

## Introduction

You can access your telephone and change settings (e.g. call forwarding or voicemail settings) remotely by logging into the telephone portal. This can be done from any computer, either on or off campus.

## Accessing the telephone portal

Navigate to: [www2.lse.ac.uk/telephoneportal](http://www2.lse.ac.uk/telephoneportal) and enter the following details:

- User ID: Your LSE Email address, ensuring the initials are capitalised e.g. [A.User@lse.ac.uk](mailto:A.User@lse.ac.uk)
- Password: The Password you use to log into the telephony toolbar\*

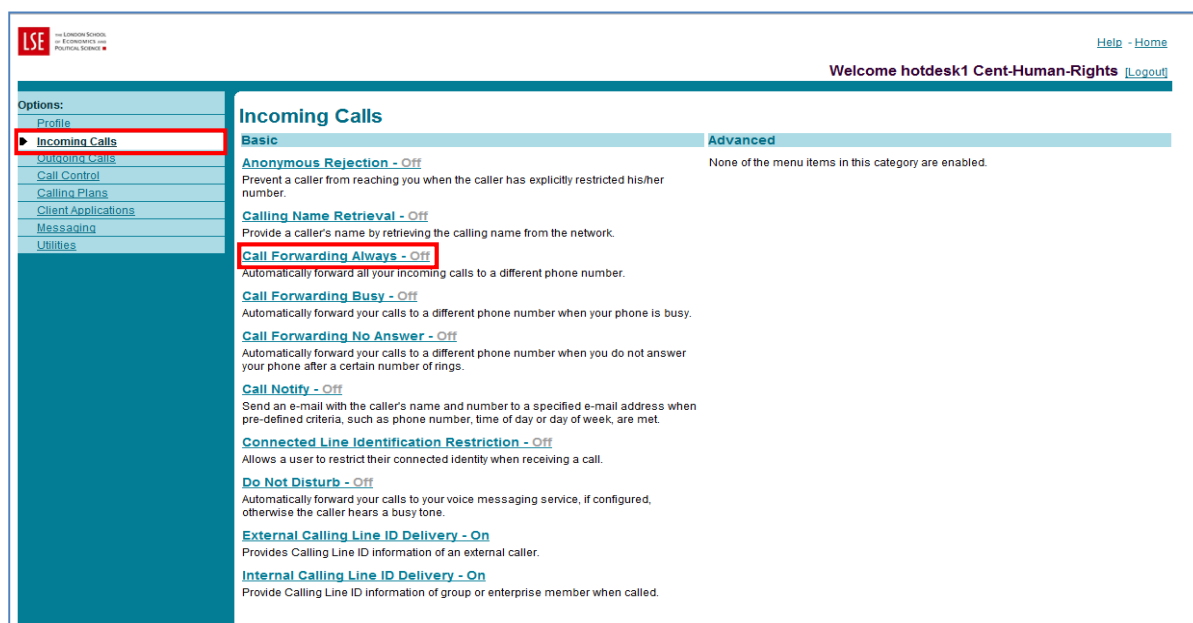
\*If you have forgotten your password or are unable to access the toolbar contact [it.servicedesk@lse.ac.uk](mailto:it.servicedesk@lse.ac.uk)



## Changing settings via the telephone portal

Once logged in, navigate the menu to amend your telephone settings. All settings you can amend via the telephony toolbar can be amended via the telephone portal.

For example, to change your call forwarding settings (to forward any phone calls your desk telephone receives to a different number), navigate to **Incoming Calls > Call Forwarding Always**.



Enter a relevant phone number to forward your calls to, ensure 'On' is selected and click **OK > Apply**.

The screenshot shows the LSE Telephone Portal interface. On the left is a sidebar with a menu under 'Options:' including Profile, Incoming Calls (selected), Outgoing Calls, Call Control, Calling Plans, Client Applications, Messaging, and Utilities. The main content area is titled 'Call Forwarding Always' and contains explanatory text about forwarding calls. Below the text are 'OK', 'Apply', and 'Cancel' buttons. A red rectangular box highlights the configuration options: 'Call Forwarding Always' with radio buttons for 'On' (selected) and 'Off', a text input field for '\* Calls Forward to phone number / SIP-URI', and a checkbox for 'Play Ring Reminder when a call is forwarded'. At the bottom of the main area are another set of 'OK', 'Apply', and 'Cancel' buttons. The top right of the page shows a 'Welcome hotdesk1 Cent-Human-Rights' message with a 'Logout' link.

## Logging out of the telephone portal

Once you have made the changes required, logout of the portal by either closing the web page or clicking on Log Out at the top right of the page

Welcome hotdesk1 Cent-Human-Rights [Logout](#)