



UCD VOICEMAIL REVAMP

SWITCHOVER GUIDE

WHY IS THIS HAPPENING TO ME?

- The current voice mail system is reaching the end of its service life
- The new system features enhanced web-based capabilities, you may check messages by:
 - Phone
 - Email
 - Web Portal

CHANGE IS SCARY

- The old voicemail system will be decommissioned on *May 15th*
- Yes, that is sooner than I thought, too
- No, they didn't tell me what happens if you fail to switch
 - (Probably bad things*)
 - *Not really, but I wouldn't push it

WHAT DO?

- Detailed instructions can be found at:
 - MyPhone.UCDavis.edu
- For help, contact IT-Express:
- (530) 754-HELP
- ITHelp@ucdavis.edu

YOU WON'T REMEMBER THIS ANYWAY

To initialize your subscriber mailbox:

1. From a campus telephone, dial the General Access Number (754-0054).
2. Enter your 10 digit mailbox number and press # (e.g., 5307521234).
3. Enter the default PIN and press # (the default PIN is 123456).
4. Listen to the introductory prompt and follow the simple instructions to create a new PIN.
5. Once you create a PIN, your mailbox is initialized. You will not hear the tutorial the next time you access your mailbox.
6. Continue with the setup tutorial to record a name announcement, select the greetings you want to play to callers, and record personal greetings.
7. At any time after you initialize your mailbox, you can record your name announcement and greeting or change your PIN. If you want to set up your mailbox at another time, press * to exit to the Main menu, or simply hang up.

To set up your campus phone:

You must program your campus phone to join the new voice mail system. Complete all of the four following steps, in order.

1. Lift handset, press *61. Hear confirmation tone (busy signal). Hang up.
2. Lift handset, press *60. Hear confirmation tone. Hang up.
3. Lift handset, press *51, dial 754-0054. Hear confirmation tone. Hang up.
4. Lift handset, press *50, dial 754-0054. Hear confirmation tone. Hang up.

Checking messages by phone:

1. Access your voice mailbox by dialing 754-0054 (or 530-754-0054 outside of the 530 area code).
2. The system plays your message inventory, stating the total number of new voice mail messages, and any messages scheduled for future delivery. Then it automatically plays new voice mail messages.
Note: *If the system notifies you that your mailbox is almost full or full, we recommend that you review and delete messages from your mailbox.*
3. While the messages are playing, you can press * to hear the Main menu options.
4. Press **1** to listen to new messages, or Press **2** to hear saved messages, or Press **3** to hear scheduled delivery messages.
5. Use the following keys to control playback as you listen to a message:

THAT WASN'T HELPFUL AT ALL!

- Start by dialing the general access number, enter your mailbox number and then enter the default PIN:
 - 123456
 - ...really Davis? 123456???
- Create a new PIN
- Record a new greeting
 - No you cannot keep your old one –Illusions of youth would have been shattered once you called them back anyway

BUT WAIT! THERE'S MORE!

- You must then reprogram your phone using a complex system apparently derived from semaphore
- Seriously just look this step up and follow the guide:

MyPhone.UCDavis.edu



Like this, but with a phone

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THAT WASN'T SO BAD!

- True, but murphy's law suggests that it won't be that easy.
- Again - for help, contact IT-Express:
- (530) 754-HELP
- ITHelp@ucdavis.edu

DON'T GO, I'M LONELY

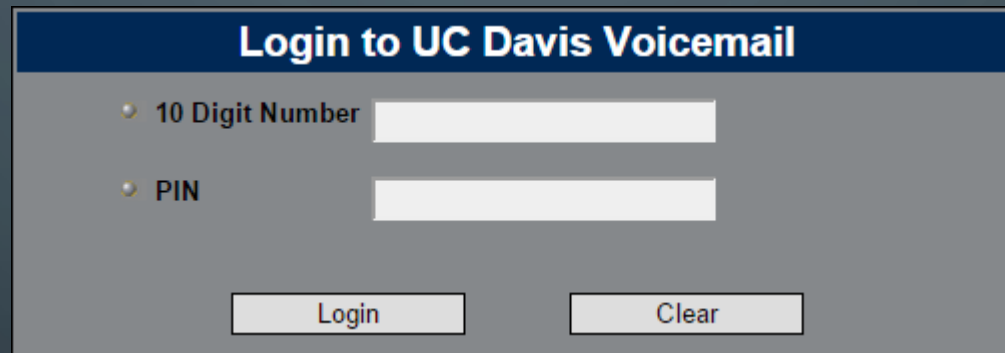
- Don't worry, there's still more:
- To check your voicemail by phone
 - Dial (530) 754-0054
 - Press:
 - 1 – listen to new messages
 - 2 – listen to saved messages
 - 3 – listen to scheduled delivery messages

I FEEL RIPPED OFF, WHERE'S MY NEW STUFF?

- Voicemail can be checked online at Voicemail.UCDavis.edu
- There, you can also configure the system to email you copies of every voicemail
- The new voicemail system also has the added bonus of not being decommissioned on *May 15th*

YOU PROBABLY DIDN'T NEED ME FOR THIS

Logging into Voicemail.UCDavis.edu



The screenshot shows a login form titled "Login to UC Davis Voicemail". It contains two input fields: "10 Digit Number" and "PIN". Below the fields are two buttons: "Login" and "Clear".

Login to UC Davis Voicemail	
• 10 Digit Number	<input type="text"/>
• PIN	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Clear"/>

- 10 Digit Number = Your 10-digit phone number
- PIN = The PIN you just created

VAGUELY INSPIRATIONAL FAREWELL

- Together we can get through these trying times
- Everything you need can be found here:
 - [MyPhone.UCDavis.edu](https://myphone.ucdavis.edu)
- If you need help, contact IT-Express:
 - (530) 754-HELP
 - ITHelp@ucdavis.edu
- Fly forth and conquer, your new voicemail recordings shall inspire the masses to create a better tomorrow