



EXTENSION MODES

EXTENSION MODE OPTIONS

Each extension handset can either be configured as Personal or Hotdesk depending on whether the extension is to be used by a single staff member or by multiple staff.



PERSONAL

An extension linked to a single staff member, all call data and recordings will be logged against the associated user.



HOTDESK

A telephone that can be used by a number of staff members, when the Login button is pressed a list of predefined staff names appears on the telephone display, selecting one of these names logs the user into the phone. Whilst users are logged into a hotdesk telephone all call figures and recordings will be stored against that user and the user's status will be reflected in real time on the wallboard and BLF system.

FURTHER CONFIGURATION

Each extension can be further configured to each user's needs via the Configuration Console - button options are listed below.

Busy Lamp(s)	Shows busy status of other extensions, users or distribution groups and allows single key dial or transfer.
Step In/Out	Single key process to activate yourself in distribution groups and take calls at busy times.
Mobile Login	Switch from desk handset to mobile phone with a single press.
DND	Put phone into Do Not Disturb (do not ring) to allow the completion of tasks or to make outbound calls without being targeted by inbound calls.
Page	Broadcast to other phones or via Tannoy system in reception (if available).
Directory	Allow access to the central directory via the telephone.
No Appointments	Activate an audio prompt notifying callers that there are no more appointments available for that day.

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