

| COMMONLY REQUESTED AUXILIARY AIDS/SERVICES | | | |
|---|---|---|--|
| Type | Used By | Purpose | Cost |
| Large print | People with visual disabilities or certain learning disabilities | Reading printed material | Can usually be done in-house for cost to print or photocopy ¹ . Varies by region and organization providing service (\$.50-2.00 a page) |
| Electronic print | People with visual disabilities or certain learning disabilities | Allows information available on computer diskette in ASCII format to be used with voice output hardware and software and allows information to be printed in Braille with Braille printer | Nominal (cost of diskette, CD, DVD) |
| Braille | People with severe visual disabilities | Reading printed material | Varies by region and organization providing service (\$.25-2.00 a page) |
| Audio recording | People with any disability that does not allow them to read print (e.g., visual, mental retardation, learning, cognitive) | Accessing printed material | Nominal (cost of cassette recorder and tapes) if done in house or by volunteer organization |

¹ The American Foundation for the Blind has a quick reference pamphlet, "Guidelines for Accessible Document Preparation," that discusses the basic dos and don'ts of in-house accessible document preparation.

| COMMONLY REQUESTED AUXILIARY AIDS/SERVICES | | | |
|---|--|--|---|
| Type | Used By | Purpose | Cost |
| TTY (text telephone) | People with hearing or speech disabilities | Telephone communication | \$200-500 for TTY ² |
| Amplified telephone receiver | People with hearing disabilities | Telephone communication | If not included with phone, \$20-50 ³ |
| Assistive listening systems | People with hearing disabilities | Amplifying and clarifying sound | \$50-1,500 |
| Interpreters | People with hearing disabilities | Translate spoken language into sign language | Varies regionally, \$30-60 per hour |
| Readers (reader amanuensis) | People with visual disabilities or certain learning disabilities | Translate print into spoken language | Volunteer organizations can sometimes provide readers or student volunteers |
| Writers (surrogate amanuensis/scribe) | People with visual, hearing, mobility, or learning disabilities | Translate spoken language into print | Volunteer organizations can sometimes provide writers or student volunteers |

² Some states (about 20) provide free equipment for people who have a hearing or speech disability. Each state has a toll-free telecommunications relay service (TRS) that allows a person who does not have a TTY to communicate with a TTY user (or vice versa) through an operator. To access the TRS from anywhere, just dial 711. You will automatically be connected with a TRS communications assistant (CA) who will relay your conversation with the strictest confidentiality. The CA often uses a TTY and has been trained to help your conversations flow accurately and with ease. The CA can also provide speech-to-speech services, which enable a person with a speech disability to communicate over the phone with the CA's help. Since 711 is now standard, TRS numbers for each state are no longer needed.

³ Included with telephones manufactured in the United States after 1990.