



USING LINXWEB™ TO MANAGE YOUR LINXCONNECT ACCOUNT

Accessing Your Account

To access your LinxConnect account via LinxWeb, enter www.linxweb.com into any Internet connected web browser. There will be instructions on how to access your LinxConnect account via LinxWeb on the initial web page. You will be asked for your LinxConnect phone number. Once you enter your 10-digit LinxConnect phone number, you will be required to enter your user name and passcode. Your user name is your LinxConnect number; for your passcode, please use the passcode you now use to access your LinxConnect account via the telephone.

Once in your account, you will be presented with 4 options:

- **Profile** *You will find a button on the left side of your screen*
- **Messages** *for each of these options, allowing you to enter*
- **Calling** *each of these sections to manage your account*
- **Numbers** *activity.*
- **Support*** **By selecting Support, you will access a form that*
you can fill out and submit directly to the Linx
Customer Support Team.

Profile –Available Selections(buttons at top of screen)

- Availability:** Change your availability, enable/disable your primary and follow-me numbers, and enable/disable call screening (call announcement).
- Message Paging:** Manage your paging options, including paging for urgent messages, or while you are available or unavailable.
- Web Passcode:** Change the passcode that enables access to your LinxConnect account using LinxWeb.
- Account Passcode:** Change the passcode that enables telephone access to your LinxConnect account.
- Recordings:** Change your recordings (name recording, unavailable recording, personal greeting, and temporary greeting) by enabling the system to call you at your “call back” number
(see “Numbers”)
- Configure E-mail:** Enter the email address to which you would like to forward messages – other addresses can always be added to the distribution list.

Messages –Available Selections

Voicemail:	Listen to, forward, and reply to voice messages.*
Fax:	View, print, and forward fax messages.
Call Connect:	Listen to and reply to call connect attempts.
Numeric Page:	View numeric pages received.

Numbers –Available Selections

Primary	}	Define, change, or eliminate numbers at which callers can reach you via phone or fax.
Follow-Me		
2nd Follow-Me		
Personal Operator		
Fax		
Call Me:		Define, change, or eliminate the number at which you will be called when you place calls or record messages through LinxWeb.
Personal Directory:		Add, delete, and modify numbers in your speed dial list.

To use the LinxWeb interface, your PC must be configured with the following:

Software for viewing and printing faxes - To view and print faxes, your PC must have software that can display and print multi-page **TIFF (*.tif)** graphical images. This software may already be installed in your computer. If not, these programs are readily available from our LinxWeb page, or on the Internet.

Software for playing recordings and greetings - To listen to greetings and recordings, your PC must have software that can play **WAVE (*.wav)** files. This software may already be installed in your computer. If not, these programs are readily available from our LinxWeb page, or on the Internet.

Sound card - To listen to greetings, recordings, and voice mail messages, your PC must have a sound card installed.

Quick Access to Your LinxWeb Account

Most browsers support a list of bookmarks or favorite links so users can get to a location quickly. In Microsoft Internet Explorer, you can select “Favorites/Add To Favorites” from the menu. In Netscape Navigator, use the “Bookmarks/Add Bookmark” option. It is also possible to create a shortcut on your desktop. You may be able to simply drag the icon displayed on the Address Bar of your browser over to your Windows desktop or a folder. OR, while in the LinxWeb site, simply click on the Control (“Ctrl”) and the letter “d”, and you will automatically bookmark the LinxWeb* page. For more detailed information on how to create these quick access short cuts, please refer to your browser’s help system.

***Please Note:** If you do not use the Linx voice mail platform, you may not have the ability to manage your voice messages using the LinxWeb interface.