


Commander Phone T48 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


- Touch the **Conference** soft key during an active call
- Enter the extension or external number of the second party
- Touch 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 touch the Hold soft key during an active call

To resume the call, do one of the following:

- Press  or touch the Resume soft key




If there is more than one call on hold

- Use the touch screen to switch between calls on hold, then press  or touch the Resume soft key to retrieve the desired call



CALL HISTORY

While the phone is idle

- Touch the **History** soft key to view missed, received and placed calls
- Press  or  to scroll through the list
- Select an entry from the list
- Touch an entry from the list to place a call
- Touch the  button to view information about the entry
- Select **Add to Personal** to add to your Local Directory

HOW TO FORWARD A CALL

To enable Call Forwarding

- Touch 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 or Busy Forward or No Answer Forward

- Touch the 'on' button and enter the number to forward to
- Enter the ring time (in seconds) to wait before forwarding
- Touch 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

- Touch the **Directory** soft key
- Touch the **Add** button from the menu to add
- Enter contact name and number
- Touch the **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.