



# Managing Caller Groups

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## About Caller Groups

By creating a caller group, you can apply one rule to multiple callers without having to recreate the rule several times. Caller groups contain multiple entries from your contacts list and the Cisco Unity Connection directory.

Using groups can help you organize callers in a number of ways. For example, you could create a caller group of your top-priority clients and co-workers. To ensure that these callers can reach you when you are in meetings, you would create a rule set with one rule that transfers calls from anyone in the group to your mobile phone during your meeting times and a second rule that transfers other calls to voicemail.

The following types of callers can be members of caller groups:

<b>Contacts</b>	Callers who are entered in your contacts list.
<b>Administrator-defined contacts</b>	Callers who are in the Connection directory but who are not enabled to use Connection features and do not have a voice mailbox.
<b>Connection users</b>	Callers who are in the Connection directory, have a voice mailbox, and are enabled to use Connection features.



**Note** When a caller group contains a caller who is listed in the Cisco Unity Connection directory and the caller is later removed from the system by your Connection administrator, the caller will also be removed from your caller group.

### Related Topics

[Creating Caller Groups, on page 2](#)

# Creating Caller Groups

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- Step 1** In the Personal Call Transfer Rules web tool, from the Caller Groups menu, select **View Caller Groups**.
- Step 2** On the Caller Groups page, select the **New Caller Group** icon below the menu bar.
- Step 3** On the Caller Group page, enter a name for the caller group, and select **Save**.
- Step 4** Select **Add Members**.
- Step 5** On the Find Contacts page, select the applicable tab, depending on whether you want to search the list of users in the Connection directory or in your contacts list.
- You may be able to search for both users and administrator-defined contacts in the Connection directory. Administrator-defined contacts are indicated by an asterisk (\*) next to the name in the search results list.
- Step 6** Fill in the fields, as applicable to your search, and select **Find**.
- Step 7** Check the check box next to the name to add the contact or user to the caller group.
- Step 8** Select **Add Users** or **Add Contacts**, as applicable. Connection adds the contact to the caller group and returns to the Caller Group page.
- Step 9** Repeat Step 4 through Step 8 to add any additional users or contacts.
- Step 10** On the Caller Group page, select **Save**.
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## Related Topics

[About Caller Groups](#), on page 1

# Adding Callers to Caller Groups

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You can add members to a caller group at any time.

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- Step 1** In the Personal Call Transfer Rules web tool, from the Caller Groups menu, select **View Caller Groups**.
- Step 2** On the Caller Groups page, select the caller group name.
- Step 3** On the Caller Group page, select **Add Members**.
- Step 4** On the Find Contacts page, select the applicable tab, depending on whether you want to search the list of users in the Connection directory or your contacts list.
- You may be able to search for both users and administrator-defined contacts in the Connection directory. Administrator-defined contacts are indicated by an asterisk (\*) next to the name in the search results list.
- Step 5** Fill in the fields, as applicable to your search, and select **Find**.
- Step 6** Check the check box next to the name to add the contact or user to the caller group.
- Step 7** Select **Add Users** or **Add Contacts**, as applicable. Connection adds the contact or user to the caller group and returns to the Caller Group page.
- Step 8** On the Caller Group page, select **Save**.
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## Deleting Callers from Caller Groups

You can remove members of a caller group at any time.

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- Step 1** In the Personal Call Transfer Rules web tool, from the Caller Groups menu, select **View Caller Groups**.
  - Step 2** On the Caller Groups page, select the caller group name.
  - Step 3** On the Caller Group page, check the check box next to the name of the caller you want to delete. You can check multiple check boxes to delete more than one caller at a time.
  - Step 4** Select **Delete Selected**.

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### Related Topics

[Deleting Caller Groups](#), on page 3

## Changing the Names of Caller Groups

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- Step 1** In the Personal Call Transfer Rules web tool, from the Caller Groups menu, select **View Caller Groups**.
  - Step 2** On the Caller Groups page, select the caller group name.
  - Step 3** On the Caller Group page, change the name of the group in the Name field.
  - Step 4** Select **Save**.

## Deleting Caller Groups

You cannot delete a caller group if it is used by a rule. Delete the caller group from the rule first, then delete the caller group.

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- Step 1** In the Personal Call Transfer Rules web tool, from the Caller Groups menu, select **View Caller Groups**.
  - Step 2** On the Caller Groups page, check the check box next to the group that you want to delete. You can check multiple check boxes to delete more than one group at a time.
  - Step 3** Select the **Delete Selected Rows** icon below the menu bar.

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### Related Topics

[Deleting Callers from Caller Groups](#), on page 3

[Changing Rules](#)

