The greeting on your AutoAttendant can say a lot about your company. But, that’s no reason to be afraid of recording your greetings! One of the great advantages of Access Point’s VoicePoint service is an AutoAttendant Function that is easily customized and changed at any time. Below you will find examples of day, night, and holiday greetings. We hope these samples will give you some ideas for how to get started. Simply insert your company’s information in the fields with (red text) and you can quickly create a customized and professional greeting. Or, create your own greeting that provides an introduction, simple instruction or unique message to your inbound callers. Don’t like your greeting? Don’t worry! You can change it as many times as you like, as often as you like. Or, create a standard that can be used for years to come. Whatever your preference, Access Point’s VoicePoint AutoAttendant puts the control in your hands. Go ahead………wow your inbound callers!

Day Greeting

Thank you for calling (XYZ Company). Our regular business hours are (Monday through Friday, 8:30 am to 6:00 pm eastern standard time). If you know the (4-digit) extension of the person you are trying to reach, you can dial it at any time. For (Customer Service) press (2), (Sales) press (3), (Accounting) press (4), (Directions to our Office) press (5). For a (Company Directory) by name, press (#). For (Operator Assistance), press (0). Thank you for calling (XYZ Company).

You have reached the (Charlotte, NC) showroom of (My Company), specializing in (delivering great products and services). To direct your call, please dial the (3-digit) extension of the party you are trying to reach. If you do not know the party’s extension, please dial (#) for the (Directory). If you would like to hear (directions to our showroom), press (5). Thank you for trusting your business to (My Company)!

Night Greeting

You have reached (XYZ Company) outside of our regular business hours. If you would like to (speak with a representative), please call back during our regular business hours – (Monday through Friday, 8:00am to 5:00 pm.) If you know the (3-digit) extension of the person you are trying to reach you can dial it anytime. For a (Directory by Name), press (#). Thank you for calling (XYZ Company).

We’re sorry, but the (Greenville) office of (Big Business) is now closed. If you are calling with (an emergency), press (0) to be transferred to our (On Call Technician). If this is not an urgent matter, we ask that you call back during our regular business hours — (Sunday through Friday, 9 am to 9 pm.) Thanks for calling (Big Business).

Holiday Greeting

In observance of the (New Year) holiday, the offices of (ABC Express) will be closed on (Monday, January 1st) so that our employees may enjoy the day with family and friends. We will resume our regular business hours of (8:00 am to 5:00 pm) on (Tuesday, January 2nd). From everyone at (ABC Express), we wish you a (Happy New Year)!

Thank you for calling (Super Store). Our office is currently closed for the holiday, but we do have a technician standing by to take your Emergency Calls. If this is a (Maintenance Emergency), please press (5) to be transferred to the (Technician On Duty). We will re-open for business on (Thursday, July 5th at 8:00 am). If you know the extension of the person you are trying to reach, you can dial it now to leave a message. Thank you for calling (Super Store). We hope you enjoy the holiday.

If you have questions or need help, our Customer Service team is always available at 800-957-6468.