

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 bel	ow.	
Email / Number: Password:		
	Reset Password	
Remember me	e 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.

))(caire PBX (airespring) Control for Manager and Control for Manager
	Business Group Admin Portal Vendor test line
Home	Groups
Groups	Groups can be used to manage how calls are handled for a selection of calers. Hust Groups will pass calls to the next
Hunt Groups (MLHGs)	available member. The Supervisor Dashboard helps you monitor these. Call Pickup Groups allow lines to answer each
🚠 Call Pickup Groups	UNIX 3 VIIII
🗠 Supervisor Dashboard 🖒	
All Lines	
▲ Users	
O Atlendants	Hart Groups Call Pickup Supervisor (MLHGs) Groups Dashboard
ABA Group Access	All Lines
E Phones	The Al Lines pages provide access to details of all lines in the business group. These can be filmed by User Lines.
Services	Atlendants and Group Access Lines. Manage the phones in your Business Group and assign them to lines from the
de Departments	Phones page.
*** Short Codes	
III Account Codes	
A. Extensions	
Call Analytics	Usera Attendanta Groue Accesa Ethones
J Music on Hold C	
Misc. Settings	Services
7 Help	To configure and manage further bosiness services on your lines, select an option before

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

	-			0		
	Business Group Admin Portal				Vendor fest line +	
lome	Phones in Department:				T	
Groups	FIIOI	es in Departi	Henr. View Au	•		
Hunt Groups (MLHGs)	Select	department ~				
Call Pickup Groups	Enter number Assign to Line					
Supervisor Dashboard C	Assign ph	iones to lines using the t	lable below or manage your p	hone profiles.		
N Lines		HAC AND	Description	Assigned to	Decartment	
Attendants		Model MAG Address		Assigned to	Deparament	
us Group Access	Search for			in any field		×.
E Phones	0 👪	00.04 F2:30.05.28	Q - IP450		None	
Services	هار ت	00.04 F2.56:1D.02	Ben Kellner VVX500		Vendor Test	
A Departments	o 🚛	00.04 F2 62 F0 F3	Danny W/X600		None	
++ Short Codes	o ja	00.04 F2.8E 97.65	Polycom VVX400		None	
Account Codes	- E	00.08.82.89.21.27	Grandstream GXP-2140	(281) 502 1076	Vendor Test	Actions V
8. Extensions	0 🔛	3C.CE.73.D4.84.A4	Netic PW Test		None	
Call Analytics	0 /0	64.16.7F.01.17.80	Ben Kellner VVX411		Vendor Test	
Music on Hold (3						

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

Manage your phones			
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Yealink SIP- T53/T53W	Yealink SIP-T54W	Yealink SIP-T57W	Yealink SIP-W60B
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★ Yealink SIP-W60B - Edit settings for AirespringHPBX: New Prod MGMT as admin	
	> Features
	> Preferences
	> Network
	> Paging Groups
	> Handsets
	>Line 1
8.4	>Line 2
÷	> Line 3
	>Line 4
	>Line 5
	> Line 6
Vaglink	>Line 7
recullink wsos	> Line 8
Concession of the local division of the loca	>Free Settings

Features

In this section you will be able to customize:

- ► **General** configure LED, ringing / ringback time and method on dialing. Note: ringing and rinback 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.



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۲	> Features > Preferences > Network > Paging Groups Visingtets			
10 10 10 10 10 10 10 10 10 10 10 10 10 1				
	Description O	Use directory number Use directory number	A	SP Admin
	Handset Name	Use entension Custom description		Default
	Incoming Allowed Lines	2 1 02 03 04 05 06 07 08		SP Admin
Ma at limite	Default Outgoing Line	1 02 03 04 08 08 07 08		Default
Technik wood	Outgoing Allowed Lines O	21 2 3 4 6 8 7 8		SP Admin
	> Handset 2			
	> Handset 3			
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	> Handset 5			
	> Handset 6			
	> Handset 7			
	> Handset 8			
	> Line 1			
	> Line 2			
	> Line 3			
	> Line 4			
	> Line 6			
	>Line 6			
	> Line 7			
	>Line 8			
	> Free Settings			

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.