

Provisioning Phones



INFO: If you are missing phones from this list then you will need to contact your Service Provider with MAC addresses of the devices you would like to be added. You will also need to contact your Service Provider to remove a device from this list.

Depending on your order and configuration you may have already provisioned all your phones to subscribers you may also have requested phone to be added but not provisioned to a subscriber. You can see from this example that the Snom D785 has not been assigned to a subscriber.

Home

Groups

*** Hunt Groups (MLHG)

*** Call Pickup Groups

All Lines

Users

Attendants

Group Access

Phones

Services

Departments

*** Short Codes

Business Group Admin Portal

Henry Jackson

Phones in Department: View All

Select department Assign to Department

Enter number... Assign to Line

Assign phones to lines using the table below or [manage your phone profiles](#).

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	
<input type="checkbox"/>	?	00:04:13:92:3D:F7	Snom D785		None	
<input type="checkbox"/>		64:16:7F:5F:24:1C	Polycom VVX 411	01132991000	None	Actions
<input type="checkbox"/>		80:5E:C0:90:6A:97	Yealink T46S	01132991002	None	Actions

In this example we are going to assign the Snom D785 to the subscriber 01132991001. Tick the check box next to phone that you would like to assign, then enter the subscribers phone number and click on **Assign to Line**.

Home

Groups

*** Hunt Groups (MLHG)

*** Call Pickup Groups

All Lines

Users

Attendants

Group Access

Phones

Services

Departments

*** Short Codes

Business Group Admin Portal

Henry Jackson

Phones in Department: View All

Select department Assign to Department

01132991001 Assign to Line

Assign phones to lines using the table below or [manage your phone profiles](#).

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	
<input checked="" type="checkbox"/>	?	00:04:13:92:3D:F7	Snom D785		None	
<input type="checkbox"/>		64:16:7F:5F:24:1C	Polycom VVX 411	01132991000	None	Actions
<input type="checkbox"/>		80:5E:C0:90:6A:97	Yealink T46S	01132991002	None	Actions

Now we need to set the authentication so the device in question can contact the provisioning server and download the correct configuration for that subscriber. You can either set an **Authenticate until** time or just click on **Allow authentication for an hour from now**. Then click **OK**

Set Authenticate Until

Please enter an "authenticate until" time for the following phones:

Snom D785

Authenticate until: 20 45 05/05/2020
[Allow authentication for an hour from now](#)

OK

Cancel



INFO: We strongly advise against leaving authentication open for more than a couple of hours as this could leave your phones open to attacks from the outside world.

Next you need to reboot the device for the new configuration to be download. Depending on the firmware on your device is may reboot several times before the configuration has completed and the user is registered. Once the user is registered the phone is ready to be used.

When completed successfully the question mark box next the phone will also change to a picture of that phone.



INFO: If the phone fails to download the configuration you may need to speak to your Service Provider to discuss how the phone is been adopted. You may also have to manually configure the phone with the correct provisioning URL.

Also from this page you remove a subscriber from a phone or change the description, click on **Actions** and then **Change phone**

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	
<input type="text" value="Search for..."/>				<input type="text" value="in any field"/>		
<input type="checkbox"/>		00:04:13:92:3D:F7	Snom D785	01132991001	None	Actions ▼
<input type="checkbox"/>		64:16:7F:5F:24:1C	Polycm VVX 411	01132991000	None	Change phone
<input type="checkbox"/>		80:5E:C0:90:6A:97	Yealink T46S	01132991002	None	Configure phone

On the **Change Phone** screen you will be to change the description or remove the phone from that subscriber.

Change Phone

Change the phone configuration and then click Apply.

MAC Address:	<input type="text" value="00:04:13:92:3D:F7"/>
Description:	<input type="text" value="Snom D785"/>
Phone Model:	<input type="text" value="Snom D785"/>
Assigned to Line?	<input checked="" type="checkbox"/> <input type="text" value="01132991001"/>
Phone authenticated at:	<input type="text" value="20"/> <input type="text" value="03"/> <input type="text" value="05/05/2020"/>




To remove a phone from a subscriber untick the **Assigned to Line** box and then click **Apply**.

Change Phone

Change the phone configuration and then click Apply.

MAC Address:	<input type="text" value="00:04:13:92:3D:F7"/>
Description:	<input type="text" value="Snom D785"/>
Phone Model:	<input type="text" value="Snom D785"/>
Assigned to Line?	<input type="checkbox"/> <input type="text" value="01132991001"/>

You will now need to reboot the phone to fully remove that subscriber. Once the phone has been removed it is ready to be assigned to another subscriber.

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	
Search for...				in any field		
<input type="checkbox"/>		00:04:13:92:3D:F7	Snom D785		None	
<input type="checkbox"/>		64:16:7F:5F:24:1C	Polycom VVX 411	01132991000	None	Actions ▼
<input type="checkbox"/>		80:5E:C0:90:6A:97	Yealink T46S	01132991002	None	Actions ▼



INFO: Any changes to the **Subscriber Phone Profile** for that device will be saved. If you assign the subscriber back to that device they automatically use their existing Subscriber Phone Profile.

🕒 Revision #1

★ Created Thu, Feb 17, 2022 11:43 AM by [Admin](#)

✎ Updated Thu, Feb 17, 2022 12:07 PM by [Admin](#)