

## Introducing Web PhoneManager for College Voicemail

All employees who have been given college voicemail now have access to Web Phone Manager or WPM. WPM provides a way to access and manage your voicemail online from your computer or smartphone.

With WPM you will be able to manage features in your voicemail such as:

- Listening and changing your name, greetings, and Out of Office greeting,
- Changing your playback speed of messages,
- Changing your security code, and
- Changing your message presentation and playback

To access WPM, go to <https://avstweb.union.edu> and log in with your voice mailbox number and your voice mailbox security code.

Helpful hints and web tutorials for any enabled feature or function are available on your WPM profile.

With WPM, you have the ability to manage your voice messages (view, listen, sort, save and delete) **online only** rather than from the phone. This feature has to be enabled by Telecommunications.

Please note that you must empty the trash folder of deleted voicemails from within WPM to avoid your mailbox being full and unable to accept new voice messages.

Call Telecommunications for more information and assistance at ext . 6411 or email us at [telecomm@union.edu](mailto:telecomm@union.edu)