

Nextiva **Call Forwarding.** Everything You **Need to Know.**



How do I turn on call forwarding on a Nextiva phone?

How To Activate Immediate Call Forwarding:

- 1. Dial *72
- 2. Type the 10-digit phone number you want to forward to
- 3. Press Send
- 4. Wait for confirmation beeps

How To Enable Call Forwarding via the Nextiva Website:

- 1. Go to Nextiva website
- 2. Enter User ID and Password
- 3. Click Sign In
- 4. Click Incoming Calls
- 5. Select Call Forwarding Always
- 6. Enter the 10-digit phone number in the applicable text box
- 7. Adjust the options as desired
- 8. Click Save.

How to enable Conditional Call Forwarding (No Answer):

- 1. Dial *92
- 2. Type the 10-digit phone number you want to forward to
- 3. Wait for confirmation beeps

How do I turn off call forwarding on a Nextiva phone?

How To Deactivate:

- 1. Dial *73
- 2. Press Send
- 3. Wait for confirmation beeps

1. Get started

Start by forwarding your calls to SAS.

2. Check it

Call your business from another phone to ensure you're forwarded.

3. Have issues

Call your forward number directly to check if the line is working, and try to forward your calls again.

4. We're here

Call 866-688-8912 or visit www.specialtyansweringservice.net



Hello

Call forwarding is how you get your businesses telephone calls to SAS



Easy

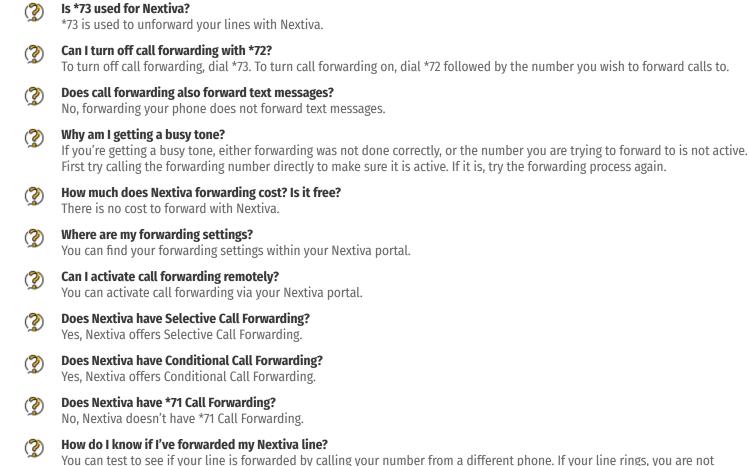
No installation necessary - call forwarding is probably already active on your line



Goodbye

Cancel call forwarding when you're ready to answer your own calls again

Nextiva Call Forwarding FAQs.



You can test to see if your line is forwarded by calling your number from a different phone. If your line rings, you forwarded.

