BayLink Call Transfer Service User Guide

OVERVIEW

BayLink Call Transfer Service is both a standalone service and an extra charge feature which can be added to any BayLink message box. As a standalone service Call Transfer includes all the features of BayLink Voicemail plus the ability to receive live calls and to make outbound calls from your message box. Please refer to the BayLink Voicemail Service User Guide.

INBOUND CALLING

Calls to your BayLink Call Transfer number will automatically be transferred to the telephone number assigned at set up time. This service has a number of configuration options including

- call screening
- scheduling
- "on the fly" changes
- multiple greetings

Please contact BayLink Customer Service to discuss your specific configuration needs.

OUTBOUND CALLING

1) Call your BayLink telephone number.

2) When the outgoing greeting starts to play, press ⬜ 0

3) At the prompt, enter your pass code to complete login

4) To make an outbound call, press ⬜ 0 and at the prompt enter the number that you wish to dial followed by ⬜ #

5) To dial a Caller ID associated with a voice message press ⬜ 2 . You will hear the caller ID and prompted to confirm the outbound call.

My BayLink – Working Your Way

At BayLink we firmly believe that voicemail should work the way *you* work. Visit our web site www.mybaylink.com and select 'My BayLink' to learn more about how BayLink can be customized for your individual needs.

Need Help?

Visit: www.mybaylink.com
Email: support@mybaylink.com
Call: (800) 909-8439   (M – F 9 Am – 5 Pm)