

Park a call

1. Press the Programmable key (3) labelled **"Park1"** or **"Park2"** – the light will start flashing red
2. Hang up

Retrieve a parked call

1. Press the Programmable key (3) labelled **"Park1"** or **"Park2"** that has a flashing light
2. Lift the Receiver

Place a call on/off hold

1. Press the **"Hold"** Soft key (4) to place a call on hold
2. Press the flashing Programmable key (3) labelled **"Call"** to take a call off hold

Optional: Retrieve a voicemail message

1. Press the Programmable key (3) labelled **"Mailbox"** showing a red light
2. Enter the password for your voicemail (Default is: 1188)
3. Listen to the message, then follow the prompts to save, delete or replay message

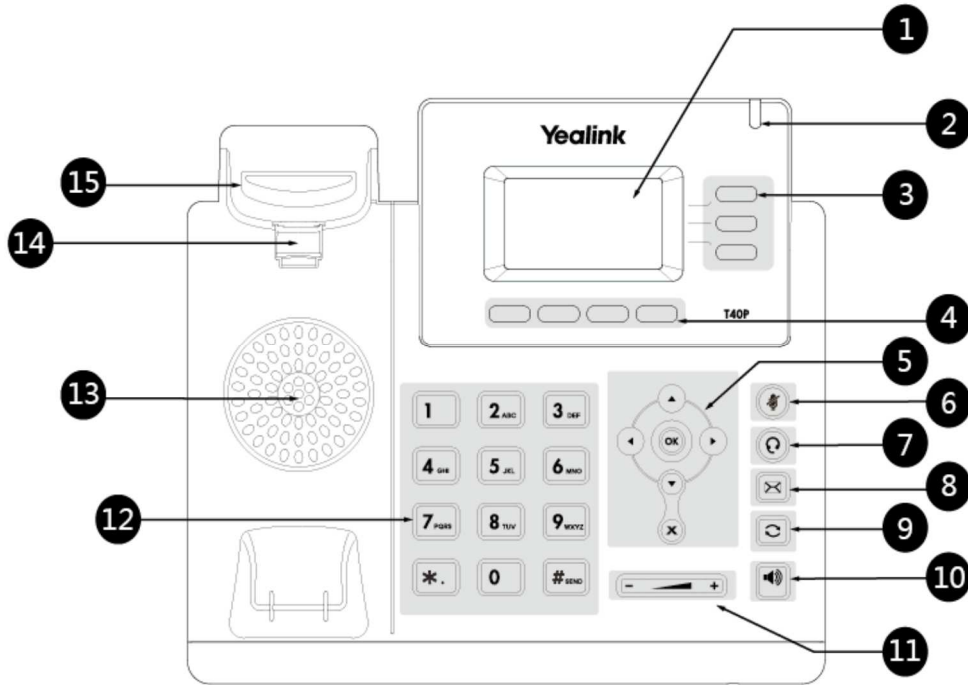
Detailed user manuals are available at
<http://www.telequip.net/Services/TQMS.php>

For support, call our support team at 07 4047 7088 or
email service@telequip.net

Quick Reference Guide for Basic Phone



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|---|------------------------------------|----|---------------------------|
| 1 | LCD Screen | 8 | "Message" key |
| 2 | Power Indicator LED | 9 | "Redial" key |
| 3 | Programmable keys | 10 | "Speakerphone" key |
| 4 | Soft keys | 11 | "Volume" key |
| 5 | Scroll keys | 12 | Keypad |
| | "Ok" key to confirm actions | 13 | Speaker |
| | "X" key to cancel actions | 14 | Hook switch |
| 6 | "Mute" key | 15 | Hook switch tab |
| 7 | "Headset" key | | |

Survival Functions

Make an external call

1. Lift the Receiver
2. Dial the number you want to call
3. Press the **"Ok"** key (5)

Make an internal call

1. Lift the Receiver
2. Dial the extension number, for example "8201"
3. Press the **"Ok"** key (5)

Receive a call

When the phone rings,

1. Lift the Receiver or
2. Press the **"Speakerphone"** key (10)

Transfer a call

1. Press the **"Transfer"** Soft key (4)
2. Dial the extension you want to call , for example "8201"
3. Press the **"Transfer"** Soft key again (4)