

Set Up a Yealink MeetingBar

! Besides using Yealink Remote Control or Yealink CTP Touch Panel, connecting a mouse can also complete the Out-of-Box Experience (OOBE) setup.

Pair with Yealink MeetingBar

Set Up with Yealink Remote Control

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



- Press the **OK** key on Yealink Remote Control three times.

Set Up with Yealink CTP Touch Panel

Before You Begin

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

To Set up with Yealink CTP Touch Panel

1. Change the default password.
2. Optional: Turn on **Set this password as system's password**, Yealink MeetingBar will synchronize the modified password with Yealink CTP Touch Panel.

The controller is using the default password. For security reasons, please reset the password now

New Password

Confirm Password

Set this password as system's password



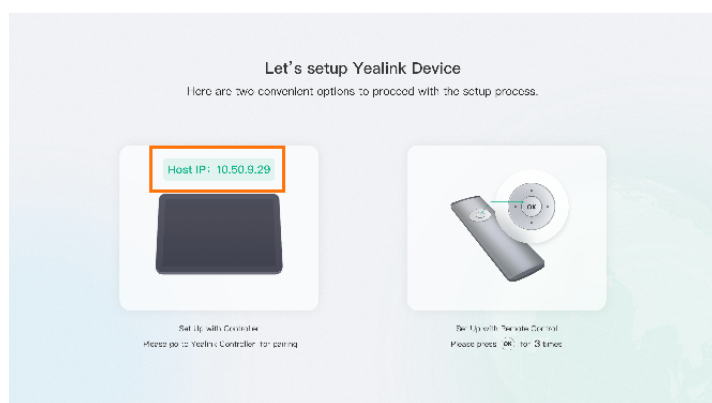
Format requirements for the new password:

- The password must contain at least 8 characters
- At most 3 consecutive repeating characters
- Must contain a combination of at least three of the following character types: lowercase letters, uppercase letters, numbers, and special characters
- The password cannot be the same as the account

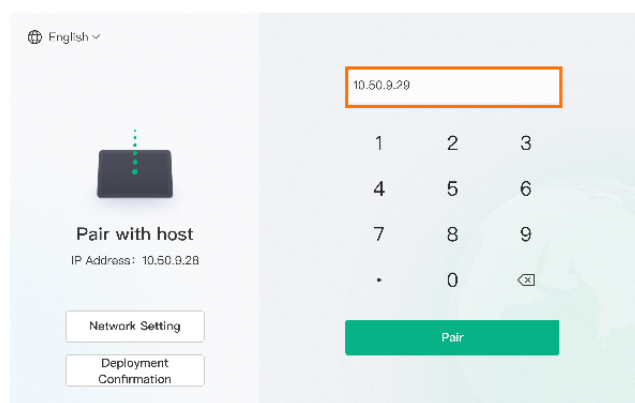
Save

3. If using a combination kit or connecting Yealink CTP Touch Panel directly to Yealink MeetingBar with a network cable, Yealink CTP Touch Panel will automatically pair with Yealink MeetingBar. If Yealink CTP Touch Panel is purchased separately, you need to pair it manually. Do the following to pair manually:

a. Enter the Yealink MeetingBar's IP address on Yealink CTP Touch Panel.

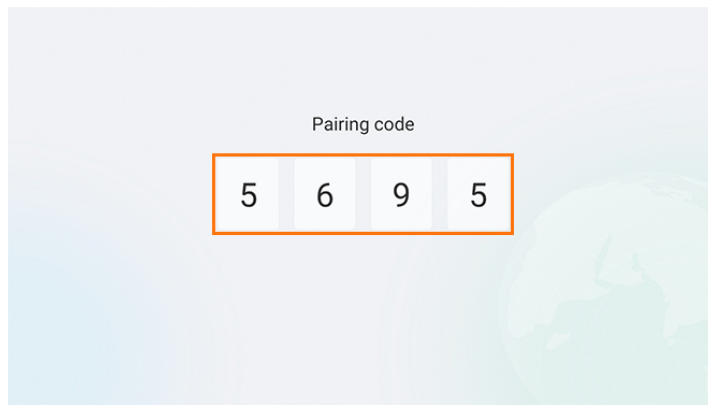


MeetingBar

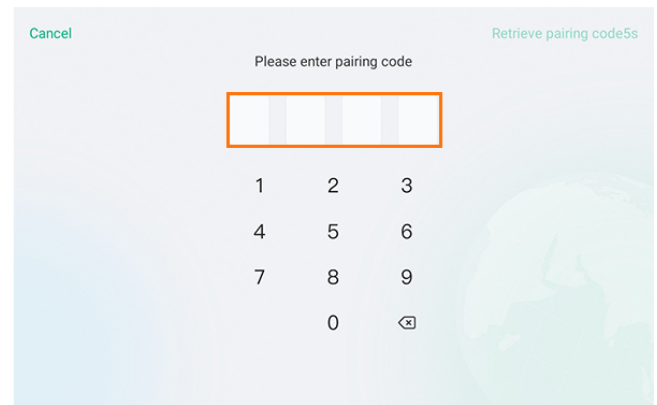


CTP

b. Enter the pairing code on Yealink CTP Touch Panel. The pairing code appears on the display connected to Yealink MeetingBar.



MeetingBar

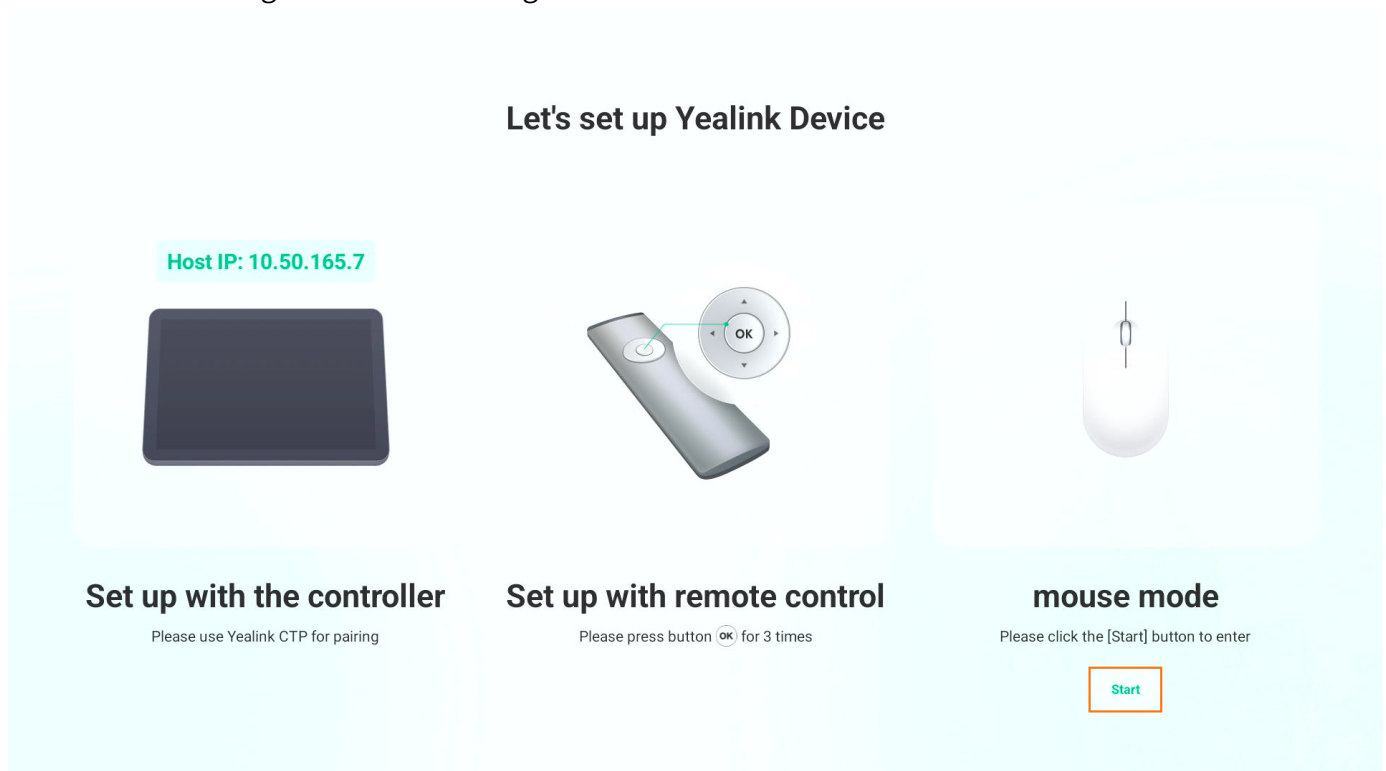


CTP

Set Up with Mouse

! Ensure that a mouse has been connected to Yealink MeetingBar.

- Click **Start** to configure Yealink MeetingBar.



Initial Configuration

1. Select the desired language, click **Accessibility** to configure the accessibility settings, and then go to the next step.



Language

English (United States) ✓

English (United Kingdom)

简体中文 (Chinese Simplified)

繁體中文 (Chinese Simplified)

Français (French(EU))

Deutsch (German)

Italiano (Italian)

Accessibility

→

! Accessibility is not applicable to MeetingBar A20/A25/A30.



Accessibility

IP: 10.50.165.29

Large Text ☐

High Contrast Mode ☐

Screen Reader ☐

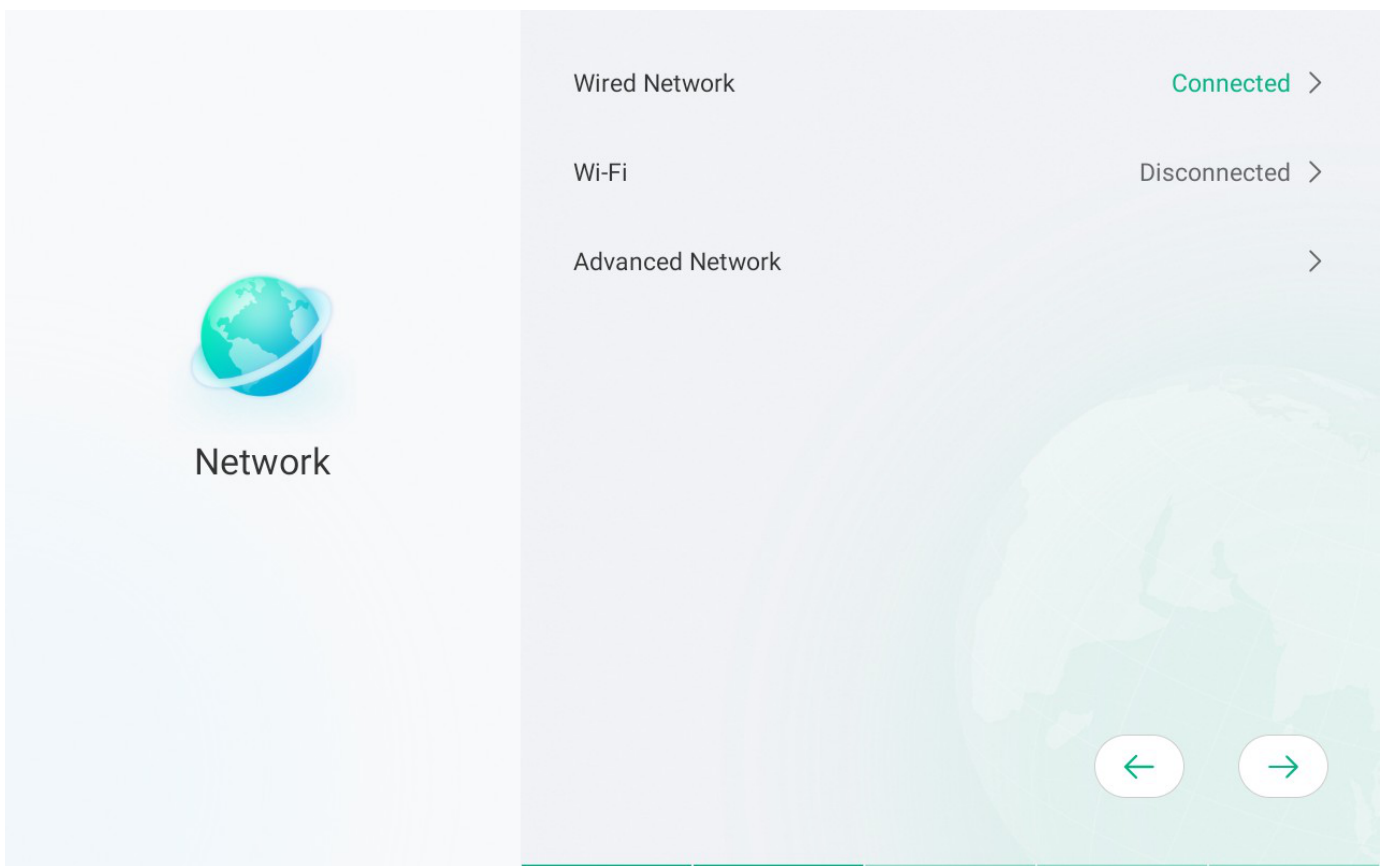
Color Correction Off >

Back

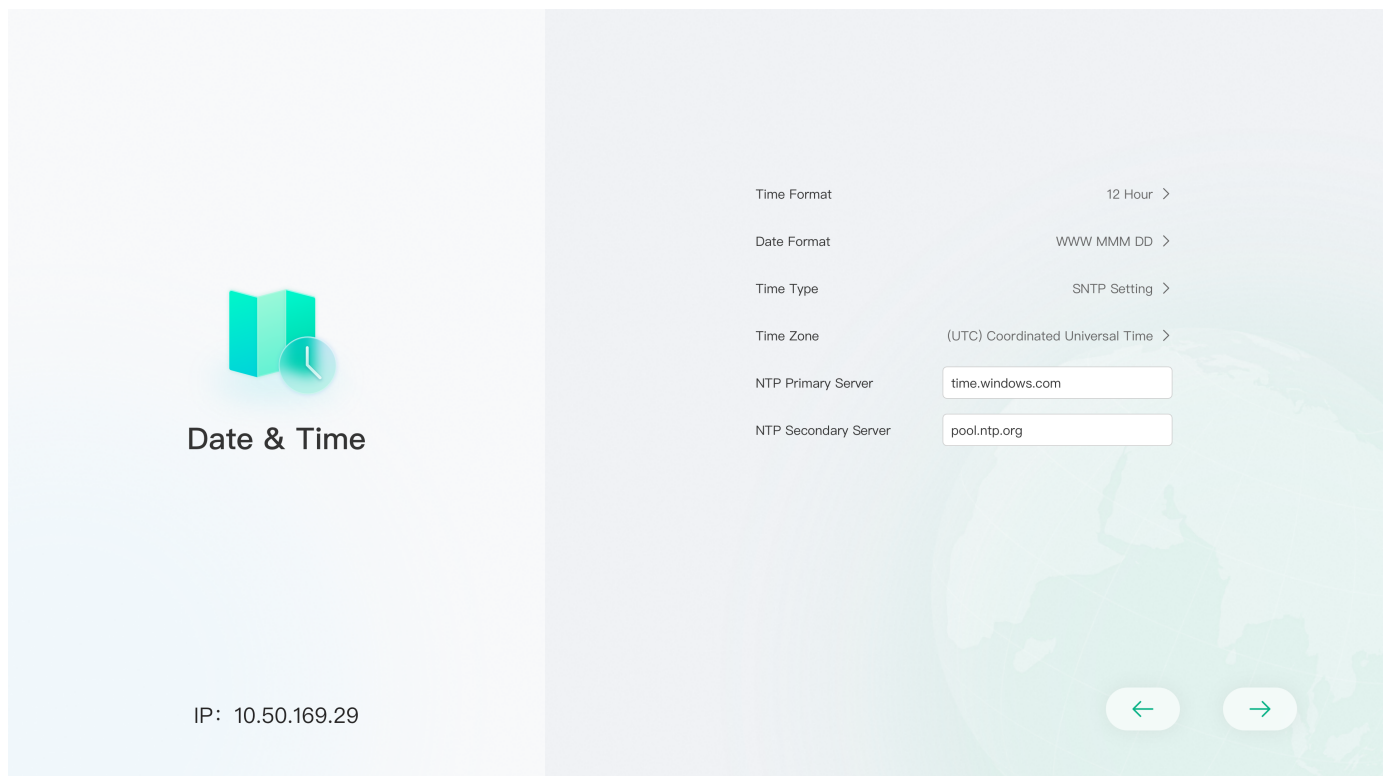
Parameter	Description
Large Text	You can change the displayed text size.

High Contrast Mode	You can adjust the contrast settings if you have difficulty reading text on the screen.
Screen Reader	You can enable the screen reader function to read the information displayed on the current page.
Color Correction	You can change the color mode if you have difficulty recognizing colors. • Off • Deuteranomaly (red-green) • Protanomaly (red-green) • Tritanomaly (blue-yellow)

2. Configure a wired or wireless network and go to the next step. Refer to [Advanced Network](#) for advanced network configuration.



3. Set the date and time, and go to the next step.



The screen is divided into two main sections. The left section has a light blue background and features a teal icon of a calendar and clock. Below the icon, the text "Date & Time" is displayed in bold. At the bottom left, the IP address "IP: 10.50.169.29" is shown. The right section has a light gray background with a faint world map. It contains several settings: "Time Format" set to "12 Hour", "Date Format" set to "WWW MMM DD", "Time Type" set to "SNTP Setting", and "Time Zone" set to "(UTC) Coordinated Universal Time". Below these are two input fields for NTP servers: "NTP Primary Server" with the value "time.windows.com" and "NTP Secondary Server" with the value "pool.ntp.org". At the bottom right, there are two circular buttons with left and right arrows.

Time Format 12 Hour >

Date Format WWW MMM DD >

Time Type SNTP Setting >

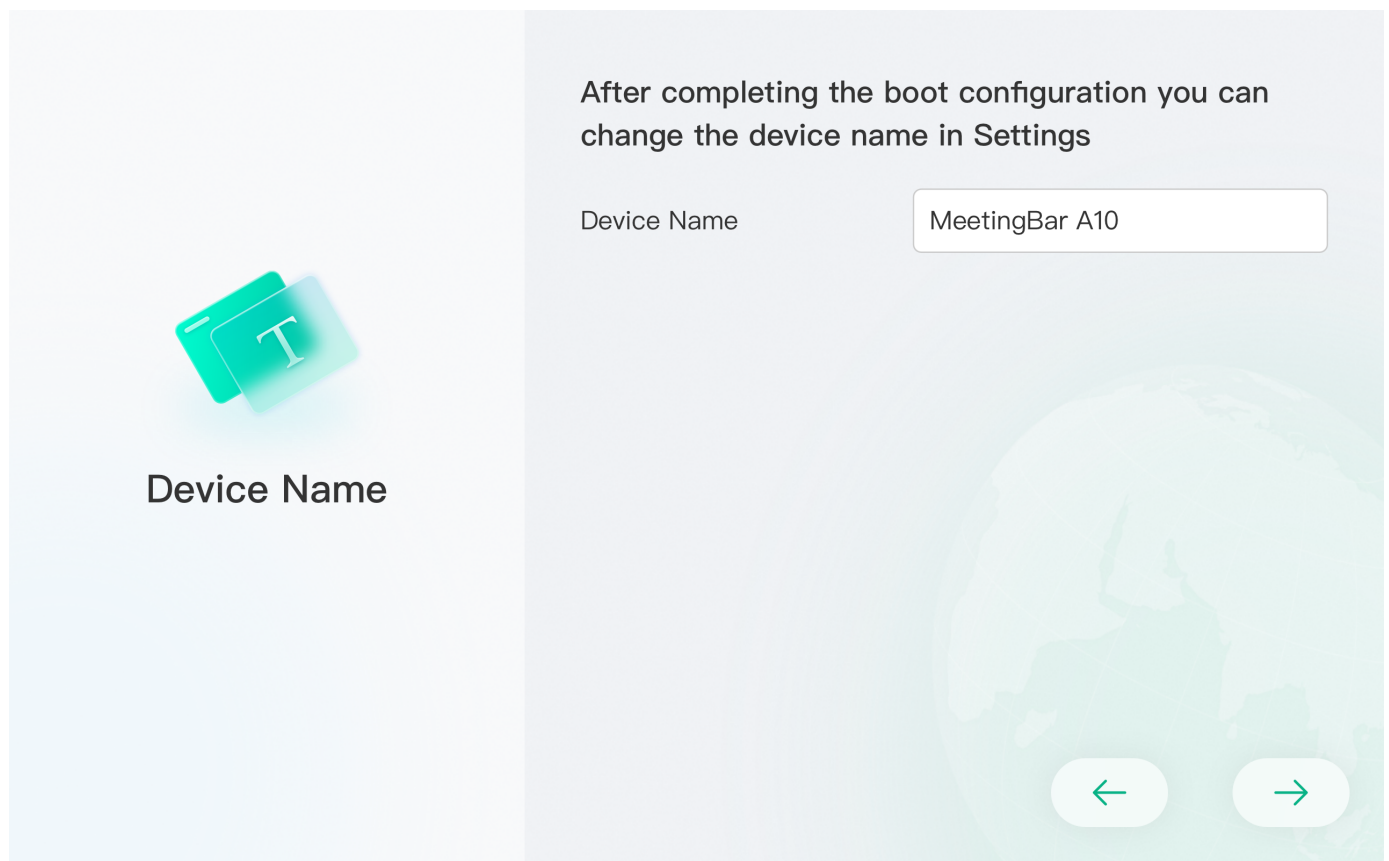
Time Zone (UTC) Coordinated Universal Time >

NTP Primary Server time.windows.com

NTP Secondary Server pool.ntp.org

IP: 10.50.169.29

4. Change the device name, and go to the next step.



The screen is divided into two main sections. The left section has a light blue background and features a teal icon of a document with a large letter 'T'. Below the icon, the text "Device Name" is displayed in bold. The right section has a light gray background with a faint world map. It contains a heading "After completing the boot configuration you can change the device name in Settings" and a "Device Name" label next to an input field containing the text "MeetingBar A10". At the bottom right, there are two circular buttons with left and right arrows.

After completing the boot configuration you can change the device name in Settings

Device Name MeetingBar A10

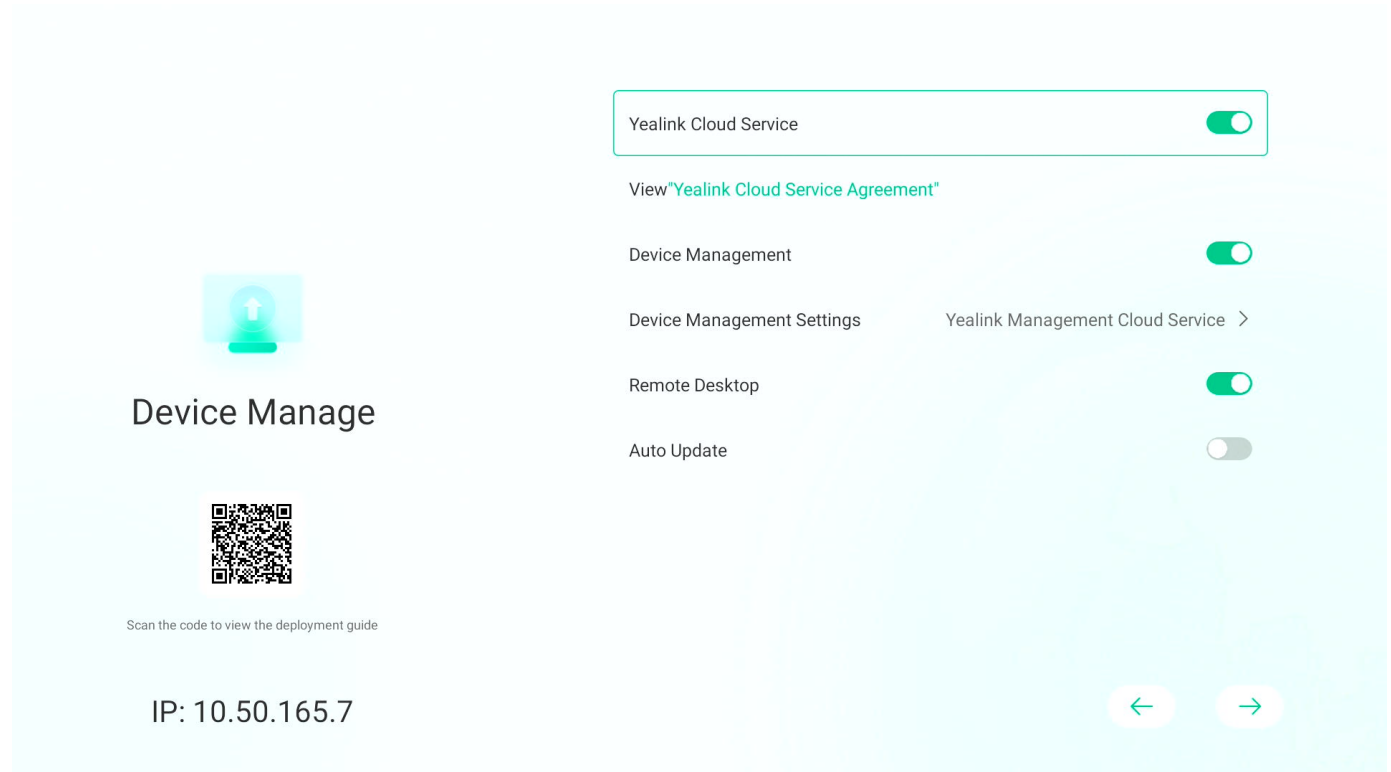
5. Turn on **Yealink Cloud Service** after confirming the end-user license agreement. After turning it on, you can use the device management and auto update features.

a. To use the device management, turn on **Cloud Platform Device Management**, tap **Yealink**

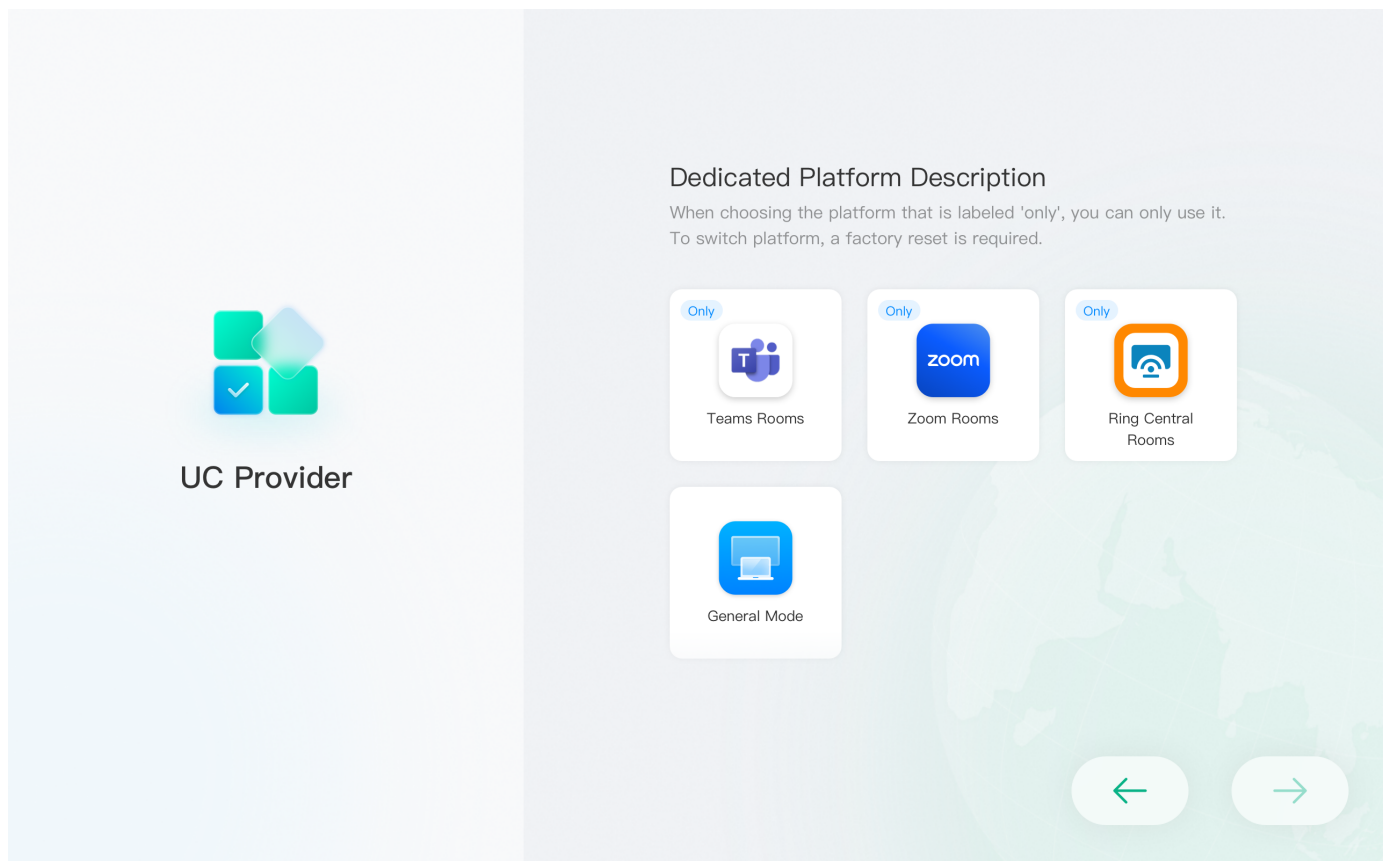
Device Management Platform and configure the parameters.

- ! Where to find the **Enterprise ID** (Deployment ID) on YMCS?
Log in to the YMCS, and go to **System > Enterprise Information**.

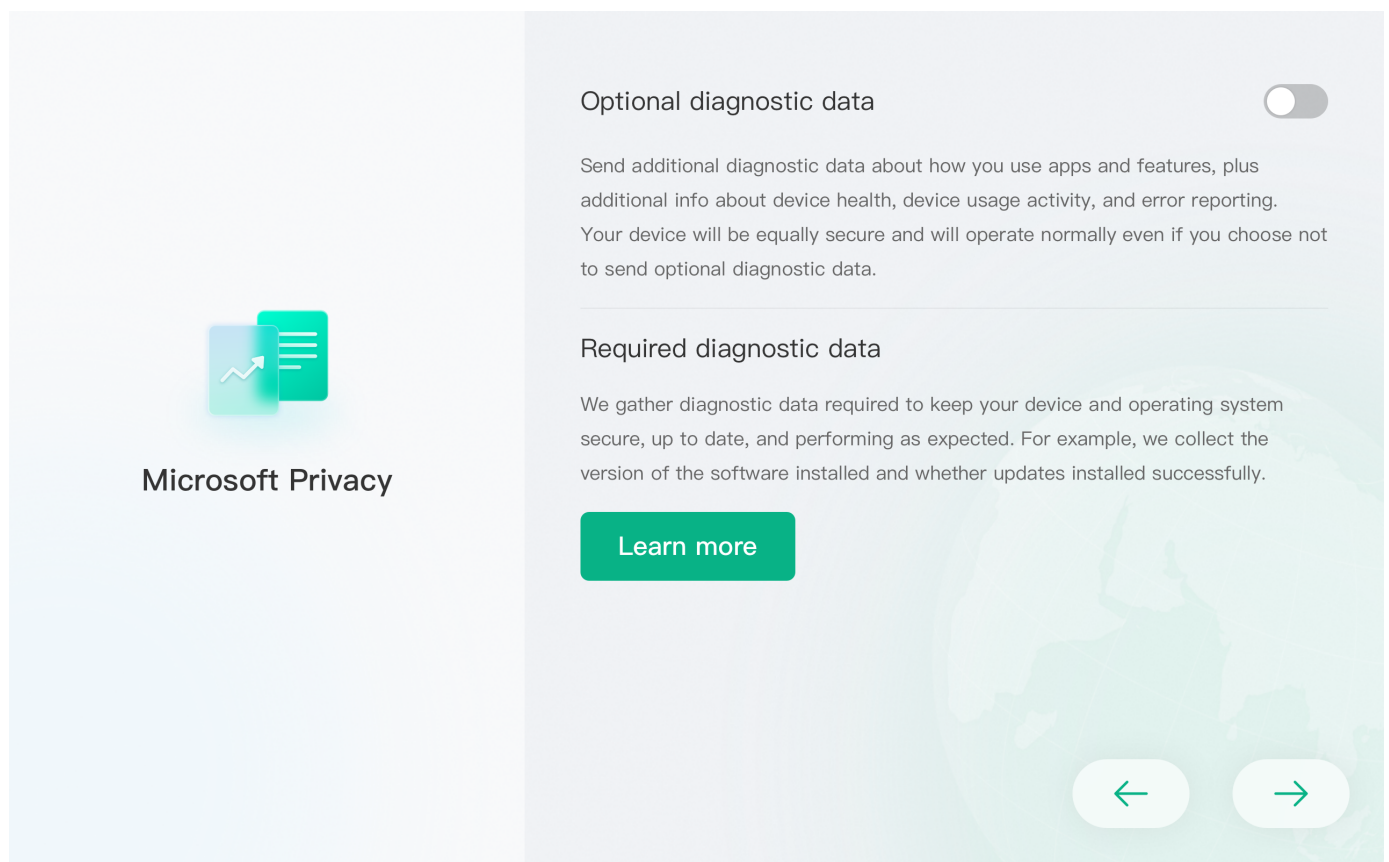
b. To keep your software up to date, turn on **Auto Update** and configure the parameters.



6. Select the desired platform and go to the next step.



7. If you select **Teams Rooms**, read **Microsoft Privacy** and go to the next step.



8. If you use Yealink Remote Control, change the default password and go to the next step.

9. Select **Start** to complete the setup wizard.

Log in to Account

Once you have launched either Zoom Rooms or Microsoft Teams, you need to log in to your account before use.

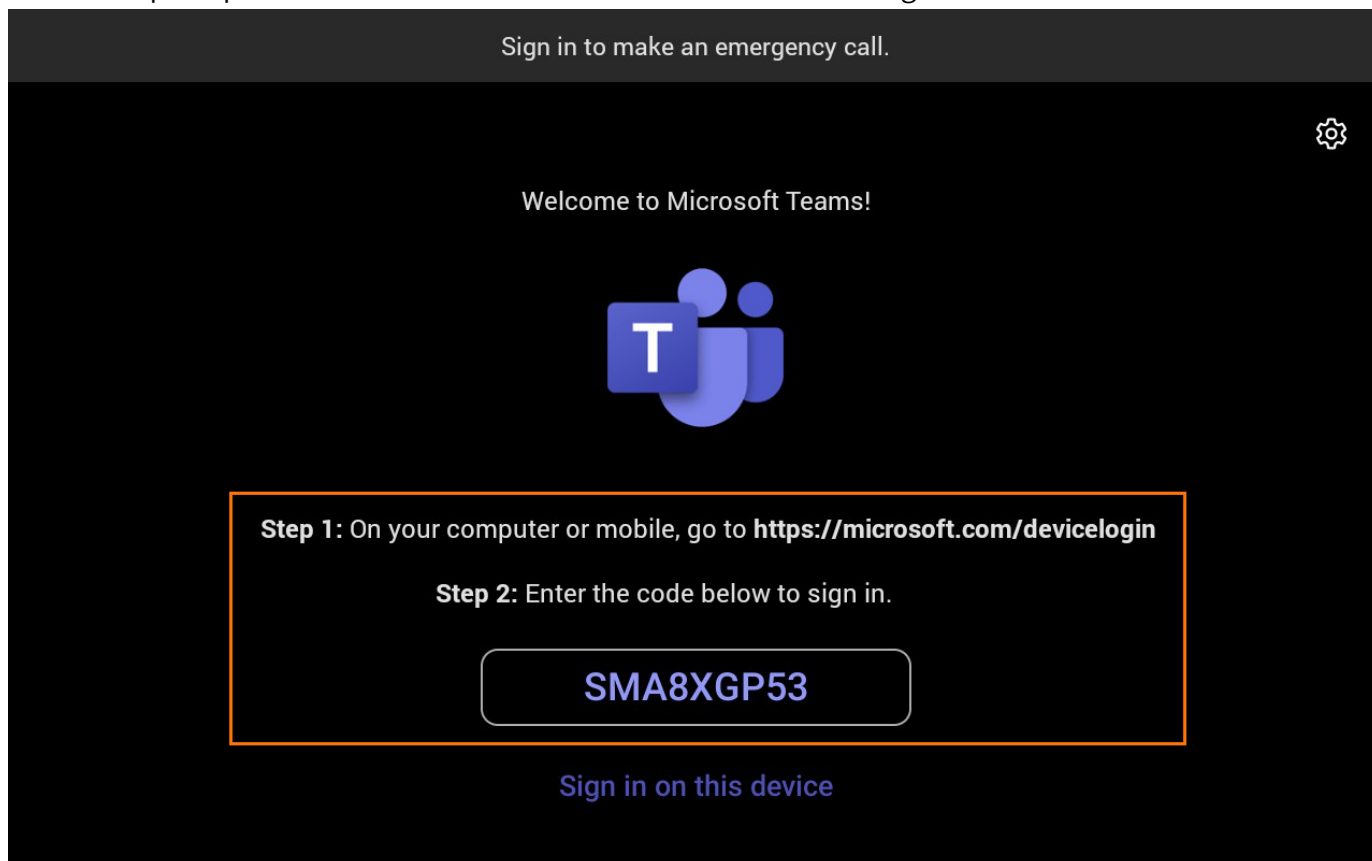
- ! • Contact the relevant service provider to obtain an account.
- Verify that the device is connected to the Internet.

Log in to Teams Account

- ! Log in to the same Teams account on Yealink CTP Touch Panel and Yealink MeetingBar.

Log in via Web User Interface

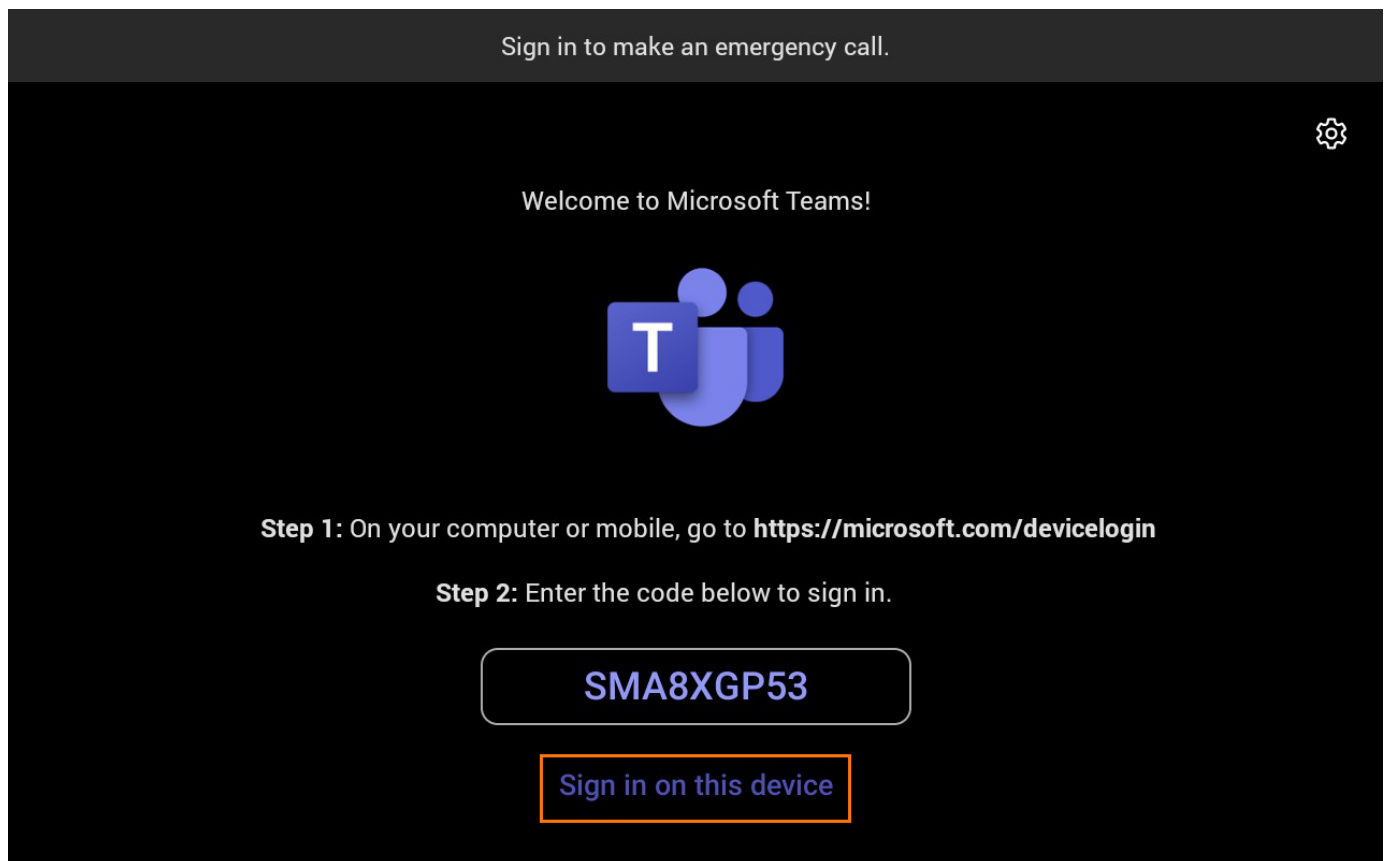
- Use a PC with Internet access, open <https://microsoft.com/devicelogin> in a browser, then follow the on-screen prompts on Yealink CTP Touch Panel and Yealink MeetingBar.



Log in via Yealink MeetingBar

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

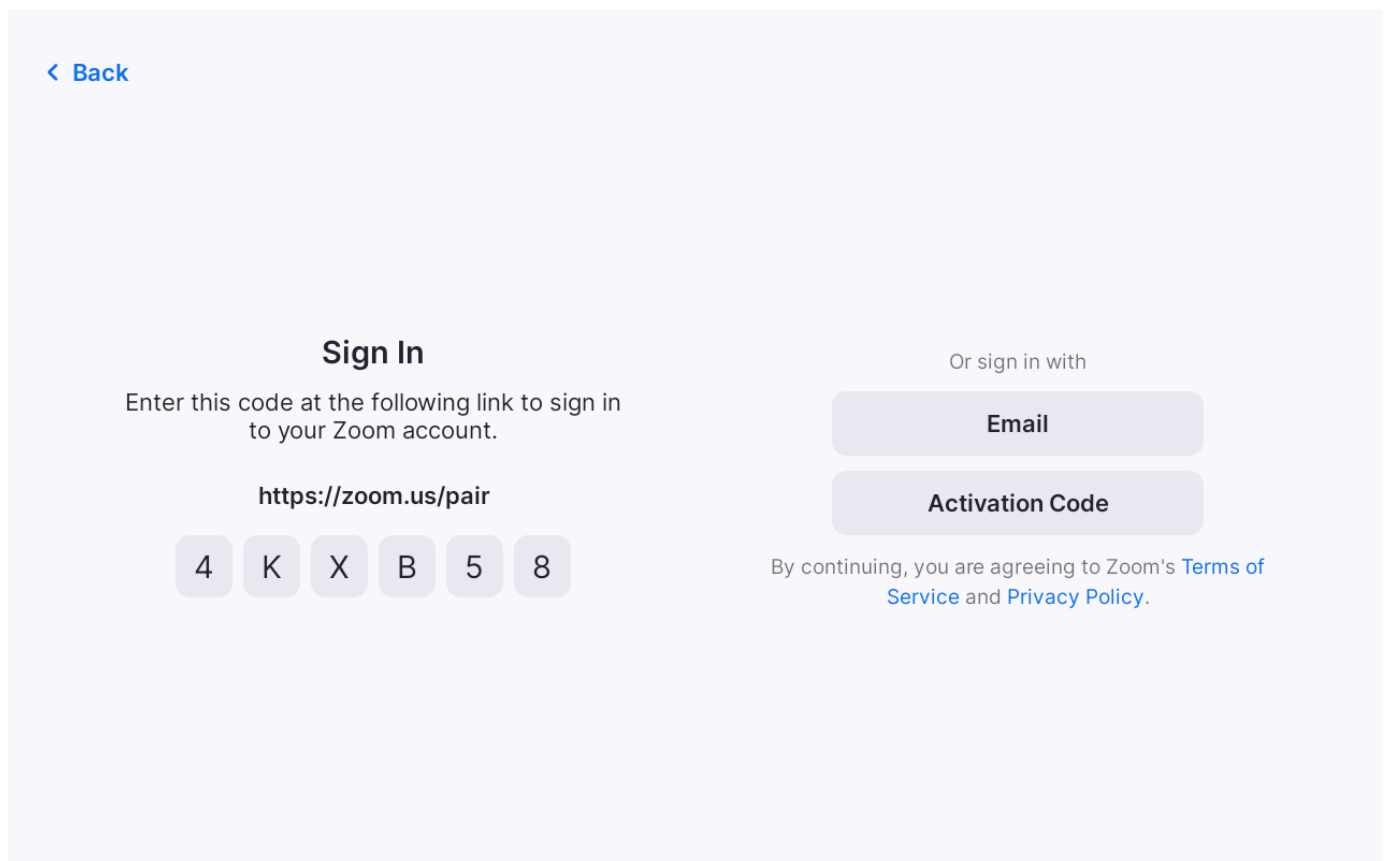
- Select **Sign in on this device**, and then follow the on-screen prompts on Yealink CTP Touch Panel and Yealink MeetingBar.



Log in to Zoom Account

1. Tap **Sign In** and choose one of the following methods to sign in to your account:

- **Sign in via Web User Interface:** Use a PC with Internet access, open <https://zoom.us/pair> in a browser, then follow the on-screen prompts on Yealink CTP Touch Panel and Yealink MeetingBar.
- **Sign in with Email:** On Yealink CTP Touch Panel, tap **Email** and operate according to the on-screen prompts.
- **Sign in with Activation Code:** On Yealink CTP Touch Panel, tap **Activation Code** and contact your Zoom administrator to obtain the activation code. For more information, refer to [Zoom](#).



2. Select the desired room, and tap **Yes, It's Me** on Yealink CTP Touch Panel to confirm.
3. Set a PIN or select **Set Up Later** to skip.