

# Getting Started

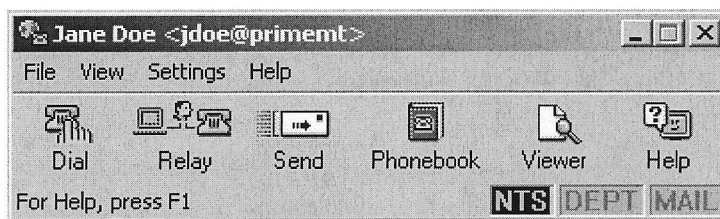
## Using the NexTalk Toolbar

Before you can make or receive calls or modify any of your user settings, you will need to login with your user name and password. Your login name and password are set up by your NTS Administrator. If you do not know the settings needed to log in to your client software, please talk to your system administrator.

In its standard operating mode, NexTalk displays a simple toolbar that provides access to all basic NexTalk functions. The toolbar provides feedback regarding the status of your login to the NTS system, as well as whether you have unread messages in your mailbox. For NTS clients that have been assigned to departments within the system, the toolbar will also show whether there is new text mail in a department mailbox. If your system uses specialized macros, or has access to Internet relay providers, users will see an added button on the toolbar to allow them access this special calling feature.

### NexTalk Toolbar Buttons:

- Dial (accessed via keyboard F3): Call a phone number or NexTalk user
- Send (accessed via keyboard F4): Send an Instant Message
- Phone Book (accessed via keyboard F5): Set up entries or make calls
- Viewer (accessed via keyboard F6): Read saved conversations and new messages
- Help (accessed via keyboard F1): Online version of this manual



### Other Toolbar features:

In the lower right corner of the toolbar you will see the letters NTS, DEPT, and MAIL. These are status indicators. When NTS is highlighted blue, it means you are logged in to your NTS system. When DEPT is highlighted blue, it means there is a new message(s) in the department mailbox(es) for departments of which you are a member. If MAIL is highlighted blue, it means you have a new message in your own text mailbox. Messages are read through the Viewer (F6).

*For the Settings Menu: See also User Preferences.*

## Calling and Answering Basics

### Carrying on a Text (TTY) Conversation

The following conventions apply when carrying on a text conversation with someone using a TTY. When you finish typing something you then type GA (for "go ahead") to let the other party know that