

## MOBILIZING YOUR COMMON SENSE CELL PHONE AND PDA ETIQUETTE

Cell phones and PDAs play a major role in our lives, but sometimes we don't pay attention to how we are impacting others when using our wireless devices.



### CELL PHONE AND PDA ETIQUETTE IS SIMPLE:

It's all about common sense and common courtesy.

## HERE ARE A FEW SIMPLE GUIDELINES TO ENSURE YOU ARE ALWAYS MAKING A GOOD CALL

### MEETING EXPECTATIONS



Avoid taking phone calls during meetings. If you must make or take a call, step outside, keep it short and be as quiet as possible. If you can, text message the caller to say you will return the call after your meeting.

### STOP LOOK AND LISTEN



If you're in a face to face conversation with someone, avoid getting sidetracked by activity on your PDA.

### SOME CONVERSATIONS CAN WAIT



Whether you're in a restaurant, at the movies or in a crowded room, use common sense to decide when you should go outside or to a lobby or to another room where you won't disturb others by making or taking your call. Some places, such as hospitals and airplanes, have strict policies about cell phone use. Always respect these policies.

### BEWARE BLUETOOTHES



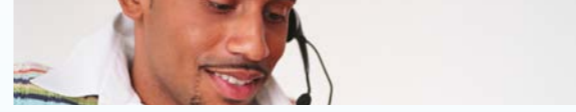
As convenient as having your hands-free device may be, remember that not everyone needs to hear your conversation. Try to keep your voice down until you're somewhere private.

### FORWARD THINKING



When you're in your office or workplace, remember to forward your cell phone calls to your office line, or vice versa to avoid multiple phones ringing at the same time. Or put your PDA/cell phone on vibrate when you're in the workplace.

### CALLING ALL CARS



When using your phone on the road, remember that your first priority is to focus on driving. Always buckle up, and keep two eyes on the road and two hands on the wheel.

Avoid unnecessary calls. Let voice mail pick up your calls when it's unsafe to answer the phone or driving conditions become hazardous. If you do have to make or receive a call, consider using a hands-free device. Advise the person to whom you are speaking that you are driving and, if necessary, suspend the call or safely pull off the road.

When dialing manually, dial only when stopped. Or, have a passenger dial for you. Program frequently called numbers into the speed dial feature of your phone for easy, one-touch dialing, or use auto answer or voice-activated dialing services.

Do not engage in stressful or emotional conversations, either on your mobile or with a passenger, that may divert your attention from the road.

Never use wireless data services such as text messaging, Web browsing or e-mail while operating a vehicle. And never take notes while driving. Pull off the road to a safe location if you need to write something down.

Be a Wireless Samaritan. Call 9-1-1 to report any crimes, life-threatening emergencies, accidents or drunk drivers.

Put your driving skills to the test at  
[www.FocusOnDriving.ca](http://www.FocusOnDriving.ca)



FOCUS ON DRIVING

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