## RUCKUS One Online Help (index.html)

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## Adding a Guest Pass

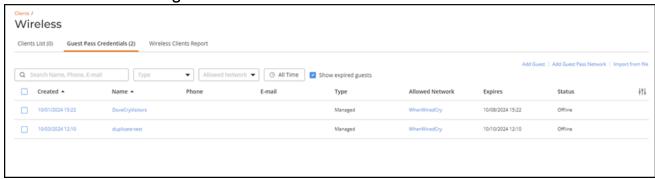
If you have a user that requires temporary access to the network (for example, a company visitor or a temporary worker), you can create a guest pass for that person.

**Note:** If you need to create guest passes for multiple users, you can create them in bulk. For more information, refer to *Importing Guest Accounts in Bulk (GUID-C2E6599F-BF35-4473-B4B9-87E040BBEFE2.html)*.

To create a single guest pass, complete the following steps.

1. From the menu, select **Clients** > (and then) **Wireless** > (and then)**Guest Pass Credentials**. The **Guest Pass Credentials** page is displayed.

## **Guest Pass Credentials Page**



2. If you see the message "Guest cannot be added since there are no guest networks," click the Add Guest Pass Network option.

A modified version of the network wizard window appears with the network type preset as Captive Portal - Guest Pass. Complete the rest of the steps in *Creating a Network That Uses a Captive Portal* 

with a Guest Pass (GUID-3FD9223D-4BD8-482E-B2C7-EA89C4E18298.html) to add the guest network.

3. In the upper-right corner of the **Guest Pass Credentials** tab, click **Add Guest**. The **Add Guest Pass** sidebar is displayed.

Adding a Guest Pass Add Guest Pass Guest Name \* Synd Mobile Phone +1 201-555-0123 synd sikandarali@commscono.com Allowed Network \* • Pass is Valid for \* Days 7 Pass is valid from Now First Login Number of devices 3 Guest Pass Auto generated Manual ..... • Send to Email Print Guest pass

- 4. Complete the following fields to identify the user of this guest pass:
  - Guest Name: Type the name of guest.

Cancel

• Mobile Phone: (Optional) Type the mobile phone number of the guest. The mobile phone number must follow the format: + {country code}-{area code}-{phone number}. For example, you can type +1-408-888-8888.

**Note:** The default country displayed for the Mobile Phone field is based on your web browser locale.

- Email: (Optional) Type the email address of the guest.
- **Note**: (Optional) Type any notes or additional information about the guest.
- Allowed Network: Select a network to which you want this guest to have access. Only managed guest networks appear on this list. If you have not created a managed guest network, this list will be empty.
- Pass is valid for: Select the number of hours or days for which the guest pass will be valid.
- Pass is valid from: Select either Now or First Login.
- **Number of devices**: Select the number of devices on which the guest pass can be used simultaneously. Allowed values are from 1 through 5, and Unlimited. The default setting is 3.
- **Guest Pass**: Select one of these options to create the password:
  - Auto generated: RUCKUS One generates a random password.
  - **Manual**: You can configure a custom password.

**Note:** You can enter up to 16 alphanumeric characters. The password must be at least 6 characters long.

- 5. Specify how you want the guest user to receive the instructions for activating the guest pass. Options include:
  - **Send to Phone**: Select this check box to send the guest pass information to the guest's phone via SMS. This option requires a **Mobile Phone** number be defined.
  - **Send by Email**: Select this check box to send the guest pass information to the guest's email address. This option requires an **Email** address be defined.
  - **Print Guest Pass**: Select this check box to print a hard copy of the guest pass information, which you can give to the guest user.

**Note:** If you are printing the guest pass information, remember to temporarily disable the pop-up blocker of your web browser (if enabled).

You can select multiple guest pass delivery methods.

## 6. Click **Add**.

RUCKUS One sends the guest pass information using the delivery methods you selected. The **Guest Pass Credentials** page refreshes, and then an entry for the guest pass that you have created is displayed.

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