

**ITE-760  
Quick  
Reference**  
PS10120BENAA01  
(2566-005)

The ITE-760 Quick Reference represents only the more commonly used features and functions of the phone. It is not intended to be a full user guide. For details not given here, refer to the ITE-760 User Guide - 2568-nnn.

Note: The features on your phone were chosen for you by the system administrator. You may not have access to all of the features listed in this reference.

**Phone Settings and Operations**

Silence ring tone	While the phone is ringing: Press	The phone stops ringing for this call
Ring volume	While the phone is ringing: Press  Or	The last setting is stored
Listening volume	While in conversation: Press  Or	The last setting is stored
Key beep volume	While the phone is idle: Press  Or	The last setting is stored
Ring melody (16 choices)	Press  +  4 times + Press  Or Go to Ring melody volume next to select volume	View and hear the ring melody number choices The selected ring melody is stored
Ring melody volume (8 choices)	Press Press  Or Press	View volume settings Hear the ring melody volume choices The volume is stored
Display contrast	Press  +  5 times + Press  Or Press	View display contrast settings The contrast changes as a key is pressed The contrast setting is stored

**Phone Settings and Operations**

**The Navigator**

The Navigator is made up of four direction keys and one central key.

Navigator Keys	Description
And	Displays a selection or a record in a directory
And	Displays additional information about a record or carries out a setting
	Confirms a choice, a setting, or a record in a directory

**Other Keys**

Keys	Name	Description
	Green Key	Answers an incoming call if the phone is onhook Displays and calls back the last number dialed Calls a number that is displayed in a directory or log
	Red Key	Disconnects ringing during an incoming call Ends a call Cancels a programming setting or ends a programming sequence
	Directory Key	Accesses the Abbreviated Dial feature
	Program Key	Accesses ring and contrast settings Accesses directory management Accesses programming for numbers and features
	Speaker Key	Answers an incoming call in hands-free mode Enables the speaker mode
	Mute Key	Turns off the microphone so that the other party cannot hear the conversation
	"R" Key	During a Call - Functions as a Hold key Idle Phone - Accesses the voice mail system

**Softkeys**

There are 5 Softkeys keys that provide access to menus that change according to the state of the phone.

Hold	Confnc	Transfr	PrivRel	Dirctry



**Phone Settings and Operations**

**Speaker Mode**

Converse using the speaker during a call

Activate	Press  +	The conversation is through the speaker
Deactivate	Press Hang up the handset	The speaker lamp blinks The speaker lamp is on steady The conversation is through the handset

**Hands-Free Auto Answer**

Dial and answer calls without lifting the handset

Answer a call	Press  Or	The speaker lamp is on and the call is answered
End a call	Press	The speaker lamp is off and the call is ended
Place a call	Dial	The number on the keypad without lifting the handset without going offhook

**Intercom**

Place an Intercom call	Press Press  Or Lift handset Dial	The Intercom lamp is on The call is placed
Answer an Intercom call	The Intercom line rings and the Intercom lamp is slow flashing: Press Press  Or Lift handset	

**Interactive Display**

The interactive display is comprised of one information line and a second line that contains the features that can be accessed by interactive keys. The information on the display depends upon phone programming and features.

Phone State	Display
Idle	Monday 10 February 12:17 PM Comm Pick-Up Funct. Lang.
During a call	The display shows the identity of the other party during a call and interactive options for that call B. SMITH Comm Prenum Duratn.<-Start -->
During Programming	The display shows the selection: PROGRAMMING
Consulting directories and logs	Private Directory: WHITE, JOE 4444 Call Delete Modify Create Lists Or Incoming Calls log: SMITH 27/01 10:13 AM Call Delete Create

**Phone Settings and Operations**

**Mute**

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

Activate Mute	Press	Mute lamp on
Deactivate Mute	Press	Mute lamp off

**Alphabetic Keypad**

The alphabetic keypad is located under the cover at the bottom of the phone.

The default display is upper case. Use the following table as a guide to access lower case and special characters on the keypad.

Description	Icon	Action
Lower Case		Press the Up arrow plus the letter key
Space		Press once to space over a character
Shift to access special characters		Press shift key + the key with the special character
Confirm an entry		Can be used in place of the OK key on the Navigator
Delete or Backspace		Press once to backspace over a character
Insert a character		Press one of these keys to place the cursor

**Lamps**




Key Icon Lamps		Message lamp status		
Lamp	Desc.	Lamp	Status	Description
	ON		ON	There is at least one new message in your voice mailbox
	OFF		OFF	There are no new calls in the Incoming Calls log
	Blink		Blink	There are no new messages in your voice mailbox, but a new call is in the Incoming Calls log
	Flash		Flash	There is a message in your voice mailbox, and a new call in the Incoming Calls log

**ASTRA**


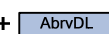




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




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## Phone Settings and Operations

Place a Call			
To an Internal extension	Dial	The internal number	The call is placed
To external number	Dial	The outside access code plus the external number	The call is placed
Receive a call			
Answer a call	Press	 Or  Or Lift the handset	
End a Call			
End a Call	Press		


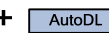






## Features











Assign frequently dialed numbers to up to 10 abbreviated dial codes			
Assign a number to an Abbrev Dial code	Press	 + 	
	Dial	The code number (0-9) + 	
	Dial	The number including all access codes (up to 28 digits)	
	Press		The number is stored
Place a call with an abbrev number code	Press	 Or 	Hear dial tone
	Dial	The abbreviated number code	The number is automatically dialed



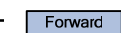




A short ring tone that is heard during an active conversation indicates that there is a call waiting. Use Hold to accept the second party calling your busy line. (See the Hold feature to determine your hold type.)			
Accept a Call Waiting	Press	 Or 	Hold lamp blinks + Hear dial tone
	Press		The phone rings
Switch from one party to the other	Press	 Or 	The second party is on hold and you are reconnected to the first party



Park a call at a system-provided extension number. The call can be picked up from any phone in the system.			
Park an active call	Press		Hear the Call Park number
	Write	The Call Park number + Hang Up	
Pick up a parked call	Dial	The Call Park number	The parked party is on the line

## Features



Store one frequently called number on a feature key for quick dialing			
Store an Auto Dial Number	<i>(The phone is on hook)</i>		
	Press	 +  + 	
	Dial	The complete phone number including access codes (up to 28 digits)	
	Press		The number is stored
Display an Auto Dial Number	Press	 + 	
Call an Auto Dial Number	Press	 + 	The number is automatically dialed



Automatic callback for internal calls on busy/no answer			
Activate Callback	Press		Hear 2 Beeps
Display a callback	Press	 + 	
Return a callback	Press		The callback is returned
Return a callback when there is more than one	Press	 + 	
	Repeat	 Until you see the number that you want to call	
	<i>Then, Immediately:</i>		
	Press	 + 	
Cancel a callback	Press		The callback is canceled




Assign frequently dialed numbers to up to 10 abbreviated dial codes			
Assign the forward number and activate	Press	 +  + 	
	Dial	The forward number + 	
	Press		The Call Forward key lamp is on and calls are forwarded to the number
Activate with feature key	Press		The Call Forward key lamp is on
Deactivate	Press		The Call Forward key lamp is off










Transfer			
Transfer the call	Press		
	Dial	The number of the transfer destination	
	Hang up	Or Unannounced transfer	
Announce the transfer	Press	 + Hang up	Announced Transfer






## Features




Intercept a call where the destination does not answer			
Call Pickup	A call in same Call Park Group	Press	 The call is connected
	A call that is not in the same group	Press	 + Extension number The call is connected

Prevent incoming calls from ringing at your phone			
Activate	Press		DND is activated
Deactivate	Press		DND is deactivated






Conference			
Set up Conference	Press		
Add Member	Press		
	Dial	New Member's Number	
	When member answers:	Press	
Leave the Conference	Hang up	When "In Conference" is displayed	





Hold			
Place a call on hold	Press	 Or  	Hear dial tone + Line lamp blinks
	Hang up	Or Dial another number	
Return to the call on hold	Press	 Or  	
Alternate between held parties	Press	 Or  	









Redial			
Redial the last outside number dialed	Press	 Or 	
Display the redial number	Press	 +  Or 	







Voice Mail			
Retrieve Messages	With phone onhook:	Press	  Or
	With phone offhook:	Press	
	Follow the voice mail system prompts		

## Directories and Logs

System Directory			
Dial by name from the System Directory	Press		
	Dial	First the first few letters of the last name	
	Press		
To search through the entries:			
	Press	 Or 	
Place a call	Press		

Private Directory of 100 numbers			
Access the Private Directory	Press	 + 	
	Follow the interactive key menus for other functions		
Place a call from the log record	Press	 Or 	

Incoming Calls Log															
<i>The Incoming Calls log contains a record of the last 50 calls received at this phone</i>		<table border="1"> <thead> <tr> <th colspan="2">Incoming Calls Log Symbols</th> </tr> </thead> <tbody> <tr> <td>*****</td> <td>Caller information was not presented</td> </tr> <tr> <td>UNKNOWN</td> <td>Caller identification not available</td> </tr> <tr> <td>&gt;</td> <td>The log record has been read</td> </tr> <tr> <td>&gt;&gt;</td> <td>The log record has been called back</td> </tr> <tr> <td>LOG EMPTY</td> <td>The log is empty</td> </tr> </tbody> </table>		Incoming Calls Log Symbols		*****	Caller information was not presented	UNKNOWN	Caller identification not available	>	The log record has been read	>>	The log record has been called back	LOG EMPTY	The log is empty
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LOG EMPTY	The log is empty														
Access the Log	Press	 + 													
	Press	 Or 	View call records												
	Press	 Or 	View date, time and number of calls												
Place a call from the log	Choose the record with the number that you want to call	Press	 Or 												

Outgoing Calls Log (LNR)			
Access the log	Press		View first part of info about the last call
	Press	 Or 	View last call record details
	Press	 Or 	View other records
Place a call from the log record	Press	 Or 