

# 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  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.

**Name**

**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