

# COMMANDER KEY PHONE

## W52H IP DECT PHONE

### Commander Pty Ltd

Level 10, 452 Flinders St  
Melbourne VIC 3000

ABN 85 136 950 082



### QUICK REFERENCE GUIDE

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> Please read carefully before use.

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## Basic Operations



### Turning Handset On/Off

- Long press  until the LCD screen lights up OR
- Place the handset in the charger cradle to turn on automatically
- Long press  again to turn the handset off

### Locking /Unlocking keypad


- Long press  to lock the keypad
- Long press  again to unlock the keypad

### Switching Silent mode On/Off


- Long press  to switch the silent mode on
- Long press  to switch the silent mode off

## How to place a Call

### To place a call from a vacant line to an outside number



- Press the **Line Key** and scroll to a vacant **Line**. Press **OK** and enter the desired number on the handset, then press **OK** or  key to make the call

### OR to place a call from your private extension

- Enter the four (4) digit extension number (internal call) or full ten (10) digit number (outside call) and press 

## How to Answer/End a Call

### To Answer a call, do one of the following

- Press the **Accept** soft key
- Press  or press  for handsfree speaker mode

### To End a call:

- Press 

## How to place a Call on Hold

### To place a call on hold

- Press the **Options** soft key during a call, press **Hold**, then press **OK**

### To resume the call



- Press the **Resume** soft key

### If there is more than one call on hold

- Press the **Resume** soft key to resume the current call
- Press the **Swap** soft key to swap between the two calls








### Navigation Button

- **OK** confirms actions or use to enter the main menu
- Use  or  to adjust volume
- Use **arrows** to scroll through displaying information








## Call History

### While the phone is idle

- Press the **History** soft key to view the history lists: **All Calls, Outgoing Calls, Missed Calls and Accepted Calls**
- Press  or  to highlight the desired list, then press the **OK** soft key
- The LCD screen displays all entries of the selected list
- Press  or  to highlight the desired entry, then press  to call back or press the **View** soft key to display details of the entry

## How to set up Call Forwarding

### You can forward all your lines (like a night bell) to another number or just your private extension

- Press the  key to enter the main menu and select **Call Features > Call Forward**
- Press  or  to highlight the desired line, then press the **OK** soft key
- Press  or  to highlight the desired forwarding type, then press the **OK** soft key
- **Always Forward**
- **Busy Forward**
- **No Answer Forward**
- Select **Enabled** from the Status field
- Press  or  for the desired ring time to wait before forwarding (only for **No Answer Forward**) in the **After Ring Time** field
- 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.

- Select the **Options** soft key during a call and press **Transfer**
- Enter the number you want to transfer the call to
- Press the **Transfer** soft key




#### ASSISTED Transfer

Gives you the opportunity to announce the caller prior to releasing the call

- Press the **Options** soft key during a call and press the **Transfer** soft key
- Enter the number you want to Transfer the call to
- When the call is answered announce the caller, then press the **Transfer** soft key

## Contact Directory

### To Access the Directory

- Press  then scroll through sub menu to 
- Select  or the **OK** soft key to access

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.