

Auto-attendant General Greeting

Thank you for calling ABC Noodle, your noodle specialist, for English press 1, 华语请按二

Day Greeting

If you know the extension number, please key it in now. For Customer Service, press 3, For Sales and Marketing press 4, For Account press 5, For Human Resource press 6, For Quality Control press 7, For Purchase press 8, For Operator assistant press 0.

To Repeat Prompt

To repeat press *.

Mandarin Day Greeting

请输入分机号码, 客户服务请按3, 销售和市场行销部请按4, 会计部请按5, 人事部请按6, 质量控制请按7, 采购请按8, 接线员请按0.

Mandarin To Repeat Prompt

重复请按米字键

Night Greeting

Our office hour is from 9 am to 6 pm Monday to Saturday. We are closed on Sunday. Please call us during our office hour.

Mandarin Night Greeting

我们的办公时间是星期一至星期六上午9时至下午6时, 星期天休息。您可以在我们办公时间内联络我们

Busy

Sorry. The extension is currently busy. Please press * sign to hold or press 1 for directory assistant.

Mandarin Busy

很抱歉, 你所拨打的分机号码正在忙线中, 若要继续等候, 请按米字键. 公司目录请按二

No Answer

Sorry. The extension is unanswered. Please press * sign to hold or press 1 for directory assistant.

Mandarin No Answer

很抱歉, 你所拨打的分机号码无人应答. 若要继续等候, 请按米字键. 公司目录请按二

Wrong Extension

Sorry. The extension is wrong. Please press 1 for directory assistant.

Mandarin Wrong Extension

很抱歉, 你所拨打的分机号码无法确认, 公司目录请按二

Example Extension Assignment for Directory Assistant:

For Customer Service press 3

Ring at extensions 221, 222, 223, 224, 225, 226, 227, 228, 229, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210 , 217, 218, 219

For Sales and Marketing press 4

Ring at extensions 221, 222, 223, 224, 225, 226, 227, 228, 229, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210 , 217, 218, 219

Account press 5

Ring at extension 221, 222, 223, 224, 225

Human Resource press 6

Ring at extension 226, 227, 210, 228, 229

Quality Control press 7

Ring at extension 204, 207, 206, 205, 209

Purchase press 8,

Ring at extension 206, 205, back-up extension 204, 207, 206, 205, 209

Operator assistant press 0

Ring at extensions 221, 222, 223, 224, 225, 226, 227, 228, 229, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210 , 217, 218, 219