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 "**Admin MBX**" showing a red light

2. Enter the password for your voicemail (Default: 1188)

3. Listen to the message, then follow the prompts to save, delete or replay message

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
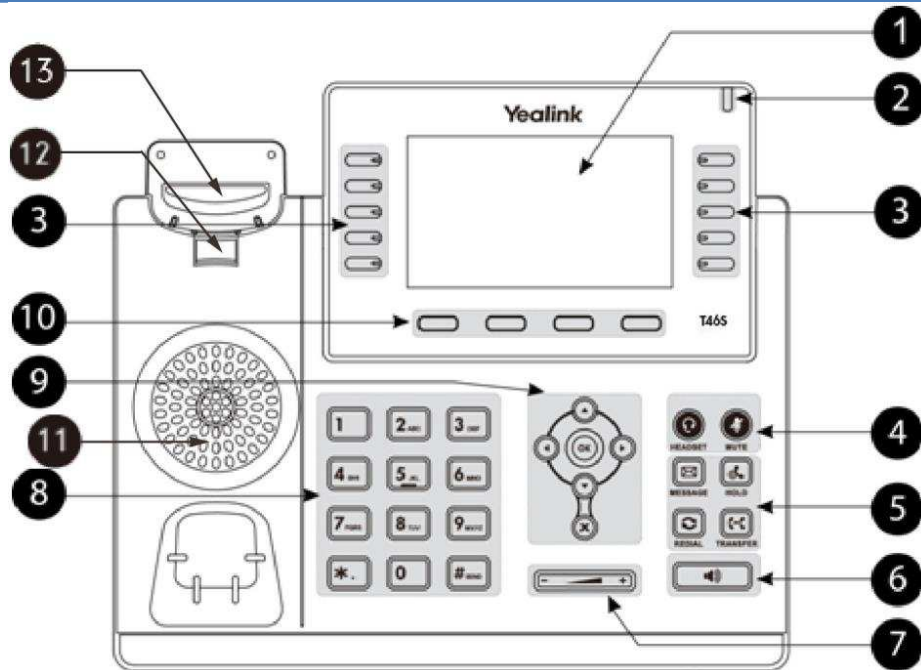
Record Day, Night and Holiday Message

1. Press the Programmable key labelled "**Day, Night or Holiday REC**"

2. Enter the password for your voicemail (Default: 1188)

3. Listen to the message, then follow the prompts to record a new message

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

TQ-CL Quick Reference Guide

for

Reception Phone

January 2021

Yealink
T46S

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

Make a call

1. Lift the Receiver
2. Dial "0", followed by the number you want to call
   For internal calls, dial the extension number, for example "201"

Receive a call

When the phone rings,

1. Lift the Receiver or
2. Press the "**Speakerphone**" key (6)

Transfer a call

1. Press the "**Transfer**" Soft key (4)
2. Dial the extension you want to call , for example "201" or press the Programmable key (3) with the name of the person you want to transfer to. For transfer to an external number dial "0", then the number you want to call
3. Press the "**Transfer**" Soft key again (4)

Place a call on/off hold

1. Press the "**Hold**" Soft key (10) to place a call on hold
2. Press the flashing Programmable key (3) labelled "**Call**" to take a call off hold