**Superset 4001 Quick Reference Card**

**Making a Call**
1. Lift the handset.
2. Dial the number.
3. or Press a Speed Call key.

**Leaving a Message**
1. If the message indicator is lit, Press Message.
2. 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.

**Conferencing Calls**
2. Press Flash.
4. Dial the number.
5. Wait for an answer.
2. Press Flash.

**Retrieving a Call from Hold**
2. Press Hold/Retrieve.

**Transferring a Call**
2. Press Flash.
4. Dial the number.
5. Hang up,
or Announce the transfer and hang up.