

## USING THE TTY

### TO MAKE A CALL FROM A TTY TO SOMEONE WITH A TTY

1. Turn on the TTY ("POWER" button is on front right side).
2. Lift the receiver and place it on the cups, with the wire to the left.
3. Using the phone keypad, dial the number of the person you want to call.
4. Wait and watch the display.
  - a. If the phone is ringing, the signal light will flash slowly.
  - b. If the line is busy, the signal light will flash fast.
  - c. If someone answers with voice, the light will flash fast but with pauses – if this happens, press the space bar 5 times.
5. When someone answers and types to you, wait until you see "GA" before you type your response. Don't forget to type "GA" when you want the other person to respond.
6. When the conversation is over, type "Goodbye SK" or "Bye SK" and hang up.

### TO MAKE A CALL TO SOMEONE WHO DOES NOT HAVE A TTY

1. Turn on the TTY ("POWER" button is on front right side).
2. Lift the receiver and place it on the cups, with the wire to the left.
3. Using the phone keypad, dial **1-800-735-2258**.
4. Watch the display and wait for the relay operator to type to you. When the operator is finished typing, you will see the letters "GA."
5. Type the number of the person you want to call, then type "GA."
6. The operator will type to you to tell you that the number is "DIALING" or if the phone is "RINGING."
7. When the other person answers, the operator will type (m) if the person is male or (f) if the person is female, and then type the words that are spoken. Wait until you see "GA", then it is your turn to type. Don't forget to type "GA" when you are finished.
8. When the conversation is over, type "Goodbye SK" or "Bye SK" and hang up.

### TO ANSWER A CALL

1. Turn on the TTY ("POWER" button is on front right side).
2. Lift the receiver and place it on the cups, with the wire to the left.
3. Type "Hello GA" or "Hello, this is \_\_\_\_\_, GA."

4. Watch the display and wait for the other person to type to you. When you see the letters "GA," then it is your turn to type. Don't forget to type "GA" when you are finished.
5. When the conversation is over, type "Goodbye SK" or "Bye SK" and hang up.

**\*\*DON'T FORGET TO TYPE 'GA' EVERY TIME YOU WANT THE OTHER PERSON TO RESPOND.**

## TO CALL 9-1-1

1. Turn on the TTY, place the receiver on the cups and dial **9-1-1** directly.
2. Wait and watch the display. When you see the "signal light" on your TTY stop flashing during ringing, push your entire hand down on the keyboard to let the 9-1-1 operator know it is a TTY call.
3. Wait for them to type to you. When the call is answered, type the address, phone number and name and describe the emergency.

## ABBREVIATIONS TO USE

GA = GO AHEAD (YOUR TURN TO TALK)

SK = STOP KEYING (I'M FINISHED, NO MORE TO TALK ABOUT)

GA TO SK (GA OR SK) = I'M FINISHED BUT IF YOU HAVE SOMETHING ELSE TO SAY, GO AHEAD

Q = ?

U = YOU

R = ARE

UR = YOUR

CUZ = BECAUSE

HD OR HLD = HOLD

PLS = PLEASE

THX = THANK YOU

NBR = NUMBER

OPER OR OPR = OPERATOR

## ALSO USE:

SMILE (SHOWS SOMETHING MAKES YOU HAPPY OR IS A LITTLE FUNNY)

HA HA HA (SHOWS SOMETHING IS REALLY FUNNY, MADE YOU LAUGH OR IS A JOKE)

HMMM (YOU ARE THINKING ABOUT SOMETHING)