



# Hotdesking

*Hotdesking is an ideal way of maximising desk space and organisational productivity. This 5 minute guide aims to show you the benefits of hotdesking and where this solution fits into the modern business.*

## *Make hotdesking work for you*

Hotdesking, sometimes known as location independent working, is a relatively new practice in the workplace. Workers do not have their own desks but can 'desk-share' any available space when required.

Hotdesking relies on the advanced LG-Nortel systems, with intelligent technology needed to route telephone calls to the right person, no matter where they sit. Hotdesking gives greatest benefit in a company where a lot of staff are out of the office most of the time. In this case, staff have no real need for a permanent space, and thus overheads and ongoing management costs can be reduced through implementing a hotdesking solution.

Hotdesking assists in job sharing and flexible working practices by allowing staff to share desk space and hardware resources, reducing initial and long term costs. When one considers that the cost of providing office space can, typically, be anything up to £7,000 per annum per employee - and even more in the centre of major cities - it is clear that the savings achieved can be substantial.

## *How LG-Nortel hotdesking works*

LG-Nortel Hotdesking has been developed to be as user friendly as possible whilst retaining advanced features. Users of the Hotdesk facility simply log into a 'Dummy Extension' using a 16 or 24 Button keyset in the office with their password. All the users' speed dials, flexible buttons and settings are then automatically applied to the keyset by the system - true personalisation. When a user leaves the desk the system can automatically log the user out and forward any incoming calls for the individual user to one of a number of locations - it may be their mobile phone, a speed dial, voicemail or a colleague. The desk and keyset are then available for another person.

Another advantage of hotdesking is the ability to use LG-Nortel IP handsets anywhere in the world as an extension. You can place an IP hard phone in a remote office, connected via a broadband connection, for employees to log into. This will then bring across all the user details and preferences - just like in-office hotdesking.

