Let’s set up your Nextiva phone service!

01 Log in.
Visit Nextiva.com, then click Login or navigate to authenticate.nextiva.com.

02 Add users.
Click Users, then Create users.

TIPS
- The initial user (you!) should already be listed. Hover over your name and click Voice Settings to update your info and settings.
- Make sure to assign a license for each user.

Example: Nextiva Cloud Communications Enterprise

03 Get started with primary voice settings.
Click Users, then hover over or select a name. From the Actions dropdown, select Voice Setup (you may see Voice Settings if you’ve started this already). Start with the following:

- Phone Number
- Phone (not required)
- Voicemail
- Emergency Location

TIPS
You can also dial *86 from your Nextiva phone or app to record your greeting.
**04 Set up a menu to greet callers.**

You can use a call flow to greet inbound callers with a professional menu when they call your business. Callers can press 1 for sales, 2 for service, and so on.

In the left menu, select **Voice > Call Flows > Create New Flow.**

**TIPS**
- Remember to set business hours and add the holidays you’re closed on.
- If you’re routing calls to a specific team, you can select **Teams** in the left menu to manage members of the team.

**05 Need to transfer a number?**

We’ve made it easy to port your numbers to Nextiva. We’ll walk you through a few simple steps online.

In the left menu, select **Voice > Transfer Numbers > Start Transfer.**

**TIPS**
- Don’t forget to electronically sign your documents before submitting.

**06 Download the app.**

Use Nextiva from anywhere using a computer or mobile device!

**FOR ANDROID**
[Get it on Google Play]

**FOR IPOHONE**
[Download on the App Store]

**FOR PC**
[Download now Windows]

**FOR MAC**
[Download on the Mac App Store]

**TIPS**
- If you plan to use text messaging (SMS), please fill out this form to activate the feature.