



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 .

Language Setting 

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)

Português(Portuguese)

2. Select the desired time zone and click .

Time Zone ✓

🔍 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+09:00) 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 AM

Sign in to make an emergency call.



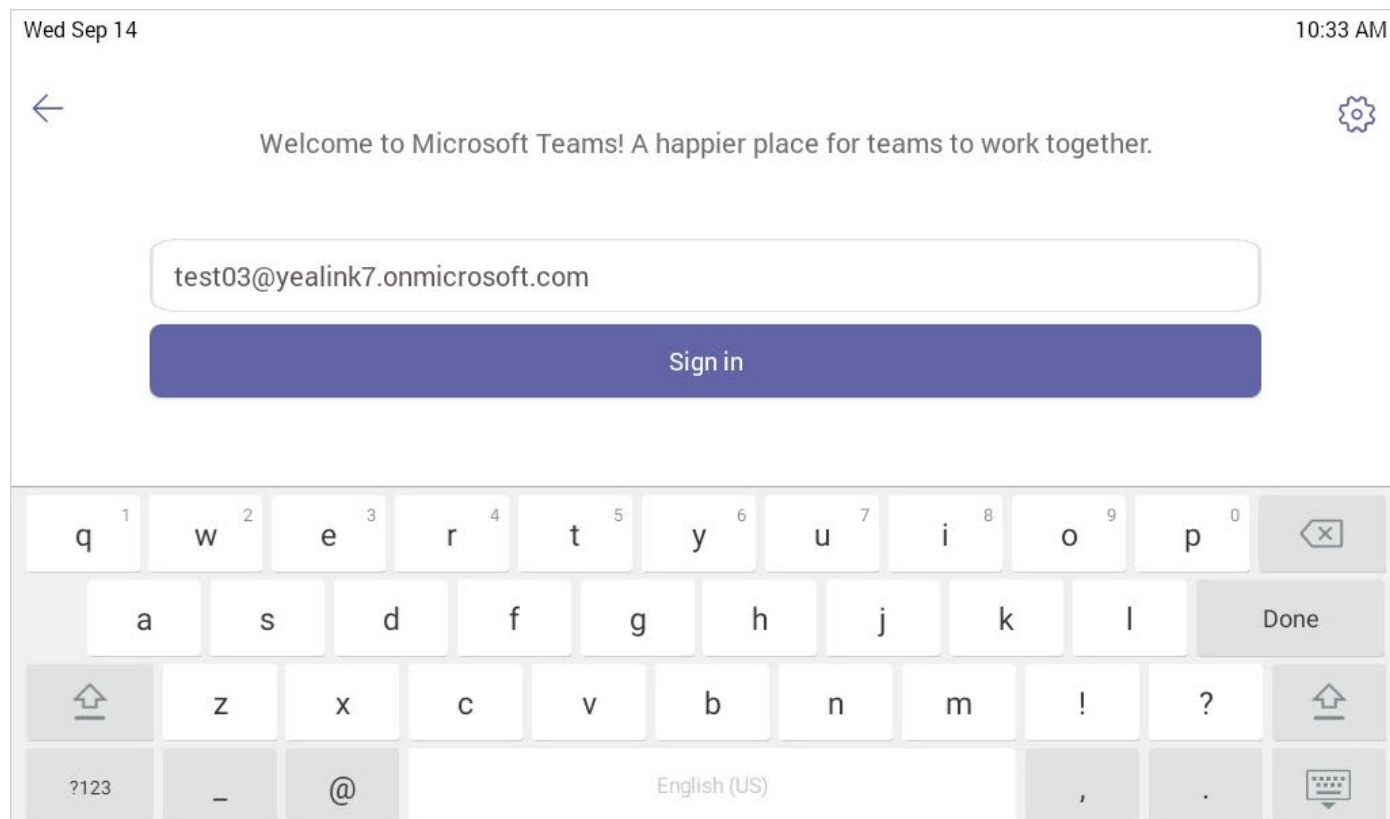
Step 1 On your computer or mobile, go to <https://microsoft.com/devicelogin>

Step 2 Enter the code below to sign in.

HUQYEDF7W

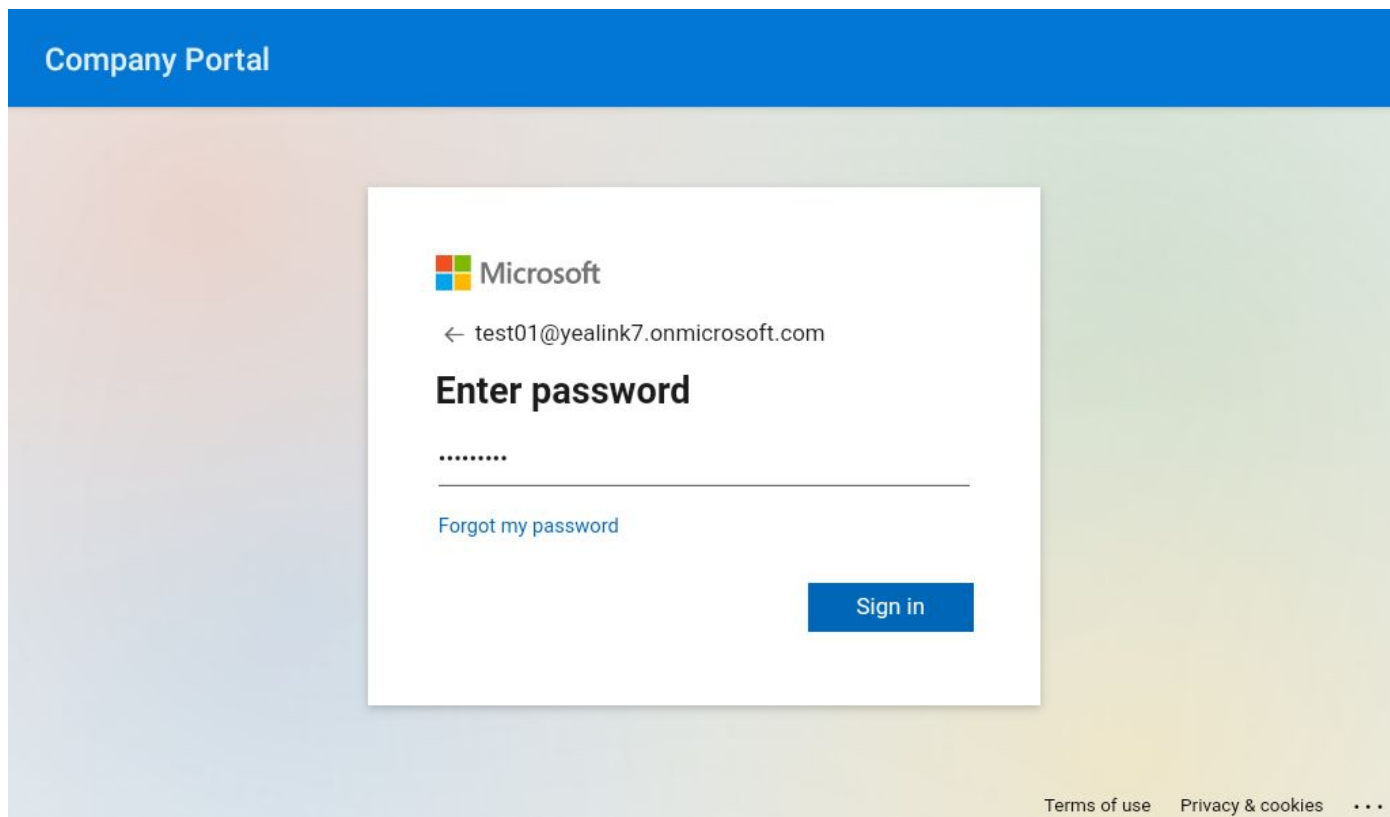
Sign in on this device

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 device signs in successfully, tap **Got it**.

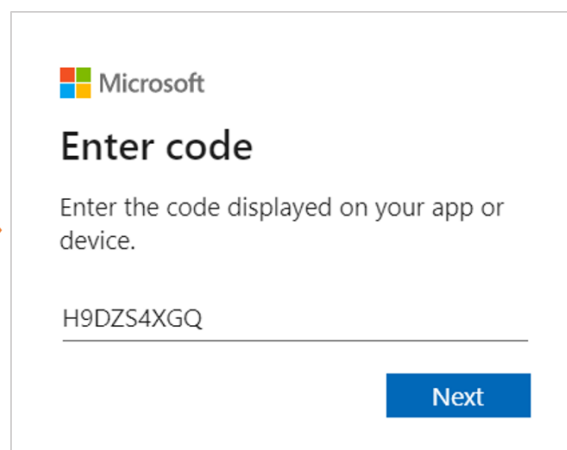
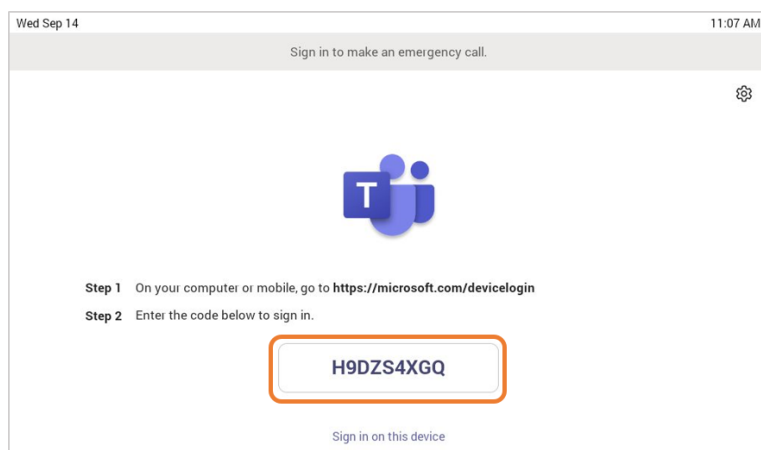


Have meetings and calls with audio, video.

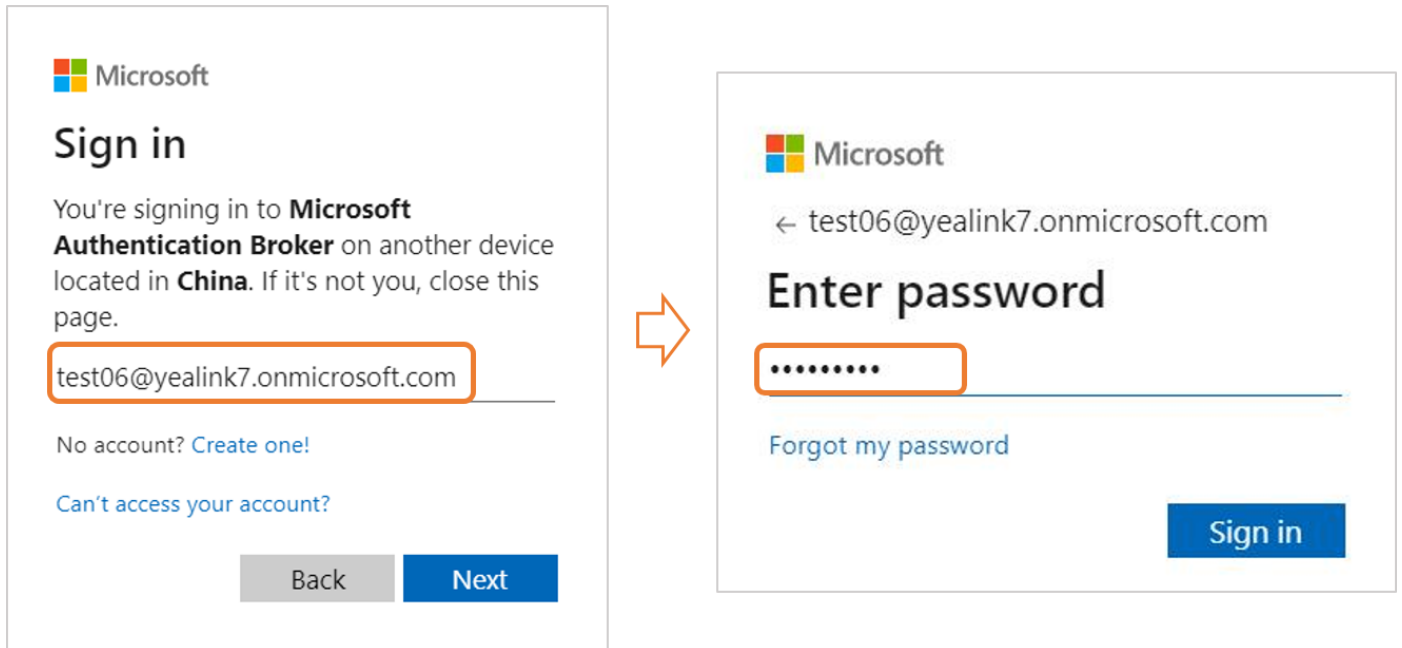
Got it

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**.

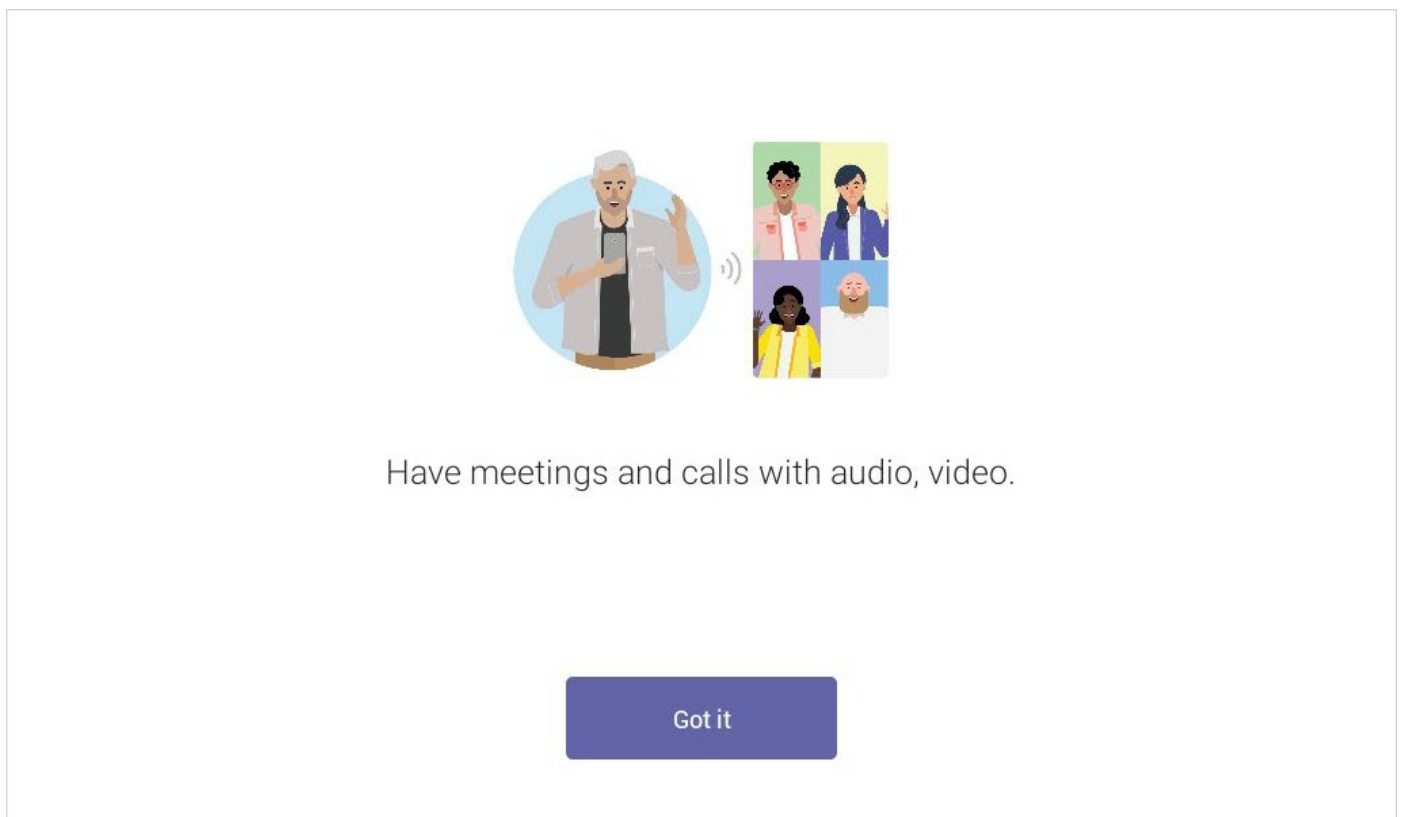


3. Enter your user credentials or select the desired account to sign in.



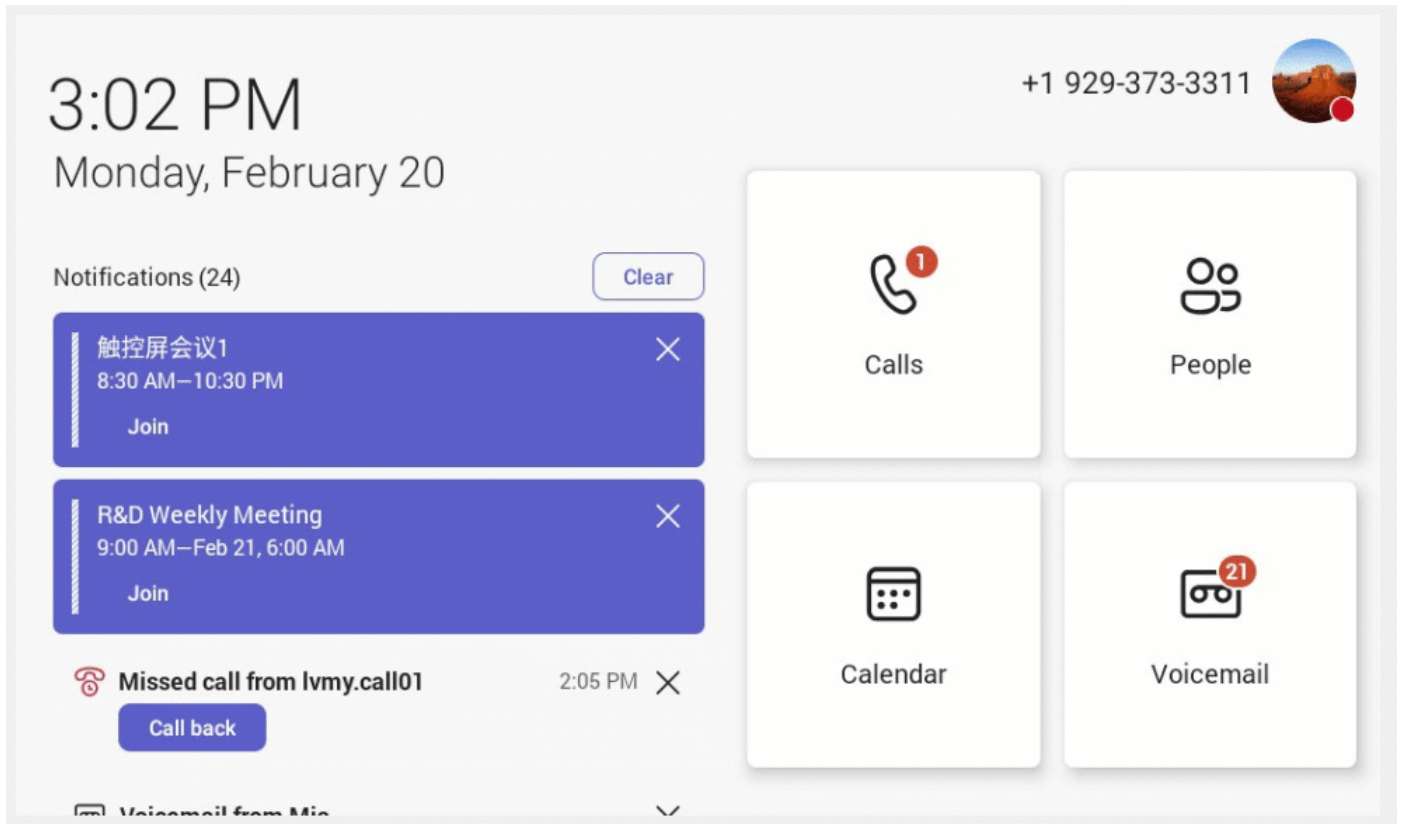
A confirmation message is displayed after successfully signing in to Microsoft Intune Company Portal.

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.



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.

← Device Settings	
🔄 Reboot	IPv4 10.50.67.7
ⓘ About	License Status Eternal
📶 Upgrade	MAC 80:5E:C0:37:8B:95
🎧 Mic-BT	Machine ID 5159018120000101
Admin only	Firmware 91.15.0.119
🌐 Network	Partner APP Version 1.15.0.22111722
📄 Proxy	Company Portal Version 5.0.5484.0
🔍 Debug	Teams Version 1449/1.0.94.2022110803
🔒 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](#)

FAQ

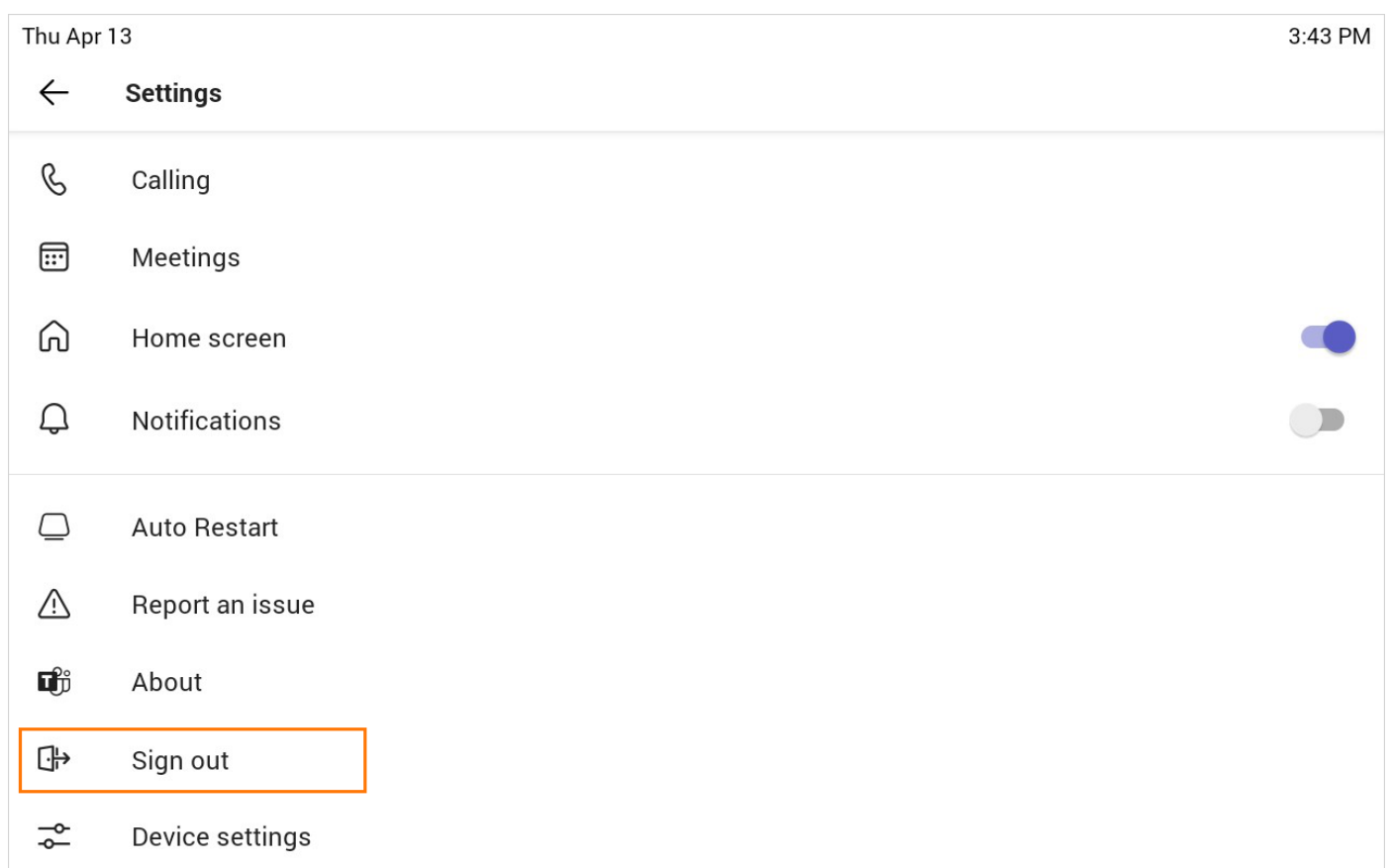
Teams Phones Cannot Sign In to Teams Accounts?

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**.



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