Overhead Paging Service for the Obihai OBi300 ATA

8x8

Quick Activation and Installation Guide

Welcome to Overhead Paging Service with 8x8 Virtual Office. Use this guide to get Overhead Paging Service up and running.

Activating Your Obihai ATA for Overhead Paging

To activate overhead paging, you will need to log into Account Manager and follow these instructions.

1. Go to login.8x8.com.

2. Enter your administrator username and password, click **Login**.

3. In the Application Panel, click on **Account Manager** icon to launch the application.

4. Click **Phone System** from the top navigation bar and select **Paging** from the left-hand menu.

5. In **Overhead Paging Configuration**, click **Configure**.

6. Select the extension you want to activate and click **Configure**. A pop-up will appear.

7. Enter the **MAC ID** found on the bottom of your Obihai OBi300 ATA, underneath the bar code. Next, enter the 1 to 6-digit password you will dial on your phone prior to each page (for security).

8. Click **Configure**.
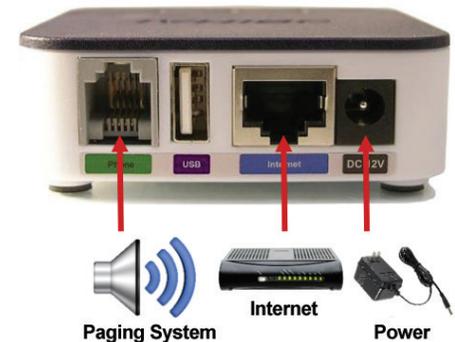
Installing your Obihai OBi300 ATA

- Connect your ATA to a power source and to an Internet connection. Connect your overhead paging system to the **Phone 1** port on the back of your Obihai OBi300 ATA. The ATA works with an overhead paging system that has a standard analog phone input (e.g., Bogen).

- Disconnect the power adapter on your Obihai ATA and reconnect it after a few seconds.

- You are now ready to dial the extension number from any phone on your 8x8 phone system to broadcast a page.
    - A paging password is available to use the paging feature. This is the same password you entered when activating your Obihai ATA for paging. To reset the password, return to the Overhead Paging section in the 8x8 Account Manager.

Using Your Obihai OBi300 ATA for Paging Service

To broadcast a page, dial the paging extension and the optional password. Then announce the page and hang up.

Checking Status of Your Obihai OBi300 ATA

To check the device status (such as IP address or to confirm whether it's connected) first disconnect and reconnect the power to the OBi300 ATA. When it restarts, the OBi300 plays a dial tone for 5 seconds. During that 5-second time frame, dial **** and follow the IVR instructions.

For more information, visit support.8x8.com

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