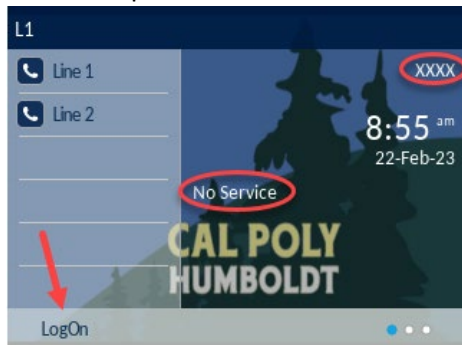


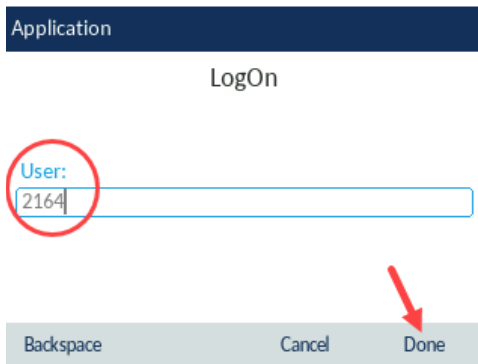
Hoteling Phone Instructions

*** If there is an extension already logged in, press the **LogOff** button (see step 4 below) before continuing.

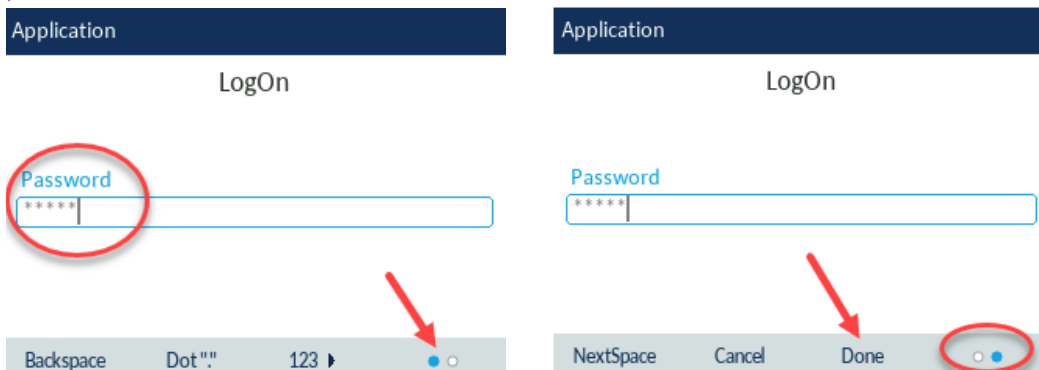
1. When the phone shows No Service and no extension is displayed press the **LogOn** button



2. Enter your phone extension in the User field, then press the **Done** button



3. Next, enter your 5 digit PIN in the Password field, press the button under the 2 dots to advance the menu, then press **Done**



4. Your extension and name should now be displayed. When done using the hoteling phone for the day, please press the **LogOff** button, then press the **Select** button to finish the logoff process and clear the call list.

