

## Answering machine messages for home

I'm not robot!



CAUTION! HAZARDOUS MOVING PARTS.  
DISCONNECT POWER SUPPLY BEFORE WORKING INSIDE  
ICE BIN. AGGER MAY TURN WITHOUT WARNING.





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Good answering machine messages. Sample answering machine messages for home. What to say in answering machine message.

In today's world of digital messaging, email, and text messaging, your business answering machine message might be an afterthought. However, you'd be surprised how many people still prefer to use phones and speak to a person directly or leave a voicemail message that can be returned at a later time. We will go over how to create an appropriate voicemail, and provide examples for business and personal answering machine messages. Key Takeaways: Your business needs to have a voicemail system and an appropriate message for hen potential customers or important partners call after business hours. A professional message boosts your credibility, helps make your company (or you) seem more competent, and encourages the caller to continue the conversation at a later date. It's important to state your name, or your businesses name in the voicemail to confirm that the caller is calling the right place. If you have additional ways of getting in contact after hours, make sure to include that in the message. How to Make Great Answering Machine Messages Voicemail greetings should be professional, but depending on you, the company you're with or own, and the situation, the structure may vary. There are a few different considerations to keep in mind when you're thinking about and recording your voicemail greeting. Don't be generic. Being generic is the best way to turn people off from your business and possibly hang up with phone without even leaving information for follow up. The phrase "Your call is very important to us..." or something equally as generic can be a turn-off for many people. Even worse, leaving your voicemail with the generic voicemail template we all know. Remember, this is your opportunity to make a great first impression. Don't tell people you're just like everyone else. Confirm they're calling the correct place. The first thing you should do on your voicemail message is to confirm where the caller has reached. Let them know who they have reached by providing your name and what business you are part of. If these things are not relevant to your situation, consider mentioning which department they have reached instead. Apologize for missing their call. Next, apologize that you couldn't answer the phone and reassure the caller that you will return their call at a later date and time. This is critical because you never know what kind of state a person may be in when giving you a call. Perhaps they have a very urgent message or were hoping they could reach you for a quick answer. Offering some reassurance will give them peace of mind and be more open when you do get around to returning their call. Invite them to leave a message. Many people might hang up after hearing a voicemail begin. However, it's essential to encourage your caller to leave you a message in your voice mailbox. Take this a step further and ask them for specific information such as their full name and a preferred call back number. This will encourage them to leave you a voicemail if they hope to receive a call back from you. Give them a timeframe for a return call. Again, your caller might feel slightly frustrated or inconvenienced at missing you. However, if you provide them with a turnaround time for when they can expect a callback, this will reassure them that they will still get the answer they're seeking promptly. However, be sure you can meet the timeframe you set and be aware of this if you are considering leaving this in your voicemail message for some time. For example, saying you can return their call in an hour is likely unrealistic, especially if you are in a meeting or not near your phone. Typically for these types of timeframes, you will need to have someone monitoring your inbox regularly. Giving them a day or two turnaround time is more realistic. List additional contact options. If your caller's message is very urgent, you should consider leaving them with a few other options for contacting you. For example, if someone is trying to reach you and you're in a meeting or attending a personal matter, you can ask them to text or email you to limit the disturbance. Another option can be to ask them to call back during certain hours when you will be available. Avoid giving out too much information. When in doubt, keep it short and simple. You don't need to give your caller a rundown of where you are and why you may not be available. A simple message that instructs them they will receive a callback and how they can contact you if it is an emergency will suffice. Too much information can be a big turnoff and cause people to not want to engage with you further. An optimal time for a voicemail message is 25 seconds or less. Not sure where to start? We've compiled the top seven business voicemail greetings you can get started with. Of course, you can alter these to fit your own brand and tone of voice. All of these messages are dependent on your situation and your business. For example, some companies may give each employee their personal phone number and voice mail, which means you should make your message more personal and individual. However, some organizations only have one phone number and an inbox that includes all messages, no matter the department. For these, you can use a more generic greeting, but still with your own flair. "Hi, you've reached Eliza Day, Founder and CEO of Green Truck Engines. I'm sorry to have missed your call. Please leave your name, phone number, and business name, along with a brief message at the tone. I'll be sure to return your call within twenty-four hours. Have a nice day!" "Hi, this is Angie Kinney with Harper Collins. I'm either away from my desk or currently on a phone call unable to take your call. Please let your name, number, and a brief message, and I will return your call at my earliest availability." "Hello, you have reached the office of King King. Our offices are closed for a brief holiday until December 28th. If this is an urgent matter, please send your inquiry to info@kingandking.com, a monitored email inbox. For all other inquiries, we will return your call when the office reopens. Thank you!" "Hello, this is Kate Chadwick of Scholastic, Inc. I'm so sorry I missed your call. If this is an urgent matter, please feel free to text me at this number or send an email to kchadwick@scholastic.com. Or leave a message at the tone, and I will respond to it once I am able. Thank you!" "Hello! You have reached LeadCatcher, Inc. All of our representatives are currently busy helping other customers, but we're eager to serve you as soon as possible. For current pricing information or troubleshooting questions, please visit our website for general information that may help your inquiry. Otherwise, please leave us your name, phone number, business, and a brief message so that we can return your call in a timely manner. To return to the main menu, please press one." "Thank you for calling Apple, Inc. We are sorry to miss your call, but we are currently closed. Our normal operating hours are from 8:00 a.m. to 6:00 p.m. Monday through Friday, and 9:00 a.m. to 12:00 p.m. Saturday and Sunday. Please leave a message at the tone with your name, phone number, business, and a brief message, and we will return your call when we are back in the office. Thank you for calling!" "Thanks for calling the office of Landscaping Unlimited. Unfortunately, we are currently away from the phone and are unable to take your call. Please leave us a detailed message at the tone with your name and phone number, and we will return your call as soon as possible. Thank you for calling, and have a wonderful day!" Personal voicemail greetings can be more casual, laidback, and even funny. These can maintain professionalism or simply be humorous to get a laugh from your caller. Here are some examples below: "Hello, I'm unable to get to my phone right now to take your call. But my answering machine is able to, so have a chat with it instead. Wait for the beep!" "Hello, I am Maria's answering machine. What are you, and why are you calling me?" "Hi, this is Margot's answering machine. She isn't available, but I certainly am." "Hello, this is a recorded message capable of receiving messages. I should warn you that my owners do not need new siding, windows, a hot tub, or carpet cleaning. They've already donated to charities of their choice and don't really like having their photos taken. If you're not eliminated by any of those things, feel free to leave a message." "Hi, I'm probably avoiding your call. Leave me a message, and if I don't call back, you'll know why." "Hello, you've reached the number you've dialed. Please leave a brief message after the...beep!" "Hi there, I apologize for being unable to pick up the phone, but if you hop three times, spin six times, touch your tongue to your nose, and say your name before leaving me a message after the beep, I promise to return your call within the next hour." "Hi, it's Rachel. Moving forward, I am only returning voicemails left in this inbox as very catchy pop tunes. Good luck! Wait for the beep." Never miss an opportunity that's right for you. I have a confession to make: I haven't recorded a new voicemail greeting in nearly a decade. Since then, I've (hopefully) become more articulate, poised, and self-assured. But hear my voicemail recording, and you'd think I was still new to the work world, a little unsure of myself — and probably not an authority. Obviously, I need to update it. And if you haven't changed your voicemail greeting in over a year, you're likely in the same boat. After all, a professional voicemail recording boosts your credibility, makes you seem more competent, and encourages whoever's listening to it to continue the relationship. A relatively unprofessional one — like mine, for instance — does the opposite. It encourages prospects, recruiters, and potential connections to run in the other direction. In this post, I'll share what makes a good voicemail greeting — and the best voicemail greeting scripts you can use. Tip: If you're not sure how to leave a good voicemail, check out the most effective voicemail script ever and how to end a voicemail that keeps the sales conversation open. What to Say in a Voicemail Greeting Here's what you should say in a professional voicemail greeting: A greeting Your name Your company A simple explanation for missing the call (e.g. you're away from the phone or are on holiday) A rough estimate of when you'll get back to the person An alternative person to reach out to (if you're out of office) An alternative mode of communication (if you prefer email or text) A call-to-action such as "Leave a message" or "Send me an email at me@example.com" That's the simple structure of a voicemail greeting. Overall, your greeting should be professional, but the wording can vary depending on the situation. Check out a sample below. Voicemail Greeting Sample "Hello, you've reached [name] at [company]. I'm unable to come to the phone right now. Leave your name and number, and I'll return your call as soon as I'm free. Thank you." Easy, right? And yet why is it so hard? I've got you covered. I've compiled some of the best voicemail greetings you can use for virtually any situation you'll come across. Work Voicemail Greetings These work voicemail greetings are for the work phone that you and only you use. They're highly effective because they help you establish a relationship straight from the voicemail. Or they help you share your name, contact information, and reason for reaching out, and one of our team members will be in touch within 24 hours." 1. "Hi, you've reached [your name] at [your company]. I'm unavailable right now — probably helping [type of company] get [X results, e.g. 'double their leads in 60 days,' 'hire the best and brightest engineers,' 'convert 40% more customers.] Leave your name and number, and we'll discuss how your company can see similar results." 2. "Hi, you've reached [name] at [company]. If you need a quick response, please shoot me an email at [insert email address] and I'll be in touch by EOD tomorrow. If it's not urgent, leave me a message with your name and number. Have a great day." 3. "Hey, this is [your name]. If you're calling for [X reason], please [contact so-and-so] or [go to our website, send me an email]. For all other inquiries, leave your name and a brief message and I'll call you back within [one, two, three] business day[s]." 4. "Hello, you've reached [your name and title]. I'm currently out on parental leave until [date]. In the meantime, please direct all phone calls to [alternate contact name] at [phone number] and emails to [email address]. Thanks, and I'll see you in [month you'll be back in the office]." 5. "Hello, [Person's name] is chasing new adventures and is no longer with [Company name]. Please forward all future requests to [New or interim person's name] at [phone number]. Thank you!" Short Voicemail Greetings Your clients don't have a lot of time, and neither do you. Use the following short voicemail greetings to get to the point quickly and invite them to leave a message. 6. "Hi, this is [your name]. I'm either on a call or away from my desk. Please leave your name, number, and a brief message and I'll get back to you. Thank you." 7. "Hello, this is [your name] at [company]. Thanks for calling. Please leave your name, number, and the reason you'd like to chat, and I'll get back to you ASAP." 8. "Hi, you've reached [your name]. I'm unable to come to the phone right now. But if you leave your name, number, and a short message, I'll be sure to call back." 9. "Hey, this is [your name]. Thanks for reaching out. I'm busy at the moment, but if you leave your name, number, and message, I'll return your call." Business Voicemail Greetings Are you creating a voicemail greeting for your entire company or team? These business voicemail greetings will do the trick. 10. "Hello, you've reached [X company]. We can't take your call right now, but please leave your name, contact info, and the answer to the eternal question 'Which came first, the chicken or the egg?' Anyone who gets it right will receive a call back." Vacation Voicemail Greetings Out of town? Your callers should know. Let them know with the following vacation voicemail greetings. 16. "Hi, you've reached [your name]. I'm away from [date] to [date]. If you need help, [X] before then, please contact [name] at [phone number]. Everyone else, please leave your name and number and I'll return your call when I return. Thanks and have a great day." 19. "Hello, you've reached [your name]. I'm currently exploring Asia, hiking through the jungle in Costa Rica, hanging out on the beach in Bermuda) — or more likely, [recovering from extreme jet lag, googling 'Are red spiders poisonous,' or looking for SPF 150 sunscreen] and won't be back in the office until [date]. Leave your contact info and reason for calling and I'll get in touch then." 20. "Hey there, this is [your name] from [your company]. I'm out of the office until [date]. In the meantime, please direct your inquiries to [coworker's name] at [email address]. They can also be reached at [phone number]. Thank you." Holiday Voicemail Greetings No one should be calling during the holidays, and yet some people do. When you're out for the holidays, create a voicemail greeting that communicates the cheerfulness of the season

while still staying professional. 21. "Hello, you've reached [your name, the office of X company]. The team is currently out of the office, but we'll be back on [date] stuffed with good food and eager to speak with you. Leave your name, number, and — if you're so inclined — your favorite [holiday dish, Thanksgiving tradition, etc.]" 22. "Hi, you've reached [your name, the office of X company]. We're closed until [date]. Please leave your name and phone number and someone will return your call ASAP. Have a great [New Year's, Fourth of July, etc.]" 23. "Happy holidays! [I'm, the team at X company]s away until [date]. We'll make sure to call you back straight away when we return. If your request is urgent, email [emergency contact] at [email address]. Thanks, and have a wonderful day." 24. "Thank you for calling [company]. We're closed for [holiday] from [date] until [date]. Please leave your message and we'll get back to you as soon as possible. Have a happy holiday season!" 25. "Hello! Thanks for reaching out to [company]. We're closed today for the holiday, and will reopen tomorrow. If you leave your name, number, and a brief message, we'll give you a call when we're back in the office. Thanks again, and have a great day." Create a Professional Voicemail Greeting that Keeps the Conversation Going Creating a voicemail greeting might not be fun, but with the scripts I've shared, you should have an easier time. No need to practice time and time again — simply plug in your name, company title, and other details, then read it out loud to your phone's voicemail greeting recorder. With a professional greeting, you'll continue nurturing prospects even if you don't pick up the phone. Editor's note: This post was originally published in February 2018 and has been updated for comprehensiveness. Originally published Jun 3, 2021 2:00:00 PM, updated June 16 2022

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