Using the FON-260i Telephone

F:RTINET

This document briefly describes how to use the phone. The reference card includes the basic features. For more information, see the phone's QuickStart 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.

- ↻ — Dials the last number again.

- 🗎/↪ — Opens configuration options or transfers a call.

- ✉ — Accesses voicemail.

Remember

- Dial **9** (**0** in some countries) or **8 1** to **8 8** to get an outside line. This is not required if you have direct line access, which automatically chooses an outside line.

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

- If you have direct line access, dial **✳ ✳** before dialing a feature code 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 **9** (**0** in some countries) or **8 1** to **8 8** to get an outside line. This is not required if you have direct line access, which automatically chooses an outside line when you dial the phone number.

2. If prompted, dial an access code.

3. Dial the phone number + **#** .

Calling an extension

Dial the extension number + **#** . If you have direct line access, dial **✳ ✳** first.

Placing a caller on hold

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

Retrieving a caller on hold

Press ⌣.

Performing a screened transfer

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

1. Press 🗎/↪ + <extension> (or outside number) + **#** .

2. When the recipient answers:

   - press 🗎/↪ or hang up to complete the transfer; or
   - press *OK* and scroll to select *Cancel Transfer*.

Performing a blind transfer

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

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.

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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 dial ***** *****.

   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 ***** **6** **2** + **#**
to toggle on/off.

▲ **Pick up: Any ringing extension**
* **9** + **#**

▲ **Pick up: Specific extension**
* **7** + <extension> + **#**

✂ CUT ↑ and FOLD →

Accessing Features

Place caller on hold	☎
Retrieve called on hold	☎
▲ **Answer queued call**	**7** + **#** to retrieve the next caller in your queue.
Answer call waiting	Press *OK*.
Screened transfer	📋/(→ + <extension> (or outside number) + **#** , then 📋/(→ or hang up. To cancel the transfer, press *OK* and scroll to select *Cancel Transfer*.
Blind transfer	📋/(→ + <extension> (or outside number) + **#** , then hang up.
Voicemail transfer	📋/(→ + **✳** + <extension> + **#** , then hang up.
Conference call	📋/(→ + <extension> (or outside number) + **#** . Press *OK* and scroll to select *Conference*.
Park a caller	📋/(→ + **✳ 5 1 0** + **#** . The system will respond with a parking orbit.
▲ **Retrieve a parked caller**	**✳ ✳** + <orbit> + **#** .
▲ **Two-way intercom/group paging to FortiFone telephones**	**✳ 8 4** (Intercom) or **✳ 8 5** (Paging) + <extension> + **#** .
▲ **Attach account code to last call**	At dial tone, **✳ 8 8** + **#** . When prompted, enter <account code> + **#** . Call detail record logging must be active.

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