



Commander®

## Your Commander NT Economy Keystation

### Release key

cancels active calls.

### Display

shows the time, date, call information and guides you while using features.

### Memory key

is programmable to store a feature or to automatically dial internal or external number.

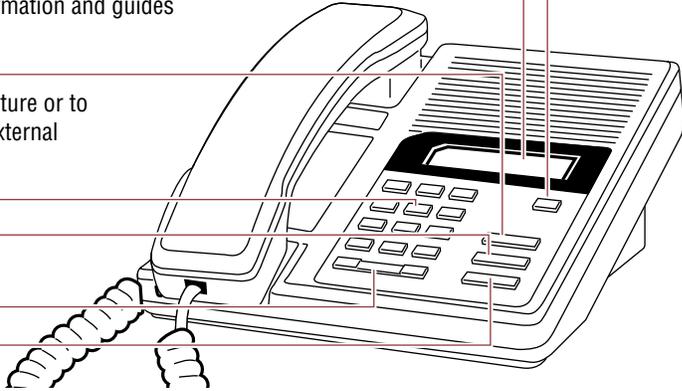
### Dial pad

### Feature key

starts or ends a feature.

### Volume control

### Hold key



### Using Key Inquiry

Check what is programmed on your memory key.

1. Release all calls or open lines with dial tone.
2. Press **Feature** \* **0**.
3. Press the key that you want to check.
4. Read the display.
5. Press **Feature** when finished.

### Adjusting display contrast

1. Press **Feature** \* **7**.
2. Press **1** or **9** on the key pad for the contrast level you want; the higher the number the higher the contrast level.

### Selecting a ring type and volume level

1. Press **Feature** \* **6**.
2. Press **1**, **2**, **3** or **4** to hear the different ring types.
3. While the keystation is ringing, press **◀▶** to adjust the volume.
4. Press **Feature** to store the ring.

### Adjusting the handset or keystation speaker volume

1. Press **◀▶** when using the handset or the speaker.

## Making and answering calls

### Answering calls

1. When your keystation rings, lift your handset.  
You are immediately connected to the call.

### Making external calls

Depending upon the dialling mode programmed for your keystation, you may be able to dial your call before lifting your handset.

1. Pick up the handset.
2. Dial  (or the exchange line access code).
3. Dial the external telephone number.

### Making internal calls

1. Pick up the handset.
2. Dial the internal number.

**Note:** Station numbers and the exchange line access code are supplied by your System Administrator.

### Making or answering a second call

The Economy Keystation allows you to have two calls active at the same time.

You can switch between calls using .

#### **To answer a second call while on another call**

1. Press  to put the first call on hold.  
The second call automatically comes onto the line.

#### **To hold a call and make a second call**

1. Press  to put the first call on hold.
2. Dial the telephone number for the second call.

#### **To return to the first call**

1. Press  again to return to the first call on hold.  
The second call is automatically put on hold.

### **Holding Calls**

1. Press .
2. Press  again to return to the call on hold.

**Note:** If you have difficulty selecting a line on your Economy Keystation, ask your System Administrator to check your keystation's programming. You must have an exchange line or line pool as your prime line, and your keystation must be assigned to use that exchange line or line pool.

When you are on a call and the second line rings at your keystation, if you press , your current call will be placed on hold and the second call is automatically answered.

## Programming the memory key

### About memory keys



The memory key can store a telephone number or feature code to give you one touch dialling or feature activation. You can change the memory key by programming it with a new number or feature code.

Memory key

Remember: Press  \*  to check a memory or line key.

### Programming memory keys

#### External Autodial

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Dial the external number.
4. Press  to store the number.
5. Label your new key.

#### Internal Autodial

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Dial the station number.
4. Label your new key.

#### Features

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Press  and the feature code.
4. Label your new key.

#### Erasing memory keys

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Press  to erase the key.