

# Admin App Guide

Android with FortiVoice Phone System



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Android with FortiVoice Phone System Admin App Guide

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# Change log



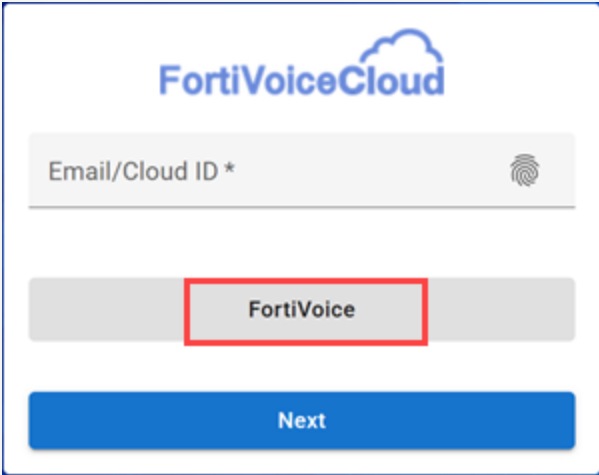
Date	Change Description
2025-10-24	Initial release of the Admin App 7.0.1 Guide for Android with FortiVoice Phone System. FortiVoice 7.2.3 supports Admin App 7.0.1.

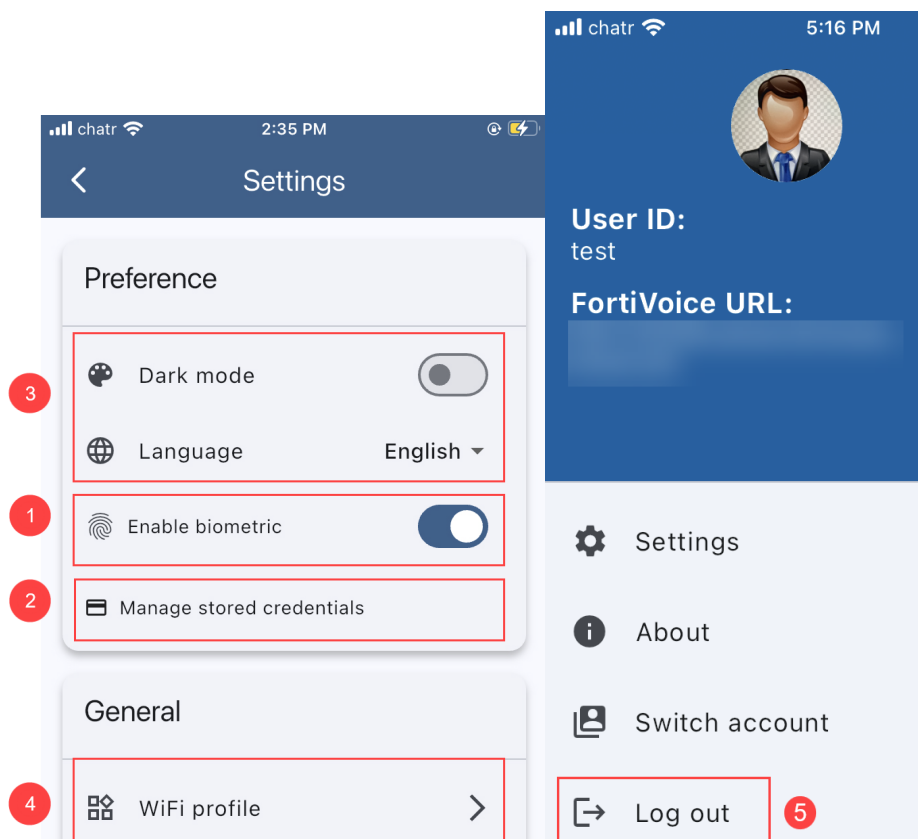
# Getting started



The FortiVoice Admin app allows you to monitor your FortiVoice system status and easily manage phones and user extensions from your mobile phone.

The app complements the admin portal by supporting you with some administrative tasks while you are away from your desk.

For more information about the admin portal, see the [FortiVoice Phone System Administration Guide](#).

Action	How to
Installing the app	Go to the <a href="#">Google Play Store</a> and search for <b>FortiVoiceAdmin</b>  . The app has been tested on Android 9.0 and later.
Logging in for the first time	<p><b>To log in</b></p> <ol style="list-style-type: none"><li>1. Tap the FortiVoice Admin app icon  on your phone. The login page opens.</li><li>2. Tap <b>FortiVoice</b>.</li></ol>  <ol style="list-style-type: none"><li>3. Enter the server URL. Leave out https://. The URL format is &lt;IP_address&gt; . If FortiVoice is using a non-default HTTPS port, then add :&lt;port_number&gt; after the IP address, for example: &lt;IP_address&gt; :&lt;port_number&gt;</li><li>4. Enter the username and password. Those are the same credentials that you are using to log in to the FortiVoice admin portal. The web app opens to the <b>Dashboard</b> where you can review your system information, system resources, and license information.<ul style="list-style-type: none"><li>• Your credentials are saved on your mobile phone.</li><li>• You can store up to three different sets of login credentials.</li></ul></li></ol>









No.	Action	How to
1	Using biometric authentication	<p> On your mobile phone, ensure that you have completed the biometric setup to register your fingerprint.</p> <hr/> <p><b>To login using the fingerprint recognition</b>                      After logging in for the first time in the Admin app, you can store login credentials. For subsequent logins, you can use the fingerprint recognition to easily access your saved credentials and quickly login.</p> <ol style="list-style-type: none"> <li>1. On the login page, tap the fingerprint icon  .                      The <b>Authentication required</b> page opens.</li> <li>2. Place your finger on the fingerprint sensor.                      If your mobile phone recognizes your fingerprint, the Admin app displays your saved login(s).</li> <li>3. Tap the saved login you want to use.</li> </ol> <p><b>To disable fingerprint authentication</b></p> <ol style="list-style-type: none"> <li>1. Tap your account or placeholder picture.</li> <li>2. Tap <b>Settings</b>.</li> <li>3. Tap <b>Enable biometric</b>.</li> </ol>

No.	Action	How to
2	Managing stored login credentials	<b>To remove login credentials saved on the phone</b> <b>1.</b> In <b>Settings</b> , tap <b>Manage stored credentials</b> . <b>2.</b> Tap the 'x' beside the credentials you want to remove from your phone.
3	Managing your preferences	In <b>Settings &gt; Preference</b> , you can adjust your screen display and select the language.
4	Managing WiFi profiles	In <b>Settings &gt; General</b> , you can manage WiFi profiles for FortiFone FON-W80B phones.
5	Logging out securely	<b>To log out of the app</b> <b>1.</b> Tap your account or placeholder picture. <b>2.</b> Tap <b>Log out</b> .

# Managing extensions

To manage extensions, in the navigation bar, tap **Users > Extensions**.









The following table lists actions you can take to manage extensions:

Action	How to
Add a new extension	<ol style="list-style-type: none"> <li>1. Tap .</li> <li>2. Tap .</li> <li>3. Enter a unique extension number.</li> <li>4. Tap .</li> </ol>
Assign a phone to the extension	<ol style="list-style-type: none"> <li>1. Swipe left on the extension.</li> <li>2. Tap .</li> <li>3. Search for and tap the device you want to assign to the extension.</li> <li>4. Tap .</li> </ol> <p>For the FON-W80B phone, you can auto-provision using Bluetooth pairing. See <a href="#">Auto-provisioning FON-W80B phones with Bluetooth device discovery on page 10</a>.</p>
Reassign a FortiFone Softclient license	<p>If you want to free up a FortiFone Softclient license, revoke the license and assign it to another extension.</p> <ol style="list-style-type: none"> <li>1. Search for and tap the extension.</li> <li>2. Under <b>Soft FortiFone</b>, tap <b>Revoke</b>.</li> </ol>
Change an existing extension	<p>Tap the extension and change any of the following:</p> <ul style="list-style-type: none"> <li>• Number</li> <li>• Display name</li> </ul>
Delete an extension	<p>Swipe left on the extension you want to delete and tap .</p>

# Managing phones

To manage phones, in the navigation> bar, tap **Users > Phones**.

The following table lists actions you can take to manage phones:

Action	How to
Add a new phone	<ol style="list-style-type: none"><li>1. Tap .</li><li>2. Tap .</li><li>3. Enter the MAC address and select the phone profile.</li><li>4. To save, tap .</li></ol>
Assign the phone to a new extension	<ol style="list-style-type: none"><li>1. Swipe left on the phone you want to assign.</li><li>2. Tap .</li><li>3. Create a new extension and tap .</li></ol>
Assign the phone to an existing extension	<ol style="list-style-type: none"><li>1. Swipe left on the phone you want to assign.</li><li>2. Tap .</li><li>3. Select the extension and tap .</li></ol>
Delete a phone	<ol style="list-style-type: none"><li>1. Filter for <b>Not assigned</b> phones. (You cannot delete phones that have already been assigned).</li><li>2. Swipe right on the phone you want to delete.</li><li>3. Tap .</li></ol>

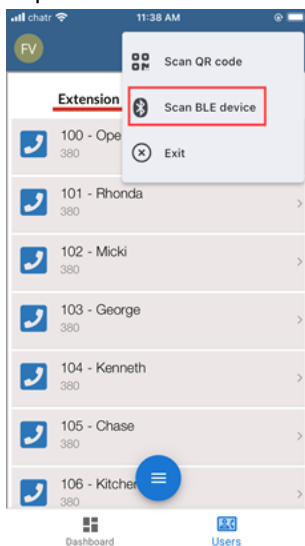
# Auto-provisioning FON-W80B phones with Bluetooth device discovery



Before assigning devices to internal extensions, make sure that the FortiVoice phone system, your FortiVoice Admin app account, and the FON-W80B phone are connected to the same internal WiFi network.

## To auto-provision with Bluetooth device discovery

1. On the FON-W80B, activate Bluetooth Low Energy (BLE) by long pressing the asterisk button (\*) and then pressing 3 at the same time.  
The FON-W80B displays a code for 10 minutes.
2. On your mobile phone, open the FortiVoice Admin app.
3. In the navigation bar, tap **Users**.
4. Tap the three dots at the top of the screen.
5. Tap **Scan BLE device**:



FortiVoice Admin starts scanning and, when it detects a Bluetooth-enabled device, it displays the device and the Bluetooth pairing code:



6. Tap the entry.
7. Tap **Assign this device**:




8. In **Assign Device to Extension**, you can choose from the following settings:

How would you like to assign this device?	Extension options based on device selection
<b>Main Device</b>	<ul style="list-style-type: none"> <li>• Create a new extension.</li> <li>• Select an existing extension.</li> </ul>
<b>Auxiliary Device</b>	Select an existing extension.
<b>Add Device Only</b>	Assign the device to an extension later.

9. Tap ✓.

The FON-W80B downloads the configuration and completes the registration with FortiVoice.

Alternative method for provisioning a FON-W80B phone and assigning it to an existing extension:

1. On the FON-W80B phone, press the asterisk button (\*) and then press 3 at the same time.  
The phone displays a numerical code for ten minutes.
2. In FortiVoice Admin app, in the navigation> bar, tap **Users**.
3. In the **Extensions** tab, search for the extension for which you want to provision the phone.
4. Swipe left on an extension and tap .  
FortiVoice Admin starts scanning and, when it detects a Bluetooth-enabled device, it displays the device and the Bluetooth pairing code.
5. Tap the entry.
6. Tap **Assign this device**.
7. If the extension is already assigned to a FON-W80B phone, choose how you want to assign this device:
  - **Main Device**
  - **Auxiliary Device**
8. Tap ✓.

**See more**

[Registering FON-W80B phones](#)


# Managing WiFi profiles

You can create and assign WiFi profiles to FortiFone FON-W80B phones when provisioning them.



Profiles are stored locally on your mobile phone with a maximum limit of five profiles (or fewer depending on your phone's storage capacity).

The following table lists actions you can take to manage WiFi profiles:

Action	How to
Create a profile	<ol style="list-style-type: none"><li>1. Tap your account or placeholder picture.</li><li>2. Tap <b>Settings</b>.</li><li>3. Under <b>General</b>, tap <b>WiFi profile</b>.</li><li>4. Tap the plus icon (+).</li><li>5. Enter a unique profile name for your WiFi network and complete the mandatory fields.</li><li>6. Tap <b>Save</b>.</li></ol>
Assign a profile	To assign WiFi profiles when <a href="#">Auto-provisioning FON-W80B phones with Bluetooth device discovery on page 10</a> , after the phone registers, tap <b>Setup WiFi</b> .
Delete a profile	<ol style="list-style-type: none"><li>1. Go to <b>Settings &gt; WiFi profile</b>.</li><li>2. Swipe left on the profile you want to delete.</li><li>3. Tap .</li></ol>



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