

## 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 Voicemail Portal

### From your own phone:

1. Dial 88 or press the messages button (6).
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
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

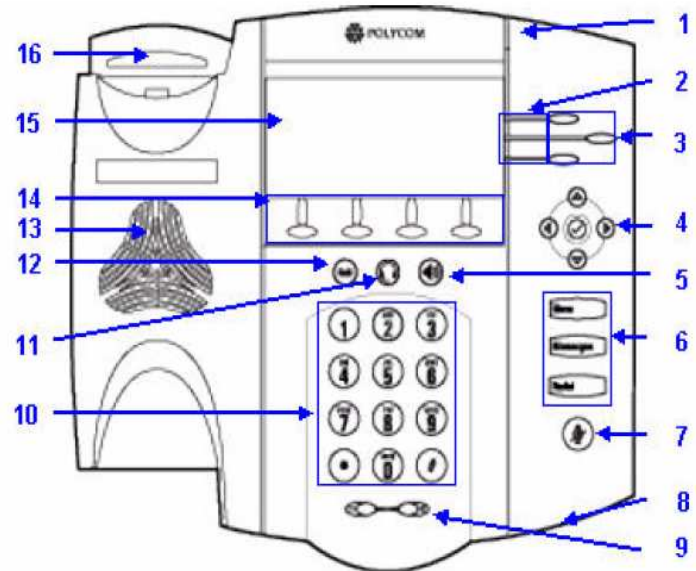
## Voicemail Settings

### 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 select option 8 (change passcode).
2. Enter new passcode and press #.
3. 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 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 busy greeting

1. Dial 88 to access the Voicemail Portal and press 1 to access your voicemail box.
2. Select option 2 (busy greeting menu).
3. Press 1 to record your busy greeting.
4. Press # when finished.

### To record your no answer greeting

1. Dial 88 to access the Voicemail Portal and press 1 to access your voicemail box.
2. Select option 3 (no answer greeting menu).
3. Press 1 to record your no answer greeting.
4. Press # when finished.