Nextiva App for iOS

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Take your Nextiva service with you wherever you go.

Contacts

On the home screen, My Contacts, you'll find all your saved contacts and favorites for easy access to frequently used numbers.

In the top-right corner, search your company directory or contacts saved on your cell phone using the **Filter** icon.

Call or video with a contact.

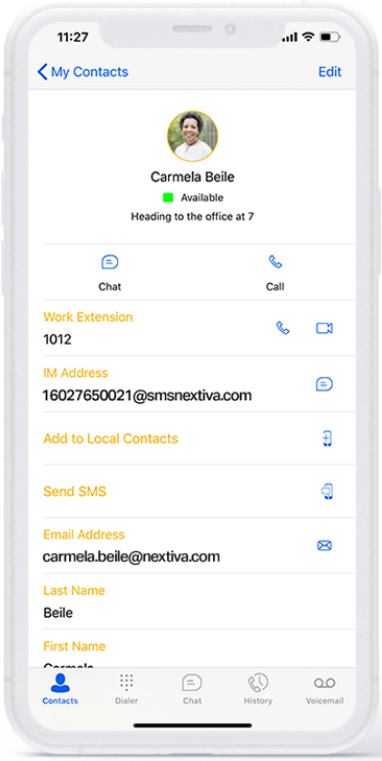
To call a contact, tap their name and choose **Call** or **Video**.

Add a contact.

To save a contact from your directory to My Contacts, search and tap on a contact > **Add to Contacts**.

Add to favorites.

To add a contact as a Favorite, search and tap on a contact > **Add to Favorites**.



Transfer calls.

Immediate transfers

In the bottom-right corner, choose the **Ellipses** ○○○ > **Transfer**.

Type your transfer-to phone number or search a contact in My Contacts/Directory. Choose **Transfer to _** when ready.

Personal transfers

In the bottom-right corner, choose the **Ellipses** ○○○ > **Transfer**.

Search any internal contact by typing their name or searching My Contacts/Directory.

Next, choose **Call_first** to warm transfer and speak to the call recipient before completion. Complete transfer when ready.

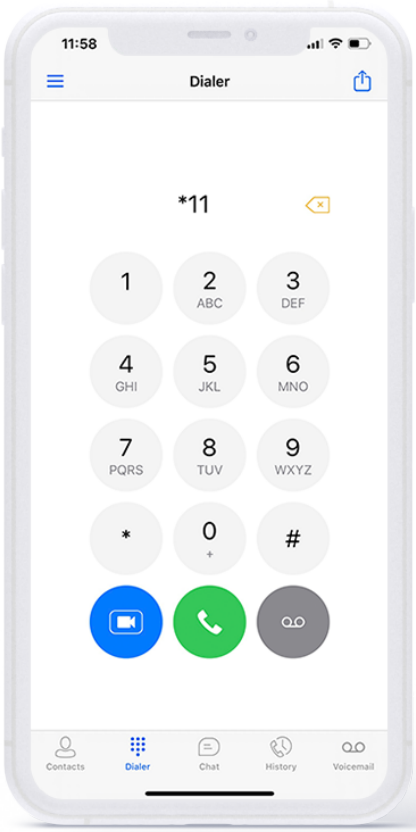
Amazing relationships are built one connection at a time.

Pull calls (from your desk phone).

Seamlessly transition a call from your desk phone to the Nextiva Mobile App.

To move your call, at the top right, click **Pull Call** under the **Share** icon.

Or, open the Dial Pad and type ***11**.



Send text messages (SMS).

SMS must be enabled on your account to use this feature. If you haven't done this yet, just complete this form. Once enabled, you can send a text to any saved contact.

To add a contact you want to text, go to **My Contacts** and choose **Plus** (+) > **Add Contact** and enter their IM address as 1+area code+phone number@smsnextiva.com (e.g. 15556667777@smsnextiva.com), and click **Save**.