

## Hot Desking Quick Reference Guide

### Logging On to Hot Desk

1. The Hot Desk telephone users activate their virtual extension by depressing the pre-programmed Hot Desk button on the Comdial LCD display telephone. When the button is pressed, its LED starts flashing and the system prompts you for an extension number.

2. After you enter a valid extension number, the system will prompt you (via the LCD) to enter your password. If you have previously assigned a password, enter that number, followed by the # sign.



3. If a valid password is recognized, or if you have not previously assigned a password, you will be logged onto the telephone. If the password is incorrect, you will be prompted to enter the password again.

4. When you have successfully logged onto the telephone, the Hot Desk button LED will be lit steady.

### Logging Off of Hot Desk

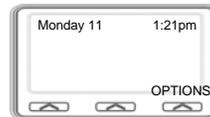
1. When the lighted Hot Desk button is depressed, the system will log the phone out of Hot Desking and the LED will extinguish. If you log in at another telephone without logging out from the previous session, the system will automatically logout that previous session.

### Programming a Password

Passwords provide a level of security for each telephone user. If you require a password to activate the Hot Desk feature, follow these steps:

#### Programming a Password on Comdial LCD Telephones with Small Screen Display

1. Press the *OPTIONS* button and then *NEXT* until *HDESK* appears.



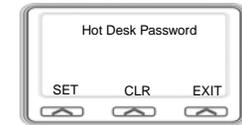
2. Press the *HDESK* button to enter the password programming screen.



3. Enter the current password if one is already programmed and then press *ENTER*, otherwise go to the next step.



4. Select *SET* to program the password or *CLR* to clear the password.



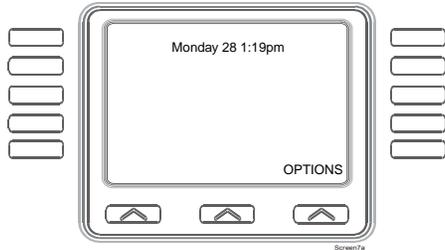
5. Enter the password from the telephone dial pad. Passwords can be from 1-8 digits in length.



6. Press *SAVE* to save the new password. The *BKSP* interactive button performs the same function as a backspace key on a regular keyboard. Press the speaker button to exit the programming mode.

## Programming a Password on Comdial LCD Telephones with Large Screen Display.

1. The display shown below is displayed during an idle condition. To program the Hot Desking password, begin by pressing the *OPTIONS* interactive button.



2. Next, press the *Programming* interactive button, then press *NEXT*.

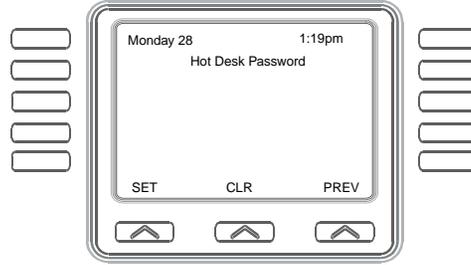


3. Press the *Hot Desk Password* button to enter the password programming screen.



4. Enter the current password if one is already programmed and then press *ENTER*, otherwise, go to the next step.

5. Select *SET* to program the password or *CLR* to clear the password, or *PREV* to return to the previous screen.



6. Enter the new password from the telephone dial pad. Passwords can be from 1-8 digits in length.



7. Press *SAVE* to save the password. The *ERASE* interactive button performs the same function as the backspace key on a regular keyboard.

8. Press the *Speaker* button to exit the programming mode.

This guide should be used with the telephone station user's guide for the model of phone you are using. Comdial publications are available for download at the Comdial website, at <http://comdial.com/ccc>.

GCA70395 06/03  
Printed in U.S.A.

# COMDIAL®

## Hot Desking Quick Reference Guide

Hot Desking provides telephone users the ability to retain specific telephone numbering, voice mail, calling preferences, and other features from any location within the telephone system.

**This guide provides you  
with instructions for using  
the Hot Desking Feature**

This document is designed for printing on both sides of the page.