



Hide Fax Numbers User's Manual

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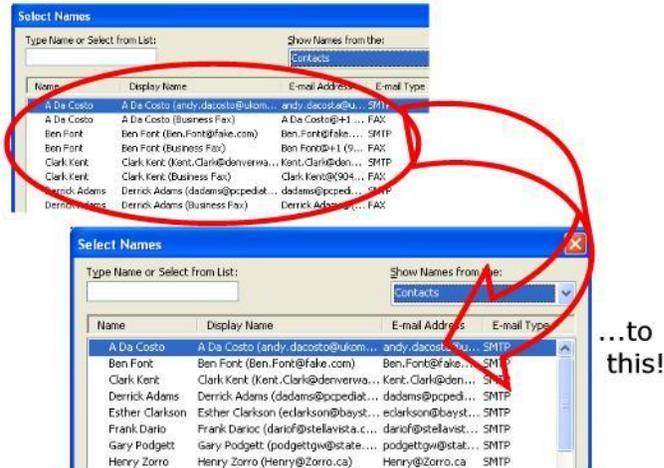
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Welcome

Thank you for choosing the Hide Fax Numbers add-in from Sperry Software. When you have a contact with a fax number, Outlook shows a “Business Fax” entry on the recipient selection list (i.e., the Select Names list – shown when you choose “To:” while composing a new email or a reply) along with the contact’s email address entry. Mistakes are made and time is lost while trying to resize the window to see which is the person’s real email address and which is the fax email address.

Hide Fax Numbers cleans up the recipient selection by removing those fax number entries.

Go from this...



This unnecessary duplication and confusion is eliminated by the Hide Fax Numbers add-in—it hides the unnecessary fax number from Outlook for each contact, making the recipient selection list cleaner and easier to work with. What the add-in actually does is prefix the fax number with text. The default is “Fax:” but you can specify any text (from the Advanced tab). This tricks Outlook into not recognizing the fax number as a legitimate email address, which for many users, it isn’t.

You can have fax numbers hidden automatically (as contacts are saved) and also perform a manual search to help get your existing contact lists cleaned up quickly.

Configuring the Add-in

Once the installation is complete, you are ready to use Hide Fax Numbers. When you open Outlook you will notice a new button “Sperry Software Add-ins” added to the toolbar.



Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in’s functionality.

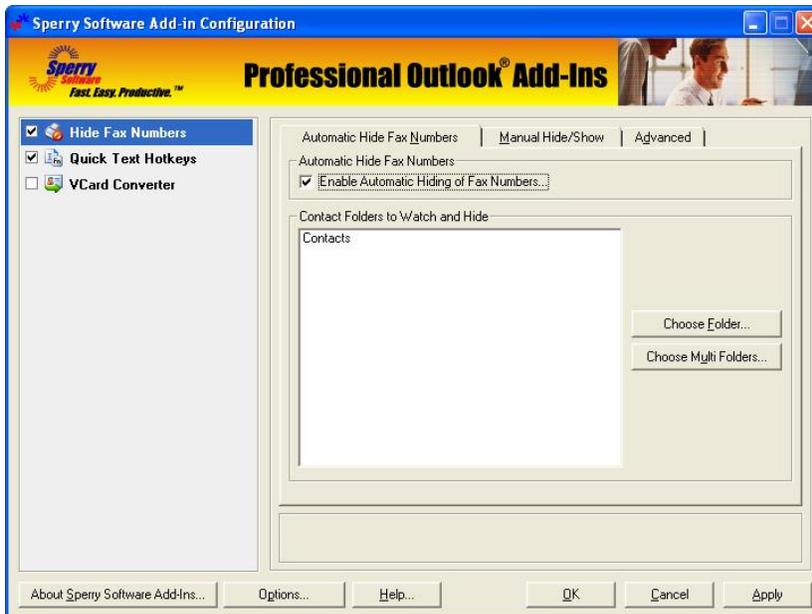
*** Note ***

In order to hide the fax numbers that existed before this add-in was installed you must run the Manual Hide Fax Routine. You can do this on the Manual Hide/Show tab.

Automatic Hide Fax Numbers Tab

This tab allows you to set the parameters to automatically reformat contact fax numbers as the contacts are saved. It is necessary check the “Enable Automatic Hiding of Fax Numbers...” to enable this feature.

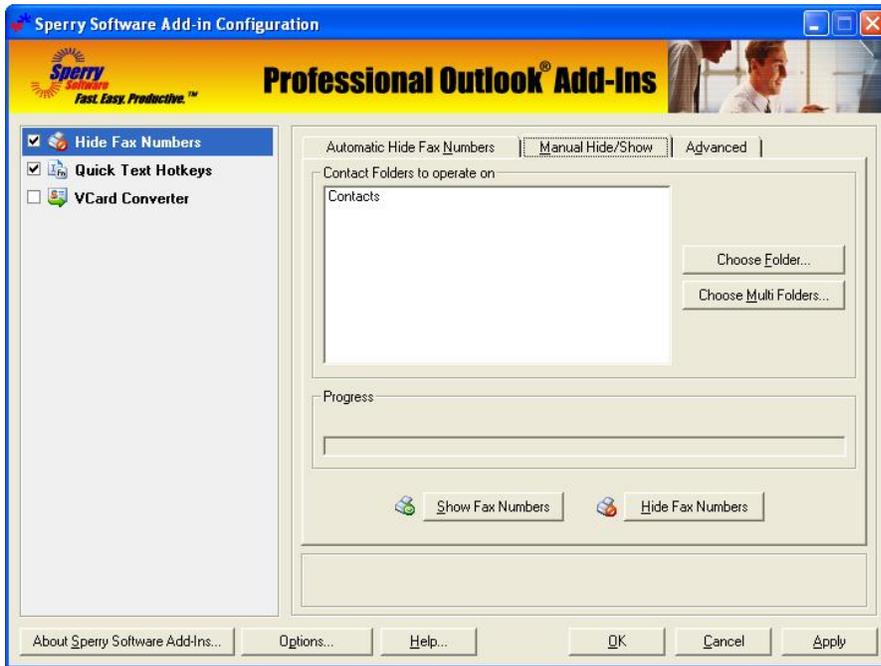
The Contact Folders to Watch and Hide area allows you to choose the folder or folders of Contacts that you want to keep updated using this feature. Contacts that get saved to these folders will automatically have their fax numbers converted.



Manual Hide/Show Tab

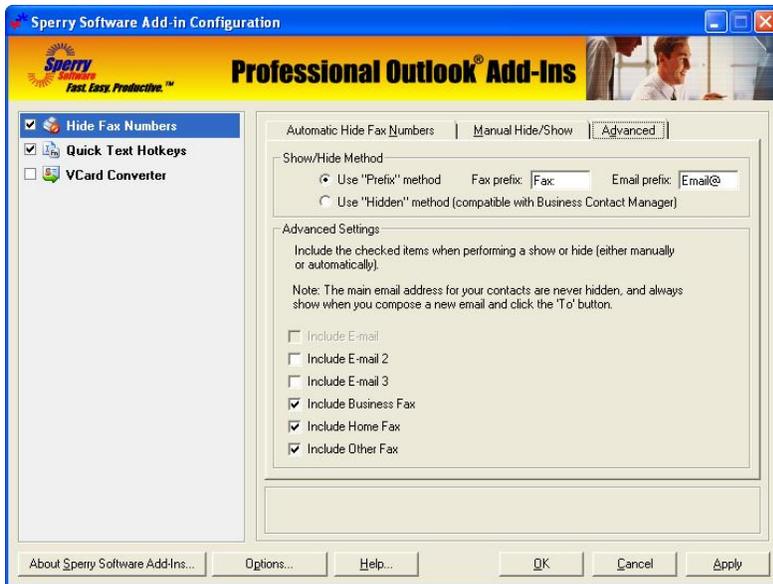
This tab controls manually reformatting fax numbers on folders of existing Contacts.

When you have selected the folders of Contacts that you want to have the fax number reformatted, click the button to perform the operation. If you have hidden the fax number on all your contacts and later determine that this is not what you want, you can use the Show Fax Numbers button to undo the change.



Advanced Tab

The “Prefix to use to label fax numbers” allows you to specify the text prefix to be used with fax numbers. Default is “Fax:”, but even a single letter like “F” will work, as long as Outlook doesn’t recognize it as a phone number.



Troubleshooting

Q. The “Sperry Software Add-ins” button is not visible.

A. The add-in may have become disabled.

For Outlook 2002, 2003 users:

On the Outlook Menu, click Help...About Microsoft Outlook

Click the “Disabled Items” button

If “Sperry Software” is listed, enable it and restart Outlook

For Outlook 2007 users:

On the Outlook Menu, click Help...Disabled Items

If “Sperry Software” is listed, enable it and restart Outlook

The Sperry Software toolbar may not be set to “Visible”

On the Outlook Menu, click View...Toolbars and make sure that Sperry Software is checked.

Q. The “Sperry Software Add-ins” button does not respond.

A. Run the add-in Reset tool.

The add-in reset tool can be downloaded from

<http://www.sperrysoftware.com/outlook/tools.asp>

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our [Knowledge Base](#).