

Yealink Meeting Server User Guide V23.0.0.11

Contents

About This Guide.....	4
Targeted Audience.....	4
Basic Concepts.....	4
Browser Requirement.....	4
Icons Introduction.....	5
In This Guide.....	5
Summary of Changes.....	5
Changes for Release 23, Guide Version 23.0.0.11.....	6
Changes for Release 21, Guide Version 21.0.0.5.....	6
Changes for Release 21, Guide Version 21.0.0.5.....	6
Changes for Release 23, Guide Version 10.23.0.60.....	6
 Basic Operations.....	 7
Logging into YMS.....	7
Introduction of the Home Page.....	8
Managing the Account Information.....	8
Editing the Login Password.....	8
Editing the Registered Mailbox.....	9
Adding Groups for Favorites.....	9
Logging out of YMS.....	9
 Managing Conferences.....	 9
Scheduled Conferences, Meet Now Conference and Virtual Meeting Rooms.....	10
Discussion Mode and Training Mode.....	11
The Interactive Parties and the Broadcasting Parties in the Broadcasting Interactive Conference.....	12
Scheduling Meeting Rooms.....	13
Scheduling Meeting Rooms.....	13
Configuring Meeting Room Parameters.....	13
Scheduling Video Conferences.....	14
Scheduling a Video Conference via Browser.....	15
Scheduling a Video Conference via Microsoft Outlook.....	15
Configure Video Conference Parameters.....	16
Scheduling VMR via Microsoft Outlook.....	18
Go to the Conference Detail Page.....	19
Editing the Conference.....	20
Cancelling the Conference.....	20
 Controlling Conferences.....	 21
Going to the Conference Control Page.....	22
Configuring the Layout of the Discussion Mode or the Meet Now Conferences.....	22
Configuring the Layout of Training Mode Conferences.....	25
Configuring the Global Parameters.....	25
Configuring the Layout Template.....	26
Enabling the Layout Template.....	28
Sending Messages.....	29
Sending the Conference Banner.....	29

Sending the Conference Subtitle.....	29
Sending the Conference Agenda.....	29
Having an Audio Test.....	30
Calling a Participant.....	31
Calling Participants from the Call History.....	32
Inviting a Contact.....	32
Inviting a Third-Party Participant.....	32
Inviting a Participant by Email.....	33
Sharing the Conference Information.....	33
Searching for Participants.....	33
Allowing/Rejecting the Participant Application for Speaking.....	34
Removing Participants.....	35
Moving Participants to the Lobby.....	36
Allowing/Refusing the Participants to Join the Conference.....	37
Muting/Unmuting Participants.....	37
Turning on/off the Video Image.....	38
Blocking/Unblocking the Audio.....	38
Editing the Site Name.....	39
Setting the Content Sharing Permission.....	40
Enabling the RTMP Live.....	41
Switching the Roles Between the Moderators and Guests.....	43
Switching the Roles Between the Lecturer and the Moderator/Guest.....	43
Controlling the Remote Camera.....	43
Locking/Unlocking the Conference.....	44
Making the Roll Call.....	45
Exporting the Roll Call Records.....	46
Recording Conferences.....	47
Pausing/Stopping the Recording.....	48
Managing the Recording Files.....	48
Managing Collaboration Files.....	49
Disabling the Shared Link.....	50
Leaving/Ending a Conference.....	50
 Troubleshooting.....	 51
Viewing Call Statistics.....	51
Common Problems.....	51
Invited Participants Do Not Receive Emails.....	51
Participants See Messy Codes in the Email.....	52

About This Guide

This guide provides instructions for enterprise users to use YMS.

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

Targeted Audience

This guide is mainly intended for the following audiences.

- Endpoint users
- Distributors

Basic Concepts

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

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

Yealink VC devices: this concept refers to the endpoints use that support YMS, including PVT950/PVT980, VC880/VC800/VC500/VC200/VC400/VC120/VC110 video conferencing system, CP960/CP920 conference phone, SIP VP-T49G IP phone, SIP-T58V IP phone, VP59 flagship smart video phone, and VC Desktop & VC Mobile.

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

MCU: it refers to the multipoint control unit. It is an indispensable component for initiating a multipoint conference.

Carousel: it refers to that when the number of participants exceeds the maximum number of video images per screen, the system will switch among the video images of the participants.

Browser Requirement

YMS supports the following browsers:














Table 1:

Browser Requirement	Version
Firefox	50 or later
Google Chrome	50 or later
360	8.1 or later
Internet Explorer	10 or later

Icons Introduction

The icons on YMS are described as below:

Table 2:

Icon	Description
	The general meeting room
	The video meeting room
	Controlling the ongoing conference
	RTMP Live broadcast conference
	The recurrence conference
	This user is online or he joins the conference
	This user is offline
	The moderator
	The organizer
	The lecturer
	The guest
	The guest is set as a lecturer
	The participant is sharing content

In This Guide

This guide contains the following chapters:

- Chapter 1 [Basic Operations](#)
- Chapter 2 [Managing Conferences](#)
- Chapter 3 [Controlling Conferences](#)
- Chapter 4 [Troubleshooting](#)

Summary of Changes

- [Changes for Release 23, Guide Version 23.0.0.11](#)
- [Changes for Release 21, Guide Version 21.0.0.5](#)
- [Changes for Release 21, Guide Version 21.0.0.5](#)

- [Changes for Release 23, Guide Version 10.23.0.60](#)

Changes for Release 23, Guide Version 23.0.0.11

The following sections are new for this version:

- [Having an Audio Test](#)
- [Editing the Site Name](#)
- [Setting the Content Sharing Permission](#)
- [Scheduling VMR via Microsoft Outlook](#)

Major updates have occurred to the following sections:

- [Configuring the Global Parameters](#)
- [Inviting a Third-Party Participant](#)
- [Logging into YMS](#)
- [Scheduling Meeting Rooms](#)
- [Scheduling Video Conferences](#)
- [Go to the Conference Detail Page](#)
- [Going to the Conference Control Page](#)

Changes for Release 21, Guide Version 21.0.0.5

The following sections are new for this version:

- [Managing Collaboration Files](#)

Major updates have occurred to the following sections:

- [Managing the Recording Files](#)
- [Disabling the Shared Link](#)

Changes for Release 21, Guide Version 21.0.0.5

The following sections are new for this version:

- [Managing the Recording Files](#)
- [Disabling the Shared Link](#)
- [Adding Groups for Favorites](#)

Major updates have occurred to the following section:

- [Recording Conferences](#)

Changes for Release 23, Guide Version 10.23.0.60

The following sections are new for this version:

- [Sending the Conference Agenda](#)
- [Calling Participants from the Call History](#)
- [Moving Participants to the Lobby](#)
- [Allowing/Refusing the Participants to Join the Conference](#)

Major updates have occurred to the following sections:

- [Configure Video Conference Parameters](#)
- [Configuring the Layout of the Discussion Mode or the Meet Now Conferences](#)
- [Configuring the Layout of Training Mode Conferences](#)
- [Viewing Call Statistics](#)

Basic Operations

This chapter provides basic instructions for users to use Yealink Meeting Server.

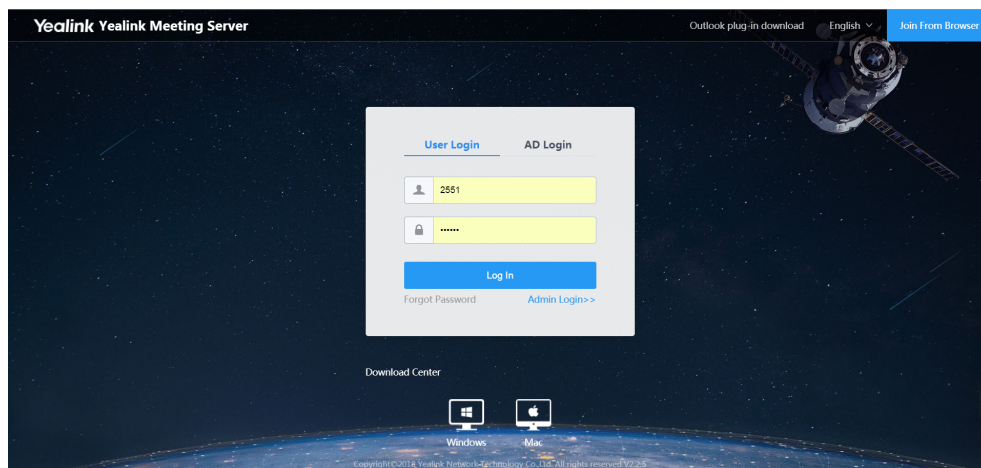
- [Logging into YMS](#)
- [Introduction of the Home Page](#)
- [Managing the Account Information](#)
- [Adding Groups for Favorites](#)
- [Logging out of YMS](#)

Logging into YMS

You can use AD accounts or YMS accounts to log into YMS.

Procedure

1. Open a web browser.
2. Enter the IP address or the domain name of YMS in the address bar, and then press Enter to go to the login page.



3. Do one of the following:
 - To log into YMS by YMS accounts, click **User Login**, and then enter the account number and the password.
 - To log into YMS by AD accounts, click **AD Login**, and then enter the account number and the password.
4. Select language from the drop-down menu of **Language** in the top-right corner.
5. Click **Login**.



Note: If you have entered wrong passwords for 10 times, your account will be locked for 3 minutes. Please try again later.

If you forget the password, click **Forgot Password** and reset the password according to prompts.

If you want to join the conference via the web app, click **Join From Browser** in the top-right corner. For more information, refer to [Yealink Meeting Server Web App User Guide](#).

Introduction of the Home Page

You can see the Home page after logging into YMS. In order to familiarize yourself with various operation interfaces, you can know the layout of the Home page.

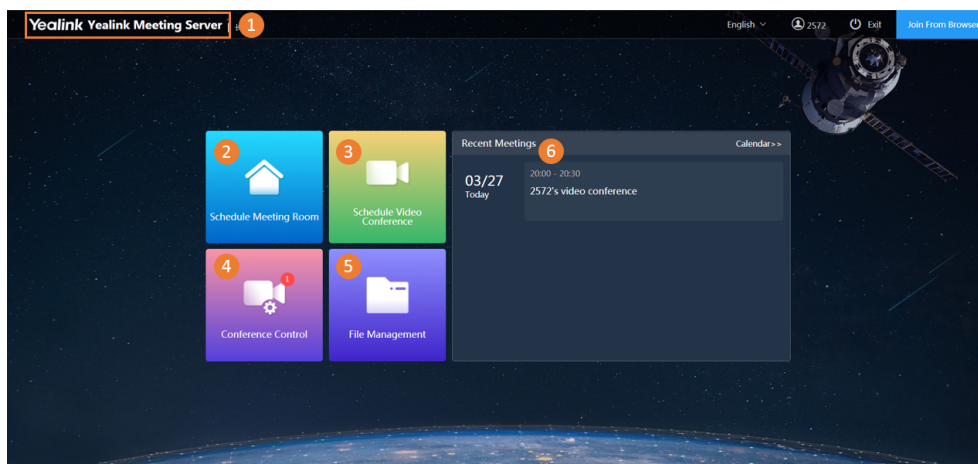


Table 3:

Number	Description
1	Go to the Home page quickly.
2	Go to the Schedule Meeting Room page.
3	Go to the Schedule Video Conference page.
4	Go to the Conference Control page.
5	Go to the File Management page.
6	Display 3 upcoming conferences. Click Calendar to go to the Calendar page.

Managing the Account Information

- [Editing the Login Password](#)
- [Editing the Registered Mailbox](#)

Editing the Login Password

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

Procedure

1. Click the account name in the top-right corner on the page, and select Account Settings.
2. In the **Password** field, click **Change**.
3. Enter the current password, and enter the new password twice.
4. Click **OK**.



Note: If you log into YMS by AD account, the password you edit is the password of the YMS account that is associated with this AD account.

Editing the Registered Mailbox

You can edit the registered mailbox which is associated with the YMS account. This mailbox is used to receive information such as resetting passwords, conference invitations and so on.

Procedure

1. Click the account name in the top-right corner on the page, and select Account Settings.
2. In the **Email** field, click **Edit**.
3. Enter the new email address.
4. Click **OK**.

Adding Groups for Favorites

You can add groups for favorites, which is convenient for inviting the group to join video conferences rather than invite the participants one by one.


Procedure

1. Click the account name on the top-right corner, and select **Frequent Contacts**.
2. Click **Add Group**.
3. Enter the group name and add the desired contacts to the group.
4. Click **OK**.

Logging out of YMS

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

Procedure

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

Managing Conferences

You can manage conferences, including scheduling conferences, viewing conference details, controlling conferences and so on. If you want to join conferences, apply for speaking and so on, you can use Yealink VC devices. For more information about Yealink VC products, refer to the corresponding user guide on [Yealink official website](#).

- [Scheduled Conferences, Meet Now Conference and Virtual Meeting Rooms](#)
- [Discussion Mode and Training Mode](#)
- [The Interactive Parties and the Broadcasting Parties in the Broadcasting Interactive Conference](#)
- [Scheduling Meeting Rooms](#)
- [Scheduling Video Conferences](#)
- [Scheduling VMR via Microsoft Outlook](#)

- [Go to the Conference Detail Page](#)
- [Editing the Conference](#)
- [Cancelling the Conference](#)

Scheduled Conferences, Meet Now Conference and Virtual Meeting Rooms

Conferences are divided into scheduled conferences, meet now conferences and Virtual Meeting Rooms (VMRs).

Table 4: Differences

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

Discussion Mode and Training Mode

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

Table 5: Differences

Difference	Discussion Mode		Training Mode	
Participant Role	Moderator	The conference organizer is the moderator by default. The conference organizer can also set participants as moderators.	Moderator	The conference organizer is the moderator by default. The conference organizer can also set participants as moderators.
				If the broadcasting interactive feature is enabled, the moderators are the interactive parties by default.
	Guest	Other participants except moderators.	Lecturer	In scheduled conferences, the moderators can designate participants as lecturers.
			Guest	Other participants except moderators. If the broadcasting interactive feature is enabled, the guests are the broadcasting parties by default.
Feature Privilege	Moderators can do the following thing during the conference: <i>Configuring the Layout of the Discussion Mode or the Meet Now Conferences</i>		Moderators can do the following things during the conference: <i>Configuring the Layout of Training Mode Conferences</i> , <i>Allowing/Rejecting the Participant Application for Speaking</i> , <i>Making the Roll Call</i> , <i>Exporting the Roll Call Records</i> , <i>Switching the Roles Between the Lecturer and the Moderator/Guest</i> .	
	Moderators can do the following: <i>Editing the Conference</i> , <i>Cancelling the Conference</i> , <i>Sending Messages</i> , <i>Calling a Participant</i> , <i>Calling Participants from the Call History</i> , <i>Inviting a Contact</i> , <i>Inviting a Third-Party Participant</i> , <i>Inviting a Participant by Email</i> , <i>Sharing the Conference Information</i> , <i>Searching for Participants</i> , <i>Removing Participants</i> , <i>Moving Participants to the Lobby</i> , <i>Allowing/Refusing the Participants to Join the Conference</i> , <i>Muting/Unmuting Participants</i> , <i>Turning on/off the Video Image</i> , <i>Blocking/Unblocking the Audio</i> , <i>Enabling the RTMP Live</i> , <i>Switching the Roles Between the Moderators and Guests</i> , <i>Controlling the Remote Camera</i> , <i>Locking/Unlocking the Conference</i> , <i>Recording Conferences</i> , <i>Pausing/Stopping the Recording</i> , <i>Managing the Recording Files</i> , <i>Disabling the Shared Link</i> , and <i>Leaving/Ending a Conference</i> .			
	Other participants can only view the conference details.			

Difference	Discussion Mode	Training Mode
Layout	Moderators and guests can view all participants. The layout is configured by the enterprise administrator.	<ul style="list-style-type: none"> Moderators can view all participants by default. The layout is configured by the enterprise administrator. If the broadcasting interactive feature is enabled, the moderators can view all interactive parties by default. For guests, the video images of all lecturers are displayed in equal parts by default. If there is no lecturer, all guests can view the reminder of waiting for the lecturer. If the broadcasting interactive feature is enabled, the broadcasting parties will see that the video images of all lecturers are displayed in equal parts by default. If the moderators do not designate a lecturer, all broadcasting parties can view the reminder of waiting for the lecturer.
Speaking Rule	Free speaking.	All guests and moderators are muted by default. Moderators can speak after unmuting themselves. Guests can speak only when the moderators allow their application for speaking.
Content	All moderators and guests can share content by default.	Only moderators and lecturers can share content. Guests cannot share content.

The Interactive Parties and the Broadcasting Parties in the Broadcasting Interactive Conference

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

Table 6: Differences

Difference	Interactive party	Broadcasting party
Definition	The participant who sends the video or audio.	The participant who only receive the video or audio.
Role	Moderator	The guest who is muted, whose camera is closed, who is not as a lecturer, and who is not pinned in the layout in the training mode conference. All the above conditions must be met at the same time.
	The guest who is unmuted.	
	The guest whose application for speaking is allowed.	
	The guest who turns the camera on.	
	The lecturer.	
	The participants who are pinned in the layout in the training mode conference.	

Scheduling Meeting Rooms

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



Note: The enterprise administrator can disable the scheduling feature.

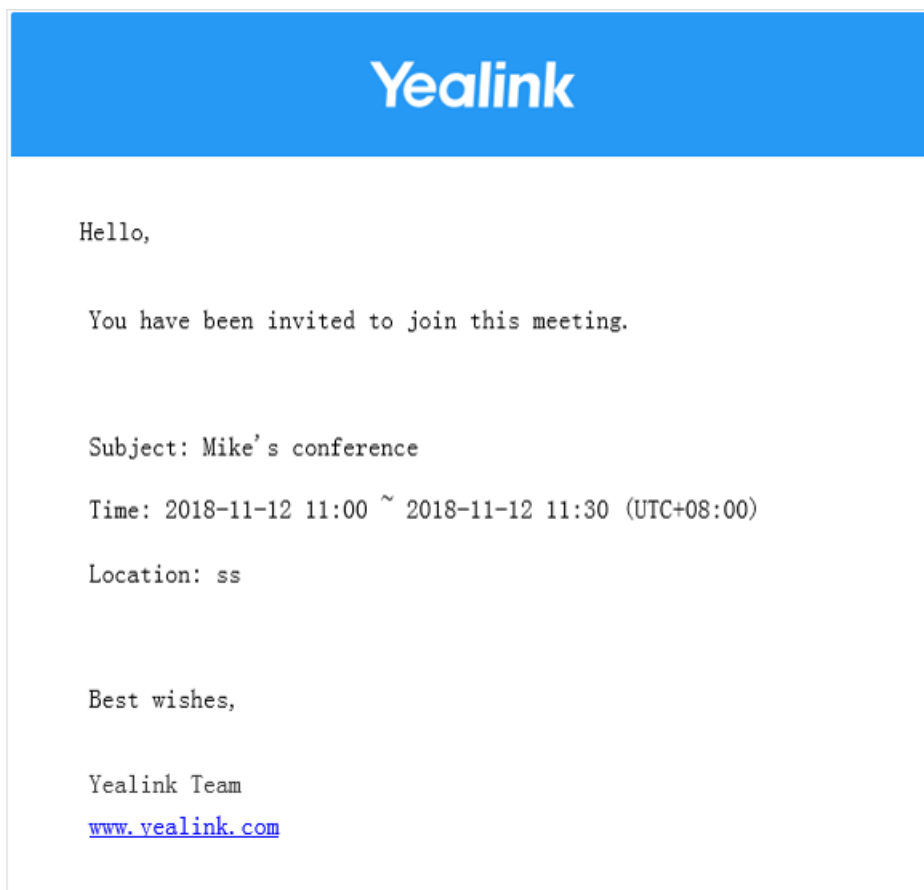
- [Scheduling Meeting Rooms](#)
- [Configuring Meeting Room Parameters](#)

Scheduling Meeting Rooms

Procedure

1. Click **Schedule Meeting Room**.
2. Configure the meeting room parameters.
3. Click **OK** to complete the schedule.

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



Related tasks

[Configuring Meeting Room Parameters](#)

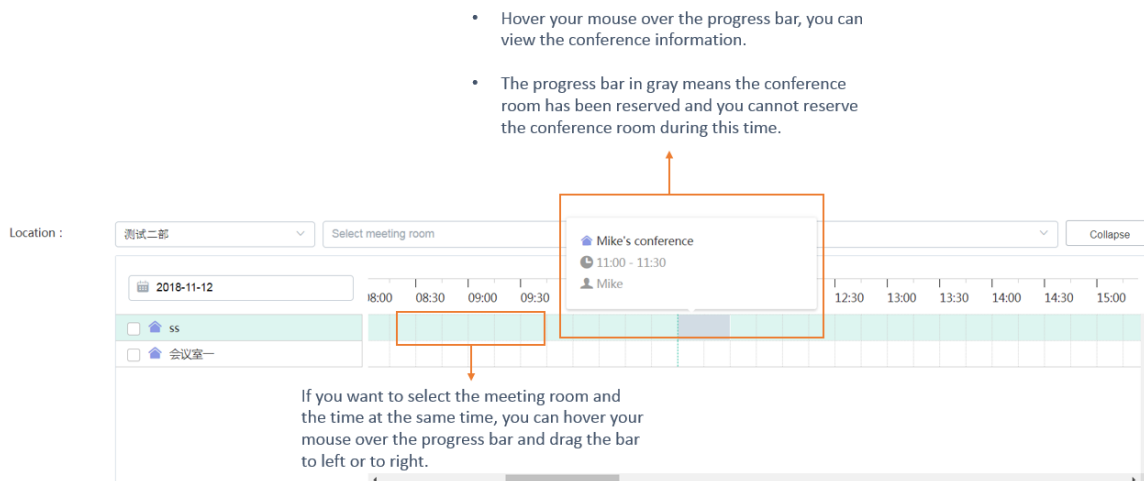
Configuring Meeting Room Parameters

Before you begin

Go to the Schedule Meeting Room page.

Procedure

1. Enter the conference subject in the **Subject** field.
2. Select the date and a meeting room in the **Location** field.



3. Configure the parameters.

Table 7:

Parameter	Description	
Conference time	Start time, end time	The start time of scheduled conferences should be at least 5 minutes later than the current time.
	Recurrence	The recurrence pattern and the recurrence range. Default: one-off conference.
	Time zone	Your time zone.
Participants	Add participants from your organization or other organizations.	

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

Related tasks

[Scheduling Meeting Rooms](#)

Scheduling Video Conferences

You can schedule video conferences. If you do not select an entity meeting room, devices can call into the VMR to join the video conference.



Note: The enterprise administrator can disable the scheduling feature.

- [Scheduling a Video Conference via Browser](#)
- [Scheduling a Video Conference via Microsoft Outlook](#)
- [Configure Video Conference Parameters](#)

Scheduling a Video Conference via Browser

Procedure

1. Click **Schedule Video Conference**.
2. Configure the video conference parameters.
3. Click **OK** to complete the schedule.

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

Hello,

You have been invited to join this video conference.

Subject: Mike's video conference

Time: 2018-11-15 11:00 ~ 2018-11-15 11:30 (UTC+08:00)

Conference ID: 200232

Password: 951967

Join Video Conference

1) Click here to join from your browser. <<http://10.82.24.202/meeting/join/#/login?t=BR0VXzFFGpOZCmzWL37u2w==>>

2) Join from registered Yealink device, one-button conference access or dial conference ID directly.

3) Or dial domain or IP addresses, then follow the voice prompt to enter conference ID & password, and end with # key. Domain or IP addresses:

SIP: 10.82.24.202

4) SIP room system, please dial

[200232**951967@10.82.24.202](tel:200232**951967@10.82.24.202)

5) Skype for Business (Lync) client, please dial [200232**951967@10.82.24.202.xip.io](skype://200232**951967@10.82.24.202.xip.io)

Best wishes,

Related tasks

[Configure Video Conference Parameters](#)

Scheduling a Video Conference via Microsoft Outlook

Before you begin

- The enterprise administrator enables the feature of scheduling video conferences for your account.
- You log into YMS via Yealink VC Desktop.

Procedure

1. Click **Home** > **Appointment**.
2. Configure the video conference parameters.
3. Click **Confirm** and the page will automatically go to the window of sending emails, and then you can send the conference information to invite participants.

Related tasks

[Configure Video Conference Parameters](#)

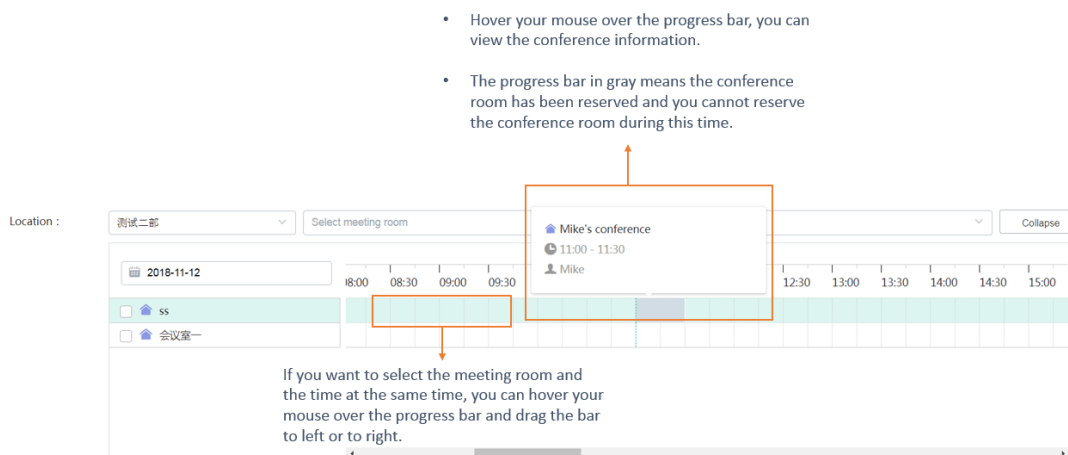
Configure Video Conference Parameters

Before you begin

Go to the Schedule Video Conference page.

Procedure

1. In the **Mode** field, select the **Discussion** or **Training** check box.
2. Enter the conference subject in the **Subject** field.
3. Optional: Select the date and a meeting room in the **Location** field.

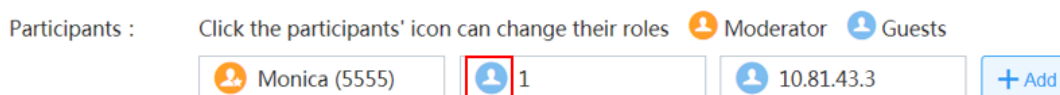


4. Configure the parameters.

Table 8:

Parameter	Description	
Conference time	Start time, end time	The start time of scheduled conferences should be at least 5 minutes later than the current time.
	Recurrence	The recurrence pattern and the recurrence period. Default: a single conference.
	Time zone	Your time zone.
Participants	Add the internal or the external participants.	
Recording Privilege	Set the desired participant who has the privilege to record the conference. Note: the enterprise administrator enables the recording feature.	

5. Click the icon of the invited participant to set him as a moderator or a lecturer.



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

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

7. Click **Advanced Option** and configure the advanced parameters.

Table 9:

Parameter	Description	
Auto recording	When the conference starts, the conference is recorded automatically. Note: the enterprise administrator enables the recording feature.	
Auto dialing	When the scheduled conference begins, the system will send an invitation call to devices automatically.	
Auto redialing	During the conference, if the account associated with a device is offline and it logs in again, the system will redial this account to join the conference.	
RTMP Live	Definition	It refers to the video resolution that the MCU sends to the public streaming services. The supported video resolution is: <ul style="list-style-type: none"> • 1080P(1080P) • HD(720P) Default: HD.
	Layout	<ul style="list-style-type: none"> • 1+N: the video layout of the live broadcast is displayed in 1+4 format with the voice-activated feature enabled. If no participants share content, the current speaker is displayed in a large video image, otherwise, the shared content is displayed in the large video image. Up to 4 participants are displayed in a single row of live thumbnails at the bottom, that is, the video images in the row will be switched automatically. • Picture in picture: the video layout of the live broadcast is displayed in Picture in picture format. If no participants share content, the current speaker is displayed in a large video image. Otherwise, the shared content is displayed in the large video image and the video image of the current speaker is reduced to a thumbnail at the bottom-right corner. • Selected speaker: the video layout of the live broadcast is displayed in Selected speaker format. If no participants share content, the current speaker is displayed in a large video image. Otherwise, the shared content is displayed in the large video image.
	Event details	It refers to the text displayed on the Live page of the conference.

Parameter	Description
Broadcasting interactive	Only in the training mode conference is the broadcasting interactive feature available. You can enable it to initiate a training conference with a large number of participants that are divided into the broadcasting party and the interactive party.
Join by IP Call	It allows participants to join the conference by IP call.
Join with browser	It allows participants to join the conference by a browser.
Mute participants upon entry	This feature is only available in the discussion mode conference. If you enable this configuration, the participant will be muted automatically when he joins the conference.



Note: If the enterprise administrator does not enable Auto recording, Auto dialing, Auto redialing, RTMP live and Broadcasting interactive, you cannot configure them when scheduling conferences.

Related tasks

[Scheduling a Video Conference via Browser](#)

[Scheduling a Video Conference via Microsoft Outlook](#)

[Enabling the RTMP Live](#)

Scheduling VMR via Microsoft Outlook

The moderator of a VMR can schedule VMRs after they log into YMS via Outlook.

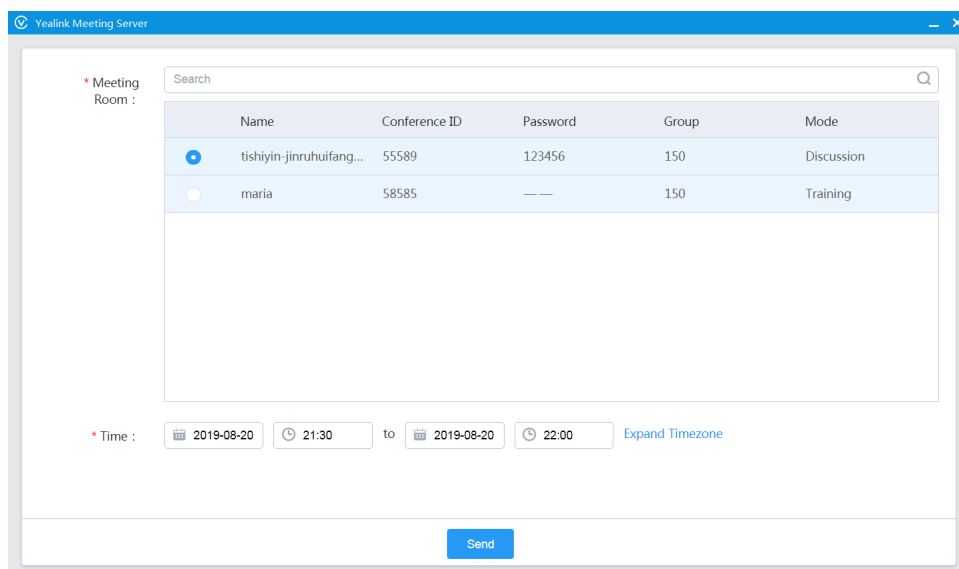
Before you begin

- The enterprise administrator enables the feature of scheduling VMRs for your account.
- The enterprise administrator sets you as the moderator of a VMR.
- You log into YMS via Yealink VC Desktop.

Procedure

1. Click **Home > Appointment**.
2. Configure the parameters.

If you are the moderator of several VMRs, you need to select a desired VMR.



The screenshot shows the 'Yealink Meeting Server' window. On the left, there is a 'Meeting Room' section with a search bar. Below it is a table listing meeting rooms:

Name	Conference ID	Password	Group	Mode
tishiyin-jinruhuifang...	55589	123456	150	Discussion
maria	58585	---	150	Training

Below the table, there is a 'Time' section with date and time pickers. The date is set to '2019-08-20' and the time is '21:30' to '22:00'. There is a link 'Expand Timezone'. At the bottom right, there is a 'Send' button.

3. Click **Send** and the page will automatically go to the window of sending emails, and then you can send the conference information to invite participants.

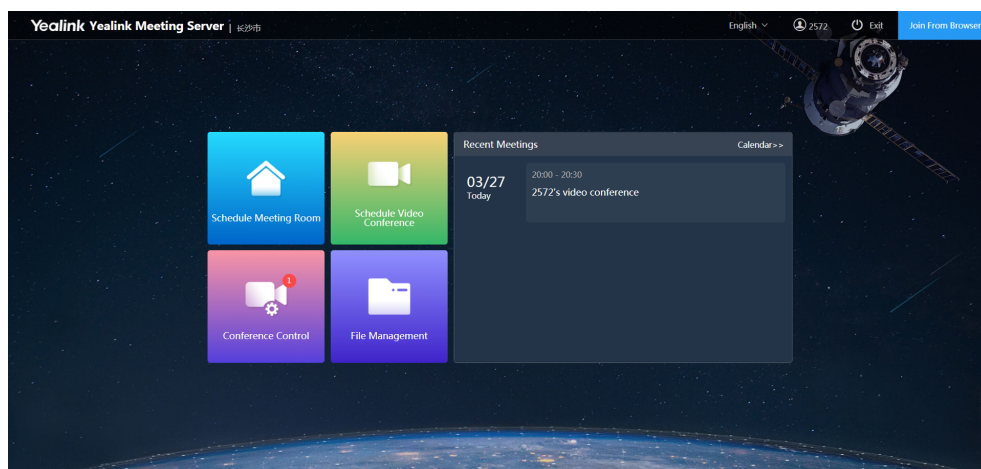
Go to the Conference Detail Page

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

Procedure

Do one of the following:

- In the **Recent Meetings** filed, click the desired conference to go to the **Conference Detail** page.
- Click **Calendar** to go the **Calendar** page, and click the desired conference to go to the **Conference Detail** page.



Editing the Conference

You can edit the details of the upcoming conferences.

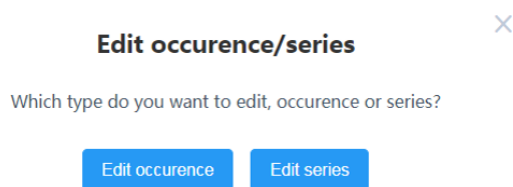
Before you begin

Go to the Conference Control Page.

Procedure

1. Click **Edit conference**.

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



2. Click **Confirm**.

Related tasks

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

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

Cancelling the Conference

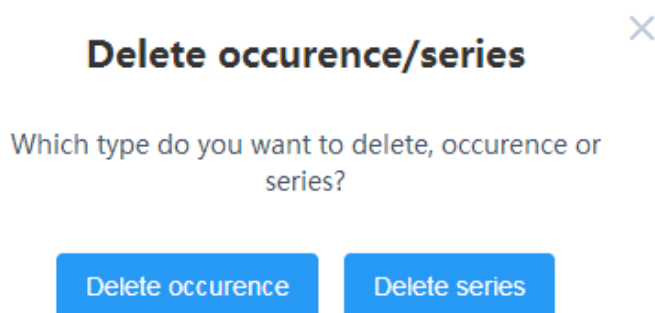
If you do not need to hold the conference, you can cancel it.

Before you begin

Go to the Conference Details page.

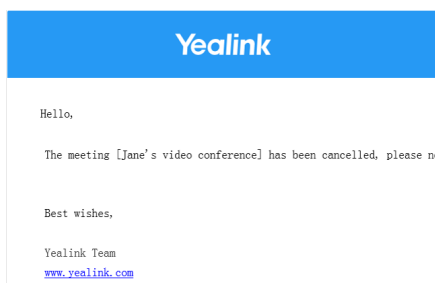
Procedure

1. Click **End Conference**.
2. If you want to cancel the recurrence conferences, click **Delete occurrence/Delete series**.



3. Click **OK**.

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



Related tasks

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

[*Going to the Conference Detail Page via Microsoft Outlook*](#)

Controlling Conferences

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

- [*Going to the Conference Control Page*](#)
- [*Configuring the Layout of the Discussion Mode or the Meet Now Conferences*](#)
- [*Configuring the Layout of Training Mode Conferences*](#)
- [*Sending Messages*](#)
- [*Having an Audio Test*](#)
- [*Calling a Participant*](#)
- [*Calling Participants from the Call History*](#)
- [*Inviting a Contact*](#)
- [*Inviting a Third-Party Participant*](#)
- [*Inviting a Participant by Email*](#)
- [*Sharing the Conference Information*](#)
- [*Searching for Participants*](#)
- [*Allowing/Rejecting the Participant Application for Speaking*](#)
- [*Removing Participants*](#)
- [*Moving Participants to the Lobby*](#)
- [*Allowing/Refusing the Participants to Join the Conference*](#)
- [*Muting/Unmuting Participants*](#)
- [*Turning on/off the Video Image*](#)
- [*Blocking/Unblocking the Audio*](#)
- [*Editing the Site Name*](#)
- [*Setting the Content Sharing Permission*](#)
- [*Enabling the RTMP Live*](#)
- [*Switching the Roles Between the Moderators and Guests*](#)
- [*Switching the Roles Between the Lecturer and the Moderator/Guest*](#)
- [*Controlling the Remote Camera*](#)
- [*Locking/Unlocking the Conference*](#)
- [*Making the Roll Call*](#)
- [*Exporting the Roll Call Records*](#)
- [*Recording Conferences*](#)
- [*Pausing/Stopping the Recording*](#)

- [Managing the Recording Files](#)
- [Managing Collaboration Files](#)
- [Disabling the Shared Link](#)
- [Leaving/Ending a Conference](#)

Going to the Conference Control Page

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

About this task

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



Note: The moderator of the VMR is set by the enterprise administrator.

Procedure

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

Configuring the Layout of the Discussion Mode or the Meet Now Conferences

Moderators can change the video layout of the conference.

Before you begin

Go to the Conference Control page.

Procedure

1. Configure the layout parameter on the right side.

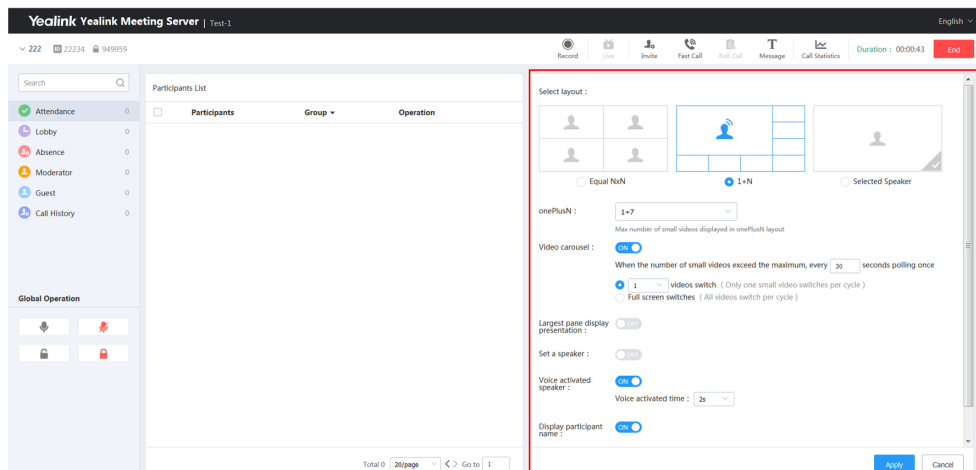


Table 10:

Parameter	Description	
Select layout	Selected speaker	The selected speaker is displayed in a full screen.
	Equal N×N	<p>Participants are displayed in equal video images. The maximum number of video images per screen in the Equal N×N.</p> <ul style="list-style-type: none"> • 2*2 • 3*3 • 4*4 • 5*5 • 6*6 • 7*7 <p>Note: the number of video images per screen is set by the administrator.</p>
	1+N	<p>The video layout is displayed in 1+N layout with the first participant who joins the conference as the large video image and other participants as thumbnails around the large video image.</p> <p>The maximum number of video images per screen in 1×N.</p> <ul style="list-style-type: none"> • 1+0 • 1+4 • 1+7 • 1+9 • 1+12 • 1+16 • 1+20 <p>Note: the number of video images per screen is set by the administrator.</p>
Video carousel	<p>In 1+N and Equal N×N modes, if the number of the current participants exceeds the maximum number, the video images will be switched according to the interval and the video images per cycle.</p> <p>Default: enabled.</p>	
Largest pane display presentation	<p>In 1+N mode, the shared content is displayed in a large video image, and the participants are shown in thumbnails around the large video image and take part in the video carousel.</p> <p>Default: disabled.</p>	

Parameter	Description
Select a speaker	<p>In 1+N mode, if this feature is enabled, select a speaker to display him in a large video image.</p> <p>Note: if this feature is enabled, only in 1+0 mode are the video carousel feature and the voice-activated feature disabled and they cannot be configured. Selecting a speaker and enabling the video carousel can be enabled simultaneously in any mode except for 1+0 mode.</p>
Activated speaker	<p>In 1+N and 2+N mode, you can use this feature, and the system will automatically recognize the speaking participant with a yellow frame around his video image. When the participant continues speaking for a while, he will be displayed in a large video image and other participants are displayed in thumbnails around him.</p> <p>Default: enabled. Default time: 2 seconds.</p>
Display participant name	<p>If the enterprise administrator enables this feature, you can display the participant name on the MCU image or not, and configure the display position.</p> <p>For scheduled conferences and Meet Now conferences: the configuration you set is valid only for this conference.</p> <p>For VMRs: the configuration you set is valid for the conferences held in this VMR, that is, when the next time you enter this VMR, the configuration remains the same as the configuration you saved in the last time.</p> <p>Default: enabled.</p>
Displaying participant status	<p>If the enterprise administrator enables this feature, you can enable or disable it to display the participant status, such as muting, blocking, applying for speaking and so on.</p> <p>Default: enabled.</p>
Enabled live caption	<p>If the enterprise administrator enables this feature, you can choose to display the live caption on the video image or not.</p> <p>Default: disabled.</p>
Play sound when participants join or leave	<p>If the enterprise administrator enables Play sound when participants join or leave, you can enable or disable the voice prompt. After you enable it, whether the participants can hear the voice prompts depends on the configuration set by the enterprise administrator in the Call Control Policy when you schedule the conference.</p> <p>For scheduled conferences and Meet Now conferences: the configuration you set is valid only for this conference.</p> <p>For VMRs: the configuration you set is valid for the conferences held in this VMR, that is, when the next time you enter this VMR, the configuration remains the same as the configuration you saved in the last time.</p>
Display parties	<p>In the Selected Speaker mode, select a participant to display his video image in a full screen.</p>

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

Related tasks

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

Configuring the Layout of Training Mode Conferences

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

Configuring the Global Parameters

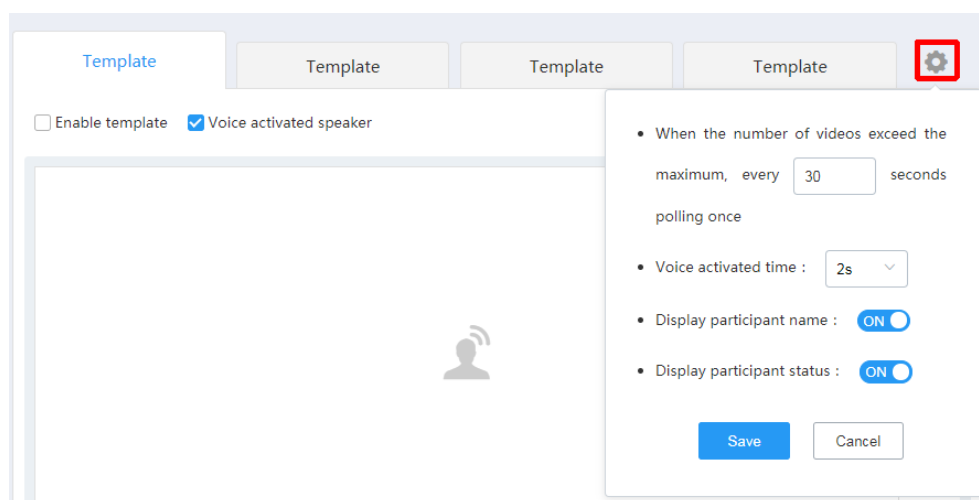
The moderator can configure the time of the video carousel, the voice-activated time, the participant name, and the participant status.

Before you begin

Go to the Conference Control page.

Procedure

1. Click  on the right side.



2. Configure the corresponding parameters.

Table 11:

Parameter	Description
The duration of video carousel	In the Equal N×N , 1+N and 2+N modes, if you enable the video carousel and if the number of participants exceeds the maximum number, the system will switch the video images of participants according to the duration.

Parameter	Description
Voice-activated time	In 1+N and 2+N modes, if you enable the voice-activated feature, the system will automatically identify the speaking participant. Additionally, when the speaker is speaking uninterruptedly during the preconfigured voice-activated time, the speaker is displayed in a large video image, while other participants are displayed in thumbnails.
Display participant name	<p>If the enterprise administrator enables this feature, you can display the participant name on the MCU image or not, and configure the display position.</p> <p>For scheduled conferences and Meet Now conferences: the configuration you set is valid only for this conference.</p> <p>For VMRs: the configuration you set is valid for the conferences held in this VMR, that is, when the next time you enter this VMR, the configuration remains the same as the configuration you saved in the last time.</p> <p>Note: it is enabled by default.</p>
Display participant status	<p>If the enterprise administrator enables this feature, you can enable it and the icons of the participant status, such as muting, blocking, applying for speaking, are displayed in the video image.</p> <p>Note: it is enabled by default.</p>
Play sound when participants join or leave	<p>If the enterprise administrator enables Play sound when participants join or leave, you can enable or disable the voice prompt. After you enable it, whether the participants can hear the voice prompts depends on the configuration set by the enterprise administrator in the Call Control Policy when you schedule the conference.</p> <p>For scheduled conferences and Meet Now conferences: the configuration you set is valid only for this conference.</p> <p>For VMRs: the configuration you set is valid for the conferences held in this VMR, that is, when the next time you enter this VMR, the configuration remains the same as the configuration you saved in the last time.</p>

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

Related tasks

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

Configuring the Layout Template

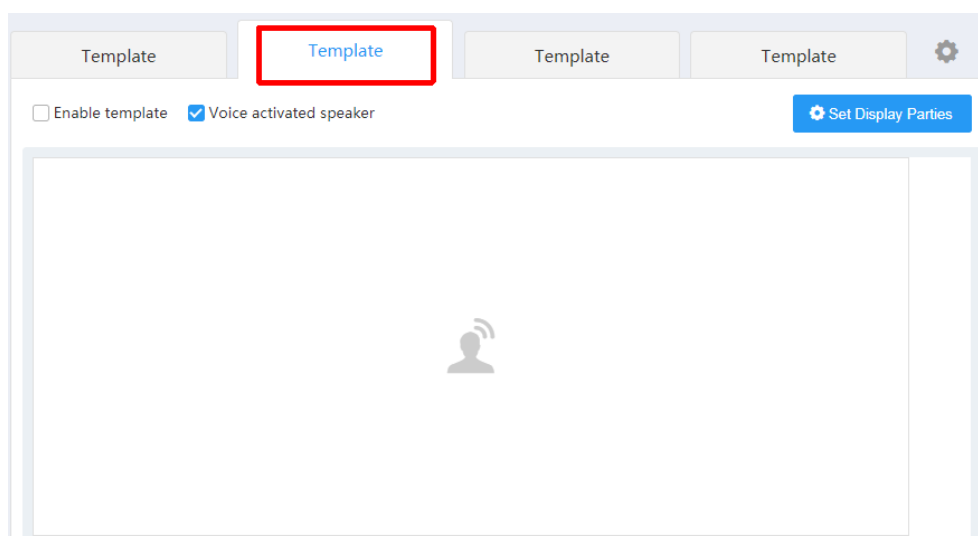
In the training mode conference, the moderator can preconfigure the layout template which will be saved, and be used at any time if needed.

Before you begin

Go to the Conference Control page.

Procedure

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



2. Select the **1+N**, **Equal N×N**, **2+N**, and **Selected speaker**.
3. Click **Set Display Parties** and select the desired participants to be displayed in this template.
4. Optional: Click the corresponding position in the template, and select the desired participant to be pinned in this position.



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

If you do not pin a participant in a position, other participants view the position as a black screen.

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

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

Table 12:

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

Parameter	Description	
	1+N	<p>The number of small video images per screen in 1+N mode.</p> <ul style="list-style-type: none"> • 1+0 • 1+4 • 1+7 • 1+9 • 1+12 • 1+16 • 1+20 <p>Note: the number of video images per screen is set by the enterprise administrator.</p>
	2+N	In 2+N mode, the maximum number of video images per screen is 2+8 and it is not configurable.
Video carousel	<p>If the number of participants exceeds the maximum number, the video images of participants will be switched according to the video images per cycle.</p> <p>Note: It is enabled by default.</p>	
Activated speaker	<p>In 1+N and 2+N mode, you can enable the voice-activated feature to automatically recognize the video image of the speaking participant with a yellow frame. When a participant continues speaking for a while (refer to Configuring the Global Parameters), his video image will be displayed in a large window, the video images of other participants will be displayed in small windows.</p> <p>Note: It is enabled by default.</p>	

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

Related tasks

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

Enabling the Layout Template

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

Before you begin

- Go to the Conference Control page.
- [Configuring the Layout Template](#) is done.

Procedure

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

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

Related tasks

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

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

Sending Messages

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

- [Sending the Conference Banner](#)
- [Sending the Conference Subtitle](#)
- [Sending the Conference Agenda](#)

Related tasks

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

Sending the Conference Banner

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

Before you begin

Go to the Conference Control page.

About this task

You can configure the content and the position of the banner.

Procedure

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

Sending the Conference Subtitle

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

Before you begin

Go to the Conference Control page.

About this task

You can configure the content, the position, the type (for example, the dynamic subtitle) and the participants to whom the subtitle is applied.

Procedure

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

Sending the Conference Agenda

The moderator can send the conference agenda to the participant.

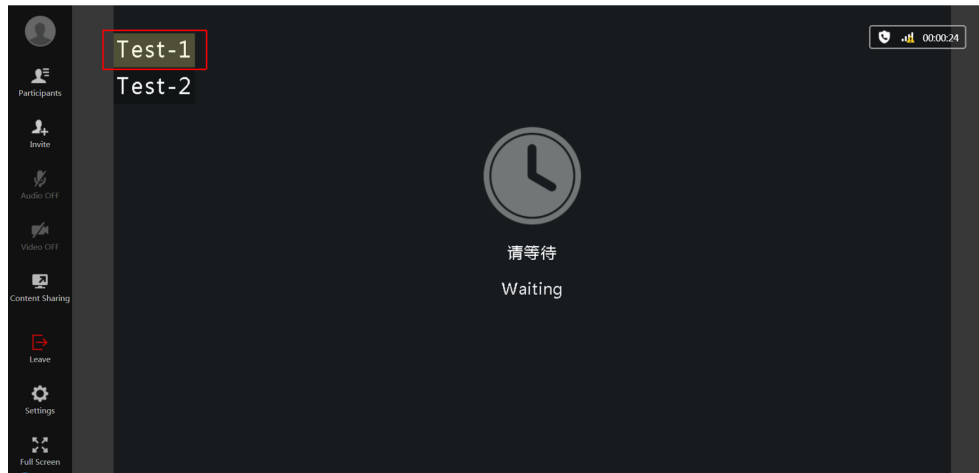
Before you begin

Go to the Conference Control page.

Procedure

1. In the top-right corner, click **Message**.
2. Select **Agenda**.
3. Enter the name of each process.
4. Click **Display Agenda**, the participants can see the process on their screens.
5. Optional: If you want to highlight the ongoing agenda, you can select the **Ongoing** checkbox on the right side.

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



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

Having an Audio Test

You can have an audio test for all the participants when the conference begins. When the audio test begins, the MCU will test whether the participants can receive the MCU audio by sending an audio prompt, and test whether the participant devices are available by receiving the participant audio.

Before you begin

Go to the Conference Control page.

Procedure

1. Click **Diagnose** in the top-right corner.
2. Click **Start Diagnose**.
3. Click **End Diagnose** and the records will display the results of each participant.

Diagnose records

End of automatic diagnosis, The total number of diagnoses is 2, total time: 00:00:10

2019/08/20 21:01:32 ^

2019/08/20 21:01:32

2019/08/20 20:55:03

Diagnose : 2 Normal Participant : 1 Abnormal Participant : 1

Participant Name	Volume value	Participant Status
monica (3333)	-) 67	Abnormal
maria (2555)	-) 1648	Normal

Select the time.

Export the corresponding record.

Export records

Start Diagnose

Close



Note:

- The MCU will use the volume value to check the audio sent by each participant. If the volume value is larger than 100, the participant status is normal, if it is small than 100, the participant status is abnormal.

If the participant status is abnormal, other participants might not hear the audio sent by the participant or cannot hear the audio clearly. You can tell the participant to check his audio input devices.

If a participant cannot hear the audio from the MCU, he need to contact the system administrator.

- In a broadcasting interactive conference, the broadcasting parties can hear the voice prompts, but their results are not displayed in the records because they do not send audio or video.
- When the moderator does the audio test, the participant being muted will be unmuted automatically and return to the muted status if the audio test is finished.

Related tasks

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

Calling a Participant

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

Before you begin

Go to the Conference Control page.

About this task

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

Procedure

Do one of the following:

- Click **Fast Call** at the top, select the desired participant, and click **Call**.
- Click **Absence** on the left side, select the desired participant, and click **Dial**.

Related tasks

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

Calling Participants from the Call History

Before you begin

Go to the Conference Control page.

Procedure

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

Related tasks

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

Inviting a Contact

The moderator can place a call to the desired contact from the enterprise directory directly.

Before you begin

Go to the Conference Control page.

Procedure

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

Related tasks

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

Inviting a Third-Party Participant

The moderator can use the H.323 or SIP protocol to invite participants or other MCUs, he can also stream the conference to live streaming platform by RTMP so that users can watch the live broadcast of the conference on the live streaming platform.

Before you begin

- Go to the Conference Control page.
- If you want to invite a RTMP user, make sure that you do not enable **RTMP Live** when scheduling video conferences or VMRs.
- If you want to invite a SfB user, make sure that your enterprise administrator has configured the Skype for Business server.

Procedure

1. In the top-right corner, click **Invite**.
2. Click **Invite Others**.
3. Select the desired call protocol from the drop-down menu of **Protocol**, and do one of the following:
 - If you select **H.323**, **SIP** or **SfB (Lync)**, enter the address.
 - If you select **RTMP**, enter the streaming address to stream the conference to the live streaming platform.
4. Click **Call**.

Related tasks

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

Inviting a Participant by Email

The moderator can use the system mailbox to send emails to invite participants.

Before you begin

Go to the Conference Control page.

Procedure

1. In the top-right corner, click **Invite**.
2. Click **Email Invitation**.
3. Click **System mailbox**.

Note that the enterprise administrator should configure the system mailbox in advance.
4. Edit the email, and click **Send**.

Related tasks

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

Sharing the Conference Information

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

Before you begin

Go to the Conference Control page.

Procedure

1. In the top-right corner of the page, click **Invite**.
2. Click **Email Invitation**.
3. Click **Copy CONF Info** and send the information to participants you want to invite.

Related tasks

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

Searching for Participants

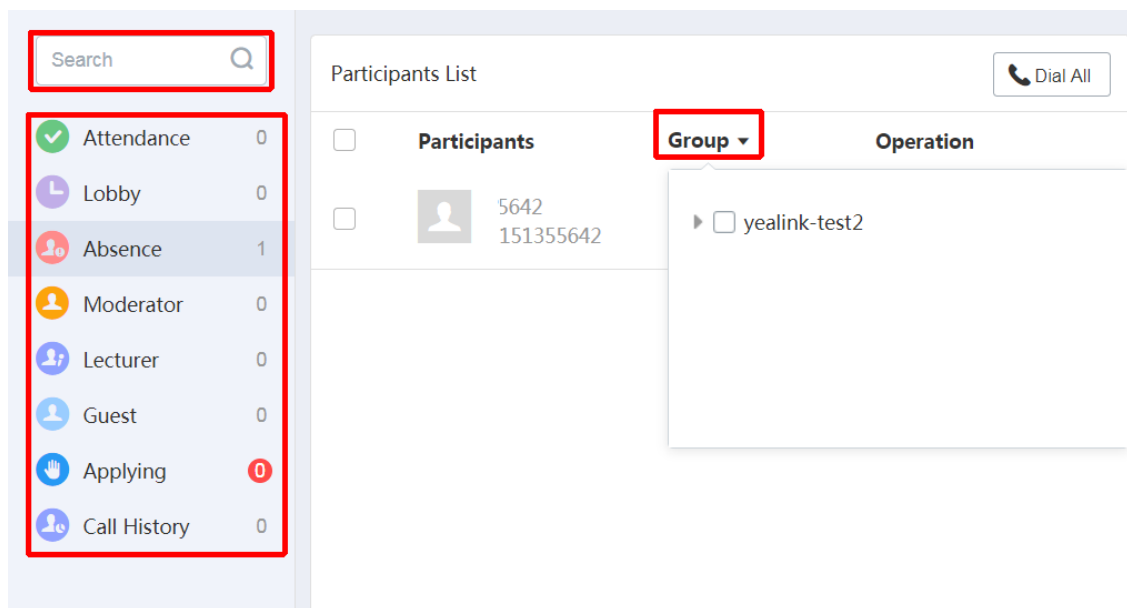
Moderators can search for all participants.

Before you begin

Go to the Conference Control page.

Procedure

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



Related tasks

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

[Calling a Participant](#)

[Recording Conferences](#)

[Allowing/Rejecting the Participant Application for Speaking](#)

[Moving Participants to the Lobby](#)

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

[Muting/Unmuting Participants](#)

[Turning on/off the Video Image](#)

[Blocking/Unblocking the Audio](#)

[Switching the Roles Between the Moderators and Guests](#)

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

[Controlling the Remote Camera](#)

[Removing Participants](#)

Allowing/Rejecting the Participant Application for Speaking

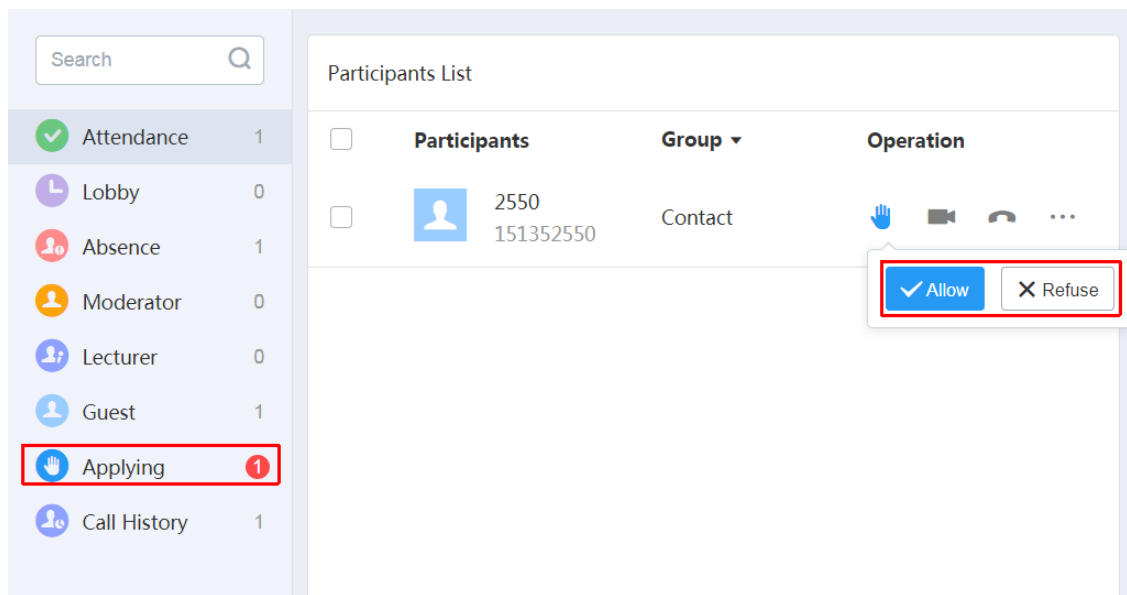
In the training mode conference, moderators can allow or refuse the participant application for speaking to keep the conference order.



Before you begin

Go to the Conference Control page.

Procedure

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



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

Related tasks

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

Removing Participants


Moderators can remove participants.

Before you begin

Go to the Conference Control page.

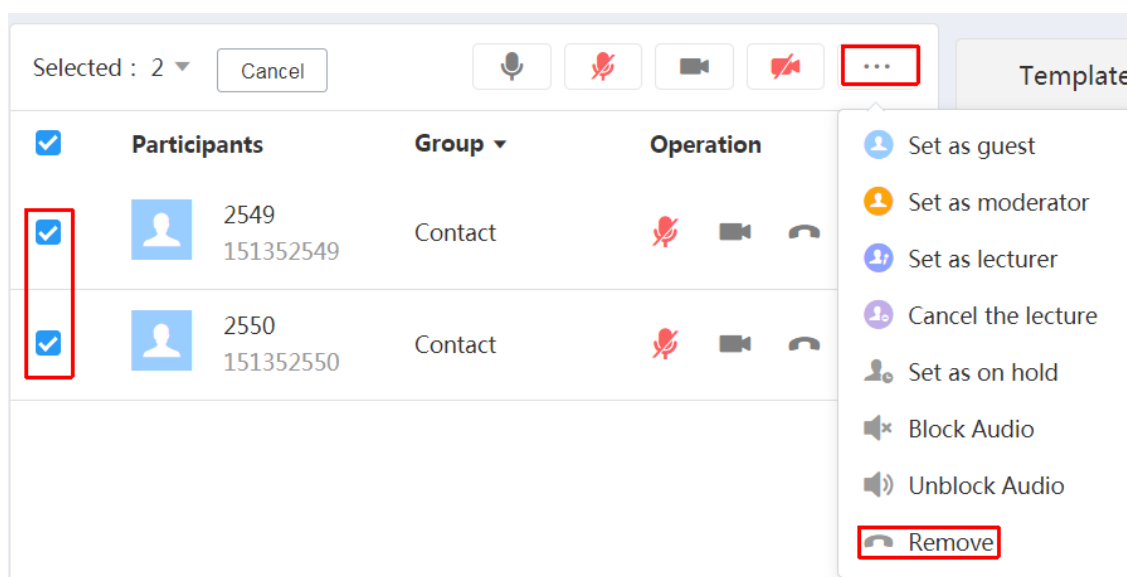
Procedure

Do one of the followings:

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

In the Participant List field, select participants.

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



Related tasks

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

Moving Participants to the Lobby



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

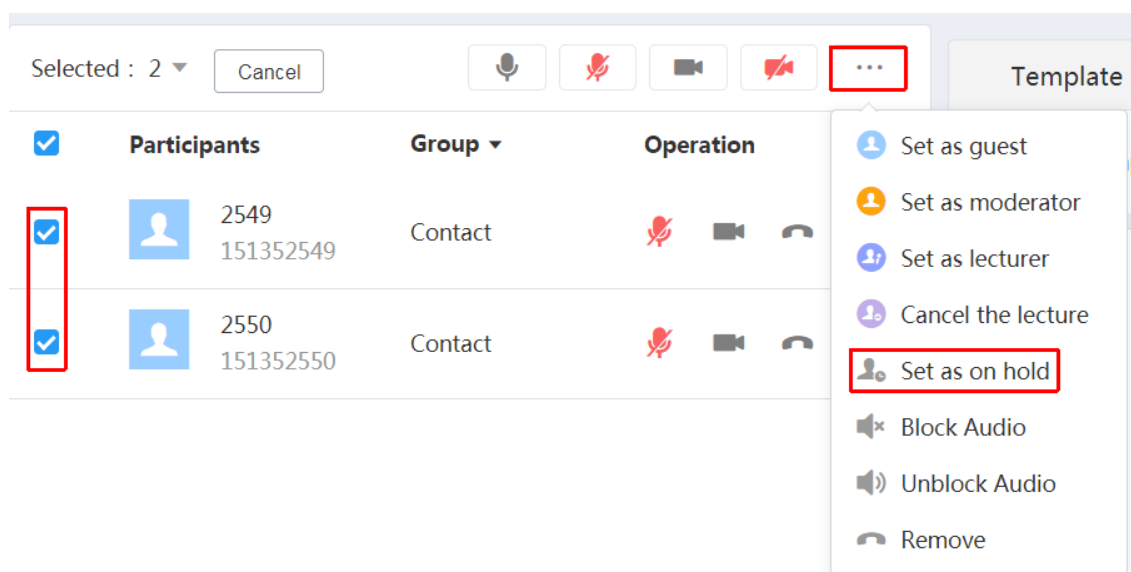
Before you begin

Go to the Conference Control page.

Procedure

Do one of the following:

- If you want to move a single participant to the lobby, click  beside the desired participant.
Select **Set as on hold** from the drop-down menu.
- If you want to move several participants to the lobby, select them.
Click  at the top, and select **Set as on hold** from the drop-down menu.



Related tasks

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

Allowing/Refusing the Participants to Join the Conference

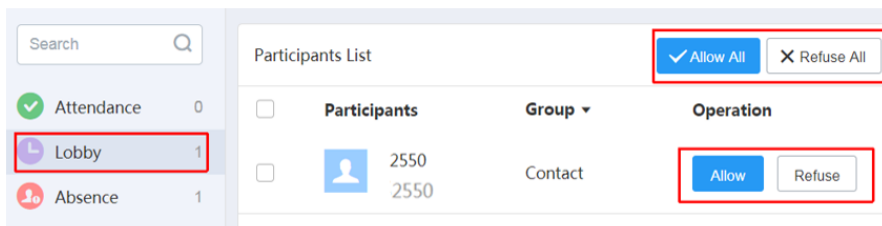
For the participants in the lobby, the moderator can allow or refuse them to join the conference.

Before you begin

Go to the Conference Control page.

Procedure

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



Related tasks

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

Muting/Unmuting Participants





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

Before you begin

Go to the Conference Control page.

Procedure

Do one of the following:

- If you want to mute/unmute a participant, select the desired participant, and then click  / .
- If you want to mute/unmute all participants, click  /  in the **Global Operation** field.

Related tasks

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



Turning on/off the Video Image

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

Before you begin

Go to the Conference Control page.

Procedure

Click  /  beside the desired participant.

Related tasks

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

Blocking/Unblocking the Audio



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

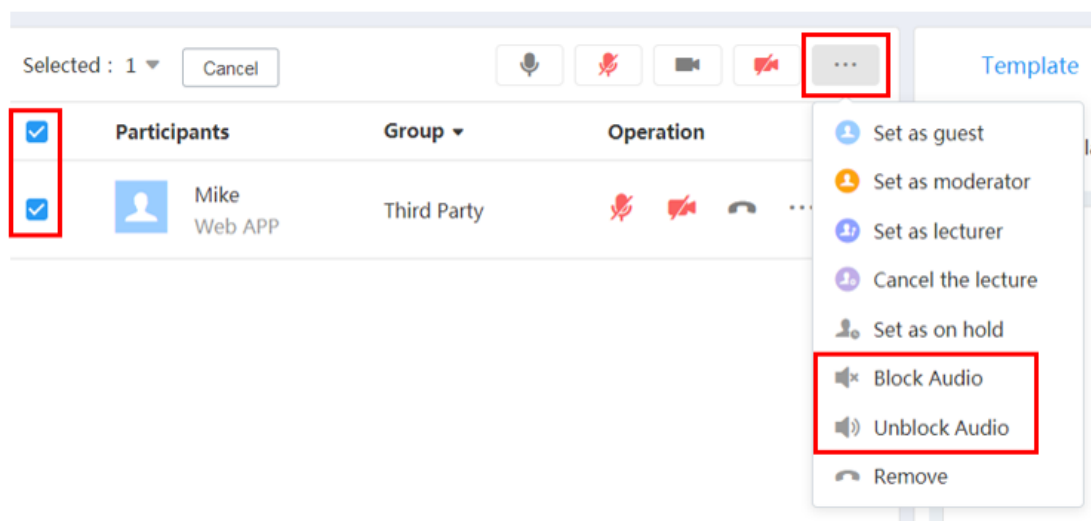
Before you begin

Go to the Conference Control page.

Procedure

Do one of the following:

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



Related tasks

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

Editing the Site Name

The moderators can edit the site name of the participant. Especially, those participants do not have YMS accounts and might join the conference by IP call, browser, VCD, or VCM.


Before you begin

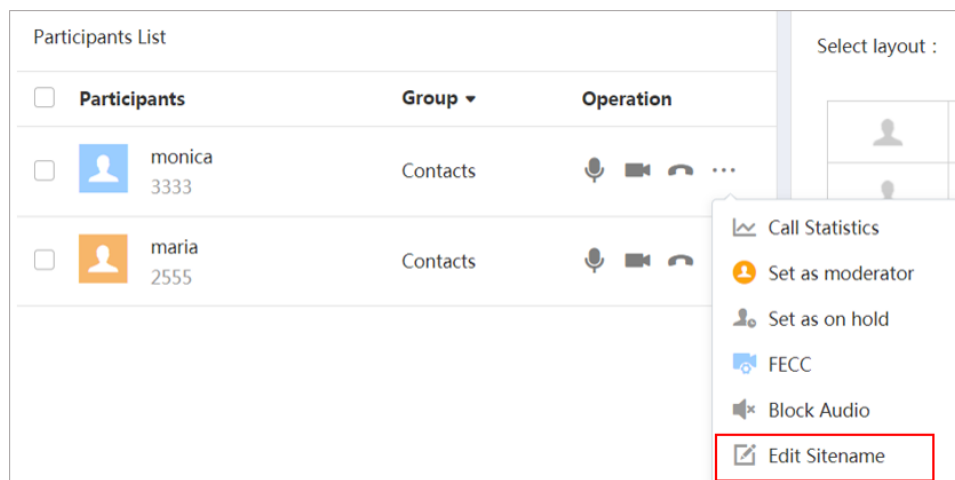
Go to the Conference Control page.

About this task

After editing, the new site name will be displayed in the Participant List, in the MCU image, and in the prompts when the participant applies for speaking or leaves the conference. Editing the site name is valid only at this time you join the conference, when the next time you join the conference, your site name will return to the default one. Editing the site name has no influence on the original name.

Procedure

Click  beside the desired participant, and select **Edit Sitename** from the drop-down menu.



Related tasks

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

Setting the Content Sharing Permission

In the discussion mode conference, all participants can share contents by default; moderators can allow moderators or guests to share contents. In training mode conference, only moderators and lecturers can share contents by default. Moderator can allow moderators, lecturers, or guests (except for the lecturers) to share contents.

Before you begin

Go to the Conference Control page.

About this task

Setting the content sharing permission is valid only at this time you join the conference, when the next time you join the conference, it will return to the default value. You need to contact Yealink technical support engineers to enable this feature.

Procedure

Click **Content sharing permission settings** in the **Global Operation** field.

Training mode

Content sharing permission settings

×

Who can share?

☒ Moderator ☒ Lecturer ☐ Guest(Excluded lecturer)

Save

Cancel

Discussion mode

×

Content sharing permission settings

Who can share?

☒ Moderator ☒ Guest

Save

Cancel

Enabling the RTMP Live

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

Before you begin

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

Procedure

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

Table 13:

Parameter	Description
Definition	<p>It refers to the video resolution that the MCU sends to the public streaming services.</p> <p>The supported video resolution is:</p> <ul style="list-style-type: none"> • 1080P(1080P) • HD(720P) <p>Default: 720P.</p>

Parameter	Description
Layout	<ul style="list-style-type: none"> 1+N: the video layout of the live broadcast is displayed in 1+N format with the voice-activated feature enabled. If no participants share content, the current speaker is displayed in a large video image, otherwise, the shared content is displayed in the large video image. Up to 1+N participants are displayed in a single row of live thumbnails at the bottom, that is, the video images in the row are switched automatically. Picture in picture: the video layout of the live broadcast is displayed in Picture in picture format. If no participants share content, the current speaker is displayed in a large video image. Otherwise, the shared content is displayed in the large video image and the video image of the current speaker is reduced to a thumbnail at the bottom-right corner. Selected speaker: the video layout of the live broadcast is displayed in Selected speaker format. If no participants share content, the current speaker is displayed in a large video image. Otherwise, the shared content is displayed in the large video image.
Event details	It refers to the text displayed on the Live page of the conference.

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

Live

Live broadcast

Scan QR code to watch live broadcast :

Or click the link below to watch

<https://yms20.yealink.com/livestream?planId=65342dd923de4cc190f177d0b9620f08&enterId=f4a4a4ee02ac4bb8875bbd08e03d4de0>

Options

Definition :

☒ HD ☐ SD


Video options :

Receive video and content

Save

Close

4. Do one of the following:

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

Related tasks

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

[Configure Video Conference Parameters](#)


Switching the Roles Between the Moderators and Guests

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

Before you begin

Go to the Conference Control page.

Procedure

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

Related tasks

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

Switching the Roles Between the Lecturer and the Moderator/Guest

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


Before you begin

Go to the Conference Control page.

About this task

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

Procedure

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

Related tasks

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

[Enabling the Layout Template](#)


Controlling the Remote Camera

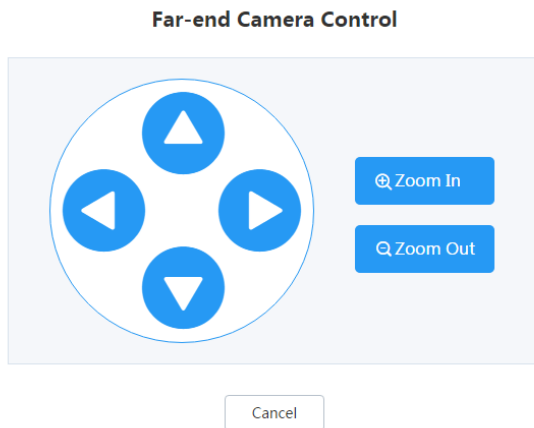
The moderator or teacher can control the camera of the participant, including turn it up/down/left/right, zoom it in/out.

Before you begin

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

Procedure

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



Related tasks

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

Locking/Unlocking the Conference

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



Before you begin

Go to the Conference Control page.

About this task

If the conference is locked by default, other participants except for the moderators and the invited participants will go to the conference lobby when they call into the conference.

Procedure

1. Click /  in the **Global Operation** field.
2. If you want to lock the conference, select the corresponding people.

✕

Lock Conference

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

Moderator
▼

☒ Participants who were invited

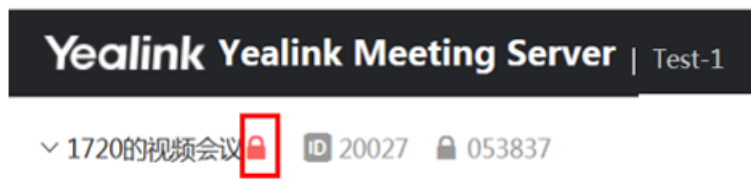
OK

Cancel

3. Click **OK**.

Results

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



Related tasks

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

Making the Roll Call

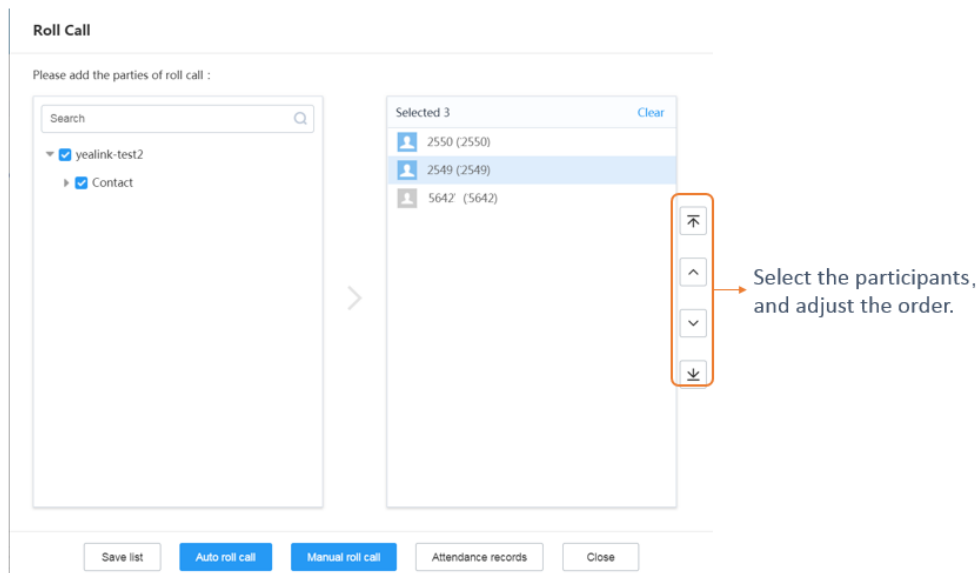
If you are the moderator in the training mode conference, you can call the roll to check whether everyone attends the conference.

Before you begin

Go to the Conference Control page.

Procedure

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



3. Do one of the following:

- Click **Auto roll call**.

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

Click **Start roll call**.

- Click **Manual roll call**.

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

After the roll call, you can manually modify the status of the roll call as the following: **Absence**, **Attendance** or **Parties uncalled**.

4. Click **End**.

5. Click **OK**, and the result of the roll call will be saved in the attendance records.



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

Related tasks

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

Exporting the Roll Call Records

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

Before you begin

Go to the Conference Control page.

Procedure

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

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

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

Related tasks

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

Recording Conferences

Participants with the recording privilege can record the conference.

Before you begin

- Go to the Conference Control page.
- The enterprise administrator configures the recording service.

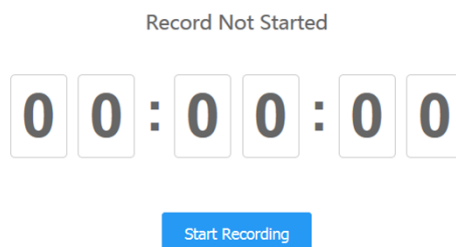
About this task



Note: In the same video conference, while a participant is recording, other participants cannot record the conference.

Procedure

1. Click **Record** at the top.
2. Click **Start Recording**.



The page is shown as below:



Related tasks

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

[Pausing/Stopping the Recording](#)

[Managing the Recording Files](#)

[Disabling the Shared Link](#)

Pausing/Stopping the Recording



Before you begin

Go to the Conference Control page.

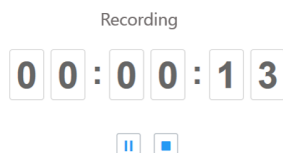
Procedure

1. Click **Record** at the top.

2.

Click  to pause the recording or click  to stop the recording.

Conference Recording



Related tasks

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

[Recording Conferences](#)

Managing the Recording Files


When the recording is finished, the recording file is stored under the corresponding account file on the server. You can play the recording, share the link and so on.

Procedure

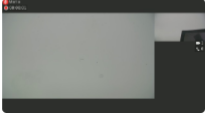
1. Click **File Management > My recording file**.

2. Click the corresponding recording file.

3. Do one of the following:

- Play the recording file.
- Click  on the right side of **Remarks**, and add the description.
- Click **Share URL** in the top-right corner and configure the corresponding parameter. Others can watch or download the recording. You can manage the shared links under **URL Share MGMT**.

Share URL ×



Maria's video conference(2019-05-30 16:35:21)

☒ URL in effect


`http://10.83.1.150/file/share/0764533ccb4442f58449f` Copy URL

☐ Enable password auth


☐ Enable login validation


Only one validation method should be selected when both methods are opened.


☐ Disable this download link



Scan QR code to share

 **Note:** If you enable **Enable password auth**, others need to enter the password to view this file when they open the link. If you enable **Enable login validation**, others need to enter the account number and the password to view this file when they open the link.

- Click **Delete** in the top-right corner, and delete the recording according to the prompts.
- Click **Conference file**, and click  on the right side of the desired file to download it.

 **Note:** The type of the conference file depends on the privilege opened in the recording template of the account.

- Click **Conference info**, and view the conference subject, ID, the start time, the location and the participants.


Related tasks

[Recording Conferences](#)

Managing Collaboration Files

After you initiate whiteboard collaboration or make notes on the shared content, those files will be stored in the corresponding account file on the server.

Procedure

1. Click **File Management > My Service Collaboration file**.
2. Click the corresponding collaboration file.
3. Click  in the top-right corner of the file.
4. Do one of the following:
 - Click **Share URL** in the top-right corner and configure the corresponding parameter. Others can view or download this file via this URL.

×

链接分享



hhhdd的视频会议(22255)-20190522-1

链接生效中

https://10.83.1.150/file/share/ca76d6b6953243c3915

复制链接

☐ 开启密码验证

☐ 开启登录验证

若同时开启两种验证方式，访问者只需选其一完成验证。



Note: If you enable **Enable password auth**, others need to enter the password to view this file when they open the link. If you enable **Enable login validation**, others need to enter the account number and the password to view this file when they open the link.


- Click **Download**, and download the file according to the prompts.
- Click **Delete**, and delete the file according to the prompts.

Disabling the Shared Link

Before you begin

You share the link with others. Refer to [Managing Collaboration Files](#) and [Managing Collaboration Files](#).

Procedure

1. Click **File Management > URL Share MAMT**.
2. On the right side of the desired link, click .
3. Click **OK** and this link is invalid.

Related tasks

[Recording Conferences](#)

Leaving/Ending a Conference

The moderator can leave or end a conference. When the moderator leaves the conference, the conference still continues; when the moderator ends the conference, the conference ends.

Before you begin

Go to the Conference Control page.

Procedure

1. On the top-right corner of the page, click **End**.
2. Select **End conference** or **Leave, others keep going**.

Related tasks

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

Troubleshooting

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

- [Viewing Call Statistics](#)
- [Common Problems](#)

Viewing Call Statistics


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

Before you begin

Go to the Conference Control page.

Procedure

Do one of the following:

- Click **Call Statistic** in the top-right corner.
Click the desired participant to view details.
- Select the desired participant, click , and select **Call Statistics**.

Common Problems

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

Invited Participants Do Not Receive Emails

Situation:

The invited participants do not receive invitation emails.

Cause:

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

Solution:**Procedure**

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

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

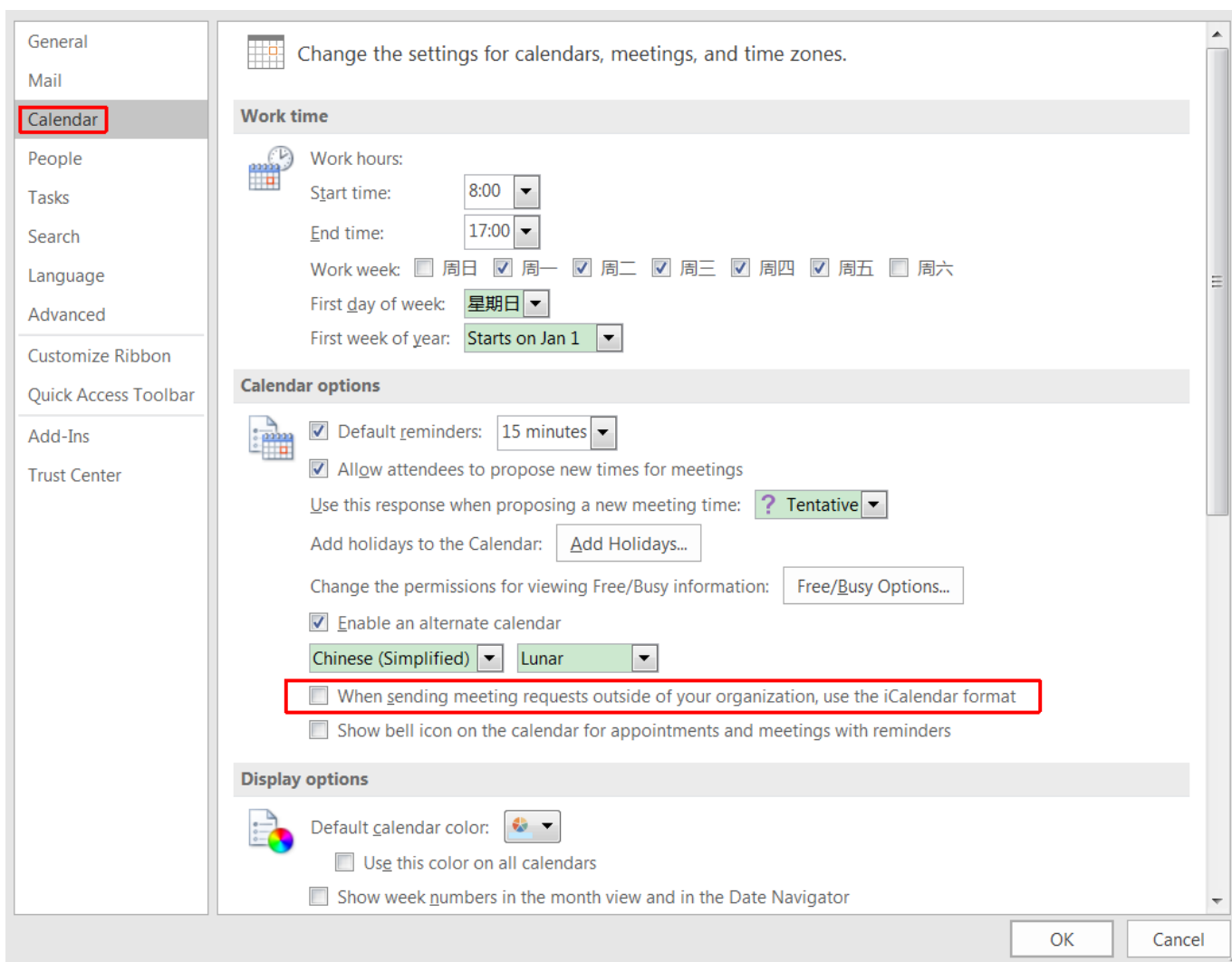
When you schedule conferences via Microsoft Outlook, the conference participants you invited will receive emails. But the email is shown as messy codes to the conference participants.

Cause:

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

Solution:**Procedure**

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



4. Click **OK**.