

# BayLink Broadcast Service User Guide

## OVERVIEW

**BayLink Broadcast Service** allows a designated user to record a message which will be broadcast to all members of an associated group. Group members will be notified of the new message by voice, email or text messaging.

## GROUP SETUP & NOTIFICATIONS

In most cases, Group Setup and notification configurations is done by BayLink Customer Service. BayLink provides a web based interface which allows a designated Group Administrator to make updates to this initial configuration as required.

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

## BROADCAST MESSAGING

- 1) Call your BayLink telephone number.
- 2) Press **1** to record a broadcast message. You will be prompted to enter the assigned Broadcast Creation pass code to access this function.
- 3) Follow the prompts to record, review and if necessary record the broadcast message. When finished just hang up or press **9** to exit.

## BROADCAST MESSAGE RETRIEVAL

Group members that were unable to hear the original message at the time of the broadcast, can call at any time to hear the broadcast message.

- 1) Call your BayLink telephone number.
- 2) Press **2** to hear a broadcast message. You will be prompted to enter the assigned Broadcast Retrieval pass code to access this function (optional).
- 3) When finished just hang up or press **9** to exit.

## 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 BayLink 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)