In Greeting or Greeting 1

Hi, this is [name]. I'm on the phone or away from my desk right now; to bypass this message dial one now, To reach the operator dial zero, or leave me your name, number and message at the tone and I will get back to you as soon as possible. I will be notified that your message was received.

Out Greeting or Greeting 2

Hi, this is [name]. I'm out of the office. You may reach me on my cell phone by pressing four now or, if you prefer, you may leave me a voice message at the tone. I will be notified that your message was received. You may also dial zero for the operator.

Page Greeting or Greeting 3

Hi, this is [name]. I'm away from my desk at the moment. To have me paged, dial 3. To reach the operator, dial zero. Otherwise, leave your name and phone number at the beep so I can return your call. I will be notified your message was received.

Away Greeting or Greeting 3

Hi, this is [name]. I'm out of the office right now; to bypass this message dial one now. To reach the operator dial zero, or leave me your name, number and message at the tone and I will get back to you as soon as possible. I will be notified that your message was received.