
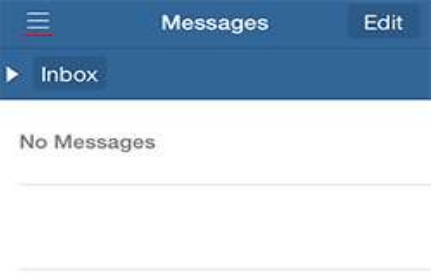
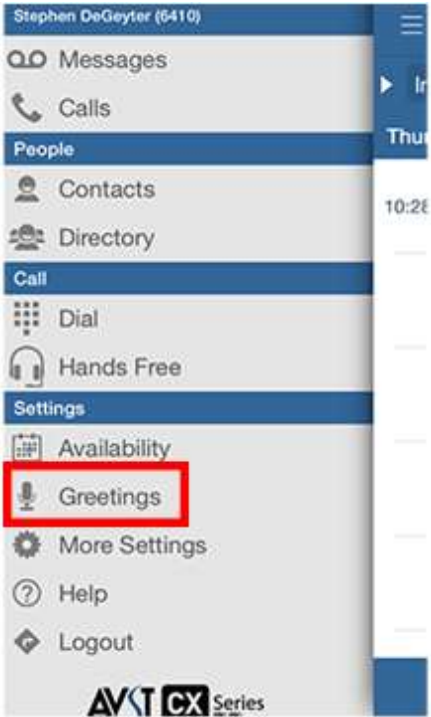


Recording and listening to greetings using the AVST Mobile App on an iPhone

Contact Telecommunications at x6411 for help.

Note When using the AVST mobile app you cannot be on the Union Wi-fi network.

<p>1. On your mobile device, tap the AVST mobile app icon to open.</p>	
<p>2. Tap the 3 white horizontal lines on the top-left corner of the screen to open the menu.</p>	
<p>3. The menu will slide out from the left. Tap Greetings.</p>	

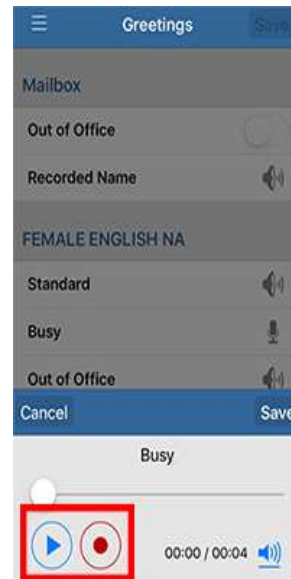
4. If you see a speaker icon, that means there is already a recording there. If you see a microphone icon, it means there is no current recording.

To listen to or record a greeting, tap the speaker or microphone icon.



5. To record a greeting, tap the red circle icon or tap the blue triangle icon to listen to the greeting.

If you record a greeting you must tap **Save** to keep the recording.

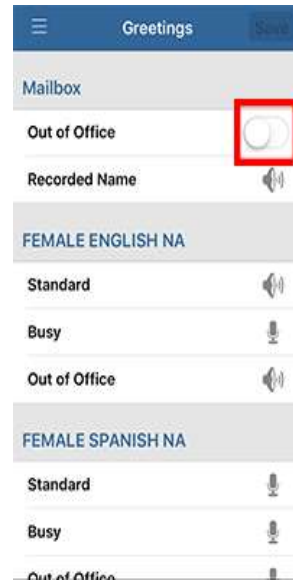


6. If you have an **out of office** greeting recorded you can turn your **out of office** greeting on and off by tapping the button to the right and then tap **Save** in the upper-right hand corner. When your **out of office** greeting is turned on, callers will not be able to leave you a message.

Out of Office On:



Out of Office Off:



Last modified: 1/8/16