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 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).
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”. 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 Ans Machine).