

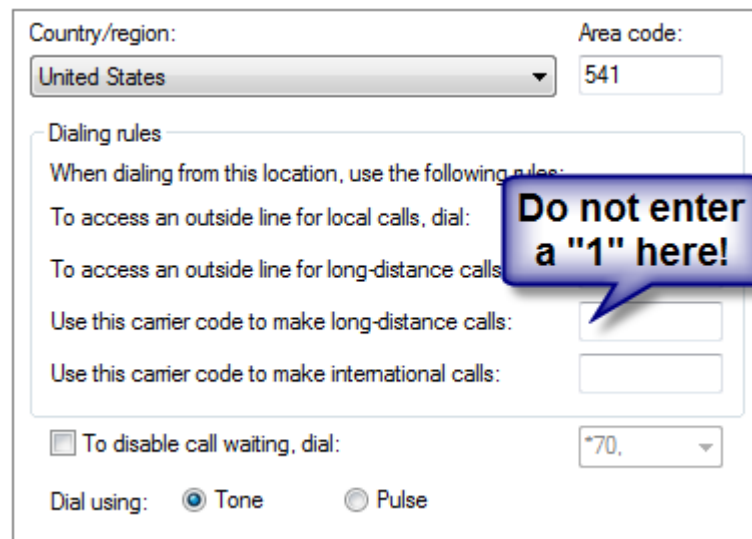
## How to configure Windows dialing rules for 10 digit dialing

The purpose of this document is to help guide you through the process of ensuring your Windows dialing rules allow for Local Long Distance dialing. This is also known as 10 digit dialing. This occurs when numbers within your OWN area code need to be dialed with the area code included versus just being dialed as local with only 7 digits. By default, Windows will automatically strip off the area code for any number that has the same area code that is setup in Windows as your own local area code. So to force it to dial as long distance and INCLUDE the area code we must set this up first. Try these steps to complete this process.

1. Go to Control Panel and choose "Phone and Modem Options"
2. Make sure you have entered your area code for your location
3. Click the "Edit" button to configure dialing rules
4. From the "General" tab you will configure things such as dialing a "9" for an outside line or the option to disable call waiting etc.

**NOTE:** DO NOT enter a "1" in the box for "Use this carrier code to make long distance calls" as this is NOT where you tell it to dial a "1" for long distance. This is ONLY used for special numbers or calling cards etc. for getting an outside line to make a long distance call!

See example below:



Country/region: United States Area code: 541

Dialing rules

When dialing from this location, use the following rules:

To access an outside line for local calls, dial:

To access an outside line for long-distance calls:

Use this carrier code to make long-distance calls:

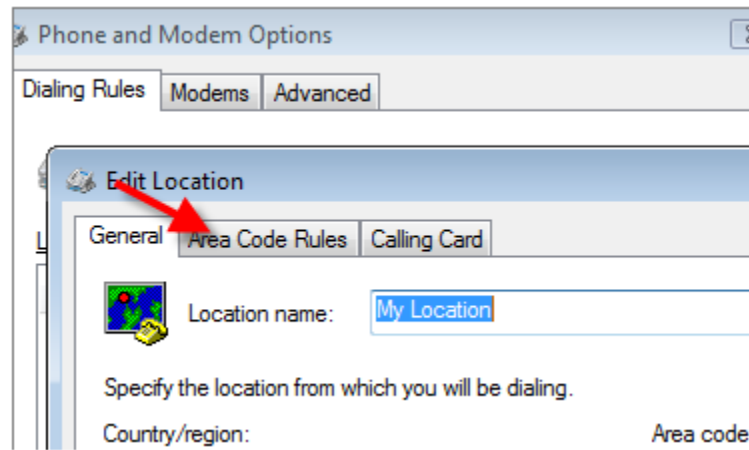
Use this carrier code to make international calls:

To disable call waiting, dial: \*70

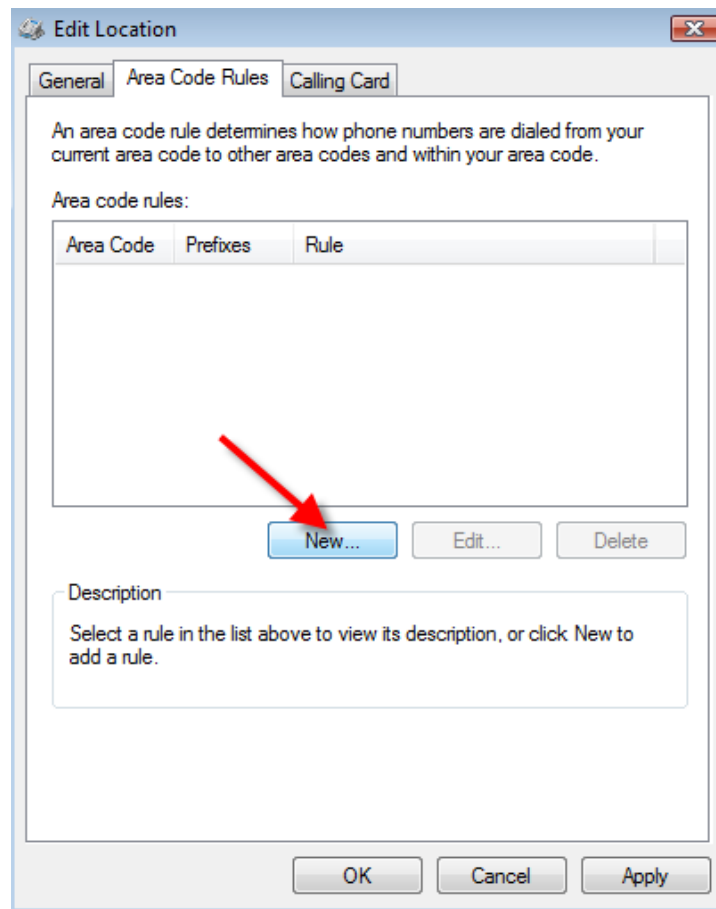
Dial using:  Tone  Pulse

## How to configure Windows dialing rules for 10 digit dialing (continued)

5. Click the "Area Code Rules" tab as shown below to create your rules



6. Next you will need to choose the "NEW" button to create a new area code rule.



7. You will be presented with an empty rule box as seen below.

The 'New Area Code Rule' dialog box contains the following elements:

- Title:** New Area Code Rule
- Instruction:** This area code rule will only apply to calls made to the area code and prefix combination you specify below.
- Area code you are calling:** A text box with 'Area code:' to its left and a diagram to its right. The diagram shows 'Area code' and 'Prefix' labels above 'X - XXX - XXX - XXXX', with vertical lines connecting them to the corresponding parts of the number.
- Area code:** An empty text box.
- Prefixes:** A section titled 'Prefixes' with the instruction 'Specify the prefixes to be used for this area code rule.' It contains two radio buttons: 'Include all the prefixes within this area code' (selected) and 'Include only the prefixes in the list below:'. Below the second option is a text box labeled 'Prefixes to include:' which is empty, and two buttons: 'Add...' and 'Delete'.
- Rules:** A section titled 'Rules' with the instruction 'When dialing phone numbers that contain the prefixes above:'. It contains two checkboxes: 'Dial: 1' (unchecked) and 'Include the area code' (unchecked).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

8. Enter your Area code and the prefixes needed for your rule. Pay special attention to the example in the upper right to how a number is formatted. Below is an example for the 604 Area code where the "557" prefix requires you to also dial the area code

The 'Edit Area Code Rule' dialog box contains the following elements:

- Title:** Edit Area Code Rule
- Instruction:** This area code rule will only apply to calls made to the area code and prefix combination you specify below.
- Area code you are calling:** A text box with 'Area code:' to its left and a diagram to its right. The diagram shows 'Area code' and 'Prefix' labels above 'X - XXX - XXX - XXXX', with vertical lines connecting them to the corresponding parts of the number.
- Area code:** A text box containing the value '604'.
- Prefixes:** A section titled 'Prefixes' with the instruction 'Specify the prefixes to be used for this area code rule.' It contains two radio buttons: 'Include all the prefixes within this area code' (unchecked) and 'Include only the prefixes in the list below:'. Below the second option is a text box labeled 'Prefixes to include:' containing the value '557', and two buttons: 'Add...' and 'Delete'.
- Rules:** A section titled 'Rules' with the instruction 'When dialing phone numbers that contain the prefixes above:'. It contains two checkboxes: 'Dial: 1' (unchecked) and 'Include the area code' (checked).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

9. Here is another example of a rule for the 604 Area code where the prefix of "648" not only needs to include the area code, but you also must dial a "1" for the number to go out correctly.

**Edit Area Code Rule**

This area code rule will only apply to calls made to the area code and prefix combination you specify below.

Area code you are calling:       Area code      Prefix  
X - XXX - XXX - XXXX

**Prefixes**  
Specify the prefixes to be used for this area code rule.

Include all the prefixes within this area code

Include only the prefixes in the list below:

Prefixes to include:

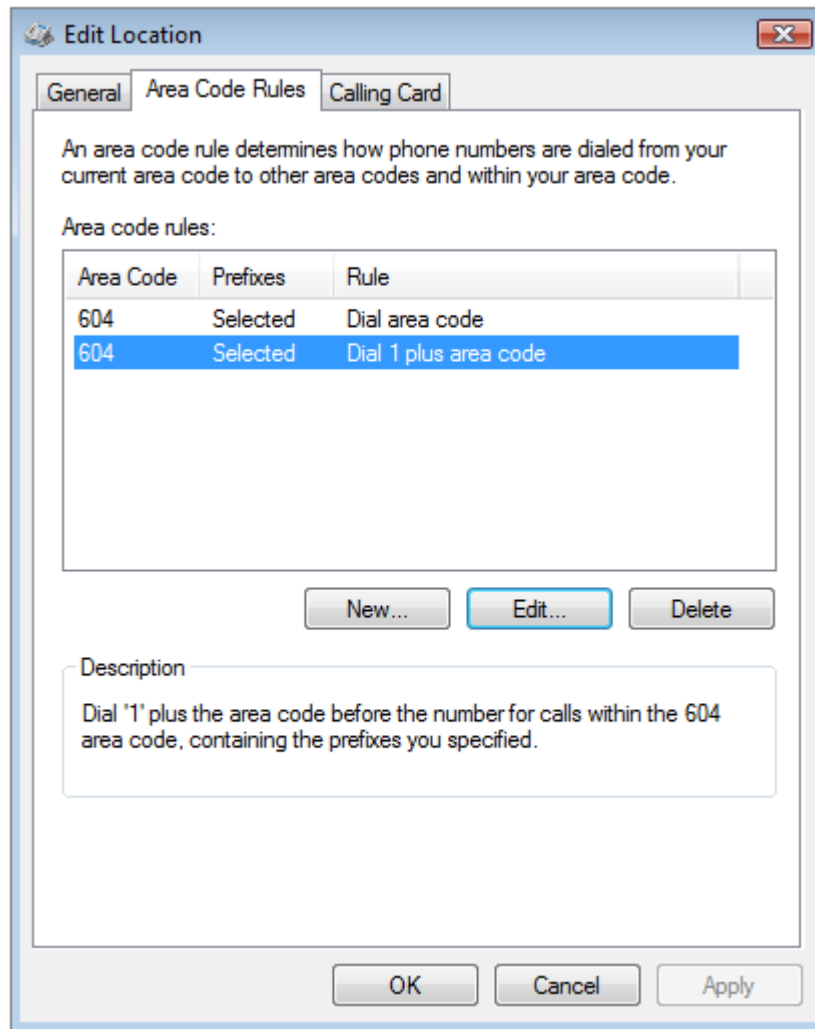
    

**Rules**  
When dialing phone numbers that contain the prefixes above:

Dial:

Include the area code

Once you have finished configuring all of your dialing rules, then you will see the screen below with the rules you have specified. Notice we created TWO separate rules for the 604 area code. One rule includes a list of prefixes to be dialed with JUST the area code, and the other rule includes the list of prefixes that in addition to the area code, you must ALSO include a "1" first. Now, if you live in an area where ALL numbers in your area code need to be dialed with a "1" and the area code, you can just create the rule and choose the option of "Include all prefixes in this area code". See the screen cap above where you would change this.



**IMPORTANT!** FaxAdmin does NOT control the way the number is dialed. All changes made to Windows Phone and Modem options will affect the way the number is processed. If you need further help with area code rules etc. you will need to look online or contact ASDS Computer Co. for assistance. Please understand that configuring rules falls outside the bounds of program setup for FaxAdmin and may result in a pay per incident charge for assistance of \$25