



SWITCHBOARDFREE

Custom Prompts

Custom prompts allow you to customise the various messages your callers hear when calling your SwitchboardFREE number giving your callers a totally professional telephone experience.

Print off and fill in this sheet to keep track of which prompts you have recorded and also to write down what you want to say before recording it. All prompts are optional; you only need to record the prompts you like. We would also recommend reading through your prompts out loud before recording them to make sure that they sound just as you intend them to.

For any help or advice on recording your custom prompts or to find out about getting your prompts professionally recorded by our professional recording artist all us on 0844 884 3010.

Custom Prompts

Initial Prompts

The initial message your callers hear when ringing your number.

Prompt Type	Script for message
Main Introduction	
Department Options Menu	

Department 1 - These are the messages associated with department 1

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

Department 2 - These are the messages associated with department 2

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

Department 3 - These are the messages associated with department 3

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

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Department 4 - These are the messages associated with department 4

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

Department 5 - These are the messages associated with department 5

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

Department 6 - These are the messages associated with department 6

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

Department 7 - These are the messages associated with department 7

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

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Department 8 - These are the messages associated with department 8

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	

Department 9 - These are the messages associated with department 9

Prompt Type	Script of message
Introduction	
Out of Hours	
Whisper	