HOTELING (Hot Desk)



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

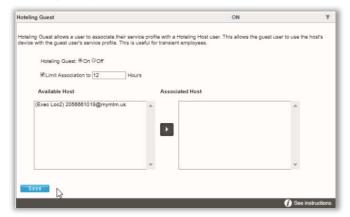
(Required to allow Hoteling Guest access to your device.) Open the *Edit* view to enable and set your device as a Hoteling Host and allow specific Hoteling Guests to select and then log into the device and use it as if it was their own device/extension for a period of time.



- 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.
- 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.



- Click within a radial button ⊙ to set Hoteling Guest to On or Off.
- Limit Association to x Hours: Click to place a check mark to <u>enable</u> 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 \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.
- 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.

