

# Superstar 480

## Quick Reference Guide



- 1 MESSAGE INDICATOR
- 2 SUPERSTAR KEY
- 3 PERSONAL KEYS
- 4 KEYPAD
- 5 HANDSET

### Making a Personal Call

- 5 Lift the handset.
- 4 Dial the number.
- 3 or Press a Speed Call
- 2 or Press a Personal Key

### Programming a Speed Call

- 2 Press Superstar.
- 3 Press a Personal Key.
- 4 Press \*.
- 4 Dial the number.
- 2 Press a Personal Key.
- 3 Press \*.
- 4 Press \*.

### Leaving a message

- 5 If the message indicator
- 5 Press Message
- or, if a voice mail system answers, record a message.

- 4 Dial the number.
- 2 Press a Personal Key.
- 3 Press the response key.
- 4 Press \* to make the number private.
- 4 or Press \* to keep the number private.
- 2 Press Superstar.

### Retrieving a message

- 2 Press Message.
- 4 Press \* to call the message sender.
- 4 or Press \* to release the message.

### Transferring a call

- 3 Press Transfer/Conf.
- 4 Press \* to announce the transfer.
- 5 Hang up.
- or Announce the transfer and hang up.

### Placing a Call on Hold

- 2 Press Hold.

### Conference Calls

- 2 Press Transfer/Conf.

### Retrieving a Call from Hold

- 3 Press the corresponding line key.

- wait for an answer.

- 3 Press Transfer/Conf.

