



**One Sprint. Many Solutions.<sup>SM</sup>**

**PCS Ready Link<sup>SM</sup>  
Administrator's Guide**

Company Contact  
Management Tool





# Table of Contents

<b>Welcome to Sprint.</b> .....	<b>.i</b>
<b>PCS Ready Link Administrator Quick Start Guide</b> .....	<b>.iii</b>
<b>Section 1: Getting to Know PCS PCS Ready Link<sup>SM</sup></b> .....	<b>.1</b>
<b>What Is PCS Ready Link?</b> .....	<b>.2</b>
<b>What Is the PCS Ready Link Company Contact Management Tool?</b> .....	<b>.2</b>
<b>What Are the PCS Ready Link Company Lists?</b> .....	<b>.2</b>
Company Master List .....	.2
Company Sublists .....	.2
Company Group Lists .....	.2
<b>What Is a PCS Ready Link Administrator?</b> .....	<b>.3</b>
PCS Ready Link Administrator .....	.3
PCS Ready Link Super Administrator .....	.3
<b>How Does an Administrator Add Contacts to a User's PCS Ready Link Company Lists?</b> .....	<b>.3</b>
Adding Contacts Individually .....	.3
Adding Contacts Via a Company Sublist .....	.3
Adding Contacts Via a Company Group List .....	.4
<b>Section 2: Managing PCS Ready Link Administrators</b> .....	<b>.5</b>
<b>Creating the Initial PCS Ready Link Administrator</b> .....	<b>.6</b>
<b>Creating Additional PCS Ready Link Administrators</b> .....	<b>.9</b>
<b>Removing a PCS Ready Link Company Administrator</b> .....	<b>.11</b>
Removing a Super Administrator .....	.12
<b>Changing a PCS Ready Link Administrator Password</b> .....	<b>.13</b>
<b>Section 3: Using the PCS Ready Link Administrator Site</b> .....	<b>.15</b>
<b>Accessing the PCS Ready Link Administrator Site</b> .....	<b>.16</b>
<b>Changing Administrator Site Display Settings</b> .....	<b>.17</b>
<b>Searching for Entries in the PCS Ready Link Administrator Site</b> .....	<b>.18</b>
<b>Section 4: Managing the PCS Ready Link Company Master List</b> .....	<b>.19</b>
<b>Viewing the Company Master List</b> .....	<b>.20</b>
<b>Changing a Contact's Display Name</b> .....	<b>.21</b>
<b>Deleting a User From the Company Master List</b> .....	<b>.22</b>
<b>Managing User PCS Ready Link Company Lists</b> .....	<b>.23</b>
Selecting Contacts to Manage .....	.23
Sending Contacts to a User's PCS Ready Link Company List .....	.25
Viewing and Deleting a User's Contacts .....	.27
<b>Section 5: Using PCS Ready Link Company Sublists</b> .....	<b>.31</b>
<b>Accessing Company Sublists</b> .....	<b>.32</b>
<b>Creating Company Sublists</b> .....	<b>.33</b>
<b>Managing Company Sublists</b> .....	<b>.34</b>
Adding a Contact to a Company Sublist .....	.34
Renaming a Company Sublist .....	.35
Deleting a Company Sublist .....	.36
Deleting Contacts From a Company Sublist .....	.36

**Section 6: Using PCS Ready Link Company Groups . . . . .39**  
**Accessing Company Groups . . . . .40**  
**Creating Company Groups . . . . .41**  
**Managing Company Groups . . . . .42**  
        Adding a Contact to a Company Group . . . . .42  
        Renaming a Company Group . . . . .43  
        Deleting a Company Group . . . . .44  
        Deleting Contacts From a Company Group . . . . .44  
**Index . . . . .47**



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## Welcome to Sprint.

Sprint has the most complete, all-digital, advanced wireless network in the nation. Depend on it.

Sprint offers you more advanced services in more places than any other wireless carrier. Our network covers more people than any other advanced services wireless network, reaching over 240 million people. Now Sprint offers another way to take advantage of our nationwide network. PCS Ready Link<sup>SM</sup> service offers quick and easy walkie-talkie-style communication between your co-workers from anywhere to anywhere on the enhanced Sprint Nationwide Network.

This guide will familiarize you with the online PCS Ready Link Company Contact Management Tool for your company's PCS Ready Link administrators. This tool enables you to send company-related contacts to the PCS Ready Link users in your company. Once you have reviewed this guide, you will be able to manage your company master list and create and edit one-to-one lists and group lists.

For a quick introduction to the PCS Ready Link Administrator Web tool, please see the **PCS Ready Link Administrator Quick Start Guide** beginning on page iii. More detailed instructions can be found in the complete Administrator's Guide immediately following the Quick Start Guide.

Sprint is different. All your services work the same wherever you go on the most complete, all-digital wireless network in the nation.

**Welcome and thank you for choosing Sprint.**



# PCS Ready Link Administrator Quick Start Guide

The PCS Ready Link Administrator Web Directory Management Tool provides an easy and convenient way for company administrators to send company-related contacts and group call lists to their employees. Changes made via the Web tool automatically update the Company List in the user's PCS Vision Ready Link Phone. Updates occur every time the phone registers with the network (every 90 minutes and when the phone is turned on).

This Quick Start Guide provides an overview of the key features of this tool and how to use them. The rest of this guide provides more in-depth detail of the Web tool organized by the key sections of the navigation bar.

## Key Features of the Administrator Web Tool

- ❖ Automatic availability of your company's PCS Ready Link users for quick and easy list management
- ❖ Send PCS Ready Link contacts to company PCS Ready Link users
  - Send list of company contacts to all of the users on that list (e.g., send all supervisors to all supervisors)
  - Send list of company contacts to users who are not on that list (e.g., send all supervisors to one manager)
  - Send non-company contacts to one or more other users (e.g., send vendor contacts to all managers)
- ❖ Send PCS Ready Link group lists to company users
- ❖ Change the contact name assigned to the PCS Vision Ready Link Phone
- ❖ Designate other PCS Ready Link administrators

## Getting Started

You must have an administrator login ID and password to use the Administrator Web Tool. If your company does not already have a PCS Ready Link administrator, you can become a PCS Ready Link administrator by following these simple steps:

1. Go to [www.sprintpcs.com](http://www.sprintpcs.com).
2. Sign on to the PCS Manage section by entering the 10-digit phone number of one of the PCS Vision PCS Ready Link Phones and the account level password in the **My PCS** section.
3. Click on the link to **PCS Ready Link**.
4. The next screen lets you know you are the first administrator for your company. As the first administrator, you will have the ability to authorize and revoke authorization for other administrators. Click on **Accept** to acknowledge that you are aware of this ability.
5. Enter the requested information and submit.

**User Tip:** Select a PCS Ready Link User ID and Password that are easy to remember. This tool can provide a forgotten PCS Ready Link Password, but not a forgotten PCS Ready Link User ID.

6. After this initial setup, you may now access the PCS Ready Link Web tool more quickly by the direct link to <http://readylink.sprintpcs.com>.

As the first PCS Ready Link administrator you may now set up other PCS Ready Link administrators. To authorize additional administrators, enter the PCS Ready Link Web tool, click on **Manage Administrator**, and enter the requested information. Designating an administrator as a "Super Administrator" authorizes him or her to set up other administrators.

**User Tip:** An easy alternative to provide several people with administrative capability – Set up one administrator with a unique PCS Ready Link User ID and Password, then distribute the ID and password to only those individuals you choose. With this method, you can easily change administrators by changing the PCS Ready Link Password and informing only the newly selected administrators.

### What does a PCS Ready Link Administrator administer?

There are two levels of PCS Ready Link administrator. A **Super Administrator** can set up other administrators as well as manage company user lists. An **Administrator** can only manage company user lists.

A PCS Ready Link administrator can manage contacts for all PCS Ready Link users who are on their corporate account hierarchy. These users are all listed in the **Company Master List** section of the Web tool. Using this Company Master List, the administrator selects which users to add to the contact lists of other users.

**Who is on the Company Master List?** – The Company Master List is automatically populated with the phone numbers of PCS Ready Link users on the company account whose service is paid for by the company (**Corporate-sponsored**). Users who are on the company account but pay for their own service (**employee-purchased**) may opt to join the Master List via their **MyPCS** manage site at [www.sprintpcs.com](http://www.sprintpcs.com). Users who are not on the company account cannot be added to the Company Master list.

**Assigning Names to the Company Master List** – If display names are assigned to each phone number when the service is sold, the Company Master List will show the display name and PCS Phone number of the PCS Ready Link users. If names are not assigned initially, the Company Master List will show the phone number and "Display Name" in the name field. To assign a name to a number, click on the **Display Name** link from the Company Master List.

**Deleting Names from the Company Master List** – An administrator can remove an **employee-purchased user** from the Company Master List if desired. Corporate-sponsored users cannot be deleted. Employee-purchased users are listed as "Employee" in the **Account Type** column of the list.

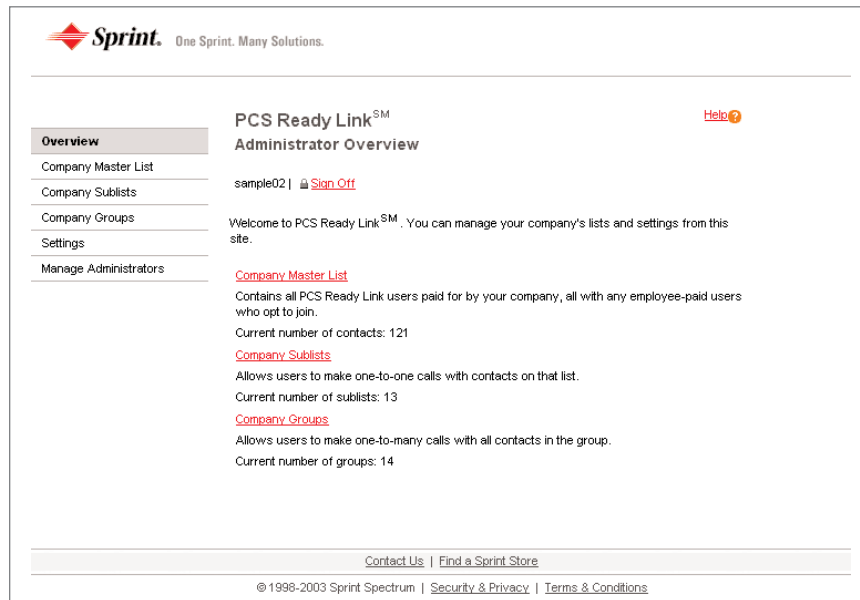
#### To delete an employee-purchased user:

1. Click on **Company Master List**, click on the box next to the name(s) of the employee-purchased user(s), and click **Edit checked**. (The **Edit Contact** page will display.)
2. Click on the box next to the user name in "Your Selected Contacts" and then click **Delete Checked**. (The employee-purchased user will be removed from the Company Master List.)

**User Tip:** When an administrator selects users to edit from the Company Master List, the selected users will be displayed in "Your Selected Contacts" list on the **Edit Contacts** page.

If a box appears in front of the user's name, the user is an employee-purchased user and may be deleted from the Company Master List. **BE CAREFUL**. Clicking this box will delete this user from the Company Master List. If this happens, the user must opt-in again to rejoin the Company Master List.

## Overview of PCS Ready Link Administrator Web Tool



### Overview

- ❖ Shows total number of contacts on the Company Master List, total number of Company Sublists, and total number of Company Groups on this account.

### Company Master List

- ❖ Shows all PCS Ready Link users on the Company Master List.
- ❖ Edit the name associated with the PCS Vision Ready Link Phone (Display Name).
- ❖ Edit contact lists of multiple users by selecting the users to be edited from this list.

### Edit Checked

- ❖ Add contacts from Company Master List to selected users.
- ❖ Add contacts not on Company Master List by entering name and number
- ❖ View the PCS Ready Link Company List on a user's phone
- ❖ View the Sublists to which a user is assigned
- ❖ Delete a user from the Company Master List\*\*

**\*\* Use Delete Checked with caution** – Checking the box deletes the user from the Company Master List. To rejoin the List, the user must opt-in again. Only employee-purchased users can be deleted from the master list. If the user is company-sponsored, they will not have a box next to their number and so cannot be deleted.

### Company Sublist

- ❖ Assigns users to a list of PCS Ready Link users that is then sent to all of the members on the list. For example, an administrator could create a sublist called "Supervisors" and then assign all company supervisors to that list. Each of the contacts on the sublist "Supervisors" will be automatically sent to all of the other users on the "Supervisor" sublist.
- ❖ Users may belong to more than one sublist.

### Company Groups

- ❖ Assigns users to a group of up to six PCS Ready Link users who can then place one-to-many conference calls to all other members of the group simultaneously.

### Settings

- ❖ Set display characteristics, change password, change personal information.

### Manage Administrators

- ❖ Create a new administrator, change administrator information, delete an administrator.

### How to Send PCS Ready Link Contacts to Company PCS Ready Link Users

There are three different ways to send contacts to your company PCS Ready Link users. You can:

- A. Send a list of company contacts to all users on that list (e.g., send all supervisors to all supervisors).
  - 1) Click on **Company Sublist** in the left navigation bar.
  - 2) Click on **Create Company Sublist**.
  - 3) Enter a name for the sublist in the box.
  - 4) Click the box next to the user's number to include that user in the sublist.
  - 5) Click **Add Checked**.
- B. Send a list of company contacts to users who may or may not be on that list (e.g., send all supervisors to one manager).
  - 1) Click on **Company Master List** in the left navigation bar.
  - 2) Click the box next to the user's number to send contacts to that user.
  - 3) When all users you wish to send the same names to are checked, click on **Edit Checked**.
  - 4) Click on **Add Contacts from Company Master List**.
  - 5) Click the boxes next to the users' numbers to select the users to include in the list.
  - 6) Click **Add Checked**.
- C. Send non-company contacts to one or more other users (e.g., send vendor contacts to all managers).
  - 1) Click on **Company Master List** in the left navigation bar.
  - 2) Click the box next to the user's number to send contacts to that user.
  - 3) When all users you wish to send the same names to are checked, click on **Edit Checked**.
  - 4) Click on **Add Single Contact Manually**.
  - 5) Enter the 10-digit PCS Phone Number and Display Name of the user in the appropriate boxes.
  - 6) Click **Add**.

**User Tip:** When adding a contact manually, double check the PCS Ready Link Display Name and PCS Ready Link Number. If you make a mistake the contact information must be edited individually in every user's contact list.

Always make sure to enter the full 10-digit PCS Phone number of the contact.

### How to Send PCS Ready Link Group Lists to Company PCS Ready Link Users

- 1) Click on **Company Groups** in the left navigation bar.
- 2) Click on **Create Company Group**.
- 3) Enter a name for the Group List in the box.
- 4) Click the box next to each user's number to include that user in the group (you can check up to 6 users to allow users in the group to call up to 5 other people at the same time).
- 5) Click **Add Checked**. (Note: The list is sent to all users on the Group List.)

# Getting to Know PCS PCS Ready Link<sup>SM</sup>

## In This Section

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- ◆ **What Is PCS Ready Link?**
  - ◆ **What Is the PCS Ready Link Company Contact Management Tool?**
  - ◆ **What is the PCS Ready Link Company Master List?**
  - ◆ **What Is a PCS Ready Link Administrator?**
- 

PCS Ready Link is an exciting service from Sprint which allows users to have quick, two-way, “walkie-talkie-style” communication with other PCS Ready Link users across the enhanced Sprint Nationwide PCS Network. This section provides an overview of the service and the management tools available to help you take advantage of PCS Ready Link’s ability to optimize communications between your company’s employees.

## What Is PCS Ready Link?

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PCS Ready Link is a service from Sprint that provides quick, two-way, “walkie-talkie-style” communication across the enhanced Sprint Nationwide PCS Network. With PCS Ready Link, users can quickly contact other PCS Ready Link users for one-to-one or one-to-many (up to five at a time) conversations.

To use PCS Ready Link, users simply press the PCS Ready Link button on the side of the phone to activate the PCS Ready Link list on their PCS Ready Link Phone, select a call recipient, and press the PCS Ready Link button to connect the PCS Ready Link call. For details on how to use PCS Ready Link to make and answer calls, see the **Start Here to Activate Guide** and the **PCS Ready Link Instruction Guide** which came with your phone or sign on to [www.sprintpcs.com](http://www.sprintpcs.com) to view your phone’s complete online **User’s Guide**.

## What Is the PCS Ready Link Company Contact Management Tool?

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The PCS Ready Link Company Contact Management Tool is a Web-based contact management database. It allows designated administrators to manage the PCS Ready Link contact lists for your company’s PCS Ready Link users.

The management tool allows administrators to send PCS Ready Link company contacts to employees’ PCS Vision Ready Link Phones, either individually or as a part of Company Groups or Company Sublists. Company contacts may include other PCS Ready Link users within the company or PCS Ready Link users from outside the company (such as suppliers).

Any changes made to the company lists via the PCS Ready Link Company Contact Management Website are automatically updated in the user’s Company List when the phone registers with the Sprint Nationwide PCS Network (every 90 minutes or when the phone is turned on).

## What Are the PCS Ready Link Company Lists?

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### Company Master List

The Company Master List is an automatically generated list of all PCS PCS Ready Link users on the company’s account hierarchy (Corporate-sponsored subscriptions). It also contains individual users with employee-purchased subscriptions who choose to join the Company Master List.

Only a PCS Ready Link Administrator has access to the Company Master List. It is not sent out to all members of the list. The PCS Ready Link Administrator determines which members of the master list receive the contact information for other PCS Ready Link users.

From the Company Master List section of the Web tool, a company administrator can:

- Change the Display Name assigned to a particular PCS Ready Link Phone Number
- View the company contacts on a user’s handset
- View the sublists to which a user is assigned
- Send one or more contacts to one or more users

### Company Sublists

A Company Sublist is a list of company PCS Ready Link users who have been given access to one another’s PCS Ready Link contact information for one-to-one calling. Employees may be members of more than one sublist (for example, a Sales and a Management sublist). Creating a sublist is an easy way to send the contact information of each member on the list to everyone else on the list. Only the unique names of the other members of the sublist are sent to the user’s phone, not the sublist name.

### Company Group Lists

A Company Group is an administrator-created list of 2-6 company PCS Ready Link contacts. When used by a group member to place a PCS Ready Link call, a Company Group List allows one-to-many calling, where the caller can be connected to all the group members – up to five additional PCS Ready Link users at a time.

## What Is a PCS Ready Link Administrator?

A PCS Ready Link Administrator is a person designated by a company to manage the PCS Ready Link Company Master List. Only designated PCS Ready Link Administrators may access, edit, and maintain the Company Master List.

There are two levels of administrator: **PCS Ready Link Administrator** and **PCS Ready Link Super Administrator**.

### PCS Ready Link Administrator

A PCS Ready Link Administrator may access the Company Master List and add, edit, and delete company list entries, sublists, and group lists.

### PCS Ready Link Super Administrator

A PCS Ready Link Super Administrator has all of the access and responsibilities of an administrator, with the additional privileges of being allowed to create and delete other PCS Ready Link Administrators.

For more information on how to become an administrator, see Section 2: Managing PCS Ready Link Administrators on page 5.

## How Does an Administrator Add Contacts to a User's PCS Ready Link Company Lists?

A PCS Ready Link Administrator can use the Web tool to “push” contact information to a company Ready Link user's phone individually, through Company Sublists, and through Company Group Lists.

### Adding Contacts Individually

**To add individual contacts to a user's Company List:**

1. From the PCS Ready Link Administrator Website, click on **Company Master List** in the left navigation bar.
2. Click on the box(es) next to the user(s) name(s) to which you want to add contacts, then click **Edit checked**.
3. Click either the **Add contacts from Company Master List** link or the **Add single contact manually** link.
  - **Add contacts from Company Master List**
    - a. Click on the box(es) next to the contact(s) you want to add to the selected user(s) Company List, then click **Add checked**.
    - b. Click **Done**.
  - **Add single contact manually**
    - ▶ Enter a PCS Phone number and a display name in the appropriate fields and click **Add**.

The selected contacts will be added to the user(s) PCS Ready Link Company List(s).

For more information, see “Sending Contacts to a User's PCS Ready Link Company List” on page 25.

### Adding Contacts Via a Company Sublist

**To add contacts to a user's Company List through a Company Sublist:**

1. From the PCS Ready Link Administrator Website, click on **Company Sublists** in the left navigation bar.
2. Click on the **Create Company Sublist** link.
3. Enter a Sublist Name and check the boxes next to the contacts you wish to include in the Company Sublist (e.g., all supervisors or all sales representatives).
4. Click **Add checked** to create the new Company Sublist. (All members of the sublist will be added to the Company Lists of all other members of the sublist.)

For more information, see Section 5: Using PCS Ready Link Company Sublists on page 31.

## Adding Contacts Via a Company Group List

To add contacts to a user's PCS Ready Link Company List through a Group List:

1. From the PCS Ready Link Administrator Website, click on **Company Groups** in the left navigation bar.
2. Click on the **Create Company Group** link.
3. Enter a Group Name and check the boxes next to the contacts you wish to include in the Company Group (up to six contacts).
4. Click **Add checked** to create the new Company Group. (The Company Group will be added to each member's Company Group List.)

For more information, see Section 6: Using PCS Ready Link Company Groups on page 39.

**Note:** **Company List Limit**—A user's PCS Vision Ready Link Phone can contain a maximum of 200 entries in its PCS Ready Link Company List (Company Groups count as one entry each). You will receive an error message if any added contact causes a user's handset to exceed its limit of 200 Company List entries or if any Company Sublist or Company Group causes any list member to exceed the limit.

## Managing PCS Ready Link Administrators

### In This Section:

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- ◆ **Creating the Initial PCS Ready Link Administrator**
  - ◆ **Creating Additional PCS Ready Link Administrators**
  - ◆ **Removing a PCS Ready Link Administrator**
  - ◆ **Changing a PCS Ready Link Administrator Password**
- 

PCS Ready Link Administrators are persons designated by your company to create, edit, and maintain your PCS Ready Link Company Master Lists through the PCS Ready Link Company Management Website. This section outlines the steps necessary to create and manage PCS Ready Link Administrators for your company.

## Creating the Initial PCS Ready Link Administrator

A PCS Ready Link Administrator is a person designated by your company as being responsible for maintaining the PCS Ready Link Company Master List for your company. This person must have an active, company-sponsored PCS Ready Link account in order to become an administrator.

To create the initial PCS Ready Link Administrator:

1. From your desktop computer, log on to the Internet and go to [www.sprintpcs.com](http://www.sprintpcs.com).
2. In the sign-on section, enter your 10-digit PCS Phone number and account-level password for the company and click **Sign on**.
3. Click **My Phone & Plan** and select Ready Link **Enter**. (The **Welcome to PCS Ready Link** page will display.)

- or -

Click PCS Ready Link **Enter** from the **My Options** section. (The **Welcome to PCS Ready Link** page will display.)



**Note:** The first person to log on with an Administrator-level password will be a Super Administrator and can set up other administrators (including other Super Administrators).

If the "Welcome to PCS Ready Link" page does not display, a Company Administrator has already been assigned for your corporate PCS Ready Link account. To become an administrator, you will need to be authorized by an existing administrator. For more information, see "Creating Additional PCS Ready Link Administrators" on page 9.

4. Click **Accept** to continue with the Administrator setup process. (The **Initial Account Creation** page will display.)

The screenshot shows the 'Initial Account Creation' page for a Sprint administrator. The page has a header with the Sprint logo and the tagline 'One Sprint. Many Solutions.' Below the header, the title 'Initial Account Creation' is centered. Underneath, there is a section titled 'Create A Super Admin' which contains several input fields: 'Name', 'Phone Number', 'Email', 'User ID', 'Password', 'Confirm Password', 'Question' (with a dropdown menu currently showing 'Color of my first car'), and 'Answer'. At the bottom of the form are two buttons: 'Create' and 'Cancel'.

5. Under **Create a Super Admin**, enter the following information in the corresponding fields:
- **Name:** The company administrator's first and last name.
  - **Phone Number:** The administrator's 10-digit PCS Phone number.
  - **Email:** The administrator's full email address, including suffix (for example, "name@company.com").
  - **User ID:** Create your own PCS Ready Link Administrator ID. (Be sure to select a User ID that you can remember. This system will prompt for forgotten passwords but will not prompt for forgotten User IDs.)
  - **Password:** Create your own PCS Ready Link Password (re-enter the password in the **Confirm Password** field).
  - **Question:** and **Answer:** Select a question and enter the answer for password protection. (If you forget your password, the system will prompt you to provide an answer to your selected question. When you provide the correct answer, the system will send you an email with a temporary password allowing you to sign on to the system. You will be prompted to set a new password when you sign on with the temporary system password.)

**Tips:**

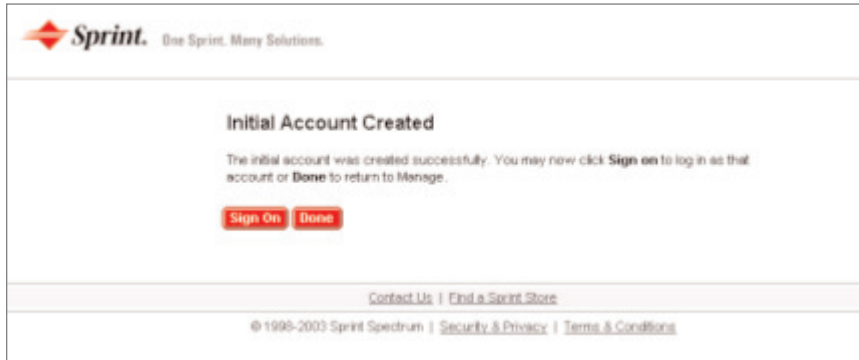
A user's 10-digit PCS Phone number is also the PCS Ready Link number for that user.

The PCS Ready Link Password is case-sensitive. It must be between 5-10 characters in length and must contain at least one uppercase letter and one numeric character.

Write down your PCS Ready Link User ID and Password and keep them in a secure place. You will need both items in order to access the PCS Ready Link Administrator site.

Select a PCS Ready Link User ID and Password that are easy to remember. This tool can recover a forgotten password, but not a forgotten User ID.

6. Click **Create**. (The **Initial Account Created** confirmation page will display.)



7. Click **Sign On** to access the **Administrator Sign-On** page.

- or -

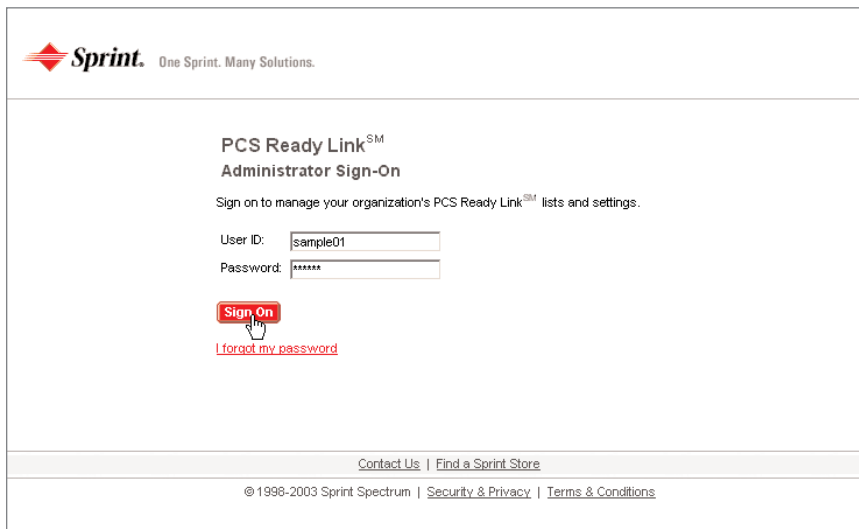
Click **Done** to return to your account management page.

**Note:** After the initial administrator is set up, that administrator will be responsible for authorizing and creating additional administrators (or Super Administrators) via the PCS Ready Link Contact Management tool (see "Creating Additional PCS Ready Link Administrators" on page 9.)

**Tip:** For quicker access to the Web tool, after the administrators have been set up, all authorized administrators can sign on directly at <http://readylink.sprintpcs.com>.

**To sign on to the PCS Ready Link Administrator site:**

► From the **Administrator Sign-On** page (see below), enter your PCS Ready Link User ID and Password and click **Sign On**. (The **Administrator Overview** page will display.)



## Creating Additional PCS Ready Link Administrators

The initial PCS Ready Link Administrator registered for a company is a Super Administrator. Only a Super Administrator can create, delete, or change additional company administrators.

**Tip:** An easy alternative to provide several people with administrative capability: Set up one administrator with a unique ID and password, then distribute the ID and password only to those individuals you choose. With this method, you can easily change administrators by changing the password and sharing it with only the newly selected administrators.

### To create additional PCS Ready Link Administrators:

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>.
2. Enter a Super Administrator's PCS Ready Link User ID and Password and click **Sign On**. (The **Administrator Overview** page will display.)
3. Click on the **Manage Administrators** link in the left navigation bar. (The **Manage Administrators** page will display).

**Note:** The **Manage Administrators** link in the left navigation bar will appear only if you are signed in as a Super Administrator.

**Sprint.** One Sprint. Many Solutions.

PCS Ready Link<sup>SM</sup> [Help?](#)

Manage Administrators

sample01 | [Sign Off](#)

Create An Administrator:

Name:

Phone Number:

Email:

User ID:

Password:

Confirm Password:

Question:

Answer:

Super Administrator:

**Create**

Select administrators you want to delete from the list below. Administrators without check boxes cannot be deleted.

**Delete checked**

[Check all](#) | [Uncheck all](#) Showing 1 thru 5 of 5 items | Page 1

Number	Display Name	User ID	
<a href="#">999-555-2345</a>	Renae Demo	demo02	Super Admin
<a href="#">999-555-7746</a>	Kathy Example	kexamp01	Super Admin
999-555-8001	Jan Sample	sample01	Super Admin
<a href="#">999-555-9976</a>	Kate Tester	ktester02	Super Admin
<input type="checkbox"/> <a href="#">999-555-9317</a>	Bob Sprint	sprint09	

[Check all](#) | [Uncheck all](#) Showing 1 thru 5 of 5 items | Page 1

**Delete checked**

[Contact Us](#) | [Find a Sprint Store](#)

4. Under **Create An Administrator**, enter the following information in the corresponding fields:
- **Name:** The new company administrator's first and last name
  - **Phone Number:** The new administrator's 10-digit PCS Phone number
  - **Email:** The new administrator's full email address, including suffix (for example, "name@company.com").
  - **User ID:** Create the new administrator's special PCS Ready Link User ID.
  - **Password:** Create the new administrator's PCS Ready Link Password (re-enter the password in the **Confirm Password** field).
  - **Question:** and **Answer:** Select a question and enter the answer for password protection. (If you forget your password, the system will prompt you to provide an answer to your selected question. When you provide the correct answer, the system will send you an email with a temporary password allowing you to sign on to the system. You will be prompted to set a new password when you sign on with the temporary system password.)
  - (Optional) **Super Administrator:** To designate the new administrator as a Super Administrator, click the check box next to the Super Administrator field. This will enable them to create and manage other administrators.
- 5 Click **Create** to create the new administrator. (A confirmation message will display and the newly created administrator will be listed at the bottom of the **Manage Administrators** page.)

<b>Tips:</b>	A user's 10-digit PCS Phone number is also the PCS Ready Link number for that user.
	The PCS Ready Link Password is case-sensitive. It must be between 5-10 characters in length and must contain at least one uppercase letter and one numeric character.
	Write down the administrator's PCS Ready Link User ID and Password and keep them in a secure place. Both items are required in order to access the PCS Ready Link Administrator site.
	Select a PCS Ready Link User ID and Password that are easy to remember. This tool can recover a forgotten password, but not a forgotten User ID.

## Removing a PCS Ready Link Company Administrator

### To remove a PCS Ready Link Company Administrator:

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>.
2. Enter a Super Administrator's PCS Ready Link User ID and Password and click **Sign On**. (The **Administrator Overview** page will display.)
3. Click on the **Manage Administrators** link in the left navigation bar. (The **Manage Administrators** page will display.)

**Note:** The **Manage Administrators** link will only appear if you are signed in as a Super Administrator.

4. Click on the check box next to the administrator you wish to delete and click **Delete checked**. (The selected administrator will be removed from the list.)

**PCS Ready Link** <sup>SM</sup> [Help](#)

**Manage Administrators**

sample01 [Sign Off](#)

Create An Administrator:

Name:

Phone Number:

Email:

User ID:

Password:

Confirm Password:

Question:

Answer:

Super Administrator:

[Create](#)

Select administrators you want to delete from the list below. Administrators without check boxes cannot be deleted.

[Delete checked](#)

[Check all](#) | [Uncheck all](#) Showing 1 thru 6 of 6 items | Page 1

Number	Display Name	User ID	
<a href="#">999-555-2345</a>	Rena Demo	demo02	Super Admin
<a href="#">999-555-7746</a>	Kathy Example	kexamp01	Super Admin
999-555-8001	Jan Sample	sample01	Super Admin
<a href="#">999-555-8976</a>	Kate Tester	ktester02	Super Admin
<input type="checkbox"/> <a href="#">999-555-9317</a>	Bob Sprint	sprint09	
<input checked="" type="checkbox"/> <a href="#">999-555-9876</a>	Rob Sample	sample02	

[Check all](#) | [Uncheck all](#) Showing 1 thru 6 of 6 items | Page 1

[Delete checked](#)

### Removing a Super Administrator

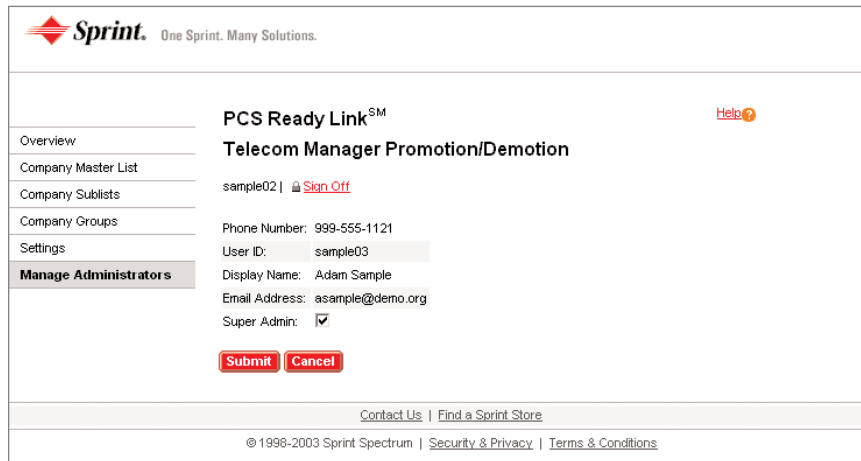
An additional step is required to delete a Super Administrator from the Manage Administrators page. The Super Administrator must first be “demoted” (that is, stripped of Super Administrator privileges). To do this, you must edit the user’s administration profile.

#### To remove a PCS Ready Link Company Super Administrator:

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>.
2. Enter a Super Administrator’s PCS Ready Link User ID and Password and click **Sign On**. (The **Administrator Overview**” page will display.)
3. Click on the **Manage Administrators** link in the left navigation bar. (The **Manage Administrators** page will display.)

**Note:** The **Manage Administrators** link will only appear if you are logged in as a Super Administrator.

4. Click on the phone number of the administrator you wish to delete. (The **Telecom Manager Promotion/Demotion** page will display.)



5. Click on the box next to **Super Admin** to uncheck the option and click **Submit**. (The administrator will no longer be listed as a Super Administrator and you will be returned to the **Manage Administrators** page.)
6. To delete the administrator, click on the check box next to the administrator’s phone number and click **Delete checked**. (The selected administrator will be removed from the list.)

## Changing a PCS Ready Link Administrator Password

### To change a PCS Ready Link Administrator Password:

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>.
2. Enter an administrator's PCS Ready Link User ID and Password and click **Sign On**. (The **Administrator Overview** page will display.)
3. Click on the **Settings** link in the left navigation bar. (The **Settings** page will display.)

The screenshot shows the PCS Ready Link Settings page. The left navigation bar includes: Overview, Company Master List, Company Sublists, Company Groups, **Settings**, and Manage Administrators. The main content area is titled "PCS Ready Link™ Settings" and includes a "Help" icon. Below the title, it shows "sample02 | Sign Off". There are two "Submit" buttons. The "Change password" section has fields for "Enter new password:" and "Retype new password:". The "Personal Information" section has fields for "Name:" (Rob Sample), "Phone Number:" (9995550002), "Email Address:" (sample02@demo.org), "Secret Question:" (Name of my grade school), and "Answer:". At the bottom, there are links for "Contact Us" and "Find a Sprint Store", and a copyright notice: "© 1998-2003 Sprint Spectrum | Security & Privacy | Terms & Conditions".

4. Under **Change Password**, enter a new password, retype the new password, and click **Submit**. (A confirmation message will appear: "Your password was successfully updated.")

**Note:** A PCS Ready Link Administrator cannot change the password of another Administrator.

The PCS Ready Link Password is case-sensitive. It must be between 5-10 characters in length and must contain at least one uppercase letter and one numeric character.



## Using the PCS Ready Link Administrator Site

### In This Section:

---

- ◆ **Accessing the PCS Ready Link Administrator Site**
  - ◆ **Changing Administrator Site Display Settings**
  - ◆ **Searching for Entries in the PCS Ready Link Administrator Site**
- 

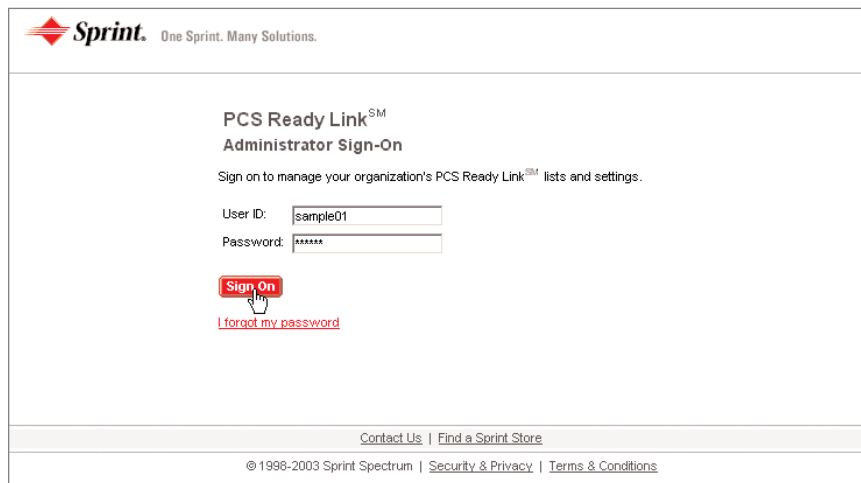
Now that you've set up your PCS Ready Link Administrators, you can begin to use the PCS Ready Link Administrator site to maintain your company's PCS Ready Link contact lists. This section serves as a primer for navigating the PCS Ready Link Administrator Site.

## Accessing the PCS Ready Link Administrator Site

Once you have set up your company's PCS Ready Link Administrator(s), they can access the list management tools on the PCS Ready Link Administrator Website.

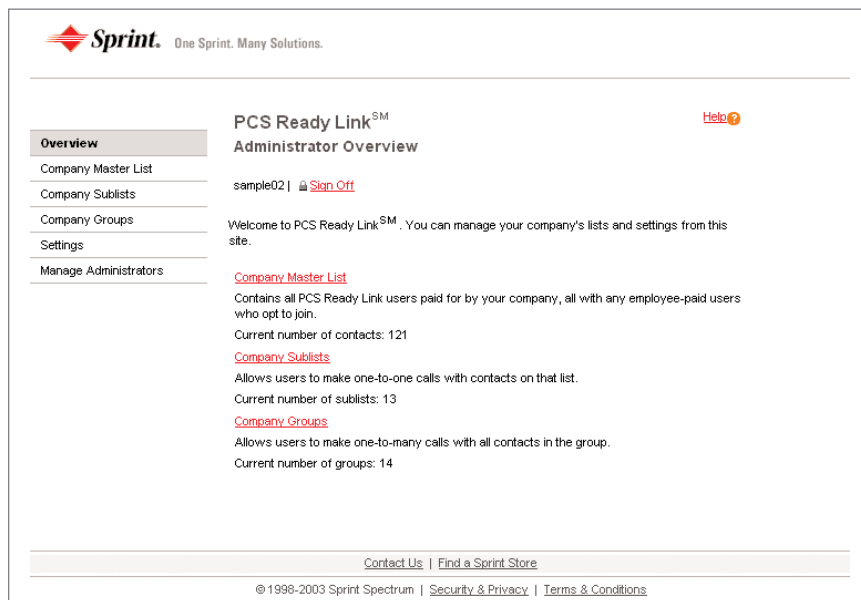
To access the PCS Ready Link Administrator Website:

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>. (The Administrator Sign-On page will display.)



The screenshot shows the 'PCS Ready Link Administrator Sign-On' page. At the top left is the Sprint logo with the tagline 'One Sprint. Many Solutions.'. The main heading is 'PCS Ready Link Administrator Sign-On'. Below this is the instruction: 'Sign on to manage your organization's PCS Ready Link lists and settings.' There are two input fields: 'User ID:' with the value 'sample01' and 'Password:' with asterisks. A red 'Sign On' button is highlighted with a mouse cursor. Below the button is a red link that says 'I forgot my password'. At the bottom of the page, there are links for 'Contact Us' and 'Find a Sprint Store', and a copyright notice: '© 1998-2003 Sprint Spectrum | Security & Privacy | Terms & Conditions'.

2. Enter an administrator's User ID and Password and click **Sign On**. (The Administrator Overview page will display.)



The screenshot shows the 'PCS Ready Link Administrator Overview' page. At the top left is the Sprint logo with the tagline 'One Sprint. Many Solutions.'. The main heading is 'PCS Ready Link Administrator Overview'. Below this is the user information: 'sample02 | Sign Off'. There is a 'Help' icon in the top right corner. On the left side, there is a navigation menu with the following items: 'Overview' (highlighted), 'Company Master List', 'Company Sublists', 'Company Groups', 'Settings', and 'Manage Administrators'. The main content area contains a welcome message: 'Welcome to PCS Ready Link. You can manage your company's lists and settings from this site.' Below this are three sections, each with a link and a description: 'Company Master List' (Contains all PCS Ready Link users paid for by your company, all with any employee-paid users who opt to join. Current number of contacts: 121), 'Company Sublists' (Allows users to make one-to-one calls with contacts on that list. Current number of sublists: 13), and 'Company Groups' (Allows users to make one-to-many calls with all contacts in the group. Current number of groups: 14). At the bottom of the page, there are links for 'Contact Us' and 'Find a Sprint Store', and a copyright notice: '© 1998-2003 Sprint Spectrum | Security & Privacy | Terms & Conditions'.

## Changing Administrator Site Display Settings

Administrators may choose how many listings they prefer to see on a single Web page by changing the site display settings. Changes to settings effect all list displays once the update has been saved.

To change PCS Ready Link Administrator Website display settings:

1. From the **Administrator Overview** page (see previous page), click on the **Settings** link in the left navigation bar. (The **Settings** page will display.)

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PCS Ready Link<sup>SM</sup> [Help?](#)

Overview  
Company Master List  
Company Sublists  
Company Groups  
**Settings**  
Manage Administrators

sample02 | [Sign Off](#)

Description	Settings
Number of list rows to display on one page:	10 ▼

**Submit**

Change password

Enter new password:

Retype new password:

**Submit**

Personal Information

Name:

Phone Number:

Email Address:

Secret Question:

Answer:

**Submit**

[Contact Us](#) | [Find a Sprint Store](#)

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2. Under **Settings**, choose the number of items you wish to display on a Web page (10, 25, 50, or 75) and click **Submit**. (A confirmation message will appear: “Your setting was successfully updated.”)

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PCS Ready Link<sup>SM</sup> [Help?](#)

Overview  
Company Master List  
Company Sublists  
Company Groups  
**Settings**  
Manage Administrators

sample02 | [Sign Off](#)

Your setting was successfully updated.

Description	Settings
Number of list rows to display on one page:	50 ▼

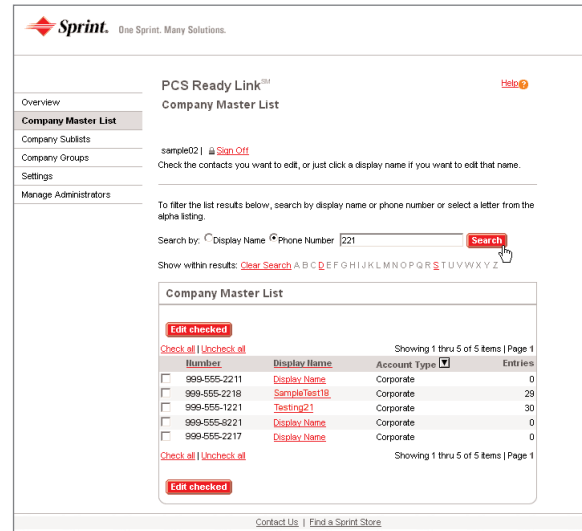
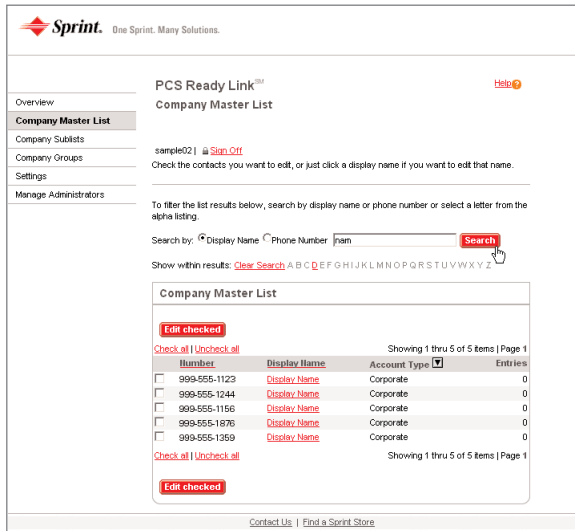
Now when you view the Company Master List, Company Sublists, Company Groups, or any edit lists within the site, the selected number of entries per page will appear.

## Searching for Entries in the PCS Ready Link Administrator Site

While managing lists and entries within the PCS Ready Link Administrator Website, you may want to search for specific entries. Search options are available on several of the Administrator site’s pages to make finding entries quick and easy.

To search for entries by Display Name or Phone Number:

1. From the PCS Ready Link Administrator site (see “Accessing the PCS Ready Link Administrator Site” on page 16), click **Company Master List**.
2. Click on the radio button next to **Display Name** or **Phone Number** to choose the type of search you’d like.
3. Enter your search criteria (name or phone number) in the search box and click **Search**. (The search results will display.)



**Note:** Search terms remain in effect until you log out of the site or until you clear the criteria from the search box. Partial searches are allowed, and the search engine searches for any occurrence of the character string you entered. (For example, entering “spr” would find both “Sprint” and “Esprit.”)

**Tip:** You can also filter your results by clicking on a letter in the **Show** or **Show within results**: field. Only contacts with Display Names beginning with the selected letter will be displayed, and only letters that are highlighted have matching contacts. Clicking on **All** will display all contacts.

## Managing the PCS Ready Link Company Master List

### In This Section:

---

- ◆ **Viewing the Company Master List**
  - ◆ **Changing a Contact's Display Name**
  - ◆ **Deleting a User From the Company Master List**
  - ◆ **Managing User Contact Lists**
- 

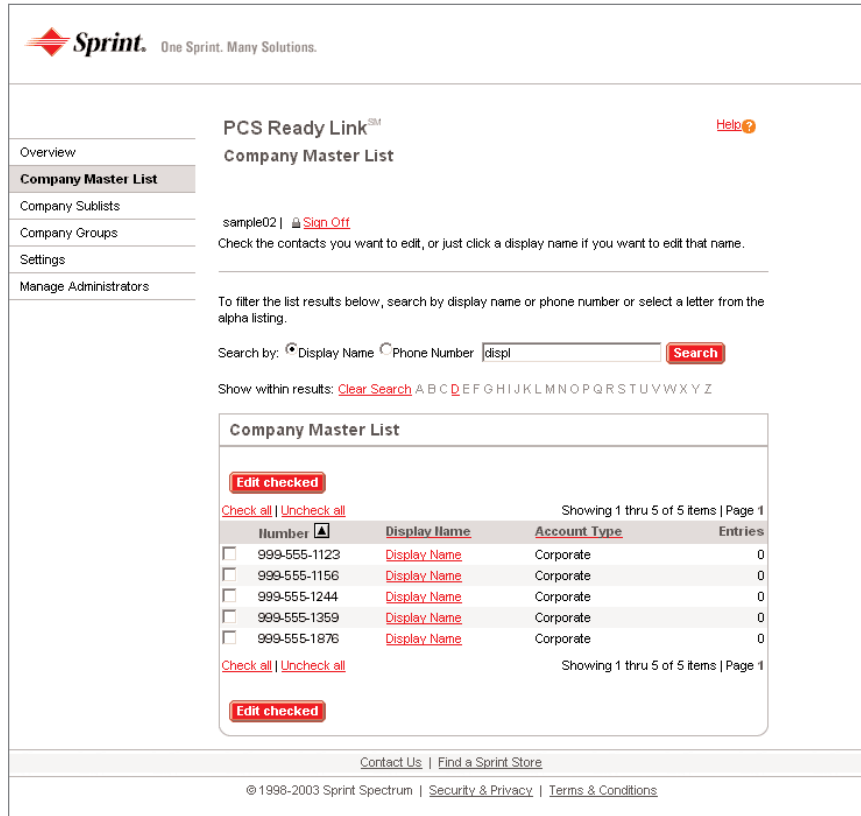
The Company Master List is an automatically generated list containing entries for every PCS Ready Link user whose account is billed directly to your company account (Corporate-sponsored entries), as well as entries for all PCS Ready Link users on the company hierarchy who pay their own bill and who “opt-in” to join the Company Master List (employee-purchased entries). The Company Master List is a resource that is accessible only to PCS Ready Link Administrators. It is not sent directly to list members. It allows administrators to send selected company contacts to the Ready Link Phones of anyone on the master list individually, through sublists, and through group lists.

This section offers instruction on how to access, edit, and manage your Company Master List.

## Viewing the Company Master List

**To view the Company Master List:**

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>.
2. Enter an administrator’s User ID and Password and click **Sign On**. (The **PCS Ready Link Administrator Overview** page will display.)
3. Select **Company Master List** from the menu in the left navigation bar. (The **Company Master List** page will display.)



The Company Master List displays the following information:

- **Number:** The PCS Ready Link Number of each entry
- **Display Name:** The Display Name (if applicable) of each entry (If a contact does not have a display name assigned, “Display Name” appears in the Company Master List.)
- **Account Type:** The account type for each entry (Corporate-sponsored or employee-purchased)
- **Entries:** The number of entries currently in each user’s PCS Ready Link Company List (A Company List may contain a maximum of 200 entries.)

You can sort your Company Master List display by Number, Display Name, or Account Type by clicking on the desired column heading at the top of the list.

## Changing a Contact's Display Name

PCS Ready Link Administrators can use the company contact management tool to change the Display Names associated with PCS Ready Link numbers in the Company Master List.

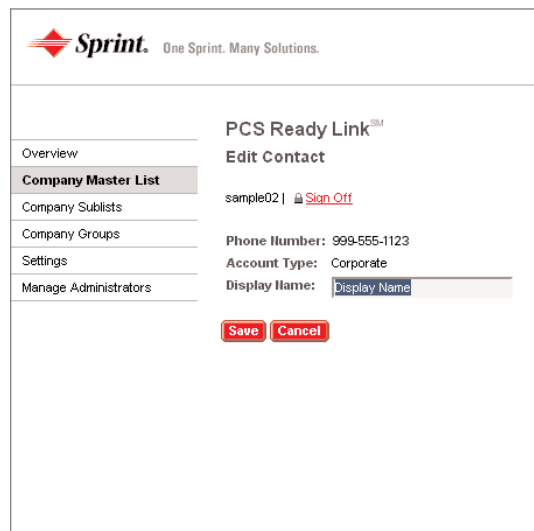
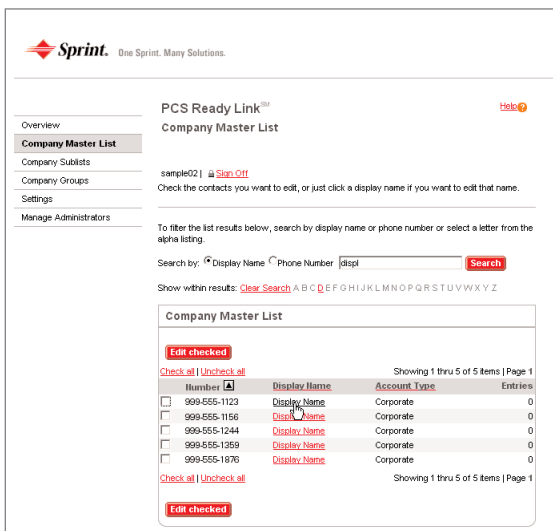
**Note:** The **Display Name** is the name that appears on the other caller's PCS Vision Ready Link Phone when a user makes or receives a PCS Ready Link call.

---

If a user chooses not to enter a Display Name, their PCS Ready Link Number will appear when they make or receive PCS Ready Link calls.

### To edit a contact's Display Name:

1. From the **Company Master List**, click on the Display Name of an entry you wish to change. (The **Edit Contact** page will display.)



2. Highlight the text in the Display Name box, type in a new name for the contact, and click **Save**. (The Display Name will be updated and the **Company Master List** will display.)

**Note:** Display Names must be between 1 and 25 characters in length and they may not contain special characters.

---

Display Names can only be changed on the **Edit Contact** page, which is accessible only through the **Company Master List** section of the PCS Ready Link Web tool. Any time a Display Name appears as a link (in red and underlined), clicking on it will display the **Edit Contact** page for that entry.

## Deleting a User From the Company Master List

---

**Administrators cannot delete Corporate-sponsored entries from the Company Master List.** Administrators may delete employee-purchased entries from the Company Master List at any time. Employee-purchased subscribers may also voluntarily opt out of the Company Master List at any time. A Ready Link number (Corporate-sponsored or employee-purchased) is automatically removed from the list when Ready Link service is deactivated for that phone.

**To delete an employee-purchased Company Master List entry:**

1. From the **Company Master List**, select the check boxes next to the entries you wish to delete and click **Edit checked**. (The **Edit Contacts** page will display.)
2. Select the entries you want to delete by clicking on the boxes next to the entries. (Since only employee-purchased contacts may be deleted, boxes will only appear next to employee-purchased contact entries.)
3. Click **Delete checked** to remove the selected entries. (A confirmation message will display and the updated Company Master List will appear.)

**Note:** Exercise caution when deleting users from the Company Master List. Individuals who are deleted will lose their Company List until they re-join the Company Master List and contacts are added back by an administrator.

## Managing User PCS Ready Link Company Lists

A PCS Ready Link Administrator can manage a user's PCS Ready Link Company List in several ways. He can:

- Add new contacts to a user's Company List
- Delete existing contacts
- Add or remove a user from a Company Sublist, which adds or removes the sublist members from the user's Company List

This tool allows you to manage one or more user contact lists at a time, using the **Edit Contacts** page.

### Selecting Contacts to Manage

To select the user list(s) you wish to manage:

1. From the **Company Master List** (see "Viewing the Company Master List" on page 20), select the entry or entries you want to manage by clicking on the box(es) next to the entries. (You may search for and display the entries you want to review by using the **Search by:** and **Show:** [or **Show within results:**] tools. See "Searching for Entries in the PCS Ready Link Administrator's Site" on page 18 for more information.)

The screenshot displays the 'PCS Ready Link Company Master List' interface. It includes a search section with 'Search by' options for 'Display Name' and 'Phone Number', and a 'Show within results' section with an alphabetically ordered list of letters. The main table lists five entries, each with a checked checkbox, a phone number, a display name, an account type, and an entry count. A red 'Edit checked' button is visible below the table.

Number	Display Name	Account Type	Entries
999-555-3456	Joe Sample	Corporate	10
999-555-3567	Jane Sample	Corporate	10
999-555-4578	George Sample	Corporate	10
999-555-5793	Ella Sample	Corporate	10
999-555-8124	Thomas Sample	Corporate	10

**Tip:** If you wish to edit all the entries in your current Company Master List display, click **Check all**, then click **Edit checked**.

2. Click **Edit checked**. (The **Edit Contacts** page will display.)

**PCS Ready Link** Help ?

**Edit Contacts**

sample02 | [Sign Off](#)

You can do several things to the group of PCS Ready Link<sup>SM</sup> users you selected in the Your Selected Contacts list below, including:

**Adding Contacts to All**  
 You can select contacts that you want to add to all of the PCS Ready Link<sup>SM</sup> users in your list below. By clicking one of the links in this section, you can either display the entire Company Master List and add contacts from there, or add a contact manually that does not exist on the Company Master List. The contacts you add manually will not be on the Company Master List. They will exist only on the lists of the PCS Ready Link users in the list below. If you need to make a change to a manually-added contact, you will have to make that change on every user's list on which that contact appears.  
[Add contacts from Company Master List](#) | [Add single contact manually](#)

**View Contacts and Assignments**  
**View Contacts** allows you to see which contacts are currently assigned to that particular PCS Ready Link user. **View Assignments** allows you to see all the lists that user has been added to. This is a good way to check how each user is currently connected to others.

**Deleting Contacts from Master List**  
 Employee-purchased contacts, which are not on your company's account hierarchy, have check boxes by their names. Check the employee-purchased contacts you want to delete from the Company Master List, then click **Delete checked**. If no check box appears before the contact's name, that contact is corporate-sponsored and cannot be deleted from the Company Master List. Corporate-sponsored contacts are on your company's account hierarchy.

**Your Selected Contacts**

Showing 1 thru 5 of 5 items | Page 1

Number ▲	Display Name	Account Type	Entries
999-555-3456	<a href="#">Joe Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a> 0
999-555-3567	<a href="#">Jane Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a> 0
999-555-4578	<a href="#">George Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a> 0
999-555-5793	<a href="#">Ella Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a> 0
999-555-8124	<a href="#">Thomas Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a> 0

Showing 1 thru 5 of 5 items | Page 1

**The Edit Contacts Page**

The **Edit Contacts** page is your gateway to making changes to some or all of the users you selected. From this page, you can:

- Add contacts (either manually or from the Company Master List)
- Delete contacts (through a user's **View Contacts** link)
- View a user's Company Sublist and Company Group assignments (through the **View Assignments** link)

**Note:** **Use Caution** – While viewing the **Edit Contacts** page, checking a box next to a contact and clicking **Delete checked** will remove an employee-purchased subscriber from the Company Master List. Individuals who are deleted will lose their Company List until they re-join the Company Master List and contacts are added back by an administrator.

## Sending Contacts to a User's PCS Ready Link Company List

Administrators may use the Company Master List to send contacts to one or more PCS Ready Link users, either by selecting contacts from the Master List or by entering contacts manually. Contacts will be added to the selected users' Company Lists when their handsets register with the network (every 90 minutes or when their phones are turned on).

**Note:** A user's Company List (including groups) can contain up to 200 entries.

### Sending Contacts From the Company Master List

To add contacts from the Company Master List:

1. From the **Edit Contacts** page (see "Selecting Contacts to Manage" on page 23), click on **Add contacts from Company Master List**. (The **Add Contacts** page will display.)

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PCS Ready Link™ Help ?

**Add Contacts**

sample02 | [Sign Off](#)

Search for contacts you want to add to all of the contact lists you selected on the previous page. Check contacts and click Add checked to add them and remain on this page. Click Done to return to the previous page.

To filter the list results below, search by display name or phone number or select a letter from the alpha listing.

Search by:  Display Name  Phone Number  Search

Show within results: [Clear Search](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Contacts		
Number	Display Name	Entries
<input type="checkbox"/> 999-555-3456	Joe Sample	0
<input type="checkbox"/> 999-555-3567	Jane Sample	0
<input type="checkbox"/> 999-555-4578	George Sample	0
<input type="checkbox"/> 999-555-5793	Ella Sample	0
<input type="checkbox"/> 999-555-8124	Thomas Sample	0

Showing 1 thru 5 of 5 items | Page 1

[Add checked](#) [Done](#)

2. Click on the box(es) next to the entry or entries you want to add to the contact lists you selected on the **Edit Contacts** page and click on **Add checked**. (A confirmation message will display.)

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PCS Ready Link™ Help ?

**Add Contacts**

sample02 | [Sign Off](#)

**You added 5 contacts.**

Search for contacts you want to add to all of the contact lists you selected on the previous page. Check contacts and click Add checked to add them and remain on this page. Click Done to return to the previous page.

3. Click **Done** to return to the **Edit Contacts** page.

### Sending Manually Added Contacts

To add contacts manually and send them to selected users' Company Lists:

1. From the **Edit Contacts** page (see “Selecting Contacts to Manage” on page 23), click on **Add single contact manually**. (The **Add Contact** page will display.)

The screenshot shows the 'Add Contact' page in the PCS Ready Link Administrator's Guide. The page has a sidebar on the left with navigation options: Overview, Company Master List (highlighted), Company Sublists, Company Groups, Settings, and Manage Administrators. The main content area is titled 'PCS Ready Link Add Contact' and includes a 'sample02 | Sign Off' link. Below this, there is a form with two input fields: 'Phone Number' (containing '999-555-1119') and 'Display Name' (containing 'Sarah Sample'). There are 'Add' and 'Cancel' buttons below the form. The footer contains '© 1998-2003 Sprint Spectrum | Security & Privacy | Terms & Conditions'.

2. Enter a PCS Phone number and Display Name in the appropriate fields and click **Add**. (The contact will be added to the selected users' lists and the **Edit Contacts** page will display.)

**Tip:** Use caution when adding contacts manually, making sure to double-check the PCS Phone number and Display Name. If you make a mistake and have to edit a manually-added contact, you will have to edit the contact's information individually in the contacts lists for each user to whom you sent the contact.

**Note:** Contacts added manually will not be part of the Company Master List; they will only appear on the Company Lists of the users to whom you added the contacts.

## Viewing and Deleting a User's Contacts

The **Edit Contacts** page gives administrators access to an employee's Company List (Contacts) and Company Groups and Sublists (Assignments). Administrators can also use these tools to remove contacts from a user's Company List or to remove the user from his or her assigned groups or sublists.

### Viewing a User's Contacts

To view a user's Company Contacts:


- ▶ From the **Edit Contacts** page, click on the **View Contacts** link for the user whose list you wish to view. (The user's **Contacts** for page will display.)

**Your Selected Contacts**

Showing 1 thru 5 of 5 items | Page 1

Number ▲	Display Name	Account Type	Entries
999-555-3456	<a href="#">Joe Sample</a>	Corporate	14
999-555-3567	<a href="#">Jane Sample</a>	Corporate	14
999-555-4578	<a href="#">George Sample</a>	Corporate	14
999-555-5793	<a href="#">Ella Sample</a>	Corporate	14
999-555-8124	<a href="#">Thomas Sample</a>	Corporate	14

Showing 1 thru 5 of 5 items | Page 1



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- Overview
- Company Master List**
- Company Sublists
- Company Groups
- Settings
- Manage Administrators

**PCS Ready Link™** [Help](#)

**Contacts for "George Sample"**

sample02 | [Sign Off](#)

View contacts added to this contact. Check the contacts you want to delete.

To filter the list results below, search by display name or phone number or select a letter from the alpha listing.

Search by:  Display Name  Phone Number

Show: ALL [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

**Company Contacts**

Showing 1 thru 8 of 8 items | Page 1

Number ▲	Display Name
<input type="checkbox"/> 999-555-3456	<a href="#">Joe Sample</a>
<input type="checkbox"/> 999-555-3492	<a href="#">BrianHoward</a>
<input type="checkbox"/> 999-555-3501	<a href="#">BobJarvis</a>
<input type="checkbox"/> 999-555-3567	<a href="#">Jane Sample</a>
<input type="checkbox"/> 999-555-5793	<a href="#">Ella Sample</a>
<input type="checkbox"/> 999-555-8124	<a href="#">Thomas Sample</a>
<input type="checkbox"/> 999-555-8233	<a href="#">Sarah Sample</a>
<input type="checkbox"/> 999-555-9275	<a href="#">Jolene Sample</a>

Showing 1 thru 8 of 8 items | Page 1

**Note:** The **Contacts for** page only displays individually added contacts. It does not display contacts from any Company Sublists to which the user may be assigned (although they will appear on the user's handset as entries in his Company List).

### Deleting a User's Contacts

To delete contacts from a user's Company List:

1. From the user's **Contacts** for page, check the boxes next to the contacts you wish to remove from the user's list.
2. Click **Delete Checked**. (A confirmation will display and the selected contacts will be removed from the list.)

### Managing a User's List Assignments

To view a user's Company Group and Company Sublist assignments:

- From the **Edit Contacts** page, click on the **View Assignments** link for the user whose Group and Sublist assignments you wish to view. (The user's **Assignments** for page will display.)

**Your Selected Contacts**

Showing 1 thru 5 of 5 items | Page 1


[Delete checked](#) [Done](#)

[Check all](#) | [Uncheck all](#)

Number ▲	Display Name	Account Type		Entries
999-555-3456	<a href="#">Joe Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a>	14
999-555-3567	<a href="#">Jane Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a>	14
999-555-4578	<a href="#">George Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a>	14
999-555-5793	<a href="#">Ella Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a>	14
999-555-8124	<a href="#">Thomas Sample</a>	Corporate	<a href="#">View Contacts</a> <a href="#">View Assignments</a>	14

[Check all](#) | [Uncheck all](#) Showing 1 thru 5 of 5 items | Page 1

[Delete checked](#) [Done](#)



PCS Ready Link™ [Help](#)

Overview

**Company Master List**

Company Sublists

Company Groups

Settings

Manage Administrators

**Assignments for "George Sample"**

sample02 | [Sign Off](#)

View the lists that include this contact. You can delete this contact from any list with a check box. A list without a check box consists of only two contacts, which is the minimum amount a list can have. In that case, the list itself would have to be deleted, rather than removing one of the two contacts.

To filter the list results below, search by display name or select a letter from the alpha listing.

Search by: Display Name  [Search](#)

Show: ALL A B C D E F G H I J K L M N O P Q R S **T** U V W X Y Z

**Assignments**

Showing 1 thru 2 of 2 items | Page 1

Display Name ▲	Assignment Type
<input type="checkbox"/> The Sample Test Group	Company Group
<input type="checkbox"/> The Samples	Company Sublist

Showing 1 thru 2 of 2 items | Page 1

[Delete checked](#) [Done](#)

**To delete a user from an assigned Company Group or Company Sublist:**

1. From the user's **Assignments for** page, check the boxes next to the assignments you wish to remove the user from.
2. Click **Delete Checked**. (The user will be removed from the selected list and the revised list will be updated without that user and sent to all other list members.)



## Using PCS Ready Link Company Sublists

### In This Section:

---

- ◆ **Accessing Company Sublists**
  - ◆ **Creating Company Sublists**
  - ◆ **Managing Company Sublists**
- 

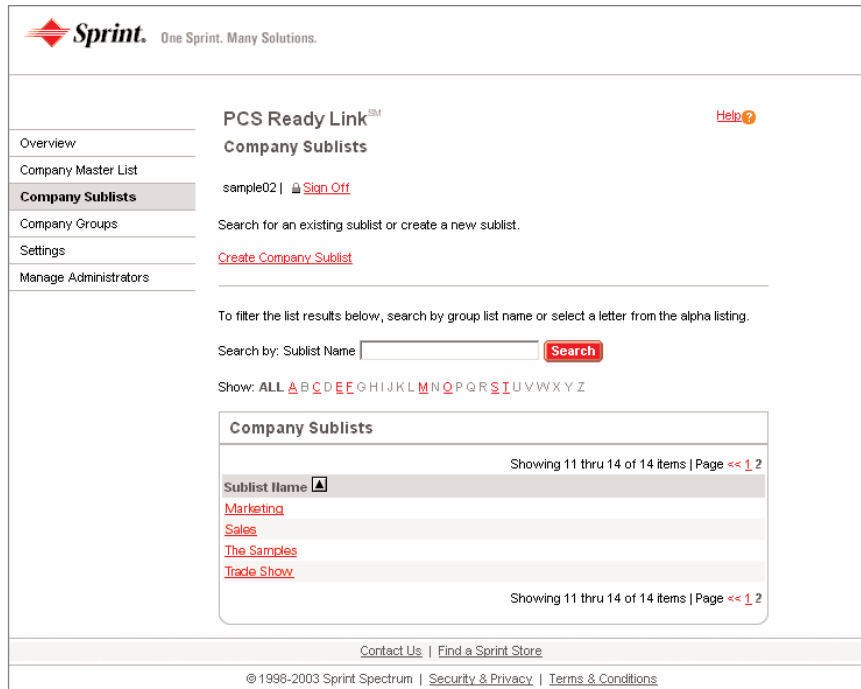
A Company Sublist is an efficient way for a PCS Ready Link Administrator to send PCS Ready Link numbers to employees' phones. Administrators assign related users to a sublist (for example, "Sales Staff"), and all of the contacts on the sublist are sent to each member's PCS Vision Ready Link Phone. Company Sublists are invisible to the users - only the Display Name and PCS Ready Link Phone Number of sublist members are sent to their phones. Employees may be members of more than one Company Sublist. If a user is assigned to more than one sublist, his or her name will still appear only once in the Company Lists of other sublist members.

This section provides an overview on how to manage your PCS Ready Link Company Sublists through the PCS Ready Link Administrator Website.

## Accessing Company Sublists

**To access Company Sublists:**

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>.
2. Enter the administrator's User ID and Password and click **Sign On**. (The **Administrator Overview** page will display.)
3. Select **Company Sublists** from the menu in the left navigation bar. (The **Company Sublists** page will display.)



## Creating Company Sublists

To create a new Company Sublist:

1. From the **Company Sublists** page, select the **Create Company Sublist** link. (The **Create Company Sublist** page displays.)

**PCS Ready Link**<sup>SM</sup> Hello

**Create Company Sublist**

sample02 | [Sign Off](#)

Name your sublist, then add contacts to it from the list below.

Sublist Name:

---

To filter the list results below, search by display name or phone number or select a letter from the alpha listing.

Search by:  Display Name  Phone Number

Show within results: [Clear Search](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Contacts			
<input type="button" value="Add checked"/> <input type="button" value="Cancel"/>			
<a href="#">Check all</a>   <a href="#">Uncheck all</a> <span style="float: right;">Showing 1 thru 5 of 5 items   Page 1</span>			
Number	Display Name	Entries	
<input checked="" type="checkbox"/> 999-555-3456	Joe Sample	14	
<input type="checkbox"/> 999-555-3567	Jane Sample	14	
<input checked="" type="checkbox"/> 999-555-4578	George Sample	14	
<input type="checkbox"/> 999-555-5793	Ella Sample	14	
<input checked="" type="checkbox"/> 999-555-9124	Thomas Sample	14	
<a href="#">Check all</a>   <a href="#">Uncheck all</a> <span style="float: right;">Showing 1 thru 5 of 5 items   Page 1</span>			
<input type="button" value="Add checked"/> <input type="button" value="Cancel"/>			

2. Enter a **Sublist Name** in the first field. (The Sublist Name must be between 1-25 characters in length.)
3. Select the check boxes next to the contacts you wish to include in the Company Sublist.
4. Click **Add checked**. (The new list will be created and the **Company Sublists** page will display.)

**Note:** The maximum number of total contacts allowed in a user's Company List is 200. If you attempt to add a user to a Company Sublist that will exceed the allotted Company List space in the user's phone, you will receive an error message.

## Managing Company Sublists

### Adding a Contact to a Company Sublist

To add contacts to an existing Company Sublist:

1. From the **Company Sublists** page (see “Accessing Company Sublists” on page 32) click on the sublist to which you wish to add a contact. (The **Edit Company Sublist** page will display.)

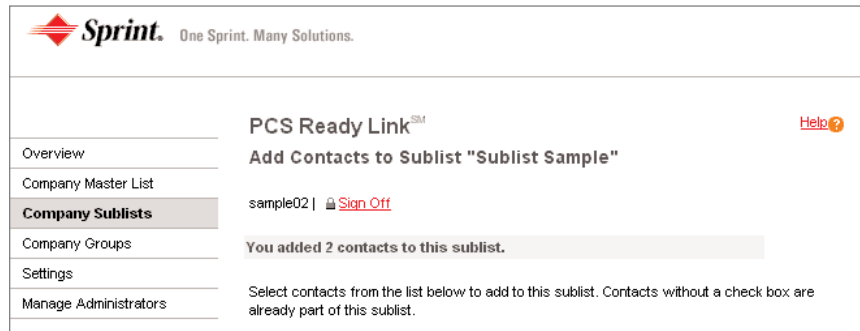
The screenshot shows the 'Edit Sublist' page for 'Sublist Sample'. The page title is 'PCS Ready Link™ Edit Sublist "Sublist Sample"'. A navigation menu on the left includes 'Overview', 'Company Master List', 'Company Sublists' (highlighted), 'Company Groups', 'Settings', and 'Manage Administrators'. The main content area shows the sublist name 'sample02' and a 'Sign Off' link. Below this, there are instructions: 'Check a box to remove that contact from the sublist. Or, make other edits using the links below.' and links for 'Add contacts', 'Rename this sublist', and 'Delete this sublist'. A search section allows filtering by 'Display Name' or 'Phone Number'. Below the search is an alpha listing 'Show: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. The 'Contacts' table has columns for 'Number', 'Display Name', and 'Entries'. It lists three contacts: Joe Sample (999-555-3456), George Sample (999-555-4578), and Thomas Sample (999-555-8124). Each contact has an unchecked checkbox. Buttons for 'Delete checked' and 'Done' are visible above and below the table.

2. Click the **Add contacts** link. (The **Add Contacts to Sublist** page displays.)

The screenshot shows the 'Add Contacts to Sublist' page for 'Sublist Sample'. The page title is 'PCS Ready Link™ Add Contacts to Sublist "Sublist Sample"'. The navigation menu is the same as in the previous screenshot. The main content area shows the sublist name 'sample02' and a 'Sign Off' link. Below this, there are instructions: 'Select contacts from the list below to add to this sublist. Contacts without a check box are already part of this sublist.' A search section allows filtering by 'Display Name' or 'Phone Number'. Below the search is an alpha listing 'Show within results: Clear Search A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. The 'Contacts' table has columns for 'Number', 'Display Name', and 'Entries'. It lists five contacts: Joe Sample (999-555-3456), Jane Sample (999-555-3567), George Sample (999-555-4578), Ella Sample (999-555-5793), and Thomas Sample (999-555-8124). The checkboxes for Jane Sample and Ella Sample are checked. Buttons for 'Add checked' and 'Done' are visible above and below the table. A mouse cursor is pointing at the 'Add checked' button.

3. Select the check boxes next to the contacts you wish to add to the Company Sublist

4. Click **Add checked**. (A confirmation will appear and the changes will be sent to all members of the sublist.)



### Renaming a Company Sublist

To change a Company Sublist name:

1. From the **Company Sublists** page, click on the sublist you wish to rename. (The **Edit Sublist** page will display.)
2. Click on **Rename this sublist**. (The **Rename Sublist** page will display.)

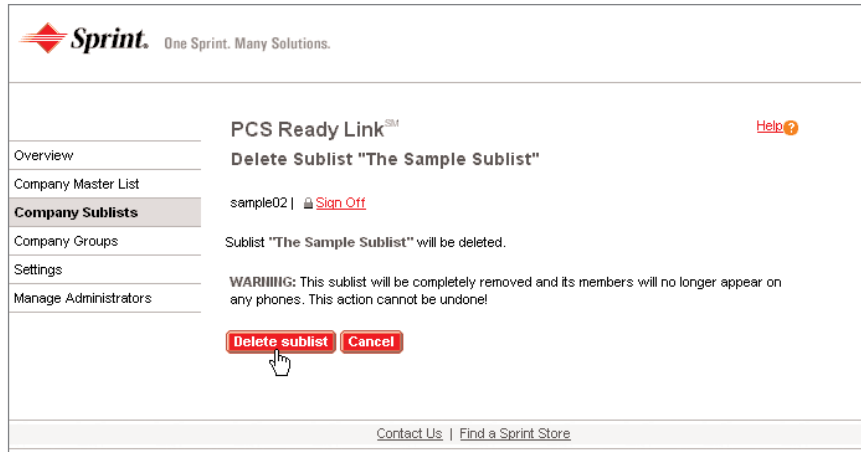


3. Highlight the text in the box and type the new name in the **New Sublist Name** field. (The Sublist Name must be between 1-25 characters in length.)
4. Click **Save**. (The new sublist name will be saved and the change will be sent to all members of the sublist.)

## Deleting a Company Sublist

### To delete a Company Sublist:

1. From the **Company Sublists** page, click on the sublist you wish to delete. (The **Edit Sublist** page will display.)
2. Select the **Delete this sublist** link. (The **Delete Company Sublist** warning page will display.)

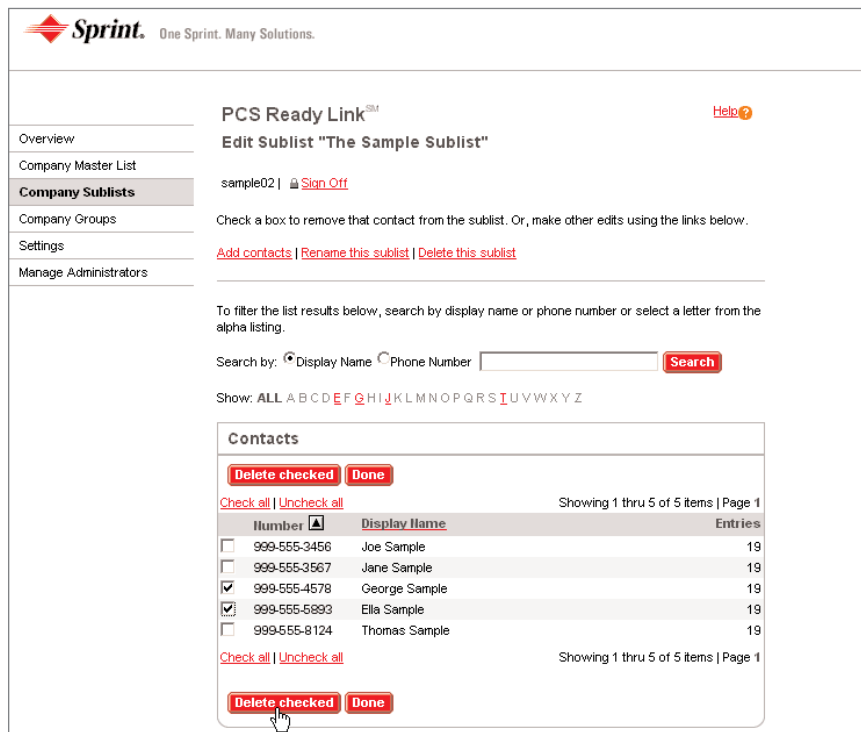


3. If you are certain you wish to delete the sublist, click **Delete sublist** to remove the selected Company Sublist. (The deleted list will be removed from the PCS Vision Ready Link Phones of the former list members.)

## Deleting Contacts From a Company Sublist

### To delete contacts from a Company Sublist:

1. From the **Company Sublists** page, click on the Company Sublist from which you wish to remove contacts. (The **Edit Sublist** page will display.)



2. Select the check boxes next to the contact(s) you wish to remove from the Company Sublist.
3. Click **Delete checked** to remove the selected member(s) from the Company Sublist. (A confirmation will appear and the contact(s) will be deleted from the list. All Company Sublist changes will automatically be sent to the PCS Vision Ready Link Phones of the affected sublist members.)



**Note:** You can also delete contacts from a Company Sublist through the **Edit Contacts** menu. See "Managing a User's List Assignments" on page 28 for details.



## Using PCS Ready Link Company Groups

### In This Section:

---

- ◆ **Accessing Company Groups**
  - ◆ **Creating Company Groups**
  - ◆ **Managing Company Groups**
- 

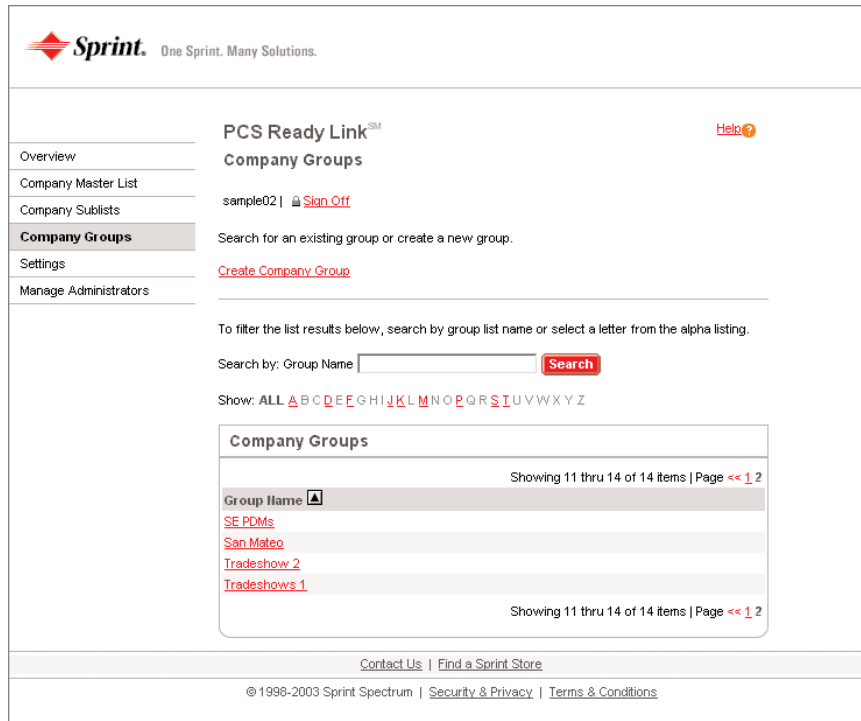
A Company Group provides a quick way for an employee to make a “one-to-many” call to all other members of a group. These administrator-created groups of up to six PCS Ready Link contacts are automatically pushed to the handsets of all members of the group, allowing users to place calls to up to five other group members simultaneously. An employee may be a member of many different Company Groups at any given time, provided his or her PCS Vision Ready Link Phone has enough storage space remaining. A Company Group can contain contacts from the Company Master List as well as contacts added manually by an administrator.

This section provides an overview on how to manage your PCS Ready Link Company Groups through the PCS Ready Link Administrator Website.

## Accessing Company Groups

**To access Company Groups:**

1. From your desktop computer, log on to the Internet and go to <http://readylink.sprintpcs.com>.
2. Enter an administrator's PCS Ready Link User ID and Password and click **Sign On**. (The **PCS Ready Link Administrator Overview** page will display.)
3. Select **Company Groups** from the menu in the left navigation bar. (The **Company Groups** page will display.)



## Creating Company Groups

The **Company Groups** page displays all the currently designated PCS Ready Link groups for your company. PCS Ready Link users may belong to more than one Company Group.

**To create a new Company Group:**

1. From the **Company Groups** page, select the **Create Company Group** link. (The **Create Company Group** page displays.)

**Sprint.** One Sprint. Many Solutions.

PCS Ready Link™ [Help](#)

Create Company Group

sample02 | [Sign Off](#)

Name your group, then add contacts to it from the list below.

Group Name:

To filter the list results below, search by display name or phone number or select a letter from the alpha listing.

Search by:  Display Name  Phone Number  [Search](#)

Show within results: [Clear Search](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

**Contacts**

[Add checked](#) [Cancel](#)

[Check all](#) | [Uncheck all](#) Showing 1 thru 5 of 5 items | Page 1

Number	Display Name	Entries
<input checked="" type="checkbox"/> 999-555-3456	Joe Sample	13
<input checked="" type="checkbox"/> 999-555-3567	Jane Sample	13
<input checked="" type="checkbox"/> 999-555-4578	George Sample	13
<input checked="" type="checkbox"/> 999-555-5793	Ella Sample	13
<input checked="" type="checkbox"/> 999-555-8124	Thomas Sample	13

[Check all](#) | [Uncheck all](#) Showing 1 thru 5 of 5 items | Page 1

[Add checked](#) [Cancel](#)

[Contact Us](#) | [Find a Sprint Store](#)

2. Enter a **Group Name** in the first field. (The Group Name must be between 1-25 characters in length.)
3. Select the check boxes next to the numbers you wish to include in the Company Group. (Company Groups must contain between 2-6 members.)

**Tip:** To locate the individuals you wish to include in the Company Group, you may either scroll through all of the available entries in the Company Master List or you may use the Administration site's Search capability. For more information, see "Searching for Entries in the PCS Ready Link Administrator Site" on page 18.

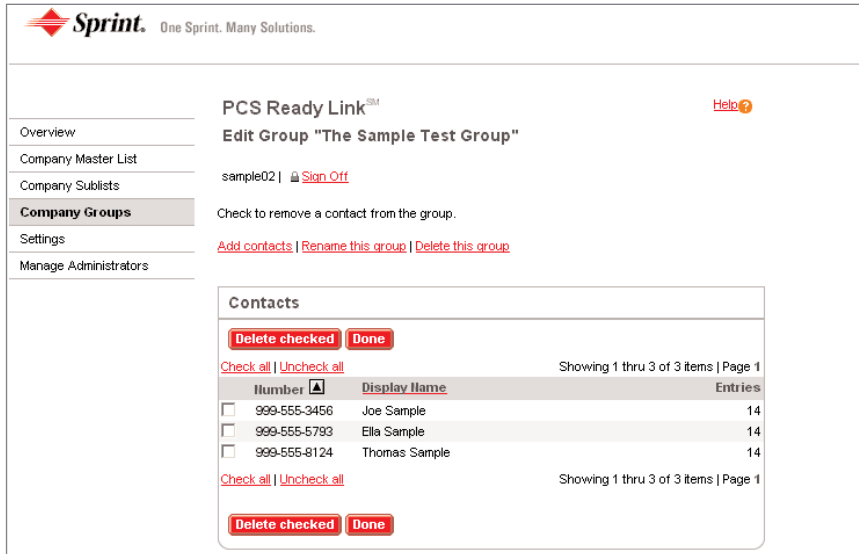
4. Click **Add checked**. (The new list will appear on the **Company Groups** page.)

## Managing Company Groups

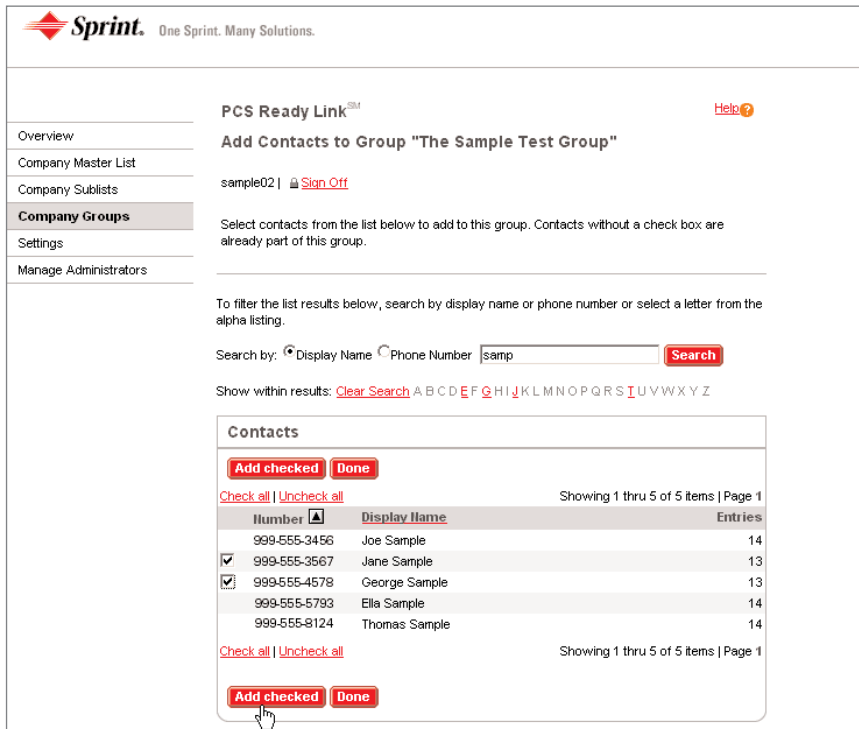
### Adding a Contact to a Company Group

To add a number to an existing Company Group:

1. From the **Company Groups** page, click on the Group Name to which you wish to add a contact. (The **Edit Group** page will display.)



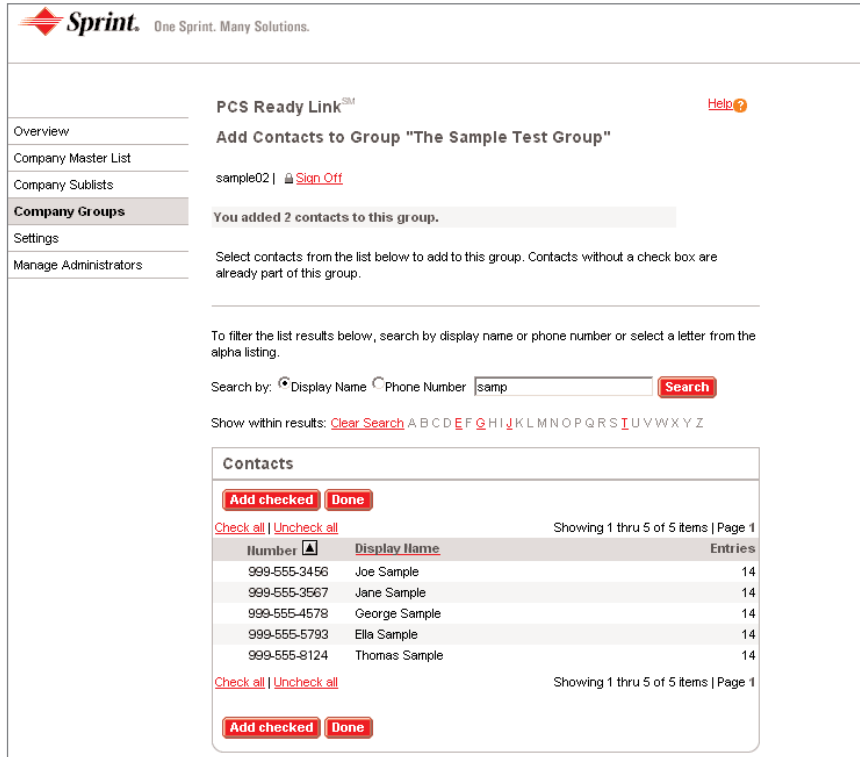
2. Click the **Add contacts** link. (The **Add Contacts to Group** page will display.)



3. Select the check boxes next to the contacts you wish to add to the Company Group. (You may add numbers until six contacts have been included in the group.)

**Note:** Check boxes will not appear next to contacts who are already members of the current group.

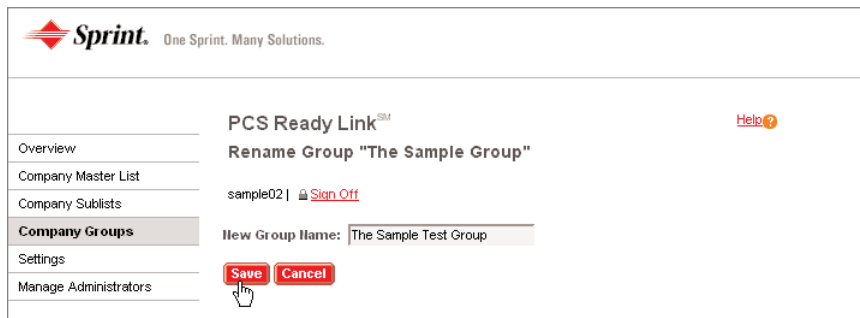
4. Click **Add checked**. (A confirmation will appear and the changes will be pushed to all members of the list.)



## Renaming a Company Group

To change the name of an existing Company Group:

1. From the **Company Groups** page, click on the Group Name you wish to rename. (The **Edit Group** page will display.)
2. Click the **Rename this group** link. (The **Rename Group** page will display.)



3. Highlight the text in the box and type the new name in the **New Group Name** field. (The Company Group Name must be between 1-25 characters in length.)
4. Click **Save**. (The Group Name will be updated and sent to all members of the group.)

## Deleting a Company Group

### To delete a Company Group:

1. From the **Company Groups** page, click on the Group Name you wish to delete. (The **Edit Group** page will display.)
2. Click **Delete this group**. (The **Delete Group** warning page will display.)

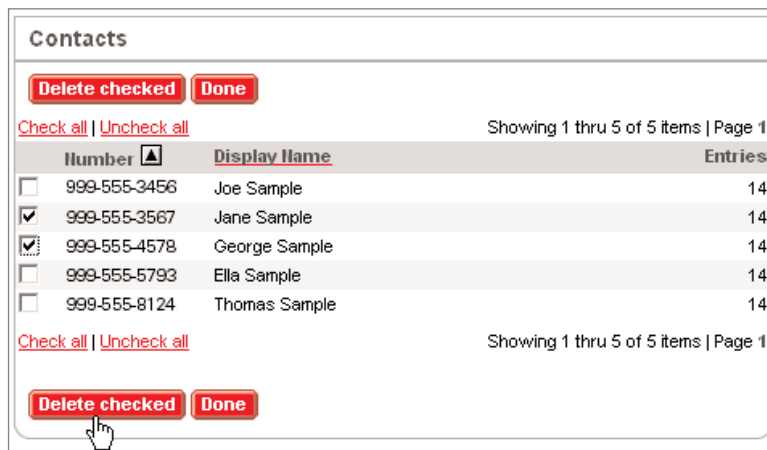


3. If you are certain you wish to delete the group, click **Delete group** to remove the selected Company Group. (The group will be deleted and removed from the PCS Vision Ready Link Phones of the former list members and the **Company Groups** page will display.)

## Deleting Contacts From a Company Group

### To delete contacts from a Company Group:

1. From the Company Groups page, click on the Group Name from which you wish to remove members. (The **Edit Group** page will display.)
2. Select the check boxes next to the contacts you wish to remove from the Company Group.



3. Click **Delete checked** to remove the selected contacts from the Company Group. (A confirmation will appear and the contact will be deleted from the list. All Company Group changes will automatically be downloaded to the PCS Vision Ready Link Phones of the affected Group Members.)

- Overview
- Company Master List
- Company Sublists
- Company Groups**
- Settings
- Manage Administrators

Help ?

### PCS Ready Link<sup>SM</sup>

#### Edit Group "The Sample Test Group"

sample02 | [Sign Off](#)

You deleted 2 contacts from this group.

Check to remove a contact from the group.

[Add contacts](#) | [Rename this group](#) | [Delete this group](#)

**Contacts**

[Delete checked](#)
[Done](#)

[Check all](#) | [Uncheck all](#)
Showing 1 thru 3 of 3 items | Page 1

Number ▲	Display Name	Entries
<input type="checkbox"/> 999-555-3456	Joe Sample	14
<input type="checkbox"/> 999-555-5793	Ella Sample	14
<input type="checkbox"/> 999-555-8124	Thomas Sample	14

[Check all](#) | [Uncheck all](#)
Showing 1 thru 3 of 3 items | Page 1

[Delete checked](#)
[Done](#)

**Note:** You can also delete contacts from a Company Group through the **Edit Contacts** menu. See "Managing a User's List Assignments" on page 28 for details.



## Index

### A

Administrator *See* PCS Ready Link Administrator

### C

Company Contact Management Tool

(definition) 2

Accessing 16

Changing Display Settings 17

Overview v

Searching for Entries 18

Signing On 8, 16

Company Groups

(definition) 2, 39

Accessing 40

Adding Contacts to 42

Creating 41

Deleting 44

Deleting Contacts From 44

Managing 42

Renaming 43

Company Master List

(definition) 2, 19

Deleting a User From 22

Sending Contacts to User Company List 25

Viewing 20

Company Sublists

(definition) 2, 31

Accessing 32

Adding a Contact to 34

Creating 33

Deleting 36

Deleting Contacts From 36

Managing 34

Renaming 35

Contact Management Tool *See* Company Contact Management Tool

Corporate-sponsored Subscribers iv, 2, 19

### D

Display Name

Changing 21

### E

Edit Contacts Page

(illustration) 24

Accessing 23

Employee-purchased Subscribers

(definition) iv, 2, 19

Deleting From Company Master List iv, 22

### G

Group Lists *See* Company Groups

### I

Illustrations (Website pages)

Add Contact 26

Add Contacts 25

Add Contacts to Group 42, 43

Add Contacts to Sublist 34

Administrator Overview v, 16

Administrator Sign-On 8, 16

Assignments for 28

Company Groups 40

Company Master List 18, 20, 21, 23

Company Sublists 32

Contacts for 27

Create Company Group 41

Create Company Sublist 33

Delete Group 44

Delete Sublist 36

Edit Contact 21

Edit Contacts 24

Edit Group 42, 45

Edit Sublist 34, 36, 37

Initial Account Created 8

Initial Account Creation 7

Manage Administrators 9, 11

Rename Group 43

Rename Sublist 35

Settings 13, 17

Telecom Manager Promotion/Demotion 12

View Assignments 28

View Contacts 27

Welcome to PCS Ready Link 6

### M

Master List *See* Company Master List

### P

PCS Ready Link

(definition) 2

Introduction 2-4

PCS Ready Link Administrator

(definition) 3, 5

Creating Additional Administrators 9

Creating Initial Administrator 6

Removing an Administrator 11

PCS Ready Link Administrator Site *See* Company Contact Management Tool

### Q

Quick Start Guide iii

### R

Ready Link *See* PCS Ready Link

Ready Link Administrator *See* PCS Ready Link Administrator

### S

Sublists *See* Company Sublists

Super Administrator

Creating a Super Administrator 10

Removing a Super Administrator 12

### W

Web Tool *See* Company Contact Management Tool

Welcome i