

# BayLink Voicemail User Guide

## LOGIN PROCEDURE

- 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

## RETRIEVING VOICE MESSAGES

- 1) The system will announce the number of New and Saved messages.
- 2) Press **1** to listen to Messages. For each message you have these options:

- 1** Repeat message
- 3** Delete message
- 4** Copy to another mailbox
- 5** Mark message as Saved
- 6** Mark message as New
- 7** Skip to next message
- 8** Other Options 
- 9** Exit
- \*** Rewind 5 Seconds
- 0** Pause/Resume
- #** Fast Forward 5 Seconds

- 1** Hear Date & Time
- 2** Hear Caller ID
- 3** Raise Message Volume
- 4** Lower Message Volume
- 9** Exit

## USER OPTIONS

- 1) Login to your message box
- 2) Press **8** to access User Options
- 2) Select from the following
  - 1** To record your outgoing greeting
  - 2** To record you name tag (for voice notification)
  - 3** To change your pass code

## NOTIFICATIONS

All BayLink message boxes include a notification feature which alerts you when a new message arrives. Notifications can be sent by email, text message or phone call. Please contact BayLink Customer Service by email or phone for notification setup or changes.

## 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](http://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](http://www.mybaylink.com)  
Email: [support@mybaylink.com](mailto:support@mybaylink.com)  
Call: (800) 909-8439 (M – F 9 Am – 5 Pm)