

## Faculty & Staff Voicemail Instructions

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### Faculty & Staff on Kingston and Bay Campus, except telephones with multiple voicemail boxes

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#### 1. Log in:

Dial 4-5555 from on-campus  
or 874-5555 from off-campus.

Enter the # key and your  
voicemail box number.

Enter your personal security  
code; to initialize a new  
mailbox, use **11597** as the  
security code.

### Faculty & Staff Providence Campus

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#### 1. Log in:

Dial 5111 from on-campus or  
277-5111 from off-campus.

Enter the # key and your  
voicemail box number.

Enter your personal security  
code; to initialize a new  
mailbox, use **83195** as the  
security code.

### Faculty & Staff with multiple voicemail boxes

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#### 1. Log in:

Dial 4-3333 from on-campus  
or 874-3333 from off-campus.

Enter the #key and your  
voicemail box number.

Enter your personal security  
code; to initialize a new  
mailbox, use **83195** as the  
security code.

#### 2. Listen to your messages:

Press **5**. While listening to a message, you may perform the following options:

Press **2** to back up the message by 4 seconds.

Press **2 2** to back up the message to the beginning.

Press **3** to erase the message; the message will be erased automatically if played to the end.

Press **4** to go forward in the message by 4 seconds.

Press **5** to listen to the next message.

Press **1 5** to listen to the last message.

Press **7** to save the message.

Press **8** to hear the date and time the was message received.

#### 3. Log off:

Press **9** to initiate the logging off procedure and to hear how many messages will be erased.

Press **9** again to end the session.

#### 4. Other Options (after you've logged in to your mailbox):

##### To hear saved messages:

At the **ready** prompt, press **1 9 2**; you must press **3** to erase a saved message.

##### To change your personal greeting:

At the **ready** prompt, press **4**.

Press **5** to listen to your greeting.

Press **6** to record a new greeting, followed by the # sign.

##### To change your security code:

At the **ready** prompt, press **1 6 2**.

Enter your new code, followed by the # sign.

##### To change your name:

At the **ready** prompt, press **1 6 8**. After recording your full name, press the # key to save the change.