

# MITEL Superset™ 4025

## Quick Reference Card



- ① MESSAGE INDICATOR
- ② SOFTKEYS
- ③ FIXED-FUNCTION KEYS
- ④ PERSONAL KEYS
- ⑤ KEY PAD
- ⑥ HANDSET

### Making a Call

- ⑥ ■ Lift the handset.
- ⑤ ■ Dial the number.
- ④ ■ or Press a Speed Call.
- ③ ■ or Press Redial.



### Leaving a Message

- ① ■ If the message indicator is lit,
- ③ ■ Press **Message**.
- or, if a voice mail system answers, record a message.



### Retrieving a Message

- ③ ■ Press **Message**.
- ② ■ If "Call Me Back" appears, press **Yes**.
- ② ■ Press **Call** to call the message sender.
- or Press **Erase** to erase the message.



### Placing a Call on Hold

- ③ ■ Press **Hold**.



### Retrieving a Call from Hold

- ④ ■ Press the flashing line key.



### Programming a Speed Call

- ③ ■ Press **Superkey**.
- ② ■ Press **No** until "Personal Keys?" appears.
- ② ■ Press **Yes**.
- ④ ■ Press a personal key.
- ② ■ Press **Change**.
- ② ■ Press **Yes**.
- ⑤ ■ Dial the number
- ③ ■ or Press **Redial**.
- ② ■ Press **Save**.
- ③ ■ Press **Superkey**.



### Transferring a Call

- ③ ■ Press **Trans/Conf**.
- ⑤ ■ Dial the number.
- ⑥ ■ Hang up.
- or Announce the transfer and hang up.



### Conferencing Calls

- ③ ■ Press **Trans/Conf**.
- ⑤ ■ Dial the number.
- Wait for an answer.
- ③ ■ Press **Trans/Conf**.

