Login

- 1. Lift the receiver and dial 99
- 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*



BLF / Function keys

Function keys must be set up in Collaboration Settings -> Function keys or by the PBX administrator.

This phone supports up to 4 Function keys distributed over 2 pages. Use **Navigation keys** to move between pages.

Make a call

Enter the number and press Send Soft key.

To switch between speaker mode and handset mode during a call: press **Speaker** key. To switch between speaker mode and headset mode during a call: press **Headset** key.

Dial a user for whom you have assigned a *Colleague* Function key: press the corresponding **Function key**.

<u>Call from call history:</u> press **History** Soft key from idle and select the number using **Navigation keys**, then press **Dial** Soft key.

Call from Phonebooks

- 1. Press Phonebook key.
- 2. Press **Filter** Soft key and select the phonebook
- 3. Press **Search** Soft key to search this phonebook and enter the name or phone number
- 4. Press Enter Soft key and select the contact using Navigation keys
- 5. Press Dial Soft key

Phonebooks must be set up by user via Collaboration or by the PBX administrator.

Mute the microphone during a call

Press Mute key to mute / unmute the microphone.

Hold / Second call

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

Press **New** Soft key to make a second call, then enter the number manually or press **Select** Soft key to search for the contact in call history / in phonebooks.

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. Dial the desired party/extension
- 3. Hang up

Colleague

Blind transfer via *Colleague* BLF / Function key: make sure *Direct transfer* option is enabled for this Function key in Collaboration:

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• Press the corresponding Function key during a call

Attended transfer (the desired party/extension is notified)

- 1. Press Transfer Soft key during a call (the call is put on hold)
- 2. Dial the desired party/extension
- 3. Notify the third party of the impending transfer
- 4. Hang up to transfer the call

Attended transfer via *Colleague* BLF / Function key: make sure *Direct transfer* option is disabled for this Function key in Collaboration:



- 1. Press the corresponding **Function key** during a call (the current call is put on hold)
- 2. Notify the third party of the impending transfer
- 3. Hang up to transfer the call

Conference

- 1. Press **New** Soft key during a call (the call is put on hold)
- 2. Make a second call to the contact you would like to invite to the conference call
- 3. When the third party answers, press Conference Soft key.

Access Voicemail

1. Press Voicemail key

- 2. If requested, enter the first five characters of your password
- Select the message and press Play Soft key to listen to it; press Info Soft Key for more information or to delete the message.

Call Features

Press **Features** Soft key from idle to set the following call features for each call type (Internal, External, Blacklist, Whitelist), based on user status (Available, DND, Away): Call reject, Call forwarding, Call Waiting, Mobility, Ring Tone.

Features can be also set up in Collaboration Settings -> Features.

User Guide WP410







Packing list

- 1 x WP410 phone
- 1 x handset
- 1 x handset cord
- 1 x stand

Safety information

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

Mounting instructions

Attach the stand to the phone (desk mounting) or hang the phone on the wall (without attaching the stand)

Keypad instruction

Connection

The ports are situated on the rear panel of the phone

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Internet

PC

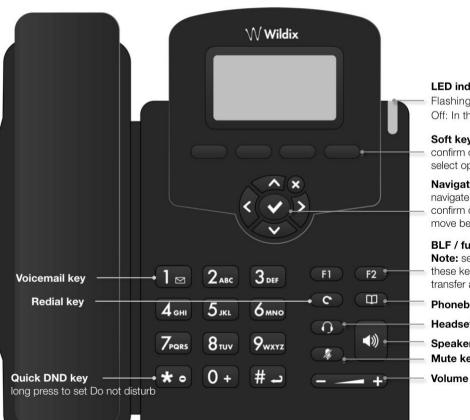
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- Connect the handset to the port using the handset cord
- Connect the phone to the network PoE switch using • RJ-45 cable
- (Optional) Connect the port to the PC using RJ-45 cable
- (Optional, this is a PoE device) Connect the phone to the power supply (power adapter can be purchased separately, WMP code: PS-5V2A)
- (Optional) Connect the headset to the port (headsets can be purchased separately)



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



LED indicator

Flashing: Incoming call / Missed call / New Voicemail Off: In the standby mode

Soft kevs

confirm operations indicated on the screen select options indicated on the screen

Navigation keys

navigate the menu confirm different options by pressing the central Key move between the pages of BLF keys

BLF / function keys

Note: set up Feature keys in Collaboration Settings; these keys can be used to place a call / pickup / transfer a call

Phonebook key

Headset key

Speaker key

Mute key

Volume keys

full guide online:



www.wildix.com