



**ITE-30SD**  
**Quick Reference**  
 2356-005

The ITE-30SD Quick Reference describes only the more commonly used features and functions of the phone. It is not intended to be a full user guide.

These procedures are written for Speaker use. You can use the handset for any step that requires using the Speaker button.

On a multi-line phone, when using a line other than your main extension, first press the button of the extension that you want to use. Then press the Speaker button or lift the handset.

Note: You may not have all of these features on your phone because your features were chosen for you by your system administrator.

**Volume and Screen Contrast Settings**

- You can set the Ringer volume any time that phone is ringing by up and down arrow buttons.
- When setting Ringer volume, the ringing stops after 4 seconds, or when you press any button.
- The Ringer can be turned off completely, so check the ringer setting if you are not hearing the calls when they ring in.
- If you do not save the Handset volume or the Speaker volume before ending a call, the volume returns to the last setting.

Ringer Volume	Press  Together	Lamp on
	Press <b>1</b>	Phone rings
	Press  Or	Ringer volume set
	Press <b>1</b>	Ringer volume saved + Lamp off
Ringer Tone	Press  Together	Lamp on
	Press <b>2</b>	Phone rings
	Press  Or	Ringer tone set
	Press <b>2</b>	Ringer tone saved + Lamp off
Display Contrast	When phone is idle: Press  Or	Contrast saved automatically
Handset Volume	When using the handset: Press  Or	
	Press  Together	Lamp blinks twice + Handset volume saved
Speaker Volume	When using the Speaker: Press  Or	Lamp blinks twice + Speaker volume saved

**Special Feature Buttons**

Speaker	Place or answer calls/use features	Press	Speaker and Line Select lamps on + Speaker activated
	Switch from handset to speaker	Press	Speaker and Line Select lamps on + Speaker activated
	Switch from speaker to handset	Lift handset	Speaker lamp off Line Select lamp on + Speaker deactivated

**The Display Button**

- You can view stored numbers and names for Abbreviated Dial, Auto Dial, Callback, Forward, and Redial with the DSPL button
- The DSPL lamp must be on to use the feature
- The Display feature stays active as long as you press feature buttons. It automatically turns off 5 seconds after you press the last feature button.

Feature	Action	Display
Call Waiting	When phone is ringing: Press	SMITH JOHN FOR JONES MARY 1:30pm
Abbrev Dial numbers	Press  +	0. 914107245555 11/21/02 2:03pm
	Repeat Until all Abbrev Dial numbers display	1. 99727278888 11/21/02 2:05pm
Auto Dial Numbers	Press  +	ADL 914105555555 11/04/02 1:22pm
Name or number of a Callback sender	Press  +	CALLBACK 11/21/02 2:03pm
	Repeat Until the number displays	8138 SMITH JOHN 11/21/02 1:25pm
		8555 JONES MARY 11/21/02 10:10am
A Callback with time stamp activated on the system	Press  + Pause Until the date and time displays	8138 SMITH JOHN 11/21/02 2:09pm AT:9:35am 11/21/02 11/21/02 1:25pm
A Call Forward number	Press  +	FORWARD 11/22/02 10:22am FWD 8138 11/22/02 10:22am
The last outside number dialed	Press  +	RDL 912104445555 11/22/02 1:22pm



**Special Feature Buttons**

Transfer/3-way Conference	<i>Transfer an existing call to another destination</i>		
	Transfer an existing call	Press	Hear dial tone
		Dial Phone Number	
	Hang up		Unannounced Transfer
	Or Announce the transfer		Announced Transfer
	Cancel a Transfer	Press	Transferred party is on your line
	Or, after called party hangs up: Press	Transferred party is on your line	
3-way Conference	Press	Transfer lamp on	
	Dial Phone Number		
	When party answers, announce the conference, then: Press	Transfer lamp off + Conference lamp on	

*There are two types of hold:  
 Call Hold - Hear dial tone when you put a call on hold  
 Normal - Hear silence when you put a call on hold*

Hold	Place a call on hold (Call Hold)	Press	Hear dial tone + Line lamp blinks
		Hang up Or Dial another number	
	Return to the call on hold (Call Hold)	Press  Or Lift handset	Hear dial tone
		Press	You are reconnected to held party
	Place a call on hold (Normal Hold)	Press	Hear silence + Line lamp blinks
		Hang up	
Return to the call on hold (Normal Hold)	Press  Or Lift handset		
	If you did not hang up the handset, choose the line where the lamp is blinking Press	You are reconnected to held party	

*Hear the other party, but the other party cannot hear you.*

Mute	Mute the speaker	Press	Mute lamp on
	Talk with the other party again	Press Hang up handset	Mute lamp off

**Special Feature Buttons**

	Condition	Display
Display Screen	The phone is idle	11/21/02 2:03pm
	You dialed an inside number	8278 11/04/02 1:22pm
	You are connected to an outside number (shows the estimated cost of the call)	410-555-8888 2:49 \$ 1.50 4:25pm
	You received an inside call	SMITH JOHN FOR JONES MARY 1:30pm
	You received an outside call	(Name or Number) for JONES MARY 10:44am

Redial	Display the last outside number dialed	Press  +	RDL 912104445555 11/22/02 1:22pm
	Redial the last outside number	Press	The system redials the number

Hotline	<i>Call a specific number when the button is pressed.</i>	
	Calling the hotline number	Press



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## Other Feature Buttons

<i>Store up to 10 frequently called inside or outside numbers for quick dialing; up to 28 digits each</i>			
Abbreviated Dial	Store Abbrev Dial numbers	Press <b>ABREV DIAL</b>	Hear dial tone + lamp off
		Press <b>*</b>	Hear silence
		Dial Abbreviated Dial code number (0-9)	Hear 1 beep
		Dial Access number for outside line + Abbreviated Dial number	Hear 2 beeps + number is stored
Display stored numbers	Press <b>DSPL</b> + <b>ABREV DIAL</b>	0. 914107245555 11/21/02 2:03pm	
	Repeat	Until all numbers display	1. 99727278888 11/21/02 2:05pm
Place a call using Abbrev Dial	Press <b>ABREV DIAL</b> + Abbrev Dial code number (0-9)		The number is automatically dialed

<i>Store one frequently called number on a feature button for quick dialing</i>			
Auto Dial	Store an Auto Dial Number (up to 28 digits)	(The phone is on hook) Press <b>AUTO DIAL</b> + Complete phone number including access codes	The number is stored
	Display an Auto Dial Number	Press <b>DSPL</b> + <b>AUTO DIAL</b>	ADL 91410558888 11/04/02 1:22pm
	Call an Auto Dial Number	Press <b>SPKR</b> + <b>AUTO DIAL</b>	The number is automatically dialed

<i>(Forward each extension separately)</i>			
Call Forward	Forward calls	Lift handset	Hear dial tone
		Press <b>CALL FWRD</b>	Hear 2 Beeps + your extension is forwarded
		Dial Call Forward Number	Hear two beeps + Call Forward lamp on
Cancel forwarding	Press <b>CALL FWRD</b>		Hear two beeps + Call Forward lamp off

## Other Feature Buttons

Buzz/Status	Place a direct call on a Buzz or Status line	Press <b>BUZZ</b> Or <b>STAT</b>	
		Press <b>SPKR</b>	The call is placed
	Answer a direct call	Press <b>BUZZ</b> Or <b>STAT</b>	
		Press <b>SPKR</b>	The call is answered

Callback	Callback on busy/ no answer	Press <b>CALL BACK</b>	Hear 2 Beeps
	Display a callback that was left for you	Press <b>DSPL</b> + <b>CALL BACK</b>	CALLBACK 11/21/02 2:03pm
		Pause See time and date (if option is activated on your system)	8138 SMITH JOHN 11/21/02 1:25pm
		Repeat <b>CALL BACK</b> Until all numbers are displayed	AT:9:35am 11/21/02 11/21/02 1:25pm
	Return a callback	Press <b>CALL BACK</b>	The callback is returned
	Return a callback when there is more than one	Press <b>DSPL</b> + <b>CALL BACK</b>	CALLBACK 11/21/02 2:03pm
		Repeat <b>CALL BACK</b> Until you see the number that you want to call	8138 SMITH JOHN 11/21/02 1:25pm
			8555 JONES MARY 11/21/02 10:10am
		Then <i>Immediately</i>	
		Press <b>SPKR</b> + <b>CALL BACK</b>	The callback is placed
Display and Cancel a selected callback	Press <b>DSPL</b> + <b>CALL BACK</b>		
	Repeat <b>CALL BACK</b>	Until you see the number	8138 SMITH JOHN 11/21/02 2:09pm
	Pause	See time and date (if activated on your system)	AT:9:35am 11/21/02 11/21/02 1:25pm
	Press <b>CANCEL</b>		8138 **CANCELLED** 11/21/02 2:03pm

<i>Block Incoming calls. You can still place calls.</i>			
Activate	Press <b>DO NOT DISTURB</b>		DND lamp On
Deactivate	Press <b>DO NOT DISTURB</b>		DND lamp Off

## Other Feature Buttons

Cancel	<i>Cancel a call (Used with transfer, conference, and callback)</i>		
	Cancel any call	Press <b>CANCEL</b>	The call ends

Call Park	<i>Park a call at a system-provided extension number. The call can be picked up from any phone in the system.</i>		
	Park an active call	Press <b>CALL PARK</b>	Hear the Call Park number
		Write Write down the Call Park number	
		Hang Up	
	Pick up a parked call from any phone in the system	Press <b>SPKR</b>	
		Dial Call Park number	The parked party is on the line

<i>There are two types of hold: Call Hold - Hear dial tone when you put a call on hold Normal - Hear silence when you put a call on hold</i>			
Call Pickup	Pick up a call	As a member of a Call Pickup Group: Press <b>CALL PICKUP</b>	The call is picked up
	Pick up a call	By dialing the extension number: Press <b>CALL PICKUP</b>	
		Dial Extension number	The call is picked up

<i>Hear a short ring during an active conversation indicating a call is waiting.</i>			
<i>The following shows you how to use the call waiting feature with both Normal Hold and Call Hold.</i>			
Accept a Call Waiting (Call Hold)	Press <b>HOLD</b>		Line lamp blinks + Phone rings
	Press <b>SPKR</b>		You are connected to the waiting party
Return to the call on hold (Call Hold)	Press <b>HOLD</b>		You are reconnected to held party
Accept a call waiting (Normal Hold)	Press <b>HOLD</b>		Line lamp blinks + Phone Rings
	Press <b>SPKR</b>		The waiting party is on the line
Return to holding party	Press <b>SPKR</b>		The first party is on the line

## Other Feature Buttons

<i>Conference up to 7 parties (Can include up to 4 outside calls)</i>			
Conference	Set up a Conference (Start from an existing call)	Press <b>CONF</b>	Hear Dial Tone
		Dial Next Party → Announce Conf	
		Press <b>CONF</b>	The party is joined into conference
		Dial Next Party → Announce Conf	
		Repeat	Until all parties are joined in conference
Cancel a call to rejoin the conference	Press <b>CANCEL</b> Or <b>CONF</b>		
Put the conference on hold, or return to the conference	Press <b>CONF</b>		(Note: The hold button does not put the conference on hold)

Intercom	Place an Intercom call	Press <b>INCM</b>	
		Press <b>SPKR</b>	
		Dial Intercom Group Number	The call is placed
	Answer an Intercom call	Press <b>INCM</b> Press <b>SPKR</b>	

<i>Retrieve voice mail messages</i>			
Access the voice mail system	Press <b>VOICE MAIL</b>		The voice mail system answers
		Follow the voice mail system prompts	
Access voice mail from another phone or outside location	Dial The voice mail access number (provided by the system administrator)		The voice mail system answers
		Follow the voice mail system prompts	

