Yealink

Full HD Video Conferencing System User Guide

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About This Guide

Thank you for choosing the Yealink Full HD video conferencing system. It supports 1080P-full HD video conferencing and includes outstanding features such as good compatibility, easy deployment and intelligent network adaptability.

The video conferencing system is designed to help enterprises organize video conferences easily and efficiently. Users can expect to enjoy the high-quality video conferencing experience very cost-effectively.

This guide provides everything you need to quickly use your new system. First, verify with your system administrator that the IP network is ready for system configuration. Also be sure to read the Quick Start Guide in your package before you set up and use the video conferencing system.

This user guide contains information for the following Yealink products:

• VC880 video conferencing system: it is the best choice for large rooms.

• VC800 video conferencing system and VC500 (Pro)video conferencing endpoint: they are the best choices for small-to-middle enterprise.

• VC200 video conferencing endpoint: it is the best choice for huddle rooms.

Read the *Yealink Products Regulatory Notices guide* for all regulatory and safety guidance.

• *Related Documentation*
• *In This Guide*

Related Documentation

The following table shows documentations available for the video conferencing system.

Name	Contents	Where found	Language
Yealink VC880 Full HD Video Conferencing System Quick Start Guide	System installation and network configuration	On the website/ In the package	English/Chinese
Yealink VC800 Full HD Video Conferencing System Quick Start Guide			
Yealink VC500 Full HD Video Conferencing Endpoint Quick Start Guide			
Yealink VC200 Full HD Video Conferencing Endpoint Quick Start Guide			
Yealink VCR11 Remote Control Quick Reference Guide	Using the VCR11 Remote Control	On the website	English/Chinese
Yealink VCC22 Video Conferencing Camera Quick Start Guide	Camera installation	On the website	English/Chinese
Yealink CPW90 Quick Start Guide	How to connect CPW90 wireless expansion microphones to CP960 conference phone	On the website/ In the package	English/Chinese

Name	Contents	Where found	Language
Yealink CPW90 Wireless Microphones Quick Start Guide	How to connect CPW90 wireless microphones to video conferencing system	On the website/ In the package	English/Chinese
Yealink CPW90-BT Bluetooth Wireless Microphones Quick Start Guide	How to connect CPW90-BT bluetooth wireless microphones to video conferencing system	On the website/ In the package	English/Chinese
Yealink CP960 HD IP Conference Phone Quick Reference Guide	How to use CP960 conference phone.	On the website	English/Chinese
Yealink Wi-Fi USB Dongle WF50 User Guide	How to use connect Wi-Fi or startse wireless AP	On the website	English/Chinese
Yealink PSTN Box CPN10 Quick Start Guide	How to connect video conferencing system to the PSTN (Public Switched Telephone Network)	On the website/ In the package	English/Chinese
Yealink WPP20 Wireles Presentation Pod Quick Start Guide	How to share content using WPP20 wireless presentation pod	On the website/ In the package	English/Chinese
Yealink WPP20 Wireless Presentation Pod Quick Start Guide	How to use WPP20 wireless presentation pod	On the website	English/Chinese

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

In This Guide

Chapters in this guide include:

- Chapter 1 *About This Guide*
- Chapter 2 *Getting Started with Your System*
- Chapter 3 *Managing the Directory*
- Chapter 4 *Managing the Call History*

- Chapter 5 *Operating Calls*

- Chapter 6 *Managing Local Video Conference*

- Chapter 7 *Using the Yealink VC Cloud Management Service Platform*
- Chapter 8 *Using the Yealink Meeting Server*
- Chapter 9 *Using the Third-party Video Conference Platforms*
- Chapter 10 *Using Basic Features*

- Chapter 11 *Settings*
- Chapter 12 *Accessories with Your System*

Getting Started with Your System

The following topics introduce how to get started with your system.

- *VCR11 Remote Control*
- *CP960 Conference Phone*
- *Powering On the System*
- *Powering Off the System*
- *Running the Setup Wizard*
- *Putting the System to Sleep*
- *Waking the System*
- *Screen and Icons*

VCR11 Remote Control

The VCR11 remote control enables you to operate a video conferencing system. The operations include placing calls, adjusting the volume, controlling the camera, navigating screens, and so on.

The following introduces the buttons of the VCR11 remote control and how to enter characters using your remote control.

- *Hardware of VCR11 Remote Control*
- *Entering Characters using the VCR11 Remote Control*

Hardware of VCR11 Remote Control

The following table shows the parts of the remote control and includes descriptions for each part.
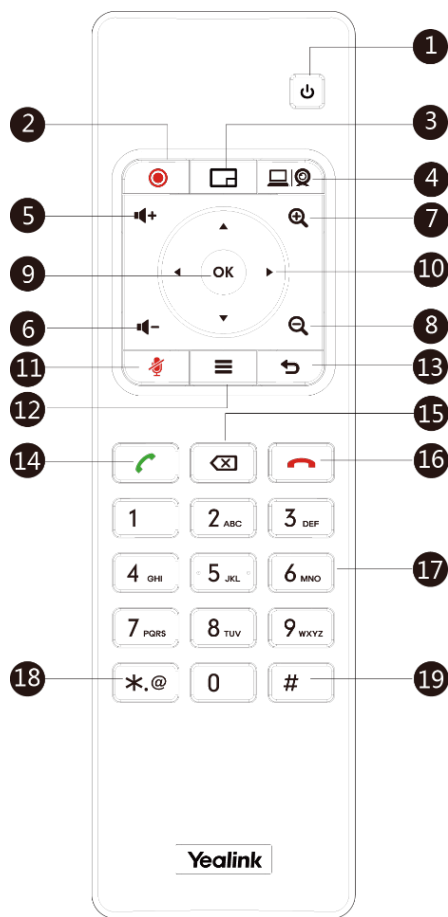
NO.	Item	Description
1	Power Key	• Power the System On and Off. • Put the system to sleep or wakes the system.
2	Video Recording Key	Starts or stops recording video and audio.
3	Layout Key	Adjust layout during a video call.
4	Custom Key	The system administrator assigns a predefined function to this key. It is a Presentation key by default.
5	Vol+	Increases the system volume.
6	Vol-	Decreases the system volume.
7	Zoom in Key	• Increases the camera zoom. • Increases the captured image magnifications. • Press it to page up in a multiple pages list.
8	Zoom out Key	• Decreases the camera zoom. • Decreases the captured image magnifications. • Press it to page down in a multiple pages list.
9	OK Key	Confirms actions or answers incoming calls.

NO.	Item	Description
10	Navigation Key	• Navigate through menu items using the navigation keys. • Pan and tilt the camera to adjust the viewing angle.
11	Mute Key	Toggles mute feature.
12	Home Key	• Returns to the idle screen when in the menu. • Opens **Talk Menu** during a call.
13	Back Key	Returns to the previous menu.
14	Off-hook Key	• Enters the dialing screen. • Places a call. • Answers a call.
15	Delete Key	• Deletes one character at a time. • Long press to delete all characters in the input field. • If the system connects a USB flash driver, you can long press it to start capturing packets and long press it again to stop capturing packets.
16	On-hook Key	• Ends a call or exits from a conference call. • Returns to the idle screen.
17	Keypad	Enters digits.
18	Character Key	Generates special characters: .@*.
19	# Key	Generates a pound key (#).

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

Entering Characters using the VCR11 Remote Control

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

• *Enter Characters using Onscreen Keyboard*
• *Entering Characters using the Keypad*

Enter Characters using Onscreen Keyboard
You need to be familiar with the onscreen keyboard before using it.

About this task

The following takes English input method as an example:
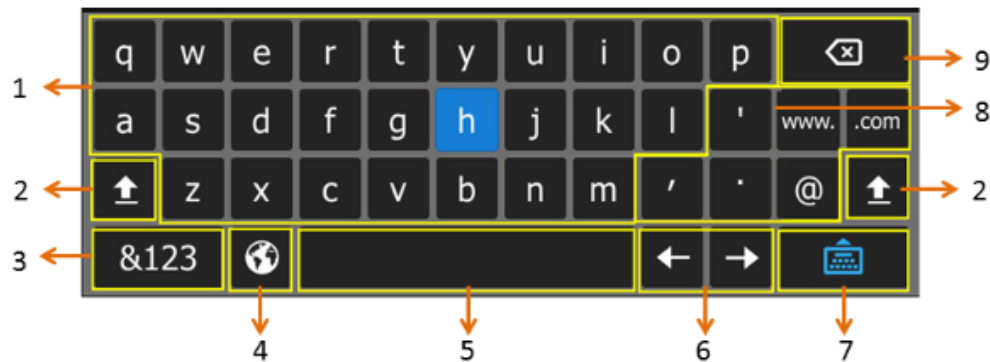
No.	Item	Description
1	26 English Letters	Enter characters.
2	⬆	Switches to the uppercase input mode.
3	&123	Switches to the numeric&symbolic input mode.
4	🌐	Switches input method.
5	Space Key	Enter a space.
6	Cursor	Position a cursor
7	⌨	Hides the onscreen keyboard
8	Special Characters	Enter the corresponding special character.
9	Delete Key	• Press once to delete an entered character. • Long press to delete two or more characters.

Procedure

1.
In the editor area, select ⌨ to open the onscreen keyboard.

2. Select characters on the onscreen keyboard to enter characters.

Entering Characters using the Keypad
The keypad of your remote contol only provides digit keys and **#.@*** keys.

Procedure

Press the keypad on the remote control to enter characters.

CP960 Conference Phone

The following introduces the hardware of the CP960 conference phone and how to enter characters using your CP960 conference phone.

- *Hardware of CP960 Conference Phone*
- *Entering Characters using the CP960 Conference Phone*

Hardware of CP960 Conference Phone

The following introduces the hardware of the CP960 conference phone and how to enter characters using your CP960 conference phone.

Hardware component instructions of the phone are:

NO.	Item	Description
1	Three Internal Microphones	Supports 360-degree audio pickup at a radius of up to 6 meters.
2	Mute Touch Keys	• Indicate phone and call statuses. • Toggle mute feature.
3	Speaker	provides hands-free (speakerphone) audio output.
4	Touch Screen	5 inch (720 x 1280) capacitive (5 point) touch screen with two idle screens. Tap to select items and navigate menus. Shows information about calls, messages, time, date and other relevant data: • Call information—caller ID, call duration • Icons (for example, ⊖) • Missed call list or second incoming caller information • Prompt text (for example, "Save successfully!") • Time and date
5	Volume Touch Keys	Adjust the volume of the speaker, ringer or media.
6	HOME Touch Key	Returns to the idle screen.
7	Wired Mic Ports	Connect CPE90 to your phone.
8	Internet Port	• Connect to the VC Hub/Phone port on the video conferencing system. • Connect to the Audio port on the VCH50 video conferencing hub.
9	Security Slot	Allows you to connect a universal security cable to your phone so you can lock down your phone. The phone will not be removed after locked.

NO.	Item	Description
10	3.5mm Audio-out Port	This port is unavailable when CP960 conference phone works with the video conferencing system.
11	Micro USB Port	This port is unavailable when CP960 conference phone works with the video conferencing system.
12	USB Port	• Inserts a USB flash drive to one of the two USB ports for storing screenshots, recording videos or capturing packets. • Connects to the mini USB port on the charge cradle to charge the CPW90 wireless expansion microphones.

Entering Characters using the CP960 Conference Phone

You can use onscreen keyboard on the CP960 conference phone or use onscreen dial pad on the dialing screen to enter characters.

- *Entering Characters using the Onscreen Keyboard*
- *Performing Other Operations using the Onsceen Keyboard*
- *Entering Characters using the Onscreen Dial Pad*

Entering Characters using the Onscreen Keyboard

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

About this task

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

The following shows English (US) input method:
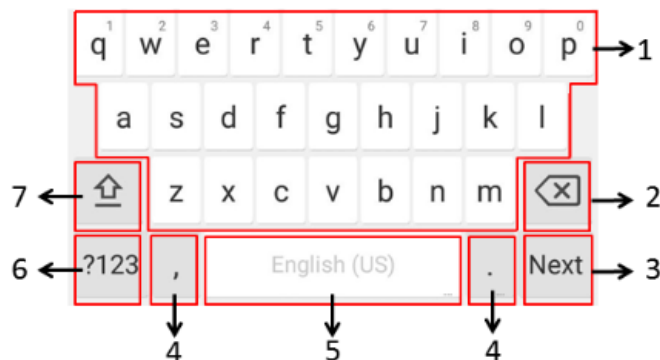
No.	Item		Description
1	26 English Letters		•Tap to enter letters. • Long tap a key then slide to choose one of the options to enter an alternate character.
2	Delete Key		• Tap once to delete an entered character. • Long tap to delete two or more characters.
3	Label automatically to identify the context-sensitive features.	Next Key	Tap to go to the next field.
		Send Key	Tap to dial out the number.

No.	Item	Description
4	Two Special Characters	• Tap to enter special characters. • Long tap pointkey (.) then slide to choose one of the options to enter an alternate character.
5	Space Key	• Tap to enter spaces. • Long tap to change input method.
6	?123	Tap to switch to the numeric&symbolic input mode.
7	⇧	Tap to switch to the uppercase input mode.

📝 **Note:** If you are using the numeric&symbolic input mode, you can tap =\< to switch to the symbolic input mode.

Google Pinyin Input Method

You can long tap the space key to change input method from English (US) to Google Pinyinuse Google Pinyin input method to enter Chinese.
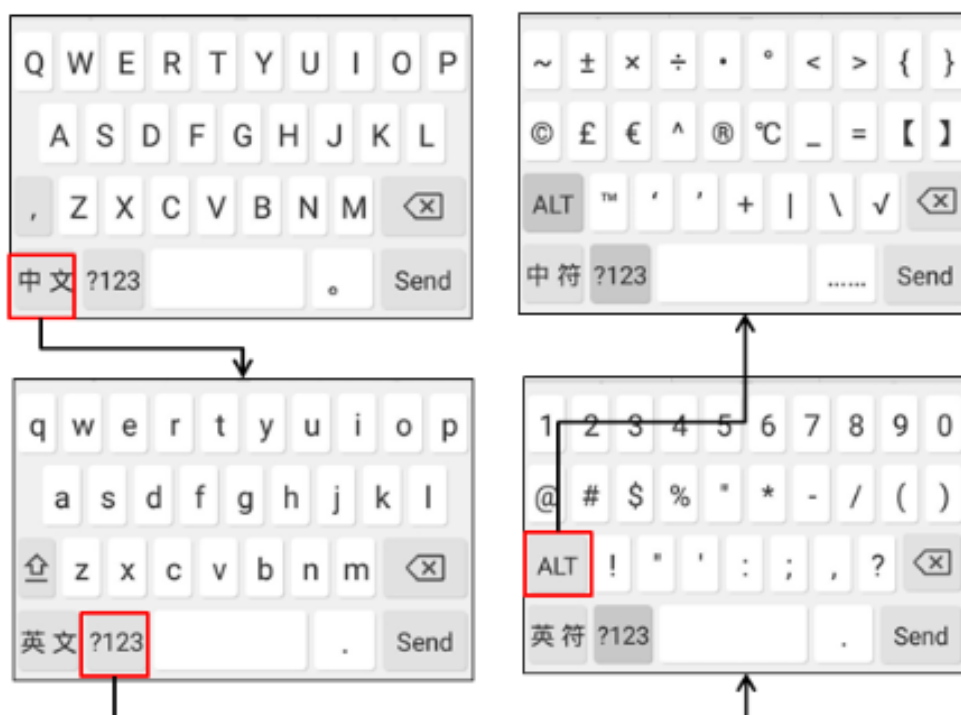
Procedure

Tap characters on the onscreen keyboard to enter characters.

Performing Other Operations using the Onsceen Keyboard

About this task

If you want to	Action
Position the cursor.	Tap to position.
Select characters.	1. Long tap the entered character(s). 2. Do one of the following: • Tap ☑ on the top of the touch screen to select all characters. • Drag ◢/◣ to select partial characters.
Cut/Copy characters.	1. Select characters. 2. Tap **CUT/POTY** or ✂/▤ on the top of the touch screen to cut or copy. 3. Long tap the desired field. 4. Tap **PASTE**.
Delete more characters at a time.	Do one of the following: • Long tap the entered character(s). Drag ◢/◣ to to select the characters you want to delete, and then tap ⌫. • Long tap ⌫.
Replace characters.	1. Drag your finger to highlight the characters you want to replace. 2. Enter the desired character.

Entering Characters using the Onscreen Dial Pad
The oncreen dial pad only provides digit keys and **#.@*** key.

Powering On the System

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

Procedure

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

Related tasks
Powering Off the System

Powering Off the System

Procedure

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

Related tasks

Powering On the System

Running the Setup Wizard

Your system offers a setup wizard to guide you into configuring your systems step by step, the setup wizard appears automatically at first startup or factory reset.

Procedure

Run the setup wizard using your remote control or just tap **Exit Boot Wizard** on your CP960 conference phone to skip the setup wizard.

Putting the System to Sleep

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

Procedure

1. On your remote control, press ⏻.
2. Select **Sleep** and then press OK key.
   The system goes to sleep immediately.

Waking the System

You can wake your system from sleep if you want to use it.

Procedure

Do one of the following:

- On your remote control, press any button.
- On your CP960 conference phone, tap the touch screen or any key.

Screen and Icons

Before you use the system, you need to familiar with screen layouts and icons.

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

Idle Screen

- *Idle Screen of the Monitor*
- *Idle Screen of CP960 Conference Phone*

Idle Screen of the Monitor

If the system starts up and you register a YMS account, the idle screen will be shown. The following figure is an example:

Name	Description
Time and Date	The time and date are displayed on the left of the status bar.
Site name	The site name of the system.
Status icon	Status icons are displayed on the center of the status bar.
IP address	• **LAN: X.X.X.X**: Indicates the system has obtained an IP address. • **Network disconnected**: Indicates the system does not connect to a network cable. Please check the network cable. • **255.255.255.255**: Indicates the system fails to obtain an IP address. Check the connection between the system and the DHCP server, or you can configure a static IP address for the system.
Registered account	Generally, your system administrator configures the account. If not, contact your system administrator.
Dial	Enter the dialing screen.
Meet Now	When you register a Yealink Cloud account or YMS account, you can Initiate a meet now conference.
More	Configure the video conferencing system.
Video image	Display local video image or local PC content.
Schedule	When you register a Yealink Cloud account or YMS account, you can view conference schedule.

Idle Screen of CP960 Conference Phone
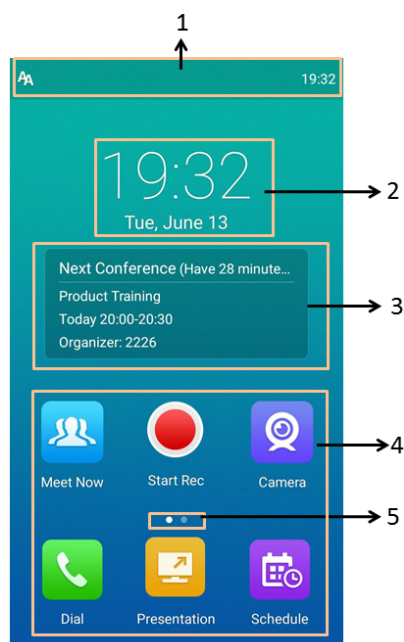
NO.	Name	Description
1	Status Bar	Displays the icons and time.
2	Digital Clock Widget	Displays the phone's time and date.
3	Schedule	When you register a Yealink Cloud account or YMS account, you can view conference schedule.
4	Applications	Use the corresponding features.
5	Screen Indicator	Indicates which idle screen is displayed. You can swipe left or right to switch among different screens.

Control Center/Notification Center

Control center or notification center of CP960 conference phone allows you to access to common features or view important notifications quickly.

- *Entering Control Center/Notification Center*
- *Exiting Control Center/Notification Center*

Entering Control Center/Notification Center

Procedure

On your CP960 conference phone, swipe down from the top of the screen.
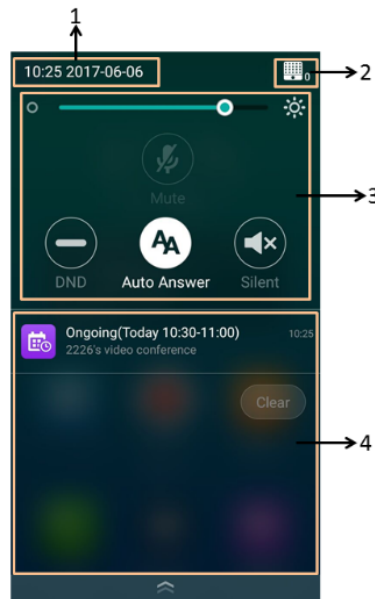
No.	Name	Description
1	Time and date	Display the phone's time and date.
2		• Indicate the number of connected CPW90 wireless expansion microphones. • Tap to enter the wireless expansion microphone settings screen.
3	Control Center	Adjust the screen brightness or configure some features.
4	Notification Center	Tap the desired notification message to view the details.

Exiting Control Center/Notification Center

Procedure

On your CP960 conference phone, do one of the following:

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

Icon Instructions

Icons appear on the monitor and CP960 conference phone.

• *Icons on the Monitor*
• *Icons on the CP960 Conference phone*

Icons on the Monitor

Icons	Descriptions
	Network is available
	Local camera status is disabled (only applicable to VC880/VC800/VC500)

Icons	Descriptions
	CP960 conference phone is not connected
	Wi-Fi mode is on, but the system does not connet to the Wi-Fi
	Wi-Fi mode is on, and the system has conneted to the Wi-Fi
	Wireless hotspot is on, but no device connets to your wireless hotspot
	Wireless hotspot is on, and some devices connet to your wireless hotspot
	PSTN account is registered
	SIP account is registered
	H.323 account is registered
	Log into the Yealink VC Cloud Management Service/Yealink Meeting Server
	Log into the StarLeaf/Zoom/Pexip/BlueJeans/Mind platform
	VCH50 video conferencing hub is connected to the video conferencing system
	Auto answer
	Missed calls
	Output volume is 0
	Do not disturb
	• DD10 dongle is connected, while the CPW90 wireless microphones are unregistered. • BT42 dongle is connected, while the CPW90-BT bluetooth wireless microphones are unregistered.
	• DD10 dongle is connected, and the CPW90 wireless microphones are registered. • BT42 dongle is connected, and the CPW90-BT are registered.
	Dual-screen mode
	Wired sharing (when a PC is connected to the VCH50 video conferencing hub)
	Wireless sharing (using WPP20 wireless presentation pod to share PC content)

Icons	Descriptions
	A USB flash drive is inserted
VPN	VPN is enabled
	Call mute
	Call encryption
	Call is held
	Output volume is 0 during a call
	Camera that being controlled
	Indicates the content displayed on the second monitor
	Records video and audio to your system memory (only applicable to VC200)
	Records video and audio to your PC using Yealink Wireless Presentation Pod
	Records video and audio to your USB flash drive
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)
	Received calls (H.323 account/SIP account/IP Call)
	Received calls (Cloud platform)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)
	Local contact
	Conference contact (It is only applicable to the VC880/VC800 system with a imported multipoint license. It is not applicable to VC500/VC200 endpoint)
	Yealink Cloud contacts or YMS contacts
VMR	Permanent Virtual Meeting Room
	Third party devices

Icons	Descriptions
	Room system
	Places video calls
	Places voice calls

Icons on the CP960 Conference phone

Icons	Descriptions
	Auto answer
	Missed calls
	Do not disturb
	The number of connected CPW90 wireless expansion microphones
	Call mute
	Output volume is 0
	Call encryption
	Local contact
	Conference contact (It is only applicable to the VC880/VC800 system with a imported multipoint license. It is not applicable to VC500/VC200 endpoint)
	Yealink Cloud contacts or YMS contacts
	Permanent Virtual Meeting Room
	Third party devices
	Room system
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)
	Received calls (H.323 account/SIP account/IP Call)

Icons	Descriptions
	Received calls (Cloud platform)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)

Managing the Directory

Your system supports several types of directories.

- *Local Directory*
- *Cloud Directory*
- *Enterprise Directory*
- *Searching for Directory*

Local Directory

Local directory includes local contacts and local conference contqcts. You can add, edit, delete, search or simply dial a contact from the local directory. Conference contact is only applicable to the VC880/VC800 video conference system that has a multipoint license, it is not applicable to VC500/VC200 video conference endpoint.

- *Adding Local Contacts and Conference Contacts*
- *Editing Contacts*
- *Deleting Contacts*

Adding Local Contacts and Conference Contacts

- *Adding a Local Contact*
- *Adding a Conference Contact*

Adding a Local Contact
You can add 500 local contacts to your system at most.

Procedure

1. On your remote control, navigate to **Dial** > **Directory** > **New Contact**.
2. Enter contact name in the**New Contact** field.
3. Enter contact number or IP address in the**Number** field.
4. Select **Add New Number**to add more numbers.

   Up to 3 numbers can be added to a local contact.
5. Select the desired contact bandwidth from the pull-down list of **Bandwidth**.
   The default contact bandwidth is **Auto**. It means the system will select the appropriate bandwidth automatically when placing a call to this contact.
6. Select **Save** and then press OK key to accept the change.

Adding a Conference Contact

You can add 100 conference contact to your system at most. You can call the conference contact to initiate a conference call .

Procedure

1. On your remote control, navigate to **Dial** > **Directory**.
2. Select **Conference Contacts** from the pull-down list of **All Contacts**.
3. Select **New Conference**, and then press OK key.
4. Enter conference name in the **Name** field.
5. Enter a few characters of the contact name or the contact number in the **Search**field.
   Contacts whose name or number matches the characters entered will appear on the screen.
6. Select the desired local contact, and then press OK key to add the desired local contacts to the members List.
7. Repeat steps 5 to 6 to add more local contacts.
8. Select **Save** and then press OK key to accept the change.

> 📝 **Note:** The number of local contacts that you can add to a conference contact depends on the imported multipoint license. For example, if you import a 24 ways license to your VC800 system, up to 24 local contacts can be added to a conference contact. For more information on multipoint license, contact your system administrator.

Editing Contacts

You can change or add more information to your local contacts and conference contacts at any time using remote control or CP960 conference phone.

- *Editing Contacts using Remote Control*
- *Editing Contacts using CP960 Conference Phone*

Editing Contacts using Remote Control

Procedure

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

Editing Contacts using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Directory**.
2. Tap the **All Contacts** field.
3. Tap **Local** or **Conference contacts** in the pop-up dialog box.
4. Tap ⓘ after the desired contact.
5. Edit the contact information.
6. Tap √ to accept the change.

Deleting Contacts

You can delete a local contact or conference contact using remote control or CP960 conference phone.

- *Deleting Contacts using Remote Control*
- *Deleting Contacts using CP960 Conference Phone*

Deleting Contacts using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **Directory**.
2. Selcect**Local** or **Conference Contacts** from the **All Contacts** pull-down list.
3. Select the desired contact and then press the right key.
4. Select **Delete** and then press OK key.
   The monitor prompts "Delete selected item?"
5. Select **OK**, and then press OK key to delete the local contact.

Deleting Contacts using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Directory**.
2. Tap the **All Contacts** field.
3. Tap **Local** or **Conference contacts** in the pop-up dialog box.
4. Tap ⓘafter the desired contact.
5. Tap **Delete**.
   The touch device prompts "Delete selected item?"
6. Tap **OK** to accept the change.

Cloud Directory

Cloud directory appears only when you register a Yealink Cloud account. Contact your system administrator for more information.

Cloud directory includes all Yealink Cloud contacts which are created by your Yealink Cloud enterprise administrator. Note that only theYealink Cloud enterprise administrator can add, edit and delete Yealink Cloud contacts on the Yealink VC Cloud Management Service platform. On your system, you can only search for and place calls to the Yealink Cloud contacts. For more information on Yealink VC Cloud Management Service platform, refer to *Yealink VC Cloud Management Service Administrator Guide*.

There are three types of YMS contact:

- **Contact**: The users who have Yealink Cloud accounts. The Yealink Cloud enterprise administrator can create departments for contacts.
- **Room system**: The devices with registered Yealink Cloud accounts in the video meeting room.
- **VMR**: It is also called the Permanent VMR. TheYealink Cloud enterprise administrator can determine whether to synchronize the permanent VMR to your system.

Related tasks
Using the Yealink VC Cloud Management Service Platform

Enterprise Directory

Enterprise directory appears only when you log into the Yealink Meeting Server. Contact your system administrator for more information.

Enterprise directory includes all YMS contacts which are created by your enterprise administrator. Note that only the enterprise administrator can add, edit and delete YMS contacts on the Yealink Meeting Server. On your system, you can only search for and place calls to the YMS contacts. For more information on Yealink Meeting Server, please refer to *Yealink Meeting Server Administrator Guide*.

There are four types of YMS contact:

- **User**: The users have YMS accounts. The enterprise administrator can create departments for users.
- **Room system**: The devices registered YMS accounts in the video meeting room.
- **Third party device**: The devices without YMS accounts.
- **VMR**: It is also called the Permanent VMR. The enterprise administrator can determine whether to synchronize the permanent VMR to your system.

Related tasks

Using the Yealink Meeting Server

Searching for Directory

You can enter search criteria to find desired contact quickly using remote control or CP960 conference phone.

- *Searching for Directory using Remore Control*
- *Searching for Directory using CP960 Conference Phone*

Searching for Directory using Remore Control

Procedure

1. On your remote control, navigate to **Dial** > **Directory**.
2. Enter a few or all characters of the contact name or numbers in the **Search** field.
   The contacts whose names or phone numbers match the characters entered will appear on the monitor.

Searching for Directory using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Directory**.
2. Tap Q.
3. Enter a few or all characters of the contact name or numbers.
   The contacts whose names or phone numbers match the characters entered will appear on the touch screen.

Managing the Call History

The system maintains call history lists of Missed Calls, Placed Calls and Received Calls.

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

Viewing History Records

You can view up to 100 history records using remote control or CP960 conference phone.

- *Viewing History Records using Remote Control*
- *Viewing History Records using CP960 Conference Phone*

Viewing History Records using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **History**.
2. Select the desired list from the pull-down list of **All Calls**.
   The display screen displays all history records.

Viewing History Records using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **History**.
2. Tap the **All Calls** field, and tap the desired list in the pop-up dialog box.
3. Tap ⓘ after the desired call records.
   The touch screen displays details about this call record.

Adding a History Record to Local Directory

You can add a history record to the local directory.

- *Adding a History Record to Local Directory using Remote Control*
- *Adding a History Record to Local Directory using CP960 Conference Phone*

Adding a History Record to Local Directory using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **History**.
2. (Optional) Select the desired list from the pull-down list of **All Calls**.
3. Select the desired history record and then press the right key.
4. Select **Add to Contact**, and then press OK key.
5. Enter contact name in the **Name** field.
6. (Optional.) You can add more than one number for the local contact.
7. Select **Save** and then press OK key to accept the change.

Adding a History Record to Local Directory using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **History**.
   The touch screen displays all call records.
2. Tap ⓘ after the desired call records.

3. Tap **Add to Contact**.

4. Enter contact name in the **Name** field.

5. (Optional.) You can add more than one number for the local contact.

6. Tap √ to accept the change.

Deleting History Records

You can delete a history record or all history records.

- *Deleting a History Record using CP960 Conference Phone*
- *Deleting a History Record using Remote Control*
- *Deleting All History Records using Remote Control*

Deleting a History Record using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **History**.
   The touch screen displays all call records.

2. Tap ⓘ after the desired call records.

3. Tap **Delete**.
   The touch device prompts "Delete selected item?"

4. Tap **OK** to accept the change.

Deleting a History Record using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **History**.

2. Select the desired list from the pull-down list of **All Calls**.

3. Select the desired history record and then press the right key.

4. Select **Delete**, and then press OK key.

Deleting All History Records using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **History**.

2. Select **Clear**, and then press OK key.

   You can also select the desired history list from the pull-down list of **All Calls** first, and then delete the selected list.

   The monitor prompts "Delete all records?".

3. Select **OK**, and then press OK key.

Operating Calls

The following contents are about call operations.

Placing a Call

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

Placing a Call by Entering a Number

You can dial different types: contact numbers, SIP URI (for example: 2210@sip.com), IP address (for example: 192.168.1.15), H. 323 account, SIP account, Cloud account or PSTN account. You can use different call type (**Cloud platform/H.323 account/SIP account/PSTN account/H.323 IP Call/SIP IP Call**) to dial a number when more than one account is registered on your system.

Placing a Call by Entering a Number using Remote Control

Procedure

1. On your remote control, navigate to **Dial**.
2. (Optional) Select the desired call type from the pull-down list of **Call Type** before calling.
3. Enter the desired number.
4. Press OK key to place a video call.

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

Placing a Call by Entering a Number using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Dial**.
2. (Optional) Tap the **Auto** field, and tap the desired call type in the pop-up dialog box.
3. Enter the desired number.
4. Tap **Send**.

Editing Numbers before Calling

You can edit history records before calling.

Editing Numbers before Calling using Remote Control

Procedure

1. Do one of the following:

    - On your remote control, navigate to **Dial** .
    - On your remote control, navigate to **Dial** > **History**.

2. Select the desired history record and then press the right key.
3. Select **Edit before calling** and then press OK key.
4. Edit the number and dial out.

Editing Numbers before Calling using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Dial** or **History**.
2. Tap ⓘafter the desired history record.
3. Tap **Edit before calling**.
4. Edit the number and tap **Send**.

Placing a Call from the Search Result

You can enter search crieria on the dialing screen to find your desired contact or number, and then place a call.

📝 **Note:** By default, the search source list includes local directory, history, cloud contacts and enterprise directory. Your system administrator can configure the search source list.

- *Placing a Call from the Search Result using Remote Control*
- *Placing a Call from the Search Result using CP960 Conference Phone*

Placing a Call from the Search Result using Remote Control

Procedure

1. On your remote control, navigate to **Dial**.
2. (Optional) Select the desired call type from the pull-down list of **Call Type** before calling.
3. Enter a few continuous characters of the contact name or continuous numbers of the contact number to search for a desired contact.
4. Select a desired contact to dial out.

Placing a Call from the Search Result using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Dial**.
2. (Optional) Tap the **Auto** field, and tap the desired call type in the pop-up dialog box.
3. Enter a few continuous characters of the contact name or continuous numbers of the contact number to search for a desired contact.
4. Tap the desired contact.

Placing a Call from the Directory

You can place a call from the directory.

- *Placing a Call from the Directory using Remote Control*
- *Placing a Call from the Directory using CP960 Conference Phone*

Placing a Call from the Directory using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **Directory**.
2. Select the desired contact type from the pull-down list of the **All Contacts**.
3. Select the desired contact and then press OK key to palce a video call.
   If you want to place a voice call, press the right key to select **Voice Call**.

Placing a Call from the Directory using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Directory**.
2. Tap the **All Contacts** field.
3. Tap the desired type in the pop-up dialog box.
4. Tap ⓘafter the desired contact.

Placing a Call from the Call History

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

- *Placing a Call from the Call History using Remote Control*
- *Placing a Call from the Call History using CP960 Conference Phone*

Placing a Call from the Call History using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **Directory**.
2. Select the desired list from the pull-down list of **All Calls**.
3. Select the desired call record and then press OK key to place a video call.
   If you want to place a voice call, press the right key to select **Voice Call**.

Placing a Call from the Call History using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **History**.
2. Tap the **All Calls** field, and tap the desired list in the pop-up dialog box.
3. Tap the desired call record to place a video call.

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

Joining the Virtual Conference Room

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

Procedure

Do one of the following to enter the virtual meeting room:

- If the virtual meeting room requires no password, dial IP address or account.

- If the virtual meeting room requires a password, dial **IP##meeting password** or **meeting password@IP** .

> **Example**
>
> The IP address of virtual meeting room is 10.3.6.201.
>
> 123 is meeting password.
>
> You can dial 10.3.6.201##123 or 123@10.3.6.201 to enter the virtual meeting room.

Answering Calls

You can answer calls in various ways.

- *Configuring Auto Answer*
- *Configuring Answering Multiple Calls Automatically*
- *Configuring Muting Automatically Answered Calls*
- *Answering a Call Manually*

Configuring Auto Answer

You can enable auto answer feature to answer a call automatically. So that participants can join your conference call conveniently.

> 📝 **Note:** Auto answer feature may create security issues. An unexpected caller can view your video conference room randomly.

- *Configuring Auto Answer using Remote Control*
- *Configuring Auto Answer using CP960 Conference Phone*

Configuring Auto Answer using Remote Control

Procedure

1. On your remote control, navigate to **More** > **Settings** > **Call Features**.
2. Check or uncheck the **Auto Answer** checkbox.

Configuring Auto Answer using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, swipe down from the top of the screen.
2. Tap **Auto Answer**.

Configuring Answering Multiple Calls Automatically

You can enable auto answer multiway feature, so that when you are in an active call and an incoming call arrives on the system, the incoming call will be answered automatically.

Procedure

1. On your remote control, navigate to **More** > **Setting** > **Call Features**.
2. Check the **Auto Answer Multiway** checkbox.

   > 📝 **Note:** Auto answer multiway feature may create security issues. An unexpected caller can could interrupt a meeting in progress.

Configuring Muting Automatically Answered Calls

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

Procedure

1. On your remote control, navigate to **More** > **Setting** > **Call Feature**.
2. Check the **Auto Answer Mute** checkbox.

   Auto answer mute feature takes effect only when auto answer feature is enabled.

Answering a Call Manually

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

Procedure

Do one of the following:

- On your remote control, press [📞]or select **Answer** first, and then press OK key.
- On your CP960 conference, tap **Answer**.

Turning off Local Camera

If you do not want to show local video during a call, you can turn off your local camera.

- *Turning off Local Camera using Remote Control*
- *Turnning off Local Camrera using CP960 Conference Phone*

Turning off Local Camera using Remote Control

Procedure

On your remote control, press [≡] or OK key to open **Talk Menu** during a call,and then select **Camera Off**.

Turnning off Local Camrera using CP960 Conference Phone

Procedure

On your CP960 conference phone, tap **More** > **Camera** during a call.

Rejecting Incoming Calls

When you receive an incoming call, you can choose to reject the call instead of answering.

- *Rejecting an Incoming Call Manually*
- *DND (Do Not Disturb)*

Rejecting an Incoming Call Manually

Procedure

Do one of the following:

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

DND (Do Not Disturb)

You can enable do not disturb feature to reject incoming calls automatically. All calls you reject will be logged to Missed Calls list.

- *Enabling DND when Not in a Call using Remote Control*
- *Enabling DND when Not in a Call using CP960 Conference Phone*
- *Enabling DND during an Active Call using Remote Control*
- *Enabling DND during an Active Call using CP960 Conference Phone*

Enabling DND when Not in a Call using Remote Control

If you do not want to receive calls, you can use the DND mode to reject incoming calls automatically.

Procedure

1. On your remote control, navigate to **More** > **Setting** > **Call Features** > **DND**.
2. Check the checkbox.
3. Press ⬚ to return to the idle screen.

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

Enabling DND when Not in a Call using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, swipe down from the top of the screen.
2. Tap **DND**.

   If the DND feature is enabled, the touch screen prompts " 🛑DND mode is enabled".

Enabling DND during an Active Call using Remote Control

You can use the DND mode to reject incoming calls automatically during an active call. The DND feature will be disabled automatically after the call ends.

Procedure

1. On your remote control, press ☰or OK key to open **Talk Menu** during a call.
2. Select **DND** and then press OK key.

   The🛑icon will appear on the status bar of the monitor, and "Do not disturb now!" will be prompted at intervals.
3. Press ↩to return.

Enabling DND during an Active Call using CP960 Conference Phone

Procedure

On your CP960 conference phone, tap **More** > **DND**during a call.

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

Ending a Call

You can end a call using remote control or CP960 conference phone.

Procedure

Do one of the following:

- On your remote control, press [icon].
- On your CP960 conference phone, tap **EndCall**.

Managing Local Video Conference

VCS can use own MCU (multi control unit) to hold local video conference. Local video conference involves at least three different endpoints or sites. You can use Yealink wireless presentation pod software to manage members in local video conference.

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

Initiating a Local Video Conference

You can initiate a conference call by dialing a group or inviting participants during a call.

- *Initiating a Conference by Dialing a Group*
- *Initiating a Conference by Inviting Participants*

Initiating a Conference by Dialing a Group

You can add multiple contacts to a group, and then dial all contacts in this group to initiate a conference call.

About this task

📝 **Note:** For VC880/VC800 system: the number of contacts you can call depends on the imported multipoint license. For VC500/VC200 endpoint: you can select up to 6 contacts.

- *Dialing a Group using Remote Control*
- *Dialing a Group using CP960 Conference Phone*

Dialing a Group using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **Group Dial**.
2. Select the desired contacts you want to call.
3. Press the right key.
4. Select **Start conference call**, and then press OK key.

Dialing a Group using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Directory**。
2. Tap the **Call multiple members? Click here** field.
3. Tap the desired contacts you want to call.
4. Tap .

Initiating a Conference by Inviting Participants

About this task

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

> 📝 **Note:** For VC880/VC800 system: the number of contacts you can invite depends on the imported multipoint license. For VC500/VC200 endpoint: there can be 6 people at most in a conference call

- *Inviting Participants using Remote Control*
- *Inviting Participants using CP960 Conference Phone*

Inviting Participants using Remote Control

Procedure

1. On your remote control, press ▤ or OK key to open Talk Menu during a call, .
2. Select **New Call** and then press OK key.
3. Do one of the following:

   - Select **Dial**, enter a phone number, and then dial out.
   - Select **Directory**, select a desired contact, and then dial out.
   - Select **Group Dial**, check the desired contacts' checkboxes, and then select **Start conference call**.
   - Select **History**, select the desired history record, and then dial out.

   5. Repeat the above steps until all participants are added.

   > 📝 **Note:** You can press ⌒ to enter the pre-dialing screen during a call.

Inviting Participants using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Invite** during a call.
2. Do one of the following:

   - If you tap , enter a phone number and then tap **Invite**.
   - If you tap , tap a desired contact to dial out.
   - If you tap , tap the desired history record to dial out.
   - If you tap**Call multiple members? Click here**, tap the desired contacts you want to call, and then tap .
3. Repeat steps 2 to 3 until all participants are added.

Removing Conference Participants

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

- *Removing Conference Participants using Remote Control*
- *Removing Conference Participants using CP960 Conference Phone*

Removing Conference Participants using Remote Control

Procedure

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

Removing Conference Participants using CP960 Conference Phone

Procedure

1. Tap **Members** during a conference call.
2. Tap 🔴 to remove the desired participant.

Muting All Conference Participants

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

Procedure

1. On your CP960 conference phone, tap **Members** during a conference call.
2. Tap **All mute** to mute all participant.

Unmuting All Conference Participants

If you are the moderator of a video conference, you can unmute all conference participants.

Procedure

1. On your CP960 conference phone, tap **Members** during a conference call.
2. Tap **All unmute** to unmute all participant.

Muting a Conference Participant

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

Procedure

1. On your CP960 conference phone, tap **Members** during a conference call.
2. Tap 🎤 after the participant that you want to mute.

The participant is muted, and the ✗ icon changes to ✗ .

Unmuting a Conference Participant

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

Procedure

1. On your CP960 conference phone, tap **Members** during a conference call.
2. Tap ✗ after the participant that you want to unmute.

   The participant is unmuted, and the ✗ icon changes to ✗ .

Ending the Conference

All participants leave the conference if you end the conference.

- *Ending the Conference using Remote Control*
- *Ending the Conference using CP960 Conference Phone*

Ending the Conference using Remote Control

Procedure

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

Ending the Conference using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **EndCall**.
   The CP960's touch screen prompts "End all active calls?"
2. Tap **OK**.

Using the Yealink VC Cloud Management Service Platform

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

About this task

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

There are three types of Yealink Cloud video conference:

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

With the Yealink Cloud video conferencing feature, you can do the following:

- View and join scheduled conferences.
- Initiate and join meet now conferences.
- Join the permanent VMR.
- Manage Yealink Cloud video conferences.

> 📝 **Note:** If more than one system registered the same Yealink Cloud account join the same conference, the former system which joined the conference will leave the conference automatically. The conference only allows one of them to join the conference.

- *Dialing Yealink Cloud Accounts*
- *Scheduled Conference*
- *Meet Now*
- *Permanent Virtual Meeting Room*
- *Managing Yealink Cloud Video Conference*

Dialing Yealink Cloud Accounts

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

Related information

Placing a Call by Entering a Number

Scheduled Conference

- *Viewing Scheduled Conferences*
- *Joining a Scheduled Conference from a Conference Reminder*
- *Joining a Scheduled Conference from a Conference Schedule*
- *Joining a Scheduled Conference from the Notification Center*
- *Dialing into a Cloud Scheduled Conference*

Viewing Scheduled Conferences

You can schedule a conference using the Yealink VC Cloud Management Service or Microsoft Outlook software. The scheduled conference will be added to all invitees' video conferencing system. And invitee whose Yealink Cloud account is associated with an email address, will receive an email about how to join the conference.

Procedure

On your monitor or CP960 conference phone, do one of the followings:

- On the idle screen, view the upcoming or ongoing conference schedules for today.
- On the idle screen, select the upcoming or ongoing conference schedules for today to see schedule list. Your ongoing conferences and upcoming conferences are listed for the latest month.

Joining a Scheduled Conference from a Conference Reminder

A reminder pop-up is displayed 15 minutes before the conference starts. The reminder shows the main information of the schedule, including subject, date & time and organizer.

Procedure

On your remote control or CP960 conference phone, do one of the following:

- Select **Join** to join the scheduled conference.
- Select **Detail** to view conference details.
- Select **Ignore** to remove the reminder from the screen and stop all future reminders for this schedule.

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

Joining a Scheduled Conference from a Conference Schedule

By default, you can join a scheduled conference that is about to take place in 15 minutes or less. This time can be changed by Yealink Cloud enterprise administrator.

Procedure

1. On your remote control or CP960 conference phone, navigate to **Schedule** (📅).
   Your ongoing conferences and upcoming conferences are listed for the latest month.
2. Select the desired conference.
3. When the conference is about to take place in 15 minutes or less, select **Join**.

Joining a Scheduled Conference from the Notification Center

By default, when the conference is about to take place in 15 minutes, the status bar of CP960 conference phone displays the 📅 icon and the notification center displays the conference information.

Procedure

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

Dialing into a Cloud Scheduled Conference

About this task

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

- Invitee will receive an email, which includes the IP address, conference ID and conference password.
- Your system and CP960 conference phone will display conference information, which includes the conference ID and conference password.
- Contact the conference participants.

Procedure

Do one of the following:

- If you register a Yealink Cloud account, dial the **conference ID** to join the conference.
- If you do not register a Yealink Cloud account, dial **server address** to join the conference.

- For SIP devices, dial **conference ID**conference password@server address** or **server address##conference ID**conference password** to join the conference

Meet Now

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

- *Initiating a Meet Now Conference*
- *Dialing into a Meet Now Conference*

Initiating a Meet Now Conference

Procedure

Do one of the following:

- On your remote control, navigate to **Meet Now**.
- On your CP960 conference phone, tap **Meet Now**.

📝 **Note:** In meet now conference, if you receive a call from a Yealink Cloud contact, a reminder will prompt that you can allow or refuse the contact to join your conference.

Dialing into a Meet Now Conference

You can dial to join a meet now conference that is initiated by others. And you can obtain the conference information from the conference participants.

Procedure

Do one of the following:

- If you register a Yealink Cloud account, dial the **conference ID** to join the conference.
- To join from a SIP device, dial **conference ID** @ server address** or **server address##conference ID** to join the conference.

Permanent Virtual Meeting Room

The Yealink Cloud enterprise administrator can configure the permanent VMR via the Yealink VC Cloud management service platform. You can join the permanent VMR at any time, without a reservation.

- *Joining a Permanent VMR from Yealink Cloud Directory*
- *Dialing into a Permanent Virtual Meeting Room*

Joining a Permanent VMR from Yealink Cloud Directory

Make sure that your Yealink Cloud enterprise administrator has synchronized the permanent VMR to your system via the Yealink VC Cloud management service. So that your Cloud directory can display the permanent VMR.

- *Joining a Permanent VMR using Remote Control*
- *Joing a Permanent VMR using CP960 Conference Phone*

Joining a Permanent VMR using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **Directory**.
2. Select **Cloud** from the pull-down list of the **All Contacts**.
3. Select **Virtual Meeting Room** and then press OK key.
4. Select the desired permanent VMR, and then pressOK key to place a video call.
   If you want to place a voice call, press the right key to select **Voice Call**.

Joing a Permanent VMR using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Directory**.
2. Tap the **All Contacts** field.
3. Tap **Cloud** in the pop-up dialog box.
4. Tap **Virtual Meeting Room**.
5. Tap the desired permanent VMR to place a video call.

   If you want to place a voice call, tap ⓘafter the desired permanent VMR and then tao**Voice Call**.

Dialing into a Permanent Virtual Meeting Room

You can dial to join a permanent VMR. Obtain the conference information from the conference participants.

Procedure

Do one of the following:

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

Managing Yealink Cloud Video Conference

The following introduces how to manage Yealink Cloud video conference. The Yealink Cloud video conferences include scheduled conferences, meet now conferences and permanent Virtual Meeting Room (VMR).

- *Appointing Yourself to be a Lecturer*
- *Applying for Speaking*
- *Processing the Application*
- *Inviting Conference Participants*
- *Removing Conference Participants*
- *Muting or Unmuting All Conference Participants*
- *Muting or Unmuting a Conference Participant*
- *Leaving Conference*
- *Ending Conference*

Appointing Yourself to be a Lecturer

There are two modes for scheduled conferences and permanent VMR: **Discussion mode** and **Training mode**. The conference mode can be configured by on the Yealink VC Cloud Management Service only.

About this task

- In **Discussion mode** conference, participants can speak freely.
- In **Training mode** conference, all guests need to wait for the moderator to appoint lecturers.

Procedure

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

Applying for Speaking

In **Training mode** conference, all guests are muted automatically except the moderator (or the organizer). Guests should apply for speaking and wait the the moderator to allow the application.

Procedure

When you enter the **Training mode** conference as a guest, your monitor prompts: "Please press to apply for speaking" in first 30 seconds, do one of the following to apply for speaking:

- On your remote control, press .
- On your CP960's touch screen, tap **Applying**.
- On your CP960 conference phone, tap the mute key.
- On your CPW90 wireless microphones, tap the mute key.
- On your CPW90-BT bluetooth wireless microphones, tap the mute key.
- On your CPE90 wired expansion microphones, tap the mute key.

Processing the Application

If you are the moderator (or an organizer) of a **Training mode** conference, you can allow or clear the application.

Procedure

When participant is applying for speaking, on your CP960 conference phone, do one of the following:

- Tap **Allow** to allow the applicant to speak.
- Tap **Members** during a call.
- Tap to allow the applicant to speak or tap **Clear handup** to clear all requests.

Inviting Conference Participants

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

- *Inviting Conference Participants using Remote Control*
- *Inviting Conference Participants using CP960 Conference Phone*

Inviting Conference Participants using Remote Control

Procedure

1. On your remote control, press or OK key to open **Talk Menu**.
2. Select **Invite** and then press Ok key.
3. Do one of the following:
   - If you select **Dial**, enter a YMS account, and then dial out.

- If you select **Group Dial**, select the desired department and check the desired YMS contacts' checkboxes, and then select Start conference call.

4. Repeat above steps until all participants are added.

Inviting Conference Participants using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap**Invite**.
2. Do one of the following:

   - If you tap 👤, select the desired department and tap the desired Yealink Cloud contacts, and then tap 📞to dial out.

   - If you tap 📞, enter a Yealink Cloud account, and then tap **Add Members**.

   Repeat this step to add more members, and then tap📞 to dial out.

Removing Conference Participants

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

- *Removing Conference Participants using Remote Control*
- *Removing Conference Participants using CP960 Conference Phone*

Removing Conference Participants using Remote Control

Procedure

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

Removing Conference Participants using CP960 Conference Phone

Procedure

On your CP960 conference phone, tap **Members** during a call.
The touch screen displays all participants.

Tap 📞after the participant that you want to remove.

Muting or Unmuting All Conference Participants

If you are the organizer/moderator of a Yealink Cloud video conference, you can mute or unmute all conference participants except for yourself. And the muted participants cannot unmute themselves without your permission.

Procedure

1. On your CP960 conference phone, tap **Members** during a call.
The touch screen displays all participants.
2. Tap **All mute** or **All unmute** to mute/unmute all participants.

Muting or Unmuting a Conference Participant

If you are the organizer/moderator of a Yealink Cloud video conference, you can mute or unmute any conference participant. And the muted participants cannot unmute themselves without your permission.

Procedure

1. On your CP960 conference phone, tap **Members** during a call.
   The touch screen displays all participants.
2. Tap ✏️ after the participant that you want to mute.

   The participant is muted, and the ✏️ icon changes to 🎤.
3. Tap 🎤 after the participant that you want to unmute.

   The participant is unmuted, and the 🎤 icon changes to ✏️ .

Leaving Conference

All participants can leave the conference at any time. Other participants remain connected.

• *Leaving Conference using Remote Control*
• *Leaving Conference using CP960 Conference Phone*

Leaving Conference using Remote Control

Procedure

Do one of the following according to your role:

• If you are a moderator (or organizer) of a Yealink Cloud video conference, press ☎️ and select**Leave, others keep going**.

• If you are not a moderator (or organizer) of a Yealink Cloud video conference, press ☎️.

Leaving Conference using CP960 Conference Phone

Procedure

Do one of the following according to your role:

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

Ending Conference

If you are the organizer/moderator of a Yealink Cloud video conference, you can end the conference, all participants leave the conference.

• *Ending Conference using Remote Control*
• *Ending Conference using CP960 Conference Phone*

Ending Conference using Remote Control

Procedure

1. On your remote control, press ☎️ .
2. Select **End conference**.

Ending Conference using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **EndCall**.
2. Tap **End conference**.

Using the Yealink Meeting Server

You can dial other YMS accounts or initiate a YMS video conference.

About this task

There are three types of YMS video conference:

- **Scheduled conference**: You should schedule the conference using the Yealink Meeting Server or Microsoft Outlook software.
- **Meet Now**: You can initiate a meet now conference at any time, without a reservation.
- **Permanent Virtual Meeting Room**: The permanent VMR is created by your enterprise administrator. You can join the permanent VMR at any time without a reservation.

With the YMS video conferencing feature, you can do the following:

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

  📝 **Note:** If more than one endpoint registered the same YMS account join the same conference, the former endpoint which joined the conference will leave the conference automatically. The conference only allows one of them to join the conference.

- *Dialing YMS Accounts*
- *Scheduled Conference*
- *Meet Now*
- *Permanent Virtual Meeting Room*
- *Managing Video Conference*

Dialing YMS Accounts

You can dial other YMS accounts.
Related information
Placing a Call by Entering a Number

Scheduled Conference

- *Viewing Scheduled Conferences*
- *Joining a Scheduled Conference from a Conference Reminder*
- *Joining a Scheduled Conference from a Conference Invitation*
- *Joining a Scheduled Conference from a Conference Schedule*
- *Joining a Scheduled Conference from the Notification Center*

Viewing Scheduled Conferences

You can schedule a conference using the Yealink Meeting Server or Microsoft Outlook software. The scheduled conference will be added to all invitees' video conferencing system. And invitee whose YMS account is associated with an email address, will receive an email about how to join the conference.

Procedure

On your monitor or CP960 conference phone, do one of the followings:

- On the idle screen, view the upcoming or ongoing conference schedules for today.
- On the idle screen, select the upcoming or ongoing conference schedules for today to see schedule list. Your ongoing conferences and upcoming conferences are listed for the latest month.

Joining a Scheduled Conference from a Conference Reminder

A reminder pop-up is displayed 5 minutes before the conference starts. The reminder shows the main information of the schedule, including subject, date & time and organizer.

Procedure

On your remote control or CP960 conference phone, do one of the following:

- Select **Join** to join the scheduled conference.
- Select **Detail** to view conference details.
- Select **Ignore** to remove the reminder from the screen and stop all future reminders for this schedule.

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

Joining a Scheduled Conference from a Conference Invitation

When the scheduled conference begins, your system will receive a call that invites you to join the conference.

Before you begin

Conference invitation is available only if the enterprise administrator enables the automatic dialing feature on the Yealink Meeting Server. For more information, refer to *Yealink Meeting Server Administrator Guide*.

Procedure

Do one of the following when you receive a conference invitation:

- If you enable auto answer feature, your system will join the scheduled conference automatically once it receives a conference invitation.
- If you disable auto answer feature, use your remote control or CP960 conference phone to answer the conference invitation.

Related information

Answering Calls

Joining a Scheduled Conference from a Conference Schedule

By default, you can join a scheduled conference that is about to take place in 5 minutes or less. The enterprise administrator can configure when participants can join the scheduled conference.

Procedure

1. On your remote control or CP960 conference phone, navigate to **Schedule** (📅).
   Your ongoing conferences and upcoming conferences are listed for the latest month.

2. Select the desired conference.

3. When the conference is about to take place in 5 minutes or less, select **Join**.

Joining a Scheduled Conference from the Notification Center

By default, when the conference is about to take place in 5 minutes, the status bar of CP960 conference phone

displays the 📅 icon and the notification center displays the conference information.

Procedure

1. On your CP960 conference phone, swipe down from the top of the screen to enter the notification center.

2. Tap the desired conference notification to join the conference.

Dialing into a Scheduled YMS Conference

About this task

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

• Invitee will receive an email, which includes the IP address, conference ID and conference password.
• Your system and CP960 conference phone will display conference information, which includes the conference ID and conference password.
• Contact the conference participants.

Procedure

Do one of the following:

• If you register a YMS account, dial the **conference ID** to join the conference.

• If you do not register a YMS account, dial the **server address** to join the conference.

• To join from a SIP device, dial **conference ID** conference password@ server address** or **server address##conference ID** conference password** to join the conference.

• To join from a H.323 device, dial **server address ##conference ID**conference password** to join the conference.

Watching Live Broadcast

Some video conferences, such as lectures or training, have large audiences. The cost is high if all audiences join the video conferences. In this situation, the audiences who do not need to join the video conferences can choose to watch the live broadcast.

Before you begin

The conference organizer enables the **RTMP live** feature when scheduling a conference. The QR code will be added to all invitees' video conferencing system. And invitee whose YMS account is associated with an email address, will receive an email includes the QR code and a link.

Procedure

Do one of the following to watch live broadcast :

- Use your remote control or CP960 conference phone to select **Schedule** (📅) , and use mobile devices to scan QR code to watch live broadcast.
- In the received email, click**Click here to watch live broadcast**or scan QR code to watch live broadcast.

Meet Now

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

- *Initiating a Meet Now Conference*
- *Dialing to Join a Meet Now Conference*

Initiating a Meet Now Conference

Procedure

Do one of the following:

- On your remote control, navigate to **Meet Now**.
- On your CP960 conference phone, tap **Meet Now**.

> 📝 **Note:** In meet now conference, if you receive a call from a YMS contact, a reminder will prompt that you can allow or refuse the contact to join your conference.

Dialing to Join a Meet Now Conference

You can dial to join a meet now conference that is initiated by others. And you can obtain the conference information from the conference participants.

Procedure

Do one of the following:

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

Permanent Virtual Meeting Room

You can join a permanent VMR at any time, without a reservation. The permanent VMR can be configured via the Yealink Meeting Server only. For more information, refer to *Yealink Meeting Server User Guide*.

- *Joining a Permanent VMR from Directory*
- *Dialing into a Permanent Virtual Meeting Room*

Joining a Permanent VMR from Directory

Make sure that your enterprise administrator has synchronized the permanent VMR to your system via the Yealink Meeting Server. So that your enterprise directory can display the permanent VMR.

- *Joining a Permanent VMR using Remote Control*
- *Joing a Permanent VMR using CP960 Conference Phone*

Joining a Permanent VMR using Remote Control

Procedure

1. On your remote control, navigate to **Dial** > **Directory**.
2. Select **Cloud** from the pull-down list of the **All Contacts**.
3. Select **Virtual Meeting Room** and then press OK key.
4. Select the desired permanent VMR, and then pressOK key to place a video call.
   If you want to place a voice call, press the right key to select **Voice Call**.

Joing a Permanent VMR using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Directory**.
2. Tap the **All Contacts** field.
3. Tap **Cloud** in the pop-up dialog box.
4. Tap **Virtual Meeting Room**.
5. Tap the desired permanent VMR to place a video call.

   If you want to place a voice call, tap $\textit{i}$after the desired permanent VMR and then tao**Voice Call**.

Dialing into a Permanent Virtual Meeting Room

You can dial into a meet now conference that is initiated by others. And you can obtain the conference information from the conference participants.

Procedure

1. If you register a YMS account, dial the conference ID to join the permanent VMR.
2. If you do not register a YMS account and the permanent VMR requires no password:

   • To join from a SIP device, dial conference ID**@IP address of the server or IP address of the server ##conference ID to join the permanent VMR.
   • To join from a H.323 device, dial IP address of the server ##conference ID to join the permanent VMR.

3. If you do not register a YMS account and the permanent VMR requires a password:

   • To join from a SIP device, dial conference ID** conference password@ IP address of server or IP address of the server ##conference ID**conference password to join the permanent VMR.
   • To join from a H.323 device, dial IP address of the server ##conference ID**conference password to join the permanent VMR.

Managing Video Conference

The following introduces how to manage YMS video conference. The YMS video conferences include scheduled conferences, meet now conferences and permanent Virtual Meeting Room (VMR).

• *Appointing Yourself to be a Lecturer*
• *Applying for Speaking*
• *Processing the Application*
• *Inviting Conference Participants*
• *Removing Conference Participants*
• *Muting or Unmuting All Conference Participants*
• *Muting or Unmuting a Conference Participant*
• *Leaving Conference*
• *Ending Conference*

Appointing Yourself to be a Lecturer

There are two modes for scheduled conferences and permanent VMR: **Discussion mode** and **Training mode**. The conference mode can be configured by on the Yealink Meeting Server only.

About this task

- In **Discussion mode** conference, participants can speak freely.
- In **Training mode** conference, all guests need to wait for the moderator to appoint lecturers.

Procedure

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

Applying for Speaking

If you are a guest, and you want to speak, you should apply for speaking. Only when the moderator allows the application, can you speak freely.

Before you begin

In **Training mode** conference, all guests are muted automatically except the moderator (or the organizer). And muted participants' monitor prompts: "Please press🔇 to apply for speaking" in first 30 seconds.

Procedure

When you enter the **Training mode** conference, do one of the following to apply for speaking:

- On your remote control, press🔇 .
- On your CP960's touch screen, tap **Applying**.
- On your CP960 conference phone, tap the mute key.
- On your CPW90 wireless microphones, tap the mute key.
- On your CPW90-BT bluetooth wireless microphones, tap the mute key.
- On your CPE90 wired expansion microphones, tap the mute key.

Processing the Application

If you are the moderator (or an organizer) of a **Training mode** conference, you can allow or refuse the applicant to speak.

Procedure

On your CP960 conference phone, do one of the following:

- Tap **Allow** to allow the applicant to speak.
- Tap **Members** during a call.
- Tap ✋ to allow the applicant to speak or tap Clear handup to clear all requests.

Inviting Conference Participants

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

- *Inviting Conference Participants using Remote Control*
- *Inviting Conference Participants using CP960 Conference Phone*

Inviting Conference Participants using Remote Control

Procedure

1. On your remote control, press ⊟or OK key to open **Talk Menu**.
2. Select **Invite** and then press Ok key.
3. Do one of the following:

    - If you select **Dial**, enter a YMS account, and then dial out.
    - If you select **Group Dial**, select the desired department and check the desired YMS contacts' checkboxes, and then select Start conference call.

    4. Repeat above steps until all participants are added.

Inviting Conference Participants using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap**Invite**.
2. Do one of the following:

    - If you tap 👤, select the desired department and tap the desired YMS contacts, and then tap 📞to dial out.

    - If you tap 📞, enter a YMS account, and then tap **Add Members**. Repeat this step to add more members, and then tap 📞 to dial out.

Removing Conference Participants

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

- *Removing Conference Participants using Remote Control*
- *Removing Conference Participants using CP960 Conference Phone*

Removing Conference Participants using Remote Control

Procedure

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

Removing Conference Participants using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap**Members** during a call.
   The touch screen displays all participants.
2. Tap 📵after the participant that you want to remove.

Muting or Unmuting All Conference Participants

If you are the organizer/moderator of a YMS video conference, you can mute or unmute all conference participants except for yourself. And the muted participants cannot unmute themselves without your permission.

Procedure

1. On your CP960 conference phone, tap **Members** during a call.
   The touch screen displays all participants.

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

Muting or Unmuting a Conference Participant

If you are the organizer/moderator of a YMS video conference, you can mute or unmute any conference participant. And the muted participants cannot unmute themselves without your permission.

Procedure

1. On your CP960 conference phone, tap **Members** during a call.
The touch screen displays all participants.

2. Tap after the participant that you want to mute.

The participant is muted, and the icon changes to .

3. Tap after the participant that you want to unmute.

The participant is unmuted, and the icon changes to .

Leaving Conference

All participants can leave the conference at any time. Other participants remain connected.

- *Leaving Conference using Remote Control*
- *Leaving Conference using CP960 Conference Phone*

Leaving Conference using Remote Control

Procedure

Do one of the following according to your role:

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

Leaving Conference using CP960 Conference Phone

Procedure

Do one of the following according to your role:

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

Ending Conference

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

- *Ending Conference using Remote Control*
- *Ending Conference using CP960 Conference Phone*

Ending Conference using Remote Control

Procedure

1. On your remote control, press .

2. Select **End conference**.

Ending Conference using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **EndCall**.

2. Tap **End conference**.

Using the Third-party Video Conference Platforms

About this task

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

- If you log into the Zoom/BlueJeans video conference platform, you can call the meeting ID to join the Virtual Meeting Room.
- If you register a Starleaf/Pexip account, you can call the otheraccount to establish a point to point call or call the meeting ID to join the Virtual Meeting Room.

Related information

Placing a Call by Entering a Number

Using Basic Features

- *Viewing World Time*
- *Sharing Content*
- *Recording Video*
- *Screenshot*

Viewing World Time

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

Procedure

1. On your CP960 conference phone, tap the digital clock.
The touch screen displays current time in selected cities.

2. Tap .

3. Do one of the following:

 a) Tap , enter a few or all characters of the city in the **Search** field.

 Cities match the characters will appear on the touch screen.

 b) Tap , tap **Sort by name** or **Sort by time**.

 The unselected cities will be sorted by the desired method.

4. Tap the desired cities to check or uncheck.

5.
Tap ← to return to see current time of the selected cities..

Sharing Content

The system can show people and content at the same time. We recommend using dual screen for sharing contents. Only one content can be shared at a time. Content shared later will replace the previous one.

- *Wired Sharing*
- *Wireless Sharing*

Related information
Changing the Video Input Source

Wired Sharing

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

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

Related information
Changing the Video Input Source

Sharing Content When not in a Call
You can share content from a computer when your system is idle.

Procedure

Make sure the computer is powered on and connects to your system. The system will start sharing content automatically. If the system does not start sharing content automatically, do one of the following to start sharing content manually:

- On your remote control, if is 🖥️ set to **Presentation**key by your system administrator, press 🖥️ to start sharing content.
- On your CP960 conference phone, tap **Presentation**to start sharing content.

Stopping Sharing Content When not in a Call

Procedure

Do one of the following to stop sharing content when your system is idle.

- Disconnect the computer from your system.
- On your remote control, if 🖥️ is set to **Presentation** key by your system administrator, press 🖥️ to start sharing content.
- On your CP960 conference phone, tap **Presentation** to stop sharing content.

Sharing Content during a Call
You can share content from a computer when your system is during a call.

Procedure

Make sure the computer is powered on and connects to your system. The system will start sharing content automatically. If the system does not start sharing content automatically, do one of the following to start sharing content manually.

- On your remote control, if ⌨️ is set to **Presentation** key by your system administrator, press ⌨️ to start sharing content.
- On your remote control, press ☰ or OK key to open **Talk Menu**, and then select **Presentation**.
- On your CP960 conference phone, tap **Presentation** to start sharing content.

Stopping Sharing Content during a Call

Procedure

Do one of the following to stop sharing content when your system is during a call.

- Disconnect the computer from your system.
- On your remote control, if ⌨️ is set to **Presentation** key by your system administrator, press ⌨️ to start sharing content.
- On your remote control, press ☰ or OK key to open **Talk Menu**, and then select **Presentation**.
- On your CP960 conference phone, tap **Presentation** to stop sharing content.

Wireless Sharing

If you purchase a WPP20 wireless presentation pod for sharing content, connect the computer according to the quick start guide in your package. For more information, refer to *Yealink WPP20 Wireless Presentation Pod User Guide*.

- *Sharing Content*
- *Stopping Sharing Content*

Related information

Changing the Video Input Source

Sharing Content

Before you begin

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

Procedure

Do one of the following:

- On the WPP20, press the presentation button to share full screen.
- On the WPP20, long press the presentation button for 3 seconds and then release this button. Choose the file or window you want to share and then click **Share Now**.
- On the Yealink Wireless Presention Pod software, click **Contents Share** and choose the file you want to share, and then click **Share Now**.

Stopping Sharing Content

Procedure

Do one of the following:

- On your computer, remove WPP20.
- On the WPP20, press the presentation button.

- On the Yealink Wireless Presention Pod software, click **Stop Sharing**.

Recording Video

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

About this task

📄 **Note:** To record videos to your computer, you need to purchase a WPP20 wireless presentation pod. For more information, refer to *Yealink WPP20 Wireless Presentation Pod User Guide*.To record videos to your computer, you need to connect a USB storage device to your system.

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

Starting or Stopping Recording Videos

You can record videos using remore control or CP960 conference phone.

About this task
Your system should meet the following requirements:

Condition	VC880/VC800/VC500	VC200
A USB flash drive is connected	Must satisfy this condition	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.
Recording feature is enabled (It is configured by your system administrator)	Must satisfy this condition.	Must satisfy this condition.
USB feature is enabled (It is configured by your system administrator)	Must satisfy this condition.	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.
Local storage feature is enabled (It is configured by your system administrator)	Must satisfy this condition.	• If you choose local storage, you must satisfy this condition. • If you choose USB storage, you do not need to satisfy this condition.
Storage space is enough	Must satisfy this condition. Navigate to **More**->**Record**->**Storage Info** to view USB storage space using your remote control.	Must satisfy this condition. Navigate to **More**->**File Manager** to view storage space using your remote control.

- *Starting or Stopping Recording Videos using Remote Control*
- *Starting or Stopping Recording Videos using CP960 Conference Phone*

Starting or Stopping Recording Videos using Remote Control

Procedure

1. On your remote control, press ⬤ to start recording.
The monitor shows and the recording time.

2. Press ⬤ again to stop recording.

Starting or Stopping Recording Videos using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Start Rec** to start recording.
The touch screen prompts "Recording".

2. Tap **Stop Rec** to stop recording.

Viewing Recorded Videos

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

Procedure

1. **For VC880/VC800/VC500 video conferencing system:** On your remote control, navigate to **More** > **Record** > **Video**.
For VC200 video conferencing endpoint: On your remote control, navigate to **More** > **File Manager** > **Local Storage** or USB flash driver > **Video**.

2. Select a desired video,and then press the right key to select ▶ .

3. Do one of the following:

- Select ⏸ to pause, and select ▶ to continue playing video.
- To skip forward the video, press the right key. Press once to skip forward 4 seconds.
- To rewind the video, press the left key. Press once to rewind 4 seconds.
- To adjust the volume of the speakerphone, press 🔉− or 🔊+.
- Select ↩ to stop playing video.
- You can also press on the remote control to stop playing video.

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

Copying Video from Local Storage to USB Storage

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

Procedure

1. **For VC200 video conferencing endpoint:** On your remote control, navigate to **More** > **File Manager** > **Local Storage** > **Video**.

2. Select a desired video, and then press the right key to select ↗ .

Deleting Recorded Videos

You can delete the recorded videos when you need additional space on your USB flash drive.

Procedure

1. **For VC880/VC800/VC500 video conferencing system:** On your remote control, navigate to **More** > **Record** > **Video**.
   For VC200 video conferencing endpoint: On your remote control, navigate to **More** > **File Manager** > **Local Storage or USB Storage** > **Video**.

2. Select a desired video, and then press the right key to select .
   The monitor prompts "Delete this video?"

3. Select **OK** to delete the selected video.

Screenshot

You can capture screenshot and save it onto a USB storage device connected to your system. The screenshots are saved as .jpg files and named as the captured time and date.

About this task

To record videos to your computer, you need to connect a USB storage device to your system.

- *Capturing Screenshots*
- *Viewing Screenshots*
- *Copying Screenshot from Local Storage to USB Storage*
- *Deleing Screenshots*

Capturing Screenshots

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

About this task

Your system should meet the following requirements:

Condition	VC880/VC800/VC500	VC200
A USB flash drive is connected	Must satisfy this condition	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.
Screenshot feature is enabled (It is configured by your system administrator)	Must satisfy this condition.	Must satisfy this condition.
USB feature is enabled (It is configured by your system administrator)	Must satisfy this condition.	• If you choose USB storage, you must satisfy this condition. • If you choose local storage, you do not need to satisfy this condition.
Local storage feature is enabled (It is configured by your system administrator)	Must satisfy this condition.	• If you choose local storage, you must satisfy this condition. • If you choose USB storage, you do not need to satisfy this condition.

Condition	VC880/VC800/VC500	VC200
Storage space is enough	Must satisfy this condition. Navigate to **More**->**Record**->**Storage Info** to view USB storage space using your remote control.	Must satisfy this condition. Navigate to **More**->**File Mnager** to view storage space using your remote control.

- *Capturing Screenshots using Remote Control*
- *Capturing Screenshots using CP960 Conference Phone*

Capturing Screenshots using Remote Control

Procedure

On your remote control, if ⌨ is set to **Screenshot** key by your system administrator, press ⌨ to capture screenshot.

**Capturing Screenshots using CP960 Conference Phone**

Procedure

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

Viewing Screenshots

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

Procedure

1. **For VC880/VC800/VC500 video conferencing system:** On your remote control, navigate to **More** > **Record** > **Screenshot**.
   For VC200 video conferencing endpoint: On your remote control, navigate to **More** > **File Manager** > **Local Storage** or USB flash driver > **Screenshot**.
2. Select a desired screenshot, and then press the right key to select ⊙ .
3. Do one of the following:
   - - Press the left key or right key to view the previous or next screenshot.
   - - Press ⊖ or ⊕ to zoom screenshot in/out.
   - - Select ↺ to exit.
   - - You can also press ↺ to exit.

Copying Screenshot from Local Storage to USB Storage

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

Procedure

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

Deleing Screenshots

You can delete screenshots when you need additional space on your USB drive.

Procedure

1. **For VC880/VC800/VC500 video conferencing system:** On your remote control, navigate to **More** > **Record** > **Screenshot**.
   For VC200 video conferencing endpoint: On your remote control, navigate to **More** > **File Manager** > **Local Storage**or USB flash driver > **Screenshot**.

2. Select a desired screenshot, and then press the right key to select 🗑 .
   The monitor prompts "Delete this screenshot?".

3. Select **OK** to delete the selected screenshot.

Settings

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

Configuring Audio Settings

You can configure audio settings on the system.

- *Adjusting the Volume*
- *Configuring the Key Tone*
- *Enabling Silent Mode*
- *Muting Microphone*

Adjusting the Volume

About this task

You can adjust the following volume level:

- **Ringer volume**: adjust the ringer volume when the phone is idle or ringing.
- **Talking volume**: adjust the volume of speakerphone when the system is in use.
- **Key tone volume**:

  - Adjust the key tone volume when pressing the key on the remote control.
  - Adjust the key tone volume of the CP960 conference phone when tapping onscreen dial pad on the dialing screen.
- **Media Volume**: adjust the media volume when playing recorded videos.

Procedure

Do one of the following:

- On your remote control, press volume key to adjust the volume.
- On your CP960 conference phone, tap volume key or drag the volume slider to adjust the volume.

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

Related tasks

Configuring the Key Tone

Configuring the Key Tone

You can enable the key tone feature to produce a sound when you press any key on the remote control or tap the onscreen dial pad on the CP960 conference phone.

Procedure

1. On your remote control, navigate to **More** > **Setting** > **Basic**.
2. Select the **Key Tone** checkbox.
3. Press ⬚ to exit.

Enabling Silent Mode

If you turn on silent mode, your system makes no sound.

- *Enabling Silent Mode using Remote Control*
- *Enabling Silent Mode using CP960 Conference Phone*

Enabling Silent Mode using Remote Control

Procedure

On your remote control, do one of the following:

- Long press Vol- key to decrease the ringer volume to minimum.
- If ⬚ is set to **Mute Speaker** key by your system administrator, press ⬚ to turn on the silent mode.

📝 **Note:** When the silent mode is on, the ✖ icon will appear on the monitor.

Enabling Silent Mode using CP960 Conference Phone

Procedure

On your CP960 conference phone, do one of the following:

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

📝 **Note:** When the silent mode is on, the ◀× icon will appear on the CP960's touch screen.

Muting Microphone

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

Procedure

Do one of the following:

- On your remote control, press ⬚.
- On your CP960 conference phone, tap ⬚.
- On your CP960 conference phone's touch screen, tap **Mute**.
- On your CPW90 wireless microphones, tap ⬚.

- On your CPW90-BT bluetooth wireless microphones, tap ⊛ .

- On your CPE90 wired expansion microphones, tap ⊛ .

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

Configuring Video Settings

You can configure video settings on the system.

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

Maximizing Monitor Video Display

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

Procedure

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

Allowing Website Snapshot

You can choose whether to allow the web to show the content that is displayed on your monitor. If you want to prevent content on your monitor from being viewed remotely, you can disable this feature.

Procedure

1. On your remote control, navigate to **More** > **Setting** > **Basic**.
2. Check the **Website Snapshot** checkbox.
3. Press ⌒ to return to the idle screen.

Changing the Video Input Source

Your system supports camera and PC video input sources.

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

Related tasks
Sharing Content

Changing the Video Input Source When not in a Call

Before you begin
To use PC input source, make sure that your system connects a PC.

Procedure

1. On your remote control, if ⬜◉ is set to Input key by your system administrator, press ⬜◉ to set the video input source.
The monitor shows Camera and PC input sources.

2. Select the desired input source, and then press OK key.
The monitor shows the selected source.

Changing the Video Input Source during a Call

Before you begin
To use PC input source, make sure that your system connects a PC.

Procedure

1. On your remote control, do one of the following:

   - if ⬜◉ is set to Input key by your system administrator, press ⬜◉ to set the video input source.

   - Press ≡ or OK key to open **Talk Menu**, and then select **Input Choose**.

   The monitor shows Camera, Camera +PC and PC input sources.

2. Select the desired input source, and then press OK key.

   - If you select **PC**, the remote video image is shown in big size, and the PC content is shown in small size (Picture-in-Picture).
   - If you select **Camera+PC**, the PC content is shown in big size, and other video images are shown in small size.
   - If you select **Camera**, the remote video image is shown in big size, and the local video image is shown in small size (Picture-in-Picture).

3. Press ↩ to return.

Screen Layout

The screen layout depends on the number of connected callers, whether a single display or a dual display is used, and whether a presentation is being viewed.

- *Available Screen Layouts*
- *Changing Screen Layout*
- *Single Display Screen Layouts*
- *Dual Display Screen Layouts*
- *Specifying Content to the Secondary Monitor*

Available Screen Layouts
Screen layouts appear as one of the following types:

- **OnePlusN** (▨/▨): In this layout, the assigned participant is given prominence in the largest pane regardless of who is currently speaking. Other participants are displayed in a strip beside the assigned speaker.

- **Selected Speaker** (▨ / ▨): In this layout, only the selected speaker is seen in a large pane.

- **Equal N×N** (▨/▨) : In this layout, every participant is given equal prominence in equal-sized panes.

- **Picture-in-Picture** (▨/▨): During two-way video calls, one participant is shown in full screen, while the other participant is shown in the PIP (Picture-in-Picture).

- **Speaker View** (▨ / ▨): For VC800 system: during multi-way video calls, the active speaker is given prominence in the largest pane. Other participants are displayed in a strip beside the active speaker. Speaker view is not applicable to VC500 endpoint.

Changing Screen Layout

You can change screen layouts during a call using using the remote control or CP960 conference phone.

Procedure

1. Do one of the followings during a call:
2. On your remote control, press ▭ .
3. Press ☰ or OK key to open **Talk Menu**, and then select **Layout**.
4. On your CP960 conference phone, tap**Layout**.
5. Select the desired layout, and then press OK key.

Single Display Screen Layouts

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

Two-way Video Calls

Picture-in-picture layout is used by default.
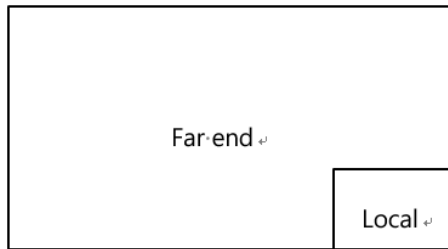
Two-way Video Call with a Presentation

The PC content is given prominence in the largest pane. Other participants are displayed beside the PC content.
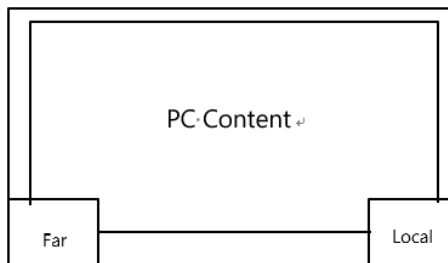
Multi-way Video Calls

The following takes four-way video calls as an example. Voice activation layout is used by default.

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

Multi-way Video Calls with a Presentation

The following takes four-way video calls as an example. Voice activation layout is used by default.

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

Note: Multi-way video calls are only applicable to VC800 system that has a multipoint license.

Dual Display Screen Layouts

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

Two-way Video Calls
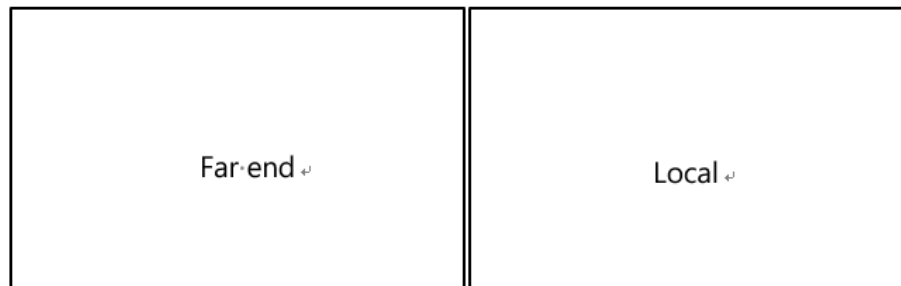
Two-way Video Call with a Presentation

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

Multi-way Video Calls

The following takes four-way video calls as an example. Voice activation layout is used by default.

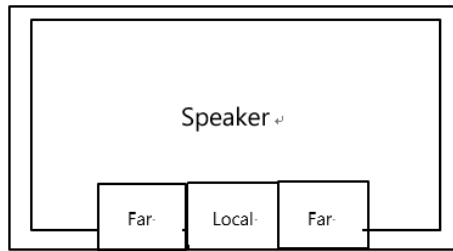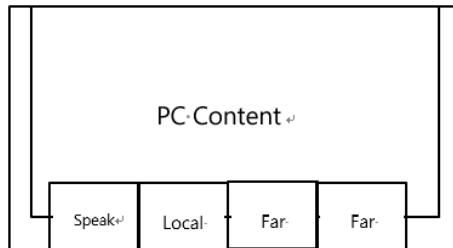- **Primary monitor**: The active speaker is given prominence in the largest pane. Other participants are displayed in a strip beside the active speaker.
- **Secondary monitor**: local image is seen in a large pane.
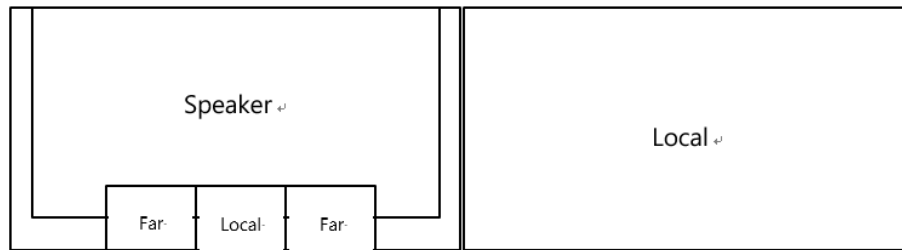
Multi-way Video Calls with a Presentation

The following takes four-way video calls as an example. Voice activation layout is used by default.

- **Primary monitor**: The active speaker is given prominence in the largest pane. Other participants are displayed in a strip beside the active speaker.
- **Secondary monitor**: PC content is seen in a large pane.
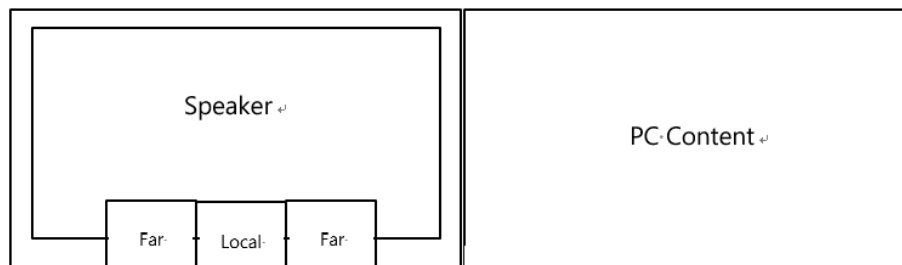
Note: Multi-way video calls are only applicable to VC800 system that has a multipoint license.

Specifying Content to the Secondary Monitor

When you connect dual display screen, you can use the default layout, or specify the content to the secondary monitor.

Procedure

1. On your remote control, press [≡] or OK key to open **Talk Menu** during a call.
2. Select **Focus (Display2)** and then press the right key.
3. Select the desired content, and then press OK key.

   The secondary monitor displays the selected content. The 👁 icon is displayed on the focus content. After reassigning the content, the PC content on the second monitor will automatically be displayed on the primary monitor.

Configuring Camera Settings

You can configure camera settings on the system.

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

Adjusting Cameras

You can pan, tilt and zoom your own camera or far-end camera.

- *Adjusting Cameras using Remote Control When not in a Call*
- *Adjusing Cameras using Remote Control during a Call*
- *Adjusing Cameras using CP960 Conference Phone during a Call*

Related tasks
Allowing the Far-End System to Control Your Camera
Controlling the Multiple Remote Cameras

Adjusting Cameras using Remote Control When not in a Call

Procedure

1. On your remote control, select local video and then press OK.
2. Press the navigation buttons to move the camera up, down, left, or right.
3. Press ⊖ or ⊕ to zoom out or to zoom in.

Adjusting Cameras using Remote Control When not in a Call

Procedure

1. On your remote control, select local video and then press OK.
2. Press the navigation buttons to move the camera up, down, left, or right.
3. Press ⊖ or ⊕ to zoom out or to zoom in.

Adjusing Cameras using Remote Control during a Call

Procedure

1. During a call, on your remote control, press ▭≡▭ or OK key to open **Talk Menu** .
2. Selectme**Near/Far Camera** and then press the right key to select the desired camera.
3. Press the navigation buttons to move the camera up, down, left, or right.
4. Press ⊖ or ⊕ to zoom out or to zoom in.

Adjusing Cameras using CP960 Conference Phone during a Call

Procedure

1. During a call, on your CP960 conference phone, tap **More** > **Camera**.
2. Tap **The current control camera**.
3. Tap the desired camera.
4. Press the navigation buttons to move the camera up, down, left, or right.
5. Press ⊖ or ⊕ to zoom out or to zoom in.

Allowing the Far-End System to Control Your Camera

You can allow the far-end system to control your camera.

Procedure

1. On your remote control, navigate to **More** > **Setting** > **Video & Audio**.

2. Check the **Control Near Camera** checkbox.

3. Press [⌒] to return to the idle screen.

Related tasks

Adjusting Cameras

Setting Camera Presets

Camera presets store camera pan, tilt, and zoom settings. Camera presets help you quickly point a camera at pre-defined locations. Camera presets remain in effect until you change them.

- *Storing a Camera Preset*
- *Selecting a Stored Preset*
- *Updating the Stored Preset*
- *Editing the Stored Preset*
- *Placing a Preset at the Top*
- *Deleting the Stored Preset*
- *Clearing the Stored Preset*

Storing a Camera Preset

You can store up to 100 preset camera positions for the local camera.

Procedure

1. On your remote control, do one of the following to enter the preset operation interface:

   - Navigate to **More** > **Preset Location**.
   - Select local video image and press OK key, and then press [≡].

2. Select **New Preset**, and then press OK key.

3. If you connect VCC22 video conferencing camera to your VC880/VC800 video conferencing system, select the desired camera.

4. Press the navigation key to adjust the angle of the camera or press the zoom in/zoom out key to adjust the focus of the camera.

5. Press OK key to store the camera preset.

Selecting a Stored Preset

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

Procedure

1. On your remote control, do one of the following:

   - When the system is idle, enter the preset operation interface.
   - When the system is during a call, press [≡] and select **Preset Location** to enter the preset operation interface.

2. Select a stored preset, and then press OK key to change the position of the camera.
   You can also press the numeric keys (corresponding to 0 to 9 preset positions) on the remote control. But in this way, you can only move local camera to 10 preset positions at most.

Related tasks

Storing a Camera Preset

Updating the Stored Preset

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

Procedure

1. On your remote control, enter preset operation interface.
2. Select **Update Preset** and then press OK key.
   All preview screens will be updated.

Related tasks

Storing a Camera Preset

Editing the Stored Preset

You can edit the stored presets to adjust camera angle and focus.

Procedure

1. On your remote control, enter preset operation interface.
2. Select **Edit** and then press OK key.
3. Select a preset, and then press OK key.
4. Press the navigation key to adjust the angle of the camera or press the zoom in/zoom out key to adjust the focus of the camera.
5. Press OK key to store the camera preset.

Related tasks

Storing a Camera Preset

Placing a Preset at the Top

You can place a frequently used preset at the top.

Procedure

1. On your remote control, enter preset operation interface.
2. Select **Stick** and then press OK key.
3. Select a preset, and then press OK key.

Related tasks

Storing a Camera Preset

Deleting the Stored Preset

You can delete a stored preset.

Procedure

1. On your remote control, enter preset operation interface.
2. Select **Delete** and then press OK key.
3. Select the stored presets, and then press OK key.
4. Select**OK**o clear all presets.

Related tasks

Storing a Camera Preset

Clearing the Stored Preset

You can clear all stored presets.

Procedure

1. On your remote control, enter preset operation interface.
2. Select **Clear** and then press OK key.
3. Select**OK** to clear all presets.

Related tasks
Storing a Camera Preset

Accessories with Your System

This section describes the accessories that you can use to work with your system.

- *Supported Accessories*
- *Using the CPW90 Wireless Microphones*
- *Using the CPW90-BT Bluetooth Wireless Microphones*
- *Using the CPE90 Wired Expansion Microphones*
- *Using the WPP20 Wireless Presentation Pod*
- *Using the CPN10 PSTN Box*
- *Using the VCC22 Video Conferencing Camera*

Supported Accessories

You can use your system with the following accessories.

- CPW90 Wireless Microphones
- CPW90-BT Bluetooth Wireless Microphones
- CPE90 Wired Expansion Microphones
- VCC22 Video Conferencing Camera
- WPP20 Wireless Presentation Pod
- CPN10 PSTN Box

Using the CPW90 Wireless Microphones

CPW90 wireless microphones can work as the audio input devices.

About this task

- If CPW90 wireless microphones work as the audio input devices of video conferencing system, refer to *Yealink CPW90 Wireless Microphones Quick Start Guide*for more information.
- If CPW90 wireless microphones work as the audio input devices of CP960 conference phone, refer to *Yealink CPW90 Quick Start Guide*for more information.

- *Viewing CPW90 Information*
- *Working Frequency*

Viewing CPW90 Information

CPW90 wireless microphones can work as the audio input devices.

About this task

- If CPW90 wireless microphones work as the audio input devices of video conferencing system, refer to *Yealink_CPW90_Wireless_Microphones_Quick_Start_Guide*.
- If CPW90 wireless microphones work as the audio input devices of CP960 conference phone, refer to *Yealink_CPW90_Quick_Start_Guide*.

- *Viewing CPW90 Information using Remote Control*

- *Viewing CPW90 Information using CP960 Conference Phone*

Viewing CPW90 Information using Remote Control

Procedure

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

Viewing CPW90 Information using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Settings** > **Wireless Microphone**.
2. Tap **Detail** to view details.

Working Frequency

For reference, the Frequency/Channels of CPW90 used in each Region are tabulated below:

Freq (MHz)	RF Carrier Index (DECT tester Numbering)						
	EU	Taiwan	US	LA	Korea	Brazil	Japan
1881.792	9	9					
1883.520	8	8					
1885.248	7	7					
1886.976	6	6					
1888.704	5	5					
1890.432	4	4					
1892.160	3	3					
1893.888	2	2					
1895.616	1						4(F1)
1897.344	0						3(F2)
1899.072							2(F3)
1900.800							1(F4)
1902.528							0(F5)
1904.256							
1905.984							
1907.712							
1909.440							
1911.168						4	
1912.896				9		3	
1914.624				8		2	
1916.352				7		1	

Freq (MHz)	RF Carrier Index (DECT tester Numbering)						
	EU	**Taiwan**	**US**	**LA**	**Korea**	**Brazil**	**Japan**
1918.080				6		0	
1919.808				5			
1921.536			4	4			
1923.264			3	3			
1924.992			2	2			
1926.720			1	1			
1928.448			0	0			
1787.616					8		
1789.344					7		
1791.072					6		

Using the CPW90-BT Bluetooth Wireless Microphones

CPW90-BT bluetooth wireless microphones can work as the audio input devices of the video conferencing system. For more information, refer to *Yealink CPW90-BT Bluetooth Wireless Microphones Quick Start Guide*.

- *Viewing CPW90-BT Information using Remote Control*
- *Viewing CPW90-BT Information using CP960 Conference Phone*

Viewing CPW90-BT Information using Remote Control

Procedure

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

Viewing CPW90-BT Information using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Settings** > **Wireless Microphone**.
2. Tap **Detail** to view details.

Using the CPE90 Wired Expansion Microphones

This chapter provides basic operating instructions for the CPE90 wired expansion microphones.

- *Placing the CPE90*
- *Muting or Unmuting the CPE90*

Placing the CPE90

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

Procedure

Place the CPE90 according to the following picture:
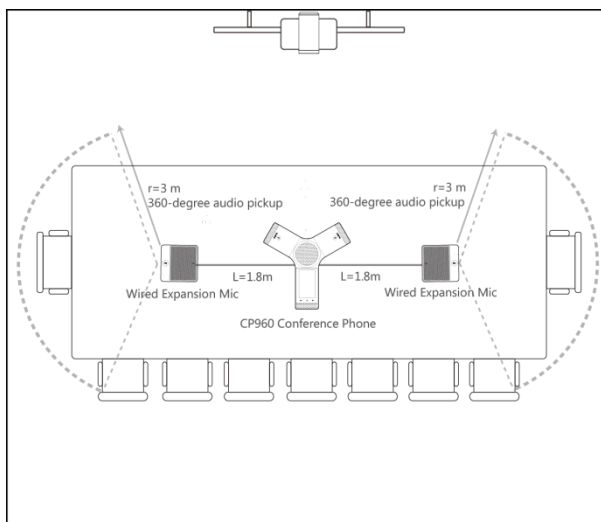
Muting or Unmuting the CPE90

Procedure

Tap ⊕ on the CPE90 to mute or unmute the microphone.

Using the WPP20 Wireless Presentation Pod

WPP20 wireless presentation pod enables you to share what's on your laptop or mobile device quickly without cables. For more information, refer to *Yealink WPP20 Wireless Presentation Pod User Guide*.

Using the CPN10 PSTN Box

PSTN box CPN10 is used to connect video conferencing system to the PSTN (Public Switched Telephone Network). For more information on the connection, refer to *Yealink PSTN Box CPN10 Quick Start Guide*. If your system connects to the PSTN successfully, up to two PSTN accounts can be registered. So that your system can establish audio calls with PSTN user.

Using the VCC22 Video Conferencing Camera

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

You should read the *Yealink VCC22 Video Conferencing Camera Quick Start_Guide* to know the package and installation.

This chapter provides basic operating instructions for the VCC22 video conferencing camera.

• *Controlling VCC22 Camera*
• *Adjusting Camera Layout*
• *Controlling the Multiple Remote Cameras*

- *Layouts of Multiple Display Screens*
- *Resetting Camera*

Controlling VCC22 Camera

When the system is idle, you can choose the desired camera to capture video images.

- *Controlling VCC22 Camera using Remote Control*
- *Controlling VCC22 Camera using CP960 Conference Phone*

Controlling VCC22 Camera using Remote Control

Procedure

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

### Controlling VCC22 Camera using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap **Camera**.
2. Tap **The current control camera**.
3. Tap the desired camera.
4. Tap ← to return.
5. Tap the navigation keys to adjust the angle of the camera.
6. Tap ⊖ or ⊕ to adjust the focus of the camera.

Adjusting Camera Layout

During a call, all video streams captured from the connected cameras are synthesized to one video stream, and then sent to the far site.

Camera layouts appear as one of the following types:

- **OnePlusN** (▨ / ▨): the selected camera is given prominence in the largest pane. Other cameras are displayed in small panes.
- **Selected Speaker** (▨ / ▨): the selected camera is seen in a large pane.
- **Equal N×N** (▨ / ▨) : every camera is given equal prominence in equal-sized panes.
- *Adjusting Camera Layout using Remote Control*
- *Adjusting Camera Layout using CP960 Conference Phone*

Adjusting Camera Layout using Remote Control

Procedure

1. On your remote control, press ☰ or OK key to open **Talk Menu**.
2. Select **Camera Layout** and then press the right key.
3. Select the desired camera layout, press the right key.

Adjusting Camera Layout using CP960 Conference Phone

Procedure

1. On your CP960 conference phone, tap**Camera Layout**.
2. Tap the desired camera layout.

Controlling the Multiple Remote Cameras

You can control the desired camera when far-end system connects multiple VCC22 video conferencing cameras.

Procedure

Do one the following:

- When camera layout of far-end system is **OnePlusN**, you can control the camera that displays the largest video.
- When camera layout of far-end system is **Selected Speaker**, you can control the camera that displays full-screen video.
- When camera layout of far-end system is **Equal N×N** and far site is VC800 system, you can control the VC800 camera.
- When camera layout of far-end system is **Equal N×N** and far site is VC880 system, you can control the first camera.

Related tasks

Adjusting Cameras

Layouts of Multiple Display Screens

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

If VC800 video conferencing system only connects a monitor or no content is being shared to others, the display screen connected to the VCC22 video conferencing camera shows a static image only.

> 📝 **Note:** If VC880/VC800 codec only connects a monitor or no content is being shared to others, the display screen connected to the VCC22 video conferencing camera only shows a static image.

Resetting Camera

Generally, some common issues may occur while using the camera. Your system administrator may ask you to reset your camera.

Procedure

On your VCC22 video conferencing camera, using tiny objects (for example, the paper clip) to press and hold the reset button for 15 seconds until the monitor prompts "Resetting to factory".
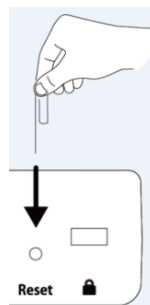
The VC800 video conferencing system, CP960 conference phone and VCC22 video conferencing camera are reset synchronously.

Note: Do not power off the system when resetting the factory settings