

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

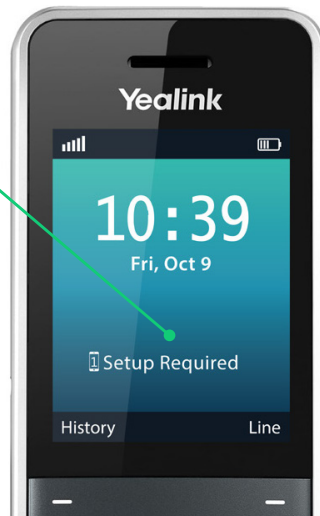
Device Password: 123456

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



3 Ready to provision.

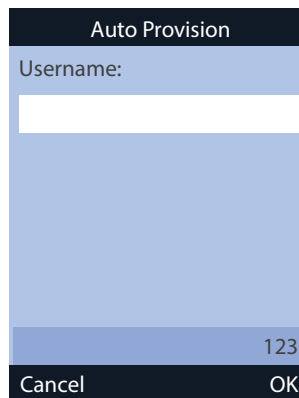
The device is ready to provision when you see the following information displayed. If the Setup screen is not displayed, press .



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**).

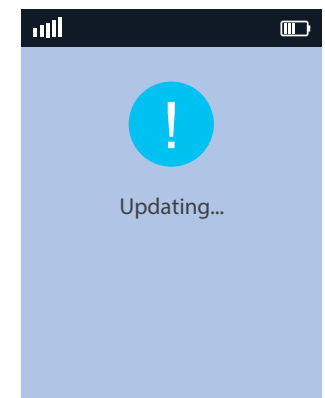
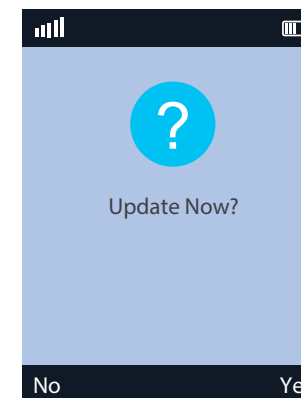
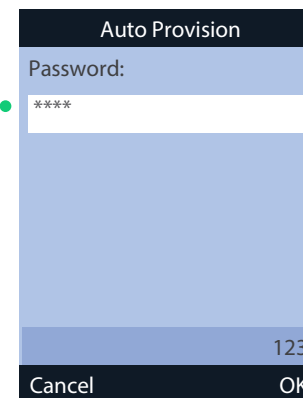
a. Type in the digits prior to the underscore.

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.

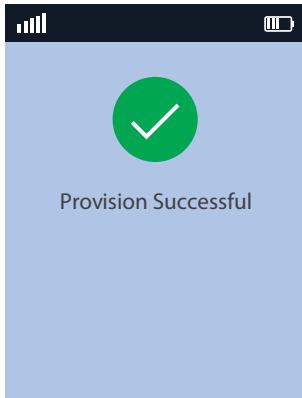
If everything is entered in correctly, you will be prompted to 'Update Now?'.



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

