Viewing and downloading recorded calls

Open a web browser and go to the website **MYPBX.FONELOGIX.COM**

Log in as an administrative user.

Click on the **SERVICES** tab at the top of the webpage

In the left column, find **PREMIUM CALL RECORDING**

Just below it, click on **FILE ACCESS**

A listing of recorded calls will appear. They are sorted by date.

Recordings must be downloaded before they can be played.

To download, click on the down arrow at the left of the filename. Your web browser will then download the file to your "downloads" folder.

Go to your downloads folder and double click on the file to play it in the audio player of your choice.

Recordings cannot be deleted from the system. They will be automatically deleted after 90 days.