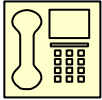


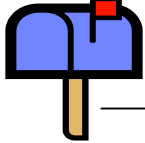


# Individual Greeting Voice Mailbox



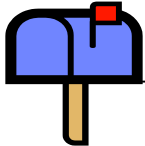
*Incoming Call Forward  
After 4 rings or Busy*

## Standard



You have reach \_\_\_\_\_ in the department of \_\_\_\_\_  
My office hours are 8:30 a.m. until 5:00 p.m.  
I am sorry that I have missed your call. If you will leave your name, telephone number and a brief message explaining the nature of your call, I will promptly return your call. Thank you for calling!

## Vacation/Extended Absence



Vacation Alert...  
You have reached \_\_\_\_\_ office in the department of \_\_\_\_\_  
I am on vacation (or) out of the office, returning on \_\_\_\_\_, \_\_\_\_\_.  
Please dial zero and have your call redirected to \_\_\_\_\_ or leave me a detail message to include your name and telephone number and I will return your call upon my return. Thank you!