

# 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.

Snom D785 - Edit settings for Demo Business Group as provider

Right-hand buttons Clear



**▼ 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.

🔄 Revision #1

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