

Hot Desking User Manual

Introduction

The Cloud Communications system hotdesking feature allows a user to login on any hotdesk phone to make receive and make calls on that phone with his personal number. The user will also have access to his personal speed dial keys and function keys on the hotdesk phone while logged in. Once logged out, the hotdesk phone is available for a new user.

This guide for the hotdesk user describes how a user can log into and out of a hotdesk phone.

Login

A Hotdesk phone which is not currently in use will display a Login Soft key.

Press the softkey and enter your user number (extension number).

At the prompt, enter your PIN. (This is the same PIN that you use for voicemail).

The phone will display 'Success' and import all of your personal settings including speed dials and function keys. It takes approximately 1 minute for the hotdesk phone to be fully re-configured with the new users' settings.

If the login details are incorrect the phone will display 'Invalid User Details'.

Alternatively, you can simply dial *66*Extension Number# and press Send. Then enter your PIN code to complete the login.

Logout

Press the PBX button and select Hotdesk Logout and confirm

Or, you may define a softkey as a Hotdesking Logout key in your user portal.

Alternatively, simply dial *66# to logout and return this phone to the hotdesking pool.

If you have a personal desk phone and you login to a hotdesk phone, you will be logged out of your personal desk phone.

In order to use your personal desk phone again, you must log back in to it.

If you have previously logged out of the hotdesk phone, your personal desk phone is automatically re-activated.