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■ 8x8 Admin Console Users Phone numbers Devices Licenses Company Auto Attendants Schedules Roles & permissions * 8x8 Admin Console	Phone numbers Proft, get new number and manage number inventory	 Select the Hamburger is top left corner of Admining and the second sec	5. con in the n Console 6. cop-out 7. coedit ons from left	Select +Add Enter the H details Select Save	d a Holiday oliday or exception
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For more support, visit the 8x8 University Free Online Training website: https://www.8x8.com/university/free-online-training

Auto Attendant

Auto Attendant Call Forward

- 1. Select the **Hamburger** icon in the top left corner of Admin Console
- 2. Select **Auto Attendants** from the pop-out menu
- 3. Select the **pencil** icon to edit your Auto Attendant
- 4. Scroll down to the **Call** Handling Menu
- 5. From the left side of the Auto Attendant **Call Handling Menu**, select the option to which the Call Forward will apply
- 6. Select the **Skip playing prompt** radio button
- 7. Select Edit Settings
- 8. From the Additional Settings panel, Set the *Number of seconds the system should wait before taking next action* field to **0**
- 9. Set the *If user inputs no key, replay menu field* to **0 times**
- 10. Set *And then* field to **Route Call** to
- Set the Target field to a User, service, or external number of your choice
- 12. Select Save



Define rules for key input processing	3
Allow callers to dial an extension at any point	
Directory Scope	
All Sites 🗸	
* Number of seconds the system should wait before taking next	
action 🕕	
0	
If user inputs no key, replay menu	And then
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Target	
US Service Call Queue (1012) × 🔻	
Go straight to voicemail	
Save	Cancel

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