

Phonenumber

- The intern phone number that you received can be accessed from the outside.
For example: the number for the Servicedesk 2233 can be reached through 076 533-2233

How to log in

1. Press on "HotDesk" (display)
2. Press on "Login"
3. Enter your phonenumber
4. Press on "Ok"
5. Enter your pincode
6. Press on "Ok"
7. You're now logged in
8. Don't forget to log out when you're about to leave!

Changing your pincode

1. Press on the "Superkey" 
2. Press on "No" till you see "Set hotdesk PIN"
3. Press on "Yes"
4. Enter your old PIN code
5. Press on "Enter"
6. Enter your new PIN code
7. Press on "Enter"
8. Verify your new PIN code
9. Press on "Enter"

How to log off

1. Press on "Logout"
2. Press again on "Logout"
3. You're now logged off

How to change the language

1. Press on the "Superkey" 
2. Press on "No" till you see "Language"
3. Press on "Yes"
4. Press on "Change"
5. Press on "No" till you see the language you want
6. Confirm by pressing "Yes"

Making calls

1. Internal calls: Enter the four digits of the phone number(Call signal: single note)
2. External calls: Press the "0" and enter the phone number(Call signal: double note)

Putting on hold

1. Press the red button on the phone
2. Flashing light on the button or pressing the red button again

Call Forwarding

1. Press on the Forwarding/Conference button 
2. Enter the internal number or press a pre-programmed button
3. Put down the hook or press the button "Release"
4. To get the call back, press the button cancel ⊗

Conference call

1. Press on the Forwarding/Conference button 
2. Enter the internal number
3. The second caller takes the call
4. Press again on the Forwarding/Conference button (for a maximal number of five persons)

Calling back when the number is not in use

1. Enter the phone number
2. Press the button "Call Back"
3. Put the hook on the phone
4. The phone will ring when the phone number you entered gets in use
5. Take the hook from the phone and the phone will call the number

Group call pick up

1. Take the horn of the hook and press the button "Pickup"
2. This is programmed by room or department

Call pick up

1. Press the buttons "*3"
2. Enter the phone number which is ringing to take on the call

Set up forwarding

1. Press on the "Superkey" 
2. Press on "No" till you see "Call forward always" and then press "Yes"
3. Choose "Always" - "Review"
4. Press on "Program"
5. Enter your desired phone number
6. Press on "Save"

Forwarding activating/deactivating

1. Press on the "Superkey" 
2. Press on "No" till you see "Call forward always" and then press "Yes"
3. Choose "Always" - "Review"
4. Press "Turn on" for activating forwarding
5. Press "Turn off" for deactivating forwarding
6. You can also activate through *21 + the desired phone number and deactivate with #21

Changing volume and the brightness (arrow buttons)

- During conversation: setting the volume of the speaker
- When the phone rings: setting the volume of the ring tone
- When the phone is at ease: setting the brightness

Mute or microphone on/off

During conversation switch off the microphone.
You can hear the caller but the caller can't hear you.

'Do not disturb' (DND)

- Press programmed 'DO NOT DISTURB' button.
- You can see the light and the icon on the phone.
- Reception can now see that you are present but are temporarily unavailable. If someone is trying to call you they will hear a busy tone; when you have set call forwarding, then your calls to that number forwarded or to your colleague's.
- Remember to turn off the option if you are reachable again. Press the button on the phone, the indicator light goes out and you are reachable again.

Changing voicemail message

- Pick up the hook
- Press the button "Message" (or call 2222)

- Automatically the phone calls the voice mail number
- Follow the instructions, you will also be asked to change the PIN code.

Listen to the voicemail

- Pick up the hook
- Press the button "Message" (this button will flash when you receive a message)
- Automatically the phone calls the voice mail number
- Follow the instructions
- Voicemail can also enter through the PC as an audio file, you will receive an email. The message will not be available on the phone anymore.
- Voicemail through e-mail can be requested at ICT.

Listen to the voicemail from outside:

- Call the phone number: 076-533 2222
- Press "*" button once you're connected
- Enter your internal phone number
- Enter your personal code
- Follow the instructions