



Getting Started - Voicemail

Setting up your Voicemail

From Your Landline Phone

1. Dial "*12".
2. When prompted for your password, enter the last 7 digits of your telephone number.
3. You will be prompted to create a new password. To protect your privacy, we recommend changing your 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 *12
2. Enter your password
3. Follow the prompts to start using your mailbox

From your cellphone or another landline 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

