



Hướng dẫn nhanh Yealink Meeting

Làm thế nào để đăng ký tài khoản Yealink Meeting?

1.Đăng ký tài khoản với Email hoặc số điện thoại của bạn tại: [Yealink Meeting Registration.](#)

[Contact Us](#)[Download](#)[English](#) **E-mail****Mobile**[Terms of Service](#)[Privacy Policy](#)



Register successfully

Thanks for using Yealink Cloud, download and install the client, and immediately start efficient video collaboration.

- 1080P HD Video Conferencing
- Meeting appointments, schedule reminders
- Screen sharing, file collaboration
- Unlimited number of meetings
- Support for 3 participants
- A single meeting is limited to 45 minutes

[Download](#)[Meeting management platform](#)

2. Đăng nhập tài khoản của bạn tại: <https://yealinkmeeting.com/portal/login>



Account Center

[Contact Us](#)

[Download](#)

[English](#)



E-mail

Email

Password



[Forgot Password?](#)

[Sign In](#)

[Mobile](#)

No account? [Sign Up](#)

PERSONAL

 Meetings

 Virtual Meeting Room

 Files

 Enterprise Management

Create or join a enterprise

Use more cloud video features and services

Enterprise Collaboration

Member management, hardware terminal management, corporate address book, corporate short number mutual broadcast, etc.

Rich conference applications

Meeting live broadcast, meeting recording, advanced meeting control, enterprise VMR, join by WeChat applet and telephone

Streamline your management with tools

Enterprise call records, meeting statistics analysis, meeting function settings, enterprise sub-administrators

Create a enterprise

Join the enterprise



PERSONAL

 Meetings

 Virtual Meeting Room

 Files

 Enterprise Management

Create or join a business

Use more of Yealink

Enterprise Collaboration

Member management
number mutual

Rich conference

Meeting live broadcast
applet and tele

Streamline your workflow

Enterprise call center
administrators

Create a enterprise

Create a business



* Company Name

Yealink-Tristan

* Country

Germany

your region

Please select

Industry type

Education

Industry scale

2000+

Save

Cancel



3.Tạo tên doanh nghiệp và nhận ID doanh nghiệp của bạn.

PERSONAL

Meetings

Virtual Meeting Room

Files

ADMIN

Dashboard

Member Management

Meeting Management

VMR Management

Collaboration Files

Statistics

Enterprise Settings

Teams Access

Yealink-Tristan

Enterprise No.306720

Online user/user account

0/2

Online devices/total devices

0/1

Meetings Ongoing/Meetings Scheduled

0/0

Host

4 People

@i18n.remaining.number.people.can.be.set.sh

Hardware connector

10 ports

A total of 10 port

Webinar Package

2 packs

Recording Storage Space

2 GB

2GB

PSTN Connector

100 mins

100minutes

Live Package

100 mins

100minutes

Teams Port

10 ports

A total of 10 port

Statistics for the last 7 days

Number of meetings

Maximum concurrent

Meeting duration

0

0.2

0.4

0.6

0.8

1

04/17

04/18

04/19

04/20

04/21

04/22

04/23

Yealink | 亿联网络

4. Click Download phía trên bên phải để tải phần mềm về máy.

Yealink Meeting Client

Everyone can enjoy online meetings on Windows, Mac, iOS, or Android system.



iOS



Android



Windows



macOS



Tài khoản Yealink trong các tình huống khác

VMR là gì?

VMR là một phòng họp ảo.

Nếu không có VRM thì bạn chỉ có thể tạo một hội nghị truyền hình điểm - điểm.

Người thứ ba không thể tham gia. Nhưng với VMR thì mọi người có thể tham gia một cuộc họp hội nghị trực tuyến cùng nhau.

Webinar là gì?

Webinar là một loại hội nghị được sử dụng để đào tạo. Sau khi mọi người tham gia hội thảo trên web, họ chỉ có thể nhìn thấy màn hình video của người chủ trì và người chủ trì có thể nhìn thấy tất cả những người đã tham gia hội nghị. Muốn phát biểu ý kiến thì người tham gia cần phải giơ tay xin phép và chỉ được phát biểu sau khi người dẫn chương trình đồng ý.

Với doanh nghiệp hoặc SME
Cách sử dụng Yealink Meeting?

Làm cách nào để mở tài khoản cho nhân viên của tôi?

PERSONAL

- Meetings
- Virtual Meeting Room
- Files

ADMIN

- Dashboard
- Member Management ^
- Users
- Room Systems
- External Contacts
- Meeting Management
- VMR Management
- Collaboration Files
- Statistics
- Enterprise Settings

Users(1/80) ?

You can add 2 paid users

Search

Yealink-Tristan

Tristan

Yealink-Tristan

Adjust

Send Account Information

☐	0 Selected / Name	Account
☐	Tristan	306 720

Invite Users(0)

Import

+ Add Account

Invitation link

<https://cn-shanghai-intl.pre.onyealink.com>

Copy Link

The link is valid for 72 hours, through which members can apply to join the enterprise



Scan QR code to join

To be approved by Administrator



If enabled, the user's application for joining enterprise needs to be approved by the administrator

Apply to join the enterprise



If enable, allow users to apply to join the enterprise independently

Invitation to be reviewed (0)

[Review >](#)

Total 1

10/page

<

1

>

Go to

1

PERSONAL

- Meetings
- Virtual Meeting Room
- Files

ADMIN

- Dashboard
- Member Management ^
- Users**
- Room Systems
- External Contacts
- Meeting Management
- VMR Management
- Collaboration Files
- Statistics
- Enterprise Settings
- Teams Access

Users(2/180) ?

You can add 4 paid users

Search

Yealink-Enterprise

- Tristan
- Megan

Yealink-Enterprise

Adjust Send Account Information Delete

☐ 0 Selected / Name	Account	Status
☐ Megan	306 720*1111	 
☐ Tristan	306 720*9999	 

Invite Users(0) Import Add Account

Invitation link

<https://meetings-intl.pre.oneyalink.cc>

Copy Link



The link is valid for 72 hours, through which members can apply to join the enterprise

To be approved by Administrator ☒ If enabled, the user's application for joining enterprise needs to be approved by the administrator

Apply to join the enterprise ☒ If enable, allow users to apply to join the enterprise independently

Scan QR code to join

Invitation to be reviewed (0)

Review >

 **Tristan** Invite you to join us

Yealink-Enterprise

Use Yealink Cloud for video communication, please join us as soon as possible

E-mail

Mobile

Email

Verification Code

[Get verification code](#)

Please enter the reason for your application (optional)

Confirm join

PERSONAL

- Meetings
- Virtual Meeting Room
- Files

ADMIN

- Dashboard
- Member Management
 - Users
- Room Systems
- External Contacts
- Meeting Management
- VMR Management
- Collaboration Files
- Statistics
- Enterprise Settings
- Teams Access

Users(2/180)

You can add 4 paid users

Search

Yealink-Tristan

- Tristan
- Megan

Yealink-Tristan

Invite Users(0) Import Add Account

Import

Please download the template, fill in the data as required and upload the form.

Download Template



Drag the file here or click upload button

Upload File

Confirm

Cancel

Account Status	type	group	Operation
Verified	Licensed	Yealink-Tristan	
Verified	Licensed	Yealink-Tristan	

PERSONAL

- 📅 Meetings
- 🏠 Virtual Meeting Room
- 📁 Files

ADMIN

- 📊 Dashboard
- 👤 Member Management ^
- Users**
- Room Systems
- External Contacts
- 👥 Meeting Management
- 🏠 VMR Management
- 🔧 Collaboration Files ▾
- 🕒 Statistics ▾
- 📋 Enterprise Settings ▾
- 👤 Teams Access

Users(2/180) ?

You can add 4 paid users

🔍 Search

▼ Yealink-Tristan ✓

👤 Tristan

👤 Megan

Yealink-Tristan ☑

Invite Users(0)

📄 Import ▾

+ Add Account

Adjust

Send Account Information

Delete

☐	0 Selected / Name ↕	Account ↕	Status ▾	Account Status ▾	type ▾	group	Operation
☐	Megan	306 720*1111	📱 🖥	Unverified	Licensed	Yealink-Tristan	✎ 🗑
☐	Tristan	306 720*9999	📱 🖥	Verified	Licensed	Yealink-Tristan	✎ 🗑

Total 2

10/page ▾

<

1

>

Go to

1

If you have not purchased a service pack, there will be no license option

PERSONAL

Meetings

Virtual Meeting Room

Files

ADMIN

Dashboard

Member Management ^

Users

Room Systems

External Contacts

Meeting Management

VMR Management

Collaboration Files

Statistics

Enterprise Settings

Users(1/80) ?

You can add 2 paid users

Search

Yealink-Tristan

Tristan

← Add Account

* Username

Megan

Gender

☒ Secrecy

☐ Male

☐ Female

* grouping

Yealink-Tristan

Position

Sales

* Personal Account

3 0 6 7 2 0 *

1111

Please enter 4 digits

type

☒ Free users

☐ Licensed ?

Tips for paying users

Mobile

+86

Please enter the mobile phone

Mobile or email must be selected

Email

Please enter your email

Fill in at least one of mobile phone and email

Permission

☒ Enable schedule

☒ Enable Meet Now

send invitation

☐ SMS Notification

☒ Email Notification

Save

Cancel

PERSONAL

Meetings

Virtual Meeting Room

Files

ADMIN

Dashboard

Member Management ^

Users

Room Systems

External Contacts

Meeting Management

VMR Management

Collaboration Files ^

Statistics ^

Enterprise Settings ^

Users(1/80) ?

You can add 2 paid users

Search

Yealink-Tristan

Tristan

← Add Account

* Username

Megan

Gender

☒ Secrecy☐ Male☐ Female

* grouping

Yealink-Tristan

Position

Sales

* Personal Account

3 0 6 7 2 0 * 1111

Please enter 4 digits

type

☐ Free users☒ Licensed ?

Tips for paying users

function

☒ Large Meeting☒ Internet Conference

100ports(10ports) Valid to2020/06/24

Mobile

+86

Please enter the mobile phone

Mobile or email must be selected

Email

Please enter your email

Fill in at least one of mobile phone and email

Permission

☒ Enable schedule☒ Enable Meet Now

Save

Cancel

2. Làm thế nào để tạo tài khoản Room system?

PERSONAL

-  Meetings
-  Virtual Meeting Room
-  Files
-  Meeting Settings

ADMIN

-  Dashboard
-  Member Management 
- Users
- Room Systems**
- External Contacts
-  Meeting Management
-  VMR Management
-  Collaboration Files 
-  Statistics 
-  Enterprise Settings 

Room Systems(0/20)  Yealink Video  Add a device account

* Name

VC200

* Department

Yealink Video 

* Account

3 5 6 3 3 6 . 2000

Please enter 4 digits

* Password

..... Random Password

Email

tristan@yealink.com

For receiving account information and meeting appointment

Permission

☒ Enable Meet Now

3. Làm thế nào để đăng ký VC200 lên tài khoản Yealink

PERSONAL

-  Meetings
-  Virtual Meeting Room
-  Files
-  Meeting Settings

ADMIN

-  Dashboard
-  Member Management ^
 - Users
 - Room Systems
 - External Contacts
-  Meeting Management
-  VMR Management
-  Collaboration Files ^
-  Statistics ^
-  Enterprise Settings ^
-  Teams Access

Room Systems(1/20) ?

▼ Yealink Video

VC200

Yealink Video

Import



+ Add Account

Adjust

Send Account Information

Delete

☐	0 Selected / Name	Account	Device	Device status	Operation
☐	VC200	356 336.2000	VC200	Online	 

Total 1

10/page



1



Go to

1

PERSONAL

- Meetings
- Virtual Meeting Room
- Files
- Meeting Settings

ADMIN

- Dashboard
- Member Management ^
 - Users
 - Room Systems
 - External Contacts
- Meeting Management
- VMR Management
- Collaboration Files ^
- Statistics ^
- Enterprise Settings ^
- Teams Access

Room Systems(1/20) ?

▼ Yealink Video

VC200

← Meeting room terminal details

Name	VC200
Department	Yealink Video
Account	356 336.2000
Email	tristan@yealink.com
Permission	Instant meeting is turned on
way to register	! Not registered to cloud How to register

Edit

Send Account Information

Delete

PERSONAL

- Meetings
- Virtual Meeting Room
- Files
- Meeting Settings

ADMIN

- Dashboard
- Member Management ^
- Users
- Room Systems
- External Contacts
- Meeting Management
- VMR Management
- Collaboration Files v
- Statistics v
- Enterprise Settings v
- Teams Access

Room Systems(1/20) ?

▼ Yealink Video

VC200

← Meeting room terminal details

Name VC200

Department Yealink Video

Account 35

Email tri

Permission In

way to register

The device account is used to register to Yealink terminals or SIP/H.323 terminals. After registration, you can directly dial the meeting ID and password to join the meeting and enjoy the professional video and audio experience.

Yealink terminal registration method:

Account:356 336.2000

Password:

Server address:onlylyun.com

SIP terminal registration method:

SIP number:356 336.2000

Password:yealink123

Server address:reg.onylyun.com

H.323 terminal registration method:

H.323 ID / Gatekeeper authentication name:356 336.2000

Gatekeeper password:yealink123

Gatekeeper address:reg.onylyun.com

If you have any questions, please go [Help center](#) Or call [Video Service](#) .

Delete

Home

Status

Account

VC Platform

H.323

SIP Account

SIP IP Call

Codec

Network

Setting

Directory

Security

 Default password is in use. Please change! 

Video Conference Platform

Status

Registered

Cloud Account

On 

Quickly Switch Platform

Off 

Platform Type

Yealink VC Cloud ▾

Username

356336.2000

Password

•••••••• 

Server

356336.onlyyun.com

Advanced Setting

DTMF Type

RFC2833 ▾

DTMF Info Type

DTMF-Relay ▾

Confirm

Cancel

4. Làm thế nào để thực hiện cuộc gọi P-2-P?

Home

Home

Calls

Calendar

Contacts

More

Search

Invite colleagues

Enterprise Contacts

Local Contacts

Enterprise Contacts

▼ Yealink-Enterprise (8)

▼ Enterprise Member (6)

Tristan
306720*9999

Megan
306720*1111

brandon
306720*7777

Cédric
306720*1001

Ruben
306720*3001

Hassan Ali
306720*3002

▶ Room System (1)

▶ Cloud Meeting Room (0)

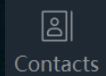
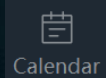
▶ External Contact (1)

Enterpris...
6 contacts

Video Call

Yealink | 亿联网络

5. Làm thế nào để lên lịch một cuộc họp và tham gia nó?



Q Search



15:55

2020/04/24 Friday



Start



Join



Schedule



Share Screen



No upcoming meetings today



Schedule

Meeting Subject

Tristan's meeting

Start Time

2020-04-24



10:10



Duration

2

hours

0

mins

☐ Period Meeting

Number

☒ Tristan's Cloud Meeting Room(306720*...

Time zone

(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna



Remarks

0/300

Participants (1/100)

+ Add Participants



Tristan(me)

306720*9999

OK

Cancel

Home

Calls

Calendar

Contacts

More

Schedule

Meeting Subject

Tristan's m

Start Time

2020-04-24

Duration

2

Number

Tristan's C

Time zone

(UTC+01:00)

Remarks

Participants (1/100)

+ Add Participants

h(me)
*9999

Invite by Contacts

Q Search

4/100

Clear

Yeastlink-Enterprise (4)

Enterprise Member (2)

Tristan
306720*9999

Megan
306720*1111

Room System (1)

VC200
306720*2000

Tristan
306720*9999

Megan
306720*1111

VC200
306720*2000

Tristan@yealink.com

Add Others

Please input the email address

OK

Cancel

OK

Yealink | 亿联网络

Upcoming Meetings

Previous Meetings

Daily

Weekly

« < 2020 Year April > »

Day	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Today

Schedule

2020/04/24

16:40-17:10

Tristan's meeting

Organizer: Tristan

Meeting ID: 306720*66666

Password: 123456

Details

Delete schedule

Edit

Schedule

Meeting information

Topic: Tristan's meeting

When: 2020-04-24 10:15

Duration: 2 hours 0 mins

☐ Recurring meeting

Meeting ID: ☒ personal meeting ID (306 720*66666) ☐ Webinar (306 720*10000)

Time zone: (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Remarks: Please enter the remarks 0/300

Participants(1/100)

+ Add Participants

Tristan
306720*9999

Save

Cancel

Topic: Tristan's meeting

Time: 2020/04/24 16:45 - 2020/04/24 17:15 (UTC +08:00)

Meeting ID: 306720*66666

Password: 123456

Join the meeting: [https://us-east-1-intl.pre.onyealink.com/webapp/home/welcome?
t=TjbiDZrmolHS/f1ILduVnU0j3Mazk/SI](https://us-east-1-intl.pre.onyealink.com/webapp/home/welcome?t=TjbiDZrmolHS/f1ILduVnU0j3Mazk/SI)

For Yealink terminals, dial the meeting ID: 306720*66666

For PSTN, dial the number: (+86) 400 903 0102

For SIP / H.323 terminals, dial the following IP:

Asia: 47.100.5.20

Europe: 3.124.91.11

America: 3.212.77.33

6. Tôi có thể làm gì khi tham gia một cuộc họp?



Search



Home



Calls



Calendar



Contacts



More

17:20

2020/04/23 Thursday



Start



Join



Schedule



Share Screen

Next Meeting Starts in 14 minutes

Tristan's meeting

Meeting ID: 356336.75292

17:35 - 19:35

Join

Meeting Details

00:00:46

Tristan's Cloud Meeting Room (Meeting ID: 306720*66666)

—

📄

✕

Full Screen

Layout

Camera

Mic

Share

More

End

Invite

Participants

Chat

Home

Calls

Calendar

Contacts

More

会议中只有您一位视频与会者
You are the only video participant in the conference

1

0

Local Video

Home

Calls

Calendar

Contacts

More

00:01:26

Tristan's Cloud Meeting Room (Meeting ID: 306720*66666)

Full Screen

Layout

Camera

Mic

Share

More

End

会议中只有您一位视频与会者
You are the only video participant in the conference

1

0

Local Video

Invite

Participants

Chat

Group Chat

Private Chat

Type message here

Làm thế nào để sử dụng Teams Gateway?

Home

Calls

Calendar

Contacts

More

Q Search

Tristan

✕

Add as Local Contact

1

2

3

ABC

DEF

4

5

6

GHI

JKL

MNO

7

8

9

PQRS

TUV

WXYZ

*

0

#

.@

+

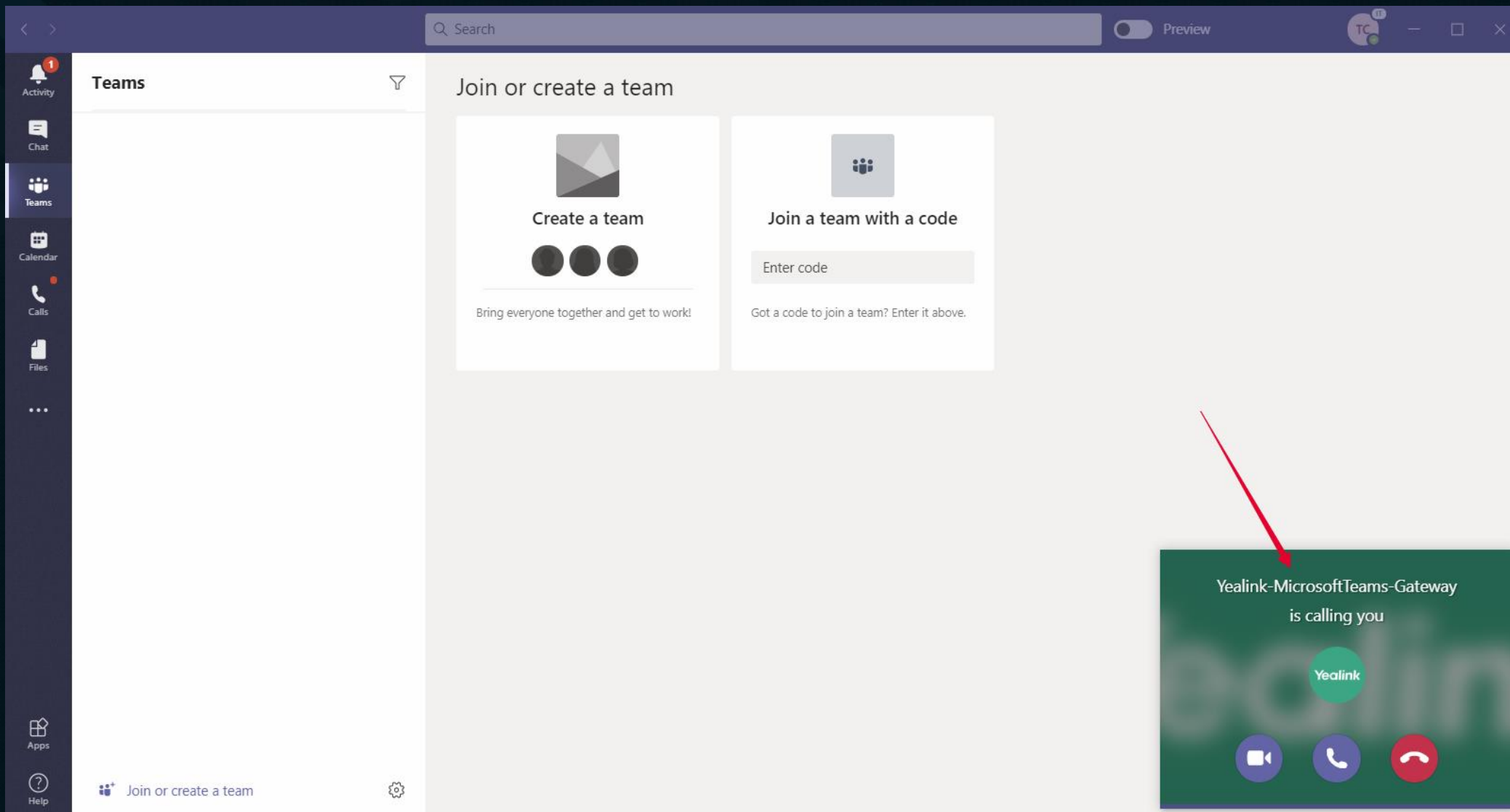
Video Call

Audio Call

Search Result (1)

Tristan

356336.6666



<

>

Search

Preview

TC

—

□

×

Activity

Chat

Teams

Calendar

Calls

Files

...

Apps

Help

Yealink-MicrosoftTeams-Gateway

00:11

📺

🎤

📶

⋮

💬

👤

📞

People

×

Invite someone

Currently in this call (2)

TC

Tristan Cui

Y

Yealink-MicrosoftTeams-Gateway

00:00:05

Call with 356336.1118700721

—

□

×

Home

Calls

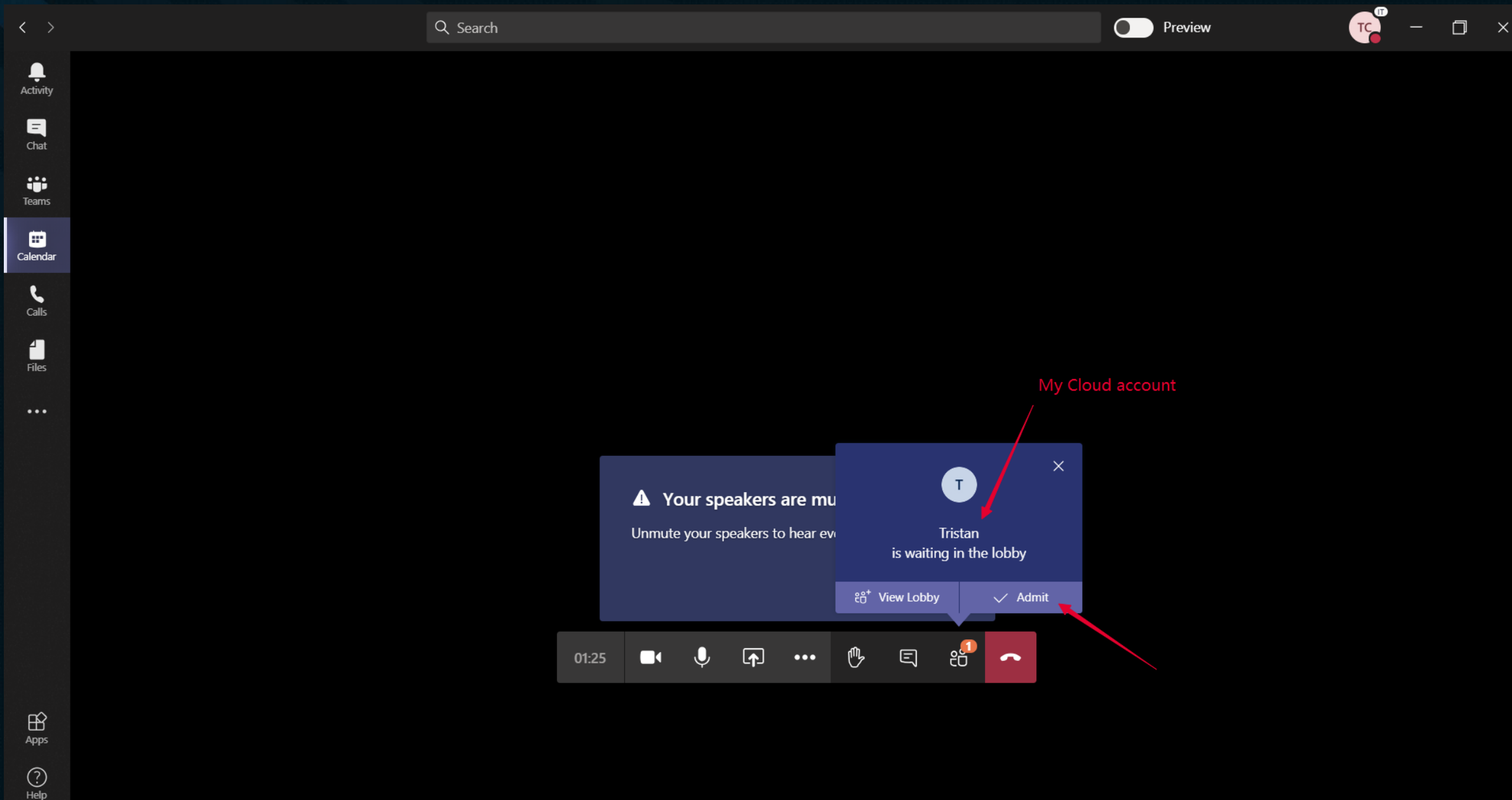
Calendar

Contacts

More

您正处于等待状态

You are on hold



Home

Calls

Calendar

Contacts

Activity

Chat

Teams

Calendar

Calls

Files

...

Apps

Help

Tristan

Enterprise

Search

Preview

04:02

People

Invite someone

Currently in this meeting (2)

TC Tristan Cui Organizer

T Tristan Guest

Others invited (2)

Cloud account



Teams account



Cloud account



Đối với Giáo dục.
Làm thế nào để tổ chức hội thảo trên web?

PERSONAL

 Meetings

 Virtual Meeting Room

 Files

 Meeting Settings

ADMIN

 Dashboard

 Member Management

 Meeting Management

 VMR Management

 Collaboration Files

 Statistics

 Enterprise Settings

 Teams Access

Virtual Meeting Room

Meeting ID: 356336.12333

VMR Package—100ports 

Organizer: James Wu

Password: --

[Details](#)

[Join Now](#)

[Meeting Control](#)

Meeting ID: 356336.32222

Ongoing

Webinar Package—200ports(20Interactive Party)

Organizer: James Wu

Password: --

[Details](#)

[Join Now](#)

[Meeting Control](#)

Meeting ID: 356336.11111

Yealink VMR 

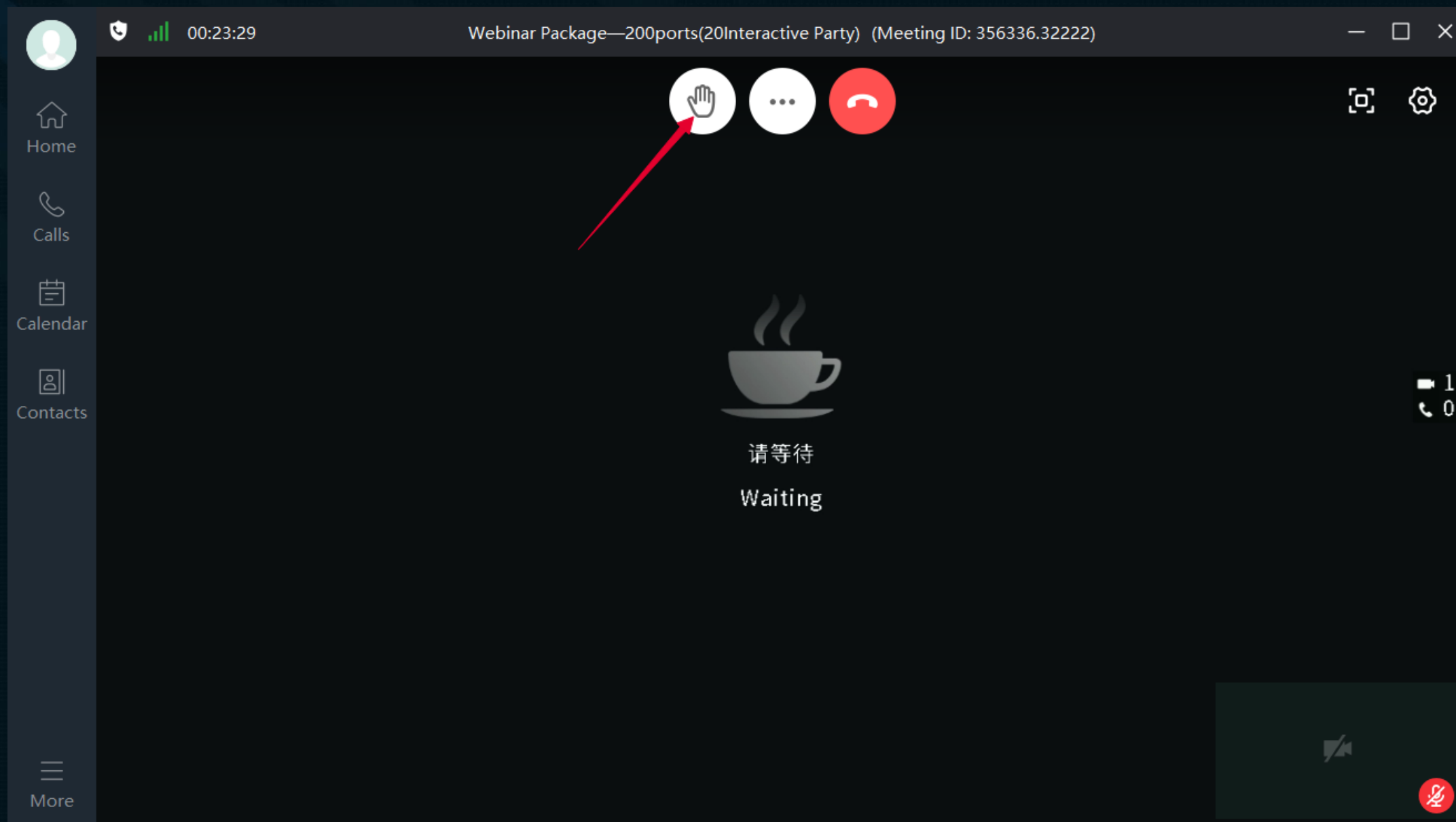
Organizer: James Wu

Password: --

[Details](#)

[Join Now](#)

[Meeting Control](#)



Mute all

Unmute all

Lock

End Meeting

Attendees (1)

Lobby (0)

Applying (1)

Record (0)

By joining time

Search



Role

Name

Account

Group

Internet

Audience

Tristan

356 336.6666

Yealink Video



Allow to speak

Reject to speak

Total 1

20/page



1



Go to

1



Layout



Speak Mode



Invite



Message



Roll Call



Record

Attendees (1)

Lobby (0)

Applying (1)

Record (0)

Search

Role ▾	Name	Account	Group ▾		
Audience	Tristan	356 336.6666	Yealink Video	✔ Allow	✖ Reject

Reject all

- Layout
- Speak Mode
- Invite
- Message
- Roll Call
- Record

Webinar Package—200ports(20Interacti

Duration: 00:00:50

Meeting ID: 356336.32222

Password: No password

[Operation log](#)

Mute all

Unmute all

Lock

End Meeting

Attendees (1)

Lobby (0)

Applying (0)

Record (0)

By joining time

Search



Role

Name

Account

Group

Internet

Audience

Tristan

356 336.6666

Yealink Video



Set as participants

Rename

Block audio

Remove

Total 1

20/page



1



Go to

1



Layout



Speak Mode



Invite



Message



Roll Call



Record

Home

Calls

Calendar

Contacts

More

00:13:18

Webinar Package—200ports(20Interactive Party) (Meeting ID: 356336.32222)

会议中只有您一位视频与会者
You are the only video participant in the conference

Q Search

▼ Participantes 1

Moderators (1) >

Tristan(Me)
356336.6666

Attendees (0)

Audience (0)

► Lobby (0)

► Application for Speaking (0)

► Invitation Records (0)

Mute All

Unmute All

Lock Meeting

Yealink