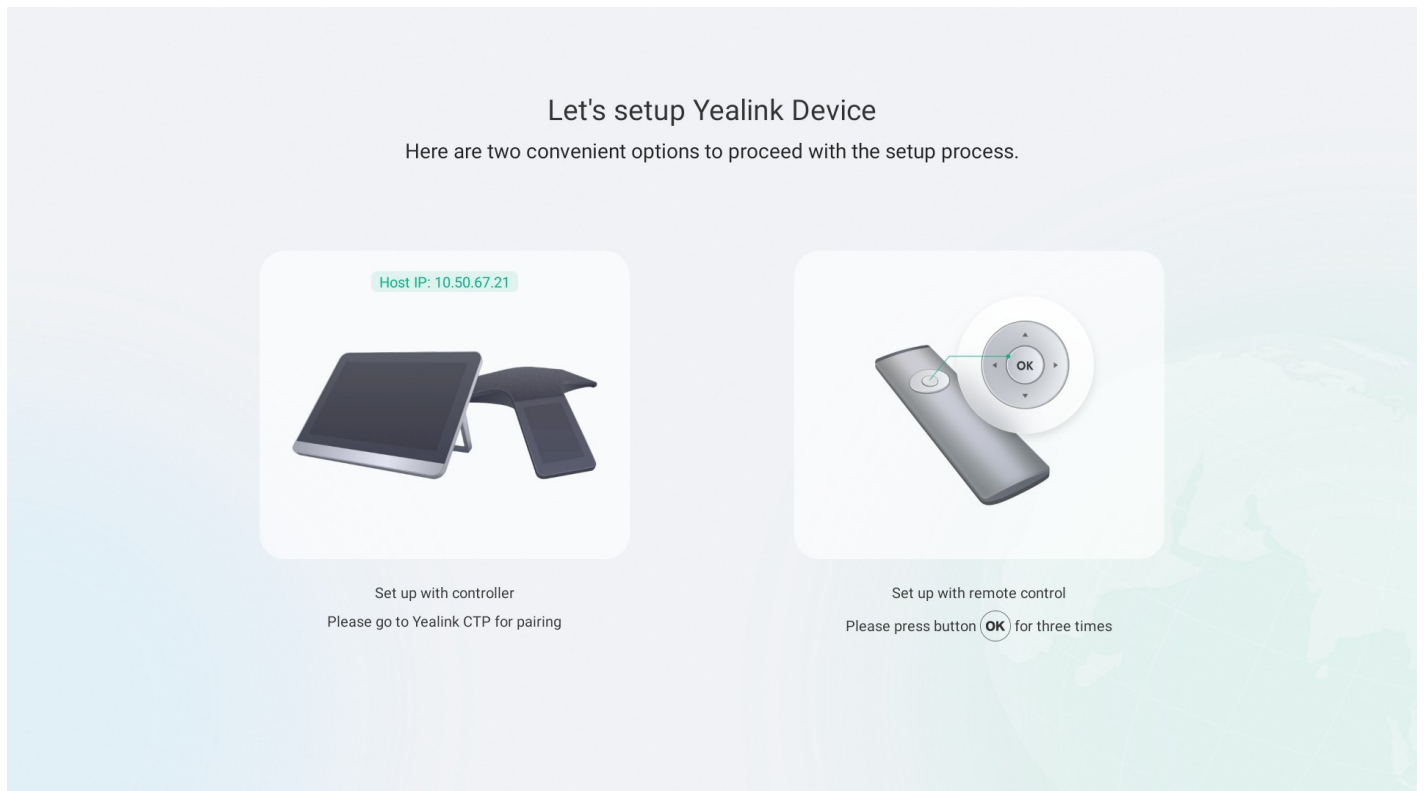


# Quick Setup

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.

## 1. Setup Wizard

After you boot up the MeetingBar A10/A20/A30 (hereinafter referred to as MeetingBar AX0) for the first time or restore it to factory settings, it will enter the startup wizard interface.



### 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](#).

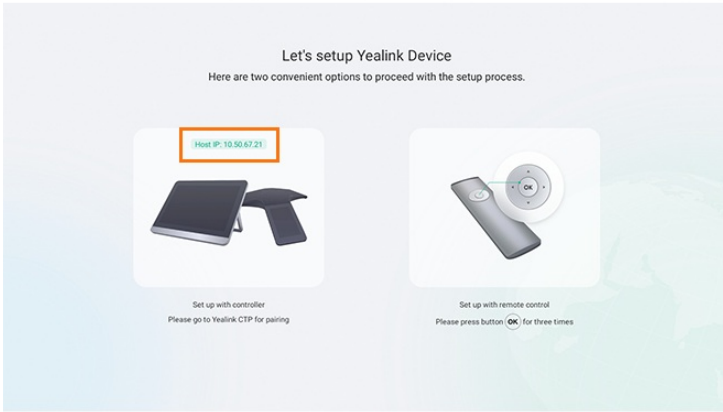
#### Method 2: Use the CTP18 (Pair the CTP18 manually)

#### **NOTE**

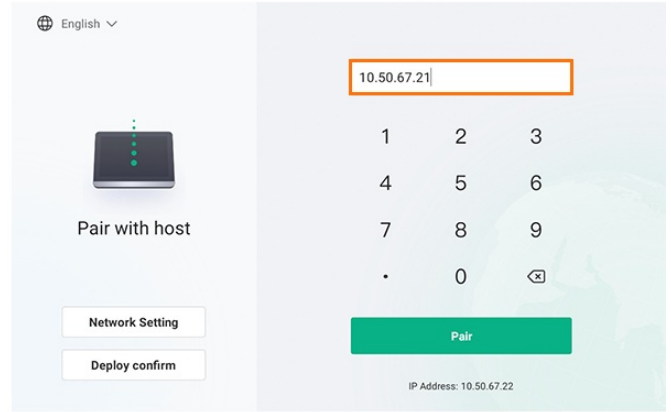
Please make sure that the CTP18 is on the same LAN as the MeetingBar A10/A20/A30.

If you purchased a MeetingBar kit, the MeetingBar AX0 and CTP18 would be paired automatically and go to [Step 2 Initialize Configuration](#). If you purchased the CTP18 separately, you need to pair it manually. For the pairing video, please refer to [CTP18 Unboxing](#).

1. Enter the IP address of the MeetingBar AX0 on the display on the CTP18. As shown below, enter the IP address 10.50.67.21 of MeetingBar A10/A20/A30 on CTP18.

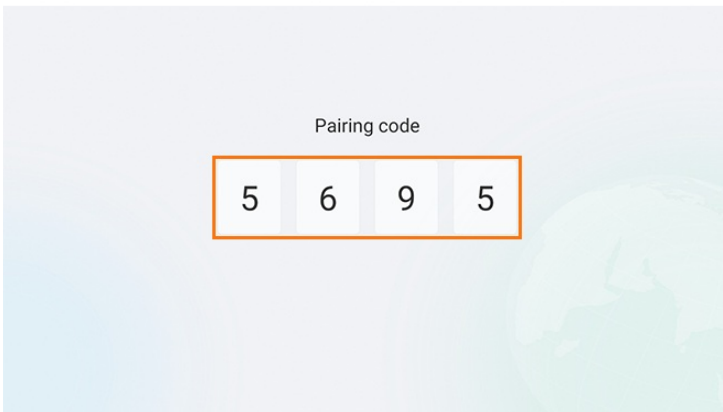


MeetingBar AX0

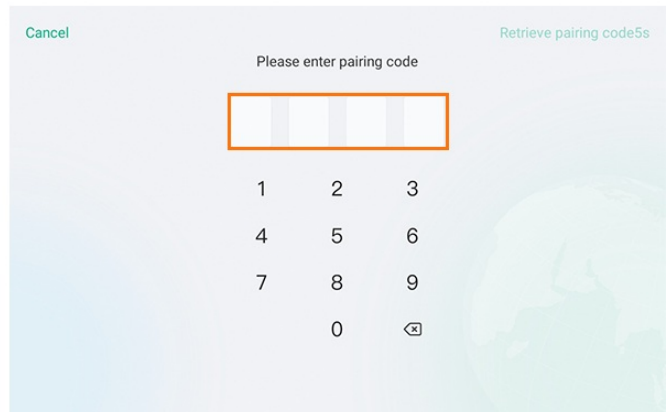


CTP18

2. After the IP pairing between MeetingBar AX0 and CTP18 is successful, a pairing code will appear on a display connected to MeetingBar AX0. Enter the pairing code on CTP18 and tap **Retrieve pairing code** in the upper-right corner of CTP18 to retrieve the pairing code.



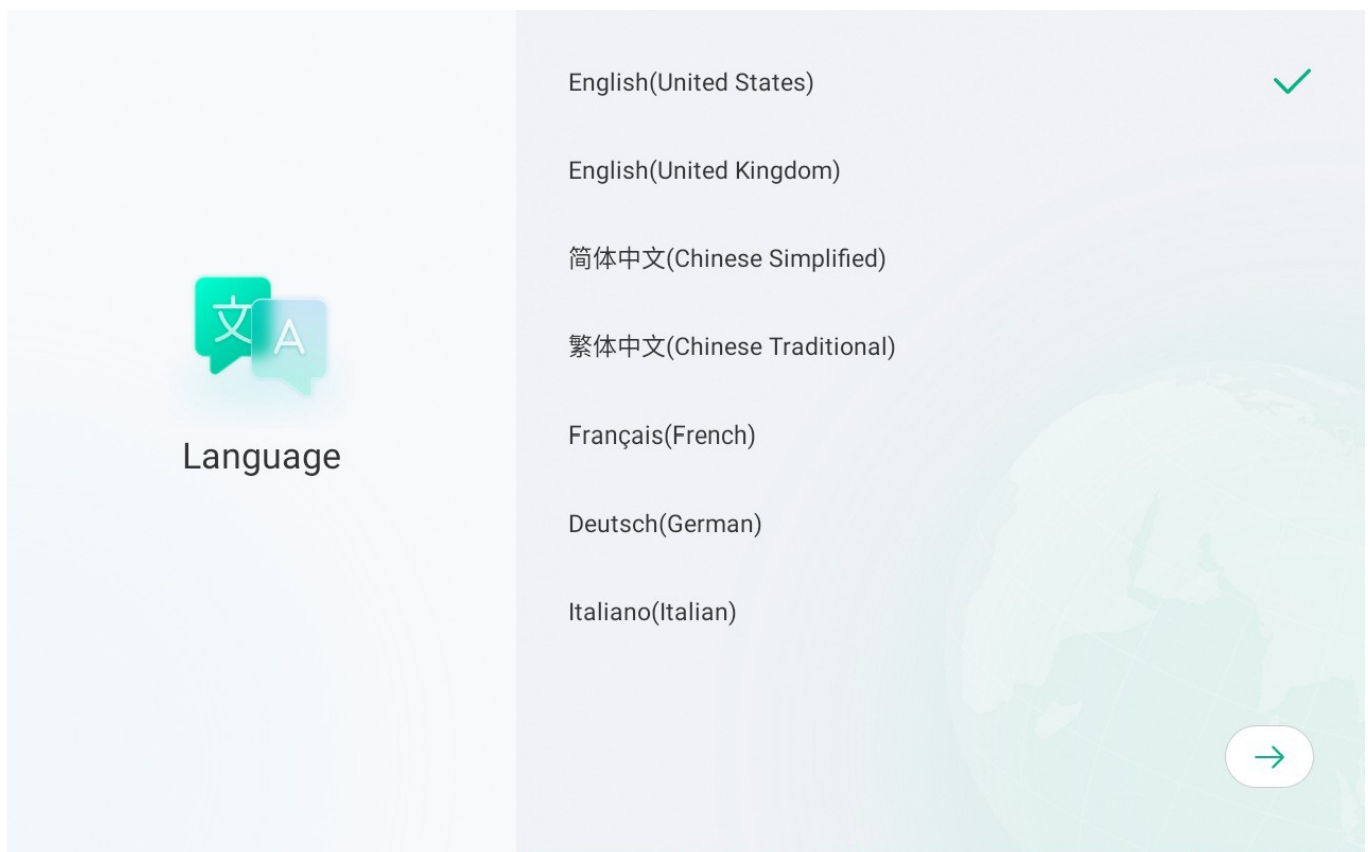
MeetingBar AX0



CTP18

**Step 2 Initialization Settings**

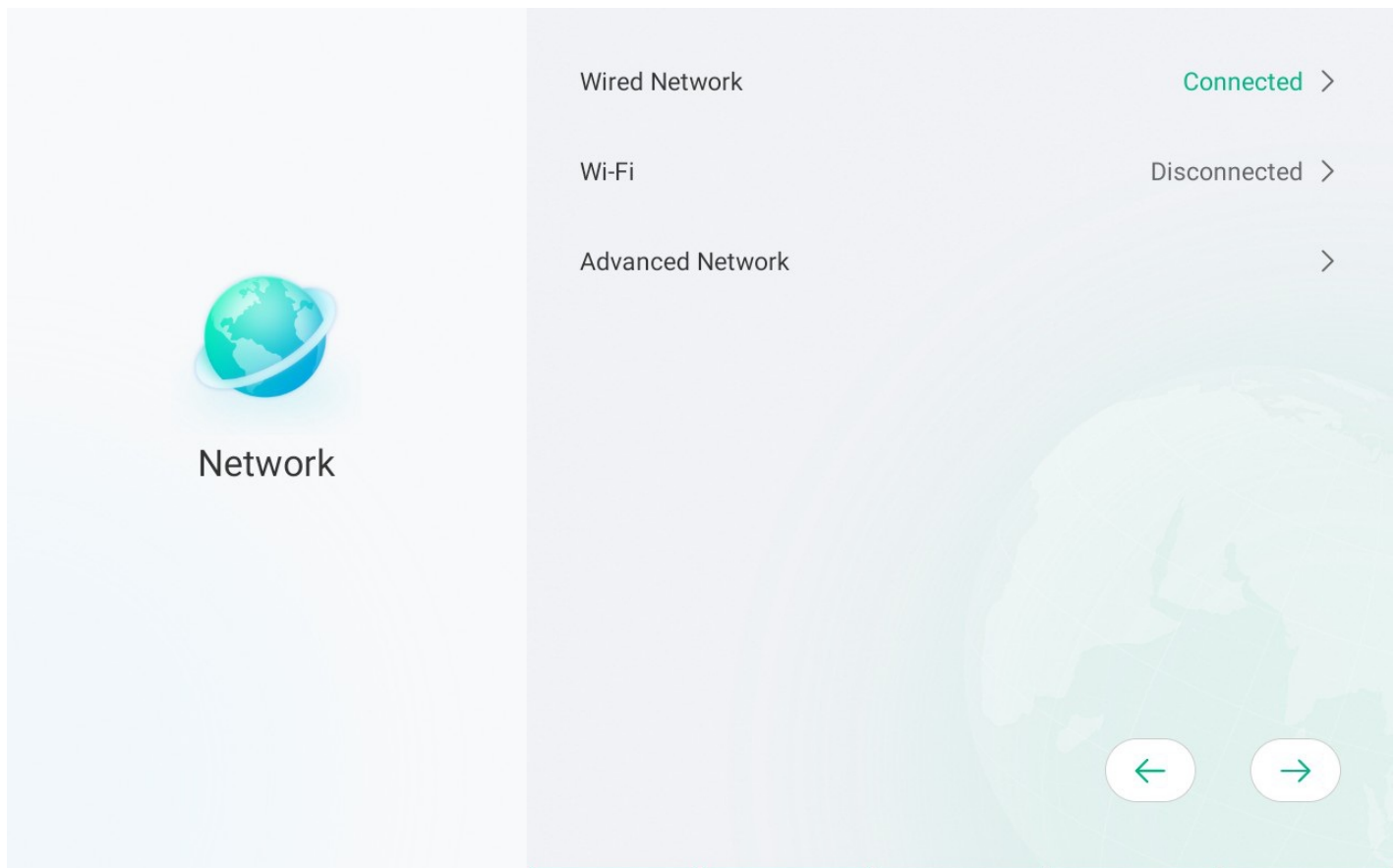
1. Set up **Language** and select **Next Step**.



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

**NOTE**

When MeetingBar AX0 is connected to the network cable, the IP address is displayed in the lower left corner of MeetingBar AX0.



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

You can also connect MeetingBar AX0 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 MeetingBar AX0 is connected to both the network cable and the wireless network, MeetingBar AX0 prioritizes using the wireless network.

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

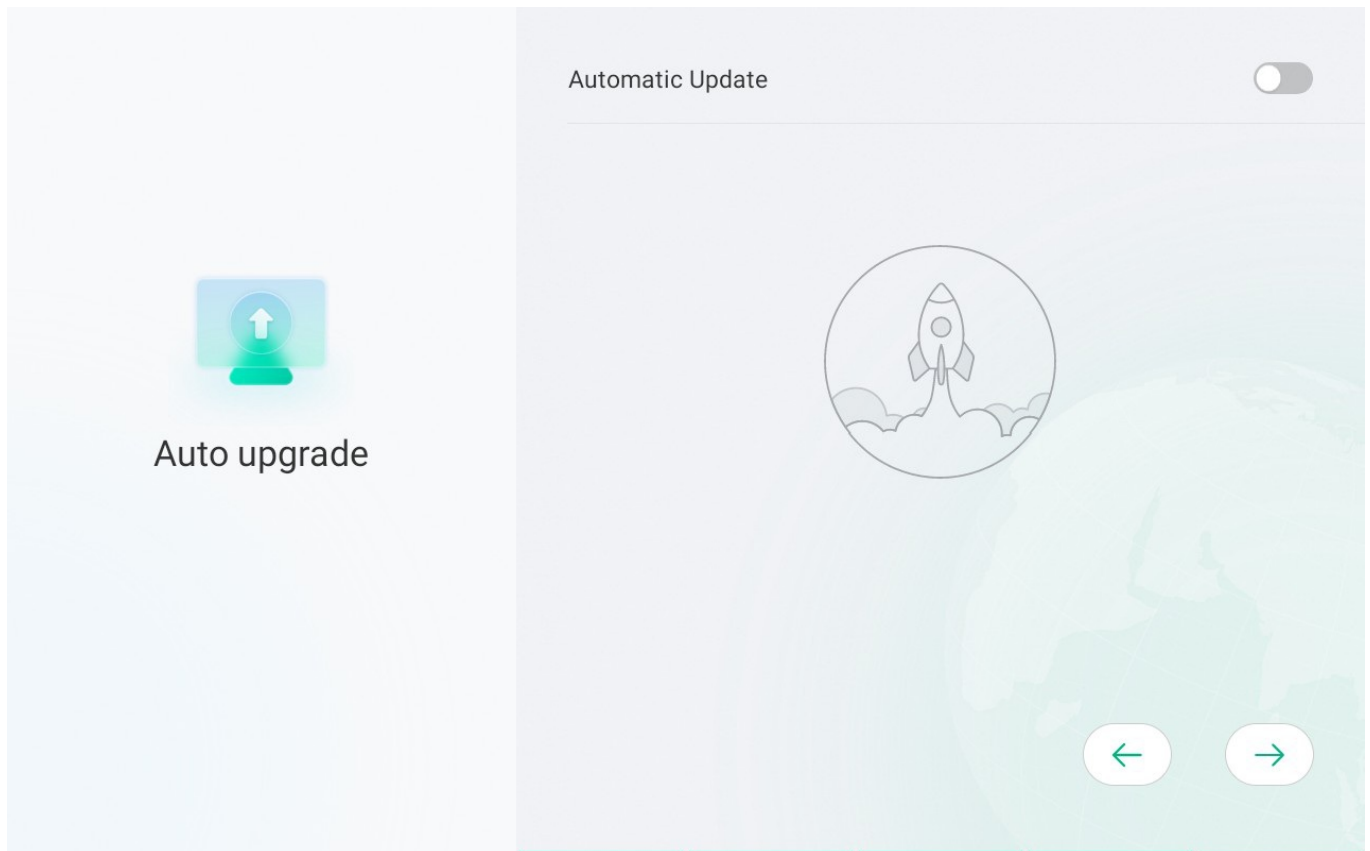
Time Zone

Search time zone

- (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

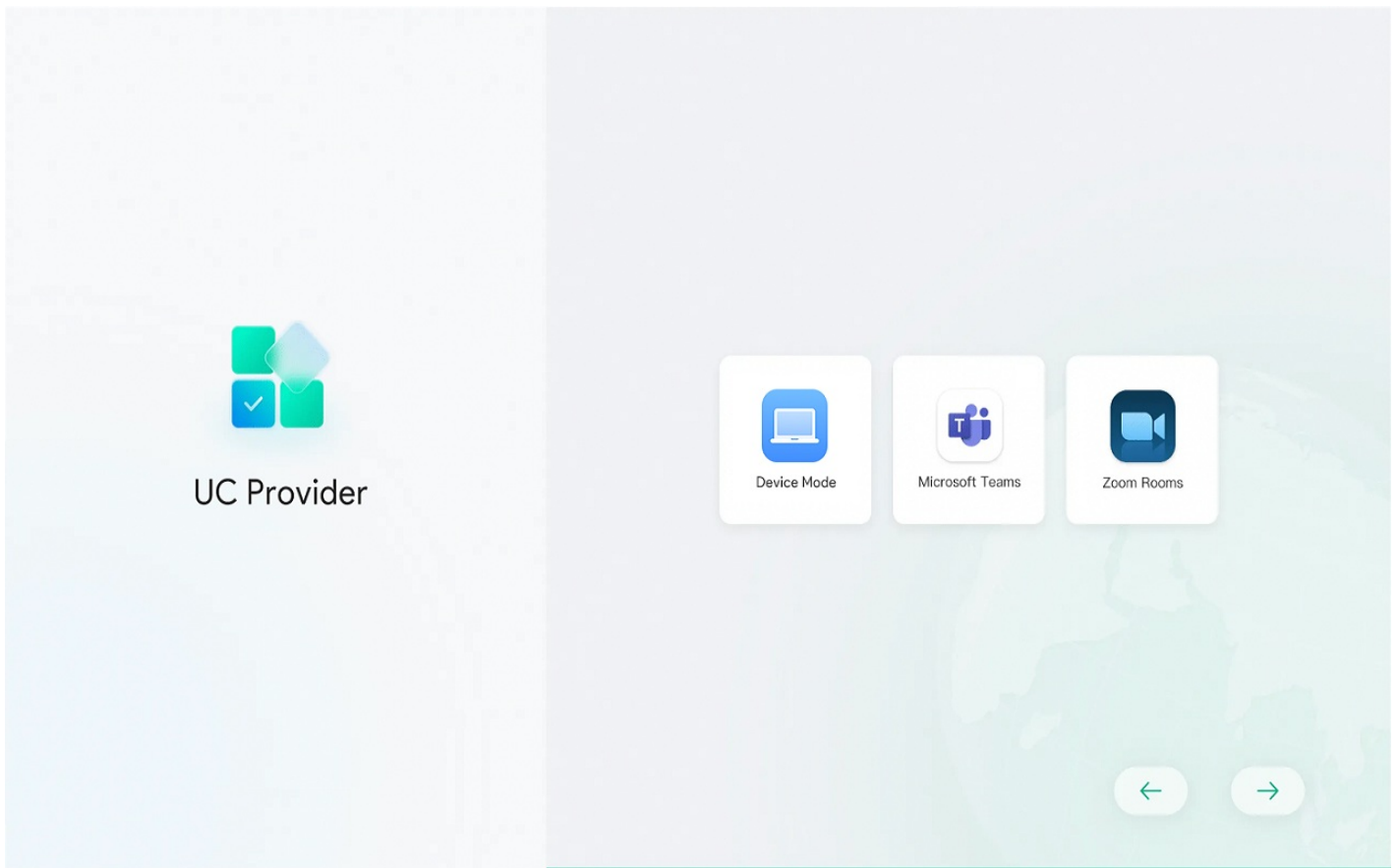
← →

4. Auto Update: To enable **Auto Update**, please read the regulations carefully on the CTP18. We recommend enabling this feature for the subsequent update.



### Step 3 Select Platform

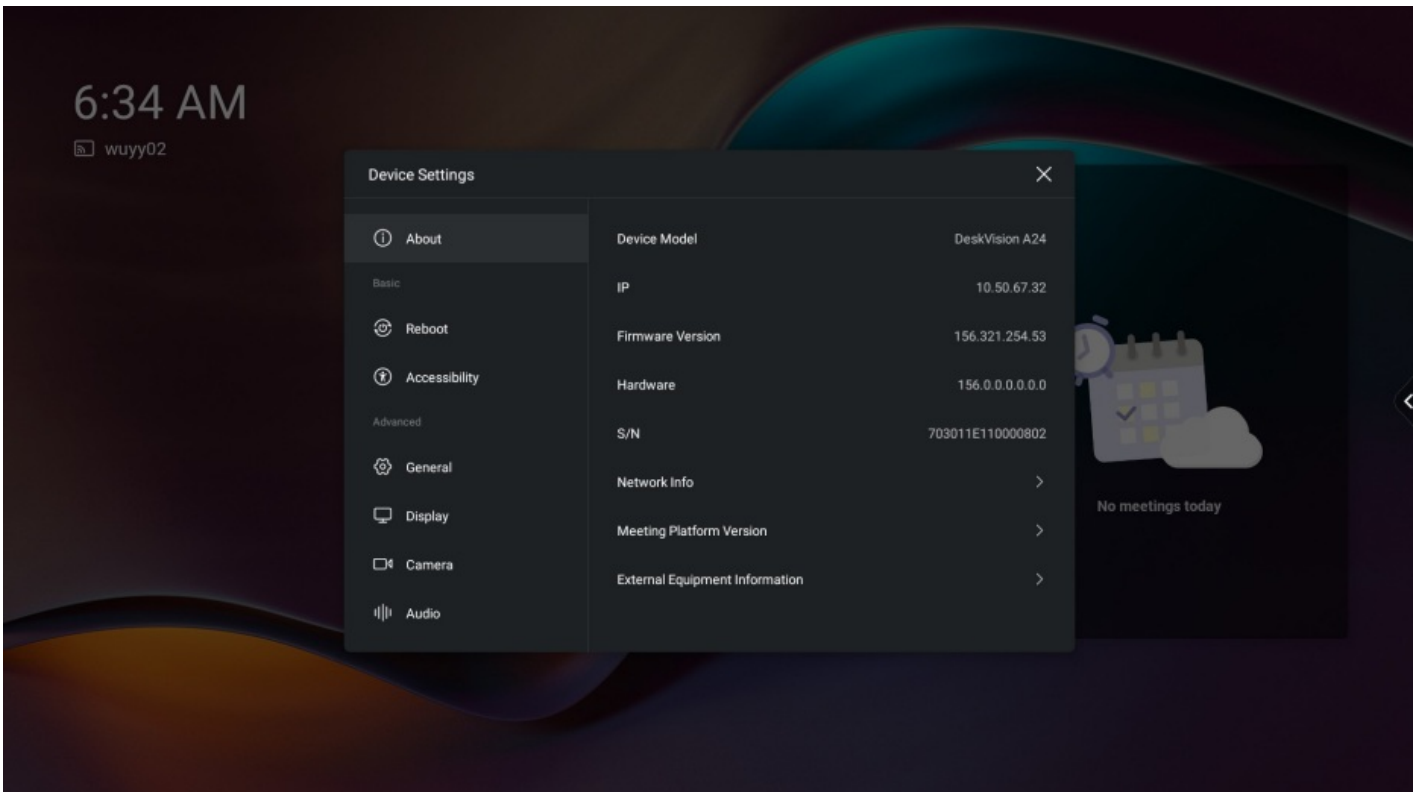
You can select the desired platform.




## 2. Firmware Version

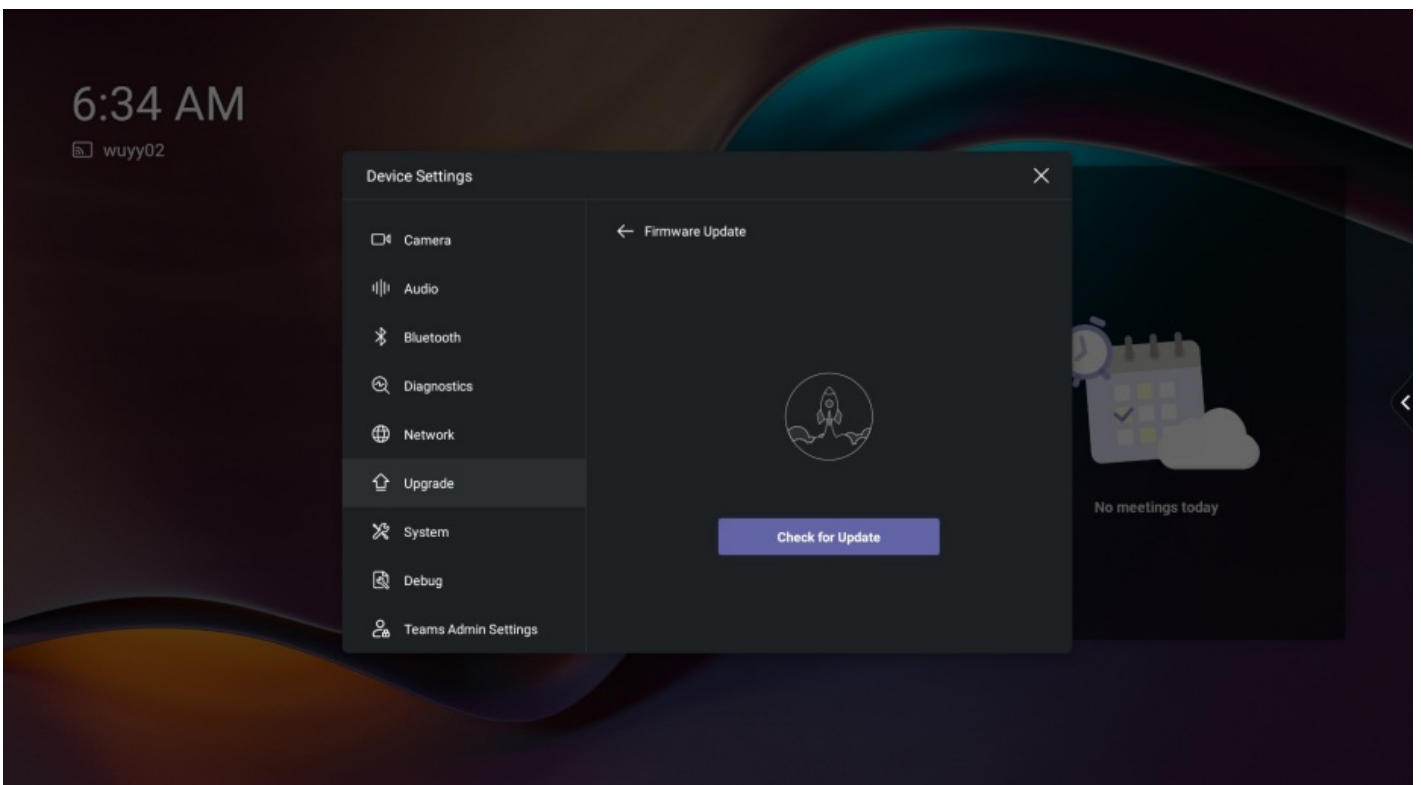
### Check Firmware Version

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 CTP18 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 CTP18 and MeetingBar AX0.

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.

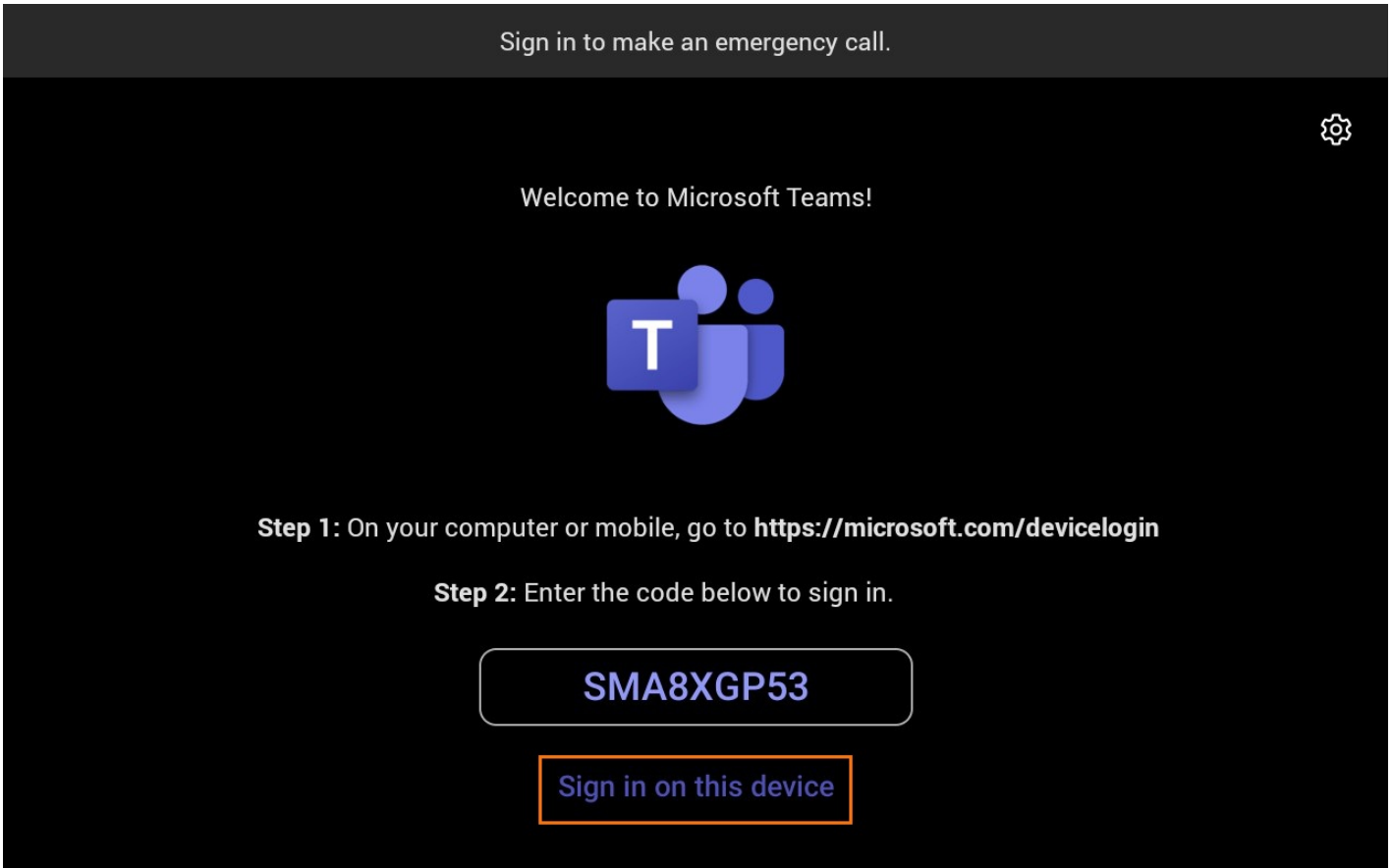
**SMA8XGP53**

[Sign in on this device](#)

#### Log in to MeetingBar AX0

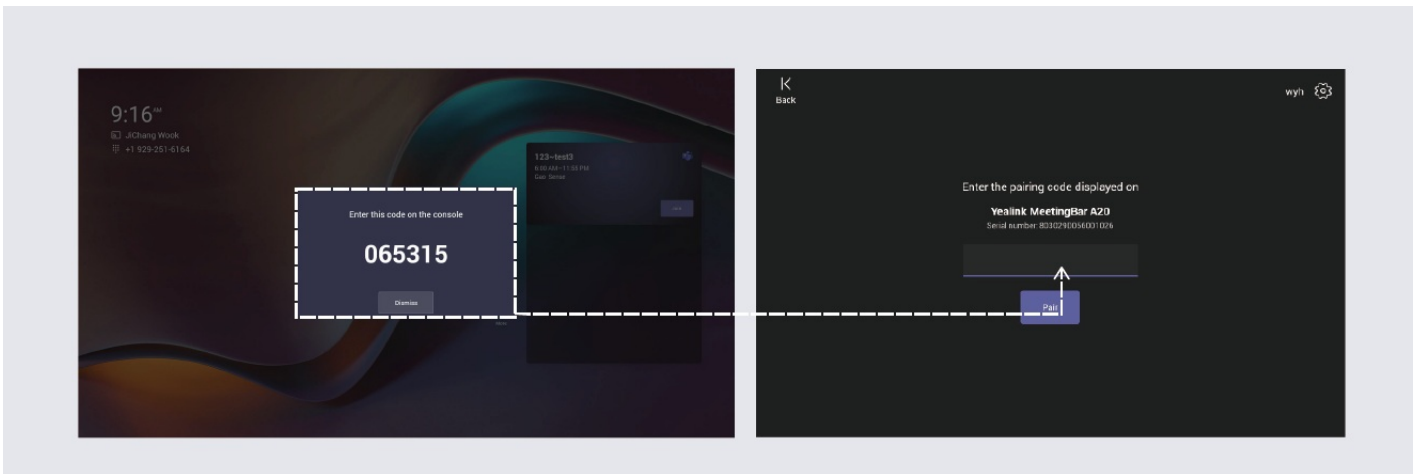
**NOTE**

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




**Pairing (Optional)**

Enter the pairing code on the display connected to the MeetingBar AX0 on the CTP18.




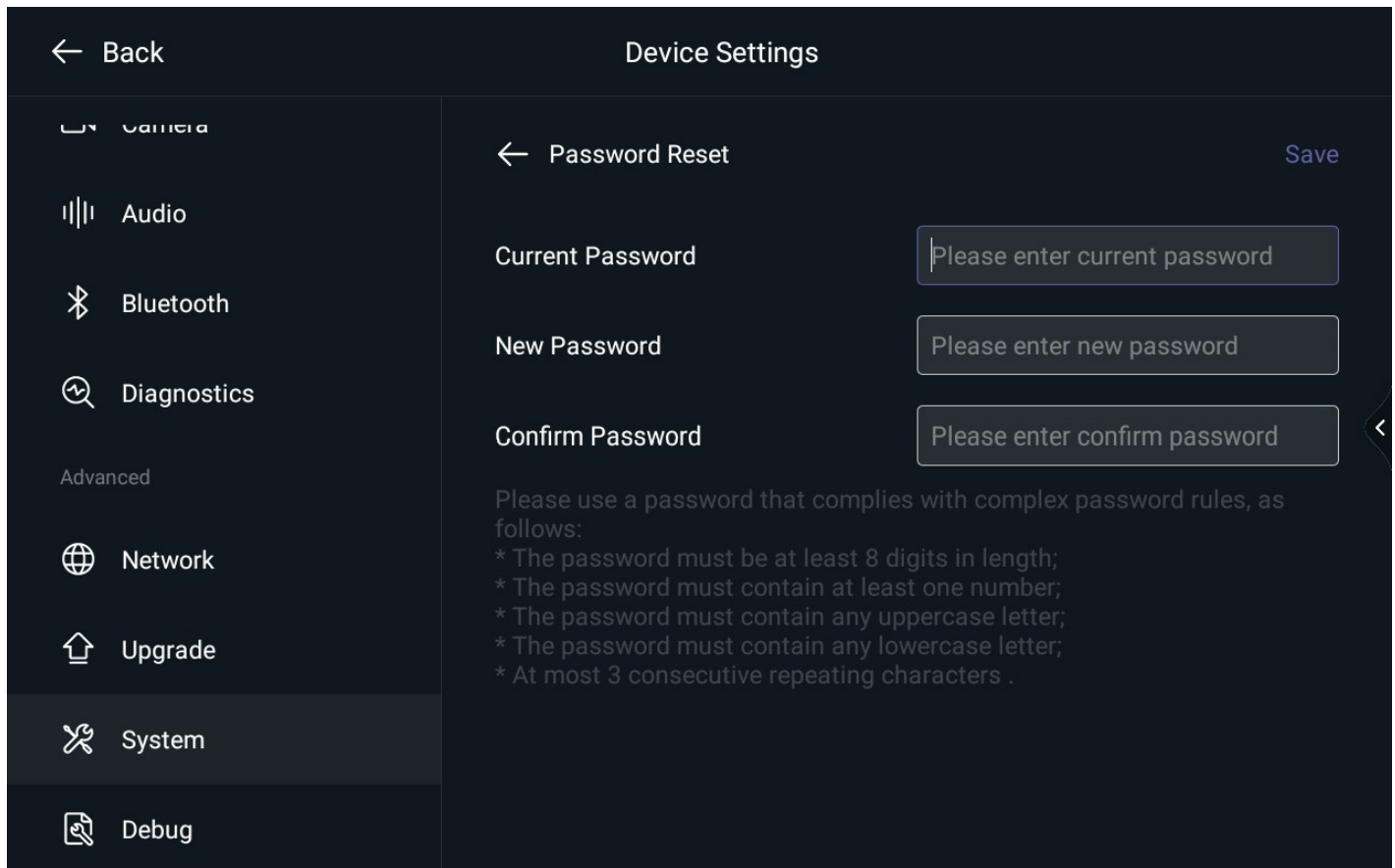
**4. Set Up MeetingBar AX0**

**Camera Settings**

On the CTP18 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.

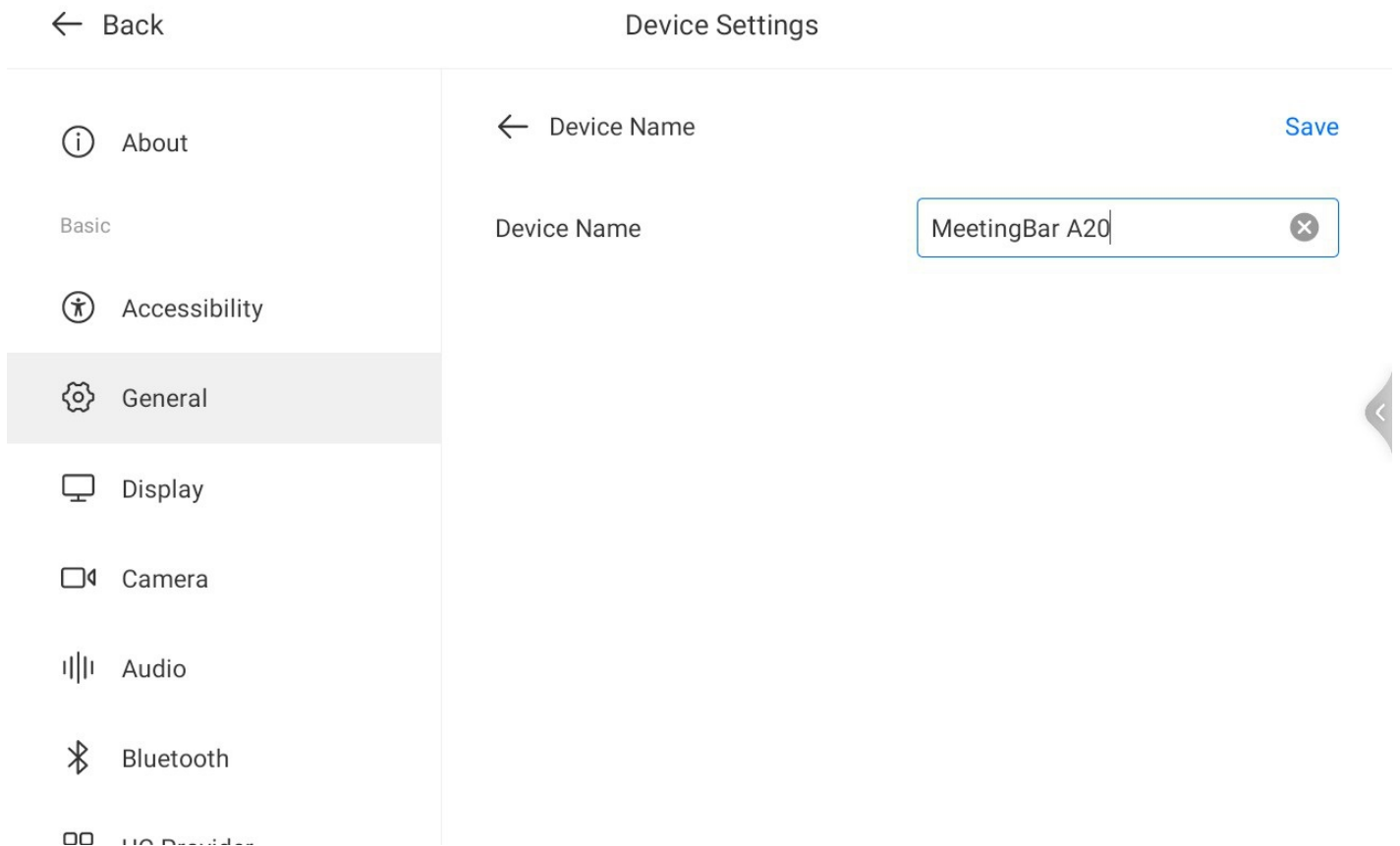
## Administrator Password Settings

On the CTP18 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 CTP18 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

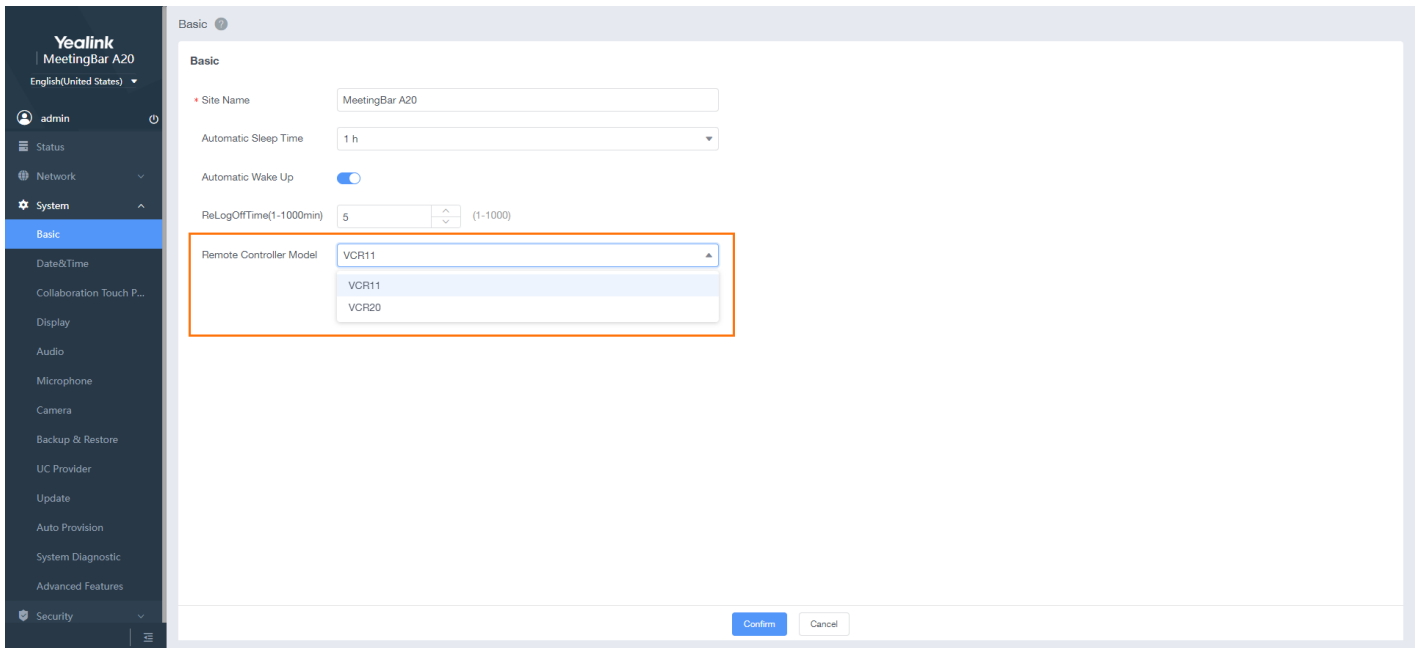
### **NOTE**

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 CTP18 or with the remote control, go to **More > Settings > Device Settings > About** via the CTP18 or remote control to check the IP address.
2. Enter “https://IP address of MeetingBar A10/A20/A30 or CTP18” 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.	<a href="#">Audio &amp; Video</a>
Test audio: Ensure the local audio collection is normal during the meeting.	<a href="#">Audio &amp; Video</a>
Test screen sharing: Ensure you can use the screen sharing usually during the meeting.	<a href="#">Wired Device Mode</a> <a href="#">Wireless Device Mode</a>
Test CTP18: Ensure that CTP18 can control the meeting normally.	<a href="#">CTP18 Touch Panel</a>

## FAQ

**Failed to pair the MeetingBar A20/A30 with the CTP18 Teams?**

**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](#).

