

PAGING QUICK REFERENCE GUIDE
(177 - In House Paging & 178 - In House Status Change)

177 In-House Paging	178 In-House Status Change		
<p>To Page Someone:</p> <p>Dial 177 (from any campus phone) Dial the ID # to page Enter the callback # After entering the callback number, press #</p> <p style="text-align: center;">----- ◆ -----</p>	<p>To Change Status:</p> <p>Dial 178 (from any campus phone) Dial the ID # (system plays current status) Dial the new status number Dial # for <u>additional options</u>:</p> <p style="padding-left: 20px;">Dial 1 to change covering ID (enter ID of person taking your calls) Dial 2 to change referral number (enter contact number) Dial 3 to hear a list of status codes</p> <p style="padding-left: 20px;"><u>Status 2</u> – on pager <u>Status 3</u> – exception on file, please hold for an operator (provide Operator Svcs. with call handling instructions) <u>Status 4</u> – not on pager <u>Status 5</u> – page emergency only <u>Status 6</u> – out of hospital call home <u>Status 7</u> – not available, pages being stored</p> <p style="padding-left: 20px;">Dial 0 to return to previous options Dial # to hear previous status Dial * to hear entire list OR dial a new status now</p> <p>Dial 4 to change your pass code Dial 0 to exit (exits additional options and returns the caller to the previous menu)</p> <p style="text-align: center;">----- ◆ -----</p>	<p>To Change Covering:</p> <p>Dial 178 (from any campus phone) Dial the ID # (system plays current status) Dial the new status number Dial # for <u>additional options</u>:</p> <p style="padding-left: 20px;">Dial 1 to change covering (enter ID of person taking calls)</p> <p style="text-align: center;">----- ◆ -----</p>	<p>To Change Referral:</p> <p>Dial 178 (from any campus phone) Dial the ID # (system plays current status) Dial # for <u>additional options</u>:</p> <p style="padding-left: 20px;">Dial 2 to change referral (enter contact number)</p> <p style="text-align: center;">----- ◆ -----</p>

Tips:

- 177 & 178 can be accessed from any on-campus telephone, or by dialing directly: 772-6400 (177) or 772-6404 (178)
- 177 is used only to page someone in-house
- 178 is used only for in-house status changes
- ID #'s: Employee = employee number; Student = student pager number
- To end a session, hang up
- To change covering or change referral, you may do so through the enhanced 178 status change or through the UTMB operator
- Pages stored will automatically be purged when played or exiting the system
- *When Exceptions on File are activated, the caller will be connected directly with the operator for instructions*