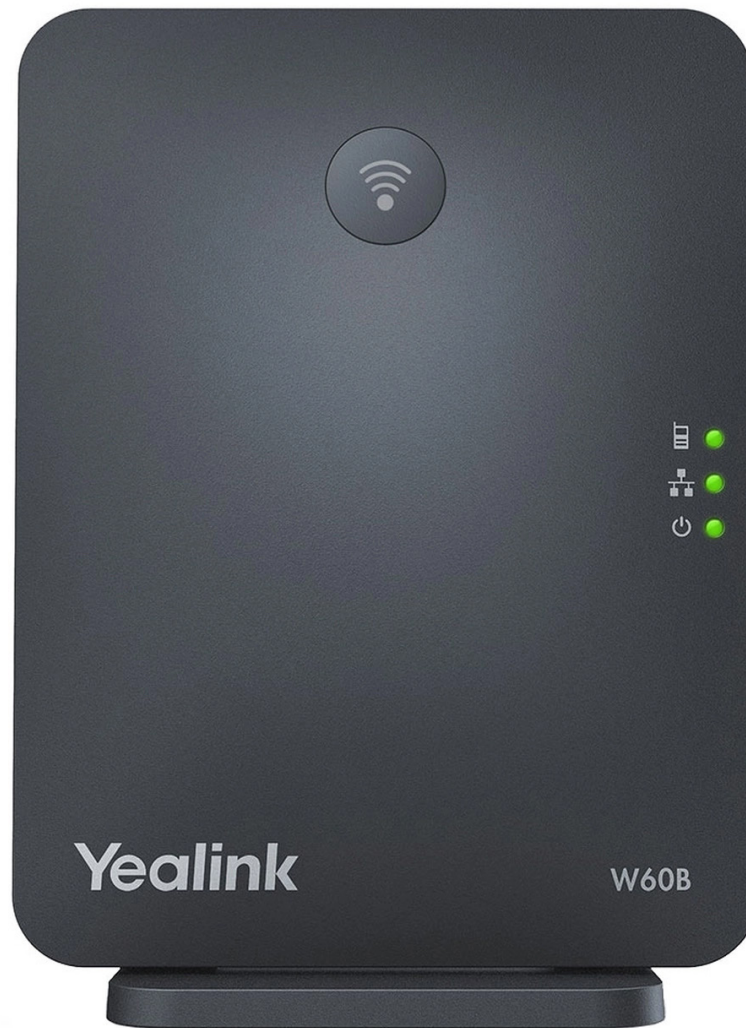


Yealink SIP-W60B



Yealink BG Admin Guide

Adding Yealink SIP-W60B 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:

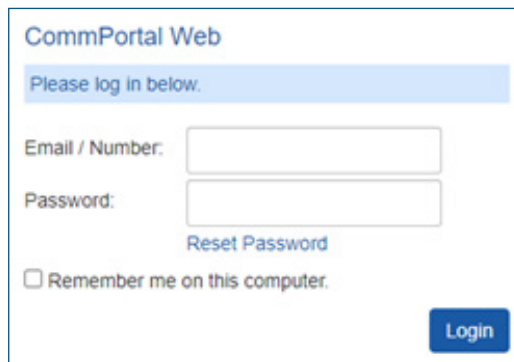
- ▶ Microsoft Internet Explorer version 11
- ▶ Edge
- ▶ Firefox version 3 or later
- ▶ Google Chrome (Windows only)
- ▶ Safari version 5 or later (Mac OS X only)

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.



CommPortal Web

Please log in below.

Email / Number:

Password:

[Reset Password](#)

Remember me on this computer.

[Login](#)

To log into CommPortal, follow these steps:

Enter a phone number with administrative access.

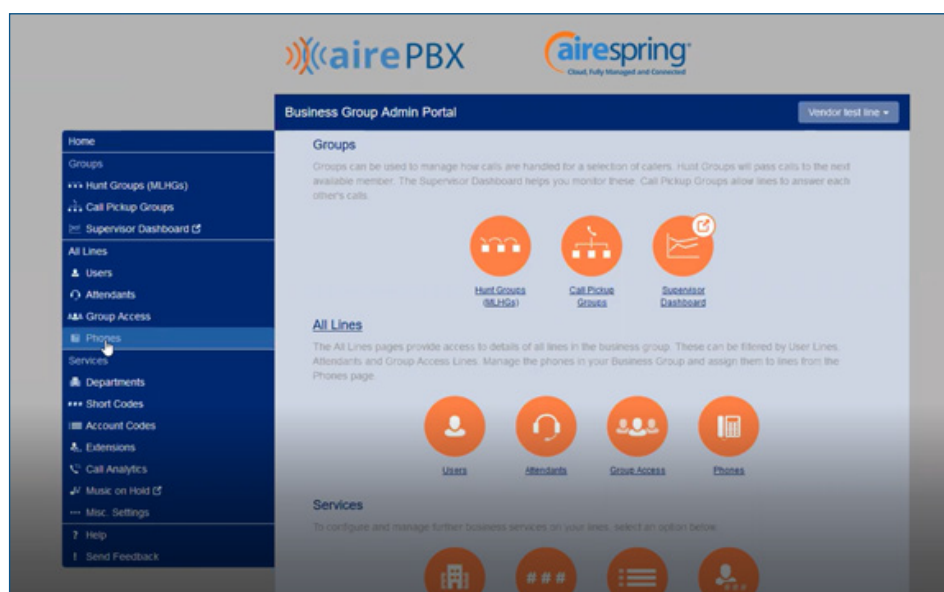
Enter the password.

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

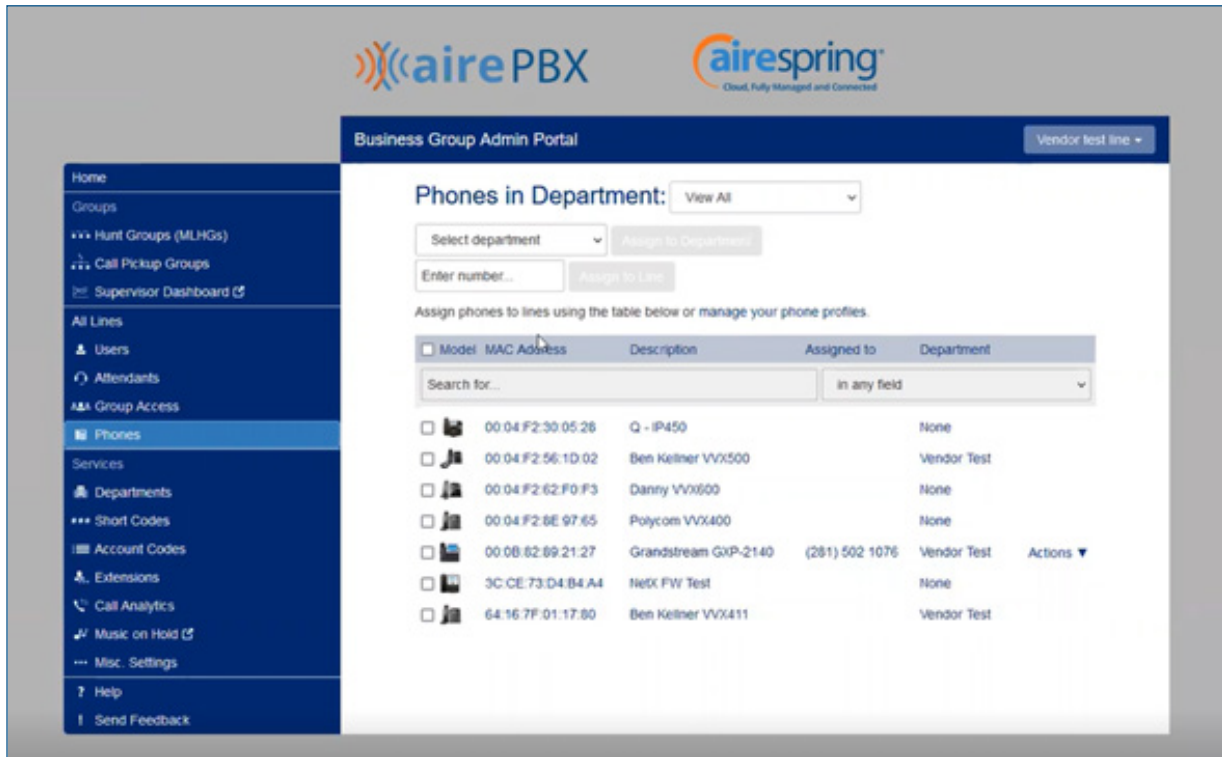
Once you are logged into CommPortal you will see the Business Group Administrator's homepage.



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

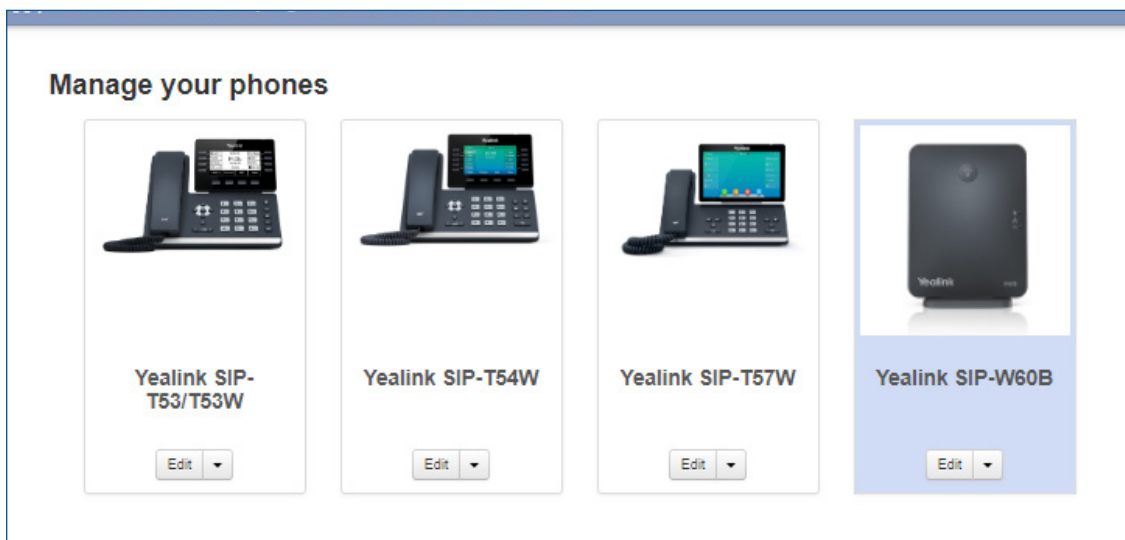
Select a department if the phone model to be added is specific to one location. If the profile is to be used for the entire business, leave blank. *Click on manage* your phone profile



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

Then select *Yealink SIP-W60B*

The profile has been created on the *BG Admin*





Features

In this section you will be able to customize:

- ▶ **General** – configure LED, ringing / ringback time and method on dialing. Note: ringing and ringback timing may be overridden by call transfer settings such as voicemail.
- ▶ **VoiceMail** – enable warning tone for VM.
- ▶ **Call Waiting** – enable call waiting and tone.
- ▶ **Call Log** – it enables or disables the IP Phone to save local call log.
- ▶ **Do Not Disturb** – configures the key as a Do Not Disturb.
- ▶ **Intercom/PTT** – it configures the key to launch a paging call. Note: Intercom Auto Answer only works when there is only one handset and one line registered with the W60B
- ▶ **LDAP** – it enables or disables LDAP feature on the IP phone.
- ▶ **Anonymous Call** – it enables or disables to display Anonymous call in the LCD screen.
- ▶ **Alarm** – configures alarm details.

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.

Preferences

Over this section you will be able to customize:

- ▶ Time and Date – it configures the time format (24 or 12 hours), date format, and much more.
- ▶ 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.
- ▶ Advisory Tones – it enables and disable the handset to play a tone when any key is pressed.
- ▶ Notification Light – It enable and disable the message key LED to flash red when the handset receives a VM or a missed call.
- ▶ ECO Mode – it enables or disables the eco mode to greatly reduce the transmission power and signal output when the phone is in the talk mode.
- ▶ Call Display – it enables or disables the IP phone to display the called contact information when receiving an incoming call. It also configures the call information display method when the IP phone receives an incoming or outgoing call.
- ▶ Input Methods – it specifies the default character input method when searching for contacts.
- ▶ Internal Ringers – it enables or disables the phone to map the keyboards in the alert info header to the specified bell core ring tones.

Networks

In this section you will be able to customize:

- ▶ **Vlan** – it enables or disable VLAN for the phone Port. Configure VLAN ID and Priority for the Port. It enables or disables DHCP VLAN discovery features on the IP phone. It configures the DHCP option from which the IP phone will obtain the VLAN settings. The desired should be discovered by LLDP-MED with the connected router.
- ▶ **Local RTP Port**– The defined minimum and maximum RTP port range for the voice path. Connected firewalls need to have this UDP range open.

Paging groups

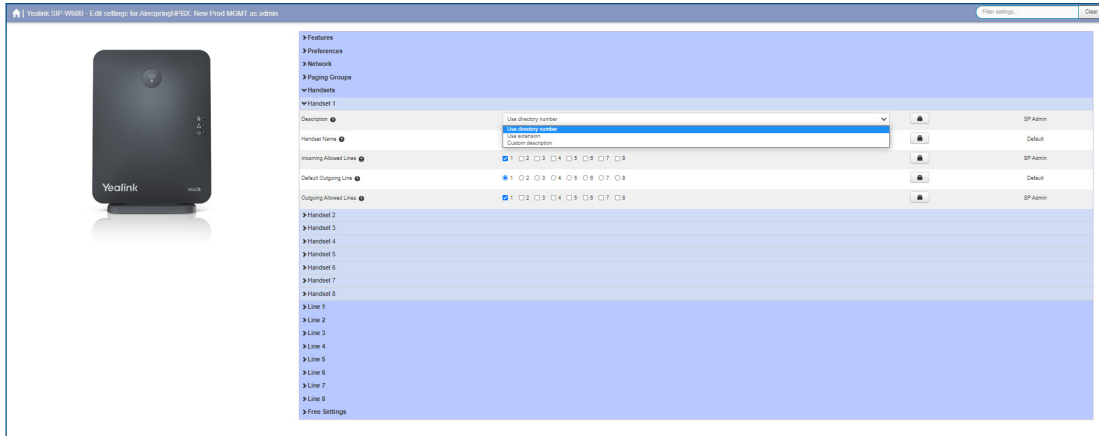
You can page and listen up to 31 paging groups by adding the IP address and channel number. Listening groups and Paging groups are separated into two separate definitions. Once a multicast IP address and a channel are added that group will be subscribed. Our default IP multicast address is 224.0.0.1 with a port of 10000. Paging channels are 1-31, with 25 being defined as the emergency paging channel.

Once the multicast IP address for Paging or Listening and the port number are assigned in the M60B base profile, and the handsets can be paged. However, there is no separation between the handsets in behavior. All handsets inherit the M60B assignments. The Paging feature is displayed on the Call Features list for all groups' where outgoing paging is set up.

Handsets

It configures the display name of directory number, extension, or custom name, incoming and default outgoing line that the handset uses. Up to 8 handsets. By default, the handset to line assignments is sequential. Line 1 to handset 1, line 2 to handset 2, line 3 to handset 3, etc. The BG admin can change this arrangement at will.

When placing an outgoing call, the user though can also choose the lines that are assigned to handsets 1-3 by using the Line selection prior to sending the call. Dial the destination number, hit Line, and scroll to the selected outgoing line for the call. Hit OK to send the call. The selected line will be shown in the via information of the calling handset.



Line 1 – 8

Over this section you will be able to customize:

User Information and see the Voicemail access code the line will dial to access the voicemail system.

Free settings

Free settings allow for device customization by your service provider. Please contact Airespring if you are looking for specific behavior on the handsets that we may be able to write you a function for.

Call Transfer

Both Blind and Consultative transfers are possible on the Handset. For blind transfers the user has to answer the incoming call, hit the Transfer soft key from the Options menu, input the destination, and hit Transfer again. For consultative transfer the user has to answer the incoming call, select the Transfer soft key from the Options menu, enter in the number of the destination, and either hit the Call or OK button. Once the consultation is confirmed, hit the Transfer key again and the call is transferred.