**Voice Mail Greetings**

Normal Greeting (Without pager notification)

"This is (name) of (company). I'm currently unable to take your call. Please leave your name, phone number, and a brief message, and I will contact you as soon as possible. Thanks."

"Hi, this is (name). I’m sorry I cannot take your call right now. Please leave a detailed message at the tone along with your name and telephone number. I ‘ll return your call as soon as I return. Thank you."

Normal Greeting (With "urgent only" pager notification)

"This is (name) of (company). I'm currently unable to take your call. Please leave your name, phone number, and your message, and I will contact you as soon as possible. If this message is urgent, press 3 to have me paged. Thanks."

Normal Greeting (With Live Connect)

"This is (name) of (company). I'm currently unable to take your call. Please leave your name, phone number, and your message, and I will contact you as soon as possible. If this is urgent and you need to speak with me immediately, please press 1 to have the voice mail locate me. Thanks."

Busy Greeting

"This is (name) of (company). I'm currently on my line and unable to take your call. Please leave your name, phone number, and your message, and I will contact you as soon as possible. Thanks."

"Hello, you have reached the office of (name) . I’m presently on another call and am unable to speak with you personally. If you will leave your name and telephone number, I will return your call. Thank you.