

# MEMBERSMS

## INSTALLATION GUIDE

### INSTALLING MEMBERSMS

Install the application by double-clicking on the installer icon in the location where you have saved it, and follow the prompts that appear.

After installation, you will be able to launch the application by clicking on the icon in the system tray at the bottom right hand corner of your screen.

### USING MEMBERSMS

In order to use the product, you will need to login each time it is started. If you cannot login, please click on "forgot password" and follow the prompts, or contact us via the **MEMBERSMS** website - [www.membersms.com/support](http://www.membersms.com/support).



The screenshot shows the MEMBERSMS application window. At the top, there is a blue header bar with the MEMBERSMS logo on the left and the text "...Any cellphone, any country" on the right. Below the header, the main area is light gray. It contains two buttons: "Register" and "Forgot Password". Below these is a "Login" section with a white background. It includes a "Username:" label followed by a text input field, a "Password:" label followed by a text input field with a password icon, a "Remember Password:" label with a checked checkbox, and a "Work Off-line:" label with an unchecked checkbox. At the bottom of the window is an "OK" button.

### REGISTRATION IN MEMBERSMS

If you have not yet registered, please click on the Register button, complete the form and click on OK.

If you have previously registered for an older version of **MEMBERSMS**, please note that you will not be able to use any of that product's details with the new version, and that you will need to re-register. Your credits can however be transferred. To transfer credits, please contact us via the **MEMBERSMS** website - [www.membersms.com/support](http://www.membersms.com/support).

The image shows a web browser window displaying the MEMBERSMS registration page. At the top, there is a header with the MEMBERSMS logo on the left and the tagline "...Any cellphone, any country" on the right, accompanied by a world map and several clock icons. Below the header is a large, light-gray rectangular area containing a registration form. The form is titled "Registration:" and includes six input fields: "Name:", "Surname:", "E-mail Address:", "Username:", "Password:", and "Confirm Password:". Below these fields, there is a small red text message that says "No name added yet". At the bottom of the form area is a small button labeled "OK".

### OPTIONS IN MEMBERSMS

In order to customise **MEMBERSMS**, please select the options tab. If you only send to local numbers, use the "Default Country Prefix" to add the international dialling prefix of your country. This will be appended with the correct prefix to all numbers starting with a zero. If you leave this blank, please ensure that all mobile numbers that you send messages to are written in the International Mobile Format (See page 7).

The Signature field should contain any text that you would like to add to the end of all your outgoing SMS's.

Writing a log file will keep a copy of all message actions on your hard drive. This is important for troubleshooting.

Spanning multiple SMS messages will allow for concatenation.

This is necessary for sending messages longer than 160 characters, but remember that it will cost you more for each additional message spanned!

On-line and off-line working will ensure that messages are either sent immediately or are listed as "pending" in your outbox. Choose on-line if you are connected to the Internet and wish to send immediately by default.

In your Extra settings, the Sender ID allows you to specify the "From" field that appears on a recipients handset. For instance if you set your Sender ID to "Your Company" the message will appear to have come from "Your Company" rather than a number.


The Send Delivery Acks (Acknowledgements) feature will notify you in your Outbox when your message is successfully delivered to a recipient. Ordinarily the default status will only reveal that the message has been delivered to the gateway.

In order to connect to the internet to access our server, **MEMBERSMS** uses the properties in your web browser as the default setting. Should you need to change these properties, you can do this within your HTTP Proxy Settings. By clicking on the "Test" button you will be able to gauge whether a successful connection has been made.

If you wish to use your Outlook/ Outlook Express address book, please provide your profile name and password for easy lookups.

Without this the lookups from within your address book will not function. Lookups are also available from your Windows Address Book (WAB) by ticking the appropriate radio button.

If you have any **MEMBERSMS** Vouchers that you would like to redeem, you can enter your voucher number into the Redeem Voucher box, and click the "Redeem" button to top up your balance.



The screenshot displays the MEMBERSMS web interface with the 'Options' tab selected. The interface includes a header with the MEMBERSMS logo and the tagline '...Any cellphone, any country'. The main content area is divided into several sections: 'SMS' (with sub-sections for Preferences, Send Options, Scheduled Messages Defaults, and Extra Settings), 'Addresses', 'Outbox (0)', and 'Options'. The 'Options' section contains 'HTTP Proxy Settings' (with a 'Test' button), 'Outlook Profile Settings' (with fields for Profile name and password, and a 'Data Source' radio button set to 'WAB'), and a 'Redeem Voucher' section (with a text input field, 'Redeem >>', 'Buy Credits', and 'Clear' buttons). At the bottom right, there is a 'Start minimised' checkbox, a 'Help' button, and a 'Balance: 23.0' display.

### **SEND SMS IN MEMBERSMS**

In order to send an SMS, you either need to type in a number (or numbers) in the 'to' field, or select recipients from the Contacts screen on the right of the interface. Please see the correct NUMBER FORMAT for all numbers.

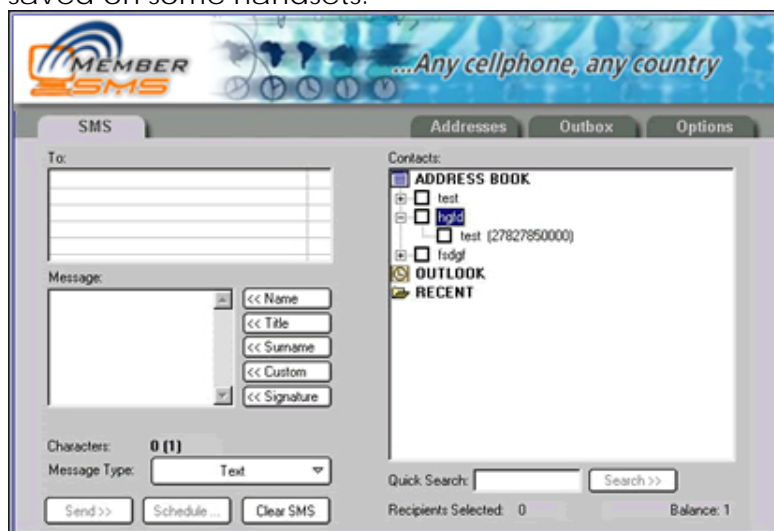


In order to expand the contacts directories in the right-hand screen, double-click on the name, e.g. "Address Book". This will display all the groups in that directory.

You can select either groups or individuals as recipients by clicking the selection boxes next to the name of the recipients, and expand or contract the trees by clicking on the "+" and "-" signs.

The message field can be customised by clicking on one of the field insertion buttons. For instance, if you want to personalise all messages to a group of people, you can click on the "name" button which will insert the recipient's first name into the message.

You can choose the message type in the "message type" drop-down menu. A flash message will appear straight on the handset screen, but cannot be saved on some handsets.



In order to schedule a message, click on the schedule button instead of the send button. This will open the screen on the right, which will allow you to specify when the message should be sent. Please note that scheduled messages remain on your machine until the scheduled time, which means

that your machine must be on, the application running and you must be connected to the Internet when the schedule arrives.

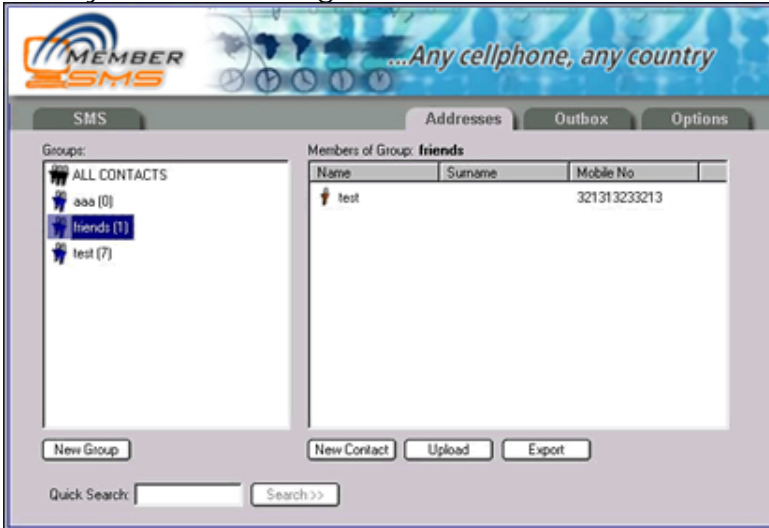


A dialog box titled "MESSAGE SCHEDULE" with a close button (X) in the top right corner. It contains the following controls:

- Send on:** Four dropdown menus for "Month", "Day", "Hour", and "Min".
- Recurrence:** A group of radio buttons with the following options:
  - ☐ Once Only
  - ☒ Daily
  - ☐ Weekly
  - ☐ Monthly
  - ☐ Every  day(s)
  - ☐ Every weekday
- End after:** A dropdown menu set to "1" followed by the text "occurrences".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

### ADDRESS BOOK IN MEMBERSMS

Your address book is stored on your machine, and consists of groups and recipients. In order to add any recipients, first create a new group. You can now highlight the group and click on the "new contact" button, which will allow you to add a single contact.



The MEMBERSMS Address Book interface. At the top is a banner with the MEMBERSMS logo and the slogan "...Any cellphone, any country". Below the banner are tabs for "SMS", "Addresses", "Outbox", and "Options". The "Addresses" tab is active.

**Groups:** A list on the left shows "ALL CONTACTS", "aaa [0]", "friends [1]" (highlighted), and "test [7]".

**Members of Group: friends**

Name	Surname	Mobile No
test		321313233213

At the bottom, there are buttons for "New Group", "New Contact", "Upload", and "Export". A "Quick Search" field with a "Search >>" button is also present.

A new contact can belong to a number of groups at the same time.  
Please note the number format again when you are adding contacts.

The screenshot shows the 'New Contact' form in the MEMBER SMS web interface. The form is divided into two main sections. The left section contains input fields for 'Surname:', 'Title:', 'Custom:', and 'Mobile No:'. Below these is a 'Group Membership:' section with three checkboxes: 'aaa', 'friends' (which is checked), and 'test'. A note below the checkboxes states 'Fields marked with a \* are required.' At the bottom of this section is an 'OK' button. The right section is titled 'Addresses' and contains a table with two columns: 'Surname' and 'Mobile No'. The table has one row with the values '321313233213'. Below the table are buttons for 'New Group', 'New Contact', 'Upload', and 'Export'. At the bottom of the interface is a 'Quick Search:' field with a 'Search >>' button.

Surname	Mobile No
	321313233213

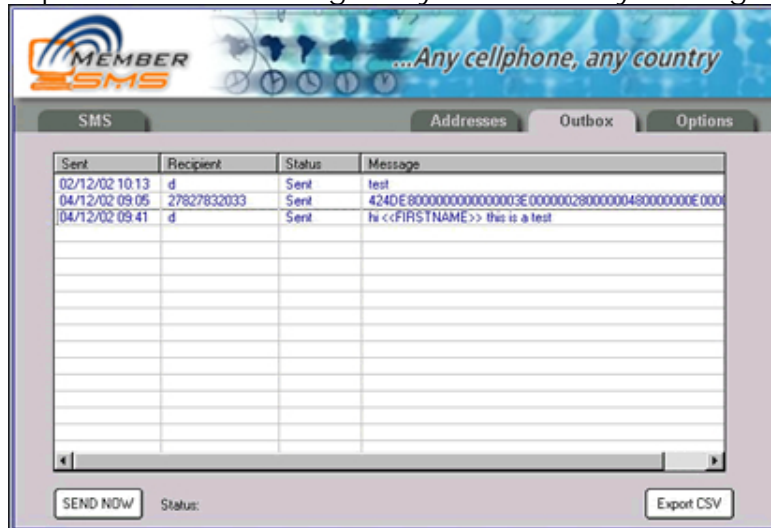
In order to add multiple contacts at the same time, you can also upload a CSV file. This is done by clicking on the "upload" button, which will open the screen on the right. Please note that you need the correct headers in your file (Headers are the first line of entries), and that only the mobile number is a required field. You can easily create a file in MS Excel and save it as CSV, which will allow you to upload it in this fashion.

The screenshot shows the 'Upload' screen in the MEMBER SMS web interface. The left section contains a checkbox for 'Prevent Duplicate Mobile Numbers'. Below this is a note: 'Note: all files must be formatted correctly. The following header row/entries must be used (FName & Mobile are the required fields):'. This is followed by a list of required fields: 'FName', 'SName', 'Title', 'Custom', and 'Mobile'. Below this list is a 'Group Membership:' section with three checkboxes: 'aaa', 'friends' (which is checked), and 'test'. At the bottom of this section is an 'OK' button. The right section is titled 'Addresses' and contains a table with two columns: 'Surname' and 'Mobile No'. The table has one row with the values '321313233213'. Below the table are buttons for 'New Group', 'New Contact', 'Upload', and 'Export'. At the bottom of the interface is a 'Quick Search:' field with a 'Search >>' button.

Surname	Mobile No
	321313233213

## OUTBOX IN MEMBERSMS

All messages that are sent are placed in the outbox. If you are connected to the Internet and are working on-line, you will be able to send messages immediately. If a message is pending, you are able to select it and click on "Send Now" to send the message. This function, as well as resending of messages can be accessed by right clicking on the message. This will open the message again and send it as if it is a new message. You are also able to export all of the messages in your outbox by clicking on the "Export CSV" file.



## PURCHASING CREDITS IN MEMBERSMS

In order to purchase credits, click on the "buy credits" button in the Options tab. This will take you to the **MEMBERSMS** homepage on the Internet where you may begin the purchase process.

## MOBILE NUMBER FORMAT

The International Mobile Number Format for use with **MEMBERSMS** is as follows: Country Code, Network prefix without the leading "0", Number, no spaces, only numerals.

### Examples:

The UK mobile number 07722 123 456 becomes 447722123456.

The Germany mobile number 0176 123 4567 becomes 491761234567.