

# 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.

⚙️



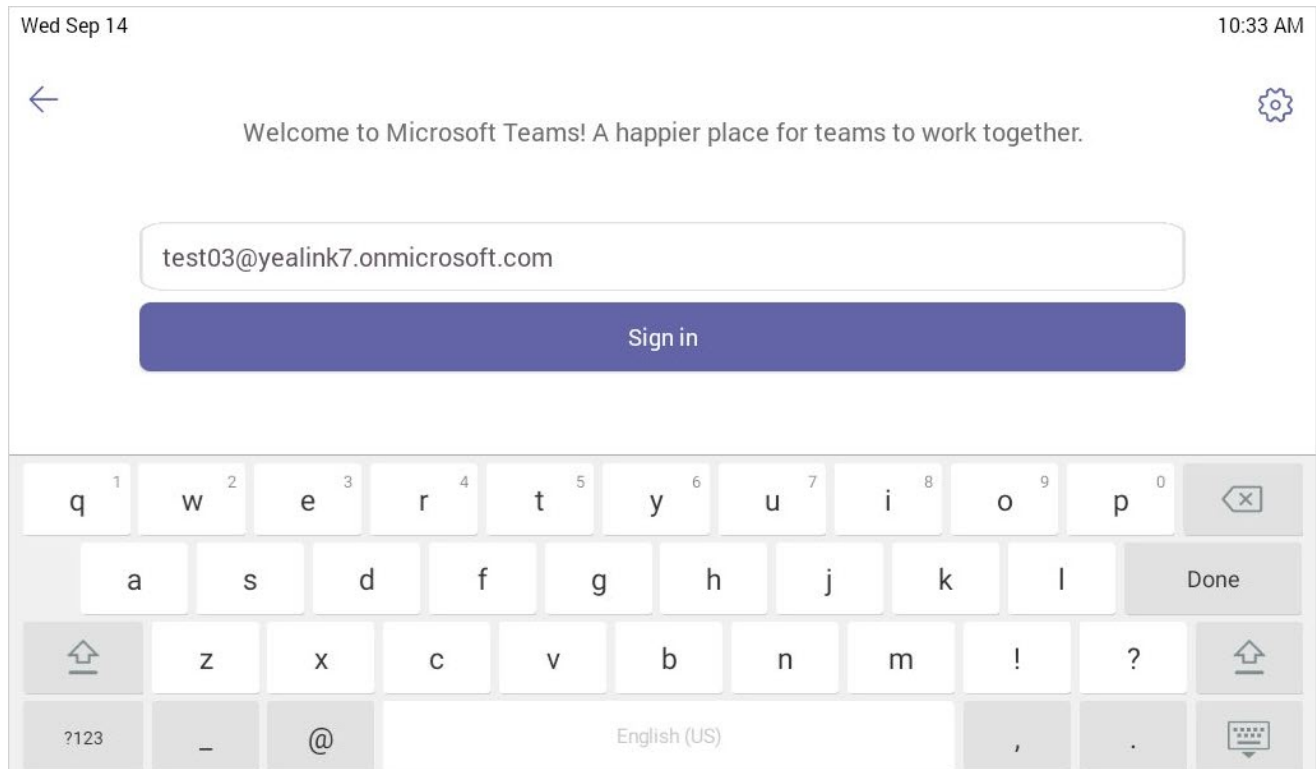
**Step 1** On your computer or mobile, go to <https://microsoft.com/devicelogin>

**Step 2** Enter the code below to sign in.

HUQYEDF7W

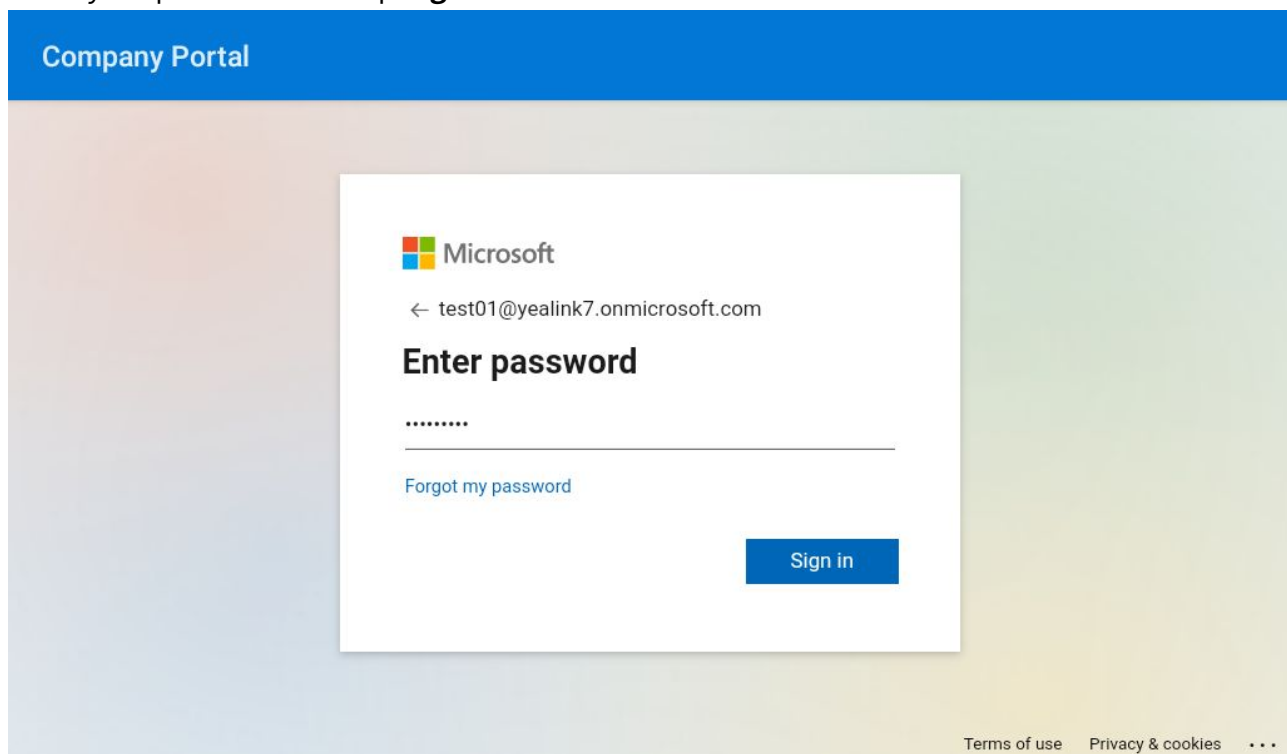
Sign in on this device

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



4. 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**.

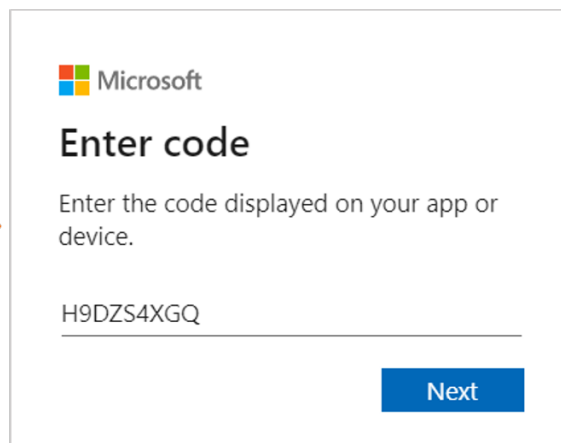
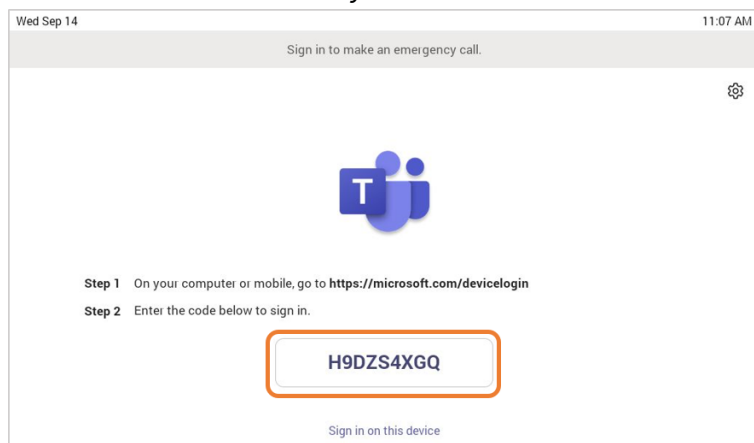


Have meetings and calls with audio, video.

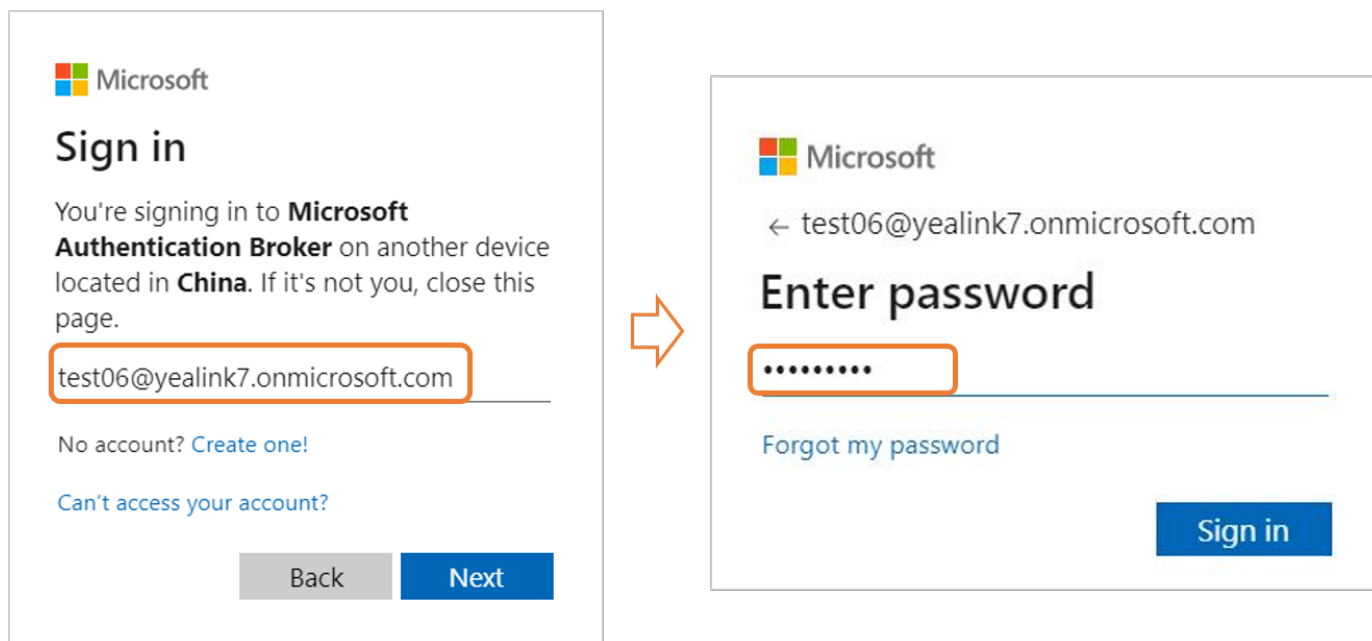
Got it

## On a Web Browser

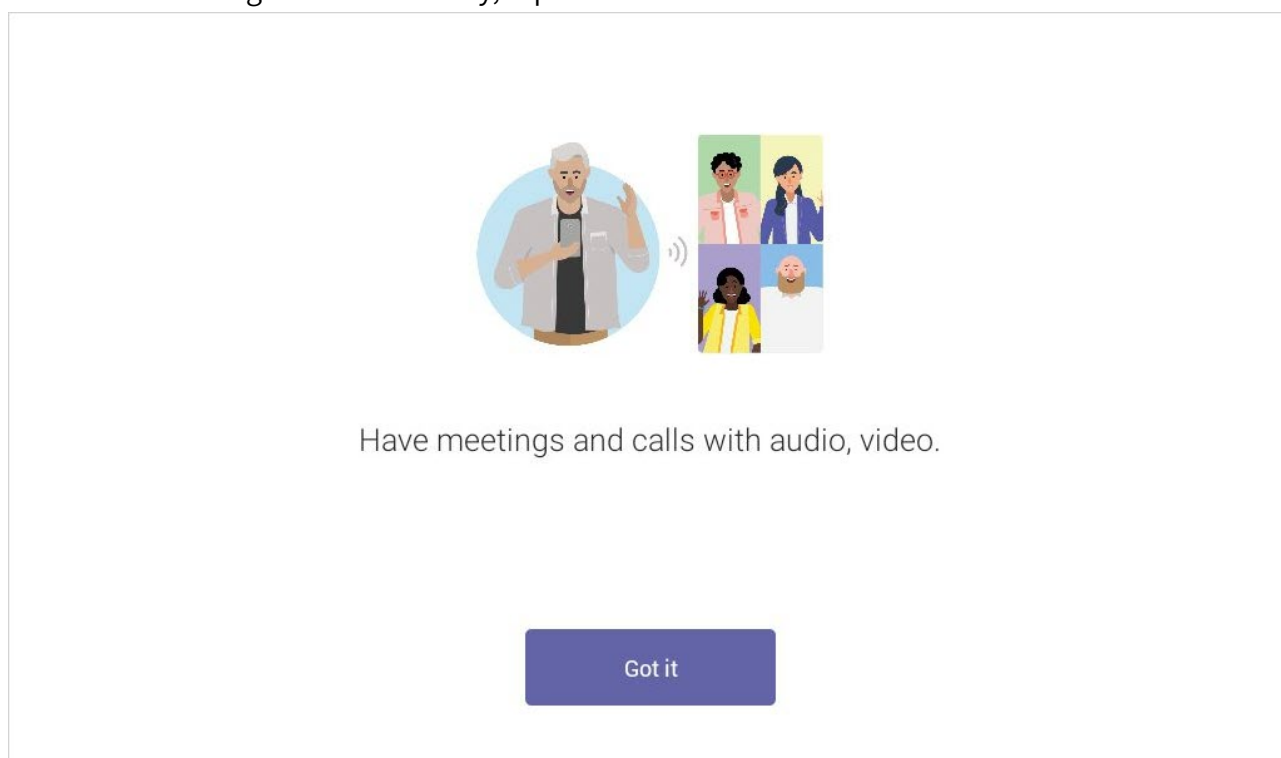
1. Go to <https://microsoft.com/devicelogin> on your computer or mobile.
2. Enter the code shown on your device and select **Next**.



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

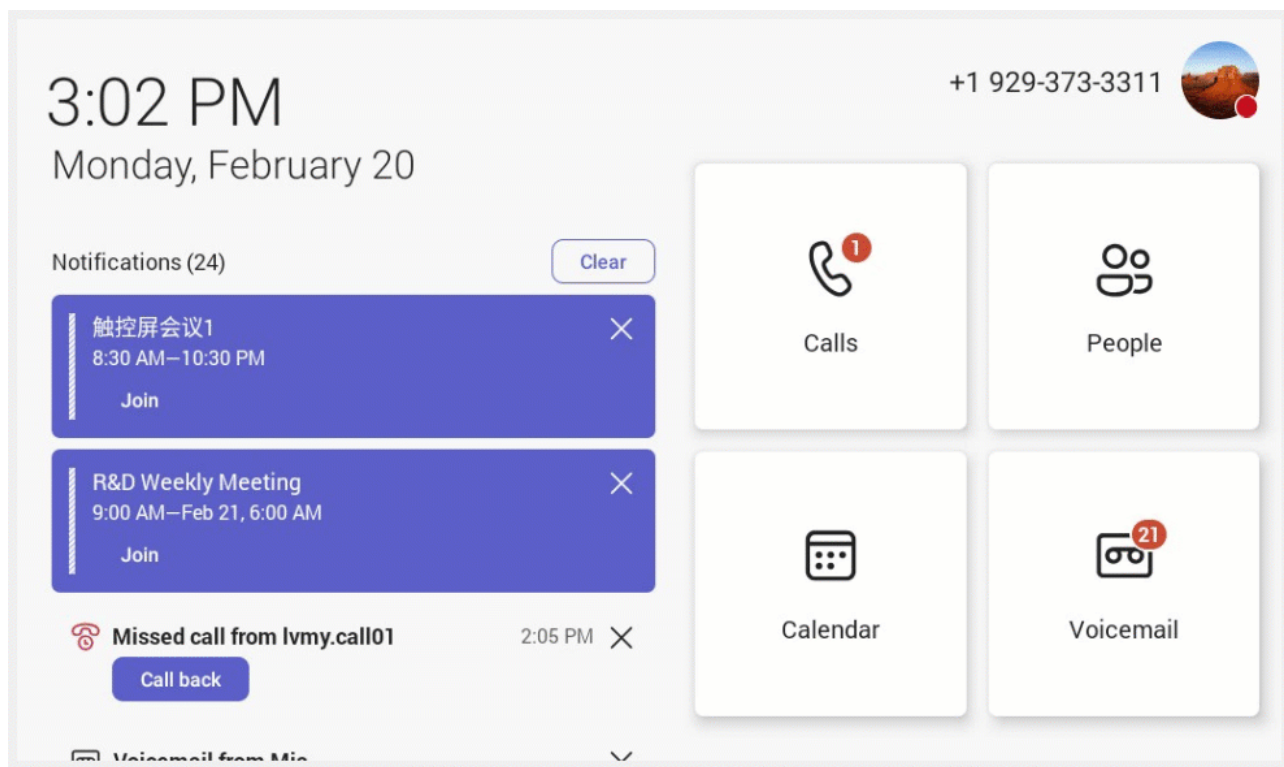


5. A confirmation message is displayed after successfully signing in to the Microsoft Intune Company Portal.
4. After the device signs in successfully, tap **Got it**.



## 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           |
| <b>Admin only</b> | 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.

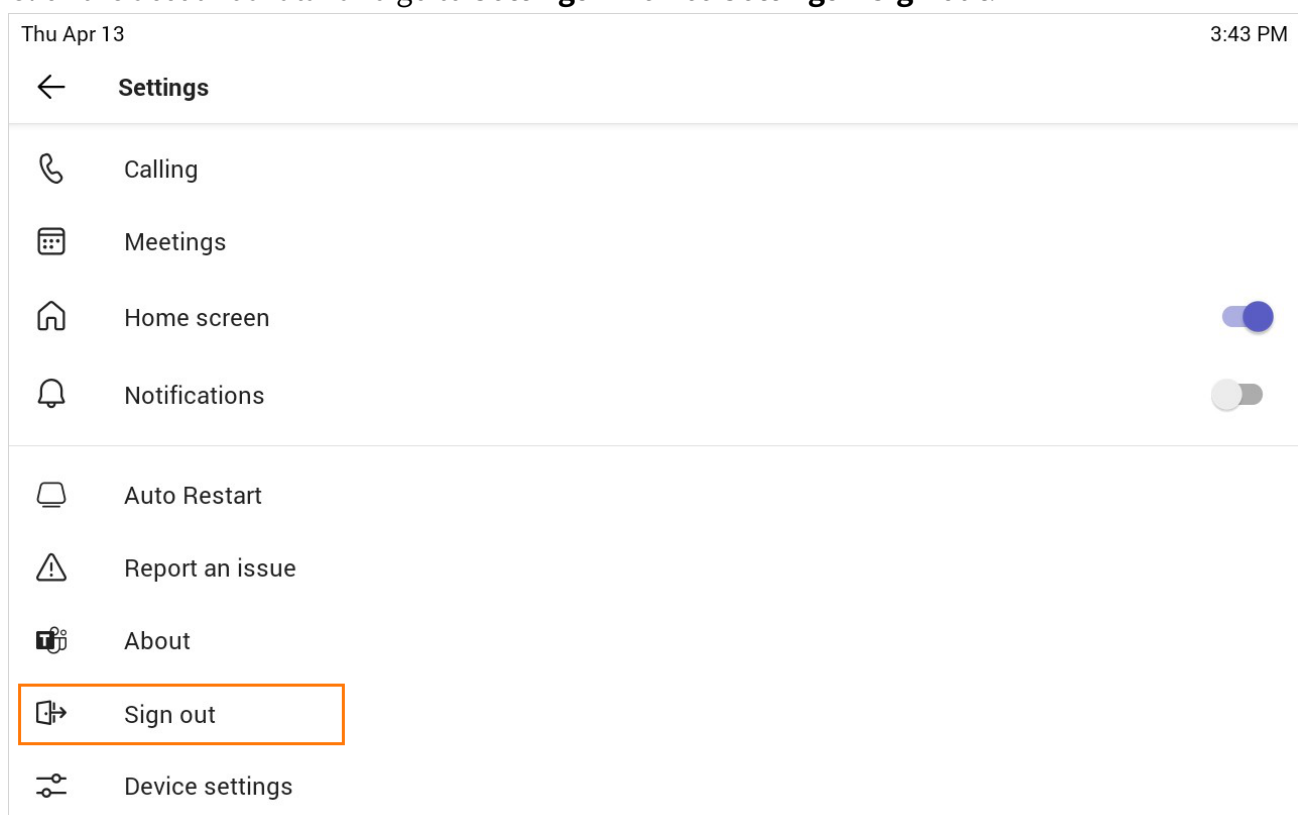
## Frequently Used Features

- [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

### How to sign out of the Teams account?

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



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