

# 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

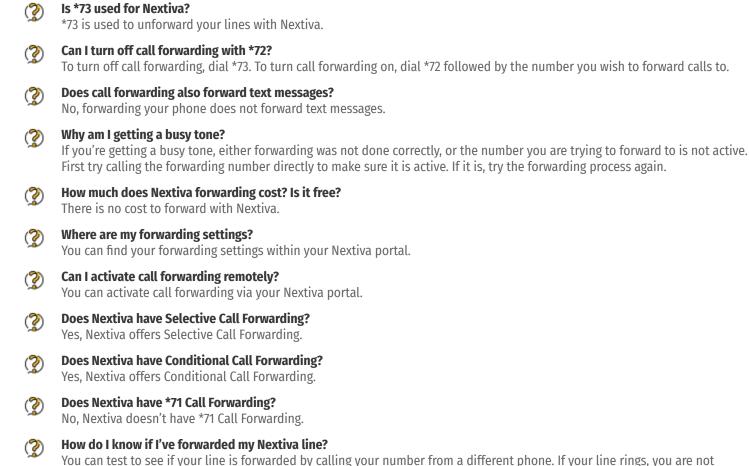
No installation necessary - call forwarding is probably already active on your line



## 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.

