Yealink

Full HD Video Conference System User Guide

VC880

VC500/PVT950

VC200

PVT980

Version 40.10 | Apr.2019

Contents

About This Guide..... 7
In This Guide..... 7
Related Documentations..... 8

Getting Started..... 9
Hardware of VCR11 Remote Control..... 9
Introduction of VCR11 Remote Control..... 10
Enter Characters by Remote Control..... 11
Hardware of CP960..... 13
Introduction of CP960 Conference Phone..... 13
Entering Characters by CP960..... 14
Introduction of CTP20 Touch Panel..... 16
Waking up the CTP20 Touch Panel..... 16
Using Onscreen Keyboard of CTP20..... 16
Interface Introduction of the CTP20 Whiteboard Toolbar..... 18
Introduction of CTP20 Note Toolbar..... 18
Powering on the System..... 18
Powering off the System..... 19
Running the Setup Wizard..... 19
Putting the System to Sleep..... 19
Waking up the System..... 19
Screens and Icons..... 19
Idle Screen..... 19
Control Center/Notification Center..... 23
Icon Introduction..... 24

Managing the Directory..... 28
Local Contacts and Conference Contacts..... 28
Adding a Local Contact..... 28
Adding a Conference Contact..... 29
Editing Contacts..... 30
Deleting Contacts..... 31
Yealink Cloud Contacts..... 31
Enterprise Directory..... 32
Searching for Contacts..... 32
Searching for Contacts by Remote Control..... 32
Searching for Directory by CP960..... 32
Searching for Contacts by CTP20..... 33

Managing the Call History..... 33
Viewing the Call History..... 33
Viewing the Call History by Remote Control..... 33
Viewing the Call History by CP960..... 33
Viewing the Call History by CTP20..... 33
Adding a History Record to the Local Directory..... 34
Adding a Local Contact from the Call History by Remote control..... 34

Adding a Call History to the Local Directory by CP960 34
Adding a Local Contact from the Call History by CTP20 34
Deleting History Records 34
Deleting a Call History by Remote control 35
Deleting a Call History by CP960 35
Deleting a Call History by CTP20 35
Deleting All Call Histories by Remote control 35
Deleting All Call Histories by CTP20 35

Operating Calls 36
Placing a Call 36
Placing a Call by Entering a Number 36
Editing Numbers Before Calling 37
Placing a Call from the Search Result 38
Placing Calls to Contacts 38
Placing Calls from Call History 39
Joining the VMR 40
Answering Calls 40
Answering a Call Automatically 40
Answering Multiple Calls Automatically 41
Muting Automatically Answered Calls 41
Answering Calls 42
Turning off the Local Camera 42
Turning off the Local Camera by Using Remote Control 42
Turning off the Local Camera by Using CP960 42
Turning off the Local Camera by Using CTP20 42
Rejecting Incoming Calls 43
Manually Rejecting Incoming Calls 43
Do Not Disturb 43
Ending Calls 44

Managing the Local Video Conference 45
Initiating a Local Video Conference 45
Multipoint Licenses 45
Initiating a Conference by Dialing a Group 46
Initiating a Conference by Inviting Contacts 47
Removing Conference Participants 48
Removing Conference Participants by Remote Control 48
Removing Conference Participants by CP960 48
Removing Conference Participants by CTP20 48
Muting or Unmuting All Conference Participants 48
Muting a Conference Participant 49
Unmuting a Conference Participant 49
Ending the Local Video Conference 49
Ending the Conference by Remote control 49
Ending the Conference by CP960 49
Ending the Conference by CTP20 50

Using the Yealink VC Cloud Management Service Platform 50
Dialing Yealink Cloud Accounts 50
Viewing Scheduled Conferences 51
Joining Scheduled Conferences 51
Joining a Scheduled Conference from a Conference Reminder 51

Joining a Scheduled Conference from the Conference Schedule..... 51
Joining a Scheduled Conference from the Notification Center..... 52
Joining a Scheduled Yealink Cloud Conference by Dialing..... 52
Meet Now Conference..... 52
Initiating Meet Now Conferences..... 52
Joining a Meet Now Conference by Dialing..... 53
Virtual Meeting Room..... 53
Calling a VMR by Remote Control..... 53
Joining a VMR by CP960..... 53
Joining a VMR by CTP20..... 54
Joining a Virtual Meeting Room by Dialing..... 54
Manage Yealink Cloud Video Conferences..... 54
Appointing a Lecturer..... 54
Applying for Speaking..... 55
Managing the Application..... 55
Inviting Conference Participants..... 56
Removing Conference Participants..... 57
Muting or Unmuting All Conference Participants..... 57
Muting or Unmuting a Conference Participant..... 57
Locking/Unlocking the Conference..... 58
Allowing/Rejecting the Participant to Join the Conference..... 58
Viewing the Message List..... 58
Leaving the Conference..... 59
Ending the Conferences..... 60

Using Yealink Meeting Server..... 60
Dialing YMS Accounts..... 61
Viewing Scheduled Conferences..... 61
Joining Scheduled Conferences..... 61
Joining a Scheduled Conference from a Conference Reminder..... 61
Joining a Scheduled Conference from a Conference Invitation..... 62
Joining a Scheduled Conference from the Conference Schedule..... 62
Joining a Scheduled Conference from the Notification Center..... 62
Joining a Scheduled YMS Conference by Dialing..... 62
Watching the Live Broadcast..... 63
Meet Now Conference..... 63
Initiating Meet Now Conferences..... 63
Joining a Meet Now Conference by Dialing..... 63
Virtual Meeting Room..... 64
Joining a VMR from Directory..... 64
Joining a Virtual Meeting Room by Dialing..... 65
Manage YMS Video Conferences..... 65
Appointing a Lecturer..... 65
Applying for Speaking..... 66
Managing the Application..... 66
Inviting Conference Participants..... 67
Removing Conference Participants..... 68
Muting or Unmuting All Conference Participants..... 68
Muting or Unmuting a Conference Participant..... 68
Locking/Unlocking the Conference..... 69
Allowing/Rejecting the Participant to Join the Conference..... 69
Viewing the Message List..... 69
Leaving the Conference..... 70
Ending the Conferences..... 70

Using the Third-party Video Conference Platforms..... 71

Using Basic Features..... 71

Viewing the World Time..... 72
Presenting..... 72
Wired Sharing..... 72
Wireless Sharing..... 74
Controlling the Shared Content by CTP20..... 76
Recording Videos..... 78
Starting or Stopping Recording Videos..... 78
Viewing Recorded Videos..... 79
Copying the Video from the Local Storage to the USB Flash Drive..... 80
Deleting Recorded Videos..... 80
Screenshot..... 80
Using Screenshot..... 80
Viewing Screenshots..... 81
Copying the Screenshot from the Local Storage to the USB Flash Drive..... 82
Deleing Screenshots..... 82
Using the Whiteboard Feature of CTP20..... 82
Using the Whiteboard Collaboration When not in a Call..... 82
Using the Whiteboard Collaboration in a Call..... 83
Using Multiple CTP20s for Collaboration..... 83

Settings..... 83

Configuring the Audio Settings..... 84
Adjusting the Volume..... 84
Key Tone..... 84
Enabling Silent Mode..... 84
Muting the Microphone..... 85
Configuring Video Settings..... 85
Maximizing Monitor Video Display..... 86
Allowing Website Snapshot..... 86
Video Input Source..... 86
Changing the Screen Layout..... 87
Configuring Camera Settings..... 91
Controlling Cameras..... 91
Allowing the Far-End System to Control Your Camera..... 92
Setting Camera Presets..... 93

Accessories with Your System..... 96

Using VCM34..... 96
Using Hardware of CPE90 Wired Expansion Microphones..... 96
Placing CPE90 Wired Expansion Microphones..... 97
Muting or Unmuting the Microphone..... 97
Using the Soundbar..... 97
Using the CPW90-BT Bluetooth Wireless Microphones with VCS..... 97
Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by Remote Control..... 98
Viewing the Information of CPW90-BT view Bluetooth Wireless Microphones by CP960..... 98
Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by CTP20..... 98
Using WPP20 Wireless Presentation Pod..... 98
Using the CPN10 PSTN Box..... 98

Using the VCC22 Video Conferencing Cameras....98
Controlling VCC22 Camera....99
Camera Layout....99
Controlling Multiple Remote Cameras....100
Layouts of Multiple Monitors....100
Resetting the Camera....100

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, rich and reliable data-cooperation.

This guide is applicable to the following Yealink device:

- VC880 video conferencing system: suitable for large 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 middle size meeting room.
- VC200 video conferencing endpoint: suitable for huddle rooms.

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

- *In This Guide*
- *Related Documentations*

In This Guide

This guide contains the following chapters:

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

Related Documentations

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

Item	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	Using VCR11 Remote Control	On the website/	English/ Chinese
Yealink VCC22 Video Conferencing Camera Quick Start Guide	Install VCC22 Video Conferencing Camera	On the website/	English/ Chinese
Yealink PSTN Box CPN10 Quick Start Guide	Connect the video conference system to PSTN	On the website/ in the package	English/ Chinese
Yealink CPW90-BT Bluetooth Wireless Microphones Quick Start Guide	Connect CPW90-BT Bluetooth wireless microphones to video conferencing system	On the website/ in the package	English/ Chinese
Yealink Wi-Fi USB Dongle WF50 User Guide	Connect to Wi-Fi and providing wireless AP	On the website/	English/ Chinese
Yealink WPP20 Wireless Presentation Pod Quick Start Guide	Connect WPP20 wireless presentation pod to VCS	On the website/ in the package	English/ Chinese
Yealink CP960 HD IP Conference Phone Quick Reference Guide	Using CP960 Conference Phone	On the website/	English/ Chinese
Yealink WPP20 Wireless Presentation Pod User Guide	Use WPP20 wireless presentation pod to share content	On the website/	English/ Chinese
Yealink CTP20 Quick Start Guide	Connect CTP20 Touch Panel to VCS	On the website/	English/ Chinese

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

Note: You can download the latest documents online:

http://support.yealink.com/documentFront/forwardToDocumentFrontDisplayPage.

Getting Started

This chapter introduces the basic operation of VCS.

- *Hardware of VCR11 Remote Control*
- *Hardware of CP960*
- *Introduction of CTP20 Touch Panel*
- *Powering on the System*
- *Powering off the System*
- *Running the Setup Wizard*
- *Putting the System to Sleep*
- *Waking up the System*
- *Screens and Icons*

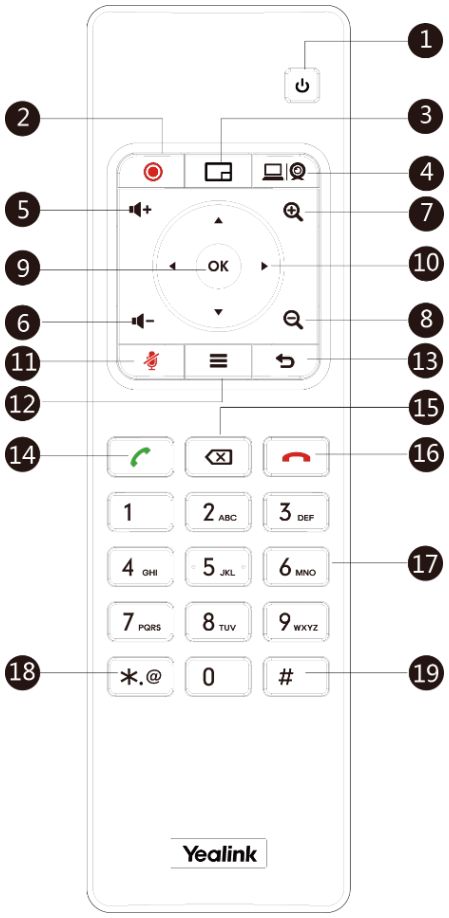
Hardware of VCR11 Remote Control

The VCR11 remote control enables you to operate a video conferencing system, which include placing calls, adjusting the volume, controlling the camera and so on. The following introduces the buttons of the VCR11 remote control and how to enter characters using your remote control.

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

Introduction of VCR11 Remote Control

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



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

NO.	Item	Description
8	Zoom out key	• Decrease the focal length of the camera. • Zoom the captured image out. • Turn the page down.
9	OK key	Go the sub-menu, confirm the action or select one item.
10	Navigation Keys	• Navigate through menu items. • Pan and tilt the camera to adjust the angle.
11	Mute key	Mute or unmute the microphone.
12	Home key	• Return to the idle screen when the system is not in a call. • Open **Talk Menu** during a call.
13	Return key	Return to the previous menu.
14	Dial key	Enter the pre-dialing screen, the dialing screen or the answering screen.
15	Delete key	• Delete one character at a time. • Long press to delete all characters in the input field. • If the system is connected to a USB flash drive, you can long press for 2 second it to start capturing packets and long press it for 2 seconds again to stop capturing packets.
16	Hang up key	• End a call or exits a conference call. • Return to the idle screen.
17	Numeric keypad	• Enter digits. • Go to the dialing screen.
18	Asterisk 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.

Enter Characters by Remote Control

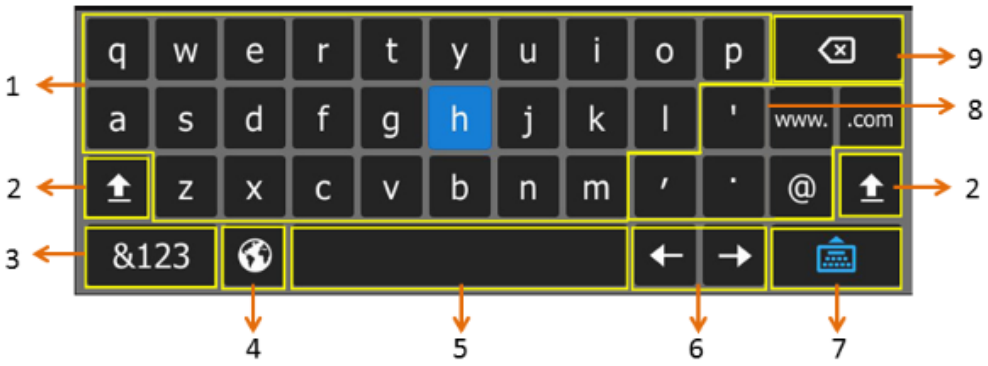
You can use onscreen keyboard on the monitor or use keypad on the remote control to enter characters.

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

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.	Item	Description
1	26 English Letters	Enter the letter.
2		Switch to the uppercase input mode.
3	&123	Switch to the numeric & symbolic input mode.
4		If your system administrator enables Russian, you can select this button to switch between English and Russian input methods.
5	Space Key	Enter a space.
6	Cursor	Position a cursor.
7		Hide the onscreen keyboard.
8	Special Characters	Enter the corresponding special character.
9	Delete key	• Delete one character at a time. • Long press to delete two or more characters.

Procedure

1. In the editor area, select to open the onscreen keyboard.
2. Select the corresponding characters and press OK key.

Enter Characters by Dial Pad

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

Procedure

Press the keypad on the remote control to enter characters.

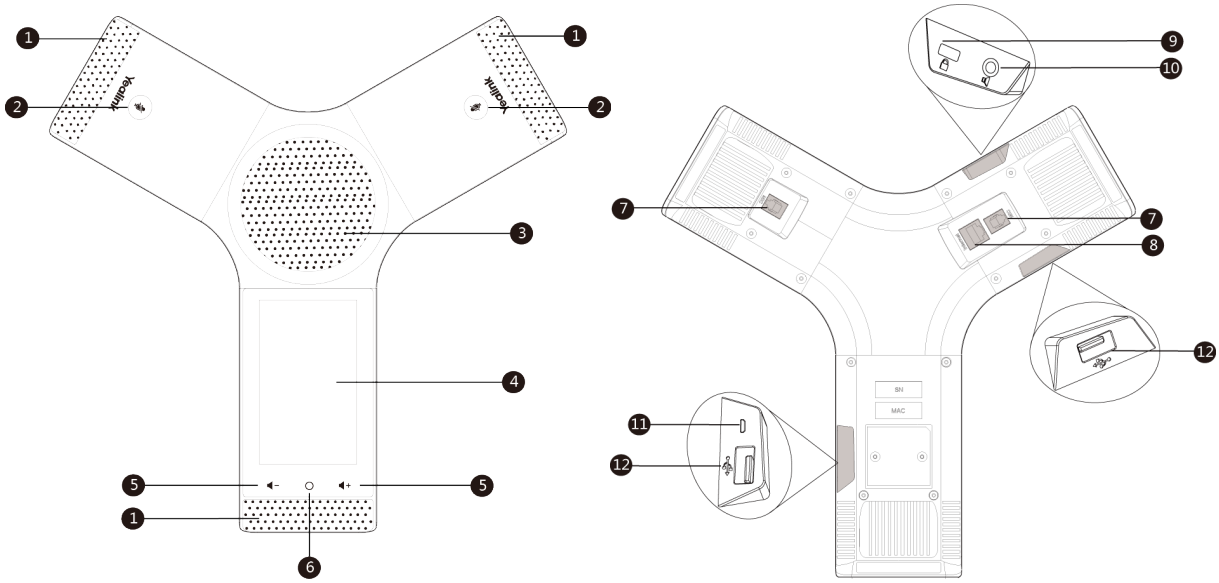
Hardware of CP960

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

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

Introduction of CP960 Conference Phone

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



NO.	Item	Description
1	Three Internal Microphones	Support 360-degree audio pickup at a radius of up to 6 meters.
2	Mute Touch Keys	• Indicate the status of the phone and the call. • Toggle mute feature.
3	Speaker	You can hear the voice from the speaker when you choose hand-free mode.
4	Touch Screen	5 inch (720 x 1280) capacitive (5 point) touch screen with two idle screens. Tap to select items and navigate menus. Display the information about the call, the message, the time, the date and other relevant data: • Call information: the caller ID and the call duration • Icons (for example, ⛔) • The prompts of the missed calls • Prompts (for example, “Delete selected item?”) • Time and date
5	Volume Touch Keys	Adjust the volume of the speaker, ringer or media.
6	HOME Touch Key	Return to the idle screen.

NO.	Item	Description
7	Wired Mic Ports	Connect CPE90 to your phone (optional).
8	Internet	• Connect to the VC Hub/Phone port on the video conferencing system. • Connect to the Audio port on the VCH50 video conferencing hub.
9	Security Slot	Allow you to connect a universal security cable to your phone so you can fix your phone on the table.
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

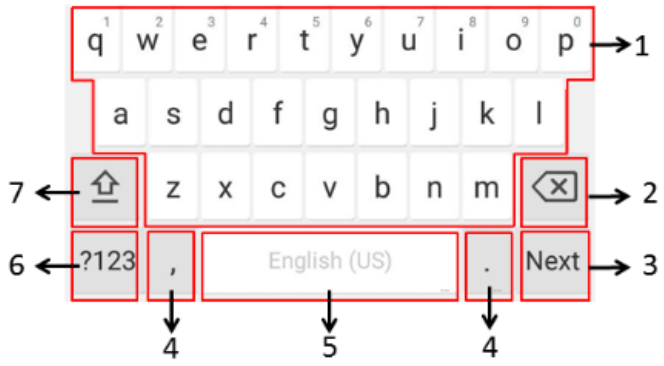
You can use the onscreen keyboard on the touch screen or use the onscreen dial pad on the dialing screen to enter characters.

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

Enter Characters by Onscreen Keyboard

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

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

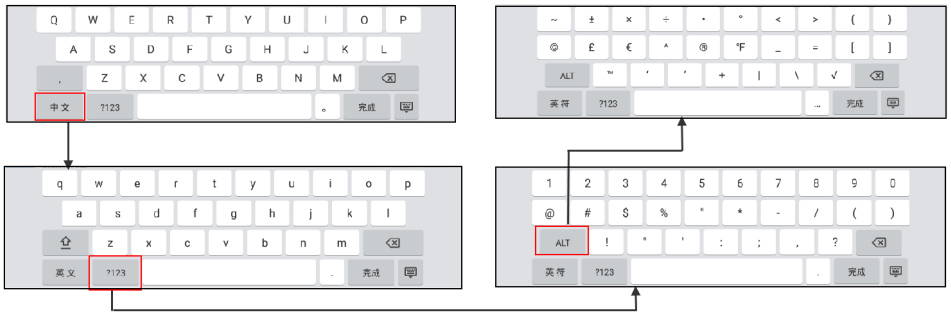


Number	Key Tone	Description
1	26 English Letters	• Enter the letter. • Long tap a key then slide to choose an option.
2	Delete key	• Tap to delete the entered character one by one. • Long tap to delete two or more characters.

Number	Key Tone		Description
3	Display the name of the corresponding feature, and the user can tap the corresponding key to complete the operation.	Next Key	Tap to go to the next field.
		Send Key	Tap to dial out the number.
		Search	Searching for Contacts.
4	Two Special Characters		• Enter the corresponding special character. • Long tap the point key (.) then slide to choose an option.
5	Space Key		• Enter a space. • Long tap the point key (.) to change the input method.
6	?123		Switches to the numeric & symbolic input mode.
7			Switches to the uppercase input mode.

Google Pinyin Input Method

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



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

Performing Other Operations by the Onscreen Keyboard

About this task

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

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

Enter Characters by Dial Pad

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

Introduction of CTP20 Touch Panel

As the controller of VCS devices, CTP20 touch panel can help you fully control VC200/VC500/VC800/VC880 system. You can use it to place calls, initiate conferences, adjust the volume, control the camera, record videos, and so on. What's more, CTP20 supports collaborative editing and the note feature, 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.

- *Waking up the CTP20 Touch Panel*
- *Using Onscreen Keyboard of CTP20*
- *Interface Introduction of the CTP20 Whiteboard Toolbar*
- *Introduction of CTP20 Note Toolbar*

Waking up the CTP20 Touch Panel

If the CTP20 has been idle for a while, it will automatically go to the screen saver. You can touch the CTP20 screen to wake it up.

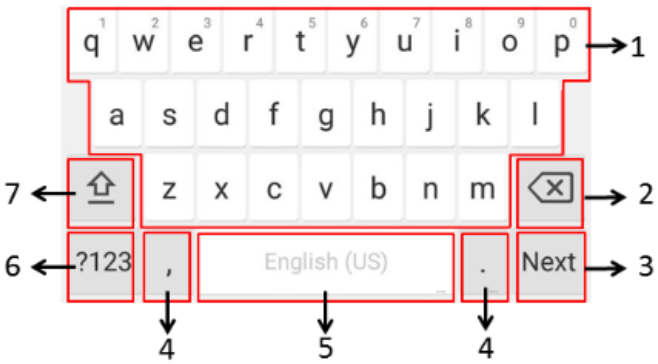
Procedure

Touch the screen.

Using Onscreen Keyboard of CTP20

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

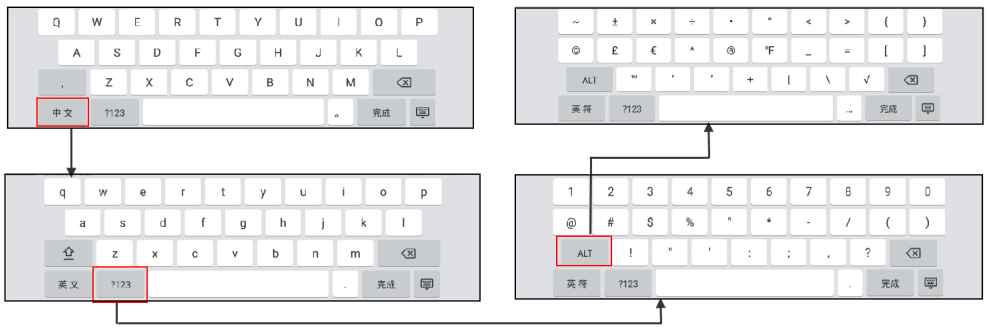
Android Keyboard (AOSP) – English (US) Input Method



Number	Key Tone		Description
1	26 English Letters		• Enter the letter. • Long tap a key then slide to choose an option.
2	Delete key		• Tap to delete the entered character one by one. • Long tap to delete two or more characters.
3	This key is flexible to identify the context sensitive features.	Next Key	Tap to go to the next field.
		Send Key	Dial out the number or search for contacts.
4	Two Special Characters		• Enter the corresponding special character. • Long tap the point key (.) then slide to choose an option.
5	Space Key		• Enter a space. • Long tap 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

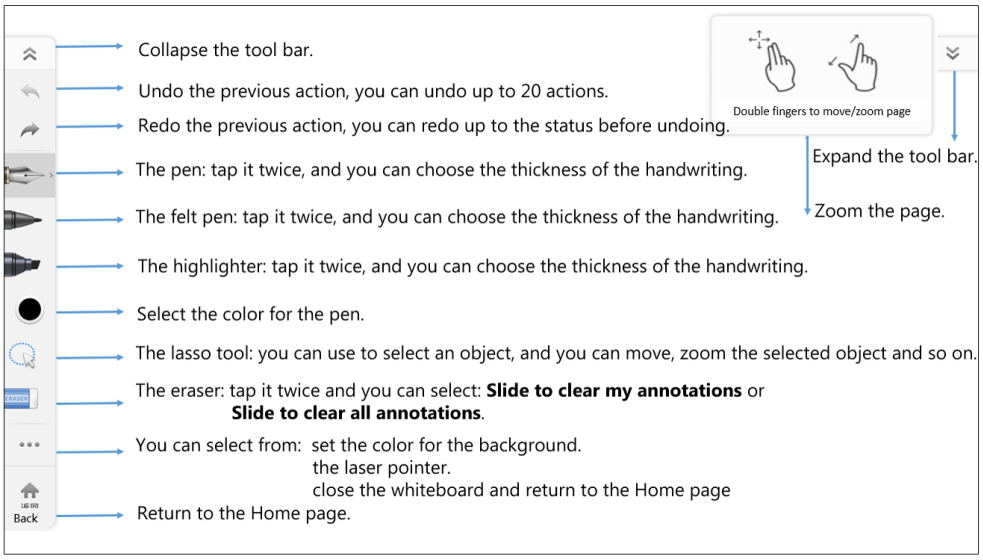
You can long tap the space key to change the input method to Google Pinyin, then you can enter Chinese.



You can also long tap the key at the bottom-left corner to change the input method into ASOP.

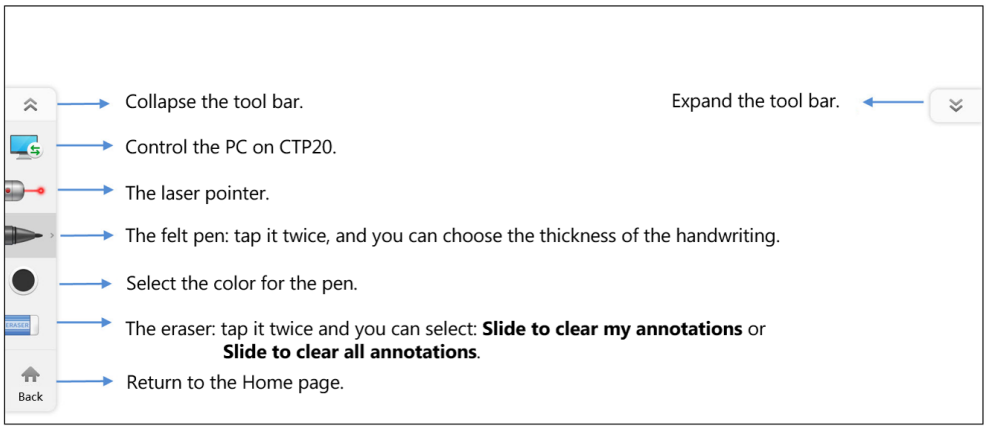
Interface Introduction of the CTP20 Whiteboard Toolbar

Interface introduction of the CTP20 whiteboard toolbar is as below:



Introduction of CTP20 Note Toolbar

The interface introduction of the CTP20 note toolbar is as below:



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 up.

Procedure

On your remote control, press ⏻.
Your system is powered on successfully, and the LED indicator glows solid green.

Related tasks

Powering off the System

Powering off the System

Procedure

1. On your remote control, press .
2. Select **Shut down** and then press OK key.
   The system shuts down immediately, and the LED indicator goes out.

Running the Setup Wizard

The setup wizard appears automatically at the first startup or when the system is reset to factory. You can configure the initiative 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 to skip the setup wizard.

Putting the System to Sleep

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

Procedure

1. On your remote control, press .
2. Select **Sleep** and then press OK key.
   The system goes to sleep immediately, and the LED on the system or the camera glows solid 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.

Screens and Icons

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

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

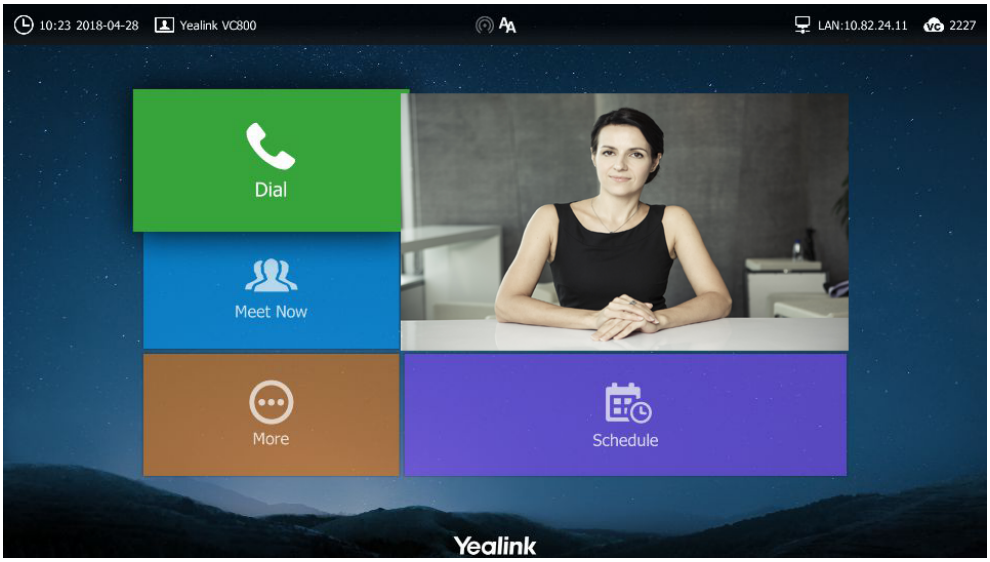
Idle Screen

- *Idle Screen of the Monitor*

- *Idle Screen of CP960*
- *Introduction of CTP20 Touch Panel Idle Screen*

Idle Screen of the Monitor

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



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

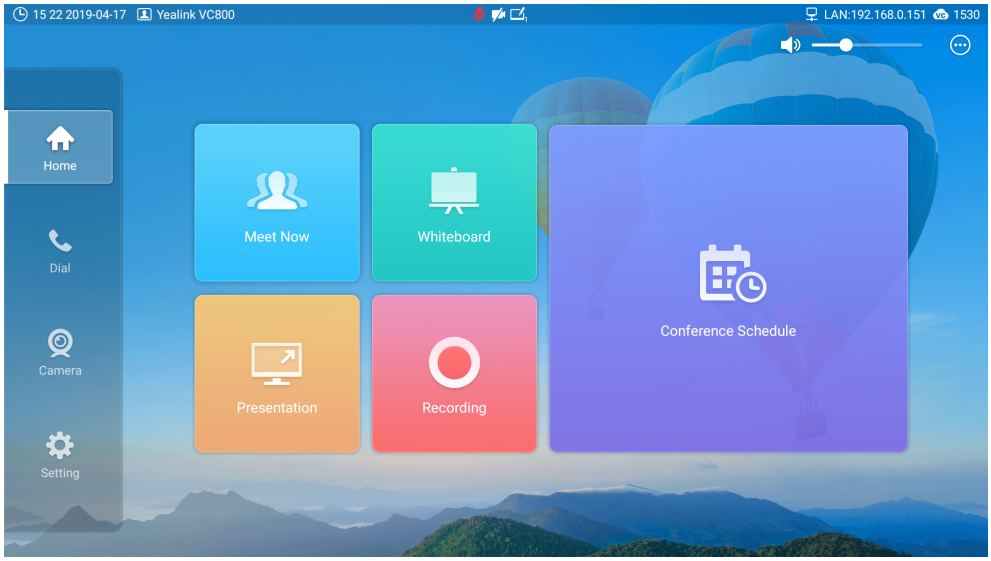
Idle Screen of CP960

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

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

Introduction of CTP20 Touch Panel Idle Screen

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



Item	Description
Time and date	The time and date are displayed on the left side of the status bar.
Site Name	The site name of the system.
Status icon	The status icons are displayed on the center of the status bar.
IP address	• **LAN: X.X.X.X**: indicates the system has obtained an IP address. • **Network disconnected:** indicates the system does not connect to a network cable, and you need check the network cable. • **255.255.255.255:** indicates the system fails to obtain an IP address. Check the connection between the system and the DHCP server, or configure a static IP address for the system.
Volume adjuster	Adjust the volume.
	Configure the following features: • Mute the microphone. • DND (Do Not Disturb). • Auto answer. • Adjust the brightness. • Sleep mode. • Turn on or off the local camera in a call. • View the call statistics in a call.
Home page	• Meet Now conference: when you register a Yealink Cloud account or YMS account, you can initiate a Meet Now conference. • Whiteboard: in idle state, initiate or close the whiteboard collaboration in the meeting room. • Presentation: when VCS is connected to the PC, you can use this feature to present the content on the PC. • Recording: in idle state, record the video. • Schedule: when you register a Yealink Cloud account or YMS account, you can view the conference schedule.

Item	Description
Register account	Generally, your system administrator will pre-configure the related account information for the system. If not, contact your system administrator.
Dial	Go to the dialing screen.
Camera	• Set or adjust the camera presets • Enable or disable the camera (this feature is available when you connect multiple VCC22 to the system)
Settings	• View the system information and wireless network status of touch panel • The status of VCS codec (the system information, the network and the account) • The related settings of VCS codec.

Control Center/Notification Center

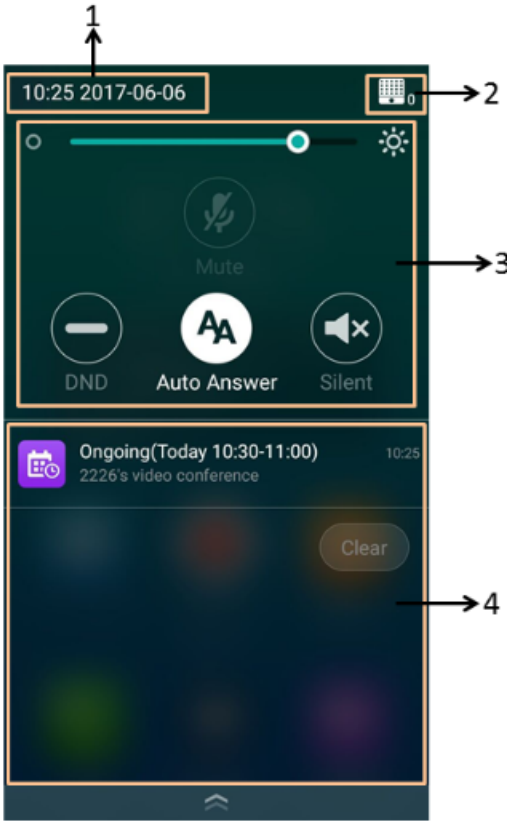
The control center or notification center of CP960 allows you to quickly enable/disable the related feature or view the latest notifications.

- *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.	Item	Description

1	Time and Date	Display the time and date.
2	Control Center	Adjust the screen brightness or configure the related features.
3	Notification Center	Display the notifications, for example the reminder of the ongoing conference.

Exiting Control Center/Notification Center

Procedure

On your CP960, do one of the following:

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

Icon Introduction

- *Icons on the Monitor/CTP20*
- *Icons on CP960 Conference phone*

Icons on the Monitor/CTP20

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

Icon	Description
	Network is available
	CP960 is not connected
	The local camera is disabled (it is only applicable to VC880/VC800/VC500/PVT980/PVT950)
	Wi-Fi mode is enabled, but not connect to the wireless network
	Wi-Fi mode is enabled, and connect to the wireless network
	Wireless hotspot is enabled, but no device is connected to it
	Wireless hotspot is on, and some devices are connected to it
	With a SIP account registered
	With an H.323 account registered
	With a Yealink Cloud account/YMS account registered

Icon	Description
	With a PSTN account registered
	Log into StarLeaf/Zoom/Pexip/BlueJeans/EasyMeet/Videxio platform
	VCH50 video conferencing hub is connected to the device
	Auto answer
	Missed calls (displayed on the status bar of the device)
	The output volume is 0
	DND (do not disturb) is enabled
	Dual-screen mode(it is only applicable to VC880/VC800/VC500/PVT980/PVT950, monitor 1 and monitor 2 of the system are connected to display devices)
	Wired sharing (when a PC is connected to the VCH50 video conferencing hub)
	Wireless sharing (using WPP20 wireless presentation pod to share PC content)
	A USB flash drive is inserted
	VPN is enabled
	BT42 dongle is connected, but the CPW90-BT Bluetooth wireless microphones are unregistered.
	BT42 dongle is connected, and the CPW90-BT Bluetooth wireless microphones are registered.
	CTP20 is connected to the device (the number of connected CTP20 is displayed in the bottom-right corner)
	Call mute
	Call encryption
	Call is on hold

Icon	Description
	The camera is being controlled
	The image displayed on the second monitor
	Records the video and the audio to your system memory (only applicable to VC200)
	Records the video and the audio to your PC by Yealink Wireless Presentation Pod
	Records the video and the audio to the USB flash drive
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)
	Received calls (H.323 account/SIP account/IP Call)
	Received calls (Cloud platform)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)
	Local directory
	The conference contact (it is only applicable to the PVT980/PVT950 video conference system and VC880/VC800 that has a multipoint license).
	Yealink Cloud contacts or YMS contacts
	Virtual Meeting Room
	Third party devices
	Room system
	Places video calls

Icon	Description
/	Places voice calls

Icons on CP960 Conference phone

Icon	Description
	Auto answer
	Missed calls (displayed on the status bar of the device)
	DND (Do Not Disturb) is enabled
	The microphone is muted
	Call encryption
	The output 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
	Third party devices
	Room system
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)
	Received calls (H.323 account/SIP account/IP Call)
	Received calls (Cloud platform)

Icon	Description
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)

Managing the Directory

Your system supports several types of directories.

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

Local Contacts and Conference Contacts

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

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

Adding a Local Contact

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

- *Adding a Local Contact by Remote Control*
- *Adding Local Contacts by CTP20*

Adding a Local Contact by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.
2. Select **Local** from the drop-down menu.
3. Select **New Contact**.
4. Enter the contact name in the **Name** field.
5. Enter the contact number or IP address in the **Number** field.
6. Select **Add New Number** to add more numbers.
   You can repeat step 6 to add up to 3 numbers to a local contact.
7. Select the desired bandwidth from the drop-down menu of **Bandwidth**.
   The default bandwidth is Auto, which means the system will automatically select the appropriate bandwidth during a call.
8. Select **Save** and then press OK key to accept the change.

Adding Local Contacts by CTP20

Procedure

1. On your CTP20, tap **Dial** > .
2. Select **Add Local Contact** from the pop-up dialog if the multipoint license is imported to the device.
3. Enter the contact name in the **Name** field.
4. Enter the contact number or IP address in the **Number** field.
5. Tap **Add New Number**.
   Up to 2 numbers can be added to one local contact.
6. Select the desired bandwidth from the drop-down menu of **Bandwidth**.
   The default bandwidth is Auto, which means the system will automatically select the appropriate bandwidth when placing a call to this contact.
7. Tap **Save** to accept the change.

Related concepts

Multipoint Licenses

Adding a Conference Contact

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

Note: The number of local contacts that you can add to a conference contact depends on the imported multipoint license. For example, if you import a 24-way license to your VC800 system, up to 24 local contacts can be added to a conference contact.

- *Adding a Conference Contact by Remote control*
- *Adding a Conference Contact by CTP20*

Related concepts

Multipoint Licenses

Adding a Conference Contact by Remote control

Procedure

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

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

   All the selected contacts are displayed on the right side of the screen.
6. Select **Save** and then press OK key to accept the change.

Adding a Conference Contact by CTP20

Procedure

1. On your CTP20, tap **Dial** > .
2. Select **Add Conference Contact** from the pop-up dialog.

3. Enter the group name in the **Name** field.
   All the local contacts are displayed below the search box.
4. Select the desired local contacts and add them to the conference contact.

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

   All the selected contacts are displayed on the right side of the screen.
5. Tap **Save** to accept the change.

Editing Contacts

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

- *Editing Contacts by Remote Control*
- *Edit Contacts by CP960*
- *Editing Contacts by CTP20*

Editing Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.
2. Select **Local** or **Conference Contacts** from the drop-down menu.
3. Select the desired contact and then press the right key.
4. Select **Edit** and then press OK key.
5. Edit the contact information.
6. Select **Save** and then press OK key to accept the change.

Edit Contacts by CP960

Procedure

1. On your CP960, tap **Directory**.
2. Select **Local contacts** or **Conference Contacts** from the drop-down menu.
3. Tap ⓘ beside the desired contact.
4. Edit the corresponding information.
5. Tap √ to accept the change.

Editing Contacts by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select **Local** or **Conference Contacts**.
3. Tap ⓘ beside the desired contact.
4. Tap in the top-right corner.
5. Edit the contact information.

   When editing the conference contact, you can re-select the group members.
6. Save the change.

Deleting Contacts

You can delete the local contact or the conference contact. The local contacts do not exist after you delete it, but the contacts in the conference contact will not be deleted if you delete the conference contact.

- *Deleting Contacts by Remote Control*
- *Deleting Contacts by CP960*
- *Deleting Contacts by CTP20*

Deleting Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.
2. Select **Local** or **Conference Contacts** from the drop-down menu.
3. Select the desired contact or conference contacts and then press the right key.
4. Select **Delete**, and then press OK key.
   The monitor prompts “Delete selected item?”.
5. Select **OK**, and then press OK key to delete the local contact.

Deleting Contacts by CP960

Procedure

1. On your CP960, tap **Directory**.
2. Select **Local contacts** or **Conference Contacts** from the drop-down menu.
3. Tap ⓘ beside the desired contact.
4. Tap **Delete**.
   The touch screen prompts “Delete selected item?”.
5. Tap **OK** to accept the change.

Deleting Contacts by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select **Local** or **Conference Contacts**.
3. Tap ⓘ beside the desired contact.
4. Tap 🗑 > **Delete Contact/Delete** in the top-right corner.
   The contact will be deleted directly.

Yealink Cloud Contacts

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

There are four types of Yealink Cloud contacts:

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

Related tasks

Using the Yealink VC Cloud Management Service Platform

Enterprise Directory

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

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

There are four types of YMS contact:

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

Related tasks

Using Yealink Meeting Server

Searching for Contacts

You can enter search for the contacts in the directory.

- *Searching for Contacts by Remote Control*
- *Searching for Directory by CP960*
- *Searching for Contacts by CTP20*

Searching for Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.
2. Enter a few or all characters of the contact name or numbers in the **Search** field.
   The search result is displayed on the screen.

Searching for Directory by CP960

Procedure

1. On your CP960, tap **Directory**.
2. Tap .
3. Enter a few or all characters of the contact name or numbers.
   The search result appears on the touch screen.

Searching for Contacts by CTP20

Procedure

1. On your CTP20, tap **Dial** > .
2. Optional: Define the search scope with **Yealink Cloud contact**, **Local** or **Conference Contacts**.
3. Enter a few or all characters of the contact name or numbers.
   The search result is displayed on the screen.

Managing the Call History

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

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

Viewing the Call History

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

- *Viewing the Call History by Remote Control*
- *Viewing the Call History by CP960*
- *Viewing the Call History by CTP20*

Viewing the Call History by Remote Control

Procedure

1. On your remote control, go to **Dial** > **History**.
2. Select the desired list from the drop-down menu of **All Calls**.

Viewing the Call History by CP960

Procedure

1. On your CP960, tap **History**.
2. Tap the **All Calls** field, and select the desired item from the drop-down menu.
3. Tap ⓘ beside the desired call history.

Viewing the Call History by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select the desired type of the call history.
   All the call histories of the selected call types are displayed on the right side.

Adding a History Record to the Local Directory

- *Adding a Local Contact from the Call History by Remote control*
- *Adding a Call History to the Local Directory by CP960*
- *Adding a Local Contact from the Call History by CTP20*

Adding a Local Contact from the Call History by Remote control

Procedure

1. On your remote control, go to **Dial**->**History**.
2. Optional: Select the desired list from the drop-down menu of **All Calls**.
3. Select the desired call history and then press the right key.
4. Select **Add to Contact**, and then press OK key.
5. Enter the contact name.
6. Optional: You can add several numbers for the local contact.
7. Select **Save** and then press OK key to accept the change.

Adding a Call History to the Local Directory by CP960

Procedure

1. On your CP960 tap **History**.
2. Tap the **All Calls** field, and select the desired item from the drop-down menu.
3. Tap ⓘ beside the desired call history.
4. Tap **Add to Contact**.
5. Edit the corresponding information.
6. Tap √ to accept the change.

Adding a Local Contact from the Call History by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select the desired type of the call history.
3. Tap ⓘ beside the desired contact.
4. Tap **Add to Contact**.
5. Enter the contact name.
6. Optional: You can add up to 2 numbers for the local contact.
7. Save the change.

Deleting History Records

You can delete a call history or all history records.

- *Deleting a Call History by Remote control*
- *Deleting a Call History by CP960*

- *Deleting a Call History by CTP20*
- *Deleting All Call Histories by Remote control*
- *Deleting All Call Histories by CTP20*

Deleting a Call History by Remote control

Procedure

1. On your remote control, go to **Dial->History**.
2. Optional: Select the desired list from the drop-down menu of **All Calls**.
3. Select the desired history record and then press the right key.
4. Select **Delete**, and then press OK key.

Deleting a Call History by CP960

Procedure

1. On your CP960, tap **History**.
2. Optional: Tap the **All Calls** field, and tap the desired list in the pop-up dialog box.
3. Tap ⓘ beside the desired history record.
4. Tap **Delete**.
   The touch screen prompts “Delete selected item?”
5. Tap **OK** to accept the change.

Deleting a Call History by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select the desired type of the call history.
3. Tap ⓘ beside the desired call history.
4. Tap 🗑 > **Delete** in the top-right corner.

Deleting All Call Histories by Remote control

Procedure

1. On your remote control, go to **Dial** > **History**.
2. Select the desired list from the drop-down menu of **All Calls**.
3. Select **Clear** and then press OK key.
   The monitor prompts” Delete all records?”.
4. Select **OK**, and then press OK key.

Deleting All Call Histories by CTP20

Procedure

1. On your CTP20, tap **Dial** > **All Calls**.

2. Swipe to the bottom of all the call histories, tap **Clear** > **Clear All**.

Operating Calls

This section is about call operations.

- *Placing a Call*
- *Joining the VMR*
- *Answering Calls*
- *Turning off the Local Camera*
- *Rejecting Incoming Calls*
- *Ending Calls*

Placing a Call

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

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

- *Placing a Call by Entering a Number*
- *Editing Numbers Before Calling*
- *Placing a Call from the Search Result*
- *Placing Calls to Contacts*
- *Placing Calls from Call History*

Placing a Call by Entering a Number

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

- *Dialing the Number by Remote Control*
- *Dialing Numbers by CP960*
- *Dialing by CTP20*

Dialing the Number by Remote Control

Procedure

1. On your remote control, go to **Dial**.
2. Optional: Select the desired call type from the drop-down menu of **Call Type**.
3. Enter the number.
4. Press OK key to place a video call.

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

Dialing Numbers by CP960

Procedure

1. On your CP960, tap **Dial**.
2. Optional: Tap **Auto**, and select the desired call type from the drop-down menu.
3. Enter the number.
4. Tap **Send**.

Dialing by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Optional: In the bottom-right corner, tap **Auto** and select the desired call type from the drop-down menu.
3. Enter the number.
4. Tap .

Editing Numbers Before Calling

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

- *Editing Numbers before Calling by Remote Control*
- *Editing Numbers Before Calling by CP960*
- *Editing Numbers before Calling by CTP20*

Editing Numbers before Calling by Remote Control

Procedure

1. Do one of the following:
   - On your remote control, go to **Dial** > **History**.
   - On your remote control, go to **Dial**.
2. Select the desired history record and then press the right key.
3. Select **Edit before calling**.
   The selected call history will fill in the dialing input box automatically.
4. Edit the number and dial out.

Editing Numbers Before Calling by CP960

Procedure

1. On your CP960, tap **History**.
2. Tap beside the desired call history.
3. Tap **Edit before calling**.
   The selected call history will fill in the dialing input box automatically.
4. Edit the number and dial out.

Editing Numbers before Calling by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select the desired call type.
3. Tap ⓘ after the desired call history.
4. Tap **Edit before calling**.
   The selected call history will be filled in the dialing input box automatically.
5. Edit the number and dial out.

Placing a Call from the Search Result

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

- *Placing a Call from the Search Result by Remote Control*
- *Placing a Call from the Search Result by CP960*
- *Placing a Call from the Search Result by CTP20*

Placing a Call from the Search Result by Remote Control

Procedure

1. On your remote control, go to **Dial**.
2. Optional: Select the desired call type from the drop-down menu of **Call Type**.
3. Enter the contact name or number in the search box.
4. Select the desired search result and dial.

Placing a Call from the Search Result by CP960

Procedure

1. On your CP960, tap **Dial**.
2. Optional: Tap **Auto**, and select the desired call type from the drop-down menu.
3. Enter the contact name or number in the search box.
4. Select the desired search result and dial.

Placing a Call from the Search Result by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Optional: In the bottom-right corner, tap **Auto** and select the desired call type from the drop-down menu.
3. Enter the contact name or number in the **Dial/Search** box.
4. Select the desired contact form the search result to call.

Placing Calls to Contacts

- *Calling Contacts by Remote Control*
- *Placing Calls to Contacts by CP960*
- *Placing Calls to Contacts by CTP20*

Calling Contacts by Remote Control

Procedure

1. On your remote control, go to **Dial** > **Directory**.
2. Select **Local** from the drop-down menu.
3. Select the desired contact.
4. Press OK key to place a video call.
   If you want to place a voice call, press the right key to select **Voice Call**.

Placing Calls to Contacts by CP960

Procedure

1. On your CP960, tap **Directory**.
2. Select the desired contact type.
3. Tap the desired contact to place a video call.
   If you want to place a voice call, tap ⓘ beside the desired contact, and then select **Voice Call**.

Placing Calls to Contacts by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select the desired contact type.
3. Tap the desired contact to place a video call.
   If you want to place a voice call, tap ⓘ beside the desired contact, and then select .

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.

- *Viewing the Call History by Remote Control*
- *Placing a Call from the Call History by CP960*
- *Placing a Call from the Call History by CTP20*

Viewing the Call History by Remote Control

Procedure

1. On your remote control, go to **Dial** > **History**.
2. Select the desired list from the drop-down menu of **All Calls**.
3. Select the desired type of the call history.
4. Press OK key to place a video call.
   If you want to place a voice call, press the right key to select **Voice Call**.

Placing a Call from the Call History by CP960

Procedure

1. On your CP960 tap **History**.
2. Tap the **All Calls** field, and select the desired item from the drop-down menu.
3. Tap the desired call history to place a video call.

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

Placing a Call from the Call History by CTP20

Procedure

1. On your CTP20, tap **Dial**.
2. Select the desired type of the call history.
3. Tap the desired call history to place a video call.

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

Joining the VMR

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

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

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

  - The IP address of a virtual meeting room is 10.3.6.201.
  - The meeting password for virtual meeting room 1 is 123.

  Participants can dial 10.3.6.201##123 or 123@10.3.6.201 to enter the virtual meeting room 1.

Answering Calls

You can answer calls in various ways.

- *Answering a Call Automatically*
- *Answering Multiple Calls Automatically*
- *Muting Automatically Answered Calls*
- *Answering Calls*

Answering a Call Automatically

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

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

- *Configuring Auto Answer by Remote Control*
- *Configuring Auto Answer by CP960*
- *Configuring Auto Answer by to CTP20*

Configuring Auto Answer by Remote Control

Procedure

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

2. Enable **Auto Answer**.

Configuring Auto Answer by CP960

Procedure

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

Configuring Auto Answer by to CTP20

Procedure

1. In the top-right corner of your CTP20, tap .
2. Enable **Auto Answer**.

Answering Multiple Calls Automatically

You can specify whether to answer a call automatically when the system is already in a call. Auto answer multiway feature may create security issues, for example an unexpected caller can 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. On your remote control, go to **More** > **Setting** > **Call Features**.
2. Enable **Auto Answer Multiway**.

Configuring Auto Answer During a Call by to CTP20

Procedure

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

- *Muting Auto-Answered Calls by Remote Control*
- *Enabling Auto Answer Mute by CTP20*

Muting Auto-Answered Calls by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Call Features**.
2. Select the **Auto Answer Mute** checkbox.

Enabling Auto Answer Mute by CTP20

Procedure

1. On your CTP20, tap **Setting** > **Basic**.
2. Enable **Auto Answer Mute**.

Answering Calls

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

Procedure

Do one of the following:

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

Turning off the Local Camera

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

- *Turning off the Local Camera by Using Remote Control*
- *Turning off the Local Camera by Using CP960*
- *Turning off the Local Camera by Using CTP20*

Turning off the Local Camera by Using Remote Control

Procedure

1. On your remote control, press or OK key to open **Talk Menu** during a call.
2. Select **Camera Off**.
   If you turn the camera off, the remote cannot view the video image of yours.

Turning off the Local Camera by Using CP960

Procedure

On your CP960, tap **More** > **Camera Control** during a conference.
If you turn the camera off, the remote cannot view the video image of yours.

Turning off the Local Camera by Using CTP20

Procedure

In the call interface, tap > **Camera Off**.
If you turn the camera off, the remote cannot view the video image of yours.

Rejecting Incoming Calls

When you receive an incoming call, you can choose to reject the call manually or enable DND.

- *Manually Rejecting Incoming Calls*
- *Do Not Disturb*

Manually Rejecting Incoming Calls

Procedure

Do one of the following:

- On your remote control, press or select **Reject** first, and then press OK key.
- On your CP960, tap **Reject**.
- On your CTP20, tap **Reject**.

Do Not Disturb

You can enable DND feature to reject incoming calls automatically. All calls you reject will be recorded to missed calls 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.

Procedure

1. In the top-right corner of the Home page, tap .
2. Enable **DND**.

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

- *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. On your remote control, go to **More** > **Setting** > **Call Features**.
2. Enable **DND**.
3. Press to exit.

   The icon will appear on the status bar of monitor, and “Do not disturb now!” will be prompted at intervals.

Enabling DND When Not in a Call by CP960

Procedure

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

If the DND feature is enabled, the touch screen prompts " DND mode is enabled". The phone will automatically reject the incoming calls and send the busy tones. The prompts "N New Missed Call(s)" display on the touch screen.

Enabling DND When Not in a Call by CTP20

Procedure

1. In the top-right corner of your CTP20, tap .
2. Enable **DND**.

Enabling DND in a Call by Remote Control

Procedure

1. On your remote control, press or OK key to open **Talk Menu** during a call.
2. Select **DND** and then press OK key.
   The icon will appear on the status bar of the monitor, and "Do not disturb now!" will be prompted at intervals.
3. Press to return to the Call screen.

Enabling DND in a Call by CP960

Procedure

On your CP960, tap **More** > **DND** during a conference.
The icon will appear on the status bar of the touch screen.

Enabling DND in a Call by CTP20

Procedure

On your CTP20, tap > **DND** during a conference.
The icon will appear on the status bar of the touch screen.

Ending Calls

Procedure

Do one of the following:

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

Managing the Local Video Conference

You can use the MCU (multi control unit) of VCS to hold local video conferences. Local video conference should involve at least three parties, and the following introducing how to initiate and manage the local video conference. You can also use the wireless Presentation Pod software to manage the local video conference. Local video conference is not available on the VC200 Custom Edition for Yealink Cloud.

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

Initiating a Local Video Conference

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

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

Multipoint Licenses

Only VC880/VC800/PVT980/PVT950 supports multipoint licenses. In addition, because PVT980 has a built-in 8-way multipoint license and PVT950 has a built-in 4-way multipoint license, users do not need to import the license again. Only after importing multipoint license can VC880/VC800 be used to initiate multi-party video conferences.

Multipoint licenses are described as below:

Multipoint License Type	Maximum Connections	Description
VC500/VC200	One video call with a presentation and 5 voice calls (a conference organizer and 6 participants).	Multipoint video conferences are unsupported.
VC880/VC800 without a multipoint license		
PVT980 with an 8-way multipoint license	8 video calls with a presentation and 5 voice calls (a conference organizer and 13 participants).	Multipoint video conferences are supported.
PVT950 with a built-in 4-way multipoint license	4 video calls with a presentation and 5 voice calls (a conference organizer and 9 participants).	Multipoint video conferences are supported.
VC880/VC800 with a trial multipoint license	24 video calls with a presentation (a conference moderator and 24 participants)	**Period of validity**: 15-day free trial. VC880/VC800 models can use this trial multipoint license. You can download it from Yealink website.

Multipoint License Type	Maximum Connections	Description
VC880/VC800 with an 8-way multipoint license	8 video calls with a presentation and 5 voice calls (a conference moderator and 13 participants).	**Period of validity**: permanent. One unique worldwide license for every VC880/VC800, which cannot be used by other devices. You can purchase the license from Yealink by providing the MAC address of your VC880/VC800.
VC880/VC800 with a 16-way multipoint license	16-way video call with a presentation and 5-way voice call (a conference moderator and 21 participants).	
VC880/VC800 with a 24-way multipoint license	24-way video call with a presentation (a conference moderator and 24 participants)	

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. On your remote control, navigate to **Dial** > **Group Dial**.
2. Press the right key and select a desired contact group.
3. Select the desired contacts.
4. Press the right key.
5. Select **Start conference call**.

Dialing a Group by CP960

Procedure

1. On your CP960, tap **Directory**.
2. Tap **Call multiple members? Click here**.
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. On your CTP20, tap **Dial**.
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.

4. Tap **Start conference call**.

Initiating a Conference by Inviting Contacts

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

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

Inviting Participants by Remote Control

Procedure

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

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

Inviting Participants by CP960

Procedure

1. On your CP960, tap **Invite** during a call.
2. Do one of the following:
   - If you tap , enter a phone number and then tap **Invite**.
   - If you tap , tap a desired contact to dial out.
   - If you tap , tap the desired call history to dial out.
   - Tap **Call multiple members? Click here**, select the desired contacts you want to call, and then tap .
3. Repeat the above steps until all the desired participants are added.

Inviting Participants by CTP20

Procedure

1. On the left side of your CTP20, tap **New Call**.
2. Do one of the following:
   - Tap the desired contact type, select the desired contacts and tap **Start conference call** at the bottom-right corner.
   - Select the desired call history and call the desired contact from the selected call history.
   - On the page right side, enter the contact number and tap .

Removing Conference Participants

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

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

Removing Conference Participants by Remote Control

Procedure

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

Removing Conference Participants by CP960

Procedure

1. On your CP960, tap **Members list** during a call.
   All participants are displayed on the touch screen.
2. Tap to remove the desired participant.

Removing Conference Participants by CTP20

Procedure

1. On your CTP20, tap **Participant** during a call.
   All participants are displayed on the touch screen.
2. Tap **Remove** beside the desired participant.

Muting or Unmuting All Conference Participants

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

Procedure

1. On your CP960, tap **Members list** during a call.
   All participants are displayed on the touch screen.
2. Tap **All mute**/**All unmute** to mute/unmute all conference participants.

Muting a Conference Participant

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

Procedure

1. On your CP960, tap **Members list** during a call.
   All participants are displayed on the touch screen.
2. Tap beside the participant that you want to mute.
   The icon becomes . The participant is muted and other participants cannot hear his voice.

Unmuting a Conference Participant

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

Procedure

1. On your CP960, tap **Members list** during a call.
   All participants are displayed on the touch screen.
2. Tap beside the participant that you want to unmute.
   The icon becomes . The participant is unmuted and other participants can hear his voice.

Ending the Local Video Conference

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

- *Ending the Conference by Remote control*
- *Ending the Conference by CP960*
- *Ending the Conference by CTP20*

Ending the Conference by Remote control

Procedure

1. On your remote control, press .
   The monitor prompts “End all active calls?”.
2. Select **OK**, and then press OK key.

Ending the Conference by CP960

Procedure

1. On your CP960, tap **Ending Calls** key.
2. Tap **OK**.

Ending the Conference by CTP20

Procedure

1. On your CTP20, tap **Hang up**.
   It prompts whether or not you want to end all calls.
2. Tap **Confirm**.

Using the Yealink VC Cloud Management Service Platform

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

About this task

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

There are three types of Yealink Cloud video conferences:

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

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

- View and join scheduled conferences.
- Initiate and join 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 later device which joined the conference will cause the former device exit the conference automatically. The conference only allows one of them to join the conference.

- *Dialing Yealink Cloud Accounts*
- *Viewing Scheduled Conferences*
- *Joining Scheduled Conferences*
- *Meet Now Conference*
- *Virtual Meeting Room*
- *Manage Yealink Cloud Video Conferences*

Dialing Yealink Cloud Accounts

You can place a point-to-point call by dialing other Yealink Could accounts. If you want to place a call to a Yealink Cloud contact who is in the same Yealink Cloud directory as you, you can enter the extension (the last four Cloud number) or the 9-digit Cloud number and place a call. If you want to place a call to a Yealink Cloud contact who is in different Yealink Cloud directory from you, you can only enter the 9-digit Cloud number and place a call. Cloud call is encrypted by default, and you will see an encryption icon during a Cloud call.

Related tasks

Placing a Call by Entering a Number

Viewing Scheduled Conferences

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

Procedure

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

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

Joining Scheduled Conferences

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

Joining a Scheduled Conference from a Conference Reminder

A reminder pops up 5 minutes before the conference starts on your monitor/CP960/CTP20.

Procedure

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

- Select **Join** to join the scheduled conference.
- Select **Detail** to view the conference details, and select **Join**.
- Select **Ignore** to remove the reminder and then it will not pop up any longer.

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

Joining a Scheduled Conference from the Conference Schedule

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

Procedure

1. On your remote control or CP960/CTP20, navigate to **Schedule** ( ).
2. Select the desired conference.
   When the conference is about to take place in 5 minutes, you can join the conference.
3. Select **Join**.

Joining a Scheduled Conference from the Notification Center

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

Procedure

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

Joining a Scheduled Yealink Cloud Conference by Dialing

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

About this task

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

- The mailbox linked to Yealink Cloud accounts will receive an email, including the IP address, the conference ID, the conference password and the method.
- Your system/CP960/CTP20 will display the conference information, including the organizer, the conference ID and the conference password.
- Contact the conference participants.

Procedure

Do one of the following:

- If you register a Yealink cloud account, dial the **conference ID** to join the conference. You can get the conference information from the device, the email or other conference participants.
- If you do not register a Yealink Cloud account, dial **server address** to join the conference. You can get the conference information from other conference participants.
- For SIP devices, dial **conference ID** conference password@server address** or **server address##conference ID**conference password** to join the conference. You can get the conference information from the email or other conference participants.

Meet Now Conference

When you register a Yealink Cloud account, you can initiate a Meet Now conference at any time, without any reservation.

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

Initiating Meet Now Conferences

You can initiate Meet Now conferences at any time without any reservation.

Procedure

Do one of the following:

- On your remote control, go to **Meet Now**.
- On your CP960, tap **Meet Now**.
- On your CTP20, tap **Meet Now**.

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

Note: In a meet now conference, if you receive and answer a call from a Yealink Cloud contact, the contact will join the conference automatically.

Joining a Meet Now Conference by Dialing

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

Procedure

Do one of the following:

- If you register a Yealink cloud account, dial the **conference ID** to join the conference.
- If you do not register a Yealink Cloud account, dial **server address** to join the conference.
- For SIP devices, dial **conference ID** ** **conference password@server address** or **server address##conference ID**conference password** to join the conference.

Virtual Meeting Room

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

- *Calling a VMR by Remote Control*
- *Joining a VMR by CP960*
- *Joining a VMR by CTP20*
- *Joining a Virtual Meeting Room by Dialing*

Calling a VMR by Remote Control

Procedure

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

Joining a VMR by CP960

Procedure

1. On your CP960, tap **Directory**.
2. Select **Cloud** from the drop-down menu.
3. Tap **VMR**.
4. Tap the desired VMR to place a video call.
   If you want to place a voice call, tap ⓘ beside the desired VMR and then tap **Voice Call**.

Joining a VMR by CTP20

Procedure

1. On your CTP20, tap **Dial** > **Cloud** > **VMR**.
2. Tap the desired VMR to place a video call.

Joining a Virtual Meeting Room by Dialing

Procedure

Do one of the following:

- If you register a Yealink Cloud account, dial the **conference ID** to join the conference.
- If you do not register a Yealink Cloud account and the VMR requires no password: for SIP devices, dial **conference ID**@server address** or **server address##conference ID** to join the VMR.
- If you do not register a Yealink Cloud account and the VMR requires a password: for SIP devices, dial **conference ID** conference password@server address** or **server address##conference ID**conference password** to join the VMR.

Manage 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).

- *Appointing a Lecturer*
- *Applying for Speaking*
- *Managing the Application*
- *Inviting Conference Participants*
- *Removing Conference Participants*
- *Muting or Unmuting All Conference Participants*
- *Muting or Unmuting a Conference Participant*
- *Locking/Unlocking the Conference*
- *Allowing/Rejecting the Participant to Join the Conference*
- *Viewing the Message List*
- *Leaving the Conference*
- *Ending the Conferences*

Appointing a Lecturer

In a **training mode** conference, if you are the organizer or the moderator, you can appoint yourself as the lecturer via your CP960 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 Yealink Cloud enterprise administrator can configure the conference mode in Yealink VC Cloud Management Service Platform.

- In **discussion mode** conference, all conference participants can speak freely.
- In **training mode** conference, all conference participants are muted by default except for the organizer or the moderator. The participants need to wait for the organizer or the moderator appointing the lecturer.

- *Appointing a Lecturer by CP960*
- *Appointing a Lecturer by CTP20*

Appointing a Lecturer by CP960

Procedure

1. On your CP960, tap **More** > **Begin Speaking** during a conference.
2. To finish speaking, tap **More** > **Finish Speaking**.

Appointing a Lecturer by CTP20

Procedure

1. On your CTP20, tap **Participant** during a call.
2. On the Conference Members page, tap ··· beside the desired participant, and select **Set as lecturer**.
3. To finish speaking, tap ···, and select **Cancel lecturer**.

Applying for Speaking

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

Procedure

Do one of the following:

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

Managing the Application

If you are the moderator or an organizer 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 CTP20*

Managing the Application by CP960

Procedure

On your CP960, do one of the following:

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

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

Managing the Application by CTP20

Procedure

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

2. On the Conference Members page, tap beside the desired participant.
3. Select **Allow to speak**/**Forbid to speak**.
   If you need clear up all the applications, tap **Clear hands up**.

Inviting Conference Participants

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

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

Inviting Conference Participants by Remote Control

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

Procedure

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

Inviting Conference Participants by CP960

Procedure

1. On your CP960, tap **Layout** during a conference.
2. Do one of the following:
   - If you tap , select the desired department, tap the desired Yealink Cloud contact, and then tap to dial out.
   - If you tap , enter the account number, tap **Add Members**, and repeat this step to add more members, and then tap to dial out.

Inviting Conference Participants by CTP20

Procedure

1. On the left side of your CTP20, tap **New Call**.
2. Do one of the following:
   - Tap the desired contact type, select the desired contacts and tap **Start conference call** at the bottom-right corner.
   - Select the desired call history and call the desired contact from the selected call history.
   - On the right side of the page, enter the contact number and tap .

Removing Conference Participants

You can remove conference participants when you are the organizer/moderator of a Yealink Cloud video conference.

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

Removing Conference Participants by Remote Control

Procedure

1. On your remote control, press ≡ or OK key to open **Talk Menu** during a call.
2. Select **Remove** and then press the right key.
3. Select a member that you want to remove, and then press OK key.

Removing Conference Participants by CP960

Procedure

1. On your CP960, tap **Members list** during a call.
   All participants are displayed on the touch screen.
2. Tap beside the participant that you want to remove.

Removing Conference Participants by CTP20

Procedure

1. On the left side of your CTP20, tap **Participants**.
   All participants are displayed on the touch screen.
2. Tap ··· beside the desired participant and tap **Remove**.
   The page prompts whether or not you are sure to delete.
3. Tap **OK** to remove the desired participant.

Muting or Unmuting All Conference Participants

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

Procedure

1. During a call, tap **Members list** on your CP960 or tap **Participant** on your CTP20.
   All participants are displayed on the touch screen.
2. Tap **All mute** or **All unmute** to mute/unmute all conference participants.

Muting or Unmuting a Conference Participant

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

Procedure

1. During a call, tap **Members list** on your CP960 or tap **Participant** on your CTP20.
   All participants are displayed on the touch screen.

2. Tap beside the desired participant.
   The icon becomes . The participant is muted and other participants cannot hear his voice.
3. Tap beside the participant that you want to unmute.
   The icon becomes . The participant is unmuted and other participants can hear his voice.

Locking/Unlocking the Conference

The moderator can lock or unlock the conference. If the moderator locks the conference by default, other participants except for the moderator and the invited participants will go to the lobby when they call into the conference. After the moderator unlocks the conference, the participants in the lobby will join the conference directly.

Procedure

1. In the Conference Control page, tap **Participants**.
2. Tap **Lock** to lock 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.
3. If you need unlock the conference, tap **Unlock**.

Allowing/Rejecting the Participant to Join the Conference

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. In the Conference Control page, tap **Participants**.
2. Select **Lobby**.
3. Tap / bedside the desired participant.
   You can also tap **Allow All**/**Refuse All** to manage all the participant in the lobby.

Viewing the Message List

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

Procedure

1.
2. On the left side of your CTP20, tap **Participants**.
   The message list is displayed on the right side of the page.

- *Viewing the Message List by Remote Control*
- *Viewing the Message List by CP960*
- *Viewing the Message List by CTP20*

Viewing the Message List by Remote Control

Procedure

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

Viewing the Message List by CP960

Procedure

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

Viewing the Message List by CTP20

Procedure

On the left side of your CTP20, tap **Participants**.
The message list is displayed on the right side of the page.

Leaving the Conference

The conference participants can leave the conference by the remote control/video conferencing phone at any time, but 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 organizer) of a Yealink Cloud video conference, press and select **Leave, others keep going**.
- If you are not a moderator (or organizer) of a Yealink Cloud video conference, press .

Leaving Conferences by CP960

Procedure

Do one of the following according to your role:

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

Leaving Conferences by CTP20

Procedure

Do one of the following according to your role:

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

Ending the Conferences

Only the organizer/moderator of a Yealink Cloud video conference can end the conference, making other participants exit the conference.

- *Ending Conferences by Remote Control*
- *Ending Conference by CP960*
- *Ending Conference by CTP20*

Ending Conferences by Remote Control

Procedure

On your remote control, press , and select **End conference**.

Ending Conference by CP960

Procedure

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

Ending Conference by CTP20

Procedure

On your CTP20, tap **Hang up**, and select **End conference**.

Using Yealink Meeting Server

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

About this task

There are three types of YMS conferences:

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

Through 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 later device which joined the conference will cause the former device exit the conference automatically. The conference only allows one of them to join the conference.

- *Dialing YMS Accounts*
- *Viewing Scheduled Conferences*
- *Joining Scheduled Conferences*

- *Meet Now Conference*
- *Virtual Meeting Room*
- *Manage YMS Video Conferences*

Dialing YMS Accounts

You can place a point-to-point call by dialing other YMS accounts.

Related tasks

Placing a Call by Entering a Number

Viewing Scheduled Conferences

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

Procedure

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

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

Joining Scheduled Conferences

- *Joining a Scheduled Conference from a Conference Reminder*
- *Joining a Scheduled Conference from a Conference Invitation*
- *Joining a Scheduled Conference from the Conference Schedule*
- *Joining a Scheduled Conference from the Notification Center*
- *Joining a Scheduled YMS Conference by Dialing*
- *Watching the Live Broadcast*

Joining a Scheduled Conference from a Conference Reminder

A reminder pops up 5 minutes before the conference starts on your monitor/CP960/CTP20.

Procedure

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

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

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

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

Joining a Scheduled Conference from a Conference Invitation

If the administrator enables the auto answer feature on Yealink Meeting Server, when the scheduled conference starts, the server will send a conference invitation to the device. If you enable the auto answer feature, your system will join the scheduled conference automatically once it receives a conference invitation. If you disable the auto answer feature, use your remote control/CP960/CTP20 to answer the conference invitation.

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

Related concepts

Answering a Call Automatically

Related tasks

Answering Multiple Calls Automatically

Joining a Scheduled Conference from the Conference Schedule

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

Procedure

1. On your remote control or CP960/CTP20, navigate to **Schedule**.
2. Select the desired conference.
   When the conference is about to take place in 5 minutes, you can join the conference.
3. Select **Join**.

Joining a Scheduled Conference from the Notification Center

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

Procedure

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

Joining a Scheduled YMS Conference by Dialing

About this task

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

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

Procedure

Do one of the following:

- If you register a YMS account, dial the **conference ID** to join the conference. You can get the conference information from the device, the email or other conference participants.
- If you do not register a YMS account, dial **server address** to join the conference. You can get the conference information from other conference participants.

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

Watching the Live Broadcast

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

Procedure

Do one of the following:

- On your remote control/CP960/CTP20, select **Schedule**, and use mobile devices to scan the QR code to watch the live broadcast.
- In the received email, click **Click here** or scan the QR code to watch the live broadcast.

Meet Now Conference

When you register a YMS account, you can initiate a Meet Now conference at any time, without a reservation.

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

Initiating Meet Now Conferences

You can initiate Meet Now conferences at any time without any reservation.

Procedure

Do one of the following:

- On your remote control, go to **Meet Now**.
- On your CP960, tap **Meet Now**.
- On your CTP20, tap **Meet Now**.

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

Note: In Meet Now conference, if you receive a call from a YMS contact, a reminder that you can allow or refuse the contact to join your conference will prompt.

Joining a Meet Now Conference by Dialing

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

Procedure

Do one of the following:

- If you register a YMS account, dial the **conference ID** to join the conference.
- For SIP devices, dial **conference ID** @server address** or **server address##conference ID** to join the conference.
- For H.323 devices, dial **server IP address##conference ID** to join the conference.

Virtual Meeting Room

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

- *Joining a VMR from Directory*
- *Joining a Virtual Meeting Room by Dialing*

Joining a VMR from Directory

- *Joining a VMR by Remote Control*
- *Joining a VMR by CP960*
- *Joining a VMR by CTP20*

Joining a VMR by Remote Control

Procedure

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

Joining a VMR by CP960

Procedure

1. On your CP960, tap **Directory**.
2. Select **Enterprise directory** from the drop-down menu.
3. Tap **VMR**.
4. Tap the desired VMR to place a video call.
   If you want to place a voice call, tap ⓘ beside the desired VMR and then tap **Voice Call**.

Joining a VMR by CTP20

Procedure

1. On your CTP20, tap **Dial** > **Enterprise directory** > **VMR**.
2. Tap the desired VMR to place a video call.

Joining a Virtual Meeting Room by Dialing

Procedure

Do one of the following:

- If you register a YMS account, dial the **conference ID** to join the VMR.
- If you do not register a YMS account and the VMR requires no password:
  - For SIP devices, dial **conference ID** ** **@server address** or **server address##conference ID** to join the conference.
  - For H.323 devices, dial **the server IP address##conference ID** to join the conference.
- If you do not register a YMS account and the VMR requires a password:
  - For SIP devices, dial **conference ID**conference password@server address** or **server address##conference ID**conference password** to join the conference.
  - For H.323 devices, dial **the server IP address##conference ID**conference password** to join the VMR.

Manage YMS Video Conferences

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

- *Appointing a Lecturer*
- *Applying for Speaking*
- *Managing the Application*
- *Inviting Conference Participants*
- *Removing Conference Participants*
- *Muting or Unmuting All Conference Participants*
- *Muting or Unmuting a Conference Participant*
- *Locking/Unlocking the Conference*
- *Allowing/Rejecting the Participant to Join the Conference*
- *Viewing the Message List*
- *Leaving the Conference*
- *Ending the Conferences*

Appointing a Lecturer

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

- In **discussion mode** conference, all conference participants can speak freely.
- In **training mode** conference, all conference participants are muted by default except for the organizer or the moderator. The participants need to wait for the organizer or the moderator appointing the lecturer.

- *Appointing a Lecturer by CP960*
- *Appointing a Lecturer by CTP20*

Appointing a Lecturer by CP960

Procedure

1. On your CP960, tap **More** > **Begin Speaking** during a conference.
2. To finish speaking, tap **More** > **Finish Speaking**.

Appointing a Lecturer by CTP20

Procedure

1. On your CTP20, tap **Participant** during a call.
2. On the Conference Members page, tap ··· beside the desired participant, and select **Set as lecturer**.
3. To finish speaking, tap ···, and select **Cancel lecturer**.

Applying for Speaking

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

About this task

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

Procedure

Do one of the following:

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

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

Managing the Application

If you are the moderator or an organizer 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 CTP20*

Managing the Application by CP960

Procedure

On your CP960, do one of the following:

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

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

Managing the Application by CTP20

Procedure

1. On the left side of your CTP20, tap **Participants**.
2. On the Conference Members page, tap beside the desired participant.
3. Select **Allow to speak**/**Forbid to speak**.
   If you need clear up all the applications, tap **Clear hands up**.

Inviting Conference Participants

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

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

Inviting Conference Participants by Remote Control

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

Procedure

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

Inviting Conference Participants by CP960

Procedure

1. On your CP960, tap **New Call**.
2. Do one of the following:
   - If you tap , select the desired department, tap the desired YMS contacts, and then tap to dial out.
   - If you tap , enter a YMS account, tap **Add Members**, repeat this step to add more participants and tap to dial out.

Inviting Conference Participants by CTP20

Procedure

1. On the left side of your CTP20, tap **New Call**.
2. Do one of the following:
   - Tap the desired contact type, select the desired contacts and tap **Start conference call** at the bottom-right corner.
   - Select the desired call history and call the desired contact from the selected call history.
   - On the page right side, enter the contact number and tap .

Removing Conference Participants

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

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

Removing Conference Participants by Remote Control

Procedure

1. On your remote control, press ≡ or OK key to open **Talk Menu** during a call.
2. Select **Remove** and then press the right key.
3. Select a member that you want to remove, and then press OK key.

Removing Conference Participants by CP960

Procedure

1. On your CP960, tap **Members list** during a call.
   All participants are displayed on the touch screen.
2. Tap beside the participant that you want to remove.

Removing Conference Participants by CTP20

Procedure

1. On the left side of your CTP20, tap **Participants**.
   All participants are displayed on the touch screen.
2. Tap ··· beside the desired participant and tap **Remove**.
   The page prompts whether or not you are sure to delete.
3. Tap **OK** to remove the desired participant.

Muting or Unmuting All Conference Participants

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

Procedure

1. During a call, tap **Members list** on your CP960 or tap **Participant** on your CTP20.
   All participants are displayed on the touch screen.
2. Tap **All mute** or **All unmute** to mute/unmute all conference participants.

Muting or Unmuting a Conference Participant

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

Procedure

1. During a call, tap **Members list** on your CP960 or tap **Participant** on your CTP20.
   All participants are displayed on the touch screen.

2. Tap beside the desired participant.
   The icon becomes . The participant is muted and other participants cannot hear his voice.
3. Tap beside the participant that you want to unmute.
   The icon becomes . The participant is unmuted and other participants can hear his voice.

Locking/Unlocking the Conference

The moderator can lock or unlock the conference. If the moderator locks the conference by default, other participants except for the moderator and the invited participants will go to the lobby when they call into the conference. After the moderator unlocks the conference, the participants in the lobby will join the conference directly.

Procedure

1. In the Conference Control page, tap **Participants**.
2. Tap **Lock** to lock 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.
3. If you need unlock the conference, tap **Unlock**.

Allowing/Rejecting the Participant to Join the Conference

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. In the Conference Control page, tap **Participants**.
2. Select **Lobby**.
3. Tap / bedside the desired participant.
   You can also tap **Allow All**/**Refuse All** to manage all the participant in the lobby.

Viewing the Message List

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

- *Viewing the Message List by Remote Control*
- *Viewing the Message List by CP960*
- *Viewing the Message List by CTP20*

Viewing the Message List by Remote Control

Procedure

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

Viewing the Message List by CP960

Procedure

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

Viewing the Message List by CTP20

Procedure

On the left side of your CTP20, tap **Participants**.
The message list is displayed on the right side of the page.

Leaving the Conference

The conference participants can leave the conference by the remote control/video conferencing phone at any time, but 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 organizer) of a YMS video conference, press and select **Leave, others keep going**.
- If you are not a moderator (or organizer) of a YMS video conference, press .

Leaving Conferences by CP960

Procedure

Do one of the following according to your role:

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

Leaving Conferences by CTP20

Procedure

Do one of the following according to your role:

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

Ending the Conferences

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

- *Ending Conferences by Remote Control*
- *Ending Conference by CP960*
- *Ending Conference by CTP20*

Ending Conferences by Remote Control

Procedure

On your remote control, press , and select **End conference**.

Ending Conference by CP960

Procedure

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

Ending Conference by CTP20

Procedure

On your CTP20, tap **Hang up**, and select **End conference**.

Using the Third-party Video Conference Platforms

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

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

Features	StarLeaf	Zoom	Pexip	BlueJeans	EasyMeet	Videxio
Dial accounts in the same server to establish a point-to-point call.	√	×	√	×	√	√
Call into the Virtual Meeting Room to join video conference with other devices.	√	√	√	√	√	√
Dial Microsoft Skype for Business or Lync account.	√	×	√	×	×	×
Receive meeting schedule from the cloud video conference platform.	×	×	×	√	√	×

Related tasks

Placing a Call by Entering a Number

Using Basic Features

- *Viewing the World Time*
- *Presenting*
- *Recording Videos*
- *Screenshot*
- *Using the Whiteboard Feature of CTP20*
- *Using Multiple CTP20s for Collaboration*

Viewing the World Time

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

Procedure

1. On your CP960, tap the digital clock.
   The touch screen displays the current time of the selected cities.
2. Tap .
3. Do one of the following:
   a) Tap , enter the city name in the Search field.
   Cities match the characters will appear on the touch screen.
   b) Tap , select **Sort by name**/**Sort by time**.
   The unselected cities will be sorted by the desired method.
4. Select or clear the checkboxes of the desired cities.
5. Tap to return to the previous page, and view the current time of the selected cities.

Related concepts

Enter Characters by Onscreen Keyboard

Presenting

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

- *Wired Sharing*
- *Wireless Sharing*
- *Controlling the Shared Content by CTP20*

Wired Sharing

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

- *Sharing the Content When not in a Call*
- *Stopping Sharing Content When not in a Call*
- *Sharing the Content in a Call*
- *Stopping Sharing Content in a Call*

Related concepts

Video Input Source

Sharing the Content When not in a Call

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

Before you begin

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

Procedure

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

- If on your remote control is set as **Presentation** key by your system administrator, press to start sharing content.
- On your CP960, tap **Presentation** to start sharing content.
- On your CPT20, 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 > **Back** on the Presentation page to return the home page, and tap **Close Presentation** to close the presentation.

Sharing the Content in a Call

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

Before you begin

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

Procedure

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

- If on your remote control is set as **Presentation** key by your system administrator, press to start sharing content.
- On your remote control, press or 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 or 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 > **Back** on the Presentation page to return the home page, and tap **Close Presentation** to close the presentation.

Wireless Sharing

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

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

Related concepts

Video Input Source

Sharing Content via WPP20

Procedure

1. Make sure the computer is powered on and you connect the WPP20 wireless presentation pod to your computer.
2. Do one of the following:
   - On the WPP20, press the presentation button to share the full screen.
   - On the WPP20, long press the presentation button for 3 seconds and then release this button. Select the file or window you want to share and then click **Share Now**.
   - On the Yealink Wireless Presentation Pod software, click **Contents Share** and choose the file you want to share, and then click **Share Now**.

   The computer content is automatically projected to the device.

Stopping Sharing Content via WPP20

Procedure

Do one of the following:

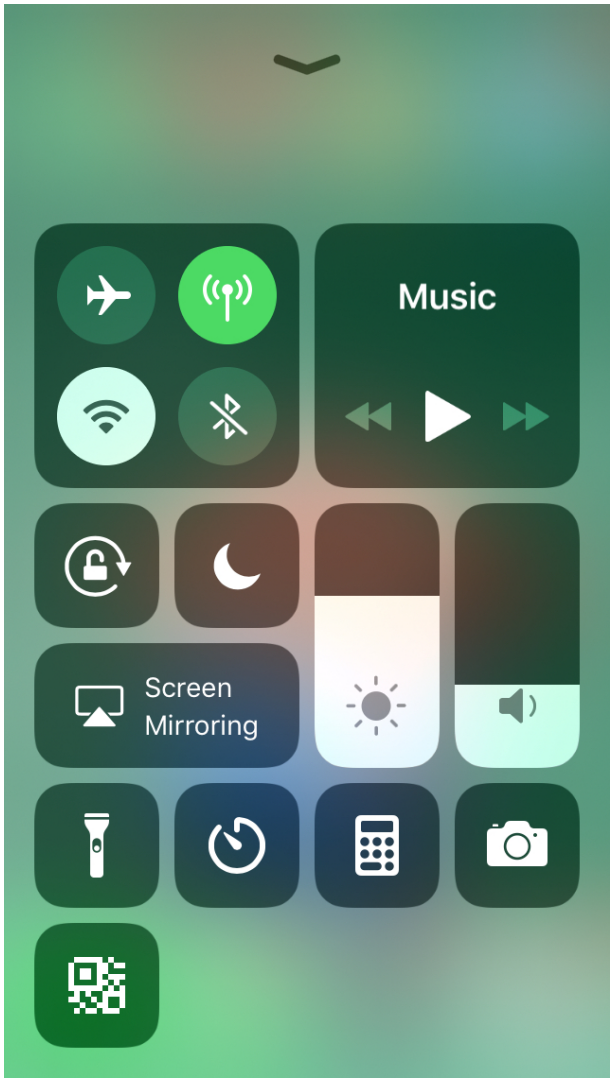
- On your computer, remove WPP20.
- On the WPP20, press the presentation button.
- On the Yealink Wireless Presentation Pod software, click **Stop Sharing**.

Sharing Content via Apple Device

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

Procedure

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



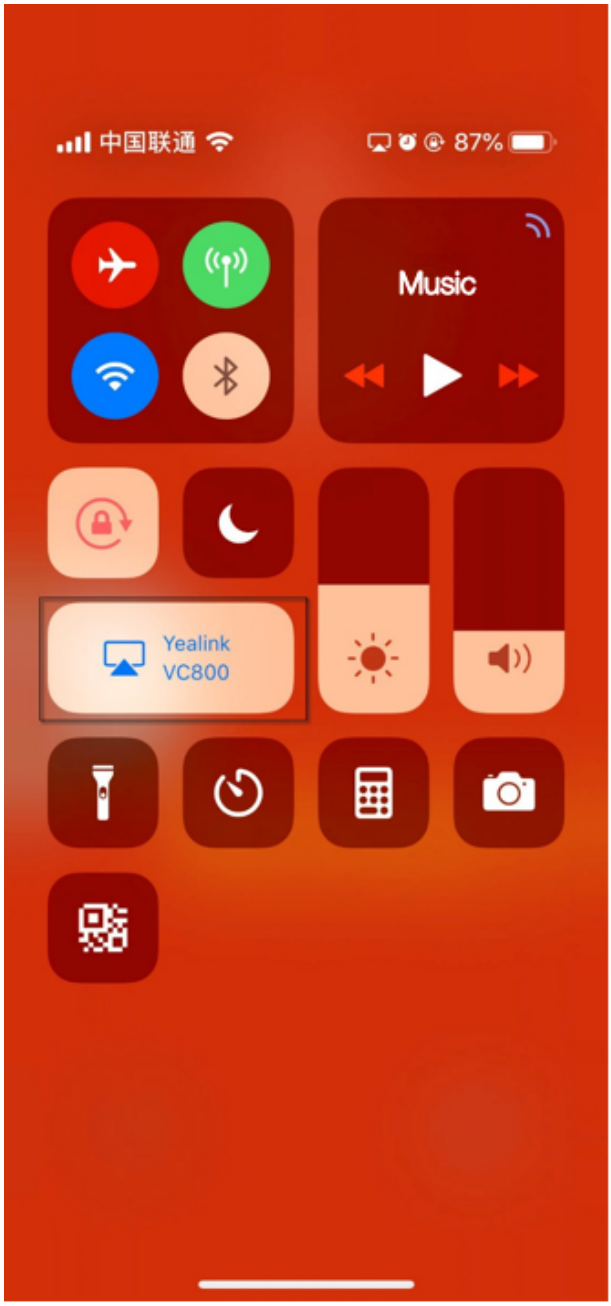
5. Tap **Screen Mirroring**, and select the related content sent by the VCS codec from the pop-up dialogue. The content on the Apple device is automatically projected to the VCS codec.

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

Stopping Sharing Content via Apple Device

Procedure

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



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 the 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.

- *Presenting by CTP20*
- *Making Notes on the Content by CTP20*
- *Controlling the PC content by CTP20*

- *Stopping Presentation by CTP20*

Presenting by CTP20

If a 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**.

Making Notes on the Content by CTP20

About this task

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

- The device is in the idle mode
- During a Yealink Cloud call
- During a Yealink Cloud conference

Procedure

1. On the Content Sharing page, tap to expand the note toolbar.
2. Use the corresponding tools to make notes on the content.

Related concepts

Introduction of CTP20 Note Toolbar

Controlling the PC content by CTP20

When you project the content on the computer via WPP20 wireless presentation pod, you can enable the feature of controlling the computer, so that you can operate the computer via your CTP20 directly.

Procedure

On the left side of the Projecting Content page, tap > .
The feature of controlling the computer is enabled, and you can control the computer via CTP20.

Related concepts

Wireless Sharing

Stopping Presentation by CTP20

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

Procedure

1. On the Presentation page, tap > **Back**.
2. Click **Close Presentation**.

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

Recording Videos

You can record videos to the system memory (only applicable to VC200), a USB flash drive or your computer. The recorded videos will be saved in .mkv format and named as the recorded time and date.

About this task

To record videos to your computer, you need to purchase a WPP20 wireless presentation pod. For more information, refer to *Yealink WPP20 Wireless Presentation Pod User Guide*. To record videos to a USB flash drive, the USB flash drive you connect should support FAT 32 or NTFS format.

- *Starting or Stopping Recording Videos*
- *Viewing Recorded Videos*
- *Copying the Video from the Local Storage to the USB Flash Drive*
- *Deleting Recorded Videos*

Starting or Stopping Recording Videos

Before you begin

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

Condition	VC880/VC800/VC500/PVT980/ PVT950	VC200
Connect to a USB flash drive	Must satisfy this condition.	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.
Recording feature is enabled (it is configured by your system administrator).	Must satisfy this condition.	Must satisfy this condition.
USB feature is enabled (it is configured by your system administrator).	Must satisfy this condition.	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.
Local storage feature is enabled (it is configured by your system administrator).	Must satisfy this condition.	• If you choose local storage, you must satisfy this condition. • If you choose USB storage, you do not need to satisfy this condition.
Storage space is enough.	Must satisfy this condition. On your remote control, navigate to **More** > **Record** > **Storage Info** to view USB storage space.	Must satisfy this condition. On your remote control, navigate to **More** > **File Manager** to view the local storage space or the USB storage space.

- *Recording Videos by Remote Control*
- *Starting or Stopping Recording Videos by CP960*
- *Starting or Stopping Recording Videos by CTP20*

Recording Videos by Remote Control

Procedure

1. On your remote control, press to start recording.
   The monitor display the recording icon and the time.
2. Press again to stop recording.

Starting or Stopping Recording Videos by CP960

Procedure

1. On your CP960, tap to start recording.
   The touch screen prompts “Recording”.
2. Tap to stop recording.

Starting or Stopping Recording Videos by CTP20

Procedure

1. On your CTP20, press to start recording.
2. Tap to stop recording.

Viewing Recorded Videos

You can view recorded videos via the remote control or a computer.

Procedure

1. On your remote control, go to **More** > **Record** > **Video**.
   For VC200 video conferencing endpoint: on your remote control, go to **More** > **File Manager** > **Local Storage/ USB flash driver** > **Video**.
2. Select a desired video, and then press OK key or select .
3. Do one of the following:
   - Select and press OK key to pause, and select to resume playing.
   - Select and press OK key to skip forward. For VC880/VC800/VC500/PVT980/PVT950, press once to skip forward 4 seconds, for VC200 press once to skip forward 6 seconds.
   - Select and press OK key to rewind. For VC880/VC800/VC500/PVT980/PVT950, press once to rewind 4 seconds, for VC200 press once to rewind 6 seconds.
   - Press the volume button 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 Video from the Local Storage to the USB Flash Drive

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

Procedure

1. For VC200 video conferencing endpoint: on your remote control, go to **More** > **File Manager** > **Local Storage** > **Video**.
2. Select a desired video, and then press the right key to select .

Deleting Recorded Videos

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

Procedure

1. On your remote control, go to **More** > **Recording** > **Video**.
   For VC200 video conferencing endpoint: on your remote control, go to **More** > **File Manager** > **Local Storage/ USB flash drive** > **Video**.
2. Select a desired video, select , and press OK key.
   The monitor prompts “Delete this video?”.
3. Select **OK**, and press OK key to delete the selected video.

Screenshot

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

About this task

Note: To store the screenshot to a USB flash drive, the USB flash drive you connect should support FAT 32 or NTFS format.

- *Using Screenshot*
- *Viewing Screenshots*
- *Copying the Screenshot from the Local Storage to the USB Flash Drive*
- *Deleing Screenshots*

Using Screenshot

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

About this task

Your system should meet the following requirements:

Condition	VC880/VC800/VC500/PVT980/ PVT950	VC200
Connect to a USB flash drive	Must satisfy this condition.	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.

Condition	VC880/VC800/VC500/PVT980/ PVT950	VC200
Screenshot feature is enabled (it is configured by your system administrator).	Must satisfy this condition.	Must satisfy this condition.
USB feature is enabled (it is configured by your system administrator).	Must satisfy this condition.	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.
Storage space is enough.	Must satisfy this condition. On your remote control, navigate to **More** > **Record** > **Storage Info** to view USB storage space.	Must satisfy this condition. On your remote control, navigate to **More** > **File Manager** to view the local storage space or the USB storage space.

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

Capturing Screenshots by Remote Control

Procedure

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

Capturing Screenshots by CP960

Procedure

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

Viewing Screenshots

You can view the captured screenshots via the remote control or a computer.

Procedure

1. On your remote control, go to **More** > **Record** > **Screenshot**.
   For VC200 video conferencing endpoint: on your remote control, navigate to **More** > **File Manager** > **Local Storage/USB flash drive** > **Screenshot**.
2. Select a desired screenshot, and press OK key or tap beside the desired screenshot and press OK key .
3. Do one of the following:
   - Press the left key or the right key to view the previous or next screenshot.
   - Press or to zoom the screenshot in/out.
   - Select or tap on the remote control to exit.

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

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

Procedure

1. For VC200 video conferencing endpoint: on your remote control, go to **More** > **File Manager** > **Local Storage** > **Screenshot**.
2. Select a desired screenshot, and then press the right key to select .

Deleing Screenshots

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

Procedure

1. On your remote control, navigate to **More** > **Recording** > **Screenshot**.
   For VC200 video conferencing endpoint: on your remote control, navigate to **More** > **File Manager** > **Local Storage/USB flash driver** > **Screenshot**.
2. Select a desired screenshot, select , and then press Ok key.
   The monitor prompts “Delete this screenshot?”.
3. Select **OK**, and press OK key to delete the selected screenshot.

Using the Whiteboard Feature of CTP20

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

The whiteboard feature is not available in the following situations:

- YMS video conferences.
- In the **training mode** conference (Yealink Cloud), the participant who is not set as the lecturer cannot initiate the whiteboard.
- During the Yealink Cloud conferences, if the server does not support the whiteboard feature, you cannot use it.
- For IP calls, the whiteboard feature is not available.

For more information, contact your administrator.

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

- *Using the Whiteboard Collaboration When not in a Call*
- *Using the Whiteboard Collaboration in a Call*

Using the Whiteboard Collaboration When not in a Call

Procedure

1. On your CTP20, tap **Whiteboard**.
2. Use the corresponding tools to write, edit or make notes on the whiteboard.
   If you exit the Whiteboard but forget to close it, you can tap **Close whiteboard** on the home page to close it.

Related concepts

Interface Introduction of the CTP20 Whiteboard Toolbar

Using the Whiteboard Collaboration in a Call

In a call, anyone can participant 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.

Procedure

1. On your CTP20, tap **Whiteboard**.
2. Use the corresponding tools to write and make notes on the whiteboard.

Related concepts

Interface Introduction of the CTP20 Whiteboard Toolbar

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 a VCS codec simultaneously.

The collaboration methods are as below:

- **Status Synchronizing**: The status of the VCS codec can be synchronized to all connected CTP20s.
- **Configuration Synchronizing**: in idle state, you can configure the VCS codec via each CTP20, and the new configuration will cover the old configuration and take effect immediately.
- **Whiteboard Collaboration**: you can use each CTP20 to initiate the whiteboard collaboration which can be received by other CTP20s simultaneously, but the editing and noting on each CTP20 are independent. If you close the whiteboard of one CTP20 connected to a VCS codec, the whiteboards of other connected CTP20s are closed simultaneously.
- **Presentation Collaboration:** if you enable the feature of auto-presentation on devices, after you start presenting on the local computer/Apple devices, the presentation will be synchronized to all the CTP20s, but the editing and noting on each CTP20 are independent. If you do not enable the feature of auto-presentation on devices, you can initiate the presentation on any CTP20 and the presentation will be synchronized to all the CTP20s, but the editing and noting on each CTP20 are independent. If you close the presentation on one CTP20 connected to a VCS codec, the presentation on other connected CTP20s are closed simultaneously.

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

Related information

Controlling the Shared Content by CTP20
Using the Whiteboard Feature of CTP20

Settings

- *Configuring the Audio Settings*
- *Configuring Video Settings*
- *Configuring Camera Settings*

Configuring the Audio Settings

You can configure audio settings on the system.

- *Adjusting the Volume*
- *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 volume of speakerphone when the system is in a call.
- **Key tone volume**: adjust the key tone volume when pressing the key on the remote control; adjust the key tone volume of CP960 when dialing.
- **Media Volume**: adjust the media volume when playing recorded videos.

Procedure

Do one of the following:

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

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

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 make 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. On your remote control, go to **More** > **Setting** > **Basic**.
2. Select the **Key Tone** checkbox.

Configuring the Key Tone by CTP20

Procedure

1. On your CTP20, tap **Setting** > **Basic**.
2. Enable **Key Tone**.

Enabling Silent Mode

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

- *Enabling Silent Mode by Remote Control*
- *Enabling Silent Mode by CP960*

- *Enabling Silent Mode by CTP20*

Enabling Silent Mode by Remote Control

Procedure

On your remote control, do one of the following:

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

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

Enabling Silent Mode by CP960

Procedure

On your CP960, do one of the following:

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

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

Enabling Silent Mode by CTP20

Procedure

Do one of the following:

- In the top-right corner of CTP20, drag the volume slider to the minimum.
- On your CTP20, tap , and enable **Silent Mode**.

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 .
- On your CTP20, tap **Mute** key.
- On your CP960, tap one of the Mute key on CP960 codec.
- On your CP960's touch screen, tap the Mute key.
- On your CPE90 wired expansion microphones, tap the Mute key.
- On your CPW90-BT Bluetooth wireless microphones, tap the Mute key.

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

Configuring Video Settings

You can configure video settings on the system.

- *Maximizing Monitor Video Display*

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

Maximizing Monitor Video Display

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

- *Maximizing Monitor Video Display by Remote Control*
- *Maximizing Monitor Video Display by CTP20*

Maximizing Monitor Video Display by Remote Control

Procedure

1. On your remote control, go to **More** > **Setting** > **Basic** > **Display**.
2. Use left or right key to adjust the **Display (90%-100%)** slider.
3. Select **Save** and then press OK key to accept the change.

Maximizing Monitor Video Display by CTP20

Procedure

1. On your CTP20, tap **Setting** > **Basic** > **Display**.
2. In the **Display** field, drag the bar to adjust the aspect ratio of the monitor.
3. Tap **Save** to accept the change.

Allowing Website Snapshot

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

- *Allowing Website Snapshot by Remote control*
- *Allowing Website Snapshot by CTP20*

Allowing Website Snapshot by Remote control

Procedure

1. On your remote control, go to **More** > **Setting** > **Basic**.
2. Enable **Website Snapshot**.
3. Select **Save** and then press OK key to accept the change.

Allowing Website Snapshot by CTP20

Procedure

1. On your CTP20, tap **Setting** > **Basic**.
2. Enable **Website Snapshot**.

Video Input Source

Your system supports camera and PC video input source.

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

Related concepts

Wired Sharing

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. If on your remote control is set as **Input** key by your system administrator, press to enable the video input source.
   The monitor shows **Camera** and **PC** input sources.
2. Select the desired input source, and then press OK key.
   The monitor shows the selected source.

Changing the Video Input Source in a Call

Before you begin

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

Procedure

1. On your remote control, do one of the following:
   - If is set to Input key by your system administrator, press to enable the video input source.
   - Press or OK key to open **Talk Menu**, and then select **Input Choose**.

   The monitor shows **Camera**, **Camera +PC** and **PC input** sources.
2. Select the desired input source, and then press OK key.
   - If you select **PC**, the remote video image is shown in big size, and the PC content is shown in small size (Picture-in-Picture).
   - If you select **Camera+PC**, the PC content is shown in big size, and other video images are shown in small size.
   - If you select **Camera**, the remote video image is shown in big size, and the local video image is shown in small size (Picture-in-Picture).
3. Press to return to the Call screen.

Changing the Screen Layout

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

- *Available Screen Layouts*
- *Changing the Screen Layout*
- *Single Display Screen Layouts*
- *Two-Way Display Screen Layouts*
- *Specifying Content to the Secondary Screen*

Available Screen Layouts

The system supports the following layouts:

- **1+N**: in this layout, the assigned participant is given prominence in the largest pane no matter who is currently speaking, and other participants are displayed in a strip beside the assigned speaker.

- **Selected Speaker**: in this layout, the selected participant is displayed in full screen.
- **Equal N×N**: in this layout, every participant is given equal prominence in equal-sized panes.
- **Picture in Picture**: during two-way video calls, one participant is displayed in large screen, while the other participant is shown in the bottom-right corner below the large screen.
- **Speaker View**: the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker. This screen layout is not available on the VC500/VC200 endpoint.

Changing the Screen Layout

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

Procedure

1. Do one of the followings during a call:
   - On your remote control, press .
   - For VC880/VC800/VC500/PVT980/PVT950, on your remote control, press or OK key to open **Talk Menu**, and then select **Layout Adjustment** > **Layout**.
   - For VC200, on your remote control, press or OK key to open **Talk Menu**, and then select **Layout**.
   - On your CP960, tap **Layout**.
   - On your CTP20, tap **Layout**.
2. Select the desired layout.

Related concepts

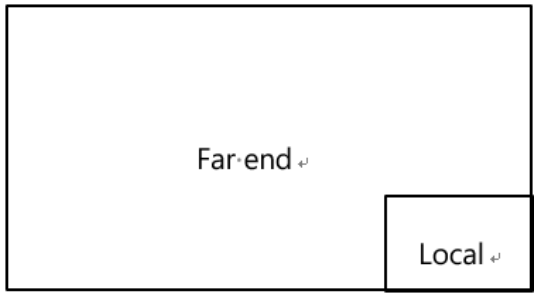
Available Screen Layouts

Single Display Screen Layouts

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

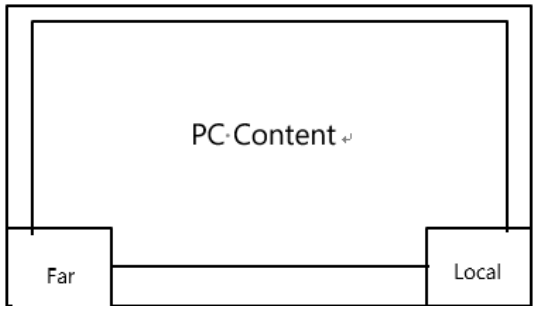
Two-Way Video Calls

Picture-in-picture layout is used by default.



Two-Way Video Call with a Presentation

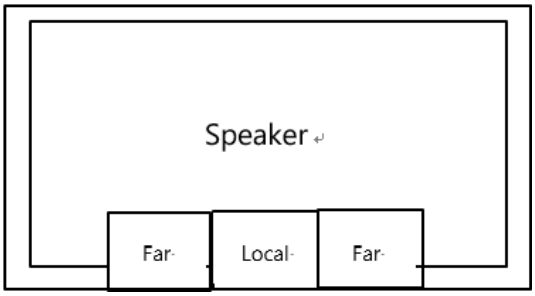
The PC content is given prominence in the largest pane and other participants are displayed beside the PC content.



Multi-Way Video Calls

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

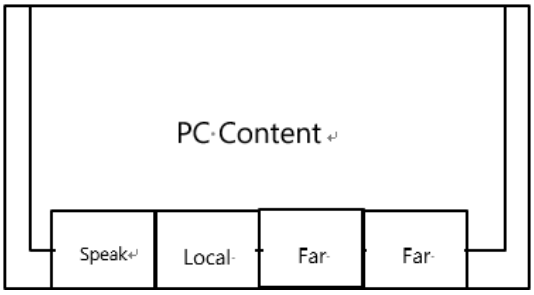
The active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.



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 given prominence in the largest pane and other participants are displayed beside the PC content. The speaker is fixed at the bottom-left corner.

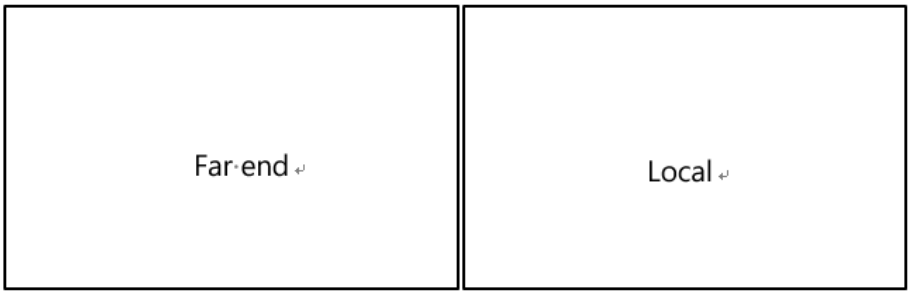


Note: Multi-way video calls are only applicable to PVT980/PVT950 system and THE VC880/VC800 system that has a multipoint license.

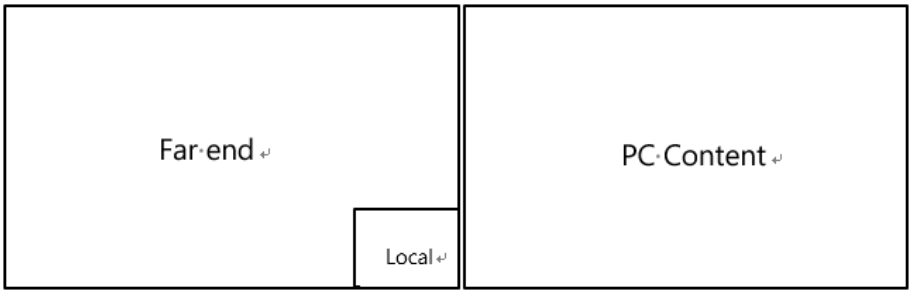
Two-Way Display Screen Layouts

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

Two-Way Video Calls



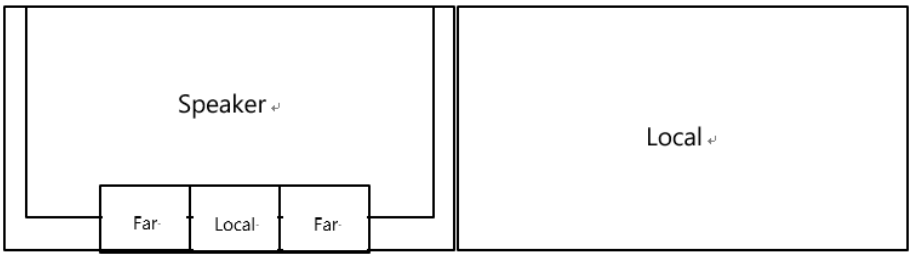
Two-Way Video Call with a Presentation



Multi-Way Video Calls

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

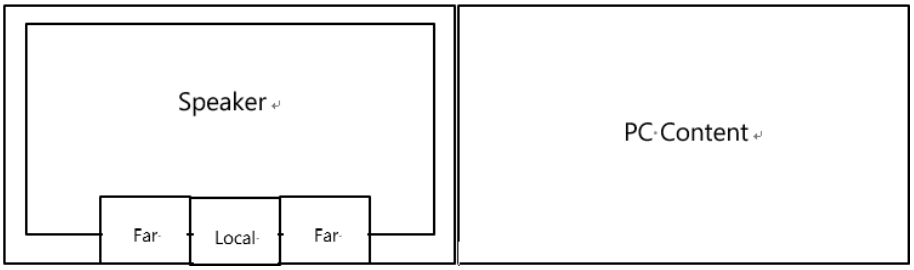
- **Primary monitor**: the active speaker is given prominence in the largest pane and other participants are displayed in a strip beside the active speaker.
- **Secondary monitor**: the local video image is displayed in a large pane.



Multi-Way Video Calls with a Presentation

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

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



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

Specifying Content to the Secondary Screen

When you connect dual display screens, you can use the default layout, or specify the content to the secondary monitor 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. On your remote control, press ≡ or OK key to open **Talk Menu** during a call.

2. Select **Layout Adjustment** > **Focus (Display2)**.
3. Select the desired content, and then press OK key.
   The selected content is displayed on the secondary monitor. If you specify a new content on the secondary screen, the PC content on the second screen will automatically be displayed on the primary screen.

Specifying Content to the Secondary Screen by CTP20

Procedure

1. During a call, tap **Layout** > **EXT Display (Set the display contents on second screen)**.
2. Select the desired content for the secondary screen.
   The secondary screen displays the selected content. If you specify a new content on the secondary screen, the PC content on the second screen will automatically be displayed on the primary screen.

Configuring Camera Settings

You can configure camera settings on the system.

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

Controlling Cameras

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

- *Adjusting Cameras When not in a Call by Remote Control*
- *Adjusting Cameras When not in a Call by CP960*
- *Adjusting Cameras When not in a Call by CTP20*
- *Adjusting Cameras in a Call by Remote Control*
- *Adjusting Cameras by CP960 during a Call*
- *Adjusting Cameras in a Call by CTP20*

Related tasks

Controlling Multiple Remote Cameras

Adjusting Cameras When not in a Call by Remote Control

Procedure

1. On your remote control, select the desired video.
2. Tap the navigation keys to adjust the camera angle.
3. Press or to adjust the focal length.

Adjusting Cameras When not in a Call by CP960

Procedure

1. On your CP960, tap **Camera** during a conference.
2. Tap the navigation keys to adjust the camera angle.
3. Press or to adjust the focal length.

Adjusting Cameras When not in a Call by CTP20

Procedure

1. On your CTP20, tap **Camera**.
2. Tap the navigation keys to adjust the camera angle.
3. Press or to adjust the focal length.

Adjusting Cameras in a Call by Remote Control

Procedure

1. On your remote control, press or OK key to open **Talk Menu**.
2. Select **Near/Far Camera** and then press the right key to select the desired camera.
3. Tap the navigation keys to adjust the camera angle.
4. Press or to adjust the focal length.

Adjusting Cameras by CP960 during a Call

Procedure

1. On your CP960, tap **More** > **Camera Control** > **The current control camera** in a conference.
2. Select the desired camera.
3. Tap to return.
4. Tap the navigation keys to adjust the camera angle.
5. Press or to adjust the focal length.

Adjusting Cameras in a Call by CTP20

Procedure

1. On your CTP20, tap the navigation keys to adjust the camera angle.
2. Press or to adjust the focal length.
   If you want to control the remote camera, tap **Participant** and select **Camera Control** beside the desired participant.

Allowing the Far-End System to Control Your Camera

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

- *Enabling Far Control Near Camera by Remote control*
- *Enabling Far Control Near Camera by CTP20*

Enabling Far Control Near Camera by Remote control

Procedure

1. On your remote control, go to **More** > **Setting** > **Video & Audio**.
2. Enable **Far Control Near Camera**.

Enabling Far Control Near Camera by CTP20

Procedure

1. On your CTP20, tap **Setting** > **Camera**.
2. Enable **Far Control Near Camera**.

Setting Camera Presets

Camera presets store the angle and the focal length of the camera. Camera presets can help you quickly point the camera to a pre-defined location.

- *Storing a Camera Preset*
- *Adjusting the Local Camera to a Stored Preset*
- *Updating the Stored Preset*
- *Editing the Stored Preset*
- *Deleting the Stored Preset*
- *Clearing up the Stored Preset*

Storing a Camera Preset

You can store up to 99 preset camera positions for the local camera.

- *Adding the Stored Preset by Remote control*
- *Creating a Camera Preset by CTP20*

Adding the Stored Preset by Remote control

Procedure

1. Do one of the following on your remote control when your system is idle:
   - Select the local video image and press OK key, and then press ≡.
   - For VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.
2. Select **New Preset**, and then press OK key.
3. If you connect VCC22 video conferencing camera to your VC880/VC800/PVT980 video conferencing system, select the desired camera.
4. Press the navigation key to adjust the angle of the camera or press the to adjust the focal length.
5. Press OK key to store the camera preset.

Creating a Camera Preset by CTP20

Procedure

1. In idle state, tap **Camera**.
2. If you connect VCC22 video conferencing camera to your VC880/VC800/PVT980 video conferencing system, select the desired camera.
3. Tap the navigation keys to adjust the camera angle.
4. Press or to adjust the focal length.
5. Tap **New Preset** to create a new preset.

Adjusting the Local Camera to a Stored Preset

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

- *Adjusting the Local Camera to a Stored Preset by Remote Control*

- *Adjusting the Local Camera to a Stored Preset by CTP20*

Adjusting the Local Camera to a Stored Preset by Remote Control

Procedure

1. On your remote control, do one of the following:
   - When the system is idle, select a local video image and press OK key, and then press ≡.
   - When the system is idle, for VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.
   - When the system is during a call, press ≡ and select **Preset Location**.
2. Select a stored preset, and then press OK key to change the camera position to the stored preset.
   You can also press any numeric key on the remote control to change the camera position to the stored preset. But in this way, you can only move the local camera to a position whose serial number ranges within 0 to 9.

Adjusting the Local Camera to a Stored Preset by CTP20

Procedure

1. In idle state, tap **Camera**.
2. In the right side, select a stored preset, and change the camera position to the stored preset.

Updating the Stored Preset

You can update the stored presets, which helps you decide where you want your camera to move.

- *Updating the Stored Preset by Remote Control*
- *Updating the Stored Preset by CTP20*

Updating the Stored Preset by Remote Control

Procedure

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

Updating the Stored Preset by CTP20

Procedure

1. In idle state, tap **Camera** to go to the Preset page.
2. On the top of the saved presets, tap .

Editing the Stored Preset

- *Editing the Stored Preset by Remote control*
- *Editing the Stored Preset by CTP20*

Editing the Stored Preset by Remote control

Procedure

1. On your remote control, do one of the following when your system is idle:
   - Select the local video image and press OK key, and then press ≡.
   - For VC880/VC800/VC500/PVT980/PVT950, navigate to **More** > **Preset Location**.
2. Select **Edit** and then press OK key.
3. Select a preset, and then press OK key.
4. Press the navigation key to adjust the angle of the camera or press the to adjust the focal length.
5. Press OK key to store the camera preset.

Editing the Stored Preset by CTP20

Procedure

1. In idle state, tap **Camera** to go to the Preset page.
2. In the **Preset Location** field, select the desired preset.
3. Tap the navigation keys to adjust the camera angle.
4. Press or to adjust the focal length.
5. Tap **Save Preset**.

Deleting the Stored Preset

- *Deleting the Stored Preset by Remote control*
- *Deleting the Stored Preset by CTP20*

Deleting the Stored Preset by Remote control

Procedure

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

Deleting the Stored Preset by CTP20

Procedure

1. In idle state, tap **Camera** to go to the Preset page.
2. In the **Preset Location** field, tap .
3. Tap to delete the corresponding preset.

Clearing up the Stored Preset

- *Clearing up the Stored Preset by Remote control*

- *Clearing up the Stored Preset by CTP20*

Clearing up the Stored Preset by Remote control

Procedure

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

Clearing up the Stored Preset by CTP20

Procedure

1. In idle state, tap **Camera** to go to the Preset page.
2. In the **Preset Location** field, tap > .
   It prompts whether or not you want to clear the preset position.
3. Tap **OK** to clear up.

Accessories with Your System

- *Using VCM34*
- *Using Hardware of CPE90 Wired Expansion Microphones*
- *Using the Soundbar*
- *Using the CPW90-BT Bluetooth Wireless Microphones with VCS*
- *Using WPP20 Wireless Presentation Pod*
- *Using the CPN10 PSTN Box*
- *Using the VCC22 Video Conferencing Cameras*

Using VCM34

To further improve the sound quality, you can connect VCM34 to the VCS codec. If you need to expand the pickup range, you can connect to multiple VCM34s in cascade (up to 4 VCM34s). For more information, refer to *Yealink_VCM34_Quick_Start_Guide*.

Using Hardware of CPE90 Wired Expansion Microphones

This section introduces how to use CPE90 Wired Expansion Microphones.

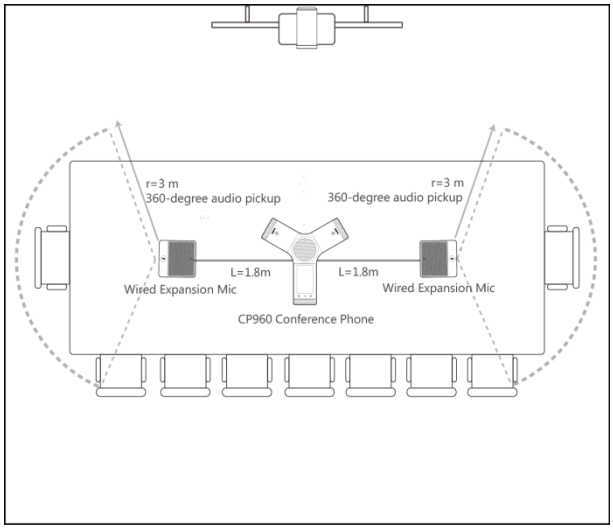
- *Placing CPE90 Wired Expansion Microphones*
- *Muting or Unmuting the Microphone*

Placing CPE90 Wired Expansion Microphones

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

Procedure

Place CPE90 Wired Expansion Microphones according to the image below.



Muting or Unmuting the Microphone

Procedure

On your CPE90 wired expansion microphones, tap to mute/unmute the microphone.

Using the Soundbar

The Soundbar can be used as the audio output device. For more information about how to use the Soundbar, refer to *Yealink_Soundbar_Quick_Start_Guide*.

Using the CPW90-BT Bluetooth Wireless Microphones with VCS

CPW90-BT Bluetooth wireless microphones can work as the audio input devices of your video conferencing system. You can connect up to 2 CPW90-BT Bluetooth wireless microphones to the video conferencing system. For more information about how to use CPW90-BT Bluetooth Wireless Microphones, refer to *CPW90-BT Bluetooth Wireless Microphones Quick Start Guide*.

- *Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by Remote Control*
- *Viewing the Information of CPW90-BT view Bluetooth Wireless Microphones by CP960*
- *Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by CTP20*

Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by Remote Control

Procedure

1. On your remote control, go to **More** > **Status** > **Wireless Microphone**.
2. Select the desired wireless microphone.

Viewing the Information of CPW90-BT view Bluetooth Wireless Microphones by CP960

Procedure

On your CP960, tap **Setting** > **Wireless Microphone**.

Viewing the Information of CPW90-BT Bluetooth Wireless Microphones by CTP20

Procedure

1. On your CTP20, tap **Setting** > **Audio** > **Wireless Microphone**.
2. Select the corresponding microphone to view its information.

Using WPP20 Wireless Presentation Pod

WPP20 wireless presentation pod enables you to share the contents on the PC without cables. For more information, refer to *Yealink WPP20 Wireless Presentation Pod Quick Start Guide*.

Using the CPN10 PSTN Box

It is a cost-effective solution for PSTN office. Up to 2 cascaded PSTN Boxes can be installed to video conferencing systems, which allow you to experience the conference conveniently in excellent speech quality with PSTN. For more information, refer to *Yealink PSTN Box CPN10 Quick Start Guide*. Up to two PSTN accounts can be registered on the system, with one-way audio call for one account. You can call PSTN users, receive the call from PSTN users, or create a conference with the PSTN user.

Using the VCC22 Video Conferencing Cameras

You can connect up to 9 VCC22 video conferencing cameras to the VC880/PVT980 video conferencing system. You can connect up to 8 VCC22 video conferencing cameras to the VC800 video conferencing system. VCC22 video conferencing cameras are not applicable to VC500/VC200/PVT950 video conferencing endpoint.

Note:

Before using the VCC22 Video Conferencing Cameras, you should read the *Yealink VCC22 Video Conferencing Camera Quick Start Guide* to know the package and installation.

- *Controlling VCC22 Camera*
- *Camera Layout*
- *Controlling Multiple Remote Cameras*
- *Layouts of Multiple Monitors*
- *Resetting the Camera*

Controlling VCC22 Camera

When the system is idle and VCC22 is connected to the system, the connected cameras will appear on the right side of idle screen. You can select a desired video image of the camera which can be displayed on the system, and adjust the camera angle and focal length.

- *Controlling VCC22 Camera by Remote Control*
- *Controlling VCC22 Camera by CP960*
- *Controlling VCC22 Camera by CTP20*

Controlling VCC22 Camera by Remote Control

Procedure

1. On your remote control, press the right navigation key twice to enter the cameras list.
2. Select the desired camera and then press OK key.
3. Press the navigation key to adjust the angle of the camera.
4. Press or to adjust the focal length.

Controlling VCC22 Camera by CP960

Procedure

1. When your system is idle, on your CP960, tap **Camera**.
2. Tap **The current control camera**.
3. Tap the desired camera.
4. Tap to return.
5. Tap the navigation keys to adjust the camera angle.
6. Press or to adjust the focal length.

Controlling VCC22 Camera by CTP20

Procedure

1. When your system is idle, on your CTP20, tap **Camera**.
2. Select the desired camera.
3. Tap the navigation keys to adjust the camera angle.
4. Press or to adjust the focal length.

Camera Layout

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

- **1+N**: the selected camera is given prominence in the largest pane. Other cameras are displayed in small panes.
- **Selected Speaker**: the selected camera is seen in a large pane.
- **Equal N×N**: every camera is given equal prominence in equal-sized panes.

Controlling Multiple Remote Cameras

During a call, if one call party enables the Far Control Near Camera feature on his device, you can control the camera of the call party. When the remote party connects multiple VCC22 video conferencing cameras, the camera you can control depends on the remote camera layout:

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

Related tasks

Controlling Cameras

Layouts of Multiple Monitors

If two monitors already connect to the VC880/VC800/PVT980 codec, the third monitor can be connected to the HDMI OUT port on the VCC22 video conferencing camera to display the shared content.

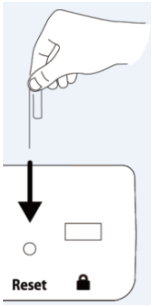
Note: If VC880/VC800/PVT980 codec only connects a monitor or no content is being shared to others, the monitor connected to the VCC22 video conferencing camera only display the default background image.

Resetting the Camera

Generally, some common issues may occur while using the VCC22 video conferencing camera. To solve the problem, you can reset the VCC22 video conferencing camera to factory.

Procedure

On your VCC22 video conferencing camera, use tiny objects (for example, the paper clip) to press and hold the reset button for 15 seconds until the monitor prompts "Resetting to factory".



Do not power off the system when resetting to the factory settings. The CP960, the VCC22 video conferencing camera and the device connected to VC220 are reset synchronously.