

How Administrators Set up Push To Talk














The Push to Talk feature allows Users to call each other and have the call answered automatically (depending on the Auto Answer setting), either as a one-way call, or a two-way call, providing a point-to-point intercom functionality between two phones within the same group.

Push To Talk is configured at the User level either by an Administrator or End User.

Note: A User can configure Push To Talk by logging in to the Voice Manager, and selecting **Settings>Advanced Configuration** (Voice Administration). Push To Talk is located on a User's **Calling Features** page under **Call Control**.

To get started:

1. Log in to the Customer Portal (<https://my.megapath.com>)
2. Select **Voice** under **Services**
3. Select **Manage Now**
4. From the **Users** dropdown, select the User you wish to modify from the dropdown
5. On the **Calling Features** page, locate **Push to Talk** under **Call Control**.

Call Control	
 Barge-in exempt	<input checked="" type="radio"/> On <input type="radio"/> Off
 BroadWorks Anywhere	6 number(s) configured View Add
 Call Recording	Record Call: <input checked="" type="radio"/> On <input type="radio"/> Off
 Call Transfer	Edit
 Call Waiting	<input checked="" type="radio"/> On <input type="radio"/> Off
 Directed Call Pickup with Barge-in	Warning Tone: <input checked="" type="radio"/> On <input type="radio"/> Off
 Hoteling Guest	<input type="radio"/> On <input checked="" type="radio"/> Off Edit No host associated
 Hoteling Host	<input checked="" type="radio"/> On <input type="radio"/> Off Edit No guest associated
 Music On Hold	<input checked="" type="radio"/> On <input type="radio"/> Off
 Push to Talk	Auto-Answer: <input type="radio"/> On <input checked="" type="radio"/> Off Edit
 Remote Office	<input type="radio"/> On <input checked="" type="radio"/> Off  <input type="text"/>
 Shared Call Appearance	Service is Off View Edit

How to Configure

1. Select **Auto Answer**; select from “On/Off”.
2. Click **Edit** to display the **Push To Talk** page (see below).
3. **Outgoing Connection Type**; select **One Way** or **Two-way**.
4. **Access List**; Select from:
 - a. Allow calls from only the users selected below.
 - b. Allow calls from everyone except the users selected below.
5. **Available Users**; Use search criteria to display Available Users.
6. Select from the **Available Users** list, and move them using **Add/Add All buttons** to the **Selected Users** list.
7. Click **Save**.

The screenshot shows a web-based configuration window titled "Push to Talk". It contains several settings and user management sections:

- Auto-Answer:** Radio buttons for ☐ On and ☒ Off.
- Outgoing Connection Type:** Radio buttons for ☒ One-Way and ☐ Two-Way.
- Access List:** Radio buttons for ☒ Allow calls from only the users selected below and ☐ Allow calls from everyone except the users selected below.
- Search Section:** Includes a "Group ID:" dropdown menu (set to "All Groups"), a "Department:" dropdown menu (set to "Any"), and input fields for "Last Name:" and "First Name:" with a "Search" button.
- User Management:** Two large empty rectangular boxes labeled "Available Users" and "Selected Users". Between them are four buttons: "Add >", "< Remove", "Add All >>", and "<< Remove All".
- Footer:** "Cancel" and "Save" buttons.

How to Use Push to Talk

To originate a Push to Talk call on your telephone dial * followed by the two-digit feature access code that has been assigned for this service. You can activate this service by dialing star (*) and the assigned two-digit code, followed by the number you wish to call.



Users can view the **Feature Access Code** (FAC) list by selecting the **Utilities** tab. The codes are to the left of Push to Talk and are preceded by an *, which must be dialed first.

Administrators can view the Feature Access Codes on the **Group Services** tab.