### **KEYBOARD LAYOUT:**

**Top row** – last key on the right after the Zero is "DIAL" – you don't need this **Second row** – last key on the right after "P" is "BACKSPACE" **Third row** – first key on the left before "A" is "CONTROL" – you don't need this **Fourth row** – first key and last key are "SHIFT" – you don't need these **Bottom row** – first key on the left of the space bar is left arrow  $\leftarrow$  and the last key on the right of the space bar is right arrow  $\rightarrow$ 

# TO MAKE A CALL USING THE TTY WITH ACOUSTIC COUPLING

- 1. Turn on the TTY ("POWER" button is on front right side).
- 2. Lift the receiver and place it on the cups, with the curly cord to the left.
- 3. Using the phone keypad, dial the number of the person you want to call.
- 4. Check cell one on the Braille display to know if the phone is ringing or the line is busy.
  - a. If the phone is ringing, the signal light will flash slowly.
  - b. If the line is busy, the signal light will flash fast.
- 5. When someone answers and types to you, wait until you get "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, 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 curly cord to the left.
- 3. Type "Hello GA" or "Hello, this is \_\_\_\_\_, GA."
- 4. 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, hang up.

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

#### **HELPFUL TIPS**

If the typing is too fast and you want to review the message while you are on a call

- a. Ask the person to hold.
- b. Press the left arrow  $\leftarrow$  to go back to where you want to start reading.
- c. Press the right arrow  $\rightarrow$  to move forward to read the next part and press the right arrow  $\rightarrow$  again to keep reading. When you get to the end of the memory, you will be ready to read any new parts of the conversation. Be sure that you go to the end of the memory!
- d. Let the person know that they can continue.

If you want to read a conversation again after your call is finished:

- a. Press the left arrow  $\leftarrow$  to go back to where you want to start reading.
- b. Press the right arrow  $\rightarrow$  to move forward to read the next part, and press the right arrow  $\rightarrow$  again to keep reading. When you get to the end of the memory, you will be ready for the next call. Be sure that you go to the end of the memory!





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