



## **Auto-Attendant Greetings**

- Enter **299** to access the voicemail application
- Press **\*** to identify yourself
- Enter **250** for Admin Voice Mailbox
- Enter password, then **#**
- Press **9** for System Administrator Menu
- Press **3** for Custom Recording option
- Press **1** to make a recording
- When prompted, enter the desired recording number (001-500)

### **003/x2703: Day Greeting**

Thank you for calling XXX. If you know your parties extension you may enter it at any time. For Sales, please press 1. For Technical Support, please press 2. For a directory of extensions, please press #, or to reach an Operator please stay on the line or press 0.

### **004/x2704: Night Greeting**

Thank you for calling XXX. Our office is currently closed. Our office hours are 8am to 5pm, Monday through Friday. If you know your parties extension you may enter it at any time, for a directory of extensions please press #, or please stay on the line to leave a message.

### **005/x2705: Directory**

For a directory of extensions by first name, please press 1.  
For a directory of extensions by last name, please press 2.

### **006/x2706: Operator not Available**

An operator is unable to assist you at this time. If you know your parties extension you may enter it at any time. For a company directory please press # or you may stay on the line to leave a general message or press 0 to try the operator again.

### **007/x2707: Try Another Extension**

To try another extension, please do so now – otherwise please stay on the line for the operator.

### **010/x2710: Holiday Greeting**

Thank you for calling XXX. Our office is currently closed due to the holiday. If you know your parties' extension you may enter it at anytime. For a directory of extensions, please press #. To leave a message in our General Mailbox, please press 0.

### **Mailbox 250:**

You have reached the General Delivery mailbox for XXX. Please leave your name, Number and a detailed message and your call will be returned as soon as possible. Thank you for calling XXX.