Ooma Connect Base Station Setup Guide and Troubleshooting

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Setup Guide

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What's in the Box

Ooma Connect Base Station   Ethernet Cable

Power Adapter

STEP 1   **Activate Your Ooma Office Account**

If you purchased the Ooma Connect Base Station through a qualified Ooma salesperson, it should already be activated. You should have received an email from Ooma with your account details, including the main phone number and administrator password.

If you purchased the Ooma Connect Base Station through a retailer or secondhand, you may need to start by activating your Ooma Office Account. To do so:

1. **Go to office.ooma.com** on your computer

2. Choose "Sign Up for Ooma Office"

3. Follow the instructions to create a new account

   STEP 1

   Account Information

   Once you have activated your Ooma Office account, feel free to enter your key information here:

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STEP 2 **Connect to the Internet**

Choose one or both of the following ways to connect your Base Station
to the Internet:

1.Use the included Ethernet cable
to connect your Base Station to your router. Insert one end of the cable into the WAN port on the back of your
Base Station. Insert the other end into an open port
on your router.

AND / OR
2.
If you have purchased an
Ooma Wireless Adapter, connect
it to the LTE port on the back of
the Base Station.The Ooma Wireless Adapter can provide either a primary or a backup Internet connection.