

personal speed dials

Program your personal speed dial list – numbers and names. Only external numbers can be programmed into speed dials

Press the directory key, then

Select personal entries

Select the location you want to program, and

Enter the number (no leading zero is required)

Select confirm

When prompted enter a name

Press 2 once for A, twice for B, three times for C; press 3 once for D, twice for E, three times for F; and so on.

Wait two seconds for the screen cursor to move on before entering the next letter.

A maximum of ten characters per name (including spaces) is allowed. On completion of the name

Select confirm

Press the hands free key to finish programming

dial a number from your personal speed dial list

Press the directory key, then

Select personal speed dial

Select the desired location and the number will be dialled

system speed dials

Any extension can program the 500 system speed dial numbers once they enter the system password

program system speed dial list – numbers and names

Press the directory key, then

Press the scroll down key

Select system entries and then

Enter the system password

Select the location you want to program, and

Enter the number, and then

Select confirm

When prompted to enter a name

Press 2 once for A, twice for B, three times for C; press 3 once for D, twice for E, three times for F; and so on.

Wait two seconds for the screen cursor to move on before entering the next letter.

A maximum of ten characters per name (including spaces) is allowed. On completion of the name

Select confirm

Then select the outgoing line group

Press the hands free key to finish programming

dial a number in the system speed dial list

Press the directory key, then

Select system speed dial and then

Enter the first letter of the name

Select the entry and the number is dialled

make an external call

Lift handset or use hands-free if available

Obtain a free line by dialling 0

make an internal call

Lift handset or use hands-free if available

Dial the station number (20, 52), or

Dial 9 for the operator

transfer external call to an internal station

Press the RECALL key (R)

Dial the station number

Replace handset

put an external call on hold

Press the RECALL key (R)

Replace handset to continue to use phone

Note: Call is held for thirty seconds when the telephone is idle. If the telephone is busy, it will ring when the handset is replaced

to park an external call

Press the RECALL key (R)

Dial 712

Replace handset

to retrieve a call from park

Dial 712 from any phone

The parked call is retrieved

diverting calls

divert all calls

Lift handset or use hands-free if available

Dial 732

Dial the station number, or

Dial the external phone number (including line access code 0)

cancel divert all calls

Lift handset or use hands-free if available

Dial 732

divert calls when your telephone is busy

Lift handset or use hands-free if available

Dial 733

Dial the station number, or

Dial the external number, (including Line access code 0)

cancel divert a call on busy

Lift handset or use hands-free if available

Dial 733

divert calls when your telephone is not answered (after four rings)

Lift handset or use hands-free if available

Dial 734

Dial the station number, or

Dial the external phone number (including Line access code 0)

cancel divert a call on no answer

Lift handset or use hands-free if available

Dial 734

voicemail

Note: Voicemail services require the Voicemail Module to be installed.

turn on your voicemail

When you are allocated a voice mailbox 'Divert on no answer' is automatically set to your voice box

The voice code is 710

To divert all your calls to your voicemail dial 732 followed by 710

To divert on busy to your voicemail dial 733 followed by 710

program your personal speed dial list

Lift handset or use hands-free if available

Dial 75

Enter the location (01-30) where you want to store the number,

Dial the number to store,

Replace the handset

dial a number from your personal speed dial list

Lift handset or use hands-free if available

Dial 74

Enter the location (01-30) of the number required, and the number is automatically dialled

dial a number from the system speed dial list

Lift handset or use hands-free if available

Enter a system speed dial number – 8001 to 8500

key feature summary

Feature	Code	Feature	Code
Account Codes	791	Night Service – on/off (Station 20 only)	738
Call Pick-up (incoming calls only)	726	Operator/Station 20	9
Call Pick-up Group (all calls)	727	Page – Keystations	7
Tone Protection	725 (R725)	PA – answer	717
CLIR activation	724	PA announcement	720
Conference	R3	Page All	795
Display Messages	729 (1–8)	Park	R712
Divert All	732 xx	Pick up parked call	712
Divert on Busy	733 xx	Redial	77
Divert on No Answer	734 xx	Reminder Call	718
Do Not Disturb – set/cancel	736	Reminder Call cancel	718*
Log in / Log out of Hunt group	723	Retrieve a call placed on hold	719
Door Open	731 (R731)	Reset telephone	739
Station Lock – change code	714 xxx	Ring Back	R5
Station Lock – lock/unlock	713 xxx	Saved Number Redial	781–785
External Call Hold	R	Speed Dial – personal numbers	74 (01–30)
Long Line Station	52	Speed Dial – system numbers	8001-8500
Follow Me	735 (Password) xx	Speed Dial / Programming personal numbers	75 (01–30)
Forward Recall	R780	Voice call (to an individual Keystation)	715
Group Divert All Calls	792	Voice Mailbox number	710
Group Divert on Busy	793	Voicemail–retrieving	711
Group Divert on No Answer	794	Waiting tone	R8

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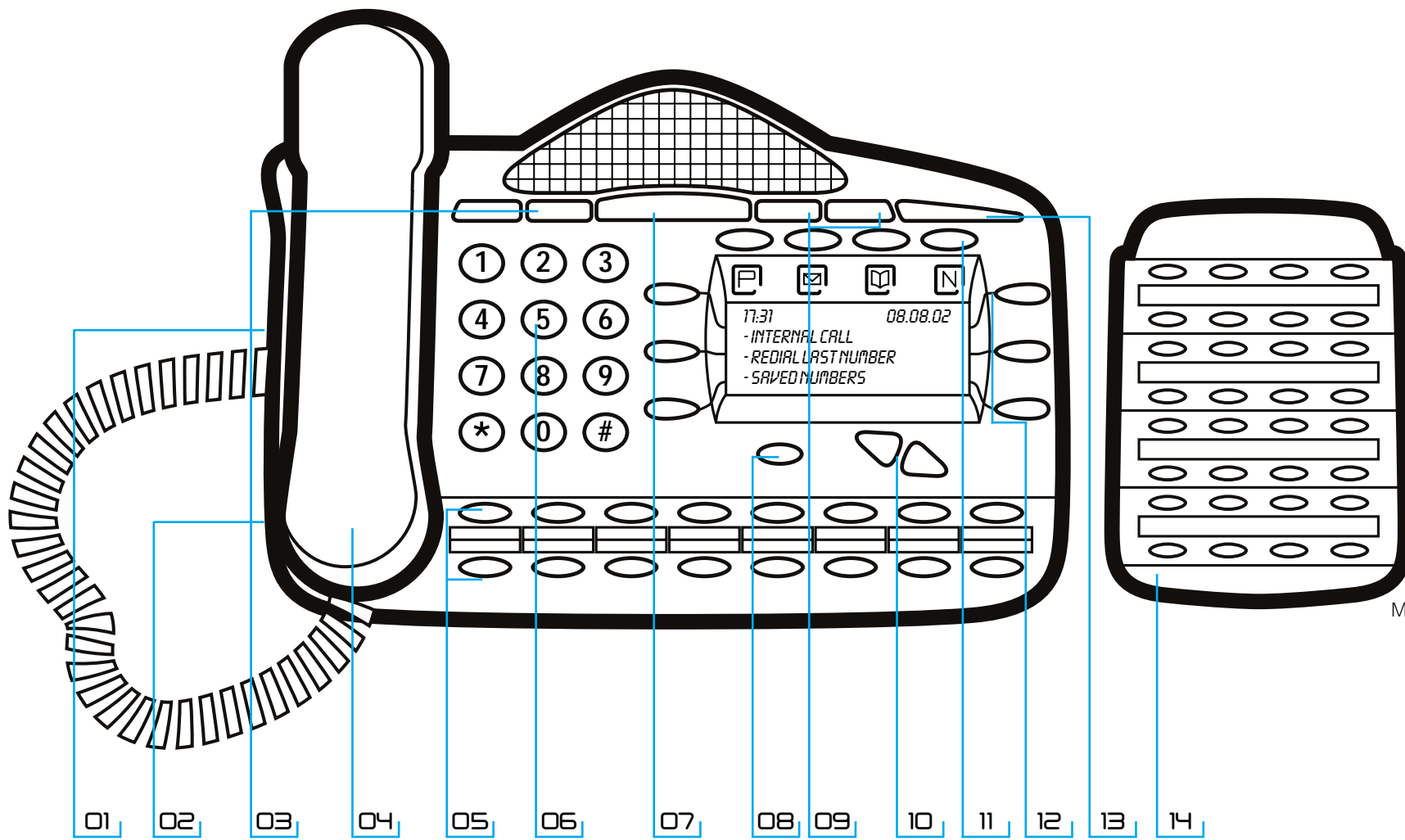
www.commander.com
Commander Connect Executive Keystation Quick Reference Guide,
Version 1, Release 1
S/1760/75 CDR356

Connect

Executive Keystation Quick Reference Guide

COMMANDER®
Connect

Connect Executive features.



features

- Data socket (underneath)
- Headset socket (underneath)
- Mute key
- Handpiece
- Programmable keys
- Numeric keypad
- Hands free key/ light
- C-key
- Volume keys
- Scroll/edit keys
- Function keys:
 - Program <
 - Message <
 - Directory <
 - Network <
 - Display keys
- Message waiting/ringing indicator
- Console



phone setup

- To select a different ringing tone
 - Select program
 - Press the scroll down key
 - Select ringing options and select a different ringing tone
 - Press the scroll down key
 - Select confirm or exit to cancel
- To select a different display contrast
 - Select contrast options and select a different level of contrast
 - Select exit

answering and making calls

- answer a call that is ringing on the Keystation using the handpiece
 - Pick up the handpiece or
 - Select answer the call and/or pick up the handpiece
- answer a call that is ringing on the Keystation using hands-free
 - Select answer the call

make an external call

- Pick up the handpiece
- Press a free line key or dial 0 and then the number

make an internal call

- Select internal call
- Select the appropriate station, or
- Dial the station number (20 – 51), and pick up handpiece

transferring calls

Note: The following instructions assume you are on a call

transfer a call to an internal number

- Select Internal transfer
- Select the appropriate station, or
- Dial the station number (20-51) and when the call is answered
- Select transfer

transfer an external call to an external number

- Select external transfer
- Select an available line as indicated by 'Q' and then
- Dial the external number and when the call is ringing on the external number
- Select transfer

deflecting calls

Note: The following instructions assume that your station is ringing

deflect a call to another station

- Select deflect the call
- Select Stn. no.

deflect a call to your voicemail box

- Select deflect to voicemail

diverting calls

divert all calls

- Press the scroll down key until "Divert" is displayed
- Select divert
- Select divert all calls
- Dial the internal station number (20 – 51), or
- Dial 0 and the target external number, and press 'confirm', or
- Press 'Divert to voicemail'

cancel divert all calls

- Select cancel divert

divert calls when your station is busy

- Press the scroll down key until 'Divert' is displayed
- Select divert
- Select divert when busy
- Dial the target station number, or
- Dial 0 and the target external number, and press 'confirm', or
- Press 'Divert to voicemail'

make an external call

- Pick up the handpiece
- Press a free line key or dial 0 and then the number

deflect a call to your voicemail box

- Select deflect to voicemail

diverting calls

divert all calls

- Press the scroll down key until "Divert" is displayed
- Select divert
- Select divert all calls
- Dial the internal station number (20 – 51), or
- Dial 0 and the target external number, and press 'confirm', or
- Press 'Divert to voicemail'

cancel divert all calls

- Select cancel divert

divert calls when your station is busy

- Press the scroll down key until 'Divert' is displayed
- Select divert
- Select divert when busy
- Dial the target station number, or
- Dial 0 and the target external number, and press 'confirm', or
- Press 'Divert to voicemail'

cancel divert a call on busy

- Press the scroll down key until "Divert" is displayed
- Select divert
- Select divert when busy and the diversion is cancelled

divert calls when your station does not answer (after four rings)

- Press the scroll down key until "Divert" is displayed
- Select divert
- Select divert on no answer
- Dial the target station number, or
- Dial 0 and the target external number, and press 'confirm', or
- Press 'Divert to voicemail'

cancel divert a call on no answer

- Press the scroll down key until "Divert" is displayed
- Select divert
- Select divert when busy or
- Select divert all calls
- Select 'divert to voicemail'

voicemail

Note: Voicemail services require the voicemail module to be installed.

enter a personal greeting

- Press the "message" key, and
- Select voice messaging
- Enter your Station number or select the Station from the menu
- Then enter your voice mailbox password followed by #
- Select greetings
- Follow the text and voice prompts to enter and check your greeting

turn on your voicemail

- Divert on 'no answer' to the voicemail is automatically set when a voice mailbox is allocated to your station
- You may also select the other divert options as required
- Press the scroll down key (?) until 'divert' is displayed
- Select divert
- Select divert when busy or
- Select divert all calls
- Select 'divert to voicemail'

retrieve messages from your voice mailbox

- The 'message waiting' light indicates that a new message has been left
- Select new voice messages
- Enter your station number or select the station from the menu
- You will be prompted to enter your voice mailbox password, followed by #
- Select play

change your voice mailbox password

- Press the "message" key, then
- Select voice messaging and enter your station number or select the station from the menu
- Enter your existing password, (default is 1111), followed by #
- Press the scroll down key
- Select change password and
- Enter your new password (up to 8 digits long – e.g. 12341234)
- Select confirm or press #