How do I create a hunt group?
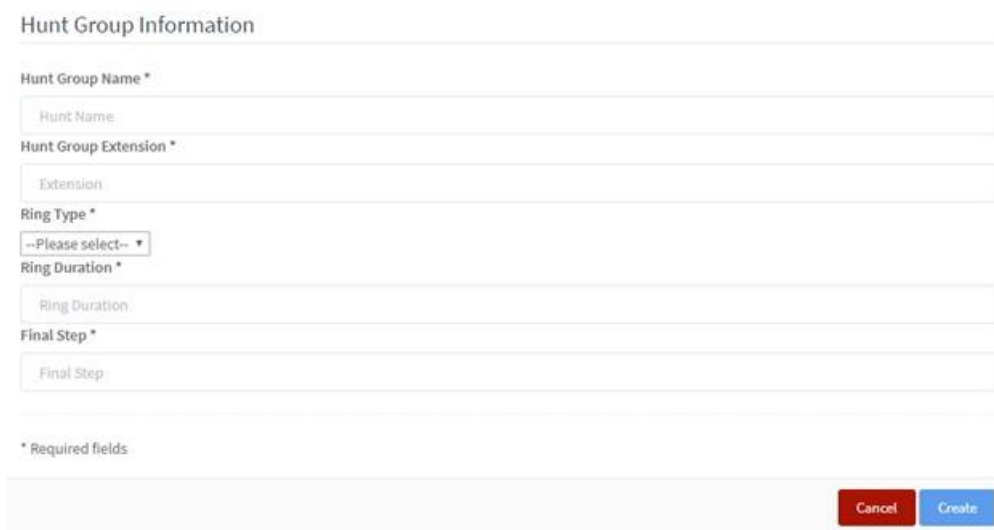
📄 37   📅 Fri, Feb 2, 2024   📁 [Account Administration](#)

Question

How do I create a hunt group?

Answer

Pressing [+ Add Hunt] 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.

Hunt Group Name	The given name to the hunt group being created
Hunt Group Extension	This should always start with 97XX (and is typically assigned by the Vantage System Administrator.)
Ring Type	The ring type can be set up as **Ring All** or **Ring Order**. 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 sccheduled duration before proceeding to the next extension in the list.
Ring Duration	The amount of time each extension(s) will ring.
Final Step	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-desfined parameter displayed.

Applies To

MAXvoice
Call Flow