




Follow the steps below to Add Virtual PageLink device to your account

1 Select the Contract or corresponding Bill Frequency: Monthly

---

2 Select a number type for this new Virtual PageLink:

Enter a pre-assigned phone number  
 Preferred Calling Area  
 Personal Toll-Free  
 PIN



---

3 Pager Number Setup:

PageLink:

Show in Directory?:

Description:

---

4 Directory Setup:

First Name:

Last Name:

Email:

---

5 [Add Edit Device References](#)

ADD VIRTUAL PAGELINK

Select the Contract and/or Billing Frequency from the drop-down menu. If only one billing frequency is on the account, the drop-down will not display.

Select the type of pager number for the **Virtual PageLink** device. Number selection may include entering a preassigned phone number or selecting a preferred calling area number/Personal toll-free number and/or PIN depending on your contract with Spok and number availability.

- Selection of Enter a Pre-assigned phone number will then display fields to enter the number.
- Selection of Preferred Calling Area will then prompt you to enter a preferred area code and then display the selection of available prefixes for that area code.
- Selection of a Personal Toll-Free will display a drop-down menu of available toll-free area codes.

**NOTE:** Prefix selection is not available for personal toll-free numbers.


- Selection of PIN will not allow users to select an area code/prefix. Once selected PIN will display in the number type section.

In the example below, Preferred Calling Area was selected. Area code 214 and prefix 786 was selected from the drop-down.

**Follow the steps below to Add Virtual PageLink device to your account**

1 Select the Contract or corresponding Bill Frequency:

---

2 Select a number type for this new Virtual PageLink:  
Preferred Calling Area, Area & Prefix:  

---

3 Pager Number Setup:  
**PageLink:**   
**Show in Directory?:**   
**Description:**

---

4 Directory Setup:  
**First Name:**   
**Last Name:**   
**Email:**

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5 [Add Edit Device References](#)

[ADD VIRTUAL PAGELINK](#)

In the Pager Number Setup section, click the drop-down menu beside the **PageLink heading** and select the **PageLink feature** that you wish to add to your device.

**NOTE:** Your accounts contract with Spok determines the feature(s) that display in the drop-down.

In order for the device information to display in the Wireless Directory **click** the checkbox for **Show In Directory**.

The **Description** field is utilized for your information regarding the device. Example: On Call. This field is optional.


The **Directory Setup** information is required in order to create a **Virtual PageLink** device. Input the required fields; First Name, Last Name and Email Address.

**Follow the steps below to Add Virtual PageLink device to your account**

1 Select the Contract or corresponding Bill Frequency:

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2 Select a number type for this new Virtual PageLink:  
Preferred Calling Area, Area & Prefix:




---

3 Pager Number Setup:

PageLink:

Show in Directory?:

Description:

---

4 Directory Setup:

First Name:

Last Name:

Email:

---

5 [Add Edit Device References](#)

ADD VIRTUAL PAGELINK

Click the **Add Edit Device Reference** link to enter a holder name and/or enter specific device reference information. Accounts with active ARMM Masking may be required to complete additional fields.

**Follow the steps below to Add Virtual PageLink device to your account**

1 Select the Contract or corresponding Bill Frequency:

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5 [Add Edit Device References](#)

ADD VIRTUAL PAGELINK

**DEVICE REFERENCE**

Device Reference for Device #1

Holder Name:

Device Reference 1:

Device Reference 2:

CANCEL | UPDATE

Click **UPDATE**, to save your Device Reference information.


You will be taken back to the **Add Virtual PageLink Device** page.

**Follow the steps below to Add Virtual PageLink device to your account**

1 Select the Contract or corresponding Bill Frequency:

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2 Select a number type for this new Virtual PageLink:  
Preferred Calling Area, Area & Prefix:



---

3 Pager Number Setup:  
**PageLink:**   
**Show in Directory?:**   
**Description:**

---

4 Directory Setup:  
**First Name:**   
**Last Name:**   
**Email:**

---

5 [Add Edit Device References](#)

[ADD VIRTUAL PAGELINK](#)

Click **Add Virtual PageLink** to create and activate your new **Spok Virtual PageLink** device.


You will receive the pop-up below. The **Send PageLink Registration Email** will be checked automatically. If you do not wish to receive the PageLink Registration Email, uncheck the box.

**Follow the steps below to Add Virtual PageLink device to your account**

1 Select the Contract or corresponding Bill Frequency:

---

2 Select a number type for this new Virtual PageLink:  
Preferred Calling Area, Area & Prefix:



---

3 Pager Number Setup:  
**PageLink:**   
**Show in Directory?:**   
**Description:**

**Add Virtual PageLink**

Please select your preference and press CONFIRM to Add Virtual PageLink

Send PageLink Registration Email?

[CANCEL](#) | [CONFIRM](#)

---

4 Directory Setup:  
**First Name:**   
**Last Name:**   
**Email:**

---

5 [Add Edit Device References](#)

[ADD VIRTUAL PAGELINK](#)

Click **CONFIRM** to add the **Virtual PageLink** device. You will receive the below confirmation once the device is successfully created.

Follow the steps below to Add Virtual PageLink device to your account

- 1 Select the Contract or corresponding Bill Frequency: Monthly
- 2 Select a number type for this new Virtual PageLink:  
Preferred Calling
- 3 Pager Number Setup  
**PageLink:**  
**Show in Directory:**  
**Description:**
- 4 Directory Setup:  
**First Name:** Fir  
**Last Name:** La  
**Email:** Vir
- 5 [Add Edit Device References](#)

**Virtual PageLink ADDED**

**Virtual PageLink Device added successfully.**

Device Phone Number: (214) 786-5905  
PageLink: 2W - PageLink Two Way  
Directory First Name: First Name Test  
Directory Last Name: Last Name Test  
Directory Email: VirtualPagelink@spok.com  
Show in Directory: Yes  
Description: On Call

EXIT | [ADD ANOTHER VIRTUAL PAGELINK](#)



[ADD VIRTUAL PAGELINK](#)

You will receive the below **PageLink Registration** email at the address entered in Directory Email.

**From:** Spok <noReply@spokpager.net>  
**Sent:** Thursday, May 7, 2026 7:57 AM  
**To:** virtualpagelink@spok.com  
**Subject:** Welcome to Spok PageLink

An account has been setup for you in the Spok PageLink system.  
You can receive all your Spok Wireless messages using the Spok PageLink App.

Please download the Spok PageLink App to your mobile device from the Google Play Store Or Apple App Store.

Open the app and follow the setup wizard. When prompted for the Pager ID enter **2147865905**.