



# Hamilton® Web CapTel® – User Guide

- How to Place Calls
- How to Receive Calls
- How to Create your Account
- How to Obtain a Hamilton CapTel Call Me #

If you've ever missed out on what was said during a phone call – you no longer need to. Now you can see every word a caller says right on your computer screen in real-time. It's called Hamilton Web CapTel and it's simple!

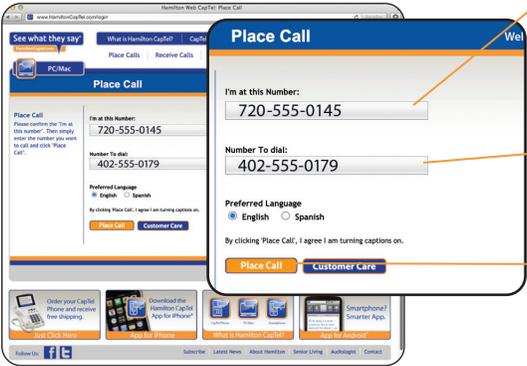
This User Guide will show you [How to Place Calls](#), [How to Receive Calls](#) and [How to Create your Account](#) using Hamilton Web CapTel.



# How to Place Calls



- 1 Visit: [HamiltonCapTel.com/login](http://HamiltonCapTel.com/login)
- 2 Log in using your Hamilton CapTel account or Facebook account.
  - a. If you log in with your Facebook account, you may be prompted to register with Hamilton CapTel.

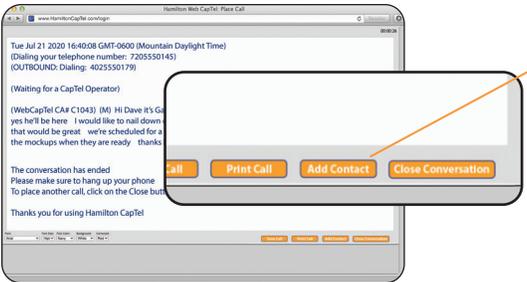


- 3 Enter your telephone number in the "I'm at this number" field. This number will be stored in your account.
 

Note: This telephone is to be used for the audio portion of the call while reading the captions on the screen of a computer, laptop or tablet. This should be a direct number as extensions are not allowed at this time.
- 4 Enter the phone number of whom you wish to call in the "Number to Dial" field.
- 5 Click **Place Call**.



- 6 The captions screen will appear. This is where you will read captions of what's being said.
- 7 Answer the phone when it rings and wait just a few seconds for the other party to connect.
- 8 Talk. Laugh. Listen. Read Captions.



- 9 To end the call, click **End Call** on the screen or simply hang up your phone.
- 10 After the call, you have the ability to review, save and print captions of your conversation. The **Add Contact** button will take you directly to the Contacts page where you can add the number you just dialed to your Hamilton CapTel account contacts list.
 

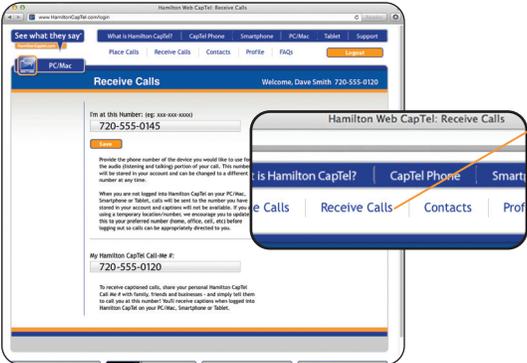
Note: If you choose to add a contact to your account be sure to review, save and/or print your conversation first so you don't lose any information when moving away from the page.
- 11 Make as many calls as you wish!



# How to Receive Calls



1 Visit: [HamiltonCapTel.com/login](http://HamiltonCapTel.com/login)



2 Log in using your Hamilton CapTel account or Facebook account.  
a. If you log in with your Facebook account, you may be prompted to register with Hamilton CapTel.

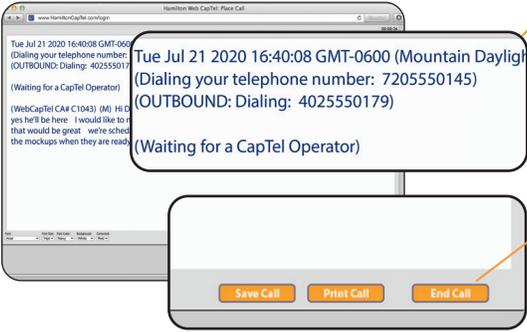
3 Click **Receive Calls**.



4 Verify the number you have entered in the "I'm at this Number" field is one where you can be reached. This should be a direct number as extensions are not allowed at this time.  
Note: If you are not logged in and someone dials your Call Me #, the caller will receive a recording stating that you are currently unavailable.

5 Now you're ready to receive calls!

6 When a call arrives, your phone will ring, and the caption screen will be visible on your browser window. If your browser is minimized, you will need to maximize the window in order to view captions.



7 To end the call, click **End Call** on the screen or simply hang up your phone.



# How to Create your Account



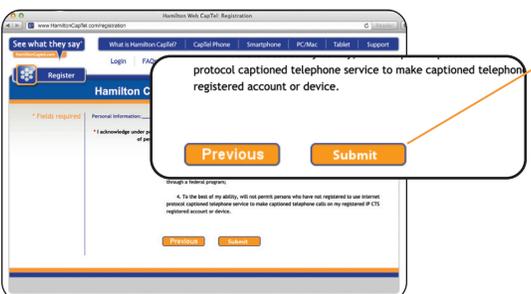
1 Visit: [HamiltonCapTel.com/login](http://HamiltonCapTel.com/login)

2 Click **Register**.

Note: You will need to read and accept Terms and Conditions before proceeding to the registration form.

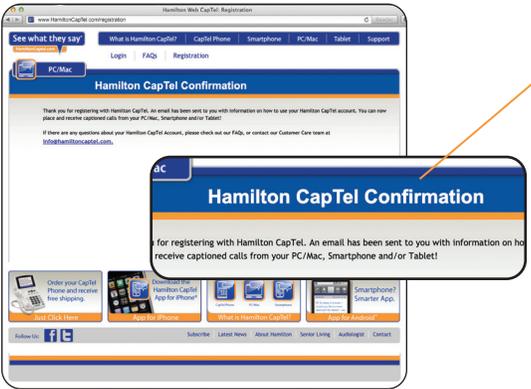


3 Complete the form. (all fields are required)



4 Click **Submit**.

protocol captioned telephone service to make captioned telephon registered account or device.



5 Now you're registered for a Hamilton CapTel account!

Note: Next, you'll want to obtain a Call Me # as outlined below so that people can call you directly, without first having to dial a toll-free number.

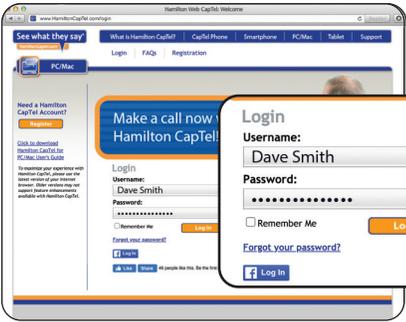
Questions? Comments? Concerns?  
Call toll-free:  
877-455-4227  
Visit:  
[HamiltonCapTel.com](http://HamiltonCapTel.com)  
Email:  
[info@HamiltonCapTel.com](mailto:info@HamiltonCapTel.com)

Captioned Telephone Service is designed exclusively for individuals with hearing loss and is funded and regulated by the Federal Communications Commission. To learn more, visit [fcc.gov](http://fcc.gov).



# How to Obtain a Hamilton CapTel Call Me #

The Hamilton CapTel Call Me # is a ten-digit number that allows you to receive captioned calls from family, friends and colleagues on your computer or tablet. With the Call Me #, individuals calling you simply dial your Call Me # to reach you directly.



**Login**

Username:  
Dave Smith

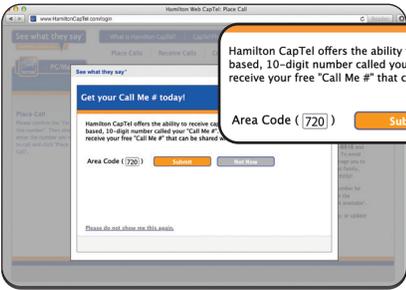
Password:  
\*\*\*\*\*

Remember Me **Log In**

[Forgot your password?](#)

**Log In**

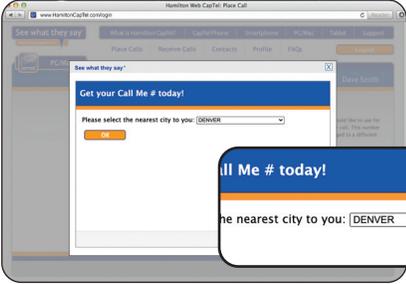
1 Log in to your Hamilton CapTel account.



Hamilton CapTel offers the ability to receive captioned calls based, 10-digit number called your "Call Me #". Please provide your free "Call Me #" that can be shared with family and friends.

Area Code ( 720 ) **Submit** **Not Now**

2 When prompted, enter your Area Code and click **Submit**.

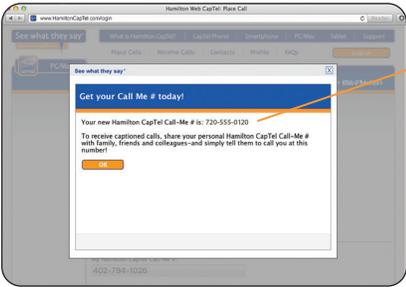


Get your Call Me # today!

Please select the nearest city to you: **DENVER**

**OK**

3 From the dropdown menu, select the city in which you live. If your city is not listed, then select a nearby city/town. Click **OK**.



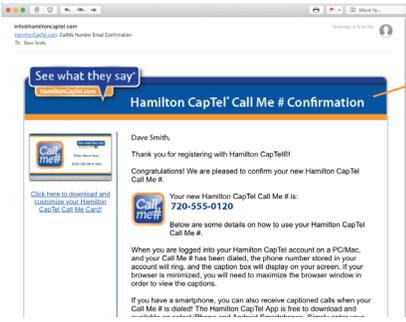
Get your Call Me # today!

Your new Hamilton CapTel Call-Me # is: 720-555-0120

To receive captioned calls, share your personal Hamilton CapTel Call-Me # with family, friends and colleagues—and simply tell them to call you at this number!

**OK**

4 A pop-up window will appear with your new Hamilton CapTel Call Me #. Click **OK**.



**Hamilton CapTel Call Me # Confirmation**

Dave Smith,

Thank you for registering with Hamilton CapTel!

Congratulations! We are pleased to confirm your new Hamilton CapTel Call Me #.

Your new Hamilton CapTel Call Me # is: **720-555-0120**

Show me some details on how to use your Hamilton CapTel Call Me #.

When you are logged into your Hamilton CapTel account on a PC/Mac, and your Call Me # has been dialed, the phone number stored in your account will ring, and the caption box will display on your screen. If your browser is minimized, you will need to maximize the browser window in order to view the captions.

If you have a smartphone, you can also receive captioned calls when your Call Me # is dialed! The Hamilton CapTel App is free to download and available on the App Store and Google Play.

5 You will receive a confirmation email, confirming your new number.

6 Now you can start placing and receiving calls!