

How do I create a paging group?

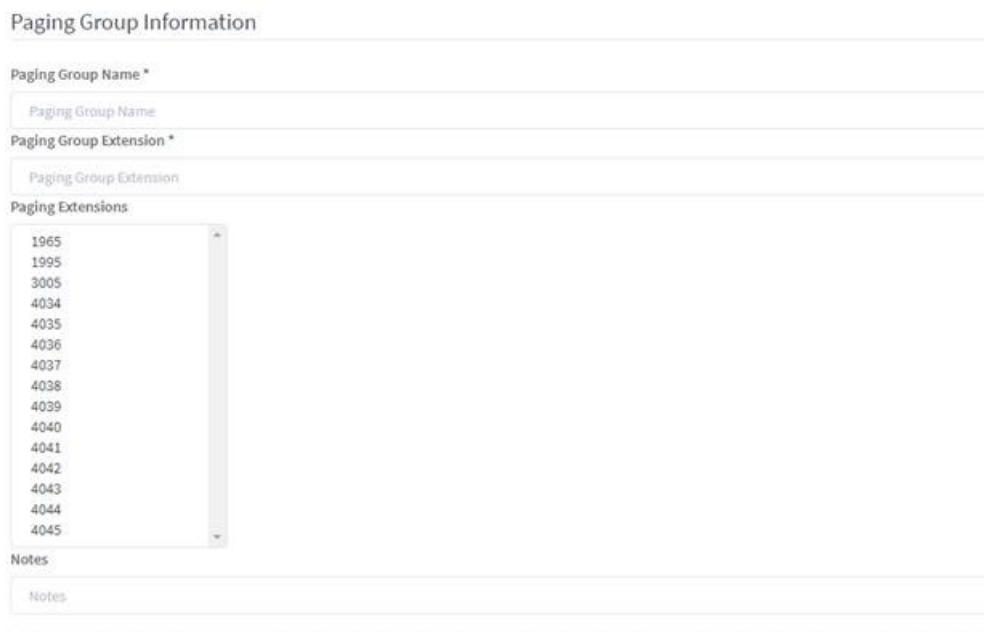
43 Mon, Feb 5, 2024 Account Administration

Question

How do I create a paging group?

Answer

The page that will open when selecting the [+ Add Paging](#) option. You will be able to enter the Paging Group Name, Paging Group Extension, select the Paging Extensions, and enter Notes.



Paging Group Information

Paging Group Name *

Paging Group Extension *

Paging Extensions:

- 1965
- 1995
- 3005
- 4034
- 4035
- 4036
- 4037
- 4038
- 4039
- 4040
- 4041
- 4042
- 4043
- 4044
- 4045

Notes

- Paging Group Name** Required field to create the name for the paging group.
- Paging Group Extension** Required field to create the extension that will be used when dialing the paging group.
- Paging Extensions** A list of extensions for inclusion in the paging group. Select multiple by holding CTRL or select multiple in a row by clicking one extension and the next while holding down SHIFT.
- Notes** Optional field to input notes regarding the paging group. Select to create the paging group. When using the [button](#) on the Paging tab, the same page will come up but with the information already populated. Changes here must be saved using the [button](#).

Applies To

MAXvoice
Call Flow