
Information Technology Services



6221 Analog
Voice Terminal

ALERTING RINGS

Single Ring – A call from an on-campus extension.

Double Ring – A call from off-campus or operator.

Triple Ring – Priority call or automatic callback call.

CALL PROGRESS TONES

Confirmation - Three short tones confirm that the command you entered has been performed.

Coverage - A single tone indicates that your call is covering to another extension.

Intercept - Alternating high and low tones indicates a dialing error or denial of the command you entered.

Recall Dial Tone - Three short tones followed by dial tone indicate that the command you entered has been performed and that you may begin dialing.

LIGHTS

Red - A red light flashes when a message has been left or when there is an incoming call.

RINGER VOLUME CONTROL

The 6221 has a 3-position switch to control the volume for the ringer. Slide upward for a louder ring, downward for a quieter ring.

SPEAKERPHONE

To place or answer a call without lifting the handset, press SPKR.

To change from the SPKR to the handset, pick up the handset and talk.

To change from the handset to the speakerphone, press SPKR button and hang up the handset.

MUTE-To prevent the other party from hearing you, press MUTE to suppress your end of a conversation. A Red light indicates MUTE is activated. To resume conversation, press MUTE again.

PERSONAL RING AND RINGER VOLUME

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

Move the switch to either of the 2 settings.

To control ringer volume:

Slide the ringer volume control upwards to raise the volume or slide the ringer volume control downward to lower the volume of the ringer.

AUTO DIAL BUTTON – The 10 button programmable dialing buttons are provided for one-touch dialing of frequently dialed numbers. You can program up to 24 digits and/or characters such as the * or #.

To program (while on-hook):

Press PROGRAM button

You will hear a continuous tone while you are in programming mode.

Press Auto Dial button to program

Enter up to 24 digits

Press PROGRAM again

(You can use the Pause button to program a 1.5 second pause between digits; e.g. to program an authorization code after the pause.)

To dial a number using an autodial button:
Pick up handset or press SPKR and press the appropriate autodial button.

To erase a number stored on an autodial button:

Press Program
Press button to be cleared
Press Program again

AUTOMATIC CALLBACK

To activate on a busy or unanswered call.

Press FLASH
Press *5
Listen for confirmation tone and hang up
(When line is free or handset has been picked up, your telephone will ring with a triple ring.)
Lift handset and wait for system to ring extension

CALL FORWARD

To activate:

Listen for dial tone
Press *2 + campus number or
8+ off-campus number
Listen for confirmation tone and hang up
(Forwarding off-campus must have departmental approval.)

To deactivate:

Listen for dial tone
Press #2
Listen for confirmation tone

CALL PARK

To park a call at your extension (for retrieval from any campus extension)

To activate:

Press FLASH hear recall dial tone
Press *6 and hang up

To retrieve:

Listen for dial tone
Dial #6 and extension where call is parked

CALL PICKUP

Use Call Pickup to answer another telephone in your call pick-up group.

Listen for dial tone

Press #4

CONFERENCE CALLS

To place a conference call for up to three parties:

Ask party to hold

Press FLASH

Dial next number-announce caller

Press FLASH again

HOLD

Ask party to hold

Press HOLD *The hold indicator will light.

To return to call on hold:

Press HOLD again

REDIAL

To redial the last number that you dialed
While off-hook, press Redial.

SEND ALL CALLS

Activate SEND ALL CALLS when you want your calls to go immediately to coverage.

To activate:

Listen for dial tone

Press *3

Listen for confirmation tone

To deactivate:

Listen for dial tone

Press #3

Listen for confirmation tone

TRANSFER

Ask party to hold

Press FLASH

Dial number to transfer to

Press FLASH again

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VOICE-DATA-VIDEO
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