Ville Bulletin

New Phone System Update

- **Phone Delivery**

  We are currently delivering new phones to campus locations as they are being processed. **Please do not plug them in.**   IT will take care of activating and testing your new phone over the fall break weekend. If you are in a sensitive area which is inaccessible with a master key, IT will activate your phone upon your return to campus.

- **Please Hold Your Requests for Adds, Moves, and Changes**

  As we near our cut-over date for the new system, IT respectfully requests that the campus community hold all requests for any additional phones, the moving of phones, or the changing of phone numbers. Our recent documentation provided to the vendor is the basis for the programming of the new system. After the new system is made operational and is available to us after the fall break weekend, we will be happy to accommodate you.

- **Retrieve Your Voicemails Now**

  Our current NEC phone system is cloud hosted. Therefore, when we migrate to our new on-premise system we will have no access to your NEC voicemails. Please review your saved voicemails now, and listen to any new voicemails prior to 5 PM on Friday, October 5, 2018.