


# Commander Phone T46 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 **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 CREATE A CONFERENCE CALL

### To create a Conference call

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

## 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



## 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 FORWARD A CALL

### To enable Call Forwarding

- 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

### 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 number 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

## CONTACT DIRECTORY

### To access the directory and add a Contact

- Press the **Directory** soft key
- Press **Option** soft key
- **Add** from the prompt list to 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.