

Quick Setup

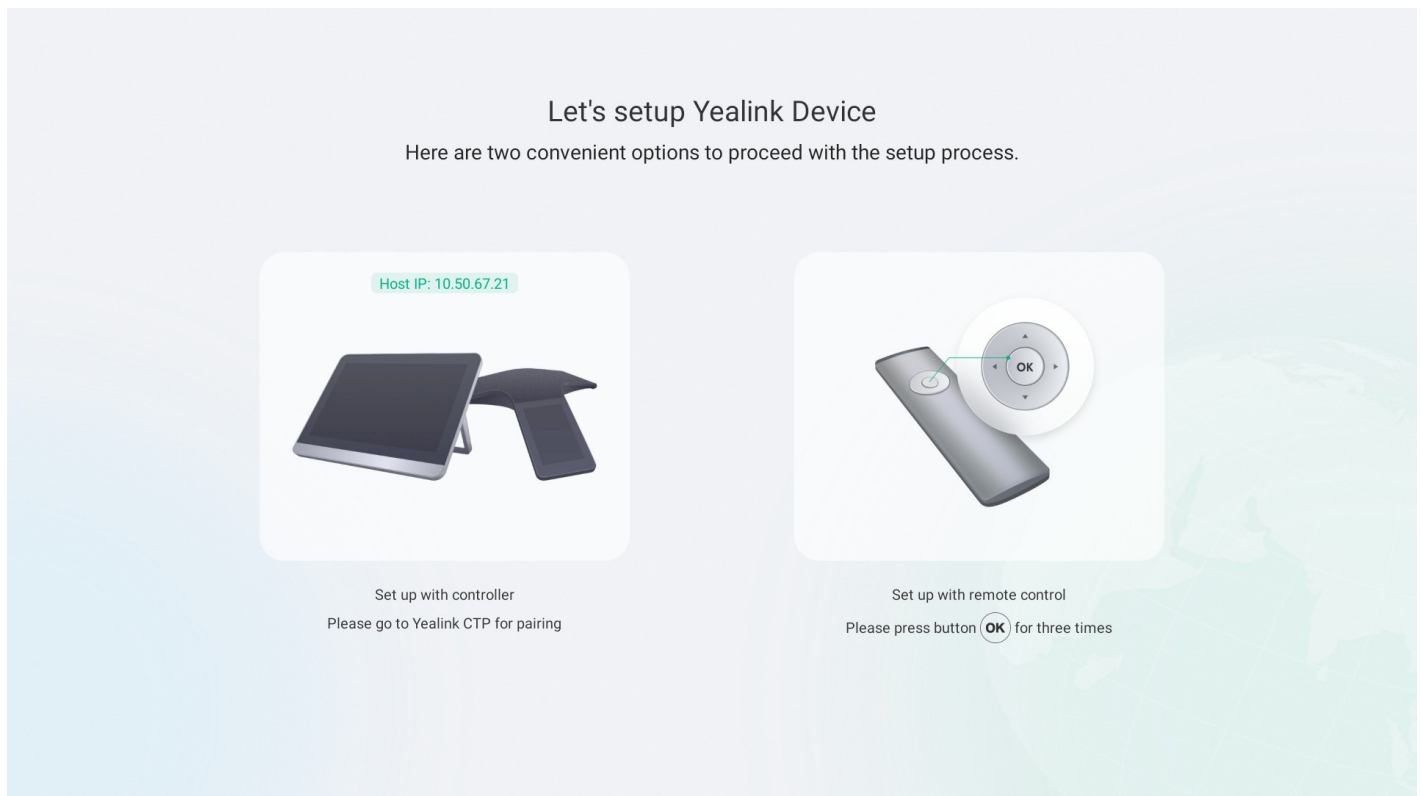
Before starting the setting up, you can refer to the [Deployment and Connection](#) to complete the deployment process. After completing the quick setup, you can refer to [Quick Usage](#) to learn more about features.

TIP

In this chapter, the endpoint refers to MeetingBar A10/A20/A30/A40, the touch panel refers to CTP18/CTP25, and the remote control refers to VCR11/VCR20. For accessories supported by the terminal, please refer to [Teams Rooms Accessories Compatibility Lists](#).

1. Setup Wizard

After you boot up the endpoint for the first time or restore it to factory settings, it will enter the startup wizard interface.



Let's setup Yealink Device

Here are two convenient options to proceed with the setup process.

Host IP: 10.50.67.21

Set up with controller
Please go to Yealink CTP for pairing

Set up with remote control
Please press button **OK** for three times

Step 1 Select Control Method

Method 1: Use the Remote Control

Press the **OK** key of the remote control three times to jump to [Step 2 Initialize Configuration](#).

Method 2: Use the Touch Panel

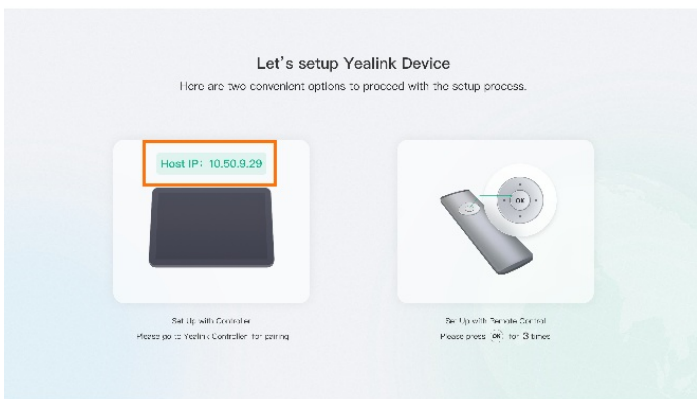
1. After the touch panel is turned on for the first time or restored to factory settings, the administrator password of the touch panel needs to be modified first (default administrator password: 0000).

NOTE

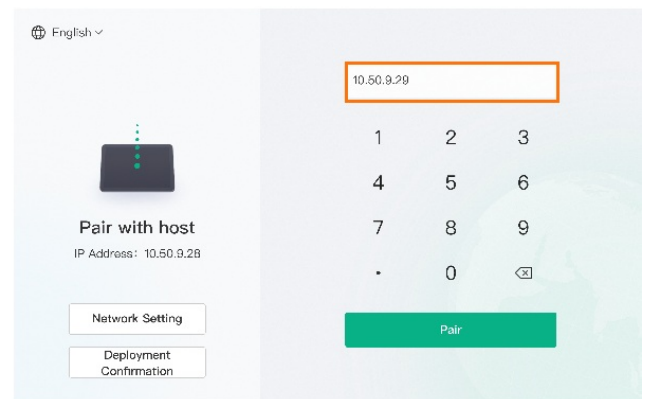
Please make sure that the touch panel is on the same LAN as the endpoint.

2. If you purchase a combination kit or use a network cable to connect the touch panel directly to the endpoint, the touch panel and the endpoint will be automatically paired.

If you purchase the touch panel separately, you need to pair it manually. Enter the IP address of the endpoint on the display on the touch panel. As shown below, enter the IP address 10.50.67.21 of the endpoint on the touch panel.

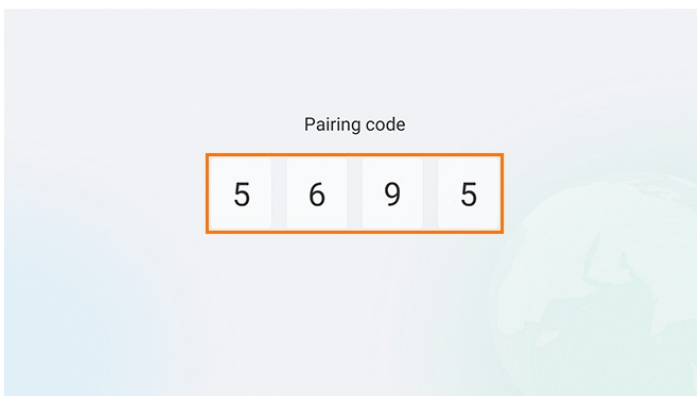


MeetingBar

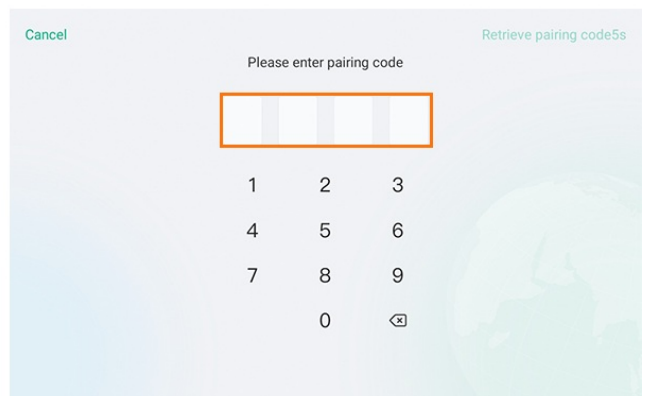


CTP

3. After the IP pairing between the endpoint and the touch panel is successful, a pairing code will appear on a display connected to the endpoint. Enter the pairing code on the touch panel and tap **Retrieve pairing code** in the upper-right corner of the touch panel to retrieve the pairing code.



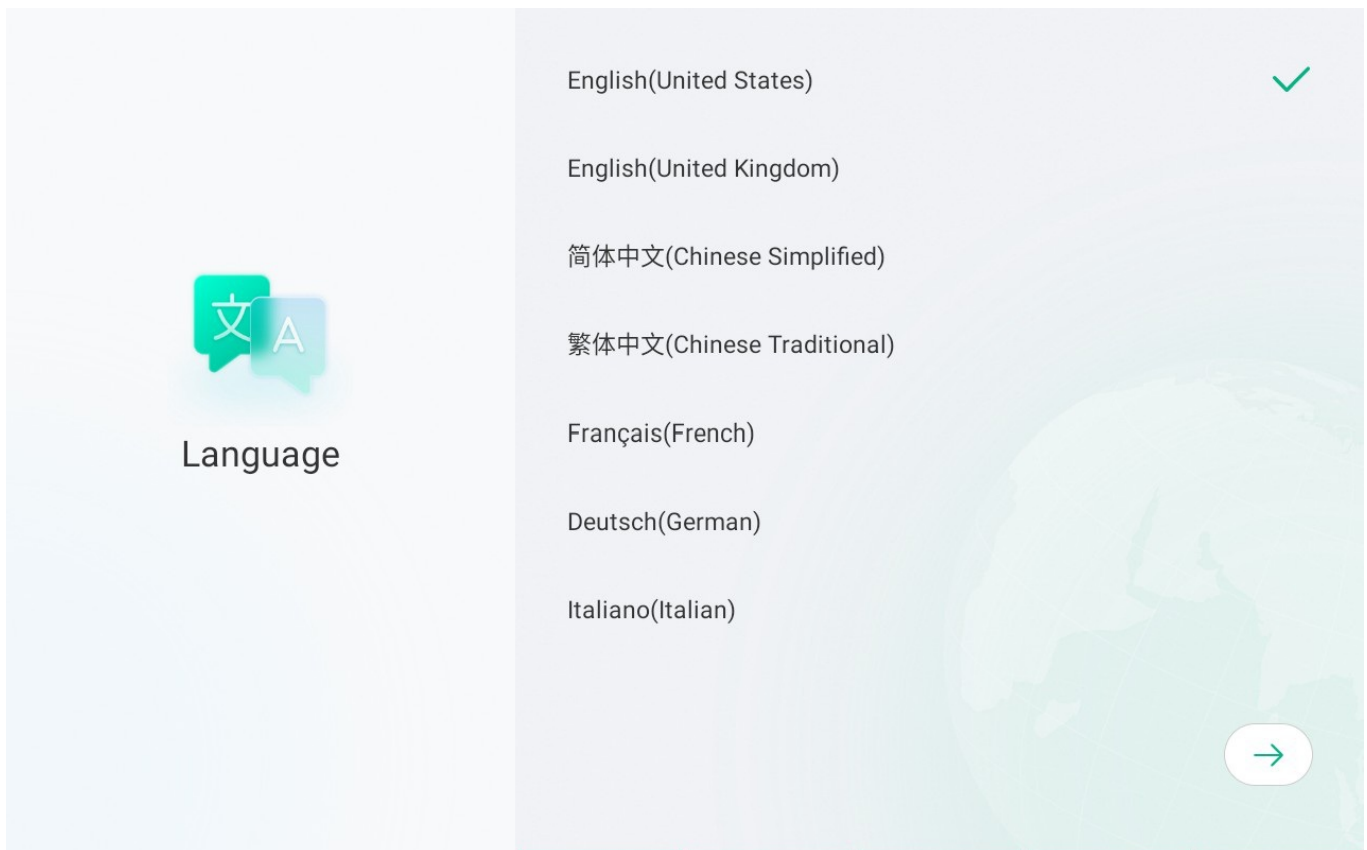
MeetingBar



CTP

Step 2 Initialize Configuration

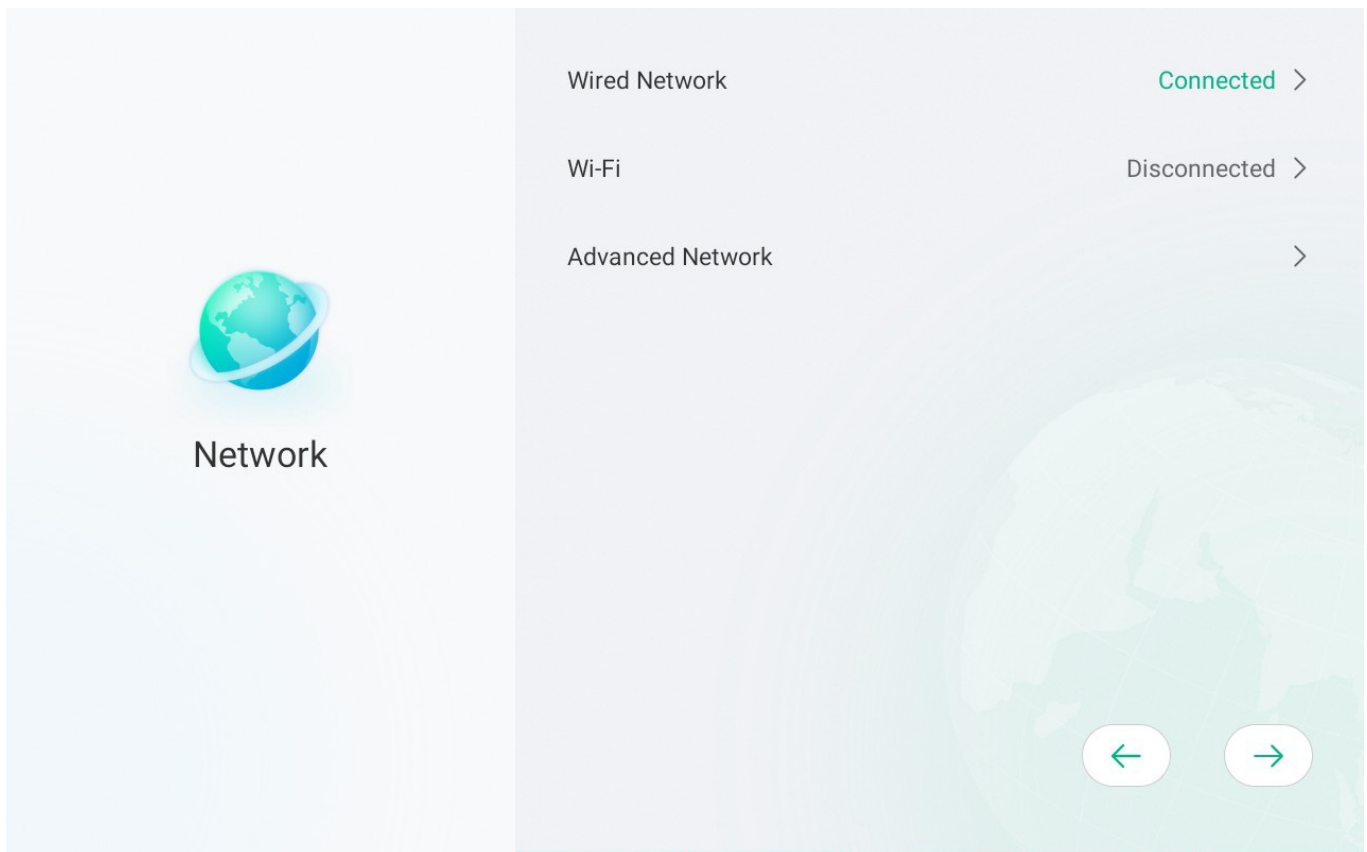
1. Set up **Language** and select **Next Step**.



2. Select **Next Step** after configuring the wired or wireless network.

NOTE

When the endpoint is connected to the network cable, the IP address is displayed in the lower left corner of the endpoint.



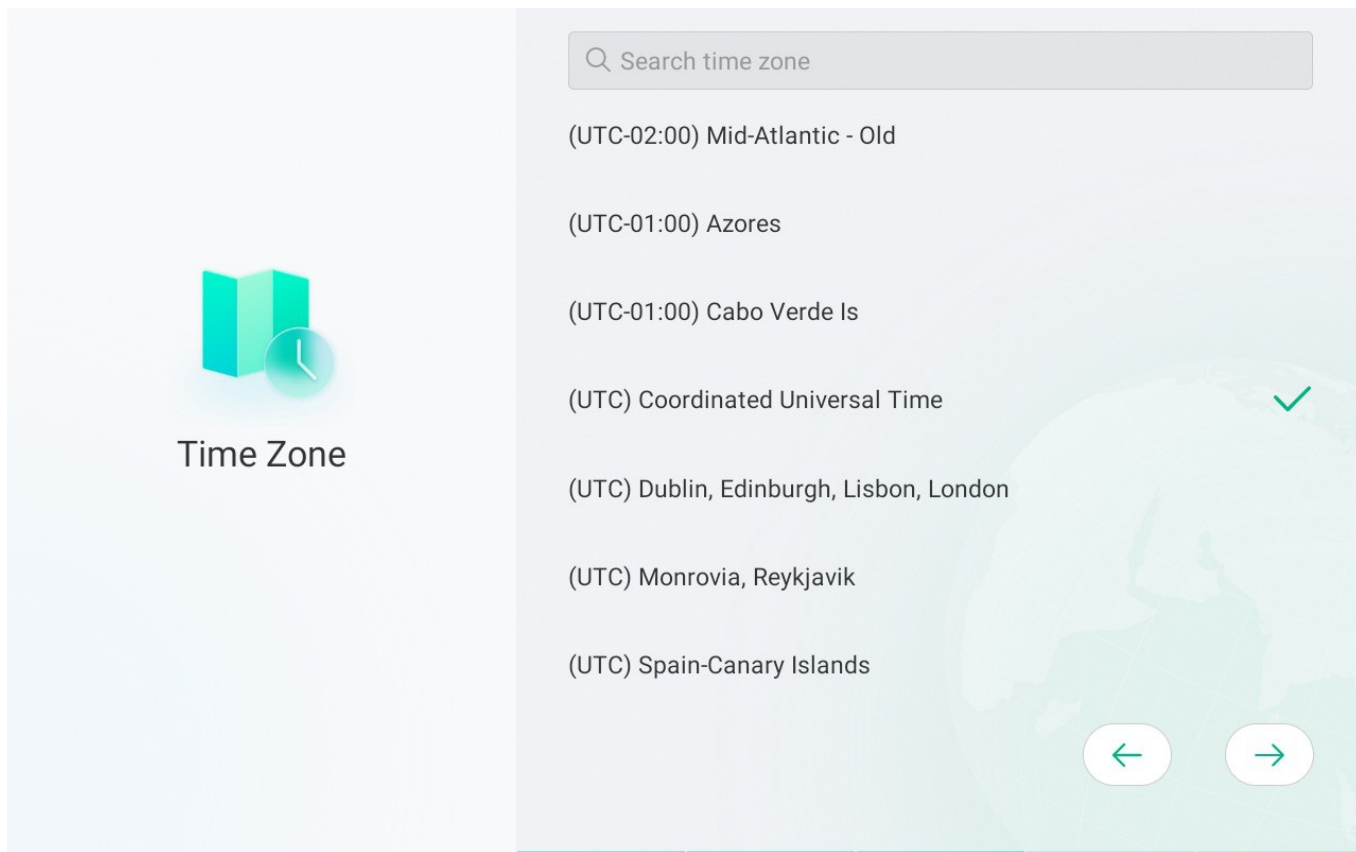
Configure parameters in Advanced Network Configuration, please refer to [Advanced Network](#).

You can also connect the endpoint to the wireless network, select the Wi-Fi you want in the wireless network interface, and connect to the network after entering the password.

NOTE

When the endpoint is connected to both the network cable and the wireless network, the endpoint prioritizes using the wireless network.

3. Set up **Time Zone** and select **Next Step**.

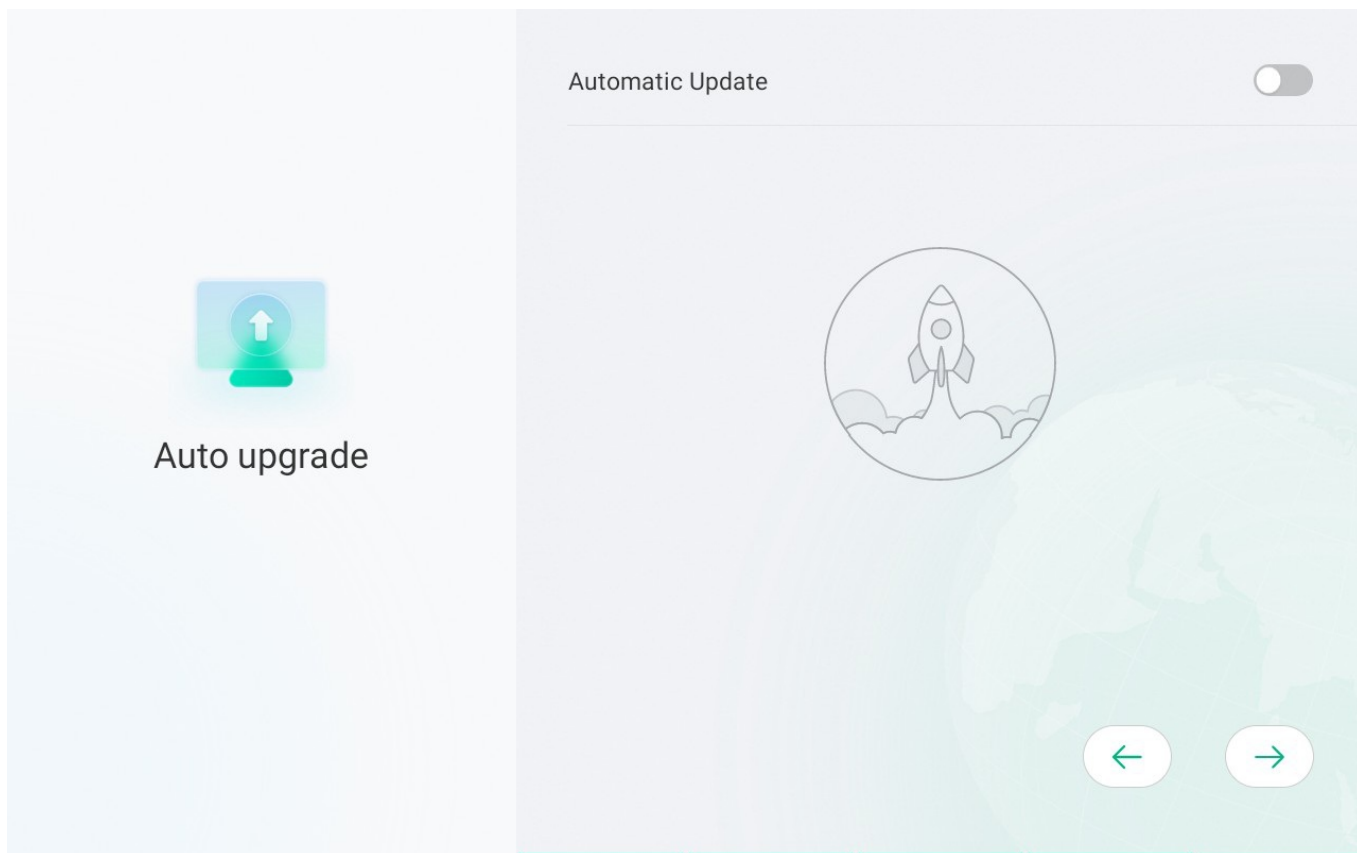


The screenshot displays the 'Time Zone' configuration step. On the left, there is a teal icon of a map and a clock, with the text 'Time Zone' below it. On the right, a search bar is labeled 'Search time zone'. Below the search bar is a list of time zones:

- (UTC-02:00) Mid-Atlantic - Old
- (UTC-01:00) Azores
- (UTC-01:00) Cabo Verde Is
- (UTC) Coordinated Universal Time ✓
- (UTC) Dublin, Edinburgh, Lisbon, London
- (UTC) Monrovia, Reykjavik
- (UTC) Spain-Canary Islands

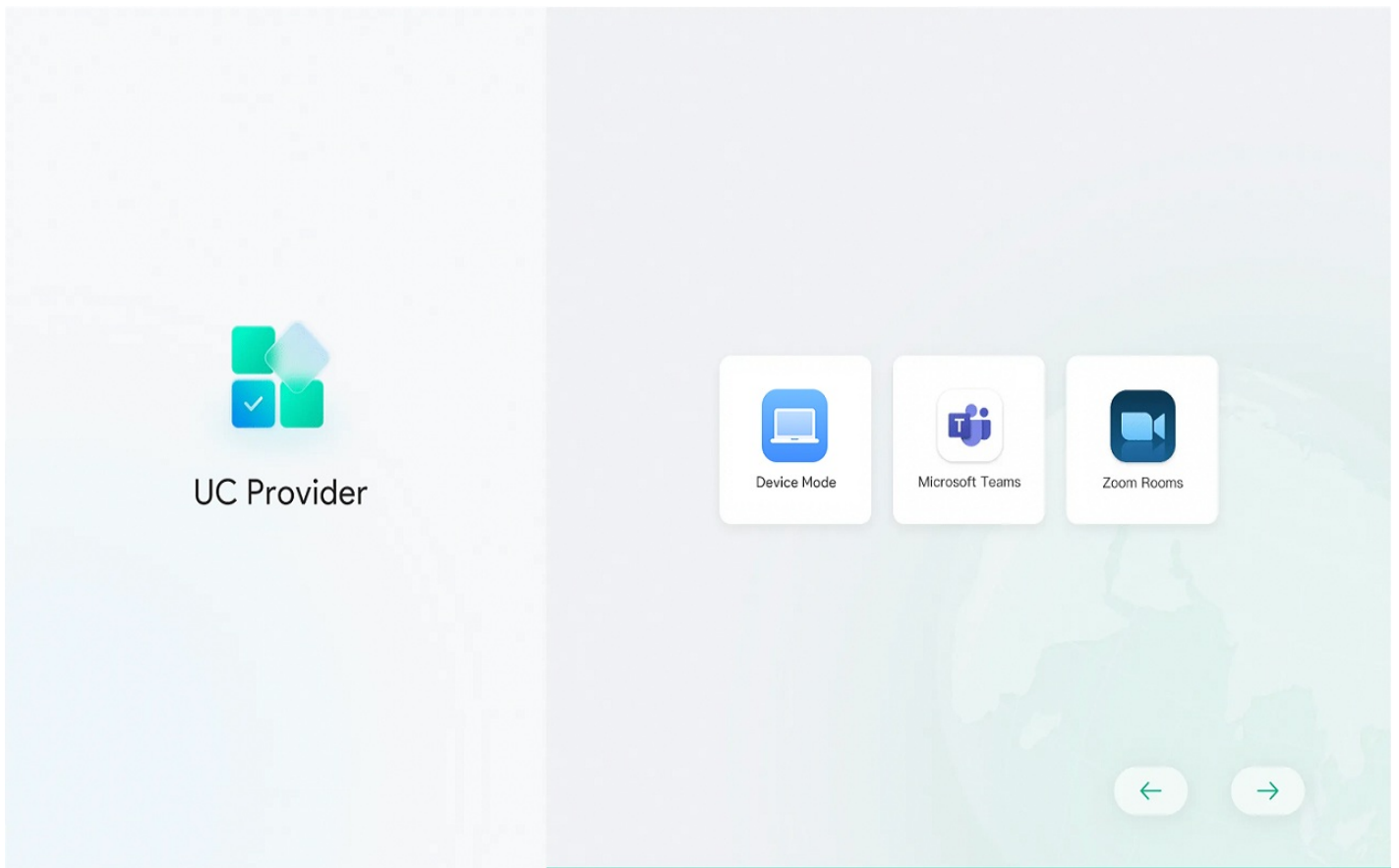
At the bottom right of the list, there are two circular navigation buttons: a left arrow and a right arrow.

4. Auto Update: To enable **Auto Update**, please read the regulations carefully on the touch panel. We recommend enabling this feature for the subsequent update.



Step 3 Select Platform

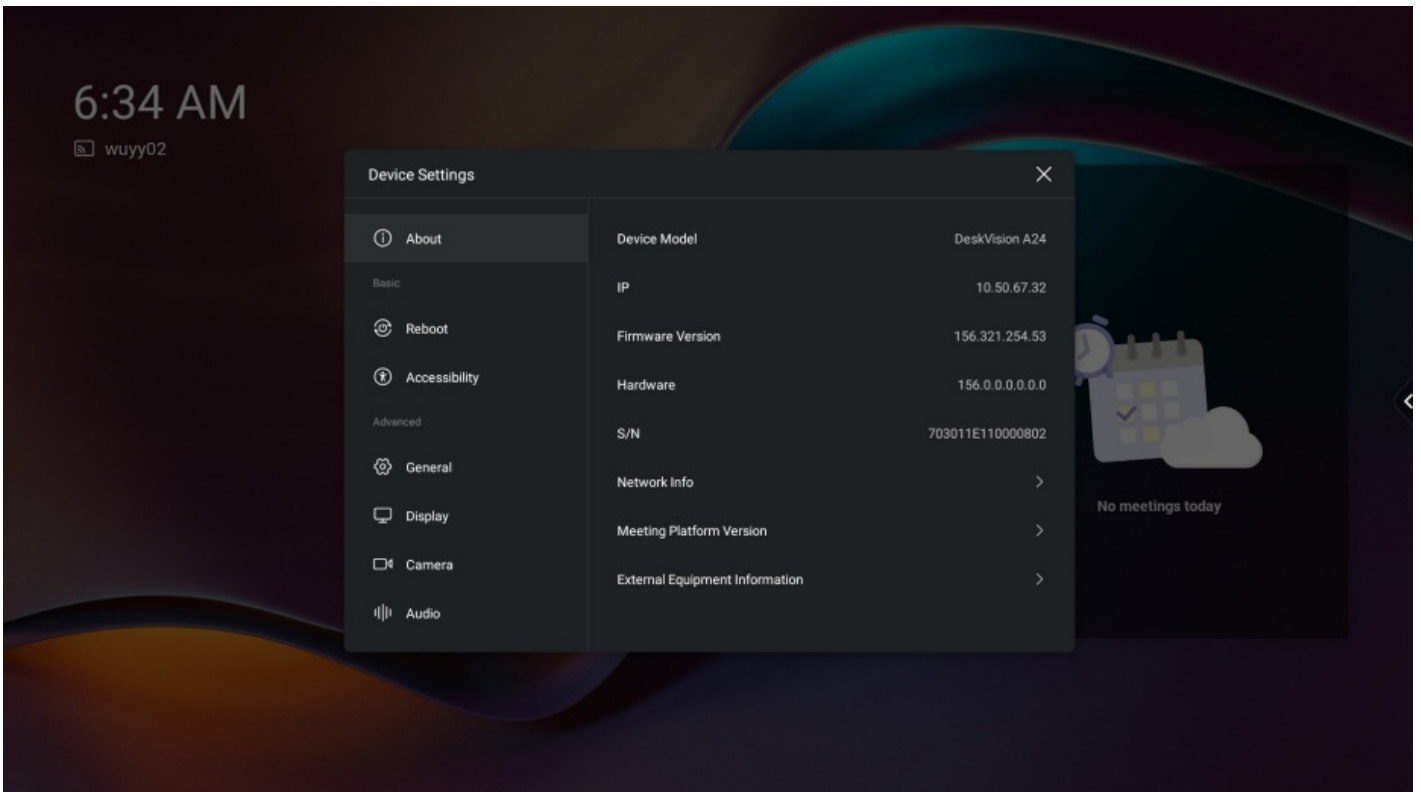
You can select the desired platform.



2. Firmware Version

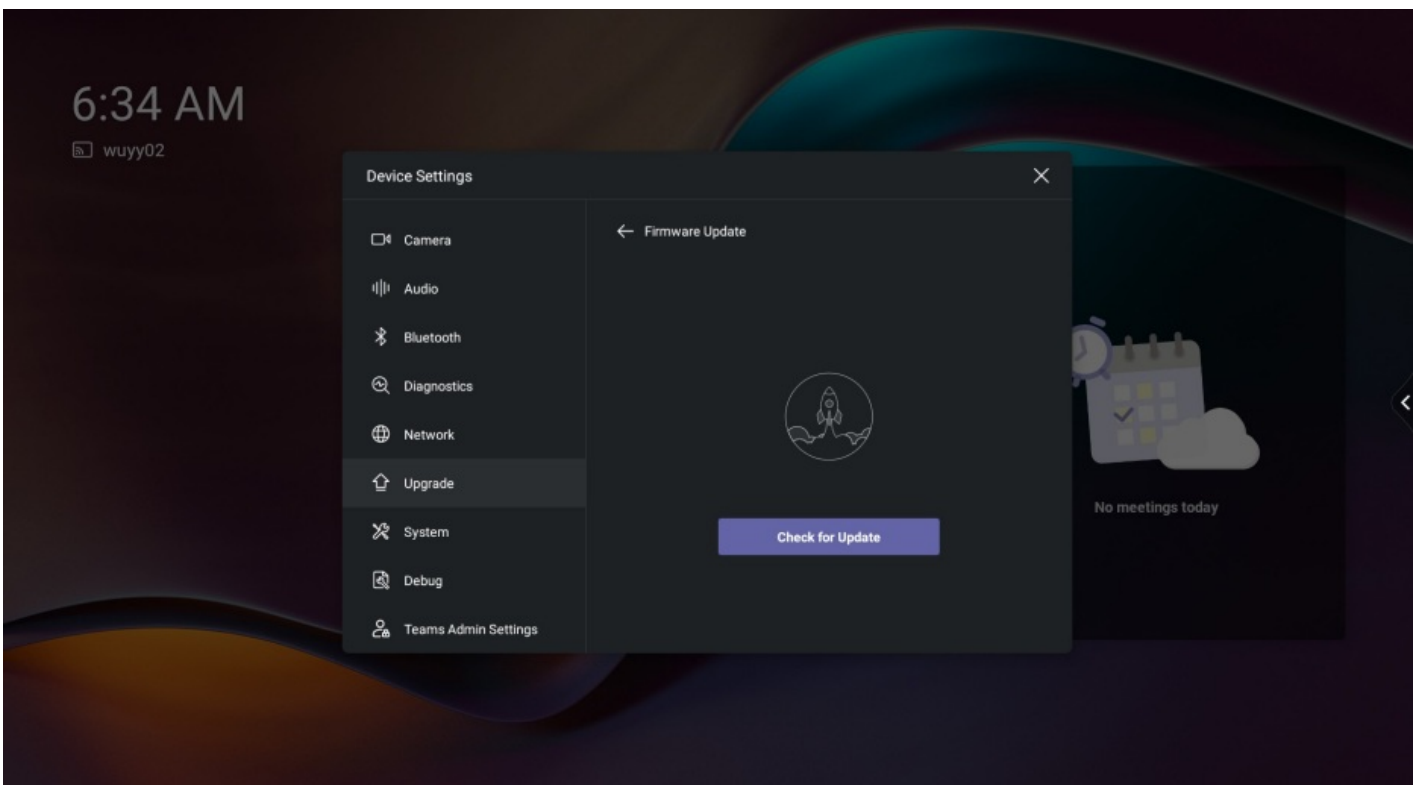
Check Firmware Version

You can check the firmware version information of the device to determine whether it needs to be updated. Go to **More > Settings > About** via the touch panel or remote control to check the firmware version. (We recommend using the latest software version [Release Note](#).)



Update Firmware

1. Go to **Settings > Upgrade** (default password: 0000) > **Check for Update** to check if there is a newer version and the status of the automatic update switch is kept in sync with the selection in the startup wizard.
2. When a new version is detected in the system, you can directly select **Check for Update** to update.



3. Log in to Account

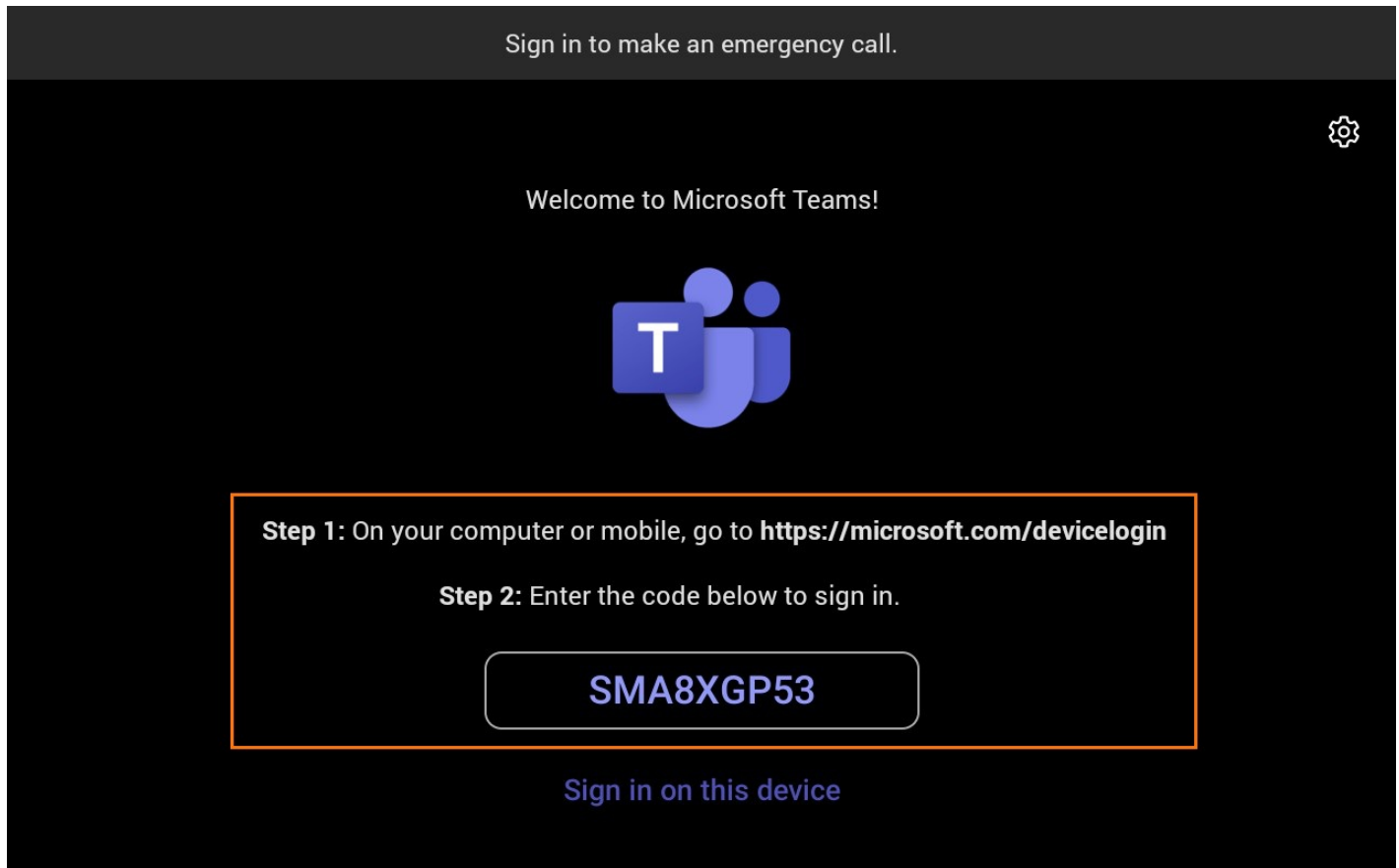
NOTE

- Please contact the corresponding service provider to obtain an account.
- Check whether the device is connected to the Internet. Please refer to [Check Network](#) for more information.

Log in to Teams Rooms Account

Log in to Web User Interface

Use a PC that can access the Internet, enter <https://microsoft.com/devicelogin> in the address bar of a browser, and operate according to the on-screen prompts of the touch panel and the endpoint.




Log in to MeetingBar AX0

NOTE

Use the remote control to operate it if your display does not support touch.

Sign in to make an emergency call.

Welcome to Microsoft Teams!



Step 1: On your computer or mobile, go to <https://microsoft.com/devicelogin>

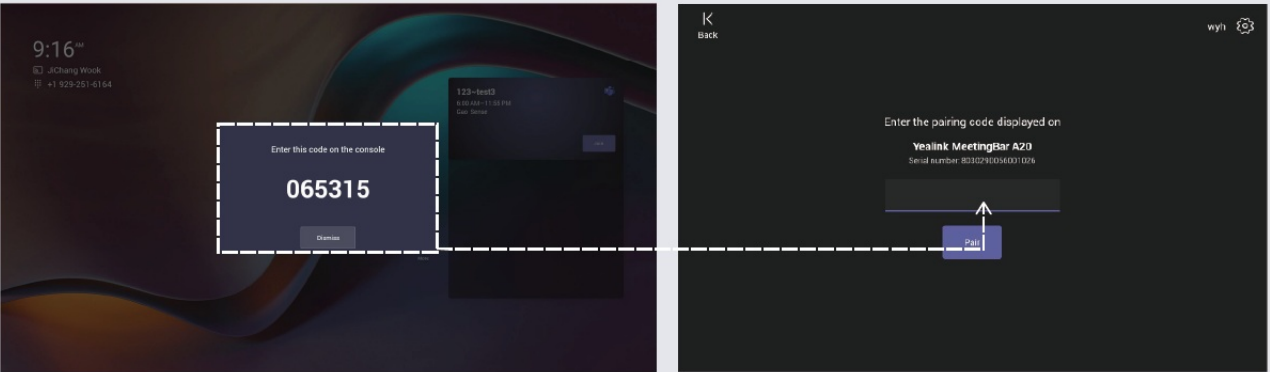
Step 2: Enter the code below to sign in.

SMA8XGP53

Sign in on this device


Pairing (Optional)

Enter the pairing code on the display connected to the the endpoint on the touch panel.



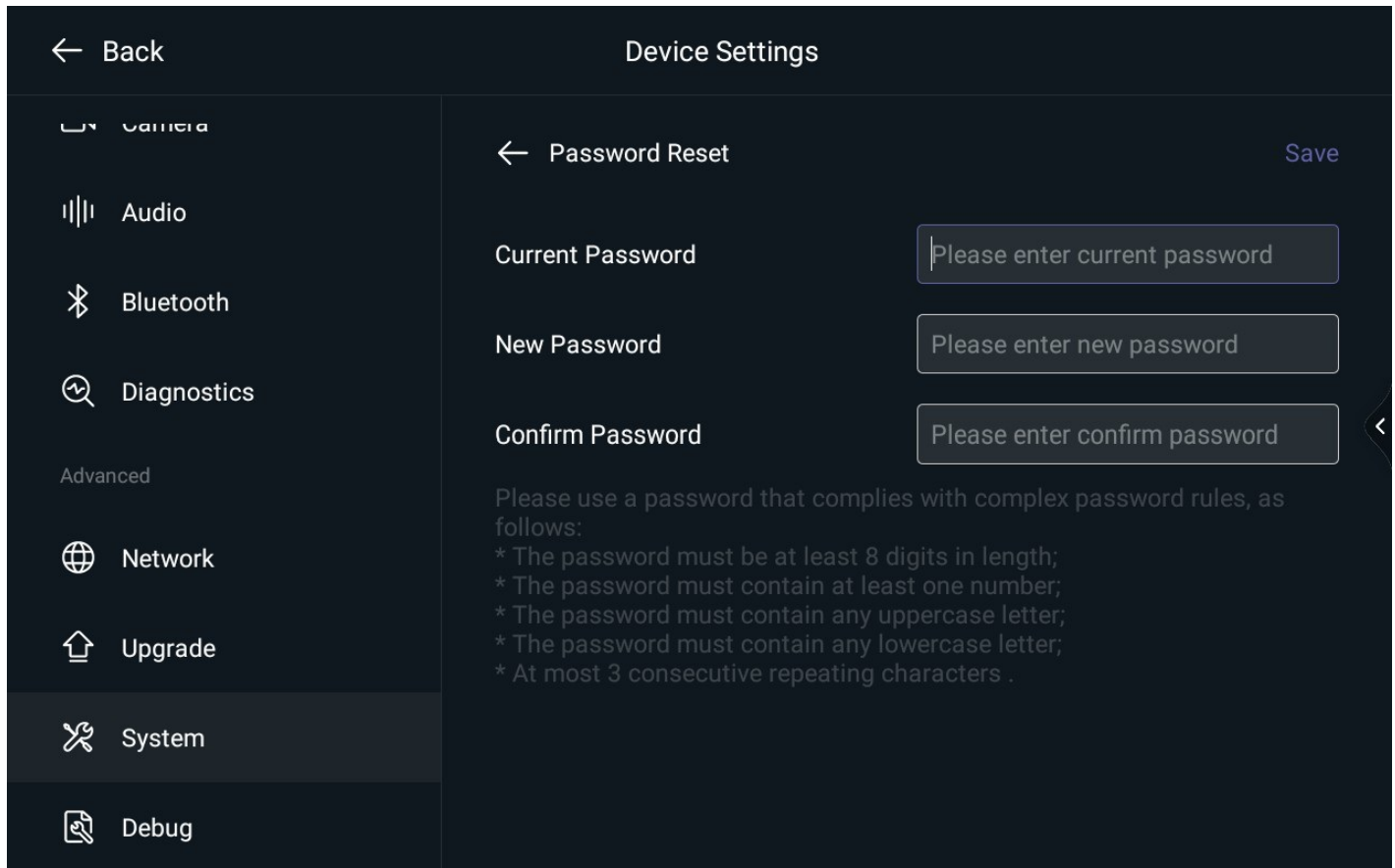
4. Set Up MeetingBar AX0

Camera Settings

On the touch panel or with the remote control, select the sidebar  > **Settings** > **Camera** to manually adjust the camera position, enable the intelligent tracking or set a preset position.

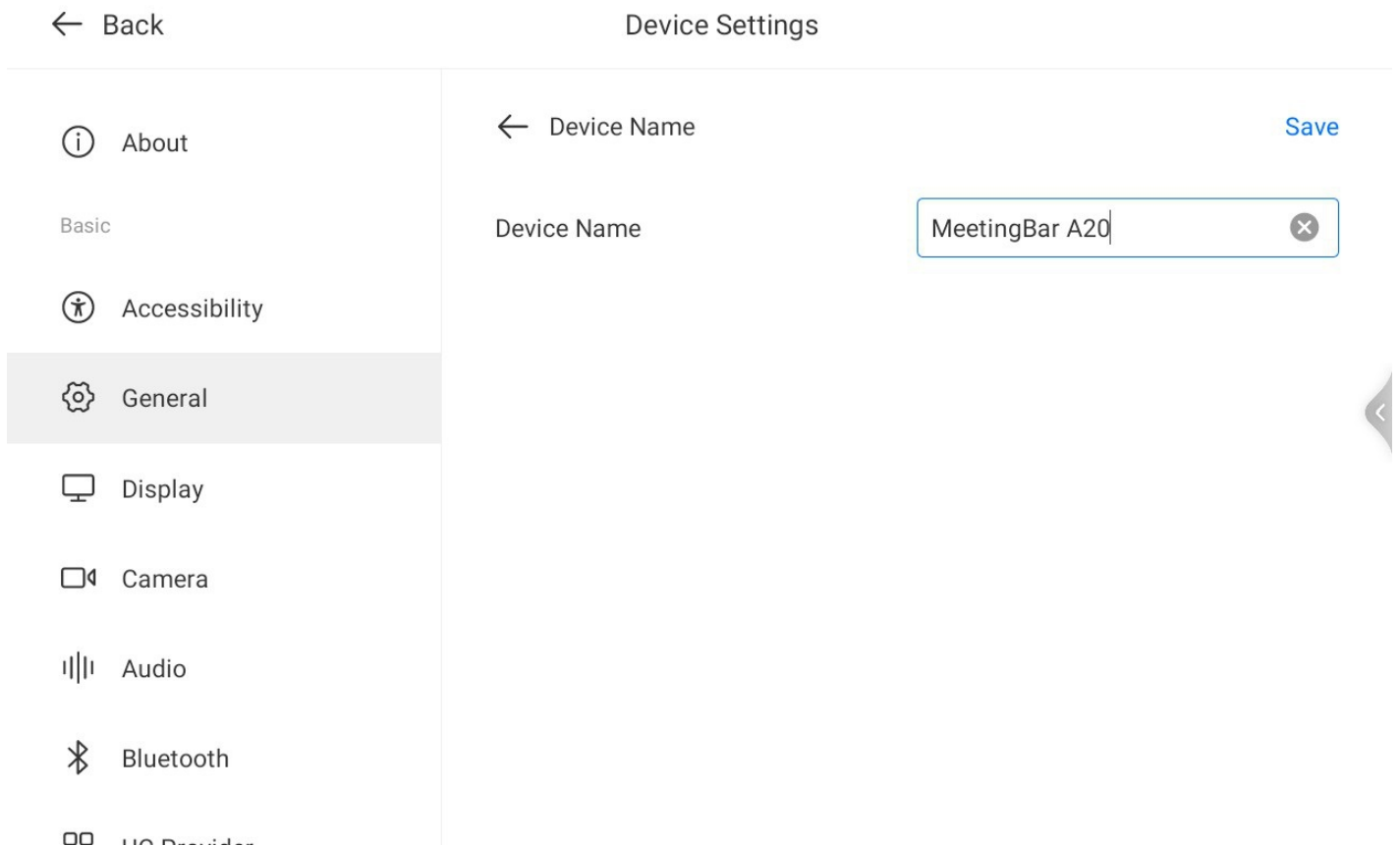
Administrator Password Settings

On the touch panel or with the remote control, select the sidebar **<** **> Settings > System**. Set up **Old Password**, **New Password**, and **Confirm Password**, and then select **Save**.



Device Name Settings

On the touch panel or with the remote control, go to **More > Settings > Device Settings > General > Device Name** to set the MeetingBar AX0 name.



5. Configure Web User Interface

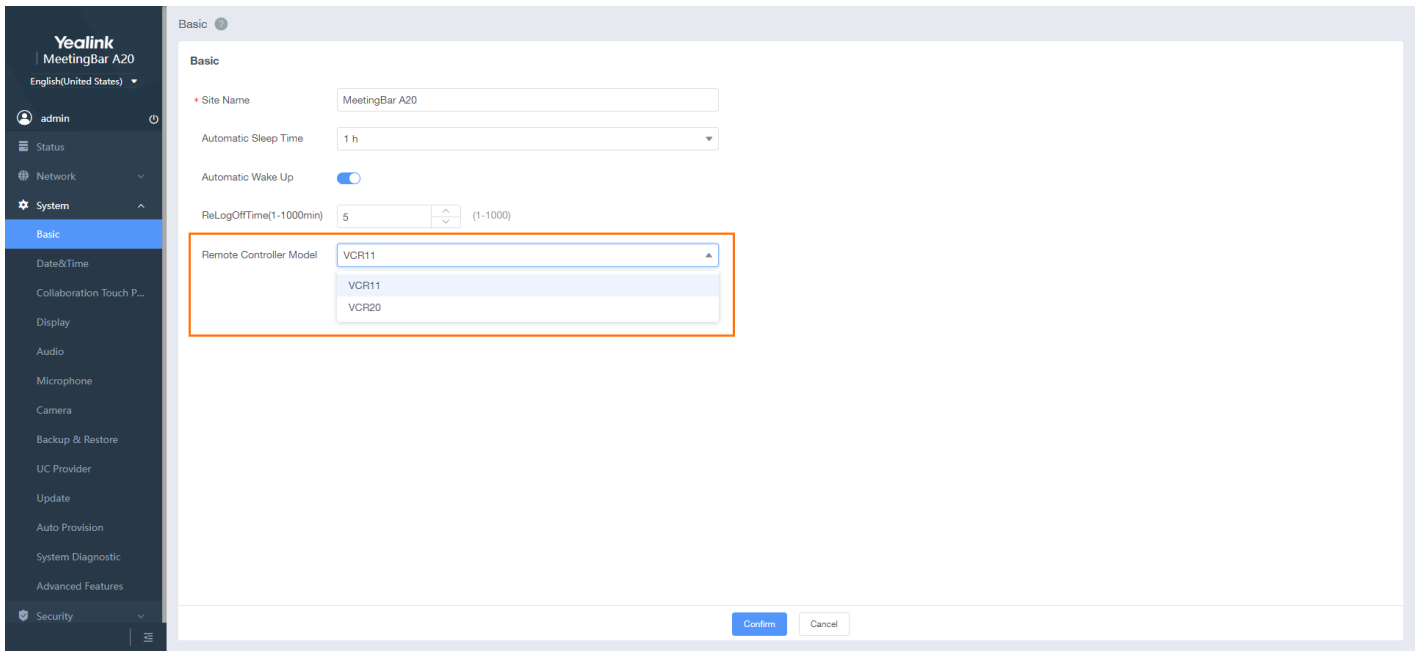
NOTE

We recommend using Chrome browser or IE11 to log in to the web user interface. Some features may not work properly if you use a different or an older browser.

Access Web User Interface

1. On the touch panel or with the remote control, go to **More > Settings > Device Settings > About** via the touch panel or remote control to check the IP address.
2. Enter "https://IP address of MeetingBar or the touch panel" in the browser, for example: https://10.50.56.1/, and press **Enter**.
3. Enter the user name and password (default user name: admin; default password: 0000), and click **Log in**.

Configure Remote Control (Optional)



6. Using Test

Before users use the meeting room system, we recommend the administrator do the following:

Description	Related Document
Test video: Ensure the local images can be displayed usually during the meeting.	Audio & Video
Test audio: Ensure the local audio collection is normal during the meeting.	Audio & Video
Test content sharing: Ensure you can use the content sharing usually during the meeting.	Wired Device Mode
Test CTP touch panel: Ensure that the CTP touch panel can control the meeting normally.	CTP18

FAQ

How to diagnose A10/A20/A30 and CTP18 pairing failure issue?

How to solve the problem that MeetingBar A20/A30 prompts to update device settings?

Cannot log in to your Teams account?

According to the device error, the possible reasons are as follows:

1. The device does not have a Microsoft Teams license.
2. The maximum number of devices on Intune.
3. Conditional Access policy restrictions on Intune.

MeetingBar A20/A30 Teams cannot log in?

When the MeetingBar A10/A20/A30 logs in to the Teams account, you can check according to [Android Bar cannot log](#)

in to the Teams account. If it prompts **Could not sign in. You will need to sign in again. If you see this message again, please contact your company support**, please refer to [Yealink A20&A30 Teams Could not sign in issue troubleshooting](#).