

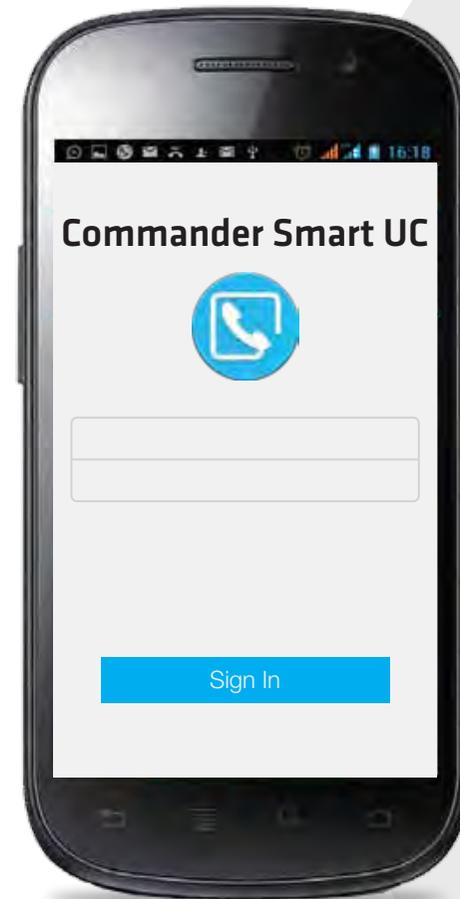
# COMMANDER PHONE

SMART UC Mobility for Android

## Commander Pty Ltd

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## QUICK REFERENCE GUIDE

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> Please read carefully before use.

COMMANDER

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### Search for Contacts

- Tap the Magnifying glass 
- Enter the search criteria

### How to Make a Call to a Contact

Take a call using one of the following methods:

- Tap the contact 
- From the contact card, tap on the handset icon
- Select VoIP Call or Mobile
- The call will commence

### How to Make a Call to an Ad Hoc Number

To dial a number not listed in your contacts:

- Tap the **dial pad**  and enter the number
- Tap Call 
- Select VoIP Call or Mobile
- The call will commence

### How to Answer an Incoming Call

Calls to your desk phone will ring on the Commander Mobility Client only if it is running.

- When your phone alerts you to a call, tap **Accept** to answer the call or **Decline** to refuse the call.
- When you Decline a call the caller will hear the busy signal.

### How to Transfer a Call

- While on a call, tap **Options**
- Tap Add Call
- Enter the name or number of the party the call is to be transferred to
- Select either **Talk and Transfer** to announce the call or **Transfer** for an immediate transfer
- Tap **Transfer** to complete the call



#### My Information

View and update your details, avatar, presence and location

#### Menu Button

This is a button on your Android handset. It may be located in a different place than displayed here

The main view contains a number of tabs that present information about the contacts and communications options available as follows:



**Chat** - View your **Buddies** list, **Chat History** and **My Room** list.



**Dial Pad** - Make calls



**History** - View incoming, outgoing, and missed calls



**Contacts** - View your local contacts or search for directory contacts

### To Pull a Call to your Mobile

- Tap the Dial pad 
- Tap Call Options 
- Tap Pull Call

The call will be transferred to your mobile.

### How to Start a Conference Call

- While on a call, tap on the **Options**
- Select Conference
- Enter the number or name of the new party to be added
- Tap **Add**
- The call will display as a group communication

### How to Start a Chat

- Tap **Chat**
- Tap **Start** a New Chat
- Select the contact/s you need to chat with
- Tap **Add Contact** to add more people to the chat

### Do Not Disturb

When activated all calls will be blocked. You can forward some or all calls if needed.

- Tap **Menu** followed by **Settings** and then **Call Settings**
- Select Do Not Disturb
- Check Enable to activate

### Hide Number

When the Hide Number feature is enabled your number is hidden from the called party. Calls to colleagues at your business site will see your number displayed.

- Tap **Menu** followed by **Settings** and then **Call Settings**
- Select Hide Number
- Check **Enable** to hide number



### Call Forward

The Forward Calls feature automatically forwards incoming calls (from your business phone) to an alternate phone number that is configured.

- Tap **Menu** followed by **Settings** and then **Call Settings**
- Identify which type of forwarding to be enabled and tap for your selection
- Check **Enable**
- Enter a phone number for incoming calls to be forwarded
- Tap **OK**

**When enabled Forward Always will take precedence over any other feature.**

### Remote Office

Remote Office allows a user to assign any other landline or mobile phone number as your business phone number and have outgoing calls billed to your business number.

To enable Remote Office:

- Tap **Menu** followed by **Settings** and then **Call Settings**
- Select Remote Office
- Check **Enable** service and enter the remote office number in the phone number field
- Tap **OK**

### Mobility

To configure:

- Tap **Menu** followed by **Settings** and then **Call Settings**
- Select Mobility
- Tap **Mobility** to enable
- Check the box to enable, tap **OK**
- Tap **Mobile Phone** enter mobile phone number, tap **OK**
- Tap **Phones To Ring** and select **Fixed**, **Mobile** or **Both**, then tap **OK**
- If required enable the following: Alert Click To Dial Calls, Alert Group Paging Calls, Call Control, Use Diversion Inhibitor and Answer Confirmation

### Simultaneous Ring Personal

Simultaneous Ring feature allows up to 10 phone numbers to be defined. All numbers defined will ring at the same time as your primary business phone number.

- Tap **Menu** followed by **Settings** and then **Call Settings**
- Select Simultaneous Ring
- Check **Enabled** checkbox
- If required, check Do not ring my Simultaneous Ring Numbers if I am already on a call
- Tap add **+** to **add** a location
- If required, check the **Answer confirmation** required checkbox to ensure that the call will be connected to a live party
- Enter the Phone number
- Tap **OK**

**Simultaneous Ringing is evoked before Remote Office so that all secondary destinations will ring at the same time as the Remote Office**

### Commander Anywhere

Commander Anywhere allows users to enable their mobile phone to behave as if the phones were an extension of the telephony exchange.

To configure:

- Tap **Menu** followed by **Settings** and then **Call Settings**
- Select Commander Anywhere
- Check the box to enable **Alert all** locations
- Tap add **+** to add a new location
- Tap **Telephone Number** and enter the number then tap **OK**
- Tap to enable each of the following, if required:
  - Call Control - Determines that call control options are to be performed by the BroadWorks Anywhere location device rather than your desk phone settings
  - Diversion Inhibitor - Stops calls being forwarded to your mobile voicemail or other location if set
  - Answer confirmation - Prompts for a key to be pressed when you answer
- Click **Add**