



# Yealink Meeting

PRODUCT MANUAL

## Yealink Meeting

Yealink Meeting is a real-time audio and video communication service platform independently developed by Yealink Inc. The platform adopts a globalized and advanced distributed architecture to provide safe, stable, and highly available audio and video communication services to global users.

The platform has rich conference applications and powerful management functions, providing applications including video conferences supports thousands of users, Webinar, live broadcasts, and on demand recording. Provides customers with software clients (including PC clients, mobile apps, Web clients), video conferencing room systems, USB cameras/microphones, and other applications that satisfy users in meeting rooms, work from home or mobile office scenarios. Meanwhile, it provides convenient and easy-to-use SIP/H.323 meeting lobby and SIP/H.323 that are compatible with users who use third-party terminals or phones to join the meeting.

The platform open SDK/API integration, providing industry users with open platform interfaces and supports users to integrate the audio and video capabilities of Yealink Meeting into business scenarios and applications to achieve deep integration.

## Main Features

- **Global Service:** Adopt global sub-data centers to provide multi-site operations. The audio and video service network is deployed in a global distributed manner, and the service covers 99% of the core areas around the world. Users can access media service nodes nearby according to their location, and can realize high-definition, real-time audio and video communication with users anywhere in the world.
- **Stable and available:** Distributed cluster deployment, support for cluster load balancing and cross-cluster offsite disaster recovery, failure-aware automatic migration. High-load computing services, real-time elastic scaling, stable support for more than a thousand users meetings.
- **Network adaptation:** Self-developed efficient SVC coding technology, network situation adaptive, improve the video conferencing experience under weak network; self-developed intelligent transmission network, effectively solve the problem of cross-border and cross-regional network transmission.
- **Secure and reliable:** Adopts TLS, SRTP, HTTPS, SSH, AES-256, dynamic password and other encryption methods, support security application functions such as authentication, meeting password, waiting room, meeting authority, administrator control, etc., award GDPR, S3A3G3, Trusted Cloud Certification.
- **Compatibility:** Supports SIP/H.323 room systems of mainstream manufacturers in the industry that can call the server IP to join the meeting.
- **Easy to use:** Support software client and hardware terminal, support meeting schedule reminder and one click to join meetings by terminal. Support WebAPP without download to join the meeting.
- **Rich features:** Supports large interactive meetings, meeting collaboration, live meetings, recording features, with rich meeting management and meeting control features. Supports member management, meeting statistics and meeting configurations and other admins applications.

## Specifications

### Main Service Modules

- Media forwarding service
- Collaboration service
- Register service
- Penetration service
- SIP/H.323 compatible gateway
- PSTN server
- Live service
- On-demand recording service
- Cloud storage service
- Meeting control service
- Meeting management service
- Data statistic service

### Audio And Video Features

- Support up to 1080P video and 1080P shared content
- Support video subscription adaptive and network adaptive; Support multiple video resolution including 1080P, 720P, 360P, 180P, 90P
- Support dynamic bandwidth adjustment
- Support H.264 SVC, H.264 High Profile, H.264, H.263 etc. video codec technology
- Support ARES (48KHZ), Opus (8~48KHZ), G.722.1C (14KHZ), G.722.1 (7KHZ) G.711 (PCMA/PCMU), G.729 etc. audio codec technology
- Support Forward Error Correction (FEC), multiple anti-packet technologies such as packet loss retransmission, anti 70% audio packet loss and 30% video packet loss

## Platform Security

- Computer environment security: The security of the computing environment is served by the security mechanism of the terminal, application server and database to ensure the security of the entire process of application business processing
- Regional boundary security: regional boundary access control, regional boundary packet filtering, regional boundary security audit, anti-virus capabilities, application security protection
- Host security protection: through NFV-based security capabilities, provide host-level security capabilities.
- System operation guarantee: Deploy a network monitoring and management platform to monitor the operation status of servers across the network.
- Data Security: Through multiple data nodes storage, each independent registered user/enterprise is isolated and encrypted between data security groups, data transmission between terminal and server and terminal will be encrypted, data destruction and other ways to ensure data security.
- Security encryption: Support TLS signaling encryption, use the SRTP (AES-256 bit) encryption standard to encrypt all real-time media (video, audio, screen sharing), and use Https encryption for the web.
- Application security: Support application settings for each scenario to ensure meeting security, including network and meeting security encryption, authorization control (meeting control, sharing permission), identity authentication, password protection, enable waiting room, lock meeting, allow participants to join before host, raise hand to apply to speak, not allow new members to join the meeting, chat encryption, sharing content watermark, and ensure meeting detailed information security, etc.

## Join Method

- Support using PC client, Mobile Apps to join the meeting
- Support Yealink VCS hardware terminals
- Support SIP/H.323 to join the meeting (Hardware, third-party room systems)
- Support using global PSTN to join the meetings
- Support using WebApp

## Meeting Features

- Support third-party SIP/H.323 to join the meeting via the visual meeting lobby
- Support to schedule meetings via web, PC client, and mobile apps; Support schedule random meeting rooms and virtual meeting rooms
- Support schedule recurring meetings, meeting schedule notification; meeting reminder for room systems, and one-click to join the meeting
- Support for sending/receiving shared screens and collaborative annotations in meetings, support for whiteboard collaboration and collaborative annotations
- Support for chatting in the meeting through IM chat tool without interrupting the meeting process
- Support webinar mode, set different roles such as host, guest, audience, etc., each role has different permissions in the webinar
- Support meeting live broadcast, both the main stream and the auxiliary stream can be broadcasted at the same time
- Support to edit the live title, description, password and customized logo settings; Support the management and control of the live broadcast process, temporarily stop the current live broadcast at any time during the process, switch the screen layout, modify the live broadcast description, etc.
- Support meeting recording, support to store the video, shared content and audio file in the server
- Support recording 1080p30fps, 720p30fps, 540p30fps, 360p30fps videos, support adding watermark and timestamp to the recorded videos, support generating additional separate audio files.
- Providing cloud storage space, used to store cloud recording files; Support the management, archiving and download of recording files, which is convenient for users to manage recording files; Support direct sharing of recorded videos through the corporate organization structure, sharing link supports setting encryption and link validity period

## Meeting Management Features

- Support administrators to manage accounts uniformly, batch import and export, and set visible permissions; support the import and export of member accounts, device accounts, and external contact accounts, and support the terminal to synchronize enterprise contacts
- Supports administrators to control or delete all ongoing or scheduled meetings in the enterprise; supports custom meeting default settings, including: automatic mute when joining a meeting, prompt sound for joining a meeting, in advanced joining time, waiting room settings, and passwords settings etc.
- Support creating, editing and managing fixed cloud meeting rooms, and support schedule fixed cloud meeting rooms
- Support batch management of enterprise hardware terminals; support equipment cloud account and video conferencing terminal binding association
- Support enterprise service management, meeting data filtering, meeting details, call analysis
- Support Exchange calendar service integration, support two different calendar resource management methods, automatic synchronization or manual addition
- Support for scheduling meetings via Web and Outlook plug-ins
- Support automatic synchronization the meeting information to the room systems
- Supports meeting reminder and one-key-in session on the room systems
- Support the system to automatically hold a meeting at the point
- Support one-click copy or scan code to share meeting information

## Meeting Control Features

- Support invite/remove participants, lock/unlock meeting, meeting lobby, end meeting
- Support mute/unmute, turn on/off, turn on/off video, switch the speaking mode, apply for speaker management, member role management, set spotlight video
- Support broadcast layout, video layout can be customized
- Support for inviting contacts during the meeting, and H.323/SIP can be invited to join the meeting
- Support for roll-in and sign-in of participants, and export roll-call results
- Support superimposed display of meeting subtitles in the video screen, the display position of the subtitles can be adjusted, support editing and setting the sending objects of dynamic and static meeting subtitles
- Support to edit the participant's name
- Support to view the call statistics and remote control the camera
- Support the management of Cloud Recording, Start/Pause/End Recording
- Support to manage the participants share screen authorization and chat permissions

**Yealink**

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