

BEEPER INSTRUCTIONS

There are three buttons on the top of the beeper. When looked at so "Communicators" and the 800 number are right side up, there's the grey button with a (î mark (called "(î" from here on in), the grey button next to it with a circle on it (called "O" from here on in), and the black one with the green border (called "G" (for green, 'cause that's what stands out) from here on in).

Any text that should appear on the beeper display is enclosed in brackets ("[" and "]").

"Press" means press once. There is no pressing and holding on this beeper.

The "time prompt" refers to when the beeper is displaying the time to the left and the date to the right (e.g. [02:58 11/11])

If at any point you get lost while following the directions, wait a few seconds and the beeper should revert to displaying the time prompt and you can start again.

How do I clear the beeper at the end of the night?

Clearing the beeper at midnight is suggested so we can tell who's beeping during the day.

From the time prompt:

Press O twice.

Press G twice. The beeper should now display [DEL ALL MSG]

Press (î twice again. The beeper will briefly flash [DELETED] and go back to the time prompt.

The beeper's time is wrong. What do I do?

First, find a close-to-normal-time time source to set it against (I know that can be hard on this campus...). Then:

From the time prompt, press O twice.

Press G five times. The beeper should now display [SET UP PAGER].

Press (î twice.

It will now display [FORMAT:] followed by [24HR] or [AM/PM]. Pressing G will cycle through the two. Pick the one you want then press (î.

It will now display [TIME: ##:##] where "##:##" is the time. The first "##" is blinking. Press G to change it to whatever it should be, then press (î.

Now only the third "#" is blinking. Again, press G to change it and (î to continue.

Finally, the last "#" is blinking. G to change and (î to continue.

Now the beeper is displaying [DATE: ##/##]. The first "##" is month, the second is day. G to change the first one, then (î, then G to change the second "##", then (î again to continue.

The beeper will flash [SET] then return to the time prompt.

How do I cycle through the beeps on the beeper?

This is a good thing to do before you go on duty. This way, you can follow up on anyone who's foolishly beeped during the day (you can also see what time they beeped at if you read the next Q).

Press G from the time prompt. It will first display [NEW: #] where "#" is the number of unchecked beeps.

Press G again. [NO MESSAGES] means the beeper is empty. Otherwise, it will cycle through beeps until it runs out of beeps to cycle through, at which point it will display [END].

How do I check the time at which someone beeped?

Press G until the desired beep comes up (the beeper will display the number it was beeped with).

Press (î. The beeper will now display the time of the beep.

Keep pressing G until [END] is displayed. After a few seconds, the beeper will go back to the time prompt.

But what if it says [DUPLICATE]?

Panic! No, kidding.

When the beeper displays [DUPLICATE], pressing (î once will display the extension that beeped you again and pressing (î a second time will display the time of the most recent beep.

Keep pressing G until [END] is displayed. After a few seconds, the beeper will go back to the time prompt.

How do I set the alert to vibrate?

Press O twice.

Press G once.

Press (î once.

If it says [ALERT VIBE] it is already set to vibrate and you needn't do anything. Just wait a few seconds for it to revert to the time prompt.

If it says [ALERT AUDIO], press G once and then press (î. The screen will flash [SELECTED] and then go back to the time prompt. Note: the beeper will keep vibrating until a button is pressed. This is normal; you have not been beeped.

How do I set the alert to audio (read: loud beeping)?

Press O twice.

Press G once.

Press (î once.

If it says [ALERT AUDIO] it is already set to audio and you needn't do anything. Just wait a few seconds for it to revert to the time prompt.

If it says [ALERT VIBE], press G once then press (î. It will start beeping, this is normal. The screen will now say [AUDIO #] where "#" is either "1", "2", or "3". These three numbers represent three different beeper tones. Press G to cycle through them until you get to one you like (or dislike, depending on your preferences) and press (î one last time to lock it in. The screen will flash [SELECTED] and then go back to the time prompt. Note: the beeper will keep beeping until a button is pressed. This is normal; you have not been beeped.