

Full HD Video Conferencing System User Guide (Remote Control)

MeetingEye 600



MeetingEye 400



Contents

About This Guide.....	5
Related Documents.....	5
Getting Started.....	6
Hardware of VCR20 Remote Control.....	6
Introduction of VCR20 Remote Control.....	6
Idle Screen.....	7
Icons Introduction.....	8
Running the Setup Wizard.....	10
Powering on the System.....	10
Powering off the System.....	10
Putting the System to Sleep.....	11
Waking up the System.....	11
Calling.....	11
Placing a Call by Entering a Number.....	11
Placing Calls to Contacts.....	12
Placing Calls from Call History.....	12
Answering Calls.....	12
Manually Answering Calls.....	12
Answering a Call Automatically When not in a Call.....	13
Answering Multiple Calls Automatically.....	13
Muting Automatically Answered Calls.....	13
DND (Do Not Disturb).....	13
Rejecting Incoming Calls.....	14
Ending Calls.....	14
Local Video Conference.....	14
Creating a Conference by Inviting Contacts.....	14
Turning off the Local Camera.....	15
Controlling the Local Video Conference.....	15
Inviting Conference Participants.....	15
Removing Conference Participants.....	15
Ending the Local Video Conference.....	16
Using the Yealink VC Cloud Management Service Platform.....	16
Initiating Meet Now Conferences.....	17
Viewing Scheduled Conferences.....	17
Joining Scheduled Conferences.....	17
Joining a Scheduled Conference from the Conference Reminder.....	17
Joining a Scheduled Conference from the Conference Schedule.....	17
Going to Virtual Meeting Room.....	18
Joining Conferences by Dialing the Conference ID.....	18
Turning off the Local Camera.....	18
Conference Control of Yealink Cloud Conferences.....	19

Inviting Conference Participants.....	19
Removing Conference Participants.....	19
Applying for Speaking.....	20
Viewing the Message List.....	20
Leaving the Conference.....	20
Ending Conferences.....	20
Using Yealink Meeting Server.....	20
Initiating Meet Now Conferences.....	21
Viewing YMS Scheduled Conferences.....	21
Joining Scheduled Conferences.....	21
Joining a Scheduled Conference from the Conference Reminder.....	22
Joining a Scheduled Conference from the Conference Schedule.....	22
Joining the VMR.....	22
Joining Conferences by Dialing the Conference ID.....	22
Turning off the Local Camera.....	23
Conference Control of YMS Video Conferences.....	23
Inviting Conference Participants.....	24
Removing Conference Participants.....	24
Applying for Speaking.....	24
Viewing the Message List.....	25
Leaving the Conference.....	25
Ending Conferences.....	25
Using the Third-Party Video Conference Platforms.....	25
Content Sharing.....	26
Sharing Content with VCH51 Video Conferencing Hub.....	26
Using WPP20 Wireless Presentation Pod.....	27
Sharing Content via WPP20.....	27
Switching the Shared Content via WPP20.....	27
Stopping Sharing Content via WPP20.....	27
Sharing Content via Apple Device.....	28
Sharing Content via Apple Device.....	28
Stopping Sharing Content via Apple Device.....	29
Content Sharing by Miracast Presentation.....	30
Using WPP20 Wireless Presentation Pod.....	31
Introduction of the WPP20 Whiteboard Note Toolbar.....	32
Introduction of WPP20 Note Toolbar.....	32
Receiving Shared Whiteboard or Content.....	32
Initiating Whiteboard Sharing on WPP20.....	33
Saving the Content or Whiteboard Picture Locally via WPP20.....	34
Saving/Sharing Whiteboard Source Files via WPP20.....	34
Importing the Whiteboard Source File via WPP20.....	35
Importing an Existing Whiteboard during a Call via WPP20.....	35
Configuring Camera Settings.....	35
Controlling Local Cameras.....	35
Enabling Manual Camera Control When not in a Call.....	35
Enabling Manual Camera Control When in a Call.....	36

Adjusting Cameras When not in a Call.....	36
Adjusting Cameras When in a Call.....	36
Tracking Mode.....	36
Enabling Tracking Mode When not in a Call.....	36
Enabling Tracking Mode When in a Call.....	36
Enabling/Disabling Privacy Protection.....	37
Allowing the Remote System to Control Your Camera.....	37

Local Screen Layout..... 37

Single Screen Layout.....	38
Dual Screen Layout.....	38
Changing the Local Screen Layout.....	39
Specifying Content to the Secondary Screen.....	39

Recording Videos and Screenshots..... 39

Recording Videos.....	39
Recording Local Videos.....	40
Recording Server Videos.....	40
Taking Screenshots.....	40
Taking Screenshots When not in a Call.....	41
Taking Screenshots When in a Call.....	41
Managing Videos and Screenshots.....	41
Viewing Screenshots.....	41
Viewing Local Recorded Videos.....	41
Copying Screenshots or Videos to the USB Flash Drive.....	42
Deleting Screenshots or Videos.....	42

Basic Settings..... 42

Configuring the Audio Settings.....	42
Adjusting the Volume.....	42
Configuring Key Tone.....	43
Enabling Silent Mode.....	43
Muting the Microphone.....	43
Configuring Video Settings.....	43
Adjusting the Monitor Display Proportion.....	43
Video Input Source.....	44

About This Guide

Thank you for choosing Yealink UHD 4K video conferencing system.

The VCS endpoint allows you to hold a 4K video conference or video call, providing excellent video call experience. It possesses outstanding features, for example, good compatibility, easy deployment, and intelligent network adaptability. The VCS endpoint can help enterprises solve the video conferencing dilemma they face, and the users can experience high-quality video conferences, as well as rich and reliable data-cooperation.

This guide is applicable to the following models:

- MeetingEye 600 video conferencing system: suitable for medium meeting room
- MeetingEye 400 video conferencing system: suitable for small meeting 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](#)

Related Documents

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 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>.

Getting Started

This chapter introduces the basic operation of VCR20.

- [Hardware of VCR20 Remote Control](#)
- [Idle Screen](#)
- [Icons Introduction](#)
- [Running the Setup Wizard](#)
- [Powering on the System](#)
- [Powering off the System](#)
- [Putting the System to Sleep](#)
- [Waking up the System](#)

Hardware of VCR20 Remote Control

You can use the following features with VCR20 remote control:

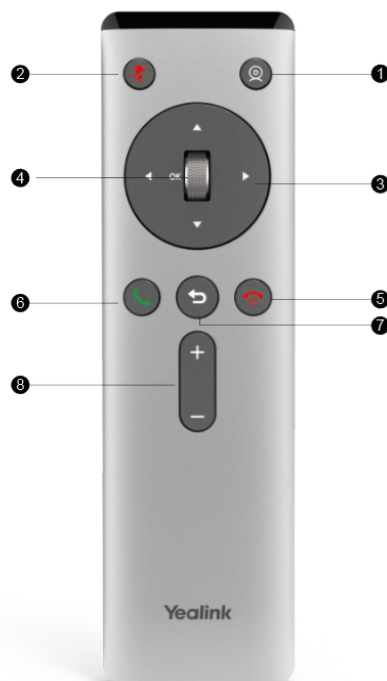
- Initiate or join a conference
- Control conferences, for example, inviting participants or ending the conference
- Control a camera
- Record video or audio, present content, or take screenshots
- Modify the settings of VCS endpoint

The following introduces the keys of the VCR20 remote control and how to use it to enter characters.

- [Introduction of VCR20 Remote Control](#)

Introduction of VCR20 Remote Control

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



No.	Name	Description
1	Custom Key	Customize the key function. The system administrator can customize the key as the Presentation key (the default value), the Tracking Mode key, the ScreenShot key, the Mute Speaker key, the Preset key, or the Camera Control key.
2	Mute Key	Mute or unmute the microphone
3	Navigation Key	<ul style="list-style-type: none"> Navigate to the desired menu item. Pan or tilt the camera to adjust the angle.
4	Scroll Wheel (OK Key)	<ul style="list-style-type: none"> Scroll up or down to the desired menu item. Press the key to go to the sub-menu or confirm actions After selecting the video, scroll up or down to zoom in/out the video.
5	On-hook Key	<ul style="list-style-type: none"> End a call or exit a conference call Return to the idle screen Long press to shut down the system or put the system to sleep Press it to power on the system when the system is shut down but not powered off
6	Off-hook Key	Enter the pre-dialing screen, the dialing screen or the answering screen.
7	Back key	Return to the previous menu.
8	Volume Key	Adjust the speaker volume.




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

Idle Screen








If the video conferencing system has a Yealink Cloud account registered, the monitor (non-touch) idle screen is as below:






























Name	Description
Time and Date	The time and date are displayed on the top of the screen.
Site Name	The site name of the system is displayed in the top-left corner of the screen.
Status Icon	The status icons are displayed in the center of the status bar.
Register Account	Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator.
New Meeting	Go to the Dialing screen.
Join Meeting	Enter the conference ID and password to join conferences.
More	<ul style="list-style-type: none"> • Camera Control • Setting • File Manager • Go to Cloud Experience Lobby.
Conference Schedule	When you register a Yealink Meeting account or a YMS account, you can view the ongoing or upcoming conference.
Video Image	<p>Display the local video image, the local PC content or the image of Whiteboard collaboration.</p> <p> Note: MeetingEye 600/MeetingEye 400 displays the local video image when you disable the privacy protection mode.</p>

Icons Introduction

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

Icon	Description
	Network is available
	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

Icon	Description
	A Yealink Cloud account/YMS account is registered
	A PSTN account is registered
	Log into StarLeaf/Zoom/Pexip/BlueJeans/EasyMeet/Videxio platform
	VCH51 video conferencing hub is connected to the device
	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 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
	VPN is enabled
	The device is muted
	Call encryption
	Record the video and the audio to your system memory
	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)

Icon	Description
	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

Running the Setup Wizard

The setup wizard appears automatically at the first time when you start up the system or reset the system to factory. You can configure the initial settings, for example the language, the network, and the account, for the device by your remote control.

Powering on the System

About this task

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

Procedure

- Long press the Hang up key.
- Your system is powered on successfully, and the LED indicator glows green.

Powering off the System

Procedure

1. Long press the Hang up key for 3s.
The option pops up on the display.
2. Select **Shut down**.

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

Putting the System to Sleep

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

Procedure

1. Long press the Hang up key for 3s.
The option pops up on the display.
2. Select **Sleep**.
The system goes to sleep immediately, and the LED on the system or the camera glows red.

Waking up the System

Procedure

On your remote control, press any button.

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](#)


Placing a Call by Entering a Number

About this task

You can dial the following contacts on your system:

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

Procedure

1. Select **Dial > Dial**.
If you register a Yealink Cloud account or YMS account, select **New Meeting > Dial**.
2. Optional: Go to **Auto** at the bottom of the screen, and select the desired call type from the drop-down menu.
3. Enter the number.
4. Press  to place a video call.

Placing Calls to Contacts

Procedure

1. Go to **Dial > Directory**.
If you register a Yealink Cloud account or YMS account, go to **New Meeting > Directory**.
2. Select the desired contact type.
3. Select the desired contact.
4. Press the OK key 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 **Dial**.
If you register a Yealink Cloud account or YMS account, go to **New Meeting > History**.
2. Press the navigate key to select the desired call record.
3. Press the OK key to place a video call.

Answering Calls

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

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

Manually Answering Calls

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

Procedure

Press the Dial key or the OK key.

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. Go to **More**.
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.

Procedure

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

Muting Automatically Answered Calls

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

About this task

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

Procedure

1. Go to **More > 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. Go to **More**.
If you are having a call on your system, press the OK Key to open the **Talk Menu** and go to **More**.
2. Select **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

Press Hang up Key or go to **Reject**.

Ending Calls

Procedure

Press Hang up Key.

Local Video Conference

Local video conference should involve at least three parties, and the following introduces how to initiate and control the local video conference.

You can also use the wireless Presentation Pod software to control the local video conference.

The differences between a local conference and a cloud server/YMS server conference are as below:

- The built-in MCU is integrated into the video conferencing system and provides a few conference control functions One video call with a presentation and 5-way voice calls (a conference moderator and 6 participants).
- The cloud server/YMS server conference is integrated into a separate device (such as the cloud server/YMS server). You need to log into the Cloud account/YMS account on the endpoint. The cloud/YMS conference has more conference control functions and provides higher performance and processing capabilities than the local conference.



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



Note: If you cannot invite the third contact when you in a P2P call, contact your administrator.


- [Creating a Conference by Inviting Contacts](#)
- [Turning off the Local Camera](#)
- [Controlling the Local Video Conference](#)

Creating a Conference by Inviting Contacts

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

Procedure

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

3. Do one of the following:
 - If you select **Dial**, enter the number then dial out.
 - If you select **Directory**, select the desired contacts, press the right navigate key and then select **Invite**.
 4. Repeat the above steps until all the desired participants are added.
-  **Note:** You can press the Dial key to go to the pre-dialing screen during a call.

Turning off the Local Camera

Procedure

1. Press the OK key to open the **Talk Menu**.
2. Select **Camera Off**.
If you turn the camera off, the remote cannot view the video image of yours.

Controlling the Local Video Conference

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

- The moderator is someone who initiates the conference and has meeting control permissions.
- Participants: Participants other than the moderators have no control over the meeting. The call with the moderator is a point-to-point call, and you can control the camera of the moderator or end the call with the moderator.
- [Inviting Conference Participants](#)
- [Removing Conference Participants](#)
- [Ending the Local Video Conference](#)

Inviting Conference Participants

Any participants can invite other contacts to join the conference.

Procedure

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

Removing Conference Participants

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

Procedure

1. Press the OK key to open the **Talk Menu** during a conference.
2. Go to **Participants**.

3. Select the desired contact and then press the right navigation key.
4. Select **Remove**.

Ending the Local Video Conference

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

Procedure

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

Using the Yealink VC Cloud Management Service Platform

The Yealink VC Cloud Management Service is a value-added and cloud-based service platform for Cloud systems.

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

There are three types of Yealink Cloud video conferences:

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

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

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



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

- [Initiating Meet Now Conferences](#)
- [Viewing Scheduled Conferences](#)
- [Joining Scheduled Conferences](#)
- [Going to Virtual Meeting Room](#)
- [Joining Conferences by Dialing the Conference ID](#)
- [Turning off the Local Camera](#)
- [Conference Control of Yealink Cloud Conferences](#)

Initiating Meet Now Conferences

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

Procedure

1. Go to **New Meeting > Start Conference**.
2. Select the desired contacts, press the right navigation Key, and go to **Start Conference**.

Viewing Scheduled Conferences

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

Procedure

Go to the conference schedule to view the conference details.

Joining Scheduled Conferences

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

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

Joining a Scheduled Conference from the 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 a Scheduled Conference from the Conference Schedule

By default, you can join the conference 30 minutes before the conference starts. You can also view the ongoing or upcoming conference on your system.

Procedure

Go to **Conference Schedule > Join**.

Going to Virtual Meeting Room

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

Procedure

1. Go to **New Meeting**.
2. Go to **VMR**.
3. Select the desired VMR.
4. Press OK key to place a video call.
If you want to place a voice call, press the right navigation key to select **Voice Call**.

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

Join an existing cloud conference by dialing:

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

Procedure

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



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

Turning off the Local Camera

Procedure

1. Press the OK key to open the **Talk Menu**.
2. Select **Camera Off**.
If you turn the camera off, the remote cannot view the video image of yours.

Conference Control of Yealink Cloud Conferences

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

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

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

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

Organizer/Moderator	Guest
Invite participants	Invite participants
Remove participants	-
-	Apply for speaking
View the message list	View the message list
Leave the conference	Leave the conference
End the conference	-

- [Inviting Conference Participants](#)
- [Removing Conference Participants](#)
- [Applying for Speaking](#)
- [Viewing the Message List](#)
- [Leaving the Conference](#)
- [Ending Conferences](#)

Inviting Conference Participants

Any participants can invite other contacts to join the conference.

Procedure

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

Removing Conference Participants

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

Procedure

1. Press the OK key to open the **Talk Menu** during a conference.

2. Go to **Participants**.
3. Select the desired contact and then press the right navigation key.
4. Select **Remove**.

Applying for Speaking

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

Procedure

Press the Mute Key.

Viewing the Message List

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

Procedure

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

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 the moderator of a video conference, press the Hang up key and select **Leave, others keep going**.
- For other conference members, press the Hang up key.

Ending Conferences

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

Procedure

Press Hang up key 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.

About this task

There are three types of YMS conferences:

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

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

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

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



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

- [Initiating Meet Now Conferences](#)
- [Viewing YMS Scheduled Conferences](#)
- [Joining Scheduled Conferences](#)
- [Joining the VMR](#)
- [Joining Conferences by Dialing the Conference ID](#)
- [Turning off the Local Camera](#)
- [Conference Control of YMS Video Conferences](#)

Initiating Meet Now Conferences

After you register a YMS 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 the desired contacts, press the right navigation Key, and go to **Start Conference**.

Viewing YMS 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 you will receive a conference invitation email if you have bound your account with your email.

Procedure

Go to the conference schedule to view the conference details.

Joining Scheduled Conferences

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

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

Joining a Scheduled Conference from the 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 a Scheduled Conference from the Conference Schedule

By default, you can join the conference 60 minutes before the conference starts. You can also view the ongoing or upcoming conference on your VCS codec. The time when you can join the Teams scheduled conferences beforehand is set by Teams server.

About this task

Procedure

Go to **Conference Schedule > Join**.

Joining the VMR

The VMR is created by the YMS administrator on the Yealink Meeting Server, which allow the YMS users to call into the VMR to initiate video conferences at any time. For more information, refer to [Yealink Meeting Server User Guide](#)

Procedure

1. Go to **New Meeting**.
2. Go to **VMR**.
3. Select the desired VMR.
4. Press the OK key to place a video call.
If you want to place a voice call, press the right navigation key to select **Voice Call**.

Joining Conferences by Dialing the Conference ID

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

About this task

Join YMS conferences by dialing:

- If you register a YMS account, dial the **conference ID** to join the conference.
Enter the conference password if required.

- If you do not register a YMS account and the VMR does not require a password:
 - For SIP users, dial **conference ID**@server address** or **server address##conference ID** to join the conference.
 - For H.323 users, dial **server address##conference ID** to join the conference.
- If you do not register a YMS account and the VMR requires a password:
 - For SIP users, dial **conference ID**password@server address** or **server address##conference ID**password** to join the conference.
 - For H.323 users, dial **server address##conference ID**password** to join the conference.

Procedure

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



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

Turning off the Local Camera

Procedure

1. Press the OK key to open the **Talk Menu**.
2. Select **Camera Off**.
If you turn the camera off, the remote cannot view the video image of yours.

Conference Control of YMS Video Conferences

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

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

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

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

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

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

Organizer/Moderator	Guest
Inviting Conference Participants	Inviting Conference Participants
Removing Conference Participants	-
-	Applying for Speaking
Viewing the Message List	Viewing the Message List
Leaving the Conference	Leaving the Conference
Ending Conferences	-

- [Inviting Conference Participants](#)
- [Removing Conference Participants](#)
- [Applying for Speaking](#)
- [Viewing the Message List](#)
- [Leaving the Conference](#)
- [Ending Conferences](#)

Inviting Conference Participants

Any participants can invite other contacts to join the conference.

Procedure

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

Removing Conference Participants

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

Procedure

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

Applying for Speaking

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

Procedure

Press the Mute Key.

Viewing the Message List

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

Procedure

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

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 the moderator of a video conference, press the Hang up key and select **Leave, others keep going**.
- For other conference members, press the Hang up key.

Ending Conferences

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

Procedure

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

Using the Third-Party Video Conference Platforms

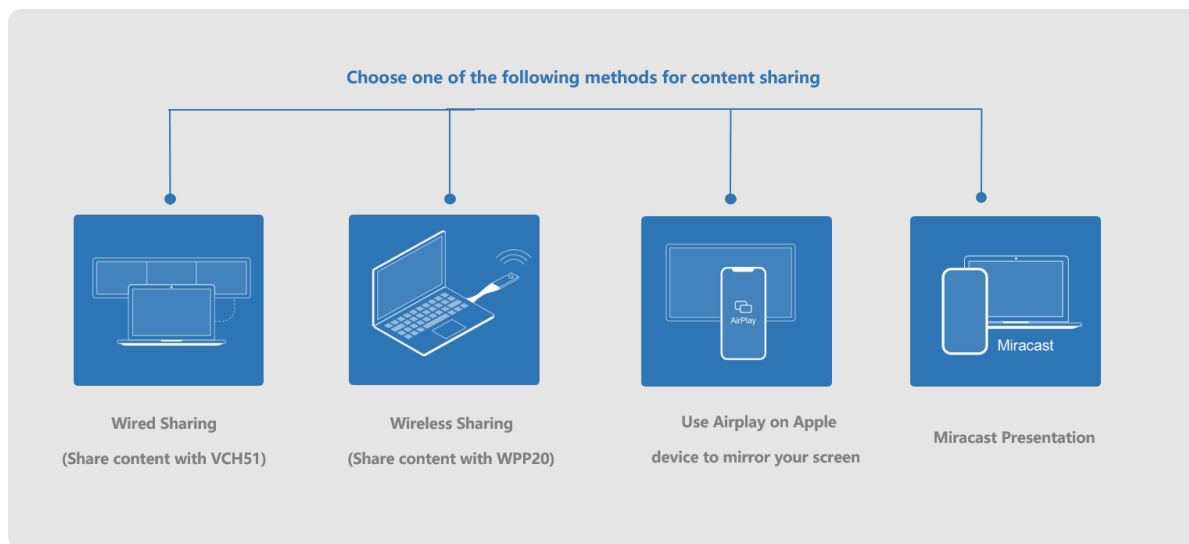
Yealink video conferencing systems are compatible with StarLeaf/Zoom/BlueJeans/Pexip/EasyMeet/Videxio video conferencing platform.

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

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:



- [Sharing Content with VCH51 Video Conferencing Hub](#)
- [Using WPP20 Wireless Presentation Pod](#)
- [Sharing Content via Apple Device](#)
- [Content Sharing 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 your system.

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 system does not start sharing content automatically, do one of the following to start sharing content manually:

- Go to **Presentation** on the idle screen.
- In a conference, press the OK key to open **Talk Menu**, and then go to **Presentation**.

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 **Share Now**.
 - On the Yealink Wireless Presentation Pod software, click **Contents Share**, select the file you want to share, and then click **Share Now**.

The computer content is automatically projected to the device.

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

Related information

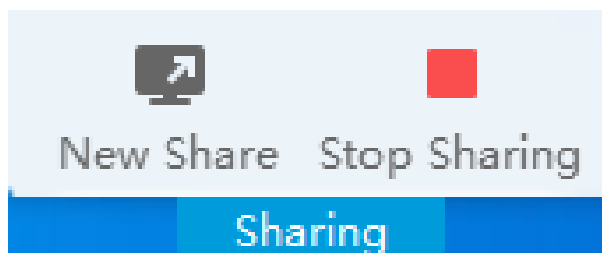
[Introduction of WPP20 Note Toolbar](#)

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

Switching 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

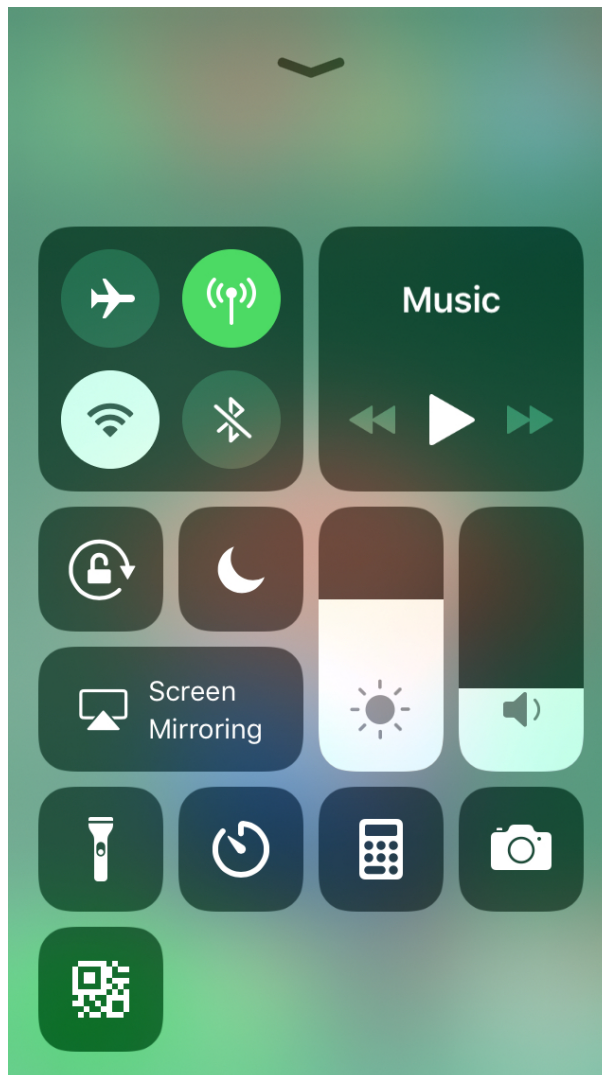
- [Sharing Content via Apple Device](#)
- [Stopping Sharing Content via Apple Device](#)

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.



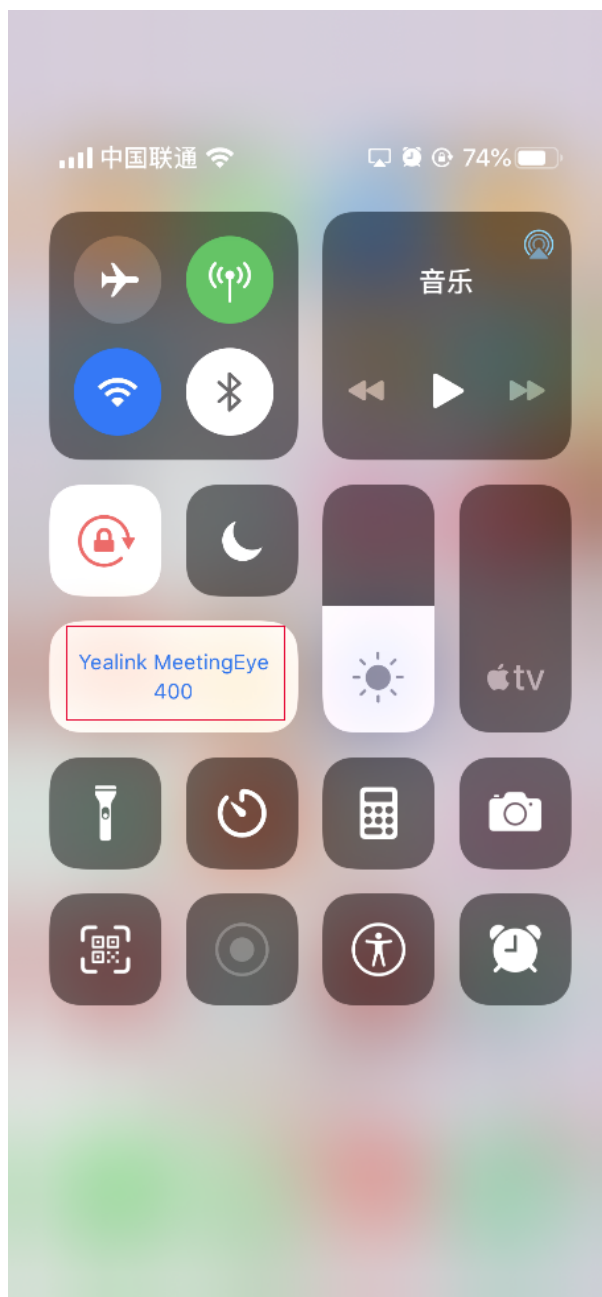
5. Tap **Screen Mirroring**, and select the related content sent by the system from the pop-up window. The content on the Apple device is automatically projected to the system.

 **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.



Content Sharing by Miracast Presentation

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

Before you begin

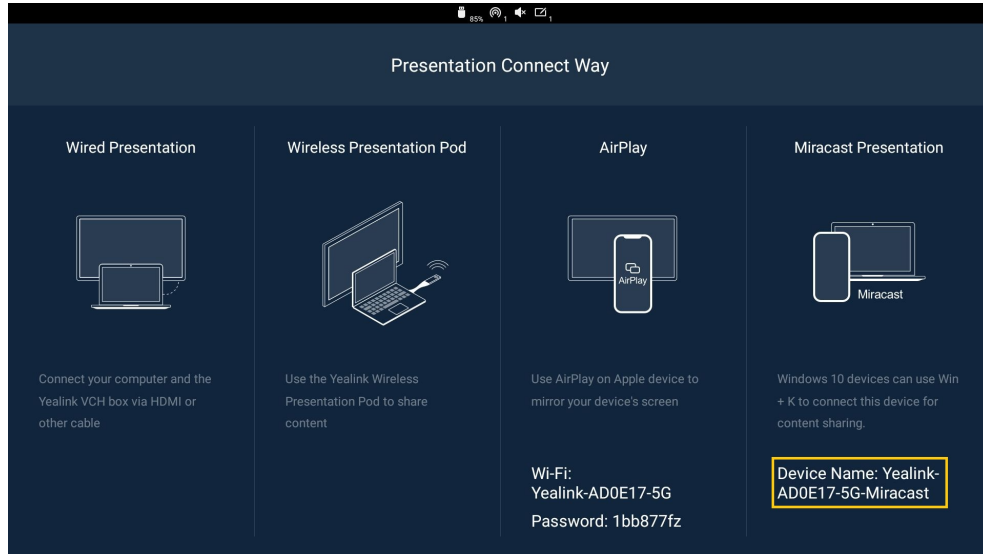
Before using Miracast wireless projecting, make sure that your device supports Miracast Presentation and you have connected WF50 to the USB port on the video conferencing system.

Procedure

1. Make sure you enable the wireless AP.

If you do not enable the wireless access point, go to **More > Setting > 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 system, and connect your system 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 system will share the content on PC automatically.

Using WPP20 Wireless Presentation Pod

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

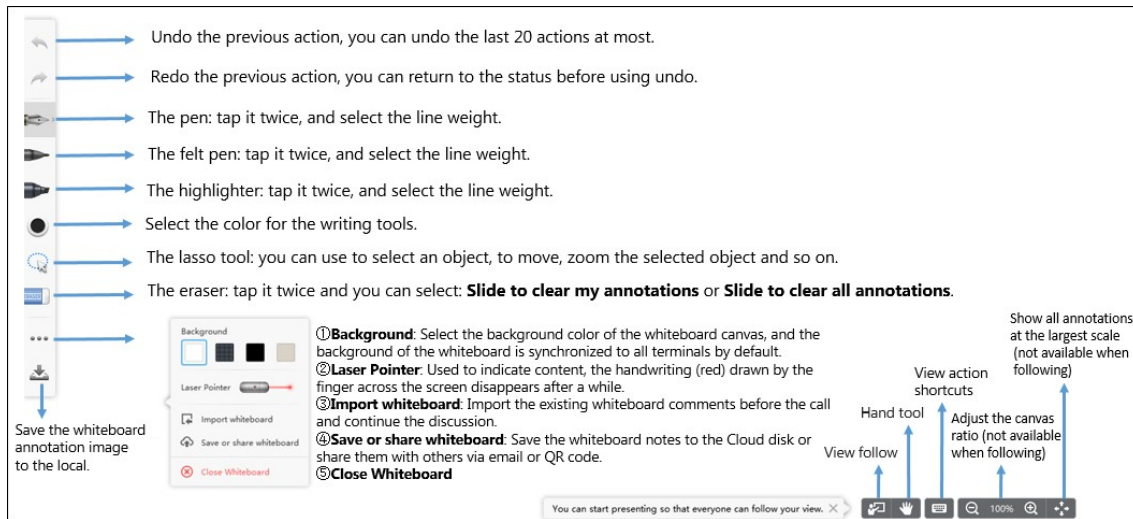
Note: Contact your system administrator to check whether the whiteboard feature is available.

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

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

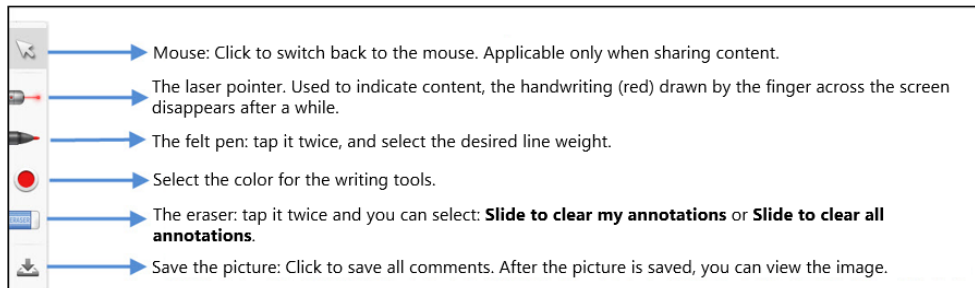
Introduction of the WPP20 Whiteboard Note Toolbar

Introduction of the CTP20 whiteboard toolbar is as below:



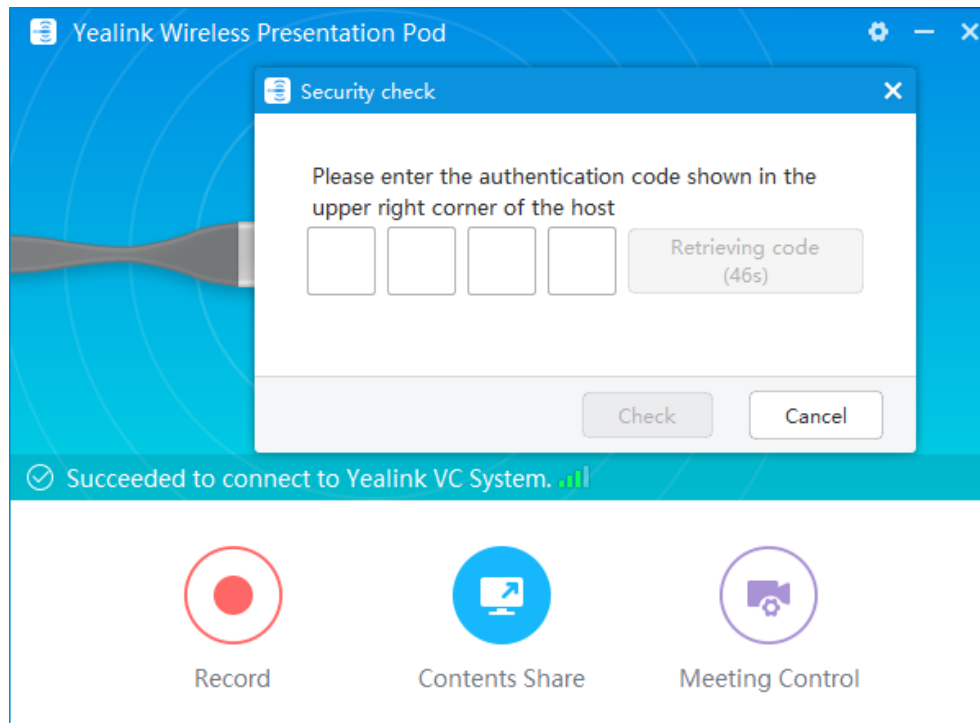
Introduction of WPP20 Note Toolbar

The interface introduction of the WPP20 note toolbar is below:



Receiving Shared Whiteboard or Content

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



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

Related information

[Introduction of WPP20 Note Toolbar](#)

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

Initiating Whiteboard Sharing on WPP20

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

Before you begin

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

About this task

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

Procedure

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



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

Saving the Content or Whiteboard Picture Locally via WPP20

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

Procedure


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

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

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 to the relevant person via email or the QR code.

About this task

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

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

Procedure

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

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

- Click **Click to get qrcode**.

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



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

Importing the Whiteboard Source File via WPP20

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

Procedure

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

Importing an Existing Whiteboard during a Call via WPP20

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

Procedure

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

Configuring Camera Settings

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

Controlling Local Cameras

If you do not enable the tracking mode feature, you can pan or tilt the camera and adjust the focal length when you are in a call or on the idle screen.

About this task

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

- [Enabling Manual Camera Control When not in a Call](#)
- [Enabling Manual Camera Control When in a Call](#)
- [Adjusting Cameras When not in a Call](#)
- [Adjusting Cameras When in a Call](#)

Enabling Manual Camera Control When not in a Call

Procedure

1. On the idle screen, go to **More** > **Camera Control**.
2. Press OK Key to display more menus and select **Tracking Mode**.
3. Select **Off**.

Enabling Manual Camera Control When in a Call

Procedure

1. In a call, press the OK key to open the **Talk Menu**, go to **More > Camera > Tracking Mode**.
2. Select **Off**.

Adjusting Cameras When not in a Call

Procedure

1. On the idle screen, go to **More > Camera Control**.
2. Scroll up or down to adjust the focal length.
3. Press the navigation key to adjust the angle of the camera.

Adjusting Cameras When in a Call

Procedure

1. On the Call screen, scroll up or down to adjust the focal length.
2. Press the navigation key to adjust the angle of the camera.



Note: If you are using the Talk Menu, press the Return key to return the Call screen.

Tracking Mode

The tracking mode feature contains auto framing and 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.



Note: After enabling the tracking mode feature, the camera is adjusted automatically and you cannot control it.

- [Enabling Tracking Mode When not in a Call](#)
- [Enabling Tracking Mode When in a Call](#)

Enabling Tracking Mode When not in a Call

Procedure

1. On the idle screen, go to **More > Camera Control**.
2. Press OK Key to display more menus and select **Tracking Mode**.
3. Select **Auto Framing** or **Speaker Tracking**.

Enabling Tracking Mode When in a Call

Procedure

1. In a call, press the OK key to open the **Talk Menu**, go to **More > Camera > Tracking Mode**.
2. Select **Auto Framing** or **Speaker Tracking**.

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, which 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.

Procedure

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

Allowing the Remote System to Control Your Camera

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

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 **More > Setting > Basic > Camera**.
2. Enable **Far Control Near Camera**.

Related tasks

[Enabling Manual Camera Control When not in a Call](#)

[Enabling Manual Camera Control When in a Call](#)

Local Screen Layout

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

The system supports the following layouts:

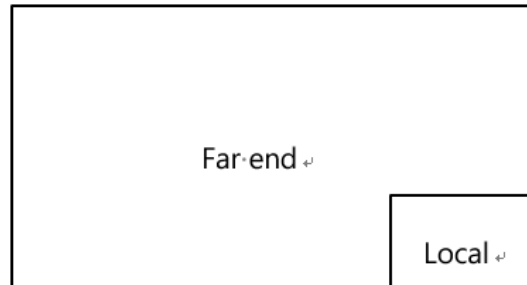
- **1+N**: in this layout, the assigned participant is given prominence in the largest pane no matter who is currently speaking, and other participants are displayed in a strip beside the assigned speaker.
- **Selected Speaker**: in this layout, the selected participant is displayed in full screen.
- **Equal 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 Layout](#)
- [Dual Screen Layout](#)
- [Changing the Local Screen Layout](#)
- [Specifying Content to the Secondary Screen](#)

Single Screen Layout

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

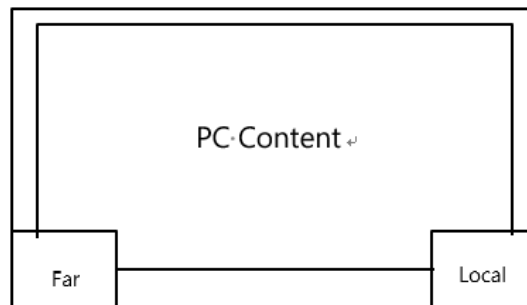
Two-Way Video Call

Picture-in-picture layout is used by default.



Two-Way Video Call with a Presentation

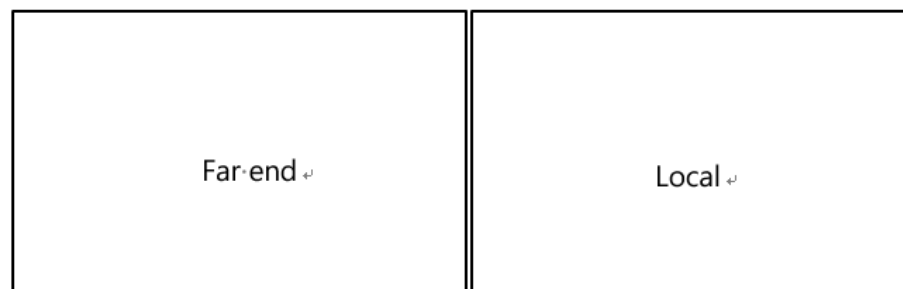
The PC content is displayed in a large window and other participants are displayed in small windows beside the PC content.



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

Procedure

1. In a call, press the OK key to open **Talk Menu**, and go to **More > Layout**.
2. Select the desired layout.

Specifying Content to the Secondary Screen

When you connect two screens to MeetingEye 600, you can specify the content to be displayed on the secondary screen.

Procedure

1. In a call, press the OK key to open **Talk Menu**, and go to **More > Focus (Display 2)**.
2. Select the desired content for the secondary screen.

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

Recording Videos and Screenshots

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

Recording Videos

You can record videos and save it to the local storage, to a USB flash drive, or to your computer. The recorded videos will be saved as .mkv format and named as the recorded time and date. In addition, if the administrator has enabled server recording permissions for your YMS account, you can use server recording to save the video on the server during the conferences. For local videos, the video definition you can record is 720P; for the server videos, the video definition you can record is 1080P.

About this task

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

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

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

Recording Local Videos

- [Recording Local Videos When not in a Call](#)
- [Recording Local Videos When in a Call](#)

Recording Local Videos When not in a Call

Procedure

1. On the idle screen, go to **More > Camera Control**.
2. Press OK Key to display more menu items and select **Recording**.
The monitor displays the recording icon and the time.
3. Press OK Key to display more menu items and go to **More > Now Recording** to stop recording.

Recording Local Videos When in a Call

Procedure

1. In a call, press the OK key to open the **Talk Menu** and go to **More > Recording**.
If your system administrator enables the server recording permission for your YMS account, select **Local recording**.
The monitor displays the recording icon and the time.
2. Press OK Key to open **Talk Menu** and go to **More > Now Recording** to stop recording.

Recording Server Videos

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

Procedure

1. In a call, press OK key to open the **Talk Menu** and go to **More > Recording**.
2. Select **Server record**.
The monitor displays the recording icon and the time.
3. Press OK Key to open **Talk Menu** and go to **More > Now Recording** to stop recording.

Taking Screenshots

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

About this task

Your system should meet the following requirements:

- Make sure the administrator has enabled the screenshots feature
- If you want to save the screenshots locally, you need to enable local storage
- If you want to save the screenshots in a USB flash drive, you need to enable USB feature and make sure the USB storage has enough space



Note: To save screenshots to a USB flash drive, the USB flash drive you connect should support FAT32 or NTFS format.

Procedure

Tap  > **Screenshots**.

- [Taking Screenshots When not in a Call](#)
- [Taking Screenshots When in a Call](#)

Taking Screenshots When not in a Call

Procedure

1. On the idle screen, go to **More > Camera Control**.
2. Press OK Key to display more menu items and select **Screenshot**.

Taking Screenshots When in a Call

Procedure

In a call, press the OK key to open the **Talk Menu**, and go to **More > Screenshot** .

Managing Videos and Screenshots

You can save and manage videos and screenshots on the endpoints directly. The USB flash drive can be recognized by the system after you connect it to the system or VCH51. You can manage the JPG files in the Screenshot folder and MKV files in the Video Record folder.

- [Viewing Screenshots](#)
- [Viewing Local Recorded Videos](#)
- [Copying Screenshots or Videos to the USB Flash Drive](#)
- [Deleting Screenshots or Videos](#)

Viewing Screenshots






Procedure

1. On the idle Screen, go to **More > File Manager**.
2. Select the desired screenshot and press the OK key.
3. Do one of the following:
 - Press the left key or the right key to view the previous or next screenshot.
 - Scroll up or down to zoom in or out the images.
 - Press Return Key to exit.

Viewing Local Recorded Videos

Procedure

1. On the idle Screen, go to **More > File Manager**.
2. Select the desired video and then press the OK key to play the video.
3. Do one of the following:

- Select  and press the OK key to pause, and select  to resume playing.
- Select  and press OK Key to skip forward. For each press, the video will skip forward 6 seconds.
- Select  and press OK Key to rewind. For each press, the video will go back 6 seconds.
- Press the volume key to adjust the speakerphone volume.
- Select  or tap Return Key on the remote control directly to exit playing.



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

Copying Screenshots or Videos to the USB Flash Drive

You can copy the screenshots or videos saved on MeetingEye 600/MeetingEye 400 to a USB flash drive.

Procedure

1. On the idle Screen, go to **More > File Manager**.
2. Select the desired screenshot or video, press the right navigation key to go to **Export To U Disk**.

Deleting Screenshots or Videos

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

Procedure

1. On the idle Screen, go to **More > File Manager**.
2. Select the desired screenshot or video, press the right navigation key, and then press the OK key. The system prompts whether or not you are sure to delete.
3. Confirm the action.

Basic Settings

- [Configuring the Audio Settings](#)
- [Configuring Video Settings](#)

Configuring the Audio Settings

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

Adjusting the Volume

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

On your remote control, press the Volume key to adjust the volume.

Configuring Key Tone

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 **More > Setting > Basic > Basic**.
2. Enable **Key Tone**.


Enabling Silent Mode

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

Procedure

Long press the Vol- key to decrease the volume to the minimum.




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

Muting the Microphone

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

Procedure

On your remote control, press the Mute Key.

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

Configuring Video Settings

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

Adjusting the Monitor Display Proportion

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

Procedure

1. Go to **More > Setting > Basic > Basic > Display**.
2. Use left or right key to adjust the **Display (90%-100%)** slider.
3. Save the change.

Video Input Source

The system supports the video input sources both from the camera and the PC. You can change the input source on your remote control.

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

Changing the Video Input Source When not in a Call

Before you begin

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

Procedure

1. Go to **More > Setting > Basic > Input Selection**.

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

2. Select the desired input source.

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

Changing the Video Input Source in a Call

Before you begin

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

Procedure

1. In a call, press the OK key to open **Talk Menu** and go to **More > Input Choose**.

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

2. Select the desired input source.

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