



HOT DESK FEATURE:

To Hot Desk into another Allworx handset, perform the following steps:

1. While looking at the display of the handset, press the button beneath your display associated with the word CONFIG.
2. Using the arrows to the right of the display, arrow to **Hot Desk Login**. Press the check mark to the right of the display to accept this option.
3. You will be prompted to enter your **Extension number**. Then, press the button appearing under the word OK.
4. You will be prompted to enter your **PIN**. This is the same as your voicemail PIN. Then, press the button appearing under the word OK.
5. Calls to your extension/DID will now ring to the hot desked handset until hot desking expires or if you manually logout of hot desking before the timer expires.
6. **To logout of Hot Desk, repeat steps 1 – 4 but, choose Hot Desk Logout instead of Hot Desk Login.**

Note: When you log into another user's handset, the original user's calls will forward to their voice mailbox since the phone system does not see them as "logged in" to any handset.