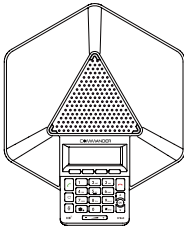# COMMANDER

Quick Start Guide

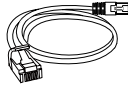Conference Phone

CP860
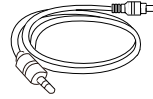
Packaging Contents

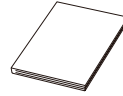The following items are included in your package.

Ethernet Cable

Mobile Device Cable
(3.5mm Jack)
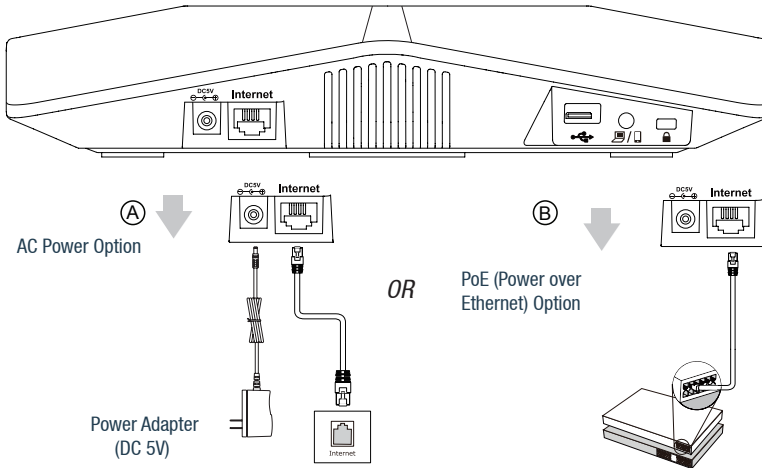
IP Conference Phone
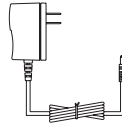
Power Adapter

Quick Start Guide

Assembling the Phone

1. Connect the network and power, as shown below:

You have two options for network and power connections.

Note: If inline power (PoE) is provided,you don't need to connect the power adapter. Make sure the switch is PoE-compliant.

Ⓐ AC Power Option

Ⓑ PoE (Power over Ethernet) Option

OR

Power Adapter
(DC 5V)

Internet

2. Connect the optional USB flash drive, as shown below if you choose to use it for recording:

(USB Flash drive not provided by Commander)

USB

COMMANDER
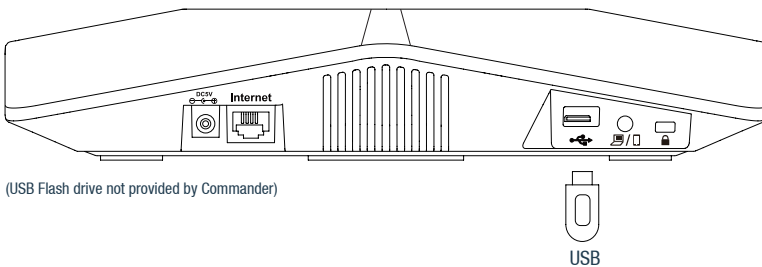
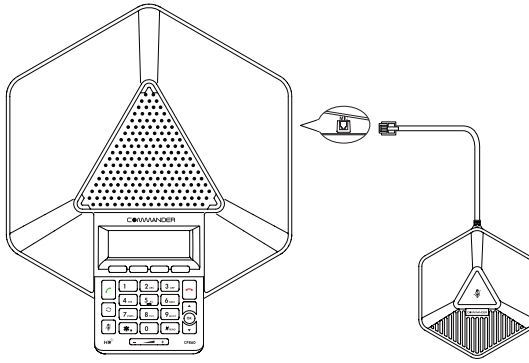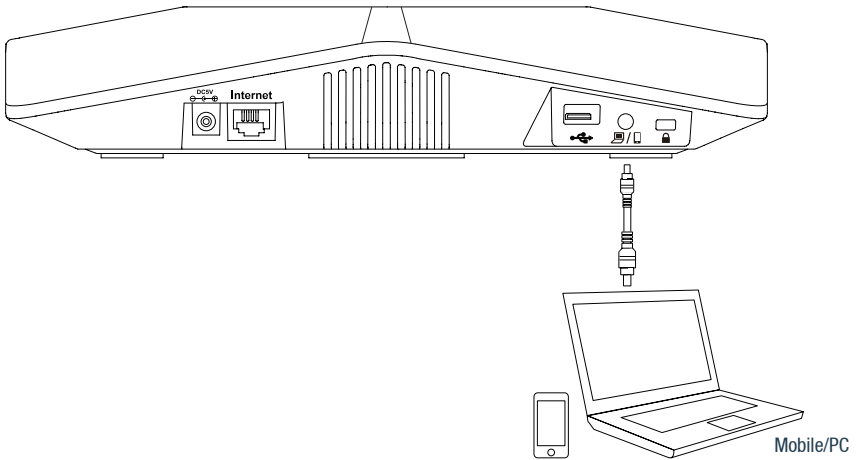3. Connect the optional expansion microphone, as shown below:

Note: Up to two expansion microphones can be connected to an IP conference phone.

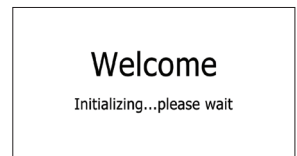4. Connect a PC or mobile device, as shown below if required:
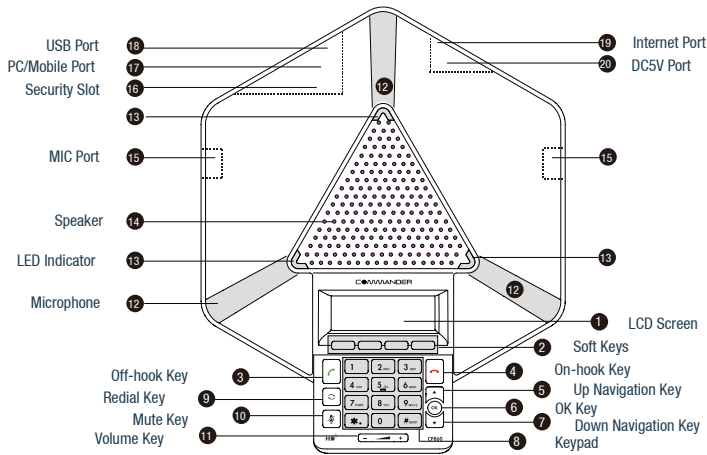

Mobile/PC

Startup

After the IP phone is connected to the network and supplied with power, it automatically begins with the initialisation process.

Please allow up to 10 minutes for the phone to connect to Commander's servers to collect their configuration and any required updates. The phone may reboot two or three times during this process or after factory default setting is made. The display will indicate the current status of the operation with 'initialising' and 'configuration updating'. After startup, thephone is ready for use.

If you require assistance, please call the Commander Phone team on 1300 638 208, or email us at commanderphone@commander.com.

Welcome
Initializing...please wait

COMMANDER

Hardware Components

USB Port — 18
PC/Mobile Port — 17
Security Slot — 16
— 13
MIC Port — 15
Speaker — 14
LED Indicator — 13
Microphone — 12

19 — Internet Port
20 — DC5V Port
15

1 — LCD Screen
2 — Soft Keys
— On-hook Key
Off-hook Key — 3
4
5 — Up Navigation Key
Redial Key — 9
OK Key
Mute Key — 10
6
7 — Down Navigation Key
Volume Key — 11
8 — Keypad

Phone Registration Icons

Register status icons on the LCD screen:

☎ Registered   ☎ Register Failed   ☎ Registering

Note: Check with your system administrator if any error appears during the registration process.

Basic Call Features

Placing a Call

Do one of the following:

- Press [📞] .

Enter the number, and then press [📞] , [OK] , [#SEND] or the Send soft key.

- Enter the number.

Press [📞] , [OK] , [#SEND] or the Send soft key.

Answering a Call

Press [OK] , [📞] or the Answer soft key.

Note: You can reject an incoming call by pressing the Reject soft key.

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Ending a Call

Press [icon] or the Cancel soft key.

Redial

- Press [icon] to enter the Placed Calls list, press [icon] or [icon] to select the desired entry, and then press [icon] or the Send soft key.

- Press [icon] twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute

- Press [icon] to mute the microphone during a call.

- Press [icon] again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press the Hold soft key during an active call.

To resume the call, do one of the following:

- If there is only one call on hold, press the Resume soft key.

- If there is more than one call on hold, press [icon] or [icon] to select the desired held call, and then press the Resume soft key.

Creating a Conference

To create a conference call:

1. Press the Conf soft key during an active call. The call is placed on hold.

2. Enter the number of the next party, and then press the Send soft key.

3. Press the Conf soft key again when the next party answers.

- Press [icon] to mute the conference call.

- Press the Cancel soft key to drop the conference call.

Call Recording

If you insert a USB flash drive into the USB port on your phone, you can record active calls and conferences on your phone.

Note: It is necessary to know about the rules and restrictions of any governing call-recording in the place you are in. It is also very important to have the consent of the person you are calling before recording the conversation.

To record a call:

1. Press the More soft key, and then press the Start REC soft key during a call.

To stop recording:

1. Press the More soft key, and then press the Stop REC soft key.

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Recorded Calls Playback

You can play back recorded calls on your phone through the phone's speaker.

To browse the recorded files:

1. Press Menu->USB Record->Playback Recording.
2. Press [▲] or [▼] to scroll through the recorded files.

To play back a recording:

1. Press Menu->USB Record->Playback Recording.
2. Press [▲] or [▼] to highlight the recording you want to play back.
3. Press the Play soft key.

During the recording playback, you can do the following:

- To pause the playback, press the Pause soft key.
- You can press the Play soft key to continue the playback.
- To skip forward the playback, press ▶▶. Press once to skip forward 8 seconds.
- To rewind the playback, press ◀◀ . Press once to rewind 8 seconds.
- To stop the playback, press the Back soft key.

Call History

1. Press the History soft key when the phone is idle.
2. Select the desired call history list and press the Enter soft key.
3. Press [▲] or [▼] to select an entry from the list, you can do the following:

- Press the Send soft key to call the entry.
- Press the Delete soft key to delete the entry from the list.

If you press the Option soft key, you can also do the following:

- Select Detail to view detailed information about the entry.
- Select Add to Contacts to add the entry to the local directory.
- Select Add to Blacklist to add the entry to the blacklist.
- Select Delete All to delete all entries from the list.

Contact Directory

To add a contact:

1. Press the Directory soft key when the phone is idle, and then select the desired group.
2. Press the Add soft key to add a contact.
3. Enter a unique contact name in the Name field and contact numbers in the corresponding fields.
4. Press the Add soft key to accept the change.

To edit a contact:

1. Press the Directory soft key when the phone is idle, and then select the desired group.
2. Press [▲] or [▼] to select the desired contact, press the Option soft key and then select Detail from the prompt list.
3. Edit the contact information.
4. Press the Save soft key to accept the change.

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To delete a contact:

1. Press the Directory soft key when the phone is idle, and then select the desired group.

2. Press or to select the desired contact, press the Option soft key and then select Delete from the prompt list.

3. Press the OK soft key when the LCD screen prompts "Delete Selected Item?".

Note: You can add contacts from call history easily. For more information, refer to Call History above.

Volume Adjustment

• Press ⎓ during a call to adjust the receiver volume of the speaker.

• Press ⎓ when the phone is idle to adjust the ringer volume.

Ring Tones

1. Press the Menu soft key when the phone is idle, and then select Settings->Basic Settings->Ring Tones.

2. Press ⎓ or ⎓ to select the desired ring tone.

3. Press the Save soft key to accept the change.

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