


Commander Phone T41 Quick Reference Guide

HOW TO PLACE A CALL


Using the handset

- Pick up the handset
- Enter the number, then press **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 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 **Cancel** soft key

OR Using the Speakerphone

- Press  or the **Cancel** soft key

OR Using the Headset

- Press the **Cancel** soft key

HOW TO PLACE A CALL ON HOLD



To place a call on hold

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

To resume the call

- Press the **Resume** soft key

If there is more than one call on hold

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



HOW TO FORWARD A CALL

To enable Call Forwarding

- Press the **Menu** soft key when the phone is idle, and then select **Call Control > Call Forwarding**

Select the desired forward type:

- **Always Forward**
- **Busy Forward**
- **No Answer Forward**
- 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** soft key to accept the change

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 **Tran** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to
- Press **Tran** soft key

ASSISTED Transfer - Allows you to announce the caller prior to releasing the call

- Press **Tran** 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 **Tran** soft key

CONTACT DIRECTORY

To access the directory and add a Contact

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

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.