



- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Earpiece Speaker              | 7. Microphone               |
| 2. Soft Keys                     | 8. Sound Off Key            |
| 3. Off Hook Key                  | 9. On Hook and On/Off Key   |
| 4. Voicemail Access              | 10. Four-way Navigation Key |
| 5. Key Lock & Upper & Lower Case | 11. Colour Display          |
| 6. Space key                     | 12. Headset Connector       |

### Make a call

1. Enter the number.
2. Press the Call or the Off-hook key (3). The system displays the number while dialing.
3. To erase the number, press Clear
4. To add or delete the digits from the middle of a number, use the navigation key (10).

### Answer a call

1. Press the Off-hook Button or the Accept soft key. The name or number of the calling party is displayed if calling line information is available.

### Transfer a call

1. Press the R softkey (2) The telephone system automatically places the current call on hold.
2. and dial the extension that you want to transfer to.
3. When connected, press the On Hook key (9).
4. If a transferred call is not answered, press R to return the caller.

### Put a call on hold

1. On an active call, press the R softkey (on the right) and then press 9. on hook key.
2. To take call off hold press the 3. off hook key followed by R again.

### Access and listen to voicemail

From the dialog window, press Call to check the voicemail.

1. If you select Close, the voicemail can be dialed by long pressing the 1 key in standby mode.