VoiP Phones

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How to setup call forwarding?

Here are the steps you need to take to setup call forwarding for your office phone (UCD Campus):

Procedure

1. Go to http://scp.ucdavis.edu/ and log on with your UCD (Kerberos) username and password
2. You may be prompted for to enter or/update your PIN associated with your phone number
3. In the left hand column, click on **Call Forwarding** option
4. In the right hand panel, click on **Advanced Calling Rules**
5. For the options you want to enable call forwarding for, Click the dropdown menu and select **Add a new number**
6. Enter the phone number you want the calls forwarded to.

The photo below shows the advanced call forwarding options.

Additional self-service phone options are listed on the UCD knowledge base page

https://ucdavisit.service-now.com/servicehub/?id=ucd_kb_article&sysparm_article=KB0003395

How can I access my voicemail when away from my office phone?

For phones on the **UCD Campus**: Logon to https://unity.ucdavis.edu/ with your UCD (Kerberos) user and password

For phones on the **UCD Health Campus**: Dial 916-734-5070, and then follow prompts to enter your phone and pin