6221 Analog Telephone Reference

1 - **Personalized Ring** – Allows you to select one or two different ringing patterns. This two ringing patterns are labeled at the back of the telephone ⌂ ⌂.

2 - **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 .

3 - **10 Programmable dialing buttons** — The 10 buttons on which you can program frequently dialed telephone numbers, emergency numbers, or feature codes.

4 - **Pause button** — For inserting a 1.5-second pause delay into a telephone number stored on a programmable dialing button.

5 - **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 ✉

6 - **Speaker button (on 6221 only)** — On the 6221 telephone, this button is used to access the built-in two-way speakerphone and microphone combination.

7 - **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.

8 - **LINE jack** **(on bottom of the telephone)** — For connecting a line cord to your telephone. This jack is labeled LINE.

9 - **HOLD button**

10 - **Redial button**

11 – **Flash** — Recall dial tone. Use to transfer calls and conference calls.

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:** Lift the handset or press **Spkr**.

     To answer a call: On the 6221 telephone, 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**. (on the 6221 telephone), the light next to the button goes on.

2.   To place a call, next, dial the desired number.
3.   **To end the call:** On the 6219, hang up the handset. On the 6221 telephone, hang up the handset or press , **Spkr**. whichever is active.

NOTE: To raise the volume of the handset or speakerphone, whichever is active, use the Volume control button ◁⟩⟩ . Press the top half of the Volume control button labeled ◁▲▷; to lower the volume of the handset, press the lower half of the Handset volume control button labeled ◁▼▷ .

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.

TRANSFER and CONFERENCE

To Transfer a call
1. Press **Flash**

     • Dial the number to which the call is to be transferred, then hang up.

To Conference call (3-Party)
1. Press **Flash**

     • Dial the number for the first party.

     Press **Flash**

     • Dial the number for the second party.

     Press **Flash**

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 volume control upwards; to lower the volume of the ringer, slide the volume control downwards.

PROGRAMMABLE DIALING

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 ⬭ Flash
          Press program again, to save.

      • The tone to remind you that you are in programming mode is interrupted at each time you press a dial pad key and Pause button or Flash ⬭ Flash

      • You hear a rapid error tone if you try to enter more that 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 depressions of the Pause button will produce a multiple of 1.5 –second pause. (For instance, two depressions of the **Pause** button would equal 3 seconds. Example: When requiring an authorization code.
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.

Note: When you are in **Program** mode you can program multiple buttons, when completed, press **Program**.
To dial a number with a programmable dialing button

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

REDIAL

To redial the last number that you dialed

1. While off-hook, press (Redial).

   • The telephone will redial up to 24 digits.

SPEAKERPHONE (available only on the 6221 telephone)

To place/answer a call without lifting the handset

1. Press (Spkr)

   • Red light next to 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 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.

   • Hang up handset.