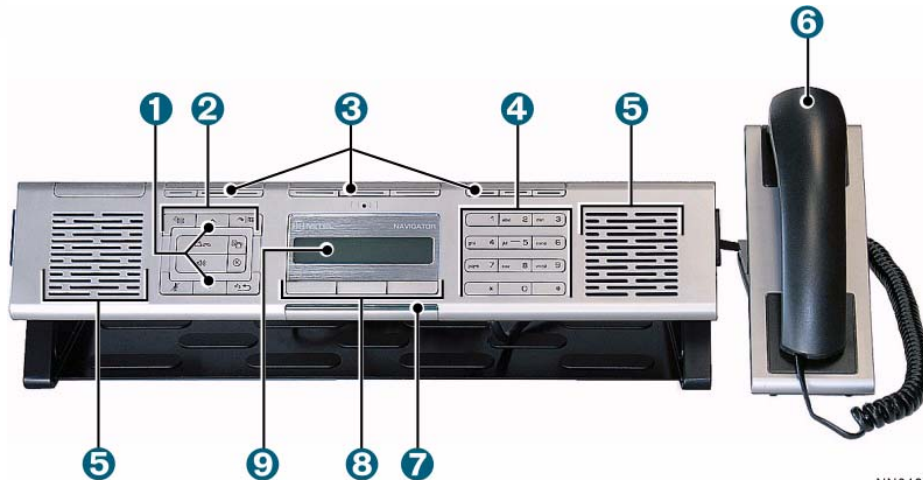


Quick Reference Guide

Navigator



NN0198

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**

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.
SIP Users: For information about using the Navigator SIP Phone, refer to the *Navigator SIP User and Administrator Guide*.

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.