Closing early for Christmas?

Here's a quick guide from Magnet on how to record your Christmas out of office message, how to activate it and deactivate when you're back in the office.

STEP 1. To record your Christmas out of office message:

(To have full access to the messaging system, your extension will need to have Operator Functionality. Your system administrator can enable this for you. If you do not have administrator access to the PBX please see your Magnet Voice Welcome Pack that was emailed to you on sign up for login details. Please scroll to the end to see how to enable Operator Functionality)

1. Select Menus

2. Scroll down to Auto-Attendant Setup and press Select

3. Select an empty slot labelled Attendant Msg. X

4. Select Record

5. Select record again and begin to record your message

6. Press Replay to listen to your recorded message

7. Press Accept or reject to start the recording process again.

Your Christmas message is now saved (**Auto-Attendant Msg. X**)

Next thing to do is to forward your business phones number(s) to this Christmas message

A: If the main phone line rings on the reception phone or a single extension, follow these steps on that phone:

1. Menus

2. Call Forward

3. Select Forward All Calls

4. Scroll down to Attendant Msg.

5. Select your recorded message

6. Confirmation your phone has been forwarded

B: If your main number rings through to a group of phones please see these steps

(This can only be done by a group leader. Your administrator can set who is the group leader)

1. Menus

2. Group/Agent Login

3. Scroll to your group and select

4. Scroll down and select Group Settings

5. Select your Group name

6. Call forward

7. Forward All Calls

8. Select Attendant Msg.

9. Select your recording from the list

Your Group has now been forwarded to the Christmas Message recording

To Remove the Christmas Message go back to the Call Forwarding menu

Select Forward All Calls.

Select Disable

How to enable Operator Functionality for a user

You should have received by email, your Magnet Voice Welcome Pack. In this you can find your Administrator Login details. You will need your

URL
Username
Password

When you login as the administrator click on User Settings menu and click on User Features

From the Feature menu select Operator Functionality

Then Tick the box of the extension number you wish to give the operator functionality to and click Save

Your desired Extension number(s) will now have access to the Auto Attendant menu's to record the Christmas Message

Merry Christmas
From Magnet.ie

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