



Linx Voice Mail Quick Start Guide

Accessing Your Account

To access your account, dial your 10-digit Linx number, (xxx) xxx-xxxx. When you hear the greeting, press the * key, then dial your passcode followed by the # key.

Sample Greetings

When you first access your account, you will be asked to personalize your greetings.

Name Recording: Simply record your name

Unavailable Message: "Hello, this is [Name] and you have reached my Linx Voice Mail service. Unfortunately, I am not able to take your call at this time. Please press 2, enter the best telephone number to contact you, followed by your message, and I will return your call as soon as possible. Or press 0 if you would like to speak to my assistant*."

***Note: You must have a personal operator defined to give callers this option.**

LISTENING TO YOUR MESSAGES

While a message is playing, you have several options.

Press:

- 1 to lower volume.*
- 3 to raise volume*
- 4 to slow message.*
- 6 to speed message.*
- 7 to rewind.*
- 8 to pause.*
- 9 to fast forward.*

At the end of the message, you have the following options:

Press:

- 1 to save the message.*
- 2 to delete the message.*
- 3 to replay the message.*
- 5 for message information (name, phone, date, time).*
- 6 to reply to a message from another user*
- 7 to return to the previous message.*
- 8 to forward a message to another user.*
- 9 to return a call to the sender who left a phone number.*

NOTE: Press the # key to skip to the end of the message.

MAKING CALLS FROM YOUR LINX VOICE MAIL ACCOUNT

To make outgoing phone calls, press **9**, wait for a dial tone and then dial the number followed by the # key. To hang up, press ******* (the star key 3 times). To put a caller on hold, press **###** (the pound key 3 times).

**If you have any questions about your Linx Voice Mail Account,
please call 888-250-4800 to speak to a Linx Customer Support representative.**