



Accessing Your Account

To access your account, dial your Linx number, (xxx) xxx-xxxx. When you hear the greeting, press the * button, then dial your pass-code (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): "Hello, this is [Name] and you have reached my Linx 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: "Hello, this is [Name] and you have reached my Linx number. 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."

- **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
 3 to change your personal operator number
 5 to change your primary number

- **Changing Your Availability**

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

Press: **2** to be completely unavailable
 3 to be fully available
 4 to disable the primary number

- **Making Phone Calls**

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

- **Taking Phone Calls**

When you receive a phone call and the caller is announced, press **1** to accept the call or **2** to send the caller to voice mail. Press **3** to send the caller to your personal operator.*

*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 # to skip to the end of the message.

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 #. The new caller will be announced. Press **1** to connect to the new caller or **2** to send the new caller to voice mail. Use the hold function (**###**) to switch between callers. Press the * button to go back to the main menu.

Please call our Customer Support Team at 888-250-4800 with any questions.