

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.

[Voice Mail Menu \(PDF\)](#)

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

From:
<https://howto.cs.uchicago.edu/> - How do I?

Permanent link:
<https://howto.cs.uchicago.edu/jcl:phones?rev=1582823737>

Last update: **2020/02/27 11:15**

