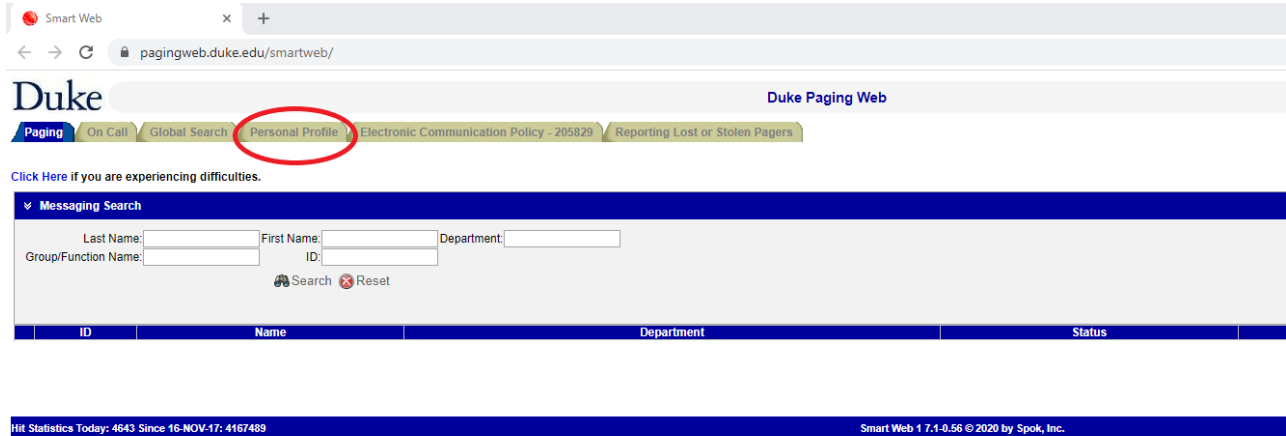


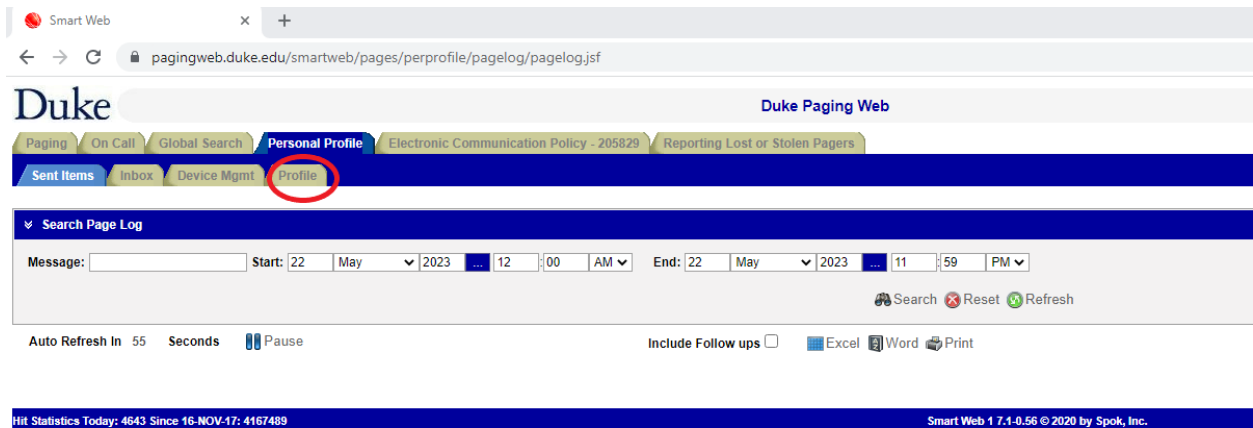
## Steps to Automatically Sign-In and Out your Pager:

- 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.



The screenshot shows the Duke Paging Web homepage. The browser address bar displays "pagingweb.duke.edu/smartweb/". The navigation menu includes "Paging", "On Call", "Global Search", "Personal Profile", "Electronic Communication Policy - 205829", and "Reporting Lost or Stolen Pagers". The "Personal Profile" button is circled in red. Below the navigation menu, there is a "Messaging Search" section with input fields for "Last Name", "First Name", "Department", "Group/Function Name", and "ID", along with "Search" and "Reset" buttons. A table header is visible with columns for "ID", "Name", "Department", and "Status". The footer contains "Hit Statistics Today: 4643 Since 16-NOV-17: 4167489" and "Smart Web 1 7.1-0.56 © 2020 by Spok, Inc."

- 3) Click on the “Profile” button



The screenshot shows the Duke Paging Web "Personal Profile" page. The browser address bar displays "pagingweb.duke.edu/smartweb/pages/perprofile/pagelog/pagelog.jsf". The navigation menu includes "Paging", "On Call", "Global Search", "Personal Profile", "Electronic Communication Policy - 205829", and "Reporting Lost or Stolen Pagers". The "Personal Profile" button is circled in red. Below the navigation menu, there is a "Search Page Log" section with input fields for "Message", "Start" (date and time), and "End" (date and time), along with "Search", "Reset", and "Refresh" buttons. The footer contains "Hit Statistics Today: 4643 Since 16-NOV-17: 4167489" and "Smart Web 1 7.1-0.56 © 2020 by Spok, Inc."

- 4) Click on “Coverage” and then “New”

Paging On Call Global Search Personal Profile Electronic Communication Policy - 205829 Reporting Lost or Stolen Pagers

Sent Items Inbox Device Mgmt Profile

[Click Here](#) for updates or changes.

Exception

Current Exception:

Add New Exception: [ Select an exception type and press new.. ]  Coverage  Referral  Page Block

Future Exceptions: [ Edit or delete future exception ]

----- You do not have any future exception -----

Status / Instruction

Current Status: 2 ON PAGE

- 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.

Current Exception:

Add New Exception: [ Select an exception type and press new.. ]  Coverage  Referral  Page Block

Future Exceptions: [ Edit or delete future exception ]

----- You do not have any future exception -----

New COVERAGE Exception

Messaging ID: 9707746

Start: 22 May 2023 5:00 PM

End: 23 May 2023 07:00 AM

Time Zone: Remark:

Status / Instruction

Current Status: 2 ON PAGE

-1 User Defined

Instruction Type

- 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.

Paging On Call Global Search Personal Profile Electronic Communication Policy - 205823 Reporting Lost or Stolen Pagers Search

Send Items Home Dashboard My Account Profile

Click Here for updates or changes.

Exception

Current Exception:

Add New Exception: [ Select an exception type and press new. ]  Coverage  Referral  Page Block + New E Edit X Delete

Future Exceptions: [ Edit or delete future exception ]

Select	Type	Message	Start	End	Time Zone
<input type="checkbox"/>	COVERAGE	NEPHROLOGY ACUTE SVC ( ID: 9707746 )	22-May-2023 05:00 PM	23-May-2023 07:00 AM	EASTERN
<input type="checkbox"/>	COVERAGE	NEPHROLOGY ACUTE SVC ( ID: 9707746 )	23-May-2023 05:00 PM	24-May-2023 07:00 AM	EASTERN
<input type="checkbox"/>	COVERAGE	NEPHROLOGY ACUTE SVC ( ID: 9707746 )	24-May-2023 05:00 PM	25-May-2023 07:00 AM	EASTERN
<input type="checkbox"/>	COVERAGE	NEPHROLOGY ACUTE SVC ( ID: 9707746 )	25-May-2023 05:00 PM	26-May-2023 07:00 AM	EASTERN
<input type="checkbox"/>	COVERAGE	NEPHROLOGY ACUTE SVC ( ID: 9707746 )	26-May-2023 05:00 PM	29-May-2023 07:00 AM	EASTERN

New COVERAGE Exception

Messaging ID:

Start: 22 May 2023 12:29 PM

End:

Time Zone:  Remark:

S Save X Cancel