

Using FON-475/575 Telephones with FortiVoice Enterprise Systems



**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:



— Puts a call on hold



— Transfers a call

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.

Phones with FortiVoice Enterprise Systems

Voicemail

Locally Remotely

Go to old messages

Change personal options

MESSAGE PLAYBACK CONTROLS

1 Go to first message

Restart 2

Go to end

4 Play previous message

Play next message 6

Delete message 7

Forward message 8

Forward message

Save message

 CUT ↑ and FOLD →

Accessing Features		
Answer call waiting		Press OK .
Screened transfer	<i>Hold + <extension> (or outside number) + ##</i> , then <i>Hold</i> or hang up. To cancel the transfer, press <i>OK</i> and scroll to select <i>Cancel Transfer</i> .	
Blind transfer	<i>Hold + <extension> (or outside number) + ##</i> , then hang up.	
Voicemail transfer	<i>Hold + * + <extension> + ##</i> , then hang up.	
Conference call	<i>Hold + <extension> (or outside number) + ##</i> . Press <i>OK</i> and scroll to select <i>Conference</i> .	
Park a caller	<i>Hold + * 4 + ##</i> . The system will respond with a parking orbit.	
Two-way intercom paging to FortiFone telephones		
Press the programmed <i>Intercom + <extension> + Dial</i> , or * 9 2 + <extension> + ## .		
Two-way group paging to FortiFone telephones		
Dial the <paging group number> + ## .		