



Customer Care
1-800-444-0258
www.logixcom.com

Who needs this User Guide?

Customers who will use LOGIX for e-mail and/or Web hosting services and currently have a unique Internet domain name.

Why this User Guide?

This is a simple step-by-step guide to updating your domain name registrar's records "Internet change of address" to reflect LOGIX as your new Web hosting and/or e-mail service provider.

Please review the instructions below before proceeding with your domain name transfer:

Step 1

Your domain name (also known as DNS for Domain Name System) was provided to you by one of several domain name registrars. Since it is the policy of most domain registrars to deal exclusively with the owner of the domain name (you or your company), you need to identify your domain registrar before proceeding with the domain name transfer. Popular domain registrars include Network Solutions, Go Daddy and Register.com. If you don't know your domain registrar, you may find it at www.nsiregistry.com.

Step 2

Once you've identified your domain name registrar, you need to refer to your domain registration paperwork or contact the registrar for the procedures needed to make a domain name transfer or modification. Usually you will be directed to a specific URL that links you to your domain account. A user name and password are almost always required to enter this secure area. If you do not have a user name and password contact your domain name registrar for account access information.



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Step 3

Once you have entered your domain account area, look for the modification area, usually referred to as "DNS," "Domain Name Servers" or "Name Servers." Once you have accessed the modification area, you will need to modify your domain DNS name server information to the LOGIX servers listed below:

PRIMARY NAME SERVER
faith.logixcom.net
IP Address: 216.201.128.10

SECONDARY NAME SERVER
meredith.logixcom.net
IP Address: 66.196.216.10

Make sure that the server entries above are the only ones showing, and delete any others that are listed. If your registrar requires you to verify this modification via email, be sure to follow up to ensure the modification took place.

Step 4

Once you have successfully modified the server entries with your domain registrar, it may take approximately 24 to 72 hours for the new server information to propagate throughout the Internet.

It is important to coordinate the update of your records with the installation date of your LOGIX services. If you do not coordinate the transfer of your Domain Name and your old ISP deletes it from their system you will lose mail delivery and your customers will not be able to access your Web Site.

If you need assistance please contact our Data Help Desk at 1-877-673-1868, Monday thru Friday from 7:30am to 6:30pm.

Also, you may contact Customer Care at 1-800-444-0258 for assistance 24 hours a day, 7 days a week, 365 days a year.

Thanks again for choosing LOGIX.