

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**.



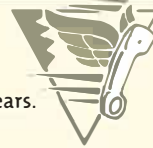
### Retrieving a Call from Hold

- 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 ■ Hangup.
- 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**.

