

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) 
- (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