



VOICEMAIL GREETING SCRIPT

IF YOU ARE IN THE OFFICE:

You have reached _____ with Supreme Lending. Today is _____ (ie... Thursday, October 1st). I am in the office, but unable to take your call at this time. Please leave your name, number and a brief message and I will return your call as soon as possible. Thank you for calling Supreme Lending.

IF YOU ARE OUT OF THE OFFICE FOR ONE DAY:

This is a special greeting – please listen to it in its entirety. You have reached _____ with Supreme Lending. Today is _____ (ie... Thursday, October 1st) and I will be out of the office. In my absence, please contact _____ at _____ (alternate contact's name and direct phone number). Thank you for calling Supreme Lending.

IF YOU ARE OUT OF THE OFFICE FOR MORE THAN ONE DAY:

This is a special greeting – please listen to it in its entirety. You have reached _____ with Supreme Lending. I will be out of the office _____ through _____ (ie... Monday, September 28th through Friday, October 2). In my absence, please contact _____ at _____ (alternate contact's name and direct phone number). Thank you for calling Supreme Lending.



To change your voicemail greeting from inside the office
Push the Messages button on your phone -- Enter your PIN -- Press 4 for Setup Options -- Press 1 for Greetings

To change your voicemail greeting from outside the office
Call your direct office number -- when your voicemail picks up press Star -- enter your ID (this is your extension number) and # -- Enter your PIN (this is your password) and # -- Press 4 for Setup Options -- Press 1 for Greetings

