

# Ring Groups

## Description:

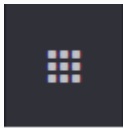
This article will show you how to do the following.

- Create a User Ring Group

## Methods:

### ▼ Create User Ring Group

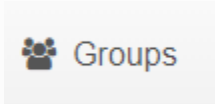
1. **Login to the Audian Portal.**
2. Click the **9 square button** at the top right of the screen.



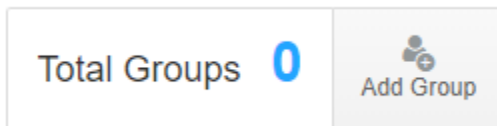
3. Click on the **Smart PBX** app.



4. Select **Groups** from the left.



5. Click **Add Group** at the top.



6. Enter a **Group name** and **Extension**.

Name this group  Extension   [Find one](#)

- **Note:** Clicking **Find One** will show you a list of existing extensions already assigned to the account.

7. Drag and drop the preferred Users from the **Available** field into the **Selected Users** field.

Available Users

Test 3
Test Account

Selected Users

Grandstream GPX2140
GXP1625 Demo

8. Click **Create Group** to save your changes.

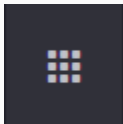


9. The ring group has been created.

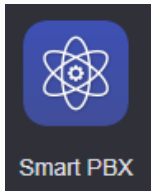
Group Settings	Members	Extension	Phone Numbers	Group Features
Test Group	2	555	None	None

#### Manage Ring Groups

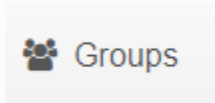
1. **Login to the Audian Portal.**
2. Click the **9 square button** at the top right of the screen.



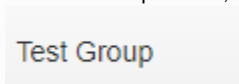
3. Click on the **Smart PBX** app.



4. Select **Groups** from the left.




5. From the Groups menu, click the name field of the group.



6. From here you can, Rename, Delete, or change the number of attempts the group will be dialed. Make sure to click **Save Changes** as needed.

Name


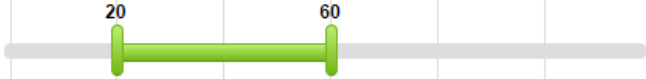
Dialing repeats

 Delete Group [Cancel](#) [Save Changes](#)

7. Clicking the **Members** field will allow you to adjust what order and for how long a user is rang. Make sure to click **Save Changes** as needed.

[Distribute](#)

0 Sec 20 Sec 40 Sec 60 Sec 80 Sec 100 Sec  ?

Grandstream GPX2140		<a href="#">Remove</a>
GXP1625 Demo		<a href="#">Remove</a>

[+ Add User](#) [Cancel](#) [Save Changes](#)

8. Clicking the **Extensions** field will allow you to add or remove extensions as needed. Make sure to click **Save Changes** as needed.

[Un-assign](#)

[+ Add Extension](#) [Cancel](#) [Save Changes](#)

9. Clicking the **Phone Numbers** field will allow you to assign a direct phone number to the group. Make sure to click **Save Changes** as needed.

There are currently no number assigned to this group.

[+ Add from Spare Numbers](#) [Buy Numbers](#) [Cancel](#) [Save Changes](#)

10. Clicking the **Features** field will allow you to enable and disable Group level features.

