



Sample Greeting Scripts

Personal Sample Standard Greeting:

You have reached the voice mailbox of _____ with the _____ department of Aurora University. Please leave a detailed message at the tone and I will return your call as soon as possible. If you require immediate assistance, please press zero now. Thank you for calling and have a nice day.

Personal Sample Alternate Greeting:

You have reached the voice mailbox of _____ with the _____ department of Aurora University. I am currently out of the office and will have limited access to voice mail. Should you wish to leave a message, wait at the tone, and I will return your call as soon as possible. However, if you require immediate assistance, please press zero* now. Thank you for calling and have a nice day.

*Be sure to update your system administrator of options you give to outside callers in your greeting so that proper changes may be made in voice mail programming.

Sample Department Standard Greeting

You have reached the _____ department of Aurora University. Our business hours are from _____ to _____, ____ day to ____ day, Central Standard time. No one is available to answer your call at this time. However, if you leave a detailed message with your name, number, and reason for your call, someone will return your call as soon as possible. Thank you for calling and have a pleasant day.

Sample Department Alternate Greeting

You have reached the _____ department of Aurora University. Our office is closed in observance of the holiday. Our normal business hours are from _____ to _____, ____ day to ____ day, Central Standard time. If you wish to leave a message, please do so at the tone. Please be sure to leave your name, number, and reason for your call. Someone will return your call as soon as possible. Thank you for calling and have a pleasant day.