

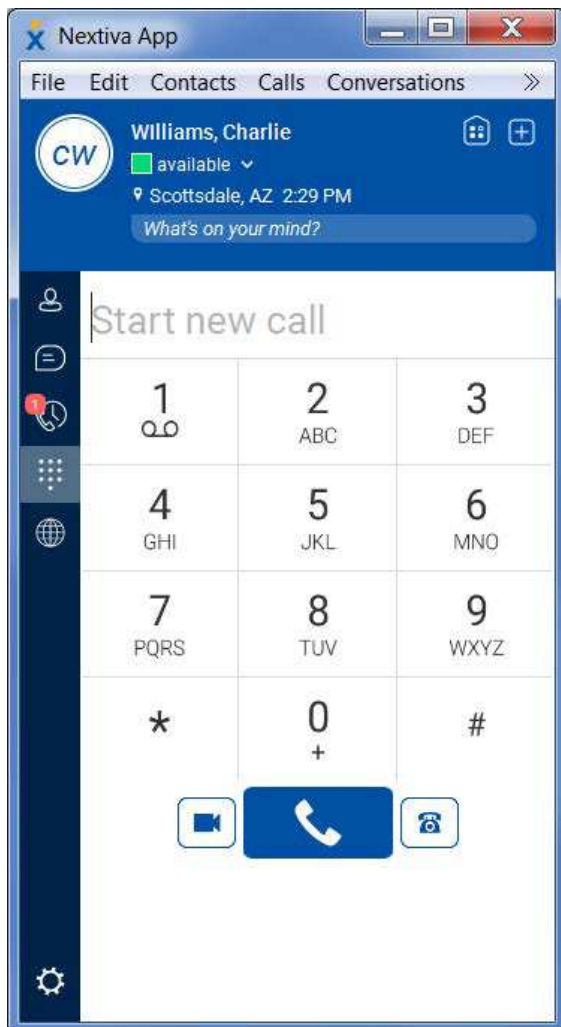


# Nextiva Voicemail

## Setting up Voicemail

### From a Nextiva Phone:

1. Dial **\*86** and enter your PIN (default PIN is **0000**).
2. Update your PIN to a personalized 4-digit number, and then record your name and press **#**.
3. Press **\*** to confirm. Then press **3** to change the mailbox No Answer Greeting. This is the greeting callers will hear before leaving a voicemail message.
4. Press **1** to record a new greet and press **#** to stop recording.



## Accessing Voicemail

### From a Nextiva Phone:

1. Dial **\*86** and enter your PIN.
2. Press **1** to listen to new messages.

### From the Nextiva App:

1. Press and hold the number **1** key and enter your PIN.
2. Press **1** to listen to new messages.

### From an External Phone:

1. Dial the phone number and press **\*** after reaching the voicemail greeting.
2. Enter your PIN and press **#**.
3. Press **1** to listen to new message

### Nextiva Voicemail Shortcuts

- 1** – Play
- 2** – Busy Greeting Menu
- 3** – No Answer Greeting Menu
- 5** – Compose Message Menu
- 7** – Delete All Messages
- #** – Repeat