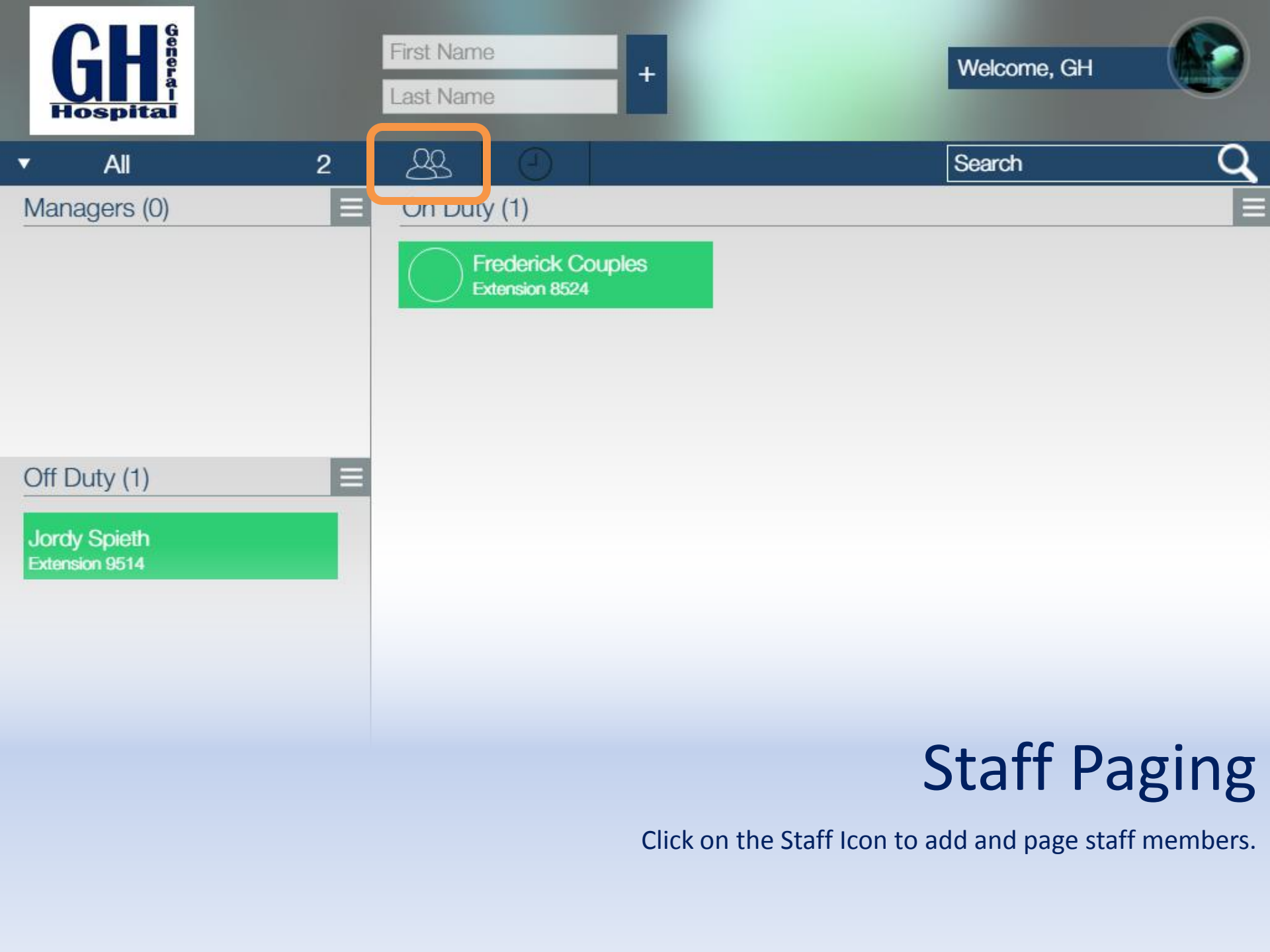
SmartCall™ Messenger

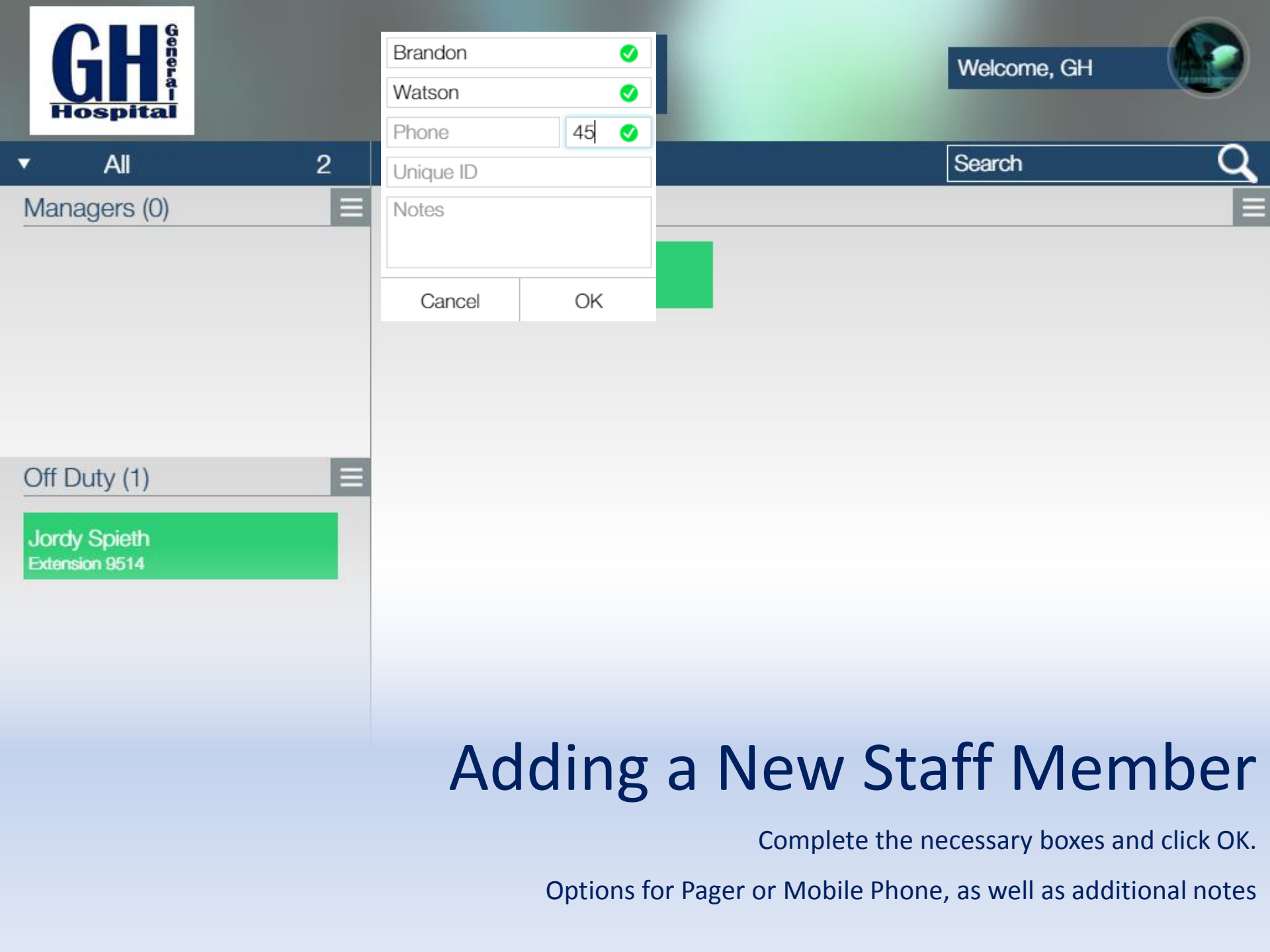


Staff Paging Overview



Staff Paging

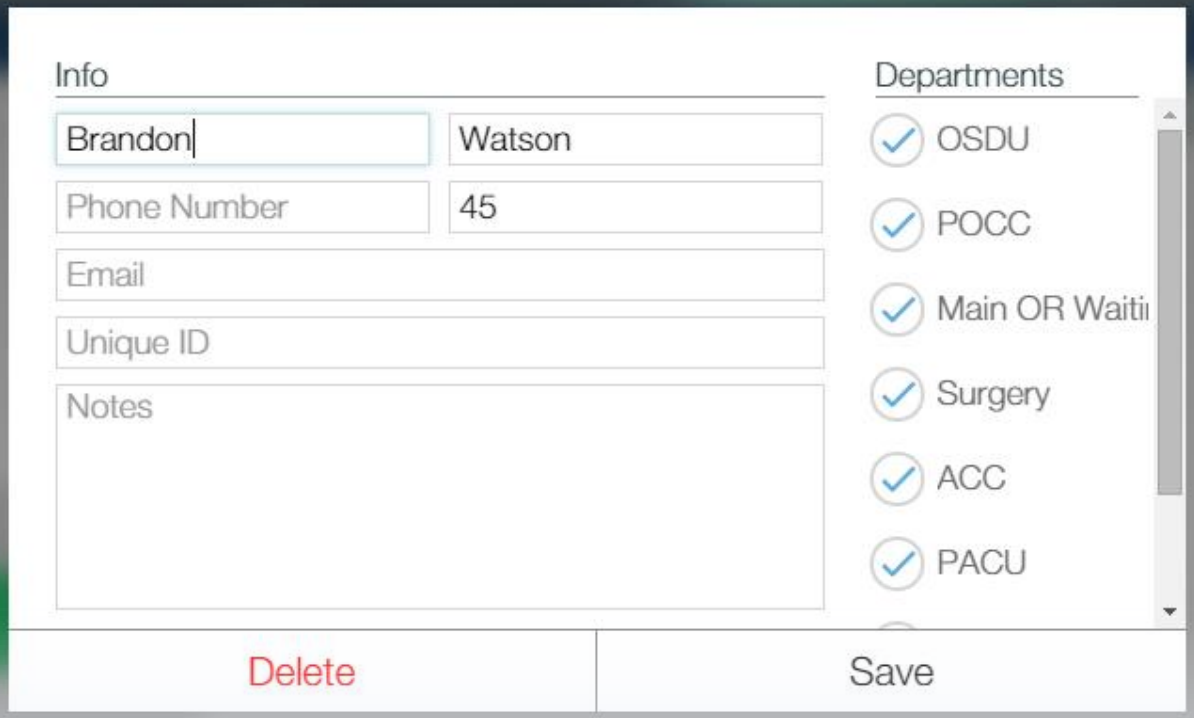
Click on the Staff Icon to add and page staff members.



Adding a New Staff Member

Complete the necessary boxes and click OK.

Options for Pager or Mobile Phone, as well as additional notes

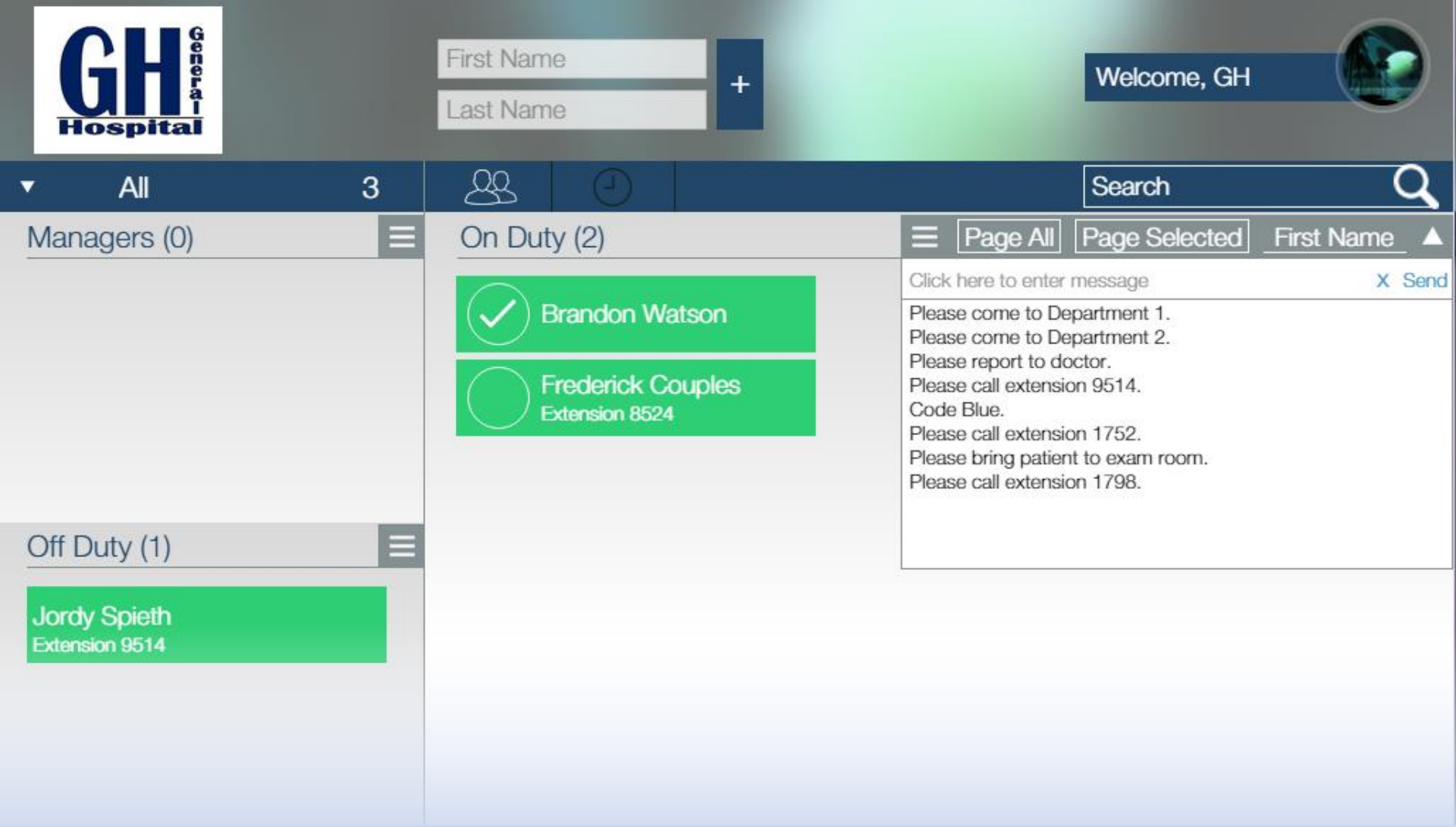


Staff Member Information

Hovering over staff member, click on the “Info” button.

Assign departments, add notes, and additional information.

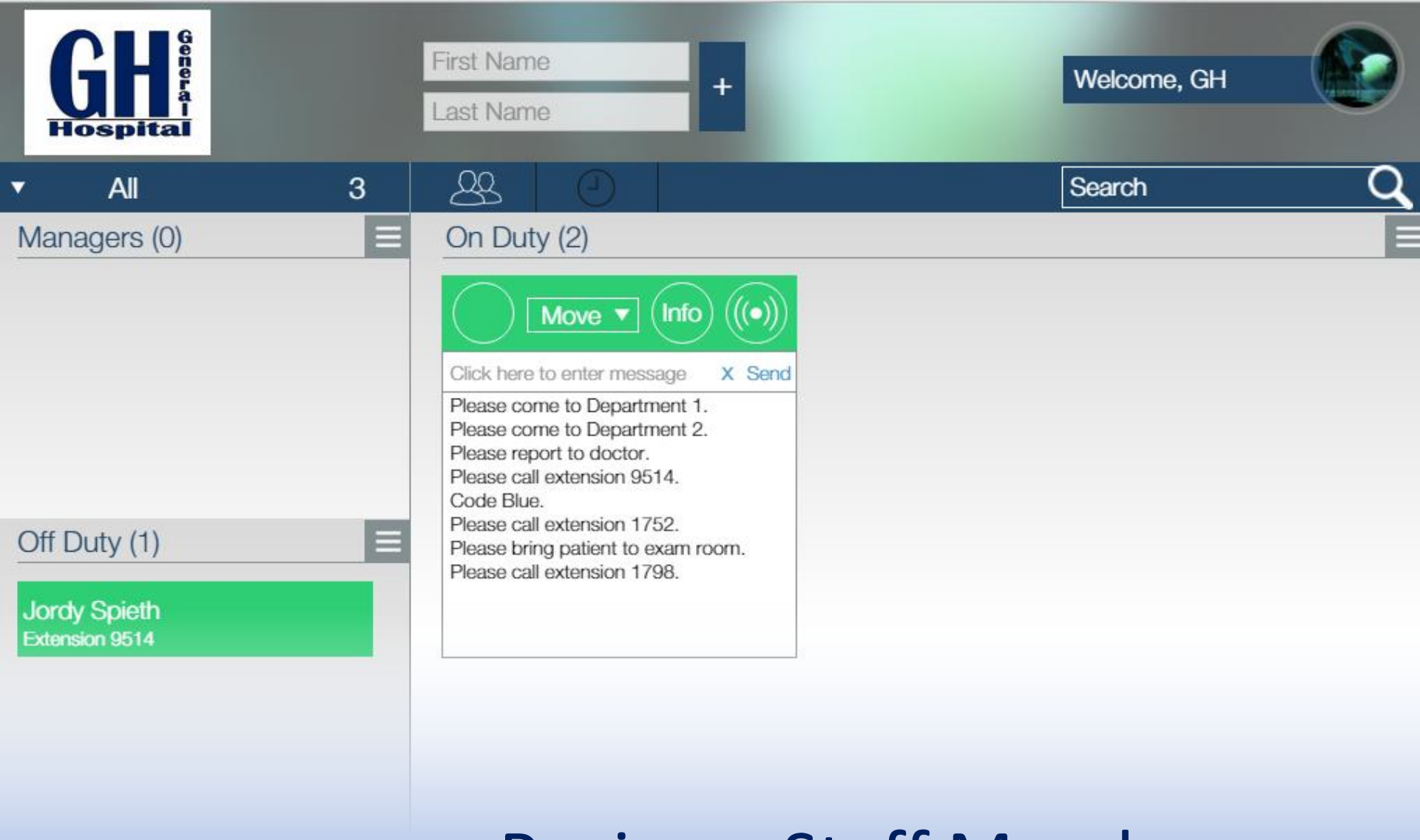
Note: adding email address will not send pages to email.



Paging a Staff Member (Option 1)

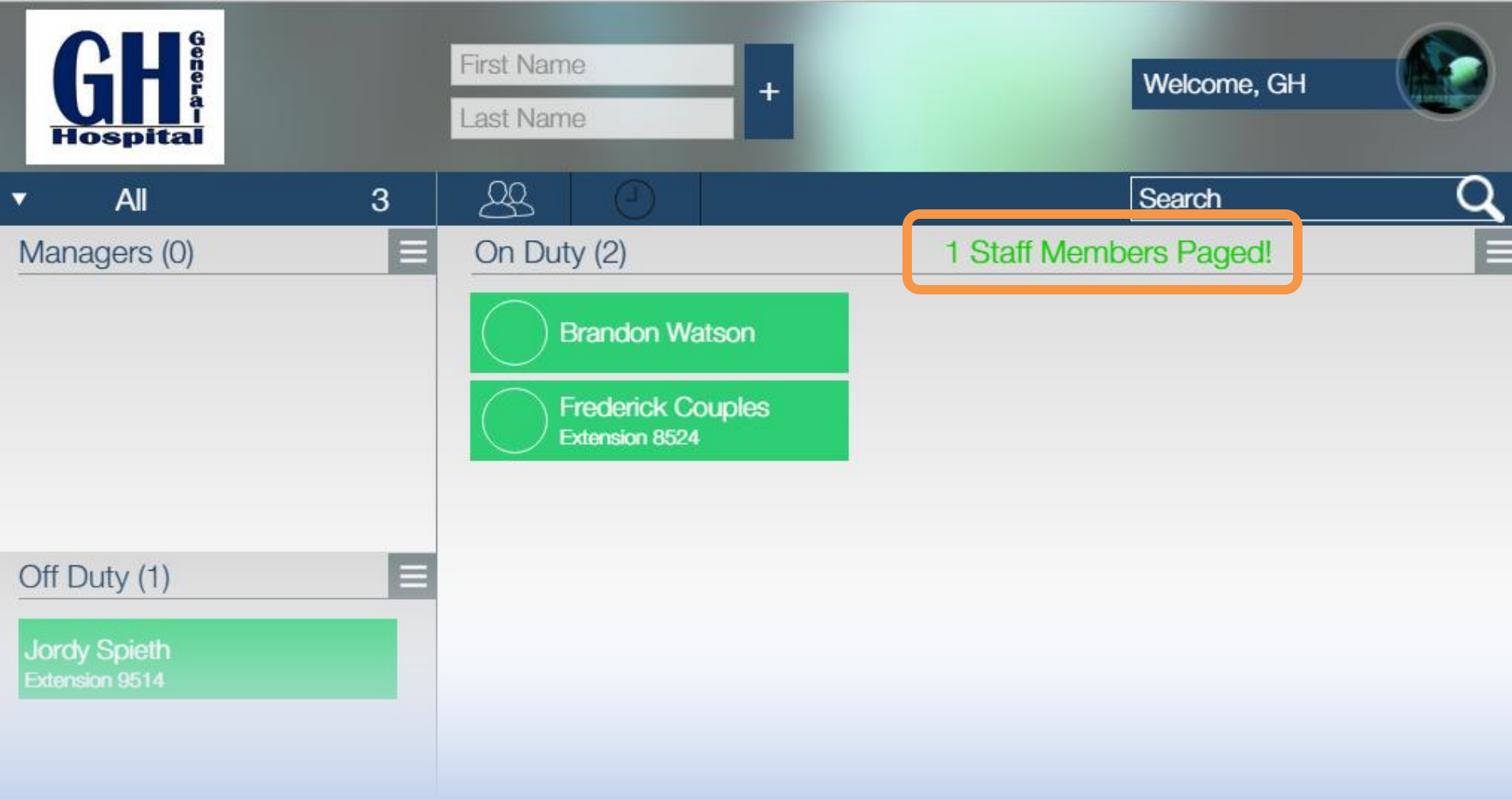
Click the circle to the left of the staff member name to reveal the check mark (√).

The feature bar will reveal paging options. Select preset message or craft customized message. Click Send.



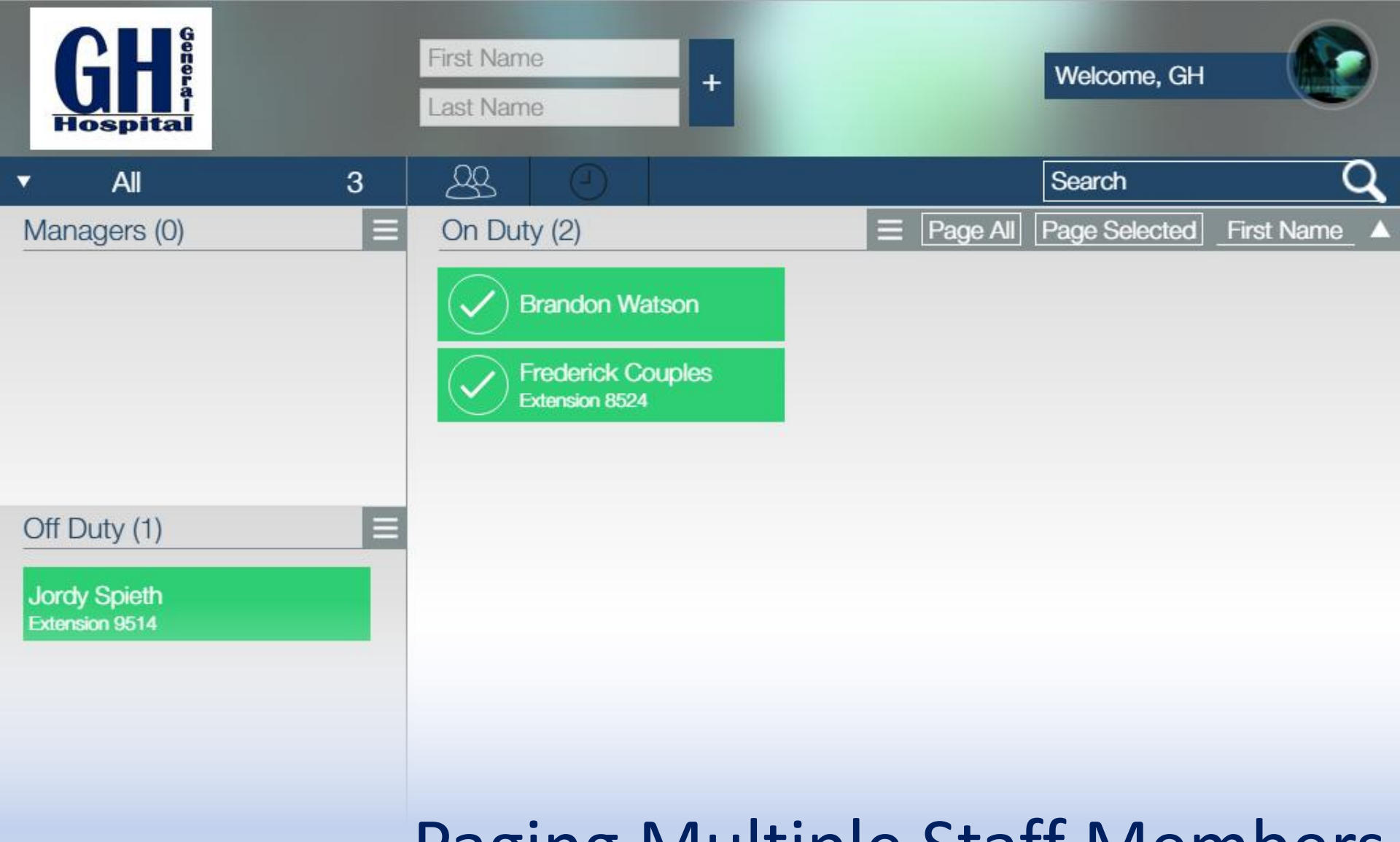
Paging a Staff Member (Option 2)

Click the broadcast icon ((•)) and craft custom message or select preset message. Click Send.



Page Successful

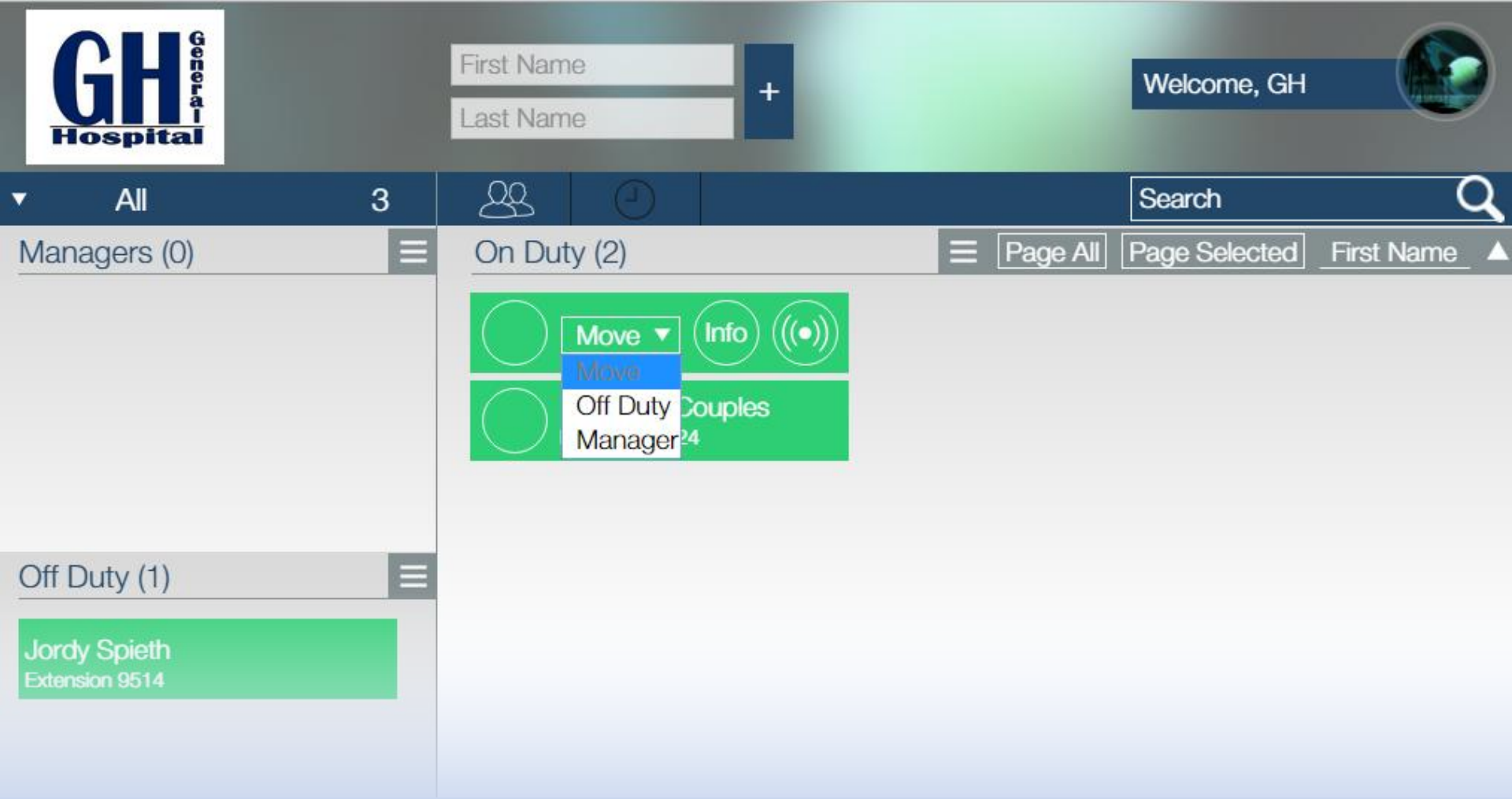
Once page is sent, a notification will appear indicating page was successful.



Paging Multiple Staff Members

Select specific staff members, revealing the check mark (√) on each name you would like to page.

Use the “Page All” button to select all staff members.



Managers and Off Duty

Use the “Move” drop down to move staff members to Manager or Off Duty sections.

SmartCall™ Messenger



To learn more about SmartCall

Contact us at 866.611.4202 or

via email at hmewsupport@hme.com

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