Enter Characters

Keypad Phone

You can use the keypad keys on your phone to enter or update field information.

The following table describes how to enter different characters using the keypad keys.

Task	Action
Switch input modes	Press the **ABC**, **abc**, **Abc**, **2aB**, or **123** soft key to switch the input modes.
Enter alphas	Select **ABC**, **abc**, **2aB**, or **Abc** mode. Press a keypad key repeatedly to view the character options and stop when the letter you want to enter is displayed in the field. Wait one second, and then enter the next letter.
Enter numbers	Select **123** mode, press the corresponding keys.
Enter special characters	Select **ABC**, **abc**, **2aB**, or **Abc** mode, and press *key or **#** key one or more times to enter one of the following special characters: ①*** key**: *.,'?!-()@/:_;+&%=<> £ $¥¤[]{}~^¡¿ § #"| ②**# key**: # ③In **123** mode, you can press the * key to choose the following special characters: .*:/@[].
Insert space	Select **ABC**, **abc**, **2aB**, or **Abc** mode, press the **0** key.
Move cursor	Press the left or right navigation key to position the cursor.
Delete one or more characters	Position the cursor to the right of the character, and select the **Delete** soft key.

Touchscreen Phone

The touch-screen phones provide an onscreen keyboard, phone keypad, and dial pad for entering data. The keypad and dial pad have the standard key layout, enabling users to use existing or familiar key positions.

Use Onscreen Keyboard

The onscreen keyboard on touchscreen phones enables you to enter information into text fields using the touch screen.

Procedure

1. Tap the field you want to edit, and the onscreen keyboard displays on the touchscreen.

2. Enter the information. Do the following:

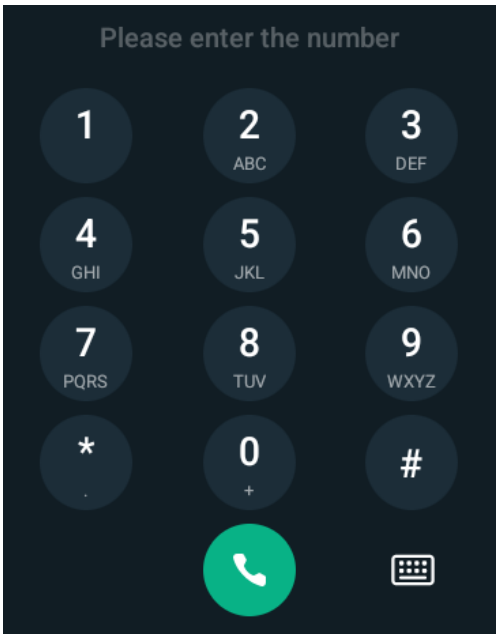
Task	Action
Enter uppercase (A) characters, lowercase (a) characters, or a combination of uppercase and lowercase characters.	1. If a keyboard with characters does not display, tap ABC. 2. Tap to toggle between uppercase and lowercase mode. 3. Tap the characters you want to enter.
Enter numbers.	1. If a keyboard with numbers does not display, tap ?123. 2. Tap the numbers you want to enter.
Enter special characters.	1. If a keyboard with special characters does not display, tap ?123. 2. Tap the special characters you want to enter.
Position the cursor.	• Tap to position.
Confirm the settings/ Go to the next field.	• If there is only one field or the field you are editing is the last one of the configuration, tap **Done** to confirm the setting. • If the field you are editing is not the last one of the configuration, tap **Next** to go to the next field.
Delete characters one by one.	1. Position the cursor on the right side of the text you want to delete. 2. Tap .
Delete more characters at a time.	1. Drag your finger across the characters to highlight the ones you want to delete. 2. Tap .
Replace characters.	1. Drag your finger across the characters to highlight the ones you want to replace. 2. Tap the characters you want.

3. Select to hide the onscreen keyboard.

Use Phone Keypad & Dial Pad

You can use the keypad on your phone or the dial pad to enter data. The phone keypad only provides digit keys, # key, and * key, and the dial pad provides digit keys and special characters.

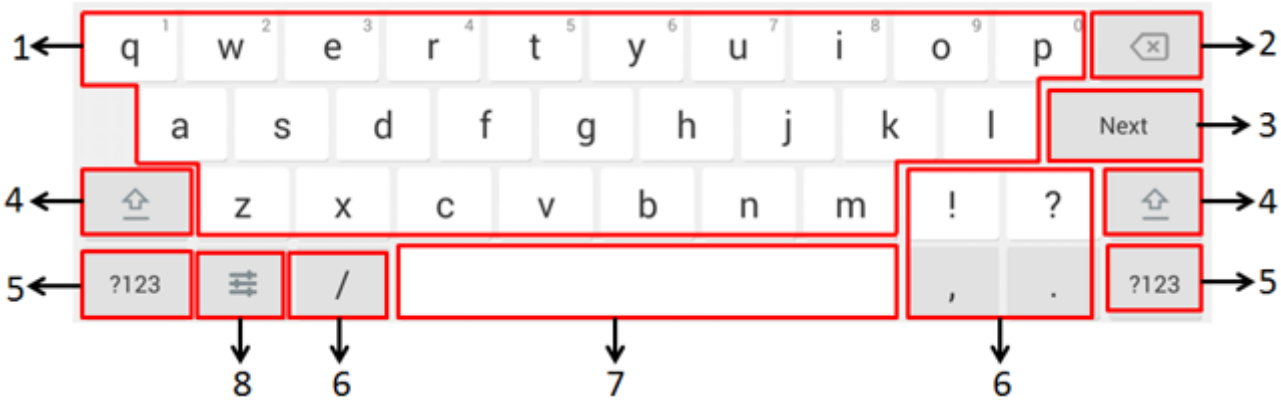
The dial pad is shown below:



You can tap to switch to the onscreen keyboard.

English (UK) Input Method

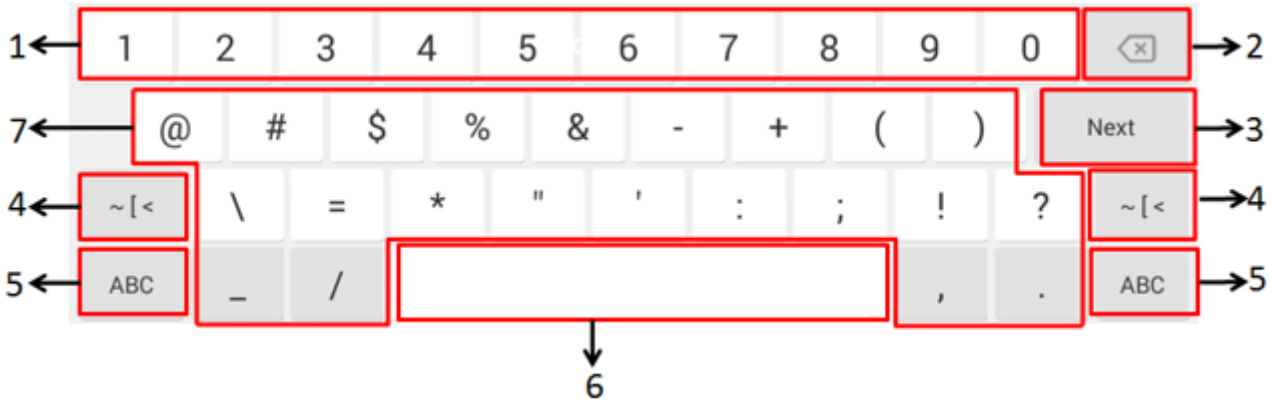
You can use the English (UK) input method to enter information.



No.	Item	Description
1	26 English Letters	• Tap to enter letters. • Long tap a key, then slide to choose one of the options to enter an alternate character.
2	Delete Key	• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.
3	Label automatically to identify the context-sensitive features.	• Next Key: Tap to go to the next field. • Done Key: Tap to confirm the settings. • Send Key: Tap to dial out the number. • Go Key: Tap to browse the web page.

4		Tap to switch to the uppercase input mode.
5	?123	Tap to switch to the numeric and symbolic input mode.
6	Five Special Characters	Tap to enter the special character.
7	Space Key	• Tap to enter spaces. • Long tap to change the input method.
8		Tap to access input options to configure **Input languages** or **Android Keyboard Settings (AOSP)**. You can use AOSP to configure Android keyboards, including Input languages, Auto-capitalization, Sound on keypress, and so on.

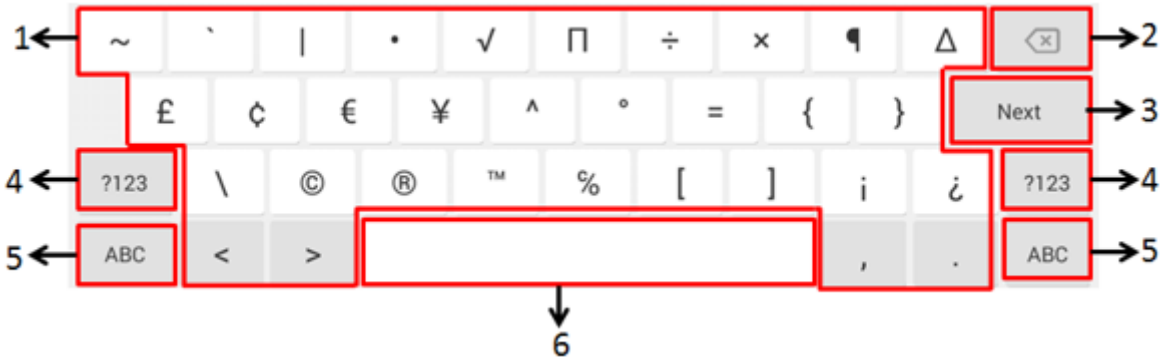
Tap ?123 to switch to the numeric&symbolic input mode.



No.	Item	Description
1	Numbers	• Tap to enter letters. • Long tap a key, then slide to choose one of the options to enter an alternate character.
2	Delete Key	• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.
3	Label automatically to identify the context-sensitive features.	• Next Key: Tap to go to the next field. • Done Key: Tap to confirm the settings. • Send Key: Tap to dial out the number. • Go Key: Tap to browse the web page.
4	~ [<	Tap to switch to the symbolic input mode.
5	ABC	Tap to switch to the lowercase input mode.
6	Space Key	• Tap to enter spaces.

		• Long tap to change the input method. **Tip**: You can also tap at the bottom-right corner of the phone screen to change the input method.
7	Special Characters	• Tap to enter special characters. • Long tap a key, then slide to choose one of the options to enter an alternate character.

Tap ~ [< to switch to the symbolic input mode.



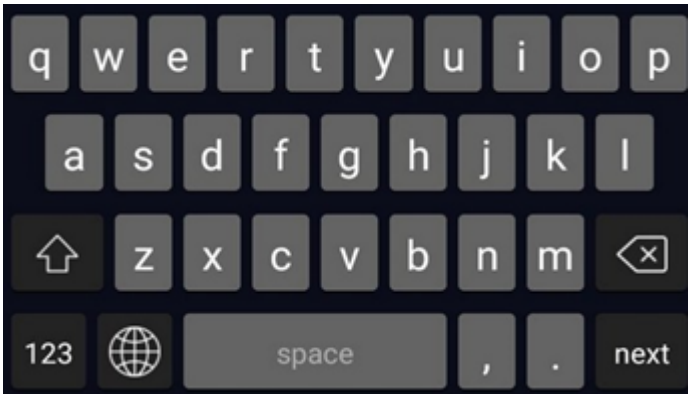
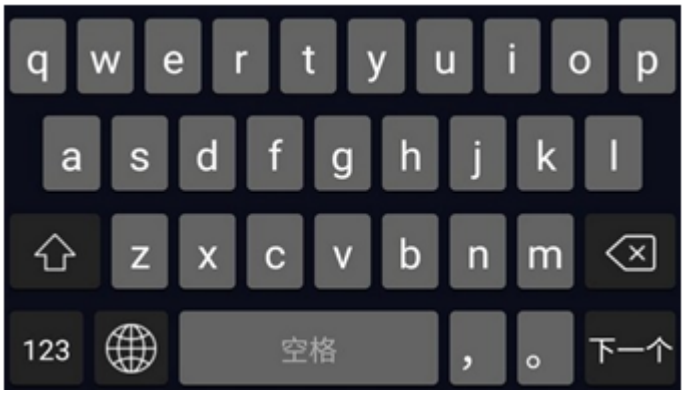
No.	Item	Description
1	Special Characters	• Long tap a key, then slide to choose one of the options to enter an alternate character. • Tap to enter special characters.
2	Delete Key	• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.
3	Label automatically to identify the context-sensitive features.	• Next Key: Tap to go to the next field. • Done Key: Tap to confirm the settings. • Send Key: Tap to dial out the number. • Go Key: Tap to browse the web page.
4	?123	Tap to switch to the numeric and symbolic input mode.
5	ABC	Tap to switch to the lowercase input mode.
6	Space Key	• Tap to enter spaces. • Long tap to change the input method.

Tap ?123 to switch to the numeric and symbolic input mode.

Google Pinyin Input Method

You can use the Google Pinyin input method to enter Chinese characters.

When you change the input method to Google Pinyin, the onscreen keyboard displays the English input mode as shown below by default:



Long tap to switch to the other input mode, as shown below: