

COMMANDER PHONE

T41P IP PHONE

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QUICK REFERENCE GUIDE

> Please read carefully before use.

COMMANDER


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How to Place a Call


Using the handset

- Pick up the handset
- Enter the number, then press the **Send** soft key

OR Using the Speakerphone

- With the Handset on-hook, press 
- Enter the number, then press the **Send** Soft key

OR Using the Headset


- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

How to Answer a Call

Using the handset

- Pick up the handset

OR Using the Speakerphone

- Press  or the **Answer** soft key

OR Using the Headset


- Press 

How to End a Call

Using the handset

- Hang up the handset, or press the **Cancel** soft key

OR Using the Speakerphone

- Press  or the **Cancel** soft key

OR Using the Headset

- Press the **Cancel** soft key

How to place a Call on Hold



To place a call on hold

- Press the **Hold** soft key during an active call

To resume the call

- Press the **Resume** soft key

If there is more than one call on hold

- Press  or  to switch between calls, then press the **Resume** soft key to retrieve the desired call



How to Forward a Call

To enable Call Forwarding

- Press the **Menu** soft key when the phone is idle, and then select **Call Control > Call Forwarding**

Select the desired forward type:

Always Forward

Busy Forward

No Answer Forward

- Enter the number you want to forward to
- For **No Answer Forward** Select the ring time to wait before forwarding from the **After Ring Time** field
- Press the **Save** soft key to accept the change

How to Transfer a Call

You can transfer a call in the following ways:

BLIND Transfer - The call is transferred directly without the need to announce the caller





- Press **Tran** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to
- Press **Tran** soft key

ASSISTED Transfer - Allows you to announce the caller prior to releasing the call

- Press **Tran** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to
- When the second party answers announce the call, then press **Tran** soft key

Call History

While the phone is idle

- Press the **History** soft key
- Press  or  to switch between **all, placed, missed** and **received** call lists, then select **Enter**
- Press  or  to scroll through the list
- Select an entry from the list
- Press the **Dial** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list view information about the entry **OR**
- Select **Add to Personal** to add to your Local Directory

The first time you access call history or contact directory you may be prompted to enter your Command Central password available from your site administrator.

How to create a Conference call

To create a Conference call

- Press the **Conf** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference

Contact Directory

To access the directory and add a Contact

- Press the **Directory** soft key
- Select required directory, then press **Enter**
- Press **Option** soft key then **Add**
- Enter contact name and number
- Press **Save** soft key to accept change