Clearspan® Paging

There are two ways you can set a paging system: By setting up a special user account or by creating a paging group. Both methods are described in the following section.

Configure Paging System User

After the hardware for the paging system has been set up, the paging system must be configured as a virtual user, which you provision with specific attributes. A virtual user is a user account that corresponds to a special service or function rather than a real person. Any attributes that can be provisioned for a user can be provisioned for a virtual user. Other examples of virtual users include call centers, hunt groups, and conference bridges.

To use the paging system, a subscriber with access to the paging system virtual user dials its extension and says a message, which is then broadcast throughout the group. Access to the paging system virtual user is granted through the list configured for the paging user's Selective Call Acceptance service.

To configure the paging system, the major steps are:

- Add the virtual user.
- Configure its addresses, Incoming Calling Plan, and Outgoing Calling Plan.
- Add a time schedule (for use with the Selective Call Acceptance service).
- Assign and configure the Selective Call Acceptance service.

For details, see the following procedures.

- On the Group Profile menu page, click Users, and then click Add. The Users Add page appears.
- 2. Type a user ID, last name, and first name.
- 3. Type a calling line ID last name and first name.
- 4. Optionally, type a name dialing last name and first name.
- 5. If applicable, type a calling line ID phone number.
- 6. Assign a password.
- 7. Select a department, language, and time zone.
- 8. Optionally, select a network class of service.
- 9. Save your changes. Click **Apply** or **OK**. Apply saves your changes. OK saves your changes and displays the previous page.

Configure Addresses



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User – Addresses Page

- Select the paging user. On the Group Users page, click Edit or any item in the row corresponding to the paging user. The User – Profile menu page appears.
- 2. Click **Addresses**. The User Addresses page appears.
- 3. Select a phone number and enter an extension.
- 4. Configure an access device that supports analog phones
- (an IAD gateway, not a SIP phone).
- 5. Save your changes. Click **OK**.

Configure Calling Plans

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User – Incoming Calling Plan

- On the User Profile menu page of the paging user, in the Options list (left side of page), click Calling Plans. The Calling Plans menu page for the user appears.
- 2. Click **Incoming Calling Plan**. The Incoming Calling Plan page appears.
- 3. Check the Custom Settings box.
- 4. Check the Permitted box for Calls From Within Group.
- Select "N" on the drop-down list for Calls From Outside Group.
- 6. Clear all remaining check boxes in the Permitted column.
- 7. Click OK. The Calling Plans menu page for the user appears.
- 8. Click **Outgoing Calling Plan**. The Outgoing Calling Plan page appears.



QUICK REFERENCE GUIDE



- User Outgoing Calling Plan
- 9. Check the Custom Settings box.
- 10. Select "**N**" on the drop-down list for all call types.
- 11. Click **OK**.

Add Schedule



- On the Users Profile menu page of the paging user, click **Schedule**. The Schedule page appears.
- 2. Click **Add**. The Schedule Add page appears.
- 3. Type a name for the schedule and select Time to create a time schedule.
- 4. Click OK.
- Click Edit or any item in the row for the schedule you just created. The User – Schedule Modify page appears.
- Create an event for each day of the week when you want the pager to accept calls. For each event you want to create do the following:
 - a Click Add. The User Event Add page appears.
 - b Enter the name for the event.
 - c Select the start day, type the time (HH:MM), and select AM or PM for the start time. Select All Day Event or enter the end day, type the time (HH:MM), and select AM or PM for the end time.
 - d Configure the recurrence pattern. For Recurs, select Weekly; in Every X week(s): enter "1" end select the day of the week when you want to the pager to accept calls. When you configure Selective Call

Acceptance in the next procedures,

the paging system only accepts calls within these times.

5. Click **OK**.

Assign Selective Call Acceptance

- Select the paging user. On the Group Users page, click Edit or any item in the row corresponding to the paging user. The Users – Profile menu page appears.
- 2. Click Assign Services.
- 3. If any services appear in the User Services box, click **Remove All**.
- Assign only the Selective Call Acceptance service to the user. Click Selective Call Acceptance in the Available Services box and click Add.
- 5. Click **OK**.

Configure Selective Call Acceptance

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User – Selective Call Acceptance Add

- Select the paging user. On the Group Users page, click Edit or any item in the row corresponding to the paging user. The Users – Profile menu page appears.
- In the Options list (left side of page), click Incoming Calls. The Incoming Calls menu page for the user appears.
- 3. Click **Selective Acceptance**. The Selective Call Acceptance page appears.
- 4. Click **Add**. The Selective Call Acceptance Add page appears.
- 5. Type a description.
- 6. Select the time schedule you configured for the paging system.
- 7. Click the **Following phone numbers** button to restrict access to the paging system, to the phone numbers you specify on this page.
- 8. Leave the Any private number and Any unavailable number check boxes blank.
- 9. In the Specific Phone Numbers boxes, type the national number or extension of each user you want to be able to access the paging system.
- 10. Click **OK**. Your paging system is now ready for use.

Configure Paging Group

This method gives you more flexibility. To use this method, your group needs to have the Group Paging service authorized and assigned. When the service is authorized to your group, the maximum allowed size of a paging group is also defined for your group. A paging group is an instance of the Group Paging service and is assigned a phone number, a list of originators, and a list of targets.

Any user on the list of originators can page the group by dialing the paging group's phone number or extension. The Group Paging service then alerts all targets in the paging group and connects them into a multi-way conference with the originator. To configure a paging group, the major steps are:

- Add a paging group.
- Configure its addresses.
- Configure the list of originators and targets.
- Assign required services.
- Configure privacy settings (if applicable). For details, see the following procedures.

Add Paging Group

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- On the Group Services menu page click Group Paging. The Group – Group Paging page appears.
- 2. Click **Add**. The *Group Paging Group Add* page appears.
- 3. Enter the paging group ID and select a domain.
- 4. Enter the name and the calling line ID last and first names for the paging group.
- 5. If applicable, enter the calling line ID phone number.
- 6. Optionally, select the department.
- 7. Select a language and a time zone.
- 8. Select a network class of service.
- Specify the calling line ID to deliver when paging. Choose between the paging group ID and the ID of the user making

the call. If you select the originating user, you can enter a prefix that will be included with the calling line ID.

- 10. Specify the timeout in seconds for sending a confirmation tone to the originator. This is the time between the moment the first target answers the paging call and the announcement played to the originator to let them know that they can start talking.
- 11. Click **OK**.

Configure Addresses

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	Addresses Display and configure information such as phone number,	Call Application Policies Select Call Control Applications enabled for a user.
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	Originators Display and configure the list of subscribers who may originate	Configure user Call Policies
	pages for this paging group.	
	Targets	
	Display and configure the list of subscribers whom the pages from this group will be sent to.	n
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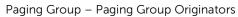
OK Apply Cancel Paging Group – Paging Group Addresses

- 1. On the Group Group Paging page, click Edit in the row of the paging group. The Paging Group – Profile menu page appears.
- 2. Select Addresses. The Paging Group Addresses page appears.
- 3. Select a phone number. An extension is automatically assigned. Modify it if required.
- 4. Enter up to three aliases.
- 5. Click OK.

Configure Originators

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- 1. On the Paging Group Profile menu page, select **Originators**. The Paging Group Originators page appears.
- 2. From the Available Originators column select the users allowed to page the group and click **Add** >. The names you selected are moved to the Assigned Originators column.
- 3. Click OK.

Configure Targets

A paging group can be included as a target in another paging group as long as it does not contain a paging group as a target itself. In other words, nesting of level one is allowed when selecting paging group targets.



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- 1. To check the paging targets capacity for your group, click Group Paging Targets Capacity on the Group – Resources menu page. The Group Paging Targets Capacity page appears displaying the maximum number of target users a paging group can have, including the targets of any nested group.
- 2. Click OK.
- 3. On the Group Services menu page, click Group Paging.
- 4. On the Group Paging page that appears, select the paging group by clicking Edit on the row for the group.
- 5. On the Paging Group Profile menu page that appears, select **Targets**. The Paging Group Targets page appears.
- 6. From the Available Targets column, select the users or paging groups that will be paged when an originator dials this paging group's phone number. Click Add >. The names you selected are moved to the Assigned Targets column.
- 7. Click OK.

Assign Services

The following services can be assigned to a paging group: Call Notify, Custom Ringback User, Privacy, Selective Call Acceptance, and Selective Call Rejection.

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		Add All >> Remove All 4	
	OK Apply Cancel		
P	aging Group	- Assign Ser	rvices

- 1. On the Paging Group Profile menu page, click **Assign Services**. The Assign Services page appears.
- 2. In the Available Services column select the services to assign and click Add >. The selected services are moved to the User Services column.
- 3. Click OK.

Configure Privacy Settings Depending on a privacy settings, the paging group may or may not be included in your group directory or be available for extension dialing from an Auto Attendant. To configure the privacy settings for a paging group, the paging group needs to have the Paging Group service assigned.	 If required, assign the Privacy service to the paging group. On the Paging Group – Profile menu page, click Privacy. The Privacy page appears. If you do not want the paging group to be listed in your group directory, check Enable Directory Privacy. 	 To disallow extension dialing to this group from the Auto Attendant, check Enable Auto Attendant Extension Dialing Privacy. Click OK.
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More Information

For details on all the available features and options, refer to the

Relevant documentation.

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