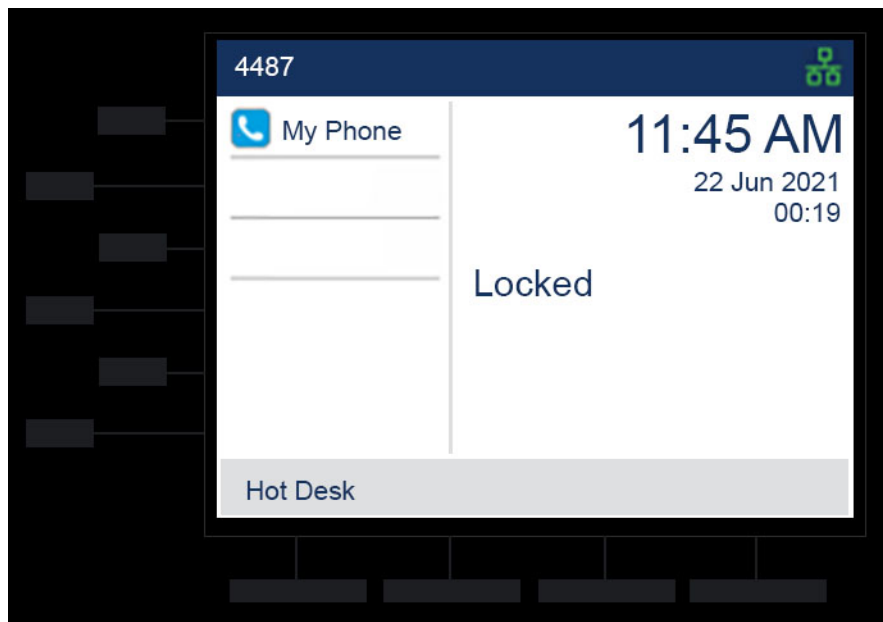


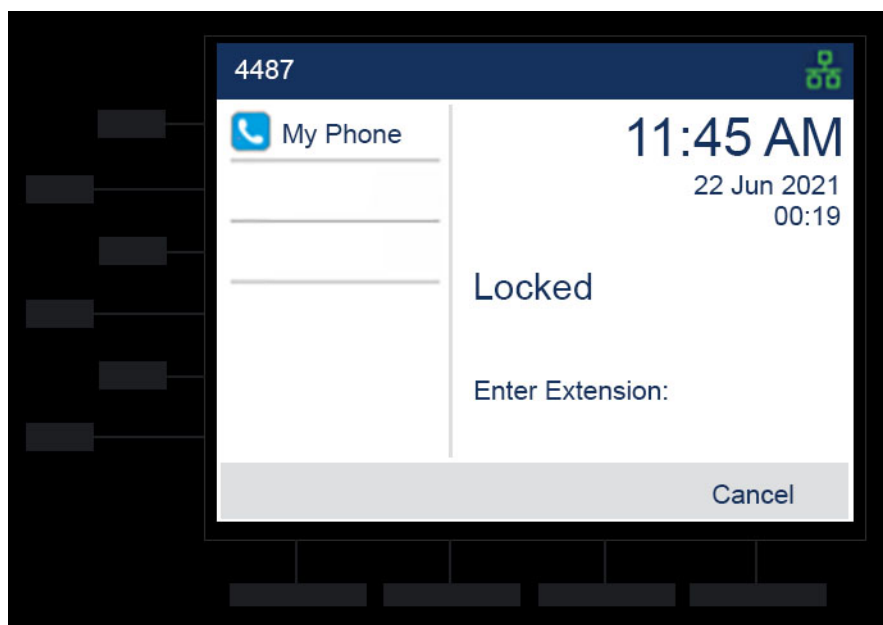
## How to Hot Desk Log in and out using the Mitel 6920 IP Phone

*On this guide, you will learn how to log in and out using the Mitel 6920 IP phone.*

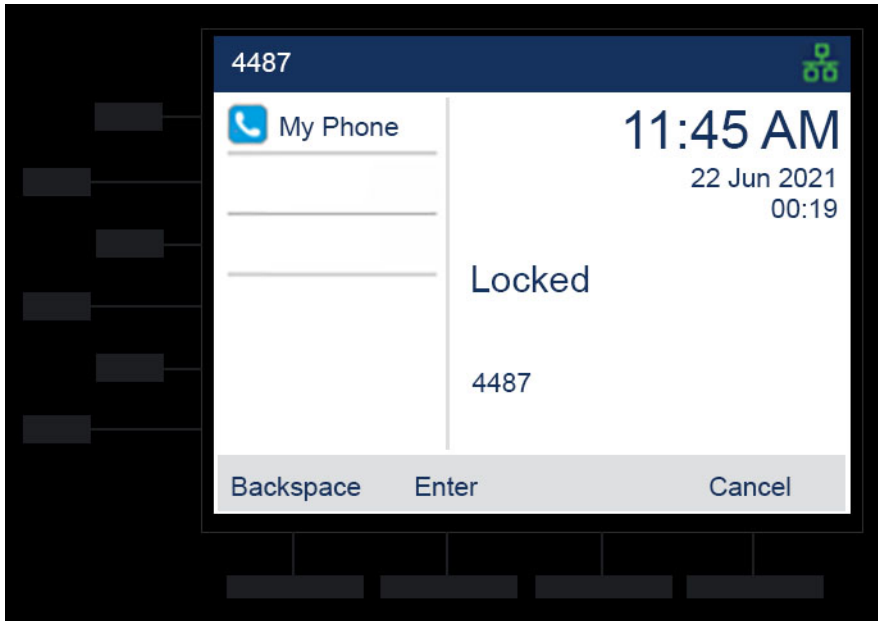
Hot Desk users must login to a handset in order to make and receive calls. When a handset is not logged in, Locked will display on the screen.



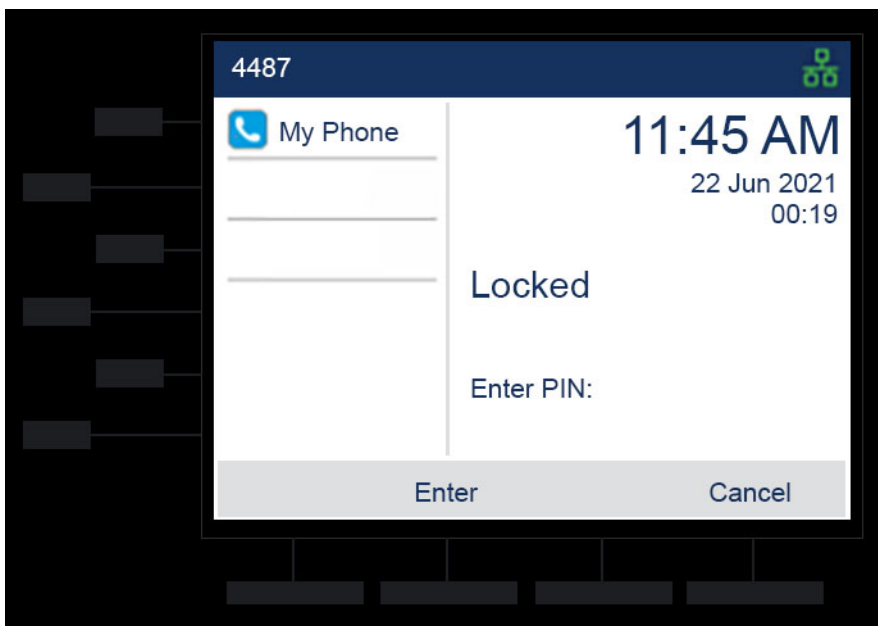
To log into the handset, press the Hot Desk soft key.

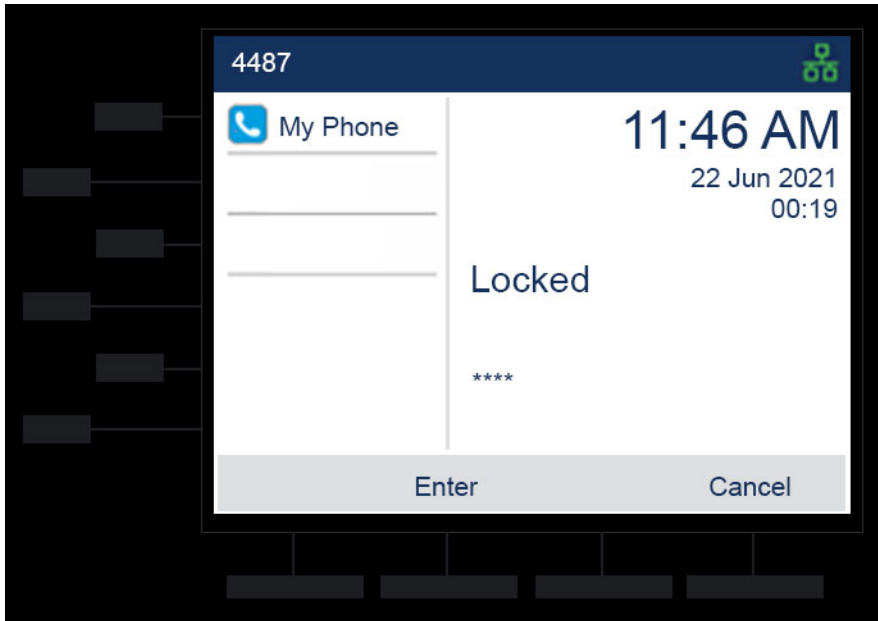


Enter your extension number followed by the Enter soft key.

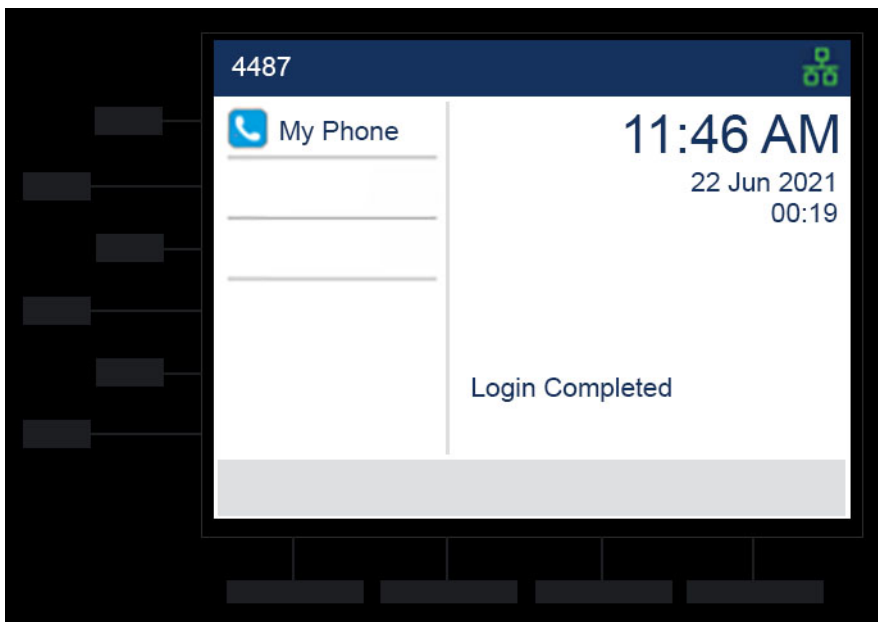


The PIN will be your extension number, enter this and press the Enter soft key.

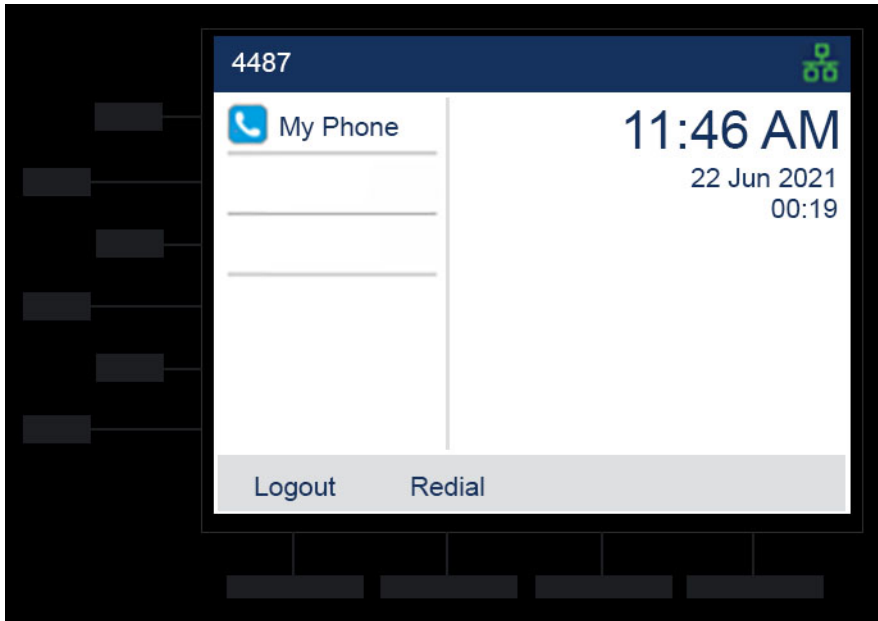




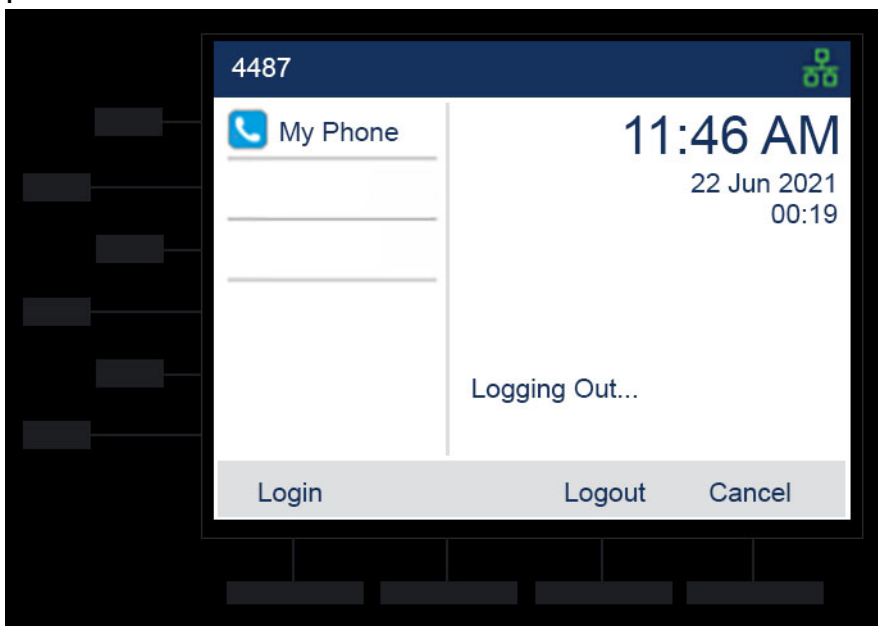
The handset will no longer display locked, and your extension number will display at the top left of the screen.



To log out the handset, press the Logout soft key.



Another Logout softkey will appear, confirm by pressing the second Logout softkey



Note, you cannot be logged into two handsets at the same time. When you login to one phone, the last handset you were logged into will be logged out.

4487



 My Phone

11:46 AM

22 Jun 2021  
00:19

Logout Completed

Login

Logout

Cancel