Signing in & out for Hot Desk users

What is a Hot Desk phone?

A Hot Desk phone can be used by multiple users at a shared workstation. You can sign in to the phone and assume control of it with your own account and extension. **Don't forget to sign out when you're finished!**

When no one is signed in, the phone will show a generic extension, and can make internal and 911 calls only.

Sign in using Skype for Business (full functionality)

Note: **This method is for Windows workstations with desk phones connected by USB only**. It enables all features between Skype for Business and your desk phone.

1. Log in to your workstation with your username and password.
2. Open Skype for Business. If it is not running, click **Start** and type "Skype for Business" in the search box to locate and launch the application. You may be asked to enter your password to sign in.
3. On the desk phone, press the **User Sign In** key at the bottom-right of the display.
4. Skype for Business will ask for your login information. Fill in the boxes as specified

Sign-in address	`Your full @mohawkcollege.ca email address`
User name 9-digit MohawkID	`ADMIN.MC.LOCAL\`Your 9-digit Mohawk ID Be aware of the \ after **LOCAL**
Password	`Your MohawkID password`

5. Once the phone signs in, you must create a phone unlock PIN. Enter any 6 digits you wish. **This PIN is only used for phone setup and does not affect voicemail.** Press the **Next** key.
6. Re-enter your keypad lock pin to confirm. Press the **Done** key.
7. Press **Done**. The phone will now show the home screen with your name and phone number.

Sign in using extension + login PIN (limited functionality)

Note: This login method limits functionality and should only been used when Skype for Business and USB connection to the computer is not available.

You must create your own phone login PIN first. Complete [Create your own phone login PIN](#) before attempting to follow these steps.

1. On the phone set, press the **User Sign In** key.
2. The screen will say "do you have a computer you want to use for set-up?" Press **No**.
3. Enter your personal extension and press the **Next** key.
4. Enter your **phone login PIN** and press the **Next** key.

5. Once the phone signs in, you must create a phone unlock PIN. Enter any 6 digits you wish. **This PIN does not affect voicemail or phone login PIN.** Press the **Next** key.
6. Re-enter your keypad lock pin to confirm. Press the **Done** key.
7. Press **Done**. The phone will now show the home screen with your name and phone number.

Sign out of the phone

1. If the phone is locked (blue or yellow lock symbol), press the **Unlock** key and enter the pin you created in the steps above.
2. Press the **Menu** key.
3. Select **Switch User**.
4. Press **Yes**.
5. Your account will sign out. The phone's unattended number will sign in automatically.

Create your own phone login PIN

1. Go to https://lync.mohawkcollege.ca/dialin. If you receive a security warning, continue to the page.
2. Click **Sign In.**
3. Click the **Sign In** button.
4. Enter your 9-digit MohawkID and password. Click **sign in**.
5. Click **Reset your PIN**.
6. Enter a PIN number. You can make it the same as your voicemail PIN, if you wish.
7. Enter the PIN number again to confirm.
8. Click **OK**.

Have you set up your voice mail?

If you've just been assigned a new extension for use at a hot desk, don't forget to set up your voice mailbox!

1. Check your email for a message from *Microsoft Outlook* welcoming you to *Exchange Unified Messaging*. It will contain your temporary voice mail PIN.
2. Dial extension 2727 from your desk phone, or 905-575-2727 from any phone outside of the college.
3. Enter your four digit extension
4. Enter the temporary PIN
5. The system will walk you through the set up process.