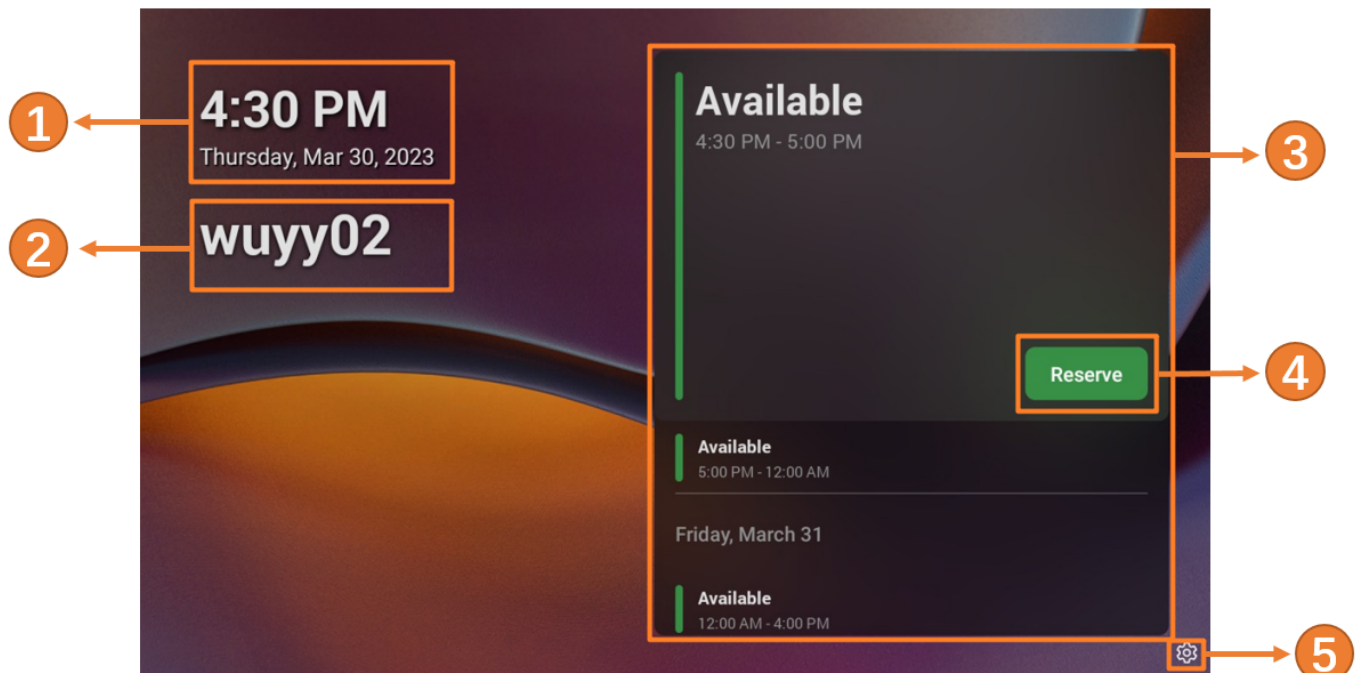


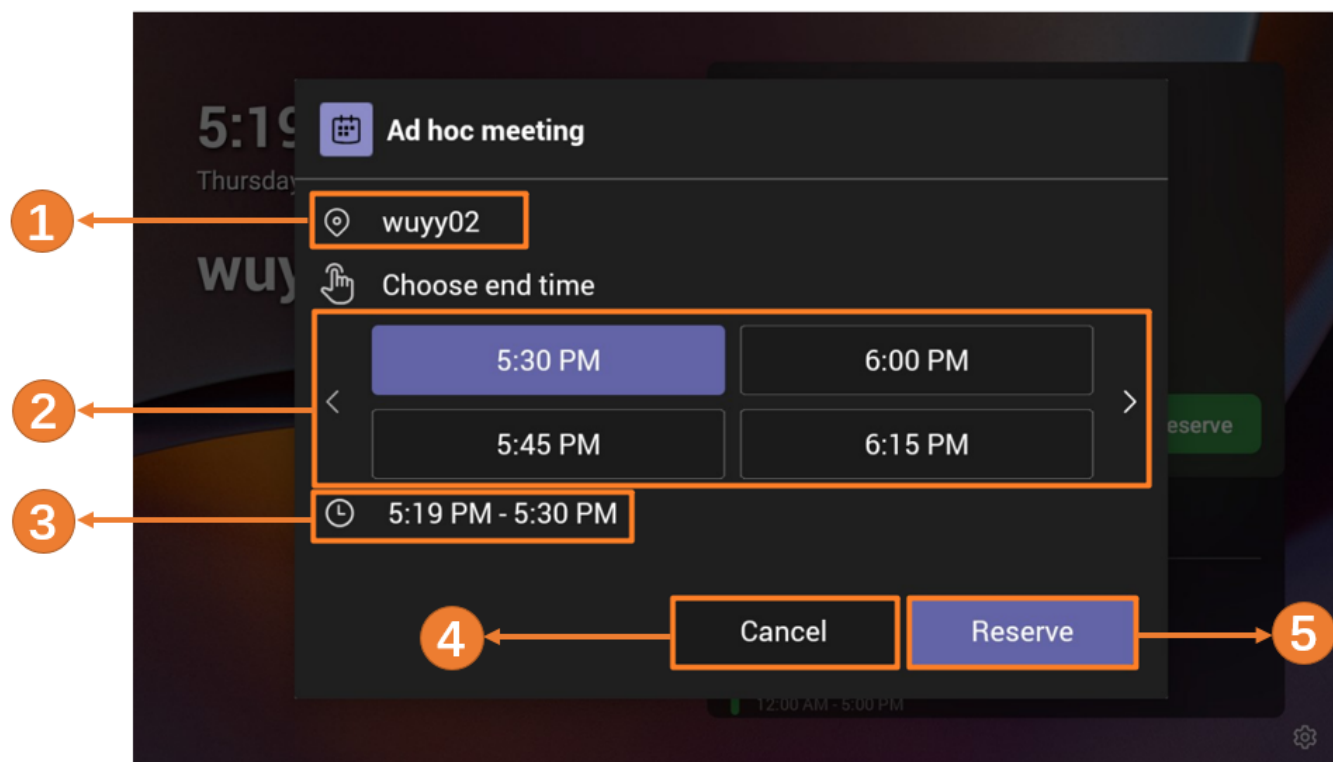
Quick User Guide for Microsoft Teams

Home Interface



No.	Description
1	Display the time and date.
2	Display the name of the meeting room.
3	Display the meeting time list for this room.
4	Tap to reserve a meeting.
5	Tap to enter the settings screen.

Reservation Interface



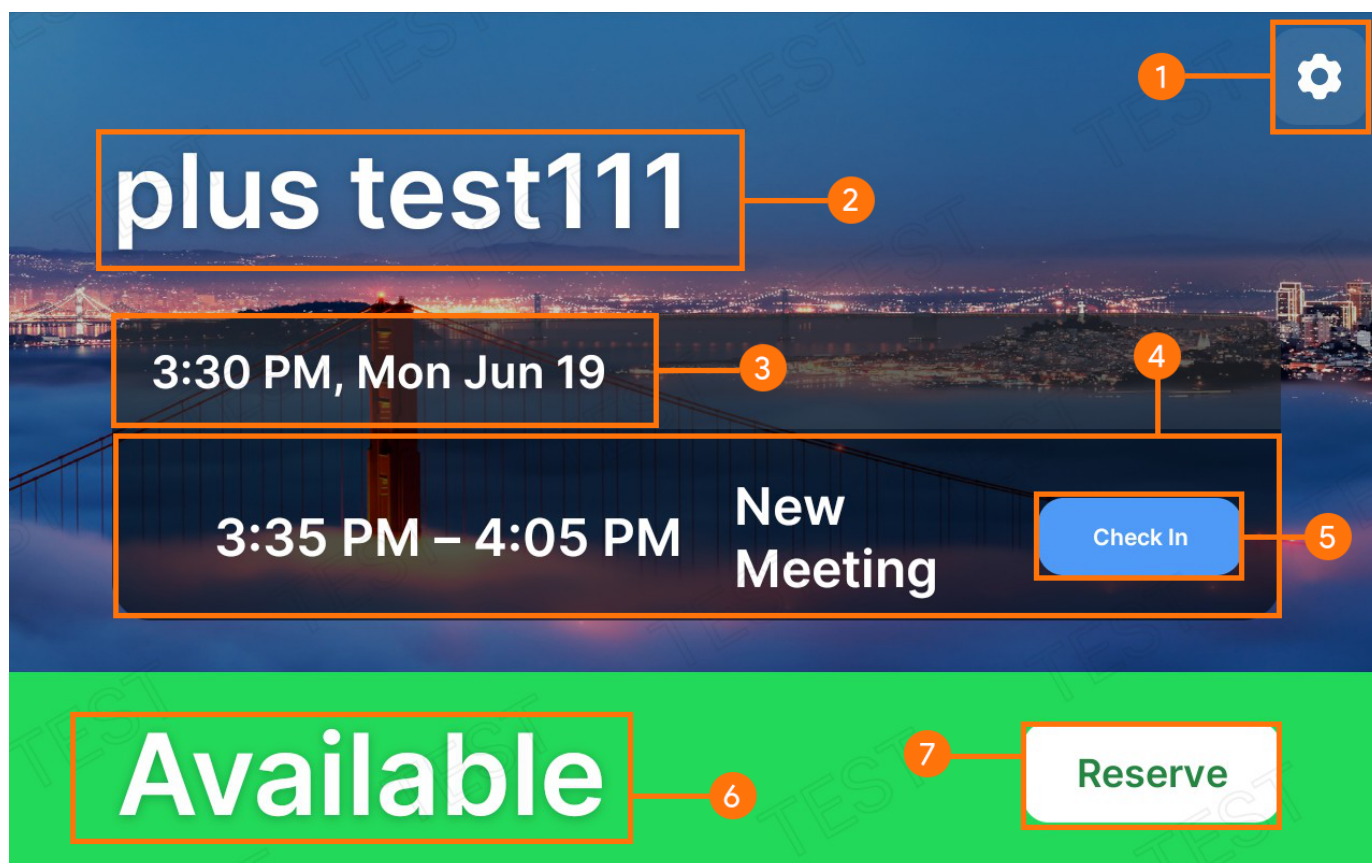
No.	Description
1	Display the remote video screen.
2	Meeting control toolbar.
3	Display the local video screen.

Light Bar Status

Status	Description
Green	- The meeting room is vacant. - The device is starting up.
Purple	The meeting is in progress.
Off	- The device is not powered up. - The device is not logged in to an account.

Controller Quick User Guide for Zoom

Home Interface



No.	Description
1	Tap to enter the settings screen.
2	Display the name of the meeting room.
3	Display the time and date.
4	Display the scheduled meetings list. You can delete the meeting by tapping the meeting name.
5	Tap to check in the meeting.
6	Display the status of the meeting room.
7	Tap to reserve meeting.

Reservation Interface

plus test111 2 Reserve Another Room

1

3 PM

3:29 PM

4 PM

5 PM

6 PM

7 PM

31 mins

Duration

Start Time 3 3:29 PM

End Time 4 4:00 PM

Meeting Name

Test Meeting 5

Participants

Enter Email 6

7 Reserve Cancel 8

No.	Description
1	Drag the timeline to select meeting time.
2	Schedule a meeting for another meeting room, refer to: Zoom .
3	Set meeting start time.
4	Set meeting end time.
5	Edit the meeting name.
6	Add the participants'S emails.
7	Reserve a meeting.
8	Cancel reservation.

Light Bar Status

Status	Description
Green	- The meeting room is vacant. - The device is starting up.
Red	The meeting is in progress.
Off	- The device is not powered up. - The device is not signed in to an account.

Reserve Meeting

Introduction

After you sign in to an account on Yealink RoomPanel, you can reserve the meeting. You can use Yealink RoomPanel to reserve a meeting for the current meeting room directly, and the meeting information will be synchronized to the Teams client signed in with the same account. You can also sign in to the same account on the Teams client to reserve a meeting, and the meeting information will be synchronized to Yealink RoomPanel.

Before You Begin

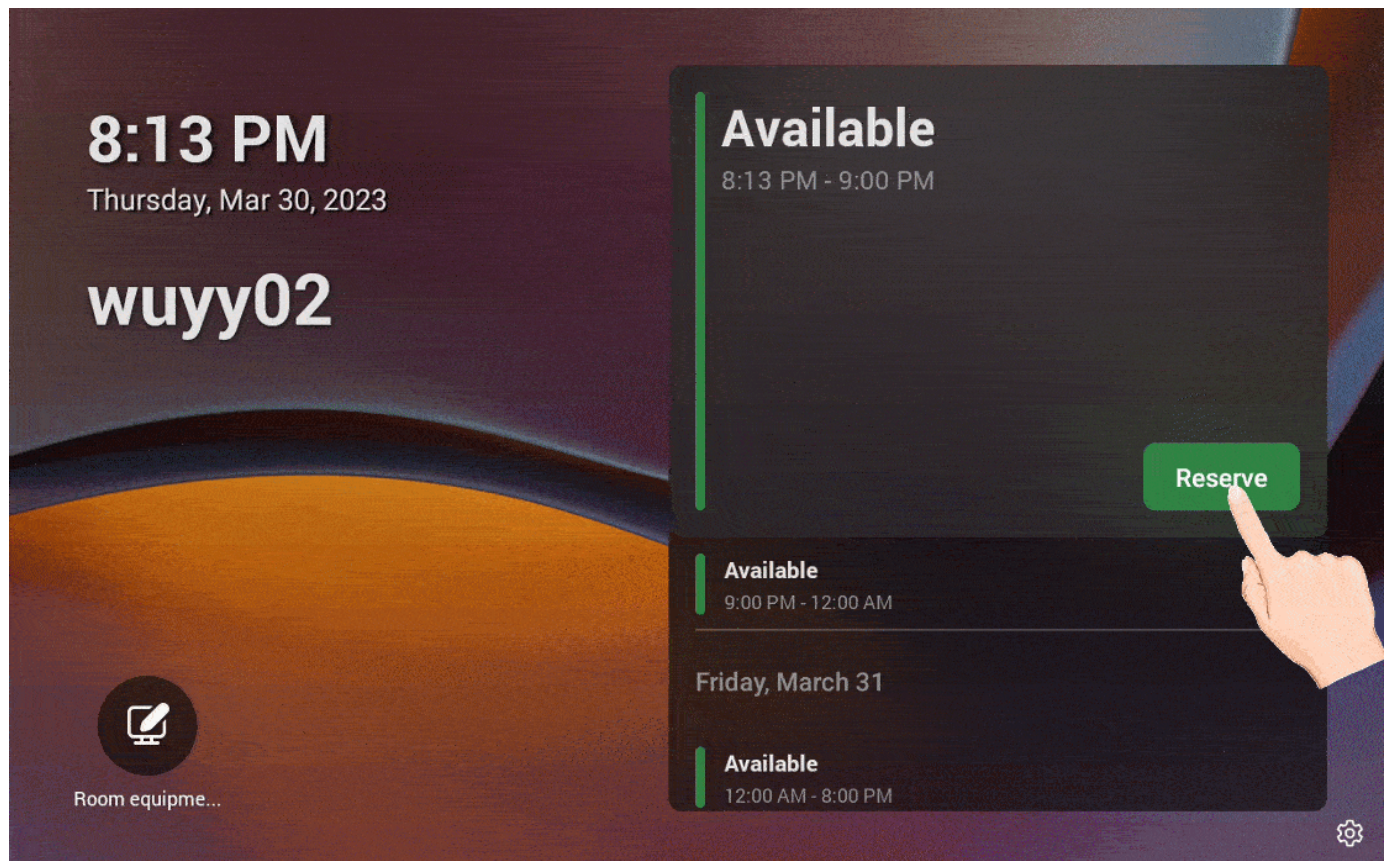
- You need to sign in to a Microsoft Teams or Zoom account.
- Once Yealink RoomPanel has successfully signed in to the account, the color of the light bars on either side of Yealink RoomPanel indicates the current status of the meeting room.

Status	Description
Green	The meeting room is vacant.
Purple/Red	The meeting is in progress.

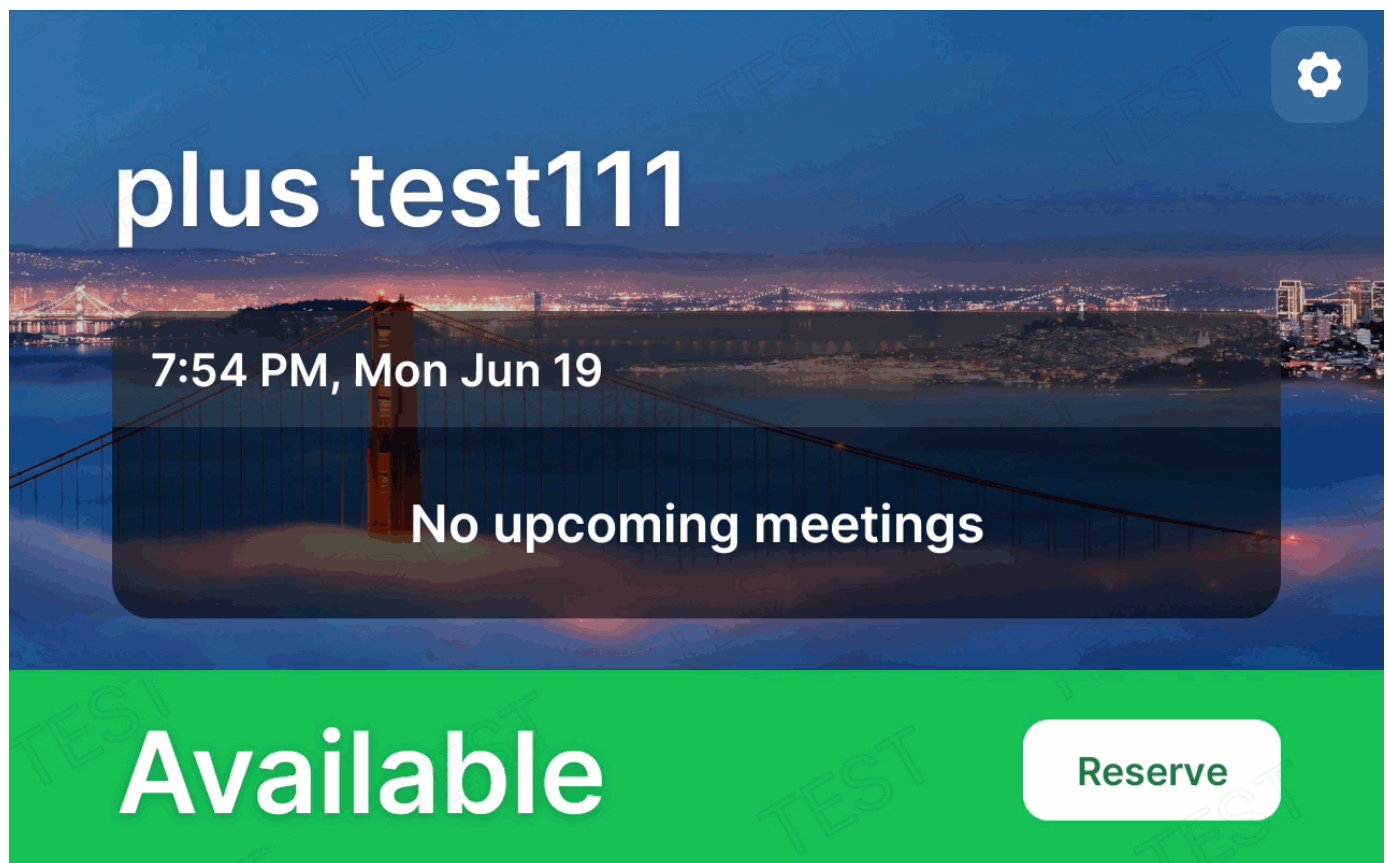
Reserve Meeting

1. On the home screen, tap **Reserve** and choose the end time of the meeting.
2. Tap **Reserve**, and the screen will show that the meeting has been reserved successfully.

Microsoft Teams



Zoom



FAQ

Why does Yealink RoomPanel show the sensor occupancy status as occupied when the room is unoccupied?

If you have [paired sensors](#), you can check the actual occupancy of the meeting room through the sensors. If someone enters an unoccupied room, Yealink RoomPanel will show "The meeting room is occupied", indicating that the room is occupied. If a room has been reserved, but no one has entered the room yet, Yealink RoomPanel will show "The meeting room is unoccupied", indicating that the room is unoccupied.

If there is no one in the meeting room, but the sensor status on Yealink RoomPanel is still displayed as occupied, this may be caused by the idle timeout mechanism of the sensor.

Idle timeout means that the sensor will report the unoccupied state only when it detects no one for a continuous period. This mechanism mainly prevents the sensor from missing detection and causing scene problems. For information on how to set the idle timeout, refer to [Test RoomSensor](#).

Can the LED indicator in Yealink RoomPanel be turned off? How do I turn it off?

For Microsoft Teams: On the home screen, select  > **Device settings** > **Basic** > **LED** to turn on/off the LED.

For Zoom: On the home screen, select  > **General** > **System Settings** > **General** > **LED** to turn on/off the LED.

How to change the color of the LEDs when Yealink RoomPanel is in a busy state?

For Microsoft Teams: On the home screen, select  > **Device settings** > **Teams Admin Settings** > **LED settings** to change the color.

Why can't I reserve a meeting on Yealink RoomPanel. The interface displays "Reservations are disabled for this meeting room"?

For Microsoft Teams: Because **Disable room reservations** is turned on. On the home screen, select  > **Device settings** > **Teams Admin Settings** > **Meetings** to turn off **Disable room reservations**.

Why did Yealink RoomPanel automatically release the meeting?

If the **Check in** feature is turned on and you do not check in within a certain period before or after the meeting starts, Yealink RoomPanel will automatically release the room.

For Microsoft Teams: On the home screen, select  > **Device settings** > **Teams Admin Settings** > **Meetings** to turn on or off **Check in** and set the check-in time.

Teams Admin Settings

Wallpapers

LED settings

Meetings

Device pairing

Check in

Release room if no one checks in

The room will decline the meeting invite if 10 minutes pass without someone checking in.

Release after:

10 minutes

Meetings

Show meeting names

Show room equipment

Check out

Extend room reservation

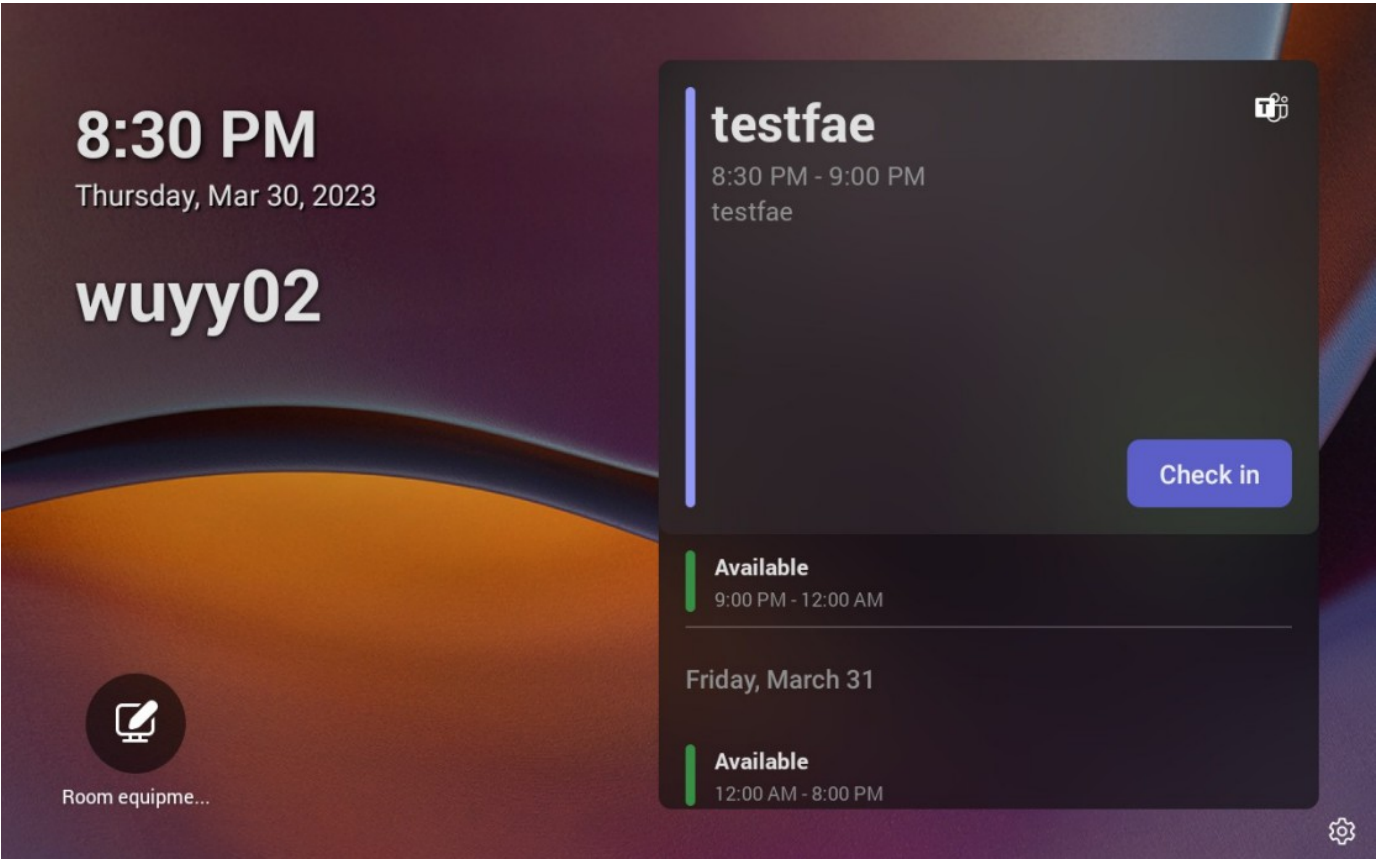
Disable room reservations

How to use the check in feature?



For Microsoft Teams: On the home screen, select **> Device settings > Teams Admin Settings > Meetings** to turn on **Check in** and set the check-in time.

On the Teams client, use the personal account to reserve a meeting and invite the room account logged in to Yealink RoomPanel, and the **Check in** button will be displayed when the meeting time comes. If you do not check in within a certain period before or after the meeting starts, Yealink RoomPanel will automatically release the room.



Check Out for Microsoft Teams

Introduction

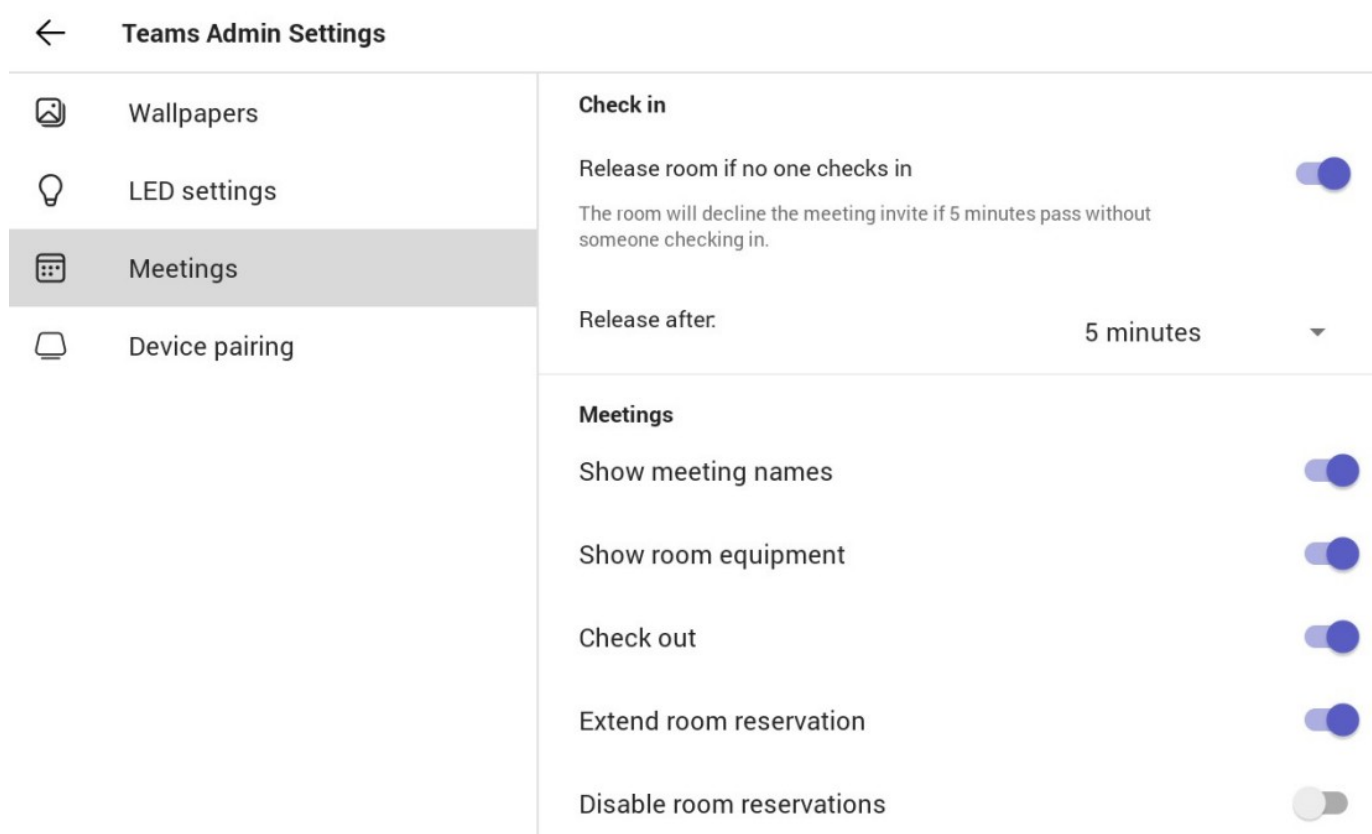
If the **Check out** feature is turned on, you can cancel the currently reserved meeting room on Yealink RoomPanel.

Before You Begin

A meeting has been reserved on Yealink RoomPanel.

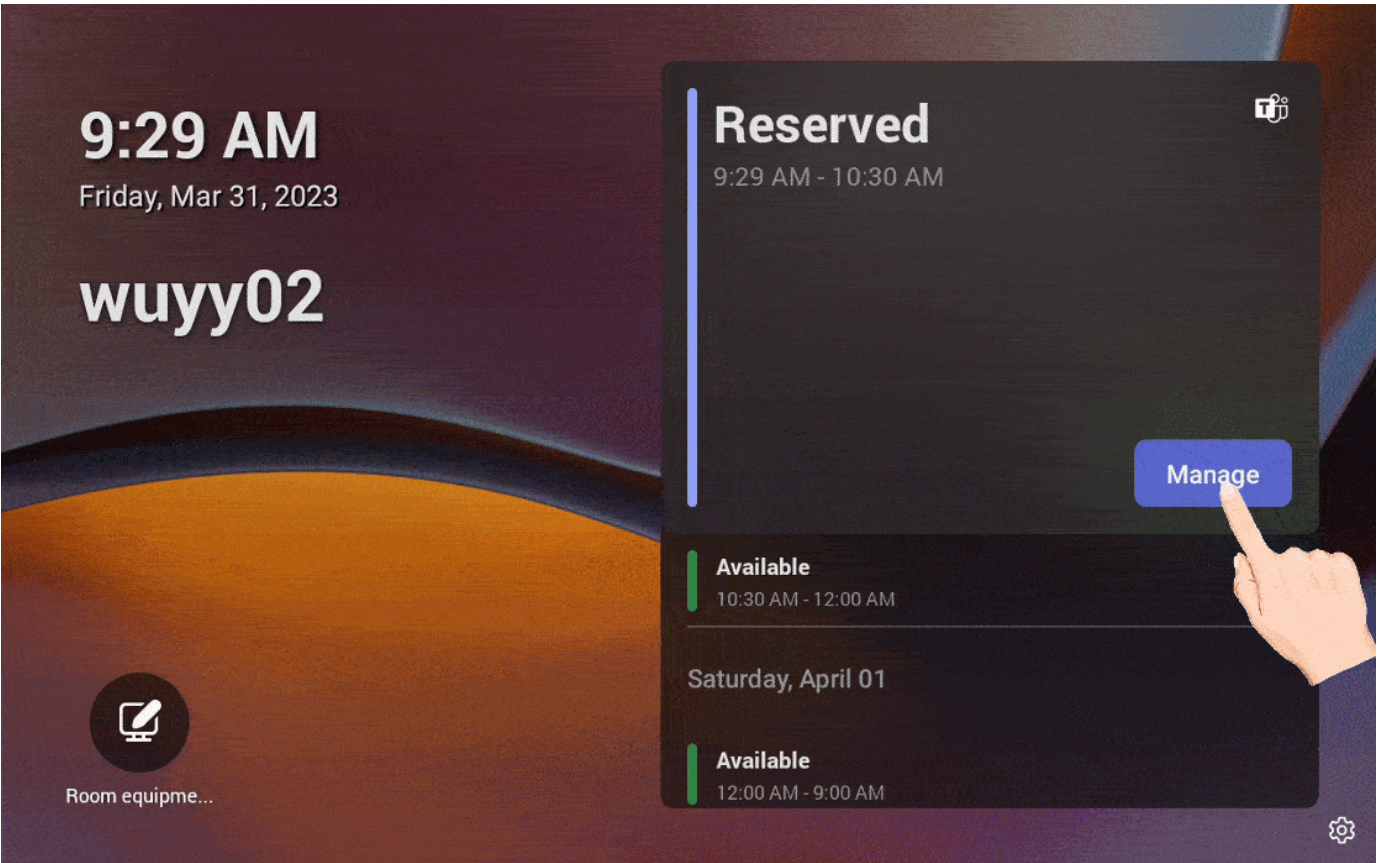
Turn on Check Out

- On the home screen, select  > **Device settings** > **Teams Admin Settings** > **Meetings** to turn on **Check out**.



Check Out

- Next to the reserved meeting on Yealink RoomPanel home screen, tap **Manage** > **Check out** > **Check out** to cancel the meeting.



Check In & Check Out for Zoom

Introduction

Depending on the settings you choose, a user may be required to check in to keep the room reservation. A user can check out to release the meeting room.

Before You Begin

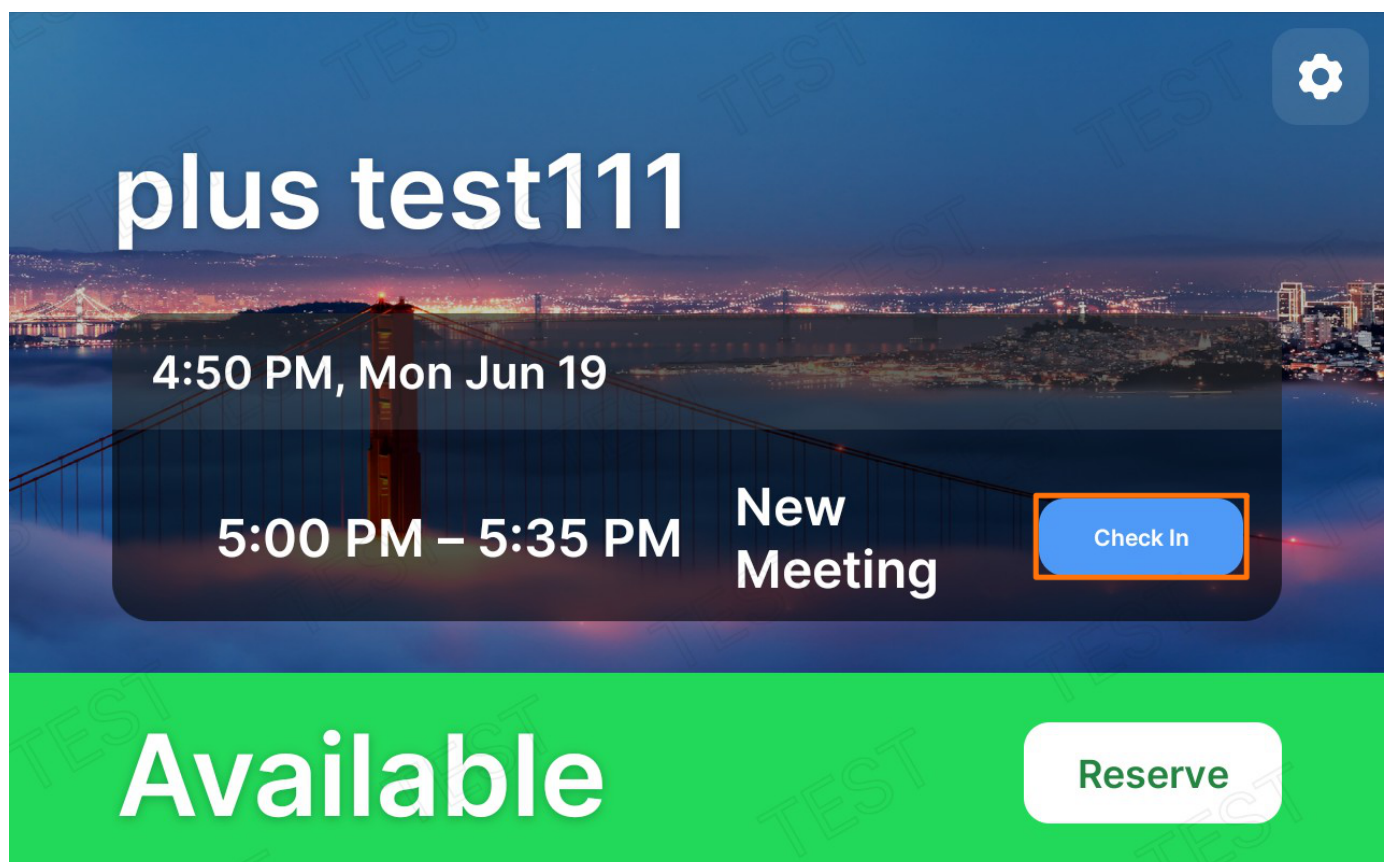
You should turn on **Room Check-In and Check-Out** in [Zoom Portal](#).

Check in

You can check-in 10 minutes before the meeting starts.

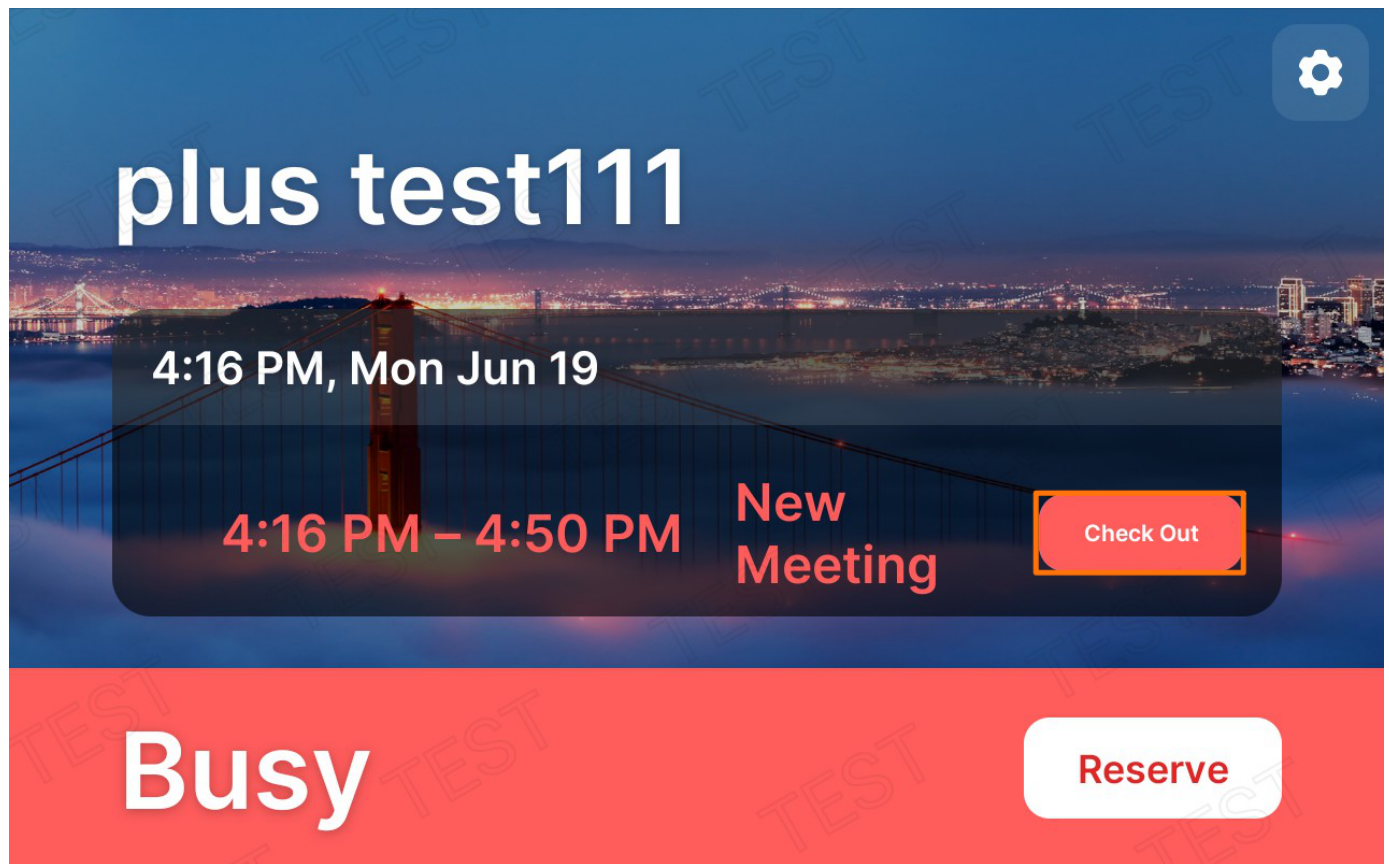


- You can change the time of check-in before the meeting starts in [Zoom Portal](#).
- If no check-in is made within 10 minutes after the meeting starts, the meeting will be automatically released.



Check out

You can check out to release the meeting room.



Extend the Meeting Reservation for Microsoft Teams

Introduction

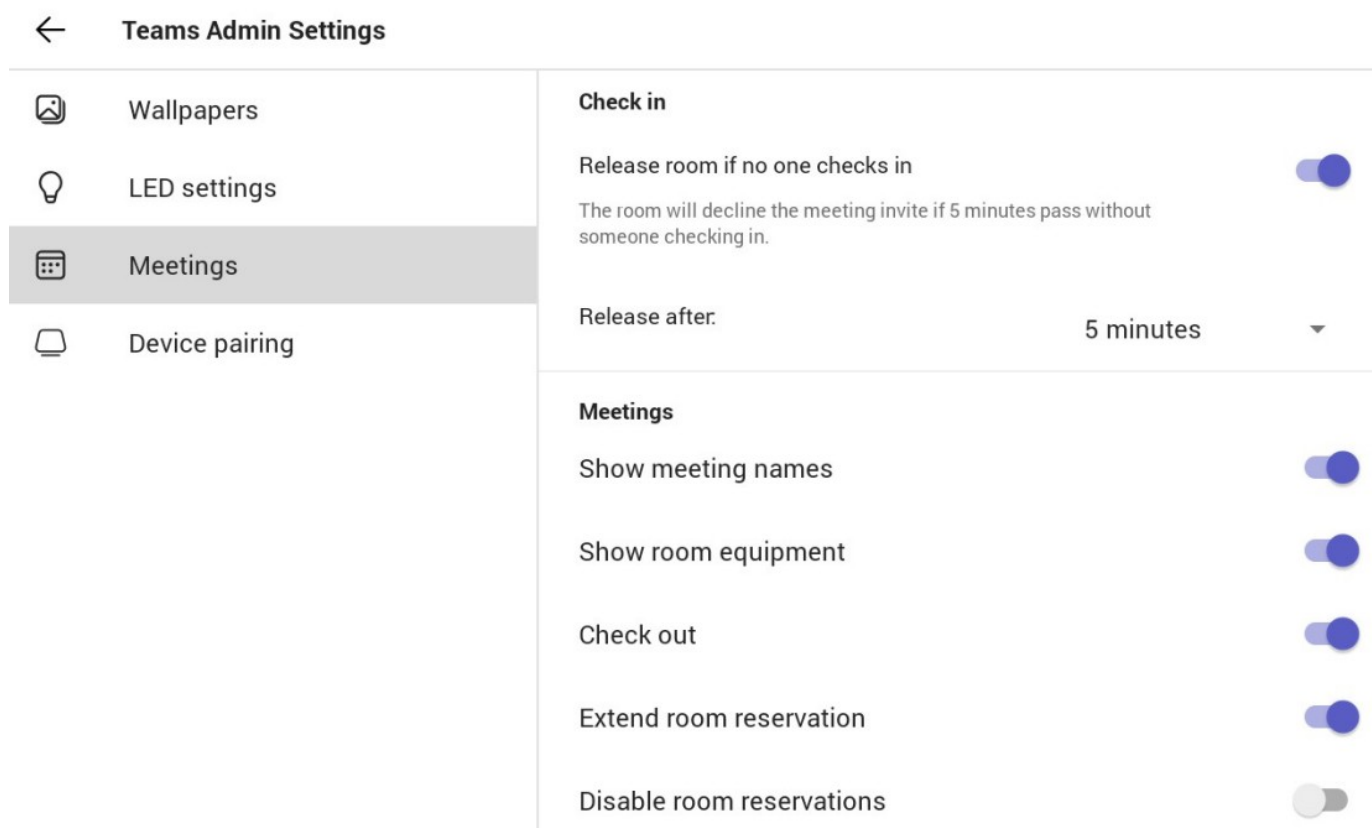
If the **Extend room reservation** feature is enabled, you can extend the reserved meeting room on Yealink RoomPanel.

Before You Begin

A meeting has been reserved on Yealink RoomPanel.

Turn on Extend Room Reservation

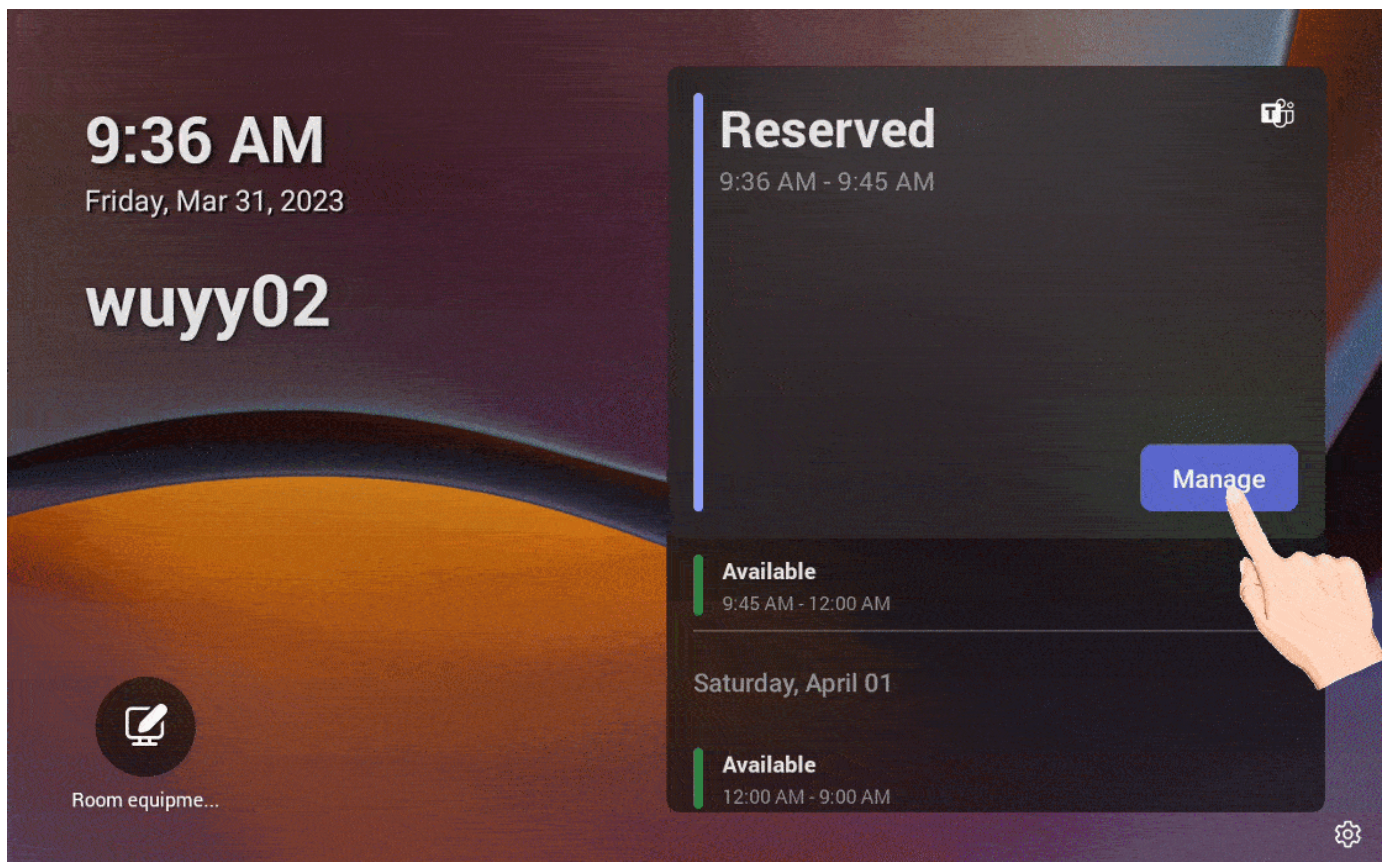
- On the home screen, select  > **Device settings** > **Teams Admin Settings** (default admin password: 0000) > **Meetings** to turn on **Extend room reservation**.



Extend Room Reservation

- Next to the reserved meeting on Yealink RoomPanel home screen, select

Manage > Extend room reservation, select the meeting end time again and tap **Confirm**.



Pair Yealink RoomSensor

Introduction

Yealink RoomPanel can be linked with Yealink RoomSensor to realize real-time status monitoring of the meeting room (meeting room occupancy status, temperature and humidity conditions).

- ! • The Yealink RoomPanel can pair up to 4 Yealink RoomSensors.
- The Yealink RoomSensor is not compatible with ZOOM version panels.

Pair RoomSensor

1. On the home screen, select  > **Device settings** > **Sensor**.
2. Tap **Add device** to search for a nearby sensor.
3. Select the sensor you want to pair and tap **OK**.

- ! You can check Yealink RoomSensor name at the bottom of the sensor to confirm the sensor you want to pair. You can also select **Locate RoomSensor** to confirm the location of the paired sensor after pairing is complete. For how to locate the sensor, refer to [Test RoomSensor](#).



FAQ

When adding a sensor to a Yealink RoomPanel, how do I distinguish multiple sensors with Bluetooth signals when searching for them nearby?

- Open the RoomSensor bottom case. Inside is the information about the Bluetooth name label for that device, which corresponds to it in the searchable Bluetooth list.
- Select **Locate RoomSensor** to confirm the location of the paired sensor after pairing is complete. For how to locate the sensor, please refer to [Test RoomSensor](#).

How many RoomSensors can be paired with one Yealink RoomPanel?

In a real scenario, we need to turn on the test mode and determine the number of sensors to be deployed based on the actual size of the room and the layout of the room (e.g., whether there are devices like projectors or spotlights on the ceiling to block the sensor detection angle).

Test RoomSensor

Introduction

A series of debugging operations can be carried out during and after the installation of the RoomSensor to ensure its normal operation.

Before You Begin

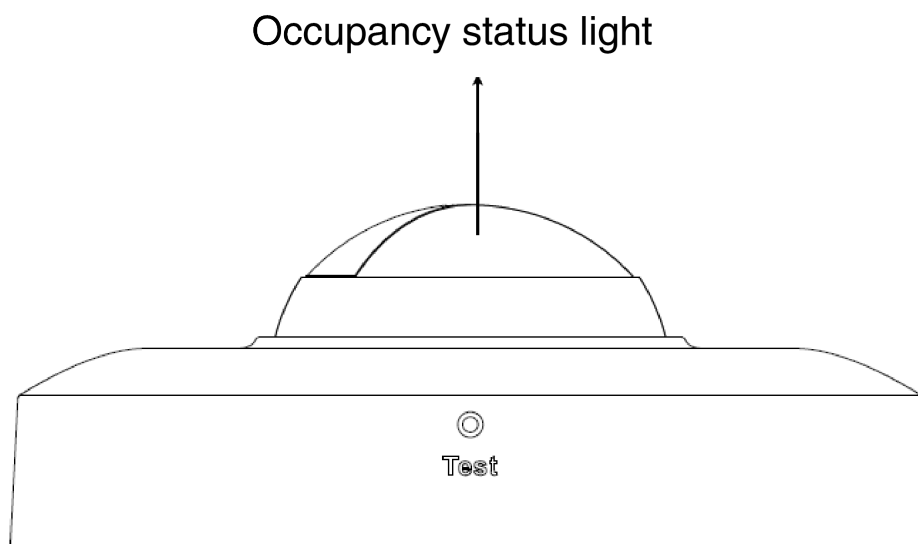
The RoomSensor has been [paired](#) with Yealink RoomPanel.

Test Mode

After installing the RoomSensor, you can check whether the RoomSensor's installation position and angle are appropriate by turning on the RoomSensor's test mode:

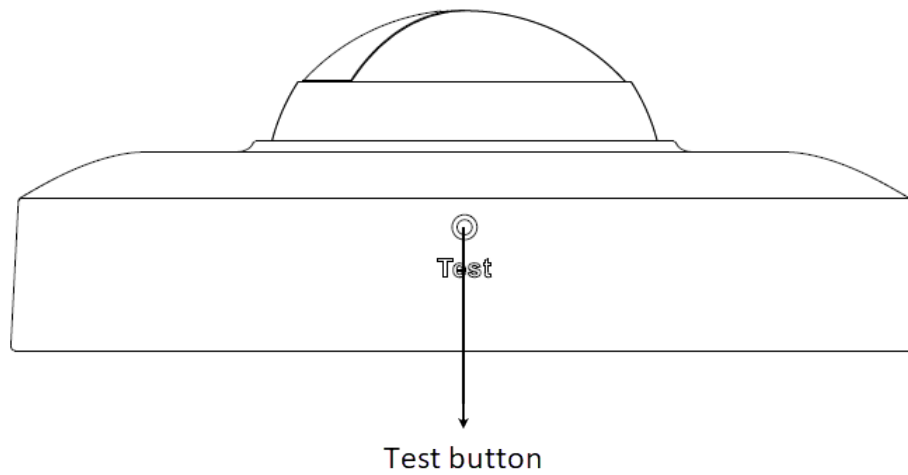
- Under normal conditions, the occupancy status indicator does not illuminate when the RoomSensor detects human movement.
- Under test mode, when the RoomSensor detects human movement, the occupancy status indicator will glow red until no occupancy is detected.

! The test mode lasts for 15 minutes. After 15 minutes, it will be turned off and automatically switch back to normal working mode.

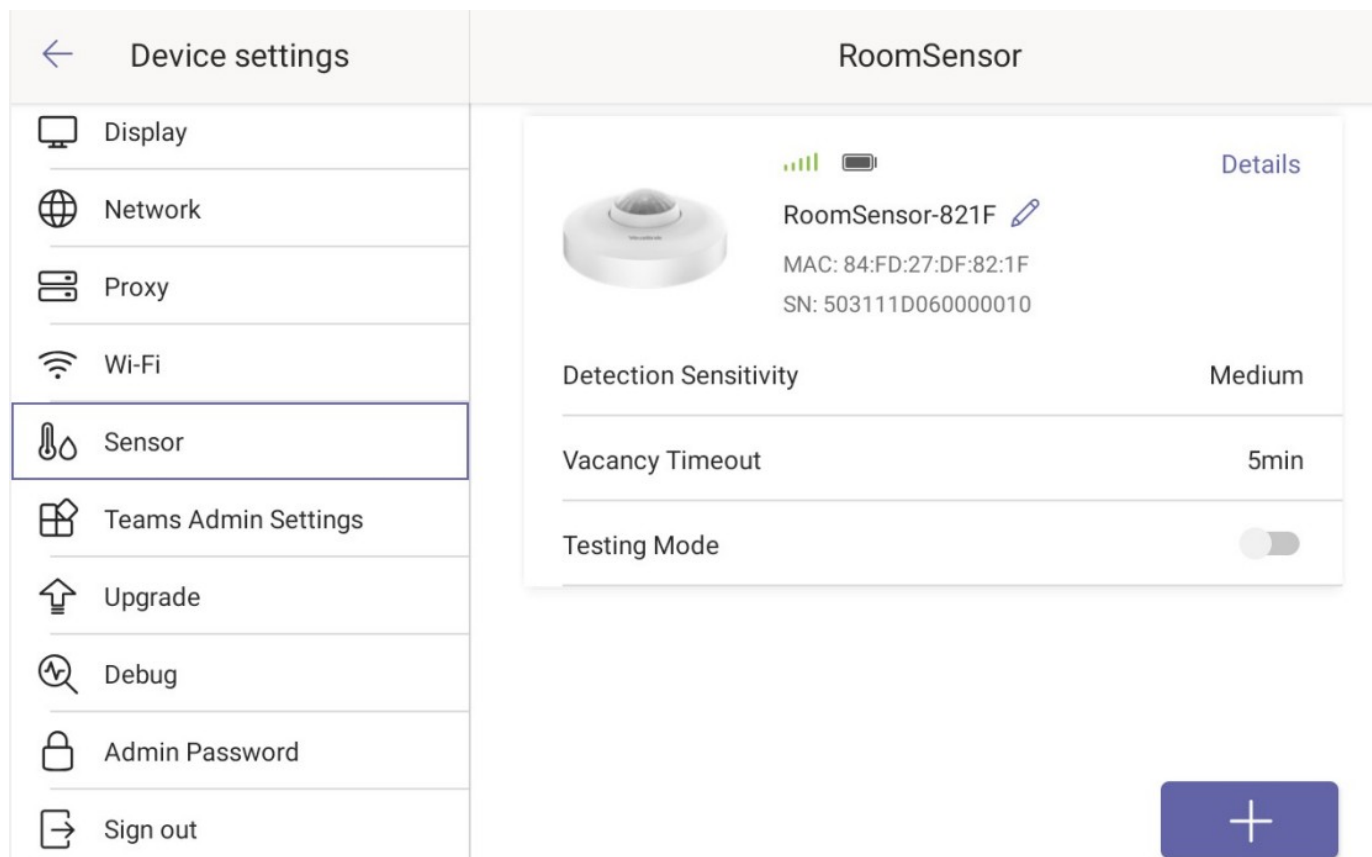


Turn on Test Mode

Method 1: Press the Test key to enter the test mode.



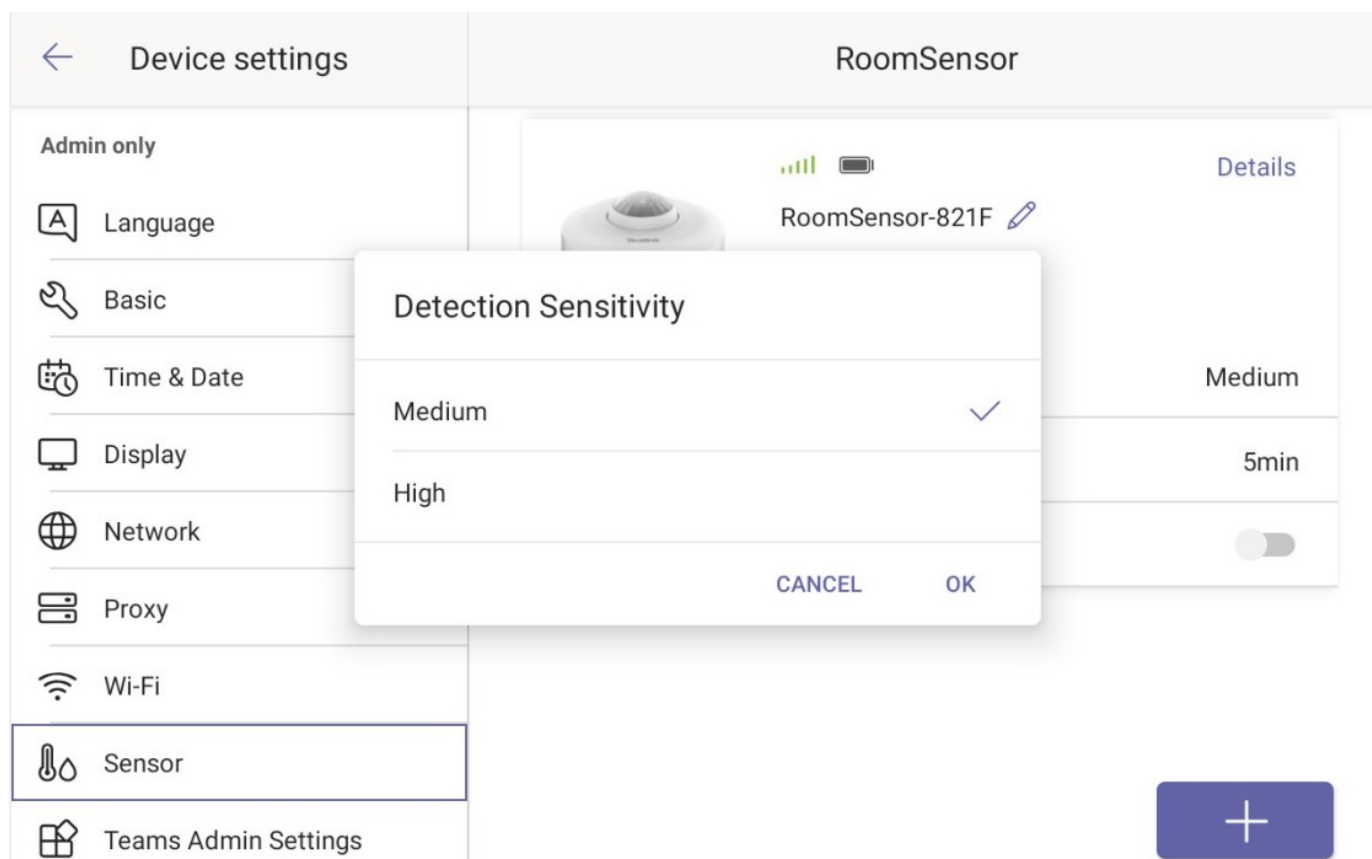
Method 2: If you have paired the RoomSensor with Yealink RoomPanel, on the home screen, select  > **Device settings** > **Sensor** > **Testing Mode**.



Detection Sensitivity

Sensitivity mainly affects the sensitivity to the human body's motion range. The higher the sensor's sensitivity, the smaller the motion range that can be captured, but the easier it is to be interfered with by other external factors and causes false alarms.

- On the home screen, select  > **Device settings** > **Sensor** > **Detection Sensitivity**.

**Strategy recommendation:**

1. Daily scenarios: Medium sensitivity is recommended, combined with the **Vacancy Timeout** feature to carry out the conference room strategy, ensuring no missed detections.
2. Avoid missed detection scenarios: High sensitivity can be selected to improve the recognition accuracy of small motions. As the sensor is more sensitive to environmental changes at high sensitivity, external factors may also interfere with it to produce false detection (e.g., when the conference room is empty but the conference room is occupied). We recommend that debug after setting to verify whether the actual effect meets the requirements.

Vacancy Timeout

The RoomSensor adopts the status change reporting mechanism. When the occupancy status changes, the sensor will report the current occupancy status:

- When the occupancy state of the sensor changes from occupied to unoccupied, the occupancy state will be reported as 0;
- When the occupancy status of the sensor changes from unoccupied to occupied, the occupancy status will be reported as 1.

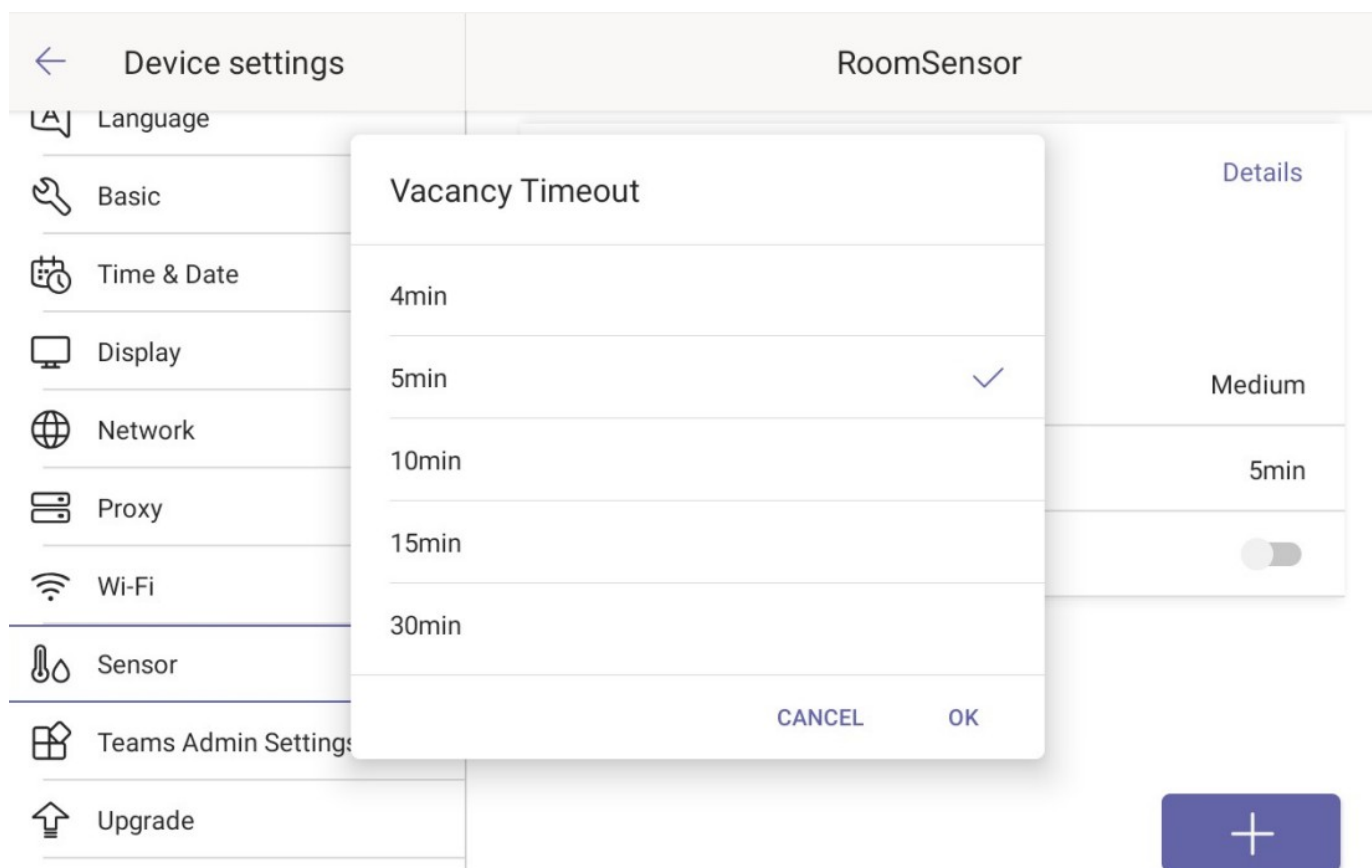
Vacancy Timeout is the waiting time for the sensor to take action after no motion is detected. We will set a timeout for the vacancy message in case the sensor sends the wrong message when people leave the room for minutes and then return, or the sensor misses some motions.

For example, when we set the timeout to 3 minutes for a vacancy message, the unoccupied state will be reported only when the sensor has not detected any motion for 3 consecutive minutes (Value=0). When the sensor continues to detect motion for 3 consecutive minutes, it will report the occupied status (Value=1).

When we set the timeout to 3 minutes for a vacancy message, the unoccupied state (0) will be reported only

when the sensor has not detected any motion for 3 consecutive minutes.

- On the home screen, select  > **Device settings** > **Sensor** > **Vacancy Timeout**.



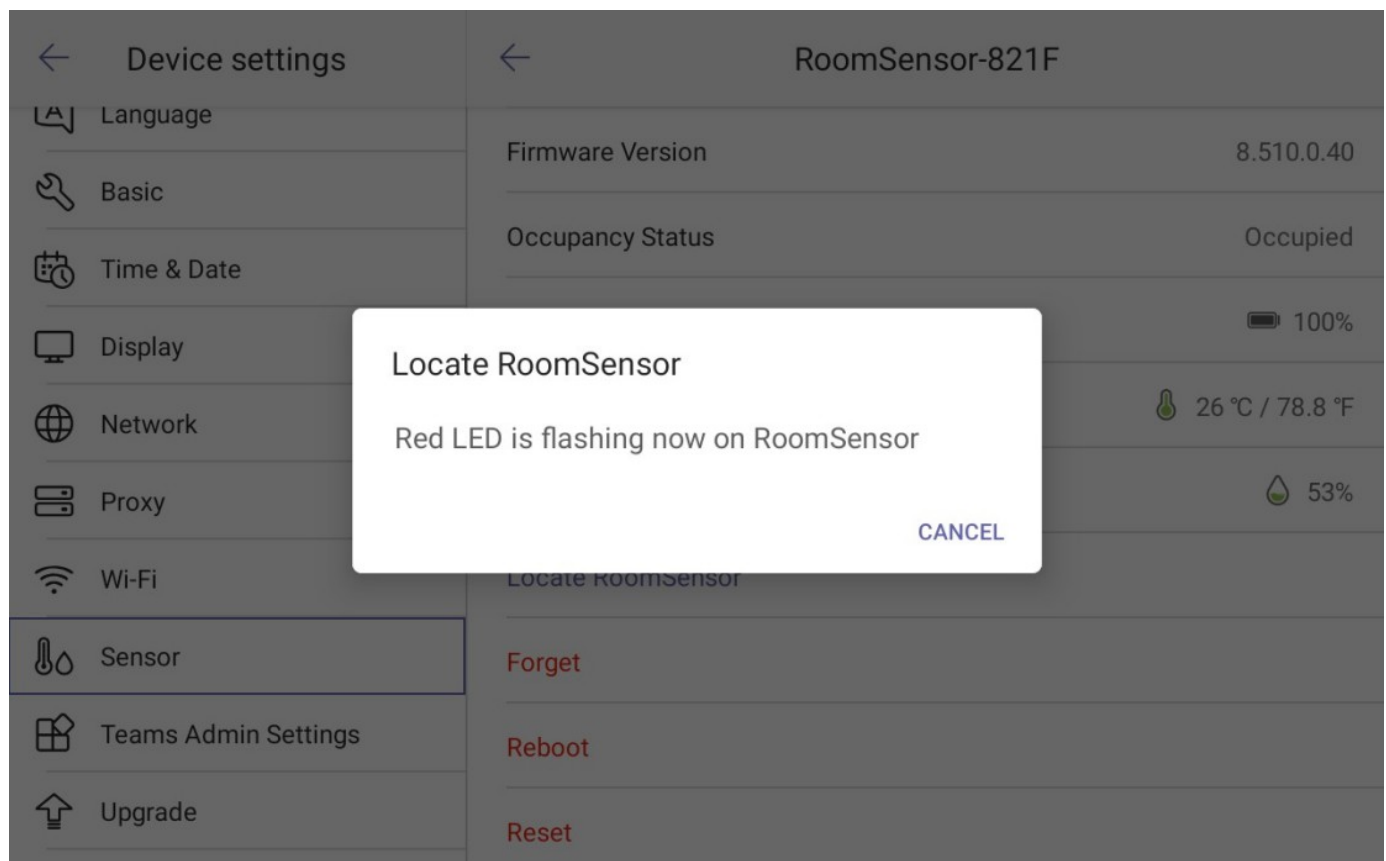
Strategy recommendation:

According to different usage environments, setting the vacancy timeout to at least 3 minutes is generally recommended. You can adjust the vacancy timeout flexibly according to your usage environment and strategies.

Locate RoomSensor

After locating, the corresponding sensor flashes red to inform the location information.

- On the home screen of Yealink RoomPanel, select  > **Device settings** > **Sensor** > **Locate RoomSensor**.



Other Settings

The Yealink RoomSensor supports common operations such as unbinding with Yealink RoomPanel, rebooting, and resetting, and can synchronize the numerical information of temperature and humidity detected (temperature accuracy $\pm 0.3^{\circ}\text{C}$, humidity accuracy $\pm 2\%$).

← Device settings	← RoomSensor-821F
 Language	Firmware Version 8.510.0.40
 Basic	Occupancy Status Occupied
 Time & Date	Battery  100%
 Display	Temperature  26 °C / 78.8 °F
 Network	Humidity  53%
 Proxy	Locate RoomSensor
 Wi-Fi	Forget
 Sensor	Reboot
 Teams Admin Settings	Reset
 Upgrade	

FAQ

Is higher sensitivity better?

Although high sensitivity increases sensitivity to small motions, external factors unrelated to the human body can easily be mixed in, such as the temperature of the surrounding lighting and thermal airflow disturbances.