



Hot Desk: Quick Reference Guide

What is a Hot Desk Host?

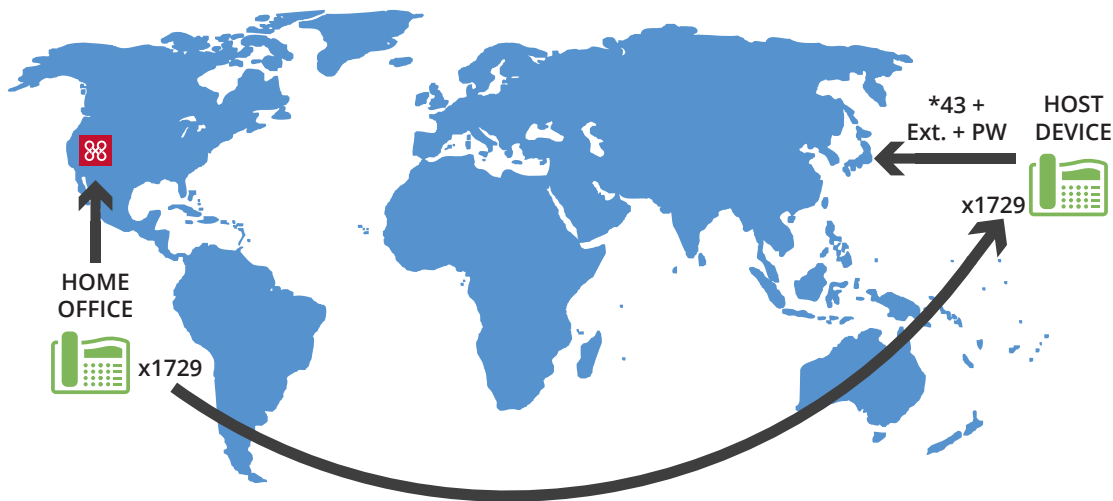
8x8 Hot Desk host is a dedicated device that can be logged in to by a guest. As an extension user, use the Hot Desk host to log in to your extension, make and receive calls, and check your messages.

What is a Hot Desk Guest?

Any extension user belonging to the same PBX as the host with a DID is eligible to log in to the extension using the Hot Desk host.

Important: Outbound dialing is not allowed from this device if you are not logged in as a guest.

Emergency: Dialing emergency service is allowed from the host. You do not need to log in as a guest.



To log in to a Hot Desk host:

1. Dial ***43**.
2. At the prompt, enter your **extension number** such as x1022.
3. Enter your voicemail **password** such as 0505.
The phone reboots and displays the user name and extension number. You can now make and receive calls like when you use your desk phone.

To log out of a Hot Desk host:

1. Dial ***43**.
2. Enter your **extension number** followed by the voicemail password.
The phone reboots and displays the host name and extension number.

To log out of a Hot Desk host remotely:

1. Log in to any virtual office client such as Virtual Office Mobile, Virtual Office Desktop, or Virtual Office Online.
2. Dial ***43**.
It logs you out from the Hot Desk host.

Note: If you forget to log out, as soon as another user logs in to the Hot Desk, your extension will be logged out.