

# Yealink DECT IP Phone (W76P) – Set-up Instructions



## 1 Assemble handset(s) and base.

Assemble your base & all handset(s) by following the '[Yealink Quick Start Guide](#)' included in the W76P box until you reach the Getting Started section.

You are ready for the next step when all the LED lights on the base are solid green.



## 2 Retrieve device username and password from the self-service portal.

a. Go to the self-service portal:

**onenz.xport.co.nz/mydevice**

or scan the QR code.

b. Log into the self-service portal using the login details from your '[One Business Online Portal Login](#)' email.

c. The device username and password is required for step 5.

**Example format:**

**Device Username:** 12000000\_0001


**Device Password:** 123456

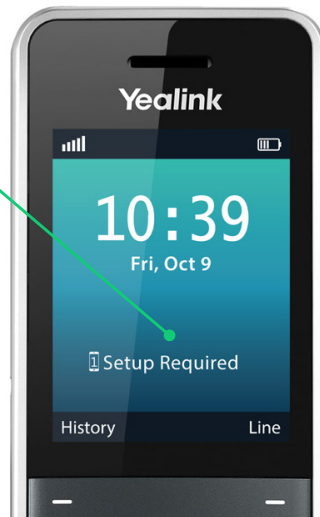
Note: Administrators may need to select the relevant User's device from the **Desk phone** column (👉).



### 3 Ready to provision.

The device is ready to provision when you see the following information displayed.

If the Setup screen is not displayed, press .

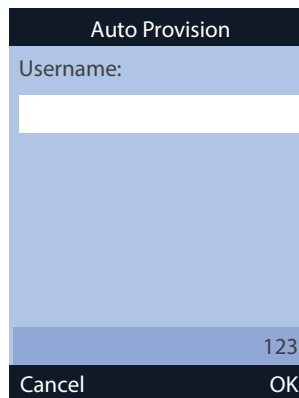


### 4 Register device.\*

Press **OK** (menu icons will appear), then press **6** (Settings), then **8** (System Setting). Pause until the screen loads, then press **6** (Auto provision), enter this **PIN: 0000**, and select the **Done** soft key.

This will bring you to the Auto Provision menu:

\*Note: You only need to register one handset as the additional handsets will automatically be provisioned. If you need to delete a mistake while typing, press the Del soft key.



### 5 Enter device username and password into the phone.

Have your device username and password ready (from step 2).

Press **#** to change to number input (**123**) instead of (**ABC**).

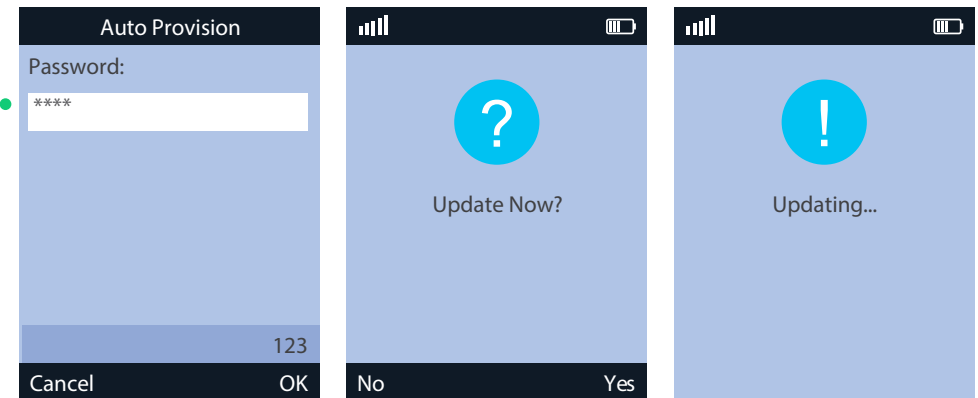
a. Type in the digits prior to the underscore.

b. To enter the underscore '**\_**', press **\*** on the keypad and the right arrow once.

Type in the remainder of the digits and select the **OK** soft key.


c. At the password prompt, overwrite the default **\*\*\*\***'s by entering in the device password. Select the **OK** soft key when completed.

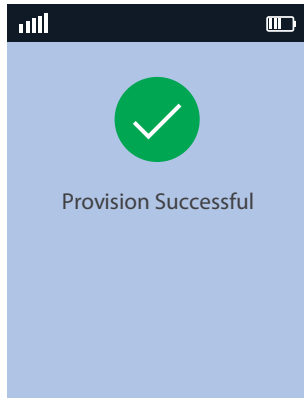
If everything is entered in correctly, you will be prompted to 'Update Now?'.



Select the Yes soft key. This process may take up to 3 minutes to complete.

## 6 Provisioning successful.

- The following screen indicates that the device has been provisioned successfully.\*
- You will know provisioning has been successful if you can see your username and menu options displayed on the screen by pressing .



\*Note: If you receive an error, the phone may still be provisioning – wait 2 minutes. If successful, the phone will reboot, indicated by the Network and Phone LEDs on the base turning off. If you enter your details incorrectly, you will be prompted to re-enter your details.

## 7 Ready to use

Congratulations, your phone is now ready to use.



For more info, guides & FAQs visit  
<https://one.nz/one-business-with-webex/help>  
or scan the QR code

