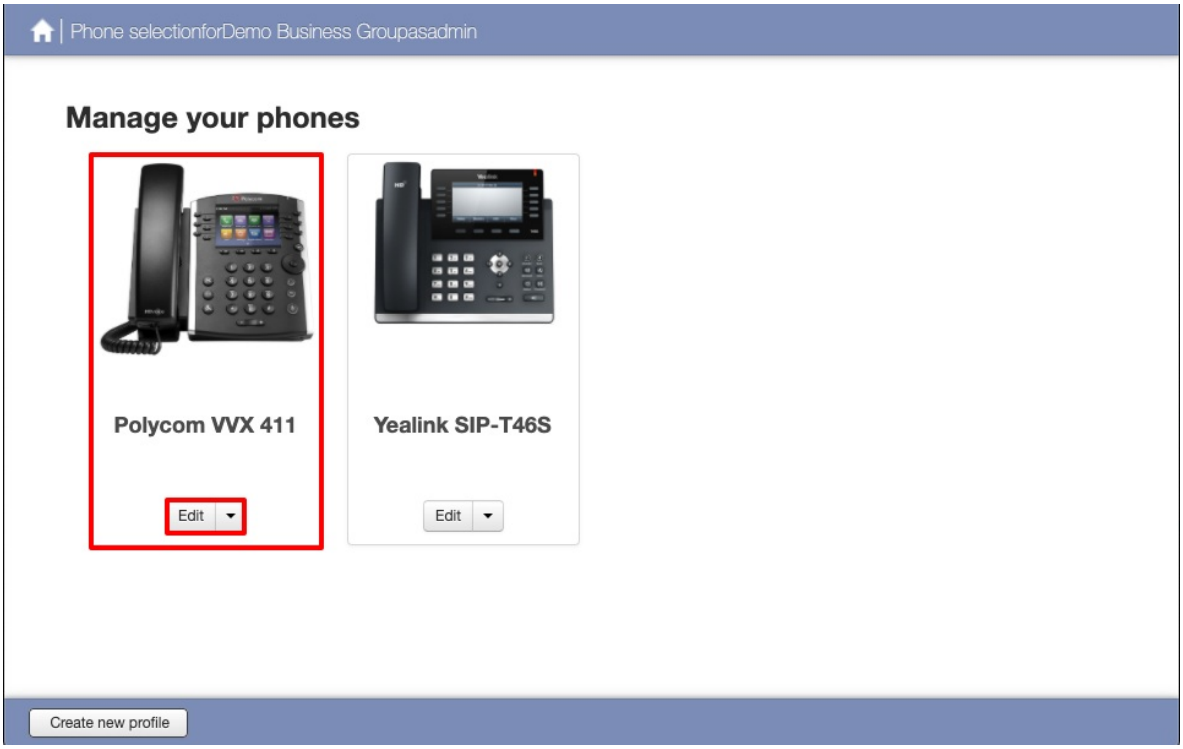
Hot Desking Polycom

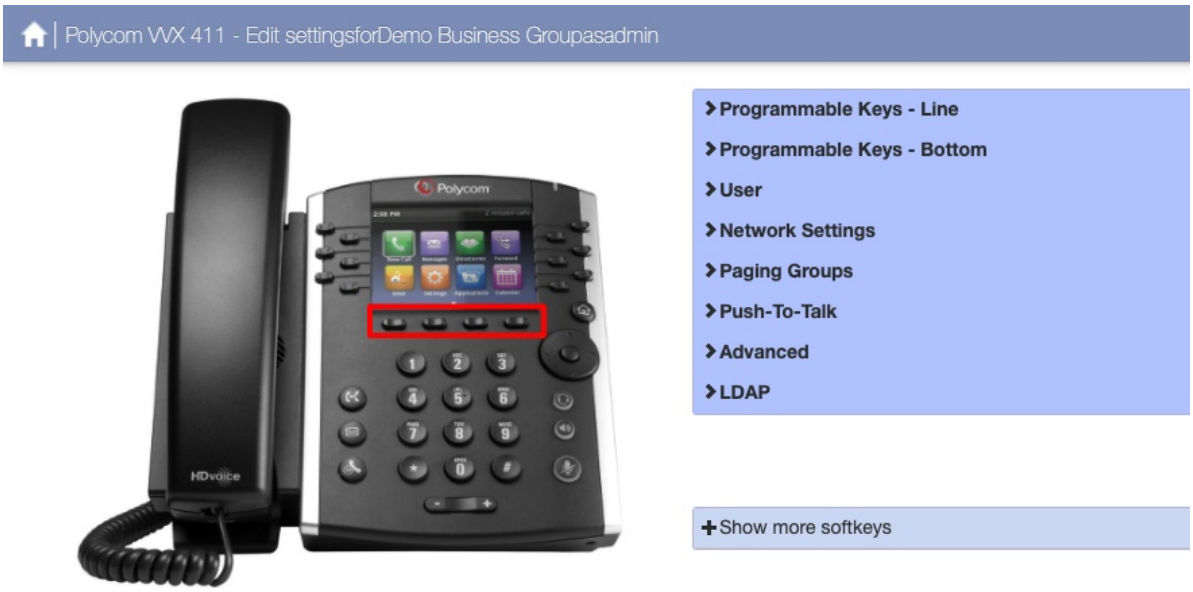
INFO: This guide is showing the configuration of a Polycom VVX 411. Depending on your model of Polycom your options may differ slightly but the process should be the same.

Continuing from the Hot Desking Overview page from the Phones page click on **Manage Your Phones then** click on **Edit** on the phone model you would like to configure, in this case it is the **Polycom VVX 411**



INFO: With the Polycom VVX phones you can only configure Hot Desking on the bottom row of soft keys

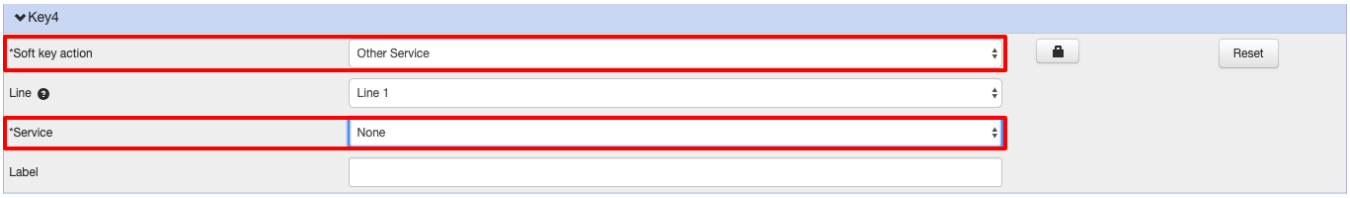
Click on the bottom row of keys to expand the key options



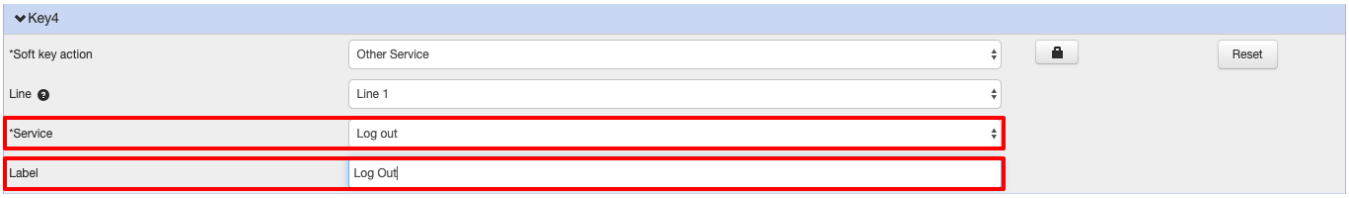
You should leave the Key Capabilities as default unless you know what you are doing. Scroll down until you get to the Keys, in this example we are going to be using **Key 4** for Hot Desking which is currently set to **None**



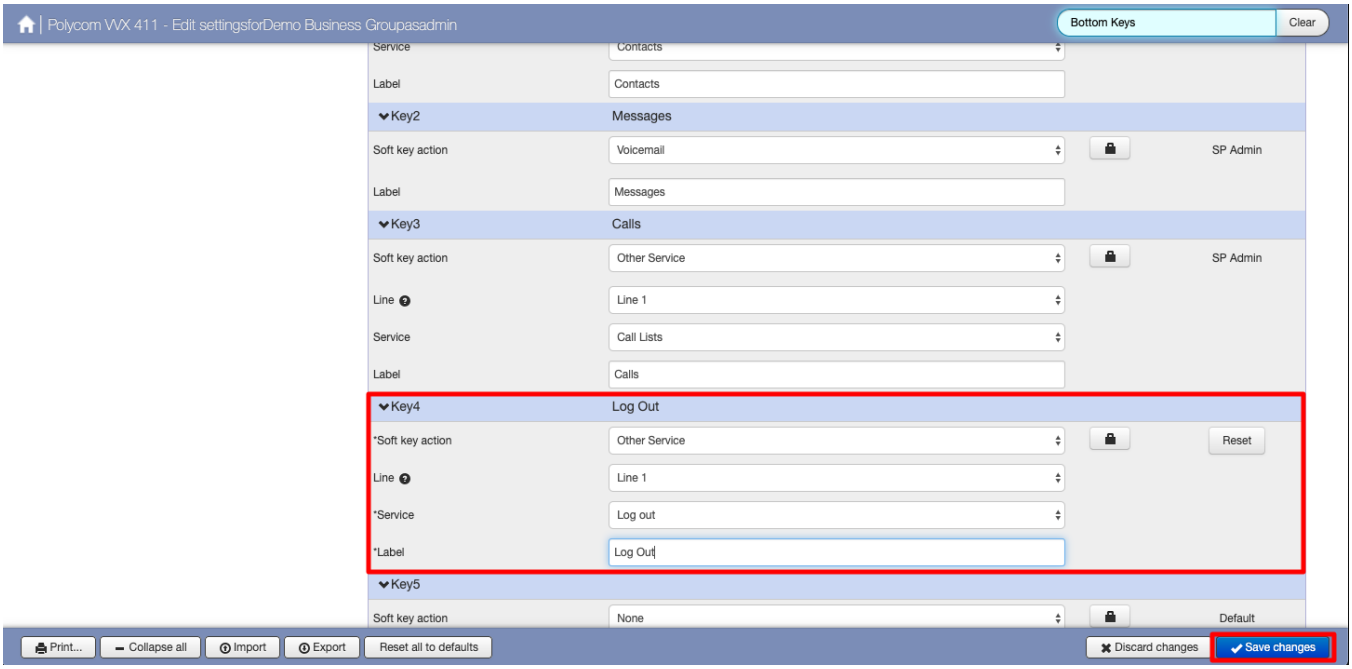
From the **Soft key action** drop down menu select **Other Service.** Unless less you have multiple lines on this phone leave **Line 1** as it is.



From the **Service** drop down menu select **Log out,** You can now add a **Label** for this soft key. We have used **Log Out**



Next click on **Save changes** in the lower right corner.



Once saved you will now need to reboot your phone for the changes to take effect. Once rebooted you should see the Log Out key that you created. View the Hot Desking Overview page more information.

INFO: Depending how the Polycom is configured you may see **Key 4** as **More** this normal. When you press More you will see more key options depending on configuration. One of these will show as Log Out.

Please note it can take up to 15 minutes for Hot Desking to be configured. If you press Log Out and after the phone reboots the user is automatically logged back in please wait until 15 minutes has passed before trying again.

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