be used to log into five devices at most simultaneously.	
Third-party devices	The devices without YMS accounts.	No

This chapter introduces how to manage accounts, Topics include:

- Department Management
- Adding User Accounts
- Adding Room System Accounts
- Adding Third-Party Devices
- Viewing Accounts
- Sending Emails to YMS Accounts
- Editing Accounts
- Deleting Accounts

Department Management

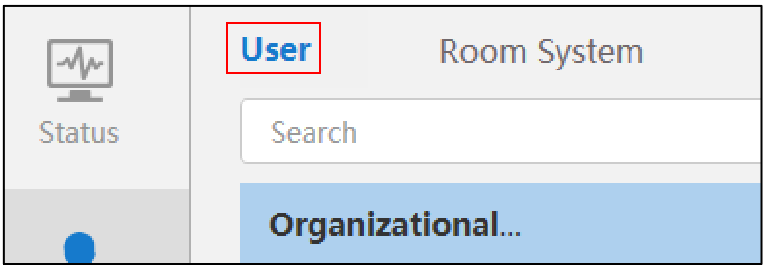
You can add departments according to the enterprise organization to manage user accounts in a hierarchical manner.

The default name in root node is your enterprise name. It depends on license. You can manage the department’s accounts and subordinate department’s accounts.

Adding Departments

To add departments:

1. Click **Account**->**User**.



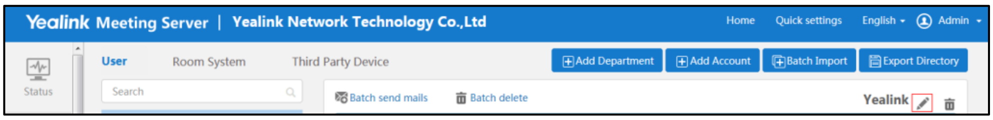
2. On the top-right of page, click **Add Department**.
3. Enter the name of department in the **Name** field.
4. Click **Select** in the **Upper department** field, and then select the desired department.
5. Click **Confirm**.

Editing Department Information

If the department information has changed, you can edit the name and upper department.

To edit department information:

1. Click **Account**->**User**.
2. In the Organizational Structure list, select the desired department, and then click ✎ on the right of page.



3. Edit the corresponding parameters.
4. Click **Confirm**.

Editing Upper Departments Quickly

If the upper department has changed, you can edit upper departments quickly.

To edit upper departments quickly:

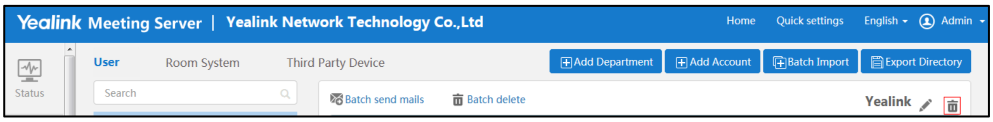
1. Click **Account**->**User**.
2. In the Organizational Structure list, drag the department under your desired upper department.

Deleting Departments

If the enterprise organization has been simplified, you can delete the department. Note that if there are children departments or user accounts in the department, you cannot delete the department.

To delete departments:

1. Click **Account**->**User**.
2. In the Organizational Structure list, select the desired department, and then click 🗑 on the right of page to delete the department.



Adding User Accounts

User Accounts Parameters

When you add user accounts, you should know user accounts parameters.

Parameters are described below:

Parameter	Description
Manner	If the LDAP feature is enabled, specify the way of adding accounts. The available ways are: ● **Manual:** you should add names and accounts manually. ● **Obtain from AD server:** according to the account you specified, you can obtain names and accounts from AD server.
Name	If **Manual** is selected, specify the user's full name.
Account	If **Manual** is selected, specify the account which is used to log into the YMS.
Password	If you import user accounts, you can specify the passwords of YMS accounts.
AD Account	If **Obtain from AD server** is selected, specify the account which is used to obtain the name and account of AD account from AD server. The specified account should be obtained from AD administrators.
Obtain	Obtain the name and account of AD account from the specified account.
Enable GK registration	If the YMS registers to the embedded GK, enable or disable the account to be registered by H.323 protocol. **Default:** Disabled

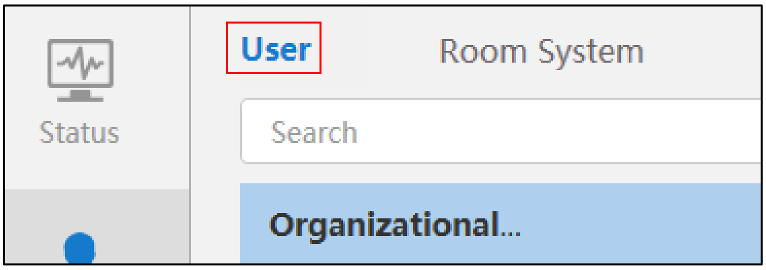
Parameter	Description
Enable authentication	Enable or disable the account to be registered with any password or without the password. **Default:** Disabled. The account can be registered with any password or without the password.
Email	Email address of the user. This email address is used to receive the initial password and conference notification.
Department	Name of the department to which the user is added.
Authority	The rights you want to assign to the user. The available rights for YMS are: ● **A:** All users, room system accounts, the permanent VMRs which are added to enterprise directory and the third-party devices within the enterprise are visible. ● **B:** The users, room system accounts and the permanent VMRs which are added to enterprise directory within the enterprise within the same level and subordinate deployments are visible. If the user is in root node, the third-party devices are also visible. ● **C:** The users, room system accounts and the permanent VMRs which are added to enterprise directory within the department are visible. ● **D:** Only you are visible. When the user schedule conferences, all meeting rooms are not visible. ● **E:** Customize the users, room system accounts, the permanent VMRs which are added to enterprise directory and the third-party devices which are visible.

Note You cannot import the users with the E-level right.

Adding User Accounts Manually

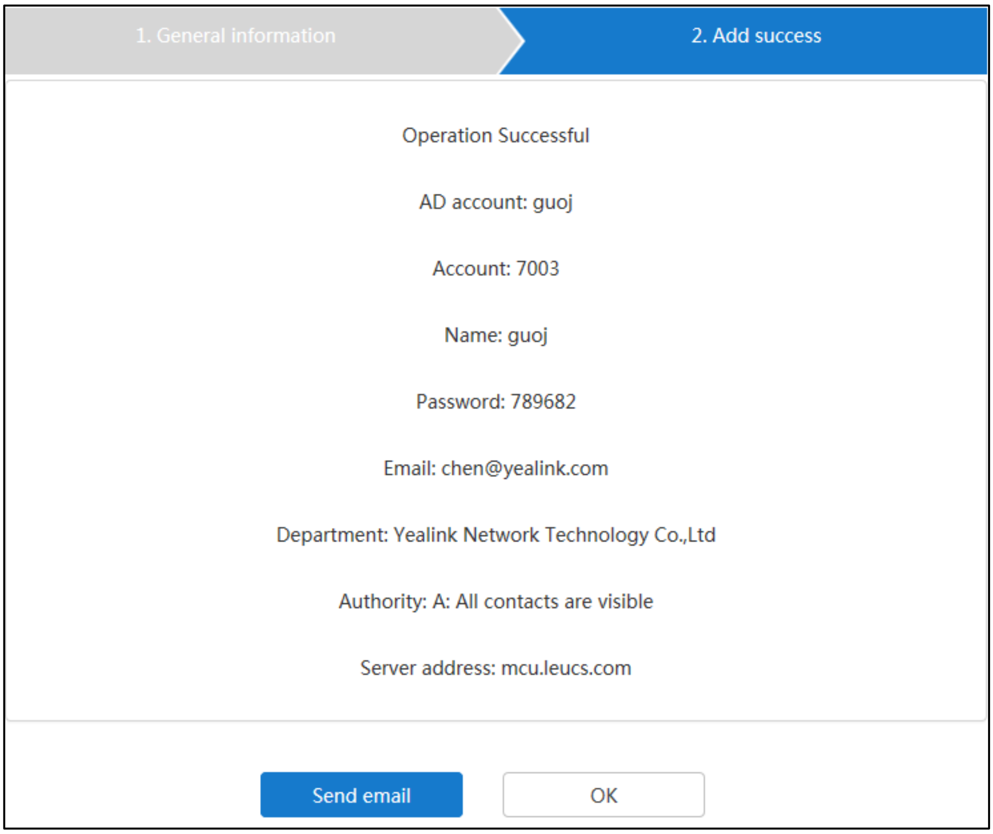
To add user accounts manually:

1. Click **Account**->**User**.



2. In the Organizational Structure list, select the desired department, and then click **Add Account** on the top-right of page.
3. Configure the user accounts parameters.
4. Click **Confirm**.

   The account details are displayed as below:



1. General information

2. Add success

Operation Successful

AD account: guoj

Account: 7003

Name: guoj

Password: 789682

Email: chen@yealink.com

Department: Yealink Network Technology Co.,Ltd

Authority: A: All contacts are visible

Server address: mcu.leucs.com

5. If you entered the email address parameter, click **Send emai**l, the account information will be sent to users by email.
6. Click **Ok** to finish.

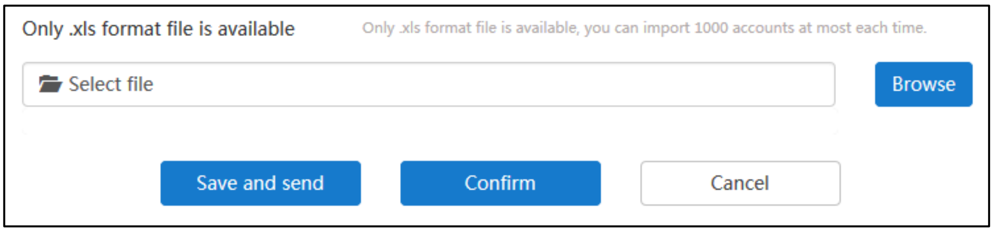
Note If you do not set a new user's email parameters, please send the user's initial password to the user and remind the user to change the password promptly.

Importing User Accounts

If you want to add multiple accounts quickly, you can import accounts by .xls files. Note that you cannot customize template, you need download a blank template first.

To import user accounts:

1. Click **Account**->**User**.
2. On the top-right of page, click **Batch Import**.
3. If the LDAP feature is enabled, click **Template download** or **Template download (AD)** to download a blank .xls file.
4. Add the user account parameters to the template and save it in your computer.
5. According to the type of template, select **Ordinary** or **AD**.
6. 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.

7. If you entered the email address parameter, click **Save and send**, the account information will be sent to users by email.
8. Click **Confirm** to import accounts.

Note

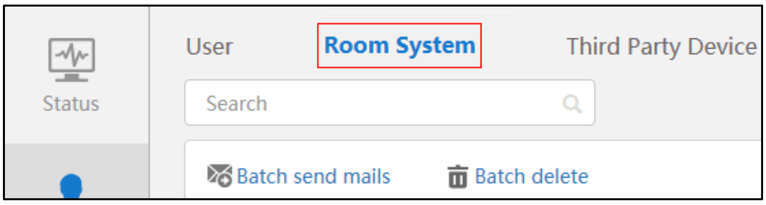
If you add user accounts by importing a .xls file, those accounts cannot be registered by H.323 protocol. If you want to allow those to be registered by H.323 protocol, contact Yealink technical support engineer.

Adding Room System Accounts

You can add room system accounts. The account is used to be associated with the device in the video meeting room.

To add room system accounts:

1. Click **Account**->**Room System**.



2. On the top-right of page, click **Add Account**.

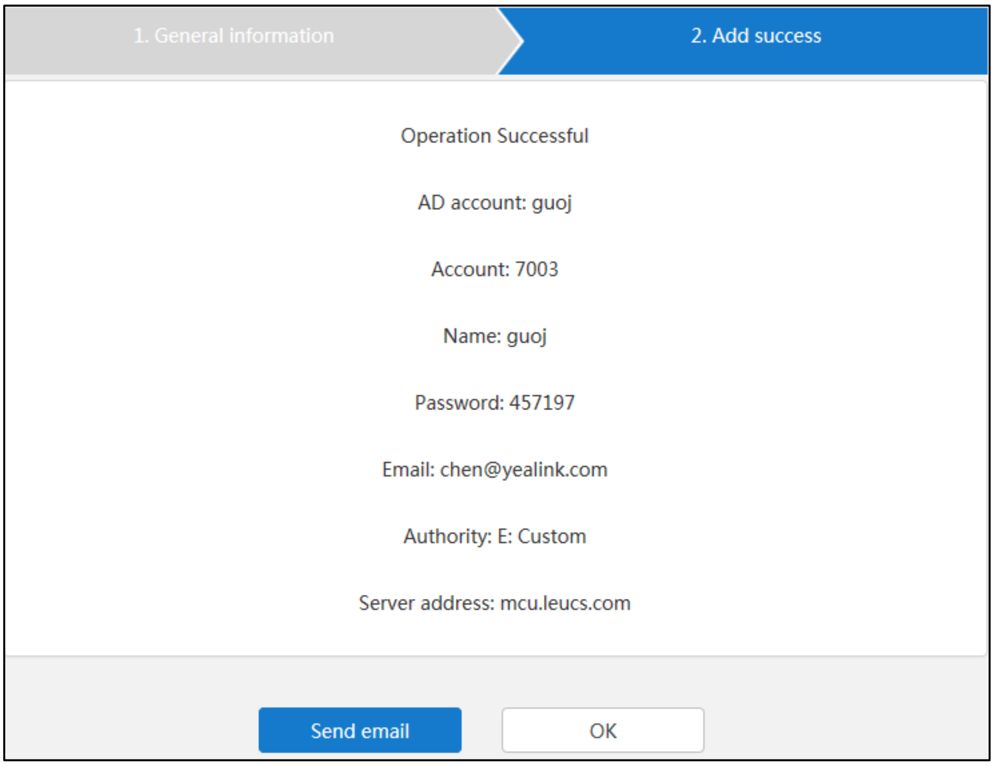
3. Enter the corresponding parameters.

   Parameters are described below:

Parameter	Description
Manner	If the LDAP feature is enabled, specify the way of adding accounts. The available ways are: ● **Manual:** you should add names and accounts manually. ● **Obtain from AD server:** according to the account you specified, you can obtain names and accounts from AD server.
Name	If **Manual** is selected, specify the user's full name.
Account	If **Manual** is selected, specify the account which is used to log into the YMS.
AD Account	If **Obtain from AD server** is selected, specify the account which is used to obtain the name and account of AD account from AD server. The specified account should be obtained from AD administrators.
Obtain	Obtain the name and account of AD account from the specified account.
Enable GK registration	If the YMS registers to the embedded GK, enable or disable the account to be registered by H.323 protocol. **Default:** Disabled
Enable authentication	Enable or disable the account to be registered with any password or without the password. **Default:** Disabled
Email	Email address of the user. This email address is used to receive the initial password and conference notification.
Visible department	The users who are visible to the account.

4. Click **Confirm**.

The account details are displayed as below:



Operation Successful

AD account: guoj

Account: 7003

Name: guoj

Password: 457197

Email: chen@yealink.com

Authority: E: Custom

Server address: mcu.leucs.com

9. If you entered the email address parameter, click **Send email**, the account information will be sent to device owner by email.

5. Click **Ok** to finish.

Note If you do not set email parameters for a new room system account's, please send the room system account's initial password to the user and remind the user to change the password

Adding Third-Party Devices

If you want to invite the third-party devices to join the conference, you can add them to the enterprise directory.

Third-Party Devices Parameters

When you add third-party devices, you should know the following parameters.

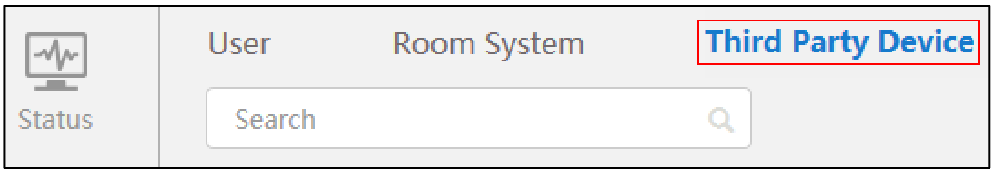
Parameter	Description
Name	The device's full name.
Protocol	The call protocol used by the device.
Number	The device's URI.

Parameter	Description
Device IP	The device's IP address.
Email	The device's email address. This email address is used to receive the initial password and conference notification.

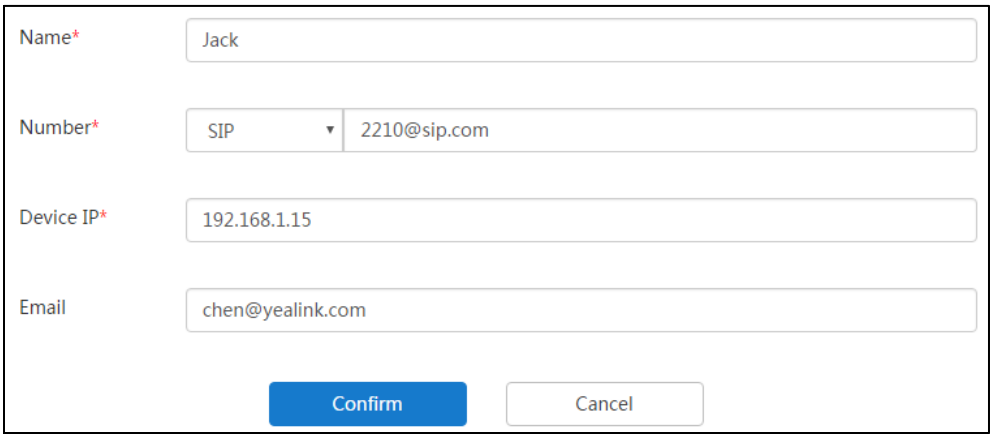
Adding Third-Party Devices Manually

To add the third-party devices manually:

1. Click **Account**->**Third Party Device**.



2. On the top-right of page, click **Add Third Party Device**.
3. Configure the third-party devices parameters.


Name* Jack

Number* SIP 2210@sip.com

Device IP* 192.168.1.15

Email chen@yealink.com

4. Click **Confirm**.

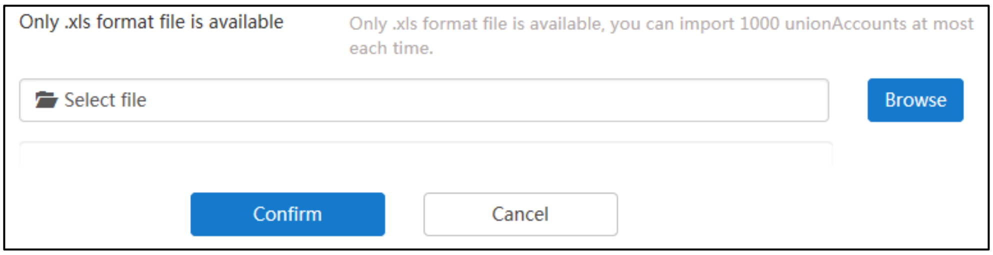
Importing Third-Party Devices

If you want to add multiple accounts quickly, you can import accounts by .xls files. Note that you cannot customize template, you need download a blank template first.

To import third-party devices:

1. Click **Account**->**Third Party Device**.
2. On the top-right of page, click **Batch Import**.
3. Click **Template download** to download a blank .xls file.
4. Add the third-party devices parameters to the template and save it in your computer.

5. 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 unionAccounts at most each time.

6. Click **Confirm**.

Viewing Accounts

Viewing User Accounts

To view the user accounts details:

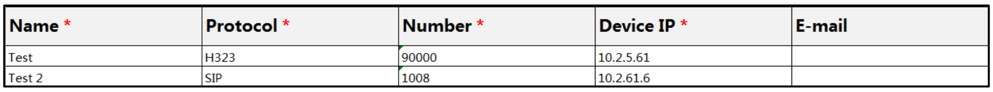
1. Click **Account**->**User**.
2. On the top-right of page, click **Export Directory** to export the file, and then save it in the local system.

Viewing Third-Party Devices

To view the third-party devices:

1. Click **Account**->**Third Party Device**.
2. On the top-right of page, click **Export** to export the file, and then save it in the local system.

   The following is an example of file:



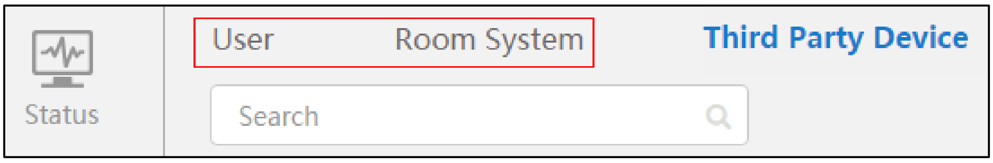
Name *	Protocol *	Number *	Device IP *	E-mail
Test	H323	90000	10.2.5.61	
Test 2	SIP	1008	10.2.61.6	

Sending Emails to YMS Accounts

If the YMS accounts are associated with emails, you can send emails to tell their users about the account information.

To send emails to YMS accounts:

1. Click **Account**->**User** or **Account**->**Room System**.

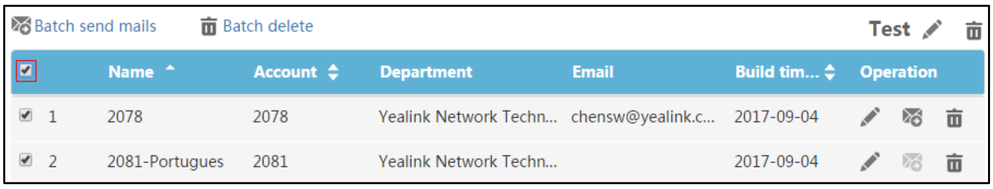


2. In the account list, you can do the following:

   – Check a checkbox, click ✉ on the right of page to send an email.

   – Check the multiple checkboxes.

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



☑		Name	Account	Department	Email	Build tim...	Operation
☑	1	2078	2078	Yealink Network Techn...	chensw@yealink.c...	2017-09-04	
☑	2	2081-Portugues	2081	Yealink Network Techn...		2017-09-04	

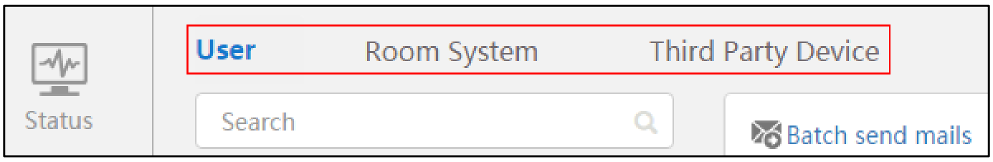
(Take the user account list for example)

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

Editing Accounts

To edit accounts:

1. Click **Account**->**User**, **Account**->**Room System** or **Account**->**Third Party Device**.



2. Check the desired checkbox of account, and then click ✎ on the right of page to edit accounts.

3. Edit the corresponding parameters, and then save the change.

   If the user account or room system account is associated with an email address, it will receive an email which informs you the account information is edited.

Note

If the user accounts or third-party devices are created by importing accounts, you can edit accounts information in the original .xls file which is used to be imported to YMS.

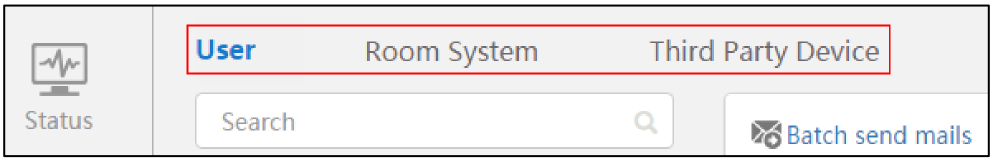
If you want to quickly edit the department to which the user is added, you can drag the user account to your desired departments in the Organizational Structure list.

If the conference which is scheduled by the user account or room system account is ongoing, you cannot edit the account.

Deleting Accounts

To delete accounts:

1. Click **Account**->**User**, **Account**->**Room System** or **Account**->**Third Party Device**.

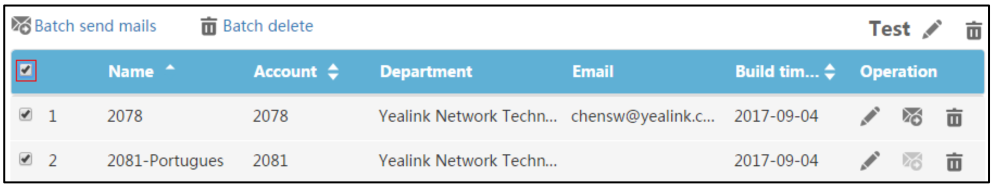


2. In the account list, you can do the following:

   – Check the desired checkbox of account., click 🗑 on the right of page to delete the account.

   – Check the multiple checkboxes.

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



☑		Name	Account	Department	Email	Build tim...	Operation
☑	1	2078	2078	Yealink Network Techn...	chensw@yealink.c...	2017-09-04	
☑	2	2081-Portugues	2081	Yealink Network Techn...		2017-09-04	

(Take the user account list for example)

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

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

Note

If the conference which is scheduled by the user account or room system account is ongoing, you cannot delete the account.

Meeting Room Management

You can view, edit and delete entity meeting rooms and permanent Virtual Meeting Rooms (VMRs).

Meeting rooms include entity meeting rooms and permanent VMRs. The differences between these are listed below:

Difference	**Mode**	**Description**	
Definition	**Entity meeting rooms**	YMS integrates with OA, users can use the meeting room to schedule conferences. For more information, please refer to *Yealink Meeting Server User Guide*.	
	Permanent VMRs	Users can join the permanent VMR at any time. But permanent VMRs cannot be used to schedule conferences.	
Category	**Entity meeting rooms**	**General meeting rooms**	The general meeting rooms do not have devices.
		Video meeting rooms	The video meeting rooms have devices.
	Permanent VMRs	No	

This chapter introduces how to manage meeting room, Topics include:

- Adding Meeting Rooms
- Editing or Deleting Meeting Rooms

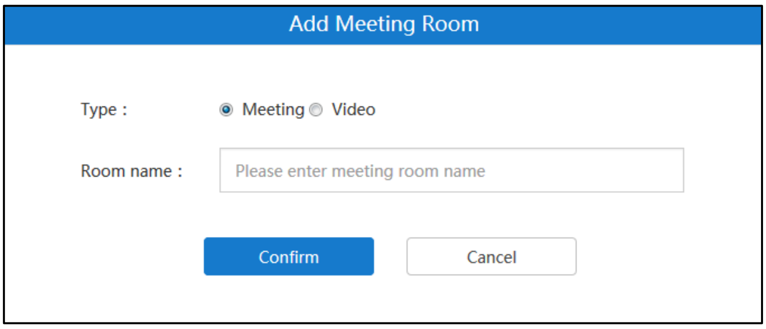
Adding Meeting Rooms

Adding General Meeting Rooms

To add general meeting rooms:

1. Click **Meeting Room**.

2. On the top-right of page, click **Add Meeting Room**.



Add Meeting Room

Type : ● Meeting ○ Video

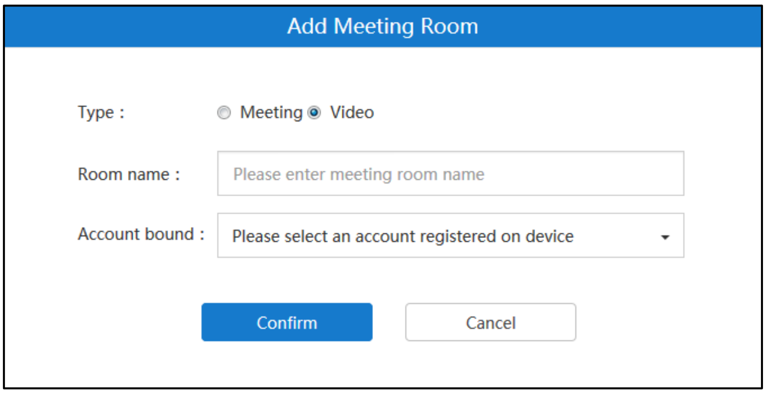
Room name : Please enter meeting room name

3. Select **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 **Meeting Room**.
2. On the top-right of page, click **Add Meeting Room**.
3. Select **Video** in the **Type** field.



Add Meeting Room

Type : ○ Meeting ● Video

Room name : Please enter meeting room name

Account bound : Please select an account registered on device

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 the Yealink VC device in the video meeting room.
6. Click **Confirm**.

Discussion Mode and Training Mode

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

Difference	**Mode**	**Description**

Difference	Mode	Description	
Role	**Discussion**	**Moderator**	Enterprise administrator can specify contacts in enterprise directory as moderators.
		Guest	The participants of the permanent VMR without moderator privileges.
	Training	**Moderator**	Enterprise administrator can specify contacts in enterprise directory as moderators. If broadcasting interactive feature is enabled, moderators are interactive parties by default.
		Lecturer	Moderator can promote any moderator and guest to be lecturers. Lecturers can speak in freely in the conference.
		Guest	The participants of the permanent VMR without moderator privileges. If broadcasting interactive feature is enabled, guests are broadcasting parties by default.
Feature Privilege	**Discussion**	When moderators log into the YMS, moderators can view conferences information, they can also configure messages, call participants, invite participants, search for participants, remove participants, mute or unmute participants, turn on or off video, block or unblock audio, switch the roles between the moderators and guests, control far-end camera, lock or unlock conferences, record conferences, exit conferences and end conferences. When guests log into the YMS, guests can only view conferences information.	When moderators log into the YMS, moderators can configure the conference layout.
	Training		When moderators log into the YMS, moderators can configure the personal layout, allowing/rejecting/ignoring participants to speak, , call the roll and switch the roles between the lecturers and moderators/guests.
Layout	**Discussion**	Moderators and guests can view all participants. The default layout depends on the layout you set on YMS. For more information, please refer to Configuring the Default Layout on page 12.	
	Training	● For moderator, they can view all participants by default. The default layout depends on the layout you set on YMS. For more information, please refer to Configuring the Default Layout on page 12. If broadcasting interactive feature is enabled, moderators can view all interactive parties by default. ● For guest, all lecturers are given equal prominence in the layout by default. If there is no lecturer, all guests can only view the reminder of waiting for the lecturer. If broadcasting interactive feature is enabled, for	

Difference	Mode	Description
		broadcasting party, all lecturers are given equal prominence in the layout by default. If there is no lecturer, the broadcasting party can only view the reminder of waiting for the lecturer.
Speaking	**Discussion**	Speak freely.
	Training	By default, all moderators and guests are muted automatically. If they want to speak, moderators should be unmuted, guests should apply for speaking, and then wait for the moderator to accept the application.
Sharing content	**Discussion**	By default, both moderators and guests can share content.
	Training	By default, only moderators and lecturers can share content, guests cannot.

Adding Permanent Virtual Meeting Rooms

To add permanent VMRs:

1. Click **VMR**.
2. On the top-right of page, click **Add Virtual Meeting Room**.
3. Enter the corresponding parameters.

   Parameters are described below:

Parameter	Description	
ID	ID required to join the conference. **Default:** The range of ID is 20000-89999	
Require password	Enable or disable the password required to join the conference. **Default:** Enabled	
Password	Password to join the conference.	
Moderators	They can control the permanent VMRs at any time. For more information, please refer to *Yealink Meeting Server User Guide*.	
Favorites	In conference, you can select the favorites to invite them to join the permanent VMR.	
Max participants	Specify the max participants, otherwise the extra participants cannot join the permanent VMR.	
Add to directory	The permanent VMR will be added to the enterprise directory in devices. **Default:** Enabled	
Video resolution	**Max video resolution**	Configure the maximum video resolution.

Parameter	Description	
		● **1080P/30FPS** ● **720P/30FPS** ● **360P/30FPS** ● **4CIF** ● **CIF** **Default:** 720P/30FPS.
	Max content sharing resolution	Configure the maximum content sharing resolution. ● **1080P/30FPS** ● **1080P/15FPS** ● **1080P/5FPS** ● **720P/30FPS** ● **72OP/15FPS** ● **720P/5FPS** **Default:** 1080P/5FPS If you select 1080P/30FPS or 1080P/15FPS as the maximum content sharing resolution**,** it will bring the problem of high computing performance.
Call bandwidth	Limit the bandwidth of media which is received by YMS from individual participants.	
Layout	Configure the default layout of conference participants. The conference participants refer to the persons who are in **Discussion mode** permanent VMRs or the moderators who are in **Training mode** permanent VMRs.	
Broadcasting interactive	If the permanent VMRs are in **Training mode** and **Broadcasting interactive** feature is enabled (Enabling Broadcasting Interactive Video Conferences on page 17, enable **Broadcasting interactive** feature. By default, moderators are interactive parties, others are broadcasting parties.	
Roll call option	During the roll call, the called party is unmuted by default. If other participants do not want to hear the called party, you can disable **Roll call option** feature.	
Auto recording	If the **Record** feature is enabled (Record on page 16), enable **Auto recording** feature. After you join the permanent VMRs, the conference is recorded automatically.	

4. Click **Confirm**.

Editing or Deleting Meeting Rooms

You can click **Meeting Room**/**VMR**, and then click ✎ on the right of page to edit meeting rooms, or click 🗑 on the right of page to delete meeting rooms.

Conference Control

You can view, delete and control video conferences.

The video conferences include scheduled conferences, meet now conferences and permanent This chapter introduces how to manage conferences, Topics include:

- Viewing Conferences
- Deleting Conferences
- Controlling Conferences

Viewing Conferences

You can view ongoing conferences, upcoming conferences in nearly a month. Conference information contains subject, start time, organizers, type, ID and duration.

To view conferences:

1. Click **Conference Control**.
2. Do the following:
   - Click **All** to view all upcoming conferences and ongoing conferences
   - Click **Ongoing Conference** to view ongoing scheduled conferences, ongoing meet now conferences and occupied permanent VMRs.
   - Click **Upcoming Conference** to view upcoming video conferences and idle permanent VMRs.

Deleting Conferences

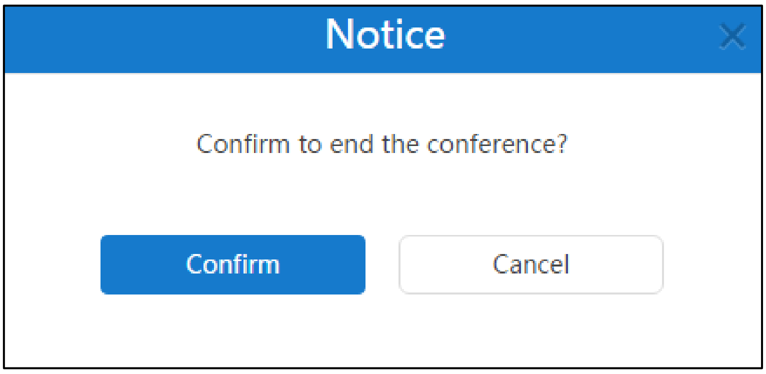
You can delete ongoing conferences, upcoming conferences in nearly a month.

If you want to delete ongoing scheduled conferences, ongoing meet now conferences and occupied permanent VMRs, conferences will end.

To delete conferences:

1. Click **Conference Control**.
2. Click **Ongoing Conference**/**Upcoming Conference**, and then click 🗑 on the right of the desired conference.

The notice is displayed as below:



Notice

Confirm to end the conference?

3. Click **Confirm**.

Controlling Conferences

You can control ongoing scheduled video conferences, ongoing meet now conferences and occupied permanent VMRs, and you can also configure idle permanent VMRs. The conference control includes configuring the conference layout, configuring the personal layout, configuring messages, managing conference participants and so on.

To control conferences:

1. Click **Conference Control**.
2. Do the following to enter conference control page:
   - To control ongoing scheduled video conferences, ongoing meet now conferences and occupied permanent VMRs, click **Ongoing Conference**.

     Click on the right of the desired conference.
   - To control permanent VMRs in idle, click **Upcoming Conference**.

     Click on the right of the desired conference.
3. Perform conference control. For more information, refer to *Yealink Meeting Server User Guide*.

Conference Statistics

You can view the call statistics of YMS and the records of different call types.

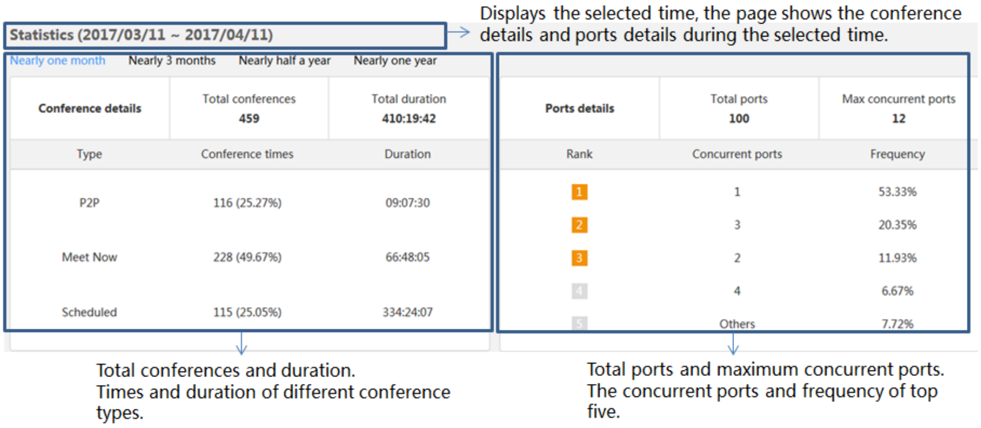
Topics include:

- Viewing Conference Statistics
- Viewing Records

Viewing Conference Statistics

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

The page shows as below:



Statistics (2017/03/11 ~ 2017/04/11)

Nearly one month | Nearly 3 months | Nearly half a year | Nearly one year

Conference details	Total conferences 459	Total duration 410:19:42
Type	Conference times	Duration
P2P	116 (25.27%)	09:07:30
Meet Now	228 (49.67%)	66:48:05
Scheduled	115 (25.05%)	334:24:07

Ports details	Total ports 100	Max concurrent ports 12
Rank	Concurrent ports	Frequency
1	1	53.33%
2	3	20.35%
3	2	11.93%
4	4	6.67%
5	Others	7.72%

Displays the selected time, the page shows the conference details and ports details during the selected time.

Total conferences and duration. Times and duration of different conference types.

Total ports and maximum concurrent ports. The concurrent ports and frequency of top five.

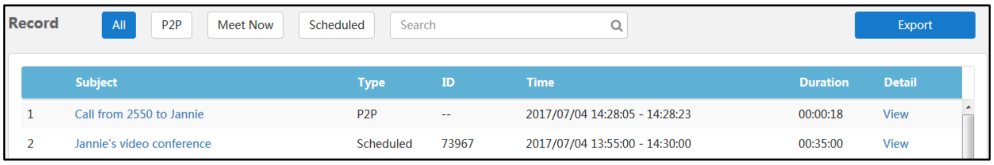
Name	Description
P2P	If there is a call between two devices, you can invite the other third-party to initiate a conference.
Meet Now	They are initiated by the device or by joining the permanent VMRs, without reservation.
Scheduled conferences	They are scheduled in advance.
Max concurrent ports	They show the maximum concurrent ports during the whole time.
Concurrent ports	They show the maximum concurrent ports of the selected time.

Viewing Records

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

To view records:

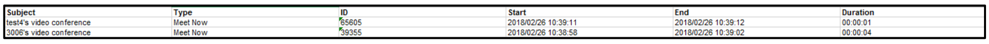
1. Click **Statistics**.
2. Select **All**, **P2P**, **Meet Now** and **Scheduled**, the page will display the selected type of conferences.
3. Click the desired call subject or click **View** on the right of page.



	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

4. Click **Export** to export records and save it in your computer.

   The following is an example of call records:



Subject	Type	ID	Start	End	Duration
test4's video conference	Meet Now	65605	2018/02/26 10:39:11	2018/02/26 10:39:12	00:00:01
3006's video conference	Meet Now	39355	2018/02/26 10:38:58	2018/02/26 10:39:02	00:00:04

Troubleshooting

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

Troubleshooting Solutions

If the problems you encounter are not mentioned in this chapter, you can contact Yealink distributor or Yealink technical support engineer.

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:

Type	Character Limit	Range
Login password	No	[6,16]
Email password	No	[1,128]
Email address	<, >, ", ', & are illegal characters, the correct format of email address is <user>@<domain.com/IP address>.	No
Accounts	Digits.	4
The name of account	Digits or characters	[1,64]
The domain name of server	No	[1,128]
The name of backup	Digits, characters or _	[1,128]

Why do you fail to send emails to accounts?

- Check SMTP mailbox parameters are correct.

Why the user can only place an audio call?

- Check whether the used license ports reach the limit.
- Check whether the license has not been activated or has expired.

Why does the user not receive emails?

- Check whether the emails are intercepted in the spam folders.
- Contact the enterprise IT staff to check whether the emails are intercepted by the server.

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

Time Zone Name
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris
(UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb
(UTC+01:00) West Central Africa
(UTC+01:00) Windhoek
(UTC+02:00) Amman
(UTC+02:00) Athens, Bucharest, Istanbul
(UTC+02:00) Beirut
(UTC+02:00) Cairo
(UTC+02:00) Damascus
(UTC+02:00) Harare, Pretoria
(UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius
(UTC+02:00) Jerusalem
(UTC+02:00) Minsk
(UTC+03:00) Baghdad
(UTC+03:00) Kuwait, Riyadh
(UTC+03:00) Moscow, St. Petersburg, Volgograd
(UTC+03:00) Nairobi
(UTC+03:30) Tehran
(UTC+04:00) Abu Dhabi, Muscat
(UTC+04:00) Baku
(UTC+04:00) Port Louis
(UTC+04:00) Tbilisi
(UTC+04:00) Yerevan
(UTC+04:30) Kabul
(UTC+05:00) Ekaterinburg
(UTC+05:00) Islamabad, Karachi
(UTC+05:00) Tashkent
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
(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

Time Zone Name
(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