

Understanding Cisco SPA 502G

Buttons and Hardware



- 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.