

Fire HQ

Yealink Meeting Board Pro User Connection Guide

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Equipment Standard

Two Yealink Meeting Board Pros will be available at Cumbria Fire & Rescue Service HQ, they will be based in the Community Room and Kemplay Bank meeting room. The Boards will also be equipped with a wireless keyboard and trackpad, and a 5-metre HDMI cable. These are only used with Yealink Meeting Boards.

Making Cumbria a safer place for all



Overview of Yealink Meeting Board Pro

Yealink Meeting Board Pro is the latest all-in-one meeting device designed for small to large rooms. This intelligent meeting device integrates video conferencing, HD wireless content sharing, and an electronic whiteboard, supporting up to 4K video call quality.

Its all-in-one design and flexible mounting options offer easy installation and are perfect for seamless video conferencing. This product delivers cutting-edge audio and video communication capabilities, powered by advanced AI technology, ensuring crystal-clear sound and ultra-HD visuals. With intelligent full-duplex, IntelliFocus, and video fence, it redefines the video conferencing experience, bringing unparalleled clarity and efficiency to every meeting. The MeetingBoard Pro is certified for Microsoft Teams use.

How to power on the Yealink Meeting Board Pro

When you enter the meeting room, the Yealink Meeting Board Pro will automatically power on, as the **AI-powered camera** attached on the top of the meeting board has auto-framing and speaker tracking



There is “**Power button**” at the bottom of the screen. If you see it “**orange**” this means, it’s in “**sleep mode**”. Just tap the button and the screen will wake up.



When you tap the ‘**Power button**’ it shows options on the screen for; Sleep, Restart and Shut Down. You shouldn’t need to Restart or Shut down the screen when leaving the meeting room as the screen will turn off automatically as it will detect nobody is in the room. When the next users go into the room, the screen will switch back on and display the home screen.



How to adjust volume / brightness on the Yealink Meeting Board Pro

Tap the **“arrow”** icon on the left or right hand side of the screen.



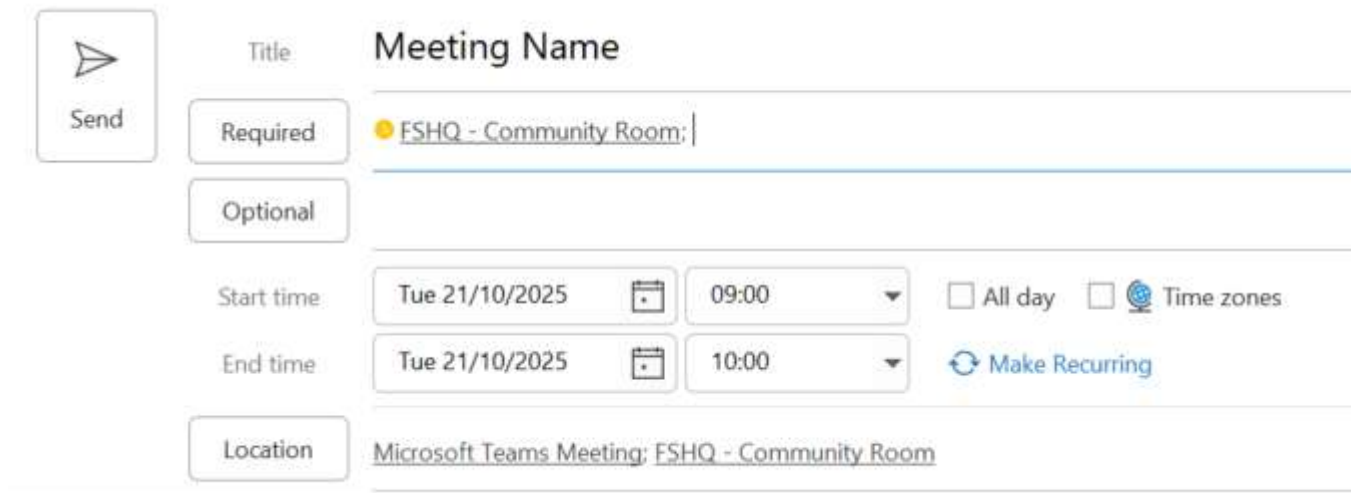
This will bring up a **“shortcut tools”** menu. From here you will see slider bars to adjust **“screen brightness”** and **“Volume”**.



Connecting your Device to the Yealink Meeting Board Pro

How to invite to a TEAM's meeting

When arranging a Microsoft Teams meeting either through your Microsoft Teams App calendar or within your Outlook calendar you need to ensure the '**Yealink Meeting Board Pro Teams Hub**' email address associated with the screen in the meeting room you are using is included in the '**Required**' field along with the rest of your invites when arranging your meeting invite.



Send

Title Meeting Name

Required FSHQ - Community Room;

Optional

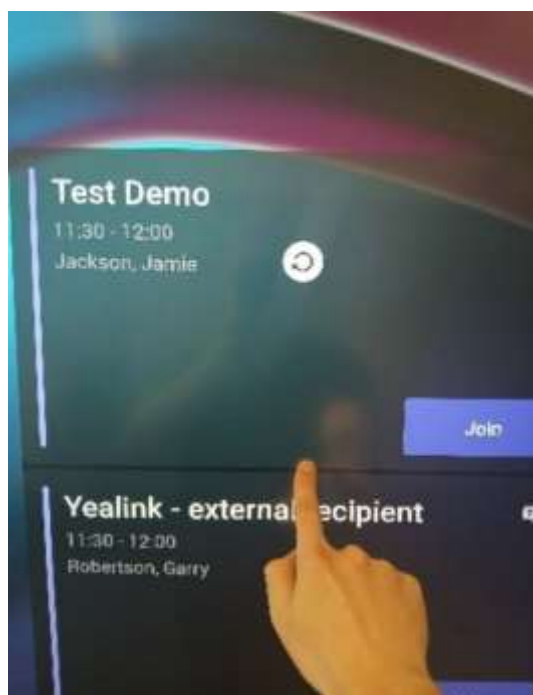
Start time Tue 21/10/2025 09:00 ☐ All day ☐ Time zones

End time Tue 21/10/2025 10:00 [Make Recurring](#)

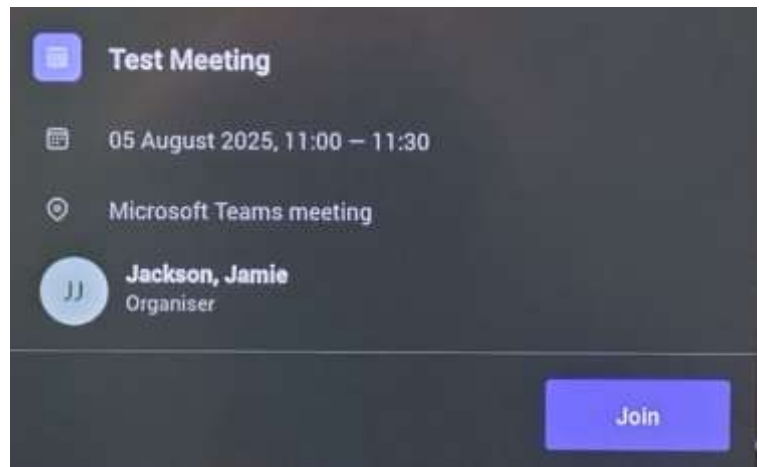
Location Microsoft Teams Meeting: FSHQ - Community Room

How to start the meeting on the Yealink

When you arrive in the meeting room, your 'Teams Meeting' will be displayed on the Yealink Meeting Board Pro screen. If not, you could try and refresh the screen by swiping your finger down the meetings panel to ensure synced.



To start your meeting on the Yealink Meeting Board Pro screen, tap on your meeting displayed on the meetings panel. Then tap **'Join'**



The Yealink Meeting Board Pro screen will now be displaying your Microsoft Teams meeting and you will see attendees that have joined remotely on screen. During a meeting, the camera attached on the top of the meeting board sensors voice, so focuses and moves to that person in the meeting room to where they are sitting.

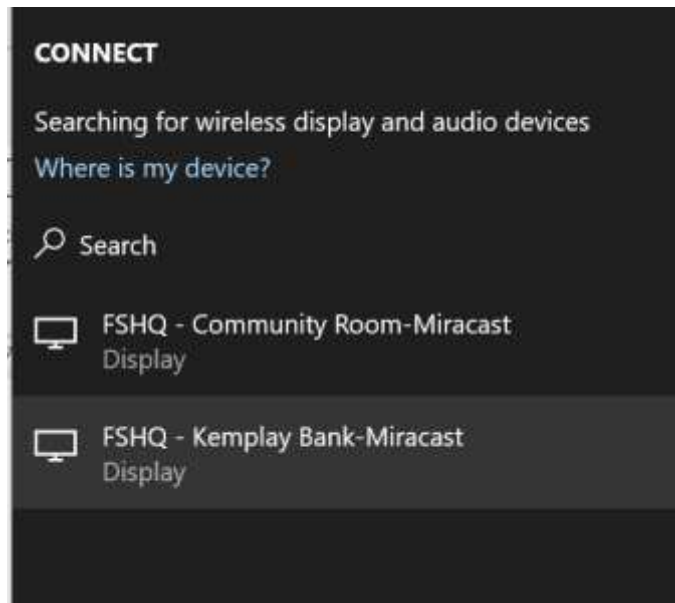


How to Wirelessly Screenshare (cast) from laptop to Yealink to project laptop

If you wish to use the Yealink Meeting Board Pro to share your own laptop screen, hit the “**Windows**” and “**K**” key on your laptop keyboard at the same time.



This will open a “**connect**” panel on the right hand side of your laptop screen, and you will be presented with a list of nearby connectable devices.



The casting name is the room name you're in. Double click on the “**Meeting Room name**” available to display.

A pin will then be displayed at the top of the screen on the Yealink Meeting Board Pro.



You will need to type this **PIN** into the field now displaying on your laptop and click **“connect”**. You should now see it trying to connect to the Yealink Meeting Board Pro.

When connection is successful, it will show **“display”** from casting menu on your laptop.

Disconnecting Cast with Yealink Meeting Board

Click on the **“Casting icon”** on the bottom desktop taskbar on your laptop or you can just the **“windows”** and **“K”** on your laptop keyboard to bring up the above casting menu and select **“Disconnect”**.

How to connect via HDMI cable with laptop to project

There is a HDMI cable installed on the left-hand side of the screen. Just connect the HDMI cable into the HDMI port of your device and your device screen will be shared on the Yealink Meeting Board pro.



If you experience issues when trying to connect using the HDMI cable, please do not unplug or rearrange any cables attached to the Yealink Meeting Board Pro or desk. Instead, please connect wirelessly and report the issue via Business Support when your meeting is concluded.

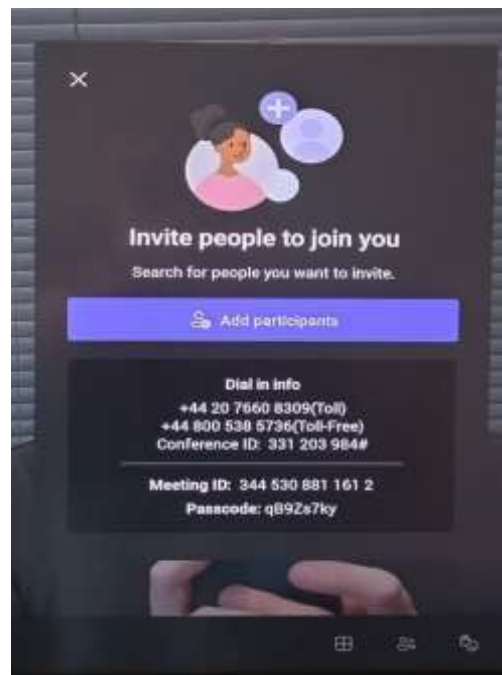
As with the wirelessly screensharing, using the HDMI cables will mirror your laptop screen and allow you to view your MS Teams meetings on the Yealink screen, but the camera input will be that from the connected laptop as opposed to the camera on the Yealink. If you wish for the Yealink Meeting Board Pro camera to be used, you will need to invite the Yealink screen to the meeting (as instructed under “How to Invite Yealink to a TEAM’s meeting).

When successfully connection is made, you will see your laptop screen sharing on the Yealink Meeting Board Pro. If you click on the meeting board, in the bottom right-hand corner, there are two buttons that appear “**Exit full screen**” and “**Stop sharing**”. If you tap “**Exit full screen**”, it will show the screen share as a small window in the corner of the screen. To go back to full screen, just tap on the small window. If you tap “**Stop sharing**” the sharing will stop. To share your screen again, just tap on the “**Share**” icon on the Yealink screen.



How to start a Microsoft TEAMS meeting directly from the Yealink Meeting Board Pro

Tap on **“Meet Now”** on the screen. Now go ahead and tap on **“Add participants”**.



Type username / email address of user you wish to invite and join your call.



How to end meeting on Yealink Meeting Board Pro

To end the meeting, simply just tap on the **“end call”** icon on the button tool bar on the Yealink Meeting Board Pro screen.



How to use Whiteboard features

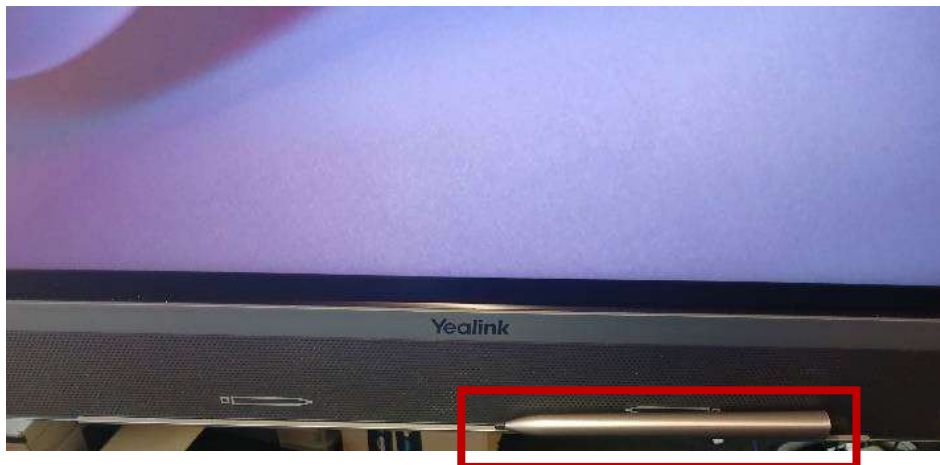
Directly on the screen (without a connected device)

Whiteboard makes it easy to collaborate in the hybrid workplace. Brainstorm, plan, and share with others on a digital canvas, all in real time!

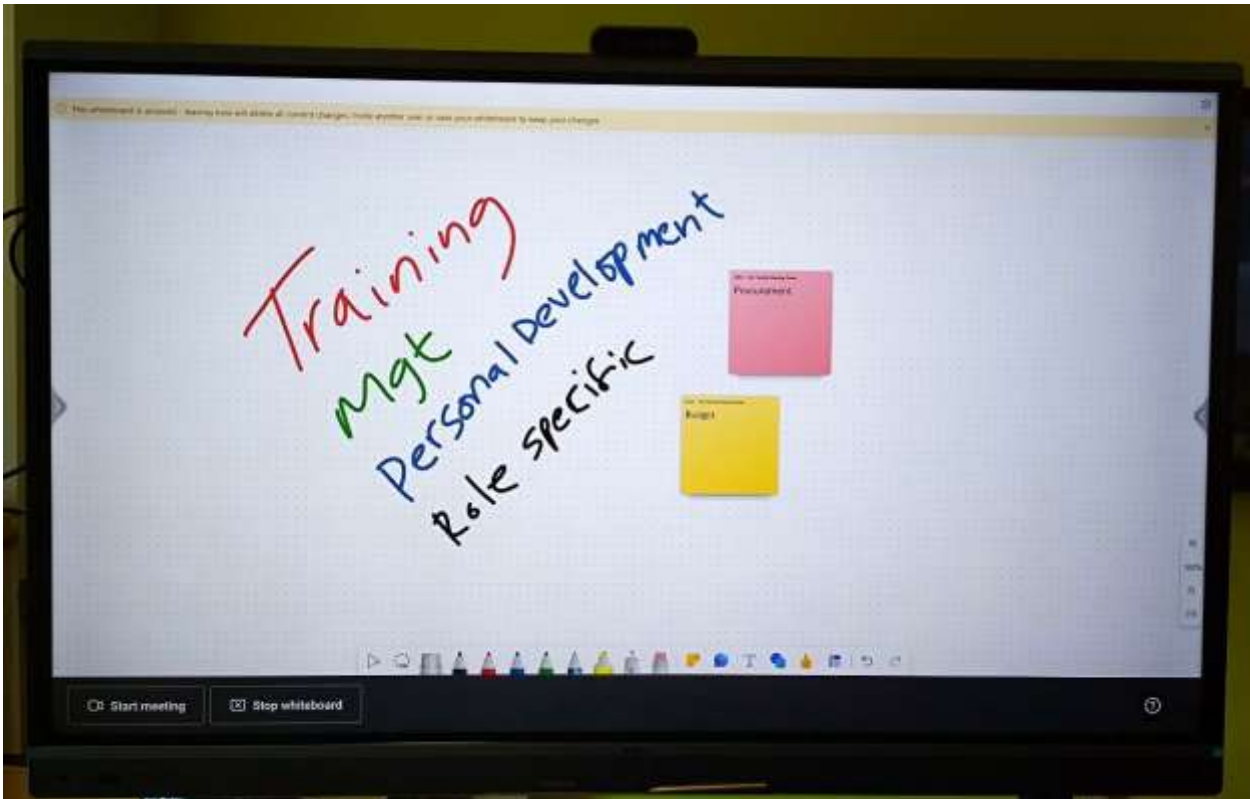
Tap on **“Whiteboard”** icon on the Yealink Meeting Board Pro screen.



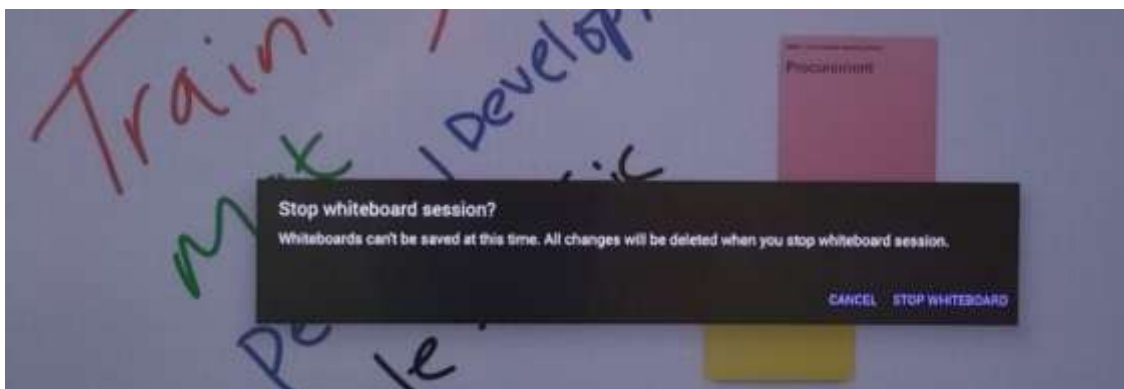
If required there is smart stylus (touchscreen pen) to use on the screen. As it's a touchscreen you can just use your fingers.



The Microsoft Whiteboard toolbar is located at the bottom of the application window. It's been designed to be consolidated, with linking tools grouped under an "ink" button. It includes tools for drawing, highlighting, erasing, adding text and sticky notes, creating shapes and more.



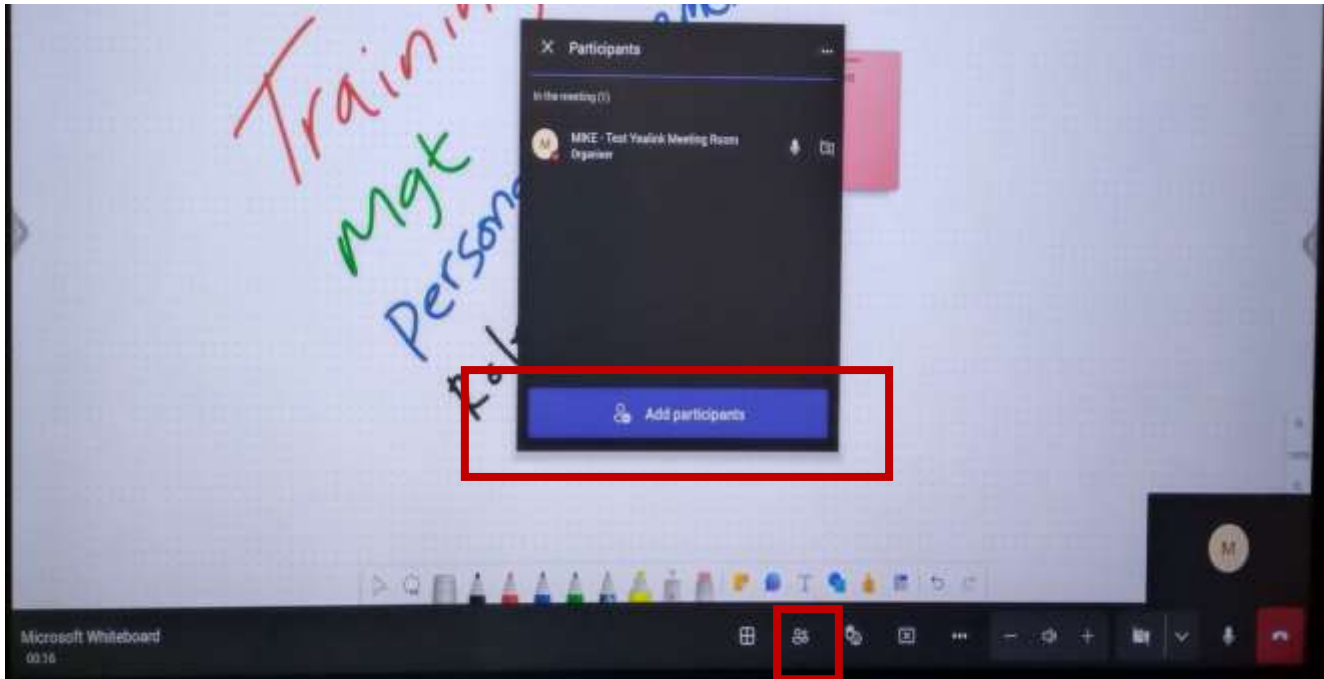
If you tap on the **"Stop whiteboard"** a pop-up window will appear on the screen to confirm that all changes will be deleted when you stop the whiteboard session.



To save a copy of the **“Whiteboard”** you need to invite a user(s). Tap **“Start meeting”** on the bottom of the whiteboard.



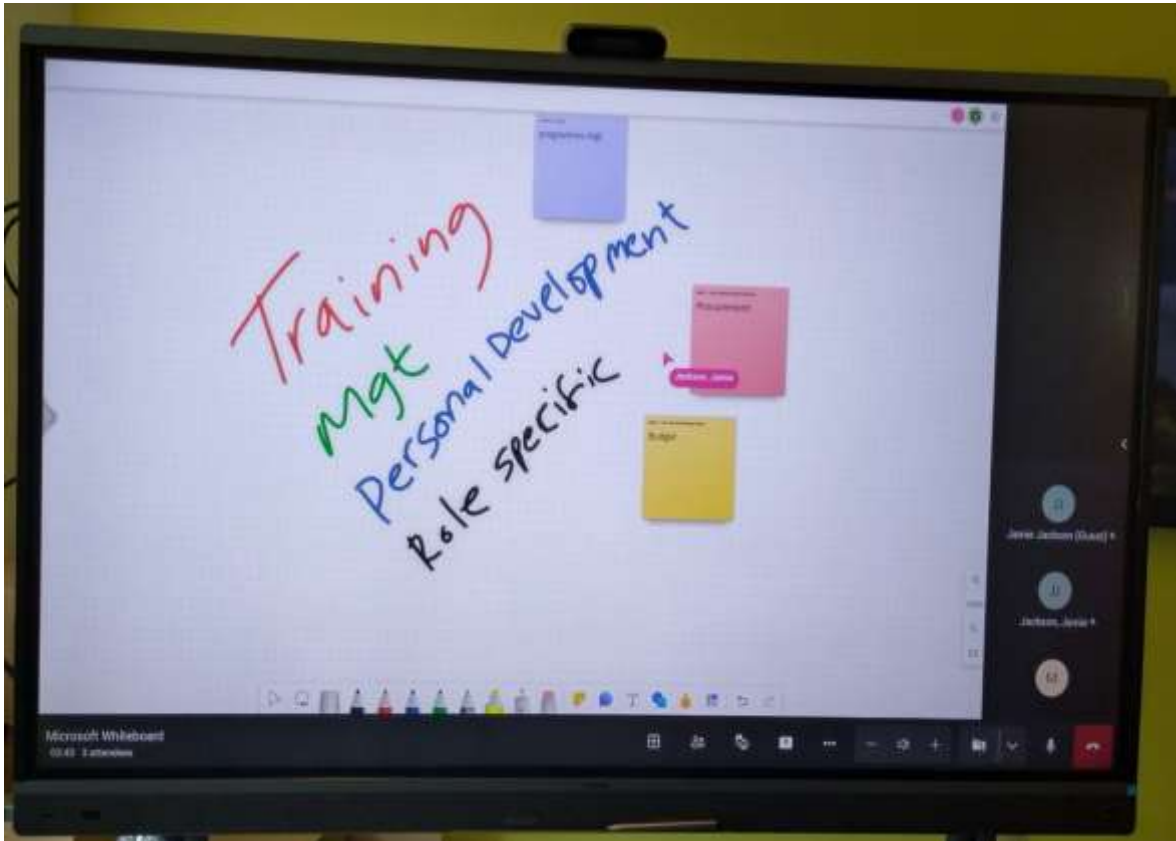
Invite participants to your **“Whiteboard”** by calling them in. Tap on the **“Add Participants”** icon on the bottom Microsoft TEAM's tool bar at the bottom of the whiteboard.



Type name / email address of user you wish to invite and join your collaboration with the whiteboard.

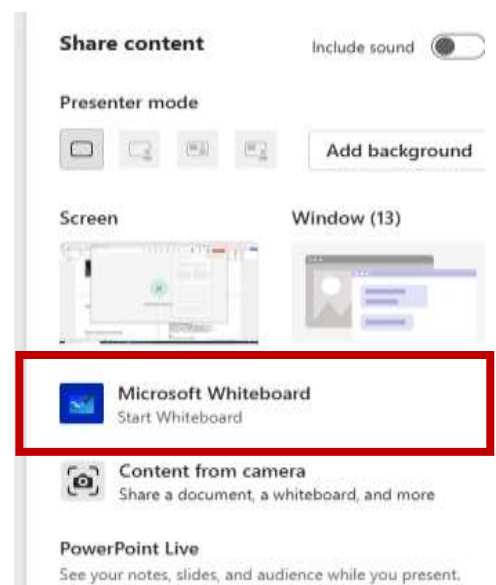


All collaboration changes will be updated on the “**whiteboard**” as and when changes are made whilst using the Yealink Meeting Board Pro Screen or those that you have invited in remotely using their own device.



Withing Microsoft TEAMS

If you have started a meeting directly from the Yealink Meeting Board Pro “**Meet Now**”. On the bottom Microsoft TEAMS tool bar, tap on “**Share**” and then tap on “**Microsoft Whiteboard**” to open.



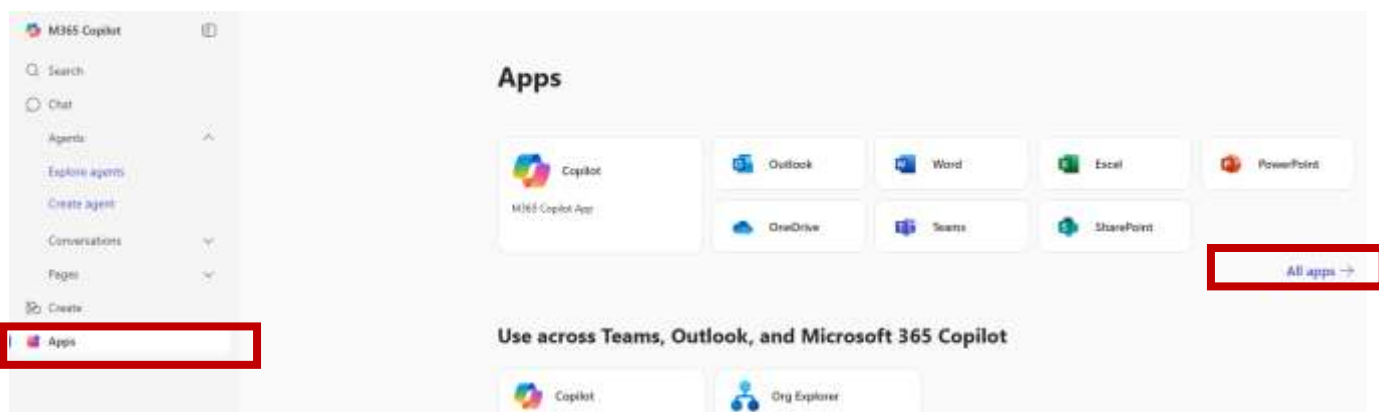
Retrieve Whiteboard doc afterwards

Sign into Microsoft 365 account; **office.com** or **m365.cloud.microsoft** on your device.

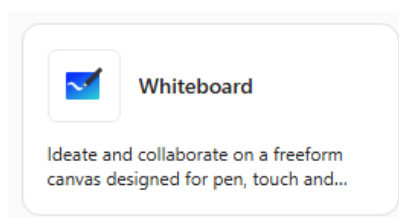


Sign in details are your work email and password you use to log onto your work device. When signing in you may be prompted to do the usual security multi-factor authentication. Once done you will have access to your portal to access a variety of apps and manage contents etc.

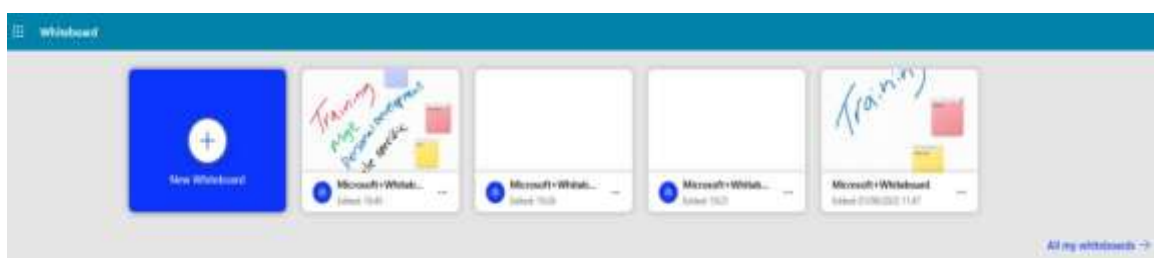
On the left navigation, click on “**Apps**” then click on “**All Apps**”.



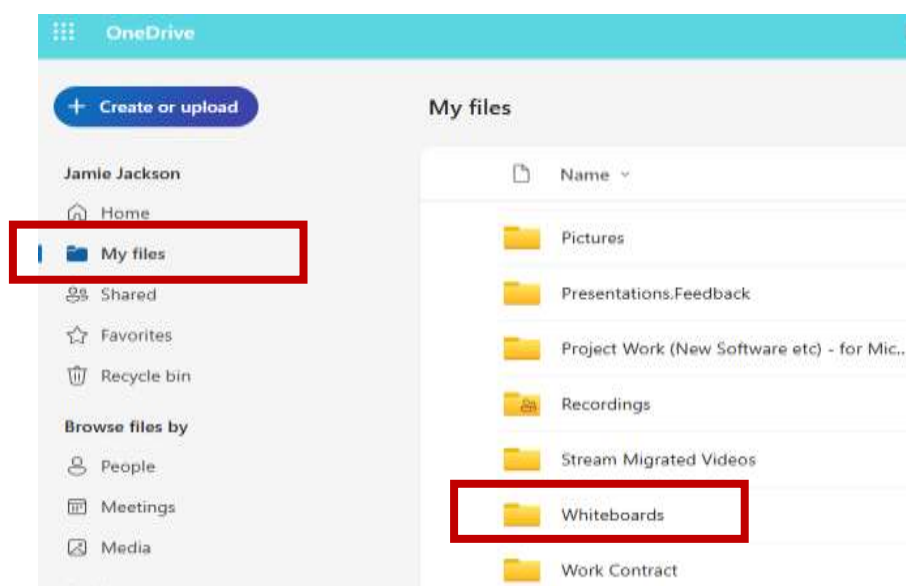
Locate and click on the “**Whiteboard App**”.



The Whiteboard from the Microsoft TEAMS meeting you were collaborating on should be shown to access and view. If you left the meeting earlier whilst others were still collaborating, an updated version will also be available from here after the meeting ends.

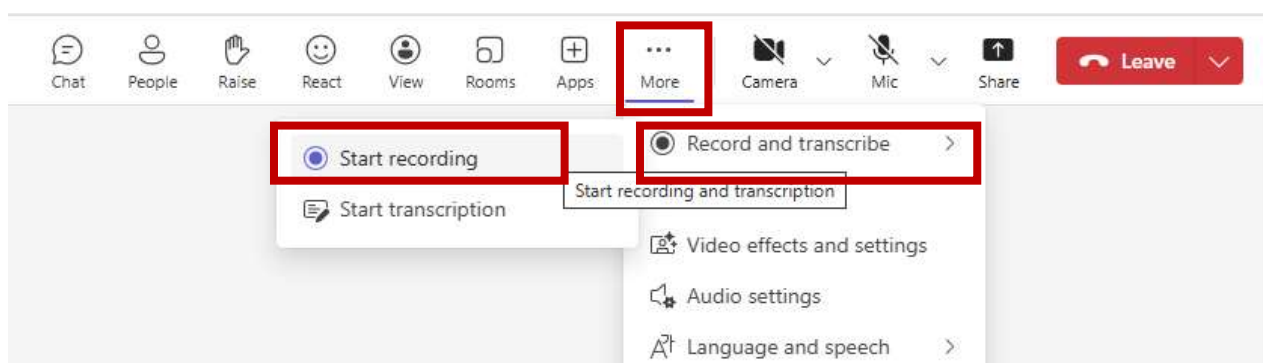


Your whiteboards can also be located within your **“OneDrive”**. Click on **“My Files”** and click on folder **“Whiteboards”** to access and view.

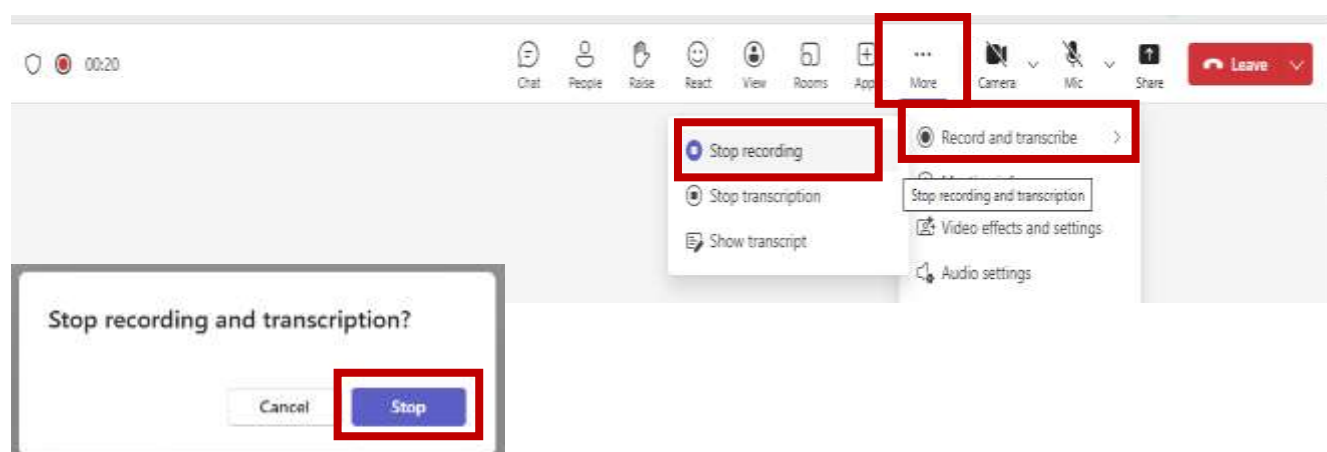


How to record Microsoft TEAMS Meeting and how to retrieve files afterwards

Recording of TEAMS meeting must be done through your laptop whilst in a meeting by going to **“More”** on top tool bar, then hover over **“Record and transcribe”** and click on **“Start recording”**.



Once the meeting comes to an end, you will need to stop the recording by going to **“More”** on top tool bar, then hover over **“Record and transcribe”** and click on **“Stop recording”**. Then click **“Stop”**.

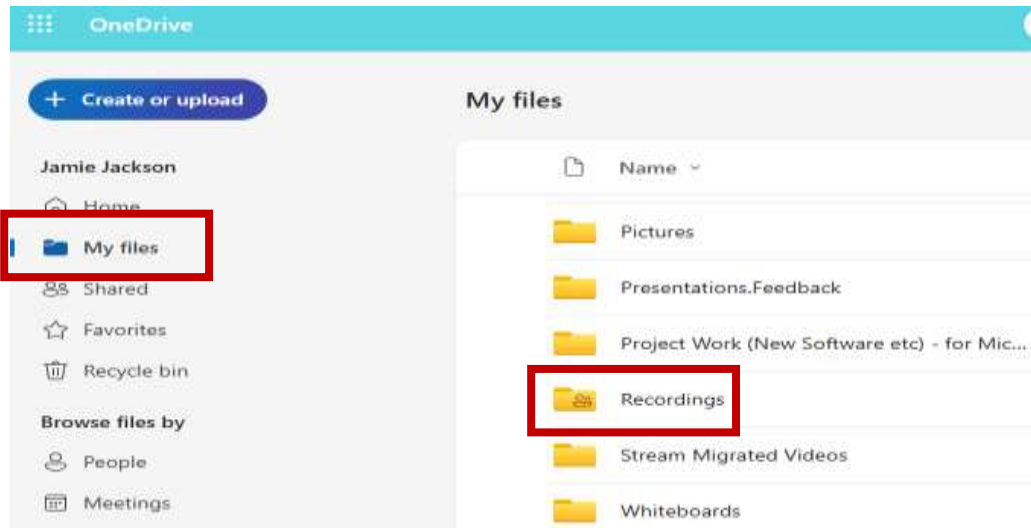


The meeting recording is saved in your OneDrive Cloud storage. Sign into your Microsoft 365 account: **office.com** or **m365.cloud.microsoft**

Or you can click on the “**One Drive**” icon on your bottom desktop taskbar.



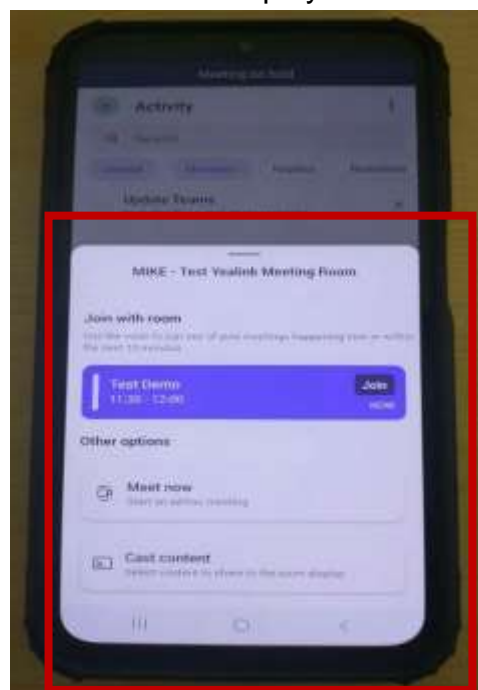
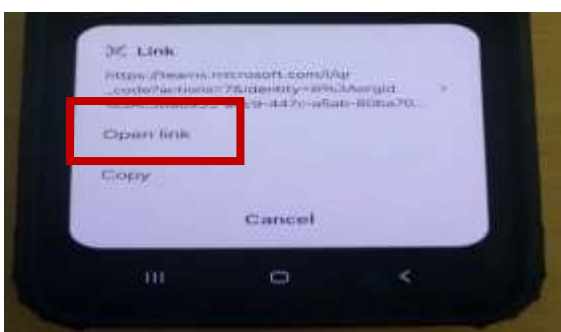
Click on “**My Files**” and click on the “**Recordings**” folder to access your Microsoft TEAMS meeting recordings.



QR Codeon Yealink Meeting Board Pro

You scan a QR code displayed on the Yealink Meeting Board Pro Screen with a mobile camera. If the user doesn't have the TEAMS iOS or Android mobile app, they will be directed to download it after scanning the QR code. You can select an action on your mobile device that you would like to perform with the room system. You can choose from either:-

- Joining an ongoing meeting on their mobile calendar or any meeting that begins within 10 minutes.
- Starting an ad-hoc meeting, or
- Casting content from the mobile device to the front of the room display.



Yealink Meeting Board Pro Connection Guide

Support Contact Details

Business Support at Cumbria Fire & Rescue Service HQ
01768 812612 or businesssupport@cumbriafire.gov.uk