

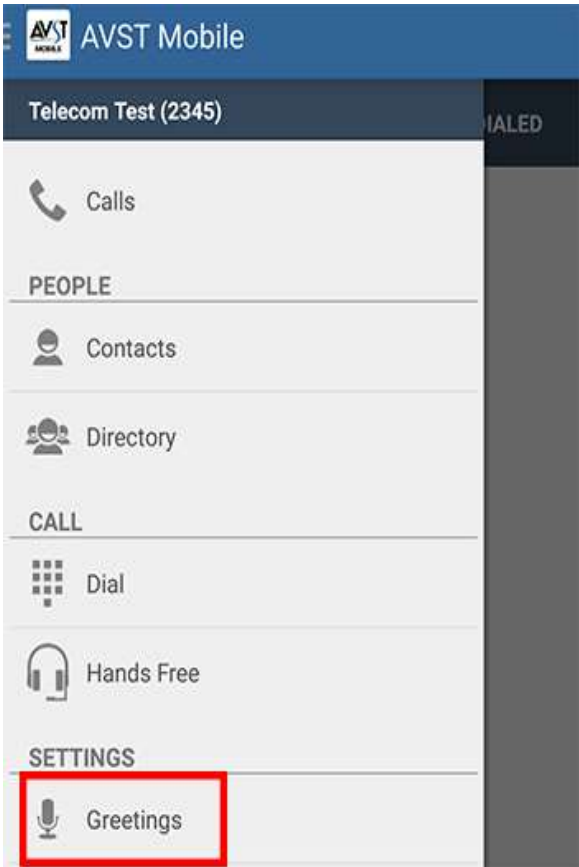


## Recording and listening to greetings using the AVST Mobile App on an Android Phone

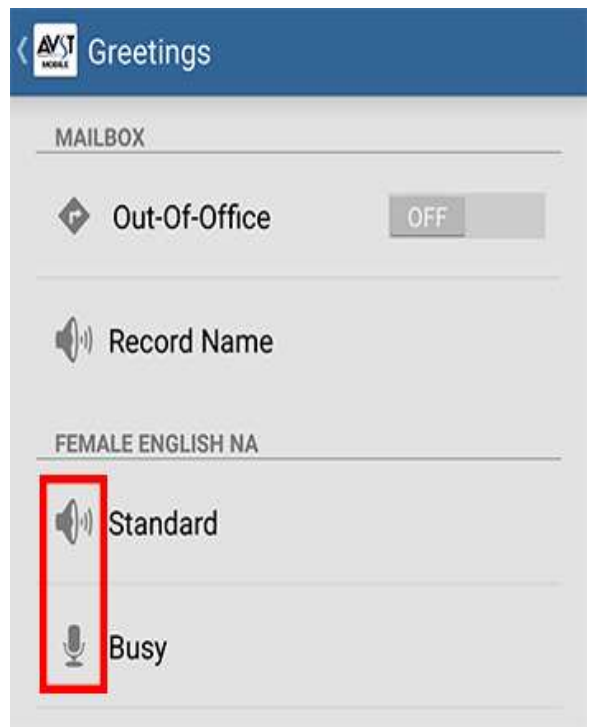
Contact Telecommunications at x6411 for help.

**\*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 gray 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 <b>Greetings</b>.</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.



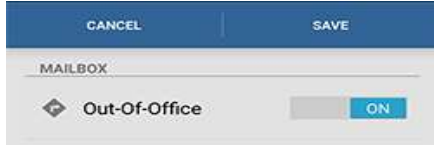
5. To record a greeting, tap the microphone icon or tap the triangle icon to listen to the greeting (if already recorded).

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

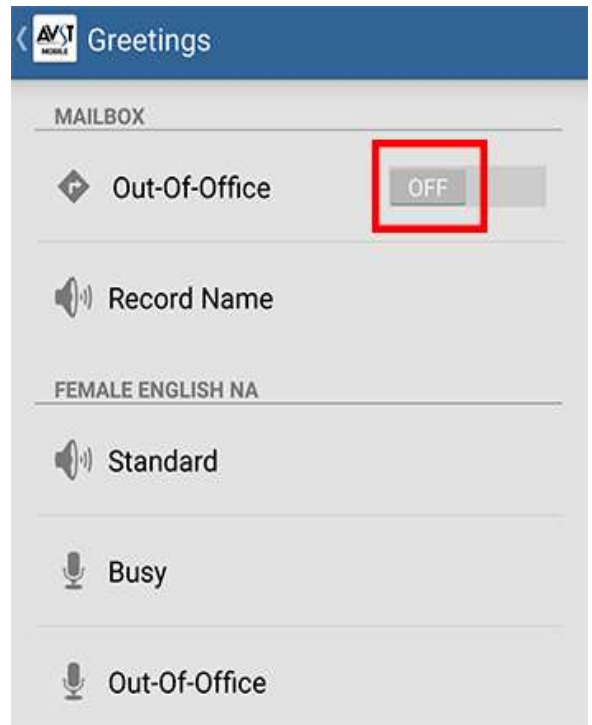
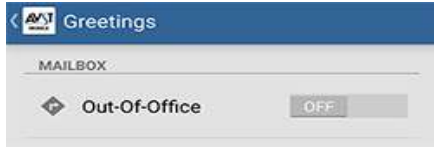


6. If you have an **out of office** greeting recorded you can turn your **out of office** greeting on and off by tapping the button to the right and then tap **Save** in the upper-right hand corner. When your **out of office** greeting is turned on, callers will not be able to leave you a message.

Out of Office On:



Out of Office Off:



Last modified: 1/13/16