

Managing Hunt Groups (Multi Line Hunt Groups (MLHGs))

This covers Multi Line Hunt Groups (MLHG) managing settings and subscribers within these MLHGs

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Viewing Hunt Groups

The Hunt Groups page displays all of the Hunt Groups in the Business Group or department(s) that you have permission to administer.

The screenshot shows the 'Business Group Admin Portal' interface. On the left is a navigation menu with categories: Home, Groups, Hunt Groups (MLHG) (selected), Call Pickup Groups, All Lines, Users, Attendants, Group Access, Phones, Services, and Departments. The main content area is titled 'Hunt Groups in Department:' with a 'View All' dropdown menu. Below this is a descriptive paragraph: 'A Hunt Group (MLHG or Multi-Line Hunt Group) is a set of lines (members) within a Business Group, configured so that calls to the group are passed to a non-busy member of the Hunt Group, or may be added to a queue if all members are busy. Please contact us if you would like to set up a new Hunt Group.' Below the text is a 'Move selected to:' section with a 'Select department' dropdown and a 'Move' button. A table lists the Hunt Groups with columns for 'Hunt Group Name', 'Number of Members', 'Service Level', and 'Department'. At the bottom, it shows 'Licenses remaining: Basic ACD 1 of 4, Premium ACD 0 of 1'.

<input type="checkbox"/> Hunt Group Name	Number of Members	Service Level	Department
<input type="checkbox"/> Accounts Line	3	Hunt Group	None
<input type="checkbox"/> All Users	6	Hunt Group	None
<input type="checkbox"/> Operator	2	Hunt Group	None
<input type="checkbox"/> PremiumACD Demo	1	Premium ACD	None
<input type="checkbox"/> Sales Line	3	Hunt Group	None
<input type="checkbox"/> Support Line	3	Basic ACD	None

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

Moving MLHGs to another department

To move an MLHG between departments, follow these steps:

1. Select the MLHG using the checkbox to the left of the MLHG.
2. Select the department you wish to move the MLHG to using the drop-down list at the bottom of the page.
3. Click on the Move

Viewing and modifying Hunt Groups

To view the details of a Hunt Group and to modify its settings, select that MLHG by clicking anywhere on its entry on the Hunt Groups screen.

This takes you to a series of tabs for that MLHG.

Hunt Group Pilots

The Hunt Groups Pilots tab displays any pilot numbers for this Hunt Group. A pilot number is one which when called, enters this Hunt Group.

Click anywhere on a Pilot Line entry to access the CommPortal interface for this line. This allows you to carry out any configuration on the Pilot line, for example you can enable or disable the Unavailable Call Forwarding service for this line and configure the forwarding number that would be used if all your lines were unavailable, for example because there was a power outage at your site.

Hunt Group Members

This tab displays all of the lines which are members of this Hunt Group. There is an icon for each line which tells you whether each member is currently logged into this Hunt Group. Your deployment may be configured so that Hunt Groups can contain lines that are external to your Business Group.

The screenshot shows the 'Business Group Admin Portal' interface. The top navigation bar includes 'Home', 'Groups', 'Hunt Groups (MLHGs)', 'Call Pickup Groups', 'All Lines', 'Users', 'Attendants', 'Group Access', and 'Phones'. The main content area is titled 'Hunt Group All Users in Department: None' and has tabs for 'Hunt Group Pilots', 'Hunt Group Members' (selected), and 'Settings'. Below the tabs are buttons for 'Remove Selected', 'Change Positions', and 'Add Lines'. There is also an 'Add single line:' text box with an 'Add' button. A table lists the members of the Hunt Group:

Position	Telephone Number	Ext.	Name	Department	Actions	
<input type="checkbox"/>	1	01132990003	303	Alex Grant	support	Actions ▼
<input type="checkbox"/>	2	01132990010	310	Sean Gill	support	Actions ▼
<input type="checkbox"/>	3	01132990012	312	Tracy Walker	None	Actions ▼
<input type="checkbox"/>	4	01132990006	306	Chris Tonks	support	Actions ▼
<input type="checkbox"/>	5	01132990008	308	Natalie Carr	None	Actions ▼
<input type="checkbox"/>	6	01132990015	315	Marcus Child	support	Actions ▼

Adding lines

- To add lines to the Hunt Group, perform one of the following two steps:
 - If you know the number, enter it in the text box on the top right and click Add.
 - Note that if you want to add an external line to the Hunt Group, you must add it by specifying its full directory number in the text box. You cannot select from a list because this line is not a member of your Business Group.
 - You cannot add external lines to an MLHG that uses the Integrated ACD service described in 4.

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

The 'Add Lines to Hunt Group' dialog box shows instructions: 'Select the lines by ticking the boxes and then click Add Selected. Lines added to this Hunt Group are allowed to login/logout. When you add a line, it will initially be logged out.' The 'Department' is set to '24 Seven BG HPBX'. A search bar is present with a dropdown menu set to 'in any field'. A table lists lines for selection:

Telephone Number	Extension	Name	
<input type="checkbox"/>	01132990004	304	Alex Brown
<input type="checkbox"/>	01132990007	307	Ben Kearns
<input type="checkbox"/>	01132990011	311	Dave Sowerby
<input type="checkbox"/>	01132990017	317	...

Buttons for 'Add Selected' and 'Cancel' are at the bottom right.

Removing Lines

- To remove a line from the Hunt Group, follow these steps:
 - Select the line to remove by using the checkbox to the left of it.
 - Click on the Remove Selected

Changing Positions

- To change the positions of lines within the Hunt Group, follow these steps:

1. Click on the Change Positions
2. Move lines up and down using the icons.
3. Click on Apply.

Change Member Positions in Hunt Group

Use the up/down arrow icons in the Position column to change the order in which the hunt algorithm selects non-busy lines to pass incoming calls to. Click Apply when you have finished.

Position	Telephone Number	Ext.	Name	Department
1	01132990003	303	Alex Grant	support
2	01132990010	310	Sean Gill	support
3	01132990012	312	Tracy Walker	None
4	01132990006	306	Chris Tonks	support
5	01132990008	308	Natalie Carr	None
6	01132990015	315	Marcus Child	support

Apply

Cancel

Settings

The Settings tab lets you view and change various settings for the Hunt Group.

Preferences

The Preferences page allows you to rename the MLHG. To rename the MLHG, follow these steps:

1. Type the new name in the text box.
2. Click on Apply.

Hunt settings

The Hunt Settings page allows you to see the call distribution algorithm that is currently in use for this MLHG and other detailed MLHG settings.

You can also use a setting on this page to determine whether the Pilot Line's information (DN and name) is delivered as the Caller ID