**Setting Up Voicemail on Magnet Voice**

1. To access the voicemail click the menus option on the phone
2. Then using the navigation keys scroll down to mailbox settings and then click select
3. Once in this new menu scroll down to setup voicemail and click select
4. In this new menu you have two options, intro message is the standard voicemail greeting that any incoming calls will receive, and busy message
5. To access the intro message, click the select key from here you can then choose to play a previous voicemail that you have setup, you can record a new one or you can delete an existing recording
6. To record a new message scroll down and select the record message option
7. Once in this new screen you can click the record button to record your new message
8. When you are finished click the stop button and then click the back button to save the recording as your new voicemail
9. With the busy message which will be played to inform callers that your currently on a call you can use the same method as the intro message to record it