

#### Feature Description

**Instant Group Call** allows creation and management of groups of users that can be called simultaneously for a conference call. Instant Group Call is available with the VoiceManager Anywhere package and the IP Centrex service.

#### Solution

Easily create and manage groups of users that can be called simultaneously for a conference call. Instant Group Call can also be combined with the Push-to-Talk feature to deliver Intercom functionality for IP Centrex Customers.

#### Setup

#### Create an Instant Group Call Group

**Advanced Call Settings**  
**Instant Group Call** OFF

Select whether to dial by extension, phone number or both. Then, enter a group name and select the account and time zone. You can add up to 20 phone numbers for an Instant Group Call.

\* = Required

#### General Group Settings

\* **Instant Group Name:**

**Dial by:**  Telephone Number  Extension  Telephone Number and Extension

\* **Phone Number:**  ?

**Extension:**  ?

**Instant Group ID:** 20130415112228444@coxbusiness.com

**Time Zone:** (GMT-05:00) (US) Central Time

#### Instant Group Call Numbers

Enable Maximum Call Time for Unanswered Calls  Minutes ?

Phone Number	Manage
<input type="text"/>	<a href="#">Remove</a>
<input type="text"/>	<a href="#">Remove</a>

[Add Another number](#)

If an account is selected, account administrators will also be able to manage this Instant Group Call, and it will follow the Account Settings for the Incoming Calling Plan. If no account selection is made, only the profile owner can manage this Instant Group Call, and it will follow the Group Settings for the Incoming Calling Plan.

**Account:**

#### Incoming Calling Plan

You can customize the Incoming Calling Plan for this Instant Group Call by selecting "Custom Settings" and specifying your settings. To review the Incoming Calling Plan for your group or account, visit the Incoming Calling Plan feature page.

**Incoming Calling Plan:**

1. Log in to **VoiceManager MyAccount**.
2. Click the **VoiceManager Tools** menu in the left navigation bar.
3. Click the **Advanced Call Settings** tab.
4. Under the **Team Calling** section, click the **Instant Group Call** link.
5. To create or add a group, click the **Add Instant Group Call Group** link.
6. Enter a description in the **Instant Group Name** field.
7. Click the appropriate radio button to choose whether to **Dial by Telephone Number, Extension, or both Telephone Number and Extension**.

Click the **Phone Number** drop-down menu to select the number for the group. *The **Extension** automatically matches the last four digits of the phone number, but you can edit it to any four-digit number.*

*The **Instant Group ID** is populated based on phone number and extension.*

8. Click the **Time Zone** drop-down menu and select the correct time.
9. Click the checkbox if you would like to **Enable Maximum Call Time for Unanswered Call** and enter a maximum number of minutes.
10. Click the **Add Another Number** link and enter up to 20 phone numbers for an Instant Group Call.
11. Click the **Clear** or **Remove** link to delete phone numbers from the list.

*If you select an **Account** from the drop-down menu, Account Administrators can also manage this **Instant Group Call** group and it will follow the Account Settings for the **Incoming Calling Plan**. If no account is selected, only the Profile Owner can manage this **Instant Group Call** group and it will follow the Group Settings for the **Incoming Calling Plan**.*

12. Click the **Incoming Calling Plan** drop-down menu and select **Custom Settings** or **Group Settings**.

*Choose **Custom Settings** to customize the **Incoming Calling Plan** for this **Instant Group Call** group; otherwise, choose the **Group Settings**.*

13. Click the **Save and Return** button to save your changes and return to the previous screen.

**Result:** A message Indicates your **Instant Group Call** added successfully.

#### Activate, Edit, Delete an Instant Group Call Group

**Instant Group Call Groups**

Listing 1 Instant Group Call Groups

On	Name	Phone Number	Ext	Account	Manage
<input checked="" type="checkbox"/>	Test	2252138726			<a href="#">Edit</a> <a href="#">Delete</a>

[Add Instant Group Call Group](#)

[Cancel](#) [Save](#)

1. Log in to **VoiceManager MyAccount**.
2. Click the **VoiceManager Tools** menu in the left navigation bar.
3. Click the **Advanced Call Settings** tab.
4. Under the **Team Calling** section, click the **Instant Group Call** link.
5. Select the **On** check box next to the **Instant Group Call** group you want to activate.
6. Click the **Edit** or **Delete** link to change or remove an existing group.
7. Click the **Save** button.