

## How Can I access my Voicemail from Anywhere?

1. Dial x**3565** for in-house and **(973) 877-3565** if you are dialing from outside.
2. Enter your **FOUR DIGIT EXTENSION** followed by **#** key
3. Enter your voicemail password followed by **#** key.
4. Press **1** for new messages, press **2** to send a message, press **3** to hear old messages, and **4** to change your setup options (**SELECT THIS OPTION TO CHANGE VOICEMAIL GREETINGS**).

Once you have entered your option, just follow the unity voice conversation prompts.