

ADD A RECIPIENT TO THE ADDRESS BOOK

1. Open **Maintain Recipients**.
2. Highlight the Group (left) in which the recipient should be created. To create a new Group select the Insert button below the group window on the left.

Group Name	Reference
Family	
Friends	
SP7	
Technical	

3. Select the **Insert** button on the right (below the Recipients window on the right).
4. Complete the Recipient's name and contact details and press **OK**.

Note: Only fields with a red border are compulsory.

SEND A SINGLE, QUICK SMS

1. Open the **Control Centre**.
2. Select the **Quick SMS** button.
3. Select a Recipient from the Address Book or type in a Cell Number.

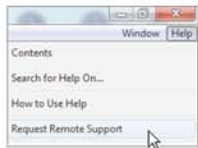
<input checked="" type="checkbox"/> Select a Recipient in the Address Book	<input checked="" type="checkbox"/> Select a Cell Number
Cell No. <input type="text"/>	Cell No. <input type="text" value="0831234567"/>

4. Type the **SMS Message** and specify signature details. To use a Template select the Browse button (left). To save the message as a template select the Save button (right).
5. Press the **Send SMS** button.



For video tutorials please visit www.amicellsms.blogspot.com

Request Remote Online Support: Select the **Help** menu, choose **Request Remote Support** and phone us on (012) 664 0125



SCHEDULE AN SMS

1. Follow **Step 1 to 4 of SEND A BULK SMS**.
2. Select the **Send** button and choose **Send Later**.
3. Specify a **Date** and **Time** of delivery.
4. If applicable, select the **Recurring Schedule** checkbox and specify the recurrence.

<input checked="" type="checkbox"/> Recurring Schedule ?
<input type="radio"/> Hourly <input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly
Repeat for <input type="text" value="2"/> Weeks

5. Select the **Activate the Schedule** button.

SEND A BULK SMS

1. Open the **Control Centre**.
2. Populate the **Target List**. Drag-and-drop groups/individuals from Recipients to the Target List.
3. Open the **Compose SMS** tab.
4. Specify header details, type the **SMS Message** and specify signature details. To use a Template select the Browse button (left). To save the message as a template select the Save button (right).
5. Press the **Send** button and **Send Now**.



VIEW REPLIES AND SENT MESSAGES

1. Open **Maintain Recipients**.
Note: *Maintain Recipients can be used to view SMS history per recipient.*
 - Open All SMS Transaction History to view **all sent messages**.
 - Open Recipient Replies to view **all replies received**.
2. Select a **Group** (left) and a **Recipient** (right).
3. Select the **Replies Received** tab to view that recipient's replies. Select the **SMS History** tab to see messages sent to that recipient.

Group Name	Recipient Name
Family	Joe
Friends	Stuart
Staff	

CREATE AN SMS TEMPLATE

1. Open the **Setup** menu and select **SMS Templates**.
2. Select the **Insert** button and start typing a message into the white box.
3. Select the **Insert** button again to save the template. Also see **Step 4 of SEND A BULK SMS** or **SEND A SINGLE, QUICK SMS**.



IMPORTING CONTACTS FROM A SPREADSHEET

1. Open **Excel Import/Export**.
2. Select the **Import Settings** tab.
3. Enable the checkboxes for the entries contained in your spreadsheet.
4. Specify in which column these fields reside. eg. If your spreadsheet only contains a Name in Column A and a Cell Number in Column B, your selection should look like this:
Note that in this instance Surname should not be specified as Column A or B.
5. Specify on which row your first contact resides.
6. **NB** If you do not have a Folder column in your spreadsheet make sure the **Ignore the Folder** checkbox is enabled.
NB If you do not have a Group column in your spreadsheet make sure the **Ignore the Group** checkbox is enabled.
7. Select your spreadsheet's location on the computer.
8. Select the **Import** button.
9. If the imported cell phone numbers in the Results list start with a 27, right click and select the **Remove 27 From Numbers** option. If the imported cell phone numbers in the Results list start with a 0, right click and select the **Cell Number Fix** option.
10. Highlight the **Group** (left) where the recipients should be added.
11. Select the **Add All** button.

