

## PACKING LIST

- 1 x W-AIR Basic2 Handset with removable belt clip
- 1 x Charger
- 1 x A/C Adapter

## SAFETY INFORMATION

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

## PUT INTO THE OPERATION

1. Open the belt clip lock, remove it and slide down the battery cover
2. Lift the battery cover and remove the battery
3. Remove the protective foil from the battery contacts
4. Reinsert the battery and close the battery compartment
5. Insert the belt clip back
6. Connect the A/C adapter to the charger
7. Place the phone into the charger and fully charge the battery (this may take up to 10 hours; charging status is indicated on the display)

## PHONE OVERVIEW

## TURN ON/ TURN OFF

- Press and hold the **On-hook** key for at least 2 seconds to turn on.
- Press and hold the **On-hook** key for at least 2 seconds to turn off.

## REGISTER TO THE BASE

1. Press the **Menu** key
2. Select **Connectivity**
3. Select **Register**
4. Enter the PIN (by default, 0000)
5. Press **Ok**

## LOGIN

1. Dial 99 and press the green **Off-hook** key
2. Enter your extension number
3. Enter the first five characters of your password
4. Press 1 when prompted

To enter your password from the phone's keypad: press once an alphanumeric key corresponding to a letter which you need to enter; press the star button (\*) to enter any special character.

Example: Password: 4Ag7\$Z!@

Enter: 4247\*



LED indicator  
Missed call / New Voicemail / Low battery  
LED behaviour can be configured in Settings

3 Soft keys  
Select options indicated  
in the lower part of the screen

Speaker key  
Confirmation / Selection key  
Off-hook / Answer key  
Voicemail key (long press)

Key lock (long press)



Menu key  
Navigation keys (during a call:  
Up/Down - Volume Up/Down, Left - mute)  
On-hook / hangup key / back key

Silent mode key (long press)  
When enabled, no sounds  
are played on the handset

4 Function keys  
Shortcuts to access different menus

## LOCAL CONTACTS

Add a contact to local phonebook:

1. Press **Menu** key and select **Contacts**/ press **Contacts** Soft key from the idle
2. Press **More** Soft key -> **Add contact**
3. Fill in the fields, when ready, press **Save** Soft key

Assign a speed dial number to a local contact:

1. In *Contacts*, select a contact that you wish to assign a speed dial number to
2. Press **More** Soft key -> **Speed dial**
3. Select a speed dial number (from 2 to 9 or F1-F4 Functions keys) that you wish to assign to the selected contact
4. Press **Add** Soft key

## PLACE A CALL

Manually: Enter the number from idle and press the green **Off-hook** key.

Dial a speed dial number: Make a long press (>2 seconds) from idle on the speed dial key (from 2 to 9) assigned to the contact.

Call from call history:

1. Press **Menu** key and select **Calls**
2. Select a call from the list
3. Press the green **Off-hook** key/ **Call** Soft key

Call from shared company phonebooks:

1. Press **Menu** key and select **Central directory**/ press **Central directory** Soft key from the idle
2. Press **Search** Soft key
3. Enter the number or the name and press **Search** Soft key
4. Select a contact that you wish to call (in case a contact has several phone numbers, a green arrow is displayed near the contact; use **Navigation** keys to select the phone number)
5. Press the green **Off-hook** key/ **Call** Soft key

*Shared company phonebooks must be set up by user via Collaboration or by the PBX administrator.*

## VOLUME CONTROL, SPEAKER, MUTE

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

Adjust the volume: Press **Up / Down Navigation** 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

## HOLD / SECOND CALL

Hold: Press **Hold** Soft key during a call to put it on hold.

Second call:

1. Enter the number to call or press **Menu** key to access *Contacts* or *Central directory*
2. Press the green **Off-hook** key

Swap: When you have one active call and one call on hold, press **Swap** Soft key to swap between them.

*Note: this device supports up to two active calls / lines.*

## CALL TRANSFER

Blind transfer (the desired party/extension is not notified of the impending transfer):

1. Press **Trans...** Soft key during a call (the call is put on hold)
2. Enter the number or press **Menu** key to search in *Contacts* or *Central directory*
3. Press **Trans...** Soft key

Attended transfer (the desired party/extension is notified):

1. Press **Trans...** Soft key during a call (the call is put on hold)
2. Enter the number or press **Menu** key to search in *Contacts* or *Central directory*
3. Press the green **Off-hook** key
4. Press **Trans...** Soft key to transfer the call

## CONFERENCE CALL

1. Press **Conf.** Soft key during a call (the call is put on hold)
2. Enter the number or press **Menu** key to search in *Contacts* or *Central directory*
3. Press the green **Off-hook** key
4. When the third party answers, press **Conf.** Soft key

## ACCESS VOICEMAIL

Press **Voicemail** key (Key 1) and hold it for at least 2 seconds to access Voicemail and follow the audio prompts.

## PHONE AND AUDIO SETTINGS

Press **Menu** key and select **Settings** to access Time & Date, Language, LED signal, Power save, Security, Handset name, Reset settings, Status, Auto answer, Silent charging, Function keys.

Press **Menu** key and select **Audio setting** to access Ring volume, Ring melody, Key sound, Coverage warning, Charger warning and other audio settings.

Full Guide online

