



# Obihai Obi1062

## Connecting the Phone to WiFi

From the Home Page, select **“Settings”** . Scroll down to **“WiFi”** . Click **“Scan”** to locate a network or **“Add”** to manually add a network. If you selected **“Scan”** you will see results come up for available networks. Then you have the option to **“Rescan”** for more options or **“Connect”** to the network that you prefer. If the network is password protected, use the popup box, enter the password in the **“Password”** field.



## Warm Transfer

*Warm transfer a warm transfer involves speaking to a person you're transferring the call to before the transfer is made.*

While on a call, press the **“Transfer”** soft key (you may have to press the **“More”** soft key to locate this). Select **“Transfer”** . This will place the caller on hold. Input the number or extension you would like to transfer the call to, then press the **“Dial”** soft key or wait two seconds. Once the call completes and you are able to announce the transfer, press the **“Transfer Now”** soft key to complete out the transfer.

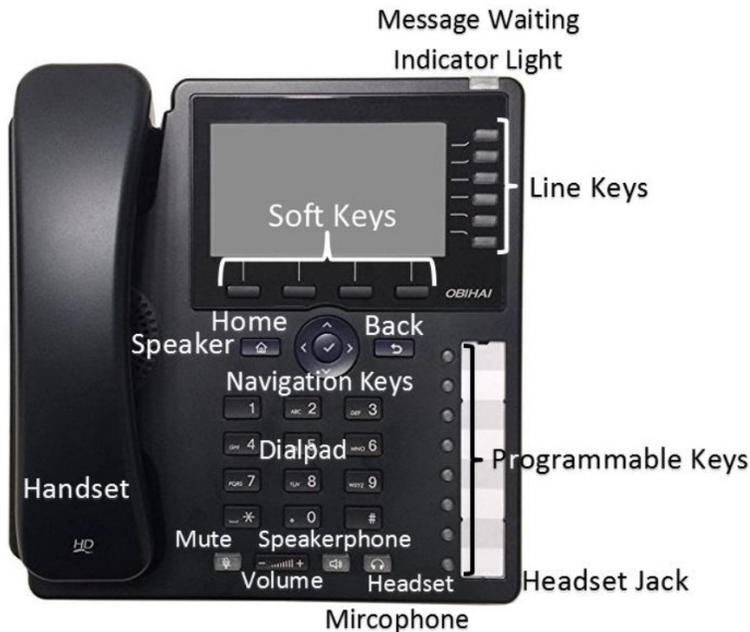
## Blind Transfer

*A blind transfer involves transferring the call to another number without speaking to the receiving party regardless of whether they answer or not.*

While on a call, press the **“Blind Transfer”** soft key (you may have to press the **“More”** soft key to locate this). Dial the number or extension you would like to transfer to then wait two seconds or press the **“Dial”** soft key to complete out the transfer.



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## Call Park

While on a call, press one of the “**Call Park**” line keys . Please note that only one can be used at a time. This will place the active call into the call park orbit. The line indicator key next to the Call Park button will blink red when the call is on Call Park. This call can be retrieved at all phones in that call park orbit. It will be showing the blinking red line key on all phones. To pick this call up, you will press the line indicator key that is blinking. Once pressed, the call is now live on your phone.

## Placing a Call on Hold

While on a call, press the “**Hold**” soft key. The line indicator key will blink red when the call is on hold. To return to the call, press the “**Resume**” soft key or the blinking indicator light.

## Muting a Call

While on a call press the “**Mute**” key. The key will glow red when the call is on mute. To unmute the call, press the Mute key again.

## Do Not Disturb

Select “**Do Not Disturb**” from the bottom soft keys. When pressed, the soft key color will change from blue to red. There will be a red do not disturb icon on the top of the screen. To turn off Do Not Disturb, press the “**Do Not Disturb**” soft key again. This will prevent calls from ringing on your phone, while still allowing callers to call in and leave voice-mails.

## Initiating a Conference Call

While on a call press the “**Conference**” soft key. This places the first party on hold. Dial the number you would like to add. Press the “**Dial**” soft key or wait two seconds. Once the phone starts ringing, you are able to press the “**Conference Now**” soft key to join the calls.



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## Accessing Call Logs

From the Home Page, select “**Call History**”. Here you will have four options to select from “**All Calls**”, “**Received Calls**”, “**Outgoing Calls**” and “**Missed Calls**”. When you click into the list you are given the option to “**Call**” the number that is highlighted on the screen, “**Edit Dial**” which will bring up the number as if you just dialed it, “**Save**” that will save the entry in your phone books, and “**Remove**” to remove the call from the list.

## Reboot

If you have been instructed to do so, you are able to reboot your phone. From the Home Page, select “**Setting**” press the bottom left soft key labeled “**Reboot**” . A message will appear that reads “**Press OK to reboot the phone**”. Press the “**OK**” soft key. Please allow for a few minutes for the reboot to complete.

