



1	Handset	Pick up to answer or place calls.
2	Speaker	Speaker for phone.
3	Message Waiting Indicator	When lit: <b>Red</b> – you have a new voice mail message. <b>Flashing Red</b> – 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	Line Keys	Indicates phone line status. Your phone may vary, but typically when lit: <b>Green</b> – line is idle. <b>Red (steady)</b> – line is active or in use. <b>Red (blinking)</b> – line is on hold. <b>Orange (steady)</b> – line is unregistered (cannot be used). <b>Orange (flashing)</b> – the phone is not connected to the network.
6	Soft Keys	Press a soft key button to perform the action on the label on the LCD screen above.
7	Navigation Button	Press in each direction to scroll through items on the LCD screen.
8	Message Button	Press to access voice mail.
9	Hold Button	Press to place a call on hold.
10	Setup Button	Press to access the phone's configuration menu to configure features and preferences.
11	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).
12	Mute	Press to mute or un-mute the phone. When the phone is muted, the button glows <b>red</b> . A <b>flashing red</b> mute button indicates that the phone does not have network connectivity.
13	Speaker Button	Press to turn the speaker on or off. When the speaker is on, the button glows <b>green</b> .
14	Headset Button	Press to turn the headset on or off. When the headset is on, the button glows <b>green</b> .
15	Keypad	Press keys to dial phone numbers, enter letters and choose menu items.