




# 8x8 Virtual Office iPhone App Guide

## Overview

1. Change your presence status and view your user details.
2. Search for contacts by name, number and more.
3. Messages: Send and receive messages from other 8x8 users in the Woodhead Group.
4. Calls: View call logs, voicemail, and place calls.
5. Contacts: Access your contact directory.
6. Meetings: Host, join, and manage meetings (Feature coming soon).
7. More/Settings.
8. To dial a number press the calls tab (4.) then tap .

## How do I check my missed calls?

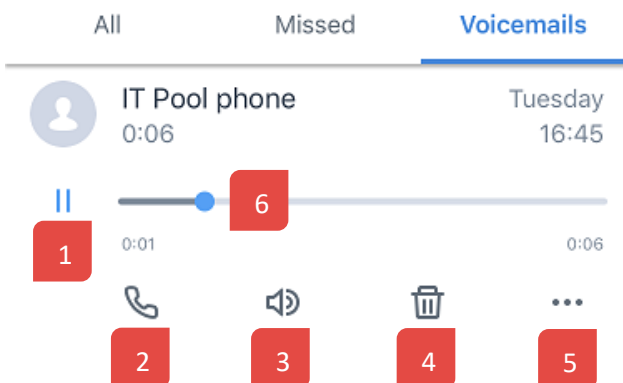
Check your call history by viewing your calls and missed calls under the **Calls tab**.

- To view a list of your missed calls, tap **Missed**.
- To view a full list incoming and outgoing calls, tap **All**.
- To call the number, just tap it.
- Tap  next to a name or number for call details.
  - Tap , then “Create new contact” or “Add to existing contact” to add the number to a new contact or existing contact respectively.

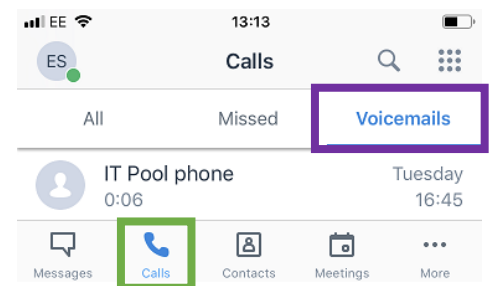
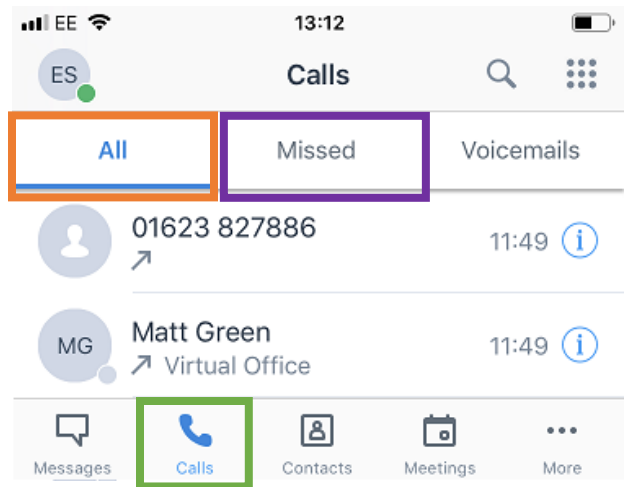
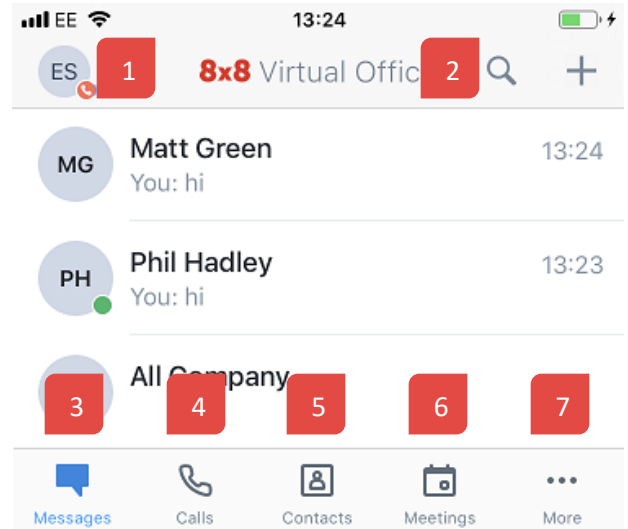
## How do I check my voicemails?

The check your voicemails go to the **Calls tab**, then tap **Voicemails**. You will see a list of your voicemails.

Tap on a voicemail to start playback through the earpiece and to view options, as shown below.



1. Play/Pause voicemail playback.
2. Call the number back.
3. Play the voicemail through you phones speaker
4. Delete the voicemail.
5. Mark as Read/Unread, add to a new or existing contact (new numbers only) and more...
6. You can skip through the voicemail by holding down the blue dot and dragging it.



## How can I change my voicemail greeting?

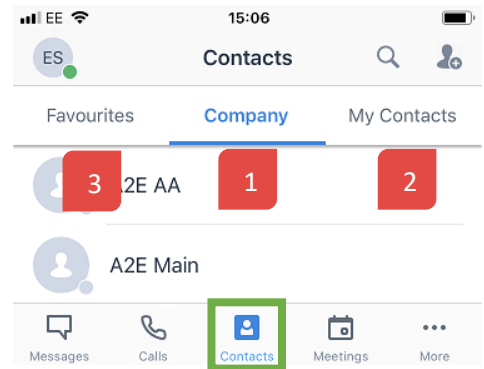
Go to the dialer and dial 555. When prompted enter your voicemail PIN. If you haven't changed this, it will be 445566.

If you have voicemails in your inbox, these will start playing automatically. To skip the voicemails and go to the main menu, press **\***. Press 2 for greetings then follow the instructions given by the automated voice.

## How to I access my contacts?

Click the **Contacts tab**.

1. A list of all 8x8 contacts (This includes all Woodhead users with 8x8 and Edwinstowe House Tenants).
2. This list shows the contacts from your iPhones contacts App. To add a new contact click
3. These are contacts you've marked as a favorite.
  - To mark a contact as favorite, tap it then tap



## How to a put a call on hold?

<p><b>Step 1: When in a call, tap the <b>More</b>.</b></p>	<p><b>Step 2: Tap <b>Hold</b></b></p>	<p><b>Step 3: To resume the call click the <b>profile picture/play icon</b>.</b></p>
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## How do I Transfer Calls to another person?

<p><b>Step 1: When in a call, tap the <b>More</b>.</b></p>	<p><b>Step 2: Tap <b>Transfer</b>. This will place the caller on hold.</b></p>	<p><b>Step 3: Tap on the contact you would like to transfer the call to, or tap the search box to search for a contact.</b></p>
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