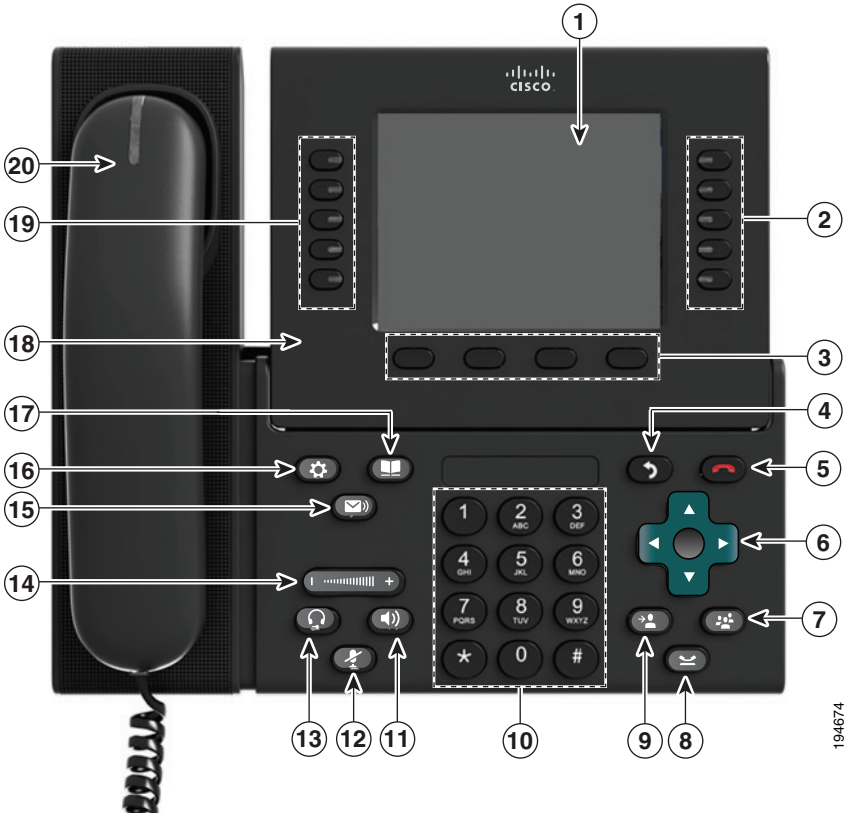


1	Phone screen	Shows information about your phone, including directory number, call information (for example caller ID, icons for an active call or call on hold) and available softkeys.

2	Session buttons	Each corresponds with an active call or a call function. Pressing the button takes the default action: • Active calls—Pressing the button takes the default action for an active call. For example, pressing the session button for a ringing call answers the call and pressing the button on a held call resumes the call. Session information, such as caller ID and call duration, appears on the phone screen next to the session button. • Call functions—When a session button is not being used for an active call, it can be used to initiate functions on the phone, as indicated by the adjacent phone screen icons. For example, pressing the session button can display missed calls, take the phone off hook, or dial your voice-messaging system (with a Voicemail icon). Color LEDs reflect the call state. LEDs can *flash* (blink on and off rapidly), *pulse* (alternately dim and brighten), or appear *solid* (glow without interruption). • Flashing amber —Ringing call. Pressing this button answers the call. • Solid green —May be a connected call or an outgoing call that is not yet connected. If the call is connected, pressing this button displays the call details or the participants of a conference call. If the call is not yet connected, pressing this button ends the call. • Pulsing green —Held call. Pressing this button resumes the held call. • Solid red —Shared line in-use remotely. Pressing this button allows you to barge in on the call (if Barge is enabled). • Pulsing red —Shared line call put on hold remotely. Pressing this button resumes the held call. (The positions of the session buttons and feature buttons can be reversed on phones that use a locale with a right-to-left reading orientation, such as Hebrew and Arabic.)
3	Softkey buttons	Allow you to access the softkey options (for the selected call or menu item) displayed on your phone screen.
4	Back button	Returns to the previous screen or menu.
5	Release button	Ends a connected call or session.

6	Navigation pad and Select button	The four-way Navigation pad allows you to scroll through menus, highlight items, and move within a text input field. The Select button (center of the Navigation pad) allows you to select a highlighted item. The Select button is lit (white) when the phone is in power-save mode.
7	Conference button	Creates a conference call.
8	Hold button	Places a connected call on hold.
9	Transfer button	Transfers a call.
10	Keypad	Allows you to dial phone numbers, enter letters, and choose menu items (by entering the item number).
11	Speakerphone button	Selects the speakerphone as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green. The speakerphone audio path does not change until a new default audio path is selected (for example, by picking up the handset). If external speakers are connected, the Speakerphone button selects them as the default audio path.
12	Mute button	Toggles the microphone on or off during a call. When the microphone is muted, the button is lit red.
13	Headset button	Selects the headset as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green. A headset icon in the phone screen header line indicates the headset is the default audio path. This audio path does not change until a new default audio path is selected (for example, by picking up the handset).
14	Volume button	Controls the handset, headset, and speakerphone volume (off hook) and the ringer volume (on hook). Silences the ringer on the phone if an incoming call is ringing.
15	Messages button	Auto-dials your voicemail system (varies by system).

16	Applications button	Opens/closes the Applications menu. Depending on how your system administrator sets up the phone, use it to access applications such as call history, preferences, and phone information.
17	Contacts button	Opens/closes the Contacts menu. Depending on how your system administrator sets up the phone, use it to access personal directory, corporate directory, or call history.
18	Phone display	Can be positioned to your preferred viewing angle.
19	Programmable feature buttons (also called feature buttons)	Each corresponds with a phone line, speed dial, and calling feature. Pressing a button for a phone line displays the active calls for that line. If you have multiple lines, you may have an All Calls button that displays a consolidated list of all calls from all lines (oldest at the top). Then it is recommended that you keep your phone in the All Calls view. Color LEDs indicate the line state: • Amber —Ringing call on this line • Green —Active or held call on this line • Red —Shared line in-use remotely (The positions of the session buttons and feature buttons can be reversed on phones that use a locale with a right-to-left reading orientation, such as Hebrew and Arabic.)
20	Handset with light strip	The handset light strip lights up to indicate a ringing call (flashing red) or a new voice message (steady red).

Phone Screen

The way that your system administrator set up your phone determines what is displayed on your phone screen.

Phone with a Single Line

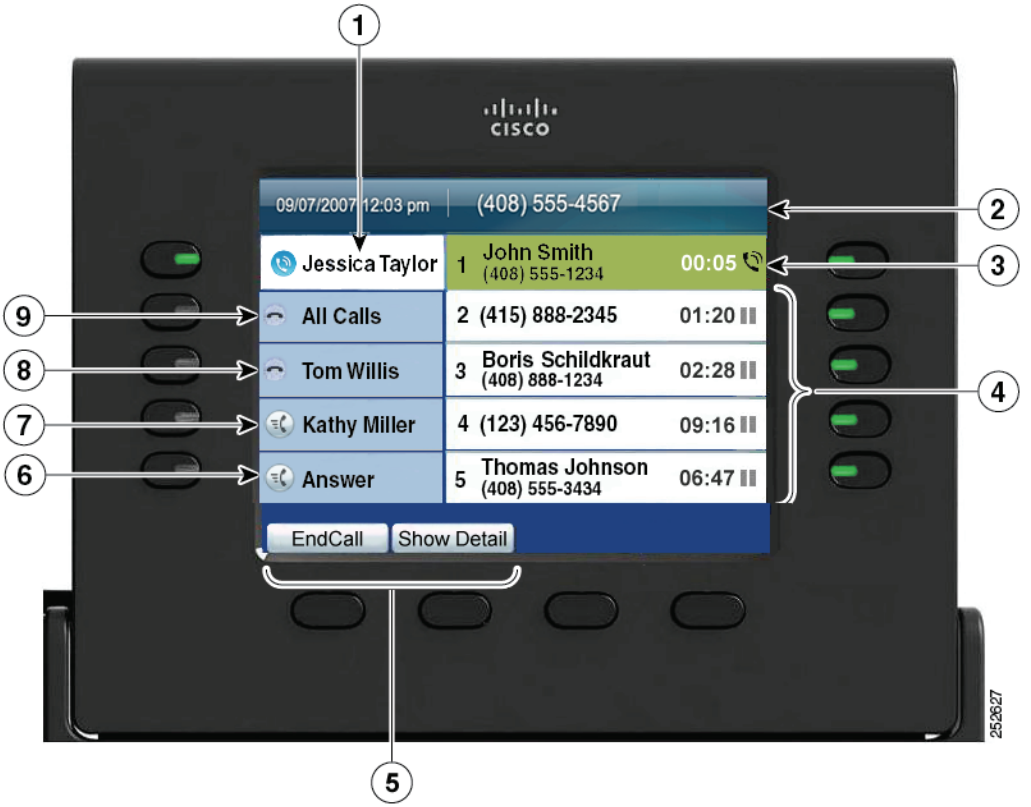
1	Line label	Displays the line phone information.
2	Header	Displays the date and time, and information (such as phone number) about the selected line. (If you are on a call and highlight the header instead of a call, the softkeys that display are the same as those that display when the phone is idle. This is useful, for example, if you want to access the **Forward All** or **New Call** softkeys while you are on a call.)
3	Session button label (for connected call)	Displays information (such as phone number and duration) about a connected call on the line.
4	Session button label (for held call)	Displays information (such as phone number and duration) about a held call on the line. Pressing the corresponding session button resumes the held call.
5	New Call icon	Indicates you can press the corresponding session button to make a new call.
6	Softkeys	Softkey options for the selected (highlighted) call only. If you select a different call (by pressing a feature button or the Navigation pad, or by answering a ringing call), the softkey options may change.

Phone with Multiple Lines

If you have multiple lines, it is recommended that you use the All Calls button to view all calls on all lines.

If you handle many calls at one time, it is recommended that you use the Answer button to answer the oldest incoming call without having to scroll down the call list and select the call.

For more information, see your system administrator.



1	Primary line label	Displays information about the primary phone line. Look for the blue icon on the line label to see which line is selected. In this case, the primary line is selected, and the information displayed is for the primary line only.
2	Header	Displays the date and time, and information (such as phone number) about the selected line. (If you are on a call and highlight the header instead of a call, the softkeys that display are the same as those that display when the phone is idle. This is useful, for example, if you want to access the **Forward All** or **New Call** softkeys while you are on a call.)
3	Session label (with Connected Call icon)	Displays information (such as call status and duration) about a connected call associated with the selected line.

4	Session labels (with Held Call icons)	Display information (such as call status and duration) about held calls associated with the selected line. Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest. Pressing the session button next to a Held Call icon resumes the held call for that session.
5	Softkeys	Softkey options for the selected call only. If you select a different call (by pressing a feature button or the Navigation pad, or by answering a ringing call), the softkey options may change.
6	Answer label	Displays if your system administrator has assigned the Answer feature to the programmable feature button. Pressing this label or the corresponding button answers the oldest incoming call without having to scroll down the call list and select the call.
7	Speed-dial label	Displays if you or your system administrator assigned a speed dial to the programmable feature button. This is useful if you tend to have more than five active calls on your phone.
8	Nonprimary line labels	Display calls and information about nonprimary phone lines.
9	All Calls label	Displays if the All Calls feature is enabled. Pressing the corresponding button displays all calls on all lines. Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest. When you are on a call, pressing All Calls once selects the current call or the first call on the list; pressing All Calls twice selects the header. With the header selected, the softkeys that display are the same as those that display when the phone is idle. This is useful, for example, if you have multiple calls on your phone and want to access the **New Call** softkey. Using the All Calls feature is recommended highly if you have multiple lines on your phone.

Phone Screen Navigation and Item Selection

Task	Action	Example
Scroll to highlight an item.	Press the Navigation pad.	Highlight a call from the missed call list.
Select an item by number.	Press the corresponding number on the keypad.	Press **2** to select the second item in the Applications menu.
Select an item using the Select button.	Press the Select button (at the center of the Navigation pad).	Highlight the Preferences application and press the Select button.
Navigate to a submenu. (A right arrow (>) next to the menu item indicates that a submenu exists.)	Highlight the menu item and press the item number on the keypad. Or press the down arrow on the Navigation pad and then press the Select button.	Highlight the Network Setup menu, then press **1** to open the submenu.
Select a line to use a calling feature (when the line is idle).	Press the line button. Indicators of your line selection include: • The selected line is displayed on the phone screen header. • Color of the icon (on the line label) changes to blue.	Press the line button and then press the **Forward All** softkey to forward calls on that line.
Select a line to use a calling feature (when the line has one or more active calls).	Press the line button twice. Indicators of your line selection include: • The selected line is displayed on the phone screen header. • Color of the icon (on the line label) changes to blue.	Press the line button twice and then press the **Forward All** softkey to forward calls on that line.