

Quick Start Guide

Intermedia Unite
Polycom OBi300



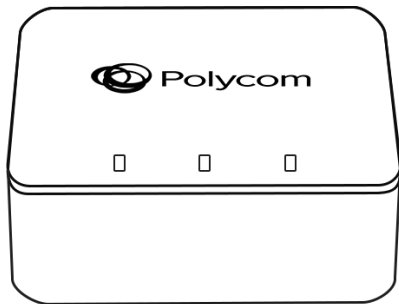
Welcome to Intermedia Unite

What's in the box?

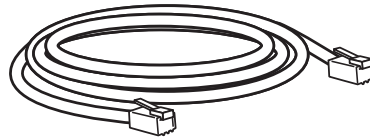
Polycom OBi300

- A. OBi300 ATA
- B. Ethernet Cable
- C. DC Power Adapter

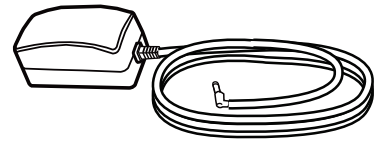
A.



B.



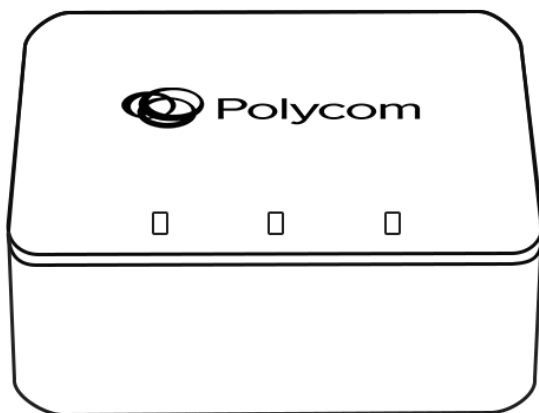
C.



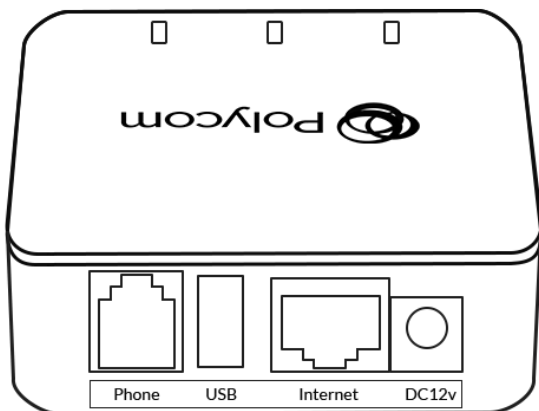
Guided Setup

Your new Fax Adapter (commonly referred to as an Analog Telephone Adapter or ATA) allows you to use an existing fax machine to send and receive faxes through the Cloud PBX network.

OBi300 FRONT



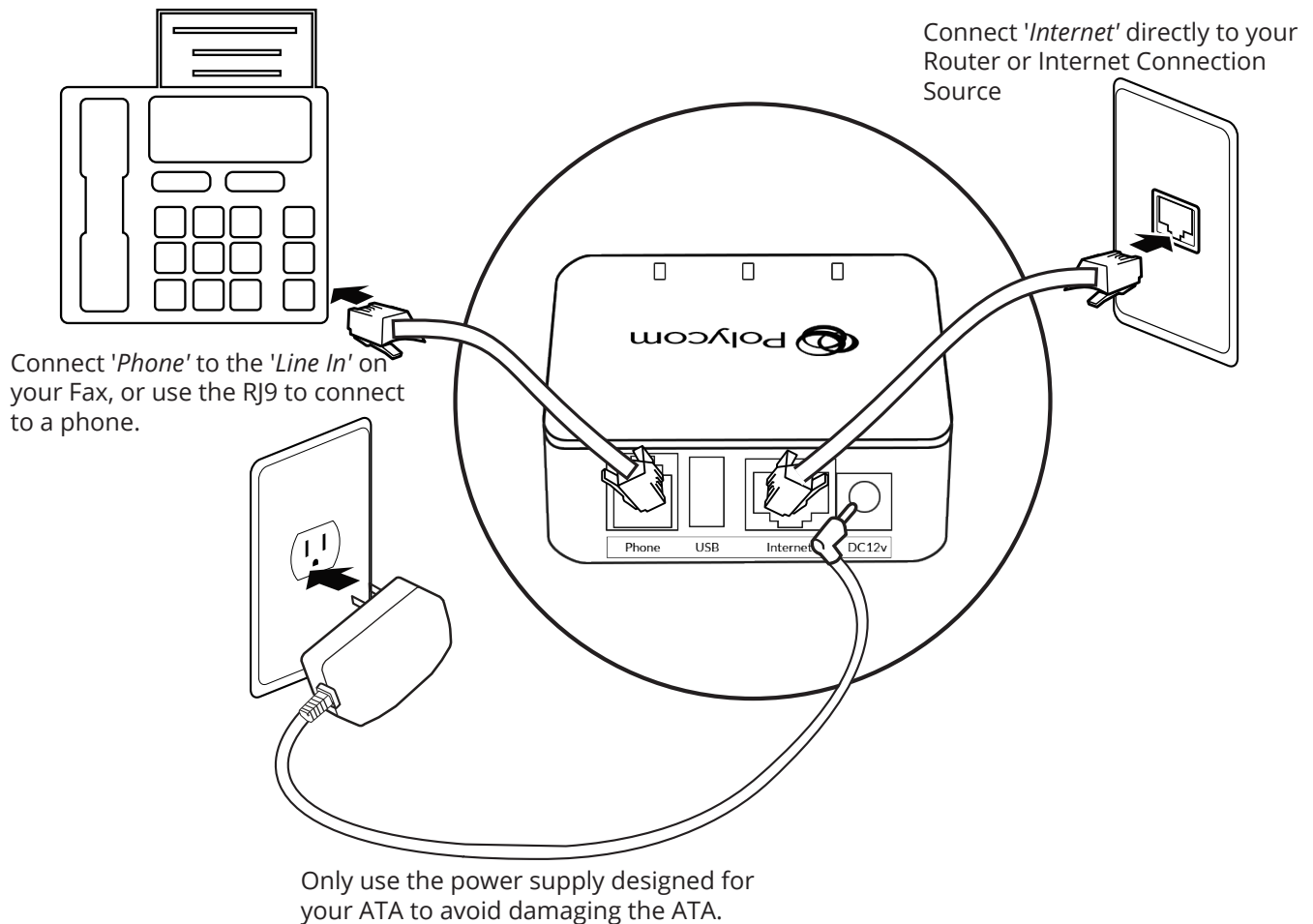
OBi300 REAR



Note: The USB port was designed by Polycom to accommodate a storage device that enables local and remote access of stored files over the Internet by authorized users. This setup is not utilized for Voice and this USB port provides no special connectivity to the device.

CONNECT CABLES

Please follow the diagram below to install your ATA.



1. Connect your fax machine to the ATA by plugging one end of a RJ-9 telephone cord into the green phone port on the ATA, and the other end into the Line port on your fax machine.
2. Connect the included Ethernet cable to the Internet port on the ATA and connect it to a switch or router in your network.
3. Connect the included power cable to the power port on the ATA and plug in the power cable.

CONFIGURING YOUR ATA

Configuration of your ATA occurs within the Control Panel.

LOGGING INTO THE CONTROL PANEL

- Go to **<http://www.intermedia.net/login>**
- Click the 'For admins' tab
- Enter the Account Owner's user name and password
- Press the 'Login' button
- Click on 'Voice Services'

CREATING A FAX RESOURCE

Once you have logged into the Control Panel and have entered Voice Services, you will need to create a Fax Resource, which provides your ATA with a phone number and other configuration:

- Click on 'Resources & Utilities'
- Click 'Create'
- Select 'Fax resource' and click 'Proceed'
- Fill in the required information:
 - Name of the fax resource
 - Select an extension
 - Assign a phone number
 - Choose a billing plan
 - Assign the ATA to a location
- Click 'Create fax resource'

ASSIGN YOUR ATA TO THE FAX RESOURCE

Once you have created your Fax Resource, you will need to assign your ATA to the resource. While editing the Fax Resource:

- Click on the 'Devices' tab
- Click on 'Assign new'
- Select the ATA in the Device drop down list
- Ensure the address is correct, for this is where 911 will respond to should someone dial 911 from this ATA
- Indicate you have read the 911 Policy and Limitations
- Click 'Assign device'

At this point, your ATA is ready to download a configuration. If the device is plugged in and powered on, simply perform a power cycle of the device. The ATA will require 1-2 minutes to reboot and download a configuration. Once finished, the ATA will provide dial tone to your fax machine.

UPDATING OUTBOUND CALLER ID

While editing the Fax Resource:

- On the General tab, click on the phone number link next to 'Outbound Caller ID'
- Choose whether you wish to:
 - Use the ATA's own phone number
 - Use a different phone number on the account
 - Block outbound caller ID
- Click 'Save changes'

UPDATING 911 ADDRESS

While editing the Fax Resource:

- Click on the Devices tab
- Click on 'Edit'
- Update the address as appropriate
- Check the box that you read and understand the 911 Policy and Limitations
- Click 'Save changes'

USING YOUR ATA

FAX MACHINE CONFIGURATION

If you are having problems with faxing, you may need to refer to your fax machine owner's manual and adjust the configuration on your fax machine. For best performance with Cloud PBX:

- If your fax machine has an "ECM" (Error Correction Mode) feature, please disable this function.
- Check your fax machine's speed (sometimes called "Baud Rate"), and set it to 9600 or lowest possible speed.

SENDING A FAX

Once your fax machine has been plugged into the Phone 1 port on the ATA, send a fax as you usually would with your fax machine.

RECEIVING A FAX

If your fax number is new, make sure you have provided your fax phone number to those who wish to send you faxes. Your fax machine will receive faxes automatically once plugged into the fax adapter.

We are here to help.



<https://kb.intermedia.net/Article/40203>



voicesupport@intermedia.net



1.800.379.7729

POLYCOMOBI300-QS-001

©2019 Intermedia.net, Inc.