

# Yealink Hoteling User Instructions

Use these steps after the extension has been programmed for hoteling / hot desking.

**What hoteling does:** lets you temporarily log into a shared Yealink phone so calls to your extension ring at that phone, and outbound calls show your extension.

## Logging In

| Step | Action                                                                                                                                                                                  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Press the <b>Hotel</b> button on the Yealink phone screen.                                                                                                                              |
| 2    | Select <b>Login</b> when prompted.                                                                                                                                                      |
| 3    | Enter your <b>Extension Number</b> .                                                                                                                                                    |
| 4    | Enter your <b>Voicemail Password</b> . This is the same password used to access voicemail.                                                                                              |
| 5    | Press <b>Submit</b> .                                                                                                                                                                   |
| 6    | Wait a few seconds while the phone re-provisions.                                                                                                                                       |
| 7    | Confirm the display shows your extension with an <b>H</b> in front of it. Incoming calls to your extension will now ring at this phone. Outbound calls will appear from your extension. |

## Logging Out

1. Press the **Hotel** button.
  2. Select **Logout**.
  3. Wait a few seconds for the phone to return to its shared state.
- Important:** once logged out, your extension will no longer receive calls at that phone.

## Troubleshooting

- Someone is already logged in:** that user must log out first.
- Forgot voicemail password:** contact your system administrator or SmartChoice support to reset it.
- Extension does not appear:** wait up to 60 seconds, then log out and try again.

## Quick Reference

**Login:** Hotel -> Login -> Enter Extension -> Enter Voicemail Password -> Submit

**Logout:** Hotel -> Logout

Prepared for Smart Choice Communications users. Source: Yealink Hoteling Feature User Guide.