

## Using WinSearch 4.0

WinSearch™ is the staffing industry's leading recruiting system. WinSearch is used by successful contract recruiters, permanent placement specialists and human resource professionals who represent industries such as Executive Recruiting, Information Technology, Finance, Manufacturing, Wholesale, Retail and a multitude of others.

Using the latest in telephony technology, WinSearch offers a variety of high-tech applications that enable users to complete labor-intensive tasks with relative ease:

- ◆ WinSearch Dialer provides easy access for dialing anyone in the database.
- ◆ Caller ID instantly retrieves client and candidate records and displays them on your screen when an individual from your database contacts you, giving you detailed information at your fingertips before you even pick up the phone.

To link WinSearch to the Toshiba TAPI Service Provider, you need to perform the following procedure.

### Step 1: Install Toshiba TAPI Service Provider

Using the StrataLink installation diskettes, install the TAPI Service Provider on the PC to be linked with WinSearch. The installation process provides an option for installing the TAPI Service Provider and StrataLink. Since WinSearch only uses the TAPI Service Provider, installing StrataLink is an option.

**Note** If the StrataLink is installed, Toshiba recommends that the check in the box for including StrataLink in the Startup of the PC be removed.

### Step 2: Install WinSearch

Follow the instructions provided by WinSearch for installing their software. You will need to install an optional software module titled WinSearch Dialer for linking the contacts with the Toshiba TAPI Service Provider.

## Step 3: Set Up Dialing Options

1. On the WinSearch main screen, select Settings, Phone Controls, then Dialing Options  
... or from WinSearch Dialer, select Setup then Config. The Dialer Config screen displays (shown below).

The screenshot shows the 'Dialer Config' dialog box with the following settings:

- Device: Toshiba DKT TSPI
- Current Location: Country Code (empty), Area Code: 949, Outside Line: 9
- Direct Dial Prefixes: Long Distance Call: 1, International Call: 011
- Calling Card Use: Never (selected), Always, Prompt
- Calling Card Information: Access Number, Card Number, Long Dist. Prefix, Intl. Prefix (all empty)
- Dialing Sequence: 1. Card Access Number, 2. (dropdown), 3. (dropdown), 4. Extension

2. Use the pull down list and select Toshiba DKT TSPI for using your Toshiba phone. If this option does not appear in the list, then you need to install the TAPI Service Provider, see Substep 1 above.
3. Set the parameters for Current Location and Direct Dial Prefixes. These numbers are needed when making calls for modifying the phone number for proper dialing. See your WinSearch manual for details.

## Step 4: Set Up Properties

If the properties were not set up previously, they need to be established to make the link function with the phone. Click the Properties... button and configure the following:

1. The COM Port for the connection with the phone is required.
2. Other settings include choosing the Strata DK system type. Go into Configure Keys for setting the buttons on the driver to match the phone. Keys defined as CO Line, PDN or Intercom present calls through the TAPI driver including Caller ID. Those defined as features do not. When finished, close these windows.

Your link for placing calls and receiving calls should now be operational. WinSearch provides many additional options and features for operation. Please review their manuals for the best use of these features.