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:

- 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.

<u>Dial a speed dial number</u>: 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
- 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.

Adjust volume, enable speaker, mute the microphone

Mute the microphone: press Mute key during a call.

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

<u>Turn on the Speaker mode</u>: press the **Speaker** key during a call. Press the key to answer a ringing call in Speaker mode.

Push to talk (PTT)

Press **Menu** key, select **Settings** -> **PTT** -> **On** to enable the feature. Press and hold **Mute** key and say your message. Your message is transmitted to other W-AIR 100/150 handsets in the network.

Hold / Second call

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

<u>Second call</u>: 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

<u>Blind transfer</u> (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 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 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

- 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, Bluetooth and 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 150







Packing list

- 1 x W-AIR 150 handset with Lithium-Ion battery
- 1 x charger
- 1 x A/C adapter
- 1 x belt clip and belt clip cover
- 1 x pull cord and pull cord cover

Safety information

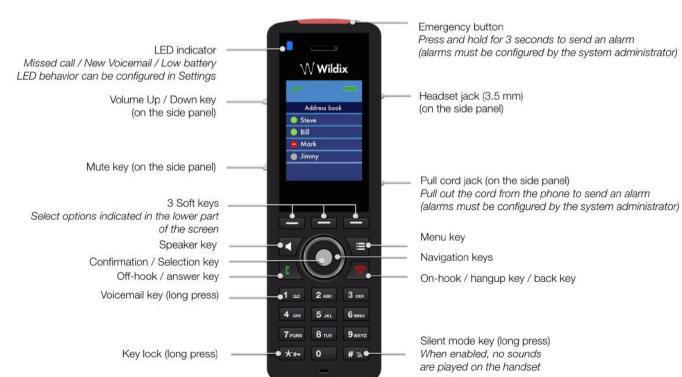
https://www.wildix.com/safety-information/

Put into operation

- 1. Open the battery compartment by turning the lock lever
- 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. Connect the A/C adapter to the charger
- Place the phone into the charger and fully charge the battery (this may take up to 6 hours; charging status is indicated on the display).

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
- 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\$ZI@

Enter: 4247*



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Toll Free: 844-868-2727

full guide online:



www.mycleod9.com