**Setting up an Auto-attendant on your Magnet Voice**

1. Log into the system as the administrator
2. Go to the system settings drop down menu and choose auto – attendant
3. Once is the auto – attendant page make sure that the feature is enabled
4. Press the button show to upload a file for use as an auto – attendant
5. You can then choose a file so long as it matches the criteria of set out above the choose button, and once the file is chosen then click send to upload the file to the next available auto – attendant slot
6. The auto – attendant can be assigned extension numbers so that calls can be forwarded onto them
7. You can also set delay timers on the auto – attendants this allows for extra ringing time before the auto – attendant kicks in
8. You can also choose assigned users, this allows for the call to be presented to a group of people before the auto – attendant kicks in.
9. you can then choose digit assignment, if the caller has chosen an option you can then choose where the caller is then sent, it can be to an internal number if so put in the extension, it can also be an external number, in which case put in the phone number