

Navigation Overview

Set Profile Picture

1. Select the **Profile** Tab
2. Select the larger profile image to change

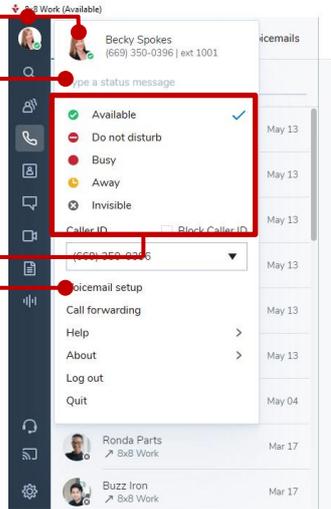
Set status message

Type a custom status into the text field, such as working from home

Set status presence

Currently you will need to set your presence manually

Set Voicemail greeting



Make a Call

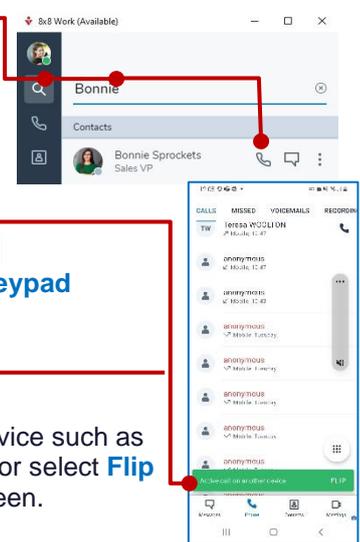
1. Select the **Search** Tab
2. Type a contact name in the search field
3. Select the contact **Call** icon

Or

1. Select the **Calls** Tab
2. Dial a number on the **Keypad**

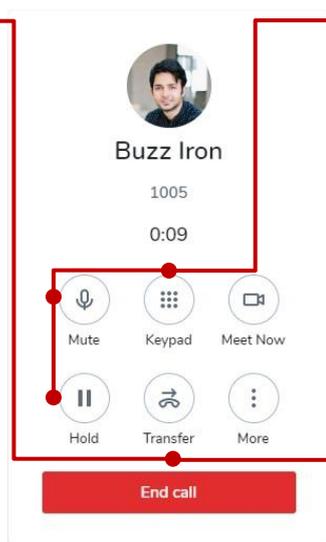
Flip Call

1. Open the alternative device such as a mobile either dial ***88** or select **Flip** at the bottom of the screen.



Transfer

1. While on a call, select the **Transfer** icon
2. Hover over the contact you wish to transfer to
3. Select the **Direct Transfer** icon or **Voicemail** icon
4. The call is transferred to the contact directly, or to their voicemail box. You are disconnected



In Call Options

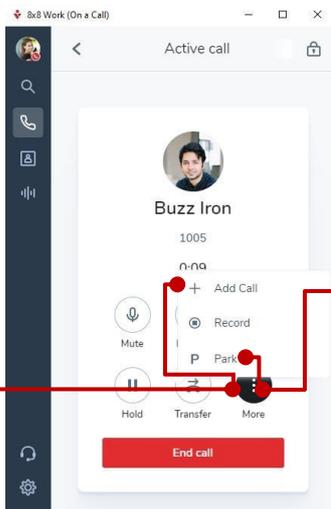
- In a call you can:
1. Show the **keyboard**
 2. **Mute** yourself
 3. Put the caller on **hold**

Transfer to Voicemail

1. Select the **Voicemail** icon
2. The call is transferred to the contact's voicemail box and you are disconnected.

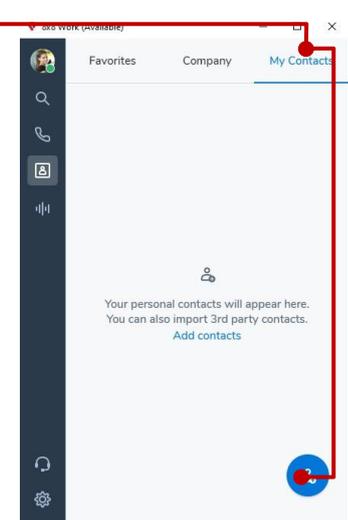
Add second person to call

1. While on a call, select **More** then **+ Add Call**
2. Type the name, number or email of the contact in the search bar
3. The first call is put on hold. When the second party answers, select **More > Merge Calls**



Add New Contact

1. Select the **Contacts** icon
2. Go to **My Contacts**
3. Use the **Add New Contact** icon at the bottom to add a new contact



Park Call

1. Select **More** then **Park** from the pop-up menu
2. Listen for the **Park** number and disconnect
3. To retrieve the call, dial the **Park** number from 8 x 8 Work extension