



Lobby Ambassador Guest Management

This page displays a summary of the existing guest users who are allowed to access a specific wireless network sorted by User Name.

To refresh the information on this page, click **Refresh**.

To log off from the Lobby Ambassador Guest Management page, click **Logout**.

- [Guest Users List, on page 1](#)
- [Guest Users List > New, on page 1](#)
- [Guest Users List > Edit, on page 2](#)

Guest Users List

The Guest Users List displays the User Name, WLAN SSID, Account Remaining Time, and optional Description for the guest user.

- To create a new guest user, click **New**. The **Guest Users List > New** page is displayed.
- To edit the guest user settings, click the **Edit** link for that user. The **Guest Users List > Edit** page is displayed.
- To remove an existing guest user, click the **Remove** link for that user.

To delete the user, click **OK** when you are prompted with **Are you sure you want to delete?** or click **Cancel** to return to the Guest Users List.

Guest Users List > New

This page is displayed when you click the New button from the **Guest Users List** page.

To create a new guest user, do the following:

Procedure

- Step 1** Add the User Name, Password and Password Confirmation.

Note You have the option of letting the system generate the password:

- If you click **Generate Password**, an 8-character password is generated.
- If you click **Generate Strong Password**, a password of variable length up to 19 characters is generated.

If you do not want a system-generated password, you can create a custom password of your choice.

- Step 2** In the **Lifetime** field, enter the amount of time that the guest user account is to remain active. The default setting is 1 day.
- Step 3** If the network admin created a guest user role, select the **Guest User Role** check box and choose a role from the drop-down list.
- Step 4** Select a WLAN SSID that the user is allowed to access.
- Step 5** Enter a description for the user, if desired.
- Step 6** Click **Apply**.
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Guest Users List > Edit

This page is displayed when you click the **Edit** link from the **Guest Users List** page.

To edit the guest user settings, do the following:

Procedure

- Step 1** Confirm or change the Password and Password Confirmation.
- Note** If you want the system to generate a password for this user, select the **Generate Password** check box. The system will display the generated password.
- Step 2** Confirm or change the amount of time that the guest user account is to remain active in the **Lifetime** field. The default setting is 1 day.
- Step 3** If the network admin created a guest user role, confirm or change the **Guest User Role** check box and choose a role from the drop-down list.
- Step 4** Select a WLAN SSID that the user is allowed to access.
- Step 5** Enter a description for the user, if desired.
- Step 6** Click **Apply**.
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