

PHONE USER GUIDE – Fanvil V64

Placing a Call

- Lift handset, press  or press 
- Dial a number, extension or press a speed dial

Answering a Call

- Lift handset **OR**
- Press  or 

Hold

- While on a call, press **Hold**

Retrieving a Held Call

- Press **Resume** to retrieve the call

Redial

- Press  to redial the last number

Do Not Disturb

- Press **DND**

Turning Off DND

- Press **DND** Again

Park

- While on a call, press **More**
- Press **Park**

Retrieving a Held Call

- Dial the extension given when the call was parked

Conference Calls

- While on a call, press **Conference**
- Dial number or press a speed dial
- Press **Conference** again and all parties will be connected

Transferring a Call

Blind Transfer

- While on a call, press **Xfer**
- Dial number or press a speed dial
- Press **BXfer**
- Wait for the call to time out or Press **Dial** to speed up the transfer

Consult Transfer

- While on a call, press **Xfer**
- Dial number or press a speed dial
- Talk to the person
- press **Xfer**

Transfer to Voicemail

- While on a call, press **Xfer**
- Dial *+extension
- press **BXfer**

Audio Control

- Press  to Change the ringer volume while your phone is on the hook
- Pick up the handset and Press  to Change the volume of the handset
- Press  then Press  to Change the volume of the Speaker phone
- Press  then Press  to Change the volume of the headset

Message Waiting Light

Located in the Upper Right Corner of phone,
New voicemails will light this up red

Ringtones

- Press **Menu**
- Select **Basic**
- Select **Ring**
- Choose **Ring Type**
- Choose the tone you want
- Select **OK**

Forwarding Calls

- Press **Menu**
- Select **Features**
- Choose **Call Forwarding**
- Choose **1. Your Name**
- Choose the type of forwarding:
 - **Unconditional Forward**- All calls forward all the time
 - **Busy forward**- Only forwards when line is in use
 - **No Answer Forward**- Calls are forwarded if not answered after a period of time
- Turn the forwarding on using the right or left navigation button
- Scroll down and type in a number to forward to
- Press **OK**

Turning off Call Forwarding

- Press **Menu**
- Select **Features**
- Choose **Call Forwarding**
- Choose the type of Forwarding
- Select **Off**

Call History

- Press **Call Log**
- Scroll through the list
- Select an entry
- Select the Person to call back or press options to get call detail such as duration, add to Contacts, edit info, blacklist contact or Delete

Soft Keys

Call Log – Access your call history
Contact – Save Personal Contacts
DND – Sends calls directly to voicemail
Menu – Brings you to your settings
Dial – dials the number
Delete –backspaces one number while dialing
Cancel – removes the partially dialed number and hangs up
Hold – Places a call on Hold
Resume – takes a call off hold status
Xfer – Transfers a call
End – Hangs up an active call
More – Lists more options while on a call
Conference – Initiates/completes a conference
Manage – Manage the conference call
Far Mute - Mutes highlighted party
Far Hold -Puts the highlighted party on hold
Remove – Removes highlighted party
Far Mute All - Mutes all parties
Split – Splits a conference call apart
New Call – Puts first caller on hold picks up a new line
Park – Parks a call on the system that anyone can pick up by dialing the park extension listed when the call is placed on park
Call Flip- Flips the call to the Desktop or Cell phone app
Return – Brings you back one screen
Cancel – backs out of transfer or conference screen
Answer – Answer an incoming call
Fwd- enter in an extension to forward an incoming call to while ringing
Reject – Transfers call to your voicemail or forwarding condition

Hard Keys

Headset – Press this to use a headset
Mute – Makes it so people can't hear you
Redial – Press to redial the last person you called
Speaker – Takes phone off hook
Directory – Places a call on Hold
Messages – Calls Voicemail
Home – Brings you back to the default screen from any other screen
Bottom of Circle – Network Settings
Top of Circle- Call history
Center of Circle – Select/OK
Return -brings you back one screen

Adding a Headset

- Press **Menu**
- Scroll to **Features**
- Choose **8. General**
- Select **2. Ring from Headset**
- Use the left or right side of the circle to enable to ring in just headset or group ring to ring both phone and headset
- Press OK
- Choose **9. Advanced**
- Choose **6.EHS**
- Use the left or right side of the circle to enable

Adding a Bluetooth Headset

- Press **Menu**
- Scroll to **Basic**
- Choose **8. Bluetooth**
- Use the Right side of the circle to enable Bluetooth
- Scan for a device
- Choose **Link**

Connecting to WiFi

- Press **Menu**
- Scroll to **Basic**
- Choose **9.WLAN**
- Use the Right side of the circle to enable WLAN
- Scroll Down to Available networks
- Select the network you would like to join choose **Link**
- Enter your Password
- Click **Link**

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