BayLink FAX Mail Service User Guide

OVERVIEW

BayLink FaxMail Service is configured to receive fax transmissions from any type of fax machine. It is not necessary to record a voice greeting for this type of service. The standard configuration is to convert the fax into an Adobe PDF file which will be sent to you as an email attachment. With this configuration there is little or no need to login into the FAXMail box. However, you can manage your FAX Mailbox through the telephone as outlined below.

LOGIN PROCEDURE

1) **Call your BayLink local telephone number.**

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

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

REVIEWING FAX MESSAGES

1) **The system will announce the number of New and Saved Faxes.**

2) **For each message you have these options:**

   `1` **Hear number of pages**

   `2` **Mark FAX for Retrieval**

   `3` **Delete FAX**

   `5` **Mark FAX as New/Saved**

   `7` **Skip to next FAX**

   `8` **Other Options**

   `9` **Exit**

SEND TO ANOTHER FAX MACHINE

After all FAX messages have been reviewed, any FAX that has been marked for retrieval can be sent to another fax machine. You have two options:

Press **1** if you are calling from a fax machine and wish to receive the fax documents on that number.

Press **2** if you wish to send the fax to another fax machine. Follow the system prompts to enter and confirm the fax machine number.

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 your BayLink service 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)**