

COMMANDER KEY PHONE

T48G GIGABIT IP PHONE

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QUICK REFERENCE GUIDE

> Please read carefully before use.

How to Place a Call


Using the handset

- Pick up the handset, which will then 'seize' one of your vacant lines
- Enter the number, wait or touch the **Send** soft key

OR Using the Speakerphone

- Touch any **Line key**, which will 'seize' a vacant line
- Enter the number, wait or touch the **Send** soft key

OR Using the Headset

- With the headset connected, touch any vacant **Line key**
- Press  to activate headset mode
- Enter the number, wait or touch the **Send** soft key

How to Answer a Ringing Line Key

Using the handset

- Pick up the handset, which will 'seize' the **Line** that is flashing 'Red'

OR Using the Speakerphone

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

OR Using the Headset

- Press a **Line Key** that is flashing 'Red' and press 

How to End a Call

When using the handset

- Hang up the handset, or touch the **End Call** soft key

OR when using the Speakerphone

- Press  or the **End Call** soft key

OR when using the Headset


- Touch the **End Call** soft key

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





How to Transfer a call to a Private Extension

You can transfer a call to an extension 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, then press  or the **Transfer** soft key

How to set up Call Forwarding

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

- Touch the **Menu** soft key when the phone is idle, and then select **Features > Call Forward**
- Select either a **Line** or **Extension** to 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 the calls to

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 this number to your Local Directory

The first time you access call history or contact directory you may be prompted to enter your Command Central password. This password is available from your site administrator.

How to page someone using the Intercom

Announcing to someone they have a call

- Touch the **Intercom** soft key during a call
- Enter the extension number 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

How to create a Conference call

To create a Conference call

- Touch the **Conference** soft key during an active call
- Enter the private 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