

## Introduction

The Phone-“Follow Me” feature allows you to send another user a phone call request and let your program dial for you. This feature enables you to receive the telephone number in which the user is currently located and coordinate a convenient time for the phone call to take place. Before you initiate a Phone Call Request, you may add your telephone details to the telephone directory in your user details. Note that providing information about yourself on the ICQ Service is voluntary.

See: [Phone – “Follow Me” – Configuring Preferences](#)

See: [Phone – “Follow Me” – Entering Your Phone Numbers](#)

See: [Phone Request – Sending](#)

See: [Phone – “Follow Me” – Direct Dialing](#)

See: [Phone Request – Receiving](#)

This Help File including Help Cards is provided as a convenience only (See [Welcome to ICQ version 2000a](#)) and is subject to the provisions of the [ICQ Terms of Service](#).

**Copyright © 1996-2000 ICQ Inc. All Rights Reserved.**

## Configuring Preferences

You may configure the settings of the Phone – “Follow Me” in your Owner Preferences.

### To configure the Phone - “Follow Me” Plugin in your Owner Preferences:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Click on the **Phone – “Follow Me”** icon to configure your settings.
4. Choose **Phone Authorization** to configure preferences for authorization or **Phone Call Request** to configure preferences for an incoming request.
5. Choose from the following options (the options may vary according to your choice in the previous instruction).
  - Check the **Play Sound** box to set ICQ to play a sound every time you receive a Phone request.
  - Click on the **Play**  button to hear the sound that will play. Press the  button to select another sound from another directory on your hard disk.
    - Select the **Set ICQ to display a response dialog** radio button to set ICQ to display a response dialog every time you receive a Phone request.
    - Select the **Set ICQ to automatically accept** radio button to set ICQ to automatically accept incoming Phone requests.
    - Select the **Set ICQ to automatically decline** radio button to set ICQ to automatically decline incoming Phone requests.
    - Check the **Set ICQ to automatically decline incoming event from users that are not on my Contact List** box to set ICQ to automatically decline incoming Phone requests from users that are not on your Contact List.
    - Select **Phone – “Follow Me”** and click on the **Remove** button to disable the Phone - “Follow Me” plugin. Click on the **Restore** button to restore a disabled Phone - “Follow Me” Plugin.

### To add the Phone – “Follow Me” Plugin if you have removed it:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select **Phone – “Follow Me”**.
4. Click on the **Add** button to import a plugin from another directory on your computer.

**Tip:** You may need to go offline and then online again in order to activate the change.

### To reactivate a disabled Phone – “Follow Me” Plugin:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select **Phone – “Follow Me”**.
4. Click on the **Restore** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

### To disable the Phone – “Follow Me” Plugin:

1. Click on the **ICQ** button in your ICQ Window.
2. Select **Preferences** to display the **Owner Preferences For: [User]** dialog.
3. Select **Phone – “Follow Me”**.
4. Click on the **Remove** button.

**Tip:** You may need to go offline and then online again in order to activate the change.

**Caution!** By downloading, installing, activating or using any software component for ICQ ("ICQ Plugin") developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at <http://www.icq.com/plugins>.

This Help File including Help Cards is provided as a convenience only (See [Welcome to ICQ version 2000a](#)) and is subject to the provisions of the [ICQ Terms of Service](#).

**Copyright © 1996-2000 ICQ Inc. All Rights Reserved.**

## Entering Your Phone Numbers

### Entering Your Phone Numbers

The Phone - "Follow Me" Tab enables you to enter several phone numbers so that selected users may contact you by phone at any given time. You specify which users you allow to retrieve the phone numbers that you choose to enter in this category. You may enter a selection of phone numbers and then choose from them to specify your current location as often as you wish. You may also select which users have access to these numbers. The phone numbers entered in this dialog do not appear in the ICQ Global Directory. You may also configure the dialer settings so that you may use this feature to dial the phone numbers that another user has entered as his or her Phone - "Follow Me" information. You may set the dialer to dial at a specified speed.

#### To add a phone number to the Phone - "Follow Me" tab:

1. Click on the **ICQ** button and select **View/Change My Details**.
2. The **ICQ Global Directory-My Details: [User Name]** dialog is displayed. This dialog has ten tabs and is very similar to the dialog that other users will see when they view your user information. They will be able to view any changes once they have updated your details.
3. Click on the **Phone - "Follow Me"** tab.
4. Click on the **Add** button to display the **Add/Edit Phone & Fax Number** dialog.
5. Enter details in the **Location** (i.e., home, work, etc.), **Country**, **City/Area Code**, **Local Number**, and **Extension** fields.
6. Click on the **OK** button to return to the **Add/Edit Phone & Fax Number** dialog, or, click on the **Cancel** button to return to the **ICQ Global Directory-My Details: [User]** dialog without saving the changes.
7. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

Please note that providing information on the ICQ Service is voluntary.

#### To make yourself available for phone dial-up:

1. Click on the **ICQ** button and select **View/Change My Details**.
2. The **ICQ Global Directory-My Details: [User Name]** dialog is displayed. This dialog has ten tabs and is very similar to the dialog that other users will see when they view your user information. They will be able to view any changes once they have updated your details.
3. Click on the **Phone - "Follow Me"** tab.
4. Highlight the number where you can currently be reached and click on the **Set Current Location #** button.  
Please note that providing information on the ICQ Service is voluntary.
5. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

#### To edit a phone number you have entered in the Phone-"Follow Me" tab:

1. Select the phone number you wish to edit and click on the **Edit** button to display the **Add/Edit Phone & Fax Number** dialog.
2. Edit the phone number as you wish it to appear.
3. Click on the **OK** button to return to the **Add/Edit Phone & Fax Number** dialog or, click on the **Cancel** button to return to the **ICQ Global Directory-My Details: [User]** dialog without saving the editing.
4. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

#### To delete a phone number you have entered in the Phone-"Follow Me" tab:

1. Select the number that you wish to delete and click on the **Delete** button to display the **Confirm Number Delete** dialog.
2. Click on the **Yes** button to delete the selected number, or click on the **No** button to return to the **ICQ Global Directory-My Details: [User Name]** dialog without deleting the number.
3. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

#### Dialer Timing Preset

The Dialer Timing Preset allows you to configure the dialer to dial the phone number of the selected user at a certain speed.

#### To set your Dialer time settings:

1. Click on the **Timing Preset** to display the **Dialer Settings** dialog.
2. Select the country you are dialing from in the drop-down list in the **Country:** field.
3. Enter the area code in the **Area Code:** field.
4. Insert a dialing prefix in the **Local**, **Long Distance** and **International** fields.
5. Select the **Custom** option from the drop-down list in the **Timing Prefix** field, if the other presets don't work for you.
6. Click on the **Edit** button to display a **Customs DTMF Settings** dialog.
7. Enter a suitable combination of numbers. The following settings are standard and should work for your telephone:
  - Tone Time: **50**
  - Break Time: **40**
  - Pause Time: **500**
  - Pause Character: ,
8. Enter a telephone number you'd like to try calling in the **Test Number** field. Click on the **Play DTMF** button, holding your telephone receiver to your speaker to test your settings. Adjust the numbers you've entered in the other fields if the test didn't work.
9. Click on the **OK** button to return to the **ICQ Global Directory-My Details: [User]** dialog.
10. Click on the **Save** button to save your changes, or click on the **Cancel** button to close the dialog without saving.

This Help File including Help Cards is provided as a convenience only (See [Welcome to ICQ version 2000a](#)) and is subject to the provisions of the [ICQ Terms of Service](#).

**Copyright © 1996-2000 ICQ Inc. All Rights Reserved.**

## Phone Request - Sending

### Sending a Phone – “Follow Me” Phone Request

You have the option to send another user a phone call request and let your program dial for you. This feature allows you to receive the telephone number at which you the user is currently located, and coordinate a convenient time for the call to take place. This feature also includes the option to retrieve and edit telephone numbers in your directory and to search the Internet telephone directories through the Web Guide link.

Before you initiate a Phone Call request, you need to add your own telephone details to the Phone "Follow Me" tab in the ICQ Global Directory or via the Services button. This will allow other ICQ users the option to contact you. See [User's Details—Updating in the Main Help File](#).

**Note:** Entering your phone details will allow other ICQ users to view them. You may update any phone numbers that have changed, add numbers, or erase numbers that you previously entered. Providing any information on the ICQ Services is voluntary.

#### To send an Online Phone Call Request:

1. Click the Online user that you want to call and select **Phone - "Follow Me"** from the ICQ plugins.
2. Select **Send Phone Call Request** to display the **Send Online Phone - "Follow Me"** dialog.
3. Choose from the following options:
  - Click the **May I Call You?** radio button if you want to make the call.
  - Click the **Please Call Me** radio button if you want the other person to call you and choose from the following options.
    - Click the **Each of my available phone numbers** radio button to request that the user call you at a specified time.
    - Click the **The following number or** radio button and select from the drop-down menu the number that you want the user to call.
4. Enter a subject for your phone call in the **Enter subject for the phone call request** field.
5. Click on the **Send** button. Your phone request has been sent to your specified ICQ user.
6. If the user sends you a reply to your phone call request, you will either receive a phone call or a dialog indicating when he or she would like the call to take place. You may choose to accept the other user's request, or simply dial by holding a phone receiver to your computer speaker and clicking on the **Click to Dial** button.

**Note:** To actually speak to another party, after initiating a phone request, you must be in possession of second telephone line and hand set. (This feature does not work with mobile phones).

This Help File including Help Cards is provided as a convenience only (See [Welcome to ICQ version 2000a](#)) and is subject to the provisions of the [ICQ Terms of Service](#).

Copyright © 1996-2000 ICQ Inc. All Rights Reserved.

## Direct Dialing

**To directly dial another ICQ user's telephone number or any telephone number:**

1. Click on a user's name on your Contact List, and choose **Phone** – **"Follow Me"**.
2. Select **Find Phone # and Dial** to display the **Find Phone# and Dial** dialog.
3. Select the phone number you wish to dial from the Phone/Fax Details List.
4. Click on the **Dial** button to dial the phone number, or, manually enter the telephone number of the user you want to call in the **Enter Number To** field.
5. Pick up a phone receiver and place it in front of your computer speakers.
6. Click on the **Click to Dial** button to dial the number you specified, or click on the **Close** button to exit the dialog without dialing the number.

This Help File including Help Cards is provided as a convenience only (See [Welcome to ICQ version 2000a](#)) and is subject to the provisions of the [ICQ Terms of Service](#).

**Copyright © 1996-2000 ICQ Inc. All Rights Reserved.**

## Phone Request - Receiving

### Receiving a Phone - “Follow Me” Phone Request

When you receive a phone call request from another user on your Contact List a flashing Phone  icon will appear beside the user's name, accompanied by a ringing sound.

#### To respond to a Phone Call Request:

1. Double-click on the flashing **Phone**  icon on your Contact List. Alternatively, click on the user name and select **Receive** from the pop-up menu. An **Incoming Call Request** dialog is displayed.

In the user's **Call Request** field, the dialog displays whether you are requested to initiate the call or whether the other user wants to initiate it.

2. You may choose from the following options.

**Note:** One of the buttons will blink, depending on the sender's preference that you call him/her or that he/she calls you.

- Click the **Please Call Me** radio  button if you want the user requesting the call to reach you. Select a time for the user to call you from the drop-down menu of options.
  - Click the **I Will Call You**  button if you want to call the other user. Select the time you want to call the user from the drop-down menu of options.
3. You may choose from the following options.
    - Click on the **Reply** button to send another event form this dialog.
    - Click on the **Preferences** button to reconfigure your settings from this dialog.
    - Click on the **Decline** button and choose a reason from the drop-down menu to decline the request.
    - Click on the **Accept** button to accept the request.
  4. Click on the **Close** button to exit the dialog without accepting the request.

This Help File including Help Cards is provided as a convenience only (See [Welcome to ICQ version 2000a](#)) and is subject to the provisions of the [ICQ Terms of Service](#).

Copyright © 1996-2000 ICQ Inc. All Rights Reserved.

