

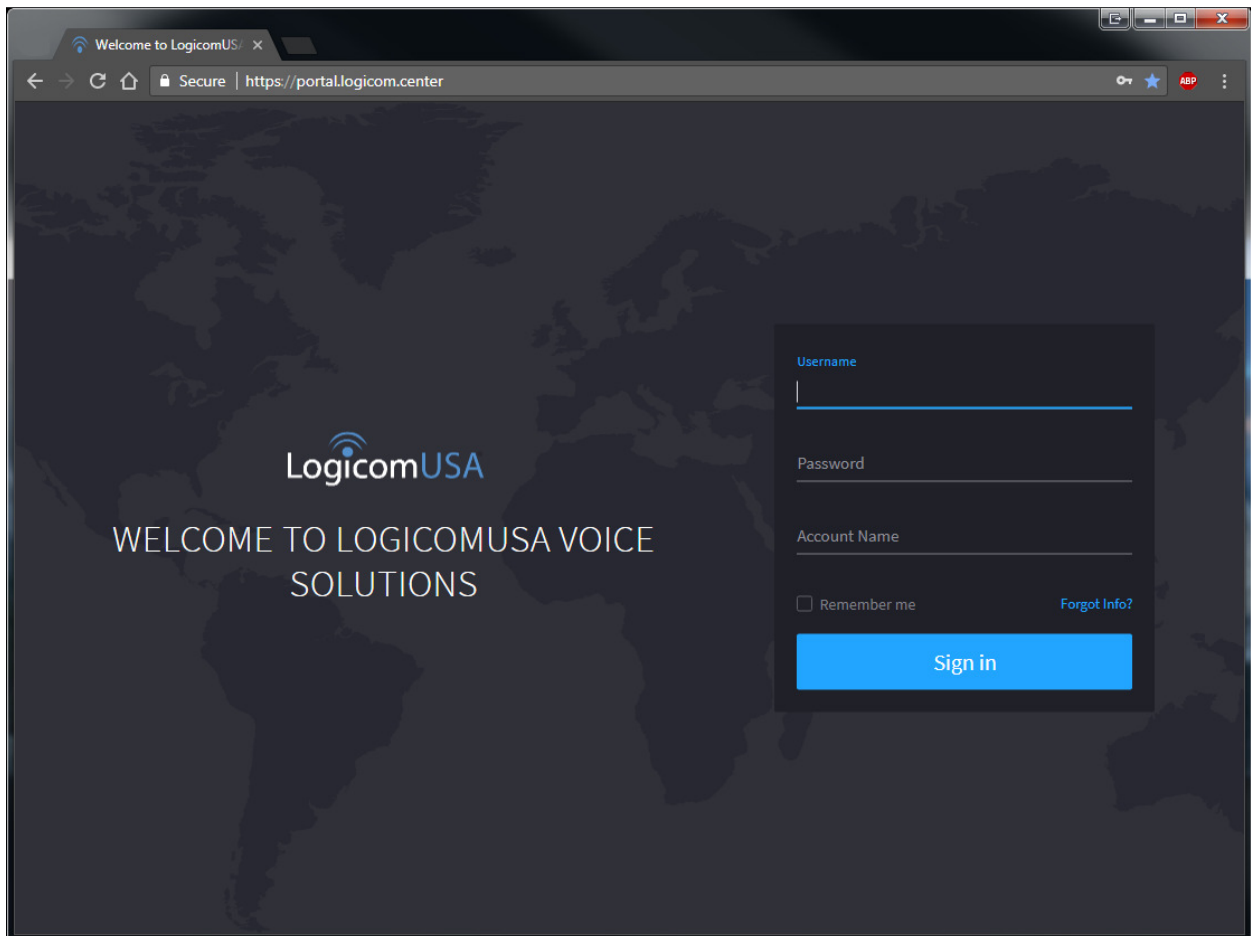
Accessing your voice portal for the first time

Now that your voice portal account has been activated, you can start building your business.

Step 1:

To get started, please go to <https://portal.logicom.center>.

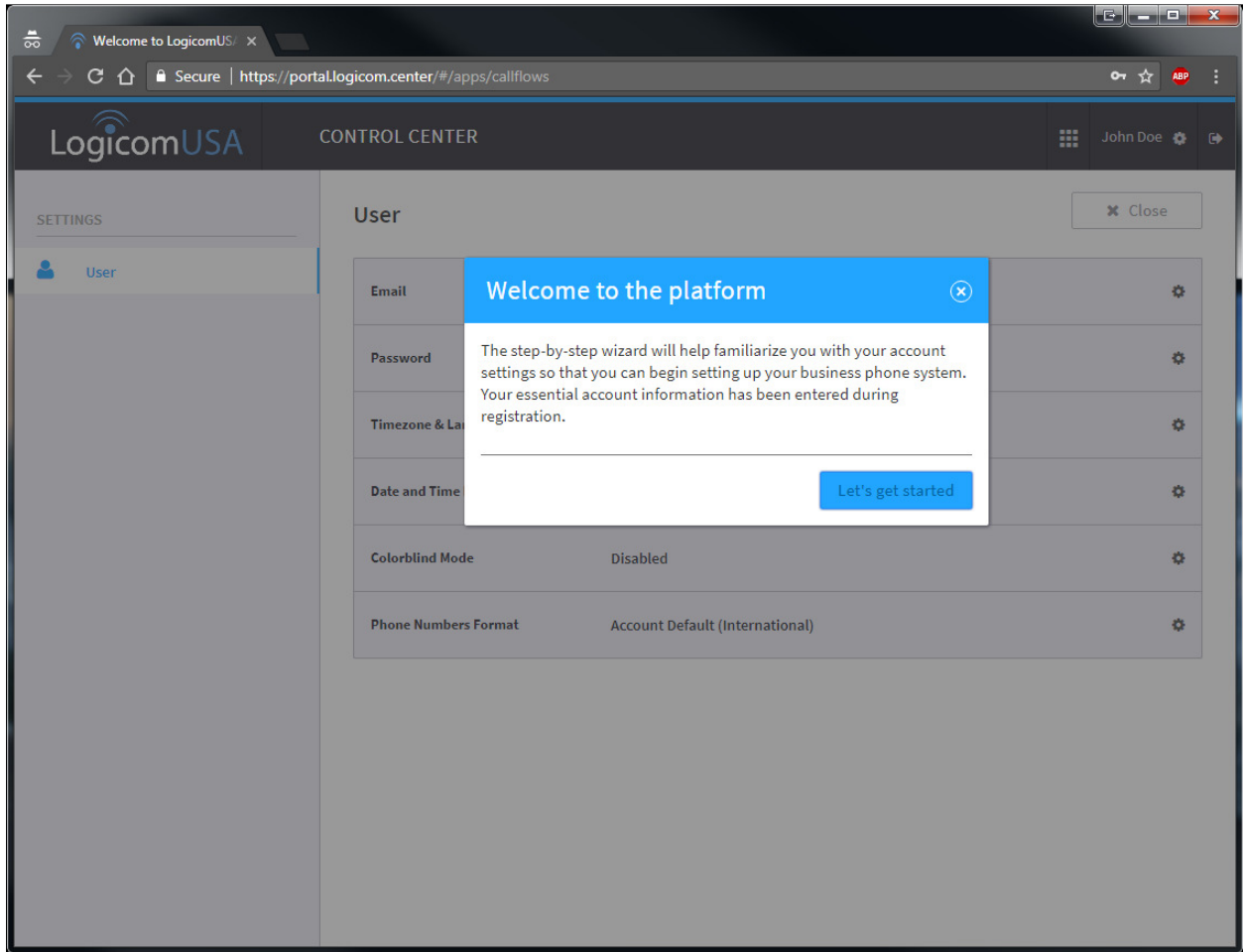
Next, enter your Username, Password and Account Name in the fields and click on Sign in.



The image shows a web browser window displaying the login page for LogicomUSA. The browser's address bar shows the URL <https://portal.logicom.center>. The page features a dark background with a world map and the LogicomUSA logo. The text "WELCOME TO LOGICOMUSA VOICE SOLUTIONS" is displayed in the center. On the right side, there is a login form with the following fields and options:

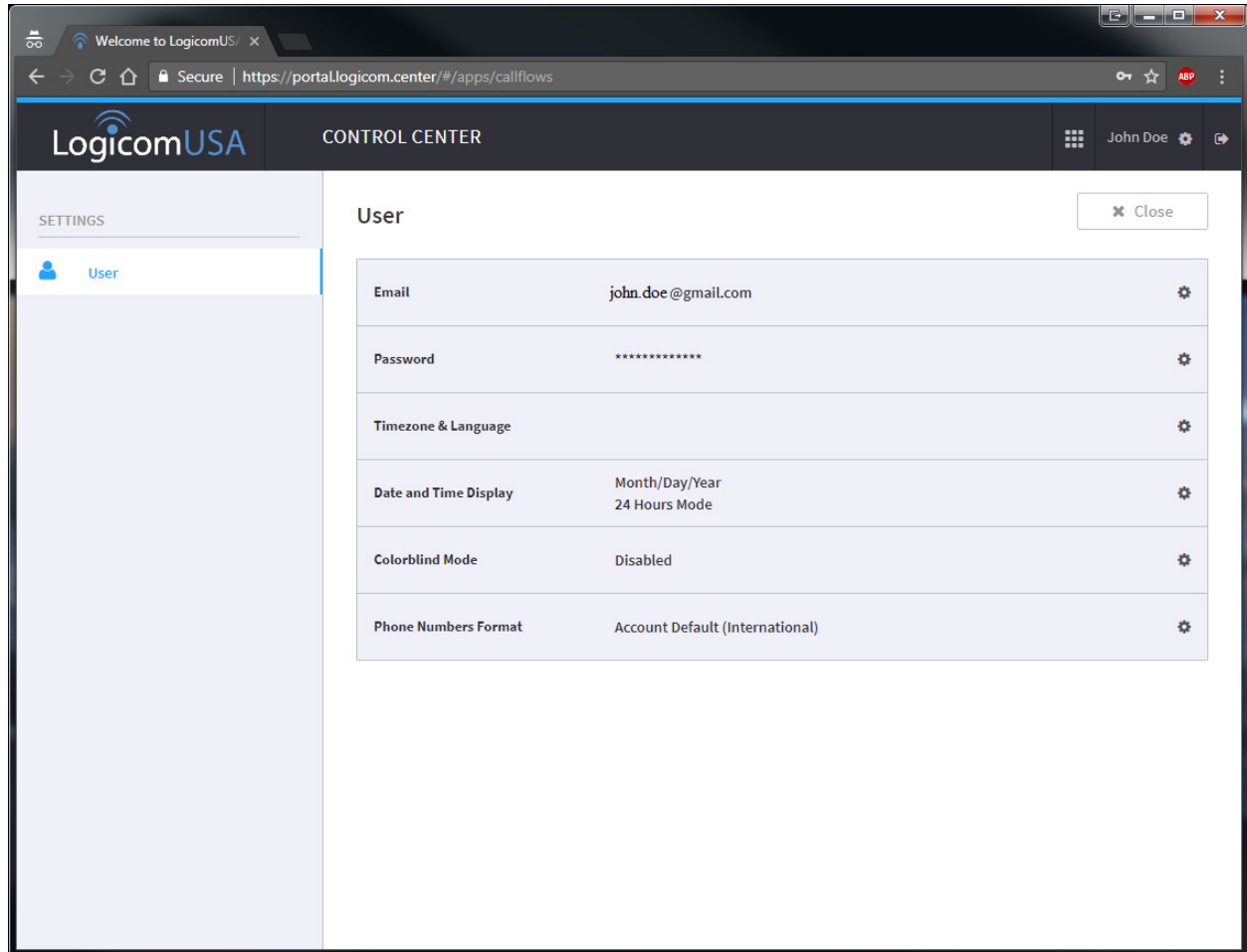
- Username:
- Password:
- Account Name:
- Remember me
- [Forgot Info?](#)
-

You will then see the Welcome to the platform set up wizard to help you finish setting up your account.



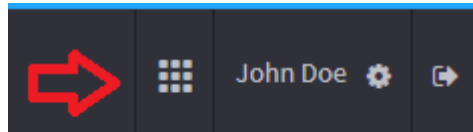
Go ahead and complete the quick tutorial. **(PLEASE NOTE:** The image above may not be exactly what you will see as each user and accounts are customized to their specific needs).

After going through the tutorial, you will be at the Control Center page. Here you can edit the settings for your user. You can edit your account settings such as email, password and time zone & language settings at any time by clicking on the Control Center icon (gear) to the right of your name.

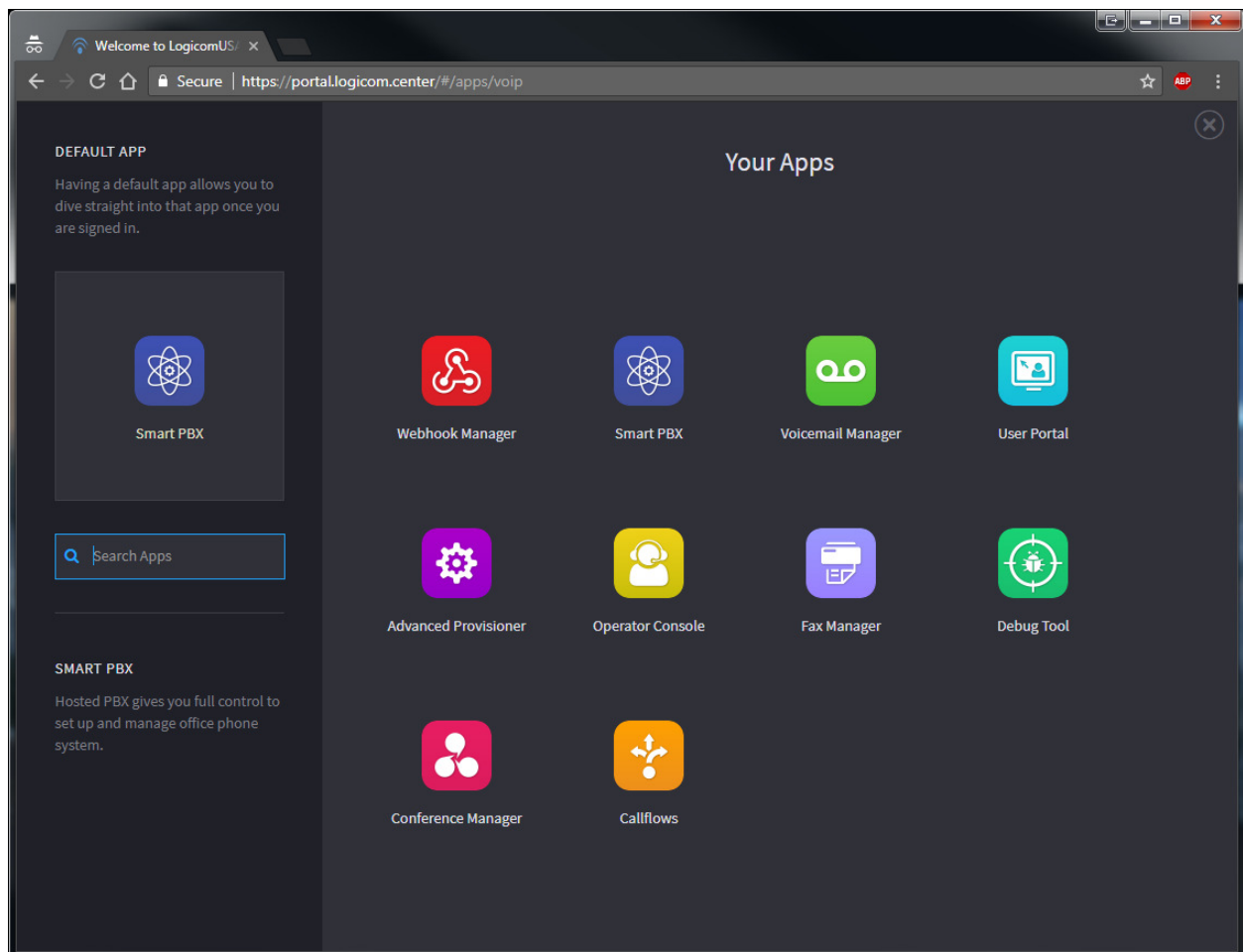


Step 2: Adding Apps to your Dashboard

During the first time you access the portal, you'll need to activate the Apps you want to use. To do so, click the Apps icon next to your name.

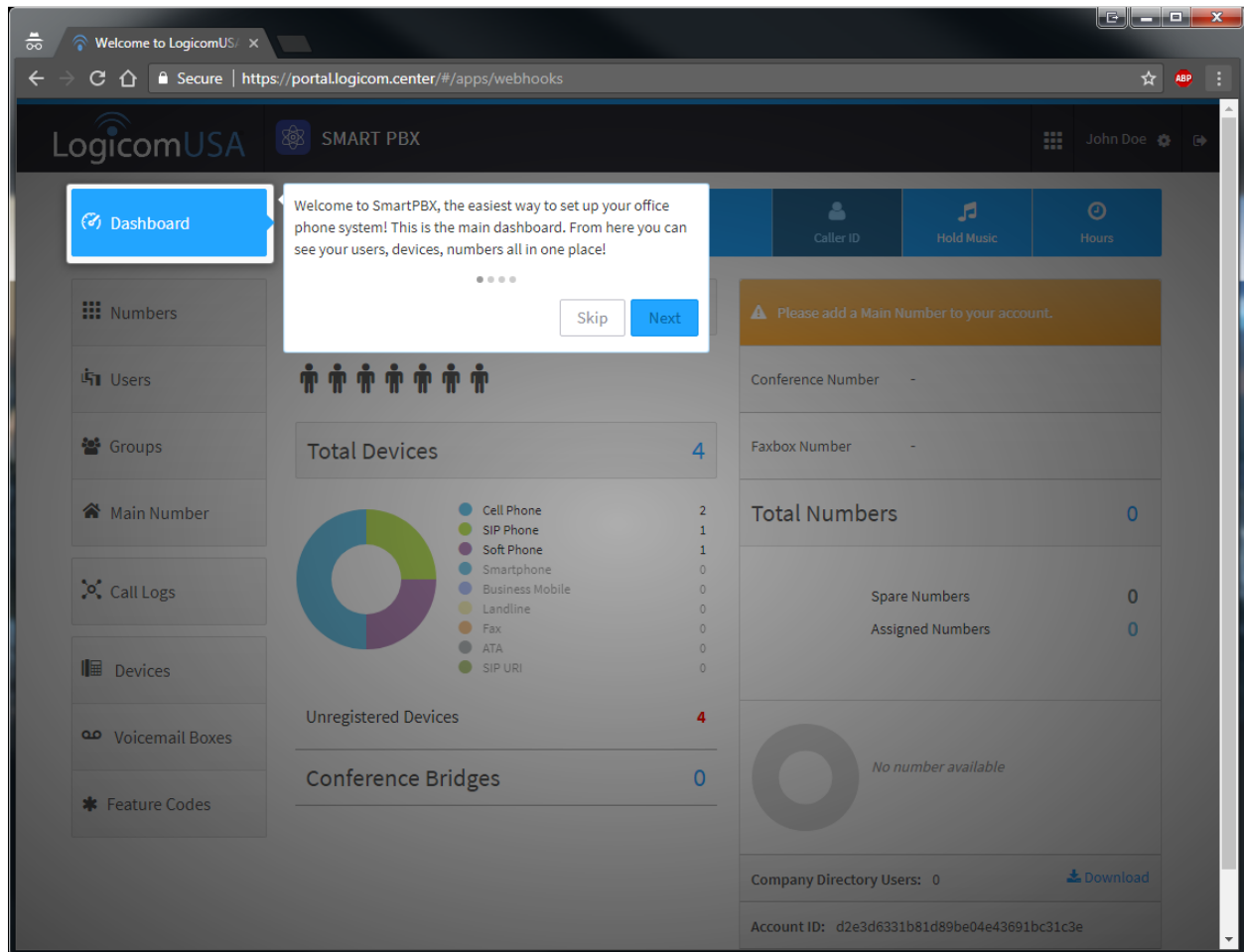


You can now see the apps that are available to you and also choose which app to set as your default app. This allows you to be taken directly to the specified app once you have signed in. Click on the App you are interested in using and turn it on. All of the Apps that have been turned on can be accessed when you click on the “Apps” icon on the top right corner of the UI. (**Note:** We recommend having the Smart PBX as your default app).



Step 3: Smart PBX: Setup Your Office

After setting your default app, the first App you should access is Smart PBX. This is where you can set up most of your phone system. You can go ahead and go through the quick tutorial for this App as well.



In the Main Number tab, you can add a main number, choose an office hour strategy, choose how incoming calls are handled, customize your IVR and set up your main conference number.

NOTE: You **MUST** add a Main Office Number to your account first if it has not already been done. You can choose a number that is in the spare numbers, purchase a new number or port an existing number to your account. Once you add a main number, you will be able to set up Office Hours, Holidays and Incoming Call Handling (Call-Flow) for your office. Please refer to the following images as examples.

Welcome to LogicomUS/ x

Secure | https://portal.Logicom.center/#/apps/voip

LogicomUSA SMART PBX John Doe

Note: Please add a Main Office Number to your account first. Once you add a main number, you will be able to set up Office Hours, Holidays and Incoming Call Handling (Call-Flow) for your office.

- Dashboard
- Numbers
- Users
- Groups
- Main Number**
- Call Logs
- Devices
- Voicemail Boxes
- Feature Codes

- Main Company Numbers Add Main Number
- Main Conference Number Add Main Number
- Main Faxbox Number Add Main Number

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Secure | https://portal.Logicom.center/#/apps/voip

LogicomUSA SMART PBX John Doe

- Dashboard
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- Main Company Numbers +1 415 886 7900
- Office Hours Strategy
- Office Holidays
- Incoming Call Handling
- Main Conference Number +1 415 886 7965
- Main Faxbox Number +1 415 886 7944