



User Guide Sending SMS & Phonebooks

1) SENDING TEXTS

From the login screen, click on **SMS Options** from the left hand side of the screen. You put your message together on this page, please follow all of the steps

Step 2: Recipients

From here you enter your recipients or select a phone book.

If you are entering recipients you can either type them directly into the box or you can copy them from another electronic format. Numbers will be except in most formats (as numbers)

If you wish to send to a preloaded phonebook then you must select the phone book you wish to send to by putting a tick in the box. Test Phonebook (1 contact(s)) (**choose**)

If you wish to send to an individual or individuals with a phonebook, click on (**choose**) making sure to leave the phonebook unchecked. This will then open up in another window for you to select your recipients, but a tick against each recipient you wish to contact then click add to recipients and close as below:

Phonebook contacts	
<input type="checkbox"/> Name	Contacts
<input checked="" type="checkbox"/> Not provided	447739628343

Originator

Step 3: Sender information

What ever is entered into the originator field is what will be displayed as the sender on the recipient's mobile phone. The originator must contain either an 11 digit, valid UK telephone number or up to 11 characters/digits. Failure to meet these requirements will prevent you being able to proceed to the next stage.

Schedule/ Setting delivery time

Step 4: Scheduling (optional)

If you want your message to go out straight away then please leave the boxes blank, to schedule your message for the future or over a period of time fill in the boxes in the format DD/MM/YYYY HH:MM (24-hour).

Schedule date	<input type="text" value="12/12/2009 12:30"/>
Schedule completion date	<input type="text" value="12/12/2009 17:30"/>

Please be aware once you have scheduled the message it cannot be cancelled or amended so please be sure that you have selected the correct date.

Composing your message

Message

1 message can be up to 160 characters and may contain any non adult content. If you want to use the opt-out feature please limit your message to 147 Characters to allow for the opt-out message to be tagged on the end, this will be done automatically there is no need to manually type it in to the message. Once you have completed the message field and complied with our Anti-spamming policy, you can proceed to the next stage!

Please be aware you can send messages to a recipient as you like (multipart messages) however you are charged an extra credit for each message.

Example of how your screen will look if under 160 characters

Message	<input type="text" value="This is a test "/>
Characters	15 character(s) (1 credit per message sent)

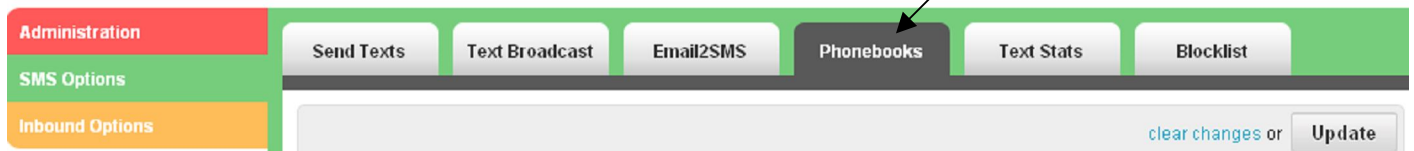
Example of how your screen will look if over 160 characters

Message	<input type="text" value="This is a test of sending a message that is over 160 charcters 1....."/>
Characters	171 character(s) (2 credits per message sent)

NB. In order to comply with anti-spamming regulations, each message must contain, or originate, from a valid UK phone number. This gives the recipient a means of knowing who the message is from and a means of contacting you to prevent receipt of future messages. Messages that don't contain or originate from a valid UK phone numbers will have the following text appended, "Txt STOP 2 88882". Recipients replying will automatically be removed from your phonebooks and added to your block list preventing receipt of all future SMS.

2) PHONEBOOK MANAGEMENT

This is accessible from SMS Options or Administration sections via the "Phonebooks" menu tab along the top of the page.



Register a phonebook:

In the phonebook name put the name that you want to call the phonebook

Add new phonebook

Phonebook name

And click to create the new phonebook.

Add numbers:

Click on the phone book you want to add to then paste or type the numbers into the box and click

we can except any valid UK number stored either 07739628343 or 447739628343 or 7739628343

To add names against a number, type the number and follow it with a space/tab and then the name. This will allow you to find a contact name more easily if you need to alter a contact number in the future as names are entered alphabetically (first letter of name entered).

Multiple contacts:

If you have a substantial list of contacts you wish to enter, you will click on "Add new phonebook" and then select your new phonebook from your "Current Phonebooks" listing.

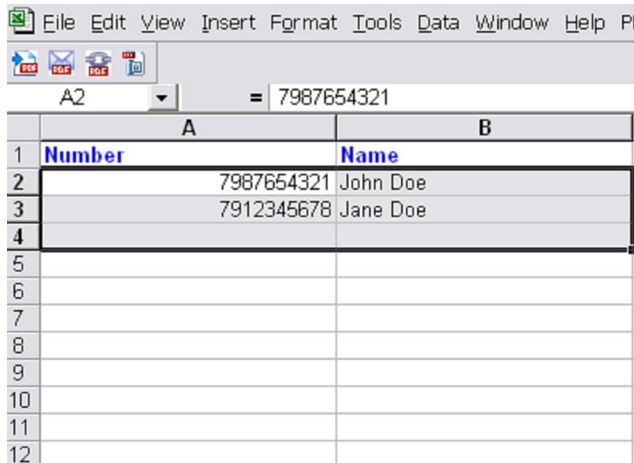
Click on your phonebook name and a new window will open.

You can then manually enter the names and contact numbers you require or you can copy and paste in that information.

If you wish to copy and paste multiple contacts into your phonebook, the best method for doing this is to set up an Excel file from which to copy and paste from. This will allow you to add the information into your phonebook in the correct format for the system.

Entering the contact number first and then the name.

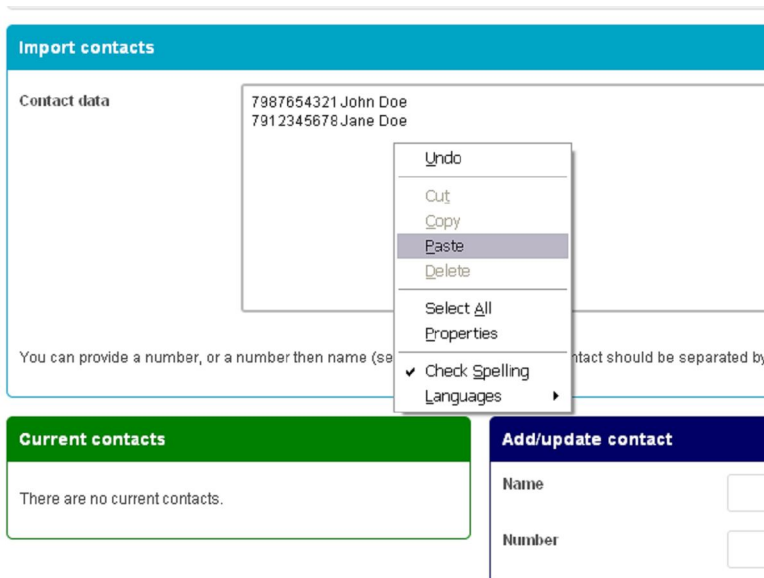
Simply copy the two columns from your spreadsheet (omitting any column titles) as shown here:



The screenshot shows a spreadsheet with the following data:

	A	B
1	Number	Name
2	7987654321	John Doe
3	7912345678	Jane Doe
4		
5		
6		
7		
8		
9		
10		
11		
12		

Then paste that data into the Import Contacts window in your 1st Class Messaging Portal:

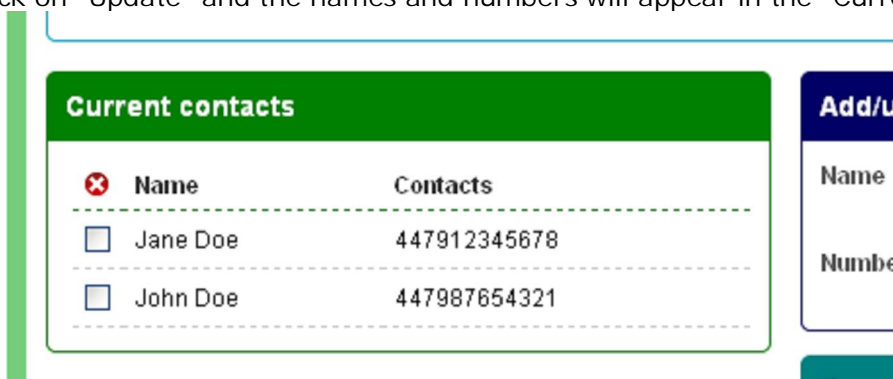


The screenshot shows the 'Import contacts' window. The 'Contact data' field contains the following text:

```
7987654321 John Doe
7912345678 Jane Doe
```

A context menu is open over the text, with the 'Paste' option highlighted. Below the text area, there is a note: "You can provide a number, or a number then name (separated by a comma). Contact should be separated by a comma." Below this, there are two sections: 'Current contacts' (which says "There are no current contacts.") and 'Add/update contact' (which has input fields for 'Name' and 'Number').

Click on "Update" and the names and numbers will appear in the "Current contacts" window.



The screenshot shows the 'Current contacts' window. The 'Current contacts' section is highlighted in green and contains the following data:

<input checked="" type="checkbox"/>	Name	Contacts
<input type="checkbox"/>	Jane Doe	447912345678
<input type="checkbox"/>	John Doe	447987654321

To the right of this window is the 'Add/update contact' section, which has input fields for 'Name' and 'Number'.