

# Commander Essentials Cordless W56P & W56H



**COMMANDER**

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## Quick Reference Guide

Please read carefully before use.


**COMMANDER**


# COMMANDER

## Commander Essentials Cordless W56P & W56H

### Basic Operations

#### Turning Handset On/Off

Press , then the LCD screen lights up or place the handset in the charging cradle to turn the handset on.

Long press  to turn the handset off.


#### Locking/Unlocking Keypad

- Long press  when the handset is idle to lock the keypad.

- Long press  again to unlock the keypad.

#### Silent Mode

- Long press  when the handset is idle to switch the silent mode to On.


- Long press  again to switch the silent mode to Off.






### How to place a Call

#### To place a call directly:


1. Do one of the following:





- Enter the desired number when the handset is idle.
- Press  to enter the pre-dialing screen and enter the desired number using the keypad.





2. Press ,  or  to dial out.

If there are multiple lines assigned to your handset as outgoing lines, press the Line soft key to select the desired line. If you do not select a line, the handset uses the default outgoing line to dial out.

#### To place a call from the directory:

1. Press  when the handset is idle.


2. Press  or  to highlight the desired entry, and then press  or  to dial out using the default line.

If multiple numbers for the contact are stored, press  or  to highlight the desired number, and then press  or  again to dial out using the default line.

### How to Answer/End a Call

#### Answering Calls



- Press the **Accept** soft key or press  or press  or press .

Note: You can ignore an incoming call by pressing the Silence soft key or reject an incoming call by pressing .

#### Ending Calls

Press .

#### Call Mute

- Press  during a call to mute the call.
- Press  again to un-mute the call.

### How to Hold & Resume a Call

#### To place a call on hold:









Press the **Options** soft key during a call, and then select **Hold**.

#### To resume a call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call. Press the **Swap** soft key to swap between calls.

### How to Forward a Call

#### To enable the call forward feature on a specific line:

1. Press the **OK** key to enter the main menu, and then select **Call Features**→**Call Forward**.
2. Press  or  to highlight the desired line, and then press the **OK** soft key.
3. Press  or  to highlight the desired forwarding type (**Always**, **Busy** or **No Answer**) and then press the **OK** soft key.  
**Always**--Incoming calls are forwarded immediately.  
**Busy**--Incoming calls are forwarded when the line is busy.  
**No Answer**--Incoming calls are forwarded if not answered after a period of time.
4. Use  or  keys to select **Enabled** from the **Status** field.
5. Enter the number you want to forward the incoming calls to in the **Target** field.  
For **No Answer Forward**, press  or  to access the **After Ring Time** field in order to enter the time to wait before forwarding.
6. Press the **Save** soft key to accept the change.




### How to Transfer a Call

You can transfer a call in the following ways:

#### Blind Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key when you hear the ring-back tone.

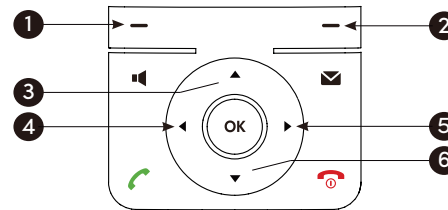
#### Attended Transfer





1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press ,  or  to dial out.
4. When the call is answered, introduce the call and then press the **Transfer** soft key.

### Contact Directory

#### To add a contact:

1. Press the **OK** key to enter the main menu, select **Directory** and then the directory you require.
2. Press the **Options** soft key, and then select **New Contact**.
3. Enter the desired values in the required fields respectively.
4. Press the **Save** soft key to accept the change.



1. Press the left soft key to access the call history.
2. Press the right soft key to check the line status.
3. Press  to place an internal call.
4. Press  to decrease the ringer volume.
5. Press  to increase the ringer volume.
6. Press  to access the directory.