Setting up Voicemail

From a Nextiva Phone:

1. Dial *86 and enter your PIN (default PIN is 0000).
2. Update your PIN to a personalized 4-digit number, and then record your name and press #.
3. Press * to confirm. Then press 3 to change the mailbox No Answer Greeting. This is the greeting callers will hear before leaving a voicemail message.
4. Press 1 to record a new greet and press # to stop recording.

Accessing Voicemail

From a Nextiva Phone:

1. Dial *86 and enter your PIN.
2. Press 1 to listen to new messages.

From the Nextiva App:

1. Press and hold the number 1 key and enter your PIN.
2. Press 1 to listen to new messages.

From an External Phone:

1. Dial the phone number and press * after reaching the voicemail greeting.
2. Enter your PIN and press #.
3. Press 1 to listen to new messages.

Nextiva Voicemail Shortcuts

1 – Play
2 – Busy Greeting Menu
3 – No Answer Greeting Menu
5 – Compose Message Menu
7 – Delete All Messages
# – Repeat