

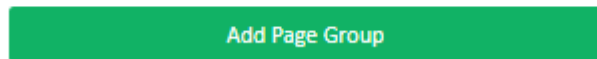
A page group is a set of extensions that can be simultaneously paged using broadcast, conferencing or a pre-recorded message. The extensions in the group will (if enabled), automatically answer the incoming page and place it on speaker. If auto-answer is disabled, the person at the extension will need to answer the call before hearing the message.

Creating a Page Group

To create a new group of extensions for paging, click the *Add Page Group* button. See the below *Configuration* section for details on the presented options.

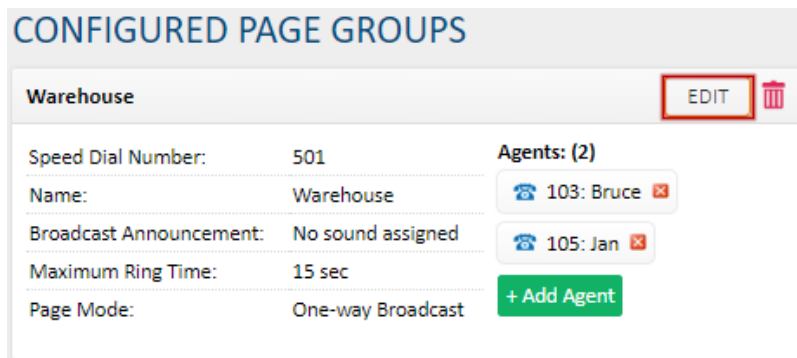
Add Page Group

Click to create a new page group to use on your Hosted PBX.



Editing an Existing Page Group

All existing page groups are show in the *Configured Page Groups* section. To edit a previously created page group, locate the target group and click *Edit* in the group's title bar.

A screenshot of the "CONFIGURED PAGE GROUPS" interface. It shows a table with one entry: "Warehouse". The entry has a title bar with "Warehouse" and an "EDIT" button (highlighted with a red box) and a trash icon. Below the title bar, there are fields for "Speed Dial Number: 501", "Name: Warehouse", "Broadcast Announcement: No sound assigned", "Maximum Ring Time: 15 sec", and "Page Mode: One-way Broadcast". To the right of these fields, there is an "Agents: (2)" section with two agent cards: "103: Bruce" and "105: Jan", each with a phone icon and a close icon. A "+ Add Agent" button is located below the agent cards.

Page Group Configuration

Enter a *Speed Dial Number*, which is the number that will be dialled from the paging handset to connect to the paging group.

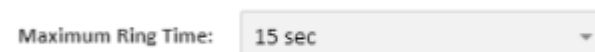
Enter a *Page Group Name* for this page group.

A form with two input fields. The first field is labeled "Speed Dial Number:" and contains the value "501". The second field is labeled "Page Group Name:" and contains the value "Warehouse".

Set the *Broadcast Announcement* to a sound recording, if you'd like this played when connecting to the page group. This list will show any sounds on your PBX, along with options to record or upload a new sound.

A dropdown menu labeled "Broadcast Announcement:" with the value "Disabled" selected.

Maximum Ring Time specifies how long the system should try to connect to any of the extensions before it hangs up. This will only apply when page auto-answer is disabled on any of the extensions in the page group.

A dropdown menu labeled "Maximum Ring Time:" with the value "15 sec" selected.

Select the *Page Mode* that should be used when paging this group.

- *One-Way Broadcast* will send the caller's audio to all devices in the page group without returning audio. This commonly used as a public address system.
- *Conference Broadcast* will connect all extensions with two way audio.
- *Record Message and Broadcast* will pre-record a message on the caller's handset, then play this to all extensions in the page group before hanging up.

Page Mode: One-way Broadcast ▾

AGENTS

Agent

- One-way Broadcast
- Conference Broadcast
- Record Message and Broadcast



AGENTS +

Agent 📞 103: Bruce ▾

Agent 📞 105: Jan ▾