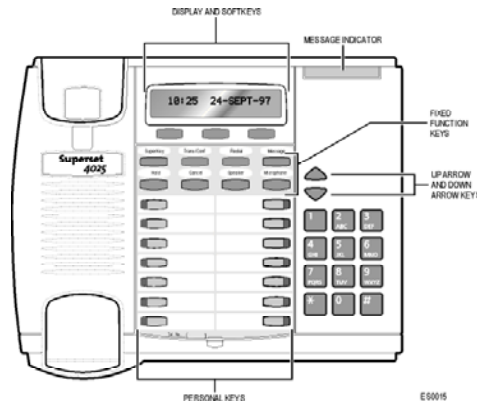


ABOUT THE MITEL 4025 DIGITAL PHONE



Alphanumeric Display with contrast control Message Indicator

Built-in **Status Indicators** on each key

If Line is: Status Indicator is:

IdleOff

BusyOn

RingingSlow Flash

On Hold (your set)Rapid Flash

On Hold (other set)Slow On/Fast Off Flash

Prime Line (phone number) is the key on the bottom right.

3 Softkeys (right below the display) for feature access

13 Programmable Keys

10 FIXED KEYS:

SUPERKEY	REDIAL	HOLD	SPEAKER
TRANS/CONF	CANCEL	MESSAGE	MICROPHONE
LEVEL CONTROL (▲ ▼)			

MAKING AND ANSWERING CALLS

- Lift the handset

The phone will select prime line for outgoing line

SELECT DIFFERENT LINE .. Press line appearance key

- Dial the number:

Extension..... 4-Digit Ext (or use Phonebook)

Speed Call Press speed call key

System Speed Call ... Dial 4-Digit Extension

Redial Press REDIAL Key

Redials last number dialed

Local 9+Number

Long Distance 9+1+Area Code+Number

PHONEBOOK

LOOK UP NAME IN PHONEBOOK (LIST OF EXTENSIONS)

- Press **PHONEBOOK** key
- Enter a few letters of the person's last name
Example: To type "C," press the "2" key three times.
Correct Error (move left one space)..... Press ← key
Insert Space (move right one space).....Press → key
- Press **LOOKUP** key
- Press **NEXT** key to scroll through the phonebook:
Make CallPress **CALL** key
Edit SearchPress **RETRY** key
Exit Phonebook.....Press **CANCEL** key

SET UP SPEED CALL KEY

You can program frequently-called numbers on your phone using open personal keys.

SET UP SPEED CALL KEY

- Press **SUPERKEY**
- Press **NO** Softkey until "Personal Keys?" appears
- Press **YES** Softkey
- Select an open key to program
- Press **CHANGE** Softkey key to change
- Press **YES** Softkey for "Speed Call?"
- Dial the phone number:
Extension 4-Digit Number
Local Number 9+Number
Long Distance 9+1+Area Code+Number
Pause between Digits..Press **HOLD** key
- OPTION**
Press **PRIV** softkey to keep number private
(number won't appear on the display)
- Press **SAVE** Softkey
- Press **SUPERKEY** to exit

MAKE CALL

- Lift handset
- Press **SPEED CALL** key

CHECK SPEED CALL KEY SETUP

- Press **SUPERKEY**
- Press **SPEED CALL** key
Phone number programmed on key is displayed
- Press **SUPERKEY** to exit

HOLD

Place a call on hold from your phone then retrieve it from your phone or any other phone.

Place Call on HoldPress **HOLD** key

Pick up call on hold:

FROM YOUR PHONE ... Press **FLASHING LINE** key

ANY OTHER PHONE ... Dial *45+Extension

For Example: If a call is on hold at ext. 5400: Dial *45 5400

TRANSFER ACTIVE CALL

To transfer a call to another person:

- Press **TRANS/CONF** (places call on Hold)
- Dial number of third party (can use phonebook)

Transfer Options:

Unsupervised Transfer Hang up

Supervised Transfer Follow these steps:

- Consult about transfer
- Hang up

CANCEL Transfer Press **CANCEL** key

TRANSFER DIRECTLY TO A VOICE MAILBOX

- Press **TRANS/CONF** (places call on Hold)
- Dial **1200** then wait for greeting to play
- Press *****
- Enter mailbox number (extension) and hang up

CONFERENCE CALL

A Conference Call can include up to 8 parties and:

- ♦ Anyone can add a party to the Conference Call
- ♦ Originator can leave without ending Conference Call

FORM CONFERENCE CALL OR ADD TO EXISTING ONE:

- Press **TRANS/CONF** (places call on Hold)
- Dial number of the next party
- Wait for answer

If Busy Signal/No Answer .. Press **CANCEL** key

You will be reconnected to the conference call. To bring another party into the call, repeat steps 1-3.

- Press **TRANS/CONF** (all parties are on the call)

Leave Conference Call Hang Up

