How To - Provision Yealink Phones

Description:

This article will show you how to do the following:

- Provision a Yealink phone on the Audian network

- For new users/devices please contact Audian via phone or email to have the user built into the system.
- To re-purpose the device from an existing user to a new user please contact Audian via phone or email to have the new user edited into the system.

Methods:

**Auto Provisioning Method**

To add a new Yealink phone to your account you will need to assign the device to a user in the Audian portal or contact Audian to create the user for you.

1. **Contact Audian** to add the phone to the account and the auto provisioning attribute to the phone.

   This step can only be done by an Audian support technician. Please call 844-611-6110

2. **Assign the device** to an existing user or **Create a new user** in the Audian portal. See Article: How To - Create a User

   A user MUST be assigned to the device for the auto provisioning tool will not work.

3. **Factory Reset** the phone.

   1. **Press and hold** the OK button on the phone until a menu pops up.
   2. Press the OK soft key.
   4. The **device should provision** with the users information.

**Auto Provisioning Backup Method**

If the phone does not auto provision after these steps the phone might need to be manually provisioned.

This step can only be done by an Audian support technician. Please call 844-611-6110.