

PACKING LIST

- 1 x Vision phone
- 1 x handset
- 1 x handset cord
- 1 x stand

SAFETY INFORMATION

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

CONNECTION

The ports are situated on the rear or side 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
- connect USB headset (optional)
- connect the port to the PC using RJ-45 cable (optional)
- connect the phone to the power supply (power adapter can be purchased separately, WMP code: PS-12V2A) (optional, this is a PoE device)
- connect to the port using HDMI cable (connect)

PHONE OVERVIEW

FIRST TIME LOGIN

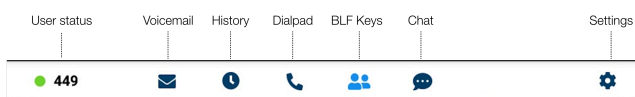
After the phone has booted, Wildix Phone App opens automatically.

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.

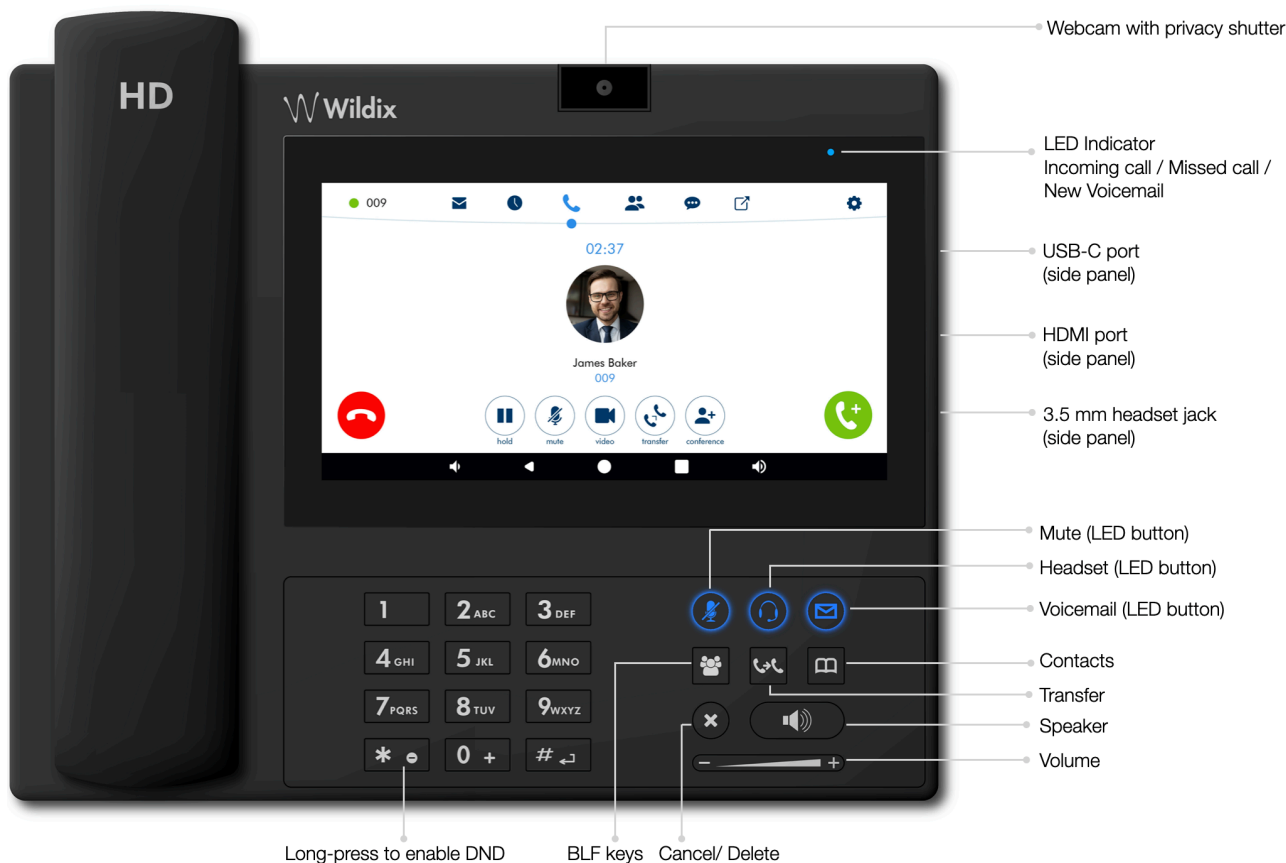
MENU OVERVIEW



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.



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





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

Tap  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: tap **Mute** key  during a call/ press **Mute** button.

Adjust the volume: press **Volume Up / Down** button during a call.

Turn on the Speaker mode: press **Speaker** button during a call. Press the button 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

