Setting, changing, or deleting your
Password

Use this procedure to set or change a paging ID password to help prevent others from changing your feature settings. Once you set a password, the system will prompt you for it each time you dial in to change your settings.

DIAL: **222**

ENTER: **✳** *and* **YOUR 5-DIGIT PAGE ID**

ENTER: **YOUR PASSWORD**
If you have not set a password, skip to the next step.

PRESS: **#**

PRESS: **4**

PRESS: **1**

> **!** If you want to delete your password without replacing it, you can press "2" and hang up.

ENTER: **YOUR NEW PASSWORD**
followed by **#**
(Your password cannot be more than seven digits long.) The system prompts you to re-enter your password for verification. It will then play back your password. You can then hang up or follow prompts for another function.

Recording or deleting your
Name or Personal Greeting

*Your **Spoken Name** is played back for callers paging you to verify they have entered the correct page ID. **Personal Greeting** overrides **Paging Status** and enables you to provide callers with more detailed information.*

DIAL: **222**

ENTER: **✳** *and* **YOUR 5-DIGIT PAGE ID**

ENTER: **YOUR PASSWORD**
If you have not set a password, skip to the next step.

PRESS: **#**

PRESS: **5** *for Spoken Name*
or ... **6** *for Personal Greeting*

PRESS: **1**

> **!** If you already have a name or greeting and want to delete it without replacing, you can press "2" and hang up.

REC: **YOUR NAME** AT THE TONE
followed by **#**
The system plays back your recording. You can then hang up or follow prompts for another function.

or ... **YOUR GREETING** AT THE TONE
followed by **#**
The system plays back your recording. You can then hang up or follow prompts for another function.

***DON'T FORGET:** Recording a personal greeting overrides your paging status.*

Placing a Page

*Use **AutoPage** to place a page without assistance from the page operator. (You must know the pager ID of the person you want to page.)*

DIAL: **222**
The system prompts you to enter the paging ID of the person you want to page.

ENTER: **5-DIGIT PAGE ID OF PERSON YOU WANT TO PAGE**
The system plays back the ID you entered or the user's name and tells you if this person is currently accepting pages. If so, proceed to the next step. If not, you can hang up or follow optional prompts.

ENTER: **10-DIGIT CALL-BACK NUMBER**
After you enter this number, the system will read it back and give you a chance to correct it. If it's correct, hang up and the system will deliver your page.

*Use **SmartPage** to place routine pages from the web.*

VISIT: **smartpage.stanford.edu**
Follow the website's instructions to send only non-urgent messages/pages.

*The **Page Operator** can assist you with **any** page.*

DIAL: **288** from a Medical Center phone
3-6661 from any other Stanford phone
(650) 723-6661 from an off-campus phone

For CODE, STAT, or PRIORITY pages call the Page Operator at 288. Do not use SmartPage.

Paging Status

*Use **Paging Status** to update the system to reflect your current paging availability. Callers hear your status when they attempt to page you.*

DIAL: **222**

ENTER: ✳ *and* **YOUR 5-DIGIT PAGE ID**

ENTER: **YOUR PASSWORD**
If you have not set a password, skip to the next step.

ENTER: **YOUR NEW STATUS CODE**
After entering the appropriate status code, hang up, or follow prompts to perform another function.

Paging Status Codes *(enter under "page status")*

Status Code	Caller hears…*	Can caller enter call-back number?	Page is…
2	"Available on premises."	Yes	broadcast
3	"Available by phone; please call my office."	No	n/a
4	"Available off premises."	Yes	broadcast
5	"Not available."	No	n/a
6	"Page for emergencies."	Yes	broadcast

* If you've recorded a personal greeting, callers hear the greeting — not the status message in the chart above — and then are prompted to enter a call-back number, if appropriate.

TIP: Record a personal greeting to provide callers more detailed information.

Covering or Referral

*Use **Covering** to enter another person's paging ID to which the system transfers pages directed to you. Use **Referral** to enter a telephone number to which the system refers callers paging you.*

DIAL: **222**

ENTER: ✳ *and* **YOUR 5-DIGIT PAGE ID**

ENTER: **YOUR PASSWORD**
If you have not set a password, skip to the next step.

PRESS: **#**

PRESS: **1** *for **Covering***
or … **2** *for **Referral***

> **!** If you already have a covering ID or referral number set and want to delete it without replacing (so you can receive pages again), press "2" and hang up.

PRESS: **1**

ENTER: **5-DIGIT PAGE ID OF PERSON COVERING YOU**
The system plays back the covering page ID number. You can then hang up or follow prompts for another function.

or … **PHONE NUMBER TO REFER CALLERS** *followed by* **#**
The system plays back the referral phone number you entered. You can then hang up or follow prompts for another function.

CAUTION: Covering and Referral override paging status. Remove these to receive pages again.