

Introduction

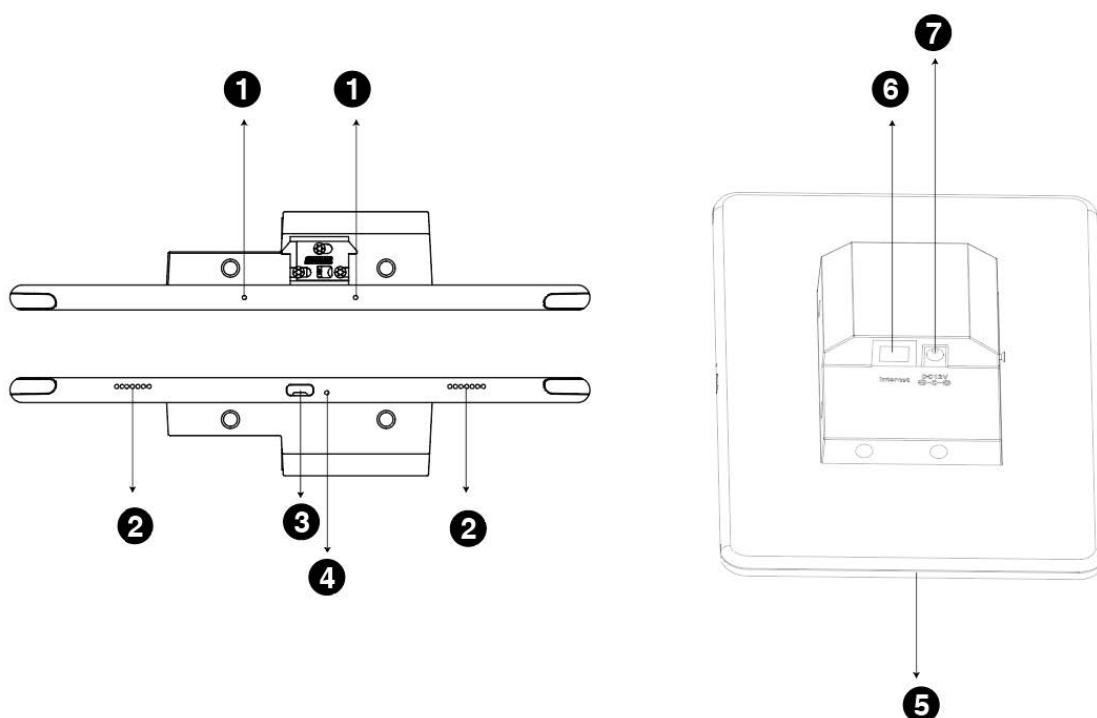
Yealink RoomPanel is a multi-functional meeting room scheduling panel that integrates a variety of scheduling software and can provide an omnidirectional and instant display of the meeting room status. RoomPanel can be linked with Yealink RoomSensor to realize real-time status monitoring of the meeting room. Users can check the availability of meeting rooms and schedule meetings directly through RoomPanel. This document mainly introduces the operation method of Yealink Rooms Scheduling Display (YRD) software. For other built-in software, please refer to the related product documentation.

Related Documents

In addition to the RoomPanel User Guide, we provide the following documents:

- [RoomPanel Quick Start Guide](#): Introduces the installation and deployment of RoomPanel.
- [RoomPanel Installation and Deployment Video](#): Introduces the installation and deployment of RoomPanel.
- [RoomPanel Quick Use Guide](#): Introduces how to use RoomPanel quickly, including login, creating a meeting room, binding a meeting room, scheduling a meeting, pairing sensors, etc.
- [Yealink Meeting Management Platform User Guide](#): introduces how to use the Yealink Meeting Management Platform to manage meeting rooms and schedules.

Hardware Overview



Number	Interface Name	Description
1	Microphone	It is used for Voice Assistant. (Coming soon)

Number	Interface Name	Description
2	Speaker	Audio output. (Coming soon)
3	USB-C Port	The administrator uses it to debug the device.
4	Reset Key	Hold to restore factory.
5	LED Bar	Indicate the status of the meeting room. Idle: green; Occupied: red; Upcoming: orange.
6	Internet Port	Connect with network cable. Power connection via PoE.
7	DC12V Port	Connect to the power adapter.

LED Indicator Introduction

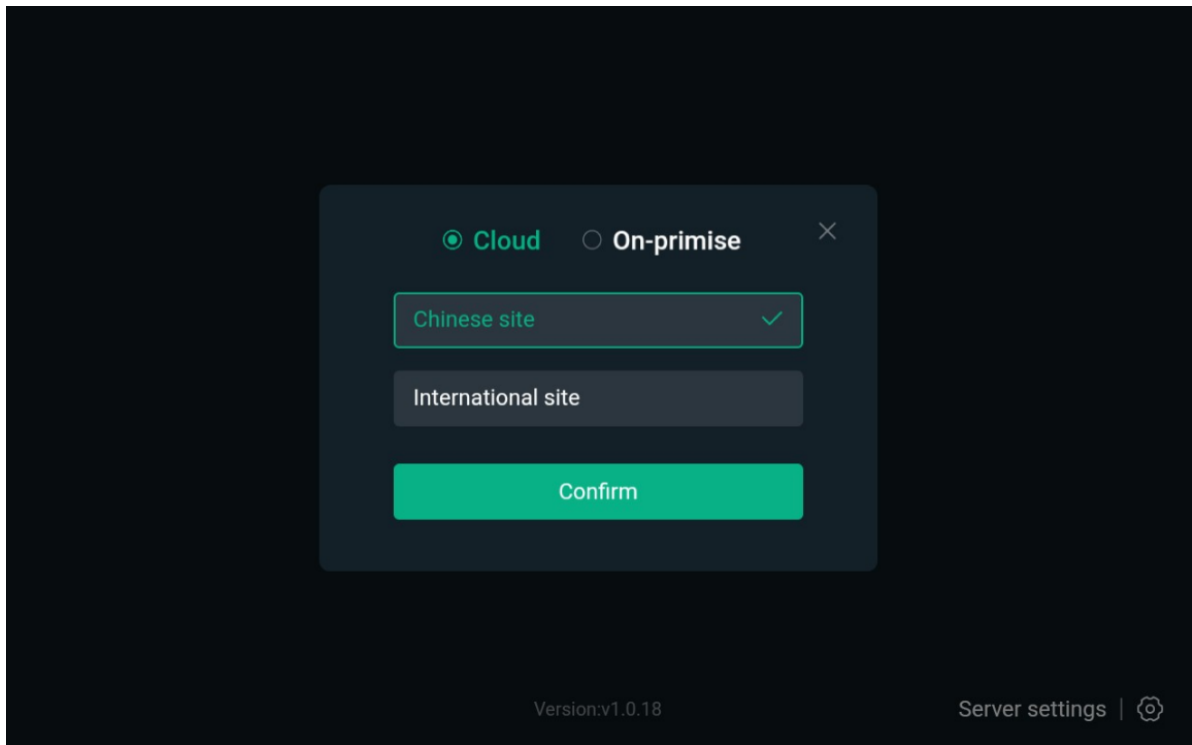
LED Indicator Status	Description
Green	The RoomPanel is starting up. The meeting room is idle.
Red	The meeting room is occupied.
Orange	The meeting is about to start.
Off	No account is logged in to the RoomPanel. The RoomPanel is powered off.

Logging in to the Account and Connecting to a Meeting Room

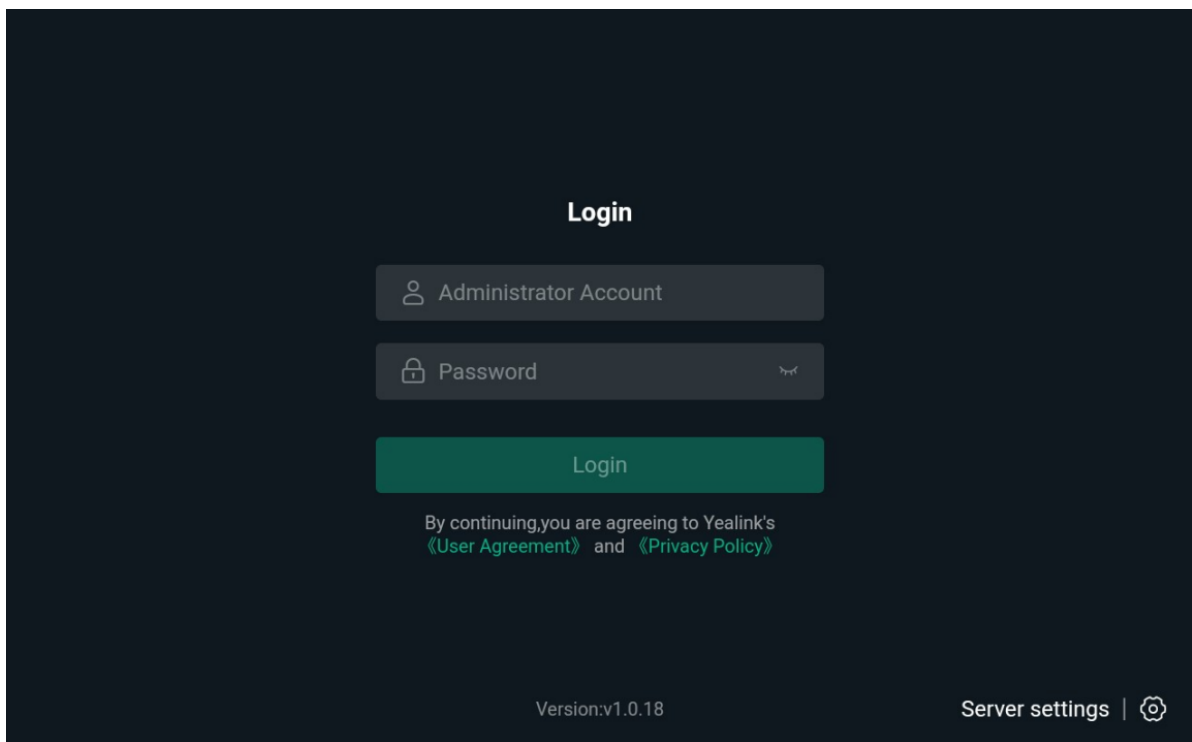
Before starting to use RoomPanel, you need to log in to the Yealink Meeting Management Platform or Yealink Workspace Management Platform on the RoomPanel and bind a meeting room to the RoomPanel.

Logging in to the Account and Setting Server Address

1. Tap **Server settings** to set and switch the server.



2. Enter the account and password to log in.

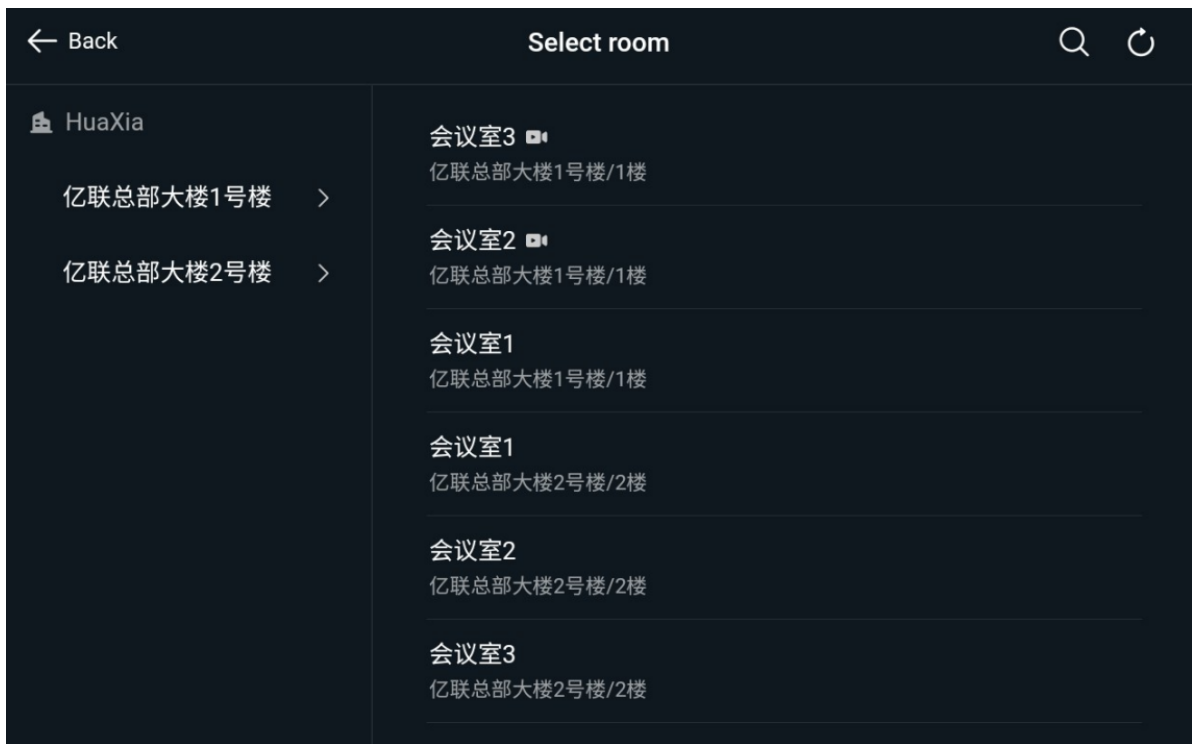


Note: Contact the administrator to obtain the account and password.

Connecting to a Meeting Room

After successful login, the screen will display the meeting rooms list and you can select the meeting room to connect.

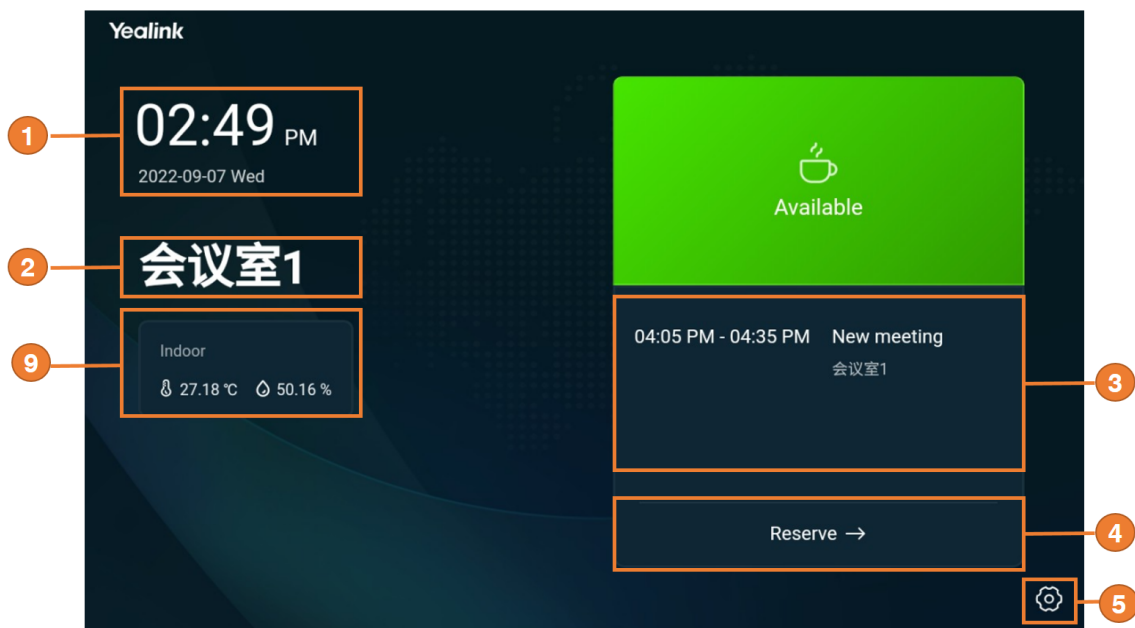
Note: You can only connect a RoomPanel to one meeting room; if you want to change the room, you can log out of your account and log in again to reconnect.



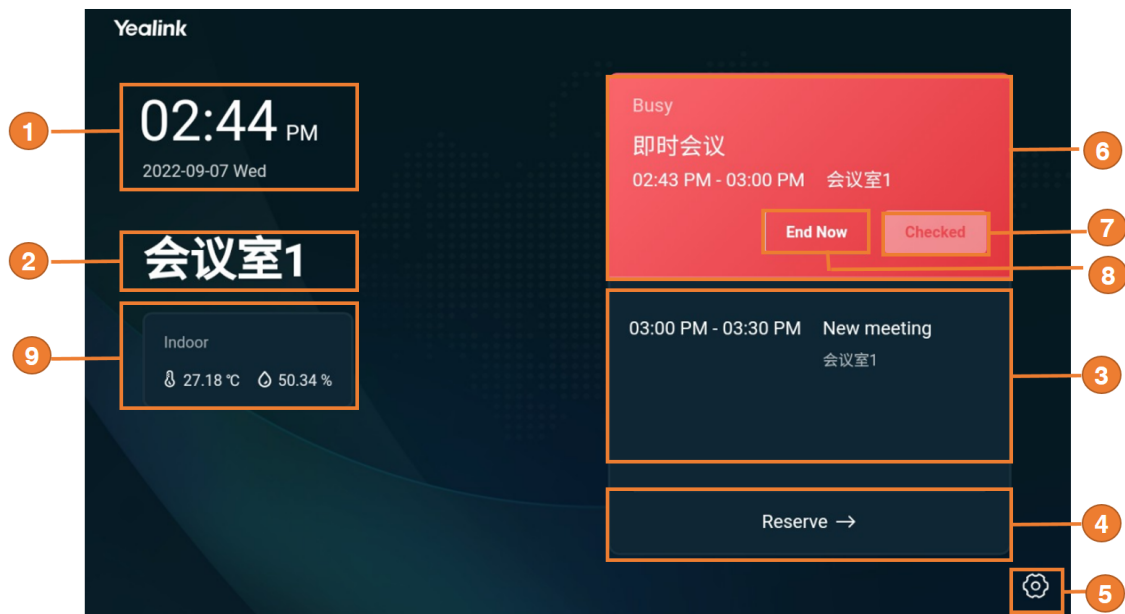
Interface Introduction

Home Screen

Idle Status Screen:



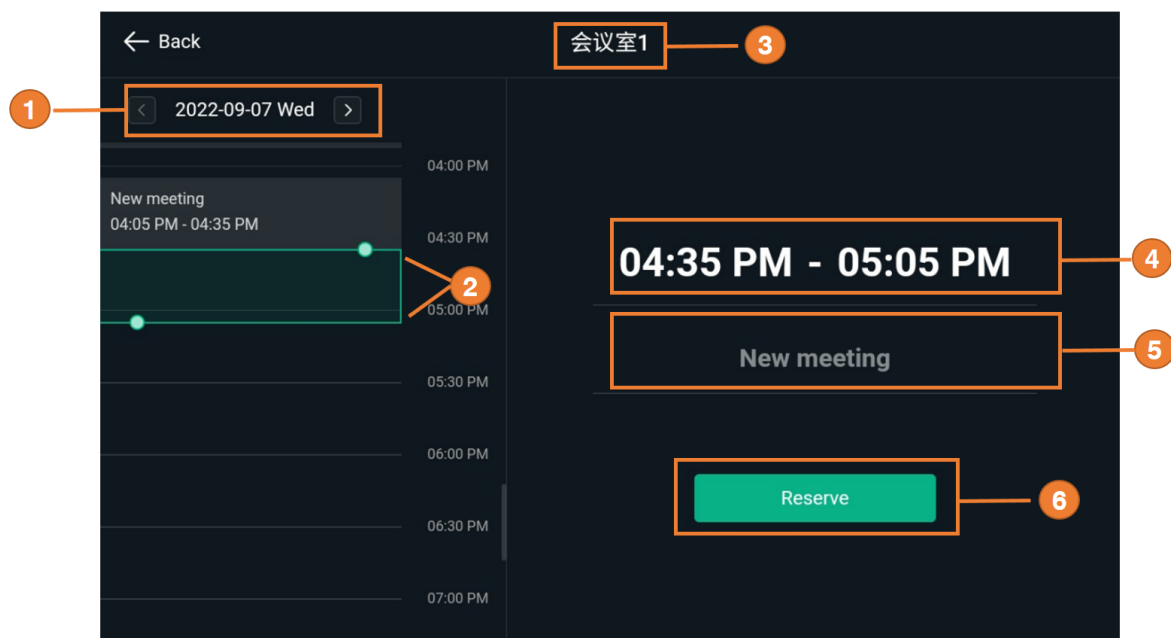
Busy Status Screen:



Number	Description
1	Display the time and date.
2	Display the meeting room name.
3	Display today's schedule.
4	Tap to reserver a meeting. Note: If there is no reservation feature, please enable the Schedule on Digital Signage feature in the Management Platform.
5	Enter the settings screen.
6	Display the meeting room information/status.
7	Tap to check-in. If the automatic release of "abandoned meetings" feature has been enabled in the Management Platform, the meeting will be cancelled if you do not check in within a certain period of time. Note: You can enable/disable the Automatic check-in feature in the Management Platform. If the RoomPanel is paired with the RoomSensor and the sensor detects that there is someone in the meeting room within a certain period of time, the meeting room will automatically check-in.
8	Tap to end the meeting now. Note: You need to enable this feature in the Management Platform.
9	Display the meeting room temperature and humidity. Note: You need to pair the RoomPanel with a RoomSensor first.

For more meeting settings, refer to [Meeting Room Settings](#).

Reservation Screen



Number	Description
1	Select the date of the meeting schedule.
2	Timeline. Drag the timeline to adjust the meeting duration.
3	Display the meeting room location.
4	Select the duration of the meeting schedule.
5	Edit the meeting subject.
6	Tap to reserve a meeting.

Meeting Reservation

You can reserve a meeting for the connected meeting room on the RoomPanel, and the meeting information will be synchronized to the Yealink Meeting Client or UC Client. Or you can reserve a meeting on Yealink Meeting Client or the Exchange/Office 365 (with third-party calendar integrated), and the meeting information will also be synchronized to the RoomPanel.

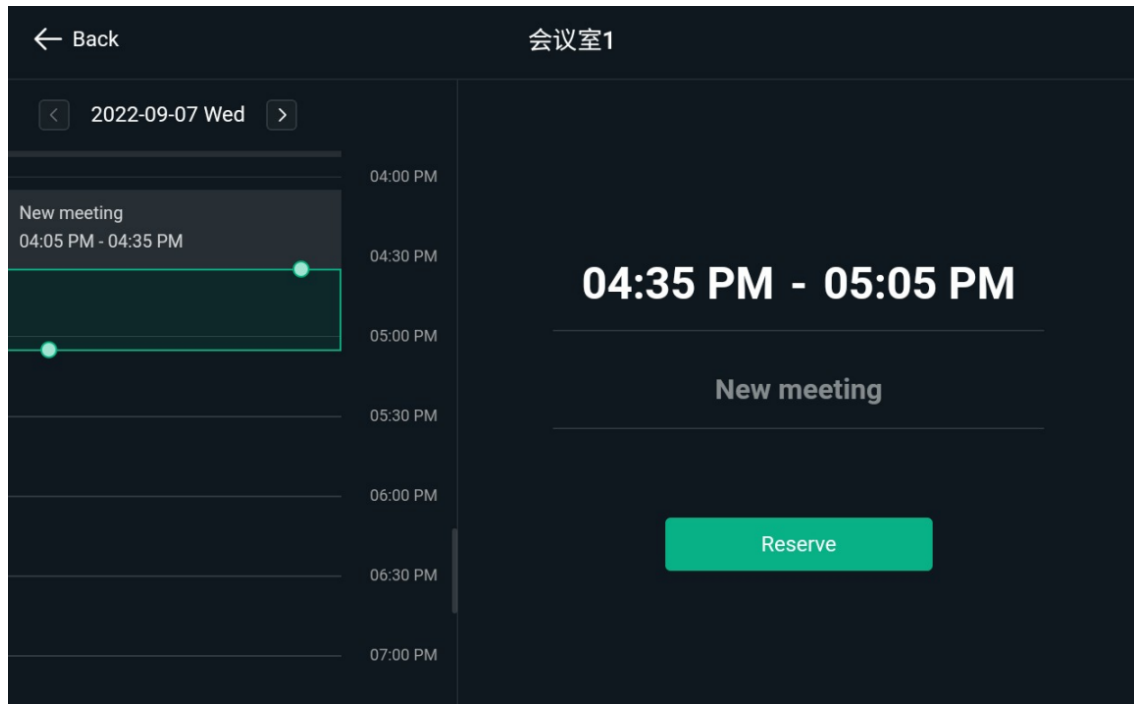
Reservation on the RoomPanel

Note: If you cannot reserve a meeting, please contact your administrator to enable the reservation feature on the Management Platform. You can operate more meeting settings in the Management Platform. For more information, refer to [Meeting Room Settings](#).

Procedure

1. Tap **Reserve** on the home screen.
2. Select the date of the meeting.
3. Do one of the following:
 - Slide the timeline to select the meeting duration.
 - Tap on the time slot to select the meeting duration.

4. Enter the meeting subject and tap **Reserve** to schedule the meeting successfully.



Note: When you select the period, if the RoomPanel prompts "Length of a meeting is limited to XX minute", please contact your administrator to modify or cancel this configuration. For more information, refer to [Meeting Room Settings](#).

Reservation on the Client

You can reserver a meeting on Yealink Meeting Client, and the meeting information will also be synchronized to the RoomPanel.

Please refer to the following guide:

- [Reservation on the Yealink Meeting Client](#).

Reservation on the Exchange/Office 365

After integrating the third-party calendar in the Management Platform, you can reserve the meetings on Exchange/Office 365, and the meeting information will also be synchronized to the RoomPanel.

Please refer to the following guides:



- [The third-party calendar integration](#).
- [Reserving the meeting on the Exchange/Office 365](#).

RoomSensor

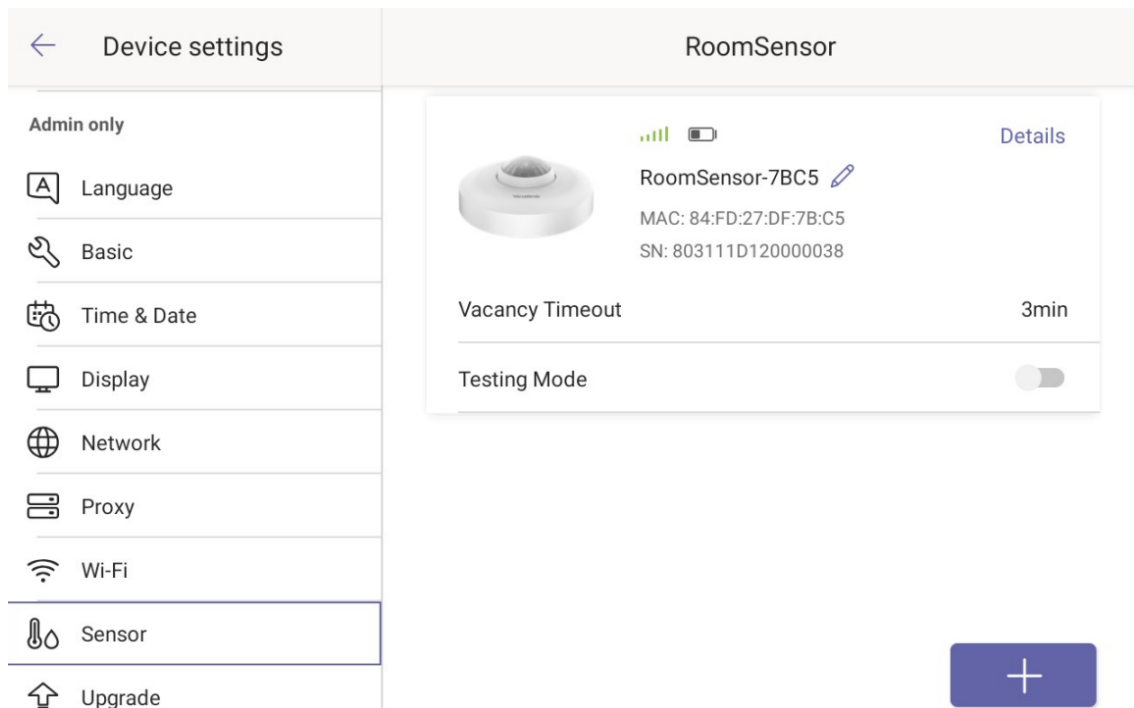
The RoomPanel can be paired with Yealink RoomSensor to achieve real-time status monitoring of meeting rooms (meeting room occupancy status, temperature and humidity conditions). The meeting room will be reserved or released automatically according to the status monitoring result. One RoomPanel can be paired with up to 4 RoomSensor.

Pairing RoomSensor

Procedure


1. Go to  > **Device Settings** to enter the settings screen.
2. Tap Sensor (Default admin password: 0000)** > , and start searching for nearby RoomSensors .
3. Select the RoomSensor and tap **OK** to complete the pairing.

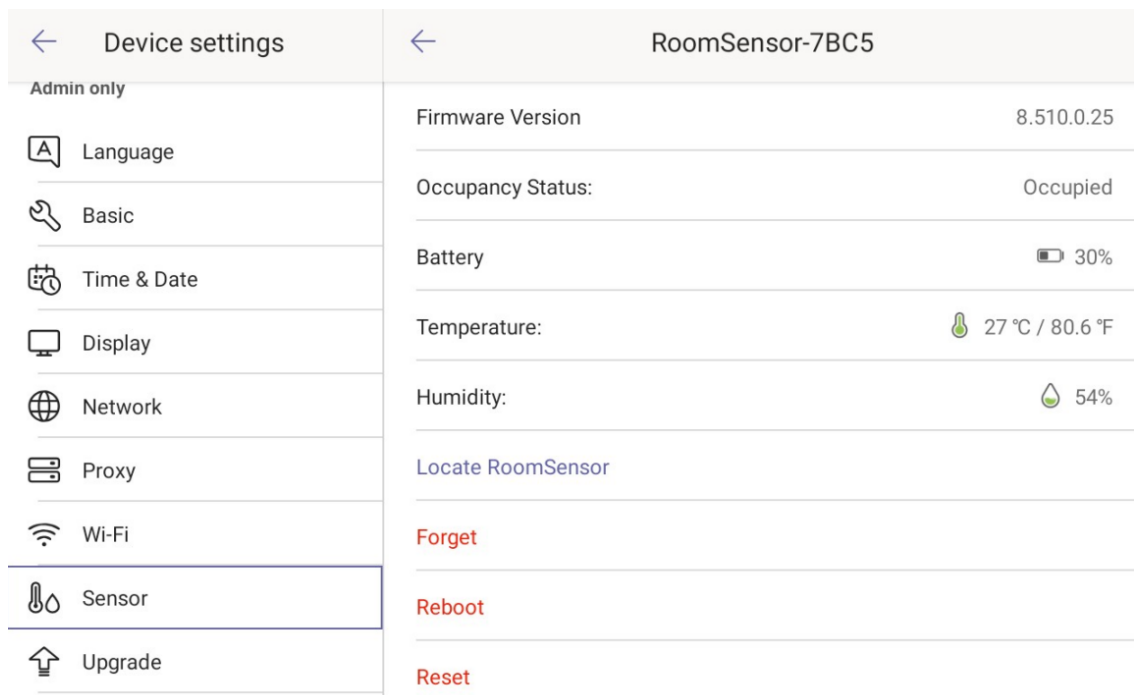
Information about the paired RoomSensor will be displayed on the RoomPanel.



Forgetting RoomSensor


Procedure

1. Go to  > **Device Settings** > **Sensor** (Default admin password: 0000).
2. Select the RoomSensor you want to unbind and tap **Details** > **Forget**.
Screen prompt "Are you sure to forget device?".
3. Tap **OK**.



Turning on the Testing Mode

Procedure

1. Go to  > **Device Settings** > **Sensor** (Default admin password: 0000).
2. Select the RoomSensor you want to test and turn on **Testing Mode**.


Note: Testing mode is mainly used for debugging during installation.

In the normal mode: when the sensor detects the movement of the person, the light does not glow up;

In the test mode: when the sensor detects the movement of the person, the light will be solid red until no person is detected.

The test mode lasts for 15 minutes, after which it will turn off and automatically switch back to the normal mode.

Locating the RoomSensor

1. Go to  > **Device Settings** > **Sensor** (Default admin password: 0000).
2. Select the RoomSensor you want to locate.
3. Tap **Locate RoomSensor**. The RoomSensor light will flash red for 60 seconds.

System Settings

System settings support basic settings for the RoomPanel: language, date, LED and power saving mode, etc.

Setting the Language

Procedure

1. Go to  > **Device Settings** > **Language** (Default admin password: 0000).
2. Select the desired language and tap **Save**.


Setting the Time and Date

You can manually set the current time and date. The time and date format are also configurable.

Customizing the Time and Date

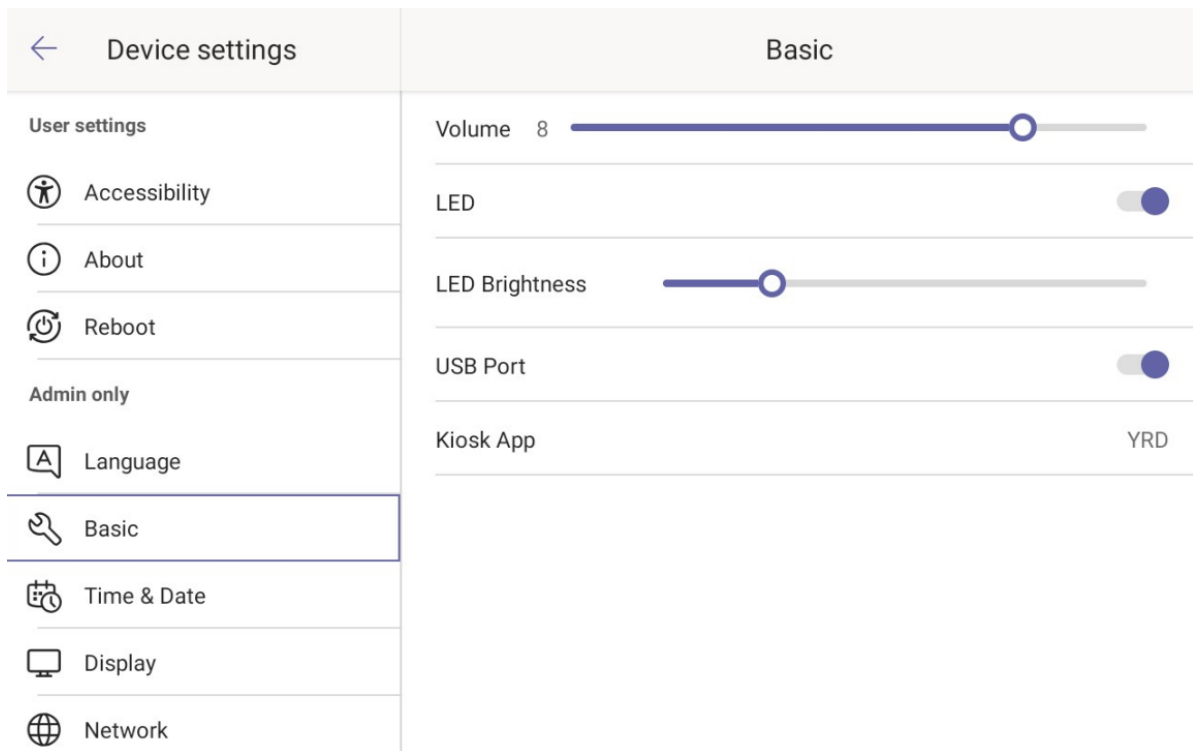
If the system does not automatically get the exact time, you can manually configure the current time and date.

Procedure

1. Go to  > **Device Settings** > **Time & Date** (Default admin password: 0000).
2. Turn off the **Use Network Time**.
3. Configure the **Time**, **Date** and **Time Zone** manually.

LED Settings

LED settings support turning on or off the LED and adjusting the LED brightness.




Turning on/off LED

Procedure

1. Go to  > **Device Settings** > **Basic** (Default admin password: 0000).
2. Turn on/off **LED**.

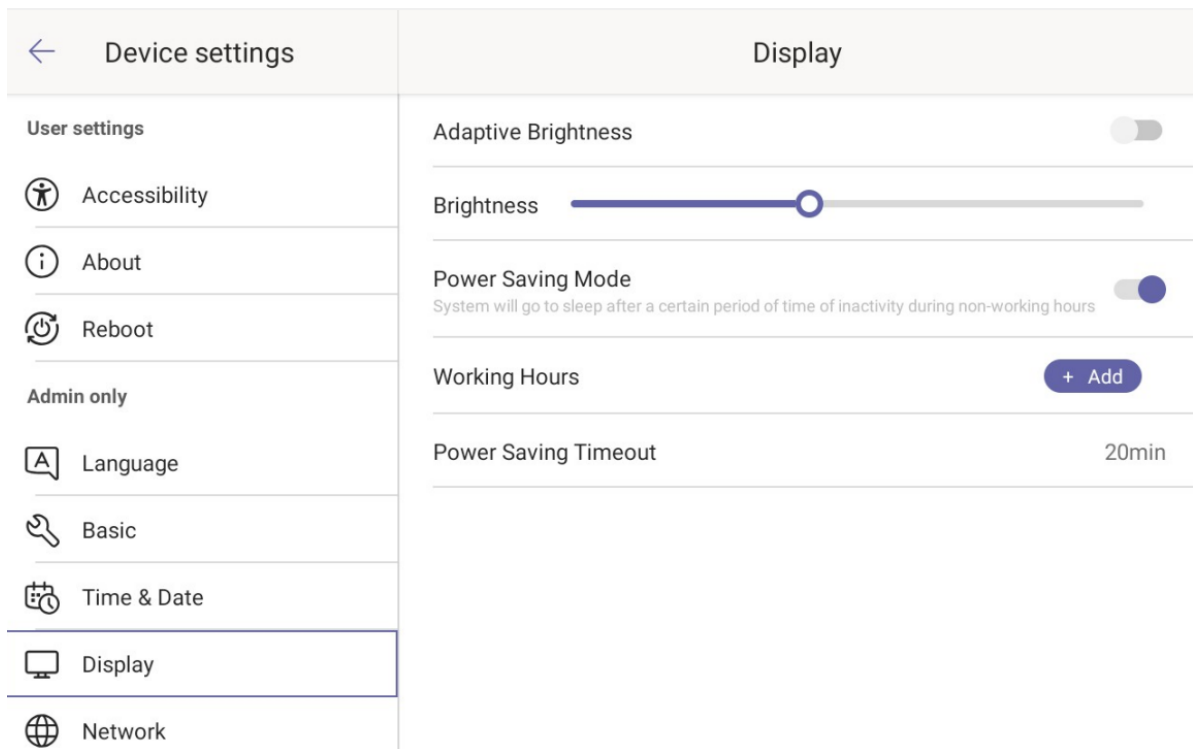
LED Brightness

Procedure

1. Go to  > **Device Settings** > **Basic** (Default admin password: 0000).
2. Drag the brightness bar to select the brightness in the **LED Brightness** field.


Power Saving Mode

After turning on the power saving mode, the RoomPanel will automatically enter a standby state when it is not working or in use. You can set the working hours, and the RoomPanel will enter a standby state during non-working hours.



Turning on/off Power Saving Mode

Procedure

1. Go to  > **Device Settings** > **Display** (Default admin password: 0000).
2. Turn on the **Power Saving Mode**.
3. Set the day and time in the **Working Hours** field, and tap **OK** to save.


Note: You can add up to five working hours, and multiple settings take effect simultaneously.

Standby Mode

Before you begin

Please make sure the power saving mode is turned on.


Procedure

1. Go to  > **Device Settings** > **Display** (Default admin password: 0000).
2. Select the standby time in the **Power Saving Timeout** field.

Kiosk App



You can switch the scheduling APP on the RoomPanel.

Procedure

1. Go to  > **Device Settings** > **Basic** (Default admin password: 0000).
2. Switching App on the **Kiosk App** field.

Installing/Upgrading the Third-Party App

If the scheduling App you need is not built into the RoomPanel, you can install and upgrade it yourself.

1. Enter the IP address of the RoomPanel in the browser, e.g., `http(s)://10.82.24.11/`, and press **Enter**.
Go to  > **Device Settings** > **About** > **RoomPanel** > **IPv4** to get the IP address of the RoomPanel.
2. Enter the username and password (Default user name: admin, default password: 0000), then click **Login**.
3. Go to **System** > **Application**.
4. Installation: import the *.apk file in the **Import APK file** field and click **Confirm**.
Upgrading: click  in the **Installed Application** field and import the *.apk file.

Network Configuration


This chapter introduces how to configure the network of the RoomPanel.

Configuring IPv4 or IPv6 Network

The RoomPanel supports IPv4 and IPv6 types, and you can also choose to use the IPv4&IPv6 dual-stack addressing type.

Selecting a Network Mode

Procedure

1. Go to  > **Device Settings** > **Network (Default admin password: 0000)** > **Network settings**.
2. Configure and save the following settings:

Parameter	Description
IPv4/IPv6/IPv4 & IPv6	Configure the network type of the RoomPanel.


Configuring IPv4 Network

The RoomPanel supports the automatic acquisition of network parameters via DHCPv4. You can also choose to configure the IPv4 network manually.

Before you begin

Please make sure that the network type is set to IPv4 or IPv4&IPv6.

Procedure

1. Go to  > **Device Settings** > **Network (Default admin password: 0000)** > **Network settings**.
2. Configure and save the following settings:

Parameter	Description
IPv4 DHCP	Enable or disable the RoomPanel to obtain network settings using DHCP.
IP Address	Configure the static IP address of the RoomPanel.

Parameter	Description
IPv4 Subnet Mask	Configure the subnet mask of the RoomPanel.
Gateway	Configure the gateway of the RoomPanel.
IPv4 Static DNS	Enable or disable the DNS feature.
IPv4 Pri DNS	Configure the IP address of the primary DNS server.
IPv4 Sec DNS	Configure the IP address of the secondary DNS server.


Configuring IPv6 Network

The RoomPanel supports the automatic acquisition of network parameters via DHCPv6. You can also choose to configure the IPv6 network manually. Please make sure your network environment supports IPv6 before configuration.

Before you begin

Please make sure that the network type is set to IPv6 or IPv4&IPv6.

Procedure

1. Go to  > **Device Settings** > **Network (Default admin password: 0000)** > **Network settings**.
2. Configure and save the following settings:

Parameter	Description
IPv6	Enable or disable the IPv6 type.
IPv6 DHCP	Enable or disable the RoomPanel to obtain network settings using DHCP.
IP Address	Configure the static IP address of the RoomPanel.
IPv6 Prefix	Configure a static IPv6 prefix for the RoomPanel.
Gateway	Configure the gateway of the RoomPanel.
IPv6 Static DNS	Enable or disable the DNS feature.
IPv6 Pri DNS	Configure the IP address of the primary DNS server.
IPv6 Sec DNS	Configure the IP address of the secondary DNS server.

Connecting to the Wireless Network

The RoomPanel supports wireless network connection.

Procedure

1. Go to  > **Device Settings** > **Wi-Fi (Default admin password: 0000)**.
2. Turn on the **Wi-Fi**.

3. Select the Wi-Fi and connect to it.
If the Wi-Fi is secured, please enter its password and connect.

Firmware Upgrade


We support two ways to upgrade the RoomPanel and the RoomSensor: automatic upgrade and manual upgrade.

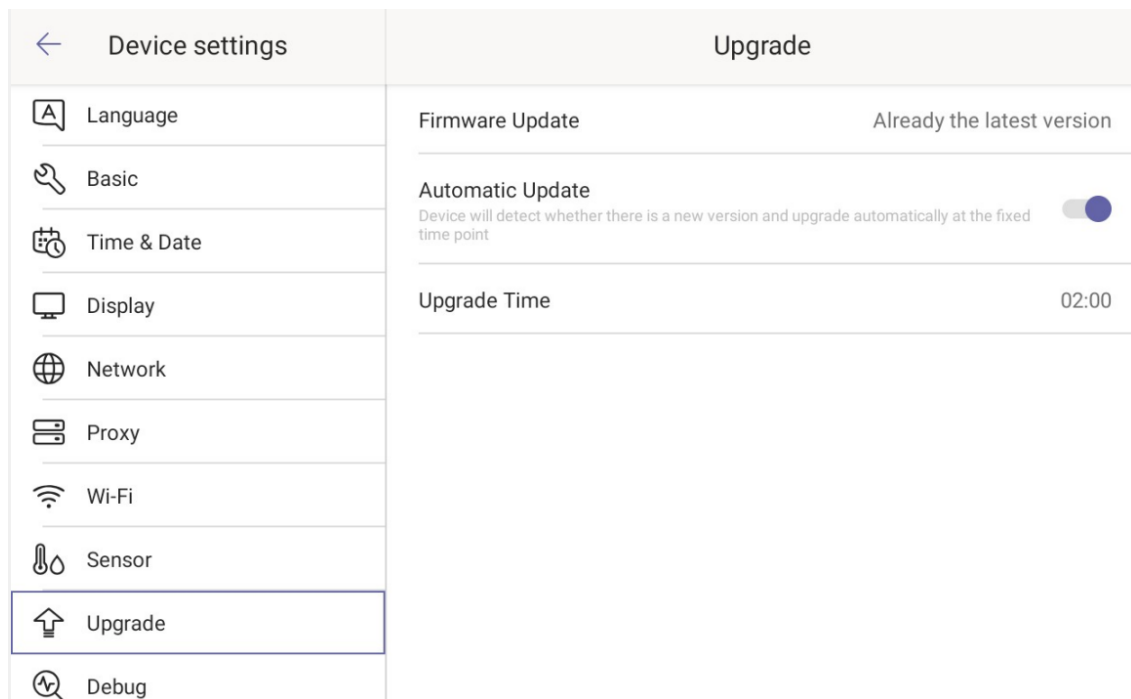
Note: The RoomSensor needs to be paired with the RoomPanel first, and then it can be upgraded.

Automatic Upgrade


After enabling the automatic upgrade feature, the RoomPanel will detect whether a new version is available and upgrade the firmware at a fixed time.

RoomPanel

1. Go to  > **Device Settings** > **Upgrade (Default admin password: 0000)**.
2. Turn on **Automatic Update**.
3. Set the **Upgrade Time**.



RoomPanel Web User Interface

1. Enter the IP address of the RoomPanel in the browser, e.g., `http(s)://10.82.24.11/`, and press **Enter**.
Go to  > **Device Settings** > **About** > **RoomPanel** > **IPv4** to get the IP address of the RoomPanel.
2. Enter the username and password (Default user name: admin, default password: 0000), then click **Login**.
3. Go to **System** > **Update** > **Update Schedule**.
4. Turn on **Automatic Update**, set the **Update Time** and click **Confirm**.

Update Schedule

Automatic Update



We will automatically keep the system up to date for you.


Update Time

Every Day

🕒 02:00

Manually Upgrade

Procedure


1. Enter the IP address of the RoomPanel in the browser, e.g., [http\(s\)://10.82.24.11/](http(s)://10.82.24.11/), and press **Enter**.
Go to  > **Device Settings** > **About** > **RoomPanel** > **IPv4** to get the IP address of the RoomPanel.
2. Enter the username and password (Default user name: admin, default password: 0000), then click **Login**.
3. Go to **System** > **Update** > **Manually Update**.
4. Click **Select File** beside the **Device Firmware** field and import the RoomPanel firmware to upgrade the RoomPanel.
Click **Select File** beside the **Sensor Firmware** field and import the RoomSensor firmware to upgrade the RoomSensor.

Note: You can obtain the latest firmware version on the [Yealink Support](#).

APP Upgrade

Generally, the corresponding APP software will be upgraded after upgrading the firmware. You can also manually check the upgrading of the Yealink Rooms Scheduling Display (YRD) APP.


Procedure

1. Go to  > **About**.
2. Tap **Check** to check whether there is a new version.

Feedback

You can send feedback on your problem or suggestion to Yealink.

Procedure

1. Go to  > **Feedback**.
2. Fill in the description of your problem or suggestion.