

Scope:

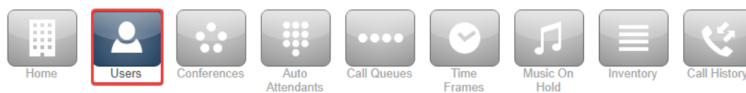
The following steps will allow you to provision a Yealink desk phone manually for use with your service service. This has been tested with firmware 35.73.0.40

Items Needed

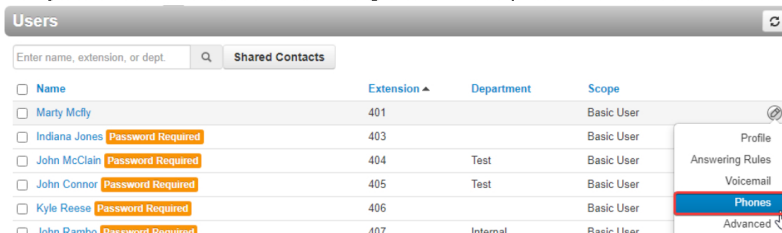
- Access to Yealink web GUI
- Access to the Manager Portal (Office Manager or Above)

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**

Add Phone

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

Add a Phone

Phone Suffix: 401 a
Note: This cannot be changed. Enter a unique suffix representing this device. i.e. "m" for mobile

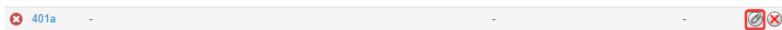
Record Calls: No

911 Caller ID: Callerid Number for 911 calls Leave blank to use default

Model: Select a Phone Model

Cancel 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

Edit Phone

Phone: [Empty field]
Note: Phone Name cannot be changed

Record Calls: No

911 Caller ID: [Empty field] Leave blank to use default

Model: Manual or Softphone

Settings: Domain/Proxy: [Empty field]

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-T45G

Username:

Password:

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

Status **Account** **Network**

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:

MWI Subscription Period(Seconds):

Subscribe MWI To Voice Mail:

Subscribe MYA to Voice Mail

Voice Mail

5001

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

SSKey

Features

Setting

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

Transfer

Call Pickup

Remote Control

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

Call Pickup

Directed Call Pickup

Enabled

Directed Call Pickup Code

*35

Group Call Pickup

Disabled

Group Call Pickup Code

Visual Alert for BLF Pickup

Disabled

Audio Alert for BLF Pickup

Disabled

Confirm

Cancel

manual setup

yealink