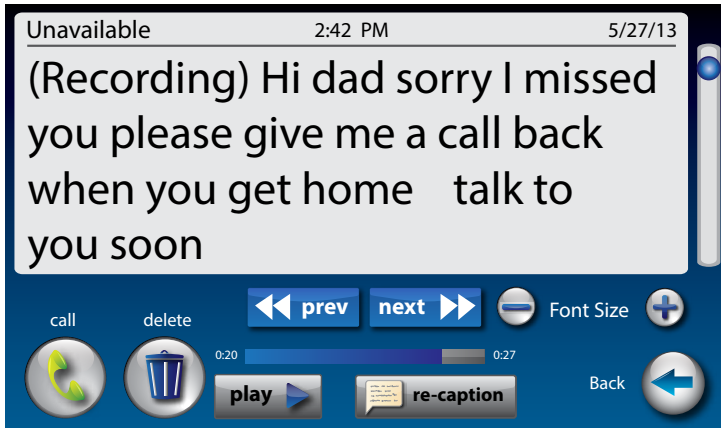










Playing Your Answering Machine Messages

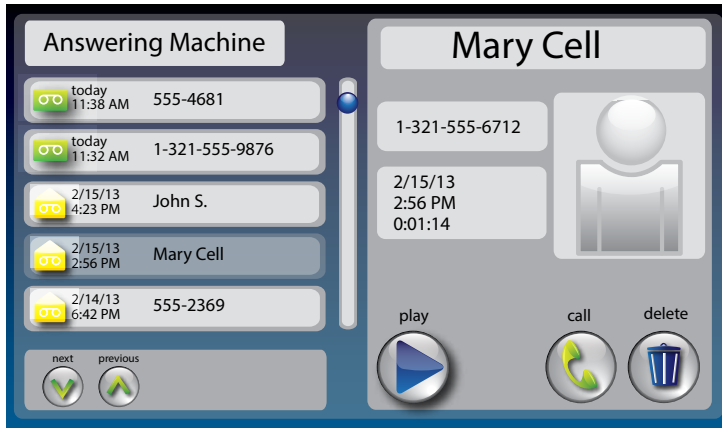


1. The display screen lets you know when you have unread messages waiting.
2. Touch  **(Ans Machine)**.
3. Select and touch the call you want to review from the Answering Machine list on the left of the display.
4. Information about the call you selected appears on the right of the display.
5. Touch  **(PLAY)**, then lift the CapTel handset to listen to your message. Or touch  **(speaker)** to play messages aloud.






If you need Captions, press  **(CAPTIONS button)**. You can listen to the message and read the captions on the display.


6. When you are done listening/reading messages, you can:
 - Touch  **(Call)** to place a call to this person.
 - Touch  **(Delete)** to erase the Answering Machine message and captions.
 - Touch  **(re-caption)** to get new captions of this message.
 - Touch  **(PLAY)** to play the message/captions again.

Erasing Answering Machine Messages

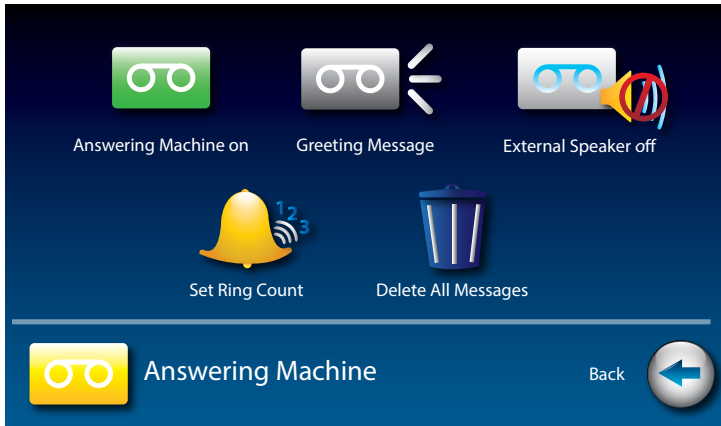


To erase an individual Answering Machine message:

1. The display screen lets you know when you have unread messages waiting.
2. Touch  (**Ans Machine**).
3. Select and touch the call you want to review from the Answering Machine list on the left side of the display.
4. Information about the call you selected appears on the right side of the display.
5. Touch  (**PLAY**) to listen to your message and see the captions.
6. To delete the message, touch  (**Delete**). The display asks you to confirm you want to delete the message. Touch  (**yes**) to delete or touch  (**no**) to cancel.







When you are finished erasing your messages, press  (**HOME button**) to exit.

Deleting All Messages



In addition to erasing Answering Machine messages one at a time as you play them, you can also erase all your saved Answering Machine messages at one time.

To delete all your Answering Machine messages:





1. From the display screen, touch  (**Settings**).
2. Touch  (**Answering Machine**).
3. Touch  (**Delete All Messages**).
4. The display asks you to confirm you want to **delete ALL messages**.
Touch  (**yes**) to delete or touch  (**no**) to cancel.
5. Press  (**HOME button**) to exit.

Recording a Personal Greeting





You can record a personal greeting for the *CapTel* 2400i to use whenever the answering machine takes messages. If you do not want to record a personal greeting, the Answering Machine will use a pre-recorded greeting that says: *"Hello. No one is available to take your call. Please leave a message after the tone."*


To record a personal greeting:



1. From the display screen, touch  **(Settings)**.
2. Touch  **(Answering Machine)**.
3. Touch  **(Greeting Message)**.
4. Touch  **(record new greeting)** to record your personal message.



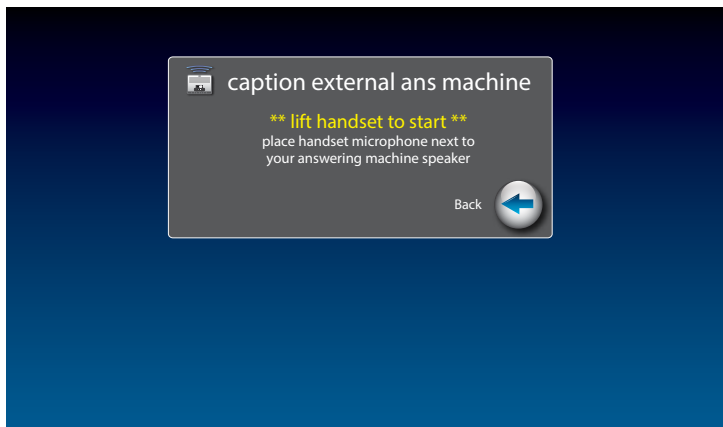
5. Lift the *CapTel* handset and touch  (**start recording**).
6. Speaking into the *CapTel* handset, record the personal greeting you would like the Answering Machine to use. When you are finished recording, touch  (**stop recording**).

TIP

*To hear the greeting that is currently being used, lift the handset and touch  (**play greeting message**). You will be able to hear the greeting in the *CapTel* handset.*




6. If you are not satisfied with your personal greeting, you can re-record it. Just repeat steps 4–6 above.
8. When you are satisfied with your personal greeting, touch  (**Accept**). Hang up the *CapTel* handset.
9. Press  (**HOME button**) to exit.

Captioning Messages from an External Answering Machine



In addition to the built-in answering machine that comes with your CapTel phone, you can also see captions of voice messages that are left on an external answering machine (a separate answering machine, not the one built into the CapTel phone).

To get captions of your external answering machine messages:

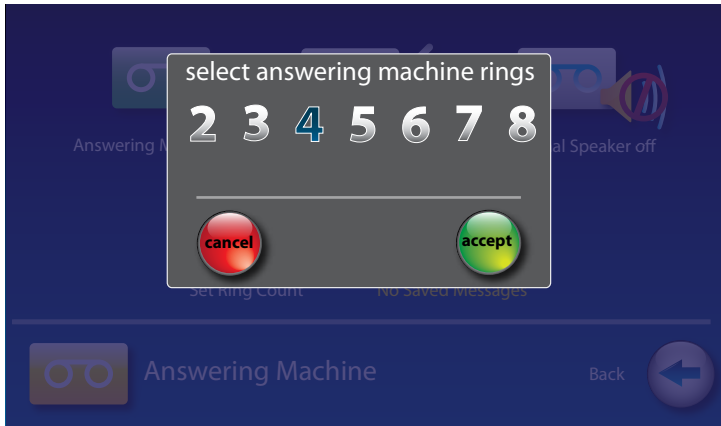
1. Touch  **(Ans Machine)**.
2. Touch  **(Caption External Answering Machine)**.
3. Lift the CapTel handset and place it next to your external answering machine speaker. Make sure the mouth-piece of the handset is next to the speaker of your answering machine. While you do this, your CapTel phone connects to the captioning service.
4. Press the PLAY button on your external answering machine, so that the messages are played aloud.
5. If you need captions, press  **(CAPTIONS button)**.

The display will show captions of the messages as they are played.

NOTE *While checking messages, you may operate your answering machine the same way you normally do, using features such as play, re-play, delete, or save messages.*

When you are done listening/reading captions, hang up the CapTel handset.






Setting the Ring Count



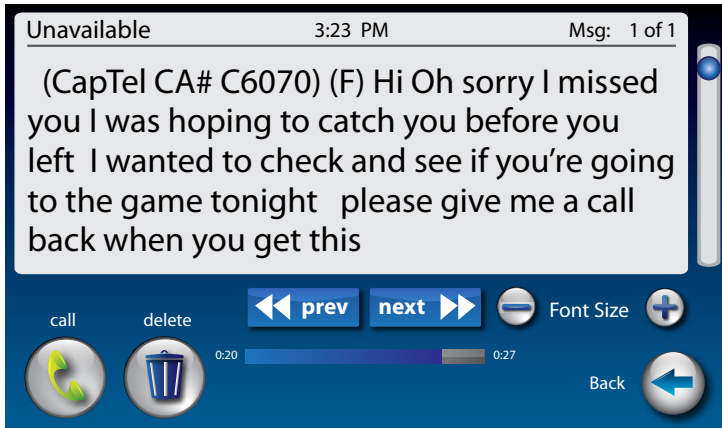
You can set the approximate number of times the *CapTel* will ring before the Answering Machine answers the call. The default setting is four (4) rings, but you can set it to be any number of rings between three and eight.

NOTE *The ring count may be slightly different in telephone systems that use “distinctive” ring patterns. Please experiment with this setting as needed for your specific telephone system.*

To set the number of rings before answering:







1. From the display screen, touch  **(Settings)**.
2. Touch  **(Answering Machine)**.
3. Touch  **(Set Ring Count)**.
4. Touch the number of rings you'd like to use, then touch  **(Accept)**.
5. Press  **(HOME button)** to exit.

Playing Incoming Messages Aloud/Silent



Just like with other Answering Machines, you can “screen” callers by having incoming messages played aloud on the CapTel phone for you to hear and read before you answer the call. While this is a convenient feature, there may be times when you do not want incoming messages to be played aloud, but instead recorded silently for you to review at a later time. The default setting is for incoming messages to be muted (silent).

To make incoming calls audible or set them to be silent:

1. From the display screen, touch  (**Settings**).
2. Touch  (**Answering Machine**).
3. Touch  (**External Speaker Off**).
4. The display asks if you want to  (**turn on**) or  (**turn off**) the answering machine speaker. Touch the option you want.
5. Press  (**HOME button**) to exit.

TIP

You can “screen” incoming Answering Machine messages by listening to the caller and reading the captions while the message is recorded. Make sure that the Answering Machine Speaker is set to “On”. As a new message comes in, make sure the CAPTIONS button is pressed to turn captions on. If you choose to answer the call, just pick up the handset and begin talking.

TIP

You can also send an incoming call directly to the answering machine to take a message if you are busy. Just touch  (**Send to Answering Machine**).

Contacts



This section explains how to save frequently called numbers in your contact list for easy and quick dialing.

TOPICS








- **Adding a New Contact**
- **Dialing a Phone Number in Your Contact List**
- **Editing an Existing Contact**
- **Removing a Contact**
- **Adding a Photo to a Contact**
- **Adding a Contact to Speed Dial**

Adding a New Contact



You can save up to 100 names in your contact list for quick and easy dialing.

To add a new contact:

1. From the display screen, touch  (**Contacts**).
2. Touch  (**add new contact**).
3. Use the on-screen keyboard to type in the First Name of the person you want to add.
4. Touch the field next to **“Last”** to move down, then use the on-screen keyboard to enter the last name of the person.
5. You can be specific about which number(s) you are adding:  (**Mobile**),  (**Home**), or  (**Work**). Touch the field(s) next to the number(s) you'd like to add to begin entering.
6. When you are finished entering the Contacts information, touch  (**Save**). The new contact appears on the left side of your Contact list.
7. When you are finished, press  (**HOME button**) to exit.

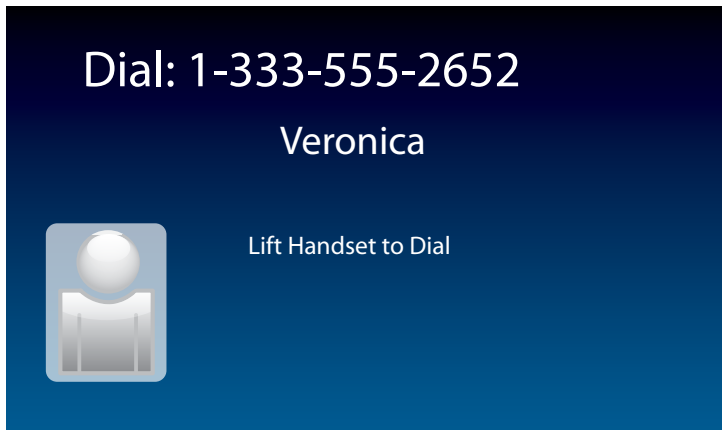
TIP

You can add a photograph of your contact person to each entry. Pictures can be entered at the CapTel website, then synced to your phone. Instructions are online at www.CapTel.com.


TIP


You can add contacts to your Speed Dial or Favorites list. See pages 65 and 67 for instructions.




Dialing a Phone Number in Your Contact List




To easily dial someone in your contact list:

1. From the display screen, touch  (**Contacts**).
2. Under the Contacts list on the left side of the display, find and touch the name of the contact you wish to call. Touch and drag the scroll bar to see contacts further down the list.

TIP Touch  (**Next/Prev**) to move up/down 5 entries at a time.

3. On the right side of the display, touch the phone number of the person you want to call:  (**Mobile**),  (**Home**), or  (**Work**). CapTel will dial the number automatically for you.

TIP You can identify any contact person as a **“favorite”** for 1-touch dialing. At the Contacts page, touch  (**Add to Favorites**). See page 66 for instructions.