

MITEL

Superset™ 4015

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.
- ② ■ or Press **Redial**.

Leaving a Message



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

Retrieving a Message



- ② ■ Press **Message**.
- ④ ■ Press # to call the message sender.
- ④ ■ or Press * to erase the message.

Placing a Call on Hold



- ② ■ Press **Hold**.

Retrieving a Call from Hold



- ③ ■ Press the flashing line key.

Programming a Speed Call



- ② ■ Press **Superkey**.
- ④ ■ Press # until "Personal Keys?", appears.
- ④ ■ Press *.
- ③ ■ Press a personal key.
- ④ ■ Press *.
- ④ ■ Dial the number.
- ② ■ or Press **Redial**.
- ③ ■ Press the personal key again.
- ④ ■ Press * to make the number private.
- ④ ■ or Press # to keep the number visible.
- ② ■ Press **Superkey**.

Transferring a Call



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

Conferencing Calls



- ② ■ Press **Trans/Conf**.
- ④ ■ Dial the number.
- Wait for an answer.
- ② ■ Press **Trans/Conf**.

