

## **Voice Mail Scripts**

PG1 (In Greeting): Hi, you've reached the Voicemail box for your name. I'm not available to take your call, but if you leave a message I'll call you back at my earliest convenience. Also feel free to press 0 for the operator or dial another extension if you don't want to leave a voice message at this time.

PG2 (Out Greeting Lunch without Outdial): Hi, you've reached the voicemail box for your name. I'm presently out of the office and not able to take your call, but if you leave a message I'll call you back at my earliest convenience. Also feel free to press 0 for the operator or dial another extension if you don't want to leave a voice message at this time.

PG2 (Out Greeting with Outdial): Hi, you've reached the voicemail box for your name. However if you need to speak to me immediately please press the 4 key on your phone and the phone system will call me on my cell phone. Please be patient as this may take a moment. Otherwise, please leave your message at the tone and I'll call you back at my earliest convenience.

PG2 (Out Greeting with Notification Enabled): Hi, you've reached the voicemail box for your name. I'm presently out of the office and not able to take your call, however I will be notified of your call momentarily and will call you back at my earliest convenience.

PG3 (Page Greeting): Hi, you've reached the voicemail box for your name. I'm in the office but away from my phone so please feel free to leave me a message or if you need to speak to me immediately press the 3 key to have me paged throughout the building and hold on the line for me.

VA1 Virtual Answer #1: Hi, this is your name. I'm on the other line right now finishing up a call if you can hold for a moment I'll be right with you, if you can't please press the 1 key to leave me a voice message and I'll call you right back.

VA2 Virtual Answer #2: Hi, this is your name again. I'm sorry I'm still on that other call. If you can continue to hold that would be great, but if you can't press the 1 key to leave me a voice message. I'm sitting right at my phone and will see your message and I will call you right back. Otherwise please hold and I'll be with you as soon as I finish this other call.