



# Nextiva App – Android

## Make/Receive Calls

No forwarding necessary, sign in to start making and receiving calls from the App.

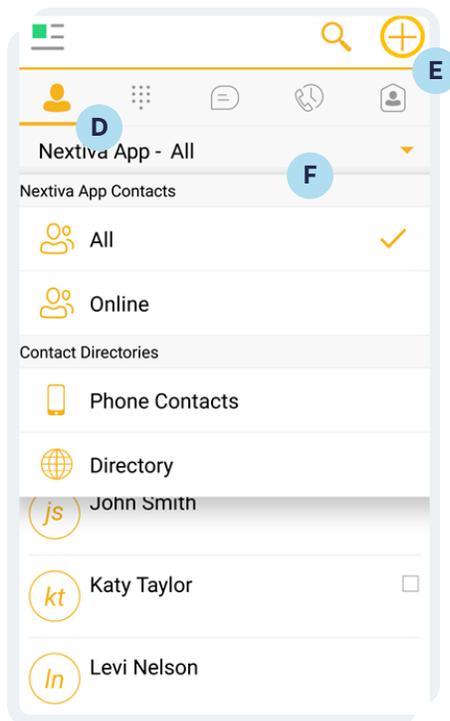
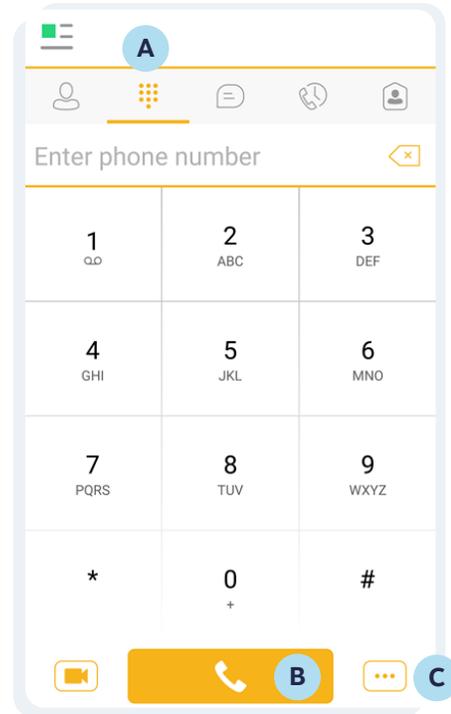
- Tap the **Dialpad** (A) menu icon, and dial the phone number or extension. Then tap the **Handset** (B) icon.
- Tap on any contact and select **Call**.

## Check Voicemail

- Dial **\*86** or hold the number **1** key.

## Pull Calls

- Dial **\*11** or tap the **ellipses** (C), and select **Pull Call** to pull the call to the App.



## Transfer Calls

- While on an active call, tap the **ellipses** (C) to **Transfer** the call.

## Add Contacts

Add contacts within your organization from the Directory, or add contacts manually.

- Add contacts within your organization from the Directory, or add contacts manually.
- Tap the **Contacts** (D) menu icon, and tap the **Plus** (E) icon. Then select **Add Contact** to manually add a new contact.
- Tap the **Nextiva App** (F) drop-down to access the **Directory**.

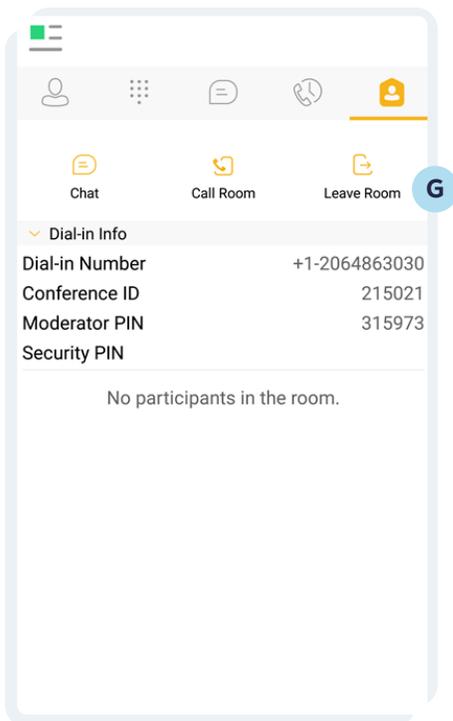
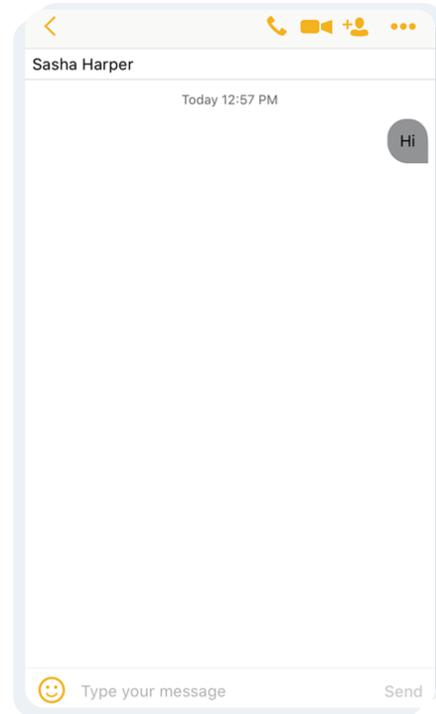


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## Chat

Chat with anyone in the Directory or the Contact List.

- Tap on any contact and select **Chat** to open the chat window.
- Tap the **Chat** (☰) menu icon to view all Chat History.
- Tap the **Handset** icon to instantly call the contact.
- Tap the **Video Camera** icon to start a video call.
- Tap the **Add Participants** icon to invite contacts to create a **Group Chat**.



## My Room

- Tap the **My Room** (G) menu icon to display the room details.
- Tap **Chat** to open the group chat.
- Tap **Call** room to instantly join the Conference Bridge.
- Integrate Nextiva Conference Bridge with your room so participants outside the Nextiva network can join the call. *\*Requires additional set up by Nextiva Support*

## Sign Out

Sign out of the App to stop receiving calls on the Nextiva Mobile App.

- Swipe right, and tap **Sign Out**.