



PHONE USER GUIDE – Fanvil X303W

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 **Xfer**











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 **Xfer**

Audio Control

- Press  or  to Change the ringer volume while your phone is on the hook
- Pick up the handset and Press  or  to Change the volume of the handset
- Press  then Press  or  to Change the volume of the Speaker phone
- Press  then Press  or  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 **Ringtype (option 3)**
- Choose the tone you want
- Select **Save**

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

Send – 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

Mute – Makes it so people can't hear you

Directory – Places a call on Hold

Transfer - Transfers a call

Messages – Calls Voicemail

Conference - initiates/completes a conference

Information – Network Settings

Headset – Press this to use a headset

Redial – Press to redial the last person you called

Speaker – Takes phone off hook

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

Connecting to WiFi

- Press **Menu**
- Scroll to **Basic**
- Choose **8.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**

LOFFLER