

## 1 Vonage Hoteling Feature

Hoteling, also known as Hot Desking, or Shared Device, is a feature that temporarily switches the profile on one phone so another person can use their extension on it.

- User extensions and features are available on the shared device after the user signs in.
- Users are automatically signed out after a set time frame (8 Hours) if they do not manually sign out.

### 1.1 Sign in/Out of Shared Device by User

#### Sign In/Out of Shared Device by User

<b>Sign In</b>	<p>Your extension number and associated voicemail PIN are needed to sign in.</p> <ol style="list-style-type: none"><li>1. Dial <b>*40#</b>.</li><li>2. Enter the <b>Extension</b> number when prompted.</li><li>3. Enter the <b>Voicemail PIN</b> when prompted.</li></ol> <p>Once signed in, the phone downloads the profile and re-registers within 20 seconds. Certain models may reboot.</p> <p><b>NOTE:</b> Custom line display configuration (labels) may prevent the hotel extension from displaying on the device after signing in.</p>
<b>Sign Out</b>	Dial <b>*41</b> to sign out.