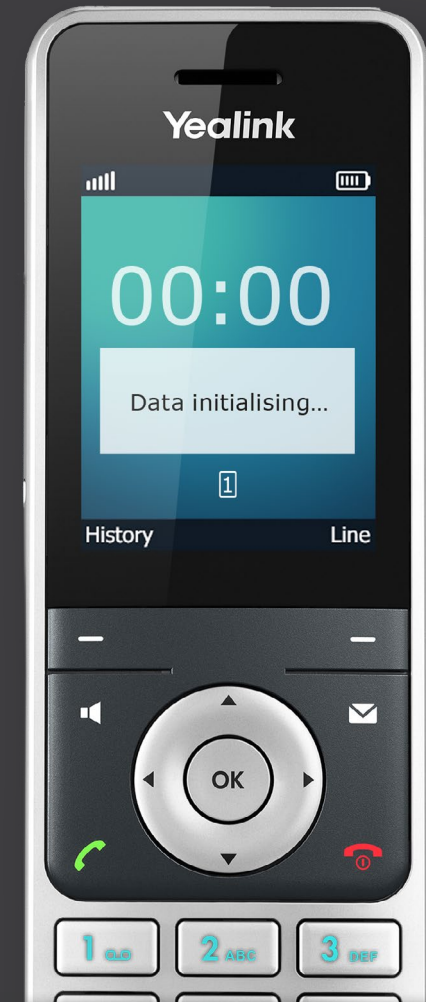xln | for small business

xln | cloud voice

# Yealink W60B
# Set Up Guide

You will find a Quick start guide in the box for your phone to guide you through how to setup the device with the correct connections.

Once you have connected your base (W60B) to your router and powered your phone on for the first time, you will see this screen;

After the first time you connect the base to the internet, it will search for an update automatically.

You will see the lights coming on in sequence from the bottom upwards.

When the update is being applied you will see the lights flashing randomly before they all turn off. This normally takes around five minutes and once it is completed, you will be able to make outgoing calls from your new phone.

Once the lights have come back on, your phone will have updated and your service will be live.

## Additional handsets

If you have ordered additional phones to work through your W60B, you will first need to register these to the base.

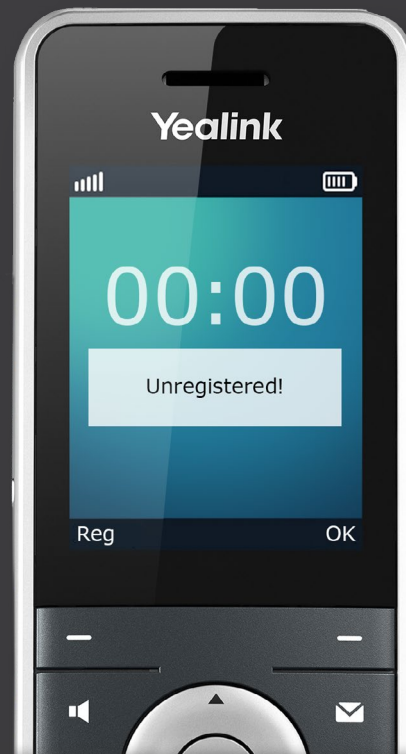When you power the additional phones on you will see this screen;

On the bottom left of the screen, you will have the option for **Reg**

Once this is pressed you will see a search bar appear on the screen.

Press the button on the base of the W60B for 2 seconds.

Once you have pressed this for 2 seconds, you will hear your phone beep and on the screen it will show the following;

You would then need to repeat this if you have multiple handsets.

To ensure your registered handsets receive all the required updates, turn all of the handsets off by holding the red button until you hear a beep. Please leave them on the side and avoid putting them back on charge.

Turn off the W60B, leave for 30 seconds and then turn it back on. Allow the bottom 2 lights on the W60B to go solid green before turning the handsets back on one at a time.

## Number porting

If you have requested a number to be brought over to the Cloud Voice service, you will receive an SMS with the date and time for this to complete. On that date, please look out for an SMS advising you that your service is live on your number.

Once you have the SMS, restart your phone(s) to apply your ported number.

For the update to be applied correctly, please ensure that you restart both the handset and the W60B.

## Online portal (optional)

If you have ordered Cloud Voice Express, or opted for the mobile app bolt-on, you will have received two emails about your online access; these can be used to adjust features and settings on the phones and should be used instead of the information provided in the quick start guide that came in the box with your phone.