COMMANDER PHONE
T46G GIGABIT IP PHONE

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QUICK REFERENCE GUIDE

> Please read carefully before use.

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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 **End Call** soft key

OR Using the Speakerphone
- Press 🔊 or the **End Call** soft key

OR Using the Headset
- Press the **End Call** soft key

How to place a Call on Hold

To place a call on hold
- Press 📠 or the **Hold** soft key during an active call

To resume the call, do one of the following:
- Press 📠 or the **Resume** soft key

If there is more than one call on hold
- Press ⌃ or ⌄ to switch between calls, then press 📠 or the **Resume** soft key to retrive the desired call

Line Buttons

Message Indicator Light

Soft Keys

Navigation Buttons

Volume Control
Press -/+ to adjust volume

🔵 Headset ⚡ Mute
✉ Messages 📠 Hold
🔄 Redial 📠 Transfer
🔊 Speaker

How to create a Conference call

To create a Conference call
- Press the **Conference** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conference** 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
- Press **Option** soft key then **Add** from the prompt list to add
- Enter contact name and number
- Press **Save** soft key to accept change

How to Forward a Call

To enable Call Forwarding
- Press the menu soft key when the phone is idle, and then select **Call Features > Call Control > Call Forward**

**Select the desired forward type:**
Always Forward
Busy Forward
No Answer Forward enter the ring time to wait before forwarding

For **No Answer** press the **Save** soft key to accept

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

ASSISTED Transfer - Allows you to announce the caller prior to releasing the call
- Press 📠 or the **Transfer** 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 📠 or the **Transfer** soft key

Call History

While the phone is idle
- Press the **History** soft key to view **missed**, **received** and **placed** calls
- Press ⌃ or ⌄ to scroll through the list
- Select an entry from the list
- Press the **Send** 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.