ELI Voicemail Instructions

What is ELI voicemail?
ELI voicemail is an instructional technology that allows you to leave telephone messages for your instructor; listen to informational recordings about your course and ELI; and submit and receive your course assignments. ELI voicemail service operates 24 hours a day, 7 days a week. All messages are recorded and saved for the duration of your course period, so you can send or listen to messages at your convenience.

How Do I Begin?
• Go to a touch-tone phone (avoid portable phones).
• Dial 703-323-3893 for local calls or call 1-800-627-5443 and ask to be transferred to the voicemail system
• Listen to the list (menu) of choices.

What Should I do if I Am A New ELI Student and don’t know My Mailbox Number?
• Your mailbox number and password will be your 7 digit EMPLID.

How Do I Find My EMPLID?
• Go to http://www.nvcc.edu/novaconnect Click on Find EMPLID.

What Should I Do To Listen to the messages in my mailbox?
• Press (*) at main menu.
• Enter your mailbox number [emplid].
• Enter your password [emplid] then press (*).
• Press 1 to listen to the messages
  • After each message plays, you can
    • press 5 to replay message.
    • press 6 to play next message.
    • press 4 to play previous message.
    • press 7 to save message.
    • press 9 to delete message.
    • press # key to back up to the previous prompt.

This option allows you to listen to the messages left in your personal box. The first time you open your mailbox, you may be prompted to record a greeting and your full name, and to spell your name for the directory. You should check your mailbox for messages at least once a week. Messages left in your mailbox will remain for 30 days; after that, they will be deleted automatically. Your assigned mailbox remains yours for the duration of your enrollment in the course.
What should I do to send or leave a message for my instructor?

Option 1 – From Your Personal Mailbox

- Press (*) at the main menu.
- Enter your mailbox number.
- Enter your password then press (*).
- Press 2 to send a message.
- Enter your instructor or others mailbox number (e.g. 0000888).
- Begin your recording with your name and section number.
- Press the star sign (*) when you are finished recording.
- Press 1 to send the recorded message, press 2 to listen to the recorded message, or press 3 to rerecord your message.
- Press # key to go back to the previous menu.

Option 2 – From the Main Menu

- At main menu enter your instructor’s mailbox number.
- Record your message at the prompt, beginning with your name and section number. Then record your message.
- Press the star sign (*) when you are finished recording.
- Press 1 to send the recorded message, press 2 to listen to the recorded message, or press 3 to rerecord your message.
- Press # key to go back to the previous menu.
ELI Voicemail Road Map

Dial 703-323-3893
Or
1-800-627-5443

Press *
Open Personal Mailbox

To Leave Message
Enter Mailbox Number

Press 2 for a Directory

Enter Mailbox Number
Enter Password and *

Press 1
Review Messages

1 Rewind
2 Pause / Continue
3 Fast Forward
4 Previous Message
5 Replay Message
6 Next Message
7 Save Message
8 Play Menu
9 Delete Message
0 Reply
*
Additional Options
#
Exit This Menu

Press 2
Send Messages

Press 3
Set Personal Options