**Setting up an out of office in Magnet voice**

1. Log onto the system as the administrator
2. Go to the system settings drop down menu and choose the auto attendant option
3. Choose the auto – attendant that you are going to use for your out of office and the make sure that the delay timer is set to 0
4. Then click on the digits option from here you can then change the timer on the auto attendant
5. To set up and out of office, click on the menu as shown in the video and then choose internal, then is the box next to this menu type #98 and then the extension you want the message to go to
6. Then click save
7. Next go to trunk setting drop down menu and then choose ringing assignment
8. You are given a list of all your external numbers and then you can choose one of these to edit
9. Then click on the button under the auto-attendant heading and then choose the auto attendant message you wish to use as your out of office then click save