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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)

Manage your phone

Manage your phone via a web console.

You can use it to forward your office line anywhere you want.

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

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

Last update: 2020/03/16 10:14

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Last update: 2020/03/16 10:14

