Nextiva App – macOS

**Make Calls**

Make and receive calls from the App, and display the same caller ID as your physical phone.

- Click the Dialpad (A) menu icon, dial the phone number or extension, then click the Call (B) icon.
- Click the Call from Phone (C) icon to make a call using your physical phone.
- Hover over any contact, and select the Call (B) icon or Call from Phone (C) icon.

**Pull Calls**

Pull active calls from a physical phone to the App, and vice versa.

- Dial *11 or +P to pull the call to the App.
- Dial *11 from the physical phone to pull the call to the new device.

**Check Voicemail**

- Click the Call History (D) icon. Then click the Voicemail tab to view all voicemails.

**Add Contacts**

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

- Click the Add Contact + icon to manually add a new contact.
- Click Contacts (E) at the top of the macOS menu bar, and select New Contact.
- Click the Globe (F) menu icon to view the Directory, then select the desired contact. Select Contacts (C) from the macOS menu bar, and select Add to Contacts.

**Team Presence**

Adjust availability or easily check the status of a contact via the Nextiva App.

- Manually change your presence to Available, Away, Busy, or Offline.
Chat

Chat with anyone in the Directory or the Contact List.

- Click the Chat History (G) menu icon to view all conversations.
- Hover over or double-click on any contact, and click the Chat (H) icon to open the chat window.
- Drag-and-drop a file into the chat window to share files directly through the App.
- Drag-and-drop a contact into the chat window to instantly create a Group Chat.

My Room

- Click the My Room (I) icon to open a group chat.
- Drag-and-drop contacts into the group chat, or copy the invitation and invite contacts to join the room.
- Integrate Nextiva Conference Bridge with the room so participants outside the Nextiva network can join the call. *Requires additional set up by Nextiva Support
- Click the Call icon to join the bridge.
- Click the Video Call icon to start a video conference.
- Click the Call from Phone icon to join the bridge from a physical phone.
- Click the Start Sharing icon to share the screen.
- Click the Info icon to quickly invite guests via email.