

# Ultratec Minicom - User Manual

## 1. How to Set Up Your Minicom

You will probably use your Minicom frequently, so set it up in a comfortable place close to your telephone. You'll need an electrical outlet nearby.

1. Plug the AC charger/adaptor cord into the back of your Minicom.
2. Plug the AC charger/adaptor into an electrical outlet. Leaving the AC charger/adaptor plugged in for long periods of time will not harm your Minicom.
3. Turn your Minicom on.
4. Push the on/off switch at the right side of the display. The power light at the left side of the display will glow red whenever your Minicom is on. Now you're ready to make a TTY call.

**IMPORTANT:** When you set up your Minicom for the first time, connect the AC charger/adaptor for 24 hours to completely charge the built-in batteries.

## 2. How to Make and Answer TTY Calls

### Making a TTY call:

Watch the signal light on the left side of the display when you make your TTY call. The signal light shows you the sounds on the telephone line so you know what is happening.

1. Turn your Minicom on. The power light will glow red.
2. Place your telephone handset in the Minicom acoustic cups. Make sure the telephone cord is at your left.
3. Watch the signal light for a dial tone. The signal light will glow red when there is a dial tone. If the signal light blinks, hold down the telephone receiver button for 3 or 4 seconds, then release it.
4. Dial the number you want to call. (dial 711 for Relay Service). Watch the signal light for a ring. The signal light will flash slowly as the telephone rings. It will flash fast if the phone is busy.
5. When the person you are calling answers, start typing. If a hearing person answers, the signal light will flicker as he or she speaks. Push the space bar a few times to show you are calling by TTY.
6. When you finish your call, turn off your Minicom and hang up the telephone.

### Answering a TTY Call:

You may need a signaling device, to tell you when your phone is ringing.

1. When your telephone rings, place the handset in the acoustic cups and turn your Minicom on. Make sure the telephone cord is at your left.
2. Start typing your conversation. When you finish your call, turn your Minicom off and hang up the phone.

### 3. TTY Etiquette:

GA, Q and SK are important signs to follow during a TTY conversation. When you use them, you will know when it is your turn to type, and when to end your conversation.

1. "GA" means GO AHEAD. Type "GA" when you want the person you are speaking with to start typing. When you read "GA", it's your turn to type.
2. "Q" is the same as a QUESTION MARK (?)
3. "SK" means STOP KEYING. Type "SK" when you want to end your conversation. If someone types "SK" to you, type "SKSK" if you are finished talking. When both you and the person you are talking to have typed "SK", hang up your phone and turn off your Minicom.
4. "GA or SK" is a short way to say, "Do you have anything else to say? I'm done" When you read "GA or SK" you can type another message, or finish with "SKSK."

Here is a TTY conversation that uses GA, Q and SK:

**Sue:** Hello dad, this is Sue I will be home at 5 ok Q GA

**Dad:** Fine see you then bye GA or SK

**Sue:** Ok bye now SKSK

### 4. How to Use the Rechargeable Batteries:

#### Making a Call on Battery Power

When your Minicom batteries are fully charged, they can supply power for up to one and one-half hours.

1. Disconnect the AC charger/adaptor. The adaptor cord must be unplugged from your Minicom for the batteries to work.
2. Make your TTY call. Follow the instructions that were explained in how to make a TTY call.

**Note:** Rechargeable batteries last longer when they are used and recharged regularly.

#### Recharging the Batteries

The batteries recharge automatically whenever the AC charger/adaptor is connected and your Minicom is turned off.

1. The power light blinks on and off when the batteries are getting weak. Your Minicom will keep working on battery power for about 5 or 10 minutes after the power light starts blinking.
2. To recharge the batteries, connect the AC charger/adaptor, and turn your Minicom off for 12 to 14 hours. You can use your Minicom while the batteries are recharging.

#### Replacing the Batteries:

If your batteries consistently run down too soon after recharging, you may need to replace them. But first try giving the batteries some “exercise.”

**Important:**

If you need to replace the standard Minicom batteries, use only NiCad size AA rechargeable batteries. If you need to replace the optional heavy-duty batteries, order a new battery pack from Ultratec or your Ultratec dealer.

Using batteries other than those specified on this manual may damage your Minicom and will void your warranty.

1. Remove the cover to the Minicom battery compartment. Press in at the back of the cover and lift up.
2. Lift the battery holder out of the case and remove the old batteries. You will need to unsnap the connector and slip off the paper sleeve.
3. Insert six new NiCad size AA rechargeable batteries into the holder. Make sure to put the batteries into the holder with the + and - ends going the right way.
4. Replace the paper sleeve, snap the connector back on, and put the battery holder back in the case. Connect the AC charger/adaptor for 24 hours to charge the new batteries.

## 5. How to use a printer with your Minicom IV

**Note: SaskTel does not support the print function and does not provide a cable or printer.**

The Minicom IV comes with a built-in printer port. The Minicom IV printer port is inside the battery compartment. Use it to connect your Minicom IV to a printer to print your TTY conversations. Printer cables are available from your Ultratec dealer.

1. Plug one end of your printer cable into the “printer” socket inside the battery compartment. **Important!** The raised edge of the plug must be at the top of the socket so the cable can go out the back.
2. Lead the cable through the slot at the back of the battery compartment. Snap the cover back on.
3. Plug the other end of the cable into your printer. Different printers use different size plugs. If the plug on your cable doesn’t fit, contact your Ultratec dealer.
4. Turn your printer on.
5. Turn your Minicom on, and start typing. Your printer will print everything you type on the keyboard and everything that someone types to you over the telephone.

## 6. Care and Service

## **Caring for Your Minicom**

Your Minicom is a modern microcomputer-based electronic device. Protect it from dust and dirt when you are not using it, and be careful not to spill liquids on it. If the case gets dirty, use a damp cloth to wipe it clean.

## **7. Troubleshooting**

### **What to Do If...**

#### **An incoming message is all numbers and punctuation.**

The incoming message is probably stuck in “figures” mode. This happens sometimes in TTY calls. Press the space bar once or twice. The incoming message will change to words and letters you can understand.

#### **The batteries run down too soon after recharging**

The batteries are not necessarily worn out. They may run down quickly if you don't use them very often. Use the steps below to give the batteries some “exercise.”

1. Completely discharge the batteries. Unplug the AC charger/adapter, turn your Minicom on and let it stand for a few hours.
2. Recharge the batteries. Connect the AC charger/adapter, turn your Minicom off, and let it stand overnight.
3. Repeat steps 1, 2, and 3 a few times. If your batteries still run down quickly, replace them.

### **Repairing Your TTY**

If your TTY is on loan from SaskTel, return it to the nearest SaskTel Store if repairs are necessary (no charge).