Set Up a Paging Group

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Setting Up a Paging Group

For accounts who want to page over the phones, this is the process for setting that up.

First off make sure that you have the hunt group licenses on the customer account. To request no charge features, such as paging, please consult this previous iPECS Insights article.

Within the customer manager portal, click on Call Manager, next click on Group Settings,, and Paging Group. Click Add to create a new paging group

Company	~	My Home	User Phone Configuration	User Feature Configuration				*	
User	~	Paging Group							
Call Manager	^	· Site All Sites	~						
Group Settings	^	Paging Group List(2 Licenses)							
Pickup Group	- 1	Site	(Sroup Name	Member Count	Sender Count	Update Time		
Host croup		φ			Det let Page 1 of 1	as at 10 💌		No records to view	
Auto Attendant Call Center	ž							Add Modify Delete	

Select the site to create this paging group for, if you have multiple sites within this tenant, click the drop down to select the paging group number (01-99), name the paging group, then click Change at the bottom of the screen to add members

Paging Group
- 586 Ad 5966 V
Paging Group List (2 Lixenses)
Add Mediaty 2
Sile* Vefor Dana 🗸
Index* Et v
Green Neme * Conce 1
Reduct Lands
Marter Territoria
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Click on the box next to the users you wish to add to RECEIVE a page in this paging group, then click the arrow pointing to the left to move these users to the Member field

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menuer Senuer			
Member	Available		
Site Name. Name	Site Name.	Name	
	1 Vertical Demo	Toni One Test (100)	A
	2 Vertical Demo	Kim Mac (104)	
	3 🗹 Vertical Demo	Kim Mac 2 (105)	
>	4 /ertical Demo	Jason Stucker (106)	
	5 /ertical Demo	Rich B VVX 410 (107)	
	6 /ertical Demo	Kim Test (109)	
	7 /ertical Demo	Door Box (110)	
	8 /ertical Demo	ACD 112 (112)	
	9 🔽 Vertical Demo	Scott Feuchter (114)	
	10 Vertical Demo	Kevin Galayda (201)	*
No records to view	V		View 1 - 21 of 21
Change			

Once all your users are in the Members list, click Save (you will be asked to approve the save and then click OK to accept changes)

Member	Sender					
Membe	r			Available		
	Site Name.	Name		Site Na	me. Name	
1	Vertical Demo	Kim Mac (104)		1 Vertical	Demo Toni One Test (100)	
2	Vertical Demo	Kim Mac 2 (105)		2 Vertical	Demo Jason Stucker (106)	
3	Vertical Demo	Scott Feuchter (114)		3 Vertical	Demo Rich B VVX 410 (107)	
- 4	Vertical Demo	Kevin Galayda (201)		> 4 Vertical	Demo Kim Test (109)	
				5 Vertical	Demo Door Box (110)	
				6 Vertical	Demo ACD 112 (112)	
				7 Vertical	Demo Kevin Galayda 2 (202)	
				8 Vertical	Demo Darrell Van Wagner (203)	
				9 Vertical	Demo Darrell Van Wagner 2 (204)	
				10 Vertical	Demo Eric Caughenbaugh (205)	*
			View 1 - 4 of 4			View 1 - 17 of 17
			Change			

The screen will reset, click on the Paging Group you have created, and you will see the members you have created to RECIEVE a page in the lower part of the screen. Next click on Sender option on the grey bar to select the users allowed to MAKE a page for that group

Site		Group Name	Member	Count	Sender Count
1 🗸 Vertic	al Demo	Paging Group 1	4		5
φ				re <e 1="" of="" page=""> =: 10 🗸</e>	
Site *	Vertical Demo	\checkmark			
Index *	01	\checkmark			
Group Name *	Paging Group 1				
Member Se	nder				
Member					
	te Name	Name			
1 Ve	rtical Demo	Kim Mac (104)			
2 🗆 Ve	rtical Demo	Kim Mac 2 (105)			
3 Ve	rtical Demo	Scott Feuchter (114)			
4 Ve	rtical Demo	Kevin Galavda (201)			

Click on the box next to the users you wish to add to this paging group to be able to MAKE a page to this group (the senders do not need to be the same as the members), then click the arrow pointing to the left to move these users to the Member field

Member Sender				
Sender	A	Available		
Site Name. Name	All Group	Site Name.	Name	
		1 Vertical Demo	Toni One Test (100)	A
		2 🗹 Vertical Demo	Kim Mac (104)	
		3 Vertical Demo	Kim Mac 2 (105)	
	>	4 🗹 Vertical Demo	Jason Stucker (106)	
		5 Vertical Demo	Rich B VVX 410 (107)	
		6 🗹 Vertical Demo	Kim Test (109)	
		7 Vertical Demo	Door Box (110)	
		8 Vertical Demo	ACD 112 (112)	
		9 Vertical Demo	Scott Feuchter (114)	
		10 Vertical Demo	DN 155 (155)	-
	No records to view	•		View 1 - 24 of 24
	Change			

Once all you users are in the Sender field, click Save (you will be asked to approve the save and then click OK to accept changes)

				Availat	le		
Site Name.	Name	All Group			Site Name.	Name	
Vertical Demo	Kim Mac (104)			1	Vertical Demo	Toni One Test (100)	
Vertical Demo	Kim Mac 2 (105)		2	2	Vertical Demo	Door Box (110)	
Vertical Demo	Jason Stucker (106)			3	Vertical Demo	ACD 112 (112)	
Vertical Demo	Rich B VVX 410 (107)		>	4	Vertical Demo	Scott Feuchter (114)	
Vertical Demo	Kim Test (109)			5	Vertical Demo	DN 155 (155)	
				6	Vertical Demo	Kevin Galayda (201)	
				7	Vertical Demo	Kevin Galayda 2 (202)	
				8	Vertical Demo	Darrell Van Wagner (203)	
				9	Vertical Demo	Darrell Van Wagner 2 (204)	
				10	Vertical Demo	Eric Caughenbaugh (205)	
		View 1 - 5 c	of S				View 1 - 19 of 19
		Chang	je				

Congratulations, your paging group is ready to be tested.