



567 Brunswick ST

Sebewaing, MI 48759

T: 989-883-3411 – F: 989-883-9313 – E: magic@abadata.com

Hot Desking How To & Help Sheet

Hot Desking (or Hotel mode as it is sometimes referred to as) is a simple way to allow one telephone handset to service multiple users, and consequently their extension numbers. In the example that we are going to give here, 200 is the **PHYSICAL** device extension number. 100 is the extension number of the **USER** that is going to hot desk using that physical extension.

Logging In

To log in to a physical extension, John Doe needs to activate Hotdesking.

- From phone extension 200, John Doe will dial *44.
 - He will be asked to Enter his Account Number (100)
 - He will be asked to Enter Password (voicemail pin) followed by Pound.
 - The current device owner will be announced, and he will be prompted by pressing 2 to take ownership of the device.
 - If he presses 2 and assumes ownership of Device 200, there will be a confirmation, stating the new device owner.

Logging Out

Logging out associates the device to the Extension

- From Extension 200, John Doe will dial *46 to relinquish ownership of Extension 200.
- He will be asked for his Voicemail Password followed by the Pound Key.

John Doe is not required to log out for another person to log into the phone. If Jane Doe logs into extension 200, John Doe will automatically be logged out.

Note: Hot desking is available on most phones. We do need to know in advance to set special program switches on the phone to turn on hot desking on the physical device.