# **COMMANDER** PHONE W52H IP DECT PHONE



# QUICK REFERENCE GUIDE

> Please read carefully before use.



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# **COMMANDER**PHONE

## **Basic Operations**

#### Turning Handset On/Off

- Long press 💿 until the LCD screen lights up OR
- Place the handset in the charger cradle to turn on automatically
- Long press again to turn the handset off Locking /Unlocking keypad
- Long press **#**<sup>a</sup> to lock the keypad
- Long press **#** again to unloack the keypad

#### Switching Silent mode On/Off

- Long press 👀 to switch the silent mode on
- Long press 👀 to switch the silent mode off

## How to place a Call

#### To place a call directly

• Enter the desired number on the hand set, then press 🕐 to start dialling

#### OR To place a call from the local directory

- Press 💌 when the handset is idle, select Local Directory
- Press or to highlight the desire, then press r to dial

## How to Answer/End a Call

#### To Answer a call, do one of the following

- Press the Accept soft key
- Press 🕝 or press 🖃 for speaker mode

To End a call:

• Press 🕤

# How to place a Call on Hold

#### To place a call on hold

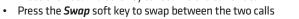
• Press the *Options* soft key during a call, press *Hold*, then press *OK* 

#### To resume the call

• Press the *Resume* soft key

#### There are 2 calls on hold

• Press the *Resume* soft key to resume the current call





# **Call History**

#### While the phone is idle

- Press the *History* soft key to view the history lists: *All Calls,Outgoing Calls, Missed Calls and Accepted Calls*
- Press or to highlight the desired list, then press the **OK** soft key
- The LCD screen displays all entries of the selected list
- Press 
  or 
  to highlight the desired entry, then press 
  to call back or
  press the View soft key to display details of the entry.

# How to Forward a Call

#### To enable Call Forwarding

- Press the E key to enter the main menu and select *Call Features > Call Forward*
- Press or to highligt the desired line, then press the **OK** soft key
- Press or to highlight the desired forwarding type, then press the OK soft key Always Forward
  - Busy Forward
  - No Answer Forward
- Select Enabled from the Status field
- Press or ▶ for the desired ring time to wait before forwarding (only for *No Answer Forward*) in the *After Ring Time field*
- 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.

- Select the **Options** soft key during a call and press Transfer
- Enter the number you want to transfer the call to
- Press the *Transfer* soft key

#### **ASSISTED** Transfer

Gives you the opportunity to announce the caller prior to releasing the call

- Press the *Options* soft key during a call and press the Transfer soft key
- Enter the number you want to *Transfer* the call to
- When the call is answeres announce the caller, then press the *Transfer* soft key

# **Contact Directory**

#### To Access the Directory

- Press 🖭 then scroll through sub menu to 🖪
- Select or the **OK** soft key to access

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.