Simon Paging Services

Simon pages can be sent via the web, telephone, email or through the paging operator. Users can also update their status and coverage options using Simon services. Here's how:

Place a Numeric Page via the Telephone Using Voice Recognition
1. Call 6-5600.
2. Say the name of the individual you want to page.
3. Confirm the name selected.
4. Say or enter the call back number.
5. Wait for prompt to hang up.

Place a Numeric Page to a person or on call calendar via the Telephone
1. Call 6-5500.
2. Enter the pic id or the on call calendar id.
3. Enter call back number of 2 to 11 digits.
4. Wait for prompt to hang up.

Send an Email To a Pager
1. Address the email to the pic@simon.eushc.org.
2. The maximum number of characters including subject and signature is 300.

Update status, coverage or referral via the Web
1. Go to simonweb.
2. Click on Personal Profile
3. Use pic as login.
4. If you do not have have a password, you can request one by contacting 8-HELP.

Update status, coverage or referral by telephone
1. Call 6-5500.
2. Enter “9” and your pic.
3. Follow the prompts

Page An Individual From the Web
1. Go to simonweb.
2. Click on the pager icon on the left side of the page.
3. Enter the pic id or search by name.
4. Click the blue Send Page button.
5. Enter text to paged in the Message box.
6. Click send, then ok.

Page An On Call Calendar From the Web
1. Go to simonweb.
2. On the homepage, on call search, type the calendar id or department name in on call group search.
3. Click on the desired calendar.
4. Find the individual on call (highlighted in light green).
5. Click on the pager icon in front of the individual's name.
6. Type the message
7. Click send, then ok.