

Setting Up Paging Groups



Max UC Configuration Guide

Creating a page group allows you to page between specific desk phones within the same corporate network.

IMPORTANT:

- This configuration guide is technical, and you may require assistance from your IT department to complete configuration of Paging Groups.
- Paging occurs using multicast functionality within your network switches. If you have a phone plugged in behind another phone (daisy-chained) or there is a small non-smart switch between your phone and the main switches, the feature will not function properly.
- Paging may not function between phones or models from different manufacturers.
- Different manufacturers and phone models have differing options and will reflect differently in the portal. The example screenshots that follow depict the options for a Mitel/Aastra 6867. A Poly Edge phone, for example, has additional options.
- Multicast Paging requires configuration in the network LAN that is outside of the scope of this guide. Consult your IT department to ensure this requirement is met, otherwise, the paging groups may not function as expected.

Configuring a Page Group

To setup a page group:

1. Log in to the Admin portal as an administrator:
 - US: <https://mymax-us.allstream.com/bg/>
 - Canada: <https://mymax-ca.allstream.com/bg/>
2. Click **Phones** under the **All Lines** section of the **Home** page or under the **All Lines** section of the menu on the left.
A list of phones displays.
3. Click the **Action** icon (A) next to the phone/number assignment you want to add to the page group and select **Configure phone** (B) from the drop-down list.



4. From the **Manage your phones** page, click **Edit** below the device you want to add to the paging group. The **Edit settings for Allstream Max UC** page displays.
5. From the list of settings, select **>Paging Groups** and then select the paging group you want to configure. The selected Paging Group area expands.

Note: Different manufacturers and phone models have differing options and will reflect differently in the portal. The example screenshots that follow depict the options for a Mitel/Aastra 6867. A Poly Edge phone, for example, has additional options.

▼ Paging Group 1		
*IP address	224.0.1.116	Reset
Port	10000	Default
*Subscribed (max 5 groups)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Reset

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Paging groups are separated by IP address and Port. The recommended default IP address and port number for Paging Group 1 are listed below.

- Default IP:** 224.0.1.116
- Default Port:** 10000

If you create more than one page group, additional groups should use a different IP address and port number. As an example, using the defaults above, a second group IP would use an IP address of 224.0.1.117 and port number 10001.

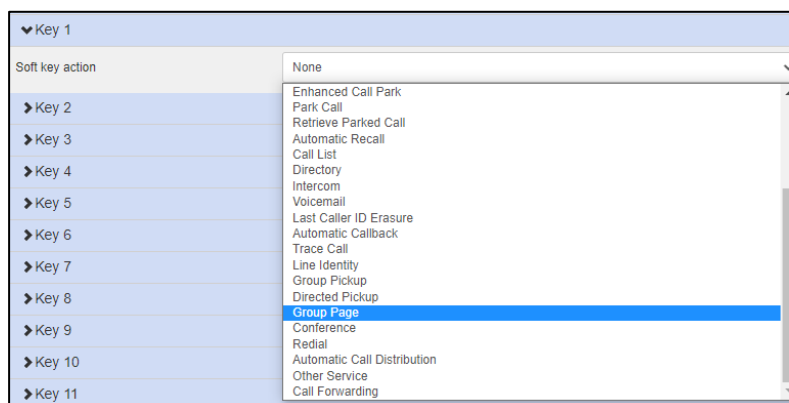
6. Next to **Subscribed**, select **Yes** to indicate that the phone is a member of the paging group.

Programming a Page Key

After you have created your page group, you must program a Page button on the phone. A Page button is configured much like a speed dial key or busy lamp button.

To program a Page button:

1. While viewing the **Edit settings for Allstream Max UC** page for a selected device, click **Programmable Keys – Top** and select an available key from the list. The selected key area expands.
2. From the **Soft key action** drop-down list, select **Group Page**.



3. Each button can be setup to point to a certain page group. From the **Group** drop-down list, select the page group to assign to the Page button and create a label to display on the phone next to the button.

*Soft key action	Group Page		Reset
Group	Page Group 1		
*Label	Sales Floor		

4. Once you've completed configuring this device, click **Save Changes** in the bottom right-hand corner of the page. Changes automatically reflect on your device overnight, or you can reboot the device to see the changes immediately.
5. Repeat this process for each device you want associated with new page group.