

MeetingBar A20 Teams[®] Collaboration Bar Setup Guide



Table of Contents

| | |
|--|-----------|
| Yealink MeetingBar A20/A30 Setup Guide | 3 |
| 1 Microsoft Teams Rooms | 3 |
| 2 Microsoft Settings | 3 |
| 2.1 Manage Meetings..... | 3 |
| 2.2 Meeting Room Deployment..... | 4 |
| 2.3 Create Meeting Room Account..... | 4 |
| 2.4 Create Resource Storage Location..... | 6 |
| 3 Getting Started | 7 |
| 3.1 Package Contents | 7 |
| 3.2 Connection | 9 |
| 3.3 Specifications | 15 |
| 3.4 Recommended Deployment Solution | 16 |
| 3.5 Signing into Microsoft Teams..... | 17 |
| 3.6 Pairing the Touch Panel with the Device | 22 |
| 4 Features | 23 |
| 4.1 The Home Screen | 23 |
| 4.2 Schedule a Meeting in Teams Client and Join the Meeting in MeetingBar A20/A30 | 24 |
| 4.3 Meet Now | 25 |
| 4.4 Controlling Local Cameras..... | 31 |
| 4.5 Proximity Join | 34 |
| 4.6 Sharing Content..... | 35 |
| 4.7 Wired BYOD..... | 36 |
| 4.8 Settings..... | 39 |
| 4.9 Upgrading the Firmware..... | 42 |

Yealink MeetingBar A20/A30 Setup Guide

1 Microsoft Teams Rooms

With Microsoft Teams Rooms on Android (previously called collaboration bars), transform your basic home office or the focus room at a work site into a professional conference space featuring high-quality audio and video.

The meeting space in the following image shows a typical Teams Rooms setup for a focus room.

The integrated Teams Rooms device, containing speakers, mics, and a camera, is mounted on the front-of-room display.



The touch console on the desk controls the meeting experience. During installation, the console and the integrated device are paired so that you can manage the system from anywhere in the space.

If a touch console isn't available, you can operate the system using a physical remote, or on-screen touch controls if you have a touch-screen display.

2 Microsoft Settings

2.1 Manage Meetings

Teams provides two types of conferences: meetings and meet now. The meeting can accommodate up to 300 people, while meet now events can accommodate up to 10,000 people.

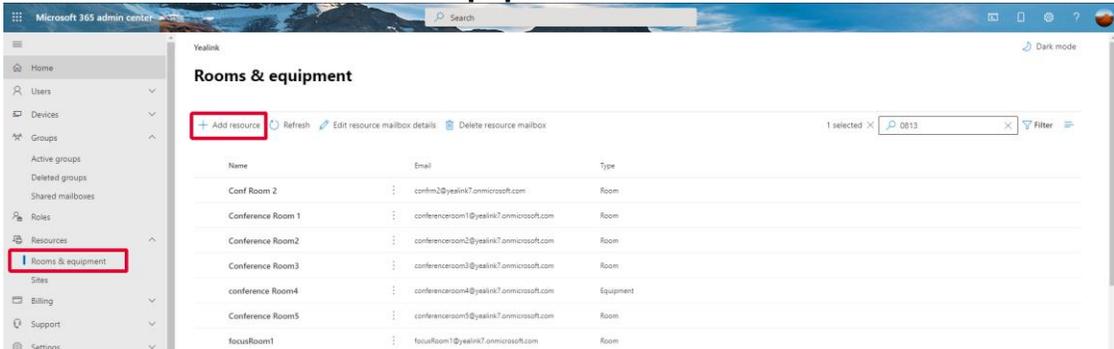
2.2 Meeting Room Deployment

Teams meeting room provides a complete meeting experience, providing high-definition video, audio, and content sharing for meetings of all sizes. The following are the functional support required for meeting room usage scenarios:

| | |
|----------------------------|--|
| Interactive Meeting | Skype for Business/Exchange Mailbox |
| Dial-in Meeting | Audio Meeting |
| PSTN call | Telephone System |

2.3 Create Meeting Room Account

1. Open the [Microsoft 365 admin center](#) and sign in to your administrator account.
2. Go to **Resources > Rooms & equipment > Add resource**.



3. Fill in the relevant information and select **Save** to create a meeting room resource account.

✕

Add resource

Create a mailbox for things like a conference room, company car, or equipment that everyone needs to use, so that those resources are reservable.

[Learn more about resource types](#)

Resource type

Name *

The resource name appears in the address book, and in the To and From lines in meeting invitations and responses.

Email * **Domains**
 @

The email address is used to send meeting invitations to the resource.

Capacity

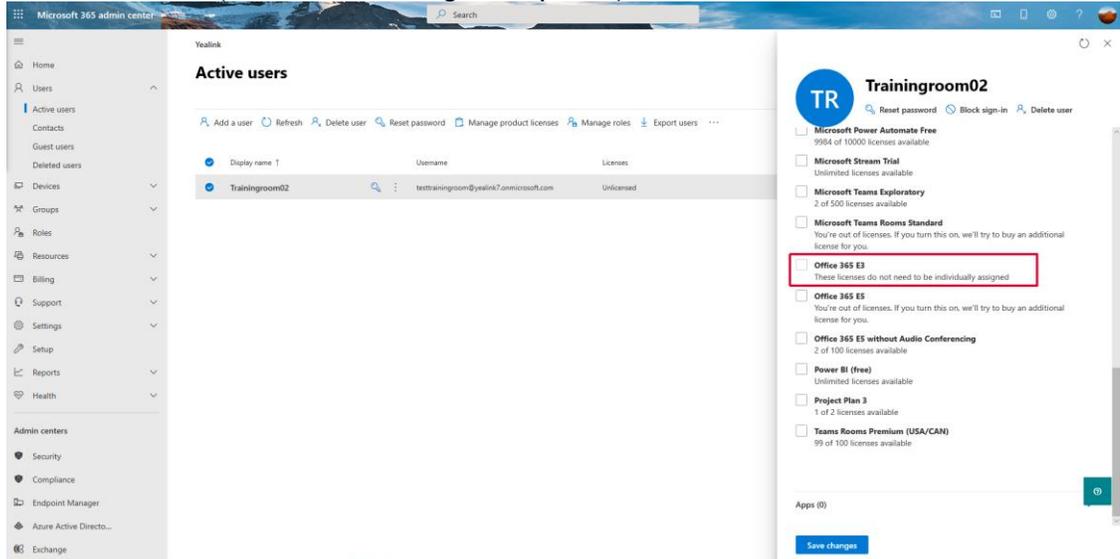
The number of people who can fit in the room or use the equipment at the same time.

Location

Phone number



4. Go to **Users > Active users** find the meeting room just created.
5. Select **Licenses and apps** to assign a license containing Teams service to the account (if teams meeting is required).



6. Select **Reset password** to create the password for account.

← ×

Reset password

testtrainingroom@yealink7.onmicrosoft.com

Automatically create a password

Password *

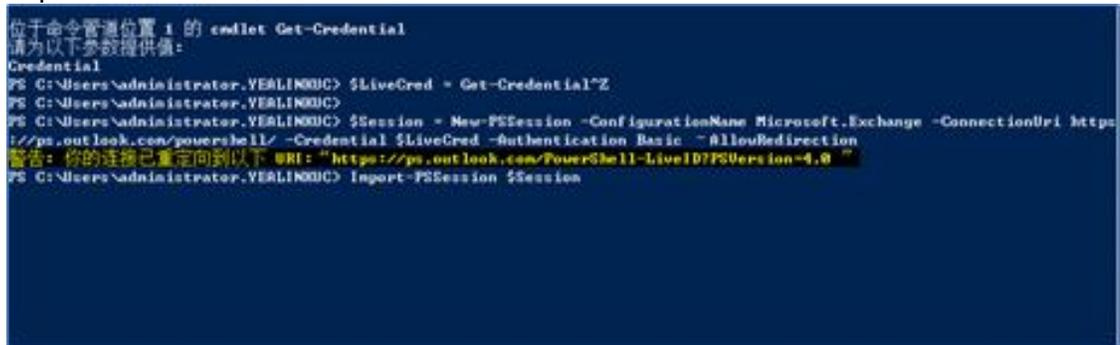
Require this user to change their password when they first sign in

Email the sign-in info to me

2.4 Create Resource Storage Location

1. Run PowerShell as an administrator, enter the following command link Exchange Online.

```
$LiveCred = Get-Credential
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://ps.outlook.com/powershell/ -Credential $LiveCred -Authentication Basic - AllowRedirection
Import-PSSession $Session
```



2. Enter the command below to create a meeting list.

Note: “MS TEAMS meeting room” is a custom option used to host resource accounts.

```
New-DistributionGroup -Name “MS TEAMS meeting room” -Roomlist
```



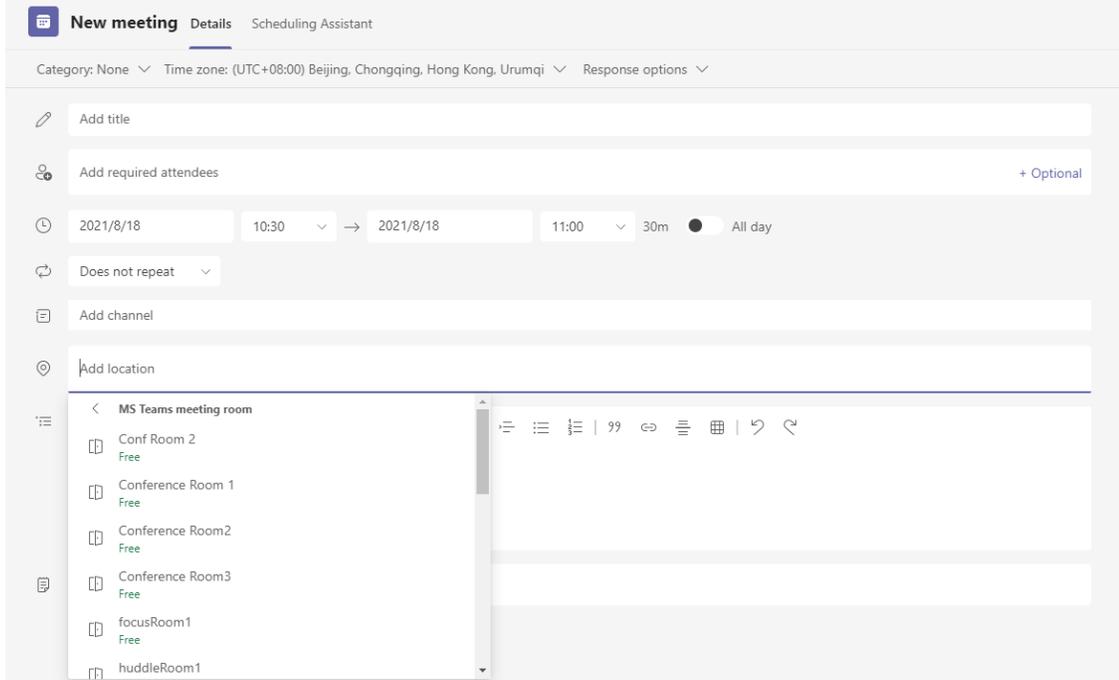
3. Enter the following command to add the created conference room mailbox to the room list.

Note: The room list name should be enclosed in semicolons.

Add-DistributionGroupMember -Identity "MS TEAMS meeting room" -Member conferenceroom@yealinkpm.onmicrosoft.com

```
PS C:\Users\Administrator.YEALINKUC> Add-DistributionGroupMember -Identity "MS Teams meeting room" -Member conferenceroom@yealinkpm.onmicrosoft.com
```

4. When you create a new meeting in Teams client, you can find the meeting room in **Add location** field.



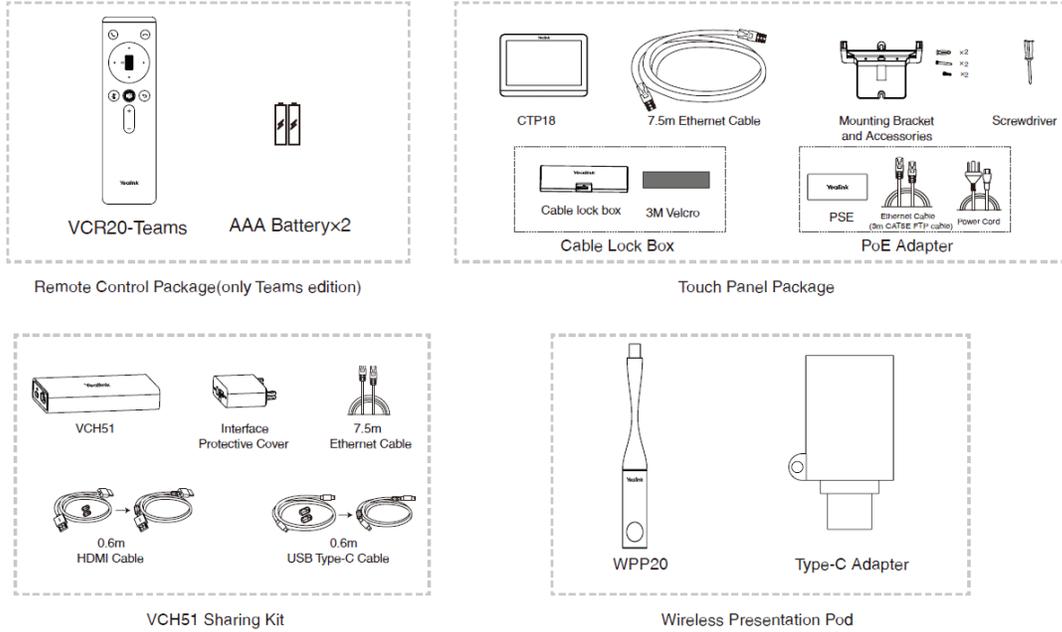
3 Getting Started

3.1 Package Contents

Standard accessories

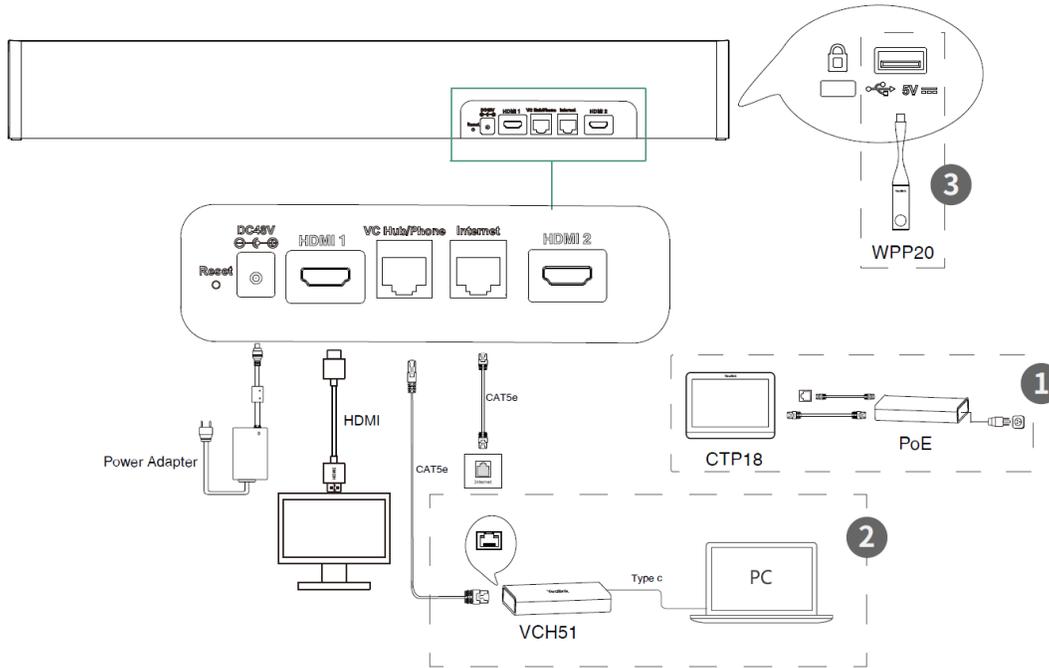


Optional accessories



3.2 Connection

3.2.1 MeetingBar A20

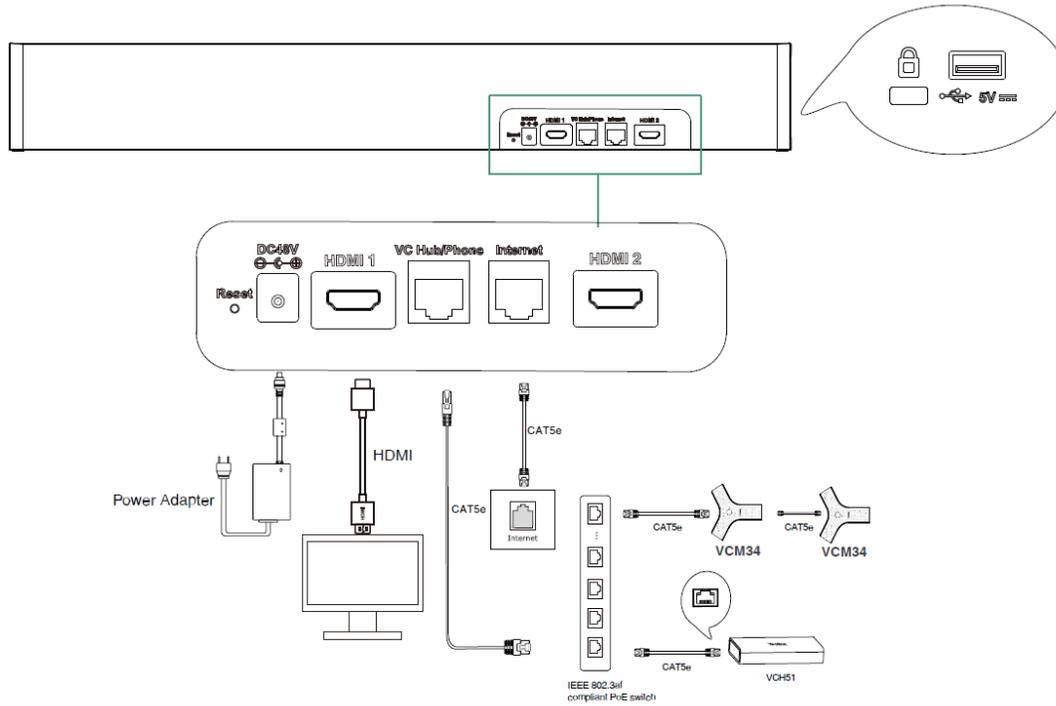


| No | Description |
|----|--|
| 1 | Connect CTP18. |
| 2 | Connect VCH51 for wired content or BYOD. |

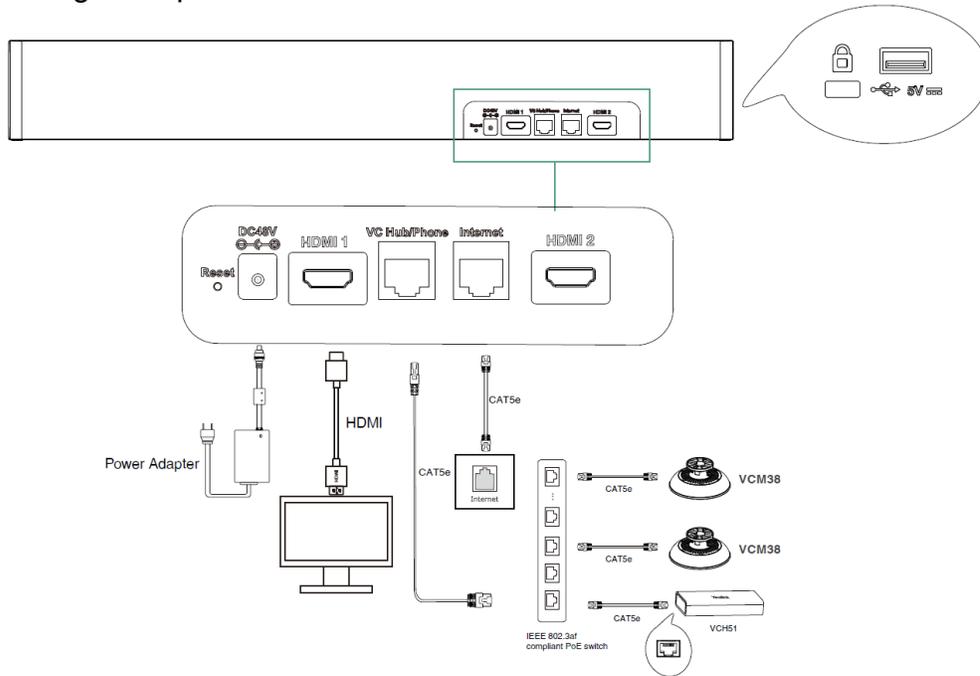
| | |
|---|-------------------------------------|
| 3 | Connect WPP20 for wireless content. |
|---|-------------------------------------|

Optional audio device connection

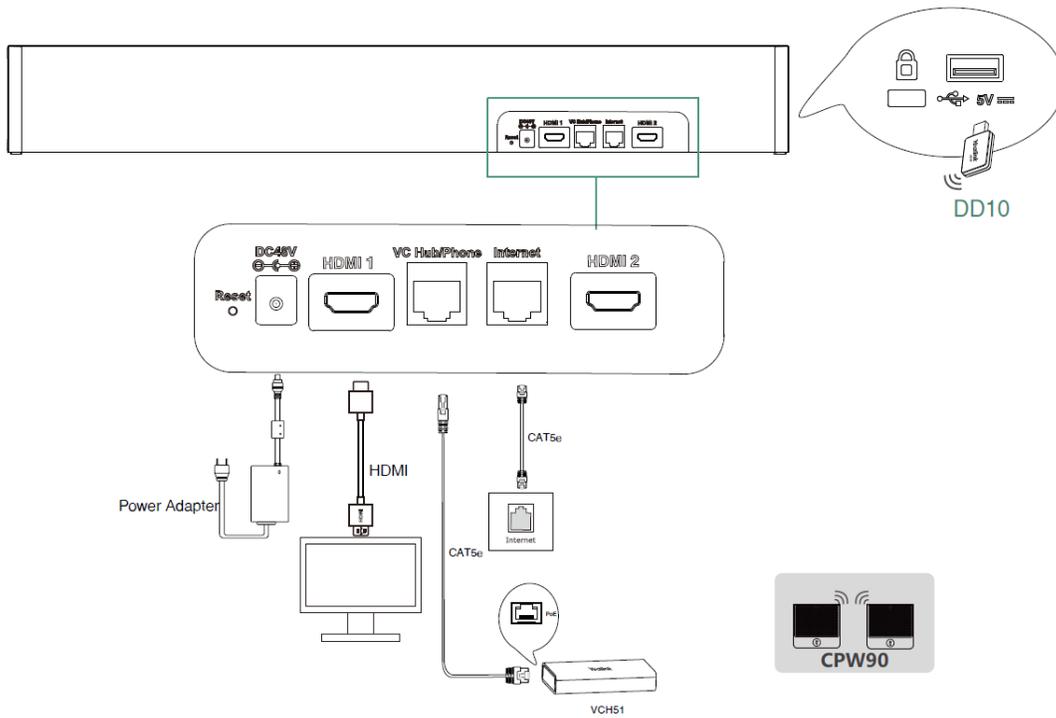
Video Conferencing Microphone Array VCM34:



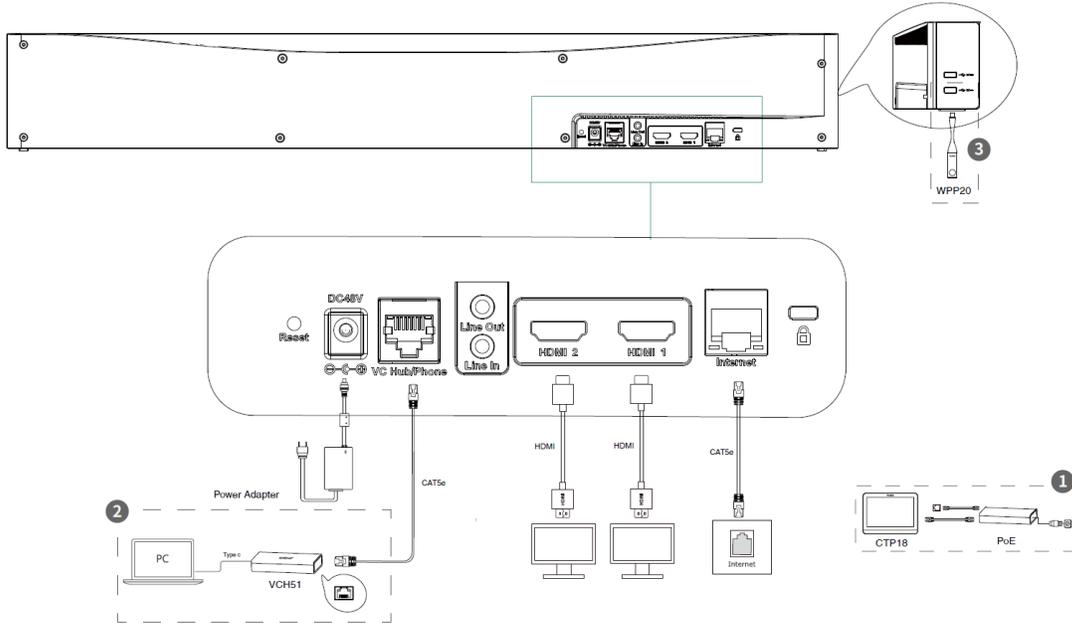
Ceiling Microphone VCM38:



Wireless Expansion Mic CPW90:



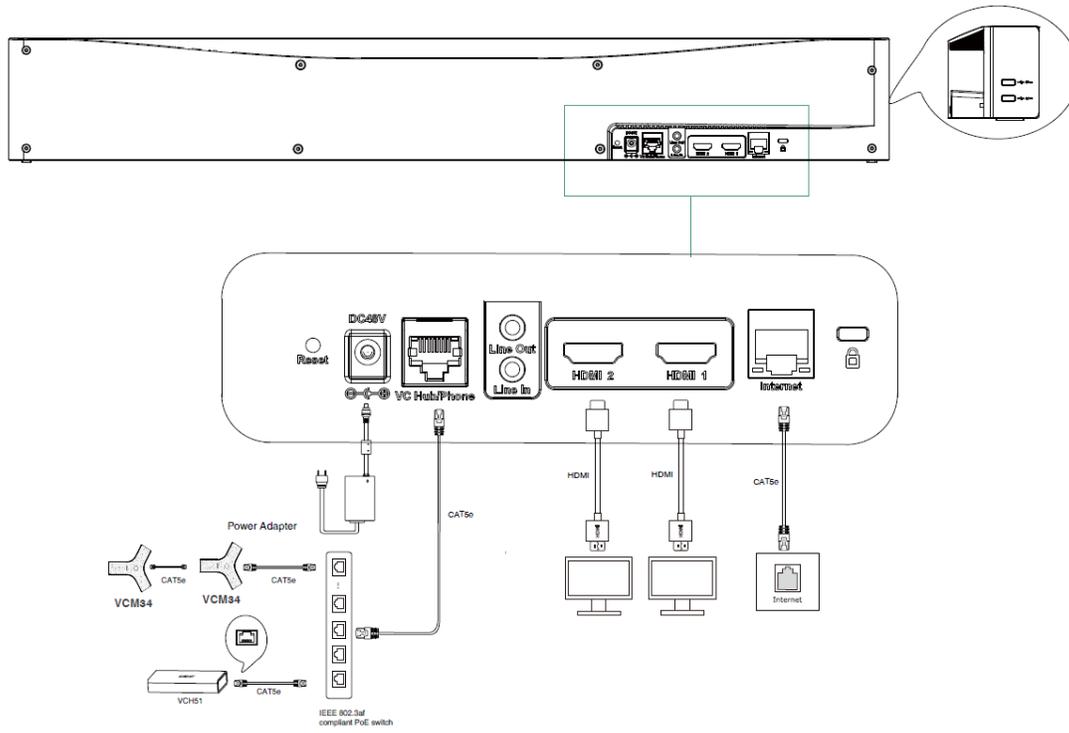
3.2.2 MeetingBar A30



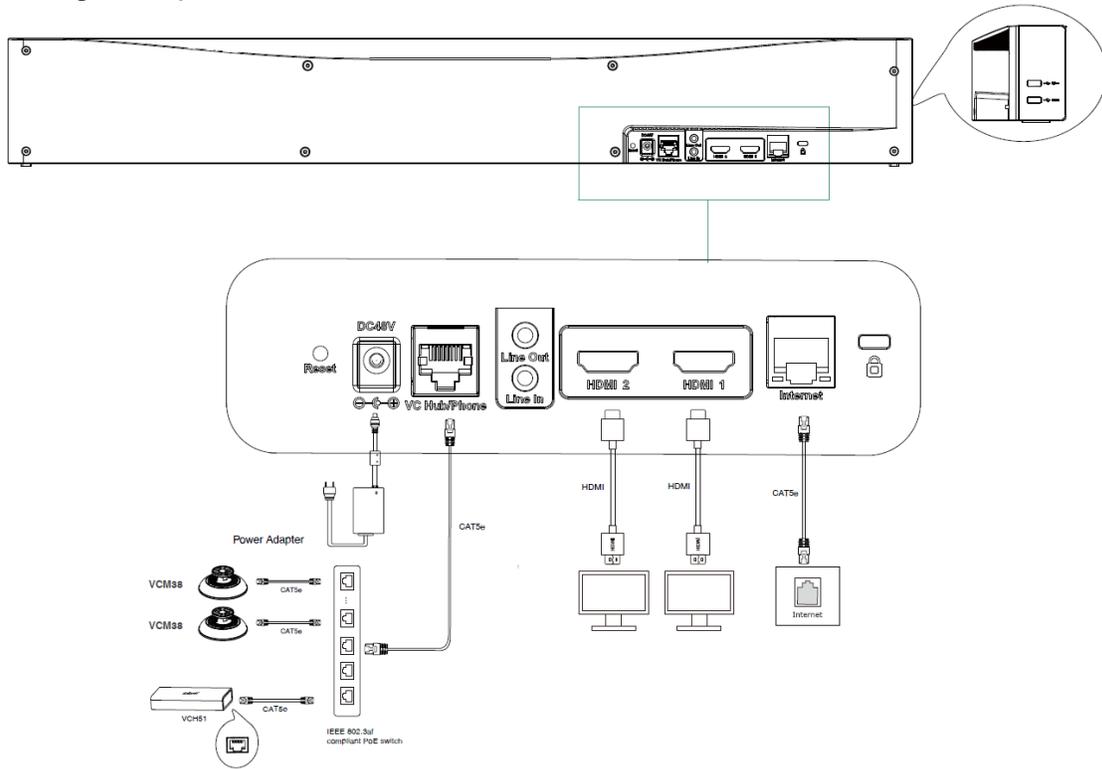
| No | Description |
|----|--|
| 1 | Connect CTP18. |
| 2 | Connect VCH51 for wired content or BYOD. |
| 3 | Connect WPP20 for wireless content. |

Optional audio device connection

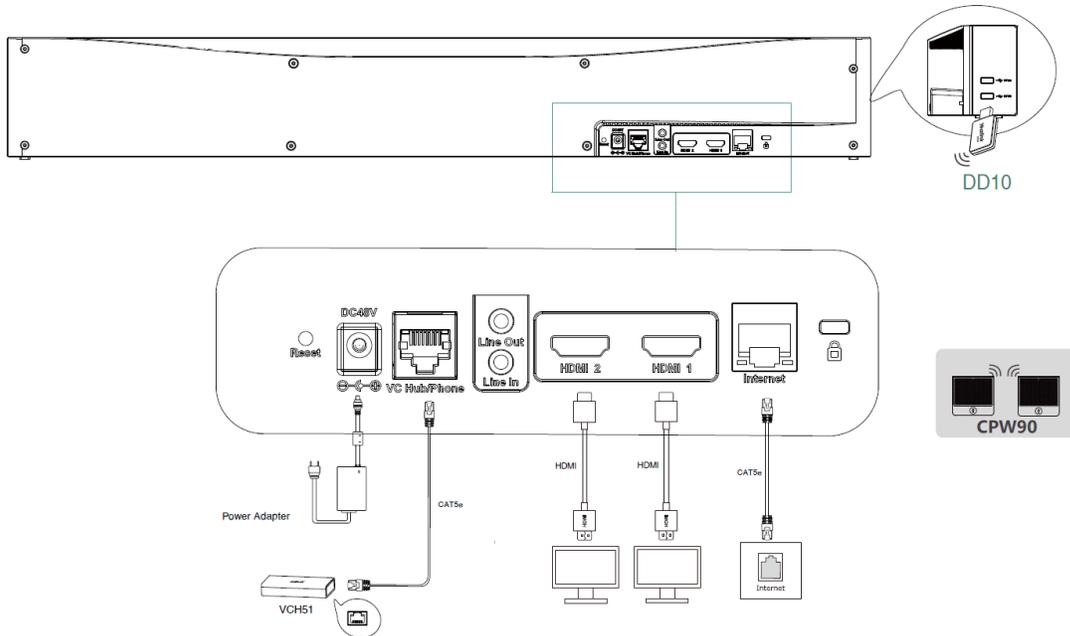
Video Conferencing Microphone Array VCM34:



Ceiling Microphone VCM38:



Wireless Expansion Mic CPW90:



3.3 Specifications

3.3.1 MeetingBar A20

Camera

- 20MP Camera
- 133° field of view
- 8x e-PTZ camera
- Electric privacy shutter
- Intelligence Features: Auto Framing Speaker Tracking

Audio

- Built-in 8 MEMS microphone array
- Built-in 5W high fidelity speaker
- Yealink Noise Proof Technology
- Full-duplex
- Echo cancellation

3.3.2 MeetingBar A30

Dual Camera System

- Wide Camera: 8MP Camera Field of view: 120° 4x e-PTZ Camera
- Telephoto Camera: 8MP Camera Field of view: 90° 10x Hybrid Zoom (3.5x optical, 3x digital) Horizontal Rotation Angle: +25°/-25° Vertically Rotation Angle: +16°/-16°
- Electric Privacy Shutter
- Intelligence Features: Auto Framing Speaker Tracking

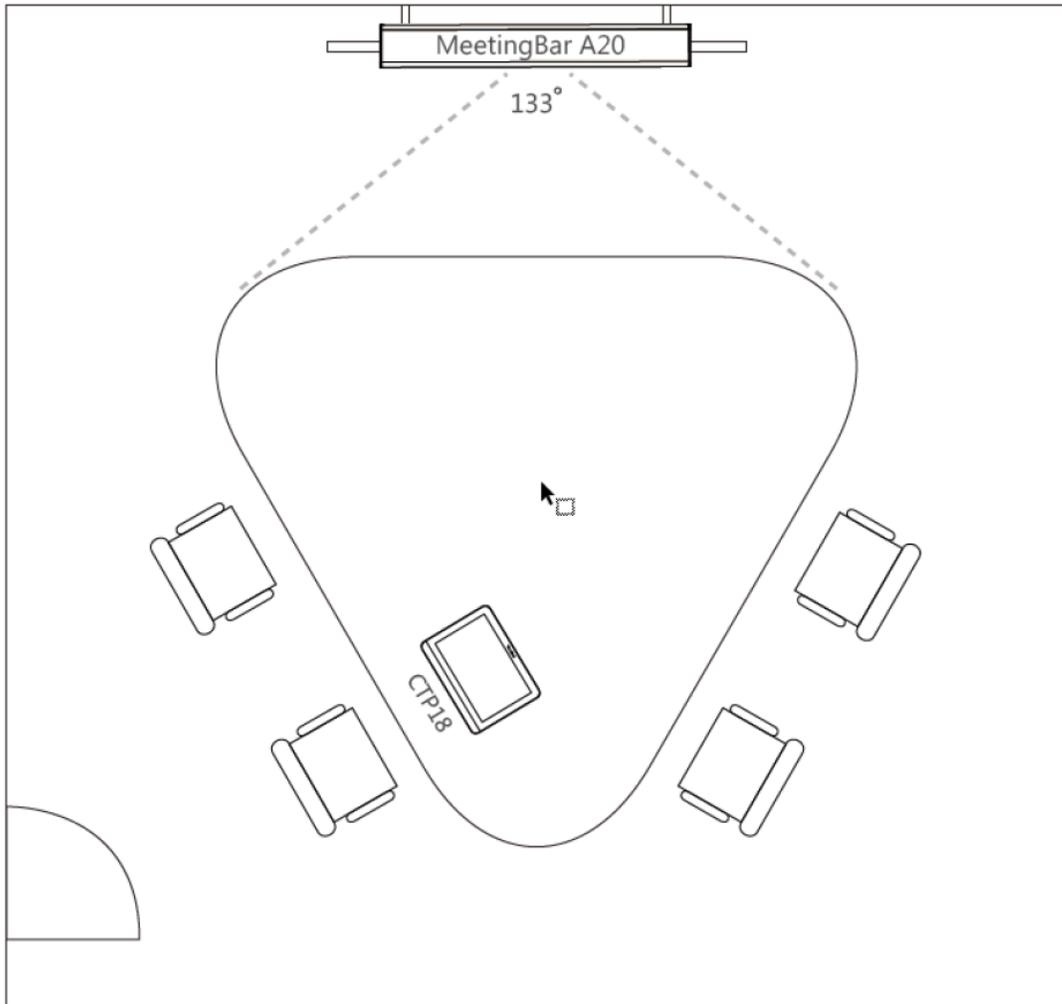
Audio

- Built-in 8 MEMS microphone array
- Support extension mic
- Two Built-in 5W high fidelity speaker
- Yealink Noise Proof Technology
- Beamforming directed voice pickup technology
- Full-duplex
- Echo cancellation

3.4 Recommended Deployment Solution

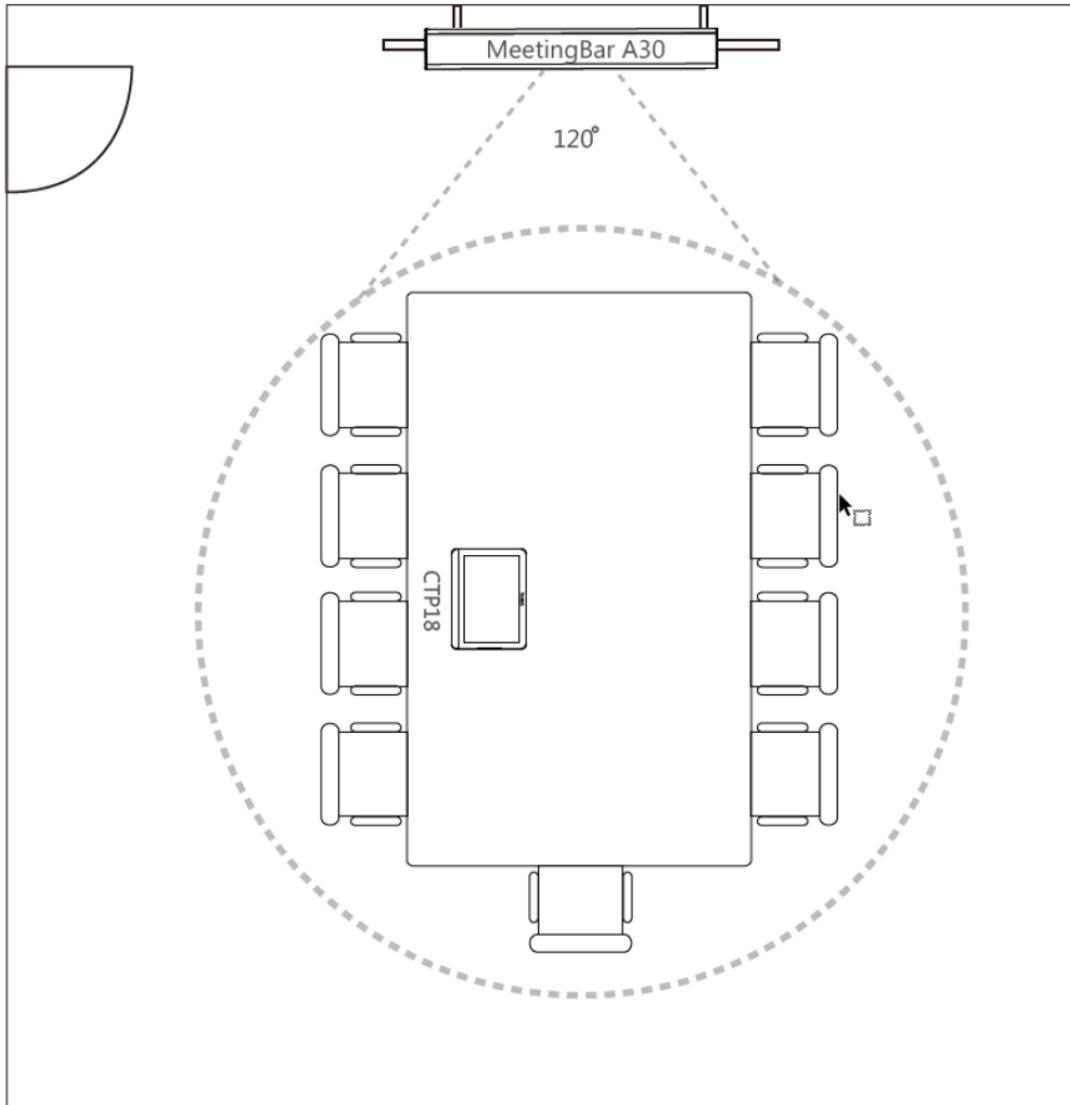
3.4.1 MeetingBar A20

As a highly integrated audio-video collaboration endpoint, MeetingBar A20 for Zoom Rooms is suitable for focus and small meeting room.



3.4.2 MeetingBar A30

As a highly integrated audio-video collaboration endpoint, MeetingBar A30 for Zoom Rooms is suitable for medium meeting room.



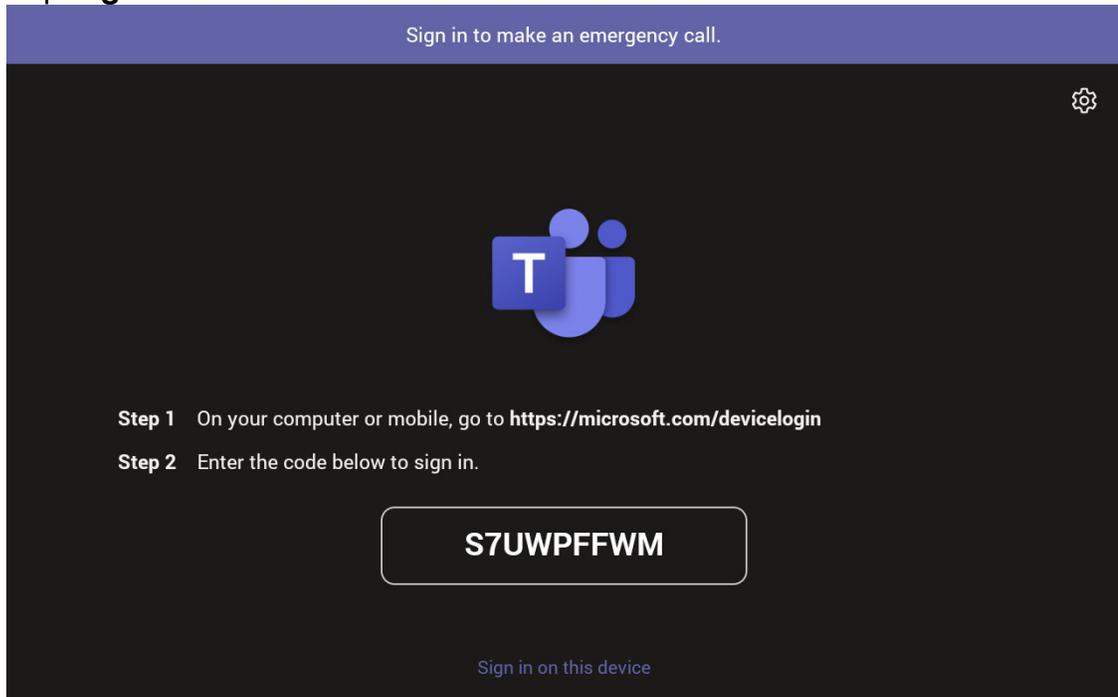
3.5 Signing into Microsoft Teams

You can sign into your Microsoft online account directly on your device or sign into via a web sign-in, which includes your sign-in address and password.

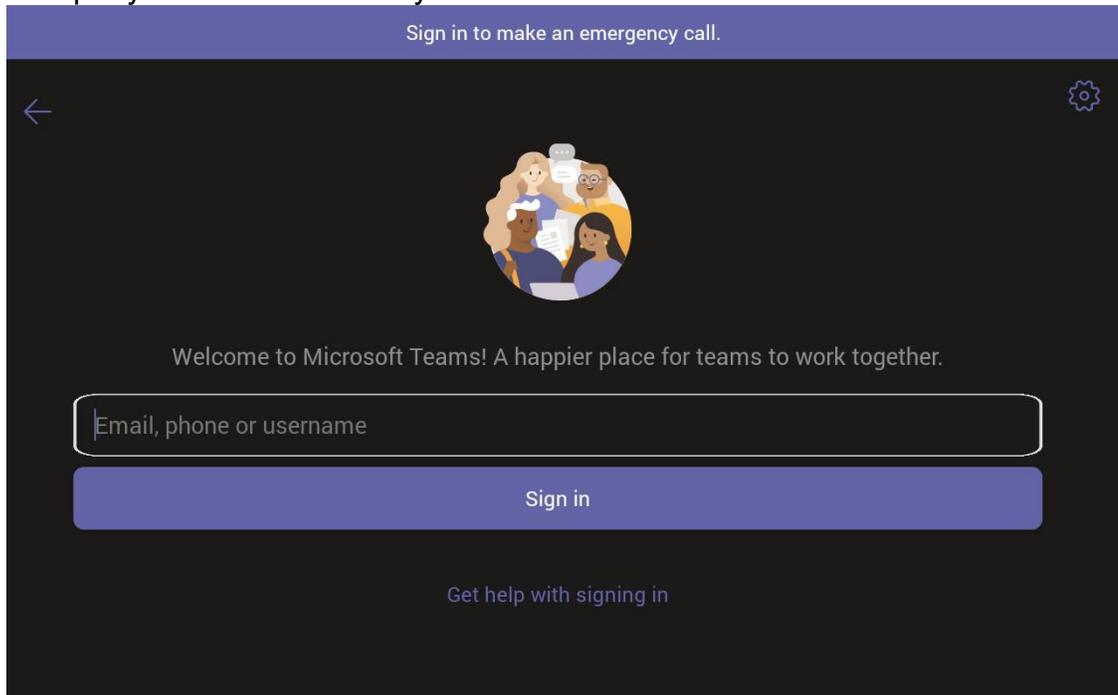
3.5.1 Signing into Microsoft Teams on Your Touch Panel

Procedure

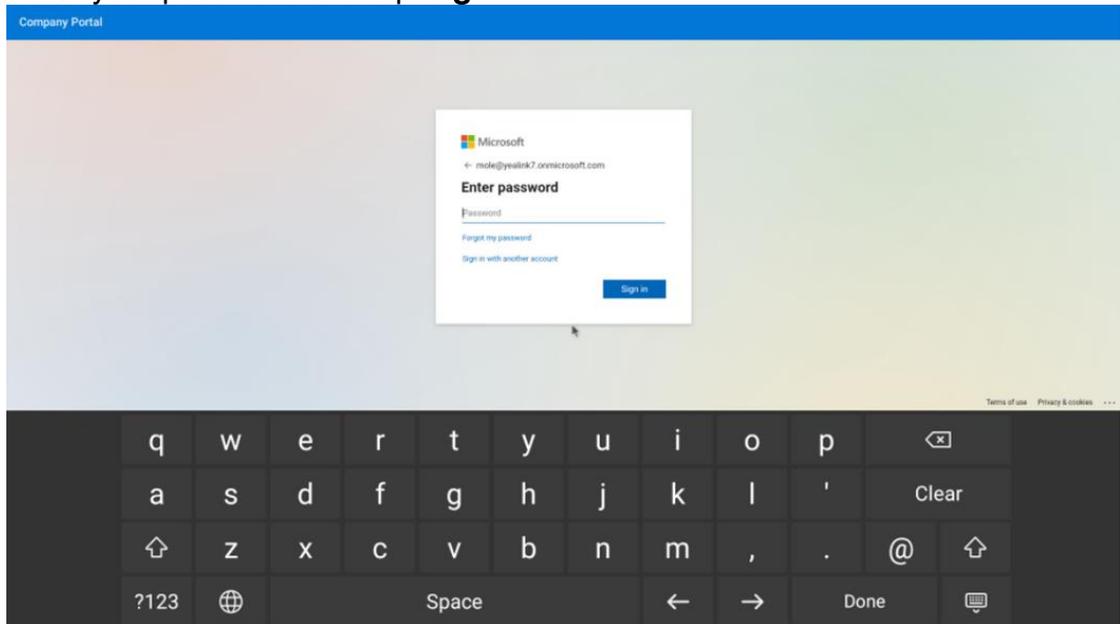
1. Tap **Sign in on this device**.



2. Enter your user credentials and tap **sign in**. You will be connected to the Company Portal automatically.



3. Enter your password and tap **Sign in**.



4. After the touch panel signs in successfully, tap **Got it**.

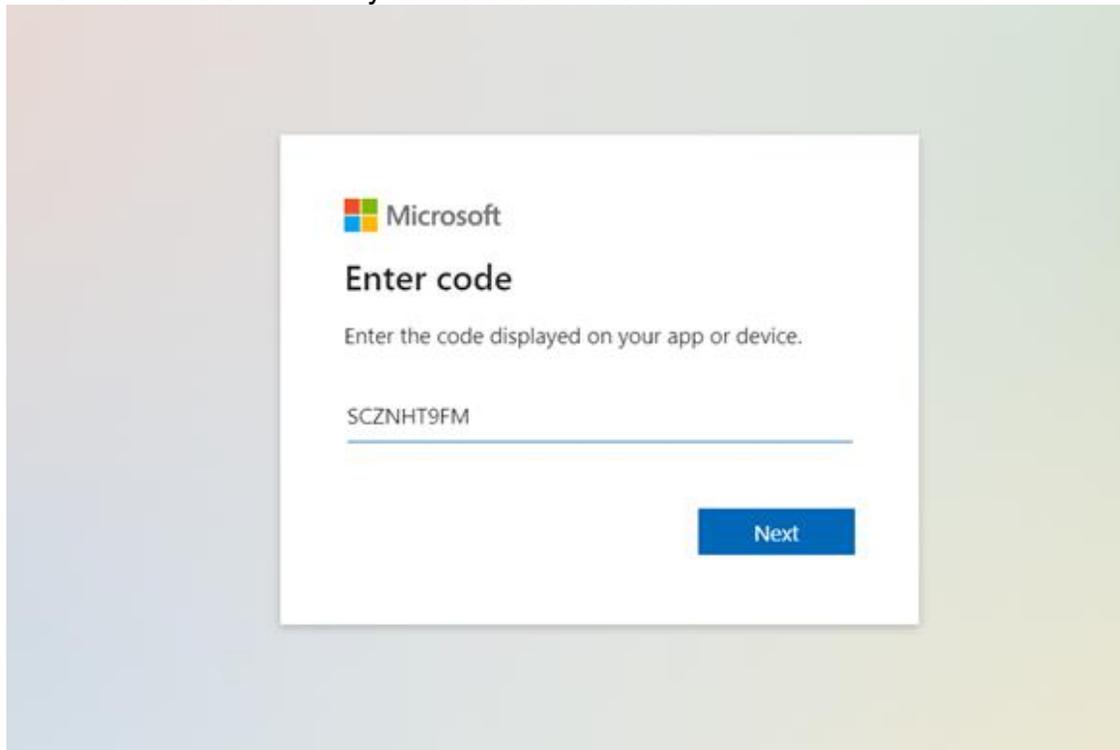
3.5.2 Signing into Microsoft Teams via Web Sign-in

Procedure

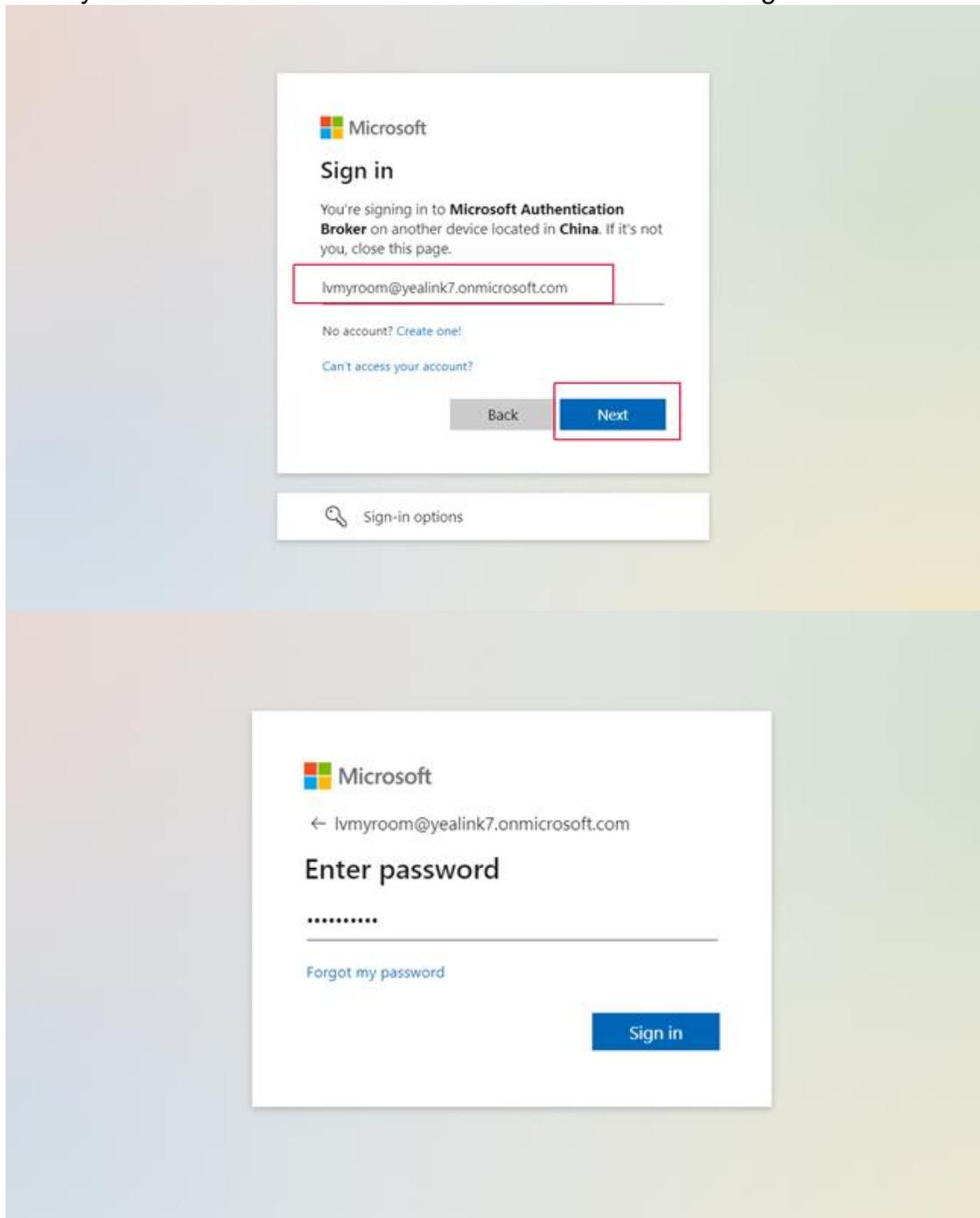
1. Go to <https://microsoft.com/devicelogin> on your computer or mobile.



2. Enter the code shown on your device and select **Next**.



3. Enter your user credentials or select the desired account to sign in.



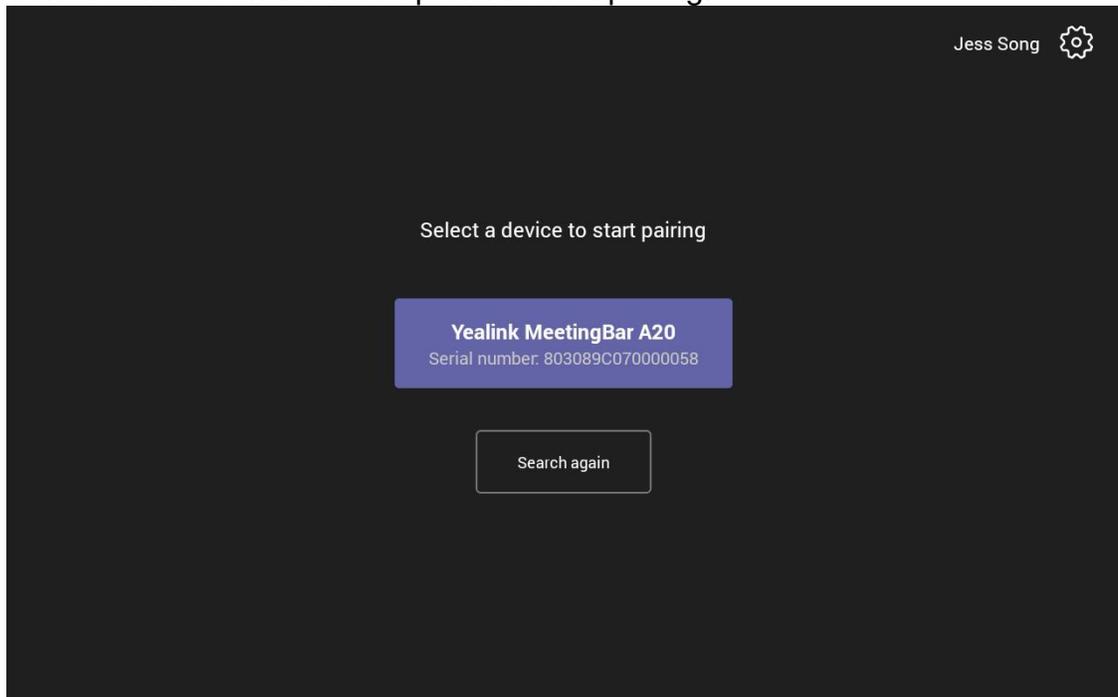
A confirmation message is displayed after you successfully sign into Microsoft Intune Company Portal.

3.6 Pairing the Touch Panel with the Device

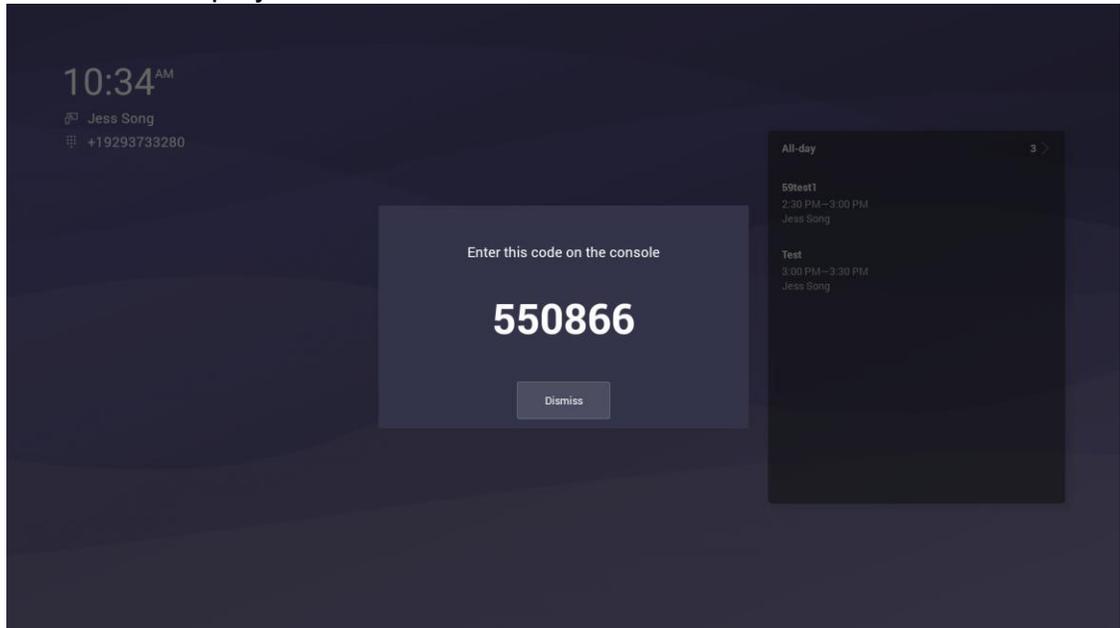
The CTP18 touch panel pairs with the MeetingBar A20/A30 device over your Microsoft online account. Make sure that CTP18 and the MeetingBar A20/A30 are in the same LAN.

Procedure

1. Sign in the same Microsoft online account on the touch panel and the device.
2. Select a device on the touch panel to start pairing.



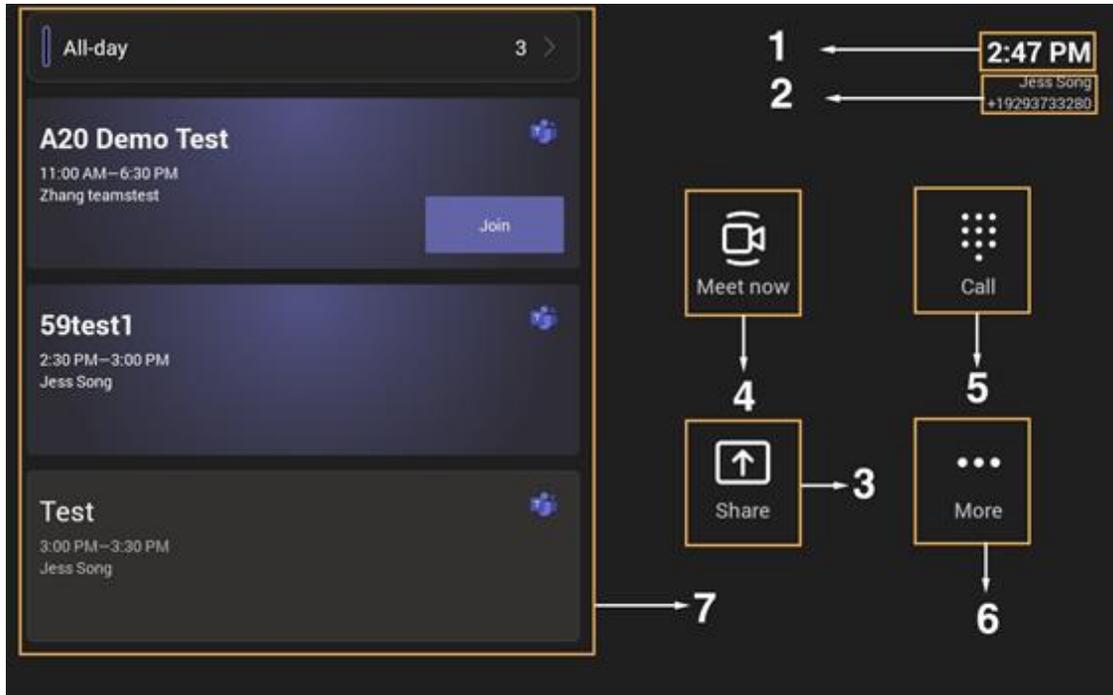
The device displays the PIN code.



3. Enter the PIN code on the touch panel, the touch panel will pair with the device automatically.

4 Features

4.1 The Home Screen

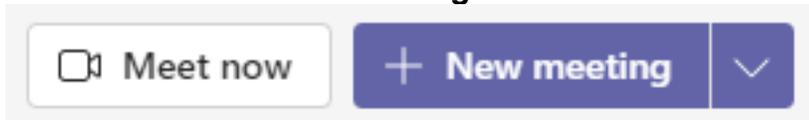


| No. | Item | Description |
|-----|----------|---|
| 1 | Time | The current time of the system. |
| 2 | Profile | The current account name. |
| 3 | Share | Tap to share the content. |
| 4 | Meet now | Initiate a Meet Now conference at any time, without any reservation. |
| 5 | Call | Join the meeting by calling a meeting number. |
| 6 | More | Configure the video conferencing device. |
| 7 | Schedule | When you sign into your Teams account, you can view the conference schedule. In the example: Meeting theme: A20 Demo Test Meeting time: 11:00 AM - 6:30 PM Moderator: Zhang teamstest |

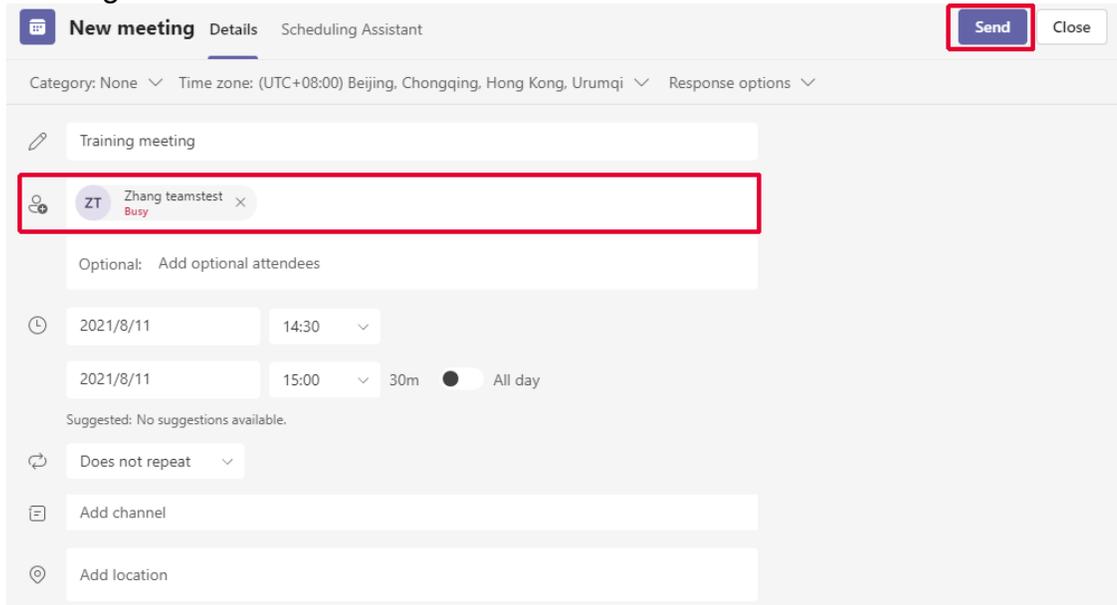
4.2 Schedule a Meeting in Teams Client and Join the Meeting in MeetingBar A20/A30

Procedure

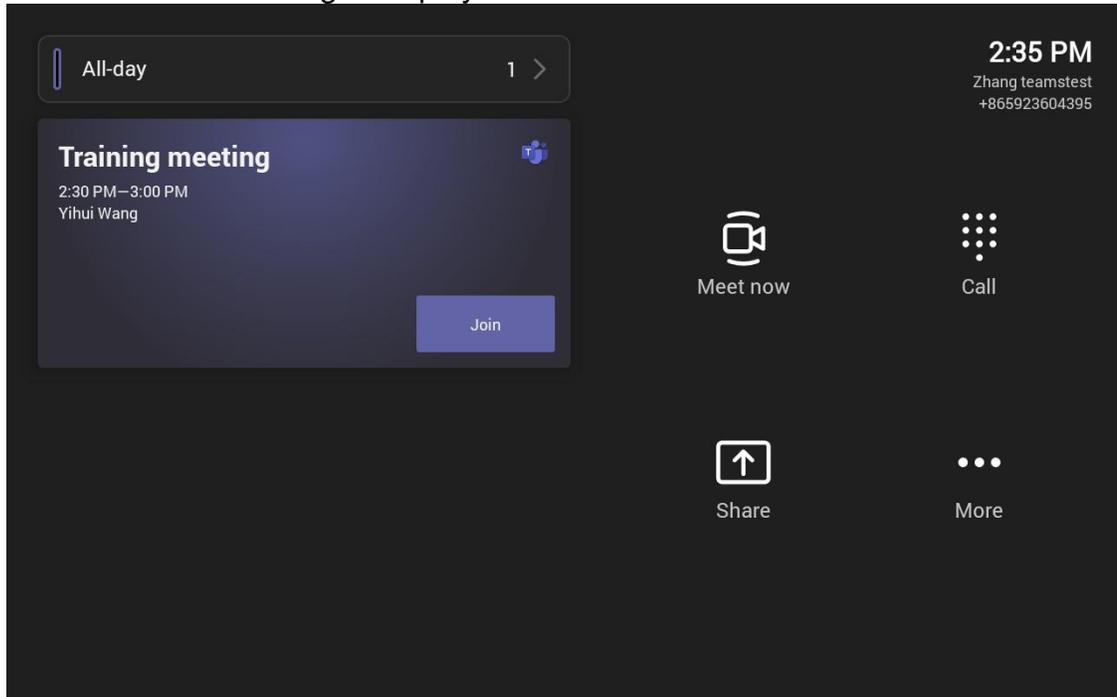
1. Select **Calendar > New Meeting** in Teams Client.



2. Enter the meeting's information, invite the account that has sign in the MeetingBar A20/A30 and select **Send**.



3. The scheduled meeting is displayed on the device and select **Join**.

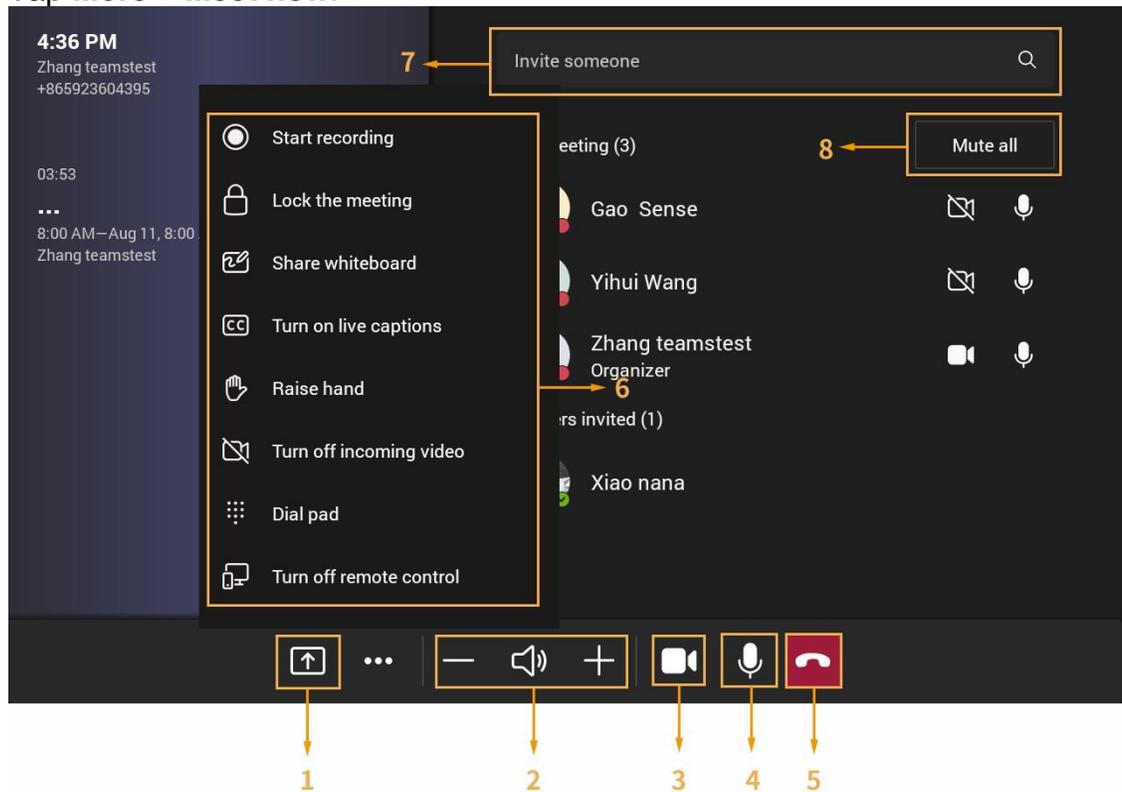


4.3 Meet Now

When you register a Teams account, you can initiate a meet now conference at any time, without any reservation.

Procedure

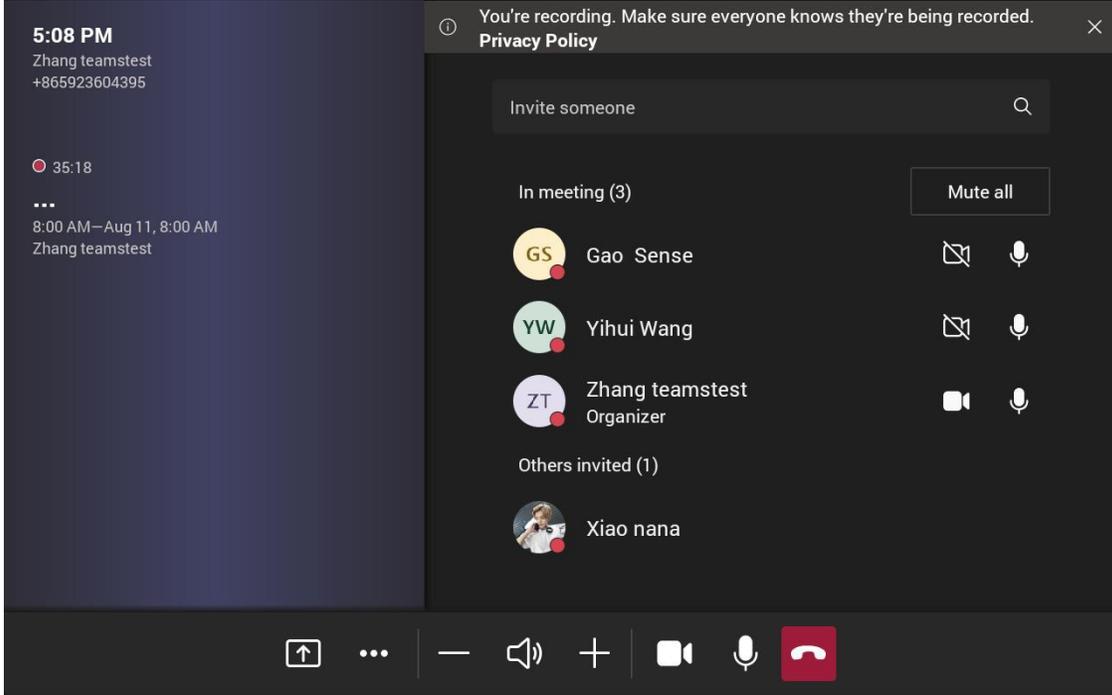
1. Do one of the following:
 - Tap **Meet now**.
 - Tap **More > Meet now**.



| No. | Description |
|-----|--|
| 1 | Tap to share the content. |
| 2 | Adjust the volume. |
| 3 | Turn on/off the local video. |
| 4 | Turn on/off the microphone. |
| 5 | Tap to end the call. |
| 6 | More features, see below for more information. |
| 7 | Invite new participants. |
| 8 | Mute all participants. |

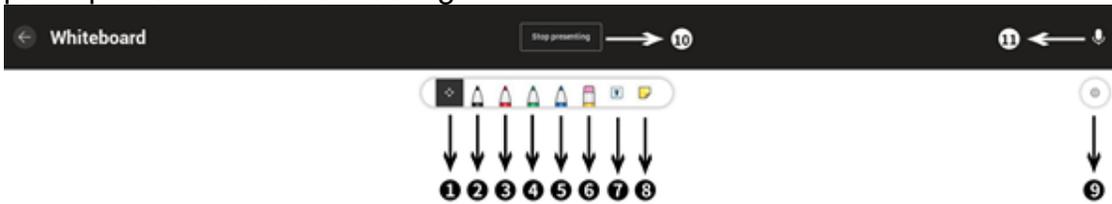
Start recording

Any Teams meeting can be recorded to capture audio and video. The recording happens in the cloud, and it is saved so you can share it securely across your organization.



Share whiteboard

Whiteboard integration in Microsoft Teams meetings is powered by whiteboard for the web, which lets participants of Teams meetings collaborate together on a shared digital canvas. You can share a whiteboard to make it available to all participants in a Teams meeting.

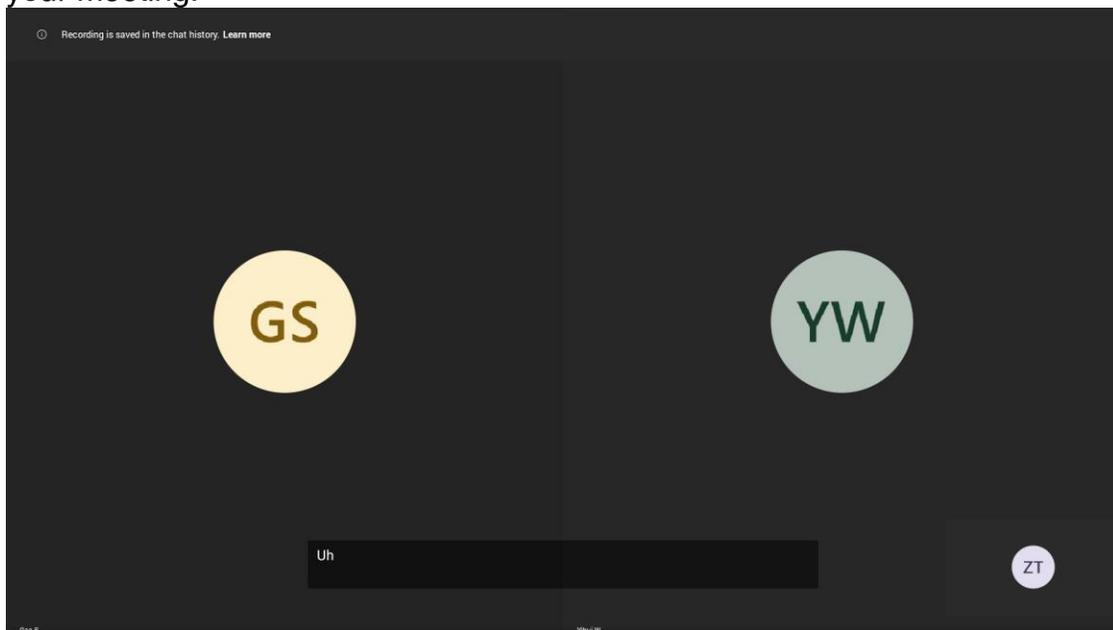


| No. | Item |
|-----|--------------|
| 1 | Pan and Zoom |
| 2 | Black Pen |
| 3 | Red Pen |

| | |
|----|-----------------|
| 4 | Green Pen |
| 5 | Blue Pen |
| 6 | Eraser |
| 7 | Add text |
| 8 | Add note |
| 9 | Settings |
| 10 | Stop presenting |
| 11 | Mute microphone |

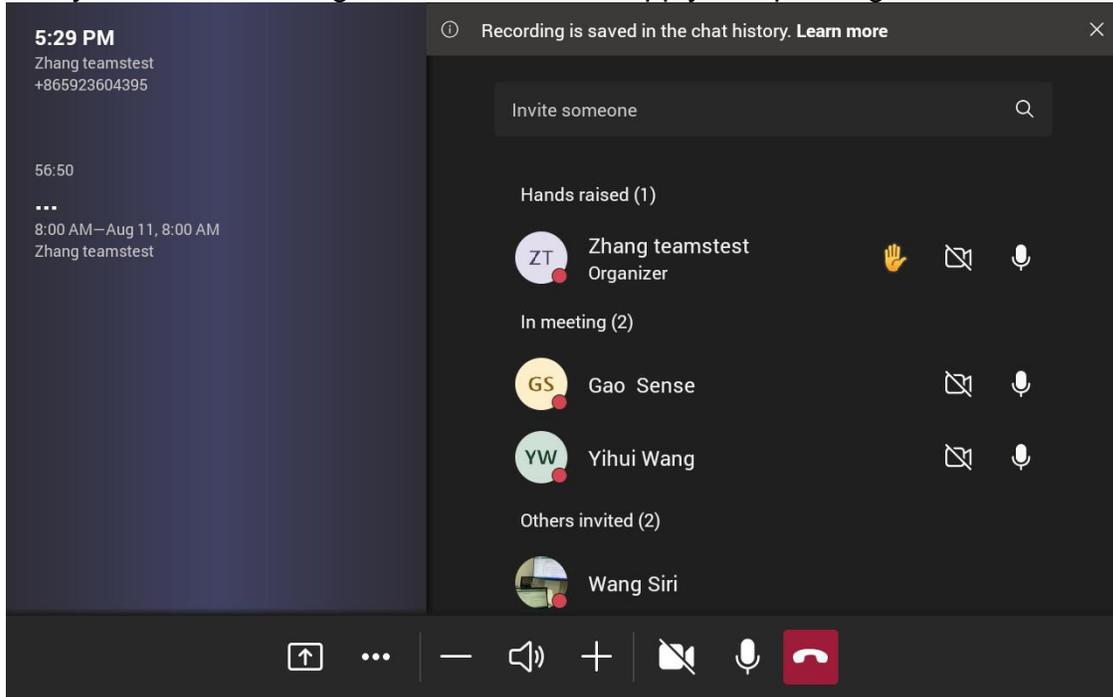
Turn on/off Live Captions

If you enable the live caption feature, the device will add real-time captions to your meeting.



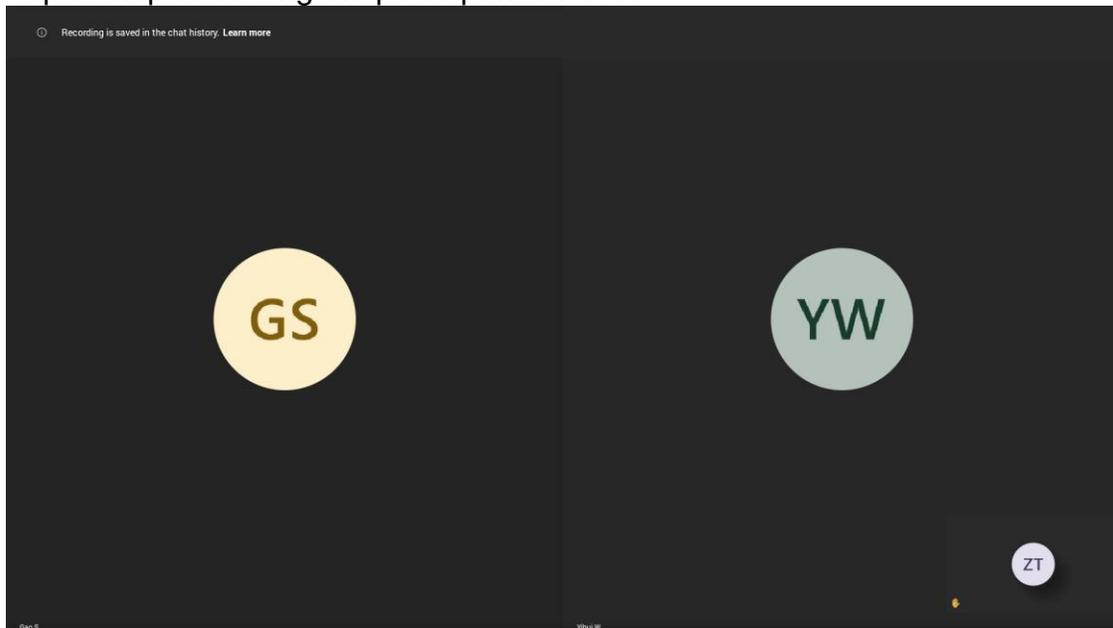
Raise/Lower Hand

Everyone in the meeting can raise hands to apply for speaking.

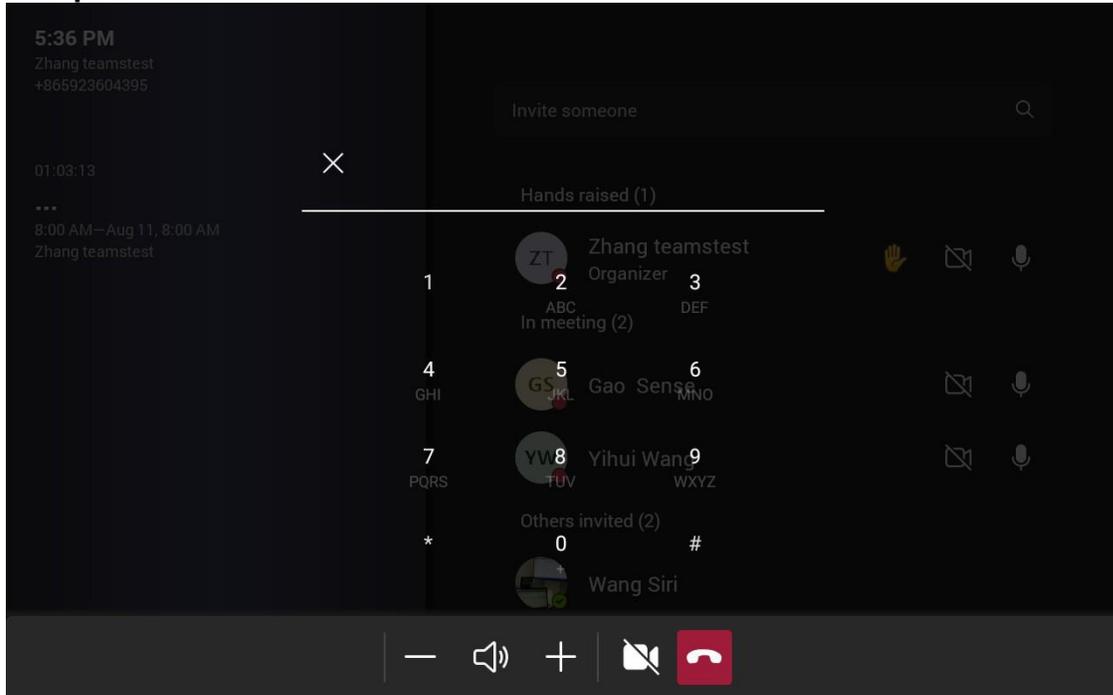


Turn off/on the incoming video

Tap to stop streaming the participant's video.

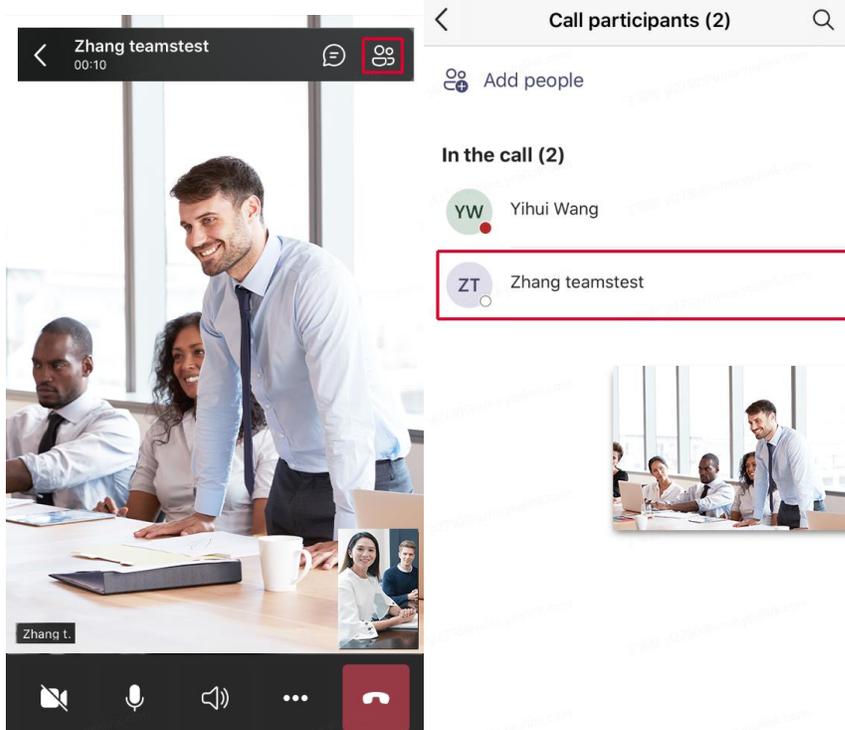


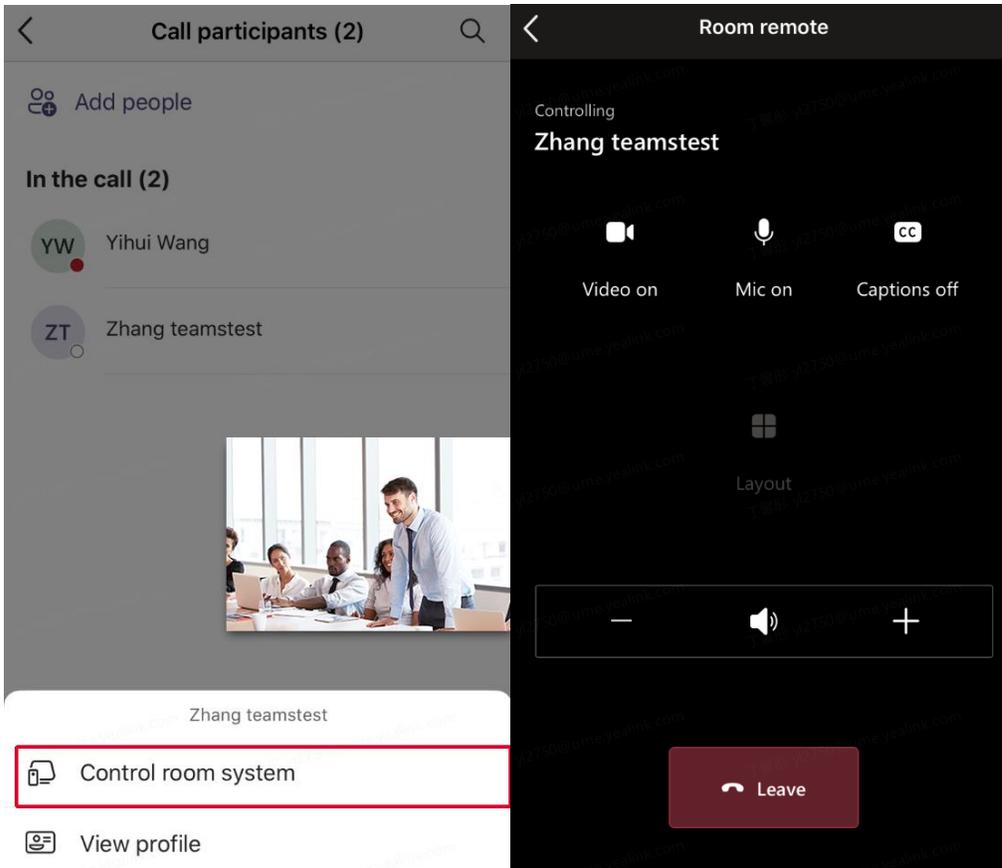
Dial pad



Turn off/on remote control

You can control meeting in your mobile Teams APP.





4.4 Controlling Local Cameras

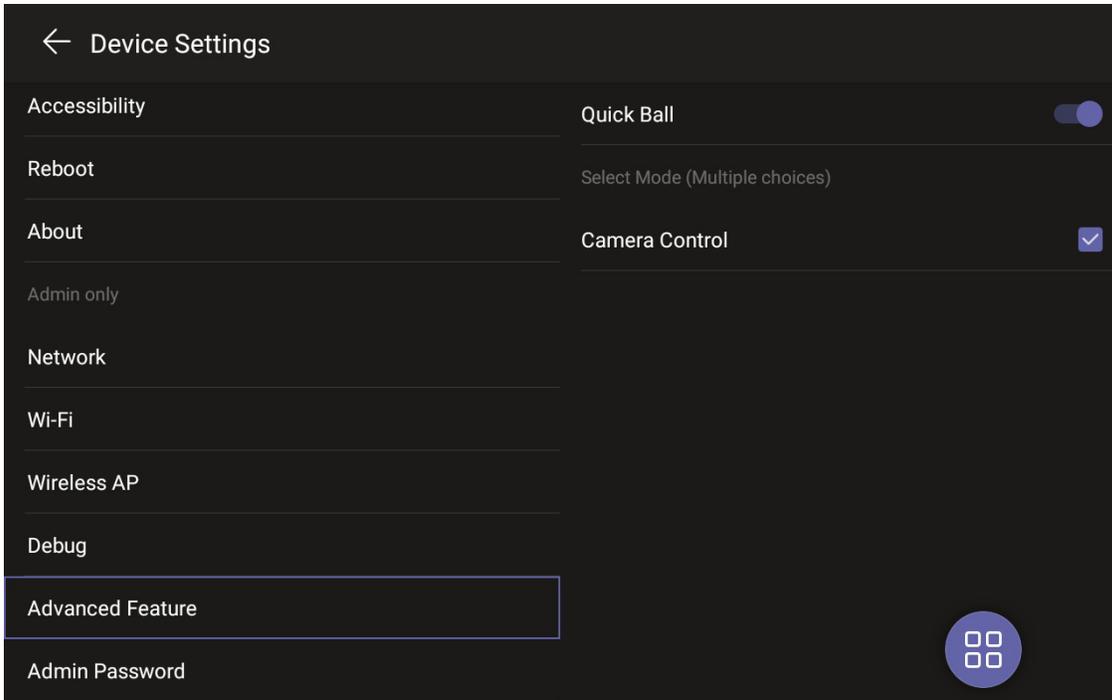
If you do not enable the tracking mode feature, you can pan, tilt, or zoom the camera when in a call or on the idle screen.

Note: If you enable auto-framing or speaker-tracking, the camera is adjusted automatically and you cannot control it.

4.4.1 Enabling Manual Camera Control

Procedure

1. Go to **More > Settings > Device settings > Advanced Feature (Admin only, default password: 0000)**.
2. Turn on **Quick Ball** and select **Camera Control**.



 displays in touch panel's interface.

3. Tap  and select **Camera Control** when you are in a meeting or in idle screen.

4.4.2 Controlling Local Cameras

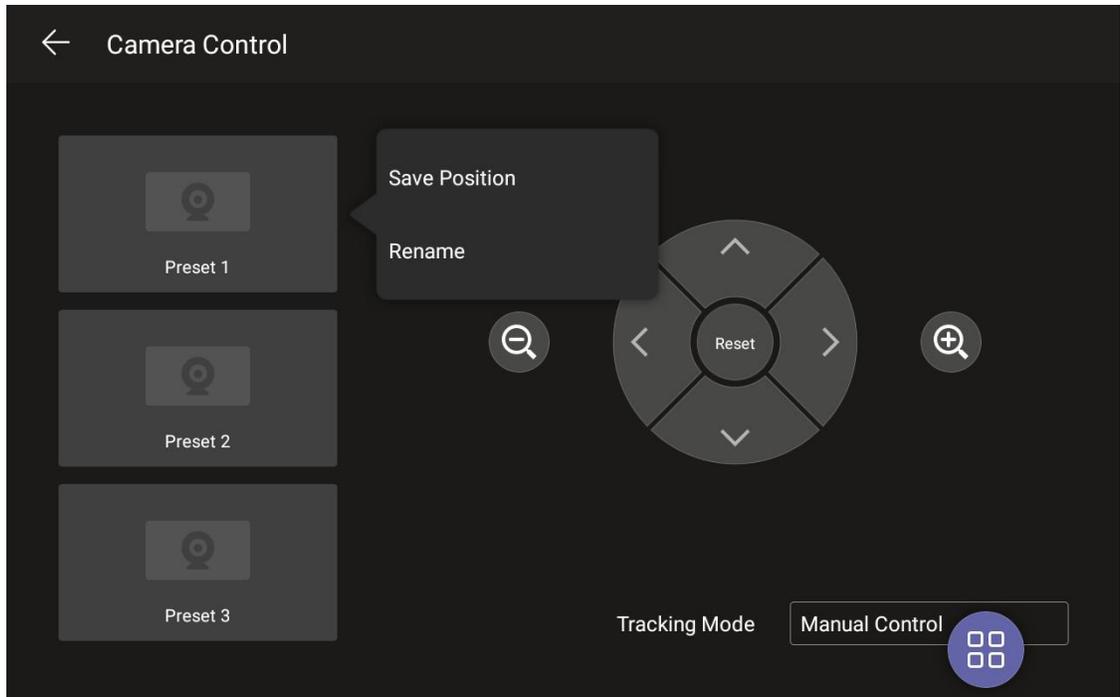
Procedure

1. Tap  and select **Camera Control** when you are in a meeting or in idle screen.
2. Do one of the following:
 - Tap  /  to control camera zoom out/in.
 - Tap the navigation keys to pan/tilt the camera.
 - Tap **Reset** to reset the camera to the original position.

4.4.3 Camera Presets

Procedure

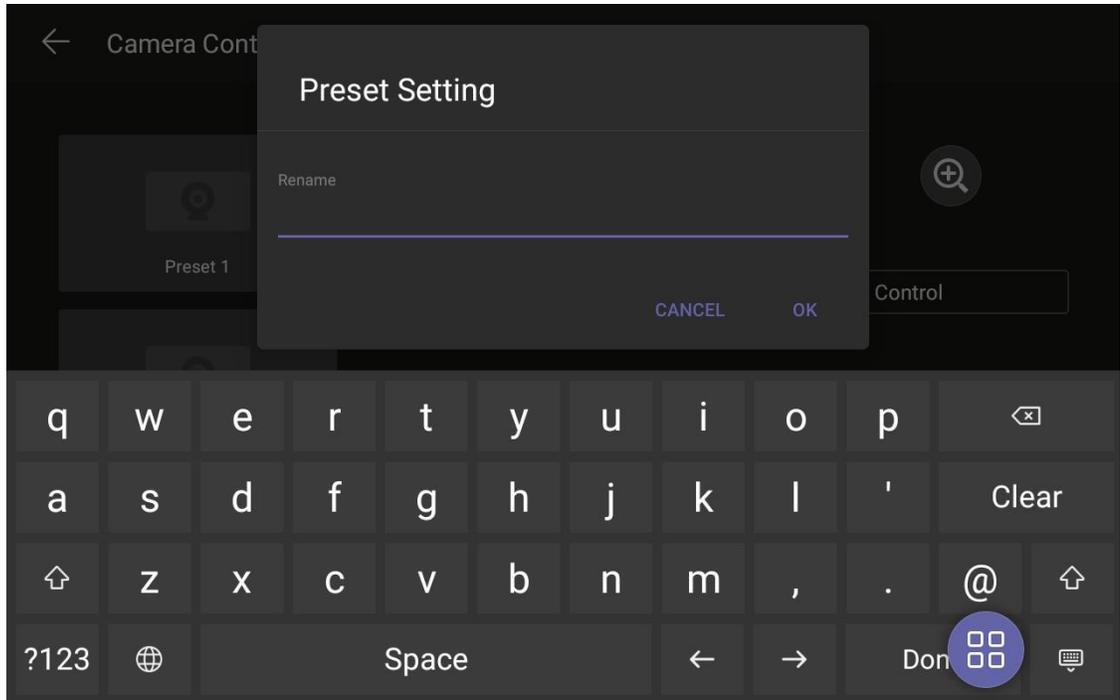
1. Tap  and select **Camera Control** when you are in a meeting or in idle screen.
2. Do one of the following:
 - Tap  /  to control camera zoom out/in.
 - Tap the navigation keys to pan/tilt the camera.
 - Tap **Reset** to reset the camera to the original position.
3. Long tap **Preset X** and tap **Save Position** to create a new preset.



4.4.4 Renaming the Preset

Procedure

1. Long tap **Preset X** and tap **Rename** to rename the preset.
2. Enter the new name and tap **OK**.



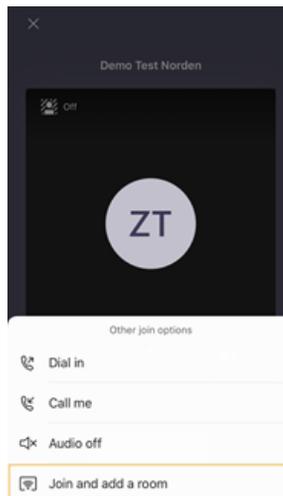
4.5 Proximity Join

You can move a Teams meeting on your mobile phone or laptop to the nearby device by the option of **Add a room**. Make sure the Bluetooth mode is activated and **More > Proximity join** is enabled.

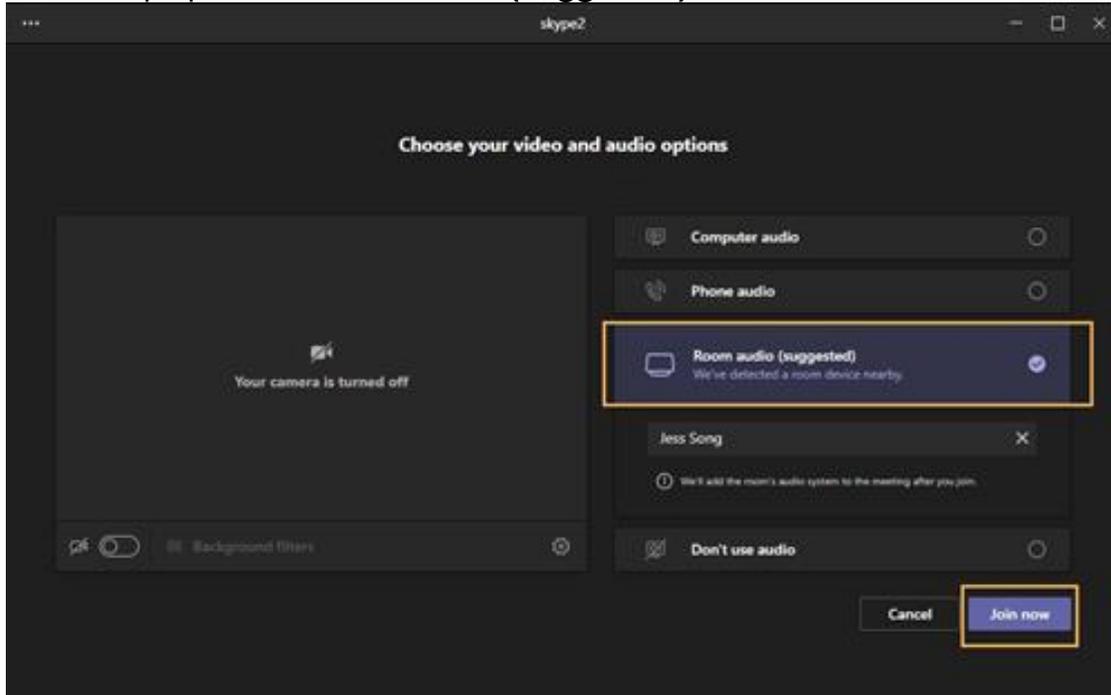
Procedure

1. Before starting a meeting, do one of the following:

On the mobile phone: go to **Join now >Join and add a room** and select the desired device.



On the laptop: select **Room audio (suggested)** > **Join now**.



4.6 Sharing Content

You can share the content on your computer when the device is idle or in a conference. Only one content can be shared at a time, and the content shared later will replace the previous one. We recommend that you use two screens for sharing content.

4.6.1 Sharing Content with VCH51 Video Conferencing Hub

In a meeting room, you can connect VCH51 to your PC with HDMI cable for content sharing. Connection refer to [MeetingBar A20 connection](#).

Procedure The device will connect to the wired sharing and display the sharing content automatically. If the device does not display the shared content automatically, you can tap **Share** to start presenting.

4.6.2 Sharing Content via WPP20

In a meeting room, you can connect WPP20 to your PC for content sharing. Connect WPP20 to MeetingBar A20/A30, when both MeetingBar A20/A30 and CTP18 prompt “Wireless Presentation Pod Pairing Successfully”, remove WPP20 from the MeetingBar A20/A30. After that, connect WPP20 to the PC and the PC will pop up the wireless presentation software automatically.

Procedure

1. Do one of the following:
 - On the WPP20, press the presentation button to share the full screen of the PC.
 - On the WPP20, long press the presentation button for 3 seconds and then release this button. Select the file or window you want to share and then click **Start Sharing**.
 - On the Yealink Wireless Presentation Pod software, click **Contents Share**, select the file you want to share, and then click **Start Sharing**.

The computer content is automatically projected to the device.



Contents Share

4.7 Wired BYOD

BYOD stands for bring your own device. After entering BYOD mode, you can take MeetingBar A20/A30 as the peripherals for meetings hold by third-party apps. When holding a meeting on the PC, you can use the camera, speaker, and microphone of MeetingBar A20/A30 and display the PC content on the screen connected to MeetingBar A20/A30.

Note: You need to use parameters *features.usb_device_mode.enable=1* to enable the BYOD mode first.

The screenshot shows the 'Auto Provision' configuration page in the Yealink MeetingBar A20 web interface. The 'Server URL' field is highlighted with a yellow border and contains the text 'M7:features.usb_device_mode.ena'. Other settings include:

- DHCP Active: On
- DM Server Active: Off
- Custom Option: (empty)
- DHCP Option Value: yealink
- Server URL: M7:features.usb_device_mode.ena
- Username: (empty)
- Password: (masked)
- Attempt Expired Time(s): 5
- Common AES Key: (masked)
- MAC-Oriented AES Key: (masked)
- Power On: On
- Repeatedly: Off
- Interval(Minutes): 1440
- Weekly: Off

Buttons for 'Confirm' and 'Cancel' are visible at the bottom of the configuration area.

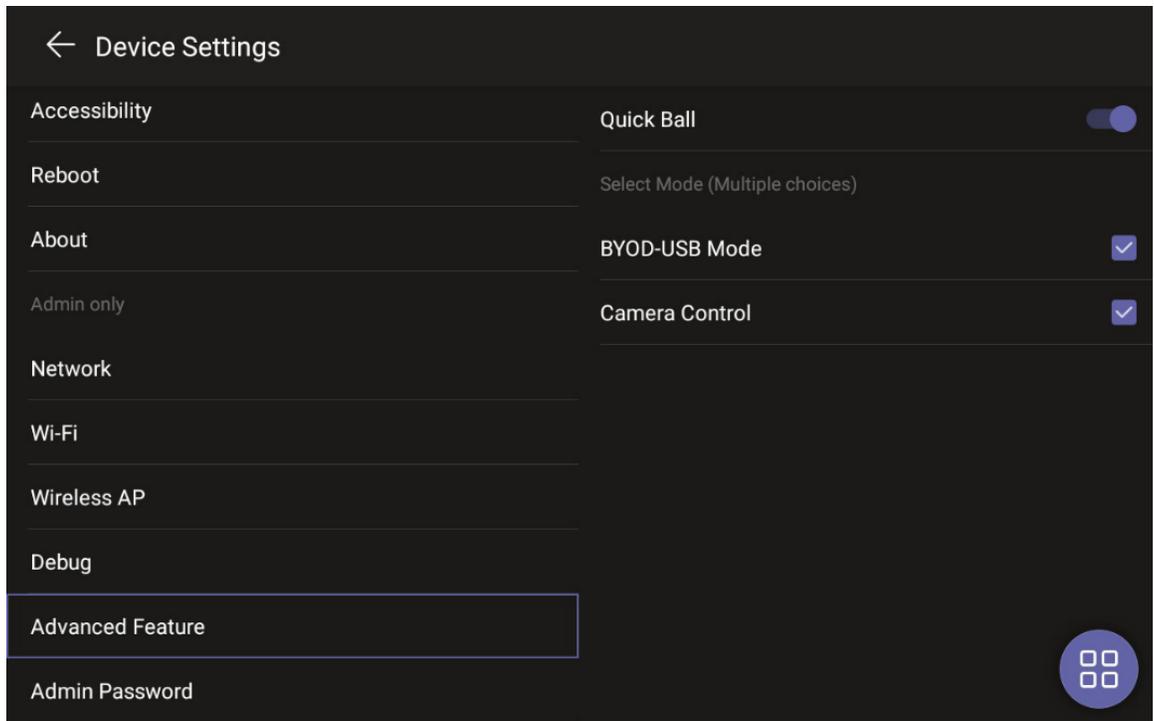
4.7.1 Start Device Mode

Procedure

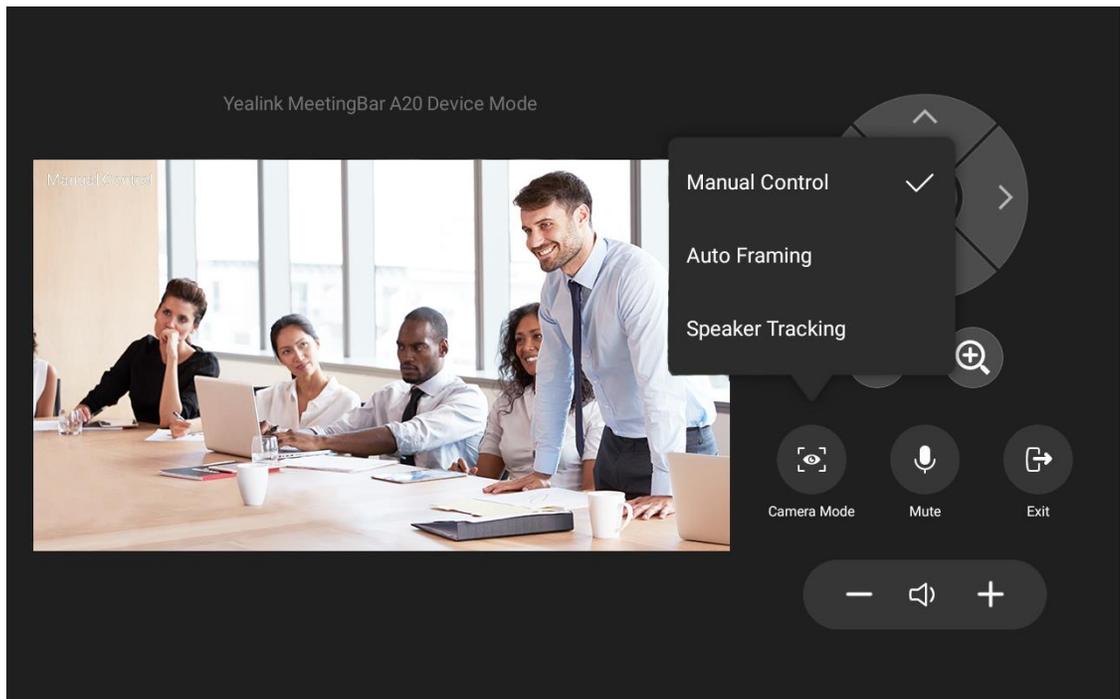
- Do one of the following:
 - Use a USB Type-C cable to connect VCH51 Video Conferencing Hub and the PC.
 - Use a USB Type-C to Type-A cable and an HDMI cable to connect VCH51 Video Conferencing Hub and on the PC.

Connection refer to [MeetingBar A20&A30 connection](#).

- Go to **More > Settings > Device settings > Advanced Feature(Admin only, defaultpassword: 0000)**.
- Turn on **Quick Ball** and select **BYOD-USB Mode**,  displays in touchpanel's interface.



4. Tap  and select **Device Mode**.
It prompts if you are sure to switch to device mode.
5. Tap **OK**.



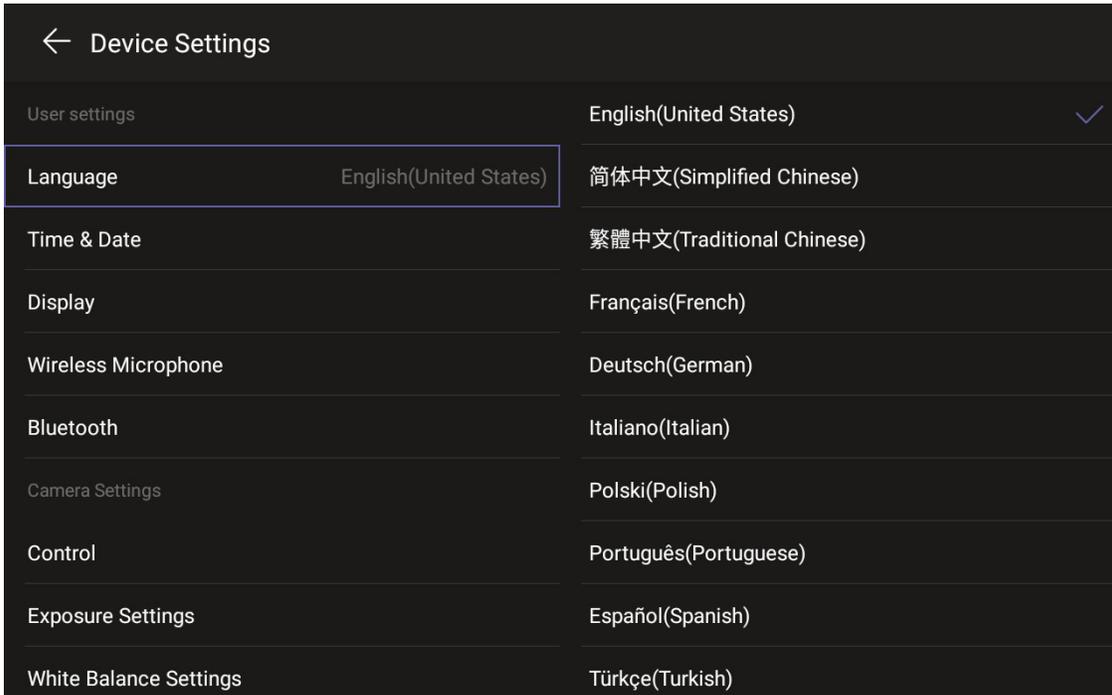
4.7.2 Exit Device Mode

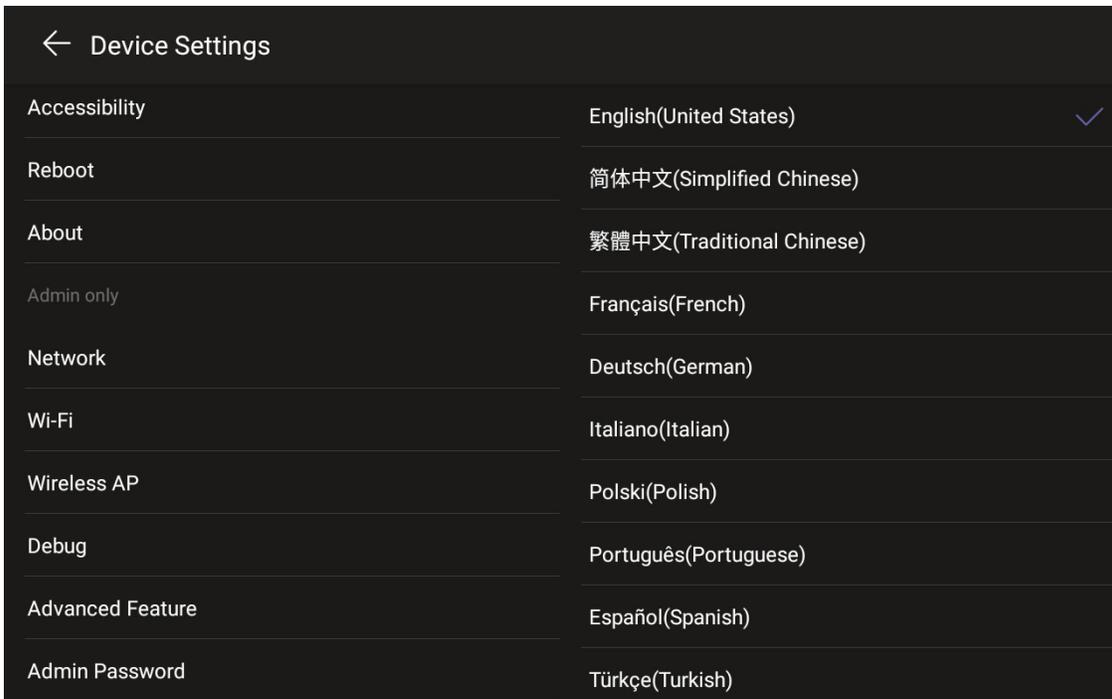
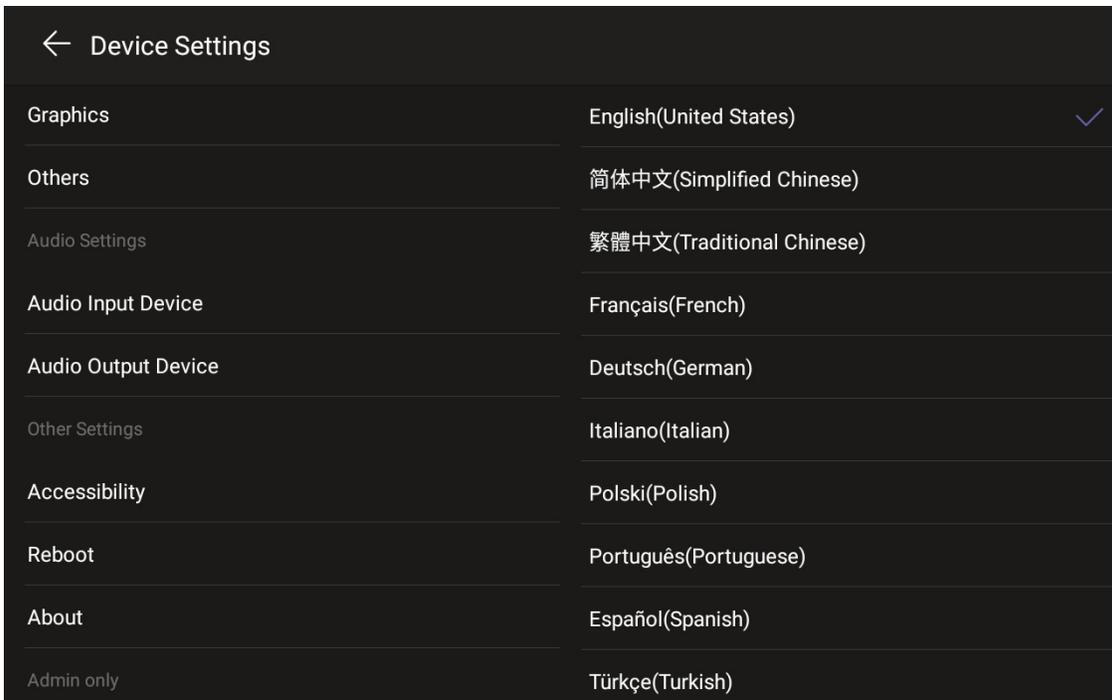
Procedure

1. Do one of the following:
 - Tap **Exit** and select **OK**.
 - Unplug the cable.

4.8 Settings

Go to **More > Settings > Device settings** enter the setting screen.





| Item | Description |
|----------|----------------------|
| Language | Change the language. |

| | |
|------------------------|---|
| Time & Date | Set time zone, time, and date& time format. |
| Display | Change the backlight time. |
| Wireless Microphone | Connect the device with wireless microphones. |
| Bluetooth | Turn on Bluetooth and connect the Bluetooth device. |
| Control | Control local cameras. |
| Exposure Settings | Configure the exposure settings. |
| White Balance Settings | Configure white balance settings. |
| Graphics | Adjust display image of the camera. |
| Others | Change the framing mode, camera pan direction or reset camera. |
| Audio Input Device | Set audio input device. |
| Audio Output Device | Set audio output device. |
| Accessibility | Turn on features such as large text, high contrast mode, color correction or screenreader to accommodate vision-impaired users. |
| Reboot | Reboot the device. |
| About | View the device status such as network, MAC, firmware, Partner APP version, Company Portal version, and Teams version. |
| Network | Set the network. |
| Wi-Fi | Turn on the Wi-Fi to connect the device to the wireless network. |
| Wireless AP | Enable or disable the wireless network access point feature. |
| Debug | Turn on log and set log level. Reset user settings or reset to factory settings. Turn on screen capture feature. |

| | |
|------------------|---|
| Advanced Feature | Turn on the feature of camera control or device mode. |
| Admin Password | Change the admin password. |

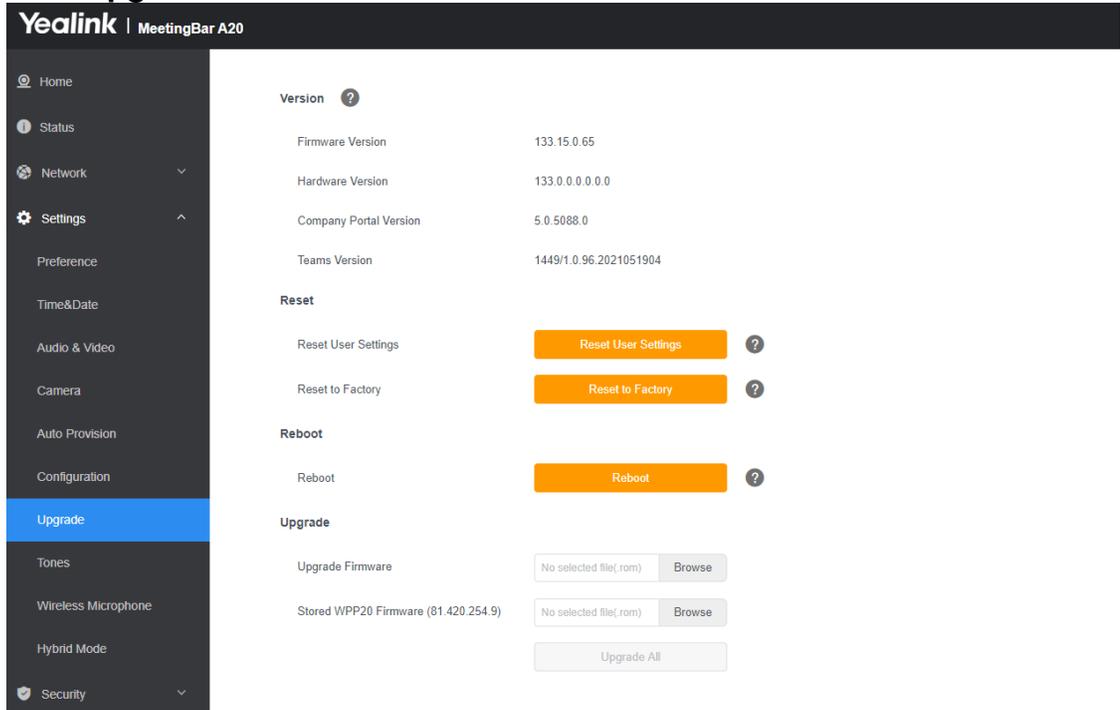
4.9 Upgrading the Firmware

4.9.1 Upgrading Firmware via the Web User Interface

Procedure

1. Go to **More > Settings > Device settings > About** to get the IP address of MeetingBar A20/A30 and CTP18.
2. Open a web browser and enter the device 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.
4. Click **Login**.
5. Go to **Settings > Upgrade**.
6. On the right side of Upgrade Firmware, click **Browser** to upload the desired firmware.

7. Click **Upgrade**.



4.9.2 Upgrading Firmware via TAC

Procedure

1. Open the [Teams admin center](#) .
2. Go to **Devices > Collaboration bars**.
3. Select the desired device and click **Update**.
4. Do one of the following and select **update**:
 - Select **Firmware auto-update** to upgrade firmware automatically.
 - Select **Manual updates** to upgrade company portal app, firmware or Teams app separately.