

SPOK MOBILE APP – RECEIVING PAGES TO ALL DEVICES

The procedure to set the SPOK Mobile App preferences to page “ALL” devices, including pager and smartphone.

User must perform this procedure, it is an individual preference.

1. Login to SPOK with UHMC Domain credentials at the following website:

<http://uhmc-amcom-web1/amcom/amcomweb/>

2. See screenshot below and change preference:

A. Click on the “Personal” tab.

B. Click Device Preferences link.

C. In the Device Preferences window, click the dropdown arrow next to “New Messages” and change the preference “All”

D. You can also select a preference next to “Reply Messages”. If you select “None”, it will default to the first device in the list.

E. Click “Save Changes”.

3. Send yourself a test page and confirm that the page is received on both pager and smartphone.

The screenshot shows the SPOK Mobile App interface. At the top, there are three tabs: 'Directory', 'OnCall', and 'Personal'. The 'Personal' tab is selected and highlighted with a red box. Below the tabs, the user is welcomed as 'Jacob Kurian'. The main section is titled 'Personal Information' and includes links for 'Speech Alternate Names', 'Access AMC Registration', 'Device Preferences', and 'My Messaging Groups'. The 'Device Preferences' link is highlighted with a red arrow. Below this, a 'Device Preferences' window is open. It contains a description: 'Define the method of contact you would like your messages delivered to when someone initiates a new message and when someone replies to a message.' There are two dropdown menus: 'New Messages' and 'Reply Messages'. The 'New Messages' dropdown is highlighted with a red box and shows 'All' selected. The 'Reply Messages' dropdown is also highlighted with a red box and shows 'None' selected. A red arrow points to the 'None' option in the 'Reply Messages' dropdown. Below the dropdowns is a 'Save Changes' button, which is also highlighted with a red box.