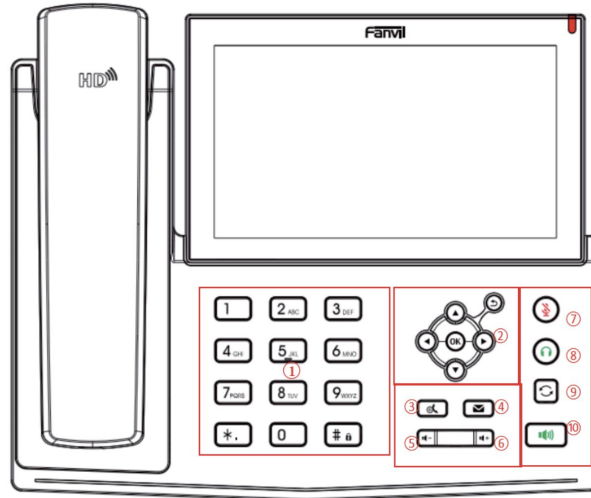




Fanvil X7 Hosted Telephone & Voicemail Guide



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|---|--------------------------|---|
| ① | DTMF Key | These 12 standard phone keys provide standard phone button functionality. At the same time, certain long key presses can be triggered to provide special functions. ☰ Long presses this key to open the keyboard lock configuration. |
| ② | Navigate/OK /Return Keys | The user can press the up/down navigation key to change the line or move the cursor in the screen list. On some Settings and text editing pages, the user can press the left/right navigation key to change options or move the cursor in the screen list to the left/right. OK key: Default is equivalent to soft button confirmation, user can customize the function. Return key: it will return to the upper menu under any interface, and it can be used to reject or hang up when making a phone call or making a call. |
| ③ | Hold Key | Press the "Hold" key during the call, the user can hold the call, and press it again to cancel the holding and restore the normal call state. |
| ④ | Voice Mail Key | Press the "voice mail" button, and the user enters the interface of SMS and voice mail list. |
| ⑤ | Volume Down Key | In the standby state, ring and ring configuration interface, press this button to reduce the ring volume; Press this button to lower the volume on the call or volume adjustment screen. |
| ⑥ | Volume Up Key | In the standby state, ring and ring configuration interface, press this button to increase the ring volume; Press this button to increase the volume on the call or volume adjustment screen. |
| ⑦ | Mute Key | During a call, the user can press this key to mute the microphone. |
| ⑧ | Headset Key | Users can press this key to open the headset channel |
| ⑨ | Redial Key | Press the Redial key to redial the last number dialed |
| ⑩ | Hands-free Key | The user can press this key to open the audio channel of the speakerphone. |

This quick setup guide will assist you on how to use your new phone and configure your voicemail. Make sure you have your PIN available that was sent to you in your "Welcome to your new phone system" E-Mail

Using your Fanvil phone

The line keys should be blank at all times until you pick up the receiver or speakerphone or if a call is coming in, Line Key turns green. Verify there are at least 6 icons in the display on the left of the screen with a clear circle and phone icon, if not; please verify you can reach the internet by opening your internet browser on your computer, search on any topic and ensure you get search results, if you do not get results then the Internet is unavailable at your location, contact your carrier, if you do get results and the phone icon is still not there please contact dais support at: support@daiscorp.com

Placing a Call:

Pick up the Receiver or just dial on the keypad, enter the number, press "Dial" on the display. You press "Dial" at the end of any call to send the phone call, dial the 3 digits for a co-worker's extension, seven digits for the local pizza shop, or 10 digits for a long distance call. You do not have to dial 9 or the local area code you are in. Again, press the "Dial" button that appears on the screen to complete the dialing process.

Answering Calls ringing on your phone:

When your phone is ringing simply pick up the receiver or press the Speaker button to answer the call.

This intercom feature allows you to make an announcement to another extension without requiring the other party to pick up the handset. The message will be played via the other phone's speaker. The audio is two way, and the called party can respond immediately without picking up the handset.

1. Lift handset
2. Dial *99 + your party's extension number, Press Dial

Transferring a call to a co-worker: (Blind transfer)

1. Answer the call, find your co-worker, press the name(on the display), Hang up.

Transferring a call to a co-workers VOICE MAIL:

1. Press transfer key on display
2. Dial *40 + the extension number and "Dial"
3. Press Xfer when it appears, then Hang up

Do Not Disturb ON/OFF To specify DND (Do Not Disturb) for a particular extension:

Press the "DND" key on the display. Repeat the process to turn it off

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VOICEMAIL QUICK SETUP- Please do this ASAP

To setup your voicemail:

Vicemail Greeting

1. Press the Envelope Key
2. Type in your PIN
3. Press 0 for mailbox options
4. Press 1 to record your unavailable message (this is the message that will play when you are not on your phone and someone calls and you do not answer)

Vicemail Name

1. Press the Envelope Key
2. Type in your PIN
3. Press 0 for mailbox options
4. Press 3 to record your name (this will be used for the company directory)

Other Items you may want to change right away:

- Press 4 to managed temporary greeting
- Press 5 to change your password
- Going forward, if your red light is lit on the top of your phone, you have a voicemail message. Simply follow the next steps:

To listen to your voicemail:

1. Press the Envelope/Message key on your phone.
2. Enter your pin number. Press # (PIN was sent to you in the Welcome EMail)
3. A prompt will be played with the number of read and unread messages in your voice
4. Press * to Play messages
5. To delete message press 3

Placing calls on Personal HOLD(for Hold and pick up on different phone see Park Keys)

1. Press the HOLD Button(appears on display).
2. Hang up, you can only pick the call up on the phone that placed the caller on personal hold

Picking up calls from Personal HOLD

Press the Flashing line key.

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Remote call pick-up *8 + <extension number>

If you hear a particular extension ringing, and you know that person is not able to take the call, you can take the call using the 'Call Pickup' feature.

For example, *8100, will answer the ringing phone at extension 100.

Using Park keys (Hold call and pick up at any other phone in office):

1. While on a call, Press Xfer then Press an available Park key
2. Hang up
3. To pick up the call, Press the Flashing Park key

Placing a 3 Way Conference Call

1. Enter the first number, press "Dial" on the display
2. Get that person on the line
3. Press the "More" button the display, then press "Conference"
4. Enter 2nd number to call, press "Dial" on the display
5. When the second person answers press the "More" button the display, then press "Conference"
6. 3 Way call is active

Using the Navigation Keys (Wheel) to see In, Out, Miss and Forward Calls

1. From the Main screen click the dial Arrow Up Once once, Call History is displayed

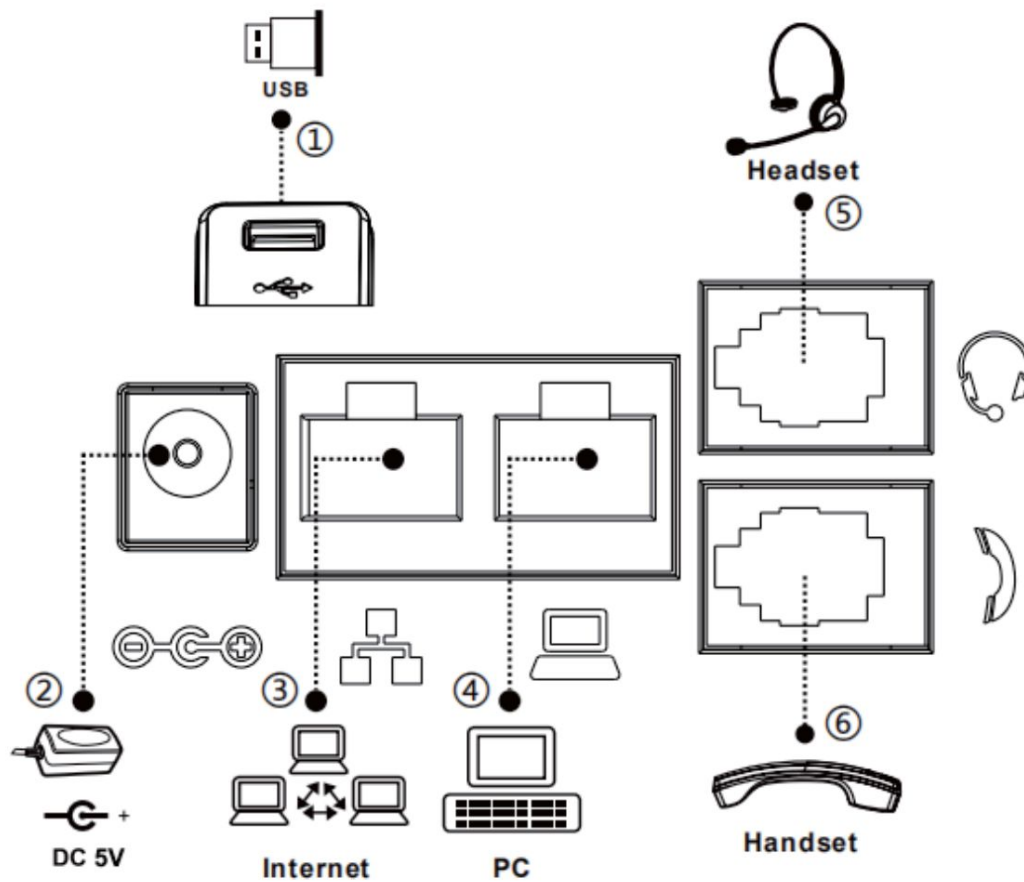
Once you find the call you want you can just press the "Dial" Key to call the person

To Page via Horn:

1. Press *99200 "Dial"
2. Lift handset and after announcement beep say your message
3. Hang Up when finished

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Back of Phone Setup



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Please send all Support/Service issues to Support@daiscorp.com only

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