

Process to Save Contacts and Chat History in the Mobility App and User Portal

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Print or Save Contacts from the User Portal

Step 1. Login to the User Portal <u>https://myphone.mylogix.com</u>

Us If lo " Exa	sername must be in email format: ogging in Admin use email address If logging in as User use: "Phone Number"@MyLogix.Com imple: 4445551234@MyLogix.Com	
My	Cloud Services Portal	
Username		
1		
	Sign in	\supset



Step 2. Select "View all Features."

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myphone.mylogix.com/dashboard									
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LOGIX FIBER NETWORKS	JT VP59		Voicemail 0		Call Logs				
User Services	Logix Communications Enterprise ID: 2100003887	Portal Login Username:	Voicemail		All Calls		All Calls	Today	
(3161)	2950 N Loop W STE 900 HOUSTON TX 77092	E911 Address: 2950 N Loop W STE 900	No recent voicemails		Direction	Caller ID	Phone	Date	Time
Admin Tools		HOUSTON, TX 77092			Out	Gate 3132 GV VVX501		7/15/2022	03:37:16 PM
Dashboard Locations & Groups Services & Users	View Profile		Voicemail Settings Manage Greetings Reset Voicemail Pin Message Deposit						
Trunking Enterprise Settings Decuments	Contact Directory 3	Upleed Contexts Add Contact	Basic Features						
Contact Directory	Name Phone Nu	mber	Anonymous Call Rejection i						
WebEx	JT Coll		Caller ID i	•					
	JT work		Call Waiting # Connected Line ID Restrictions #						
	Sam Cell		Do Not Disturb i						
			Outbound Caller ID Block i						
	Applications		Vex All Features			Select "V	fiew All Features	-	
	No applicat	ions are available.					View All Call Logs & I	Details	
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Step 3. Click Enterprise Directory Carrot

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myphone.mylogix.com/iframe_page/M	iP_SUBSCRIBER/2100003887-29/		
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FIBER NETWORKS	Deefle		
	Prome De-Rie		VIEW/EDIT
User Services	Frome	ON/OFF	MEMEDIT
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(3161) Hosted PSX Seat	Anonymous can rejection	OFF	
	Call Black	017	
Admin Tools	Call Diock	OFF	-
Dashboard	Caller ID	OF	
	Call Transfer	OFF	
V Locations & Groups	Call Marking	01	-
Dn Services & Users	Call Watching	UN	2
# Trunking	Consolitate Bridge	OFF	-
L Enterprise Settings	Connected Line Identification Restriction	OFF	
m Cherpise Settings	Custom Ringback Oser	017	
☐ Documents	Do Not Disturb	OFF	P
Contact Directory	Hoteling Guest	OFF	
WebEy	Hoteling host	OFF	
a more	Music On Hold	UN OFF	
	Outbound Caller ID Block	OFF	
	Pre-Alerting Announcement	OFF	
	Priority Alert		
	Privacy 0.1	077	
	Selective Call Acceptance	OFF	
	Speed Dial	ONIOFF	NEW FOIT
	Forwarding	ON/OFF	VIEW/EDIT
	Call Forwarding	orr	
	Call Forwarding Selective	OFF	
	Find Me – Simultaneous Ring	UH	
	Find Me – Sequential King		
	Push to Talk	Select the drop down arrow for "Enterprise	WEWEDIT
	Messaging Melaamell	Directory".	VIEW/EDIT
	Voicemail Distribution List		
	Distribution List		P
	Nobility		VIEW/EDIT
	Amerikara		VIEW/EDIT
	Hear Sanvinas	ON/OFF	VIEW/EDIT
	Entermine Directory	ONOFF	
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Step 4. Click Enterprise Directory Summary

LOGIX	User Services	top			
FIBER NETWORKS	Enterprise Direc	tory			
User Services	Enterprise Directo	ry Summary	rprise Directory Details		
(3161) Roder PBX See	Name	Phone Number	Extension Depa		
Admin Tools	-	1		Select "Enterprise Directory Summary"	
I Dashboard		<u> </u>			
Q Locations & Groups			_	2100003687- 14	
Dn Services & Users	i de la companya de la	l.		2100003887- 15	
Trunking	-			2100003887-	
🛓 Enterprise Settings		1		2100003887-	
Documents	4			17	
Contact Directory	4			19	
WebEx				2100003887- 20	
				2100003887- 24	
			3500	2100003887- 11	
			3506	2100003887- 11	
			0511	2100003887- 11	
			3532	2100003887- 11	
			3557	2100003887- 11	
			2011	2100003887- 12	
			2012	2100003887- 12	
			2016	2100003887- 12	
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			2000	2100003887-	

Step 5. Select "Print" To Print or Save the Enterprise Directory. A pop-up window will display giving the option to either save or print the directory list.





Save Chat History from the Desktop Mobility Application

Step	1. Log	in with	the Desl	ktop app	olication	to perform	n this step.

🗙 Logix Mobility	_	×
File Edit		
@my	logix.com	
Password		
Siç	in In	
Save login		
22.9.8.366		ŵ



Step 2. Select the "Chat" Icon



Step 3. Select the chat to be saved. Copy and paste the chat messages into a word document or Notepad.

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1 @sms.driveuc.com		
	7/6/2021	•
Cotit	Save your text messages by highlighting the text. Copy and paste to a notepad or Microsoft Word.	0