

# 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:

<input type="checkbox"/>	Telephone Number	Extension	Name
<input type="checkbox"/>	<input type="text" value="Search for..."/>	<input type="text" value="in any field"/>	<input type="text"/>
<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