MITEL
Superset™ 4015
Quick Reference Card

Making a Call

5. Lift the handset.
4. Dial the number.
3. or Press a Speed Call.
2. or Press Redial.

Programming a Speed Call

2. Press Superkey.
4. Press # until “Personal Keys”, appears.
4. Press 
3. Press a personal key.
4. Press 
3. 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.

Leaving a Message

5. If the message indicator is lit, Press Message.
4. or, if a voice mail system answers, record a message.

Transferring a Call

2. Press Trans/Conf.
4. Dial the number.
5. Hang up.
or Announce the transfer and hang up.

Forgiving a Call on Hold

2. Press Hold.

Conferencing Calls

2. Press Trans/Conf.
4. Dial the number.
3. Wait for an answer.
2. Press Trans/Conf.