

**Recording a Greeting**

**On the Polycom Office Phone**

1/1/2012

Courtesy of Brenda Ward

## **Recording Your Personal Unavailable Greetings**

*Your primary or alternate greeting is played to callers when they reach your mailbox.*

**Press \* 99**

**Enter 4 zeros as your password: 0000** (if you have not already changed your password)

Listen to prompts.... And press zero

**Press 0** **for mailbox options** – follow voice prompts

**Press 1 to record your Unavailable personal greeting ---- do this today**

**Press 2 to listen to your recording**

**Press 1 to accept your recording**

Press 2 to record your busy message

Press 3 to record your name ----- **Do this today**

Press 4 to manage your temporary message

**Press 5 to change your password**

## **Example of Greetings that you can use or you can create one of your own.**

Hello, you have reached \_\_\_\_\_ in the ( Human Resource Dept. for Athens ISD)

I am either on another line or away from my desk and cannot take your call at this time. If you will leave your name, phone number and a detailed message I will return your call as soon as possible. Thank you.

Hello, this is \_\_\_\_\_. I am either on another line or away from my desk and cannot take your call at this time. Please leave a detailed message and I will return your call as soon as possible. Thank you.

Hello, this is \_\_\_\_\_ PEIMS Coordinator for Athens Independent School District.

I am not available to take your call right now. If you would like to leave a brief message I will get back with you as soon as possible. Thank you and have a great day!

Hello, you have reached the desk of \_\_\_\_\_ in the \_\_\_\_\_ office of Athens Independent School District. Please leave your name and number I will get back with you as soon as possible.