
What is a Phone

A phone is a device which can allow you to talk to someone anywhere in the world, so long as they have a phone and you know the number to dial. There is a fee involved in the call which can be paid before the call or after the call, depending on the kind of phone used.

This document will first introduce you to the types of phones available and then provide you with Quick Reference Guides which will take you step-by-step through the process of using each type of phone.

Glossary of Terms

- **Phone number:** The unique series of numbers that need to be put into the phone in order to contact the person you wish to call. The person may have provided you with these numbers themselves, or you might be able to find the relevant number in the phone book. See **How to Find a Phone Number in the Phone Book** for instructions.
 - **Dial:** Definition 1: (verb) The process of entering the number you need to call into the phone. Definition 2: (noun) The round mechanism on the front of some classic phones used to dial the number.
 - **Receiver:** The part of a classic phone or payphone which you pick up and place to your ear and mouth in order to carry out a conversation on a phone. It contains a speaker and a microphone.
 - **Speaker:** The part of a receiver or smartphone which is placed next to your ear so you can hear what the person you are calling is saying.
 - **Microphone:** The part of a receiver or smartphone which is placed next to your mouth so what you say can be relayed to the person you are calling.
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Types of Phones

There are three basic types of phones.



Classic Phone



Payphone



Smartphone

- A **classic phone** uses buttons or a round dial to input the number of the person you are calling. It has a receiver which you pick up and place to your ear and mouth in order to make a call. This type of phone is usually found in a person's house and the calls are paid for as part of a monthly bill.
- A **payphone** is a phone can be found in public places and sometimes by the roadside. It works similarly to a classic phone, but the call will need to be paid for by coins or card before the phone call can take place.
- A **smartphone** or **mobile phone** is an electronic device that people often carry in their pocket or bag to make phone calls from wherever they are. The calls on this phone are billed to the person who owns the phone, either as part of a prepaid system or a monthly bill.

How to Use a Classic Phone to Call Someone

Overview: The following Quick Reference Guide will explain how to use a classic phone.

Prerequisites: You will need access to a classic phone which has a receiver and a dial or buttons.

If this is not the phone you currently have access to, see:

- **How to Use a Smart Phone to Call Someone** or
- **How to Use a Payphone to Call Someone**

1. Pick up the receiver.
2. Put the speaker of the receiver to your ear and place the other end of the receiver (which contains the microphone) to your mouth.



The Dial Tone

You should hear a tone coming from the speaker which means the phone is ready to dial. If you do not hear this tone, try replacing the receiver on the phone and lifting it again. If you still don't hear a tone, check that the cord from the phone is firmly plugged into the socket in the phone and in the wall.



3. Use the numbers on the phone to dial the phone number of the person you wish to contact.

If...	Then...
The phone has a number pad	Press the number button for each number you need to dial.
The phone has a rotary dial (a circle of numbers with a hole underneath or on top of each one)	Put your finger in the hole that matches the number you wish to call and turn the dial clockwise until your finger reaches the stop. Then release and do the same for the remaining numbers you need to dial.

- Once all the numbers have been put into the telephone, you will hear the dial tone coming from the speaker change to tell you that the phone is now attempting to connect to the person you are calling. Wait for the phone to connect.

If...	Then...
The phone connects	You will hear the dial tone stop and shortly after you should hear someone say, "Hello." Go to Step 5 .
After about thirty seconds or so the dial tone stops or changes	The person you are calling is not available. You will need to try calling again another time. END PROCEDURE

- Check that the person who has answered the phone is the person you wish to talk to.
- Once you have finished your conversation with the person, replace the receiver on the phone cradle to end the call.



How Does the Phone Know to End the Call?

In the cradle where you originally picked up the receiver, there will be one to two little buttons which are pushed down when the receiver is placed on them. When these buttons are pushed down, the phone call is disconnected.