

MITEL NETWORKS

Superset | 4025

USER GUIDE

 **MITEL** | it's about **YOU**

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ABOUT YOUR PHONE

The SUPERSET 4025 phone has ten fixed-function keys (**SUPERKEY, TRANS/CONF, REDIAL, MESSAGE, HOLD, CANCEL, SPEAKER, MICROPHONE, ▲** and **▼**) three softkeys, and 14 personal keys with built-in status indicators. The personal key on the bottom right is always your Prime Line; the remaining personal keys can be programmed as:

- Feature keys (for example, **Swap**). You can program feature keys from your phone. Your administrator can also program feature keys.
- Speed Call keys. You can program speed call keys from your phone.
- Line Appearances. Only the administrator can program line appearances.

Your telephone also features display-assisted selection of features, on-hook dialing, and a large Message Indicator.

Note: When using the **SUPERKEY**, press **CANCEL** to back up one menu level.

IMPORTANT NOTE FOR HEADSET USERS:

Headsets with a feature control switch that are approved for use with the SUPERSET 4025 telephone must be installed in the dedicated headset jack (the jack nearest the front of the phone). Installation will disable your handset microphone. Disconnecting the headset at the jack or at the quick-disconnect plug restores handset operation.

Telephone status indicators

When line is:	the indicator is:
Idle	Off
Busy	On
Ringing	Flashing slowly
On hold at your phone	Flashing rapidly
On hold at another phone	Flashing slow on/fast off

