

Advanced PBX – Hot Desking Guide

Moving to Another Desk

If you are relocating permanently to another workstation, the simplest option is to move your handset.

1. Disconnect your handset from your current desk.
2. Reconnect the handset at your new desk network point.

Your extension will continue to operate normally once the phone reconnects.

Temporary Desk Changes

If you are only moving temporarily, you can use the Hot Desking feature.

Hot desking allows you to log into another phone and temporarily use your own extension, including your extension number, voicemail access, call permissions and user settings.

Note: When hot desking is enabled, outbound calls will display the temporary extension details of the phone you are logged into.

Hot Desking – Activate

1. Dial *70
2. Enter your extension number (example: 401)
3. Enter your voicemail PIN (9 + extension number) example: 9401
4. Press 2 to change ownership

You are now logged into that phone.

Hot Desking – Deactivate

1. Dial *40

2. Enter your voicemail PIN (9 + extension number) example: 9401

Your extension will now log out of the temporary handset.

Need Help?

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