




Fanvil X4 IP Phone

MAKING A CALL:

Dial like you would on a cell phone then pick up the handset. To make a call on speaker phone, enter the phone number and press the speaker  key located at the bottom right corner.


ANSWERING A CALL:

When the call is coming in, you can lift the handset or you can press the **ANSWER** soft key on the display.

ANSWERING A SECOND CALL:

While on the first call, and another call is coming in, press the **ANSWER** soft key and the first call will automatically be put on hold.

PUTTING A CALL ON HOLD:

You can place a call on hold by pressing the **HOLD** soft key or you can press the hold  button. This places the call on hold only on your phone, no other phone can pick up the call.

TAKING A CALL OFF HOLD:

To resume a call, you can press the **RESUME** soft key on the display, or you can press the hold button again.

CALL PARK:

This is what you should use all the time. This is the same as hold, but another person can pick up the parked call on another phone. While on the call, press any of the 2 park keys (Park 1, Park 2) located on the line display.

UNPARK A CALL:

To unpark a call, press whichever park key is lit up for the line you want to answer (Park 1, Park 2)

CHECKING VOICEMAIL:

To check voicemail, on the bottom line display, press the **VOICEMAIL** key. Follow the voice prompts to listen to your messages.

If you have any questions call us at 786-565-4450 option 2

For service requests, create a service ticket at <https://www.voiptel4u.com/customers> or email us at support@voiptel4u.com