**Setting up Call Recording in Magnet Voice – Hosted PBX**

1. Log onto the system as the administrator
2. Go to the user settings drop down menu and then choose call record
3. You will then see a list of all the users in your system and from here you can use the drop down menu to choose which calls you would like to record
4. You can choose no calls, all calls, all external calls, outgoing external calls and incoming external calls
5. You then choose the number of call recording per user
6. The next option is the notification option, you can choose whether to either enable or disable a notification that play at the beginning of the call record
7. The next option is the user control option which allows the user to personally control which calls are recorded
8. Once you are finished click the save button