**ITE-30SD Quick Reference**

**Volume and Screen Context 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 by checking 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 settings will be lost.

**Ringer Volume**
- Press 1 - Phone rings
- Press 2 - Ringer volume set
- Press 3 - Ringer volume save + Lamp off

**Ringer Tone**
- Press 1 - Together
- Press 2 - Together
- Press 3 - Ringer volume set
- Press 4 - Ringer volume save + Lamp off

**Display Context**
- When phone is idle:
  - Press 1 - Contrast saved automatically
  - Press 2 - Contrast saved automatically
  - Press 3 - Contrast saved automatically

**Handset Volume**
- When using the handset:
  - Lamp blinks twice + Handset volume saved
- Press 1 - Together
- Press 2 - Together
- Press 3 - Lamp blinks twice + Speaker volume saved

**Special Feature Buttons**
- Place or answer calls from features
  - Press 1 - Speaker and Line Select temp on + Speaker activated
- Switch from handset to speaker
  - Press 1 - Speaker and Line Select temp on + Speaker activated
- Hang up handset
  - Press 1 - Speaker and Line Select temp on + Speaker deactivated
- Switch from handset to speaker
  - Lift handset
  - Speaker temp off Line Select temp on + Speaker deactivated

**The Display Button**
- You can view stored numbers and names for Abbrev Dial, Auto Dial, CallBack, Forward, and Redial with the DSPL button
- The DSPL lamp must be on to see the feature
- The Display feature stays active as long as you press feature buttons. It automatically turns off 3 seconds after you press the exit feature button.

**Display**
- When phone is ringing:
  - Press 1 - DIR
- Press 2 - DISP
- Press 3 - AUTO Dial
- Press 4 - ABY
- Press 5 - CALL BACK
- Press 6 - CALL BACK
- Press 7 - CALL BACK
- Press 8 - CALL BACK
- Press 9 - CALL BACK
- Press 0 - CALL BACK

**Display Screen**
- The phone id is 150
- You dialed an inside number: 8278
- You are connected to an outside number (the estimated cost of the call): 4100054888
- You received a call: SMITH JOHN FOR JONES MARY

**Transfer/Send Conference**
- Press 1 - Transfer party is on your line
- Press 2 - Transfer party is on your line
- Press 3 - Transfer party is on your line
- Press 4 - Transfer party is on your line
- Press 5 - Transfer party is on your line
- Press 6 - Transfer party is on your line
- Press 7 - Transfer party is on your line
- Press 8 - Transfer party is on your line
- Press 9 - Transfer party is on your line
- Press 0 - Transfer party is on your line

**Hold**
- Place a call on hold (Call Hold)
  - Press 1 - HOLD
  - Place a call on hold (Call Hold)
  - Press 2 - HOLD
  - Place a call on hold (Call Hold)
  - Press 3 - HOLD
  - Place a call on hold (Call Hold)
  - Press 4 - HOLD
  - Place a call on hold (Call Hold)
  - Press 5 - HOLD
  - Place a call on hold (Call Hold)
  - Press 6 - HOLD
  - Place a call on hold (Call Hold)
  - Press 7 - HOLD
  - Place a call on hold (Call Hold)
  - Press 8 - HOLD
  - Place a call on hold (Call Hold)
  - Press 9 - HOLD
  - Place a call on hold (Call Hold)
  - Press 0 - HOLD

**Mute**
- Mute the speaker
  - Press 1 - MUTE
- Mute the speaker
  - Press 2 - MUTE
- Mute the speaker
  - Press 3 - MUTE
- Mute the speaker
  - Press 4 - MUTE
- Mute the speaker
  - Press 5 - MUTE
- Mute the speaker
  - Press 6 - MUTE
- Mute the speaker
  - Press 7 - MUTE
- Mute the speaker
  - Press 8 - MUTE
- Mute the speaker
  - Press 9 - MUTE
- Mute the speaker
  - Press 0 - MUTE

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The ITE-30SD Quick Reference describes only the most 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 task that requires using the Speaker button.