





# TTY-PASS Easy 5 (Five) Step Process







### **STEP 1: Prepare TTY**

- At your convenience, have the position to be assessed "stand-down"
- Bring-up the TTY feature at your position



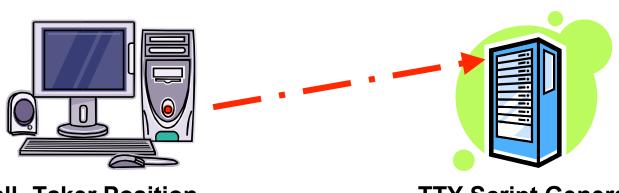
**Call -Taker Position** 





### STEP 2: Dial-in

- Have your TTY dial the TTY-PASS 10 digit phone number to reach the TTY Script Generator
- Put the TTY in receive mode
- Observe



**Call -Taker Position** 

**TTY Script Generator** 





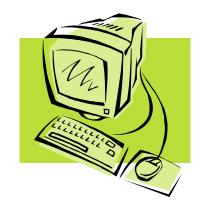


### **STEP 3: Capture Received Text**

- Electronically capture the received text (cut and paste) and save it to a storage device such as a floppy disk or jump drive
- Move to a computer with Internet Access and login to the TTY-PASS website







**Call -Taker Position** 

**Move Text** 

Login

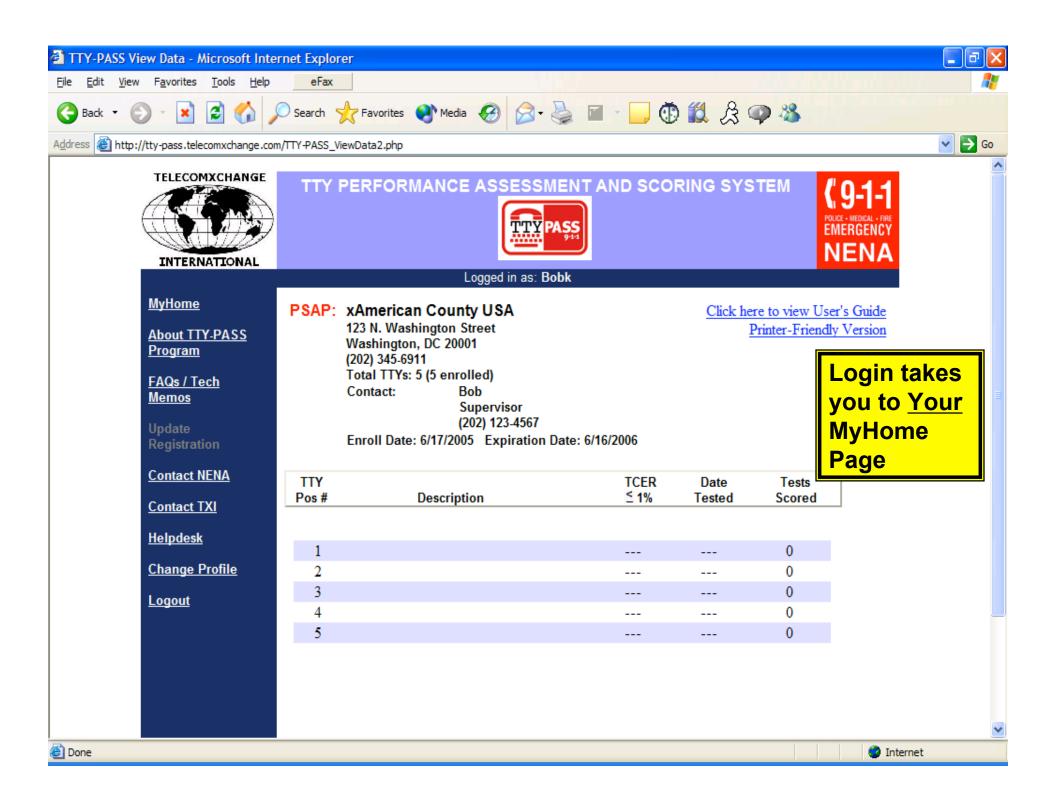


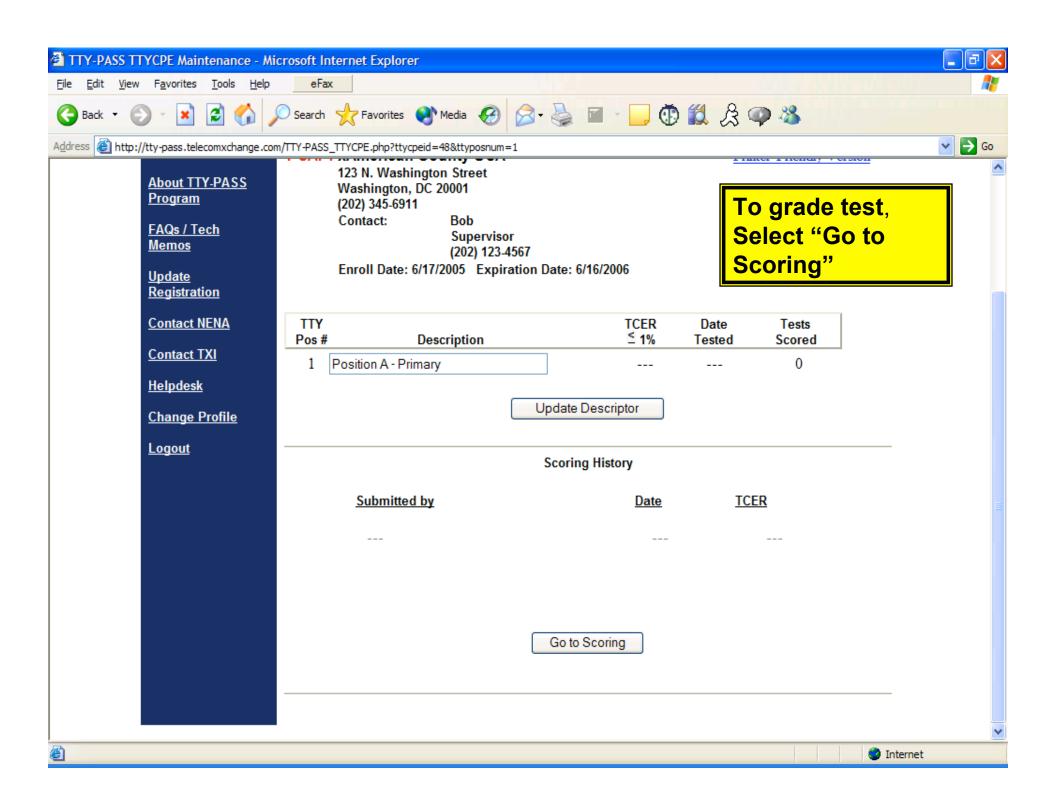


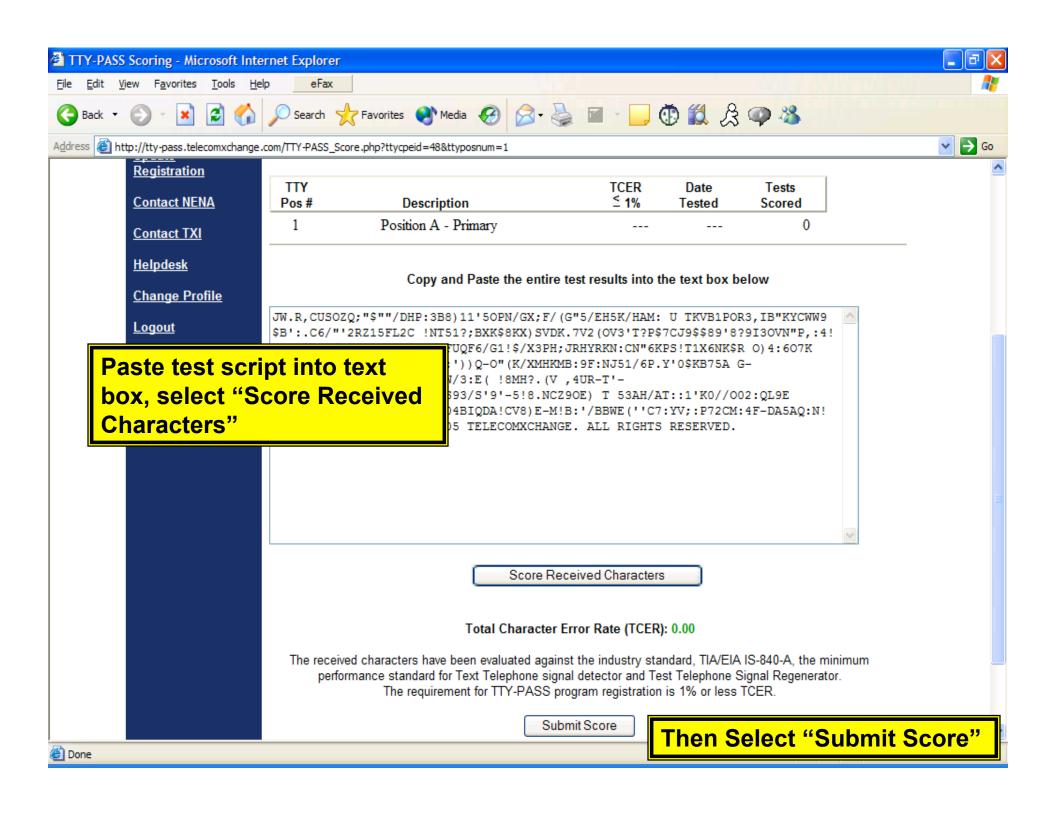


### STEP 4: Select TTY, paste in text, score!

- From "MyHome" page, select the TTY position that received the text
- Click the "Go to Scoring" button and paste the text into the "text box"
- Click on "Score Received Characters"
- Wait for results!!







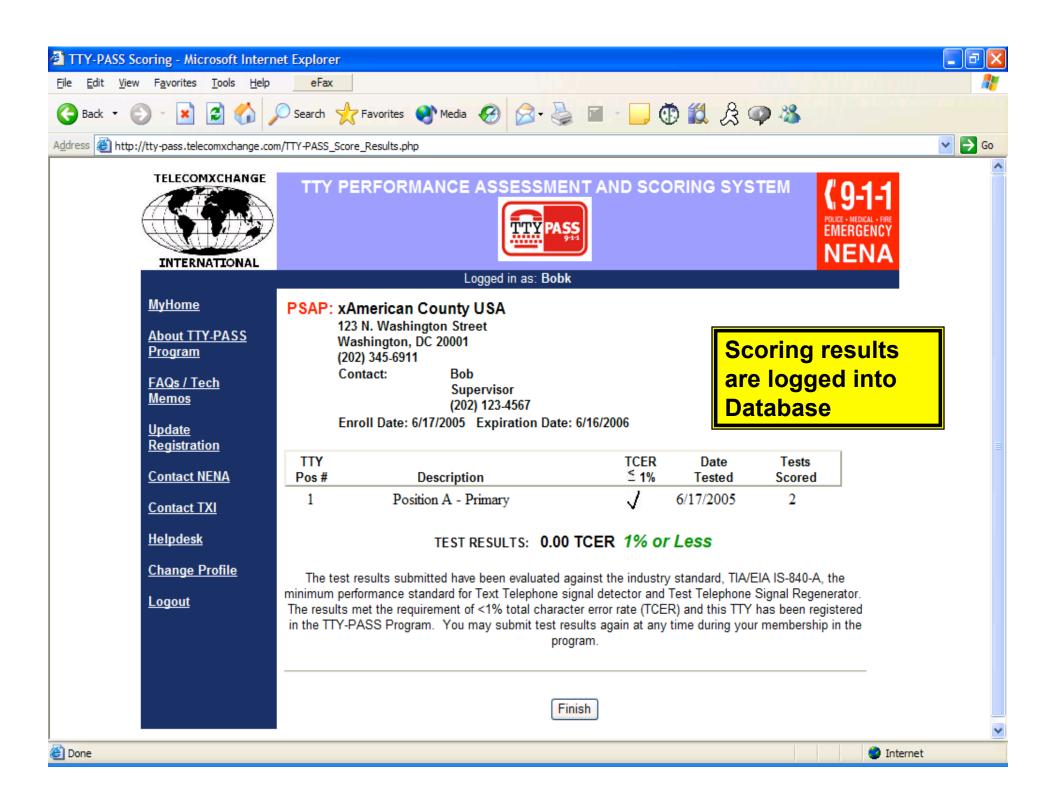


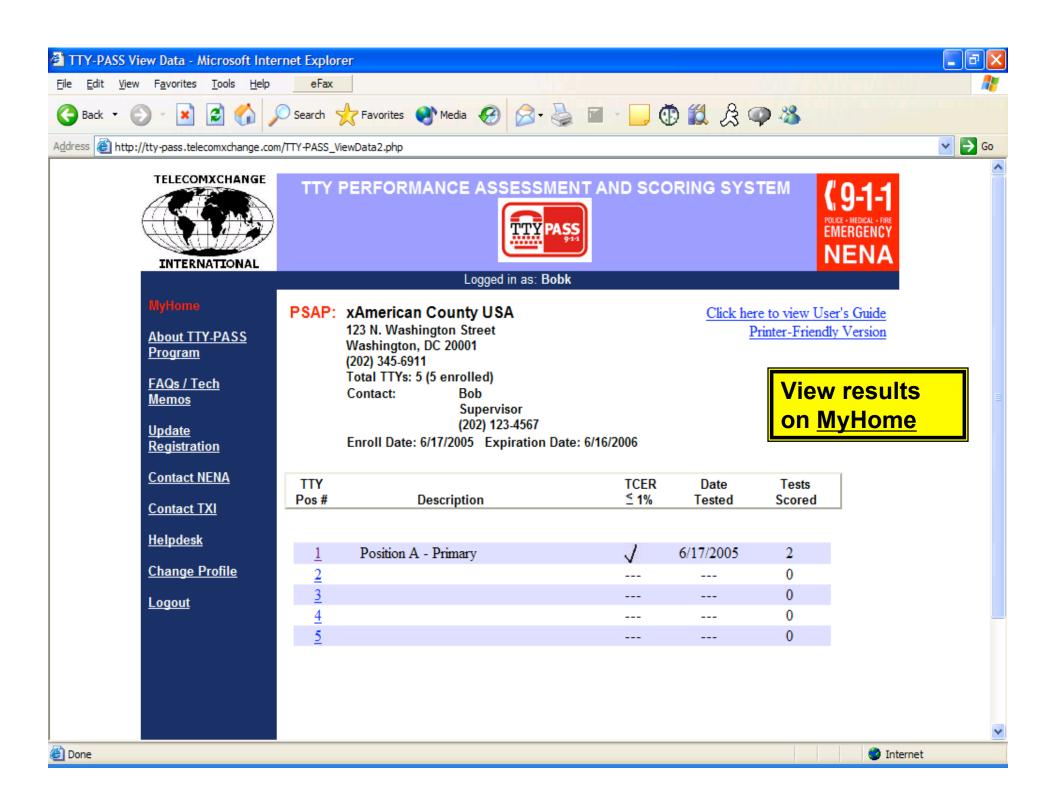


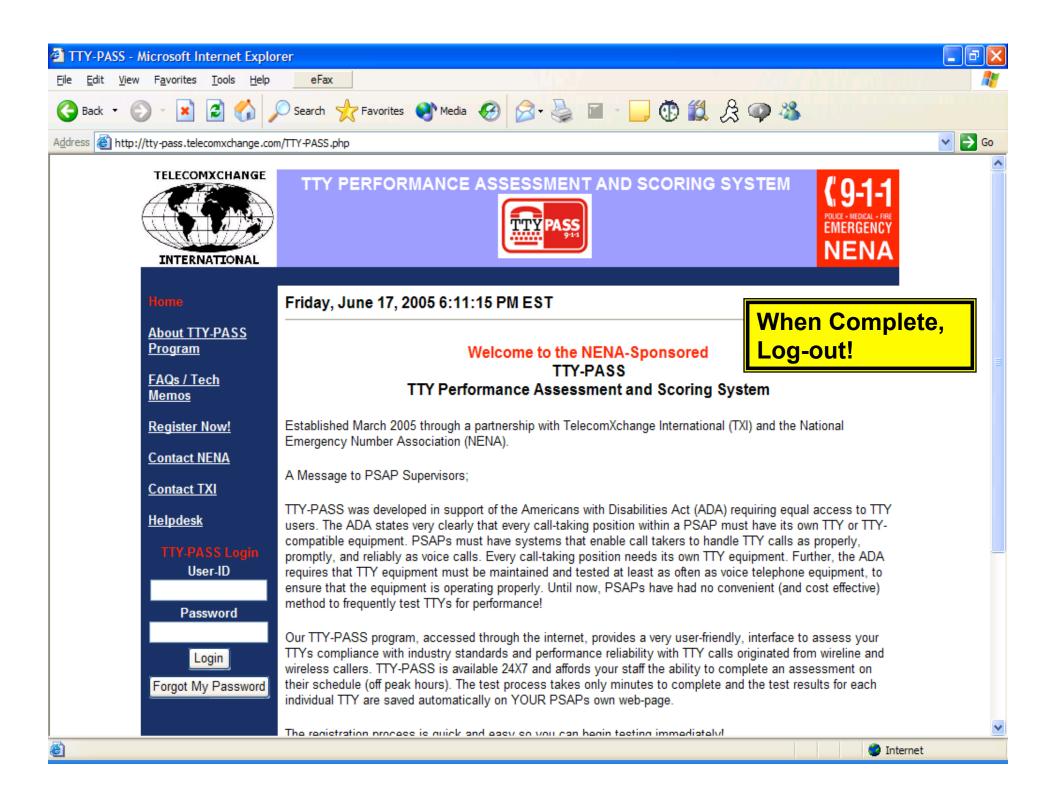


### **STEP 5: Submit Score, Log-out**

- Upon receiving the assessment score, you <u>may</u> submit the score for the record
- Check your new score entry on "MyHome" page for updated information
- Log-out













# It's that simple!

## Questions?

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