

Yealink SIP-T57W



Yealink

BG Admin Guide

Contents

Adding Yealink SIP-T57W to the BG Admin 3

Logging into CommPortal BG Admin 4

Using CommPortal BG Admin 4

Building a new phone profile for users 5

Programmable keys – Line key 7

The Line Keys capabilities 7

Paging groups 9

Features 10

Preferences 11

Networks12

Line 1 – 16 12

Free settings 12

Adding Yealink SIP-T57W 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)

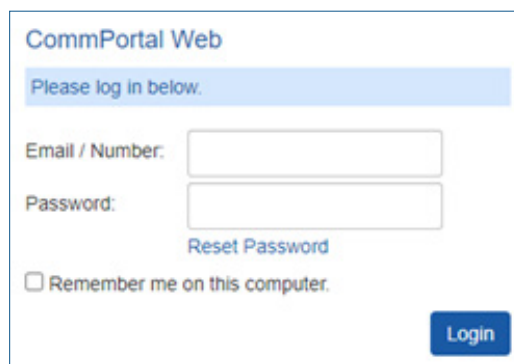
Safari version 5 or later (Mac OS X only)

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.



The image shows a web browser window titled "CommPortal Web". Inside the window, there is a light blue header bar with the text "Please log in below.". Below this, there are two input fields: "Email / Number:" and "Password:". To the right of the "Password:" field is a link that says "Reset Password". Below the input fields is a checkbox labeled "Remember me on this computer.". In the bottom right corner of the form area is a blue button with the text "Login".

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.

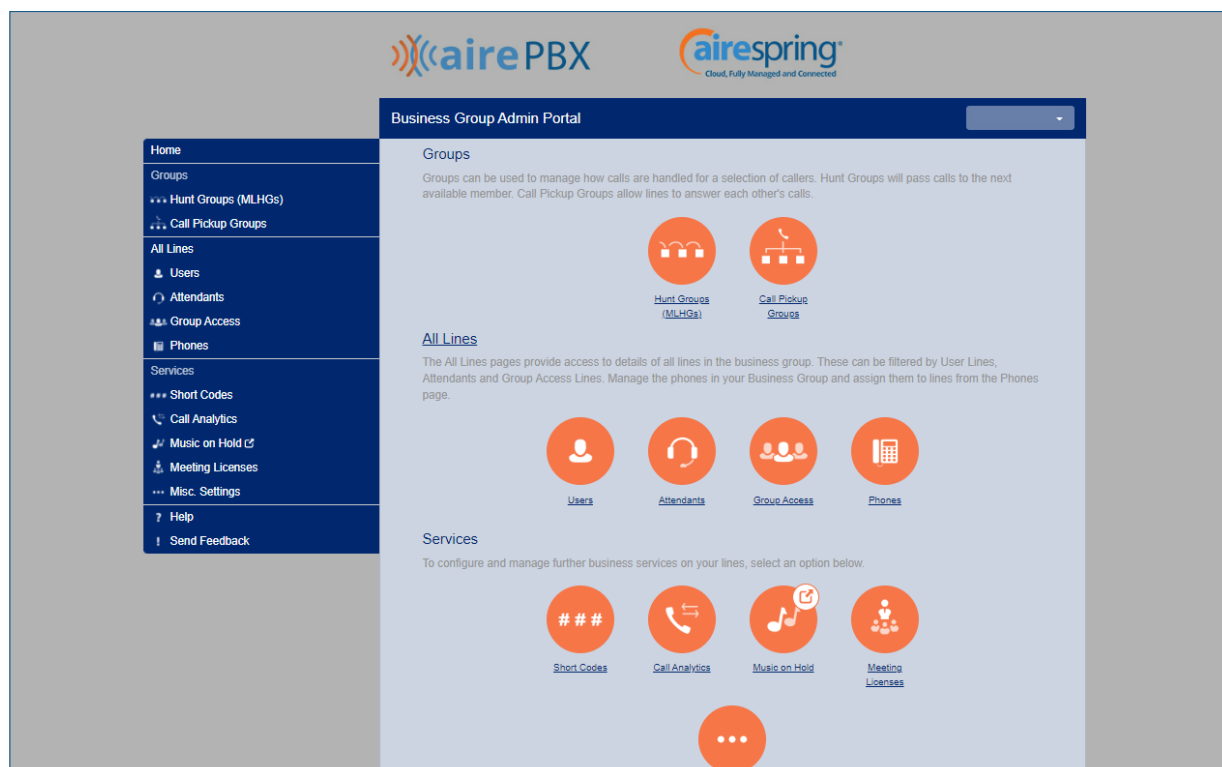
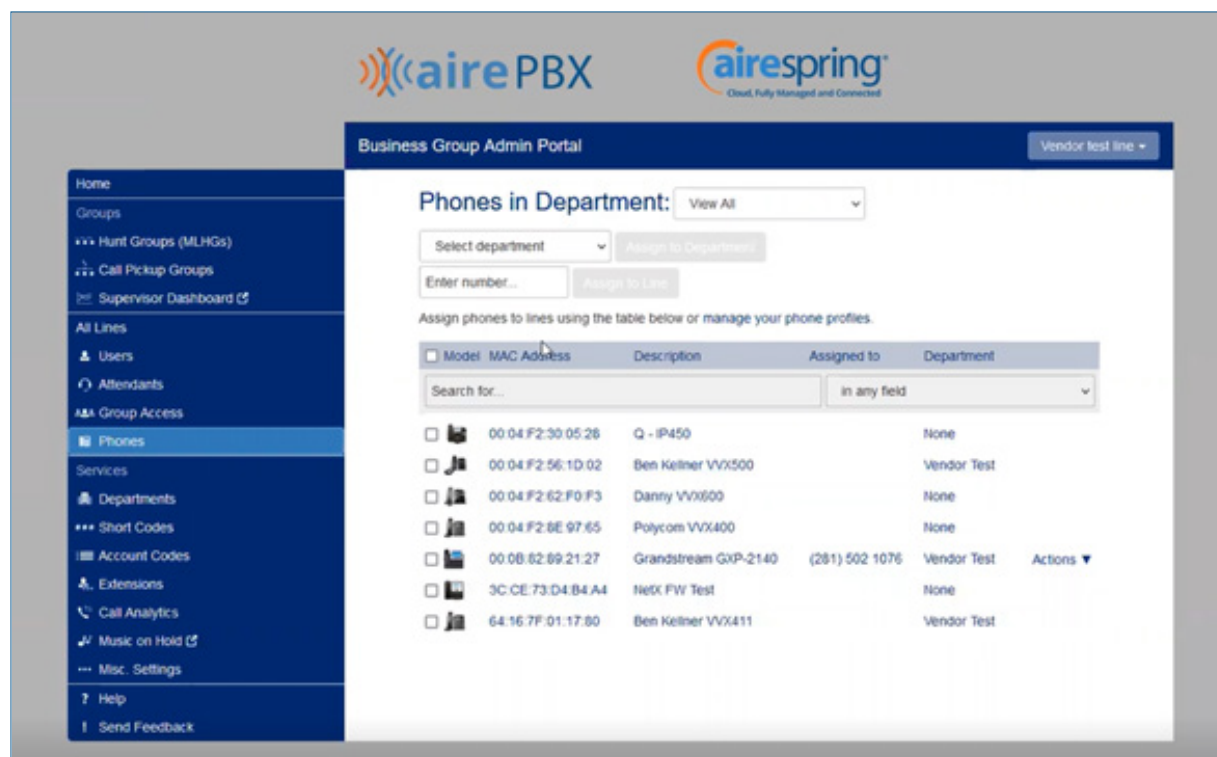


Figure 2: CommPortal Business Group Administrator homepage

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

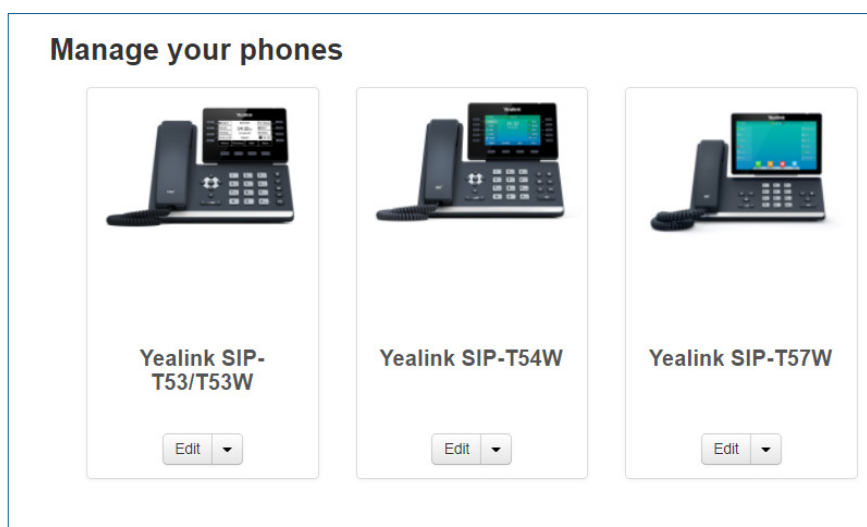
Select a department if the phone model to be added is specific to one location. If the profile is to be used for the entire business, leave blank. Click on *manage your phone profile*



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

Then select Yealink SIP-T57W

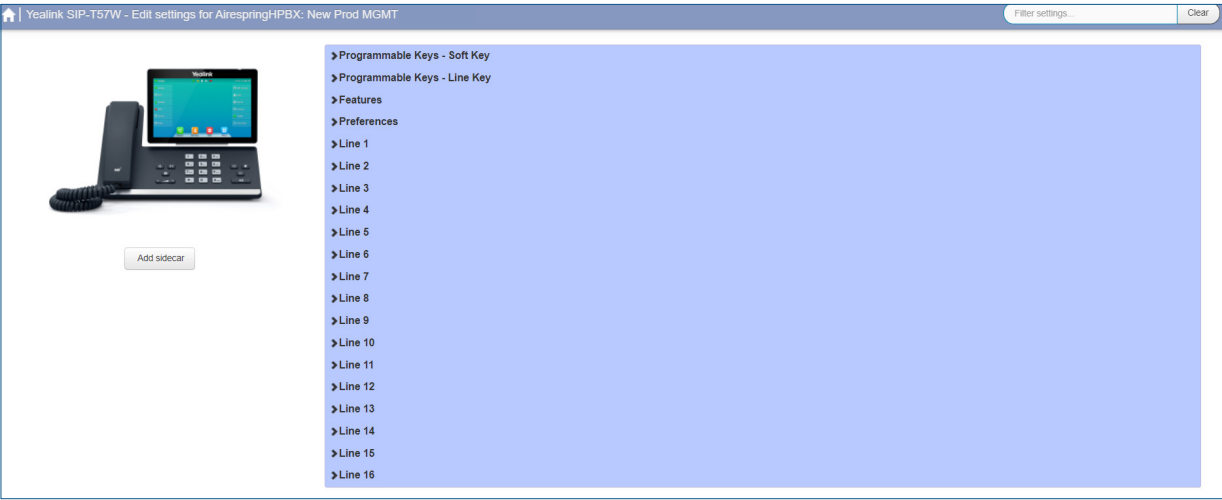
The profile has been created on the BG Admin



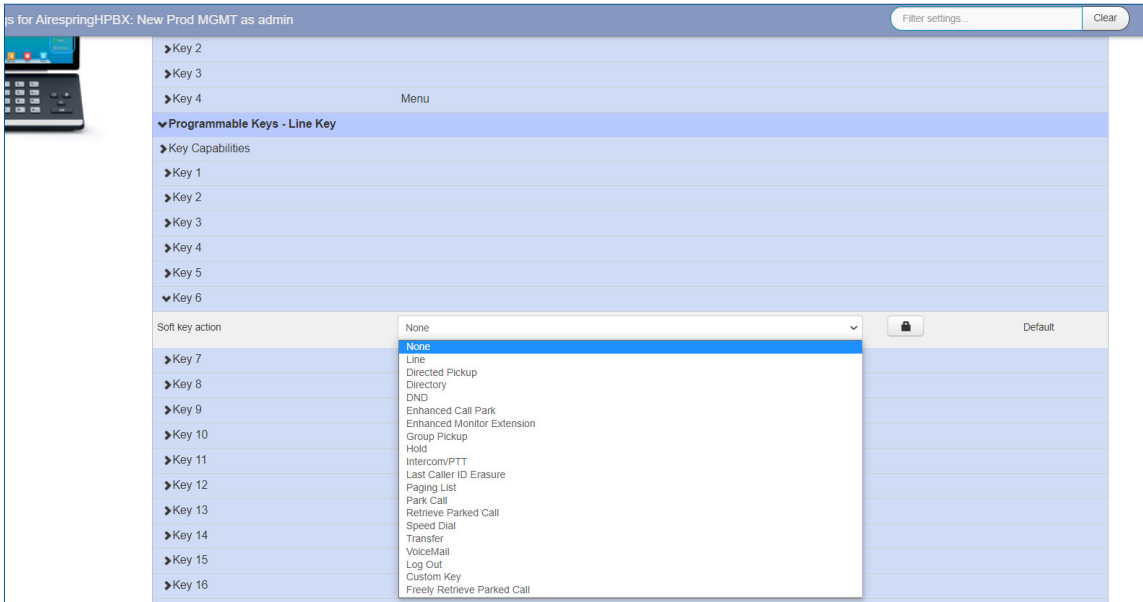
Programmable keys – Line key

The Line Keys capabilities

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



Keys 1 through 29 will list 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.

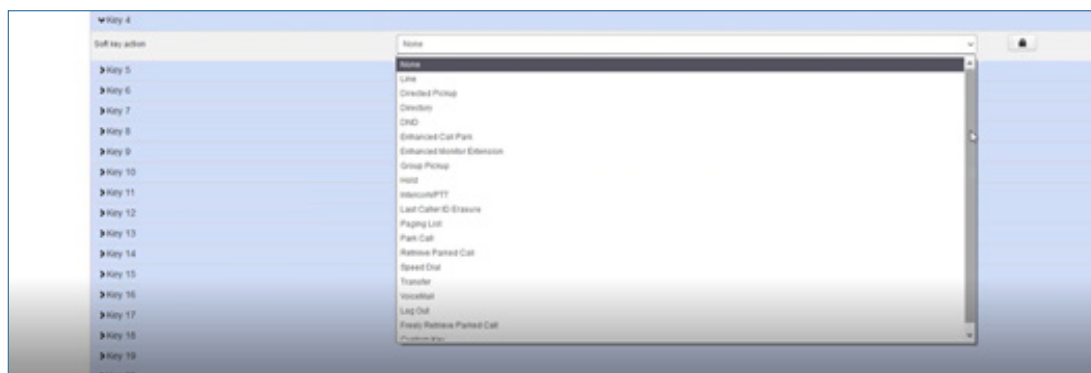
Paging groups

You can make and listen up to 10 paging groups by adding the IP address.

If you enter the IP address, you will receive the pages.

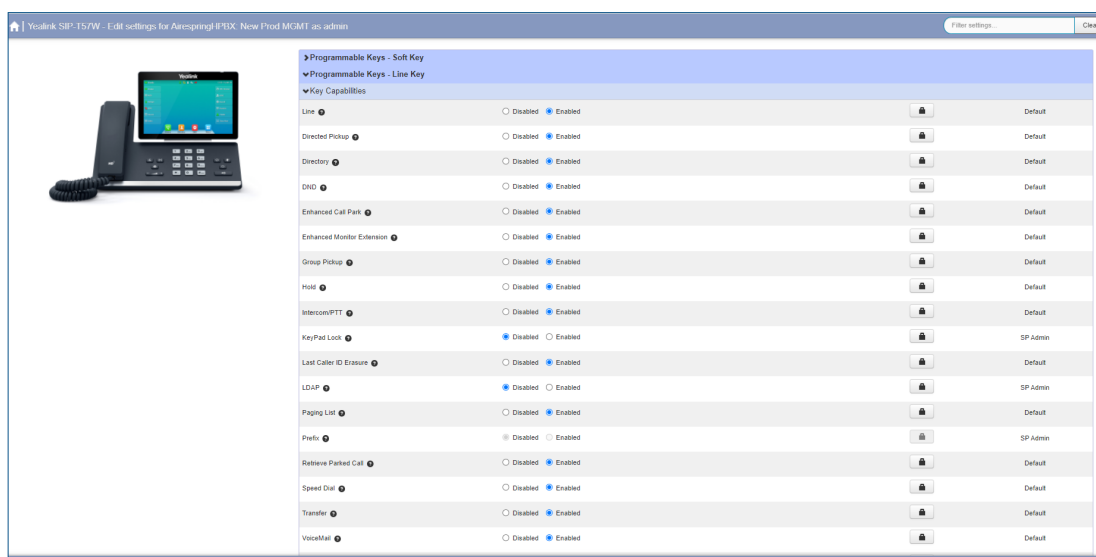


These pictures are out of place, this section should talk about Paging Groups setup?



KEY CAPABILITIES:

If the BG admin would like to disable – it reduces the list of the pull downs



Features

In this section you will be able to customize:

General, Dial Plan, VoiceMail, Call Waiting, Call Log, Transfer, Screensaver, Directory, Handset etc.

You can hover into each feature, there is a help section so you can identify if you need it or not.

If the Digtmap needs to be change you can do it by accessing the Dial Plan option.



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 Cancellor) 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.

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, Call Features

Free settings

Over this section you will be able to customize:

Setting name and value.



Ready to find out more? Contact us at 888-389-2899,
email sales@airespring.com, or visit our website at www.airespring.com