How to Set Up Your New AVST Voicemail Box

Before You Start

To set up AVST, you will need the following information:

<table>
<thead>
<tr>
<th>AVST internal (On-Campus) number:</th>
<th>6688</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your subscriber mailbox number*</td>
<td>Your Phone Extension</td>
</tr>
<tr>
<td>Default security code:</td>
<td>1111</td>
</tr>
</tbody>
</table>

*In rare cases it may be different. Contact Telecom at ext. 6411 if you are unsure.

Gaining Access to Your Mailbox - Follow these simple steps to start using AVST.

1. Dial 6688 from your desk phone.

2. You will then be prompted to enter your security code 1111 (the default code for first-time access).

3. Follow the prompts to enter a new security code, record your name and standard greeting.

4. After completing the initial set-up you should record a busy greeting by pressing 4 and then 5.

To check your messages, dial 6688(on-campus from your desk phone) or 388-6688(off-campus). (Off-campus callers will hear four chime tones, press # and follow prompts.)

Questions call Telecom at Ext. 6411. Additional information on your voicemail can be found online at: http://its.union.edu/documentation/voicemail

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