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The task:

Explain how to make a local phone call, for someone who has never seen a phone before. If it helps, you can think of your audience as, for example:

- a 19th-century office clerk with a limited vocabulary
- a Martian who has only basic English

I confirm that the text in this document is my own work, and that I have not shown it to any other person.

How to make a local phone call

1 How to make a local phone call.

1.1 Introduction.

This document will outline how you can make a local phone call using a traditional land line phone hand set and base for a touch tone device.

1.2 What is a local phone Call?

A **local phone call** is where you do not have to type the Country code, exit code or area code. e.g. of a local phone call number for Melbourne is 92471411

- A local phone call might have 7 or a 8 set of digits.
- You should read your phone number digits from right to left, but to enter numbers into phone to make a call, enter or press button on device from its **sections** left to right.

Example **Section** Code telephone number.

Full International Telephone Call Number (Sections).

A international telephone call number might be made up of the following;

0011 +61 (0)3 9247 1411

Exit Code	Country Code	Area Code	Local call phone number
0011	+61	03	92471411

1.2.1 International Phone Call - Sections.

Area code: An area code is a set of digits you enter in front of number. For Example 02 Sydney, 03 Melbourne etc.

Country Code: +61 Australia, +64 New Zealand

Exit Code: To make a phone call from Australia to another, you need to enter a exit code.

The Exit code for Australia is 00 11 example of full international call no

00 11 61 03 9247 1411

1.3 Description.

The steps to create a phone call using a traditional land line phone hand set and base for a touch tone device will involve the following;

- Identify, locate phone hand set, touch tone base set and dialling sequence numbers.
- Test operational device.
- Make phone call.
- End call.

How to make a local phone call

1.3.1 How to Identify and locate phone hand set, touch tone base set and dialling sequence numbers for input.



1.3.2 Test Operational Device.

Step 1. To test that the device is operational, **pick up the Hand set** to your **ear** and **listen** for a **dial tone**.

Note: If no dial tone look for a phone icon to enable phone call mode, if still no dial tone then device is not working and seek additional help from provider or manufacture user manual for troubleshooting.

Step 2. If you here a dial tone then you are ready to enter your local phone call numbers into dialling section of telephone base. Next, See make phone call section instructions.

1.3.3 Make Phone call.

Step 1. Once you can here dial tone, **press the required telephone numbers**, reading the numbers left to right in sequential order on **dialling key pad**.

Note: You will hear a tone after each key pressed on **dialling** section from hand set.

Step 2. Wait for **user** on the other end of or destinations phone to pick up the phone.

If ring sound is emitting from hand set then a connection is established.

If you here beeps then the connection to destination has timed out and connection is lost.

If connection is established you will hear user on other end of the line.

1.3.4 End Call.

Step 1. To end the conversation simply **put the hand set**, back face down on the **base**.