



RoomPanel Operation Guide

Teams Version



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Introduction

Yealink RoomPanel is an 8-inch multi-functional meeting room schedule panel that provides an omnidirectional and instant display of the meeting room status.

Users can check meeting room availability and book meetings directly through RoomPanel.

This guide mainly introduces how to use the RoomPanel Teams version.



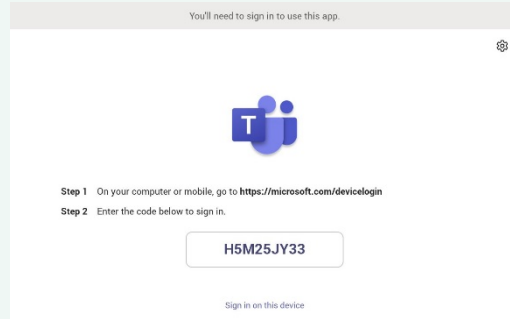
01 Getting Started

A modern conference room with a long white table, black chairs, and laptops, overlooking a city skyline. The room is brightly lit with large windows. The text "01 Getting Started" is overlaid in the center.

Signing in to Account

Before you can start using it, you need to sign in to your Microsoft online account.

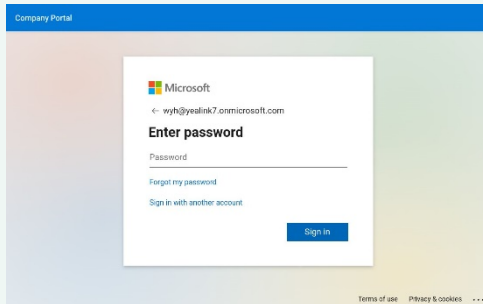
1



Enter the sign-in interface.

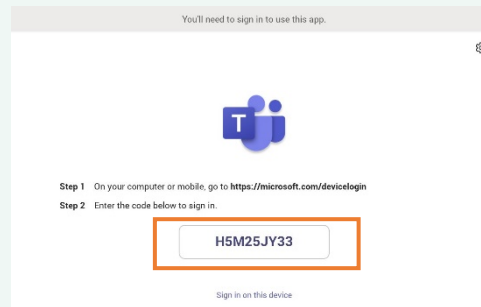
2

Sign in on the Device

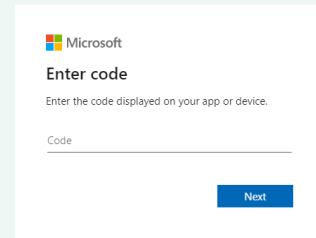


Enter your account and password,
then click **Sign in**.

Sign in on the Web



Go to the **web sign-in interface**, enter the code displayed on the
interface and sign to the account.



Familiarizing Interface: Main Interface

Time and Date

10:38^{AM}

Fri Jul 09

Meeting Room Name

Yihui Wang

Available

10:00 AM - 11:00 AM

Reserve

Meeting
Schedule List

Reserve a Meeting

Available

11:00 AM - 12:00 PM

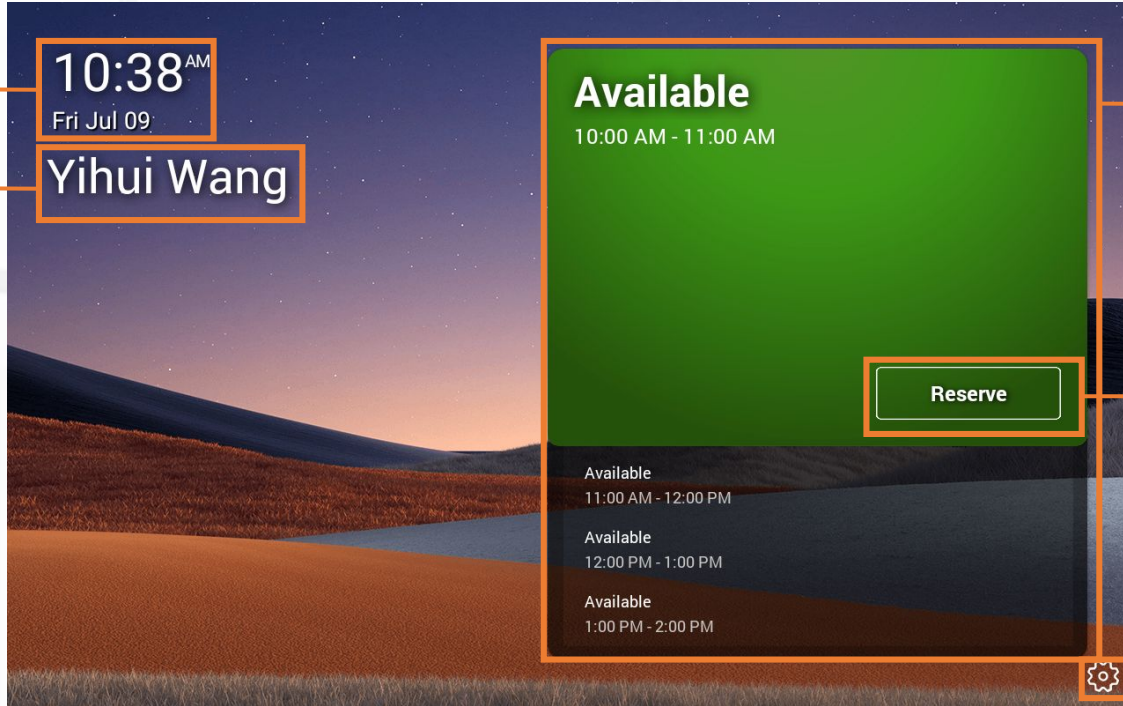
Available

12:00 PM - 1:00 PM

Available

1:00 PM - 2:00 PM

Settings



Familiarizing Interface: Reserve Interface

The image shows a mobile application interface for reserving a meeting. The interface is dark-themed and displays the following elements:

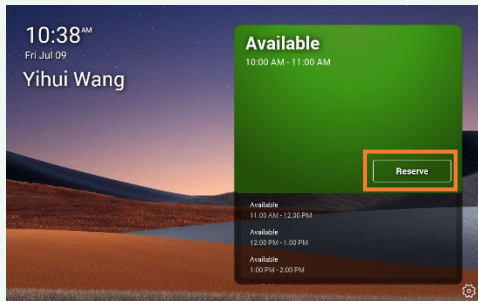
- Meeting Room Name:** A callout box points to the text "Yihui Wang" next to a location pin icon.
- Meeting Time:** A callout box points to the time range "10:49 AM - 11:00 AM" next to a clock icon.
- Select the End Time of the Meeting:** A callout box points to a time selection grid with four options: 11:00 AM, 11:15 AM, 11:30 AM, and 11:45 AM.
- Buttons:** At the bottom, there are two buttons: "Cancel" and "Reserve".

Below the interface, two callout boxes provide further context for the buttons:

- "Cancel Reservation" is linked to the "Cancel" button.
- "Reserve a Meeting" is linked to the "Reserve" button.

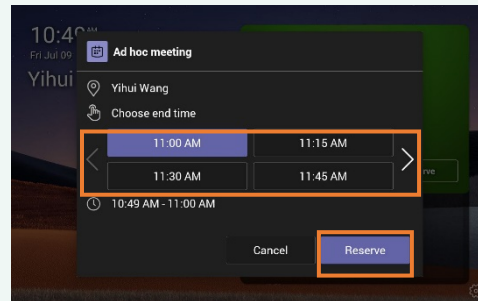
Reserving Meeting

1



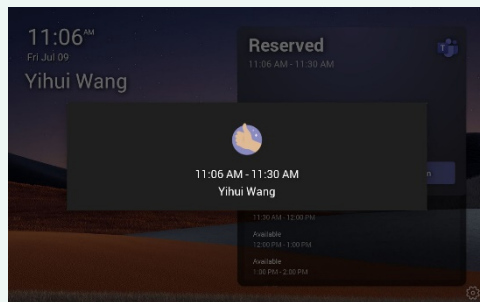
On the main interface, tap **Reserve**.

2

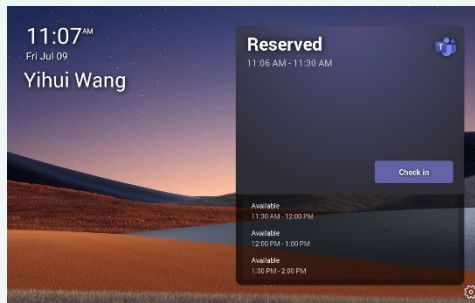


Choose the end time of meeting, and tap **Reserve**.

3





Meeting reservation successful.





1. You can reserve a meeting by signing into the same account in Teams client, and the meeting time will be synchronized to RoomPanel.

2. The LED bar colors represent the status of the meeting room.

- Green: idle
- Purple/Red: busy








 Go to  > **Device Settings > Panels App** (default password: 0000) > **Panels App > LED settings**, change the LED color of Busy State.

 Go to  > **Device Settings > Basic** (default password: 0000), turn off/on the LED or modify the LED brightness.

02 System Settings



A modern conference room with a long white table, black chairs, and laptops, overlooking a city skyline through large windows. The room is brightly lit, and the city view is visible through the large windows in the background. The text "02 System Settings" is overlaid in the center of the image.

Basic Settings

- ◆ Go to  > **Device Settings** > **Accessibility** to enable the function of Large Text, High Contrast Mode, Color Correction, and Screen Reader.
- ◆ Go to  > **Device Settings** > **Language** to change the language.
- ◆ Go to  > **Device Settings** > **Time &Date** to change the Time Zone, Time and Time & Date Format.
- ◆ Go to  > **Device Settings** > **Basic** to change the volume or LED Brightness, enable or disable the LED or USB Port.
- ◆ Go to  > **Device Settings** > **Display** to change the screen brightness, enable or disable the Adaptive Brightness or Power Saving Mode.
- ◆ Go to  > **Device Settings** > **Network** to check network status, set network, and diagnose network.
- ◆ Go to  > **Device Settings** > **Wi-Fi** to connect to the Wi-Fi.



The initial default administrator password is "0000", you can change it in the following two ways:

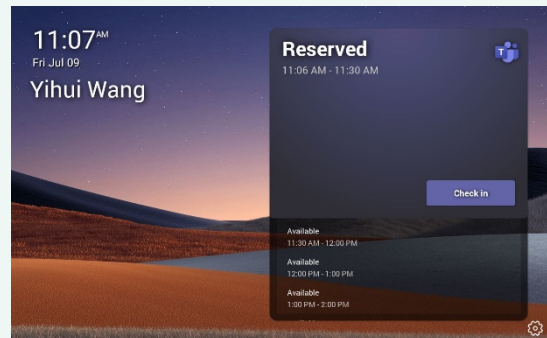
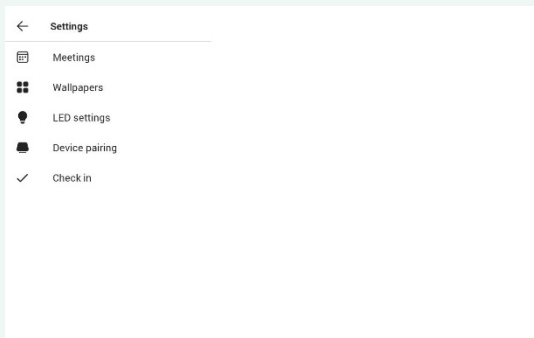
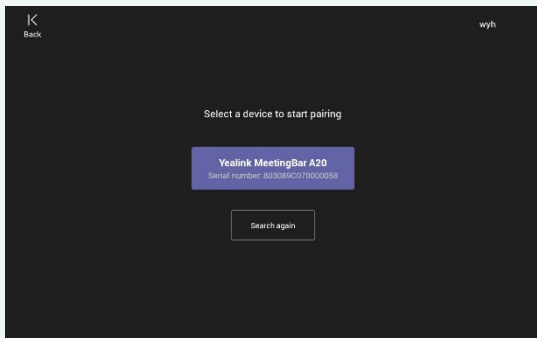
- Change the password on RoomPanel: Select  > **Device Settings** > **Admin Password** to change.
- Change the password on the web user interface:
 1. Go to  > **Device Settings** > **About** to get the IP address of the device, and enter (https://IP/) in the browser to enter the web interface.
 2. Select **Security** > **Password** to change.

Panels APP Setting

Go to  > **Device Settings** > **Panels App** (Default administrator password: 0000) > **Panels App**

- ◆ Meetings: enable/disable to show the meeting names.
- ◆ Wallpapers: change the background.
- ◆ LED settings: change the LED color of the busy state.
- ◆ Device pairing: pair the MeetingBar (Teams) to enable the “Check in” function.

“Check in” Function




1. Tap **Device pairing** to display the surrounding MeetingBar devices that can be paired.
2. Enter the **pairing code** shown on the device.
3. Tap **Pairing** to pair successfully.

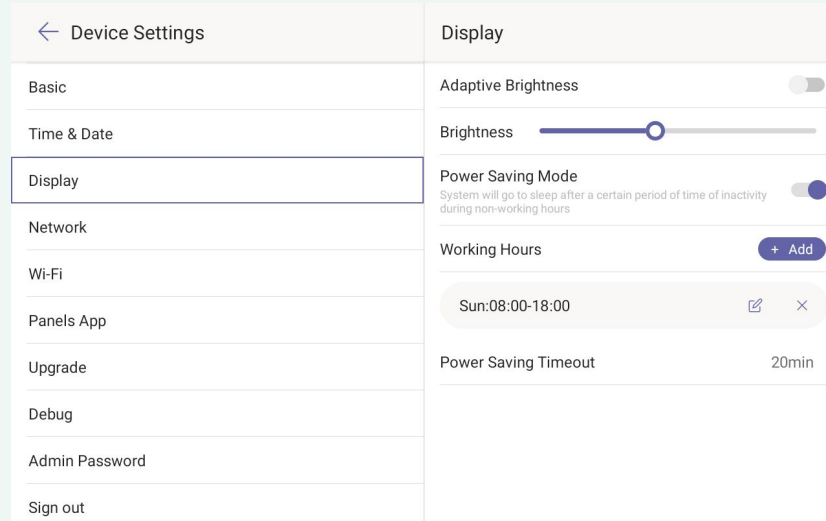
Enable the “Check-in” button.

When the meeting is in progress, click **check-in**, then the MeetingBar (Teams) terminal will indicate that others outside the meeting room need to wait.

*Roompanel and MeetingBar (Teams) need to sign in to the same Teams account.

Power Saving Mode

Go to  > **Device Settings** > **Display** (Default administrator password: 0000) > **Power Saving Mode** and enable it.

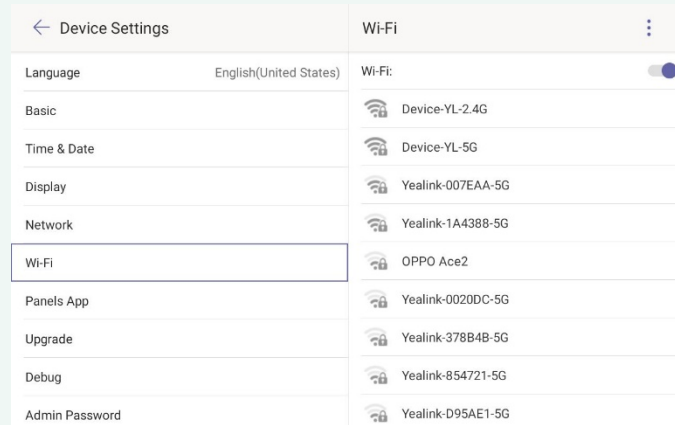


Tap **Add** to add working hours (up to five working hours can be added, and multiple settings are effective at the same time.)

Set the **Power Saving Timeout** time, the RoomPanel will automatically go to sleep after being idle for the predefined time during non-working hours.

Wi-Fi

Go to  > **Device Settings** > **Wi-Fi**(Default administrator password: 0000) > **Wi-Fi** and open Wi-Fi.




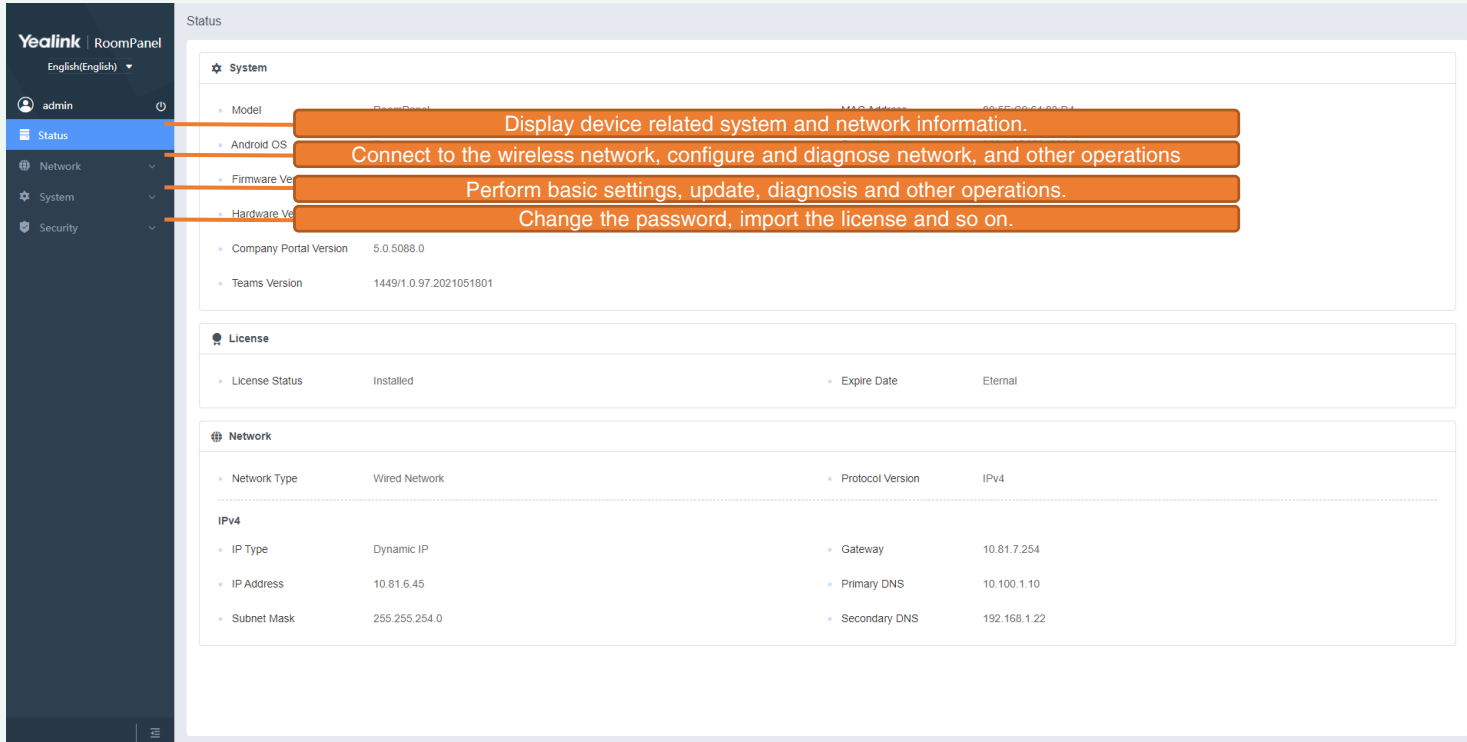
Select the wireless network and connect.

If you need to connect to an encrypted wireless network, enter the password and connect to the network.

RoomPanel can use a wired or wireless connection to the Internet.

Go to the Web User Interface

Go to  > **Device Settings** > **About** to get the IP address of the device, and enter (https://IP/) in the browser to enter the web user interface. (Default user name: admin, default password: 0000)



The screenshot displays the Yealink RoomPanel web user interface. The left sidebar shows the navigation menu with 'Status' selected. The main content area is titled 'Status' and contains three main sections: System, License, and Network. Each section has a list of items with callout boxes explaining their functions.

System

- Model: RoomPanel (Callout: Display device related system and network information.)
- Android OS: (Callout: Connect to the wireless network, configure and diagnose network, and other operations)
- Firmware Version: (Callout: Perform basic settings, update, diagnosis and other operations.)
- Hardware Version: (Callout: Change the password, import the license and so on.)
- Company Portal Version: 5.0.5088.0
- Teams Version: 1449/1.0.97.2021051801

License

License Status	Installed	Expire Date	Eternal
License Status	Installed	Expire Date	Eternal

Network

IPv4

Network Type	Wired Network	Protocol Version	IPv4
Network Type	Wired Network	Protocol Version	IPv4
IP Type	Dynamic IP	Gateway	10.81.7.254
IP Address	10.81.6.45	Primary DNS	10.100.1.10
Subnet Mask	255.255.254.0	Secondary DNS	192.168.1.22

Yealink

For more information, please visit: support.yealink.com