

Phone Map Members

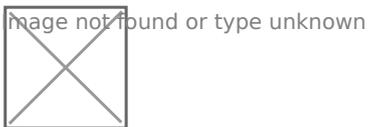
Overview

The **Phone Map Members** screen is similar to the **Hunt Group Members** screen in which all it is a screen dedicated to adding the actual **Phone Map Members** to.

- [Group Selection](#)
- [Adding New Phone Maps](#)
- [Removing a Phone Map Group Member](#)

Group Selection

When you are modifying **Phone Map Members** you do so by selecting an appropriate **Phone Map Group**. Before editing a **Phone Map Group** and its **Phone Map Members** ensure you have a proper group selected by selecting one from the drop down menu labeled **Select Phone Map Group**, which is at the top left hand corner of the **Phone Map Members** screen. The **Phone Map Group** in the drop-down is referenced by its **Phone Map Group Name** as well as **ID**, which was setup in the **Phone Map Group** screen.



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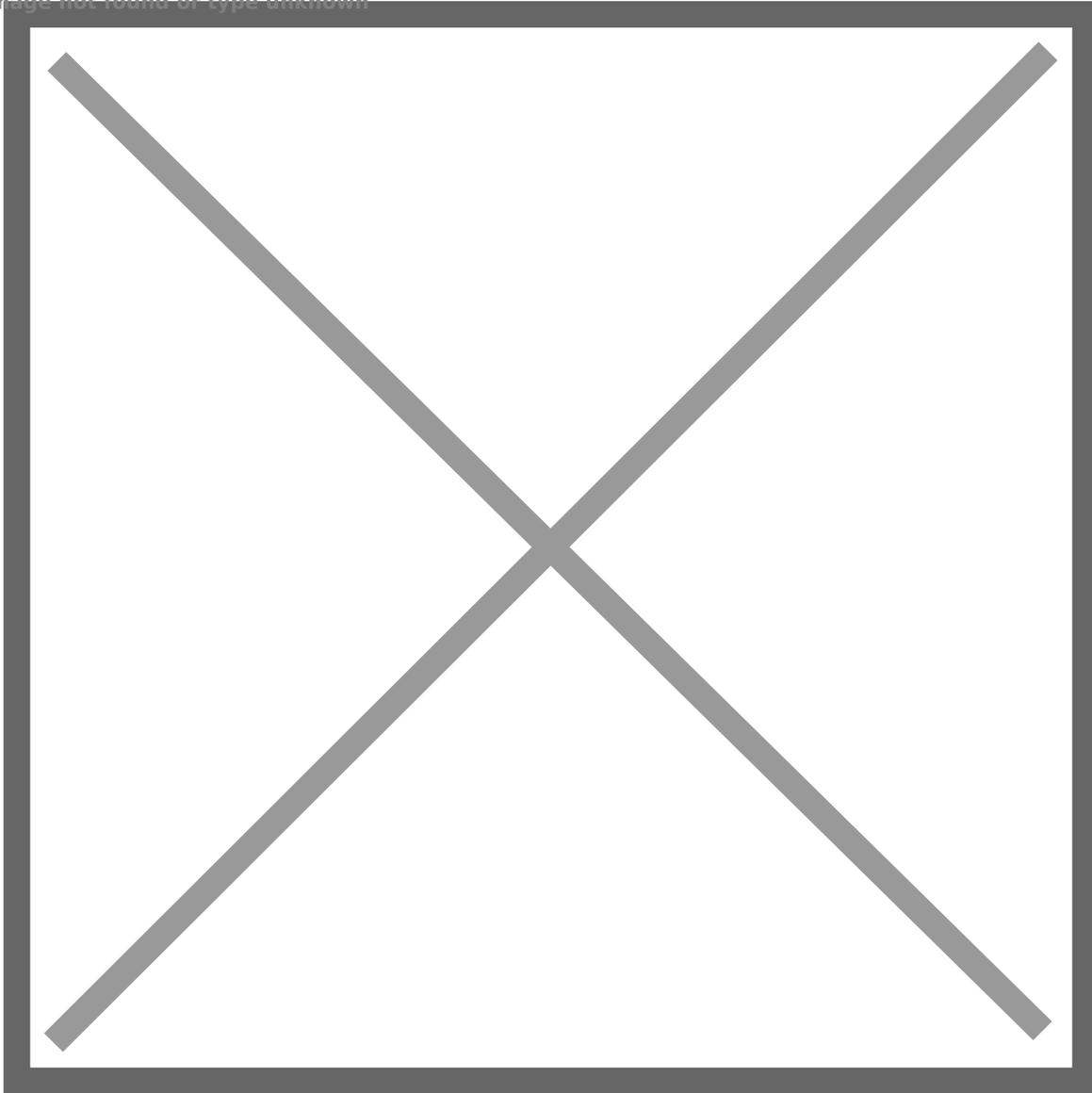
Adding New Phone Maps

Start by navigating to the **Phone Map Members** screen via the **Navigation Panel**. Select a **Phone Map Group** from the drop down menu following the instructions according **Group Selection**. Next click the **New Phone Map** button, choose a name and an appropriate number

(external, internal, local, depending on the **Phone Map Group's Class of Service**).

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When you are satisfied click **Save New Phone Map** otherwise click cancel. You will see a message stating **Changes Saved** if the number has saved successfully.

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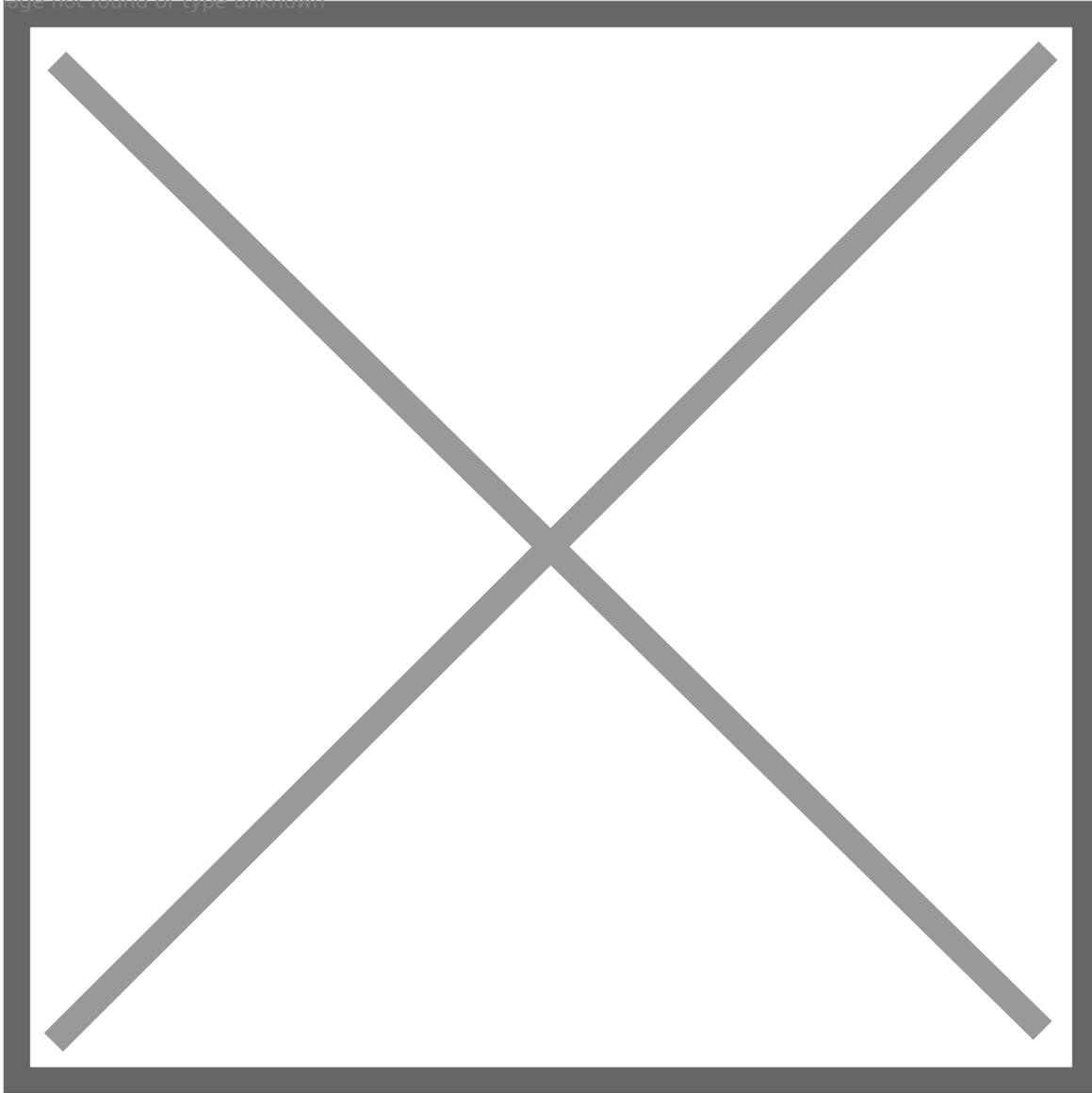


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Repeat the previous steps until you are satisfied. You are able to have an unlimited amount of phone maps added to a **Phone Map Group** however the phone maps are designed for a 1 to 1 configuration, meaning only one number can be active at a time. If you wish to use multiple numbers in a phone map group, you should use a **Hunt Group** instead.

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To enable/disable a number, click on the row you wish to modify. Afterwards, check the box to enable or disable the phone map group member. When you're finished click **Save**, you should see a message stating **Changes Saved** after.

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Repeat the previous steps as necessary to ensure that only one phone map member is **enabled**, while the others are disabled. This is indicated by a Yes (for enable) or No (not enabled) in the **Enabled** column.

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Removing a Phone Map Group Member

Start by navigating to the **Phone Map Members** screen via the **Navigation Panel**. Select a **Phone Map Group** from the drop down menu following the instructions according **Group Selection**. Find the **Member** you wish to delete, then simply click on the red X in the **delete** column.

A confirmation pop up will appear confirming your selection. If you wish to delete click **OK**, you will see a message stating **Changes Saved**, if this is not the entry to wish to delete click **Cancel**, to return to the screen. Afterwards, ensure that an appropriate **Member** in the PhoneMap Group is enabled, this will be up to your organizations needs. If you do not enable a member after deleting a member that has been previously enabled (such as the example here), then this **Phone Map Group** will not have an active member available to receive calls. If however, you simply deleted a member that is disabled while another remains enabled, no further action is necessary.

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Revision #3

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