

# Hot Desking Yealink



**INFO:** This guide is showing the configuration of a **Yealink T46S**. Depending on your model of **Yealink** 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 **Yealink T46S**



With Yealink phones we have 2 sections to configure

1. The Log Out Key - This can be any soft key
2. Enable Hot Desking

First we will select the soft key we want to use for the **Log Out** button, in this example we will use **Soft Key 5** by clicking on the left hand side buttons on the phone picture.

▼ Programmable Keys - Line Key		
▶ Key Capabilities		
▼ Key1		
Soft key action	Line	Default
Line	Line 1	
Mode	Default	
Label		
▼ Key2		
Soft key action	None	Default
▼ Key3		
Soft key action	None	Default
▼ Key4		
Soft key action	None	Default
▼ Key5		
Soft key action	None	Reset
▼ Key6		
Soft key action	VoiceMail	PP Pod - Accession L...
Line	Line 1	
Access Code	*318	
Label	VoiceMail	

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.

▼ Key5

*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 **Hot Desking Log Out Enable**

Hot Desk| Clear

**Hot Desking Log Out Enable**

Select the **Enabled** button.

▼ CommPortal Phone Applications

\*Hot Desking Log Out Enable  Enabled  Disabled 🔒 Reset

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.

🏠 Yealink SIP-T46S - Edit settings for Demo Business Group as provider Hot Desk| Clear



▼ CommPortal Phone Applications

\*Hot Desking Log Out Enable  Enabled  Disabled 🔒 Reset

+ 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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