COMMANDER PHONE
T48G GIGABIT 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 touch 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 touch the **Hold** soft key during an active call

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

If there is more than one call on hold
- Use the touch screen to switch between calls on hold, then press 🔘 or touch the **Resume** soft key to retrieve the desired call

Touch Screen Soft Keys

Message Indicator Light

Touch Screen 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
- Touch the **Conference** soft key during an active call
- Enter the extension or external number of the second party
- Touch 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
- Touch the **Directory** soft key
- Touch the **Add button** from the menu to add
- Enter contact name and number
- Touch the **Save** soft key to accept change

How to Forward a Call

To enable Call Forwarding
- Touch 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 or Busy Forward or No Answer Forward
- Touch the 'on' button and enter the number to forward to
- Enter the ring time (in seconds) to wait before forwarding
- Touch 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
- Touch the **History** soft key to view **missed**, **received** and **placed** calls
- Press ⌃ or ⌄ to scroll through the list
- Select an entry from the list
- Touch an entry from the list to place a call
- Touch the ⓘ button to view information about the entry
- 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.