



Nortel Communication Server 2000/2100

Nortel IP Audio Conference Phone 2033 User Guide



> THIS IS **THE WAY**

> THIS IS **NORTEL**™

Revision history

August 2005

Standard 1.00. This document is issued to support Communication Server 2000 Release SN08 and Communication Server 2100 Release SE08.

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Regulatory and safety information

Table 1: EMC

Jurisdiction	Standard	Description
United States	FCC CFR 47 Part 15	Class B Emissions: FCC Rules for Radio Frequency Devices (see Notes 1a and 1b on page 10)
Canada	ICES-003	Class B Emissions: Interference-Causing Equipment Standard: Digital Apparatus
Australia / New Zealand	AS/NZS 3548 CISPR 22	Class B Emissions: Information Technology Equipment – Radio Disturbance
Japan	VCCI	Class B Emissions: Information Technology Equipment (see Note 2 on page 10)
European Community	EN 55022 / CISPR 22	Class B Emissions: Information Technology Equipment – Radio Disturbance
	EN 55024	Information Technology Equipment – Immunity Characteristics Limits and methods of measurement
	EN 61000-3-2	Limits for harmonic current emissions (equipment input current ≤ 16 A per phase)
	EN 61000-3-3	Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≤ 16 A

Note 1a: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/ television technician for help.

Note 1b: The user should not make changes or modifications not expressly approved by Nortel. Any such changes could void the user's authority to operate the equipment.

Note 2:

VCCI:

Class B ITE

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスB 情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。

取扱説明書に従って正しい取り扱いをして下さい。

Translation:

This is a Class B product based on the standard of the Voluntary Control Council for Interference from Information Technology Equipment (VCCI). If this is used near a radio or television receiver in a domestic environment, it may cause radio

interference. Install and use the equipment according to the instruction manual.

Table 2: Safety

Jurisdiction	Standard	Description
United States	UL 60950	Safety for Information Technology Equipment
Canada	CSA 60950	Safety for Information Technology Equipment
European Community	EN 60950	Safety for Information Technology Equipment

Other Safety Approvals:

IEC 60950: Safety for Information Technology Equipment

About the IP Audio Conference Phone 2033

The IP Audio Conference Phone 2033 brings voice and data to the tabletop audio conference environment by connecting directly to a Local Area Network (LAN) through an Ethernet connection.

Basic features

The IP Audio Conference Phone 2033 has the following features:

- three soft keys (self-labeled) that, when required, map to four soft keys (the >> soft key is used to navigate between the first two and last two soft keys)
 - Note:** In this guide, soft key labels appear directly above the soft key.
- multi-field LCD screen
- up to two extension microphones to provide microphone coverage in larger rooms
- volume control buttons for adjusting ringer and speaker volume
- two specialized fixed keys:
 - Services
 - Messages
- three call processing fixed keys:
 - Line
 - Hold
 - Release
- automatic network configuration

Figure 1 shows the IP Audio Conference Phone 2033.

Figure 1: IP Audio Conference Phone 2033

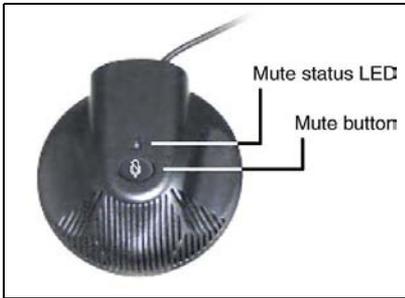


Extension microphones

The IP Audio Conference Phone 2033 supports up to two extension microphones that extend the microphone range in large rooms. Each extension microphone has a **Mute** button and an LED indicator to indicate the current mute state.

Figure 2 shows an extension microphone.

Figure 2: Extension microphone



Telephone controls



Use the **Volume control** buttons to adjust the volume of the ringer and speaker.



Press the **Mute** button on the main unit or any extension speaker to mute the ringer and speaker.

Note: Pressing the **Mute** key on the extension microphone toggles the mute state of the entire telephone, not just that microphone.



Press the **Line** (DN) key to access the single line and activate on-hook dialing. No status icon or LED is provided.



Press the **Release** key to terminate an active call.



Press the **Hold** key to put an active call on hold. Press the **Line** (DN) key to return to the caller on hold.



Press the **Messages** key to access the callers list. See “Use the Inbox” on page 77.



Use the **Navigation** keys to scroll through menus and lists appearing on the LCD screen.



A small arrow appears on the right side of the display when there is additional text or prompts to be displayed.



Use the **Services** key to access in-call services, as described for the particular service.

OK

Soft keys are located below the LCD screen display.



>>

Press the >> soft key to toggle between the first and second row of soft keys.



Menu

Press the **Menu** soft key to access the main **menu**.



Telephone display

The IP Audio Conference Phone 2033 has two areas on the LCD screen:

- The upper display area contains single-line information for items such as the caller number, caller name, feature prompt strings, digits entered by the user, date and time information, and set information.
- The lower display area provides soft key label information.

Figure 3 shows the idle LCD screen display.

Figure 3: IP Audio Conference Phone 2033 LCD screen display



Telephone status indicators

The IP Audio Conference Phone 2033 uses three bi-color LED lights, located around the speaker, to indicate the telephone status.

Table 3 lists the telephone state corresponding to the status indicator.

Table 3: Status indicators

LEDs	Status
Solid green	Active call
Solid red	Message waiting
Flashing red	Incoming call
Blinking red	Mute

The idle telephone display also indicates if there is a message waiting, missed call, a call on hold, each with appropriate text.

Each extension microphone has an LED indicator, indicating the mute status of the telephone.

Call features and Feature Access Codes

System administration is required for call features and Feature Access Codes (FAC). Contact your system administrator to configure these features and codes on your telephone.

Call features and FACs must be assigned to your telephone and supported by system software.

Connect the IP Audio Conference Phone 2033 components

Before you begin



CAUTION

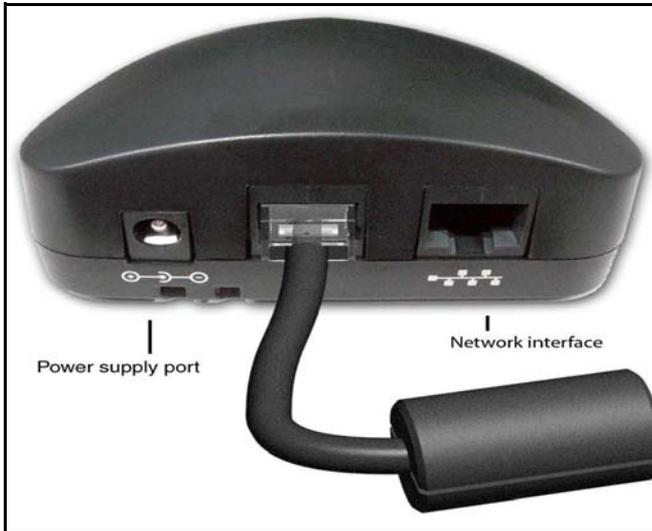
Damage to equipment

Do not plug the IP Audio Conference Phone 2033 into a regular telephone jack. Doing so results in severe damage to the IP Audio Conference Phone. Consult your system administrator to ensure that you plug your set into a 10/100BaseT network interface.

Steps

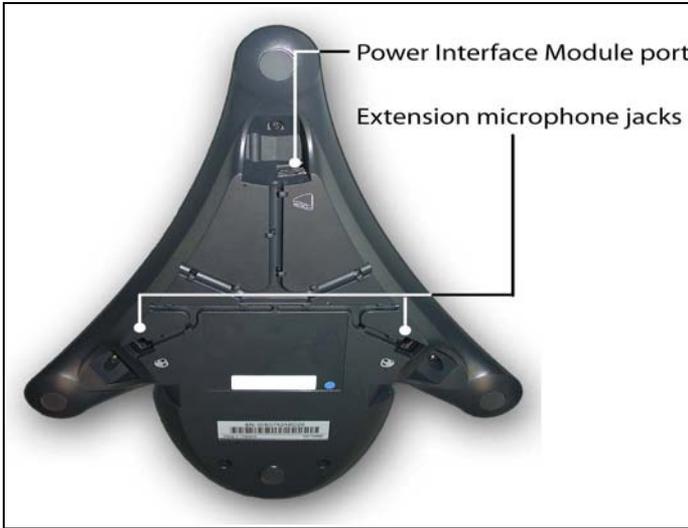
1. Connect one end of the CAT5 Ethernet cable to the network interface located on the back of the Power Interface Module (PIM) (see [Figure 4](#) on page 20). Plug the other end of the CAT5 Ethernet cable into your IP network interface.

Figure 4: Power Interface Module (PIM)



2. Connect one end of the AC power adapter cord to the power supply port located on the back of the PIM. Thread the cord through the channel on the bottom of the PIM and plug the other end into the AC power source.
3. The middle port of the PIM (see [Figure 4](#)) has an attached CAT5 Ethernet cable. Thread the cord through the channel on the bottom of the telephone, and plug it into the Power Interface Module port on the telephone. See [Figure 5](#) on page 21.

Figure 5: IP Audio Conference Phone 2033 connections



4. To connect an extension microphone, run the microphone cord through one of the channels on the bottom of the main unit, and plug it into one of the extension microphone jacks. See [Figure 5](#) on page 21.

A maximum of two extension microphones are supported.

Menu system

The IP Audio Conference Phone 2033 uses a menu system to access all the features and functions of the telephone. **Figure 7** on page 24 shows a schematic map of the menu system. This section describes the main **Menu**. The following sections of this User Guide describe subsequent menus.

To select an option in a menu, do one of the following:

- Scroll to the option, using the **Navigation** keys.
- Enter the number of the option, using the dialpad.

Main Menu display

From the main **Menu** (shown in **Figure 6**), you can:

- log off the IP Audio Conference Phone 2033
- configure the telephone settings
- access the Inbox, Outbox, and Directory functions

These functions are described in the following sections of the User Guide.

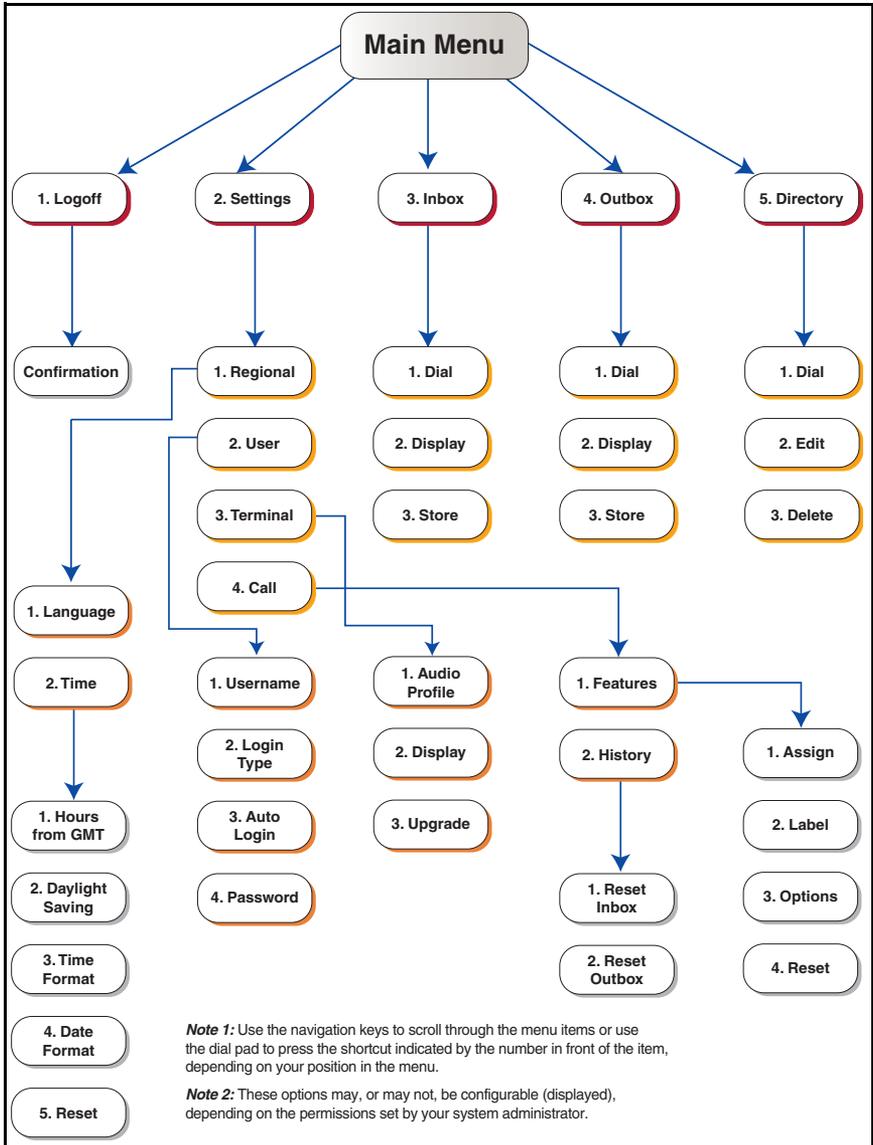
Figure 6: Main Menu



Press the **Menu** soft key to access the main **Menu**. The **Menu** soft key is always displayed. The following may also appear on the screen:

- The display reads **Missed Call(s)** if you did not answer an incoming call.
- The display reads **Message Waiting** if a caller has left you a message in your Inbox.
- The display reads **Call Held** if a call is on hold.

**Figure 7:
Menu Map**



Log in to the IP Audio Conference Phone 2033

The IP Audio Conference Phone 2033 has a Selective Gateway feature — a list of available gateways — that allows you to log in to any gateway in the system.

To log in to the telephone:



or



- Choose one of the following:
 - If the Selective Gateway feature is installed, use the **Navigation** keys to scroll and highlight the gateway to which you are logging in.
 - If the Selective Gateway feature is not installed, indicated by the display of a username prompt, type your username.
- Press the **OK** soft key.
- Enter your password.
- Press the **OK** soft key.

To log off of the telephone:



1. Press the **Menu** soft key.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Logoff**, and press the **OK** soft key.
 - Press the **1** key.

or



3. Press the **OK** soft key in the **Logoff** confirmation display.

Configure settings on the IP Audio Conference Phone 2033

The IP Audio Conference Phone 2033 **Settings** menu lists the following submenus:

- The **Regional** settings menu enables you to configure telephone preferences, such as language, date, and time.
- The **User** settings menu enables you to change your login preferences, such as username and password.
- The **Terminal** settings menu enables you to change your display settings.
- The **Call** settings menu enables you to see which call features are available on your telephone, review call history, and reset your Inbox and Outbox.

Use the Regional settings menu

Use the options in the **Regional** settings menu to:

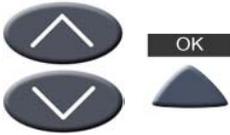
- set the language for the telephone display
- set the time and date formats on your telephone display
- set your Universal time (that is, GMT plus or minus hours)
- turn Daylight Savings Time on or off

Set the language for the telephone display

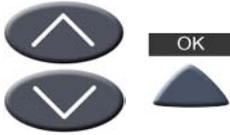
To set the language to use on the telephone display:



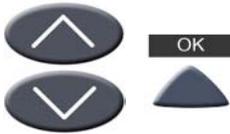
1. Press the **Menu** soft key to go to the main **Menu**.



or



or



or



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.

3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Regional**, and press the **OK** soft key.
 - Press the **1** key.

4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Language**, and press the **OK** soft key.
 - Press the **1** key.

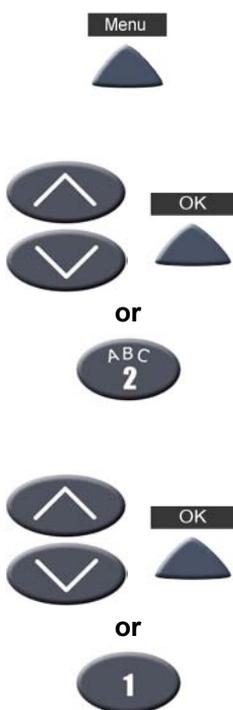
5. Use the **Navigation** keys to scroll and highlight the language you want to use on the telephone display.



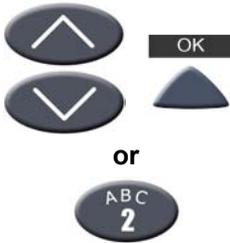
6. Choose one of the following:
 - Press the **OK** key to save the new setting.
 - Press the **Cancel** key to quit without saving.

Set the time and date options

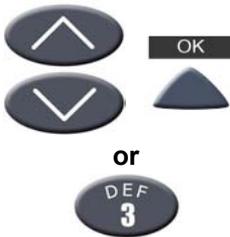
To set the time format on the telephone display:



1. Press the **Menu** soft key to go to the main **Menu**.
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Regional**, and press the **OK** soft key.
 - Press the **1** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Time**, and press the **OK** soft key.
 - Press the **2** key.



5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Time format**, and press the **OK** soft key.
 - Press the **3** key.



6. Use the **Navigation** keys to scroll and highlight the format you want to use, and press the **OK** soft key.

Note: The check mark indicates the currently selected time format.

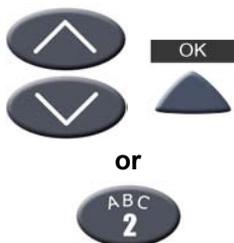


7. Press the **OK** soft key.

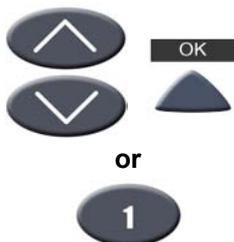
To set the date format on the telephone display:



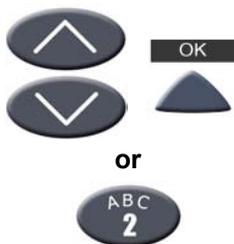
1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Regional**, and press the **OK** soft key.
 - Press the **1** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Time**, and press the **OK** soft key.
 - Press the **2** key.



5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Date format**, and press the **OK** soft key.
 - Press the **4** key.



6. Use the **Navigation** keys to scroll and highlight the format you want to use.

Note: The check mark indicates the currently selected date format.



7. Press the **OK** soft key.

To set the hours from Greenwich Mean Time (GMT):



1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.

or



- Press the **2** key.

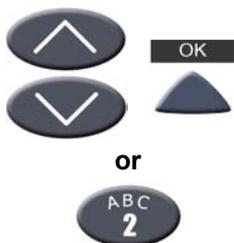


3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Regional**, and press the **OK** soft key.

or



- Press the **1** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Time**, and press the **OK** soft key.
 - Press the **2** key.

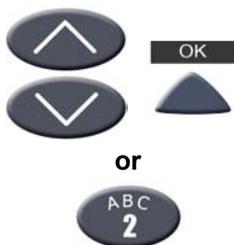


5. Choose one of the following:
 - Use the **Navigation** keys to scroll to the country and time zone, and press the **OK** soft key.

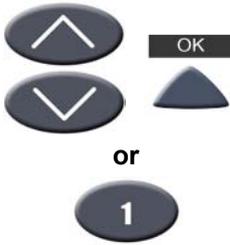
To turn Daylight Savings Time on or off:



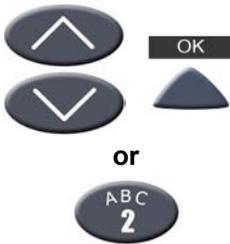
1. Press the **Menu** soft key to go to the main **Menu**.



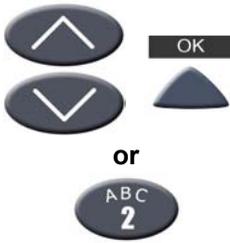
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Regional**, and press the **OK** soft key.
 - Press the **1** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Time**, and press the **OK** soft key.
 - Press the **2** key.



5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Daylight saving**, and press the **OK** soft key.
 - Press the **2** key.



6. Use the **Navigation** keys to scroll and highlight **On** or **Off**.
Note: The check mark indicates the current selection.

7. Press the **OK** soft key.

To reset the date and time options to the system defaults:



1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.

or



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Regional**, and press the **OK** soft key.
 - Press the **1** key.

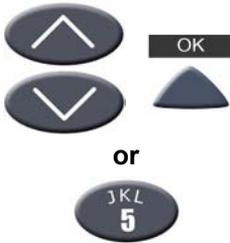
or



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Time**, and press the **OK** soft key.
 - Press the **2** key.

or





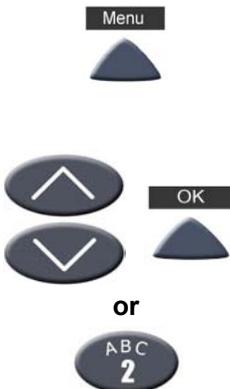
5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Reset**, and press the **OK** soft key.
 - Press the **5** key.

Use the User settings menu

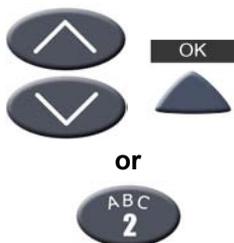
Use the options in the **User** settings menu to:

- view the username for the telephone
- view the auto login settings, and enable or disable auto login if permitted by your system administrator
- change your password

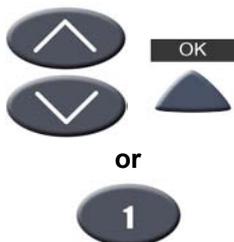
To view the username for the telephone:



1. Press the **Menu** soft key to go to the main **Menu**.
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **User**, and press the **OK** soft key.
 - Press the **2** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Username**, and press the **OK** soft key.
 - Press the **1** key.

The username appears on the screen.

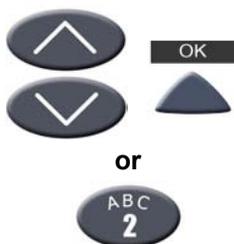


5. Press the **OK** soft key.

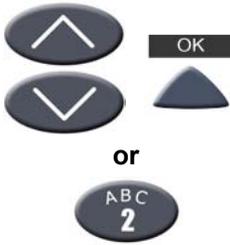
To view or enable/disable automatic login:



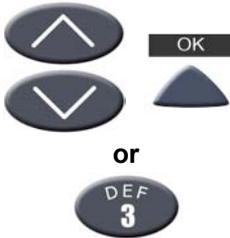
1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.

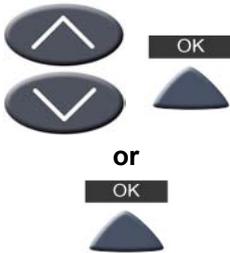


3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **User**, and press the **OK** soft key.
 - Press the **2** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Auto Login**, and press the **OK** soft key.
 - Press the **3** key.

Note: You may not have permission to edit your Auto Login functionality. Check with your system administrator.

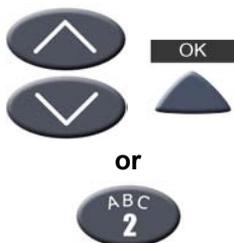


5. Choose one of the following:
 - If there is an asterisk (*) on the display, use the **Navigation** keys to enable or disable Auto Login, and press the **OK** soft key.
 - If there is no asterisk, press the **OK** soft key. You cannot edit your Auto Login functionality.

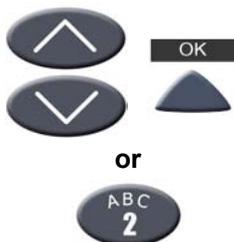
To change your password:



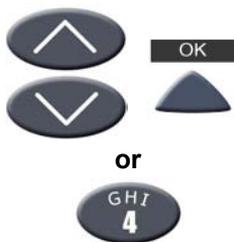
1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **User**, and press the **OK** soft key.
 - Press the **2** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Password**, and press the **OK** soft key.
 - Press the **4** key.



5. Enter your old password using the dialpad.



6. Press the **OK** soft key.



7. Enter your new password using the dialpad.



8. Press the **OK** soft key.



9. Reenter your new password to verify it.



10. Press the **OK** soft key again to save it.



Use the Terminal settings menu

Use the **Terminal** settings menu to adjust the contrast of your telephone display.

To adjust the contrast of the telephone display:



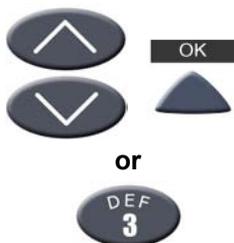
1. Press the **Menu** soft key to go to the main **Menu**.



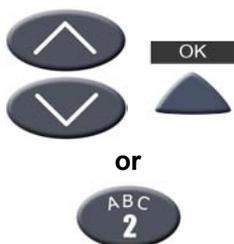
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.

or





3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Terminal**, and press the **OK** soft key.
 - Press the **3** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Display**, and press the **OK** soft key.
 - Press the **2** key.



5. Use the **Navigation** keys to increase or decrease the contrast.
6. Press the **OK** soft key.

Use the Call settings menu

Use the **Call** settings menu to:

- see what features are available on your phone
- assign feature keys
- label feature keys
- set feature key options

- reset feature keys to their defaults
- reset (clear) your Inbox or Outbox

View available features

To see which features are available on your telephone:



1. Press the **Menu** soft key to go to the main **Menu**.

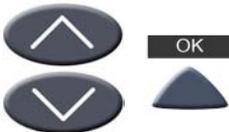


2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.

or



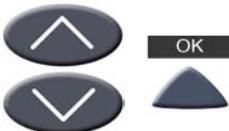
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



or



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



or





5. Use the **Navigation** keys to scroll through the list of features available on your telephone.

Assign feature keys

Note: In SN08/SE08, changes to feature keys are visible only when you log out of the IP Audio Conference Phone 2033 and log back in using an IP Phone 2002 or IP Phone 2004; or when the IP Audio Conference Phone 2033 is used in a joint session with the M6350 Softclient. The reason is that the IP Audio Conference Phone 2033 has no physical feature keys. The options are still present, but you do not see any changes because they apply only to physical feature keys.

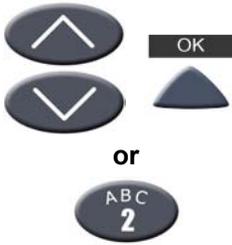
When you assign feature keys, you can do the following:

- Assign a Central features to a feature key. Central features are those features provisioned on the CS 2000 or CS 2100, including Three-Way Calling, Call Forward Universal, and Make Set Busy.
- Assign the name and number of a contact in your Directory to a feature key. This assignment implements a type of Speed Call, as you can call that contact by just pressing that feature key.
- Enable and disable AutoScroll. This functionality automatically directs you to the page that contains the active feature.
- Enable your Inbox to log all incoming calls on a DN.

To assign a Central feature to a key:



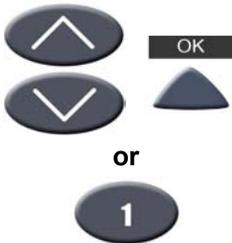
1. Press the **Menu** soft key to go to the main **Menu**.



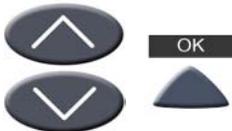
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



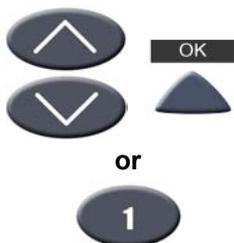
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



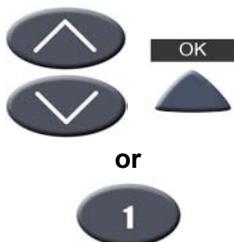
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



5. Use the **Navigation** keys to scroll and highlight the feature to be assigned, and press the **OK** soft key.



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Assign**, and press the **OK** soft key.
 - Press the **1** key.



7. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Key Type**, and press the **OK** soft key.
 - Press the **1** key.



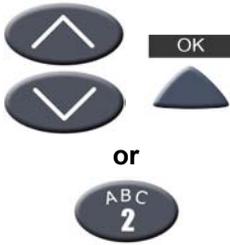
8. Use the **Navigation** keys to scroll and highlight **Central**, and press the **OK** soft key.

Note: The check mark indicates the currently selected key type.

To assign a Directory contact name and number to a key:



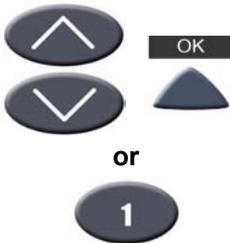
1. Press the **Menu** soft key to go to the main **Menu**.



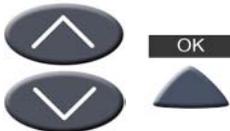
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



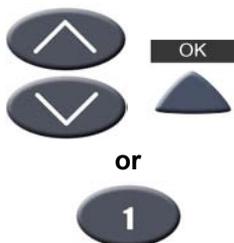
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



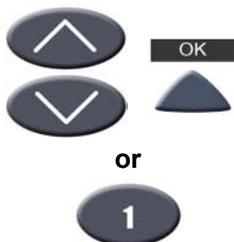
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



5. Use the **Navigation** keys to scroll and highlight the feature key to which the contact information is to be assigned, and press the **OK** soft key.



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Assign**, and press the **OK** soft key.
 - Press the **1** key.



7. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Key Type**, and press the **OK** soft key.
 - Press the **1** key.



8. Use the **Navigation** keys to scroll and highlight **Local**, and press the **OK** soft key.

Note: The check mark indicates the currently selected key type.

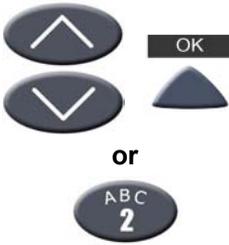


9. Use the **Navigation** keys to scroll and highlight the contact entry, and press the **OK** soft key.

To enable or disable AutoScroll:



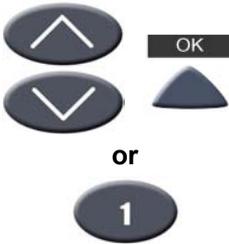
1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



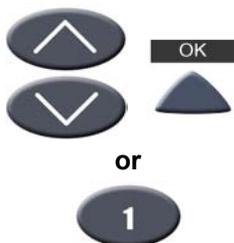
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



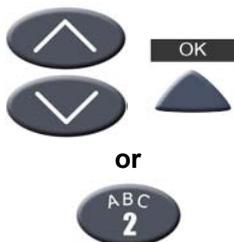
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



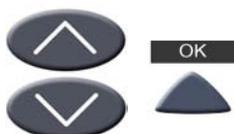
5. Press the **OK** soft key again.



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Assign**, and press the **OK** soft key.
 - Press the **1** key.



7. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **AutoScroll**, and press the **OK** soft key.
 - Press the **2** key.



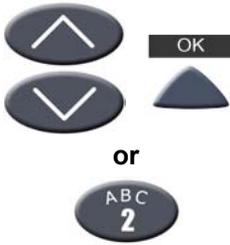
8. Do one of the following:
 - To enable AutoScroll, use the **Navigation** keys to scroll and highlight **Enabled**, and press the **OK** soft key.
 - To disable AutoScroll, use the **Navigation** keys to scroll and highlight **Disabled**, and press the **OK** key.

Note: The check mark indicates the current status of AutoScroll.

To log incoming calls in your Inbox:



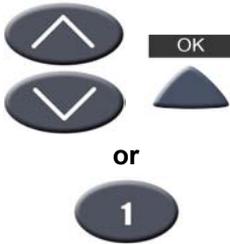
1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



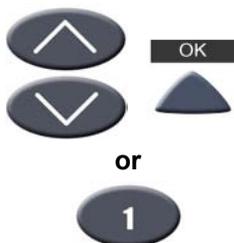
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



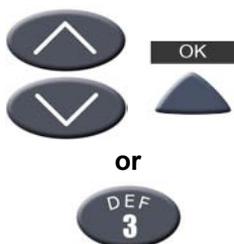
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



5. Press the **OK** soft key again.



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Assign**, and press the **OK** soft key.
 - Press the **1** key.



7. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Inbox**, and press the **OK** soft key.
 - Press the **3** key.



8. Do one of the following:
 - To enable call logging, use the **Navigation** keys to scroll and highlight **Enabled**, and press the **OK** soft key.

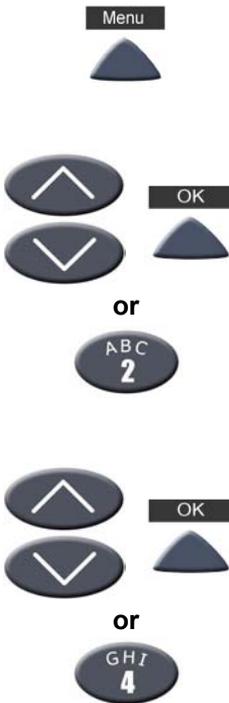
You must also assign this feature to the DN key for which you want the incoming calls logged.
 - To disable call logging, use the **Navigation** keys to scroll and highlight **Disabled**, and press the **OK** soft key.

Note: The check mark indicates the current status of this feature.

Label feature keys

Note: In SN08/SE08, changes to feature keys are visible only when you log out of the IP Audio Conference Phone 2033 and log back in using an IP Phone 2002 or IP Phone 2004; or when the IP Audio Conference Phone 2033 is used in a joint session with the M6350 Softclient. The reason is that the IP Audio Conference Phone 2033 has no physical feature keys. The options are still present, but you do not see any changes because they apply only to physical feature keys.

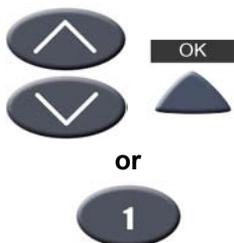
To assign a label to the feature keys:



1. Press the **Menu** soft key to go to the main **Menu**.

2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.

3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



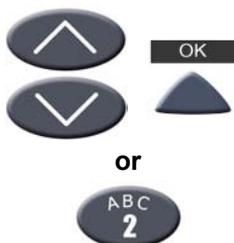
or



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



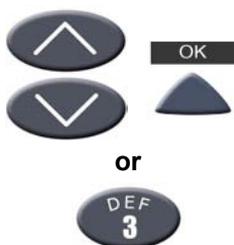
5. Use the **Navigation** keys to scroll and highlight the feature key to be relabeled, and press the **OK** soft key.



or



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Label**, and press the **OK** soft key.
 - Press the **2** key.



or



7. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Inbox**, and press the **OK** soft key.
 - Press the **3** key.



8. If necessary, press the **Delete** soft key to clear the existing label.



9. Enter the new label using the steps in "Using the dialpad to enter text" on page 93.

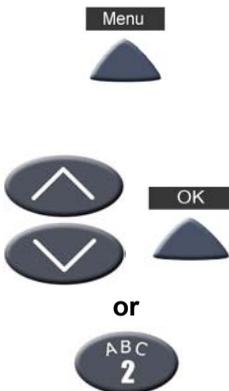
Set feature options

Note: In SN08/SE08, changes to feature keys are visible only when you log out of the IP Audio Conference Phone 2033 and log back in using an IP Phone 2002 or IP Phone 2004; or when the IP Audio Conference Phone 2033 is used in a joint session with the M6350 Softclient. The reason is that the IP Audio Conference Phone 2033 has no physical feature keys. The options are still present, but you do not see any changes because they apply only to physical feature keys.

You can set the following feature options:

- Auto Hide — Features appear only when they are available, based on the state of your telephone and administrator settings.
- Default Feature — Sets the default feature key.
- Outbox — Sets the feature key used to access your Outbox.

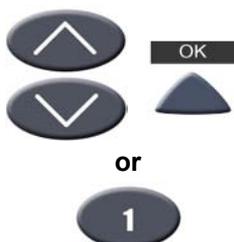
To enable or disable Auto Hide:



1. Press the **Menu** soft key to go to the main **Menu**.
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



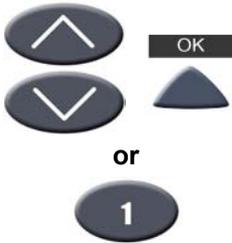
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



5. Press the **OK soft key** again.

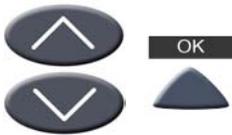


6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Options**, and press the **OK** soft key.
 - Press the **3** key.



7. Choose one of the following:

- Use the **Navigation** keys to scroll and highlight **Auto Hide**, and press the **OK** soft key.
- Press the **1** key.



8. Do one of the following:

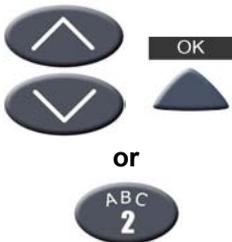
- To enable Auto Hide, use the **Navigation** keys to scroll and highlight **Enabled**, and press the **OK** soft key.
- To disable Auto Hide, use the **Navigation** keys to scroll and highlight **Disabled**, and press the **OK** soft key.

Note: The check mark indicates the current status of Auto Hide.

To set the default feature key:



1. Press the **Menu** soft key to go to the main **Menu**.

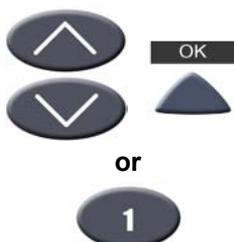


2. Choose one of the following:

- Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
- Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



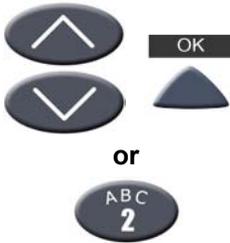
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



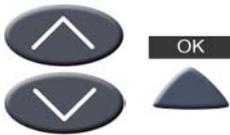
5. Press the **OK** soft key again.



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Options**, and press the **OK** soft key.
 - Press the **3** key.



7. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Default Feature**, and press the **OK** soft key.
 - Press the **2** key.



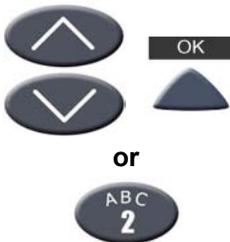
8. Use the **Navigation** keys to scroll and highlight the DN key to be assigned as the default feature key, and press the **OK** soft key.

Note: The check mark indicates the key currently assigned as the default feature key.

To assign a feature key as access to your Outbox:



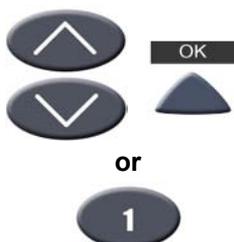
1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



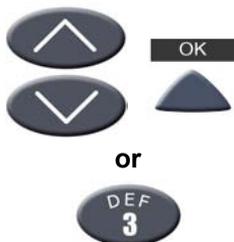
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



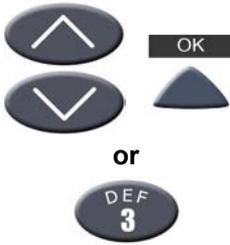
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



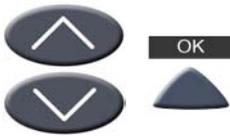
5. Press the **OK** soft key again.



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Options**, and press the **OK** soft key.
 - Press the **3** key.



7. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Outbox**, and press the **OK** soft key.
 - Press the **3** key.



8. Use the **Navigation** keys to scroll and highlight the DN key to be assigned as the Outbox access key, and press the **OK** soft key.

Note: The check mark indicates which DN key is selected. Calls from this DN will be logged and available from the Outbox.

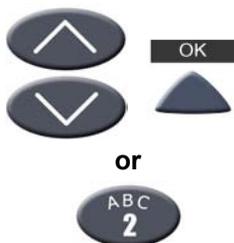
Reset the feature keys to their defaults

Note: In SN08/SE08, changes to feature keys are visible only when you log out of the IP Audio Conference Phone 2033 and log back in using an IP Phone 2002 or IP Phone 2004; or when the IP Audio Conference Phone 2033 is used in a joint session with the M6350 Softclient. The reason is that the IP Audio Conference Phone 2033 has no physical feature keys. The options are still present, but you do not see any changes because they apply only to physical feature keys.

To reset the feature keys to their defaults:



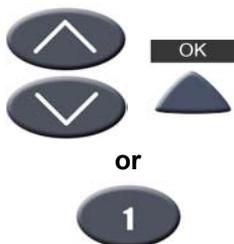
1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



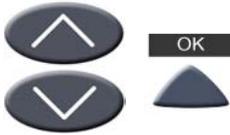
3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature**, and press the **OK** soft key.
 - Press the **1** key.



5. Press the **OK soft key** again.



or



Yes



6. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Reset**, and press the **OK** soft key.
 - Press the **4** key.

7. Press the **Yes** soft key.

Reset the Inbox and Outbox

To reset the Inbox:



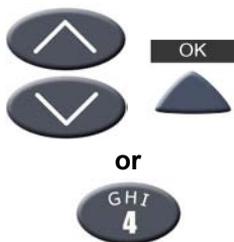
1. Press the **Menu** soft key to go to the main **Menu**.



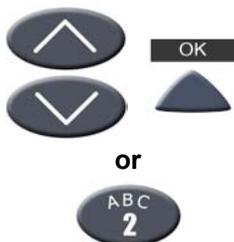
or



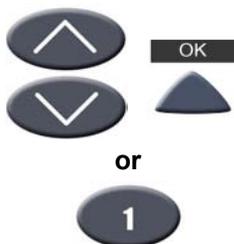
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **History**, and press the **OK** soft key.
 - Press the **2** key.



5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Reset Inbox**, and press the **OK** soft key.
 - Press the **1** key.

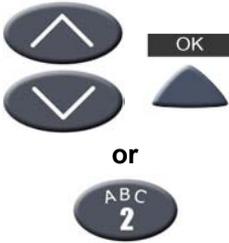


6. Choose one of the following:
 - Press the **OK** soft key to reset the Inbox.
 - Press the **Cancel** soft key to quit without resetting the Inbox.

To reset the Outbox:



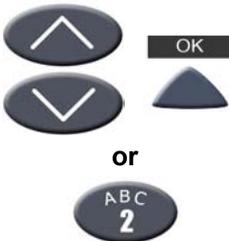
1. Press the **Menu** soft key to go to the main **Menu**.



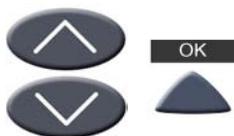
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Settings**, and press the **OK** soft key.
 - Press the **2** key.



3. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Call**, and press the **OK** soft key.
 - Press the **4** key.



4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **History**, and press the **OK** soft key.
 - Press the **2** key.



or



OK



or

Cancel



5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Reset Outbox**, and press the **OK** soft key.
 - Press the **2** key.

6. Choose one of the following:
 - Press the **OK** soft key to reset the Outbox.
 - Press the **Cancel** soft key to quit without resetting the Outbox.

Make a call

This section describes features associated with making a call. There are several ways to make a call from an IP Audio Conference Phone 2033.

In addition to the ways described in this section, you can also make a call directly from your Inbox, Outbox, or Directory. Refer to “Additional features” on page 77.

Steps



1. Press the **Line** (DN) key.



2. Dial the number.



3. Press the **Release** key to terminate an active call.

Use Predial

Use the Predial feature to enter, preview, and edit numbers before dialing.

To use Predial:



1. Without selecting the **Line** (DN) key, enter the number to be dialed.



or

OK



2. Choose one of the following to dial the number:
 - Press the **Line** (DN) key.
 - Press the **OK** soft key.

To edit a predialed number:



Delete



or

>>

BKspc



1. Without selecting the **Line** (DN) key, enter the number to be dialed.
2. Choose one of the following:
 - To erase all numbers, press the **Delete** soft key. Re-enter numbers to be dialed.
 - To change individual numbers, press the **>>** key, then the **Backspace (BKspc)** soft key to backspace. Reenter a new number.



3. Press the **Line** (DN) key to dial the number.

Use Speed Call

Use the Speed Call feature to place internal and external calls by dialing a one-, two-, or three-digit **Speed Call** code.

To create a Speed Call number:



1. Press the * key and enter the **Speed Call FAC**.



2. At the prompt:
 - Enter a one-, two-, or three-digit number (0-999) for the **Speed Call** code.
 - If required, enter the access code (for example, 9).
 - Enter the telephone number (internal, external, or long-distance number).



3. Press the * key and enter the **Speed Call FAC** again to save the **Speed Call** code and number.

To make a Speed Call:



1. Press the **Line (DN)** key.



2. Press the * key and enter the **Speed Call FAC**.



3. Dial the **Speed Call** code to automatically dial the number.

Answer a call

Each incoming call causes the telephone to ring and the status indicator lights to flash red.

To answer a call:



Press the **Line** (DN) key.

While on an active call

This section describes features available during an active call.

Place a call on hold

Use the Hold feature when talking on one line and another call arrives on a second line. Retain the original call by putting it on hold, and then answer the second call. When a call is on hold, **Call Held** displays on the screen.

To place a call on hold:



Press the **Hold** key.

To retrieve a call on hold:



Press the **Line** (DN) key.

Transfer a call

Use the Transfer feature to redirect a call to the appropriate person.

To use the Transfer feature to direct a call to a third party:



1. During an active call, press the **Services** key. The original call is put on hold, and a dial tone sounds.



2. Dial the DN to which the call is transferred.



3. When that number rings or a person answers, press the **Services** key to connect the calling party.



4. Press the **Release** key.

To return to the original call, if the transfer is incomplete:



If the person called is not available, press the **Line** (DN) key to reconnect to the original call.

Use Call Park

Use the Call Park feature to hold temporarily (park) and retrieve a call from any telephone. Using Call Park does not tie up a line and, when configured network-wide, can be used across networks.

To park a call on your own DN:



1. During an active call, press the **Services** key.



2. Press the * key and enter the **Call Park** FAC.



3. Press the **Release** key.

To park a call on a DN other than your own DN:



1. During an active call, press the **Services** key.



2. Press the ***** key and enter the **Call Park** FAC.



3. Dial the DN where you want to park the call. You will hear a confirmation tone.



4. Press the **Release** key.

To retrieve a parked call:



1. Press the **Line** (DN) key.



2. Press the ***** key and enter the **Call Park** FAC.



3. Dial the DN where you parked the call.

Note: If a parked call is not retrieved within a specified time period, it rings back to your telephone or the attendant.

While away from your desk

This section describes a feature that is used when you are away from your desk.

Use Call Forward

Use the Call Forward feature to direct incoming calls to ring on another line (DN).

To forward your calls or change the forward number:



1. Press the **Line** (DN) key.



2. Press the ***** key and enter the **Call Forward** FAC.



3. Dial the DN where you want to forward your calls.

To deactivate Call Forward:



1. Press the **Line** (DN) key.



2. Press the ***** key and enter the **Call Forward** FAC.

Talk with more than one person

This section describes a feature that enables conversations between more than two people.

In addition to setting up a conference call, you can also use the IP Audio Conference Phone 2033 for audio conferences. Contact your system administrator for information on accessing audio bridge applications.

Set up a conference call

Use the Conference feature to set up a conference call for three people, including yourself.

To set up a conference call:



1. While on a call, press the **Services** key to place the call on hold. You receive dial tone.



2. Dial the number of the first person you want to add to the conference call. You can talk privately to that person at this time.



3. For each additional person you want to add to the conference call:
 - a. Press the **Services** key to place the call on hold. You receive dial tone.
 - b. Dial the number of the person to be added to the call.



4. Press the **Services** key to conference all parties together.

If the person you attempt to add to the conference is unavailable:



Press the **Release** key.

Work without interruption

This section describes a feature that provides uninterrupted work time.

Use Make Set Busy

Use the Make Set Busy feature to make your telephone appear busy to all callers.

To activate Make Set Busy:



1. Press the **Line** (DN) key.



2. Press the * key and enter the **Make Set Busy** FAC.

To deactivate Make Set Busy:



1. Press the **Line** (DN) key.



2. Press the * key and enter the **Make Set Busy** FAC.

Additional features

This section describes the following additional features:

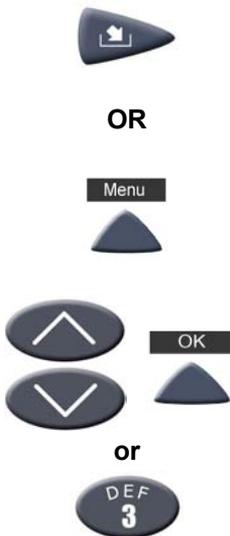
- Inbox
- Outbox
- Directory

Use the Inbox

The Inbox keeps a record of all incoming calls.

Note: To clear the list of callers from your telephone, follow the instructions in “To reset the Inbox:” on page 62.

To view the list of callers:



1. Choose one of the following:
 - Press the **Messages** key.
 - Press the **Menu** soft key to go to the main **Menu** and choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Inbox**, and press the **OK** soft key.
 - Press the **3** key.

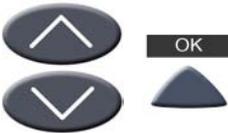


2. Use the **Navigation** keys to scroll through the list of callers.

To dial a number in the list of callers:



OR



or



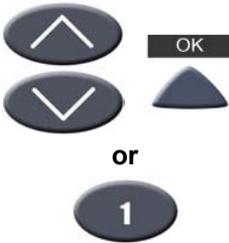
1. Choose one of the following:
 - Press the **Messages** key.
 - Press the **Menu** soft key to go to the main **Menu** and choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Inbox**, and press the **OK** soft key.
 - Press the **3** key.



2. Use the **Navigation** keys to scroll through the list of callers and highlight the caller you want to dial.

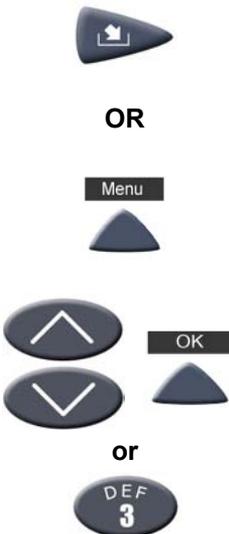


3. Press the **OK** soft key.



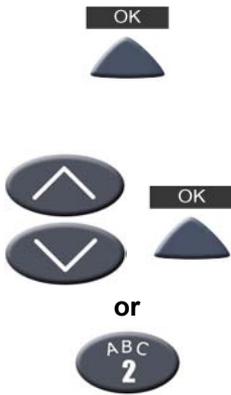
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Dial**, and press the **OK** soft key.
 - Press the **1** key.

To display the details about a call in the list of callers:



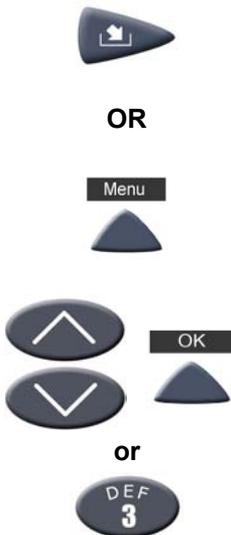
1. Choose one of the following:
 - Press the **Messages** key.
 - Press the **Menu** soft key to go to the main **Menu** and choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Inbox**, and press the **OK** soft key.
 - Press the **3** key.
2. Use the **Navigation** keys to scroll through the list of callers and highlight the caller.





3. Press the **OK** soft key.
4. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Display**, and press the **OK** soft key.
 - Press the **2** key.

To store a number from the list of callers in the Directory:



1. Choose one of the following:
 - Press the **Messages** key.
 - Press the **Menu** soft key to go to the main **Menu** and choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Inbox**, and press the **OK** soft key.
 - Press the **3** key.



- Use the **Navigation** keys to scroll through the list of callers and highlight the number you want to store in the Directory.



- Press the **OK** soft key.



- Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Store**, and press the **OK** soft key.
 - Press the **3** key.

Use the Outbox

The Outbox keeps a record of all calls made from your telephone.

Note: To clear the list of calls from your telephone, follow the instructions in “To reset the Outbox:” on page 64.

To view the list of calls:



- Press the **Menu** soft key to go to the main **Menu**.



or



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Outbox**, and press the **OK** soft key.
 - Press the **4** key.
3. Use the **Navigation** keys to scroll through the list of calls.

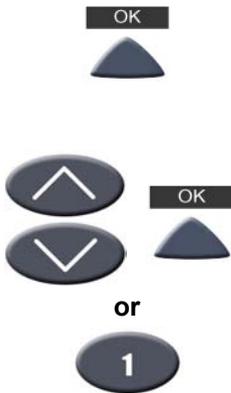
To dial a number in the list of calls:



or



1. Press the **Menu** soft key to go to the main **Menu**.
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Outbox**, and press the **OK** soft key.
 - Press the **4** key.
3. Use the **Navigation** keys to scroll through the list of calls and highlight the number you want to dial.

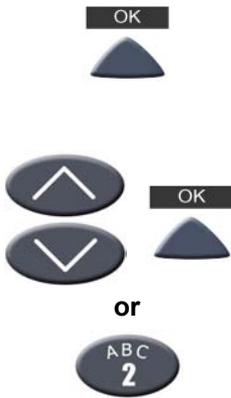


4. Press the **OK** soft key.
5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Dial**, and press the **OK** soft key.
 - Press the **1** key.

To display the details for a call in the list of calls:



1. Press the **Menu** soft key to go to the main **Menu**.
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Outbox**, and press the **OK** soft key.
 - Press the **4** key.
3. Use the **Navigation** keys to scroll through the list of calls and highlight the number.

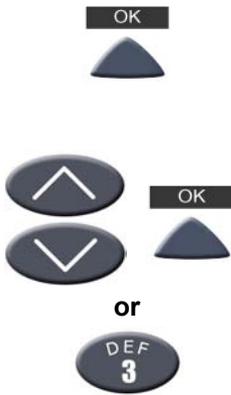


4. Press the **OK** soft key.
5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Display**, and press the **OK** soft key.
 - Press the **2** key.

To store a number from the list of calls in the Directory:



1. Press the **Menu** soft key to go to the main **Menu**.
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Outbox**, and press the **OK** soft key.
 - Press the **4** key.
3. Use the **Navigation** keys to scroll through the list of calls and highlight the number you want to store in the Directory.



4. Press the **OK** soft key.

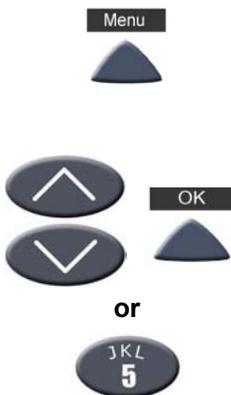
5. Choose one of the following:

- Use the **Navigation** keys to scroll and highlight **Store**, and press the **OK** soft key.
- Press the **3** key.

Use the Directory

The Directory contains a list of names and telephone numbers of contacts.

To view entries in the Directory:



1. Press the **Menu** soft key to go to the main **Menu**.

2. Choose one of the following:

- Use the **Navigation** keys to scroll and highlight **Directory**, and press the **OK** soft key.
- Press the **5** key.



3. Use the **Navigation** keys to scroll through the list of contacts.

To add a contact to the Directory:



1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Directory**, and press the **OK** soft key.
 - Press the **5** key.

or



3. Use the **Navigation** keys to scroll and to the end of the list of contacts and highlight **[New Entry]**.



4. To enter the new contact's number:



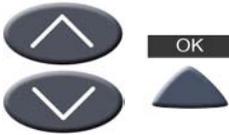
- a. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Number**, and press the **OK** soft key.
 - Press the **1** key.

or





b. Enter the new contact's number.



5. To enter the new contact's last name:

a. Choose one of the following:

- Use the **Navigation** keys to scroll and highlight **Surname**, and press the **OK** soft key.
- Press the **2** key.

or



b. Enter the new contact's last name using the steps in "Using the dialpad to enter text" on page 93.



6. To edit the new contact's first name:

a. Choose one of the following:

- Use the **Navigation** keys to scroll and highlight **First Name**, and press the **OK** soft key.
- Press the **3** key.

or

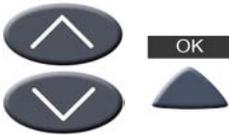


b. Enter the new contact's first name using the steps in "Using the dialpad to enter text" on page 93.



7. Choose one of the following to save your changes:

- Use the **Navigation** keys to scroll and highlight **Save**, and press the **OK** soft key.
- Press the **5** key.



or



To call a contact:



or



or



1. Press the **Menu** soft key to go to the main **Menu**.
2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Directory**, and press the **OK** soft key.
 - Press the **5** key.
3. Use the **Navigation** keys to scroll and highlight the contact you want to call.
4. Press the **OK** soft key.
5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Dial**, and press the **OK** soft key.
 - Press the **1** key.

To edit a contact's information:



1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Directory**, and press the **OK** soft key.
 - Press the **5** key.

or



3. Use the **Navigation** keys to scroll and highlight the contact you want to edit.



4. Press the **OK** soft key.



5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Edit**, and press the **OK** soft key.
 - Press the **2** key.

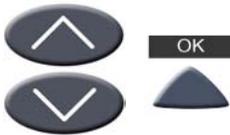
or



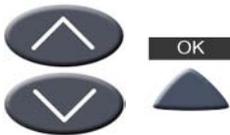
6. Press the **OK** soft key.



or



or



or



7. To edit the contact's number:
 - a. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Edit number**, and press the **OK** soft key.
 - Press the **1** key.
 - b. Enter the contact's new number.

8. To edit the contact's last name:
 - a. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Edit Surname**, and press the **OK** soft key.
 - Press the **2** key.
 - b. Enter the contact's last name using the steps in "Using the dialpad to enter text" on page 93.

9. To edit the contact's first name:
 - a. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Edit First Name**, and press the **OK** soft key.
 - Press the **3** key.



- b. Enter the contact's first name using the steps in "Using the dialpad to enter text" on page 93.



10. To set the format of feature keys:
- a. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Feature Key Format**, and press the **OK** soft key.
 - Press the **4** key.



11. Choose one of the following to save your changes:
- Use the **Navigation** keys to scroll and highlight **Save**, and press the **OK** soft key.
 - Press the **5** key.

To remove a contact from the Directory:



1. Press the **Menu** soft key to go to the main **Menu**.



2. Choose one of the following:
- Use the **Navigation** keys to scroll and highlight **Directory**, and press the **OK** soft key.
 - Press the **5** key.



3. Use the **Navigation** keys to scroll and highlight the contact you want to remove from the Directory.
4. Press the **OK** soft key.
5. Choose one of the following:
 - Use the **Navigation** keys to scroll and highlight **Delete**, and press the **OK** soft key.
 - Press the **3** key.

Using the dialpad to enter text

To enter text using the dialpad, perform the following steps:

1. For each letter:
 - a. Repeatedly press the numeric key corresponding to the desired letter until the letter is displayed. For example, to select **b**, press the **2** key two times. To select **B**, press the **2** key four times.
 - b. Press the **>>** key to save the letter and move to the next letter.
 - c. If required, press the **BkSpc** key to correct the previous letter(s).
2. Press the **OK** soft key to save the entry.

Feature Access Codes (FACs)

Contact your system administrator for a list of features available on your telephone set and the corresponding Feature Access Codes. Use this worksheet to keep track of the FACs.

Feature	FAC	Feature	FAC

Note: When entering an FAC, remember to press the * key first. For example, press * 111 to activate Call Forward.

Terms you should know

Attendant

A telephone operator in your organization.

Calling Party Name Display

Information, such as the caller's name and telephone number, appearing on the LCD screen. The system must have CPND enabled.

Category 5 (CAT5)

Balanced 100 Ohm Ethernet cable and associated connecting hardware whose transmission characteristics are specified up to 100 MHz. CAT5 cable is used by 10BaseT, 100BaseT4, and 100BaseTX installations. The cable normally has four pairs of copper wire.

Communication Server 2000/2100

Your office communications system.

Date/time display

The current date and time, displayed when the telephone is in an idle state.

Directory Number (DN)

A number consisting of one to seven digits for a telephone. Also known as an *extension number*.

Fastbusy

An audio signal indicating that all outgoing lines are busy or an error condition exists (for example, a misdialed number).

Feature Access Codes (FACs)

Specialized codes entered using the dialpad that enable features (for example, Call Park).

Fixed key

The hard-labeled keys on your telephone.

Indicator

An LED that indicates the status of a feature by the flash, wink, steady on, or off.

Information display

Any display of call activity, lists, prompts, and status of calls. On the IP Audio Conference Phone 2033, this information area is a one-line by 24-character area. If the text message exceeds this area, a scroll arrow icon indicates that you must use the scroll keys to view the remaining text.

Information line

A one-line by 24-character area that displays date and time or application information.

Interrupted dial tone

A broken or pulsed dial tone, heard when you access some features on your telephone.

Message waiting indicator/Incoming call indicator

An LED that indicates the status of a feature by the flash, wink, steady on, or off.

Messages key

A fixed key on the IP Audio Conference Phone 2033 that connects to your Inbox when the key is pressed.

Navigation keys

Keys used to scroll through menus and lists appearing on the LCD screen.

Off-hook

Any line selected to make a call or receive an incoming call. The term *off-hook* is applied whether (a) the user presses a line key, (b) the call is automatically answered at the set, or (c) a line is automatically selected for an outgoing call.

Release key

A fixed key used to end an active call.

Ringback/ring tone

A sound indicating that a call you have made is ringing at its destination.

Services key

A fixed key used to access features such as Call Transfer, Call Park, Call Forward, and Conference Call.

Shared Directory Number

A DN (extension) that is shared by two or more persons.

Soft keys (self-labeled)

A set of keys programmed by your system administrator. These three keys, where required, map to four soft keys. In this case, the >> soft key is used to toggle between the first two and last two soft keys.

Special dial tone

The three consecutive tones followed by dial tone that you hear when accessing telephone features.

Status Messages

A message displayed to inform the user of important information. A right arrow appears if more than one Status Message is present.

System or Switch

Your office communications system.

User Interface

Screen displays that interact with the user as a result of an action or event.

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