



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.

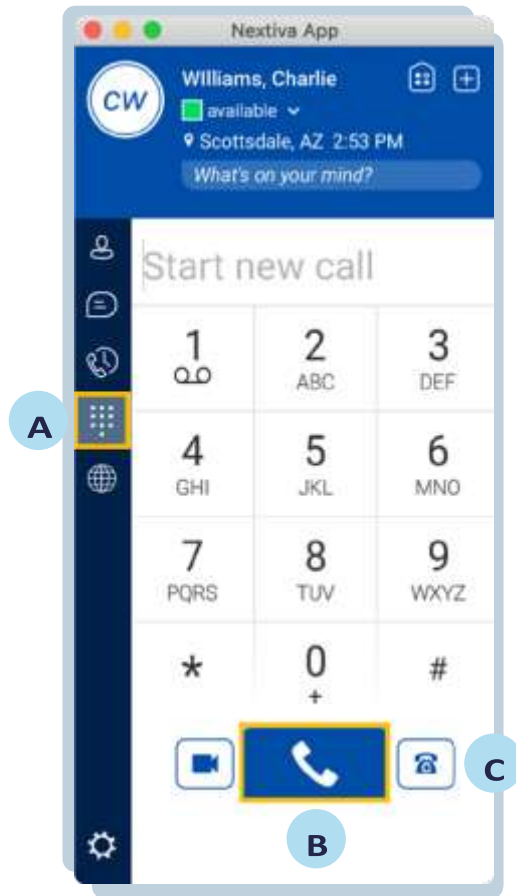
Pull Calls

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

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

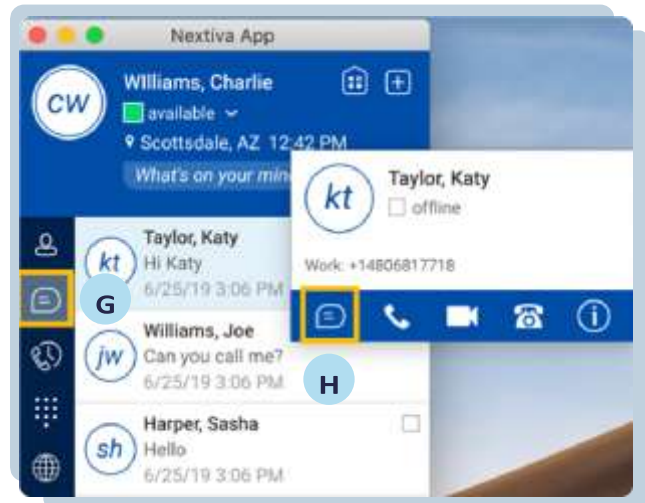


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Chat

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.

