

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 to enter your 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

STAFF MEMBERS VOICEMAIL THROUGH EMAIL SYSTEM

All staff members should receive voicemails through his/her TCCSA email. If you do not get your voicemails in your email, please send a helpdesk ticket to mapl_help@tccsa.net.

Please remember after listening to your voicemail via email to delete the email to prevent your mailbox from getting full too quickly.

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 your passcode.

If you have any issues, send a helpdesk ticket to mapl_help@tccsa.net.