

# Panasonic Voice Mail Systems

## Sample Personal Mailbox Greeting

*Note: It is recommended that you change your personal voice mailbox greeting often and make the greeting as specific as possible, telling the caller when they can expect you to return the call or how they could get assistance sooner, if necessary.*

“Hello. This is \_\_\_\_\_ . I’m not able to take your call at this time.

“To reach the Operator, press ‘0’ now.

Otherwise, please leave me a message at the tone, and I will return your call as soon as possible

(Optional-if programmed) “If you’d like to reach \_\_\_\_\_ , press 1.

(Note: Your voice mailbox can be programmed to press a specific number to reach a specific person. See system administrator for details.)

“Thank you.”