

Instant Meeting

Introduction

Once logged in to a Microsoft Teams or Zoom account on Yealink MeetingBar, you can start an instant meeting.

After the meeting is created, you can [invite additional participants](#) to join.

During an instant meeting, you can turn on or turn off your camera and microphone.

Start an Instant Meeting

With Yealink CTP Touch Panel

- For Microsoft Teams: On the home screen, tap **Meet now**.
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Join Meeting

Introduction

You can join a meeting in several ways.

- **Join a scheduled meeting:** Join pre-scheduled meetings displayed on your device.
- **Join with Meeting ID:** Manually enter a meeting ID and password to join meetings.
- **Proximity Join:** Seamlessly transfer an ongoing meeting from your personal device to a nearby Teams device.
- **Third-Party meeting:** Join meetings hosted on third-party platforms (for example, Cisco Webex, Zoom) using your device.

Before You Begin

Log in to your Microsoft Teams account on Yealink MeetingBar.

Join a Scheduled Meeting

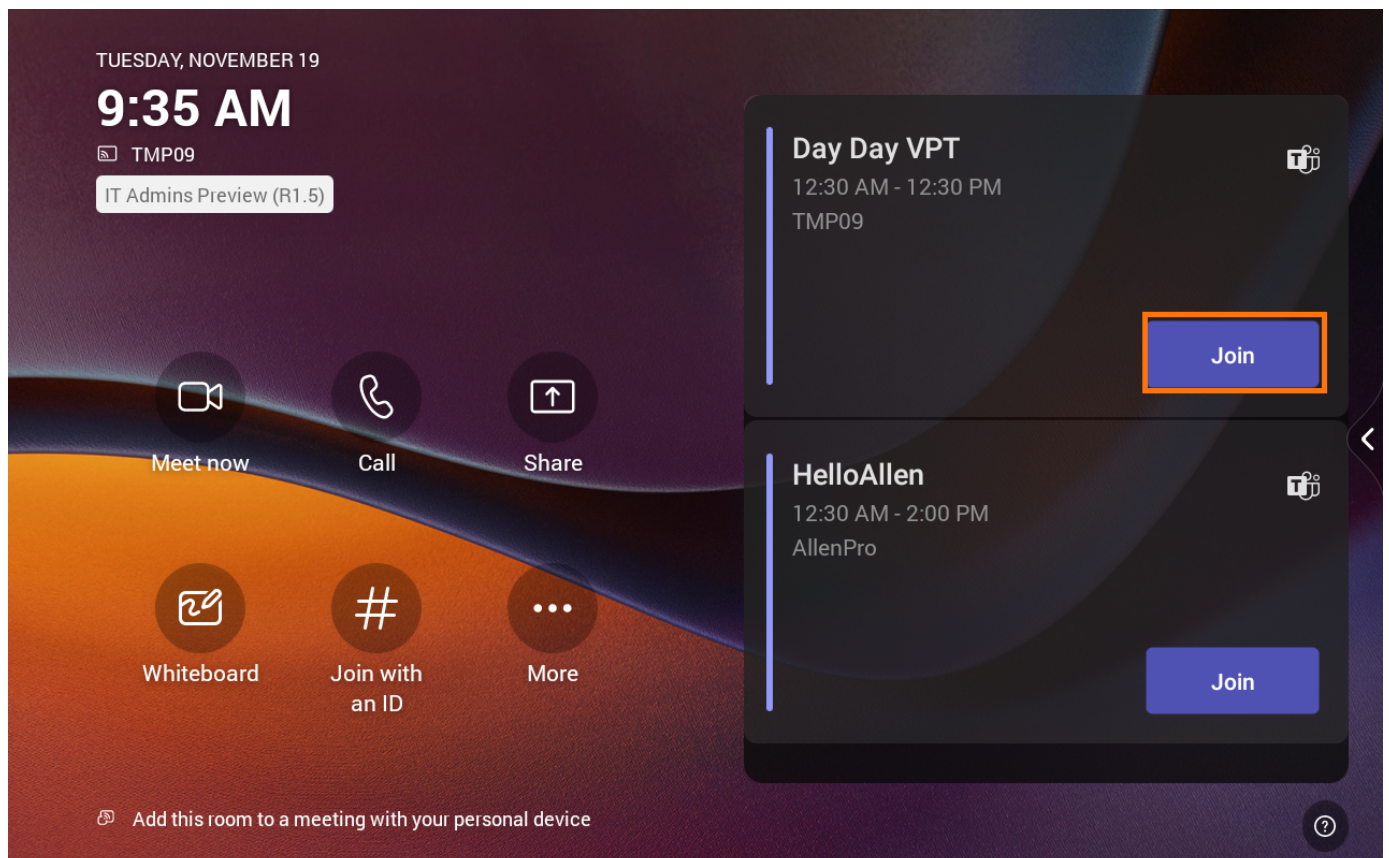
Before you begin

- Ensure a meeting is scheduled.
- The device displays meeting information for the day.

With Yealink CTP Touch Panel

To join a scheduled meeting

- For Microsoft Teams: On the home screen, tap **Join** next to the corresponding meeting.



Join with Meeting ID

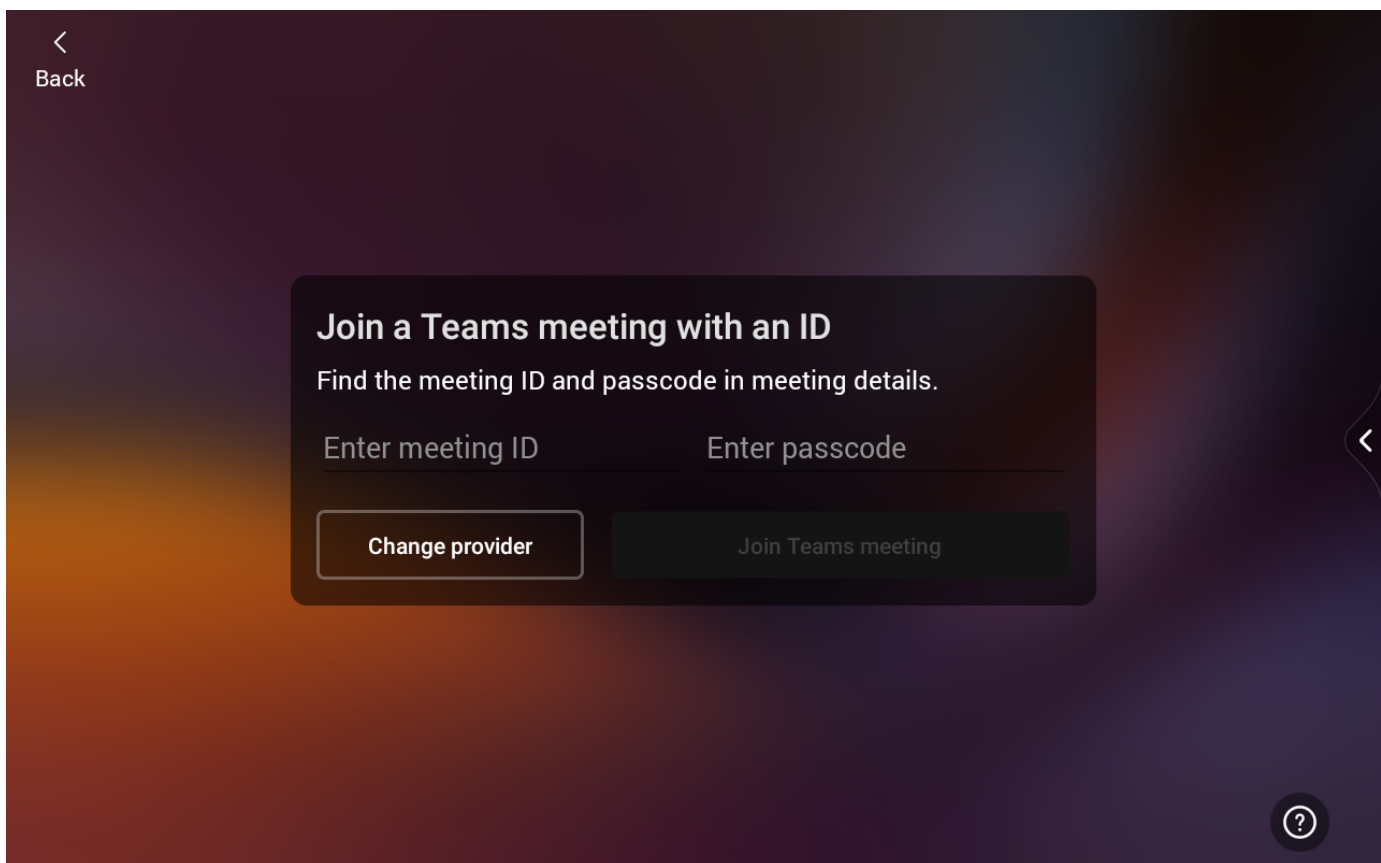
Before you begin

Update your Yealink MeetingBar to the latest version.

With Yealink CTP Touch Panel

To join with meeting ID for Microsoft Teams

1. On the home screen, select **Join with an ID**.
2. Enter the meeting ID and password, and then select **Join Teams meeting**.
- 3.



Manage Participants for Microsoft Teams

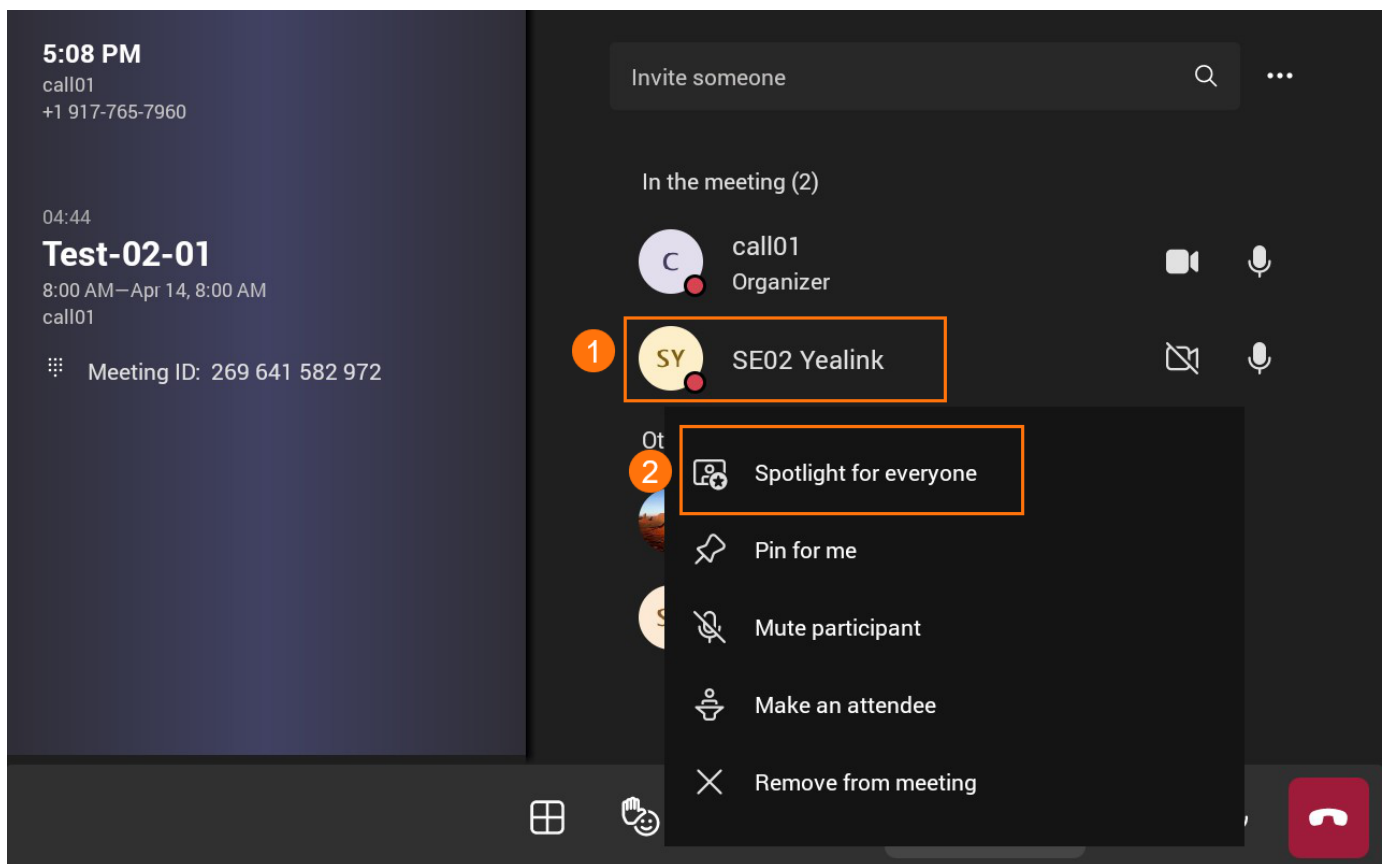
Introduction

As a meeting host, you can spotlight, mute, or remove participants in a Teams meeting.

Spotlight Participant

With Yealink CTP Touch Panel

- During a meeting, tap the participant and select **Spotlight for everyone**. The participant is displayed on a large screen on everyone's video screen.

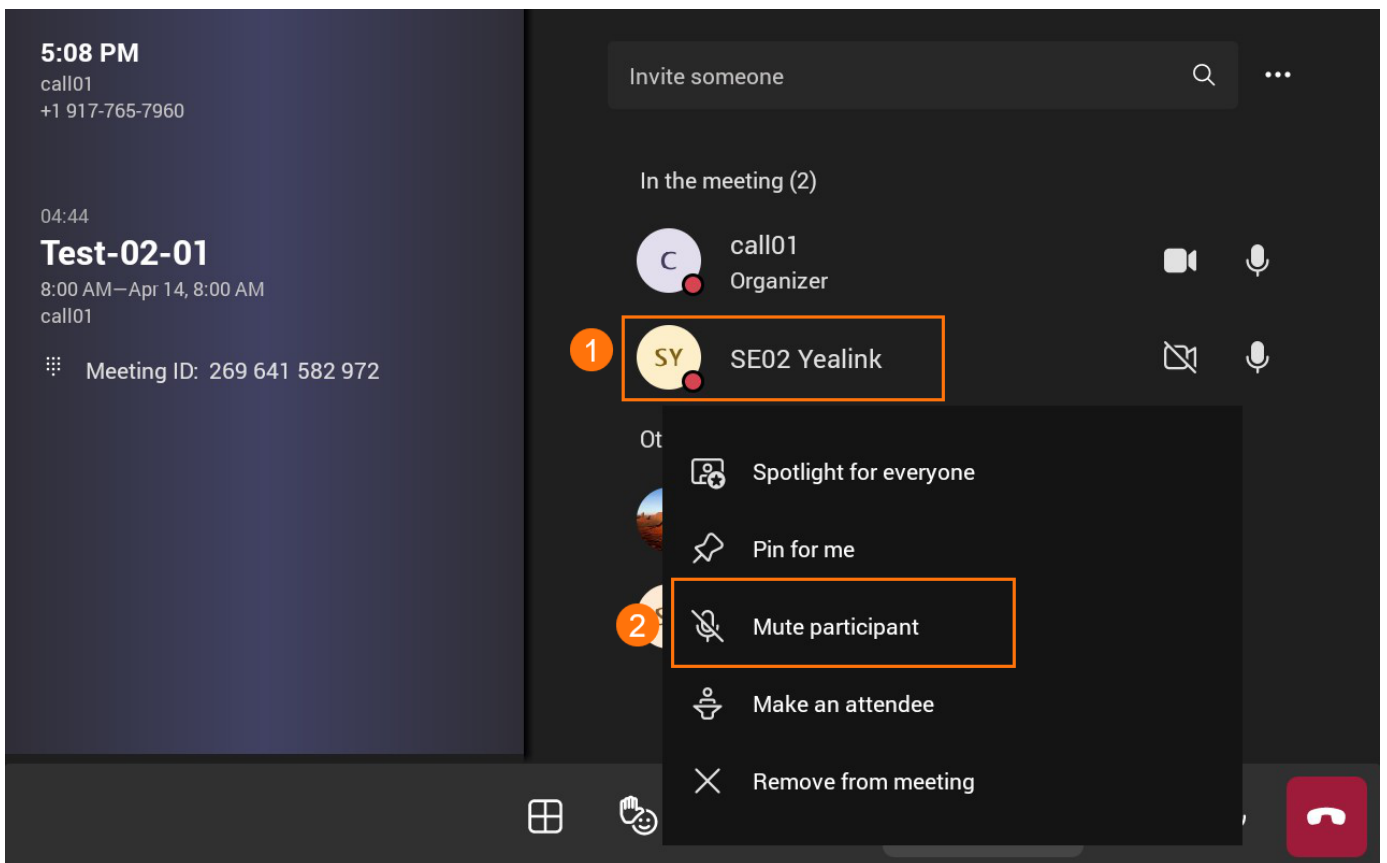


Mute Participant

You can mute a participant's microphone, and only the participant can unmute their microphone.

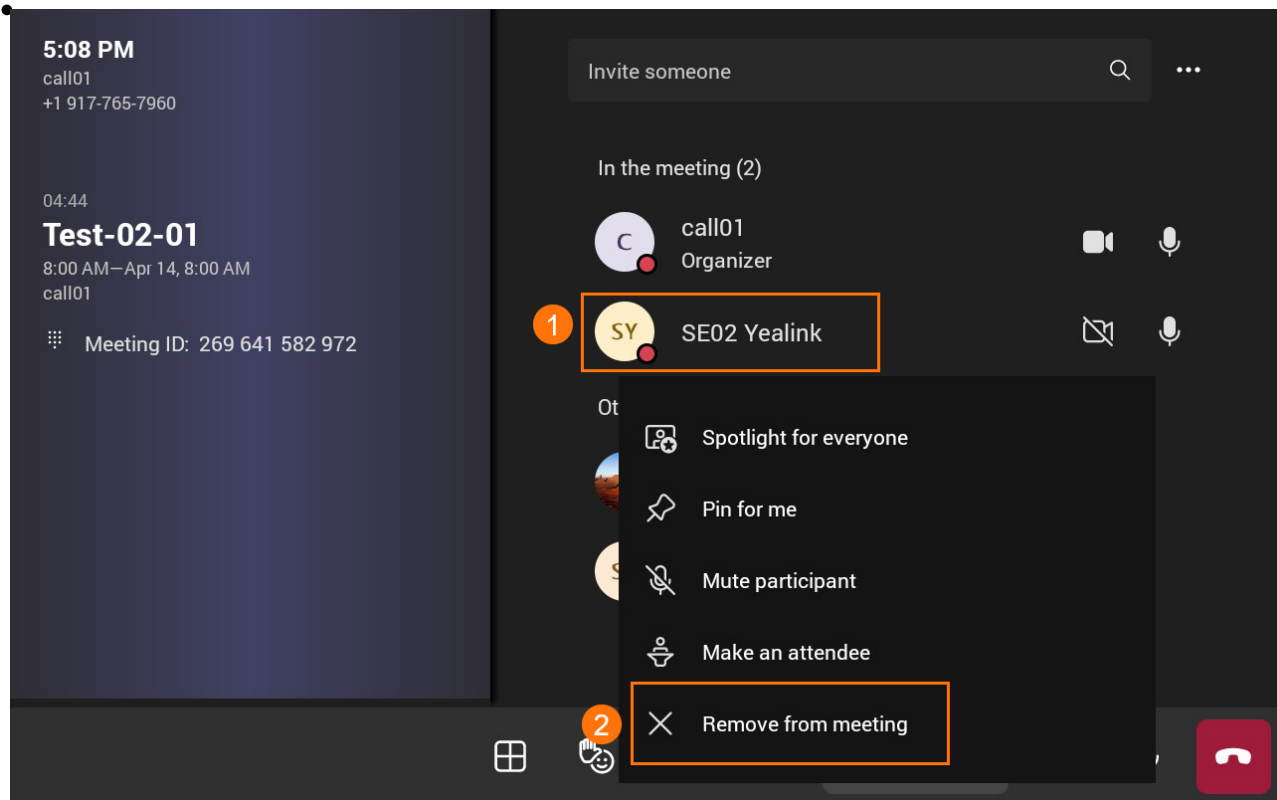
With Yealink CTP Touch Panel

- During a meeting, tap the participant and select **Mute participant**.



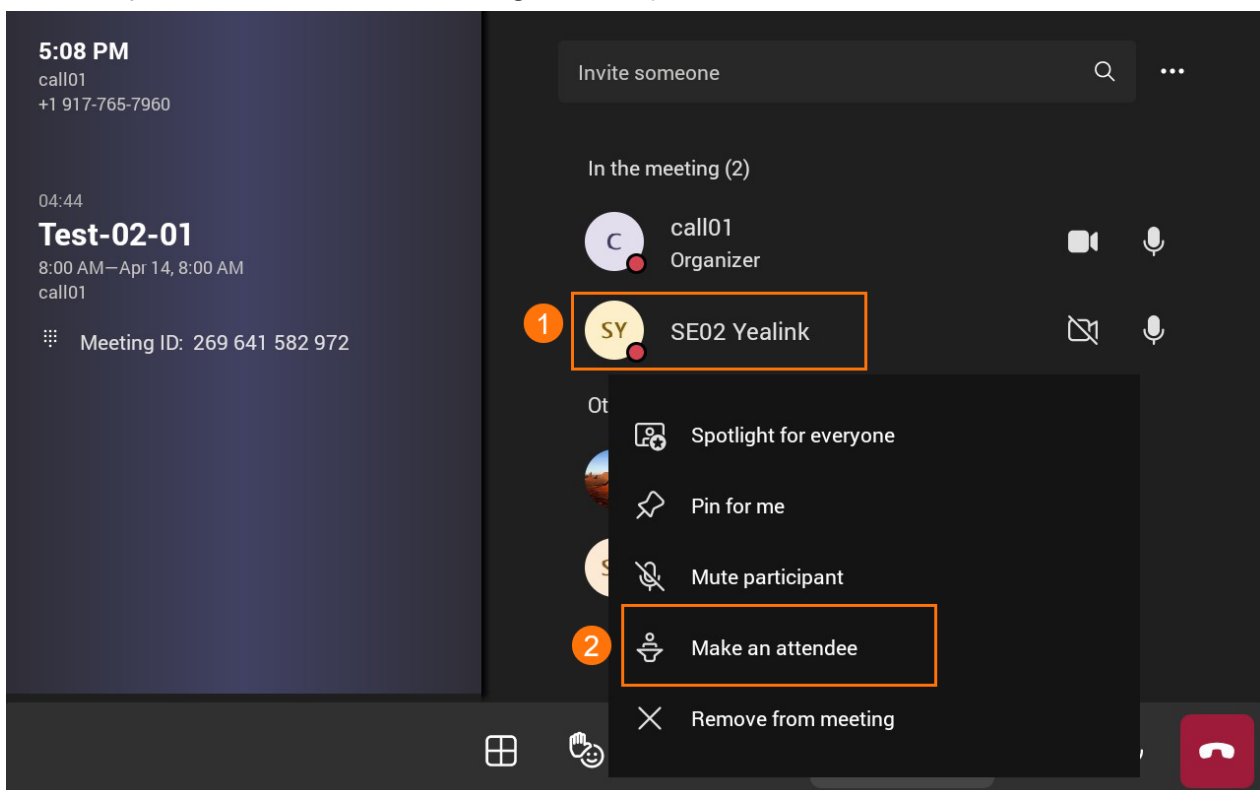
Remove Participant

- During a meeting, tap the participant and select **Remove from meeting**.



Set as Attendee

- During a meeting, tap the participant and select **Make an attendee**. After setting the participant as an attendee, you can restrict them from using the microphone, camera, and so on.



Invite Participants

Introduction

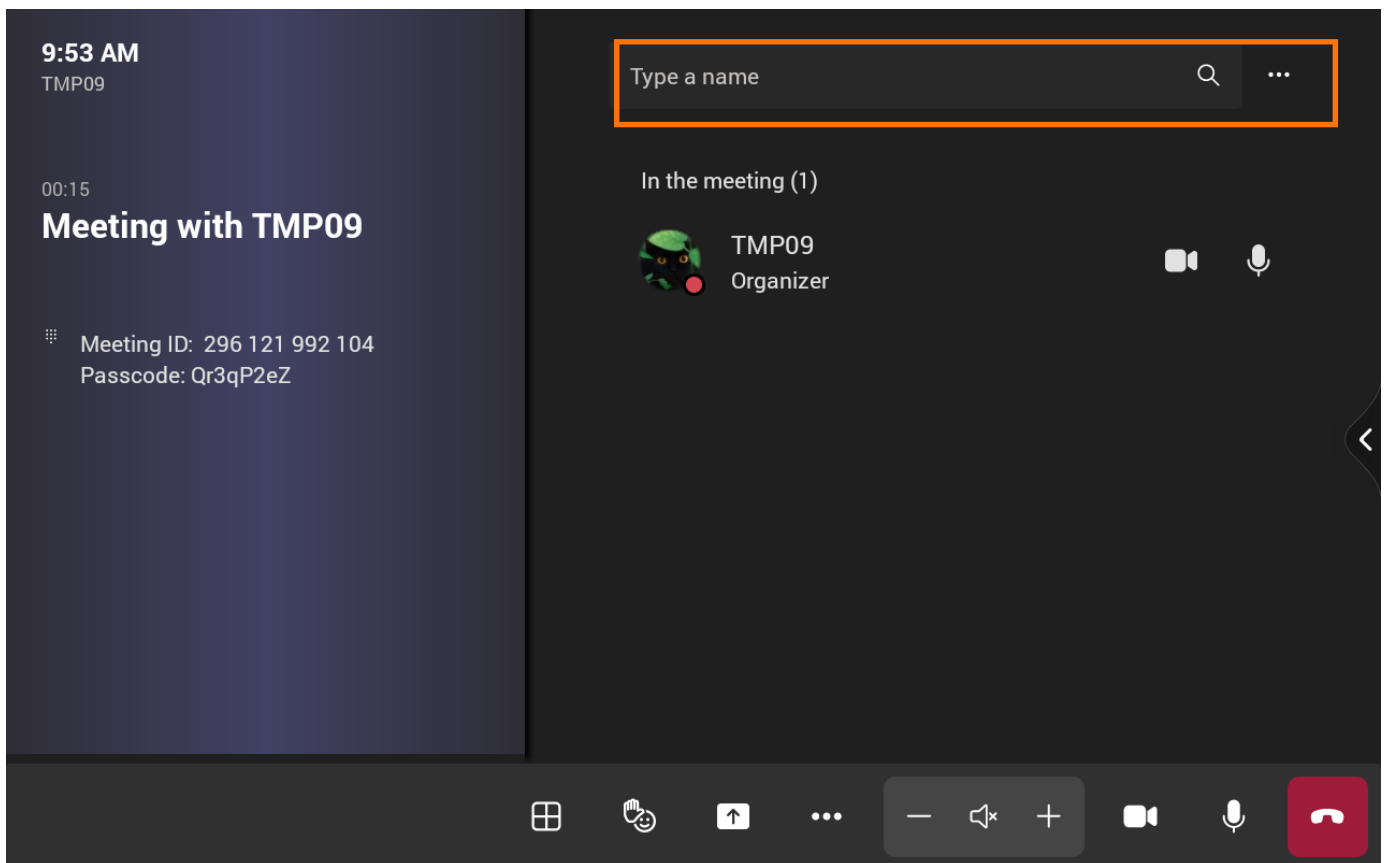
You can search by entering your participant's account to invite them to a Teams or Zoom meeting.

Invite Participants

With Yealink CTP Touch Panel

For Microsoft Teams

1. During a meeting, tap **Type a name**.
2. Enter the name and select the invitee from the matched results to send the meeting invitation.



Manage Audio

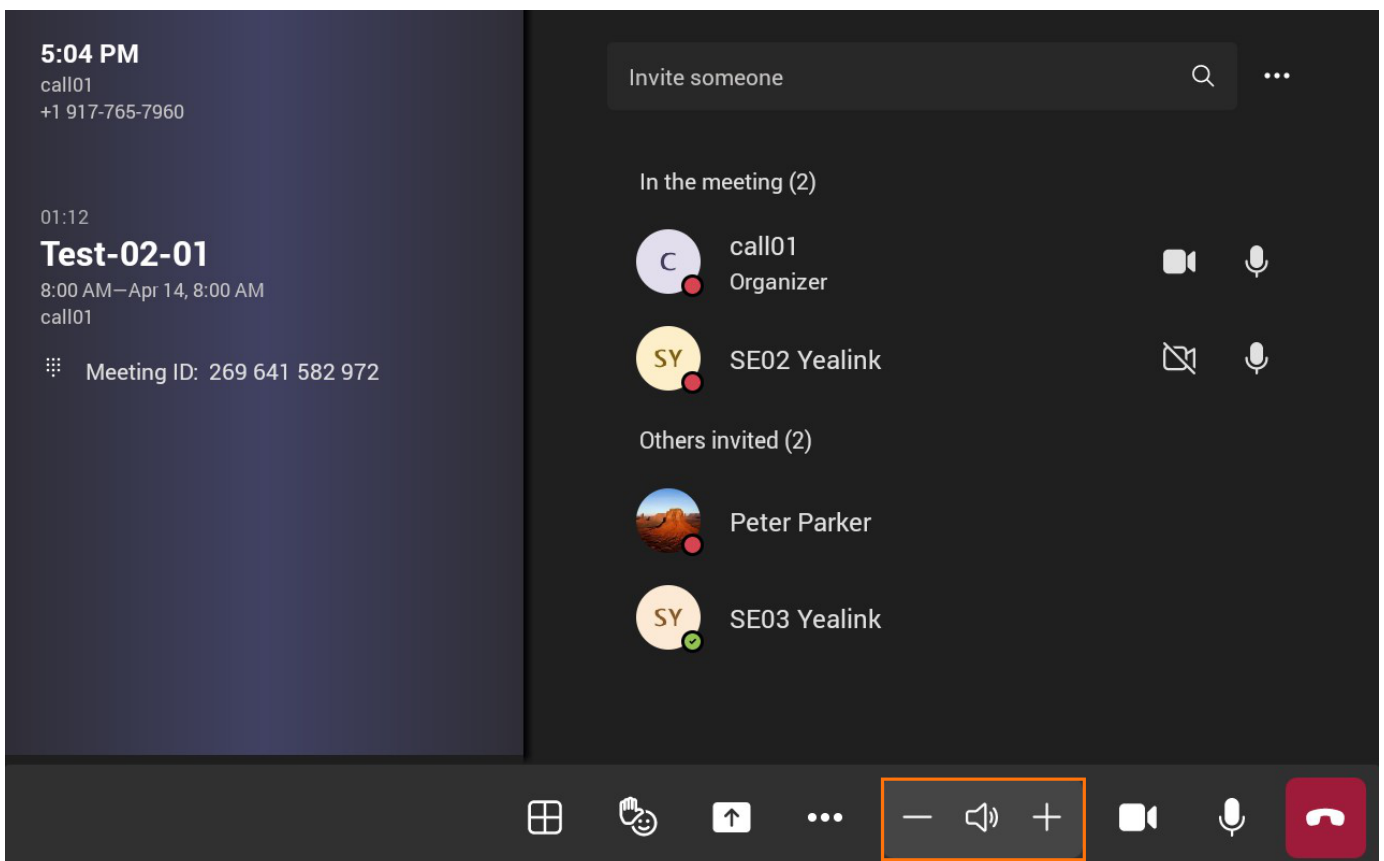
Introduction

You can control the participants' local volume and microphone or mute it in a Teams or Zoom meeting.

Adjust Local Speaker Volume

With Yealink CTP Touch Panel

- For Microsoft Teams: During a meeting, tap the volume up or down button.

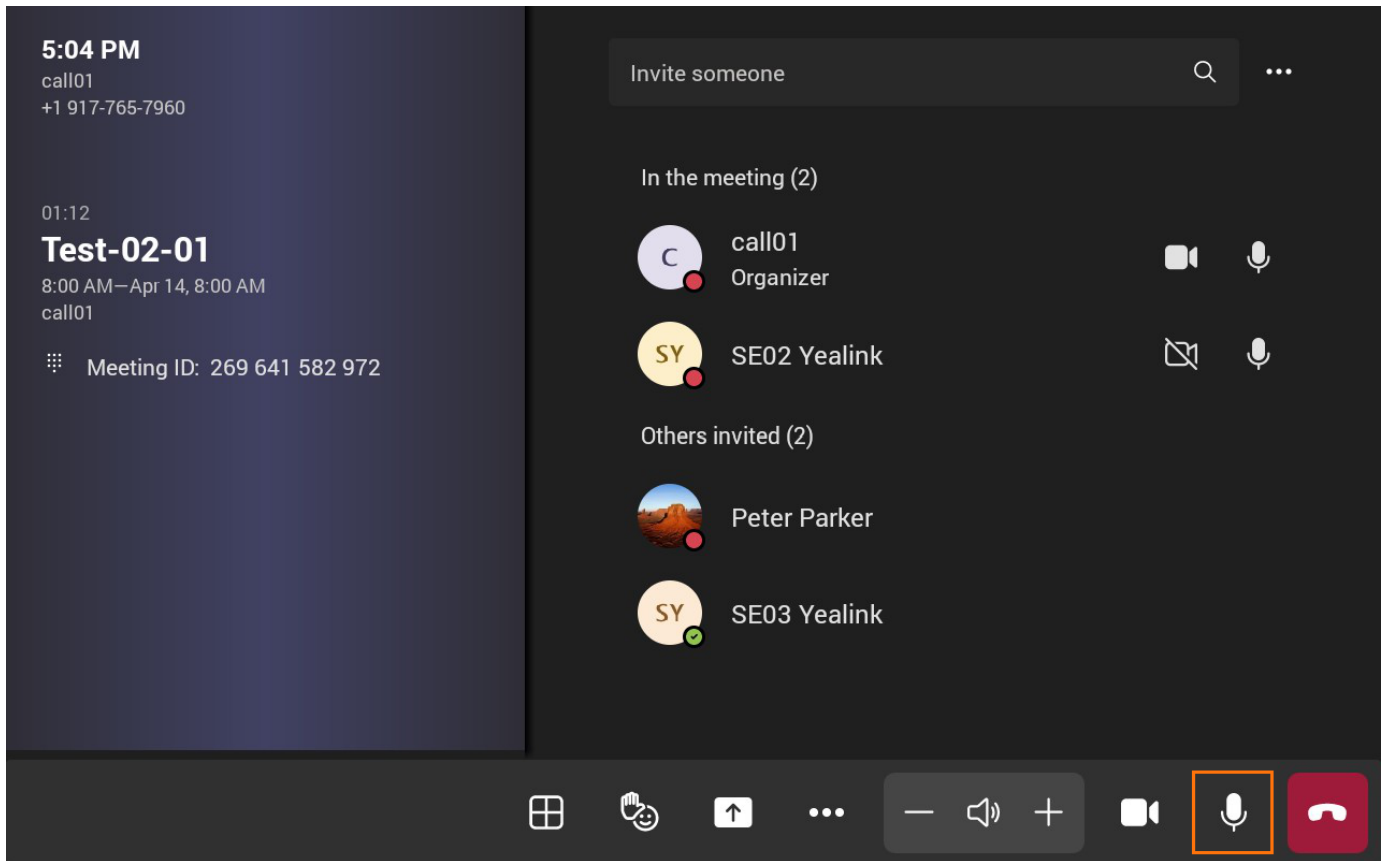


Turn on or turn off Local Microphone

- For Microsoft Teams: During a meeting, tap



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Manage Video


Introduction

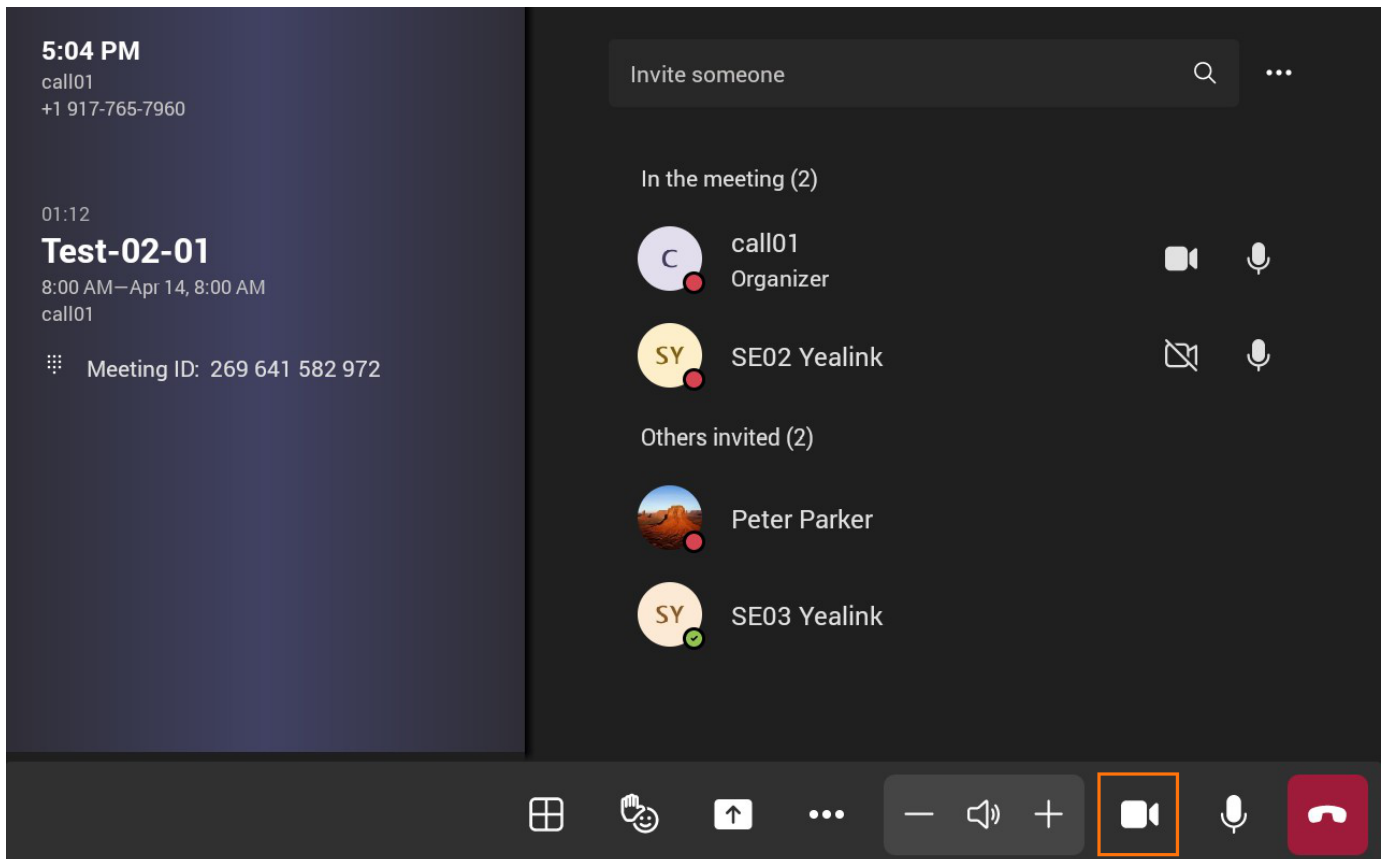
You can turn on or turn off the local camera or the remote party's video screen.

Turn on or turn off Local Camera

If you turn off your camera, the remote party cannot see your video screen.

With Yealink CTP Touch Panel

- For Microsoft Teams: During a meeting, tap  .

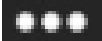


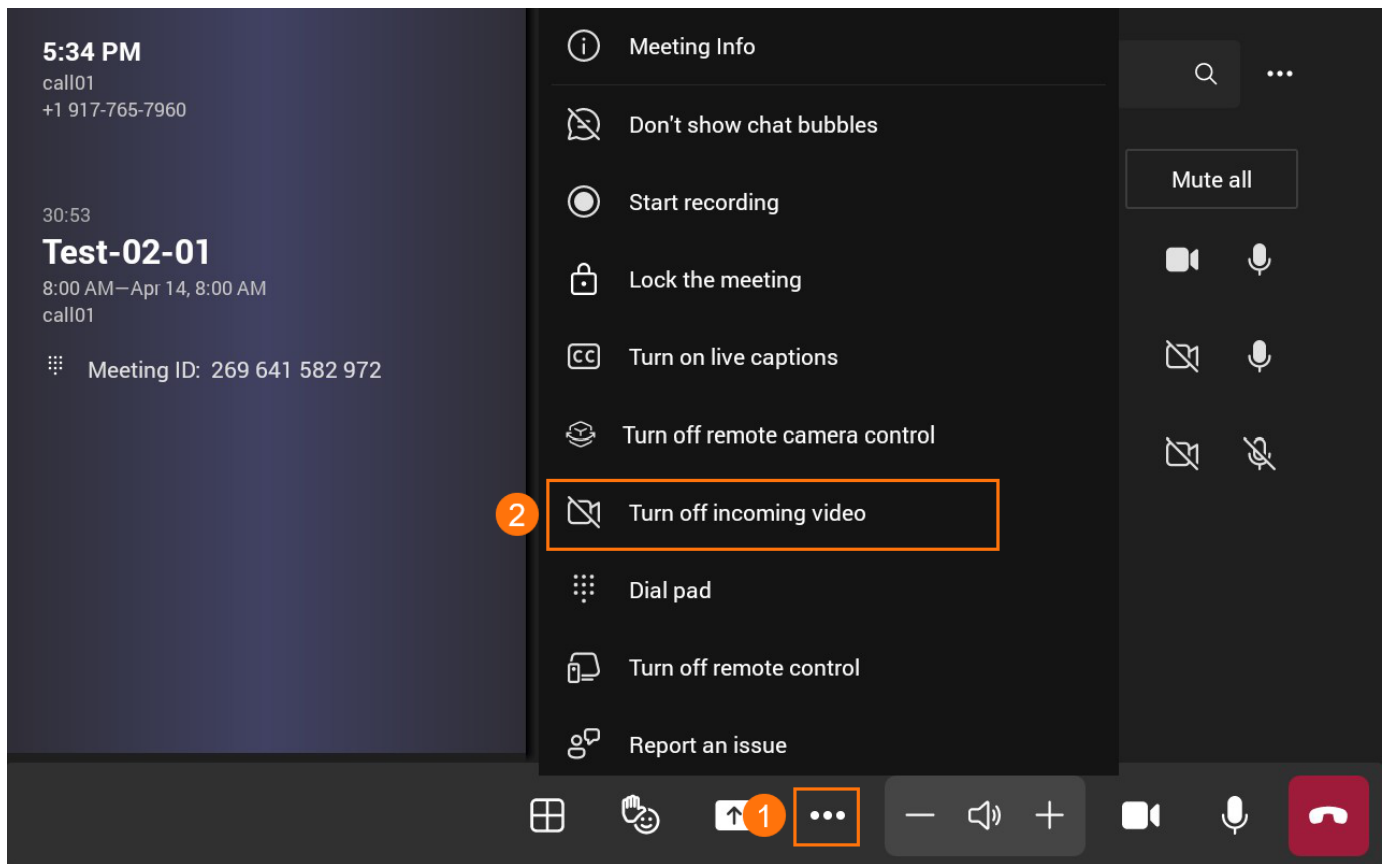
Turn on or turn off Yealink MeetingBar Incoming Video

If you turn off your incoming video, you cannot see the video screen of the remote party.

With Yealink CTP Touch Panel

For Microsoft Teams

- During a meeting, tap  and select **Turn off incoming video**.



Meeting Control for Microsoft Teams

Introduction


You can use more meeting controls in a Teams meeting.

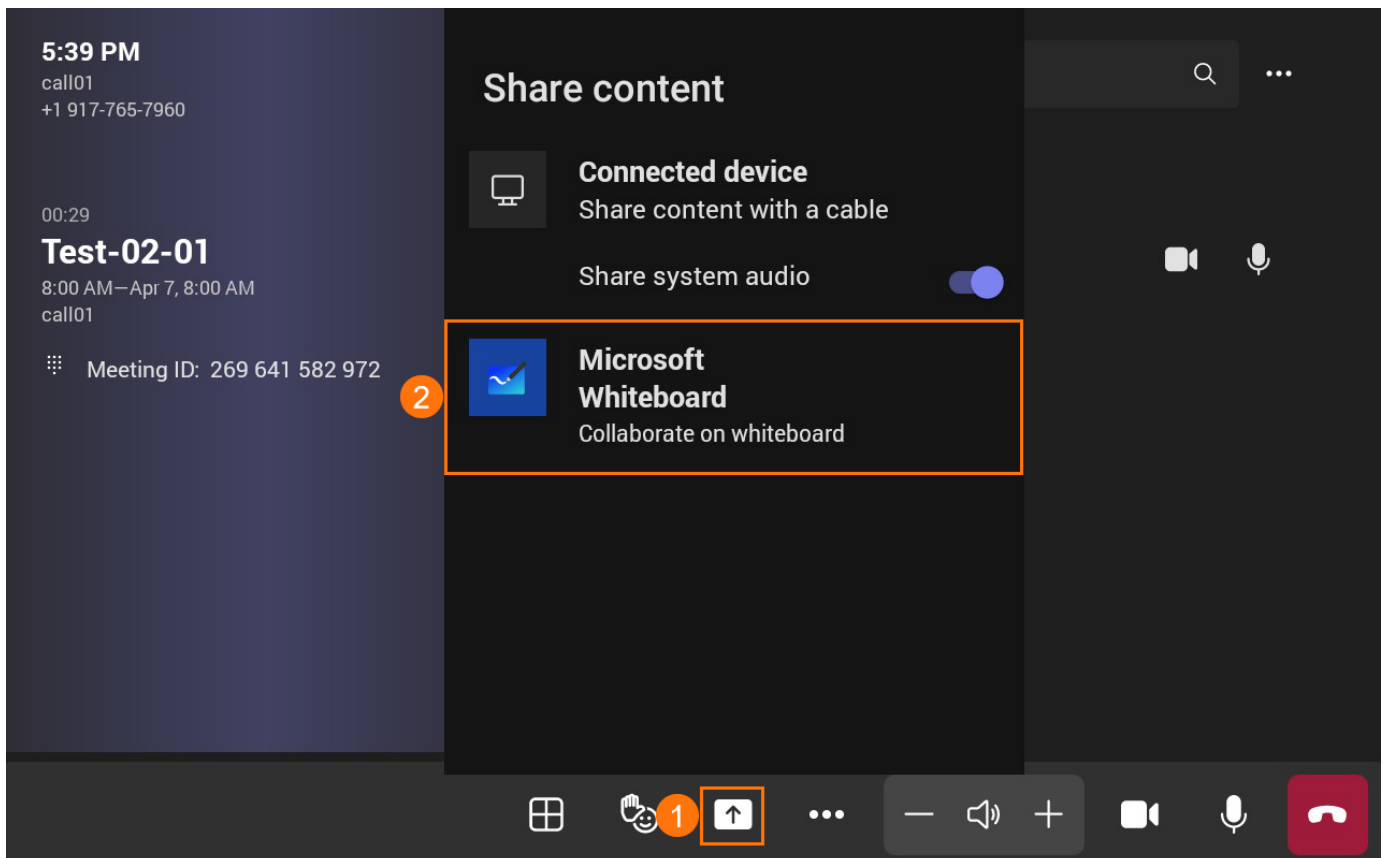
Share Whiteboard

Update your Yealink MeetingBar to the latest version to use this feature. For more information about the whiteboard, refer to [Whiteboard](#).

- The shared whiteboard is not available for instant meetings.
- After Yealink MeetingBar is correctly connected to the touch display, you can use the whiteboard function: connect to the HDMI port to input video and audio signals, and connect to the USB-A port to input touch signals.
- It does not support two people writing on the local whiteboard simultaneously.

With Yealink CTP Touch Panel

1. During a meeting, tap  and select **Microsoft Whiteboard**.



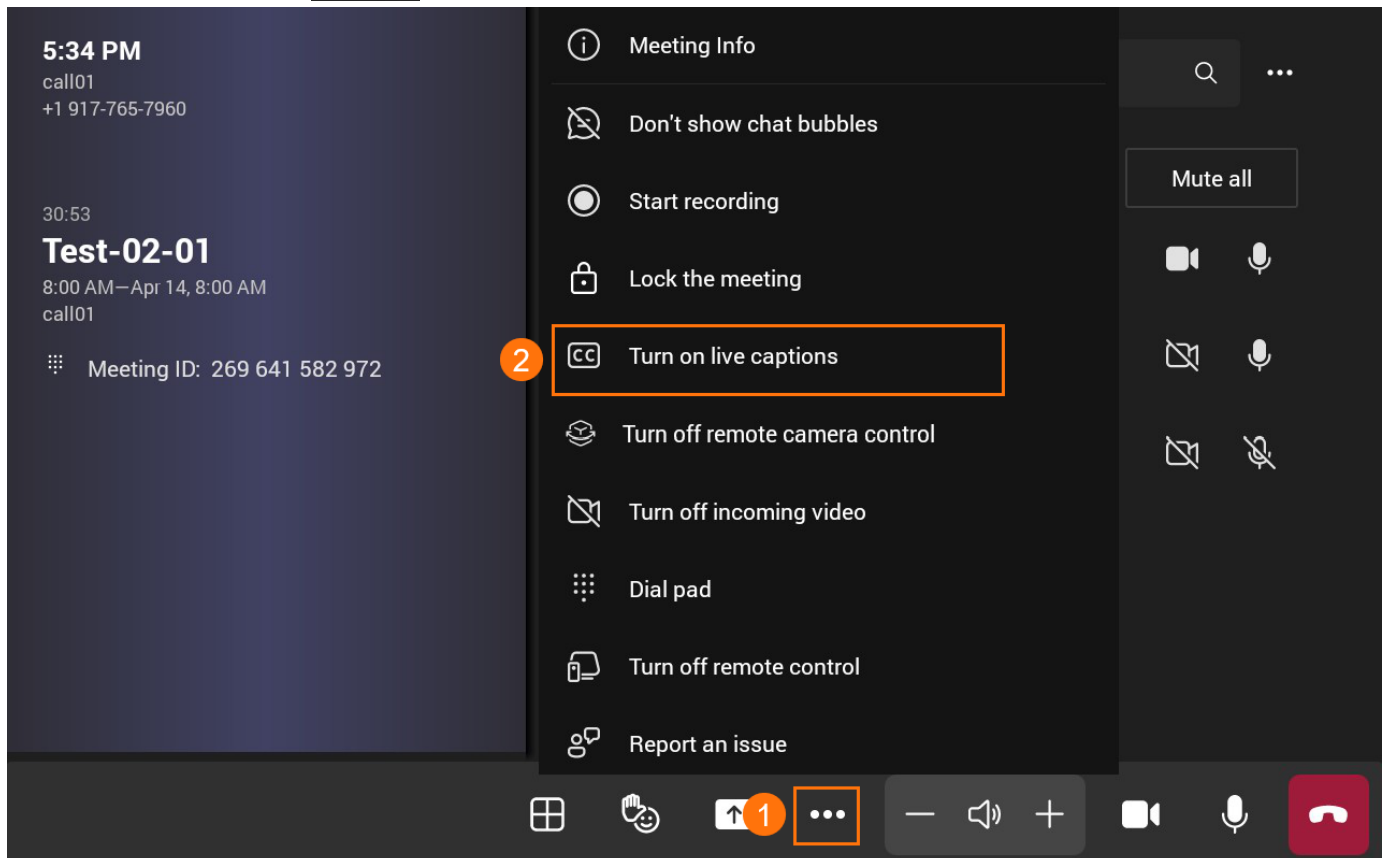
2. Select a whiteboard to share.
3. On the whiteboard, use brushes, erase, text, sticky notes, and so on.

Turn On or Turn Off Live Captions

Convert real-time speech to subtitles, which currently only supports English.

With Yealink CTP Touch Panel


- During a meeting, tap  and select **Turn on live captions**.

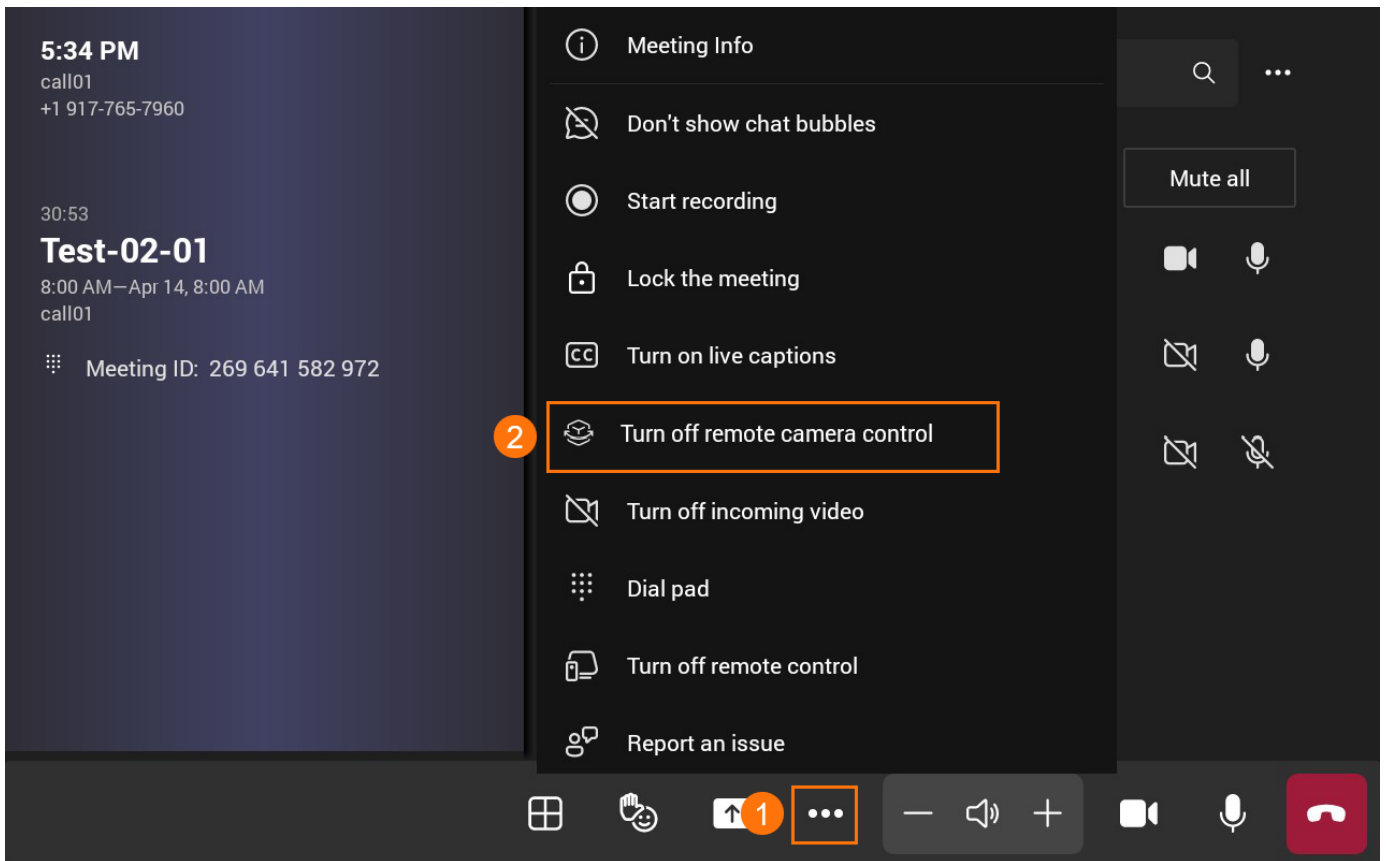


Turn On or Turn Off Remote Camera Control

Turn on or turn off the feature of controlling the conference room system on mobile devices. During meetings on the mobile client, you can control the relevant features of the meeting room like video, audio, subtitles and screen layout.

With Yealink CTP Touch Panel

- During a meeting, tap  and select **Turn on** or **off remote camera control**.



Meeting Layout for Microsoft Teams

Introduction

You can change the meeting layout to gallery, large gallery, and together mode. For more information, refer to [Change your view in a meeting](#).

Change the Layout

With Yealink CTP Touch Panel

- During a meeting, tap  and select the desired layout.

