## COUNSEL'S CHAMBERS LIMITED

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## Counsel's Chambers Limited Network Device Connection – My Device Portal

Use the following instructions to manage your network devices. You can use this site to remove devices, edit their description, or mark a device as lost or stolen.

1. Visit https://mydevices.counselschambers.com.au/ and use your CCL Network Account username and password to log in. If you do not know your password contact CCL support on 9221 6235 or email <a href="mailto:support@counselschambers.com.au">support@counselschambers.com.au</a>.

| COUNSEL'S<br>CHAMBERS <b>My Devices</b><br>LIMITED | Portal  |
|--|---|
| Sign On<br>Welcome to the My Devices Portal. To n  | nanage your personal devices, sign on using your username and password.<br>Username:  |
|  | User Password:  |
|  |   |
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2. After you have logged in you can view all connected devices associated with your CCL account. From this list you can select a device to modify it. If you wish to add a new device, please refer to the separate On Boarding instructions.

| Need to add a device? Select Add. Was y | our device lost or stolen? Select your device from | n the list to manag | e It. |  |
|---|--|---------------------|-------|--|
|   | Number of registered devices:4/5                   |                     |       |  |
|   | Refresh  | Add                 |       |  |
|   | Manage Devices (4)                                 |                     |       |  |
|   | Filter items                                       |                     |       |  |
|   | My Mac<br>My Macbook                               | Registered          | >     |  |
|   | My Laptop<br>My Windows 7 Laptop                   | Pending             | >     |  |
|   | My tablet<br>My ipad                               | Registered          | >     |  |
|   | My phone<br>My Android phone                       | Registered          | >     |  |

3. Once you have selected a device you can choose from the following options - Lost or Stolen: Choosing these options will disconnect the device from the network, but will keep the device listed in your account so that you may reinstate the device at a later time. If a device is marked as stolen, you will need to follow the On Boarding instructions after reinstating the device.

Edit: Allows you to edit the description of the device

**Delete**: This option will remove the device from your list of devices. To re-add a deleted device you will need to follow the On Boarding instructions again.

| Device status:<br>Device name: | Registered<br>My phone |                  |  |
|--------------------------------|------------------------|------------------|--|
| Device ID:<br>Description:     | My Android phone       |                  |  |
| Lost                           |                        | Stolen           |  |
| Edit                           |                        | Delete           |  |
| Lost<br>Edit                   |                        | Stolen<br>Delete |  |

4. When choosing Lost, Stolen, or Delete, you will be asked to confirm your selection.



5. To sign out of the My Device Portal website at any time, click on the dropdown menu at the top right of the page, and choose **Sign Out**.