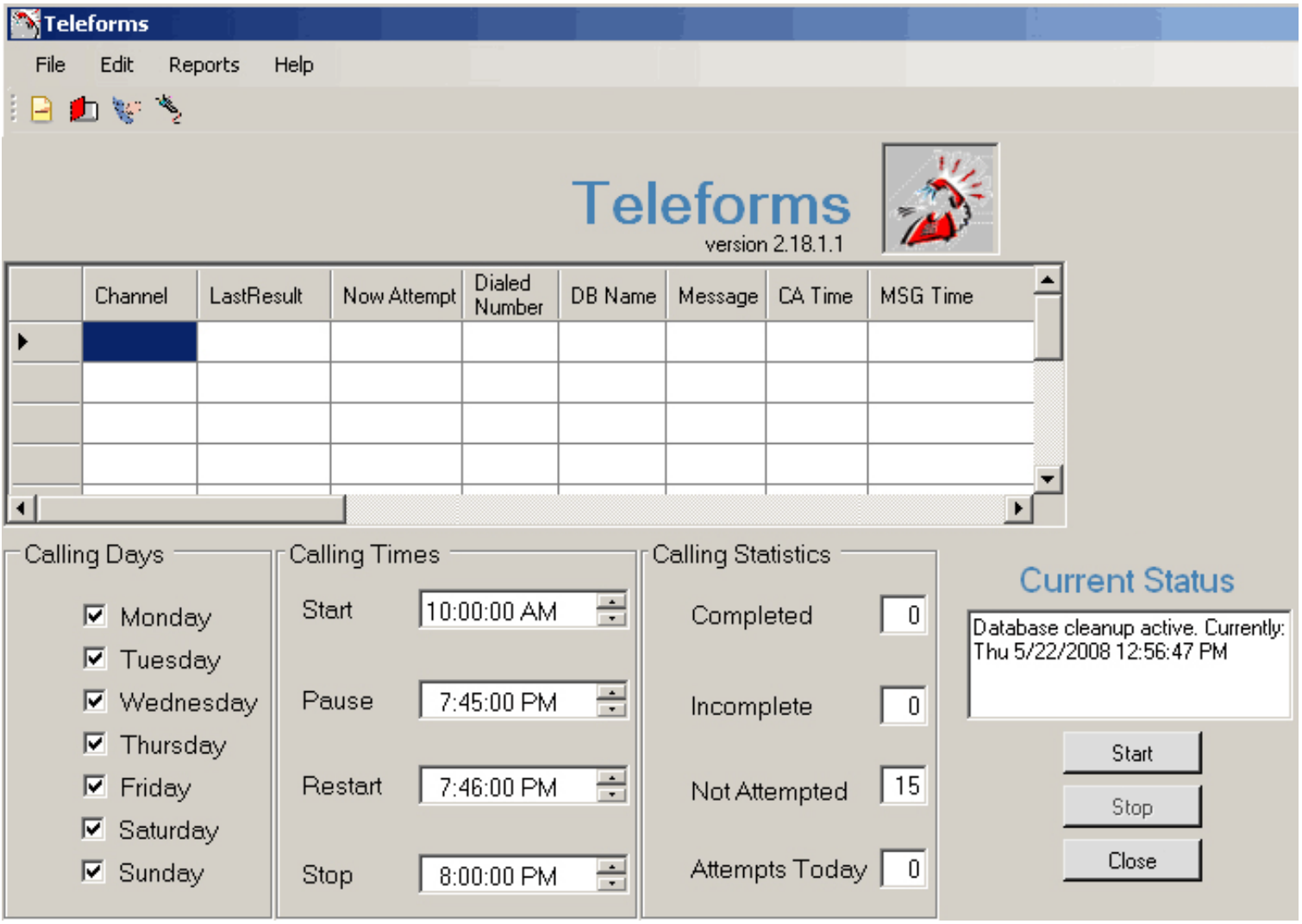
setting the calling days and times

The Teleforms main window must remain open for the program to function. If the window closes, Teleforms will stop making phone calls.

BEFORE MODIFING ANY ASPECT OF A LIVE TELEFORMS PC, STOP CALLS BY CLICKING STOP BUTTON (UNDER CURRENT STATUS).

You can customize the day of the week and times you would like Teleforms to start making calls, pause (for example for the dinner hour), restart and stop making calls for the day.



Under "Calling Days," check the boxes for the days you would like Teleforms to make calls.

HOT TIP - Since Teleforms operates on a 7-day schedule, not a yearly calendar, your library will have to change the calling days prior to a holiday to avoid having Teleforms call your patrons on the holiday, if this is your preference.

Teleforms understands four required commands for scheduling calls:

Start - Enter the time you would like the system to start making calls.
Pause - Enter the time you would like the system to pause (ie during the dinner hour).
Restart - Enter the time you would like the system to restart after the pause.
Stop - Enter the time you would like the system to stop for the day.

The times apply to all days selected. There is not a setting to apply different times to different days.

HOT TIP - If you would like Teleforms to continue dialing throughout the day without a pause, you can configure the system to start, pause for a minute, and then restart the next minute.

After the Calling Days and Calling Times have been set, the status box will inform you of the current status. When the system is outside its calling time, the status will read: *Not Started*. At the start time specified in the Calling Days and Calling Times, Teleforms will begin dialing calls.

Once the system is set up, you may leave it on. If at any time you need to make changes to the system, click the Stop button (under Current Status).

close window