

Full HD Video Conferencing System User Guide (Remote Control)



MeetingEye 600



MeetingEye 400



VC200-E



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About This Guide

This guide is applicable to the following models:

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

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

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

Related Documents

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

Name	Contents	Where to find	Language
Yealink MeetingEye 600 Video Conferencing Endpoint Quick Start Guide (EN, CN, DE, ES, FR)	System installation and connection	On the website /in the package	English/ Chinese/ Deutsch/ Español/ Français
Yealink MeetingEye 400 Video Conferencing Endpoint Quick Start Guide (EN, CN, DE, ES, FR)	System installation and connection	On the website /in the package	English/ Chinese/ Deutsch/ Español/ Français
Yealink PVT950 Full HD Video Conferencing System Quick Start Guide	System installation and connection	On the website /in the package	Chinese
Yealink PVT950 Full HD Video Conferencing System Quick Start Guide	System installation and connection	On the website /in the package	Chinese
Yealink VC210 Video Conferencing Endpoint Quick Start Guide (EN,CN)	System installation and connection	On the website /in the package	English/ Chinese
Yealink Wi-Fi USB Dongle WF50 User Guide	Connect to Wi-Fi and providing wireless AP	On the website	English/ Chinese

Name	Contents	Where to find	Language
Yealink WPP20 Wireless Presentation Pod Quick Start Guide	Connect WPP20 wireless presentation pod to VCS	On the website /in the package	English/ Chinese
Yealink VCH51 Quick Start Guide	Connect VCM34 to VCS	On the website	English/ Chinese



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

Before You Begin

For VCS devices running in version 50.10 or later, we provide the Cloud and Standard mode systems. Here are some functional differences between VCS devices of different systems, so please select the right the system you want to use before you start. Please contact the administrator if you have any questions about the system.

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

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

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

Summary of Changes

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

Changes for Release 50, Guide Version 50.10

This guide is also available to PVT960/PVT940/VC200-E videoconferencing system which is newly launched.

The following sections are new for this version:

[Before You Begin](#)

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

Major updates have occurred to the following sections:

[About This Guide](#)

[Idle Screen](#)

[Initiating Meet Now Conferences](#)

[Joining Conferences](#)

[Conference Control](#)

[Local Screen Layout](#)

[Recording Videos](#)

[Taking Screenshots](#)

[Managing Videos and Screenshots](#)

Major updates have occurred to the following sections:

- [Running the Setup Wizard](#)
- [Local Video Conference](#)
- [Using the Yealink VC Cloud Management Service Platform](#)
- [Using Yealink Meeting Server](#)
- [Copying Screenshots or Videos to the USB Flash Drive](#)

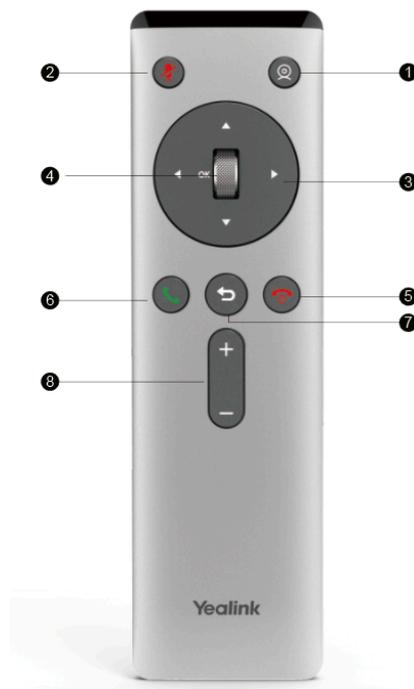
Getting Started

This chapter introduces the basic operation of videoconferencing systems.

- [Introduction of VCR20 Remote Control](#)
- [Introduction of VCR11 Remote Control](#)
- [Idle Screen](#)
- [Icons Introduction](#)
- [Powering on the System](#)
- [Powering off the System](#)
- [Putting the System to Sleep](#)
- [Waking up the System](#)

Introduction of VCR20 Remote Control

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



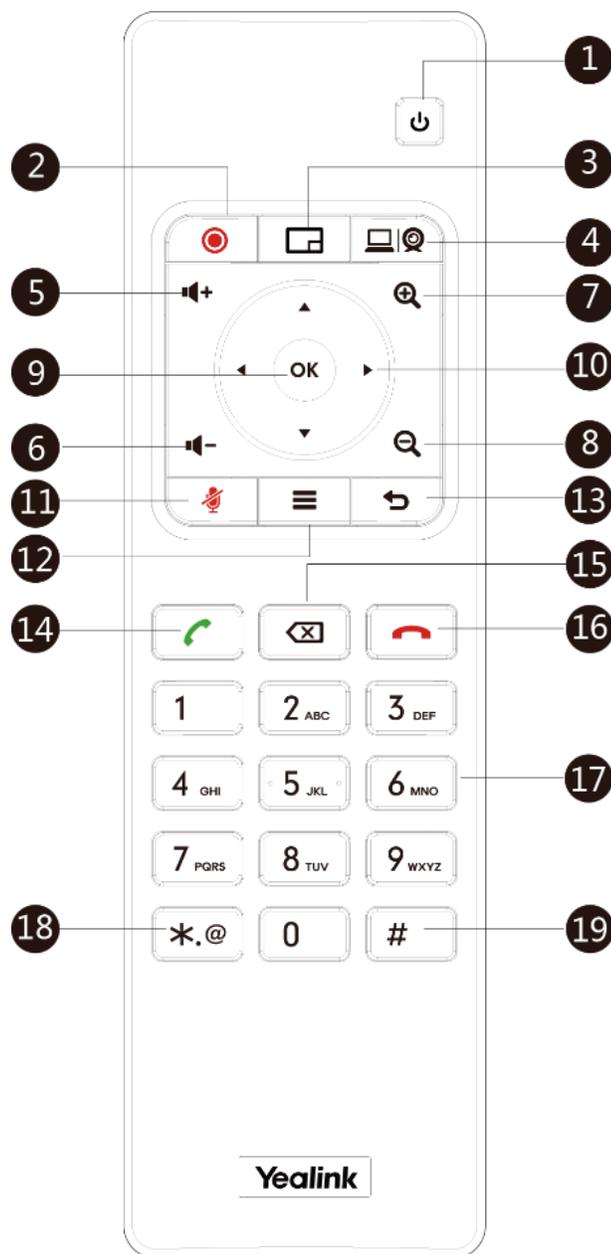
No.	Name	Description
1	Custom Key	<p>Customize the key function.</p> <p>The system administrator can customize the key as the Presentation key (the default value), the Tracking Mode key, the ScreenShot key, the Mute Speaker key, the Preset key, or the Camera Control key.</p>
2	Mute Key	Mute or unmute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



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

Introduction of VCR11 Remote Control

The VCR11 remote control allows you to operate a video conferencing system, including placing calls, adjusting EQ volume, controlling the camera, navigating screens, and more. The following table introduces the keys on the remote control.



No.	Name	Description
1	Power Key	<ul style="list-style-type: none"> Power on or power off the endpoint. Put the endpoint to sleep or wake up the endpoint.
2	Video Recording Key	Start or stop recording the video and audio.
3	Layout Key	Adjust the layout during a video call.
4	Custom Key	<p>Customize the key function.</p> <p>You can configure this key as the Presentation, the Input, the ScreenShot, the Mute, or Preset key.</p> <p>Note: for second generation VCS devices, it defaults to Presentation key; for third generation VCS devices, it defaults to Camera Control key.</p>

No.	Name	Description
5	Volume up key	Increase the speaker volume.
6	Volume down key	Turn down the speaker volume.
7	Zoom in key	<ul style="list-style-type: none"> Zoom the camera in. Zoom in the screenshot. Turn the page up.
8	Zoom out key	<ul style="list-style-type: none"> Zoom the camera out. Zoom out the screenshot. Turn the page down.
9	OK key	Go the sub-menu, confirm actions or answer incoming calls.
10	Navigation Key	<ul style="list-style-type: none"> Navigate through menu items. Pan and tilt the camera to adjust the viewing angle.
11	Mute Key	Mute or unmute the microphone
12	Home key	<ul style="list-style-type: none"> Return to the idle screen when the endpoint is not in a call. Open the Talk Menu during a call.
13	Back key	Return to the previous menu.
14	Off-hook Key	Go to the Pre-dialing screen, place a call or answer a call.
15	Delete Key	<ul style="list-style-type: none"> Delete the text. Delete one character at a time. Long press to delete all characters in the input field. One press to capture packets. When the device is connected to the USB flash drive, long press it for 2 seconds to start capturing packets and long press it for 2 seconds again to stop capturing packets.
16	On-hook Key	<ul style="list-style-type: none"> End a call or exit the current conference. Return to the idle screen.
17	Keypad	<ul style="list-style-type: none"> Enter digits. Go to the pre-dialing screen.
18	Character Key	Enter the special characters: .@*.
19	Pound key	Enter the pound key (#).

Related information

[Using the Remote Control](#)

Idle Screen

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



Name	Description
Time and Date	The time and date are displayed on the top of the screen.
Site Name	The site name of the system is displayed in the top-left corner of the screen.
Status Icon	The status icons are displayed in the center of the status bar.
Register Account	Generally, your system administrator will pre-configure the related account information for the phone. If not, contact your system administrator.
Join Meeting	Enter the conference ID and password to join conferences.
New Meeting (Dial)	Initiate conferences.
More	<ul style="list-style-type: none"> • Control a camera • Setting • File Manager (it is applicable the VCS devices running in Standard mode) • Go to Cloud Experience Lobby.
Conference Schedule	When you register a Yealink Meeting account or a YMS account, you can view the ongoing or upcoming conference.
Video Image	<p>Display the local video image, the local PC content or the image of Whiteboard collaboration.</p> <p> Note: MeetingEye 600/MeetingEye 400/PVT960/PVT940 displays the local video image only when you disable the privacy protection mode.</p>

Icons Introduction

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

Icon	Description
	Network is available

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

Icon	Description
	Call encryption
	Record the video and the audio to your system memory
	Records the video and the audio to your PC by Yealink Wireless Presentation Pod
	Records the video and the audio to the USB flash drive
	Dialed calls (H.323 account/SIP account/IP Call)
	Dialed calls (Cloud platform)
	Received calls (H.323 account/SIP account/IP Call)
	Received calls (Cloud platform)
	Missed calls (H.323 account/SIP account/IP Call)
	Missed calls (Cloud platform)
	Local directory
	Yealink Cloud contacts or YMS contacts
	Virtual Meeting Room (VMR)
	Room system

Powering on the System

About this task

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

Procedure

Long press the Hang up key.

Your system is powered on successfully, and the LED indicator glows green.

Powering off the System

Procedure

1. Long press the Hang up key for 3s.
The option pops up on the display.
2. Select **Shut down**.
The system shuts down immediately, and the LED on the system goes out.

Putting the System to Sleep

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

Procedure

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

Waking up the System

Procedure

On your remote control, press any button.

Initiating Meet Now Conferences

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

Procedure

1. Select **New Meeting**.
2. Select **Start Conference**.
When the Meet Now conference has started, you can invite other participants to join the conference, or participants can join the conference by dialing the conference number you shared.

Related tasks

[Inviting Participants](#)

Joining Conferences

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

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

Joining Scheduled Conferences

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

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



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

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

Joining a Scheduled Conference from the Conference Schedule

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

Procedure

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

Joining a Scheduled Conference from the Conference Reminder

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

Procedure

Do one of the following:

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



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

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

Joining Conferences by Dialing the Conference ID

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

About this task

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

Procedure

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

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

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

Calling into Virtual Meeting Room

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

Procedure

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

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

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

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

About this task

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

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

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

Procedure

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

Viewing Scheduled Conferences

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

Procedure

Go to the conference schedule to view the conference details.

Conference Control

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

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

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

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

Their permissions are described as below:

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

- [Inviting Participants](#)
- [Removing Participants](#)
- [Applying for Speaking](#)

- [Controlling the Participant Cameras](#)
- [Viewing the Message List](#)
- [Leaving the Conference](#)
- [Ending Conferences](#)

Inviting Participants

Any participants can invite other contacts to join the conference.

Procedure

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

Removing Participants

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

Procedure

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

Applying for Speaking

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

Procedure

Press the Mute Key.

Controlling the Participant Cameras

The organizer or moderator can control the participant cameras, including panning, tilting or zooming cameras.

Before you begin

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

About this task

This feature is not applicable to Yealink Cloud conferences.

Procedure

1. Press the OK key to open the **Talk Menu** during a conference.
2. Go to **More > Camera > Near/Far Camera**.
3. Press the navigation keys to pan or tilt the camera.
4. Press the navigation keys to zoom in/out the camera.

Related tasks

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

Viewing the Message List

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

Procedure

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

Leaving the Conference

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

Procedure

Do one of the following according to your role:

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

Ending Conferences

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

Procedure

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

Calling

This section is about call operations.

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

- [Placing Calls from Call History](#)
- [Answering Calls](#)
- [DND \(Do Not Disturb\)](#)
- [Rejecting Incoming Calls](#)
- [Ending Calls](#)

Placing a Call by Entering a Number

About this task

You can dial the following contacts on your system:

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

Procedure

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

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

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

Placing Calls to Contacts

Procedure

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

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

2. Select the desired contact type.
3. Select the desired contact.
4. Press the OK key to place a video call.

Placing Calls from Call History

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

Procedure

1. Go to **New Meeting > History**.
If you do not register a Yealink Cloud or YMS account, select **Dial**.
2. Press the navigate key to select the desired call record.
3. Press the OK key to place a video call.

Answering Calls

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

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

Manually Answering Calls

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

Procedure

Press the Dial key or the OK key.

Answering a Call Automatically When not in a Call

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

About this task



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

Procedure

1. Go to **More**.
2. Enable **Auto Answer**.

Answering Multiple Calls Automatically

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

About this task

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



Note: Auto answer multiway feature may create security issues. For example, an unexpected caller could interrupt an ongoing meeting.

Procedure

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

Muting Automatically Answered Calls

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

About this task

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

Procedure

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

DND (Do Not Disturb)

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

About this task**Procedure**

1. Go to **More**.

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

2. Select **DND**.

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

Rejecting Incoming Calls

Procedure

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

Ending Calls

Procedure

Press Hang up Key.

Configuring Camera Settings

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

Turning off the Local Camera in a Call

Procedure

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

Controlling Local Cameras

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

About this task

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

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

Enabling Manual Camera Control When not in a Call

Procedure

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

Enabling Manual Camera Control When in a Call

Procedure

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

Adjusting Cameras When not in a Call

Procedure

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

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

Adjusting Cameras When in a Call

Procedure

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

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

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

Tracking Mode

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

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

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

Enabling Tracking Mode When not in a Call

Procedure

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

Enabling Tracking Mode When in a Call

Procedure

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

Enabling/Disabling Privacy Protection

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

Procedure

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

Allowing the Remote System to Control Your Camera

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

About this task

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

Procedure

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

Related tasks

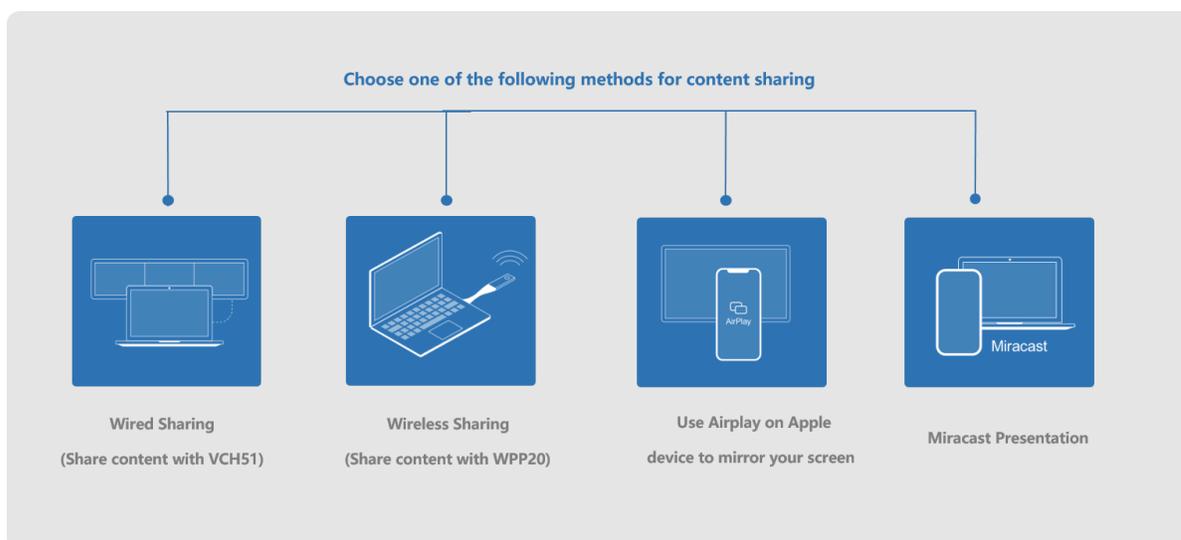
[Enabling Manual Camera Control When not in a Call](#)

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

Content Sharing

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

You can share content from the following 4 methods:



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

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

Sharing Content with VCH51 Video Conferencing Hub

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

Before you begin

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

About this task

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

Procedure

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

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

Using WPP20 Wireless Presentation Pod

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

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

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

- [Stopping Sharing Content via WPP20](#)

Sharing Content via WPP20

Before you begin

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

Procedure

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

The computer content is automatically projected to the device.

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

Related information

[Introduction of WPP20 Note Toolbar](#)

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

Switching the Shared Content via WPP20

Procedure

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



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

Stopping Sharing Content via WPP20

Procedure

Do one of the following to stop sharing content:

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



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

Sharing Content via Apple Device

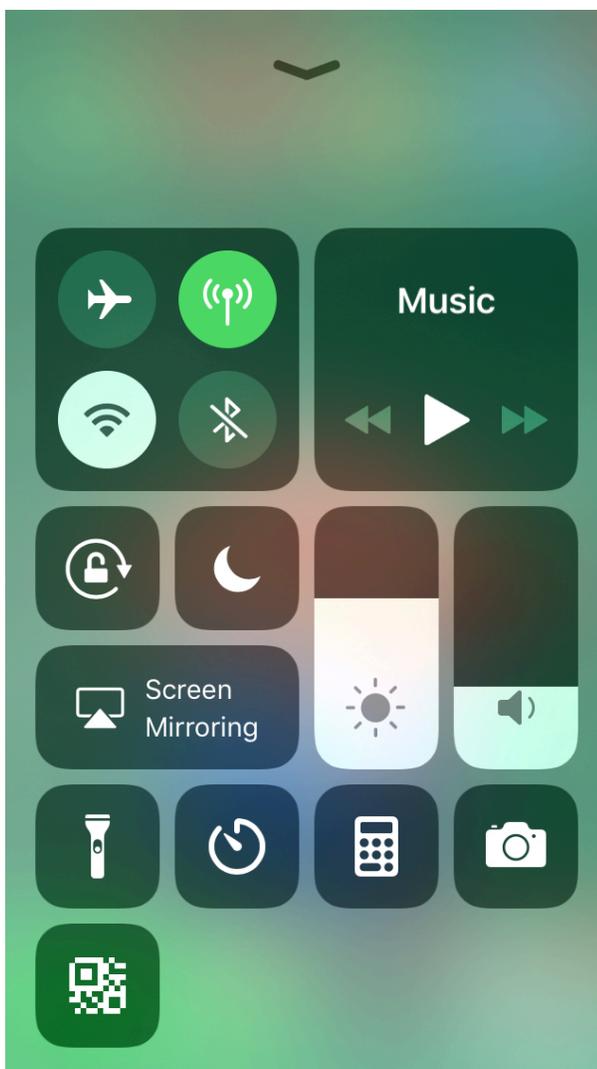
- [Sharing Content via Apple Device](#)
- [Stopping Sharing Content via Apple Device](#)

Sharing Content via Apple Device

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

Procedure

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



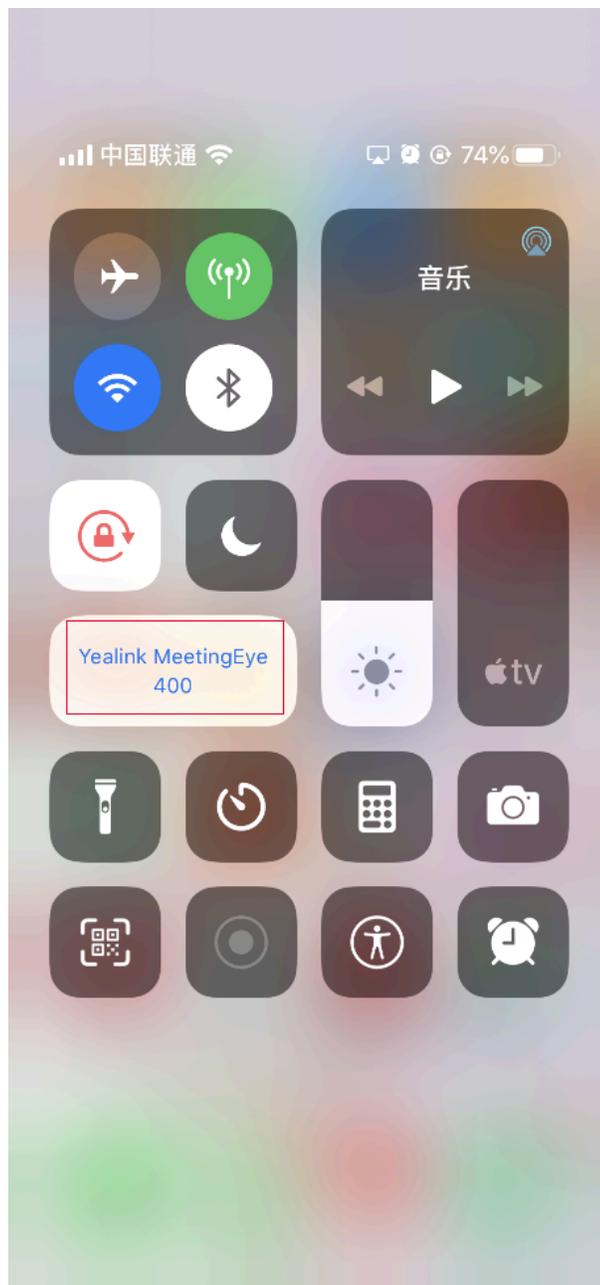
5. Tap **Screen Mirroring**, and select the related content sent by the system from the pop-up window. The content on the Apple device is automatically projected to the system.

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

Stopping Sharing Content via Apple Device

Procedure

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



Sharing Content by Miracast Presentation

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

Before you begin

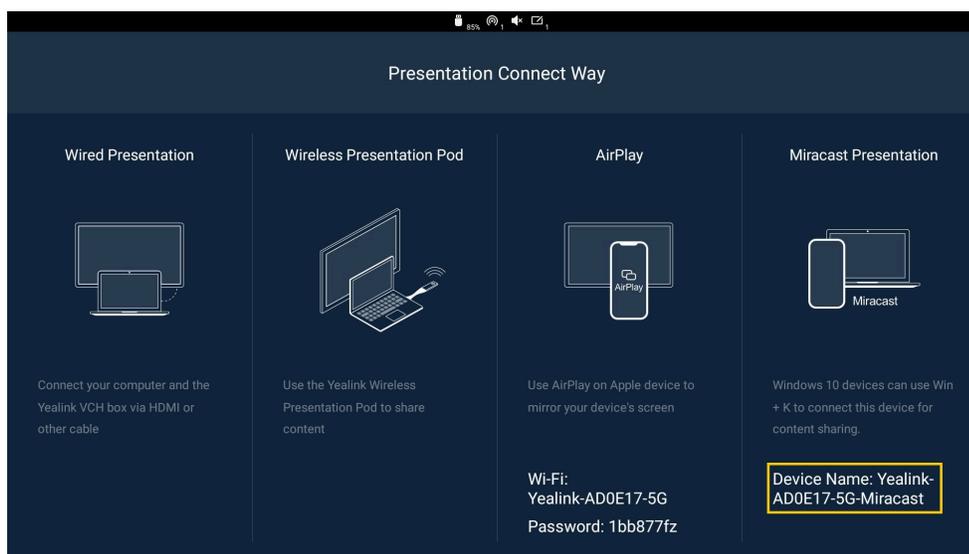
Before using Miracast wireless projecting, make sure that your device supports Miracast Presentation and you have connected WF50 to the USB port on the VCS endpoint.

Procedure

1. Make sure you enable the wireless AP.

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

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



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

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

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

Local Screen Layout

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

The supported layouts are as below:

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

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

Related tasks

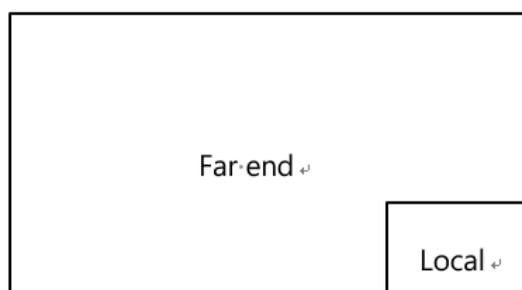
[Changing the SVC Meeting Layout of Yealink Cloud Conferences](#)

Single Screen Layouts

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

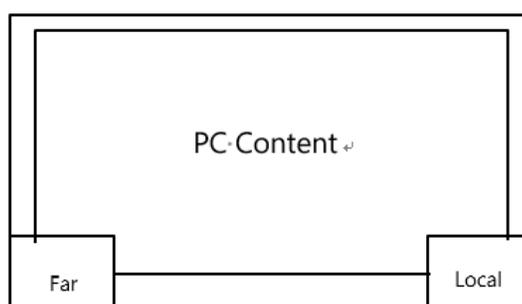
Two-Way Video Call

Picture-in-picture layout is used by default.



Two-Way Video Call with a Presentation

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



Changing the Local Screen Layout

Procedure

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

Recording Videos and Taking Screenshots

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

Recording Videos

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

About this task

The difference between the two recording method are as below:

Recording method	Prerequisites	Description
Local recording (Only applicable to the VCS devices running in Standard mode)	Insert a USB flash drive to the VCS device	After that, you can record videos and save them to the USB flash drive. The recorded videos will be saved as MKV format and named as the recorded time and date.
Server recording	<ul style="list-style-type: none"> • For Yealink Cloud conference, make sure you purchase enough storage capacity • For YMS conference, make sure your YMS account has the recording permission 	<ul style="list-style-type: none"> • Yealink Cloud conference: you can use the server recording to save the recorded videos on Yealink Cloud server. • YMS Meeting: if the administrator has enabled server recording permissions for your YMS account, you can use server recording to save the recorded video on YMS.

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

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

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

Recording Local Videos

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

Recording Local Videos When not in a Call

About this task



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

Procedure

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

Recording Local Videos When in a Call

About this task



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

Procedure

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

Recording Server Videos

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

Procedure

1. In a call, press OK key to open the **Talk Menu** and go to **More > Recording**.
2. For YMS conference, select **Server record** in the pop-up window if you insert a USB flash drive to the VCS device.
The monitor displays the recording icon and the time.
3. Press OK Key to open **Talk Menu** and go to **More > Now Recording** to stop recording.

Taking Screenshots

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

About this task

Your system should meet the following requirements:

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



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

Procedure

Go to  > **Screenshots**.

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

Taking Screenshots When not in a Call**Procedure**

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

Taking Screenshots When in a Call**Procedure**

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

Managing Videos and Screenshots

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



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

- [Viewing Screenshots](#)
- [Viewing Local Recorded Videos](#)
- [Deleting Screenshots or Videos](#)

Viewing Screenshots**Procedure**

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

Viewing Local Recorded Videos**Procedure**

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

3. Do one of the following:

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

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

Deleting Screenshots or Videos

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

Procedure

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

Configuring the Audio Settings

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

Adjusting the Volume

About this task

You can adjust the following volume:

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

Procedure

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

Configuring Key Tone

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

Procedure

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

Enabling Silent Mode

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

Procedure

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



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

Muting the Microphone

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

Procedure

On your remote control, press the Mute Key.

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

Configuring Video Settings

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

Adjusting the Monitor Display Proportion

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

Procedure

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

Video Input Source

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

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

Changing the Video Input Source When not in a Call

Before you begin

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

Procedure

1. Go to **More > Setting > Basic > Input Selection**.
The screen shows **Camera**, **Camera +PC** and **PC input** sources.
2. Select the desired input source.
 - If you select **PC**, the remote video image is displayed in a large window, and the PC content is displayed in a small window (Picture-in-Picture mode).
 - If you select **Camera+PC**, the PC content is displayed in a large window, and other video images are displayed in small windows.
 - If you select **Camera**, the remote video image is displayed in a large window, and the local video image is displayed in a small window (Picture-in-Picture mode).

Changing the Video Input Source in a Call

Before you begin

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

Procedure

1. In a call, press the OK key to open **Talk Menu** and go to **More > Input Choose**.
The monitor display **Camera** and **PC** as the input source.
2. Select the desired input source.
You can see the video image displayed by the selected video input source.

Using WPP20 Wireless Presentation Pod

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



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



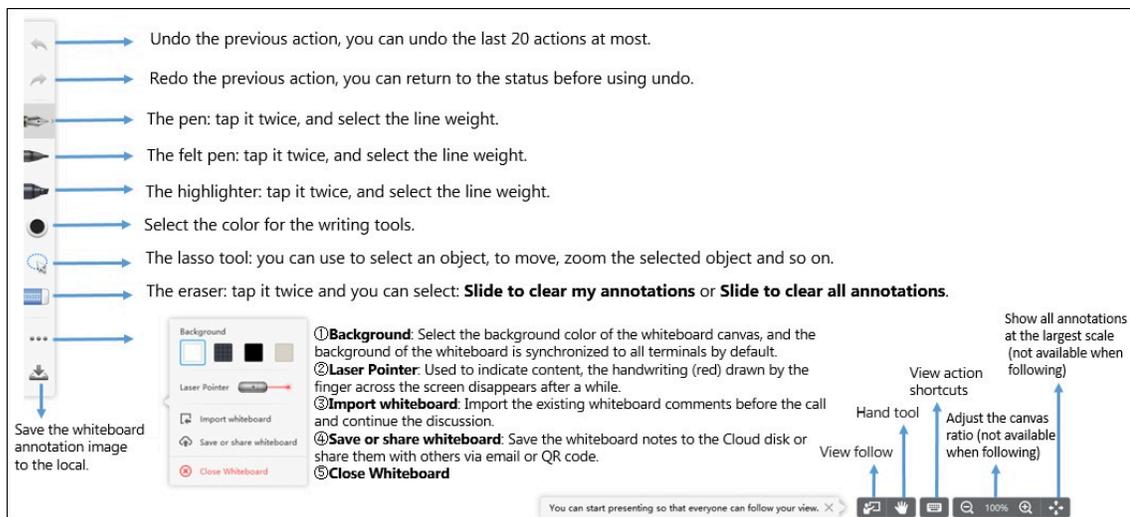
Note: If you use the WPP20 on your Mac device and after starting the Yealink Wireless Presentation Pod software, the system will prompt Yealink WPP20 wants to make changes. After

entering the device password, it can be used normally. Otherwise, the other party will not hear the sound during the content sharing. WPP20 only supports content sharing on Mac devices.

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

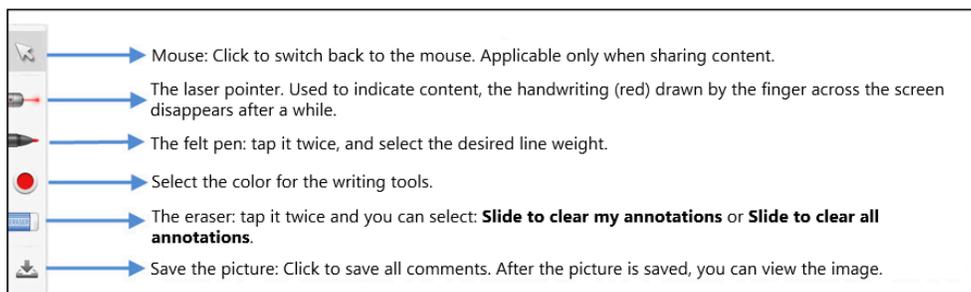
Introduction of the WPP20 Whiteboard Note Toolbar

Introduction of the CTP20 whiteboard toolbar is as below:



Introduction of WPP20 Note Toolbar

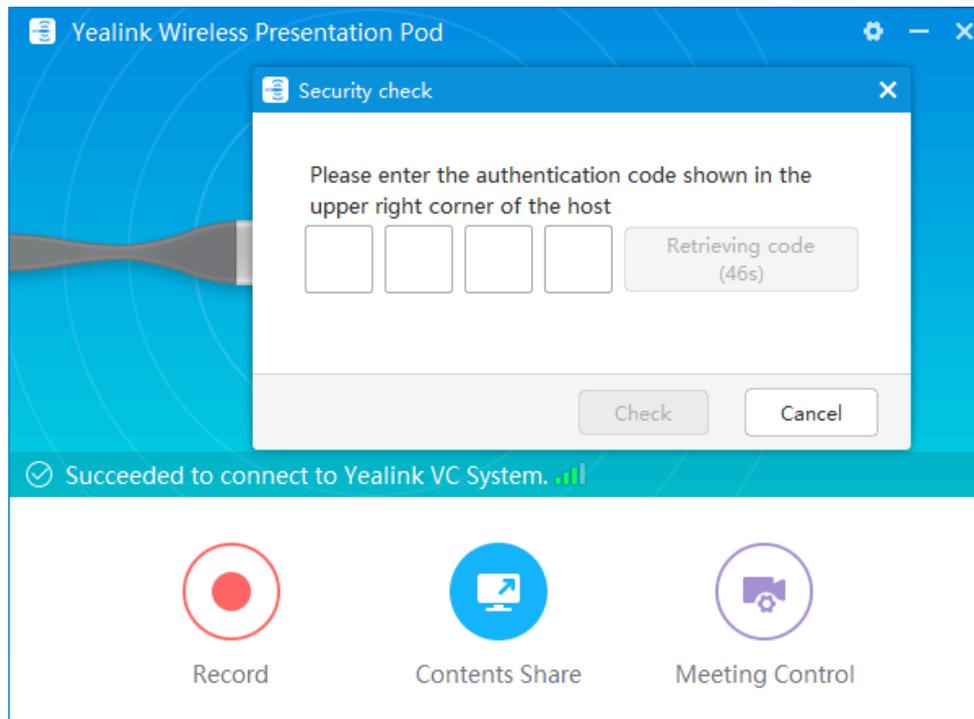
The interface introduction of the WPP20 note toolbar is below:



Receiving Shared Whiteboard or Content

WPP20 can receive whiteboard or content shared by the VCS codec or other devices. If the administrator needs to confirm the authentication before setting the WPP20 to obtain the collaboration data, click the **Sharing** area to receive the sharing on the Yealink Wireless Presentation Pod software. Enter the four-

digit authentication code in the security check box. The authentication code is displayed in the upper right corner of the display device connected to the VCS codec.



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

Related information

[Introduction of WPP20 Note Toolbar](#)

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

Initiating Whiteboard Sharing on WPP20

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

Before you begin

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

About this task

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

Procedure

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

 **Note:** If the administrator has set that an authentication is required before the WPP20 collaboration, you need to enter the four-digit authentication code in the security check box

before sharing the whiteboard. The authentication code is displayed on the upper right of the display device connected to the VCS codec.

Saving the Content or Whiteboard Picture Locally via WPP20

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

Procedure

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



Related information

[Introduction of WPP20 Note Toolbar](#)

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

Saving/Sharing Whiteboard Source Files via WPP20

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

About this task

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

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

Procedure

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

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

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

- Click **Click to get qrcode**.

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

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

Importing the Whiteboard Source File via WPP20

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

Procedure

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

Importing an Existing Whiteboard during a Call via WPP20

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

Procedure

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