
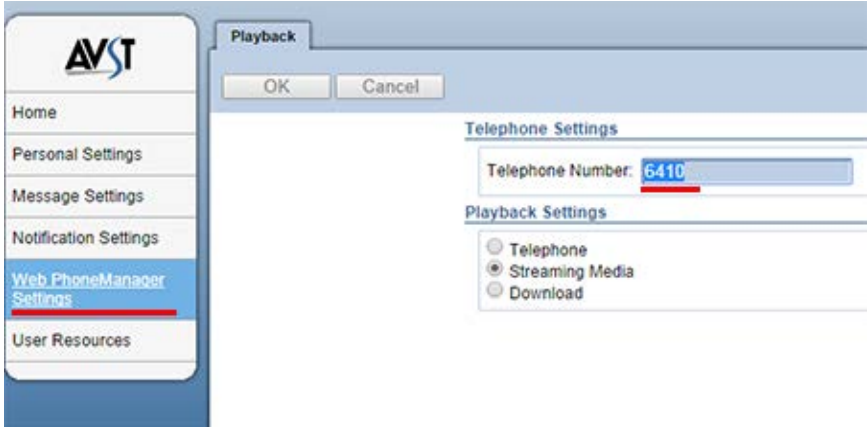
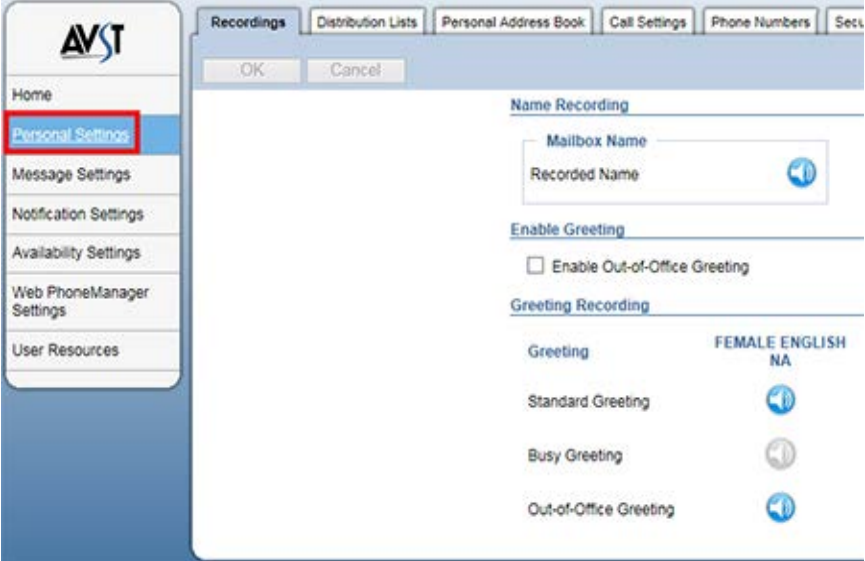
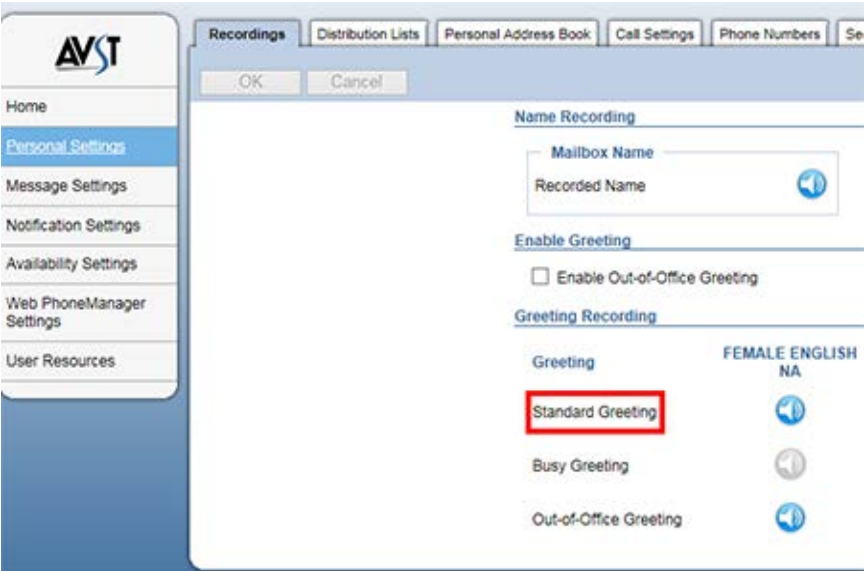





## Web PhoneManager – Recording Your Greetings

<p>Logon to <b>Web PhoneManager</b> at <a href="https://avstweb.union.edu/">https://avstweb.union.edu/</a></p> <p>If you have problems logging on, contact us at the Telecommunications Office, Extn. 6411 or <a href="mailto:telecomm@union.edu">telecomm@union.edu</a></p> <p><b>**Note:</b> You will not be able to logon to Web PhoneManager until you have completed your initial mailbox set up which must be completed through your phone. <b>**</b></p>	
<p>If your voice mailbox # starts with 9XXX you will have to set the <b>Telephone Number</b> under the <b>Web PhoneManager Settings</b> on the left menu.</p> <p>Set the <b>Telephone Number</b> to a number that you can be reached at on campus (A number that rings on the telephone on your desk).</p> <p>If your voice mailbox is the same as your personal telephone number you do not need to do this step.</p> <p>(Note, you do not need to change the default Playback Settings).</p>	

<p>To change your recorded <b>Name</b>, <b>Standard</b>, <b>Busy</b> and <b>Out-of-Office Greeting</b>, click on the left menu item "<b>Personal Settings</b>"</p>	
<p>Click on the appropriate greeting hyperlink you would like to record or change.  Ex. <b>Standard Greeting</b></p>	
<p>To start recording, press the red circle button, this will dial your phone #. Pick up the phone call to begin recording your greeting.</p>	
<p>Once you are finished recording, do not hang up, but click the stop button on the recording screen in Web PhoneManager.</p>	
<p>Now you may click the Play button to listen to your recorded message. If you are happy with the recording, press the <b>OK</b> button and hang up the phone.</p>	

You may follow these steps to record your **Name**, **Busy** and **Out of Office Greetings**. To set your **Out-of-Office greeting** click the “**Enable Out-of-Office Greeting**” and click “**OK**” to save.

Note: No one can leave you a voice mail when your Out of Office greeting is enabled.

The screenshot shows a settings window with the following sections:

- Recordings** (selected tab)
- Name Recording**: Includes a "Mailbox Name" field and a "Recorded Name" field with a speaker icon.
- Enable Greeting**: Contains a checkbox labeled "Enable Out-of-Office Greeting", which is highlighted with a red box.
- Greeting Recording**: A table with columns for "Greeting" and "FEMALE ENGLISH NA".

Greeting	FEMALE ENGLISH NA
Standard Greeting	
Busy Greeting	
Out-of-Office Greeting	