

## End User Guide for Yealink SIP-W60B



# Yealink END USER GUIDE



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### **End User Guide for Yealink W60B**

#### Introduction

This guide will help you get up and running with your new desk phone. For an explanation of the listed features please reference the AirePBX Feature Guide at <u>https://airespring.com/resources/resources-others/?d=guides</u>.

Accessing the CommPortal

To configure phone, log in at <u>https://commportal.airespring.com/</u>

Once you login, select Devices and add the Yealink W60B



Home Messages and Calls Conta	acts	Start -
Phone Status		
📞 Available for Calls 🗧		Apply Cancel
Incoming calls will: Ring your Accou	nt Phone 🕞	Advanced Settings
A Account Phone If there is no answer Forward to <u>another phone</u> after Send to voicemail after Your phone is busy Forward to <u>another phone</u> Send to voicemail	16 seconds nds	Eorward Selected Reject Selected Anonymous Callers
Your Services	Message Notifications	Reminders Group Mailboxes
g.	Settings	
Personal Details	Security	Support
Roxana Cortez	Change Password	Help
New Prod MGMT	Change Call Services PIN	Downloads
Admin for New Prod MGM1	Change Voicemail PIN	Send Feedback
Allocated Licenses		
Set Emergency Location		

Once you access to the phone page, the following screen will display:





#### **Features**

In this section you may enable or disable Call Log.

#### Preferences

#### The Line Keys capabilities

In this section you'd be able to enable or disable Call Display, Display Method and Internal Ringer

n Yealink SIP-W60B - Edit settings for AirespringHPBX: New Prod MGMT			Filter settings
	>Features		
	✓ Preferences		
	✓ Call Display		
(?)	Display Called Pany Information	Enabled      Disabled	
	Call Information Display Method 😝	Name-Number	~
	> Line 1	Name-Number Number-Nama	
1. Sec. 1. Sec	> Line 2	Name	
•*	>Line 3	Full Contact Info	
	> Line 4		
	>Line 5		
	>Line 6		
Yealink weak	> Line 7		
	> Line 8		
$\uparrow$   Yealink SIP-W60B - Edit settings for AirespringHPBX: New Prod MGMT /:			Fitar settings
	> Features		
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	Costrative ranging a rise 😈	Pring 1. Way	•
	Districtive Honging # Hile 🗿	Ring1.wav	•
	Distinctive Ringing 10 File 😦	Ring1.wav	×
	> Handsets		
	>Line 1		
	>Line 2		
	> Line 3		
	>Line 4		
	>Line 5		
	> Line 6		
	>Line 6 >Line 7		

#### Handsets

In this section you will be able to configure which description type displayed on the handset, by using directory number, extension or custom description.





To register a W53H or W56H handset to the base, charge the device and then register it to the base:

- On the Base hit the center button, the handset top light will start blinking
- ▶ On the handset hit the Reg button
- The handset will register to the base and will upload new firmware and install. A temporary error of that the base is not available may be displayed just prior to the firmware upgrade starting.
- Once complete Time & Date should be displayed with the Handset name at the bottom of the screen
- If multiple handsets (up to 8) need to be configured to theW60B base each will have to complete its firmware upgrade and come in-service prior to the next one being able attach to the base. Expect the process to take 5-10 minutes per handset.
- If multiple handsets get registered to the base they will assume sequential handset number from 1 to 8.
- While one of the handsets is firmware upgrading, all handsets on the W60B are non-operational. Attempting to use one will result in a "Other handset is upgrading!" message.

#### Lines 1 – 8

In this section you will be able to configure:

User's information (Number, Name, Description) and Voicemail.



Contact us at: 888-389-2899
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