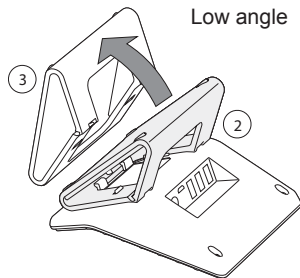


Adjusting the Viewing Angle of the BB424 (Optional)

The stand on the BB424 supports two tilt angles so that you can adjust how the button box sits on a desk. The stand is shipped in the low position, which is the recommended position. If you prefer the stand to be in the high position, use these instructions to change the tilt angle.

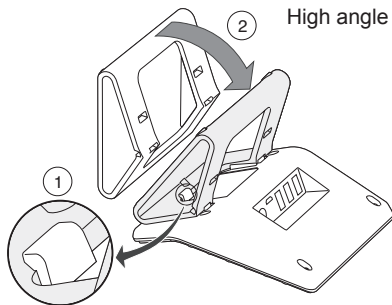
Remove the Stand:

- 1 Disconnect any cables from the back of the BB424.
- 2 Grasp the BB424 base in one hand and the stand in the other.
- 3 Pull the stand off the base until it unsnaps.



Replace the Stand:

- 1 Rotate the stand 180 degrees. Seat the stand firmly in the hooks.
- 2 Push the stand into the base until it snaps into place.
- 3 Reattach cables.



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ShoreTel BB424 Quick Install Guide

Connecting a Single BB424 to a Phone

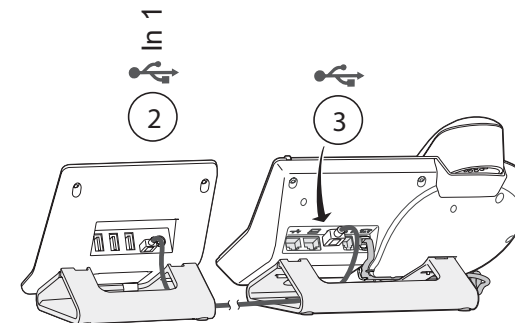
Required Items:

- 500 mm micro USB cable (included). If you want to position the BB424 farther from the phone, use a standard USB cable.
- ShoreTel IP485g phone

Connect the BB424 to the Phone:

- 1 Ensure that the host ShoreTel IP485g phone is powered on and running.
- 2 The BB424 is shipped with the micro USB cable already plugged into the back of it. Ensure that it is plugged in firmly.
- 3 Thread the free end of the micro USB cable from the side of the BB424 stand through the side of the ShoreTel IP485g phone stand. Plug the USB jack into the USB port on the rear of the ShoreTel IP485g phone.

After a few seconds, the BB424 powers on and runs through a series of system tests. The BB424 automatically updates to the firmware version of the host phone.



Connecting a Second BB424 (Optional) Requires External Power Supply

Required Items:

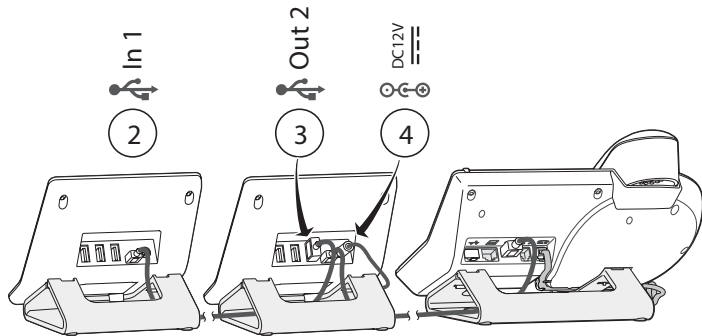
- AC Adapter (not included)
- 500 mm micro USB cable (included) for connecting the second BB424 to the first BB424

Connect a Second BB424 to the First BB424:

This procedure assumes that you have already connected one BB424 to a phone, as described in “Connecting a Single BB424 to a Phone” on pg. 1.

- ① Ensure that the host ShoreTel IP485g phone and the first BB424 are powered on and running.
- ② The BB424 is shipped with the micro USB cable already plugged into the back of it. Ensure that this cable is plugged in firmly.
- ③ Thread the free end of the USB cable from the side of the second BB424’s stand through the side of the first BB424’s stand. Plug the USB jack into the Out 2 USB port on the first BB424.
- ④ On the rear of the first BB424, connect the AC adapter. Then connect the power source to your wall outlet.

After a few seconds, the second BB424 powers on and runs through a series of system tests. The BB424 automatically updates to the firmware version of the host phone. The first BB424 disconnects and reconnects, and the pages on each BB424 are resequenced to reflect the number of BB424 devices.



Connecting a Third or Fourth BB424 (Optional) (No Additional External Power Source Required)

Required Items:

- 500 mm micro USB cable (included) for connecting each additional BB424 to the first BB424

Connect a Third or Fourth BB424 to the First BB424:

This procedure assumes that you have already connected two BB424s to a phone, as described in “Connecting a Second BB424” on pg. 2.

- ① Ensure that the host ShoreTel IP485g phone and the first and second BB424s are powered on and running.
- ② Each BB424 is shipped with the micro USB cable already plugged into the back of it. Ensure that this cable is plugged in firmly.
- ③ Thread the free end of the micro USB cable from the side of the third or fourth BB424’s stand through the other BB424 stands and then through the side of the first BB424’s stand.
 - For the third BB424, plug the USB jack into the Out 3 USB port on the first BB424.
 - For the fourth BB424, plug the USB jack into the Out 4 USB port on the first BB424.

After a few seconds, the additional BB424s power on and run through a series of system tests. They automatically update to the firmware version of the host phone. Any previously connected BB424s disconnect and reconnect, and the pages on each BB424 are resequenced to reflect the number of BB424 devices.

