

CAPTEL® USB



Installation Guide & Helpful Tips



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INTRODUCTION

CapTel® USB connects directly to your computer to display conversation captions on your computer screen.

- You control the size, color, and font style of the captions on your computer screen for easiest reading. Whether you want large-bold text sizes, high-contrast colors, or a special easy-to-read font, you control how the captions appear.
- You can save and print out conversation captions on your computer.
- Especially helpful for users with low-vision concerns

REQUIREMENTS

System Requirements:

- Windows 2000, XP, or Vista
- Available standard USB port
- CD/DVD-ROM drive (*for installation*)
- Adobe Acrobat Reader
- Administrative rights to Windows
- Not compatible with Macintosh or Linux operating systems

Additional:

- USB Cable (*provided*)
- *CapTel* Installation CD (*provided*)
- *CapTel* phone with USB port



BEFORE YOU START:

Remove all USB devices from your computer except your mouse or keyboard (including printers, cameras, USB Flash drives, etc.) **DO NOT** plug the CapTel USB cord in yet.

GETTING STARTED

Installing *CapTel* USB requires three steps:



1. Make sure your *CapTel* phone is set up and working properly.



2. Install the *CapTel* USB software onto your computer, from the installation disc (CD).



3. Follow the step-by-step instructions on your computer screen to install the necessary computer drivers.



1. Set Up the CapTel Phone

Set up your **CapTel** phone next to the computer you want to use (see the *CapTel* user manual for step-by-step instructions). Make sure the *CapTel* phone is close enough to the computer that the USB cord will reach properly. Make sure that the *CapTel* telephone line is plugged in and working correctly. Do NOT plug the *CapTel* USB cord in yet. Place a captioned call/receive a captioned call on the phone first, to make sure everything is working properly.



2. Install Software from the Installation CD

1. Insert the installation disc into the CD/DVD-ROM drive of your computer. A welcome screen will be automatically displayed (Fig. 1). Click on **Install CapTel USB**.



Figure 1

2. Close any applications that may be running, then click **OK** to begin installation (Fig. 2).

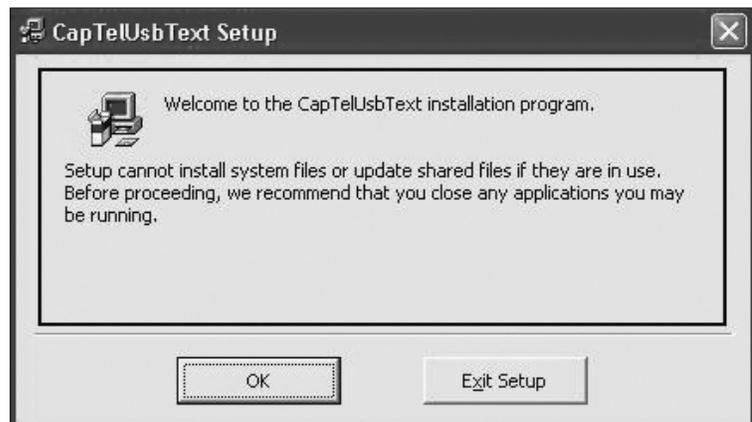


Figure 2

3. Click the install icon  (Fig. 3) to install to the default location on your computer, or you may change the directory first if you prefer.

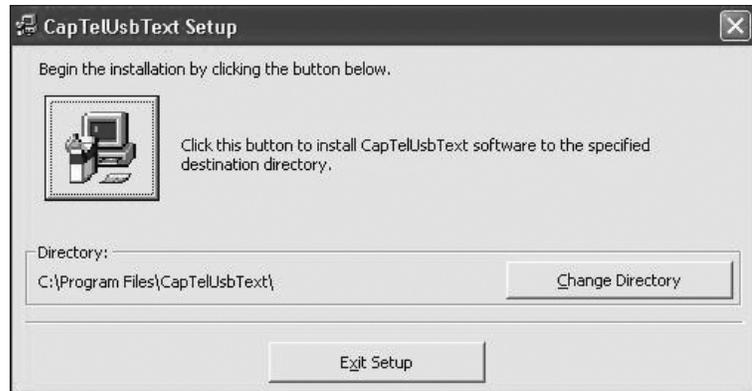


Figure 3

4. Select the program group where you would like the shortcut to the **CapTel USB** program. The default is **CapTelUsbText** (Fig. 4). Click **Continue**.



Figure 4

5. Wait for the progress bar to reach 100% to indicate that setup has completed, then click on **OK** to finish the installation (Fig 5).



Figure 5

The *CapTel* USB Text software is now installed. You can Exit "X" out of the installation program and proceed to the next step on page 4 for Windows XP users or page 9 for Windows Vista users.



3. Install the Software Drivers on Your Computer - Windows XP

If your computer uses Windows XP, follow the directions below. If you use Windows Vista, see page 9 for instructions.

Make sure you have completed steps 1 and 2 on pages 1- 3 first. Then, follow the step-by-step instructions on your computer screen to install the necessary drivers onto your computer. You need to install two separate drivers, one after the other. You can also follow the printed instructions, below, for additional help.

1. Connect the USB Cable to the back of the *CapTel* phone. Connect the other end of the USB Cable to the USB port on your computer.

The window shown in **Figure 1.1** will automatically pop up on your computer screen. Select “**No, not this time.**” Then click on **Next >** to continue.



Figure 1.1

2. Make sure “**Install the software automatically (Recommended)**” is selected. Then, click on the **Next >** button to continue. (Fig. 2.1)

The installation disc should be in the CD/DVD-ROM drive.

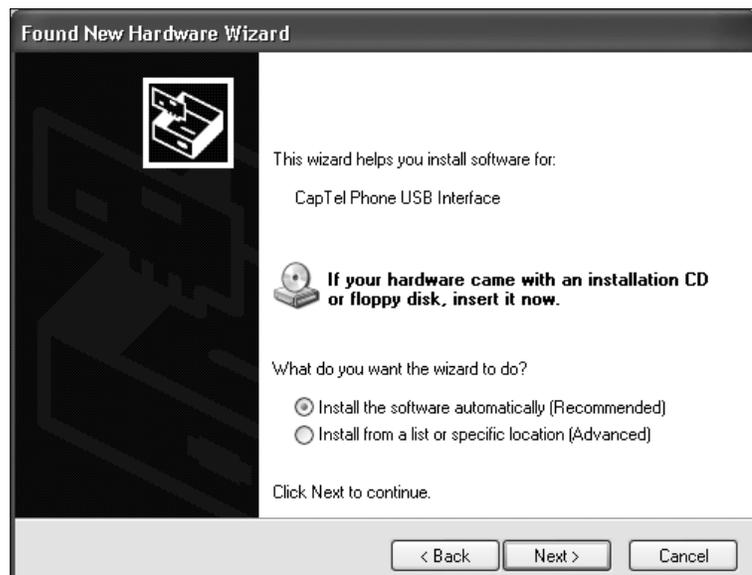


Figure 2.1

3. The window in **Figure 3.1** will be displayed. You can watch the progress as the software is installed.



Figure 3.1

4. The window shown in **Figure 4.1** will appear. Click on the **Continue Anyway** button to continue.



Figure 4.1

5. The window shown in **Figure 5.1** will appear, letting you know the first part of the driver installation is completed. Click on the **Finish** button to continue.



Figure 5.1

You've now successfully installed the first software driver. The process will repeat automatically to install the second software driver.

6. The window shown in **Figure 6.1** will appear. Select, “**No, not this time.**” Click on **Next >** to continue.



Figure 6.1

7. Your computer will automatically find the second device named “**USB Serial Port**” that also needs to be installed (as shown in Figure 7.1).

Make sure that “**Install the software automatically**” is selected, then click on **Next >** to continue.

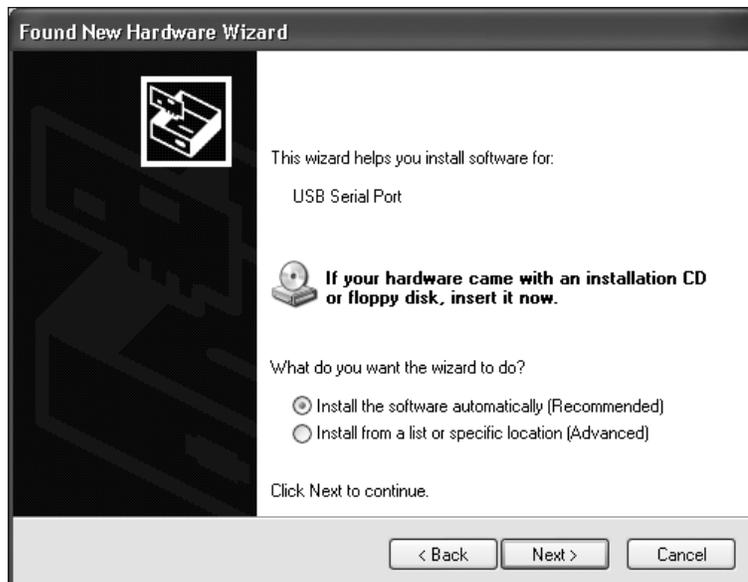


Figure 7.1

8. The window in **Figure 8.1** will be displayed. You can watch the progress as the software is installed.

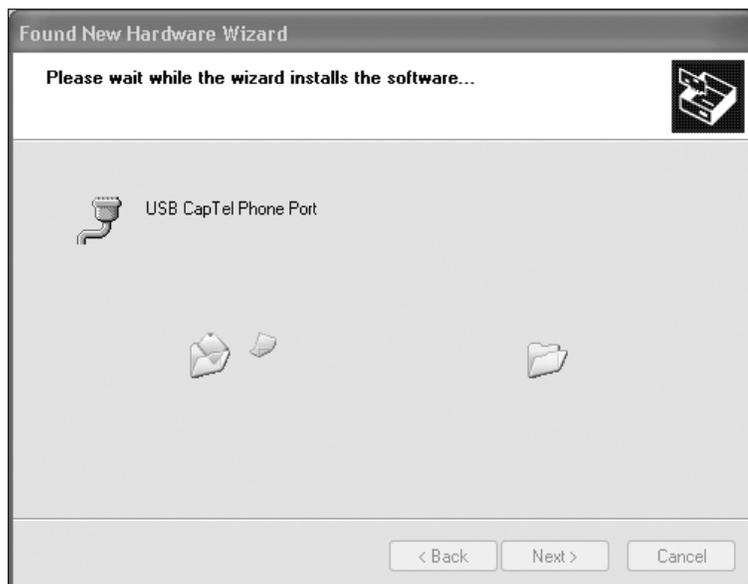


Figure 8.1

9. The window shown in **Figure 9.1** will appear. Click on the **Continue Anyway** button to continue.



Figure 9.1

10. The window shown in **Figure 10.1** will appear letting you know the second part of the driver installation is completed. Click on the **Finish** button to end.



Figure 10.1

Once both drivers are installed, your *CapTel* phone will be ready to use with your computer screen.

Please skip ahead to page 14.



3. Install the Software Drivers on Your Computer – Windows Vista

If your computer uses Windows Vista, follow the directions below. If you use Windows XP, see page 4 for instructions.

Make sure you have completed steps 1 and 2 on pages 1– 3 first. Then, follow the step-by-step instructions on your computer screen to install the necessary drivers onto your computer. You need to install two separate drivers, one after the other. You can also follow the printed instructions, below, for additional help.

1. Connect the USB Cable to back of the *CapTel* phone. Connect the other end of USB Cable to the USB port on your computer.

2. The window shown in **Figure 1.2** will automatically pop up on your computer screen. First, click on “**Locate & install driver software (recommended)**”.



Figure 1.2

3. The window in **Figure 2.2** will be displayed asking you to insert the *CapTel* USB installation disc. Make sure the installation disc is in the CD/DVD-ROM drive of your computer.

Click on **Next >** to continue.

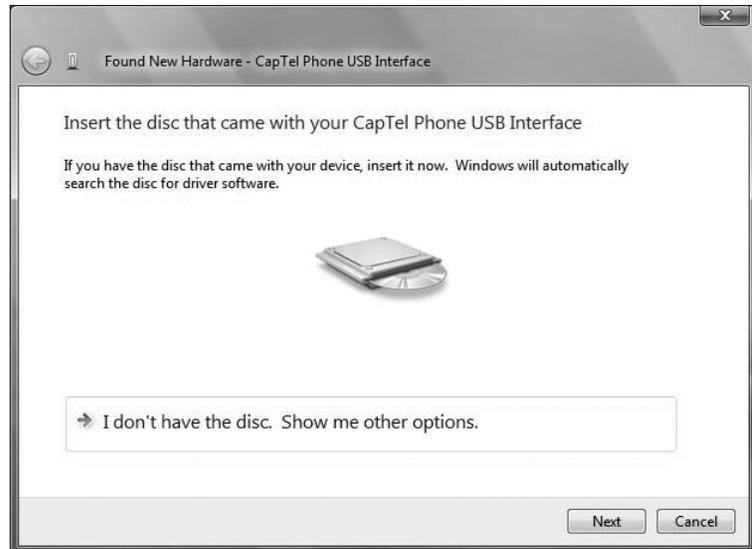


Figure 2.2

4. If the disc is already in, Windows Vista will automatically search for the correct USB software (Fig. 3.2) and install it (Fig. 4.2).

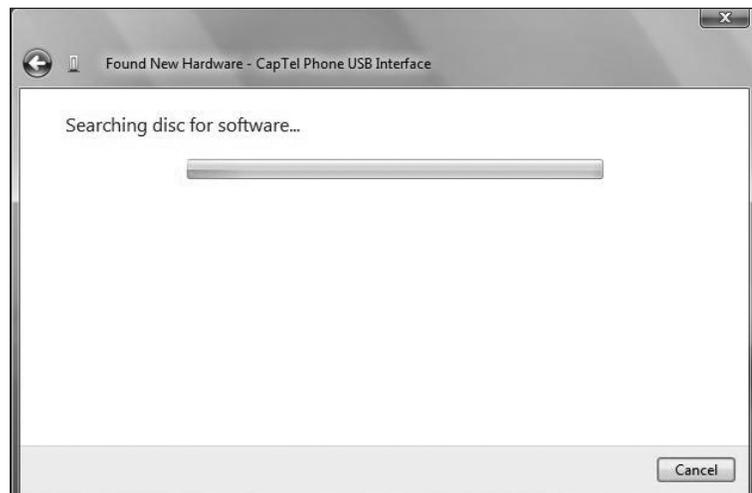


Figure 3.2

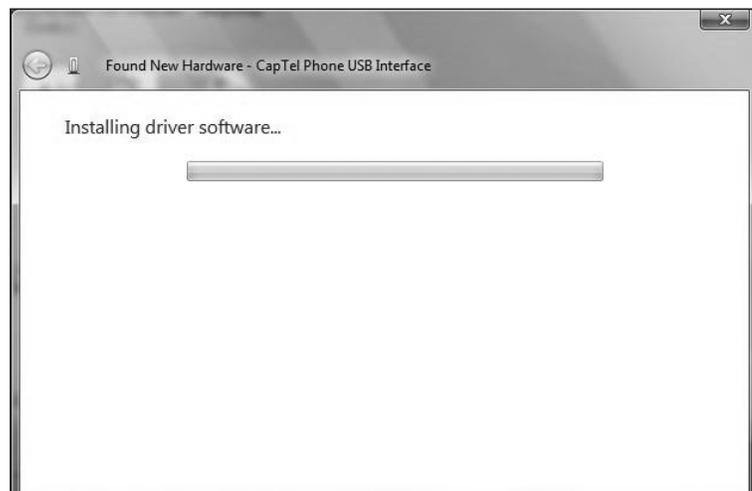


Figure 4.2

5. The window shown in **Figure 5.2** will appear. Click on the **Install this driver software anyway** to continue.

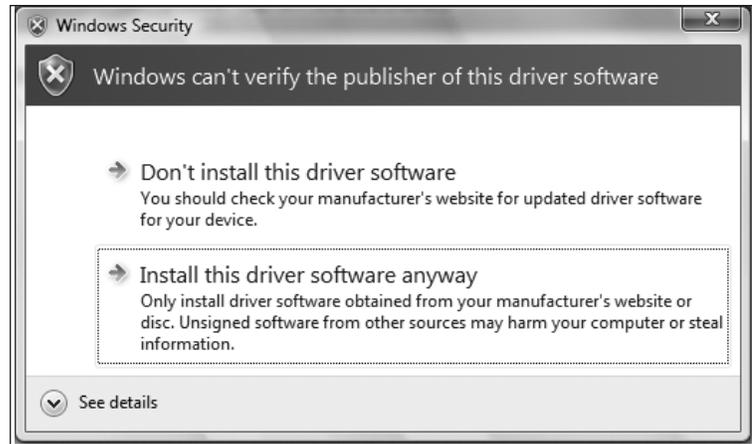


Figure 5.2

6. The window shown in **Figure 6.2** will appear, letting you know the first part of the driver installation is completed. Click on the **Close** button to continue.

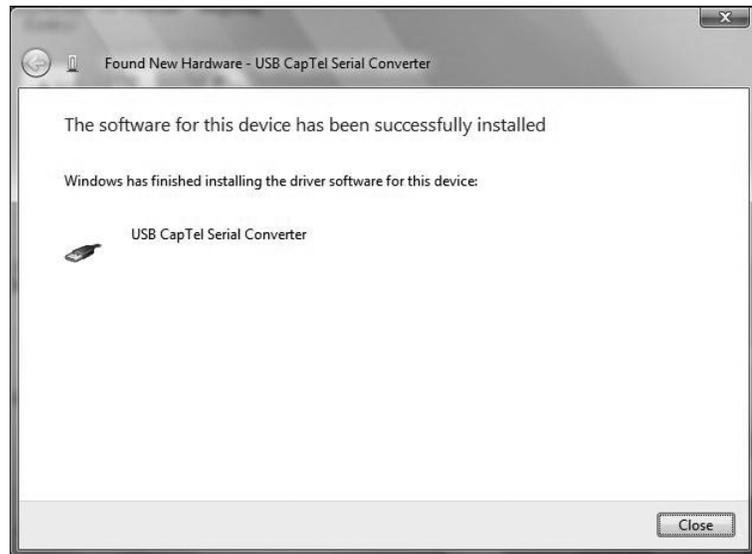


Figure 6.2

You've now successfully installed the first software driver. The process will repeat automatically to install the second software driver.

7. The window in **Figure 7.2** will be displayed asking you to insert the *CapTel* USB installation disc. Make sure the installation disc is still in the CD/DVD-ROM drive of your computer. Click on **Next >** to continue.



Figure 7.2

8. Windows Vista will automatically search for the second USB software driver you need (Fig. 8.2) and install it (Fig. 9.2).

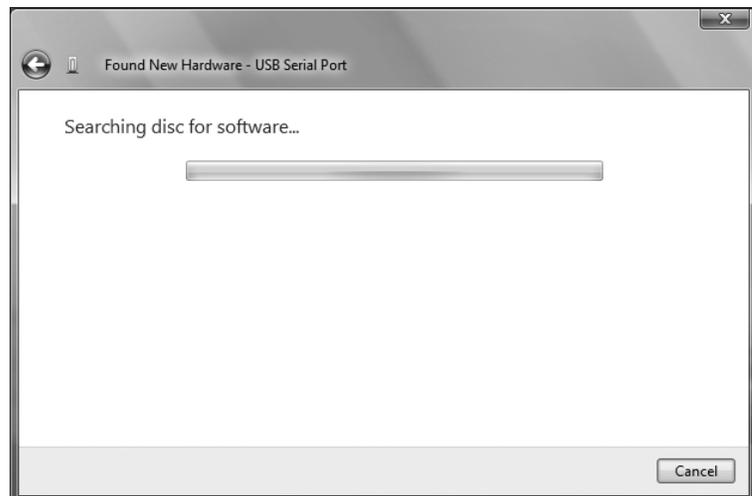


Figure 8.2

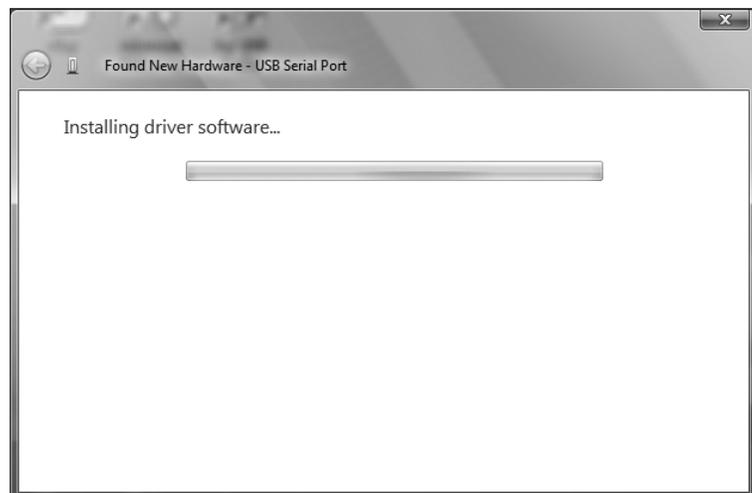


Figure 9.2

9. The window shown in **Figure 10.2** will appear. Click on the “**Install this driver software anyway**” to continue.

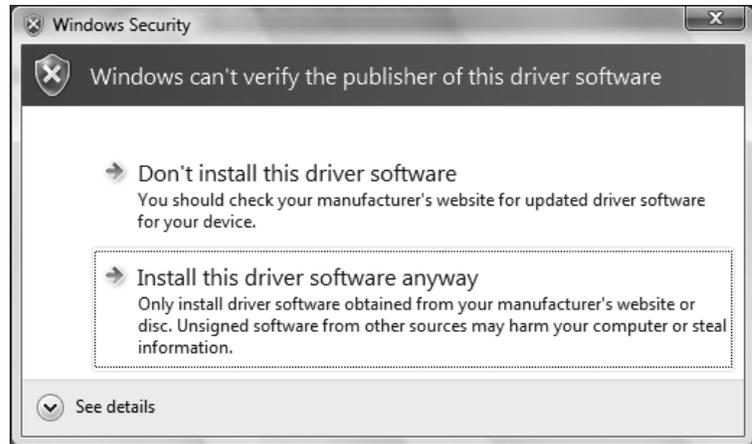


Figure 10.2

10. The window shown in **Figure 11.2** will appear, letting you know the second part of the driver installation is completed. Click on the **Close** button to end.

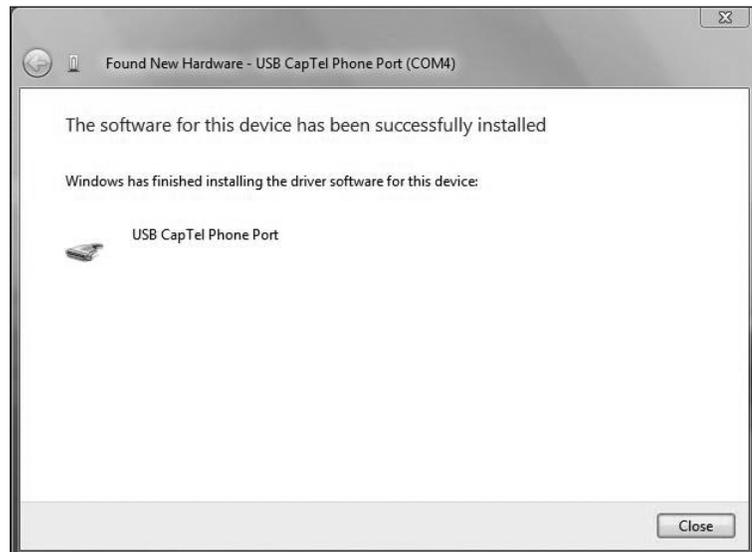


Figure 11.2

Once both drivers are installed, your *CapTel* phone will be ready to use with your computer screen.

CREATE A DESKTOP ICON (SHORTCUT) FOR CAPTEL

Creating a desktop icon lets you start the *CapTel* program more easily, by simply clicking on the *CapTel* icon on your Windows desktop. To create a Desktop Icon (shortcut):

1. In Windows, click on the **Start** button.

2. Scroll to Programs.

[ALL PROGRAMS – CapTel USB Text – CapTel USB Text]



3. Select “**CapTelUsbText**”, then right-click it with your mouse.

4. Scroll to “**Send To.**” A new box pops up.

5. Select “**Desktop (create shortcut)**” and left-click. This will place an icon on the desktop.

Now, to start the *CapTel* program, all you have to do is click on the *CapTel* icon on the Windows desktop.

SETTING CAPTEL USB TO START AUTOMATICALLY (OPTIONAL)

You can set *CapTel* USB to start automatically whenever you turn on your computer, so you are ready to take calls right away. To Auto-Start *CapTel* USB:

1. In Windows, right click on the Start menu and choose “**Explore**”
2. Click on **Program Files**
3. Click on **CapTel USB Text**
4. Right Click on **CapTelUsbText** and choose **COPY**
5. Find the Folder “**Start Menu**” and click on it and then choose “**Programs**”
6. Then click on “**Startup**” and paste the **CapTelUsbText** file into this folder.

You need to have the executable file in Start Menu/Programs/Startup, not just in the Start Menu.

USING CAPTEL USB

Starting the CapTel USB Program

Click on the *CapTel* icon on the Windows desktop to start the *CapTel* program. If you do not have a *CapTel* icon (short cut) set up, you can also start the *CapTel* program by:



1. In Windows, click on the **Start** button.
2. Scroll to “**Programs**”
3. Select “**CapTelUsbText**”, and left-click your mouse to launch the program.

NOTE: The *CapTel* program must be running on your computer before you receive/make calls on your *CapTel* phone. If the *CapTel* program is not going at the time you receive a call, you will only be able to see captions on the *CapTel* display screen (not on the computer display monitor). You cannot switch over to view captions on the computer monitor during an active call.

Placing a Call

1. Make sure that the *CapTel* program is open and running on your computer.
2. Pick up the handset on your *CapTel* phone, and dial the number you want to call.

Captions of the conversation will appear on your computer monitor display, as well as on the display window of your *CapTel* phone.

NOTE: The *CapTel* program must be open and running on your computer before you place a call on your *CapTel* phone. If the *CapTel* program is not going at the time you place a call, you will only be able to see captions on the *CapTel* display screen (not on the computer monitor). You cannot switch over to view captions on the computer monitor during a call.

Answering a Call

1. Make sure that the *CapTel* program is open and running on your computer. It may be running in the background.
2. When the *CapTel* phone rings, the *CapTel* program window will automatically pop up on your computer. You will see RING on the computer display. If you have Caller ID, you may also see the Caller ID information of the person calling you via the menu.
3. Pick up the *CapTel* handset and begin your conversation. You will see captions of the call on your computer monitor, as well as on the display window of your *CapTel* phone.

NOTE: The *CapTel* program must be running on your computer before you receive calls on your *CapTel* phone. If the *CapTel* program is not going at the time you receive a call, you will only be able to see captions on the *CapTel* display screen (not on the computer monitor). You cannot switch over to view captions on the computer monitor during a call.

Saving Conversation Captions

At the end of each captioned call, you have the chance to save the conversation captions as a text file on your computer. When you hang up the phone, the window in Figure A appears. Click **Yes** to save your conversation captions. Or, click **No** to end the call session.

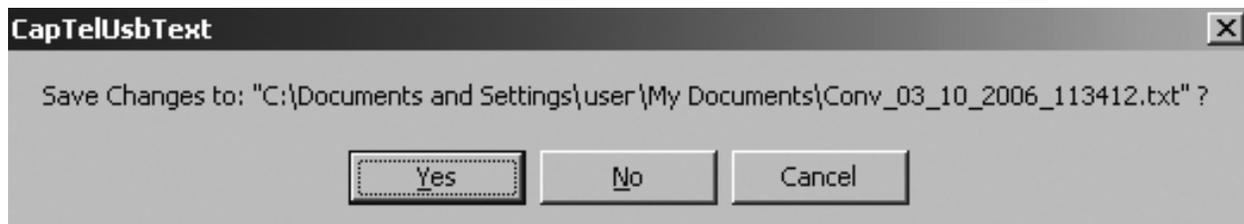


Figure A

CapTel will save the current on-screen captions to a generic text file. The file will be saved on the default directory for your computer, typically under “**My Documents**”. To re-read the conversation, simply open the file in the *CapTel* program or import it into a word processing application (such as Microsoft Word).

HELPFUL TIPS

Adjusting How Captions are Displayed

1. With the *CapTel* phone hung up, select the “**Format**” tab on the top menu bar.
2. Scroll and click on “**Font**”

You can select the size, font style, color, and highlighting for captions that appear on your computer screen. Take a moment to experiment with the different styles to find the combination that works best for you.

NOTE: You can only adjust the caption formatting before or after a call, not during a call.

Printing Conversation Captions

1. Select the “**File**” tab on the top menu bar.
2. Scroll down to click on “**Print**”.

CapTel will print the current conversation captions displayed on the computer monitor.

Troubleshooting

If you experience any difficulties with *CapTel* USB, please check the *CapTel* USB Troubleshooting section on the *CapTel* website for help at: **www.captionedtelephone.com** or contact *CapTel* customer service at **1-888-269-7477 V/TTY**.

Contacting CapTel Customer Service

If you have any problems installing or using *CapTel* USB, please contact our toll free *CapTel* customer service at:

1-888-269-7477 (Voice/*CapTel*/TTY)

1-866-670-9134 (En español)

Email: CapTel@CapTelMail.com

website: www.captionedtelephone.com



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