Adding Extensions to Paging Groups

Once a paging group has been enabled in the **Account Preferences** section of the control panel, you must set up each extension that will be part of the paging group. Follow this guide to add an existing extension to a paging group.

1. Click Extensions in the left-hand menu.

Account #2555
Numbers
Extensions ┥
Hunt Groups
Recordings
Hold Music
Schedules
Conference Bridges

- 2. Select an extension to add to a paging group.
- 3. Locate the section titled Group Paging. (If you do not see this section click the gear icon to unhide the option.)

Receive	Group Name		
	Test	💽 🔶	
	Emergency		
Hotline De	stination:		
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- 4. Click > to expand the group paging section.
- 5. In the expanded section, click **Receive** and/or **Transmit** next to the groups that the extension should be a part of. Receive means that this phone will receive pages for that group. Transmit means that the phone can initiate paging to that group.



(i) Note on Paging Group Numbers

A **paging group number** must be assigned to the paging group! If the paging group number shows in the extension's options as **0** then a group number was not assigned. The paging group will appear selectable for the receive or transmit options for but will not persist after leaving the page. Only paging groups with a valid number (1-25) will persist.

(i) Note on Transmitting Extensions

When adding an extension to transmit for a paging group the receive option must also be selected.

6. Click the ON/OFF toggle button at the top of the section to enable paging for the extension.



7. Click outside the Group Paging section to save and close.

Related articles

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- Adding Extensions to Paging Groups
- Connecting an Algo 8301 to an Analog Paging System
- Use Cases: Algo 8301 Paging Adapter and Scheduler
- Common Paging Issues
- Getting Started Paging 101