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
2. is lit, Press Message.
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.

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