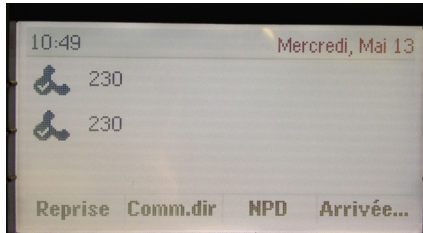


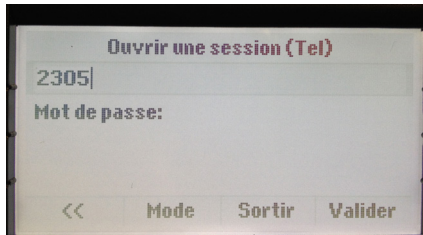
Once you enable the Hoteling enhancement on a phone, you can share the phone between different users, who can log in to and out of guest profiles on the phone. This section shows you how to log in to a guest profile on a shared phone when Hoteling is enabled.

To log in to a shared phone:

- 1 Press the GuestIn soft key, shown next.



The Sign In screen displays, shown next.



- 2 Enter your user ID and password, and press the Ok soft key.

The phone will verify your login credentials with the BroadWorks platform. After successful verification, the phone will display your guest profile, shown next.



Note: If You See the Invalid Credentials Message

If you receive the Invalid login credentials error message, try re-entering your login credentials. By default, you can re-enter your login credentials up to five times, after which your account will be locked. If you lock your account, contact your BroadWorks administrator.

To log out of a shared phone:

- Press the GuestOut soft key, shown above.

Your phone will display the host profile.

