







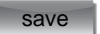

Editing an Existing Contact



To make changes to a contact in your list:

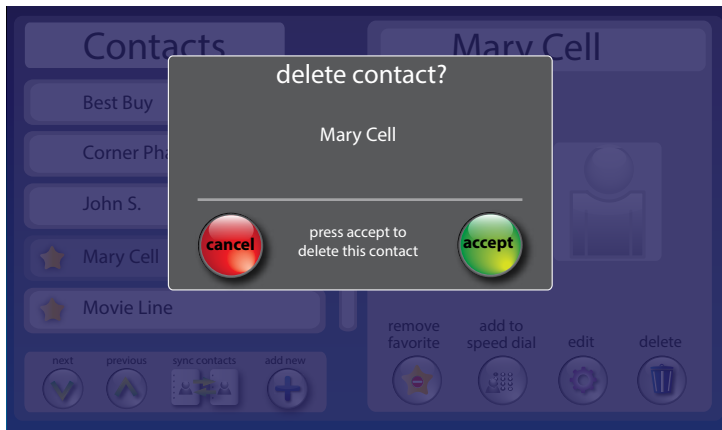
1. From the display screen, touch  (**Contacts**).
2. Under the Contacts list on the left side of display, find and touch the name of the contact you wish to edit. Touch and drag the scroll bar to see contacts further down the list. Information about the contact you selected appears on the right side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

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


3. On the right side of the display, touch  (**Edit**) to go to the Add/Edit Contact screen.
4. Touch the field that you want to change, then use the on-screen keyboard to type in the new information. Touch the next field you want to edit, or move between fields by touching  (**return**) or  (**tab**). Touch  to erase the entire contents of a line.
5. When you are finished editing the contact, touch  (**Save**). The new contact information will be saved in your contact list.
6. 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.





Removing a Contact








To remove a single contact from your 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 remove. Touch and drag the scroll bar to see contacts further down the list.

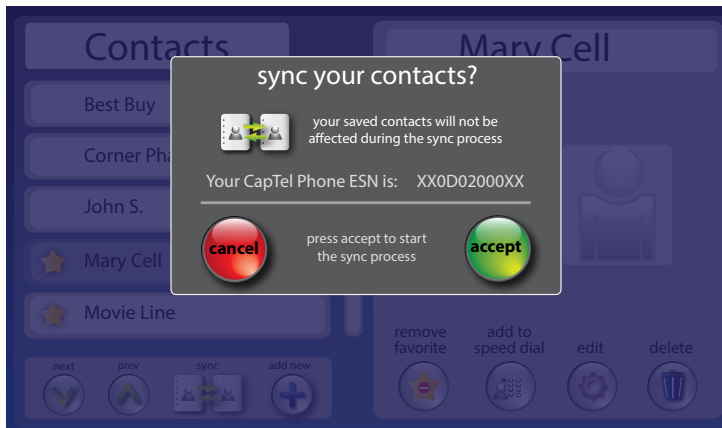
TIP Touch  (**Next/Prev**) to move up/down 5 entries at a time.

3. On the right side of the display, touch  (**Delete**) to remove the person from your contacts.
4. *CapTel* asks you to confirm you want to delete the contact. Touch  (**Accept**) to remove the contact or  (**Cancel**) to exit.
5. When you are finished, press  (**HOME button**) to exit.

To remove all contacts:

1. From the display screen, touch  (**Contacts**).
2. On the right side of display, touch  (**delete all contacts**).
3. The display asks you to confirm that you want to erase all contacts. Touch  (**Accept**) to erase all contacts or  (**Cancel**) to exit.
4. When you are finished, press  (**HOME button**) to exit.

Adding a Photo to a Contact



You can add a photo to any entry in your contact list. This makes it especially easy to dial by photo.

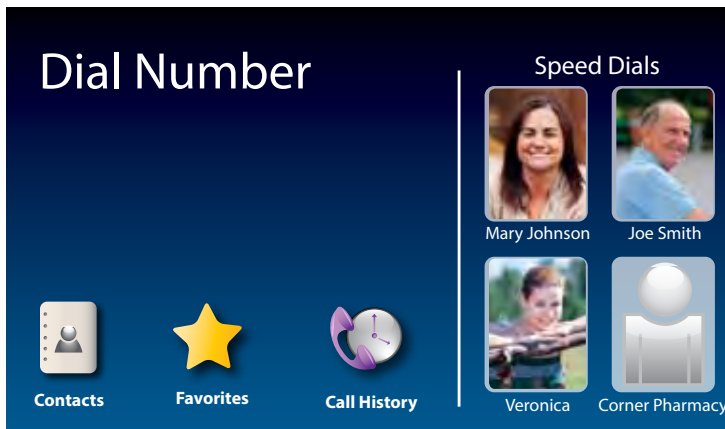
Adding a photo to someone in your contact list is easy, but it takes two steps:

Step 1: Enter the photo you want to use at the CapTel website.

Step 2: Sync your contact list to download the photo to your phone.


To learn more, follow the instructions at <https://mycontacts.CapTel.com>


Adding a Contact to Speed Dial






You can set up to four (4) Contacts to be added to Speed Dial. Speed Dial entries appear every time you lift the CapTel handset, for quick one-touch dialing. You can even add photos to your Speed Dial entries for easy dialing by photo.

To add a Contact to Speed Dial:

1. From the display screen, touch  (**Contacts**).
2. In the Contacts list on the left side of the display, find and touch the name of the person you want to add to Speed Dial. 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 display, touch  (**Add to Speed Dial**).
4. If there are multiple phone numbers for this contact, the display asks which phone number (mobile, home, or work) you want to make a speed dial. Touch the number(s) you want, then touch  (**Accept**). A little graphic appears by the person's name to indicate they have been added to Speed Dial.
5. When you are finished, press  (**HOME button**) to exit.

Now, when you pick up the handset, this contact will appear automatically on the display screen. Simply touch the person's image to dial.

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

Favorites



This section tells you how to set your most frequently called Contacts as “favorites”, for quick dialing and dialing by photo.

TOPICS

- **About Favorites**
- **Adding a Contact to Favorites**
- **Dialing Favorites**
- **Removing a Contact from Favorites**

About Favorites








Favorites let you dial select numbers at a touch of a button. You can select any entries in your contact list to be included in your favorites list. You can save up to 100 favorites.

NOTE

To add someone to your Favorites list, they must first be entered into your Contacts list. If you want to edit one of your Favorite's information, you must edit their entry in your Contacts list. See *Adding a New Contact* on page 60.



Adding a Contact to Favorites

To add a person from your Contact list to Favorites:

1. From the display screen, touch  (**Contacts**).
2. In the Contacts list on the left of the display, find and touch the name of the person you want to add to Favorites. Touch and drag the scroll bar to see contacts further down the list or touch  (**Next/Prev**) to move up/down 5 entries at a time.
3. Touch  (**favorite**).
4. If there are multiple phone numbers for this contact, the display asks which phone number (mobile, home, or work) you want to make a favorite. Touch the number(s) you want, then touch  (**Accept**). A little star appears by the person's name to indicate they have been added.
5. When you are finished, press  (**HOME button**) to exit.

Dialing Favorites






To dial a person in your Favorites list:

1. From the display screen, touch  **(Favorites)**.
2. Under the Favorites list on the left of display, find and touch the name of the person you wish to call.
3. On the right side of the display, touch  **(Dial)**. *CapTel* dials the phone number automatically.





Removing a Contact from Favorites

You can remove a person from your Favorites list or clear your entire Favorites list. Deleting a person from Favorites does NOT delete them from your Contacts list.

To delete a person in your Favorites list:

1. From the display screen, touch  **(Favorites)**.
2. On the left side of the display, find and touch the name of the person you wish to delete.
3. On the right side of the display, touch  **(Delete Favorite)**.
4. *CapTel* asks you to confirm that you want to remove this contact from Favorites. Touch  **(Accept)** to remove the Favorite or  **(Cancel)** to exit.
5. When you are finished, press  **(HOME button)** to exit.

To erase all the contacts in your Favorites list:

1. From the display screen, touch  **(Favorites)**.
2. On the right side of the display, touch  **(delete all favorites)**.
3. *CapTel* asks you to confirm you want to delete everyone in your Favorites list. Touch  **(Accept)** to erase all Favorites or  **(Cancel)** to exit.
4. When you are finished, press  **(HOME button)** to exit.

Settings



This section explains how to adjust settings on your CapTel 2400i to fit your preferences.

TOPICS

- **Setting the Display Brightness**
- **Screen Timeout**
- **Night Mode**
- **Network Settings**
- **Saving Captions After Hang up**
- **Ring Flasher**
- **Saving Conversation Volume**
- **Keypad Lights**
- **Language**
- **Setting the Ringer Volume**
- **Adjusting the Ringer Pitch**
- **Tone Control**
- **Time & Date**
- **About Your CapTel Phone**

Setting the Display Brightness

You can adjust the brightness of the display screen for easy reading in well-lit or dimly-lit areas. The display screen brightness changes as you move the setting so you can see what it will look like.

 **Settings** →  **Display** →  **Brightness**

Screen Timeout

As an energy-saving measure, your CapTel screen will start becoming more dim and gradually go complete dark after 60 seconds of non-use. Touching the display screen restores it to its original brightness. You can set how much time you want the screen to wait before becoming dim.

 **Settings** →  **Display** →  **Screen Timeout**

Night Mode

There may be times that you want your CapTel display to be at a darkened setting, called Night Mode. This is helpful, for example, in a bedroom at night when you don't need the bright display screen. You can set how long Night Mode stays on before the screen goes dark.

 **Settings** →  **Display** →  **Night Mode**

Network Settings

If you use CapTel in a WiFi environment, the Network Settings shows you a listing of all available WiFi networks within range, in order of the strongest signal strength to the weakest. You can change between WiFi networks or save common settings that you use most often.

 **Settings** →  **Network**

Saving Captions After Hang up

You can set CapTel to save conversation captions after the call is over for later review, or to erase all captions each time the telephone is hung up. The default setting is Save Captions On.

 **Settings** →  **General Settings** →  **Save Captions On**

Ring Flasher

CapTel includes a bright Ring Flasher that lights up to alert you every time a call comes in or whenever you have answering machine messages waiting. You can adjust the flash rate of the Ring Flasher for different indicators. For example, the Ring Flasher can blink evenly to indicate an answering machine message and can pulse to indicate an incoming call. To adjust the Ring Flash patterns:

 **Settings** →  **General Settings** →  **Flasher Settings**

Saving Conversation Volume

Your CapTel phone amplifies the voice of the caller up to 40dB. Every time you hang up the phone, the volume returns to a mid-range setting. You can set CapTel to remember the conversation volume setting so that it always stays at your desired volume level. The default setting is Save Volume Off.

 **Settings** →  **General Settings** →  **Save Volume**