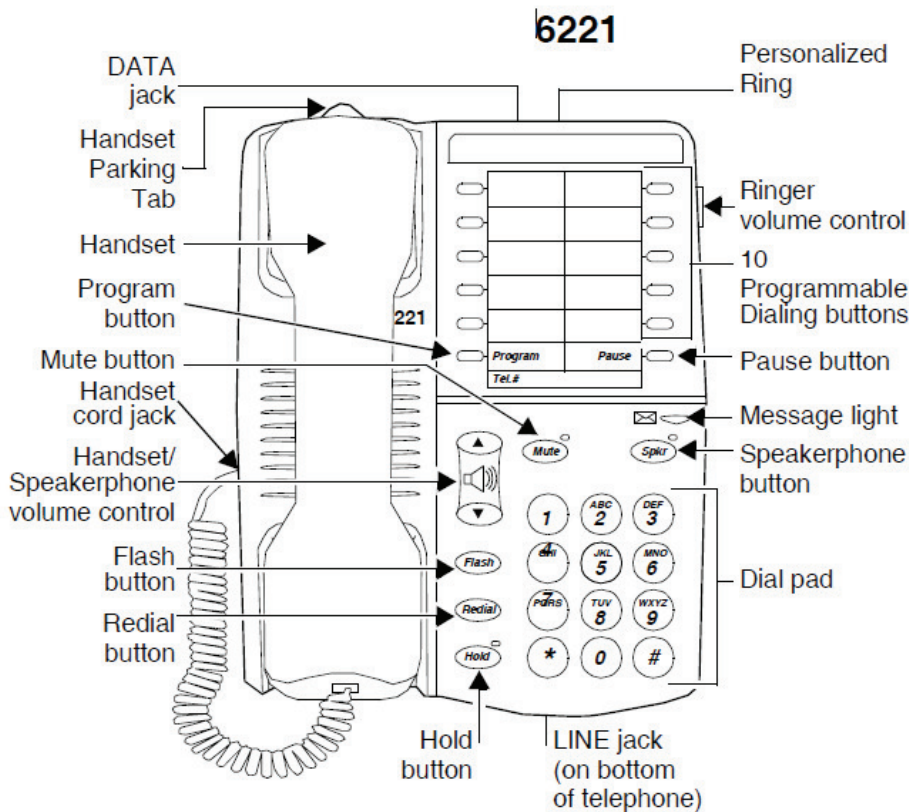




6221 Telephones

Quick Reference

THE 6221 TELEPHONES



- ◆ **DATA jack** - For connecting a device such as a modem to your telephone. This jack is labeled .
- ◆ **Handset Parking tab** - If your telephone is mounted on the wall, you can place the handset on the Handset Parking tab while you tend to other business. In this way you can interrupt a call in progress without disconnecting.
- ◆ **Handset** - For placing and receiving calls.
- ◆ **Program button** - For storing telephone numbers on the programmable dialing buttons.
- ◆ **Mute button** - This button is used for turning off the microphone associated with the handset or built-in speakerphone so the other person on the call cannot hear you.
- ◆ **Handset cord jack** - For connecting the handset to your telephone.
- ◆ **Handset and Speakerphone volume control** - The volume control is used for raising or lowering the volume of the handset, or for raising or lowering the volume of the handset or the speakerphone, whichever is active.
To raise the volume level, press the upper half of the button labeled ; to lower the volume, press the lower half of the button labeled .
- ◆ **Flash button** - For using features such as Conference with business communications system.
- ◆ **Redial button** - For redialing the last number you dialed from the dial pad or from a programmable dialing button.
- ◆ **Hold button** - The Hold button is used for putting a call on hold. The red light next to **Hold** goes on to remind you that you have a call on hold.

- ◆ **Personalized Ring** - Allows you to select one of two different ringing patterns. This two ringing patterns are labeled .
- ◆ **Ringer volume control** - A 3-position switch to control the volume for the tone ringer. Slide it up (away from you) for a louder ring, down (toward you) for a quieter ring. The volume control is labeled .
- ◆ **10 Programmable dialing buttons** - The 10 buttons on which you can program frequently dialed telephone numbers, emergency numbers, or feature codes.
- ◆ **Pause button** - For inserting a 1.5-second pause delay into a telephone number stored on a programmable dialing button.
- ◆ **Message light** - A red light that flashes when a message has been left for you or when a call is coming in (that is, when the telephone is ringing). This light is labeled .
- ◆ **Speaker button** - This button is used to access the built-in two-way speakerphone and microphone combination.
- ◆ **Dial pad** - The standard 12-button pad for dialing telephone numbers. The letters "Q" and "Z" have been added to the appropriate dial pad keys for directory access, and the "5" button on your dial pad has raised bars for visually-impaired users.
- ◆ **LINE jack (on bottom of the telephone)** - For connecting a line cord to your telephone. This jack is labeled **LINE**.

-- PROCEDURES --

ANSWERING AND PLACING A CALL

To answer or place a call

NOTE: The Message light flashes when a call is coming in (that is, when the telephone is ringing).

1. **To place a call:** You can either lift the handset or press **Spkr**.

To answer a call: You can either lift the handset or press **Spkr**.

NOTE: You can also use a programmable dialing button to place a call if you have programmed a button for that number.

- If you press **Spkr** the light next to the button goes on.
2. To place a call, next, dial the desired number.
 3. **To end the call:** Hang up the handset or press **Spkr**, whichever is active.

REDIAL

To redial the last number that you dialed

1. While off-hook, press **Redial**.
 - The telephone will redial up to 24 digits.

SPEAKERPHONE

To place/answer a call without lifting the handset

1. Press **Spkr**.
 - Red light next to **Spkr** goes on.
2. Place or answer call.
 - Adjust speakerphone volume, if desired. On the Volume control button (labeled ) , do the following: To raise the volume level, press the upper half of the button labeled ; to lower the volume, press the lower half of the button labeled .
3. Press **Spkr** again to hang up.
 - Red light next to **Spkr** goes off.

To change from speakerphone to handset

1. Pick up handset and talk.
 - Red light next to **Spkr** goes off.

To change from handset to speakerphone

1. During a call using handset, press **Spkr**.
 - Red light next to **Spkr** goes on.
2. Hang up handset.

HOLD

To put a call on hold

1. Press **Hold**.
 - The red light next to **Hold** goes on.

To return to the held call

1. Press **Hold**, or, if you have hung up the handset, pick up the handset again from the cradle.
 - The red light next to **Hold** goes off.
 - You are reconnected to the other party.

MESSAGE

To retrieve a message when your Message light is blinking

See your system manager for instructions about your local message retrieval procedures.

NOTE: The Message light also flashes when a call is coming in (that is, when the telephone is ringing).

MUTE

To prevent the other party from hearing you (To mute the microphone)

Press **Mute**.

- Red light next to **Mute** goes on, and the other party cannot hear you.

To resume talking to the other party (To turn on the microphone again)

Press **Mute**.

- Red light next to **Mute** goes off, and you can resume conversation with other party.

PERSONALIZED RING and RINGER VOLUME

To select a personalized ringing pattern for your telephone

There are two possible ringing patterns you may select for your telephone.

1. Move the switch to either of the two settings, .

To control the volume of the tone ringer

The Ringer volume control on your telephone is labeled  to remind you that there are three separate volume settings.

1. To raise the volume of the ringer, slide the Ringer volume control upwards; to lower the volume of the ringer, slide the Ringer volume control downwards.

PROGRAMMABLE DIALING

The 10 programmable dialing buttons are provided for one-touch dialing of frequently dialed telephone numbers. You can also store emergency numbers, such as 911, and feature codes on these buttons.

You can program up to 24 elements (digits and characters such as a # or *) on a programmable dialing button. If the number you want to store is longer than 24 elements, you can do one of the following:

- Store up to 24 elements on one button; store the remainder of the elements on a second button. To place a call using these buttons, press the first button; when *all* of the elements have been dialed, press the second button in the sequence.

- Store up to 24 elements on one button; dial the remainder of the digits and characters manually.

To label and reinstall the programmable dialing buttons designation card on your telephone

1. Remove the plastic card cover from the telephone by placing your fingers at the top and bottom and flexing the card outward. Then, lift the button designation card from out of its cavity on the telephone.
2. In the blank space next to the appropriate programmable dialing button, write or type the name or telephone number that you want to store there.
3. Place the designation card back on the telephone. Replace the plastic card cover over the designation card by fitting the cover's bottom tabs into the slots on the telephone and pressing down, allowing the tabs on the top to snap into place.

To program any of the 10 programmable dialing buttons (while on-hook)

1. Press the **Program** button to enter programming mode.
 - You hear a low continuous tone while you are in programming mode.
2. Press programmable dialing button on which you want to store the number.
 - Tone is briefly interrupted twice.
3. Dial number you want to program on the button. You can use up to 24 elements (digits and characters, including Pause and Flash).
 - The tone to remind you that you are in programming mode is interrupted at each time you press a dial pad key, the **Pause** button or **Flash**.
 - You hear a rapid error tone if you try to enter more than 24 elements, and you will exit Program mode *without* saving the new number.
 - You can use the **Pause** button to program a 1.5-second pause between a dialing access number, such as 9, and the telephone number, and for certain banking and long-distance services.
 - For example, to put a pause between the dialing access number, 9, and the telephone number, press the **Pause** button, then 13179246389. Several depressions of the **Pause** button will produce a multiple of a 1.5-second pause. (For instance, two depressions of the **Pause** button would equal 3 seconds.)
4. To program another programmable dialing button, repeat Steps 2 and 3.
5. Press the **Program** button when you are ready to exit programming mode.

To dial a number with a programmable dialing button

1. Pick up handset or press **Spkr**.
2. When you hear dial tone, press the appropriate programmable dialing button.
 - Number programmed on the button is automatically dialed.

To erase a number stored on a programmable dialing button

1. Press the **Program** button.
2. Press the button to be cleared.
3. Press the **Program** button again.

To erase a number stored on a programmable dialing button

1. Press the **Program** button.
2. Press the button to be cleared.
3. Press the **Program** button again.

To transfer a call

1. While connected to the original caller, press **Flash** to get dial tone.
2. Dial the second party. When they answer, announce the call and hang up.
3. If the second party line is busy, press **Flash** twice to go back to the original caller.

To conference a call

1. While connected to the original caller, press **Flash** to get dial tone.
2. Dial the second party. When they answer, press **Flash** again to create a 3-party call.
3. If the second party line is busy, press **Flash** twice to go back to the original caller.
4. Analog desk sets are capable of a 3-party call, maximum.

Call Forward Follow Me (CFFM) - temporarily sends calls to another on-campus extension.

To activate CFFM

1. Get dial tone and press *2
2. Dial the on-campus extension
3. Hang up

To deactivate CFFM

1. Get dial tone and press #2

Call Forward Busy Don't Answer (CFBDA) - sends your calls to another on-campus extension when your line is busy or unanswered after three rings.

To activate CFBDA

1. Get dial tone and press *3
2. Dial the on-campus extension
3. Hang up

To deactivate CFBDA

1. Get dial tone and press #2

Call Pick Up (CPU) - allows on-campus extensions to pick up any ringing line in your group. Groups must be programmed by Telephone Services.

To activate CPU

1. Get dial tone and press *7
2. Answer the call

Send All Calls (SAC) - temporarily sends your calls to another on-campus extension or to voicemail. Calls that normally forward when busy, or after three rings, automatically will forward immediately with this feature.

To activate SAC

1. Get dial tone and press *1
2. Hang up

To deactivate SAC

1. Get dial tone and press #1