

Standard Keystation User Card



Commander®

PleStel
A Plessey Telstra Alliance

Your Commander NT Standard Keystation

Display

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

Indicators

appear beside active lines and features.

Feature key

starts or ends a feature.

Release key

cancels active calls.

Hold key

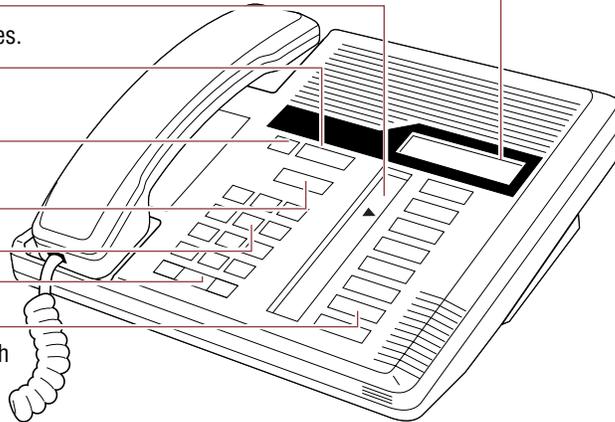
Hold key

Dial pad

Volume control

Memory and line keys

are keys with indicators for one-touch dialling, feature operation or line access.



Using Key Inquiry

Check what is programmed on your memory keys.

1. Release all calls or open lines with dial tone.
2. Press **Feature** * 0.
3. Press the key(s) 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 **Left Arrow** **Right Arrow** to adjust the volume.
4. Press **Feature** to store the ring.

Adjusting the handset or keystation speaker volume

1. Press **Left Arrow** **Right Arrow** when using the handset or the speaker.

Making and answering calls

Answering calls

Answering calls using the handset

When your keystation rings, or ► flashes beside an Intercom or line key:

1. Lift the handset.

OR

Press the key beside the flashing ► before lifting the handset.

Answering calls using Handsfree

When your keystation rings, or ► flashes beside an Intercom or line key:

1. Press .

Making calls

Depending upon the dialling mode programmed on your keystation, you may have to lift the handset before making a call.

External calls using numbered line keys

1. If you do not have an external Prime line, press a line key.
2. Dial your call.

External calls using Intercom keys

1. Lift the handset.
2. If ► appears beside an Intercom key, enter a line pool access code.

OR

Press an Intercom key without ►, then enter a line pool access code.

3. When you hear external dial tone, dial your call.

Internal calls using Intercom keys

1. If you do not have an internal Prime line, press .
2. Dial your call.

Note: Line pool access codes and station numbers are supplied by your System Administrator.

Making calls using Handsfree

1. Press instead of lifting the handset.

Holding Calls

1. Press . The ► flashes beside the line on hold.
2. Press the line key with the flashing ► to return to the call.

Automatic hold

Calls are put on hold automatically when you switch from one line to another.

Exclusive hold

Use Exclusive Hold () to keep a call on hold private.

System Administrator can program Handsfree for your keystation.

Switching between Handsfree and handset

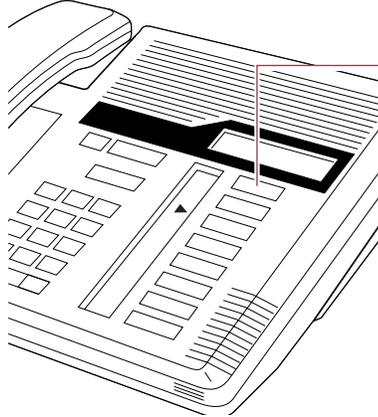
1. Press and replace the handset to switch to Handsfree.
2. Pick up the handset to switch back.

Using Mute

1. Press to turn the microphone OFF.
2. Press again to turn the microphone ON.

Programming memory keys

About memory keys



Memory keys are the keys with indicators other than line or Handsfree keys. Memory keys store telephone numbers or feature codes to give you one-touch dialling or feature activation. You can change what a memory key does by just programming it with a new number or feature. You cannot program a line or Handsfree 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. Press a memory key.
4. Dial the external number.
5. Press to store the number.
6. 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. Press a memory key.
4. Dial the station number.
5. 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 a memory key.
4. Press and the feature code.
5. 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 the memory key you want to erase.
4. Press to erase the key.