



# Cloud Voice – Hot desking (overview)

## 1 What is it?

Hot Desking is an optional add-on feature for the BT Cloud Voice Connect and BT Cloud Voice Collaborate feature packs.

With Hot Desking, you can associate your BT Cloud Voice account, telephone number, features, and settings with another device (the 'Hot Desking Host'). And that means you can make and receive calls, and manage all your features from a phone, tablet, or whatever that isn't yours.

Hot Desking has two elements -

- **Hot Desking Host**

With this 'add-on user licence' your colleagues can use your devices as Hot Desking Guests.

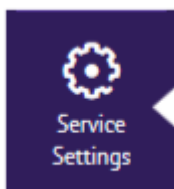
- **Hot Desking Guest**

With this 'add-on user licence' you can use the devices of a Hot Desking Host.

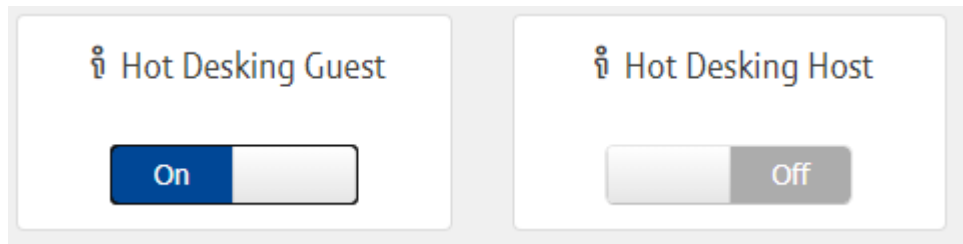
As a BT Cloud Voice User you can be both a Hot Desking Host and a Hot Desking Guest

## 2 How do I assign a user to Hot desking?

- Login to the [BT Cloud Voice portal](#)
- From the '**Employees**' menu, select '**Employee**'
- Select '**Service Settings**'



- Scroll down to the '**Optional Add-On Feature Packages**' section
- Using the slider button turn on '**Hot Desking**' option



- Click **Save**
- Once you've assigned a user as a 'Hot Desking Guest', they must associate themselves to a 'Hot Desking Host Device' through the Business Portal or through the Voice Portal menus

Remember Hot Desking can only be assigned to employees who have the BT Cloud Voice Connect or BT Cloud Voice Collaborate feature packs