

## Voice Mail Access

To access voice mail from a Saint Peter's University phone:

1. Do one of following: press "VMail" button, press "Messages" button or dial 6001.
2. Enter extension, then #. **Note – extension is not required if accessing voice mail from your desk phone.**
3. Enter password, then #
4. Follow prompts to navigate voice mail. **Note – refer to one of the voice messaging user guides for further instructions.**

To access voice mail from a 'non Saint Peter's University' phone such as a cell or home phone:

1. Dial 201-761-6001
2. Enter extension, then #.
3. Enter password, then #.
5. Follow prompts to navigate voice mail. **Note – refer to one of the voice messaging user guides for further instructions.**