

Accessing Your Account

To access your account, dial your Linx number, (xxx) xxx-xxxx. When you hear the first ring, press the * key, then dial your pass-code (xxxx) followed by the # key.

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.

MANAGING YOUR ACCOUNT

ONCE YOU ACCESS YOUR ACCOUNT:

- **Changing Your Phone Numbers**

Press **3** to modify your personal options.

Then press **4** to change your phone numbers.

Press: **2** to change your follow me number
 3 to change your personal operator
 number

- **Changing Your Availability**

Press **5** to change your availability.

Press: **2** to be completely unavailable
 1 to be fully available
 6 to disable the follow me number
 5 to enable the follow me number

- **Making Phone Calls**

To make outgoing phone calls, press **9**, wait for the prompt, 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 **0** to send the caller to your personal operator (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

LINXTIPS:

1. Press # to skip to the end of the message.

2. 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.