



1	Handset with indicator light	Functions like a traditional handset. The light strip at the top of the handset blinks when the phone rings and can be set to remain lit when you receive a voice mail message.
2	LCD screen	Displays features such as the time, date, your phone number, caller ID, line/call status and soft key tabs.
3	Cisco IP Phone model type	Indicates your Cisco IP Phone model.
4	Line or speed dial button 	Opens a new line or speed dials the number on the LCD screen. Phones in the Cisco IP Phone 7960 series have six line or speed dial buttons and phones in the 7940 series have two.
5	Foot stand adjustment	Allows you to adjust the angle of the phone base.
6	Directories button 	Provides access to call histories and directories.
7	? Button 	Displays help on your LCD screen for a phone button or function.

8	Settings button 	Provides access to phone settings such as contrast and ring sound, network configuration, and status information.
9	Speaker button 	Toggles the speaker on or off.
10	Mute button 	Toggles the mute on or off.
11	Headset button 	Toggles the headset on or off.
12	Volume button 	Increases or decreases volume for the handset, headset, or speakerphone (depending upon which is currently active). Also controls the ringer volume (if the handset is in its cradle), and the LCD screen contrast.
13	Services button 	Provides access to any available phone services.
14	Messages button 	Provides access to Voice Mail
15	Navigation button 	Enables you to scroll through text and select features displayed on the LCD screen
16	Dial pad	Works exactly like the dial pad on a traditional telephone.
17	Soft keys	Enables you to engage any of the functions displayed on the corresponding LCD screen tabs. Soft keys point to feature options displayed along the bottom of your LCD screen. Soft keys change depending on the status of your phone. For example, you can see one set of soft key options when you pick up the handset, and another set when the phone is not in use.