



Now it's your call...
anytime, anywhere with
Montana Relay Service.



Montana Relay Service makes telephone conversations possible for individuals who are deaf, hard of hearing, deaf-blind or have difficulty speaking on the phone.

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Montana Relay Service is free, and is available 24-hours a day, every day – making it possible for individuals who are deaf, hard of hearing, deaf-blind, or have difficulty speaking to communicate over the telephone.

Several relay service options are available to accommodate the needs of various users. Primarily, calls are conducted through the use of an assistive communications device such as a TTY, deaf-blind communicator, or other specialized equipment. Details regarding the available relay services in Montana can be found in this pamphlet or online at MontanaRelay.MT.gov.

When you connect with Montana Relay Service, a Communication Assistant (CA) will facilitate your call - promptly, professionally and accurately. Whether you're connecting with family, friends, or businesses, all relay calls are confidential and there are no records kept of relay conversations.



Maximizing Your Relay Experience

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Maximizing Your Relay Experience

7-1-1: Easy, nationwide access to Relay.

7-1-1 is the national three-digit number for relay access (similar to 4-1-1 for information or 9-1-1 for emergencies). Simply dial 7-1-1 from wherever you are to be connected with Relay.

To ensure your calls are placed through your state's relay service, you may also dial the direct toll-free numbers found on the back page.

Spanish Relay

All relay connection options are available in Spanish. Bilingual CAs are available to process Spanish-to-Spanish relay calls. Relay calls can be translated between Spanish and English if you and the person you are calling are both within the state. Additional information about services in Spanish can be found at www.hamiltonrelay.com/espanol/index.html

Customer Profile

Individuals may establish a variety of calling preferences that are automatically displayed for the Communication Assistant (CA). This can save on call-time and make relay calls smoother and easier.

To create your profile, please see the *Customer Profile* instructions on the back of this pamphlet.

The Role of the CA

All relay calls are kept confidential. The CA's sole function is to facilitate your call. Do not attempt to engage the CA in conversation; rather, address your comments directly to the person you are calling. The CA reads aloud everything typed and types everything heard, including background noises

or side comments. The CA may also indicate sounds heard on the calls that are not conveyed through the conversation, such as: chuckling, crying, yawning, etc.

The use of GA and SK:

GA or *Go Ahead* is a term used in relay calls for turn-taking purposes. When a person hears or sees *GA*, they know it is their turn to respond.

SK or *Stop Keying* is a term used in relay calls to indicate that the conversation is over and it is time to hang up.



TTY (Text Telephone)

TTY (Text Telephone) is the most common way to connect to Relay – allowing a person who is deaf or hard of hearing to type their messages and read the other person's responses.

Making a TTY Call

Using a TTY

- Using your TTY, dial 7-1-1 or the toll free number for your state. (Please see the inside back cover for details)
- The Communication Assistant (CA) will answer by identifying the relay and providing his/her CA number and gender. The CA will then type *NUMBER TO CALL PLS Q GA*.
- Provide the area code and telephone number you want to call and any additional instructions.
- Once the call is connected, the CA will ask the person you are calling if he/she is familiar with the relay. If the person is not, the CA will explain how the relay works before the conversation begins.
- The CA will type everything said by the other party, word for word, along with any background noises.
- When you see *GA*, it is your turn to respond. Type *GA* when you are ready for a response. The conversation will proceed in this manner until the call is complete.
- When you have completed your side of the conversation, type *GA to SK* and the CA will close your call.



VCO (Voice Carry Over)

Voice Carry Over (VCO) is an effective service for people who have hearing loss and use their voice on the phone. VCO users speak directly to the person being called and, through specialized equipment, read what is spoken by the other party.

Required Equipment To make and receive calls using VCO, you will need either a TTY or a specific VCO device such as the Ameriphone or Uniphone. This equipment will allow you to read telephone conversations on a screen and respond using your own voice.

Making a VCO Call

Using a TTY

- Using your TTY, dial 7-1-1 or the toll free number for your state. (Please see the inside back cover for details)
- After the Communication Assistant (CA) answers and identifies relay, type: *VCO PLS GA*.
- Wait for the CA to type, *VCO ON GA* indicating that Voice Carry Over has been activated.
- Pick up the handset and speak to the CA providing the number of the person you wish to call, and any additional instructions. Say *GA* or *Go Ahead* and immediately place the handset back onto the TTY.
- The CA will ask the person you are calling if he/she is familiar with Voice Carry Over. If the person is not, the CA will explain how VCO works before the conversation begins.
- The CA types the response of the other person for you to read on your TTY screen. When you see *GA*, it is your turn to respond by picking up the handset and speaking to the other person.
- When you are ready for the other person to respond, say *GA* and place the handset back on the TTY. Turn-taking continues in this manner until the call is complete.



Using a VCO Device

- Connect to relay by dialing 7-1-1 or the toll free number for your state. (Please see the inside back cover for details)
- When the Communication Assistant (CA) answers, simply press the *RLY MSG* button that sends a recorded VCO prompt.
- After the CA answers with *VCO ON GA*, provide the number you wish to call and then say *GA*.
- If necessary, the CA will explain how VCO works to the person you are calling.
- When the conversation is ready to begin, speak directly to the person you are calling and say *GA* when you are ready for a response. The CA types the response of the other person for you to read on your screen, and when you see *GA*, it is your turn to respond. Turn-taking continues in this manner until the call is complete.

Receiving a Call as a VCO User

People calling you can dial 7-1-1 or the toll free number listed on the back page of this pamphlet. If you have not established a Customer Profile, answer incoming calls in one of the following two ways.

Answering Voice First

- Answer the call and say *VCO PLEASE GA*. Immediately connect your TTY or VCO device.
- The CA will send his/her CA number and gender, followed by *VCO ON GA*. You may then speak directly to the caller using *GA* to take turns.

Answering TTY or VCO Device First

- Connect your TTY and type *VCO PLS GA*.
- If you are using a VCO device, simply press the *RLY MSG* button that sends a recorded VCO prompt.
- The CA will send his/her CA number and gender, followed by *VCO ON GA*. You may then speak directly to the caller using *GA* to take turns.

Tips for VCO Users

- When connecting with the CA, do not press any other keys. Doing so will send TTY tones to the CA and may cause confusion about which call method you want to use (TTY or VCO).
- While the other party is speaking, be aware that the CA will not be able to hear you until the *GA* is given and it's your turn to speak.
- You may make as many consecutive calls as you wish. If you wish to make another call, simply inform the CA and provide the phone number.

2-Line VCO

This enhanced relay feature allows for a more interactive conversation by eliminating the use of *Go Ahead*. The CA does not identify relay and is present only to type what's said by the other party. 2-Line VCO requires the use of two telephone lines, one of which must have 3-way conferencing capabilities.

HCO (Hearing Carry Over)

HCO (Hearing Carry Over) is especially useful for people who can hear, but who regularly or occasionally have difficulty speaking over the phone. HCO users listen directly to the person called and, through specialized equipment, type their responses to the other party.

Making an HCO Call

- Using your TTY, dial 7-1-1 or the toll free TTY number for your state. (Please see the inside back cover for details)
- When the Communication Assistant (CA) answers, type *HCO PLS GA*.
- Wait for the CA to both type and say *HCO ON GA*, which indicates that Hearing Carry Over has been activated.
- Type the telephone number for the person you wish to call and provide any additional instructions, followed by *GA*.
- Once the call is connected, everyone on the call will be able to hear each other. Be ready to listen for the voice of the person you are calling.
- The CA will ask the person you are calling if he/she is familiar with Hearing Carry Over. If the person is not, the CA will explain how HCO works before the conversation begins.
- When you hear the person say *Go Ahead*, type your response. The CA will read aloud your response to the other person. Turn-taking continues in this manner until the call is complete.
- To end your call, type *GA to SK* or simply type *Goodbye*.

Receiving a Call as an HCO User

- People calling you may dial 7-1-1 or the toll free Voice number for your state. (Please see the inside back cover for details)
- If a customer profile has been established, the calls you receive will automatically connect in HCO mode.
- If a customer profile has not been established, answer incoming calls by connecting your TTY and typing *HCO PLS GA*. The CA will then activate Hearing Carry Over and both type and say *HCO ON GA*.

2-Line HCO

This enhanced relay feature allows for a more interactive conversation by eliminating the use of *Go Ahead*. The CA does not identify Relay and is present only to read aloud what's typed by the HCO User. 2-Line HCO requires the use of two telephone lines, one of which must have 3-way conferencing capabilities.



DBS (Deaf-Blind Service)

DBS (Deaf-Blind Service) allows people with combined hearing and vision loss to place and receive telephone calls. DBS users type their messages and read the other person's responses, typed by the CA, on a braille display.

Required Equipment

Specialized telecommunications equipment is required, such as a TeleBraille or DeafBlind Communicator.



Making a DBS Call

- Using your specialized equipment, dial 7-1-1 or the toll free number for your state. (Please see the inside back cover for details)
- The CA will answer by identifying Relay and typing *NUMBER TO CALL PLS Q GA*.
- Provide the area code and telephone number you want to call, as well as any additional instructions.
- Once the call is connected, the CA will type everything said by the other party word for word, along with any background noises.
- When you read *GA*, it is your turn to respond. Type your message and add *GA* when you are ready for a response. The conversation will proceed in this manner until the call is complete.
- When you have completed your side of the conversation, type *GA to SK* to close your call.

Slow Type Buffer: A feature used in DBS which allows the CA to type at a normal pace, while sending text to your device at a speed dictated by you (see note below). CAs have the ability to turn this feature on or off on a per call basis.

Note: The Slow Type Buffer is a common feature used in DBS. You can establish the pace of which text is sent to you by completing a Customer Profile form, or by indicating your preference to the CA before your call. In addition, the CA is able to adjust the speed for you at any time throughout your call.

STS (Speech-to-Speech)

STS (Speech-to-Speech) is especially useful for people who have difficulty speaking or being understood on the telephone. STS Relay involves specially trained Communication Assistants (CA) who are familiar with the speech patterns of a wide variety of individuals who have difficulty being understood.

Required Equipment

Special telephone equipment is not needed for Speech-to-Speech calls since STS users may use their own voice or an assistive speaking device to communicate.

Making a Call

- Dial 7-1-1 or the toll free STS number for your state. (Please see the inside back cover for details)
- Provide the STS CA the number you wish to call, plus any special instructions.
- The CA will ask the person you are calling if he/she is familiar with STS. If the person is not, the CA will explain how STS works before the conversation begins.
- The CA will repeat your part of the conversation, in short phrases, unless you request otherwise. The CA will work closely with you to ensure your entire conversation is understood and will clarify anything that is not clear before repeating.
- Say *Go Ahead* or *GA* each time you are finished speaking and are ready for a response. The conversation will proceed in this manner until the call is complete.

- To end your call, say *GA* to *SK* or simply say *Goodbye*.

Tips for STS Users

- Establish a Customer Profile to store helpful information about your calls. This will allow the CA to process your calls more efficiently. (See back panel)
- Give the CA as much information as possible about your call prior to the CA dialing. For example, if you know you are calling an automated system that requires you to select from a number of options, let the CA know which options you want before the call is placed.
- If you reach an answering machine, the CA will request and verify your full message and then call back to leave that message.
- It is helpful if you pause while the CA repeats your part of the conversation.
- You or the person you are calling may request that the CA remain in the background. If you need the CA to assist at any time during the call, you must request the CA to do so. This is especially helpful when calling family, friends or others who are familiar with your speech.
- There is no time limit and you may make as many consecutive calls as you want. You should not be concerned with the length of time a call may take.
- You may request a male or female CA and as long as one is available, your request will be honored.

Additional STS offerings may be available in your state. Please contact Customer Service to learn more.

CapTel® (Captioned Telephone)

What is Captioned Telephone?

Captioned Telephone (CapTel) is a *free service that allows users to listen to their phone conversations while reading word-for-word captions of what's said to them. Through the use of a uniquely designed CapTel phone, users speak directly to the other party and listen and read the other party's response. Captions appear on the bright, built-in display screen of the CapTel phone, just moments after the other party has spoken.

This state-of-the-art technology:

- Eliminates the struggle of using the phone due to difficulty hearing
- Allows for natural conversations
- Provides a truly interactive calling experience

* Although the captioning service is free, standard long distance charges may apply.

Who benefits from Captioned Telephone?

- People who experience hearing loss and have understandable speech
- People who communicate with individuals who experience difficulty hearing over the phone

Required Equipment

In order to make a Captioned Telephone call, a CapTel phone, telephone service, and standard electrical power are needed.

For more information on how to obtain a CapTel phone, please refer to the back page.

Connecting with CapTel

CapTel User



CapTel user places and receives calls using a CapTel phone that displays text of the other party's conversation.



Captioning Service

Captioning Center Operator converts everything the standard phone user says into captions using voice recognition technology.



Other Party

Family, friends and businesses use a standard phone to communicate with CapTel users.

How it Works

Captioned Telephone service works through the use of a CapTel phone which functions like a traditional phone, with an essential difference: it displays every word the other party says throughout the conversation.

Behind the scene, a specially trained operator uses voice recognition technology to generate captions by repeating what the standard phone user says. Captions appear on the bright, easy-to-read display screen of the CapTel phone.

So if you just can't hear on the phone, now you can read as well as listen to what's said for increased clarity on every call.

Placing and Receiving CapTel Calls

It's easy to place and receive calls using CapTel.

Placing Calls with Captions

All outgoing calls you make are automatically captioned. Just dial the number of the person you are calling and make sure the red light around the CAPTIONS button on your CapTel phone is on.

Receiving Calls with Captions

For incoming calls you may choose to receive captions in either 1-line or 2-line mode.

1-line CapTel Mode (one telephone line connected to your CapTel phone)

- In order for you to receive captions, callers must first dial the toll-free captioning service and then enter your phone number



- Your callers dial the captioning service 1-877-243-2823 (English) or 1-866-217-3362 (Spanish) and when prompted, they will need to enter your telephone number
- When your CapTel phone rings, with the Captions Button turned on, simply answer the phone and the captions will appear shortly thereafter

2-line CapTel Mode (two telephone lines connected to your CapTel phone)

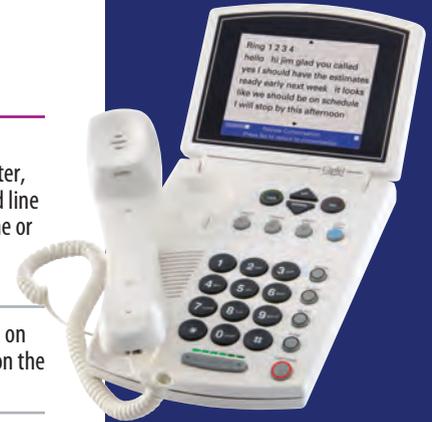
- Calls received are automatically captioned
- Callers simply dial your phone number directly
- When your CapTel phone rings, with the Captions Button turned on, simply answer the phone and the captions will appear shortly thereafter

** All calls are strictly confidential and no records of any conversations are maintained.*

For more information on 1-line and 2-line CapTel, please refer to the chart provided in this pamphlet.

1-Line CapTel vs. 2-Line CapTel

	1-Line CapTel	2-Line CapTel
Number of Lines <i>For those with only digital phone service, additional options are available. For more information call 888-514-7933 or visit www.hamiltoncaptel.com.</i>	Requires one standard (analog) telephone line or DSL with an analog filter.	The first telephone line can be analog or DSL with an analog filter, Digital Cable or VoIP. The second line must be an analog telephone line or DSL with an analog filter.
How Calls are Managed	Spoken conversions and captions provided through one telephone line.	Spoken conversation is provided on one line; captions are provided on the second line.
Captioning	Captions must be turned on prior to using the phone. A red light indicates that captions are "on".	Captions can be turned on or off at any point in the conversation.
Outgoing Calls	Outgoing calls are automatically routed through the CapTel Captioning Center.	Both incoming and outgoing calls are automatically routed through the CapTel Captioning Center.
Calling a CapTel User	People calling the CapTel user must first dial the toll free number for CapTel; then dial the CapTel user's phone number when prompted.	People calling the CapTel user dial that person's number directly.
Calling Features	Call-waiting and automatic call back (*69) are not available.	Call-waiting and automatic call back (*69) can be used.
Three-Digit Dialing	CapTel users are able to dial three digit numbers such as 2-1-1 and 4-1-1 directly from the CapTel phone. Three-digit dialing codes are available in most states nationwide and allow quick and convenient access to important services.	Three-digit dialing functions the same in 1 Line or 2 Line mode.
911 Calls <i>Note that CapTel Captioning Centers are not 911 centers and do not assume responsibility for calls placed through 911</i>	Calls placed to 911 connect directly to Emergency 911 Services and are not routed through the CapTel Captioning Center. Calls are processed as *VCO calls whereby the 911 call-taker can hear everything you say, and then types his/her response which appears on the CapTel display screen. You speak directly into the handset, as you would with any other CapTel call. <i>* VCO stands for "Voice Carry Over", a service that allows callers to speak for themselves and read typed responses.</i>	Calls placed to 911 are captioned through the CapTel Captioning Center. Spoken conversation is received through one line, while captions are provided through the second line.



Captioned Telephone (CapTel®) allows individuals who have difficulty hearing on the phone to listen while reading captions of what's said to them.

Voice

Voice Relay allows standard phone users to communicate with individuals who are deaf, hard of hearing, deaf-blind or have difficulty speaking and who may use a TTY, TeleBraille, or other assistive telecommunications device. A Communication Assistant (CA) facilitates the call by relaying messages between the individuals, according to their communication needs.

Making a Call

- Dial 7-1-1 or the toll free number for your state. (Please see the inside back cover for details)
- The CA will answer with his/her identification number and ask for the number you wish to call.
- Provide the area code and telephone number you wish to call, along with any special instructions.
- All messages are relayed word for word. The person you are calling may also be made aware of any audible background noises or conversations occurring near you.
- The CA will facilitate the conversation through a turn taking process. When it is your turn, speak directly and clearly to the person you are calling and say *GA* or *Go Ahead* when you are ready for a response. The other party will begin their message and when you hear the words *GA* or *Go Ahead*, it is your turn to speak again.
- To end your call, say *GA to SK* or simply say *Goodbye*.

Receiving a Relay Call

- When you pick up the phone and hear *This is the Relay Service*, someone who may be deaf, deaf-blind, hard of hearing or have difficulty speaking is on the line.
- The CA will give his/her identification number and ask if you have received a relay call before. If necessary, the CA will explain the process before connecting the call.
- The conversation will proceed in the same manner as when making a relay call; say *Go Ahead* or *GA* to indicate you are done speaking and say *GA to SK* to end the conversation.

Tips for Voice Relay Users

- Provide the CA with as much information as possible before your call begins, such as the name of the person you are calling, so that the CA may ask for him/her when the call is answered.
- You may request a male or female CA – and depending on availability, your request will be honored.
- Once you are connected to the person you are calling, speak slower than usual and wait a few moments for a response as there may be a slight delay.
- If you have a series of questions, it is helpful to ask them one at a time, allowing the person you are calling to respond to each question individually. This will reduce any confusion or misunderstandings.
- There is no time limit on calls, and you may make as many consecutive calls as you wish.

Contact Information

How to Connect with Montana Relay

To place a call through Montana Relay, simply dial 7-1-1. Or call one of the toll free numbers below:

- TTY/HCO: 800-253-4091
- Voice: 866-253-4090
- Voice Carry Over (VCO): 877-826-7161
- Speech-to-Speech (STS): 877-253-4613
- Spanish: 866-225-1866
(Includes Spanish-to-Spanish. Translation between English and Spanish is available if both parties are within the State of Montana)
- To call a 1-Line CapTel user, dial 877-243-2823 (English) or 866-217-3362 (Spanish).
To call a 2-Line CapTel user, dial their phone number directly.

If you are traveling out of State or you are in a state that is not served by Hamilton Relay, you can place interstate calls by calling:

- TTY: 800-833-5833 (toll-free)
- Voice: 800-833-7833 (toll-free)

Access and Charges

Access Relay by dialing 7-1-1 or the associated toll free number. Relay services are available 24 hours a day, seven days a week – with no restrictions on the length or number of calls made. It is free to access and use relay services. Long distance charges apply for long distance calls.

Additional contact information behind this panel.

Contact Information (cont.)

Customer Service

If you have suggestions, comments or concerns, please contact:

Montana Relay Customer Service

P.O. Box 4210
Helena, MT 59604
Voice/TTY: 800-833-8503
Fax: 406-444-5999
E-mail: relay@mt.gov

Póngase en contacto con el Departamento de Servicio al Cliente del servicio de retransmisión de Montana para obtener más información sobre el servicio de retransmisión en español.

- Voz/TTY: 866-744-7471
- Fax: 402-694-5110
- Correo Electrónico: spanish@hamiltonrelay.com

Captioned Telephone Customer Service

English: 888-269-7477
Spanish: 866-670-9134
E-mail: info@hamiltoncaptel.com

If your expressed concern is not resolved to your satisfaction, you may contact:

Montana Telecommunications Access Program
P.O. Box 202923
Helena, MT 59620-2923
Voice: 800-833-8503
Voice/TTY: 1-406-444-1335

In addition, the Federal Communications Commission is available to serve you regarding relay issues. Visit: www.fcc.gov/cgb/complaints.html.

Equipment Distribution

The Montana Telecommunications Access Program (MTAP) is an agency of the government of Montana that offers assistive equipment and services to Montanans who have disabilities that make it difficult for them to use the phone. The program distributes special telephone equipment to Montanans who qualify.

To apply online, visit www.montanarelay.mt.gov and click on *Apply for MTAP* or contact:

Montana Telecommunications Access Program (MTAP)

P.O. Box 4210
111 N. Jackson
Helena, MT 59604
Voice/TTY: 800-833-8503

Pay Phones

The Federal Communications Commission has ordered that all local relay calls made from a pay phone are free. Callers may simply dial 7-1-1 or the toll free number for relay. When placing a long distance relay call from a pay phone, the CA must be provided with a way to bill the call (a calling card, for example). Coins cannot be used to pay for a long distance relay call from a pay phone.

Emergency Calls

In the event of an emergency, call 911 or your local emergency services TTY number directly. Montana Relay Service will make every effort to assist in emergencies. Note that relay centers are not 911 centers and do not assume responsibility for the call.

Customer Profile

Individual call handling preferences can be stored on file. These preferences include customized greetings, preferred connection option, speed dial numbers, slow type buffer, and more. User preferences are then automatically displayed on the CA's screen every time you make or receive a call. This can save on call processing time – connecting you with family, friends, and businesses in a more efficient and effective manner.

To create a customer profile online, visit www.montanarelay.mt.gov and select *Customer Profile* to complete and submit your form. You may also contact Montana Relay Customer Service.

Montana Relay Service is powered through Hamilton Relay of Aurora, Nebraska – a national leader in providing high quality relay services for individuals who are deaf, hard of hearing, deaf-blind or have difficulty speaking. Hamilton Relay has been offering relay services since 1991 and has built a reputation for outstanding customer service, reliable technology, essential relay education and professional Communication Assistants.

That's what I'm talking about





Connect with Montana Relay and CapTel® Service

To reach a CapTel user, dial:

English: 877-243-2823

Spanish: 866-217-3362

For information regarding CapTel equipment available through Montana Relay, contact:

Montana Telecommunications Access Program
111 N. Jackson
Helena, MT 59604

Voice/TTY: 800-833-8503

Visit: <http://montanarelay.mt.gov/>

Customer Service - Available 24/7

If you have suggestions, comments or concerns, please contact:

Montana Relay Customer Service
P.O. Box 285
Aurora, NE 68818

English: 888-269-7477

Spanish: 866-670-9134

Fax: 402-694-5110

E-mail: relay@mt.gov

In addition, the Federal Communications Commission is available to serve you regarding relay issues.

Visit: www.fcc.gov/cgb/complaints.html

See what they say® with Captioned Telephone



Captioned Telephone (CapTel®) allows individuals who have difficulty hearing on the phone to listen while reading captions of what's said to them.

What is Captioned Telephone?

Captioned Telephone (CapTel) is a *free service that allows users to listen to their phone conversations while reading word-for-word captions of what's said to them. Through the use of a uniquely designed CapTel phone, users speak directly to the other party and listen and read the other party's response. Captions appear on the bright, built-in display screen of the CapTel phone, just moments after the other party has spoken.

This state-of-the-art technology:

- Eliminates the struggle of using the phone due to difficulty hearing
- Allows for natural conversations
- Provides a truly interactive calling experience

* Although the captioning service is free, standard long distance charges apply.

Who benefits from Captioned Telephone?

- People who experience significant hearing loss and have understandable speech
- People who communicate with individuals who experience difficulty hearing over the phone

Required Equipment

In order to make a Captioned Telephone call, a CapTel phone, telephone service, and standard electrical power are needed.

For more information on how to obtain a CapTel phone, please refer to the back page.

Connecting with CapTel

CapTel User



CapTel user places and receives calls using a CapTel phone that displays text of the other party's conversation.

Captioning Service



Captioning Center Operator converts everything the standard phone user says into captions using voice recognition technology.

Other Party



Family, friends and businesses use a standard phone to communicate with CapTel users.

How it Works

Captioned Telephone service works through the use of a CapTel phone which functions like a traditional phone, with an essential difference: it displays every word the other party says throughout the conversation.

Behind the scene, a specially trained operator uses voice recognition technology to generate captions by repeating what the standard phone user says. Captions appear on the bright, easy-to-read display screen of the CapTel phone.

So if you just can't hear on the phone, now you can read as well as listen to what's said for increased clarity on every call.

Placing and Receiving CapTel Calls

It's easy to place and receive calls using CapTel.

Placing Calls with Captions

All outgoing calls you make are automatically captioned. Just dial the number of the person you are calling and make sure the red light around the CAPTIONS button on your CapTel phone is on.

Receiving Calls with Captions

For incoming calls you may choose to receive captions in either 1-line or 2-line mode.

1-line CapTel Mode (one telephone line connected to your CapTel phone)

- In order for you to receive captions, callers must first dial the toll-free captioning service and then enter your phone number



- Your callers dial the captioning service 1-877-243-2823 (English) or 1-866-217-3362 (Spanish) and when prompted, they will need to enter your telephone number
- When your CapTel phone rings, with the Captions Button turned on, simply answer the phone and the captions will appear shortly thereafter

2-line CapTel Mode (two telephone lines connected to your CapTel phone)

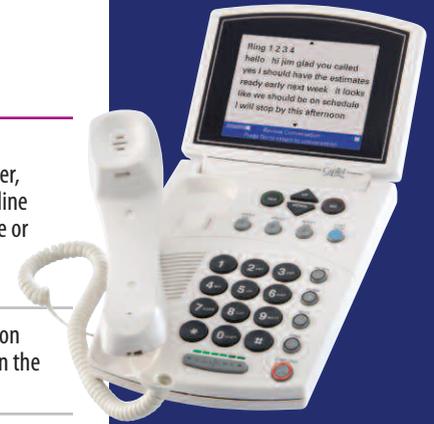
- Calls received are automatically captioned
- Callers simply dial your phone number directly
- When your CapTel phone rings, with the Captions Button turned on, simply answer the phone and the captions will appear shortly thereafter

** All calls are strictly confidential and no records of any conversations are maintained.*

For more information on 1-line and 2-line CapTel, please refer to the chart provided in this brochure.

1-Line CapTel vs. 2-Line CapTel

	1-Line CapTel	2-Line CapTel
Number of Lines <i>For those with only digital phone service, additional options are available. For more information call 888-514-7933 or visit www.hamiltoncaptel.com.</i>	Requires one standard (analog) telephone line or DSL with an analog filter.	The first telephone line can be analog or DSL with an analog filter, Digital Cable or VoIP. The second line must be an analog telephone line or DSL with an analog filter.
How Calls are Managed	Spoken conversations and captions provided through one telephone line.	Spoken conversation is provided on one line; captions are provided on the second line.
Captioning	Captions must be turned on prior to dialing the number to call. A red light indicates that captions are "on".	Captions can be turned on or off at any point in the conversation.
Outgoing Calls	Outgoing calls are automatically routed through the CapTel Captioning Center.	Both incoming and outgoing calls are automatically routed through the CapTel Captioning Center.
Calling a CapTel User	People calling the CapTel user must first dial the toll free number for CapTel; then dial the CapTel user's phone number when prompted.	People calling the CapTel user dial that person's number directly.
Calling Features	Call-waiting and automatic call back (*69) are not available.	Call-waiting and automatic call back (*69) can be used.
Three-Digit Dialing	CapTel users are able to dial three digit numbers such as 2-1-1 and 4-1-1 directly from the CapTel phone. Three-digit dialing codes are available in most states nationwide and allow quick and convenient access to important services.	Three-digit dialing functions the same in 1 Line or 2 Line mode.
911 Calls <i>Note that CapTel Captioning Centers are not 911 centers and do not assume responsibility for calls placed through 911</i>	Calls placed to 911 connect directly to Emergency 911 Services and are not routed through the CapTel Captioning Center. Calls are processed as *VCO calls whereby the 911 call-taker can hear everything you say, and then types his/her response which appears on the CapTel display screen. You speak directly into the handset, as you would with any other CapTel call. <i>* VCO stands for "Voice Carry Over"; a service that allows callers to speak for themselves and read typed responses.</i>	Calls placed to 911 are captioned through the CapTel Captioning Center. Spoken conversation is received through one line, while captions are provided through the second line.



Montana Relay is powered through Hamilton Relay of Aurora, Nebraska – a national leader in providing high quality relay services for people who are deaf, hard of hearing, deaf-blind or have difficulty speaking.

That's what I'm talking about

HAMILTON
 relay

Important Information Regarding Montana Relay

Montana Relay is a public service which guarantees all citizens access to prompt, professional and accurate communication through the telephone. Consumers of these specialized services, specifically individuals who are deaf, deaf-blind, hard of hearing or have difficulty speaking, can communicate on the telephone via TTY/TDD, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), Spanish-to-Spanish and Captioned Telephone in order to connect with family, friends or businesses with ease.

Here's how Montana Relay works:

Dial 7-1-1 or the appropriate toll-free number provided to connect with Montana Relay. A qualified Communication Assistant (CA) will ask for the area code and number of the person you wish to call and will begin relaying the conversation. Generally, the CA will voice the typed message from the text telephone (TDD/TTY) user to the hearing person on the other end. The CA then relays the hearing person's spoken words by typing them back to the TDD/TTY user.

Specialized Services:

Montana Relay offers specialized services for individuals who have difficulty speaking and for Spanish speaking residents. Specially trained CA's are on hand to assist in these types of calls by dialing the associated number provided at the top of this page. Since Montana Relay offers a variety of services please refer to the website listed or call Montana Relay Customer Service for more detailed instruction on how a particular call is processed.

Access to Services:

Both 7-1-1 and the 800 numbers are toll free calls and provide access to the same relay services. If you are experiencing trouble dialing 7-1-1 to reach Montana Relay, please call Montana Relay Customer Service.

All services are available 24 hours a day, seven days a week. Consumers may place relay calls to English and Spanish speaking persons within Montana, across the United States and even internationally. By law, each conversation is handled with strict confidentiality. There is no charge to access Montana Relay, although standard long distance charges apply.

**To place a call using
Montana Relay, dial 7-1-1**
or dial one of the toll free numbers below:

TTY: 1-800-253-4091

Voice: 1-866-253-4090

VCO: 1-877-826-7161

Spanish: 1-866-225-1866

Speech-to-Speech: 1-877-253-4613

Customer Service Information:

1-800-833-8503 V/TTY

P.O. Box 4210

Helena, MT 59604

Email: relay@mt.gov

Web: www.montanarelay.mt.gov

Captioned Telephone

Customer Service:

1-888-269-7477

To call a Captioned Telephone user, dial:
7-1-1 or 1-877-243-2823

Special points of interest:

● **Equipment Distribution Program**

If you want to learn about the Montana Telecommunications Access Program, please call 1-800-833-8503 or 1-866-735-2968. You may also visit www.montanarelay.mt.gov.

● **Emergency Calls**

Please note that 7-1-1 is only to be used to reach Montana Relay.

In and EMERGENCY you should continue to use 9-1-1 For emergencies, call 9-1-1 or your local emergency service TTY number directly. The Americans with Disabilities Act (ADA) requires that all 911 centers have a TTY and are prepared to handle emergency calls placed in this manner. Montana Relay will make every effort to assist you in an emergency. However, it is important to understand that relay centers are **not** 911 centers and do not assume responsibility for emergency calls.



Montana Relay

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Captioned Telephone

Captioned Telephone is ideal for individuals with hearing loss who are able to speak for themselves. A captioned telephone works like any other telephone with as essential difference: it allows you to listen as well as read every word the other party says throughout the conversation on the display window. To call a Captioned Telephone user, dial: 7-1-1 or 1-877-243-2823.

How do I apply for specialized equipment?

The Montana Telecommunications Access Program (MTAP) is an agency of the State government that offers assistive equipment and services to qualifying individuals of Montana who have difficulty using the telephone. MTAP equipment specialists will deliver phones to your home, set up equipment and show you how to use it at no cost. For more information on MTAP, call 1-800-833-8503 or 1-866-735-2968 or visit us online at www.montanarelay.mt.gov.

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OUTREACH EVENTS 2011 AND 2012 – MONTANA TELECOMMUNICATIONS ACCESS PROGRAM

2011

Day in the Rotunda during Legislature – exhibitor
Red Lodge Chamber of Commerce Technology Fair – exhibitor
Disability Employment Awareness Conference – participant
Video Relay Interpreting Conference for State Agencies – presenter
Helena Technology Graining – exhibitor
Lame Deer Community Health Center Fair – presentation and distribution
Montana Telecommunications Association Meeting – attendee
State Agency relay training, Great Falls - presenter
Fort Belknap and Fort Peck VR advisors - presentation
State Agency relay training, Kalispell and Missoula – presenter
MT Assoc Rehabilitators Conference- exhibitor
State Agency relay training, Bozeman, Billings, Butte – presenter
Montana Law Enforcement Academy relay training – presenter
State Agency relay training for liquor warehouses – presenter
State Agency relay training for Montana Lottery – presenter
State Agency relay training for Division of Banking and Financial – presenter
Tribal Training for relay, Salish Kootenai – presenter
State Agency ADA Conference – participant
Smart 9-1-1 Demonstration and relay – participant
State Agency video interpreting meeting – presenter MT Independent Telecommunications conference-
exhibitor
MT Independent Living Conference - exhibitor
Montana Gerontology Society conference – exhibitor
Learning Weekend at Montana School for the Deaf and Blind
Rotunda Day, Helena, MT
MTAP Full Committee Meeting, Helena, MT
Hearing Loss Fair/Better Hearing and Speech Month Award Ceremony/MTAP Full Committee Meeting,
Red Lodge, MT
Montana's Excellence Leadership Award sponsorship
Learning Weekend, Montana School for the Deaf and Blind, Great Falls, MT
Montana Association for the Deaf Conference, Missoula, MT
MTAP Full Committee Meeting, Helena, MT
Deaf Awareness Week Award Ceremony, Great Falls, MT
MTAP Full Committee Meeting, Helena, MT

2012

Caption Call Trial Distribution and use of relay, Bozeman, Butte, Great Falls, Helena –presenter
Eight presentations and distribution for Adult Resource Alliance – Billings Area
Lame Deer, Billings and Pryor – presentation/meeting with Vocational Rehab./121 federal programs
Community presentation about relay, Helena – presenter
Relay training for State Library – presenter
State Agency video relay demonstration – presenter
Montana Vocational Rehabilitation Conference – presentation
Montana Gerontology Conference – exhibitor

Montana Association of the Deaf, relay, technology – presenter
Butte Senior Center Technology Fair – presenter
Senior and Long Term Care conference – exhibitor
MSU Billings and Rocky Mountain College presentations
Learning Weekend at Montana School for the Deaf and Blind
Montana Law Enforcement Academy relay training – presenter
Montana Association of the Deaf – 100 Year Celebration – participant
Tribal Training, Northern Cheyenne, relay – presenter
Gallatin Association of the Deaf, relay, technology – presenter
Missoula Association of the Deaf, relay, technology – presenter
MTAP Full Committee Meeting, Helena, MT
Better Hearing and Speech Award Ceremony, Great Falls, MT
MTAP Tech Fair and All Committee Meeting, Butte, MT
Hamilton Scholarship Award Ceremony, Bozeman, MT
Learning Weekend at MSDB, Great Falls, MT