Yealink SIP-T46U

Yealink

BG Admin Guide

MAR2022

Adding Yealink SIP-T46U 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:
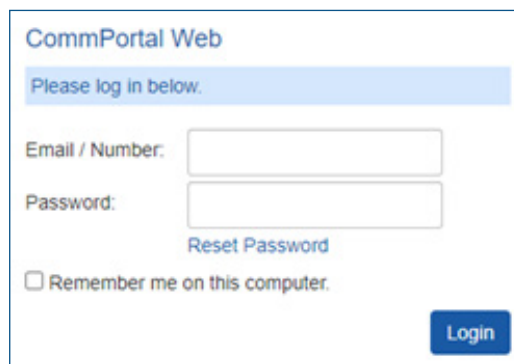
- ▶ Microsoft Internet Explorer version 11

- ▶ 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.

To log into CommPortal, follow these steps:

1. Enter a phone number with administrative access.

2. Enter the password.

3. Click on Login.

4. 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.
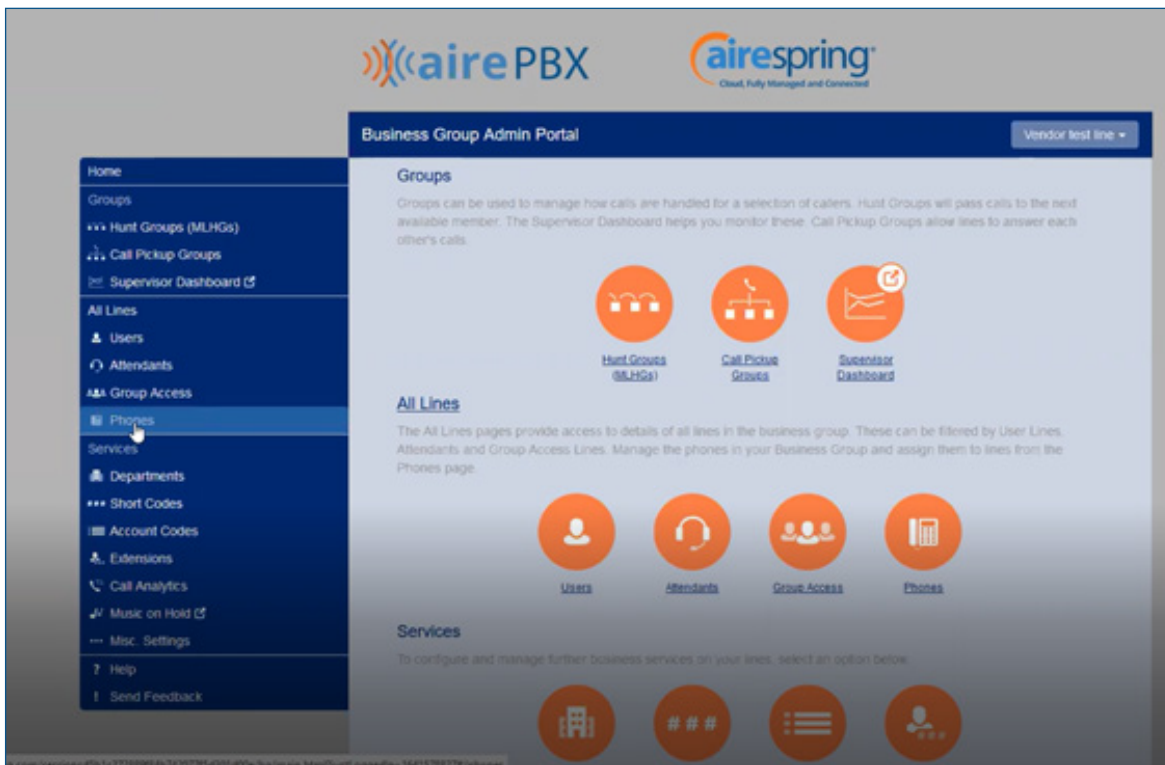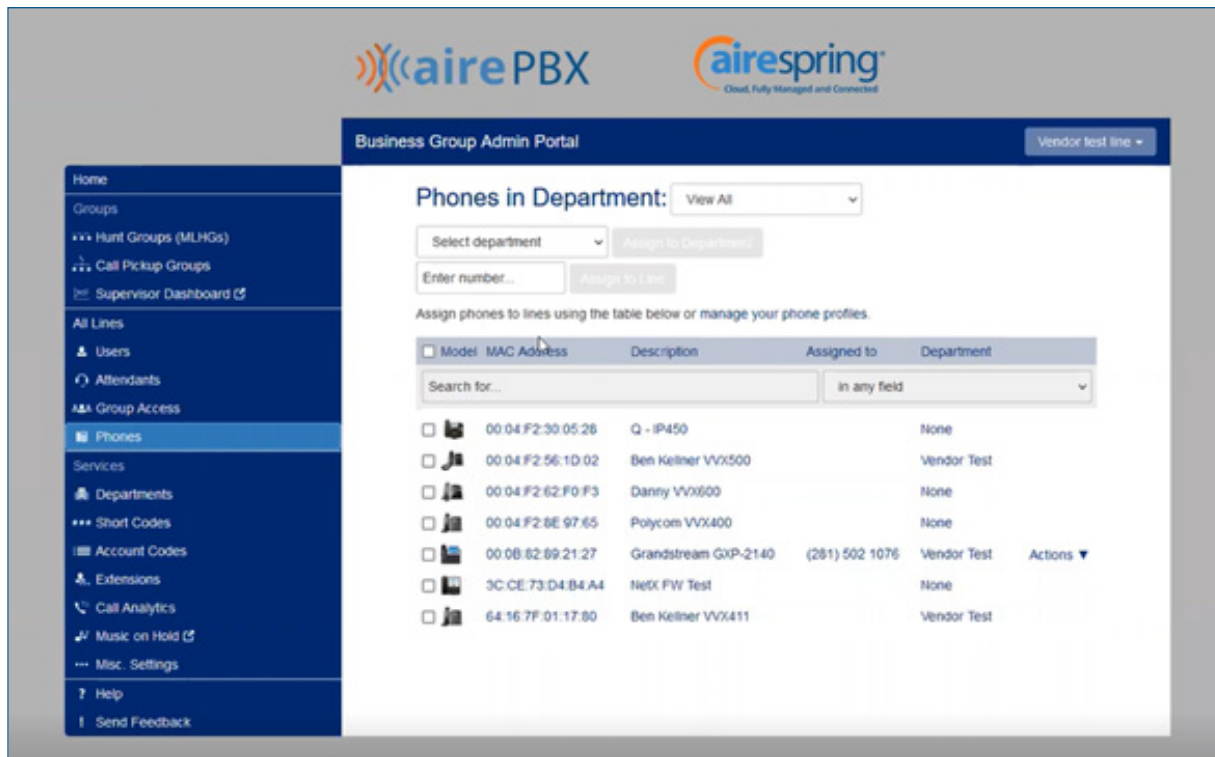

FIGURE 2: COMMPORTAL BUSINESS GROUP ADMINISTRATOR HOMEPAGE

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
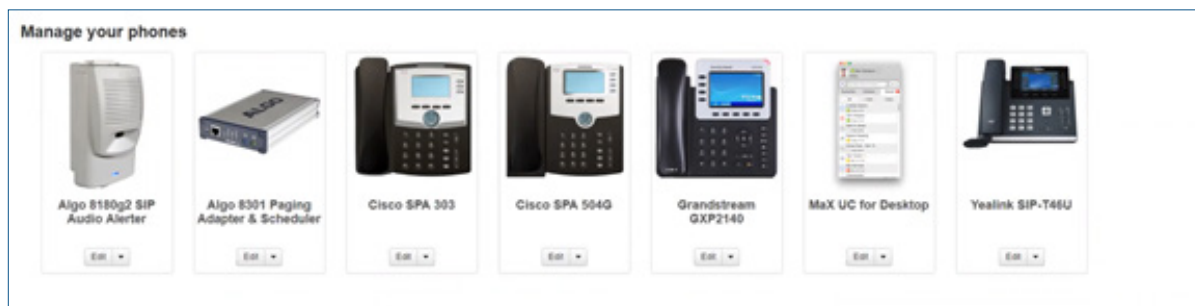
Click on manage your phone profile

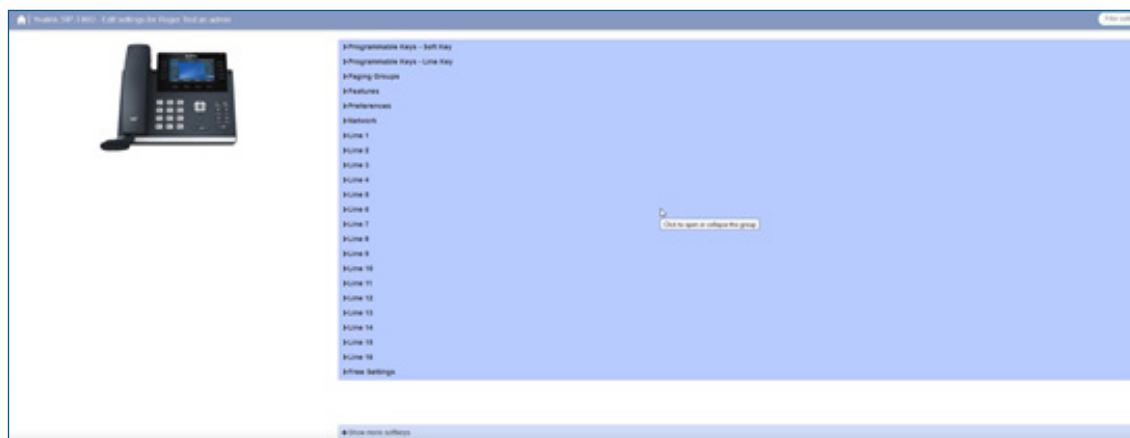On the next screen select *Create a new profile* at the bottom of the page

Then select Yealink SIP-T46U

The profile has been created on the BG Admin

Click on edit and you this will display the programing Soft keys option

The following options will be available

The possible options are as follows (although not all these options may be enabled on your phone system):

▶ None – this is used when a key is not assigned a function.

▶ Speed Dial – this configures the key as a speed dial.

    ▪ Enter the number you want this Speed Dial to call in the box provided.

▶ Do Not Disturb – configures the key as a Do Not Disturb.

▶ Retrieve Parked Call – this is used to retrieve parked calls.

▶ Directory – this configures the key to provide you with the phone's list of contacts. Note: Aastra phones only.

▶ 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.

▶ Group Pickup – this configures the key as a speed dial for the Group Pickup service

▶ Paging List – display and access the subscribed paging groups

▶ Menu – access the set based local features

▶ 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.

▶ 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.

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.

Programmable keys – Line key

The Line Keys capabilities
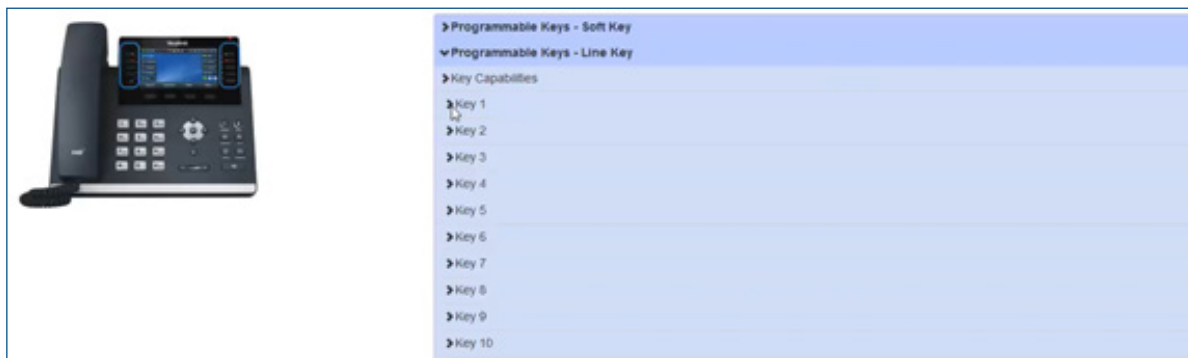
There are 27 soft line keys and hard keys there are 10. Once you go above 9 the 10th key will be the more key

On line keys 1,2 and 3 always enter the telephone number and extension.

For line keys 4 through 27 a menu similar to the soft key is display.

Other features added features are:

▶ Enhance called park – if you want to park in a specific orbit

▶ Enhanced Monitor extension – this will allow you view their call information from another user.
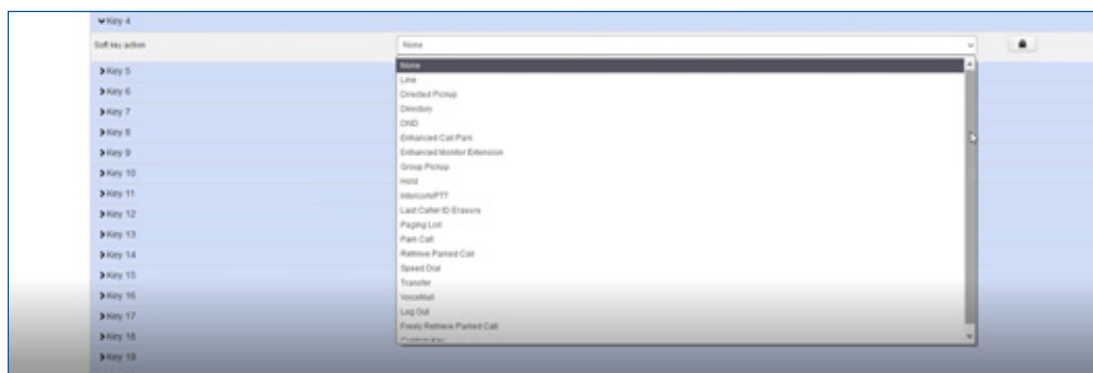
KEY CAPABILITIES:

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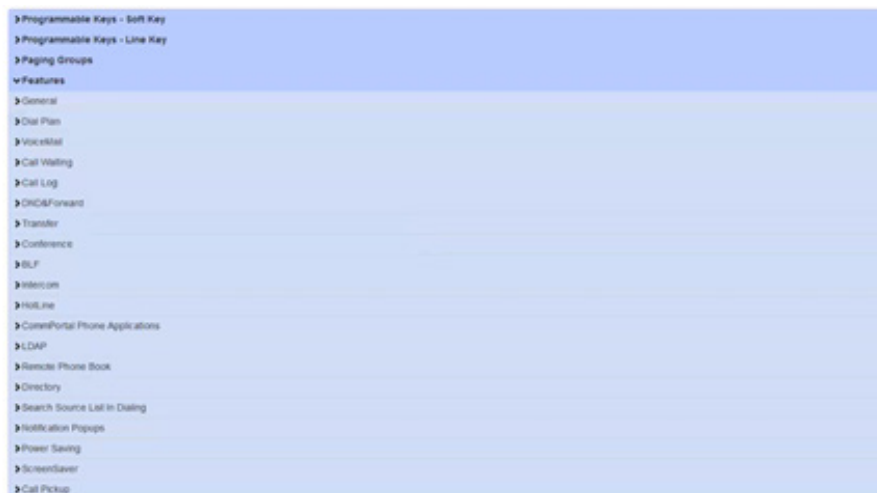
Paging Groups

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.

Features

Over this section you will be able to customize:

General, Dial Plan, VoiceMail, Call Waiting, Call Log. Answer Key, Screensaver, Directory, etc.

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

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

▶ **LDAP Server and Remote Phone Book:**

LDAP ENABLE – it enables or disables LDAP feature on the IP phone.

LDAP NAME FILTER – it configures the criteria for searching the LDPA contact name attributes. The * symbol in the filter stands for any character. The % symbol in the filter stands for the entering string used as the prefix of the filter condition.

LDAP NUMBER FILTER – it configures the criteria for searching the LDPA contact number attributes. The * symbol in the filter stands for any character. The % symbol in the filter stands for the entering string used as the prefix of the filter condition.

LDAP TLS MODE – it configures the connection mode between the LDAP server and the IP phone. LDAP TLS Start – TLS/SSL connection between LDAP server and the IP phone.

LDAP SERVER ADDRESS – it configures the IP address or domain name of the LDAP server. IP address or domain name.

LDAP SERVER ADDRESS PORT – it configures the port of the LDAP server.

LDAP BASE – it configures the LDAP search base which corresponds to the location of the LDAP phonebook from which the LDAP search request begins. The search base narrows the search scope and decreases directory search time.

USERNAME – it configures the username used to login the LDAP server.

PASSWORD – it configures the password used to login the LDAP server.

MAX HITS – it configures the maximum number of search results to be returned by the LDAP server. If the "max.hits" is blank, the LDAP server will return all searched results.

LDAP NAME ATTRIBUTES – it configures the name attributes of each record to the returned by the LDAP server.

LDAP NUMBER ATTRIBUTES – it configures the number attributes of each record to the returned by the LDAP server.

LDAP DISPLAY NAME – it configures the display name of the contact record displayed on the LCE screen.
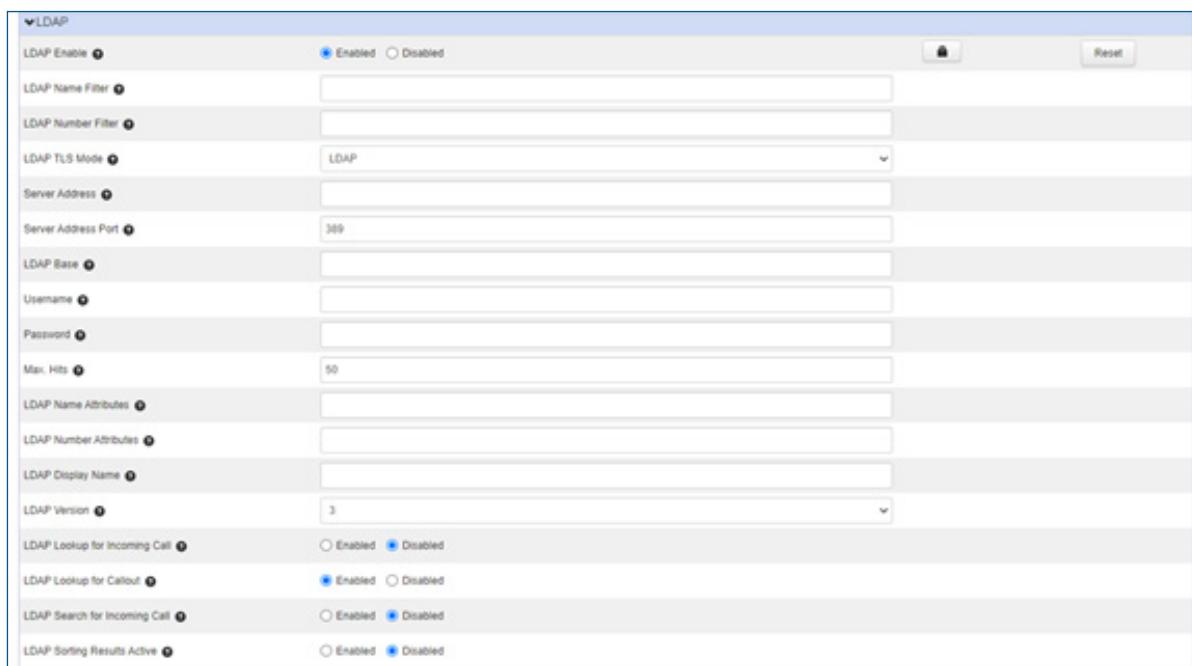
LDAP VERSION – it configures the LDAP protocol version supported by the IP phone.

LDAP Lookup for Incoming Call– it enables or disables the IP phone to perform an LDAP search when receiving a call.

LDAP Lookup for Callout – it enables or disables the IP phone to perform an LDAP search when placing a call.

LDAP Search for Incoming Call – it enables or disables the IP phone to search for the numbers starting with "+" or 00 when the incoming phone number starts with "+".

LDAP Sorting Results Active – it enables or disables the IP phone to sort the search results in alphabetical order or numerical order.

Preferences

Over 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.

▶ 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.

▶ 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.

▶ Local RTP Port – it configures the maximum and minimum local RTP port.

▶ QoS – it configures the DSCP for voice and SIP packets.

▶ VPN – it enables or disables Open VPN features.

▶ NAT – it enables or disables the manual NAT feature on the IP phone. It configures the IP address to the advertised in SIP signaling. It should match the external IP address used by the NAT device.

Line 1 – 16

Over this section you will be able to customize:

User Information, Auto Answer, Ring Tone, Voicemail, Call Features

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

13

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