Mailbox Access

Your Mailbox Number: _____________________________

From outside the campus

1. Call your company Auto Attendant directory number. (973) 259-3020
2. Press *.
3. Enter your mailbox number.
4. Enter your passcode.
5. Press 7 to play messages or select an option from the main menu.

From your desk extension

1. Obtain dial tone.
2. Access the Voice Mail system. ext. 1150
3. Enter your passcode.
4. Press 7 to play messages or select an option from the main menu.