




MY ACCOUNT ENHANCEMENTS  
FOR SPOK MOBILE WITH PAGER#  
APRIL 2016

## ADD A NEW SPOK MOBILE DEVICE

This new feature allows the My Account administrator to add a new Spok Mobile device if the end-user does not also require a physical pager. After clicking on the Spok Mobile option from the My Account home page, simply click Add a New Spok Mobile Device in the upper right of the screen and complete the steps 1 - 4 in the next screen shot.

Click View/Modify to Add Spok Mobile™ feature to your existing Pager - [LEARN MORE](#)  
 or to Update your Smartphone Information for existing Spok Mobile™ Service

SEARCH  for a specific device.

**ADD NEW SPOK MOBILE™ DEVICE**

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DEVICE NUMBER	PIN	CAPCODE	SERIAL NUMBER	HOLDER NAME	SPOK MOBILE™	ACTION
(201) 495-0570 (888) 200-8642		9999999999	56ABX55NQ5	EMP KENNETH SMITH	REGISTERED OFF	VIEW/MODIFY VIEW/MODIFY
(201) 495-0357		0002269912	51FDDK2WDK	EMP ACCOUNT TESTING ONLY	NOT REGISTERED	VIEW/MODIFY
(201) 495-0571 (800) 946-4646	1090401	0003348969	M0039516345	EMP PAMELA ROY	NOT REGISTERED OFF	VIEW/MODIFY VIEW/MODIFY
(256) 433-0007 (866) 864-8980		0001177332	M0036483129	EMP MIRANDA JACKSON	OFF OFF	VIEW/MODIFY VIEW/MODIFY
(228) 208-0040					OFF	VIEW/MODIFY

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**Follow the simple steps below to Create a New Spok Mobile™ Device**

- Select the Contract or corresponding Bill Frequency: Monthly

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- Select a number type for this new Spok Mobile™ device:
  - Enter a pre-assigned phone number
  - Preferred Calling Area

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- Device Email:

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- 4 [Add Edit Device References](#)

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CREATE NEW SPOK MOBILE™ DEVICE

### ADDING SPOK MOBILE TO AN EXISTING PAGER NUMBER

This feature now provides My Account administrators the option of adding Spok Mobile to an existing pager number even if the end-user no longer requires a physical pager. Simply select **No** for **Retain Paging Device** when completing the registration form below.

This new feature also allows the pager to continue receiving messages until the end-user has completed the Spok Mobile registration process. Once the end-user completes the registration process, the pager will be disconnected and all messages will be delivered to the Spok Mobile device.

**NOTE:** This screen also allows the removal of an existing pager device for end-users wanting to use Spok Mobile only.

**Spok Mobile™ for: (201) 495-0357**

[LEARN MORE ABOUT SPOK MOBILE™](#)

**Edit the text fields below to add or modify Spok Mobile™**

**Device Email:**

**Status:**

**Retain Paging Device:**  Yes  No

[UPDATE SPOK MOBILE™](#)

**Other Options:**

[RESEND REGISTRATION EMAIL](#) - Select this option if you need us to resend the registration email. If you updated Device Type and/or Email, another registration email has already been sent.


[REMOVE SPOK MOBILE™ FEATURE](#) - if selected, Spok Mobile™ Feature will be cancelled and messages will no longer be routed to your Smart Phone Device.

[CANCEL](#)

### REGISTRATION STATUS UPDATES IN LIST DEVICE VIEW

The feature allows My Account administrators to identify the registration status of all eligible Spok Mobile devices in a single list view as well as within the individual device detail.

**Click View/Modify to Add Spok Mobile™ feature to your existing Pager - [LEARN MORE](#)**  
**or to Update your Smartphone information for existing Spok Mobile™ Service**

[SEARCH](#)  [for a specific device.](#) [ADD NEW SPOK MOBILE™ DEVICE](#)

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DEVICE NUMBER	PIN	CAPCODE	SERIAL NUMBER	HOLDER NAME	SPOK MOBILE™	ACTION
(201) 495-0570		9999999999	56ABXSSNQ5	EMP KENNETH SMITH	REGISTERED	<a href="#">VIEW/MODIFY</a>
(888) 200-8642					OFF	<a href="#">VIEW/MODIFY</a>
(201) 495-0357		0002269912	51FDDK2WDK	EMP ACCOUNT TESTING ONLY	NOT REGISTERED	<a href="#">VIEW/MODIFY</a>

Please access the [My Account Client User Guide](#) for a complete instructions.