



## IVR Telephone QuickStart Guide

Voice Selection:	Music:
<input type="checkbox"/> Male	<input type="checkbox"/> Business
<input type="checkbox"/> Female	<input type="checkbox"/> Classical
<input type="checkbox"/> Two Voices	<input type="checkbox"/> High Tech
	<input type="checkbox"/> Rock
	<input type="checkbox"/> None/Other

### Main Greeting:

Thank you for calling \_\_\_\_\_.

*(place your slogan here)* \_\_\_\_\_

If you know your party's extension, please enter it now.

To Reach:

\_\_\_\_\_ please press \_\_\_\_\_

\_\_\_\_\_ please press \_\_\_\_\_

\_\_\_\_\_ please press \_\_\_\_\_

\_\_\_\_\_ please press \_\_\_\_\_

\_\_\_\_\_ please press \_\_\_\_\_

Or, press zero to reach our operator.

### Transfer:

Please hold while I transfer your call.

**Voice Mailbox #1:**

You have reached the voice mailbox for \_\_\_\_\_.

*(He/She)* is not available to take your call. Please leave a message with your name, company name, telephone number and the best time to return your call, and *(he/she)* will do so as soon as possible. Thank you!

**Voice Mailbox #2:**

You have reached the \_\_\_\_\_ department.

No one is available to take your call at this time. Please leave us a message with your name, company name, telephone number and the best time to return your call, and we will do so as soon as possible. Thank you!

**Hours/Directions/Fax Number/Website:**

**Notes:**

**Call us today to get started! 877.7.MM.PROS  
or email: sales@MultiMediaPros.com**