Voicemail

▲ **Access mailbox:**
  Locally   `*` `*` `#`
  Remotely   `*` `*` + <mailbox number>

Change greeting options   `2`

Change personal options   `3`
(password, date stamp, remote notification options)

MESSAGE PLAYBACK CONTROLS

Rewind 10 seconds   `1`

Go to beginning   `1` `1`

Skip ahead 10 seconds   `3`

Skip to end of message   `3` `3`

Check time and date stamp   `5`

Forward message   `6`

Delete message   `7`

Save message   `9`

Skip to next message   `#`

F⌷RTINET®

Using Standard Analog Telephones with FortiVoice

Accessing Features

If Direct Line Access is enabled, you will automatically access an outside line. To place an intercom call or to access features indicated with a ▲, first press the *Flash* or *Recall* button.

The *Flash* or *Recall* button may be labeled *Flash*, *R*, *CONF*, or a symbol. Check the phone's documentation.

  Access outside line
          `9` or `8` `1` to `8` `8` (Americas, UK)
          `0` or `8` `1` to `8` `8` (other countries)

No hunt group is required if Direct Line Access is enabled.

▲ **Do Not Disturb** Enable/disable   `*` `6` `2`

▲ **Pick up: Any ringing extension**   `*` `9`
  Specific extension   `*` `7` + <extension>

Accessing Features

▲ **Pick up: Any ringing extension**	**✱** **9**
Specific extension	**✱** **7** + <extension>
Place/retrieve caller on hold	*Flash* or *Recall*
Cycle through callers on hold or queued	*Flash* **7** or *Recall* **7**
Answer call waiting	*Flash* **7** or *Recall* **7**
Call transfer	*Flash* or *Recall* + <extension> + hang up.
Voicemail transfer	*Flash* or *Recall* + **✱** + <extension> + hang up.
Cancel transfer	*Flash* **5** or *Recall* **5**
Conference call	Place first party on hold: *Flash* or *Recall*. Call the second party (for external calls first access an outside line). *Flash* **6** or *Recall* **6**
Park a caller	*Flash* or *Recall* + **✱** **5** **1** **0** . The system will respond with a parking orbit.
▲ **Retrieve a parked caller**	**✱** **✱** + <orbit> (**500–509**)
▲ **Two-way intercom paging to FortiFone telephones***	**✱** **8** **4** + <extension>
▲ **One-way group paging to FortiFone telephones***	**✱** **8** **5** + <ring group> or **✱** **8** **5** + <extension>
*not all phones can receive pages	
▲ **PA overhead paging**	**✱** **0**
▲ **Attach account code to last call**	At dial tone, dial **✱** **8** **8** + <account code> + **#** Call detail record logging must be active.

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