

Holiday voicemail scripts

How to set up your voicemail

1. Open the RingCentral app on your desktop or web browser.
2. Go to **Settings > Phone** in the left navigation bar.
3. Next to **Voicemail**, click **Edit**.
4. By default, your voicemail greeting will apply 24/7. If you want different greetings for Work hours and After hours, click **Edit schedule**.
5. Click **Play** to listen to your current greeting.
6. Click **Edit** if you want to record a custom greeting.
7. If you want to erase your custom greeting and use the default greeting, click **Reset to default**.
8. Click **Save**.



Want to set up your voicemail from the mobile app? Check out [instructions here](#).

Scripts

Happy holidays! Thank you for calling [business]. We'll be back in the new year, but we want to wish you and your loved ones a wonderful holiday season. Please leave a message, and we'll see you in 2023 [or specify date]!

Thanks for calling [business]. We're making snow angels, but we'll be back [date/time].
Leave us a message, and we'll get back to you. Happy holidays!

Thanks for calling [business]. We hope you're taking time off to be with your loved ones and relax during this holiday season. We're out of the office, but please leave a message, and we'll be back in the new year [or specify date].

We're sorry we missed you—the people of [business] are out of the office for the holidays, enjoying some hot cocoa by a fire or lounging in the sun on a beach. Please leave a message, and we'll get back to you in the new year. Happy holidays!

Happy holidays from [business]. We're taking some time off to relax and connect with our friends and family, and we hope you are, too. We'll be back on [date], so we'll talk to you then!

For more information, please contact a sales representative. Visit ringcentral.com or call 855-774-2510.

RingCentral, Inc. (NYSE: RNG) is a leading provider of business cloud communications and contact center solutions based on its powerful Message Video Phone™ (MVP™) global platform. More flexible and cost effective than legacy on-premises PBX and video conferencing systems that it replaces, RingCentral empowers modern mobile and distributed workforces to communicate, collaborate, and connect via any mode, any device, and any location. RingCentral offers three key products in its portfolio including RingCentral MVP™, a unified communications as a service (UCaaS) platform including team messaging, video meetings, and a cloud phone system; RingCentral Video®, the company's video meetings solution with team messaging that enables Smart Video Meetings™; and RingCentral cloud Contact Center solutions. RingCentral's open platform integrates with leading third-party business applications and enables customers to easily customize business workflows. RingCentral is headquartered in Belmont, California, and has offices around the world.

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