Quick Setup

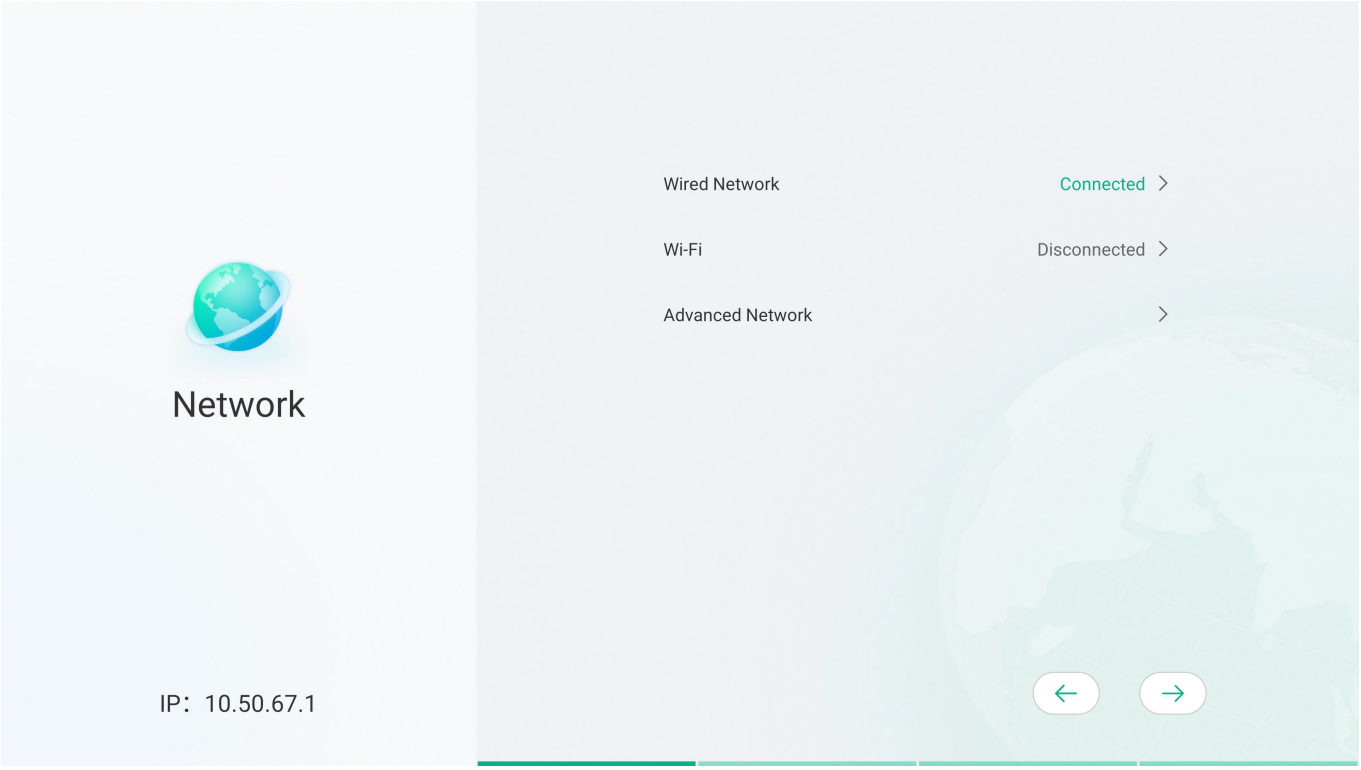
Before setting up, you can refer to Deployment & Connection to configure. After using deployment is complete, you can refer to Quick Usage to learn about general functions.

1. Setup Wizard

When you power on the MeetingBoard for the first time or reset it to the factory, you will enter the setup wizard interface.

1. Select the desired language (take English as an example) and select **Next**.
2. Configure the wired or wireless network and select **Next**.

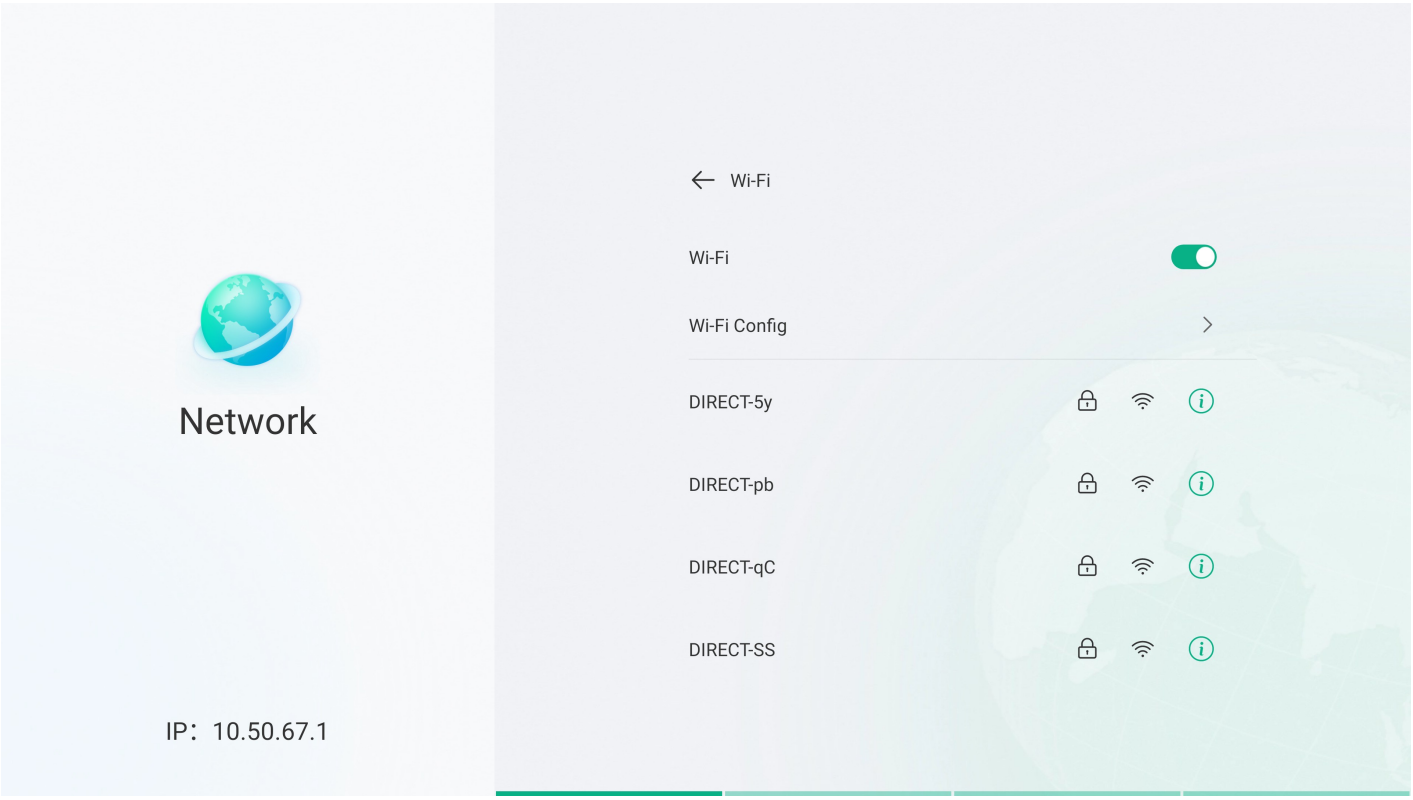
> ⓘ **NOTE**
> You can use the wired network when you connect the MeetingBoard to the network cable. And the IP address is displayed in the lower-left corner of the MeetingBoard.



Configure the related parameters of the wired network in the advanced network. For specific parameters, please refer to IPv4 & IPv6 Network.
You can also connect the MeetingBoard to the wireless network; enter the wireless network interface, select the Wi-Fi you want and enter the password to connect to the Wi-Fi.

NOTE

When you connect the MeetingBoard to both the network cable and the wireless network, the MeetingBoard will use the wireless network.

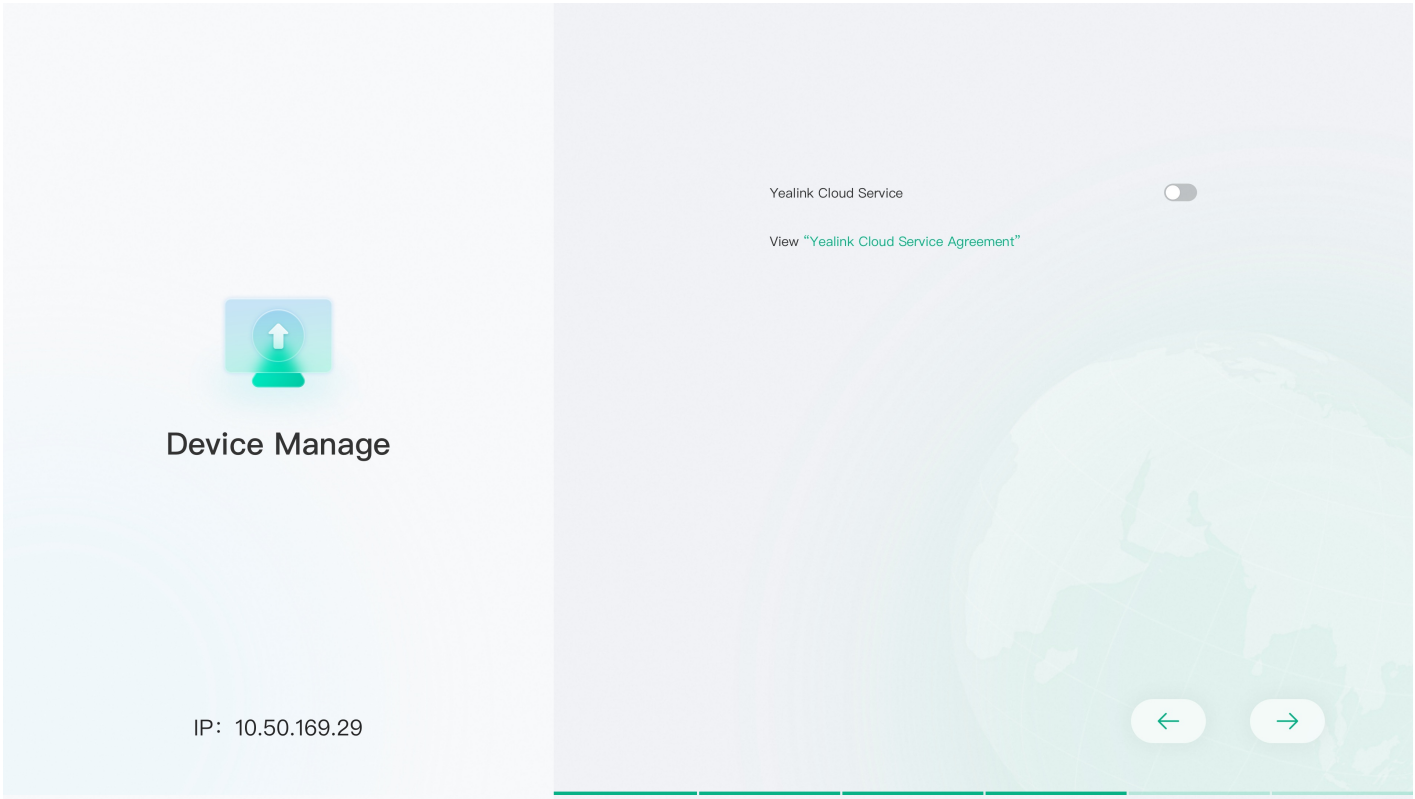


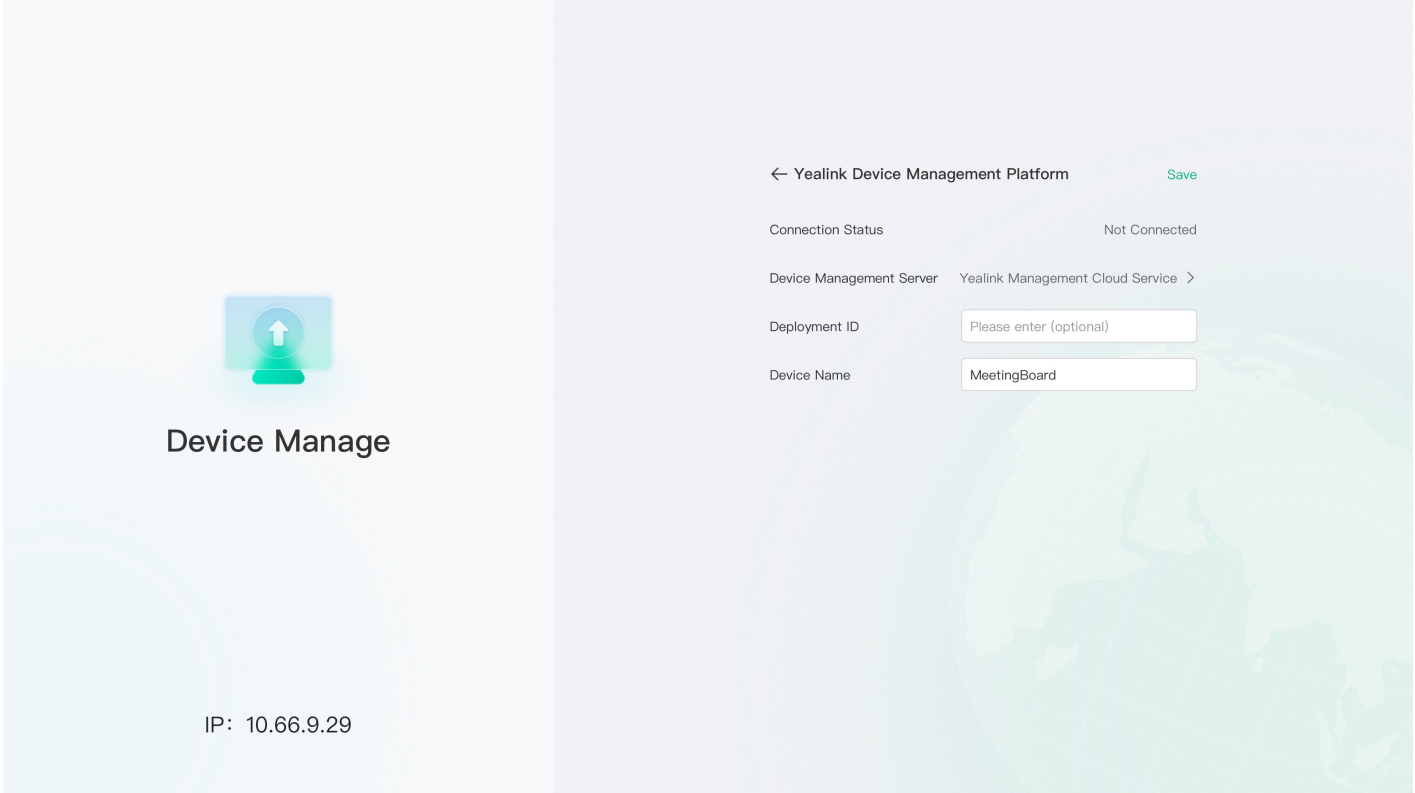
3. Select your time zone and select **Next**.
4. Enable/disable the Yealink Cloud Service. After enabling it, The device can be reported to the cloud platform.

- The reporting procedure is as follows.
  - Switch on the **Yealink Cloud Service** and **Cloud Platform Device Management**.
  - Click on **Yealink Device Management Platform** > Choose the Yealink management server you need, such as **Yealink Management Cloud Service** (YMCS).
  - Input **Deployment ID** (**Enterprise id** on YMCS) and **Device name** (not necessary)>click save to connect the server.
  - Select **Next**.

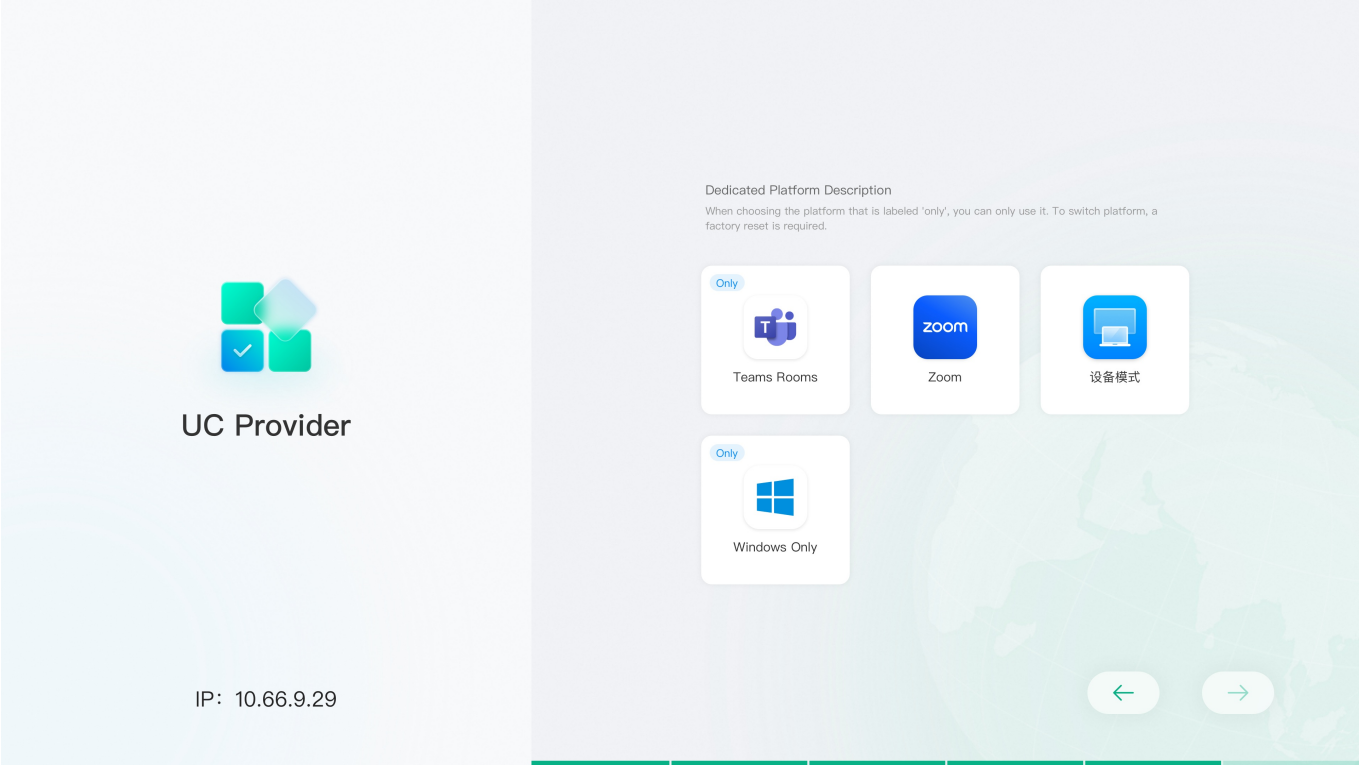
NOTE

- We recommend enabling **Yealink Cloud Service** for your future convenience.
- Where to find the **Enterprise ID** on YMCS?
  - log in to the YMCS > Go to: **System** > **Enterprise Information**, Input the corresponding **Enterprise ID** in the **Deployment ID** field on the device.

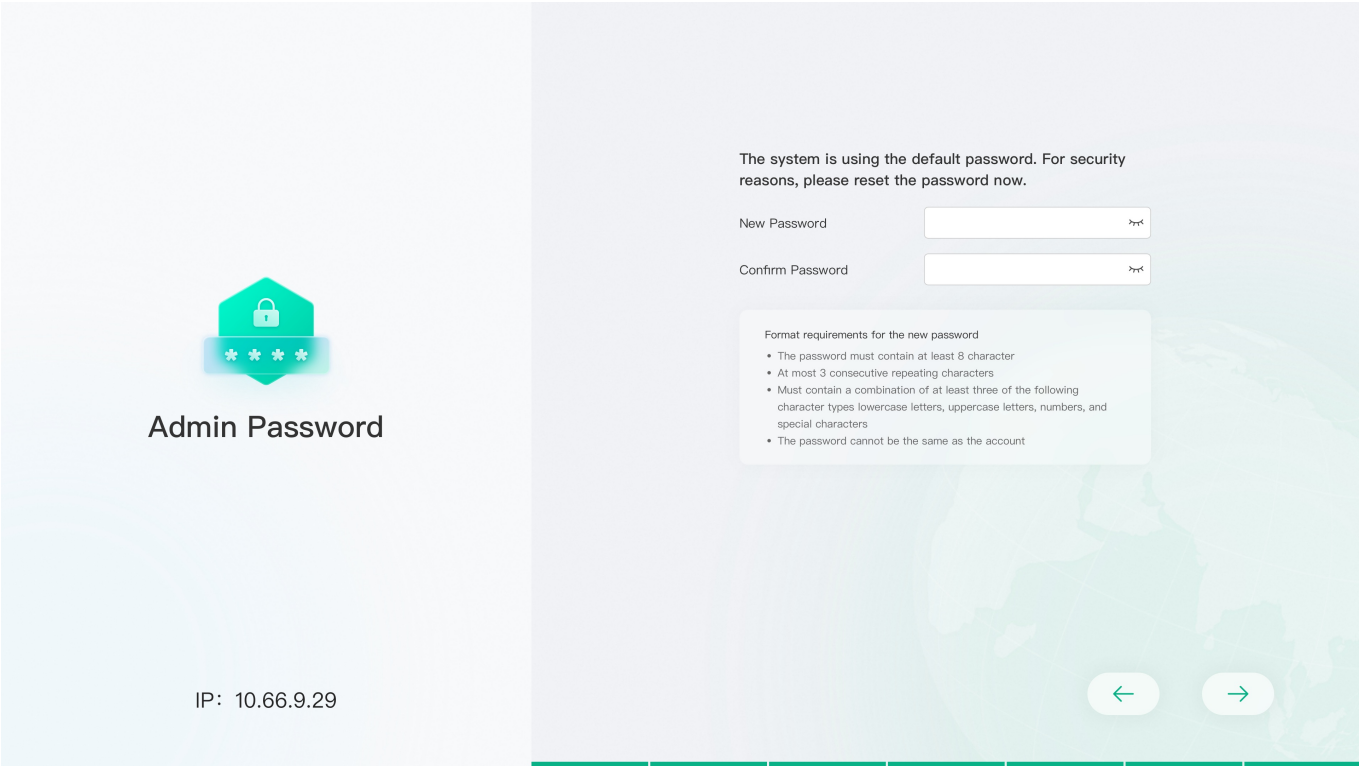

Device Manage
IP：10.50.169.29
Yealink Cloud Service
View “Yealink Cloud Service Agreement”


Device Manage
IP：10.66.9.29
Yealink Device Management Platform
Save
Connection Status
Not Connected
Device Management Server
Yealink Management Cloud Service
Deployment ID
Please enter (optional)
Device Name
MeetingBoard

5. Select **Microsoft Teams** platform and go to **Next** > **Start** to complete the initial configuration.
   Or select **Windows Only** platform, enter your Microsoft account and password on the MeetingBoard to log in, and configure your PIN code. In Windows Only mode, the MeetingBoard can be managed through the Yealink RoomConnect software. For more information, please refer to the Yealink RoomConnect.



6. Set admin password. Due to regulatory requirements, it is necessary to enable on-screen passcode verification.



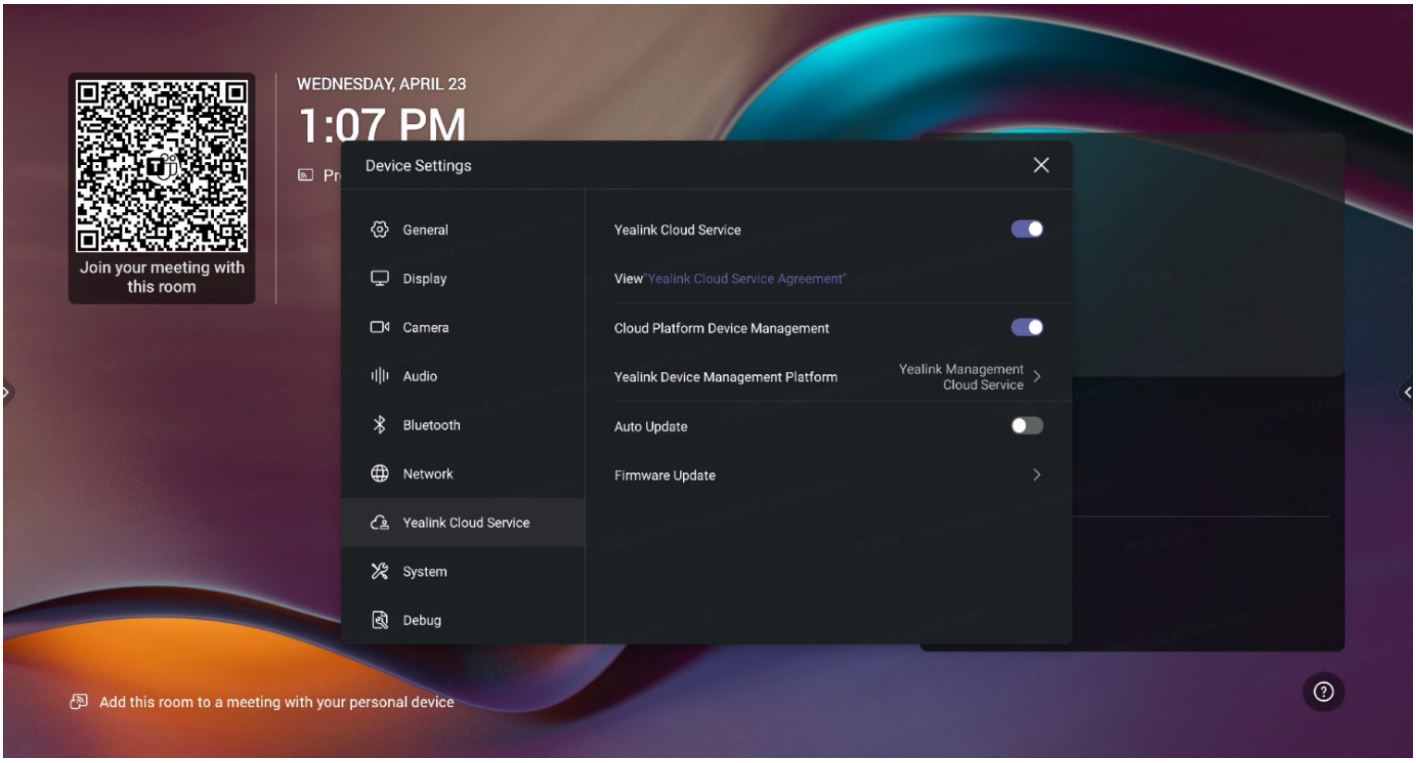
2. Check Firmware Version

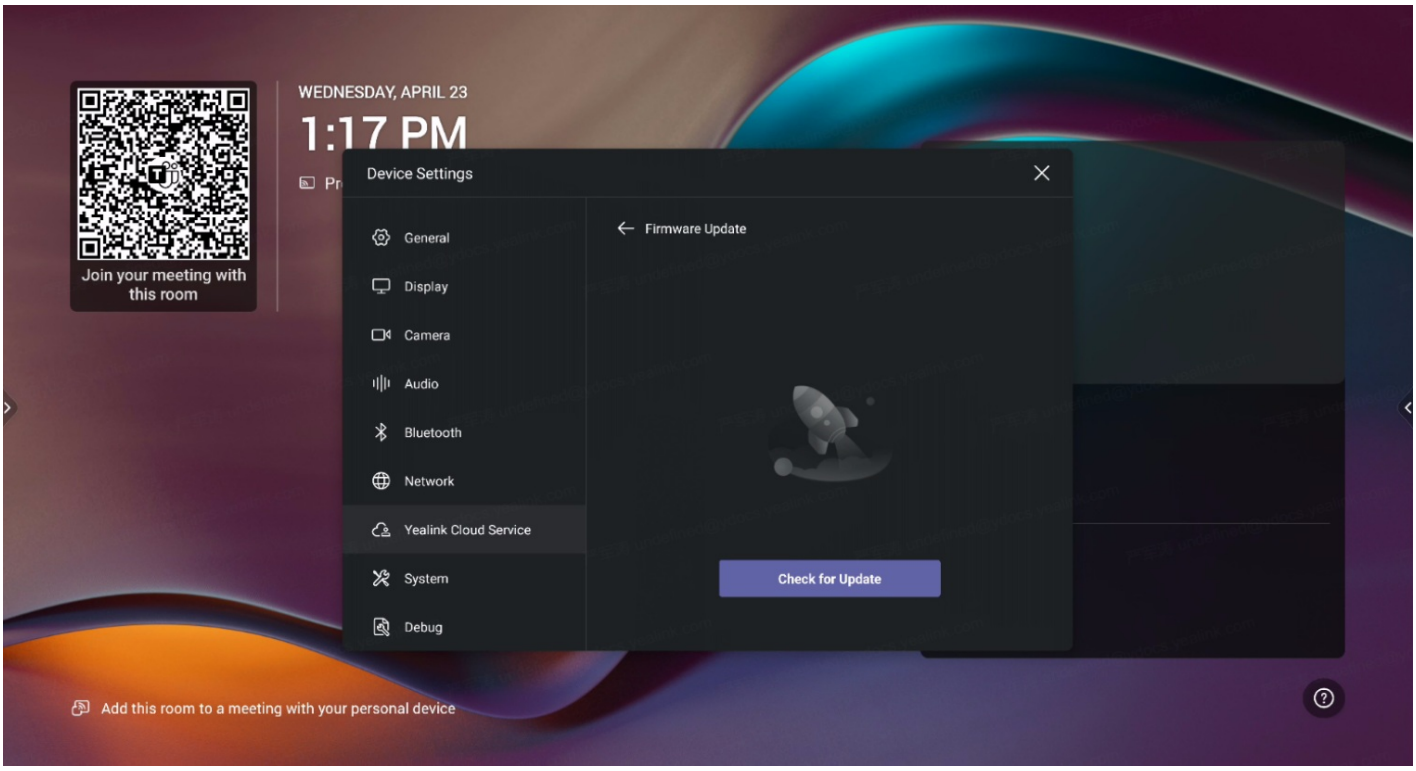
You can view the device firmware version to check whether you need to update it.

1. On the upper-right corner of the MeetingBoard screen, tap > **Settings** > **About** > **Firmware Version** to view the firmware version.
2. We recommend using the **latest version**.

Update Firmware

On the upper-right corner of the MeetingBoard screen, tap > **Settings** > **Yealink Cloud Service** > Turn on the switch > **Firmware Updates**> **Check for Updates** to check whether there is a new version. The status of the **Automatica Update** will sync with the configuration in the setup wizard.





ⓘ NOTE

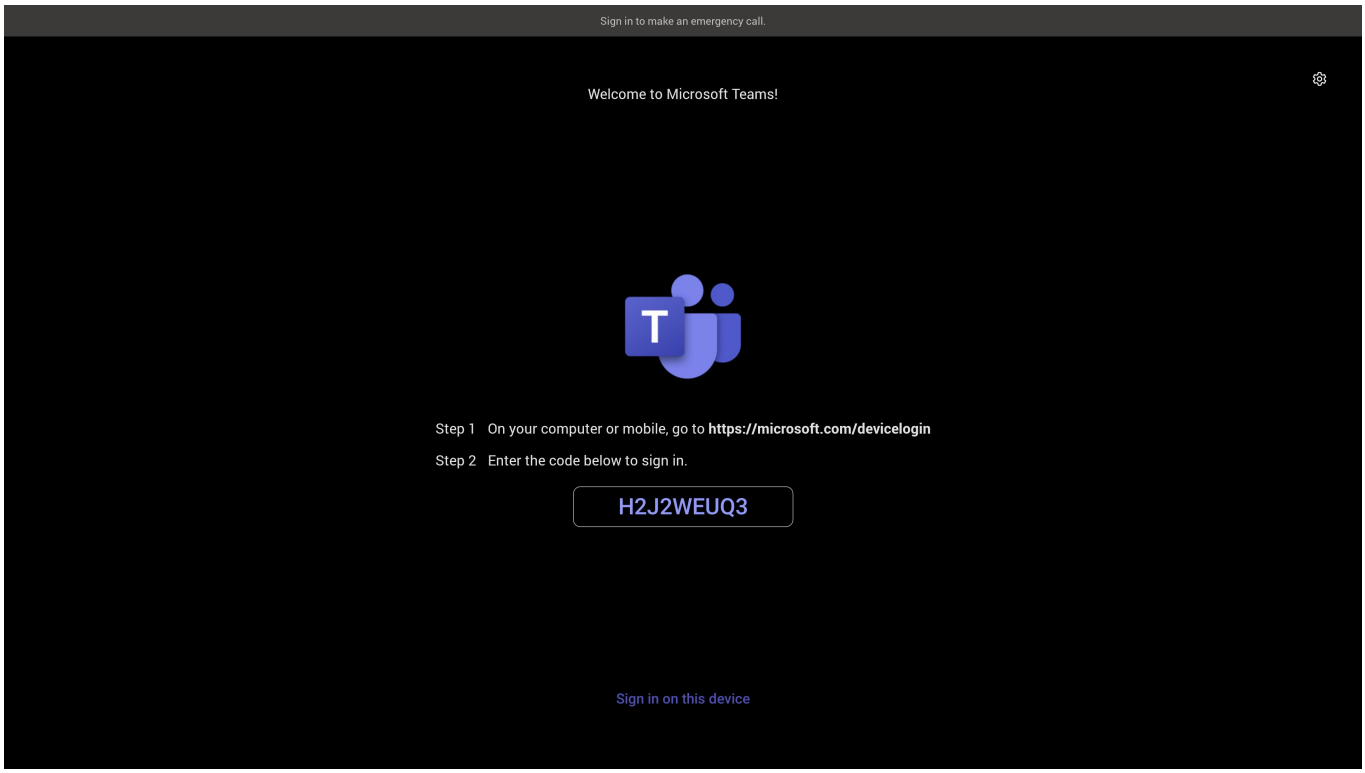
You can also update via the web user interface or Microsoft Teams management platform. For more information, please refer to Firmware Update.

3. Log In to Teams Account

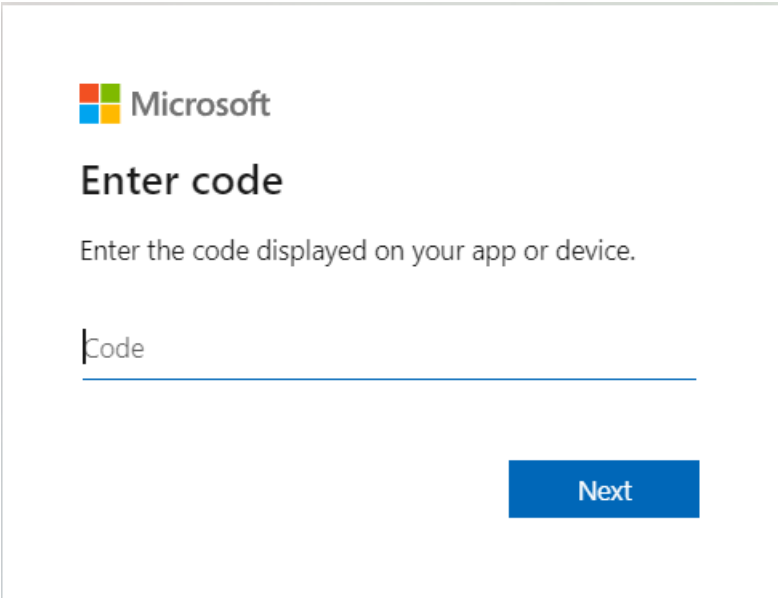
You need to log in to a Microsoft Teams account to use the related features.

Log In to Web User Interface

1. Visit this website (https://microsoft.com/devicelogin) on your computer or mobile phone.



2. Enter the code displayed on the MeetingBoard screen and click **Next**.

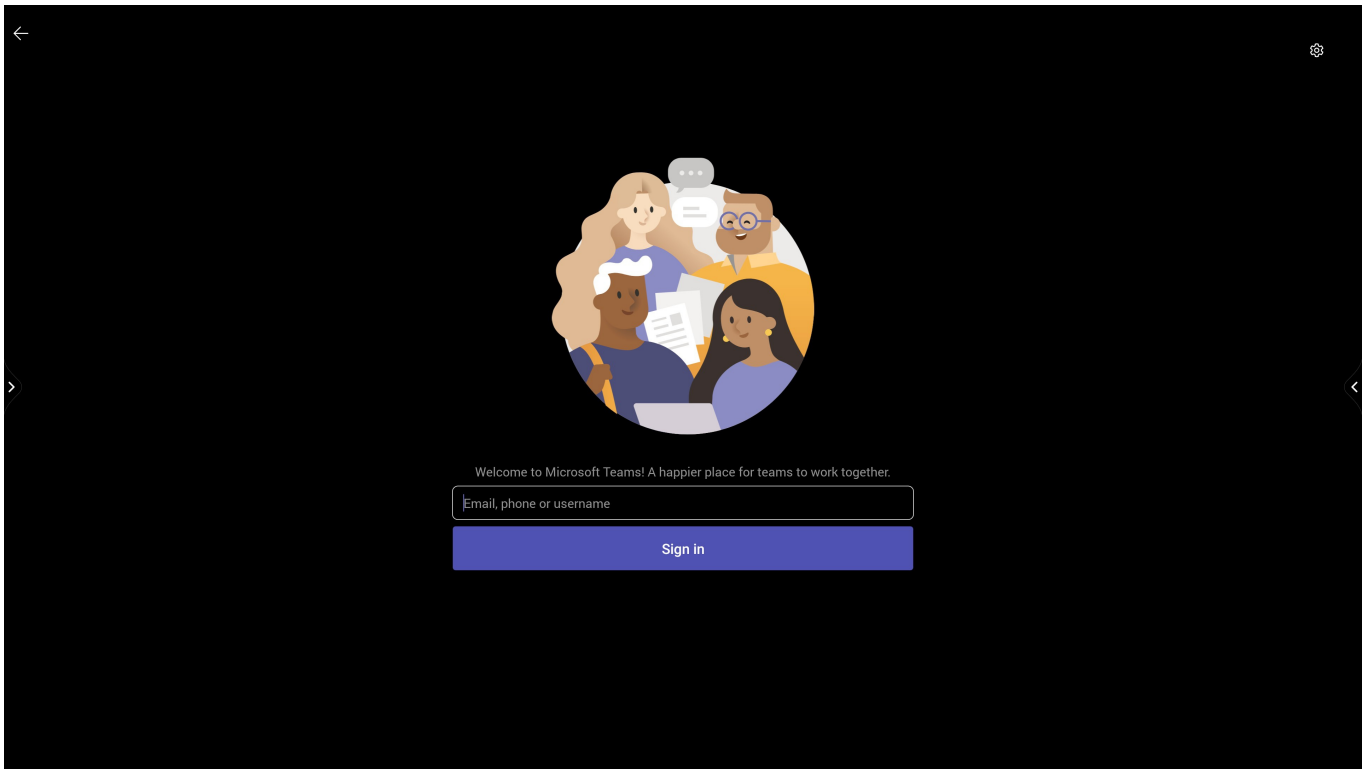


3. Enter your username and password to log in.

Log In to MeetingBoard

1. Tap **Sign in on this device** on the MeetingBoard screen.

2. Enter the username and password and tap **Sign in**.



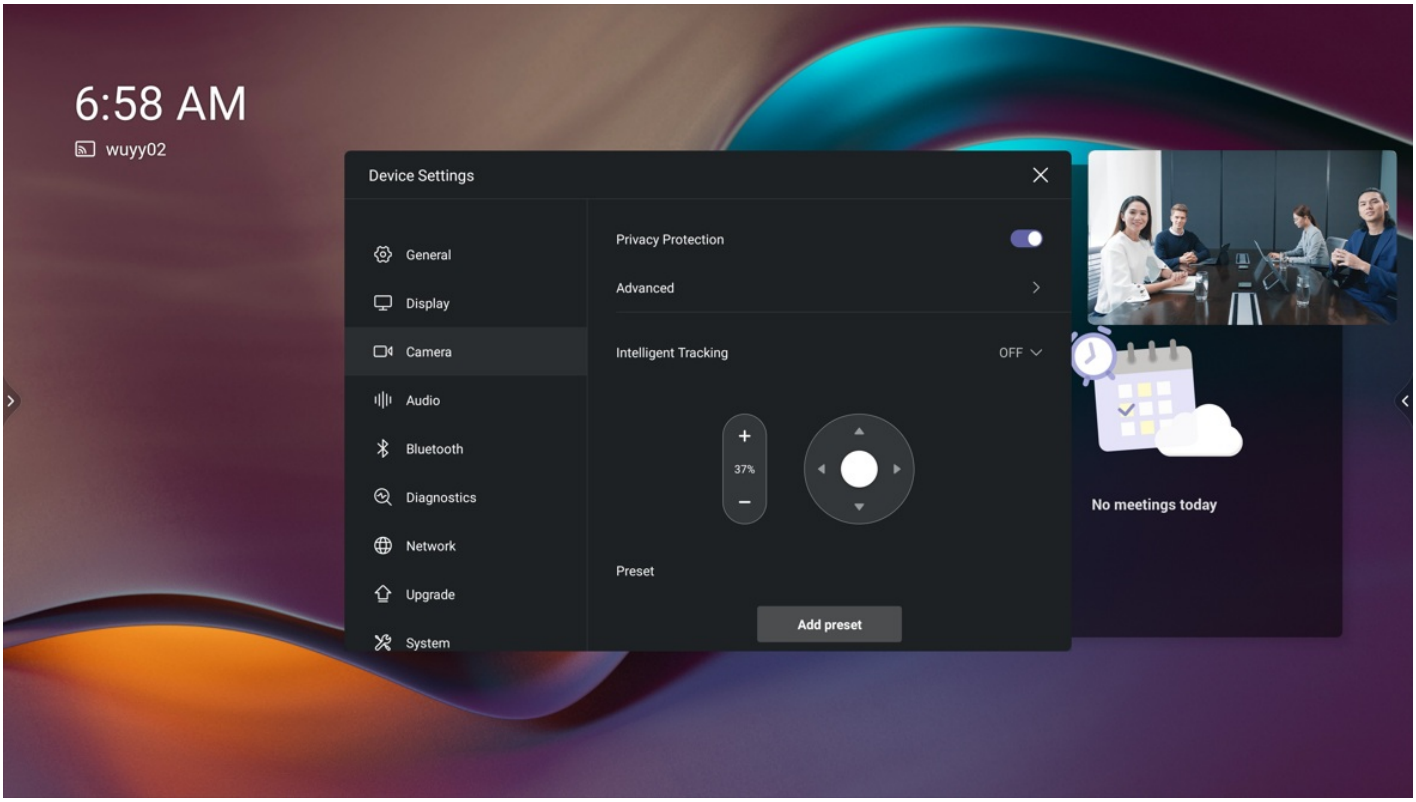
4. MeetingBoard Setting

When you turn on the big screen for the first time, please follow the steps below to complete the necessary setup to use the big screen better.

Camera Settings

Do one of the following:

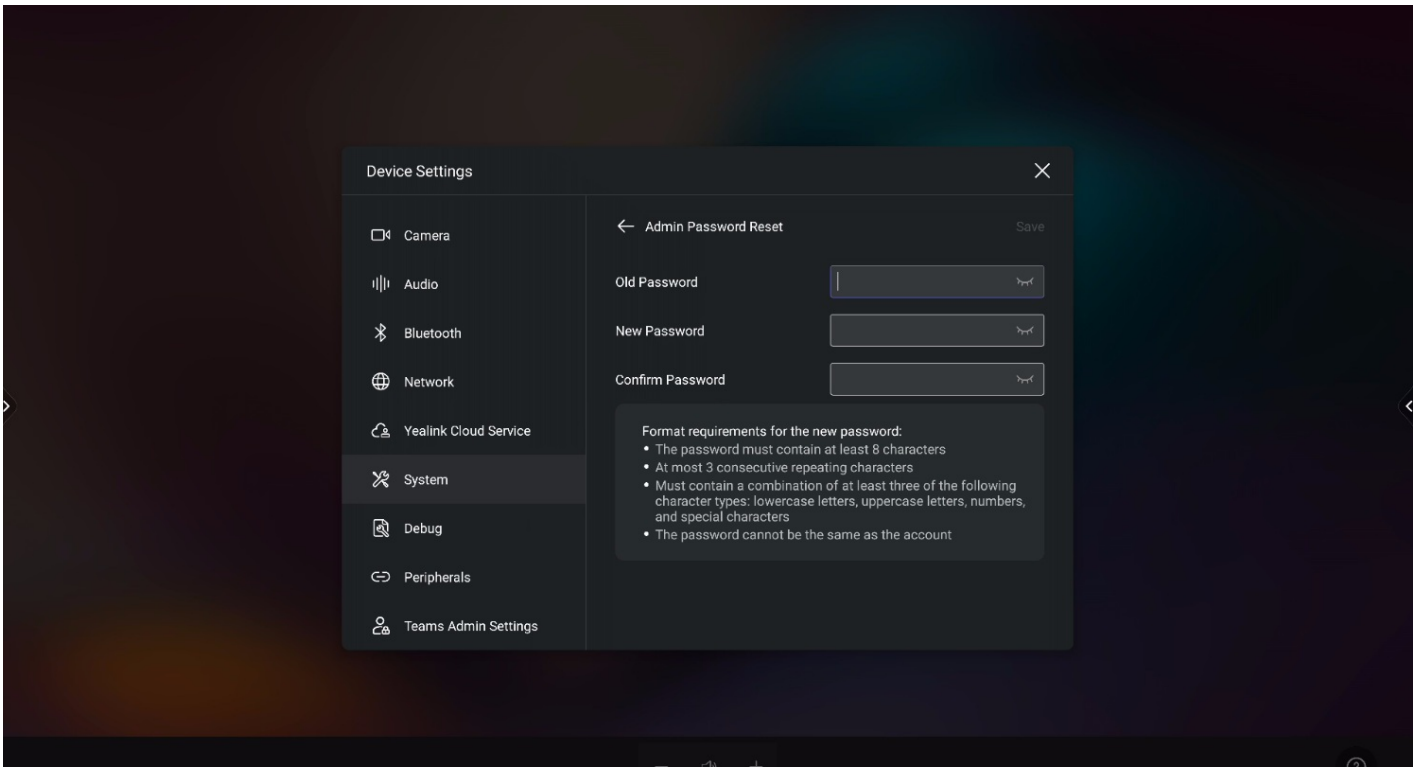
- On the home page, tap **More** > **Settings** > **Device Settings** > **Camera** to adjust camera manually.
- On the home page, tap **More** > **Settings** > **Device Settings** > **Camera** > **Intelligent Tracking** to enable tracking mode.



Administrator Password Settings

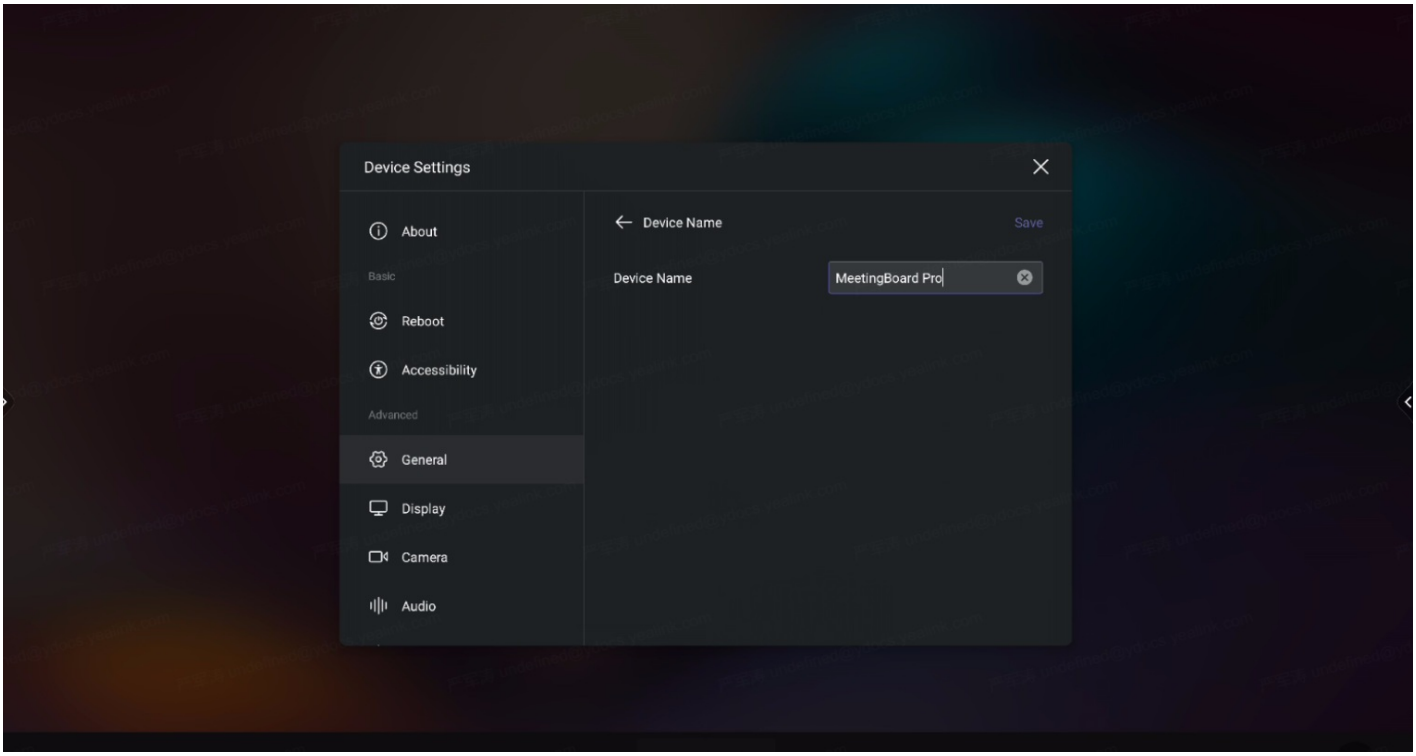
Administrators can make relevant advanced configurations. For security reasons, you should change them as soon as possible.

On the home page, tap **More** > **Settings** > **Device Settings** > **System** > **Admin Password Reset** to change the password.



MeetingBoard Name Settings

On the home page, tap **More** > **Settings** > **Device Settings** > **General** > **Device Name** to set the Device's name.



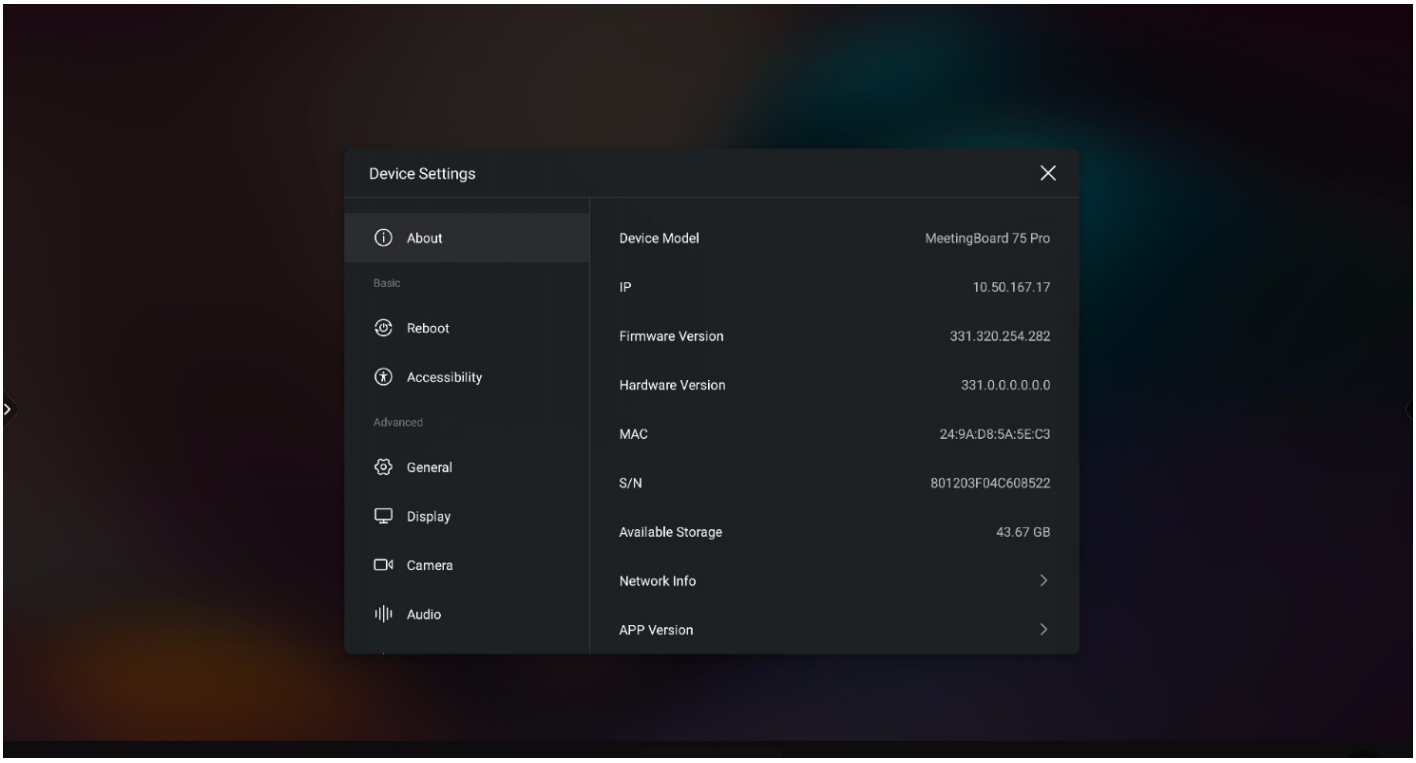
5. Configure Web User Interface

When using the MeetingBoard in the meeting room for the first time, set the following configurations on the web user interface for better use.

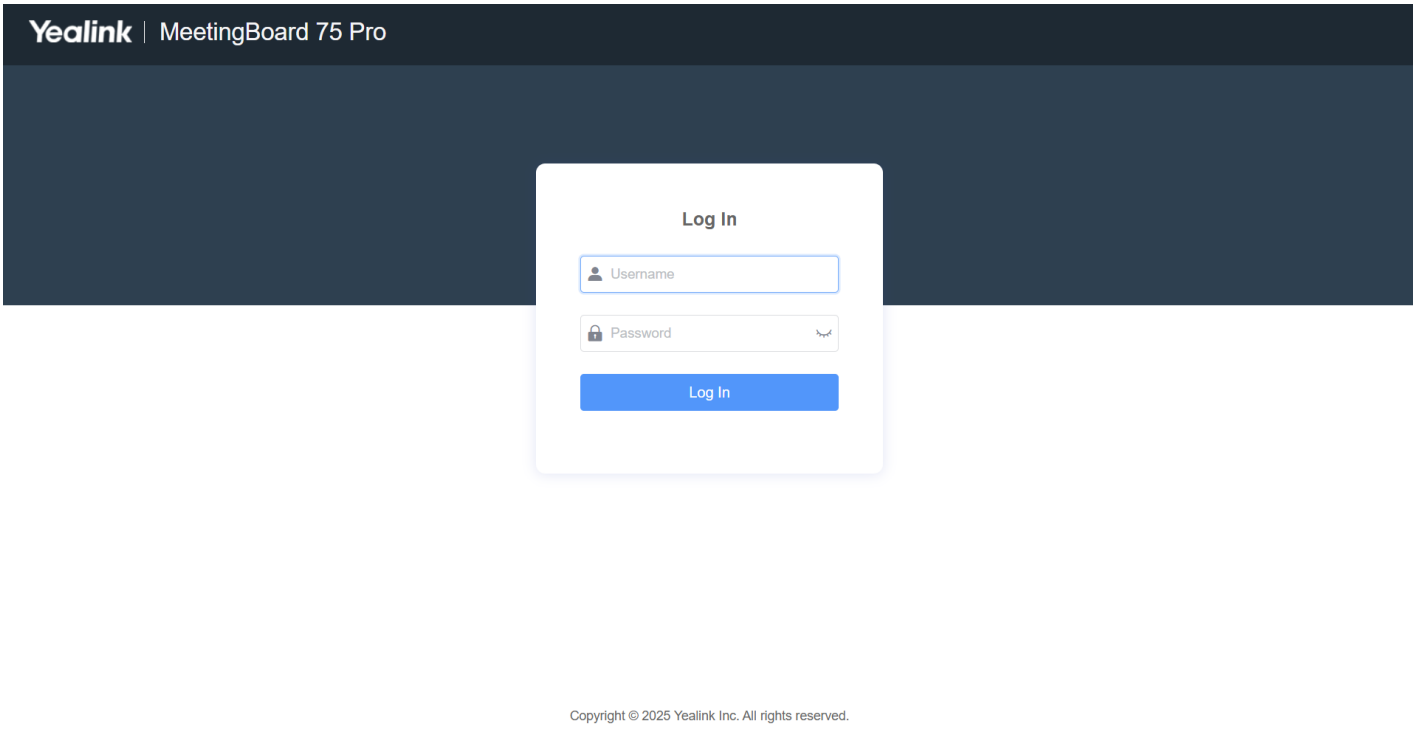
Access Web User Interface

NOTE
We recommend using Chrome or Internet Explorer 11 to access the web user interface. Some features may not work properly if you use other or older browsers.

1. On the home page, go to **More** > **Settings** > **About**> **IP** to get the device IP address.



2. Enter the IP address of the MeetingBoard into the address bar. For example, https://10.50.56.1/ and press **Enter** key.
3. Enter the user name and password (default user name: admin; default password: 0000), and click **Login**.



6. Test Before Using

Before users use the room system, we recommend that the administrator do the following to ensure normal use.

Description	Related Document
Test video: Ensure the local images can be displayed usually during the meeting.	Manage Video
Test audio: Ensure the local audio collection is normal during the meeting.	Manage Audio
Test screen sharing: Ensure you can use the screen sharing normally during the meeting.	Share Content
Test meeting: Ensure the CTP18 can control the meeting usually.	CTP18 Touch Panel