

## Using Your AccessLink Pager



### ACCESSLINK PAGER INSTRUCTIONS

Take a few moments to read the information here and learn how your pager operates and how, along with SkyWriter™ service, it can help you manage your messages.

#### Insert a New Battery

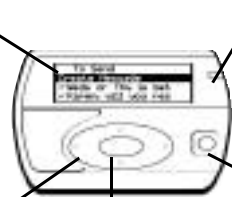
Your AccessLink™ pager uses one AA-size alkaline battery. Install the battery by sliding your pager out of its holster. Turn your pager over and flip up the narrow locking bar so the battery compartment slides open with the touch of your finger. Insert the battery with the + to the left (see the diagram inside the battery compartment). Reinstall the door by aligning the triangles and sliding the door shut. Flip the narrow locking bar down to secure your battery and begin paging!

Note: After changing a battery, your pager may read BASIC SERVICE for a few moments until the pager reregisters with the SkyTel System.

### ACCESSLINK CONTROLS

Display screen  
Four rows of text are displayed at a time or two rows of text and two rows of the alphabet when composing a message or reply.

Cursor pad  
Press up, down, left and right to highlight items on the screen.



Alert light  
Light flashes when you have a new message.

Enter button  
Press to select functions and folders, and enter highlighted items on the screen.

Exit/backlight button  
Press to cancel entry and move back to previous screens or press twice and hold to illuminate screen.

#### Turning On and Off Your AccessLink Pager

- Turn on by pressing the EXIT button.
- Turn off by selecting the PREFERENCES folder, then select the TURNUNIT OFF option.

Your pager enters a "sleep" mode to conserve battery life when it is not in use. It "wakes up" when you press a button or receive a page.

## COVERAGE SERVICE AVAILABILITY




Whenever you turn your pager on, the display screen shows you exactly what level of service you are able to receive: FULL SERVICE, BASIC SERVICE or STORING MESSAGES. Actual coverage varies depending on the terrain, weather, building density and interference around you. When out of a Full Service area, your new messages are stored by the SkyTel® System and are automatically delivered to you when you return to a Full Service area.

FULL SERVICE means you'll receive new messages plus any undelivered messages that were stored while you were temporarily out of Full Service range.

BASIC SERVICE means you can receive new messages; however, undelivered messages will continue to be stored. You will *not* be able to send or reply to messages.

STORING MESSAGES means that you are outside of a coverage area and all your messages are being stored. They will be delivered automatically if you return to a Full Service area within 72 hours.

## FOLDERS

Your AccessLink pager displays a series of folder icons  at the top level of the menu system, each representing a core messaging function: RECEIVED, TO SEND, ADDRESSES, PREFERENCES and ABOUT. If a folder is empty or does not contain any unread messages, it is clear . When there are unread messages stored in a folder, the folder icon appears shaded . Folders can store numeric messages, alphanumeric (text) messages, notification of voice-mail messages and news updates.

The SKYNEWS® folder appears on the menu only when you have new or saved news headlines. Other folders, such as TO DO, APPTS, BUSINESS, PERSONAL and MISC, appear only when messages are filed in them. If there are no messages in these folders, they will not appear in the folder menu.

## Battery Gauge and Memory Gauge

The ABOUT folder on your pager graphically displays how much battery life is left (F-full, E-empty) and how much memory is being used to store messages and addresses.

## Selecting Folders, Messages and Options

- Use the cursor pad to highlight the folder you want to access. Press ENTER.
- Once you select a folder, choose the desired message or option by moving the cursor pad and highlighting the item. Press ENTER.

## CREATING MESSAGES RIGHT ON YOUR PAGER

Use the keypad to create original messages, edit replies, create custom replies to attach to outgoing messages, add recipient names and addresses, and enter your Sender ID and User ID.

- When you choose a command that displays the alphabet selections (e.g., to send, create or reply to a message), the top two rows of the screen are blank; this is the area where the text you "type" will appear. The bottom of the screen contains the first two of four rows of the alphabet selections (letters, numbers, symbols and arrows for you to choose from to create your message) and a fifth row of commands, such as SHIFT, DONE, EDIT and ADDR. To access the last three rows, simply scroll down the alphabet selections.
- To create text, move the cursor to highlight each desired character; add punctuation, numbers and blanks spaces.

Press ENTER to select the highlighted choice. You can indicate upper-and lowercase letters by using the SHIFT command to capitalize one letter or using the CAPS command to capitalize a series of letters.

- You can edit the text you just typed by using the four arrow keys located to the left of the alphabet selections. Simply place the cursor where you would like to edit or add new text. Use the **[X]** key to delete one letter at a time to the left of where you place the cursor.
- When your text is complete, select DONE.
- If you are not including custom replies, select ADDR and proceed to "Creating an Address and Sending Messages" *or* If you are including custom replies, select REPLY.
  - Select CREATE REPLY.
  - Type a custom reply, select DONE and repeat with additional custom replies.
  - After entering the last reply, press the EXIT button on the right.

#### CREATING AN ADDRESS AND SENDING MESSAGES

Create messages on your AccessLink pager and send them to any SkyTel subscriber or Internet e-mail address.

- 1 Create your message by following the "Creating Messages Right on Your Pager" instructions above.
- 2 Select ADDR from the message command line *or* select the ADDRESS folder. Select a name you've already programmed *or* select CREATE NAME, type in the name, then select DONE.
- 3 Select CREATE 2-WAY PIN, CREATE 1-WAY PIN *or* CREATE EMAIL ADDR. Enter the PIN or e-mail address, then select DONE. (Note: You can also enter a phone or fax number but cannot use these to send messages.)

- 4 The PIN or e-mail address you just entered will be highlighted  
Click on the entry, then select OK to send the message.

Messages stored in the TO SEND folder will be preceded by one of the following icons:

- message not sent yet
- ✓ message sent
- ✗ message transmission failed
- ☐ canned message

#### READING NEW MESSAGES

When you receive a new message, the alert light will blink and the pager will vibrate or play your selected tone.

New numeric, text and voice-mail notification messages are automatically stored in the RECEIVED folder and new news updates are stored in the SKYNEWS folder. Use your pager control panel to access the messages.

You can set your pager screen to backlight for better readability in low light. Simply press the EXIT button on the right of your pager two times and hold it down until the light comes on.

To read new messages:

- 1 Press ENTER when the alert light flashes, indicating that you have a new message; your cursor will automatically move to the shaded folder containing the new message. Press ENTER again to see the contents of the folder.
- 2 Highlight the message you want to read. Icons precede each message, indicating the message status:
  - ◆ unread/updated message
  - read message
  - ✓ your reply was successfully sent
  - ✗ your reply was not successfully sent

Use the cursor pad to move from message to message and press ENTER to display your selection. The number next to the folder name indicates the total number of messages in the folder (e.g., Received: 4).

### Time-Stamping

A time stamp is attached to all messages to indicate when the message was sent — rather than when your pager received it. This lets you know exactly when a sender tried to reach you if you've been out of coverage range.

### REPLYING TO MESSAGES

1 After reading a message, move the cursor to the bottom of the message and select REPLY.

- When you reply to a message, your options are as follows:

- Create a new message
- Reply using a response the sender created
- Reply using a canned response

2 Select CUSTOM REPLY to type a personalized reply using the AccessLink keypad (see the “Creating Messages Right on Your Pager” section) *or*

Select from one of the listed replies:

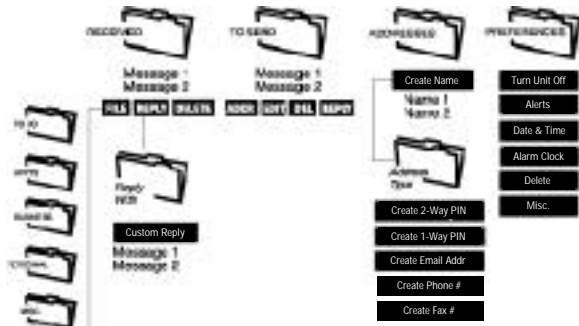
- Custom replies that the sender attached to the message
- 16 built-in replies programmed and stored in your pager
- Custom replies you previously created and stored in your pager

### ADDRESS BOOK

Your AccessLink pager allows you to create an address book so you can take important contact information with you wherever you go, including:

- Names
- 2-Way PINs (for editing, viewing and sending messages)
- 1-Way PINs (for editing, viewing and sending messages)

### ACCESSLINK FOLDERS



- E-mail addresses (for editing, viewing and sending messages)
- Phone numbers (for editing and viewing but *not* for sending messages)
- Fax numbers (for editing and viewing but *not* for sending messages)

### Managing Addresses

Use the ADDRESSES folder to add new addresses, edit existing addresses and delete addresses.

To add a new address, follow step 2 under the “Creating an Address and Sending Messages” section.

To edit or delete a name, select it from the ADDRESSES folder, scroll up to highlight the name and click to select it. Select



EDIT or DELETE. If you select DELETE, the name and all messages for that name will be deleted.

## AGING MESSAGES



## and Forwarding Messages

Display messages right on your pager by filing them in any of the five AccessLink folders: BUSINESS, TO DO, PERSONAL, APPOINTMENTS and MISCELLANEOUS. You can transfer messages to and from folders, and you can also file a received or stored message in the TO SEND folder to forward the message to someone else.

- 1 Display the message you want to file.
- 2 Scroll to the bottom of the message and select FILE.
- 3 Select the folder where you want to file the message; message is safely filed.

## Deleting Messages

To delete a single message:

- 1 While the message is displayed, scroll to the bottom of the screen and select DEL.
- 2 To confirm that you want to delete the message, select OK.

To delete the entire contents of a folder:

- 1 Select the PREFERENCES folder.
- 2 Scroll down to DELETE MESSAGES and press ENTER.
- 3 Select the folder whose contents you want to delete.
- 4 To confirm that you want to delete the contents of the folder, select OK.

## SETTING PREFERENCES

The PREFERENCES folder contains options you can program to turn your pager into a useful tool:

- Alerts — Turn on and program audio or vibration alerts to signal incoming messages. Turn your alerts on or off, select from several audio alerts or set your pager to discreetly vibrate. Different alerts can be set for different types of incoming messages (i.e., audio alert for messages and vibration alert for news and information updates). You can also program the interval and number of times your pager will realert you to unread messages and set “Quiet Time” when you do not wish to be disturbed.
- Date and Time — Set date and time display on your pager.
- Alarm Clock — Set time, turn alarm on or off and program the alarm tone.
- Delete Messages — Allows you to delete all messages in a selected folder.

The MISC folder below PREFERENCES contains:

- Contrast — Select the screen contrast.
- Button Repeat — Select the rate of the button response.
- Repeat Delay — Select a time delay before the button repeat begins.
- Sender ID — Enter your Sender ID, which is automatically added to messages you send so people know the message is from you (up to 10 characters).
- User ID — Enter your name (up to 18 characters), which will appear on your start-up screen.
- 12/24 Hour — Select the time display you wish to use.



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