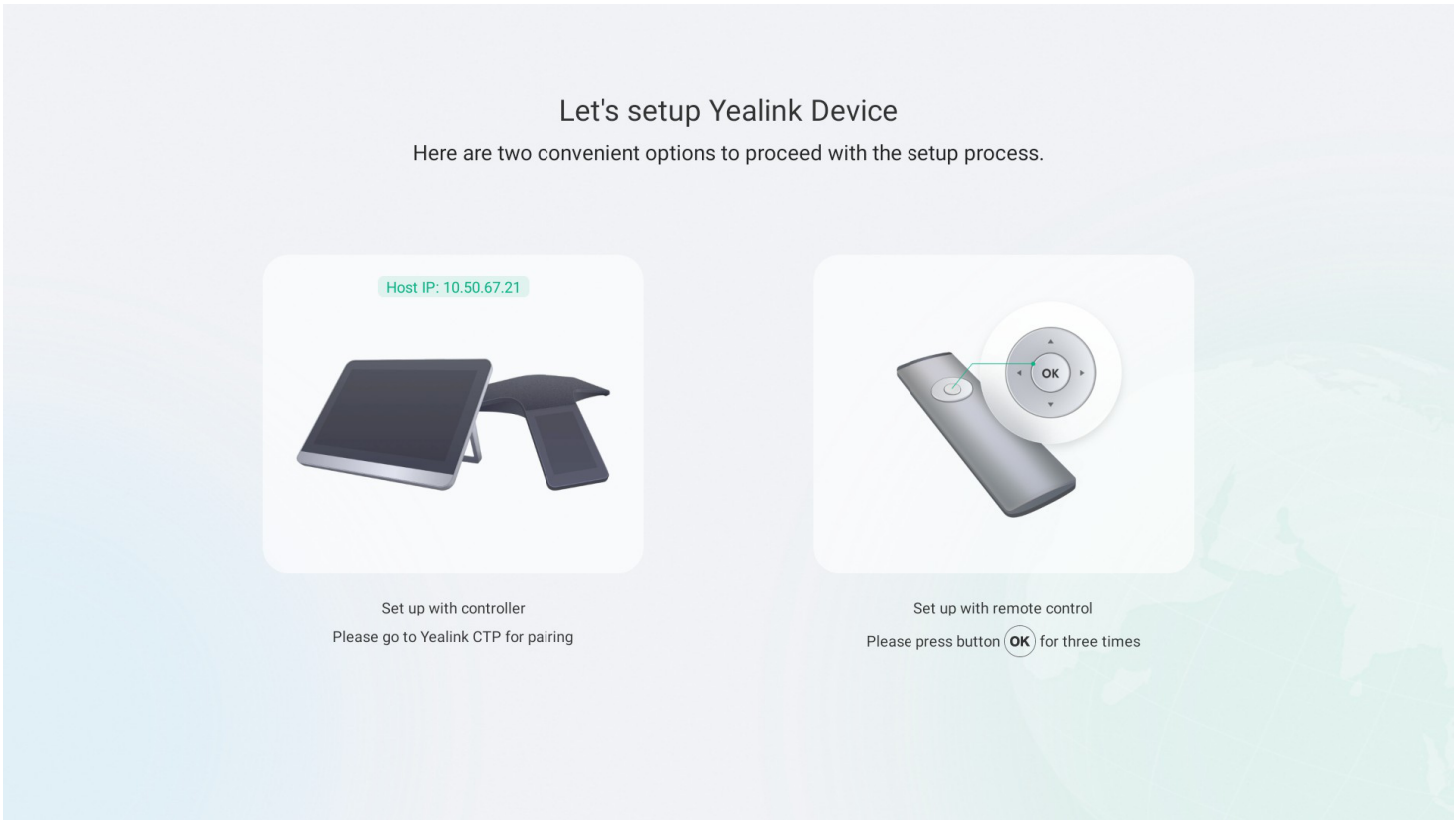
Quick Setup

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.

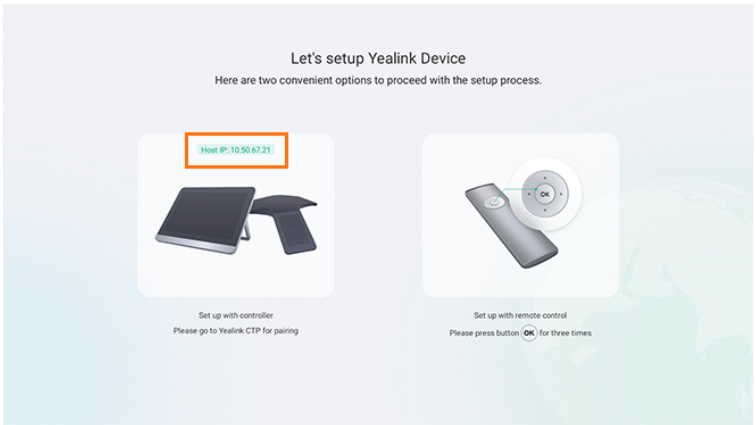
Method 2: Use the CTP18 (Pair the CTP18 manually)

NOTE

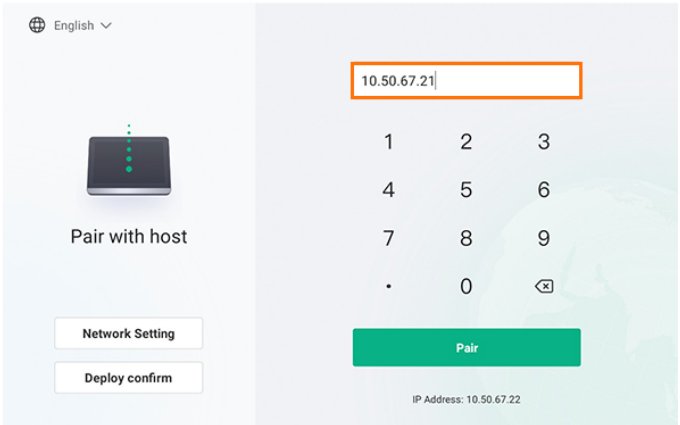
Please make sure that the CTP18 is on the same LAN as the MeetingBar A10/A20/A30.

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.

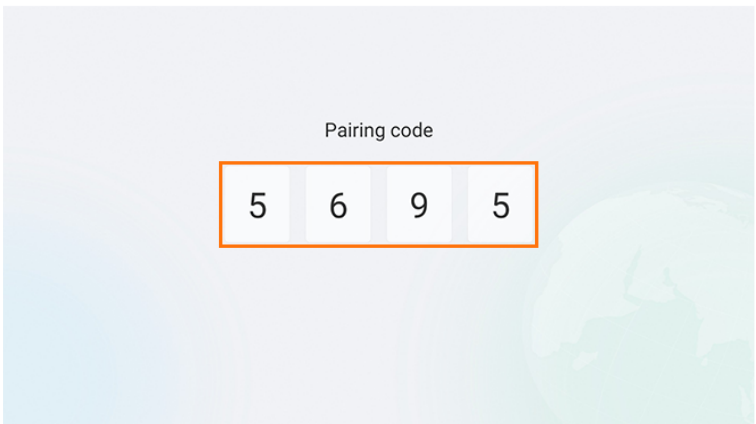


MeetingBar AX0

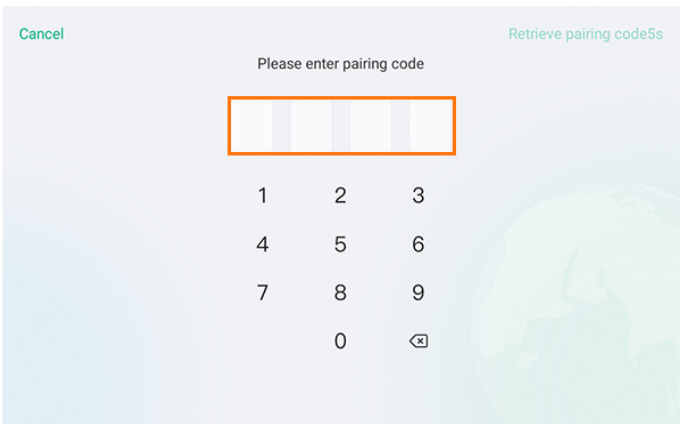


CTP18

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.



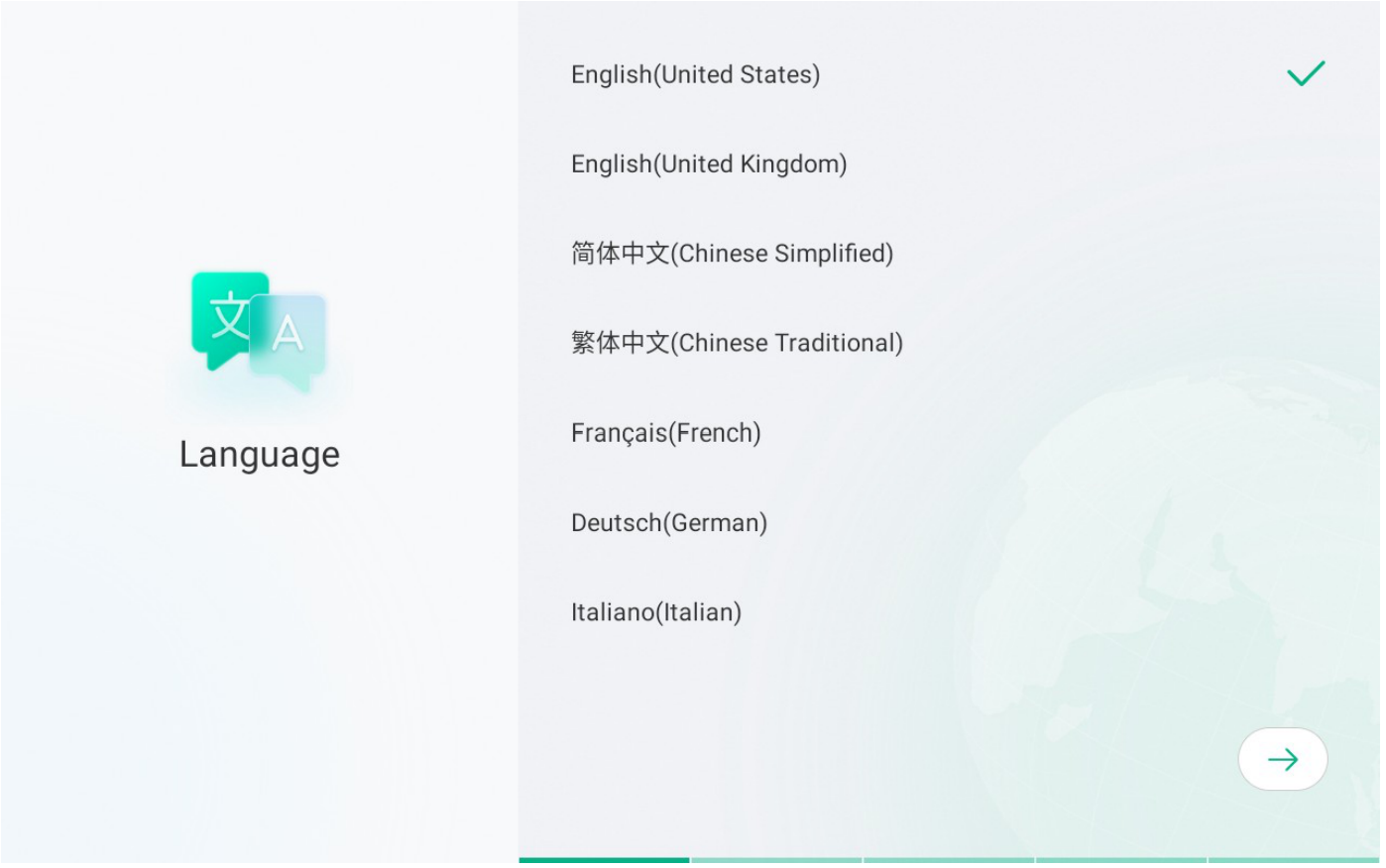
MeetingBar AX0



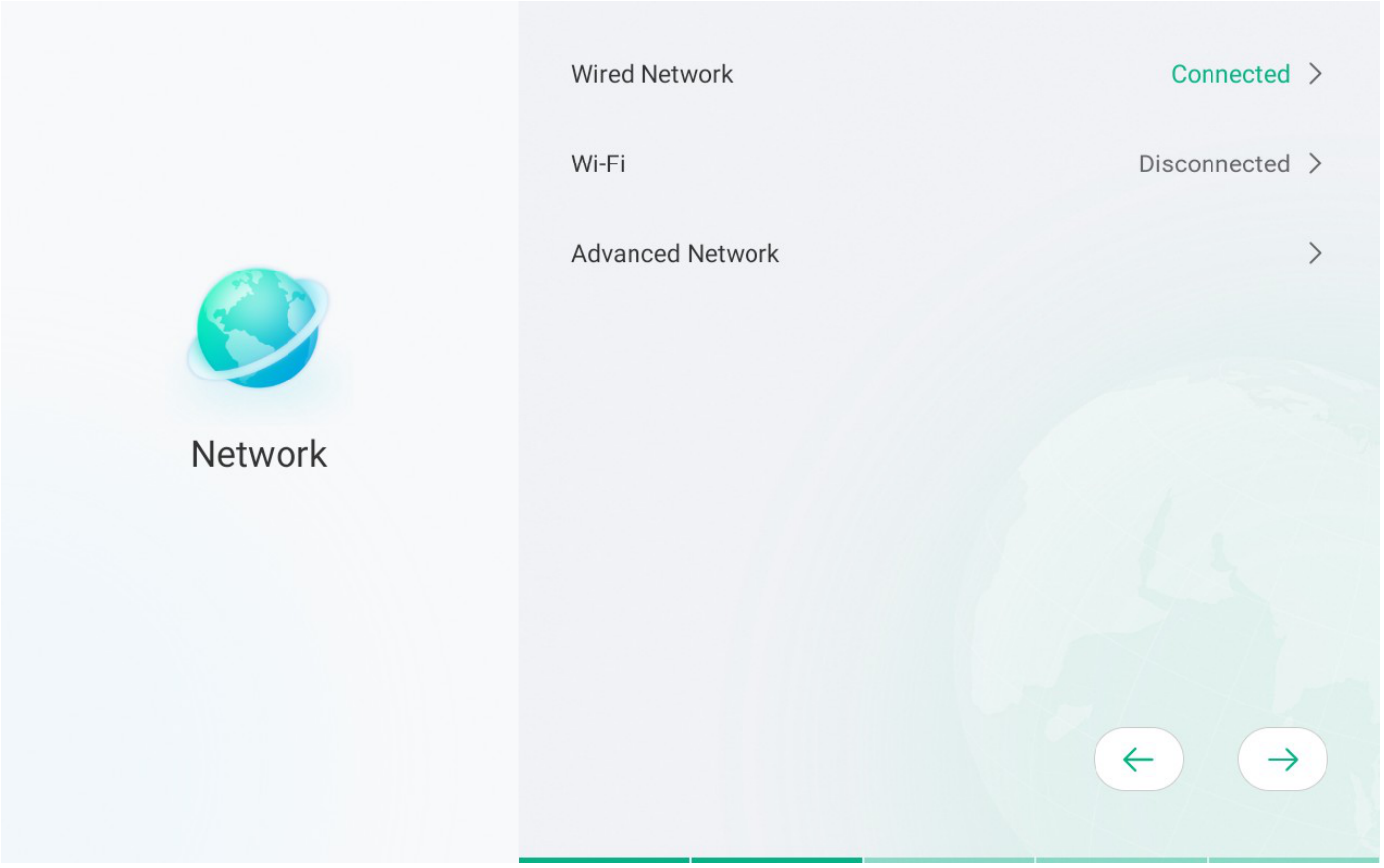
CTP18

Step 2 Initialization Settings

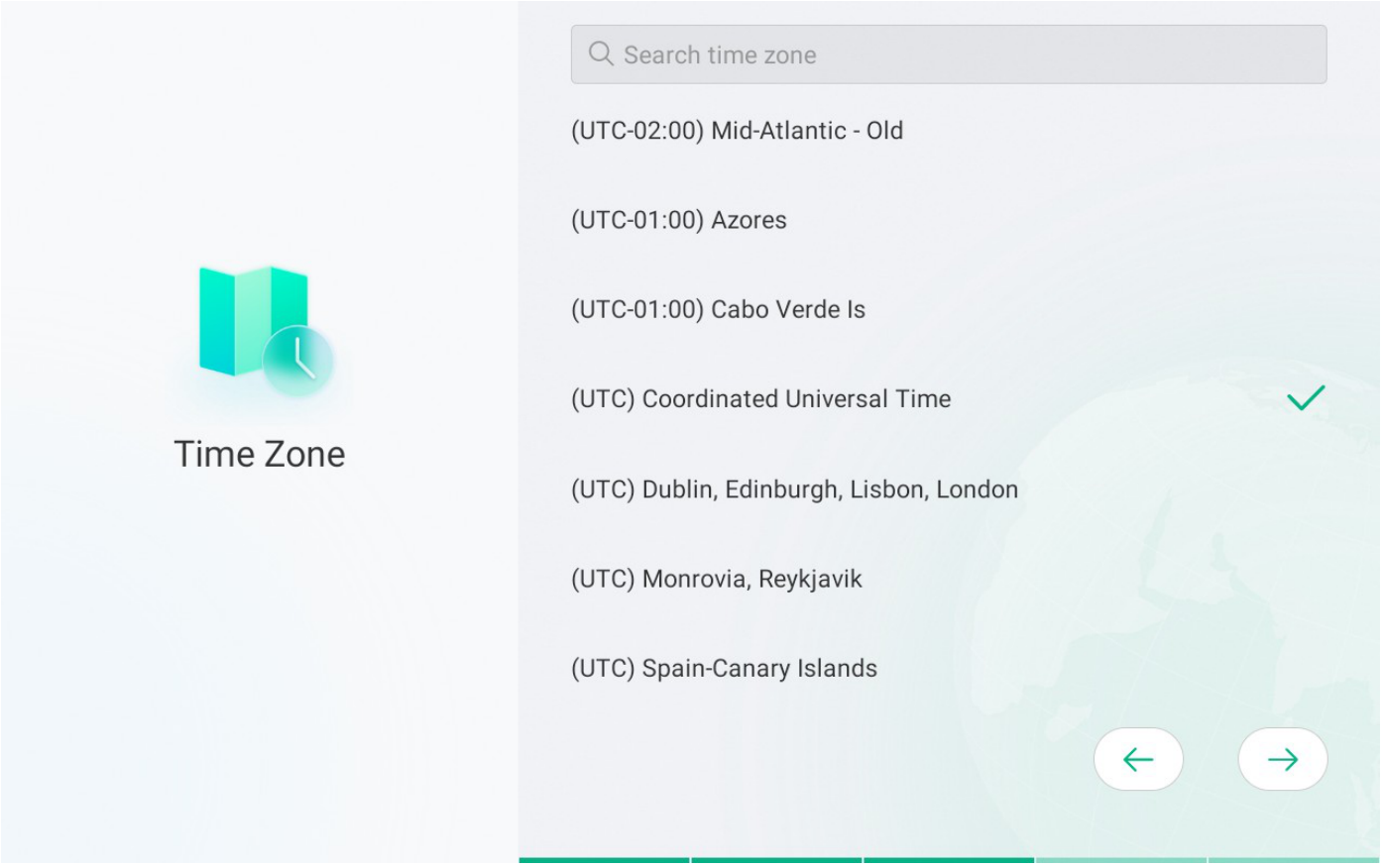
1. Set up **Language** and select **Next Step**.



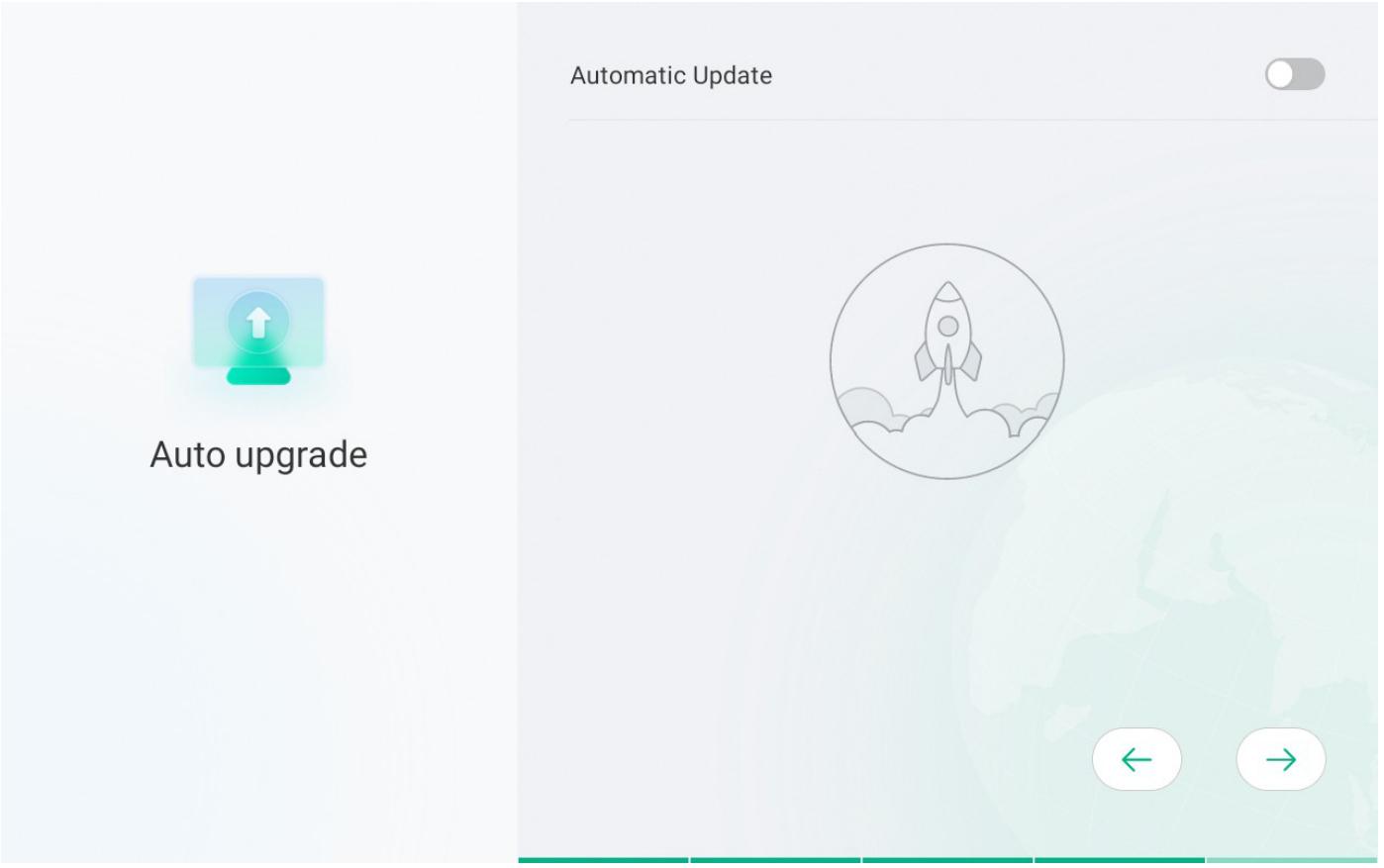
2. Select **Next Step** after configuring the network.



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

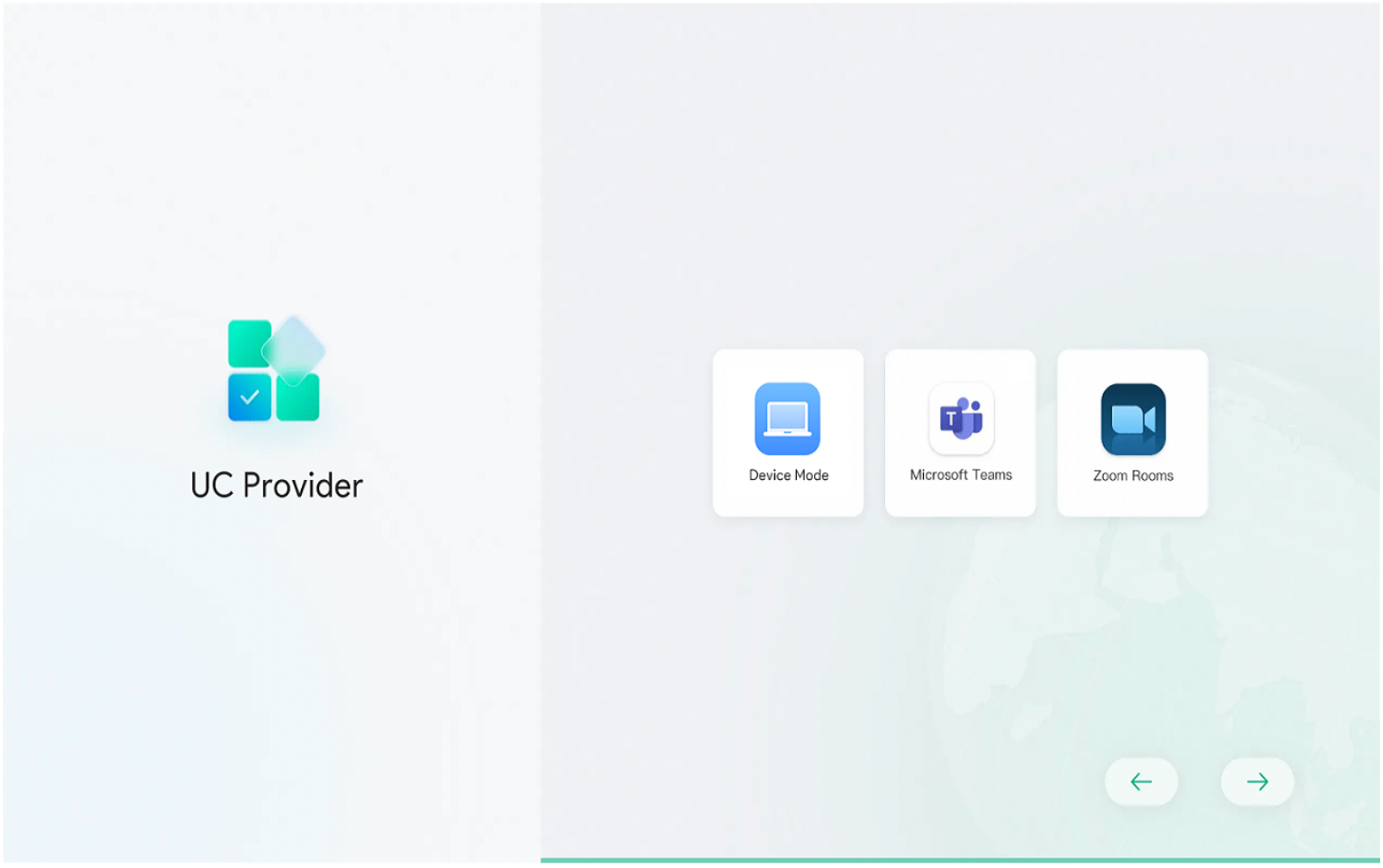


4. Auto Update: To enable **Auto Update**, please read the regulations carefully on the CTP18. We recommend enabling this feature for the subsequent update.



Step 3 Select Platform

You can select the desired platform.



2. Log in to Account

NOTE

- Please contact the corresponding service provider to obtain an account.
- Check whether the device is connected to the Internet. For more information, please refer to Check Network.

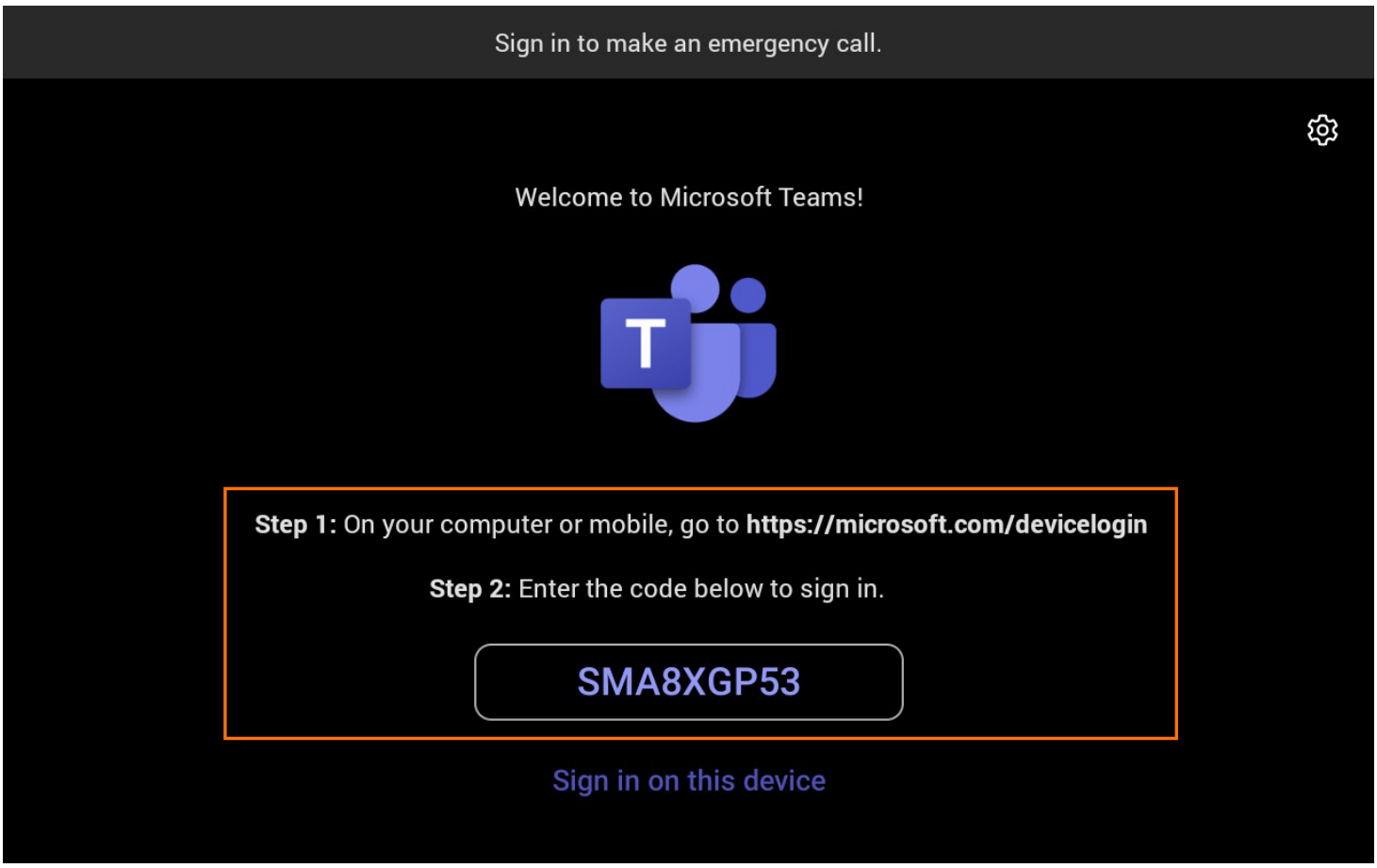
Log in to Teams Rooms Account

NOTE

Please log in to your account on the CTP18 and MeetingBar AX0. You must log in to the same account to complete the pairing.

Log in to Web User Interface

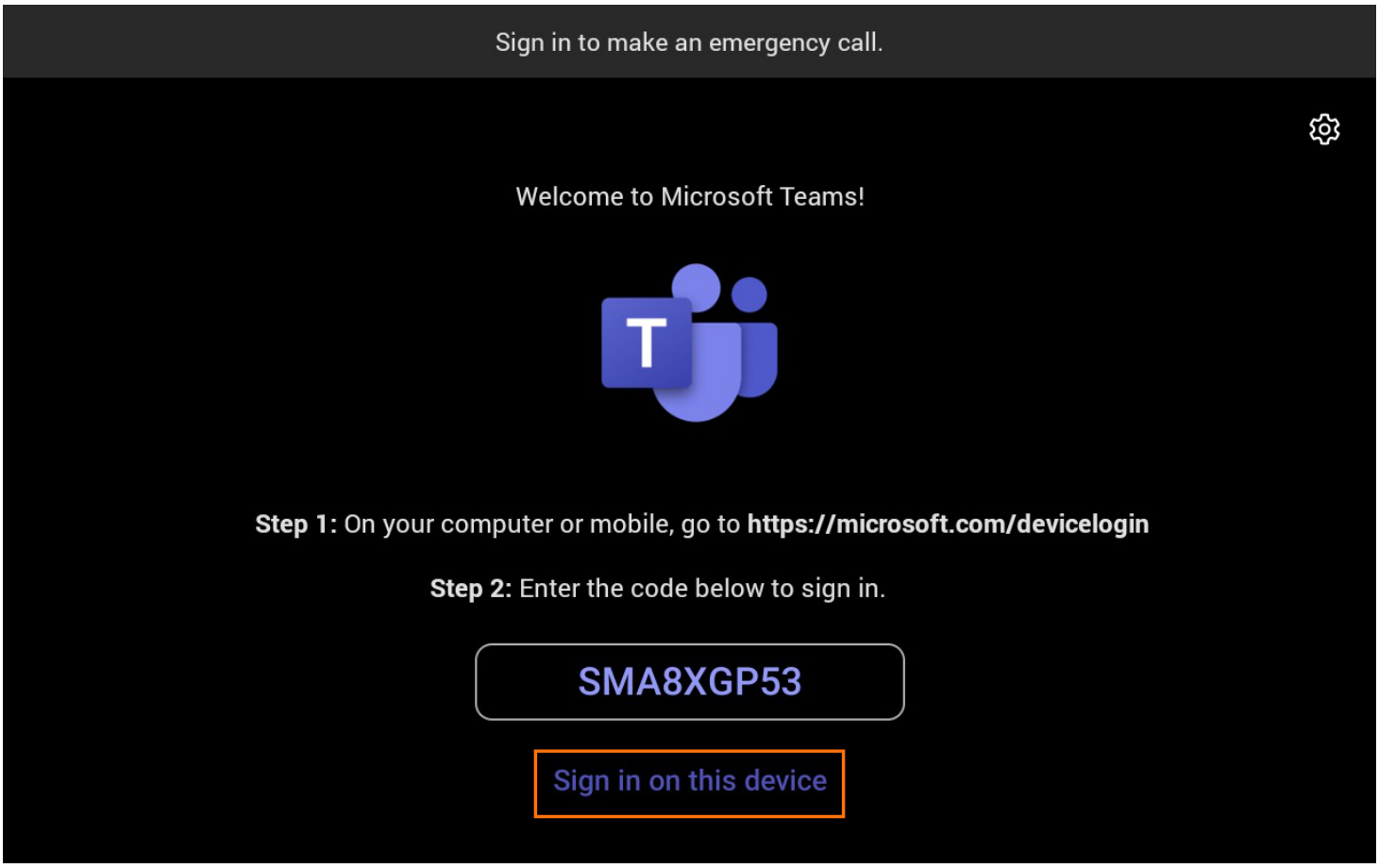
Use a PC that can access the Internet, enter https://microsoft.com/devicelogin in the address bar of a browser, and operate according to the on-screen prompts of CTP18 and MeetingBar AX0.



Log in to MeetingBar AX0

NOTE

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



3. Pairing (Optional)

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

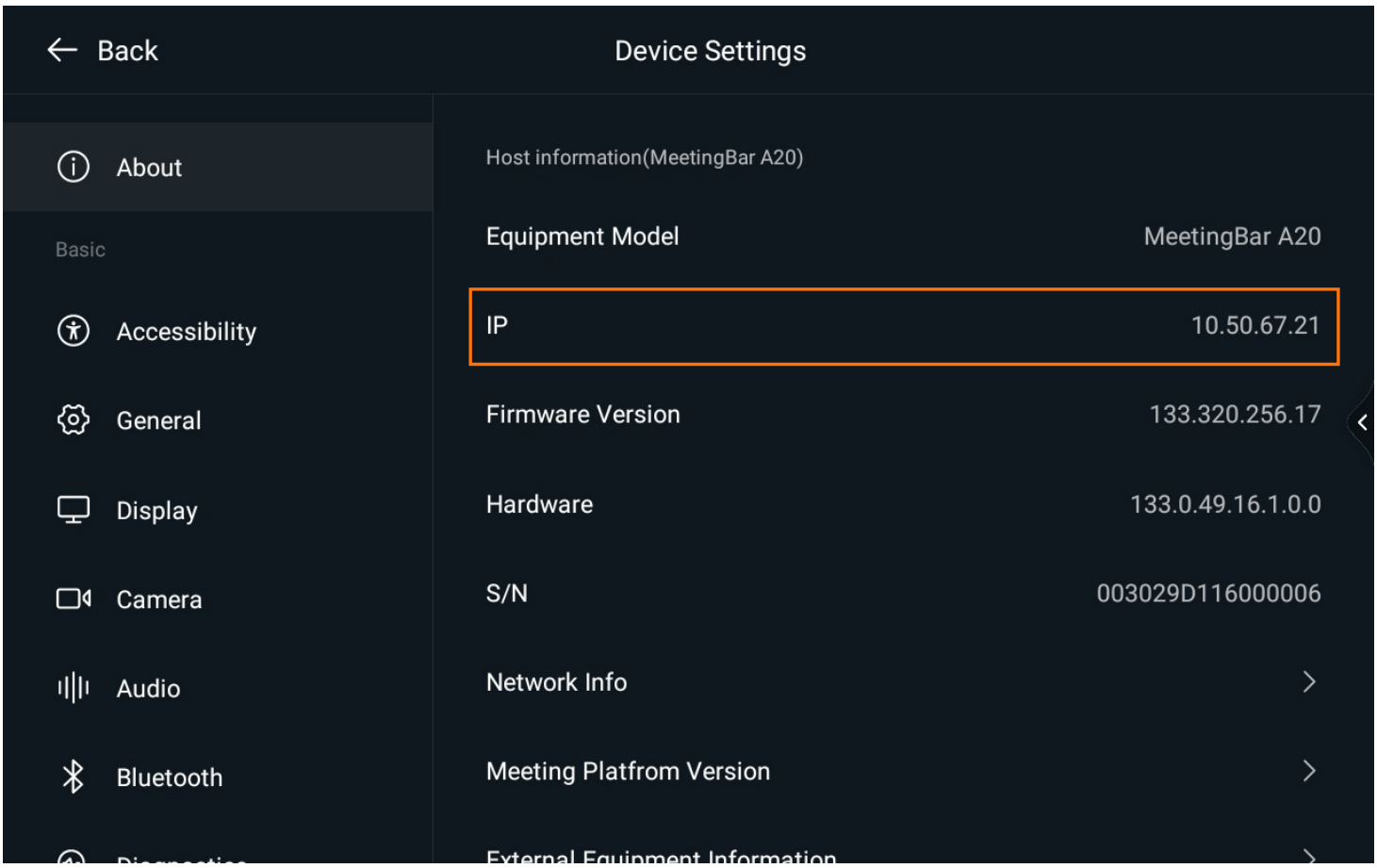


4. Check Network

The CTP18 and MeetingBar A10/A20/A30 must be on the same LAN.

Wired Connection

1. On the CTP18 or with the remote control, go to **More** > **Settings** > **About** to check if the device has an IP address assigned.
2. If the IP address is displayed, the device is connected to the network.

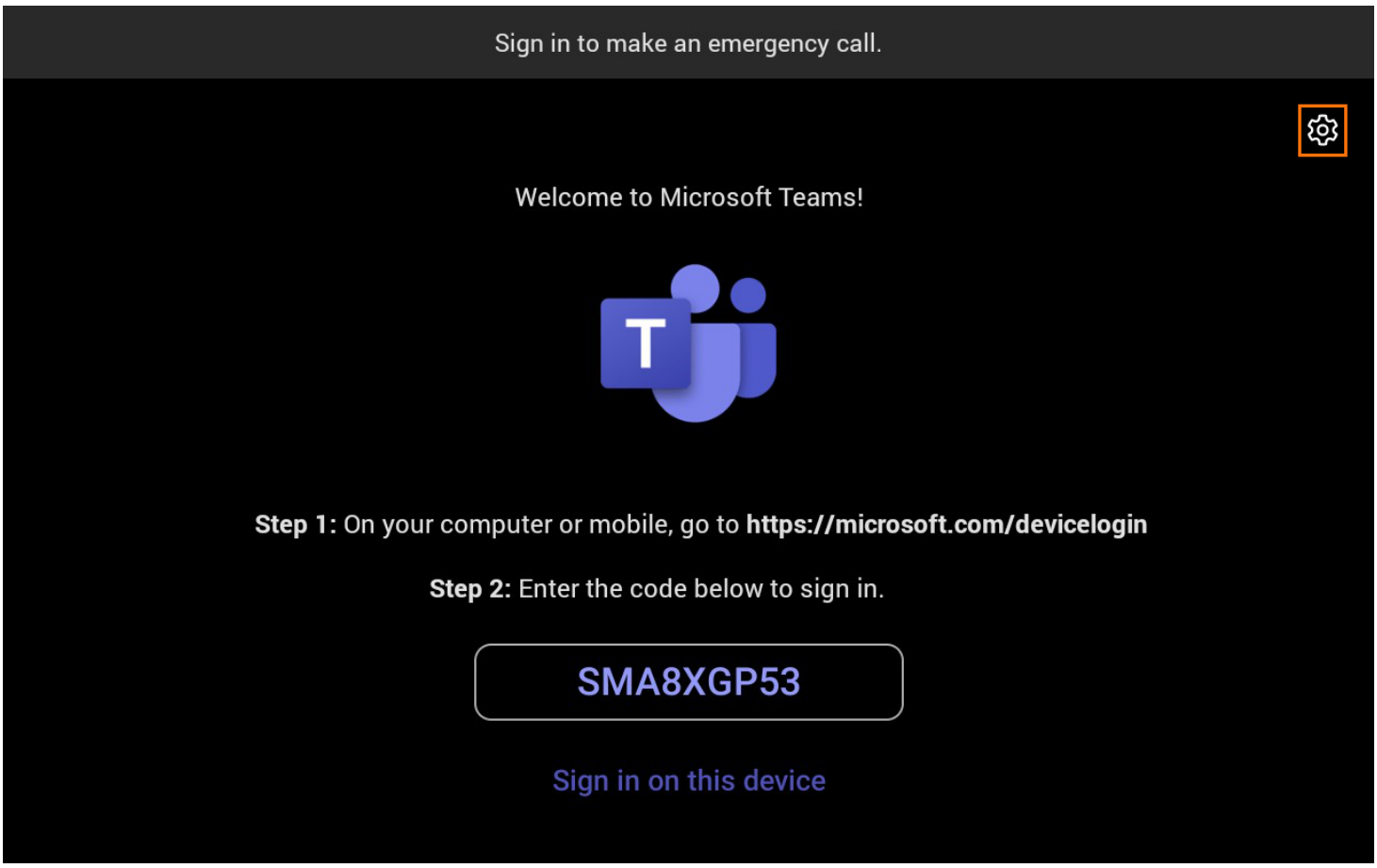


Wireless Connection

NOTE

- Please ensure that the CTP18 and MeetingBar A10/A20/A30 are connected to the same Wi-Fi.
- If the MeetingBar A10/A20/A30 connects to Wi-Fi to access the network, you cannot share content via the WPP20/WPP30. We recommend connecting the MeetingBar A10/A20/A30 via the cable, and please refer to MeetingBar A10, MeetingBar A20, MeetingBar A30 or CTP18 for more information.

1. If the CTP18 and MeetingBar A10/A20/A30 are connected to Wi-Fi, you can go to > **Device Settings** > **Network** in the upper-right corner of the CTP18 interface(default password: 0000).
2. Turn on **Wireless Network** for MeetingBar A10/A20/A30 and CTP18, respectively.
3. Select the same wireless network and enter the password.



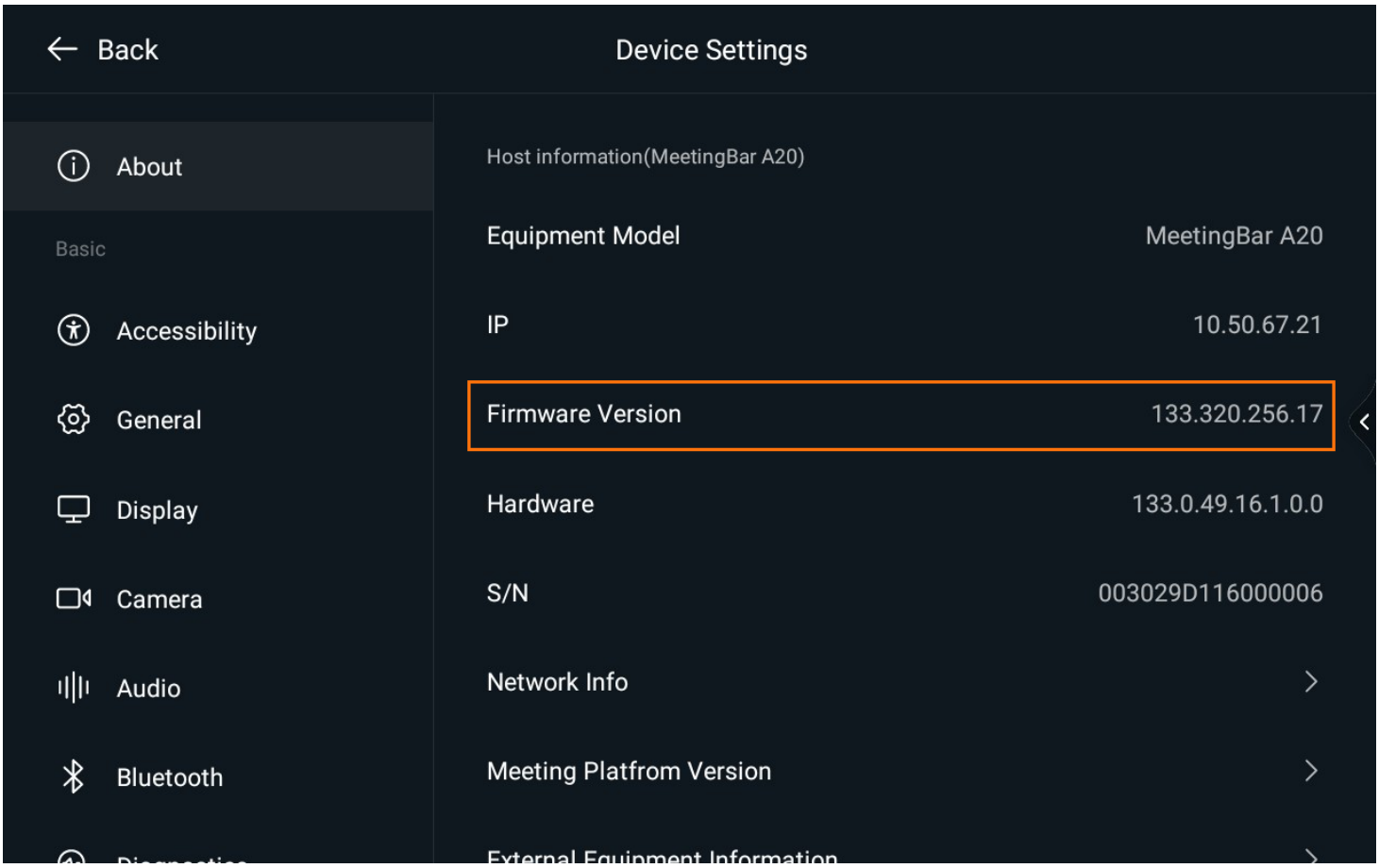
5. Check Firmware Version

NOTE

Please ensure that the CTP18 and MeetingBar A10/A20/A30 firmware versions match. If the firmware versions do not match, the update may fail. For information about firmware versions, please refer to Release Note.

Step 1 Check Firmware Version

Go to **More** > **Settings** > **About** via the CTP18 or remote control to check the firmware version. The following are the firmware versions of MeetingBar AX0.



Step 2 Update Firmware

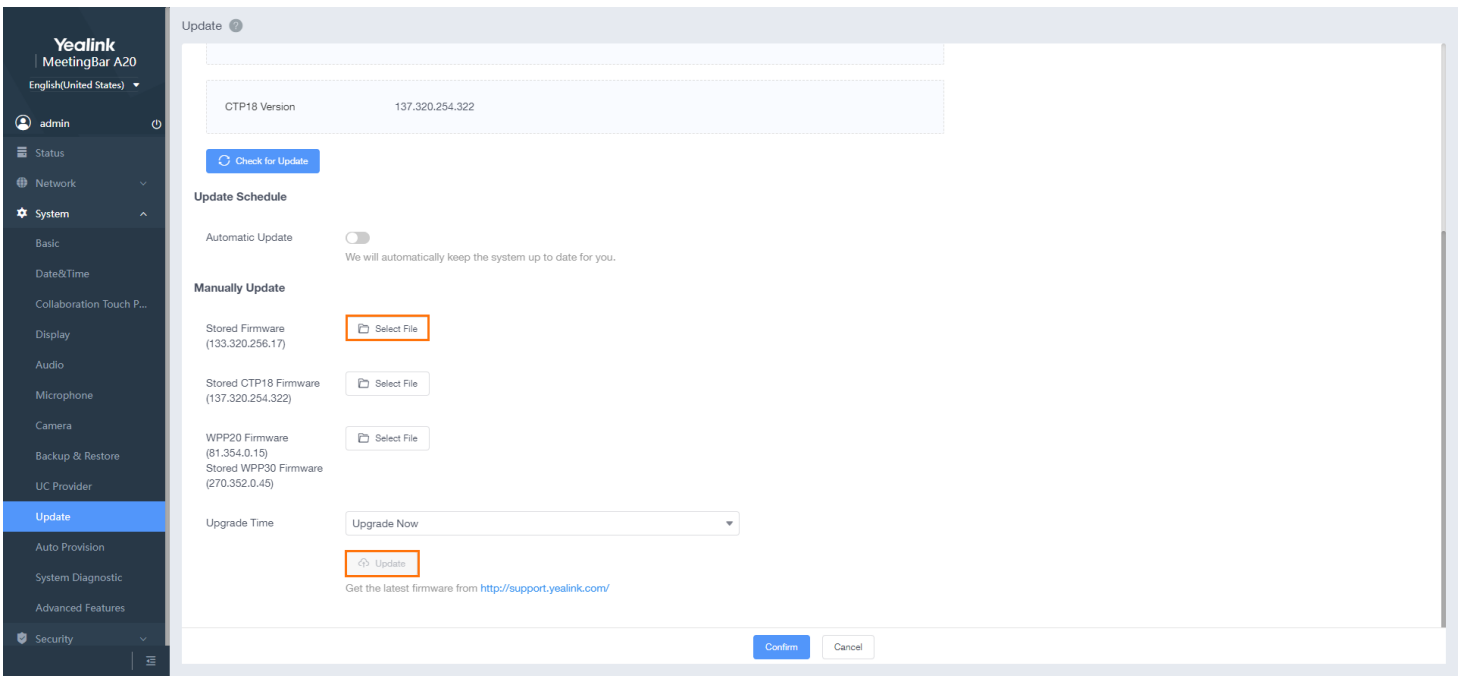
NOTE
You need to update the firmware of MeetingBar A10/A20/A30 and CTP18 separately.

Download the latest firmware: Release Note. Please download the corresponding CTP18 firmware version from the MeetingBar AX0 link.

Method 1: Update via the web user interface

1. On the CTP18 or with the remote control, select the sidebar > **Settings** > **About** to obtain the IP address.

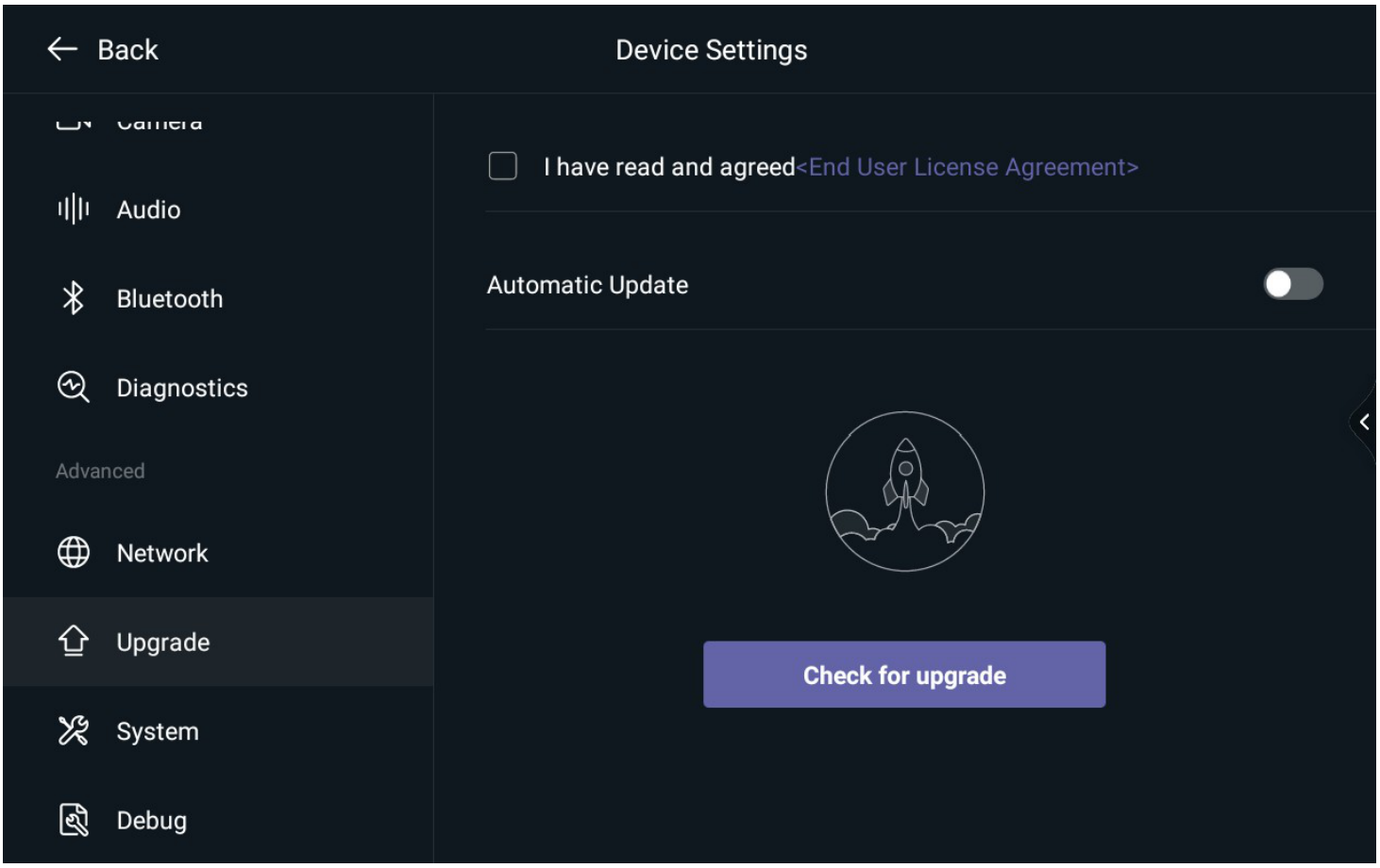
2. Open a web browser and enter the device’ s IP address in the address bar. For example, http(s)://10.82.24.11/ and press **Enter**.
3. Enter the administrator username and the password, and click **Log in**. (default user name: admin; password: 0000).
4. Go to **Settings** > **Upgrade** on the web page.
5. On the right side of **Upgrade Firmware**, click **Browser** to upload the desired firmware.
6. Click **Upgrade**.



Method 2: Upgrade via the device (auto update)

Method 1: Select **Auto Update** when initializing the configuration. For more information, please refer to Setup Wizard.

Method 2: On the CTP18 or with the remote control, select the sidebar > **Settings** > **Upgrade** > **Automatic Update** (default password: 0000). Read the agreement and select .



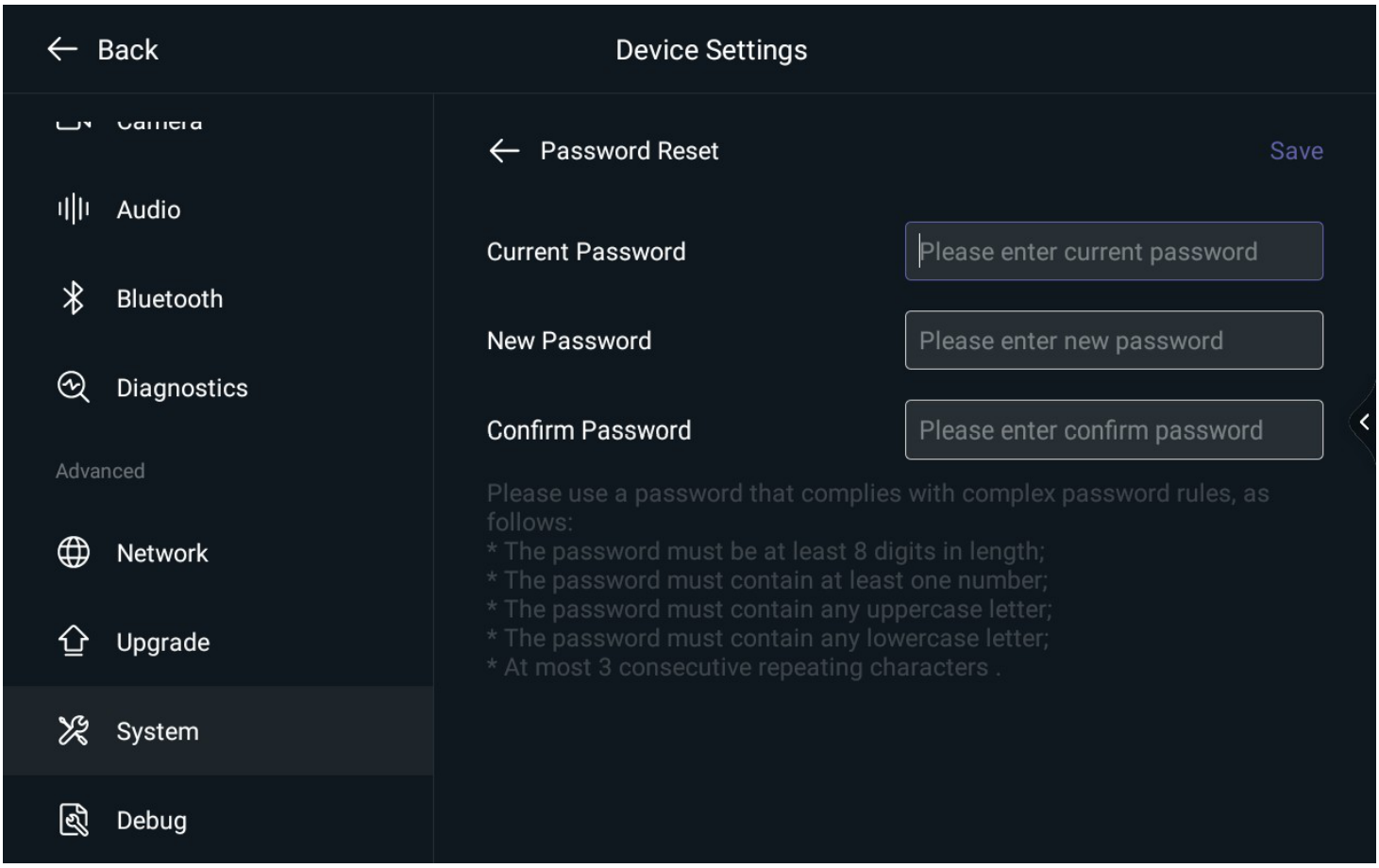
6. Set Up MeetingBar AX0

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.

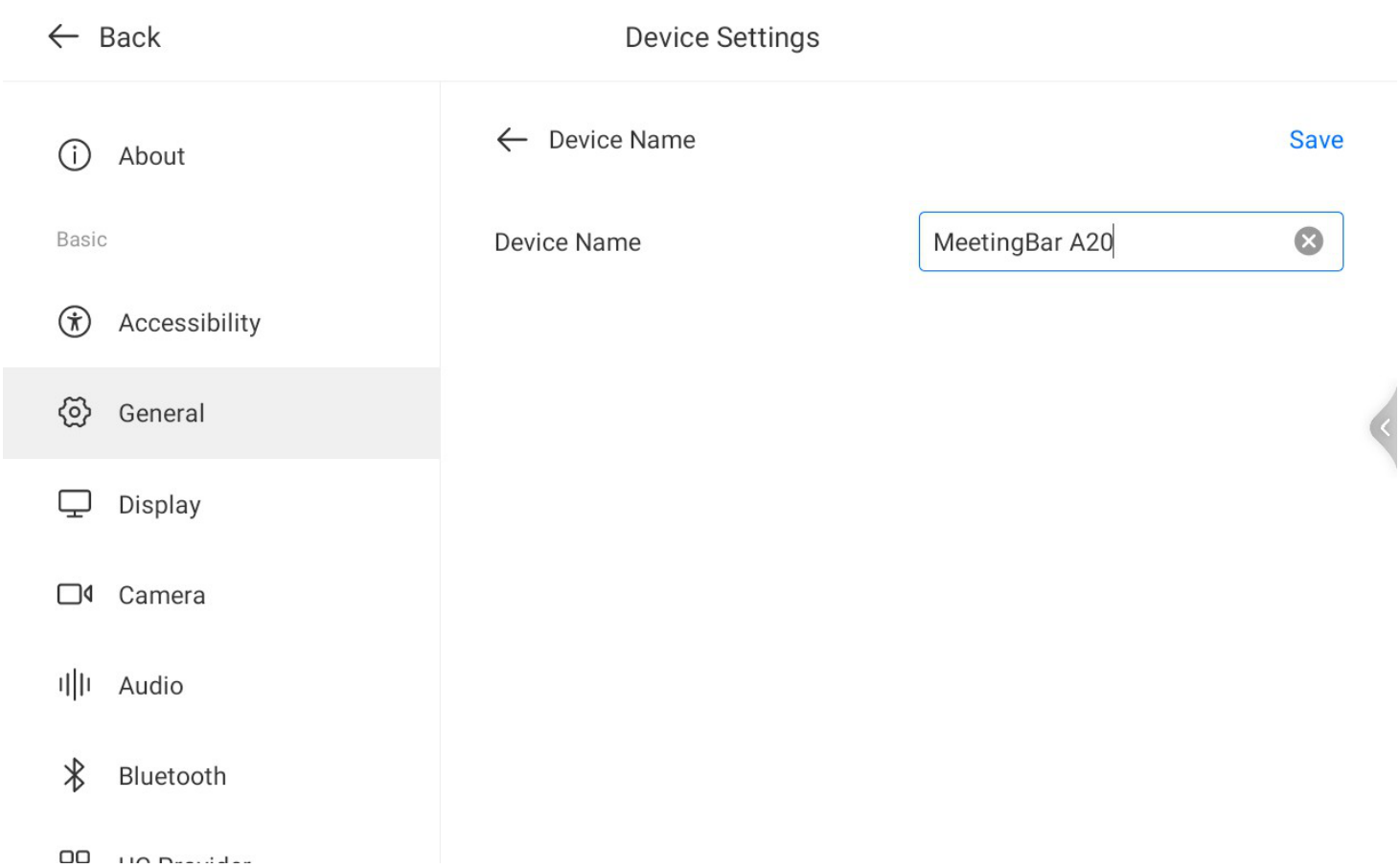
Administrator Password Settings

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.



7. Configure Web User Interface

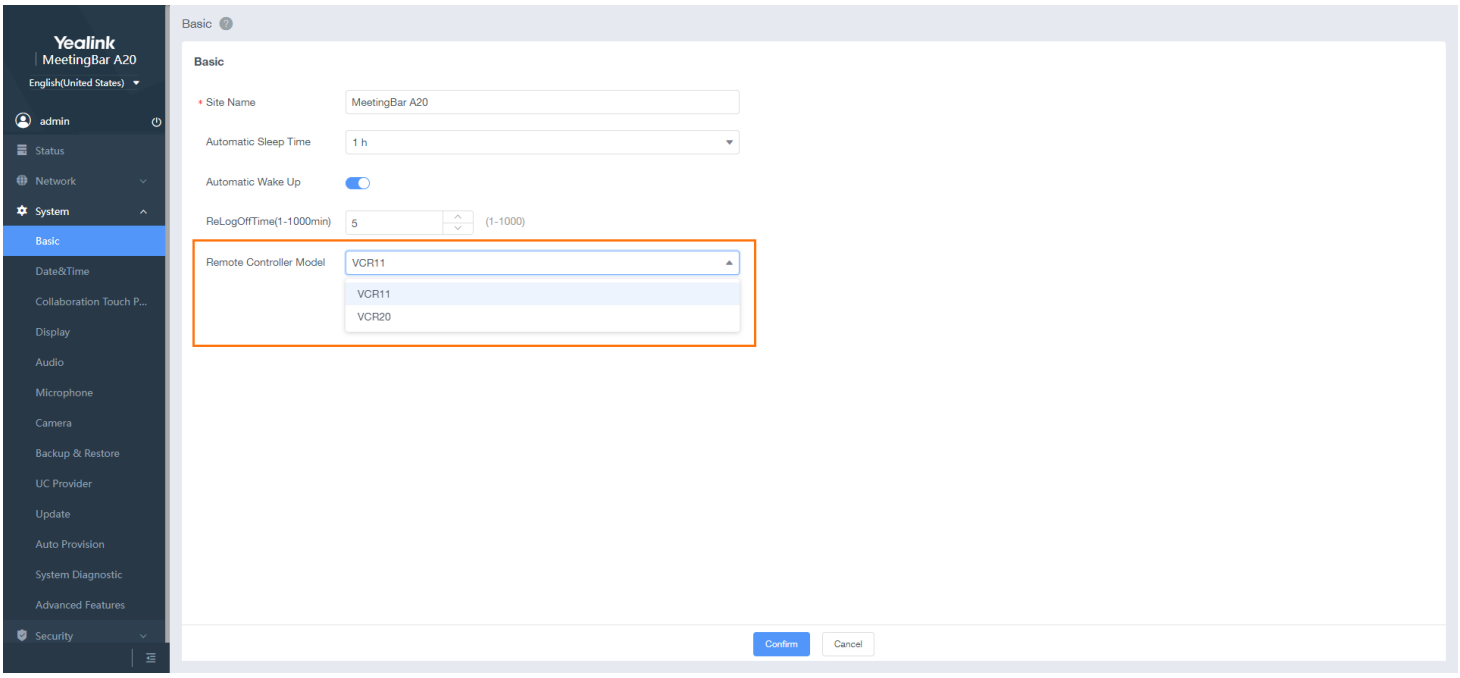
NOTE

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)



8. 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 screen sharing: Ensure you can use the screen sharing usually during the meeting.	Wired Device Mode Wireless Device Mode
Test CTP18: Ensure that CTP18 can control the meeting normally.	CTP18 Touch Panel

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.