Some of you have asked about checking voice mail and changing your greetings. Attached please find the voicemail menu and I have listed below how to check your voicemail and how you can change your greeting.

Checking voicemail messages from your desk phone

1. Press message button
2. Enter password

Checking voicemail messages from a different phone

1. Call 773-702-6986
2. Press * when the voicemail system answers
3. Enter your 5 digits of your extension (your ID) followed by #
4. Enter the temporary PIN 26986 followed by #
5. Follow the prompts to complete initial login

Changing preferences/out of office/alternate greeting

1. Call 773-702-6986
2. Press * when the voicemail system answers
3. Enter your 5 digits of your extension (your ID) followed by #
4. Enter the password followed by #
5. Follow the prompts to complete changing preferences
6. Set up options

Greetings

1. Record a greeting
2. Turn on/off alternate greeting
3. Edit other greetings
4. Listen to all greetings

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