Steps to Automatically Sign-In and Out your Pager:

1) First, sign the functional pager (ie. DCT pager) into your personal pager via phone, using the method you are familiar with.

2) Open Duke Paging Web and click on “Personal Profile.” You will then be prompted to sign in with your Net ID.

3) Click on the “Profile” button
4) Click on “Coverage” and then “New”

5) Under “Messaging ID,” enter the SPIN Pager Number (970-7746). For “Start” Date, enter the time/date when you first want your pager to be covered. In the example below, I want my pager to be covered starting May 22 at 5 PM. Then, for “End” Date, enter the time/date when you want your pager to sign in the following morning. In the example below, this would be 7 AM on May 23.
6) Hit “Save,” and repeat the above process for each day of the entire week (or weeks) that you’re on service. Be aware that if you are not working over the weekend but are on service the following week, then your pager should sign out at 5 PM on Friday and sign in again at 7 AM the following Monday. This will ensure your pager is covered by “SPIN” the entire weekend. If you are off service the following week but still want your pager to be signed in starting on Monday, you should also make sure that it signs in again the following Monday. In the below example, my pager is covered every night this week from 5 PM-7 AM, except for Friday, where it signs out at 5 PM and signs in again on Monday at 7 AM.