

# MITEL Superset™ 4150

## 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.
- ② ■ or Press Redial.



### Leaving a Message

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



### Retrieving a Message

- ② ■ Press **Messaging.**
- ② ■ Press **Read Msg** or **Read Message.**
- ② ■ If **Call Me Back** appears, press **Call Me Back.**
- ② ■ Press **Call** to call the message sender.
- ② ■ or Press **Erase Msg** to erase the message.
- ② ■ or Press **Next Msg** to view the next 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 **More** until **Feature Key** or **Speed Call** appears.
- ② ■ Press **Feature Key** or **Speed Call.**
- ④ ■ Press a personal key.
- ② ■ If **Change** appears, press **Change** and then press **Speed Call.**
- ⑤ ■ Dial the number.
- ② ■ Press **Save.**
- ③ ■ Press **Superkey.**



### Transferring a Call

- ② ■ Press **Trans/Conf.**
- ⑤ ■ Dial the number.
- ⑥ ■ Hang up.
- or Announce the transfer and hang up.



### Conferencing Calls

- ② ■ Press **Trans/Conf.**
- ⑤ ■ Dial the number.
- Wait for an answer.
- ② ■ Press **Conference.**

