



1	Handset	Pick up to answer or place calls.
2	Speaker	Speaker for phone.
3	Message Waiting Indicator	When lit: Red – you have a new voice mail message. Flashing Red – you have an incoming call.
4	LCD Screen	Your phone may vary, but typically displays: date & time, phone station name, line extensions, soft key options, start up logo, screen saver.
5	Soft Keys	Press a soft key button to perform the action on the label on the LCD screen above.
6	Navigation Button	Press in each direction to scroll through items on the LCD screen.
7	Message Button	Press to access voice mail.
8	Hold Button	Press to place a call on hold.
9	Setup Button	Press to access the phone's configuration menu to configure features and preferences.
10	Volume Button	Press + to increase the volume and press – to lower the volume of the handset, headset, speaker (when the handset is off hook) or ringer (when the handset is on hook).
11	Mute	Press to mute or un-mute the phone. When the phone is muted, the button glows red . A flashing red mute button indicates that the phone does not have network connectivity.
12	Speaker Button	Press to turn the speaker on or off. When the speaker is on, the button glows green .
13	Headset Button	Press to turn the headset on or off. When the headset is on, the button glows green .
14	Keypad	Press keys to dial phone numbers, enter letters and choose menu items.