



## 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. Press the “GuestIn” softkey.
2. Enter your user ID (this is your extension number).
3. Press the down arrow key
4. Enter password (this is your Voice Portal pass-code)
5. Press the OK softkey – the phone will then verify your credentials.
6. Once successfully associated, the displayed extension number on the phone will change to your extension number.

## Logging out (dissociating) from the phone

1. Press the “GuestOut” softkey.
2. The displayed extension number will return to that of the hot desk phone.