Introduction

The Phone Book feature allows you to send another user a phone call request and lets your program dial for you.   This feature enables you to receive the telephone number at 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. You can also add additional phone numbers to another user's details. Note that providing information about yourself on the ICQ Service is voluntary.

The 2000b version provides you with the additional options of dialing to a cellular SMS, pager and fax!

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Configuring Preferences

You may configure the settings of the Phone Book in your Owner Preferences.

To configure the Phone Book 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 Book** 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 Book** and click on the **Remove** button to disable to Phone Book plugin.   Click on the **Restore** button to restore a disabled Phone Book Plugin.

To add the Phone Book 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 Book**.
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 Book 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 Book**.
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 Book 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 Book**.
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.

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Entering Your Phone Numbers

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

In addition, you may add additional phone numbers in the User Details of other users. See User Details for information on how to access another user's details. Adding phone numbers to others' User Details is very similar to adding numbers in your own User Details.

For entering numbers to be viewed by all, without your authorization, see the Home icon section in User Details – Viewing.

For information on viewing your current phone number location see the Phone – "Follow Me" – Setting Your Phone Status section.

To add a phone number to your Phone Book:

1. Click on the **ICQ** button or the **My ICQ** button and select **View/Change My Details**.

2. The **View / Change-My Details: [User Name]** dialog is displayed. This dialog has eleven icons 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 Book** icon.

4. Click on the **Add** button to display the **Add/Edit Phone & Fax Numbers** dialog.

5. Choose the type of device that the number relates to from the drop-down. Then choose whether it is a home or work number.

6. Enter details in the **Country**, **City/Area Code**, **Local Number**, and **Extension** fields. If you indicate that you are using a wireless pager, you will have the additional fields to fill in: in the **Subscriber** field, enter your subscriber number. From the **Provider** drop-down list, select the company that provides your pager service. The E-mail Gateway field will automatically fill in the e-mail of the selected provider. If you have chosen Custom from the drop-down list you can enter your own provider's e-mail.

7. 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 **View / Change-My Details: [User]** dialog without saving the changes.

8. 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 or the **My ICQ** button and select **View/Change My Details**.

2. The **View / Change-My Details: [User Name]** dialog is displayed.

3. Click on the **Phone Book** icon.

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.

For information on viewing your current phone number location and setting your phone status for other users to view, see the Phone – "Follow Me" – Settings Your Phone Status section.

To edit a phone number you have entered in the Phone Book:

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 **View / Change-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 Book:

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 **View / Change-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 Settings

The Dialer Settings 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 **Dialer Settings** button.

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 **View / Change-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.

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Phone Request - Sending

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 where 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 Book in your User Details. This will allow other ICQ users the option to contact you.   See User's Details—Updating.

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 Book** from the ICQ plugins.

2. Select **Send Phone Call Request** to display the **Send Online Phone Book** 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 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 the 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.)

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**, or manually enter the telephone number of the user you want to call in the **Enter Number To Dial** field.

4. Pick up a phone receiver and place it in front of your computer speakers.

5. Click on the **Dial** button to dial the phone number you specified, or click on the **Close** button to exit the dialog without dialing the number.

Phone Request - Receiving

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 from 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.

Setting your Phone - "Follow Me" Status

After you enter your phone details in the Phone Book of your User Details and indicate your current location, you may let other users view your phone status on their Contact Lists. Setting your phone status will let other people know if you are available to receive a phone call or if you are busy. Your phone status is not activated by default.

To view the phone number(s) that you may currently be located:

1. Click on the **Services** button and select **Phone** – **"Follow Me"**.
2. Select **Current Location**.

To set your phone status:

1. Click on the **Services** button and select **Phone** – **"Follow Me"**.
2. Select **Phone Status**. Choose from the following options.
    *   Select **Don't Show** if you do not want other users to view any phone status. This option is selected by default.
    *   Select **Available** to be available to receive a call. An **Available Phone** 📞 icon will appear beside your name on other users' Contact Lists.
    *   Select **Busy** to let users know that you are not available to receive a phone call or phone request. A **Busy Phone** 📞 icon will appear beside your name on other users' Contact Lists.

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