



## Logging in to MyPhone

MyPhone is a tool that allows you to manage your existing telephone service features from a computer or mobile device.

To log into your MyPhone, navigate to the following link:

<https://messaging.nexicom.net/>

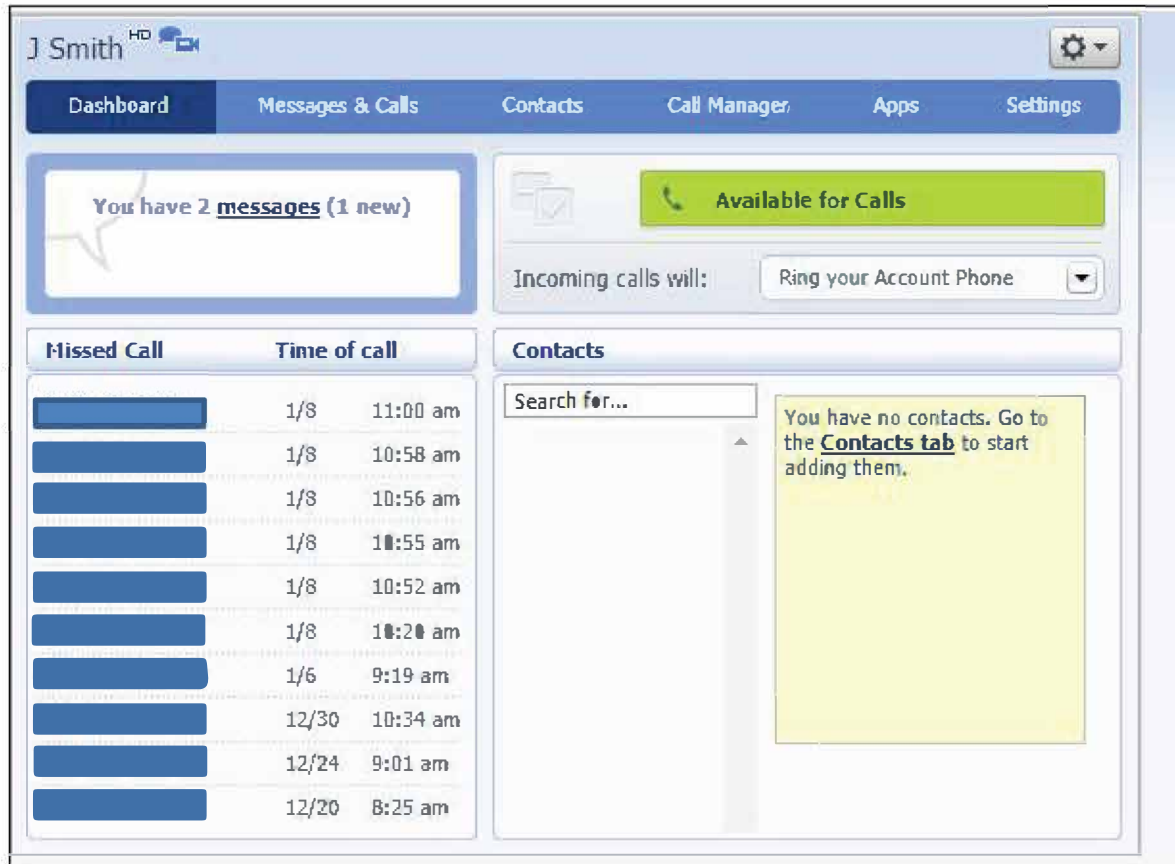
You can also access MyPhone via the **My Account** section on our website: [www.nexicom.net](http://www.nexicom.net)

To log in, enter your telephone number in the **Number** field and your voicemail PIN in the **Password** field. Then click **Login**. If you don't have voicemail, or forget your PIN, please contact Customer Service

\*Note: The **Number** field cannot contain spaces or dashes.

A screenshot of the 'Phone Settings' login page. The page has a light blue gradient background. At the top, the text 'Phone Settings' is displayed. Below it is a white box with a blue border containing the login form. The form includes a header 'Please log in below.', two input fields: 'Number' with the value '7058675309' and 'Password' with ten black dots, a checkbox for 'Remember me on this computer.', a 'Login' button, and a footer note: 'If you have forgotten your password, please contact customer support.'

After logging in you will be taken to your Dashboard. This section provides an overview of any messages that you have, your recently missed calls, your contact list, and the current settings on your line.



Beyond the Dashboard there are several tabs that can be used to manage your telephone service. Depending on the services that you subscribe to, you may see some or all of these options:

- Messages & Calls The Messages & Calls page allows you to manage and listen to your voicemails, as well as view details of your recent missed, dialed and received calls.
- Contacts This page allows you to manage your Contact List and Speed Dials. It also shows you your Extensions and Short Codes.
- Call Manager The Call Manager allows you to view and configure settings for all of your incoming calls.
- Apps The Apps tab shows all of the applications that you can choose to install to allow your devices to work together in a single system.
- Settings The Settings tab allows you to manage your MyPhone account details, call settings, message settings, notifications and reminders.



Additional information for each tab can be found within the **Help** section. This section is accessed via the gear icon located on the upper right side of the MyPhone program.

The screenshot shows the MyPhone interface for user J. Smith. The top navigation bar includes tabs for Dashboard, Messages & Calls, Contacts, Call Manager, and Apps. A gear icon in the top right corner is highlighted with a red box, and its dropdown menu is open, showing options for Help, Refresh, and Logout. The main content area is divided into several sections: a message notification box stating "You have no messages", a status bar indicating "Available for Calls", and an "Incoming calls will:" dropdown set to "Ring your Account Phone". Below these are two main panels: "Missed Call" and "Contacts".

Missed Call	Time of call
[Redacted]	1/8 11:00 am
[Redacted]	1/8 10:58 am
[Redacted]	1/8 10:56 am
[Redacted]	1/8 10:55 am
[Redacted]	1/8 10:52 am
[Redacted]	1/8 10:20 am
[Redacted]	1/6 9:19 am
[Redacted]	12/30 10:34 am
[Redacted]	12/24 9:01 am
[Redacted]	12/20 8:25 am

The "Contacts" panel features a search bar and a message: "You have no contacts. Go to the **Contacts tab** to start adding them."