

Introduction

If you have been left a voicemail a message will appear on the phone display (2) saying **New Voicemail** to indicate that you have a message waiting.

Accessing the Voice Messaging System

From your own Cordless Telephone:

1. Dial 88 on the handset.
2. Enter your passcode followed by the # key.

Please note: your passcode will be emailed to you by Telecoms, but you will be required to change this on first use. See www.lse.ac.uk/telephoneguides for further information on the password policy.



Voicemail Settings

To change your Voice Portal passcode

For security purposes, your voice portal passcode will have to be changed every 60 days.

1. Dial 88 to access the Voicemail Portal and press * to access the Voice Portal.
2. Select option 8 (change passcode)
3. Enter new passcode and press #.
4. Enter new passcode again and press # to confirm.

See www.lse.ac.uk/telephoneguides for further information on the password policy.

To record your busy greeting

1. Dial 88 to access the Voice Messaging System.
2. Select option 2 (busy greeting menu).
3. Press 1 to record your busy greeting. Press # when finished.

To change your recorded name

1. Dial 88 to access the Voicemail Portal and select option 3 to record your name.
2. Press 1 to record your name.
3. Press # when finished.
4. Press 2 to listen to the current name recording.

To record your no answer greeting

1. Dial 88 to access the Voice Messaging System
2. Select option 3 (no answer greeting menu).
3. Press 1 to record your no answer greeting.
4. Press # when finished.