

Full HD Video Conference System User Guide



VC880



VC500/PVT950



VC200



PVT980



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About This Guide

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

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

This guide is applicable to the following Yealink devices:

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

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

- [Related Documents](#)

Related Documents

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

| Name | Contents | Where to find | Language |
|---|---|-----------------------------------|---------------------|
| Yealink VC880 Full HD Video Conferencing System Quick Start Guide | System installation and network configuration | On the website /in the package | English/ Chinese |
| Yealink VC800 Full HD Video Conferencing System Quick Start Guide | | | |
| Yealink VC500 Full HD Video Conferencing Endpoint Quick Start Guide | | | |
| Yealink VC200 Video Conferencing Endpoint Quick Start Guide | | | |
| Yealink PVT980 Full HD Video Conferencing System Quick Start Guide | | | |
| Yealink PVT950 Full HD Video Conferencing System Quick Start Guide | | | |
| Yealink VCR11 Remote Control Quick Reference Guide | Use VCR11 Remote Control | On the website | English/ Chinese |
| Yealink VCC22 Video Conferencing Camera Quick Start Guide | Install VCC22 Video Conferencing Camera | On the website | English/ Chinese |

| Name | Contents | Where to find | Language |
|---|--|-----------------------------------|---------------------|
| Yealink CPW90-BT Bluetooth Wireless Microphones Quick Start Guide | Connect CPW90-BT Bluetooth wireless microphones to video conferencing system | On the website /in the package | English/ Chinese |
| Yealink Wi-Fi USB Dongle WF50 User Guide | Connect to Wi-Fi and provide wireless AP | On the website | English/ Chinese |
| Yealink WPP20 Wireless Presentation Pod Quick Start Guide | Connect WPP20 wireless presentation pod to VCS | On the website /in the package | English/ Chinese |
| Yealink CP960 HD IP Conference Phone Quick Reference Guide | Use CP960 Conference Phone | On the website | English/ Chinese |
| Yealink CTP20 Quick Start Guide | Connect CTP20 Touch Panel to VCS | On the website | English/ Chinese |
| Yealink VCM34 Quick Start Guide | Connect VCM34 to VCS | On the website | English/ Chinese |
| Yealink VCH51 Quick Start Guide | Connect VCH51 to VCS | On the website | English/ Chinese |



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

Getting Started

This chapter introduces the basic operation of video conferencing system. You can use VCR11 remote control, CTP20 touch panel and CP960 conference phone to operate your video conferencing system.

- [Hardware of VCR11 Remote Control](#)
- [Introduction of CTP20 Touch Panel](#)
- [Hardware of CP960 Conference Phone](#)
- [Screen Introduction](#)
- [Icon Introduction](#)
- [Running the Setup Wizard](#)
- [Powering on the System](#)
- [Powering off the System](#)
- [Putting the System to Sleep](#)
- [Waking up the System](#)

Hardware of VCR11 Remote Control

Using the remote control, you can easily:

- Initiate or join a conference

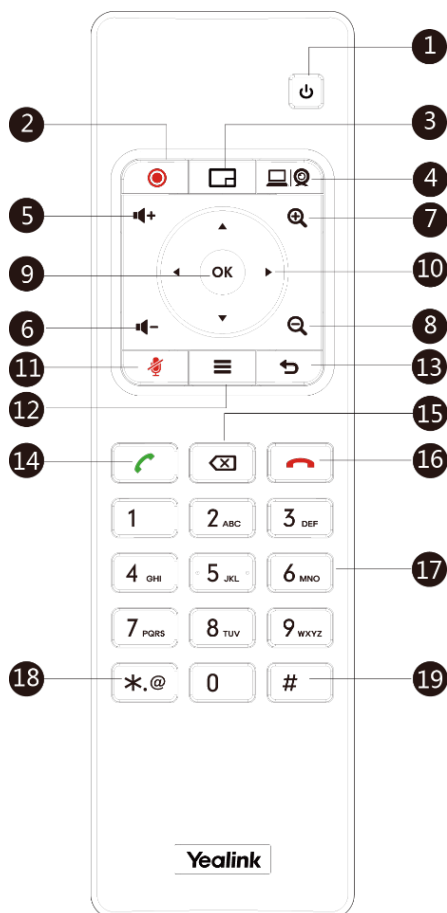
- Control a conference (for example, invite participants and end the conference)
- Control a camera
- Use recording, presentation and screenshot features
- Modify system settings
- Add and edit local contacts

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

- [Introduction of VCR11 Remote Control](#)
- [Entering Characters by VCR11 Remote Control](#)

Introduction of VCR11 Remote Control

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



| No. | Name | Description |
|-----|---------------------|---|
| 1 | Power Key | <ul style="list-style-type: none"> • Power on or power off the system • Put the system to sleep or wake up the system |
| 2 | Video Recording Key | Start or stop recording the video and audio. |
| 3 | Layout Key | Adjust the layout during a video call. |

| No. | Name | Description |
|-----|----------------|---|
| 4 | Custom Key | Customize the key function. The system administrator can customize the key as the Presentation key (default), the Input key, the ScreenShot key, Mute Speaker key, or Preset key. |
| 5 | Volume+ Key | Turn up the speaker volume. |
| 6 | Volume- Key | Turn down the speaker volume. |
| 7 | Zoom in key | <ul style="list-style-type: none"> • Increase the focal length of the camera • Zoom the captured image in • Turn the page up |
| 8 | Zoom out key | <ul style="list-style-type: none"> • Decrease the focal length of the camera • Zoom the captured image out • Turn the page down |
| 9 | OK key | Go the sub-menu, confirm the action or select one item |
| 10 | Navigation Key | <ul style="list-style-type: none"> • Navigate through menu items • Pan and tilt the camera to adjust the angle |
| 11 | Mute Key | Mute or unmute the microphone. |
| 12 | Home key | <ul style="list-style-type: none"> • Return to the idle screen when the system is not in a call • Open Talk Menu during a call |
| 13 | Back key | Return to the previous menu. |
| 14 | Off-hook Key | Enter the pre-dialing screen, the dialing screen or the answering screen. |
| 15 | Delete Key | <ul style="list-style-type: none"> • Delete one character at a time • Long press to delete all characters in the input field • If the system is connected to a USB flash drive, you can long press it for 2 seconds to start capturing packets and long press it for 2 seconds again to stop capturing packets |
| 16 | On-hook Key | <ul style="list-style-type: none"> • End a call or exit a conference call • Return to the idle screen |
| 17 | Keypad | <ul style="list-style-type: none"> • Enter digits • Go to the Dial page |
| 18 | Character Key | Enter the special characters: .@*. |
| 19 | Pound key | Enter the pound key (#). |



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

Entering Characters by VCR11 Remote Control

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

- [Enter Characters by Dial Pad](#)
- [Using the Onscreen Keyboard](#)

Enter Characters by Dial Pad

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

Procedure





Press the keypad on the remote control to enter characters.

Using the Onscreen Keyboard


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

About this task



| No. | Name | Description |
|-----|---|---|
| 1 | 26 English Letters | Enter the letter. |
| 2 |  | Switch to the uppercase input mode. |
| 3 |  | Switch to the numeric & symbolic input mode. |
| 4 |  | If your system administrator enables Russian, you can select this key to switch between English and Russian input methods. |
| 5 | Space Key | Enter a space. |
| 6 | Cursor | Position a cursor. |
| 7 |  | Hide the onscreen keyboard. |
| 8 | Special Characters | Enter the corresponding special character. |
| 9 | Delete Key | <ul style="list-style-type: none"> Delete one character at a time Long press to delete two or more characters |

Procedure

- In the field you want to edit, select  to open the onscreen keyboard.
- Select the corresponding characters and press OK key.

Introduction of CTP20 Touch Panel

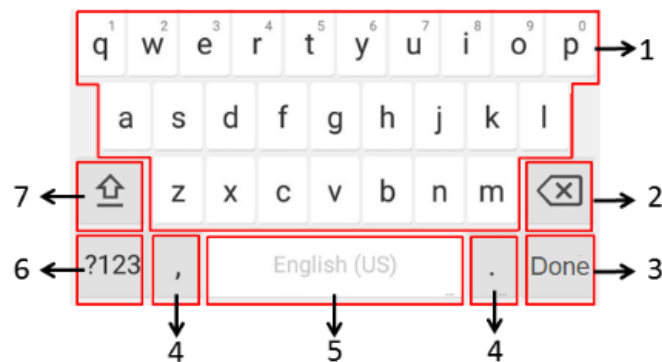
As the controller of VCS devices, CTP20 touch panel can help you fully control VC200/VC500/VC800/VC880/PVT980/PVT950 system. You can use it to place calls, initiate conferences, adjust the volume, control the camera, record videos, and so on. What's more, CTP20 supports collaborative editing and the annotation, that is to say, participants can add notes to the presentation or to the whiteboard, which can improve the communication efficiency of the traditional video conferencing presentation.

- [Using Onscreen Keyboard of CTP20](#)

Using Onscreen Keyboard of CTP20

You need to be familiar with the onscreen keyboard before using it. CTP20 provides English (US) and Google Pinyin input methods.

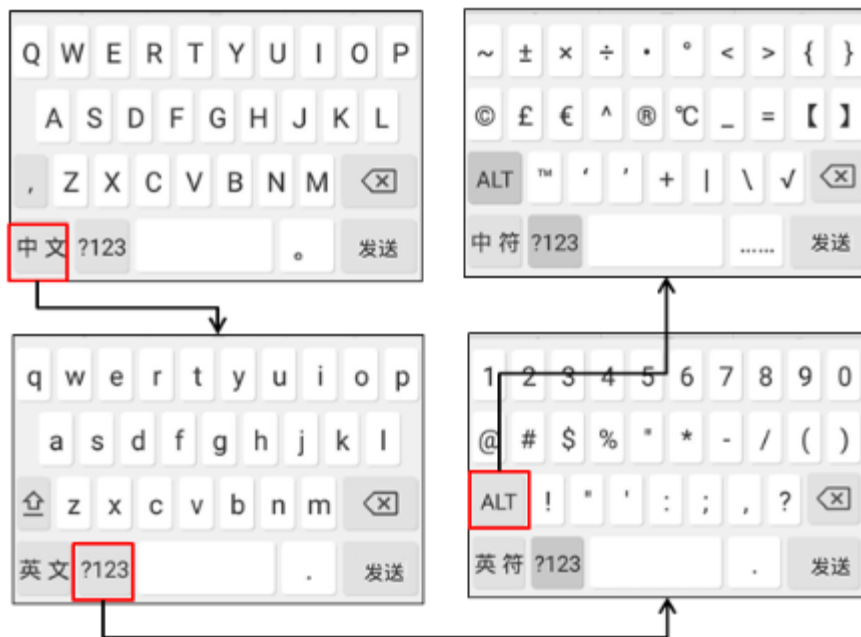
Android Keyboard (AOSP) – English (US) Input Method



| Number | Key Tone | Description | |
|--------|--|---|---|
| 1 | 26 English Letters | <ul style="list-style-type: none"> • Enter the letter • Long tap a character, and then slide to choose an item | |
| 2 | Delete Key | <ul style="list-style-type: none"> • Tap to delete the entered character one by one • Long tap to delete two or more characters | |
| 3 | This key is flexible to identify the context sensitive features. | Next Key | Tap to go to the next field. |
| | | Send Key | Dial out the number or search for contacts. |
| 4 | Two Special Characters | <ul style="list-style-type: none"> • Enter the corresponding special character • Long tap the period and then select an item | |
| 5 | Space Key | <ul style="list-style-type: none"> • Enter a space. • Long tap the space to change the input method. | |
| 6 | ?123 | Switch to the numeric & symbolic input mode. | |
| 7 | ⇧ | Switch to the uppercase input mode. | |

Google Pinyin Input Method

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



Hardware of CP960 Conference Phone

Using the CP960 conference phone, you can easily:

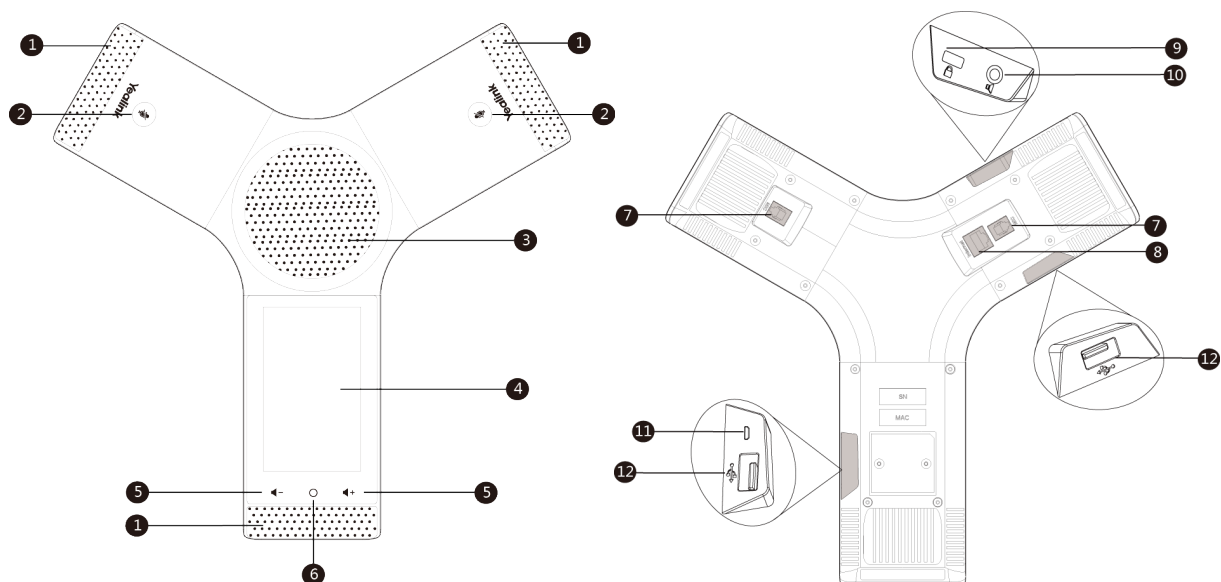
- Initiate or join a conference
- Control a conference (for example, invite participants, change the conference layout and end the conference)
- Control a camera
- Record a conference, initiate a presentation and take a screenshot
- Modify system settings
- Edit local contacts


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

- [Introduction of CP960 Conference Phone](#)
- [Entering Characters by CP960](#)

Introduction of CP960 Conference Phone

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



| No. | Name | Description |
|-----|----------------------------|---|
| 1 | Three Built-in Microphones | Support 360-degree audio pickup at a radius of up to 6 meters. |
| 2 | Mute Touch Keys | <ul style="list-style-type: none"> Indicate the status of the phone and the call Toggle mute feature |
| 3 | Speaker | Provides hands-free (speakerphone) audio output. |
| 4 | Touch Screen | <p>5 inches (720 x 1280) capacitive (5 point) touch screen with two idle screens. Tap to select items and navigate menus.</p> <p>Display the information about the call, the message, the time, the date and other relevant data:</p> <ul style="list-style-type: none"> Call information: the caller ID and the call duration Icons (for example, ) The prompts of the missed calls Prompts (for example, "Delete selected item?") Time and Date |
| 5 | Volume Touch Keys | Adjust the volume of the speaker, ringer or media. |
| 6 | HOME Touch Key | Return to the idle screen. |
| 7 | Wired Mic Ports | Connect CPE90 to your phone (optional). |
| 8 | Internet | <ul style="list-style-type: none"> Connect to the VC Hub/Phone port on the video conferencing system Connect to the Audio port on the VCH50 video conferencing hub |
| 9 | Security Slot | Allow you to connect a universal security cable to your phone so you can fix your phone on the table. |

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

Entering Characters by CP960

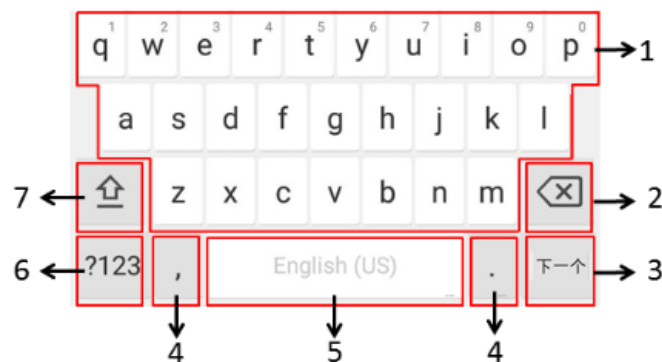
You can use the onscreen keyboard on the touch screen or use the onscreen dial pad on the dialing screen to enter characters.

- [Entering Characters by Onscreen Keyboard](#)
- [Performing Other Operations by the Onscreen Keyboard](#)
- [Enter Characters by Dial Pad](#)

Entering Characters by Onscreen Keyboard

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

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

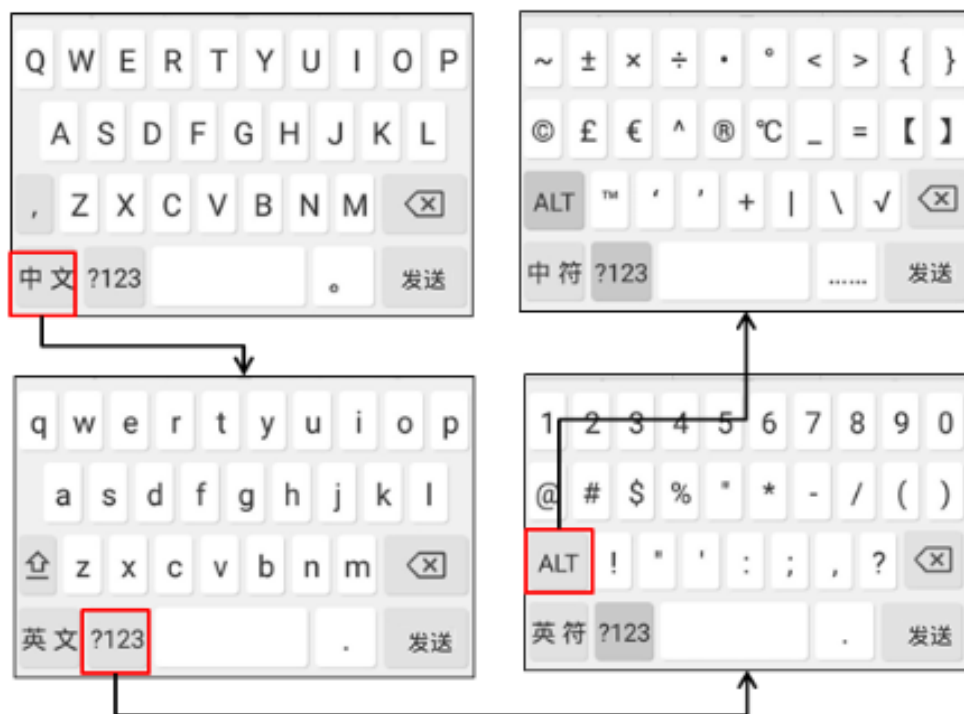


| Number | Key Tone | Description | |
|--------|--|--|------------------------------|
| 1 | 26 English Letters | <ul style="list-style-type: none"> • Enter the letter • Long tap a character, and then slide to choose an item | |
| 2 | Delete Key | <ul style="list-style-type: none"> • Tap to delete the entered characters one by one • Long tap to delete two or more characters | |
| 3 | This key is flexible to identify the context sensitive features. | Next Key | Tap to go to the next field. |
| | | Send Key | Tap to dial out the number. |
| | | Search | Searching for Contacts. |
| 4 | Two Special Characters | <ul style="list-style-type: none"> • Enter the corresponding special character • Long tap the period and then select an item | |

| Number | Key Tone | Description |
|--------|-----------|--|
| 5 | Space Key | <ul style="list-style-type: none"> Enter a space Long tap the space to change the input method |
| 6 | | Switch to the numeric & symbolic input mode |
| 7 | | Switch to the uppercase input mode |

Google Pinyin Input Method

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









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

Performing Other Operations by the Onscreen Keyboard

About this task

| Operation | Procedure |
|-----------------------------|--|
| Position the cursor. | Tap the desired position on the touch screen. |
| Select a desired character. | <ol style="list-style-type: none"> Long tap the character. Do one of the following: <ul style="list-style-type: none"> Tap on the top of the touch screen to select all characters. Drag to select parts of the characters. |

| Operation | Procedure |
|-----------------------------------|---|
| Cut/Copy characters. | <ol style="list-style-type: none"> 1. Select characters. 2. Tap CUT/COPY or tap  on the status bar. 3. Long tap the desired field. 4. Tap PASTE. |
| Delete more characters at a time. | <p>Do one of the following:</p> <ul style="list-style-type: none"> • Long tap the entered character(s), drag  to select the desired characters, and then tap . • Drag  to select the desired characters, and then tap . • Long press . |
| Replace characters. | <ol style="list-style-type: none"> 1. Drag the cursor to select the desired character. 2. Enter the desired character. |

Enter Characters by Dial Pad

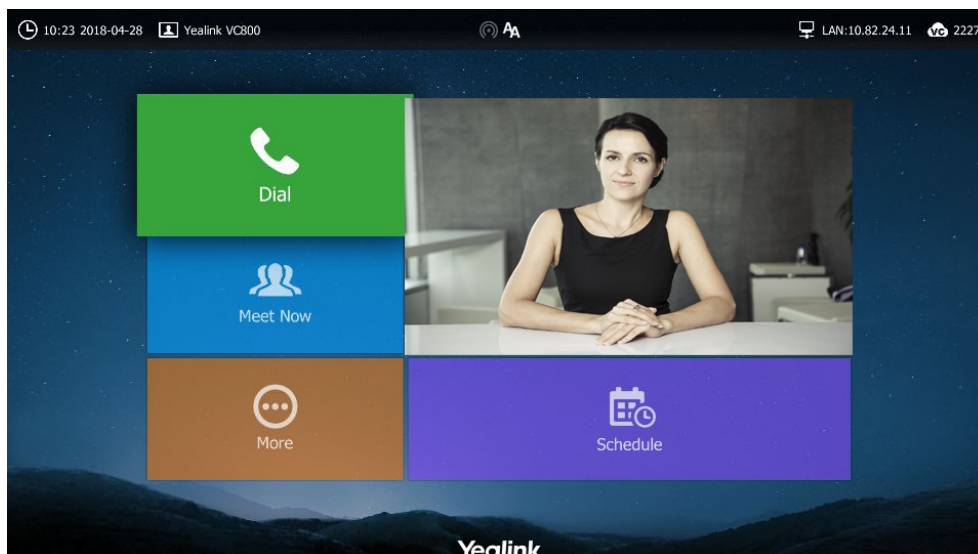
On the Dial page, you can enter the desired number. The dial pad only provides digit keys and #.@* key.

Screen Introduction

- [The Home Page](#)
- [Idle Screen of CTP20](#)
- [Idle Screen of CP960](#)
- [CP960 Control Center/Notification Center](#)

The Home Page

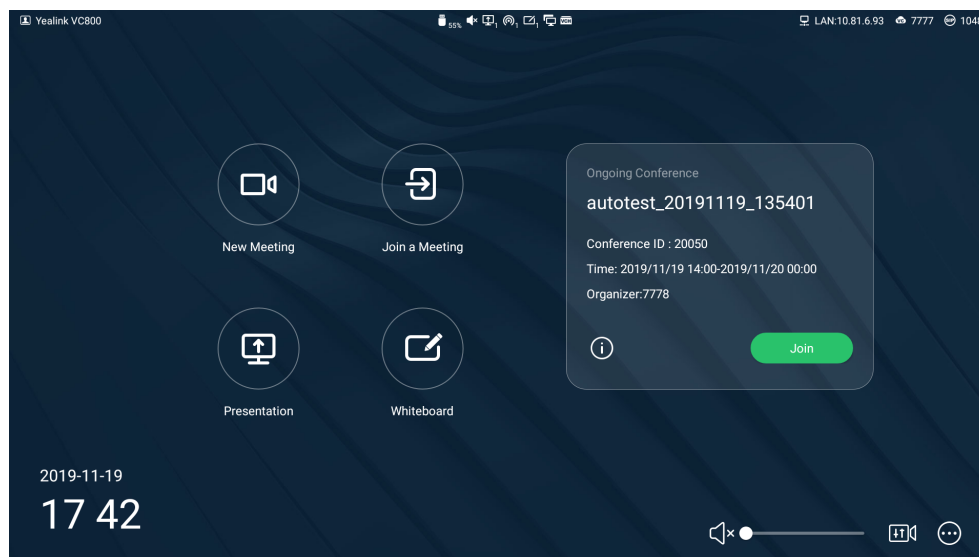
If the system has a YMS account logged in, the monitor idle screen is shown as below:





| Name | Description |
|------------------|--|
| Time and Date | The time and date are displayed in the left side of the status bar. |
| Site Name | The site name of the system. |
| Status Icon | The status icons are displayed in the center of the status bar. |
| IP Address | <ul style="list-style-type: none"> • LAN: X.X.X.X: indicates the system has obtained an IP address. • Network disconnected: indicates the system does not connect to a network cable, and you need check the network cable. • 255.255.255.255: indicates the system fails to obtain an IP address. Check the connection between the system and the DHCP server, or configure a static IP address for the system. |
| Register Account | Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator. |
| Dial | Go to the Dial page. |
| Meet Now | When you register a Yealink Cloud account or a YMS account, you can initiate a Meet Now conference. |
| More | Configure the video conferencing system. |
| Video Image | Display the local video image, the local PC content or the image of Whiteboard collaboration. |
| Schedule | When you register a Yealink Cloud account or a YMS account, you can view the conference schedule. |

Idle Screen of CTP20

If Yealink YMS account is registered on CTP20, the idle screen is displayed as below:



| Name | Description |
|-------------|---|
| Site Name | The site name of the system. |
| Status Icon | The status icons are displayed in the center of the status bar. |

| Name | Description |
|---|--|
| IP Address | <ul style="list-style-type: none"> • LAN: X.X.X.X: indicates the system has obtained an IP address • Network disconnected: indicates the system does not connect to a network cable, and you need check the network cable • 255.255.255.255: indicates the system fails to obtain an IP address <p>Check the connection between the system and the DHCP server, or configure a static IP address for the system.</p> |
| Register Account | Generally, your system administrator will pre-configure the related account information for the system. If not, contact your system administrator. |
| Home page | <ul style="list-style-type: none"> • New Meeting (Dial): initiate a meeting <p>If you register a Yealink Cloud account or YMS account, you can initiate a cloud or YMS conference.</p> <p>If you do not register a Yealink Cloud account or YMS account, you can only initiate a local conference.</p> <ul style="list-style-type: none"> • Join a Meeting: join the meeting using the conference number and conference password • Whiteboard: you can initiate the whiteboard collaboration when the system is idle • Presentation: present the content of the PC when the system is idle • Schedule: when you register a Yealink Cloud account or YMS account, you can view the most recent scheduled conference |
| Time and Date | The time and date are displayed on the bottom-left of the screen. |
| Volume adjuster | Adjust the volume. |
|  | <p>Configure the following features:</p> <p>On the idle screen</p> <ul style="list-style-type: none"> • Enable or disable mute feature • Enable or disable DND • Enable or disable auto answer feature • Use the recording feature • Screenshot • Go into sleep • Adjust the brightness • Enter Settings to view system and network information of the host and touch panel, as well as the related settings and diagnosis of VCS codec. <p>During a meeting:</p> <ul style="list-style-type: none"> • Enable or disable DND in a meeting • Use the recording feature • Screenshot • Open the dial pad • Adjust the brightness |
|  | <ul style="list-style-type: none"> • Set or adjust the camera presets • Enable or disable the camera (this feature is available when you connect multiple VCC22 to the system). |

Idle Screen of CP960

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



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

CP960 Control Center/Notification Center

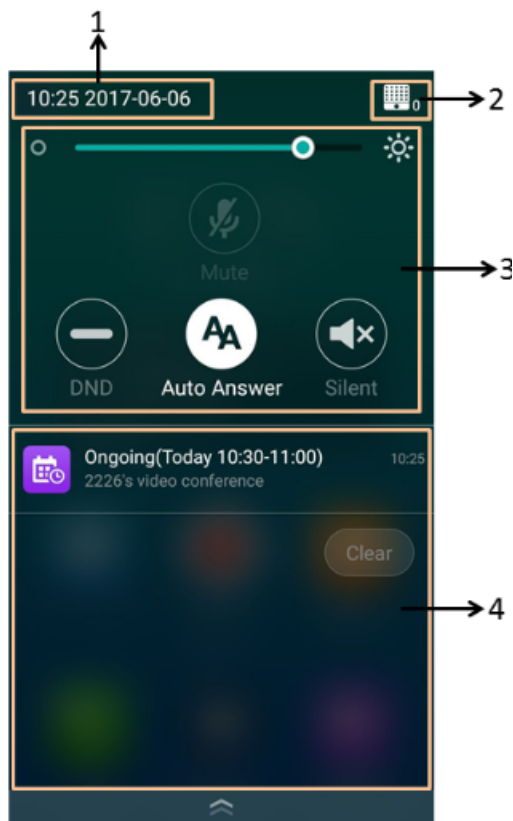
On CP960, the control center or notification center allows you to quickly enable/disable the related features or view the latest notifications.

- [Going to the Control Center/Notification Center](#)
- [Exiting Control Center/Notification Center](#)

Going to the Control Center/Notification Center

Procedure

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



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

Exiting Control Center/Notification Center

Procedure

On your CP960, do one of the following:

















- Swipe up from the bottom of the screen.
- Tap the Home touch key.
















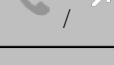

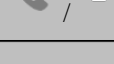

Icon Introduction










- [Icons on the Monitor/CTP20](#)
- [Icons on CP960 Conference phone](#)

Icons on the Monitor/CTP20









The icons displayed in the status bar of the monitor/CTP20 are introduced as below:











| Icon | Description |
|---|---|
|  | Network is available. |
|  | CP960 is not connected. |
|  | The local camera is disabled (it is only applicable to VC880/VC800/VC500/PVT980/PVT950). |
|  | Wi-Fi mode is enabled, but the wireless network is not connected. |
|  | Wi-Fi mode is enabled, and the wireless network is connected. |
|  | Wireless hotspot is enabled, but no device is connected. |
|  | Wireless hotspot is enabled, and some devices are connected (the number of connected device is displayed in the button-right corner). |
|  | A SIP account is registered |
|  | An H.323 account is registered |
|  | A Yealink Cloud account/YMS account is registered |
|  | A PSTN account is registered |
|  | Log into StarLeaf/Zoom/Pexip/BlueJeans/EasyMeet/Videxio platform |
|  | VCH50/VCH51 video conferencing hub is connected to the device |
|  | Auto answer |
|  | Missed calls (it is displayed in the status bar of the device) |
|  | The volume is 0 |

| Icon | Description |
|---|--|
|  | DND (do not disturb) is enabled |
|  | Dual-screen mode(it is only applicable to VC880/VC800/VC500/PVT980/PVT950, HDMI 1 and HDMI 2 ports of the system are connected to display devices) |
|  | Wired sharing (when a PC is connected to the VCH50 video conferencing hub) |
|  | Wireless sharing (share PC content via WPP20 wireless presentation pod) |
|  | A USB flash drive is inserted |
|  | VPN is enabled |
|  | BT42 dongle is connected, but the CPW90-BT Bluetooth wireless microphones are unregistered. |
|  | BT42 dongle is connected, and the CPW90-BT Bluetooth wireless microphones are registered. |
|  | CTP20 is connected to the device (the number of connected CTP20 is displayed in the button-right corner) |
|  | VCM34 is connected to the device (the number of connected VCM34 is displayed in the button-right corner) |
|  | The system is muted. |
|  | Call encryption |
|  | Records the video and the audio to your system memory (only applicable to VC200) |
|  | Records the video and the audio to your PC by Yealink Wireless Presentation Pod |
|  | Records the video and the audio to the USB flash drive |
|  | Dialed calls (H.323 account/SIP account/IP Call) |
|  | Dialed calls (Cloud platform) |
|  | Received calls (H.323 account/SIP account/IP Call) |
|  | Received calls (Cloud platform) |

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

Icons on CP960 Conference phone

| Icon | Description |
|---|---|
|  | Auto answer |
|  | Missed calls (it is displayed in the status bar of the device) |
|  | DND (Do Not Disturb) is enabled |
|  | Call mute |
|  | Call encryption |
|  | The volume is 0 |
|  | Local directory |
|  | Conference directory (it is only applicable to PVT980/PVT950 and the VC880/VC800 that has an imported multipoint license) |

| Icon | Description |
|---|--|
|  | Yealink Cloud contacts or YMS contacts |
|  | Virtual Meeting Room (VMR) |
|  | Third-party devices |
|  | Room system |
|  | Dialed calls (H.323 account/SIP account/IP Call) |
|  | Dialed calls (Cloud platform) |
|  | Received calls (H.323 account/SIP account/IP Call) |
|  | Received calls (Cloud platform) |
|  | Missed calls (H.323 account/SIP account/IP Call) |
|  | Missed calls (Cloud platform) |

Running the Setup Wizard

The setup wizard appears automatically at the first startup or when the system is reset to factory. You can configure the initial settings, for example the language, the network, and the account, for the device by your remote control/CTP20 touch panel.



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

Powering on the System

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

Procedure

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

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

Related tasks

[Powering off the System](#)

Powering off the System

Procedure

1. On your remote control, long press the Power Key for 3 seconds.
2. Select **Shut down**.

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

Putting the System to Sleep


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

Procedure

Do one of the following:

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

Select **Sleep**.

- On your CP960, tap  > **Sleep**.

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

Waking up the System

Procedure

Do one of the following:

- On your remote control, press any button.
- On your CP960, tap the touch screen or any key.
- Touch the CTP20 screen.

Calling

This section is about call operations.

- *Placing a Call by Entering a Number*

- [Editing Numbers Before Calling](#)
- [Placing Calls to Contacts](#)
- [Placing Calls from Call History](#)
- [Answering Calls](#)
- [DND \(Do Not Disturb\)](#)
- [Rejecting Incoming Calls](#)
- [Ending Calls](#)

Placing a Call by Entering a Number

About this task

Depending on your system's capabilities, you can dial the following contacts on your system:

- SIP URI (for example, 2210@sip.com)
- IP address (for example, 192.168.1.15)
- H. 323 account, SIP account, Cloud account, YMS account or PSTN account
- If you register different accounts on the phone, you can use one of them to place the call, including the **Cloud account/YMS account/H.323 account/SIP account/PSTN account/H.323 IP Call/SIP IP Call**
- Calling a video conference system that is set up as a virtual conference room
 - If the virtual meeting room requires no password, dial IP address or account to enter the virtual meeting room (for example, 10.3.6.201).
 - If the virtual meeting room requires a password, dial **IP##meeting password** or **conference meeting password@IP** (for example, 10.3.6.201##123 or 123@10.3.6.201).




Note: The VC200 Custom Edition for Yealink Cloud can dial Yealink Cloud account only.

- [Dialing the Number by Remote Control](#)
- [Dialing the Number by CP960](#)
- [Dialing the Number by CTP20](#)

Dialing the Number by Remote Control

Procedure

1. Go to **Dial**.
2. Optional: Select the desired call type from the **Call Type** drop-down menu.
3. Enter the number.
4. Press OK key to place a video call.

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

Dialing the Number by CP960

Procedure

1. Tap **New Call**.
2. Optional: Tap **Auto**, and select the desired call type from the drop-down menu.
3. Enter the number.
4. Tap **Send**.




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

Dialing the Number by CTP20

Procedure

1. Tap **Dial > Dial**.

If you register a Yealink Cloud account/YMS account, tap **New Meeting > Dial**.

2. Optional: Tap **Auto** from the bottom of the interface and select the desired call type from the drop-down menu.
3. Enter the number.
4. Tap  to place a video call.

Editing Numbers Before Calling

Editing numbers before calling allows you to edit the history record before you place a call so that you do not need to enter the similar number again, but to add a prefix, a suffix, or otherwise alter the entry to ensure success.

- [Editing Numbers before Calling by Remote Control](#)
- [Editing Numbers Before Calling by CP960](#)

Editing Numbers before Calling by Remote Control

Procedure

1. Do one of the following:
 - Go to **Dial > History**.
 - Go to **Dial**.
2. Select the desired history record and then press the right key.

3. Select **Edit before calling**.


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

4. Edit the number and dial out.

Editing Numbers Before Calling by CP960

Procedure

1. Tap **History**.

2. Tap  beside the desired history record.

3. Tap **Edit before calling**.

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

4. Edit the number and dial out.

Placing Calls to Contacts

- [Placing Calls to Contacts by Remote Control](#)
- [Placing Calls to Contacts by CP960](#)
- [Placing Calls to Contacts by CTP20](#)

Placing Calls to Contacts by Remote Control


Procedure

1. Go to **Dial > Directory**.

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

3. Select the desired contact.

4. Press OK key to place a video call.

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


Placing Calls to Contacts by CP960

Procedure

1. Tap **Directory**.

2. Select the desired contact type.

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


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

Placing Calls to Contacts by CTP20

Procedure

1. Tap **Dial > Directory**.

If you register a Yealink Cloud account/YMS account, tap **New Meeting > Directory**.

2. Select the desired contact type.
3. Tap the desired contact.
4. Tap  to place a video call.

Placing Calls from Call History


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

- [Placing a Call from the Call History by Remote Control](#)
- [Placing a Call from the Call History by CP960](#)
- [Placing a Call from the Call History by CTP20](#)

Placing a Call from the Call History by Remote Control

Procedure

1. Go to **Dial > History**.
2. Select the desired list from the **All Calls** drop-down menu.
3. Select the desired type of the call history.
4. Press OK key to place a video call.


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

Placing a Call from the Call History by CP960

Procedure

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

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


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

Placing a Call from the Call History by CTP20

Procedure

1. Tap **Dial > History**.

If you register a Yealink Cloud account/YMS account, tap **New Meeting > History**.

2. Select the desired type of the call history.
3. Tap the desired call history.
4. Tap  to place a video call.

Answering Calls

You can answer the call manually or configure to answer the call automatically.

- [Manually Answering Calls](#)
- [Answering a Call Automatically When not in a Call](#)
- [Answering Multiple Calls Automatically](#)
- [Muting Automatically Answered Calls](#)

Manually Answering Calls

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

Procedure

Do one of the following:

- On your remote control, press Dial key or press OK key.
- On your CP960, tap **Answer**.
- On your CTP20, tap **Answer**.

Answering a Call Automatically When not in a Call

About this task

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



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

- [Configuring Auto Answer by Remote Control](#)
- [Configuring Auto Answer by CP960](#)

- [Configuring Auto Answer by to CTP20](#)

Configuring Auto Answer by Remote Control

Procedure

1. Go to **More > Setting > Call Features**.
2. Enable **Auto Answer**.


Configuring Auto Answer by CP960

Procedure

1. Swipe down from the top of the screen to enter the control center.
2. Tap **Auto Answer**.

Configuring Auto Answer by to CTP20

Procedure

1. Tap  from the bottom-right corner.
2. Enable **Auto Answer**.

Answering Multiple Calls Automatically

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

- [Configuring Auto Answer during a Call by Remote Control](#)
- [Configuring Auto Answer during a Call by to CTP20](#)


Configuring Auto Answer during a Call by Remote Control

Procedure

1. Go to **More > Setting > Call Features**.
2. Enable **Auto Answer Multiway**.

Configuring Auto Answer during a Call by to CTP20

Procedure

1. Tap  > **Setting > Basic > Call Features**.

2. Enable **Auto Answer Multiway**.

Muting Automatically Answered Calls

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

About this task

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

- [Enabling Auto Answer Mute by Remote Control](#)
- [Enabling Auto Answer Mute by CTP20](#)


Enabling Auto Answer Mute by Remote Control

Procedure

1. Go to **More > Setting > Call Features**.
2. Select the **Auto Answer Mute** checkbox.

Enabling Auto Answer Mute by CTP20

Procedure

1. Tap  > **Setting > Basic > Call Features**.
2. Enable **Auto Answer Mute**.

DND (Do Not Disturb)

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

- [Enabling DND When Not in a Call by Remote Control](#)
- [Enabling DND When Not in a Call by CP960](#)
- [Enabling DND When Not in a Call by CTP20](#)
- [Enabling DND in a Call by Remote Control](#)
- [Enabling DND in a Call by CP960](#)
- [Enabling DND in a Call by CTP20](#)


Enabling DND When Not in a Call by Remote Control

If the system is idle and you do not have any conferences to attend recently, you can enable DND.

Procedure

1. Go to **More > Setting > Call Features**.

2. Enable **DND**.


The  icon will appear in the status bar of monitor. The phone will automatically reject the incoming calls and send the busy tones.

Enabling DND When Not in a Call by CP960

If the system is idle and you do not have any conferences to attend recently, you can enable DND.

Procedure


1. Swipe down from the top of the screen to enter the control center.
2. Tap **DND**.


If the DND feature is enabled, the touch screen prompts “ DND mode is enabled”. The phone will automatically reject the incoming calls and send the busy tones.

Enabling DND When Not in a Call by CTP20

If the system is idle and you do not have any conferences to attend recently, you can enable DND.

Procedure


1. Tap  from the bottom-right corner.
2. Enable **DND**.

The  icon will appear in the status bar of the touch screen. The phone will automatically reject the incoming calls and send the busy tones.

Enabling DND in a Call by Remote Control

Procedure


1. Press OK key to open **Talk Menu** during a call.
2. Select **DND**.

The  icon will appear in the status bar of the monitor. The phone will automatically reject the incoming calls.

Enabling DND in a Call by CP960

Procedure


Tap **More** > **DND** during a call.

The  icon will appear in the status bar of the touch screen. The phone will automatically reject the incoming calls.

Enabling DND in a Call by CTP20

Procedure

Tap  > **DND** during a call.

The  icon will appear in the status bar of the touch screen. The phone will automatically reject the incoming calls.

Rejecting Incoming Calls

Procedure

Do one of the following:

- On your remote control, press Hang up key or select **Reject**.
- On your CP960, tap **Reject**.
- On your CTP20, tap **Reject**.

Ending Calls

Procedure

Do one of the following:

- On your remote control, press Hang up key.
- On your CP960, tap **Ending Calls**.
- On your CTP20, tap **Hang up**.

Local Video Conference (Built-in MCU)

MCU (multipoint control unit) in the device can allow you to initiate local video conferences. Local video conference should involve at least three parties, and the following introduces how to initiate and control the local video conference.

You can also use the wireless Presentation Pod software to control the local video conference. Local video conference is not available on the VC200 Custom Edition for Yealink Cloud.

The differences between a local conference (built-in MCU) and a cloud server/YMS server conference are as below:

- The built-in MCU is integrated into the video conferencing system and provides a few conference control functions (restricted by licenses).
 - For VC500/VC200 and PVT980/PVT950/VC880/VC800 without multipoint licenses, one video call and five audio calls with presentation (that is, one conference creator and six conference participants) are supported.
 - For PVT980/PVT950/VC880/VC800 with multipoint licenses, the number of calls supported is controlled by the multipoint license.
- The cloud server/YMS server conference is integrated into a separate device (such as the cloud server/YMS server). You need to log into the Cloud account/YMS account on the endpoint. The cloud/YMS conference has more conference control functions and provides higher performance and processing capabilities than the local conference.



Note: In a cloud or YMS call, the call is merged into a local conference after you receive a new call.



Note: For the multipoint license supported by your endpoint, please contact your administrator.

- [Initiating a Local Video Conference](#)
- [Controlling the Local Video Conference](#)

Initiating a Local Video Conference

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

- [Initiating a Conference by Dialing a Group](#)
- [Initiating a Conference by Inviting Contacts](#)

Initiating a Conference by Dialing a Group

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

- [Dialing a Group by Remote Control](#)
- [Dialing a Group by CP960](#)
- [Dialing a Group by CTP20](#)

Dialing a Group by Remote Control





Procedure

1. Go to **Dial > Group Dial**.
2. Press the right key and select a desired contact group.

3. Select the desired contacts.
4. Press the right key.
5. Select **Start Conference**.

Dialing a Group by CP960

Procedure

1. Tap **New Call**.
2. Tap **Call multiple members? Click here. Click here>>** field.
3. Do one of the following:
 - If you tap , enter a phone number and then tap **Invite**.
 - If you tap , select a desired contact.
 - If you tap , tap the desired history record to dial out.
4. Tap .

Dialing a Group by CTP20

Procedure

1. Tap **Dial > Start Conference**.

If you register a Yealink Cloud account/YMS account, tap **New Meeting > Start Conference**.

2. Select the desired contact list.
3. Select the desired contacts from the list.

All the selected contacts are displayed on the right side of the page. The number of the group members that you can invite depends on the imported multipoint license.



Note: If you have registered a Cloud/YMS account, tap the **Virtual Meeting Room** field from the right side of the interface, and then select **Local Meeting (Build-in MCU)** from the pop-up menu.

4. Tap **Start Conference**.

Initiating a Conference by Inviting Contacts

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

- *Inviting Participants by Remote Control*

- [Inviting Participants by CP960](#)
- [Inviting Participants by CTP20](#)

Inviting Participants by Remote Control

Procedure





1. Press OK key to open **Talk Menu** during a call.
2. Select **Invite**.
3. Do one of the following:
 - Select **Dial**, enter a phone number, and then dial out.
 - Select **Directory**, select a desired contact, and then dial out.
 - Select **Group Dial**, press the right key to select a desired contact group, check the desired contacts' checkboxes, and then press the right key to select **Start Conference**.
 - Select **History**, select the desired history record, and then dial out.
4. Repeat the above steps until all the desired participants are added.



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

Inviting Participants by CP960

Procedure

1. On the call interface, tap **Invite**.
2. Do one of the following:
 - If you tap , enter a phone number and then tap **Invite**.
 - If you tap , tap a desired contact to dial out.
 - If you tap , tap the desired call history to dial out.
 - Tap **Call multiple members? Click here**. select the desired contacts you want to call, and then tap .
3. Repeat the above steps until all the desired participants are added.

Inviting Participants by CTP20

Procedure

1. On the call interface, tap **Invite**.
2. Do one of the following:
 - Tap the desired contact type, select the desired contacts and tap **Invite**.
 - Tap **History**, select the desired history record and call out.
 - Tap **Dial**, enter the contact number and then dial out.

Controlling the Local Video Conference

In a local conference, the participant roles are as below:

- **Moderator:** The moderator is someone who initiates the conference and has meeting control permissions.
- **Participants:** Participants other than the moderators have no control over the meeting. The call with the moderator is a point-to-point call, and you can control the camera of the moderator or end the call with the moderator.
- [Muting or Unmuting All Conference Participants by CP960](#)
- [Muting/Unmuting a Conference Participant by CP960](#)
- [Turning off the Local Camera](#)
- [Controlling Cameras by CTP20](#)
- [Removing Conference Participants](#)
- [Ending the Local Video Conference](#)

Muting or Unmuting All Conference Participants by CP960

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

Procedure

1. On the Conference Control page, tap **Members list** during a call.

All participants are displayed on the touch screen.
2. Tap **Mute All/Unmute All** to mute/unmute all conference participants.


Muting/Unmuting a Conference Participant by CP960


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


Procedure


1. On the Conference Control page, tap **Members list** during a call.

All participants are displayed on the touch screen.

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

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

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

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


Turning off the Local Camera

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

- [Turning off the Local Camera by Using Remote Control](#)
- [Turning off the Local Camera by Using CP960](#)
- [Turning off the Local Camera by Using CTP20](#)

Turning off the Local Camera by Using Remote Control

Procedure

1. Press  or OK key to open **Talk Menu** during a conference.
2. Select **Camera Off**.

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

Turning off the Local Camera by Using CP960

Procedure

On the Conference Control page, tap **More > Camera Control**.

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

Turning off the Local Camera by Using CTP20

Procedure

On the Conference Control page, tap **Camera Off**.

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

Controlling Cameras by CTP20

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

Before you begin




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

About this task

When the remote party connects multiple VCC22 video conferencing cameras, the camera you can control depends on the remote camera layout:

- When the remote camera layout is 1+N, you can control the camera whose video image is displayed in the largest pane.
- When the remote camera layout is Selected Speaker, you can control the camera whose video image is displayed in the full screen.
- When the remote camera layout is Equal N×N and the remote uses VC800 system, you can control the VC800 camera.
- When the remote camera layout is Equal N×N and the remote uses VC880/PVT980 system, you can control the first camera that the remote connects.

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap  after the desired participant, select **Camera Control**.
3. Tap the navigation keys to adjust the camera angle.
4. Tap  or  to adjust the focal length.

Related tasks

[Disabling or Enabling the Camera on CTP20](#)

[Allowing the Remote System to Control Your Camera](#)

Removing Conference Participants

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

- [Removing Conference Participants by Remote Control](#)
- [Removing Conference Participants by CP960](#)
- [Removing Conference Participants by CTP20](#)

Removing Conference Participants by Remote Control

Procedure


1. Press OK key to open **Talk Menu** during a conference.
2. Select **Remove**.
3. Select the party you want to remove, and then press OK key.

Removing Conference Participants by CP960

Procedure


1. On the Conference Control page, tap **Members list**.

All participants are displayed on the touch screen.

2. Tap  to remove the desired participant.

Removing Conference Participants by CTP20

Procedure

1. On the Conference Control page,, tap **Participants**.
All participants are displayed on the touch screen.
2. Tap  beside the desired participant.
It prompts that if you are sure to remove.
3. Confirm the action.

Ending the Local Video Conference

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

- [Ending the Conference by Remote control](#)
- [Ending the Conference by CP960](#)
- [Ending the Conference by CTP20](#)

Ending the Conference by Remote control

Procedure

1. Press Hang up key during a conference.
The monitor prompts whether or not you are sure to end the conference.
2. Confirm the action.

Ending the Conference by CP960

Procedure

1. On the Conference Control page, tap **Ending Calls**.
It prompts whether or not you want to end the conference.
2. Tap **OK** to confirm the action.

Ending the Conference by CTP20

Procedure

1. On the Conference Control page, tap **Hang up**.

It prompts whether or not you want to end the conference.

2. Confirm the action.

Quickly Switching the Login Platform by CTP20


If the account logged in the system is not the one you need, you can quickly switch to the corresponding account.

About this task

The account types you can switch on CTP20 are: Yealink Cloud account, YMS account, Zoom platform and BlueJeans platform.

If the administrator does not enable quickly switch platform feature, please contact your administrator.

Procedure

1. From the account area in the top-right corner, tap .
2. Select the desired account from the pop-up window.

The system will be automatically logged in with this account.

Using the Yealink VC Cloud Management Service Platform

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

When you register a Yealink Cloud account, you can use the video conferencing features of Yealink Cloud.

There are three types of Yealink Cloud video conferences:

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

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

- Join scheduled conferences.
- Initiate meet now conferences.
- Join the permanent VMR.
- Manage Yealink Cloud video conferences.



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

- [Meet Now](#)
- [Viewing Scheduled Conferences](#)
- [Joining Scheduled Conferences](#)
- [Virtual Meeting Room \(VMR\)](#)
- [Joining a Cloud Conference by Dialing Conference ID](#)
- [Controlling Yealink Cloud Video Conferences](#)
- [Group Chat and Private Chat in the Conference](#)

Meet Now

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


Procedure

Do one of the following:

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

Select the desired participants, and then press the right key to select **Start Conference**.

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

Select the desired participants, and then tap  from the top-right corner.

- On your CTP20, tap **New Meeting > Start Conference**.

Select the desired participants, and then tap **Start Conference** on the right.



Note: In a Meet Now conference, if you answer a call from a Yealink Cloud contact, the contact will join the conference automatically.

Viewing Scheduled Conferences


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

Procedure

On your monitor/CP960/CTP20, do one of the following:

- On the idle screen, view the conference schedules. Today's ongoing or upcoming conference is displayed in the conference schedule.

- On the idle screen, select the schedule to view the schedule list, then you can see the ongoing or upcoming conferences of future 7 days.

 **Note:** For the CTP20, you can only view the most recent conference.

Joining Scheduled Conferences

After scheduling a conference on Yealink Cloud Video Service Platform, the conference will be pushed to the endpoint synchronously. You can join the conference 30 minutes before the scheduled conference starts by default. The time to enter the conference in advance is set by the organizer.

- [Joining a Scheduled Conference from the Conference Reminder](#)
- [Joining a Scheduled Conference from the Conference Schedule](#)
- [Joining a Scheduled Conference from the CP960 Notification Center](#)

Joining a Scheduled Conference from the Conference Reminder


A reminder pops up 5 minutes before the conference starts on your monitor/CP960/CTP20. You can join the meeting quickly.

Procedure

Do one of the following:

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

If you select **Ignore** to remove the reminder, it will not pop up any longer.

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

Joining a Scheduled Conference from the Conference Schedule

By default, you can join an upcoming conference 30 minutes in advance. All scheduled conferences are displayed on the conference schedule of the display device and CP960. For the CTP20, only the most recent conference is displayed.

Procedure


Do one of the following:

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

Select the desired conference and the tap **Join**.

- On your CTP20, tap **Join** from the conference schedule.

Joining a Scheduled Conference from the CP960 Notification Center

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

Procedure

1. Swipe down from the top of the screen to enter the notification center.
2. Tap the desired conference notification to join the conference.

Virtual Meeting Room (VMR)

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

- [Joining a VMR by Remote Control](#)
- [Joining a VMR by CP960](#)
- [Joining a VMR by CTP20](#)

Joining a VMR by Remote Control

Procedure


1. Go to **Dial > Directory**.
2. Select **Cloud** from the drop-down menu.
3. Select **VMR**.
4. Select the desired VMR.
5. Press OK key to place a video call.
If you want to place a voice call, press the right key to select **Voice Call**.

Joining a VMR by CP960

Procedure

1. Tap **Directory**.
2. Select **Cloud** from the drop-down menu.
3. Tap **VMR**.

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

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

Joining a VMR by CTP20

Procedure

1. Tap **New Meeting > Directory > VMR**.
2. Tap the desired VMR to place a call.

Joining a Cloud Conference by Dialing Conference ID

You can dial to join a meeting created by others or a virtual meeting room. The conference information (for example, conference ID and conference password) can be obtained from the conference participants.


Join a existing cloud conference by dialing:

- If you register a Yealink Cloud account, dial the **conference ID** to join the conference.
- If you do not register a Yealink Cloud account and the conference requires no password:
For SIP devices, dial **conference ID**@server address** or **server address##conference ID** to join the conference.
- If you do not register a Yealink Cloud account and the conference is encrypted:
For SIP devices, dial **conference ID** conference password@server address** or **server address##conference ID**conference password** to join the conference.
- [Joining an Cloud Conference by Dialing Conference ID by CTP20](#)

Joining an Cloud Conference by Dialing Conference ID by CTP20

Procedure

1. Tap **Join a Meeting**.
2. Enter the conference ID.
3. Optional: Enter the conference password if the meeting is encrypted.
4. Tap **Start Conference**.

 **Tip:** Before joining the conference, you can choose to turn the local camera on or off and unmute or mute the microphone.

Controlling Yealink Cloud Video Conferences

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

In the Yealink Cloud video conferences, the participant roles are as below:

- Organizer: The organizer is someone who schedules the conference on the Yealink VC Cloud Management Service. The organizer can designate any participant to be the moderator and give them control over the meeting.
- Moderator: The moderator is someone can control the meeting.
- Guest: Participants other than the moderator cannot control the meeting.

You may be the moderator or the guest when you join the meeting. The meeting control permissions of the moderator, and guest are as below:

| Moderator/Teacher | Guest/Student |
|--|--------------------------------|
| Invite conference participants | Invite conference participants |
| Remove conference participants | - |
| Lock or unlock the conference | - |
| Allow or reject the participant to join the conference | - |
| Switch the roles of moderator and guest | - |
| Switch free speak and raise hand mode | - |
| - | Apply for speaking |
| Manage the application | - |
| Block or unblock audio | - |
| Mute or unmute all conference participants | - |
| Mute or unmute a conference participant | - |
| Disable or enable the camera | - |
| Controll Cameras | - |
| Set as Spotlight Video/Cancelling the Spotlight Video | - |
| Change the conference layout | - |
| View the message list | View the message list |
| Leave the conference | Leave the conference |
| End conferences | - |

- [Inviting Conference Participants](#)
- [Removing Conference Participants](#)
- [Locking or Unlocking the Conference by CTP20](#)
- [Allowing or Rejecting the Participant to Join the Conference on CTP20](#)
- [Switching Roles of Moderator and Guest](#)
- [Switching Free Speak and Raise Hand Mode by CTP20](#)
- [Applying for Speaking](#)
- [Managing the Application](#)

- *Blocking or Unblocking Audio by CTP20*
- *Muting or Unmuting All Conference Participants*
- *Muting or Unmuting a Conference Participant*
- *Enabling or Disabling the Camera by CTP20*
- *Controlling Cameras by CTP20*
- *Setting as Spotlight Video/Cancelling the Spotlight Video*
- *Changing the Conference Layout*
- *Viewing the Message List*
- *Leaving the Conference*
- *Ending Conferences*

Inviting Conference Participants

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

- *Inviting Conference Participants by Remote Control*
- *Inviting Conference Participants by CP960*
- *Inviting Conference Participants by CTP20*

Inviting Conference Participants by Remote Control



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



Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.
2. Select **Invite**.
3. Do one of the following:
 - If you select **Dial**, enter the account number, and then dial out.
 - If you select **Group Dial**, select the desired department and select the desired Yealink Cloud contacts, and then select **Start Conference**.
4. Repeat above steps until all the desired participants are added.

Inviting Conference Participants by CP960

Procedure

1. On the Conference Control page, tap **Layout**.
2. Do one of the following:
 - If you tap , select the desired department, tap the desired Yealink Cloud contact, and then tap  to dial out.

- If you tap , enter the account number, tap **Add Members**, and repeat this step to add more members, and then tap  to dial out.

Inviting Conference Participants by CTP20

Procedure

1. On the Conference Control page, tap **Invite** from the top-right corner.
2. Do one of the following:
 - Tap the desired contact type, select the desired contacts and tap **Invite**.
 - Tap **History**, and then select the desired call record and call the desired contact from the selected call record.
 - Tap **Dial**, enter the contact number, and dial out.

Removing Conference Participants

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

- [Removing Conference Participants by Remote Control](#)
- [Removing Conference Participants by CP960](#)
- [Removing Conference Participants by CTP20](#)


Removing Conference Participants by Remote Control

Procedure

1. On your remote control, press OK key to open **Talk Menu** during a call.
2. Select **Remove** and then press the right key.
3. Select the desired participant to remove.

Removing Conference Participants by CP960

Procedure


1. On the Conference Control page, tap **Members list**.
All participants are displayed on the touch screen.
2. Tap  > **Remove** beside the participant that you want to remove.

Removing Conference Participants by CTP20

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.

All participants are displayed on the touch screen.

2. Tap  beside the desired participant and tap **Remove**.

The CTP20 prompts whether or not you are sure to delete.

3. Tap **OK** to remove the desired participant.

Locking or Unlocking the Conference by CTP20

The moderator can lock/unlock the conference. After the conference is locked, the participants (except the moderator and the invited participants) will go to the conference lobby when they call into the conference. After the conference is unlocked, the participants in the conference lobby will go to the conference directly.

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.

2. Tap **Lock Conference** to lock the conference.

3. If you need unlock the conference, tap **Unlock Conference**.



Allowing or Rejecting the Participant to Join the Conference on CTP20

If the conference is locked by the moderator, the people who call into the conference will go to the lobby, and the moderator can allow them to join the conference or not.

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.

2. Select **Lobby** from the top.


3. Tap   bedside the desired participant.

You can also tap **All Allow/All Refuse** to manage all the participants in the lobby.

Switching Roles of Moderator and Guest

The moderator can assign the visitor as the moderator. When a participant is not expected to be a moderator, other moderators can switch the person to a visitor. Organizers cannot be switched to visitors.

Procedure

1. On the Conference Control page, tap **Participant** from the top-right corner.
2. Tap  beside the desired participant, and select **Set as presenter/Set as visitor**.

Switching Free Speak and Raise Hand Mode by CTP20

If you are the moderator of the meeting, and you want the participants to speak with your permission, you can switch to the Raise Hand mode. If in Free Speak mode, all participants can speak freely without your permission.

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap **Free Speak**, select **Raise hand** to switch to the raise hand mode.

If teachers allow the application of the student, the student can speak freely.

Applying for Speaking

If you are muted, you need to apply for speaking.

Procedure

Do one of the following:

- On your remote control, press MUTE Key.
- On your CTP20, tap **Hangs up**.
- On the touch screen of CP960 , tap **Apply for speaking**.
- On your CP960, tap one of the Mute keys.
- On your CPE90 wired expansion microphones/CPW90-BT Bluetooth wireless microphones, tap the Mute key.

Managing the Application

If you are the moderator in a conference, you can allow or reject the application.


- [Managing the Application by CP960](#)
- [Managing the Application by CTP20](#)

Managing the Application by CP960

Procedure


On the Conference Control page, do one of the following:

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

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

Managing the Application by CTP20


Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. On the Conference Members page, tap  beside the desired participant.
3. Select **Allow to speak** or **Forbid to speak**.

Blocking or Unblocking Audio by CTP20

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

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap  after the desired participant, select **Block Audio/Unblock Audio**.

Muting or Unmuting All Conference Participants

If you are the moderator of a Yealink Cloud video conference, you can mute or unmute all conference participants except for yourself via CP960/CTP20.

Procedure

1. On the Conference Control page, tap **Members list** on your CP960 or tap **Participants** on your CTP20.
All participants are displayed on the touch screen.
2. Tap **Mute All** or **Unmute All** to mute/unmute all conference participants.



Muting or Unmuting a Conference Participant



If you are the moderator of a Yealink Cloud video conference, you can mute or unmute a conference participant via CP960/CTP20.



Procedure



1. On the Conference Control page, tap **Members list** on your CP960 or tap **Participants** on your CTP20.

All participants are displayed on the touch screen.

2. Tap  () beside the desired participant.

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



3. Tap  () beside the desired participant that you want to unmute.

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

Enabling or Disabling the Camera by CTP20

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

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap /  after the desired participant to disable/enable the camera.

Controlling Cameras by CTP20

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

Before you begin

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

About this task

When the remote party connects multiple VCC22 video conferencing cameras, the camera you can control depends on the remote camera layout:

- When the remote camera layout is 1+N, you can control the camera whose video image is displayed in the largest pane.
- When the remote camera layout is Selected Speaker, you can control the camera whose video image is displayed in the full screen.
- When the remote camera layout is Equal N×N and the remote uses VC800 system, you can control the VC800 camera.

- When the remote camera layout is Equal N×N and the remote uses VC880/PVT980 system, you can control the first camera that the remote connects.

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap **⋮** after the desired participant, select **Camera Control**.
3. Tap the navigation keys to adjust the camera angle.
4. Tap **+** or **-** to adjust the focal length.

Related tasks

[Disabling or Enabling the Camera on CTP20](#)

[Allowing the Remote System to Control Your Camera](#)

Setting as Spotlight Video/Cancelling the Spotlight Video

If you are the moderator of the meeting, when you want to focus on a specific participant, or you want to be the focus in the meeting, you can set the corresponding participant or yourself as the spotlight video. The spotlight video is given prominence in the largest pane when the conference layout is **1 + N**. The spotlight video is displayed in full screen when the conference layout is **Selected Speaker**. The spotlight video is displayed on the first screen when the conference layout is **Equal N×N**.

- [Setting as Spotlight Video/Cancelling the Spotlight Video by CP960](#)
- [Setting as Spotlight Video/Cancelling the Spotlight Video by CTP20](#)

Related tasks

[Changing the Conference Layout](#)

Setting as Spotlight Video/Cancelling the Spotlight Video by CP960

Procedure

1. On the Conference Control page, tap **Members list**.
All participants are displayed on the touch screen.
2. Tap **☺** > **Spotlight Video** beside the participant.

Setting as Spotlight Video/Cancelling the Spotlight Video by CTP20

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
All participants are displayed on the touch screen.
2. Tap **⋮** beside the desired participant and tap **Spotlight Video**.

Changing the Conference Layout

The conference layout consists of video images of all participants, and the moderator can change the conference layout during the conference.

About this task

The default value of the conference layout is set by the enterprise administrator. The maximum number of video images per screen in the Equal N×N is 7*7. The maximum number of small video images per screen in the 1+N mode is 1+20.

- [Changing the Conference Layout by CP960](#)
- [Changing the Conference Layout by CTP20](#)

Changing the Conference Layout by CP960

Procedure

1. On the Conference Control page, tap **Layout** > **Meeting Layout**.
2. Select the desired layout.

Changing the Conference Layout by CTP20

Procedure

1. On the Conference Control page, tap **Layout**.
2. Select the desired layout.

Viewing the Message List

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

- [Viewing the Message List by Remote Control](#)
- [Viewing the Message List by CP960](#)

Viewing the Message List by Remote Control

Procedure

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

Viewing the Message List by CP960

Procedure

On the Conference Control page, tap **More** > **Message List** during a conference.

Leaving the Conference

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

- [Leaving Conference by Remote Control](#)
- [Leaving Conferences by CP960](#)
- [Leaving Conferences by CTP20](#)

Leaving Conference by Remote Control

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a Yealink Cloud video conference, press Hang up key and select **Leave, others keep going**.
- If you are not a moderator (or an organizer) of a Yealink Cloud video conference, press Hang up key.

Leaving Conferences by CP960

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a Yealink Cloud video conference, tap **End Call**, and select **Leave, others keep going**.
- If you are not a moderator (or an organizer) of a Yealink Cloud video conference, tap **End Call**.

Leaving Conferences by CTP20

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a Yealink Cloud video conference, tap **Hang up** and select **Leave, others keep going**.
- If you are not a moderator (or an organizer) of a Yealink Cloud video conference, tap **Hang up**.

Ending Conferences

Only the moderator of a Yealink Cloud video conference can end the conference, and all participants leave the conference automatically.

- [Ending Conference by Remote Control](#)
- [Ending Conference by CP960](#)
- [Ending Conference by CTP20](#)

Ending Conference by Remote Control

Procedure

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

Ending Conference by CP960

Procedure

On the Conference Control page, tap **End Call**, and select **End conference**.

Ending Conference by CTP20

Procedure

On the Conference Control page, tap **Hang up**, and select **End conference**.

Group Chat and Private Chat in the Conference

Any participant in the conference can start a group chat or have a private chat with any other participant. The group chat messages are visible to all participants, and the private chat messages are visible only to those parties in the conversation loop. During the conference, you can set to display the conversation messages on the conference interface so that you can quickly preview all the chat messages.

- [Starting a Group Chat by CTP20](#)
- [Starting a Private Chat by CTP20](#)
- [Enabling/Disabling Message Preview During a Conference by CTP20](#)

Starting a Group Chat by CTP20

You can see only about the last 2000 messages during a group chat.

Procedure

1. On the Conference Control page, tap **Chat** from the top-right corner.
2. On the participants management list on the left, select **All**.
3. Enter the information in the right input box and then tap **Send**.

Starting a Private Chat by CTP20

You can see only about the last 100 messages during a private chat.

Procedure

1. On the Conference Control page, tap **Chat** from the top-right corner.

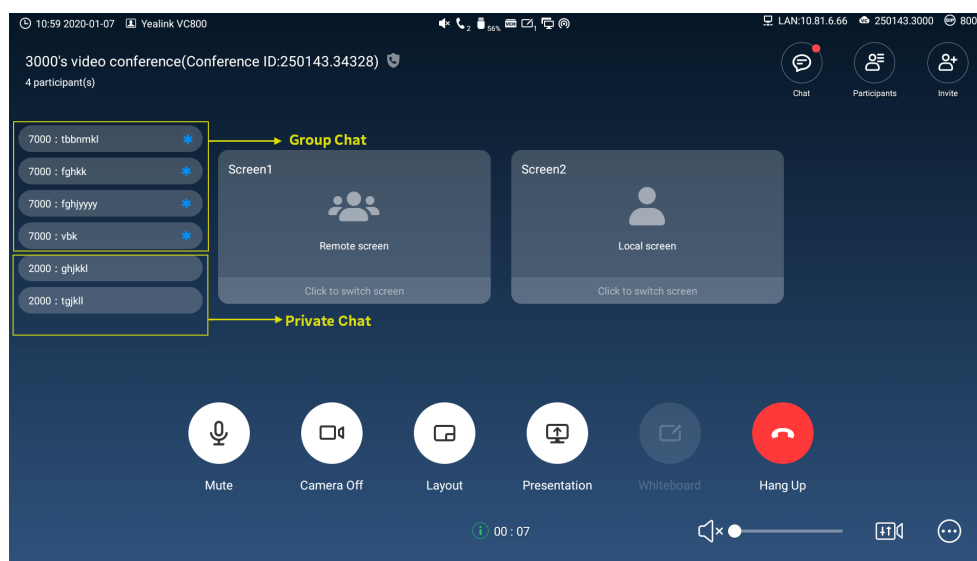
2. In the participants management list on the left, select the desired participant.
3. Enter the information in the right input box and the tap **Send**.

Enabling/Disabling Message Preview During a Conference by CTP20


The chat messages are not displayed on the Conference Control page by default. After enabling the message preview feature during a conference, all the messages you received are automatically displayed on the left side of the conference interface. The message marked with a blue asterisk is private chat message, while others are group chat messages.

About this task

After enabling the message preview feature, the messages on the conference interface are displayed as below:



Procedure

1. On the Conference Control page, tap **Chat** from the top-right corner.
2. Tap  from the top-right corner.
3. Enable/Disable **Preview** in the pop-up window.

Using Yealink Meeting Server

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

About this task

There are three types of YMS conferences:

- **Scheduled conference:** you should schedule the conference via the YMS or Microsoft Outlook software.
- **Meet Now:** you can initiate a Meet Now conference at any time, without a reservation.

- **Virtual Meeting Room:** the VMR is created by your enterprise administrator. YMS users can join the VMR at any time without a reservation.

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

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



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

- [Meet Now](#)
- [Joining Scheduled Conferences](#)
- [Virtual Meeting Room \(VMR\)](#)
- [Joining a YMS Conference by Dialing Conference ID](#)
- [Watching the Live Broadcast by Scanning the Code](#)
- [Viewing Scheduled Conferences](#)
- [Controlling YMS Video Conferences](#)

Meet Now

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


Procedure

Do one of the following:

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

Select the desired participants, and then press the right key to select **Start Conference**.

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

Select the desired participants, and then tap  from the top-right corner.

- On your CTP20, tap **New Meeting > Start Conference**.

Select the desired participants, and then tap **Start Conference** on the right.



Note: In Meet Now conference, if you receive a call from a YMS contact, the contact will join the conference automatically.

Joining Scheduled Conferences

After you schedule a conference on Yealink Meeting Server or Microsoft Outlook software, the conference will be pushed to the endpoint synchronously. You can join the conference 60 minutes before the scheduled conference starts by default. The time when to enter the conference in advance is set by the enterprise administrator. If the endpoint is

invited to join a Teams scheduled conference, the endpoint will also receive a conference reminder before the Teams conference begins.

- [Joining a Scheduled Conference from the Conference Reminder](#)
- [Joining a Scheduled Conference from the Conference Schedule](#)
- [Joining a Scheduled Conference from the Notification Center](#)

Joining a Scheduled Conference from the Conference Reminder

On your monitor/CP960/CTP20, a reminder pops up 5 minutes before the conference starts. You can join the meeting quickly.

Procedure

Do one of the following:

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

If you select **Ignore** to remove the reminder, it will not pop up any longer.



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

Joining a Scheduled Conference from the Conference Schedule

By default, you can join a upcoming YMS conference 60 minutes in advance. All scheduled conferences are displayed on the conference schedule of the display device and CP960. For the CTP20, only the most recent conference is displayed. The time when the reminder of the Teams scheduled meeting pops up is determined by the Teams server.

Procedure


Do one of the following:

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

Select the desired conference and then tap **Join**.

- On your CTP20, tap **Join** from the conference schedule.

Joining a Scheduled Conference from the Notification Center

By default, 60 minutes before the YMS conference starts, the status bar of CP960 displays the  icon and the notification center displays the conference information. You can also join the conference by tapping the conference notification. The time when to display the Teams scheduled conference is determined by the Teams server.

Procedure

1. Swipe down from the top of the screen to enter the notification center.
2. Tap the desired conference notification to join the conference.

Virtual Meeting Room (VMR)

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

- [Joining a VMR by Remote Control](#)
- [Joining a VMR by CP960](#)
- [Joining a VMR by CTP20](#)

Joining a VMR by Remote Control

Procedure


1. Go to **Dial > Directory**.
2. Select **Enterprise directory** from the drop-down menu.
3. Select **VMR**.
4. Select the desired VMR.
5. Press OK key to place a video call.

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

Joining a VMR by CP960

Procedure

1. Tap **Directory**.
2. Select **Enterprise directory** from the drop-down menu.
3. Tap **VMR**.
4. Tap the desired VMR to place a video call.

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

Joining a VMR by CTP20

Procedure

1. Tap **New Meeting > Directory > VMR**.
2. Tap the desired VMR to place a video call.

Joining a YMS Conference by Dialing Conference ID

You can join a meeting created by others or a virtual meeting room by dialing. The conference information (for example, conference ID and conference password) can be obtained from the conference participants.

Join a YMS conference by dialing:

- If you register a YMS account, dial the **conference ID** to join the conference.
- If you do not register a YMS account and the conference requires no password:
For SIP devices, dial **conference ID @server address** or **server address##conference ID** to join the conference.
For H.323 devices, dial **server IP address##conference ID** to join the conference.
- If you do not register a YMS account and the conference is encrypted:
For SIP devices, dial **conference ID** conference password@server address** or **server address##conference ID**conference password** to join the conference.
For H.323 devices, dial **server address##conference ID**conference password** to join the conference.
- [Joining an YMS Conference by Dialing Conference ID by CTP20](#)

Joining an YMS Conference by Dialing Conference ID by CTP20

Procedure

1. Tap **Join a Meeting**.
2. Enter the conference ID.
3. Optional: Enter the conference password if the meeting is encrypted.
4. Tap **Start Conference**.



Tip: Before joining the conference, you can choose to turn the local camera on or off and unmute or mute the microphone.

Watching the Live Broadcast by Scanning the Code

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

Before you begin

The conference organizer should enable the RTMP live feature when scheduling a conference. For more information on how to enable the RTMP live feature, refer to [Yealink Meeting Server User Guide](#).

About this task

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

Procedure

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

Related tasks

[Enabling or Disabling Live Broadcast on CTP20](#)

Viewing Scheduled Conferences

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

Procedure

On your monitor/CP960/CTP20, do one of the following:

- On the idle screen, view the conference schedules. The upcoming or ongoing conferences of today are displayed in the conference schedule.
- On the idle screen, select one schedule to see the schedule list, then you can see the ongoing or upcoming conferences of the latest month.



Note: For the CTP20, you can only view the most recent conference.

Controlling YMS Video Conferences

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

The conference modes supported by scheduled conferences, Meet Now conferences and Virtual Meeting Room (VMR) are as below:

- Scheduled conferences: support training mode and discussion mode. (The conference mode can only be set by the enterprise administrator on Yealink Cloud Management Service Platform.)
- Meet Now conferences: only support discussion mode.
- Virtual Meeting Room (VMR): support training mode and discussion mode. (The conference mode can only be set by the enterprise administrator on Yealink Cloud Management Service Platform.)

Yealink YMS video conferences supports training mode conference and discussion mode conference. In the conferences, the participant roles are as follow:

- Organizer: The organizer is someone who schedules the conference. The organizer in the training mode and discussion mode conference is the moderator by default. The organizer can designate any participant to be the moderator and give the participant control over the meeting.
- Moderator: The moderator is someone who can control the meeting.
- Guest: Participants other than the moderator cannot control the meeting.

The meeting control permissions of the organizer, moderator, and guest are as below:

| Organizer | Moderator | Guest |
|--|--|------------------------------------|
| Invite conference participants | Invite conference participants | Invite conference participants |
| Remove conference participants | Remove conference participants | - |
| Lock or unlock the conference | Lock or unlock the conference | - |
| Allow or reject the participant to join the conference | Allow or reject the participant to join the conference | - |
| Switch the roles of moderator and guest | Switch the roles of moderator and guest | - |
| 【Training mode】 Appoint/Cancel a lecturer | 【Training mode】 Appoint/Cancel a lecturer | - |
| - | - | 【Training mode】 Apply for speaking |
| 【Training mode】 Manage the application | 【Training mode】 Manage the application | - |
| Block or unblock audio | Block or unblock audio | - |
| Mute or unmute all conference participants | Mute or unmute all conference participants | - |
| Mute or unmute a conference participant | Mute or unmute a conference participant | - |
| Disable or enable the camera | Disable or enable the camera | - |
| Controll Cameras | Controll Cameras | - |
| Change the conference layout | Change the conference layout | - |
| View the message list | View the message list | View the message list |
| Leave the conference | Leave the conference | Leave the conference |
| End conferences | End conferences | - |

- [Inviting Conference Participants](#)
- [Removing Conference Participants](#)
- [Locking or Unlocking the Conference by CTP20](#)
- [Allowing or Rejecting the Participant to Join the Conference on CTP20](#)
- [Switching Roles of Moderator and Guest](#)
- [Appointing/Cancelling a Lecturer](#)
- [Applying for Speaking](#)
- [Managing the Application](#)
- [Blocking or Unblocking Audio by CTP20](#)
- [Muting or Unmuting All Conference Participants](#)
- [Muting or Unmuting a Conference Participant](#)

- [Enabling or Disabling the Camera by CTP20](#)
- [Controlling Cameras by CTP20](#)
- [Changing the Conference Layout](#)
- [Viewing the Message List](#)
- [Leaving the Conference](#)
- [Ending Conferences](#)

Inviting Conference Participants

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

- [Inviting Conference Participants by Remote Control](#)
- [Inviting Conference Participants by CP960](#)
- [Inviting Conference Participants by CTP20](#)

Inviting Conference Participants by Remote Control





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

Procedure

1. Press OK key to open **Talk Menu** during a conference.
2. Select **Invite**.
3. Do one of the following:
 - If you select **Dial**, enter a YMS account, and then dial out.
 - If you select **Group Dial**, select the desired department and select the desired YMS contacts, and then press the right key to select **Start Conference**.
4. Repeat above steps until all the desired participants are added.

Inviting Conference Participants by CP960

Procedure

1. On the Conference Control page, tap **New Call**.
2. Do one of the following:
 - If you tap , select the desired department, tap the desired YMS contacts, and then tap  to dial out.
 - If you tap , enter a YMS account, tap Add members, repeat this step to add more participants and tap  to dial out.

Inviting Conference Participants by CTP20

Procedure

1. On the Conference Control page, tap **Invite** from the top-right corner.
2. Do one of the following:
 - Tap the desired contact type, select the desired contacts and tap **Invite**.
 - Tap **History**, select the desired call history and call out.
 - Tap **Dial**, enter the contact number and call out.

Removing Conference Participants

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

- [Removing Conference Participants by Remote Control](#)
- [Removing Conference Participants by CP960](#)
- [Removing Conference Participants by CTP20](#)


Removing Conference Participants by Remote Control

Procedure

1. Press OK key to open **Talk Menu** during a call.
2. Select **Remove** and then press the right key.
3. Select the desired participant to remove.

Removing Conference Participants by CP960


Procedure

1. On the Conference Control page, tap **Members list**.
All participants are displayed on the touch screen.
2. Tap  beside the participant that you want to remove.

Removing Conference Participants by CTP20

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
All participants are displayed on the touch screen.

2. Tap  beside the desired participant and tap **Remove**.

It prompts whether or not you are sure to delete.

3. Tap **OK** to remove the desired participant.

Locking or Unlocking the Conference by CTP20

The moderator can lock/unlock the conference. After the conference is locked, the participants (except the moderator and the invited participants) will go to the conference lobby when they call into the conference. After the conference is unlocked, the participants in the conference lobby will go to the conference directly.



Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap **Lock Conference** to lock the conference.
3. If you need unlock the conference, tap **Unlock Conference**.

Allowing or Rejecting the Participant to Join the Conference on CTP20

If the conference is locked by the moderator, the people who call into the conference will go to the lobby, and the moderator can allow them to join the conference or not.

Procedure


1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Select **Lobby** from the top.
3. Tap   bedside the desired participant.

You can also tap **All Allow/All Refuse** to manage all the participants in the lobby.

Switching Roles of Moderator and Guest

The moderator can assign the visitor as the moderator. When a participant is not expected to be a moderator, other moderators can switch the person to a visitor. Organizers cannot be switched to visitors.

Procedure

1. On the Conference Control page, tap **Participant** from the top-right corner.
2. Tap  beside the desired participant, and select **Set as presenter/Set as visitor**.

Appointing/Cancelling a Lecturer

In a **Training mode** conference, if you are the organizer or moderator, you can appoint yourself as the lecturer via your CP960 or appoint any participant as the lecturer via CTP20.

About this task



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

- In **Discussion mode** conference, all conference participants can speak freely.
- In **Training mode** conference, all conference participants are muted by default except for the organizer or the moderator. The organizer or the moderator can appoint lecturers, and the lecturers can speak freely.
- [Appointing/Cancelling a Lecturer by CP960](#)
- [Appointing/Cancelling a Lecturer by CTP20](#)

Appointing/Cancelling a Lecturer by CP960

Procedure

1. On the Conference Control page, tap **More > Begin Speaking**.
2. To finish speaking, tap **More > Finish Speaking**.

Appointing/Cancelling a Lecturer by CTP20

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap **⋮** beside the desired participant, and select **Set as lecturer**.
3. To finish speaking, tap **⋮**, and select **Cancel lecturer**.

Applying for Speaking

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

About this task

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

Procedure

Do one of the following:

- On your remote control, press Mute Key.
- On your CTP20, tap **Hangs up**.
- On your CP960, tap **Apply for speaking**.
- On the touch screen of CP960, tap one of the Mute keys on CP960 codec.

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



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

Managing the Application

If you are the moderator in a conference, you can allow or reject the application.



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


- [Managing the Application by CP960](#)
- [Managing the Application by CTP20](#)

Managing the Application by CP960

Procedure


On the Conference Control page, do one of the following:

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

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

Managing the Application by CTP20


Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. On the Conference Members page, tap  beside the desired participant.
3. Select **Allow to speak** or **Forbid to speak**.

Blocking or Unblocking Audio by CTP20

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

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap  after the desired participant, select **Block Audio/Unblock Audio**.

Muting or Unmuting All Conference Participants

If you are the organizer/moderator of a YMS video conference, you can mute or unmute all conference participants except for yourself via CP960/CTP20. In **Training mode** conference, the muted participants cannot unmute themselves.

Procedure


1. On the Conference Control page, tap **Members list** on your CP960 or tap **Participants** on your CTP20.
All participants are displayed on the touch screen.
2. Tap **Mute All** or **Unmute All** to mute/unmute all conference participants.


Muting or Unmuting a Conference Participant

If you are the organizer/moderator of a YMS video conference, you can mute or unmute a conference participant via CP960/CTP20. In **Training mode** conference, the muted participants cannot unmute themselves.


Procedure

1. On the Conference Control page, tap **Members list** on your CP960 or tap **Participants** on your CTP20.
All participants are displayed on the touch screen.

2. Tap  beside the desired participant.

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



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

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

Enabling or Disabling the Camera by CTP20

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

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap /  after the desired participant to disable/enable the camera.

Controlling Cameras by CTP20

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

Before you begin

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

About this task

When the remote party connects multiple VCC22 video conferencing cameras, the camera you can control depends on the remote camera layout:

- When the remote camera layout is 1+N, you can control the camera whose video image is displayed in the largest pane.
- When the remote camera layout is Selected Speaker, you can control the camera whose video image is displayed in the full screen.
- When the remote camera layout is Equal N×N and the remote uses VC800 system, you can control the VC800 camera.
- When the remote camera layout is Equal N×N and the remote uses VC880/PVT980 system, you can control the first camera that the remote connects.

Procedure

1. On the Conference Control page, tap **Participants** from the top-right corner.
2. Tap **⋮** after the desired participant, select **Camera Control**.
3. Tap the navigation keys to adjust the camera angle.
4. Tap **−** or **+** to adjust the focal length.

Related tasks

[Disabling or Enabling the Camera on CTP20](#)

[Allowing the Remote System to Control Your Camera](#)

Changing the Conference Layout

The conference layout consists of video images of all participants, and the moderator can change the conference layout during the conference. The new meeting layout is effective for all participants in the discussion mode meeting and only effective for the moderator in the **Training mode** meeting.

About this task

The default value of the conference layout is set by the enterprise administrator. The maximum number of video images per screen in the Equal N×N is 7*7. The maximum number of small video images per screen in the 1+N mode is 1+20.

- [Changing the Conference Layout by CP960](#)
- [Changing the Conference Layout by CTP20](#)

Changing the Conference Layout by CP960

Procedure

1. On the Conference Control page, tap **Layout > Meeting Layout**.

2. Select the desired layout.

Changing the Conference Layout by CTP20

Procedure

1. On the Conference Control page, tap **Layout**.
2. Select the desired layout.

Viewing the Message List

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

- [Viewing the Message List by Remote Control](#)
- [Viewing the Message List by CP960](#)

Viewing the Message List by Remote Control

Procedure

1. Press OK key to open **Talk Menu** during a call.
2. Select **Message List**.

Viewing the Message List by CP960

Procedure

On the Conference Control page, tap **More > Message List** during a conference.

Leaving the Conference

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

- [Leaving Conference by Remote Control](#)
- [Leaving Conferences by CP960](#)
- [Leaving Conferences by CTP20](#)

Leaving Conference by Remote Control

Procedure

Do one of the following according to your role:

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

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

Leaving Conferences by CP960

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a YMS video conference, tap **End Call** and select **Leave, others keep going**.
- If you are not a moderator (or an organizer) of a YMS video conference, tap **End Call**.

Leaving Conferences by CTP20

Procedure

Do one of the following according to your role:

- If you are a moderator (or an organizer) of a YMS video conference, tap **Hang up** and select **Leave, others keep going**.
- If you are not a moderator (or an organizer) of a YMS video conference, tap **Hang up**.

Ending Conferences

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

- [Ending Conferences by Remote Control](#)
- [Ending Conference by CP960](#)
- [Ending Conference by CTP20](#)

Ending Conferences by Remote Control

Procedure

Press the Hang up key and select **End conference**.

Ending Conference by CP960

Procedure

On the Conference Control page, tap **End Call**, and select **End conference**.

Ending Conference by CTP20

Procedure

On the Conference Control page, tap **Hang up**, and select **End conference**.

Using the Third-Party Video Conference Platforms

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



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

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

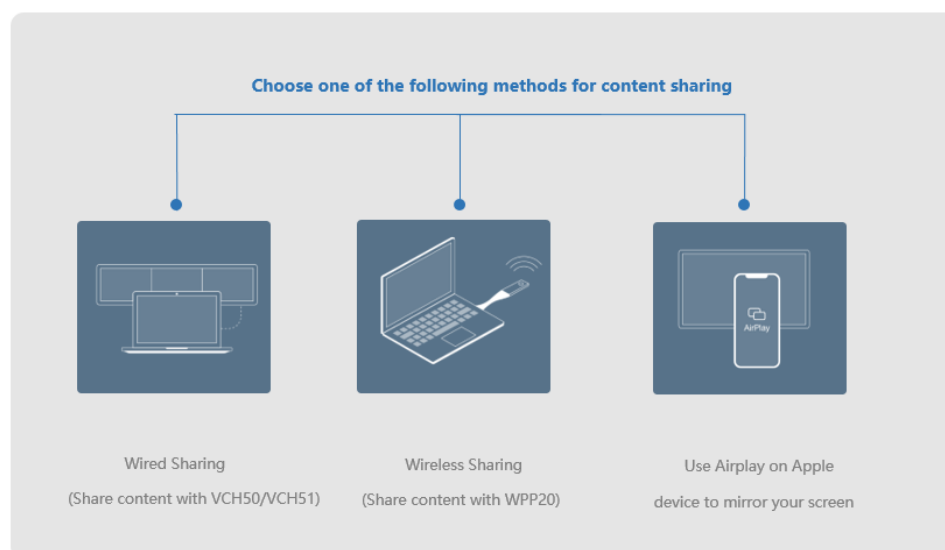
Related tasks

[Placing a Call by Entering a Number](#)

Presenting

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

We support the following three methods for content sharing:



You can control the presentation only via CTP20 or WPP20. Using the remote control or CP960 conference phone can only start or end the presentation.

- [Sharing Content with VCH50/VCH51 Video Conferencing Hub](#)
- [Sharing Content with WPP20 Wireless Presentation Pod](#)
- [Sharing Content with Your Apple Device](#)
- [Controlling the Shared Content by CTP20](#)

Sharing Content with VCH50/VCH51 Video Conferencing Hub

If a VCH50/VCH51 video conferencing hub is used for sharing content in the meeting room, connect it to your computer using an HDMI cable.



Note: For more information on how to connect the VCH50/VCH51 to the video conferencing system please refer to the [quick start guide](#) of the corresponding video conferencing system.

- [Sharing Content When not in a Call](#)
- [Stopping Sharing Content When not in a Call](#)
- [Sharing Content in a Call](#)
- [Stopping Sharing Content in a Call](#)

Related tasks

[Video Input Source](#)

Sharing Content When not in a Call



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

Before you begin

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

Procedure



The system will connect to the wired sharing and display the sharing content automatically. If the system does not start sharing content automatically, do one of the following to start sharing content manually:

- If  on your remote control is set as **Presentation** key by your system administrator, press  to start sharing content.
- On your CP960, tap **Presentation** to start sharing content.
- On your CTP20, tap **Presentation** to start sharing content.

Stopping Sharing Content When not in a Call

Procedure

Do one of the following:

- Disconnect the computer from your system.
- If  on your remote control is set as **Presentation** key by your system administrator, Press  to stop sharing content.
- On your CP960, tap **Presentation** to stop sharing content.
- On your CTP20, tap **Close** on the Presentation .

Sharing Content in a Call



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


Before you begin

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

Procedure

Generally, the system will connect to the wired sharing and display the sharing content automatically. If the system does not display the sharing content automatically, do one of the following to start sharing content manually:



- If  on your remote control is set as **Presentation** key by your system administrator, press  to start sharing content.
- On your remote control, press OK key to open **Talk Menu**, and then select **Presentation**.
- On your CP960, tap **Presentation** to start sharing content.
- On your CTP20, tap **Presentation** to start sharing content.

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

Stopping Sharing Content in a Call

Procedure

Do one of the following:

- Disconnect the computer from your system.
- On your remote control, if  is set as **Presentation** key by your system administrator, press  to stop sharing content.
- On your remote control, press OK key to open **Talk Menu**, and then select **Presentation** to stop sharing content.
- On your CP960, tap **Presentation** to stop sharing content.
- On your CTP20, tap **Close** on the Presentation page.

Sharing Content with WPP20 Wireless Presentation Pod

If a WPP20 wireless presentation pod is used for content sharing in the meeting room, connect it to the computer.



Note: If the WPP20 cannot be used for content sharing, please refer to [Yealink WPP20 Wireless Presentation Pod Quick Start Guide](#) to pair the WPP20 with the video conferencing system.

- [Sharing Content via WPP20](#)
- [Switching Shared Content via WPP20](#)
- [Stopping Sharing Content via WPP20](#)

Related tasks

[Video Input Source](#)

Sharing Content via WPP20

Before you begin

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

Procedure

1. Do one of the following:

- On the WPP20, press the presentation button to share the full screen.
- On the WPP20, long press the presentation button for 3 seconds and then release this button. Select the file or window you want to share and then click **Share Now**.
- On the Yealink Wireless Presentation Pod software, click **Contents Share** and choose the file you want to share, and then click **Share Now**.

The computer content is automatically projected to the device.

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

Related information

[Introduction of WPP20 Note Toolbar](#)

[Introduction of the WPP20 Whiteboard Note Toolbar](#)

Switching Shared Content via WPP20

Procedure

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




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

Stopping Sharing Content via WPP20

Procedure

Do one of the following to stop sharing content:

- On your computer, remove WPP20.
- On the WPP20, press the presentation button.
- On the Yealink Wireless Presentation Pod software, click **Stop Sharing**.

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

Sharing Content with Your Apple Device

- [Sharing Content via Apple Device](#)
- [Stopping Sharing Content via Apple Device](#)

Sharing Content via Apple Device

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

Procedure

1. On your Apple device, tap **Settings > General > Airplay**.
2. Select **Everyone**.
The Airplay feature is enabled.
3. The Apple device connects to the wireless AP of the VCS codec.
4. Go to the Control Center.



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

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

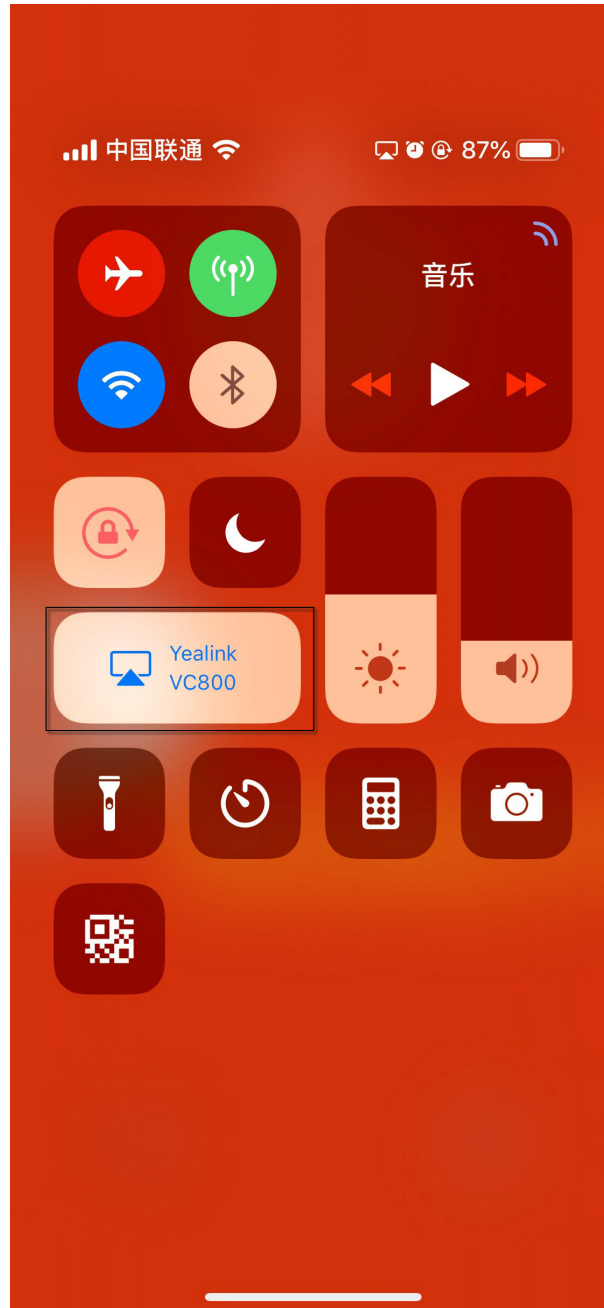


Note: For more information about how to connect the wireless AP of the VCS codec, contact to your administrator.

Stopping Sharing Content via Apple Device

Procedure

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



Controlling the Shared Content by CTP20

The content shared from the local computer/Apple devices will be synchronized to CTP20 by default. When there is a discussion in the conference, all the conference participants can make notes on the shared content, and the notes will be displayed on the monitors connected to the VCS. When you use WPP20 wireless presentation pod to share content

from the local computer, you can enable the feature of controlling the computer so that you can control the computer via your CTP20 directly.

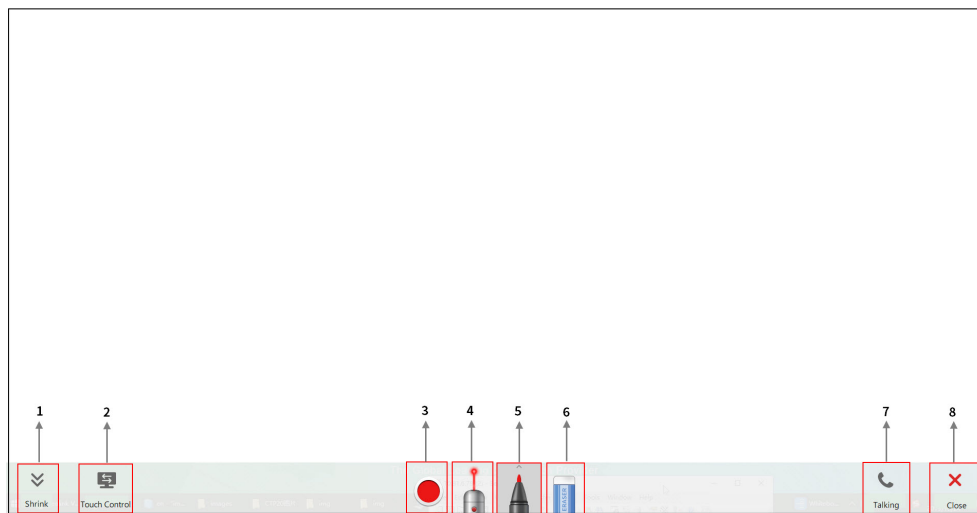


Note: During the presentation, if the whiteboard collaboration is enabled, the presentation is closed automatically.

- [Introduction of CTP20 Note Toolbar](#)
- [Presenting by CTP20](#)
- [Making Notes on the Content by CTP20](#)
- [Controlling the PC Content by CTP20](#)
- [Switch to Local sharing by CTP20](#)
- [Stopping Presentation by CTP20](#)

Introduction of CTP20 Note Toolbar

The introduction of the CTP20 note toolbar is as below:



| Number | Description |
|--------|--|
| 1 | Collapse/Expand the tool bar. |
| 2 | <ul style="list-style-type: none"> • Touch Control: Control the PC on the CTP20 when sharing content via WPP20. • Local Share: If you connect a VCH50/VCH51 video conferencing hub, tap it to switch to the local for content sharing when the remote party is sharing content during a conference call. |
| 3 | Brush color: Select the color of the writing tools. |
| 4 | The laser pen: Use it to indicate the content, the handwriting(red) drawn by the finger across the screen disappears after a while. |
| 5 | The felt pen: Tap it twice to select the line weight. |
| 6 | The eraser: Tap it twice to select Slide to clear my annotations or Slide to clear all annotations . |
| 7 | Return to the call or return to the home page. |
| 8 | End presentation. |

Presenting by CTP20

If the content is shared from the computer/Apple devices, the content will be synchronized to the CTP20; if there is no content, you can manually initiate the presentation.

Procedure

Tap **Presentation** on the idle screen or call interface.

Making Notes on the Content by CTP20

About this task

You can make notes on the sharing content in the following situations:

- The device is in the idle mode
- During a Yealink Cloud/YMS call
- Yealink Cloud video conferences/YMS Video Conferences

Procedure

On the Content Sharing page, use the corresponding tools to make notes on the content.

Related concepts

[Introduction of CTP20 Note Toolbar](#)

Controlling the PC Content by CTP20

When using the WPP20 wireless presentation pod for content sharing, you can enable the reverse control function and operate the computer directly on the CTP20 for presentation.

Procedure

1. On the Projecting Content page, tap .

The reverse control function is enabled and you can control the computer screen on the CTP20.

2. Switching to another annotation tool can end the reverse control for your computer.



Note: If you use the WPP20 on your Mac device for the reverse control, the system will prompt you to grant access to this application in Security& Privacy preferences, follow the prompts to complete the settings.

Related concepts

[Introduction of CTP20 Note Toolbar](#)

Related information

[Sharing Content with WPP20 Wireless Presentation Pod](#)

Switch to Local sharing by CTP20

If you connect a VCH50/VCH51 video conferencing hub during a conference call, and the remote party is making a presentation, you can switch the video image to share your local content with the remote party.

Procedure

On the Projecting Content page, tap **Local Share**.

Stopping Presentation by CTP20

If you want to do other operations, you can end the presentation.

Procedure

On the Presentation page, tap **Close**.



Note: Closing presentation on the CTP20 does not close the content shared by the local computer. You can tap **Presentation** again to start presenting.

Related tasks

[Stopping Sharing Content via WPP20](#)

Using the Whiteboard Feature of CTP20

You can use the whiteboard feature for collaboration when CTP20 is connected to VCS. The whiteboard feature allows the participants to edit the conference content, make notes about the conference outline, sort out the conference summary/conference records and so on, which improves the communication efficiency and realizes the collaborative interaction.

The whiteboard feature is not available in the following situations:

- In the YMS **Training mode** conferences, only the lecturer or the moderator can initiate the whiteboard.
If the organizer sets the visitor to control the video conference through the webpage during the conference, The visitor can also share content and initiate the whiteboard.
- During the Yealink Cloud/YMS conferences, if the server does not support the whiteboard feature, you cannot use it.
- For SIP/H.323 calls or IP calls, the whiteboard feature is not available.

For more information, contact your administrator.



Note: After you enable the whiteboard feature, if you connect devices for content sharing, the whiteboard feature will be disabled.

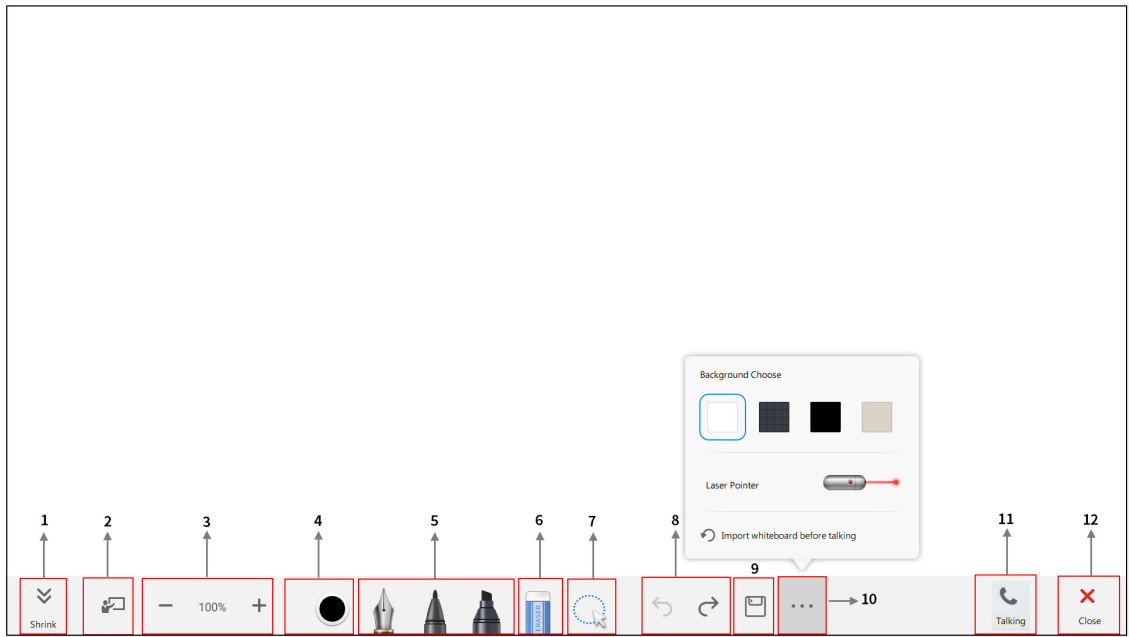


Note: Contact your system administrator to check whether the whiteboard feature is available.

- [Introduction of the CTP20 Whiteboard Toolbar](#)
- [Initiating Whiteboard](#)
- [Importing a Whiteboard during a Call](#)
- [Saving or Sharing Whiteboard Source Files](#)
- [Setting/Canceling as the Whiteboard Collaboration Speaker](#)
- [Stopping the Whiteboard Follow](#)

Introduction of the CTP20 Whiteboard Toolbar

Introduction of the CTP20 whiteboard toolbar is as below:



| Number | Description |
|--------|---|
| 1 | Collapse/Expand the whiteboard toolbar. |
| 2 | View follow: Start presentation and everyone follows your view. |
| 3 | Zoom the page. You can also zoom the page by pinching open or pinching close using double fingers on the whiteboard. |
| 4 | Brush color: Select the color of the writing tools. |
| 5 | <ul style="list-style-type: none"> • The pen: Tap it twice to select the line weight. • The felt pen: Tap it twice to select the line weight. • The highlighter: Tap it twice to select the line weight. |
| 6 | The eraser: Tap it twice to select Slide to clear my annotations or Slide to clear all annotations . |
| 7 | The lasso tool: You can use it to select an object, to move and zoom the selected object. |
| 8 | <ul style="list-style-type: none"> • Undo: Undo the last action and you can cancel the 20 actions at most. • Redo: Redo the last undo action, which can be redone continuously and return to the state before using undo. |
| 9 | Save/Share: Save the whiteboard notes to the cloud disk or share them with others via email or QR code. |

| Number | Description |
|--------|--|
| 10 | <ul style="list-style-type: none"> • Background: Select the background color of the whiteboard canvas, and the background of the whiteboard is synchronized by default with the devices connected to the conferencing system. • The laser pen: Use it to indicate the content, the handwriting(red) drawn by the finger across the screen disappears after a while. • Import whiteboard before talking: Import the existing whiteboard comments before the call and continue the discussion. |
| 11 | Return to the call or return to the home page. |
| 12 | Close whiteboard. |

Initiating Whiteboard

You can quickly initiate a whiteboard when the system is idle or during the call. In a call, anyone can participate in the whiteboard collaboration and the notes will be synchronized to all devices. Only the participant who initiates the whiteboard collaboration can close the whiteboard.

About this task

If the wireless connection to CPT20 is set to be authenticated before collaboration by the administrator, and you have not performed any authentication on CTP20, you need to complete the authentication before using the whiteboard function during the call. Once the whiteboard collaboration ends, if the system is idle, the codec will cache the authentication status of the connected CTP20 within a certain period of time (configured by the administrator). If timeout, the connected CTP20 needs to be re-authenticated.

Procedure

1. Tap **Whiteboard**.
2. If the security authority check box is displayed, enter the four-digit authentication code and tap **Authority**.

The authentication code is displayed in the top-right corner of the monitor connected to the VCS codec.

Security Authority

Please Input Authorization Code

Refresh
(54)

Cancel
Authority

3. Use the corresponding tools to write and make notes on the whiteboard.

Related concepts

[Introduction of the CTP20 Whiteboard Toolbar](#)

Importing a Whiteboard during a Call

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

Procedure

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

Saving or Sharing Whiteboard Source Files


After registering the YMS account, you can save the whiteboard source file, to prevent the whiteboard from being erased due to issue switching or to save the uncompleted whiteboard data on the cloud disk. When you need to use this whiteboard, you can use the WPP20 to import it. You can also directly share the whiteboard to the relevant person via email or the QR code.

About this task

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

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

Procedure

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

2. Do one of the following:

- Tap **Save to cloud disk** to save the whiteboard to the YMS server.
- Tap **Send E-mail**, enter the email address and then tap **Send** to share whiteboard via email.

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

- Tap **Click to get qrcode**.

Other person can access the whiteboard image by scanning the QR code and entering the provided access password within a limited period of time.

Related tasks

[Importing the Whiteboard Source File via WPP20](#)

Setting/Canceling as the Whiteboard Collaboration Speaker

If you want when you speak during a conference or a call, others can see the same canvas area as yours. You can set yourself as the speaker, and others will automatically become followers of your view. As the speaker drags/zooms the

view screen, the canvas area seen by all followers also changes. After presentation, you can cancel as the whiteboard collaboration speaker to release the view of others.

About this task


After the speaker feature is enabled, other participants can still use the whiteboard annotation feature, and the roles and permissions of the participants are as follows:

- **Speaker:** Only one speaker in the whiteboard collaboration is allowed. If someone has started the presentation at the current meeting, you can still grab the speaker and set yourself as the speaker.
- **Followers:** Once someone is set as a speaker in the conference, others automatically become followers of the speaker's view. Followers have the right to stop the follow.
- **Freelance writer:** When you do not want to see the perspective of the speaker in the conference, you can stop following and become a freelance writer.

Procedure

1. During the call, tap  in the bottom-left corner of the whiteboard interface.

Other participants automatically follow the speaker's perspective by default.

2. Tap  again to cancel as the whiteboard collaboration speaker.

The views of other participants are released.

Stopping the Whiteboard Follow

If someone enables a whiteboard collaboration in a conference or during a call, you will automatically follow the speaker's point of view. If you want to still use the whiteboard for your own perspective, you can stop the follow.

Procedure

During the call, tap **Stop follow** in the bottom-left corner of the whiteboard interface.


Using Multiple CTP20s for Collaboration

In a meeting room, you can use multiple CTP20s for whiteboard collaboration or presentation. Up to 4 CTP20s can be connected to the PVT980/PVT950/VC880/VC800/VC500 codec simultaneously and only 1 CTP20 can be connected to the VC200 codec.

The collaboration methods are as below:


- **Status Synchronizing:** The status of the VCS codec can be synchronized to all connected CTP20s.
- **Configuration Synchronizing:** in idle state, you can configure the VCS codec via each CTP20, and the new configuration will cover the old configuration and take effect immediately.
- **Whiteboard Collaboration:** you can use each CTP20 to initiate the whiteboard collaboration which can be received by other CTP20s simultaneously, but the editing and annotation on each CTP20 are independent. If you close the whiteboard of one CTP20 connected to a VCS codec, the whiteboards of other connected CTP20s are closed simultaneously.


- **Presentation Collaboration:** if you enable the feature of auto-presentation on devices, after you start presentation on the local computer/Apple devices, the presentation will be synchronized to all the CTP20s, but the editing and annotation on each CTP20 are independent. If you do not enable the feature of auto-presentation on devices, you can initiate the presentation on any CTP20 and the presentation will be synchronized to all the CTP20s, but the editing and noting on each CTP20 are independent. If you close the presentation on one CTP20 connected to a VCS codec, the presentation on other connected CTP20s are closed simultaneously.

 **Note:** If multiple CTP20s are wired to the VCS codec, you need a multi-port switch.

Using WPP20 Wireless Presentation Pod

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

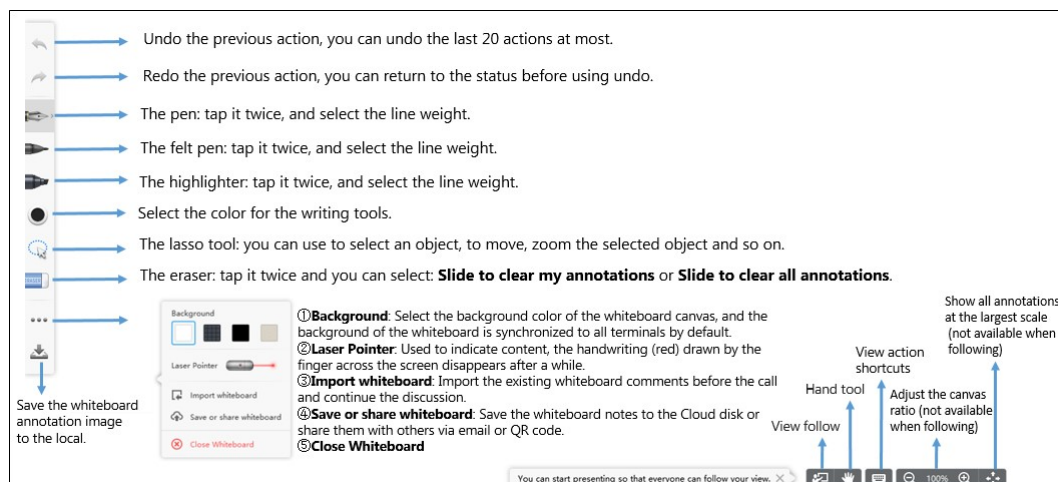
 **Note:** Contact your system administrator to check whether the whiteboard feature is available.

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

- [Introduction of the WPP20 Whiteboard Note Toolbar](#)
- [Introduction of WPP20 Note Toolbar](#)
- [Receiving Shared Whiteboard or Content](#)
- [Initiating Whiteboard Sharing on WPP20](#)
- [Saving the Content or Whiteboard Picture Locally via WPP20](#)
- [Saving or Sharing Whiteboard Source Files via WPP20](#)
- [Importing the Whiteboard Source File via WPP20](#)
- [Importing a Whiteboard during a Call via WPP20](#)

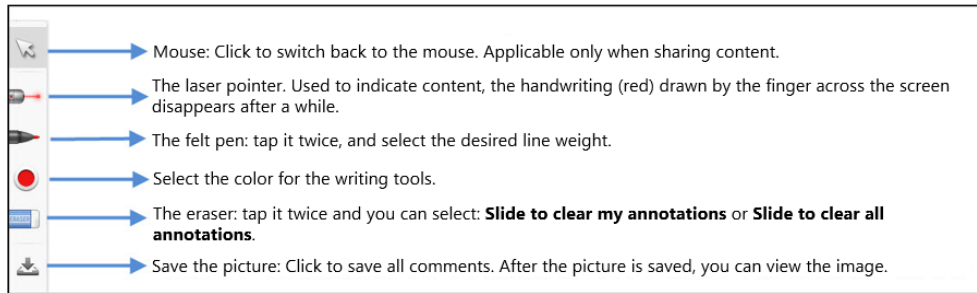
Introduction of the WPP20 Whiteboard Note Toolbar

Introduction of the WPP20 whiteboard note toolbar is as below:



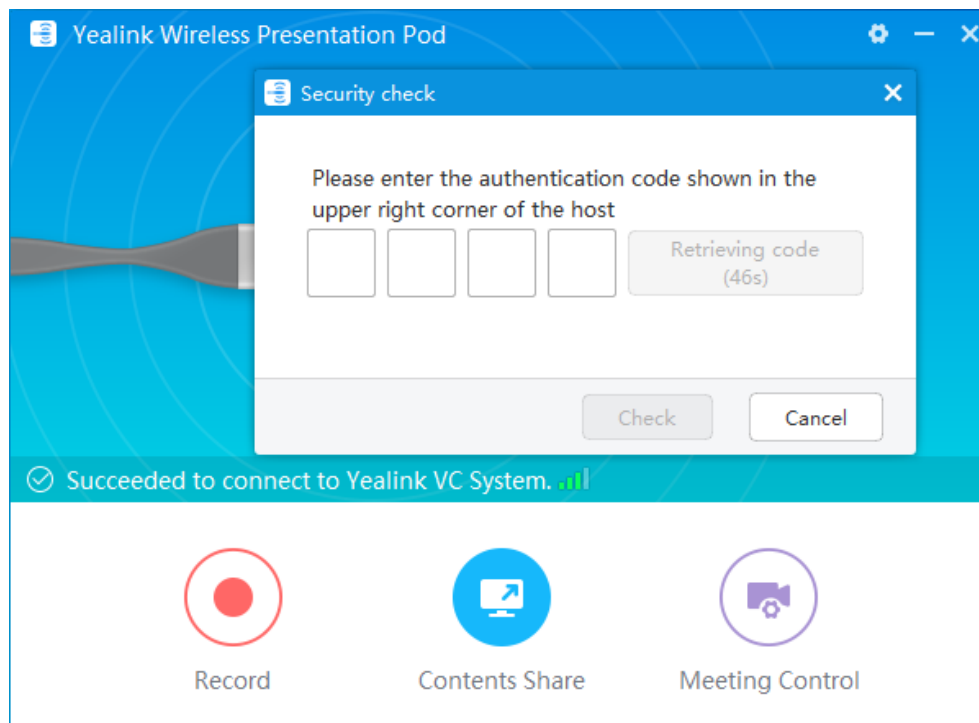
Introduction of WPP20 Note Toolbar

The interface introduction of the WPP20 note toolbar is below:



Receiving Shared Whiteboard or Content

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



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

Related information

[Introduction of WPP20 Note Toolbar](#)

[Introduction of the WPP20 Whiteboard Note Toolbar](#)

Initiating Whiteboard Sharing on WPP20

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

Before you begin

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

About this task

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

Procedure

1. On the Yealink Wireless Presentation Pod software, click **Contents Share**.
2. Select **Whiteboard** and click **Start Sharing**.



Note: If the administrator has set that an authentication is required before the WPP20 collaboration, you need to enter the four-digit authentication code in the security check box before sharing the whiteboard.

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

Saving the Content or Whiteboard Picture Locally via WPP20

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

Procedure

1. In the content/whiteboard note toolbar, click .
2. Click **view the file** to view the picture.

A dark gray notification box with white text that says "Image saved, click to [view the file](#) X".

Image saved, click to [view the file](#) X

Related information

[Introduction of WPP20 Note Toolbar](#)

[Introduction of the WPP20 Whiteboard Note Toolbar](#)

Saving or Sharing Whiteboard Source Files via WPP20

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

About this task

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

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


Procedure

1. At the note toolbar, tap **⋮** > **Save/Share**.
2. Do one of the following:
 - click **Save to cloud disk** to save the whiteboard to the YMS server.
 - click **Send E-mail**, enter the email address and then tap **Send** to share whiteboard via email.

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

- Click **Click to get qrcode**.

Other personnel can access the whiteboard image by scanning the QR code and entering the provided access password for a limited period of time.

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

Importing the Whiteboard Source File via WPP20

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

Procedure

1. At the note toolbar, tap **⋮** > **Import whiteboard**.
2. Select the whiteboard file locally and import it.

Importing a Whiteboard during a Call via WPP20

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

Procedure

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

Setting Your Camera

You can configure camera settings on the system.

- [Controlling Cameras](#)
- [Setting Camera Presets](#)
- [Allowing the Remote System to Control Your Camera](#)

Controlling Cameras

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

About this task



Note: If the administrator enables the VC200 experimental access (auto framing) feature for the VC200 camera, you cannot control the VC200 camera.

- [Adjusting Cameras When not in a Call by Remote Control](#)
- [Adjusting Cameras When not in a Call by CP960](#)
- [Adjusting Cameras in a Call by Remote Control](#)
- [Controlling Cameras by CP960 during a Call](#)
- [Adjusting Cameras by CTP20](#)

Related tasks

[Controlling Cameras by CTP20](#)

Adjusting Cameras When not in a Call by Remote Control

Procedure



1. Select the desired video.

If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980 video conferencing system, select a desired camera from the idle screen.

2. Tap the navigation keys to adjust the camera angle.
3. Press or to adjust the focal length.

Adjusting Cameras When not in a Call by CP960

Procedure



1. Tap **Camera** on the idle screen.
2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980 video conferencing system, tap **The current control camera** to select the desired camera.
3. Tap the navigation keys to adjust the camera angle.
4. Press  or  to adjust the focal length.

Adjusting Cameras in a Call by Remote Control

About this task




If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980 video conferencing system, the camera you control during the call is the currently selected camera.

Procedure

1. Tap the navigation keys to adjust the camera angle.
2. Tap  or  to adjust the focal length.




Controlling Cameras by CP960 during a Call

Procedure

1. Tap **More > Camera Controls** in a conference.
2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980 video conferencing system, tap **The current control camera** to select the desired camera.
3. Tap  to return.
4. Tap the navigation keys to adjust the camera angle.
5. Tap  or  to adjust the focal length.

Adjusting Cameras by CTP20

Procedure

1. Tap  from the bottom right corner.
2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980 video conferencing system, tap the camera name field from the top of the screen and then tap **Camera Control** on the right side of the desired camera.
3. Tap the navigation keys to adjust the camera angle.
4. Press  or  to adjust the focal length.

Setting Camera Presets

Camera presets are pre-saved values of the angle and the focal length of the camera with respect to the desired positions. Camera presets can help you quickly point the camera to a pre-defined location.

About this task



Note: If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980 video conferencing system, presets of multiple cameras are independent of each other.

- [Storing a Camera Preset](#)
- [Adjusting the Local Camera to a Preset](#)
- [Updating the Stored Preset](#)
- [Editing the Stored Preset](#)
- [Deleting the Stored Preset](#)
- [Clearing up the Stored Preset](#)


Storing a Camera Preset



You can store up to 99 camera presets for the local camera.

- [Adding the Preset by Remote control](#)
- [Creating a Camera Preset by CTP20](#)

Adding the Preset by Remote control




Procedure

1. Do one of the following when your system is idle:
 - For VC880/VC800/VC500/PVT980/PVT950, go to **More > Preset Location**.
 - If you are using remote control, select the local video image and press OK key, and then press .
2. Select **New Preset**.

3. If you connect VCC22 video conferencing camera to your VC880/VC800/PVT980 video conferencing system, select the desired camera.
4. Press the navigation key to adjust the angle of the camera or press the   to adjust the focal length.
5. Press OK key to store the camera preset.

Creating a Camera Preset by CTP20

Procedure

1. Tap  from the bottom-right corner when your system is idle.
2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980 video conferencing system, tap the camera name field from the top of the screen and then tap **Camera Control** on the right side of the desired camera.
3. Tap the navigation keys to adjust the camera angle.
4. Tap  or  to adjust the focal length.
5. Tap **New Preset** to create a new preset.


Adjusting the Local Camera to a Preset


You can quickly adjust the position of your camera to a preset.

- [Adjusting the Local Camera to a Preset by Remote Control](#)
- [Adjusting the Local Camera to a Stored Preset by CTP20](#)

Adjusting the Local Camera to a Preset by Remote Control


Procedure

1. Do one of the following:
 - When the system is idle, for VC880/VC800/VC500/PVT980/PVT950, go to **More > Preset Location**.
 - When the system is idle, select a local video image and press OK key, and then press .
 - When the system is during a call, press OK key and select **Preset Location**.
2. Select a preset and change the camera position to this preset.

 **Tip:** You can also press any numeric key on the remote control to change the camera position to the preset. But in this way, you can only move the local camera to a position whose serial number ranges within 0 to 9.

Adjusting the Local Camera to a Stored Preset by CTP20

Procedure

1. Tap  from the bottom-right corner when your system is idle.
2. On the left side, select a stored preset from the preset list, and change the corresponding camera position to the stored preset.


Updating the Stored Preset

Once the camera is moved to a new location, you can update all of the presets to get a camera image at the new location.

- [Updating the Stored Preset by Remote Control](#)
- [Updating the Stored Preset by CTP20](#)



Updating the Stored Preset by Remote Control

Procedure

1. Do one of the following when your system is idle:
 - For VC880/VC800/VC500/PVT980/PVT950, go to **More > Preset Location**.
 - If you are using remote control, select the local video image and press OK key, and then press .
2. Select **Update Preset**.
All the stored preset will be updated.

Updating the Stored Preset by CTP20

Procedure

1. Tap  from the bottom-right corner when your system is idle.
2. On the left side, tap  > **Update Preset Location**.




Editing the Stored Preset

- [Editing the Stored Preset by Remote Control](#)
- [Editing the Stored Preset by CTP20](#)

Editing the Stored Preset by Remote Control




Procedure

1. Do one of the following when your system is idle:

- For VC880/VC800/VC500/PVT980/PVT950, go to **More > Preset Location**.
 - On your remote control, select the local video image and press OK key, and then press .
2. Select **Edit**.
 3. Select the desired preset.
 4. Press the navigation key to adjust the angle of the camera or press the   to adjust the focal length.
 5. Press OK key to store the camera preset.

Editing the Stored Preset by CTP20

Procedure


1. Tap  from the bottom-right corner when your system is idle.
2. From the preset list, select the desired preset.
3. Tap the navigation keys to adjust the camera angle.
4. Tap  or  to adjust the focal length.
5. Tap **Replace preset**.

Deleting the Stored Preset

- [Deleting the Stored Preset by Remote control](#)
- [Deleting the Stored Preset by CTP20](#)

Deleting the Stored Preset by Remote control



Procedure

1. Do one of the following when your system is idle:
 - For VC880/VC800/VC500/PVT980/PVT950, go to **More > Preset Location**.
 - If you are using remote control, select the local video image and press OK key, and then press .
2. Select **Delete**.
3. Select the desired preset.
4. Select **Confirm Delete**.

The stored preset is deleted.

Deleting the Stored Preset by CTP20

Procedure


1. Tap  from the bottom-right corner when your system is idle.
2. On the left side, tap  > **Edit Preset Location**
3. Tap  to delete the corresponding preset.

Clearing up the Stored Preset

- [Clearing up the Stored Preset by Remote Control](#)

Clearing up the Stored Preset by Remote Control

Procedure

1. Do one of the following when your system is idle:
 - Select the local video image and press OK key, and then press .
 - For VC880/VC800/VC500/PVT980/PVT950, navigate to **More > Preset Location**.
2. Select **Clear** and then press OK key.
3. Select **OK**, and then press OK key.

Allowing the Remote System to Control Your Camera

You can allow the remote system to control the angle and the focal length of your camera.

- [Enabling Far Control Near Camera by Remote Control](#)
- [Enabling Far Control Near Camera by CTP20](#)


Enabling Far Control Near Camera by Remote Control

Procedure

1. Go to **More > Setting > Video & Audio**.
2. Enable **Far Control Near Camera**.

Enabling Far Control Near Camera by CTP20

Procedure

1. Tap  > **Setting** > **Basic** > **Camera**.
2. Enable **Far Control Near Camera**.

Changing the Local Layout

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

The local screen layout is only effective for the participants themselves. If you are in a local conference, the call layout is the local layout. Each participant can adjust their own local layout. If you are in a cloud conference or a YMS conference, the local layout consists of the conference layout and the local camera layout. The conference layout can only be set by the moderator, and participants can only set their local layout.

- [Available Screen Layouts](#)
- [Single Screen Layouts](#)
- [Dual Screen Layouts](#)
- [Layouts of Multiple Display Devices](#)
- [Local Camera Layout](#)
- [Changing the Local Screen Layout](#)
- [Specifying Content for the Secondary Screen](#)

Related tasks

[Changing the Conference Layout](#)

Available Screen Layouts

The system supports the following layouts:

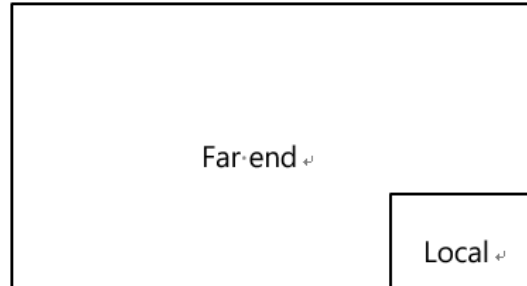
- **1+N**: the assigned participant is given prominence in the largest pane no matter who is currently speaking, and other participants are displayed in a strip beside the assigned speaker. For local layout, up to 8 video images can be displayed in the Speaker View layout and the 1+N layout. When the number of participants exceeds 8, all participants' video images (except the active speaker) will be switched automatically.
- **Selected Speaker**: the selected participant is displayed in full screen.
- **Equal N×N**: every participant is given equal prominence in equal-sized panes. For local layout, up to 9 video images can be displayed in the Equal N×N layout. When the number of participants exceeds 9, all participants' video images will be switched automatically.
- **Picture-in-picture**: PIP only takes effect on the local layout. In a two-way video call, the video on one end is displayed in a large screen, and the small screen of the other end is superimposed on the lower right side of the large screen. In the YMS/Cloud conference, the large screen displays the conference layout and the small screen displays the local video.
- **Speaker View**: the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker. This screen layout is not available on the VC500/VC200 endpoint.

Single Screen Layouts

The following introduce the default layout when you connect one display device.

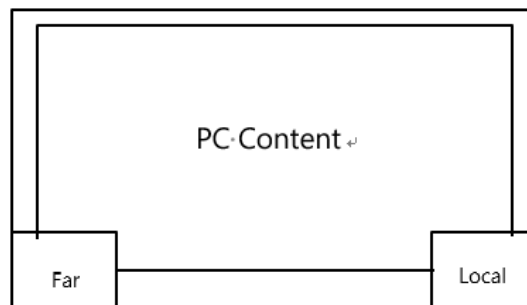
Two-Way Video Call

Picture-in-picture layout is used by default.



Two-Way Video Call with a Presentation

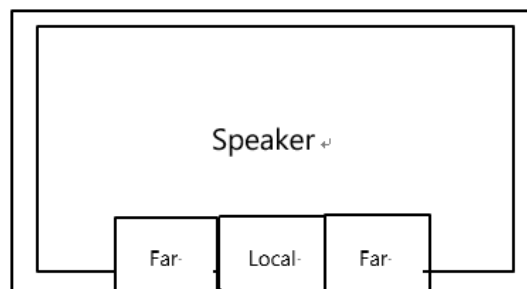
The PC content is displayed in large window and other participants are displayed in small windows beside the PC content.



Multi-Way Video Calls

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

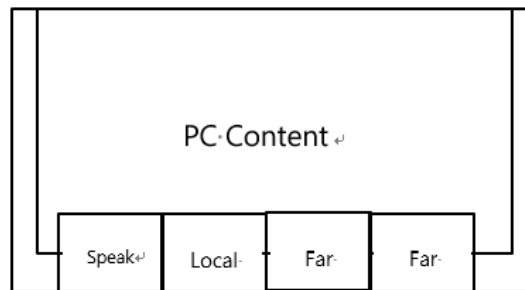
The active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.



Multi-Way Video Calls with a Presentation

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

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

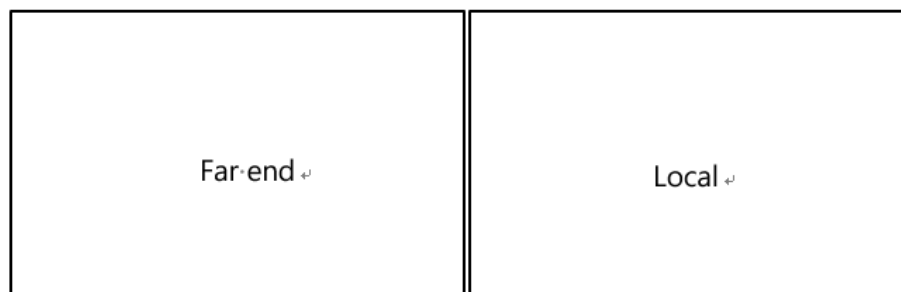


Note: Multi-way video calls are only applicable to PVT980/PVT950 system and the VC880/VC800 system that has a multipoint license.

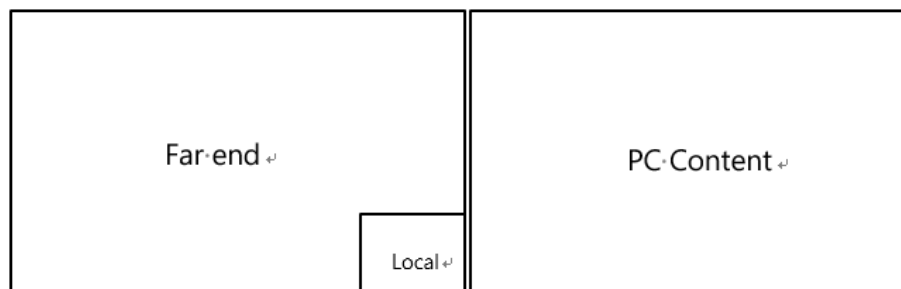
Dual Screen Layouts

The following introduces the default layout when you connect two display devices.

Two-Way Video Call



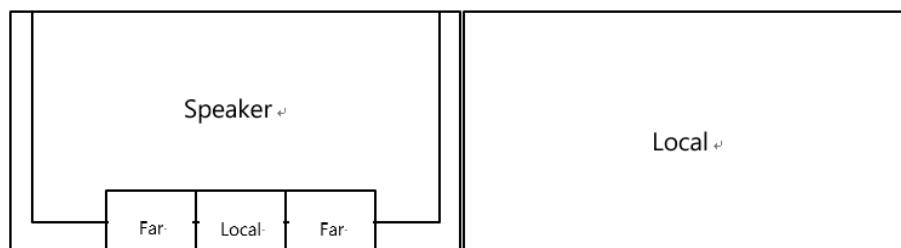
Two-Way Video Call with a Presentation



Multi-Way Video Calls

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

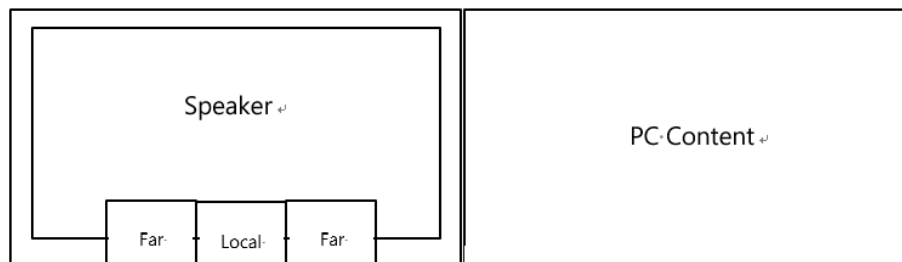
- **Primary monitor:** the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.
- **Secondary monitor:** the local video image is displayed in a large pane.



Multi-Way Video Calls with a Presentation

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

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



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

Layouts of Multiple Display Devices

If the third display device is connected to the HDMI OUT port on the VCC22 video conferencing camera to display the shared content, when the VC880/VC800/PVT980 codec only connects a monitor or no content is being shared to others, the display device connected to the VCC22 video conferencing camera only displays the default background image.

Local Camera Layout

During a call, all video streams captured by the connected cameras are synthesized to one video stream, and then sent to the far site. The supported camera layouts are as below:

- **1+N:** the video stream captured by the selected camera is given prominence in the largest pane. Others are displayed in small panes.
- **Selected Speaker:** the video stream captured by the selected camera is displayed in a large pane.
- **Equal N×N:** all video streams are given equal prominence in equal-sized panes.
- [Changing the Camera Layout by Remote Control](#)
- [Changing the Camera Layout by CP960](#)
- [Changing the Camera Layout by CTP20](#)

Changing the Camera Layout by Remote Control

Procedure

1. Press OK key to open **Talk Menu** during a call.
2. Select **Layout Adjustment > Camera Layout**.
3. Select the desired layout.


Changing the Camera Layout by CP960

Procedure

1. Tap **Layout** > **Camera Layout** during a call.
2. Select the desired layout.

Changing the Camera Layout by CTP20

Procedure


1. Tap  from the bottom-right corner during a call.
2. Tap **Muti-camera Layout Switching** from the top-right corner.
3. Select the desired layout.

Changing the Local Screen Layout

You can change the local screen layout during a call by the remote control/CP960/CTP20.

Procedure

1. Do one of the followings during a call:

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

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

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

If you are in a YMS or cloud conference, tap **Layout** > **Local Layout**.

- On your CTP20, tap **Layout**.

If you are in a YMS or cloud conference, tap **Click to switch screen** to change the local screen.

2. Select the desired layout.

Related concepts

[Available Screen Layouts](#)

Specifying Content for the Secondary Screen

When you connect dual displays, you can use the default layout, or specify the content for the secondary monitor via the remote control or CTP20. This feature is not available to VC200 endpoint.

- [Specifying Content to the Secondary Screen by Remote Control](#)
- [Specifying Content to the Secondary Screen by CTP20](#)

Specifying Content to the Secondary Screen by Remote Control

Procedure

1. Press OK key to open **Talk Menu** during a call.
2. Select **Layout Adjustment > Focus (Display2)**.
3. Select the desired content for the secondary screen.

The secondary screen displays the selected content. If you specify a new content on the secondary screen, the PC content on the second screen will automatically be displayed on the primary screen.

Specifying Content to the Secondary Screen by CTP20

Procedure

1. During a call, tap **Screen 2**.
2. Select the desired content for the secondary screen.

The secondary screen displays the selected content. If you specify a new content on the secondary screen, the PC content on the second screen will automatically be displayed on the primary screen.

Recording Videos and Taking Screenshots

- [Recording Videos](#)
- [Taking Screenshots](#)
- [Managing Videos and Screenshots](#)

Recording Videos

You can record videos to the system memory (only applicable to VC200), a USB flash drive or your computer. The recorded videos will be saved in .mkv format and named as the recorded time and date. In addition, if the administrator has enabled recording for your YMS account, you can use to save the video on the server during the meeting. The system supports 720P for local video recording, and the server supports 1080P recording.

About this task

If there is a WPP20 wireless presentation pod in the meeting room, you can use it to record videos to your computer. To record videos to a USB external storage device, the USB external storage device you connect should support FAT 32 and NTFS format.

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



Note: Whiteboard collaboration content is temporarily unavailable for recording.

- [Recording Local Videos](#)
- [Recording Server Videos](#)

Recording Local Videos

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

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

| Endpoint | Requirements |
|---|---|
| VC880/VC800/ VC500/PVT980/ PVT950 | Make sure the administrator has enabled USB and recording features. |
| | Make sure the USB flash drive has enough storage space. |
| VC200 | <ul style="list-style-type: none"> • Make sure the administrator has enabled recording feature • If you need to store video locally, local storage should be enabled • If you need to store video on the USB flash drive, USB feature should be enabled. |
| | Make sure that VC200 or USB flash drive has enough storage space. |



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

- [Recording Local Videos by Remote control](#)
- [Recording Local Videos by CP960](#)
- [Recording Local Videos by CTP20](#)
- [Recording Local Videos by WPP20](#)

Recording Local Videos by Remote control

Procedure

1. Press to start recording.


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

The monitor displays the recording icon and the duration.

2. Press again to stop recording.

Recording Local Videos by CP960

Procedure

1. Tap  to start recording.

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

2. Tap  to stop recording.

Recording Local Videos by CTP20

Procedure

1. Tap  > **Record**.

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

The recording icon and the duration will be displayed on the screen.

2. Tap  > **Recording** to stop recording.

Recording Local Videos by WPP20

Before you begin

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

Procedure

1. Do one of the following:
 - When the system is idle, click **Start Sharing** on the Yealink Wireless Presentation Pod software.
 - When the system is during the call, click **Start Sharing** or **Meeting Control** > **Record** on the Yealink Wireless Presentation Pod software.
2. Select the storage location for the recording file.

The system prompts whether or not you agree with the recording request.
3. Confirm the WPP20 recording request on the system.
4. On the Yealink Wireless Presentation Pod software, click **Stop Sharing**.

Recording Server Videos

If the administrator has enabled recording feature for your YMS account, you can record the server videos so that the videos can be directly saved on the YMS server during a YMS call or a meeting (If you are in a scheduled meeting, you need to be granted permission to record).


- [Recording Server Videos by Remote control](#)
- [Recording Server Videos by CP960](#)
- [Recording Server Videos by CTP20](#)

Recording Server Videos by Remote control

Before you begin

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

Procedure



1. Press  to start recording.
2. Select **Server recording**.
3. Press  again to stop recording.

Recording Server Videos by CP960

Before you begin



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

Procedure

1. Tap  to start recording.
2. Select **Server record**.
3. Tap  to stop recording.

Recording Server Videos by CTP20

Procedure

1. Tap  > **Record**.
2. Select **Server record**.
3. Tap  > **Recording** to stop recording.

Taking Screenshots

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

About this task

You can use the remote control or CTP20 to capture screenshots when the system is idle. You can use the remote control, CTP20, or CP960 to capture screenshots when the system is during a call.

Your system should meet the following requirements:

| Endpoint | Requirements |
|---|---|
| VC880/VC800/ VC500/PVT980/ PVT950 | Make sure the administrator has enabled USB and screenshots features. |
| | Make sure the USB flash drive has enough storage space. |
| VC200 | <ul style="list-style-type: none"> • Make sure the administrator has enabled screenshots feature • If you need to store video locally, local storage should be enabled • If you need to store video on the USB flash drive, USB feature should be enabled. |
| | Make sure that VC200 or USB flash drive has enough storage space. |



Note: To save screenshots to a USB flash drive, the USB flash drive you connect should support FAT32 or NTFS format. The USB flash drive must be connected to the codec, VCH50, or wired CTP20.

- [Capturing Screenshots by CP960](#)
- [Capturing Screenshots by Remote Control](#)
- [Capturing Screenshots by CTP20](#)



Capturing Screenshots by CP960

Procedure

Tap **More** > **Screenshot** during a conference.


Capturing Screenshots by Remote Control

Procedure

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

Capturing Screenshots by CTP20

Procedure

1. Tap  from the bottom-right corner.

2. Tap Screenshot.

Managing Videos and Screenshots

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




Note: You can only manage the video and screenshot file by using the remote control.

- [Copying the Screenshot from the Local Storage to the USB Flash Drive](#)
- [Copying the Video from the Local Storage to the USB Flash Drive](#)
- [Viewing Screenshots](#)
- [Deleting Screenshots](#)
- [Viewing Local Recorded Videos](#)
- [Deleting Local Recorded Videos](#)

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

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


Procedure

1. On your remote control, go to **More > File Manager > Local Storage > Screenshot**.
2. Select a desired screenshot, and then press the right key to select .

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

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

Procedure

1. On your remote control, go to **More > File Manager > Local Storage > Video**.
2. Select a desired video, and then press the right key to select .

Viewing Screenshots




Procedure

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

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

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

3. Do one of the following:

- Press the left key or the right key to view the previous or next screenshot.
- Press  or  to zoom the screenshot in/out.
- On your remote control, press  to exit.

Deleting Screenshots

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

Procedure

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

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

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

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

3. Confirm the action.

Viewing Local Recorded Videos





Procedure



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


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

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

3. Do one of the following:

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

- Press the volume key to adjust the speakerphone volume.
- Select  or tap  on the remote control to stop playing.

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


Deleting Local Recorded Videos

You can delete the recorded videos to free up the storage space.

Procedure

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

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

2. Select the desired video and select .

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

3. Click **OK**.

Basic Settings

- [Configuring the Audio Settings](#)
- [Configuring Video Settings](#)
- [Setting the Wallpaper for CTP20 and VCS Codec](#)
- [Setting the CTP20 Brightness](#)

Configuring the Audio Settings

You can configure audio settings on the system.

- [Adjusting the Volume](#)
- [Configuring Key Tone](#)
- [Enabling Silent Mode](#)
- [Muting the Microphone](#)

Adjusting the Volume

You can adjust the following volume:

- **Ringer volume:** adjust the ringer volume when the phone is idle or ringing.
- **Talking volume:** adjust the speakerphone volume when the device is in a call.

- **Key tone volume:** adjust the volume of key tone which is produced when you press the key on the remote control or CP960
- **Media Volume:** adjust the media volume when playing recorded videos.

Procedure

Do one of the following:

- On your remote control, press volume key to adjust the volume.
- On your CP960, tap volume key or drag the volume slider to adjust the volume.
- From the bottom-right corner of CTP20, drag the volume slider.



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

Configuring Key Tone

The key tone feature allows the system to produce a sound when you press any key on the remote control or tap the onscreen dial pad on CP960.

- [Configuring the Key Tone by the Remote control](#)
- [Configuring the Key Tone by CTP20](#)


Configuring the Key Tone by the Remote control

Procedure

1. Go to **More > Setting > Basic**.
2. Select the **Key Tone** checkbox.

Configuring the Key Tone by CTP20

Procedure

1. Tap  > **Setting > Basic > General**.
2. Enable **Key Tone**.

Enabling Silent Mode



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



- [Enabling Silent Mode by Remote Control](#)
- [Enabling Silent Mode by CP960](#)
- [Enabling Silent Mode by CTP20](#)

Enabling Silent Mode by Remote Control

Procedure

Do one of the following:

- Long press Vol- key to decrease the volume to the minimum.
- If  is set as **Mute Speaker** key by your system administrator. On your remote control, press .

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

Related tasks

[Enabling Silent Mode by CP960](#)

Enabling Silent Mode by CP960

Procedure

Do one of the following:


- Long tap the left volume touch key to decrease the ringer volume to minimum.
- Swipe down from the top of the screen to go to the control center and tap **Silent**.

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

Enabling Silent Mode by CTP20

Procedure

Do one of the following:


- From the bottom-right corner of CTP20, drag the volume slider to the minimum.
- From the bottom-right corner, tap .

Muting the Microphone


Turning on the mute mode will turn off the microphone so that other parties will not hear you during the call.

Procedure

Do one of the following:

- On your remote control, press Mute Key.
- On your CTP20, tap  > **Mute**.

- On your CP960, tap one of the Mute keys.
- On your CPE90 wired expansion microphones, tap the Mute key.
- On your CPW90-BT Bluetooth wireless microphones, tap the Mute key.

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

Configuring Video Settings

You can configure video settings on the system.

- [Maximizing Monitor Video Display](#)
- [Video Input Source](#)

Maximizing Monitor Video Display

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

- [Maximizing Monitor Video Display by Remote Control](#)
- [Maximizing Monitor Video Display by CTP20](#)

Maximizing Monitor Video Display by Remote Control

Procedure


1. Go to **More > Setting > Basic > Display**.

If the system is connected to two display devices, go to **More > Setting > Basic**, use left or right key to select **Main Display** or **EXT Display** to adjust the aspect ratio of the corresponding display device.

2. Use left or right key to adjust the **(Main/EXT) Display (90%-100%)** slider.
3. Select **Save** and then press OK key to accept the change.

Maximizing Monitor Video Display by CTP20

Procedure

1. Tap  > **Setting > Basic > General > Display**.
2. In the **Display** field, drag the bar to adjust the aspect ratio of the monitor.
3. Save the change.

Video Input Source

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

- [Changing the Video Input Source When not in a Call](#)

- *Changing the Video Input Source in a Call*



Changing the Video Input Source When not in a Call

Before you begin

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

Procedure

1. Do one of the following:

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

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

2. Select the desired input source.

The monitor shows the selected source.



Changing the Video Input Source in a Call

Before you begin

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

Procedure

1. Do one of the following:

- Press OK key to open **Talk Menu**, and then select **Input Choose**.
- If  is set to Input key by your system administrator, press  to enable the video input source.


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

2. Select the desired input source.

- If you select **PC**, the remote video image is shown in big size, and the PC content is shown in small size (Picture-in-Picture).
- If you select **Camera+PC**, the PC content is shown in big size, and other video images are shown in small size.
- If you select **Camera**, the remote video image is shown in big size, and the local video image is shown in small size (Picture-in-Picture).


Setting the Wallpaper for CTP20 and VCS Codec

Procedure

1. Tap  > **Setting** > **Basic** > **Wallpaper**.
2. Select the desired wallpaper.
3. In the top-right corner of the page, tap **Set as wallpaper**.

Setting the CTP20 Brightness

Procedure

1. Tap  from the bottom-right corner.
2. In the **CTP20 Brightness** field, drag the slider to adjust the brightness of the CTP20.

Managing the Directory

The directory contains local contacts, local conference contacts, and cloud contacts /YMS enterprise contacts. You can use the remote control and CP960 conference phone to manage local contacts and local conference contacts. All cloud contacts or YMS contacts will be automatically synchronized to the directory once a Cloud account /YMS account has logged into the endpoint, and you can view and search cloud contacts or YMS contacts.

- [Managing Local Contacts and Conference Contacts](#)
- [Yealink Cloud Contacts](#)
- [YMS Contacts\(Enterprise Directory\)](#)
- [Searching for Contacts](#)

Managing Local Contacts and Conference Contacts

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

- [Adding a Local Contact](#)
- [Adding Conference Contacts](#)
- [Editing Contacts](#)
- [Deleting Contacts](#)

Adding a Local Contact

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

- [Adding a Local Contact by Remote Control](#)

Adding a Local Contact by Remote Control

Procedure

1. Go to **Dial > Directory**.
2. Select **Local** from the drop-down menu.
3. Select **New Contact**.
4. Enter the contact name in the **Name** field.
5. Enter the contact number or IP address in the **Number** field.
6. Select **Add New Number** to add more numbers.

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

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

The default bandwidth is Auto, which means the system will automatically select the appropriate bandwidth during a call.

8. Save the change.

Adding Conference Contacts

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



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

- [Adding a Conference Contact by Remote control](#)

Related concepts

[Multipoint Licenses](#)

Adding a Conference Contact by Remote control

Procedure

1. Go to **Dial > Directory**.
2. Select **Conference Contacts** from the drop-down menu.
3. Select **New Conference**.
4. Enter the group name in the **Name** field.
All the local contacts are displayed below the search box.
5. Select the desired local contacts and add them to the conference contact.

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

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

6. Save the change.

Editing Contacts

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

- [Editing Contacts by Remote Control](#)
- [Editing Contacts by CP960](#)


Editing Contacts by Remote Control

Procedure

1. Go to **Dial > Directory**.
2. Select **Local** or **Conference Contacts** from the drop-down menu.
3. Select the desired contact and then press the right key.
4. Select **Edit**.
5. Edit the contact information.
6. Save the change.

Editing Contacts by CP960

Procedure

1. Tap **Directory**.
2. Select **Local** or **Conference Contacts** from the drop-down menu.
3. Tap  beside the desired contact.
4. Edit the corresponding information.
5. Save the change.

Deleting Contacts

You can delete the local contact or the conference contacts. If you delete a local contact, this contact does not exist any more, but if you delete a conference contact, the contacts that belong to this conference contact still exists in the local contact.

- [Deleting Contacts by Remote Control](#)
- [Deleting Contacts by CP960](#)

Deleting Contacts by Remote Control

Procedure


1. Go to **Dial > Directory**.
2. Select **Local** or **Conference Contacts** from the drop-down menu.
3. Select the desired contact or conference contacts and then press the right key.
4. Select **Delete**.

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

5. Confirm the action.

Deleting Contacts by CP960

Procedure

1. Tap **Directory**.
2. Select **Local** or **Conference Contacts** from the drop-down menu.
3. Tap  beside the desired contact.
4. Tap **Delete**.

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

5. Confirm the action.

Yealink Cloud Contacts

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

There are four types of Yealink Cloud contacts:

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

Related information

[Using the Yealink VC Cloud Management Service Platform](#)

YMS Contacts(Enterprise Directory)

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

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

There are four types of YMS contact:

- **Enterprise Directory:** the users that have YMS accounts. The enterprise administrator can create departments for users.
- **Device:** the devices registered with YMS accounts in the video meeting room.
- **External contacts:** other users added by the Yealink YMS enterprise administrator. Those devices do not have YMS accounts.
- **Virtual Meeting Room:** it exists permanently. The enterprise administrator can determine whether to synchronize the VMR to your system or not.

Related tasks

[Using Yealink Meeting Server](#)

Searching for Contacts

You can search for the contacts in the directory.

- [Searching for Contacts by Remote Control](#)
- [Searching for Contacts by CP960](#)
- [Searching for Contacts by CTP20](#)

Searching for Contacts by Remote Control


Procedure

1. Go to **Dial > Directory**.
2. Enter a few or all characters of the contact name or numbers in the **Search** field.

The search result is displayed on the screen.

Searching for Contacts by CP960

Procedure

1. Tap **Directory**.
2. Tap .
3. Enter a few or all characters of the contact name or numbers.

The search result appears on the touch screen.

Searching for Contacts by CTP20

Procedure

1. Tap **Dial** > **Directory**.

If you register a Yealink Cloud account/YMS account, tap **New Meeting** > **Directory**.

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

The research result is displayed on the screen.

Managing the Call History

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

- [Adding a History Record to the Local Directory](#)
- [Deleting History Records](#)

Adding a History Record to the Local Directory

- [Adding a History Record to the Local Directory by Remote control](#)
- [Adding a History Record to the Local Directory by CP960](#)

Adding a History Record to the Local Directory by Remote control


Procedure

1. Go to **Dial** > **History**.
2. Optional: Select the desired list from the **All Calls** drop-down menu.
3. Select the desired call history and then press the right key.
4. Tap **Add to Contact**.
5. Enter the contact name.
6. Optional: You can add several numbers for one local contact.
7. Save the change.

Adding a History Record to the Local Directory by CP960

Procedure

1. Tap **History**.

2. Tap the **All Calls** field, and tap the desired list in the pop-up dialog box.
3. Tap  beside the desired record.
4. Tap **Add to Contact**.
5. Edit the corresponding information.
6. Save the change.

Deleting History Records

You can delete one or all history records.

- [Deleting a History Record by Remote Control](#)
- [Deleting a History Record by CP960](#)
- [Deleting All History Records by Remote control](#)


Deleting a History Record by Remote Control

Procedure

1. Go to **Dial > History**.
2. Optional: Select the desired list from the **All Calls** drop-down menu.
3. Select the desired history record and then press the right key.
4. Select **Delete**.

Deleting a History Record by CP960

Procedure

1. Tap **History**.
2. Optional: Tap the **All Calls** field, and tap the desired list in the pop-up dialog box.
3. Tap  beside the desired history record.
4. Tap **Delete**.

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

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

Deleting All History Records by Remote control

Procedure

1. Go to **Dial > History**.
2. Select the desired list from the **All Calls** drop-down menu.
3. Select **Clear**.

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

4. Confirm the action.

Using CPE90 Wired Expansion Microphones

This section introduces how to use CPE90 Wired Expansion Microphones.

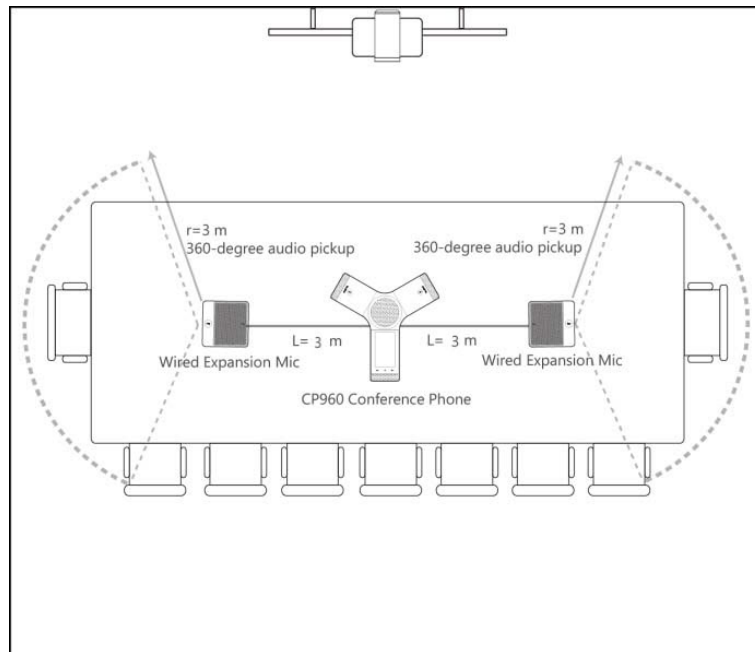
- [Placing CPE90 Wired Expansion Microphones](#)
- [Muting or Unmuting the Microphone](#)

Placing CPE90 Wired Expansion Microphones

The CPE90 has a rubber pads on its base to prevent it from sliding. You can place the CPE90 on a stable surface and keep it away from obstacles so that it can better pick up sounds.


Procedure

Place CPE90 Wired Expansion Microphones according to the image below.



Muting or Unmuting the Microphone

Procedure

Tap  to mute/unmute the microphone.

Using the CPW90-BT Bluetooth Wireless Microphones with VCS

CPW90-BT Bluetooth wireless microphones can work as the audio input devices of your video conferencing system. For more information on how to use CPW90-BT Bluetooth Wireless Microphones, refer to [Yealink CPW90-BT Bluetooth Wireless Microphones Quick Start Guide](#).