## Calling Feature of a Standard Smartphone – User Guide

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1. **Introduction**

This document will provide a detailed overview of how to make and receive calls using a smartphone, as well as some additional features and options available.

**2. Making Calls**

* Locate the “Phone” app on your home screen or in your app drawer and tap on the phone icon.
* To call an existing contact, tap on the "Contacts" tab and select the contact you want to call.
* To call a specific number, enter the phone number using the on-screen keypad.
* Tap on the "Call" button to initiate the call.

**3. Receiving Calls**

Your smartphone will play a ringing sound and show a notification on the screen when you get an incoming call.

* To answer the call, tap on the "Answer" button
* The call will be connected and will be able to speak with the caller.

**4. Additional Features**

Most smartphones also include several additional features and options that you can use while making or receiving calls. Some of these features may include.

**4.1 Mute**

* During a call, tap on the "Mute" button to silence your microphone and prevent the other person from hearing.

**4.2 Speaker**

* During a call, you can tap on the "Speaker" button to activate the speakerphone function.

**4.3 Emergency Calling**

* To connect with emergency services, tap on the emergency call button on the lock screen.
* Dial using the on-screen keypad.
* Tap on the "Call" button to initiate the call.

**4.4 Hold**

* During a call, tap on the "Hold" button to place the call on hold.

**4.5 Conference Calling**

* During a call, tap on the "Hold" button to place the call on hold.
* This will silence the call on both ends and allow you to do something else while the call is paused.
* Tap on the "Add Call" button
* To call an existing contact, tap on the "Contacts" tab and select the contact you want to call
* To call a specific number, enter the phone number using the on-screen keypad.
* Tap on the “Merge” button to place on conference.

**4.6 Blocking a contact**

* Tap on the “Phone” app on your phone.
* Open the call history or log and find the number that you want to block.
* Tap on the number and select the option to block or report as spam.
* Confirm to block the number.