

How to Set Up Your New AVST Voicemail Box

Before You Start

To set up AVST, you will need the following information:

AVST internal (On-Campus) number:	6688
Your subscriber mailbox number*:	Your Phone Extension
Default security code:	1111

*In rare cases it may be different. Contact Telecom at ext. 6411 if you are unsure.

Gaining Access to Your Mailbox - Follow these simple steps to start using AVST.

1. Dial **6688** from **your desk phone**.
2. You will then be prompted to enter your security code **1111** (the default code for first-time access).
3. Follow the prompts to enter a new security code, record your name and standard greeting.
4. **After completing the initial set-up you should record a busy greeting by pressing 4 and then 5.**

To check your messages, dial **6688(on-campus from your desk phone)** or **388-6688(off-campus)**. (Off-campus callers will hear four chime tones, press # and follow prompts.)

Questions call Telecom at Ext. 6411. Additional information on your voicemail can be found online at: <http://its.union.edu/documentation/voicemail>