

# Phones

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

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

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