

Hot Desking



Log In

1. Log into the Crexendo VIP Portal with your credentials using: <https://portal.crexendovip.com>. When prompted, enter your username and password.
2. Click on the **Phone** icon.
3. Click on **Activate Phone** icon.
4. A new dialog box will appear and enter the extension of the desired telephone then press the **Call** button.
5. That telephone will ring. Answer it and when the greeting asks for your password, enter your voice mail password then press **#** then click **Done**. Your extension is now assigned to this telephone.

Log Out

1. Log into the Portal with your credentials.
 2. Click on the **Phone** icon.
 3. On the right side of your screen, under the **Activate Phone** box, locate the red **X**. Click this **X**.
 4. Within the new dialog box, click **Yes** to release your extension from this telephone.
- If a previous user forgot to log out, your log in credentials will override their previous log in.
 - If you are logged into your VIP Mobile app, your mobile app will not ring while you are logged into your temporary phone, making it important to always log out of your temporary telephone before you leave.