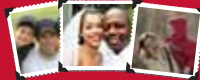


 8x8, Inc. **Tango**[®]
Virtual Office

Quick Start Guide



Now, a digital picture frame!



Microsoft Outlook Integration

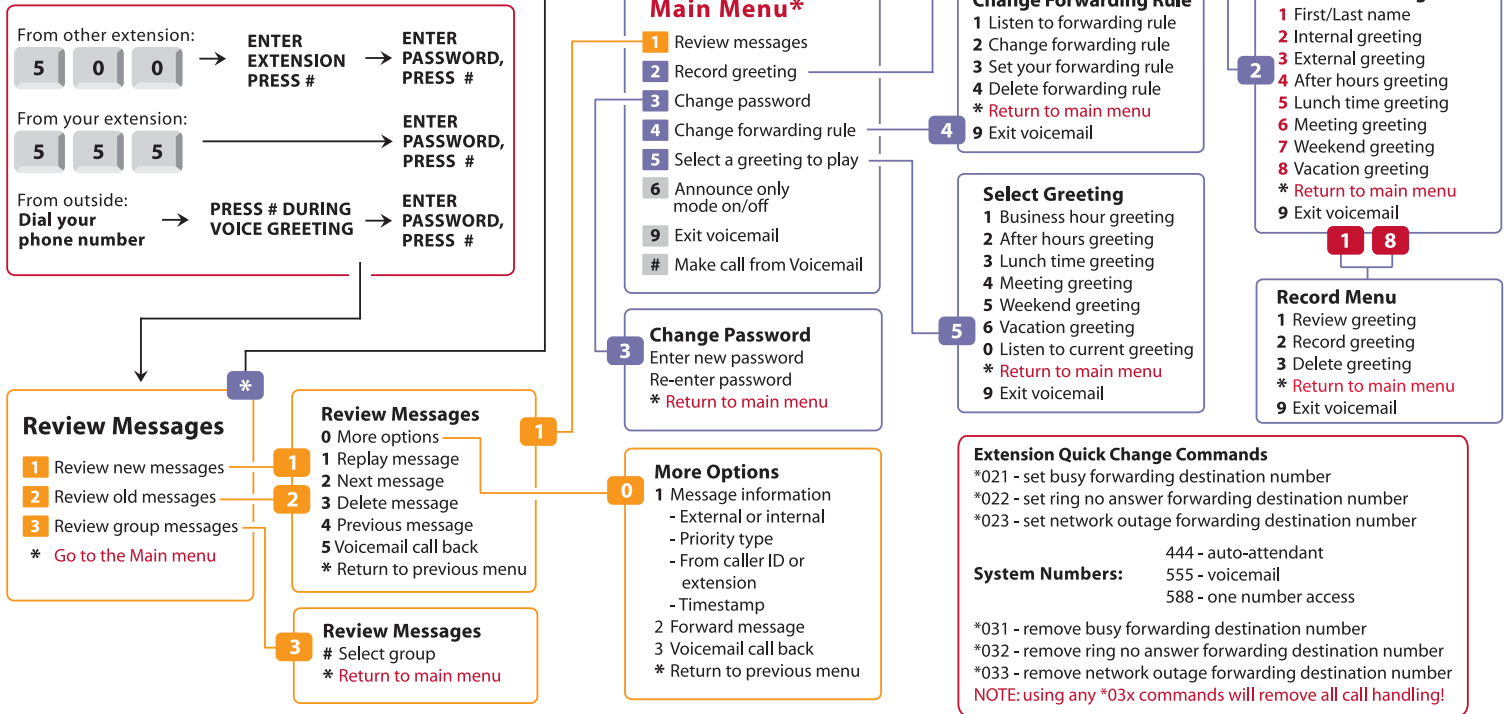
Add Vision To Your Phone Calls

Next Generation Video Phone Technology
www.8x8.com | 1.866.TRY.VoIP

 8x8, Inc.
Virtual Office[®]

Using Voicemail

VOICEMAIL ACCESS



Reference Card

▶ Calling

Calling Internal: Pick up phone or press [Speaker]. Dial the extension number.

Calling Outside: Dial 9 for external access and dial number.

Calling when on a call: Press [Hold/NewCall] and dial the number. To transfer press [More] [Join Parties]. To conference press [More][Conf All 3].

▶ Answering

New call: Lift handset or press [Speaker].

Answering when on a call: Press [Retrieve/Alternate] to hold and connect to the ringing call. Press [Retrieve/Alternate] to switch between calls.

▶ Transfer

Transfer direct: Press [Transfer], dial the number, hang up.

Supervise a transfer: Press [Hold/NewCall], dial the number and announce reason for call. Press [more] [Join Parties] to connect all parties, hang up.

To transfer to voicemail: Press [Flash] 5 *, dial the extension.

▶ Hold

Hold/NewCall: This will play music while the party is on hold.

▶ Conference

Conference Outbound call: Press [Conf In]. Dial the number and all three parties will be connected.

Conference Inbound call: Press [Retrieve/Alternate] to pick up the ringing call, then press [More] [Conf All 3] connect all three parties.

▶ Forward

Forward all calls: Press [Set Frwd], enter the ext. or number.

Cancel forward: Press [Cancel Frwd]

▶ Do Not Disturb

Turn DND on: Press [DND On].

Turn DND off: Press [DND Off].

▶ System Numbers

444: Auto-attendant

500: Access Voicemail from another extension

555: Voicemail

556: Conference Bridge

601- 605: Park Extension Range

▶ Calling Features

***67/*68: Caller ID Blocking on/off**

***69: Call Return**

***70: Call Waiting Disable**



MS Outlook Integration

Import your contact information from Microsoft Outlook CSV or any other CSV file format. Go to <http://www.8x8.com/tango> to download the latest User Manual and read the section on Import Contact.

Digital Photo Frame

Upload up to 16 pictures to your Virtual Office Tango and set them up as your wallpaper and/or screen saver. Go to <http://www.8x8.com/tango> to download the latest User Manual and read the section on Digital Photo Frame.

Contact Information

Activation/Phone Number Automated Service: **012-0001
Local IP Address Automated Service: **012-0003
Voicemail: Dial your Packet8 phone number or dial **012 0555

Support:
www.8x8.com/support
Email: technicalsupport@8x8.com
Customer Service, toll-free: 1.888.898.8733
Customer Service, outside of the U.S.: 1.408.727.1885

810 W Maude Ave.
Sunnyvale, CA 94085
Tel: 408.727.1885
Fax: 408.980.0432
www.8x8.com

A Little More Conversation...

A Lot More Action

