

UNIVERGE BLUE™ CONNECT

START GUIDE

ITK-6DGS-1



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https://mind.bcom.nec.co.jp/customernet/soft-license/DT900S_OSS_V5000.html

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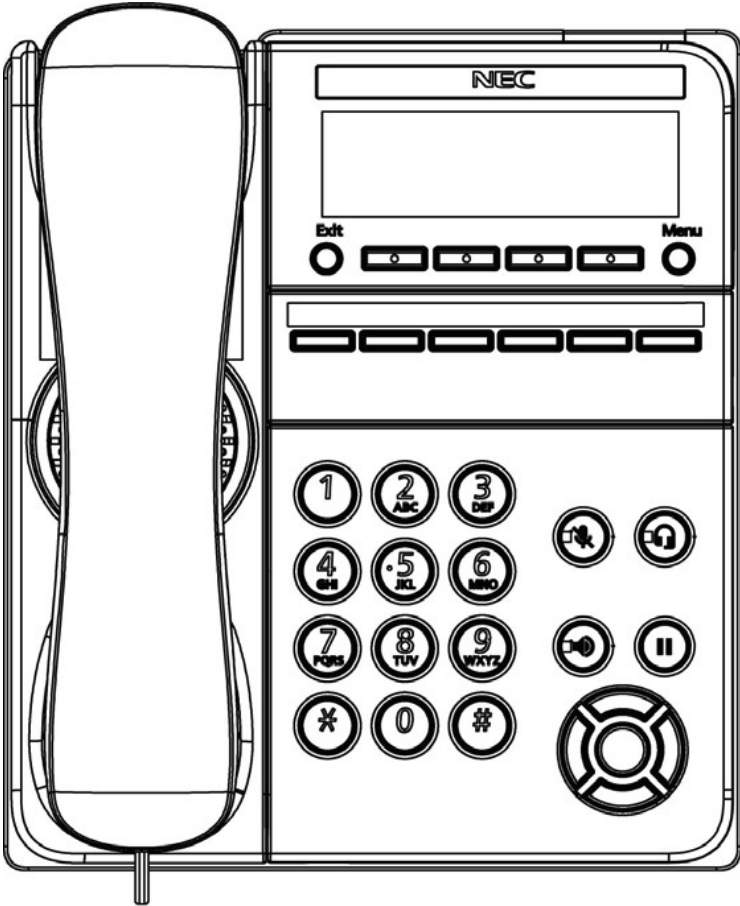
WELCOME TO UNIVERGE BLUE CONNECT

All of your business communications
integrated, efficient and reliable.

What's in the box?

NEC ITK-6DGS-1

ITK-6DGS-1 Base and Handset

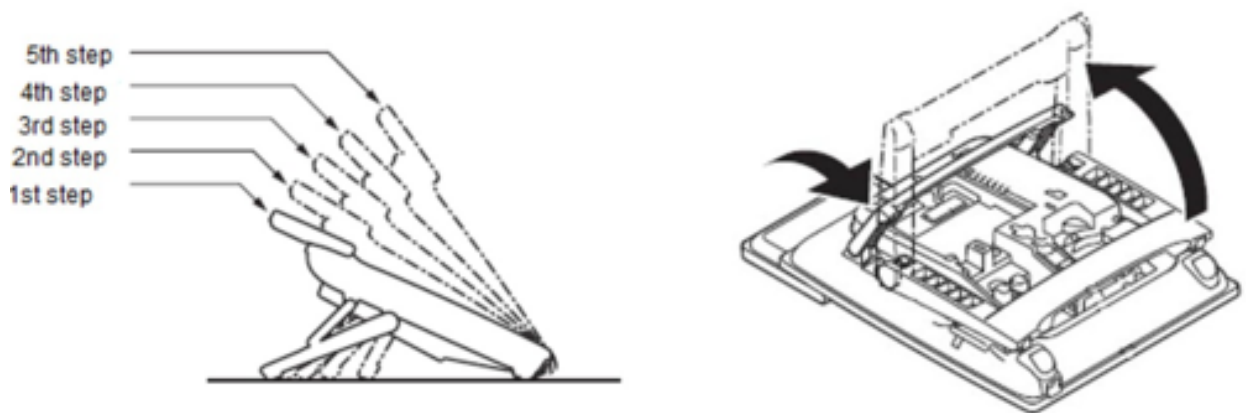


Guided Setup

Adjust the Angle of the Tilt Leg

To adjust the tilt level of the ITK-6DGS-1:

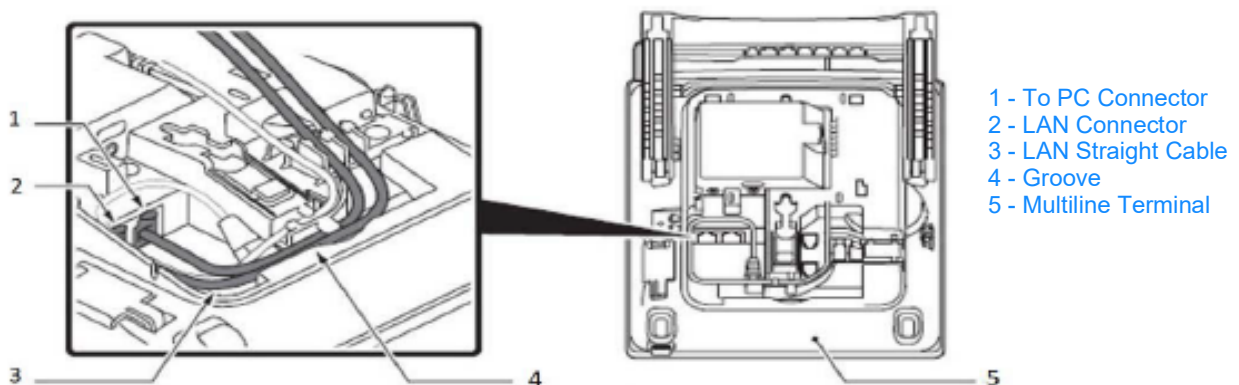
1. The height can be adjusted by moving the legs, which are attached to the bottom of the terminal.
2. Turn the phone over (key side down).
3. Adjust the legs to the desired height (upward to raise the height and downward to lower the height).



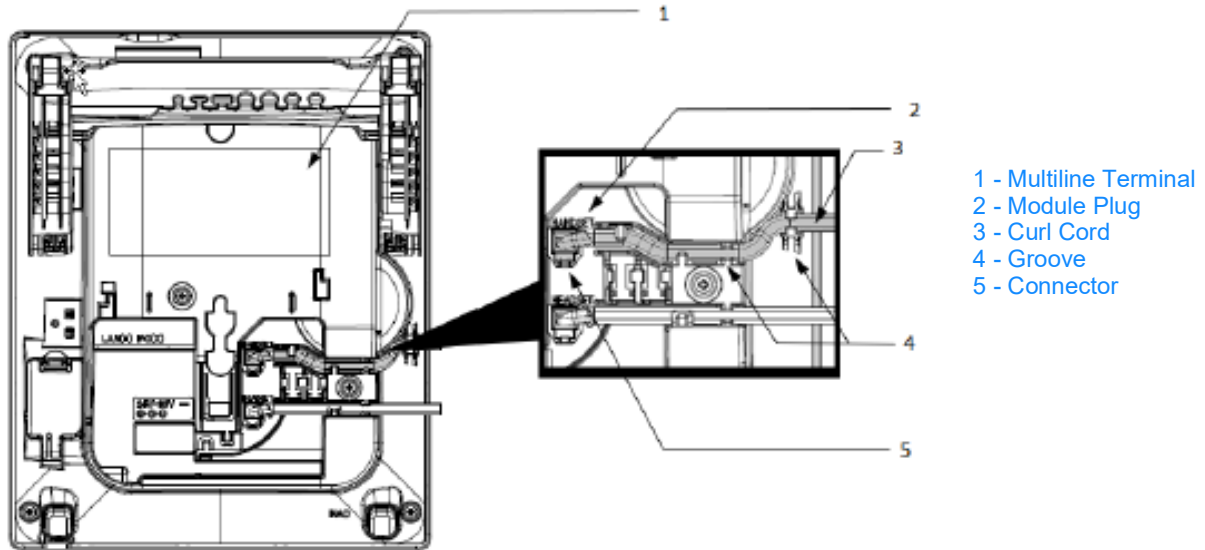
Connect Cables

Please follow the diagram to install your phone. Once plugged in, the phone automatically downloads its configuration and starts to work. The voicemail box is functional with a default greeting.

1. Connect an Ethernet cable to the LAN port on the phone and connect the other end to your network.



2. Insert the RJ-9 handset connector into the “Handset” port on the back of the phone.



Configure a Headset

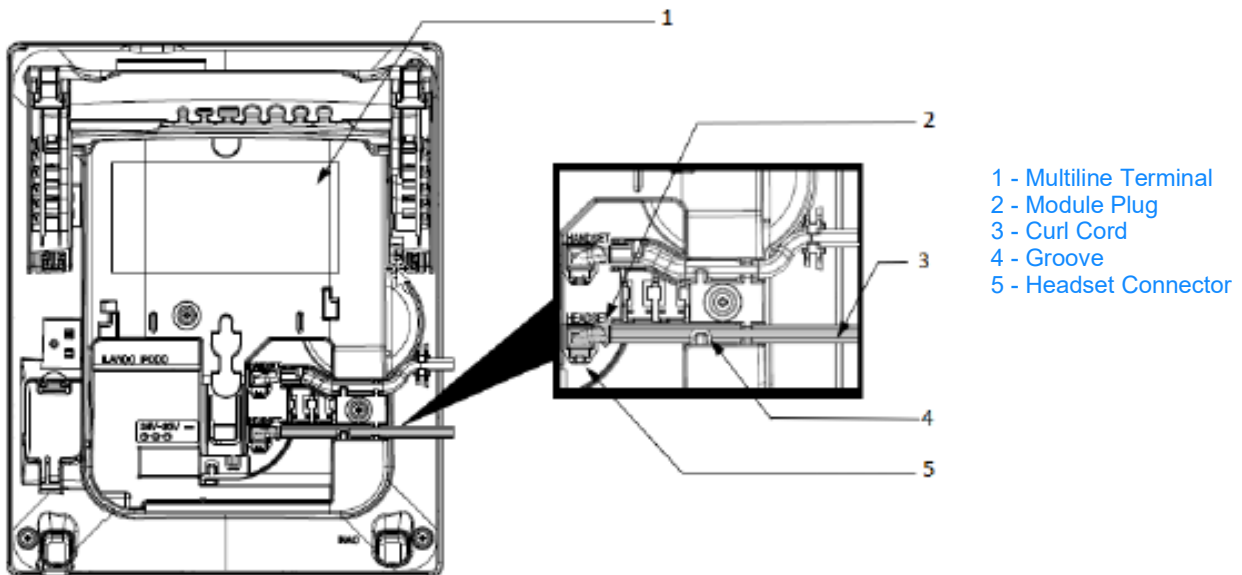
To utilize a headset, you must first enable headset mode on the ITK-6DGS-1:

1. Press the “Menu” button.
2. Arrow down and select “User Settings”.
3. Arrow down and select “Headset”.
4. Select “Enable/Disable”.
5. Arrow down to “Enable” and press OK.
6. Press the **Exit** button several times to return to the main menu.

Connect a Headset

To connect a headset:

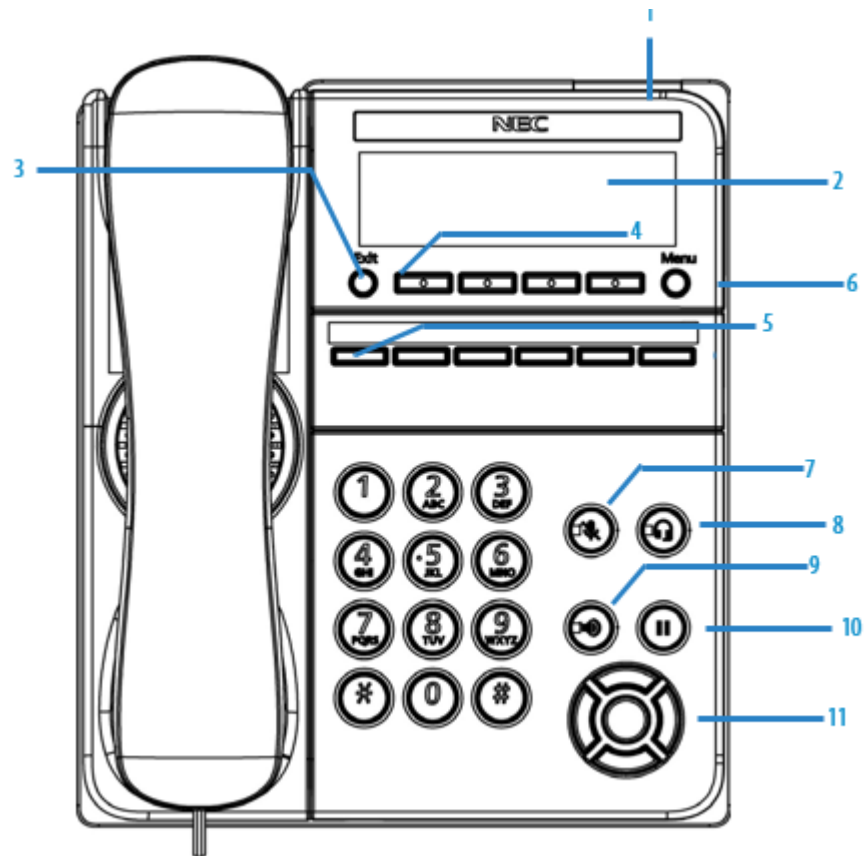
1. Insert the RJ-9 headset connector into the “HEADSET” port on the back of the phone.



The phone picks the headset as the default communication method that is used when placing and answering phone calls. To return the phone to non-headset mode, follow the steps in “Configure a Headset” and set Headset to Disabled.

Features

NEC ITK-6DGS-1



Reference Number	Feature	Feature Description
1	Call Indicator Lamp	<ul style="list-style-type: none"> ○ If missed call notification for the call indicator lamp is disabled (default), the lamp flashes for incoming and missed calls, and displays steady red for message waiting. ○ If missed call notification for the call indicator lamp is enabled, the lamp flashes for incoming calls and missed calls, including missed calls where someone has left a voice mail. The lamp only display steady red if you still have messages waiting after you have cleared your missed calls.
2	LCD	The LCD (Liquid Crystal Display) provides call status activity information plus date, time and soft key operation.

Reference Number	Feature	Feature Description
3	Exit key	This key allows you to exit from the Menu or Help mode and go back to the telephone main screen.
4	Soft keys	The soft keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available. The appropriate key is displayed on the screen according to the call handling process.
5	Programmable keys	The first programmable key is reserved as the Line Key. Line Keys allow the user to select which line to operate on. Any programmable keys not used as Line Keys can be programmed as Speed Dial Keys by the user or system administrator. Numbers up to 24 digits can be assigned to Speed Dial Keys. The numbers may be a telephone number or star/hash codes.
6	Menu key	Press this key to access the features and settings provided on the local telephone menu, such as Call History, Personal Directory or User Settings.
7	Mute key	Press key to mute the microphone. The LED on this key flashes when the microphone is muted. Press the key again to un-mute the microphone. <ul style="list-style-type: none"> ○ This button displays a red light when the phone is idle. ○ The light does not display when the microphone is in use during a call.
8	Headset key	Press the Headset key to enable the use of a supported headset.
9	Speaker key	Controls the built-in speaker which can be used for Hands Free dialing and conversations. <ul style="list-style-type: none"> ○ The LED on this key lights when the speaker is active.
10	Hold key	Press this key to place a call on hold.
11	Cursor pad	Use this key to navigate to various features. <ul style="list-style-type: none"> ○ The up and down keys on the cursor pad can be used to adjust the volume of the phone.

Voicemail Box Setup

RECORDING YOUR PERSONAL VOICEMAIL GREETING

1. Press the “Voicemail” soft key.
2. Enter the PIN provided to you by your Administrator, followed by the # key.
3. Select option **3** for personal options.
4. Select option **1** to record your voicemail greeting.
5. Follow the voice prompts to record and check your greeting.

CHANGING THE PIN FROM THE PHONE

1. Press the “Voicemail” soft key.
2. Enter the PIN provided to you by your Administrator, followed by the # key.
3. Select option **3** for personal options.
4. Select option **2** to change your PIN.
5. Enter the new PIN when prompted. Press # when done.

Commonly Used Features

PLACING OUTGOING CALLS

When the phone is not in use:

1. Pick up the handset or press the “Speakerphone” button.
2. Dial an extension or telephone number.

When you are already on a call:

1. d
2. Press the “More” >>> soft key.
3. Press the “New Call” soft key. The original call is put on hold.
4. Dial an extension or telephone number.

ANSWERING AN INCOMING CALL


On the Handset:

- Pick up the handset to answer the call.

On a Headset:

- Press the “Headset”  button.

On Speakerphone:

- Press the “Speaker”  button (or the “Answer” soft key) to answer the call.

REJECTING AN INCOMING CALL

Press the “Reject” soft key to immediately send the caller to voicemail.

REDIAL LAST NUMBER DIALED

Press the Left Cursor button to immediately dial the last number dialed.



ENDING A CALL

On a Handset:

- Hang up or press the “End Call” soft key.

On a Headset:

- Press the “Headset”  button.

On Speakerphone:


- Press the “Speaker”  button

HOLD



Placing a Call On Hold:

- While on a call, press the “Hold”  button.

Retrieving Calls On Hold:

- Press the “Hold”  button or press the “Resume” soft key.

MUTE

1. To mute the microphone on an active call, press the “Mute”  button.
2. To un-mute the microphone, press the “Mute”  button again.

TRANSFERRING CALLS

Blind Transfers:

1. While on a call, press the “Transfer” soft key.
2. Dial the desired phone number or extension number.
3. While the destination is ringing, press the “Transfer” soft key again.
4. The call is automatically transferred.

Attended (Consultative or Warm) Transfers:

1. While on a call, press the “Transfer” soft key.
2. Dial the desired phone number or extension number.

3. Wait for the party to answer. Announce the call and indicate you are transferring a call to them.
4. Press the “Transfer” soft key to transfer the call.

CALL WAITING

While already on a call, and a new call rings in, you will hear a beep tone emitted by your phone.

To Answer the Second Call:

1. Press the first line key. The line key will begin blinking.
2. Press the “Answer” soft key. The first call will be placed on hold.
3. Once your second call has ended, resume the original call by pressing the “Resume” button.

To Reject the Second Call:

1. Press the first line key. The line key will begin blinking.
2. Press the “Reject” soft key to immediately send the caller to voicemail.

VOLUME ADJUSTMENT

In-Call Volume:

- While on a call, press the Up and Down cursor pad buttons to adjust in-call volume on the phone.

Ringer Volume:

- While the phone is not in use, press the Up and Down cursor pad buttons to adjust ringer volume on the phone.

VOICEMAIL

1. While the phone is not in use, press the “Voicemail” soft key.
2. Enter your voicemail PIN followed by #.
3. Press **1** to listen to new voicemail messages.

Advanced Features

CALL PARK

To Place a Call on Park:

- While on a call press the Call Park line key (programmed previously via Control Panel) or dial *7.
- You hear an announcement telling you which extension your call is parked.

To Retrieve a Call from Park:

- From any phone, dial the extension where the call was parked or select the Monitor Park Slot Line Key (programmed previously via Control Panel).
- The Monitor Park slot line key enables you to add the Park Extensions to line keys for accessing the parked call as well as a visual indication of the parked call.

CALL PICKUP

To Pickup a Call from an Extension (Directed Call Pickup):

- From any phone, dial *95 and the extension number of the ringing station you would like to answer or select the Call Pickup “from specific extension” (programmed previously via Control Panel).

To Pickup a Call from a Group that you are a member of (Group Call Pickup):

- From any phone, dial *97 or select the Call Pickup “from any Pickup Group” (programmed previously via Control Panel).

To Pickup a Call from any Group (Group Call Pickup):

- From any phone, dial *97 and the Group number that the call is ringing, or select the Call Pickup “from specific Pickup Group” (programmed previously via Control Panel).

To Pickup a Call from any Station (Any Call Pickup):

- From any phone, dial *96 to answer a call of any ringing station or select the Call Pickup “Any company call” (programmed previously via Control Panel).

CONFERENCE

To conference a call:

1. While on a call, press the “Conf” soft key or press the “Transfer” soft key.
2. Use the keypad to dial the telephone number of the party to be joined to the conference.
3. Press the “Dial” soft key to initiate the call, or wait a few seconds for the call to be automatically dialed.
4. If you decide not to complete the conference, then the call can be terminated by pressing the “EndCall” soft key.
5. If you want to switch between each party before the conference is established, you can use the “Shuttle” soft key.
6. You can complete the conference by pressing the “Conf” soft key.

Hang up while conferencing:

- If you are establishing a conference call and want to hang up on the person you are calling, press the “EndCall” soft key.
- Pressing the key while the phone and the third party is still ringing, the other two parties will be connected in a blind transfer call.
- If you hang up the telephone handset or press the “Speaker” key while the phone for the third party is still ringing, the other two parties are connected in a blind transfer call.

INTERCOM

To Intercom a Station (Voice Announce):

- Dial ***90** and the extension number of the user you want to intercom.

CALLFLIP

To Transfer a Call to Your Other Devices:

- While on a call, select the "Transfer" soft key, "Blind" soft key and Dial your own extension number, then hang up.

CALL OR TRANSFER DIRECT TO AN EXTENSION'S VM BOX

To Leave a VM message by calling and extension's VM Box Direct:

- Dial * and the extension number of the person to whom you want to leave the VM.

To Transfer a Caller to Leave a VM message in the extension's VM Box Direct (Quick Transfer to VM):

- While on a call, select the "Transfer" soft key then Dial * and the extension number of the caller to whom you want to leave the VM and hang up.

ON-DEMAND CALL RECORDING

To Enable On-Demand Call Recording:

- While on a call dial **#9** or select the Record line key (programmed previously via Control Panel) to start and stop the recording.
- The recording feature must be enabled by your admin before the feature can be used.

Note: Different states have different laws about the notification that calls are being recorded. Administrators can choose whether to enable or disable a call recording announcement based on their state's requirements.

If enabled, your call is being recorded plays when you start recording.

PAGING

To Page Phones in a Group:

- Dial the Page Group extension number or select the Paging line key (programmed previously via Control Panel).

To Answer a Page:

- You can dial *80, to be connected to the person that initiated the Page or you can select the Intercom line key (programmed previously via Control Panel).

PERSONAL CONTACTS

To access Personal Contacts:

1. Press the Menu key.
2. Select 1 Personal Contacts.

Using Personal Contacts:

- Use the “Up” and “Down” soft keys or the Up and Down keys on the cursor pad to scroll through the Personal Contacts. You can also select the Search soft key and use the keypad to search for an entry.
- Once the entry is highlighted you can call the contact by simply going off hook on handset, speaker, or headset (if enabled).

To view a specific Personal Contacts entry:

1. Use the “Up” and “Down” soft keys or the Up and Down keys on the cursor pad to scroll through the Personal Contacts.
2. Press the “>>>” soft key twice and then the “Details” soft key to view the details for that entry.
3. This displays the name and number for the entry, along with the Speed Dial and Monitor settings.
4. Press the “Exit” soft key to exit details screen and return to the Personal Contacts.
5. You can also Delete, Edit, Exit, or Dial the entry by using the associated soft keys.













To add a Personal Directory entry:








1. Press the Menu key.
2. Select **1** Personal Contacts.
3. Press the “>>>” soft key and then the “Add” soft key.
4. Use the keypad to enter a name for the Personal Contact,
5. then press the middle button on the cursor pad or the “OK” soft key.
Use the * key to switch between uppercase and lowercase keypad entry mode.
6. Use the telephone keypad to enter a phone number for the entry and press the middle button on the cursor pad or the “OK” soft key.

Icon Display






Status Display Icons

The LCD on the phone displays icons that provide notification for events, such as missed calls and voice mail. The icons appear in the topmost display line, known as the title bar.











Feature	Images	Description
Registered		Indicates the phone is currently registered with a SIP server.
Unregistered		Indicates the phone is currently not registered with any SIP servers. This may indicate a problem connecting to the SIP server.
Network Cable Unplugged		Indicates a problem with the phone's connection to the network. The problem may be with the network cable or the LAN port where your phone is connected. Check both ends of the network cable that you use to connect your phone to the network for loose connections. Try using another network cable to connect your phone to the network, or try connecting to another active LAN port on the network.
Missed Call		Appears when there is a missed call. Once you check the missed call log in the Call History information, this icon disappears.
Voice mail		Provides notification of incoming voice mail. Once the user has checked the voice mail, this icon disappears.
Headset		This icon indicates that the headset is active.
Active Call		Indicates you are currently on a call.
Dialing		This icon appears when you are dialing a number.
Hold		Indicates that the current call is on hold
Ringing (Incoming)		Indicates an incoming telephone call.
Ringing (Outgoing)		Indicates that the number you have dialed is ringing. This icon only displays for numbers that are monitored by the system, such as internal numbers.
Transfer To Hold (Primary and Consult)		Indicates that you are transferring the call into a held state.

Feature	Images	Description
Transfer/Conference Call		Transfer the primary call to a secondary call.
Transfer/Conference Ringing		Indicates that the number you have dialed for the Transfer or Conference is ringing. This icon only displays for calls that are monitored by the system, such as internal calls.
Transfer/Conference Shuttle (Primary Call)		Focus is on the primary call.
Transfer/Conference Shuttle (Secondary Call)		Focus is on the secondary call. --or-- Initiate a 3-party conference call.
Call Conferencing		This icon indicates that you have two other callers in a 3-way conference call.
Call Conferencing Hold		This icon is displayed when you have two other callers in a 3-way conference and have the conference (both callers) on hold.
Conference With Hold (Primary and Consult)		Indicates that you are connecting to a conference that is in a held state. See icons with Transfer to Hold.

Volume Display Icons

Feature	Images	Description
Handset Ringing Volume		Shows the ringing volume of the handset for incoming calls.
Soft Ring Volume		Shows the soft ring volume of the handset for incoming calls.
Headset Call Volume		Shows the volume level of the headset when you are on a call.
Handset Call Volume		Shows the volume level of the handset when you are on a call.
Speaker Call Volume		Shows the volume level of the speaker while you are on a call.

Monitor Presence Icons

Type	Status	Images
Line Key	Registered	
	Unregistered	
Speed Dial Key (No Monitoring)	Not Available	
BLF	Idle	
	Ringing	
	Subscription Failed	
	Online (3C system only)	
	On the Phone	
	Held	
	Busy	

Menu List

Menu Item	Description	Default Value
Ringtone	Select this option to set up for ring tone. (Refer to Ringtone on page 20.)	-
Headset	Select this option to set up for headset. (Refer to Headset on page 20.)	-
Language	Select this option to set up for the language.	English (Internal)
Volumes	Select this option to set up for the volume. (Refer to Volumes on page 20)	-
Date/Time	Select this option to set up for date and time. (Refer to Date/Time on page 20.)	-
LCD	Select this option to set up for the LCD. (Refer to LCD on page 20.)	-
Data Clear	Select this option to clear the terminal data, User Settings or Personal Contacts or Call History.	-

Ringtone

Menu Item	Description	Default Value
Internal Ringtone	Select this option to specify the internal ringtone.	Default
External Ringtone	Select this option to specify the external ringtone.	Default

Headset

Menu Item	Description	Default Value
Enable/Disable	Select this option to specify whether to use the headset.	Disable
Ringing	Select this option to specify which device rings.	Phone

Volumes

Menu Item	Description	Default Value
Call Waiting Volume	Select this option to specify the volume of call waiting.	19
Hold Reminder Volume	Select this option to specify the volume of hold reminder.	19

Date/Time

Menu Item	Description	Default Value
Date Format	Select this option to change the display order of date, day of the week, and year.	Mon, Jan 1
Time Format	Choose between 12-hour or 24-hour clock format.	12 Hour

LCD

Menu Item	Description	Default Value
LCD Contrast	Select this option to specify the contrast of LCD.	4
LCD Backlight	Select this option to specify the time until the LCD backlight turns off.	10

Input Characters

The following tables show the character sets (uppercase, lowercase) and numeric that are available on your phone.

ALPHABETIC CHARACTERS

When entering the name, you can enter uppercase and lowercase standard and European characters. The keypad is in upper case entry mode upon entering the screen. You can switch between upper and lower case character sets by pressing the * key. An icon in the title bar will show which entry mode (uppercase, lowercase or numeric) set is selected. The following tables show the available characters.

Uppercase Alphabetical Character Set

Uppercase Characters										
1	2	3	4	5	6	7	8	9	0	#
.	A	D	G	J	M	P	T	W	0	Space
.	B	E	H	K	N	Q	U	X		'
:	C	F	I	L	O	R	V	Y		#
!	À	È	Ì	5	Ñ	S	Ù	Z		.
?	Á	É	Í		Ò	ß	Ú	9		@
+	Â	Ê	Î		Ó	7	Û			/
-	Ã	Ë	Ï		Ô		Ü			(
%	Ä	3	4		Õ		8)
&	Å				Ö					,
/	Æ									
(Ç				Ø					-
)	2				6					:
=										'
¿										~
¡										&
1										\
										!
										\$
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										^
										?
										+
										=
										[
]
										{
										}
										<
										>
										:

Lowercase Alphabetic Character Set

Lowercase Characters										
1	2	3	4	5	6	7	8	9	0	#
.	a	d	g	j	m	p	t	w	0	Space
,	b	e	h	k	n	q	u	x		'
:	c	f	i	l	o	r	v	y		#
!	à	è	ì	5	ñ	s	ù	z		.
?	á	é	í		ò	ß	ú	9		@
+	â	ê	î		ó	7	û			/
-	ã	ë	ï		ô		ü			(
%	ä	3	4		õ		8)
&	å				ö					.
/	æ									
(ç				ø					_
)	2				θ					:
=										,
¿										~
¡										&
1										\
										!
										\$
										%
										^
										?
										+
										=
										[
]
										{
										}
										<
										>
										:

Numeric Character Set

When in numeric character entry mode, you can use the numbered keys on the phone to enter numbers, and the # key to enter special characters. You can switch between character sets by pressing the * key.



*The full numeric character set is only available when you are in a field that also allows alphabetic input. If you are not in a field that allows for alphabetic input, the only special characters you can enter are * and #.*

Numeric Characters										
1	2	3	4	5	6	7	8	9	0	#
1	2	3	4	5	6	7	8	9	0	*
										#
										.
										@
										/
										(
)
										.
										-
										_
										:
										'
										~
										&
										\

Guided Option Setup

Wall Mount the Phone

You can wall mount a multiline terminal using the base cover or an optional wall mount unit.

When optional adapters are used, the multiline terminal must be installed on the wall using the WM-L UNIT.

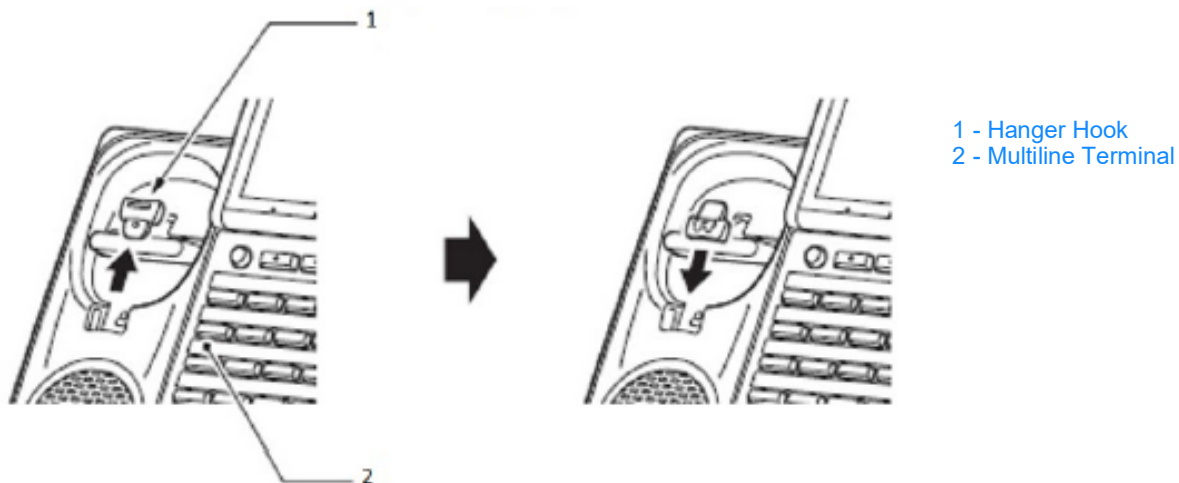
Wall Mounting a DT900 Multiline Terminal using the Base Plate

Please note, because of the variation in wall plates, this method is not recommended.

To adjust the Hanger Hook

1. Remove the hook from the unit.
2. Turn the hook with the tab toward the top.
3. Slide the hook until it glides into position forming the hanger hook for the handset.

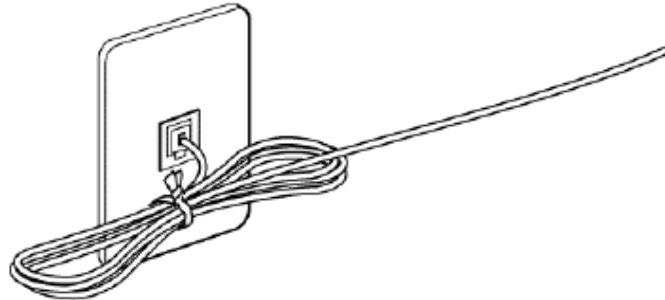
Sliding the Hanger Hook into Position



To Wall Mount the Multiline Terminal

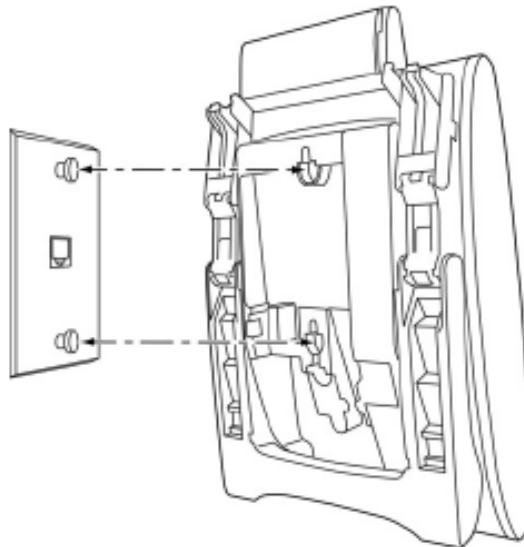
1. Plug line cord in the wall receptacle. Leave about eight inches of cord and bundle the remaining cord as shown in the following diagram.

Bundling the Line Cord



2. Ensure the Tilt Legs are in the flat (unused) position.
3. Plug the line cord or LAN cable into the multiline terminal. Refer to [Connect Cables on page 2](#) for cable connection instructions.
4. Align the two holes on the back of the multiline terminal with the two screws on the wall plate and slide downward.

Connecting to Wall Plate

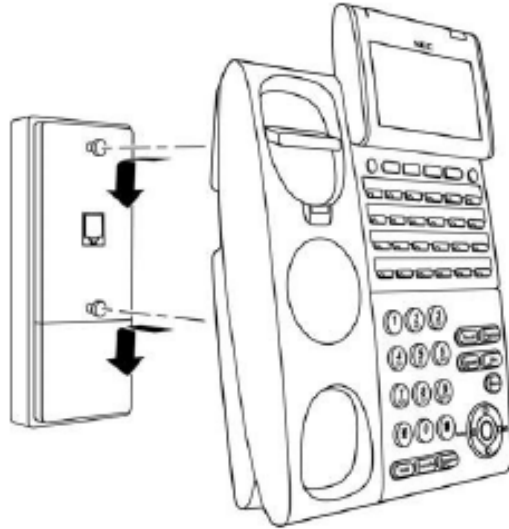


5. Push the spare line cord behind the multiline terminal.

To Wall Mount the Base on the Wall Plate

1. Locate the screw holes on the base and hang the cover over the screws on the wall plate.

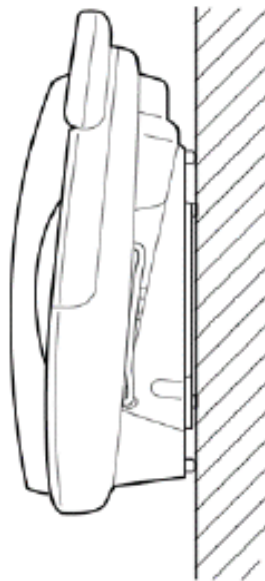
Wall Mount on Wall Plate



2. Hang the terminal on the base.

When it is correctly mounted, it will be flush with the wall.

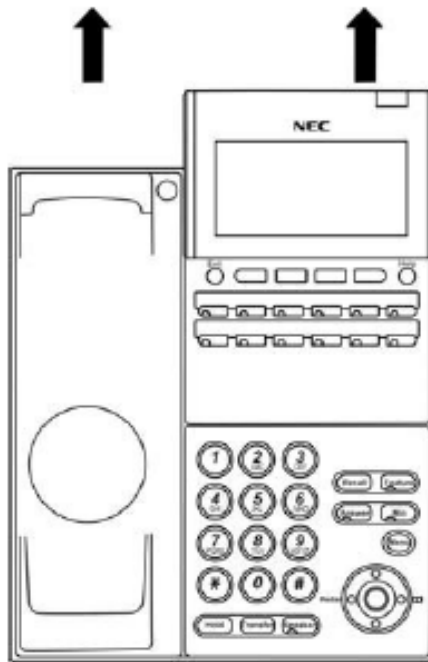
Wall Mounted Unit



To Remove the Terminal from the Wall Mounted Base Plate

1. Push up on the terminal until it comes loose.

Removing Wall Mounted Unit



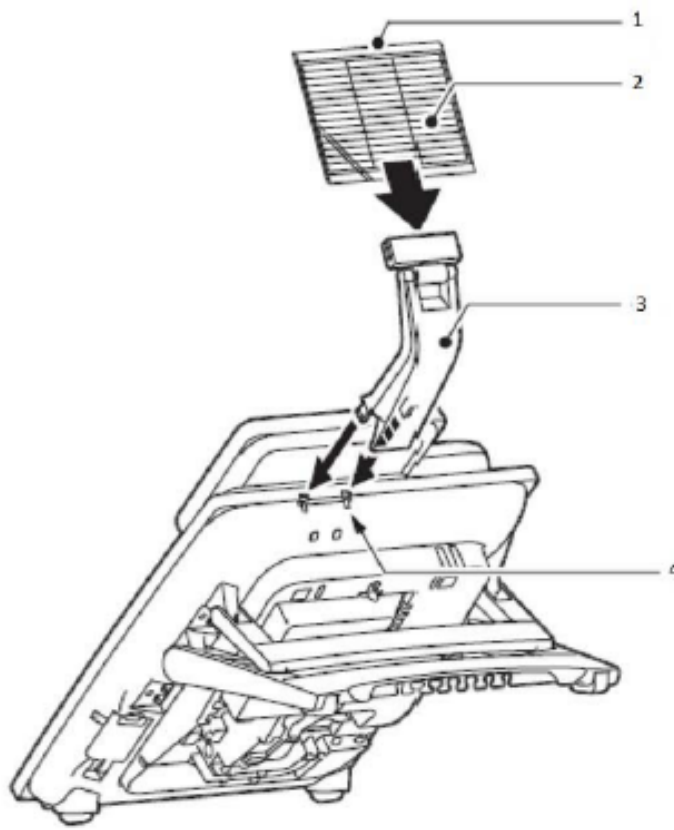
Directory Card Unit

A directory card can be attached to ITK-6DGS. The directory card can be used to record frequently dialed numbers or other important information.

To Install the Directory Card Unit

1. Insert the holder into the holder socket on the back of the multiline terminal.
2. A protective sheet is attached to the surface of the cover to prevent scratches. Peel off before attaching to the holder.
3. Insert the Directory Card into the cover and attach it to the holder.

CG Directory Unit (L)



- 1 - Cover
- 2 - Directory Card
- 3 - Holder
- 4 - Holder Joint Hole

WM-L Unit

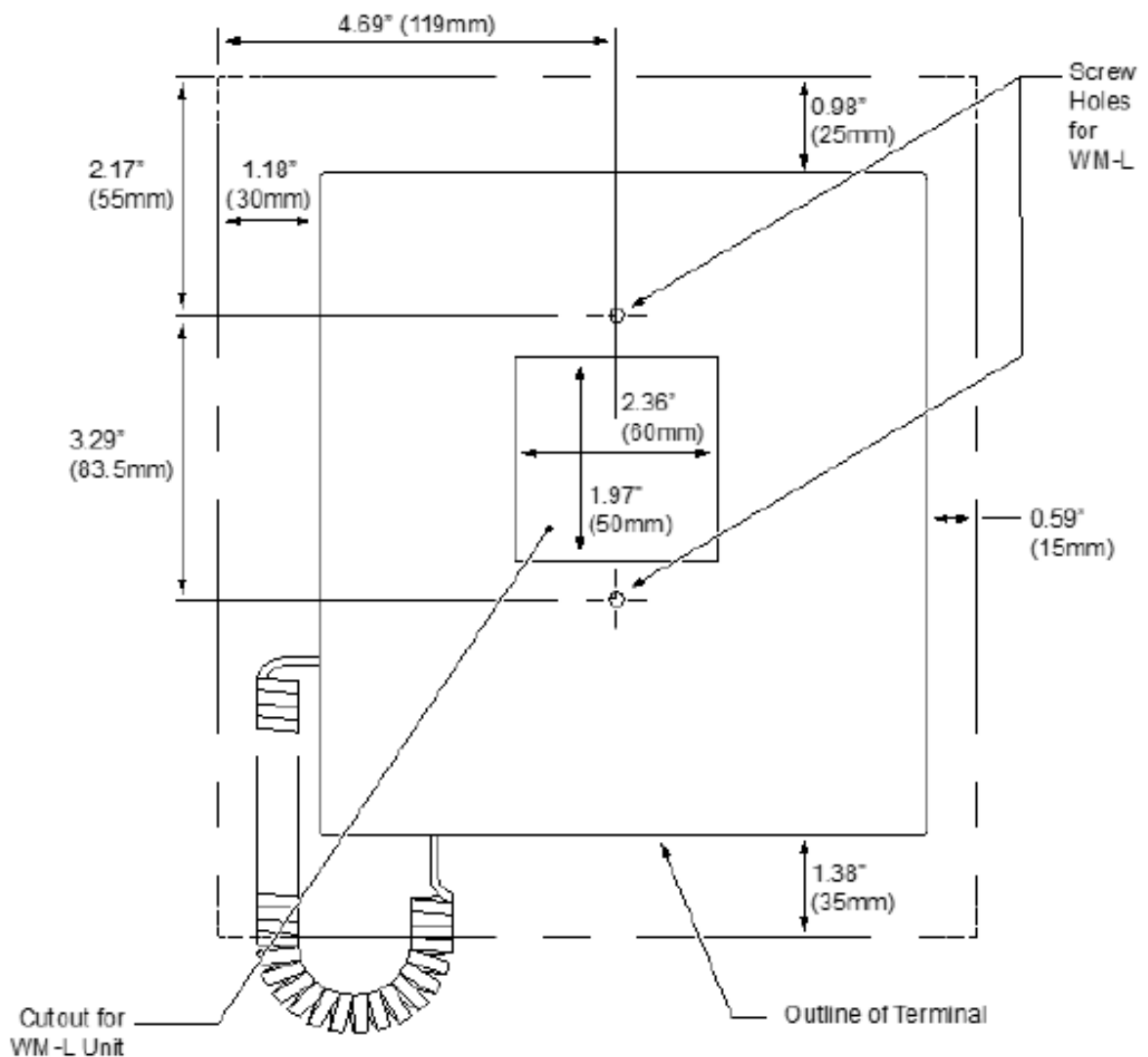
The WM-L UNIT (Wall Mount Unit) is used to attach any DT Series multiline terminal to the wall. This unit connects to the bottom of the telephone.

When optional adapters are used, the multiline terminal must be installed on the wall using the WM-L UNIT.

To Mount a Multiline Terminal on the Wall using WM-L UNIT

1. Use the appropriate template shown in the following figures for required spacing for each phone model before drilling.

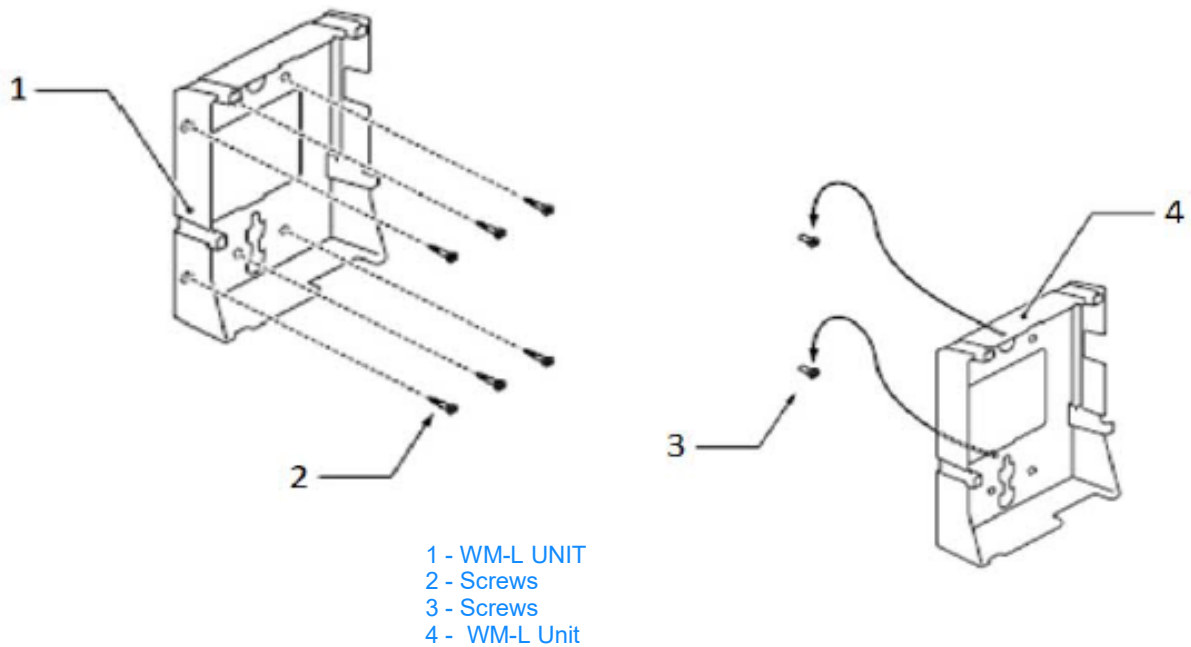
ITK-6DGS-1 Wall Mount Spacing Guide (WM-L UNIT)



To Install the WM-L Unit

1. Attach the WM-L UNIT to the wall using six screws or using two wall mounted screws as shown in the following diagram.

Attach WM-L UNIT Using Screws

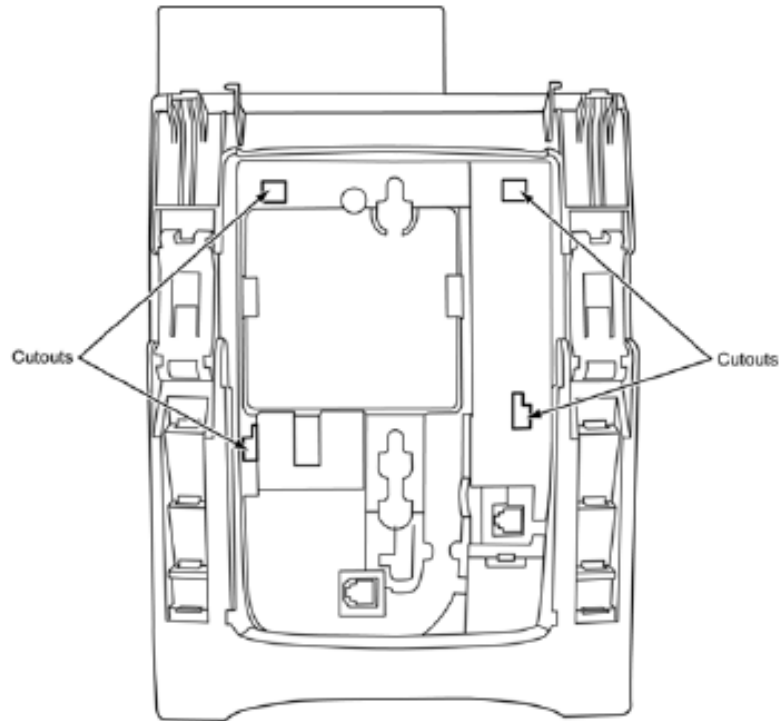


2. Plug one end of the line cord into the wall receptacle. Leave about eight inches of cord and bundle the rest.
3. Refer to [Connect Cables on page 2](#).

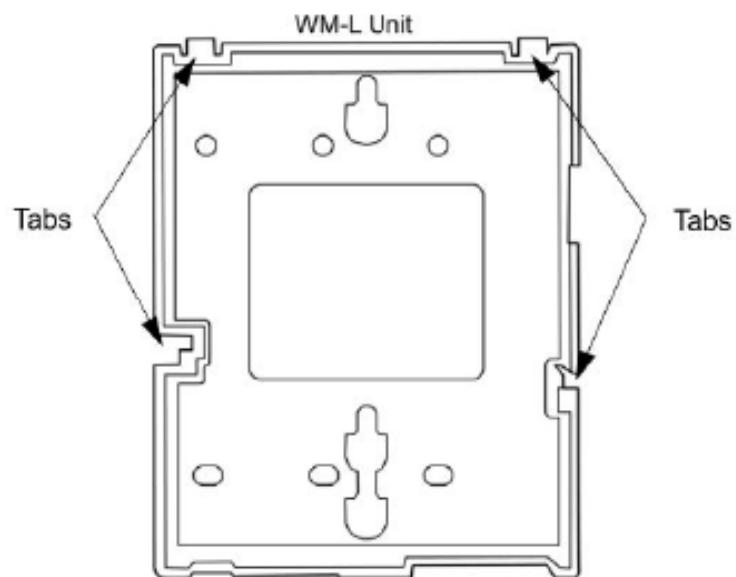
To Align Cutouts for WM-L Unit

1. Align the four cutouts on the bottom of the multiline terminal with the tabs on the WM-L UNIT as shown in the following diagrams.

Align Cutouts

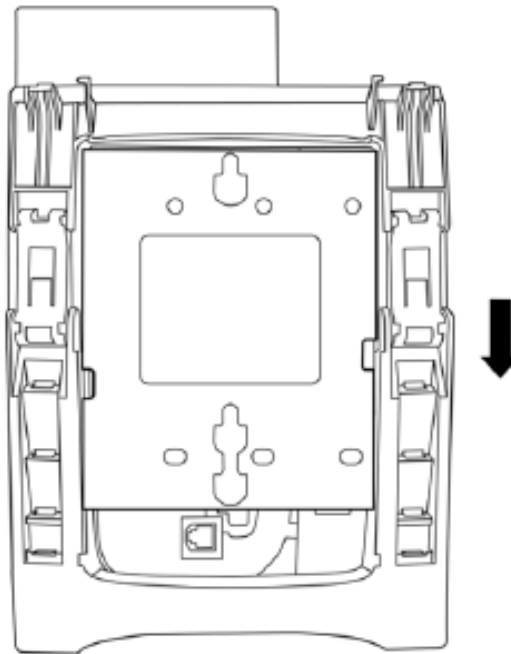


Align Tabs



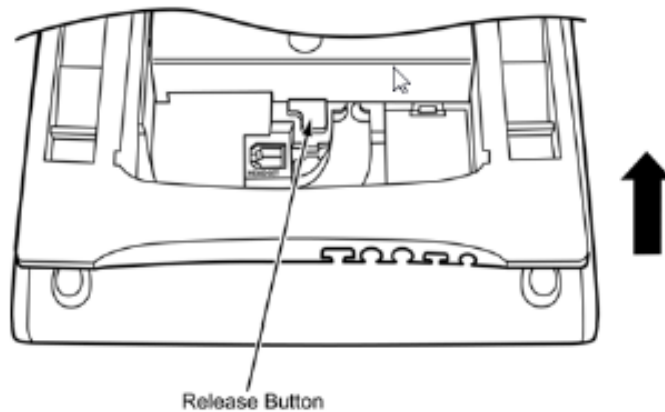
2. Push down until the multiline terminal snaps into place.

WM-L UNIT Installed



3. To release the multiline terminal from the WM-L UNIT, press the release button and push the telephone up.

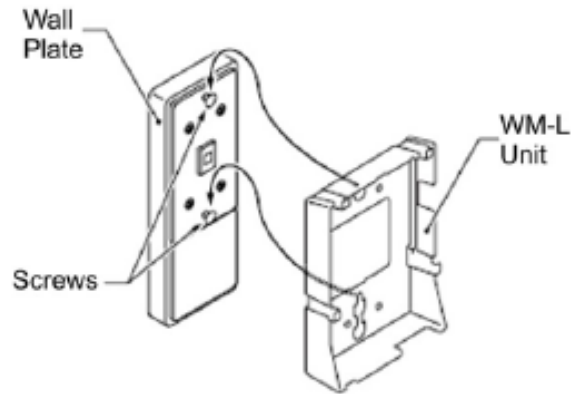
WM-L UNIT Release Button



Mount Multiline Terminal On Wall Plate Using WM-L UNIT

1. Locate the screw holes on the base and hang the cover over the screws on the wall plate.

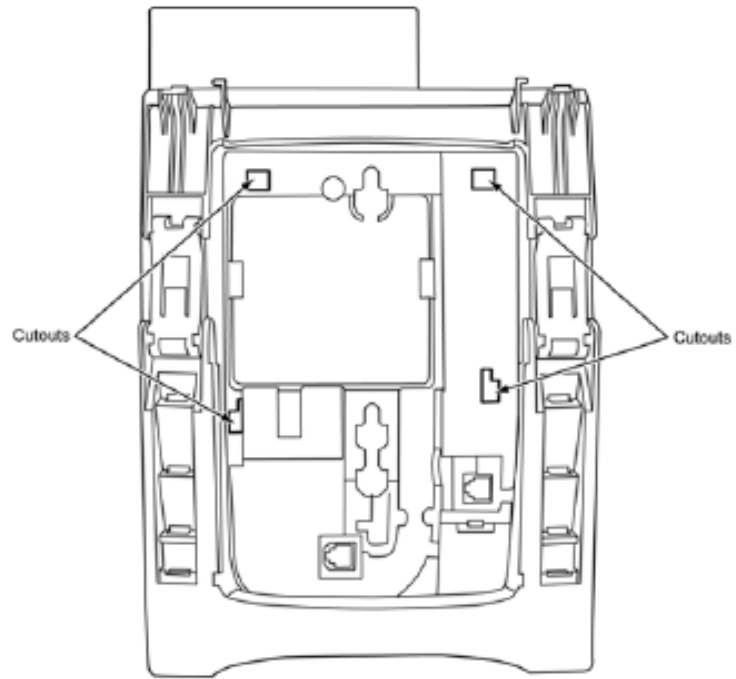
Attach WM-L UNIT to Wall Plate



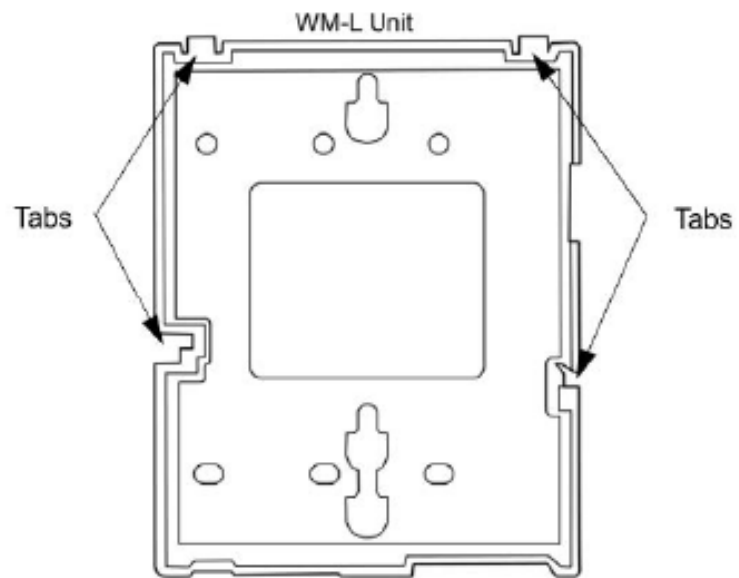
Because of variation in wall plates, this method is not recommended.

2. Plug one end of the line cord into the wall receptacle. Leave about eight inches of cord and bundle the rest.
3. Refer to [Connect Cables on page 2](#).
4. Now align the four cutouts on the bottom of the multiline terminal with the tabs on the WM-L UNIT.

Align Cutouts

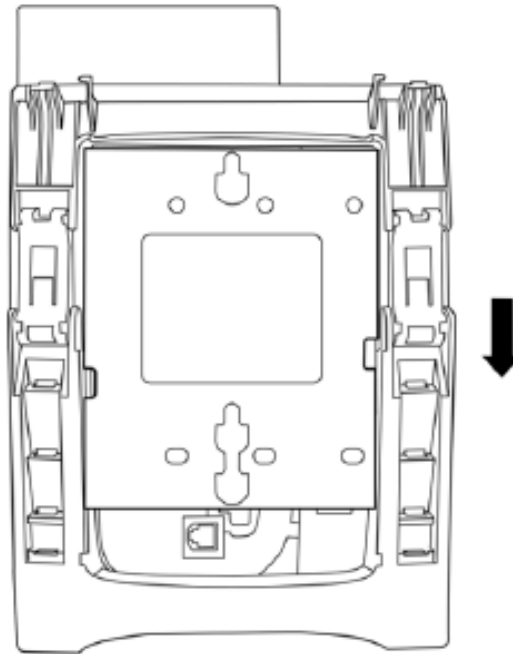


Align Tabs



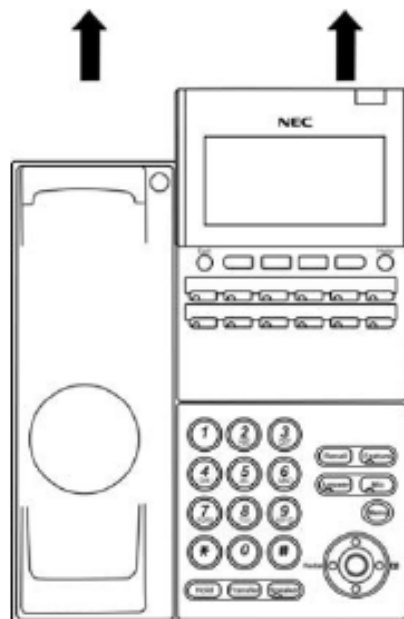
5. Push down until the multiline terminal snaps into place.

Attach WM-L UNIT Installed



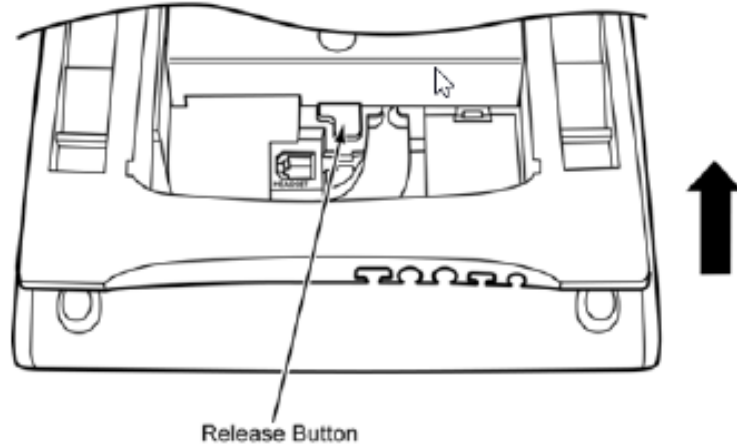
6. To remove the WM-L UNIT from the wall panel, push up on the telephone until it comes loose.

Attach WM-L UNIT Removed



7. To separate the multiline terminal from the WM-L UNIT, press the release button and slide the multiline terminal up.

Attach WM-L UNIT Release Button



We are here to help.



<http://kb.univerge.blue/main/>