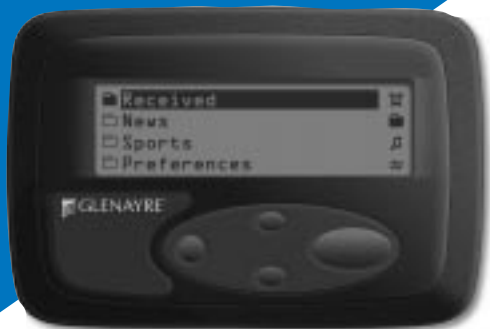


# ACCESSMATE PAGER



## Using Your AccessMate™ Pager

Congratulations on your purchase of the Glenayre AccessMate messaging pager! The AccessMate is simple to use and provides exciting new messaging capabilities.

## Quick Start

### 1 TURN ON ACCESSMATE PAGER

Your pager enters a “sleep” mode to conserve battery life when it is not in use. It “wakes up” when you press the “Enter” button or receive a new message. Turn on your pager by pressing the large oval “Enter” button. (If unit does not turn on, see Inserting/Replacing Battery section on page 14.)

### 2 SET THE TIME AND DATE

- From the home screen, press the large “Enter” button to enter the folder list.
- Scroll down to the PREFERENCES folder by pressing the lower oval “Down Scroll” button. Press the “Enter” button to enter the folder.
- Scroll down to TIME & DATE and press the “Enter” button.
- Adjust hours by pressing the “Up/Down Scroll” buttons and then press the “Enter” button.
- Repeat for minutes, AM/PM, and date.
- After time and date are set, exit from the screen by pressing the small round “Exit” button.

### 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” 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 pages 10-11.

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

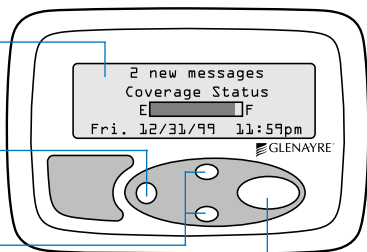
## AccessMate Overview

Home Screen

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

"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/PERSONAL Folder


 RECEIVED/PERSONAL message audible alert enabled


 RECEIVED/PERSONAL message vibrate alert enabled


### Message Icons

 Unread message

 Read message

 Successful reply

 Unsuccessful reply

 Reply Pending

**CONGRATULATIONS** To get the most out of your new 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 services offered by your service provider, see the service instructions provided by your paging carrier.

## ***Table of Contents***

Quick Start .....	2
AccessMate Overview .....	3
Icon Guide .....	3
Pager Organization .....	5
Receiving Messages .....	6
Reading Messages .....	7-8
Deleting Messages .....	9
Replying (For Reply Customers) .....	10
Setting Your Alerts .....	10-11
Getting a Good Night's Sleep .....	12
Waking Up (Setting Your Alarm Clock) .....	12
Turning Backlight On .....	13
Operating in Hospitals and Planes .....	13
Inserting/Replacing the Battery .....	14
Viewing Status Information .....	15
Restarting Your Pager .....	15

## Pager Organization

### RECEIVED/PERSONAL



Message 1

Message 2

*Next Message*

*Delete*

*Save*

*Set Reminder*

### Information Service Folders (NEWS, CNN, etc.)



Message 1

Message 2

*Next Message*

*Delete*

*Save*

*Set Reminder*

### ABOUT



*Service Level*

*Battery*

*Serial Number*

*Software Version*

### PREFERENCES



*Turn Pager Off*

*Alerts*

*Personal Alerts*

*Information Alerts*

*Quiet Time*

*Time & Date*

*Alarm Clock*

*Delete Messages*

*Miscellaneous*

### SAVED



Message 1


Message 2

*Next Message*

*Delete*

*Set Reminder*

## Receiving Messages

- Your AccessMate pager helps you organize your communications by placing messages directly into folders such as RECEIVED/PERSONAL for personal messages and Information Service Folders (NEWS, CNN, etc.) for news messages. Exact folder names may vary depending on your service provider.
- When you receive a new message, your AccessMate 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 page 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 page 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 with the “Up/Down Scroll” buttons and open it by pressing the “Enter” button.
- 3 Select the desired message with 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.

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

### NEXT NEW MESSAGE/NEXT MESSAGE/DONE

Only one of these message options is available for a particular message.

- **NEXT NEW MESSAGE** appears when there are other new messages in the folder. It takes you to the next new message in the folder.
- **NEXT MESSAGE** appears when there are no other new messages in the folder. It takes you to the next already read message in the folder.
- **DONE** appears when you are currently reading the last message in the folder. It takes you back to the message list for the folder.

Select your preferred option and press the “Enter” button.

Note: If you receive a new message when the folders are full, your pager automatically deletes the oldest message to make room for the new message. If you want to protect messages from this behavior, move them to the **SAVED** folder.

### REPLY

If this message option appears, please see the **Replying** section on page 10.

## Reading Messages Cont.

### DELETE

To delete a message:

- 1 Select DELETE from the message option list and press the "Enter" button.
- 2 You will be asked to confirm that you want to delete the message. Select YES and press the "Enter" button.

### SAVE

To save the message in your SAVED folder, select SAVE from the message option list and press the "Enter" button. The message will be stored in your SAVED folder. Unlike messages in other folders, saved messages will never be deleted by the pager to make room for new messages.

To remove a message from the SAVED folder you must individually delete it by reading it and selecting the DELETE message option. You can also delete all saved messages at the same time. See the Deleting Messages section on page 9 for details.

### SET REMINDER

This message option allows you to set a reminder alert for any message. When the reminder time arrives the message will alert as if it were a new message, but the word "REMINDER" will be placed in front to distinguish it from a new message. This option is a great way to remind yourself about appointments or things you need to do on the way home from work.

To set a reminder:

- 1 Select SET REMINDER from the message option list and press the "Enter" button.
- 2 Select a time period and press the "Enter" button. You may also enter a specific time by selecting the CUSTOM TIME option and pressing the "Enter" button.

Note: Reminder Alerts are originated by your pager itself and will not result in charges from your service provider.

## Deleting Messages

As explained in the Reading Messages section on page 8, you can delete any individual message by reading it and then selecting DELETE and pressing the "Enter" button.

You may also delete ALL the messages in a given folder by:

- 1 Selecting PREFERENCES from the main folder menu and pressing the "Enter" button.
- 2 Scrolling down to DELETE MESSAGES and pressing the "Enter" button.
- 3 Selecting the folder you want to delete from and pressing the "Enter" button.
- 4 Selecting your preferred option of DELETE READ MESSAGES or DELETE ALL MESSAGES and pressing 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/PERSONAL and information services folders will automatically be deleted to make room for information messages once a particular folder is full. This saves you the trouble of having to individually delete information service messages.

## ***Replying: Available Only for Reply Service Customers***

If you subscribe to reply service from your carrier, a REPLY option will appear at the end of each replyable message. You will be able to reply by choosing one of the preset AccessMate replies or a custom reply created by the sender.

To Reply:

- 1 Select REPLY from the message option list and press the “Enter” button.
- 2 Select your desired reply using the “Up/Down Scroll” buttons and press the “Enter” button.

The display will now change to REPLYING as your reply is transmitted. If other replies are currently being sent, your display will show PENDING indicating your reply will be sent as soon as possible.

### **CANCEL PENDING REPLIES**

While your reply is pending, you have the option to cancel it. This option choice appears at the bottom of the pending message. To cancel the reply:

- 1 Select the PENDING line in the folder and press the “Enter” button.
- 2 Scroll to the bottom of the message, select CANCEL REPLY and press the “Enter” button.

Note: You will not be able to cancel a reply once the sending process has started.

## ***Setting Your Alerts***

Your AccessMate 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 settings for this option.
- 3 When your desired option is shown simply scroll down to a new option or press the “Exit/Backlight” button to leave the screen. Your new setting will immediately be in effect.

## Setting Your Alerts Cont.

### 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 Vibration ON or OFF by selecting the 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" button.
- 5 If you would like the pager to remind you when you have unread messages, select REPEAT and choose the time period for which you want to receive reminders by pressing the "Enter" button. If you do not want to be reminded, set this option to OFF.
- 6 If you want to be notified when you receive a corrected version of an old message, select CORRECTION ALERT and at the prompt press the "Enter" button. Select YES and press the "Enter" button.
- 7 Press the "Exit/Backlight" button to save your choices and return to the PREFERENCES folder.

### INFORMATION SERVICE ALERTS

Your AccessMate pager also allows you to select a different alert for each information service that you receive. 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 above to customize the alert for the selected folder.

## ***Getting a Good Night's Sleep***

To make sure you can sleep through the night your AccessMate pager allows you to set a period of time each day during which alerts will not sound. This period is called Quiet Time. 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 scroll buttons to change the hours or minutes. Press the "Enter" button after every selection. Press 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.
- 5 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. To have the pager notify you at the end of the quiet time if it has received new messages, select ALERT AT ON TIME and press the "Enter" button. At the confirm screen select YES, ALERT and press the "Enter" button.
- 6 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.

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

## ***Turning Backlight On***

Your AccessMate is equipped with a backlight to make it easier 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 to the backlight off, press the "Exit/Backlight" button for 1 second. The light will also go off automatically when your AccessMate 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 AccessMate pager off while on board of an aircraft. You should also turn your pager off inside hospitals to prevent potential interference with sensitive medical equipment.

To turn your AccessMate pager off:

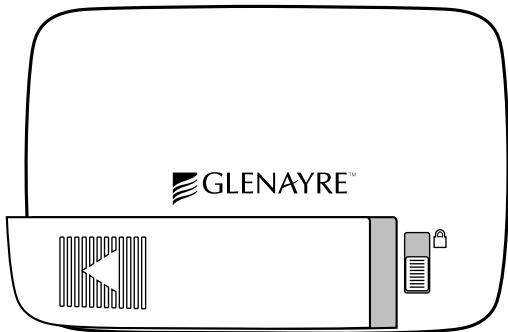
- 1 Select the PREFERENCES folder from the folder list and press the "Enter" button.
- 2 Select TURN PAGER OFF and press the "Enter" button.
- 3 Confirm that you want to turn your pager off by selecting YES and pressing the "Enter" button.

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

## Inserting/Replacing the Battery

Your AccessMate 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 (lock) 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 (lock) symbol to secure.



**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 AccessMate pager to be lost. All messages will be preserved, however.

## ***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 service level, please see the service instructions provided by your paging carrier.
- **BATTERY:** This gauge shows percentage of your battery life remains. The home screen will also warn you about a low battery level a day before your battery runs out.
- **PAGER ID INFO:** This option provides your AccessMate serial number and software revision information.

## ***Restarting Your Pager***

You can restart your pager by holding down the "Up Scroll", "Down Scroll" and "Enter" buttons at the same time.

### 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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