

USER GUIDE

MITEL

SUPERSET 7000



Answering a Call

- ☎ Lift handset
- ☎ Press **ANSWER**

Transfer a Call

- ☎ With caller on line, dial extension number press, **RELEASE**
- ☎ If misdialed, press ← dial correct number, press **RELEASE**
or
- ☎ Press **CANCEL**, dial correct number, press **RELEASE**

Placing a Call on Hold

- ☎ With caller on hold, press **HOLD**
- ☎ The **ON HOLD** area will show the hold location

Retrieve a Call from Hold

- ☎ Press the **RETRIEVE** key
- ☎ Press the hold-slot digit

Press **RETRIEVE** twice retrieves the longest –held call

Page from Console

- ☎ Press **HOLD**
- ☎ Press **PAGE**
- ☎ Announce the call hold slot
- ☎ Press **RELEASE**

Transfer to Voicemail

- ☎ With caller on line, press voicemail extension number
- ☎ Press **TONES ON**
- ☎ Dial parties extension number
- ☎ When you hear the parties greeting, press **RELEASE**

Phonebook

- ☎ Press **PHONEBOOK**

Night Mode/Day Mode

- ☎ Press **FUNCTION**
- ☎ Press **ATT FUNCTION**
- ☎ Press **CHG SERVICE**
- ☎ Press **NIGHT1/DAY**
- ☎ Press **EXIT**