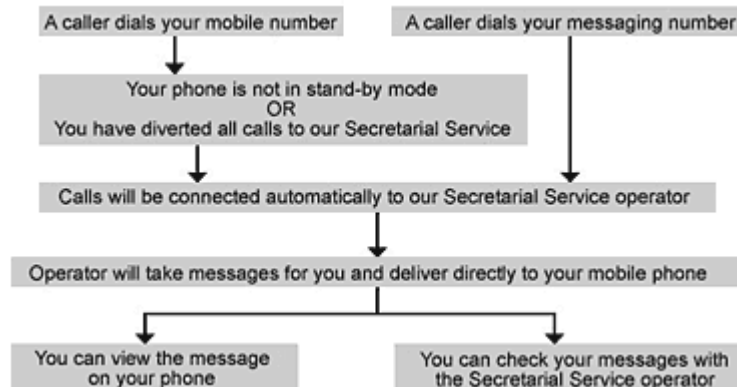




# Secretarial Service

## Workflow Overview



## Checking your messages

### To view messages on your handset

When your handset receives an incoming message, you will hear an alert tone and a  symbol will be displayed. You can then retrieve the message via your mobile phone. Please refer to your handset user guide for operation details. When the message capacity of your SIM or phone is full, the  symbol will flash to warn you that no further message can be received until you delete some of the old messages in memory.

### To check your messages with the service operator

Methods	Hong Kong	Roaming Countries
Dial <b>198</b> on your mobile phone	✓	✗
Dial your messaging number via your handset or touch-tone phone	e.g. 9165 XXXX	e.g. +852 9165 XXXX
Switch off your mobile phone and dial your own mobile number via any other phone	e.g. 9012 XXXX	e.g. +852 9012 XXXX

Methods	Hong Kong	Roaming Countries
Divert all your incoming calls to our secretarial service operator, then dial your own mobile number via a handset / touch-tone phone	Press * * 2 1 * 1 9 8 # SEND, then dial 9012 XXXX	Press * * 2 1 * 1 9 8 # SEND, then dial +852 9012 XXXX
Access <a href="#">*131* Phone Home</a>	x	Press * 1 3 1 * 1 9 8 # SEND

### **Terms and Conditions for this Service**

- Inform our service operator of your 1-6 digit PIN when you are connected. You can check your messages after your PIN has been validated.
- Charges for airtime used will be incurred for checking locally your messages through the operator on your mobile phone.
- No extra charge applies when checking your messages locally through the operator on any touch-tone phone.

### **Charges**

Bundle call management services	Monthly fee
Secretarial service plan A* (include 30 free secretarial messages)	HK\$98/month (thereafter \$2 per message, maximum charge at \$240) Messaging Number: Additional charge of \$10 per month
Secretarial service plan B* (include 80 free secretarial messages)	HK\$168/month (thereafter \$2 per message, maximum charge at \$240) Messaging Number: Additional charge of \$10 per month

\* For changing greeting or PIN of the Secretarial service, a charge of HK\$50 will apply per change.