

Hot Desking Snom



INFO: This guide is showing the configuration of a **Snom D785**. Depending on your model of **Snom** 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 **Snom D785**

Phone selectionforDemo Business Groupasprovider

Version Set: Base

Manage your phones

Edit shared settings

Polycom VVX 411

Edit ▼

Snom D785

Edit ▼

Yealink SIP-T46S

Edit ▼


Create new profile

INFO: With the Snom DXXX phones you can only configure Hot Desking on the Lower right soft keys.

With Snom phones we have 2 sections to configure

1. The Log Out Key
2. Enable Hot Desking

Click on the lower right keys to expand the key options, in this example we are going to configure **Key 6** for the Log Out key.



▼ Programmable keys

▶ Key Capabilities

▼ Key1

Soft key action

Line / Shared Line

Default

Line

Line 1

Label

▼ Key2

*Soft key action

None

Reset

▼ Key3

*Soft key action

None

Reset

▼ Key4

*Soft key action

None

Reset

▼ Key5

Soft key action

None

Default

▼ Key6

Soft key action

None

Default

▼ Key7

Print...

Collapse all

Import

Export

Reset all to defaults

Discard changes

Save changes

On the **Soft key action** drop down menu select **Log Out**. Then enter a **Label** for this soft Key we have used **Log Out** in this case.

▼ Key6

*Soft key action

Log Out

Reset

Label

Log Out

Now we need to **Enable Hot Desking**

In the **Search** box in the top right this will probably say Left-hand buttons (if you have been following this guide). In the search type hot desk and select **Enable Hot Desking**

Hot Desk

Clear

Hot Desking logout screen title

Hot Desking logout screen message

Hot Desking login screen title


Hot Desking login screen message

Enable Hot Desking

Select **Yes** on **Enable Hot Desking**

The other settings are optional:

- Hot Desking logout screen title
- Hot Desking logout screen message
- Hot Desking login screen title
- Hot Desking login screen message



Snom D785 - Edit settingsforDemo Business Groupasprovider

Enable Hot Desking

Clear

▼ Applications

Enable Hot Desking ⓘ

☒ Yes
☐ No

*Hot Desking logout screen title ⓘ

Log Out

*Hot Desking logout screen message ⓘ

Do you want to log out ?


Hot Desking login screen title ⓘ

Log In

Hot Desking login screen message ⓘ

Login Successful, confirm to continue

You should now have set the **Log Out soft key** and **enabled Hot Desking**. Now we need to save the changes. Click on **Save changes** in the lower right corner.



Snom D785 - Edit settingsforDemo Business Groupasprovider

Enable Hot Desking

Clear

▼ Applications

Enable Hot Desking ⓘ

☒ Yes
☐ No

*Hot Desking logout screen title ⓘ

Log Out

*Hot Desking logout screen message ⓘ

Do you want to log out ?

Hot Desking login screen title ⓘ

Log In

Hot Desking login screen message ⓘ

Login Successful, confirm to continue

+ Show more softkeys

▼ Shared Settings

Edit shared settings

Print...

Collapse all

Import

Export

Reset all to defaults

Discard changes

Save changes

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: 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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