



Welcome to **Lenks**

A quick-start guide. Create an account, start instant calls, and schedule team meetings — in three short sections.

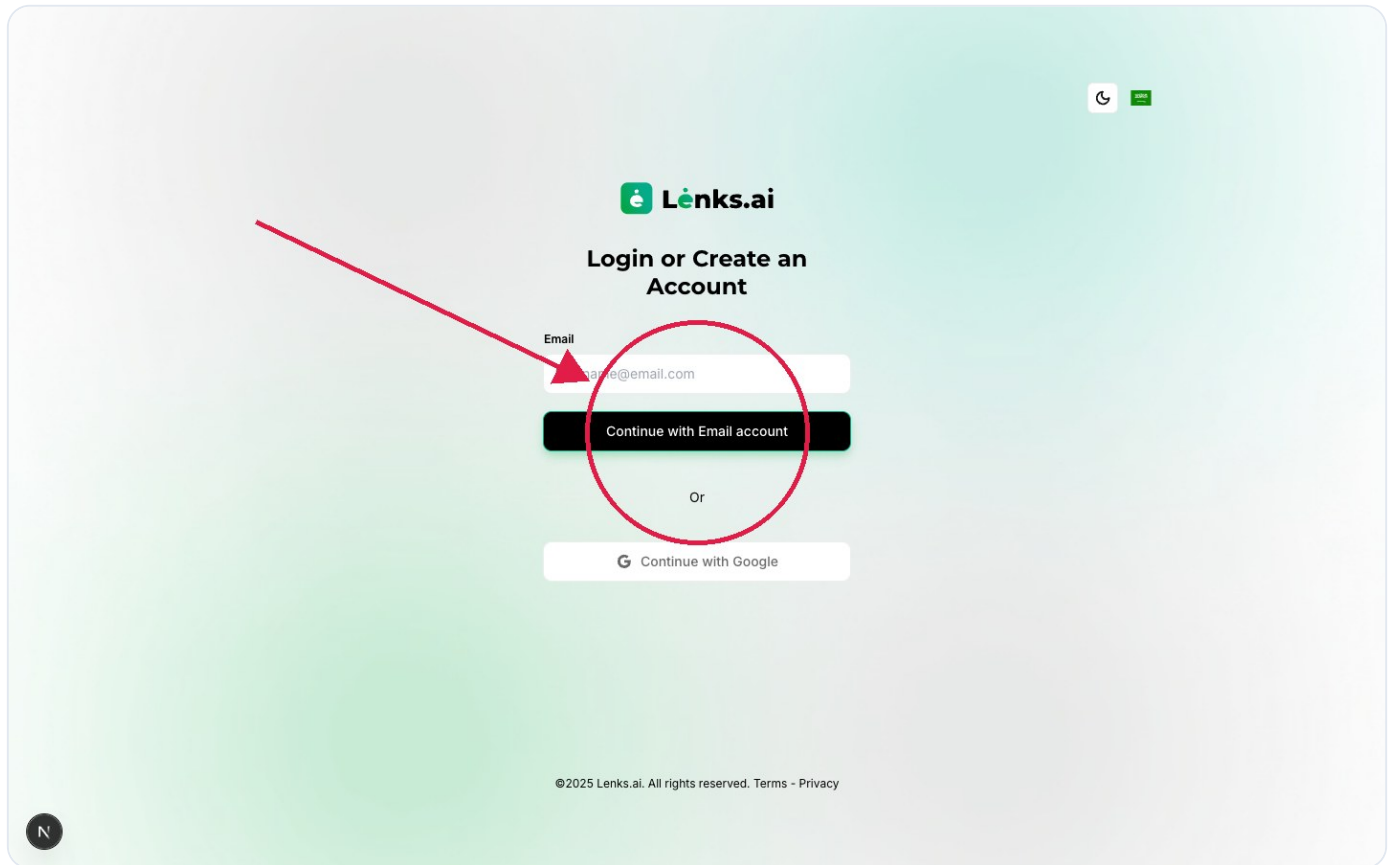
SECTION A

Create your account

You only do this once. After it's done, you can log in any time from any browser.

1 Open the login page

Go to **app.lenks.io**. Type your work email in the box, then tap the black **Continue with Email account** button.



2

Fill in your details

Add your **first name**, **last name**, **a password**, and **your phone number** (with the country code, e.g. +966555123456). Then tap **Join Early Access**.

The screenshot shows the 'Complete Your Request' form on the Lenks.ai website. The form is centered on a light green background. At the top, the Lenks.ai logo is displayed. Below the logo, the title 'Complete Your Request' is followed by a sub-header 'Join our exclusive early access'. The form consists of four input fields: 'First Name', 'Last Name', 'Password', and 'Phone'. Each field has a placeholder text: 'Your first name', 'Your last name', '*****', and '+966 123456789' respectively. Below the 'Phone' field is a black button with the text 'Join Early Access'. A red circle highlights this button, and a red arrow points to the 'Login' link below it. The 'Login' link is preceded by the text 'Already have an account?'. At the bottom of the form, there is a copyright notice: '©2025 Lenks.ai. All rights reserved. Terms - Privacy'.

First Name

Your first name

Last Name

Your last name

Password

Phone

+966 123456789

Join Early Access

Already have an account? [Login](#)

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3 Enter the verification code

Lenks sends a **6-digit code** to your email. Open your inbox, copy the code, and type it into the six boxes. Tap **Verify**.

Lenks.ai

Please enter verification code

Verification code was sent to:
ahmed@companyemail.com

9 4 2 8 8 3

Verify

Didn't receive the code? [Resend](#)

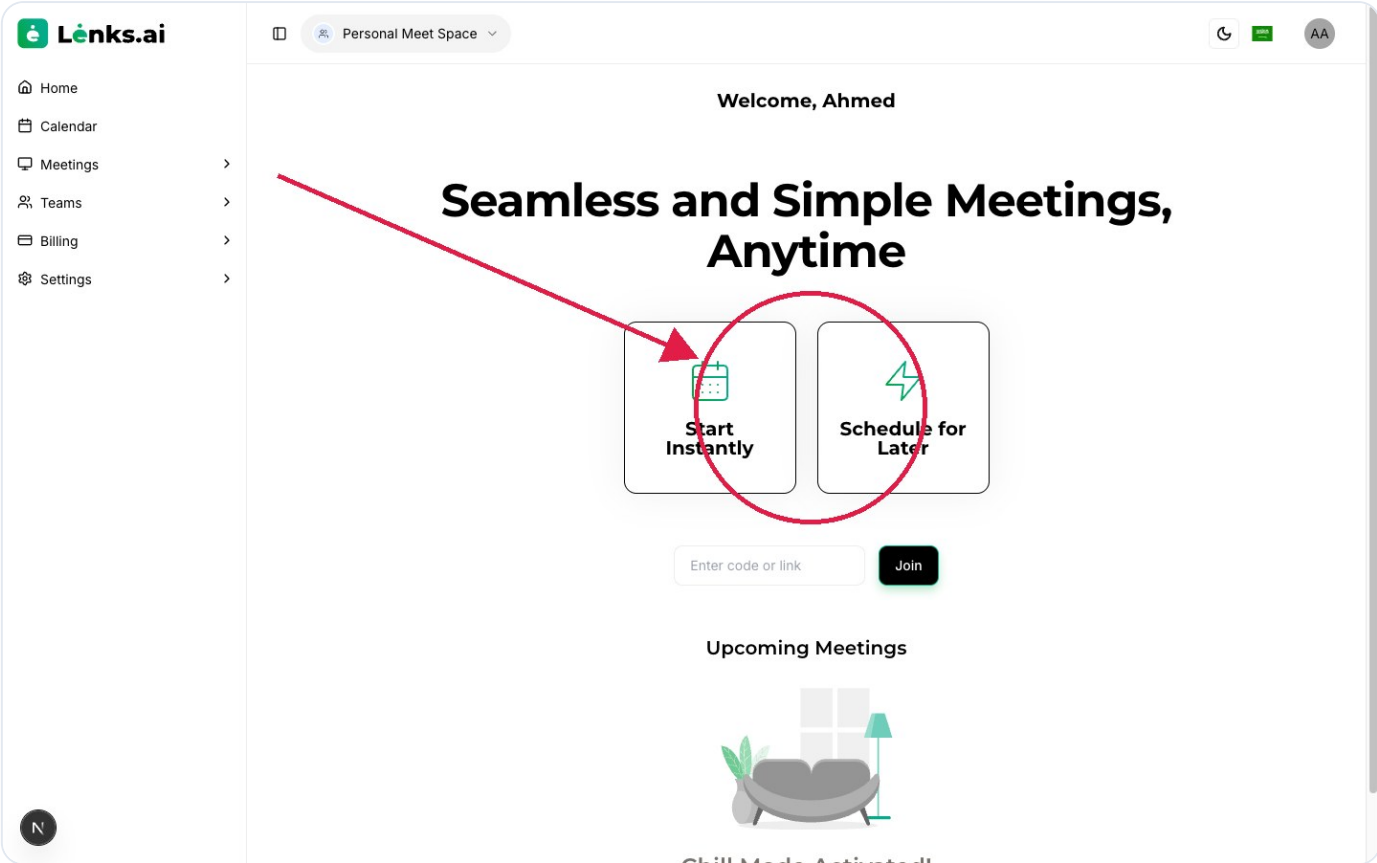
[Back to login](#)

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4

You're in!

Welcome — your account is ready. From here you can **start a meeting right away** or **schedule one for later**. The next sections show you both.



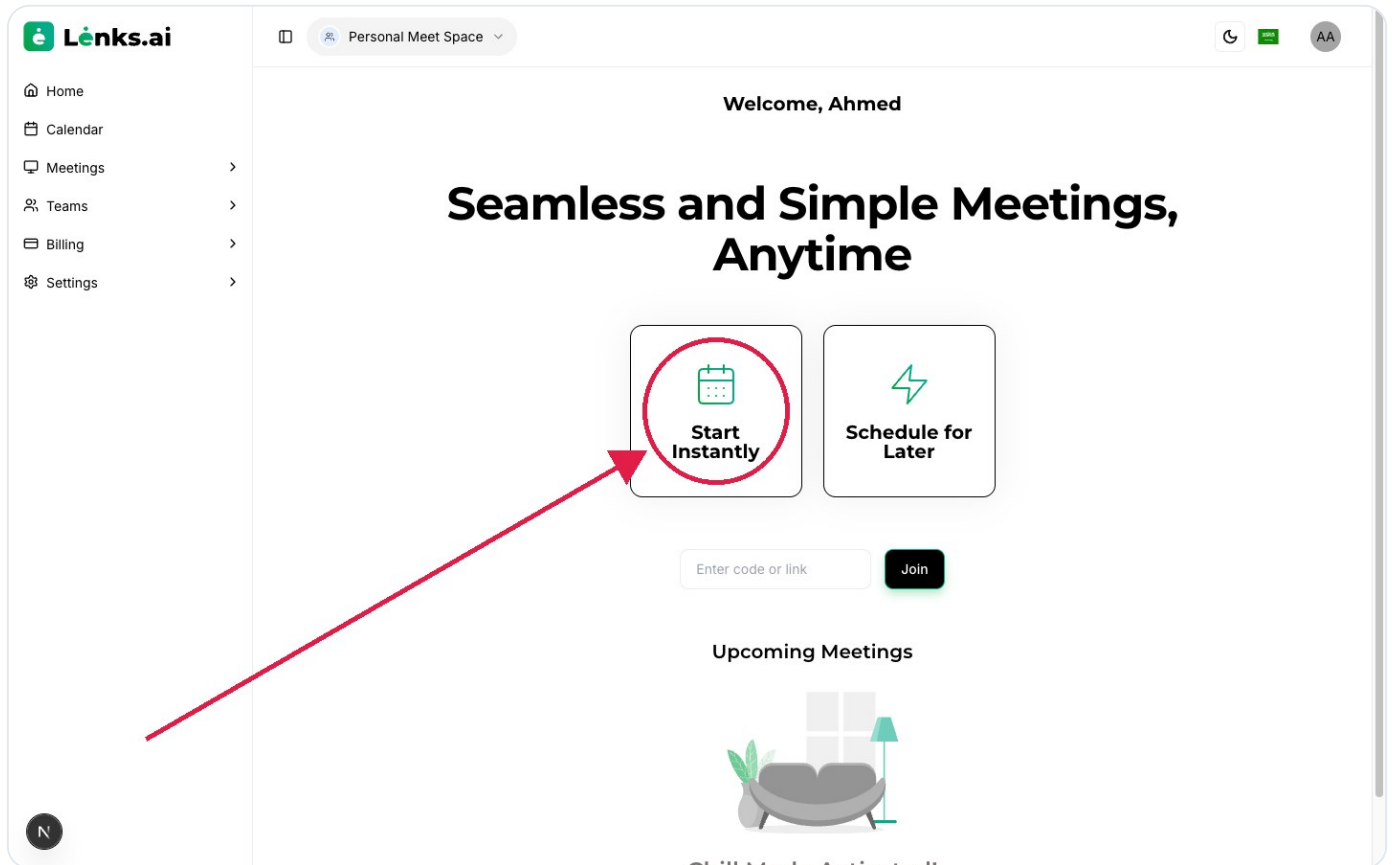
SECTION B

Start a quick meeting

Use this when you need to talk to your team *right now*. No date or time required — the meeting starts immediately and you can share the link via WhatsApp.

1 Tap "Start Instantly"

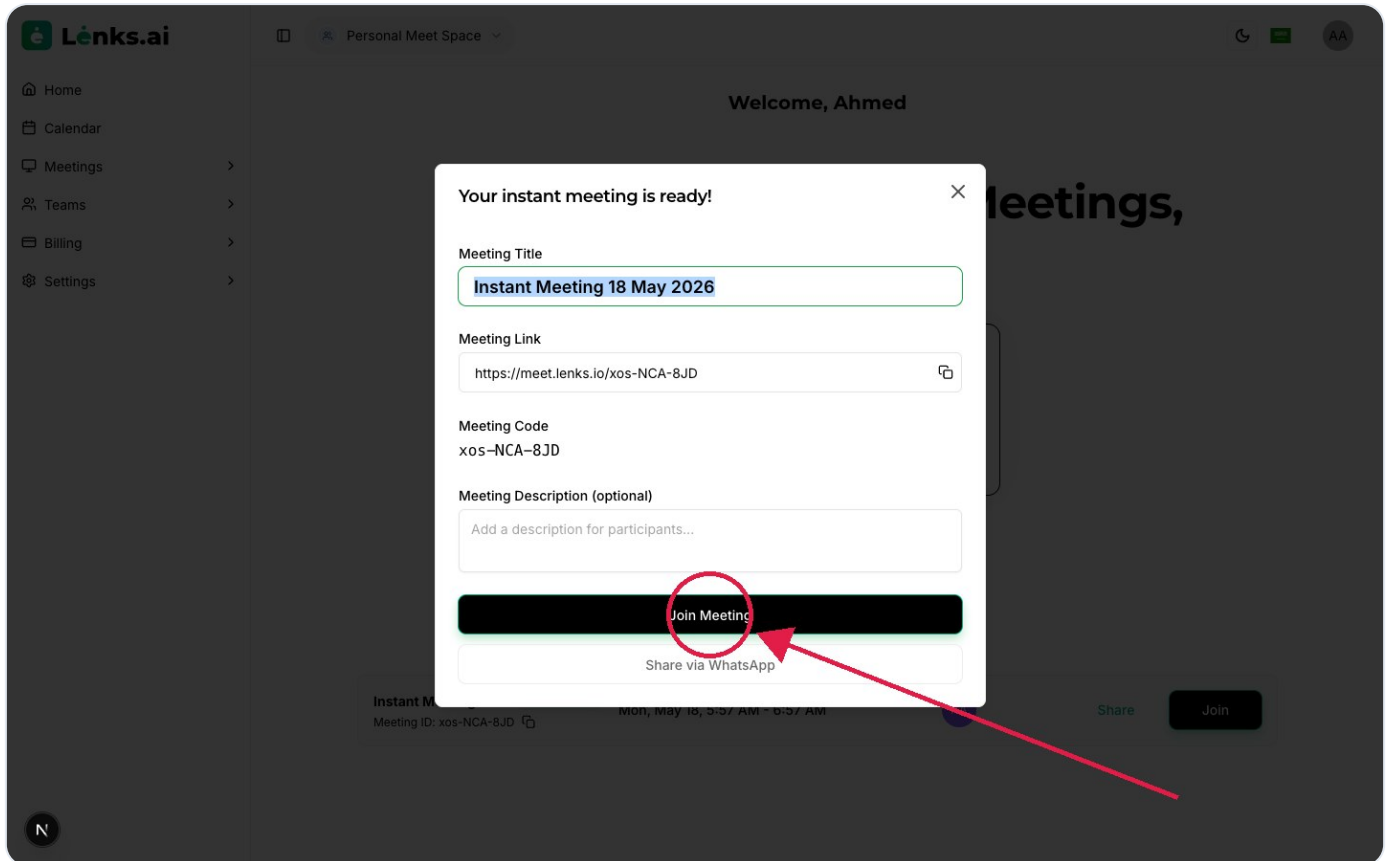
From your home screen, tap the **Start Instantly** card (the one with the calendar icon). Lenks creates the meeting for you on the spot.



2

Share the link or join

You'll see your meeting link and code. Tap the **copy** icon next to the link to share it on WhatsApp, or tap the green **Join Meeting** button to enter the call yourself.



SECTION C

Schedule a meeting

Use this for planned meetings — weekly team syncs, training sessions, customer calls. Set the date and time, invite people, and Lenks sends them an invitation.

1 Open the schedule form

From the home screen, tap **Schedule for Later**. Then add a clear **Meeting Title** (e.g. “*Weekly Team Sync*”), choose the date & time, add guest emails, and write a short description.

Lenks.ai

Personal Meet Space

Back

Create a New Meeting

Meeting Title *

Weekly Team Sync — Café Lenks

Date & Time * GMT (Greenwich Mean Time) Change

May 18, 2026 6:00am to 6:30am May 18, 2026

15 mins **30 mins** 1 hr Custom

Add Guests *

staff@cafelenks.example Add Or Invite Team

Meeting Description

Weekly catch-up to review the shift schedule and any urgent items from the team.

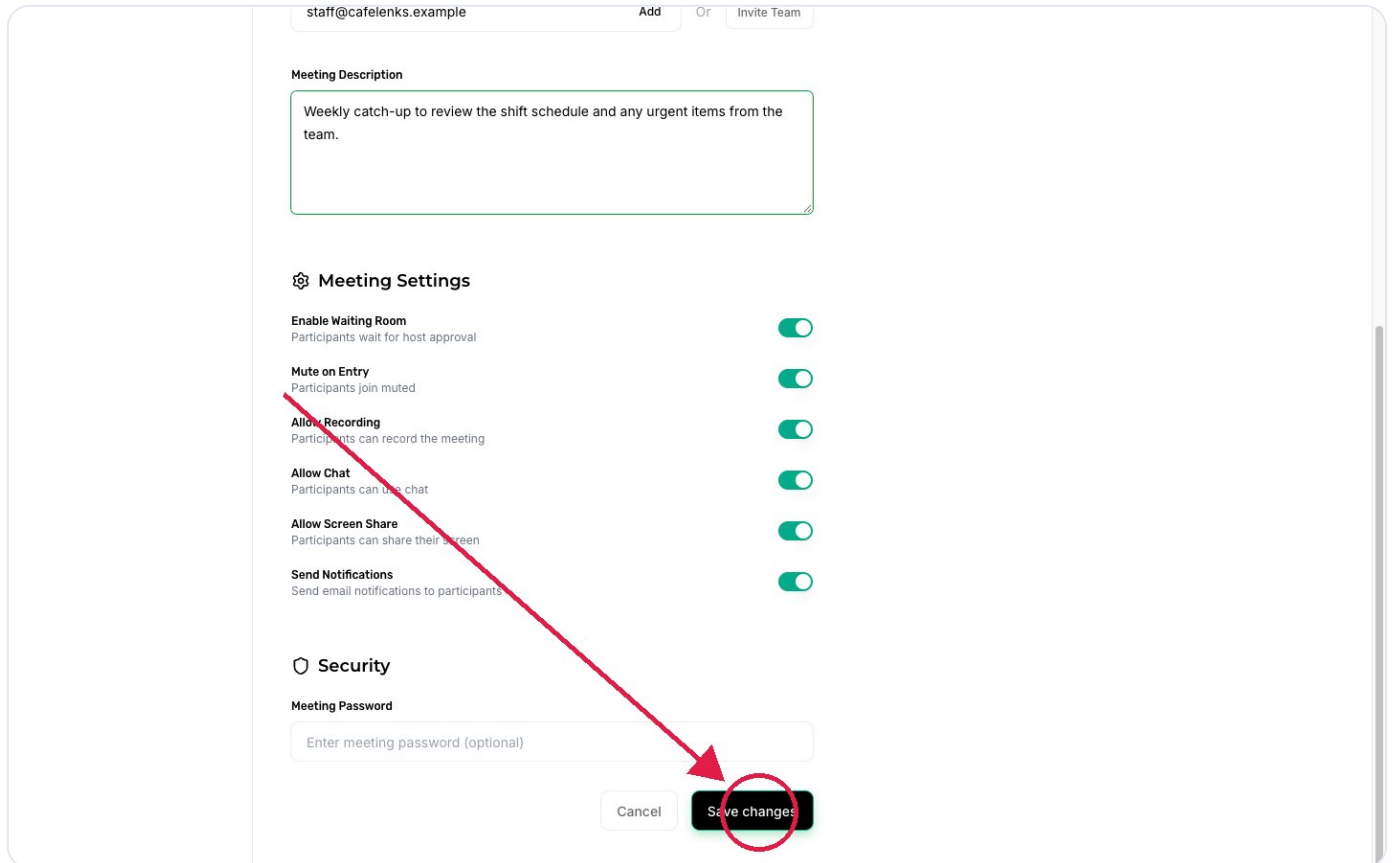
Meeting Settings

Enable Waiting Room ☒ Participants wait for host approval

2

Save the meeting

Scroll down to review the meeting settings (waiting room, recording, chat). When you're happy, tap the green **Save changes** button. Guests receive an invitation by email.



The screenshot shows a meeting configuration screen. At the top, there's a header with the email 'staff@cafelenks.example' and buttons for 'Add', 'Or', and 'Invite Team'. Below this is a 'Meeting Description' section with a text area containing 'Weekly catch-up to review the shift schedule and any urgent items from the team.' The main section is titled 'Meeting Settings' and contains several toggle switches, all of which are turned on: 'Enable Waiting Room' (Participants wait for host approval), 'Mute on Entry' (Participants join muted), 'Allow Recording' (Participants can record the meeting), 'Allow Chat' (Participants can use chat), 'Allow Screen Share' (Participants can share their screen), and 'Send Notifications' (Send email notifications to participants). Below the settings is a 'Security' section with a 'Meeting Password' field containing the placeholder text 'Enter meeting password (optional)'. At the bottom right, there are two buttons: 'Cancel' and 'Save changes'. A red arrow points from the 'Save changes' button back to the 'Allow Recording' toggle.

staff@cafelenks.example Add Or Invite Team

Meeting Description

Weekly catch-up to review the shift schedule and any urgent items from the team.

Meeting Settings

- Enable Waiting Room**
Participants wait for host approval ☒
- Mute on Entry**
Participants join muted ☒
- Allow Recording**
Participants can record the meeting ☒
- Allow Chat**
Participants can use chat ☒
- Allow Screen Share**
Participants can share their screen ☒
- Send Notifications**
Send email notifications to participants ☒

Security

Meeting Password

Enter meeting password (optional)

Cancel Save changes

Need a hand?

If anything in this guide doesn't quite match what you see on screen, or you get stuck, reach out and we'll help straight away.

support@lenks.ai

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