

## PACKING LIST

- 1 x SuperVision phone
- 1 x handset
- 1 x handset cord
- 1 x removable webcam
- 1 x stand

## SAFETY INFORMATION

<https://www.wildix.com/safety-information/>

## CONNECTION

The ports are situated on the rear panel of the phone

- Connect the phone to the network PoE switch using RJ-45 cable
- Connect the handset to the port using the handset cord
- (Optional) Connect USB headset
- (Optional) Connect the port to the PC using RJ-45 cable
- (Optional, this is a PoE device) Connect the phone to the power supply (power adapter can be purchased separately, WMP code: PS-12V2A )
- (Optional) Connect to the port using HDMI cable



## FIRST TIME LOGIN

After the phone has booted, Wildix Phone App opens automatically.

To log in, fill out the following fields:

- *Domain*: PBX name or IP address
- *User name*: extension number or email address
- *Password*: enter your WEB password.

*Note: Google/ Office 365 Single Sign-On options are available to log in.*

## MENU OVERVIEW



## CHANGE USER STATUS

Tap **User status** menu to set user status DND / Away.

You can add your status message and, by checking the field "until", set the time and date when DND/Away status should go back to Available.

## PHONE OVERVIEW



## BLF KEYS


BLF keys must be set up in *Collaboration Settings -> Function keys*. This phone supports up to 120 BLF keys.


*You can change the number of BLF keys displayed per page in Phone App Settings -> Advanced.*

## PLACE A CALL


- Manually from Dialpad: enter the phone number and then tap the green button.
- Search in phonebook: open Dialpad and start entering a number / a name, results that match your search are listed below, tap on the contact to place a call.
- From history: tap **History** menu. Tap the contact or the phone number, then tap **Call**.
- Dial a user whom you have assigned a *Colleague* Function key: tap **BLF keys**, then tap the BLF key assigned to the colleague.

## HOLD / SECOND CALL





Press  during a call to put a call on hold / resume.

Press  to place a second call, enter the number and then tap the green button.


## VIDEO CALL

Tap  during a call to start / stop video streaming.

## CALL TRANSFER


- Tap  during a call (the call is put on hold)
- Enter the phone number:
  - Tap  for direct transfer (blind transfer without notification)
  - Otherwise tap  to place an outgoing call (attended transfer), then tap  from call window to complete the transfer.

Call transfer via BLF keys:

- During a call, tap **BLF keys** menu
- Tap the BLF key of colleague / call group:
- Tap **Transfer** for direct transfer (blind transfer without notification)
- Otherwise tap **Call** to place an outgoing call (attended transfer), then tap  from call window to complete the transfer.


## CONFERENCE CALL

Put the first call on hold to make a second call to the contact you would like to invite to the conference call

When the third party answers, tap  from call window.

## LISTEN TO VOICEMAIL MESSAGE

Tap **Voicemail**/ Press **Voicemail** button

Tap the **Play** icon  next to the message to listen to it

To delete: check the message(s) and tap the **Bin** icon  .

To mark as read: check the message(s) and tap the **Eye** icon  .

## VOLUME CONTROL, SPEAKER, MUTE

Mute the microphone: Press **Mute** key  during a call.

Adjust the volume: Press **Volume Up / Down** keys during a call.

Turn on the Speaker mode: Press the **Speaker** key during a call. Press the key to answer a ringing call in Speaker mode.

## RINGTONE SELECTION


Tap **Settings** menu: tap **Ringtone** to view the list of available ringtones.

## CHAT AND FILE EXCHANGE

Tap **Chat** menu: all the colleagues added to your roster in Wildix Collaboration are displayed in this menu.

To send a chat message:

- Tap on a colleague
- Type your message into the input field
- Tap the **Paper plane** icon  to send the message.

To send a file / a picture (up to 100Mb) / to send a Post-It: tap the **Plus** icon  next to the input field and select a file / a picture (up to 100Mb).

*You can disable new chat messages notifications in Settings -> Advanced.*

## CHECK PHONE APP VERSION

Tap **Settings** menu -> **About**.

full guide online:



[www.wildix.com](http://www.wildix.com)