

How to check your Voice Messages

1. Curtin Staff: *Dial '3888'*

2. *Auto-Attendant: Thank you for calling Curtin University of Technology, Sarawak Campus, Malaysia....*

3. Curtin Staff: *Dial '#' [...once you hear the above greeting...]*

4. *Auto-Attendant: Please enter your Mailbox number.*

[For example, your telephone extension is 3000.]

5. Curtin Staff: *Dial '3000'*

6. *Auto-Attendant: Please enter your password.*

*[Default password = Telephone extension. * Please have it changed as soon as possible.]*

7. Curtin Staff: *Dial '3000'*

[If you have 2 Voice Messages in your mailbox...]

8. *Auto-Attendant: You have 2 voice messages.
To set your reminder call, press '1'.
To retrieve your voice messages, press '2'.
To change your password, press '4'.
To change your mailbox greeting, press '5'.
To send your message, press '6'.*

[To retrieve your voice messages...]

9. Curtin Staff: *Dial '2'*

10. *Auto-Attendant: Message received on <date> at <time>.
<...the recorded voice message...>*

[At the end of each voice messages...]

11. *Auto-Attendant: This is the end of the message.
To repeat, press '1'.
To forward this message, press '2'.
To delete, press '3'.*

[If you do not select any option, it will play the next voice message.]

[To exit the sub-menu, dial '']*

NOTE: All incoming calls that are not answered within 5 rings will be answered by the Auto-Attendant. Therefore, all users are advised to check their Voice Mailbox frequently.

Last Revised: 21st August 2008