Set Up Your New Voice Mail

UCDAVIS

The following procedures describe how to initialize your mailbox and set up your campus phone for the new UC Davis voice mail system.

Step 1

To initialize your subscriber mailbox:

1. From your own campus telephone, dial the NEW General Access Number (754-0054).

   *Note: if calling from a phone other than your own, you will need to press * and then enter your 10 digit phone number before your PIN. (There may be a long pause after pressing *.)

2. Enter the default PIN and press # (the default PIN is 2468).

3. Listen to the introductory prompt and follow the simple instructions to create a new 4 to 15 digit PIN.

4. Once you create a PIN, your mailbox is initialized. You will not hear the tutorial the next time you access your mailbox.

5. Continue with the setup tutorial to record a name announcement, select the greetings you want to play to callers, and record personal greetings.

6. You need to record your name announcement and greeting or change your PIN. Your mailbox is now initialized.

Step 2

To set up your campus phone:

Your campus phone is already programmed to send calls to the voicemail system when you are on your phone or away from your desk. Please skip to Step 3.

IMPORTANT: For security, your PIN will need to be reset 12 months from the date it was last reset. You can reset your PIN at anytime if you know the current PIN.

Just follow
the prompts. . .

Step 3

Please visit voicemail.ucdavis.edu to set your voice mail and email notification preferences. A full list of voice mail commands is available here:
http://crcms.ucdavis.edu/sites/default/files/upload/files/ quick_reference_card.pdf

To Access the Voice Mail System, you:

I'm at my work phone, at my desk →
1. Dial 754-0054
2. Enter your PIN

I'm at another campus phone that also has voice mail →
1. Dial 754-0054
2. Press * , wait for prompts
3. Dial your 10-digit mailbox number
4. Enter your PIN

I'm at another campus phone, but it doesn't have voice mail →
1. Dial 754-0054
2. Dial your 10-digit mailbox number
3. Enter your PIN

I'm Off Campus →
1. Dial (530) 754-0054
2. Dial your 10-digit mailbox number
3. Enter your PIN

Click to enlarge an usermap with voice mail commands:

Telephone User Map