

# **PhoneFix Utility**

---

# PhoneFix Utility

Welcome to the PhoneFix Utility - An utility for correcting unformatted phone numbers in ACT! 2005 for Windows.

## **System Requirements**

- Computer with a Pentium III or better processor.
- Microsoft Windows 2000, XP or 2003.
- ACT! 2005 Standard or Premium.

**PhoneFix Utility Help Copyright © 2005  
ASDS Computer Company  
All rights reserved**



# PhoneFix Utility

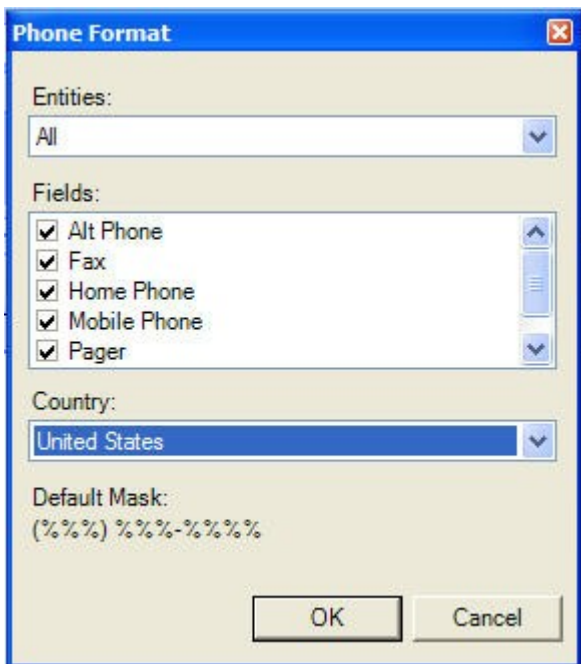
## Using the Utility

### PhoneFix Instructions

The following instructions will guide you through using the PhoneFix utility.

1. Open ACT! 2005 for Windows.
2. Go to **EDIT > APPLY PHONE FORMAT**. The main program window will appear.
3. Choose which "Entities" you will be changing. The default is "All". You can also choose a current lookup.
4. Double click each phone field that needs to be fixed. This will place a check next to the selection.
5. Choose the Country "United States".
6. Click OK to process the phone numbers with the United States setting.

Here is an example of a completed phone format box.



**NOTE:** The "Default Mask" **MUST** be set to have brackets around the area code to correct issues with FaxAdmin. This is pulled directly out of what is set as the default in ACT!.

## Troubleshooting

### **United States does not contain the brackets around the area code.**

This is usually the case when the number formats have been edited or deleted from within ACT!. In this situation you **MUST** have the format that has the brackets around the area code set as the default before using the utility to fix the numbers. You can correct this using the steps below:

1. Open ACT! 2005 for Windows.
2. Click the button next to the Fax number field.
3. Click the **Edit Formats** button.
4. Place a check mark under "Default" for the format listed as "(%-%) %-%-%-%".
5. Click **OK**.

**NOTE: If you do not have the format with brackets around the area code you will need to create it. You can do this by clicking the "Add" button.**

**Once you have clicked "Add" you will hand type what is listed here in quotes: "(%-%)%-%-%-%". Make sure and set it as default before clicking "OK".**