Quick Guide #31: – Overhead Page/Acknowledge Configuration

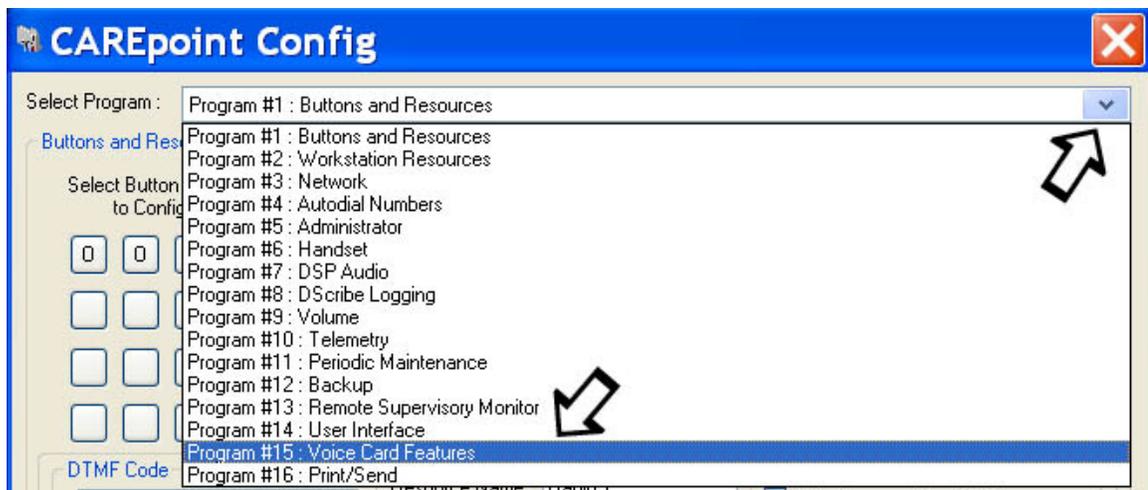**NOTE:** If you see `Enter Pin code… Click the 'i' button for further details.   MSG: PIN01` after entering any # codes listed in this document, contact the CAREpoint administrator for the PIN code. If the PIN is unknown, contact General Devices to obtain a temporary one.

I. To change the text of an Overhead Page button

1) To change the text of an Overhead Page button, enter #CONFIG (#-2-6-6-3-4-4) on the blue keypad in the upper right corner of the screen

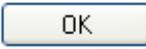2) When the CAREpoint config window appears, click the at the top right and select Program #15: Voice Card Features.

3) It is very important for you to leave all of the other settings as they are and only change the button text. Enter the desired text for each button you want to change by typing it in the field next to the button text. Use ‖ (double pipe) for a new line in the button.

(hold down the [**Shift**] key and hit the Backslash [\] key twice to get the Double Pipe ‖)

When you are all done entering your text click the [OK] button

II. To change the voice message for an Overhead Page or Acknowledge button

1) On the blue, on screen keypad enter #VOICERECORD (#-8-6-4-2-3-7-3-2-6-7-3)

2) Choose the button you would like to record a new message for by selecting Announce Msg #1, #2, #3, #4 or Acknowledge. Announce Msg #1-4 refers to Buttons 1-4 from Step 3 above. Once you select one, press the Push to Talk (PTT) button on your handset to start recording. To stop recording, release the PTT or click the [Stop] button. To preview your message, click the [Play] button.

Note: Acknowledge is the message that the person calling will hear when you click the Acknowledge button to put them on hold

When you are all done recording your messages, click the [Exit] button.

3) Enter #BYE (#2-9-3) on the blue, on screen keypad to close CAREpoint. Wait approximately 10 seconds, then click the **start** button.

4) Wait approximately 10 seconds, then click the **start** button. Click on the CAREpoint icon and CAREpoint will restart after a few seconds.

- End Procedure -