Nextiva App – Windows

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, and dial the phone number or extension. Then click the **Call** (B) button.

- Click the **Call from Phone** (C) icon to make a call using your desk phone.

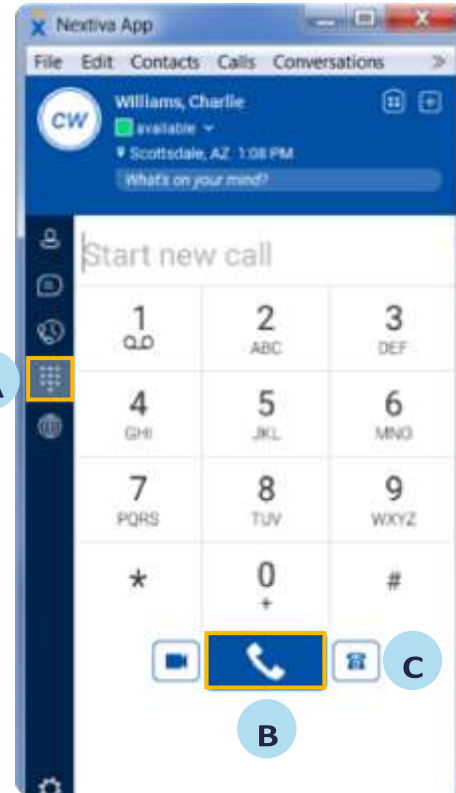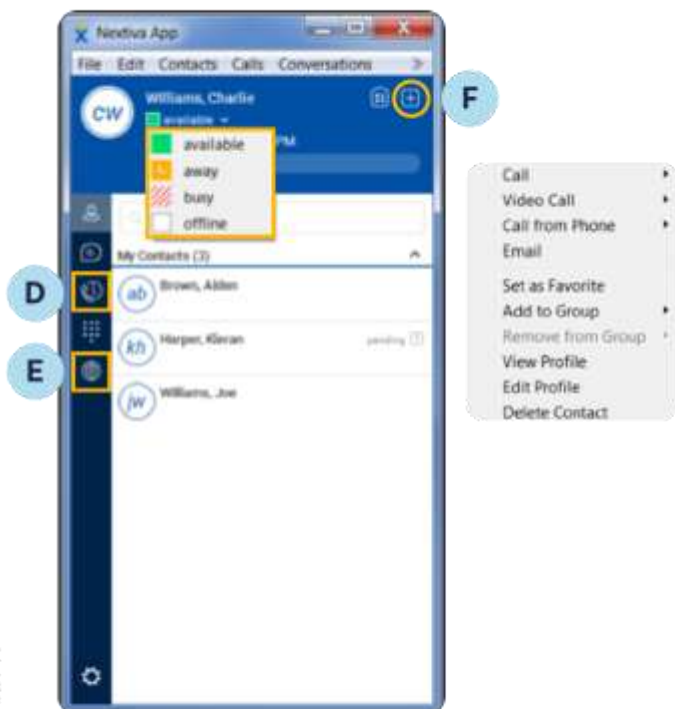- Right-click on any contact, and select **Call** or **Call from Phone**.

Pull Calls

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

- Dial ***11** or **CTRL + P** to pull the call to the App.

Check Voicemail

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

- 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 **Globe** (E) menu icon to view the Directory, right-click on the Contact. Then select **New Contact**.

Click the **Plus** (F) icon to manually add a new contact.

Team Presence

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

The App shows when Users are on the phone automatically.

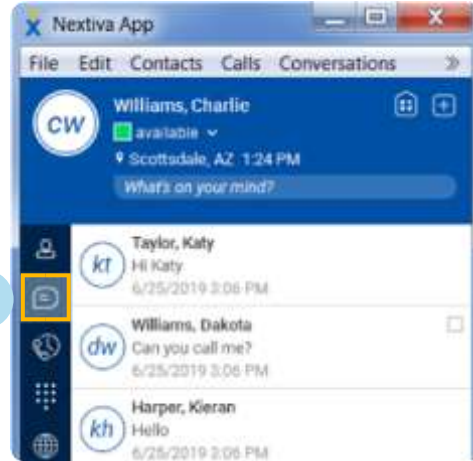Manually change your presence to Available, Away, Busy, or Offline.

Nextiva App – Windows

Chat

Chat with anyone in the Directory or the Contact List.

- Right-click or double-click on any contact, and select **Chat** to open the chat window.

- Click the **Chat History** (G) menu icon to view all conversations.

- Drag-and-drop a file into the chat window to share files with contacts directly from the App.

- Drag-and-drop a contact into the chat window to instantly create a **Group Chat**.

My Room

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

Click the **My Room** (H) icon to open a group chat.

- Drag-and-drop contacts into the group chat, or copy the invitation and invite contacts to join your room.

- Integrate **Nextiva Conference Bridge** with your 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 your physical phone.

- Click the **Start Sharing** icon to share your screen.

- Click the **Info** icon to quickly invite guests via email.