


# How do I create a hunt group?

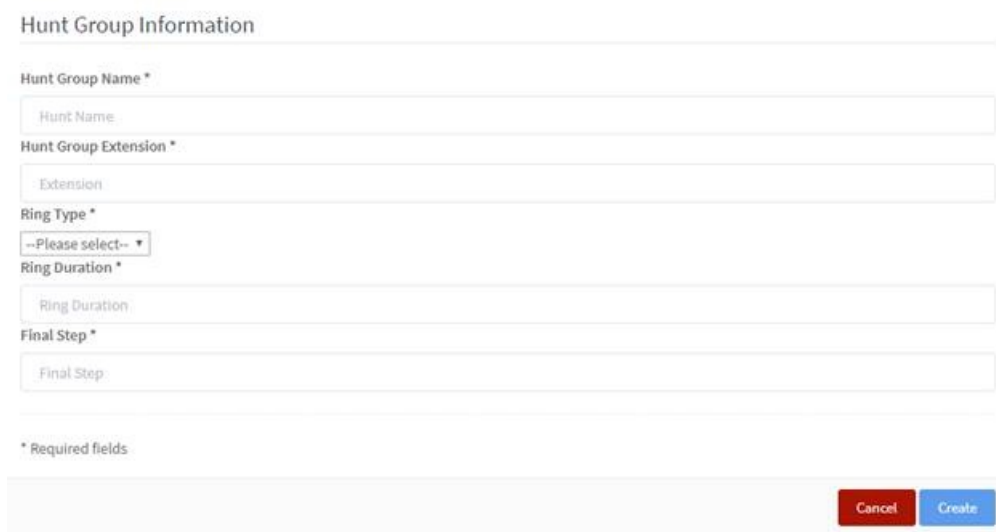
37 Fri, Feb 2, 2024 Account Administration

## Question

How do I create a hunt group?

## Answer

Pressing  will take you to the **Create Hunt Group** page. From this page you can create a hunt group. Hunt groups are used to simultaneously ring multiple users/phones when a single phone number is dialed. Additionally, hunt groups can be configured so that users/phones are sequentially rung (in a defined order) until the call is answered.



The screenshot shows the 'Create Hunt Group' form with the following fields:

- Hunt Group Name \***: A text input field with a placeholder 'Hunt Name'.
- Hunt Group Extension \***: A text input field with a placeholder 'Extension'.
- Ring Type \***: A dropdown menu with the option '--Please select--'.
- Ring Duration \***: A text input field with a placeholder 'Ring Duration'.
- Final Step \***: A text input field with a placeholder 'Final Step'.

At the bottom right of the form are two buttons: 'Cancel' (red) and 'Create' (blue). A legend at the bottom left indicates that fields marked with an asterisk (\*) are required.

<b>Hunt Group Name</b>	The given name to the hunt group being created
<b>Hunt Group Extension</b>	This should always start with 97XX (and is typically assigned by the Vantage System Administrator.)
<b>Ring Type</b>	The ring type can be set up as <b>Ring All</b> or <b>Ring Order</b> . Ring All dials all the added extensions simultaneously, while Ring Order will follow a list of extensions ringing them one at a time for the scheduled duration before proceeding to the next extension in the list.
<b>Ring Duration</b>	The amount of time each extension(s) will ring.
<b>Final Step</b>	The final step is where the call will go if no one in the hunt group answer. This can be pointed at an auto-attendant, a user's extension, or another hunt group answers the call.

Pressing ☐ for an existing hunt group will open the same page, but with all of the pre-defined parameter displayed.

## Applies To

MAXvoice  
Call Flow