Quick Setup

This guide provides some basic configuration for the enterprise IT staff (enterprise administrators) to set up the Teams phones.

Run the Setup Wizard

1. Select the display language and click \checkmark .

Language Setting	\checkmark
English(United States)	
English(United Kingdom)	
简体中文(Simplified Chinese)	
繁體中文(Traditional Chinese)	
Français(French)	
Deutsch(German)	
Italiano(Italian)	
Polski(Polish)	
Dortuguês(Dortuguese)	

2. Select the desired time zone and click ¹.

Time Zone	~
Q Search time zone	
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi	
(UTC+08:00) Irkutsk (RTZ 7)	
(UTC+08:00) Kuala Lumpur, Singapore	
(UTC+08:00) Perth	
(UTC+08:00) Taipei	
(UTC+08:00) Ulaanbaatar	
(UTC+08:45) Eucla	
(UTC+0Q.00) Osaka Sapporo Tokyo	

Sign In to Teams Accounts

Before you begin

Contact your system administrator to get your sign-in account.

On Your Teams Device

1. Tap Sign in on this device.

Wed Sep 14	10:30	MA
	Sign in to make an emergency call.	
Step 1 (Step 2)	On your computer or mobile, go to https://microsoft.com/devicelogin Enter the code below to sign in.	ĝ
	HUQYEDF7W	
	Sign in on this device	

2. Enter your user credentials and tap **Sign in**.

Quick Setup

Yealink

Wed Sep 14										10:33 AM
\leftarrow	We	lcome to N	∕licrosoft ⁻	Feams! A l	nappier pla	ice for tea	ms to worl	k together.		ې بې
	test03@ye	ealink7.onr	nicrosoft.c	com						
					Sign in					
q 1	w ²	e ³	r 4	t 5	⁶	u 7	i 8	9 O	p 0	$\langle \times \rangle$
а	S	d	f	g	h	j	k	I		Done
	z	x	с	v	b	n	m	1	?	
?123	_	@		1	English (US)			1		·····

You will be connected to the Company Portal automatically.

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

Company Portal			
Microsoft c test01@yealink7.onmicrosoft.com Enter password Forgot my password Sign in			
	Terms of use	Privacy & cookies	

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



On a Web Browser

- 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 successfully signing in to Microsoft Intune Company Portal.

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



Check the Network Connection

1. Click the account avatar and go to **Settings** > **Device Settings** > **About** > **IPv4** to check whether the phone is connected to a network.

3:02 PM	+1	1 929-373-3311	
Monday, February 20 Notifications (24) Clear 触控屏会议1 × 3:30 AM-10:30 PM Join	Calls	People	
R&D Weekly Meeting X 9:00 AM—Feb 21, 6:00 AM Join		ത	
Missed call from lvmy.call01 2:05 PM Call back	Calendar	Voicemail	
The Voicemail from Min			

Check the Firmware and Teams App Version

- 1. Click the account avatar and go to **Settings** > **Device Settings** > **About**.
- 2. You can see the detailed version information of the firmware and the Teams app.

\leftarrow	Device Settings		
Ś	Reboot	IPv4	10.50.67.7
i	About	License Status	Eternal
숱	Upgrade	MAC	80:5E:C0:37:8B:95
Q*	Mic-BT	Machine ID	5159018120000101
Admi	n only	Firmware	91.15.0.119
\oplus	Network	Partner APP Version	1.15.0.22111722
	Proxy	Company Portal Version	5.0.5484.0
Ð	Debug	Teams Version	1449/1.0.94.2022110803
A	Admin Password	Admin Agent Version	1.0.0.202209060820.product

Update the Firmware and Teams App

- See Update to the Latest Firmware to update the firmware.
- See Update to the Latest Teams App to update the Teams app.

Frequently Used Features

- Configuration Methods
- Set Up Call Queue
- Set Up Auto Attendants
- Set Up Common Area Phone
- Set Up Voice Mail
- Manage Devices on Intune or Teams Admin Center

Teams Phones Cannot Sign In to Teams Accounts?

Couldn't Connect to Workplace Join

Why do the Teams phones sign out randomly?

How to sign out of Teams account?

1. Click the account avatar and go to **Settings** > **Device Settings** > **Sign out**.

Thu Apr	13	3:43 PM
\leftarrow	Settings	
Ç	Calling	
	Meetings	
ଜ	Home screen	
Q	Notifications	
	Auto Restart	
\triangle	Report an issue	
đ	About	
[;}→	Sign out	
¢۹	Device settings	

2. Select **OK** to sign out.