



WELCOME TO LINKS USER GUIDELINES

Housing
Help Centre
Hamilton & Area

Housing Help Centre
119 Main St E, Hamilton L8N 3Z3
Telephone: (905) 526-8100 Fax: (905) 528-1448

ACCESSING YOUR MESSAGES:

1. Dial your LINKS voicemail number _____
2. Press 9 as soon as you hear your greeting.
3. Enter your private passcode (temporary pin **1111**), then press #
4. Follow the recorded instructions:
 - Press 7 to PLAY the first message.
 - Press 7 again to REPLAY the message.
 - Press 3 to DELETE the message.
 - Press 5 to SAVE the message.
 - Press 9 to EXIT, it will say good-bye and hang-up
5. While playing a message:
 - Press * to return to the beginning of the message.
 - Press # to fast forward to the next message.
6. To change your greeting, select 8 for USER OPTIONS. Press 4 to change the greeting and press 2 to record. Follow the instructions and remember to press 4 to save the greeting.
7. To change your passcode, select 8 for USER OPTIONS. Press 7 to change the passcode. When prompted, enter new passcode followed by #. Press 5 to save your passcode.

Your voice mail holds up to 30 new and saved messages. If you exceed this number, you may not be able to access your messages. Please remember to delete your messages regularly.

Please Note:

- Length of outgoing message: up to 20 seconds long
- Length of incoming message: up to 1 minute
- New messages are available for only 4 days
- Limit of 30 incoming messages (new and saved)
- Access messages from any touchtone phone