


Using FON-375 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 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.

Voicemail

Access mailbox:

Locally

Remotely



Go to old messages

2

Change personal options

0

(greetings, password, remote notification options)

MESSAGE PLAYBACK CONTROLS

Go to first message

1

Restart

2

Go to end

3

Play previous message

4

Play next message

6

Delete message

7

Forward message

8

Save message

9

Exit

#

FORTINET

Using FON-375 Phones with FortiVoice Enterprise Systems

Accessing Features

Do not disturb

*78# to enable
*79# to disable

Pick up: Any ringing extension

*80 + #

Pick up: Specific extension


*81 + <extension> + #

Place caller on hold

Hold

Retrieve caller on hold

Hold

 CUT ↑ and FOLD →

Accessing Features

Answer call waiting

Press *OK*.

Screened transfer

Hold + <extension> (or outside number) + **#**, then *Hold* or hang up.
To cancel the transfer, press *OK* and scroll to select *Cancel Transfer*.

Blind transfer

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

Voicemail transfer

Hold + ***x** + <extension> + **#**, then hang up.

Conference call

Hold + <extension> (or outside number) + **#**.
Press *OK* and scroll to select *Conference*.

Park a caller

Hold + ***x 4** + **#**.
The system will respond with a parking orbit.

Two-way intercom paging to FortiFone telephones

Press the programmed *Intercom* + <extension> + *Dial*,
or ***x 9 2** + <extension> + **#**.

Two-way group paging to FortiFone telephones

Dial the <paging group number> + **#**.