

My Account – Directory Maintenance



My Paging & PageLink

Contents

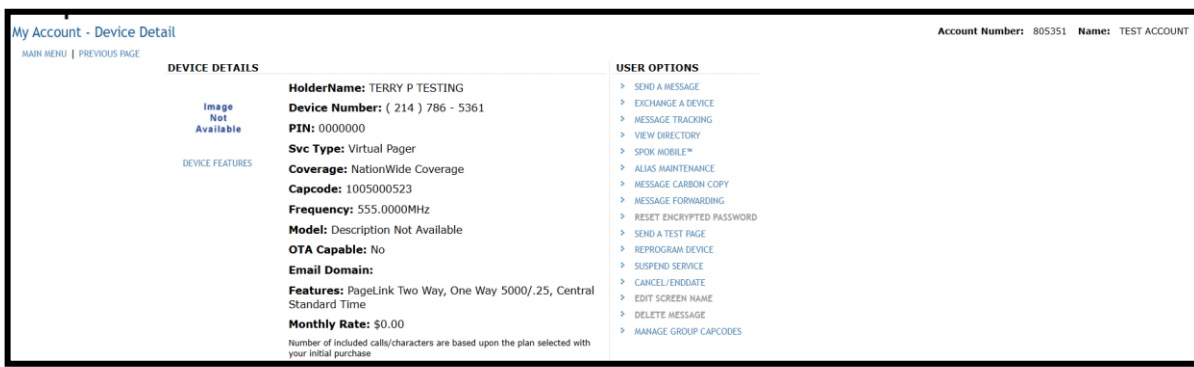
View Directory/Directory Maintenance.....	3
View Directory.....	3
Directory Maintenance	4
Add a Directory	4
Maintain an Existing Directory	7
Resend Emails	11
Remove a Directory.....	12

View Directory/Directory Maintenance

This option will allow authorized users to Self-provision Spok PageLink on an individual basis as well as update Wireless Directory entries individually via My Account. Depending on the individual settings for your company, authorized users will have the ability to View Directories or Add, Change, Remove Directories as well as Resend PageLink Registration and MyPaging Welcome Emails.

View Directory

This option will allow users to View **existing** Directory Information for the selected device.



My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS

Image Not Available

DEVICE FEATURES

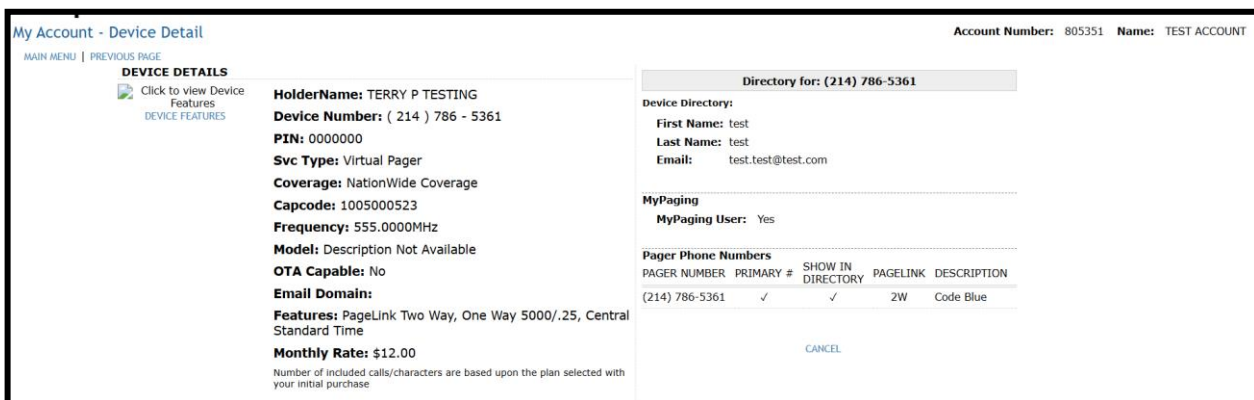
HolderName: TERRY P TESTING
Device Number: (214) 786 - 5361
PIN: 0000000
Svc Type: Virtual Pager
Coverage: NationWide Coverage
Capcode: 1005000523
Frequency: 555.0000MHz
Model: Description Not Available
OTA Capable: No
Email Domain:
Features: PageLink Two Way, One Way 5000/.25, Central Standard Time
Monthly Rate: \$0.00
Number of included calls/characters are based upon the plan selected with your initial purchase

USER OPTIONS

- > SEND A MESSAGE
- > EXCHANGE A DEVICE
- > MESSAGE TRACKING
- > VIEW DIRECTORY
- > SPOK MOBILE™
- > ALIAS MAINTENANCE
- > MESSAGE CARBON COPY
- > MESSAGE FORWARDING
- > RESET ENCRYPTED PASSWORD
- > SEND A TEST PAGE
- > REPROGRAM DEVICE
- > SUSPEND SERVICE
- > CANCEL/ENDGATE
- > EDIT SCREEN NAME
- > DELETE MESSAGE
- > MANAGE GROUP CAPCODES

Select **View Directory** and the below page will display.

NOTE: Depending on your account settings and the specific features programmed on the device, some of the information shown in the example below may not display. This example displays a device that has both MyPaging and PageLink.



My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS

Click to view Device Features

DEVICE FEATURES

HolderName: TERRY P TESTING
Device Number: (214) 786 - 5361
PIN: 0000000
Svc Type: Virtual Pager
Coverage: NationWide Coverage
Capcode: 1005000523
Frequency: 555.0000MHz
Model: Description Not Available
OTA Capable: No
Email Domain:
Features: PageLink Two Way, One Way 5000/.25, Central Standard Time
Monthly Rate: \$12.00
Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5361

Device Directory:

First Name: test
Last Name: test
Email: test.test@test.com

MyPaging

MyPaging User: Yes

Pager Phone Numbers

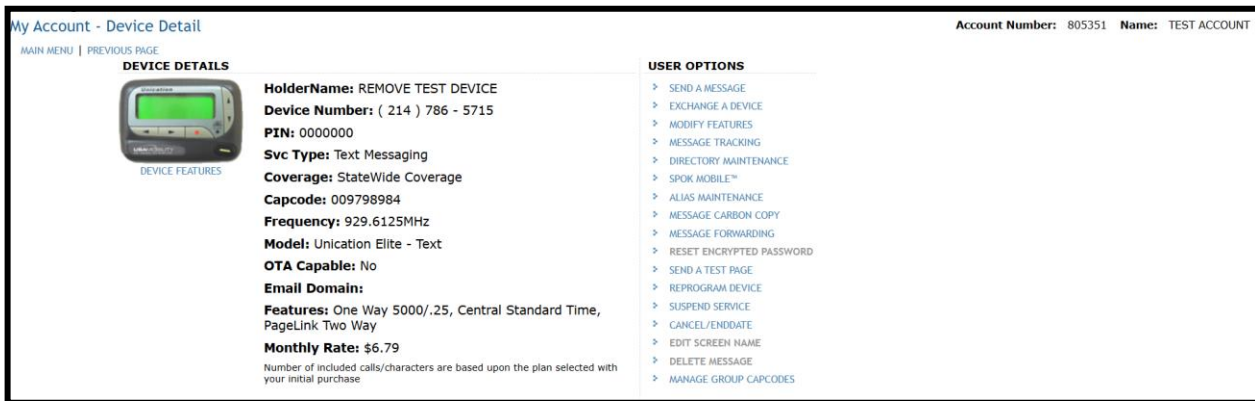
PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5361	✓	✓	2W	Code Blue

CANCEL

Click **CANCEL** to be returned to Device Detail.

Directory Maintenance


This option will allow authorized users to Add a new Directory or maintain an existing Directory. Your account settings will determine if you are able to maintain all aspects of a Directory.



My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS

 **HolderName:** REMOVE TEST DEVICE
Device Number: (214) 786 - 5715
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 009798984
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink Two Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

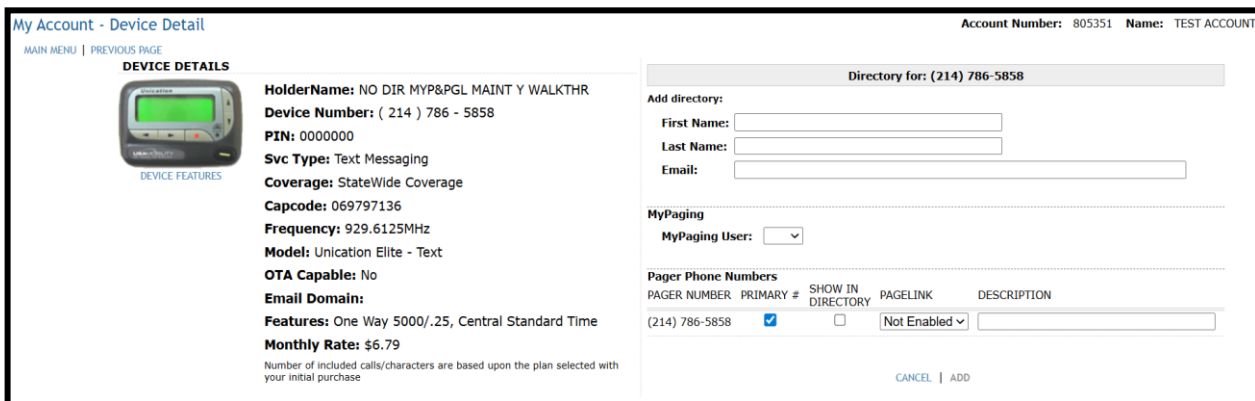
DEVICE FEATURES

USER OPTIONS

- > SEND A MESSAGE
- > EXCHANGE A DEVICE
- > MODIFY FEATURES
- > MESSAGE TRACKING
- > DIRECTORY MAINTENANCE
- > SPOK MOBILE™
- > ALIAS MAINTENANCE
- > MESSAGE CARBON COPY
- > MESSAGE FORWARDING
- > RESET ENCRYPTED PASSWORD
- > SEND A TEST PAGE
- > REPROGRAM DEVICE
- > SUSPEND SERVICE
- > CANCEL/ENDDATE
- > EDIT SCREEN NAME
- > DELETE MESSAGE
- > MANAGE GROUP CAPCODES

Add a Directory


From Device Detail select Directory Maintenance, you will be taken to the Directory page in Add mode.



My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS

 **HolderName:** NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

DEVICE FEATURES

Directory for: (214) 786-5858

Add directory:

First Name:

Last Name:

Email:

MyPaging

MyPaging User:

Pager Phone Numbers

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Enabled	<input type="text"/>

CANCEL | ADD

Input the required fields; First/Last Name, Email Address, MyPaging User and Primary #. In order for this information to display in the Wireless Directory **Show In Directory** should be checked. The Description field is utilized for your information regarding the device. Example: On Call. This field is optional.


NOTE: At least one Primary # is required. When adding a Directory for a device with only one pager number, Primary # will be auto-checked.

When adding a Directory for a device with multiple pager numbers you will need to select the Primary # by checking the Primary # checkbox.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time
Monthly Rate: \$6.79

Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5858

Add directory:

First Name:
Last Name:
Email:

MyPaging

MyPaging User:

PAGER NUMBER	PRIN	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	No	<input type="checkbox"/>	Not Enabled v	<input type="text"/>

[CANCEL](#) | [ADD](#)

To add **MyPaging** to the device click the drop-down menu beside **MyPaging User** and select **YES**. If you do not want to add MyPaging to the device select **No** in the drop-down menu.


NOTE: MyPaging User drop down menu will only display for authorized users. If displayed a selection must be made from the drop-down menu.

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

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time
Monthly Rate: \$6.79

Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5858

Add directory:

First Name:
Last Name:
Email:

MyPaging

MyPaging User: Yes v

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858		<input checked="" type="checkbox"/>	Not Enabled v	<input type="text"/>

Not Enabled v
 1W
 15W
 2W


To add **PageLink** to the device click the drop-down menu under the **PageLink** heading and select the **PageLink** feature that you wish to add to your device. If you do not wish to add PageLink to the device no selection is necessary.

NOTE: The PageLink drop down menu will display for authorized users.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/25, Central Standard Time
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5858

Add directory:

First Name:

Last Name:

Email:

MyPaging

MyPaging User: ▾

Pager Phone Numbers

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1W ▾	<input type="text" value="Code Blue"/>

[CANCEL](#) | [ADD](#)

The Description field is utilized for your information regarding the device. Example: On Call. This field is optional; therefore, an entry is not required.

Once you have entered all the information for your Directory, Click **ADD** to save the Directory.

You will receive the pop-up below. Send email will be checked automatically. If you do not wish to receive one or both emails, uncheck the box(es).

Update/Add Directory ✕

Please select your preference and press CONFIRM to update/add the directory

Send MyPaging Welcome Email?

Send PageLink Registration Email?

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

Click, **CONFIRM** to **Add the Directory**. You will receive the below pop up and your Directory will be added.

INFO ✕

- Directory added

[CLOSE](#)

You will receive the below emails at the address you entered on your Directory.

MyPaging Welcome Email :

From: SPOK_NON_REPLY@spok.com
Date: May 4, 2024 at 11:14:33 PM CDT
To: spoktest@spok.com
Subject: My Paging User ID

Dear spoktest,

Welcome to My Paging. Your administrator has created My Paging User ID for you. Important details regarding this transaction are listed below:

Account Number: 2167198
Account Name: QA TEST ADDS ARE CONCESSION Y
User ID: spoktest@spok.com
Email: spoktest@spok.com

You can begin using My Paging now, at <https://mypaging.spok.com?uid=spoktest@spok.com>. Simply click next and an access code will be emailed to you. Retrieve it and enter the access code to Log In.

Please do not reply to this message; it was sent from an unmonitored e-mail address, and we are unable to respond to any replies.

For further assistance, Contact Us at, <http://www.spok.com/contact>.

Thank you.

Spok

PageLink Registration Email:

From: Spok <noReply@spokpager.net>
Sent: Tuesday, January 27, 2026 9:38 AM
To: terry.test+tpstest5858@spok.com
Subject: [EXTERNAL]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 **2147865858**.

Maintain an Existing Directory

Depending on your account settings and individual authority some of the fields below may not be available to update.


To Maintain an existing **Directory**, select **DIRECTORY MAINTENANCE** from Device Detail. The below page will display.

NOTE: Some of the information may differ from the example below depending on your settings.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink One Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase.

Directory for: (214) 786-5858

Edit the directory or select the icon for more options.

First Name:
Last Name:
Email:

MyPaging
MyPaging User:

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1W	testing


[CANCEL](#) | [UPDATE](#)

To change the First Name, Last Name, Email Address and/or Description , **CLICK the information box**, input the new information and select **UPDATE**.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink One Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase.

Directory for: (214) 786-5858

Edit the directory or select the icon for more options.

First Name:
Last Name:
Email:

MyPaging
MyPaging User:

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1W	testing today

[CANCEL](#) | [UPDATE](#)

You will receive the below pop up message. Select **CONFIRM**.

Update/Add Directory

Please confirm request to update/add the directory.


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

To **ADD PageLink**, select a **feature** from the drop down menu list located below the **PageLink heading**, click **UPDATE**.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT


MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink Two Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5858

Edit the directory or select the  icon for more options.

First Name:
Last Name:
Email:

MyPaging
MyPaging User:

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Enabled	testing today

You will receive the below pop up, click **CONFIRM**. If you do not wish to have the PageLink Registration Email sent click the box to uncheck.

Update/Add Directory ✕

Please select your preference and press CONFIRM to update/add the directory

Send PageLink Registration Email?


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

To **Change** the **PageLink** feature to a different PageLink feature, select the new **PageLink** feature from the drop down menu list located below the PageLink heading, click UPDATE.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT


MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink One Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5858

Edit the directory or select the  icon for more options.

First Name:
Last Name:
Email:

MyPaging
MyPaging User:

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1W	testing today

You will receive the below pop up, click CONFIRM. If you do not wish to have the PageLink Registration Email sent click the box to uncheck.

Update/Add Directory ✕

Please select your preference and press CONFIRM to update/add the directory

Send PageLink Registration Email?


CANCEL | CONFIRM

To Remove PageLink from your device, select the drop down menu list located below the PageLink heading and select Not Enabled from the list, click UPDATE.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

[MAIN MENU](#) | [PREVIOUS PAGE](#)

DEVICE DETAILS



HolderName: NO DIR MYP&PGL MAINT Y WALKTHR
Device Number: (214) 786 - 5858
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797136
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink Two Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5858 ☰

Edit the directory or select the ☰ icon for more options.

First Name:
Last Name:
Email:

MyPaging
MyPaging User:

Pager Phone Numbers

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5858	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2W Not Enabled	testing today
			1W Not Enabled	
			15W	
			2W	

This will REMOVE the PageLink feature from your device and you will receive the below pop-up.

Update/Add Directory ✕

Please confirm request to update/add the directory.

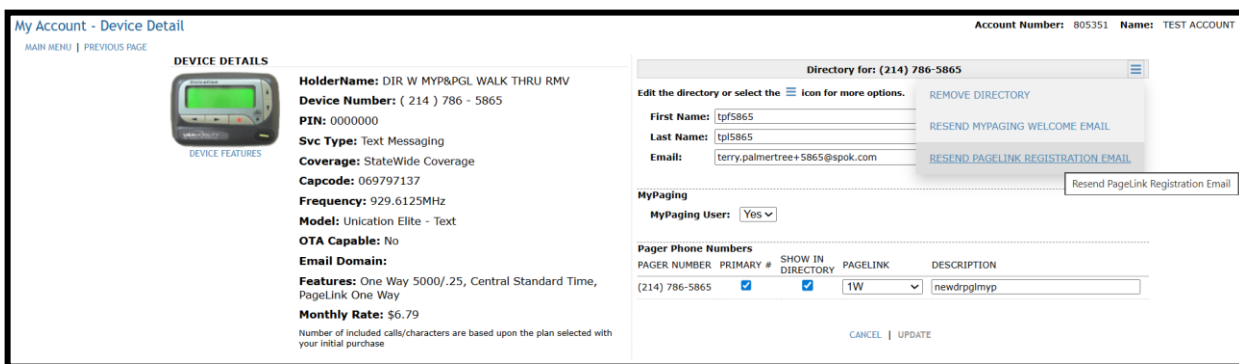
CANCEL | CONFIRM

Resend Emails

This option will allow authorized users to Resend the PageLink Registration email and/or the MyPaging Welcome Email. Depending on the features for the selected device you may see one or both Resend Email options.

Select the  icon, this will display the Resend Email options available for your device.


In the example below the device is programmed with both **MyPaging** and **PageLink**, therefore both Resend Email options display.




My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS

 **HolderName:** DIR W MYP&PGL WALK THRU RMV
Device Number: (214) 786 - 5865
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 069797137
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink One Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5865

Edit the directory or select the  icon for more options.

First Name: tpf5865 **REMOVE DIRECTORY**
Last Name: tpi5865 **RESEND MYPAGING WELCOME EMAIL**
Email: terry.palmtree+5865@spok.com **RESEND PAGELINK REGISTRATION EMAIL**

MyPaging Resend PageLink Registration Email
MyPaging Users: Yes ▾

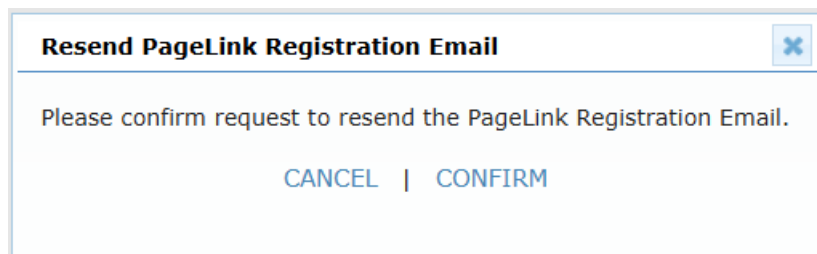
Pager Phone Numbers


PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5865	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1W ▾	newdrpplmyp

[CANCEL](#) | [UPDATE](#)

If your device is programmed with only one option(MyPaging OR PageLink) you will only see the option specific to your device.

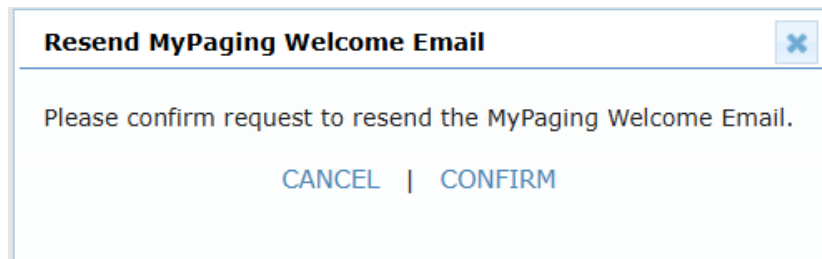
To **RESEND** both the MyPaging Welcome Email and the PageLink Registration Email, select the **RESEND** links **one at a time**. You will receive the pop ups below depending on your selection.



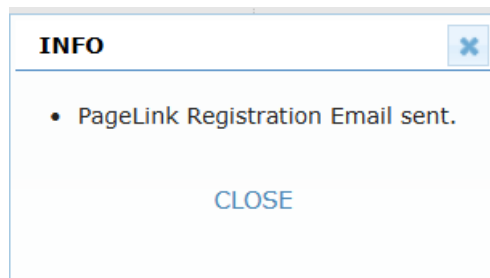
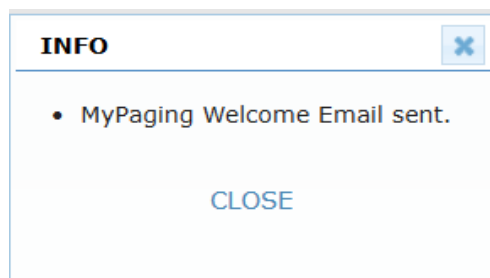
Resend PageLink Registration Email 

Please confirm request to resend the PageLink Registration Email.

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




Select **CONFIRM**, you will receive the confirmation message below and the email will be sent to the email address associated with the **Directory**.



Remove a Directory


This option will allow authorized users to Remove a Directory from a device. **Removing the Directory** will also remove **MyPaging and PageLink**.

Select the  icon on the top right of the **Directory** as shown below.

My Account - Device Detail Account Number: 805351 Name: TEST ACCOUNT

MAIN MENU | PREVIOUS PAGE

DEVICE DETAILS



HolderName: REMOVE TEST DEVICE
Device Number: (214) 786 - 5715
PIN: 0000000
Svc Type: Text Messaging
Coverage: StateWide Coverage
Capcode: 009798984
Frequency: 929.6125MHz
Model: Unication Elite - Text
OTA Capable: No
Email Domain:
Features: One Way 5000/.25, Central Standard Time, PageLink Two Way
Monthly Rate: \$6.79
Number of included calls/characters are based upon the plan selected with your initial purchase

Directory for: (214) 786-5715

Edit the directory or select the icon for more options.

[REMOVE DIRECTORY](#)

First Name: [Remove the directory](#)
Last Name: [RESEND MYPAGING WELCOME EMAIL](#)
Email: [RESEND PAGELINK REGISTRATION EMAIL](#)

MyPaging
MyPaging User:

Pager Phone Numbers

PAGER NUMBER	PRIMARY #	SHOW IN DIRECTORY	PAGELINK	DESCRIPTION
(214) 786-5715	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2W	<input type="text"/>

[CANCEL](#) | [UPDATE](#)

Click on **Remove Directory**. You will get the below pop up if both **PageLink** and **MyPaging** are being removed, select **CONFIRM**.

Remove Directory ✕

Please confirm request to remove directory from this device.

⚠ PageLink will be removed
 This is a PageLink enabled device. Directory is required for PageLink to function properly. Removing the directory will also disable the PageLink.

⚠ MyPaging Login will be removed
 This device is signed up for MyPaging. Directory is required for MyPaging Login to function properly. Removing the directory will also remove the MyPaging Login.

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

The **Directory** will be removed.

INFO ✕

- Directory removed

[CLOSE](#)

Additional Resources:

[DIR Form](#)