

# How do I create a paging group?

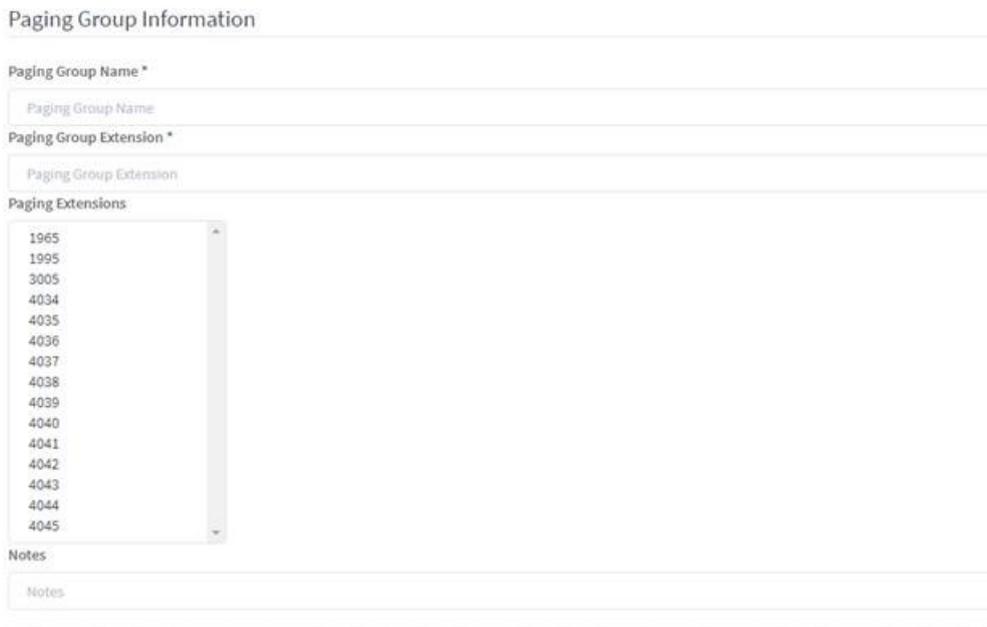
43 Mon, Feb 5, 2024 Account Administration

## 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.



The screenshot shows a form titled "Paging Group Information" with the following fields:

- Paging Group Name \***: A text input field with the placeholder "Paging Group Name".
- Paging Group Extension \***: A text input field with the placeholder "Paging Group Extension".
- Paging Extensions**: A list box containing the following numbers: 1965, 1995, 3005, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045.
- Notes**: A text area with the placeholder "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