Using FON-175 Telephones with FortiVoice Enterprise Systems

FₜRTINET

**The reference card includes the basic features.
For more information, see the phone's user guide.**

Buttons

Most of the buttons are similar to those on other phones, but you might not be familiar with the following:

↻ — Dials the last number again

✉ — Accesses voicemail

Softkeys— The screen shows the current function of each of the 4 softkeys. Softkeys change based on the call status.

Remember

Press **#** after dialing an outside number or extension.

Setting up voicemail

1. Press ✉ .

2. When prompted, enter a password, record a greeting and record your name for the dial-by-name directory.

Checking voicemail

1. Press ✉ .

2. When prompted, enter your password + **#** .

3. Press **1** to listen to your messages. You can also change your greeting and personal options.

Calling an outside number

1. Dial 8 + the phone number + **#** .

2. If prompted, dial an access code.

Calling an extension

Dial the extension number + **#** .

Placing a caller on hold

Press *Hold*. You can now hang up or answer another call without disconnecting the caller.

Retrieving a caller on hold

Press *Hold*.

Performing a screened transfer

A screened transfer allows the recipient to accept or refuse the transfer.

1. Press *Hold* + <extension> (or outside number) + **#** .

2. When the recipient answers:

   • press *Hold* or hang up to complete the transfer
   or
   • press *OK* and scroll to select *Cancel Transfer*.

Performing a blind transfer

Press *Hold* + <extension> (or outside number) + **#** , then hang up.