

## Introduction

If you have been left a voicemail the red LED indicator (1) in the top right of the phone will continually flash to indicate that you have a message.

## Accessing the Voice Messaging System

### From your own phone:

1. Dial 88 or press messages soft key (3).
2. Enter your passcode followed by the # key.

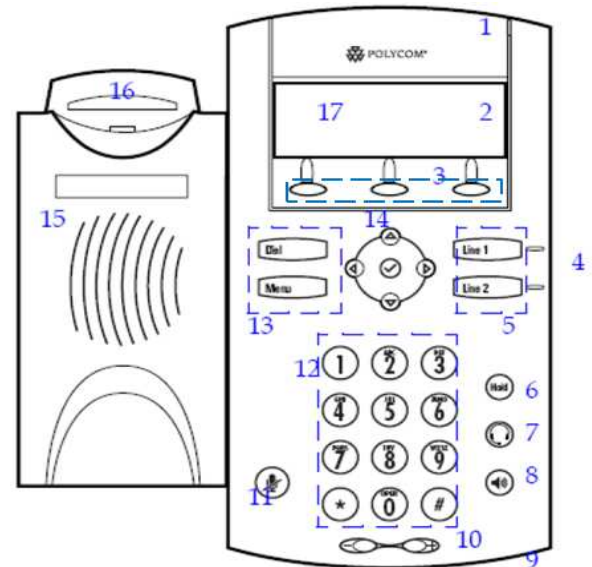
Please note: When prompted enter the default passcode which Telecoms have provided to you followed by hash (#), but you will be required to change this on first use. See [www2.lse.ac.uk/telephoneguides](http://www2.lse.ac.uk/telephoneguides) for further information on the password policy.

### From a phone other than your own:

1. Dial 88 and press \* during the voicemail greeting.
2. Enter your extension number followed by the # key
3. Enter your passcode followed by the # key.

### From a phone external to LSE:

1. Dial 020 3040 4599
2. Enter your pass code followed by the # key



## 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 [www2.lse.ac.uk/telephoneguides](http://www2.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.