

# ClearCaptions™ for Cisco® Quick Guide

## Set ClearCaptions Preferences

*Note: For faster captions, we recommend setting to "Auto."*

1. Press the "Services" button.
2. Press "ClearCaptions Preferences."
3. Press the "Check" or "Select" button.
4. Select "Auto" or "Manual."
5. Press "Select."
6. Press "Exit."

## Make a ClearCaptions Call

1. Dial the number.
2. Wait for the party to connect.
3. Announce/introduce yourself.
4. Captions will begin momentarily.



## Receive a ClearCaptions Call

1. Answer the call using handset, headset or speaker.
2. Announce/introduce yourself.
3. Captions will begin momentarily.

## Reviewing Captions of Your Calls

1. To review captions, press the “Up” and “Down” arrows.
2. ClearCaptions for Cisco does not store or retain captions from your previous calls. You are able to review captions from your current call throughout the call or prior to closing the caption window once a call has ended.

## Transferring Calls

1. While on a call, press the “Transfer” button and enter the number you wish to transfer the call to.
2. Press the “Transfer” soft key twice and hang up.

## Accessing Cisco Phone Features

The “Minimize” button gives you keypad access for phone functionality such as PINs/passwords, voicemail, conference calls and auto attendant calls. Easily switch back to viewing captions at any time by pressing the “ClearCaptions” line key.

**For online training, please go to**  
**[www.clearcaptions.com/ciscotraining](http://www.clearcaptions.com/ciscotraining).**

*All instructions assume that your ClearCaptions Preference is set to “Auto” mode.*



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