Check Voicemail

1. Click the Messages key.
2. Enter password
default = 00extension
3. Press #

Check non-main extension
OR check voicemail from outside system

1. Click the Messages key or dial (479) 684-5100
2. Press * (if you clicked the Messages key)
3. Enter your ID (extension)
4. Press #
5. Follow Steps 2 and 3 on Check Voicemail

Basic controls: 1 = listen to new messages / 3 = delete

Phone Usage Video Tutorial


Add a Printer On Your Local Machine

Windows 7: Step 1
Type \ahecnw-print\ in your search bar.

XP: Step 1
Click Start then Run and type \ahecnw-print\.

2. Press your Enter key on your keyboard.
3. A list of all the UAMS NW printers will appear.
4. Double click to add the printer of your choice.

Important Links

UAMS NW Website: http://northwestcampus.uams.edu/
Regional Programs - Northwest:
http://regionalprograms.uams.edu/regional-centers/uams-northwest/
UAMS Employee Self Service: https://enterprise.uams.edu/irj/portal

Once everything is done installing, this printer will be added to your list of printers to choose from.
Email Quick Facts

Online Archiving is available: Contact IT for Assistance setting up.

Online Archiving allows access to archive through Webmail.

Events in your calendar can be color coded using Categories.

You can keep Office Communicator conversations and they will be stored in your Outlook inbox in Conversation History.

Scheduling at UAMS NW

1. Gather the needed information regarding your meeting/class including:
   - Meeting Chairperson, title, date, time
   - Preferred room
   - Technology needed

2. Email, NW Scheduling:

   Email: northwestscheduling@uams.edu

2. Once scheduled, NW Scheduling will send a confirmation email to the Meeting Requestor and Video Support (if IVN)

   Once Scheduled, you can view your rooms at https://reserve-a-room.uams.edu/rooms

   Click “Northwest Campus” on the blue right Filter area.

Contact IT: Who, What, How

Who: Contacting the IT Helpdesk will get you the best services from UAMS IT when you are having computer related problems.

For What: Do you have Computer, Printer, Internet, Email, or EMR problems to just name a few?

How:

By Phone

1-800-547-8680 / 501-686-8555 (LR IT)
OR EXT. 855 for Local NW IT
Immediate response from a member of the UAMS IT Team allowing a quicker response time for those immediate needs.

By Email

helpdesk@uams.edu = Easier request with a delay in response time from the UAMS IT Team

Who: Video Support

For What: IVN Problems

How – By Phone: 501-686-8666