



Getting Started - Voicemail

Setting up your Voicemail

From Your Landline Phone

1. Dial your 10-digit Nsight Telservices phone number.
2. When prompted for your password, enter the last 4 digits of your telephone number.
3. You will be prompted to create a new password. To protect your privacy, all mailboxes require a password with a minimum of four numbers.
4. At this time you can follow the prompts to:
 - Record your personal greeting – a recording you may leave for anyone who reaches your voicemail box.
 - Record your name announcement – if no personal greeting is recorded, your message will state:
"You have reached: (NAME ANNOUNCEMENT)"

Using Your Voicemail

Accessing your Voice Mailbox

From your phone:

1. Dial your 10-digit telephone number
2. Enter your password
3. Follow the prompts to start using your mailbox

From your cellphone or business phone:

1. Dial your 10-digit Nsight Telservices phone number
2. When you hear your greeting, press *
3. You will then be prompted to enter your password.
4. Follow the prompts to start using your mailbox

Listening to messages

To replay this message, press 1

To go to the previous message, press 1 then 1

To pause at any time during playback, press 2

To fast forward a message during playing, press 3

To replay this message with the time it was delivered, press 5

To copy this message to another person, press 6

(messages can only be copied to voicemail boxes on the Nsight and Cellcom network)

To delete this message and go to the next, press 7

To save, press 9

To recover your deleted messages, press * then 3

(messages may be recovered up to seven days from deletion)

To return to the previous menu, press *

Modifying your Voice Mailbox

1. To get back to Main Menu, press * then *
2. To change your Greeting, press 3
3. To change your Personal Options, press 4
4. To access another mailbox Press * then 2