# Installing the AVST Mobile App on an iPhone

With the AVST mobile app you can listen to, delete, save messages, record your greetings, enable/disable your out of office greeting and more. To use the AVST Mobile App, Telecommunications has to enable the feature on your voice mailbox.

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

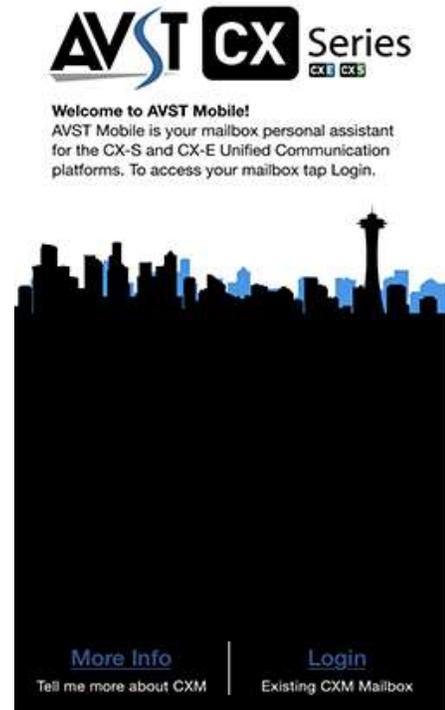| | |
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| 1.<br><br>**You MUST contact Telecommunications at x6411 or email telecom@union.edu before installing the AVST Mobile App. You will need to provide your voice mailbox # and 10 digit cell #.**<br><br><br>Open the App Store and search for "**avst mobile**".<br><br>Tap the **Get** button to download.<br><br>Once download is complete and installed, tap the **Open** button to start the app. |  |

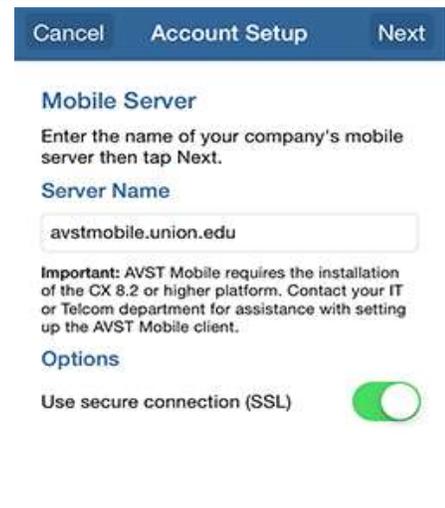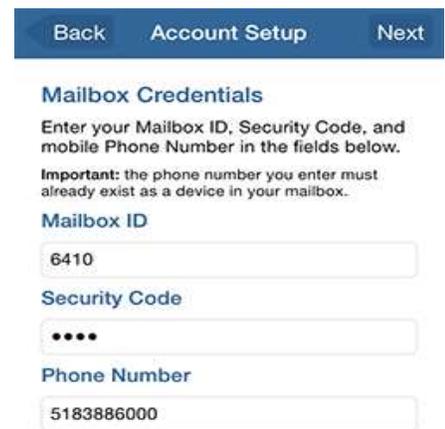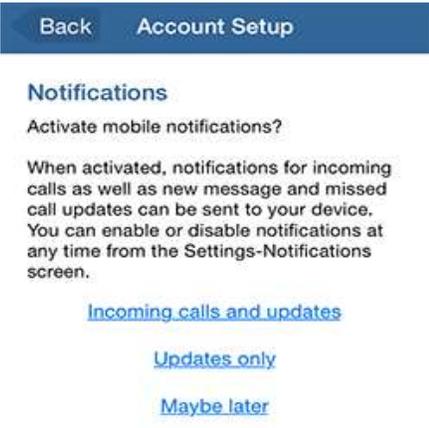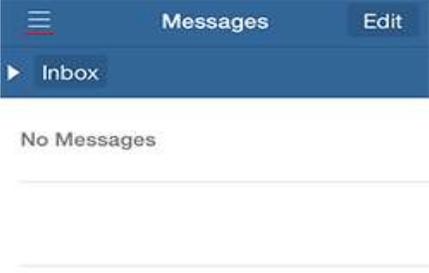| | |
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| 2. <br><br> At the start-up screen, tap the **Login** button at the bottom-right of the screen. |  |
| 3. <br><br> On the **Account Setup** screen, enter the S**erver Name**: <br><br> **avstmobile.union.edu** <br><br> Make sure **Use secure connection (SSL)** is turned on (green), as shown to the right. <br><br> <mark>*Note* When using the AVST mobile app you cannot be on the Union Wi-fi network.</mark> <br><br> Tap the **Next** button at the top-right part of the screen to continue. |  |
| 4. <br><br> On the next Account Setup screen, enter your mailbox ID (usually your phone ext. Call x6411 for help). <br><br> Enter your security code (same code as you use when logging into your voice mailbox from your phone) <br><br> Enter your 10 digit mobile phone number. <br><br> Tap the **Next** button at the top-right part of the screen to continue. |  |

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| 5.<br><br>Choose your desired mobile notifications.<br><br>Suggested: **Incoming calls and updates**. | **Back    Account Setup**<br><br>**Notifications**<br>Activate mobile notifications?<br><br>When activated, notifications for incoming calls as well as new message and missed call updates can be sent to your device. You can enable or disable notifications at any time from the Settings-Notifications screen.<br><br>Incoming calls and updates<br><br>Updates only<br><br>Maybe later |
| 6.<br><br>Tap the **Finish** button at the top-right part of the screen. | **Back    Account Setup    Finish**<br><br>**Finished**<br>Congratulations, account setup is complete! Tap Finish to access your mailbox. |
| 7.<br><br>You have successfully setup your AVST Mobile App for your iPhone.<br><br>The screen opens at your voicemail Inbox.  To access the menu and other features of your voice mailbox, tap the 3 white horizontal lines on the top-left corner of the screen. | ☰      Messages      Edit<br><br>▶  Inbox<br><br>No Messages |
| 8.<br><br>The menu will slide out from the left.<br><br>You can listen to, delete, save messages, record your greetings, enable/disable your out of office greeting and more.<br><br>*Note* If you delete a message from the app, you will need to empty the trash.  From your **Messages** Inbox, tap the **Inbox** button, and select **Trash**.  Then tap the **Purge** button in the upper right corner of the screen. **This will permanently delete your voice messages.** | Stephen DeGeyter (6410)      ☰<br>QO Messages                 ▶ I<br>📞 Calls                      Thu<br>**People**<br>👤 Contacts              10:2<br>👥 Directory<br>**Call**<br>⋮⋮⋮ Dial<br>🎧 Hands Free<br>**Settings**<br>📅 Availability<br>🎤 Greetings<br>⚙ More Settings<br>⑦ Help<br>◆ Logout<br><br>AVST CX Series |