

Hoteling - Overview

Hoteling enables a user's phone profile, including phone number, features, and calling plan to be temporarily loaded onto a shared (host) phone.

Hoteling is comprised of two features: **Hoteling Host** and **Hoteling Guest** that work together to allow the customer to designate specific phones (hosts) that users (guests) can temporarily log into and use as their own phone. When a guest logs into a host phone, their user profile is automatically transferred to the device. The host device then becomes the user's primary device while they are logged into it

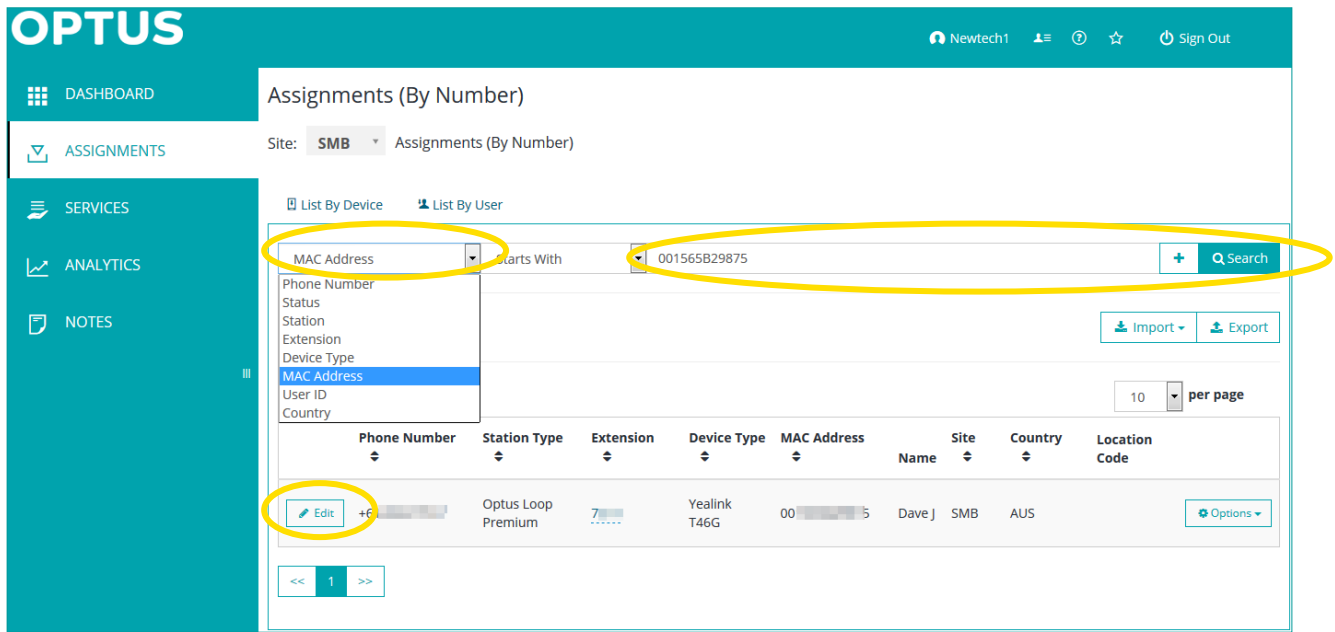
Signing In

1. Enter the url <https://loop.optus.com.au/rep>
2. Enter your **Username** and Password (provided to you by Optus).
3. Click **Sign In**

Configure a Hoteling Host

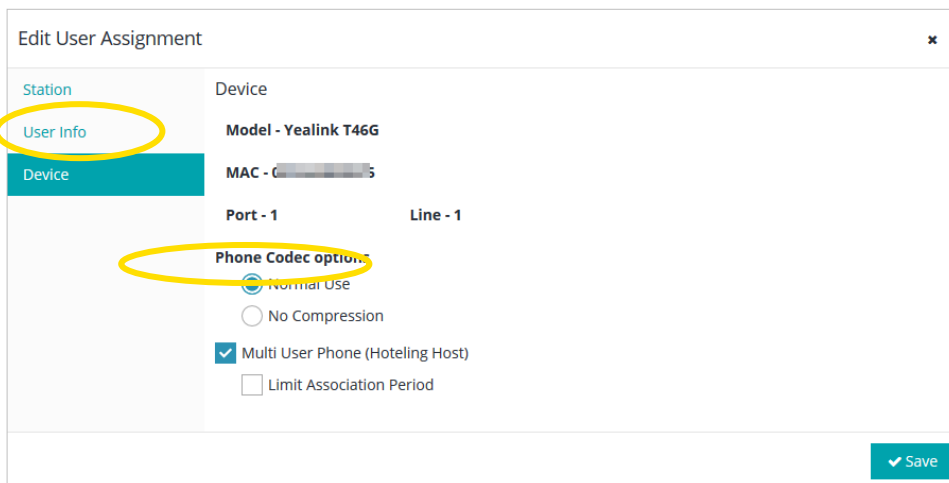
1. Select a **Site** from the dropdown menu
2. Go to the **Assignments** menu

3. Select Mac Address from the first dropdown field
4. Search for the Mac Address of the device you want to set up as the Host device
5. Click **Edit** on the user 



6. Select **Device** from the menu options
7. Tick the **Multi User Phone (Hoteling Host)** check box

The device will now be enabled as a Host phone



If you want to limit the time a Guest user can associate with a device:

8. Tick the **Limited Association Period** check box
9. Select the Association period in Hours
10. Click **Save**

Edit User Assignment

Station

User Info

Device

Device

Model - Yealink T46G

MAC - 001

Port - 1 Line - 1

Phone Codec options

☒ Normal Use

☐ No Compression

☒ Multi User Phone (Hoteling Host)

☒ Limit Association Period

24 Hours

Save

Configure a Hoteling Guest

1. Go to the Assignments menu
2. Select a Site from the dropdown menu

OPTUS

Newtech1

Sign Out

DASHBOARD

ASSIGNMENTS

SERVICES

ANALYTICS

NOTES

Assignments (By Number)

Site: SMB

List By Device List By User

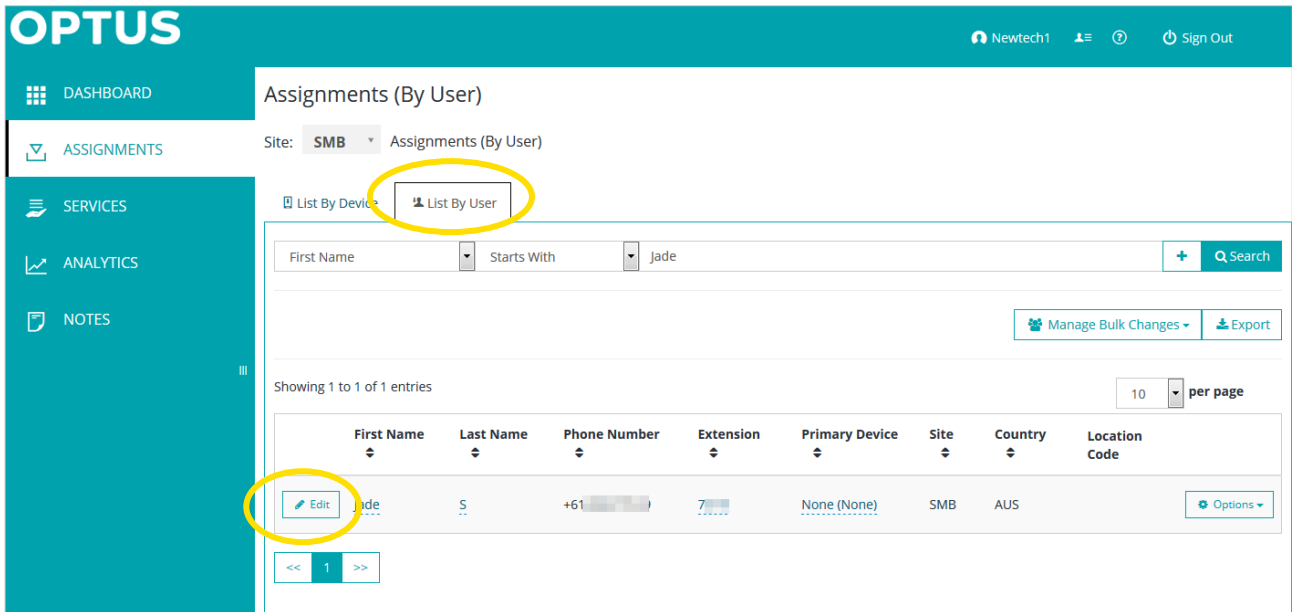
Phone Number Starts With value

Search

Station Inventory

Import Export

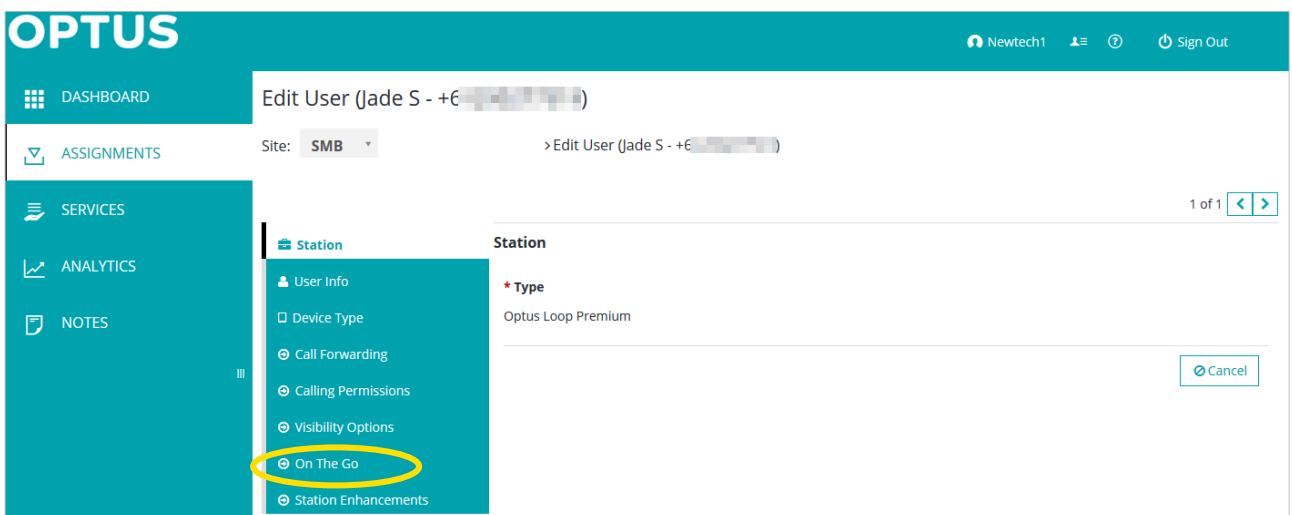
3. Select the **List By User** tab
4. Search for the User that you want to associate as Hoteling Guest
5. Click **Edit** on the user 



The screenshot shows the 'Assignments (By User)' page in the Optus system. The left sidebar contains navigation links for DASHBOARD, ASSIGNMENTS, SERVICES, ANALYTICS, and NOTES. The main content area shows a search bar with 'First Name' and 'Starts With' filters, and a table of users. The 'List By User' tab is selected and circled in yellow. The 'Edit' button for the user 'Jade S' is also circled in yellow.

First Name	Last Name	Phone Number	Extension	Primary Device	Site	Country	Location Code
Jade	S	+61	7	None (None)	SMB	AUS	

6. Select **On The Go** from the Menu options



The screenshot shows the 'Edit User (Jade S - +61)' page in the Optus system. The left sidebar contains navigation links for DASHBOARD, ASSIGNMENTS, SERVICES, ANALYTICS, and NOTES. The main content area shows a search bar with 'First Name' and 'Starts With' filters, and a table of users. The 'On The Go' option in the Station menu is circled in yellow.

Station	Type
Optus Loop Premium	

7. Click the switch to **ON** ☐
8. Select **Save**

The screenshot shows the 'Edit User' interface for a user named 'Jade S - +6...'. The left sidebar contains navigation options: DASHBOARD, ASSIGNMENTS, SERVICES, ANALYTICS, and NOTES. The main content area is titled 'Edit User (Jade S - +6...)' and includes a 'Site' dropdown set to 'SMB'. A green success banner at the top states 'Success Hoteling Guest saved successfully.' The 'On The Go' section is expanded, showing a 'Hoteling Guest' profile. Below the profile description, there is a switch labeled 'switch on to Allow' which is currently set to 'ON' and is circled in yellow. At the bottom right of the settings panel, there are 'Cancel' and 'Save' buttons, with the 'Save' button also circled in yellow.

Note: A User with a **Hoteling Guest** profile can now go into their **My Phone** portal and associate their profile with an available **Hoteling Host** device