Items Needed
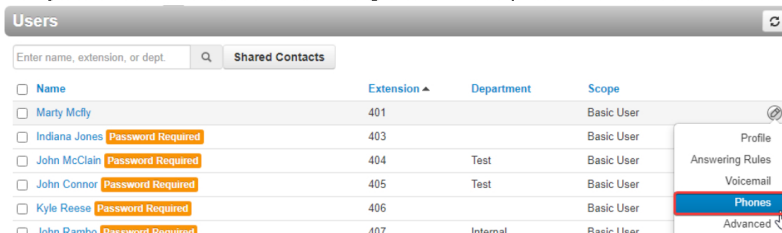
- Access to Yealink web GUI

- Access to the Manager Portal (Office Manager or Above)

Obtain SIP Credentials

1. Using any web browser log in to the Manager Portal
2. Click on **Users** at the top
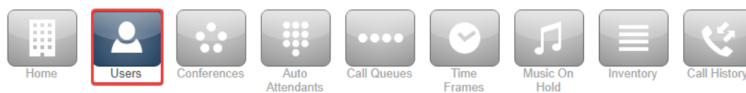
3. Find your extension number. At the far right click on the **pencil**, and then **Phones**

4. Click on **Add Phone**

5. Leave as **default** and then click **Add**

6. The page will refresh and you will now see your extension in the list. Click on the pencil again
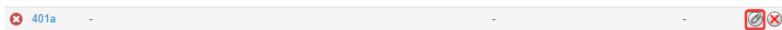
7. Note the information in the popup. You will need it for the next step

Outbound Proxy: ▓▓▓▓▓▓▓▓
Username: ▓▓▓
Password: ▓▓▓

Cancel   **Save**

Find Yealink Phone IP Address

1. From the Yealink phone select **Menu**
2. Select **Status**
3. Select **Network**
4. Select **IPv4 Status**
5. Take note of the IP address for the next steps

Configure Yealink Phone

1. Using any web browser navigate to the IP address from the above step
2. Log in. The default credentials are admin / admin

Login Gigabit Color IP Phone SIP-T48G

Username admin
Password •••••

Confirm   Cancel

3. Click on Account at the top

Status **Account** **Network**

4. Fill out the following:
   - **Line Active**: Set to Enabled
   - **Label**: Can be any descriptive name. Usually it's the extension number. This will show on the phone's LCD.
   - **Display Name**: Can be any descriptive name. Will not show anywhere.
   - **Register Name**: Username from PBX Portal
   - **User Name**: Username from PBX Portal
   - **Password**: Password from PBX Portal
   - **Enable Outbound Proxy Server**: Enabled
   - **Outbound Proxy Server**: sbc.ucaasnetwork.com:0
   - **Transport**: UDP
   - **SIP Server 1**
     - **Server Host**: Domain/Proxy from PBX Portal
5. Click **Confirm**
6. The page will refresh. Look at the top under **Register Status**. It should now say **Registered**

Register Status   Registered

Configure Additional Settings

1. Click on **Account** at the top

atus **Account** Netw

2. Click on **Advanced** on the left

Codec

Advanced

3. Set the following:
   - **Subscribe for MWI**: Enabled
   - **Subscribe MWI to Voice Mail**: Enabled
   - **Voice Mail**: 5001
   - Click **Confirm**

Subscribe for MWI   Enabled
MWI Subscription Period(Seconds)   84600
Subscribe MWI To Voice Mail   Enabled

4. Click on **Features** at the top

5. Click on **Call Pickup** at the left

6. Set **Directed Call Pickup Code** to ***35** and click **Confirm**

manual setup   yealink