

# How do I create a paging group?

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## 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