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\$ZI@

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 30 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.

<u>Dial a user for whom you have assigned a Colleague Function key:</u> 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
- 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

<u>Blind transfer</u> (the desired party/extension is not notified of the impending transfer)

- 1. Press **Transfer key** during a call (the call is put on hold)
- 2. Dial the desired party/extension
- 3. Hang up

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



- 1. Press the corresponding Function key during a call
- 2. Hang up

Attended transfer (the desired party/extension is notified)

- 1. Press **Transfer 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:



- 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. Put the first call on hold to make a second call to the contact you would like to invite to the conference call
- 2. 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 WP490G





Packing list

- 1 x WP490G 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); for wall mounting, use wall mount bracket (article can be purchased separately, code: WP480-WM)

Keypad instruction

Connection

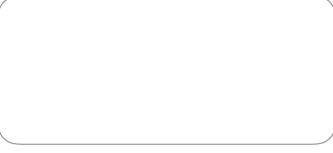
The ports are situated on the rear panel of the phone

- 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)
- (Optional) Connect the headset to the port (headsets can be purchased separately)
- (Optional) You can connect either a keypad extension module (article can be purchased separately, code: WP490EXT), or an EHS headset adapter (adapter can be purchased separately, code: WPEHS)









Wildix Partner



full guide online:



www.wildix.com