

# Litecom

A Telecommunications and I.T. Services Company

## **Basic dialing, call handling and voice mail**

**In any** dialing situation, it is recommended dialing "#" after dialing your desired number. The "#" is the same as pressing the green send key on a cell phone.

**Voice Dialing -Outside calls-** For any calls within the United States, it is not necessary to dial a "1". All calls are 10 digit calls the same as a cell phone call.

### **Option 1 -**

Depress the line key, dial your number.

### **Option 2 -**

Without pressing a line key, dial your number.

**Voice Dialing -Internal -** Station-to-Station – Follow the same instructions above.

### **Call Transfer -**

Answer call, depress the transfer key, then press the speed dial key or dial your destination, then press the transfer again after dialing is complete.

### **Transfer on a cordless phone -**

Answer call, > press options key > Transfer > dial number to transfer to > Press TRANSFER

### **Call Park -**

While the call is in progress, press the Transfer key, dial the desired park code, then press transfer again.

### **Voice Mail -**

To access voice mail, press the message key on your phone, or dial \*97, and follow the prompts. Enter the default password provided by the system administrator.

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