

Setting Up Your Account Accessing Your Account

To access your account, dial your 10-digit LinxConnect number, (xxx) xxx-xxxx. When you hear the greeting, press the “*” button on your telephone keypad, then dial your passcode (xxxx) 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.

Personal Greeting (Available): An example is “Hello, this is [Name] and you have reached my LinxConnect number. Press 1 to reach me right away and if I am available, I will come on the line shortly. Press 2 if you would like to leave a message”.

Unavailable Message: An example is: “Hello, this is [Name] and you have reached my LinxConnect number. Unfortunately, I am not able to take your call at this time. Please press 2, enter the best phone number to contact you followed by your message, and I will return your call as soon as possible”

- **Changing Your Phone Numbers**

Press 3 to modify your Personal Options. Then press 4 to change your phone numbers.

Press: 1 to change your fax number.
2 to change your follow-me number.
3 to change your personal operator number.
5 to change your primary number.
6 to change your 2nd follow-me number.

- **Changing Your Availability**

Once you are in your account, press 5 to change your availability.

Press: 2 to be unavailable
3 to be fully available
4 to enable/disable numbers

Enabling/Disabling Phone Numbers

Once you have pressed 4 to enable/disable numbers:

Press: 1 to enable your primary number
2 to disable your primary number
3 to enable your follow-me number
4 to disable your follow-me number
5 to enable your 2nd follow-me number
6 to disable your 2nd follow-me number

- **Making Phone Calls**

To make outgoing phone calls, press 9. You will then be asked to enter the number to dial. Once you have entered the number, the prompt will say “Please hold while I place your call”. To hang up, press “****”. To put a caller on hold, press “###”.

- **Managing Phone Calls**

When you receive a phone call and the call is announced, press 1 to accept the call. Press 2 to send the caller to voicemail. Press 3 to send the caller to another number.

- **To Call A User**

To contact another Linx subscriber (someone in your calling group), press 4 from the main menu. Enter the last 4 or 5 digits of the subscriber’s Linx number. If you don’t know their number, wait, and you will be prompted to enter their last name by using your telephone keypad. Press 1 to connect to the subscriber and 2 to leave a message.

- **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.
9 to fast forward.
8 to pause.
to skip to the end of the message

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 name, phone, date, and time information.
6 to reply to a message left by another user.
7 to return to the previous message.
8 to forward the message to another user.
9 to return a call to the sender who left a phone number.

Note: When you are on the phone and you hear a tone similar to a call waiting tone, put your current caller on hold “###” and press “#” again. The new caller will be announced. Press 1 to connect to the new caller or 2 to send the new caller to voice mail. You may use the hold function “###” to switch between the callers. Press the “*” button to return to the main menu.