Voicemail policy

All voicemail systems and all communications stored therein are the exclusive property of [the Company]. [The Company] may review stored messages at any time, for any purpose.

Users having voicemail will check it regularly and handle telephone calls promptly.

The greeting should be professional, and should include the User’s name and a request that the caller leave their name, telephone number and a brief message.

The caller should also be given an alternative if they need to speak to someone immediately. As an example:

This is John Smith. I’m either on the phone or out of my office. At the tone,

please leave your name, telephone number and a brief message. I’ll return your

call as soon as possible. If you need to speak to someone urgently, please press

zero and ask to speak to [appropriate person].

Users who will be out of the office for an extended time should change their greeting to advise callers of this, and should remember to restore the normal greeting upon their return to the office.