

Yealink Meeting Server Administrator Guide

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About This Guide

Yealink Meeting Server (YMS) is a distributed video conferencing server. It enables scaling of video, voice and data collaboration across enterprises, enabling everyone to engage in high definition video and audio conferencing. It can be deployed in an enterprise's datacenter.

You can access Virtual Meeting Rooms (VMRs), which they can use to invite participants, change video layout and so on. Participants can join over audio or video from any type of communications tool (video conferencing endpoints, VC Desktop and SIP VP-T49G IP phone) for a seamless conferencing experience. Virtual Meeting Rooms allowing participants to share the same high-quality conferencing experience regardless of distance.

Yealink Meeting Server includes an Interactive Voice Response (IVR) service, which allows all participants to dial a single number to access YMS, and then use the DTMF tones on their endpoint to enter the number of the specific Virtual Meeting Room they wish to join.

YMS's unique distributed architecture is purely software-based and virtualized, meaning it can be deployed quickly and simply with the flexibility to scale as required.

This guide provides operations for an enterprise administrator to use the Yealink Meeting Server.

Application

You can obtain YMS application from the Yealink distributor or SE.

Hardware Recommendations

Feature	Description	
CPU	Intel Xeon E5-2600 series (Haswell architecture) or similar Xeon processors from 2012 or later, 2.3 GHz or faster. A CPU should match 4 RAM.	
RAM	4GB/DDR3/2133MHz/ECC or higher 8GB/DDR4/2400MHz/ECC or higher	
Hard Drive Space	300GB or higher	
Network	 Gigabit Ethernet connectivity is strongly recommended. In general, you can expert 1 Mbps in a one-way 720P video call. And you can expert 2 Mbps in a one-way 1080P video call. 	
Capacity	Capacity is dependent on server specifications. As a general indication, using our recommended hardware (Intel Haswell, 10 cores, 2.3 GHz) YMS can connect:	

The following table lists the hardware recommendation of YMS.

Feature	Description			
	• The maximum concurrent calls=total CPU cores*frequency.			
	• Up to extra 10 audio-only calls at 64 kbps.			
	Servers that are older, have slower processors, or have fewer CPUs, will have a lower overall capacity.			

For example, if you want to initiate 20-way 1080P concurrent calls or 40-way 720P concurrent calls, the following hardware is recommended.

СРИ	2 Intel Xeon Processor E5-2620V4, eight cores and sixteen threads, 2.1GHz 20M 8.0GT/s 85W or higher	
Memory	8 8GB/DDR4/2400MHz/ECC or higher	

If you want to initiate 40-way 1080P concurrent calls or 80-way 720P concurrent calls, the following hardware is recommended.

СРИ	2 Intel Xeon Processor E5-2680V4, fourteen cores and		
	twenty-eight threads, 2.4GHz 35M 9.6GT/s 120W or higher		
Memory	8 8GB/DDR4/2400MHz/ECC or higher		

Requirements

The following table lists the requirements of YMS.

Installation Workstation	CentOS 7.0 and later
Browser	Firebox 50 and later, Chrome 50 and later, 360 8.1 and later

Icon Instructions

Icons appearing on the YMS are described in the following table:

Icons	Description			
Q	Search for accounts, operation logs, call records and device logs			
	Edit accounts, meeting rooms Update configuration files			
M	Send emails to accounts			
Ō	Delete accounts, meeting rooms, configuration files and backups			

Icons	Description			
<u>*</u>	Download backups			
G	Restore backups			
Q	Update device firmware now			
	Exporting device logs			

In This Guide

Topics provided in this guide include:

- Chapter 1 Getting Started
- Chapter 2 Basic Operation
- Chapter 3 System Status
- Chapter 4 System Management
- Chapter 5 Account Management
- Chapter 6 Meeting Room Management
- Chapter 7 Conference Statistics
- chapter 8 Troubleshooting

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Getting Started

This chapter provides basic information and installation instructions for YMS. Topic includes:

- Installing Yealink Meeting Server Application on Your Workstation
- Setup Wizard

Installing Yealink Meeting Server Application on Your Workstation

Users should pay attention to the following points before installation:

- The Yealink Meeting Server application is saved at the path Computer->usr->local.
- The disk partition of mcudata folder should be 512G and the root folder should be 256G.

The installation of 10.23.0.5 version is introduced as an example.

To install Yealink Meeting Server application (log into CentOS by the root account):

- 1. Enter terminal.
- 2. Run the command as below:

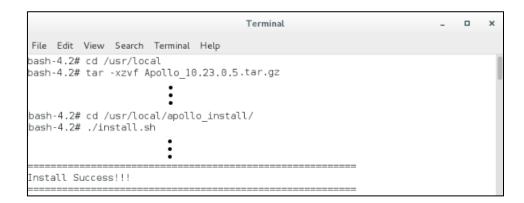
Cd /usr/local

Tar -xzvf Apollo_10.23.0.5.tar.gz

Cd /usr/local/apollo_install/

./install.sh

After you finish the installation, it will prompt "Install Success!!!".



Setup Wizard

After you finish the installation, you will enter the setup wizard.

To complete the setup wizard:

1. In the setup wizard, configure network settings.

zard		@ 5 '''		X Activety II II	
letwork settings	me/time zone settings	(8) Edit usern	ame/password	·͡⊉· Activate the license	SMTP mailbox set
Native domain nam	hubdurattelaa				
		m			
Internal network Network adapter set				-	
Ethernet port type :		ss			
	IP address :	10.3.3.199			
	Subnet mask :	255.255.255.0			
	Gateway :	10.3.3.254			
	Preferred DNS :	192.168.1.20			
	Alternate DNS :	192.168.1.22			
Network settings					
Network adapter se	ettings : enp3s0f1			•	
Ethernet port type :	 Static IP addre 	SS			
	IP address :	192.168.0.100			
	Subnet mask :	255.255.255.0			
	Gateway :	192.168.0.1			
	Preferred DNS :	114.114.114.144			
	Alternate DNS :	8.8.8.8			
NAT :	Enabled				
	IP address	59.61.92.60			
	touting rules specify network a figure one of them first.	dapter when access to t	he destination IP address. V	Vhen using two	
Destination IP	-	ask Gateway	Network adapter	Operation	
1 0.0.0.0	0.0.0.0	192.168.0.1	enp3s0f1	1 0	
2 172.16.0.0	255.255.0.	0 10.3.3.254	enp3s0f0	/亩	
3 192.168.0.0	255.255.0.	0 10.3.3.254	enp3s0f0	/亩	
4 10.0.0 Add rounting ru	255.0.0.0 Iles	10.3.3.254	enp3s0f0	/ 亩	

You need to configure network settings manually. For more information, please refer to Network Settings on page 24.

- 2. Click Next to continue or Skip to configure it later.
- 3. Set the date and time (e.g., set the time zone and enable the daylight saving time).

Setup wizard	
Retwork settings	/time zone settings 🖉 Edit username/password 🛛 🔅 Activate the license 🖉 🞯 SMTP mailbox settings
Current server time :	Tue Mar 21 19:21:01 2017
Daylight Saving Time :	Disabled
Time access	
SNTP	
Server Domain Name :	cn.pool.ntp.org
Time Zone :	(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi 🔹
Date & time configra	tion
	Back Next Skip

For more information, please refer to Time/Time Zone Settings on page 37.

4. Click **Next** to continue.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

5. Enter login password and re-enter the password to confirm.

Enter the enterprise administrator's email.

The default email address is "admin@yealink.com". The email is used to reset password and receive a warning from your system.

Check **Agree Improvement Plan** checkbox to allow continual monitoring and improvement of YMS, the incidents that occur in your product will be given a feedback to technician.

The Agree Improvement Plan checkbox is checked by default.

Setup wizard	
Retwork settings	e/time zone settings 🕀 Edit username/password
Username :	admin
Password :	•••••
Confirm Password :	•••••
Email :	vccloud@yealink.com
	2 Agree Improvement Plan
	Back Next Skip

6. Click Next to continue.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

7. Enter the license number to activate enterprise administrator account.

Setup wizard							
Retwork settings	Time/Time ze	one settings	8 Edit username/p	password	Activate the lice	ense	SMTP mailbox settings
	License :	OLIC-M6PN Back	F-289E1-J1F30-QU1PQ	Skip			

8. Click Next to continue.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

9. Set SMTP mailbox.

For more information, please refer to SMTP Mailbox on page 39.

Setup wizard		
Retwork settings	e zone settings 🖉 Edit username/password 🔅 Activate the lice	ense 🛛 🌐 SMTP mailbox settings
SMTP server :	mail.yealink.com	
Mail address :	vccloud@yealink.com	
Username :	vccloud@yealink.com	
Password :	•••••	
Port :	25	
	This server requires a secure connection.	
	Mailbox test settings	
	Back OK Skip	

10. Click **OK** to complete the setup wizard.

You can also click **Back** to return to the previous page or **Skip** to configure it later.

Basic Operation

This chapter provides basic operating instructions for YMS. Topic includes:

- Login
- Enterprise Administrator Account Management
- Quick Settings
- Licenses Management
- Logout

Login

To log into YMS:

- 1. Open a web browser.
- **2.** Enter the IP address or domain name of YMS in the address bar, and then press the **Enter** key to enter the YMS.
- 3. Enter the username and password of enterprise administrator you set in setup wizard.

Yealink		Outlook plug-l	n download Support	English -
1000	Yealink Meeting Server			
			audi	-
	Remember password Orget password Log in			

4. To remember password, check the **Remember password** checkbox.

To ensure the security of your account, this action is not recommended on public computer.

5. (Optional.) Select the desired language from the pull-down list.

Yealink		Outlook plug-in download	Support 简体中3 English	
	Yealink Meeting Server			
	1 admin			
and the second	A			-
	Log in			
				1

6. Click Log in.

Note If you enter the wrong password 5 times, this account will be locked for 3 minutes.

You can click **Forget password** to reset the password. For more information on forgetting password, please refer to Forgetting Password on page 9.

Viewing Yealink Meeting Server

You can click **Home** to enter the home page.

From the page, you can view the following information, the page will refresh every 10s:

Yealink	Meeting Sever		Home Quick settings English - Admin - Yealink Network Technology Co.,Ltd
	Overview	🛅 Time Tue Mar 28 17:42:24 2017 GMT+08:00	Run time 08:27:29 Version 10.23.254.20
Status Account	51 Online users [View]	37 Ongoing conferences [View]	Date of expiry
	Server status Serv	ice status	Update data in <mark>5</mark> 8
Meeting Room Statistics	CPU 1.323 GHz(14.94%)	CPU	
S ystem	Memory 6.53/64.15GB(10.18%)	60%	1014.06GB Disk space
	Network Send :14.22Mbps Receive :9.63Mbps	20% 0% 60% 55% 50% 45% 40% 35% 30% 25% 20% 15% 10% 5% 0 	Usedif6.14G8 Available:947.92G8

- **Overview**: the current time, run time, version, online users (click **View** to view online users' details), ongoing conferences (click **View** to view ongoing conferences' details), license number and date of expiry.
- Server status: CPU, memory, network and disk space status.

You can click CPU, Memory or Network to view their status via the line chart.

• Service status: service name and service status.

Enterprise Administrator Account Management

Forgetting Password

If you forget password, you have to click Forget password to reset password.

To reset password:

- 1. Open a web browser.
- 2. Enter the IP address or domain name of YMS in the address bar, and then press the **Enter** key to enter the YMS.
- 3. Click Forget password.

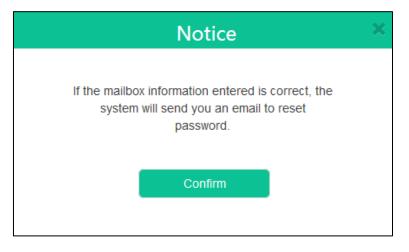
Yealink		Outlook plug-in download	Support English -
	Yealink Meeting Server		
	1 admin		
and the second	≙ •••••	-	-
	Remember password Forget password Log in		
	Log in		100
			1
			1

4. Enter your username, registered email and captcha in the corresponding field.

Forget p	assword
Enter the mailbox used to r system will send you an em	
1 admin	
vccloud@yealink.co	m
buje	b UJ E
Confirm	Back

5. Click Confirm.

The page prompts "If the mailbox information entered is correct, the system will send you an email to reset password".



- 6. Click Confirm.
- 7. Log into your registered email and click the link to set a new password in 10 minutes.

8. Enter the new password and re-enter the password to confirm.

Re	eset pass	word	
New password :	•••••		
Confirm password :	•••••		
Confirn	n	Back	

9. Click **Confirm** to reset the password.

You can also click **Back** to cancel the operation.

Editing Login Password

To edit login password:

1. Click your username.

 Home
 Quick settings
 English
 Admin viewer

 Yealink
 Meeting Sever
 Yealink Network Technology Co.,Ltd

- 2. Click Change password.
- 3. Enter the current password, new password and re-enter the new password to confirm.

Change password		
Current password*	•••••	
New password*	•••••	
Confirm password*	•••••	
	Confirm	
	Commit	

4. Click **Confirm** to accept the change

You can also click **Cancel** to cancel the operation.

Editing the Registered Emails

You can edit the email. The email is used to reset password and receive a warning from your system.

To edit the registered email:

1. Click your username.

Yealink Meeting Sever		Home Yea	Quick settings link Network T	English - Admin - echnology Co.,Ltd
 Click Edit mail. Enter the current email. 	and new email.			
Edit mail				
Current email*	vccloud@yealink.com			
New email*	admin@yealink.com			

Cancel

4. Click **Confirm** to accept the change.

You can also click **Cancel** to cancel the operation.

Quick Settings

If you want to update the information in setup wizard, you can click **Quick settings** to re-run the setup wizard.

To re-run the setup wizard:

1. Click Quick settings.

Yealink Meeting Sever Yealink Network Technology Co.,Ltd

2. Follow the step 3 to 11 in To complete the setup wizard to complete the quick settings.

Licenses Management

If you do not activate enterprise administrator account, you can use trial license to start a 14-day trial version. Note that the trail license can only use once. When it is expired, you can consult the distributor, and then obtain offline license to activate it.

Activating Enterprise Administrator Accounts

To activate enterprise administrator account:

- 1. Click on System->Licenses.
- 2. Enter the license number in the License field.

Licenses	
License :	OLIC-M6PNF-289E1-J1F30-QU1PQ
	Activate the license

3. Click Activate the license.

Viewing License Information

To view license information:

1. Click on System->Licenses.

You can view the license information.

Licenses							
License :	hGFTwHjrzpUxGvRg5LhvsL/1YHYqpSZVwMDHqwL7TfVEJ38hGiNlkoXaHw						
Activation type :	Offline						
Status :	Activation						
Current ports :	100						
Valid time :	Permanent						
Expired date :	2099/12/31						
	Renew license						

The entry reports the following information:

- License number.
- The type of license, including trail or offline.
- License status.
- Current ports.

- Valid time.
- Expired date.

Renewing the License

To renew the license:

- 1. Click on System->Licenses.
- 2. Click Renew license, the dialog box of Renew license pops up.
- 3. Enter the license number in the **License** field.

	Renew license	
License :	OLIC-M6PNF-289E1-J1F30-QU1PQ	
	The updated will cover the current license	
	Confirm	

4. Click Confirm to renew the license. You can also click Cancel to cancel the operation.

Logout

You can log out of the enterprise administrator account.

To log out of the enterprise administrator account:

1. Click your username.



2. Click **Log out** to log out of the current enterprise administrator account and return to login page.

System Status

This chapter provides the basic instructions for viewing YMS status, Topics include:

- Viewing System Information
- Online Users
- Ongoing Conferences

Viewing System Information

To view system information:

1. Click Status->System information.

You can view version information, server information and license information.

2. (Optional.) If YMS uses two adapters, select the desired adapter from the pull-down list to view the network adapter information.

Ser	ver information	
	Hardware information	n
	CPU:	Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
	Memory :	64.15GB
	Disk :	1014.06GB
	Network adapter	
	enp3s0f0	•
	MAC address :	0C:C4:7A:27:29:5A
	Interface type :	Static IP
	IP address :	10.3.3.199
	Subnet mask :	255.255.255.0
	Gateway :	10.3.3.254
	Preferred DNS server :	192.168.1.20
	Alternate DNS server :	192.168.1.22

Online Users

Viewing Online Users

You can view online users information.

To view online users information:

1. Click Status->Online users.

You can view name, account, status and device model.

Syste	em information	Online users	Ongoing conferences		Update data in 8
Sea	rch	Q			
	Name		Account	Status	Device model
1	11394		1139	Idle	View
2	1144		1144	Idle	View
3	1145		1145	Idle	View
4	1400		1400	Idle	Vieww

2. Select the desired online users, and then click View.

You can view the details of the device model, including the device model which registered the enterprise user account, software version, IP address and status.

Syste	em information	Online users	Ongoing conferences			Update data in 10s
Sea	rch	Q				
	Name		Account	Status	Device model	
1	11394		1139	Idle	Vieww	
2	1144		1144	Idle	Vieww	
3	1145		1145	Idle	View	
4	1400		1400	Idle Device mode	I Software version IP addre	ss Status
5	1403		1403	Idle VP-T49G	51.23.254.9 10.2.62.1	45 Idle

Searching for Online Users

You can search for online users by name and account.

To search for online users:

- 1. Click Status->Online users.
- 2. Enter a few or all characters of name and account in the Search box.

The page will display the pull-down list and search results.

System information	Online users	Ongoing conferences		Update data in <mark>5s</mark>
25	٩			
4255(4255) Jane(2549)		Account	Status	Device model
hhh2555(2555)		1139	Idle	View
2 1144		1144	Idle	View

Ongoing Conferences

Viewing Ongoing Conferences

You can view ongoing conference information.

To view ongoing conference information:

1. Click Status->Ongoing conferences.

You can view subject, start time, organizer, type, ID and duration.

System informat	on Online users	Ongoing conferences				Update data in
Search	Q					
Subject		Start Time	Organizer	Туре	ID	Duration
1 1206's vid	eo conference	2017/03/28 19:53:00	1206	Meet now	60754	00:08:48
2 1206's vid	eo conference	2017/03/28 19:53:00	1206	Meet now	17987	00:08:48
3 4233's vid	eo conference	2017/03/28 19:50:50	4233	Meet now	42524	00:10:58

Searching for Ongoing Conferences

You can search for ongoing conferences by subject, organizer, type and ID.

To search for ongoing conferences:

- 1. Click Status->Ongoing conferences.
- 2. Enter a few or all characters of subject, organizer, type and ID in the Search box.
- 3. Click \mathbb{Q} or press Enter to perform a search. The page will display the search results.

Syste	m information Online users	Ongoing conferences				Update data in 8
25	Q					
	Subject	Start Time	Organizer	Туре	ID	Duration
1	4233's video conference	2017/03/28 19:50:50	4233	Meet now	42524	00:12:18
2	4233的会议	2017/03/28 14:30:00	4233	Scheduled	25611	05:33:08
3	4000的视频会议	2017/03/28 09:00:00	4000	Scheduled	25812	11:03:08
4	主席模式会议-测试	2017/03/28 08:00:00	Mars	Scheduled	22549	12:03:08

System Management

This chapter provides information on how to manage the YMS. Topics include:

- Call Settings
- System Settings
- System Maintenance
- System Logs

Call Settings

Video Resolution

If you wish to limit video calls to specific resolutions, you should configure maximum video resolution and maximum content sharing resolution.

The maximum video resolution and maximum content sharing resolution are described below:

Parameter	Description				
Max Video Resolution	Configures the maximum video resolution. 1080P/30FPS 720P/30FPS 360P/30FPS 4CIF CIF Default: 720P/30FPS.				
Max Content Sharing Resolution	Configures the maximum content sharing resolution. 1080P/30FPS 1080P/15FPS 720P/30FPS 720P/15FPS 720P/15FPS Default: 1080P/5FPS If you select 1080P/30FPS or 1080P/15FPS as the maximum content sharing resolution, it will bring the problem of high computing				

Parameter	Description
	performance.

To configure the video resolution:

1. Click System->Call Settings.

2. Select the desired video resolution from the pull-down list of Max video resolution.

Call Settings						
Video resolution						
Max video resolution :	1080P/30FPS					
Max content sharing resolution : Layout Equal NxN :	1080P/30FPS 720P/30FPS 360P/30FPS 4CIF CIF 6*6 Max number of videos displayed in equal NxN layout When the number of videos exceed the maximum, every 15s					
	 one video switches per cycle all videos switch per cycle 					

3. Select the desired content sharing resolution from the pull-down list of **Max content sharing resolution**.

Call Settings					
Video resolution					
Max video resolution :	1080P/30FPS	•			
Max content sharing resolution :	1080P/15FPS	•			
Layout Equal NxN :	1080P/30FPS 1080P/15FPS 1080P/5FPS 720P/30FPS				
	720P/15FPS 720P/15FPS 720P/5FPS				
	15s •: • one video switches per cycle				
	all videos switch per cycle				

4. Click **Confirm** to accept the change.

Layout

You can configure the Equal N×N and onePlusN layout via YMS.

In the Equal N×N and onePlusN layout, if the number of current conference participants is more than the maximum, the video image will switch between participants every time interval. You can configure the time interval and switching rules.

Parameters are described below:

Parameter	Description			
Equal N×N	Configures the maximum number of videos. • 2*2 • 3*3 • 4*4 • 5*5 • 6*6 • 7*7 Default: 4*4			
OnePlusN	Configures the maximum number of videos. 1+5 1+7 1+9 Default: 1+7			

To configure equal N×N:

1. Click System->Call Settings.

1. Select the maximum number of videos from the pull-down list of Equal N×N.

Layout		
Equal NxN :	6*6	•
	2*2	
	3*3	
	4*4	
	5*5	
	6*6	
	7*7	
	Il videos switch per cycle	

2. Select the desired time interval and switching rules in the corresponding field.

Layout		
Equal NxN :	6*6	-
	Max number of videos displayed in equal NxN layout	
	When the number of videos exceed the maximum, every	
	15s 💌 :	
	one video switches per cycle	
	\odot all videos switch per cycle	

3. Click **Confirm** to accept the change.

To configure onePlusN:

1. Click System->Call Settings.

2. Select the maximum number of videos from the pull-down list of onePlusN.

onePlusN :	1+5
	1+5 1+7
	1+7 1+9
	● 1 small video(s) switch per cycle
	All small videos switch per cycle

3. Select the desired time interval and switching rules in the corresponding field.

onePlusN :	1+5 Max number of small videos displayed in onePlusN layout
	When the number of small videos exceed the maximum, every 15s :
	 I small video(s) switch per cycle All small videos switch per cycle

4. Click **Confirm** to accept the change.

Conference Settings

You can specify the time that allows endpoints to join the scheduled conferences in advance. The configurable times on YMS are: 5 minutes, 10 minutes, 15 minutes, 30 minutes, 45 minutes and 60 minutes.

To configure the time that allows endpoints to join the scheduled conferences beforehand:

- 1. Click System->Call Settings.
- 2. Select the desired time from the pull-down list of Join conference beforehand.

Conference settings				
Join conference beforehand :	5 minutes	•		
	5 minutes			
IVR service	10 minutes			
IVR language :	15 minutes			
IVK language .	30 minutes			
Call have doubted	45 minutes			
Call bandwidth	60 minutes			
Max uplink bandwidth per call :	3Mbps	-		

3. Click **Confirm** to accept the change.

IVR Service

IVR (Interactive Voice Response) service allows users to use the voice prompt feature.

You can configure the language used in the voice prompts. The available languages are Simplified Chinese and English.

To configure the IVR language:

- 1. Click System->Call Settings.
- 2. Select the desired language from the pull-down list of IVR language.

IVR service		
IVR language :	Simplified Chinese	•
Call bandwidth	Simplified Chinese English	
Max uplink bandwidth per call :	3Mbps	•

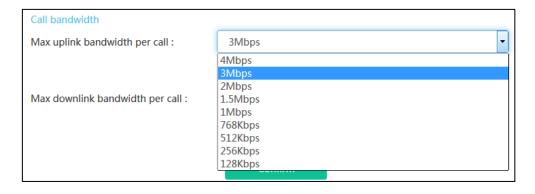
3. Click Confirm to accept the change.

Call Bandwidth

You can specify the uplink and downlink bandwidths for YMS to achieve the best result. Uplink bandwidth is the max bandwidth of outgoing calls, and downlink bandwidth is the max bandwidth of incoming calls. The configurable bandwidths on YMS are: 4M/s, 3M/s, 2M/s, 1.5M/s, 1M/s, 768kb/s, 512kb/s, 256kb/s, 128kb/s.

To configure the call bandwidth:

- 1. Click System->Call Settings.
- 2. Select the desired uplink bandwidth from the pull-down list of Max uplink bandwidth per call.



3. Select the desired downlink bandwidth from the pull-down list of **Max downlink bandwidth per call**.

Call bandwidth	
Max uplink bandwidth per call :	3Mbps 💌
	Limit the bandwidth of media being received by Yealink Meeting Server from individual participants.
Max downlink bandwidth per call :	3Mbps 🗸
	4Mbps
	3Mbps
	2Mbps
	1.5Mbps
	1Mbps
	768Kbps
	512Kbps
	256Kbps
	128Kbps

4. Click **Confirm** to accept the change.

System Settings

Network Settings

Basic Settings

The server supports two adapters, you can configure the network based on the actual enterprise network condition.

Native Domain Name

You can configure the domain name of YMS. The domain name is used to authentication. And the validity of enterprise user accounts is associated with it.

To configure the domain name of YMS:

- 1. Click System->System Settings->Network->Basic settings.
- 2. Enter the domain name of YMS in in the Native domain Name field.

Netwo	ork settings		
	Basic settings	Service settings Port settings	
	Native domain name :	huiyi.yealink.com	

Configuring Ethernet Port Type Manually

The Ethernet port type setting specifies the way of obtaining IP address.

In the **Internal network settings** or **Network settings** field, you can mark the radio box of **Static IP address**. And then you need to configure it manually.

Parameters are described below.

Parameter	Description				
	Enables or disables the YMS to use manually configured static IP address.				
Static IP Address	Default: Enabled				
	Note : If you change this parameter, YMS will reboot to make the change take effect.				
IP Address	Configures the IP address assigned to the YMS. Note : If you change this parameter, YMS will reboot to make the change take effect.				
Subnet Mask	Configures the subnet mask assigned to the YMS. Note : If you change this parameter, YMS will reboot to make the change take effect.				
Gateway	Configures the gateway assigned to the YMS. Note : If you change this parameter, YMS will reboot to make the change take effect.				
Preferred DNS	Configures the preferred DNS server assigned to the YMS. Note : If you change this parameter, YMS will reboot to make the change take effect.				
Alternate DNSConfigures the alternate DNS server assigned to the YMS.Note: If you change this parameter, YMS will reboot to mak the change take effect.					

To configure static IP address of internal network manually:

- 1. Click System->System Settings->Network->Basic settings.
- 2. Check the Internal network settings checkbox.
- 3. Select the desired adapter from the pull-down list of Network adapter settings.
- 4. Mark the radio box of Static IP address in the Ethernet port Type field.

5. Enter IP address, subnet mask, gateway, preferred DNS, alternate DNS in the corresponding field.

Internal network settings			
Network adapter settings :	enp3s0f0	-	
Ethernet port type :	Static IP address		
	IP address :	10.3.3.199	
	Subnet mask :	255.255.255.0	
	Gateway :	10.3.3.254	
	Preferred DNS :	192.168.1.20	
	Alternate DNS :	192.168.1.22	

6. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".

Not	ice	×
The operation will rebo service, confirm		
Confirm	Cancel	

7. Click Confirm to reboot video conference service.

You can also click **Cancel** to cancel the operation.

To configure static IP address of external network manually:

- 1. Click System->System Settings->Network->Basic settings.
- 2. Check the Network settings checkbox.
- 3. Follow the step 4 to 8 in To configure static IP address of internal network manually.

Static NAT

NAT enables communication between devices on your LAN that have private IP addresses and devices that are accessed through a public IP network. Static NAT ensures that the same public IP address always maps to a system's private IP address so that data from the public network intended for the private system can be routed to the system reliably.

If the server uses two adapters and two adapters are deployed in an enterprise's internal network, you should configure static NAT to ensure devices from the public network can access to the server.

Parameter	Description		
	Enable or disable the static NAT feature.		
NAT	Default: Enabled		
NAT	Note: If you change this parameter, YMS will reboot to make the		
	change take effect.		
IP Address	Configures the NAT public address for YMS.		
	Default: blank		
	Note: If you change this parameter, YMS will reboot to make the		
	change take effect.		

Static NAT feature parameters are described below:

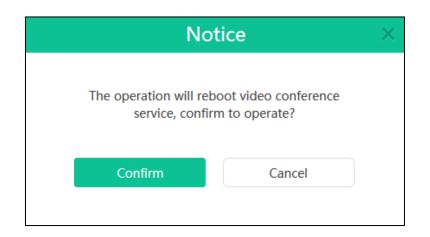
To configure static NAT:

- 1. Click System->System Settings->Network->Basic settings.
- 2. Check the Network settings checkbox.
- 3. Check the **Enabled** checkbox in the **NAT** field to enable static NAT.
- 4. Enter the NAT public address in the IP address field.

Network settings					
Network adapter settings	enp3s0f1	•			
Ethernet port type :	Static IP address				
	IP address :	192.168.0.100			
	Subnet mask :	255.255.255.0			
	Gateway :	192.168.0.1			
	Preferred DNS :	114.114.114.144			
	Alternate DNS :	8.8.8.8			
NAT :	Enabled				
	IP address :	59.61.92.60			

5. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".



6. Click **Confirm** to reboot video conference service.

You can also click **Cancel** to cancel the operation.

Routing Rules

When YMS uses two adapters, you can configure routing rules to specify network adapter when access to the destination. Note that external network and all network segments in your enterprise must be specified routing rules.

Parameters on the routing rules are described below:

Parameter	Description
Routing Rules	If YMS uses two adapters, routing rules is enabled by default.
Destination IP Address	Configures the IP address of network destination. The IP address to be used in conjunction with the subnet mask. If you change this parameter, YMS will reboot to make the change take effect.
Subnet Mask	Configures the subnet mask. If you change this parameter, YMS will reboot to make the change take effect.
Gateway	Configures the gateway when access to the destination. If you change this parameter, YMS will reboot to make the change take effect.
Network Adapter	Configures the adapter of YMS when access to the destination. If you change this parameter, YMS will reboot to make the change take effect.

Adding the Contents of Routing Rules

To add the contents of routing rules:

- 1. Click System->System Settings->Network->Basic settings.
- 2. Click Add routing rules to add the contents of routing rules.
- 3. Enter the IP address, subnet mask and gateway in the corresponding field.
- 4. Select the desired adapter from the pull-down list of **Network adapter**.

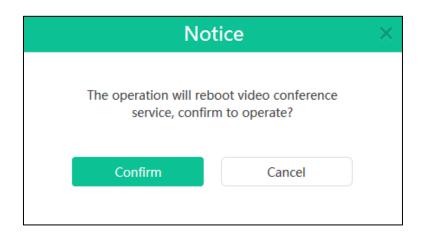
Routing Rules Routing rules specify network adapter when access to the destination IP address. When using two network adapters, configure one of them first.					
	Destination IP address	Subnet mask	Gateway	Network adapter	Operation
1	0.0.0.0	0.0.0.0	10.2.5.254	enp0s25	∕亩
2	10.0.0	255.0.0.0	10.2.5.254	enp0s25 🝷	Confirm Cancel
\oplus	Add rounting rules				

5. Click Confirm.

You can also click **Cancel** to cancel the operation.

6. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".



7. Click **Confirm** to reboot video conference service.

You can also click **Cancel** to cancel the operation.

Editing the Contents of Routing Rules

To edit the contents of routing rules:

- 1. Click System->System Settings->Network->Basic settings.
- 2. Select the desired path of routes, and then click 💉 to edit it.
- 3. Edit the contents of routing rules in the corresponding field.

4. Select the desired adapter from the pull-down list of **Network adapter**.

Destination IP address	Subnet mask	Gateway	Network adapter	Operation
0.0.0.0	0.0.0.0	10.2.5.254	enp0s25	∕亩
10.0.0.0	255.0.0.0	10.2.5.254	enp0s25 👻	Confirm Cancel

5. Click Confirm.

You also click **Cancel** to cancel the operation.

6. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".

Not	ice	\times
The operation will reb service, confirm		
Confirm	Cancel	

7. Click **Confirm** to reboot video conference service.

You can also click **Cancel** to cancel the operation.

Deleting the Contents of Routing Rules

To delete the contents of routing rules:

- 1. Click System->System Settings->Network->Basic settings.
- 2. Select the desired path of routes, and then click \overline{m} to delete it.

The page prompts "Delete the router setting, confirm to delete?".

Not	tice	×
Delete the router setting	ng, confirm to delete?	
Confirm	Cancel	

3. Click **Confirm** to delete the route setting.

You can also click **Cancel** to cancel the operation.

4. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".

Not	ice ×
The operation will rebo service, confirm	
Confirm	Cancel

5. Click **Confirm** to reboot video conference service.

You can also click **Cancel** to cancel the operation.

Service Settings

Web

You can configure HTTP protocol and HTTPS protocol via YMS. If you enable HTTP protocol and HTTPS protocol, the system priority of selection is as follows: HTTPS protocol>HTTP protocol.

Web page parameters are described below:

Parameter	Description
Enable HTTP	Enable the HTTP protocol.
	Default: It is not configurable.

Parameter	Description
	Specifies the HTTP listener port of HTTP protocol.
	Valid values: 1-65535
HTTP Listener	Default: 80
	If you change this parameter, YMS will reboot to make the change take effect.
	If you enabled static NAT in external network settings, configures the
	HTTP NAT port of HTTP protocol is used to access to the external
	network.
ΗΤΤΡ ΝΑΤ	Default: 80.
	If the HTTPS protocol is enabled, you should configure the HTTPS
	NAT port.
	If you change this parameter, YMS will reboot to make the change
	take effect.
	Enable or disable the HTTPS protocol.
Enable HTTPS	Default: Enabled
	If you change this parameter, YMS will reboot to make the change
	take effect.
	Specifies the HTTPS listener port of HTTPS protocol.
	Valid values: 1-65535
HTTPS Listener	Default: 443
	If you change this parameter, YMS will reboot to make the change
	take effect.

To configure the web page:

- 1. Click System->System Settings->Network->Service settings.
- 2. Enter the port number in the HTTP Listener field.
- **3.** (Optional.) If you enabled static NAT in external network settings, enter the port number in the **HTTP NAT** field.
- 4. (Optional.) Check **Enable HTTPS** checkbox, and then enter the port number in the **HTTPS** Listener field.

Enter the HTTPS NAT port in the **HTTP NAT** field.

Web :	
Enable HTTP	
HTTP listener :	80
HTTP NAT :	443
Enable HTTPS	
HTTPS listener :	443

5. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".

Not	ice	×
The operation will rebo service, confirm		
Confirm	Cancel	

6. Click **Confirm** to reboot video conference service.

You can also click $\ensuremath{\textbf{Cancel}}$ to cancel the operation.

SSH

SSH (Secure Shell) is a cryptographic network protocol for operating network services securely over an unsecured network. It provides a secure channel over an unsecured network in a client-server architecture, connecting an SSH client application with an SSH server. Common applications include remote command-line login and remote command execution, but any network service can be secured with SSH.

SSH parameters are described below:

Parameter	Description	
	Enable or disable the SSH protocol.	
Enable SSH	Default: Enabled	
r	Note: If you change this parameter, YMS will reboot to make the	
	change take effect.	
	Specifies the port of SSH protocol.	
	Valid values: 1-65535	
Port	Default: 22	
	Note: If you change this parameter, YMS will reboot to make the	
	change take effect.	

To configure SSH:

- 1. Click System->System Settings->Network->Service settings.
- 2. Check Enable SSH checkbox.

3. Enter the port number in the **Port** field.

SSH :	
Enable SSH	
Port :	22
Connect to remote se	erver through SSH when debugging.

4. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".

ice	×
oot video conference n to operate?	
Cancel	
	oot video conference n to operate?

5. Click Confirm to reboot video conference service.

You can also click **Cancel** to cancel the operation.

SIP

YMS supports SIP protocol and UDP, TCP and TLS protocol to transport SIP (Session Initiation Protocol) signaling. You can specify the ports of these protocols via YMS.

Port parameters are described below:

Parameter	Description	
	Specifies the port of UDP protocol and TCP protocol used for IVR.	
	Default: 5060	
UDP/TCP Port	Note: If you change this parameter, YMS will reboot to make the	
	change take effect.	
	Specifies the port of TLS protocol.	
TLS Port	Default: 5061	
	Note: If you change this parameter, YMS will reboot to make the	
	change take effect.	

To configure the port parameters to transport SIP signaling:

1. Click System->System Settings->Network->Service settings.

- 2. Enter the port of UDP/TCP protocol used for IVR in the UDP/TCP port field.
- 3. Enter the port of TLS protocol in the **TLS port** field.

Note that it must be different from the UDP/TCP port.

SIP:		_
UDP/TCP port :	5060	
Note : used for IVR		
TLS port :	5061	
Note : must be different from the TCP/UDP port		

4. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".

Not	tice	×
The operation will reb service, confire		
Confirm	Cancel	

5. Click **Confirm** to reboot video conference service.

You can also click **Cancel** to cancel the operation.

Port Settings

You can configure media stream ports via YMS.

Port settings parameters are described below:

Parameter	Description	
	Specifies the range of IVR ports.	
	Default: A call occupies 6 ports. If you initiate presentation in the call,	
	the call occupies 8 ports. The range of ports is 30000-37999 by default.	
IVR Port	And the difference between the maximum signaling port and the	
IVEFOIL	minimum port should be not less than 1000 to avoid the port conflict.	
	For example, you set 30000 as the minimum port, the maximum port	
	should be not less than 31000.	
	Note: If you change this parameter, YMS will reboot to make the	

Parameter	Description	
	change take effect.	
Specifies the range of TURN service ports.		
	Default: 38000-49999. And the difference between the maximum port	
	and the minimum port should be not less than 1000 to avoid the port	
TURN Service Port	conflict. For example, you set 38000 as the minimum port, the	
	maximum port should be not less than 39000.	
	Note: If you change this parameter, YMS will reboot to make the	
	change take effect.	
Specifies the range of MCU ports.		
	Default: 50000-59999. And the difference between the maximum port	
	and the minimum port should be not less than 1000 to avoid the port	
MCU Port	conflict. For example, you set 50000 as the minimum port, the	
	maximum port should be not less than 51000.	
	Note: If you change this parameter, YMS will reboot to make the	
	change take effect.	

To configure port settings:

- 1. Click System->System Settings->Network->Port settings.
- **2.** Configure the ports in the corresponding field.

Basic settings	Service settings		Port settings
Port settings			
IVR Port* : (30000~37999)	30000	~	37999
TURN service port* : (38000~49999)	38000	~	49999
MCU port* : (50000~59999)	50000	~	59999
	Confirm		

3. Click Confirm.

The page prompts "The operation will reboot video conference service, confirm to operate?".

Not	ice	×
The operation will rebo service, confirm		
Confirm	Cancel	

Click Confirm to reboot video conference service.
 You can also click Cancel to cancel the operation.

Time/Time Zone Settings

Time and date are synced automatically from the SNTP server by default. The default SNTP server is cn.pool.ntp.org. The SNTP server can be configurable manually. If YMS cannot obtain the time and date from the SNTP server, you need to manually configure them.

Time Zone

A time zone is a region on Earth that has a uniform standard time. It is convenient for areas in close commercial or other communication to keep the same time. When configuring YMS to obtain the time and date from the SNTP server, you must set the time zone.

Daylight Saving Time

Daylight Saving Time (DST) is the practice of temporary advancing clocks during the summertime so that evenings have more daylight and mornings have less. Typically, clocks are adjusted forward one hour at the start of spring and backward in autumn. Many countries have used DST at various times, details vary by location. DST can be adjusted automatically from the time zone configuration.

Parameter	Description
Current Server Time	Displays the current time of YMS.
Daylight Saving Time	Configures the Daylight Saving Time (DST) type. The available types for YMS are:
	• Auto: use DST.

Time/time zone settings parameters are described below:

Parameter	Description
	DST will be configured automatically.
	• Disabled: not use DST.
	Default: Disabled
	Configures the Daylight Saving Time (DST) type.
Time Access	• SNTP: obtain the time and date from the SNTP server automatically.
Time Access	• Date & time configuration: configure the time and date manually.
	Default: SNTP
Server Domain Name	Configures the SNTP server.
Server Domain Name	Default: cn.pool.ntp.org
	Configures the time zone.
Time Zone	Default: (UTC+08:00) Beijing, Chongqing, Hong Kong,
	Urumqi

To configure the time/time zone settings:

- 1. Click System->System Settings->Time/Time zone.
- 2. Select the desired type from the pull-down list of Daylight Saving Time.
- 3. In the Time access field, you can:
 - Mark the radio box of **SNTP**.

Enter the SNTP server domain name in the Server Domain Name Field.

Select the time zone from the pull-down list of **Time Zone**.

Time access	
SNTP	
Server Domain Name :	cn.pool.ntp.org
Time Zone :	(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi 🔹

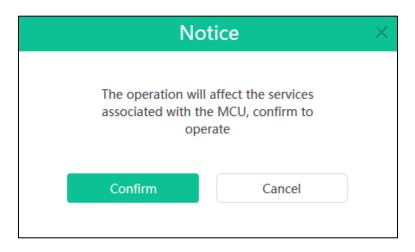
Mark the radio box of Date & time configuration.

Time access							
◎ SNTP							
Date & time configration							
(2017/03/28 21:13:34						
	÷	Mar		- 2	2017	•	÷
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	27	28	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
		21	▼:1	13 🗸	34	•	
			Cor	nfirm	Ca	ncel	

Select the time and date.

4. Click Confirm.

The page prompts "The operation will affect the services associated with the MCU, confirm to operate".



5. Click **Confirm** to accept the change.

You can also click **Cancel** to cancel the operation.

Please refer to Appendix: Time Zones for the list of available time zones on Yealink Meeting Server.

SMTP Mailbox

You can use the SMTP mailbox to send emails to enterprise user accounts. For example, you can send account information to enterprise user accounts by emails.

Note

Parameter	Description			
SMTP Server	Specifies the address of the SMTP server.			
Mail address	Configures the email address that is permitted to be used for sending email using SMTP server and account.			
Username	Specifies a valid account on the SMTP server.			
Password	Specifies the password on the SMTP server.			
Port	Specifies the port on the SMTP server to connect to. Default: 25			
This server requires a secure connection	 Enables or disables connection security. If connection security is enabled, you should specify the type of connection security to use based on the type of SMTP server. SSL TLS 			
	Default: SSL			

SMTP mailbox settings parameters are described below:

Configuring Mailbox Parameter

To configure the mailbox parameter:

- 1. Click System->System Settings->SMTP mailbox.
- **2.** Enter the SMTP server address, email address, username, password and server port in the corresponding field.

SMTP server :	mail.yealink.com				
Mail address :	vccloud@yealink.com				
Username :	vccloud@yealink.com				
Password :	••••••				
Port :	25				
This server requires a secure connection.					
	Mailbox test settings Confirm				

- (Optional.) Check the This server requires a secure connection checkbox, the server port changes to 465. And then select SSL or TSL from the pull-down list. SSL is selected by default.
- 4. Click Mailbox test settings.

Enter the email address of the recipient in the **Test email** field.

Mailbox test settings					
Test email	Jane@yealink.com				
	Confirm				

5. Click **Confirm** to test to test whether the email address you set is available.

If the mailbox has connected successfully, the page prompts "Operation success". If not, please edit the mailbox parameter based on the prompt message.

6. Click **Confirm** to accept the change.

Editing Mailbox Parameter

To edit the mailbox parameter:

1. Click System->System Settings->SMTP mailbox.

You can view the mailbox parameter.

2. Edit the mailbox parameter in the corresponding field.

SMTP server :	mail.yealink.com				
Mail address :	vccloud@yealink.com				
Username :	vccloud@yealink.com				
Password :	•••••				
Port :	25				
This server requires a secure connection.					
	Mailbox test settings Confirm				

3. Click Mailbox test settings.

4. Enter the email address of the recipient in the Test email field to test whether the email

5. address you edit is available.

Mailbox test settings				
Test email	Jane@yealink.com			
	Confirm Cancel			

6. Click **Confirm** to test to test whether the email address you set is available.

If the mailbox has connected successfully, the page prompts "Connection Succeeded!". If not, please edit the mailbox parameter based on the prompt message.

7. Click **Confirm** to accept the change.

Disk Space Settings

Configuring the Default Storage Path

This setting specifies the default storage path, it is used for storing all files.

You can view the used space and the available space of specified storage path by the doughnut chart on the right of page.

Disk space settir	ıgs		
Default stor	ge path settings age path : (All files are stored un Imcudata I send email to inform when more than	Browse	256G Disk space Used:62G Available:194G

To configure the storage path:

1. Click System->System Settings->Disk space.

2. Click Browse and then select the desired path in the Default storage path field.

Disk space settings	
Server storage path settings Default storage path:(All files are s	tored under this path)
/usr/local/mcudata	Browse
System will send email to inform when r	nore than 80% disk space are used.

3. (Optional.) Check System will send email to inform when more than 80% disk space are used checkbox.

The checkbox is checked by default.

When the utilization of disk space is over 80%, system will send a warning email.

4. Click **Confirm** to accept the change.

Disk Space

Allocating Disk Space

You can allocate **Call history**, **Syslog**, **Device log**, **Backup space** and **Device firmware** quota manually.

To allocate the space quota:

- 1. Click System->System Settings->Disk space settings.
- 2. Enter Call history, Syslog, Device log, Backup space and Device firmware quota in the corresponding field.

In the **Syslog** field, click **Details**, enter **Web**, **FreeSwitch**, **MCU** and **Turn Server** percentage in the corresponding field.

Call history : (Default 10GB)	total : 10 GB	0.60% Clean up 9.94GB available , total : 10GB
Syslog : (Default 5GB)	total : 100 GB Details -	9.64% Clean up 90.36GB available , total : 100GB
Sub-module	Percentage	
Web	25 %	13.76% Clean up 21.57GB available , total : 25.00GB
FreeSwitch	25 %	6.16% Clean up 23.46GB available , total : 25.00GB
MCU	25 %	20.65GB available , total : 25.00GB
Turn Server	25 %	1.28% Clean up 24.68GB available , total : 25.00GB
Device log : (Default 5GB)	total : 5 GB	0.71GB available , total : 5GB
Backup space : (Default 5GB)	total : 5 GB	25.00% Clean up 3.75GB available , total : 5GB
Device firmware : (Default 5GB)	total : 5 GB	6.40% Clean up 4.68GB available , total : 5GB

You can view the usage by histogram on the right of page.

3. Click **Confirm** to accept the change.

You can also click **Cancel** to cancel the operation.

Note The call history, syslog, device log, backup space and device firmware quotas should be integers. The minimum actual quota is the maximum of the default quota and used quota. For example, the default quota of call history is 10G and the used quota of call history is 0G, the minimum quota is 10G. If the used quota of call history is 12G, the minimum quota is 12G. And the total of call history, syslog, device log, backup space and device firmware quota should not be more than the available space of specified storage path.

After the storage quota is fulfilled, the old files will be covered automatically.

Clearing Disk Space

When **Call history**, **Syslog**, **Device log**, **Backup space** or **Device firmware** space is full, you can clear the disk space.

To clear the disk space:

- 1. Click System->System Settings->Disk space settings.
- 2. Select Call history, Syslog, Device log, Backup space or Device firmware disk space.

You can also click **Details**, select **Web**, **FreeSwitch**, **MCU** or **Turn Server** in the **Syslog** field.

Click **Clean up** to clear the disk space.

Call history : (Default 10GB)	total : 10 GB	0.60% Clean up 9.94GB available , total : 10GB
Syslog : (Default 5GB)	total : 100 GB Details -	9.64% Clean up 90.36GB available , total : 100GB
Sub-module	Percentage	
Web	25 %	13.76% Clean up 21.57GB available , total : 25.00GB
FreeSwitch	25 %	6.16% Clean up 23.46GB available , total : 25.00GB
MCU	25 %	20.65GB available , total : 25.00GB
Turn Server	25 %	1.28% Clean up 24.68GB available , total : 25.00GB
Device log : (Default 5GB)	total : 5 GB	0.71GB available , total : 5GB
Backup space : (Default 5GB)	total : 5 GB	25.00% Clean up 3.75GB available , total : 5GB
Device firmware : (Default 5GB)	total : 5 GB	6.40% Clean up 4.68GB available , total : 5GB

The page prompts "Delete [××], make sure?".

Notice				
	Delete[FreeSwi	tch],make sure?		
	Confirm	Cancel		

3. Click **Confirm** to accept the change.

You can also click **Cancel** to cancel the operation.

System Maintenance

Device Upgrade

You can enable **Device upgrade** feature for server. You can update VC400 video conferencing system, VC120 video conferencing system, VC110 all in one HD video conferencing endpoint and SIP VP-T49G IP phone registered the enterprise user account remotely. Note that only rom format file is available.

Adding Configuration Files

The configuration file is the firmware of device. You can add configuration files via YMS to update them.

To add configuration files:

- 1. Click System->System Maintenance->Device upgrade.
- 2. Click Add, the dialog box of Adding configuration file pops up.
- 3. Click Browse to add endpoint configuration file.

	Add confi	iguration file	
Select file			Browse
	Confirm	Cancel	

4. Click Confirm to accept the change.

Note that the configuration file is not added successfully until the list displays it. The configuration file will be set as the latest version automatically. You can also click **Cancel** to cancel the operation.

Updating Configuration Files

If the configuration file does not set as the latest version, you can upload a file to update the configuration file.

To update configuration files:

- 1. Click System->System Maintenance->Device upgrade.
- **2.** Check the desired configuration file checkbox.
- 3. Click 💉 on the right of page, the dialog box of **Update configuration file** pops up.

4. Click Browse to update configuration file.

5. Click **Confirm** to accept the change.

You can also click **Cancel** to cancel the operation.

Updating Device Firmware Now

Before you update the device registered enterprise user account now, you need set a configuration file as the latest version. When the version of the device is not the same as the latest version, it will be updated.

To update device firmware now:

- 1. Click System->System Maintenance->Device upgrade.
- **2.** Select the desired configuration file and click the switch to On in **Set as the latest version** field.
- 3. Click 🔁 on the right of page.

The page prompts "Confirm to update".

No	tice	×
Confirm to	upgrade ?	
Confirm	Cancel	
Confirm	Cancel	

4. Click Confirm to update the same type of devices.

You can also click **Cancel** to cancel the operation.

Deleting Configuration Files

You can delete configuration files which do not set as the latest version via YMS.

To delete configuration files:

- 1. Click System->System Maintenance->Device upgrade.
- 2. In configuration file list, you can:
 - Check the desired configuration file checkbox, click 前 on the right of page.
 - Check the multiple configuration file checkboxes.

If you want to check all checkboxes, you can check the checkboxes as following:

Devic	e upgrade 🛛 Enable				⊕ Add f	Batch	delet
7	File name	Firmware version	Device model	Upload time	Set as the latest version	Opera	ation
V	VC400-30.23.254.28.rom	30.23.254.28	VC400	2017/03/27 16:45:49	\bigcirc	A MARY	亩
V	T49-51.23.254.9.rom	51.23.254.9	T49G	2017/03/27 16:39:40	\bigcirc	AMAN	亩
	T49-51.23.254.8.rom	51.23.254.8	T49G	2017/03/27 16:29:20	\bigcirc	AMAS	Ō

Click Batch delete to delete configuration files.

The page prompts "Confirm to delete".

N	otice	×
Confirm	n to delete?	
Confirm	Cancel	
Contirm	Cancel	

3. Click Confirm to delete configuration files.

You can also click **Cancel** to cancel the operation.

Backup/Restore

The configuration file except for license and logs of YMS can be exported and saved as a backup to disk. When the server fails, you can restore the backup.

Auto Backup Settings

You can configure the **Auto backup settings** via YMS to take regular backups of the configuration data. Auto backup settings contain cycle, date and maximum backup number.

To configure the auto backup settings via YMS:

- 1. Click System->System Maintenance->Backup/Restore.
- 2. Click Auto backup settings, the dialog box of Auto Backup Settings pops up.

3. Check Enable checkbox in the Auto backup field.

It is checked by default.

Auto Backup Settings		
Auto backup : Cycle :	Enable Monthly Weekly Dayly	
Date :	1	
Max backup number :	3 When the backups are more than the max, the oldest files will be covered automatically.	
Confirm	m Cancel	

- 4. Select the desired backup cycle from the pull-down list of Cycle.
- 5. Select the desired backup date from the pull-down list of **Date**.
- 6. Enter the maximum of backup number in the Max backup number field.

The default value is 3.

If the backups are more than the maximum, the old files will be covered automatically.

7. Click **Confirm** to save the settings.

You can also click **Cancel** to cancel the operation.

Creating a Backup Manually

You can create a backup of YMS manually.

To create a backup:

- 1. Click System->System Maintenance->Backup/Restore.
- 2. Click Create backup, the dialog box of Create backup pops up.
- 3. Enter the file name in the File Name field.

The File Name field is filled in the format of Backup_date_time automatically.

	Create backup	
File name :	Backup_20170322_210702	
	Confirm Ca	ncel

4. Click **Confirm** to create a backup.

You can also click **Cancel** the operation.

Downloading a Backup

You can download the desired backup of YMS.

To download a backup via YMS:

- 1. Click System->System Maintenance->Backup/Restore.
- 2. Check the desired backup checkbox.
- 3. Click 🛨 on the right of page to download the backup to local.

Restoring a Backup

In backup list, you can select the desired backup to restore.

You can also upload the backup saved in your computer to restore. You can upload a backup in the following scenarios:

- The current backup was saved in your computer and the YMS is reset to factory, you need upload the backup to restore settings.
- The backup of other YMS was saved in your computer, you can upload the backup to apply to the current YMS.

To restore a backup via YMS:

- 1. Click System->System Maintenance->Backup/Restore.
- 2. Check the desired backup checkbox to restore.
- **3.** Click *C* on the right of page.

The page prompts "Confirm to restore".

No	tice	×
Confirm t	o restore?	
Confirm	Cancel	

4. Click **Confirm** to restore the backup.

You can also click **Cancel** the operation.

To restore a backup by uploading a backup:

1. Click System->System Maintenance->Backup/Restore.

2. Click Upload backup file, the dialog box of Restore a backup pops up.

Select file Browse
Select file Browse

- 3. Click **Browse** to select a backup saved in your computer.
- 4. Click **Restore a backup now** to restore a backup.

You can also click **Cancel** to cancel the operation.

Deleting a Backup

You can delete the desired backup of YMS.

To delete a backup via YMS:

- 1. Click System->System Maintenance->Backup/Restore.
- 2. Check the desired backup checkbox.
- 3. In the backup list, you can:
 - Check the desired backup checkbox, click $\overline{\mathbf{m}}$ on the right of page.
 - Check the multiple backup checkboxes.

If you want to check all checkboxes, you can check the checkboxes as following:

💼 Ba	a Batch delete				
	File name	File size(MB)	Build time	Operation	
	test.yealink.10.2.2.1_test.tar.gz	657.61	2017/03/21 14:38:20	王 C 亩	
	lj243_jlsajdl12379.tar.gz	624.25	2017/03/16 11:02:41	王 C 亩	
	Backup_20170314_102354.tar.gz	620.21	2017/03/14 10:23:56	王 C 亩	
	Backup_20170308_150411.tar.gz	606.24	2017/03/08 15:03:47	土 C 亩	

Click Batch delete to delete backups.

The page prompts "Confirm to delete".

	Notice	×
Conf	irm to delete?	
Confirm	Cancel)

4. Click **Confirm** to delete backups.

You can also click **Cancel** to cancel the operation.

System Upgrade

Viewing System Information

You can view the current version and package time of YMS.

To view the system information:

1. Click System->System Maintenance->System upgrade.

System upgrade	
Current version : 10.23.0.5	2017/03/31 17:49

Upgrading System

When a new application version is available, you can upgrade YMS.

To upgrade system:

- 1. Click System->System Maintenance->System upgrade.
- 2. Click Browse to upload the latest version.

Select files			Browse
	Upgrade	Cancel	

3. Click Upgrade, YMS will reboot to finish update automatically.

Note The YMS supports the files in the format of .tar and .gz.

Reboot/Reset to Factory

Resetting to Factory

Reset to factory after you have tried almost all troubleshooting suggestions but do not solve the problem.

Do one of the following to reset to factory:

- Only clear configuration information under system settings module: Only server configurations information will be restored. The user information (meeting rooms, account information, conference information will be saved. But conference histories, call history, log files and so on will not be saved.
- Clear all user data: All user data will be cleared.

To reset to factory via YMS:

- 1. Click System->System Maintenance->Reboot/factory reset.
- 2. Mark the radio box of Only clear configuration information under system settings module.

Reboot/Factory reset							
Factory reset							
Only clear configuration information under system settings module.							
(Only restore server configuration information, retain user information.)							
Clear all user data.	Reset						
(Completely factory reset, and clear all user data.)							

3. Click Reset.

The page prompts "Confirm to reset to factory".

No	tice	×
Confirm to re	set to factory?	
Confirm	Cancel	

4. Click **Confirm** to reset to factory.

You can also click **Cancel** to cancel the operation.

Reboot

Rebooting YMS is necessary in the following scenarios:

- You have changed some specific settings such as network settings.
- YMS fails to upgrade, for example if it remains on the Account Management page.

You can log into the YMS to reboot YMS.

To reboot YMS:

- 1. Click System->System Maintenance->Reboot/factory reset.
- 2. Mark the radio box of Reboot system.

Reboot	
Reboot system	Reboot

3. Click Reboot.

The page prompts "Confirm to reboot the system".

ce	×
ot the system?	
Cancel	
	t the system?

4. Click Confirm to reboot the YMS.

You can also click **Cancel** to cancel the operation.

System Logs

System logs record the information of endpoints and YMS problem, it can also monitor the event that occurs in the YMS. Enterprise administrator can check the reason of problems or look for the trace of attacks.

Server Logs

Syslog Server Settings

You can configure remote syslog server to collect operation logs and system logs.

Syslog server settings parameters are described below:

Parameter	Description					
Server Address	Specifies the IP address of the remote syslog server.					
Port (1~65535)	Specify the port on the remote syslog server. Default: 514					
Transport Protocol	 Configures the type of transport protocol used to communicate with the remote syslog server. UDP-provides best-effort transport via UDP. TCP-provides reliable transport via TCP. TLS-provides secure communication. 					
	Default: UDP					

To configure the syslog server settings via YMS:

- 1. Click System->System Log->Server log.
- 2. Click Syslog server settings.
- 3. Enter the IP address of the remote syslog server in the Server address field.
- 4. Enter the port on the remote syslog server in the Port (1~65535) field.
- 5. Select the desired transport protocol from the pull-down list of Transport protocol.

Syslog server settings	
Server address	10.1.60.100
	The IP address of the remote syslog server.
Port(1~65535)*	514
	The port on the remote syslog server.
Transport protocol*	UDP 🗸
	The transport protocol used to connect to the remote syslog server.
	Confirm Cancel

6. Click **Confirm** to save the settings.

You can also click **Cancel** to cancel the operation.

Operation Logs

Operation logs record the operation that the enterprise administrator manages the YMS and users log into YMS or log out of YMS.

Viewing Operation Logs

To view the operation log via YMS:

- 1. Click System->System Log->Server log->Operation log.
- Click Today, Nearly 3 days, Nearly 7 days or All, the page will display the operation log during the selected time.

You can also select the start time and end time in the date selection box.

		c	peration log								S	ystem	log				
oda	y Nearl	y 3 days Near	iy 7 days All	2017-0	3-28 -	- 2017	-03-28			Search	1					Q	
	Expor	t		+		Ма	ar 201	7		>			Ма	ar 2017	7		÷
	Name	IP address	Operation mo	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	4289	10.3.6.88	Login module	27	28	1	2	3	4	5	27	28	1	2	3	4	5
2	4289	10.3.6.88	Login module	6	7	8	9	10	11	12	6	7	8	9	10	11	12
2	4269	10.5.0.00	Login module	13	14	15	16	17	18	19	13	14	15	16	17	18	19
3	4233	10.3.6.88	Login module	20	21	22	23	24	25	26	20	21	22	23	24	25	26
4	admin	10.2.5.207	Login module	27	28	29	30	31	1	2	27	28	29	30	31	1	2
5		10.2.5.207	Login module	3	4	5	6	7	8	9	3	4	5	6	7	8	9
6	admin	10.2.5.207	Licenses Activ							Confir	m Ca	ancel					

Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation. The page will display the operation log during the time.

Searching for Operation Logs

You can search for operation logs by name used to log into YMS.

To search for the operation log via YMS:

- 1. Click System->System Log->Server log->Operation log.
- 2. Enter a few or all characters of name in the Search box.
- 3. Click Q or press Enter to start the search, the page will display the search result.

Syste	em log				وَنَ Syslog server settings
		o	peration log		System log
Toda	ay Nearly Export		y 7 days All 2017-03-28 — 201	7-03-28 🗰 42	Q
	Name	IP address	Operation module Menu	Operation time	Operation
1	4289	10.3.6.88	Login module Login module	2017/03/28 20:51:47	Account 4289 succeeds in login!
2	4289	10.3.6.88	Login module Login module	2017/03/28 20:31:53	Account 4289 succeeds in login!
3	4233	10.3.6.88	Login module Login module	2017/03/28 20:31:47	Operation success

Exporting Operation Logs

To export the operation log via YMS:

- 1. Click System->System Log->Server log->Operation log.
- 2. Click Today, Nearly 3 days, Nearly 7 days or All.

You can also select the start time and end time in the date selection box.

3101	n log													୍ବତ୍ୟୁ	Sysio	g serv	er settir
		c	peration log								S	ystem	log				
Today	Nearl	y 3 days Near	ly 7 days All	2017-0	3-28 –	- 2017	-03-28			Search	1					Q	
	Expor	t		+		M	ar 201	7		>			Ma	ar 201	7		÷
	Name	IP address	Operation mo	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	4289	10.3.6.88	Login module	27	28	1	2	3	4	5	27	28	1	2	3	4	5
-		10.2 6 00		6	7	8	9	10	11	12	6	7	8	9	10	11	12
2	4289	10.3.6.88	Login module	13	14	15	16	17	18	19	13	14	15	16	17	18	19
3	4233	10.3.6.88	Login module	20	21	22	23	24	25	26	20	21	22	23	24	25	26
4	admin	10.2.5.207	Login module	27	28	29	30	31	1	2	27	28	29	30	31	1	2
5		10.2.5.207	Login module	3	4	5	6	7	8	9	3	4	5	6	7	8	9
6	admin	10.2.5.207	Licenses Activ							Confir	m Ca	ancel					

Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation.

3. Click **Export** to export the operation logs during the time and save it in your computer.

The following is an example of operation log:

NO.	UserName	Module Menu	OperationTime	Remark
1	admin	SystemManager Configuration backup/restore	2016-12-07T16:02:41Z	Download the backup successful!
2	admin	Login/Login	2016-12-07T16:01:05Z	Account:admin login success!
3	admin	Login Login	2016-12-07T15:57:10Z	Account:admin login success!
4	2221	Login Login	2016-12-07T15:56:45Z	Account:2221 login success!
5	admin	Login Login	2016-12-07T15:42:32Z	Account:admin login success!
6	admin	SystemManager Configuration backup/restore	2016-12-07T15:36:05Z	Download the backup successful!
7	admin	SystemManager Configuration backup/restore	2016-12-07T15:36:01Z	Download the backup successful!
8	admin	SystemManager[TerminalAutoUpgrade	2016-12-07T15:21:53Z	Delete termianl config success!
9	admin	登录模块/登录模块	2016-12-07T15:19:28Z	账号admin登录成功!
10	4201	Login Login	2016-12-07T15:18:53Z	Account:4201 login success!
11	4201	Login Login	2016-12-07T15:17:31Z	Account:4201 login success!
12	admin	登录模块登录模块	2016-12-07T15:16:34Z	账号admin登录成功!
13	2221	Login Login	2016-12-07T15:14:44Z	Account:2221 login success!
14	admin	Login Login	2016-12-07T15:14:31Z	Logout success!
15	1222	Login Login	2016-12-07T15:13:08Z	Account: 1222 login success!
16	admin	登录模块登录模块	2016-12-07T15:10:39Z	账号admin登录成功!
17	1256	登录模块/登录模块	2016-12-07T15:08:35Z	账号1256登录成功!
18	admin	Login Login	2016-12-07T15:02:09Z	Account:admin login success!
19	admin	SystemManager[TerminalAutoUpgrade	2016-12-07T15:00:53Z	Add termianl config success!
20	4004	Login Login	2016-12-07T14:57:18Z	Account:4004 login success!
21	4004	Login Login	2016-12-07T14:57:16Z	Account:4004 login success!
22	admin	Login Login	2016-12-07T14:57:02Z	Logout success!
23	4004	Login Login	2016-12-07T14:56:44Z	Account:4004 login success!
24	4004	Login Login	2016-12-07T14:56:39Z	Account:4004 login success!
25	admin	Login Login	2016-12-07T14:56:34Z	Logout success!
26	4002	Login Login	2016-12-07T14:55:41Z	Account:4002 login success!
27	admin	Login Login	2016-12-07T14:55:33Z	Logout success!

System Logs

System logs record the operation that the users initiate and manage conference by YMS.

Viewing System Logs

You can export **Web**, **FreeSwitch**, **MCU** or **TURN** logs and save these in your computer to view logs.

To export the system log via YMS:

1. Click System->System Log->Server log->System log.

 Select the desired type of system logs, and then click Web、FreeSwitch、MCU or TURN to green.

Operation log	System log
View system log	
Please select sub-modules:	
Web FreeSwitch MCU TURN	

3. Click Today, Nearly 3 days, Nearly 7 days or All.

You can also select the start time and end time in the date selection box.

day Nearly 3 days Nearly 7 days All	2017-03	8-29 —	- 2017	03-29					Export					
	+		Ma	ar 2017	7		÷			Ма	ar 201	7		→
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sur
	27	28	1	2	3	4	5	27	28	1	2	3	4	5
	6	7	8	9	10	11	12	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	13	14	15	16	17	18	19
	20	21	22	23	24	25	26	20	21	22	23	24	25	26
	27	28	29	30	31	1	2	27	28	29	30	31	1	2
	3	4	5	6	7	8	9	3	4	5	6	7	8	9

Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation.

4. Click **Export** to export the system logs and save in your computer to view system logs.

Device Logs

You can enable the **Device log** feature. After you enable it, the device logs will occupy a certain amount of bandwidth. System's actual performance may vary based on the number of endpoint. The endpoint log is named by the IP address which users use to log into the YMS. Device logs contain device registration, subscription messages.

Viewing Device Logs

To view the device log via YMS:

1. Click System->System Log->Device log.

2. Select the desired device type from the pull-down list, the page will display the device log during the selected time.

All types	•	All status			Search	Q
All types = AutoTest	Â	Account	Device model	IP adress	Status	Operation
SIPp		9045	SIPp	10.3.15.231	Offline	D.
T21P_E2 T23G		1139	WEB	10.3.16.153	Offline	D
T23P T29G		9357	SIPp	10.3.15.231	Offline	D
T41P T46G	E	9416	SIPp	10.3.3.134	Offline	
T48G T54S		1139	WEB	10.3.16.162	Offline	
T58 T58V		2906	VP-T49G	10.10.12.26	Offline	D
VC VC110		4283	VC400	10.10.20.44	Offline	
VC118 VC120		9285	SIPp	10.3.15.231	Offline	
VC400 VC800	-	9047	SIPp	10.3.15.231	Offline	

3. Select the desired status from the pull-down list, the page will display the device log in the selected status.

Devi	i ce log 🗵 Enable					
A	All types 🔹	All status			Search	Q
	Name	All status Online Offline	Device model	IP adress	Status	Operation
1	9045	9045	SIPp	10.3.15.231	Offline	C.
2	11394	1139	WEB	10.3.16.153	Offline	
3	9357	9357	SIPp	10.3.15.231	Offline	□:

Searching for Device Logs

You can search for device logs by the name or account used to log into YMS in device.

To search for the device log via YMS:

- 1. Click System->System Log->Device log.
- 2. Enter a few or all characters of name and account in the Search box.

The page will display the pull-down list and search results.

Device log	🗷 Enable				
All types	✓ All status	•		90	Q
Name	Account	Device model	IP adress	9045(9045)	
1 9045	9045	SIPp	10.3.15.231	香吉士(2906) 9047(9047)	
2 11394	1139	WEB	10.3.16.153	李小花(90 05)	
3 9357	9357	SIPp	10.3.15.231	9490(9490) 9088(9088)	
4 9416	9416	SIPp	10.3.3.134	90 40(90 40)	
5 11394	1139	WEB	10.3.16.162	9092(9092) 9022(9022)	
6 香吉士	2906	VP-T49G	10.10.12.26	3月27号进行测试(2908)	

Exporting Device Logs

To export the device log via YMS:

- 1. Click System->System Log->Device log.
- 2. Select the desired device and click [] on the right of page.
- 3. Click Today, Nearly 3 days, Nearly 7 days or All.

You can also select the start time and end time in the date selection box.

ll types	Ţ	A	l status		-								90		
			Exp	ort de	vice l	og				P ad					
	Please se	lect th	e desire	ed tim	e to e	export	syslog			.0.3	.15.231	L		Offline	B
	Today N 2017-03				-	days	All			0.1	0.12.26	5		Offline	R
	2017 0.	5 2 5 2													R
-	← Mon		Ma Wed	r 2017	Fri	Sat	→ Sun	Mon	Tue		ar 2017	7 Fri	Sat	→ Sun	B
	27	Tue	vvea 1	Thu 2	3	5 at	5 Sun	27	28	Wed	Thu 2	Fri	5 ατ	5	B
5000	6	7	8	9	10	11	12	6	7	8	9	10	11	12	B
9040	13	14	15	16	17	18	19	13	14	15	16	17	18	19	B
9092	20	21	22	23	24	25	26	20	21	22	23	24	25	26	B
9022	27	28	29	30	31	1	2	27	28	29	30	31	1	2	R
0022	3	4	5	6	7	8	9	3	4	5	6	7	8	9	R

Click **Confirm** to finish the selection. You can also click **Cancel** to cancel the operation.

4. Click **Export** to export the device logs during the time and save it in your computer.

You can also click **Cancel** to cancel the operation.

Account Management

The enterprise administrator can manage enterprise user accounts (YMS accounts) via YMS. In the account lists, you can add, view, edit, searching for and delete accounts. And YMS can store up to 10000 accounts at most. The enterprise administrator can send account information by emails to users.

Users can log into endpoints using the account. An account can be used to log into five endpoints at most simultaneously.

This chapter provides the account management, Topics include:

- Adding Accounts
- Viewing Accounts
- Sending Emails to Accounts
- Editing Accounts Information
- Searching for Accounts
- Deleting Accounts

Adding Accounts

Adding Accounts Manually

To add accounts manually:

- 1. Click on Account.
- 2. In account page, click Add.
- 3. Enterr name, account and account's email in the corresponding fields.
- 4. Click Confirm.

The account details are displayed as below:

Add								
	1. General information 2. Add success							
	Operation success							
	Account: 2549							
	Name: Jane							
	Password: 085714							
	Email: Jane@yealink.com							
	Server address: mcu.leucs.com							
	Send email OK							

You can click **Send email** to send an email to the account's registered email, the registered email will receive the email which contains the account information. You can also send emails later. For more information, please refer to <u>Sending Emails to Accounts</u> on page 63. You can also click **Ok** to finish.

Importing Accounts

Before you import accounts, you should download a blank template, and then enter the account information in the blank template. After you finish editing, you can import the template.

To import accounts:

- 1. Click on Account.
- 2. In account page, click Batch import.
- 3. Click Template download to download a blank .xls file.

Batch import	Ⴢ Go Back
Please import template	
Template download	

4. Add the corresponding account information to the template and save it in your computer.

Note that name, account and password is mandatory, and the title in a table cannot be edited or deleted.

Name *	Account * (4 digits)	Email	Password *
Jane	2711	wang@yealink.com	111111
Mark	2710	shiz@yealink.com	222222
Mario	8636	sunc@yealink.com	333333

To import accounts:

5. Click Browse to import the file saved in your computer.

Only .xls format file is available	Only .xls format file is available, you car	n import 1000 accounts at mo	st each time.
ImportTemplate.xls			Browse
Save and send	Confirm	Cancel	

- 6. Do one of the following:
 - Click Save and send to finish importing accounts and send an email to the account's registered email, the registered email will receive the email which contains the account information.
 - Click **Confirm** to finish importing accounts.
 - Click **Cancel** to cancel the operation.

Note If you fail to import accounts, please edit the content of .xls files based on the prompt message. You can only import 1000 accounts at most each time.

Viewing Accounts

To view the accounts details:

1. Click on Account.

You can view the name, account, email, build date and edit account, send an email to account, delete account.

	Name	Account	Email	Build time	Оре	ration		Â
1	娜美	1005		2016/11/22	AMORT	10	亩	=
2	赖永利吆零丩吆	1091		2016/11/22	A STATE OF	10	亩	
3	骗人布	1101		2016/11/22	ASSAL	10	亩	
4	娜美	1102		2016/11/22	AND	20	亩	

Sending Emails to Accounts

If the account is bound with an email, the enterprise administrator can send emails to tell their

users about the account information.

To send emails:

- 1. Click on Account.
- 2. In the user account list, you can:
 - Check the checkbox beside the user name, click so on the right of page to delete accounts.
 - Check the multiple checkboxes.

If you want to check all checkboxes, you can check the checkbox as following:

🔀 Bat	tch send ma	ails 🛛 💼 Batch delete						
		Name 🗘	Account \$	Email	Build time	Oper	ation	^
	1	娜美	1005		2016/11/22	A.M.S.	8	•
V	2	赖永利吆零丩吆	1091		2016/11/22	AMAR	8	ά
V	3	骗人布	1101		2016/11/22	AMAR	8	ά
V	4	娜美	1102		2016/11/22	AMAR	8	ά
V	5	开发-香吉士	1103	tets@yealink.com	2016/11/22	AMAR	8	ά

Click Batch send emails to send emails in the batch.

The page prompts "Send account information by email"

No	otice	×
Send account inf	formation by email	
Send	Cancel	

3. Click **Send** to send the email.

You can also click **Cancel** to cancel the operation.

If you fail to send emails, the page will prompt the failure. Please edit the accounts information based on the prompt message.

Editing Accounts Information

Editing Accounts

You can edit accounts information from the Edit page. If you import accounts, you can also edit accounts information in the .xls file which is used to be imported to YMS.

To edit accounts from the Edit page:

- **1.** Click on **Account**.
- 2. Check the checkbox beside the user name and click 💉 on the right of page to edit accounts.
- 3. Enter the name or account's email in the corresponding field you want to edit.

The input box in gray is not writable.

Edit	Ⴢ G	o Back
Name*	娜美	
Account*	1005	
Password	* ***** Reset	
Email	The email is used to receive messages from system, corporate email is suggested.	
	Save and send Cancel	

- 4. Do one of the following:
 - Click Save and send to finish editing accounts and send an email to the account's registered email, the registered email will receive the email which contains the account information.
 - Click **Cancel** to cancel the operation.

Resetting Password

When users forget password, the enterprise administrator can reset the password and send emails to tell their users about the account information.

To reset password via YMS:

- 1. Click on Account.
- 2. Check the checkbox beside the user name and click 💉 on the right of page to edit accounts details.

3. Click Reset in the Password field.

Edit	Ⴢ Go	Back
Name*	娜美	
Account*	1005	
Password*	****** Reset	
Email	The email is used to receive messages from system, corporate email is suggested.	
	Save and send Cancel	

- 4. Do one of the following:
 - Click Save and send to finish resetting the password and send an email to the account's registered email, the registered email will receive the email which contains the account information.
 - Click Cancel to cancel the operation.

Searching for Accounts

You can search for accounts by name, account and the account's email.

To search for accounts:

- 1. Click on Account.
- 2. Enter a few or all characters of name, number and email in the Search box.

The page will display the pull-down list and search results.

11	٩				+ Add + Batch impor
1104-学习(1104) 1105-测试(1105)	Jelete				
1106-测试看看(1106) 1107(1107)	¢	Account \$	Email	Build time 🗘	Operation
1108(1108)		1005		2016/11/22	🖍 🕫 🖬 🗄
1109(1109) 111(7215)		1091		2016/11/22	/ 🕫 亩
1110(1110) 1111(1111)		1101		2016/11/22	/ 15 亩
111111(7000)		1102		2016/11/22	1 🕫 🖬
111112(7001) 111113(7002)		1103	tets@yealink.com	2016/11/22	/ 8 亩
111114(7003)	*	1104		2016/11/22	/ 🕫 亩

Deleting Accounts

You can delete accounts in account list.

To delete accounts:

1. Click on Account.

- **2.** In the user account list, you can:
 - Check the checkbox beside the user name, click in on the right of page to delete accounts.
 - Check the multiple checkboxes.

If you want to check all checkboxes, you can check the checkbox as following:

Batch send n	nails 🗴 💼 Batch delete						
	Name 🗘	Account	Email	Build time 🗘	Opera	tion	ń
☑ 1	娜美	1005		2016/11/22	AMAR	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	н
2	赖永利吆零丩吆	1091		2016/11/22	AMAS	iii iii iii iii iii iii iii iii iii ii	
☑ 3	骗人布	1101		2016/11/22		ē 🗟	
☑ 4	娜美	1102		2016/11/22	<i>M</i>	iii iii	
☑ 5	开发-香吉士	1103	tets@yealink.com	2016/11/22		10 10 10 10 10 10 10 10 10 10 10 10 10 1	

Click Batch delete to delete accounts in the batch.

The page prompts "Delete selected account(s) and related data, confirm to delete".

Not	ice	\times
Delete selected accour confirm to		
Confirm	Cancel	

3. Click **Confirm** to delete accounts.

You can also click **Cancel** to cancel the operation.

Meeting Room Management

YMS integrates with OA, you can manage entity meeting rooms via YMS. The entity meeting rooms divide into general meeting rooms and video meeting rooms. The difference between them is the video meeting rooms have Yealink VC devices (VC400 video conferencing system, VC120 video conferencing system, VC110 all in one HD video conferencing endpoint, VC Desktop and SIP VP-T49G IP phone), but general meeting rooms does not have.

You can edit, view, search for and delete meeting rooms. Users can use the meeting room to schedule conferences. For more information, please refer to *Yealink Meeting Server User Guide*. This chapter provides the meeting room management, Topics include:

- Adding Meeting Rooms
- Viewing Meeting Rooms
- Editing Meeting Rooms
- Searching for Meeting Rooms
- Deleting Meeting Rooms

Adding Meeting Rooms

Adding General Meeting Rooms

To add general meeting rooms:

- 1. Click on Meeting Room.
- 2. In meeting room list, click Add Meeting Room.

The dialog box of **Add Meeting Room** pops up.

Type : Meeting Video Room name : Please enter meeting room name	Room name : Please enter meeting room name		Add Meeting Room
	Room name : Please enter meeting room name	Tupo	Maating Video
Room name : Please enter meeting room name		туре.	• Meeting • Video
		Room name :	Please enter meeting room name
Confirm			

- 3. Mark the radio box of Meeting in the Type field.
- 4. Enter the name of meeting room in the **Room name** field.
- 5. Click Confirm.

You can also click **Cancel** to cancel the operation.

Adding Video Meeting Rooms

To add video meeting rooms:

- 1. Click on Meeting Room.
- 2. In meeting room list, click Add Meeting Room.

The dialog box of Add Meeting Room pops up.

	Add Meeting Room
Type :	Meeting Video
Room name :	Please enter meeting room name
	Confirm

3. Mark the radio box of Video in the Type field.

	Add Meeting Room
Type :	Meeting Video
Room name :	Please enter meeting room name
Account bound :	Please select an account registered on device -
	Confirm

- 4. Enter the name of meeting room in the **Room name** field.
- 5. Select the desired account from the pull-down list of Account bound.

The account is used to log into YMS by Yealink VC devices in the video meeting room. You can also enter the few or continuous characters of the name, account and registered email in the Search box and then select the desired account in the search results.

6. Click Confirm.

You can also click **Cancel** to cancel the operation.

Viewing Meeting Rooms

Viewing All Meeting Rooms

You can view all meeting rooms via YMS.

To view all meeting rooms:

1. Click on Meeting Room->All.

You can view the name, room type, account bound, device model which is associated with account and build date.

All	Meeting	/ideo	Search	C	2			.	Add Meeting	g Room
💼 Batc	h delete									
	Name		Туре	Account		Device model	Build time		Operation	Â
1	111		Video	1104			2016/12/16		一	=
2	11471147		Video	1147			2017/03/14	,	亩	
3	1212		Meeting				2016/12/12		亩	
4	12121		Meeting				2016/12/12		亩	

Viewing General Meeting Rooms

You can view general meeting rooms via YMS.

To view general meeting rooms:

1. Click on Meeting Room->Meeting.

You can view the name, room type and build date.

	Neeting	Video	Search	(٦			
亩 Batch	delete							
	Name		Туре	Account		Device model	Build time 🗘	Operation
1	1212		Meeting				2016/12/12	/ 亩 =
2	12121		Meeting				2016/12/12	1 1
3	121211212	2121212	Meeting				2016/12/12	亩

Viewing Video Meeting Rooms

You can view video meeting rooms via YMS.

To view video meeting rooms:

1. Click on Meeting Room->Video.

You can view the name, room type, account bound, device model which is associated with account and build date.

	Meeting	/ideo	Search		م			Add Meeting Ro
j Batch	h delete							
	Name		Туре	Account		Device model	Build time 🗘	Operation
1	111		Video	1104			2016/12/16	/ 亩
2	11471147		Video	1147			2017/03/14	✓ 亩
3	51号楼会议》	莛	Video	4002		VC800	2017/01/16	前

Editing Meeting Rooms

Editing General Meeting Rooms

To edit the general meeting rooms:

- 1. Click on Meeting Room.
- 2. (Optional.) Click Meeting, the page will display the general meeting rooms.
- 3. Check the desired general meeting room checkbox.
- 4. Click 📝 on the right of page to edit the general meeting room.
- 5. Edit the name of meeting room in the Room name field.

	Edit Meeting Room
Type :	Meeting Video Vide
Room name :	1212
	Confirm Cancel

6. Click Confirm.

You can also click **Cancel** to cancel the operation.

Editing Video Meeting Rooms

To edit video meeting rooms:

- 1. Click on Meeting Room.
- 2. (Optional.) Click Video, the page will display the video meeting rooms.
- 3. Check the desired video meeting room checkbox
- Click on the right of page to edit the video meeting room.

5. Edit the name of meeting room in the Room name field.

Type :	Meeting Video
Room name :	111
Account bound :	1104 .
Account name :	1104-学习
	Confirm

6. Select the desired account from the pull-down list of Account bound.

You can also enter the few continuous characters of the name, account and registered email in the Search box and then select the desired account in the search results.

7. Click Confirm.

You can also click **Cancel** to cancel the operation.

Searching for Meeting Rooms

You can search for meeting rooms by name, account and device model.

To search for meeting rooms:

- 1. Click on Meeting Room.
- **2.** Enter a few or all characters of the name, account or device model in the Search box.

The page will display the pull-down list and search results.

All	Meeting Video	2	٩			
💼 Bat	tch delete	1 ³⁴⁵⁶⁷ 51号楼会议室 方伟权测试0010	Î			
	Name 🗘	332	[≡] ıt ¢	Device model	Build time 🗘	Operation
	1 111	14124131 Mars的视频会议室1212			2016/12/16	≠ 亩 ⊧
	2 11471147	1212112122121212			2017/03/14	✓ 亩
	3 1212	123t 6258			2016/12/12	≠ 亩
	4 12121	2 12211231dfdf			2016/12/12	≠ 亩
	5 1212112122121212	123234			2016/12/12	◢ 亩
	6 121221212	1212323123123	*		2016/12/10	一市

Deleting Meeting Rooms

To delete meeting rooms:

1. Click on Meeting Room.

- 2. In the meeting room list, you can:
 - Check the checkbox beside the meeting room name, click $\overline{\mathrm{m}}$ on the right of page.
 - Check the multiple checkboxes.

If you want to check all checkboxes, you can check the checkbox as following:

亩B	atch	delete						
		Name 🗘	Туре	Account	Device model	Build time 🗘	Oper	ation
	1	111	Video	1104		2016/12/16	and the second sec	⊡ =
	2	11471147	Video	1147		2017/03/14		ά .
V	3	1212	Meeting			2016/12/12		亩
V	4	12121	Meeting			2016/12/12		亩
v	5	1212112122121212	Meeting			2016/12/12		亩

Click **Batch delete** to delete meeting rooms in the batch.

The page prompts "Delete the meeting room (s) and related data, confirm to delete".

Not	tice ×
Delete the conference data, confirm	
Delete	Cancel

3. Click **Delete** to delete the meeting rooms.

You can also click **Cancel** to cancel the operation.

Conference Statistics

You can view the call statistics of YMS, and view, search for and export the records of different call types.

Topics include:

- Viewing Conference Statistics
- Viewing Records
- Searching for Records
- Exporting Records

Viewing Conference Statistics

You can click **Statistics** to view the conference statistics of YMS.

The page shows as below:

Statistics (2017/03/12		→ de		time, the page sho ails during the selec	
Nearly one month Nearly	3 months Nearly half a year	Nearly one year			
Conference details	Total conferences 459	Total duration 410:19:42	Ports details	Total ports 100	Max concurrent ports 12
Туре	Conference times	Duration	Rank	Concurrent ports	Frequency
P2P	116 (25.27%)	09:07:30	1	1	53.33%
			2	3	20.35%
Meet Now	228 (49.67%)	66:48:05	8	2	11.93%
			4	4	6.67%
Scheduled	115 (25.05%)	334:24:07	5	Others	7.72%

Total conferences and duration.

Times and duration of different conference types.

Total ports and maximum concurrent ports. The concurrent ports and frequency of top five.

Name	Description				
P2P	The call between two endpoints registered the enterprise user				
FZF	account.				
Meet Now	You can initiate it by SIP VP-T49G IP phone or Yealink VC				
Meet Now	Desktop which registered the enterprise user account.				
Scheduled	Enterprise users schedule conferences via YMS or Microsoft				
conferences	Outlook software.				
Max concurrent	It shows the maximum consurrant parts during the whole time				
ports	It shows the maximum concurrent ports during the whole time.				
Concurrent ports	It shows the maximum concurrent ports during the selected				
Concurrent ports	time.				

Viewing Records

You can view all calls records, P2P calls records, meet now records and scheduled conference records via YMS.

Viewing All Records

You can view all records via YMS.

To view all records via YMS:

1. Click on Statistics->All.

You can view subject, type, conference ID, time and duration.

- 2. Click Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year, the page will display all calls records during the selected time.
- 3. Click the desired call subject or click **View** on the right of page.

Record	All P2P Meet Now Schedu	uled Search Q		Q	Export	
	Subject	Туре	ID	Time	Duration	Detail
1	chenhcc's video conference	Meet Now	33197	2017/03/29 09:52:17 - 09:52:37	00:00:20	View
2	Call from 1430 to 1431	P2P		2017/03/29 09:51:46 - 09:51:51	00:00:05	View
3	Call from 11394 to 1159	P2P		2017/03/29 09:50:40 - 09:51:25	00:00:45	View

Viewing P2P Records

You can view P2P records via YMS.

To view P2P records via YMS:

1. Click on Statistics->P2P.

You can view subject, type, conference ID, time and duration.

- Click Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year, the page will display P2P calls records during the selected time.
- 3. Click the desired P2P call subject or click View on the right of page.

Record	All P2P Meet Now	Scheduled Search		٩		Export
	Subject	Туре	ID	Time	Duration	Detail
1	Call from 11394 to 1159	P2P		2017/03/29 09:54:40 - 09:55:04	00:00:24	View
2	Call from 1430 to 1431	P2P		2017/03/29 09:51:46 - 09:51:51	00:00:05	View
3	Call from 11394 to 1159	P2P		2017/03/29 09:50:40 - 09:51:25	00:00:45	View

Viewing Meet Now Records

You can view meet now records via YMS.

To view meet now records via YMS:

1. Click on Statistics->Meet Now.

You can view subject, type, conference ID, time and duration.

- 2. Click Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year, the page will display meet now records during the selected time.
- 3. Click the desired meet now subject or click **View** on the right of page.

Record	All P2P Meet Now Sci	heduled Search	1	٩		Export
	Subject	Туре	ID	Time	Duration	Detail
1	chenhcc's video conference	Meet Now	33197	2017/03/29 09:52:17 - 09:52:37	00:00:20	View
2	1430's video conference	Meet Now	83719	2017/03/29 09:46:10 - 09:46:49	00:00:39	View
3	1431's video conference	Meet Now	67990	2017/03/29 09:35:13 - 09:46:07	00:10:54	View

Viewing Scheduled Conference Records

You can view scheduled conference records via YMS.

To view scheduled conference records via YMS:

1. Click on Statistics->Scheduled.

You can view subject, type, conference ID, time and duration.

- Click Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year, the page will display scheduled conference records during the selected time.
- 3. Click the desired scheduled conference subject or click View on the right of page.

Record	All P2P Meet Now Sched	duled Search	1	٩		Export
	Subject	Туре	ID	Time	Duration	Detail
1	test2	Scheduled	39983	2017/03/29 01:24:00 - 02:30:00	01:06:00	View
2	测试会议	Scheduled	78618	2017/03/29 01:24:00 - 08:00:00	06:36:00	View
3	1091的会议	Scheduled	52829	2017/03/28 23:08:00 - 23:30:00	00:22:00	View

Searching for Records

You can search for call records by the conference subject or conference ID.

To search for call records via YMS:

- 1. Click on Statistics.
- 2. Enter a few or all characters of the conference subject or conference ID in the Search box.

3. Click Q or press Enter to perform a search. The page will display the search results.

lecord	All P2P Meet Now Sch	neduled 12		Q		Export
	Subject	Туре	ID	Time	Duration	Detail
1	1225's video conference	Meet Now	81963	2017/03/29 08:26:10 - 08:38:48	00:12:38	View
2	1960's video conference	Meet Now	81245	2017/03/28 21:38:51 - 21:39:16	00:00:25	View
3	chenhcc's video conference	Meet Now	71112	2017/03/28 21:27:25 - 21:27:34	00:00:09	View

Exporting Records

To export records via YMS:

- 1. Click on Statistics.
- 2. Click Nearly one month, Nearly 3 months, Nearly half a year or Nearly one year the page will display calls during the selected time.
- **3.** Select **All**, **P2P**, **Meet Now** or **Scheduled**, the page will display calls records of the selected type.
- 4. Click **Export** to export records and save it in your computer.

The following is an example of call records:

Subject	Туре	ID	Start	End
laihc2234的即时会议	meetnow	66290	2017/03/23 14:44:11	2017/03/23 14:44:16
Call from 8139 to 1144	p2p		2017/03/23 14:42:07	2017/03/23 14:42:12
Call from 8139 to 1144	p2p		2017/03/23 14:38:32	2017/03/23 14:38:53
1225的即时会议	meetnow	26897	2017/03/23 13:58:06	2017/03/23 13:59:06
1225的即时会议	meetnow	27066	2017/03/23 13:57:39	2017/03/23 13:57:54
陈海城的即时会议	meetnow	32575	2017/03/23 13:56:37	2017/03/23 13:56:42
1225的即时会议	meetnow	74846	2017/03/23 13:56:36	2017/03/23 13:56:52
陈海城的即时会议	meetnow	89935	2017/03/23 13:56:32	2017/03/23 13:56:36
make me cry	recurrence	60427	2017/03/23 13:54:00	2017/03/23 14:30:00

Troubleshooting

This chapter provides general troubleshooting information to help you solve problems you might encounter when using YMS.

Troubleshooting Solutions

This chapter provides general troubleshooting solutions to help you solve the problems you might encounter when using YMS

If problems you encounter are not mentioned in this chapter, you can contact your enterprise administrator, distributor or Yealink FAE.

General Issues

Why does web page prompt error message when you enter data?

• Check whether the data follow the rules.

The rules are as following:

- About password, the number of password ranges from 6 to 16.
- About email's password, the max length is 128 characters.
- About emails, <, >, ", ', & are illegal characters, the correct format of email address is <user>@<domain.com/IP address>. For example, Jane@yealink.com. The characters are case-insensitive. The max length of email address is 128.
- About accounts, it can only be 4 digits.
- About the name of account, you can enter digits or characters, the max length is 128 characters.
- About the server domain name, including native domain name, SNTP server domain name, SMTP server domain name, the max length is 128 characters.
- About the name of meeting room, the max length is 255 characters.

Why do you fail to add accounts?

- Check whether the network of the local is available.
- Check whether the quantity of accounts reaches the limit.
- Check whether the account information is correct.
- Check whether the license is valid,

This could mean that:

- The license has not been activated.

- The existing license has expired.

Why do you fail to send emails to accounts?

- Check whether the email address is valid.
- Check SMTP mailbox parameters are correct.

Why does the user place an audio-only call?

- Check whether the used license ports reach the limit.
- Check whether the license is valid.

This could mean that:

- The license has not been activated.
- The existing license has expired.

Why does not the user receive emails?

- Ask users to check spam folders.
- Contact the enterprise staff in IT department to check the back-end server, the back-end server may intercept emails.

Why does the Yealink Meeting Server go back to the login page?

• Check whether the page has been idle more than 30 minutes.

Appendix: Time Zones

Time Zone Name
(UTC-11:00) Coordinated Universal Time-11
(UTC-11:00) Samoa
(UTC-10:00) Hawaii
(UTC-09:00) Alaska
(UTC-08:00) Baja California
(UTC-08:00) Pacific Time (US & Canada)
(UTC-06:00) Central America
(UTC-06:00) Central Time (US & Canada)
(UTC-06:00) Guadalajara, Mexico City, Monterrey
(UTC-06:00) Saskatchewan
(UTC-05:00) Bogota, Lima, Quito
(UTC-05:00) Eastern Time (US & Canada)
(UTC-05:00) Indiana (East)
(UTC-04:30) Caracas
(UTC-04:00) Asuncion
(UTC-04:00) Atlantic Time (Canada)
(UTC-04:00) Cuiaba
(UTC-04:00) Georgetown, La Paz, Manaus, San Juan
(UTC-04:00) Santiago
(UTC-03:30) Newfoundland
(UTC-03:00) Brasilia
(UTC-03:00) Buenos Aires
(UTC-03:00) Cayenne, Fortaleza
(UTC-03:00) Greenland
(UTC-03:00) Montevideo
(UTC-02:00) Coordinated Universal Time-02
(UTC-02:00) Mid-Atlantic
(UTC-01:00) Azores
(UTC-01:00) Cape Verde Is.
(UTC) Casablanca
(UTC) Coordinated Universal Time
(UTC) Dublin, Edinburgh, Lisbon, London
(UTC) Monrovia, Reykjavik
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
(UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris
(UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb

Time Zone Name
(UTC+01:00) West Central Africa
(UTC+01:00) Windhoek
(UTC+02:00) Amman
(UTC+02:00) Athens, Bucharest, Istanbul
(UTC+02:00) Beirut
(UTC+02:00) Cairo
(UTC+02:00) Damascus
(UTC+02:00) Harare, Pretoria
(UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius
(UTC+02:00) Jerusalem
(UTC+02:00) Minsk
(UTC+03:00) Baghdad
(UTC+03:00) Kuwait, Riyadh
(UTC+03:00) Moscow, St. Petersburg, Volgograd
(UTC+03:00) Nairobi
(UTC+03:30) Tehran
(UTC+04:00) Abu Dhabi, Muscat
(UTC+04:00) Baku
(UTC+04:00) Port Louis
(UTC+04:00) Tbilisi
(UTC+04:00) Yerevan
(UTC+04:30) Kabul
(UTC+05:00) Ekaterinburg
(UTC+05:00) Islamabad, Karachi
(UTC+05:00) Tashkent
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
(UTC+05:30) Sri Jayawardenepura
(UTC+05:45) Kathmandu
(UTC+06:00) Astana
(UTC+06:00) Dhaka
(UTC+06:00) Novosibirsk
(UTC+06:30) Yangon (Rangoon)
(UTC+07:00) Bangkok, Hanoi, Jakarta
(UTC+07:00) Krasnoyarsk
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+08:00) Irkutsk
(UTC+08:00) Kuala Lumpur, Singapore
(UTC+08:00) Perth
(UTC+08:00) Taipei
(UTC+08:00) Ulaanbaatar
(UTC+09:00) Osaka, Sapporo, Tokyo
(UTC+09:00) Seoul

Time Zone Name
(UTC+09:00) Yakutsk
(UTC+09:30) Adelaide
(UTC+09:30) Darwin
(UTC+10:00) Brisbane
(UTC+10:00) Canberra, Melbourne, Sydney
(UTC+10:00) Guam, Port Moresby
(UTC+10:00) Hobart
(UTC+10:00) Vladivostok
(UTC+11:00) Magadan
(UTC+11:00) Solomon Is., New Caledonia
(UTC+12:00) Auckland, Wellington
(UTC+12:00) Coordinated Universal Time+12
(UTC+12:00) Fiji
(UTC+13:00) Nuku'alofa

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