

# 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

II:11   Thu   17/11/16     Extension   427     Menus   1   Phone     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B     B   B   B	Peter Boyd Emma Orimes Brendan Walsh Clodagh Kelyi Aonghas Reynolds Dave Clarke Magnet Reception Al Walsh Gary Wilson Silence on Nidion Line 120 Michelle
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	Do Not Disturb Follow up Work

#### 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

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		Line 04
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		Back Door
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		Sandycont Demo
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	PARK PORS TUV WXYZ 7 8 9	Activevet2
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# 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.





### 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

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	Listen/Whisper	104	Guest				
	Internal Paging	105	Extn 105		<u>/</u>		
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	Allow User Portal Operator Euroctionality	107	Extn 107		/		
	Call Back	108	Extn 108		/		
	Called Party	109	Extn 109		7		
	Lists Of Calls	110	Extn 110		7		
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	Alarm Calls	112	Extn 112		/		
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	22	122	Extn 122		7		
	23	123	Extn 123	[	7		
	24	124	Extn 124		7		
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### 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

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



