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Adams 248963

Adams 248963 While You Were Out Message Pads User Manual

Model: 248963

INTRODUCTION

The Adams 248963 While You Were Out Message Pads are designed to facilitate clear and concise communication of phone messages in an office or professional setting. Each pad contains 50 sheets, providing a structured format to record essential details from callers when the intended recipient is unavailable. This manual outlines the proper use and care of your message pads.

SETUP

These message pads require minimal setup. Simply remove the pad from its packaging. Place the pad in a convenient location near a telephone or communication station where messages are typically received. Ensure a writing instrument is readily available for immediate use.

OPERATING INSTRUCTIONS

To effectively use the Adams While You Were Out Message Pad, follow these steps:

1. **Date and Time:** At the top of the pad, fill in the current date and the time the message was received.
2. **Recipient:** Write the name of the person the message is for in the 'FOR' field.
3. **Caller Information:** In the 'M' field, write the name of the caller. In the 'OF' field, write the caller's company or affiliation.
4. **Contact Details:** Record the caller's phone number in the 'PHONE' field, cell number in 'CELL', and fax number in 'FAX' if applicable.
5. **Message Content:** Use the large 'Message' section to write down the details of the call or the message the caller wishes to convey. Be clear and concise.

6. **Action Required:** Check the appropriate box(es) on the right side of the pad to indicate the caller's request:

- TELEPHONED
- CAME TO SEE YOU
- RETURNED YOUR CALL
- PLEASE CALL
- WILL CALL AGAIN
- WANTS TO SEE YOU

7. **Urgency:** If the message is urgent, mark the 'Urgent' box at the top right corner.

8. **Signature:** Sign your name in the 'SIGNED' field at the bottom of the pad to indicate who took the message.

9. **Delivery:** Detach the completed message slip and deliver it to the intended recipient.

TROUBLESHOOTING

Issue: Running out of message slips.

Solution: Replace the pad with a new one. Ensure you have an adequate supply of Adams 248963 While You Were Out Message Pads on hand.

Issue: Illegible handwriting.

Solution: Encourage users to write clearly and legibly to ensure messages are understood by the recipient.

SPECIFICATIONS

Feature	Detail
Model Number	248963
Sheet Size	4.25 inches (W) x 5.5 inches (H)
Sheets per Pad	50
Color	Pink
Item Weight	2.7 pounds (for a pack of 24 pads)
Dimensions	8.5 x 5.5 x 2.3 inches (for a pack of 24 pads)
Publisher	CARDINAL BRANDS INC.

WARRANTY INFORMATION

Adams message pads are consumable office supplies. For information regarding returns or defects, please refer to the retailer's return policy or contact the manufacturer directly. Typically, consumable products do not carry an extended warranty.

SUPPORT

For further assistance or inquiries regarding Adams products, please visit the official Adams website or contact their customer service department. Contact information can usually be found on the product packaging or the manufacturer's website.

