

Level365 Hotdesking

Your Flexible Solution for
Connecting From Any Office



What is Hotdesking?

Level365 Hotdesking allows employees to log in to any available desk phone within your organization and access their complete communication profile. This includes:



Voice Calls



Voicemail



Call History



Directory
Access

Benefits of Hotdesking with Level365:



Maximize Productivity & Flexibility: Empower employees to work efficiently from any desk in the office, fostering collaboration and agility.



Reduced Costs: Lower hardware and cabling expenses by leveraging existing phone infrastructure.



Optimize Office Space: Utilize your office space effectively by removing the need for dedicated desks.



Simplified Management: No need to manage individual phone assignments. Users simply log in to any available phone.

User-Friendly Activation & Release:

Activating hotdesking is quick and easy with two convenient methods:

1. Level365 Web App:

1. Log in to app.level365.com
2. Select “Phones” from the menu bar.
3. Click the “Activate Phone” button and enter the extension displayed on the screen of the phone you wish to utilize.
4. Click “Call” and when the phone rings, pick up the phone, and enter your voicemail PIN followed by #.

This will assign the phone to your account, and automatically forward any of your calls to that phone.

2. Direct Dialing:

1. Pick up the phone you wish to use.
2. Dial *88.
3. Enter your extension and voicemail PIN.

This will assign the phone to your account, and automatically forward any of your calls to that phone.

Easy Phone Release:

Releasing hotdesking is quick and easy with two convenient methods:

1. Level365 Web App:

1. Log in to app.level365.com
2. Select “Phones” from the menu bar.
3. Click the red “X” icon next to the phone you wish to release.

2. Direct Dialing:

1. Pick up the phone you wish to use.
2. Dial *89.
3. Enter your extension and voicemail PIN.

Who should consider Level365 Hotdesking?

- ✓ Businesses with hybrid or remote work models.
- ✓ Organizations looking to optimize office space utilization.
- ✓ Companies seeking to empower a flexible workforce.



**Contact Level365
Support to
Enable Hotdesking**