TELEPHONE MOVERS OF WV, INC.
201 TRENT STREET
ST. ALBANS, WV 25177
PHONE: 304-722-2147 FAX: 304-722-2160

To check voice mail from your phone:

Press **Voice Mail**

Enter Password **_____**

To check voice mail from another phone on your system:

Without lifting the handset…

Dial **157**

When you hear the greeting, interrupt by pressing the # key

Enter Mailbox Number **_____** **(Same as your extension number)**

Enter Password **_____**

To check voice mail from outside the office:

Call in to the office, if the call is answered have the receptionist press voice mail and hang up to transfer you to the main greeting …

Or

If voice mail answers…

When you hear the greeting, interrupt by pressing the # key

Enter Mailbox Number **_____** **(Same as your extension number)**

Enter Password **_____**

(If password has been forgotten, please contact Christine at (304) 722-2147 for password recovery, there will be a $15.00 over-the-phone programming charge)