**ACCESS COMMANDS**

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</table>

**Access Code**
- Default code is 1998

**Change Access Code**
- New code, then #

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**Page Forward** – allows you to manually forward your pages to another pager
- Dial your pager number
- Enter "0"
- Enter your four-digit access code
- Enter "16" to access page forward
- Enter "8" to select pager number to be forwarded to
- Enter the pager number, then "#"
- Enter "3" to disable page forwarding

**Page Absence** - Enables your pager to "not accept calls". It will give a verbal message that you are not accepting calls.
- Dial your pager number
- Enter "0"
- Enter your four-digit access code
- Enter "8" to activate or deactivate this feature

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**INTERNET & GROUPWISE PAGING**

- Groupwise paging: 913#######@myairmail.com
- Internet paging: Go to: http://www.myairmail.com/
- KUMC online directory at http://www.kumc.edu/

**Pager Warehouse**: 913-588-2337
**Hours**: M-F 8:00am to 5:00pm
**After hours**: Please contact pager operator at 913-588-5155
**TO SPEAK TO THE PAGE OPERATOR, DIAL 913-588-5155**

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**DIRECT DIAL PAGING**

**ON CAMPUS** - Dial 9 (to access outside line), then 917-####
(the last four digits of the number you are calling.
**OFF CAMPUS** – Dial the 7 digit number (Also Area Code 913 if out of area)
- Numeric Pagers – Enter your call back phone number, press <#>, then hang up.
- Alphanumeric Pagers – Enter your call back phone number or voice message, press <#>, then hang up.