



#	Front View - Description	#	Front View - Description
①	Color display	⑥	Earpiece
②	Press ◀ ▶ ▸ ▹ to navigate menus and services	⑦	Press <b>OK</b> to enter main menu and select and confirm options
③	Press <b>[R]</b> to make or answer calls	⑧	Softkeys used for various functions
④	Use the keypad to enter numbers and letters	⑨	To hang up, exit a menu, and turn the handset on or off, press <b>CLR</b> .
⑤	Use <b>*</b> , in the name editor to capitalize letters, type numbers, and enter the star symbol	⑩	Press <b>#</b> to send a flash signal before entering a Feature Access Code
		⑪	Microphone

#	Side View - Description
①	Loudspeaker for speakerphone
②	Speakerphone activate and deactivate key
③	Headset jack connector (2.5 mm)
④	Volume Up key
⑤	Volume Down key

### Adjust Volume

- During a call, press + on the side of the phone to increase volume or press - to decrease the volume.

### Mute the Microphone

- During a call, press MUTE.
- To reactivate the microphone press MUTE OFF.

### Redial a Call

- From Idle mode, press OPTIONS.
- Press **OK** to display the most recently dialed number.
- Press **[R]**.

### Call Hold

- While on a call, press HOLD.
- To retrieve a call from hold, press BACK.

### Transfer a Call - Unsupervised

- While on a call, select press HOLD. The current call is placed on hold.
- Press OPTIONS and then select TRANSFER.
- Dial the extension of the transfer destination.
- Press **[R]** or **OK**.

### Transfer a Call - Supervised

- While on a call, press HOLD. The current call is placed on hold.
- Dial the extension of the transfer destination.
- Press **[R]** or **OK**.
- Wait until the called party answers, announce the transfer.
- Press OPTIONS and then select TRANSFER.