Local contacts

Add a contact to local phonebook

1. Press **Menu** key and select **Contacts**
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. Select **More** -> **Speed dial**
3. Select a speed dial number (from 2 to 9) that you wish to assign to the selected contact
4. Press **Add** Soft key.

Make 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 **Call list**
2. Select a call from the list
3. Press the green **Off-hook** key.

Call from shared company phonebooks

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

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

Mute the microphone during a call

Press **Mute** key (side key) to mute / unmute the microphone.

Adjust volume during a call

Press **Volume Up / Down** keys (side keys) to adjust volume.

Enable speaker mode

Press the **Speaker** key to turn on the speaker mode during a call.

Press the **Speaker** key to answer a ringing call in Speaker mode.

Hold / Second call

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

Second call: enter the number to call or press **Selection** key to access *Contacts* or *Central directory*, then 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 **Transfer** Soft key during a call (the call is put on hold)
2. Enter the number or press **Selection** key to search in *Contacts* or *Central directory*
3. Press **Transfer** Soft key.

Attended transfer (the desired party/extension is notified)

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

Conference call

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

- For Language settings, LED signal, Power save, Auto-answer, Vibration settings, press **Menu** key and select **Settings**.
- For Ring volume, Ring melody, Key sound, Coverage warning, Charger warning settings, other audio settings: press **Menu** key and select **Audio settings**.
- To set Alarm clock: press **Menu** key and select **Alarm clock**.

User Guide
W-AIR 100

Packing list

- 1 x W-AIR 100 handset with Lithium-Ion battery
- 1 x charger
- 1 x A/C adapter
- 1 x belt clip

Optional case is available on demand, code: WAIR100-PC.

Safety information

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

Put into operation

1. Open the battery compartment by pulling the latch.
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 (make sure the latch is fully locked).
5. Connect the A/C adapter to the charger,
6. Place the phone into the charger and fully charge the battery (this may take up to 5 hours).

The blue LED of the charger is on when the phone is properly placed into the charger and charging.

Keypad instruction

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 3 seconds to turn off.

Register to the base

1. Press the **Menu** key
2. Select **Connectivity** using **Navigation keys**
3. Select **Register**
4. Select an empty slot and 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.

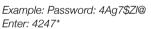*To enter your password from the phone's keypad: press once an alphanumeric key corresponding to a letter which you need to enter; press the star button (*) to enter any special character.*

Example: Password: 4Ag7$Zl@
Enter: 4247*

4 GHI	2 ABC	4 GHI	7 PQRS	★ 0⁃ a/A
4	A	g	7	$

Website: www.Cleod9.net
Support: service@usnet-1.com
Toll Free: 844-868-2727

full guide online:

www.mycleod9.com

Keypad diagram labels

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

Volume Up / Down key
(on the side panel)

Mute key
(on the side panel)

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)

Headset jack (3.5 mm)
(on the side panel)

Navigation keys

Menu key

On-hook / hangup key / back key

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