

HOT-DESKING A PHONE

SAANICH SCHOOL'S NEW PHONE SYSTEM

WHAT IS HOT-DESKING?

In our phone system, some phones have an extension that represents a space (Shared Phone/Classroom Phone) and some phones have an extension that represents a person.

A hot-desking phone represents a phone that is waiting for a person to sign into it. Hot-desk phones are primarily found in a shared office where people need to be contacted directly, and they do not overlap in their schedule.

Any phone that is a dedicated phone (always a person's name) can also be logged into.

LOGGING INTO A HOT-DESK PHONE

A hot-desk phone will typically say "Available" in the top left corner. When it is in the available state, you will see a Log On button in the lower left corner.

1. Press the button next to **Log On**
2. Enter your **extension** number, followed by the # (pound) key and then your **PIN** when prompted
3. Your phone will now log in as you (it may take 30 seconds to apply all your settings)

HOT-DESK PHONE NOTES

- The previous user might not have logged out, so it might say their name instead of "Available"
 - o Just **Dial *11** to log in as yourself
- Your account will log out automatically in 8 hours if you do not remember to do it yourself
- It would be wise to make one of your programmable keys a "Log Off" key. You can choose a "User Speed dial" and set it to *12

LOGGING IN "ON TOP OF" A DEDICATED PHONE

In some cases, it may make sense to log in over top of a dedicated phone. An example might be a job-share where the dedicated phone is logged in as a user who works 4 days a week, and you work one day a week in the same place.

In this case, there is no quick "Log On" button on the phone. Instead, **dial *11** to get the login prompt.

LOGGING OUT

While logging out is automatic after 8 hours, it is best practice to log out when you are done. **Dial *12** or set yourself a shortcut in your programmable keys.