

# 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 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

### **Voice Mail**

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

To access your voice mail from a phone other than your own: Dial \*98 and follow the prompts.

### **Call Park**

While call is in progress, dial \*6. The system will notify you of Park Code call has been parked on.

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