



Nextiva App – iPhone

Make/Receive Calls

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

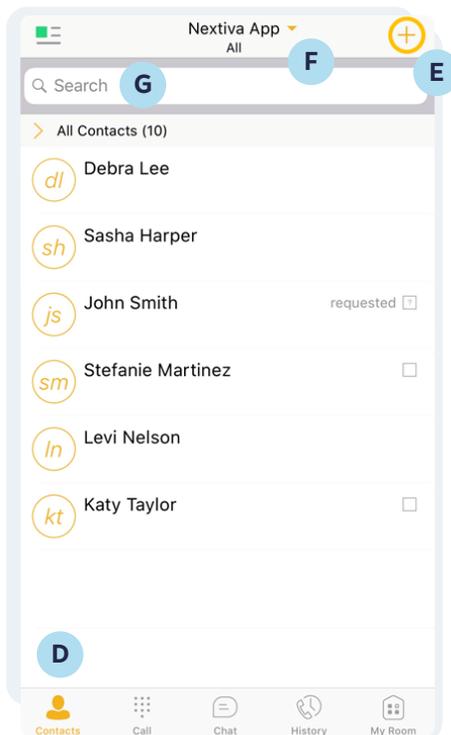
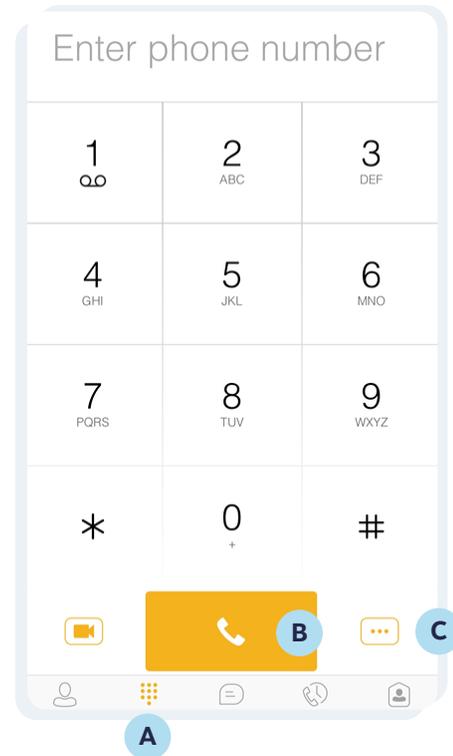
- Tap the **Call** (A) menu icon and dial the phone number or extension. Then tap the **Handset** (B) icon
- Tap on any contact and select **Call**.

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

The same contacts you have added to your Desktop App will show up in your Mobile App.

- 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**.
- Use the **Search** (G) bar to find contacts under the Directory.

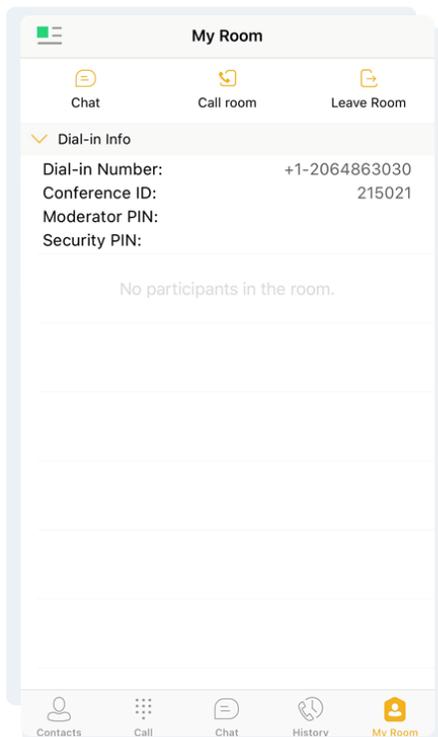
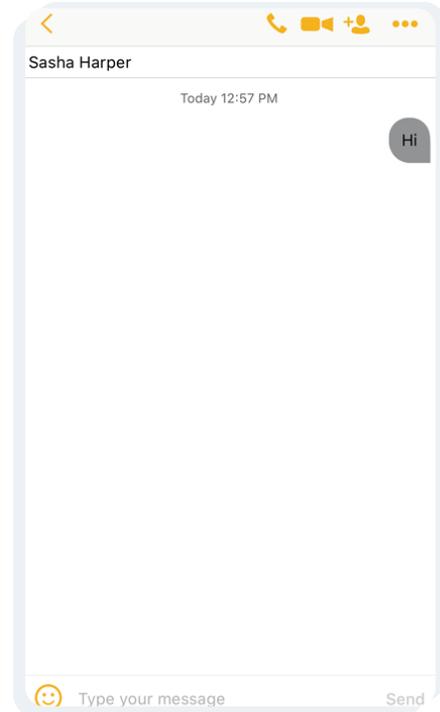


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Chat

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 the most recent 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 (H) 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**.

