

# Hot Desking

Hot Desking is a feature that allows your business the practice of not assigning permanent desks in a workplace, so that employees may work at any available desk.

From a managerial perspective, Hot Desking is attractive because it can cut overhead costs significantly. However, the concept won't work in environments where employees are expected to be in the office most of the time. \* Hot Desking must be configured before using, please see your system administrator or open a ticket with support before attempting to use.

## How to Use Hot Desking

1. From the Hot Desking telephone Press the "Please login" button or dial \*555#
2. The system will prompt you for your extension number.
3. Next enter your PIN followed by the # key.
4. The system will prompt you for a successful login and reboot and be auto provisioned to your extension number.
5. Once the phone completes the reboot all communications from the phone will be done under your extension.

## Logging Out of Hot Desking

When you are done for the day and ready to leave you must log off to allow other people to use the telephone.

1. From the Hot Desking telephone dial \*555#
2. The system will prompt you for your extension number.
3. Next enter your PIN followed by the # key.
4. The system will prompt you upon successful logout.

**\*\*\*** If you were registered at another phone when logging in, that phone will reboot too and be auto provisioned with dynamic extension. If extension is in use, phone will reboot once the call ends. Phones provisioned with dynamic extension

will not be able to dial anything but Hot Desking IVR.

**\*\*\*** Emergency numbers can be dialed even if the hot desking device is not logged in.

[List of compatible hot desking phones.](#)

[https://support.firelinecommunications.com/wp-content/uploads/2023/08/Hot\\_Desking.mp4](https://support.firelinecommunications.com/wp-content/uploads/2023/08/Hot_Desking.mp4)

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