

- Press the key associated with the first letter of the name. Continue pressing the key until the correct letter appears on the LCD. When the displayed character is correct, press NEXT.
- Repeat the above step for the remaining letters in the name.
- To enter a space, press NEXT twice.
- To correct an error, press ←
- Press SAVE when the name is complete

Or

- Press EXIT to cancel programming.

ACCOUNT CODES

Before dialing:

- Dial (Account Code Access Code)
- Dial the account code.
- Dial # or wait for the time-out.

Or

During a call:

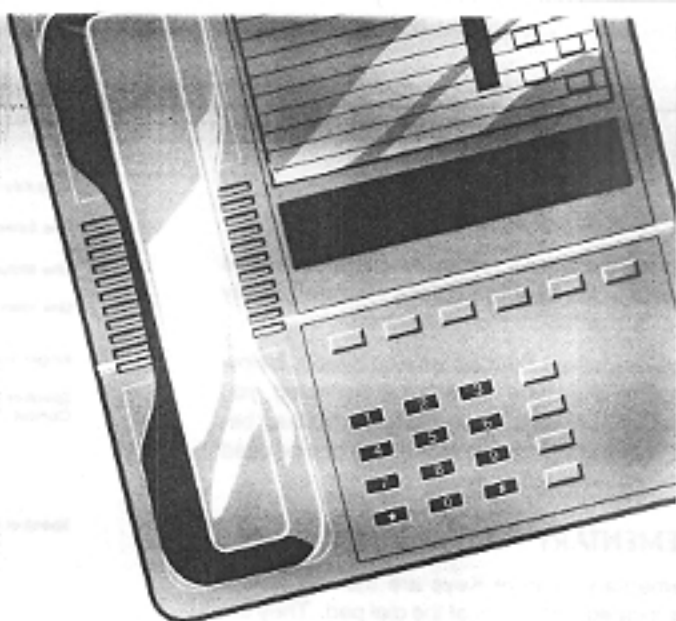
- Press SELECT FEATURES
- Dial 5 (5:ACC Code).
- Dial the account code.
- Press SAVE.

DO NOT DISTURB

- Press SELECT FEATURES.
- Dial 2 (2:NO DIST'B).
- Press ON to activate DND

Or

- Press OFF to cancel DND.



SX-50[®]

REFERENCE
CARD

SUPERSET 4[®]



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GENERAL INFORMATION

PROMPTS AND SOFTKEYS

Prompts are the feature names, words and symbols that appear in the lower part of the Feature Display (see the illustration on the next panel)

Softkeys are the six buttons located directly below the prompts. Any time a prompt is displayed, you can select that prompt by pressing the softkey below it. Prompts only appear when they can be used and if they are available to you.

SUPPLEMENTARY FEATURE KEYS

Supplementary Feature Keys are the row of four buttons located to the right of the dial pad. They are used to access additional features of your SUPERSET 4[®] telephone.

In this card italics indicate a Supplementary Feature Key, e.g., *speaker on/off*.

HANDSET OR HANDSFREE

You can make and answer calls without lifting the handset.

To use handsfree operation, press *speaker on/off*.

However at any time, you can lift the handset and continue your conversation in private.

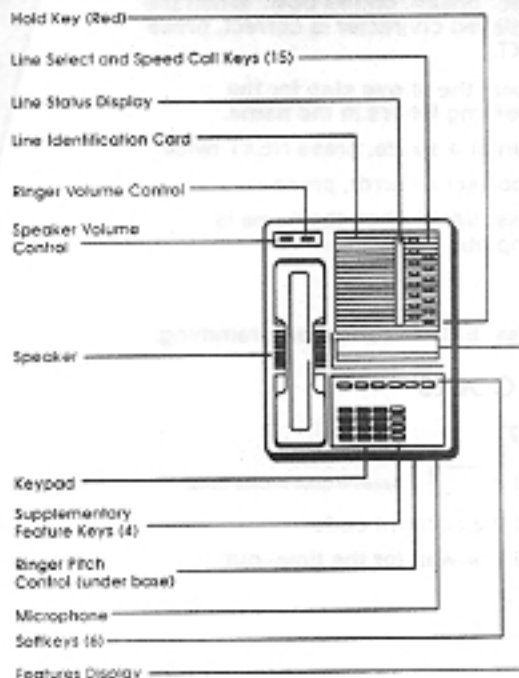
To return to handsfree operation, press *speaker on/off* and replace the handset.

FOR MORE INFORMATION

This card gives brief instructions on some of the features used most often on the SUPERSET 4 electronic telephone.

For information on every feature available on your SUPERSET 4 telephone, see the MITEL Technical Practices.

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LINE STATUS DISPLAY

When a line is ...	The line indicator shows ...
Idle	<input type="checkbox"/>
Called (incoming call)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Alternating
Busy	<input checked="" type="checkbox"/>
Busy at another extension	<input checked="" type="checkbox"/>
On Hold	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Flashing
On Hold at another extension	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Flashing

ADVANCED FEATURES

CONFERENCE CALL

- Dial the first person
- Press TRANS/CONF
- Dial the next person
- Press CONF

If a number is busy or not answered:

- Press **CANCEL** to return to the original person or to the conference.

To exit from a conference:

- Press **HANG-UP** or replace the handset

During a 3-party conference, you can talk privately to either party using **SPLIT** and **SWAP**.

- Press **SPLIT** to speak with one caller privately.
- Press **SWAP** any time you wish to switch from one person to another.
- Press **CONF** to return to the conference.

CALL PICKUP

To answer a call in your Pickup Group:

- Press **PICKUP**

Or -----

- Dial (Dial Call Pickup Code)

To answer any ringing extension:

- Dial (Directed Call Pickup Code) followed by the extension number of the ringing set.

CALLBACK MESSAGES

If "MSG" appears in the upper right corner of your Feature Display:

- Press **MSG**
- Press **READ MSG** to read the message.
- Press **←** (if necessary for more information)
- Press **CANCEL** to cancel the message.

Or -----

- Press **CALL** to call the person who sent the message

CALL FORWARDING

To set up Call Forwarding:

- Press **PROGAM**
- Press **CALL FWD**
The Feature Display shows the first type of Call Forwarding. To select this type, press **YES**. To select another type, press **NO** until the desired Call Forwarding type is displayed. Then press **YES**.
- Dial the destination number
Or press a speed call key
- Press **SAVE**

Note: When "FWD" appears in the upper left corner of the Feature Display, Call Forwarding is active. If it does not appear, you must activate Call Forwarding.

To activate Call Forwarding:

- Press **SELECT FEATURES**
- Dial **1**
- Press **ON**

To cancel Call Forwarding:

- Press **SELECT FEATURES**
- Dial **1**
- Press **OFF**

SPEED CALL

To set up or change a speed call number:

- Press **PROGRAM**
- Press **SPEED CALL**
- Press the selected speed call key
- Dial the number to be saved
- Press **SAVE**

ANSWERING A CALL

- Lift the handset
Or press *speaker on/off*
Or press the key next to the flashing indicator

You are connected to the call.

ANSWERING A WAITING CALL

If you hear a single or double beep during a conversation, another person is waiting to talk to you (has "camped-on" to you). Your display will change, showing the number of the person camped on to your set.

To speak with that person:

- Press **SWAP CAMP ON** to connect you to the waiting caller and place the other call on temporary hold.

To switch from one person to another:

- Press **SWAP**

To hang up the current call and return to the other call:

- Press **CANCEL**

Alternatively, when you hear one or two beeps, you can finish your call, hang up, and answer the call which now rings at your set.

MAKING A CALL

If you prefer a private conversation:

- Lift the handset
Your will hear dial tone.

INTERNAL CALLS

- Dial the number
Or press a speed call key

If the number is busy:

- Press **CAMP ON** if you want to wait on the line until the other person can speak with you.

If the number is busy:

- Press **SEND MSG** and hang up if you want to send a callback message to the other person's *SUPERSET 4* set.

Or press **CALLBACK** and hang up if you want to be notified (by a special ringing) when the other person's set becomes free.

BASIC FEATURES

TRANSFERRING A CALL

- Press **TRANS/CONF**
- Dial the destination number

- Press **RELEASE** or replace the handset
The caller is transferred.

To introduce the caller before transferring:

- Wait for the destination to answer
- Introduce the caller
- Press **RELEASE**
Or replace the handset

If the extension is busy or there is no answer:

- Press **CANCEL** to be reconnected to the call you were transferring.

CALL HOLD

To place a call on hold:

- Press the red *hold* key

To retrieve a call from hold (from the Holding Extension):

- Press the key next to the flashing indicator

To retrieve a call from hold (from a Remote Extension):

- Dial (Remote Retrieve Code) followed by the held extension number.

EXTERNAL CALLS

- Dial the outside line access code
You will hear dial tone.
- Dial the number

Or -----

- Press a speed call key

Or -----

- Press **REDIAL**

Note: If there are no outside lines available, you can press **CALLBACK**.

PROGRAMMING A NAME

To set up or modify a name:

- Press **PROGRAM**
- Press **NAME**