



Royal Hospital for Neuro-disability

A national medical charity

Registered Charity No. 205907

RHN Emergency Phone Message

(how to change the out-going message)

1. From an external number	1. From an internal extension
Dial 020 8780 4515 and wait until phone diverts to answerphone	Dial 4515 and wait until phone diverts to answerphone Press *7 (star 7)
2. From external and internal numbers	
Log in to the mailbox: <ul style="list-style-type: none">• Extension: 4515#• Password: 27496780# then follow the recorded instructions	
Press 3 for greeting messages	
Press 2 to change your greeting message	
Press 1 to create your greeting message	
Press a number between 1-9 to record a message under that number	
Record your message after the tone. (Recordings must be at least 3 seconds long)	
Press 1 when you have finished recording your greeting message	