

Setting up guest CCL network accounts

COUNSEL'S
CHAMBERS
LIMITED

About the CCL-Guest network

1. Users connected to the CCL-Guest network will **not** be able to access floor network resources. This includes:
 - Floor printers
 - Personal printers
 - Shared network drives
2. Some external guests use devices that are locked down by their company's IT department. This mostly affects guests from external law firms with company provided laptops. In the event their device is unable to connect to the CCL-Guest network due to restrictions imposed by their IT departments, CCL is unable to change the settings on these user devices.

Important:

Before you proceed, to log into the CCL guest portal to provision accounts, you will need your CCL Network username and password. If you are unsure of your username and password, you can verify or reset your password at password.ccl.com.au, or if you require any further assistance regarding the following instructions, please contact CCL Support via email at support@ccl.com.au.

Step 1

In your browser's search bar, enter

guest.counselschambers.com.au

Sign in with your CCL *Username* and
Password

Agree to the terms and conditions
and click *Sign On*

COUNSEL'S CHAMBERS LIMITED Guest Sponsor Portal

Sign On
Use the Sponsor portal to manage guest accounts. Sign on with your username and password after verifying that you agree to the terms and conditions, if required.

Username:

Password:

COUNSEL'S CHAMBERS LIMITED
CCL's Acceptable Use Policy
Policy for the use of CCL Network

A. APPLICATION

1. This policy sets out terms and conditions on which Users may access and use CCL's Network. Please read this document carefully before accessing CCL's Network.
2. This policy applies to all Users of the CCL Network. Each User acknowledges and agrees that the terms and conditions of this policy are fair and reasonable and further acknowledges and agrees that access and use of the CCL Network has been and is being provided by CCL at no additional cost to the User.
3. By using CCL's Network, each User agrees to comply with the terms of this policy and further acknowledges and agrees that a failure to comply with this policy may lead to suspension or termination of the User's access to and use of CCL's Network.
4. This policy should be read together with the Other Network Policies which are also binding on Users. All current terms and conditions and policy documents which are binding on CCL Network Users are published on the CCL website: www.counselschambers.com.au
5. For the avoidance of doubt, all CCL Network Users must at all times comply with the Macquarie Telecom Services Agreement Acceptable Use Policy as amended from time to time by Macquarie Telecom. The version which is current and applicable as at the date of this policy can be found at: http://www.macquarietelecom.com.au/content/uploads/2014/10/Macquarie_Telecom_Acceptable_Use_Policy_v5.pdf

I agree to the Terms and Conditions

Sign On

Step 2

To generate a new account, fill in as much information as you can, as accurately possible.

Once completed, click **Create**.

The screenshot shows the 'Create Accounts' form in the Guest Sponsor Portal. The form is titled 'Create, manage, and approve guest accounts.' and includes a 'Guest type' dropdown menu set to 'Floor Guest'. Below this, there are two main sections: 'Guest Information' and 'Access Information'. The 'Guest Information' section has tabs for 'Known', 'Random', and 'Import', and includes fields for 'First name', 'Last name', 'Email address', 'Phone number' (with a country code dropdown), 'Company', 'Person being visited (email)', 'Reason for visit', 'Group tag', and 'Language' (set to 'English - English'). The 'Access Information' section includes a checkbox for 'End of business day', a 'Duration' field set to '3 Days (Maximum: 30)', and date and time fields for 'From Date', 'From Time', 'To Date', and 'To Time'. A blue 'Create' button is located at the bottom right of the form.

Step 3

A page will open with the details you have entered, along with a username and password.

Select **Print**.

The screenshot displays a user account management interface. At the top, there are four buttons: 'Create Accounts', 'Manage Accounts (231)', 'Pending Accounts (0)', and 'Notices (0)'. Below these are several action buttons: 'Resend', 'Extend', 'Edit', 'Suspend', 'Reinstate', 'Delete', 'Reset Password', and 'Print'. The main area contains a list of account details:

Username:	newguestaccount2022
Password:	4EV4anme
First name:	New
Last name:	Guestaccount2022
Email address:	newguest@guest.com.au
Company:	Guest
Phone number:	+6192313644
Person being visited (email):	member@memberfloor.com.au
Reason for visit:	Work
Guest type:	Daily (default)
SMS provider:	Global Default
From date (yyyy-mm-dd):	2022-11-29 10:35
To date (yyyy-mm-dd):	2022-11-29 23:59
Location:	Sydney
SSID:	CCL-Guest
Language:	English
Group tag:	
Time left:	0D 13H 24M
State:	Created

At the bottom right of the details section, there is a 'Done' button.

Step 4

A new window will open with the username and password generated for the new user account.

The credentials can now be emailed to the guest user to connect to the CCL-Guest network.

Below the credentials, there are also steps for how to connect to the CCL-Guest network.



Hello New,

Your guest account details:

SSID:CCL-Guest

Username: newguestaccount2022

Password: 4EV4anme

Name: New Guestaccount2022

Phone Number:+6192313644
Valid From: 2022-11-29 10:35:00
Valid To: 2022-11-29 23:59:00
Duration: 1 days
Person being visited: member@memberfloor.com.au
Reason for visit: Work

If unused, this account will expire on: 11/29/2022 23:59

Instructions for connecting:

1. Open your web browser and type **login.ccl.com.au** into the address bar.
2. You will be redirected to the login page.
3. Log in using the username and password provided above.