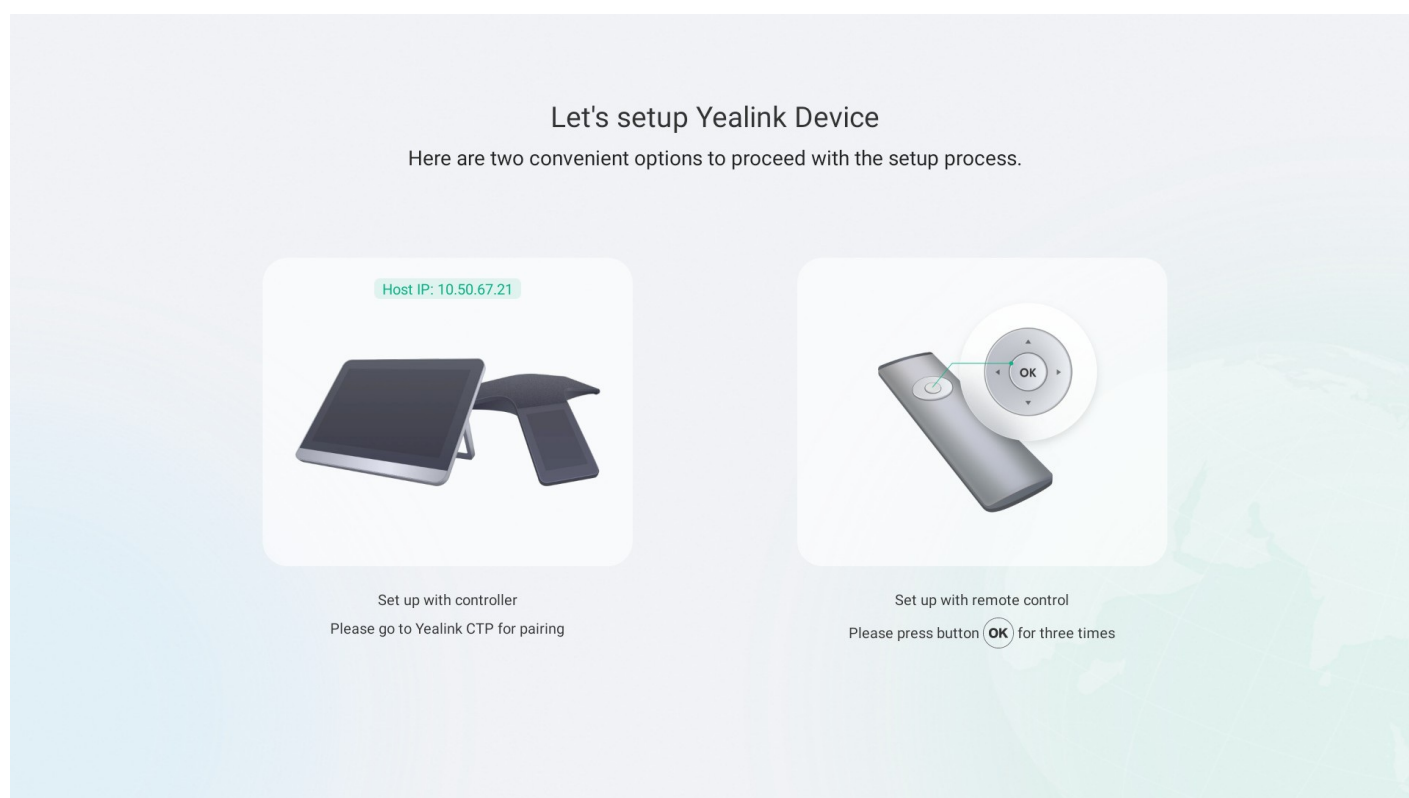


# Quick Setup

Before starting the setup, ensure that you have completed steps in [Deployment and Connection](#).

## 1. Setup Wizard

After booting up the Yealink MeetingBar for the first time or restoring it to factory settings, it will enter the startup wizard interface.



### Step 1 Select Control Method

#### Method 1: Use the Yealink Remote Control

Press the **OK** key on the Yealink Remote Control three times to proceed to [Step 2 Initialize Configuration](#).

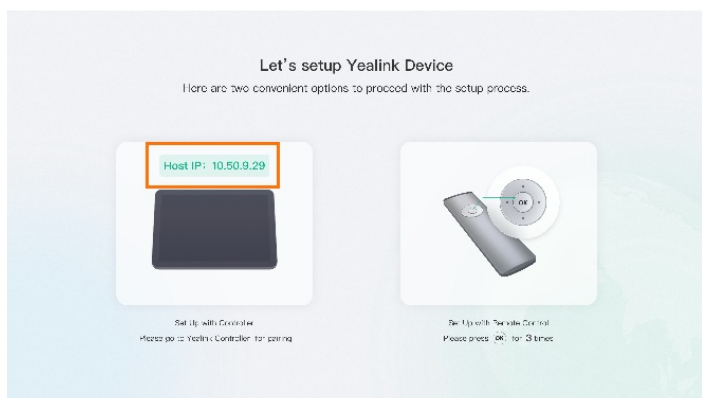
#### Method 2: Use the Yealink CTP Touch Panel

1. After the Yealink CTP Touch Panel is turned on for the first time or restored to factory settings, you must change the administrator password.  
By toggling on **Set this password as system's password**, the Yealink MeetingBar will synchronize the modified password with the Yealink CTP Touch Panel.

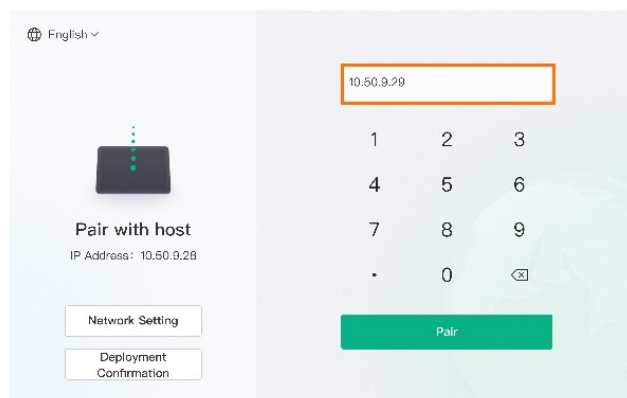
#### **NOTE**

Ensure that the Yealink CTP Touch Panel is on the same LAN as the Yealink MeetingBar.

2. If using a combination kit or connecting the Yealink CTP Touch Panel directly to the Yealink MeetingBar with a network cable, the Yealink CTP Touch Panel will automatically pair with the Yealink MeetingBar. If the Yealink CTP Touch Panel is purchased separately, pair it manually by entering the Yealink MeetingBar's IP address on the Yealink CTP Touch Panel. For example, enter IP address 10.50.67.21.

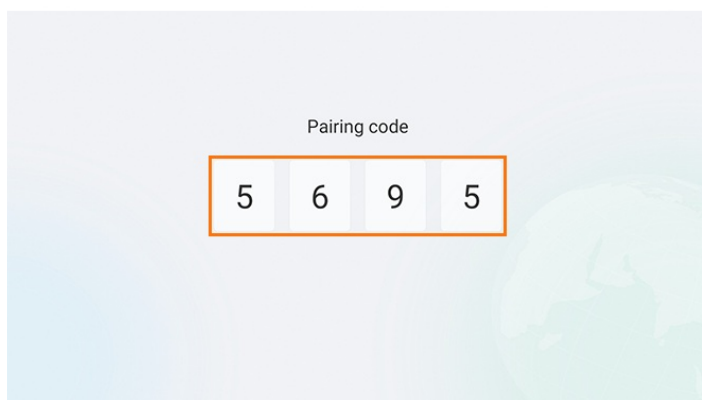


MeetingBar

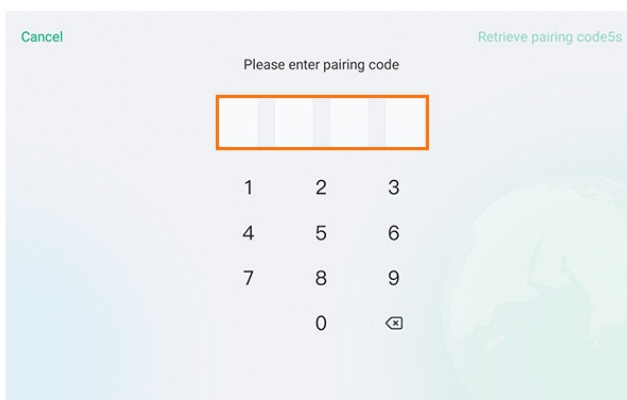


CTP

3. After successful IP pairing between the Yealink MeetingBar and Yealink CTP Touch Panel, a pairing code will appear on the display connected to the Yealink MeetingBar. Enter the code on the Yealink CTP Touch Panel and select **Retrieve pairing code**.



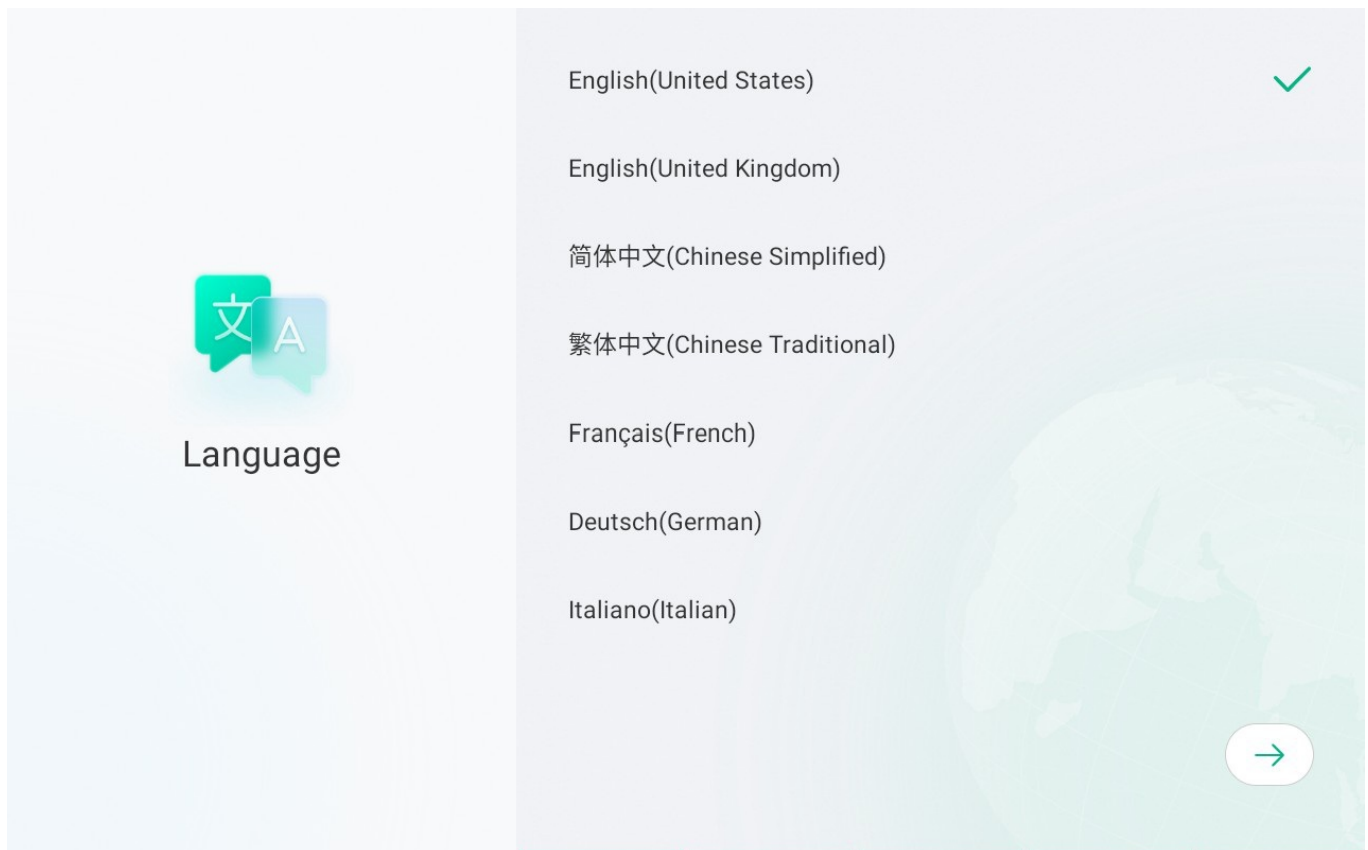
MeetingBar



CTP

## Step 2 Initialize Configuration

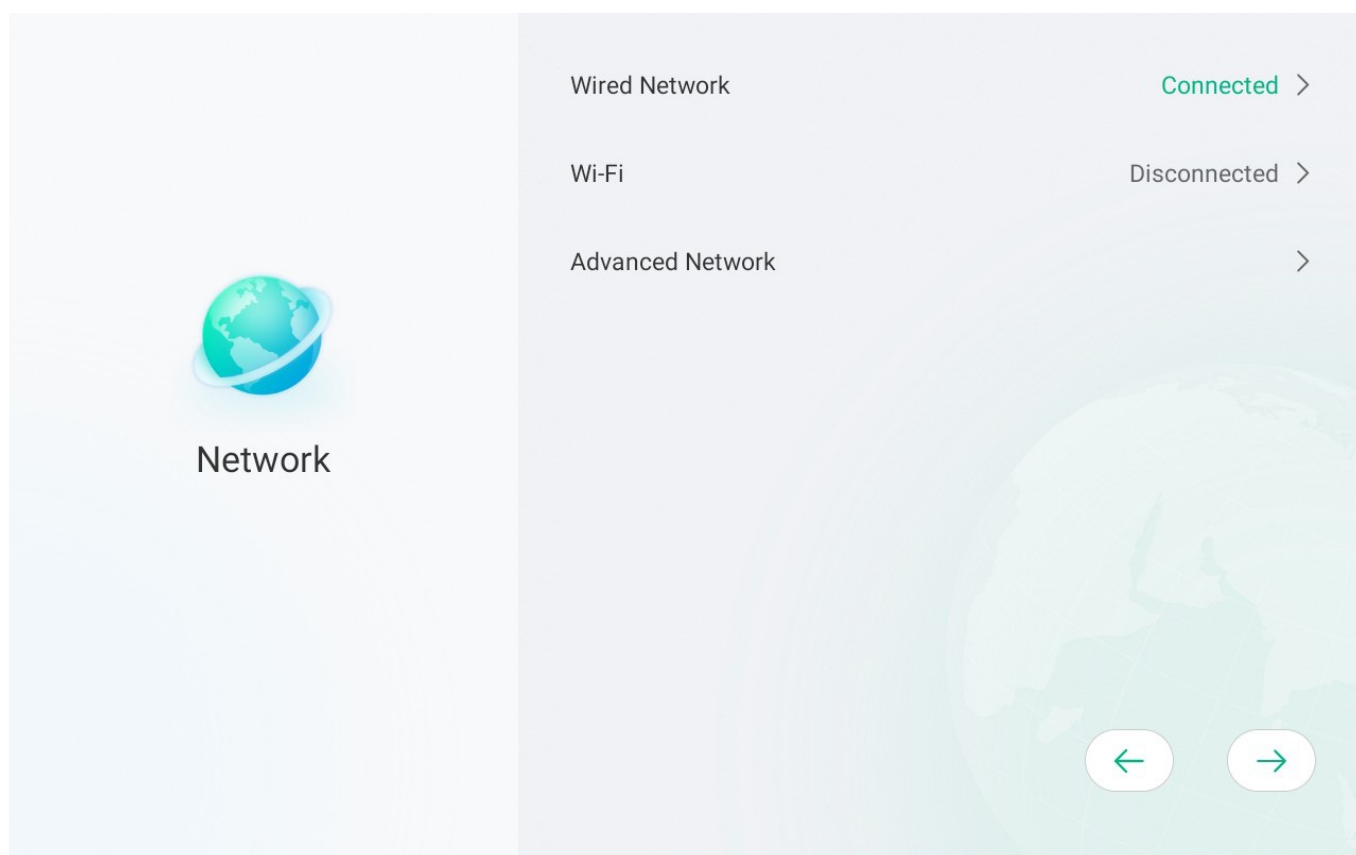
1. Set up **Language** and select **Next Step**.



2. Configure a wired or wireless network, then select **Next Step**.

**NOTE**

When connected to a network cable, the IP address appears in the lower-left corner of the Yealink MeetingBar display.



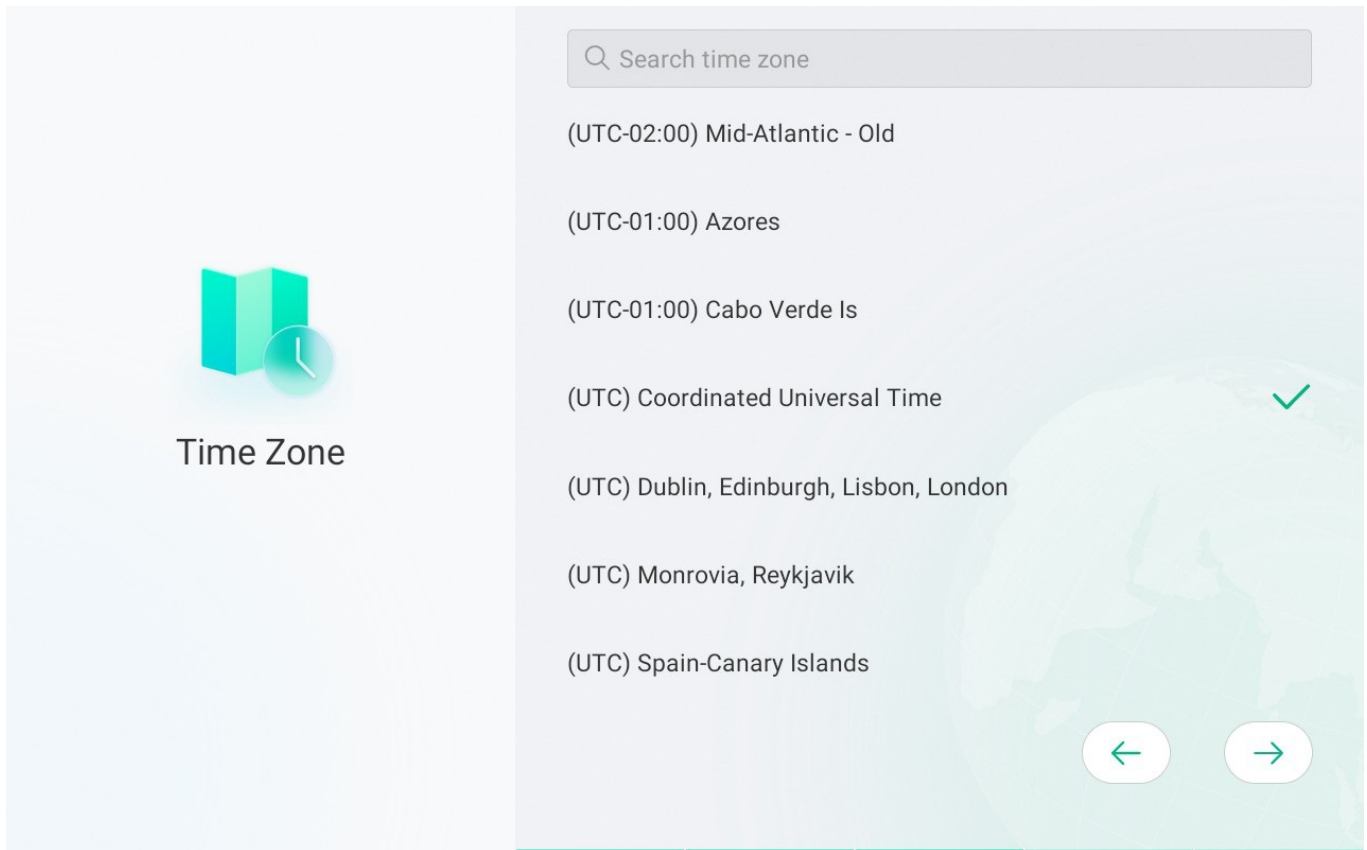
Refer to [Advanced Network](#) for Advanced Network Configuration.

Alternatively, connect to a wireless network by selecting the Wi-Fi network and entering the password.

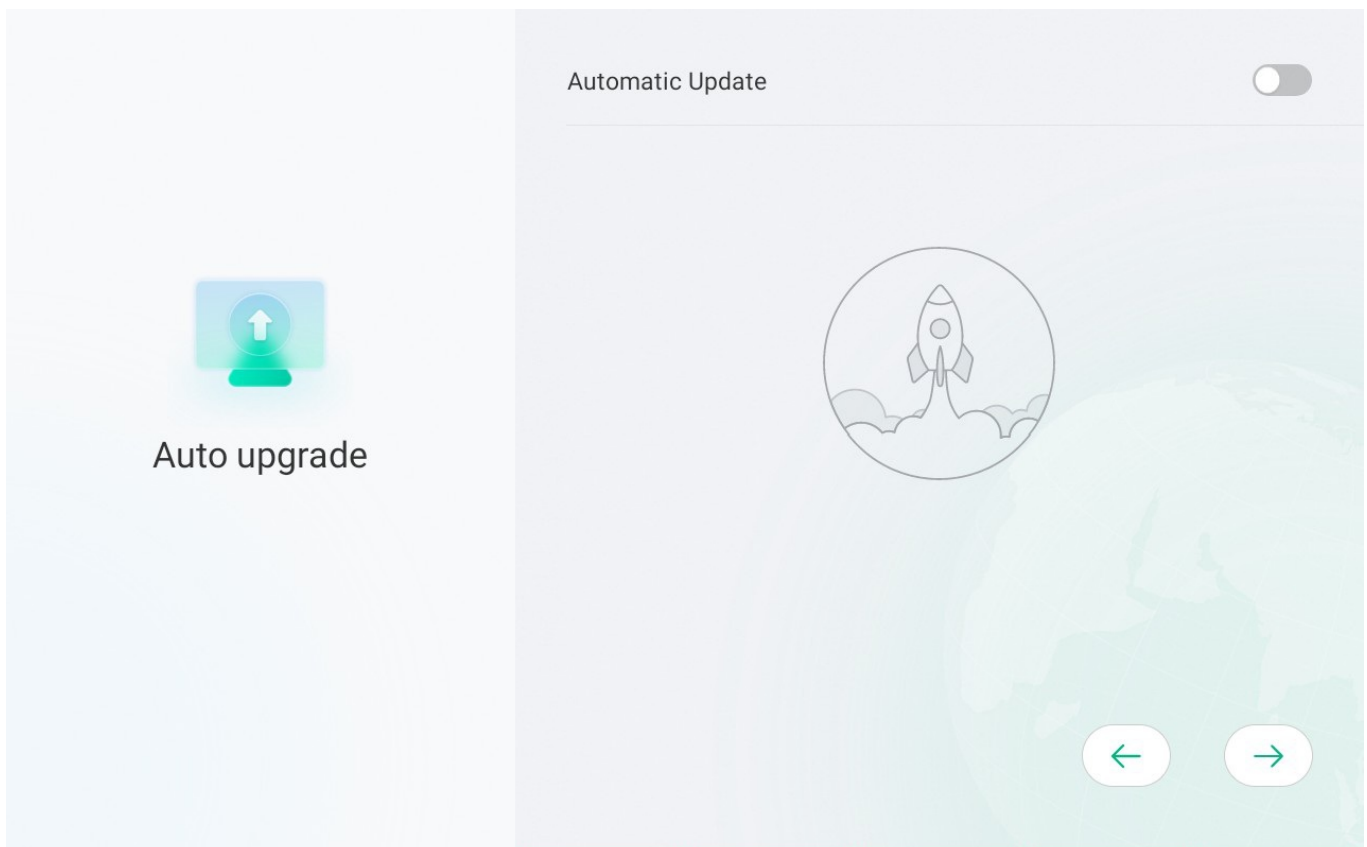
**NOTE**

When connected to both a network cable and Wi-Fi, the Yealink MeetingBar prioritizes the Wi-Fi connection.

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

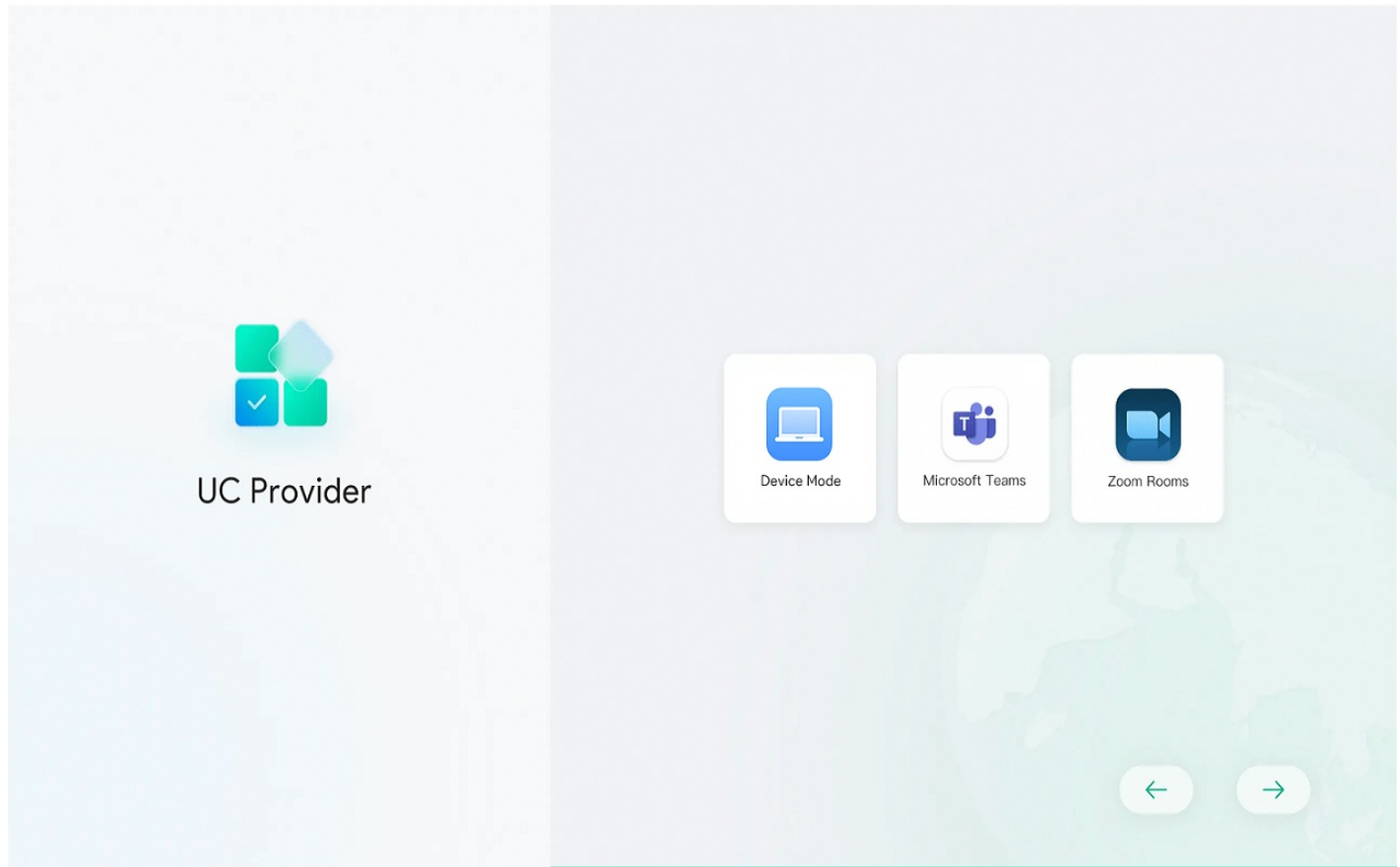


4. Auto Update: Enable **Auto Update** after reviewing the terms. Enabling this is recommended for future updates.



### Step 3 Select Platform

Choose the desired platform.

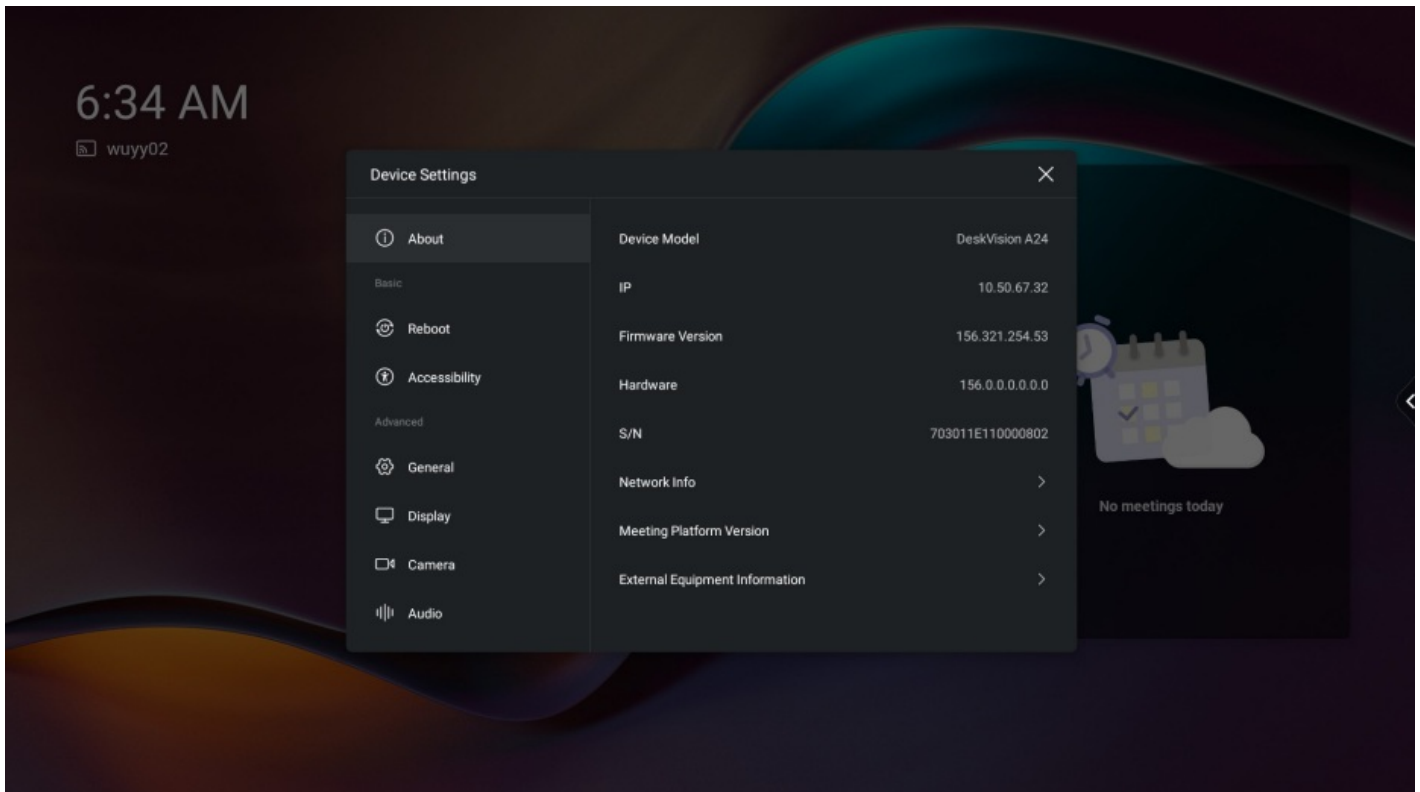


## 2. Firmware Version

### Check Firmware Version

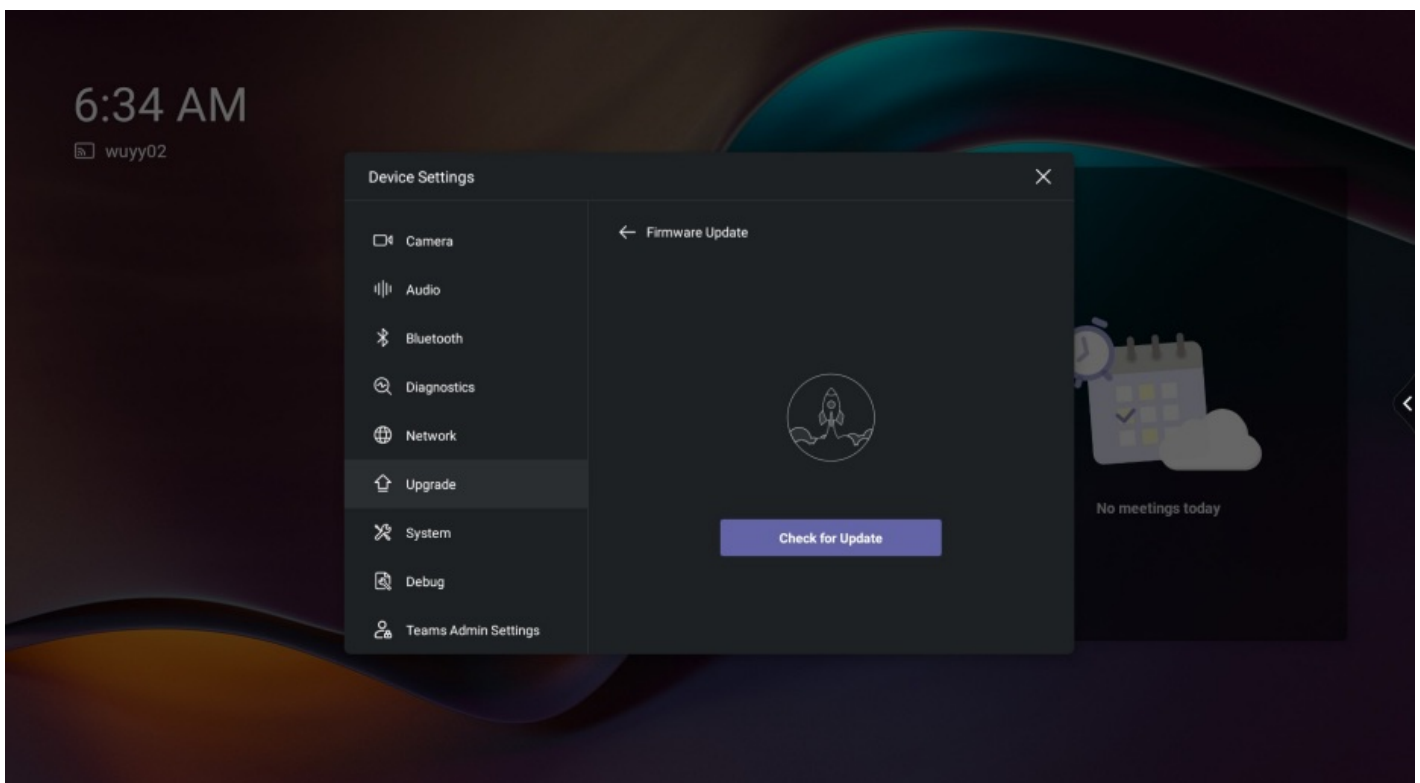
Check the firmware version to see if an update is needed.

On the Yealink CTP Touch Panel or using the Yealink Remote Control, navigate to **More > Settings > Device Settings > About**. (We recommend keeping the firmware updated to the latest version. Refer to the [Release Note](#) for details.)



## Update Firmware

1. Go to **More > Settings > Device Settings > Upgrade** (default password: 0000) > **Firmware Update > Check for Update** to see if an update is available.
2. Select **Check for Update** and follow the on-screen instructions to upgrade.



### 3. Log in to Account

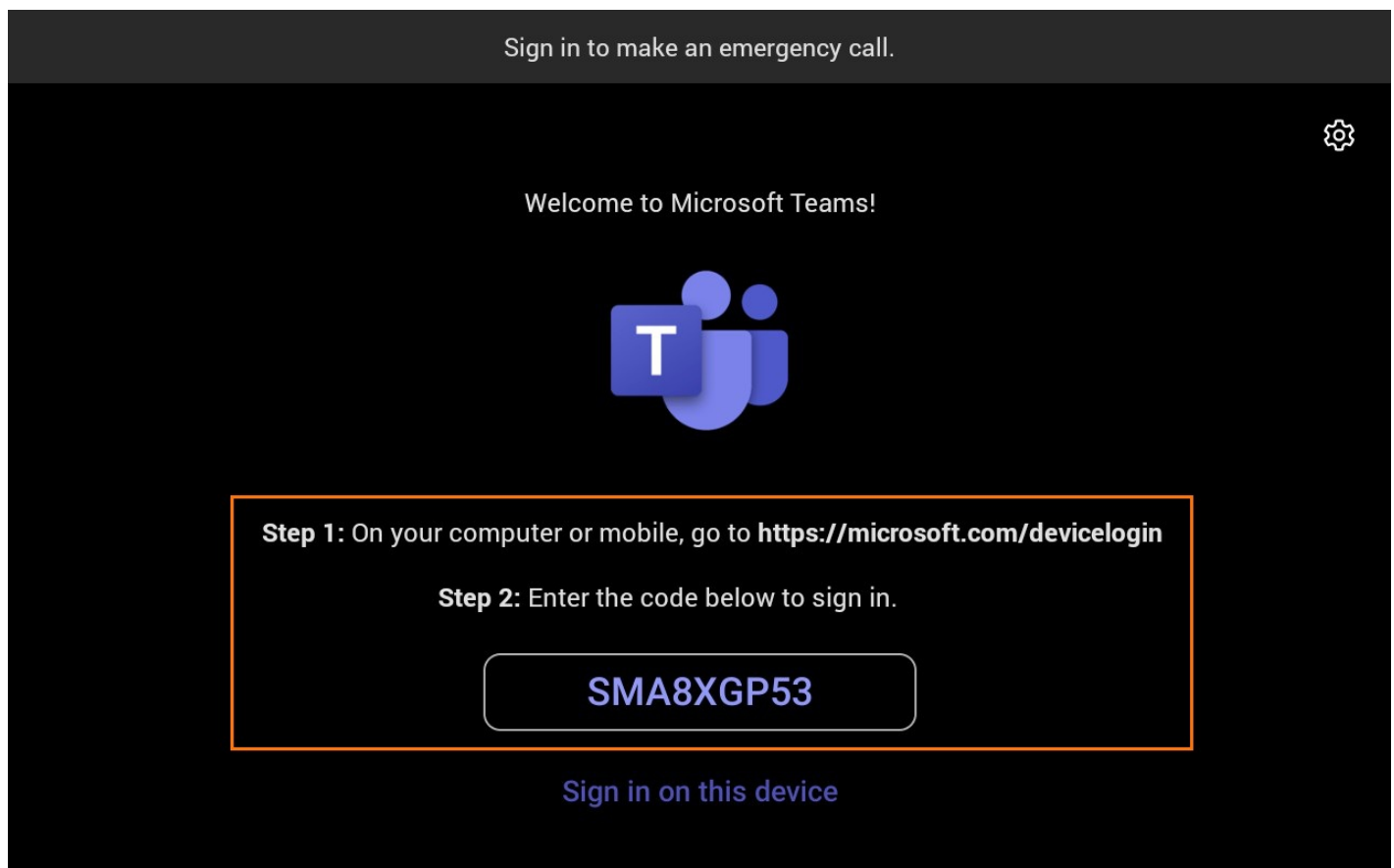
**NOTE**

- Contact the relevant service provider to obtain an account.
- Verify that the device is connected to the Internet.

#### Log in to Teams Rooms Account

#### Log in to Web User Interface

Using a PC with Internet access, open <https://microsoft.com/devicelogin> in a browser, then follow the on-screen prompts on the Yealink CTP Touch Panel and Yealink MeetingBar.

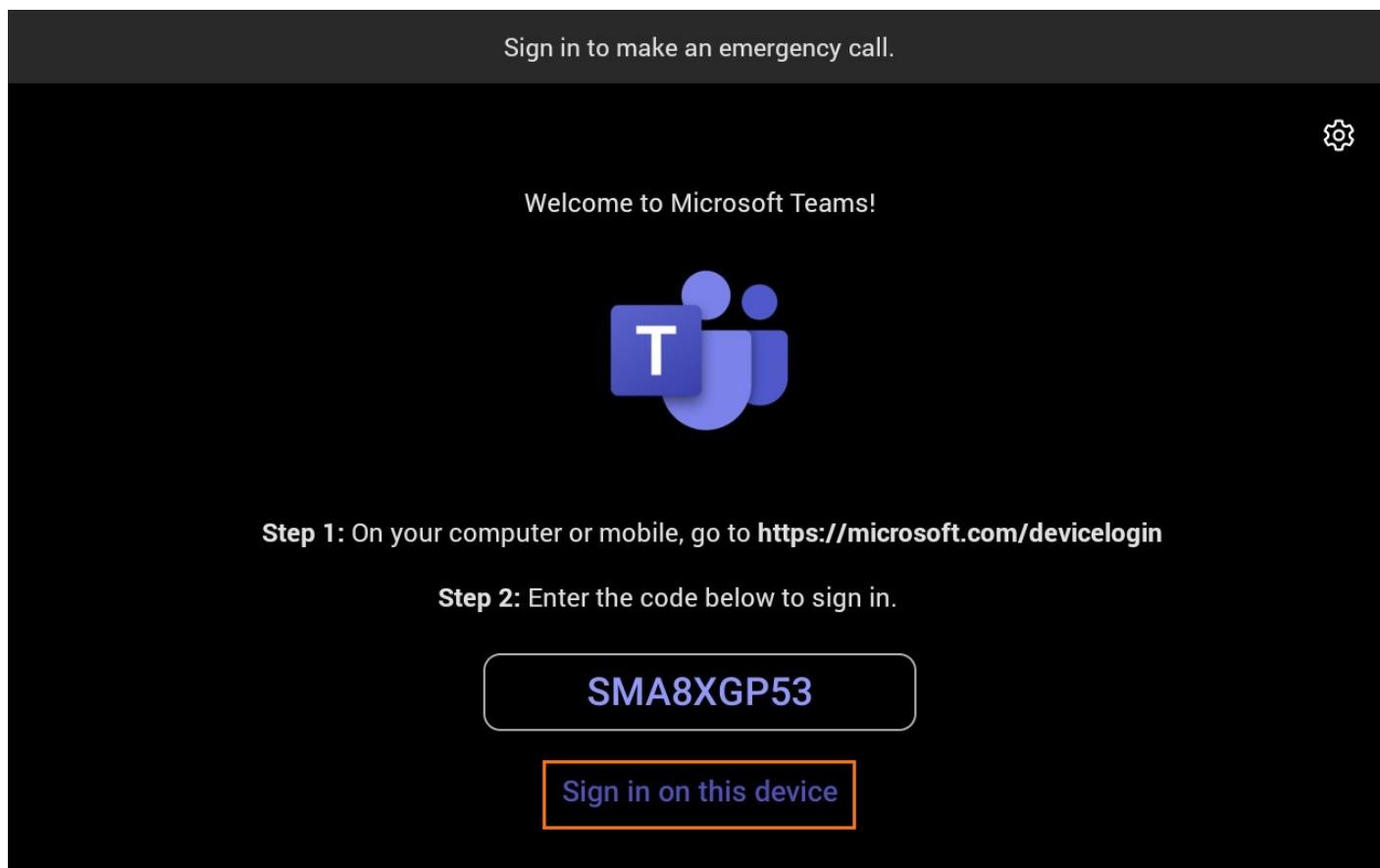


#### Log in to Yealink MeetingBar

**NOTE**

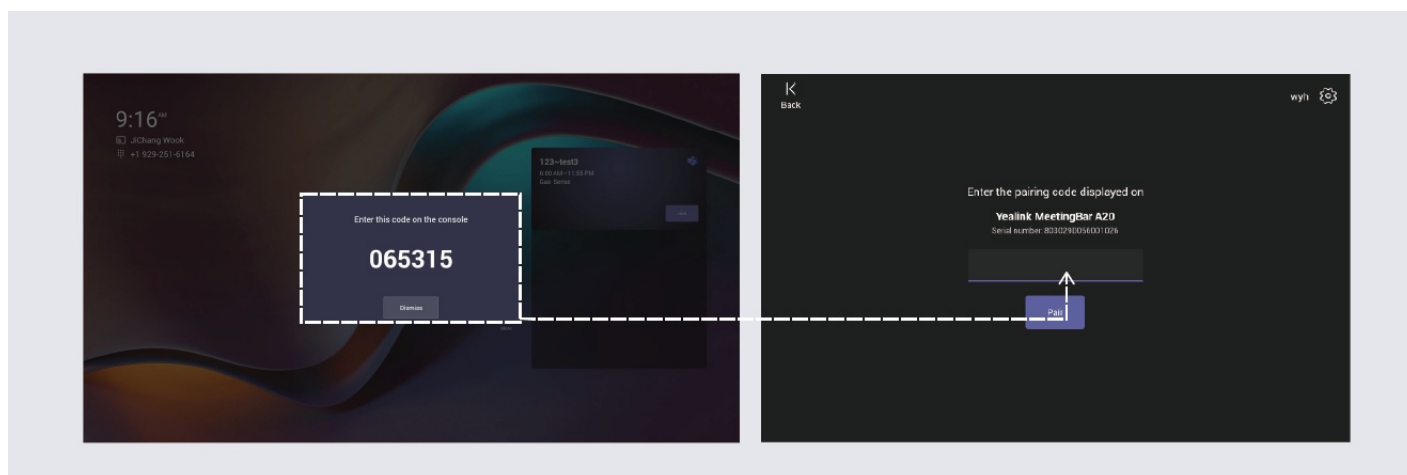
Use the Yealink Remote Control if your display does not support touch.





### Pairing (Optional)

Enter the pairing code from the Yealink MeetingBar display on the Yealink CTP Touch Panel.



## 4. Set Up Yealink MeetingBar

### Camera Settings

On the Yealink CTP Touch Panel or using the Yealink Remote Control, select **More > Settings > Device Settings > Camera** to manually adjust the camera, enable intelligent tracking, or set preset positions.

## Administrator Password Settings

Go to **More > Settings > Device Settings > System > Admin Password Reset**. Set **Old Password**, **New Password**, and **Confirm Password**, then select **Save**.

The screenshot shows the 'Device Settings' interface. On the left is a sidebar menu with options: General, Display, Camera, Audio, Bluetooth, Diagnostics, Network, Upgrade, System, Debug, and Teams Admin Settings. The main area is titled 'Admin Password Reset' and contains three input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. A 'Save' button is located in the top right corner.

## Device Name Settings

Go to **More > Settings > Device Settings > General > Device Name** to set the Yealink MeetingBar name.

The screenshot shows the 'Device Settings' interface. The sidebar menu includes: About, Basic, Reboot, Accessibility, Advanced, General, Display, Camera, Audio, Bluetooth, and Diagnostics. The main area is titled 'Device Name' and shows the current name 'MeetingBar A40' with a right arrow. Below this are settings for 'Language' (English (United States) with a right arrow) and 'Date & Time' (with a right arrow).

## 5. Configure Web User Interface

### **NOTE**

For optimal performance, we highly recommend using Chrome or IE11 to access the web UI. Other browsers may experience compatibility issues.

### Access Web User Interface

1. Check the IP address in **More > Settings > Device Settings > About** on the Yealink CTP Touch Panel or using a Yealink Remote Control.
2. In a browser, enter "https://[MeetingBar or Yealink CTP Touch Panel IP address]," for example: https://10.50.56.1/.
3. Enter the user name and password (default: admin; default password: 0000), then click **Log in**.

### Configure Yealink Remote Control (Optional)

The screenshot shows the Yealink MeetingBar A20 web interface. On the left is a dark sidebar with a menu including Status, Network, System, Basic (selected), Date&Time, Collaboration Touch P..., Display, Audio, Microphone, Camera, Backup & Restore, UC Provider, Update, Auto Provision, System Diagnostic, Advanced Features, and Security. The main content area is titled 'Basic' and contains several configuration fields: Site Name (MeetingBar A20), Automatic Sleep Time (1 h), Automatic Wake Up (toggle on), ReLogOffTime (1-1000min) (5), and Remote Controller Model (a dropdown menu with VCR11 selected and VCR20 as an option). The dropdown menu is highlighted with an orange rectangle. At the bottom right are 'Confirm' and 'Cancel' buttons.

## 6. Performance Test

Before using the meeting room system, we recommend the administrator test the following:

Description	Related Document
Test video: Verify local video display during meetings.	<a href="#">Audio &amp; Video</a>
Test audio: Verify local audio collection during meetings.	<a href="#">Audio &amp; Video</a>
Test content sharing: Verify content sharing functionality.	<a href="#">Wired Device Mode</a>
Test Yealink CTP Touch Panel: Verify Yealink CTP Touch Panel functionality.	- <a href="#">CTP18</a> - <a href="#">CTP25 Touch Panel</a>

## FAQ

[How to diagnose Yealink MeetingBar and CTP device pairing failure issue?](#)

[How to solve the problem that Yealink MeetingBar 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.

### Cannot log in to Teams in Yealink MeetingBar?

When the Yealink MeetingBar 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 MeetingBar Teams Could not sign in](#) .