**Setting Up an Out of Office Voicemail in Magnet Voice**

1. Log into the system as the administrator
2. Go to the system settings drop down menu and choose auto-attendant
3. Using the method in the previous guide set up an auto-attendant you wish to use for this out of office
4. After the file is uploaded into the auto-attendant slot then make sure that the delay timer is set to 0 and the click the digits button on the far right of the slot
5. Once in the next screen choose the amount of seconds of no digit dialled by the caller before the auto-attendant kick in
6. To choose the voicemail box that the call will then be forward to select internal in the menu shown and the type #98 followed by the extension number into the box to the right
7. Then click save
8. From here go to trunk settings and then choose ringing assignment
9. Then choose the number that you wish to use and the click the edit button
10. Click the auto-attendant button and choose the message that you just uploaded and then click save