Commander®

PlesTel
A Plessey Telstra Alliance

Your Commander NT Principal Keystation

Memory and line keys
are keys with labels for one-touch dialling, feature operation, or line access.

Display
shows the time, date, and call information and guides you while using
features. The lower line of the display is
reserved for display key instructions.

Display keys

Dial pad

Volume control

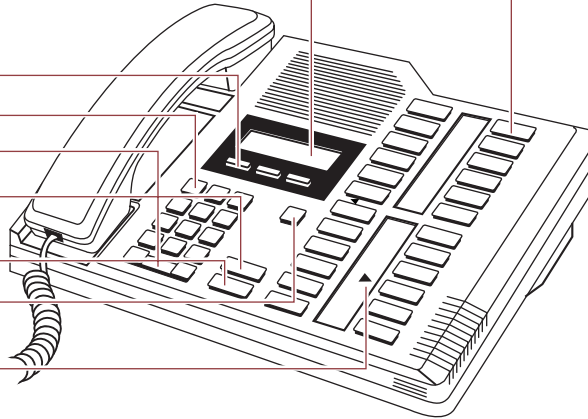**Feature key**
starts or ends a feature.

Hold key

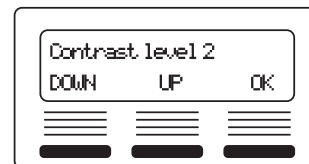**Release key**
cancels active calls.

Indicators
appear beside active lines and features.

Using display keys — Three display keys appear directly below the display. When they are active, these keys are labelled in capital letters on the bottom line of the display. In Commander NT documents, display keys are shown as underlined, capital letters: for example, OK.

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Contrast level 2
DOWN      UP       OK
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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 and read the display.
4. Press [Feature] when finished.

Adjusting display contrast
1. Press [Feature] [*] [7].
2. Press UP or DOWN for the level you want.
3. Press OK when finished.

Selecting a ring type and volume level
1. Press [Feature] [*] [6].
2. Press [1], [2], [3], [4], or NEXT to hear the different ring types.
3. While the keystation is ringing, press [◄)]   [◄))] to adjust the volume.
4. Press OK to store the volume level and ring.

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 [Handsfree Mute].

Making calls

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

[Line]

External calls using numbered line keys

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

[Intercom]

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 [Intercom].
2. Dial your call.

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

Making calls using Handsfree

1. Press [Handsfree Mute] instead of lifting the handset.

[Hold]

Holding Calls

1. Press [Hold].   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 ([Feature] [Hold]) to keep a call on hold private.

[Handsfree Mute]

System Administrator can program Handsfree for your keystation.

Switching between Handsfree and handset

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

Using Mute

1. Press [Handsfree Mute] to turn the microphone OFF.
2. Press [Handsfree Mute] again to turn the microphone ON.

Programming memory keys

About memory keys

Memory keys are the keys with labels 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 the function of a memory key by programming it with a new number or feature.
If you have programmed a memory key with a station number, the indicator comes on when the number is busy.

Remember: Press [Feature] [*] [0] 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 [Hold] or [Rls].
2. Press [Feature] [*] [1].
3. Press a memory key.
4. Dial the external number.
5. Press OK 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 [Hold] or [Rls].
2. Press [Feature] [*] [2].
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 [Hold] or [Rls].
2. Press [Feature] [*] [3].
3. Press a memory key.
4. Press [Feature] and the feature code.
   Depending upon the feature, you may be prompted for more information (refer to the Commander NT Keystation Feature Card).
5. Label your new key.

Erasing memory keys

1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [*] [1].
3. Press the memory key you want to erase.
4. Press OK to erase the key.