Use VoIP Phone Service
How to config Nextiva on Ecsow Dialer

Step 1, Getting Nextiva SIP Information.

1. <u>For administrators</u>, log in to the NextOS Portal by going to www.nextiva.com and selecting **Customer Login** from the top right corner. Enter your login credentials and click **Sign in**. Select**Sites & Employees** then click on **Login** under the Admin Login column. Click **Users** and search for the employee whose information you wish to edit. Click **Edit**.
   <u>For users</u>, log in to the Customer Portal by going to cp.nextiva.com.
2. Click **View & Edit Devices**, then select **Add New Device**.
3. Click on **Bring Your Own Device**.
4. From the Device Type drop down menu, select **Generic SIP Phone** then click **Continue**.
5. From here, you will need to assign the Generic SIP Phone to an employee. Click on **Sites & Employees**. Then click on **Employees**.
6. Click **Edit** next to the employee who you wish to assign the phone.
7. Click **Assign New Device** in the Assigned Devices field.
8. From the **Device** drop down menu, select **Generic SIP Phone**. Then click **Generate** next to the Authentication Password. Write down the SIP Username, the Authentication Name, and the Authentication Password (you will later enter these into the soft phone), then click **Submit**.

Step 2, Fill in the Nextiva SIP Account on Ecsow Dialer.

(Notes: You may need to set Send outbound via: Select "Proxy ," and

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input **prod.voipdnsservers.com:5062**)

Click OK button to apply the settings.

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