

## 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 (optional)

## PHONE OVERVIEW

## FIRST TIME LOGIN

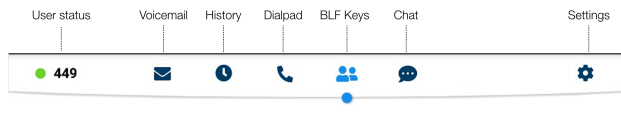
After the phone has booted, Wildix Phone App opens automatically.

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.*

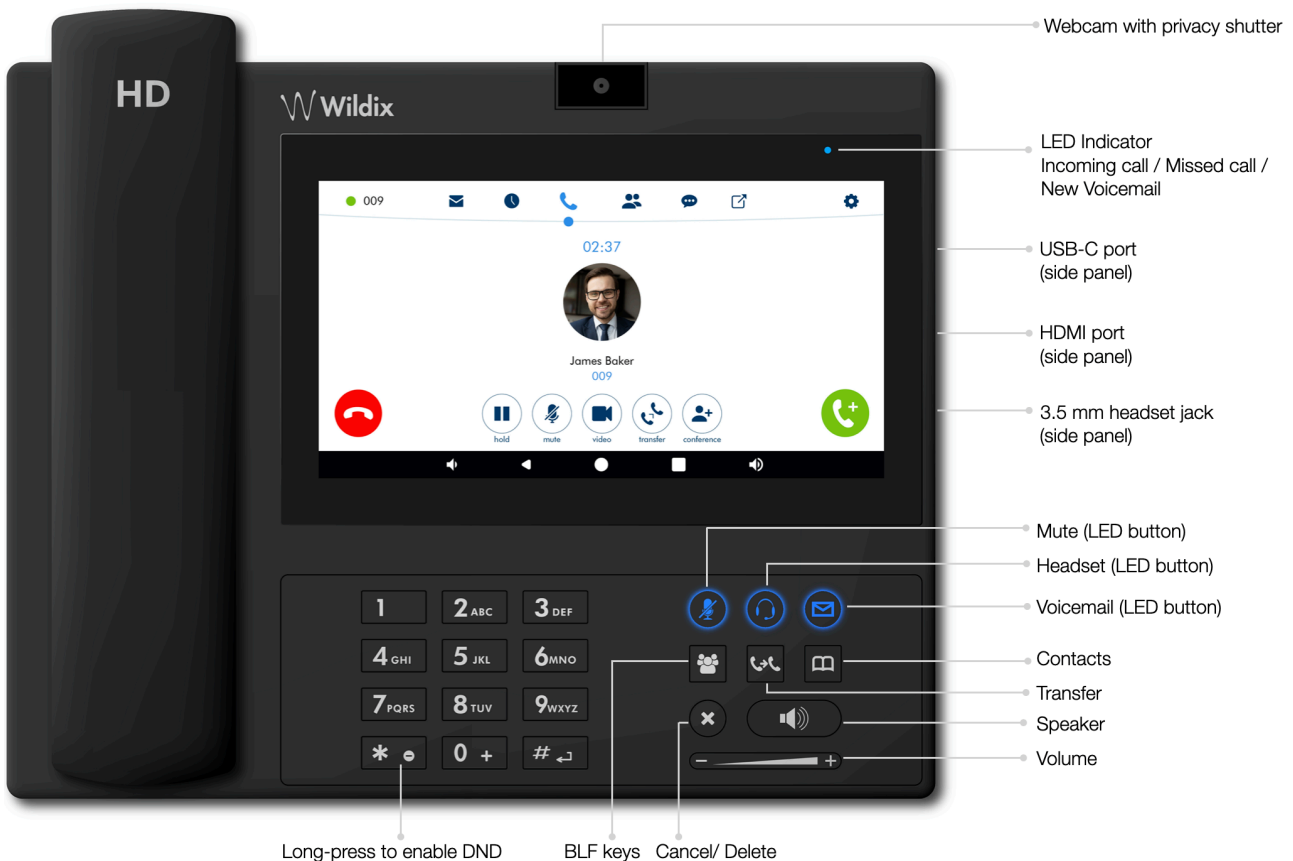
## MENU OVERVIEW



## 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

