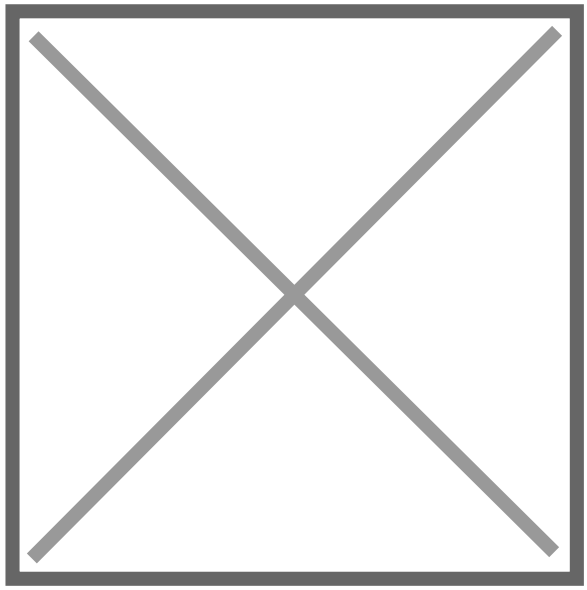
65.035 Wildix Chat



Docs

Document Control

Document Name	65.035 Wildix Chat		
Version	v1.0 Current		
Author	Neil Tancock, IT Services (Safeharbour Support Ltd), neil@safeharboursupport.com		
Approval	Safeharbour Support		
Approval date	01-JAN-2025	**Review date**	31-DEC-2027
Absract	Using Chat you can send and receive messages, files and post-its to other users. This works on Collaboration and the mobile app so you are never out of touch.		
Scope	This document applies to all clients of Safeharbour Support Ltd		
Inputs	None		
Outputs	None		

Change Control

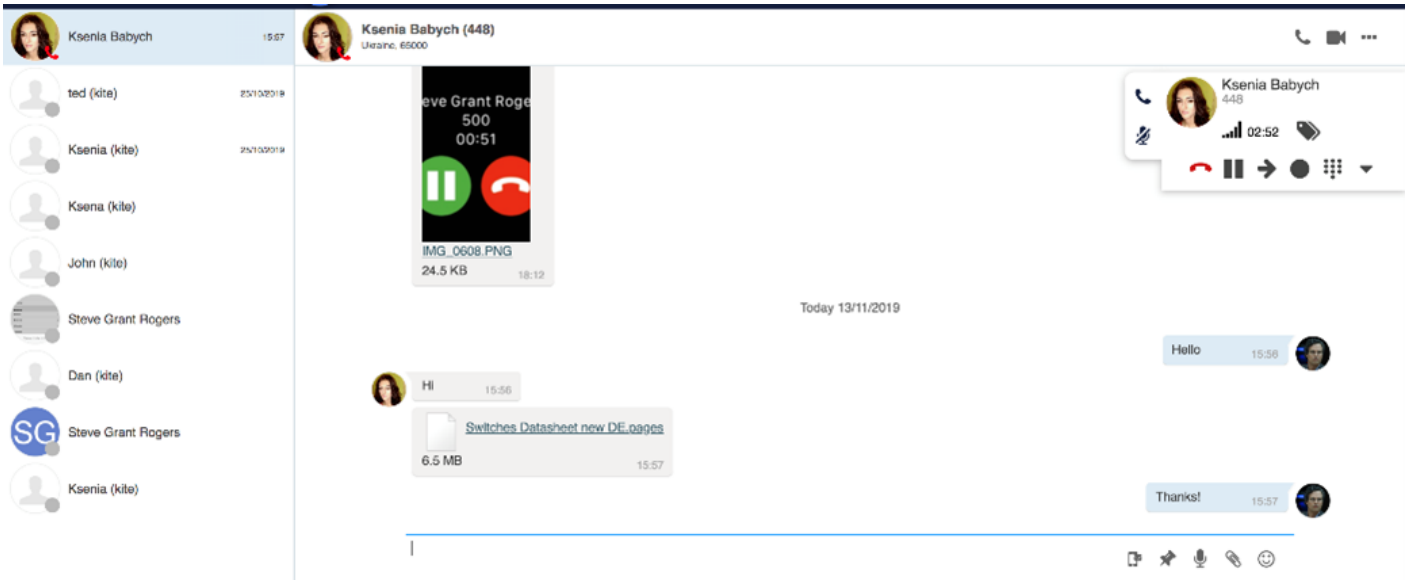
Date	Author	Version	Change
02-DEC-2024	Neil Tancock	0.0	First version

01-JAN-2025	Neil Tancock	1.0	Approved

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Using Chat you can send and receive messages, files and post-its to other users. This works on Collaboration and the mobile app so you are never out of touch. You can initiate an instant message session from many parts of Collaboration:

- From Search field:
  Enter the colleague name/ extension and select Chat from the drop-down menu.
- From Colleagues / Feature keys:
  Mouse over a colleague and click on Chat icon, or right-click on a colleague and select Chat
- From History:
  Right-click on a colleague and select Chat
- From call dialog during a call:
  Select Other -> Chat in call dialog



Once you have started an instant message session, the messaging tab opens and you can start typing your message and use chat input options:



- Click on the push pin to send the user a post-it reminder
- Click on the microphone to dictate your message
- Click on the paper clip to send a file or photo
- Click on the emoji to send an emoji

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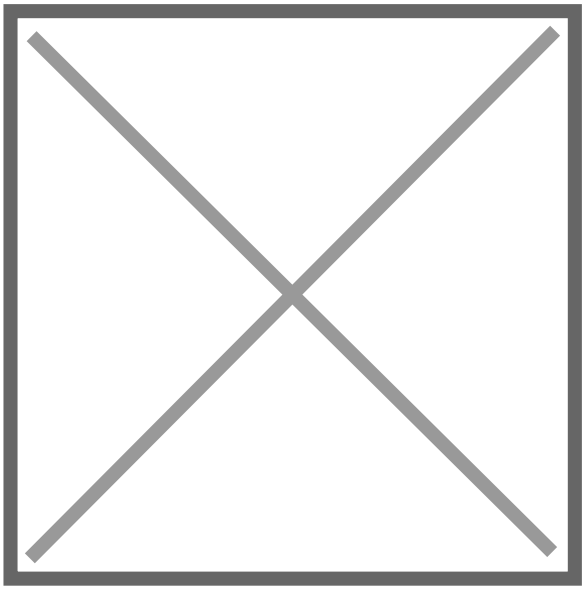
Need help? Get in touch!

You can call us on 01752 373000, option 2 or, if you are on Number Club, just call extension 3001

You can email us at hub@safeharboursupport.com

You can chat & Collaborate with us at https://kite.wildix.com/nc-a12/3001

You can Whatsapp us right here: https://wa.me/441752373000



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