How do I create a paging group?
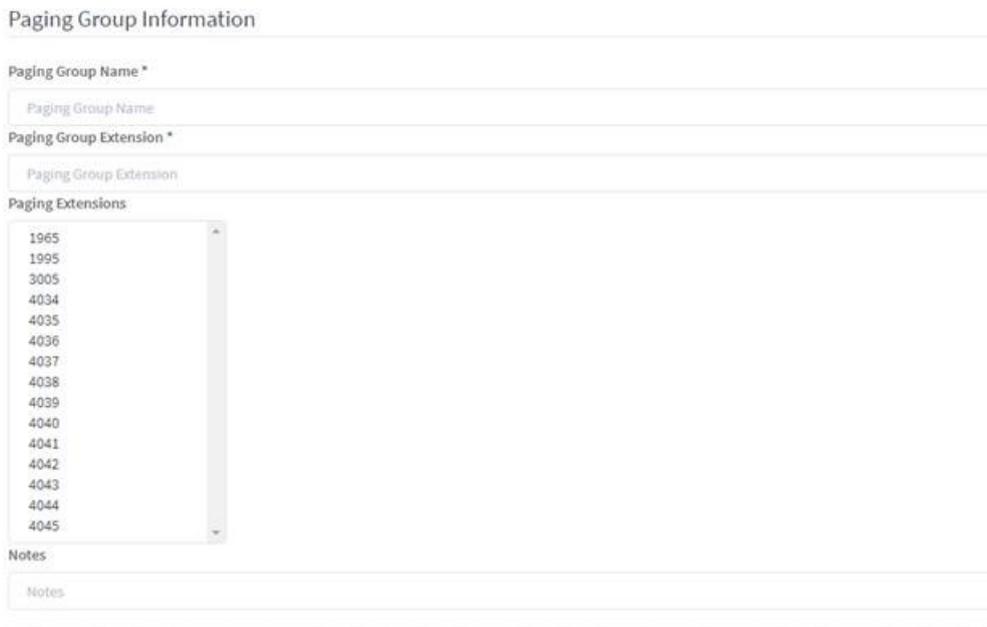
📄 43   📅 Mon, Feb 5, 2024   📁 Account Administration

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 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 [Save] button.

Applies To

MAXvoice
Call Flow