

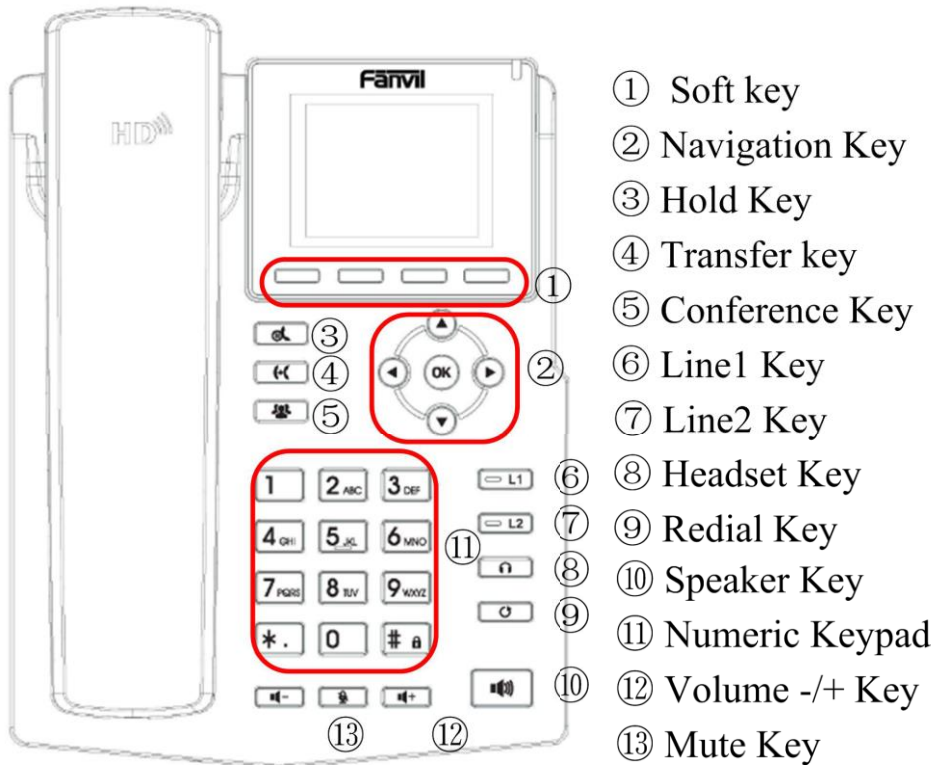


Elmdale IT

Services Ltd

Professional IT Management
and Services

Fanvil X3 Quick Guide



To Transfer a Call

1. Press Xfer or the Transfer soft key during a call.
2. Press the extension button you want to transfer the call to.
3. Speak to the person you want to transfer the call to, to see if they would accept the call, if they do
4. Press Xfer to complete the transfer.

To Transfer a Call if original recipient does not want to take the call

1. Press Xfer or the Transfer soft key during a call.
2. Press the extension button you want to transfer the call to.
3. Speak to the person you want to transfer to, to see if they accept the call, if they don't want to press End on the soft keys, then press Resume to talk to the original caller to take a message.