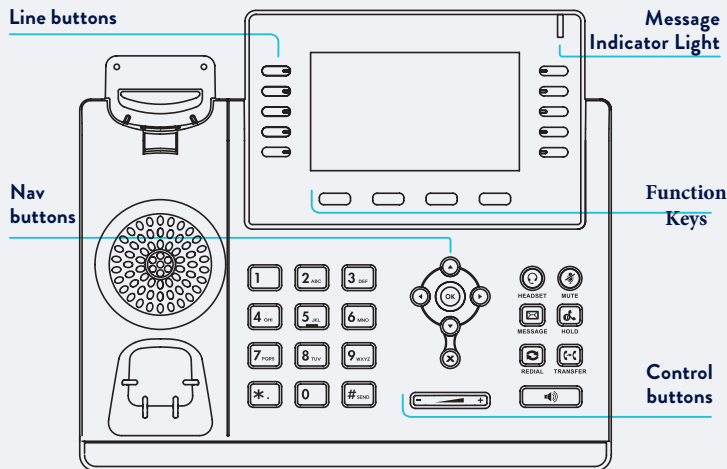


Quick Reference Key



Control buttons



PLACE A CALL

1. Enter the phone number, then press the **Send** key
2. Pick up handset **OR** press speakerphone key

ANSWER A CALL

- Pick up the handset **OR**
- Press the speaker button

END A CALL

- Hang up the handset, or press the **End Call** key **OR**
- Press the speaker button

PLACE A CALL ON HOLD

- Press the **Hold** key during an active call
- To resume a call, press hold again

MULTIPLE CALL HOLD

If there is more than one call on hold

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

TRANSFER A CALL

Calls can be transferred in two different ways:-

Blind Transfer

The call is transferred directly without the need to announce the caller

- Press **Transfer** key during an active call. The call is placed on hold.

- Enter the number you want to transfer to

- Press **Tran** key

Assisted Transfer

Allows you to announce the caller prior to releasing the call

- Press **Transfer** 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 **Transfer** key

FORWARD CALLS

To enable Call Forwarding

- Press the **Menu** key when the phone is idle, and then select **Call Control > Call Forwarding**
- Select the desired forward type:
 - **Always Forward, Busy Forward, or No Answer Found**
- 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** key to accept the change

CONTACT DIRECTORY

To access the directory and add a Contact

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

The first time you access Contact Directory or Call History you may be prompted to enter your Command Central password. This password is available from your site administrator, or via the email sent to you titled Commander Phone Administrator details

CALL HISTORY

While the phone is idle

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

CREATE A CONFERENCE CALL

To create a Conference call

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

MESSAGES / VOICEMAIL

- If a message has been left the top right hand corner (message indicator light) will flash red
- Pressing the Messages button will take you to the messages menu
- You will be asked to enter your pin which has been previously sent to you via email in the email titled **Commander Phone - Administrator details or from your site administrator**