HOTELING (Hot Desk)

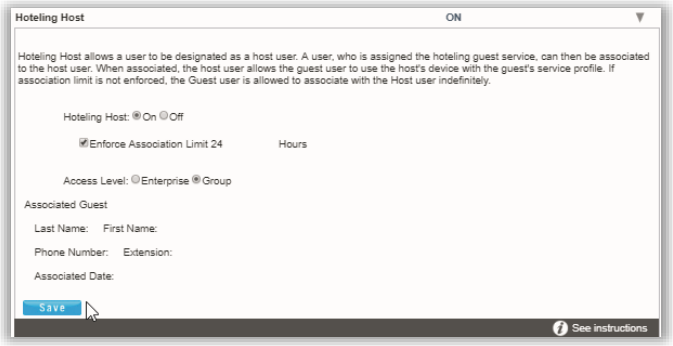
MOMENTUM

Feature Set Up

1. Sign into your user account in the Voice Services Portal website. Example: https://portal.momentumtelecom.com
2. Click on the View All Features link in the Basic Features widget on your Dashboard to select Settings.
3. Scroll down to the following feature sections to manage the **Hoteling Host** and **Hoteling Guest** settings:

Hoteling Host

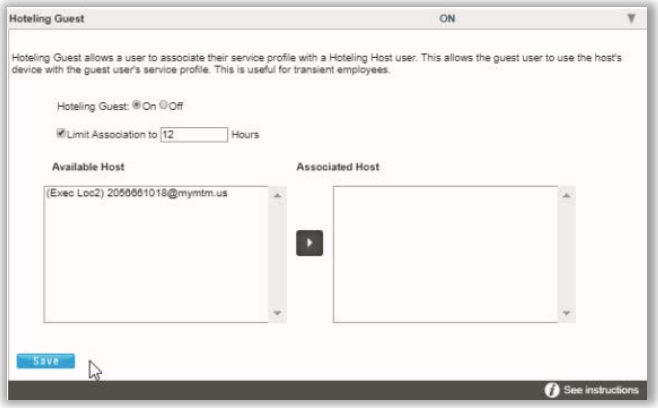
(Required to allow Hoteling Guest access to your device.) Open the *Edit* view to enable and set your device as a Hoteling Host and allow specific Hoteling Guests to select and then log into the device and use it as if it was their own device/extension for a period of time.



1. Hoteling Host: Click within a radial button to set to **On** ⊙ or **Off** ○ (default).
2. Enforce Association Limit 24 Hours: Click to place a check mark in the box ☑ to enable the limitation. If the Association limit (24hrs) is *not* enforced, Guest users are allowed to associate with the Host user's device indefinitely.
3. Access Level: Click to select ⊙ *Enterprise* or ⊙*Group*.
4. Associated Guest: Enter the requested information (Last Name, First Name, Phone Number, Extension, and the Associated Date).
5. Click Save to submit and exit the *Edit* view.

Hoteling Guest

(Required to use Hoteling on a Host Device.) Open the *Edit* view to enable and associate your account profile with a *Hoteling Host* user's device/number. Once setup, the user may log in and use the Hoteling Host's device as though it is your device/extension for a period of time.



1. Click within a radial button ⊙ to set Hoteling Guest to **On** or **Off**.
2. Limit Association to x Hours: Click to place a check mark to enable and then enter the number of Hours allowed, after which the association will be automatically ended (disassociated).
3. Highlight an Available Host number on the left and use the arrow ► to move it to the Associated Host section on the right to select it.
4. Click the Save button to submit the change and exit the *Edit* view.

Use on Phone

Associate Guest Profile to Host Device

(Log In)

1. Press the Messages ✉ button to access the Voice Portal menu on the Host Device.
2. Press the Star ★ key when prompted.
3. Enter your own extension, as requested.
4. Enter your Pass Code followed by the Pound Key (#).
5. Press 7 to Access the Hoteling Menu.
6. Press 2 to Associate your profile with this Host device Once an association is made, this device utilizes the guest user's profile for the time alloted in *Settings* or until manually disassociated.

Disassociate Guest Profile from Host Device

(Log Out)

1. Press the Messages ✉ button to access the Voice Portal menu on the Host Device.
2. Enter your Pass Code followed by the Pound Key (#).
3. Press 7 to access the Hoteling Menu.
4. Press 3 to Disassociate your profile from the Host. Once a Hoteling Guest *disassociates* from a Host device, the Host and Guest's devices are returned to normal functionality.