

## VoIP Phone Guide

### How to create a contact

- > Click on the Contact (Main Page)
- > Click on Ok
- > Click on Add
- “Fill the details”
- > Click on Ok.

### How to Call from Contact

- > Click on the Contact (Main Page)
- > Click on the All Contact
- “Select the contact”
- > Click on Dial.

### How to Activate / De-Activate DND (Do Not Disturb)

If you have this (Red Minus) symbol on your top right of the IP Phone that means you have activated DND on the phone.

#### How to disable DND (Do Not Disturb)

- > Click on the DND button on the main page (Red Minus Symbol should disappear).

### How to Answer the Call

Click on the Answer Button on the main page.

### How to Transfer the call (Blind Transfer)

After picking up the call hit the contact on the side panel.

### **How to Transfer the call (Ext Number)**

After picking up the call

- > Hold
- > Xfer
- > 4001 (Ext Number)
- > Dial
- > Select the source number by clicking the upper arrow and click on transfer button  
(You should see a message on the screen - Call Transferred successfully)

### **How to Conference the call (Ext Number)**

After picking up the call

- > Hold
- > Xfer
- > 4001 (Ext Number)
- > Dial
- > Conference

### **How to view Missed Call**

- > Call Logs (Main Page)
- > Miss (use right key to direct to top right)

### **How to change a Ringtone**

- > Menu
- > Basic (Scroll Down)
- > Ring >
- > Ring Type (Select the tone by scrolling up/down)
- > Ok

For any further queries please go through the [Fanvil User Manual](#).

## **VoIP Phone Setup Manual**

### **IP Phone Desktop Installation**

The devices support two power supply modes from an external power adapter or over Ethernet (PoE) compiled switch. PoE power supply saves the space and cost of providing the device with an additional power outlet.

With a PoE switch, the device can be powered through a single Ethernet cable which is also used for data transmission. By attaching the UPS system to PoE switch, the device can keep working at power outage just like traditional PSTN telephone which is powered by the telephone line.

For users who do not have PoE equipment, the traditional power adaptor should be used.

If the device is connected to a PoE switch and power adapter at the same time, the power adapter will be used in priority and will switch to PoE power supply once it fails. Please use the power adapter supplied by the OEM (Original Equipment Manufacturer) and the PoE switch met the specifications to ensure the device to work properly.