

# Alaska Relay-CapTel NEWSLETTER



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## HELPFUL TIPS FOR USING YOUR CAPTEL PHONE

### Using CapTel in an Office: Dialing Prefix

In many business settings, you may need to dial a “9” or another number to get an “outside” line before placing a call. That number called a “dialing prefix” can be programmed into your CapTel phone to dial automatically whenever you place a call to someone in your contact list or phone book. The way you set a

dialing prefix depends on which model CapTel phone you use.

The dialing prefix is not the same as your telephone area code.

**NOTE:** If you use your CapTel phone in your home, you probably do not need to set a dialing prefix.



CapTel 840i

CapTel 880i



You can save a dialing prefix directly as part of each phone book entry. Press YES to access the CapTel options menu, then follow the menu prompts to edit phone book. As you add (or edit) a contact’s telephone number, insert a “9” at the beginning of the phone number. If needed, press the UP ARROW key to add a 2-second pause between the “9” and the rest of the phone number. When you are finished entering the phone number, press YES to save.

Now, when you place a call to that contact using the phone book, the “9” will dial first giving you an outside line before placing your business call.



CapTel 2400i

Some office environments require you to dial a number in order to get an outside line. For example, you may need to dial a 9 or another number sequence before you can place a call. CapTel 2400i lets you add a dialing prefix, then it will dial it for you automatically for every call placed from your contact list or when using the speed dial, call history, or answering machine history. If you dial the phone number directly, you will need to enter the dialing prefix at the time you dial. The default setting is no dialing prefix.

- ▶ Settings
- ▶ General Settings
- ▶ Advanced Settings
- ▶ Dialing Prefix



CapTel 840

In 1-line mode, the CapTel 840 can dial the dialing prefix for you before every call. In 2-Line mode, you will need to dial the dialing prefix manually.

## ALASKA RELAY OUTREACH PROGRAM

Alaska Relay Outreach Program promotes and increases relay service awareness on a local and statewide level by providing outreach services across Alaska, educating Alaska residents and professionals about the services available through Alaska Relay

Alaska Relay Ambassadors are available to give complimentary presentations, demonstrations and one-on-one trainings.

Interested? Go to an online form [alaskarelay.com/outreach-program](https://alaskarelay.com/outreach-program)

Or contact Assistive Technology of Alaska (ATLA)

- 907-563-2599 (Office)

- 907-561-2592 (TTY)

- [akrelay@atlaak.org](mailto:akrelay@atlaak.org) (Email)

