



1/21/2016

An Alien's Instruction Guide to Using a Home Telephone

Version 1.1



Meirav Schatz
Technical Writer, Editor, and Translator

TABLE OF CONTENTS

Section 1: Overview	1
Section 2: Telephone Parts	2
Section 3: Key Terms	3
Section 4: Searching for a Telephone Number	3
Section 5: Making a Telephone Call	4

Section 1: Overview

This guide is meant for extraterrestrial beings who are unfamiliar with human technology. A home telephone, also referred to simply as a telephone, is a device that is used to conduct conversations remotely. When speaking with someone else on the telephone, you must hold the device with the speaker next to your ear and the microphone next to your mouth. Thus the caller and receiver are able to communicate with one another clearly.

Section 2: Telephone Parts

Diagram 1 below will help you become familiar with the structure of a telephone and identify the location of the basic parts.



Diagram 1: Telephone Parts

Below is an explanation of each labeled part in Diagram 1. These will be referred to later in the guide.

1. **Speaker** – the hole near the upper section of the phone in which you hear the other person's voice
2. **Volume Buttons** – buttons you press to increase or decrease the volume
3. **Microphone** – the hole near the lower section of the telephone that captures your voice
4. **End Button** – the button you press to end a telephone call
5. **Talk Button** – the button you press to begin a telephone call
6. **Keypad** – buttons on the telephone consisting of the numbers 0-9 and the symbols * and #

Section 3: Key Terms

This section includes a number of key terms that will be mentioned in later sections of this guide.

1. **To dial** – to press the buttons on the telephone’s keypad
2. **Telephone Number** – a 7-digit number that is assigned to a specific person’s telephone
3. **Caller** – the person initiating the telephone call
4. **Receiver** – the person receiving the telephone call
5. **Telephone Call** – a conversation conducted remotely between a caller and receiver through a telephone
6. **Telephone Book** – a telephone directory listing people’s phone numbers and organized alphabetically by last name

Section 4: Searching for a Telephone Number

Explanation for Searching for Telephone Numbers: We look for telephone numbers when we want to locate the telephone number of the person we wish to contact remotely. This number can be found in a Telephone Book, for example, the Yellow Pages. Upon completion of these steps, you will be experienced in locating a telephone number for the purpose of making a telephone call.

Steps for Searching for a Telephone Number:

1. Open a Telephone Book. For example, The Yellow Pages.
2. Locate the receiver’s last name, which will be listed alphabetically.
3. If the receiver’s last name appears more than once, continue scanning the page until you have found their correct first name.
4. You will see a 7-digit number that is located next to their name. For example, 694-8565. This is their telephone number.
5. Make a note of this telephone number, which you will dial on the keypad when making your telephone call.

Section 5: Making a Telephone Call

Rationale for Making a Telephone Call: We make a telephone call in order to initiate a conversation with someone over the telephone. Because they are located at a remote distance, our conversation must be conducted through the telephone. To create a suitable environment for a telephone call, it is highly recommended to eliminate any background noise. Upon completing of these steps, you will be proficient in dialing the receiver's telephone number and causing their telephone to ring.

Steps for Making a Telephone Call:

1. Hold the telephone in your hand.
2. Press the talk button.
3. Position the telephone with the speaker near your ear and the microphone near your mouth.
4. You will hear a dial tone. This is a steady humming sound which means that the telephone is working properly.
5. Dial the receiver's telephone number using the keypad.
6. Remember to press the number keys in the correct order of the telephone number. If you make a mistake:
 - a. Press the end button.
 - b. Wait 10 seconds.
 - c. Return to Step 2.
7. After dialing, position the telephone with the speaker near your ear and the microphone near your mouth.
8. You will hear the receiver's telephone ringing.
9. If the receiver is home and available to speak, they will answer their telephone.
10. If the receiver is speaking to someone else on their telephone, you will hear a busy signal. This is a beeping sound. You should:
 - a. Press the end button.
 - b. Wait 5 minutes.
 - c. Return to Step 2.
11. If the receiver is unable to answer their telephone, you may hear an automated recording of their voice. You should:
 - a. Listen until they have finished speaking.
 - b. Wait for the beep.
 - c. Leave a message. Say your name and briefly state the reason for your telephone call.
 - d. Press the end button.
12. To adjust the volume, press the up and down volume buttons.
13. To end the telephone call, say "Goodbye" and press the end button.