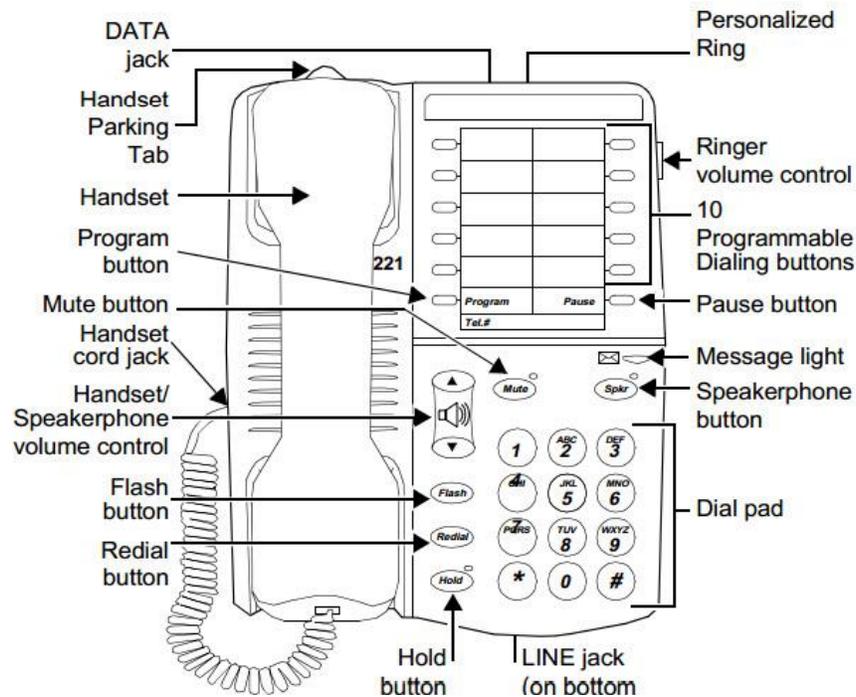# The 6221 Users Guide and Quick Reference

The **6221** is a one line Analog phone with ten programmable dialing buttons, and has an integrated speakerphone. The phone can also be wall mountable

Line Diagram of the 6221

- **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 (on the 6221 only)** — On the 6221 telephone, 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 (labeled 🎧 on the 6219 and 🔊 on the 6221) is used for raising or lowering the volume of the handset (on the 6219), or for raising or lowering the volume of the handset *or* the speakerphone (on the 6221), 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 (on 6221 only)** — On the 6221 telephone, 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.

Hold

Allows user to place a caller on hold.

To Activate:
Press red **Hold** button. The red LED next to the button. indicating a call is on hold

To Cancel:
Press the red Hold button to access the call.

Send All Calls (SAC)

Allows calls to go directly to coverage without ringing at the extension.

To Activate:
Dial *3.

To Cancel:
Dial #3.

Priority Calling

Allows user to dial an extension without the call following the coverage path.

To Use:
Dial *1 and the extension you wish to reach

Speakerphone

Allows user to have a conversation or access voice mail without picking up the handset.

To Use: Press **Spkr** (hear dial tone). Dial desired number or use a Programmable Dial Button.

Call Forward

Allows user to redirect calls to an alternate number on or off campus.

To Activate:
1. Pick up handset and dial **2** (Hear dial tone)
2. Dial campus extension or **9** and local number. (Hear confirmation tone - 3 beeps)
3. Calls normally answered at that extension will now ring at the alternate number.

To Cancel:
1. Get dial tone and dial **#2**
2. Calls will ring at the original extension.

Call Pick-Up

Allows user to answer a ringing phone from another extension. Extensions must be programmed into the same call pick-up group by Telecom.

To Use:
When you hear a phone ringing, get dial tone and dial **#4**

Programmable Dialing Buttons

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 digits (digits and characters such as a # or *) on a programmable dialing button.

To Program:

1. Press the **Program** button to enter programming mode. (You will hear a low continuous tone while you are in programming mode)
2. Press a 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, include *9 if off campus. (The low continuous tone to remind you that you are in programming mode is interrupted at each time you press a dial pad key, or the Pause button)
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.

Please Note: You hear a rapid error tone if you try to enter more than 24 digits, 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.

For example, to put a 1.5-second pause between the dialing access number, 9, and the telephone number, press the **Pause** button, then 12125551234.

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.

These Steps will also work for re-programming an already stored number.

To Use:
1. Pick up the handset or press **Spkr**
2. When you hear dial tone, press the appropriate programmable dialing button

Redial

To redial the last number you dialed

To Use:

1. Pick up the handset or press **Spkr**
2. Press the **Redial** Button