

COMMANDER PHONE

W52P IP DECT PHONE

Commander Pty Ltd

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ABN 85 136 950 082



QUICK REFERENCE GUIDE

> Please read carefully before use.

COMMANDER

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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 to lock the keypad
- Long press again to unlock 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 handset, then press

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 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
- Press the **Swap** soft key to swap between the two calls



How to Forward a Call

To enable Call Forwarding

- Press the key to enter the main menu and select **Call Features > Call Forward**
- Press or to highlight 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 answered announce the caller, then press the **Transfer** soft key

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.

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.