

# Full HD Video Conferencing System User Guide (Touch Panel)

MeetingEye 600



MeetingEye 400



VC200-E



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## About This Guide

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This guide is applicable to the following models:

- MeetingEye 600/PVT960 video conferencing system: suitable for medium meeting rooms.
- MeetingEye 400/PVT940 video conferencing endpoint: suitable for small meeting rooms.
- VC200-E video conferencing system: suitable for focus and small room

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

- [Related Documents](#)
- [Before You Begin](#)
- [Summary of Changes](#)

## Related Documents

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

Name	Contents	Where to find	Language
Yealink MeetingEye 600 Video Conferencing Endpoint Quick Start Guide (EN,CN)	System installation and network configuration	On the website /in the package	English/ Chinese
Yealink MeetingEye 400 Video Conferencing Endpoint Quick Start Guide (EN,CN)	System installation and network configuration	On the website /in the package	English/ Chinese
Yealink CTP20 Quick Start Guide	Connect CTP20 touch panel to VCS devices	On the website	English/ Chinese
Yealink CTP18 Quick Start Guide	Connect CTP18 touch panel to VCS devices	On the website	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 VCH51 Quick Start Guide	Connect VCM34 to VCS	On the website	English/ Chinese



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

## Before You Begin

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For VCS devices running in version 50.10 or later, we provide the Cloud and Standard mode systems. Here are some functional differences between VCS devices of different systems, so please select the right the

system you want to use before you start. Please contact the administrator if you have any questions about the system.

The VCS devices running in Cloud mode only supports Yealink VC Cloud Management Service Platform.

The VCS devices running in Standard mode support the following platforms:

- Yealink Meeting Server
- Zoom
- Pexip
- BlueJeans
- Videxio
- Custom

## Summary of Changes

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- [Changes for Release 50, Guide Version 50.10](#)

### Changes for Release 50, Guide Version 50.10

This guide is also available to PVT960/PVT940 videoconferencing system and CTP18 touch panel which are newly launched.

The following sections are new for this version:

[Before You Begin](#)

[Joining the Conference \(for Participants using SIP/H.323 accounts\)](#)

[Changing the AVC Meeting Layout](#)

[Changing the SVC Meeting Layout of Yealink Cloud Conferences](#)

Major updates have occurred to the following sections:

[CTP20/CTP18 Touch Panel](#)

[Familiarizing the Idle Screen of CTP20 Touch Panel](#)

[Initiating Meet Now Conferences](#)

[Joining Conferences](#)

[Conference Control](#)

[Setting/Canceling the Spotlight Video](#)

[Camera Presets](#)

[Recording Videos](#)

[Taking Screenshots](#)

Major updates have occurred to the following sections:

- Running the Setup Wizard
- Local Video Conference
- Using the Yealink VC Cloud Management Service Platform
- Using Yealink Meeting Server

# Getting Started

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This chapter introduces how to use the CTP20 touch panel to work with the VCS endpoint.

- [CTP20/CTP18 Touch Panel](#)
- [Familiarizing the Idle Screen of CTP20 Touch Panel](#)
- [Familiarizing the Icons on the Screen](#)
- [Putting the System to Sleep](#)
- [Waking up the System](#)

## CTP20/CTP18 Touch Panel

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

- [Waking up CTP20](#)
- [Introduction of the Whiteboard Toolbar](#)
- [Introduction of the Presentation Note Toolbar](#)

### Waking up CTP20

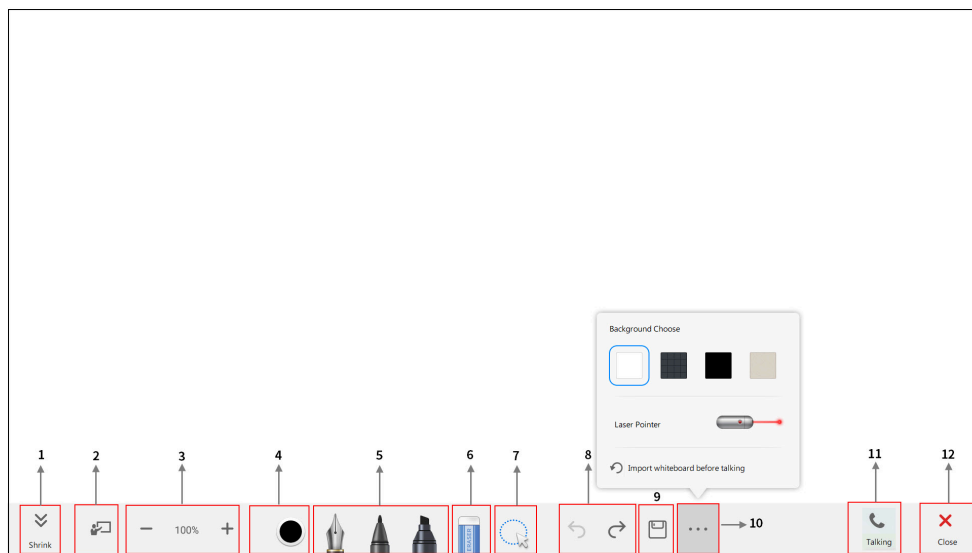
If the CTP20 has been idle for a while, it will automatically go to the screen saver. You can touch the screen to wake it up at any time.

#### Procedure

Tap the screen.

### Introduction of the Whiteboard Toolbar

Introduction of the CTP20 whiteboard toolbar is as below:

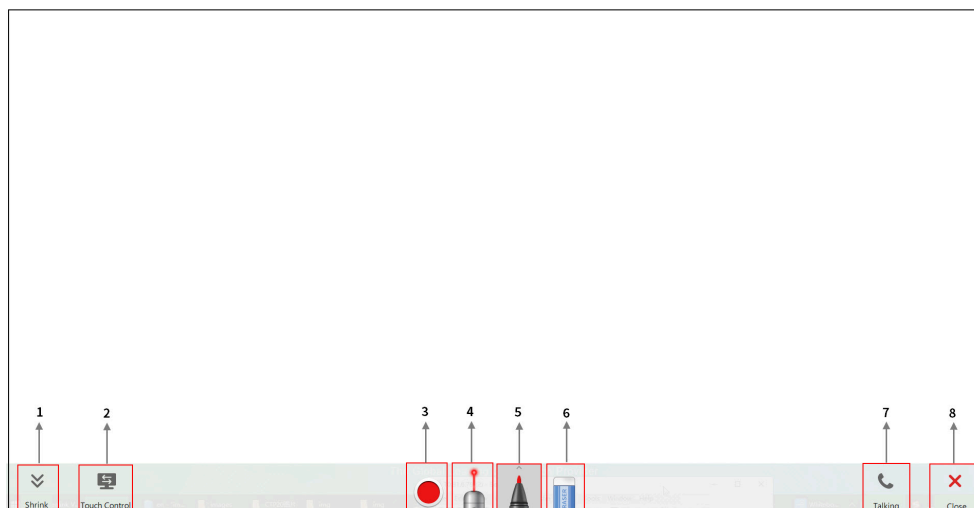


Number	Description
1	Collapse/Expand the whiteboard toolbar.
2	View follow: start presentation and everyone follows your view.
3	Zoom the page. You can also zoom the page by pinching open or pinching close using double fingers on the whiteboard.
4	<b>Brush color:</b> select the color of the writing tools.
5	<ul style="list-style-type: none"> <li>• <b>The pen:</b> tap it twice to select the line weight.</li> <li>• <b>The felt pen :</b> tap it twice to select the line weight.</li> <li>• <b>The highlighter:</b> tap it twice to select the line weight.</li> </ul>
6	<b>The eraser:</b> tap it twice to select <b>Slide to clear my annotations</b> or <b>Slide to clear all annotations</b> .
7	<b>The lasso tool:</b> you can use it to select an object, to move and zoom the selected object.
8	<ul style="list-style-type: none"> <li>• <b>Undo:</b> undo the last action and you can cancel the 20 actions at most.</li> <li>• <b>Redo:</b> redo the last undo action, which can be redone continuously and return to the state before using undo.</li> </ul>
9	Save/Share: save the whiteboard notes to the cloud disk or share them with others via email or QR code.
10	<ul style="list-style-type: none"> <li>• <b>Background:</b> select the background color of the whiteboard canvas, and the background of the whiteboard is synchronized by default with the devices connected to the conferencing system.</li> <li>• <b>The laser pen:</b> use it to indicate the content, the handwriting(red) drawn by the finger across the screen disappears after a while.</li> <li>• <b>Import whiteboard before talking:</b> import the existing whiteboard comments before the call and continue the discussion.</li> </ul>
11	Return to the call or return to the home page.
12	Close whiteboard.

## Introduction of the Presentation Note Toolbar

The introduction of the presentation note toolbar is as below:







Number	Description
1	Collapse/Expand the whiteboard toolbar.
2	<ul style="list-style-type: none"> <li>• <b>Touch Control:</b> when you use WPP20 for wireless presentation, you can control your PC via your CTP20.</li> <li>• <b>Local Share:</b> when the remote party shares content and you connect the VCH51 for wired presentation, you can tap it to send the content on your local PC to the remote party.</li> </ul>
3	Pen color: select the color of the writing tools.
4	The laser point: use it to indicate content, the handwriting(red) drawn by the finger across the screen disappears after a while.
5	The felt pen: it imitates the handwriting of the marker pen. Tap it twice to select the line weight.
6	The eraser: erase the note. Tap it twice to select <b>Slide to clear my annotations</b> or <b>Slide to clear all annotations</b> .
7	Return to the call or return to the home page.
8	End the presentation.

## Familiarizing the Idle Screen of CTP20 Touch Panel

If a YMS account is registered, the idle screen is displayed as below:






















Name	Description
Site Name	The site name of the system.
Register Account	Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator.
Status Icon	The status icons are displayed in the center of the status bar.
Home page	<ul style="list-style-type: none"> <li>• <b>Join Meeting:</b> enter the conference ID and password to join a conference.</li> <li>• <b>New Meeting:</b> create a new conference.</li> <li>• <b>Presentation:</b> when the VCS endpoint is connected to the PC, you can use this feature to present the PC content on your VCS endpoint.</li> <li>• <b>Schedule:</b> when you register a Yealink Cloud/YMS account, you can view the ongoing or upcoming conference.</li> </ul>
Time and Date	The time and date are centered on the top of the screen.

















Name	Description
	<p>1. Check the IP address.</p> <ul style="list-style-type: none"> <li>• <b>LAN: X.X.X.X:</b> indicates the system has obtained an IP address.</li> <li>• <b>Network disconnected:</b> indicates the system does not connect to a network cable, and you need check the network cable.</li> <li>• <b>255.255.255.255:</b> indicates the system fails to obtain an IP address. Check the connection between the VCS endpoint and the DHCP server, or configure a static IP address for the system.</li> </ul> <p>2. you can initiate a whiteboard collaboration in your local meeting room. (this feature is only applicable to CTP20)</p> <p>3. You can configure the following features:</p> <p>-When the endpoint is idle:</p> <ul style="list-style-type: none"> <li>• Mute/unmute the microphone</li> <li>• Take screenshots (this feature is not applicable to the VCS devices running in Cloud mode)</li> <li>• Record videos (this feature is not applicable to the VCS devices running in Cloud mode)</li> <li>• Enable/disable DND</li> <li>• Enable/disable the auto answer</li> <li>• Adjust the Brightness of CTP20 screen</li> <li>• Enable/disable the sleep mode</li> <li>• Adjusting the volume</li> <li>• Go to the Setting screen to view the device information of CTP20 and the VCS endpoint, the network information, the related setting on the VCS endpoint, and diagnosis.</li> <li>• Go to Cloud Experience Lobby.</li> </ul> <p>-When the endpoint is in a call:</p> <ul style="list-style-type: none"> <li>• Take screenshots (this feature is not applicable to the VCS devices running in Cloud mode)</li> <li>• Record videos (this feature is not applicable to the VCS devices running in Cloud mode)</li> <li>• Enable/disable DND</li> <li>• Open the dial pad</li> <li>• Adjust the Brightness of CTP20 screen</li> </ul>
	Specify the camera control mode.

## Familiarizing the Icons on the Screen

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

Icon	Description
	Network is available

Icon	Description
	Wi-Fi mode is enabled, but is not connect the wireless network
	Wi-Fi mode is enabled, and is connected the wireless network
	Wireless hotspot is enabled, but no device is connected to it
	Wireless hotspot is enabled, and some devices are connected to the system (the number of the connected devices is displayed in the bottom-right corner)
	A SIP account is registered
	An H.323 account is registered
	A Yealink Cloud account/YMS account is registered
	A PSTN account is registered
	Log into StarLeaf/Zoom/Pexip/BlueJeans/EasyMeet/Videxio platform
	The VCH50/VCH51 video conferencing hub is connected to the VCS endpoint
	Auto answer
	Missed calls (it is displayed in the status bar of the monitor)
	The volume is 0
	DND (do not disturb) is enabled
	Wired sharing (when a PC is connected to the VCH50/VCH51 video conferencing hub)
	Wireless sharing (use the WPP20 wireless presentation pod to share the content on PC and the number of the connected WPP20 is displayed in the bottom-right corner)
	A USB flash drive is inserted
<b>VPN</b>	VPN is enabled
	CTP20/CTP18 is connected to the device (the number of connected CTP20/CTP18 is displayed in the button-right corner)

Icon	Description
	VCM34 is connected to the device (the number of connected VCM34 is displayed in the button-right corner)
	The device is muted
	Call encryption
	Records the video and the audio to your system memory (only applicable to VC200)
	Records the video and the audio to your PC by Yealink Wireless Presentation Pod
	Records the video and the audio to the USB flash drive
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)
	Received calls (H.323 account/SIP account/IP Call)
	Received calls (Cloud platform)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)
	Local directory
	Yealink Cloud contacts or YMS contacts
	Virtual Meeting Room (VMR)
	Room system

## Putting the System to Sleep

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

### Procedure

Tap  > **Sleep**.

## Waking up the System

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### Procedure

Tap the CTP20 screen to wake up the VCS endpoint.

## Initiating Meet Now Conferences

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

### Procedure

1. Go to **New Meeting > Start Conference**.

2. Select **Start Conference**.

When the Meet Now conference has started, you can invite other participants to join the conference, or participants can join the conference by dialing the conference number you shared.

## Joining Conferences

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This chapter introduces how to join Yealink Cloud or YMS conferences.

- [Joining Scheduled Conferences](#)
- [Joining Conferences by Dialing the Conference ID](#)
- [Calling into Virtual Meeting Room](#)
- [Joining the Conference \(for Participants using SIP/H.323 accounts\)](#)

## Joining Scheduled Conferences

---

After registering a Yealink Cloud or YMS account on VCS devices, you can view the information of scheduled conferences on the devices and use them to join the conferences.

- If you are invited to a Yealink Cloud conference, you can see the conference schedule on the idle screen and join the conference 30 minutes before the conference begins. The time when participants can join the conference beforehand is set by the conference organizer.
- If you are invited to a YMS conference, you can see the conference schedule on the idle screen and join the conference 60 minutes before the conference begins. The time when you can join conferences beforehand is set by Yealink Cloud enterprise administrator. If you are invited to Teams scheduled conferences, you can receive the conference reminder on your device.



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

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

## Joining a Scheduled Conference from the Conference Schedule

By default, you can join Yealink Cloud Meeting and YMS Meeting 30 minutes and 60 minutes in advance respectively. You can view one ongoing or upcoming conference on CTP18/CTP20/VCS devices. The time when you can join the Teams scheduled conferences beforehand is set by Teams server.

### Procedure

Go to **Conference Schedule** > **Join**.

## Joining a Scheduled Conference from the Conference Reminder

A conference reminder pops up 5 minutes before the conference starts, and you can join the conference by one click.

### Procedure

Do one of the following:

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



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

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

## Joining Conferences by Dialing the Conference ID

---

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

### About this task

If you register a Yealink Cloud account, you can go to **Join Meeting** and enter the **conference ID** and **conference password** to join the conference. You can also dial the conference ID first and then enter the conference password if required. If you do not register a Yealink Cloud/YMS account, refer to [Joining the Conference \(for Participants using SIP/H.323 accounts\)](#).

### Procedure

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



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



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

## Calling into Virtual Meeting Room

---

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

### Procedure

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

## Joining the Conference (for Participants using SIP/H.323 accounts)

---

If you do not register a Yealink Cloud/YMS account, you can use SIP/H.323 account to join the conferences.


### About this task

**If the conference requires no password:** dial **conference ID@server domain name/server IP address** to join the conference.

**If the conference requires a password:** dial **conference ID\*\*conference password@server domain name/server IP address** to join the conference.

You can also dial the **conference ID@server domain name/server IP address** first and then enter the conference password according to the prompts.

### Procedure

1. Go to **Dial > Dial**.
2. Enter the number.
3. Select  to place a video call.

## Viewing Scheduled Conferences

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

### Procedure

Go to the conference schedule to view the conference details.

## Calling

---

This section is about call operations.

- [Placing a Call by Entering a Number](#)
- [Placing Calls to Contacts](#)
- [Placing Calls from Call History](#)
- [Answering Calls](#)



- [DND \(Do Not Disturb\)](#)
- [Rejecting Incoming Calls](#)
- [Ending Calls](#)
- [Switching Platform Quickly](#)

## Placing a Call by Entering a Number

---

### About this task


You can dial the following contacts on your system:

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

### Procedure

1. Go to **New Meeting > Dial**.

If you do not register a Yealink Cloud account or YMS account, select **Dial > Dial**.

2. Enter the number.
3. Select  to place a video call.


## Placing Calls to Contacts

---

### Procedure

1. Go to **New Meeting > Directory**.

If do not register a Yealink Cloud or YMS account, select **Dial > Directory**.


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

## Placing Calls from Call History

---

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

### Procedure

1. Go to **New Meeting > History**.  
If you do not register a Yealink Cloud or YMS account, select **Dial > History**.
2. On the top of the screen, select **All Calls** or **Missed Call**.
3. Select the desired type of records.
4. Tap  to place a video call.

## Answering Calls

---

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

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

### Manually Answering Calls

If you do not enable the auto answer or the auto answer multiway feature for the system, you can answer an incoming call manually.

#### Procedure

Tap **Answer**.

### Answering a Call Automatically When not in a Call

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

#### About this task



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


#### Procedure

1. Select .
2. Enable **Auto Answer**.


## Answering Multiple Calls Automatically

You can specify whether to answer a call automatically when the system is already in a call.

### About this task

 **Note:** Auto answer multiway feature may create security issues. For example, an unexpected caller could interrupt an ongoing meeting. This feature is not applicable to VCS devices running in Yealink Cloud mode.

### Procedure

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


## Muting Automatically Answered Calls

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

### About this task

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

### Procedure

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

## DND (Do Not Disturb)


---

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

### About this task

### Procedure

1. Select .
2. Enable **DND**.

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

## Rejecting Incoming Calls

---

### Procedure

Tap **Reject**.

## Ending Calls

---

### Procedure

Tap **Hang Up**.

## Switching Platform Quickly

---

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


### About this task

For the VCS devices running in Standard mode, it defaults to using the YMS accounts. If you want to switch to Zoom or BlueJeans platform, you can use the feature of switching platform quickly and switch to the desired platform.



**Note:** This feature is not applicable to the VCS devices running in Yealink Cloud mode. If the administrator does not enable the quickly switch platform feature, contact your administrator.

### Procedure

1. Tap  from the Quickly Switch Platform field in the top-right corner.
2. Select the desired account from the pop-up window.  
The account will be registered automatically.

## Conference Control

---

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

### The roles of Yealink Cloud/YMS video conferences are as below:

- Organizer: The organizer is the person who schedules or creates a conference. He can designate any participant as a moderator to control conferences.
- The moderator is the person who has conference control permissions.
- Guest: The guest is the participants except for moderators and cannot control the conference.

**The participants are divided into the organizer, moderator and guest. In a YMS conference, the organizer is the moderator by default.**

**Their permissions are described as below:**

Organizer/Moderator	Guest
Invite participants	Invite participants
Remove participants	-
Lock/unlock the conference	-
Allow/reject the participant to join the conference	-
Appoint a lecturer (in YMS conferences of training mode)	-

<b>Organizer/Moderator</b>	<b>Guest</b>
Switch roles between moderators and guests	-
Switch between the free speak mode and the raise hand mode (in Yealink Cloud conferences)	-
-	Apply for speaking (in Yealink Cloud conferences/ YMS conferences of training mode)
Manage the speaking application (in Yealink Cloud conferences/YMS conferences of training mode)	-
Block/unblock the audio	-
Mute/unmute all participants	-
Mute/unmute a participant	-
Control the participant cameras	-
Turn on/off the participant cameras	-
Control the participant cameras	-
Turn on/off the participant cameras	-
Setting/Cancelling the Spotlight Video (in Yealink Cloud conferences)	-
Change the meeting layout	-
Leave the conference	Leave the conference
End the conference	-

- [Inviting Participants](#)
- [Removing Participants](#)
- [Locking/Unlocking the Conference](#)
- [Allowing/Rejecting the Participant to Join the Conference](#)
- [Switching Roles between Moderators and Guests](#)
- [Switching between the Free Speak Mode and the Raise Hand Mode](#)
- [Appointing/Cancelling a Lecturer](#)
- [Applying for Speaking](#)
- [Managing the Speaking Application](#)
- [Blocking/Unblocking the Audio](#)
- [Muting/Unmuting All Participants](#)
- [Muting/Unmuting a Participant](#)
- [Controlling the Participant Cameras](#)
- [Turning on/off the Participant Cameras](#)
- [Turning off the Local Camera](#)
- [Setting/Canceling the Spotlight Video](#)
- [Changing the AVC Meeting Layout](#)
- [Changing the SVC Meeting Layout of Yealink Cloud Conferences](#)
- [Local Screen Layout](#)
- [Leaving the Conference](#)
- [Ending the Conference](#)

## Inviting Participants

---

All participant can invite their contacts to join the conference.

### Procedure


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

## Removing Participants

---

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

### Procedure

1. In the Conference Control page, tap **Participant**.  
All participants are displayed on the touch screen.
2. Tap  beside the desired participant and tap **Remove**.  
It prompts whether or not you are sure to delete.
3. Tap **OK** to remove the desired participant.

## Locking/Unlocking the Conference

---

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

### Procedure

1. In the Conference Control page, tap **Participant**.
2. Tap **Lock Conference** 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 to unlock the conference, tap **Unlock Conference**.



## 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 **Participant**.


2. Tap **Lobby** on the top of the screen.
3. Tap   beside the desired participant.  
You can also tap **All Allow/All Reject** to manage all the participants in the lobby.

## Switching Roles between Moderators and Guests

---

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

### Procedure

1. In the Conference Control page, tap **Participant**.
2. Tap  beside the desired participant and select **Set as Moderator/Set as visitor**.

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

---

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

### About this task

In YMS conferences, moderators cannot switch between the free speak mode and the raise hand mode. For YMS conferences of discussion mode, all participants can speak freely. For YMS conference of training mode, only the lectures or participants with speaking permission can speak.

### Procedure

1. In the Conference Control page, tap **Participant**.
2. Tap **Free Speak** and select **Raise hand** to switch to the raise hand mode.  
After switching to the raise hand mode, participants can speak only after the moderator allows their speaking application.

### Related tasks

[Appointing/Cancelling a Lecturer](#)


[Applying for Speaking](#)

## Appointing/Cancelling a Lecturer

---



In a **YMS conferences of training mode**, if you are the organizer or moderator, you can designate any participant as a lecturer.

### About this task

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

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

**Procedure**

1. In the Conference Control page, tap **Participant**.
2. Tap  on the right side of the desired participant, and select **Set as lecturer**.
3. To finish speaking, tap , and select **Cancel lecturer**.

## Applying for Speaking

---

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

**Procedure**


Tap **Hands up**.

## Managing the Speaking Application

---

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

**Procedure**


1. In the Conference Control page, tap **Participant**.
2. On the Conference Members page, tap  beside the desired participant.
3. Select **Allow to speak** or **Forbid to speak**.

## Blocking/Unblocking the Audio

---

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

**Procedure**

1. In the Conference Control page, tap **Participant**.
2. Tap  beside the desired participant, select **Block Audio/Unblock Audio**.

## Muting/Unmuting All Participants

---

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

**Procedure**

1. In the Conference Control page, tap **Participant**.  
All participants are displayed on the touch screen.
2. Tap **Mute All** or **Unmute All** to mute/unmute all participants.







## Muting/Unmuting a Participant

---

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

### Procedure

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

## Controlling the Participant Cameras

---

The moderator can control the participant cameras, including moving up and down, moving left and right, and zooming in/out.




### Before you begin

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

### About this task

This feature is not applicable to Yealink Cloud conferences.

### Procedure

1. In the Conference Control page, tap **Participant**.
2. Tap  beside the desired participant and select **Camera Control**.
3. Tap the navigation keys to pan or tilt the camera.
4. Select  or  to zoom the camera.

### Related tasks

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

## Turning on/off the Participant Cameras

---

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

### Procedure

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

2. Tap   beside the desired participant to disable/enable the camera.

## Turning off the Local Camera

---

### Procedure

On the Conference Control page, tap  to turn off the camera.

## Setting/Canceling the Spotlight Video

---


If you are the moderator of the Yealink Cloud conference, when you want to focus on a specific participant, or you want to be the focus in the meeting, you can set the corresponding participant or yourself as the spotlight video.

### About this task


Generally, the Yealink Cloud conference you create is AVC mode by default. If your enterprise administrator purchase the SVC service, the conference you create may be SV mode. The effects of spotlight video for conference of both modes are as below:

Type	Effect
<b>AVC mode</b>	<ul style="list-style-type: none"> <li>• If the meeting layout is <b>1+N</b>: the spotlight video is displayed in large video image</li> <li>• If the meeting layout is <b>Selected Speaker</b>: the spotlight video is displayed in full screen</li> <li>• If the meeting layout is <b>Equal NxN</b>: the spotlight video is displayed in the first video image in the top-left corner</li> </ul>
<b>SVC mode</b>	<ul style="list-style-type: none"> <li>• If the meeting layout is <b>1+N</b>: the spotlight video is displayed in large video image</li> <li>• If the meeting layout is <b>Equal NxN</b>: the spotlight video is displayed in large video image and the meeting layout is changed into <b>1+N</b></li> <li>• If the meeting layout is <b>Picture in Picture</b>: the spotlight video is displayed in full screen</li> </ul>



**Note:** If you want to check whether it is a conference of AVC or SVC mode, go to  > **Call Statistics**.

### Procedure

1. In the Conference Control page, tap **Participant**.  
All participants are displayed on the touch screen.
2. Tap  beside the desired participant and select **Spotlight Video**.

### Related tasks

[Changing the AVC Meeting Layout](#)

[Changing the SVC Meeting Layout of Yealink Cloud Conferences](#)

## Changing the AVC Meeting Layout

---

Generally, Yealink Cloud and YMS conference are AVC mode. The meeting layout consists of the participant video images. Besides, the moderators can change the layout during the conference. The changed meeting layout takes effect to all participants in YMS conference of discussion mode but to the moderator only in YMS conference of training mode. For Yealink Cloud conference, if the enterprise administrator purchases the SVC service, you can join a Yealink Cloud conference of SVC mode. In this conference, the participant can only change his meeting layout.

### About this task

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



**Note:** If you want to check whether it is a conference of AVC or SVC mode, go to **...** > **Call Statistics**.

### Procedure

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

### Related tasks

[Changing the SVC Meeting Layout of Yealink Cloud Conferences](#)


## Changing the SVC Meeting Layout of Yealink Cloud Conferences

---

Yealink Cloud conference of SVC mode only has SVC meeting layout. Participants in this conference can only change their meeting layouts. The SVC meeting layout supports **1+N**, **Equal N×N**, and **Picture-in-picture** modes.

### About this task



**Note:** Selected Speaker mode is not supported but you can disable the local video image to display the remote video image in full screen in **Picture-in-picture** mode. If you want to check whether it is a conference of AVC or SVC mode, go to  > **Call Statistics**.

### Procedure

1. On the Conference screen, tap **Layout** and select the desired layout in the pop-up window.  
If you select **Picture-in-picture**, you can choose to display the local video image or not.
2. If you need to pin the video image of a specific participant, tap **Pin video** and select the desired participant in the pop-up box.  
The video image of the participant will be enlarged to display.

## Local Screen Layout

---

The local screen layout is only effective for the participants themselves. Generally, the Yealink Cloud and YMS conference are AVC Mode. Besides, the local layout consists of the conference layout(the remote party) and the local camera layout. The conference layout can only be set by the moderator, and participants can only set their local layout. If the enterprise administrator purchases the SVC service, you

can join a Yealink Cloud conference in SVC mode. In this conference, the participant can only change his conference layout.

The supported layouts are as below:

- **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 NxN**: in this layout, every participant is given equal prominence in equal-sized panes.
- **Picture-in-picture**: PIP mode only takes effect on the local layout. In a two-way video call, the video of one end is displayed in a large window, and the video of the other end is reduced to a thumbnail in the bottom-right corner of the large window. In the YMS/Cloud conference, the large window displays the conference layout and the small window displays the local video.
- [Single Screen Layouts](#)
- [Dual Screen Layout](#)
- [Changing the Local Screen Layout of AVC Meeting](#)

#### Related tasks

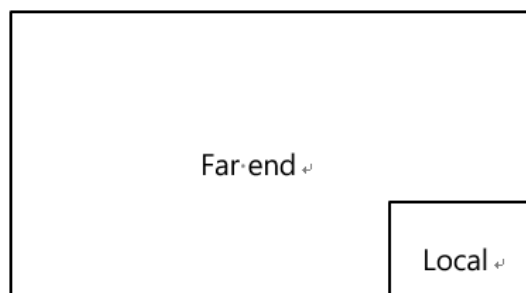
[Changing the SVC Meeting Layout of Yealink Cloud Conferences](#)

## Single Screen Layouts

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

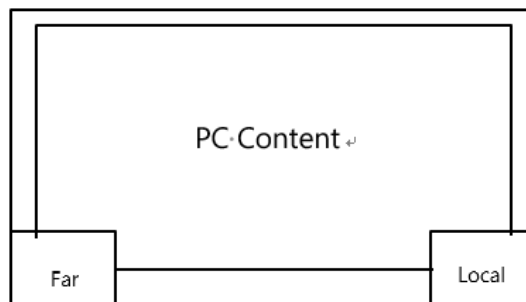
### Two-Way Video Call

Picture-in-picture layout is used by default.



### Two-Way Video Call with a Presentation

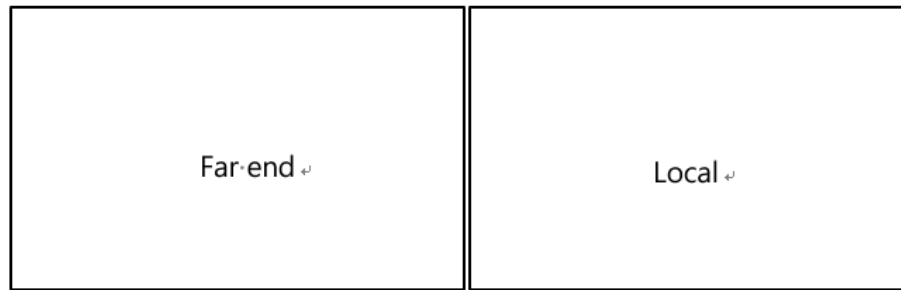
The PC content is displayed in a large window and other participants are displayed in small windows beside the PC content.



## Dual Screen Layout

The following introduces the default layout when you connect two monitors to MeetingEye600.

### Two-Way Video Call



### Two-Way Video Call with a Presentation



## Changing the Local Screen Layout of AVC Meeting

### Procedure

1. On the Conference screen, tap **Switch layout** in the middle of the screen.  
If you connect two monitors to the VCS endpoint, you can switch the layout at the bottom of the corresponding screen.
2. Select the desired layout.

## Leaving the Conference

---

When some conference participants leave the conference, other participants keep going.

### Procedure

Do one of the following according to your role:

- If you are a moderator of a video conference, tap **Hang Up** and select **Leave, others keep going** on the Conference Control screen.
- For other conference members, tap **Hang Up** on the Conference Control screen.

## Ending the Conference

---

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

### Procedure

Tap **Hang Up** and select **End conference**.

# Configuring Camera Settings

---

- [Controlling Local Cameras](#)
- [Enabling Tracking Mode](#)
- [Enabling/Disabling Privacy Protection](#)
- [Allowing the Remote System to Control Your Camera](#)
- [Camera Presets](#)

## Controlling Local Cameras

---

If you do not enable the tracking mode feature, you can pan, tilt, or zoom the camera when in a call or on the idle screen.


### About this task

If you do, the camera is adjusted automatically and you cannot control it. For VC200-E, you can only manually control the camera since it does not support the tracking mode feature.

- [Enabling Manual Camera Control](#)
- [Controlling Local Cameras](#)




## Enabling Manual Camera Control

### Procedure

1. Tap  in the bottom-right corner.
2. Select **OFF** from the drop-down menu of **Tracking Mode**.

## Controlling Local Cameras

### Procedure

1. Select **OFF** from the drop-down menu of Tracking Mode.
2. Tap  in the bottom-right corner.
3. Tap the navigation keys to pan or tilt the camera.
4. Select  or  to zoom the camera.

## Enabling Tracking Mode

---

The tracking mode feature contains the auto framing and the speaker tracking. With the real-time face detection, the auto framing feature can automatically adjust the camera according to the number and the position of the participants, covering every participant in the conference. Moreover, the speaker tracking feature, based on the auto framing feature, can automatically detect the speaking participant and zoom in his video image, providing an optimal closeup of the speaker. The tracking mode feature is not applicable to VC200.

### About this task

If you do, the camera is adjusted automatically and you cannot control it.

**Procedure**

1. Select .
2. Select **Auto Framing** or **Speaker Tracking** from the **Tracking Mode** drop-down menu.

## Enabling/Disabling Privacy Protection

---

The privacy protection feature can prevent others from viewing your meeting status on the device web user interface when you are not in a call. This can protect the important information from being stolen if your colleagues are having meetings in the meeting room. If you disable this feature, you can see the meeting status from the small window in the bottom-right corner of your display device. This feature is not applicable to VC200-E.

**Procedure**

1. On the Idle screen, go to  > **Setting** > **Basic** > **Camera**.
2. Enable/disable **Privacy Protection**.

## Allowing the Remote System to Control Your Camera

---

You can allow the remote party to pan, tilt, or zoom your camera.

**About this task**

If you enable the tracking mode feature, the local camera is adjusted automatically and cannot control it.

**Procedure**

1. On the Idle screen, go to  > **Setting** > **Basic** > **Camera**.
2. Enable **Far Control Near Camera**.

**Related tasks**

[Controlling the Participant Cameras](#)

## Camera Presets

---

Presets are the pre-saved settings of both the angle and the focal length for the camera. The camera presets can help you quickly point a camera at pre-defined locations. The camera presets can remain in effect until you change them.

Note that you can only use this feature on the CTP20/CTP18 connected to MeetingEye 600.

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




## Storing a Camera Preset

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

### Before you begin

Make sure the camera is in manual control mode.

### Procedure

1. In the Idle screen, tap  in the bottom-right corner.
2. Tap the navigation keys to pan or tilt the camera.
3. Select  or  to zoom the camera.
4. Tap **New Preset** to create a new preset.

### Related tasks

[Enabling Manual Camera Control](#)

## Adjusting the Local Camera to a Preset

### Before you begin

Make sure the camera is in manual control mode.

### Procedure

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

### Related tasks

[Enabling Manual Camera Control](#)

## Updating the Stored Preset

### Before you begin

Make sure the camera is in manual control mode.

### Procedure

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

### Related tasks

[Enabling Manual Camera Control](#)

## Editing the Stored Preset



### Before you begin

Make sure the camera is in manual control mode.

### Procedure

1. In the Idle screen, tap  in the bottom-right corner.



2. In the **Preset Location** field, select the desired preset.
3. Tap the navigation keys to adjust the camera angle.
4. Select  or  to zoom the camera.
5. Tap **Replace preset**.

#### Related tasks

[Enabling Manual Camera Control](#)

## Deleting the Stored Preset

#### Before you begin

Make sure the camera is in manual control mode.

#### Procedure

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

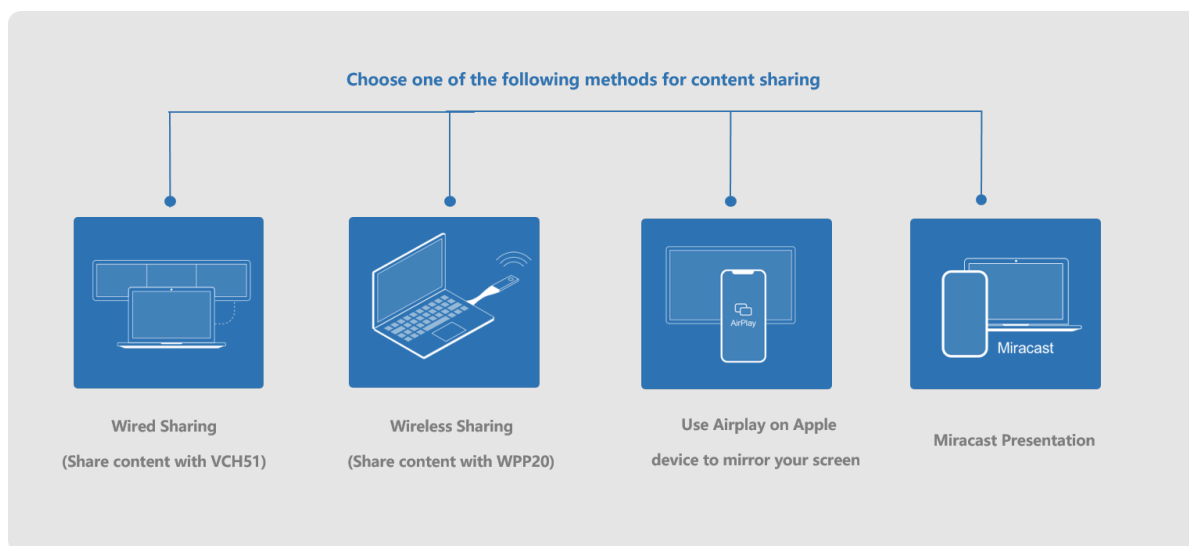
#### Related tasks


[Enabling Manual Camera Control](#)

## Content Sharing

You can share the content on your computer when the system is idle or in a conference. Only one content can be shared at a time, and the content shared later will replace the previous one. We recommend that you use two screens for sharing content.

You can share content from the following 4 methods:



 **Note:** If your administrator does not purchase a collaboration service, you cannot use the whiteboard and content sharing features during the conference. Please contact your administrator.

- [Sharing Content with VCH51 Video Conferencing Hub](#)

- [Using WPP20 Wireless Presentation Pod](#)
- [Sharing Content via Apple Device](#)
- [Sharing Content by Miracast Presentation](#)

## Sharing Content with VCH51 Video Conferencing Hub

---

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

### Before you begin

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

### About this task



**Note:** For more information the connection between the system and VCH51, refer to [Yealink VCH51 Quick Start Guide](#).

### Procedure

The system will connect to the wired sharing and display the sharing content automatically. If the VCS endpoint does not display the shared content automatically, you can tap **Presentation** to start presenting.

## Using WPP20 Wireless Presentation Pod

---

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



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

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

## Sharing Content via WPP20

### Before you begin

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

### Procedure

1. Do one of the following:

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

The computer content is automatically projected to the device.

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

### Related information

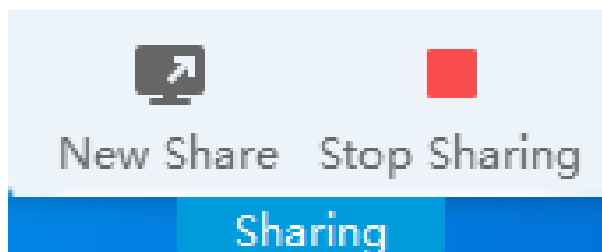
[Introduction of WPP20 Note Toolbar](#)

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

## Switching the Shared Content via WPP20

### Procedure

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



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

## Stopping Sharing Content via WPP20

### Procedure

Do one of the following to stop sharing content:

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



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

## Sharing Content via Apple Device

---

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

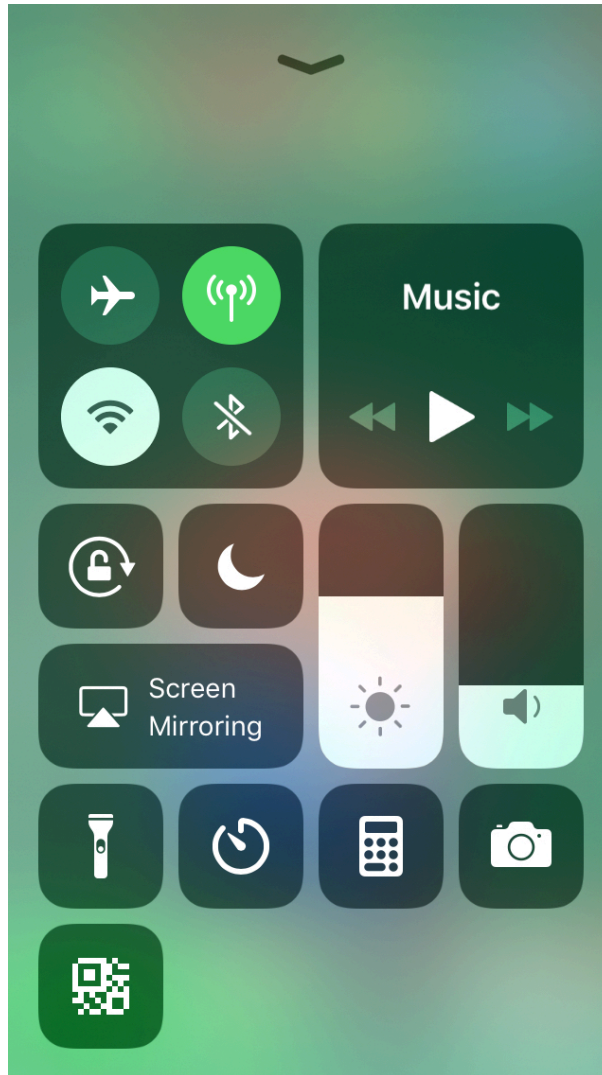
### Sharing Content via Apple Device

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


### Procedure

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

4. Go to the Control Center.



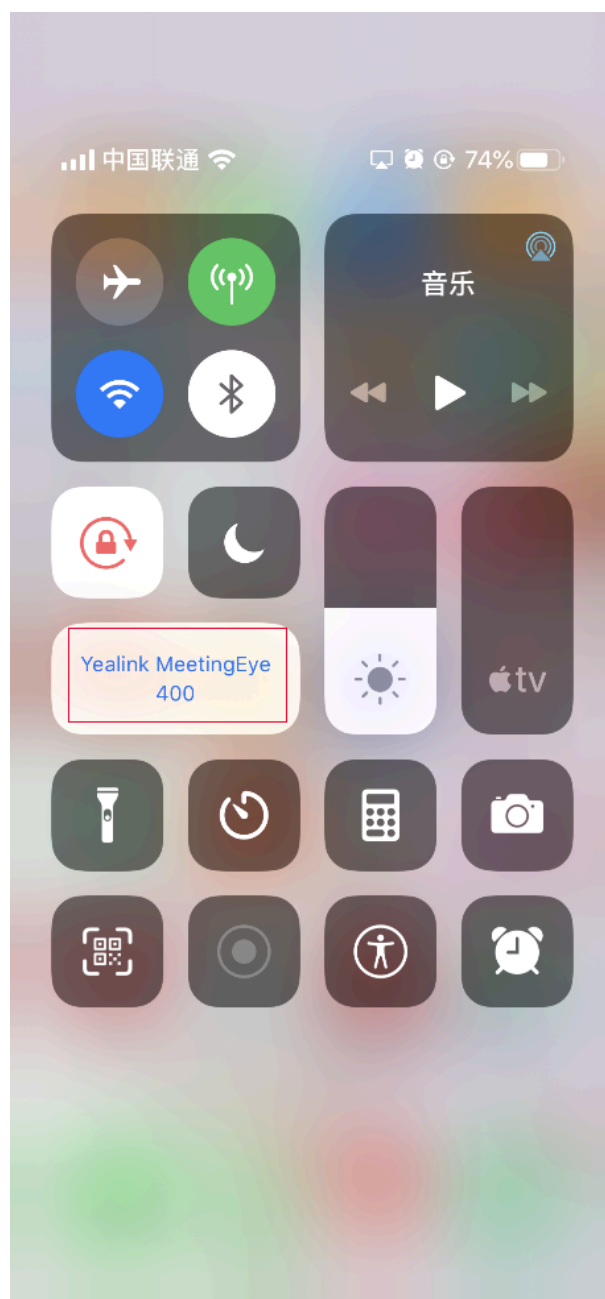
5. Tap **Screen Mirroring**, and select the related content sent by the system from the pop-up window. The content on the Apple device is automatically projected to the system.

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

## Stopping Sharing Content via Apple Device

### Procedure

Go to the Control Center and select the device from the Screen Mirroring.



## Sharing Content by Miracast Presentation

---


The VCS endpoint allows you to use Win10 to share content via Miracast Presentation.

### **Before you begin**

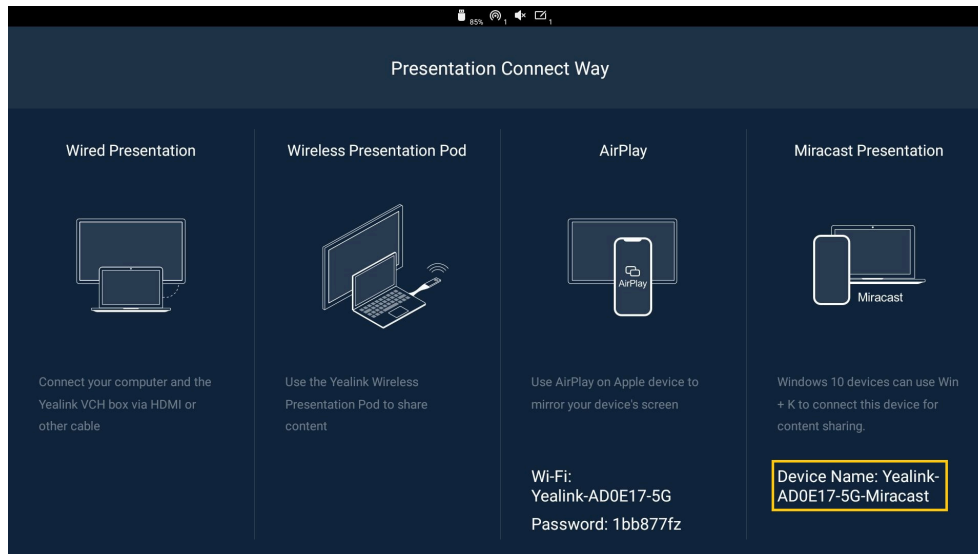
Before using Miracast wireless projecting, make sure that your device supports Miracast Presentation and you have connected WF50 to the USB port on the VCS endpoint.

## Procedure

1. Make sure you enable the wireless AP.

If you do not enable the wireless access point, go to  > **Setting** > **Network** > **Host Network** > **Network** > **Wireless AP (the admin password is 0000 by default)**, and enable **Wireless AP**.

2. Go to **Presentation** on the Idle screen to view the device name of Miracast Presentation.



3. On your computer, press Win+K to search the Miracast name of your VCS endpoint, and connect your endpoint to the computer.

If you enable the authentication of Miracast PIN code, enter the PIN code displayed in the top-right corner of the endpoint, and connect the endpoint to the computer.

After connected, the VCS endpoint will share the content on PC automatically.

## Using the Whiteboard Feature

After connecting CTP20 to the VCS devices, you can use the whiteboard feature. This feature allows you 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. This feature is not applicable to CTP18.

The whiteboard feature is not available in the following situations:

- In YMS conferences of training mode, the participant not set as the lecturer cannot initiate the whiteboard.  
For the YMS conferences, if the organizer controls the video conference via the web page and allows the visitor to sharing content, the visitor can initiate the whiteboard.
- During the Yealink Cloud/YMS conferences, if the server does not support the whiteboard feature, you cannot use it.
- For SIP/H.323 calls or IP calls, the whiteboard feature is not available.

For more information, contact your administrator.



**Note:** The whiteboard feature will be disabled if you enable the PC presentation during using the whiteboard feature.



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

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

## Initiating the Whiteboard

---

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

### About this task

If the administrator sets authentication before wirelessly connecting to CPT20 and you do not perform any authentication on CTP20, the authentication is required before using the whiteboard feature during a call. Once the whiteboard collaboration ends, if the system is idle, the codec will cache the authentication status of the connected CTP20 within a certain period (configured by the administrator). If timeout, the connected CTP20 needs to be re-authenticated.

### Procedure

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

The authentication code is displayed in the upper-right corner of the display device connected to the VCS endpoint.

Security Authority

Please Input Authorization Code

---

Cancel Authority

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

### Related information

[Introduction of the Whiteboard Toolbar](#)

## Importing an Existing Whiteboard during a Call

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

### Procedure

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

## Saving/Sharing Whiteboard Source Files

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

### About this task

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

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

### Procedure

1. In the note toolbar, tap .

2. Do one of the following:

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

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

- Tap **Click to get qrcode**.

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

### Related tasks

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

## Setting/Canceling as the Whiteboard Collaboration Speaker

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If you want other participants to see the same canvas area as yours when you are speaking during a conference or a call, you can set yourself as the speaker, and others will automatically become followers of your view. As the speaker drags/zooms the view screen, the canvas area seen by all followers also changes. After the presentation, you can cancel as the whiteboard collaboration speaker to release the view of others.



### About this task

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

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



**Procedure**

1. During the call, tap  in the bottom-left corner of the whiteboard interface. Other participants automatically follow the speaker's perspective by default.
2. Tap  again to cancel as the whiteboard collaboration speaker. The views of other participants are released.

## Stopping the Whiteboard Follow

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

**Procedure**

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

## Recording Videos and Taking Screenshots

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

### Recording Videos

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We provide local recording and server recording(videos are saved in YMS or Yealink Cloud server). For local recording, the video definition you can select is 720P; for server recording, the video definition you can select is 1080P. For more important conferences, we recommend that you use the server recording.


**About this task**

The difference between the two recoding method are as below:

Recording method	Prerequisites	Description
<b>Local recording</b> (Only applicable to the VCS devices running in Standard mode)	Insert a USB flash drive to the VCS device	After that, you can record videos and save them to the USB flash drive. The recorded videos will be saved as MKV format and named as the recorded time and date.

Recording method	Prerequisites	Description
<b>Server recording</b>	<ul style="list-style-type: none"> <li>For Yealink Cloud conference, make sure you purchase enough storage capacity</li> <li>For YMS conference, make sure your YMS account has the recording permission</li> </ul>	<ul style="list-style-type: none"> <li>Yealink Cloud conference: you can use the server recording to save the recorded videos on Yealink Cloud server.</li> <li>YMS Meeting: if the administrator has enabled server recording permissions for your YMS account, you can use server recording to save the recorded video on YMS.</li> </ul>


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

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



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

## Recording Local Videos

### About this task

 **Note:** This feature is not applicable to the VCS devices running in Cloud mode.


### Procedure

1. Insert the USB flash drive to the VCS device.
2. Tap  > **Recording**.  
If your system administrator enables the server recording permission for your YMS account, select **Local recording**.  
The recording icon and the time will be displayed on the screen.
3. To end the recording, tap  > **Now Recording**.


## Recording Server Videos


You can record server video only when you are in conference calls.

### About this task

 **Note:** This feature is not applicable to the VCS devices running in Cloud mode.

### Procedure

1. On the Call screen, go to  > **Recording**.
2. For YMS conference, select **Server record** in the pop-up window if you insert a USB flash drive to the VCS device.  
The monitor displays the recording icon and the time.

3. To end the recording, tap  > **Now Recording**.

## Taking Screenshots

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You can take screenshots. The screenshots are saved as JPG format and named as the captured time and date.

### About this task


Your system should meet the following requirements:

- Make sure the administrator has enabled the screenshots feature
- Insert a a USB flash drive(the USB flash drive you connect should support FAT32 or NTFS format)



**Note:** This feature is not applicable to the VCS devices running in Cloud mode.

### Procedure

Go to  > **Screenshots**.

## Configuring the Audio Settings

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

## Adjusting the Volume


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### About this task

You can adjust the following volume:

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

### Procedure


Tap  in the bottom-right corner of the screen, and drag the volume slider.

## Configuring Key Tone

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You can enable the key tone feature. When you press any key on the remote control, the system will produce a sound.

### Procedure

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




## Enabling Silent Mode

---

If you enable the silent mode, the speaker of your endpoint makes no sound.

### Procedure

Do one of the following:

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


## Muting the Microphone

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

### Procedure

Tap  > **Mute**.

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

## Configuring Video Settings

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- [Adjusting the Monitor Display Proportion](#)

### Adjusting the Monitor Display Proportion

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


#### Procedure

1. Go to  > **Setting** > **Basic** > **General** > **Display**.
2. In the **Display (90%-100%)** field, adjust the monitor display.
3. Save the change.

## Using WPP20 Wireless Presentation Pod

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

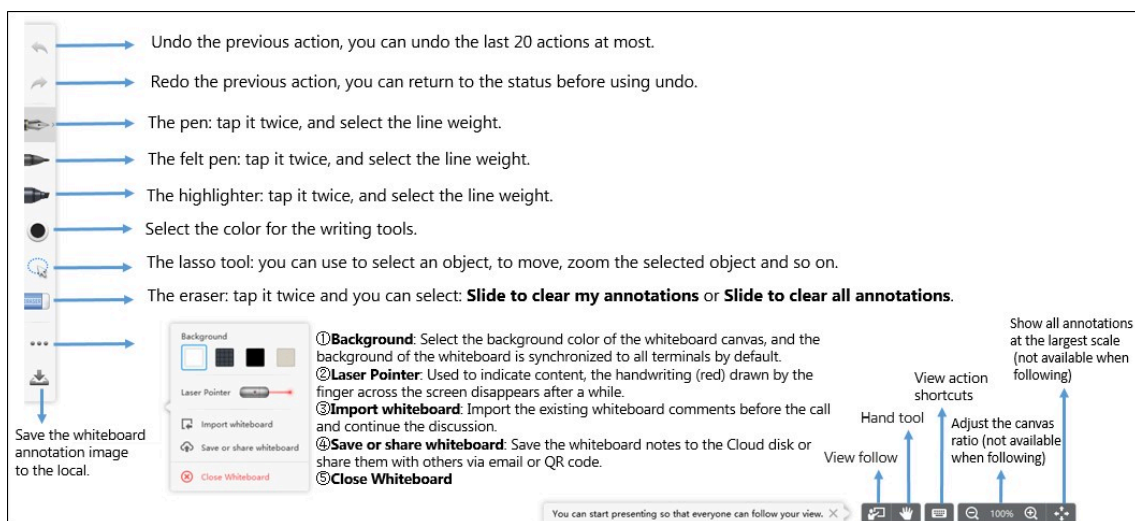
 **Note:** Contact your system administrator to check whether the whiteboard feature is available.

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

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

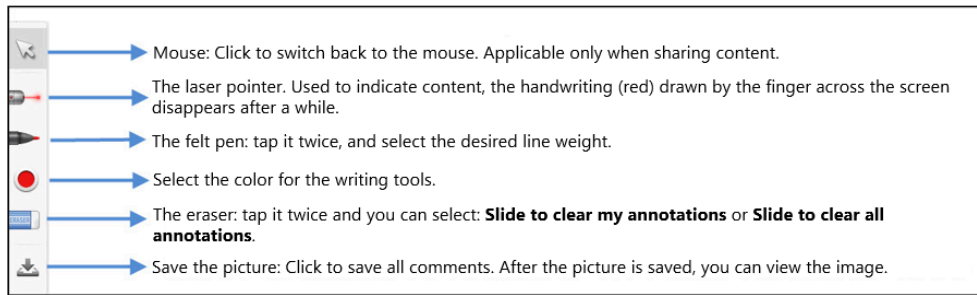
## Introduction of the WPP20 Whiteboard Note Toolbar

Introduction of the CTP20 whiteboard toolbar is as below:



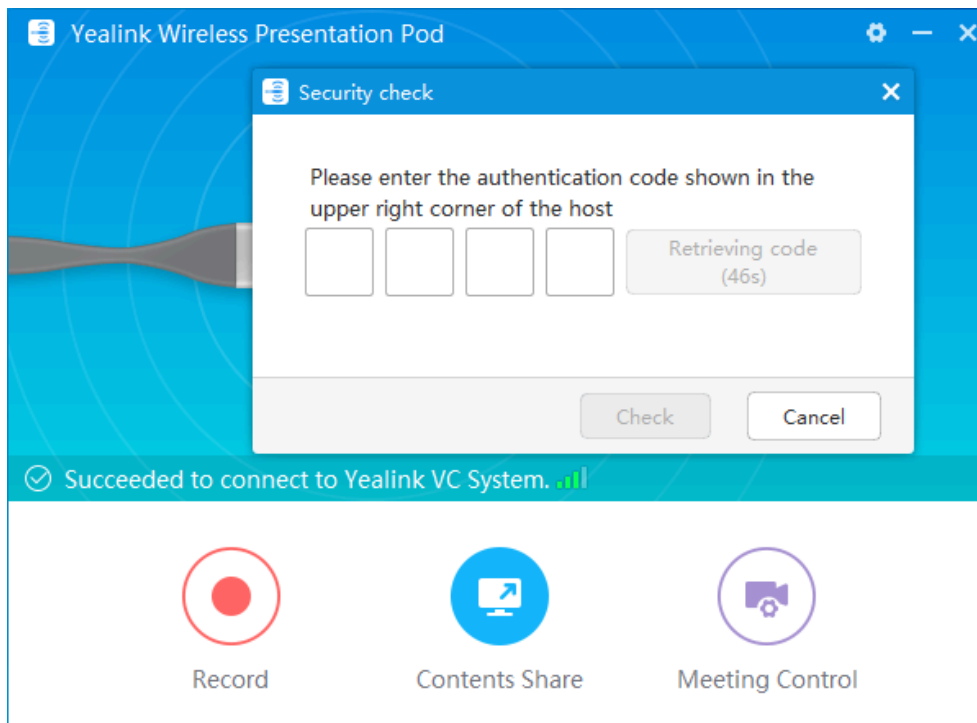
## Introduction of WPP20 Note Toolbar

The interface introduction of the WPP20 note toolbar is below:



## Receiving Shared Whiteboard or Content

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



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

### Related information

[Introduction of WPP20 Note Toolbar](#)

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

## Initiating Whiteboard Sharing on WPP20

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

### Before you begin

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

### About this task

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

### Procedure

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




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

## Saving the Content or Whiteboard Picture Locally via WPP20

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

### Procedure

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




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

### Related information

[Introduction of WPP20 Note Toolbar](#)

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

## Saving/Sharing Whiteboard Source Files via WPP20

---

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

### About this task

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

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

### Procedure

1. At the note toolbar, tap **⋮** > **Save/Share**.
2. Do one of the following:

- click **Save to cloud disk** to save the whiteboard to the YMS server.
- click **Send E-mail**, enter the email address and then tap **Send** to share whiteboard via email.  
Multiple email addresses are separated by commas (half-width, full-width) or semicolons (half-width, full-width).
- Click **Click to get qrcode**.

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

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

## Importing the Whiteboard Source File via WPP20

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

### Procedure

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

## Importing an Existing Whiteboard during a Call via WPP20

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

### Procedure

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