



## Wildix Phone Quick User Guide

### **PICK UP A CALL**

If your Extension is ringing (Internal or External Calls):

- Lift Handset (Or Hit Speaker)

Pick up a Parked Call:

- Lift Handset (Or Speaker) / Select Park 1-4 On Phone

### **PARK A CALL**

When on a call / hit transfer followed by open park slot (Park 1-4)

### **TRANSFER CALL**

To transfer an Extension or Outside Number:

- With a call in progress / Press the Transfer key / Dial an extension (or press user quick key on phone) or dial external number / Hit Transfer key again (You can also announce call before hitting transfer button the 2nd time which completes the call)

To transfer a call to Voicemail:

- When on a call hit transfer / dial 99 followed by extension / Hit transfer again to finish the transfer

### **HOLD**

Individual Hold (Meaning No one but yourself sees this number on Hold)

- With a call in progress / Hit Hold button which says this on the screen / Call is now held on your phone only on your Line key (Blinks)

### **TO ACCESS VOICEMAIL**

To quickly view messages and listen to them:

- Press the envelope soft key on the phone / Input your voicemail code / Follow on screen options

To access full mailbox options including recording your greeting:

- Lift Handset / Dial \*81 / When prompted Input your voicemail code / Listen to voicemail options and follow prompts

### **TO MAKE A CALL**

To Dial External (outside) number: Dial the number including area code (If area code is 608 you do not need to dial this) / Press dial or wait for phone to call number

To Dial an internal (Inside) number: Dial the extension or press the users quick key on your screen

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