

Polycom Manual

Set to Set Paging



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Paging

01

Set to Set Paging allows your phone to be part of up to 25 separate paging groups. When a page is received, and you are not on a call, the page will play on the phones speaker. The exception is the Emergency Group, where the page will play over an active call.

You are subscribed by default to the first 5. You can unsubscribe and subscribe to/from groups in the paging configuration screen. Changes to group subscriptions are lost and reset if we need to reset your phones configuration as part of troubleshooting.

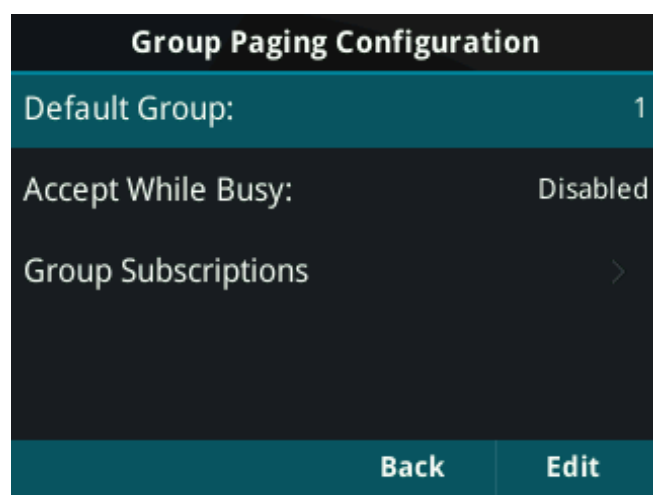


Configuring Paging

02

Go to the **Paging Configuration** screen by pressing the **Home** button and going through.

Settings > Basic > Preferences > Paging/PPT Configuration



Use the arrow keys on the phone - **OR** - touch the screen to highlight the option you want to change and touch the **Edit** button on the screen or the corresponding softkey button beneath it.

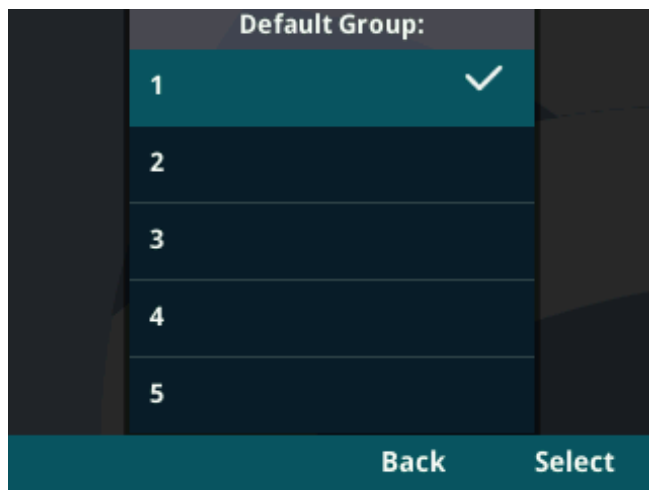


Changing the Default Group

The default group is the group that you page to by default.

1. Highlight the group you want to set as default using the arrow keys on the phone or touching the screen.

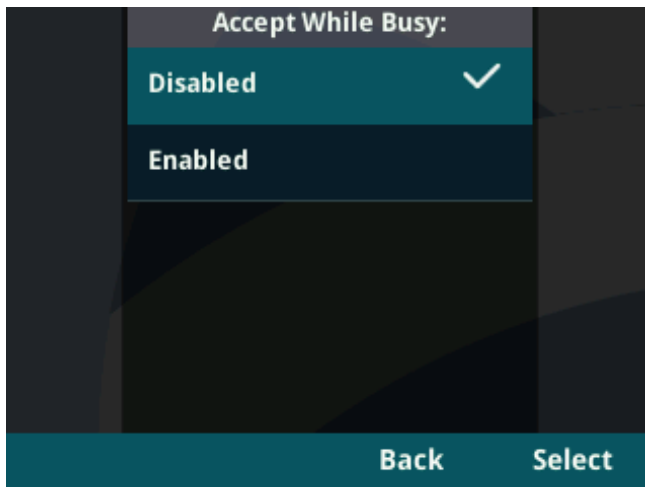
Set the default group by touching the **Select** button on the screen or the corresponding softkey button beneath it.



Change Accept when Busy

Enabling this feature will allow the phone to play a page over an active call. It is disabled by default.

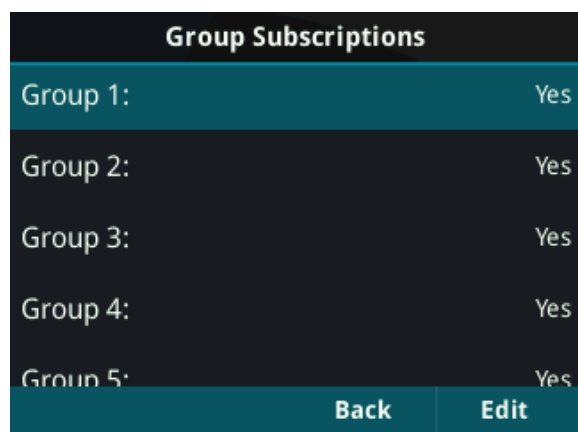
1. Highlight **Enabled** or **Disabled**. Set the mode by touching the **Select** button on the screen or the corresponding softkey button beneath it.



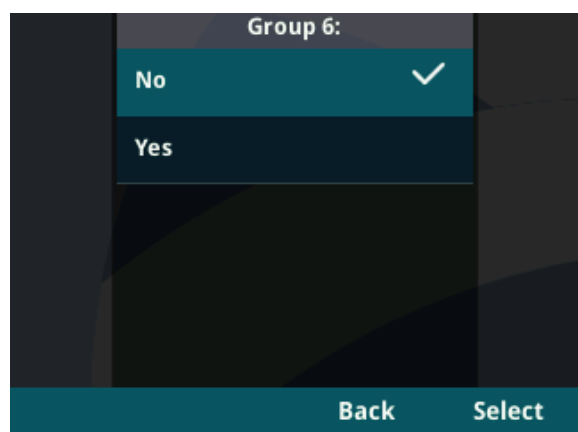
Subscribing and Unsubscribing to Pages

Being subscribed to a paging group allows you to send and receive pages to that group.

1. Highlight the group you want to subscribe or unsubscribe from. Then touch the **Edit** button on the screen or the corresponding softkey button beneath it.



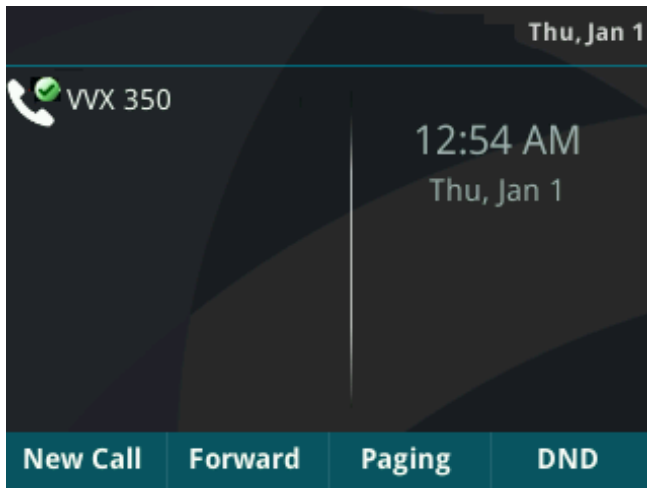
2. Select **Yes** to subscribe to the group and **No** to unsubscribe from a group. Then touch the **Select** button on the screen or the corresponding softkey button beneath it.



Placing a Page

06

1. Touch the **Paging** button on the screen or the corresponding softkey button beneath it.



2. You will be presented with a screen to select the group to page to. Select the group by highlighting it and place the page by touching the **Page** button on the screen or the corresponding softkey button beneath it.



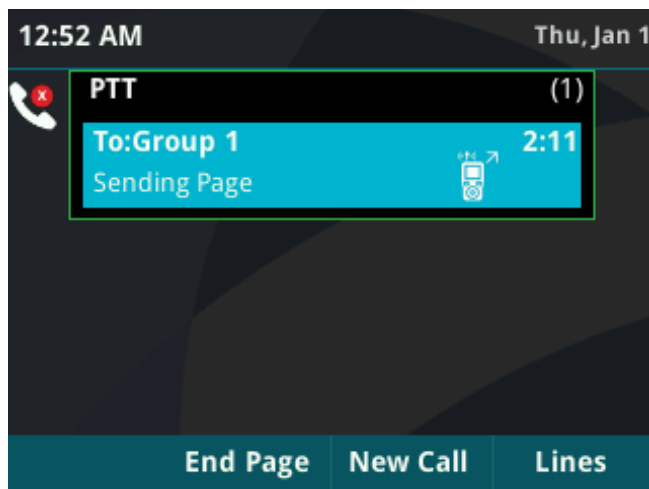
Placing a Page

06

3. The page will be placed to devices within that group. Phones not on a call will activate their speaker phones immediately (unless you changed that in the configuration)

End the page by touching the **End Page** button on the screen or the corresponding softkey button beneath it.

Sending Screen



Receiving Screen

