

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

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

| <input type="checkbox"/> | Telephone Number | Extension | Name |
|--------------------------|------------------|-----------|---------------|
| <input type="checkbox"/> | 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