Yealink

Full HD Video Conference System User Guide

VC880   VC500/PVT950   VC200   PVT980

Contents

About This Guide

Thank you for choosing the Yealink Full HD video conferencing system.

It supports 1080P full HD video conferencing and includes outstanding features such as good compatibility, easy deployment and intelligent network adaptability. With the video conferencing system, the enterprises can solve the video conferencing dilemma they face, and the users can experience high-quality video conferences, as well as rich and reliable data-cooperation.

This guide is applicable to the following Yealink devices:

*   VC880 video conferencing system: suitable for large meeting rooms.
*   PVT980 video conferencing system: suitable for meeting control rooms or lecture halls with cabinet.
*   VC800 video conferencing system and VC500 (Pro)/PVT950 video conferencing endpoint: suitable for medium meeting room.
*   VC200 video conferencing endpoint: suitable for huddle rooms.

This guide can help you to quickly use VP59. Before you set up and use the phone, check with your system administrator that the IP network is ready for phone configuration and read the Quick Start Guide in the product package.

*   *In This Guide*
*   *Related Documents*

In This Guide

This guide contains the following chapters:

*   Chapter 1 *About This Guide*
*   Chapter 2 *Getting Started*
*   Chapter 3 *Managing the Directory*
*   Chapter 4 *Managing the Call History*
*   Chapter 5 *Operating Calls*
*   Chapter 6 *Managing the Local Video Conference*
*   Chapter 7 *Using the Yealink VC Cloud Management Service Platform*
*   Chapter 8 *Using Yealink Meeting Server*
*   Chapter 9 *Using the Third-Party Video Conference Platforms*
*   Chapter 10 *Using Basic Features*
*   Chapter 11 *Settings*
*   Chapter 12 *Accessories with Your System*

Related Documents

The following table lists the documents available for the video conferencing system.

Name	Contents	Where to find	Language
Yealink VC880 Full HD Video Conferencing System Quick Start Guide	System installation and network configuration	On the website /in the package	English/ Chinese
Yealink VC800 Full HD Video Conferencing System Quick Start Guide			
Yealink VC500 Full HD Video Conferencing Endpoint Quick Start Guide			
Yealink VC200 Video Conferencing Endpoint Quick Start Guide			
Yealink PVT980 Full HD Video Conferencing System Quick Start Guide			
Yealink PVT950 Full HD Video Conferencing System Quick Start Guide			
Yealink VCR11 Remote Control Quick Reference Guide	Use VCR11 Remote Control	On the website	English/ Chinese
Yealink VCC22 Video Conferencing Camera Quick Start Guide	Install VCC22 Video Conferencing Camera	On the website	English/ Chinese
Yealink PSTN Box CPN10 Quick Start Guide	Connect the video conference system to PSTN	On the website /in the package	English/ Chinese
Yealink CPW90-BT Bluetooth Wireless Microphones Quick Start Guide	Connect CPW90-BT Bluetooth wireless microphones to video conferencing system	On the website /in the package	English/ Chinese
Yealink Wi-Fi USB Dongle WF50 User Guide	Connect to Wi-Fi and providing wireless AP	On the website	English/ Chinese
Yealink WPP20 Wireless Presentation Pod Quick Start Guide	Connect WPP20 wireless presentation pod to VCS	On the website /in the package	English/ Chinese
Yealink CP960 HD IP Conference Phone Quick Reference Guide	Use CP960 Conference Phone	On the website	English/ Chinese
Yealink WPP20 Wireless Presentation Pod User Guide	Use WPP20 wireless presentation pod to share content	On the website	English/ Chinese
Yealink CTP20 Quick Start Guide	Connect CTP20 Touch Panel to VCS	On the website	English/ Chinese

Name	Contents	Where to find	Language
Yealink VCM34 Quick Start Guide	Connect VCM34 to VCS	On the website	English/ Chinese

> **Note:** You can download the latest documents online: *http://support.yealink.com/documentFront/ forwardToDocumentFrontDisplayPage*.

Getting Started

This chapter introduces the basic operation of VCS.

- *Hardware of VCR11 Remote Control*
- *Hardware of CP960 Conference Phone*
- *Running the Setup Wizard*
- *Powering on the System*
- *Powering off the System*
- *Putting the System to Sleep*
- *Waking up the System*
- *Screens and Icons*
- *Multipoint Licenses*

Hardware of VCR11 Remote Control

The following introduces the keys of the VCR11 remote control and how to enter characters using your remote control.

- *Introduction of VCR11 Remote Control*
- *Entering Characters by VCR11 Remote Control*

Introduction of VCR11 Remote Control

The features of the keys on the remote control are described as below:

No.	Name	Description
1	Power Key	• Power on or power off the system. • Put the system to sleep or wake up the system.
2	Video Recording Key	Start or stop recording the video and audio.
3	Layout Key	Adjust the layout during a video call.
4	Custom Key	Customize the key function. The system administrator can customize the key as the Presentation key (default), the Input key, the ScreenShot key, Mute Speaker key, or Preset key.
5	Volume+ Key	Turn up the speaker volume.
6	Volume- Key	Turn down the speaker volume.
7	Zoom in key	• Increase the focal length of the camera. • Zoom the captured image in. • Turn the page up.

No.	Name	Description
8	Zoom out key	• Decrease the focal length of the camera. • Zoom the captured image out. • Turn the page down.
9	OK key	Go the sub-menu, confirm the action or select one item.
10	Navigation Key	• Navigate through menu items. • Pan and tilt the camera to adjust the angle.
11	Mute Key	Mute or unmute the microphone.
12	Home key	• Return to the idle screen when the system is not in a call. • Open **Talk Menu** during a call.
13	Back key	Return to the previous menu.
14	Off-hook Key	Enter the pre-dialing screen, the dialing screen or the answering screen.
15	Delete Key	• Delete one character at a time. • Long press to delete all characters in the input field. • If the system is connected to a USB flash drive, you can long press it for 2 seconds it to start capturing packets and long press it for 2 seconds again to stop capturing packets.
16	On-hook Key	• End a call or exit a conference call. • Return to the idle screen.
17	Keypad	• Enter digits. • Go to the Dial page.
18	Character Key	Enter the special characters: .@*.
19	Pound key	Enter the pound key (#).

> **Note:** The infrared sensor locates within the LED indicator of camera. Aim the remote control at the infrared sensor to operate the camera.

Entering Characters by VCR11 Remote Control

You can use onscreen keyboard on the monitor or use keypad on the remote control to enter characters.

- *Enter Characters by Dial Pad*
- *Using the Onscreen Keyboard*

Enter Characters by Dial Pad

The keypad of your remote control only provides digit keys and #.@* keys.

Procedure

Press the keypad on the remote control to enter characters.

Using the Onscreen Keyboard

You need to be familiar with the onscreen keyboard before using it. The following takes the English input method as an example, introducing the function of the keys:

About this task

No.	Name	Description
1	26 English Letters	Enter the letter.
2	⬆	Switch to the uppercase input mode.
3	&123	Switch to the numeric & symbolic input mode.
4	🌐	If your system administrator enables Russian, you can select this key to switch between English and Russian input methods.
5	Space Key	Enter a space.
6	Cursor	Position a cursor.
7	⌨	Hide the onscreen keyboard.
8	Special Characters	Enter the corresponding special character.
9	Delete Key	• Delete one character at a time. • Long press to delete two or more characters.

Procedure

1. In the field you want to edit, select ⌨ to open the onscreen keyboard.

2. Select the corresponding characters and press OK key.

Hardware of CP960 Conference Phone

The following introduces the hardware of CP960 and how to enter characters by your CP960.

- *Introduction of CP960 Conference Phone*
- *Entering Characters by CP960*

Introduction of CP960 Conference Phone

CP960 Conference Phone Supports 360-degree audio pickup at a radius of up to 6 meters. It can work as an audio device for the system. You can also place calls, answer calls or view directory and history on CP960.

No.	Name	Description
1	Three Built-in Microphones	Support 360-degree audio pickup at a radius of up to 6 meters.
2	Mute Touch Keys	• Indicate the status of the phone and the call. • Toggle mute feature.
3	Speaker	Provides hands-free (speakerphone) audio output.
4	Touch Screen	5 inches (720 x 1280) capacitive (5 point) touch screen with two idle screens. Tap to select items and navigate menus. Display the information about the call, the message, the time, the date and other relevant data: • Call information: the caller ID and the call duration • Icons (for example, 🚫) • The prompts of the missed calls • Prompts (for example, "Delete selected item?") • Time and Date
5	Volume Touch Keys	Adjust the volume of the speaker, ringer or media.
6	HOME Touch Key	Return to the idle screen.
7	Wired Mic Ports	Connect CPE90 to your phone (optional).
8	Internet	• Connect to the VC Hub/Phone port on the video conferencing system. • Connect to the Audio port on the VCH50 video conferencing hub.
9	Security Slot	Allow you to connect a universal security cable to your phone so you can fix your phone on the table.

No.	Name	Description
10	3.5mm Audio-out Port	This port is unavailable when CP960 works with the video conferencing system.
11	Micro USB Port	This port is unavailable when CP960 works with the video conferencing system.
12	USB	Insert a USB flash drive to a USB port for storing screenshots, recording videos or captured packets (optional).

Entering Characters by CP960

You can use the onscreen keyboard on the touch screen or use the onscreen dial pad on the dialing screen to enter characters.

- *Entering Characters by Onscreen Keyboard*
- *Performing Other Operations by the Onscreen Keyboard*
- *Enter Characters by Dial Pad*

Entering Characters by Onscreen Keyboard

You need to be familiar with the onscreen keyboard before using it. CP960 provides English (US) and Google Pinyin input methods.

Android Keyboard (AOSP) – English (US) Input Method

Number	Key Tone		Description
1	26 English Letters		• Enter the letter. • Long tap a character, and then slide to choose an item.
2	Delete Key		• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.
3	This key is flexible to identify the context sensitive features.	Next Key	Tap to go to the next field.
		Send Key	Tap to dial out the number.
		Search	Searching for Contacts.
4	Two Special Characters		• Enter the corresponding special character. • Long tap the period and then select an item.

Number	Key Tone	Description
5	Space Key	• Enter a space. • Long tap the space to change the input method.
6	?123	Switch to the numeric & symbolic input mode.
7	⇧	Switch to the uppercase input mode.

Google Pinyin Input Method

You can long tap the space key to change the input method to Google Pinyin, then you can enter Chinese.

Tap the key in the left corner to change the input method to Android Keyboard (AOSP).

Performing Other Operations by the Onscreen Keyboard

About this task

Operation	Procedure
Position the cursor.	Tap the desired position on the touch screen.
Select a desired character.	1. Long tap the character. 2. Do one of the following: • Tap ☑ on the top of the touch screen to select all characters. • Drag ◣/◢ to select parts of the characters.

Operation	Procedure
Cut/Copy characters.	1. Select characters. 2. Tap **CUT**/**POTY** or tap / on the status bar. 3. Long tap the desired field. 4. Tap **PASTE**.
Delete more characters at a time.	Do one of the following: • Long tap the entered character(s), drag to select the desired characters, and then tap . • Drag to select the desired characters, and then tap . • Long press .
Replace characters.	1. Drag the cursor to select the desired character. 2. Enter the desired character.

Enter Characters by Dial Pad

On the Dial page, you can enter the desired number. The dial pad only provides digit keys and #.@* key.

Running the Setup Wizard

The setup wizard appears automatically at the first startup or when the system is reset to factory. You can configure the initial settings, for example the language, the network, and the account, for the device by your remote control.

> **Note:** You can also tap **Exit Boot Wizard** on your CP960 conference phone to skip the setup wizard.

Powering on the System

Your system starts up automatically after you connect an electrical supply. If you power off the system using the remote control, do the following to power it on.

Procedure

On your remote control, long press the Power Key for 3 seconds.

Your system is powered on successfully, and the LED indicator glows green.

Related tasks

Powering off the System

Powering off the System

Procedure

1. On your remote control, long press the Power Key for 3 seconds.

2. Select **Shut down**.

   The system shuts down immediately, and the LED on the system goes out.

Putting the System to Sleep

You can put the system to sleep immediately if you do not use it temporarily.

Procedure

1. On your remote control, long press the Power Key for 3 seconds.

2. Select **Sleep**.

   The system goes to sleep immediately, and the LED on the system or the camera glows red.

Waking up the System

Procedure

Do one of the following:

- On your remote control, press any button.

- On your CP960, tap the touch screen or any key.

Screens and Icons

Before you use the system, you need familiarize yourself with the screen layouts and icons.

- *Idle Screen*
- *CP960 Control Center/Notification Center*
- *Icon Introduction*

Idle Screen

- *The Home Page*
- *Idle Screen of CP960*

The Home Page

If the system has a YMS account logged in, the monitor idle screen is shown as below:

Name	Description
Time and Date	The time and date are displayed on the left side of the status bar.
Site Name	The site name of the system.
Status Icon	The status icons are displayed on the center of the status bar.
IP Address	• **LAN: X.X.X.X**: indicates the system has obtained an IP address. • **Network disconnected**: indicates the system does not connect to a network cable, and you need check the network cable. • **255.255.255.255:** indicates the system fails to obtain an IP address. Check the connection between the system and the DHCP server, or configure a static IP address for the system.
Register Account	Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator.
Dial	Go to the Dial page.
Meet Now	When you register a Yealink Cloud account or a YMS account, you can initiate a Meet Now conference.
More	Configure the video conferencing system.
Video Image	Display the local video image, the local PC content or the image of Whiteboard collaboration.
Schedule	When you register a Yealink Cloud account or a YMS account, you can view the conference schedule.

Idle Screen of CP960

If the phone has a Yealink Cloud account or a YMS account logged in, the idle screen is shown as below.

Number	Name	Description
1	Status Bar	Display the status icons of the phone and the time.
2	Digital Clock Widget	Display the time and date.
3	Schedule	When you register a Yealink Cloud account or a YMS account, you can view the conference schedule.
4	Applications	Use the corresponding feature.
5	Screen Indicator	Indicates the current screen. You can swipe to left or right to view more screens.

CP960 Control Center/Notification Center

The control center or notification center of CP960 allows you to quickly enable/disable the related feature or view the latest notifications.

- *Going to the Control Center/Notification Center*
- *Exiting Control Center/Notification Center*

Going to the Control Center/Notification Center

Procedure

On your CP960, swipe down from the top to go to the control center/notification center:

No.	Name	Description
1	Time and Date	Display the time and date.
2	Control Center	Adjust the screen brightness or configure the related features.
3	Notification Center	Display the notifications, for example the reminder of the ongoing conference.

Exiting Control Center/Notification Center

Procedure

On your CP960, do one of the following:

- Swipe up from the bottom of the screen.

- Tap the Home touch key.

Icon Introduction

- *Icons on the Monitor*

- *Icons on CP960 Conference phone*

Icons on the Monitor

The icons displayed in the status bar of the monitor are introduced as below:

Icon	Description
	Network is available
	CP960 is not connected
	The local camera is disabled (it is only applicable to VC880/VC800/VC500/PVT980/PVT950)
	Wi-Fi mode is enabled, but is not connect the wireless network
	Wi-Fi mode is enabled, and is connected the wireless network
	Wireless hotspot is enabled, but no device is connected to it
	Wireless hotspot is on, and some devices are connected to it
SIP	A SIP account is registered
H323	An H.323 account is registered
VC	A Yealink Cloud account/YMS account is registered
PSTN	A PSTN account is registered
	Log into StarLeaf/Zoom/Pexip/BlueJeans/EasyMeet/Videxio platform
VCH	VCH50 video conferencing hub is connected to the device
	Auto answer
	Missed calls (it is displayed in the status bar of the device)
	The volume is 0
	DND (do not disturb) is enabled

Icon	Description
	Dual-screen mode(it is only applicable to VC880/VC800/VC500/PVT980/PVT950, HDMI 1 and HDMI 2 ports of the system are connected to display devices)
	Wired sharing (when a PC is connected to the VCH50 video conferencing hub)
	Wireless sharing (share PC content via WPP20 wireless presentation pod)
	A USB flash drive is inserted
VPN	VPN is enabled
	BT42 dongle is connected, but the CPW90-BT Bluetooth wireless microphones are unregistered.
	BT42 dongle is connected, and the CPW90-BT Bluetooth wireless microphones are registered.
	CTP20 is connected to the device (the number of connected CTP20 is displayed in the button-right corner)
	VCM34 is connected to the device (the number of connected VCM34 is displayed in the button-right corner)
	The phone is muted in a call.
	Call encryption
	Call is on hold
	The camera is being controlled
	The image displayed on the second monitor
	Records the video and the audio to your system memory (only applicable to VC200)
	Records the video and the audio to your PC by Yealink Wireless Presentation Pod
	Records the video and the audio to the USB flash drive
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)

Icon	Description
	Received calls (H.323 account/SIP account/IP Call)
	Received calls (Cloud platform)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)
	Local directory
	The conference contact (it is only applicable to the PVT980/PVT950 video conference system and VC880/VC800 that has a multipoint license).
	Yealink Cloud contacts or YMS contacts
	Virtual Meeting Room (VMR)
	Third-party devices
	Room system
	Place video calls
	Place voice calls

Icons on CP960 Conference phone

Icon	Description
	Auto answer
	Missed calls (it is displayed in the status bar of the device)
	DND (Do Not Disturb) is enabled
	Call mute
	Call encryption

Icon	Description
	The volume is 0
	Local directory
	Conference directory (it is only applicable to PVT980/PVT950 and the VC880/VC800 that has an imported multipoint license)
	Yealink Cloud contacts or YMS contacts
	Virtual Meeting Room (VMR)
	Third-party devices
	Room system
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)
	Received calls (H.323 account/SIP account/IP Call)
	Received calls (Cloud platform)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)

Multipoint Licenses

Only VC880/VC800/PVT980/PVT950 supports multipoint licenses. The PVT980 has a built-in 8-way multipoint license and PVT950 has a built-in 4-way multipoint license. Only after importing multipoint license can VC880/VC800 be used to initiate multi-party video conferences.

Multipoint licenses are described as below:

Multipoint License Type	Maximum Connections	Description
VC500/VC200 VC880/VC800 without a multipoint license	One video call with a presentation and 5 voice calls (a conference organizer and 6 participants).	Multipoint video conferences are unsupported.

Multipoint License Type	Maximum Connections	Description
PVT980 with an 8-way multipoint license	8 video calls with a presentation and 5 voice calls (a conference organizer and 13 participants).	Multipoint video conferences are supported.
PVT950 with a built-in 4-way multipoint license	4 video calls with a presentation and 5 voice calls (a conference organizer and 9 participants).	Multipoint video conferences are supported.
VC880/VC800 with a trial multipoint license	24 video calls with a presentation (a conference moderator and 24 participants)	**Period of validity**: 15-day free trial. VC880/VC800 models can use this trial multipoint license. You can download it from Yealink website.
VC880/VC800/PVT950 with an 8-way multipoint license	8 video calls with a presentation and 5 voice calls (a conference moderator and 13 participants).	**Period of validity**: eternal. One worldwide unique license for every VC880/VC800/PVT980/ PVT950 and the license cannot be used by other devices. You can purchase the license from Yealink resellers by providing the MAC address of your VC880/VC800/ PVT980/PVT950.
VC880/VC800/PVT980/PVT950 with a 16-way multipoint license	16-way video call with a presentation and 5-way call (a conference moderator and 21 participants).	
VC880/VC800/PVT980/PVT950 with a 24-way multipoint license	24 video calls with a presentation (a conference moderator and 24 participants)	

Managing the Directory

Your system supports several types of directories.

- *Local Contacts and Conference Contacts*
- *Yealink Cloud Contacts*
- *Enterprise Directory*
- *Searching for Contacts*

Local Contacts and Conference Contacts

Local directory includes local contacts and conference contacts. The conference contact is only applicable to the VC880/VC800/ PVT980/PVT950 video conference system with a multipoint license.

- *Adding a Local Contact*
- *Adding Conference Contacts*
- *Editing Contacts*
- *Deleting Contacts*

Adding a Local Contact

You can add 500 local contacts to your system at most.

- *Adding a Local Contact by Remote Control*

Adding a Local Contact by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Select **Local** from the drop-down menu.

3. Select **New Contact**.

4. Enter the contact name in the **Name** field.

5. Enter the contact number or IP address in the **Number** field.

6. Select **Add New Number** to add more numbers.

   You can repeat step 6 to add up to 3 numbers to a local contact.

7. Select the desired bandwidth from the drop-down menu of **Bandwidth**.

   The default bandwidth is Auto, which means the system will automatically select the appropriate bandwidth

   during a call.

8. Save the change.

Adding Conference Contacts

You can add up to 100 conference contacts to the system with a multiple license. A conference contact consists of
several local contacts, and you can quickly initiate a conference by calling a conference contact.

> **Note:** The number of local contacts that you add to a conference contact depends on the imported multipoint
> license. For example, if your system administrator imports a 24-way license to your system, up to 24 local
> contacts can be added to a conference contact.

• *Adding a Conference Contact by Remote control*

Related concepts
Multipoint Licenses

Adding a Conference Contact by Remote control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Select **Conference Contacts** from the drop-down menu.

3. Select **New Conference**.

4. Enter the group name in the **Name** field.

   All the local contacts are displayed below the search box.

5. Select the desired local contacts and add them to the conference contact.

Enter any character of the number, the IP address, the URL of the local contact in the **Search** field, and select the desired local contacts from the search result.

All the selected contacts are displayed on the right side of the screen.

6. Save the change.

Editing Contacts

You can change or add more information to your local contacts and conference contacts.

- *Editing Contacts by Remote Control*
- *Editing Contacts by CP960*

Editing Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Select **Local** or **Conference Contacts** from the drop-down menu.

3. Select the desired contact and then press the right key.

4. Select **Edit**.

5. Edit the contact information.

6. Save the change.

Editing Contacts by CP960

Procedure

1. On your CP960, tap **Directory**.

2. Select **Local** or **Conference Contacts** from the drop-down menu.

3. Tap ⓘ beside the desired contact.

4. Edit the corresponding information.

5. Save the change.

Deleting Contacts

You can delete the local contact or the conference contact. After deleting a local contact, the contact no longer exists in the local contact, and deleting the conference contact does not delete the corresponding conference contact member from the local contact.

- *Deleting Contacts by Remote Control*
- *Deleting Contacts by CP960*

Deleting Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Select **Local** or **Conference Contacts** from the drop-down menu.

3. Select the desired contact or conference contacts and then press the right key.

4. Select **Delete**.

   The monitor prompts whether or not you are sure to delete.

5. Confirm the action.

Deleting Contacts by CP960

Procedure

1. On your CP960, tap **Directory**.

2. Select **Local** or **Conference Contacts** from the drop-down menu.

3. Tap ⓘ beside the desired contact.

4. Tap **Delete**.

   The phone prompts whether or not you are sure to delete.

5. Confirm the action.

Yealink Cloud Contacts

The Yealink Cloud contact appears only when you register a Yealink Cloud account on your VP59. Yealink Cloud contact is managed by the Yealink Cloud enterprise administrator. Only the Yealink Cloud enterprise administrator can add, edit and delete Yealink Cloud contacts on the Yealink VC Cloud Management Service platform. On your system, you can only search for and place calls to the Yealink Cloud contacts. For more information about Yealink VC Cloud Management Service platform, refer to *Yealink VC Cloud Management Service Administrator Guide*.

There are four types of Yealink Cloud contacts:

- **Staff**: the users who have Yealink Cloud accounts. The Yealink Cloud enterprise administrator can create departments for staffs.
- **Room System**: the devices with Yealink Cloud accounts in the video meeting room.
- **Virtual Meeting Room**: it exists permanently. The enterprise administrator can determine whether to synchronize the VMR to your system or not.
- **External Contacts**: other users added by the Yealink Cloud enterprise administrator.

Related information
Using the Yealink VC Cloud Management Service Platform

Enterprise Directory

The enterprise directory appears only when you register a YMS account in your VP59. The enterprise directory includes all YMS contacts which are created and managed by your enterprise administrator. Note that only the enterprise administrator can add, edit and delete YMS contacts on the Yealink Meeting Server. Enterprise directory is not available on the VC200 Custom Edition for Yealink Cloud.

On your system, you can only search for and place calls to the YMS contacts.

There are four types of YMS contact:

- **User**: the users that have YMS accounts. The enterprise administrator can create departments for users.
- **Room system**: the devices registered with YMS accounts in the video meeting room.
- **Third party device**: The devices without YMS accounts.
- **Virtual Meeting Room**: it exists permanently. The enterprise administrator can determine whether to synchronize the VMR to your system or not.

Related tasks

Using Yealink Meeting Server

Searching for Contacts

You can search for the contacts in the directory.

- *Searching for Contacts by Remote Control*
- *Searching for Contacts by CP960*

Searching for Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Enter a few or all characters of the contact name or numbers in the **Search** field.

   The search result is displayed on the screen.

Searching for Contacts by CP960

Procedure

1. On your CP960, tap **Directory**.

2. Tap 🔍.

3. Enter a few or all characters of the contact name or numbers.

   The search result appears on the touch screen.

Managing the Call History

The call history contains all calls, missed calls, placed calls and received calls.

- *Viewing the Call History*
- *Adding a History Record to the Local Directory*
- *Deleting History Records*

Viewing the Call History

You can view up to 100 pieces of the call history.

- *Viewing the Call History by Remote Control*
- *Viewing the Call History by CP960*

Viewing the Call History by Remote Control

Procedure

1. On your remote control, go to **Dial** > **History**.

2. Select the desired list from the **All Calls** drop-down menu.

Viewing the Call History by CP960

Procedure

1. On your CP960, tap **History**.

2. Tap the **All Calls** field, and select the desired item from the drop-down menu.

3. Tap ⓘ beside the desired record.

Adding a History Record to the Local Directory

- *Adding a History Record to the Local Directory by Remote control*
- *Adding a History Record to the Local Directory by CP960*

Adding a History Record to the Local Directory by Remote control

Procedure

1. On your remote control, go to **Dial** > **History**.

2. Optional: Select the desired list from the **All Calls** drop-down menu.

3. Select the desired call history and then press the right key.

4. Tap **Add to Contact**.

5. Enter the contact name.

6. Optional: You can add several numbers for one local contact.

7. Save the change.

Adding a History Record to the Local Directory by CP960

Procedure

1. On your CP960 tap **History**.

2. Tap the **All Calls** field, and tap the desired list in the pop-up dialog box.

3. Tap 🛈 beside the desired record.

4. Tap **Add to Contact**.

5. Edit the corresponding information.

6. Save the change.

Deleting History Records

You can delete one or all history records.

- *Deleting a History Record by Remote Control*
- *Deleting a History Record by CP960*
- *Deleting All History Records by Remote control*

Deleting a History Record by Remote Control

Procedure

1. On your remote control, go to **Dial** > **History**.

2. Optional: Select the desired list from the **All Calls** drop-down menu.

3. Select the desired history record and then press the right key.

4. Select **Delete**.

Deleting a History Record by CP960

Procedure

1. On your CP960 tap **History**.

2. Optional: Tap the **All Calls** field, and tap the desired list in the pop-up dialog box.

3. Tap ⓘ beside the desired history record.

4. Tap **Delete**.

   The phone prompts whether or not you are sure to delete.

5. Tap **OK** to accept the change.

Deleting All History Records by Remote control

Procedure

1. On your remote control, go to **Dial** > **History**.

2. Select the desired list from the **All Calls** drop-down menu.

3. Select **Clear**.

   The monitor prompts whether or not you are sure to delete all records.

4. Confirm the action.

Operating Calls

This section is about call operations.

- *Placing a Call*
- *Joining the VMR*
- *Answering Calls*
- *Turning off the Local Camera*
- *DND (Do Not Disturb)*
- *Rejecting Incoming Calls*
- *Ending Calls*

Placing a Call

You can use your system just like a regular phone to place calls in numerous ways.

ⓘ **Tip:** If the administrator enables the Fast Audio Call feature, you can tap **Audio Call** on CP960 to place voice calls.

Placing a Call by Entering a Number

You can dial the following contacts on your system: SIP URI (for example, 2210@sip.com), IP address (for example, 192.168.1.15), H. 323 account, SIP account, Cloud account or PSTN account. If you register different accounts on the phone, you can use one of them to place the call, including the **Cloud platform**/**H.323 account**/**SIP account**/**PSTN account**/**H.323 IP Call**/**SIP IP Call**. The VC200 Custom Edition for Yealink Cloud can dial Yealink Cloud account only.

- *Dialing the Number by Remote Control*
- *Dialing the Number by CP960*

Dialing the Number by Remote Control

Procedure

1. On your remote control, go to **Dial**.

2. Optional: Select the desired call type from the **Call Type** drop-down menu.

3. Enter the number.

4. Press OK key to place a video call.

   If you want to place a voice call, press the right key to select 🎙 (voice call).

Dialing the Number by CP960

Procedure

1. On your CP960 tap **New Call**.

2. Optional: Tap **Auto**, and select the desired call type from the drop-down menu.

3. Enter the number.

4. Tap **Send**.

   ⓘ   **Tip:** If the administrator enables the Fast Audio Call feature, you can tap **Audio Call** on CP960 to place

   voice calls.

Editing Numbers Before Calling

Editing numbers before calling allows you to edit the call record and dial it out, so that you do not need to enter the similar number again.

- *Editing Numbers before Calling by Remote Control*
- *Editing Numbers Before Calling by CP960*

Editing Numbers before Calling by Remote Control

Procedure

1. Do one of the following:

    • On your remote control, go to **Dial** > **History**.

    • On your remote control, go to **Dial**.

2. Select the desired history record and then press the right key.

3. Select **Edit before calling**.

    The selected call record will be filled in the dialing input box automatically.

4. Edit the number and dial out.

Editing Numbers Before Calling by CP960

Procedure

1. On your CP960, tap **History**.

2. Tap (i) beside the desired call record.

3. Tap **Edit before calling**.

    The selected call record will be filled in the dialing input box automatically.

4. Edit the number and dial out.

Placing a Call from the Search Result

You can enter search criteria on the dialing screen to find your desired contact or number, and then place a call.
Your system administrator can configure the search source list. By default, the search source list includes the local
directory, the call history, the cloud contacts and enterprise directory.

• *Placing a Call from the Search Result by Remote Control*
• *Placing a Call from the Search Result by CP960*

Placing a Call from the Search Result by Remote Control

Procedure

1. On your remote control, go to **Dial**.

2. Optional: Select the desired call type from the **Call Type** drop-down menu.

3. Enter the contact name or number in the search box.

4. Select the desired search result and dial.

Placing a Call from the Search Result by CP960

Procedure

1. On your CP960, tap **New Call**.

2. Optional: Tap **Auto**, and select the desired call type from the drop-down menu.

3. Enter the contact name or number in the search box.

4. Select the desired search result and dial.

Placing Calls to Contacts

Placing Calls to Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Select **Local** from the drop-down menu.

3. Select the desired contact.

4. Press OK key to place a video call.

   If you want to place a voice call, press the right key to select 🎤 (voice call).

Placing Calls to Contacts by CP960

Procedure

1. On your CP960, tap **Directory**.

2. Select the desired contact type.

3. Tap the desired contact to place a video call.

   If you want to place a voice call, tap ⓘ beside the desired contact, and then select **Voice Call**.

Placing Calls from Call History

You can place a call from the call history. The call history includes missed calls, placed calls and received calls.

Placing a Call from the Call History by Remote Control

Procedure

1. On your remote control, go to **Dial** > **History**.

2. Select the desired list from the **All Calls** drop-down menu.

3. Select the desired type of the call history.

4. Press OK key to place a video call.

    If you want to place a voice call, press the right key to select 🎤 (voice call).

Placing a Call from the Call History by CP960

Procedure

1. On your CP960 tap **History**.

2. Tap the **All Calls** field, and select the desired item from the drop-down menu.

3. Tap the desired call history to place a video call.

    If you want to place a voice call, tap ⓘ beside the desired call record, and then tap **Voice Call**.

Joining the VMR

Video conferencing system can act as a virtual meeting room, so that users can call the desired video conferencing system to join a meeting.

📝   **Note:** This feature is not available on the VC200 Custom Edition for Yealink Cloud.

*   If the virtual meeting room requires no password, dial IP address or account to enter the virtual meeting room.
*   If the virtual meeting room requires a password, dial **IP##meeting password** or **conference meeting password@IP** to go to the VMR.

> *   The IP address of a virtual meeting room is 10.3.6.201.
> *   The meeting password for virtual meeting room 1 is 123.
>
> Participants can dial 10.3.6.201##123 or 123@10.3.6.201 to enter the virtual meeting room 1.

Answering Calls

You can answer calls in various ways.

*   *Answering a Call Automatically When not in a Call*
*   *Answering Multiple Calls Automatically*
*   *Muting Automatically Answered Calls*
*   *Manually Answering Calls*

Answering a Call Automatically When not in a Call

You can enable the auto answer feature to answer calls automatically when the device is idle.

📄 **Note:** Auto answer feature may create security issues, for example, an unexpected caller can view your video conference room randomly.

- *Configuring Auto Answer by Remote Control*
- *Configuring Auto Answer by CP960*

Configuring Auto Answer by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Call Features**.

2. Enable **Auto Answer**.

Configuring Auto Answer by CP960

Procedure

1. On your CP960, swipe down from the top of the screen to enter the control center.

2. Tap **Auto Answer**.

Answering Multiple Calls Automatically

You can specify whether to answer a call automatically when the system is already in a call. Auto answer multiway feature may create security issues, for example, an unexpected caller could interrupt an ongoing meeting.

- *Configuring Auto Answer during a Call by Remote Control*

Configuring Auto Answer during a Call by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Call Features**.

2. Enable **Auto Answer Multiway**.

Muting Automatically Answered Calls

You can choose to mute the local microphones when a call is answered automatically, which avoids the caller hearing the local conversation freely.

About this task

This feature takes effect only when auto answer feature is enabled.

- *Enabling Auto Answer Mute by Remote Control*

Enabling Auto Answer Mute by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Call Features**.

2. Select the **Auto Answer Mute** checkbox.

Manually Answering Calls

If the system is not set to answer calls automatically, you can choose to answer an incoming call manually.

Procedure

Do one of the following:

- On your remote control, press Dial key or press OK key.

- On your CP960, tap **Answer**.

Turning off the Local Camera

In a call, you can turn off the local camera.

- *Turning off the Local Camera by Using Remote Control*
- *Turning off the Local Camera by Using CP960*

Turning off the Local Camera by Using Remote Control

Procedure

1. On your remote control, press ⬚ or OK key to open **Talk Menu** during a call.

2. Select **Camera Off**.

If you turn the camera off, the remote cannot view the video image of yours.

Turning off the Local Camera by Using CP960

Procedure

On your CP960 , tap **More** > **Camera Control** during a conference.

If you turn the camera off, the remote cannot view the video image of yours.

DND (Do Not Disturb)

You can enable DND feature to reject incoming calls automatically. All the rejected calls will be recorded to the missed call list. To prevent callers from interrupting the active call, you can enable DND during an active call. The DND feature will be disabled automatically after the call ends.

- *Enabling DND When Not in a Call by Remote Control*
- *Enabling DND When Not in a Call by CP960*
- *Enabling DND in a Call by Remote Control*
- *Enabling DND in a Call by CP960*

Enabling DND When Not in a Call by Remote Control

If you do not have conferences to attend, you can enable DND.

Procedure

1. On your remote control, go to **More** > **Setting** > **Call Features**.

2. Enable **DND**.

   The 🚫 icon will appear in the status bar of monitor, and "Do not disturb now!" will be prompted at intervals.

Enabling DND When Not in a Call by CP960

Procedure

1. On your CP960, swipe down from the top of the screen to enter the control center.

2. Tap **DND**.

   If the DND feature is enabled, the touch screen prompts " 🚫 DND mode is enabled". The phone will

   automatically reject the incoming calls and send the busy tones. The prompt "N New Missed Call(s)" is displayed

   on the touch screen.

Enabling DND in a Call by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **DND**.

   The 🚫 icon will appear in the status bar of the monitor, and "Do not disturb now!" will be prompted at intervals.

Enabling DND in a Call by CP960

Procedure

On your CP960, tap **More** > **DND** during a conference.

The ⛔ icon will appear in the status bar of the touch screen.

Rejecting Incoming Calls

Procedure

Do one of the following:

- On your remote control, press Hang up key or select **Reject**.

- On your CP960, tap **Reject**.

Ending Calls

Procedure

Do one of the following:

- On your remote control, press Hang up key.

- On your CP960, tap **Ending Calls**.

Managing the Local Video Conference

MCU (multipoint control unit) in the device can allow you to initiate local video conferences. Local video conference should involve at least three parties, and the following introduces how to initiate and manage the local video conference. You can also use the wireless Presentation Pod software to manage the local video conference. Local video conference is not available on the VC200 Custom Edition for Yealink Cloud.

- *Initiating a Local Video Conference*
- *Removing Conference Participants*
- *Muting or Unmuting All Conference Participants*
- *Muting a Conference Participant*
- *Unmuting a Conference Participant*
- *Ending the Local Video Conference*

Initiating a Local Video Conference

You can initiate a conference call by dialing a group or inviting participants during a call. For VC880/VC800/ PVT980/ PVT950 system: the number of the group members that you can invite depends on the imported multipoint license. For VC500/VC200 endpoint: you can call 6 contacts (one video call and five voice calls) at most in a conference call.

- *Initiating a Conference by Dialing a Group*
- *Initiating a Conference by Inviting Contacts*

Related concepts
Multipoint Licenses

Initiating a Conference by Dialing a Group

You can add multiple contacts to a group, and then dial this group to initiate a conference call.

- *Dialing a Group by Remote Control*
- *Dialing a Group by CP960*

Dialing a Group by Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **Group Dial**.

2. Press the right key and select a desired contact group.

3. Select the desired contacts.

4. Press the right key.

5. Select **Start conference call**.

Dialing a Group by CP960

Procedure

1. On your CP960 tap **New Call**.

2. Tap **Call multiple members? Click here**. **Click here>>** field.

3. Do one of the following:

   - If you tap ![phone icon], enter a phone number and then tap **Invite**.

   - If you tap ![contact icon], select a desired contact.

   - If you tap ![history icon], tap the desired history record to dial out.

4. Tap ![call icon].

Initiating a Conference by Inviting Contacts

You can invite contacts during a call to initiate a conference.

Inviting Participants by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Invite**.

3. Do one of the following:

    - Select **Dial**, enter a phone number, and then dial out.

    - Select **Directory**, select a desired contact, and then dial out.

    - Select **Group Dial**, press the right key to select a desired contact group, check the desired contacts' checkboxes, and then press the right key to select **Start conference call**.

    - Select **History**, select the desired history record, and then dial out.

4. Repeat the above steps until all the desired participants are added.

    > **Note:** You can press Dial key to go to the pre-dialing screen during a call.

Inviting Participants by CP960

Procedure

1. On your CP960, tap **Invite** during a call.

2. Do one of the following:

    - If you tap , enter a phone number and then tap **Invite**.

    - If you tap , tap a desired contact to dial out.

    - If you tap , tap the desired call history to dial out.

    - Tap **Call multiple members? Click here**. select the desired contacts you want to call, and then tap .

3. Repeat the above steps until all the desired participants are added.

Removing Conference Participants

If you are the moderator of a video conference, you can remove conference participants during a call.

- *Removing Conference Participants by Remote Control*
- *Removing Conference Participants by CP960*

Removing Conference Participants by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Remove**.

3. Select the party you want to remove, and then press OK key.

Removing Conference Participants by CP960

Procedure

1. On your CP960, tap **Members list** during a call.

   All participants are displayed on the touch screen.

2. Tap to remove the desired participant.

Muting or Unmuting All Conference Participants

If you are the moderator of a video conference, you can mute/unmute all conference participants except yourself.

Procedure

1. On your CP960, tap **Members list** during a call.

   All participants are displayed on the touch screen.

2. Tap **All mute**/**All unmute** to mute/unmute all conference participants.

Muting a Conference Participant

If you are the moderator of a video conference, you can unmute a conference participant.

Procedure

1. On your CP960, tap **Members list** during a call.

All participants are displayed on the touch screen.

2.
Tap beside the participant that you want to mute.

The icon becomes . The participant is muted and other participants cannot hear his voice.

Unmuting a Conference Participant

If you are the moderator of a video conference, you can unmute a conference participant. The participants cannot unmute themselves.

Procedure

1. On your CP960, tap **Members list** during a call.

   All participants are displayed on the touch screen.

2.
Tap beside the participant that you want to unmute.

The icon becomes . The participant is unmuted and other participants can hear his voice.

Ending the Local Video Conference

If you are the moderator of a video conference, you can end the conference, and then all the participants leave the conference.

- *Ending the Conference by Remote control*
- *Ending the Conference by CP960*

Ending the Conference by Remote control

Procedure

1. On your remote control, press Hang up key.

   The monitor prompts whether or not you are sure to end all active calls.

2. Confirm the action.

Ending the Conference by CP960

Procedure

1. On your CP960, tap **Ending Calls** key.

2. Tap **OK**.

Using the Yealink VC Cloud Management Service Platform

The Yealink VC Cloud Management Service is a value-added and cloud-based service platform for Cloud systems. It offers significant convenience and cost-savings to integrators and business customers in terms of deployment, configuration and usage.

When you register a Yealink Cloud account, you can use the video conference feature of Yealink Cloud.

There are three types of Yealink Cloud video conferences:

- **Scheduled conference**: you should schedule the conference via the Yealink VC Cloud Management Service or Microsoft Outlook software.
- **Meet Now**: you can initiate a Meet Now conference at any time, without a reservation.
- **Virtual Meeting Room**: the VMR is created by your Yealink Cloud enterprise administrator. Yealink Cloud users can join the VMR at any time without a reservation.

With the feature of Yealink Cloud videoconferencing, you can do the following:

- View and join scheduled conferences.
- Initiate and join meet now conferences.
- Join the permanent VMR.
- Manage Yealink Cloud video conferences.
- If you purchase a collaboration service, you can use the whiteboard and content sharing features during the conference calls.

> **Note:** If multiple devices (with the same Yealink Cloud account registered in) join the same conference, the former joined device will exit the conference automatically once another device joins. The conference only allows one of them to join the conference.

- *Dialing Yealink Cloud Accounts*
- *Viewing Scheduled Conferences*
- *Joining Scheduled Conferences*
- *Meet Now*
- *Virtual Meeting Room (VMR)*
- *Managing Yealink Cloud Video Conferences*

Dialing Yealink Cloud Accounts

You can dial other Yealink Could accounts. If the contacts are in the same Yealink Cloud directory, you can dial the 9-digit account number or dial the last 4 digits. Otherwise, you can only dial the 9-digit account number. Cloud call is encrypted by default, and you will see an encryption icon during a Cloud call.

Related tasks

Placing a Call by Entering a Number

Viewing Scheduled Conferences

If you have scheduled conferences or are invited to a scheduled conference, the conference schedule will be displayed on your device (with Yealink Cloud account registered), and the mailbox linked to the Yealink Cloud account will receive an email about the conference details.

Procedure

On your monitor/CP960, do one of the following:

- On the idle screen, view the conference schedules. The upcoming or ongoing conferences of today are

  displayed in the conference schedule.

- On the idle screen, select one schedule to see the schedule list, then you can see the ongoing or upcoming

  conferences of the latest month.

Joining Scheduled Conferences

- *Joining a Scheduled Conference from the Conference Reminder*
- *Joining a Scheduled Conference from the Conference Schedule*
- *Joining a Scheduled Conference from the Notification Center*
- *Joining a Scheduled Conference by Dialing*

Joining a Scheduled Conference from the Conference Reminder

A reminder pops up 5 minutes before the conference starts on your monitor/CP960.

Procedure

Do one of the following:

- Select **Join** to join the scheduled conference.

- Select **Detail** to view the conference details, and select **Join**.

- Select **Ignore** to remove the reminder and then it will not pop up any longer.

  📝　**Note:** When the system is in a call, the conference reminder will not pop up. If the call ends but the

  scheduled conference is still ongoing, the reminder will pop up again. But if the scheduled conference

  ends, the reminder will not pop up.

Joining a Scheduled Conference from the Conference Schedule

By default, you can join an upcoming conference 5 minutes in advance. This time is set by Yealink Cloud enterprise administrator.

Procedure

1. On your remote control or CP960, navigate to **Schedule** ( ).

2. Select the desired conference.

   By default, you can join the conference 5 minutes before it starts.

3. Select **Join**.

Joining a Scheduled Conference from the Notification Center

By default, when the conference is about to take place in 5 minutes, the status bar of CP960 displays the icon and the notification center displays the conference information. You can also join the conference by tapping the conference notification.

Procedure

1. On your CP960, swipe down from the top of the screen to enter the notification center.

2. Tap the desired conference notification to join the conference.

Joining a Scheduled Conference by Dialing

If you do not register a Yealink Cloud account, or you register a Yealink Cloud account but you do not receive the conference invitation, you can join the scheduled conference by dialing.

About this task

You can choose one of the following to get the conference information:

- The mailbox linked to Yealink Cloud accounts will receive an email, including the IP address, the conference ID, the conference password and the method.
- Your system/CP960 will display the conference information, including the organizer, the conference ID and the conference password.
- Contact the conference participants.

Procedure

Do one of the following:

- If you register a Yealink cloud account, dial the **conference ID** to join the conference. You can get the

  conference information from the device, the email or other conference participants.

- If you do not register a Yealink Cloud account, dial **server address** to join the conference. You can get the

  conference information from other conference participants.

- For SIP devices, dial **conference ID** conference password@server address** or **server

  address##conference ID**conference password** to join the conference. You can get the conference

  information from the email or other conference participants.

Meet Now

When you register a Yealink Cloud account, you can initiate a Meet Now conference at any time, without any reservation. Contact your administrator to check whether the Meet Now conference is enabled for your account.

- *Initiating Meet Now Conferences*
- *Joining a Meet Now Conference by Dialing*

Initiating Meet Now Conferences

You can initiate a Meet Now conference at any time without any reservation.

Procedure

Do one of the following:

- On your remote control, go to **Meet Now**.

- On your CP960, tap **Meet Now**.

After the Meet Now conference is initiated successfully, you can invite participants.

📝 **Note:** In a Meet Now conference, if you receive and answer a call from a Yealink Cloud contact, the

contact will join the conference automatically.

Joining a Meet Now Conference by Dialing

You can join a Meet Now conference by dialing. You can obtain the conference information from the conference participants.

Procedure

Do one of the following:

- If you register a Yealink cloud account, dial the **conference ID** to join the conference.

- If you do not register a Yealink Cloud account, dial **server address** to join the conference.

- For SIP devices, dial **conference ID** conference password@server address** or **server

  address##conference ID**conference password** to join the conference.

Virtual Meeting Room (VMR)

The VMR is created by the Yealink Cloud enterprise administrator on the Yealink VC Cloud management service platform, so that the Yealink Cloud user can call into the VMR to initiate video conferences at any time. For more information, refer to *Yealink VC Cloud Management Service User Guide*.

- *Joining a VMR by Remote Control*
- *Joining a VMR by CP960*
- *Joining a Virtual Meeting Room by Dialing*

Joining a VMR by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Select **Cloud** from the drop-down menu.

3. Select **VMR**.

4. Select the desired VMR.

5. Press OK key to place a video call.

   If you want to place a voice call, press the right key to select **Voice Call**.

Joining a VMR by CP960

Procedure

1. On your CP960, tap **Directory**.

2. Select **Cloud** from the drop-down menu.

3. Tap **VMR**.

4. Tap the desired VMR to place a video call.

   If you want to place a voice call, tap ⓘ beside the desired VMR and then tap **Voice Call**.

Joining a Virtual Meeting Room by Dialing

Procedure

Do one of the following:

- If you register a Yealink Cloud account, dial the **conference ID** to join the conference.

- If you do not register a Yealink Cloud account and the VMR requires no password: for SIP devices, dial

  conference ID**@**server address** or **server address**##**conference ID** to join the VMR.

- If you do not register a Yealink Cloud account and the VMR requires a password: for SIP devices, dial

  conference ID** **conference password**@**server address** or **server address**##**conference ID******conference**

  password to join the VMR.

Managing Yealink Cloud Video Conferences

The following introduces how to manage Yealink cloud video conferences, including scheduled conferences, Meet Now conferences and Virtual Meeting Room (VMR).

The modes of Yealink Cloud video conferences are education mode, training mode and discussion mode. In the conference, the participant roles are as follow:

- Organizer: The organizer is someone who schedules the conference. The organizer in the training mode conference and the discussion mode is moderator by default. The organizer can designate any participant to be the moderator and give them control over the meeting.
- Moderator: The moderator is someone who has meeting control permissions.
- Guest: Participants other than the moderator have no control over the meeting.

- *Appointing a Lecturer*
- *Switching the Roles of Teacher and Student*
- *Switching Free Speak and Raise Hand Mode on CTP20*
- *Applying for Speaking*
- *Managing the Application*
- *Inviting Conference Participants*
- *Removing Conference Participants*
- *Muting or Unmuting All Conference Participants*
- *Muting or Unmuting a Conference Participant*
- *Blocking or Unblocking Audio on CTP20*
- *Disabling or Enabling the Camera on CTP20*
- *Controlling Cameras by CTP20*
- *Enabling or Disabling Live Broadcast on CTP20*
- *Viewing the Message List*
- *Leaving the Conference*
- *Ending Conferences*

Appointing a Lecturer

In a **training mode** conference, if you are the organizer or the moderator, you can appoint yourself as the lecturer via your CP960.

About this task

> 📝 **Note:** The modes of scheduled conferences and VMRs are **Discussion mode** and **Training mode**. Only the Yealink Cloud enterprise administrator can configure the conference mode on Yealink VC Cloud Management Service Platform.

- In **Discussion mode** conference, all conference participants can speak freely.
- In **Training mode** conference, all conference participants are muted by default except for the organizer and the moderator. The organizer or the moderator can appoint lecturers, and the lecturers can speak freely.

- *Appointing a Lecturer by CP960*

Appointing a Lecturer by CP960

Procedure

1. On your CP960, tap **More** > **Begin Speaking** during a conference.

2. To finish speaking, tap **More** > **Finish Speaking**.

Switching the Roles of Teacher and Student

If you are the organizer in the **Education mode** video conference, you can switch the role of any teacher or student; if you are the teacher in the **Education mode** video conference, you can switch the role of any teacher or student other than the organizer.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap ⋯ after the desired participant.

3. Select **Set as student** or **Set as teacher**.

Switching Free Speak and Raise Hand Mode on CTP20

If you are the teacher in the **Education mode** video conference, during the conference, the students can speak freely by default. You can switch to the raise hand mode, so that only after getting your permission, can the students speak freely.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap **Free Speak** in the lower-left corner, select **Raise hand** to switch to the raise hand mode.

   After switching to the raise hand mode, students who want to speak must go through the teacher's consent to speak

   normally.

Applying for Speaking

In **Training mode** conferences or VMRs, all guests are muted by default except for the moderator and the organizer. In **Education mode** conferences, the teacher enables the hand-to-speak mode, you need to apply for speaking.

Procedure

Do one of the following:

- On your remote control, press MUTE Key.

- On the touch screen of CP960 , tap **Apply for speaking**.

- On your CP960, tap one of the Mute keys.

- On your CPE90 wired expansion microphones/CPW90-BT Bluetooth wireless microphones, tap the Mute key.

Managing the Application

If you are the moderator or an organizer in a **Training mode** conference, you can allow or reject the application.

> **Note:** Managing the application is not applicable to the Meet Now conference.

- *Managing the Application by CP960*
- *Managing the Application by CTP20*

Managing the Application by CP960

Procedure

On your CP960, do one of the following:

- Tap **Allow** to allow the applicant to speak.

- Tap **Members list**.

  Tap 🖐 to allow the applicant to speak or tap **Clear handup** to clear all applications.

Managing the Application by CTP20

Procedure

1. On the left side of your CTP20, tap **Participant**.

2. On the Conference Members page, tap 🖐 beside the desired participant.

3. Select **Allow to speak** or **Forbid to speak**.

   If you need clear up all the applications, tap **Clear hands up**.

Inviting Conference Participants

During the Yealink Cloud video conference, any participants can invite other Yealink Cloud contacts to join the conference.

- *Inviting Conference Participants by Remote Control*
- *Inviting Conference Participants by CP960*

Inviting Conference Participants by Remote Control

During the Yealink Cloud video conference, any participants can invite other Yealink Cloud contacts to join the conference.

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Invite**.

3. Do one of the following:

   • If you select **Dial**, enter the account number, and then dial out.

   • If you select **Group Dial**, select the desired department and select the desired Yealink Cloud contacts, and then

      select **Start conference call**.

4. Repeat above steps until all the desired participants are added.

Inviting Conference Participants by CP960

Procedure

1. On your CP960, tap **Layout** during a conference.

2. Do one of the following:

   • If you tap ![icon], select the desired department, tap the desired Yealink Cloud contact, and then tap ![icon] to dial out.

   • If you tap ![icon], enter the account number, tap **Add Members**, and repeat this step to add more members, and

      then tap ![icon] to dial out.

Removing Conference Participants

If you are the organizer of Yealink Cloud Video Conference, you can remove any participant in the conference; if you are the moderator/teacher, you can remove any participant other than the organizer.

• *Removing Conference Participants by Remote Control*
• *Removing Conference Participants by CP960*

Removing Conference Participants by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Remove** and then press the right key.

3. Select the desired participant to remove.

Removing Conference Participants by CP960

Procedure

1. On your CP960, tap **Members list** during a call.

   All participants are displayed on the touch screen.

2. Tap beside the participant that you want to remove.

Muting or Unmuting All Conference Participants

If you are the organizer/moderator of a Yealink Cloud video conference, you can mute or unmute all conference participants except for yourself via CP960. In **Training mode** or **Education mode** conference, the muted participant cannot unmute themselves.

Procedure

1. During a call, tap **Members list** on your CP960.

   All participants are displayed on the touch screen.

2. Tap **All mute** or **All unmute** to mute/unmute all conference participants.

Muting or Unmuting a Conference Participant

If you are the organizer/moderator of a Yealink Cloud video conference, you can mute or unmute a conference participant via CP960. In **Training mode** or **Education mode** conference, the muted participant cannot unmute themselves.

Procedure

1. During a call, tap **Members list** on your CP960.

   All participants are displayed on the touch screen.

2. Tap beside the desired participant.

   The icon becomes . The participant is muted and other participants cannot hear his voice.

3. Tap beside the participant that you want to unmute.

   The icon becomes . The participant is unmuted and other participants can hear his voice.

Blocking or Unblocking Audio on CTP20

The moderator/teacher can block/unblock audio of any participant to control whether the participant can hear the voice in the meeting.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap ⋯ after the desired participant, select **Block Audio**/**Unblock Audio**.

Disabling or Enabling the Camera on CTP20

The moderator/teacher can enable or disable the participant's camera to control whether other participants can see the video of the participant.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap ◼◀/🎥 after the desired participant to disable/enable the camera.

Controlling Cameras by CTP20

The moderator/teacher can control the camera of the participants, including: moving up and down, moving left and right, and zooming in/out.

Before you begin

Make sure that the participant's camera to be controlled is not turned off and the Far Control Near Camera feature is enabled.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap ⋯ after the desired participant, select **Camera Control**.

3. Tap the navigation keys to adjust the camera angle.

4. Tap ⊖ or ⊕ to adjust the focal length.

Related tasks
Disabling or Enabling the Camera on CTP20
Allowing the Remote System to Control Your Camera

Enabling or Disabling Live Broadcast on CTP20

The host can enable the live broadcast for the conference. Users who watch the live broadcast can scan the live code directly without having to join the conference. If you do not want the meeting to be viewed by people other than the participants, you can disable the live broadcast for the conference.

Before you begin
The conference organizer should enable the RTMP live feature when scheduling a conference.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap **Open RTMP**.

   The screen displays the live broadcast with the live broadcast time and the live QR code.

3. If no live broadcast is required, tap **RTMP is active** and select **Stop RTMP**.

   > 🛈   **Tip:** During the live broadcast, tap **RTMP is active** to display the QR code again.

Related tasks
Watching the Live Broadcast by Scanning the Code

Viewing the Message List

Anyone in the conference can see the message list to know the conference issue, for example, when a participant join or leave the conference.

Procedure

On the left side of your CTP20, tap **Participant**.

The message list is displayed on the right side of the page.

- *Viewing the Message List by Remote Control*
- *Viewing the Message List by CP960*

Viewing the Message List by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Message List**.

Viewing the Message List by CP960

Procedure

On your CP960, tap **More** > **Message List** during a conference.

Leaving the Conference

When some conference participants leave the conference by the remote control/video conferencing phone at any time, other participants keep going.

- *Leaving Conference by Remote Control*
- *Leaving Conferences by CP960*

Leaving Conference by Remote Control

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a Yealink Cloud video conference, press Hang up key and select

  Leave, others keep going.

- If you are not a moderator (or an organizer) of a Yealink Cloud video conference, press Hang up key.

Leaving Conferences by CP960

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a Yealink Cloud video conference, tap **End Call**, and select **Leave, others keep going**.

- If you are not a moderator (or an organizer) of a Yealink Cloud video conference, tap **End Call**.

Ending Conferences

Only the organizer (moderator or teacher) of a Yealink Cloud video conference can end the conference, making other participants leave the conference.

- *Ending Conference by Remote Control*
- *Ending Conference by CP960*

Ending Conference by Remote Control

Procedure

On your remote control, press the Hang up key and select **End conference**.

Ending Conference by CP960

Procedure

On your CP960, tap **End Call**, and select **End conference**.

Using Yealink Meeting Server

You can dial other YMS accounts or use the YMS video conferencing feature, after you register a YMS account. YMS account is not available on the VC200 Custom Edition for Yealink Cloud.

About this task

There are three types of YMS conferences:

- **Scheduled conference**: you should schedule the conference via the YMS or Microsoft Outlook software.
- **Meet Now**: you can initiate a Meet Now conference at any time, without a reservation.
- **Virtual Meeting Room**: the VMR is created by your enterprise administrator. YMS users can join the VMR at any time without a reservation.

With the feature of YMS videoconferencing, you can do the following:

- View and join scheduled conferences.
- Initiate and join meet now conferences.
- Join the VMR.
- Manage YMS video conferences.

📝 **Note:** If multiple devices (with the same YMS account registered in) join the same conference, the former joined device will leave the conference automatically once another device joins. The conference only allows one of them to join the conference.

- *Dialing YMS Accounts*
- *Viewing Scheduled Conferences*
- *Joining Scheduled Conferences*
- *Watching the Live Broadcast by Scanning the Code*
- *Meet Now Conference*
- *Virtual Meeting Room (VMR)*
- *Managing YMS Video Conferences*

Dialing YMS Accounts

You can dial other YMS accounts. YMS call is encrypted by default, and you will see an encryption icon 🔵 during a YMS call.

Related tasks

Placing a Call by Entering a Number

Viewing Scheduled Conferences

If you have scheduled conferences or are invited to a scheduled conference, the conference schedule will be displayed on your device (with a YMS account registered), and the mailbox linked to the YMS account will receive an email about the conference details.

Procedure

On your monitor/CP960, do one of the following:

- On the idle screen, view the conference schedules. The upcoming or ongoing conferences of today are displayed in the conference schedule.

- On the idle screen, select one schedule to see the schedule list, then you can see the ongoing or upcoming conferences of the latest month.

Joining Scheduled Conferences

- *Joining a Scheduled Conference from the Conference Reminder*
- *Joining a Scheduled Conference from a Conference Invitation*
- *Joining a Scheduled Conference from the Conference Schedule*
- *Joining a Scheduled Conference from the Notification Center*
- *Joining a Scheduled Conference by Dialing*
- *Joining Scheduled Conferences by Scanning the QR Code*

Joining a Scheduled Conference from the Conference Reminder

On your monitor/CP960a, a reminder pops up 5 minutes before the conference starts.

Procedure

Do one of the following:

- Select **Join** to join the scheduled conference.

- Select **Detail** to view the conference details, and select **Join**.

Select **Ignore** to remove the reminder and then it will not pop up any longer.

> **Note:** When the system is in a call, the conference reminder will not pop up. If the call ends but the scheduled conference is still ongoing, the reminder will pop up again. But if the scheduled conference ends, the reminder will not pop up.

Joining a Scheduled Conference from a Conference Invitation

If the administrator enables the auto answer feature on Yealink Meeting Server, when the scheduled conference starts, the server will send a conference invitation to the device. If you enable the auto answer feature, your system will join the scheduled conference automatically once it receives a conference invitation. If you disable the auto answer feature, use your remote control/CP960 to join the conference manually.

> **Note:** For more information about configuring the auto answer feature, contact your administrator.

Related concepts
Answering a Call Automatically When not in a Call
Related tasks
Answering Multiple Calls Automatically

Joining a Scheduled Conference from the Conference Schedule

By default, you can join a upcoming conference 5 minutes in advance. This time is set by the enterprise administrator.

Procedure

1. On your remote control or CP960, navigate to **Schedule**.

2. Select the desired conference.

   By default, you can join the conference 5 minutes before it starts.

3. Select **Join**.

Joining a Scheduled Conference from the Notification Center

By default, 5 minutes before the conference starts, the status bar of CP960 displays the icon and the notification center displays the conference information. You can also join the conference by tapping the conference notification.

Procedure

1. On your CP960, swipe down from the top of the screen to enter the notification center.

2. Tap the desired conference notification to join the conference.

Joining a Scheduled Conference by Dialing

About this task

If you schedule a conference or you are invited to a scheduled conference, you can obtain the conference information in the following ways:

- The mailbox linked to the YMS account will receive an email, including the IP address, the conference ID, the conference password and the method to join the conference.
- Your system/CP960 will display the conference information, including the conference ID and the conference password.
- Contact the conference participants.

Procedure

Do one of the following:

- If you register a YMS account, dial the **conference ID** to join the conference. You can get the conference

   information from the device, the email or other conference participants.

- If you do not register a YMS account, dial **server address** to join the conference. You can get the conference

   information from other conference participants.

- For SIP devices, dial **conference ID** conference password@server address** or **server address##conference ID**conference password** to join the conference. You can get the conference information from the email or other conference participants.

- For H.323 devices, dial **server address##conference ID**conference password** to join the conference. You can get the conference information from the email or other conference participants.

Joining Scheduled Conferences by Scanning the QR Code

You can find the QR code from the conference schedule on the system/CP960/CTP20 to share conference information. You can share QR code with people who you want to invite to a meeting or use a mobile device (mobile, tablet) to enter the meeting by scanning the code.

About this task
If the meeting is locked by the moderator/teacher, after joining the meeting, you are in a waiting state and you need the permission of the moderator/teacher to enter the meeting.

Procedure

1. Select the meeting schedule by remote control/CP960 conference phone/CTP20, and select the corresponding meeting.

2. Scan the QR code to join the scheduled meeting.

Watching the Live Broadcast by Scanning the Code

Some activities, for example, lectures or training, have large audiences but limited interaction between the lecturers and the audience. Moreover, the cost is high if it is held by a general video conference. In this situation, the audiences who do not need to join the activity can choose to watch the live broadcast.

Before you begin
The conference organizer should enable the RTMP live feature when scheduling a conference. For more information on how to enable the RTMP live feature, refer to *Yealink Meeting Server User Guide*.

About this task
If the conference is scheduled successfully, the QR code will be sent to the devices with the conference participant accounts logged in, and the mailbox linked to the conference participants will receive an email containing the QR code and a link.

Procedure

Do one of the following:

- In the received email, click **Click here** or scan the QR code to watch the live broadcast.

- If the RTMP live feature is enabled in the conference via CTP20, you can use a mobile device (for example, mobile phone, tablet) to scan the QR code to watch the live broadcast.

Related tasks
Enabling or Disabling Live Broadcast on CTP20

Meet Now Conference

When you register a YMS account, you can initiate a Meet Now conference at any time, without a reservation. Contact your administrator to check whether the Meet Now conference is enabled for your account.

• *Initiating Meet Now Conferences*
• *Joining a Meet Now Conference by Dialing*

Initiating Meet Now Conferences

You can initiate a Meet Now conference at any time without any reservation.

Procedure

Do one of the following:

• On your remote control, go to **Meet Now**.

• On your CP960, tap **Meet Now**.

After the Meet Now conference is initiated successfully, you can invite participants.

📝 **Note:** In Meet Now conference, if you receive a call from a YMS contact, a reminder that you can allow

or refuse the contact to join your conference will prompt.

Joining a Meet Now Conference by Dialing

You can join a Meet Now conference by dialing. You can obtain the conference information from the conference participants.

Procedure

Do one of the following:

• If you register a YMS account, dial the **conference ID** to join the conference.

• For SIP devices, dial **conference ID** @server address** or **server address##conference ID** to join the

conference.

• For H.323 devices, dial **server IP address##conference ID** to join the conference.

Virtual Meeting Room (VMR)

The VMR is created by the enterprise administrator on Yealink Meeting Server, and the YMS user can call into the VMR to initiate a video conference at any time, without a reservation. For more information, refer to *Yealink Meeting Server User Guide*.

• *Joining a VMR from Directory*

- *Joining a VMR by Dialing*

Joining a VMR from Directory

- *Joining a VMR by Remote Control*
- *Joining a VMR by CP960*

Joining a VMR by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.

2. Select **Enterprise directory** from the drop-down menu.

3. Select **VMR**.

4. Select the desired VMR.

5. Press OK key to place a video call.

   If you want to place a voice call, press the right key to select **Voice Call**.

Joining a VMR by CP960

Procedure

1. On your CP960, tap **Directory**.

2. Select **Enterprise directory** from the drop-down menu.

3. Tap **VMR**.

4. Tap the desired VMR to place a video call.

   If you want to place a voice call, tap ⓘ beside the desired VMR and then tap **Voice Call**.

Joining a VMR by Dialing

Procedure

Do one of the following:

- If you register a YMS account, dial the **conference ID** to join the conference.

- If you do not register a YMS account and the VMR requires no password:

  - For SIP devices, dial **conference ID** @server address** or **server address##conference ID** to join the

    conference.

  - For H.323 devices, dial **the server IP address##conference ID** to join the conference.

- If you do not register a YMS account and the VMR requires a password:

  - For SIP devices, dial **conference ID**conference password@server address** or **server address##conference ID**conference password** to join the conference.

  - For H.323 devices, dial **the server IP address##conference ID**conference password** to join the VMR.

Managing YMS Video Conferences

The following introduces how to manage YMS video conference, including scheduled conferences, Meet Now conferences and VMRs.

The modes of Yealink YMS video conferences are training mode and discussion mode. In the conferences, the participant roles are as follow:

- Organizer: The organizer is someone who schedules the conference. The organizer in the training mode and discussion mode conference is the moderator by default. The organizer can designate any participant to be the moderator and give the participant control over the meeting.
- Moderator: The moderator is someone who has meeting control permissions.
- Guest: Participants other than the moderator have no control over the meeting.

- *Appointing a Lecturer*
- *Applying for Speaking*
- *Managing the Application*
- *Inviting Conference Participants*
- *Removing Conference Participants*
- *Muting or Unmuting All Conference Participants*
- *Muting or Unmuting a Conference Participant*
- *Blocking or Unblocking Audio on CTP20*
- *Enabling or Disabling the Camera on the CTP20*
- *Controlling Cameras by CTP20*
- *Enabling or Disabling Live Broadcast on CTP20*
- *Viewing the Message List*
- *Leaving the Conference*
- *Ending Conferences*

Appointing a Lecturer

In a **Training mode** conference, if you are the organizer or moderator, you can appoint yourself as the lecturer via your CP960.

About this task

📝 **Note:** The modes of scheduled conferences and VMRs are **Discussion mode** and **Training mode**. Only the enterprise administrator can configure the conference mode on YMS.

- In **Discussion mode** conference, all conference participants can speak freely.
- In **Training mode** conference, all conference participants are muted by default except for the organizer or the moderator. The organizer or the moderator can appoint lecturers, and the lecturers can speak freely.

- *Appointing a Lecturer by CP960*

Appointing a Lecturer by CP960

Procedure

1. On your CP960, tap **More** > **Begin Speaking** during a conference.

2. To finish speaking, tap **More** > **Finish Speaking**.

Applying for Speaking

If you are the muted conference participant, you can speak after the moderator agrees your application for speaking.

About this task
In **Training mode** conferences or VMRs, all guests are muted by default except the moderator or the organizer.

Procedure

Do one of the following:

- On your remote control, press Mute Key.

- On your CP960, tap **Apply for speaking**.

- On the touch screen of CP960, tap one of the Mute keys on CP960 codec.

- On your CPE90 wired expansion microphones/CPW90-BT Bluetooth wireless microphones, tap the Mute key.

> 📝 **Note:** Applying for speaking is not applicable to the Meet Now conference.

Managing the Application

If you are the moderator or an organizer in a **Training mode** conference, you can allow or reject the application.

> 📝 **Note:** Managing the application is not applicable to the Meet Now conference.

- *Managing the Application by CP960*
- *Managing the Application by CTP20*

Managing the Application by CP960

Procedure

On your CP960, do one of the following:

- Tap **Allow** to allow the applicant to speak.

- Tap **Members list**.

   Tap 🖐 to allow the applicant to speak or tap **Clear handup** to clear all applications.

Inviting Conference Participants

During the YMS video conference, any participants can invite other YMS contacts to join the conference.

- *Inviting Conference Participants by Remote Control*
- *Inviting Conference Participants by CP960*

Inviting Conference Participants by Remote Control

During the YMS video conference, any participants can invite other YMS contacts to join the conference.

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Invite**.

3. Do one of the following:

    - If you select **Dial**, enter a YMS account, and then dial out.

    - If you select **Group Dial**, select the desired department and select the desired YMS contacts, and then press

      the right key to select **Start conference call**.

4. Repeat above steps until all the desired participants are added.

Inviting Conference Participants by CP960

Procedure

1. On your CP960, tap **New Call**.

2. Do one of the following:

    - If you tap 👤, select the desired department, tap the desired YMS contacts, and then tap 📞 to dial out.

    - If you tap 📞, enter a YMS account, tap Add members, repeat this step to add more participants and tap 📞 to

      dial out.

Removing Conference Participants

You can remove conference participants if you are the organizer/moderator of a YMS video conference.

- *Removing Conference Participants by Remote Control*
- *Removing Conference Participants by CP960*

Removing Conference Participants by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Remove** and then press the right key.

3. Select the desired participant to remove.

Removing Conference Participants by CP960

Procedure

1. On your CP960, tap **Members list** during a call.

All participants are displayed on the touch screen.

2. Tap beside the participant that you want to remove.

Muting or Unmuting All Conference Participants

If you are the organizer/moderator of a YMS video conference, you can mute or unmute all conference participants except for yourself via CP960. In **Training mode** conference, the muted participants cannot unmute themselves.

Procedure

1. During a call, tap **Members list** on your CP960.

All participants are displayed on the touch screen.

2. Tap **All mute** or **All unmute** to mute/unmute all conference participants.

Muting or Unmuting a Conference Participant

If you are the organizer/moderator of a YMS video conference, you can mute or unmute a conference participant via CP960. In **Training mode** conference, the muted participants cannot unmute themselves.

Procedure

1. During a call, tap **Members list** on your CP960.

All participants are displayed on the touch screen.

2. Tap beside the desired participant.

The icon becomes . The participant is muted and other participants cannot hear his voice.

3. Tap beside the participant that you want to unmute.

The icon becomes . The participant is unmuted and other participants can hear his voice.

Blocking or Unblocking Audio on CTP20

The moderator can block/unblock audio of any participant to control whether the participant can hear the voice in the meeting.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap ⋯ after the desired participant, select **Block Audio/Unblock Audio.**

Enabling or Disabling the Camera on the CTP20

The moderator can enable or disable the participant's camera to control whether other participants can see the video of the participant.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap ◼/ after the desired participant to disable/enable the camera.

Controlling Cameras by CTP20

The moderator can control the camera of the participants, including: moving up and down, moving left and right, and zooming in/out.

Before you begin

Make sure that the camera you want to control is not turned off and the Far Control Near Camera feature is enabled.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap ⋯ after the desired participant, select **Camera Control**.

3. Tap the navigation keys to adjust the camera angle.

4. Tap ⊖ or ⊕ to adjust the focal length.

Related tasks
Disabling or Enabling the Camera on CTP20
Allowing the Remote System to Control Your Camera

Enabling or Disabling Live Broadcast on CTP20

The moderator can enable the live broadcast for the conference. Users who watch the live broadcast can scan the live QR code directly without having to join the conference. If you do not want the meeting to be viewed by people other than the participants, you can disable the live broadcast for the conference.

Before you begin
The conference organizer should enable the RTMP live feature when scheduling a conference.

Procedure

1. In the Conference Control page, tap **Participant**.

2. Tap **Open RTMP**.

   The screen displays the live broadcast with the live broadcast time and the live QR code.

3. If no live broadcast is required, tap **RTMP is active** and select **Stop RTMP**.

   > *i*   **Tip:** During the live broadcast, tap **RTMP is active** to display the QR code again.

Related tasks
Watching the Live Broadcast by Scanning the Code

Viewing the Message List

Anyone in the conference can see the message list to know the conference information, for example, when a participant join or leave the conference.

- *Viewing the Message List by Remote Control*
- *Viewing the Message List by CP960*

Viewing the Message List by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Message List**.

Viewing the Message List by CP960

Procedure

   On your CP960, tap **More** > **Message List** during a conference.

Leaving the Conference

When some conference participants leave the conference by the remote control/video conferencing phone at any time, other participants keep going.

- *Leaving Conference by Remote Control*
- *Leaving Conferences by CP960*

Leaving Conference by Remote Control

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a YMS video conference, press Hang up key and select **Leave, others keep going**.

- If you are not a moderator (or an organizer) of a YMS video conference, press Hang up key.

Leaving Conferences by CP960

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a YMS video conference, tap **End Call** and select **Leave, others keep going**.

- If you are not a moderator (or an organizer) of a YMS video conference, tap **End Call**.

Ending Conferences

If you are the organizer/moderator of a YMS video conference, you can end the conference, and then all participants leave the conference.

- *Ending Conferences by Remote Control*
- *Ending Conference by CP960*

Ending Conferences by Remote Control

Procedure

On your remote control, press the Hang up key and select **End conference**.

Ending Conference by CP960

Procedure

On your CP960, tap **End Call**, and select **End conference**.

Using the Third-Party Video Conference Platforms

Yealink video conferencing systems are compatible with StarLeaf/Zoom/BlueJeans/Pexip/EasyMeet video conferencing platform.

📄 **Note:** The third-party video conference platforms are not supported by the VC200 Custom Edition for Yealink Cloud.

Features	StarLeaf	Zoom	Pexip	BlueJeans	EasyMeet	Videxio
Place calls to accounts in the same server.	√	×	√	×	√	√
Call into the VMR to join video conference with other devices.	√	√	√	√	√	√
Dial Microsoft Skype for Business or Lync account.	√	×	√	×	×	×
Receive conference schedule from the cloud video conference platform.	×	×	×	√	√	×

Related tasks
Placing a Call by Entering a Number

Presenting

You can present the content in your computer during a call. Using dual screen for sharing contents is recommended. Only one content can be shared at a time, and the content shared later will replace the previous one.

• *Wired Sharing*
• *Wireless Sharing*

Wired Sharing

If you purchase a VCH50 video conferencing hub for sharing content, connect it to the computer according to the quick start guide in the product package.

• *Sharing Content When not in a Call*
• *Stopping Sharing Content When not in a Call*
• *Sharing Content in a Call*
• *Stopping Sharing Content in a Call*

Related concepts
Video Input Source

Sharing Content When not in a Call

You can share the content in the computer when your system is idle.

Before you begin
Make sure the computer is powered on and connected to your system.

Procedure

The system will connect to the wired sharing and display the sharing content automatically. If the system does not

start sharing content automatically, do one of the following to start sharing content manually:

- If ⌨🖥 on your remote control is set as **Presentation** key by your system administrator, press ⌨🖥 to start

  sharing content.

- On your CP960, tap **Presentation** to start sharing content.

Stopping Sharing Content When not in a Call

Procedure

Do one of the following:

- Disconnect the computer from your system.

- If ⌨🖥 on your remote control is set as **Presentation** key by your system administrator, Press ⌨🖥 to stop

  sharing content.

- On your CP960, tap **Presentation** to stop sharing content.

Sharing Content in a Call

You can share content from a computer when your system is in a call.

Before you begin

Make sure the computer is powered on and connected to your system.

Procedure

Generally, the system will connect to the wired sharing and display the sharing content automatically. If the

system does not display the sharing content automatically, do one of the following to start sharing content

manually:

- If ⌨🖥 on your remote control is set as **Presentation** key by your system administrator, press ⌨🖥 to start

  sharing content.

- On your remote control, press OK key to open **Talk Menu**, and then select **Presentation**.

- On your CP960, tap **Presentation** to start sharing content.

- 📝 **Note:** In the audio call, only the local monitor can display the sharing content. In the video call, both the

  local and the remote monitor can display the sharing content.

Stopping Sharing Content in a Call

Procedure

Do one of the following:

- Disconnect the computer from your system.

- On your remote control, if ⌨ is set as **Presentation** key by your system administrator, press ⌨ to stop sharing content.

- On your remote control, press OK key to open **Talk Menu**, and then select **Presentation** to stop sharing content.

- On your CP960, tap **Presentation** to stop sharing content.

Wireless Sharing

You can use Yealink WPP20 wireless presentation pod or Apple device (use the Airplay feature) for content sharing. If you purchase a WPP20 wireless presentation pod for content sharing, connect it to the computer according to the quick start guide in the product package. For more information, refer to *Yealink WPP20 Wireless Presentation Pod Quick Start Guide*.

- *Sharing Content via WPP20*
- *Switching Shared Content via WPP20*
- *Stopping Sharing Content via WPP20*
- *Sharing Content via Apple Device*
- *Stopping Sharing Content via Apple Device*

Related concepts
Video Input Source

Sharing Content via WPP20

Before you begin
Make sure the computer is powered on and you connect the WPP20 wireless presentation pod to your computer.

Procedure

1. Do one of the following:

- On the WPP20, press the presentation button to share the full screen.

- On the WPP20, long press the presentation button for 3 seconds and then release this button. Select the file or window you want to share and then click **Share Now**.

- On the Yealink Wireless Presentation Pod software, click **Contents Share** and choose the file you want to share, and then click **Share Now**.

  The computer content is automatically projected to the device.

2. Click **Annotation** on the navigation bar to make notes on the shared content with the corresponding tools.

Related information
Introduction of WPP20 Note Toolbar
Introduction of the WPP20 Whiteboard Note Toolbar

Switching Shared Content via WPP20

Procedure

1. On the Yealink Wireless Presentation Pod software, click **New Share**.

2. Select the file or window you want to share and then click **Start Sharing**.

Stopping Sharing Content via WPP20

Procedure

Do one of the following to stop sharing content:

- On your computer, remove WPP20.

- On the WPP20, press the presentation button.

- On the Yealink Wireless Presentation Pod software, click **Stop Sharing**.

  📄 **Note:** If you share the whiteboard via WPP20, you need to press the Presentation Button on the WPP20 Wireless Presentation Pod twice to end the content sharing.

Sharing Content via Apple Device

Before using Apple device for content sharing, make sure the Airplay feature is enabled and the Apple device connects to the wireless AP of the VCS codec.

Procedure

1. On your Apple device, tap **Settings** > **General** > **Airplay**.

2. Select **Everyone**.

    The Airplay feature is enabled.

3. The Apple device connects to the wireless AP of the VCS codec.

4. Go to the Control Center.

5. Tap **Screen Mirroring**, and select the related content sent by the VCS codec from the pop-up dialogue.

    The content on the Apple device is automatically projected to the VCS codec.

> 📝 **Note:** For more information about how to connect the wireless AP of the VCS codec, contact to your administrator.
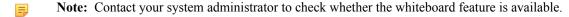
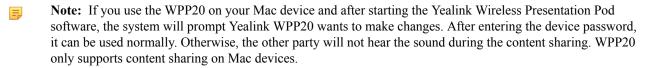## Stopping Sharing Content via Apple Device

Procedure

Go to the Control Center, and select VCS from the Screen Mirroring.

Using WPP20 Wireless Presentation Pod

After WPP20 Wireless Presentation Pod is paired with VC800/VC500/VC200/PVT980/PVT950 and connected to the computer, it can easily realize the wireless screen projection of computer screen with whiteboard collaboration function. And it can receive the whiteboard or shared content initiated by the codec or other devices. In addition, the WPP20 built-in Yealink Wireless Presentation Pod software, combined with a conference TV terminal and touch TV, allows you to record and control your meeting while sharing the screen. At the same time, you can directly reversal control the computer on the touch TV or touch panel to give you the extremely content sharing experience.

For more information, refer to *Yealink WPP20 Wireless Presentation Pod Quick Start Guide*.
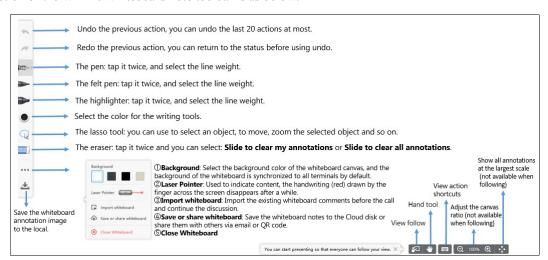
> **Note:** Contact your system administrator to check whether the whiteboard feature is available.

> **Note:** If you use the WPP20 on your Mac device and after starting the Yealink Wireless Presentation Pod software, the system will prompt Yealink WPP20 wants to make changes. After entering the device password, it can be used normally. Otherwise, the other party will not hear the sound during the content sharing. WPP20 only supports content sharing on Mac devices.

- *Introduction of the WPP20 Whiteboard Note Toolbar*
- *Introduction of WPP20 Note Toolbar*
- *Receiving Shared Whiteboard or Content*
- *Initiating Whiteboard Sharing on WPP20*
- *Saving the Content or Whiteboard Picture Locally via WPP20*
- *Saving or Sharing Whiteboard Source Files via WPP20*
- *Importing the Whiteboard Source File via WPP20*
- *Importing an Existing Whiteboard during a Call via WPP20*
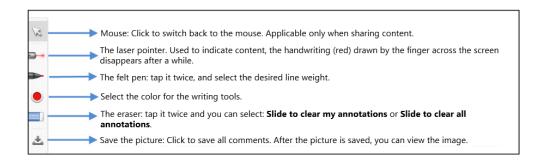
Introduction of the WPP20 Whiteboard Note Toolbar

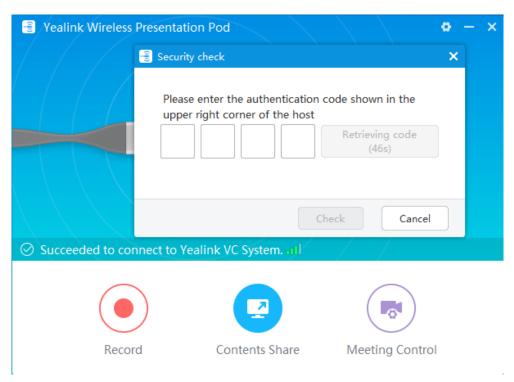Introduction of the WPP20 whiteboard note toolbar is as below:

Introduction of WPP20 Note Toolbar

The interface introduction of the WPP20 note toolbar is below:

Receiving Shared Whiteboard or Content

WPP20 can receive whiteboard or content shared by the VCS codec or other devices. If the administrator needs to confirm the authentication before setting the WPP20 to obtain the collaboration data, click the **Sharing** area to receive the sharing on the Yealink Wireless Presentation Pod software. Enter the four-digit authentication code in the security check box. The authentication code is displayed in the upper right corner of the display device connected to the VCS codec.

You can use the WPP20 annotation tool or the whiteboard annotation tool to take notes.

Related information

Introduction of WPP20 Note Toolbar
Introduction of the WPP20 Whiteboard Note Toolbar

Initiating Whiteboard Sharing on WPP20

When you use the WPP20 to initiate the content sharing, you can select initiate whiteboard sharing and the whiteboard data will be synchronized to the VCS codec. If a CTP20 is connected to the VCS codec, the whiteboard data is synchronized to the CTP20.

Before you begin

Make sure the computer is powered on and you connect the WPP20 wireless presentation pod to your computer.

About this task

If the administrator has set that the authentication should be confirmed before wirelessly setting up the CPT20, an authentication is required before using the whiteboard feature. After each collaboration in the non-call, the VCS codec will cache the authentication status of the accessory within a certain period of time (configured by the administrator). If timeout, the accessory needs to be re-authenticated.

Procedure

1. On the Yealink Wireless Presentation Pod software, click **Contents Share**.

2. Select **Whiteboard** and click **Start Sharing**.

   📝 **Note:** If the administrator has set that an authentication is required before the WPP20 collaboration, you

   need to enter the four-digit authentication code in the security check box before sharing the whiteboard.

   The authentication code is displayed on the upper right of the display device connected to the VCS codec.

Saving the Content or Whiteboard Picture Locally via WPP20

After receiving or sending the content/whiteboard via WPP20, the shared content/whiteboard picture can be saved locally.

Procedure

1. In the content/whiteboard note toolbar, click ⬇.

2. Click **view the file** to view the picture.

   Image saved, click to <u>view the file</u> ✕

Related information
Introduction of WPP20 Note Toolbar
Introduction of the WPP20 Whiteboard Note Toolbar

Saving or Sharing Whiteboard Source Files via WPP20

After registering the YMS account, you can save the whiteboard source file, to prevent the whiteboard from being erased due to issues switching or to save the uncompleted whiteboard data on the cloud disk. You can also directly share the whiteboard to the relevant person via email or the QR code.

About this task

When you are in a YMS conference, no matter which participant saves the whiteboard, the image will be saved in the conference organizer's cloud disk.

For more information on how to use or download saved whiteboard files, please contact your administrator.

Procedure

1. At the note toolbar, tap ••• > **Save/Share**.

2. Do one of the following:

   • click **Save to cloud disk** to save the whiteboard to the YMS server.

   • click **Send E-mail**, enter the email address and then tap **Send** to share whiteboard via email.

   Multiple email addresses are separated by commas (half-width, full-width) or semicolons (half-width, full-

   width).

   • Click **Clink to get qrcode**.

   Other personnel can access the whiteboard image by scanning the QR code and entering the provided access

   password for a limited period of time.

   > ℹ️ **Tip:** When sharing by QR code, you can also click **Copy Link**. Other people can access the image on
   >
   > the web page via a link.

Importing the Whiteboard Source File via WPP20

If you want to continue discussing the saved whiteboard file, download it from the cloud disk to your local system and use WPP20 to import the whiteboard source files.

Procedure

1. At the note toolbar, tap ••• > **Import whiteboard**.

2. Select the whiteboard file locally and import it.

Importing an Existing Whiteboard during a Call via WPP20

If you have made notes on the whiteboard locally before the call, you can choose to import the whiteboard to continue the discussion after the call.

Procedure

In the note toolbar, tap ••• > **Import whiteboard before talking**.

Using Basic Features

- • *Viewing the World Time on the CP960*
- • *Recording Videos*
- • *Taking Screenshots*
- • *Managing Videos and Screenshots*
- • *Setting the Wallpaper for CTP20 and VCS Codec*
- • *Setting the CTP20 Brightness*
- • *Setting CTP20 to the Sleep Mode*

Viewing the World Time on the CP960

You can use CP960 to check the current time of different cities in the world.

Procedure

1. On your CP960, tap the digital clock.

   The current time of the selected city is displayed on the touch screen.

2. Tap ⊕.

3. Do one of the following:

   a) Tap 🔍, enter the city name in the Search field.

      Cities match the characters will appear on the touch screen.

   b) Tap ⋮, select **Sort by name**/**Sort by time**.

      The unselected cities will be sorted by the desired method.

4. Select or clear the checkboxes of the desired cities.

5. Tap ← to return to the previous page, and check the current time of the selected cities.

Related concepts
Entering Characters by Onscreen Keyboard

Recording Videos

You can record videos to the system memory (only applicable to VC200), a USB flash drive or your computer. The recorded videos will be saved in .mkv format and named as the recorded time and date. In addition, if the administrator has enabled server recording permission for your YMS account, you can use server recording to save the video on the server during the meeting.

About this task

To record videos to your computer, you need to purchase a WPP20 wireless presentation pod. To record videos to a USB flash drive, the USB flash drive you connect should support FAT 32 and NTFS format.

For more information on server recording permissions during meetings and how to get videos from the server, please contact your administrator.

- *Recording Local Videos*
- *Recording Server Videos*

Recording Local Videos

By default, the recorded video is local video. For VC880/VC800/VC500/PVT980/PVT950, the recorded video is saved on the connected USB flash drive. For VC200, if a USB flash drive is not connected, the recorded video is saved directly in the local storage; if a USB flash drive is connected, it is saved on the USB flash drive by default.

Before recording the video, your system should meet the following requirements:

- For VC880/VC800/VC500/PVT980/PVT950, make sure the administrator has enabled USB and screenshots features.

  For VC200, make sure the administrator has enabled screenshots feature. And if you need to store video locally, local storage should be enabled; if you need to store video on the USB flash drive, USB feature should be enabled.
- Make sure that VC200 or USB flash drive has enough storage space.

  ⓘ **Tip:** For VC880/VC800/VC500/PVT980/PVT950, select **More** > **Record** > **Storage Info** to view the USB storage; For VC200, select **More** > **File Manager** to view local or USB storage.

- *Recording Local Videos by Remote control*
- *Recording Local Videos by CP960*
- *Recording Local Videos by WPP20*

Recording Local Videos by Remote control

Procedure

1. On your remote control, press ⬤ to start recording.

   If your system administrator enables the server recording permission for your YMS account, select **Local recording.**

   The monitor displays the recording icon and the time.

2. Press ⬤ again to stop recording.

Recording Local Videos by CP960

Procedure

1.
   On your CP960, tap ⬤ to start recording.

   If your system administrator enables the server recording permission for your YMS account, select **Local**

   recording.

   The touch screen prompts "Recording".

2.
   Tap ⬛ to stop recording.

Recording Local Videos by WPP20

Before you begin
Make sure the computer is powered on and you connect the WPP20 wireless presentation pod to your computer.

Procedure

1. Do one of the following:

   • When the system is idle, click **Start Sharing** on the Yealink Wireless Presentation Pod software.

   • When the system is during the call, click **Start Sharing** or **Meeting Control** > **Record**on the Yealink Wireless

      Presentation Pod software.

2. Select the storage location for the recording file.

   The system prompts whether or not you agree with the recording request.

3. Confirm the WPP20 recording request on the system.

4. On the Yealink Wireless Presentation Pod software, click **Stop Sharing**.

Recording Server Videos

If the administrator has enabled server recording permission for your YMS account, you can choose to record the video on the server when you initiate a meeting or join a meeting that has been assigned recording permission.

• *Recording Server Videos by Remote control*
• *Recording Server Videos by CP960*
• *Recording Server Videos by CTP20*

Recording Server Videos by Remote control

Before you begin
You are the initiator of a Meet Now conference or a participant who is given permission to record.

Procedure

1. On your remote control, press [icon] to start recording.

2. Select **Server recording**.

3. Press [icon] again to stop recording.

Recording Server Videos by CP960

Before you begin
You are the initiator of a Meet Now conference or a participant who is given permission to record.

Procedure

1. On your CP960, tap [icon] to start recording.

2. Select **Server recording**.

3. Tap [icon] to stop recording.

Recording Server Videos by CTP20

Procedure

1. On your CTP20, press [icon] to start recording.

2. Select **Server recording**.

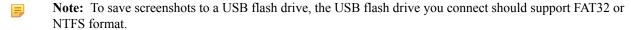3. Tap [icon] to stop recording.

Taking Screenshots

You can capture the screenshot on the device. The screenshots are saved as .jpg files and named as the captured time and date.

About this task
You can use the remote control or CTP20 to capture screenshots when the system is idle. You can use the remote control, CTP20, or CP960 to capture screenshots when the system is during a call. For VC880/VC800/VC500/PVT980/PVT950/VC200, you can save screenshots in the USB flash drive connected to the codec, VCH50, or wired CTP20. For VC200, you can also save screenshots to the local storage. Your system should meet the following requirements:

- For VC880/VC800/VC500/PVT980/PVT950, make sure the administrator has enabled USB and screenshots features.

For VC200, make sure the administrator has enabled screenshots feature. And if you need to save the screenshots locally, local storage should be enabled; if you need to save the screenshots on the USB flash drive, USB feature should be enabled.

- Make sure that VC200 or USB flash drive has enough storage space.

> **Note:** To save screenshots to a USB flash drive, the USB flash drive you connect should support FAT32 or NTFS format.

- *Capturing Screenshots by CP960*
- *Capturing Screenshots by Remote Control*
- *Capturing Screenshots by CP960*

Capturing Screenshots by CP960

Procedure

On your CP960, tap **More** > **Screenshot** during a conference.

Capturing Screenshots by Remote Control

Procedure

If ⬚ on your remote control is set as **ScreenShot** key by your system administrator, press ⬚ to capture screenshots.

Capturing Screenshots by CP960

Procedure

1. In the top-right corner of your CTP20, tap ⬭ .

2. Tap **Screenshot on host**.

Managing Videos and Screenshots

For VC200, the video and screenshot files can be saved to the local storage. You can directly manage them locally. After the USB flash drive is connected to the VC200/VC500/VC800/VC880/PVT980/PVT950, VCH50 or wired CTP20, it can be recognized by the VCS codec. You can manage images stored in the Screenshot folder in the .jpg format and videos stored in the Video Record folder in the .mkv format.

- *Copying the Screenshot from the Local Storage to the USB Flash Drive*
- *Copying the Video from the Local Storage to the USB Flash Drive*
- *Viewing Screenshots*
- *Deleting Screenshots*
- *Viewing Local Recorded Videos*
- *Deleting Local Recorded Videos*

Copying the Screenshot from the Local Storage to the USB Flash Drive

For VC200 endpoint, you can copy the screenshot from the local storage to the USB flash drive.

Procedure

1. For VC200 video conferencing endpoint: on your remote control, go to **More** > **File Manager** > **Local Storage** > **Screenshot**.

2. Select a desired screenshot, and then press the right key to select .

Copying the Video from the Local Storage to the USB Flash Drive

For VC200, you can copy the recorded videos from the local storage to the USB flash drive.

Procedure

1. For VC200: on your remote control, go to **More** > **File Manager** > **Local Storage** > **Video**.

2. Select a desired video, and then press the right key to select .

Viewing Screenshots

Procedure

1. On your remote control, navigate to **More** > **Recording** > **Screenshot**.

   For VC200 video conferencing endpoint: on your remote control, navigate to **More** > **File Manager** > **Local Storage/USB flash drive** > **Screenshot**.

2. Select a desired screenshot, and press OK key or tap beside the desired screenshot and press OK key .

3. Do one of the following:

   • Press the left key or the right key to view the previous or next screenshot.

   • Press or to zoom the screenshot in/out.

   • On your remote control, press to exit.

Deleting Screenshots

If the USB flash drive or local storage space is insufficient, you can delete the screenshots to free up space.

Procedure

1. On your remote control, navigate to **More** > **Recording** > **Screenshot**.

For VC200 video conferencing endpoint: on your remote control, navigate to **More** > **File Manager** > **Local Storage/USB flash driver** > **Screenshot**.

2.
Select a desired screenshot, select , and then press OK key.

The monitor prompts whether or not you are sure to delete.

3. Confirm the action.

Viewing Local Recorded Videos

Procedure

1. On your remote control, go to **More** > **Recording** > **Video**.

For VC200 video conferencing endpoint: on your remote control, go to **More** > **File Manager** > **Local Storage/USB flash driver** > **Video**.

2.
Select a desired video, and then press OK key or select to play video.

3. Do one of the following:

- Select and press OK key to pause, and select to resume playing.

- Select and press OK key to skip forward. For VC880/VC800/VC500/PVT980/PVT950, press once to skip forward 4 seconds, for VC200 press once to skip forward 6 seconds.

- Select and press OK key to rewind. For VC880/VC800/VC500/PVT980/PVT950, press once to rewind 4 seconds, for VC200 press once to rewind 6 seconds.

- Press the volume key to adjust the speakerphone volume.

- Select or tap on the remote control to stop playing.

> **Note:** If you receive an incoming call while you are playing video, the system will stop playing the video automatically.

Deleting Local Recorded Videos
You can delete the recorded videos to free up the storage space.

Procedure

1. On your remote control, go to **More** > **Recording** > **Video**.

For VC200 video conferencing endpoint: on your remote control, go to **More** > **File Manager** > **Local Storage/ USB flash driver** > **Video**.

2.
   Select the desired video and select .

   The monitor prompts whether or not you are sure to delete.

3. Click **OK**.

Setting the Wallpaper for CTP20 and VCS Codec

Procedure

1. On your CTP20, tap **Setting** > **Wallpaper**.

2. Select the desired wallpaper.

3. In the top-right corner of the page, tap **Set as wallpaper.**

Setting the CTP20 Brightness

Procedure

1.
   In the top-right corner of your CTP20, tap .

2. In the **CTP20 Brightness** field, drag the slider to adjust the brightness of the CTP20.

Setting CTP20 to the Sleep Mode

Procedure

1.
   In the top-right corner of your CTP20, tap .

2. Drag the **Slide to sleep** slide to put the CTP20 to sleep.

Settings

- *Configuring the Audio Settings*

- *Configuring Video Settings*
- *Configuring Camera Settings*

Configuring the Audio Settings

You can configure audio settings on the system.

- *Adjusting the Volume*
- *Configuring Key Tone*
- *Enabling Silent Mode*
- *Muting the Microphone*

Adjusting the Volume

You can adjust the following volume:

- **Ringer volume**: adjust the ringer volume when the phone is idle or ringing.
- **Talking volume**: adjust the speakerphone volume when the device is in a call.
- **Key tone volume**: adjust the volume of key tone which is produced when you press the key on the remote control or CP960
- **Media Volume**: adjust the media volume when playing recorded videos.

Procedure

Do one of the following:

- On your remote control, press volume key to adjust the volume.

- On your CP960, tap volume key or drag the volume slider to adjust the volume.

> **Note:** You can still use CP960 to adjust the system volume even if it is not as the active audio device of
>
> the system.

Configuring Key Tone

You can enable the key tone feature. When you press any key on the remote control or tap the onscreen dial pad on CP960, the system will produce a sound.

- *Configuring the Key Tone by the Remote control*

Configuring the Key Tone by the Remote control

Procedure

1. On your remote control, go to **More** > **Setting** > **Basic**.

2. Select the **Key Tone** checkbox.

Enabling Silent Mode

If you enable the silent mode, your system makes no sound.

- *Enabling Silent Mode by Remote Control*

- *Enabling Silent Mode by CP960*

Enabling Silent Mode by Remote Control

Procedure

On your remote control, do one of the following:

- Long press Vol- key to decrease the volume to the minimum.

- If ⌨ is set as **Mute Speaker** key by your system administrator. On your remote control, press ⌨.

📝 **Note:** When the silent mode is enabled, the 🔇 icon will appear on the monitor.

Related tasks
Enabling Silent Mode by CP960

Enabling Silent Mode by CP960

Procedure

On your CP960, do one of the following:

- Long tap the left volume touch key to decrease the ringer volume to minimum.

- Swipe down from the top of the screen to go to the control center and tap **Silent**.

📝 **Note:** When the silent mode is enabled, the 🔇 icon will appear on the CP960's touch screen.

Muting the Microphone

You can mute the local microphone during a call, so that other parties cannot hear you.

Procedure

Do one of the following:

- On your remote control, press Mute Key.

- On your CP960, tap one of the Mute keys.

- On your CP960's touch screen, tap **Mute**.

- On your CPE90 wired expansion microphones, tap the Mute key.

- On your CPW90-BT Bluetooth wireless microphones, tap the Mute key.

If video conferencing system is muted, the icon 🔇 will appear on the local video.

Configuring Video Settings

You can configure video settings on the system.

- *Maximizing Monitor Video Display*
- *Allowing Website Snapshot*
- *Video Input Source*
- *Changing the Screen Layout*

Maximizing Monitor Video Display

Your monitor may not display the entire HD image. To solve this problem, you can scale the monitor to display the entire HD image manually.

- *Maximizing Monitor Video Display by Remote Control*

Maximizing Monitor Video Display by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Basic** > **Display**.

2. Use left or right key to adjust the **Display (90%-100%)** slider.

3. Select **Save** and then press OK key to accept the change.

Allowing Website Snapshot

You can enable the Website Snapshot feature, so that the image on the monitor can be synchronized to the web user interface. If you do not want others to view the image displayed on your monitor, you can disable this feature.

- *Allowing Website Snapshot by Remote Control*

Allowing Website Snapshot by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Basic**.

2. Enable **Website Snapshot**.

3. Select **Save** and then press OK key to accept the change.

Video Input Source

The system supports the video input sources both from the camera and the PC.

- *Changing the Video Input Source When not in a Call*
- *Changing the Video Input Source in a Call*

Changing the Video Input Source When not in a Call

Before you begin

To use the PC input source, make sure that your system is connected to a PC.

Procedure

1. Do one of the following:

   - On your remote control, select **More** > **Input Choose**.

   - If ▱◉ on your remote control is set as **Input** key by your system administrator, press ▱◉ to enable the video input source.

   The monitor shows **Camera** and **PC** input sources.

2. Select the desired input source.

   The monitor shows the selected source.

Changing the Video Input Source in a Call

Before you begin
To use PC input source, make sure that your system is connected to a PC.

Procedure

1. Do one of the following:

   - Press OK key to open **Talk Menu**, and then select **Input Choose**.

   - If ▱◉ is set to Input key by your system administrator, press ▱◉ to enable the video input source.

   The monitor shows **Camera**, **Camera +PC** and **PC input** sources.

2. Select the desired input source.

   - If you select **PC**, the remote video image is shown in big size, and the PC content is shown in small size (Picture-in-Picture).

   - If you select **Camera+PC**, the PC content is shown in big size, and other video images are shown in small size.

   - If you select **Camera**, the remote video image is shown in big size, and the local video image is shown in small size (Picture-in-Picture).

Changing the Screen Layout

The screen layout depends on the number of connected participants, the display device (single or dual), and whether the presentation is ongoing.

- *Available Screen Layouts*
- *Changing the Screen Layout*
- *Single Screen Layouts*

- *Dual Screen Layouts*
- *Specifying Content to the Secondary Screen*

Available Screen Layouts
The system supports the following layouts:

- **1+N**: in this layout, the assigned participant is given prominence in the largest pane no matter who is currently speaking, and other participants are displayed in a strip beside the assigned speaker.
- **Selected Speaker**: in this layout, the selected participant is displayed in full screen.
- **Equal N×N**: in this layout, every participant is given equal prominence in equal-sized panes.
- **Picture-in-picture**: PIP only takes effect on the local layout. In a two-way video call, the video on one end is displayed in a large screen, and the small screen of the other end is superimposed on the lower right side of the large screen. In the YMS/Cloud conference, the large screen displays the conference layout and the small screen displays the local video.
- **Speaker View**: the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker. This screen layout is not available on the VC500/VC200 endpoint.

Changing the Screen Layout
You can change the screen layout during a call by the remote control/CP960.

Procedure

1. Do one of the followings during a call:

- On your remote control, press ▢ .

- For VC880/VC800/VC500/PVT980/PVT950, on your remote control, press OK key to open **Talk Menu**, and then select **Layout Adjustment** > **Layout**.

   For VC200, on your remote control, press OK key to open **Talk Menu**, and then select **Layout**.

- On your CP960, tap **Layout**.

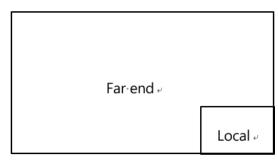2. Select the desired layout.

Related concepts
Available Screen Layouts

Single Screen Layouts
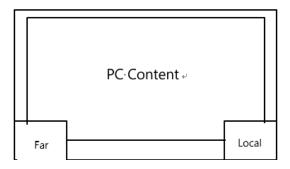The following introduce the default layout when you connect one display.

Two-Way Video Call

Picture-in-picture layout is used by default.

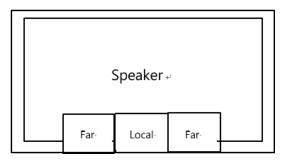**Two-Way Video Call with a Presentation**

The PC content is displayed in large window and other participants are displayed in small windows beside the PC content.

Multi-Way Video Calls

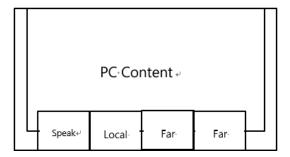Take four-way video calls as an example, the voice activation layout is used by default.

The active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.

Multi-Way Video Calls with a Presentation

Take four-way video calls as an example, the voice activation layout is used by default.

The PC content is displayed in large window and other participants are displayed in small windows besides the PC content. The speaker is fixed at the bottom-left corner.
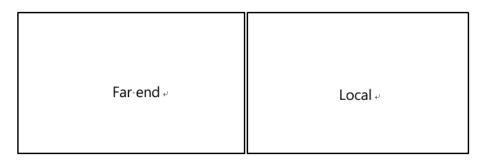

> 📝 **Note:** Multi-way video calls are only applicable to PVT980/PVT950 system and the VC880/VC800 system that has a multipoint license.
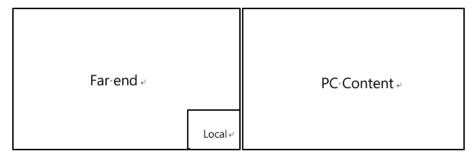
Dual Screen Layouts
The following introduces the default layout when you connect two display.
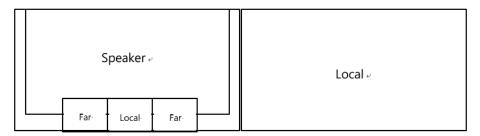
Two-Way Video Call

Two-Way Video Call with a Presentation

Multi-Way Video Calls

Take four-way video calls as an example, the voice activation layout is used by default.

• **Primary monitor**: the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.
• **Secondary monitor**: the local video image is displayed in a large pane.

Multi-Way Video Calls with a Presentation

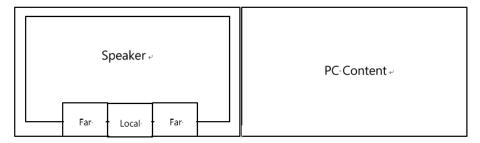Take four-way video calls as an example, the voice activation layout is used by default.

• **Primary monitor**: the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.
• **Secondary monitor**: PC content is displayed in a large pane.

Note: Multi-way video calls are only applicable to PVT980/PVT950 system and the VC880/VC800 system that has a multipoint license.

Specifying Content to the Secondary Screen

When you connect dual displays, you can use the default layout, or specify the content to the secondary monitor via the remote control. This feature is not available to VC200 endpoint.

- *Specifying Content to the Secondary Screen by Remote Control*

Specifying Content to the Secondary Screen by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.

2. Select **Layout Adjustment** > **Focus (Display2)**.

3. Select the desired content for the secondary screen.

   The secondary screen displays the selected content. If you specify a new content on the secondary screen, the PC

   content on the second screen will automatically be displayed on the primary screen.

Configuring Camera Settings

You can configure camera settings on the system.

- *Controlling Cameras*
- *Allowing the Remote System to Control Your Camera*
- *Setting Camera Presets*

Controlling Cameras

You can control the built-in camera or the VCC22 video conferencing camera connected to your local system. During a call, if one call party enables the Far Control Near Camera feature on his device, you can control his camera.

- *Adjusting Cameras When not in a Call by Remote Control*
- *Adjusting Cameras When not in a Call by CP960*
- *Adjusting Cameras in a Call by Remote Control*
- *Controlling Cameras by CP960 during a Call*

Related tasks
Controlling Multiple Remote Cameras

Adjusting Cameras When not in a Call by Remote Control

Procedure

1. On your remote control, select the desired video.

2. Tap the navigation keys to adjust the camera angle.

3. Press ⊖ or ⊕ to adjust the focal length.

Adjusting Cameras When not in a Call by CP960

Procedure

1. On your CP960, tap **Camera** during a conference.

2. Tap the navigation keys to adjust the camera angle.

3. Press ⊖ or ⊕ to adjust the focal length.

Adjusting Cameras in a Call by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu**.

2. Select **Near/Far Camera** and then press the right key to select the desired camera.

3. Tap the navigation keys to adjust the camera angle.

4. Tap ⊖ or ⊕ to adjust the focal length.

Controlling Cameras by CP960 during a Call

Procedure

1. On your CP960, tap **More** > **Camera Control** > **The current control camera** in a conference.

2. Select the desired camera.

3. Tap ⬅ to return.

4. Tap the navigation keys to adjust the camera angle.

5. Tap ⊖ or ⊕ to adjust the focal length.

Allowing the Remote System to Control Your Camera

You can allow the remote system to control the angle and the focal length of your camera.

- *Enabling Far Control Near Camera by Remote Control*

Enabling Far Control Near Camera by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Video & Audio**.

2. Enable **Far Control Near Camera**.

Setting Camera Presets

Camera presets are pre-saved values of the angle and the focal length of the camera with respect to the desired positions. Camera presets can help you quickly point the camera to a pre-defined location.

- *Storing a Camera Preset*
- *Adjusting the Local Camera to a Preset*
- *Updating the Stored Preset*
- *Editing the Stored Preset*
- *Deleting the Stored Preset*
- *Clearing up the Stored Preset*

Storing a Camera Preset
You can store up to 99 camera presets for the local camera.

- *Adding the Preset by Remote control*

Adding the Preset by Remote control

Procedure

1. Do one of the following when your system is idle:

   - For VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.

   - If you are using remote control, select the local video image and press OK key, and then press ⬚.

2. Select **New Preset**.

3. If you connect VCC22 video conferencing camera to your VC880/VC800/PVT980 video conferencing system, select the desired camera.

4. Press the navigation key to adjust the angle of the camera or press the ⊖/⊕ to adjust the focal length.

5. Press OK key to store the camera preset.

Adjusting the Local Camera to a Preset
You can quickly adjust the position of your camera to a preset.

- *Adjusting the Local Camera to a Preset by Remote Control*

Adjusting the Local Camera to a Preset by Remote Control

Procedure

1. Do one of the following:

   - When the system is idle, for VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.

   - When the system is idle, select a local video image and press OK key, and then press ⬚.

   - When the system is during a call, press OK key and select **Preset Location**.

2. Select a preset and change the camera position to this preset.

You can also press any numeric key on the remote control to change the camera position to the preset. But in this

way, you can only move the local camera to a position whose serial number ranges within 0 to 9.

Updating the Stored Preset
Once the camera is moved to a new location, you can update all of the presets to get a camera image of the new
location.

• *Updating the Stored Preset by Remote Control*

Updating the Stored Preset by Remote Control

Procedure

1. Do one of the following when your system is idle:

• For VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.

•
   If you are using remote control, select the local video image and press OK key, and then press ⬚≡⬚.

2. Select **Update Preset**.

All the stored preset will be updated.

Editing the Stored Preset

• *Editing the Stored Preset by Remote Control*

Editing the Stored Preset by Remote Control

Procedure

1. Do one of the following when your system is idle:

• For VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.

•
   On your remote control, select the local video image and press OK key, and then press ⬚≡⬚.

2. Select **Edit**.

3. Select the desired preset.

4. Press the navigation key to adjust the angle of the camera or press the 🔍/🔍 to adjust the focal length.

5. Press OK key to store the camera preset.

Deleting the Stored Preset

• *Deleting the Stored Preset by Remote control*

Deleting the Stored Preset by Remote control

Procedure

1. Do one of the following on your remote control when your system is idle:

   • For VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.

   • If you are using remote control, select the local video image and press OK key, and then press ⊟ .

2. Select **Delete**.

3. Select the desired preset.

4. Select **Confirm Delete**.

   The stored preset is deleted.

Clearing up the Stored Preset

• *Clearing up the Stored Preset by Remote Control*

Clearing up the Stored Preset by Remote Control

Procedure

1. Do one of the following on your remote control when your system is idle:

   • Select the local video image and press OK key, and then press ⊟ .

   • For VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.

2. Select **Clear** and then press OK key.

3. Select **OK**, and then press OK key.

Accessories with Your System

• *Using CPE90 Wired Expansion Microphones*
• *Using the Soundbar*
• *Using the CPW90-BT Bluetooth Wireless Microphones with VCS*
• *Using the CPN10 PSTN Box*
• *Using the VCC22 Video Conferencing Cameras*

Using CPE90 Wired Expansion Microphones

This section introduces how to use CPE90 Wired Expansion Microphones.
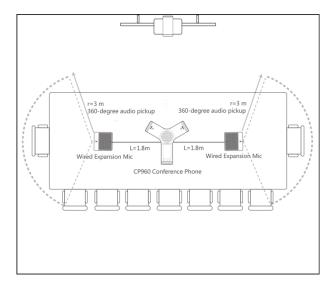
• *Placing CPE90 Wired Expansion Microphones*

- *Muting or Unmuting the Microphone*

Placing CPE90 Wired Expansion Microphones

The CPE90 has a rubber pads on its base to prevent it from sliding. You can place the CPE90 on a stable surface and keep it away from obstacles so that it can effectively pick up sounds.

Procedure

Place CPE90 Wired Expansion Microphones according to the image below.

Muting or Unmuting the Microphone

Procedure

On your CPE90 wired expansion microphones, tap to mute/unmute the microphone.

Using the Soundbar

The Soundbar can be used as the audio output device. It can be used directly after connected to the system. VP59 cannot be used with a Soundbar. For more information about how to use the Soundbar, refer to *Yealink_Soundbar_Quick_Start_Guide*.

Using the CPW90-BT Bluetooth Wireless Microphones with VCS

CPW90-BT Bluetooth wireless microphones can work as the audio input devices of your video conferencing system. You can connect up to 2 CPW90-BT Bluetooth wireless microphones to the video conferencing system. For more information on how to use CPW90-BT Bluetooth Wireless Microphones, refer to *CPW90-BT Bluetooth Wireless Microphones Quick Start Guide*.

- *Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by Remote Control*
- *Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by CTP20*

Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by Remote Control

Procedure

1. On your remote control, go to **More** > **Status** > **Wireless Microphone**.

2. Select the desired wireless microphone.

Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by CTP20

Procedure

On your CP960, tap **Setting** > **Wireless Microphone**.

Using the CPN10 PSTN Box

It is a cost-effective solution for PSTN office. Up to 2 cascaded PSTN Boxes can be installed to video conferencing systems, which allow you to experience the conference conveniently in excellent speech quality with PSTN. For more information, refer to *Yealink PSTN Box CPN10 Quick Start Guide*. Up to two PSTN accounts can be registered on the system, with one-way audio call for one account. You can call PSTN users, receive the call from PSTN users, or create a conference with the PSTN user.

Using the VCC22 Video Conferencing Cameras

You can connect up to 9 VCC22 video conferencing cameras to the VC880/PVT980 video conferencing system. You can connect up to 8 VCC22 video conferencing cameras to the VC800 video conferencing system. VCC22 video conferencing cameras are not applicable to VC500/VC200/PVT950 video conferencing endpoint.

> 📝 **Note:**
>
> Before using the VCC22 Video Conferencing Cameras, you should read the *Yealink VCC22 Video Conferencing Camera Quick Start Guide* to know the package and installation.

- *Controlling VCC22 Camera*
- *Camera Layout*
- *Controlling Multiple Remote Cameras*
- *Layouts of Multiple Monitors*
- *Resetting the Camera*

Controlling VCC22 Camera

When the system is idle and VCC22 is connected to the system, the connected cameras will appear on the right side of idle screen. You can select a desired video image of the camera to be displayed on the system, and adjust the camera angle and focal length.

- *Controlling VCC22 Camera by Remote Control*
- *Controlling VCC22 Camera by CP960*

Controlling VCC22 Camera by Remote Control

Procedure

1. On your remote control, press the right navigation key twice to enter the cameras list.

2. Select the desired camera and then press OK key.

3. Press the navigation key to adjust the angle of the camera.

4. Press ⊖or ⊕to adjust the focal length.

Controlling VCC22 Camera by CP960

Procedure

1. When your system is idle, on your CP960, tap **Camera**.

2. Tap **The current control camera**.

3. Tap the desired camera.

4. Tap to return.

5. Tap the navigation keys to adjust the camera angle.

6. Press ⊖ or ⊕ to adjust the focal length.

Camera Layout

During a call, all video streams captured by the connected cameras are synthesized to one video stream, and then sent to the far site. The supported camera layouts are as below:

*   **1+N**: the video stream captured by the selected camera is given prominence in the largest pane. Others are displayed in small panes.
*   **Selected Speaker**: the video stream captured by the selected camera is displayed in a large pane.
*   **Equal N×N**: all video streams are given equal prominence in equal-sized panes.

Controlling Multiple Remote Cameras

During a call, if one call party enables the Far Control Near Camera feature on his device, you can control the camera of the call party. When the remote party connects multiple VCC22 video conferencing cameras, the camera you can control depends on the remote camera layout:

*   When the remote camera layout is 1+N, you can control the camera whose video image is displayed in the largest pane.
*   When the remote camera layout is Selected Speaker, you can control the camera whose video image is displayed in the full screen.
*   When the remote camera layout is Equal N×N and the remote uses VC800 system, you can control the VC800 camera.
*   When the remote camera layout is Equal N×N and the remote uses VC880/PVT980 system, you can control the first camera that the remote connects.

Related tasks

Controlling Cameras

Layouts of Multiple Monitors

If two monitors already connect to the VC880/VC800/PVT980 codec, the third monitor can be connected to the HDMI OUT port on the VCC22 video conferencing camera to display the shared content.
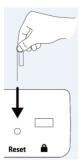
📝   **Note:** If VC880/VC800/PVT980 codec only connects a monitor or no content is being shared to others, the monitor connected to the VCC22 video conferencing camera only display the default background image.

Resetting the Camera

Generally, some common issues may occur while using the VCC22 video conferencing camera. To solve the problem, you can reset the VCC22 video conferencing camera to factory.

Procedure

On your VCC22 video conferencing camera, use tiny objects (for example, the paper clip) to press and hold the

reset button for 15 seconds until the monitor prompts "Resetting to factory".

Do not power off the system during the system reset. The CP960, the VCC22 video conferencing camera and the

device connected to VC220 are reset synchronously.