

# **Yealink VC Cloud Management Service User Guide V2.3.0.0**

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# About This Guide

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

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

## Introduction of Yealink VC Cloud Management Service

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Yealink VC Cloud Management Service, as a server platform, is based on cloud structure and supports multi-party video conference. Yealink VC Cloud Management Service brings the MCU, the register server, the traversal server, the meeting management server, the device management server and so on together, and it supports full series of videoconferencing products. Yealink VC Cloud Management Service, using advanced distributed architecture, having several nodes in the world and multi-point and multi-machine hot standby, possessing great expansion performance, being rich in function and supporting full encoding and decoding, supporting multi-groups and large-capacity conferences, is simple, stable, reliable, safe, easy to use, easy to deploy, easy to maintain, and is suitable for a variety of enterprise or industry users.

## Targeted Audience

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This guide is mainly intended for the following audiences.

- Endpoint users
- Distributors

## Basic Concepts

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

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

**Yealink Videoconferencing Device:** This concept refers to the devices that support Yealink Cloud, including VC880/VC800/VC500/VC200/VC400/VC120/VC110 videoconferencing systems, SIP VP-49G phone, VC Desktop, and VC Mobile.

**Content:** This concept refers to contents shared by participants including the documents, the graphics, or the videos on their desktop.

## Browser Requirement

Yealink VC Cloud Management Service supports the following browsers.













**Table 1:**






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

## Icons Introduction

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

**Table 2:**

Icon	Description
	The general conference room
	The video conference room
	The conference time
	The conference location
	The conference organizer (displayed on the Calendar page)
	The conference ID
	The conference password
	The periodic conference
	RTMP live
	Control the conference
	This participant is offline
	This participant is online or has attended the conference

Icon	Description
	The moderator
	The moderator is set as a lecture
	The guest
	The guest is set as a lecturer
	The participant is sharing contents

## In This Guide

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This guide contains the following chapters.

- Chapter 1 [Basic Operations](#)
- Chapter 2 [Managing Conferences](#)
- Chapter 3 [Controlling Conferences](#)
- Chapter 4 [Controlling the Education Mode Conferences](#)
- Chapter 5 [Troubleshooting](#)
- Chapter 6 [Appendix-Time Zones](#)

## Summary of Changes

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- [Changes for Release 23, Guide Version 2.3.0.0](#)
- [Changes for Release 22, Guide Version 2.2.0.0](#)

### Changes for Release 23, Guide Version 2.3.0.0

The following sections are new for this version:

- [Education Mode](#)
- [Configuring Parameters of Education Mode Conference](#)
- [Controlling the Education Mode Conferences](#)

Major updates have occurred to the following section:

- [Sending Messages](#)

### Changes for Release 22, Guide Version 2.2.0.0

The following sections are new for this version:

- [The Interactive Parties and the Broadcasting Parties in the Broadcasting Interactive Conference](#)
- [Configuring the Layout of Discussion Mode Conferences or Meet Now Conferences](#)
- [Configuring the Layout of Training Mode Conferences](#)
- [Calling Participants](#)
- [Calling Participants from the Call History](#)
- [Moving the Participant into the Waiting Center](#)
- [Allowing/Refusing the Participants to Join the Conference](#)

- [Blocking/Unblocking the Audio](#)
- [Turning on/off RTMP Live](#)
- [Controlling the Remote Camera](#)
- [Making the Roll Call](#)
- [Exporting the Roll Call Records](#)

Major updates have occurred to the following sections:

- [Scheduled Conferences, Meeting Now Conferences and Permanent Virtual Meeting Rooms \(VMR\)](#)
- [Configuring the Parameters of Discussion/Training Mode Conference](#)
- [Sending Messages](#)

## Basic Operations

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

- [Logging into Yealink VC Cloud Management Service](#)
- [Updating Microsoft Outlook Plugin](#)
- [Introduction of the Home Page](#)
- [Managing Account Information](#)
- [Logging out of Yealink VC Cloud Management Service](#)

## Logging into Yealink VC Cloud Management Service

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

- [Logging into Yealink VC Cloud Management Service via Browser](#)
- [Logging into Yealink VC Cloud Management Service via Microsoft Outlook](#)

### Logging into Yealink VC Cloud Management Service via Browser

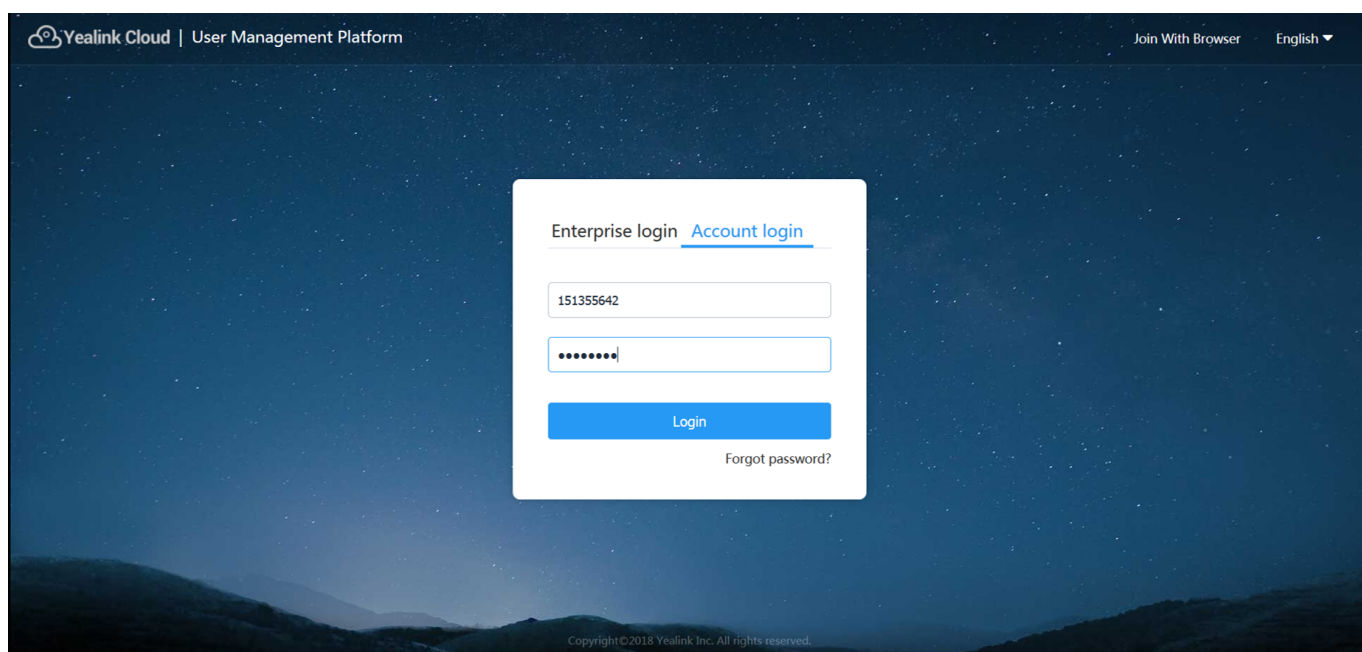
You can use Yealink Cloud accounts to log into Yealink VC Cloud Management Service via browser. You can get the account information from the administrator.

#### Procedure

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

If you associate your cellphone number to your account, you can also enter your cellphone number and password.





## 7. Click **Login**.



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

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

## Logging into Yealink VC Cloud Management Service via Microsoft Outlook

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

### Before you begin

- Microsoft Outlook is installed on your computer. Outlook 2010, Outlook 2013 or later are supported.
- The Microsoft Outlook plugin is installed on your computer. Download the Microsoft Outlook plugin from [Yealink VC Cloud Management Service Official Website](#).

### Procedure

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


 Log In


## Meeting Management

Yealink VC Cloud Management Service ▼

 Account

 Password

 Server address

☐ Remember password

Log In

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

## Updating Microsoft Outlook Plugin

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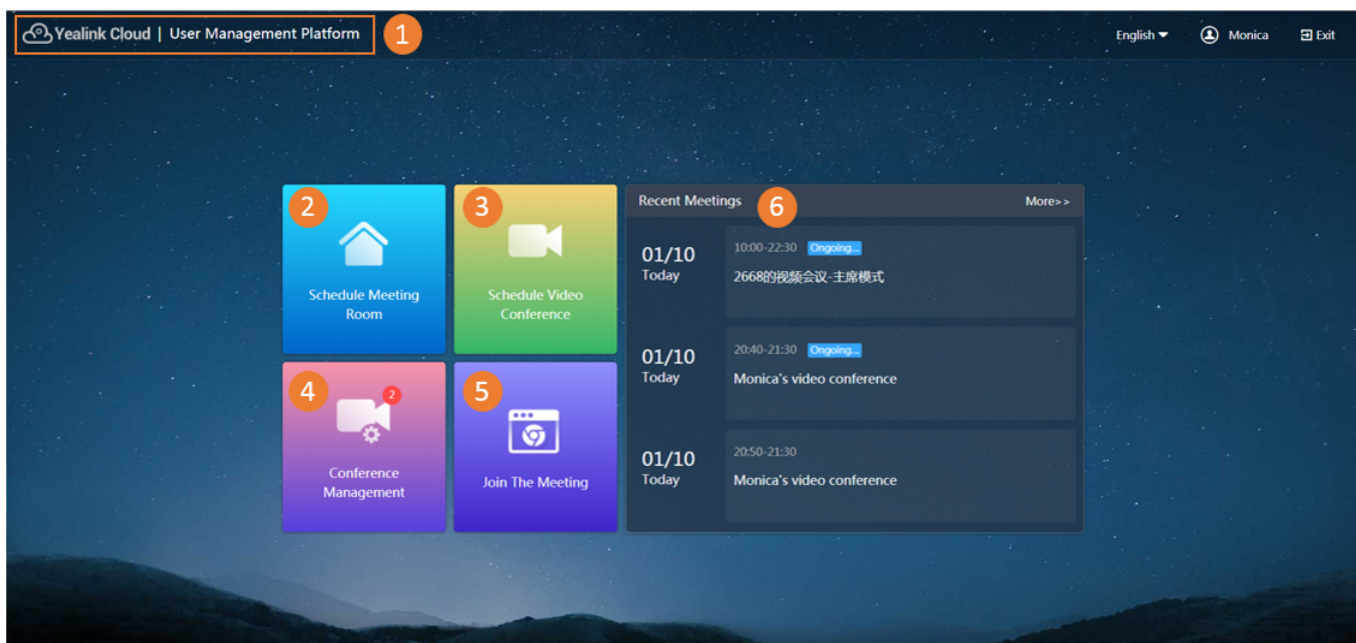
If there is a new plugin version and you log into Yealink VC Cloud Management Service by remembering the password, when you open Microsoft Outlook, the page will pop up the update message. If you ignore it, the notification will not pop up again. You can also manually update the plugin later.

### Procedure

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

## Introduction of the Home Page

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



**Table 3:**

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

## Managing Account Information

- [Viewing the Account Information](#)
- [Editing the Login Password](#)
- [Editing the Registered Email Address](#)
- [Linking Your Cell Phone to Your Account](#)
- [Editing the Linked Cell Phone Number](#)
- [Unlinking Your Cell Phone Number to Your Account](#)

## Viewing the Account Information

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

### Procedure

Click the account name in the top-right corner.

## Editing the Login Password

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

### Procedure

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

## Editing the Registered Email Address

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

### Procedure

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

## Linking Your Cell Phone to Your Account

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

### Procedure

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

## Editing the Linked Cell Phone Number

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

### Procedure

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

## Unlinking Your Cell Phone Number to Your Account

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

### Procedure

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

## Logging out of Yealink VC Cloud Management Service

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

### Procedure

- Logging out of Yealink VC Cloud Management Service via Browser:

- a) Click **Exit** in the top-right corner.



**Note:** Note that if the system has been idle on either page for more than 30 minutes, the system will log out of your account automatically and return to the Login page.

- Logging out of Yealink VC Cloud Management Service via Microsoft Outlook:

- a) Click **Home > Meeting Management > Log Out**.

## Managing Conferences

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

- [Scheduled Conferences, Meeting Now Conferences and Permanent Virtual Meeting Rooms \(VMR\)](#)
- [Discussion Mode and Training Mode](#)
- [Education Mode](#)
- [The Interactive Parties and the Broadcasting Parties in the Broadcasting Interactive Conference](#)
- [Scheduling Meeting Rooms](#)
- [Scheduling Video Conferences](#)
- [Going to the Conference Detail Page](#)
- [Editing the Conference](#)
- [Cancelling the Conference](#)

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

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

**Table 4: Differences**

Difference	Scheduled Conference		Meet Now Conference	Permanent VMR
Definition	They are scheduled in advance.		They are initiated by devices without any reservations.	They are added by the enterprise administrator. The endpoints can call into the permanent VMR at any time without any reservations.
Classification	General Conferences	<p>You can schedule entity meeting rooms to initiate general conferences.</p> <p>The entity meeting rooms contain general meeting rooms and video meeting rooms. The difference between them is that video meeting rooms have devices, but general meeting rooms do not have. The entity meeting rooms are added by the enterprise administrator.</p>	No	No
	Video Conferences	<p>You can schedule entity meeting rooms to initiate video conferences.</p> <p>If you do not select entity meeting rooms, endpoint devices can call into permanent VMRs to join the video conferences.</p>		

Difference	Scheduled Conference		Meet Now Conference	Permanent VMR
Whether the conference has Conference ID	General Conferences	No	Yes	Yes It is set by the enterprise administrator.
	Video Conferences	Yes	After the conference finishes, the conference ID will release.	
Whether the conference has Conference Password	General Conferences	No	No	Yes It is set by the enterprise administrator.
	Video Conferences	Yes		

## Discussion Mode and Training Mode

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

**Table 5: Differences**

Difference	Discussion Mode		Training Mode	
Role	Moderator	The conference organizer is the moderator by default. The conference organizer can also set participants as moderators.	Moderator	The conference organizer is the moderator by default. The conference organizer can also set participants as moderators.  If the broadcasting interactive feature is enabled, the moderators are the interactive parties by default.
	Guest	Conference participants except the moderators.	Lecturer	The participant who is set as a lecturer by the moderator during the conference.
			Guest	Conference participants except the moderators.  If the broadcasting interactive feature is enabled, the guests are the broadcasting parties by default.
Feature Privilege	The moderators can do the following thing during the conference: <i>Configuring the Layout of Discussion Mode Conferences or Meet Now Conferences</i> .		The moderators can do the following things during the conference: <i>Configuring the Layout of Training Mode Conferences</i> , <i>Allowing/Rejecting the Participant Application for Speaking</i> , <i>Making the Roll Call</i> , <i>Exporting the Roll Call Records</i> , and <i>Switching the Roles Between the Lecturer and the Moderator/Guest</i> .	

Difference	Discussion Mode	Training Mode
	<p>The moderator can do the following things: <i>Editing the Conference</i> , <i>Cancelling the Conference</i> , <i>Sending Messages</i> , <i>Calling Participants</i> , <i>Calling Participants from the Call History</i> , <i>Inviting Contacts</i> , <i>Inviting Third Parties</i> , <i>Inviting Participants by Email</i> , <i>Sharing the Conference Information</i> , <i>Searching for Participants</i> , <i>Removing Participants</i> , <i>Moving the Participant into the Waiting Center</i> , <i>Allowing/Refusing the Participants to Join the Conference</i> , <i>Muting/Unmuting Participants</i> , <i>Turning on/off the Video Image</i> , <i>Blocking/Unblocking the Audio</i> , <i>Turning on/off RTMP Live</i> , <i>Switching the Roles Between the Moderators and Guests</i> , <i>Controlling the Remote Camera</i> , <i>Locking/Unlocking Conferences</i> , and <i>Leaving/Ending Conferences</i> .</p> <p>Other participants can only view the conference details.</p>	
Layout	The moderators and guests can view all participants. The default layout depends on the default layout set by the enterprise administrator in Yealink VC Cloud Management Service.	<ul style="list-style-type: none"> <li>The moderators can view all participants by default. The default layout depends on the default layout set by the enterprise administrator in Yealink VC Cloud Management Service.</li> <li>If the broadcasting interactive feature is enabled, the moderators can view all the interactive parties by default.</li> <li>For guest, all lecturers are given equal prominence in the layout by default. If there are no lecturers, all guests can view the reminder of waiting for the lecturer.</li> <li>If broadcasting interactive feature is enabled, the broadcasting parties will see that all lecturers are displayed in equal video images by default. If there are no lecturers, all broadcasting parties can view the reminder of waiting for the lecturer.</li> </ul>
Speaking rule	Free speaking.	All guests and moderators are muted by default. The moderators can speak after unmuted. The guests can speak only when the moderators allow their application for speaking.
Contents	All moderators and guests can share contents by default.	Only moderators and lecturers can share contents. The guests cannot share contents.

## Education Mode

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

**Table 6: Education Mode**

Difference	Description	
Role	Teacher	The conference organizer is the teacher by default. The conference organizer can also set participants as teachers.
	Student	Other participants except the teachers.



Difference	Description	
Feature Privilege	The teacher can do the following things: <i>Editing the Conference</i> , <i>Cancelling the Conference</i> , <i>Configuring the Conference Layout</i> , <i>Sending Messages</i> , <i>Calling Participants</i> , <i>Calling Participants from the Call History</i> , <i>Inviting Contacts</i> , <i>Inviting Third Parties</i> , <i>Inviting Participants by Email</i> , <i>Sharing the Conference Information</i> , <i>Removing Participants</i> , <i>Switching the Roles Between the Teacher and Student</i> , <i>Switching the Speaking Mode between the Free and the Raise Hand</i> , <i>Searching for Participants</i> , <i>Allowing/Rejecting the Student Application for Speaking</i> , <i>Moving the Participant into the Waiting Center</i> , <i>Allowing/Refusing the Participants to Join the Conference</i> , <i>Muting/Unmuting Participants</i> , <i>Turning on/off the Video Image</i> , <i>Blocking/Unblocking the Audio</i> , <i>Turning on/off RTMP Live</i> , <i>Controlling the Remote Camera</i> , <i>Locking/Unlocking Conferences</i> , and <i>Leaving/Ending Conferences</i> .	
	Other participants can only view the conference details.	
Layout	With 60-frame forwarding off	<ul style="list-style-type: none"> <li>The teachers can see the video images of other participants (except themselves) displayed in equal parts by default.</li> <li>The students can see the video images of all teachers displayed in equal parts by default.</li> </ul>
	With 60-frame forwarding mode on	<ul style="list-style-type: none"> <li>The forwarded teacher can see the video images of the other participants displayed in equal parts by default.</li> <li>The other teachers can see the video images of the other participants (except the forwarded teacher and themselves) displayed in equal parts by default.</li> <li>The students can see the video images of the forwarded teacher displayed in a full screen by default.</li> </ul>
Speaking rule	<ul style="list-style-type: none"> <li>Whether or not the teacher or the students can speak is set by the conference organizer.</li> </ul>	
Contents	<ul style="list-style-type: none"> <li>The teachers can share contents.</li> <li>The students cannot share contents.</li> </ul>	

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

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

**Table 7: The differences between the interactive party and the broadcasting party**

Difference	The interactive party	The broadcasting party
Definition	The participants who send the audio or the video in the conference.	The participants who only receive the audio or the video in the conference.

Difference	The interactive party	The broadcasting party
<b>Role</b>	The moderator.	The guest who is muted, whose camera is closed, who is not as a lecturer, and who is not displayed in the layout in the training mode conference. All the above conditions must be met at the same time.
	The guest who is unmuted.	
	The guest whose application for speaking is allowed.	
	The guest who opens the camera.	
	The lecturer.	
	The participants who are set as the video image in the training mode conference.	

## Scheduling Meeting Rooms

You can schedule entity meeting rooms to initiate general conferences.



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

- [Scheduling Meeting Rooms via Browser](#)
- [Scheduling Meeting Rooms via Microsoft Outlook](#)
- [Configuring Meeting Rooms Parameters](#)

### Scheduling Meeting Rooms via Browser

You can schedule entity meeting rooms via browser.

#### Procedure

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

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

Hi,

zyd invites you to join conference!

Subject: zyd's meeting

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

Location : video meeting rooms

Description:

Best Regards,

Yealink Team

[www.ylyun.com](http://www.ylyun.com)

#### Related tasks

[Configuring Meeting Rooms Parameters](#)

## Scheduling Meeting Rooms via Microsoft Outlook

You can schedule entity meeting rooms via Microsoft Outlook.

#### Procedure

1. Click **Home** > **Meeting Management** > **Schedule Meeting Room** to go to the Schedule Meeting Room page.
2. Configure the parameters.
3. Click **Confirm** and the page will automatically go to Microsoft Outlook Sending Meeting Invitation window. And you can send emails of conference information to invite participants.

#### Related tasks

[Configuring Meeting Rooms Parameters](#)

## Configuring Meeting Rooms Parameters

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

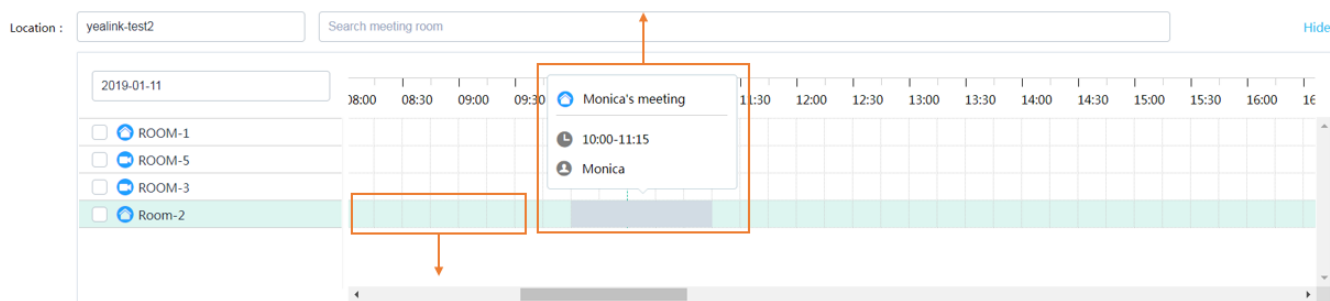
#### Before you begin

Go to the Schedule Meeting Room page.

#### Procedure

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

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



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

## 2. Configure the parameters of conference details.

**Table 8: Parameters of Conference Details**

Parameter	Description
<b>Start time, End time</b>	Select the time. The start time of scheduled conferences should be 5 minutes earlier than the current time.
<b>Recurrence</b>	The time of conference, the recurrence pattern and the recurrence range. Note: one-off conference is by default
<b>Expand-Time zone</b>	Your time zone and DST. For more information about time zones, refer to <a href="#">Appendix-Time Zones</a> .
<b>Subject</b>	The conference's subject.
<b>Participants</b>	Add the enterprise staff or the external person.

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

### Related tasks

[Scheduling Meeting Rooms via Browser](#)

[Scheduling Meeting Rooms via Microsoft Outlook](#)

## Scheduling Video Conferences

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



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

- [Scheduling Video Conferences via Browser](#)
- [Scheduling Video Conferences via Microsoft Outlook](#)
- [Configuring the Parameters of Discussion/Training Mode Conference](#)
- [Configuring Parameters of Education Mode Conference](#)

### Scheduling Video Conferences via Browser

#### Procedure

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

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

Hi,

zyd invites you to join video conference!

Subject: zyd's video conference

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

Location:

ID: 8656145701

Password: 996613

Description:

Ways to join conference:

- 1) One-button to join conference from Yealink VC device via conference reminder;
- 2) Join from the device which has registered Yealink Cloud account, please follow the voice prompt to enter conference ID 8656145701 & password 996613, and end with # key;
- 3) Dial the following IP address using H.323 terminal, and then enter the conference number 8656145701 & password 996613 according to the prompt:  
IP(China):47.100.58.80, 47.100.40.217  
IP(EMEA):18.194.61.228, 35.156.224.62
- 4) SIP: [8656145701\\*\\*996613@vlyun.cn](tel:8656145701**996613@vlyun.cn)
- 5) Join from web browser: <https://meeting.vlyun.com/meeting/join/#/login?t=5t9LWNwGKVUAzwwFsL+3bauEoCdcaFTQ>
- 6) Dial following number using your phone, and then enter the meeting ID 8656145701 & password 996613 according to the prompt  
[TEL:400-6666-268](tel:400-6666-268)

RTMP Live: [Click here to watch live broadcast](#)

Or scan QR code to watch live broadcast:



Event Details:

Scan the QR code and share the meeting information



Yealink Team

[www.vlyun.com](http://www.vlyun.com)

**Related tasks**

[Configuring the Parameters of Discussion/Training Mode Conference](#)

[Configuring Parameters of Education Mode Conference](#)

## Scheduling Video Conferences via Microsoft Outlook

**Procedure**

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

**Related tasks**

[Configuring the Parameters of Discussion/Training Mode Conference](#)

[Configuring Parameters of Education Mode Conference](#)

## Configuring the Parameters of Discussion/Training Mode Conference

When you schedule video conferences, you can configure conference location/time/theme and participants and so on, and you can also inform the invited participants by sending messages. SMS notification is set by the enterprise administrator.

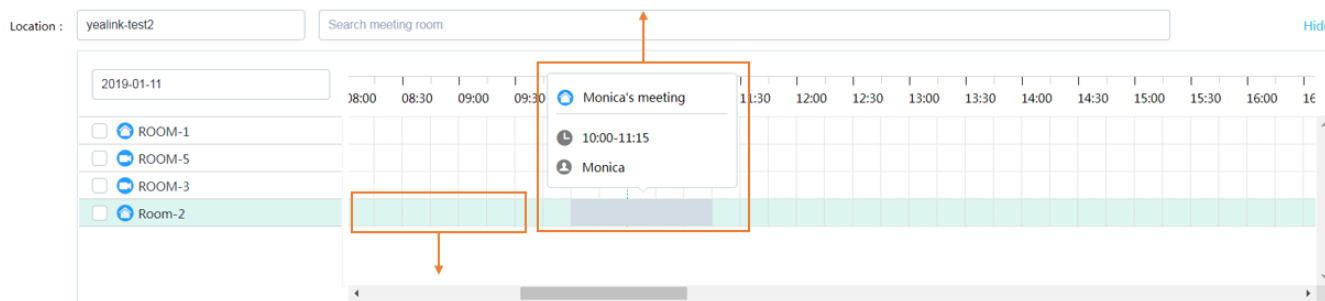
**Before you begin**

Go to the Schedule Video Conference page.

**Procedure**


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

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



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



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

3. Configure the detailed parameters.

**Table 9: Parameters of Conference Details**

Parameter	Description
<b>Start time, End time</b>	Select the time. The start time of scheduled conferences should be 5 minutes earlier than the current time.
<b>Recurrence</b>	The time of conference, the recurrence pattern and the recurrence range. <b>Default:</b> one-off conference.
<b>Expand-Time zone</b>	Your time zone. For more information about time zones, refer to <a href="#">Appendix-Time Zones</a> .
<b>Subject</b>	The conference's subject.
<b>Participants</b>	Select the participants in your organization or in other organizations.

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



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

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

**Table 10:**

Feature		Discussion Mode	Training Mode
<b>Auto dialing</b>		When the scheduled conference begins, the system will automatically send an invitation call to devices with the invited accounts registered. <b>Default:</b> disabled.	
<b>Auto redialing</b>		During the conference, if the account registered in a device is offline and it logs in again, the system will redial this account to join the conference. <b>Default:</b> disabled.	
<b>RTMP live</b>	<b>Definition</b>	It refers to the video resolution that the MCU sends to the public streaming services. The supported video resolution is as follows: <ul style="list-style-type: none"> <li>• HD: 720p.</li> <li>• SD: 360p.</li> </ul> Default: HD.	



Feature		Discussion Mode	Training Mode
	<b>Video options</b>	<p>The supported video options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Receive video and content:</b> it means that when the participants share contents, the Live page will be displayed in 1plus4 layout with the contents displayed in a large screen and all participants displayed in a small screen, and the video images of all participants take part in polling in the small screen.</li> </ul> <p>When there are no contents, the Live page is the same with the one of <b>Receive video only</b>.</p> <li>• <b>Receive video only:</b> it means that when in discussion mode, all participants are displayed in the Live page by default but the contents are not displayed. This layout depends the video layout set by you. For more information, refer to <a href="#">Configuring the Layout of Discussion Mode Conferences or Meet Now Conferences</a> .</li> <p>For training mode conference, the conference Live page displays the video images of all lecturers in equal parts and does not display the content. This layout depends the video layout set by you. For more information, refer to <a href="#">Configuring the Layout Template</a> .</p> <li>• <b>Receive content only:</b> the Live page only displays the content.</li> <p><b>Default:</b> Receive video and content.</p>	
	<b>Event details</b>	It refers to the text displayed on the Live page of the conference.	
<b>Ignore the participants limit cap</b>		When the participants exceed the maximum limit, the extra people can still join the conference.	

8. Add information in **Description**, and the participants will see this information in the conference invitation email.



**Note:** All the advanced settings are set by the enterprise administrator.

#### Related tasks

[Scheduling Video Conferences via Browser](#)

[Scheduling Video Conferences via Microsoft Outlook](#)

[Turning on/off RTMP Live](#)

## Configuring Parameters of Education Mode Conference

When you schedule education mode conferences, you can configure the time, the subject, and the participants, you can also inform the invited participants by SMS. SMS notification is set by the enterprise administrator.

#### Before you begin

Go to the Schedule Video Conference page.

#### Procedure

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

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

The screenshot shows a web interface for managing conferences. At the top, there are two radio buttons: 'Education mode' (selected) and 'Discussion mode'. Below them is a 'Location' dropdown set to 'Hide'. A search bar labeled 'Search classroom' is next to a text input containing 'yealink-test2'. The main area features a calendar for '2019-01-11' with a time grid from 08:00 to 16:00. On the left, a list of rooms is shown: ROOM-1, ROOM-5, ROOM-3, and Room-2 (selected). A gray bar on the timeline indicates a reserved time slot from 10:00 to 11:15, labeled 'Monica's meeting' with a clock icon and the name 'Monica'. An orange box highlights this reservation, with an arrow pointing to it from the text above. Another orange box highlights a portion of the timeline below the reservation, with an arrow pointing to it from the text below.

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

### 3. Configure the detailed parameters.

**Table 11: Parameters of Conference Details**

Parameter	Description
<b>Class time, Quitting time</b>	Select the time. The class time should be 5 minutes earlier than the current time.
<b>Recurrence</b>	The time of conference, the recurrence pattern and the recurrence range. <b>Default:</b> one-off conference.
<b>Expand-Time zone</b>	Your time zone. For more information about time zones, refer to <a href="#">Appendix-Time Zones</a> .
<b>Name</b>	The subject.
<b>Members</b>	Select the participants in your organization or in other organizations.

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



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

5. Select the **Text members to attend the course on time** checkbox, and the members will receive messages about this conference.
6. In the **More** field, click **Advanced Settings**, and configure the parameters.

Table 12:

Feature		Description
<b>60-frame forwarding mode</b>		<p>If it is enabled, the conference video image can reach 1080P60 frame. In a conference, there is only one forwarder (whose video image will be forwarded to other participants) that is the first teacher. Only the teacher except the student can be set as the forwarder.</p> <p>Default: disabled. This mode need at least 2M bandwidth. You can subscribe to this service from Yealink.</p>
<b>Default speaking mode</b>		<p>The supported modes are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Free</b>: the teachers and students can speak freely by default.</li> <li>• <b>Raise Hand</b>: the teachers and students are muted by default, the teachers can speak after unmuting themselves. The students can speak only when the teacher agrees their application for speaking.</li> </ul> <p><b>Default</b>: Free.</p>
<b>Auto dialing</b>		<p>When the scheduled conference begins, the system will automatically send an invitation call to devices with the invited accounts registered.</p> <p><b>Default</b>: disabled.</p>
<b>Auto redialing</b>		<p>During the conference, if the account registered in a device is offline and it logs in again, the system will redial this account to join the conference.</p> <p><b>Default</b>: disabled.</p>
<b>RTMP live</b>	<b>Definition</b>	<p>It refers to the video resolution that the specified MCU sends to public streaming services when the 60-frame forwarding mode is disabled.</p> <p>The supported video resolution is as follows:</p> <ul style="list-style-type: none"> <li>• HD: 720p.</li> <li>• SD: 360p.</li> </ul> <p>Default: HD.</p>
	<b>Video options</b>	<p>The supported video options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Receive video and content</b>: it means that when the teacher shares contents, the Live page will be displayed in 1plus4 layout with the contents displayed in a large screen and all participants displayed in a small screen, and the video images of all participants take part in carousel in small screen.</li> </ul> <p>When there are no contents, the Live page is the same with the one of <b>Receive video only</b>.</p> <ul style="list-style-type: none"> <li>• <b>Receive video only</b>: the video images of all teachers are displayed in equal parts in the Live page (in 60-frame forwarding mode, the forwarder is displayed in a full screen). This layout is not affected by the video layout set by the teacher.</li> <li>• <b>Receive content only</b>: the Live page of the conference only displays content.</li> </ul> <p><b>Default</b>: Receive video and content.</p>

Feature		Description
	Event details	It refers to the text displayed on the Live page of the conference.
Ignore the participants limit cap		When the participants exceed the maximum limit, the extra people can still join the conference.

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



**Note:** All the advanced settings are set by the enterprise administrator.

#### Related tasks

[Scheduling Video Conferences via Browser](#)

[Scheduling Video Conferences via Microsoft Outlook](#)

## Going to the Conference Detail Page

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

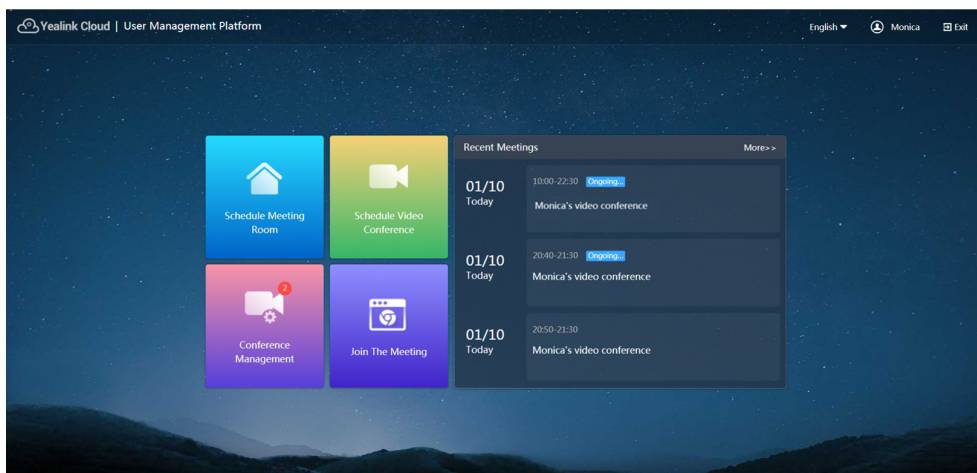
- [Going to the Conference Detail Page via Browser](#)
- [Going to the Conference Detail Page via Microsoft Outlook](#)

### Going to the Conference Detail Page via Browser

#### Procedure

Do one of the following:

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



#### Related tasks

[Editing the Conference](#)

[Cancelling the Conference](#)

## Going to the Conference Detail Page via Microsoft Outlook

You can view all conferences from My Schedule page.

### Procedure

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

### Related tasks

[Editing the Conference](#)

[Cancelling the Conference](#)

## Editing the Conference

---

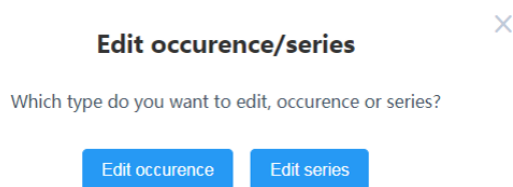
You can edit the details of the upcoming conferences.

### Before you begin

Go to the Conference Control Page.

### Procedure

1. Click **Edit conference**.
  - If the conference you edit is one-off conference, you will enter the Conference Detail page.
  - If the conference you want to edit is a periodic conference, the following notification will pop up:



- Click **Edit occurrence** to go to the conference Editing page.
  - Click **Edit series** to go to the conference Editing page.
2. Edit the information.
  3. Click **Confirm**.

### Related tasks

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

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

## Cancelling the Conference

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

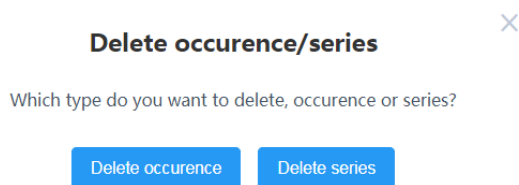
### Before you begin

Go to the Conference Control Page.

### Procedure

1. Click **Cancel**.

- If you want to delete periodic conferences, **Delete occurrence/Delete series** to deleting conferences.



- Click **Confirm** to deleting conferences.

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

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

您好,

2549 取消了 2549 的会议

亿联云视讯服务团队

[www.vlyun.com](http://www.vlyun.com)

#### Related tasks

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

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

## Controlling Conferences

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You can control the permanent VMRs, the scheduled conferences (discussion mode and training mode) and meet now conference, to keep the conference order and realize the desired effect.

- [Going to the Conference Control Page](#)
- [Configuring the Layout of Discussion Mode Conferences or Meet Now Conferences](#)
- [Configuring the Layout of Training Mode Conferences](#)
- [Sending Messages](#)
- [Calling Participants](#)
- [Calling Participants from the Call History](#)
- [Inviting Contacts](#)
- [Inviting Third Parties](#)
- [Inviting Participants by Email](#)
- [Sharing the Conference Information](#)
- [Searching for Participants](#)
- [Allowing/Rejecting the Participant Application for Speaking](#)
- [Removing Participants](#)
- [Moving the Participant into the Waiting Center](#)
- [Allowing/Refusing the Participants to Join the Conference](#)
- [Muting/Unmuting Participants](#)
- [Turning on/off the Video Image](#)
- [Blocking/Unblocking the Audio](#)
- [Turning on/off RTMP Live](#)
- [Switching the Roles Between the Moderators and Guests](#)

- [Switching the Roles Between the Lecturer and the Moderator/Guest](#)
- [Controlling the Remote Camera](#)
- [Locking/Unlocking Conferences](#)
- [Making the Roll Call](#)
- [Exporting the Roll Call Records](#)
- [Leaving/Ending Conferences](#)

## Going to the Conference Control Page

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


- [Going to the Conference Control Page via Browser](#)
- [Going to the Conference Control Page via Microsoft Outlook](#)

### Going to the Conference Control Page via Browser

#### About this task

You can view the ongoing conference, the scheduled conference that can join in advance and the permanent VMRs. The prerequisite of controlling permanent VMRs is that the administrator sets you as the moderator/teacher of the permanent VMR.

#### Procedure

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

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

#### About this task

You can control ongoing conferences and the scheduled conferences that can join in advance.

#### Procedure

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

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

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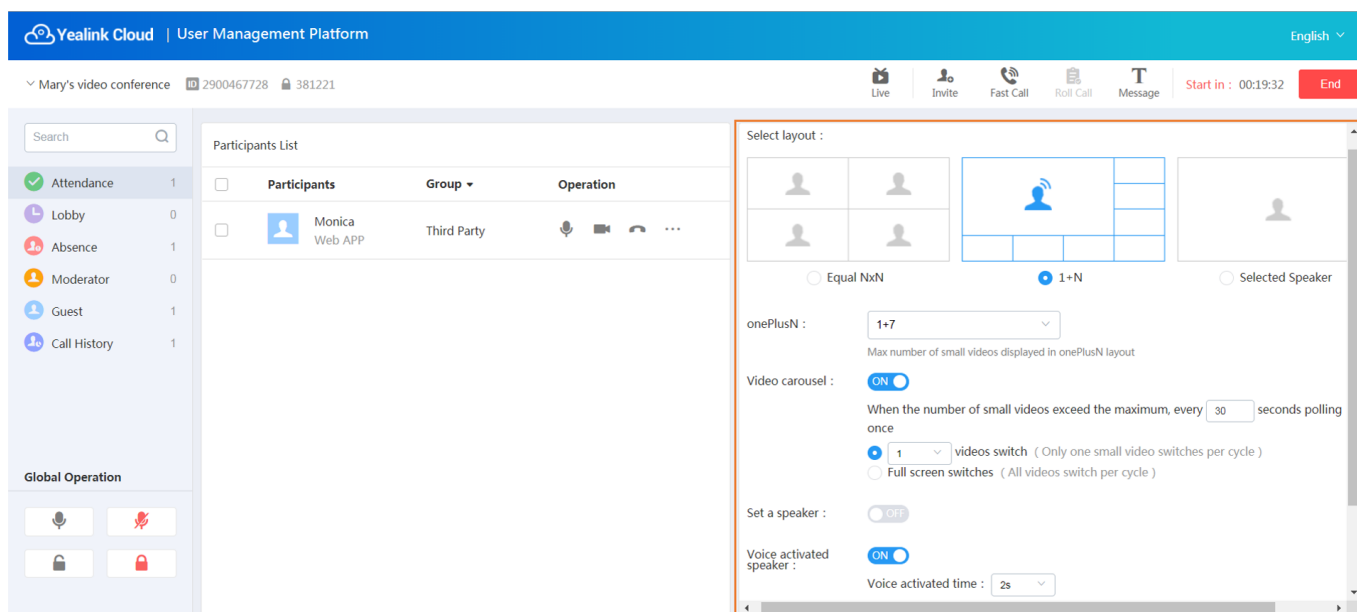
If you are the moderator of the discussion mode conference or the Meet Now Conference, you can change the video layout.

#### Before you begin

Go to the Conference Control page.

#### Procedure

1. Configure the layout parameter on the right side.



**Table 13:**

Parameter	Description	
Select layout	Selected speaker	The selected speaker is displayed in the full screen.
	Equal N×N	<p>Participants are displayed in equal images. The maximum number of video images in the Equal N×N.</p> <ul style="list-style-type: none"> <li>• 2*2</li> <li>• 3*3</li> <li>• 4*4</li> <li>• 5*5</li> <li>• 6*6</li> <li>• 7*7</li> </ul> <p><b>Note:</b> the number of video images is set by the administrator.</p>



Parameter	Description	
	<b>OnePlusN</b>	<p>The first participant is given the prominence with the largest pane. Other participants will be displayed in a strip around the first participant.</p> <p>The maximum small video images per screen in the <b>1+N</b> mode.</p> <ul style="list-style-type: none"> <li>• <b>1+0</b></li> <li>• <b>1+4</b></li> <li>• <b>1+7</b></li> <li>• <b>1+9</b></li> <li>• <b>1+12</b></li> <li>• <b>1+16</b></li> <li>• <b>1+20</b></li> </ul> <p><b>Note:</b> the number of video images is set by the administrator.</p>
<b>Video carousel</b>	<p>In <b>1+N</b> and <b>Equal N×N</b> modes, if the number of the current participants exceeds the maximum number, the system will switch the video images of participants according to the interval and the video images per cycle.</p> <p><b>Default:</b> enabled.</p>	
<b>Select a speaker</b>	<p>In <b>1+N</b> mode, if this feature is enabled, you can select a speaker to be displayed in the large pane.</p> <p><b>Note:</b> if this feature is enabled, only in <b>1+0</b> mode are the video carousel feature and the voice-activated feature disabled and they cannot be configured.</p>	
<b>Activated speaker</b>	<p>In <b>1+N</b> mode, you can enable the voice-activated feature to automatically recognize the video image of the speaking participant with yellow frame. When the participant continues speaking for a while, he will be given prominence with the largest pane, other participants will be displayed in a strip around the speaking participant.</p> <p><b>Default:</b> enabled. The voice-activated time is 2 second by default.</p>	
<b>Displaying the Participant Name</b>	<p>You can enable this feature to display the participant name on the video image only if the enterprise administrator has enabled this feature.</p> <p><b>Default:</b> enabled.</p>	

Parameter	Description
Displaying Participant Status	You can enable this feature, and the icon of participant status, such as muting, blocking, applying for speaking, will be displayed on the video image only if the enterprise administrator has enabled this feature. <b>Default:</b> enable.
Displaying the Participant Name	In <b>Selected speaker</b> mode, the participants are displayed in a full screen.

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

#### Related tasks

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

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

## Configuring the Layout of Training Mode Conferences

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

### Configuring the Global Parameters

You can configure the carousel duration and the voice-activated time, you can also choose to display the participant's name and status or not.

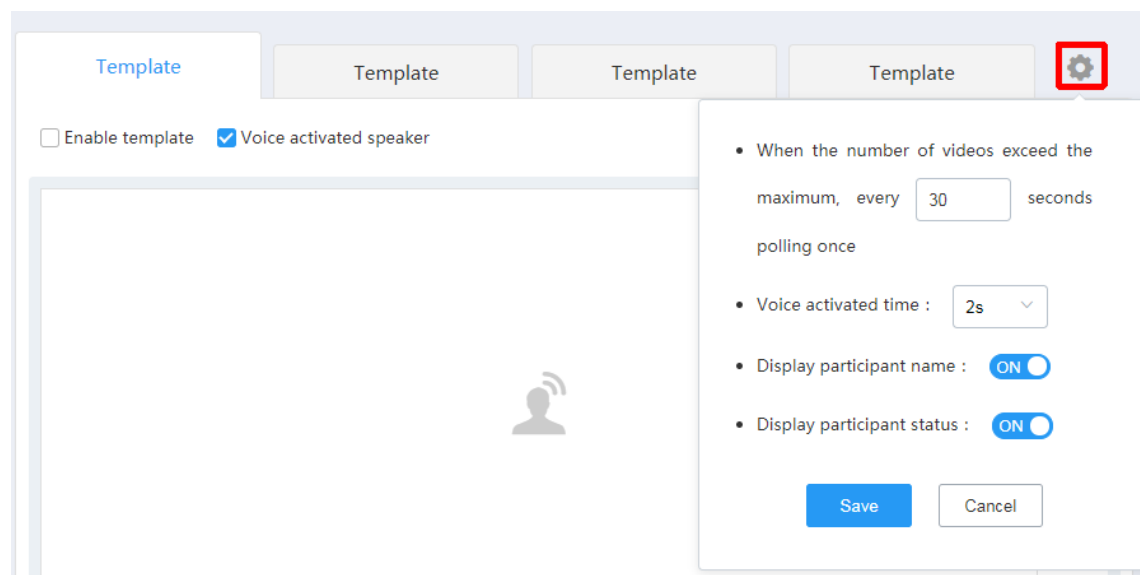
#### Before you begin

Go to the Conference Control page.

#### Procedure

1.

On the right side of the Conference Control page, click .



The parameters are described as below:

Table 14:

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

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

#### Related tasks

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

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

## Configuring the Layout Template

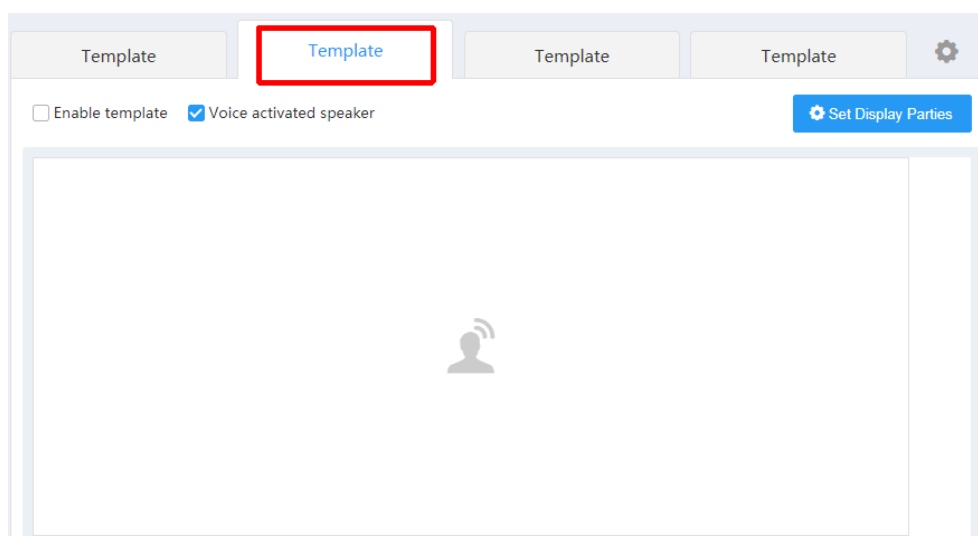
In training mode conference, you can preconfigure the layout template which will be saved, and you can use it at any time if you need.

### Before you begin

Go to the Conference Control page.

### Procedure

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



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



**Note:** If the participant you select do not attend the conference, other participants will see the reminder of waiting for the participant.

If you do not select participants to be displayed in a position, other participants will see black screen in this position.

If the participants are selected to be displayed in the large video images, the voice-activated feature is disabled automatically.

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

**Table 15:**

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

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

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

#### Related tasks

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

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

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

## Enabling the Layout Template

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

#### Before you begin

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

#### Procedure

1. Select a template.
2. Select the **Enable template** checkbox, and the template takes effect for all selected parties.  
If you have changed the edited template, click **Apply** after editing to apply changes to this template.

#### Related tasks

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

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

## Sending Messages

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



**Note:** In education mode conference, the teacher can send messages after the 60-frame forwarding mode is disabled.

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

### Related tasks

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

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

## Sending the Conference Banner

In order to convey the conference subject, you can configure the content and the position of the banner.

### Before you begin

Go to the Conference Control page.

### Procedure

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

## Sending the Conference Subtitle

Like the note on the blackboard, the subtitle can be used to convey the information for the participants to write down. You can configure the content, the position, the type (for example: the dynamic subtitle) and the participants to who the subtitle is applied.

### Before you begin

Go to the Conference Control page.

### Procedure

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

## Sending the Conference Agenda

You can inform the participants about the conference process by sending the conference agenda.

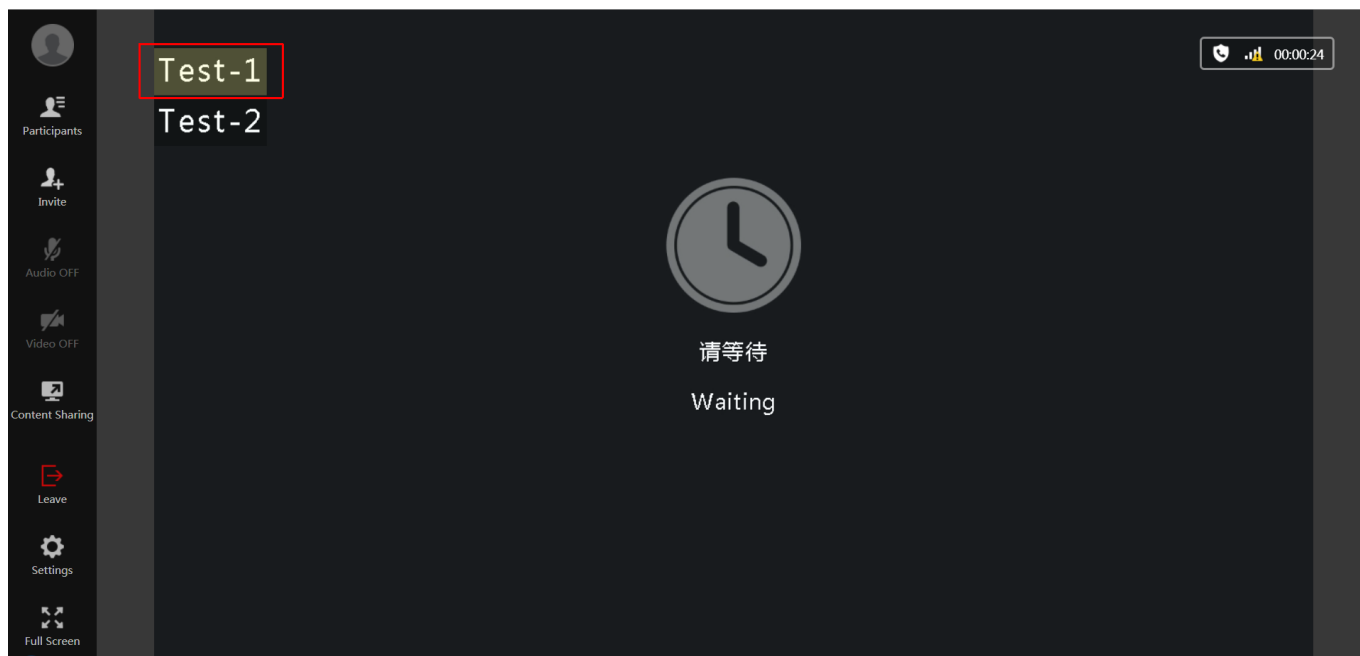
### Before you begin

Go to the Conference Control page.

## Procedure

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

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



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

## Calling Participants

If the scheduled conference is coming, the moderator/teacher can call participants to invite them to join the conference in advance, also in permanent VMRs the moderator/teacher can call participants that has not joined the conference to join the conference.

### Before you begin

Go to the Conference Control page.

### About this task

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

## Procedure

Do one of the following:

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

### Related tasks

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

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

## Calling Participants from the Call History

---

### Procedure

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

### Related tasks

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

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

## Inviting Contacts

---

You can place a call to the desired contact in the enterprise directory directly.

### Before you begin

Go to the Conference Control page.

### Procedure

1. Click **Invite** the top-right corner.
2. Select **Invite Contacts**.
3. Select the desired contact in the enterprise directory.
4. Click **Confirm** to call selected participants directly.

### Related tasks

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

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

## Inviting Third Parties

---

You can use the H.323 or SIP protocol to invite conference participants, you can also invite the external Yealink Cloud accounts to join conferences.

### Before you begin

Go to the Conference Control page.

### About this task

The service of the H.323 devices joining into the conference is set by the enterprise administrator.

### Procedure

1. Click **Invite** the top-right corner.
2. Select **Email Others**.
3. Select a protocol from the drop-down menu of **Protocol**, and then do one of following:
  - For **H.323**, enter the URL or the IP address.
  - For **SIP**, enter the URL or the IP address.
  - For **Yealink Cloud Number**, enter the account number.
4. Click **Call**.



**Related tasks**

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

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

## Inviting Participants by Email

---

You can use the system mailbox to invite conference participants.

**Before you begin**

Go to the Conference Control page.

**Procedure**

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

**Related tasks**

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

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

## Sharing the Conference Information

---

You can invite participants by sharing conference information with others.

**Before you begin**

Go to the Conference Control page.

**Procedure**

1. Click **Invite** the top-right corner.
2. Select **Email Invitation**.
3. Click **Copy invitation information** and then send the information to the desired participant.

**Related tasks**

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

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

## Searching for Participants

---

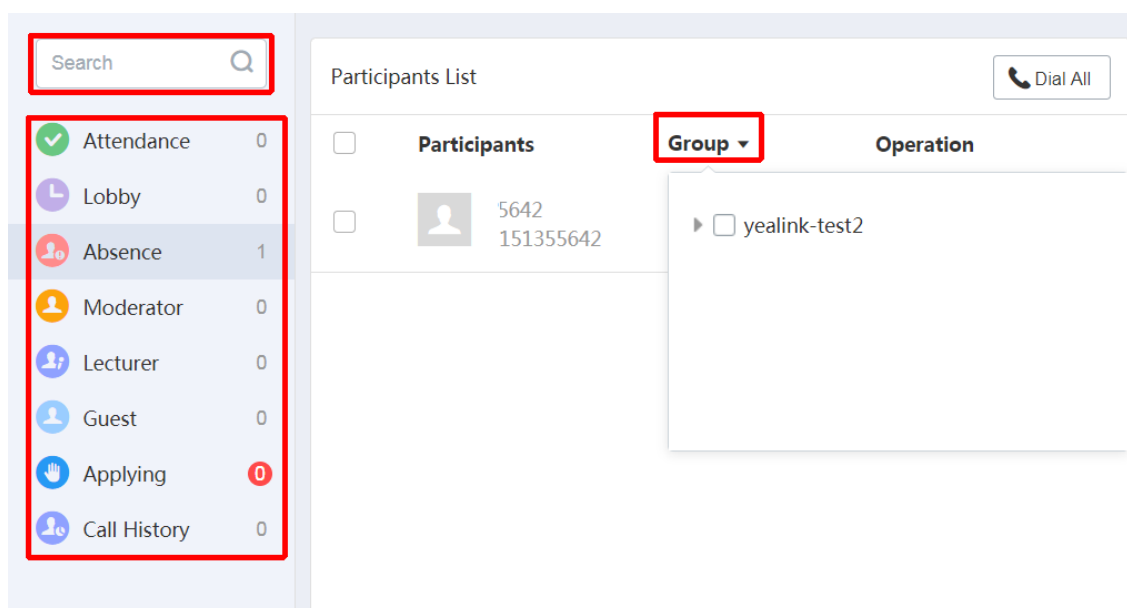
Moderators can search for all participants.

**Before you begin**

Go to the Conference Control page.

**Procedure**

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



### Related tasks

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

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

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

[Removing Participants](#)

[Moving the Participant into the Waiting Center](#)

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

[Muting/Unmuting Participants](#)

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

[Blocking/Unblocking the Audio](#)

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

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

[Controlling the Remote Camera](#)

## Allowing/Rejecting the Participant Application for Speaking

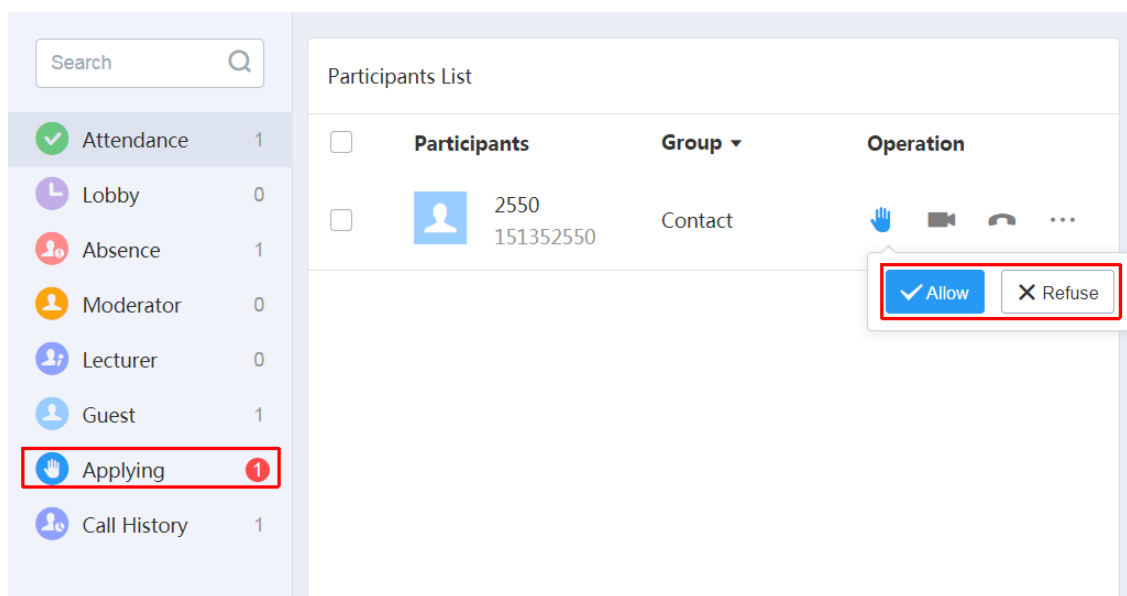
In the training mode conference, moderators can allow or refuse the participant application for speaking to keep the conference order.



### Before you begin

Go to the Conference Control page.

### Procedure

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



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

#### Related tasks

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

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

## Removing Participants


Moderators can hang up participants.

#### Before you begin


Go to the Conference Control page.

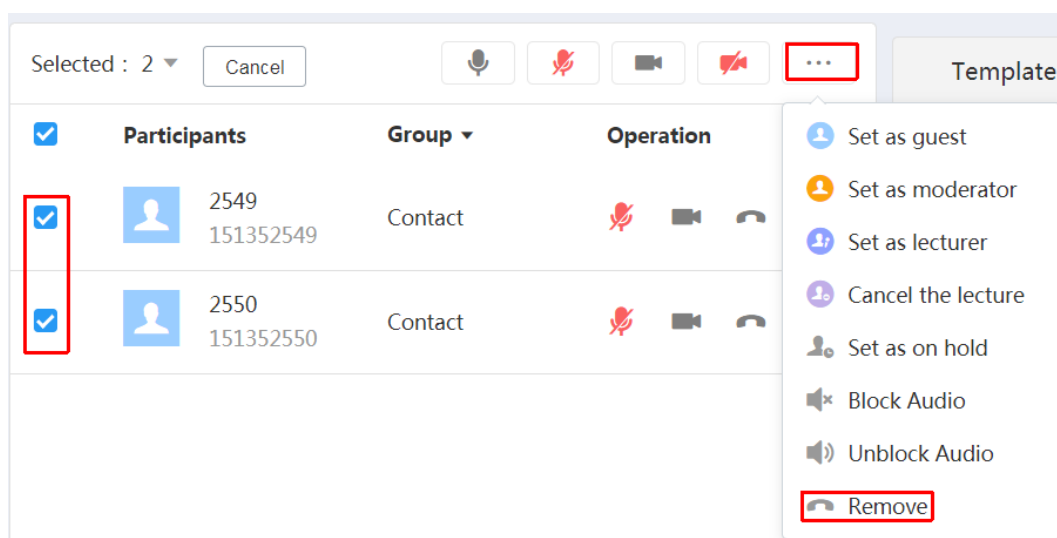
#### Procedure

Do one of the followings:

- If you want to hang up a single participant, click  on the right side of the desired participant.
- If you want to hang up several participants, do the followings:

In the Participant list, select multiple participants.

Click  on the top of the Conference Control page, and select **Remove** from the drop-down menu.



### Related tasks

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

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

## Moving the Participant into the Waiting Center


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

### Before you begin

Go to the Conference Control page.


### Procedure

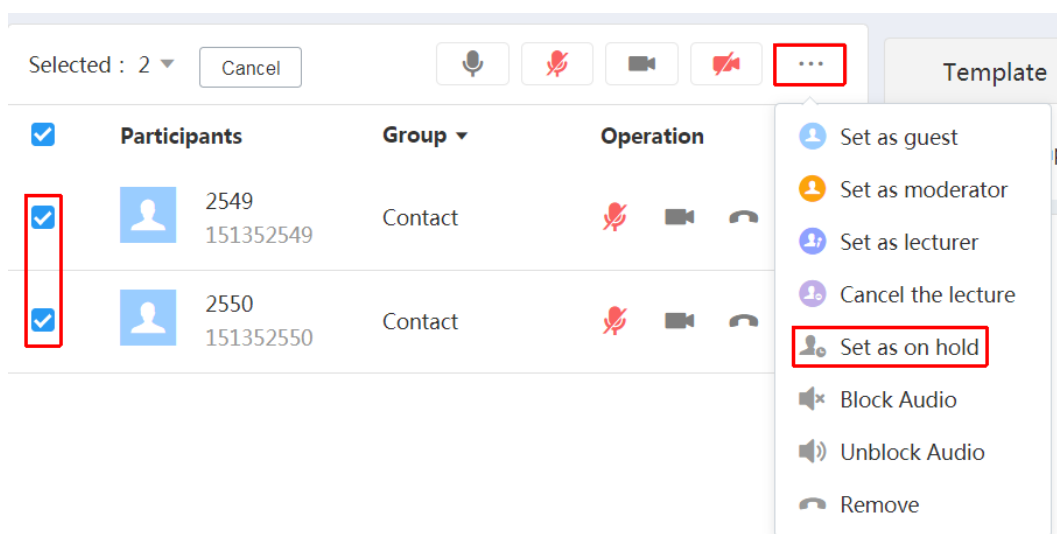
Do one of the following:

- If you want to move a single participant into the conference lobby, click  on the right side of the desired participant.

Select **Set as on hold** from the drop-down menu.

- If you want to move several participants into the conference lobby, select them.

Click  on the top of the Conference Control page, and select **Set as on hold** from the drop-down menu.



#### Related tasks

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

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

## Allowing/Refusing the Participants to Join the Conference

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

#### Before you begin

Go to the Conference Control page.

#### Procedure

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

#### Related tasks

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

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

## Muting/Unmuting Participants

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

#### Before you begin

Go to the Conference Control page.



#### Procedure

Do one of the following:

- 

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

•

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

#### Related tasks

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

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

## Turning on/off the Video Image



---

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

#### About this task

Go to the Conference Control page.

#### Procedure

On the right side of the desired participant, click  / .

#### Related tasks

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

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

## Blocking/Unblocking the Audio

---



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

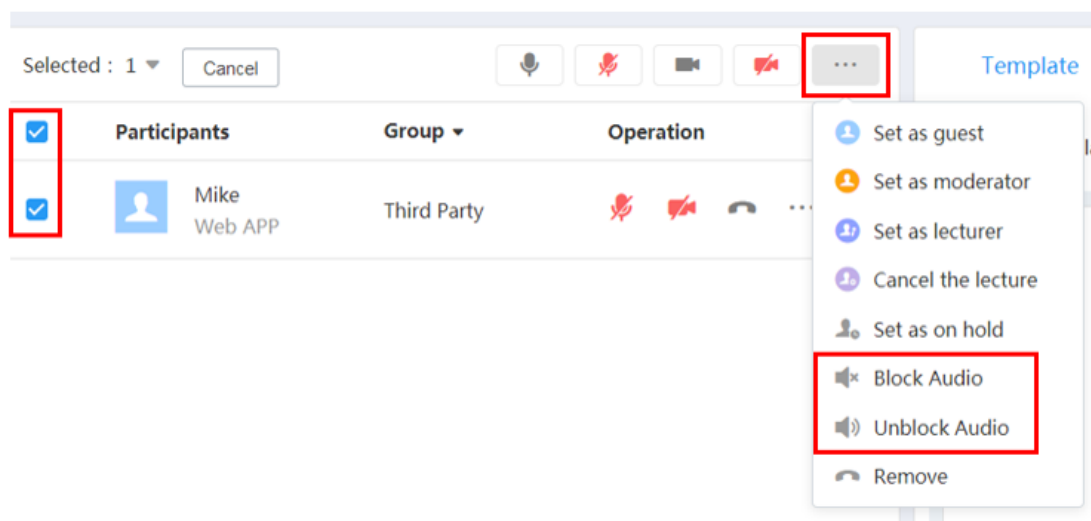
#### About this task

Go to the Conference Control page.

#### Procedure

Do one of the followings:

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



### Related tasks

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

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

## Turning on/off RTMP Live

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

### Before you begin

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

### Procedure

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

**Table 16: RTMP live parameters**

Parameter	Description
<b>Definition</b>	<p>It refers to the video resolution that the specified MCU sends to public streaming services when the 60-frame forwarding mode is not enabled.</p> <p>The supported video resolution is as follows:</p> <ul style="list-style-type: none"> <li>• <b>HD</b>: 720p.</li> <li>• <b>SD</b>: 360p.</li> </ul> <p><b>Default</b>: HD</p>

Parameter	Description
<b>Video options</b>	<p>The supported video options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Receive video and content:</b> it means that when the participants share contents, the Live page will be displayed in 1+4 layout with the contents displayed in a large screen and all participants displayed in a small screen, and the video images of all participants take part in polling in small screen.</li> </ul> <p>When there are no contents, the Live page is the same with the one of <b>Receive video only</b>.</p> <ul style="list-style-type: none"> <li>• <b>Receive video only:</b> it means that when in discussion mode, all participants are displayed in the Live page by default but the contents are not displayed. This layout depends on the video layout set by you. For more information, refer to <a href="#">Configuring the Layout of Discussion Mode Conferences or Meet Now Conferences</a>.</li> </ul> <p>For training mode conference, all lecturers are displayed in equal parts in the Live page but the contents are not displayed. This layout depends on the video layout set by you. For more information, refer to <a href="#">Configuring the Layout Template</a>.</p> <ul style="list-style-type: none"> <li>• <b>Receive content only:</b> the Live page displays only the content.</li> </ul> <p><b>Default: Receiving video and content.</b></p>
<b>Event details</b>	It refers to the text content displayed on the Live page of the conference.

### 3. Click **Start**.


The page is shown as below:




×

**Live**

The live broadcast is in progress



00 : 00 : 03



**Options**

Definition:

☒ HD  
☐ SD


Video options:

Receive video and content

Save

Cancel

Scan QR code to watch live broadcast




Or click the link below to watch

<https://meeting.ylyun.com/meeting/live?conferencePlanId=9a33bcfe61c141ed8195574294221c&enterpriseId=a7fc18bd5d6a439eb41e35ba618e68>

Copy link

4. Do one of the following:

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

**Related tasks**

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

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

[Configuring the Parameters of Discussion/Training Mode Conference](#)


## Switching the Roles Between the Moderators and Guests

The moderators can set a guest as a moderator. The moderator can have more rights on controlling conference than the guests. If the participant does not want to be a moderator anymore, the moderator can set him as a guest. But the organizer in video conferences and Meet Now conferences cannot be set as a guest.

**Before you begin**

Go to the Conference Control page.

**Procedure**

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

**Related tasks**

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

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

## Switching the Roles Between the Lecturer and the Moderator/Guest

---

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


### Before you begin

Go to the Conference Control page.

### About this task

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

### Procedure

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

### Related tasks

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

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

[Configuring the Layout Template](#)

## Controlling the Remote Camera


---

The moderator can zoom in or zoom out the participant's camera.

### Before you begin

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

### Procedure

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



**Related tasks**

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

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

## Locking/Unlocking Conferences

---

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

**Before you begin**

Go to the Conference Control page.

**About this task**

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

**Procedure**

1. Click  /  at the bottom-left corner.
2. If you want to lock the conference, select the desired person.

Lock Conference
×

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

Moderator
▼

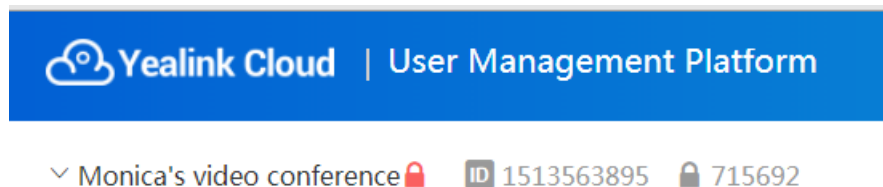
☒ Participants who were invited

OK

Cancel

3. Click **OK**.

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

**Related tasks**

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

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

## Making the Roll Call

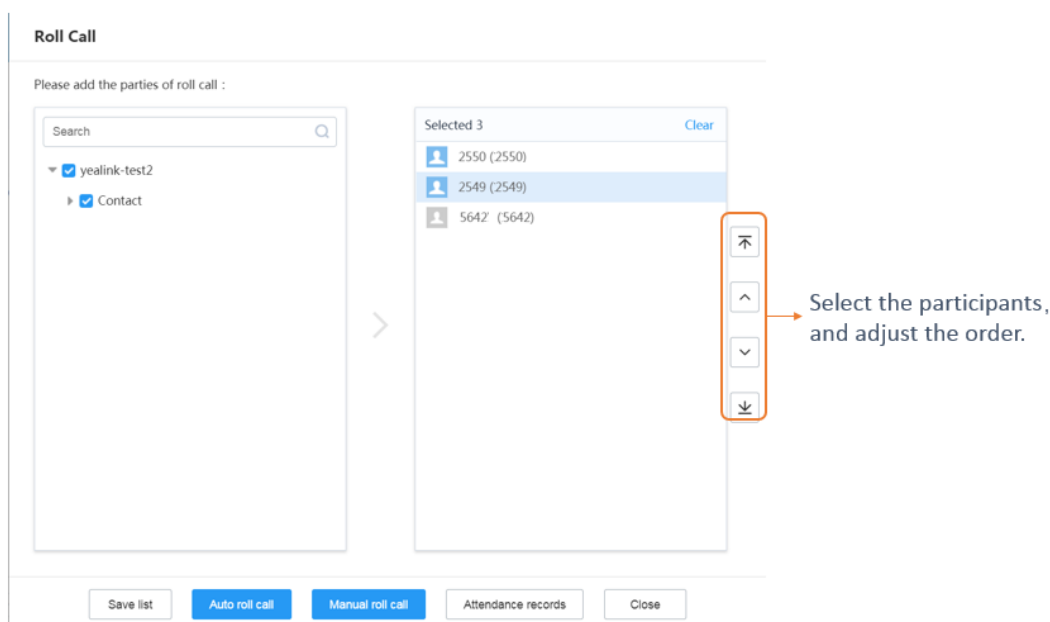
If you are the moderator in the training mode conference, you can call the roll to check whether everyone attends the conference.

### About this task

Go to the Conference Control page.

### Procedure

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



3. Do one of the following:

- Click **Auto roll call**.

Enter the desired value in the **Set the frequency of automatic roll call (range:1~3600s)** field.

By default, the system calls the roll every 5 seconds.

Click **Start roll call**.

- Click **Manual roll call**.

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

4. Click **End**.

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



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

### Related tasks

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

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

## Exporting the Roll Call Records

---

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

### About this task

Go to the Conference Control page.

### Procedure

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

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

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

### Related tasks

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

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

## Leaving/Ending Conferences

---

The moderators can choose to leave or to end conferences. When the moderators leave the conferences, the conferences still continue; when the moderators end conferences, the conferences end.

### Before you begin

Go to the Conference Control page.

### Procedure

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

### Related tasks

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

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

## Controlling the Education Mode Conferences

---

You can control the permanent VMRs and the scheduled conferences of the education mode, to keep the conference order and realize a good class performance.

- [Configuring the Conference Layout](#)
- [Removing Participants](#)
- [Switching the Roles Between the Teacher and Student](#)

- *Switching the Speaking Mode between the Free and the Raise Hand*
- *Searching for Participants*
- *Allowing/Rejecting the Student Application for Speaking*
- *Moving the Participant into the Waiting Center*
- *Muting/Unmuting Participants*
- *Turning on/off the Video Image*
- *Blocking/Unblocking the Audio*
- *Turning on/off RTMP Live*
- *Locking/Unlocking Conferences*

## Configuring the Conference Layout

The teacher can change the video layout.

### Before you begin

Go to the Conference Control page.

### About this task

The conference layout only affects the video layout viewed by the teachers, but not the one viewed by the students.

### Procedure

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

**Table 17:**

Parameter	Description	
Select layout	Selected speaker	The selected speaker is displayed in the full screen.
	Equal N×N	<p>Participants are displayed in equal image. The maximum video images per screen in the Equal N×N mode are described as follows:</p> <ul style="list-style-type: none"> <li>• 2*2</li> <li>• 3*3</li> <li>• 4*4</li> <li>• 5*5</li> <li>• 6*6</li> <li>• 7*7</li> </ul> <p><b>Note:</b> the video images per screen are set by the enterprise administrator by default.</p>

Parameter	Description	
	1+N	<p>The first participant is given the prominence with the largest pane. Other participants is displayed in a strip around the first participant.</p> <p>The maximum small video images per screen in the 1+N mode are described as follows:</p> <ul style="list-style-type: none"> <li>• 1+0</li> <li>• 1+4</li> <li>• 1+7</li> <li>• 1+9</li> <li>• 1+12</li> <li>• 1+16</li> <li>• 1+20</li> </ul> <p><b>Note:</b> the video images per screen are set by the enterprise administrator by default.</p>
<b>Video carousel</b>	<p>In 1+N and <b>Equal N×N</b> modes, if the number of the current participants exceeds the maximum limit, the system will switch the video images of participants according to the interval and the video images per cycle.</p> <p><b>Default:</b> enabled.</p>	
<b>Set a speaker</b>	<p>In 1+N mode, if this feature is enabled, you can select a speaker to be displayed in the large pane.</p> <p><b>Note:</b> if this feature is enabled, only in 1+0 mode are the video carousel feature and the voice-activated feature disabled and they cannot be configured.</p>	
<b>Activated speaker</b>	<p>In 1+N mode, you can enable the voice-activated feature to automatically recognize the video image of the speaking participant with yellow frame. When the participant continues speaking for a specific time, he will be given the prominence with the largest pane, other participants will be displayed in a strip around the first participant.</p> <p><b>Default:</b> enabled. The voice-activated time is 2 seconds by default.</p>	
<b>Display participant name</b>	<p>If the enterprise administrator enables this feature, you can choose to display the participant name or not.</p> <p><b>Default:</b> enabled.</p>	
<b>Display Participant Status</b>	<p>If the enterprise administrator enables this feature, you can enable it and the icons of the participant status, such as muting, blocking, applying for speaking, are displayed in the video image.</p> <p><b>Default:</b> enabled.</p>	

Parameter	Description
<b>Display parties</b>	In the Selected Speaker mode, the selected participant is displayed in the full screen.

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

#### Related tasks

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

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

## Removing Participants


---

The teachers can remove participants.

#### Before you begin

Go to the Conference Control page.

#### Procedure

Click  of the desired participant.

#### Related tasks

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

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

## Switching the Roles Between the Teacher and Student

---

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


#### Before you begin

Go to the Conference Control page.

#### About this task

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

#### Procedure

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

#### Related tasks

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

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

## Switching the Speaking Mode between the Free and the Raise Hand

---

The teacher can switch the speaking mode according to the actual demand.

#### Before you begin

Go to the Conference Control page.



**Procedure**

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

**Related tasks**

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

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

## Searching for Participants

---

The teachers can search for participants.

**Before you begin**

Go to the Conference Control page.

**Procedure**

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

**Related tasks**

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

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

[Removing Participants](#)

[Switching the Roles Between the Teacher and Student](#)

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

[Moving the Participant into the Waiting Center](#)

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

[Muting/Unmuting Participants](#)

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

[Blocking/Unblocking the Audio](#)

[Controlling the Remote Camera](#)

## Allowing/Rejecting the Student Application for Speaking

---

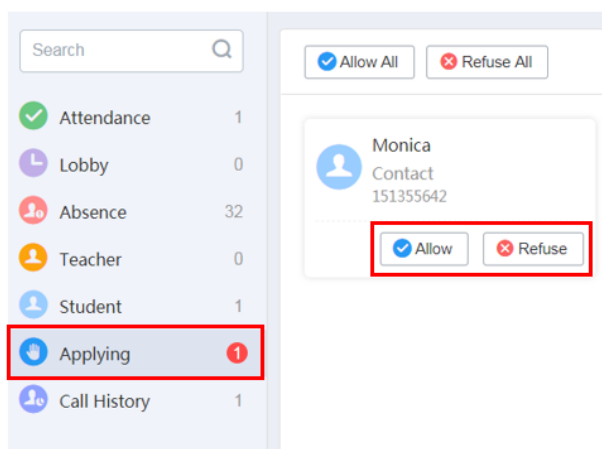
In Training mode conference, the moderator can accept or refuse the student application for speaking to keep the conference order.

**Before you begin**

- Speaking mode is Raise Hand. For more information, refer to [Configuring Parameters of Education Mode Conference](#) . During the conference, the teacher can switch the speaking mode to Raise Hand. For more information, refer to [Switching the Speaking Mode between the Free and the Raise Hand](#) .
- Go to the Conference Control page.

**Procedure**

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



**Tip:** In the **Attendance** list, click , and click **Allow/Refuse**.

#### Related tasks

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

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


## Moving the Participant into the Waiting Center

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

#### Before you begin

Go to the Conference Control page.

#### Procedure

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

#### Related tasks

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

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

## Muting/Unmuting Participants

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



#### Before you begin

Go to the Conference Control page.

#### Procedure

Do one of the following:

- 

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

- If you want to mute/unmute all participants, click **Mute All/ Unmute All**.

- If you want to mute/unmute all students, click **Mute All/ Unmute** .

#### Related tasks

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

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

## Turning on/off the Video Image


---

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

#### Before you begin

Go to the Conference Control page.

#### Procedure

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

#### Related tasks

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

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

## Blocking/Unblocking the Audio


---

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

#### About this task

Go to the Conference Control page.

#### Procedure

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

#### Related tasks

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

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

## Turning on/off RTMP Live

---

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

#### Before you begin

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

## Procedure

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

**Table 18: RTMP live parameters**

Parameter	Description
<b>Definition</b>	<p>It refers to the video resolution that the specified MCU sends to public streaming services when the 60-frame forwarding mode is disabled.</p> <p>The supported video resolution is as follows:</p> <ul style="list-style-type: none"> <li>• <b>HD:</b> 720p.</li> <li>• <b>SD:</b> 360p.</li> </ul> <p><b>Default:</b> HD</p>
<b>Video options</b>	<p>The supported video options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Receive video and content:</b> it means that when the teacher shares contents, the Live page will be displayed in 1plus4 layout with the contents displayed in a large screen and all participants displayed in a small screen, and the video images of all participants take part in carousel in small screen.</li> </ul> <p>When there are no contents, the Live page is the same with the one of Receive video only.</p> <ul style="list-style-type: none"> <li>• <b>Receive video only:</b> the video images of all teachers are displayed in equal parts in the Live page (in 60-frame forwarding mode, the forwarder is displayed in a full screen). This layout is not affected by the video layout set by the teacher.</li> <li>• <b>Receive content only:</b> the Live page displays only the content.</li> </ul> <p><b>Default:</b> Receiving video and content.</p>
<b>Event details</b>	<p>It refers to the text displayed on the Live page of the conference.</p>


3. Click **Start**.

The page is shown as below:


×

## Live

The live broadcast is in progress



00 : 00 : 03



### Options

Definition:

☒ HD  
☐ SD


Video options:

Receive video and content

Save

Cancel

Scan QR code to watch live broadcast




Or click the link below to watch

<https://meeting.ylyun.com/meeting/live?conferencePlanId=9a33bcfe61c141ed8195574294221c&enterpriseId=a7fc18bd5d6a439eb41e35ba618e68>

Copy link

#### 4. Do one of the following:

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

#### Related tasks

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

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

## Locking/Unlocking Conferences

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

### Before you begin

Go to the Conference Control page.

### About this task

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

### Procedure

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

×

### Lock Conference

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

Teacher ▼

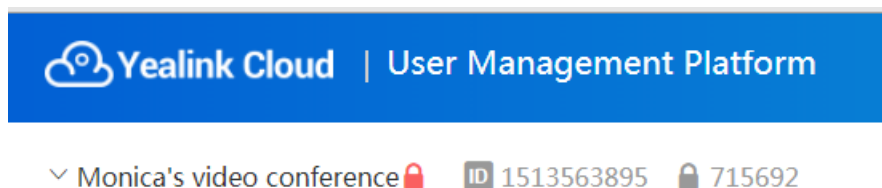
☒ Participants who were invited

OK

Cancel

3. Click **OK**.

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



#### Related tasks

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

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

## Troubleshooting

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

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

### Viewing Call Statistics

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

#### About this task

Go to the Conference Control page.

## Procedure

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

The detailed call statistics are displayed as below:

### Call Statistics

Device information    Yealink VCDesktop 1.27.254.12    Total bandwidth    Incoming : 87kb/s  
Outgoing : 3kb/s

Protocol    SIP    IP    117.28.234.34

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

## Related tasks

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

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

## Common Problems

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

### Invited Participants Do Not Receive Emails

#### Situation:

The invited participants do not receive invitation emails.

#### Cause:

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

#### Solution:

#### Procedure

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

### Participants See Messy Codes in the Email

#### Situation:

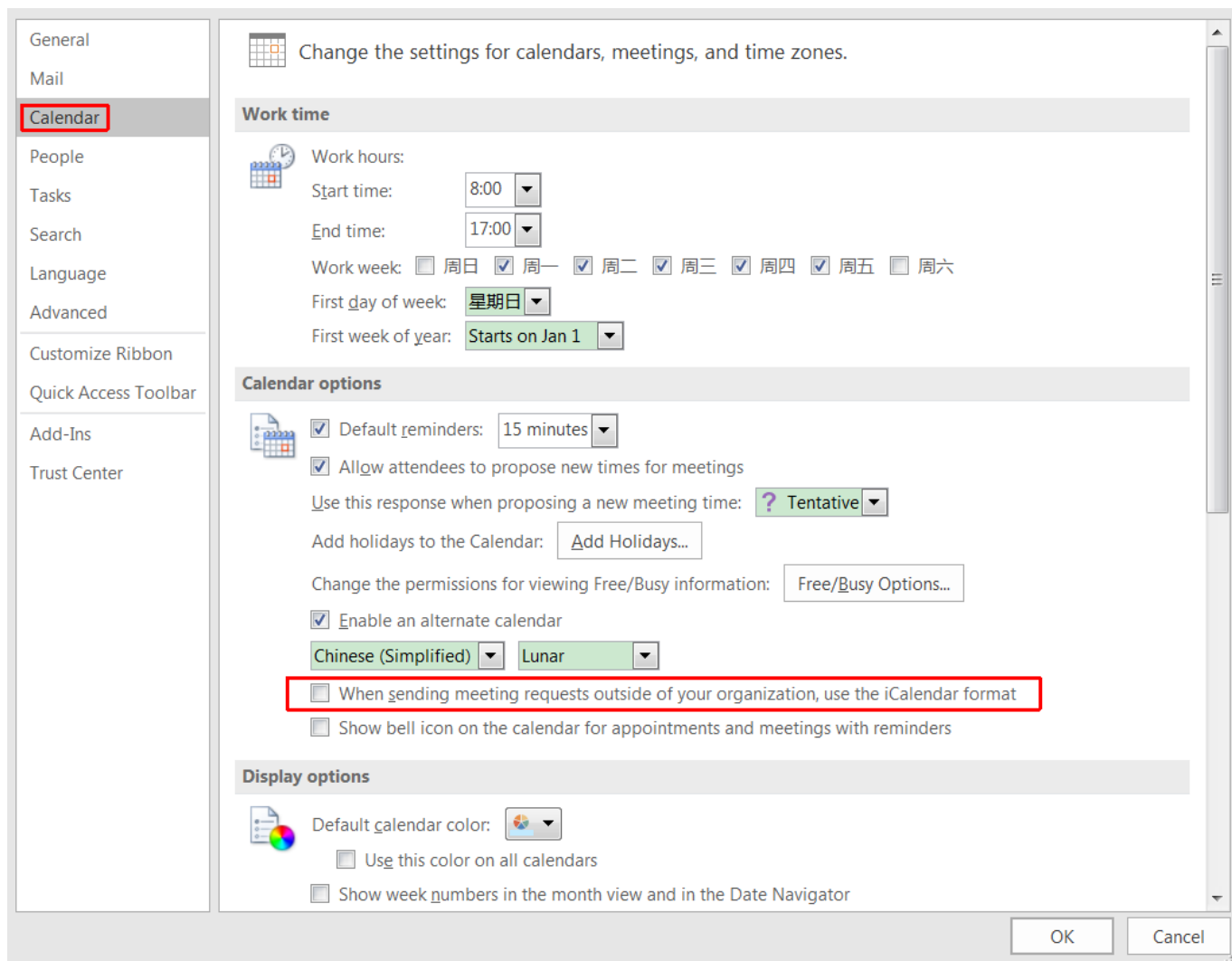
When you schedule conferences via Microsoft Outlook, the conference participants you invited will receive emails. But the email is shown as messy codes to the conference participants.

**Cause:**

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

**Solution:****Procedure**

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



4. Click **OK**.

## Appendix-Time Zones

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Time zone
(UTC-11:00) Coordinated Universal Time-11



Time zone
(UTC-11 : 00) Samoa
(UTC-10 : 00) Hawaii
(UTC-09 : 00) Alaska
(UTC-08 : 00) Baja California
(UTC-08 : 00) Pacific Time (US & Canada)
(UTC-07 : 00) Arizona
(UTC-07 : 00) Chihuahua, La Paz, Mazatlan
(UTC-07 : 00) Mountain Time (US & Canada)
(UTC-06 : 00) Central America
(UTC-06 : 00) Central Time (US & Canada)
(UTC-06 : 00) Guadalajara, Mexico City, Monterrey
(UTC-06 : 00) Saskatchewan
(UTC-05 : 00) Bogota, Lima, Quito
(UTC-05 : 00) Eastern Time (US & Canada)
(UTC-05 : 00) Indiana (East)
(UTC-04 : 00) Asuncion
(UTC-04 : 00) Atlantic Time (Canada)
(UTC-04 : 00) Cuiaba
(UTC-04 : 00) Georgetown, La Paz, Manaus, San Juan
(UTC-04 : 00) Santiago
(UTC-03 : 30) Newfoundland
(UTC-03 : 00) Brasilia
(UTC-03 : 00) Buenos Aires
(UTC-03 : 00) Cayenne, Fortaleza
(UTC-03 : 00) Greenland
(UTC-03 : 00) Montevideo
(UTC-02:00) Coordinated Universal Time-02
(UTC-02 : 00) Mid-Atlantic
(UTC-01 : 00) Azores
(UTC-01 : 00) Cape Verde Is.
(UTC) Casablanca
(UTC) Coordinated Universal Time
(UTC) Dublin, Edinburgh, Lisbon, London
(UTC) Monrovia, Reykjavik

Time zone
(UTC+01 : 00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
(UTC+01 : 00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
(UTC+01 : 00) Brussels, Copenhagen, Madrid, Paris
(UTC+01 : 00) Sarajevo, Skopje, Warsaw, Zagreb
(UTC+01 : 00) West Central Africa
(UTC+01 : 00) Windhoek
(UTC+02 : 00) Amman
(UTC+02 : 00) Athens, Bucharest, Istanbul
(UTC+02 : 00) Beirut
(UTC+02 : 00) Cairo
(UTC+02 : 00) Damascus
(UTC+02 : 00) Harare, Pretoria
(UTC+02 : 00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius
(UTC+02 : 00) Jerusalem
(UTC+02 : 00) Minsk
(UTC+03 : 00) Baghdad
(UTC+03 : 00) Kuwait, Riyadh
(UTC+03 : 00) Moscow, St. Petersburg, Volgograd
(UTC+03 : 00) Nairobi
(UTC+03 : 30) Tehran
(UTC+04 : 00) Abu Dhabi, Muscat
(UTC+04 : 00) Baku
(UTC+04 : 00) Port Louis
(UTC+04 : 00) Tbilisi
(UTC+04 : 00) Yerevan
(UTC+04 : 30) Kabul
(UTC+05 : 00) Ekaterinburg
(UTC+05 : 00) Islamabad, Karachi
(UTC+05 : 00) Tashkent
(UTC+05 : 30) Chennai, Kolkata, Mumbai, New Delhi
(UTC+05 : 30) Sri Jayewardenepura
(UTC+05 : 45) Kathmandu
(UTC+06 : 00) Astana
(UTC+06 : 00) Dhaka

Time zone
(UTC+06 : 00) Novosibirsk
(UTC+06 : 30) Yangon (Rangoon)
(UTC+07 : 00) Bangkok, Hanoi, Jakarta
(UTC+07 : 00) Krasnoyarsk
(UTC+08 : 00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+08 : 00) Irkutsk
(UTC+08 : 00) Kuala Lumpur, Singapore
(UTC+08 : 00) Perth
(UTC+08 : 00) Taipei
(UTC+08 : 00) Ulaanbaatar
(UTC+09 : 00) Osaka, Sapporo, Tokyo
(UTC+09 : 00) Seoul
(UTC+09 : 00) Yakutsk
(UTC+09 : 30) Adelaide
(UTC+09 : 30) Darwin
(UTC+10 : 00) Brisbane
(UTC+10 : 00) Canberra, Melbourne, Sydney
(UTC+10 : 00) Guam, Port Moresby
(UTC+10 : 00) Hobart
(UTC+10 : 00) Vladivostok
(UTC+11 : 00) Magadan
(UTC+11 : 00) Solomon Is., New Caledonia
(UTC+12 : 00) Auckland, Wellington
(UTC+12 : 00) Coordinated Universal Time+12
(UTC+12 : 00) Fiji
(UTC+13 : 00) Nuku'alofa