

User Guide

Teams Rooms

Calling

Instant Meeting

Introduction

You can start an instant meeting by inviting a member.

NOTE

The whiteboard is not available for instant meetings.

Before You Begin

The DeskVision A24 needs to log in to a Microsoft Teams account.

How to Use

Tap **Meet** to start an instant meeting.



FAQ

Does it support 4K video conferencing?

Not supported yet.

The video conference resolution supports up to 1080p30fps.

How to obtain the meeting ID of an instant meeting?

Join Meeting

Introduction

The meeting scheduled with the client will be synchronously pushed to the DeskVision A24, and you can directly join the meeting on the DeskVision A24. For the operation video, please refer to [Join Meeting](#).

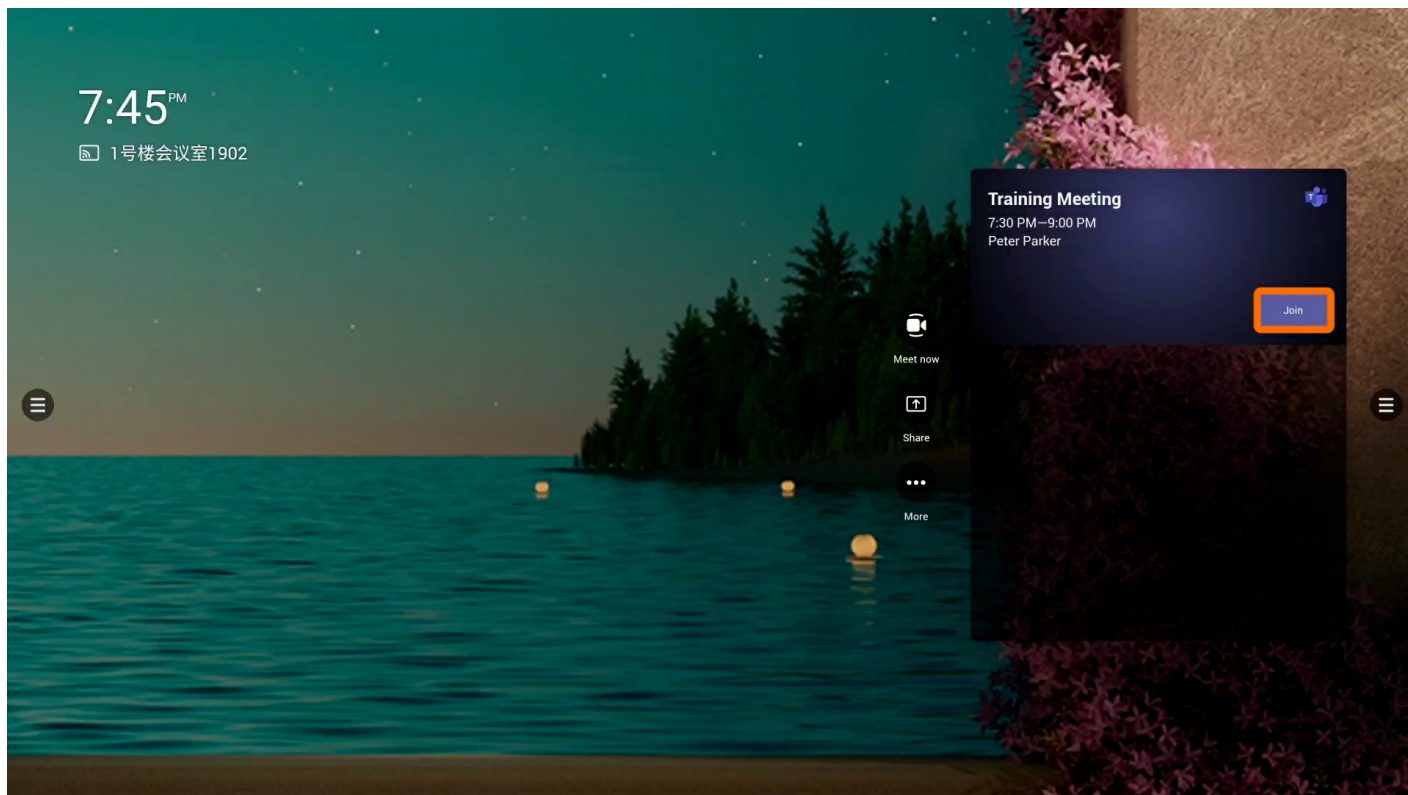
Before You Start

- The DeskVision A24 needs to log in to a Microsoft Teams account.
- A meeting has been scheduled with the Teams client.


How to Use

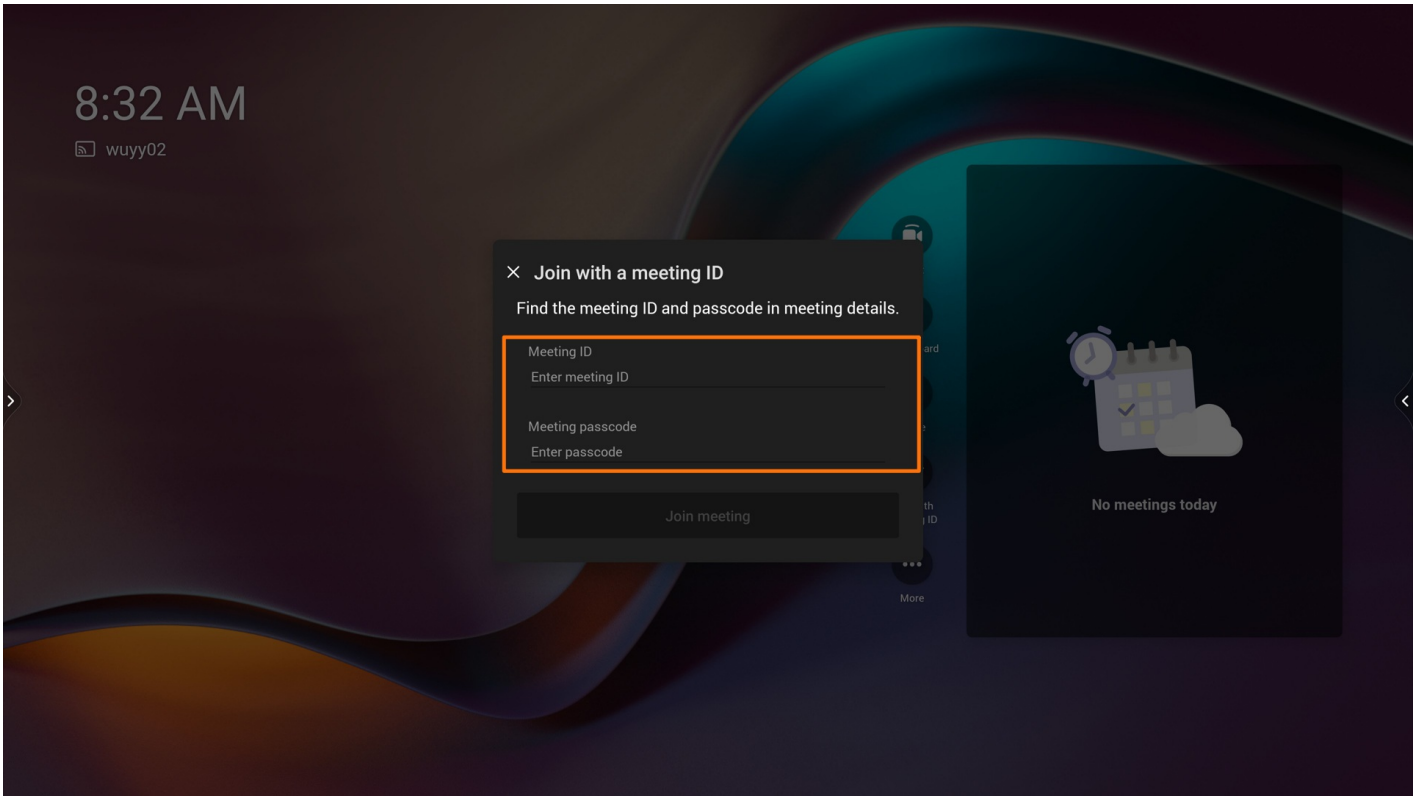
Join Scheduled Meetings

The meeting of the organizer or invitee will be displayed on the right side of the interface. Tap **Join** next to the corresponding meeting to enter the meeting.



Join with Meeting ID

1. Tap **Join with Meeting ID** to enter the meeting ID and password for the meeting.
2. Tap **Join Meeting**.
3. In the meeting, tap  > **Detail** to view the meeting ID and meeting password.



Proximity Join

When you choose the **Audio and Video Settings** for joining a meeting, you can connect to a nearby meeting room and use its audio and video devices.

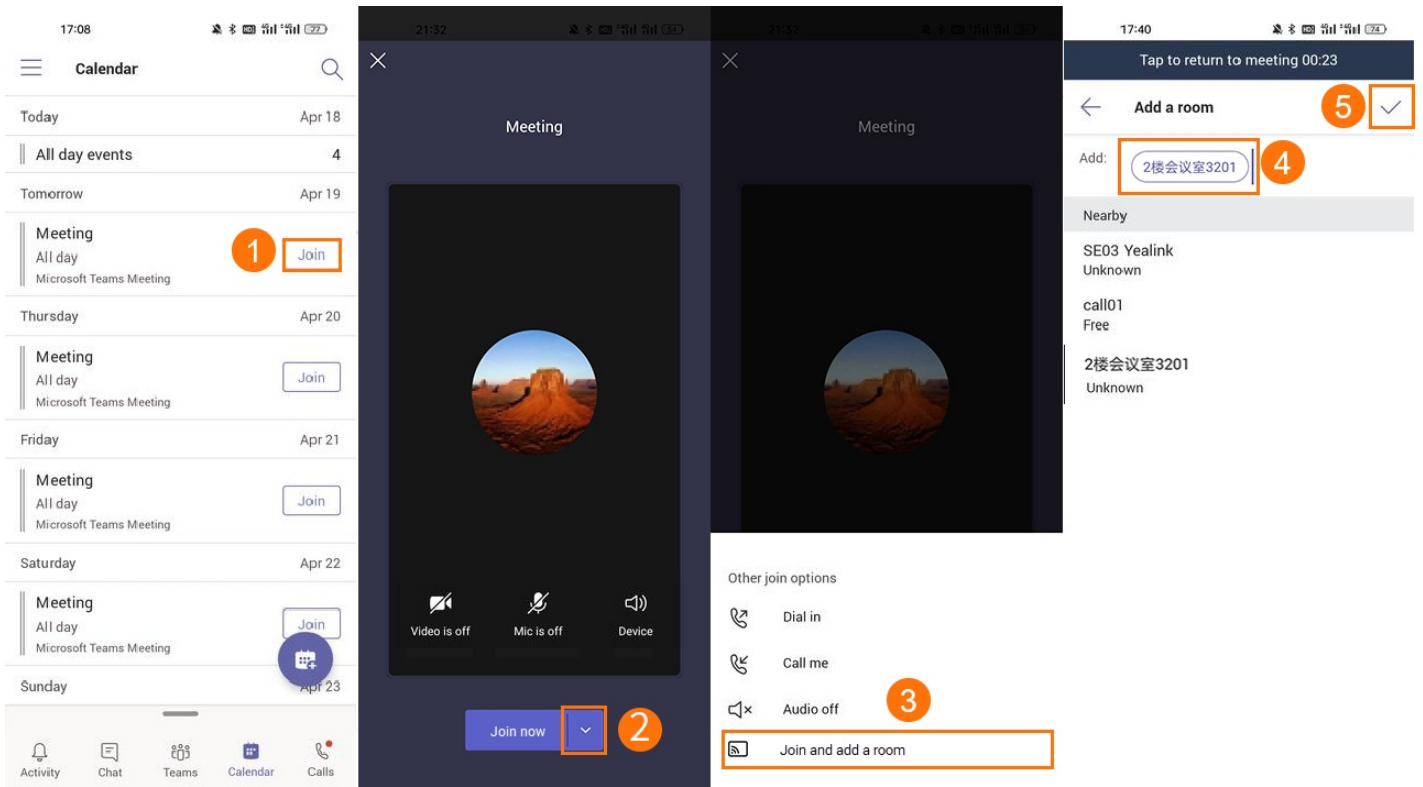
i NOTE

- Please ensure you have **enabled Bluetooth** for the DeskVision A24 and the mobile phone/PC in the meeting room.
- Please ensure that the Teams account of the DeskVision A24 in the meeting room and the Teams account of the mobile phone/PC is the same domain account. For example, log in to test01@yealink.com on a DeskVision A24 and test02@yealink.com on a mobile phone/PC.

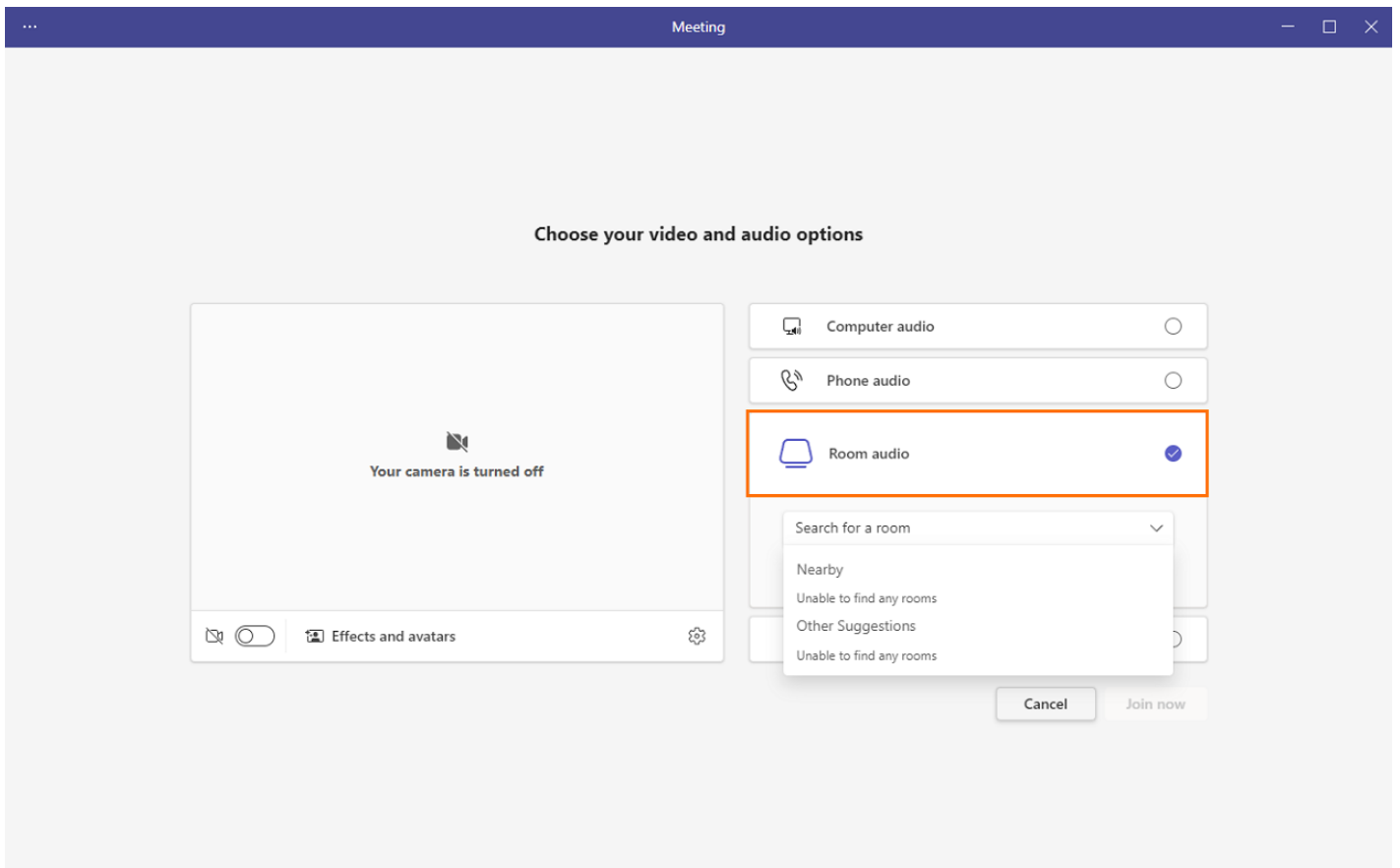
Scenario 1: When joining a meeting

You can join the meeting through the calendar/invitation link/meeting ID on the Teams mobile/PC client. For more information, please refer to [Join a meeting in Teams](#). The following takes the calendar to join a meeting as an example.

Go to **Join now** > **Join and add a room** on the mobile client, then select the desired device.

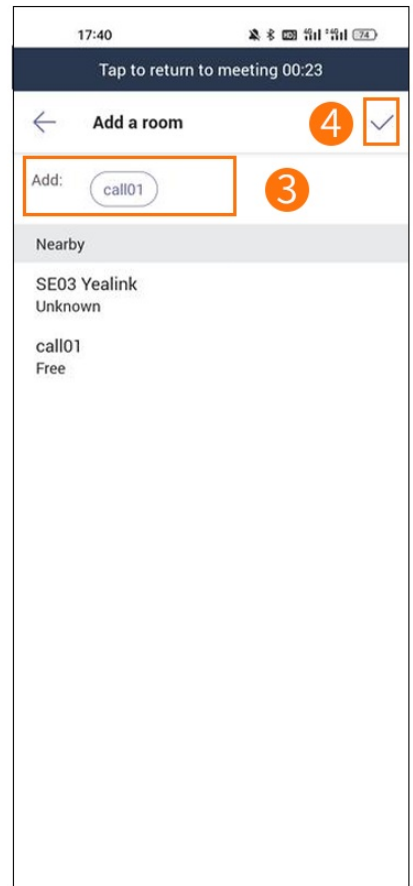
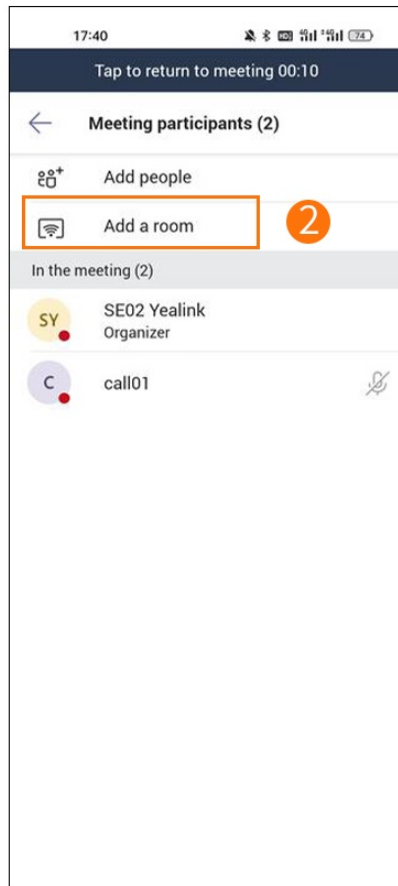
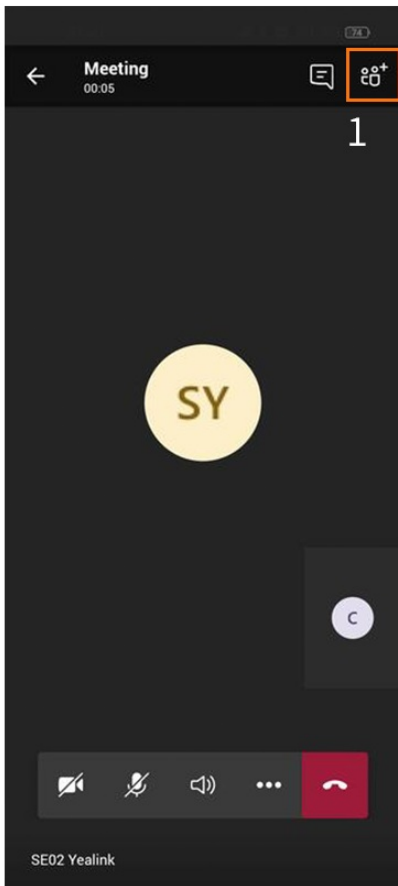


Go to **Room audio (suggested)** on the PC client. Search for and select a nearby meeting room and click **Join now**.



Scenario 2: During a meeting

Go to **Manage > Add a room** on the Teams mobile client to select the desired room.



Effect Demonstration

By default, the DeskVision A24 automatically accepts nearby meeting invitations. When the DeskVision A24 in the meeting room detects a **Proximity Join** initiated by the mobile phone/PC, it will automatically enter the meeting.

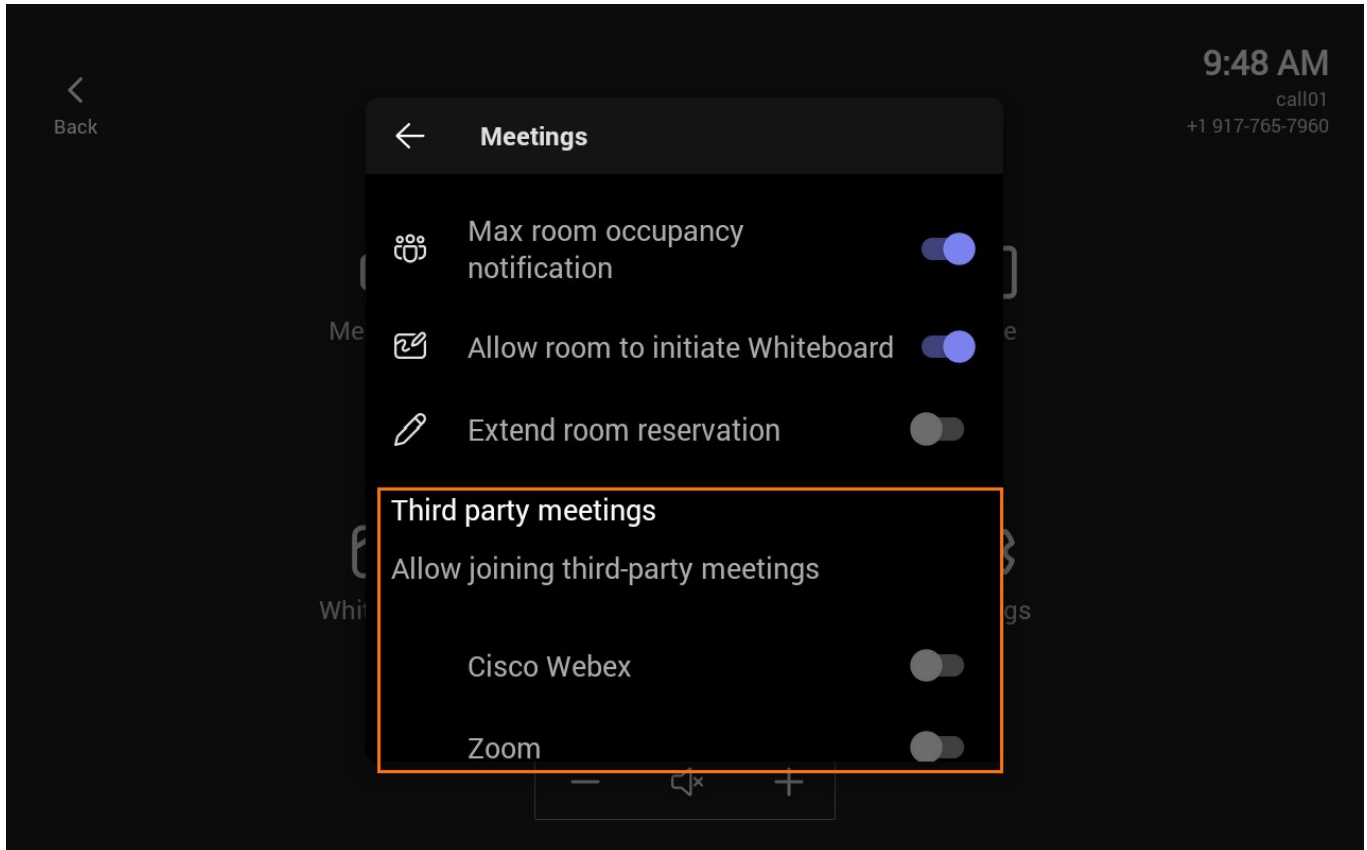


Join Third-party Meetings

NOTE

Before using third-party meetings, please ensure the administrator has configured permission to enter third-party meetings. For more information, please refer to [Enable Teams Rooms devices to join third-party meetings](#).

1. Go to **More > Settings > Device Settings > Teams Admin Settings** (default administrator password: 0000) > **Meetings > Allow joining third-party meetings**, and enable corresponding third-party meetings.



2. After successfully inviting the account logged in to DeskVision A24 on the Zoom/Webex client, the meeting information will be listed on the screen.
3. Content sharing cannot be performed in a third-party meeting, but the other party can share the screen on the Zoom/Cisco Webex client. For more information, please refer to [Zoom](#) and [Cisco Webex](#).

FAQ

Why is the video picture blurry after joining a meeting?

When you join a local meeting, the screen is displayed in 360P due to the restriction of the Teams policy.

After entering a meeting, the camera does not turn on automatically?

Invite Participant

Introduction

You can invite the Teams members to join the meeting. For the operation video, please refer to [Invite Participant](#).

How to Use

1. Tap the **Participant** icon in the bottom menu bar.
2. Tap **Add participants** to search for people.
3. Enter the name of the invitee to send a meeting invitation.



FAQ

[I invited the remote party to join the meeting, but the remote party didn't receive the invitation.](#)

Manage Participants

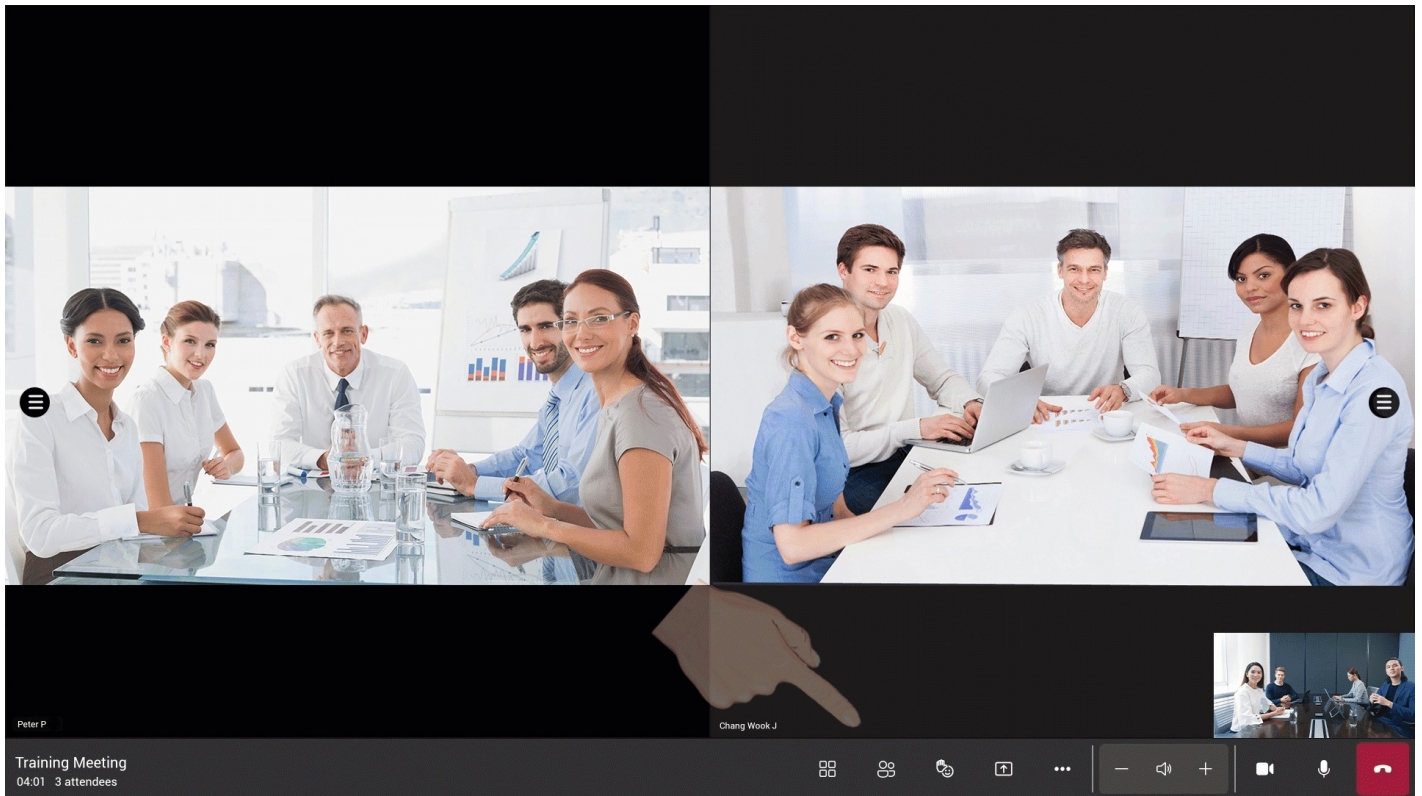
Introduction

As a meeting host, you can pin, spotlight, mute, invite or remove participants. For the operation video, please refer to [Manage Participant](#).

How to Use

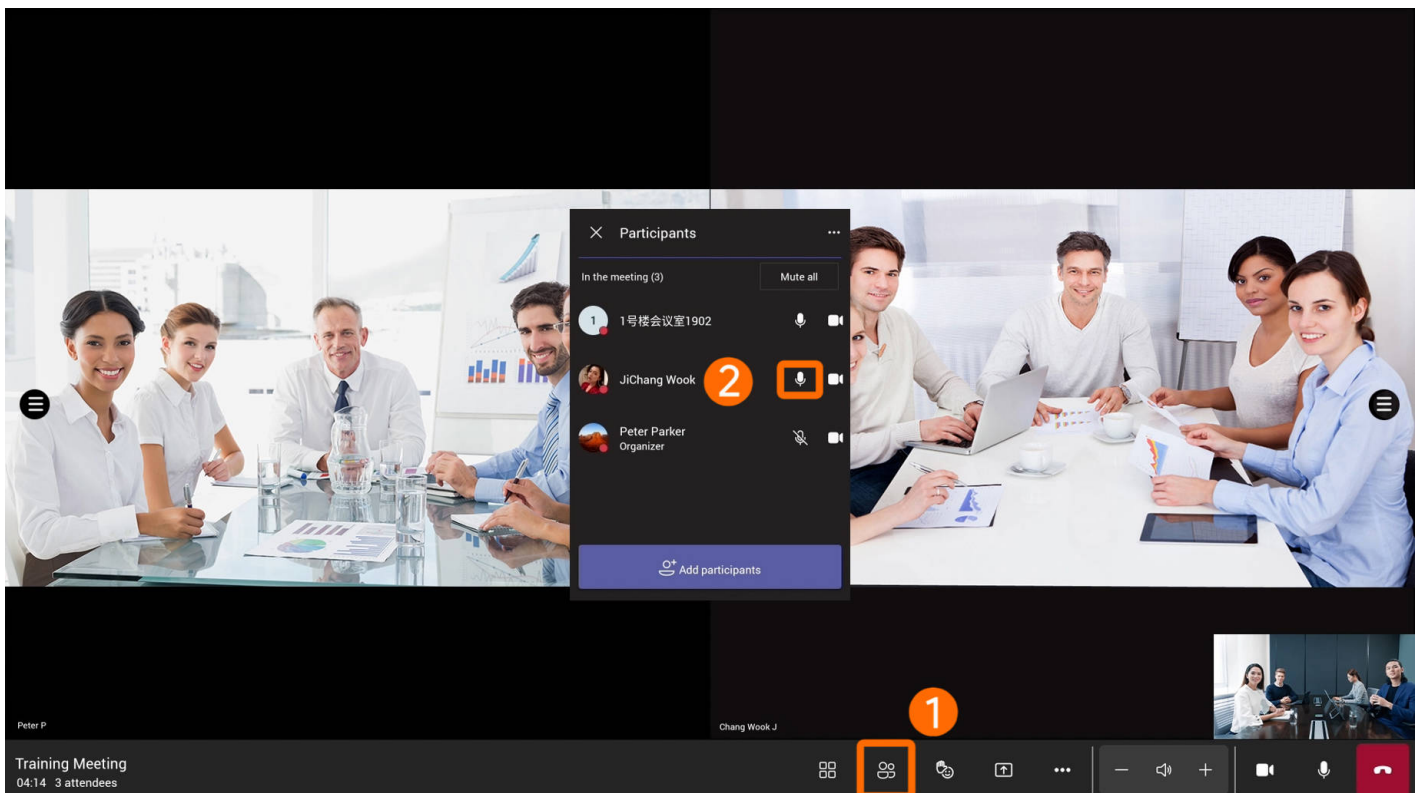
Spotlight Participant

Spotlighting a video is like pinning it for everyone in the meeting. If you're an organizer or a presenter, you can choose up to seven people's video feeds (including yours) to highlight for everyone else.

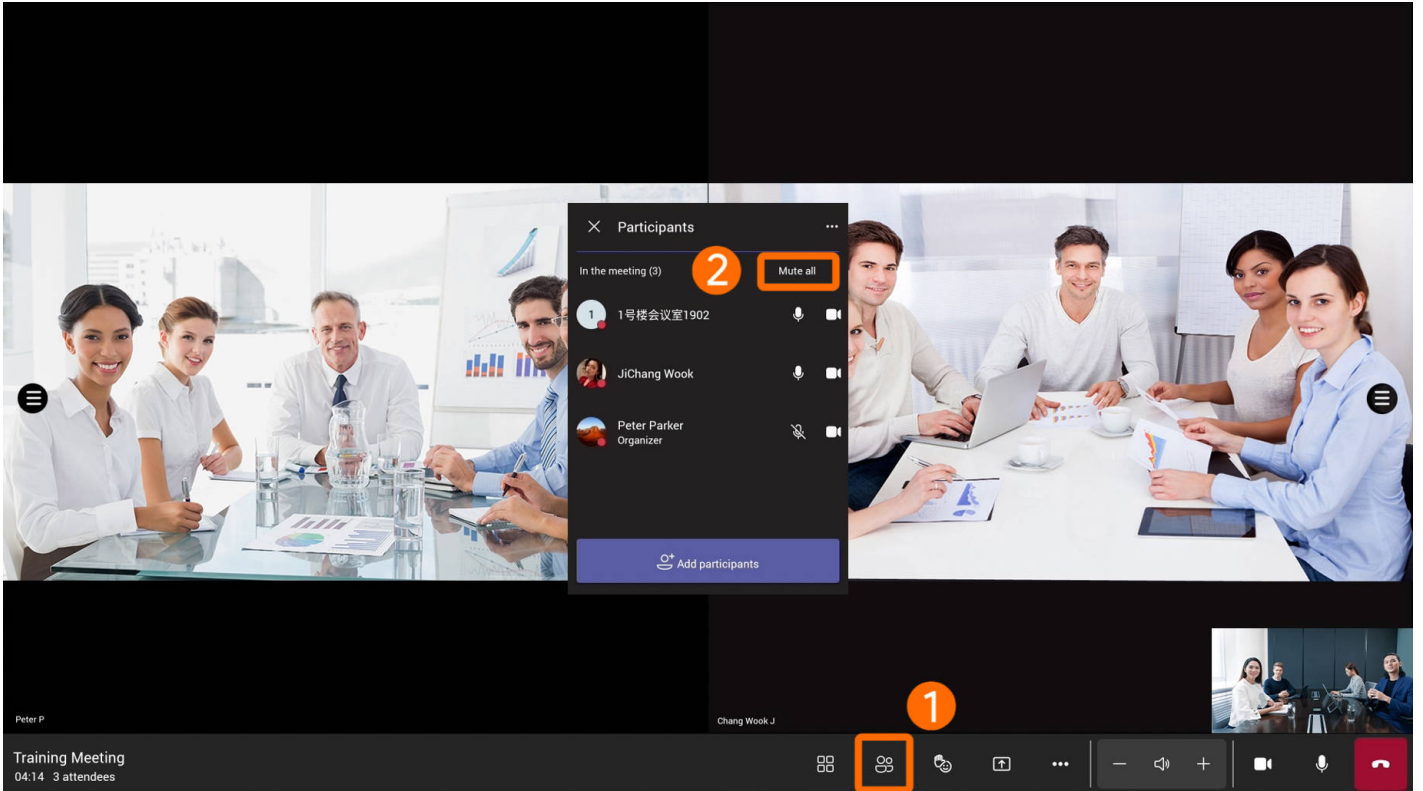


Mute Participant

Mute a participant's microphone, and other participants in the meeting won't be able to hear the participant. Once muted, it can only be turned on by the participants themselves.

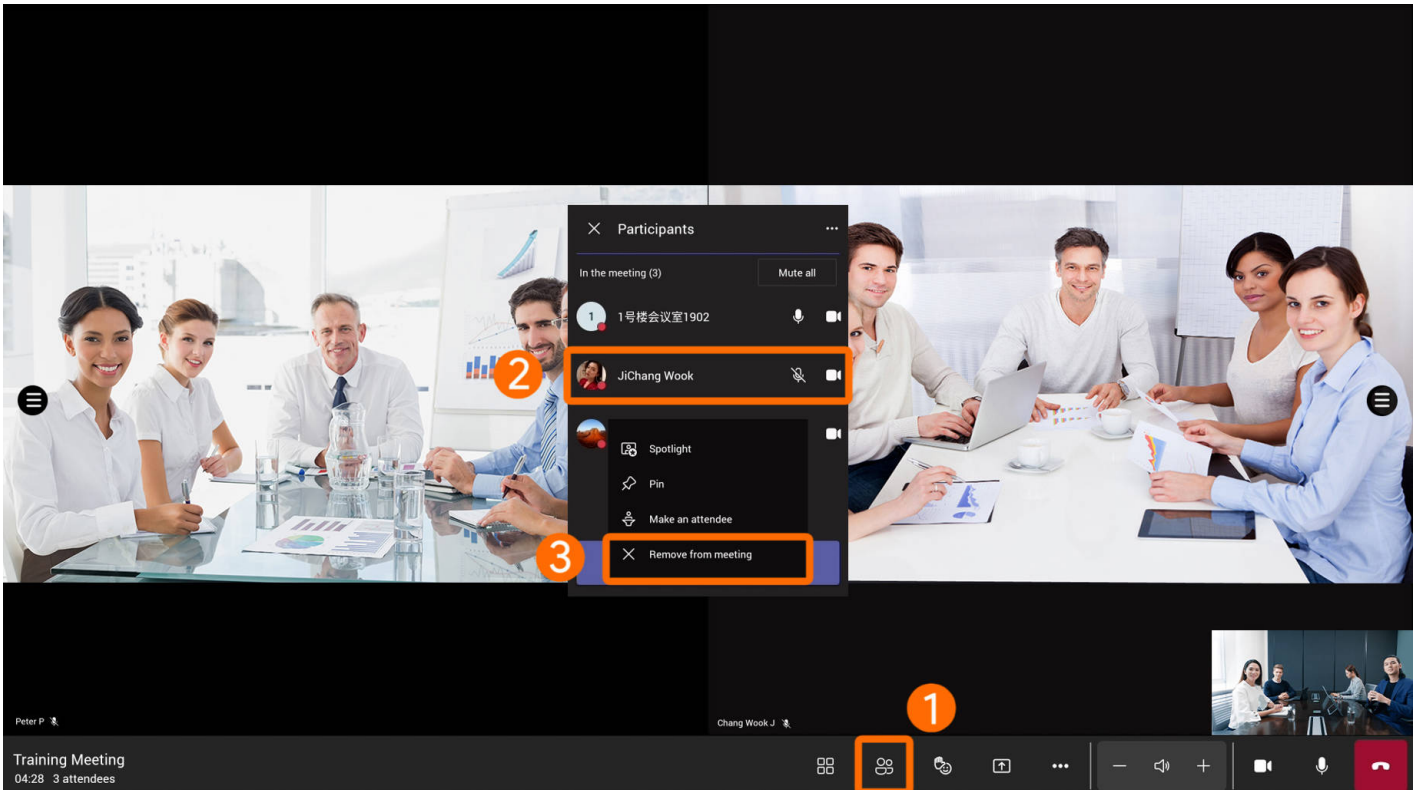


You can mute all participants' (except the organizer) microphones, and only they can unmute their microphones.



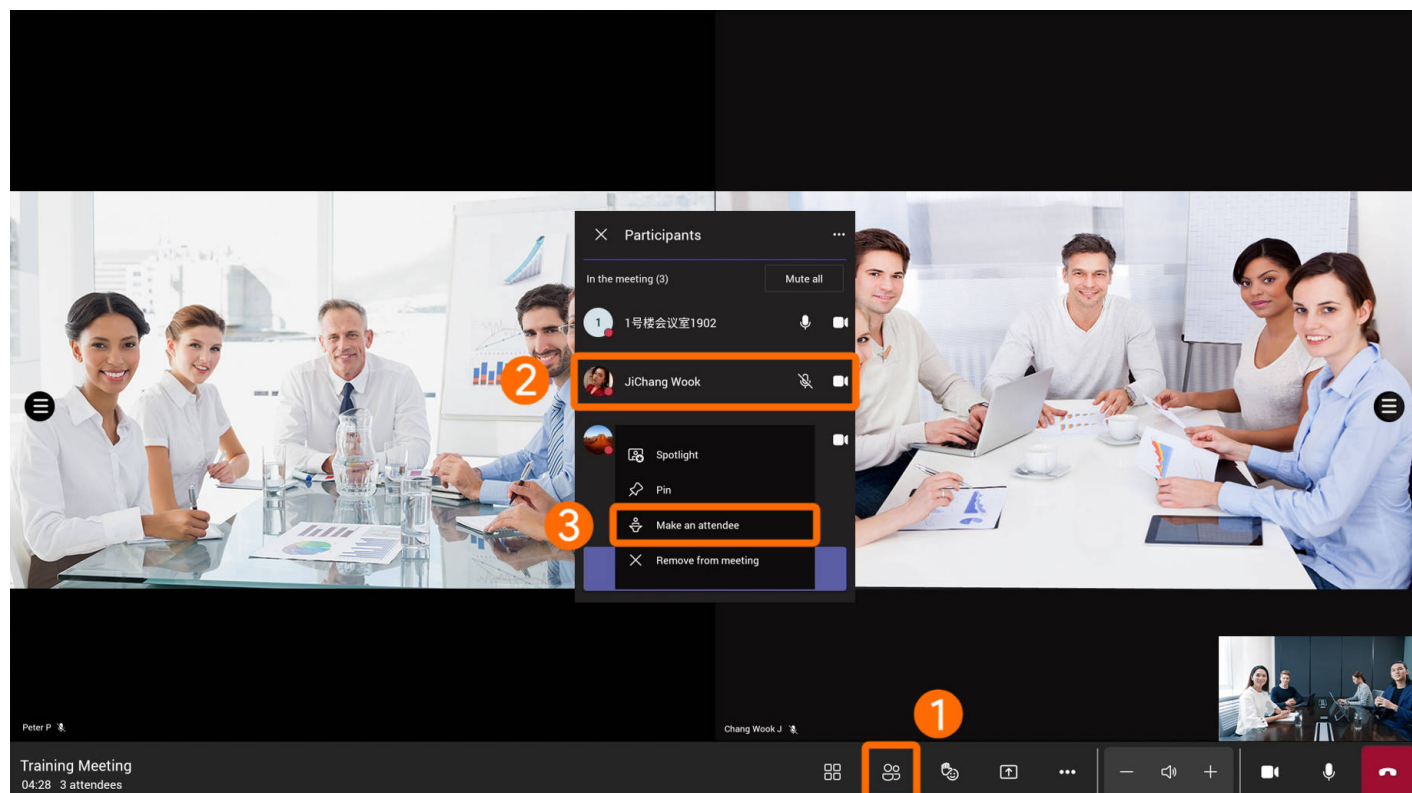
Remove Participant

Select **Remove from meeting** to remove the participant.



Set as Participant

If the participant is set as a participant, the participant cannot share content, manage other participants, and so on.



Manage Audio

Introduction

You can control the local volume and microphone or mute participants. For the operation video, please refer to [Manage Audio](#).

How to Use

Speaker

Adjust the local meeting's volume (adjustment range: 0-100).



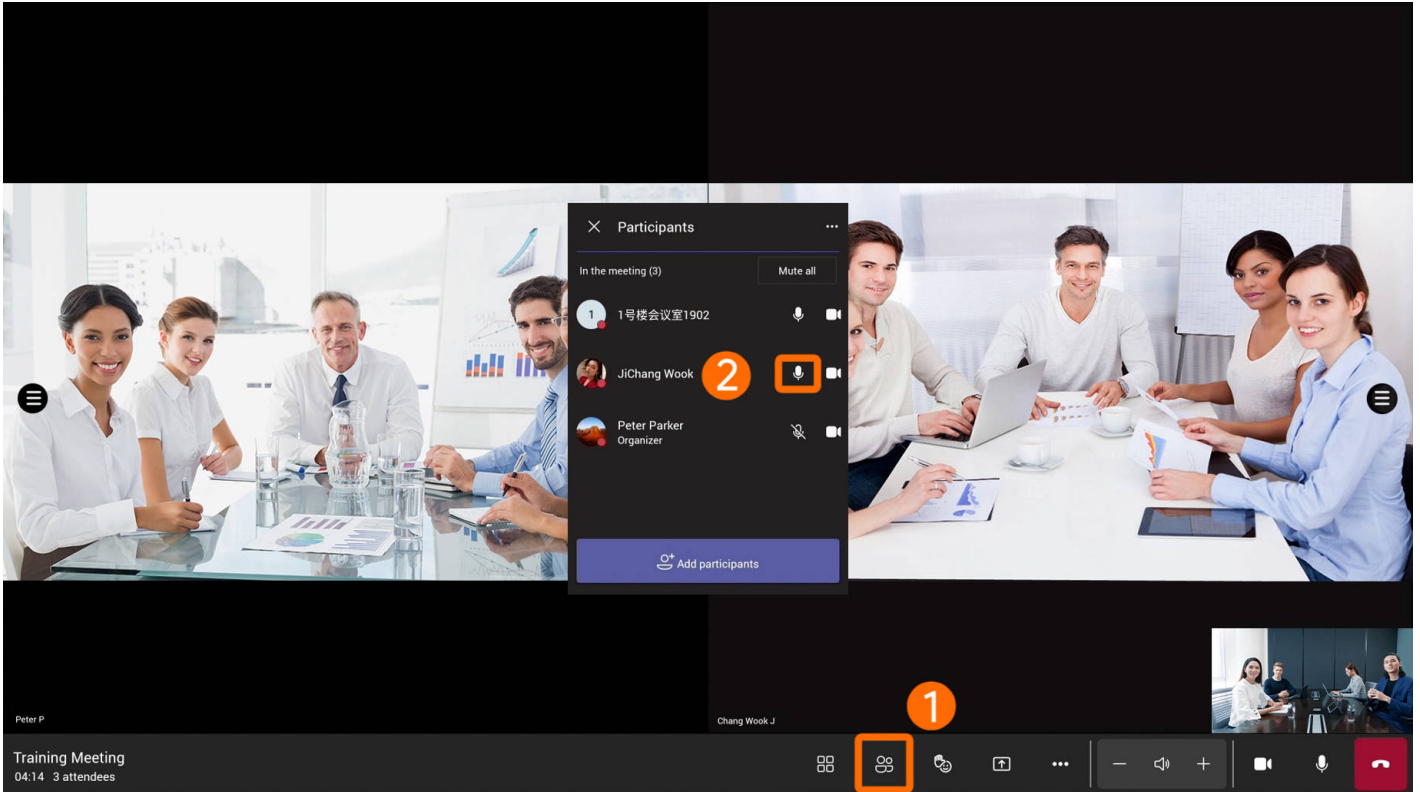
Microphone

Mute/unmute local microphone.

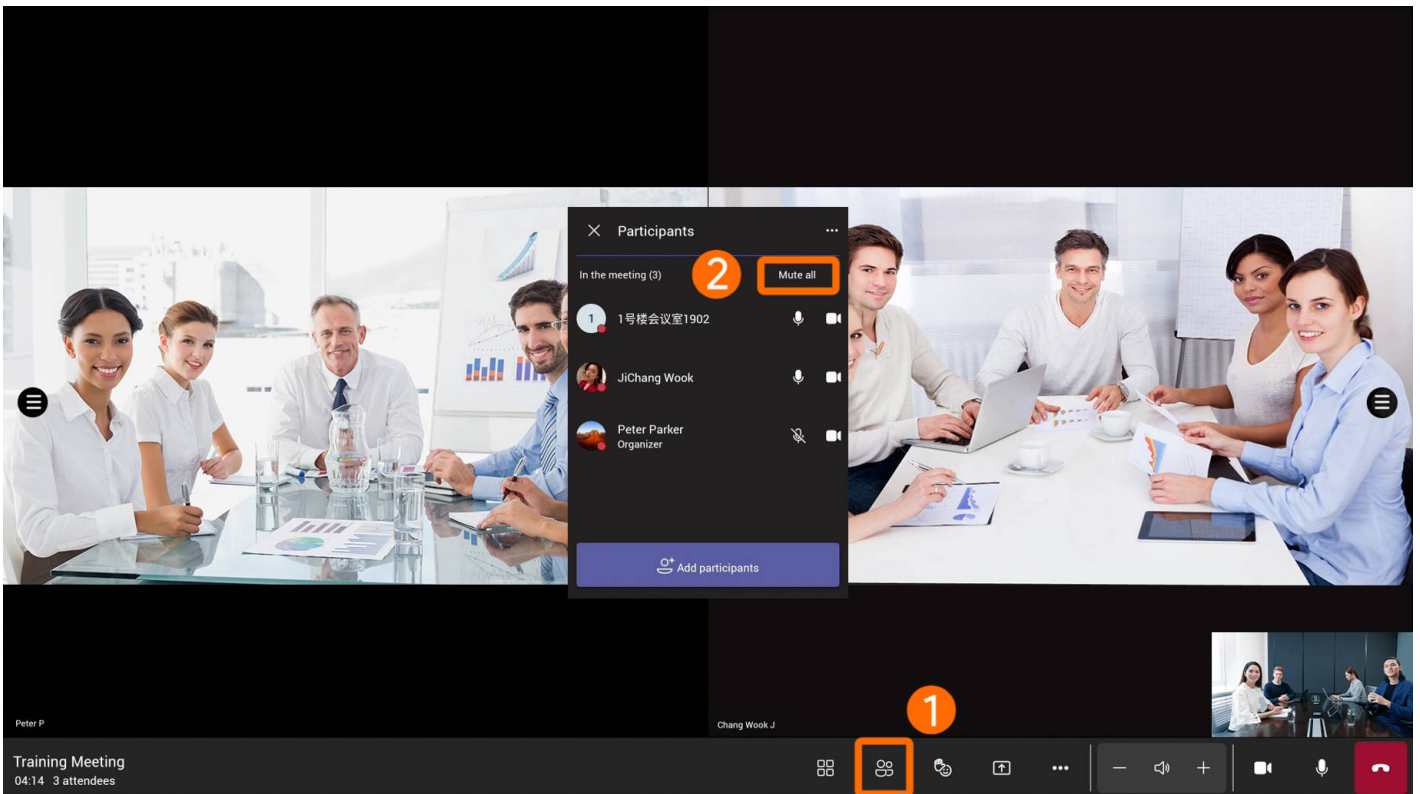


Mute Participant

You can mute a participant's microphone, and only the participant can unmute it after muting.

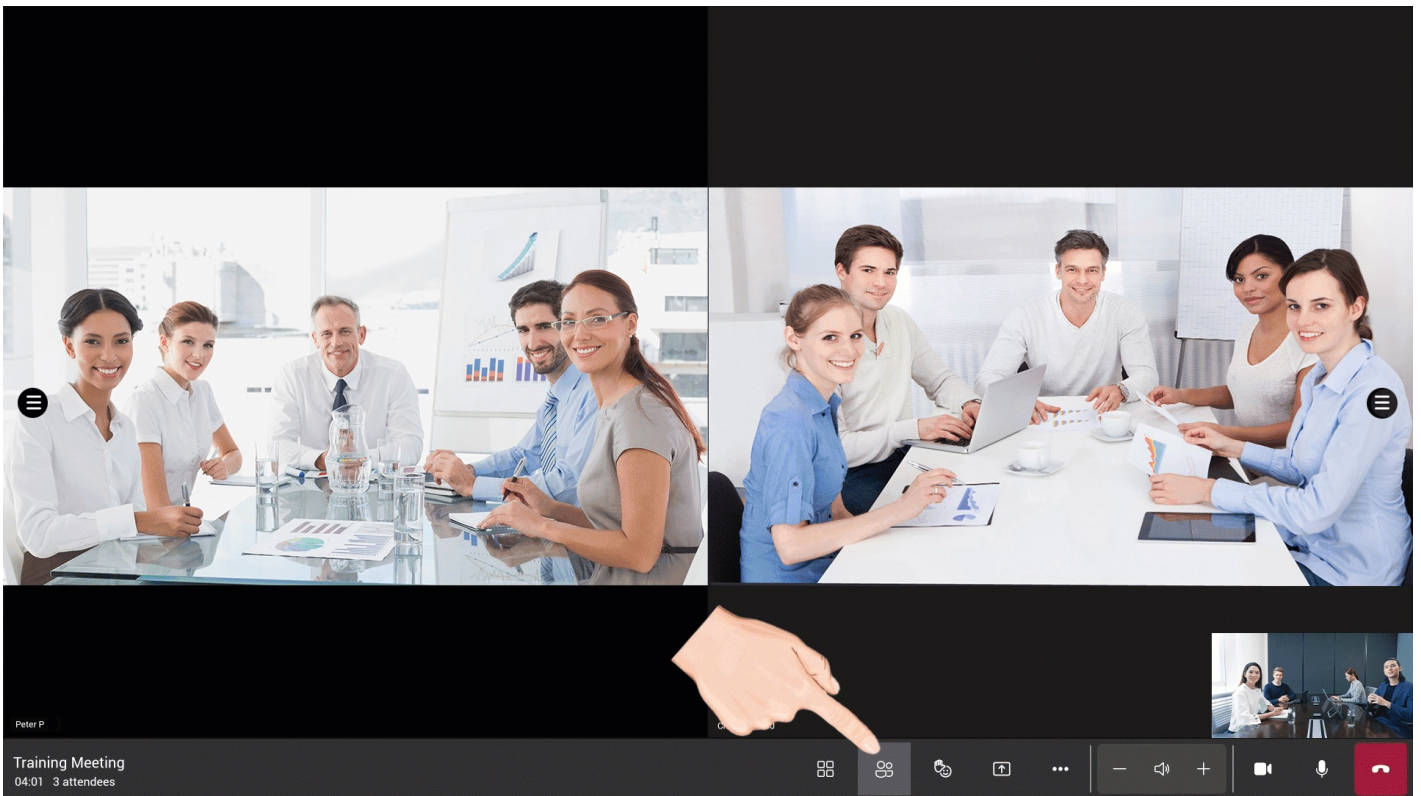


You can mute all participants' microphones, and only they can unmute their microphones.



Disable/enable Mic for Participants

When you disable a [participant's] microphone, the participant can not use the microphone.



FAQ

Why can the other party not hear my voice?

Please check if the microphone is enabled. If the microphone is enabled, please contact your system administrator to resolve it.

Manage Video

Introduction

You can enable/disable the local camera or the other party's video screen. For the operation video, please refer to [Manage Video](#).

How to Use

Enable/disable Local Camera

If you disable your camera, the other party cannot see your video screen.



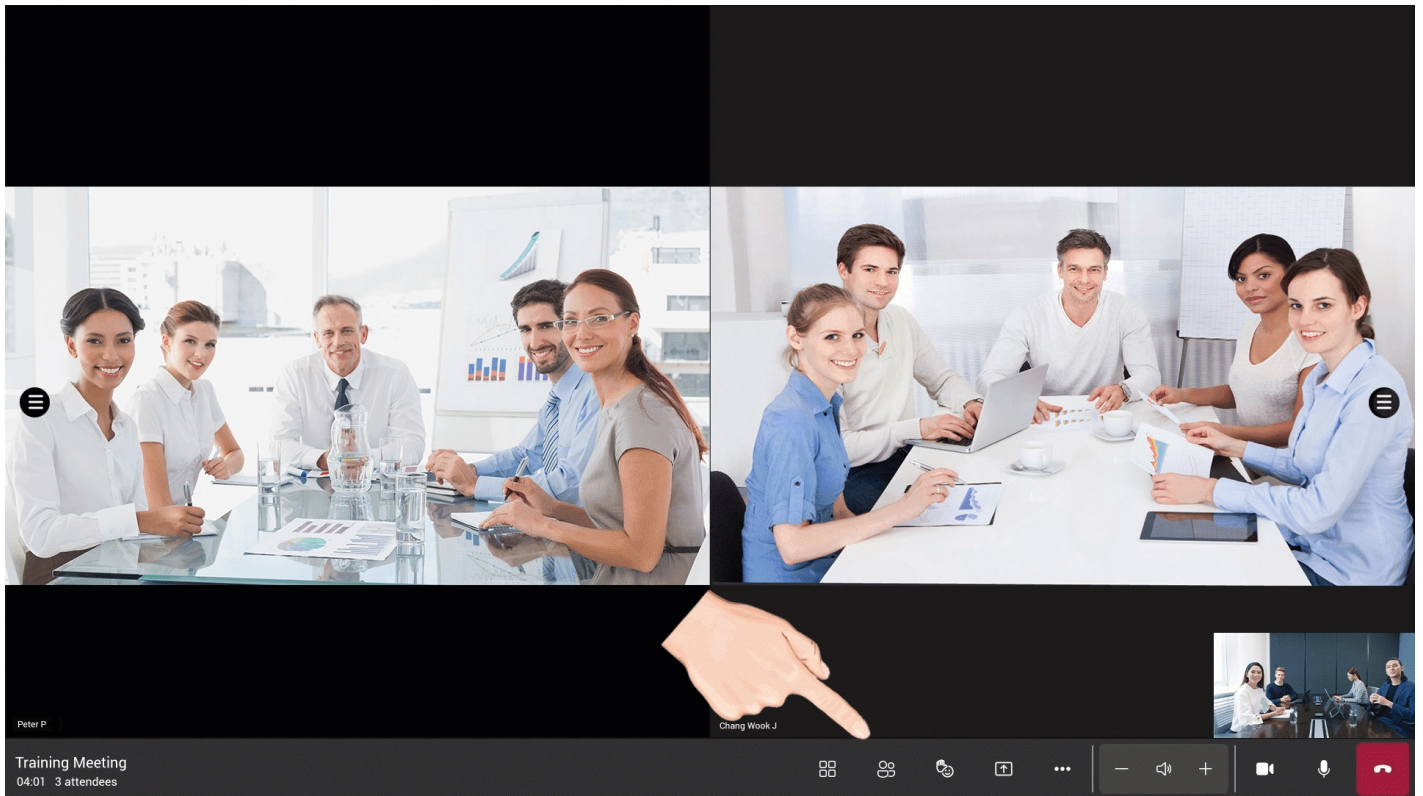
Enable/disable Incoming Video

If you disable your incoming video, you cannot see the video screen of the other party.



Enable/disable Participant's Camera

If you disable a [participant' s] camera, they will not be able to enable it.




FAQ

Does it support manually adjusting the built-in camera?

Yes, you can Manually Adjust the Camera before starting the meeting.

Why can' t I see the video image of the other party?

In the meeting, tap  > **Turn on/off the incoming call** to check whether the incoming video is disabled. If it is enabled, please contact your system administrator to resolve it.

Meeting Layout

Introduction

You can switch between different views at any time in the meeting, supporting **gallery view**, **large gallery view** and **together mode**.

How to Use

Gallery

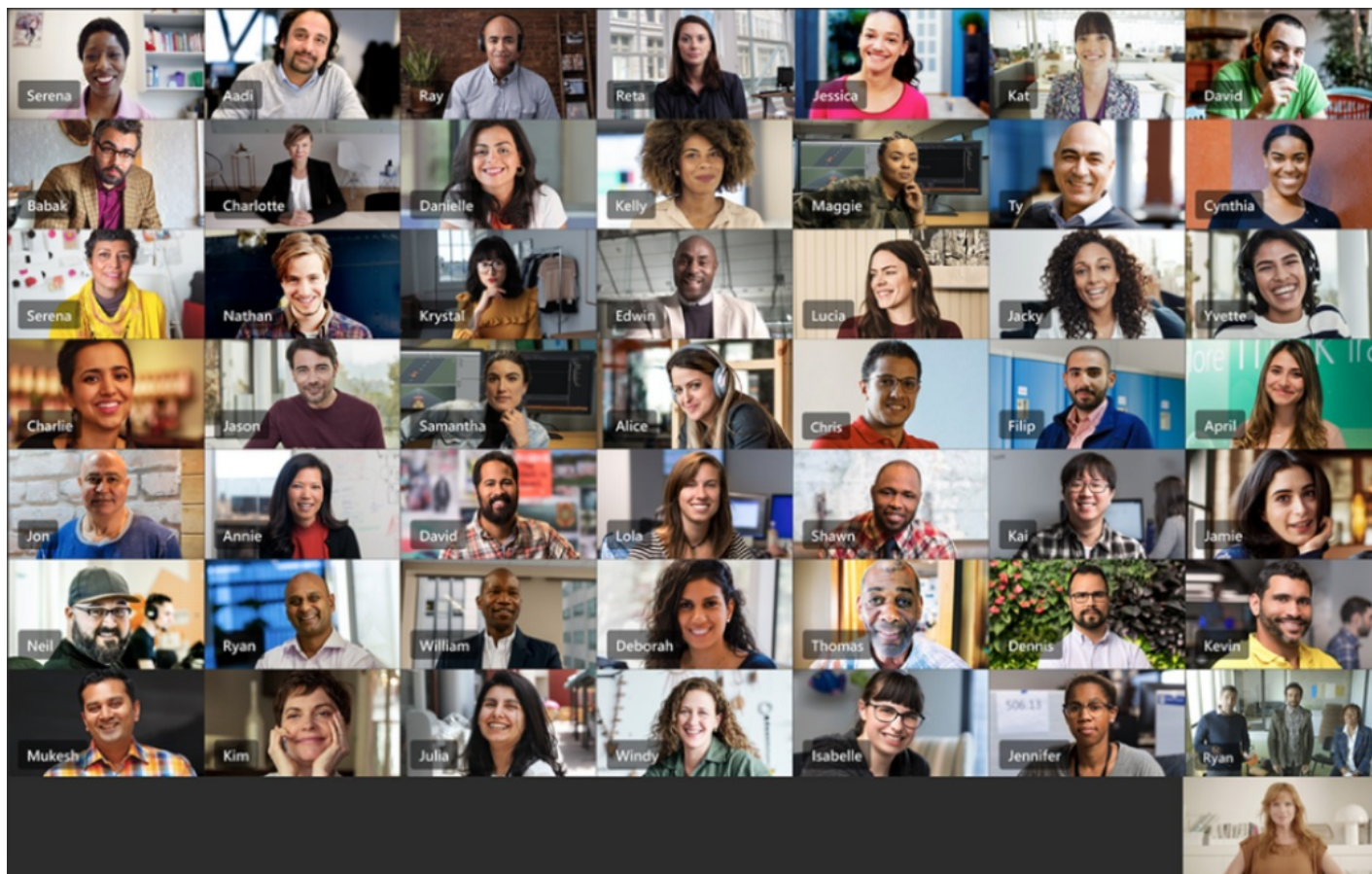
Displays the default view of the 3 x 3 video layout when joining a meeting.



Large gallery

It displays a 7 x 7 video layout where you can see up to 49 people simultaneously.

NOTE
At least 10 people enable the camera in the meeting.



Together

A layout that shows you are in the same background as everyone in the meeting.

NOTE
 At least 5 people enable the camera in the meeting.



FAQ

There are no options for Large Gallery and Together Mode in the meeting.

- At least 10 people enable the camera in the meeting for the Large Gallery option to appear.
- At least 5 people enable the camera in the meeting before the Together option appears.

More Meeting Control

Introduction

You can use more meeting control in the meeting. For the operation video, please refer to [More Meeting Control](#)

How to Use

Change Meeting Background

You can change the background in the meeting to replace the meeting background with a different image.

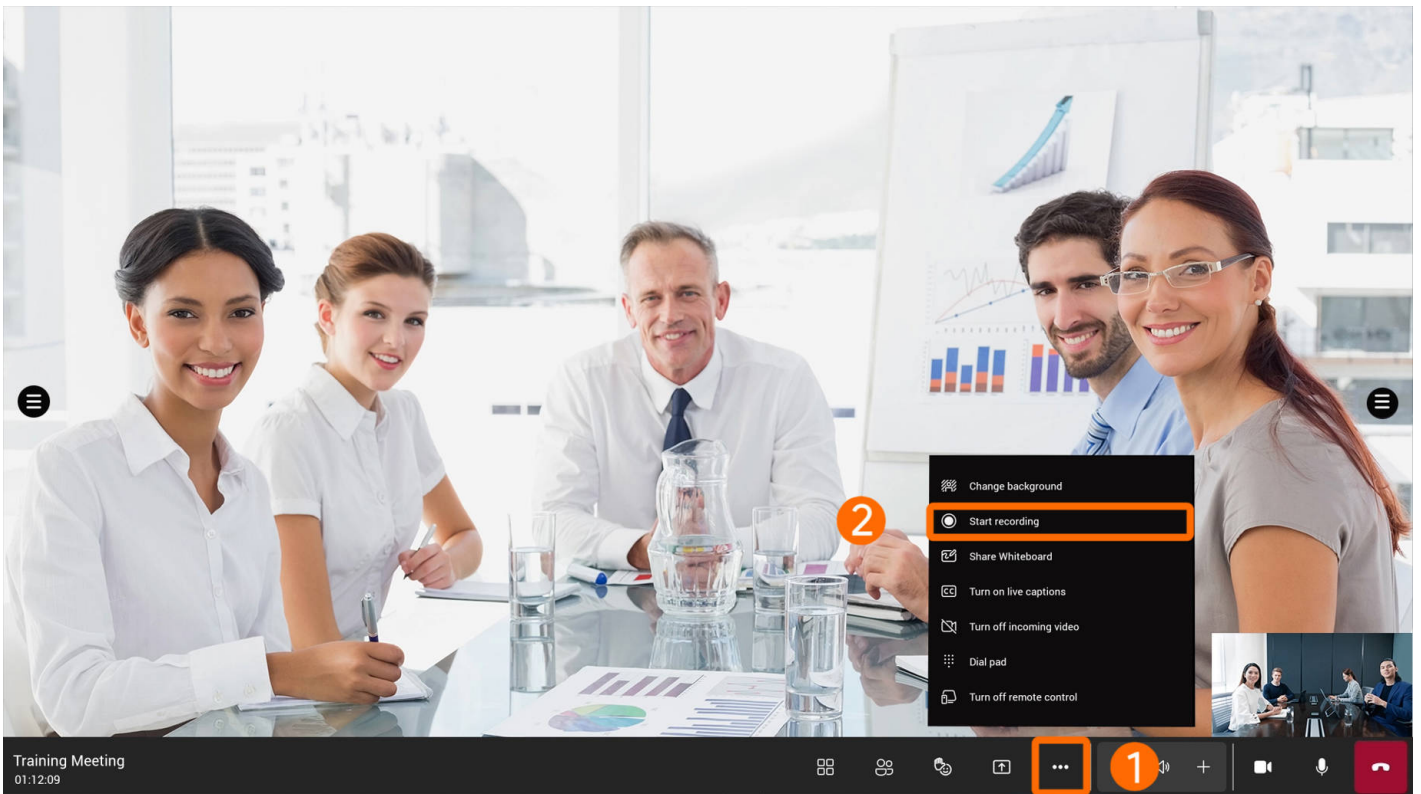


Record Meeting

Record the video screen of the meeting.

i NOTE

- The recorded meeting file is saved to OneDrive SharePoint.
- The Whiteboard content will not be recorded.

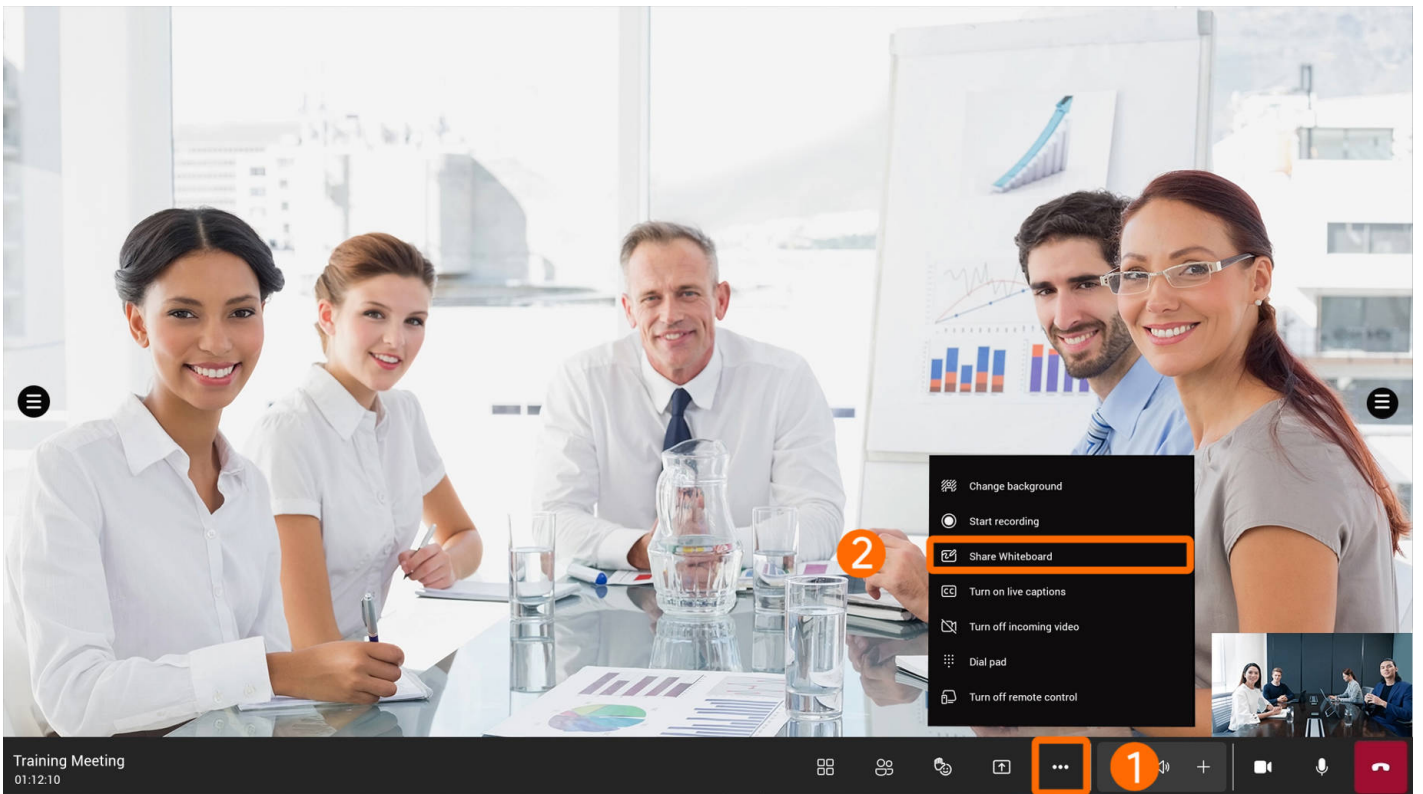


Enable Share Whiteboard

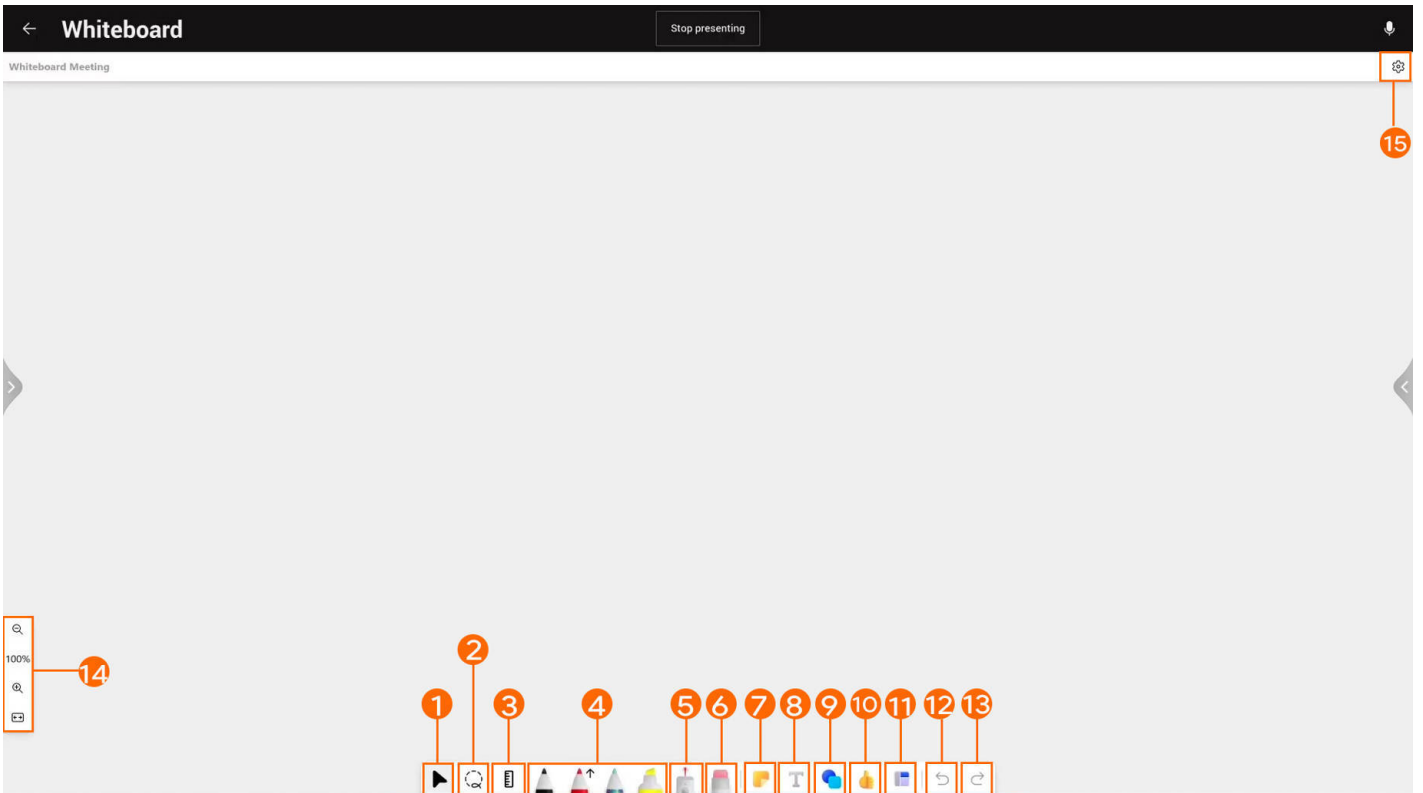
You can share the whiteboard in a meeting. For more information, please refer to [白板](#).

NOTE

- The shared whiteboard is not available for instant meetings.
- Some accounts do not support sharing the whiteboard and need administrator to assign permissions. For how to assign, please refer to [Manage access to Microsoft Whiteboard for your organization](#).
- When you share a whiteboard, the remote participants can write on the same whiteboard as you.
- It does not support two people writing on the local whiteboard at the same time.



You can use brushes, erase, text, and sticky notes on the whiteboard when meeting.



No.	Description
1	Move/zoom in/out of the whiteboard.
2	Used to circle content. After circling, you can move/zoom in/zoom out/copy/delete the content.
3	Ruler: draw straight lines at different angles.

4	Brushes/highlighters
5	Laser point: use it to indicate the content.
6	Eraser: erase the content.
7	Sticky notes
8	Text
9	Shape
10	Emojis
11	Template
12	Undo
13	Redo
14	Zoom the whiteboard
15	Whiteboard setting

Enable/disable Live Captive

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

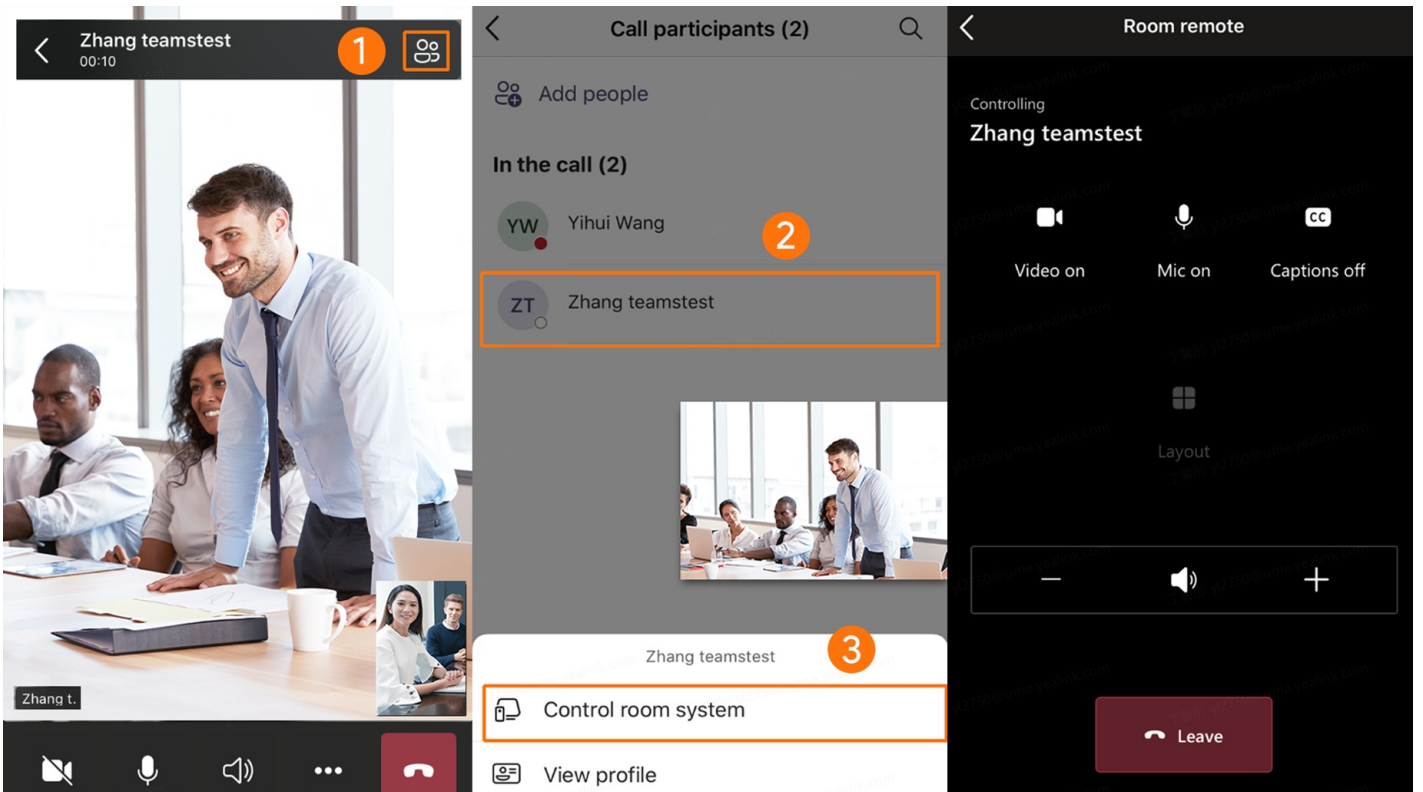


Enable/disable Remote Control

Enable or disable the function of controlling the meeting room system on the mobile client.



When starting meetings on the mobile client, you can control the relevant features of the meeting room: video, audio, subtitles, screen layout, etc.



FAQ

Where are recorded meeting files saved?

The recorded meeting file is saved to OneDrive SharePoint.

Whiteboard

Open Whiteboard

Introduction

Open the whiteboard in the meeting, and participants from other clients can read and write the whiteboard together. You can also open the local whiteboard directly. For the operation video, please refer to [Open Whiteboard](#).

NOTE

- The shared whiteboard is not available for instant meetings.
- Some accounts do not support sharing the whiteboard and need the administrator to assign permissions. For how to assign, please refer to [Manage access to Microsoft Whiteboard for your organization](#).
- When you share a whiteboard, the remote participants can write on the same whiteboard as you.
- It does not support two participants writing on the local whiteboard at the same time.

How to Use

- **Method 1: Open the local whiteboard** (That is, you can use the whiteboard feature without starting the meeting).

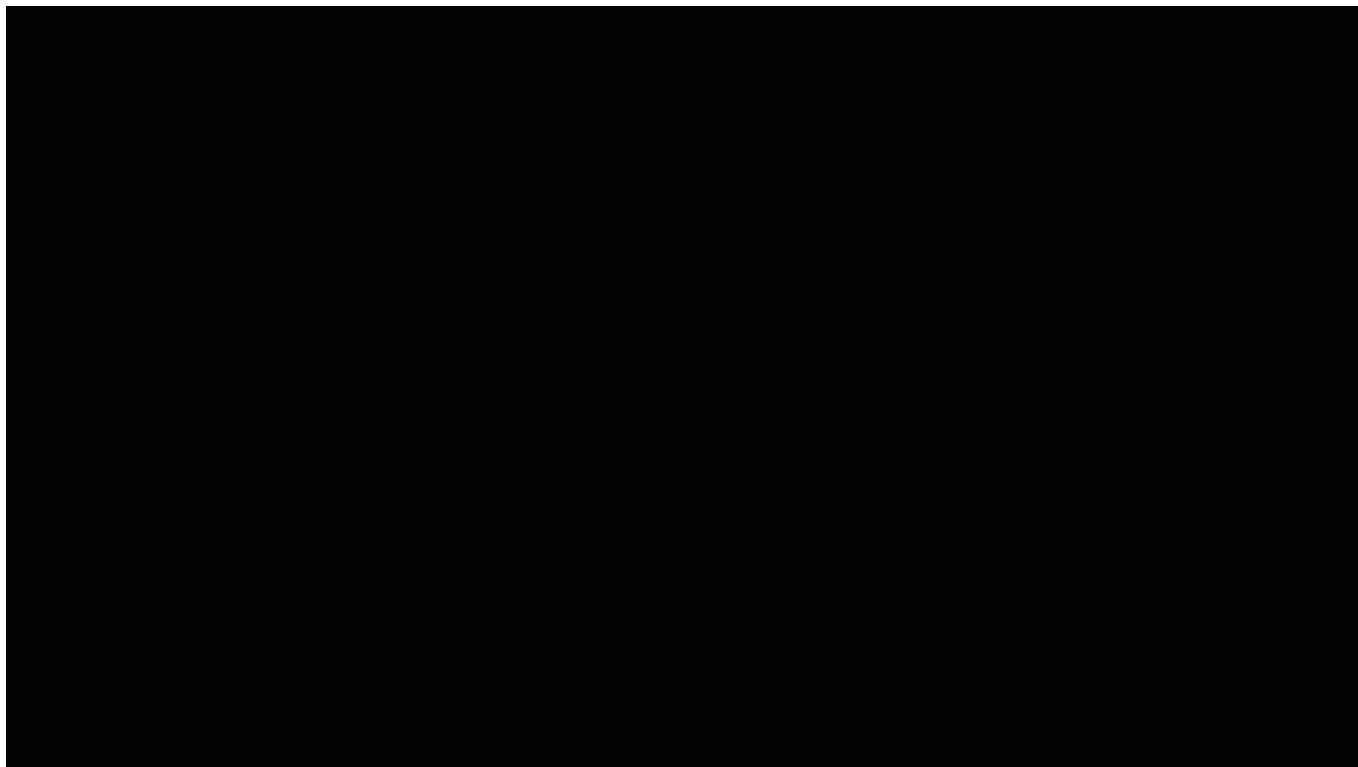
Tap **Whiteboard** on the home screen of the DeskVision A24.

NOTE

If there is no **Whiteboard** button on the home screen of the DeskVision A24, go to **More > Settings > Device settings** (default password: 0000) > **Teams Admin Settings > Meetings** to enable **Allow room to initiate Whiteboard**.



- **Method 2: Open the whiteboard during a meeting.**




FAQ

How do I turn on DeskVision A24 Local Whiteboard? What to do if it is not displayed on the home screen?

Why can't I use the whiteboard in a meeting? What are the requirements?

How to switch between the whiteboard and meeting interface?

On the whiteboard interface, tap  in the upper-left corner to return to the meeting interface.

On the meeting interface, tap **Open** in the upper-right corner to return to the whiteboard interface.

How to save the meeting whiteboard content?

The whiteboard cannot be saved on the DeskVision A24 but only on the Teams client.

Does it support inserting pictures into the whiteboard?

Not supported yet.

Canvas

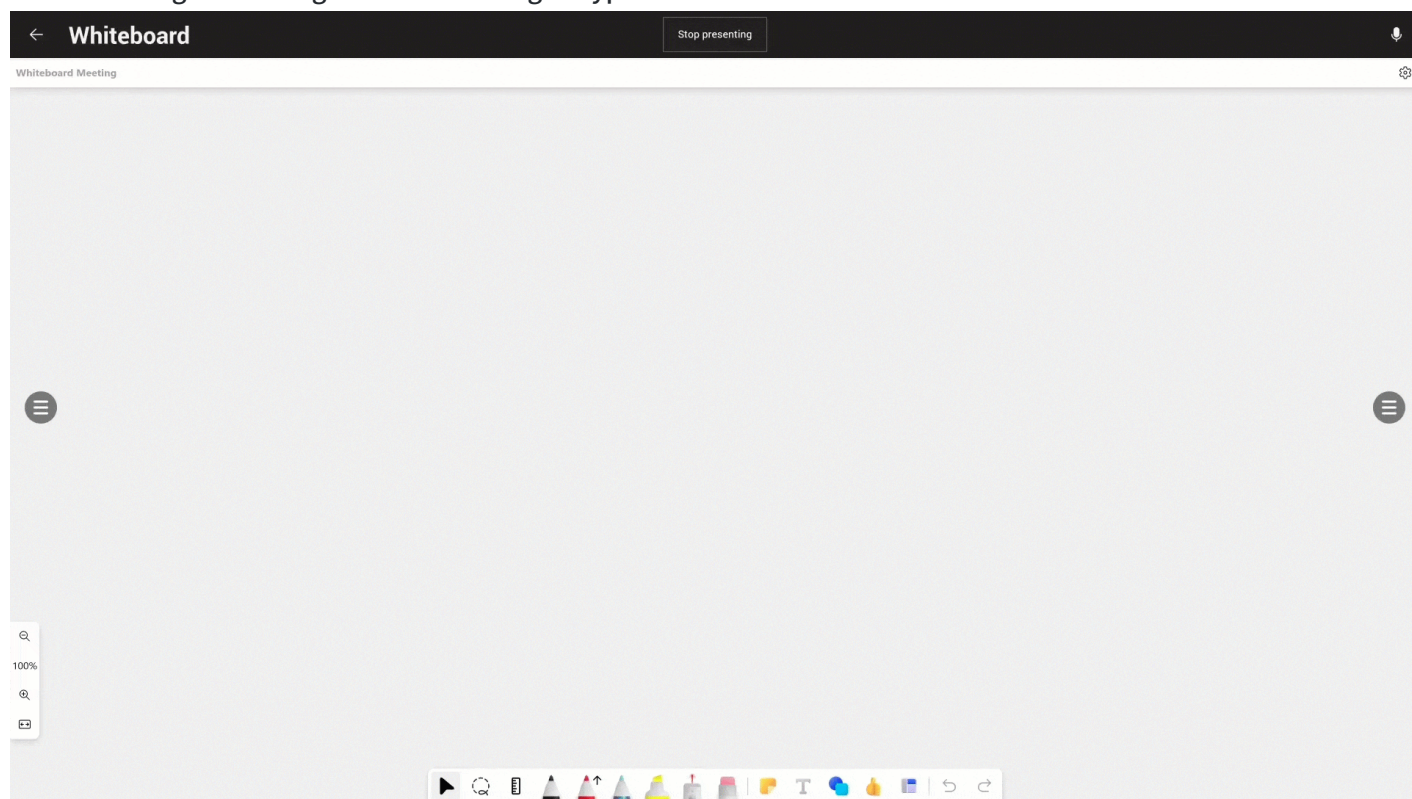
Introduction

You can select different canvas backgrounds for writing. Also, you can move the canvas with one finger or zoom the canvas in or out with two fingers. For the operation video, please refer to [Canvas](#).

How to Use

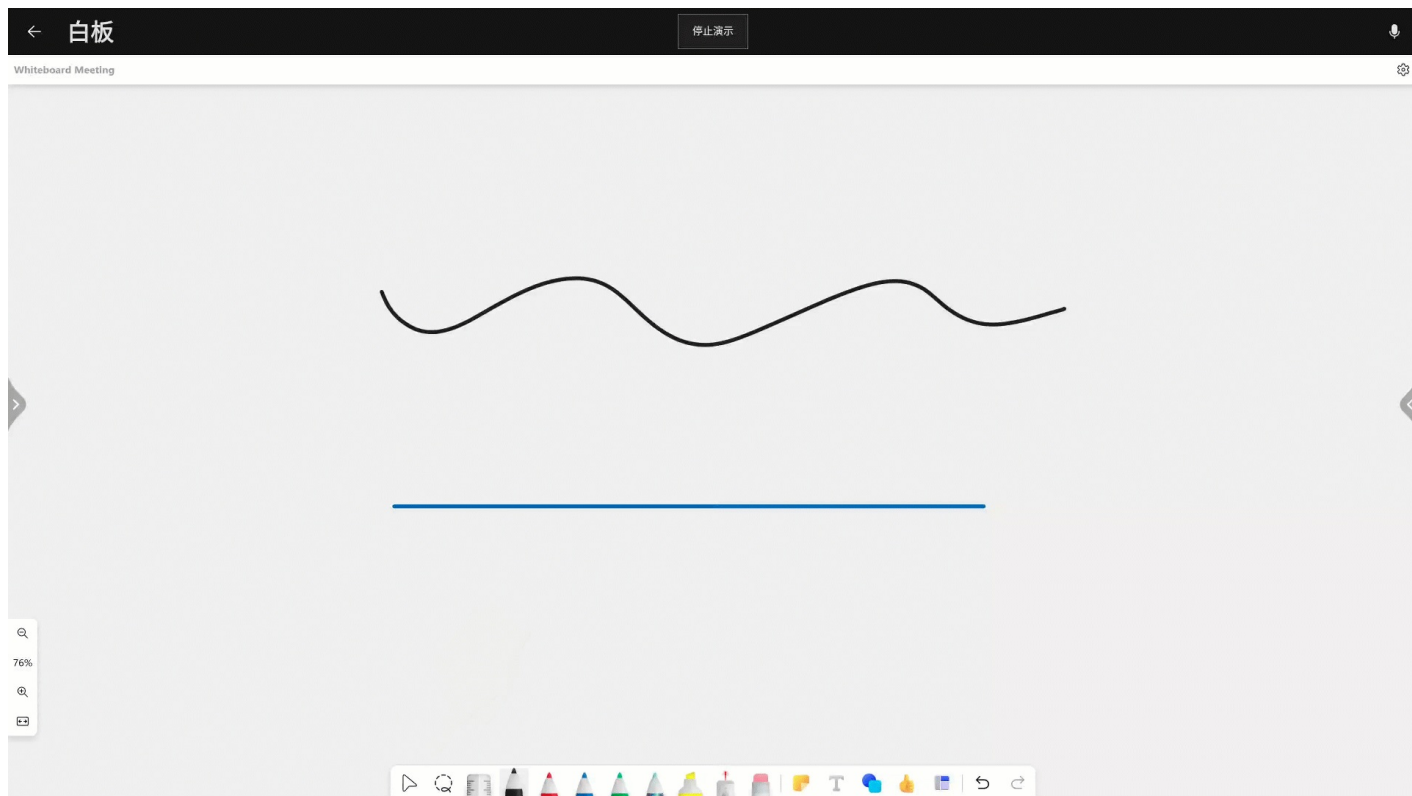
Change Canvas Background

You can change the background color and grid type of the canvas.



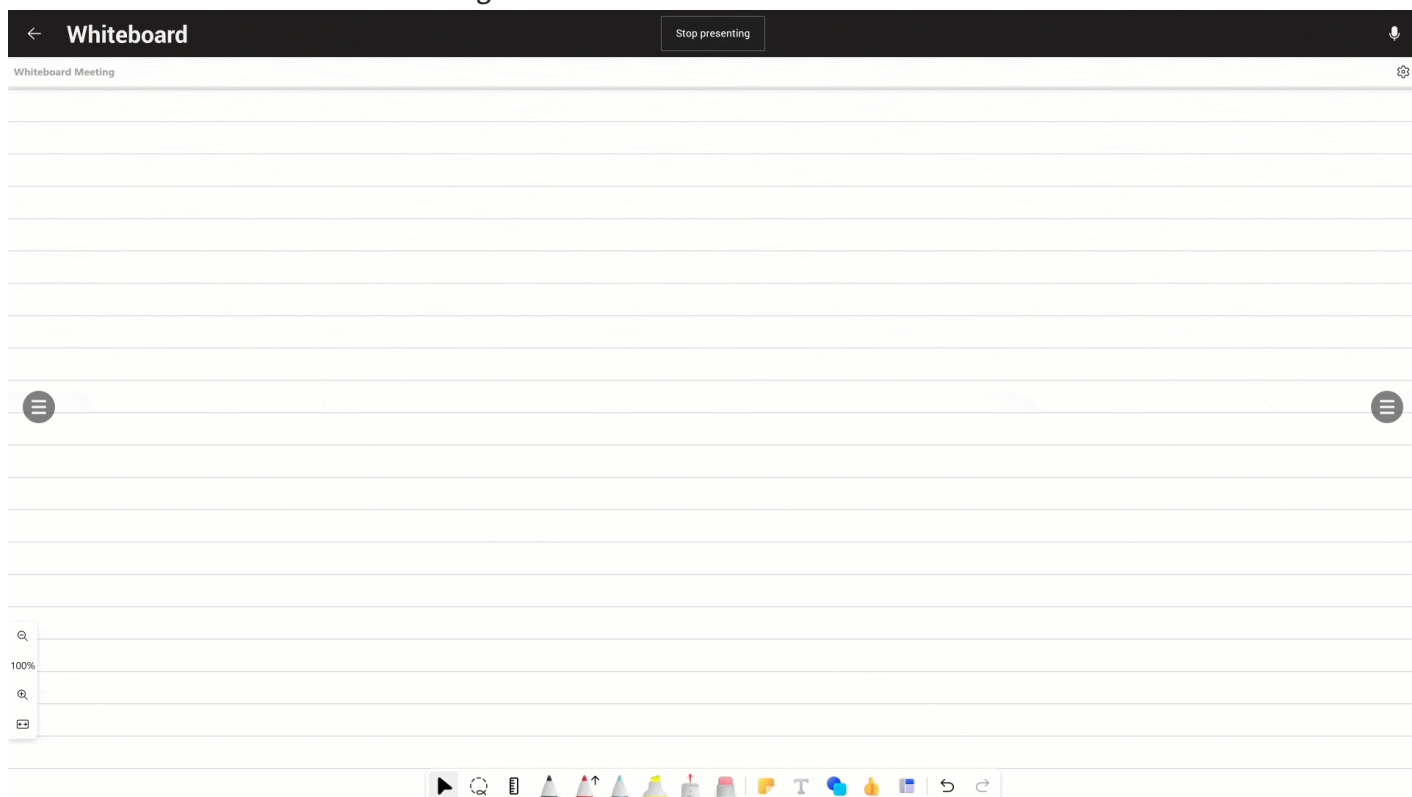
Move Canvas

Move the canvas with one finger.



Zoom Canvas

Zoom the canvas in or out with two fingers.



Pen

Introduction

You can select different pens to write with and change the pen's line thickness and color. For the operation video, please refer to [Pen](#).

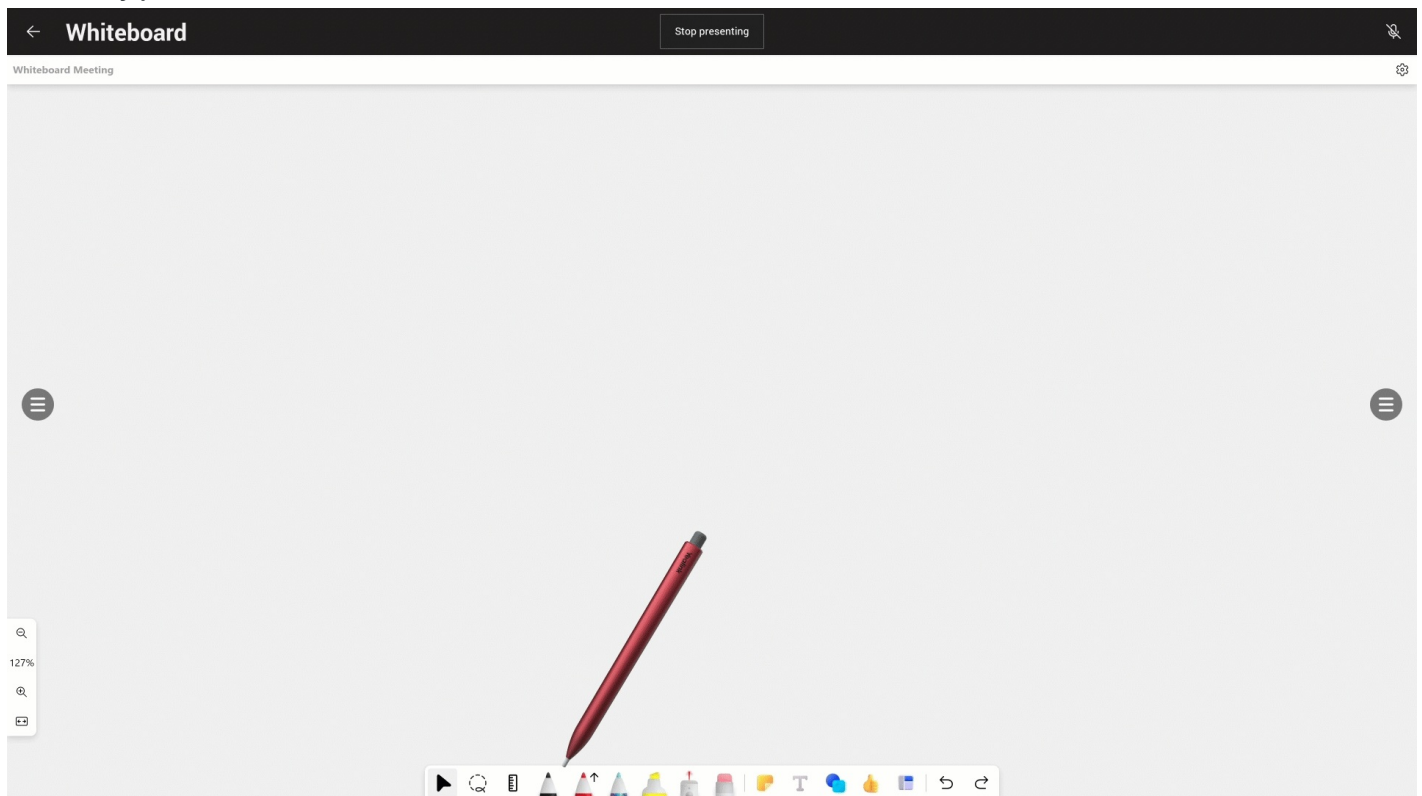
How to Use

i IMPORTANT

The following pictures are examples of use. DeskVision A24 does not support the use of a stylus but only supports finger touch.

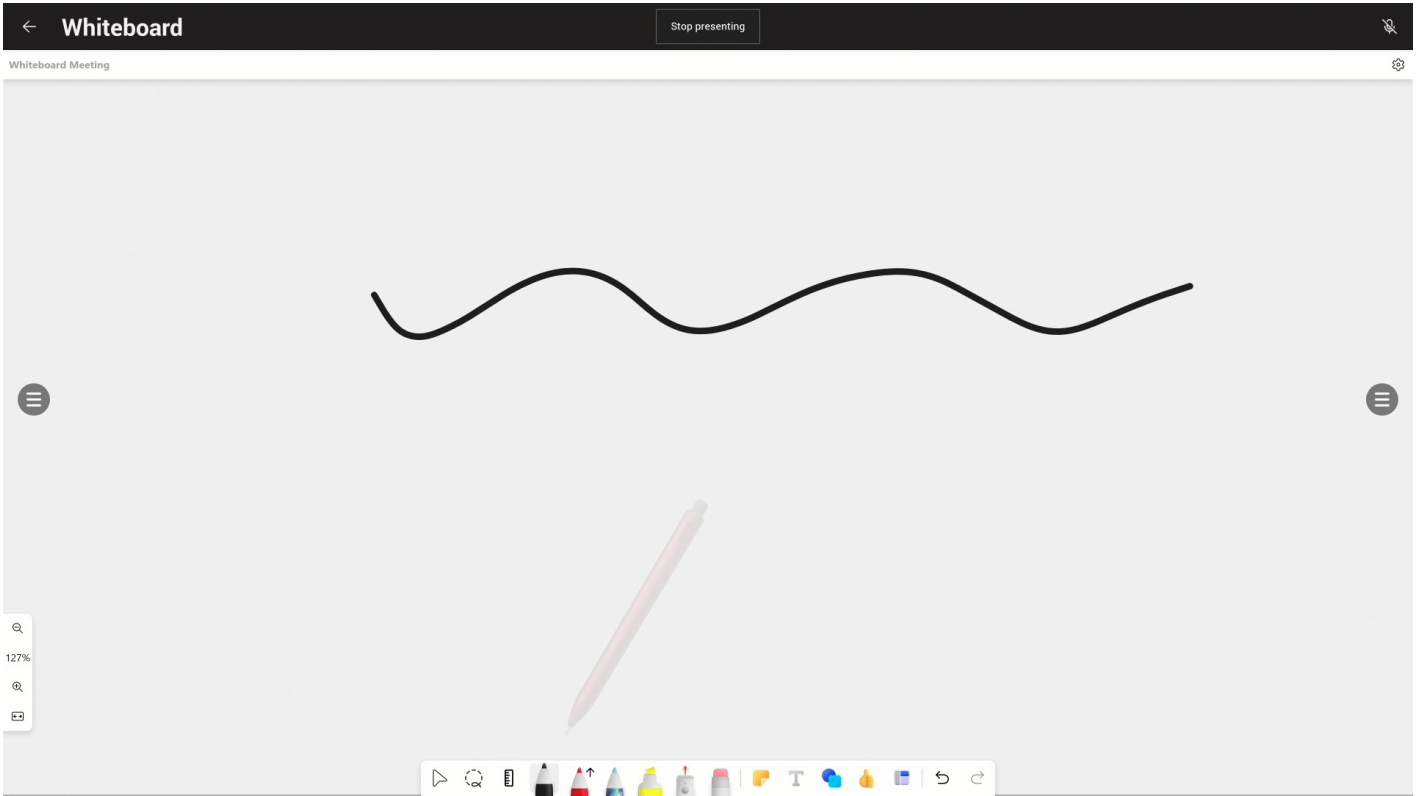
Writing

Select any pen to write.



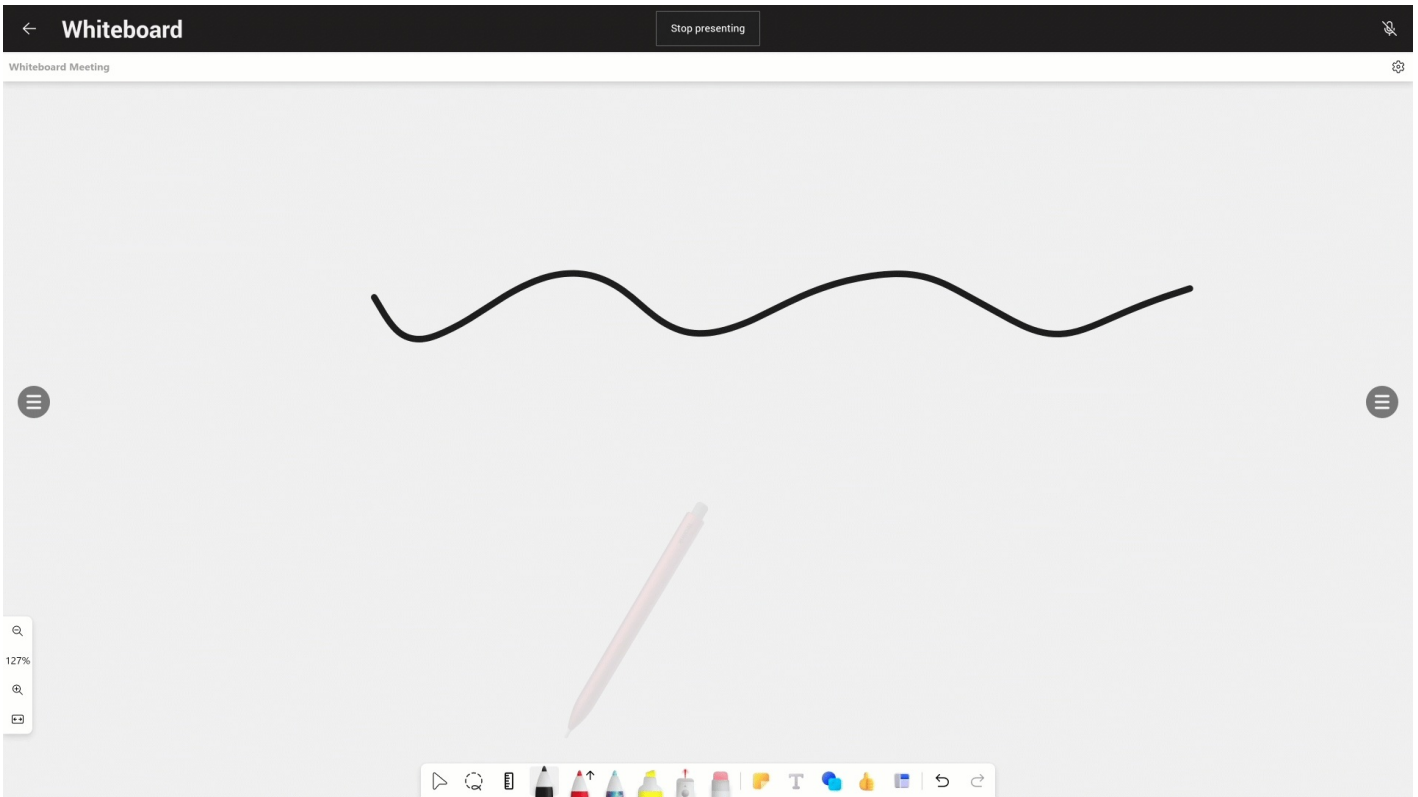
Change Pen Color

You can choose different colors for the pen to write.



Adjust Pen Thickness

You can adjust the thickness of the pen (default: 3).



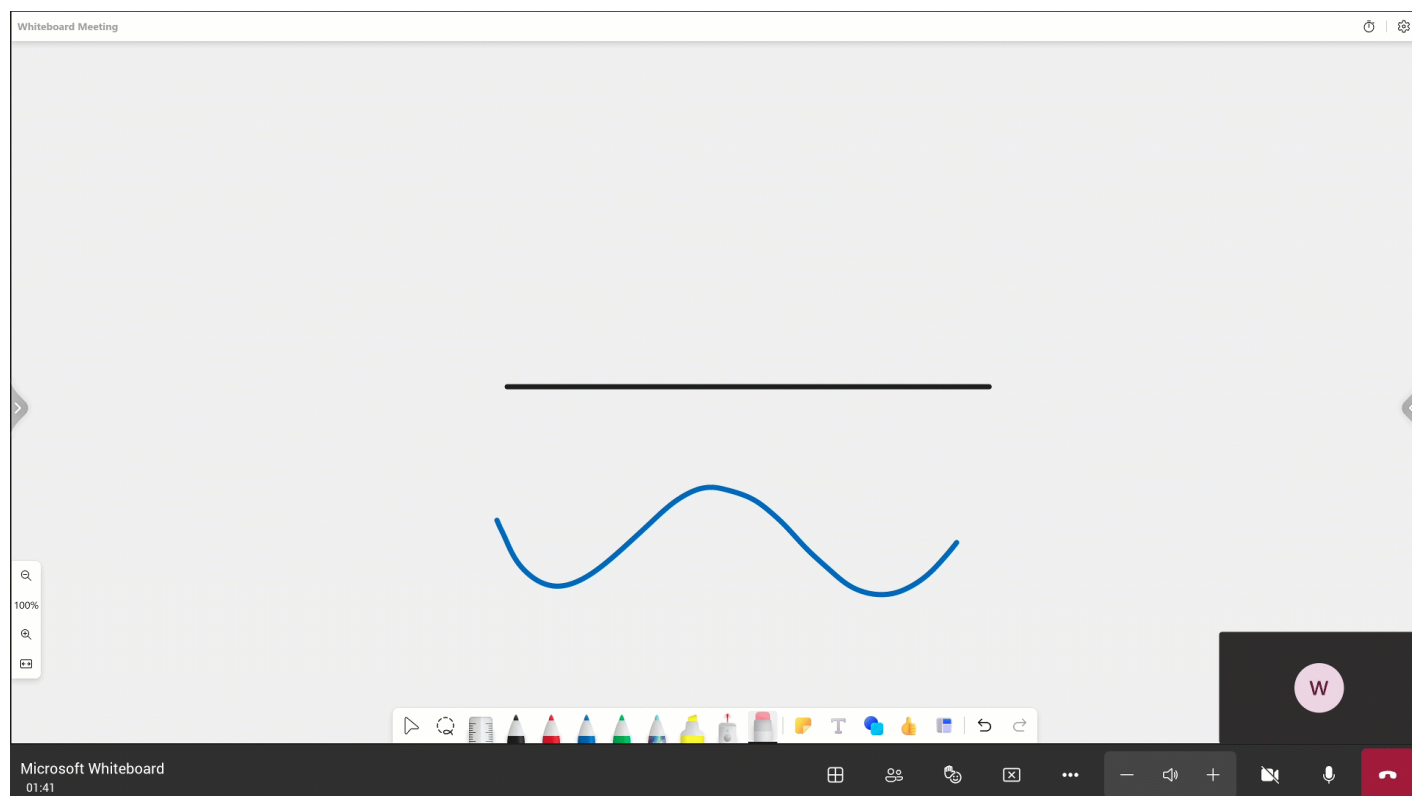
Eraser

Introduction

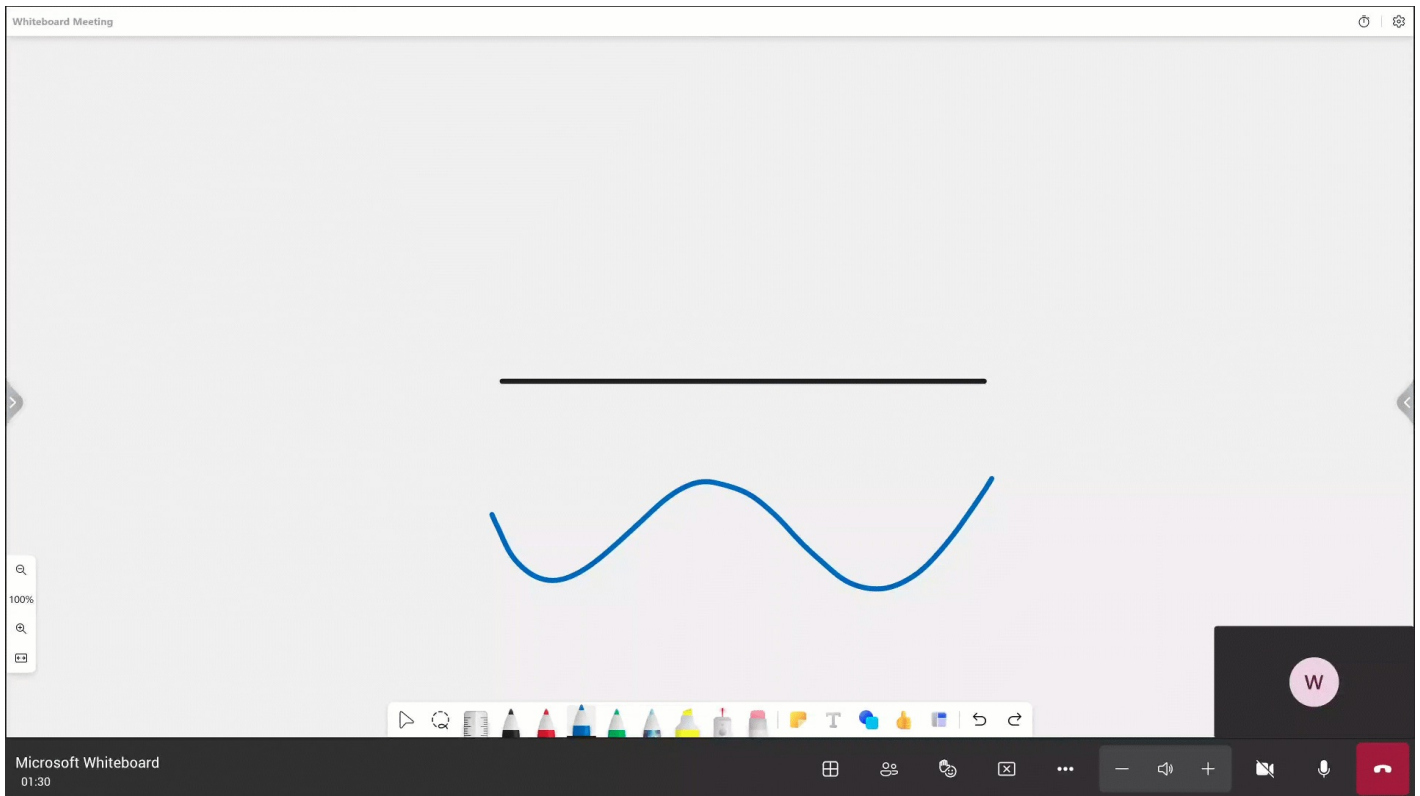
You can select the **Eraser** tool and use your finger or the stylus' s top end to erase your drawing or writing. For the operation video, please refer to [Eraser](#).

How to Use

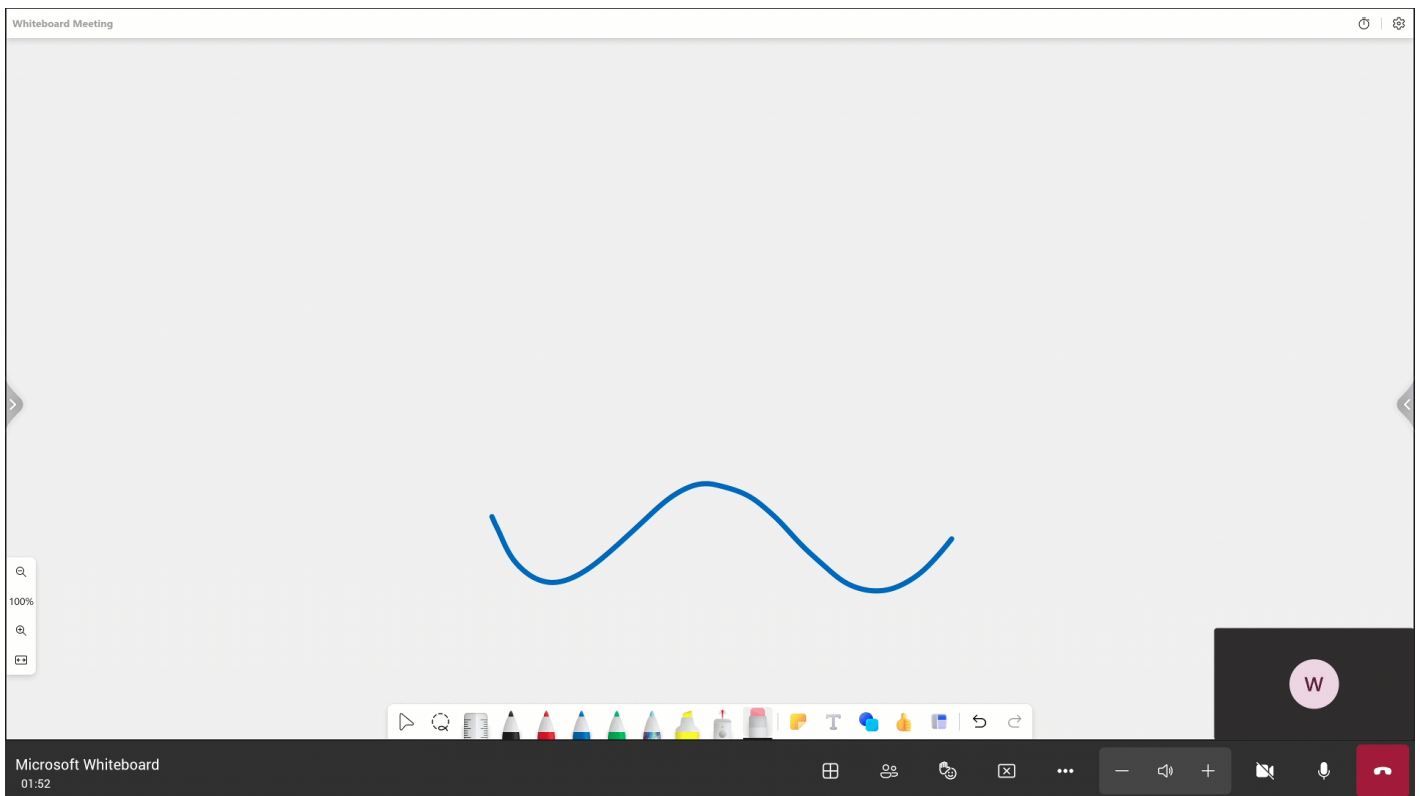
Erase All Strokes



Erase Part of Stroke



Clear Canvas



Erase with Stylus Tip



Laser Pointer

Introduction

You can select the **Laser Pointer** tool and use your finger or the stylus to show the other participants what you're referring to. The handwriting used for indication will disappear after a while. For the operation video, please refer to [Laser Pointer](#).

How to Use

❗ IMPORTANT

The following pictures are examples of use. DeskVision A24 does not support using a stylus but only supports finger touch.



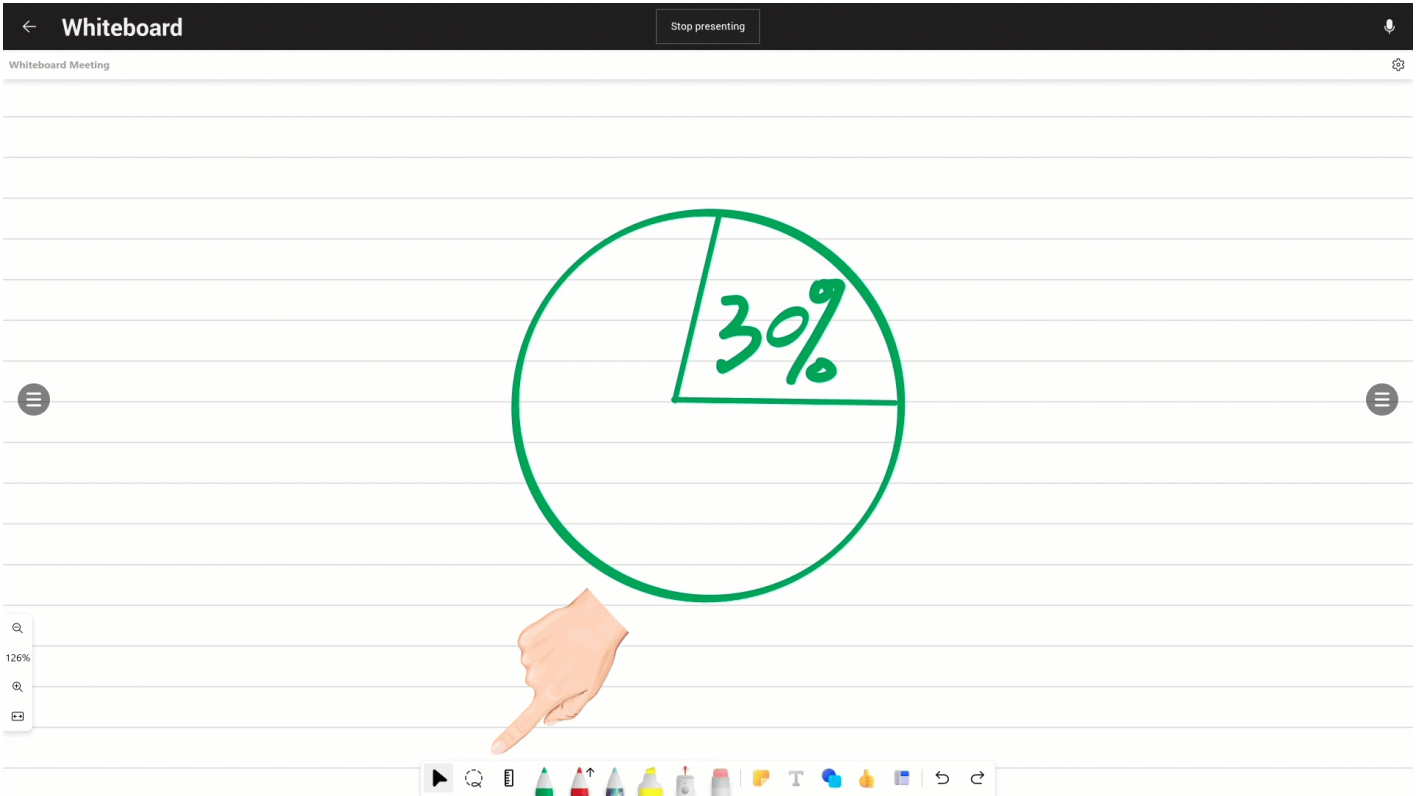
Lasso

Introduction

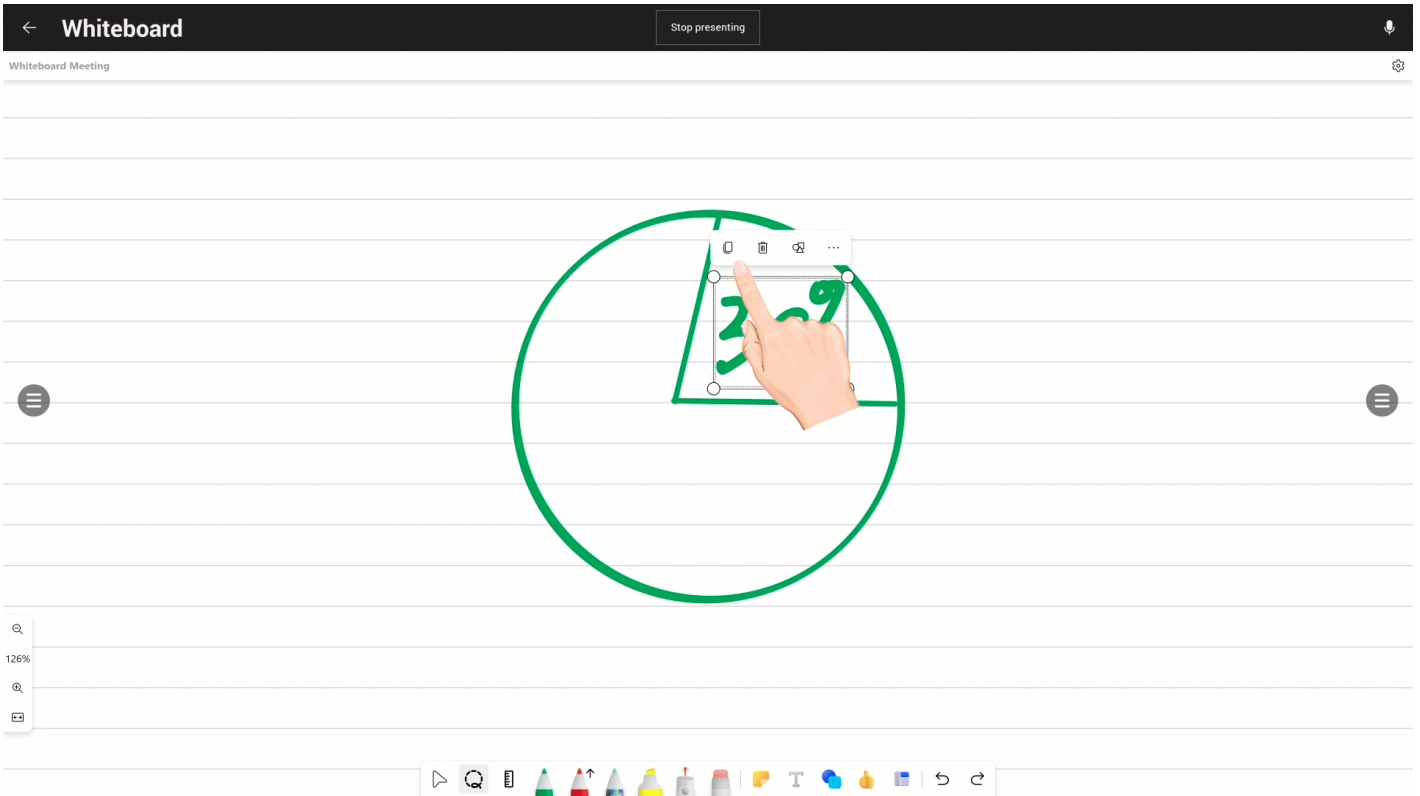
You can select the **Lasso** tool and use your finger or stylus to draw a selection around the ink strokes you want to move, zoom in, copy, or delete. For the operation video, please refer to [Lasso](#).

How to Use

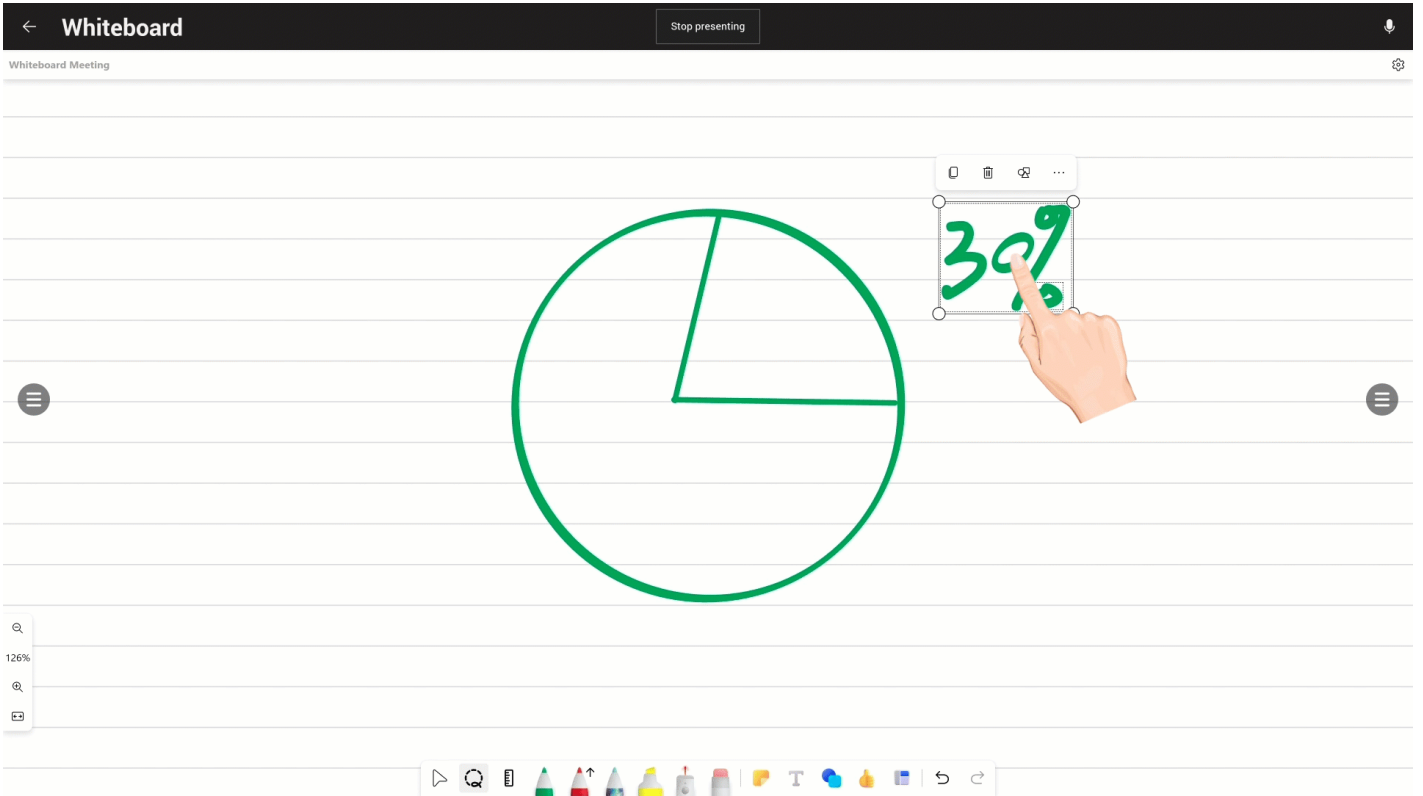
Circle Content



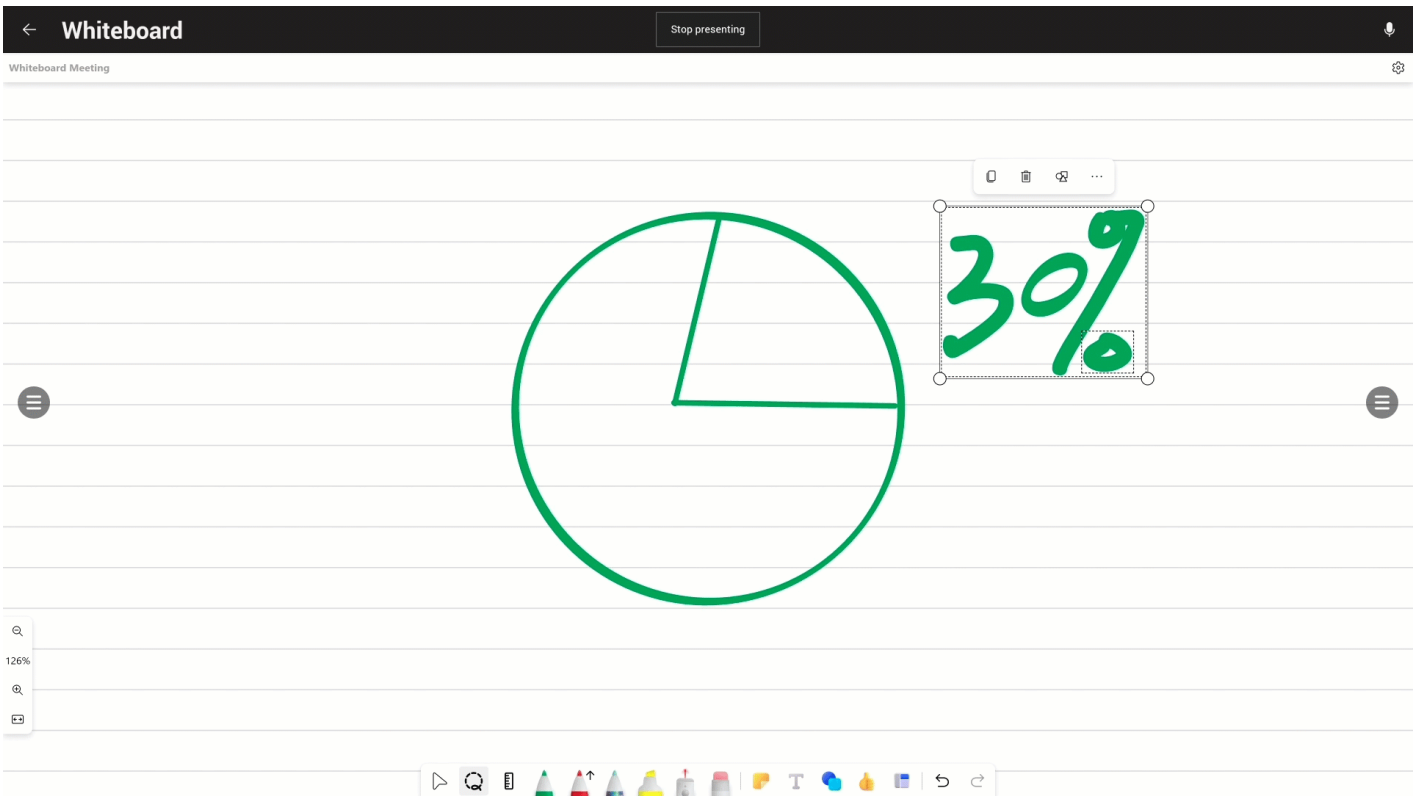
Move Content



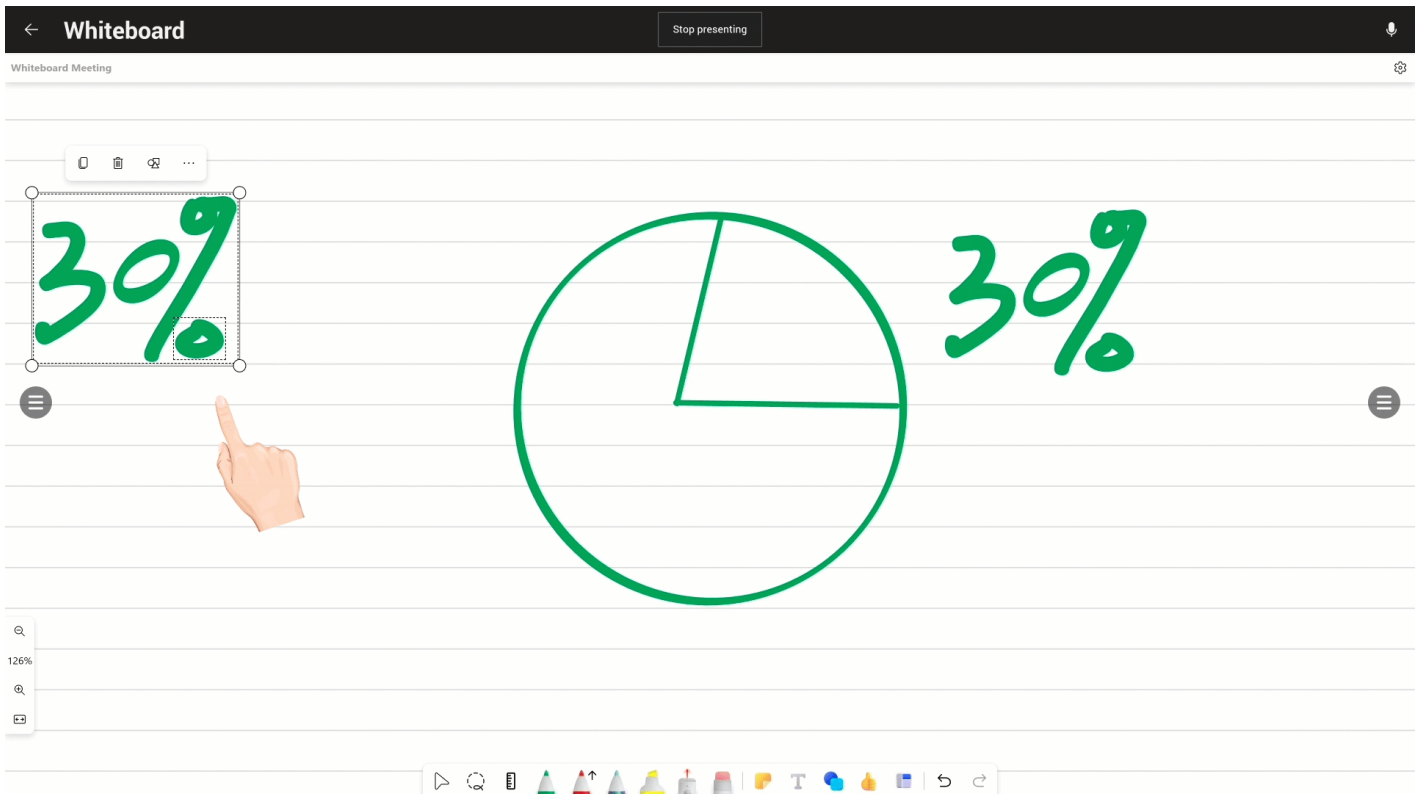
Adjust Content Size



Copy Content



Delete Content



Shape

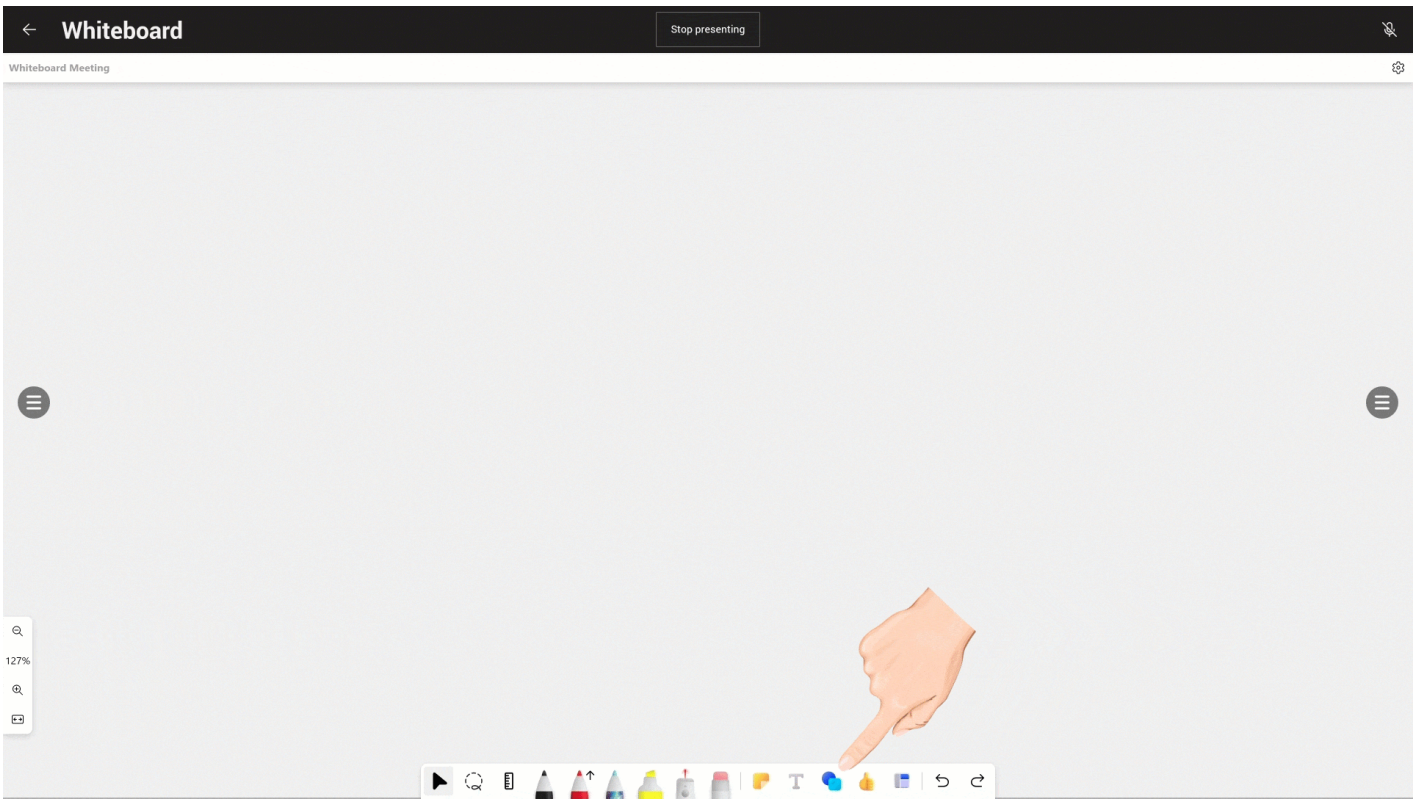
Introduction

You can select a shape you want to use from the shape library. It also supports drawing inked shapes. After enabling the inked shapes, the hand-drawn shapes on the whiteboard will be automatically converted into regular shapes. For the operation video, please refer to [Shape](#).

How to Use

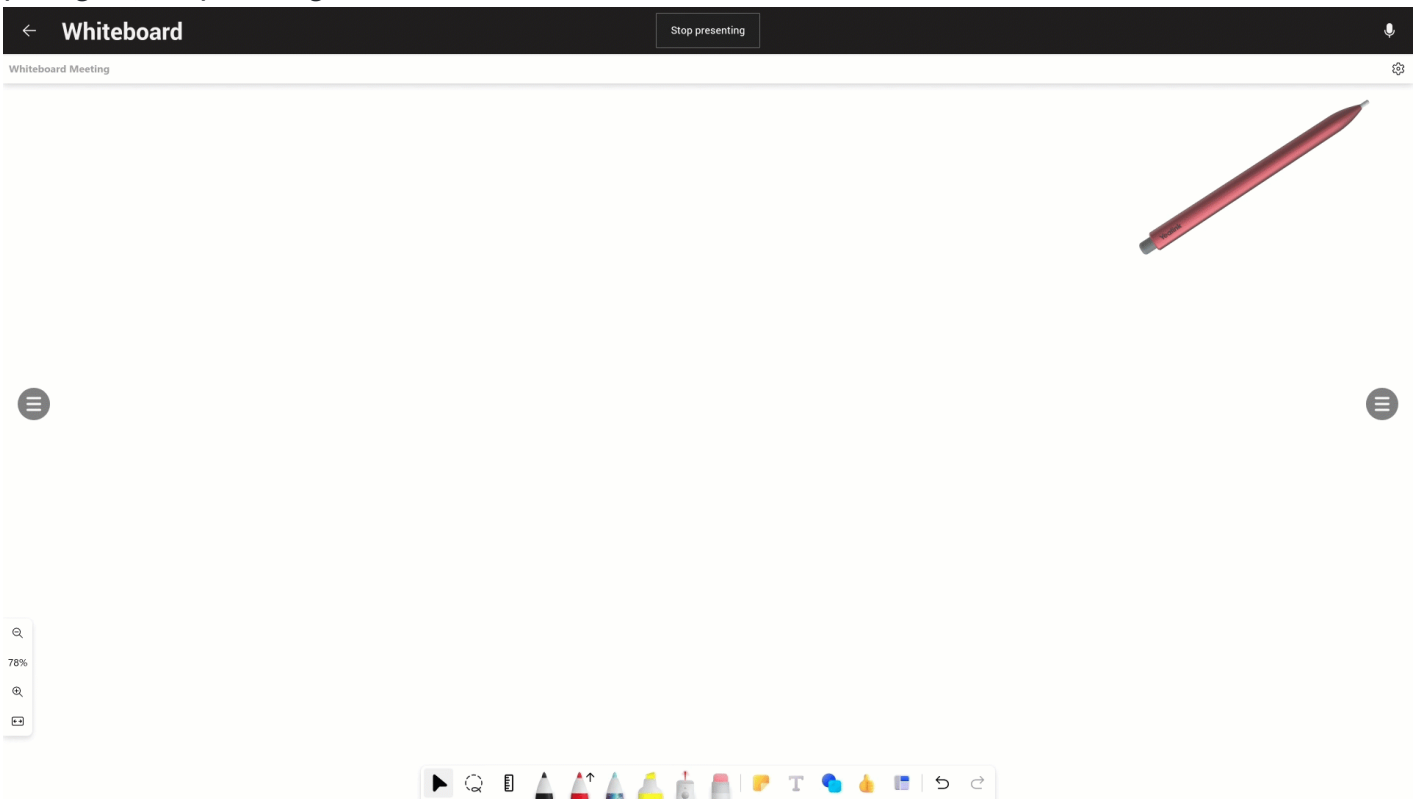
Library Shape

You can directly select a shape in the shape library to use, copy, size or change the color.



Inked Shape

Shape transformations for whiteboards currently support squares, rectangles, triangles, circles, hexagons, pentagons, and parallelograms.



FAQ

What shapes are supported by Inked Shapes?

Shape transformations for whiteboard currently support squares, rectangles, triangles, circles, hexagons, pentagons, and parallelograms.

Why aren't the hand-drawn shapes converted to regular shapes when using ink shapes?

Before using inked shapes, you need to enable the automatic **Enhance Inked Shapes** in **Settings**.

Text

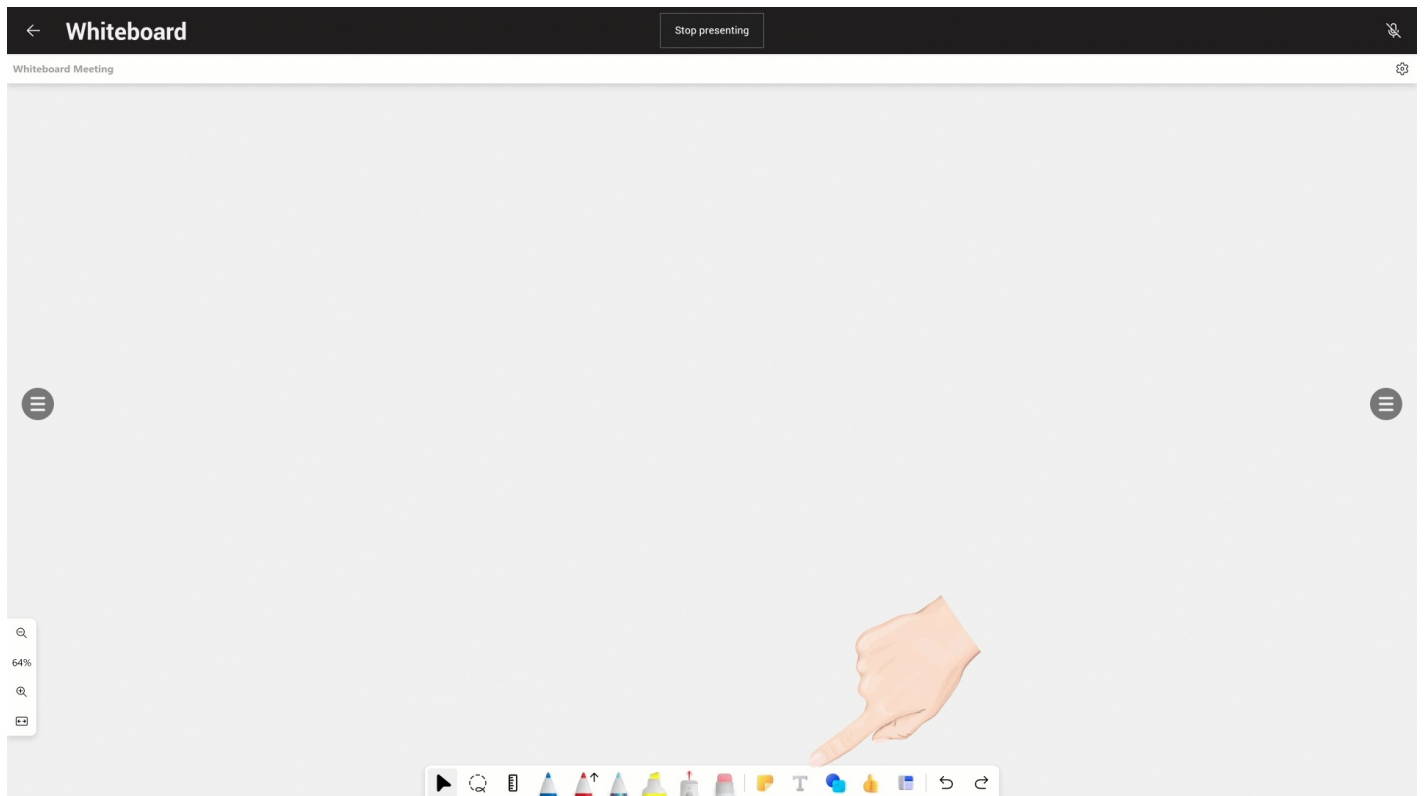
Introduction

You can add text anywhere on the whiteboard, change text color/position, or copy/delete text. For the operation video, please refer to [Text](#).

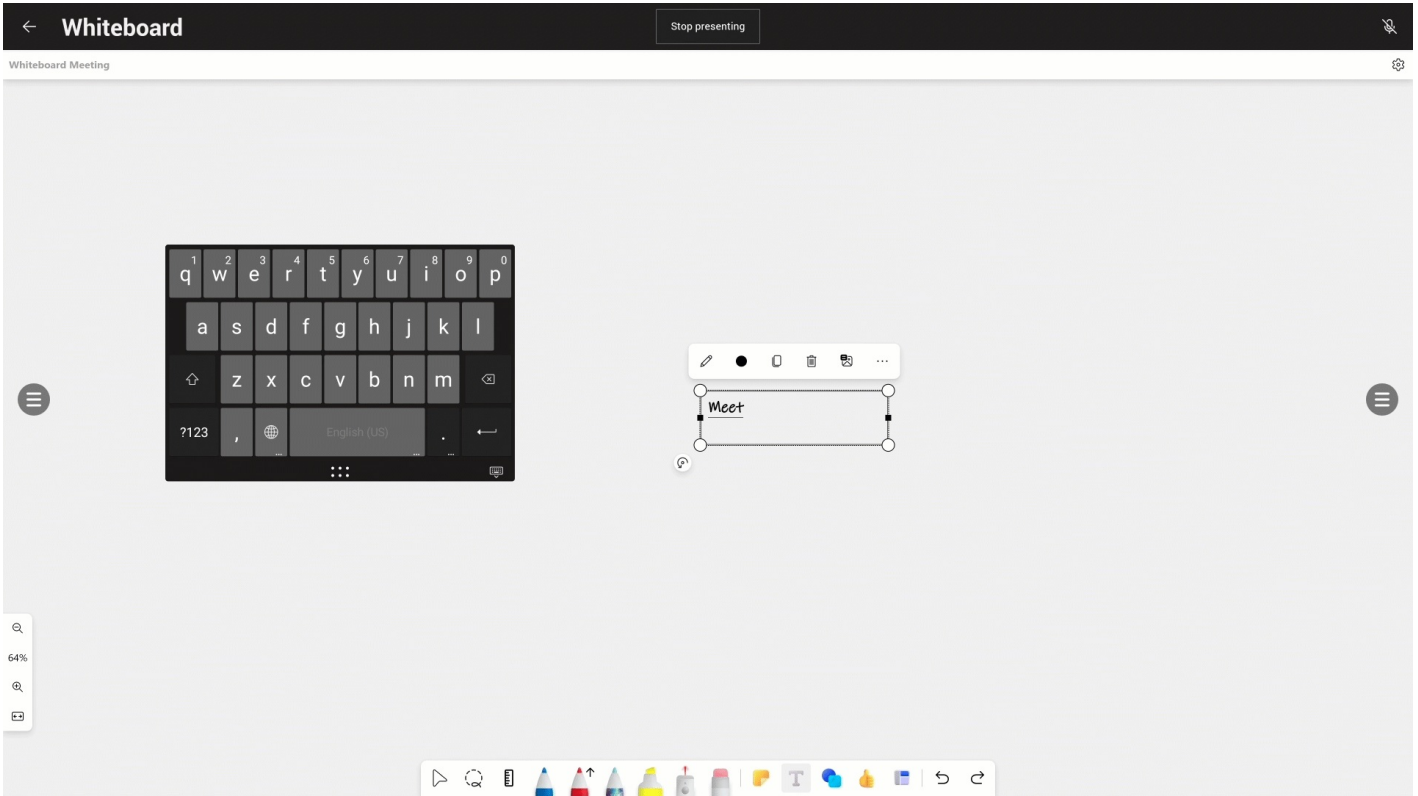
How to Use

Add Text

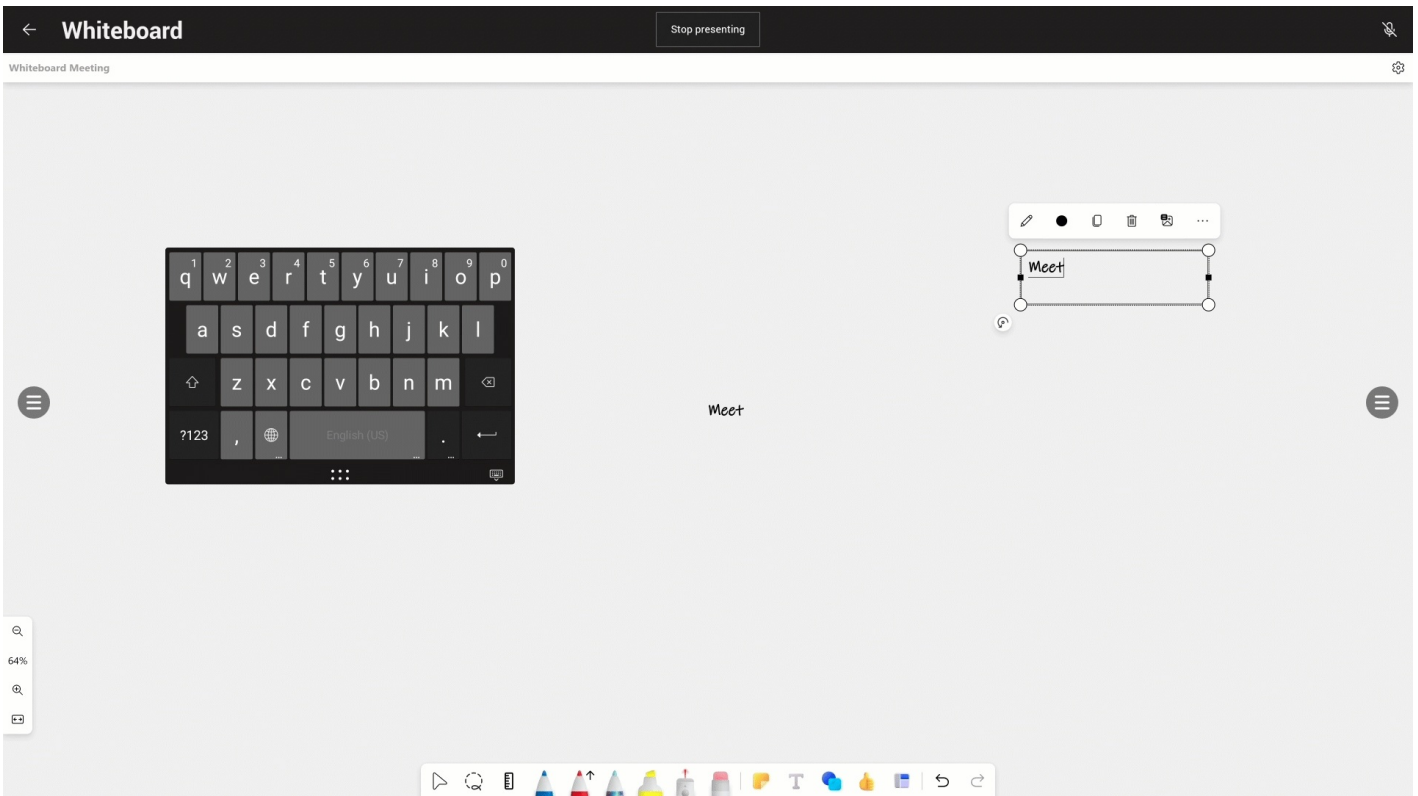
Method 1: Add text to the menu bar.



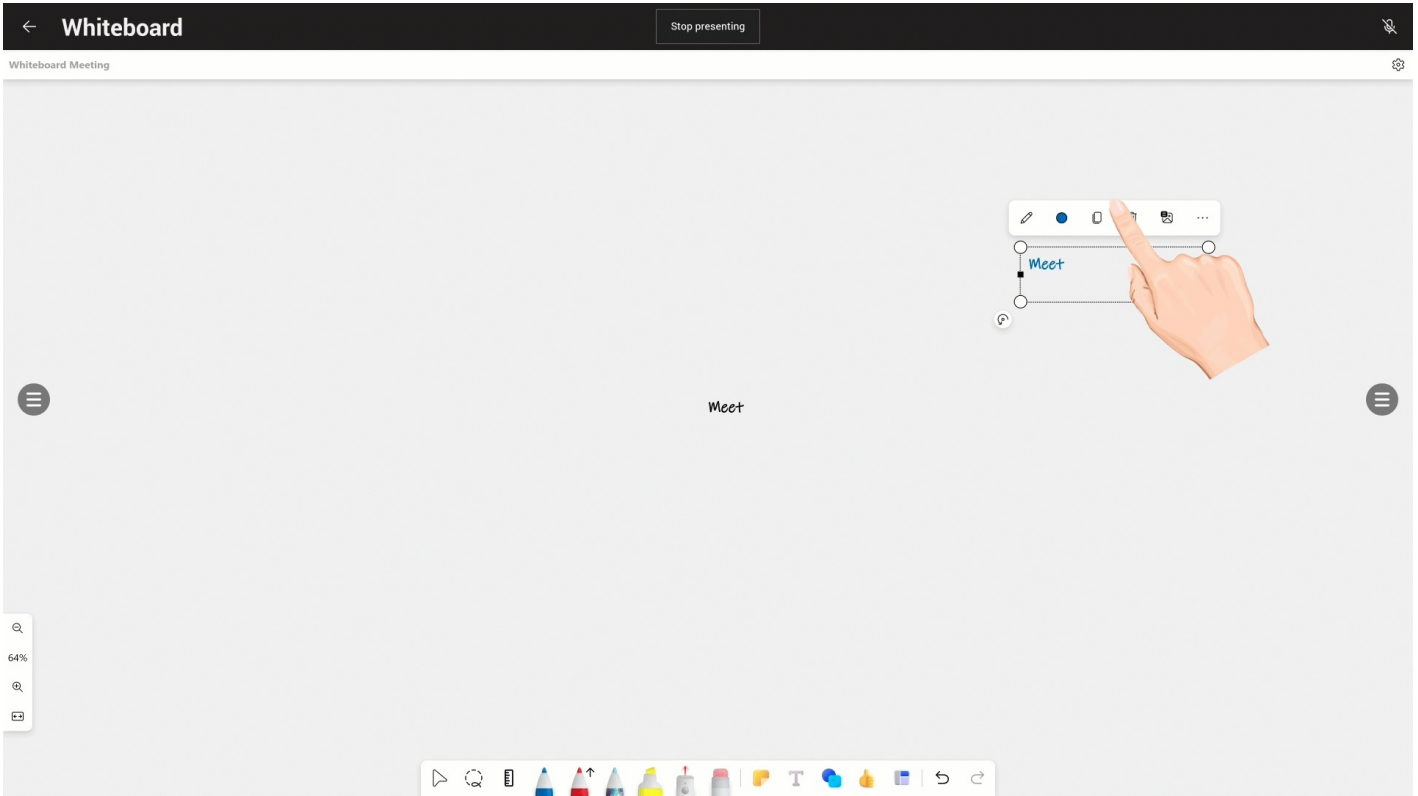
Method 2: Press and hold the canvas to add text.



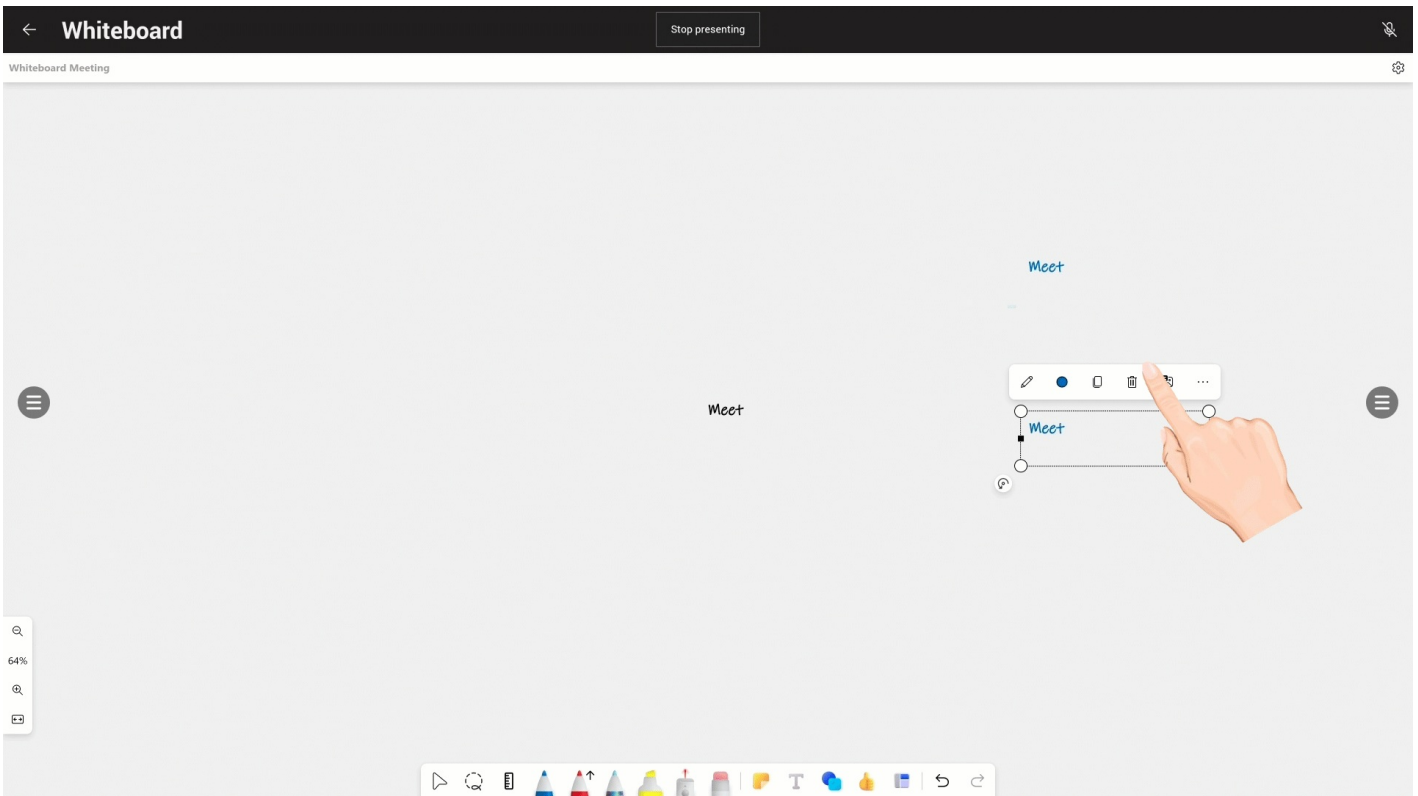
Change Text Color



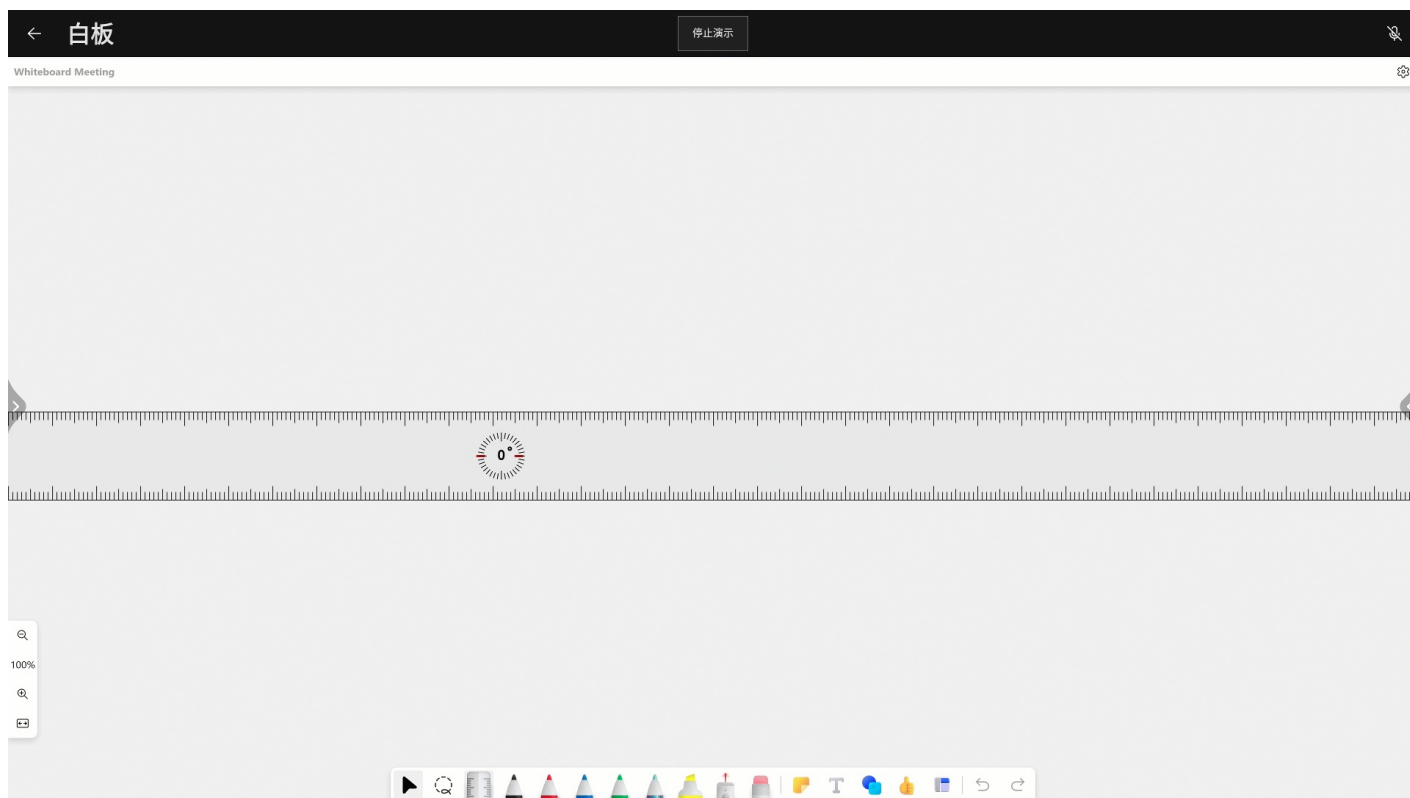
Copy Text



Delete Text



Ruler



Teams Display

Calling

Place Call

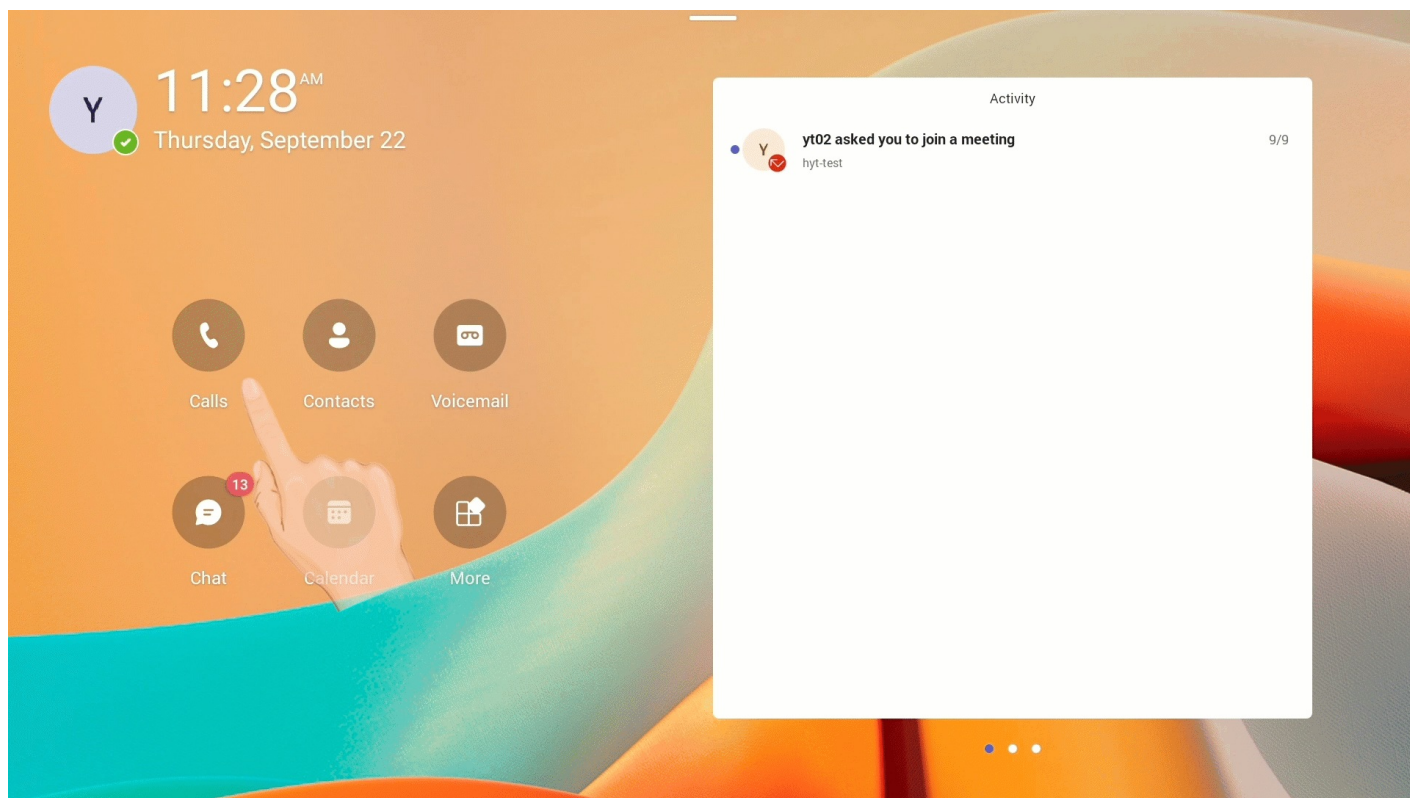
Introduction

You can call directly through the dial pad or member search. For the operation video, please refer to [Place a Call](#).

Before You Begin

You need to log to a Microsoft Teams account on the DeskVision A24.

How to Use




FAQ

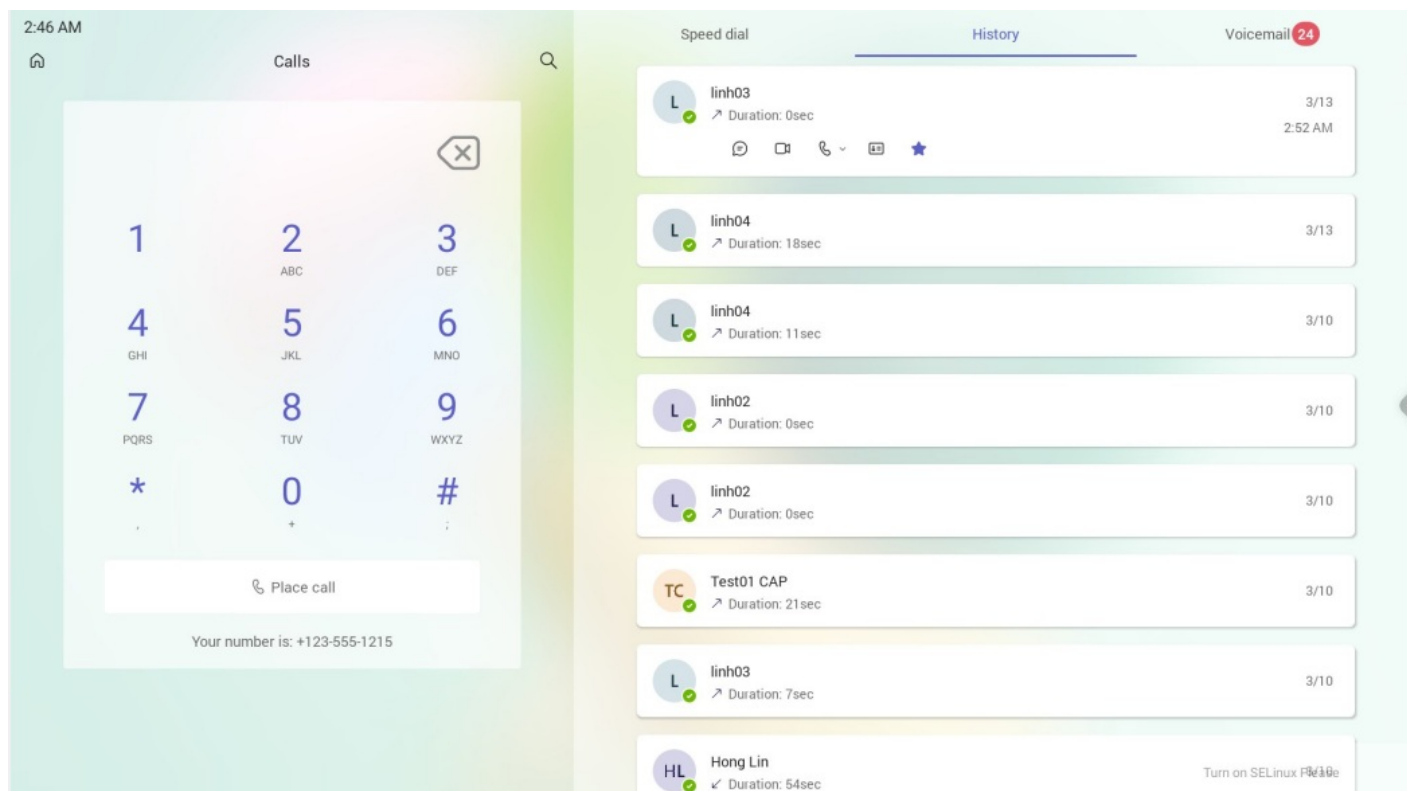
How to search for contacts?

When the DeskVision A24 is idle, tap **Calls** >  to enter the contact's name to search for.

How to add Speed Dial contacts?

Method 1: Add in the History.

On the homepage, tap **Call** > **History** to search for the call record contract and select  to add it.



Method 2: Add in the Client.

If you add it on a Teams client that is logged in to the same account, the information will be synchronized to the DeskVision A24.

For managing or adding contacts on the client, please refer to [View or add contacts in Teams](#).

How to add a proxy?

On the homepage, tap the user avatar. Go to **Settings > Manage delegates** to search for the name you want to set as the proxy in the search bar.

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Things this delegate can do on your behalf.

Calling

- ☎ Make calls
- ☎ Receive calls
- ☎ Change call and delegate settings


Turn on SELinux Please

Invite Participants

Introduction

You can invite other Teams users to join the call. For the operation video, please refer to [Invite Participants](#).

How to Use

1. Tap  in the bottom menu bar.
2. Tap **Add people** to search for people.
3. Enter the invitee name to join.



Transfer Call

Introduction

You can transfer a call to another party using the Transfer Now or Consult First method. For the operation video, please refer to [Transfer a Call](#).

How to Use

Transfer now

Transfer a call directly to a third-party without consulting or automatically end the call to you after the third party answers.



Consult First

You need to consult the third-party first and then end the call when they answer.



NOTE

When performing the Consult first transferring, ending a call before the third party answers will result in a failed transfer.

FAQ**What is the difference between Transfer now and Consult First?**

Transfer now: Transfer a call directly to a third-party without consulting or automatically end the call to you after the third party answers.

Consult first: You need to consult the third-party first and then end the call when they answer.

Hold & Resume Call

Introduction

You can place an active call on hold and resume the call when you are ready. For the operation video, please refer to [Hold/Resume a Call](#).

How to Use

Manage Audio

Introduction

You can control the local volume and microphone or mute participants. For the operation video, please refer to [Manage Audio/Video](#).

How to Use

Speaker

Adjust the local volume (Adjustment range: 0-100).



Microphone

Mute/unmute local microphone.



FAQ

Why can the other party not hear my voice?

Please check if the microphone is enabled. If the microphone is enabled, please contact your system administrator to resolve it.

Manage Video

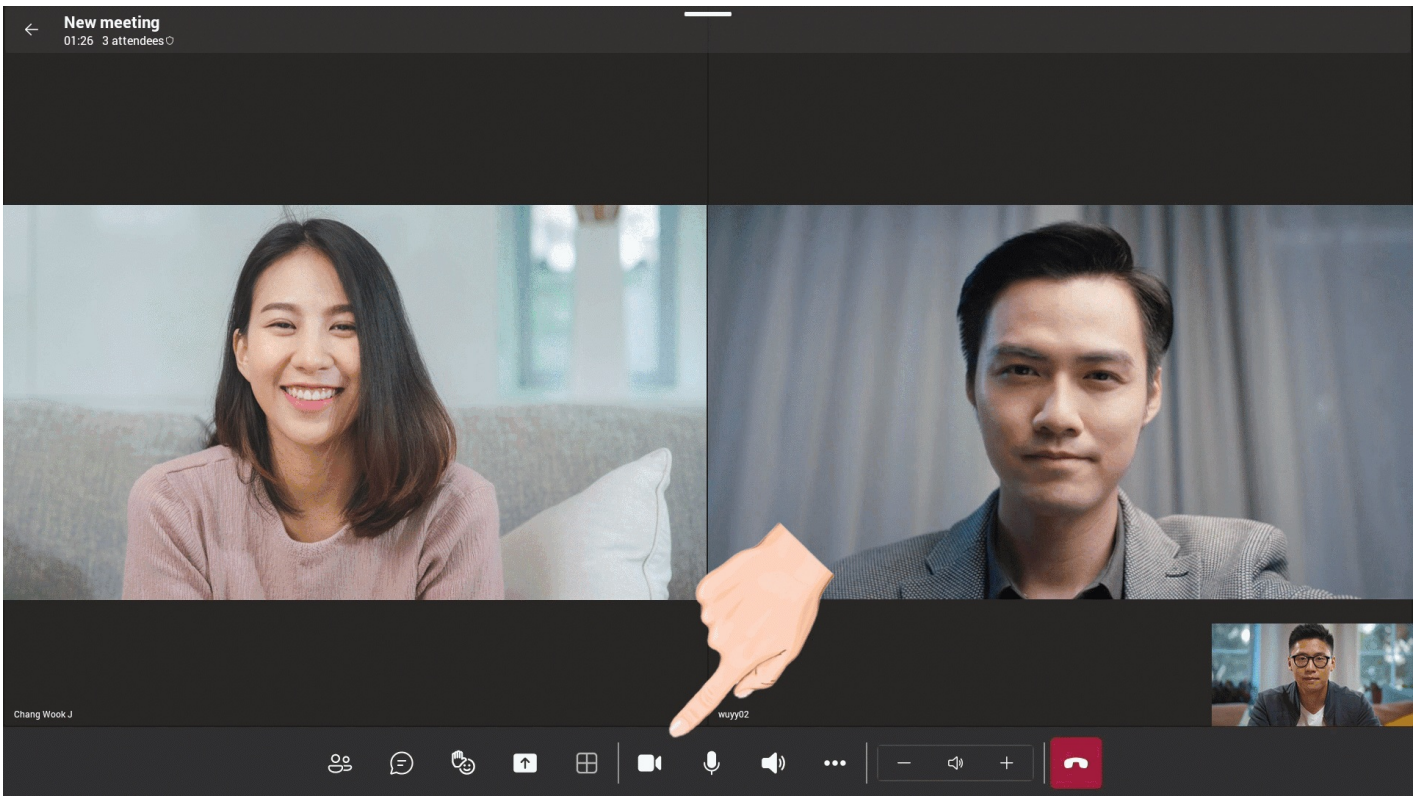
Introduction

You can enable/disable the local camera or the remote party's video screen during the call. For the operation video, please refer to [Manage Audio/Video](#).

How to Use

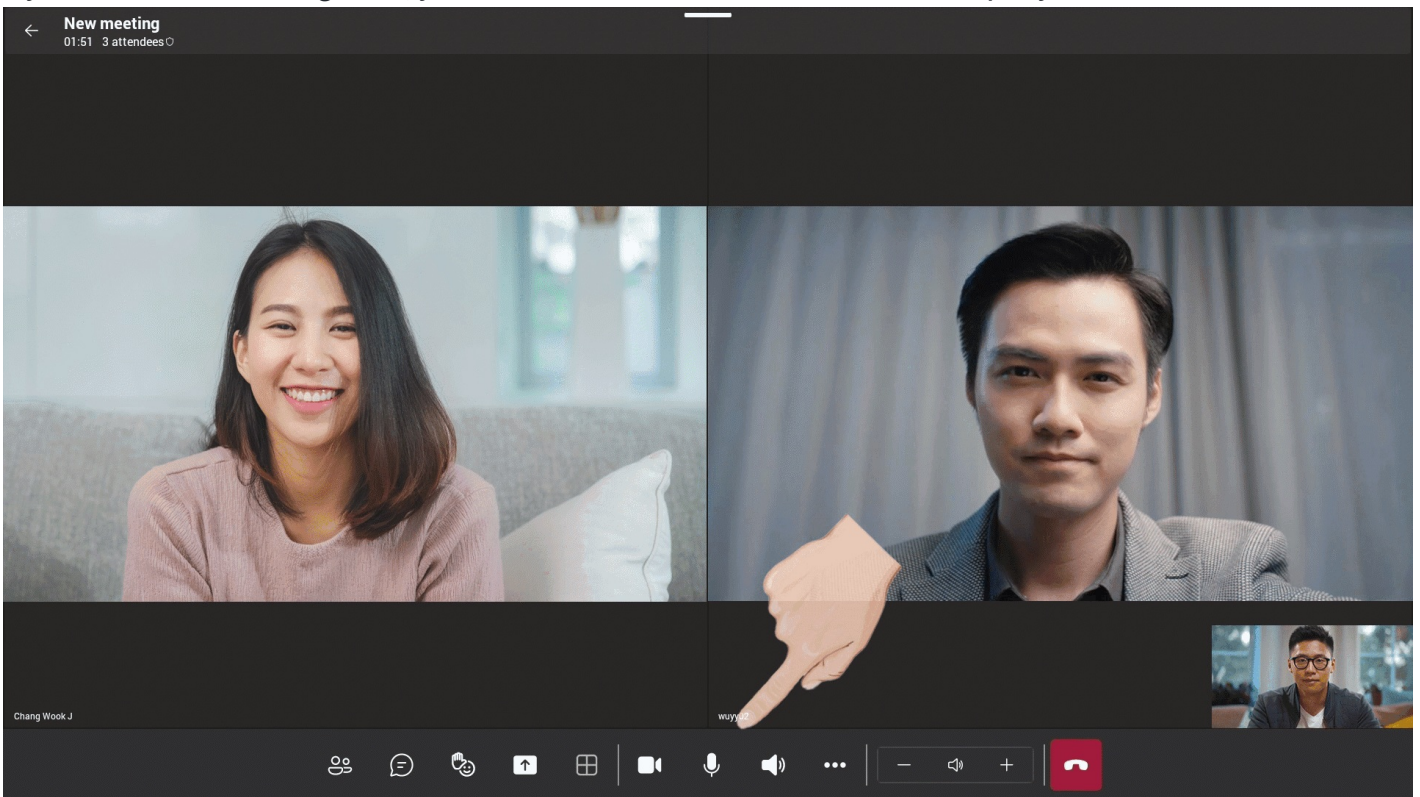
Enable/disable Local Camera

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



Enable/disable Incoming Video

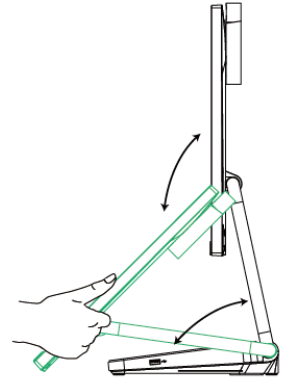
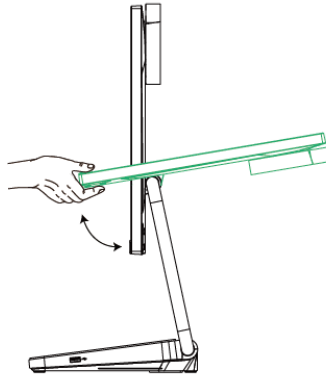
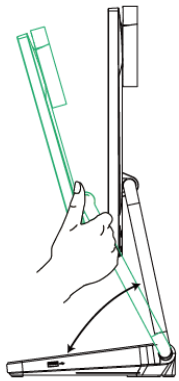
If you disable the incoming video, you cannot see the video screen of the remote party.



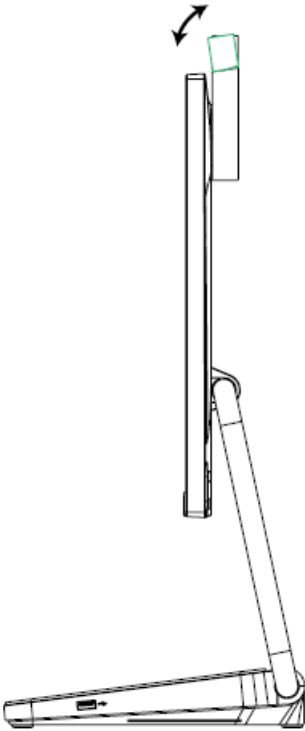
FAQ

Does it support manually adjusting the built-in camera?

1. On the homepage of DeskVision A24, tap the user avatar and go to **Settings > Device Settings > Advanced** to view the camera display.
2. Adjust the height and angle of the DeskVision A24 first.



3. If the displayed image is slightly inappropriate, please manually adjust the camera.



Why can't I see the video image of the remote party?

In the meeting, tap **⋮** > **Turn on/off the incoming call** to check whether the incoming video is disabled. If it is enabled, please contact your system administrator to resolve it.

Voicemail

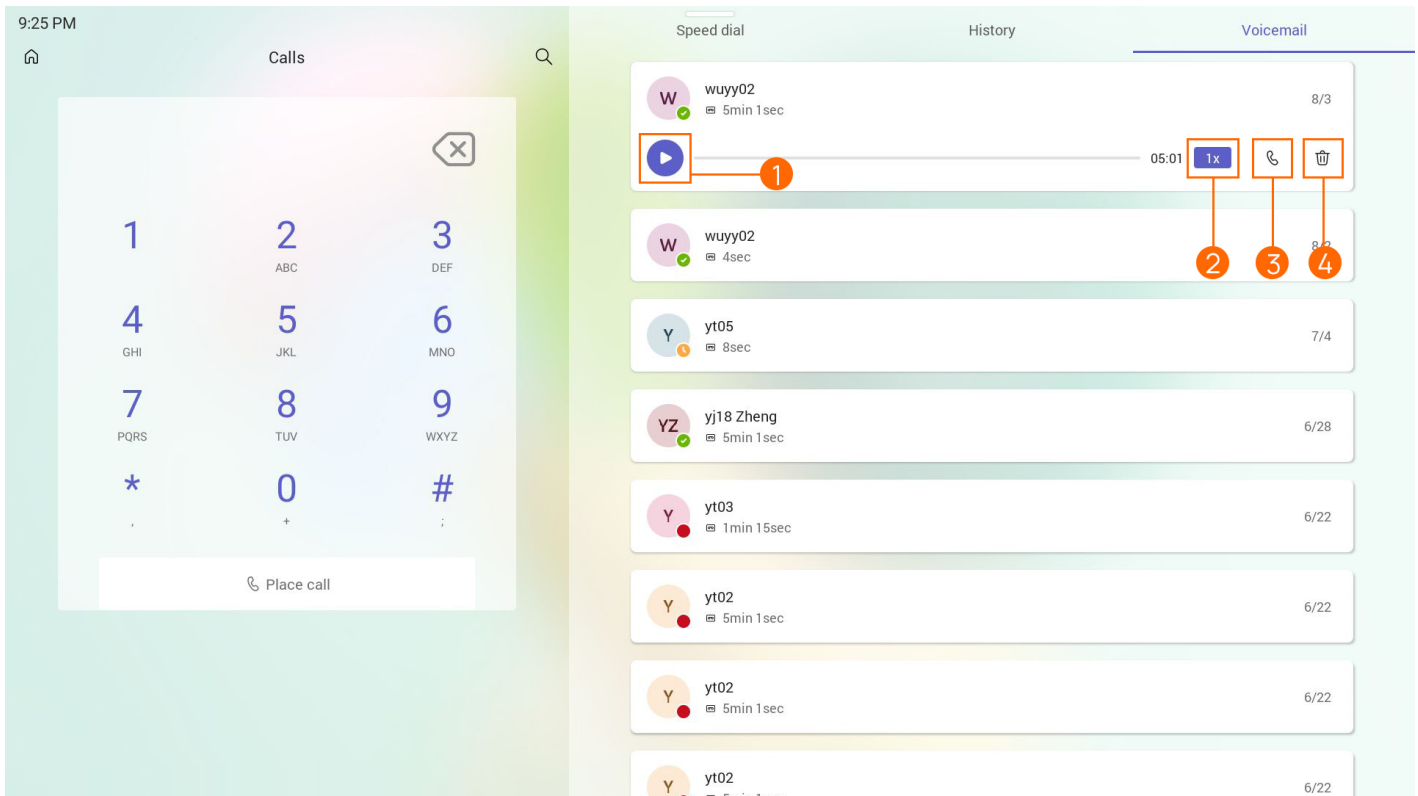
Introduction

1. When the remote party calls you and does not answer for a long time, it automatically transfers the remote party's call to the voice mailbox. At this time, the remote party can leave a message for you, and the DeskVision A24 will synchronously leave the message to the voice mail.
2. You can also transfer all your incoming calls to voicemail.

NOTE
 You need to enter the Teams client first to set Call answering rules. For more information, please refer to [Manage your call settings in Teams](#).

How to Use

On the homepage, tap **Voicemail**.



No.	Description
1	Play the voicemail now.
2	Play the voicemail at XX speed.
3	Make a voice call with this contact.
4	Delete the voicemail.

Meeting

Instant Meeting

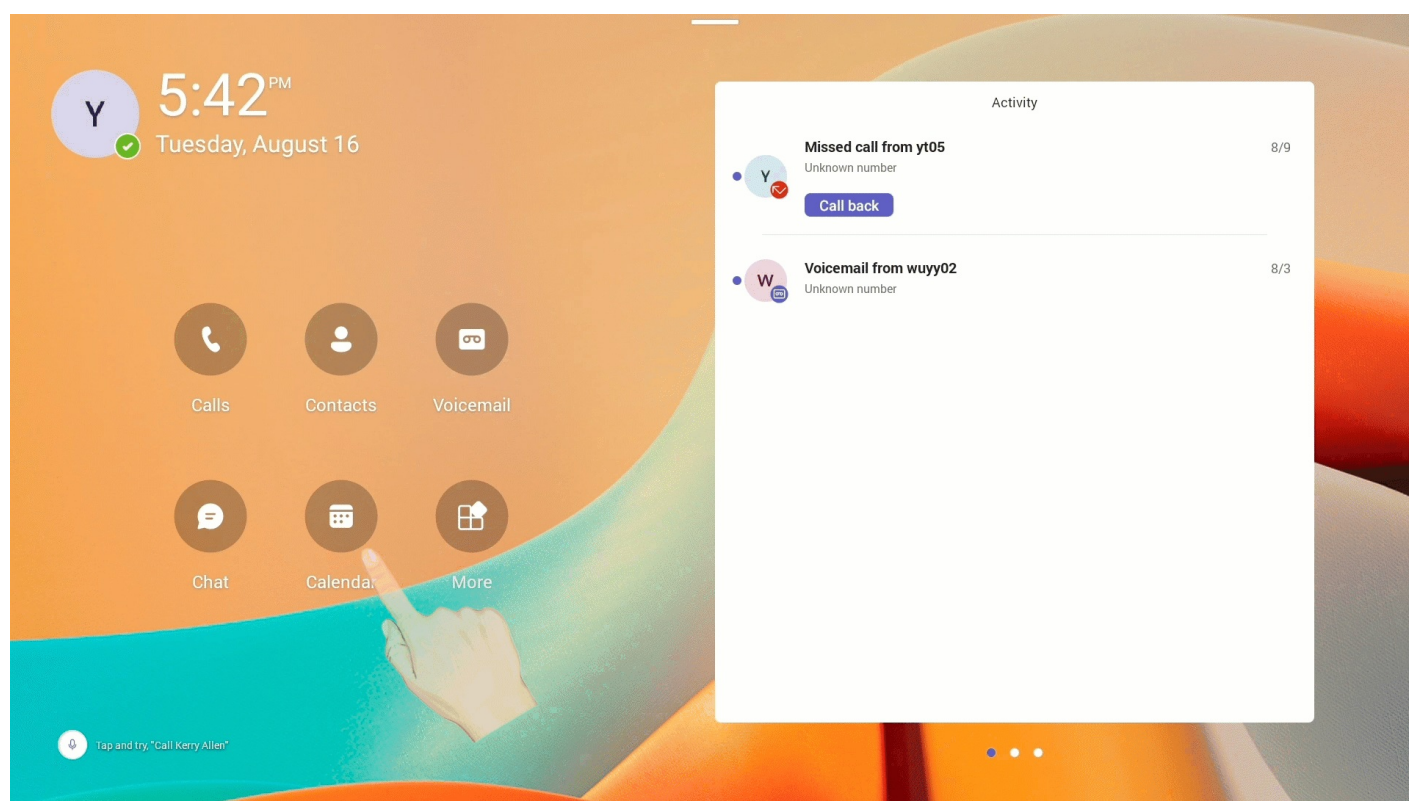
Introduction

You can start an instant meeting. For the operation video, please refer to [Instant Meeting](#).

Before You Begin

You need to sign in to a Microsoft Teams account on the DeskVision A24.

How to Use





FAQ

What is the highest resolution supported by video conferencing?

Up to 1080p30fps is supported.

After entering a meeting, the camera does not turn on automatically?

Troubleshooting suggestions:

1. Tap  in the bottom menu bar or press  on the bottom of the DeskVision A24 to disable the local camera, and tap/press again to enable the local camera.
2. Re-enter the meeting.
3. You can reboot the device and join the meeting again.

Please contact the system administrator if the above methods cannot solve the problem.

Is it supported to reserve a meeting on the DeskVision A24?

The the DeskVision A24 cannot reserve a meeting directly, but can only reserve a meeting on the Teams client that is logged in with the same account. After the meeting is scheduled, the meeting information will be pushed to the DeskVision A24.

For more information, please refer to [Schedule a meeting in Teams](#).

Join Meeting

Introduction

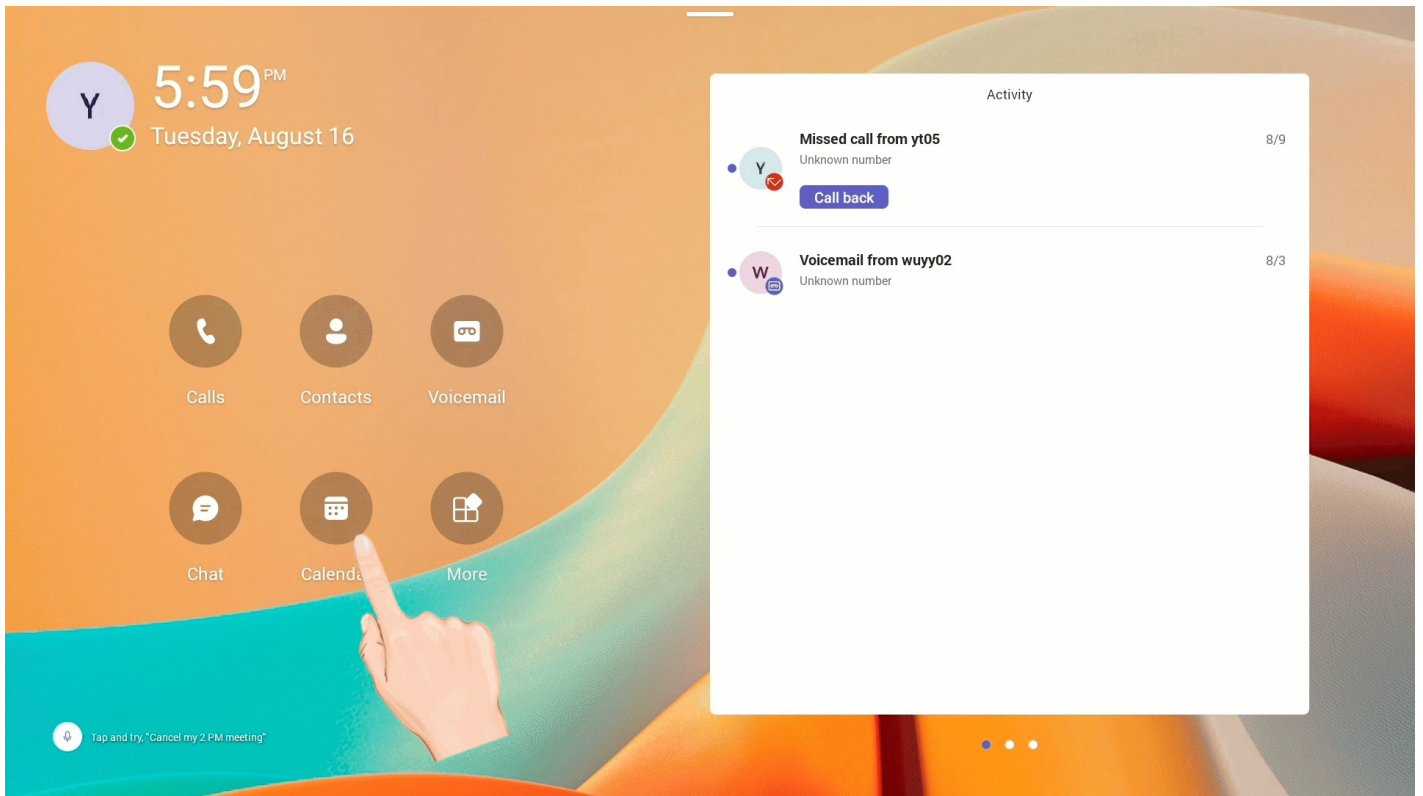
The meeting scheduled on the DeskVision A24 or client will be synchronously pushed to the DeskVision A24, and you can directly join the meeting on the DeskVision A24. For the operation video, please refer to [Join a Meeting](#).

Before You Begin

- You need to sign in to a Microsoft Teams account on the DeskVision A24.
- A meeting has been scheduled with the Teams client.

How to Use

Tap **Calendar** to view the meeting and join it. The meeting of the organizer or invitee will be displayed on the right side of the interface.



FAQ

How to reserve a meeting?

The DeskVision A24 cannot reserve a meeting directly but only on the Teams client that is logged in with the same account. After the meeting is scheduled, the meeting information will be pushed to DeskVision A24.


For more information, please refer to [Schedule a Meeting in the Teams PC Client](#) / [Schedule a Meeting in the Teams Mobile Client](#).

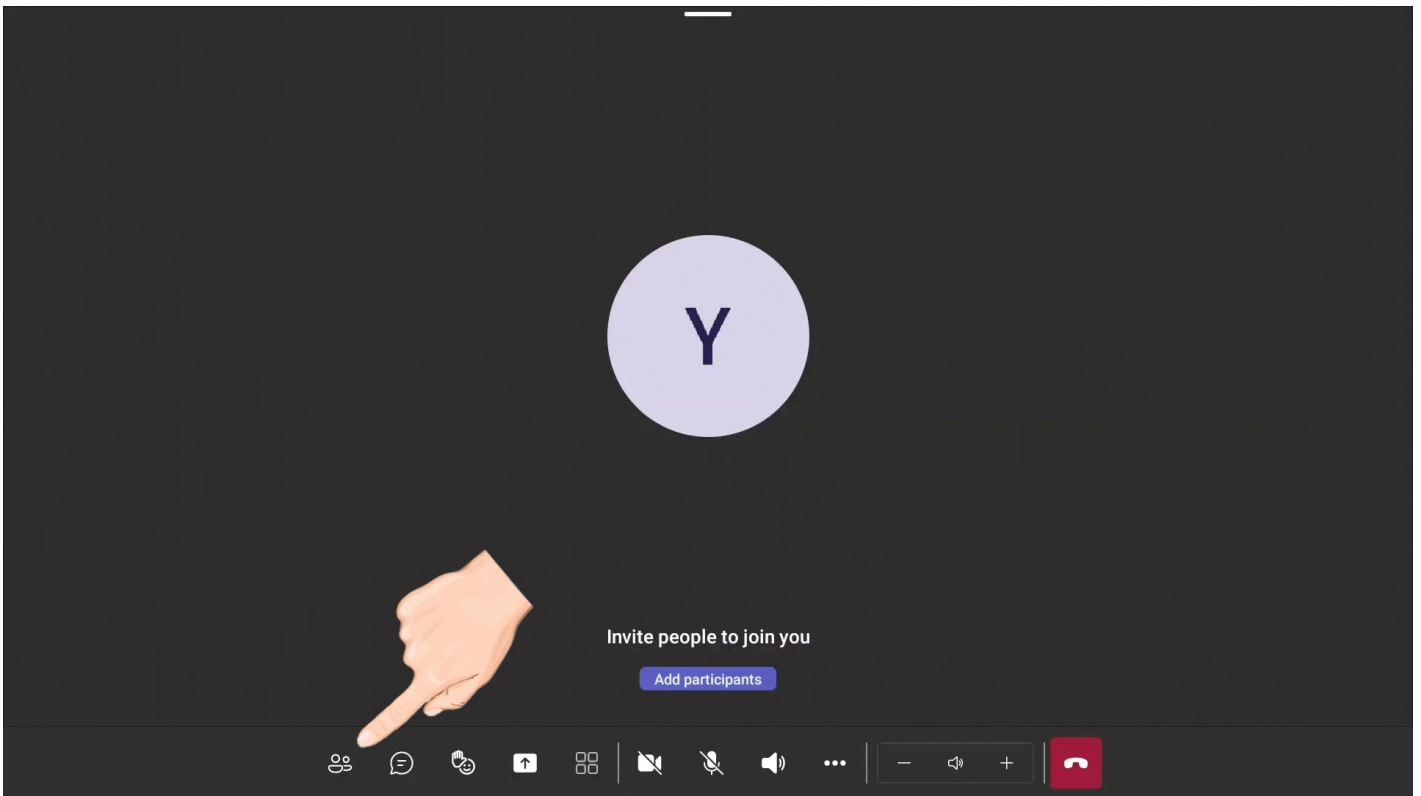
Invite Participants

Introduction

You can invite the Teams members to join the meeting. For the operation video, please refer to [Invite Participants](#).

How to Use

1. Tap  in the bottom menu bar.
2. Tap **Add people** to search for members.
3. Enter the invitee name to send a meeting invitation.



FAQ

I invited the remote party to join the meeting, but the remote party didn't receive the invitation.

Troubleshooting suggestions:

1. Invite other Teams accounts to see if they can be successfully invited.
2. Use other Teams account to invite a local account to see if it succeeds.
3. Please check whether the local network is normal.

Please contact the system administrator if the above methods cannot solve the problem.

Manage Participants

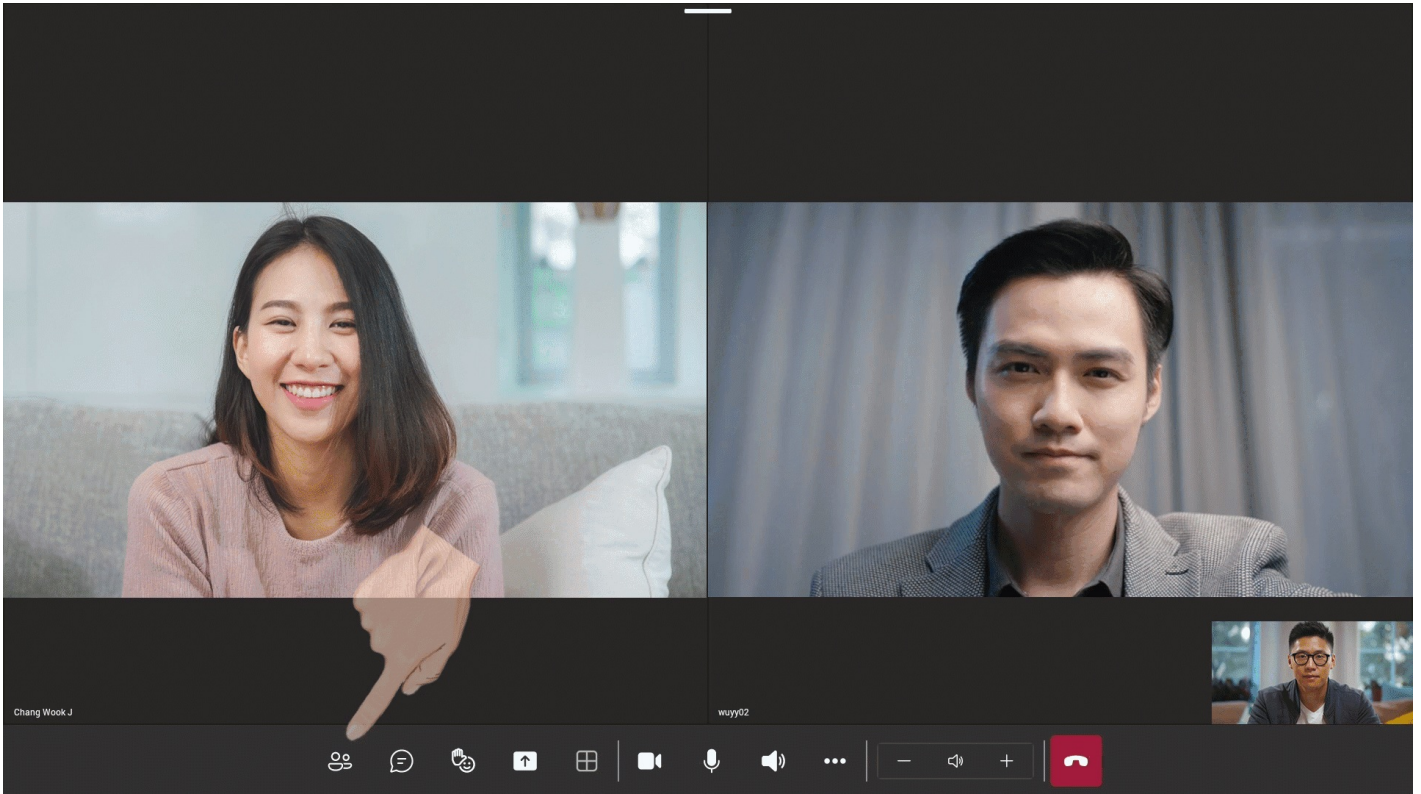
Introduction

As a meeting host, you can pin, spotlight, mute, invite or remove participants. For the operation video, please refer to [Manage Participants](#).

How to Use

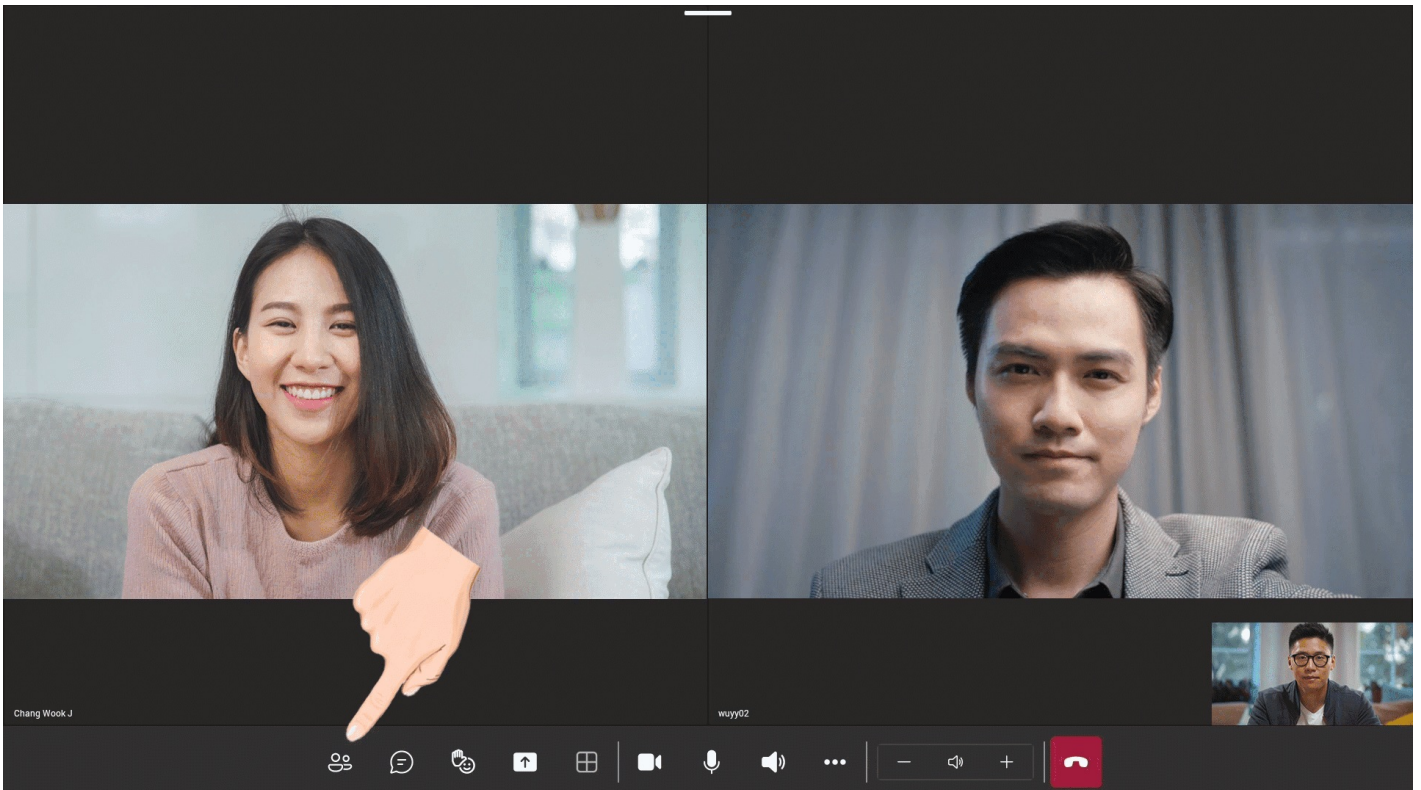
Spotlight for Everyone

Spotlighting a video is like pinning it for everyone in the meeting. If you're an organizer or a presenter, you can choose up to seven people's video feeds (including yours) to highlight for everyone else.



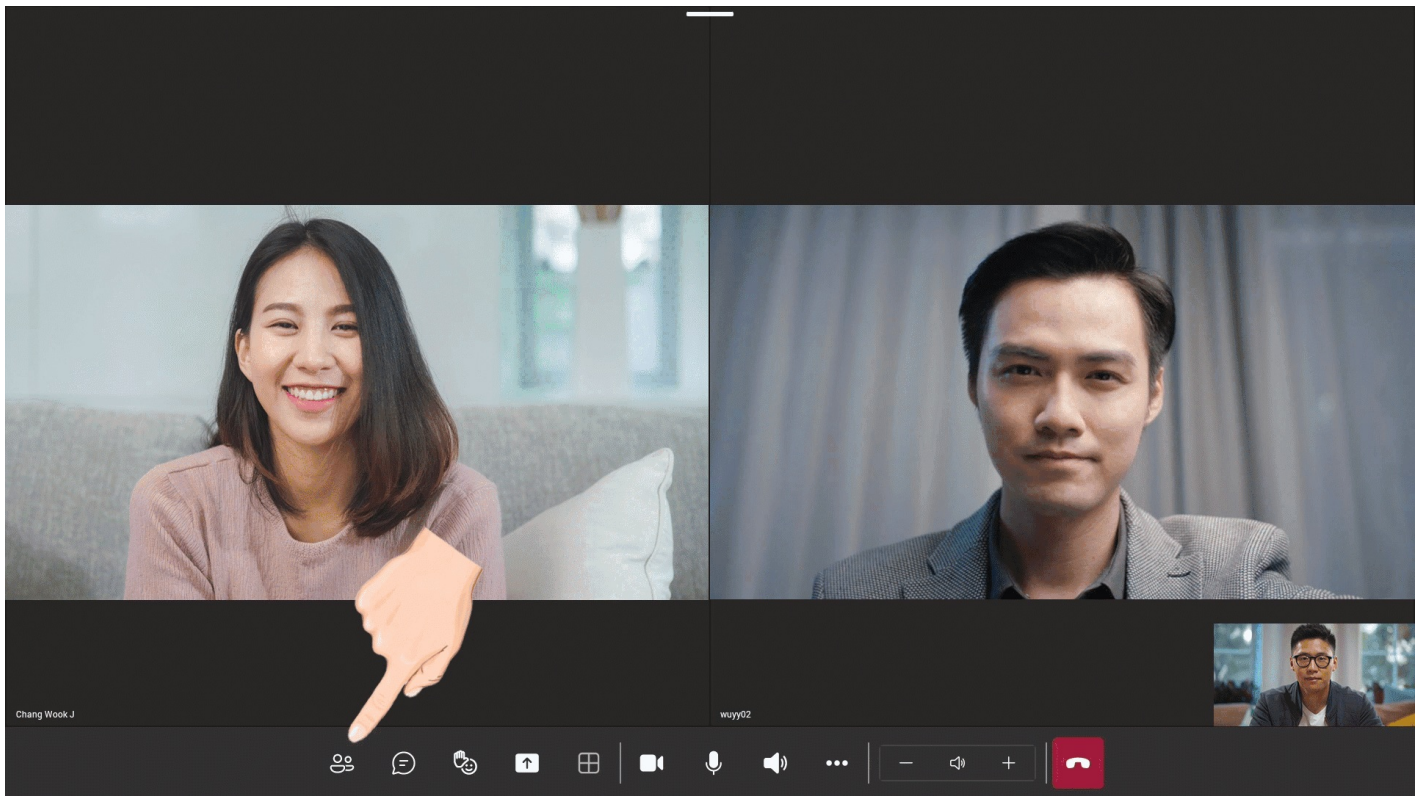
Mute Participant

Mute a participant's microphone, and other participants in the meeting won't be able to hear the participant. Once muted, it can only be turned on by the participants themselves. (Only the meeting organizer has permissions)



You can mute all participants' (except the organizer) microphones, and it can only be turned on by the

participants themselves.

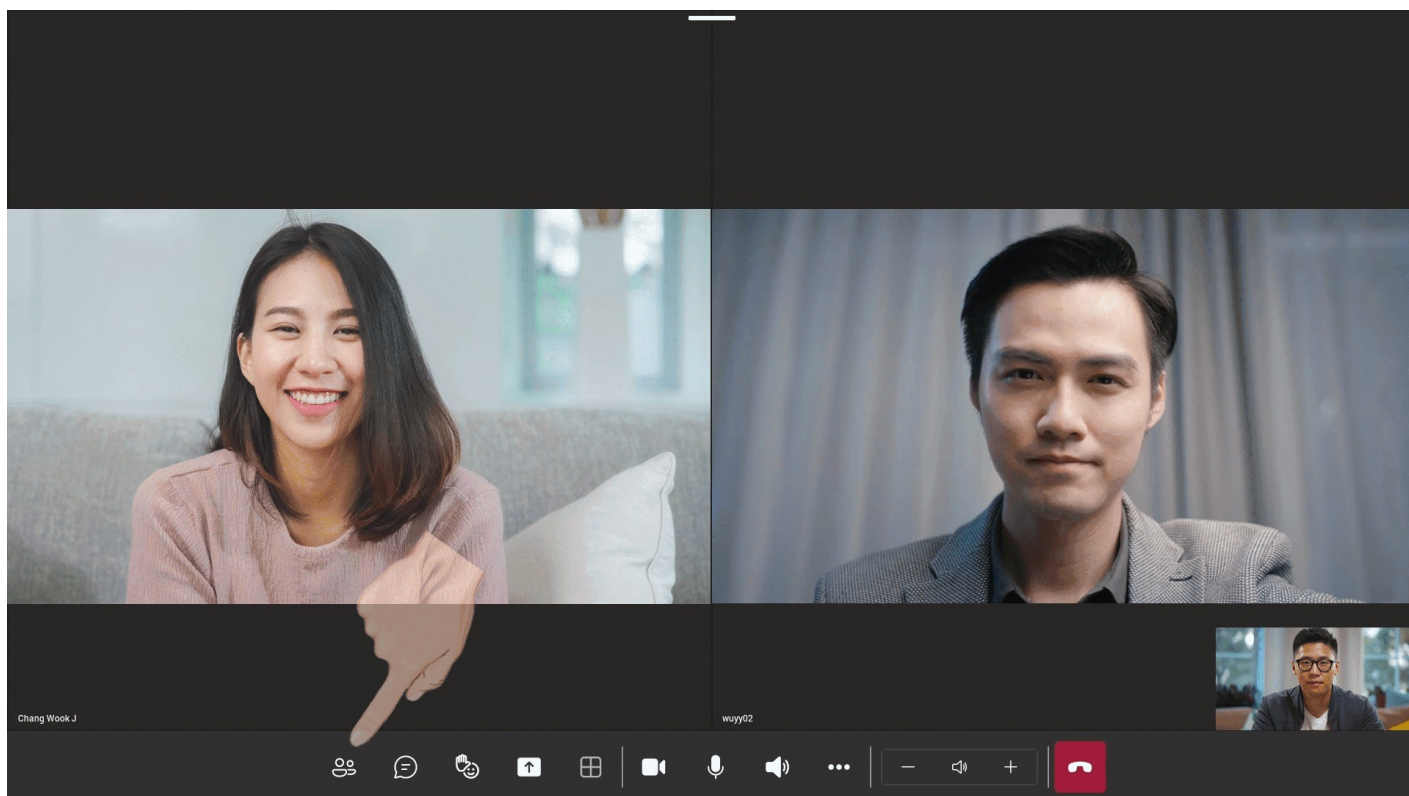


Remove Participant

Select **Remove from meeting** to remove the participant. (Only the meeting organizer has permissions)

Set as Participant

If the participant is set as a participant, the participant cannot share content, manage other participants, and so on. (Only the meeting organizer has permissions)



Manage Audio

Introduction

You can control the local volume and microphone or mute participants. For the operation video, please refer to [Manage Audio/Video](#).

How to Use

Speaker

Adjust the local meeting's volume (adjustment range: 0-100).



Microphone

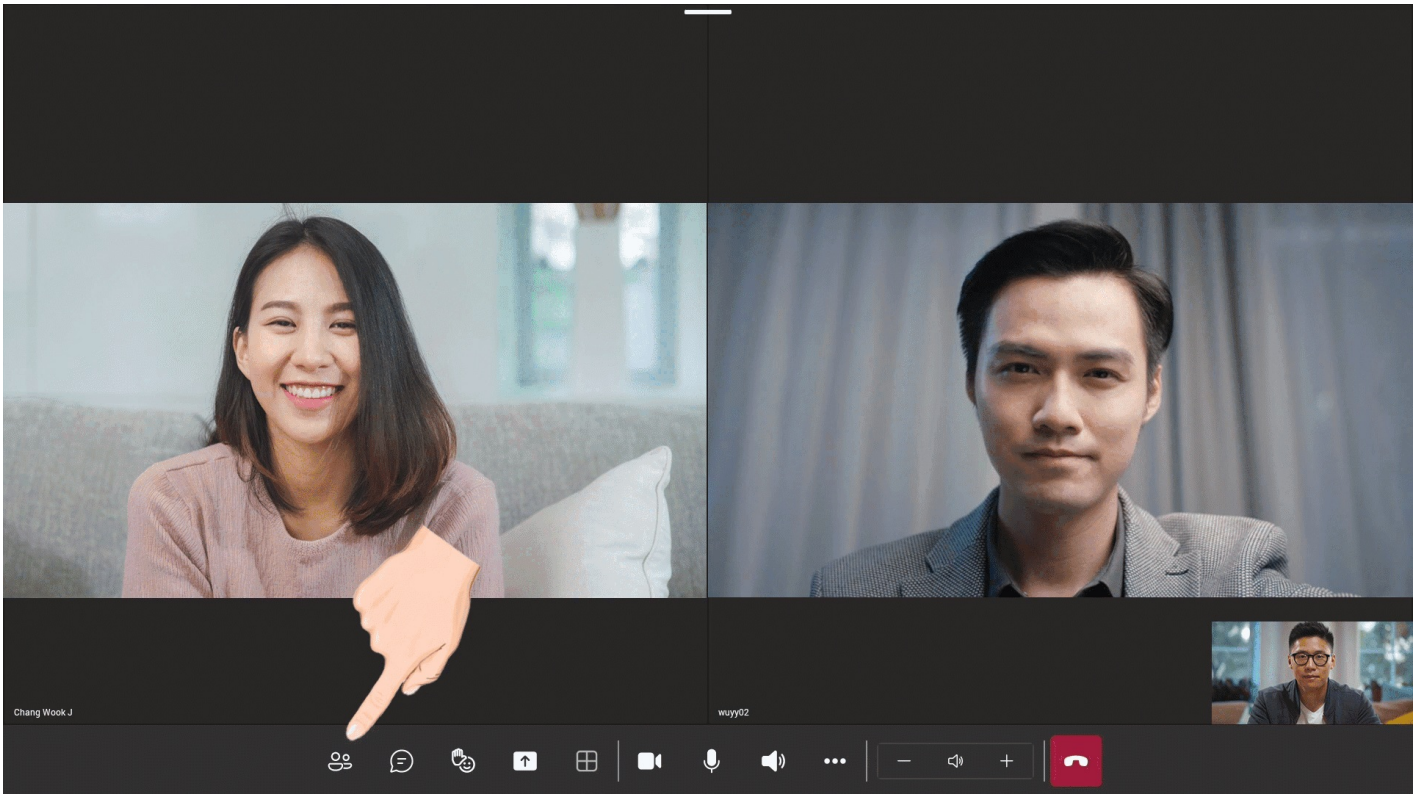
Mute/unmute local microphone.



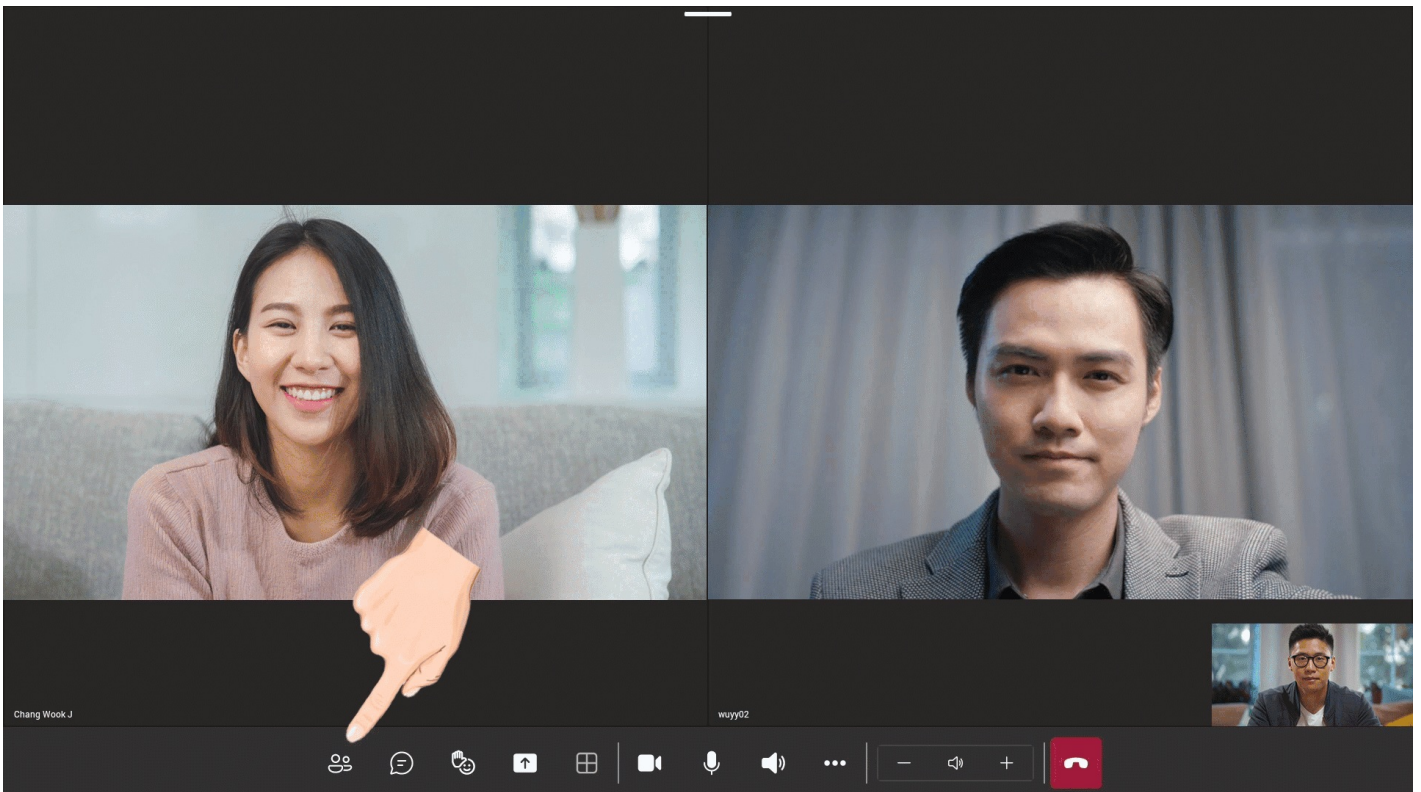
Mute Participant

Mute a participant's microphone, and other participants in the meeting won't be able to hear the participant.

Once muted, it can only be turned on by the participants themselves.

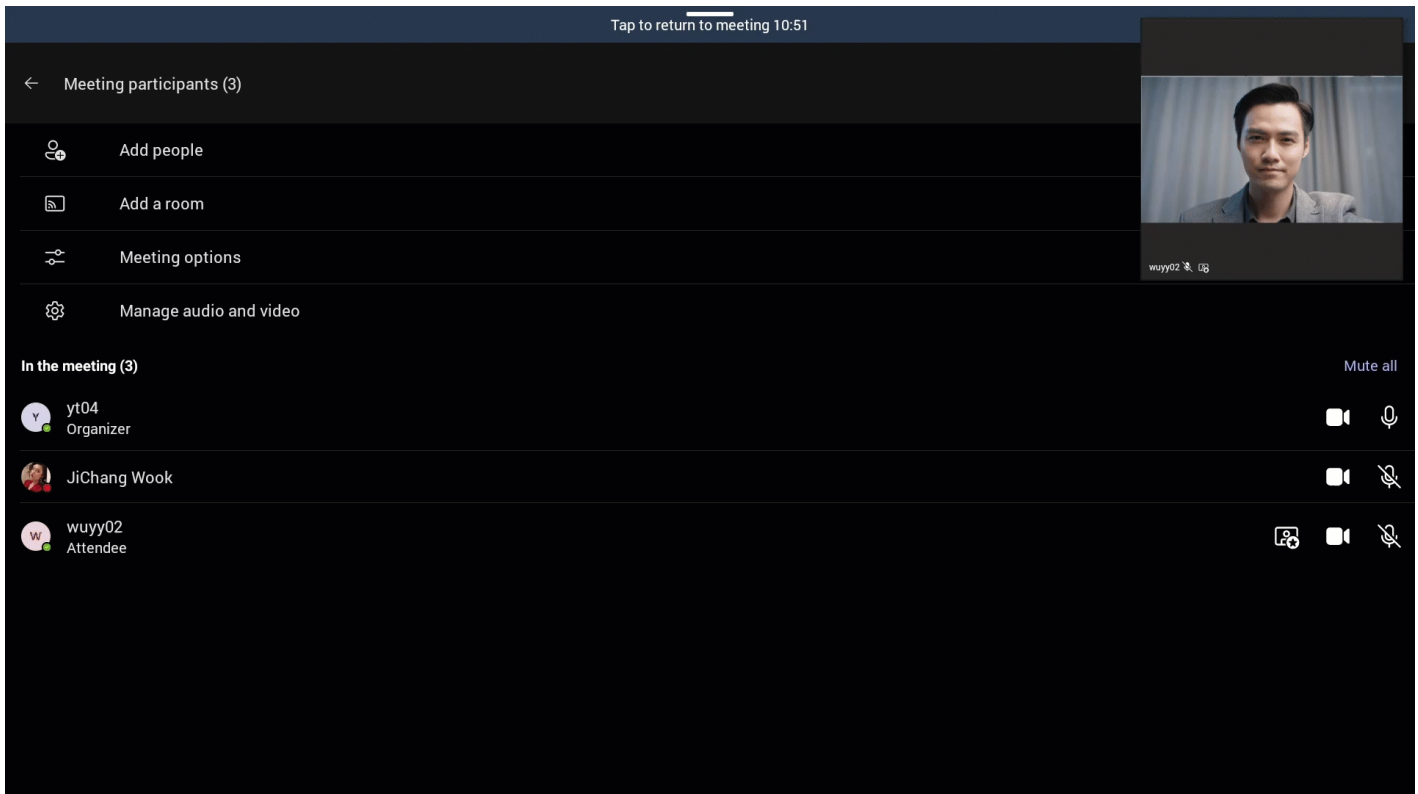


You can mute all participants' (except the organizer) microphones, and it can only be turned on by the participants themselves.



Disable/enable Mic for Participants

When you disable a participant's microphone, the participant can not use the microphone.



FAQ

Why can the other party not hear my voice?

Please check if local the microphone is enabled. If the microphone is enabled, please contact your system administrator to resolve it.

Manage Video

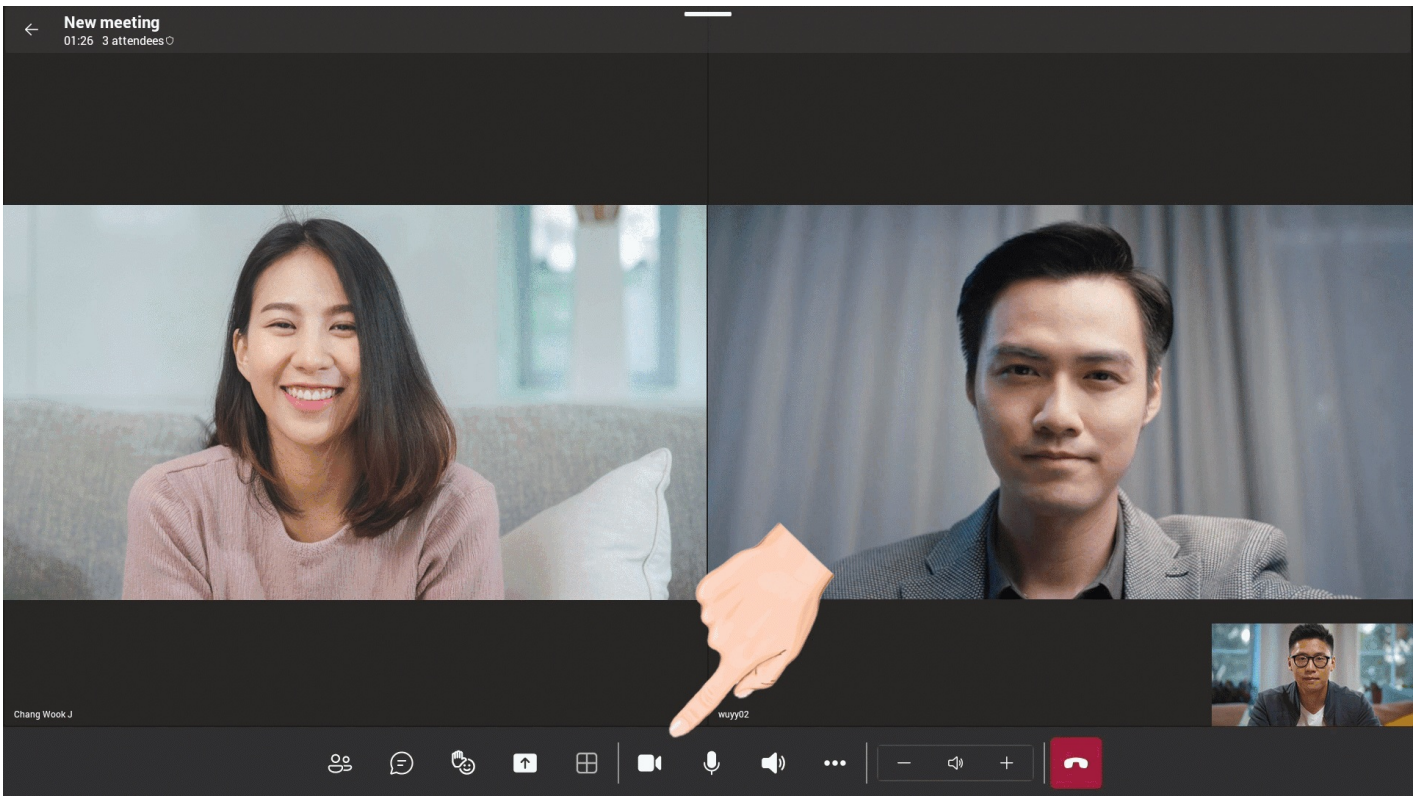
Introduction

You can enable/disable the local camera or the remote party's video screen during the meeting. For the operation video, please refer to [Manage Audio/Video](#).

How to Use

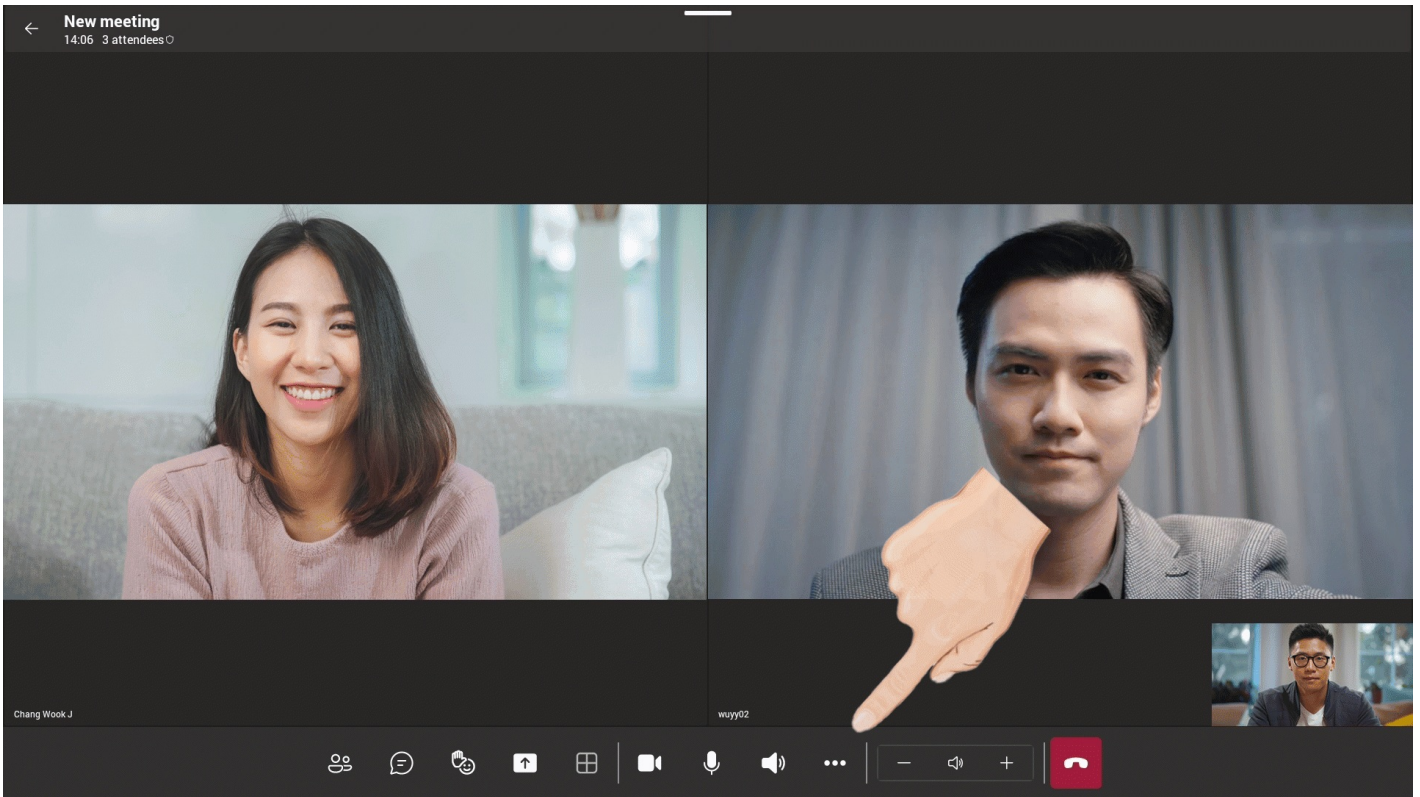
Enable/disable Local Camera

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



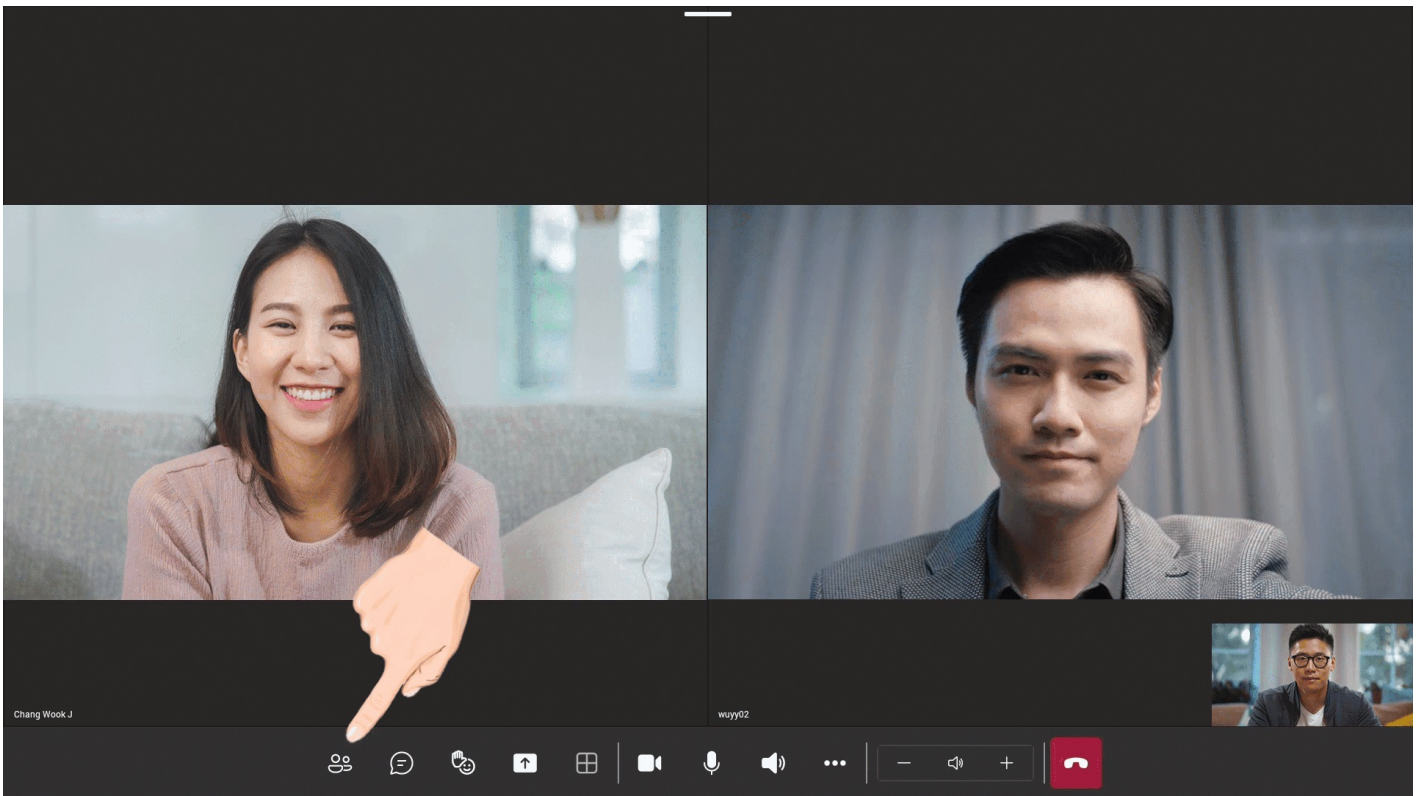
Enable/Disable Incoming Video

If you disable the incoming video, you cannot see the video screen of the remote party.



Enable/Disable Participant's Camera

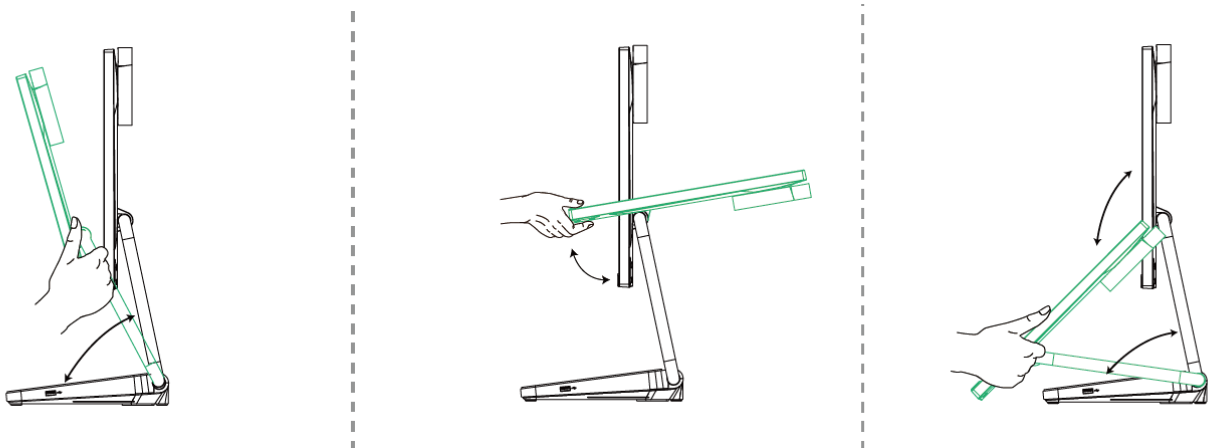
If you disable a [participant's] camera, they will not be able to enable it.



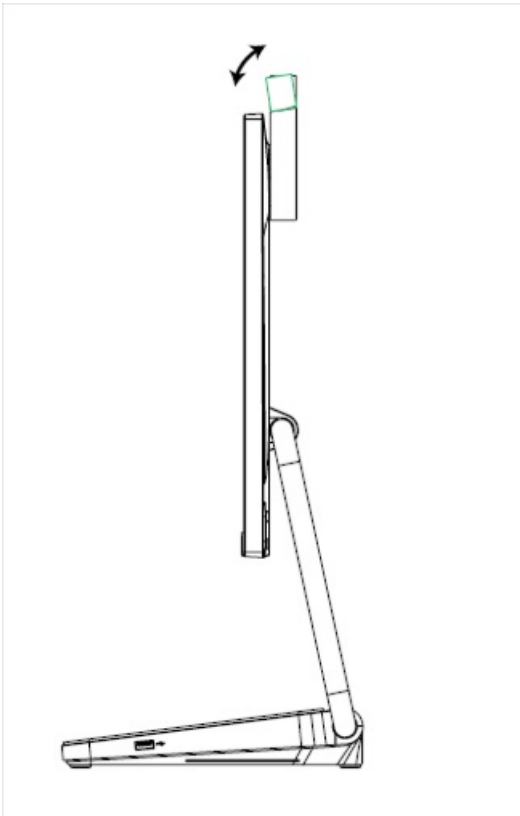
FAQ

Does it support manually adjusting the built-in camera?


1. On the homepage of DeskVision A24, tap the user avatar and go to **Settings > Device Settings > Advanced** to view the camera display.
2. Adjust the height and angle of the DeskVision A24 first.



3. If the displayed image is slightly inappropriate, please manually adjust the camera.



Why can't I see the video image of the other party?

In the meeting, tap  > **Turn on/off the incoming call** to check whether the incoming video is disabled. If it is enabled, please contact your system administrator to resolve it.

Meeting Layout

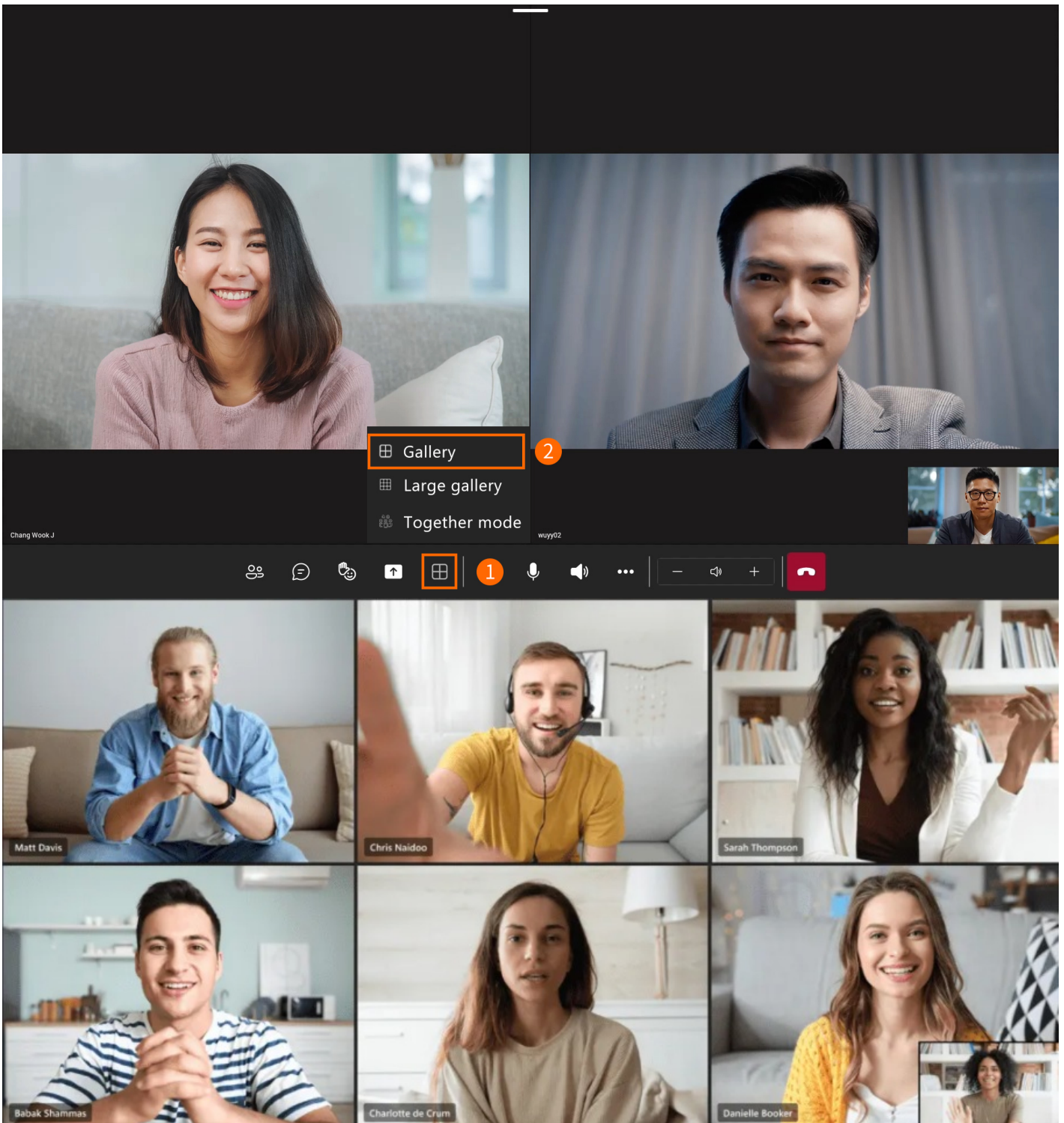
Introduction

You can switch between different views at any time in the meeting, supporting **gallery view**, **large gallery view** and **together mode**.

How to Use

Gallery

Displays the default view of the 3 x 3 video layout when joining a meeting.

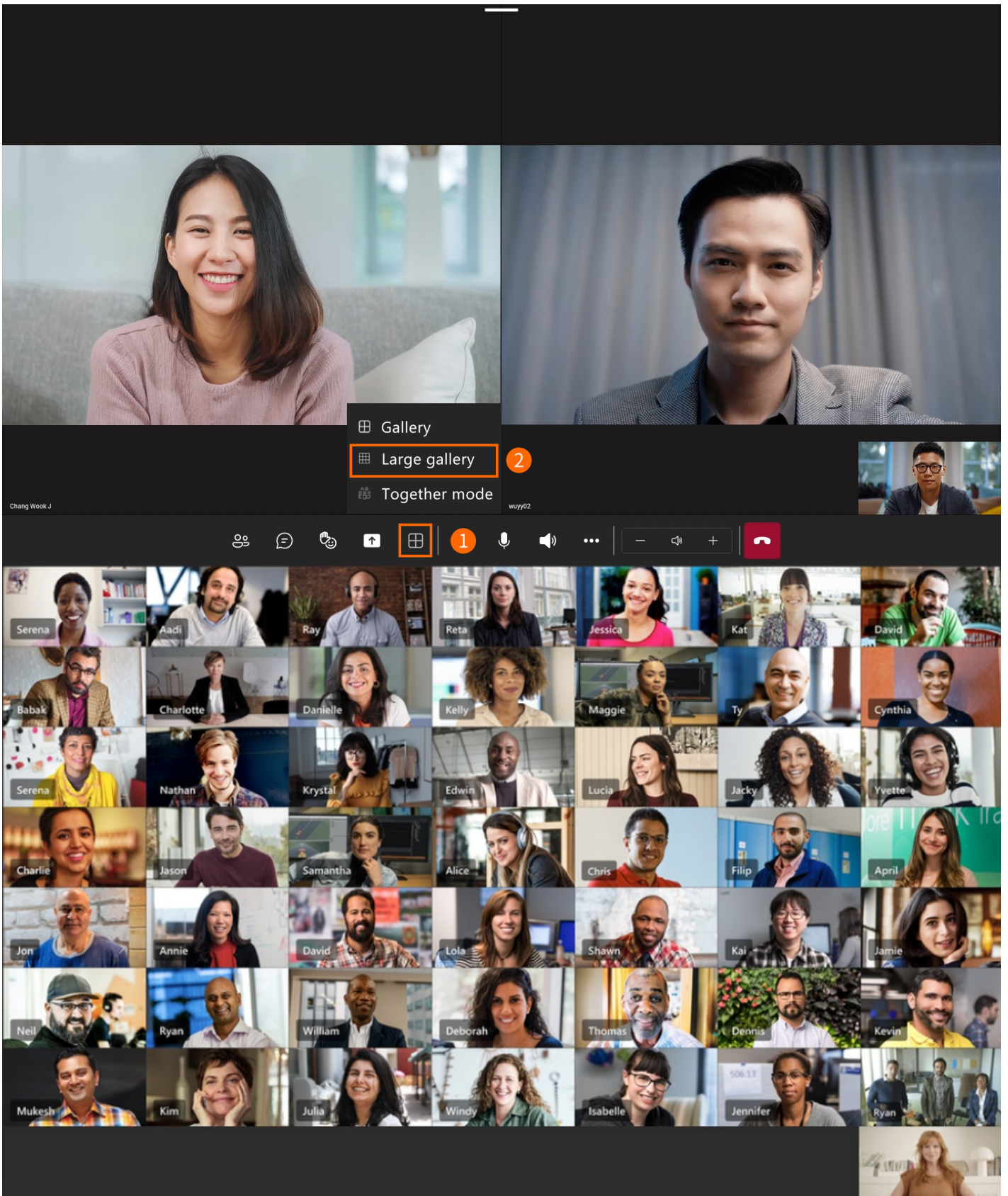


Large Gallery

It displays a 7 x 7 video layout where you can see up to 49 people simultaneously.

NOTE

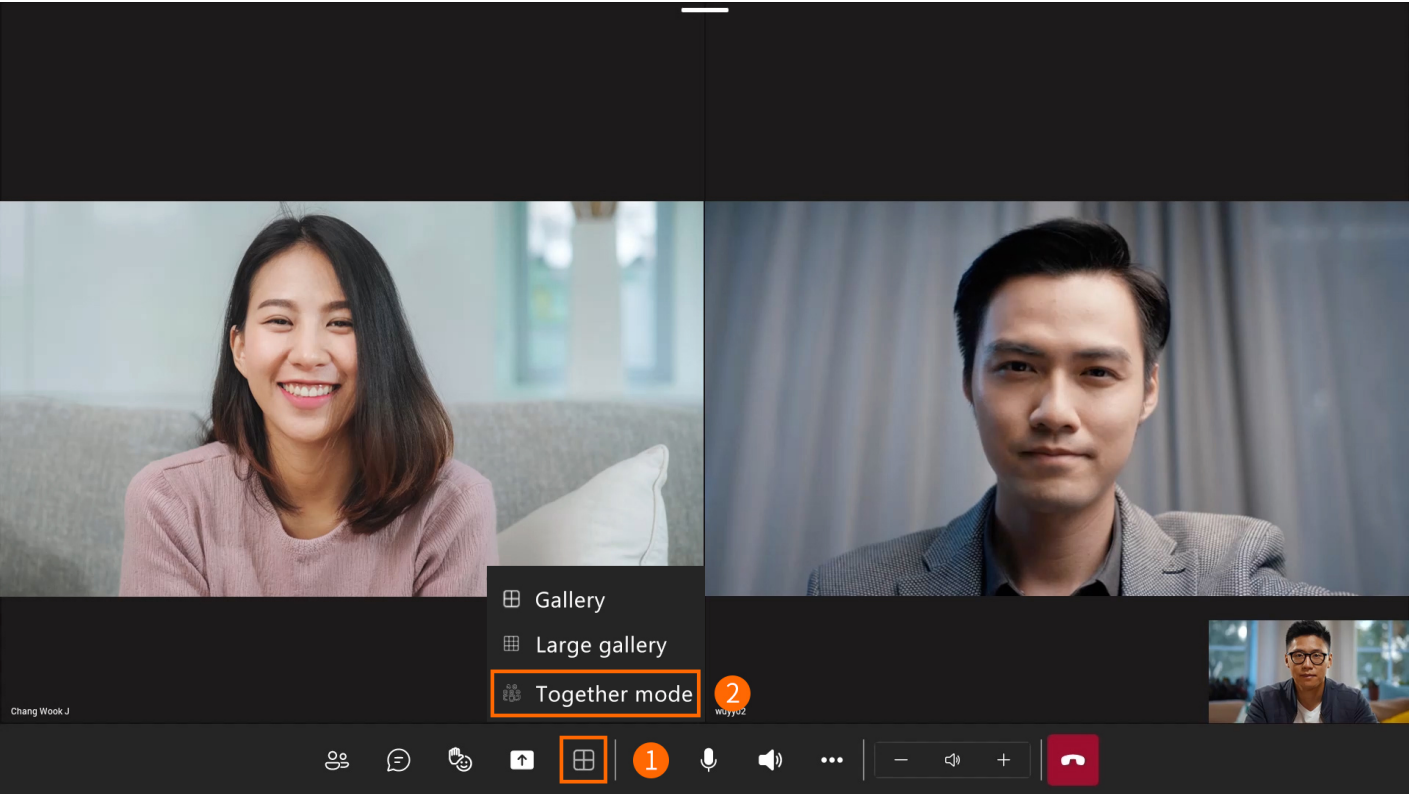
10 people must have their camera turned on. If no one's sharing video, Large gallery cannot be selected from the menu.



Together Mode

A layout that shows you are in the same background as everyone in the meeting.

NOTE
Together mode is available if there's at least five people in a meeting.



FAQ

There are no options for Large Gallery and Together Mode in the meeting.

- 10 people must have their camera turned on. If no one's sharing video, Large gallery cannot be selected from the menu.
- Together mode is available if there's at least five people in a meeting.

Advanced Control

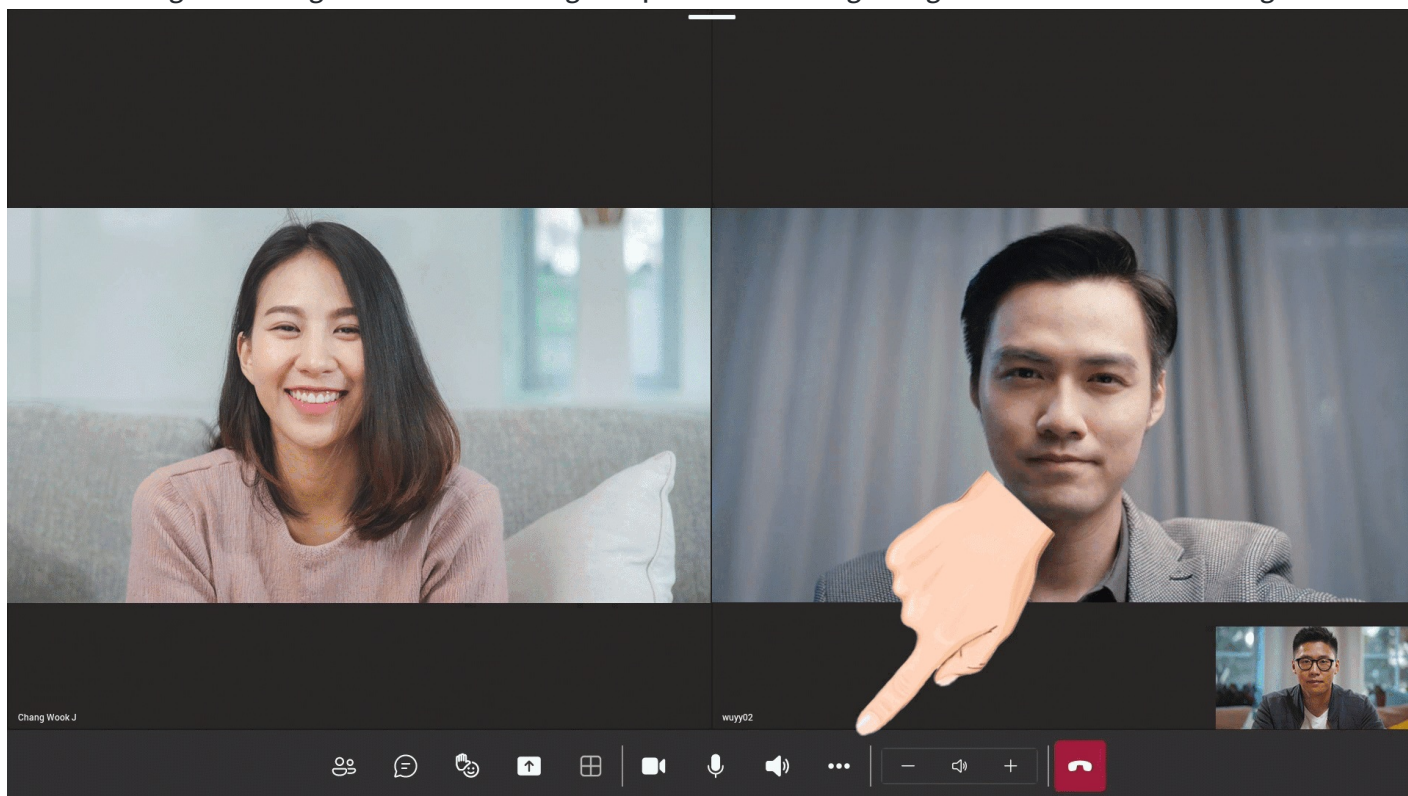
Introduction

You can use more meeting control in the meeting. For the operation video, please refer to [Advanced Meeting Control](#)

How to Use

Change Meeting Background

You can change the background in the meeting to replace the meeting background with a different image.



Record Meeting

Record the video screen of the meeting.

NOTE

- The recorded meeting file is saved to OneDrive SharePoint.
- The Whiteboard content will not be recorded.

**Enable Share Whiteboard**

Open the whiteboard during a meeting. You can use brushes, erase, text, and sticky notes on the whiteboard when meeting.



NOTE

- Shared Whiteboard is not available during a call.
- When you share a whiteboard, the remote participants can write on the same whiteboard as you.
- It does not support two people writing on the local whiteboard at the same time.

Tap to return to meeting 09:34

Whiteboard

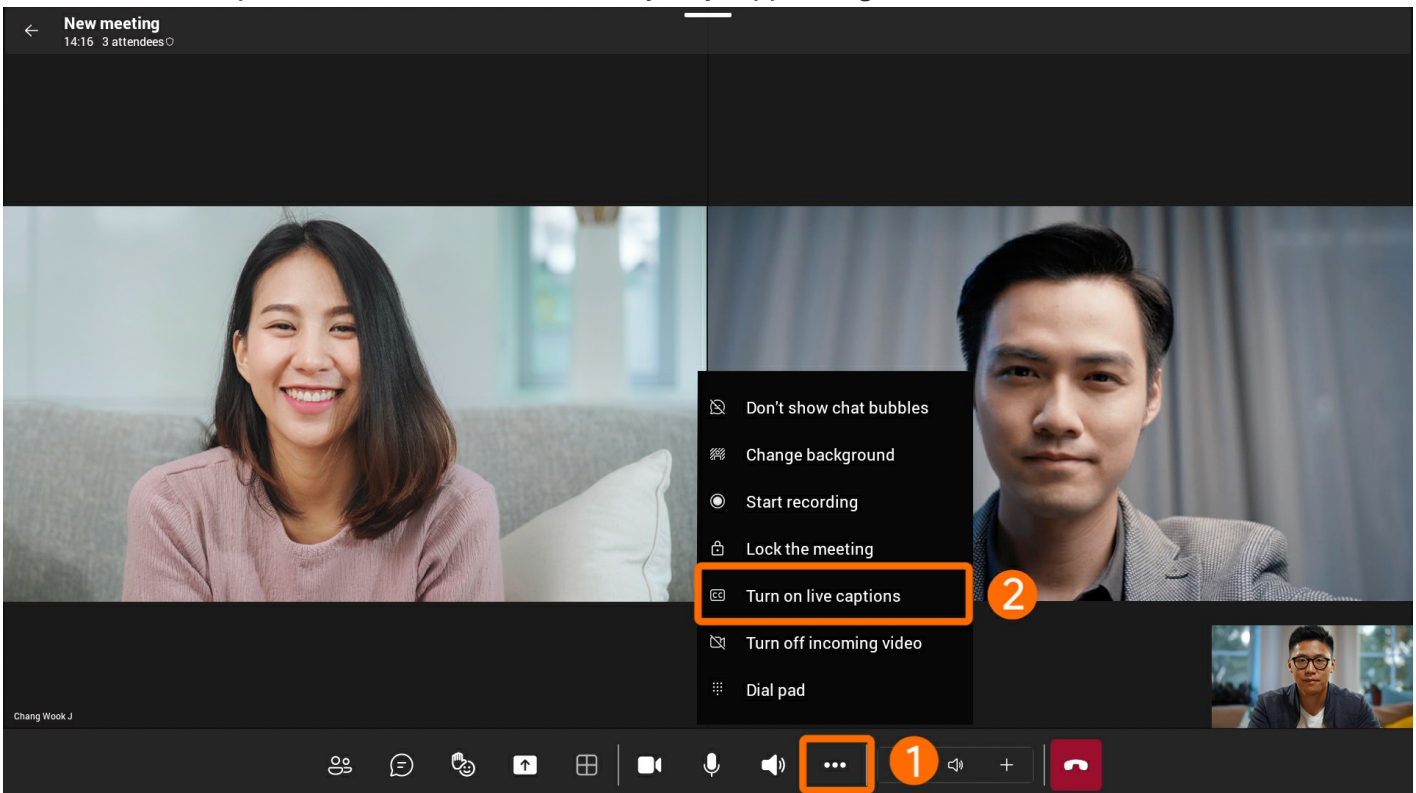
Whiteboard Meeting

No.	Description
1	Eraser
2	Undo
3	Redo
4	Pencil
5	Highlighter
6	Eraser
7	Text
8	Text
9	Text
10	Text
11	Text
12	Text
13	Text
14	Zoom

1	Move/zoom in/out of the whiteboard.
2	Used to circle content. After circling, you can move/zoom in/zoom out/copy/delete the content.
3	Ruler: draw straight lines at different angles.
4	Brushes/highlighters
5	Laser point: use it to indicate the content.
6	Eraser: erase the content.
7	Sticky notes
8	Text
9	Shape
10	Emojis
11	Template
12	Undo
13	Redo
14	Zoom the whiteboard
15	Whiteboard setting

Enable/disable Live Captive

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



FAQ

Where are recorded meeting files saved?

The recorded meeting file is saved to OneDrive SharePoint.

Whiteboard

Introduction

You can share whiteboard during a meeting. You can use brushes, erase, text, and sticky notes on the whiteboard when meeting. For the operation video, please refer to [Whiteboard](#).

NOTE

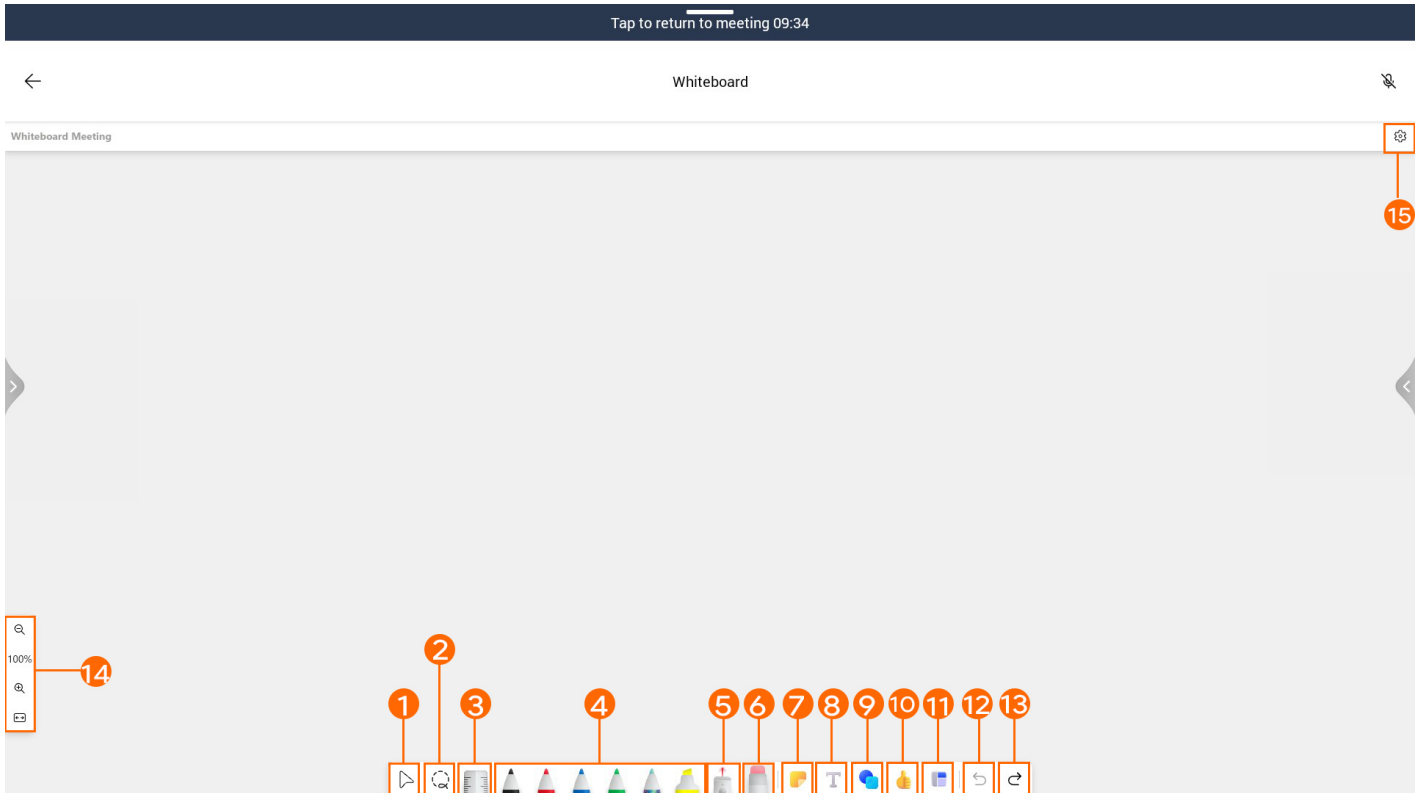
- Whiteboard can only be used in scheduled meeting.
- When you share a whiteboard, the remote participants can write on the same whiteboard as you.
- It does not support two people writing on the local whiteboard at the same time.

How to Use

Enable Share Whiteboard



Use the whiteboard



No.	Description
1	Move/zoom in/out of the whiteboard.
2	Used to circle content. After circling, you can move/zoom in/zoom out/copy/delete the content.
3	Ruler: draw straight lines at different angles.
4	Brushes/highlighters
5	Laser point: use it to indicate the content.
6	Eraser: erase the content.
7	Sticky notes
8	Text
9	Shape
10	Emojis
11	Template
12	Undo
13	Redo
14	Zoom the whiteboard
15	Whiteboard setting

More

Hot Desking

Introduction

The Hot Desking feature makes it easy for different employees to share a DeskVision A24. When you log out, any changes you made on the DeskVision A24 while logged in will be removed, and the DeskVision A24 user settings will be restored.

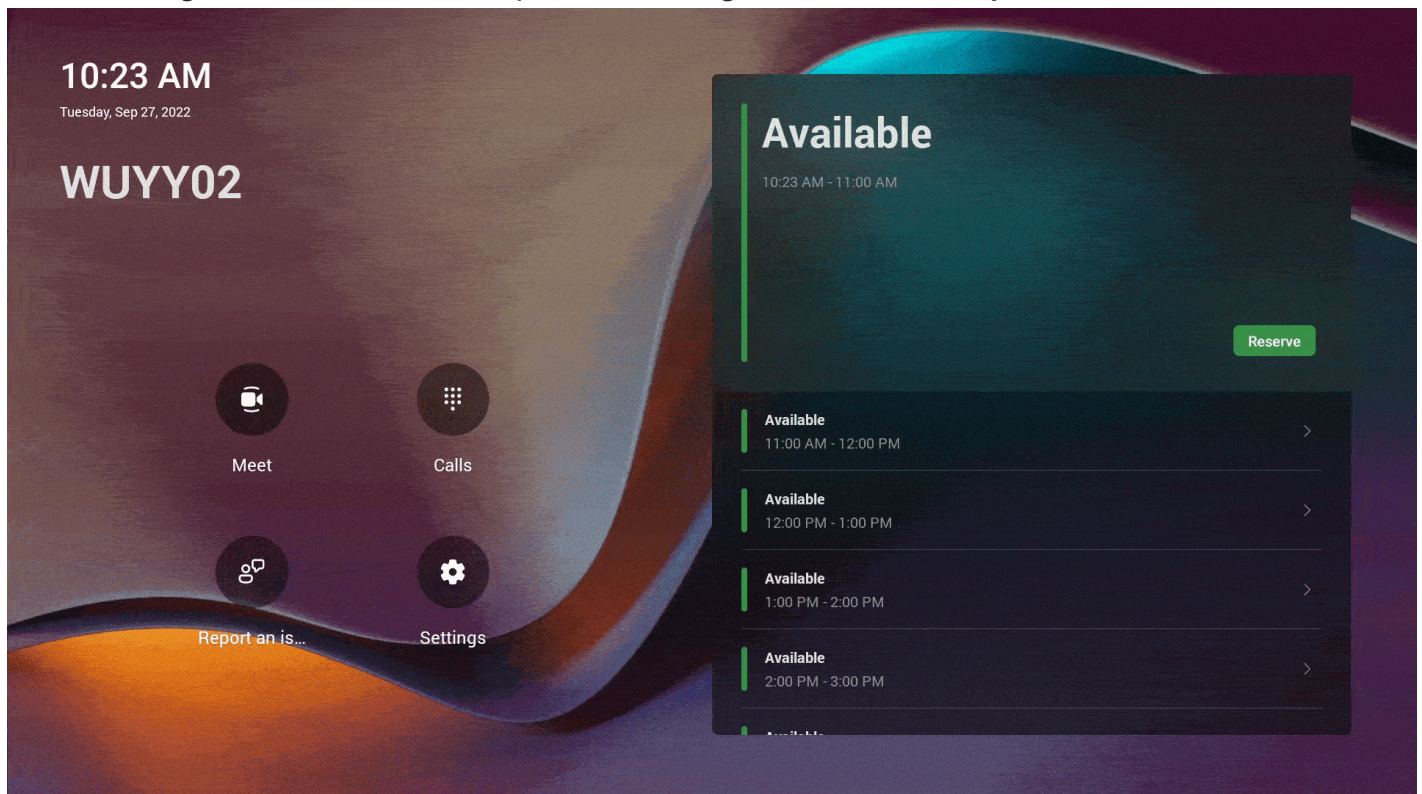
Before You Begin

The DeskVision A24 has logged into a shared space. Please contact the system administrator to enable the shared space.

How to Use

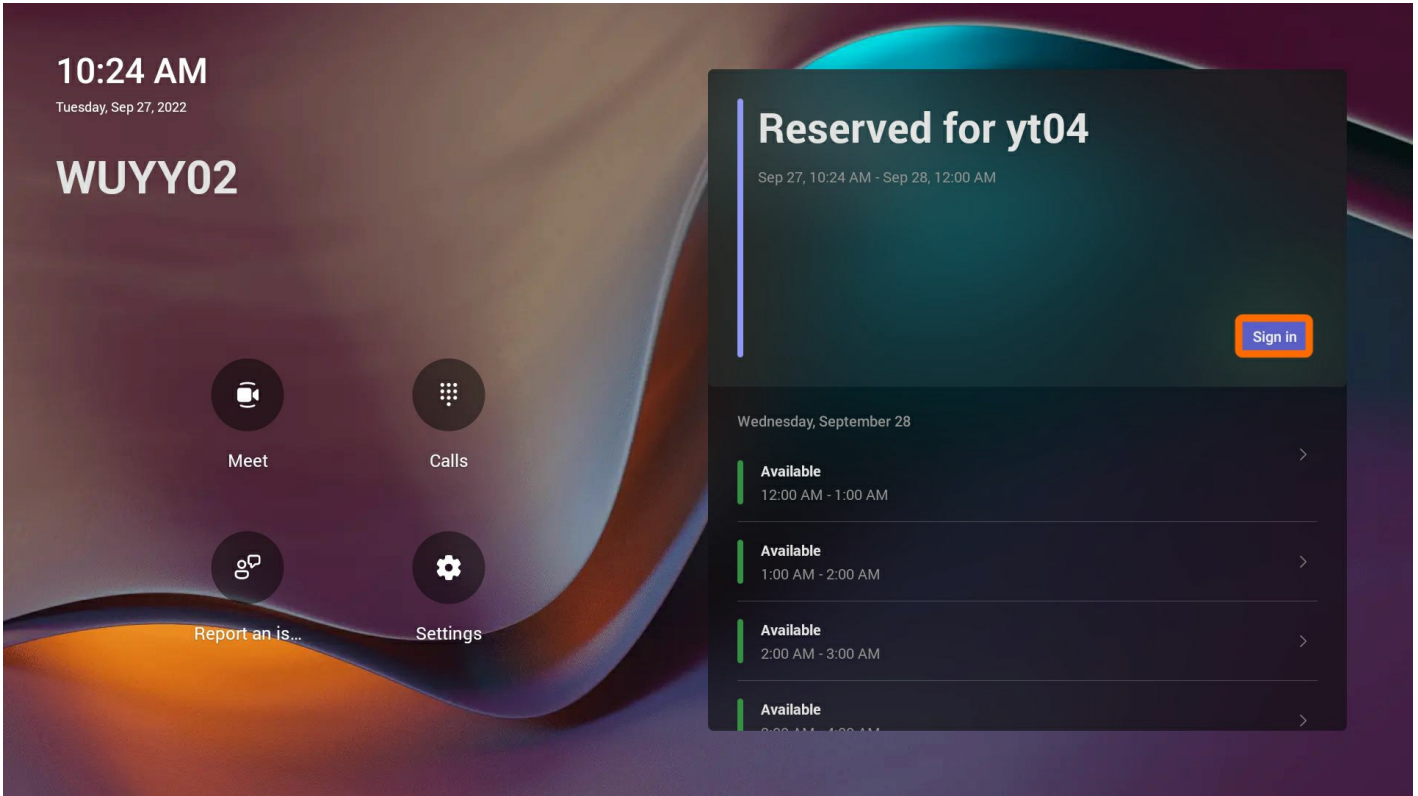
Reserve a Meeting

After a meeting is reserved in the shared space, the meeting information can be synchronized to the Teams client.



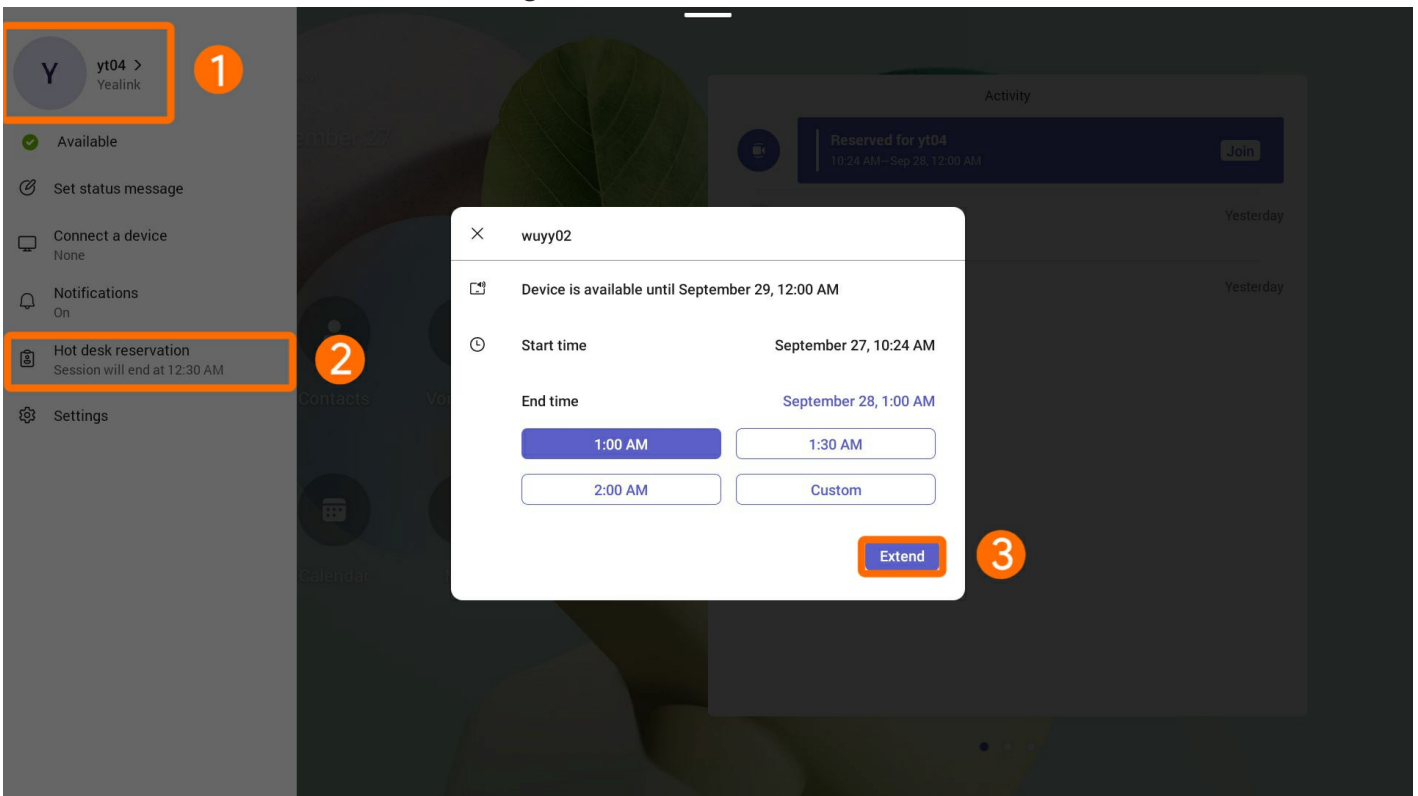
Log in to Account

You can log in to your account directly on the DeskVision A24 to join the meeting, and the DeskVision A24 will automatically log out of the account after the meeting ends.



Extend the Hot Desking Time

You can also extend the time of Hot Desking.



BTOB

Introduction

Teams currently do not support BToE (Better Together over Ethernet), but it already supports BToB (Better Together over Bluetooth).

Your Teams phone and Teams PC client will have a coordinated and seamless lock and unlock experience. Connect the Teams PC client to the DeskVision A24 to set up.

Before You Begin

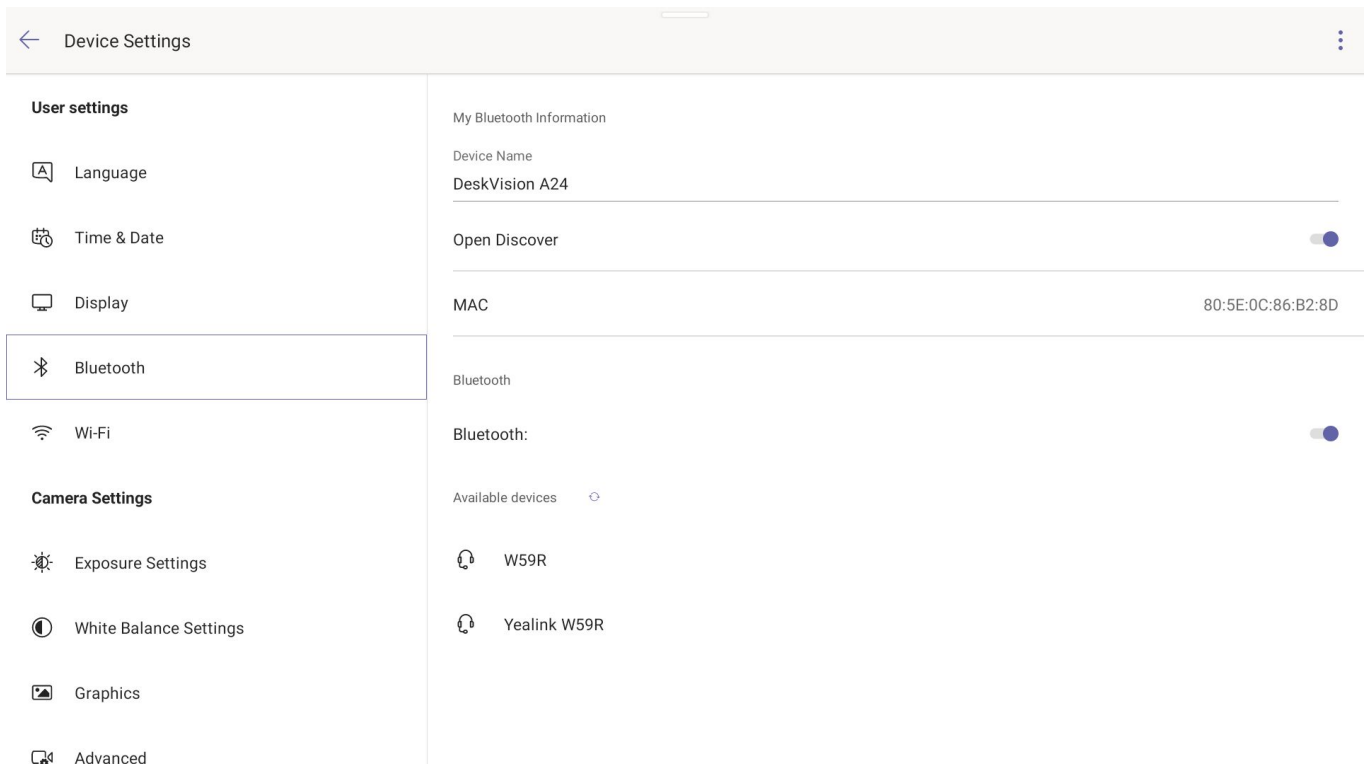
- The Teams client and DeskVision A24 need to log in to the same Teams account.
- The PC needs to enable Bluetooth and be close to the DeskVision A24.
- Your PC must run 64-bit Teams desktop client with version 1.3.00.15364 or later.

NOTE

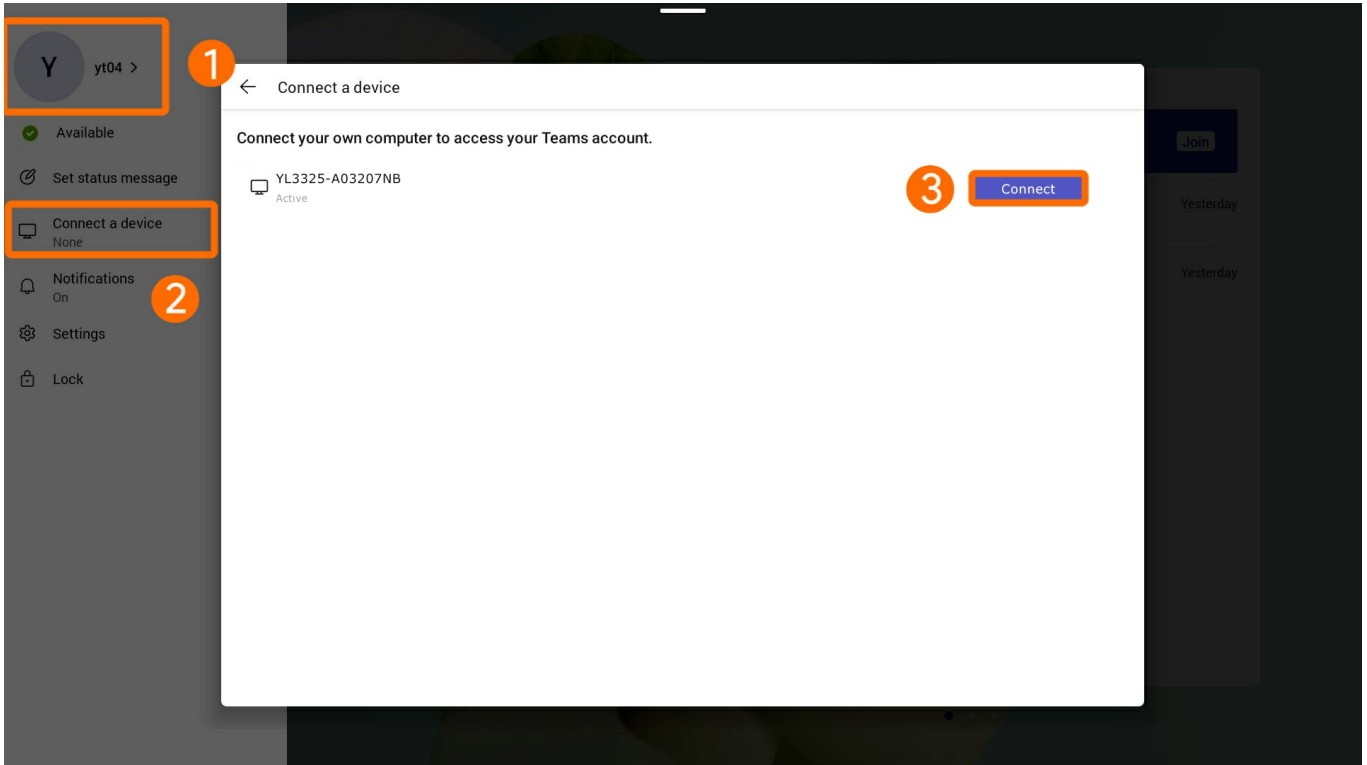
Mac, Linux, web, mobile and 32-bit/ARM-based Teams clients are currently not supported.

How to Use

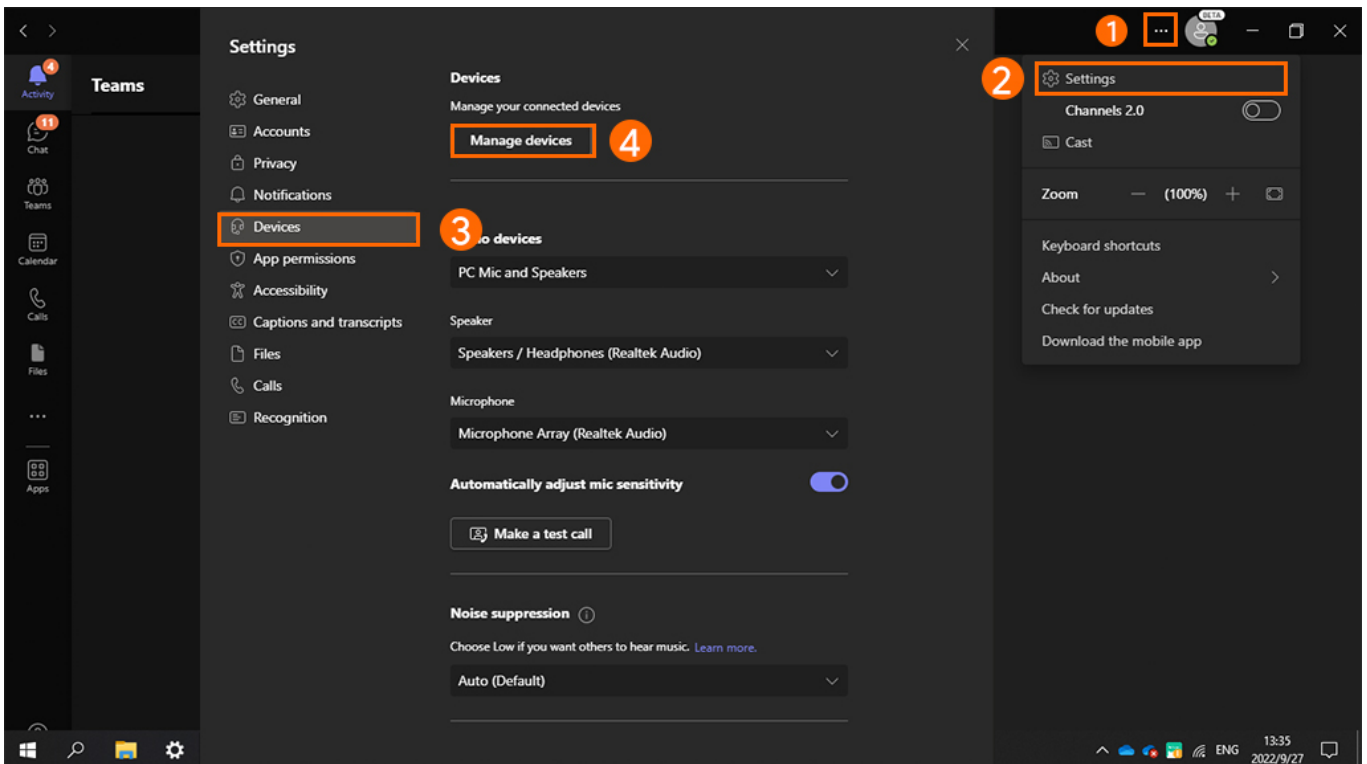
1. On the home screen of DeskVision A24, tap the user avatar and go to **Settings > Device Settings > Bluetooth**.



2. On the home screen of DeskVision A24, tap **Connect a device** > **Find a device** to search for the nearby PC.



3. When you receive an invitation in the Teams client, tap **Connect**.



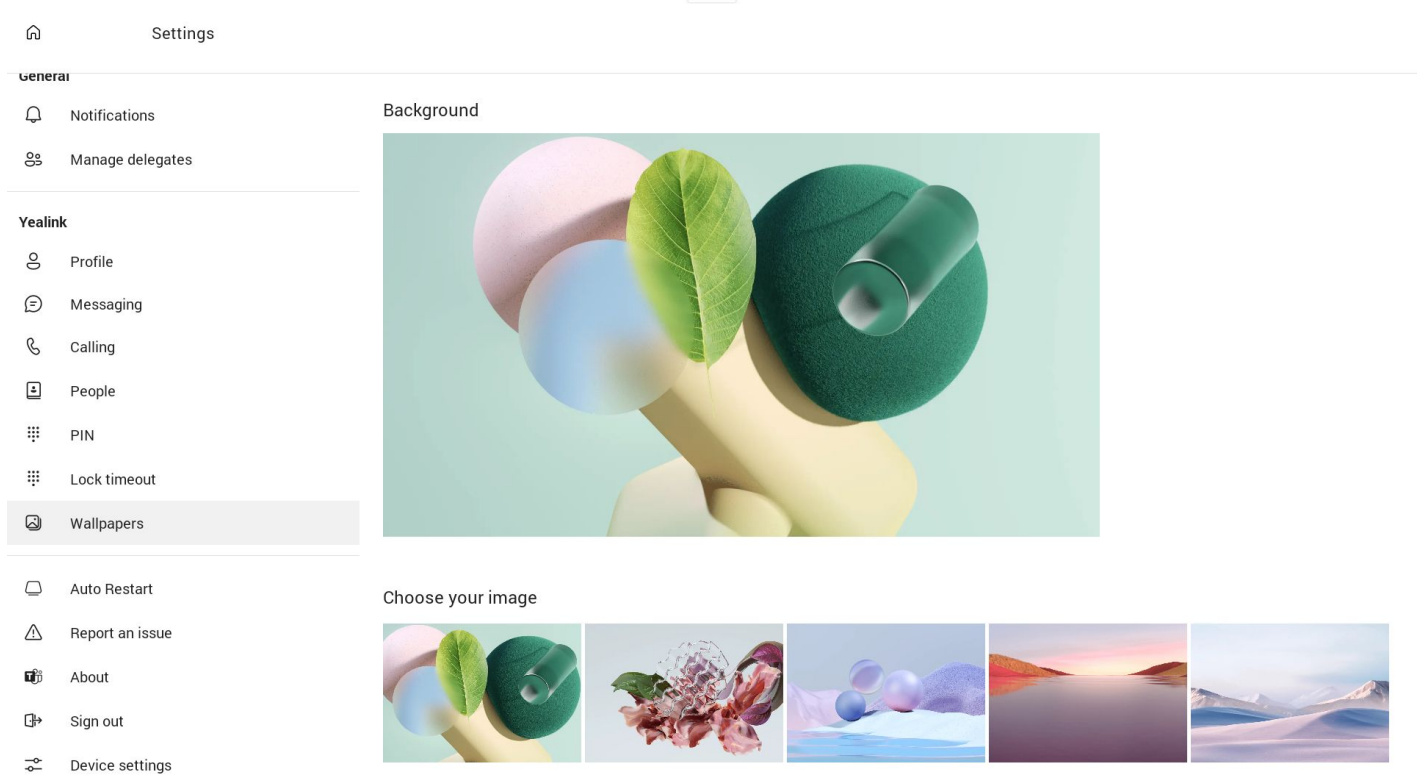
Wallpapers

Introduction

The DeskVision A24 supports changing the wallpaper, and the software has 5 built-in wallpapers.

How to Use

On the home screen of the DeskVision A24, tap the user avatar and go to **Settings > PIN > Wallpapers**.

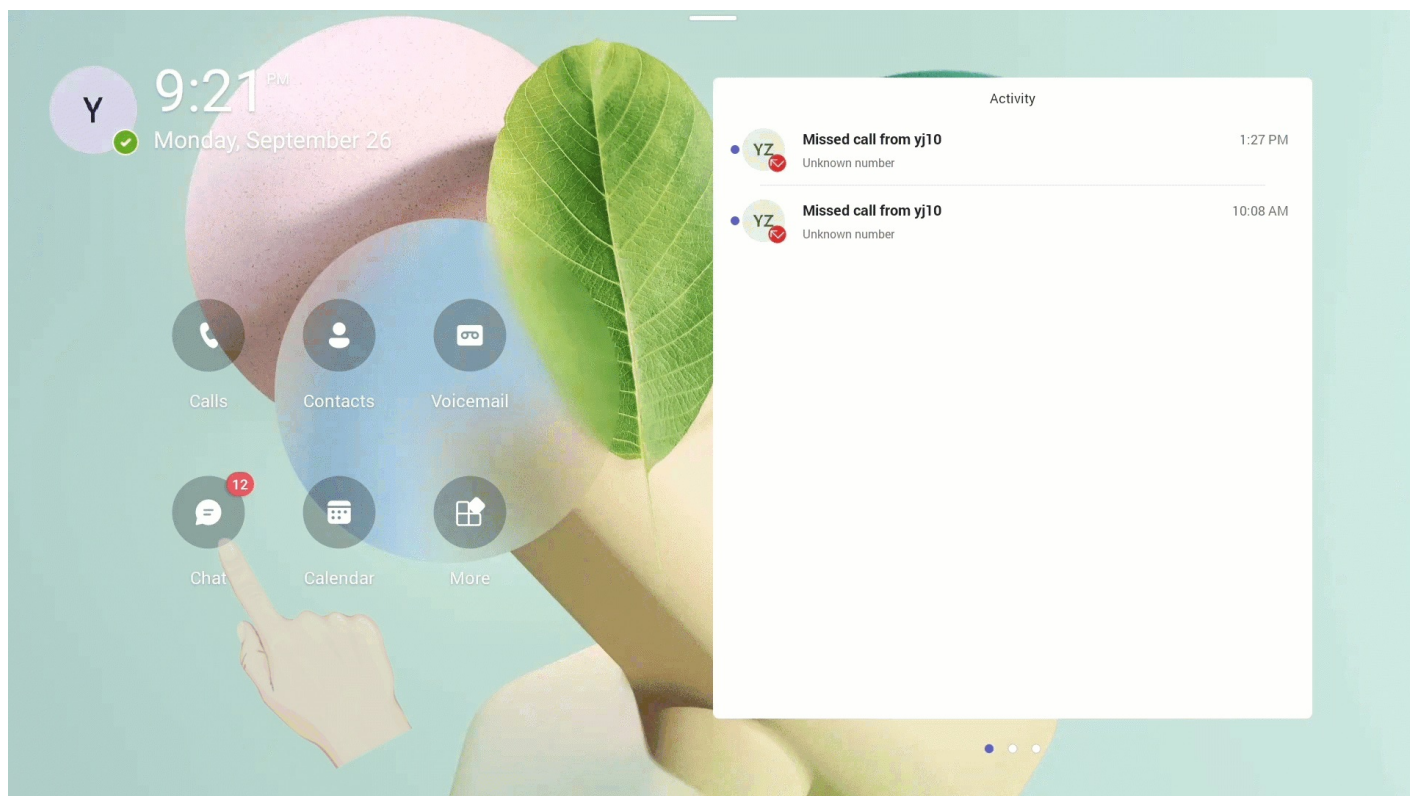


Chat

Introduction

You can start a chat on the DeskVision A24 with someone who has previously made a call or meeting.

Introduction



Lock Screen

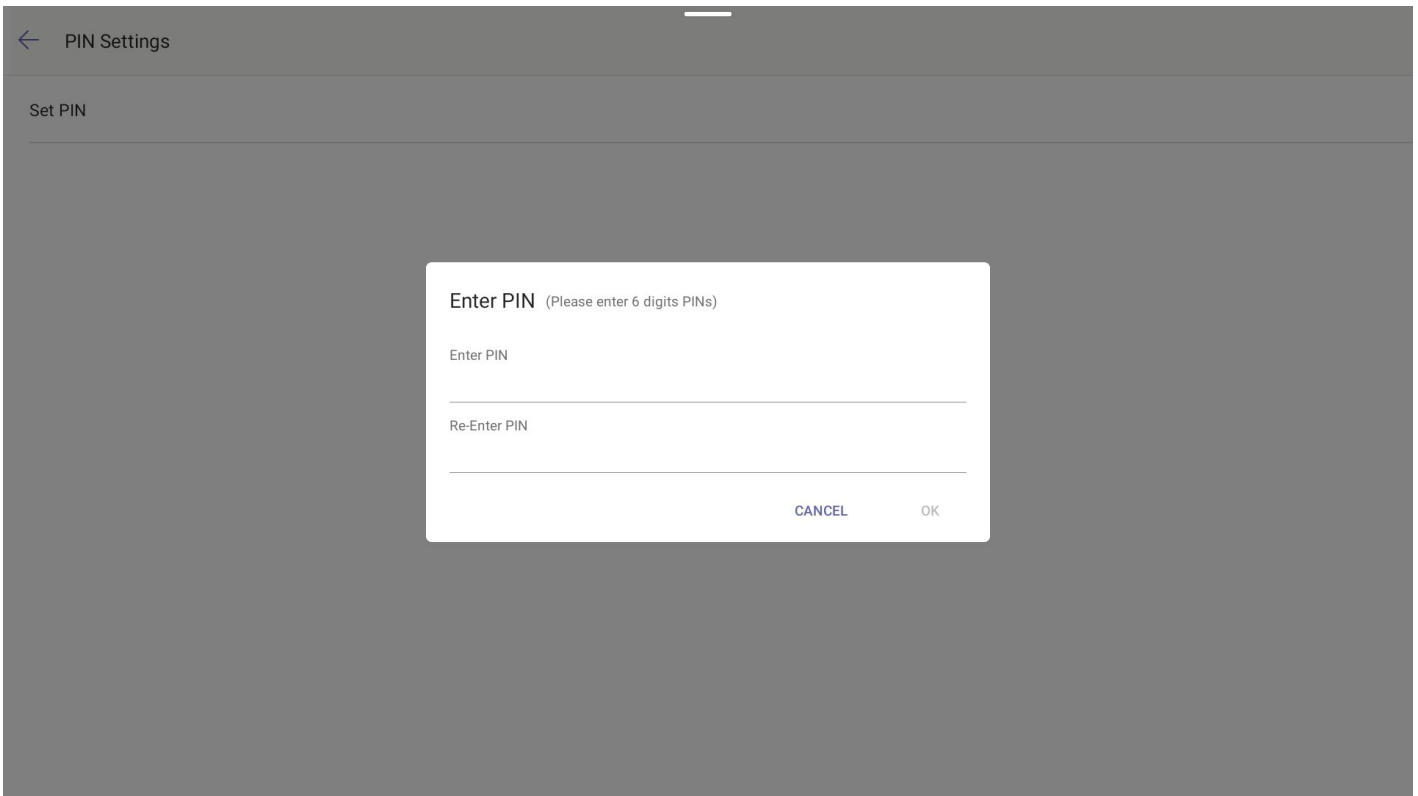
Introduction

When not using the DeskVision A24, you can enable the lock screen feature to prevent unauthorized users from viewing or modifying the conference call information. When the DeskVision A24 is locked, you can still answer/reject incoming calls.

How to Use

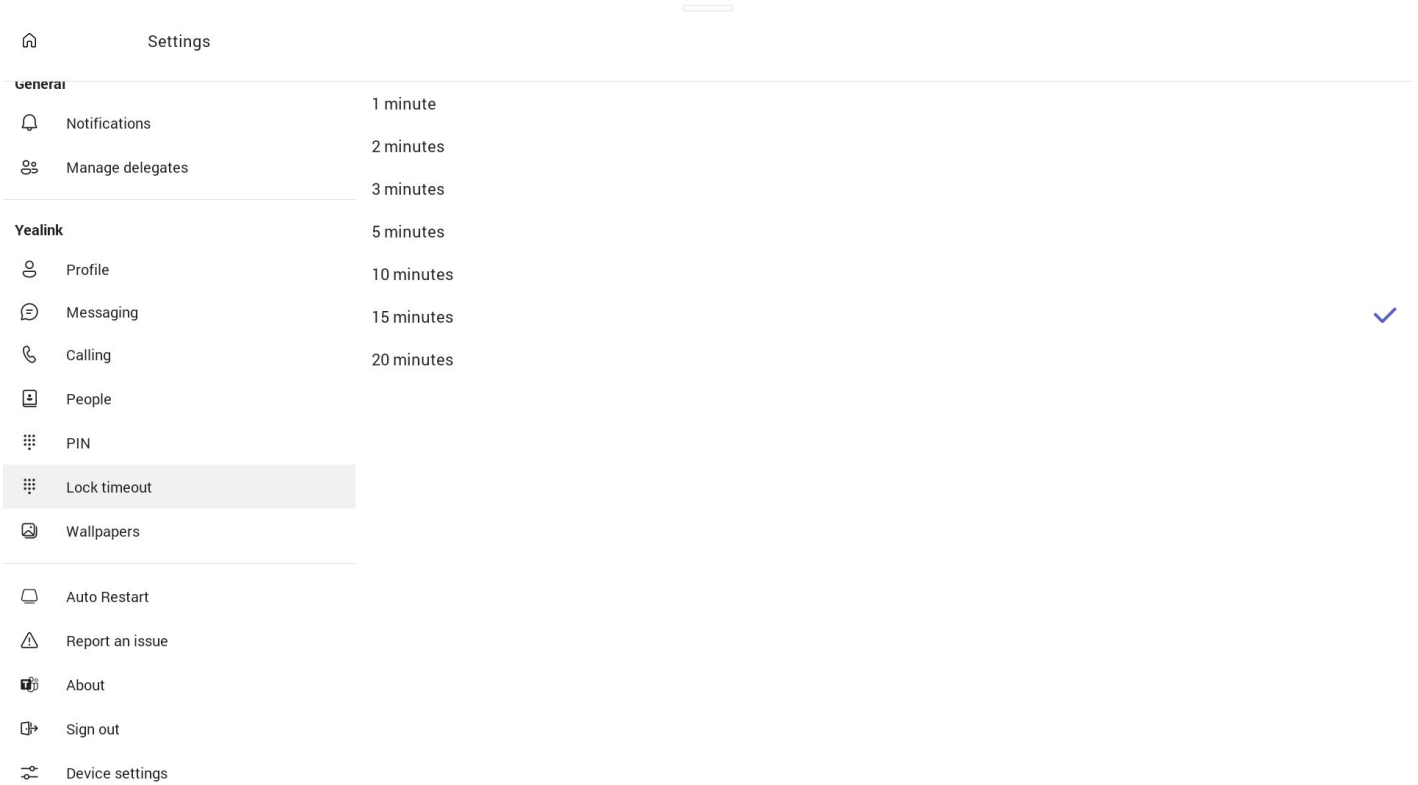
1. Set Lock Screen Password

On the home screen of DeskVision A24, tap the user avatar and go to **Settings > PIN > Setting System Pin** set the lock screen password.



2. Set Lock Screen Duration

On the home screen of DeskVision A24, tap the user avatar and go to **Settings > PIN > Lock timeout** set the lock screen time. When the DeskVision A24 is idle for the set time, it automatically locks the screen.



Content Sharing

Wired Content Sharing

Introduction

Use an HDMI cable or a double-ended Type-C cable to connect the computer and DeskVision A24, and cast the contents of the computer to the DeskVision A24. Screen projection is supported in meetings or non-conferences. The content sharing resolution supports up to 1080p.

Before You Begin

NOTE

- Please make sure your computer has an HDMI port or USB-C port.
- In the Teams mode, the host needs to log in with an account.
- In the Teams Rooms mode, you need to enable **Enable HDMI content sharing** to use the screencasting function in the meeting.

How to Use

1. Connect DeskVision A24 to PC

Method 1: Connect via Type-C cable

Using the Type-C cable to connect the DeskVision A24 to the PC.



Method 2: Connect via USB-C cable and HDMI cable



Using the HDMI cable to connect the DeskVision A24 to the PC.



2. Start Content Sharing

- **During the meeting:**

NOTE

- In the Teams Rooms mode: If the **Automatically Share to the Room Display** is disabled, you need to press the bottom menu bar  > **Connected Devices** to start content sharing during the meeting.
- In the Teams Display mode: You need to press the bottom menu bar  > **Connected Devices** to start content sharing during a meeting/call.

- **Before the meeting:**

NOTE

- In the Teams Rooms mode: You can press **Share** on the Teams homepage to start content sharing.
- In the Teams Rooms mode: If you enable **Automatically Share to the Room Display**, the content will be shared immediately after connecting without needing to switch modes.

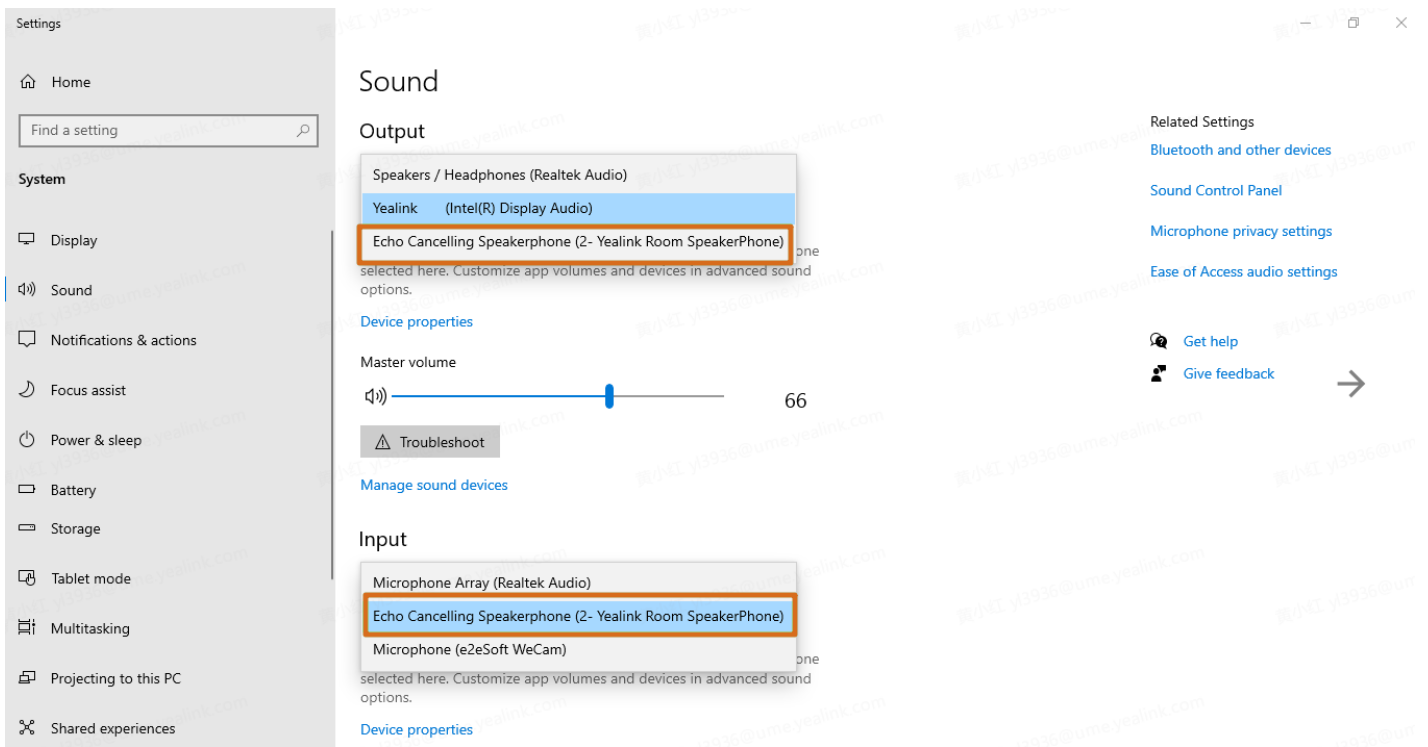
3. Share Audio

It can transmit all system audio output from your device. For example, if you have application audio notifications enabled during content sharing, participants hear these notification sounds together with the content audio. To avoid audio interference, the system automatically mutes your local audio when you start sharing content. When you stop sharing content, the system restores your local audio to its initial status.

NOTE

- Audio can be shared using a Type-C cable, not an HDMI cable.
- In the Teams Rooms mode, you need to enable the **Include Audio** to share audio.
- In the Teams Display mode, the audio cannot be shared in meetings.

If the audio is not successfully delivered to the DeskVision A24, please check whether the PC has selected to use the Yealink Room SpeakerPhone (Yealink Audio).



4. Stop Content Sharing

- **During the meeting:** Unplug the cable.
- **Before the meeting:** Do one of the following:
 - Unplug the cable.
 - Press the mode switch button at the bottom of the DeskVision A24 to switch to the Android input source.

FAQ

How to switch the signal automatically?

On the home screen of the DeskVision A24, go to  **Settings > Display** to enable **Automatic Signal Switching**.

How to resume the sharing before the meeting after starting the meeting (Yealink Rooms)?

During the meeting, go to **More > Content Sharing > Resume Content Sharing** on the bottom menu bar.

Teams Client Content Sharing

Instruction

Share the computer content with the remote party when using Teams' computer/mobile client to hold a meeting.

How to Use

For more information, please refer to [Share content in Microsoft Teams meetings](#)

For other supported content sharing, please refer to [Content Sharing](#).

Device Mode

Wired Device Mode

Introduction

Enter device mode, and you can use DeskVision A24 as a peripheral for third-party UC conferencing. When meeting on a computer, you can use its camera, microphone and speakers while displaying video content to the monitor. DeskVision A24 is connected to the PC through a double-ended Type-C or USB-C + HDMI cable to enter the wired device mode.

Before You Begin

Ensure your PC has a USB-C or HDMI port and a USB-A port.

We recommend using the standard cable included in the DeskVision A24 package. (USB device mode needs to use USB 2.0 and above cable, and the USB cable used to charge the device may not be able to transmit data.)

How to Use

1. Connect PC to DeskVision A2

Method 1: Connect via Type-C cable

Using the Type-C cable to connect the DeskVision A24 to the PC.



Method 2: Connect via USB-C cable and HDMI cable

Using the USB-C + USB-C to USB-A adapter and HDMI cable to connect the DeskVision A24 to the PC.



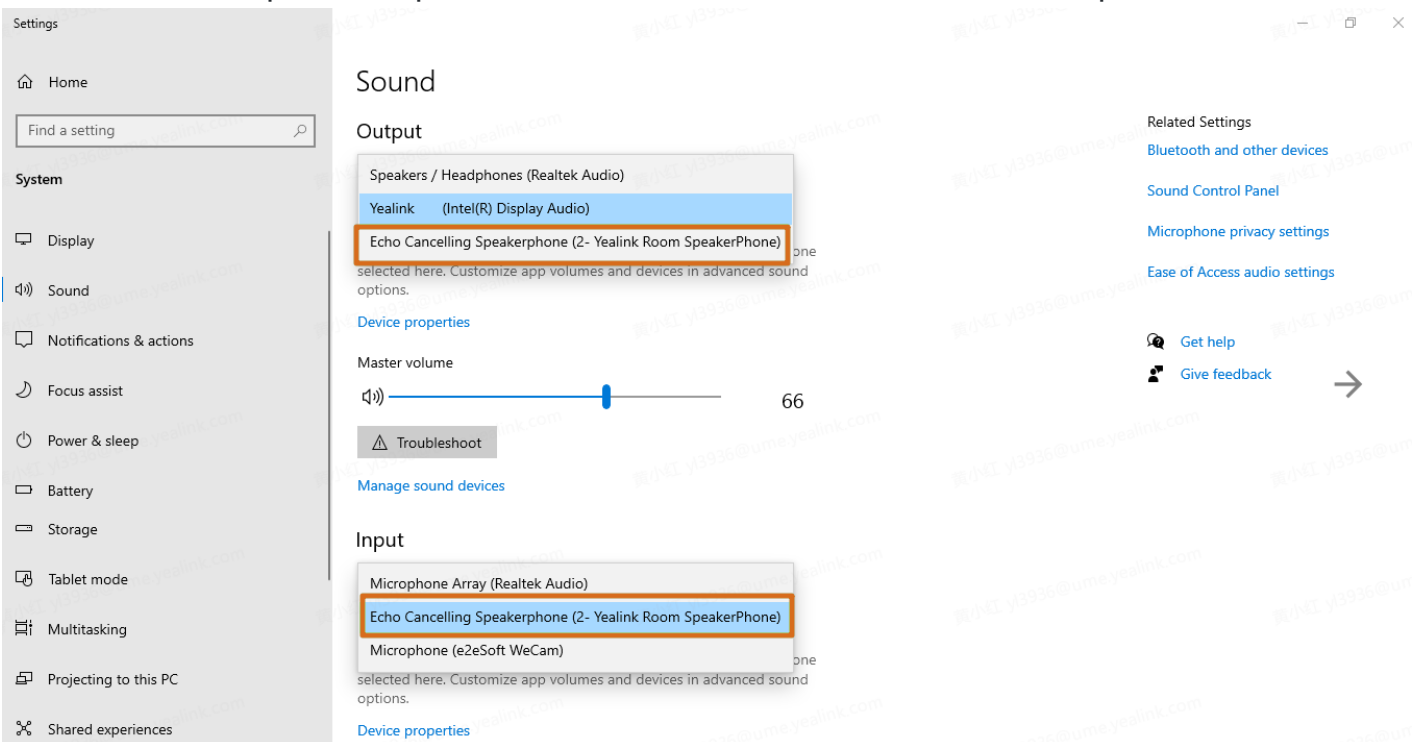
2. Enter Device Mode

Press the **Mode Switch** button at the bottom of the DeskVision A24 to switch device mode.



3. Usage

Ensure that the microphone and speaker device of the PC has selected the Yealink Room SpeakerPhone.



NOTE
 If you receive a camera initialization failure message, please check if the meeting is set to use the camera (Yealink Room Camera).

4. Exit Device Mode

Do one of the following:

1. Unplug the cable.
2. Press the **Mode Switch** button at the bottom of the DeskVision A24 to switch to the Android input source.

Camera Control

Control Manually

Introduction

Manually adjust the camera position before or during the meeting, and the position will take effect during the meeting. For the operation video, please refer to [Manually Controlling the Camera](#).

NOTE

The camera cannot be manually adjusted in the intelligent tracking mode.

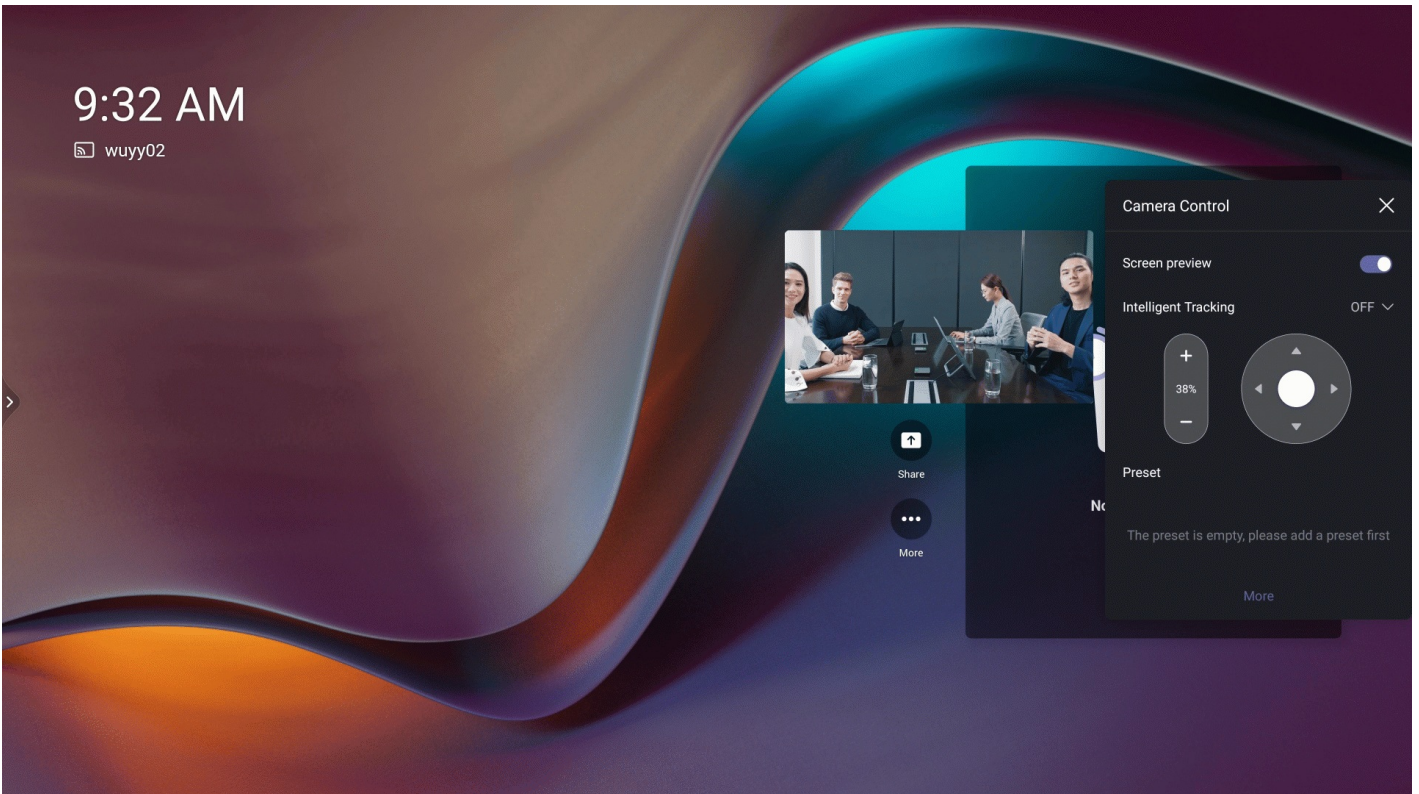
How to Use

Camera Settings

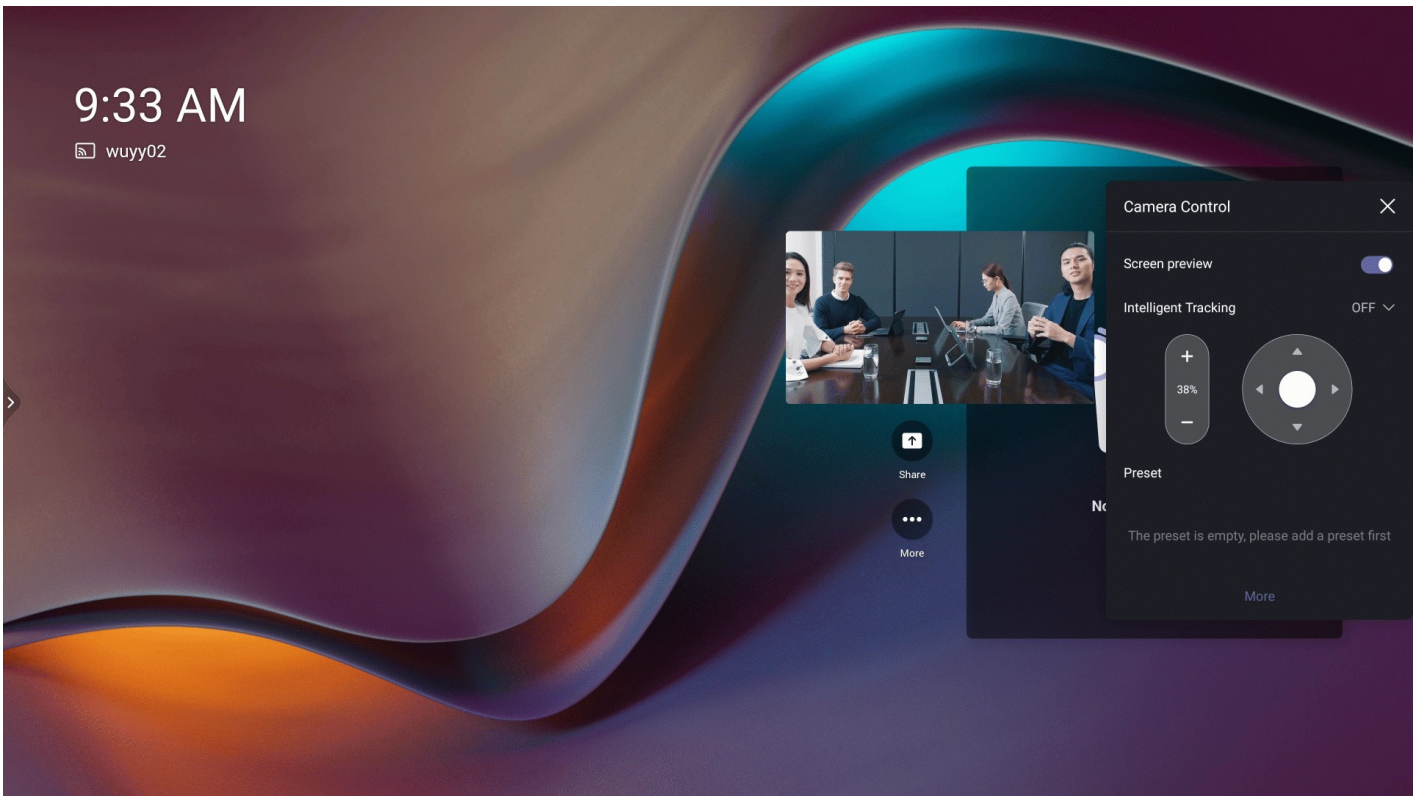
During the meeting or before the meeting, go to  **Camera Control** to enter the camera console.



Adjust Camera Angle

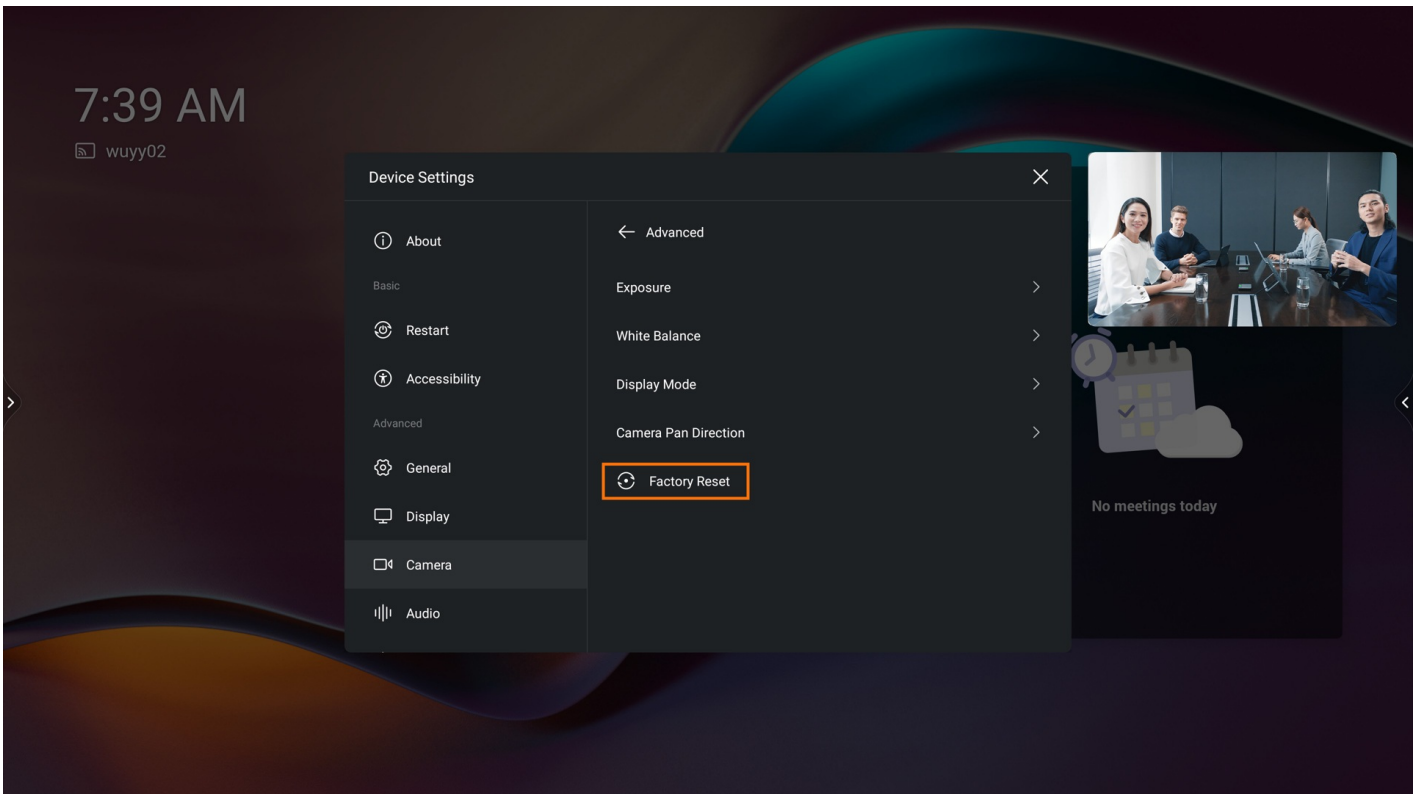


Adjust Camera Focus



Reset Camera

Before the meeting, tap the left and right navigation arrows and go to **Camera Control** (default password: 0000) > **Advanced** to reset the camera.



Camera Preset

Introduction


You can set the camera preset in advance using the manual control mode. Presets specify the settings of the camera's angle and focal length that can be used to point a camera at a pre-defined location quickly.

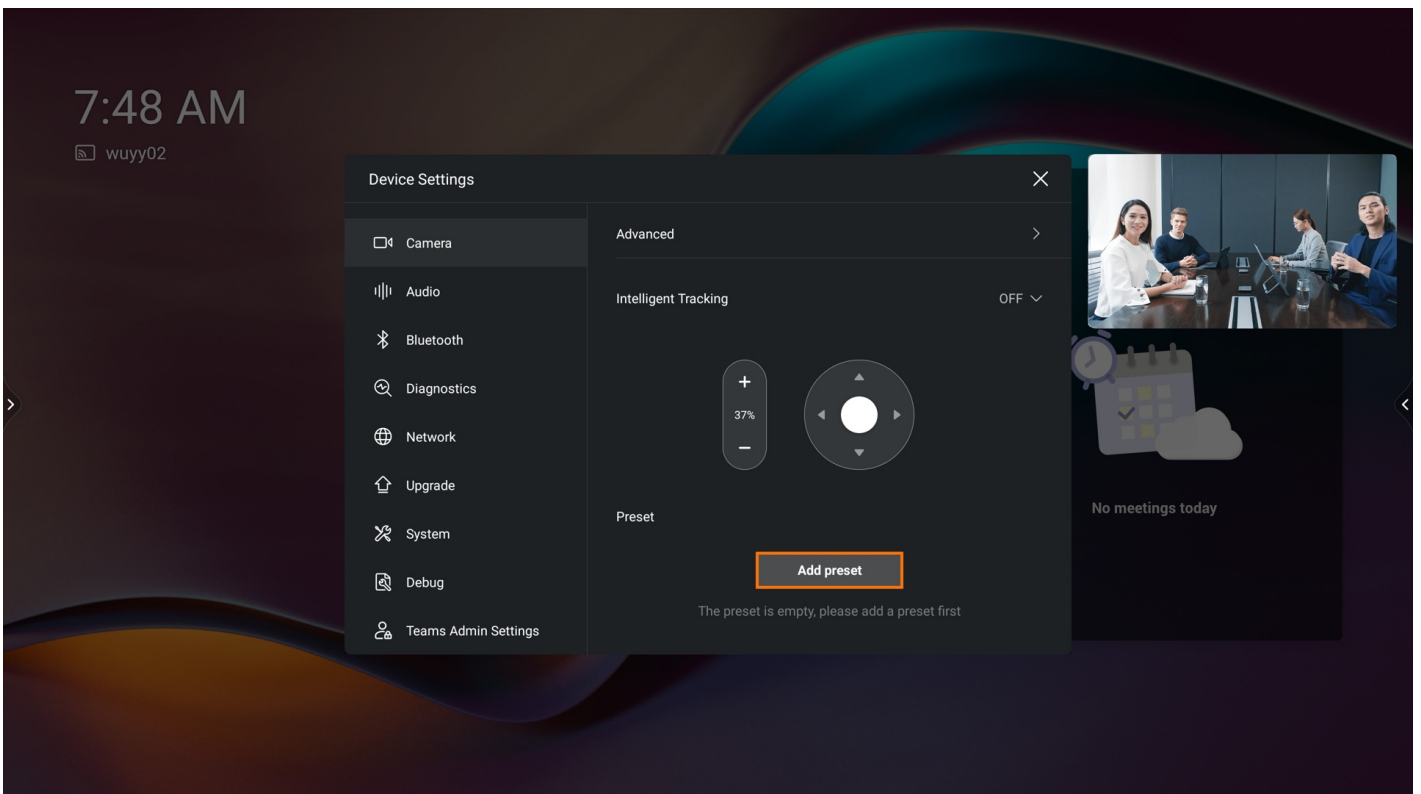
NOTE

- Supports up to 9 camera presets.
- You cannot manually adjust the camera after enabling Intelligent Tracking. The camera can only be adjusted after disabling the PIP Mode.


How to Use

1. Add Camera Preset

1. Before the meeting, go to  **Camera Control** (default password: 0000).
2. **Adjust the camera position**, and tap **Add/Add preset** to add preset. Up to 9 presets can be added.





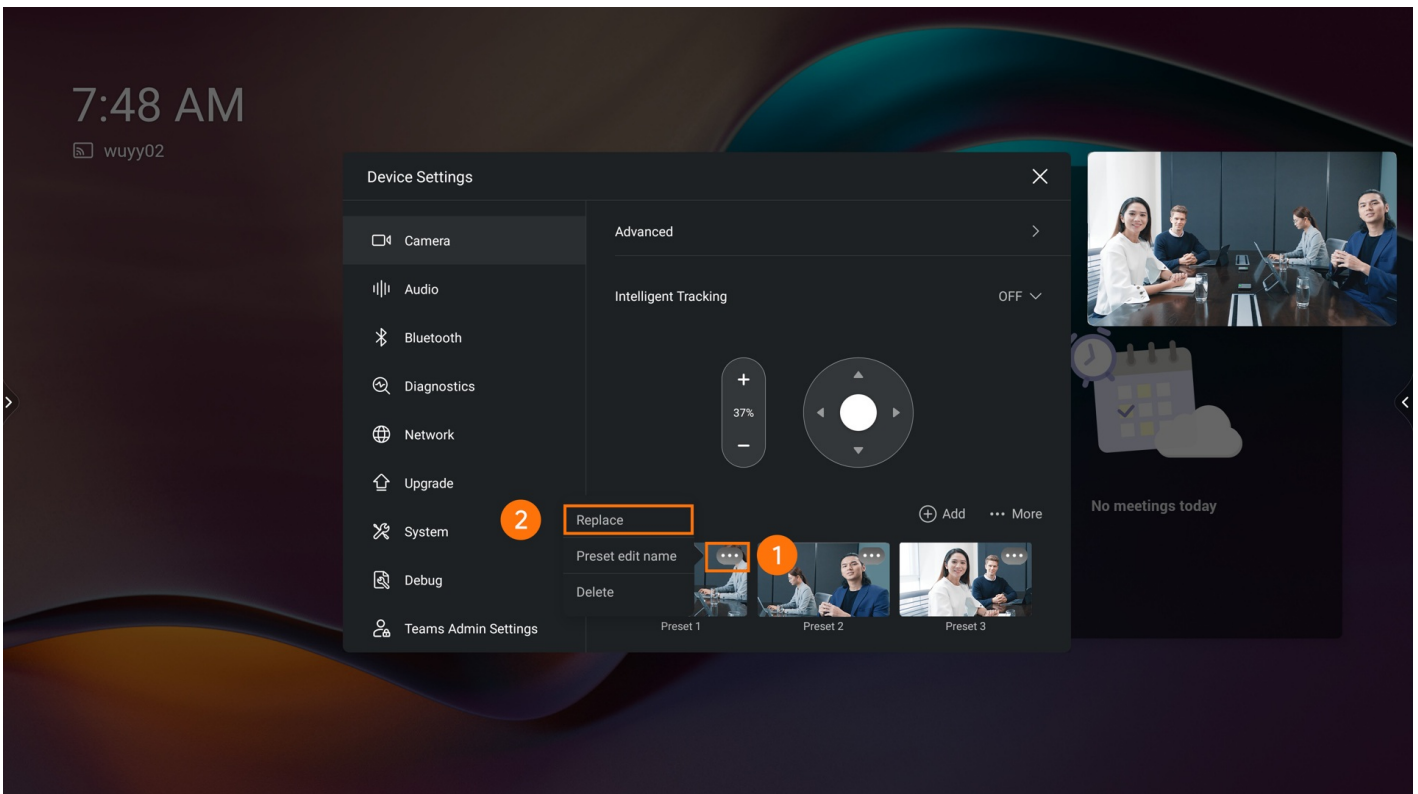
2. Apply Camera Preset

1. Tap the left and right sidebars  during the meeting.
2. Go to **Camera Control** to select a camera preset.



3. Replace Camera Preset

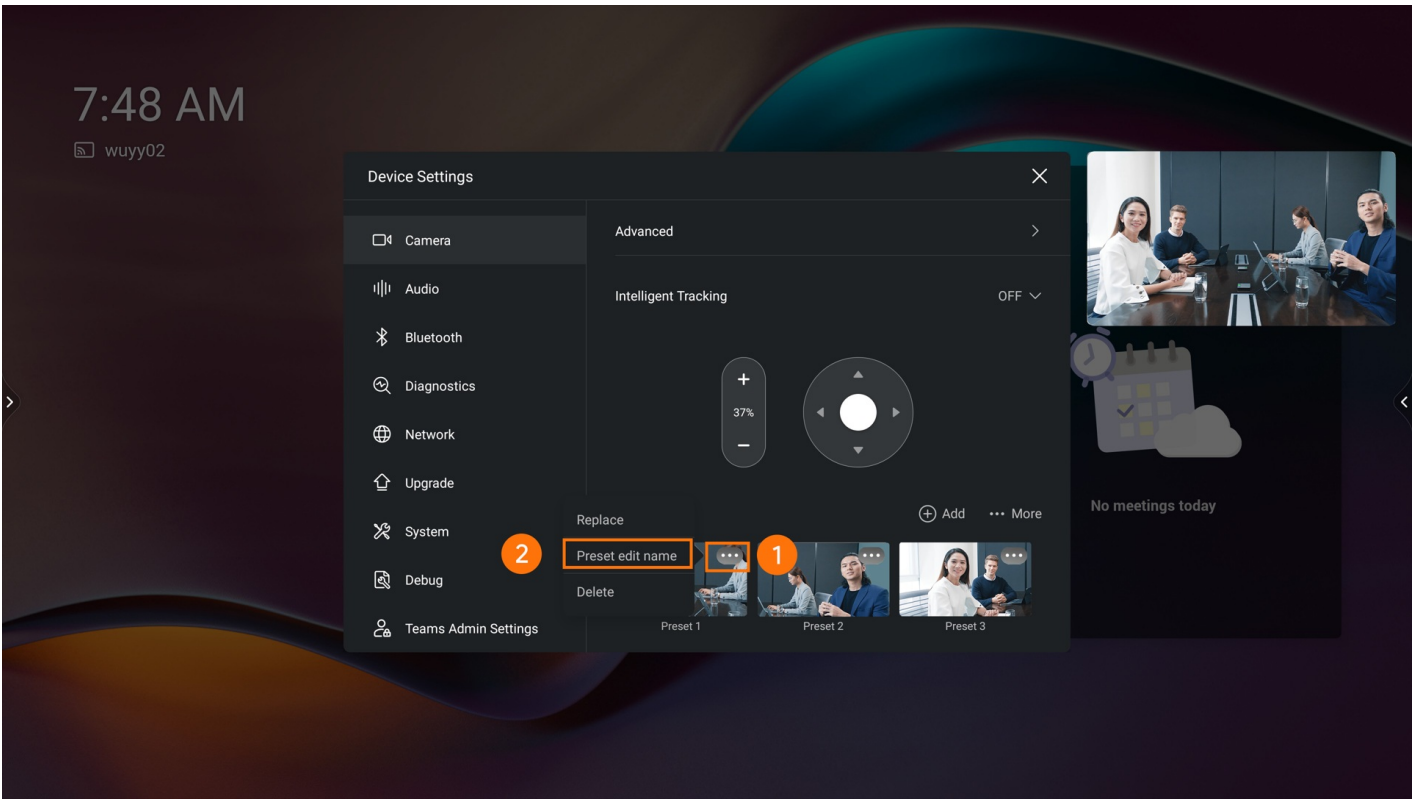
1. Go to  > **Camera Control** (default password: 0000).
2. Tap  > **Replace** in the upper-right corner of the corresponding camera preset to replace the original preset with a new one.



4. Edit Preset Name

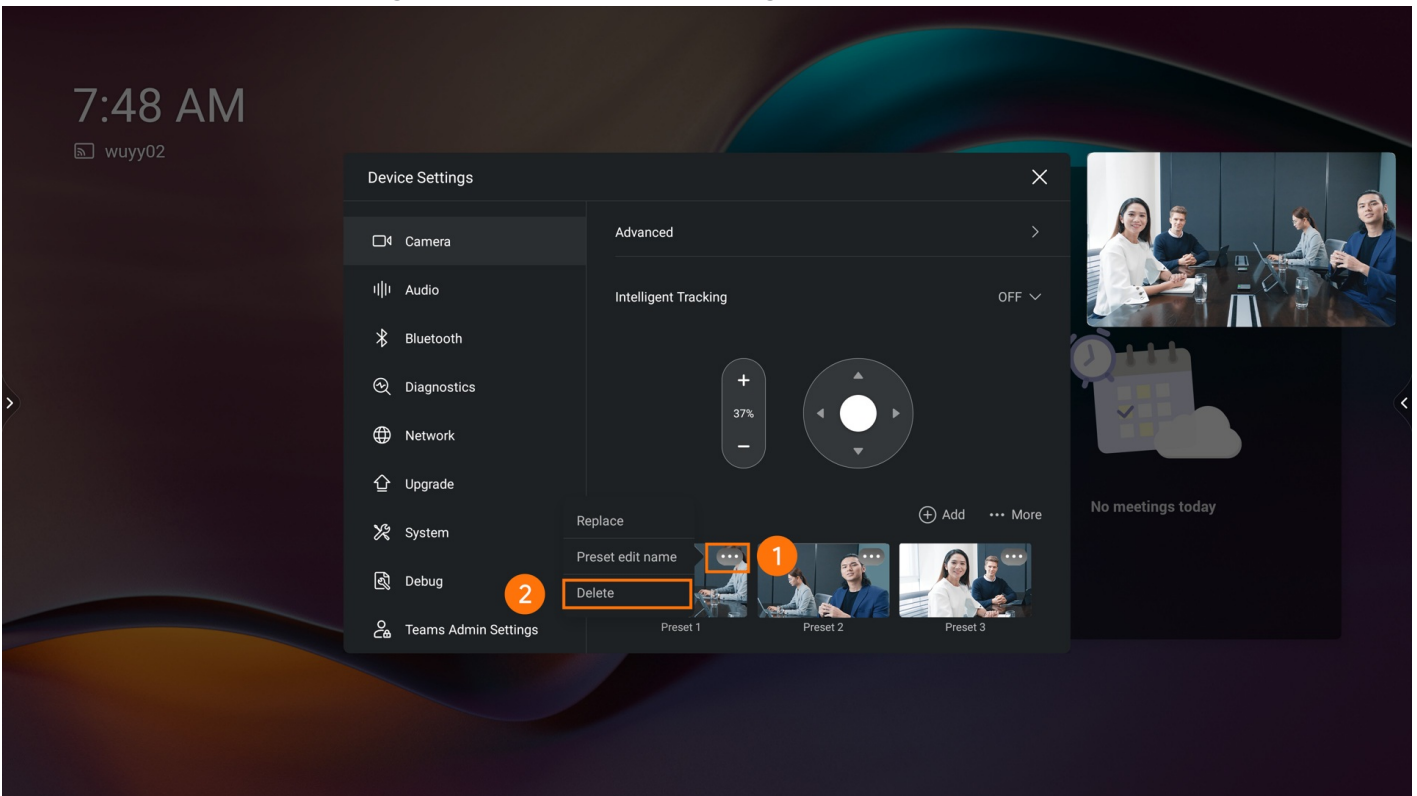
You can set the name of the preset bit to make it easier to apply.

Tap **⋮** > **Edit Name** in the upper-right corner of the corresponding camera preset to edit preset name.



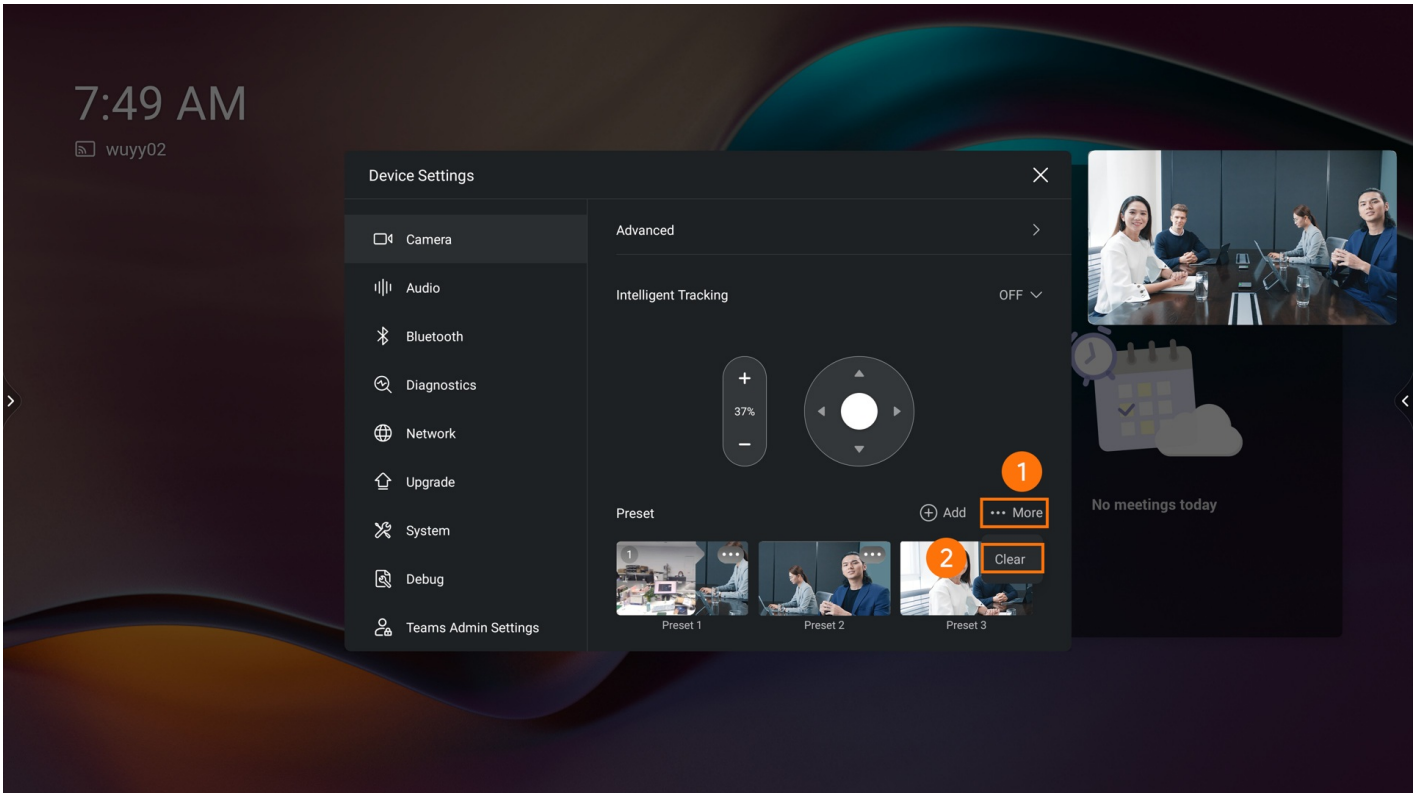
5. Delete Camera Preset

Tap **⋮** > **Delete** in the upper-right corner of the corresponding camera preset to delete a camera preset.



6. Clear All Presets

In the camera control, tap **More** > **Clear** to clear all presets.



Small FoV Mode

Introduction

Small FoV Mode supports cropping the camera image into a different field of view to display the image more concentratedly.

NOTE

The camera cannot be adjusted manually in the Small FoV mode.

How to Use

Disable/Enable Small FoV Mode

During or before a meeting, go to **<** > **Camera Control** > **Intelligent Tracking** > **Small FoV Mode**.



Effect Demonstration



More Feature

Restart & Sleep

Introduction

You can quickly restart/sleep/close the DeskVision A24 on the interface.

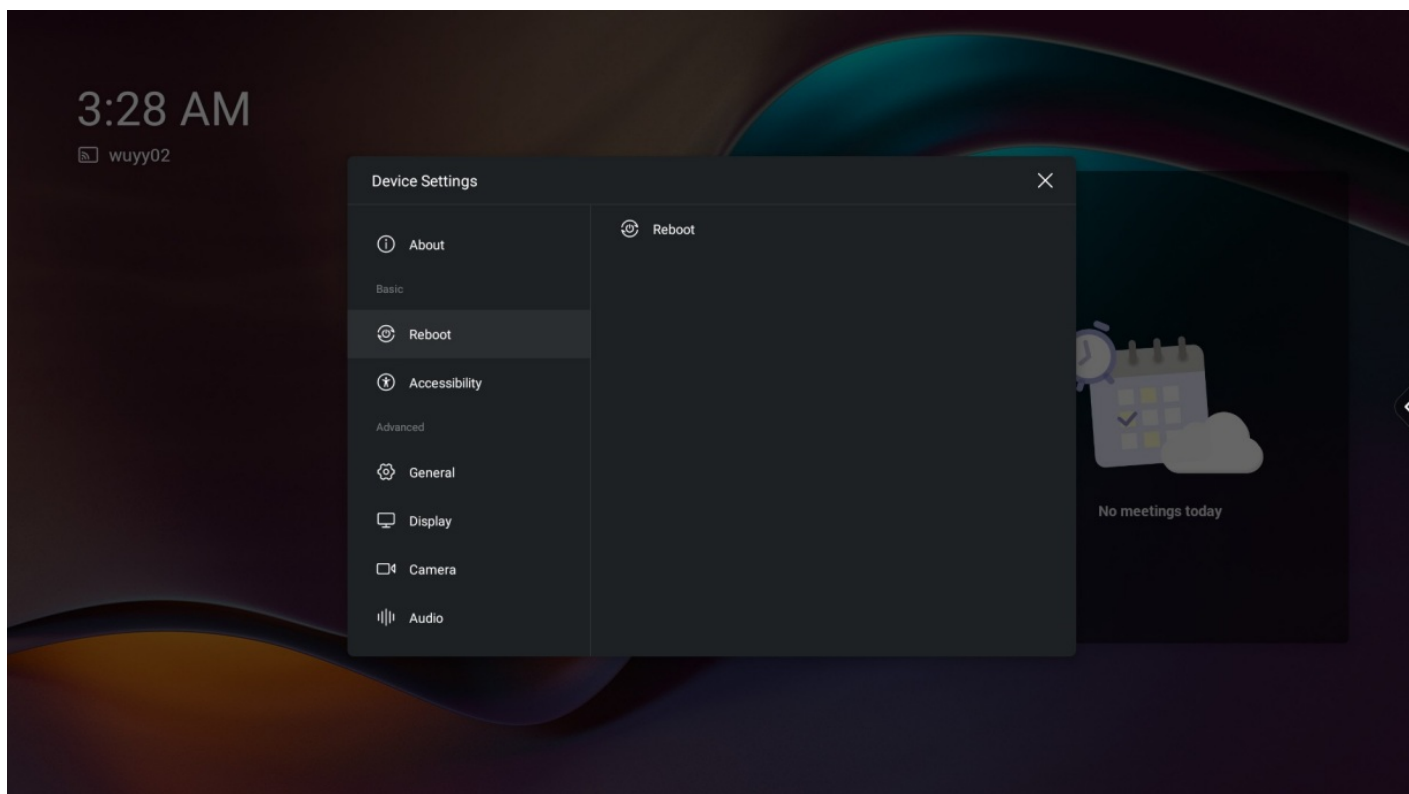
How to Use

Restart


- **Method 1:** Go to  > **Power** > **Restart**.



- **Method 2:** Go to  > **Settings** > **Reboot**.



Sleep

- **Method 1:** Press the power button on the back of the DeskVision A24 to enter sleep manually, and press it again to wake up the screen.
- **Method 2:** Go to  > **Power** > **Sleep**.

Privacy Protection

Introduction

The automatic lifting up/down of the DeskVision A24 camera can protect the user's privacy in the meeting room.

How to Use

When you join the meeting or control the camera, the camera will automatically lift; when you leave the meeting or in non-camera control, the camera will automatically lower.

You can enable or disable privacy protection, please refer to [Camera Settings](#).