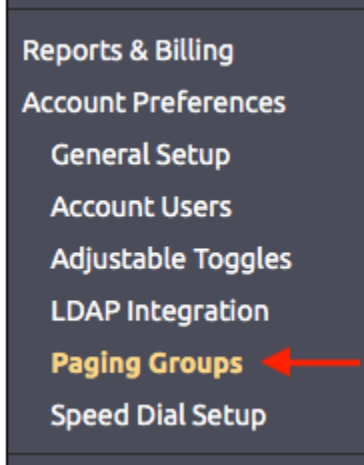


Creating Paging Groups

Your first step in using paging via Noctel Polycom and Alog device is to create a paging group in the NocTel portal.

Step-by-step guide

1. Log in to the NocTel Portal
2. Click **Account Preferences >> Paging Group** in the left-hand menu.



3. Click the blue "Create a New Paging Group" link.

[Control Panel](#) → [Account Preferences](#) → [Paging Groups](#)

Paging Groups



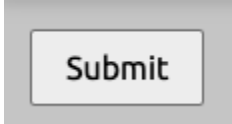
4. Complete the Paging Group Properties:

Paging Group Properties

Name of Group:	<input type="text"/>
Group Status:	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled
Quality:	High (G.722 - HD Voice) ▼
Maximum Paging Length:	5 Minutes ▼
Polycom Group:	None ▼
Multicast IP:	<input type="text" value="224.0.1.116"/>
Multicast Port:	<input type="text" value="5001"/>

- a. **Name of Group:** Give the paging group a name (Smith Middle School, Proudicon Floor, etc). This will be displayed on all phones when making a page.
- b. **Group Status:**
 - i. **Enabled:** The group is **on** and usable for paging
 - ii. **Disable:** the group is **off** and can't be used for paging
- c. **Quality:** Select between high and low quality. We recommend that you leave this on high quality for the best results.
 - i. **High:** G.722 HD voice quality (*recommended*)

- ii. **Low:** G.711 standard voice quality (available in the event you run into compatibility issues with older equipment) *(5 minutes is default)*
- d. **Maximum Paging Length:** The maximum time a page can be broadcasted. Select from 1, 2, 5, 15, or 60 minutes *(5 Minutes recommended for most use cases)*
- e. **Polycom Group:** Select the Polycom paging group that will be used for this group. You can select from 24 groups. Once the group is created Polycom phone and Algo paging devices extensions are added to groups on each extension's options page.
- NOTE: A paging group number must be assigned to the paging group!*
- f. **Multicast IP:** We recommend not changing this setting. *In most use cases no change is required here unless you are doing advance routing changes. These should only be changed with the guidance of your network administrator.*
- g. **Multicast Port:** We recommend not changing this setting. *In most use cases no change is required here unless you are doing advance routing changes. These should only be changed with the guidance of your network administrator.*
5. Click **Submit** to save the paging group.



With the group now saved, extensions can be added to the group for paging.

Editing Paging Groups

To edit an existing paging group click **Account Preferences >> Paging Group**. Click on one of the paging groups listed on the page to open its property page and make changes.

Related articles

- [Connecting an Algo 8301 to an Analog Paging System](#)
- [Use Cases: Algo 8301 Paging Adapter and Scheduler](#)
- [Common Paging Issues](#)
- [Getting Started - Paging 101](#)
- [Using the Paging Feature](#)