

# AccessLink II



## Using Your AccessLink™ II 2-Way Pager

Congratulations on your purchase of the Glenayre AccessLink II advanced messaging, two-way pager! The AccessLink II is simple to use and provides exciting new messaging capabilities.



 **GLENAYRE**

## Virtual Keyboard Quick Reference

**THE VIRTUAL KEYBOARD** The AccessLink II has a virtual keyboard to allow you to enter messages and other information. Since this keyboard is created entirely in software, your two-way pager can be as small as a one-way pager. You will use this keyboard often to enter messages or other information. Refer to this page whenever you need a quick reminder about how to use the virtual keyboard.

- To "type" letters, use the "Up/Down" and "Left/Right Scroll" buttons to select the appropriate letter and then press the "Enter" button.
- When you enter a letter or punctuation character, the cursor returns to the center of the keyboard, which is the space key. To type a space simply press the "Enter" button.
- To delete a character, scroll to the bottom of the screen. When the cursor is in the bottom row, press the down scroll button to delete the preceding character.
- To change case, scroll to the top row of the keyboard, and select the Up Scroll button. Each press of the Up Scroll button changes the case from lower case, to shift, to caps lock, and back to lower case.
- To edit the message, press the "Exit/Backlight" button. The keyboard will disappear, allowing you to scroll through the message with the "Up/Down" and "Left/Right" Scroll buttons. Press the "Enter" button to insert the cursor into the selected position and return the virtual keyboard.
- Once you are finished entering a message or other type of information press the "Exit/Backlight" button which takes you to the Edit Screen. Press the "Exit/Backlight" button again to arrive at the Message menu, with options to address, edit, save, or delete the message.
- You may exit the editor at any time by pressing the "Exit/Backlight" button until you have backed up to the screen you desire. Any work you have started will be saved in the folder where it was created. Unsent messages will be saved in the TO SEND folder.

## AccessLink II Overview

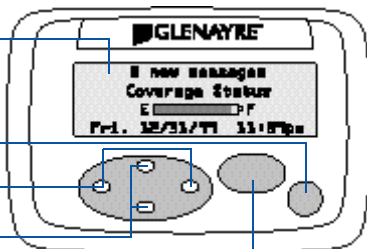
Home Screen

"Exit/Backlight" Button:  
Use to Exit from  
any screen







"Left/Right Scroll" Buttons

"Up/Down Scroll" Buttons

"Enter" Button



## Icon Quick Reference Guide

-  Alarm Clock enabled
-  Alarm sounded and still enabled
-  New Messages in Information Services Folders
-  New Messages in RECEIVED Folder
-  RECEIVED message audible alert enabled
-  RECEIVED message vibrate alert enabled

### Message Icons

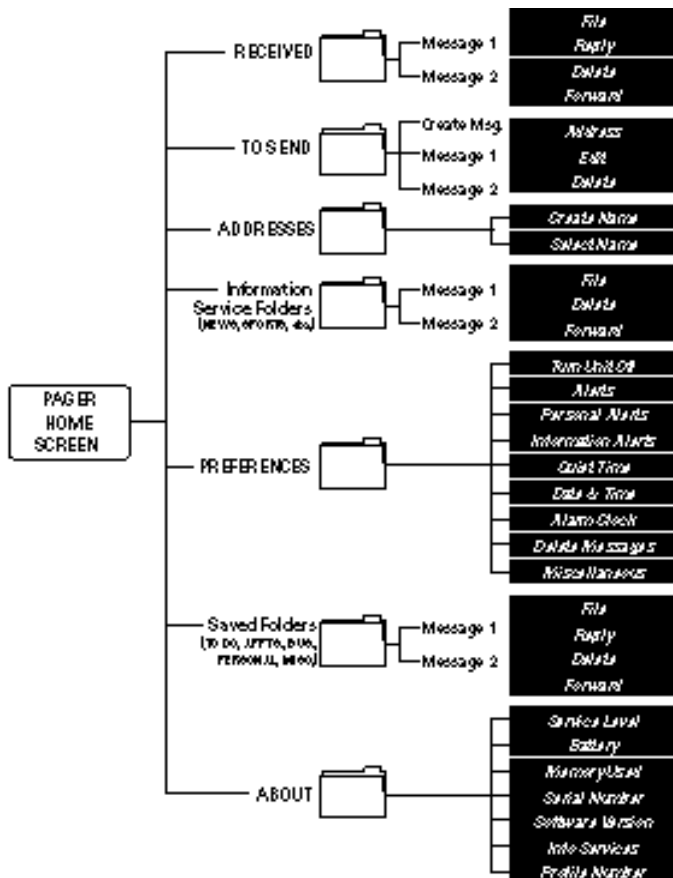
- Unread message
- Read message
- Successful send or reply
- Unsuccessful send or reply
- Reply Pending

**CONGRATULATIONS** To get the most out of your new advanced messaging, two-way pager, spend a little time reading this user guide and be sure to give your pager's number to business colleagues and friends. Family members will also appreciate being able to reach you easily. For information on available services, please see the service instructions provided by your paging carrier.

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## Pager Organization



## Quick Start

### 1 TURN ON ACCESSLINK II PAGER

Your pager enters a "sleep" mode to conserve battery life when it is not in use. It "wakes up" when you press any button or receive a new message. If the unit has been turned off, turn on your pager by pressing and holding the oval "Enter" button. (If unit does not turn on, see "Inserting/Replacing Battery" section on page 8.)

### 2 SET THE TIME AND DATE

- From the home screen, press the "Enter" button to enter the folder list.
- Scroll down to the PREFERENCES folder by pressing the "Down Scroll" button. Press the "Enter" button to enter the folder.
- Scroll down to DATE & TIME and press the "Enter" button.
- Adjust the date by pressing the "Up/Down Scroll" buttons to change the month, then pressing the "Right Scroll" button to set the day and the year.
- Press the "Right Scroll" button to set the time and AM/PM, and then press the "Exit/Backlight" button to save your changes and exit the screen.

### 3 SET ALERTS

- Within the PREFERENCES folder, scroll to PERSONAL ALERTS and press the "Enter" button.
- Set PERSONAL ALERTS options by scrolling to the item of interest and using the "Enter" button to select your desired setting. For TONES, you can sample each sound by pressing the "Enter" button.
- Press the "Exit/Backlight" button to save your settings and exit the PERSONAL ALERTS screen. For more detailed information on your alert options, see the "Setting Your Alerts" section on page 19-20.

(Continued on next page.)

## Quick Start Cont.

### 4 SET UP YOUR SENDER ID

The Sender ID is a name or other text that will be attached to the end of every message you send to identify you to the message recipient.

To set up your Sender ID:



- Within the PREFERENCES folder, scroll down to MISCELLANEOUS and press the "Enter" button.
- Scroll down to SENDER ID and press the "Enter" button.
- Enter your desired Sender ID using the virtual keyboard. See the "Virtual Keyboard Quick Reference" section on page 2 for further details.
- After you have entered your Sender ID, press the "Exit/Backlight" button twice to save your changes and exit the Editor.

Congratulations! You're now ready to start sending and receiving messages!

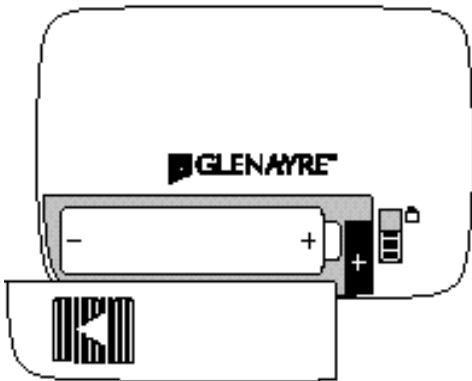
## Inserting/Replacing the Battery

Your AccessLink II pager uses a single AA alkaline battery.

To insert or replace the battery:

- 1 Slide the lock on the back of the pager away from the  symbol.
- 2 Slide the battery door to the left to open.
- 3 Insert a new battery being careful to align the + and - symbols on the battery with the same symbols inside the battery compartment.
- 4 Replace the door and slide the lock towards the  symbol to secure.


**Note:** If you have a lot of messages in your AccessLink II, you may experience a short delay as the pager restarts itself after the new battery has been inserted. Once it is fully operational the pager will beep once.



**CAUTION:** Be careful to align the + and - symbols on the battery with those inside the battery compartment. Inserting the battery backwards will cause the date and time setting in your AccessLink II pager to be lost. All messages will be preserved, however.



## Receiving Messages

- Your AccessLink II pager helps you organize your communications by placing messages directly into folders such as RECEIVED for personal messages and information service folders (NEWS, SPORTS, etc.) for news messages. Exact folder names may vary depending on your service provider.
- When you receive a new message, your AccessLink II pager vibrates and/or plays your selected tone.
- The  icon is displayed whenever you receive a new message. If it is solid, you have new information service messages. If it is flashing, you have new personal messages.
- The top line of the home screen also displays the number of new messages you have.
- Finally, your ability to receive messages varies depending on the terrain, weather, building density, and interference around you. Your pager home screen will report your current service level. For a description of your service level, please see the service instructions provided by your paging carrier.

## Reading Messages

### TO READ A MESSAGE

- 1 From the home screen, view the folder list by pressing the "Enter" button.
- 2 Select the desired folder using the "Up/Down Scroll" buttons and open it by pressing the "Enter" button.
- 3 Select the desired message using the "Up/Down Scroll" buttons and read the message by pressing the "Enter" button. You can scroll through the message using the "Up/Down Scroll" buttons or the "Enter" button.
- 4 While reading a message, you can quickly move to other messages in the same folder.
  - To jump to the beginning of the next message in the folder, press the "Right Scroll" button.
  - To jump to the beginning of the previous message in the folder, press the "Left Scroll" button.
  - You can also jump to the beginning of the next or previous message by pressing the "Right/Left Scroll" buttons when the navigational symbol (<<·>>) at the end of the message is highlighted.

Several message options appear at the end of each message. Use the "Enter" button to select the desired option.

Note: If a given option appears with a line through it, that option is not available for the message you are currently reading.

### SAVE

To file the message in another folder, select SAVE from the message option list and press the "Enter" button. Use the "Up/Down Scroll" buttons to select the folder you wish to move the message to and press the "Enter" button. The message will be stored in the folder you have chosen. Unlike messages in the RECEIVED, TO SEND, MESSAGE LOG, and information service folders, messages filed in the TO DO, APPTS, BUSINESS, PERSONAL, and MISC folders will never be deleted by the pager to make room for new messages.

(Continued on next page.)

## Reading Messages Cont.

To remove a message once it has been saved, you must read it and select the DEL message option. You can also delete many saved messages at the same time. See the "Deleting Messages" section on page 13 for details.

### REPLY

You can reply to a message using a pre-programmed standard reply, a reply you have previously sent, a multiple choice response, or a fully custom reply.

To reply:

- 1 Select REPLY from the message option list and press the "Enter" button.
  - To send a standard reply, select your desired reply from the list and press the "Enter" button.
  - To send a previously sent reply, scroll down the list of replies until you find the reply you want. Press the "Enter" button to select the reply.
  - When someone sends you a message he/she can create multiple choice responses from which you can choose. These custom responses appear at the top of the list of replies when you select REPLY. For information on sending multiple choice responses with a message see "Attaching Multiple Choice Replies" section on page
  - To create a custom reply, select "Custom Reply" from the list. Create your reply using the virtual keyboard. See the "Virtual Keyboard Quick Reference" section on page 2 for details regarding how to use the virtual keyboard. When you have finished entering your reply press the "Exit/Backlight" button twice.
- 2 The SEND option will now be highlighted. To send the reply, press the "Enter" button. To edit the reply, select EDIT by first pressing the "Right Scroll" button and then pressing the "Enter" button. For details on editing a message, see the "Editing" section on page 17.

After you send your reply, the display will change to REPLYING as your reply is transmitted. If other messages are currently being sent, your display will show PENDING indicating your reply will be sent as soon as possible.

(Continued on next page.)

## Reading Messages Cont.

### DELETE

To delete a message:

- 1 Select DEL from the message option list and press the “Enter” button.
- 2 If your pager has been configured to confirm deletions, you will be asked to confirm that you want to delete the message. Select OK and press the “Enter” button. See the “Miscellaneous Settings, Confirm Deletes” section on page 26 for more details about how to configure this option.

### FORWARD

The AccessLink II allows you to forward a message to one or more people.

To forward a message:

- 1 Select FORWD from the message option list and press the “Enter” button.
- 2 You will be given the option to address the message, edit the message, or cancel forwarding. Select the appropriate choice and press the “Enter” button.

For details on addressing and sending the message, see the “Sending Messages” section on page 17. For details on using the virtual keyboard to edit the message, see the “Virtual Keyboard Quick Reference” section on page 2.

## Deleting Messages

As explained in the “Reading Messages” section on page 10-12, you can delete any individual message by reading it, selecting DEL, and pressing the “Enter” button.

You may also delete all the messages in a given folder at one time.

To delete messages:

- 1 Select PREFERENCES from the main folder menu and press the “Enter” button.
- 2 Scroll down to DELETE MESSAGES and press the “Enter” button.
- 3 Select the folder from which you want to delete messages and press the “Enter” button.
- 4 Select your preferred option of DELETE READ MESSAGES or DELETE ALL MESSAGES and press the “Enter” button.

**IMPORTANT:** Before you have completed step 4, you can always cancel the delete operation by pressing the “Exit/Backlight” button.

Messages inside the RECEIVED, MESSAGE LOG, and information service folders will automatically be deleted to make room for new messages once the folder is full. This saves you the trouble of having to individually delete information service messages.

## Creating an Address

### CREATING AN ADDRESS

Your AccessLink II contains a personal address book for storing the names, two-way PINs, phone numbers, etc of the people you need to contact.

To Create an Address:

- 1 Select ADDRESSES from the folder list and press the "Enter" button.
- 2 Select CREATE NAME and press the "Enter" button.
- 3 You will be prompted to enter the name of the person. Enter the name using the virtual keyboard as described in the "Virtual Keyboard Quick Reference" section on page 2.
- 4 When you have finished typing the name of the person, press the "Exit" button twice to save the name and exit the Editor.
- 5 Select the address type you would like to enter for the person and press the "Enter" button. Choices of address types may vary depending on your service provider, but typically include 2-WAY PIN, 1-WAY PIN, EMAIL ADDRESS, PHONE NUMBER, and FAX NUMBER.
- 6 Repeat steps 3 and 4 above to enter each desired address type. Note you may enter multiple PINs and phone/fax numbers for a given individual.
- 7 When you have finished entering all required information, press the "Exit/Backlight" button to save your information and exit the ADDRESSES folder.

(Continued on next page.)

## Creating an Address Cont.

### EDITING AN ADDRESS

To edit an address book entry:

- 1 Select ADDRESSES from the folder list and press the "Enter" button.
- 2 Select the address entry you would like to edit and press the "Enter" button.
- 3 Select the address type you would like to change and press the "Enter" button. To edit the name of the person, press the "Up Scroll" button to select the name and press the "Enter" button.
- 4 Select EDIT and press the "Enter" button.
- 5 Using the scroll Buttons, place the cursor in the desired point for editing. Press the enter button to insert the cursor. The virtual keyboard will appear. Modify the entry as desired using the instructions found in the "Virtual Keyboard Quick Reference" section on page 2.
- 6 When you have finished editing, press the "Exit/Backlight" button twice.

### DELETING AN ADDRESS

To delete all or part of an address book entry:

- 1 Select ADDRESSES from the folder list and press the "Enter" button.
- 2 Select the entry you would like to fully or partially delete and press the "Enter" button.
- 3 Select the address type you would like to delete and press the "Enter" button. To delete the name and all associated address types, press the "Up Scroll" button to select the name and press the "Enter" button.
- 4 Select DELETE and press the "Enter" button.
- 5 If you have enabled confirmation of deletions in the PREFERENCES folder, you will be asked to confirm that you want to delete the information. Select OK and press the "Enter" button.

## Creating Messages

One of the most exciting features of the AccessLink II is your ability to create custom messages right on the pager.

To create a message:

- 1 Select the TO SEND folder from the folder list and press the "Enter" button.
- 2 Select CREATE MESSAGE and press the "Enter" button.
- 3 Enter your message using the instructions found in the "Virtual Keyboard Quick Reference" section on page 2.
- 4 When you have finished entering your message, press the "Exit/Backlight" button twice. You will be given the choice to ADDRESS the message for sending (see page 17), EDIT the message further(see page18), SAVE the message as a REDI-MESSAGE (see page 16) or DELETE the message. Select the appropriate choice and press the "Enter" button.

Congratulations! You have now created a message right on your pager. To address and send the message, please see the "Sending Messages" section on page 17.



## Readi-Messages

You also have the choice of sending Readi-Messages which are commonly used messages stored in the To Send folder for easy access and convenience. These messages appear in the TO SEND folder and can be sent directly or edited first and then sent.

The AccessLink II is pre-programmed with standard Readi-Messages. You can also create your own Readi-messages. Creating Readi-Messages allows you to tailor your pager to your own needs, keeping commonly used messages on hand to send quickly and conveniently.

To create your own Readi-Message:

- 1 Select the TO SEND folder from the folder list and press the "Enter" button. Continue as explained in the "To Create a Message" section above.
- 2 When the message is complete, press the "Exit/Backlight" button twice. The message menu will appear. Select SAVE from this menu and press the "Enter" button.
- 3 You will be asked to confirm that you want to save the message as a Readi-Message. Select OK and press the "Enter" button. Pressing the "Exit/Backlight" button will cancel saving and return you to the option menu, ADDRESS, EDIT, SAVE, and DELETE.

## Attaching Multiple Choice Responses

### ATTACHING MULTIPLE CHOICE RESPONSES

Multiple choice responses can be attached to any message that you send to a two-way pager from your AccessLink II or from an e-mail address. At the end of the message, enter a carriage return and question mark before each designated response, for example:

What time do you want to meet?

?9:00

?10:00

?10:30

For information on using multiple choice responses to reply, see the "Reply" section on page 10-12.

## Sending Messages

You may send a message to one individual or to a group of up to 25 individuals.

To address and send your message:

- 1 After creating your message or reply, select ADDRESS and press the "Enter" button.
- 2 You will be presented with the list of names in your address book. If the recipient of the message is not in your address book, select "CREATE NAME" and press the "Enter" button. Enter the person's name and address using the method described in the "Creating an Address" section on page 14-15.
- 3 Select the name of the person to whom you wish to send the message and press the "Enter" button.
- 4 Select the address type where you want to send the message. This could be a 1-way PIN, a 2-way PIN or an email address. Press the "Enter" button.
  - To send the message to this individual only, select SEND and press the "Enter" button.
  - To send the message to a group of people, select MORE and press the "Enter" button to add names to list of recipients. Repeat this process until the list contains the names of all the people you wish to receive the message, then select SEND and press the "Enter" button to send the message. You may add up to twenty-five people to the list.
  - To delete a name from the list, select DEL and press the "Enter" button. Select the name you wish to delete and press the "Enter" button.
  - To cancel sending the message altogether, select CANCEL and press the "Enter" button.

## Editing Messages

Messages and other text entries can be edited using the EDIT screen. There are two ways to reach the EDIT screen.

- 1 While you are creating a message using the virtual keyboard, press the "Exit/Backlight" button.
- 2 For a message or entry that has already been created and/or stored, select EDIT from the menu options at the end of the message or entry and press the "Enter" button.

The EDIT screen displays the message and the cursor.

- 1 Move the cursor to the point where you would like to add or delete text.
- 2 Press the "Enter" button to insert the cursor into the desired position and display the virtual keyboard.
- 3 Enter the desired text using the virtual keyboard, as explained in the "Virtual Keyboard Quick Reference" section on page 2.
- 4 Press the "Exit/Backlight" button to arrive at the EDIT screen. To edit the entry further, repeat the instructions above.
- 5 To exit the Editor press the "Exit/Backlight" button a second time.

## Saving Sent Messages

Sent messages will automatically be saved in the Message Log folder.

To file a message in a different folder, select SAVE from the message option list and press the "Enter" button. Use the "Up/Down Scroll" buttons to select the folder in which you wish to save the message and press the "Enter" button. The message will be stored in the folder you have chosen.

Selecting the folder, "To Send: Read-Msg" saves the message as a Read-Message in the To Send folder.

Saving messages in the TO DO, APPTS, BUSINESS, PERSONAL, and MISC folders ensures that the messages will not be deleted by the pager to make room for new messages, as they could be in the MESSAGE LOG, RECEIVED folder, and information services folders.

Messages that have been saved in any folder may be opened to read, ADDRESS for sending, EDIT, SAVE to another folder, or DELETE. To open a message select the folder and press the "Enter" button, then select the message and press the "Enter" button. Select options from the menu at the end of the message.

## Disabling Information Services

Your AccessLink II may be programmed to receive one or more information service feeds from your service provider. You may disable and re-enable these services from your pager. Please note that if you receive multiple services in a single folder, they will all be turned ON or OFF at the same time.

To disable or re-enable information service messages in a given folder:

- 1 Select PREFERENCES from the folder list and press the "Enter" button.
- 2 Select INFORMATION ALERTS and press the "Enter" button.
- 3 Select the name of the information service folder and press the "Enter" button.
- 4 Select SERVICE and change the setting to DISABLED or ENABLED by pressing the "Enter" button.
- 5 Press the "Exit/Backlight" button to save your changes and exit the screen.

Follow the steps above to enable or disable other information services as desired.

## Setting Your Alerts

Your AccessLink II pager allows you to set different alerts for different types of messages. You can also control all alerts with a single setting.

### CONTROLLING ALL ALERTS

This setting allows you to quickly turn all alerts on, off, or to a setting called “vibrate only.” The “vibrate only” setting substitutes a vibrate alert for audible personal and information service alerts.

To change this alert setting:

- 1 Select PREFERENCES from the folder list and press the “Enter” button.
- 2 Select ALERTS and press the “Enter” button to change the setting for this option.
- 3 When your desired option is shown simply scroll down to a new option or press the “Exit/Backlight” button to save your change and exit the screen. Your new setting will be in effect immediately.

### PERSONAL MESSAGE ALERTS

This setting allows you to choose a specific alert for your personal messages.

To choose your alert:

- 1 Select PREFERENCES from the folder list and press the “Enter” button.
- 2 Select PERSONAL ALERTS and press the “Enter” button.
- 3 Turn the vibrate alert ON or OFF by selecting VIBRATE and pressing the “Enter” button to change the value.
- 4 Select the audible alert you prefer by selecting TONE and pressing the “Enter” button. Make your choice by scrolling up and down the list of possible alerts. You can sample each alert by pressing the “Enter” button. To set your alert, highlight it and press the “Exit/Backlight” button.

(Continued on next page.)

## Setting Your Alerts Cont.

- 6 You can configure your AccessLink II to remind you when you have unread messages. To set this reminder, first scroll down to RE-BEEP EVERY and press the “Enter” button to set the interval of the reminder alert. Next, scroll down to RE-BEEP and press the “Enter” button to set the total number of realerts you want to receive.
- 6 If you want to be notified when you receive a corrected version of an old message, select CORRECTIONALERT and press the “Enter” button. At the prompt, select YES and press the “Enter” button.
- 7 Press the “Exit/Backlight” button to save your changes and return to the PREFERENCES folder.

### INFORMATION SERVICE ALERTS

Your AccessLink II pager also allows you to select a different alert for each information service folder.

To do this:

- 1 Select PREFERENCES from the folder list and press the “Enter” button.
- 2 Select INFORMATION ALERTS and press the “Enter” button.
- 3 Select the name of the information service folder and press the “Enter” button.
- 4 Follow steps 3 and 4 in the personal message alerts section above to customize the alerts for the selected folder.



## Getting a Good Night's Sleep

To make sure you can sleep through the night, your AccessLink II pager allows you to set a period of time each day during which alerts will not sound. This period is called Quiet Time. During Quiet Time you still receive messages and your alarm clock still sounds, but message alerts are not played.

To set your Quiet Time:

- 1 Select the PREFERENCES folder from the folder list and press the "Enter" button.
- 2 Select QUIET TIME and press the "Enter" button.
- 3 To set the quiet time interval select TIME and press the "Enter" button. Use the "Up/Down Scroll" buttons to change the hours or minutes. Press the "Right/Left Scroll" buttons after each selection. Press the "Enter" button or the "Exit/Backlight" button to save your changes and exit the screen.
- 4 To enable the Quiet Time feature select ENABLE and press the "Enter" button. Select YES and press the "Enter" button to confirm.  
Note: You will not be able to enable the Quiet Time feature if you have not set up a time interval.
- 5 To have the pager notify you at the end of Quiet Time if it has received new messages, select ALERT AT ON TIME and press the "Enter" button.
- 6 At the confirm screen select YES, ALERT and press the "Enter" button. Press the "Exit/Backlight" button to save your changes and return to the PREFERENCES folder.

## Waking Up (Setting Your Alarm Clock)

When enabled, the alarm clock will sound an alert at a specified time every day. It also has a SNOOZE function that will re-alert you every ten minutes for an hour or until you manually exit the SNOOZE mode by pressing the "Enter" button.

To set your alarm clock:

- 1 Select PREFERENCES from the folder list and press the "Enter" button.
- 2 Select ALARM CLOCK and press the "Enter" button.
- 3 Enter your desired settings using the same method used to set options for Quiet Time.
- 4 Press the "Exit/Backlight" button to save your settings and return to the PREFERENCES folder.

## Miscellaneous Settings

The MISCELLANEOUS section within the PREFERENCES folder allows you to customize many settings including display contrast, button response speed, and a Sender ID that will be attached to all the messages you send. Descriptions of all the available options are provided below.

To access any of the miscellaneous settings, navigate to the MISCELLANEOUS folder using these steps:

- 1 Select PREFERENCES from the folder list and press the "Enter" button.
- 2 Scroll down to MISCELLANEOUS and press the "Enter" button.

### CONTRAST

Contrast controls the darkness of the letters displayed.

To change the display contrast:

- 1 Select CONTRAST and use the "Right/Left Scroll" button or the "Enter" button to increase or decrease the contrast.
- 2 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

(Continued on next page.)

## Miscellaneous Settings Cont.

### BUTTON REPEAT

Button Repeat controls the speed with which a button action is repeated when the button is held down. To scroll more quickly, increase this setting. To scroll more slowly, decrease this setting.

To change the button repeat setting:

- 1 Select BTN REPEAT and use the "Right/Left Scroll" buttons to increase or decrease the setting shown on the gauge.
- 2 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

### REPEAT DELAY

Repeat Delay controls the time from pressing a button to when the repeat action begins. To reduce the delay, decrease this setting. To increase the delay, increase this setting.

To change the repeat delay setting:

- 1 Select REPEAT DELAY and use the "Right/Left Scroll" buttons to increase or decrease the setting shown on the gauge.
- 2 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

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## Miscellaneous Settings Cont.

### SENDER ID

Sender ID allows you to input a name or other text, which will be appended to the end of all sent messages.

To enter a Sender ID:

- 1 Select SENDER ID and press the "Enter" button.
- 2 Enter the desired Sender ID using the virtual keyboard. See the "Virtual Keyboard Quick Reference" section on page 2 for further details.
- 3 When you have entered the Sender ID, press the "Exit/Backlight" button twice.
- 4 Press the "Exit/Backlight" button to save your changes and exit the MISCELLANEOUS folder.

### USER

User name allows you to input a name or other text, which will be shown on the top line of the pager home screen to identify the unit. Note that if the unit has received new messages or is in quiet time, these status indicators will be displayed instead of the user name.

To enter a user name:

- 1 Select USER and press the "Enter" button.
- 2 Enter the desired user name using the virtual keyboard. See the "Virtual Keyboard Quick Reference" section on page 2 for further details.
- 3 When you have entered the user name, press the "Exit/Backlight" button twice.
- 4 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

(Continued on next page.)

## Miscellaneous Settings Cont.

### TIME DISPLAY

Time Display controls whether time will be shown based on a 12 or 24 hour clock.

To change the time display:

- 1 Select TIME DISPLAY and use the "Right/Left Scroll" button or the "Enter" button to change the setting.
- 2 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

### CONFIRM DELETES

Confirm Deletes allows you to set whether or not you wish to be prompted with an "Are you sure?" message every time you delete a message.

To change this setting:

- 1 Select CONFIRM DELETES and press the "Enter" button.
- 2 Select YES or NO and press the "Enter" button.
- 3 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

(Continued on next page.)

## Miscellaneous Settings Cont.

### INFRARED

The Infrared setting allows you to enable or disable the infrared port on your pager. You must enable the port to communicate with any other infrared enabled device. Disabling the port will increase the battery life of your pager.

To change this setting:

- 1 Select INFRARED and use the "Right/Left Scroll" button or the "Enter" button to enable or disable the infrared port.
- 2 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

### IR ACCESSCODE

The IR AccessCode is a security password that prevents unwanted infrared communications with your pager. The code can be up to six characters in length.

To enter an IR AccessCode:

- 1 Select IR ACCESSCODE and press the "Enter" button.
- 2 Enter the desired IR AccessCode using the virtual keyboard. See the "Virtual Keyboard Quick Reference" section on page 2 for further details.
- 3 After you have entered the code, press the "Exit/Backlight " button twice.
- 4 Press the "Exit/Backlight" to save your changes and exit the MISCELLANEOUS folder.

## Turning On the Backlight

Your AccessLink II is equipped with an electroluminescent backlight to make it easy to read in low light conditions. To turn on the backlight from any screen, press and hold the "Exit/Backlight" button for 1 second.

To turn the backlight off again, press the "Exit/Backlight" button for 1 second. The light will also go off automatically when your AccessLink II pager enters the sleep mode.

## Operating in Hospitals and Planes

To prevent potential interference with aircraft radio communications and navigation equipment you should turn your AccessLink II pager off while on board an aircraft.

When you are inside a hospital, please be aware of hospital policies. Some areas with sensitive medical equipment may require you to turn the transmitter off.

To turn your AccessLink II pager off:

- 1 Select the PREFERENCES folder from the folder list and press the "Enter" button.
- 2 Select TURN PAGER OFF and press the "Enter" button.
- 3 Select OK and press the "Enter" button.

To turn your AccessLink II pager back on, press and hold the "Enter" button.

To turn the Transmitter off:

- 1 Select the PREFERENCES folder from the folder list and press the "Enter" button.
- 2 Select TRANSMITTER and press the "Enter" button.
- 3 Select OK and press the "Enter" button.



## Communicating Using the IR Port

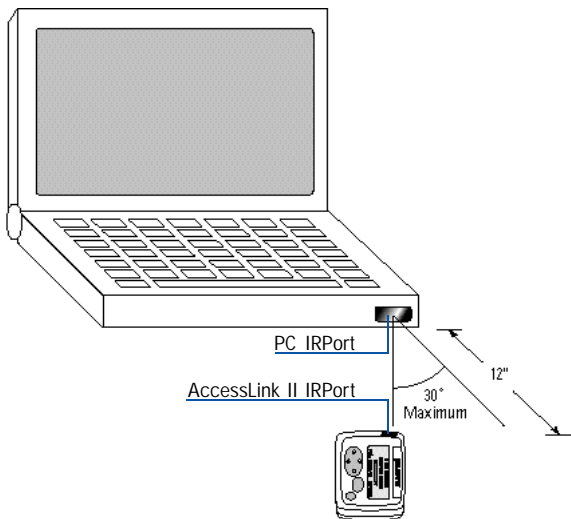
Your AccessLink II comes equipped with an IrDA compliant infrared communications port. This port allows you to communicate with other infrared enabled handheld devices and laptop computers as well as to increase the functionality of your pager through simple software upgrades. Communication with your AccessLink II requires an application which runs on either a WinCE device, a personal digital assistant (PDA) or a personal computer. Visit Glenayre's website at [www.glenayre.com](http://www.glenayre.com) for details about available applications.

To communicate using the infrared port:

- 1 Enable the port as described in the "Miscellaneous Settings, Infrared" section on page 27.
- 2 Set up an IR AccessCode as described in the "Miscellaneous Settings, IR AccessCode" section on page 27. This code prevents unauthorized communication with your device. The application running on the secondary device will need to supply this code to your pager to start communications.
- 3 Align the IR port on your AccessLink II to the IR port on the other device. The devices must be aligned within 30 degrees and be within about 12 inches of each other to communicate properly.
- 4 Press any button on the AccessLink II to activate the pager. The IR port looks for an IR signal when the display is active. If the display is asleep, the pager will not search for an IR signal.
- 5 Look for IR communication status on the device with which the AccessLink II is communicating. In Windows 95, status can be viewed either from the specific communications application or from the IR Port status window within the Control Panel.

You are now ready to exchange information between your second device and your AccessLink II pager. See the user instructions provided with your communication application for further details.

## IR Port Diagram



## Viewing Status Information

To view detailed information about your pager, select the ABOUT folder from the folder list and press the “Enter” button.

Inside ABOUT, you can see:

- **COVERAGE:** This option describes the coverage level you are currently experiencing. For a description of your coverage level, please see the service instructions provided by your paging carrier.
- **BATTERY:** This gauge shows percentage of your battery life remaining. The home screen will also warn you about a low battery level a day before your battery runs out.
- **MEMORY USED:** This gauge shows the percentage of pager memory which has been used. When the pager’s memory is full, old messages will automatically be deleted from the information service, RECEIVED, and MESSAGE LOG folders to make room for new messages.
- **PAGER ID INFORMATION:** The serial number and software version of your AccessLink II are provided for reference.
- **CUSTOMER SUPPORT INFORMATION:** A summary of your pager’s information service configuration and user interface profile number is listed for use by customer support. The voltage of the NiCd transmit battery is also provided for use by customer support.

### FCC COMPLIANCE STATEMENT

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device must not cause harmful interference and (2) this devices must accept any interference received, including interference that may cause undesired operation.

### SAFETY

This equipment is Intrinsically Safe for use in Class I, II, and III Divisions 1 and 2 Hazardous Locations.

Warning: Substitution of components may impair intrinsic safety.

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