



Hot desking using the Voice Portal

You can work from a hot desk phone by associating yourself to it via the Voice Portal. This can be done from the hot desk phone itself using the following steps:

1. From the hot desk phone, dial *62 to access the Voice Portal.
2. Press * when prompted to enter your pass code. (You are not calling from your own phone).
3. Enter your mailbox ID (extension number) when prompted to do so.
4. Enter your pass code when prompted to do so, followed by #.
5. Press 7 to change your hot desk options.
6. To associate with the phone (host), press 2.

Logging out (dissociating) from the phone

1. From the hot desk phone, dial *62 to access the Voice Portal.
2. Press * when prompted to enter your pass code. (You are not calling from your own phone).
3. Enter your mailbox ID (extension number) when prompted to do so.
4. Enter your pass code when prompted to do so, followed by #.
5. Press 7 to change your hot desk options.
6. To dissociate from the phone (host), press 3.