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**.

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**.

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.