

## HOW TO USE A PHONE TO MAKE A LOCAL CALL

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### TASK PREPARATION

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- Locate your **phone**
- Find the **phone number** you wish to call

### DEFINITIONS

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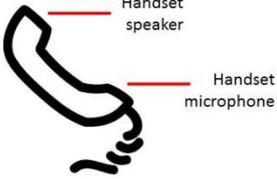
Term	Definition
<b>Phone</b>	A device allowing two people in different locations to hold a conversation.
<b>Phone number</b>	A unique number assigned to a <b>phone</b> .
<b>Phone call</b>	A connection between two <b>phones</b> allowing two people to hold a conversation.
<b>Keypad</b>	A group of buttons used to enter numbers into a <b>phone</b> . <b>Keypad</b> buttons can be physical buttons (present on the device) or virtual buttons (displayed on a touch screen).
<b>Dial button</b>	A button on the <b>keypad</b> used to initiate a <b>phone call</b> after the <b>phone number</b> has been entered.
<b>Dial tone</b>	For landlines only. A continuous sound audible through the speaker when the handset is lifted. The <b>dial tone</b> indicates that the <b>phone</b> is ready to make a <b>phone call</b> .
<b>Directory Assistance</b>	A service available in Australia to find a <b>phone number</b> . The <b>phone number</b> for <b>Directory Assistance</b> in Australia is 1223.

### TASK DESCRIPTION

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There are two basic phone models; **landlines** and **mobiles**.

 <p>Figure 1: A landline phone – top view</p>	<p>A <b>landline</b> phone uses a physical wire to connect two phones via a telephone exchange.</p> <p>A landline phone has a handset and a keypad.</p>
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 <p>Figure 2: Landline Handset – side view</p>	<p>During a phone call, you can hear the other person through the speaker at the <b>top</b> of the handset.</p> <p>You can speak to the other person through the microphone at the <b>bottom</b> of the handset.</p>
 <p>Figure 3: A mobile phone</p>	<p>A <b>mobile</b> phone uses an electronic signal to make and receive calls.</p> <p>A <b>mobile</b> phone is a handset. The keypad consists of physical buttons or virtual buttons.</p>

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## METHOD

1. Lift the handset and place the speaker against your ear.

You should hear a dial tone.

2. Use the keypad to enter the phone number.

If the phone number is not known, enter 1223.

3. If required, press the dial button.

When the other person answers, the call is connected.

4. Speak normally into the handset microphone.