

# Managing Call Pickup Groups

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# Viewing Call Pickup Groups

The Call Pickup Groups page displays all of the Call Pickup Groups in your department.

**Business Group Admin Portal** Henry Jackson

**Call Pickup Groups in Department:** View All

A Call Pickup Group (CPUG) defines a group of lines (members) within a Business Group who can use Call Pickup to answer each other's incoming calls.

Move selected to: Select department Move

Delete Selected Add Group

Call Pickup Group Name	Number of Members	Department
Search for...		
<input type="checkbox"/> Office	3	None

To view Call Pickup Groups in sub-departments, select the sub-department from the drop-down list at the top of the page.

# Moving Call Pickup Groups to Another Department

To move Call Pickup Groups between departments, follow these steps:

1. Select the Call Pickup Group using the checkbox to the left of the Call Pickup Group.
2. Select the department you wish to move the Call Pickup group to using the drop-down list at the top of the page.
3. Click on the Move

# Adding Call Pickup Groups

To create a new Call Pickup Group, follow these steps:

1. Select the Department to which you want to add the Call Pickup Group.
2. Click on Add Group.
3. Enter the name of the new Call Pickup Group in the text box.
4. Click on Add.

## Add Call Pickup Group

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You can add a new Call Pickup Group. Just enter the name of the Call Pickup Group and then click **Add**.

Call Pickup Group Name:

Department:

None

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# Deleting Call Pickup Groups

To delete a Call Pickup Group, follow these steps:

1. Select the Call Pickup Group using the checkbox to the left of the Call Pickup Group.
2. Click on the Remove Selected

# Viewing and Modifying Call Pickup Groups

To view the details of a Call Pickup Group and to modify its settings, follow these steps:

1. Select that Call Pickup Group by clicking on its entry.
2. This takes you to the page for that Call Pickup Group.

## Managing Call Pick Up Group Members

The Members tab displays all the lines in this Call Pickup Group.

Business Group Admin Portal

Henry Jackson

Call Pickup Group Office in Department: None

Members Settings

Remove Selected Add Lines

Add single line:  Add

<input type="checkbox"/>	Telephone Number	Ext.	Name	Department
<input type="checkbox"/>	01132991000	1000	Anna Smith	Support
<input type="checkbox"/>	01132991001	1001	Santosh Patel	Accounts
<input type="checkbox"/>	01132991002	1002	Henry Jackson	None

## Adding lines

To add lines to the Call Pickup Group perform one of the following two operations:

1. If you know the number, enter it in the text box on the top right and click Add.
2. If you don't know the number, click on Add Lines. To select one or more lines to add, use the checkboxes to the left of the lines and click Add Selected.

Add Lines to Call Pickup Group

Select the lines by ticking the boxes and then click Add Selected.

Department: View All

☐ Telephone Number Extension Name

Search for... in any field

☐ 01132991001 1001 Santosh Patel

Add Selected Cancel

## Removing Lines

To remove a line from the Call Pickup Group, follow these steps:

1. Select the line to remove by using the checkbox to the left of it.
2. Click on the Remove Selected

# Settings

The Settings tab lets you view and change the name of the Call Pickup Group. To change the name, follow these steps:

1. Enter the new name in the text box.
2. Click Apply.