

# Yealink SIP-T54W



## Yealink BG Admin Guide

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## Adding Yealink SIP-T54W to the BG Admin

### Accessing the CommPortal BG Admin interface

To configure BG lines, and to manage their BG's lines and services, a BG Administrator should log in to the CommPortal BG Admin interface using a separate login page to regular users. For example, a BG Administrator might log in at <https://commportal.airespring.com/bg> . The BG Administrator login page sends the BG Administrator to the BG Administrator section of the default web UI.

CommPortal is supported on the latest versions of all major browsers and operating systems. This includes:

Microsoft Internet Explorer version 11

Edge

Firefox version 3 or later

Google Chrome (Windows only)

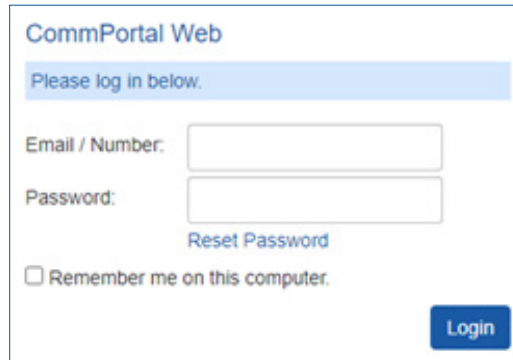
Safari version 5 or later (Mac OS X only)

It is supported on the following operating systems:

- ▶ Microsoft Windows Vista
- ▶ Microsoft Windows 7
- ▶ Microsoft Windows 8
- ▶ Microsoft Windows 10
- ▶ Mac OS X 10.6
- ▶ Snow Leopard and later, although some features are only supported by later versions JavaScript must be enabled.

## Logging into CommPortal BG Admin

The following shows a sample CommPortal login page.



**FIGURE 1: COMMPORTAL LOGIN PAGE**

To log into CommPortal, follow these steps:

Enter a phone number with administrative access.

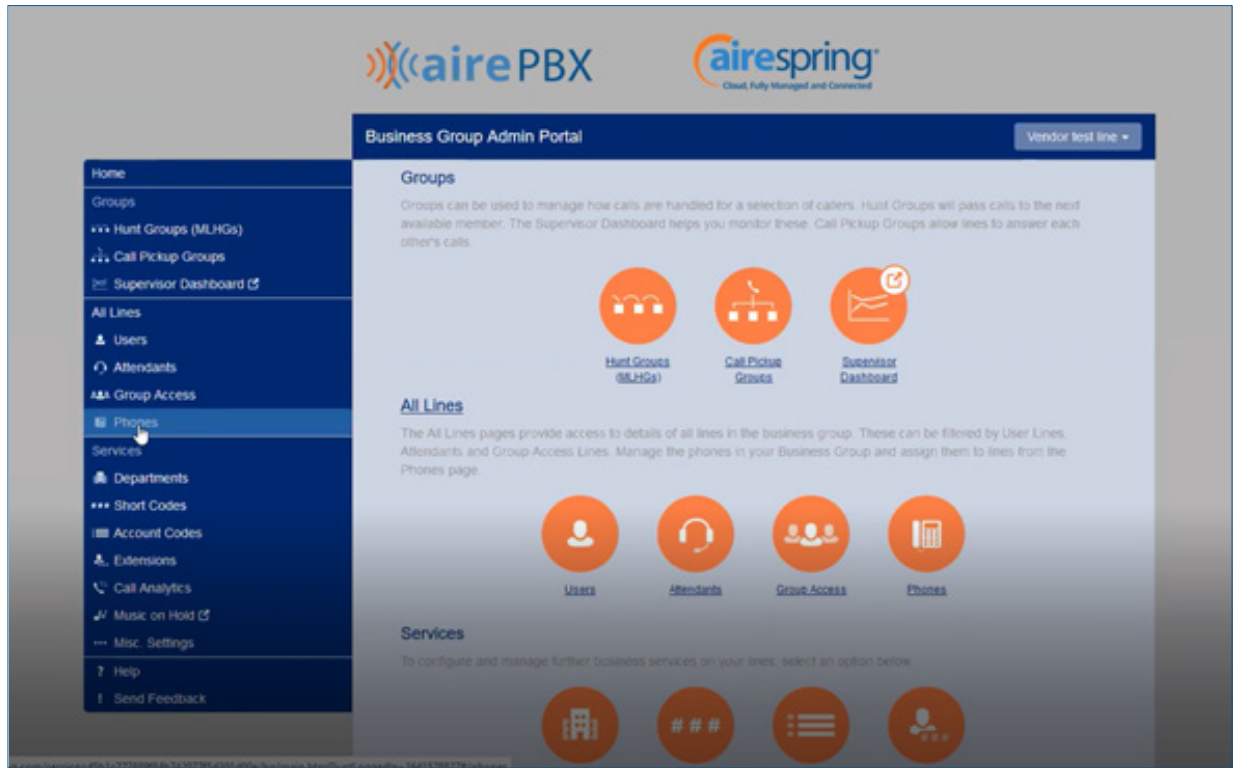
Enter the password.

Click on Login.

If this is the first time you have logged in, you will be prompted to change your password.

## Using CommPortal BG Admin

Once you are logged into CommPortal you will see the Business Group Administrator's homepage.

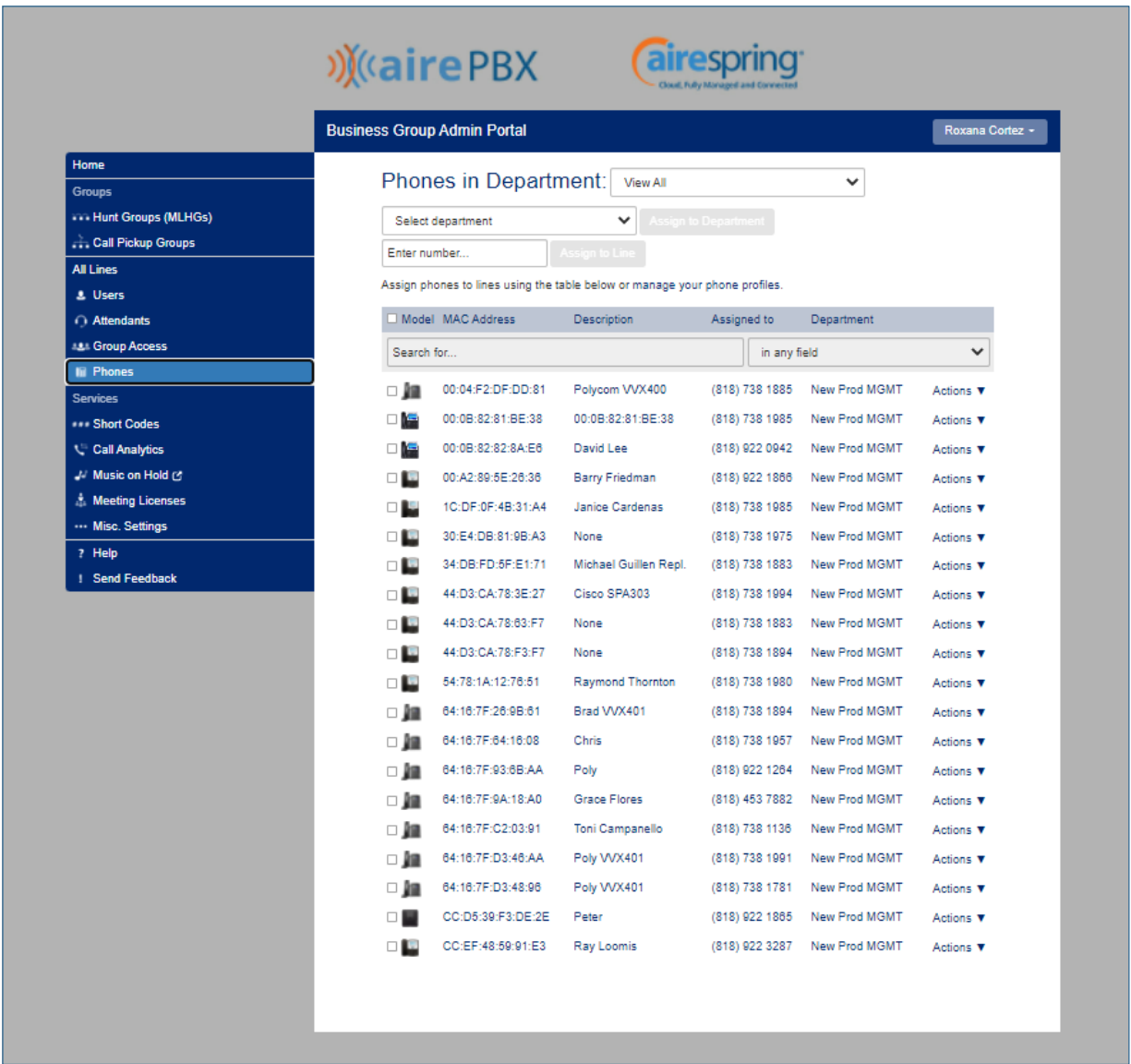


**Figure 2: CommPortal Business Group Administrator homepage**

Click on Phones section at the left-hand side – you can view different departments in case customer have multisite locations.

### Building a new phone profile for users

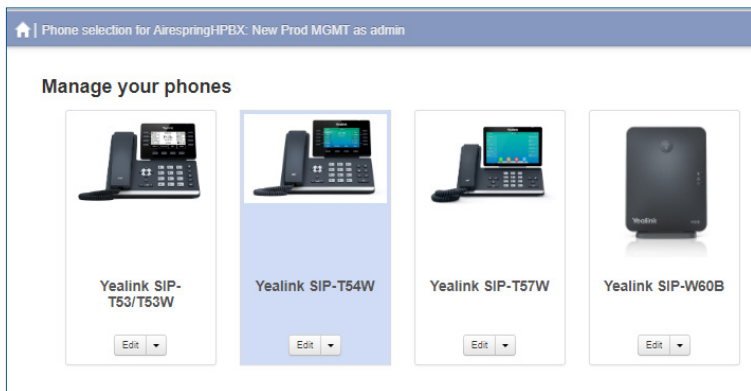
Select a department if the phone model to be added is specific to one location. If the profile is to be used for the entire business, leave blank. Click on *manage your phone profile*

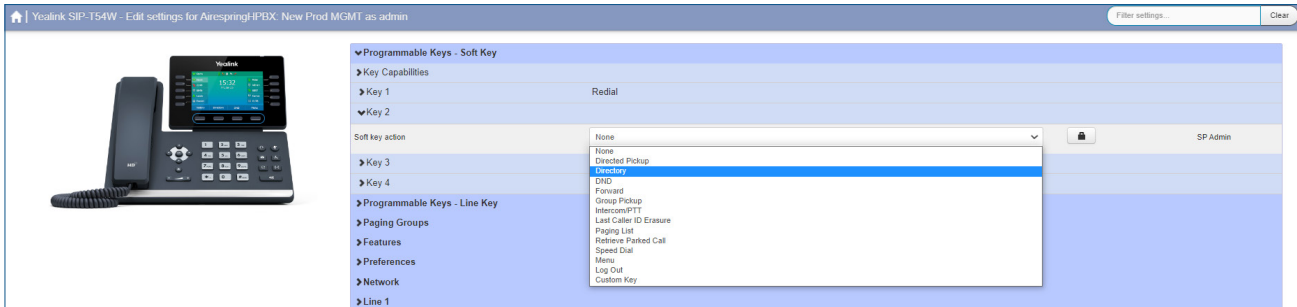


On the next screen select Create a new profile at the bottom of the page

Then select Yealink SIP-T54W

The profile has been created on the BG Admin

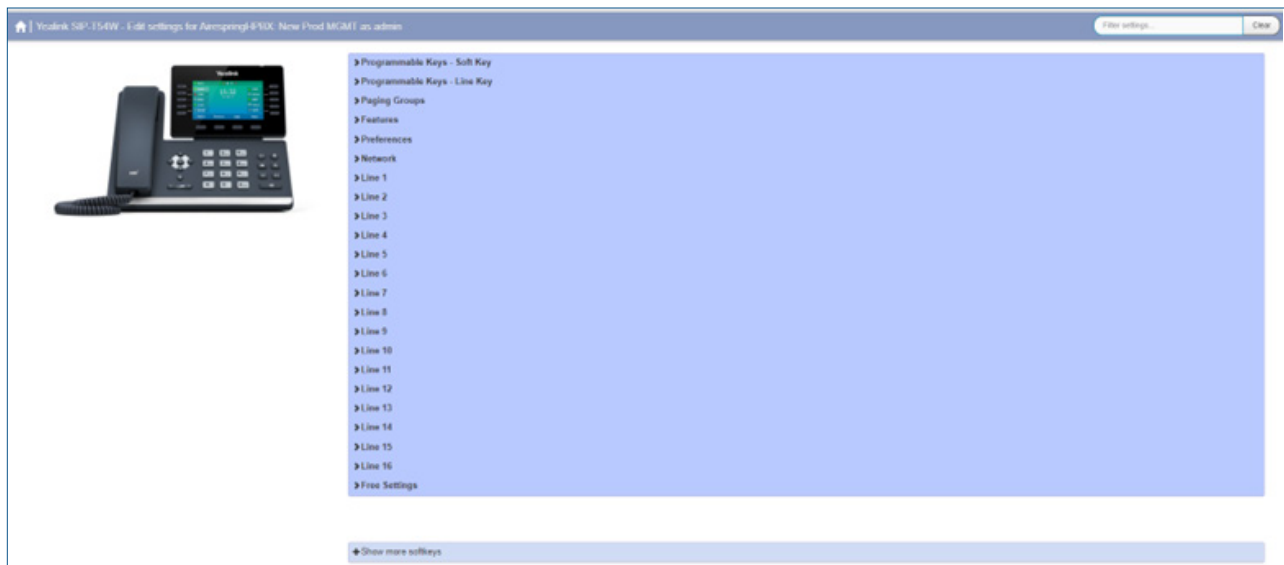




## Programmable keys – Line key

### The Line Keys capabilities

Click on edit and this will display the programming soft keys option

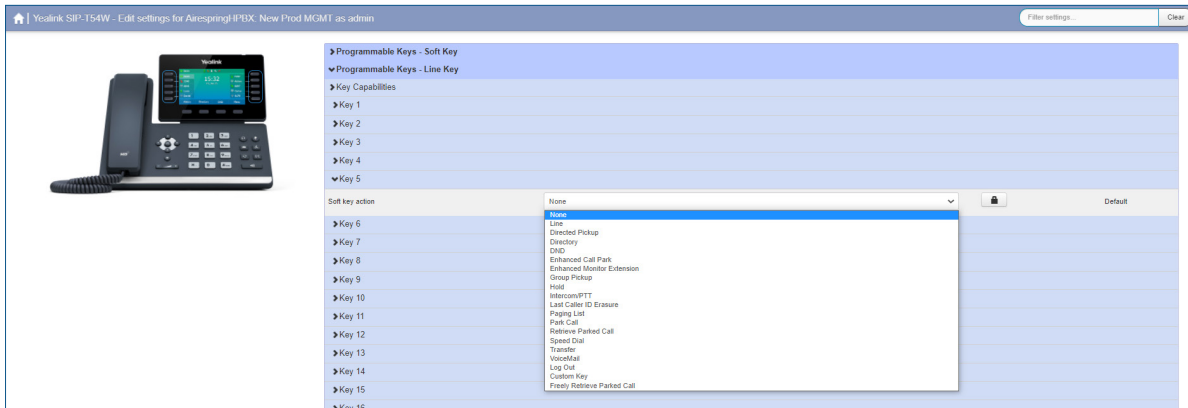


### Key Capabilities

In this section you will be able to enable and disable lines, Direct Pickup, DND, Enhanced Call Park, Enhanced Monitor, Extension, Forward, Group pickup, Hold, Intercom / PTT, KeyPad Lock, Last Caller ID Erasure, LDAP, Paging List, Prefix, Retrieve Parked Call, Speed Dial, Transfer, VoiceMail, Park Call, Log Out, Freely Retrieve Parked Call.

Key 1 will always be assigned to Line 1

Keys 2 through 27 will allow the following options:



The possible options are as follows:

- ▶ None – this is used when a key is not assigned a function.
- ▶ Line - It configures the LineKey and the soft action you'd like.
- ▶ Directed Pickup – this configures the key as a speed dial to pick up calls ringing on a particular line.
  - Enter the number of the extension you want to pick up calls for in the box provided.
- ▶ Directory – this configures the key to provide you with the phone's list of contacts. Note: Aastra phones only.
- ▶ Do Not Disturb – configures the key as a Do Not Disturb.
- ▶ Enhanced Call Park – configures a key to park to and monitor a specific orbit
- ▶ Enhanced Monitor Extension - allow you to monitor another user's phone activity
- ▶ Group Pickup – this configures the key as a speed dial for the Group Pickup service
- ▶ Hold
- ▶ Intercom/PTT – this configures the key to launch a paging call
- ▶ Last Caller ID Erasure – this configures the key as a speed dial to call the access code which clears the network list of your recent calls.
- ▶ Paging List – display and access the subscribed paging groups
- ▶ Park Call –Park the call into a system generated park orbit, upon transfer the system will echo the selected park orbit the call is placed into.
- ▶ Retrieved Parked Call – Retrieve a parked call from a specified orbit. Change access code to \*54



- ▶ Speed Dial – this configures the key as a speed dial.
  - Enter the number you want this Speed Dial to call in the box provided.
- ▶ Transfer – this configures the key to transfer a call.
- ▶ VoiceMail – this configures a key to access voice mail
- ▶ Log out – used for Hotdesking/Hoteling. Login via CommPortal credentials.
- ▶ Custom Key – assigned by Service Provider for special functions that are not currently available in the profile.
- ▶ Freely Retrieve Parked Call retrieve a parked call, set the retrieve code to \*54 and match the Orbit Number Length field to match the orbit length in use

Whichever option you chose for your key you may enter a label for the key. If your phone has a display next to the key, you configured this label will be shown on the phone display.

Once you have finished configuring your key click on OK. The picture of the phone will be updated with the label you gave your new key assignment after the next reboot or nightly configuration pull.

## Paging groups

You can make pages and listen to up to 10 paging groups.

Enter the IP multicast IP address of the network (usually 224.0.0.1), leave the port at 10000, and assign the channel you want to use for the group.

The 10 paging groups are separated into Listening and Paging groups. You do not have to Listen to a group if you only need to be able to page into the group.

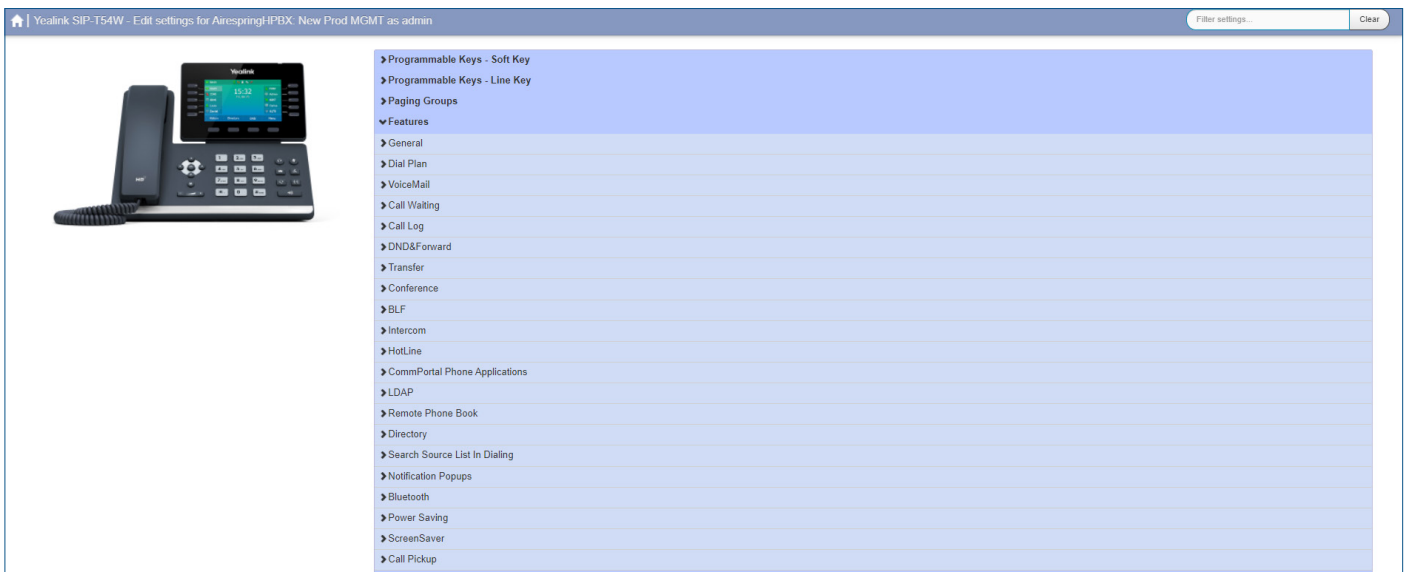
If you do not want to have calls, automatically put on hold when a new page is received set the Priority Paging Group under Paging Groups / Settings to 0. This will ignore any incoming pages while the phone is engaged in a call.

## Features

In this section you will be able to customize:

- ▶ General in here you can configure the following: Allow Mute, Autoanswer Mute, AutoAnswer Delay, Keep Mute Enable, Group Listen in Talking Enable, Display Method on Dialing, Recent Call in Dialing, Play Hold Tone, Play Hold Tone Delay, Show Default Account on IDLE, Call Decline Enable, Handset Mode Enable, Headset Mode Enable, Speaker Mode Enable, Dialtone Time Out, USB Call recording.
- ▶ Dial Plan in here you can configure the following Live Dialpad Enabled, Automatically Outgoing Delay, Digitmap Enable (on hook and Directory Dial), Digitmap Enable (Forward, Press Send) Digitmap String, Digitmap No Match Action. If the Digitmap needs to be change you can do it by accessing the Dial Plan option.
- ▶ VoiceMail, in here you can configure VocieMail.
- ▶ Call Waiting, in here you can configure Call Waiting and call Waiting Tone
- ▶ Call Log, in here you can enable and disable Call Log.
- ▶ DND&Forward in here you can custom DND and Forward for the IP phone.
- ▶ Transfer, it configures the ring tone.
- ▶ Conference, it enables ot disble the local conference.
- ▶ BLF, provides four kinds of definition for the BLF/BLF list key LED status.
- ▶ Intercom, it enables mute, tone.
- ▶ HotLine, it configures the hotline numbers that the IP phone automatically dials out when lifting the handset.
- ▶ CommPortal Phone Applications, it configures the access URL of the commPortal platform.
- ▶ LDAP, it enalbel or diables LDPA features on IP phone.
- ▶ Remote Phone Book, it configures the name of the remote phone book group displayed on the LCD screen, search remote and flash time, refresh when accessing remote phonebook
- ▶ Directory, it configures the display priority of the local directory, the history list, remote phone book, LDAP priority.

- ▶ Search Source List in Dialing, it specifies the priority of the local directory in the search results.
- ▶ Notification Popups, it enables or disables the IP Phone to display the pop-up messages, missed calls and forward.
- ▶ Bluetooth, it enables and disables Bluetooth.
- ▶ Power Saving, it enables and disables the time idle and office hours.
- ▶ Screensaver, it configures wait time, screensaver type, picture change.
- ▶ Call Pick up, it enables and disables visual and audio alert.



## Preferences

In this section you will be able to customize:

- ▶ General Settings – in here you may enable the page tip (?)(?), set a maximum number of calls per line key, enable, and disable transfer call using a line key, conference key using soft keys.
- ▶ Time and Date – in here you'll be able to set time format (24 or 12 hours), date format, and much more.
- ▶ Call Display – in here you may enable avatar to display on your phone, call party information and display method.
- ▶ Display – it configures the intensity of the LCD screen when phone is active, inactive, it also configures the backlight time, background and expansion image, LCD Screen contrast.
- ▶ Power LED – it enables and disable the power led flash for missed calls, talk/dial power that will turned on when IP phone is busy, ring power light flash, voice/ text mail power light flash, hold/held power light on.
- ▶ Ring Tone – it configures ring type, system ringtone resources. Note: ring settings may be overridden if the incoming call includes an alert-info to indicate long distance, local, or intra-business calls.
- ▶ Headset – it activates and deactivates the headset key prior a call. Enable and disable dual headset jack. Configuring the headset key, ring device for headset. Dual headset setting will establish two way-audio to the RJ9 connected headset and will put the USB connected headset in a listen only mode.
- ▶ Voice – it enables or disables the AEC (Acoustic Echo Canceller) feature.
- ▶ Input Methods – it specifies the default input method when searching, editing for contact whether is alpha, numeric, caps and /or lower case. Configure the access URL of the input method and delete uploaded input method files.
- ▶ Missing Keypad Lock, Voice, and InternalRinger sections.

## Networks

In this section you will be able to customize:

- ▶ PC Port – it enables or disable the PC (LAN) port.
- ▶ Vlan – it enables or disable VLAN for the phone Port and PC. Configure VLAN ID and Priority for the Port and PC. It enables or disables DHCP VLAN discovery feature on the IP phone. It configures the DHCP option from which the IP phone will obtain the VLAN settings. Or can be set to the desired VLAN if not provided by the DHCP server or LLDP-MED.
- ▶ Port Link – it configures the transmission method and speed of the Internet for the PC port.
- ▶ QoS – it configures the DSCP for voice and SIP packets.

## Line 1 – 16

Over this section you will be able to customize:

User Information, Auto Answer, Ring Tone, Voicemail Access information, and Call Features

## Free settings

Over this section you will be able to customize:

Setting name and value of the Free Settings Airespring has provided for you. If additional functions are required, please contact us.



**Contact us at: [888-389-2899](tel:888-389-2899)**



**email: [customerservice@airespring.com](mailto:customerservice@airespring.com)**