

Commander Key Phone T46 Quick Reference Guide

HOW TO PLACE A CALL


Using the handset

- Pick up the handset, which will then 'seize' one of your vacant lines
- Enter the phone number you would like to dial

OR Using the Speakerphone

- With the Handset on-hook, press any vacant **Line Key**
- Enter the phone number you would like to dial

OR Using the Headset

- With the headset connected, press any vacant **Line Key**
- Press to  activate headset mode
- Enter the number

HOW TO ANSWER A RINGING LINE KEY


Using the handset

- Pick up the handset, which will 'seize' a Line that is flashing 'Green'

OR Using the Speakerphone

- Just press a **Line Key** that is flashing 'Green'

OR Using the Headset


- Press a Line Key that is flashing 'Green' and 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 retrieve the desired call

HOW TO PAGE SOMEONE USING THE INTERCOM



Announcing to someone they have a call

- Press the **Intercom** key during an active call
- Enter the extension or speed dial of the person you want to **Page**
- When you hear the tone, you can announce your message. For example, "Call on line 1"
- Hang up the handset or press 
- The person you paged can now pick up the call on the line number you announced



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

HOW TO SET UP CALL FORWARDING

You can forward all your lines (like a night bell) to another number or even your **Private Extension** to another number

- 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 TO A PRIVATE EXTENSION

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 extension number or speed dial of the person 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, press  or the **Transfer** soft key

HOW TO CREATE A CONFERENCE CALL

To create a Conference call

- Press the **Conference** soft key during an active call
- Press 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

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.