

MITEL

Superset™ 4001

Quick Reference Card



- ① MESSAGE INDICATOR
- ② FIXED-FUNCTION KEYS
- ③ PERSONAL KEYS
- ④ KEY PAD
- ⑤ HANDSET

Making a Call



- ⑤ ■ Lift the handset.
- ④ ■ Dial the number.
- ③ ■ or Press a Speed Call key.

Leaving a Message



- ① ■ If the message indicator is lit, Press **Message**.
- ② ■ or, if a voice mail system answers, record a message.

Programming a Speed Call



- ② ■ Press **Program**.
- ③ ■ Press a Personal key.
- ④ ■ Dial the number.
- ② ■ Press **Program**.

Retrieving a Message



- ⑤ ■ Lift the handset.
- ② ■ Press **Message**.

Placing a Call on Hold



- ② ■ Press **Hold/Retrieve**.

Retrieving a Call from Hold



- ② ■ Press **Hold/Retrieve**.

Conferencing Calls



- ② ■ Press **Flash**.
- ④ ■ Dial the number.
- Wait for an answer.
- ② ■ Press **Flash**.

Transferring a Call



- ② ■ Press **Flash**.
- ④ ■ Dial the number.
- ⑤ ■ Hang up.
or Announce the transfer and hang up.

