



Helpful Tips for Using Your CapTel Phone

Deleting Answering Machine Messages

People often save Answering Machine messages to review at a later time. If your Answering Machine memory becomes full, however, you must delete older messages in order for the Answering Machine to record new ones.

You may delete Answering Machine messages one at a time, or you can erase all Answering Machine messages at once.



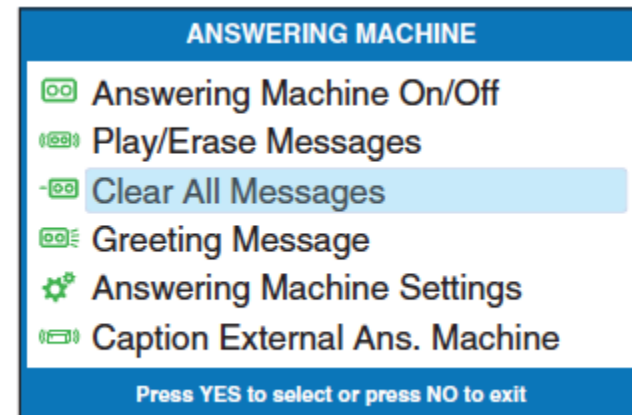
CapTel 840/840i/880i

To erase Answering Machine messages one at a time:

1. Press the **YES** button to see Options Menu.
2. Press the **DOWN** arrow button to highlight Answering Machine. Press **YES**.
3. Press the **DOWN** arrow button to highlight Play/Erase Messages. Press **YES**.
4. Follow the on-screen directions to review each message. As you review each one, press **YES** to erase the message.
5. Use the **UP/DOWN** arrow keys to move through your messages, deleting the ones you no longer want.

To delete all Answering Machine messages at once:

1. Press the **YES** button to see Options Menu.
2. Press the **DOWN** arrow button to highlight Answering Machine. Press **YES**.
3. Press the **DOWN** arrow button to highlight Clear All Messages. Press **YES**.
4. Press **YES** to erase all saved Answering Machine messages. If you don't want to erase all messages, press **NO**.



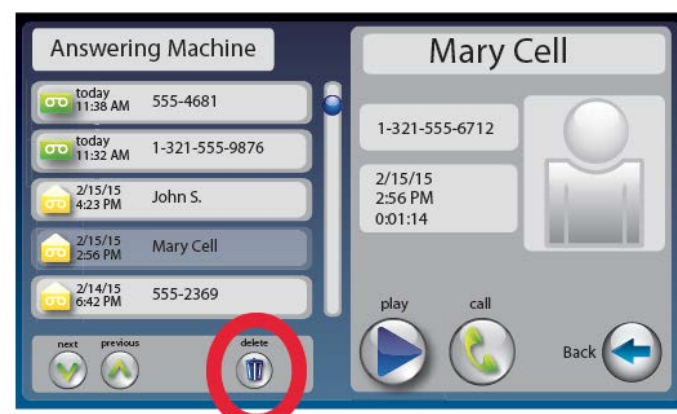
CapTel 2400i

To erase Answering Machine messages one at a time:

1. On the display, touch **(Ans Machine)**.
2. Select and touch the call you want to review from the list.
3. Touch **(play)** to listen to the message and see captions.
4. 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.

To delete all Answering Machine messages at once:

1. On the display, touch **(Settings)**.
2. Touch **(Messages)**, then 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.



Hearing Loss Communication Tips for the Holidays

The holidays bring family members and friends together to celebrate. Whether you are hosting or attending a holiday gathering, it's important to help create an environment that is comfortable and supportive for guests with hearing loss.

As a host, simple adjustments, like eliminating background music and making sure areas are well-lit, make it easier for guests to focus on communications. Provide a quiet area where people can engage in one-on-one conversations or take a break from listening if needed. As a guest, let people know your communication needs. Others want to have meaningful conversations with you, too, and will be happy to follow your guidance.







For more tips, [check out this blog post from HLAA!](#)

'Round the Clock Help

Just one button away

Help is available 24 hours a day, 7 days a week! (Excluding major holidays.)

To contact:

-  Just press the blue button on your CapTel phone
-  1-888-269-7477
-  1-866-670-9134 (Spanish)
-  Contact or chat with us!

Connect with us online



We encourage you to take advantage of alternative ways to reach CapTel Customer Service including live chat online. Additional tips and answers to common questions can also be found at www.captel.com.

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