

## Paging

### Usage

#### Table of Contents

Introduction .....	2
Sending a Basic Page .....	2
Buttons at bottom of Window .....	2
Sending pages using pre defined messages .....	3

## Introduction



**Paging Icon**

This manual describes how to send pages.

### Sending a Basic Page

This section describes how to send a page to one or many personnel.

1. Click on the paging icon.
2. Select the person or group to send to.
3. Either type the message in the window below, or press the select message to enter a pre entered narrative.
4. Press the **Send Page** button
5. Verify the page was sent by the server by pressing the **History** button and double clicking on the last record. It should say **Sent**.

### Buttons at bottom of Window

The is a definition of each button

Button	Description
Send Page	Click this button to send the page. You must have selected recipients and entered a message prior to sending the page.
Select Message	Click this button to display and select a list of saved, pre-formatted messages. This saves having to repeatedly type a common message. Note that the pre-formatted messages are created in the System Setup area, under the Remarks Tab. Refer to the RedNMXSetup user manual for information on how this is setup.
Clear	Clears all selected individual and group recipients of the page as well as any text entered in the message window.
History	Displays historical pages. Can be configured by date range and page type.
Setup	Displays the Paging Setup window. See the Paging Setup section of the user manual for further details.
Close	Closes the Paging System window.

### **Sending pages using pre defined messages**

1. Open the paging module.
2. Select the individuals and/or groups to which the page will be sent.
3. Click the **Select Messages** button.
4. Highlight the message you wish to send in the description section of the window.
5. Click the **Select Narrative** button.
6. Click **Send Page**.