

### Procedure **How to log into a ShoreTel Cloud Connect Phone**

Links:

[IP480/G, IP485G](#)

[IP420](#)

#### **IP480/G, IP485G**

1. Connect your phone to the network. When the phone boots up it will be ready to login when the display shows "Cloud Credentials"



2. Within the field "DID number" enter in **1 + your full 10 digit telephone number** (Example 15551234321) provided by your ShoreTel Connect administrator or authorized contact and press **#**.



3. Here you have two options:

- Press "OK"
- Press "Regstr"

If you choose "Ok", this will invoke the one step sign on process. The phone is registered to the system and the user is assigned automatically via CAS in a single step. Once this completes, your phone is ready to be used.

If you choose option 2 "Regstr", it will register the phone and bring the phone to an available state but will not automatically assign the user. But you ask....why would you want to do this? Simple. You may want to bring the phone onto the system for upgrade/troubleshooting purposes, but not assign a user.

If you choose "Regstr", the phone will now display "Available" and your now ready to login.

4. Press "**Assign**"



5. Enter in your **4 digit extension** (this is the last 4 digits of your number assigned to you by your System Administrator).

6. Press the **down navigation button** to enter in your **password**.

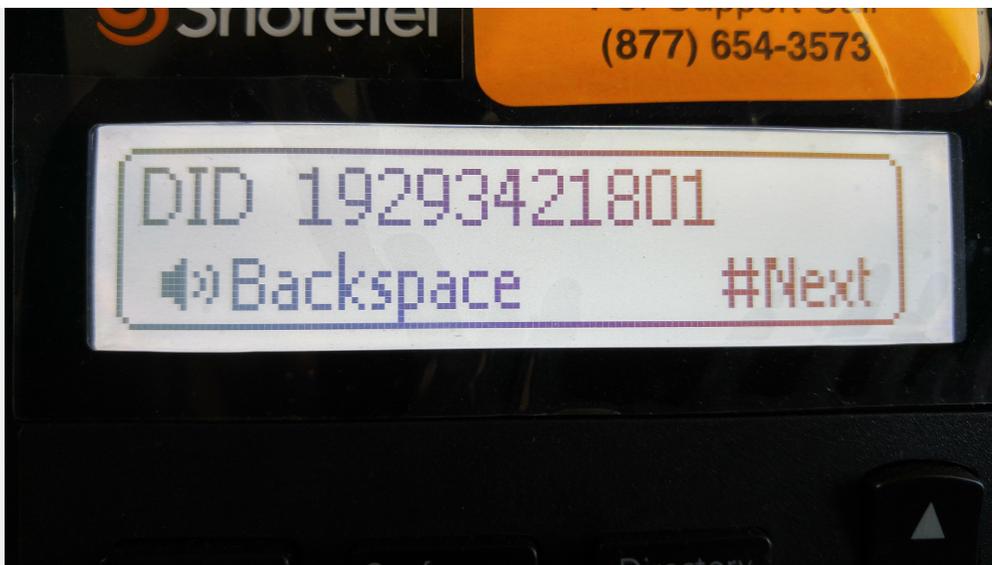


7. Press "**OK**". Your phone will now log in and be ready to be used.

## IP420

The IP420 login process is similar to the IP48X "Regstr" process. It's a two step login.

1. Connect the phone to the network. The phone will briefly display "Cloud Credentials" and then show "DID" prompt.

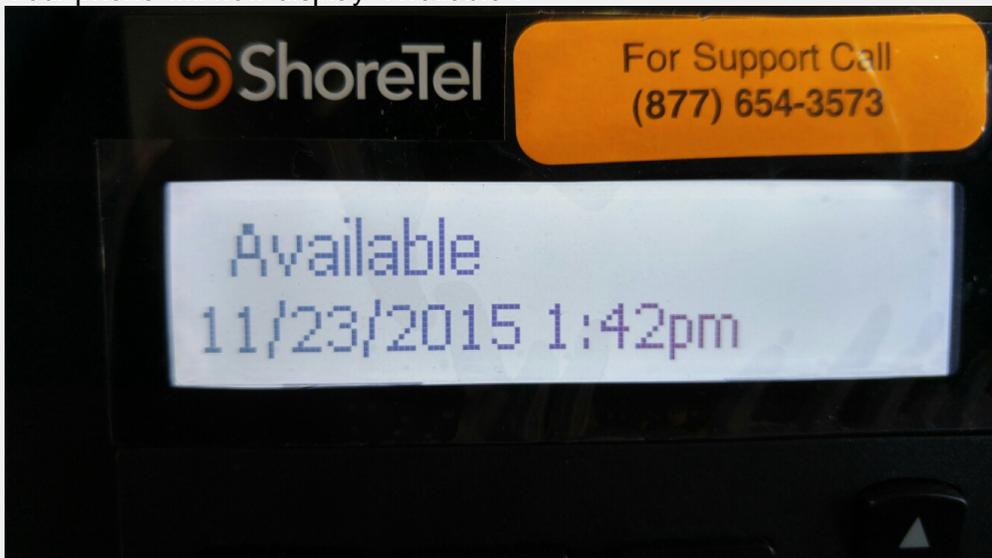


2. At the **DID** prompt, enter in **1 + your full 10 digit telephone number** (Example 15551234321) provided by your ShoreTel Connect administrator or authorized contact and press **#**.

(Please note if you make a mistake entering the DID, press the "Speaker" button to delete)

3. At the **Password** prompt. Enter the password your ShoreTel Connect Cloud authorized contact provided, and press **#**.

Your phone will now display "Available".



The phone is now registered to the system, however it requires you to log the profile to the phone.

4. Press the **Voicemail** button.



5. Enter the **extension** number assigned to you by your system administrator.

6. Enter the **password** provided by your ShoreTel Connect administrator or authorized contact and press **#**.

7. If prompted, enter a new password followed by **#**.

8. If prompted, to confirm your new password enter it again and press **#**.

9. When prompted, record your name and press **#**, and then choose one of the following options:

- To accept the recording, press #.
  - To review the recording, press 1.
  - To record your name again, press 2.
  - To cancel the recording, press \*.
10. To assign your extension to this phone, press **7** for Mailbox Options.
  11. Press **3** to reassign your extension.
  12. Press **1** to assign your extension to the phone.

Your extension is now assigned to your phone. The phone will now display your name and extension.

### **Additional Procedures**

### **Next Steps**

### **Details**

## **Additional Information**

### **Related Articles**

### **For Partners**

## **Attachments**

### **Attachment 1**

### **Attachment 2**

### **Attachment 3**

### **Attachment 4**

### **Attachment 5**

## **Deliverables and Documents**