

## **PAGER FORWARDING INSTRUCTIONS**

Below are instructions on how to forward your pager to the person on call and how to route your pages back to yourself. Remember that you should AT ALL TIMES, either have your pager on and return each page, or have forwarded your pager to an on call person/answering service. All pagers should be routed back to someone on your inpatient team by no later than 7:30 AM each day. When on outpatient rotations, pagers should be accepted back by 8:00 AM M-F.

Note – unless you have changed it, your security code is your four-digit pager number.

### **To forward your pager to someone else:**

1-7243  
your pager number #  
\*1#  
your security code#  
option 1  
option 7  
covering person's pager number #  
hang up

### **To route calls back to yourself:**

1-7243  
your pager number#  
\*1#  
your security code#  
option 1  
option 1  
hang up

### **To forward calls to answering service (while on outpatient rotation only):**

1-7243  
your pager number #  
\*1#  
your security code #  
option 1  
option 6  
7218400 #  
hang up