



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 Menu



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. Menu



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

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 System Settings Time Settings User Settings Group Settings Trunk Settings Access Control Contact Centre Call Logging

User Settings / User Features

Feature: Do Not Disturb Items Per Page: 50 Page (1 / 2 / 3 / 4)

Index	User Number	Name	Enable	Override
1	01	Reption	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	216	n 216	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	103	n 103	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	220	rary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	210	Reedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	242	McVabola	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	248	S Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	251	ck Stack	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	227	A Stojek	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	247	I Connolly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	240	A Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	232	Fresney	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	225	n OBrien	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	246	Carroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	239	Emma Dunne	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	231	ina Ricinchi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	224	Monika Jablanczyk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	244	Alan Larkin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	237	Peter Carroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	223	Empty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	229	Andrew Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	236	Barry Hennesy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23	249	Laura Crakley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24	228	Anna Rosanska	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25	226	Gavin Lyons	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Help](#)

From the Feature menu select Operator Functionality

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User Settings / User Features

Feature: Do Not Disturb Number Per Page: 50 Page (1 / 2 / 3 / 4)

In	Feature	User Number	Name	Enable	Override
	Do Not Disturb	101	Fiona	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Call Waiting	102	Aidan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Intrude	103	Emer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Call Pick-Up/Pick-Off	104	Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Call Forwarding	105	Extn 105	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Conferencing	106	Extn 106	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Listen/Whisper	107	Extn 107	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Internal Paging	108	Extn 108	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Direct Trunk Seizure	109	Extn 109	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Allow User Portal	110	Extn 110	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Operator Functionality	111	Extn 111	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Call Back	112	Extn 112	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Called Party	113	Extn 113	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Lists Of Calls	114	Extn 114	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Roaming PIN Extns	115	Extn 115	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Alarm Calls	116	Extn 116	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Auto-answer	117	Extn 117	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Fallback to Operator	118	Extn 118	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		119	Extn 119	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		120	Extn 120	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		121	Extn 121	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		122	Extn 122	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		123	Extn 123	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		124	Extn 124	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		125	Extn 125	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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System Settings Time Settings User Settings Group Settings Trunk Settings Access Control Contact Centre Call Logging

User Settings / User Features

Feature: Operator Functionality Number Per Page: 50 Page (1 / 2 / 3 / 4)

Index	User Number	Name	Enable
1	101	Fiona	<input checked="" type="checkbox"/>
2	102	Aidan	<input type="checkbox"/>
3	103	Emer	<input checked="" type="checkbox"/>
4	104	Guest	<input type="checkbox"/>
5	105	Extn 105	<input type="checkbox"/>
6	106	Extn 106	<input type="checkbox"/>
7	107	Extn 107	<input type="checkbox"/>
8	108	Extn 108	<input type="checkbox"/>
9	109	Extn 109	<input type="checkbox"/>
10	110	Extn 110	<input type="checkbox"/>
11	111	Extn 111	<input type="checkbox"/>
12	112	Extn 112	<input type="checkbox"/>
13	113	Extn 113	<input type="checkbox"/>
14	114	Extn 114	<input type="checkbox"/>
15	115	Extn 115	<input type="checkbox"/>
16	116	Extn 116	<input type="checkbox"/>
17	117	Extn 117	<input type="checkbox"/>
18	118	Extn 118	<input type="checkbox"/>
19	119	Extn 119	<input type="checkbox"/>

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

