

## **PHONE/VOICEMAIL INSTRUCTIONS**

TO CALL OFF CAMPUS – DIAL 7

TO CALL ON CAMPUS – DIAL EXTENSION

TO SET-UP YOUR VOICEMAIL IF YOU DON'T HAVE A PIN:

1. Press the message button
2. It will prompt you enter pin followed by # sign. Pin-246810
3. Follow the prompts

IF YOU ALREADY HAVE A PIN:

1. Press message button
2. Enter pin
3. Follow prompts

TO CHECK YOUR VOICEMAIL FROM OFF CAMPUS

1. Dial (419)945-2188
2. When you hear the greeting "Thank you for calling Mapleton Local Schools . . ." enter the \* key.
3. Enter your mailbox/extension number followed by the # key.
4. Enter you passcode.

If you have any issues, send a helpdesk ticket to **[mapl\\_help@tccsa.net](mailto:mapl_help@tccsa.net)**.