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
2 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.

MITEL

™, ® Trademark of Mitel Networks Corporation. © Copyright 2003, Mitel Networks Corporation. All rights reserved.