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IT SERVICES HELP GUIDE

Northampton Academy

SIGNING INTO PHONES VIA HOTDESK

VERSION 1.0

FEBRUARY 26, 2021

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How to Sign in VIA Hot desk

1.1. Signing in to the phones

Once the phone is powered up it will show a base extension number. To log in to the system please press hot desk button on the phone



The phone will ask you for an extension number. (This is the one that is assigned to you or if in a classroom assigned to the classroom.) enter the four digit extension number by typing the number on the numpad.



After entering the extension number it will ask for your password. Enter using the numberpad and then press # key



If the details are correct, the phone will download the application



After the application has loaded it will display your extension number and your name (or room number)



1.2. What extension do I use?

If you don't know your extension or the room number extension please contact us via the help desk and we will give it to you. The helpdesk email is:

TechSupport@NorthamptonAcademy.org

For any more information
please contact IT.