UNIVERSITY of RHODE ISLAND

Faculty, Staff, and Student Voicemail Flowchart

Faculty and Staff
Log in
Enter 4-5555 or 874-5555
Listen to prompt
Press #
Enter mailbox number
Enter Password

Providence Campus
Log in
Enter 5111 or 277-5111
Listen to prompt
Press #
Enter mailbox number
Enter Password

Students & Faculty and Staff with multiple voicemail boxes
Log in
Enter 4-3333 or 874-3333
Listen to prompt
Press #
Enter mailbox number
Enter Password

Press:
6 to send message
5 to hear message
4 for personal greeting
1 6 to customize mailbox

Record Message
Press # To end
Press 3 to erase message

Enter Address(es)
Press # to end
cancel address *
erase message **
addressing options #

Optional Addressing Features
return receipt 1
mark private 4
mark future delivery 5
mark urgent 6
erase message **

Listening Features
back up 4 seconds 2
beginning of message 2 2
mark for deletion 3
go forward 4 seconds 4
listen to next 5
listen to last 1 5
save 7
time and date of message 8
pause/resume *
forward message 1 3
reply to message 1 7

Personal Greeting
turn greeting on 1
turn greeting off 2
listen to greeting 5
record new greeting 6
turn extended absence on/off 7

Customizing Mailbox
security code 2
listen to future delivery messages 7
record name 8

Faculty and Staff ONLY
create a distribution list 6
personal assistance 5

To Exit: 9

Exit Mailbox
exit system 9
place another call 0
cancel exit *

Send Quick Message
Enter Voicemail System
Kingston Staff: (87)**4-5555**
Providence: (277)**-5111**
Student: (87)**4-5555**
Press *
Enter voicemail box number
Record message
Hang up