

Log in from your own Phone
Dial 1-5500

Log in from off campus
Local - 491-5500
Long Distance – 1+970-491-5500

Enter your PIN and press #

Main Menu
1 - Listen to Inbox Messages
2 - Listed to saved messages
3 - Listen to deleted messages
4 - Send a message
5 - Voicemail options
8 - Log off
0 - System-wide welcome
* Replay this message

Message Menu
1 – Play message info
2 – Replay message
3 – Save/Restore to Inbox
4 – Delete/Delete permanently
5 – Forward message
Play next message
* Cancel

Voicemail Options
1 – Record greetings
2 – Record name
3 – Select greeting
4 – Empty deleted messages
5 – Personal Identification Number
* Cancel

Record Greeting Menu
1 – Standard
2 – Out of office
3 – Extended absence
* Cancel

Comments Menu
1 – Include comments
2 – Forward without
* Cancel

Select Active Greeting Menu
1 – Listen to all greetings
2 – Choose standard
3 – Choose out of office
4 – Choose extended absence
5 – Choose default
* Cancel

To record press #

Recording Menu
1 – Play back recording
2 – Accept recording
3 – Delete and rerecord
* Cancel

To forward enter extension