COMMANDER KEY PHONE
T46G GIGABIT IP PHONE

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QUICK REFERENCE GUIDE

> Please read carefully before use.

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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 'sieze' 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

When using the handset
- Hang up the handset, or press the **End Call** soft key

OR when using the Speakerphone
- Press the 🔊 button, or press the **End Call** soft key

OR when 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 retrive the desired call

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Line Keys

Ringing and Message Indicator Light

Soft Keys

Navigation Buttons

Volume Control
Press -/+ to adjust volume

🔵 Headset   🔵 Mute
✉ Messages   🔒 Hold
🔄 Redial   📞 Transfer
🔊 Speaker

How to Page someone using the Intercom

Annoucing to someone they have a call
- Press the **Intercom** key during an active 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
- 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 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, then press 📞 or the **Transfer** soft key

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 **Features > Call Control > Call Forward**
- Choose one **Line** to forward (all lines will forward)

Select the desired forward type:
- **Always Forward** or
- **Busy Forward** or
- **No Answer Forward** enter the ring time to wait before forwarding

For **No Answer** press the **Save** soft key to accept

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

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.