

# Chapter 3 Phone Book Features

This chapter shows you how to create and edit Phone Book entries.

## 3.1 Adding an Entry

To add a phone book entry:

• With the ValueFax Manager open, choose Phone Book from the ValueFax menu. The Phone Book window appears.

• Click on the 'New' button. The Fax number Details dialog box appears.

• You can use `Ctrl+X` to cut, `Ctrl+C` to copy and `Ctrl+V` to paste in all the text fields.

• Type in the person's name, company name and the **fax number including the area code**. Specify the best time to call this number. Some times, when a foreign number is dialled, the ringing tone emitted by that phone company is misinterpreted by the modem as the busy signal. For such numbers, select 'No' in the 'Detect Busy?' popup menu.

⌘ Many modems do not connect well at 14400 bps with other modems especially from other vendors. In these cases, you can use the popup menu "Connect At" to configure the maximum transmission rate to this number. By default, ValueFax sets this to 9600 bps.

⌘ Some local phone companies require dialing a 1 before certain distant numbers in the same area code but the area code does not have to be dialed. If this is the case for this number, click the given check box.

⌘ If you are living in the Washington DC area, you have three area codes which are all local numbers. Please enter the complete 10 digit phone number. ValueFax will dial the area codes for numbers which are not in your area code, however, these are treated as local calls by the phone company and you will not be charged for a long distance call.

⌘ Some local phone companies require dialing the area code before certain numbers in the same area code. If this is the case for this number, enter its phone number with a comma in the front e.g. ,(414)555-1212. This will foil the match on the area code and will dial the area code.

⌘ Users in the Atlanta area now have two different area codes (404) and (770) and a number in the other area code has to be dialed without a '1' in the front. The solution if you are in the (404) area code is to enter all (770) numbers in the phone book as (404)770-xxx-yyyy This way, ValueFax matches the 404, strips it out and does not dial a '1' in front.

⌘ Some older fax machines can receive only Normal resolution faxes. If the fax machine at this number is one of these, click the given check box. A normal resolution fax will be sent to this number even if other fax numbers in the same selection are sent a fine resolution fax. This can be used to save on long distance phone costs if fine resolution is not needed for this number.

⌘ Some destination fax machine/answering machine combinations require you to dial a \*5 or some such code to turn on fax recognition. For such numbers, enter the number as (nnn)aaa-bbbb,,\*5

⌘ Click OK or Next to enter another number.

## 3.2 Editing an Entry

To edit a phone book entry:

⌘

Select the entry you want to edit in the Phone Book window.

⌘

Click Details or double click the entry.

⌘

Click OK after editing the entry.

## 3.3 Deleting an Entry

To delete a phone book entry:

1. Select the entry you want to delete in the Phone Book window.

2. Click Delete. ValueFax asks you to confirm the deletion. You can hold down the option key while clicking on the Delete button to skip the confirmation alert.

3. Click OK. ValueFax deletes the entry.

4. Click OK. ValueFax deletes the entry.

## 3.4 Distribution Lists

### Creating Distribution Lists

A distribution list is a group of recipients to whom you frequently send the same fax. You can create as many distribution lists as you need.

To create a distribution list:

1. With the ValueFax Manager open, choose Distribution Lists from the ValueFax menu. The Distribution Lists window appears.

â€œ Click New. The Distribution List Entry dialog box appears.

☒ Click the desired entry in the 'All Fax Numbers' list. Hold down the Shift key to select additional entries.

☒ Click the left facing arrow. The selected entries appear in the 'Numbers In List'.

To remove an entry from the 'Numbers In List', select it and click the arrow facing right.

☒ Enter a name in the Distribution List text box. You can use ⌘x to cut, ⌘c to copy and

⌘v to paste in this text field.

☒ Click OK to save changes and quit, or click Next to create another distribution list.

### Editing a Distribution List

From time to time, you will probably need to update your distribution lists by adding and deleting entries.

To edit a distribution list:

☒ Choose Distribution lists from the ValueFax menu. The Distribution Lists window appears.

☒ Select the list you want to edit.

☒ Click Details. Alternatively, you can double-click the entry.

A dialog box similar to the one below appears. From here you can add and delete entries.

☞ To add an entry, select the entry you want to add in the 'All Fax Numbers' list. To select more than one entry, hold down the Shift key and select additional entries. Then click the arrow facing left.

☞ To delete an entry, select the entry you want to delete in the 'Numbers In List'. To select more than one entry, hold down the Shift key and select additional entries. Then click the arrow facing right.

☞ Click OK.

### Deleting a Distribution List

☞ Choose Distribution lists from the ValueFax menu. The Distribution Lists window appears.

☞ Select the list you want to delete.

☞ Click Delete. ValueFax asks you to confirm the deletion. You can hold down the option key while clicking on the Delete button to skip the confirmation alert.

☞ Click OK. ValueFax deletes the distribution list.

## 3.5 Importing and Exporting Phone Book Entries

ValueFax allows you to import Phone Book entries created in other applications. For example, if you have a long list of phone numbers and names in Excel, you can import them into your ValueFax Phone Book. This saves you the trouble of manually re-entering them. For added convenience, you can also export Phone Book entries into other applications.

### Importing Phone Book Entries

The phone book is saved in a text file called Phone Book located in your ValueFax Fax Folder. This file has the following nine fields:

-

Recipient's name

- 

Company name

- 

Fax number

- 

Speed of the recipient's fax machine (9600, by default. not used now)

- 

Whether ValueFax will detect a busy signal (Yes, by default)

- 

The best time to call, the 'From' field (11:15 p.m., by default)

- 

The best time to call, the 'To' field (7:45 a.m., by default)

- 

Whether ValueFax should dial a one before the number, even if that number is in the same area code. (No, by default)

- 

Whether this phone number can receive fine mode faxes or not. This field can have Fine or Normal.

Each field must be in the above order and separated by a Tab. (If you are using a database, each field should be on its own cell.)

**Special 'Easy Import' Note:**

To import an entry, it must have the first three fields: the recipient's name, company name and fax number. You do not have to complete the other fields. When left blank, ValueFax will automatically use the default values, which in most cases you will not have to change.

External Phone Book records can be from either a word processor or a spreadsheet. If you are using a word processor or text editor, each field should be separated by a tab. If you are using a spreadsheet, each field should be in its own cell.

To import entries, perform the following steps:

- Open the application used to create your external phone book.
- Open your external phone book file.

• Check that the entries follow the correct order. Each field in an entry must be in the order shown in the figure above.

• Select the external entries you want to import.



☒ Choose Copy from the Edit menu. The entries are copied to the Clipboard.

☒ Choose Open from the File menu, and open the ValueFax Phone Book file. The Phone Book file is located in the System Folder in the ValueFax Fax Folder.

☒ Click a cell in the ValueFax Phone Book file and choose Paste from the Edit menu. The imported phone book entries appear as part of your ValueFax Fax Phone Book.

☒ Position the insertion point after the last entry.

☒ Choose Save As from the File menu and save the ValueFax Phone Book in text format; otherwise ValueFax will not be able to read it.

### Exporting Phone Book Entries

ValueFax lets you export your Phone Book entries to a word processor or spreadsheet. You can then use the features of the other application to manipulate your entries.

For example, if you exported your Phone Book into Excel™, you could sort the entries according to recipients' names or company names. Once you have finished modifying

your entries, you can import them back into your Phone Book.

To export your Phone Book:

1.  
Open the application to which you want to export the Phone Book.
2.  
Choose Open from the File menu, and open the ValueFax Phone Book file. The Phone Book file is located in the System Folder in the ValueFax Fax Folder.
3.  
Edit the Phone Book entries.
4.  
Choose Save As from the File menu and save the ValueFax Phone Book in text format.

**Important: You must save the file as a text file, or ValueFax will not be able to read it.**

After you have modified your Phone Book with an external application, open the ValueFax Manager and choose 'Refresh Distribution Lists' from the ValueFax menu. ValueFax automatically updates the Phone Book entries in your distribution lists.