

# **Superset™ 4090**

**SX-200®**

## Notice

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**IMPORTANT!** This telephone is **NOT** suitable for direct connection to the public-switched telephone network. Connect the telephone to a Mitel Networks telephone system only.

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# IMPORTANT INFORMATION ABOUT CORDLESS PHONES

Cordless telephones use radio frequencies, which are susceptible to interference from electrical devices such as motors, computers, VHF radios, and fluorescent lights. Such interference can limit the operating range of the telephone and cause noisy or interrupted reception. Walls, building wiring, and metal structures such as filing cabinets can also affect the performance of the telephone.

*For best performance, do the following:*

1. Locate the base unit in a high, central spot away from obstructions and sources of electrical interference.
2. Keep the antenna on the base unit vertical.
3. Move to a different location if interference is causing noisy reception or interruptions during your calls. Changing channels by pressing the **CHAN** key may also improve reception.

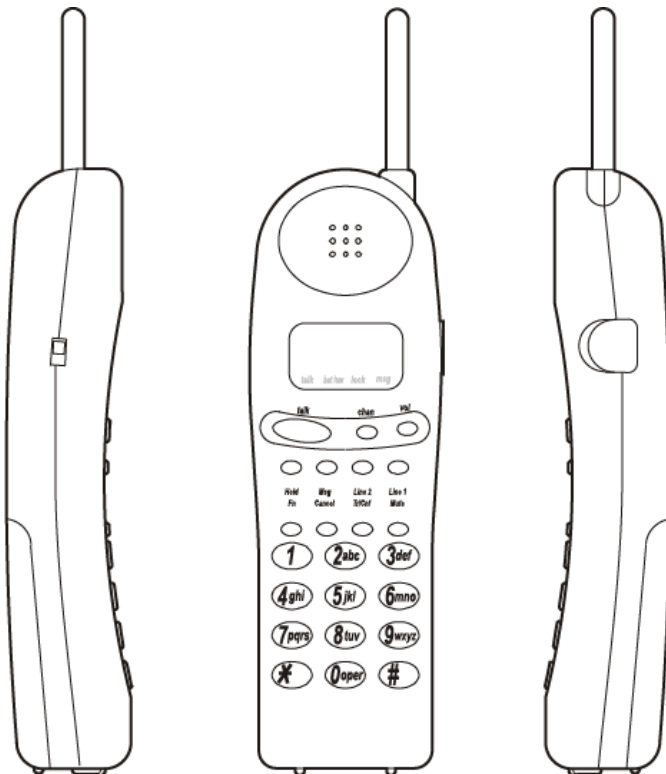
For more suggestions on improving performance see, *Having Problems with Your Phone?*

# ABOUT YOUR PHONE

The SUPERSET 4090 has nine fixed-function keys ( **TALK, CHAN, VOL, HOLD, MSG, FN, CANCEL, TR/CNF** and **MUTE** ) and two personal keys with built-in status indicators. The personal key labeled **LINE 1** is your Prime Line (your listed number); the other personal key may have been programmed as a Line Appearance key, a Call Forward - I Am Here key or left unassigned. You can program an unassigned personal key as a Speed Dial key. (See *Speed Call Keys* for programming instructions.)

## Telephone status indicators

When line is:	the indicator is:
Idle	Off
Busy	On
Ringing	Flashing slowly
On hold	Flashing rapidly



1. RINGER ON/OFF SWITCH
2. MESSAGE DISPLAY
3. TALK KEY
4. MESSAGE WAITING (M) KEY
5. HOLD KEY
6. FUNCTION (Fn) KEY
7. CANCEL KEY
8. NUMERIC KEYPAD
9. MICROPHONE
10. HEADSET JACK
11. CHANNEL KEY
12. VOLUME KEY
13. LINE 2 KEY
14. LINE 1 KEY
15. MUTE KEY
16. TRANSFER/CONFERENCE (Tr/Cnf) KEY

ES0074

## **A caution concerning the LCD Display**

The SUPERSET 4090 displays all digits you dial, including passcodes for voice mail and personal identification numbers for services such as telephone banking. To protect your privacy, consider programming these codes or numbers to a speed call key. For more information, see *Speed Call Keys*.

## **Using the SUPERSET 4090 with a SUPERSET 4000-series desk phone**

Do you also have a SUPERSET 4000-series desk phone? If so, you can set up Call Forward on the desk phone to send calls to the SUPERSET 4090 when you are away from your desk. See *Call Forward - I Am Here* for more information.

**NOTE:** Depending on how the installer programmed your SUPERSET 4090 , you may have a personal key that activates and deactivates Call Forward - I Am Here. Or, you might have a Line Appearance key that allows you to answer calls to the Prime Line on your desk phone. Ask your PBX Administrator about having either of these features programmed to your telephone.

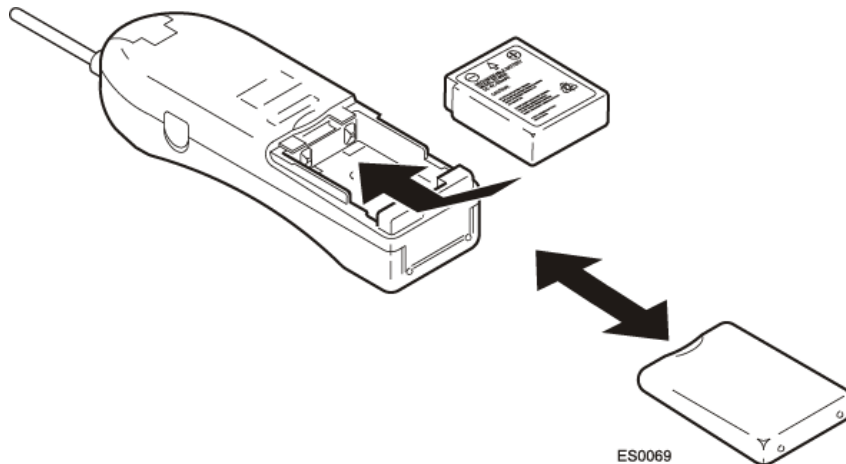
# INSTALLING AND CHARGING THE HANDSET BATTERIES

## Installing batteries

Install one of the two batteries (supplied) in the handset as shown in the illustration. Charge the battery without interruption for *15 to 20* hours before using the phone for the first time.

A fully charged battery provides approximately four to five hours of operation in Talk mode and approximately 40 hours in Standby (idle) mode.

**CAUTION:** Use only the battery (Part No. 9132-090-807-NA) supplied with this phone.





## Charging the Handset Batteries

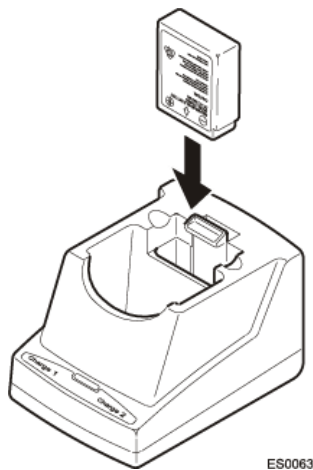
The handset battery needs recharging when the **BATT LOW** indicator appears on the display. The phone will also beep every 3 seconds while you're on a call, or every 15 seconds when the phone is not in use.

You can charge the battery while it is in the handset by placing the handset in the charging unit. The **CHARGE 1** indicator lights while the handset is charging and remains lit even when the charge is complete.

The charging unit has a second slot for charging the spare battery.

*To charge the spare battery:*

1. Slide the battery into the slot until the retaining clip snaps over the top of the battery.
2. Make sure the **CHARGE 2** indicator lights. If it does not light, check to see that the AC adapter is plugged in.
3. Allow the battery to charge until the **CHARGE 2** indicator goes off.
4. Slide the clip to remove the battery. If you don't need the battery immediately, leave it in the charging unit; it will not overcharge.



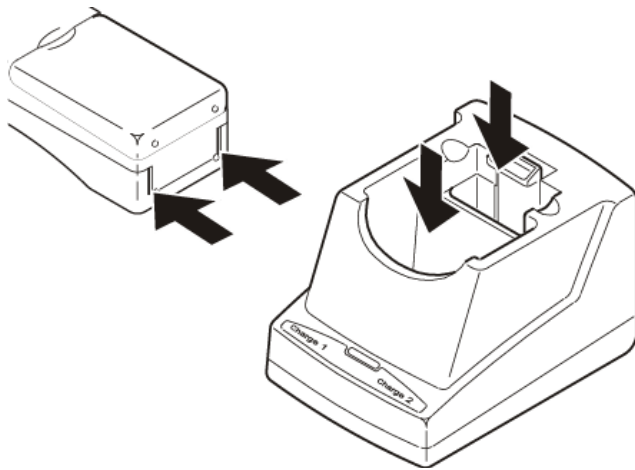
The handset battery and the spare battery can be charged simultaneously.

**TIP:** To ensure your phone is working when you need it, keep a second battery fully charged at all times. Change the battery in the handset once a day, more often if the phone is in frequent use. Try to change the battery before it runs low--that is, before the **BATT LOW** indicator appears on the display

**NOTE:** You can replace the battery during a call, provided you do so within 20 seconds.

### **Cleaning the Battery and Charging Unit Contacts**

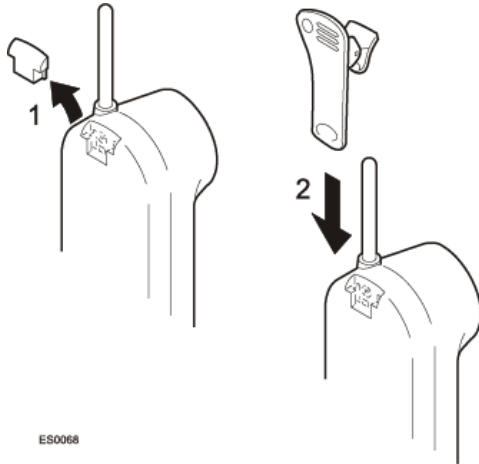
To maintain a good charge, clean all charging contacts on the handset, batteries, and charging unit once a month. Use a pencil eraser or other contact cleaner. Do not use any liquids or solvents.



# OPTIONAL ACCESSORIES

## Installing the Belt Clip

You can use the belt clip to attach the handset to your belt or pocket for convenient portability.

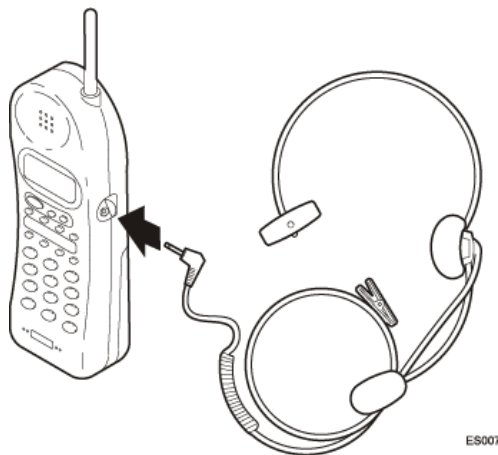


## Installing the Optional Headset

With the optional headset (Part No. 9132-090-803-NA) installed, you can use the belt clip to carry the handset, and conduct a conversation using the headset.

To install the headset, open the cover over the Headset jack and plug the headset in.

Operating the SUPERSET 4090 using the headset is exactly the same as using the handset. However, you will hear through the headset earphone and talk through the headset microphone. The handset earphone and microphone are disconnected.



## Other Optional Accessories and Replacement Parts

*For the following optional accessories and replacement parts, contact your PBX Administrator.*

- AC Adapter for Charging Unit - 9132-090-801-NA (5 pack)
- Spring-type Belt Clip - 9132-090-802-NA (5 pack)
- Headset - 9132-090-803-NA
- Leather Carrying Case - 9132-090-804-NA
- Charging Unit with AC Adapter - 9132-090-805-NA
- Wall Mount Plate - 9132-090-806-NA (5 pack)
- Battery 9132-090-807-NA (4 pack)
- AC Adapter for Base Unit - 9132-090-808-NA (5 pack)

## HAVING PROBLEMS WITH YOUR PHONE?

If your SUPERSET 4090 is not performing as expected, try the following suggestions. If the problem persists, contact your PBX Administrator.

<b>Problem</b>	<b>Suggested Remedy</b>
Charge light won't come on when handset is placed in charging unit	<ul style="list-style-type: none"><li>• Make sure the AC adapter is plugged into the base and wall outlet</li><li>• Make sure the handset is properly seated in charging unit.</li><li>• Make sure the battery in the handset is correctly installed.</li><li>• Make sure that the charging contacts on the handset and charging unit are clean. See <i>Cleaning the Battery and Charger Unit Contacts</i> above.)</li></ul>
Static or noise heard	<ul style="list-style-type: none"><li>• Press the <b>CHAN</b> to change to a different channel.</li><li>• Keep the handset and base away from electrical devices and metal structures such as computers and filing cabinets.</li><li>• Make sure the base is not plugged into the same AC circuit that powers a refrigerator, electric motor or other major electrical device.</li></ul>
Conversation frequently interrupted	<ul style="list-style-type: none"><li>• Make sure that the base antenna is fully vertical.</li><li>• Move closer to the base.</li><li>• Check for weak battery warning (beeps at regular intervals while handset in use and <b>BATT LOW</b> on display) indicating the handset.</li></ul>
Warning tone and <b>NO SERVICE</b> message.	<ul style="list-style-type: none"><li>• Move closer to the base.</li></ul>
Handset doesn't ring	<ul style="list-style-type: none"><li>• The handset battery may be weak. Charge the battery for 5-6 hours.</li><li>• Make sure the base antenna is fully vertical.</li><li>• The handset may be too far away from the base.</li><li>• Ensure the ringer <b>ON/OFF</b> switch on the handset is in the ON position.</li></ul>

# CUSTOMIZING YOUR PHONE

## Ringer Control

*To adjust the Ringer type and volume while the set is in Standby mode (i.e., idle; not ringing):*

- Press **VOL** repeatedly until you hear the ringing type at the volume you want.

The RING OFF setting on the display (not the switch setting on the handset) vibrates the handset in response to an incoming call.

## Handset Receiver Volume Control

*To adjust the Handset Receiver volume in Talk mode (i.e., while on a call or listening to dial tone)*

- Press **VOL**.

## Language Change

*To change the display language:*

1. Press **TALK**.
2. Press **FN** twice.
3. Press **#** until "Language?" appears.
4. Press **\***.
5. Press **\***.
6. Press **#** until the desired language appears.
7. Press **\***.
8. Press **FN** twice.
9. Press **TALK**.

# MAKING AND ANSWERING CALLS

## Make a call

1. Press **TALK**.
2. If you want to use a Non-Prime Line, press a Line Appearance key (if programmed to your phone).
3. Dial the number.  
-OR-  
Use the Redial or Speed Call features described elsewhere in this guide.

The **MSG** key lights. If the called extension is busy or not answering, you can press the **MSG** key to leave a Callback message. For more information, see "Callback" elsewhere in this guide.

## Answer a call

*Handset out of charging unit:*

- Press any key.

*Handset in charging unit:*

- Pick up the handset. The AutoTalk feature allows you to answer the call immediately.

*To hang up:*

- Press **TALK**  
-OR-  
Place the handset in the charging unit.

## Redial

*To redial the last number that you manually dialed:*

1. Press **TALK**.
2. Press **FN**.
3. Dial **0**.

## Speed Call Keys

You can use Speed Call to dial a telephone number or to send a series of digits during a call (press a Speed Call Key during a call to send a multi-digit password, for instance).

*To store a Speed Call number:*

1. Press **TALK**.
2. Press **FN** twice followed by \*.  
(The phone beeps.)
3. Press **FN** followed by a digit key (1-9).
4. Press \* or # to replace a previously stored number.
5. Dial the number you want to store.  
If you make a mistake, press **CANCEL**, and then resume at step 3.
6. Press **HOLD** between digits to insert a one-second pause during dialing; press **HOLD** more than once to lengthen the pause.
7. Press **FN** followed by the same digit key as above.
8. Press \* if you don't want the number to appear on the display when dialed; otherwise, press #.
9. To store another speed call number, repeat the above procedure beginning at step 3.
0. Press **FN** twice.  
(The phone beeps.)

**NOTE:** You cannot store Speed Call numbers if the handset is too far from the Base Unit, or if the Base Unit is disconnected from the AC power supply or telephone jack.

*To dial a stored Speed Call number:*

1. Press **TALK**.
2. Press **FN**.
3. Press the digit key (1 to 9) assigned the number you want to dial.



# CALL HANDLING

## Hold

*To place a call on Hold:*

- Press **HOLD**.

*To retrieve a call from Hold:*

- Press the flashing Line key.

*To retrieve a call from Hold at another station:*

- Press the flashing line key. Press **TALK**.  
-OR-  
Dial the Call Hold Retrieve - Remote access code and the number of the extension that placed the call on hold.

## Transfer

*To transfer an active call:*

1. Press **TR/CNF**.
2. Dial the number of the third party.
3. Do one of the following:
  - To complete the Transfer, press **TALK**.
  - To announce the Transfer, wait for an answer, consult, and then press **TALK**.
  - To cancel the Transfer and return to the first call, press **CANCEL**.

## Conference

*To form a Conference when a two-party call is already in progress, or to add another party to an existing Conference:*

1. Press **TR/CNF**.
2. Dial the number of the next party.
3. Wait for an answer.
4. Press **TR/CNF**.

If you get busy tone or no answer, press **CANCEL** to return to the call in progress.

*To leave a Conference:*

- Press **TALK**.

## Call Forward

Call Forward redirects incoming calls to an alternate number. You can choose what type of calls (internal, external, or both) to forward and when to forward them--for example, when you don't answer, or when you are busy on another call.

### *To program Call Forward:*

1. Press **TALK**.
2. Do one of the following:
  - To redirect internal calls **04**.
  - To redirect external calls, dial **05**.
  - To redirect both internal and external calls, dial **03**.
3. Do one of the following:
  - To redirect all calls, press **1**.
  - To redirect calls when your telephone is busy, press **2**.
  - To redirect calls when you don't answer, press **3**.
  - To redirect calls when your telephone is busy or when you don't answer, press **4**.
4. Dial the destination number.
5. Press **TALK** to hang up.

### *To cancel Call Forward:*

1. Press **TALK**.
2. Do one of the following:
  - To cancel redirecting of internal calls, dial **04**.
  - To cancel redirecting of external calls, dial **05**.
  - To cancel redirecting of both internal and external calls, dial **03**.
3. Press **TALK** to hang up.

## Call Forward - I Am Here

*To set up Call Forward on your telephone to redirect calls to the extension you are at:*

1. Press **TALK**.
2. Dial **06**.
3. Dial your own extension number
4. Press **TALK** to hang up.

*To cancel Call Forward - I Am Here from the telephone used to set it:*

1. Press **TALK**.
2. Dial **07**.
3. Press **TALK** to hang up.

## Messaging - Callback

*To leave a callback message when you reach a busy or unanswered extension:*

1. Press **MSG**.
2. Press **TALK** to hang up.

*To respond to a message waiting indication on your telephone:*

1. Press **TALK**.
2. Press the flashing **MSG** key.

# USING ADVANCED FEATURES

## Account Codes - Forced

*To use Forced Account Codes:*

1. Press **TALK**.
2. Dial **01**.
3. Dial the Account Code digits.
4. Press **#**.
5. Dial the outside call.

## Account Codes

*To enter an Account Code during a call:*

1. Press **TR/CNF**.
2. Dial **01**.
3. Dial the Account Code digits.
4. Press **#**.
5. Press **CANCEL**.

## Call Park

*To park a call that is on your prime line (Line 1 key):*

1. Press **TR/CNF**.
2. Dial **33**.

The call is parked and you receive dial tone on your prime line.

*To retrieve a parked call from your set:*

1. Press **TALK** if you are not already off-hook and receiving dial tone.
2. Dial **22**.

*To retrieve a parked call while you are on a call on your prime line:*

1. Press **TR/CNF**.
2. Dial **22**.

You are connected to the parked call and the caller that was on your prime line is parked.

*To retrieve a parked call from another set:*

1. Lift the handset.
2. Dial **23**.
3. Dial the prime line number (extension number) of the set that parked the call.

**Note:** If the set has both a parked call and a call on hold, dialing the Remote Hold Retrieve access code will retrieve the parked call.

## Call Pickup

*To answer a call that is ringing at another extension in your Pickup Group:*

1. Press **TALK**.
2. Dial **08**.

*To answer a call that is ringing at an extension not in your Pickup Group:*

1. Press **TALK**.
2. Dial **09**.
3. Dial the number of the ringing extension.

## Campon

*To signal that you are waiting on the line when you encounter busy tone:*

- Wait until special busy tone changes to busy tone (approximately 10 seconds).

## Do Not Disturb (DND)

*To enable or disable Do Not Disturb:*

1. Press **TALK**.
2. Dial **10**.
3. Dial **1**.
4. Press **TALK** to hang up.

*To disable Do Not Disturb:*

1. Press **TALK**.
2. Dial **10**.
3. Dial **2**.
4. Press **TALK** to hang up.

## Override

*To enter the conversation when you encounter busy or DND tone:*

- Dial **8**.

## Paging - PA

*To use Paging:*

1. Press **TALK**.
2. Do one of the following:
  - To page the default zone, dial **12**.
  - To page a specific zone, dial **13** followed by the zone number (0-9).
3. Make the announcement.

## Paging - Direct

*To page an extension that has Whisper Announce or Off-Hook Voice Announce enabled:*

1. Press **TALK**.
2. Dial **48**.

## Handset Mute

*To mute (turn off) the microphone in the handset:*

- Press **MUTE**.

The Talk indicator on the display flashes to remind you that the microphone is off.

## Night Answer Pickup

*To answer an external call while the system is in off-hours (Night Answer) mode:*

1. Press **TALK**.
2. Dial the appropriate TAFAS code - **14** or **15**.

## Privacy Release

*To allow an extension to join a call on a shared Line Appearance:*

- While in a call, press the **PRIVACY RELEASE** feature key (if programmed to your phone).

The indicator in the key lights when Privacy Release is enabled.

## Reminder

*To set or modify a timed reminder:*

1. Press **TALK**.
2. Dial **32**.
3. Set a time by entering the hour and minutes in 24-hour format. For example, entering 1415 sets a reminder for 2:15 PM.  
You hear dial tone if the time is valid; reorder tone if it is invalid.
4. Press **TALK** to hang up.

*To cancel a timed reminder:*

1. Press **TALK**.
2. Dial **32** followed by 9999.
3. Press **TALK** to hang up.

The reminder is cancelled.

*To acknowledge the reminder (indicated by five rings).*

- Press **TALK**.



## Reminder - Multiple

*To set multiple reminders (up to three):*

1. Press **TALK**.
2. Dial **32**.
3. Dial the **#** followed by the number of the timer (#1, #2, or #3). To repeat the timer daily, dial **\***.
4. Set a time by entering the hour and minutes in 24-hour format. For example, entering 1415 sets a reminder for 2:15 PM.  
You hear dial tone if the time is valid; reorder tone if it is invalid.
5. Repeat for each additional timer.
6. Press **TALK** to hang up.

*To cancel the Timer 1 reminder:*

1. Press **TALK**.
2. Dial **32** followed by 9999.
3. Press **TALK** to hang up.

*To cancel multiple reminders:*

1. Press **TALK**.
2. Dial **32** followed by 9999.
3. Dial **#** followed by the timer number (#1, #2, or #3).
4. Dial 9999.
5. Press **TALK** to hang up.

*To acknowledge the reminder (indicated by five rings).*

- Press **TALK**.

## FEATURE ACCESS CODES

Call Forwarding - Internal Only	04
Call Forwarding - External Only	05
Call Forwarding - All Calls	03
Call Forwarding - I'm Here	06
Call Forwarding - Cancel I'm Here	07
Account Code Access	01
Call Park	33
Call Hold Retrieve (Local)	22
Call Hold Retrieve (Remote)	23
Dial Call Pickup	08
Directed Call Pickup	09
Do Not Disturb	10
Executive Busy Override <single digit only>	8
Paging Access To Default Zone(s)	12
Paging Access To Specific Zones	13
Direct Paging	48
TAFAS - Any	14
TAFAS - Local Tenant	15
Automatic Wakeup/Reminder	32

