

#### Park a call / Retrieve a parked call

1. To park a call, press the Programmable key (3) labelled **"Park1"** or **"Park2"** – the light will start flashing red, then hang up
2. To retrieve a parked call, press the Programmable key (3) labelled **"Park1"** or **"Park2"** that has a flashing light, then lift the Receiver

#### Optional: Retrieve a voicemail message

1. Press the Programmable key (3) labelled **"Mailbox"** showing a red light
2. Enter the password for your voicemail
3. Listen to the message, then follow the prompts to save, delete or replay message

#### Optional: Record a greeting

1. Press the Programmable key (3) labelled **"Mailbox"**
2. Enter PIN ("1188")
3. Choose "Mailbox Options" ("0"),
4. Press "1" to record the Night greeting or press "2" to record the "Day" greeting. After recording, press "1" to activate the recorded greeting.

#### Switch between day and night mode

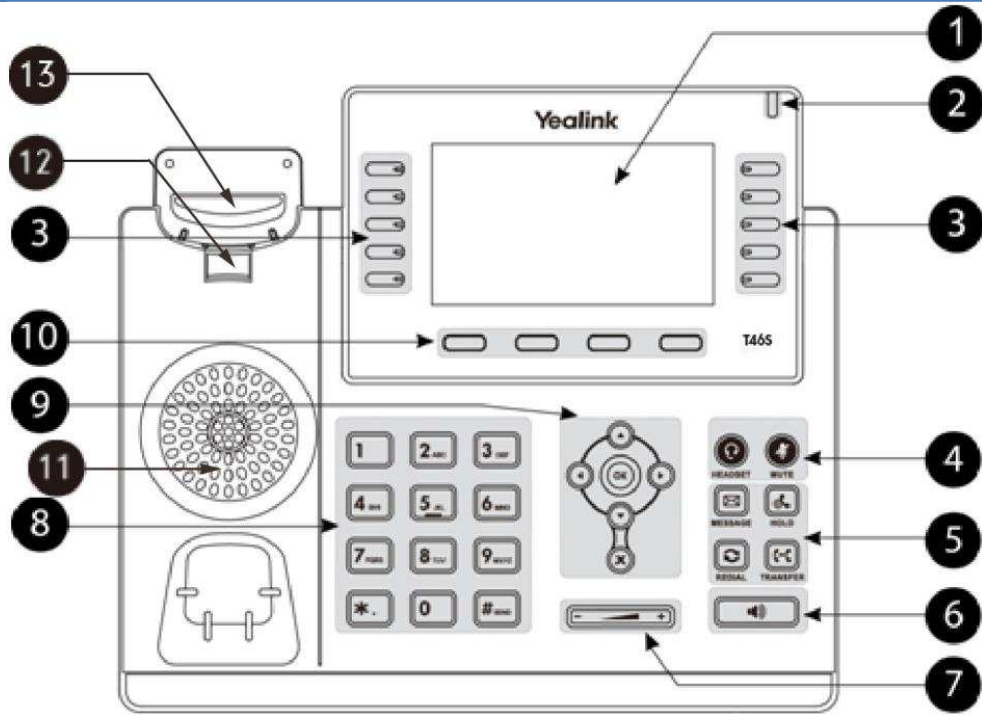
1. Press the Programmable key (3) labelled **"Night"**. Button will show red light
2. To switch back to day mode, press Programmable key (3) labelled **"Night"** again. The light will change to green

Detailed user manuals are available at <http://www.telequip.net/Services/TQMS.php>  
For support, call our support team at 07 4047 7088 or email [service@telequip.net](mailto:service@telequip.net)

## Quick Reference Guide for Reception Phone



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|---|---------------------|----|-----------------------------|
| 1 | LCD Screen          | 7  | "Volume" key                |
| 2 | Power Indicator LED | 8  | Keypad                      |
| 3 | Programmable keys   | 9  | Scroll keys                 |
| 4 | "Mute" key          |    | "Ok" key to confirm actions |
|   | "Headset" key       |    | "X" key to cancel actions   |
| 5 | "Message" key       | 10 | Soft keys                   |
|   | "Hold" key          | 11 | Speaker                     |
|   | "Redial" key        | 12 | Hook switch tab             |
|   | "Transfer" key      | 13 | Hook switch                 |
| 6 | "Speakerphone" key  |    |                             |

## Survival Functions

<b>Make a call</b>
<ol style="list-style-type: none"> <li>1. Lift the Receiver</li> <li>2. Dial the number you want to call For internal calls, dial the extension number, for example "8201"</li> <li>3. Press the "Ok" key (5)</li> </ol>
<b>Receive a call</b>
<p>When the phone rings,</p> <ol style="list-style-type: none"> <li>1. Lift the Receiver or</li> <li>2. Press the "Speakerphone" key (10)</li> </ol>
<b>Transfer a call</b>
<ol style="list-style-type: none"> <li>1. Press the "Transfer" Soft key (4)</li> <li>2. Dial the extension you want to call , for example "8201"</li> <li>3. Press the "Transfer" Soft key again (4)</li> </ol>
<b>Place a call on/off hold</b>
<ol style="list-style-type: none"> <li>1. Press the "Hold" Soft key (4) to place a call on hold</li> <li>2. Press the flashing Programmable key (3) labelled "Call" to take a call off hold</li> </ol>