



	Item	Description
①	Earpiece	Outputs audio during the earpiece call.
②	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.
③	Soft Keys	Label automatically to identify their context-sensitive features.
④	Speakerphone Key	<ul style="list-style-type: none"> <li>Switches among the earpiece, earphone and speakerphone modes.</li> <li>Answers an incoming call.</li> <li>Places a call in speakerphone mode.</li> </ul>
⑤	Headset Connector	Allows you to connect a standard 2.5mm earphone.
⑥	Off-hook Key	<ul style="list-style-type: none"> <li>Answers an incoming call.</li> <li>Enters the redial calls list.</li> <li>Places a call in earpiece or earphone mode.</li> </ul>
⑦	Keypad	Provides digits, letters and special characters in context-sensitive applications.
⑧	* (Star) Key	<ul style="list-style-type: none"> <li>Enters the star symbol and other special characters.</li> <li>Switches the silent mode to On or Off.</li> </ul>
⑨	R (Redirect) Key	Transfers a call to another party.
⑩	Microphone	Picks up audio during earpiece and hands-free calls.
⑪	Mute Key	Toggles mute feature on or off.
⑫	# (Hash) Key	<ul style="list-style-type: none"> <li>Enters the pound symbol.</li> <li>Locks or unlocks the handset keypad.</li> <li>Switches the input method.</li> </ul>
⑬	On-hook Key/Power Key	<ul style="list-style-type: none"> <li>Press on any screen to return to previous screen.</li> <li>Long press on any screen to return to the idle screen.</li> <li>Press to turn the handset on.</li> <li>Long press on idle screen to turn the handset off.</li> <li>Cancels actions or ends a call.</li> <li>Rejects an incoming call.</li> </ul>
⑭	Message Key	<ul style="list-style-type: none"> <li>Indicates a new voice mail or missed call.</li> <li>Accesses the voice mail or the missed call list.</li> </ul>
⑮		<ul style="list-style-type: none"> <li>Move the cursor.</li> <li>Act as shortcuts.</li> <li>Scroll through the displaying information.</li> </ul>
		<ul style="list-style-type: none"> <li>Move the cursor.</li> <li>Act as shortcuts.</li> <li>Adjust the ringer volume.</li> <li>Switch among the values.</li> </ul>

**Answer a call**

To answer a call using the earpiece:

1. Press or the Accept soft key.

To answer a call using the speakerphone:

1. Press .

To answer a call using the earphone:

1. With an earphone connected, press the Accept soft key.

**Answering When in Another Call:**

If you are during an active call, an incoming call arrives on the handset, do the following:

1. Press to select the incoming call.
2. Press , or or the Accept soft key. The incoming call is answered, and the original call is placed on hold.

**Make a call**

To place an external call via the handset:

1. Enter the desired number using the keypad.
- Press to enter the pre-dialing screen. Enter the desired number using the keypad. 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.

2. Press , or to dial out. You can place at most two calls on your handset. You can also place an internal call during an external call.

**Place a call on hold and resume**

To place a call on hold:

1. Press the **Options** soft key during a call, and then select Hold. The call is placed on hold, and the icon is displayed on the LCD screen.

To resume a hold call:

Do one of the following:

- Press the Resume soft key.
- Press .
- Press .

**Call transfer**

**Pick up any call within your office (if configured to individual team members)**

To perform a blind transfer:

1. Press the **Options** soft key during a call, and then select **Transfer**. You can also press directly.
2. Enter the number or select the handset you want to transfer the call to.
3. Press or the **Transfer** soft key. The call is connect the number or the handset you specified.

To perform a semi-attended transfer via the handset:

1. Press the **Options** soft key during a call, and then select **Transfer**. You can also press directly.
2. Do one of the following:
  - Enter the number or select the handset you want to transfer the call to. Press or to dial out.
  - Press the **Directory** soft key, and then select the desired contact.
  - Press or the **Call** soft key. If both the office number , or the mobile number of the contact are stored, select the desired number and then press , or to dial out.
3. Press , or **ansfer** soft key to complete the transfer when receiving the ring-back.

**Hold/Resume**

You can place an active call on hold. At any time, at most one active call can be in progress on your handset.

You can answer or make another call while placing the original call on hold. To put a call on Hold press Options soft key and then select Hold.

To resume the call press the Resume soft key. If 2 calls are on hold at the same time you can use the Up/Down arrow or the Swap soft key to swap between the two calls.

