

BayLink Hotline Service 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

RECORDING YOUR HOTLINE MESSAGE

Press **8** to access User Options and select from the following

- 1** To record your outgoing greeting
- 3** To change your pass code

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)