This is an image of an 8 button Cisco phone; the four button phone is exactly the same, except the left 4 line keys are not there.

1 – Handset -
2 – Message Waiting Indicator -
   Solid Red when you have a new voicemail
   Flashes red during an incoming call
3 – LCD Screen - Displays date, time, display name, extension(s) and softkey options
4 – Line Keys - The right top key is your phone line. The remaining keys are available for programming for items such as speed dial
5 – Softkey Buttons – Softkey options will show up depending on what action you are performing on your phone
6 – Navigation Button -

7 – Messages Button – Press to access voice mail
8 – Hold Button – Press to place call on hold
9 – Setup Button – Press to access menu to configure features and preferences
10 – Mute Button – Press to mute, press again to unmute. Button turns red if call is on mute
11 – Volume Button -
12 – Headset Button – (see headset in FAQ)
13 – Speaker Button – Press to turn the speaker on or off. Glows green when phone is on speaker
14 – Keypad -