Web PhoneManager – Recording Your Greetings

Logon to Web PhoneManager at https://avstweb.union.edu/

If you have problems logging on, contact us at the Telecommunications Office, Extn. 6411 or telecomm@union.edu

**Note: 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.**

If your voice mailbox # starts with 9XXX you will have to set the Telephone Number under the Web PhoneManager Settings on the left menu.

Set the Telephone Number to a number that you can be reached at on campus (A number that rings on the telephone on your desk).

If your voice mailbox is the same as your personal telephone number you do not need to do this step.

(Note, you do not need to change the default Playback Settings).

To change your mailbox Name, Standard, Busy and Out of Office Greetings, click on the left menu item “Personal Settings”
Click on the appropriate greeting hyperlink you would like to record or change.

Ex. Standard Greeting

Note: **You MUST record a Standard and Busy greeting so callers can leave you a voice mail**

To start recording, press the red circle button, this will dial your phone #. Pick up the phone call to begin recording your greeting.

Once you are finished recording, do not hang up, but click the stop button on the recording screen in Web PhoneManager.

Now you may click the Play button to listen to your recorded message. If you are happy with the recording, press the OK button and hang up the phone.

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.