



Quick Reference Guide


Navigator

Note: You can use the Navigator Task Bar application to make calls, program Personal Keys, launch PC applications, open URLs, and more. For more information, refer to the *Navigator User Guide* located at www.mitel.com, or contact your Administrator.


Make a Call

- 6 Lift the handset, or
- 2 Press .
- 4 Dial the number, or
- 3 Press a **Speed Call** key, or
- 2 Press , or
- 4 Dial the prefix for external calls (e.g. 9) and the number.


Answer a Call

- 6 Lift the handset, or
- 2 Press , or
- 3 Press the flashing **Line** appearance key, then press the **Headset** key, and begin speaking.


End a Call

- 2 Press , or
- 6 Replace the handset.



Place a Call on Hold

- 2 Press . The line key flashes.
- 6 Replace the handset if necessary.


Retrieve a Call from Hold

- 6 Lift the handset, or
- 2 Press .
- 3 Press the flashing line key.



Retrieve a Message

- 6 Lift the handset, or
- 2 Press .
- 2 Press  (flashing when a message is waiting) and follow the voice prompts.




Transfer a Call

- 2 Press .
- 4 Dial the number. Wait for an answer.
- 6 Hang up, or announce the transfer and then hang up.

Conference a Call




- 2 Press .
- 4 Dial the number. Wait for an answer.
- 2 Press .

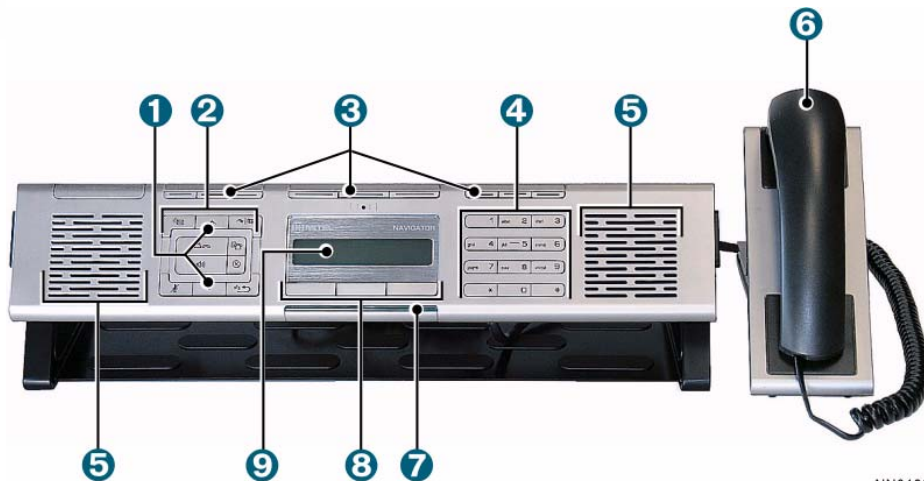
Program a Speed Call

- 2 Press .
- 8 Press **No** until **Personal Keys?** appears.
- 8 Press **Yes**.
- 6 Press a Personal Key.
- 8 Press **Change**.
- 8 Press **Yes** for **Speed Call?**
- 4 Dial the number, or
- 2 Press  (to redial the last number).
- 8 Press **Priv** to make the number private.
- 8 Press **Save**.
- 2 Press .

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

- 1 Press  repeatedly to raise the volume, or  repeatedly to lower the volume.
- 2 Press  to mute your microphone. Refer to the *Navigator User Guide* for details.




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The Mitel Navigator

- 1 Volume Controls
- 2 Fixed-Function Keys (see adjacent legend)
- 3 Personal Keys
- 4 Key Pad
- 5 Speakers
- 6 Handset and Handset Cradle
- 7 Ring/Message Indicator
- 8 Softkeys
- 9 Display

Fixed-Function Keys

-  SPEAKER
-  MUTE
-  SUPERKEY
-  CANCEL
-  REDIAL
-  HOLD
-  TRANSFER / CONFERENCE
-  MESSAGE



it's about **YOU**