**Buttons and Hardware**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Handset light strip</td>
<td>Indicates an incoming call (flashing red) or new voice message (steady red).</td>
</tr>
<tr>
<td>2</td>
<td>Phone screen</td>
<td>Shows information about your phone such as directory number, active call and line status, softkey options, speed dials, placed calls, and phone menu listings.</td>
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<tr>
<td>3</td>
<td>Softkey buttons</td>
<td>Depending on how your system administrator sets up the phone, enable softkey options displayed on your phone screen.</td>
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</tbody>
</table>
4 **Transfer button**

Transfers a call.

5 **Conference button**

Creates a conference call.

6 **Hold button**

Places an active call on hold.

7 **Navigation bar and Select button**

The Navigation bar allows you to scroll through menus and highlight items. When phone is on-hook, displays phone numbers from your Placed Call listing (up arrow) or your speed dials (down arrow). The Select button allows you to select a highlighted item.

8 **Programmable feature buttons**

Depending on how your system administrator sets up the phone, programmable feature buttons provide access to:

- Phone lines and intercom lines
- Speed-dial numbers (speed-dial buttons, including the Line Status speed-dial features)
- Web-based services (for example, a Personal Address Book button)
- Call features (for example, a Privacy button)

Buttons illuminate to indicate status:

- Green, steady—Active call or two-way intercom call
- Green, flashing—Held call
- Amber, steady—Privacy in use, one-way intercom call, DND active, or logged into Hunt Group
- Amber, flashing—Incoming call or reverting call
- Red, steady—Remote line in use (shared line or Line Status)
- Red, flashing—Remote line on hold

9 **Headset button**

Toggles the headset on or off. When the headset is on, the button is lit.

10 **Speakerphone button**

Toggles the speakerphone on or off. When the speakerphone is on, the button is lit.

11 **Keypad**

Allows you to dial phone numbers, enter letters, and select menu items (by entering the item number).
### 12 Mute button
Toggles the microphone on or off. When the microphone is muted, the button is lit.

### 13 Volume button
Controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).

### 14 Messages button
Auto-dials your voice messaging system (varies by system).

### 15 Applications button
Opens/closes the Applications menu. Use it to access call history, user preferences, phone settings, and phone model information.

### 16 Contacts button
Opens/closes the Directories menu. Use it to access personal and corporate directories.

### 17 Handset
Phone handset.

### Phone Screen

<table>
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<th></th>
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<tbody>
<tr>
<td>1</td>
<td>Header</td>
</tr>
<tr>
<td>2</td>
<td>Line details and other phone information</td>
</tr>
<tr>
<td>3</td>
<td>Softkey labels</td>
</tr>
</tbody>
</table>