

## Yealink Hotelling Feature User Guide

**Hoteling**, also known as **Hotdesking** or **Roaming**, is a feature by which users can “Log In” to their Extension from any valid phone.

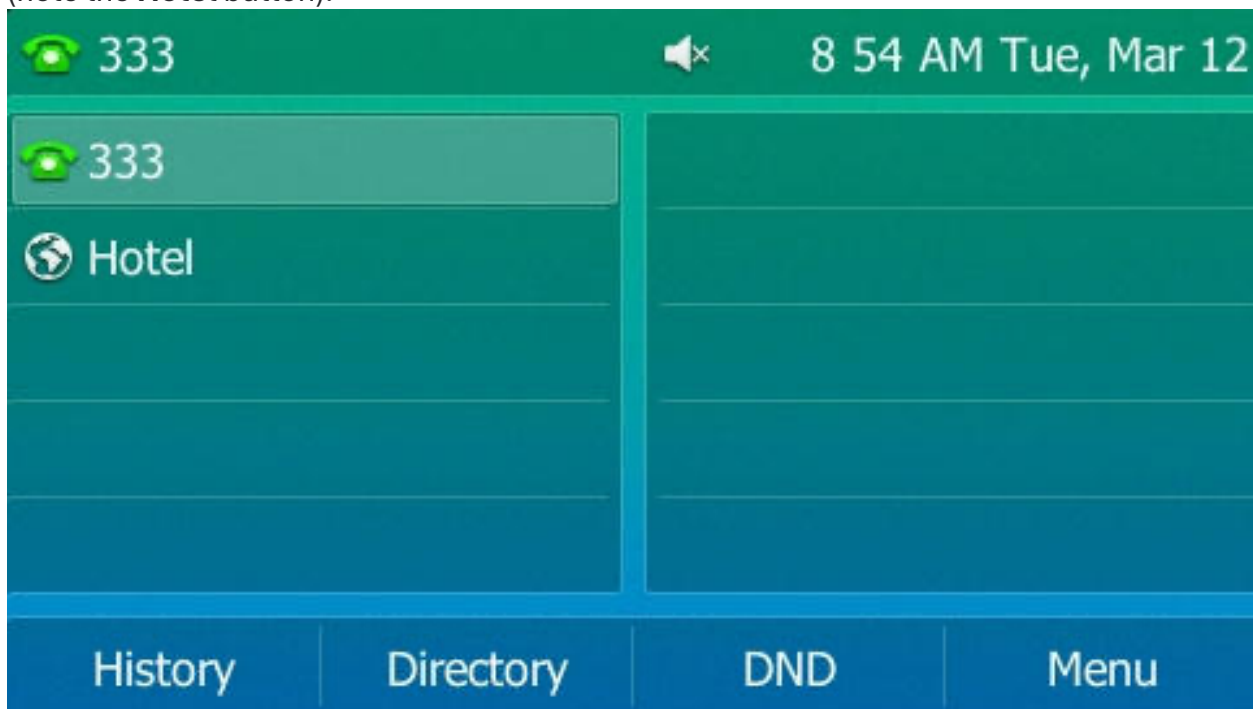
This allows for offices/desks with phones that can be used by anyone, and be able to make and receive calls on their extension on any phone.

### Prepare the Phone

The first step is to prepare the physical phone(s) that will be used for Hoteling. The steps are similar to normal Omni Extension and Phone preparation but with a few changes:

- The physical phone **must not** be assigned to any actual user extensions
  - Use generic extension numbers well outside the range of the actual used extension numbers. The Hoteling phone extension numbers are irrelevant and will not be dialed
- Use a Hoteling Template/Device Type
  - For Yealinks, **Yealink Hotel** is a good Device Type

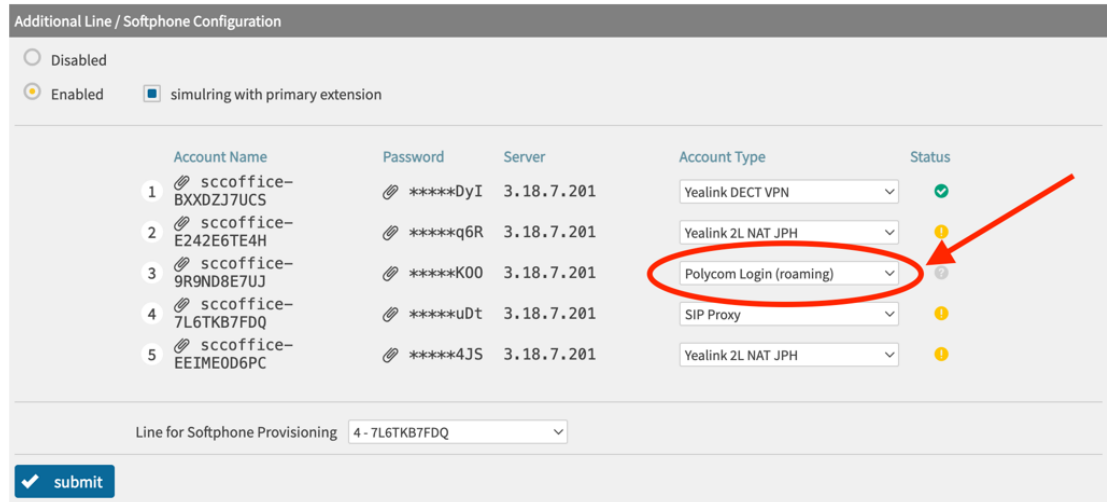
Here is what a Yealink screen would look like after being provisioned to Hotel Extension 333 (note the **Hotel** button):



## Prepare a User's Extension for Hoteling

Next, each user who will be making use of Hotel phones must have additional settings configured.

1. Go into the User's **Additional Line/Softphone** settings
2. Set one of the unused Lines as Account Type **Polycom Login (roaming)**
  - a. Note: use this regardless of whether the phone is a Polycom or not



	Account Name	Password	Server	Account Type	Status
1	sccoffice-BXXDZJ7UCS	*****DyI	3.18.7.201	Yealink DECT VPN	✓
2	sccoffice-E242E6TE4H	*****q6R	3.18.7.201	Yealink 2L NAT JPH	!
3	sccoffice-9R9ND8E7UJ	*****K00	3.18.7.201	<b>Polycom Login (roaming)</b>	!
4	sccoffice-7L6TKB7FDQ	*****uDt	3.18.7.201	SIP Proxy	!
5	sccoffice-EEIME0D6PC	*****4JS	3.18.7.201	Yealink 2L NAT JPH	!

Line for Softphone Provisioning: 4 - 7L6TKB7FDQ

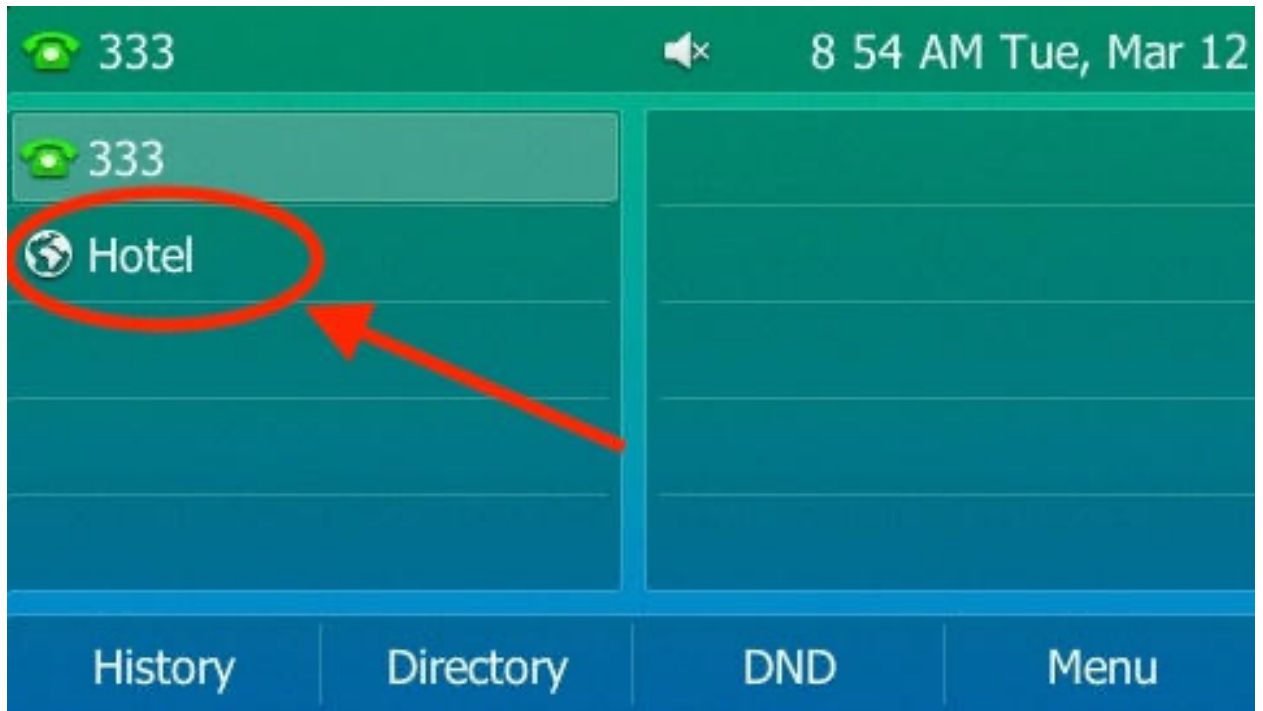
submit

This represents which Account Name the phone will register to, so it must not be used by anything else.

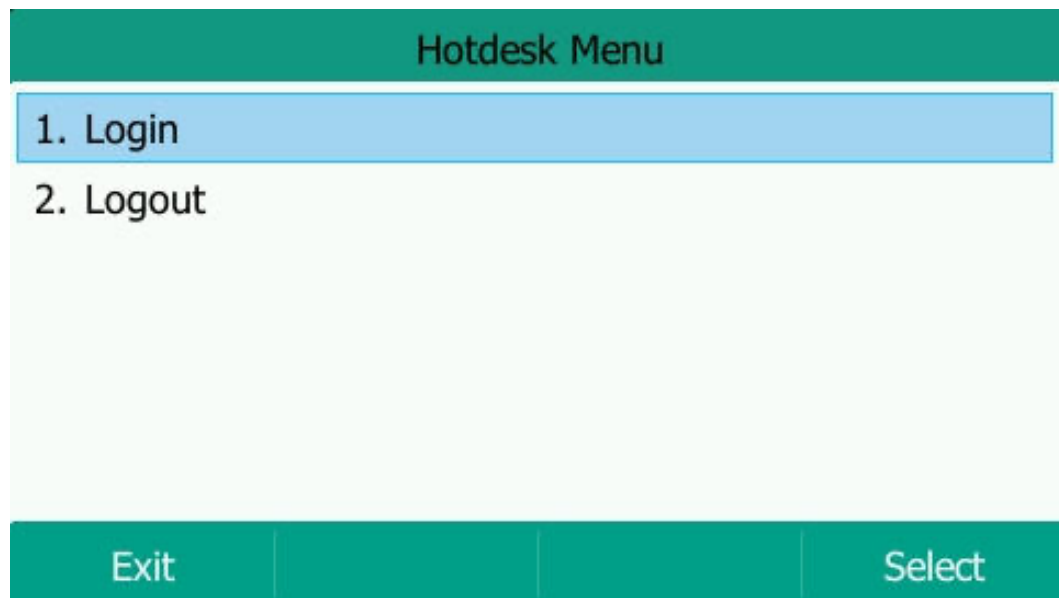
## Using Hoteling

Now that the phone has been programmed correctly, and the user(s) extension configured with a **Polycom Login (roaming)** account type, they can log in and out of the phone:

1. Press the **Hotel** button



2. The user will be prompted to **Login** or **Logout**
  - a. Note: if a user tries to Login when someone else is already logged in, they will receive an error message indicating they must Logout first



Press **1** to Login

3. Next the user will be prompted to enter their **Extension** number and their **Password** - this is their Voicemail Password

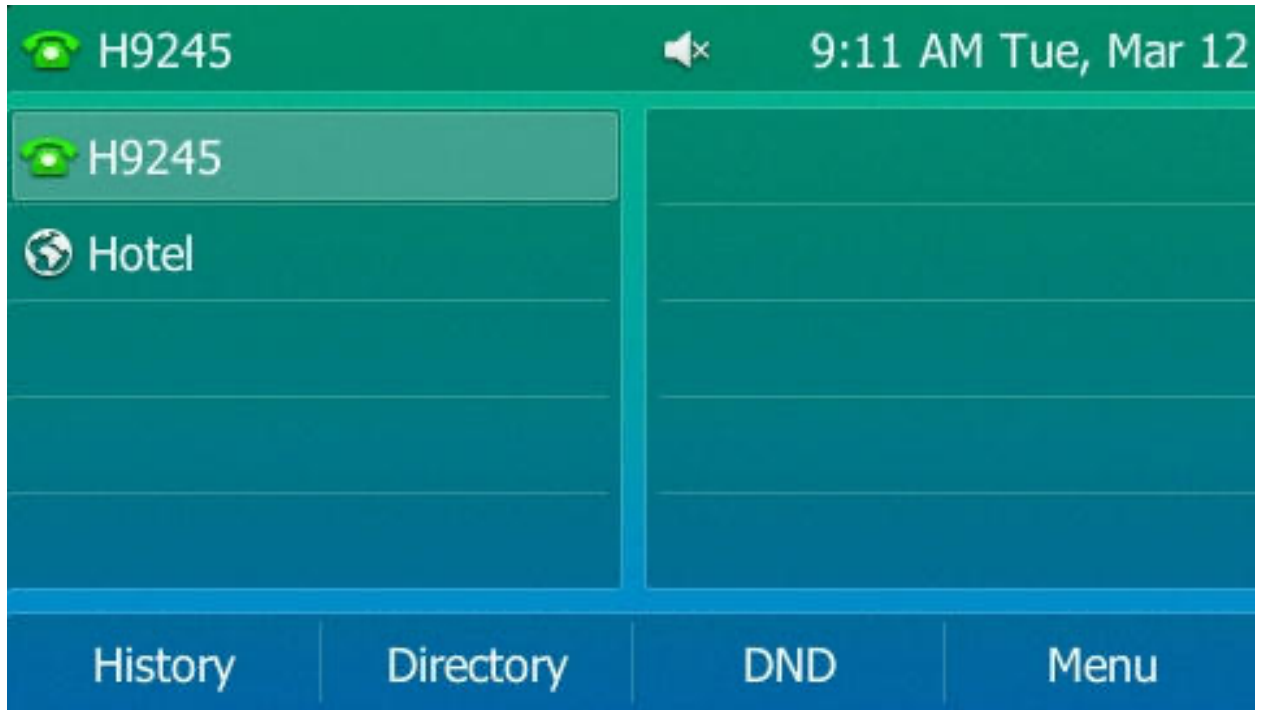
Hotdesk Login			
Extension:			
Password:			
Submit	BackSpace		Exit

filled out:

Hotdesk Login			
Extension:	9245		
Password:	1234		
Submit	BackSpace		Exit

Then press **Submit**

- The phone will take a few seconds to re-provision itself, and then it will appear as the logged in Extension with an **H** in front, to indicate it is logged in via **Hoteling**:



Incoming calls to (in this example) extension 9245 will ring at this phone, and outbound calls will come from extension 9245.

- To Logout, press **Hotel** and then **Logout**