

Full HD Video Conferencing System User Guide



MeetingEye 600



MeetingEye 400



VC800



VC880



VC500/PVT950



VC200



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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 models:

- 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 providing wireless AP	On the website	English/ Chinese
Yealink WPP20 Wireless Presentation Pod Quick Start Guide	Connect WPP20 wireless presentation pod to VCS	On the website /in the package	English/ Chinese
Yealink CP960 HD IP Conference Phone Quick Reference Guide	Use CP960 Conference Phone	On the website	English/ Chinese
Yealink CTP20 Quick Start Guide	Connect CTP20 touch panel to VCS	On the website	English/ Chinese
Yealink VCH51 Quick Start Guide	Connect VCM34 to VCS	On the website	English/ Chinese



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

Getting Started

This chapter introduces the basic operation of VCS endpoints. You can use the VCR11 remote control, CTP20 touch panel, or CP960 conference phone to control the VCS endpoints.

- [Hardware of VCR11 Remote Control](#)
- [CTP20 Touch Panel](#)
- [CP960 Conference Phone](#)
- [Familiarizing with the Idle Screen](#)
- [Familiarizing with Icons](#)
- [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

You can use the following features with VCR20 remote control:

- Initiate or join a conference
- Control conferences, for example, inviting participants or ending the conference
- Control a camera

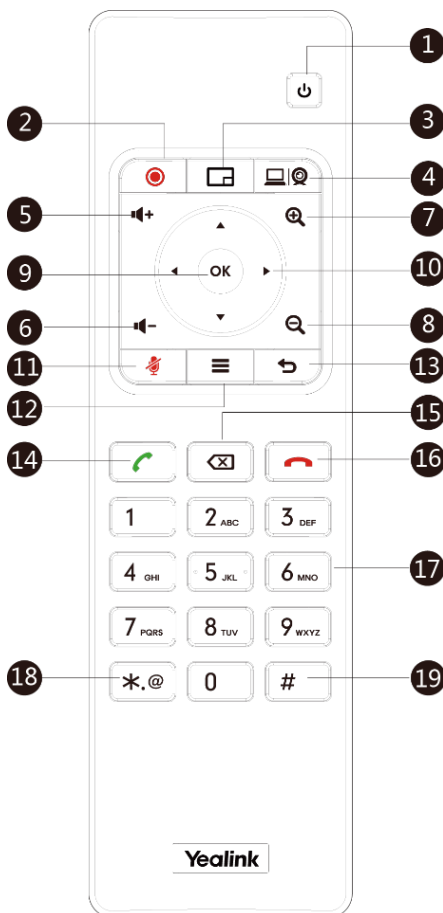
- Record video or audio, present content, or take screenshots
- Modify system settings

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 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 endpoint • Put the endpoint to sleep or wake up the endpoint
2	Video Recording Key	Start or stop recording the video and audio.
3	Layout Key	Adjust the layout during a video call.
4	Custom Key	<p>Customize the key function.</p> <p>The system administrator can customize the key as the Presentation key (default), the Input key, the ScreenShot key, Mute Speaker key, or Preset key.</p>

No.	Name	Description
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"> • Zoom the camera focal length in. • Zoom the captured image in. • Turn the page up
8	Zoom out key	<ul style="list-style-type: none"> • Zoom the camera focal length out. • 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 to the desired menu item. • Pan or 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 endpoint 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 Dialing screen
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 Remote Control

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

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

Entering Characters by Dial Pad

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

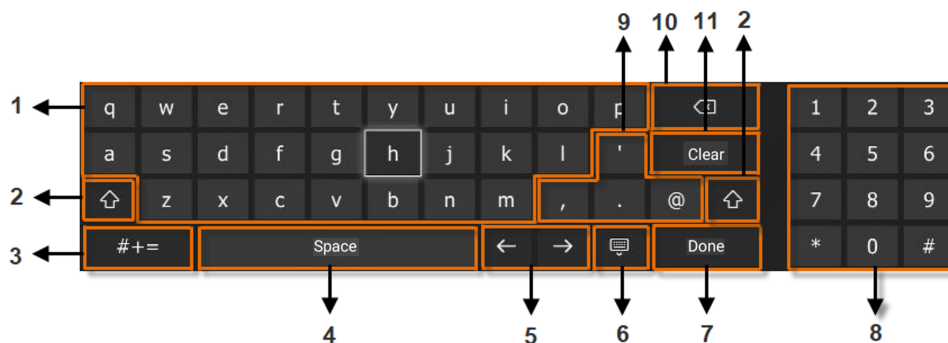
Procedure



Press the keypad on the remote control to enter characters.

Using the Onscreen Keyboard

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

About this task



No.	Name	Description	
1	26 English Letters	Enter the letter.	
2		Switch to the uppercase input mode.	
3	Special characters	Enter the corresponding special character.	
4	Space Key	Enter a space.	
5	Cursor	Position a cursor.	
6		Hide the onscreen keyboard.	
7	This key is flexible to identify the context sensitive features.	Done	Finish typing.
		Next	Go to the next one.
8	Numeric keypad	Enter the number.	
9	4 special characters	Enter the corresponding special character. Position a cursor. <ul style="list-style-type: none"> • Delete one character at a time • Long press to delete multiple characters 	
10	Delete Key	<ul style="list-style-type: none"> • Delete one character at a time • Long press to delete multiple characters 	
11	Clear	Clear all characters.	

Procedure

1. In the editing field, press OK Key to open the onscreen keyboard.
2. Select the corresponding characters and press OK key.

CTP20 Touch Panel

As the controller of VCS endpoints, CTP20 touch panel can help you fully control the VCS endpoints. 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.

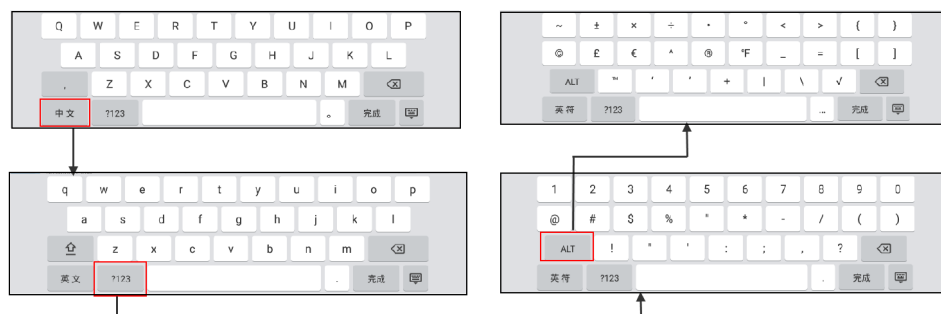
Android Keyboard (AOSP) – English (US) Input Method



Number	Key	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.	Done	• Finish typing.
		Next	• Go to the next one.
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.



CP960 Conference Phone

You can use the following features with CP960:

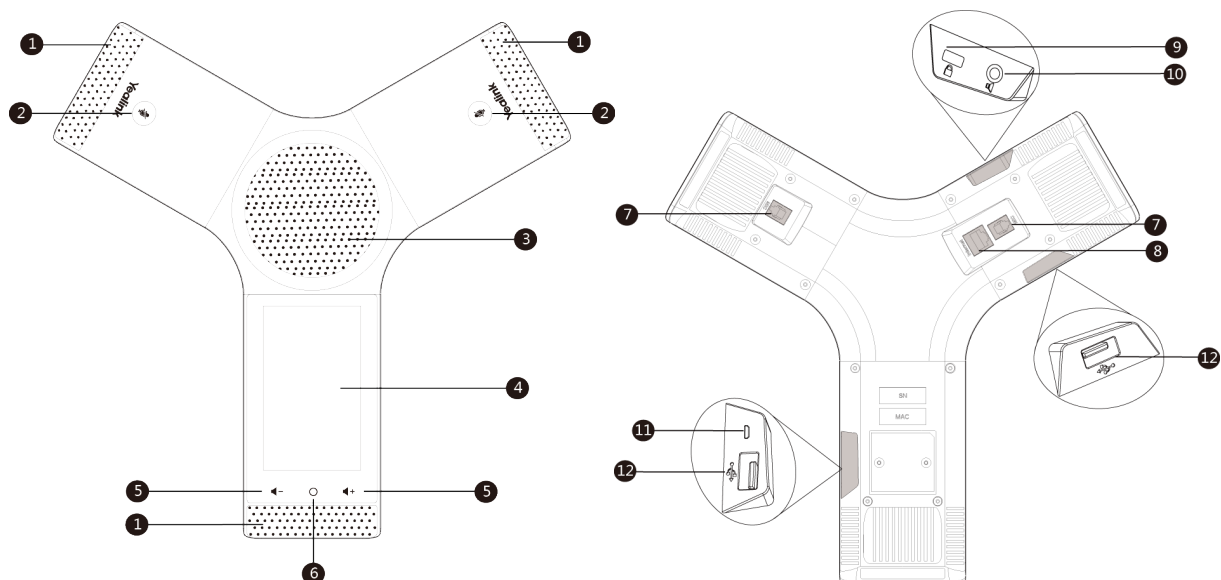
- Initiate or join a conference
- Control a conference (for example, invite participants, change the conference layout and end the conference)
- Control a camera
- Record a conference, initiate a presentation and others
- Modify system settings
- Edit local contacts


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 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 device and the call. Toggle the mute mode.
3	Speaker	Provide hands-free (speakerphone) audio output.
4	Touch Screen	<p>5 inches (720 x 1280) capacitive (5 point) touch screen with two idle screens. Tap the screen and select the desired menu.</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 VCS endpoint. 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.
10	3.5mm Audio-out Port	This port is unavailable when CP960 works with the video conferencing system.
11	Micro USB Port	This port is unavailable when CP960 works with the video conferencing system.
12	USB	Insert a USB flash drive to a USB port for storing screenshots, recording videos or captured packets (optional).

Entering Characters by CP960

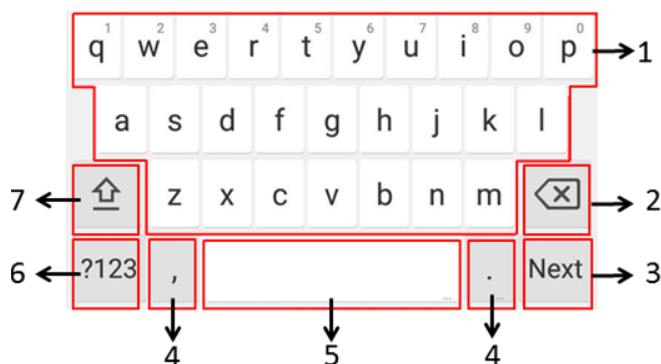
You can use the onscreen keyboard on the touch screen or use the onscreen dial pad on the dialing screen to enter characters.

- [Entering Characters by Onscreen Keyboard](#)
- [Performing Other Operations by the Onscreen Keyboard](#)
- [Entering 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.

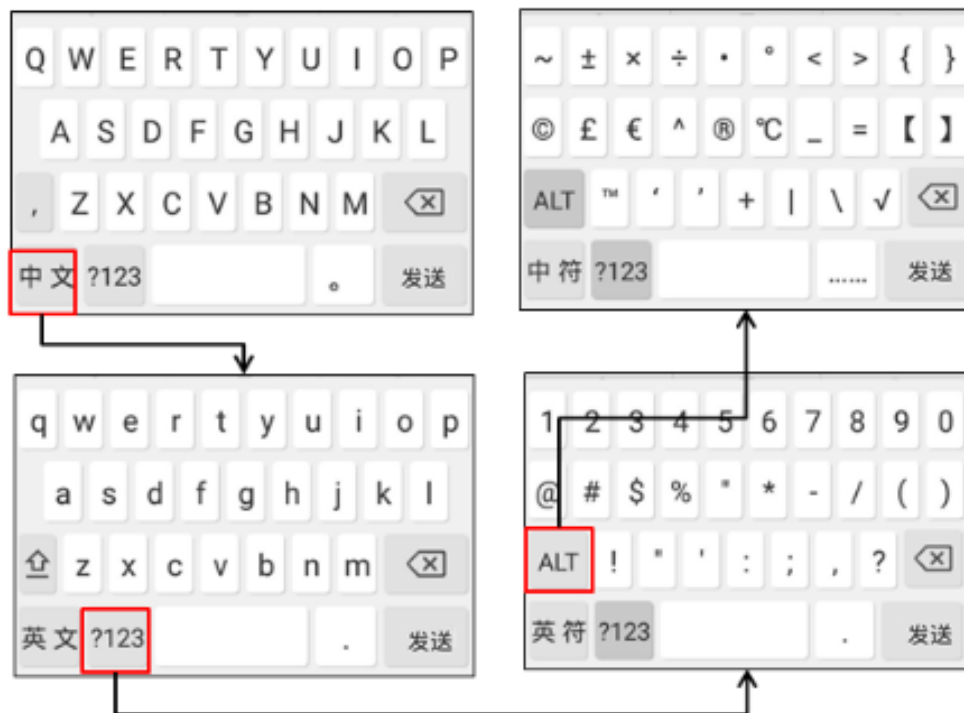
Android Keyboard (AOSP) – English (US) Input Method



Number	Key	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 	
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.



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"> 1. Long tap the character. 2. 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
Cut/Copy characters.	<ol style="list-style-type: none"> 1. Select characters. 2. Tap CUT/POTY or tap  on the status bar. 3. Long tap the desired field. 4. Tap PASTE.
Delete more characters at a time.	<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 tap .

Operation	Procedure
Replace characters.	<ol style="list-style-type: none"> 1. Drag the cursor to select the desired character. 2. Enter the desired character.

Entering Characters by Dial Pad

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

Familiarizing with the Idle Screen


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

Idle Screen

If a YMS account is registered on the VCS endpoint, the idle screen (not the touch screen) is displayed as below:



Name	Description
Status Icon	The status icons are displayed in the center of the status bar.
Time and Date	The time and date are displayed below the status bar.
Site Name	The site name of the system.
Register Account	Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator.
New Meeting (Dial)	If you register a Yealink Cloud/YMS account, you can initiate Yealink Cloud/YMS conferences. If not, you can only initiate local conferences.
Join Meeting	Enter the conference ID and password to join conferences.




Name	Description
More	<p>IP</p> <ul style="list-style-type: none"> • LAN:X.X.X.X: indicates that 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 VCS endpoint and the DHCP server, or configure a static IP address for the system. <p> Note: If you do register a cloud account, it displays when you go to the More menu. If you do not register an account, it will display on the Idle screen)</p> <p>Configure the following features:</p> <ul style="list-style-type: none"> • Mute/unmute the microphone • Enable/disable DND • Enable/disable the auto answer • Camera Control • Go to the Setting screen to view the device information of CTP20 and the VCS endpoint, the network information, the related setting on the VCS endpoint, and diagnosis. • Go to File Manager to manage the screenshot and videos
Presentation	When the VCS endpoint is connected to the PC, you can use this feature to present the content of the PC.
Conference Schedule	When you register a Yealink Cloud account or YMS account, you can view the schedule and the status of the next conference.

Idle Screen of CTP20

If a YMS account is registered on the VCS endpoint, the idle screen of CTP20 is displayed as below:

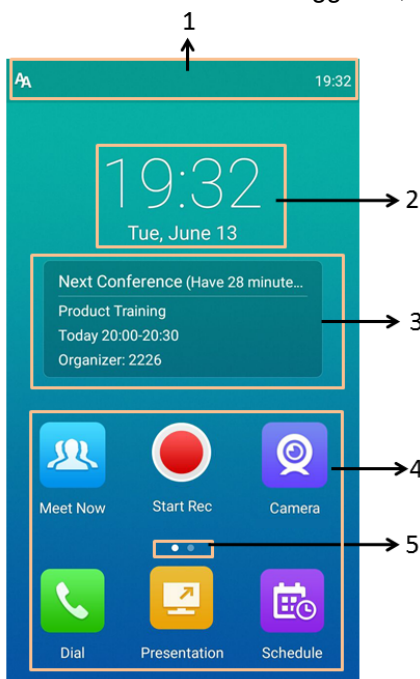


Name	Description
Site Name	The site name of the system.

Name	Description
Status Icon	The status icons are displayed in the center of the status bar.
Register Account	Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator.
Home page	<ul style="list-style-type: none"> • New Meeting(Dial): create a new conference. If you register a Yealink Cloud/YMS account, you can initiate Yealink Cloud/YMS conferences. If not, you can only initiate local conferences. • Join Meeting: enter the conference ID and password to join a conference. • Whiteboard: you can initiate a whiteboard collaboration in your local meeting room. • Presentation: when the VCS endpoint is connected to the PC, you can use this feature to present the content of the PC. • Conference Schedule: when you register a Yealink Cloud account or YMS account, you can view the schedule and the status of the next conference.
Time and Date	The time and date are displayed on the top of the screen.
Volume adjuster	Adjust the volume.
	<p>IP</p> <ul style="list-style-type: none"> • LAN:X.X.X.X: indicates that 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 VCS endpoint and the DHCP server, or configure a static IP address for the system. <p>Note: If you do register a cloud account, it displays when you go to the  More menu. If you do not register an account, it will display on the Idle screen)</p> <p>Configure the following features:</p> <ul style="list-style-type: none"> • Mute/unmute the microphone • Enable/disable DND • Enable/disable the auto answer • Camera Control • Go to the Setting screen to view the device information of CTP20 and the VCS endpoint, the network information, the related setting on the VCS endpoint, and diagnosis. • Go to File Manager to manage the screenshot and videos
	<ul style="list-style-type: none"> • Set or adjust the camera presets • Enable or disable the camera (this feature is available to VC800/VC880/PVT980)

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	Conference Schedule	When you register a Yealink Cloud account or a YMS account, you can view the conference schedule.
4	Application	Use the corresponding feature.
5	Screen Indicator	Indicates the current screen. You can swipe to left or right to view more screens.

CP960 Control Center/Notification Center

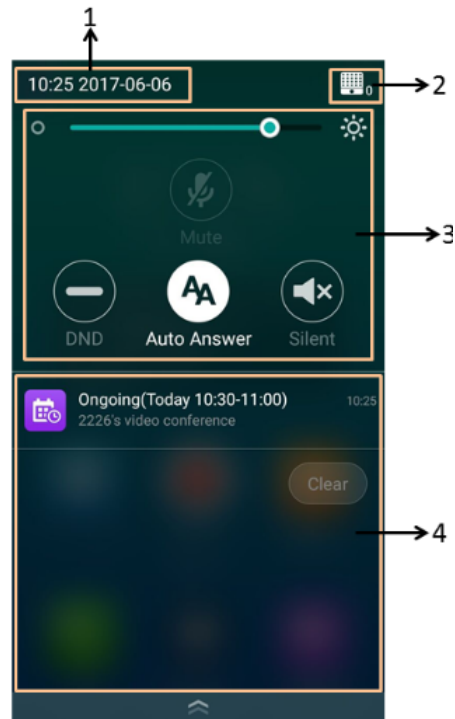
The control center or notification center of CP960 allows you to quickly enable/disable the related feature or view the latest notifications.

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

Going to the Control Center/Notification Center

Procedure

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



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

Exiting Control Center/Notification Center

Procedure

On your CP960, do one of the following:

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



















Familiarizing with Icons



















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







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








Icon	Description
	CP960 is not connected
	The local camera is disabled (it is only applicable to VC880/VC800/VC500/PVT980/PVT950)
	Wi-Fi mode is enabled, but is not connect the wireless network
	Wi-Fi mode is enabled, and is connected the wireless network
	Wireless hotspot is enabled, but no device is connected to it
	Wireless hotspot is enabled, and some devices are connected to the system (the number of the connected devices is displayed in the bottom-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
	The VCH50/VCH51 video conferencing hub is connected to the VCS endpoint
	Auto answer
	Missed calls (it is displayed in the status bar of the monitor)
	The volume is 0
	DND (do not disturb) is enabled
	Dual-screen mode(it is only applicable to VC880/VC800/VC500/PVT980/PVT950 and the HDMI 1 and HDMI 2 ports of the VCS endpoint are connected to display control)
	Wired sharing (when a PC is connected to the VCH50/VCH51 video conferencing hub)

Icon	Description
	Wireless sharing (use the WPP20 wireless presentation pod to share the content on PC and the number of the connected WPP20 is displayed in the bottom-right corner)
	A USB flash drive is inserted
VPN	VPN is enabled
	BT42 dongle is connected, but the CPW90-BT Bluetooth wireless microphones are unregistered.
	BT42 dongle is connected, and the CPW90-BT Bluetooth wireless microphones are registered.
	VCM34 is connected to the device (the number of connected VCM34 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 device 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)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)
	Local directory

Icon	Description
	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

Icon	Description
	Auto answer
	Missed calls (it is displayed in the status bar of the monitor)
	DND (Do Not Disturb)
	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)
	Yealink Cloud contacts or YMS contacts
	Virtual Meeting Room (VMR)
	Third-party devices

Icon	Description
	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 time when you start up the system or reset the system 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.
The option pops up on the display.
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.
- On your CTP20, 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

- [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


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 (E.164) 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 the IP address of the device (for example, 10.3.6.201) or the account number to enter the virtual meeting room.
- 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).
- [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 > Dial**.
If you register a Yealink Cloud account or YMS account, select **New Meeting > Dial**.
2. Optional: Go to **Auto** at the bottom of the screen, and select the desired call type from the drop-down menu.
3. Enter the number.
4. Tap  to place a video call.

Dialing the Number by CP960

Procedure


1. Tap **Dial**.
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 or YMS account, tap **New Meeting > Dial**.
2. Optional: Tap **Auto** at the bottom of the screen, 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 call 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 CP960](#)

Editing Numbers Before Calling by CP960

Procedure

1. Tap **History**.
2. Tap  beside the desired record.
3. Tap **Edit before calling**.
The selected call record will be filled in the dialing input box automatically.
4. Edit the number and dial out.

Placing 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**.
If you register a Yealink Cloud account or YMS account, go to **New Meeting > Directory**.
2. Press the right navigation key to select the desired contact type.
3. Select the desired contact.
4. Press the OK key to place a video 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.

Placing Calls to Contacts by CTP20

Procedure

1. Tap **Dial > Directory**.
If you register a Yealink Cloud account or YMS account, tap **New Meeting > Directory**.
2. Select the desired contact type.
3. Select 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**.
If you register a Yealink Cloud account or YMS account, go to **New Meeting > Dial > History**.
2. Select the desired type of the call record.
3. Tap the desired record.
4. Tap  to place a video 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 or YMS account, tap **New Meeting > History**.
2. Select the desired type of the call record.
3. Tap the desired record.
4. Tap  to place a video call.

Answering Calls

You can manually answer the incoming calls, you can also enable the auto answer feature when the system is idle or in a call.

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

Manually Answering Calls

If you do not enable the auto answer or the auto answer multiway feature for the system, you can 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

You can enable the auto answer feature to answer calls automatically when the system is idle, which can avoid missing incoming calls.

About this task



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**.
2. Enable **Auto Answer**.


Configuring Auto Answer by CP960

Procedure

1. On your CP960, swipe down from the top to go to the control center.
2. Tap **Auto Answer**.

Configuring Auto Answer by to CTP20

Procedure

1. Tap  in 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.

About this task



Note: 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 > Settings > Basic > Call Features**.
2. Enable **Auto Answer Multiway**.

Configuring Auto Answer during a Call by to CTP20

Procedure

1. Tap  > **Settings > 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 avoids the caller hearing the local conversation freely.

About this task

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

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

Enabling Auto Answer Mute by Remote Control

Procedure

1. Go to **More > Settings > Basic > Call Features**.
2. Enable **Auto Answer Mute**.

Enabling Auto Answer Mute by CTP20

Procedure

1. Tap  > **Settings > 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 you do not have conferences to attend, you can enable DND.

Procedure


1. Go to **More > Settings > Basic > Call Features**.
2. Enable **DND**.

The DND icon  is displayed in the status bar of the monitor. The device will automatically reject the incoming calls and send the busy tones.

Enabling DND When Not in a Call by CP960


Procedure


1. On your CP960, swipe down from the top to go to the control center.
2. Enable **DND**.

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

Enabling DND When Not in a Call by CTP20

Procedure


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

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

Enabling DND in a Call by Remote Control

Procedure


1. Press **More** during a call.
2. Select **DND**.

The DND icon  is displayed in the status bar of the monitor. The system will reject all incoming calls automatically.

Enabling DND in a Call by CP960



Procedure

1. Tap **More** during a call.
2. Enable **DND**.

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

Enabling DND in a Call by CTP20

Procedure

1. Tap  in the bottom-right corner in a call.
2. Enable **DND**.
The  icon will appear in the status bar of the touch screen.

Rejecting Incoming Calls

Procedure

Do one of the following:

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

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, contact your administrator.

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

Initiating a Local Video Conference

You can initiate a local video conference by dialing a group or inviting participants during a call. For VC880/VC800/PVT980/ PVT950 system, the number of participants that you can invite depends on the imported multipoint license. For VC500/VC200, the number of participants in a local conference is 6 (one video + 5 audio) at most.

- [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. Tap **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 **Dial**.
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**.

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 contacts that you can invite depends on the imported multipoint license.



Note: If you register a Yealink Cloud/YMS account, tap **Virtual Meeting Room** on the right of screen and select **Local Meeting (Built-in MCU)** from the drop-down menu.

4. Tap **Start Conference**.

Initiating a Conference by Inviting Contacts

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

Inviting Participants by Remote Control

Procedure

1. Press the OK key to open the **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 the desired contact type, select the desired contacts, and tap **Invite** on the right side of the screen.

Inviting Participants by CP960

Procedure

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

2. Do one of the following:

- If you tap , select the desired department and the desired 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 Participants by CTP20

Procedure

1. On the call screen, tap **Invite**.

2. Do one of the following:

- Select the desired contact type, select the desired contacts, and tap **Invite** on the right side of the screen.
- Tap **History**, select the desired type of call history, and select the desired contact to call out from the list of call records.

- Tap **Dial**, enter the number, and dial it out.

Controlling the Local Video Conference

In the local conferences, the participant roles are as follow:

- The moderator is someone who initiates the conference and has meeting control permissions.
- Participants: Participants other than the moderators cannot control the conference. The call with the moderator is a point-to-point call, and you can exit the call with the moderator.
- [Muting/Unmuting a Conference Participant by CP960](#)
- [Muting/Unmuting a Participant by CP960](#)
- [Turning off the Local Camera](#)
- [Controlling Participants Cameras by CTP20](#)
- [Removing Conference Participants](#)
- [Ending the Local Video Conference](#)

Muting/Unmuting a Conference Participant 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**.
All participants are displayed on the touch screen.
2. Tap **Mute All** or **Unmute All** to mute/unmute all participants.

Muting/Unmuting a Participant by CP960

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

Procedure

1. On the Conference Control page, tap **Members list**.
All participants are displayed on the touch screen.
2. Tap  beside the desired participant to mute the participant.
The icon becomes to . The participant is muted and other participants cannot hear his voice.
3. Tap  beside the participant that you want to unmute.
The icon becomes to . The participant is un-muted and other participants can hear his voice.

Turning off the Local Camera

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

Turning off the Local Camera by Remote Control

Procedure

1. Press the OK key to open the **Talk Menu**.

2. Select **Camera Off**.

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

Turning off the Local Camera by CP960

Procedure

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

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

Turning off the Local Camera by CTP20

Procedure

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

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

Controlling Participants Cameras by CTP20




The moderator can control all participant cameras, including panning, tilting or zooming cameras. The participant can control only the moderator cameras except for other participant cameras.

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** in the top-right corner.
2. Tap  beside the desired participant and select **Camera Control**.
3. Tap the navigation keys to pan or tilt the camera.
4. Tap  or  to zoom in or zoom out the camera.

Removing Conference Participants

If you are the moderator of a video conference, you can remove conference participants and the conference continues.

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


Removing Conference Participants by Remote Control

Procedure

1. Press the OK key to open the **Talk Menu** during a conference.
2. Go to **Participants**.
3. Select the desired contact and then press the right navigation key.
4. Select **Remove**.


Removing 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 Participants by CTP20

Procedure

1. On the Conference Control page, tap **Participants** in the top-right corner.
All participants are displayed on the touch screen.
2. Tap  beside the participant.
It prompts whether or not you are sure to remove the participant.
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 Conference by Remote Control](#)
- [Ending Conferences by CP960](#)
- [Ending Conference by CTP20](#)

Ending Conference by Remote Control

Procedure

1. Press Hang up Key.
The monitor prompts whether you are sure to end all active calls.
2. Confirm the action.

Ending Conferences by CP960

Procedure

1. On the Conference Control page, tap **End Call**.
2. Tap **OK**.

Ending Conference by CTP20

Procedure

1. On the Conference Control page, tap **Hang Up**.
It prompts whether or not you want to end all calls.
2. Tap **OK**.

Switching Platform Quickly by CTP20


If the account logged in the system is not the desired one, you can quickly switch to the corresponding account on CTP20.

About this task

The account types you can switch are Yealink Cloud account, YMS account, Zoom account, and BlueJeans account.

If you do not enable the feature of quick switch platform, tap  > **Settings** > **Advanced** > **Account** > **Video Conference Platform** > **Quick Switch Platform**.

Procedure

1. On your CTP20, tap  in the field of **Quick Switch Platform**.
2. Select the desired account from the pop-up window.
The account will be automatically logged in on the endpoint.

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.

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

There are three types of Yealink Cloud video conferences:

- **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:

- Joining scheduled conferences.
- Initiate meet now conferences.
- Join the 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.

- [Initiating Meet Now Conferences](#)
- [Viewing Scheduled Conferences](#)
- [Joining Scheduled Conferences](#)
- [Going to Virtual Meeting Room](#)
- [Joining Conferences by Dialing the Conference ID](#)
- [Conference Control of Yealink Cloud Video Conferences](#)
- [Group Chat and Private Chat in the Conference](#)

Initiating Meet Now Conferences

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 **New Meeting > Start Conference**.
Select the desired contacts, press the right navigation Key, and go to **Start Conference**.
- On your CP960, tap **Meet Now**.

Select the desired contact and then tap  in the top-right corner.

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

Select the desired participant and tap **Start Conference**.



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 are invited to join scheduled conferences, you can see the upcoming or ongoing scheduled conference on the idle screen. What's more, if your account are associated with your email, you will receive a conference invitation email.

Procedure

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

- On the idle screen, view the conference schedules. The conference schedule displays the upcoming or ongoing conference of today.
- Select the conference schedule on the Idle screen, then you can see the latest ongoing or upcoming conference.



Note: You can see the upcoming or ongoing conferences of the latest week on your CP960.

Joining Scheduled Conferences

If you are invited to a conference, you can see the conference schedule on the idle screen and join the conference 30 minutes before the conference begins. The time when participants can join the conference beforehand is set by the conference organizer.

- [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

When a conference is about to take place in 5 minutes, a reminder pops up on the endpoint screen/CTP20 and you can join the conference by one click.

Procedure

Do one of the following:

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



Note: If you select **Ignore**, the reminder of this conference will not pop up any longer.

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 the conference 30 minutes before the conference starts. You can view conferences of the latest week from the Conference Schedule on CP960 but only one ongoing or upcoming conference on CTP20 or your VCS endpoint.

Procedure

Do one of the following:

- On your remote control or CP960, select **Schedule**.
Select the desired conference and the tap **Join**.
- On your CTP20, tap **Join** from the conference schedule.

Joining a Scheduled Conference from the Notification Center

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

Procedure

1. On your CP960, swipe down from the top to go to the notification center.
2. Tap the desired conference notification to join the conference.

Going to Virtual Meeting Room

The VMR is created by the Yealink Cloud enterprise administrator on the Yealink VC Cloud management service platform, which allows the Yealink Cloud users to call into the VMR to initiate video conferences at any time.

- [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 **New Meeting**.
2. Go to **VMR**.
3. Select the desired VMR.
4. Press the OK key to place a video call.

Joining a VMR by CP960

Procedure

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

Joining a VMR by CTP20

Procedure

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

Joining Conferences by Dialing the Conference ID

You can dial the conference ID to join the conferences created by others. You can get the conference ID and password or other conference information from the conference members.

About this task

Join an existing cloud conference by dialing:


- If you register a Yealink Cloud account, dial the **conference ID** to join the conference.
Enter the conference password id required.
- 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 requires a password:
For SIP devices, dial **conference ID** conference password@server address** or **server address##conference ID**conference password** to join the conference.
- [Using CTP20 to Dial the Conference ID](#)
- [Using the Remote Control to Dial the Conference ID](#)

Using CTP20 to Dial the Conference ID

Procedure

1. Tap **Join Meeting**.

2. Enter the conference ID.
3. Optional: Enter the conference password if required.
4. Tap **Start Conference**.

 **Tip:** Before joining the conference, you can enable or disable your microphone or camera.

Using the Remote Control to Dial the Conference ID

Procedure

1. Tap **Join Meeting**.
2. Enter the conference ID.
3. Optional: Enter the conference password if required.
4. Tap **Start Conference**.

 **Tip:** Before joining the conference, you can enable or disable your microphone or camera.

Conference Control of Yealink Cloud Video Conferences

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

The participant role in Yealink Cloud conference is described as below:

- Organizer: the person who schedules or creates the conference. He can assign anyone in the conference to be a moderator.
- Moderator: the person who can control the conference.
- Guest: the participant except for the moderator, with no permission of conference control.

In a conference, the participants are divided into the moderator and the guest. The conference organizer is the moderator by default. Their permissions are described as below:

Organizer/Moderator	Guest
Invite participants	Invite participants
Remove participants	-
Lock/unlock the conference	-
Allow/reject the participant to join the conference	-
Switch roles between moderators and guests	-
Switch between the free speak mode and the raise hand mode	-
-	Apply for speaking
Manage the speaking application	-
Block/unblock the audio	-
Mute/unmute all participants	-
Mute/unmute a participant	-
Control the participant cameras	-
Turn on/off the participant cameras	-

Organizer/Moderator	Guest
Leave the conference	Leave the conference
Control the participant cameras	-
Turn on/off the participant cameras	-
Set/cancel the spotlight video	-
Change the meeting layout	-
Leave the conference	Leave the conference
End the conference	-

- [Inviting Participants](#)
- [Removing Participants](#)
- [Locking/Unlocking the Conference by CTP20](#)
- [Allowing/Rejecting Participants to Join the Conference by CTP20](#)
- [Switching Roles between Moderator and Guest](#)
- [Switching Free Speak and Raise Hand Mode by CTP20](#)
- [Applying for Speaking](#)
- [Managing the Speaking Application](#)
- [Blocking/Unblocking Audio by CTP20](#)
- [Muting/Unmuting All Participants](#)
- [Muting/Unmuting a Participant](#)
- [Controlling Participants Cameras by CTP20](#)
- [Enabling/Disabling Participant Cameras by CTP20](#)
- [Setting/Cancelling the Spotlight Video](#)
- [Changing the Meeting Layout](#)
- [Viewing the Message List](#)
- [Leaving the Conference](#)
- [Ending the Conference](#)

Inviting Participants

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

Procedure

1. On the Conference Control page, tap **Invite**.
 2. Do one of the following:
 - Select the desired contact type, select the desired contacts, and tap **Invite** on the right side of the screen.
 - Tap **History**, select the desired type of call history, and select the desired contact to call out from the list of call records.
 - Tap **Dial**, enter the number of the desired contact, and dial it out.
- [Inviting Conference Participants by Remote Control](#)
 - [Inviting Participants by CP960](#)
 - [Inviting 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. Press the OK key to open the **Talk Menu** during a conference.
2. Select **Invite**.
3. Do one of the following:
 - Select the desired contact type, select the desired contacts, and tap **Invite** on the right side of the screen.
 - If you select **Dial**, enter the account number, and then dial out.
4. Repeat the above steps until all the desired participants are added.

Inviting Participants by CP960

Procedure

1. On the Conference Control page, tap **Invite**.
2. Do one of the following:
 - If you tap , select the desired department and the desired 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 Participants by CTP20

Procedure

1. On the Conference Control page, tap **Invite**.
2. Do one of the following:
 - Select the desired contact type, select the desired contacts, and tap **Invite** on the right side of the screen.
 - Tap **History**, select the desired type of call history, and select the desired contact to call out from the list of call records.
 - Tap **Dial**, enter the number of the desired contact, and dial it out.

Removing Participants

If you are the organizer in a video conference, you can remove any participant from the conference. If you are a moderator, you can remove any participant from the conference except for the conference organizer.

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

Removing Participants by Remote Control


Procedure

1. Press the OK key to open the **Talk Menu** during a conference.
2. Go to **Participants**.
3. Select the desired contact and then press the right navigation key.

4. Tap **Remove participants** to remove the participant.


Removing 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 desired participant and tap **Remove**.

Removing Participants by CTP20

Procedure

1. On the Conference Control page, tap **Participants** in the top-right corner.
All participants are displayed on the touch screen.
2. Tap  beside the participant and select **Remove**.
It prompts whether or not you are sure to remove the participant.
3. Confirm the action.

Locking/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** in the top-right corner.
2. Tap **Lock Conference** to lock the conference.
3. If you need unlock the conference, tap **Unlock Conference**.

Allowing/Rejecting Participants to Join the Conference by 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.

About this task


Procedure

1. On the Conference Control page, tap **Participants** in the top-right corner.
2. Tap **Lobby** on the top of the screen.
3. Tap   bedside the desired participant.
You can also tap **All Refuse** to manage all the participants in the lobby.

Switching Roles between 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 **Participants** in the top-right corner.
2. Tap  beside the desired participant and select **Set as Moderator/Set as visitor**.

Switching Free Speak and Raise Hand Mode by CTP20

If you are the moderator and you want the participants to speak with your permission, you can switch the speaking mode to the raise hand mode. In the free speak mode, all participants can speak freely.

Procedure

1. On the Conference Control page, tap **Participants** in the top-right corner.
2. Tap **Free Speak** and select **Raise hand** to switch to the raise hand mode.
After switching to the raise hand mode, participants can speak only after the moderator allows their speaking application.

Applying for Speaking

If you are muted by the conference moderator, you can apply for speaking.

Procedure

Do one of the following:

- On your remote control, press Mute Key.
- On your CTP20, tap **Hands 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 Speaking Application

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


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

Managing the Application by CP960

Procedure


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** in the top-right corner.
2. Tap  beside the desired participant.
3. Select or **Allow to speak** or **Forbid to speak**.

Blocking/Unblocking Audio by CTP20

The moderator can block/unblock the 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** in the top-right corner.
2. Tap  after the desired participant and select **Block Audio/Unblock Audio**.

Muting/Unmuting All Participants

If you are the moderator of a Yealink Cloud video conference, you can mute or unmute all participants except for yourself via CP960/CTP20. In the **Raise Hand** mode conference, participants muted by the organizer or moderator cannot unmute themselves, they can only apply for speaking.





Procedure

1. On the Conference Control page, for CP960, tap **Members list**; for CTP20, tap **Participants** in the top-right corner.
All participants are displayed on the touch screen.
2. Tap **Mute All** or **Unmute All** to mute/unmute all participants.

Muting/Unmuting a Participant

If you are the organizer/moderator of a Yealink Cloud video conference, you can mute or unmute a conference participant via CP960/CTP20. In the **Raise Hand** mode conference, participants muted by the organizer or moderator cannot unmute themselves, they can only apply for speaking.

Procedure

1. On the Conference Control page, for CP960, tap **Members list**; for CTP20, tap **Participants** in the top-right corner.
All participants are displayed on the touch screen.
2. Tap  beside the desired participant.
The icon becomes to . The participant is muted and other participants cannot hear his voice.
3. Tap  beside the desired participant.
The icon becomes to . The participant is unmuted and other participants can hear his voice.

Controlling Participants Cameras by CTP20

The moderator can control the participant cameras, 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** in the top-right corner.
2. Tap  beside the desired participant and select **Camera Control**.
3. Tap the navigation keys to pan or tilt the camera.
4. Tap  or  to zoom in or zoom out the camera.

Related tasks


[Enabling/Disabling Participant Cameras by CTP20](#)

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

Enabling/Disabling Participant Cameras by CTP20

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

Procedure

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

Setting/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 Meeting 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  beside the desired participant and select **Spotlight Video**.

Setting as Spotlight Video/Cancelling the Spotlight Video by CTP20

Procedure

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

Changing the Meeting Layout

The meeting layout consists of the participant video images and moderators can change the layout during the conference.

About this task

The default value of the meeting layout is set by the administrator. For equal N×N, the maximum number of video images per screen is 7*7; for 1+N, it is 1+20.

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

Changing the Meeting Layout by CP960

Procedure

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

Changing the Meeting Layout by CTP20

Procedure

1. On the Conference Control page, tap **Participants**.
2. Tap **Layout**.
3. 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 the OK key to open the **Talk Menu** during a conference.
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, 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 of a Yealink Cloud video conference, press the Hang up key and select **Leave, others keep going**.
- If you are not a moderator of a Yealink Cloud video conference, press the Hang up key.

Leaving Conferences by CP960

Procedure

Do one of the following according to your role:

- If you are a moderator of a Yealink Cloud video conference, tap **Hang Up** and select **Leave, others keep going**.
- If you are not a moderator 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 of a Yealink Cloud video conference, tap **Hang Up** and select **Leave, others keep going**.
- If you are not a moderator of a Yealink Cloud video conference, tap **Hang Up**.

Ending the Conference

Only the moderator can end the conference, and after the conference is ended, all participants leave the conference.

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

- [Ending Conference by CTP20](#)

Ending Conference by Remote Control

Procedure

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

Ending Conferences 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.

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

Creating a Group Chat by CTP20

In a group chat, up to 2000 pieces of chat records will be saved.

Procedure

1. On the Conference Control page, tap **Chat** from the top-right corner.
2. Select **All** from the Participants list on the left side.
3. Enter the desired text in the input box and tap **Send**.

Creating a Private Chat by CTP20

In a private chat, up to 100 pieces of chat records will be saved.

Procedure

1. On the Conference Control page, tap **Chat** from the top-right corner.
2. Select the desired participant from the Participants list on the left side.
3. Enter the desired text in the input box and tap **Send**.

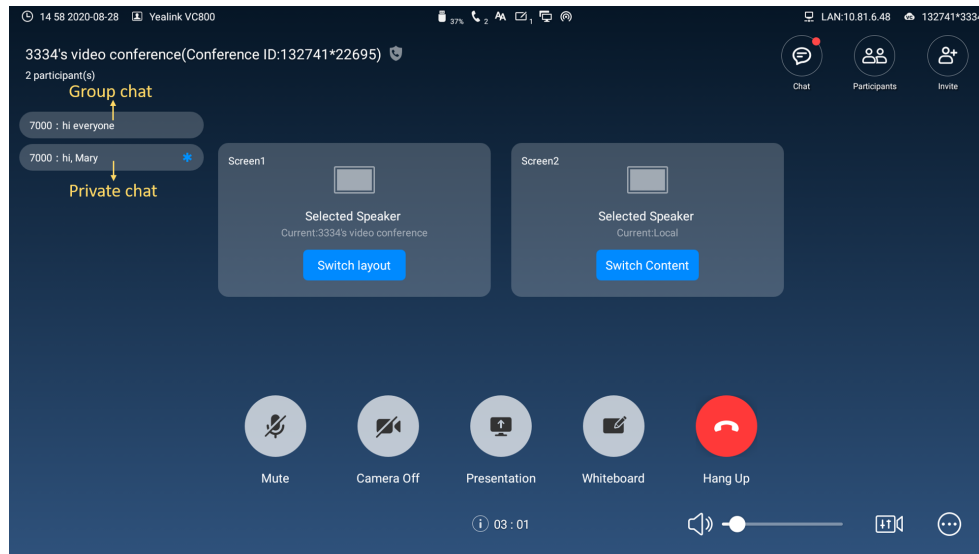
Enabling/Disabling Message Preview During a Conference by CTP20

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.

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.

- [Initiating Meet Now Conferences](#)
- [Joining Scheduled Conferences](#)
- [Joining the VMR](#)
- [Joining Conferences by Dialing the Conference ID](#)
- [Watching the Live Broadcast by Scanning the Code](#)
- [Viewing Scheduled Conferences](#)
- [Conference Control of YMS Video Conferences](#)

Initiating Meet Now Conferences

You can initiate a Meet Now conference at any time without any reservation after you register a YMS account. 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 **New Meeting > Start Conference**.
Select the desired contacts, press the right navigation Key, and go to **Start Conference**.
- On your CP960, tap **Meet Now**.

Select the desired contact and then tap  in the top-right corner.

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

Select the desired participant and tap **Start Conference**.



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

Joining Scheduled Conferences

If you are invited to a conference, you can see the conference schedule on the idle screen and join the conference 60 minutes before the conference begins. The time when you can join conferences beforehand is set by Yealink Cloud enterprise administrator. If you are invited to Teams scheduled conferences, you can receive the conference reminder on your device.

- [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

When a conference is about to take place in 5 minutes, a reminder pops up on the endpoint screen/CTP20 and you can join the conference by one click.

Procedure

Do one of the following:

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



Note: If you select **Ignore**, the reminder of this conference will not pop up any longer.

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 the conference 60 minutes before the conference starts. You can view conferences of the latest week from the Conference Schedule on CP960 but only one ongoing or upcoming conference on CTP20 or your VCS endpoint. The time when you can join the Teams scheduled conferences beforehand is set by Teams server.

Procedure

Do one of the following:

- On your remote control or CP960, select **Schedule**.
Select the desired conference and the tap **Join**.
- On your CTP20, tap **Join** from the conference schedule.

Joining a Scheduled Conference from the Notification Center

By default, when the conference is about to take place in 5 minutes, the status bar of CP960 conference phone 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 a reminder about the Teams scheduled conferences pops up is set by Teams server.

Procedure

1. On your CP960, swipe down from the top of the screen to enter the notification center.
2. Tap the desired conference notification to join the conference.

Joining the VMR

The VMR is created by the YMS administrator on the Yealink Meeting Server, which allow the YMS users to call into the VMR to initiate video conferences at any time. 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 **New Meeting**.
2. Go to **VMR**.
3. Select the desired VMR.
4. Press the OK key to place a video call.

Joining a VMR by CP960

Procedure

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

Joining a VMR by CTP20

Procedure

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

Joining Conferences by Dialing the Conference ID

You can dial the conference ID to join the conferences created by others. You can get the conference ID and password or other conference information from the conference members.

About this task

Join YMS conferences by dialing:

- If you register a YMS account, dial the **conference ID** to join the conference.
Enter the conference password if required.
- If you do not register a YMS account and the VMR does not require a password:
 - For SIP users, dial **conference ID**@server address** or **server address##conference ID** to join the conference.
 - For H.323 users, dial **server address##conference ID** to join the conference.
- If you do not register a YMS account and the VMR requires a password:
 - For SIP users, dial **conference ID**password@server address** or **server address##conference ID**password** to join the conference.
 - For H.323 users, dial **server address##conference ID**password** to join the conference.
- [*Using CTP20 to Dial the Conference ID*](#)

Using CTP20 to Dial the Conference ID

Procedure

1. Tap **Join Meeting**.
2. Enter the conference ID.
3. Optional: Enter the conference password if required.
4. Tap **Start Conference**.



Tip: Before joining the conference, you can enable or disable your microphone or camera.

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.

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 conference schedule displays the upcoming or ongoing conference of today.
- Select the conference schedule on the Idle screen, then you can see the latest ongoing or upcoming conference.



Note: You can see the upcoming or ongoing conferences of the latest week on your CP960.

Conference Control of 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 Meeting Server.)
- 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 Meeting Server.)

YMS video conferences support the training mode conference and the 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
Inviting Participants	Inviting Participants
Remove participants	-
Lock/unlock the conference	-
Allow/reject the participant to join the conference	-
Appoint a lecturer (in the training mode)	-
Switch roles between moderators and guests	-
-	Apply for speaking (in the training mode)
Manage the speaking application (in the training mode)	-
Block/unblock the audio	-
Mute/unmute all participants	-
Mute/unmute a participant	-
Turn on/off the participant cameras	-
View the message list	View the message list
Leave the conference	Leave the conference
Ending the Conference	-

- *Inviting Participants*
- *Removing Participants*
- *Locking/Unlocking the Conference by CTP20*
- *Allowing/Rejecting Participants to Join the Conference by CTP20*
- *Appointing a Lecturer*
- *Switching Roles between Moderator and Guest*
- *Applying for Speaking*
- *Managing the Speaking Application*
- *Blocking/Unblocking Audio by CTP20*
- *Muting/Unmuting All Participants*
- *Muting/Unmuting a Participant*
- *Enabling or Disabling Participant Cameras by CTP20*
- *Controlling Participants Cameras by CTP20*
- *Changing the Meeting Layout*
- *View the message list*
- *Leaving the Conference*
- *Ending Conferences*

Inviting Participants

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

- [Inviting Conference Participants by Remote Control](#)
- [Inviting Participants by CP960](#)
- [Inviting 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 the OK key to open the **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 **Directory**, select the desired contact type and the desired contact, and then select **Invite** on the right side of the screen.
4. Repeat the above steps until all the desired participants are added.

Inviting Participants by CP960

Procedure

1. On the Conference Control page, tap **Invite**.
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 Participants by CTP20

Procedure

1. On the Conference Control page, tap **Invite** in 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 Participants

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

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


Removing Participants by Remote Control

Procedure

1. Press the OK key to open the **Talk Menu** during a conference.
2. Go to **Participants**.
3. Select the desired contact and then press the right navigation key.
4. Tap **Remove participants** to remove the participant.


Removing 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 Participants by CTP20

Procedure

1. On the Conference Control page, tap **Participants** in the top-right corner.
All participants are displayed on the touch screen.
2. Tap  beside the participant and select **Remove**.
It prompts whether or not you are sure to remove the participant.
3. Confirm the action.

Locking/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** in the top-right corner.
2. Tap **Lock Conference** to lock the conference.
3. If you need unlock the conference, tap **Unlock Conference**.

Allowing/Rejecting Participants to Join the Conference by 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** in the top-right corner.
2. Tap **Lobby** on the top of the screen.
3. Tap   beside the desired participant.
You can also tap **All Refuse/All Allow** to manage all the participants in the lobby.

Appointing a Lecturer

In a **Training mode** conference, if you are the organizer or moderator, you can appoint yourself as the lecturer via your CP960 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 the **Discussion mode** conference, all conference participants can speak freely.
- In the **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 Yourself as a Lecturer by CP960](#)
- [Appointing a Lecturer by CTP20](#)

Appointing Yourself as a Lecturer by CP960

Procedure

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

Appointing a Lecturer by CTP20

Procedure

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

Switching Roles between 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 **Participants** in the top-right corner.
2. Tap beside the desired participant and select **Set as Moderator/Set as visitor**.

Applying for Speaking


In **Training mode** conferences or VMRs, all guests are muted by default except the moderator or the organizer. If you are the muted participant, you can speak after the moderator agrees your application for speaking.

Procedure

Do one of the following:


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

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

Managing the Speaking Application

If you are the moderator or the organizer of a **training mode** conference, you can allow or reject the application.

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


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

Managing the Application by CP960

Procedure


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** in the top-right corner.
2. Tap  beside the desired participant.
3. Select or **Allow to speak** or **Forbid to speak**.

Blocking/Unblocking Audio by CTP20

The moderator can block/unblock the 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** in the top-right corner.
2. Tap  after the desired participant and select **Block Audio/Unblock Audio**.

Muting/Unmuting All 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, for CP960, tap **Participants**; for CTP20, tap **Participants** in the top-right corner.
All participants are displayed on the touch screen.

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

Muting/Unmuting a 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, for CP960, tap **Members list**; for CTP20, tap **Participants** in the top-right corner.
All participants are displayed on the touch screen.
2. Tap  beside the desired participant.
The icon becomes to . The participant is muted and other participants cannot hear his voice.
3. Tap  beside the participant.
The icon becomes to . The participant is unmuted and other participants can hear his voice.

Enabling or Disabling Participant Cameras by CTP20

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

Procedure

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

Controlling Participants Cameras by CTP20

The organizer or moderator can control the participant cameras, including panning, tilting or zooming cameras.

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 NxN and the remote uses VC800 system, you can control the VC800 camera.
- When the remote camera layout is Equal NxN 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** in the top-right corner.
2. Tap  after the desired participant and select **Camera Control**.
3. Tap the navigation keys to pan or tilt the camera.
4. Tap  or  to zoom in or zoom out the camera.

Related tasks

[Enabling/Disabling Participant Cameras by CTP20](#)

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

Changing the Meeting Layout

The meeting layout consists of video images of all participants, and the moderator can change the meeting 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 meeting layout is set by the administrator. For equal N×N, the maximum number of video images per screen is 7*7; for 1+N, it is 1+20.

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

Related concepts

[Available Screen Layouts](#)

Changing the Meeting Layout by CP960**Procedure**

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

Changing the Meeting Layout by CTP20**Procedure**

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

View 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 CP960](#)

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

Ending Conference by Remote Control

Procedure

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

Ending Conferences 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 VCS endpoint are compatible with Zoom/Pexip/BlueJeans/Videxio video conferencing platform.

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

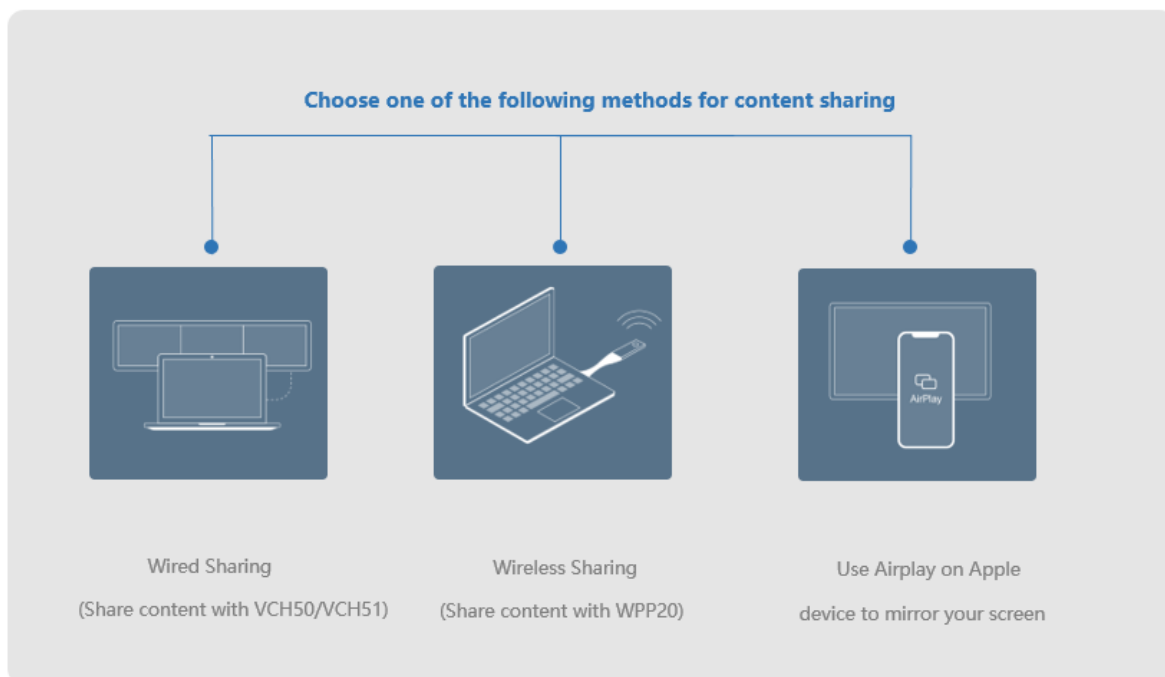
Related tasks

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

Content Sharing

You can present the content on your computer during a call or a conference. We recommend that you use two screens for sharing content. 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](#)
- [Using WPP20 Wireless Presentation Pod](#)
- [Sharing Content via Apple Device](#)
- [Controlling the Shared Content by CTP20](#)

Related information

[Using WPP20 Wireless Presentation Pod](#)

Sharing Content with VCH50/VCH51 Video Conferencing Hub

In a meeting room, you can connect VCH50/VCH51 to your PC with HDMI cable for content sharing.



Note: For more information on how to connect the VCH50/VCH51 to VCS endpoints refer to [Yealink VCH51 Quick Start Guide](#).

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

Related concepts

[Video Input Source](#)

Sharing Content When not in a Call



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

Before you begin

Make sure the computer is powered on and connected to the VCS endpoint.

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** to stop sharing content.

Sharing Content in a Call



You can share the content on a computer in a call.


Before you begin

Make sure the computer is powered on and connected to the VCS endpoint.

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** to stop sharing content.

Using WPP20 Wireless Presentation Pod

In a meeting room, you can connect WPP20 to your PC with HDMI cable for content sharing.



Note: If you cannot present after connecting WPP20 to the PC, refer to [Yealink WPP20 Wireless Presentation Pod Quick Start Guide](#) to pair the system and WPP20.

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

Related concepts

[Video Input Source](#)

Sharing Content via WPP20

Before you begin

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

Procedure

1. Do one of the following:

- On the WPP20, press the presentation button to share the full screen of the PC.
- 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 **Start sharing**.
- On the Yealink Wireless Presentation Pod software, click **Contents Share**, select the file you want to share, and then click **Start sharing**.

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

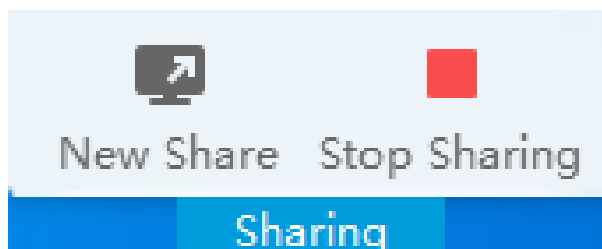
[Introduction of WPP20 Note Toolbar](#)

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

Switching the 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:

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



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

Sharing Content via Apple Device

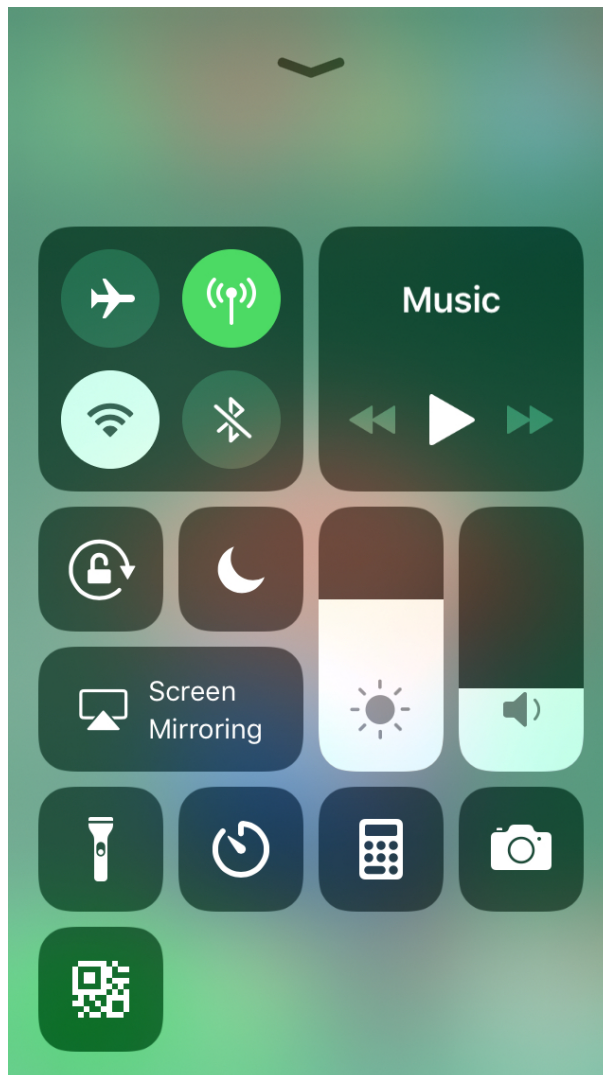
- [Sharing Content via Apple Device](#)
- [Stopping Sharing Content via Apple Device](#)

Sharing Content via Apple Device


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

Procedure

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



5. Tap **Screen Mirroring**, and select the related content sent by the system from the pop-up window. The content on the Apple device is automatically projected to the system.

 **Note:** For more information about connecting to the wireless AP of the system, contact your administrator.

Stopping Sharing Content via Apple Device


Procedure

Go to the Control Center and select the device 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.

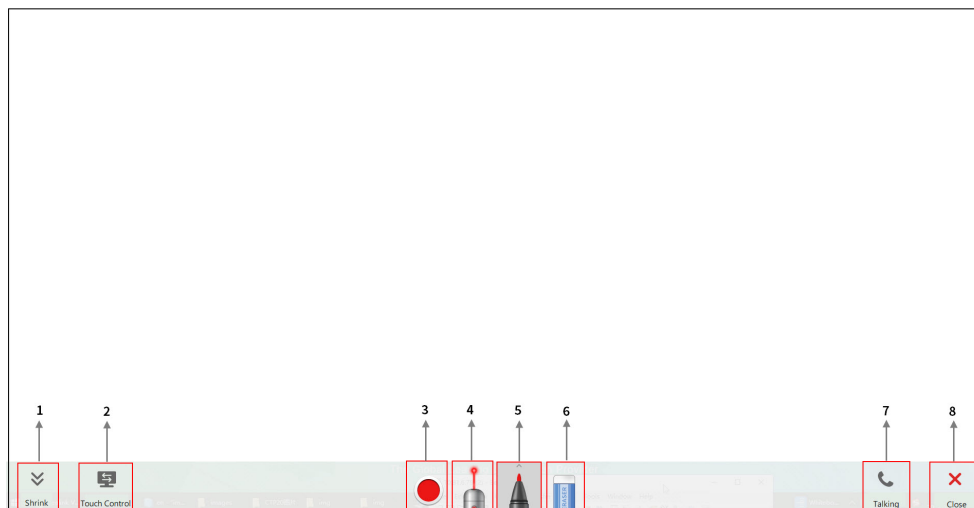
 **Note:** During the presentation, if the whiteboard collaboration is enabled, the presentation is closed automatically.

- [Using the Whiteboard Feature](#)
- [Introduction of CTP20 Note Toolbar](#)

- *Presenting by CTP20*
- *Making Notes on the Content by CTP20*
- *Controlling the PC Content by CTP20*
- *Switching 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: when the remote party shares content and you connect the VCH51 for wired presentation, you can tap it to send the content on your local PC to the remote party
3	Pen color: select the color of the writing tools.
4	The laser point: use it to indicate content, the handwriting(red) drawn by the finger across the screen disappears after a while.
5	The felt pen: it imitates the handwriting of the marker pen. Tap it twice to select the line weight.
6	The eraser: erase the note. 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 the 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:

- In idle status
- 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 information

[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 content 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 information

[Using WPP20 Wireless Presentation Pod](#)

[Introduction of CTP20 Note Toolbar](#)

Switching to Local Sharing by CTP20

If you connect a VCH50/VCH51 video conferencing hub during a conference, 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.

About this task

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

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 **Training mode** conferences (YMS), the participant not set as the lecturer cannot initiate the whiteboard.

For the YMS conferences, if the organizer controls the video conference via the webpage and allows the visitor to sharing content, the visitor can 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: The whiteboard feature will be disabled if you enable the PC presentation during using the whiteboard feature.

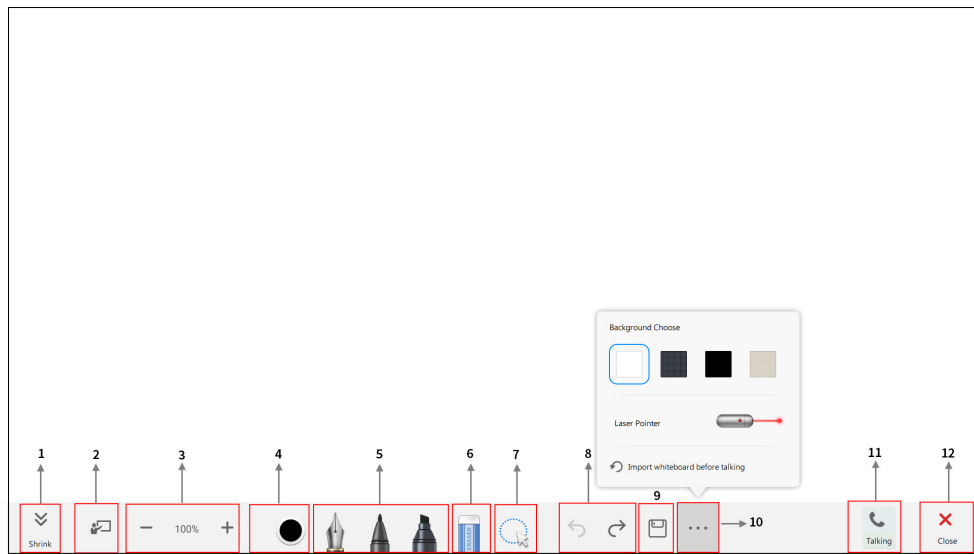


Note: Contact your system administrator to check whether the whiteboard feature is available.

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

Introduction of the 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.
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 the Whiteboard

You can quickly initiate 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 administrator sets authentication before wirelessly connecting to CPT20 and you do not perform any authentication on CTP20, the authentication is required before using the whiteboard feature during a 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 (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 upper-right corner of the display device connected to the VCS endpoint.

Security Authority

Please Input Authorization Code

Refresh (54)

Cancel Authority

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

Related information

[Introduction of the Whiteboard Toolbar](#)

Importing an Existing Whiteboard during a Call

If you have made notes on the local whiteboard before having a call, you can import the whiteboard for discussion during the call.

Procedure

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

Saving/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 with 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 cloud disk of the organizer.

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

Procedure

1. In the note toolbar, tap .

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

Related tasks

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

Setting/Canceling as the Whiteboard Collaboration Speaker


If you want other participants to see the same canvas area as yours when you are speaking during a conference or a call, 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 the presentation, you can cancel as the whiteboard collaboration speaker to release the view of others.


About this task

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

- **Speaker:** There can only be one speaker in the whiteboard collaboration. 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 up as a speaker in the conference, others automatically become followers to follow the speaker's view. Followers have the right to stop the follow.
- **Freelance writer:** When you do not want to see the speaker perspective in the conference, you can stop the follow to 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 still want to use the whiteboard for your 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 MeetingEye 600/MeetingEye 400/PVT980/PVT950/VC880/VC800/VC500 simultaneously, and only 1 CTP20 can be connected to VC200.

The collaboration methods are as below:

- **Status Synchronizing:** The status of the VCS endpoint can be synchronized to all connected CTP20s.
- **Configuration Synchronizing:** in idle state, you can configure the VCS endpoint 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 noting on each CTP20 are independent. If you close the whiteboard of one CTP20 connected to a VCS endpoint, the whiteboards of other connected CTP20s are closed simultaneously.
- **Presentation Collaboration:** if you enable the feature of auto-presentation on the VCS endpoint, after you start presenting on the local computer/Apple devices, the presentation will be synchronized to all CTP20s, but the editing and noting on each CTP20 are independent. If you do not enable the feature of auto-presentation, 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 a VCS endpoint, you need a multi-port switch.

Related information

[Controlling the Shared Content by CTP20](#)

[Using the Whiteboard Feature](#)

Using WPP20 Wireless Presentation Pod

After WPP20 Wireless Presentation Pod is paired with the VCS endpoints 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 VCS endpoints 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.



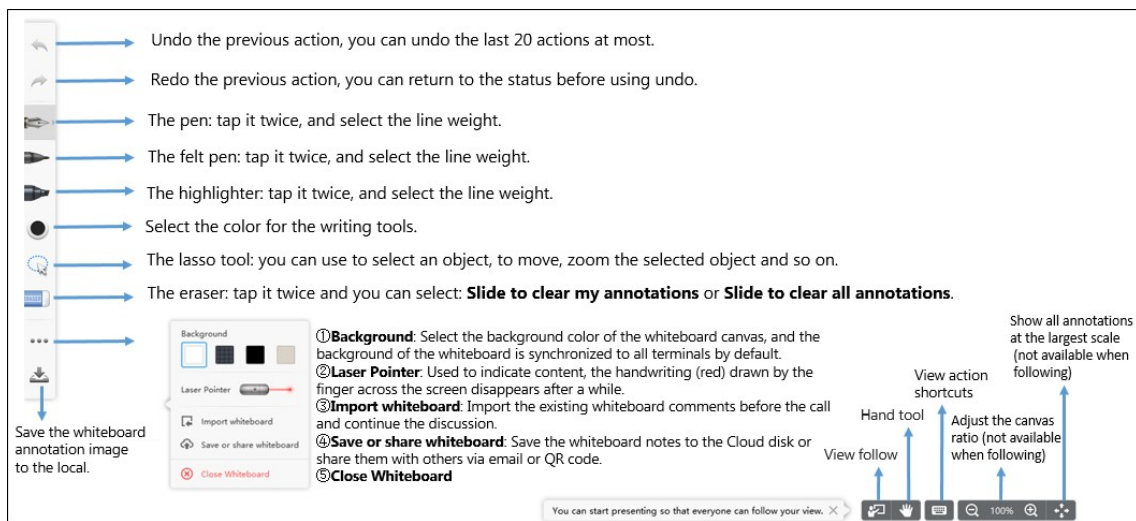
Note: Contact your system administrator to check whether the whiteboard feature is available.

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/Sharing Whiteboard Source Files via WPP20](#)
- [Importing the Whiteboard Source File via WPP20](#)
- [Importing an Existing Whiteboard during a Call via WPP20](#)

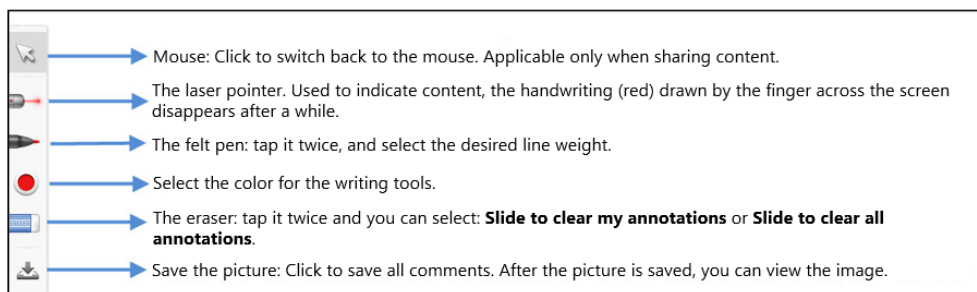
Introduction of the WPP20 Whiteboard Note Toolbar

Introduction of the CTP20 whiteboard toolbar is as below:



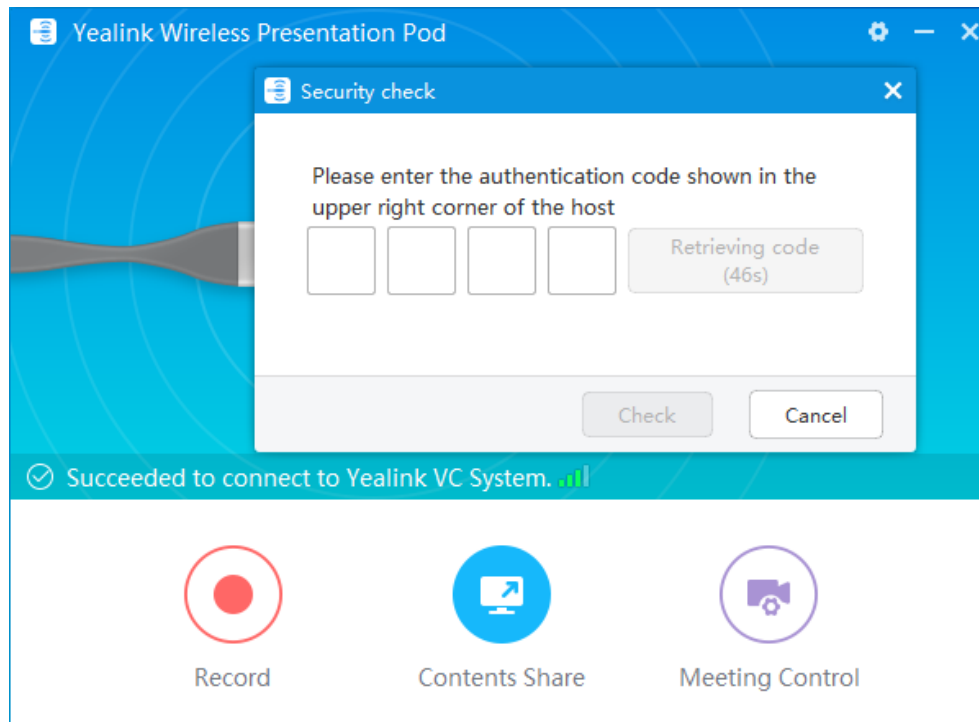
Introduction of WPP20 Note Toolbar

The interface introduction of the WPP20 note toolbar is below:



Receiving Shared Whiteboard or Content

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



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

Related information

[Introduction of WPP20 Note Toolbar](#)

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

Initiating Whiteboard Sharing on WPP20

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

Before you begin

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

About this task

If the administrator sets authentication before using WPP20, the authentication is required before initiating the whiteboard sharing. After each collaboration in the non-call, the VCS codec will cache the authentication status of the accessory within a certain period of time (configured by the administrator). If timeout, the accessory needs to be re-authenticated.

Procedure

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



Note: If the administrator has set that an authentication is required before the WPP20 collaboration, you need to enter the four-digit authentication code in the security check box before sharing the whiteboard. The authentication code is displayed on the upper right of the display device connected to the VCS codec.

Saving the Content or Whiteboard Picture Locally via WPP20

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

Procedure

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

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

Related information

[Introduction of WPP20 Note Toolbar](#)

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

Saving/Sharing Whiteboard Source Files via WPP20

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



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

Importing the Whiteboard Source File via WPP20

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

Procedure

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

Importing an Existing Whiteboard during a Call via WPP20

If you have made notes on the local whiteboard before having a call, you can import the whiteboard for discussion during the call.

Procedure

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

Configuring Camera Settings

- [Control a camera](#)
- [Camera Presets](#)
- [Allowing the Remote System to Control Your Camera](#)

Control a camera

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

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 Participants Cameras by CTP20](#)



Adjusting Cameras When not in a Call by Remote Control

Procedure

1. Select the desired video image.
If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980, select a desired camera from the idle screen.
2. Press the navigation keys to pan or tilt the camera.
3. Press  or  to zoom in or zoom out the camera.

Adjusting Cameras When not in a Call by CP960

Procedure



1. Tap **Camera**.
2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980, tap **The current control camera** to select the desired camera.
3. Tap the navigation keys to pan or tilt the camera.
4. Tap  or  to zoom in or zoom out the camera.

Adjusting Cameras in a Call by Remote Control

About this task




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

Procedure

1. Press the navigation keys to pan or tilt the camera.
2. Press  or  to zoom in or zoom out the camera.


Controlling Cameras by CP960 during a Call



Procedure

1. Tap **More > Camera Control**.
2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980, tap **The current control camera** to select the desired camera.
3. Tap  to return.
4. Tap the navigation keys to pan or tilt the camera.
5. Tap  or  to zoom in or zoom out the camera.

Adjusting Cameras by CTP20

Procedure

1. Tap  in the bottom-right corner.

2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980, tap the camera name 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 pan or tilt the camera.
4. Tap  or  to zoom in or zoom out the camera.

Camera Presets

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



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

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




Storing a Camera Preset

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

- [Creating a Camera Preset by CTP20](#)

Creating a Camera Preset by CTP20

Procedure

1. In the Idle screen, tap  in the bottom-right corner.
2. If you connect a VCC22 video conferencing camera to a VC880/VC800/PVT980, tap the camera name 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 pan or tilt the camera.
4. Tap  or  to zoom in or zoom out the camera.
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 Stored Preset by CTP20](#)

Adjusting the Local Camera to a Stored Preset by CTP20

Procedure

1. Tap  in the bottom-right corner.
2. Select the desired camera preset from the **Preset Location** field in the left side to adjust the local camera to the preset position.

Updating the Stored Preset

If you move the camera to a new position, it will change the images displayed by the camera presets. Therefore, you need to update the presets.

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

Updating the Stored Preset by CTP20

Procedure




1. In the Idle screen, tap  in the bottom-right corner.
2. In the **Preset Location** field, tap  > **Update Preset Location**. All the stored preset will be updated.

Editing the Stored Preset

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

Editing the Stored Preset by CTP20

Procedure




1. In the Idle screen, tap  in the bottom-right corner.
2. In the **Preset Location** field, select the desired preset.
3. Tap the navigation keys to adjust the camera angle.
4. Tap  or  to zoom in or zoom out the camera.
5. Tap **Replace preset**.

Deleting the Stored Preset

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

Deleting the Stored Preset by CTP20

Procedure

1. In the Idle screen, tap  in the bottom-right corner.
2. In the **Preset Location** field, tap  > **Edit Preset Location**.
3. Tap  to delete the corresponding preset.

Allowing the Remote System to Control Your Camera

You can allow the remote party 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 > Settings > Basic > Camera**.
2. Enable **Far Control Near Camera**.

Enabling Far Control Near Camera by CTP20

Procedure

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

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

Related tasks

[Changing the Meeting Layout](#)

Available Screen Layouts

The system supports the following layouts:

- **1+N**: in this layout, the assigned participant is given prominence in the largest pane no matter who is currently speaking, and other participants are displayed in a strip beside the assigned speaker. When the number of participants exceeds 8, video images of all participants (except the active speaker) will be switched automatically.
- **Selected Speaker**: in this layout, the selected participant is displayed in full screen.
- **Equal NxN**: in this layout, every participant is given equal prominence in equal-sized panes. When the number of participants exceeds 9, video images of all participants will be switched automatically.
- **Picture-in-picture**: PIP mode only takes effect on the local layout. In a two-way video call, the video of one end is displayed in a large window, and the video of the other end is reduced to a thumbnail in the bottom-right corner of the large window. In the YMS/Cloud conference, the large window displays the conference layout and the small window displays the local video.

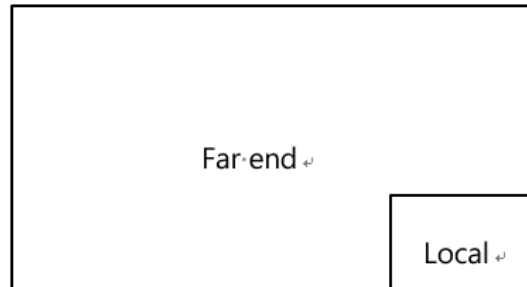
- **Speaker View:** the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker in a multi-way MCU video call. This screen layout is not available on the VC500/VC200 endpoint.

Single Screen Layouts

The following introduces the default layout when you connect one display.

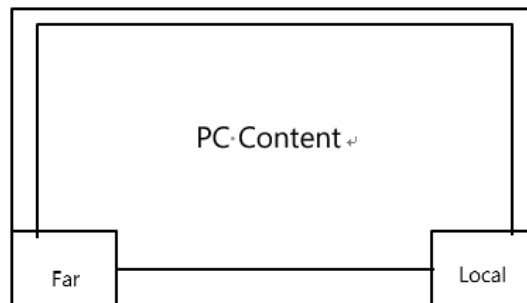
Two-Way Video Call

Picture-in-picture layout is used by default.



Two-Way Video Call with a Presentation

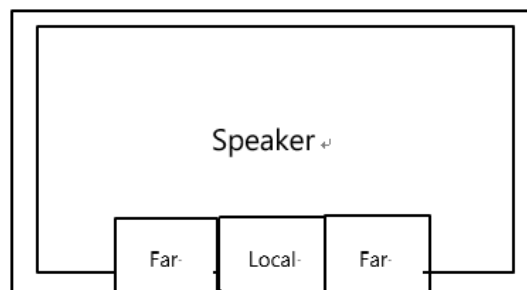
The PC content is displayed in a large window and other participants are displayed in small windows beside the PC content.



Multi-Way Video Calls

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

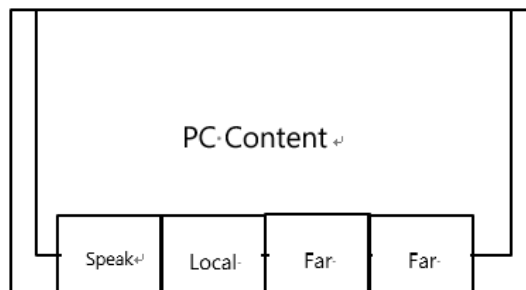
The active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.



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

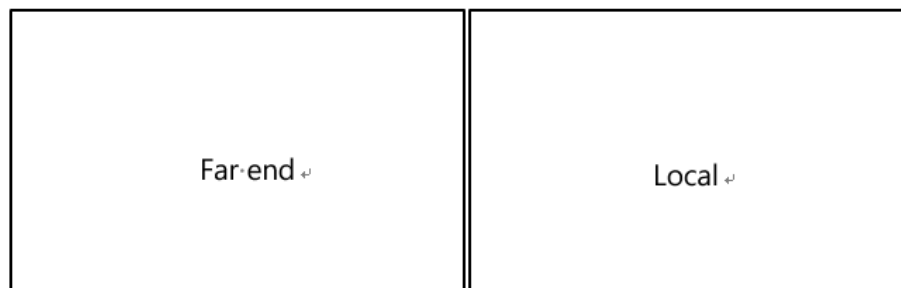


Note: Multi-way video calls are only applicable to VC880/VC800/PVT980/PVT950 that has a multipoint license.

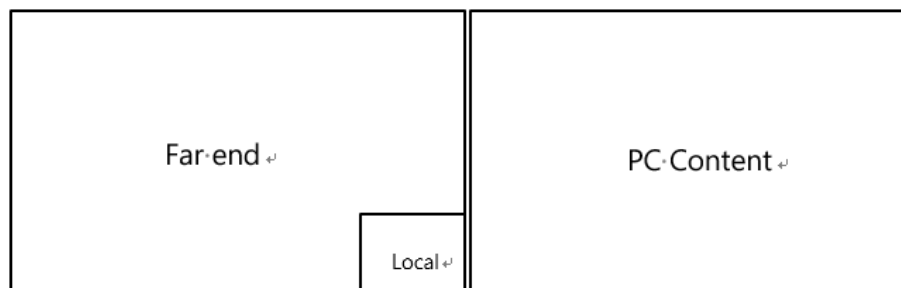
Dual Screen Layout

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

Two-Way Video Call



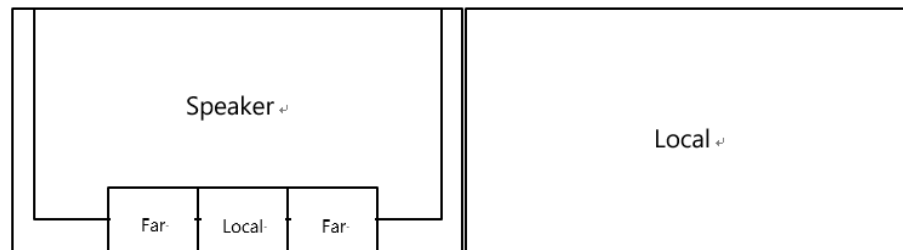
Two-Way Video Call with a Presentation



Multi-Way Video Calls

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

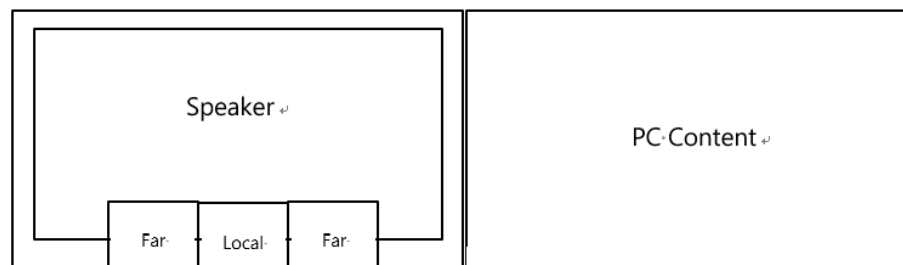
- **Primary monitor:** the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.
- **Secondary monitor:** the local video image is displayed in a large pane.



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

If you connect VCC22 to the endpoint during a call, all video streams captured by the connected cameras are synthesized to one video stream and sent to the far site. The supported local camera layouts are as below:

- **1+N:** the video image of the selected camera is displayed in large window, and the video images of other cameras are displayed in thumbnails.
- **Selected Speaker:** the video image of the selected camera is in full-screen.
- **Equal NxN:** the video images of all cameras have equal size.
- [Changing the Camera Layout by CP960](#)
- [Changing the Camera Layout by CTP20](#)

Related tasks

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


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  in the bottom-right corner in a call or a conference.
2. Tap **Multi-camera Layout Switching** in the top-right corner.
3. Select the desired layout.

Changing the Local Screen Layout

During a conference, you can change the local screen layout by the remote control/CP960/CTP20.

Procedure

1. Do one of the followings during a conference:
 - For VC880/VC800/VC500/PVT980/PVT950, on your remote control, press OK key to open **Talk Menu** and then select **More > Layout**.
 - On your CP960, tap **Layout**.
If you are in a YMS or cloud conference, tap **Layout > Local Layout**.
 - On your CTP20, tap **Switch Layout**.
2. Select the desired layout.

Related concepts

[Available Screen Layouts](#)

Specifying Content to the Secondary Screen

When you connect dual displays, you can use the default layout, or specify the content to the secondary screen via the remote control/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 the OK key to open the **Talk Menu** during a conference.
2. Go to **More > 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 previous content on the secondary screen will be displayed on the primary screen automatically.

Specifying Content to the Secondary Screen by CTP20

Procedure

1. On the Conference Control page, tap **Switch Content** on the secondary screen.
2. Select the desired display content for the secondary screen.
The secondary screen displays the selected content. If you specify a new content on the secondary screen, the previous content on the secondary screen will be displayed on the primary screen automatically.

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 as .mkv format and named as the recorded time and date. In addition, if the administrator has enabled server recording permissions for your YMS account, you can use server recording to save the video on the server during the conferences. 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 flash drive, the USB flash drive you connect should support FAT 32 and NTFS format.

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



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 on the connected USB flash drive. For VC200, if a USB flash drive is not connected, the recorded video is saved directly in the local storage; if a USB flash drive is connected, it is saved on the USB flash drive by default.

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

Endpoints	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.

Endpoints	Requirements
VC200	<ul style="list-style-type: none"> • Make sure the administrator has enabled recording feature • If you want to save the screenshots locally, you need to enable the local storage • If you need to store video on the USB flash drive, you need to enable the USB feature.
	Make sure that VC200 or USB flash drive has enough storage space.


 **Tip:** For VC880/VC800/VC500/PVT980/PVT950, on your remote control, go to **More > File Manager** to view the USB storage; For VC200, on your remote control, go to **More > File Manager** to view the local or USB storage.

 **Note:** The USB flash drive must be connected to the codec, VCH50, or wired CTP20.

- [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. Tap  to start recording.


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

The monitor displays the recording icon and the time.


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 recording** during the conference.

2. Tap  to stop recording.

Recording Local Videos by CTP20

Procedure

1. Tap  > **Recording**.

If the administrator enables the server recording permission for your YMS account, you need to select **Local record** during a conference.

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

2. Tap **Now 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 the 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. Tap  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 recording**.
3. Tap  to stop recording.

Recording Server Videos by CTP20

Procedure

1. In a conference, tap  > **Recording**.
2. Select **Server record** in the pop-up window.
3. Tap **Now Recording** to stop recording.

Taking Screenshots

You can take screenshots. The screenshots are saved as .jpg format 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:

Endpoints	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 the screenshots feature • If you want to save the screenshots locally, you need to enable the local storage • If you need to store video on the USB flash drive, you need to enable the USB feature
	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 Remote Control](#)
- [Capturing Screenshots by CP960](#)
- [Capturing Screenshots by CTP20](#)

Capturing Screenshots by Remote Control

Procedure

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

Capturing Screenshots by CP960

Procedure

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

Capturing Screenshots by CTP20

Procedure

In the top-right corner of your CTP20, tap  > **Screenshots**.

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/VCH51, 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.

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






Viewing Screenshots



Procedure

1. On your remote control, go to **More > File Manager > Picture**.
2. Select the desired screenshot and press the OK key or press the right navigation key and press **Full Screen**.
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.

Viewing Local Recorded Videos

Procedure

1. On your remote control, go to **More > File Manager > 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 the 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.

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

VC200 endpoint allows you to 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 > Picture**.
2. Select the desired screenshot and press the right navigation key to select **Export To U Disk**.

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

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

Procedure

1. For VC200: on your remote control, go to **More > File Manager > Local Storage > Video**.
2. Select a desired video and press the right navigation key to select **Export To U Disk**.

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 > File Manager > Picture**.
2. Select the desired screenshot, press the right navigation key to select **Delete**, and select OK. The system prompts whether or not you are sure to delete.
3. Confirm the action.

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 > File Manager > Video**.
2. Select the desired video, press the right navigation key to select **Delete**, and select OK. The system 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 the Volume key to adjust the volume.
- On your CP960, tap volume key or drag the volume slider to adjust the volume.
- Tap  and drag the volume slider to adjust the volume.

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

Configuring Key Tone

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

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


Configuring the Key Tone by the Remote control

Procedure

1. Go to **More > Settings > Basic > General**.
2. Enable **Key Tone**.

Configuring the Key Tone by CTP20

Procedure

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

Enabling Silent Mode



If you enable the silent mode, the speaker of your endpoint makes 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 the 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:


- Tap  and drag the volume slider to the minimum value.
- Tap  and then tap .


Muting the Microphone

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

Procedure

Do one of the following:

- On your remote control, press the 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

- [Adjusting the Monitor Display Proportion](#)
- [Video Input Source](#)

Adjusting the Monitor Display Proportion

If you use the TV as the display device, the TV might not display the entire video image. To solve this problem, you can adjust the display proportion to display the entire video image as you need.

- [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 > Settings > Basic > General**.
2. Press OK key to select **Main Display**.

If you connect two screens, select **Main Display** or **EXT Display**.

3. In the **Main/EXT display (90%-100%)** field, press the right or left navigation key to adjust the display proportion.
4. Save the change.

Maximizing Monitor Video Display by CTP20

Procedure

1. Tap  > **Settings > 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. You can change the input source on your remote control.

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



Changing the Video Input Source When not in a Call

Before you begin

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

Procedure

1. Do one of the following:
 - On your remote control, go to **More > Settings > Basic > Input Selection**.

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

The monitor display **Camera** and **PC** as the input source.

2. Select the desired input source.

You can see the video image displayed by the selected video input source.



Changing the Video Input Source in a Call

Before you begin

If you want to change the video input source to PC, you need to connect the endpoint to the PC.

Procedure

1. Do one of the following:

- In a call, press the OK key to open **Talk Menu** and go to **More > Input Selection**.
- If  is set to Input key by your system administrator, Press  to enable the video input source.


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

2. Select the desired input source.

- If you select **PC**, the remote video image is displayed in a large window, and the PC content is displayed in a small window (Picture-in-Picture mode).
- If you select **Camera+PC**, the PC content is displayed in a large window, and other video images are displayed in small windows.
- If you select **Camera**, the remote video image is displayed in a large window, and the local video image is displayed in a small window (Picture-in-Picture mode).


Setting the Wallpaper for CTP20 and VCS Codec

Procedure

1. On your CTP20, tap  > **Settings** > **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. In the top-right corner of your CTP20, tap .
2. In the **CTP20 Brightness** field, drag the slider to adjust the brightness of the CTP20.

Using CPE90 Wired Expansion Microphones

This section introduces how to use CPE90 Wired Expansion Microphones.

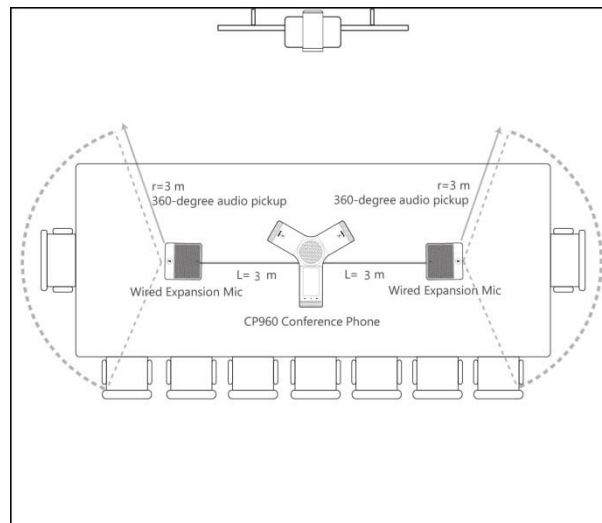
- [Placing CPE90 Wired Expansion Microphones](#)
- [Muting or Unmuting the Microphone](#)

Placing CPE90 Wired Expansion Microphones

The CPE90 has a rubber pads on its base to prevent it from sliding. You can place the CPE90 on a stable surface and keep it away from obstacles so that it can effectively pick up sounds.

Procedure

Place CPE90 Wired Expansion Microphones according to the image below.



Muting or Unmuting the Microphone

Procedure

On the microphone, press  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. You can connect up to 2 CPW90-BT Bluetooth wireless microphones to the video conferencing system. For more information on how to use CPW90-BT Bluetooth Wireless Microphones, refer to [Yealink CPW90-BT Wireless Presentation Pod Quick Start Guide](#).

- [Muting or Unmuting the Microphone](#)

Muting or Unmuting the Microphone

Procedure

On the microphone, press  to mute/unmute the microphone.