

Desktop SMS Software

User Manual

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Introduction

SMSCountry Desktop SMS Software is a comprehensive and powerful desktop tool that enables sending out thousands of SMS messages from your computer to mobile phones across the world. You can send, manage and monitor your messages from the comfort of your desktop window, all at the click of a button.

It is fully compatible with Microsoft EXCEL and thus allows you to send personalized SMS messages to all your contacts in the EXCEL worksheet. Also, you can simply upload all your contacts information from an excel sheet or even a note pad with the utmost of ease.

This user-friendly desktop software application also allows sending bulk SMS messages in your own language like Arabic, Chinese, Spanish, French, Greek, Russian, Hindi, Tamil etc.

About this Manual

This User Manual can be used as a reference, learning guide, or as a step-by-step guide as you work with the Desktop SMS Software.

This manual provides information about setting up the Desktop SMS Software, configuring it, sending messages, broadcasting messages, viewing reports and also setting up alerts.

Getting Help/Support Information

We provide 24 X 7 Email Support for all our Users. Telephone support is available between 9:30 AM to 6:30 PM IST.

Phone: 91-40-6625-4296/97 (India), 1-646-217-4926 (USA), 971-50-425-3284 (UAE).

E-mail: support@smscountry.com

Conventions Used in this Manual

As you go through this manual, you will find that different formats have been used to display content. An explanation:

Convention	Explanation
Bold	Indicates a button, field name or element of the screen
<u>Please note</u>	Indicates information that needs special attention

About Desktop SMS Software

Desktop SMS Software is Simple, Reliable and very User-friendly. It can be operated without any technical help.

Features

- > Send SMS in your native language using your language keyboard or conversion software
- > Personalized SMS from Microsoft Excel Worksheet
- ➤ Phone book facility to store all your contacts. You can also upload Text file or Excel File having details of your contacts (similar to distribution lists)
- ➤ Complete Management Information System (MIS) including Instantaneous Delivery Reports
- Own Branding/Sender Name facility
- Extensive coverage Delivery to over 550 Networks across 200 countries
- ➤ No need to connect to Internet always, only during the time of sending the SMS

System Requirements

To install this Desktop SMS Software, you need to ensure that your computer has the following:

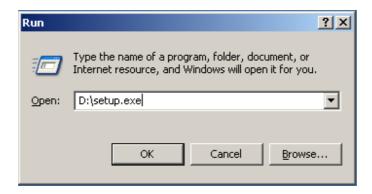
- Operating system: Windows XP Home Edition or Professional, Windows 2000 Home Edition or Professional Service Pack3 or later, Windows 98 SE, Windows ME, Windows NT 4.0 Service Pack 6 or later
- Processor should be: At least 300MHz or higher (Intel or AMD)
- RAM should be: Minimum 256 MB
- Disk Space: 280MB of free disk space is required
- Internet Connection: Any speed

Installing Desktop SMS Software

To install the Desktop SMS Software, you would require SMSCountry Setup.exe file. This file can be downloaded from the website or can be accessed through a CD-ROM provided by SMSCountry.

Installation from CD-ROM

✓	Insert the Desktop SMS Software CD-ROM into your CD drive (generally 'D' or 'E')
	On most computers, the CD-ROM automatically begins the setup
	If the CD-ROM does not run automatically, go to your desktop and select Start > Run
	In the Open field, type the following: D:\setup.exe (where D: represents the path to your
	CD Drive as shown in the screen shot below
	Click the OK button following which a Setup Wizard screen will appear on your computer



Installation from Internet

- ☐ Download the file DesktopSoftware.Zip from our website: http://www.smscountry.com
- ☐ Extract the contents of the zip file using any of the unzipping or uncompressing softwares (available for free on the internet) into a folder on your computer
- ☐ Inside the folder, you will find a file named Setup.exe
- ☐ Double click on the Setup.exe file to start the setup program following which a Setup Wizard screen will appear on your computer

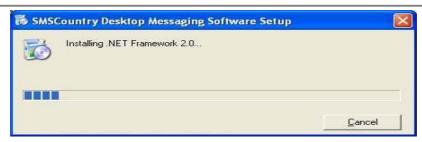
<u>Please note</u> that the software needs ".NET Framework 2.0 version 8.0.50727.42" or higher to work. In case your computer does not have the .NET Framework, SMS Desktop application will first install it. If your computer already has the Framework, Steps 1 & 2 can be ignored.

Steps for Installation

1. Once you run or double click the Setup.exe file, a screen similar to the below shall appear on your computer. Click on the Accept button to accept the Microsoft License Agreement. Acceptance is necessary for the SMS Country Desktop Application to work.



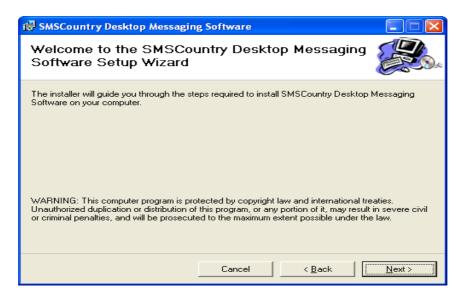
2. A screen, as shown below, appears showing the progress of the installation of the .NET Framework 2.0. Incase you want to stop the installation at any point during the installation process, please click on the Cancel button.



3. Once the .NET Framework 2.0 is successfully installed, the following screen appears. This screen indicates the start of installation of the SMSCountry Desktop SMS software. Click on Next button to proceed (or the Cancel button to exit the installation process).



4. You shall see a screen as shown below. Click on the Next button to proceed or back button to go a step back. In case you want to stop the installation at any point press cancel.



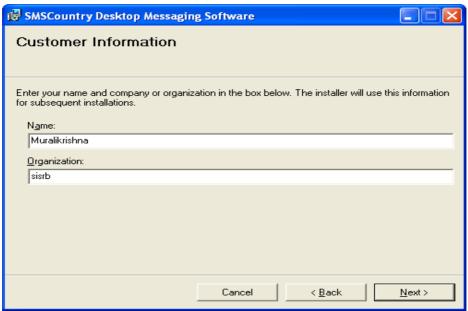
5. A screen similar to the below shall appear on your computer. This is the License Agreement between the User and SMSCountry. Review the License Agreement. If you agree with the Terms and Conditions, select I Agree radio button and then click on the Next button to proceed with

the installation (or the Back button to go to the earlier step or the Cancel button to exit the installation process).



<u>Please note</u> that you need to accept the <u>License Agreement</u> to continue. Else you will not be allowed to proceed to the next step. Click on 'Cancel' button only if you want to exit the application.

6. After accepting the License Agreement (by clicking on I Accept radio button and then clicking the Next button), the following screen appears prompting you to enter your name and your organization name. Enter these details in the respective fields. Click on the Next button to proceed (or the Back button to go to the earlier step or the Cancel button to exit the installation process).



7. A screen similar to the one below shall appear asking you to select the destination folder where you want to install the software. By default, the software shall be installed to the Program Files folder. Incase you want a different folder, click on the Browse button and select the folder of your choice.

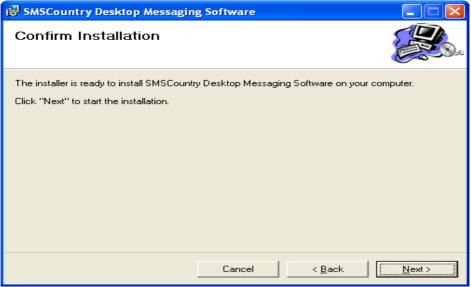
<u>Please note</u> that you need to have at least 69MB of free space available on the disk you choose for the installation to progress.

Also, select the appropriate radio button (Just me or Everyone) depending on the user profiles of the people who would use this software after installation.

Click on the Next button to continue the installation process (or the Back button to go to the earlier step or the Cancel button to exit the installation process).



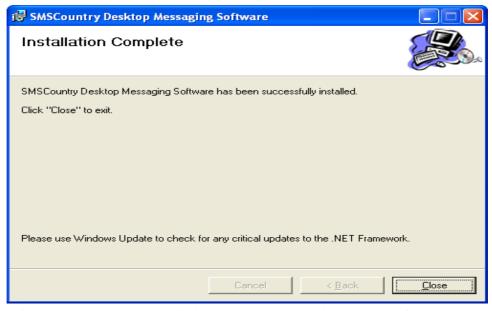
8. The following screen shall appear asking you to confirm the installation of the Desktop SMS software. Click on the Next button to start the installation process (or the Back button to go to the earlier step or the Cancel button to exit the installation process).



9. The installation progress window appears as shown below. Incase you want to stop the installation at any point, please click on the Cancel button.



10. Following window will appear once the installation is completed. Click the Close button to exit to complete the installation process.



<u>Please note</u> that if you are trying to install the SMSCountry Desktop SMS Software in a corporate environment, your <u>company IT policy settings</u> might prevent you from installing the software. Please contact your <u>Systems Administrator</u> in case of any difficulty.

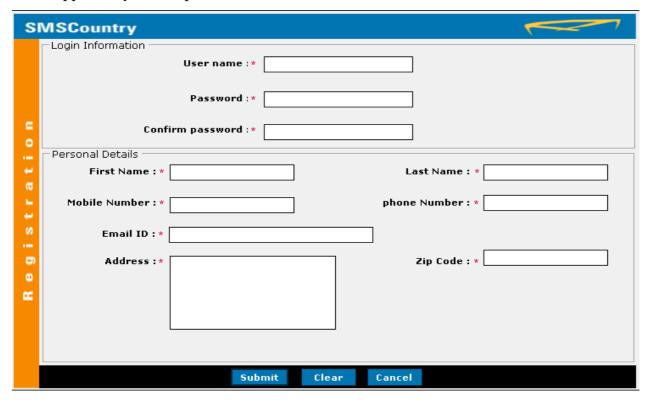
Accessing Desktop SMS Software

To access the Desktop SMS Software, double click on the shortcut icon present on your computer's desktop. A screen as shown below would appear. A New User has to sign up first while an Existing User can directly login (as mentioned in the next step).



Signing Up with SMSCountry

Click on "Sign-up Here" to create an account with SMSCountry. Following Registration screen would appear on your computer.



- 1. All the fields marked by * are mandatory.
- 2. Enter the username and password of your choice, in the User name and Password fields.
- 3. Enter the same password once again in the Confirm Password field to confirm.
- 4. Enter your name in the First Name and Last Name fields.
- 5. Enter your mobile and phone numbers in the Mobile Number and Phone Number fields.

<u>Please Note</u> to enter the numbers in the <u>International Standard Format</u> i.e. <<u>Country Code</u>> followed by <<u>Mobile/Phone Number</u>>. For UK numbers, enter as 4478xxxxxxxx; for India, enter as 9198xxxxxxxx; for UAE, enter as 97150xxxxxxxx etc.

- 6. Enter your regularly used email id in the Email ID field.
- 7. Enter your correspondence address and zip code information in the Address and Zip Code fields respectively.
- 8. Click on the Submit button to complete the registration process.
- 9. Click on the Clear button to clear the data entered in the form.
- 10. Click on the Cancel button to exit the registration process without saving any details.

Logging on

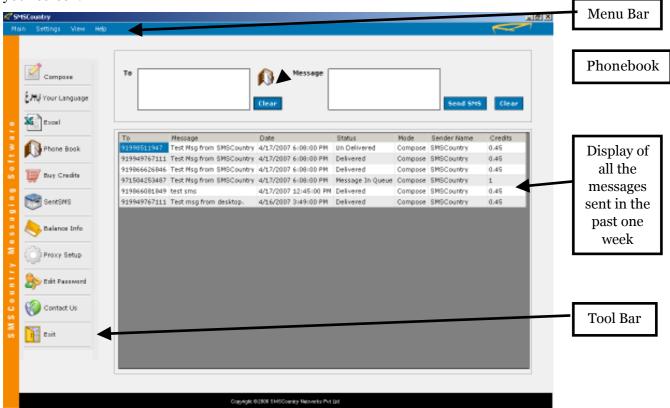
When you double click on the shortcut icon on your computer's desktop, a screen as shown below appears.

- a) Enter your Username and Password.
- b) Select the Remember Me check box if you do not want to be prompted for your username and password the next time you login.
- c) Click on the Login button to access your account and the Cancel button to exit.



Composing and Sending SMS Messages

As soon as you login to your account, the following "main window" of the application appears on your screen.



The main window has a Menu Bar at the top and a Tool Bar on its left. The Menu Bar offers the following sub-menu options –

Main --->

Settings --->

View --->

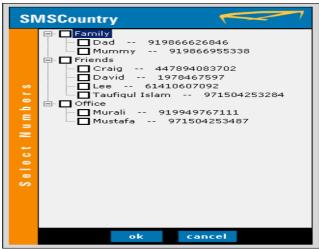
Help --->

You can send SMS messages from the top part of this main window itself.

a) Enter the intended recipient's mobile number in the To field. You can enter multiple mobile numbers separated by commas (with or without a blank space in-between).

<u>Please Note</u> that you have to enter the mobile numbers in the <u>International Standard Format</u> i.e. <<u>Country Code</u>> followed by <<u>Mobile Number</u>>. For UK mobiles, please enter as 4478xxxxxxx; for India, please enter as 9198xxxxxxxx; for UAE, please enter as 97150xxxxxxxx etc

b) You can also pick the mobile numbers of your contacts from your SMSCountry Phonebook. The following screen appears on clicking on the Phonebook icon.



- c) Select the intended recipients from the desired groups by selecting the relevant check boxes. You can also select the entire group by clicking on the check box against the group name.
- d) Click on the Ok button to add the selected numbers in the To field or the Cancel button to exit the window.
- e) Whenever required, use the Clear button to clear the To field and enter a new set of numbers.
- f) Enter the text of the SMS message you want to send in the Message field.

<u>Please Note</u> that the SMS can be up to 160 characters in length if your text is in <u>English</u>. In case you are sending SMS in <u>any other language</u> the maximum character count is <u>70 characters</u>.

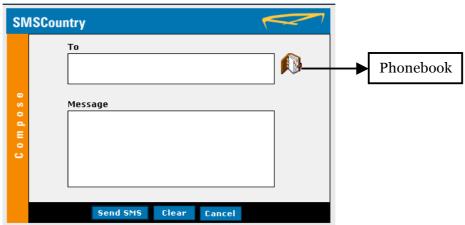
- g) Click on the Send SMS button to send the composed message to the desired mobile numbers.
- h) Use the Clear button to clear the Message field and enter a new message.

The space in the centre displays details of all the messages that you have sent in the past one week. The details include the mobile number, to which the message was sent; the text of the message in full; the date and time when it was sent; the delivery status; the mode from which it was sent; the Sender Identification of the message and the number of credits consumed to terminate the message.

<u>Please Note</u> that right clicks of the mouse on any particular number provides you the options to <u>refresh</u> the screen as well as <u>Copy</u> and <u>Resend</u> the message.

Sending SMS Using Compose

1. Click on the Compose button from the Tool Bar on the left hand side. Following Compose screen appears on your screen.



2. Enter the intended recipient's mobile number in the To field. You can enter multiple mobile numbers separated by commas (with or without a blank space in-between).

<u>Please Note</u> to enter the mobile numbers in the <u>International Standard Format</u> i.e. <<u>Country Code</u>> followed by <<u>Mobile Number</u>>. For UK mobiles, please enter as <u>4478xxxxxxxx</u>; for India, please enter as <u>9198xxxxxxxx</u>; for UAE, please enter as <u>97150xxxxxxxx</u> etc

- 3. You can also pick the mobile numbers of your contacts from your SMSCountry Phonebook (please look up the earlier step to see how this works).
- 4. Enter the text of the SMS message you want to send in the Message field. The character count appears at the right bottom of the screen when you start typing the message.

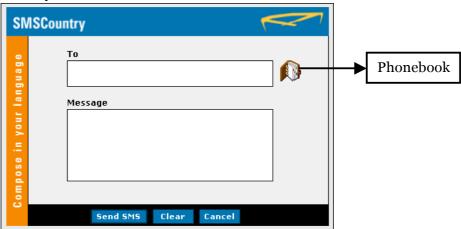
<u>Please Note</u> that the SMS can be up to 160 characters in length if your text is in <u>English</u>. In case you are sending SMS in any other language the maximum character count is 70 characters.

- 5. Click on the Send SMS button to send the composed message to the desired mobile numbers.
- 6. Use the Clear button to clear the entire screen i.e. both the To and the Message fields and make a new entry.
- 7. Click on the Cancel button to close the window.

Sending SMS in your own Language

Using this Desktop SMS Software, you can send SMS messages in your own language either using your language key board or conversion software.

1) Click on the Language SMS button from the Tool Bar on the left hand side. Following Language SMS screen appears on your screen.



2) Enter the intended recipient's mobile number in the To field. You can enter multiple mobile numbers separated by commas (with or without a blank space in-between).

<u>Please Note</u> to enter the mobile numbers in the <u>International Standard Format</u> i.e. < <u>Country Code</u> > followed by < <u>Mobile Number</u> >. For UK mobiles, please enter as 4478xxxxxxx; for India, please enter as 9198xxxxxxxx; for UAE, please enter as 97150xxxxxxx etc

- 3) You can also pick the mobile numbers of your contacts from your SMSCountry Phonebook (please look up the earlier step to see how this works).
- 4) Using your language keyboard or conversion software, enter the text of the SMS message you want to send in the Message field. The character count appears at the right bottom of the screen when you start typing the message.

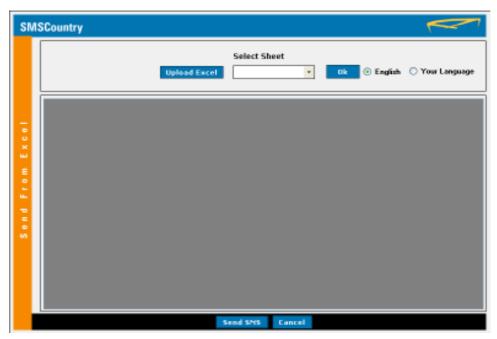
Please Note that the SMS can be up to maximum of **70** *characters only.*

- 5) Click on the Send SMS button to send the composed message to the desired mobile numbers.
- 6) Use the Clear button to clear the entire screen i.e. both the To and the Message fields and make a new entry.
- 7) Click on the Cancel button to close the window.

Sending SMS from Microsoft® Excel Spreadsheet

SMSCountry Desktop SMS allows you to send personalized SMS messages using the data directly from any Microsoft Excel spreadsheet stored in your computer. This tool, certified by Microsoft, offers a great amount of ease and convenience and is used by a large number of our users to send out bulk, but personalized SMS messages.

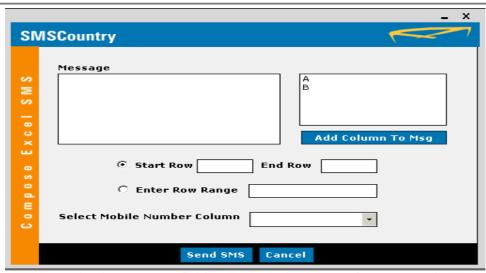
1. Click on the Excel button from the Tool Bar on the left hand side. Following screen appears on your screen.



- 2. Depending on the language in which you want to send the SMS, select the appropriate radio button English or Your Language.
- 3. Click on the Upload Excel button and select the required Excel file (stored in your computer) from Browse for File to Upload screen. Click on the Open button to upload the Excel file.
- 4. On successfully uploading the Excel file, a screen similar to the one below, shall appear on your screen. Click on the Ok button to proceed.



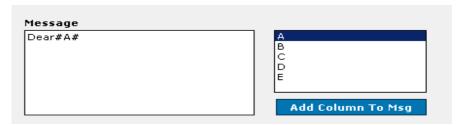
- 5. Now select the spreadsheet containing your required data from the Select Sheet drop down menu. Click on the Ok button to view the selected worksheet.
- 6. Clicking on the Send SMS button opens the Compose Excel SMS screen (as shown below).



7. Enter the SMS text in the Message field. You can also create the message by inserting existing data in your Excel sheet.

For example, if your Excel spreadsheet contains the 'First Name' of your customer in Column A, 'Second Name' in Column B, 'Mobile Number' in Column C, 'Credit Card Number' in Column D, 'Total Balance Due' in Column E, 'Minimum Payable' in Column F and 'Due Date' in Column G, you can actually send out an SMS by typing "Dear" in the Message field and selecting Column A from Add Column To Msg (double clicking on the Column alphabet would select the required Column), then selecting Column B, then typing ", the total amount due on your credit card", then selecting Column D, then typing "is", then selecting Column E, then typing "and the minimum amount payable is", then selecting Column F, then typing "Please pay before the due date", then selecting Column G and finally typing "to avoid late payment charges".

The message would appear as shown in the snapshot below.



- 8. Depending on whom all you want to send the message, either enter the starting and ending row numbers of the data in the Excel sheet in the Start Row and End Row fields or enter the range of the rows in the Enter Row Range field. If you want to send messages to the mobile numbers in the alternate rows then enter the row numbers separated by commas.
- 9. Select the column containing the recipients' mobile numbers from the Select Mobile Number Column drop down menu. In the above example, mobile numbers are in Column C.

<u>Please Note</u> to enter the mobile numbers in the <u>International Standard Format</u> i.e. < <u>Country Code</u> > followed by < <u>Mobile Number</u> >. For UK mobiles, please enter as 4478xxxxxxx; for India, please enter as 9198xxxxxxxx; for UAE, please enter as 97150xxxxxxx etc.

10. Click on the Send SMS button to send the SMS message or click on the Cancel button to exit the window.

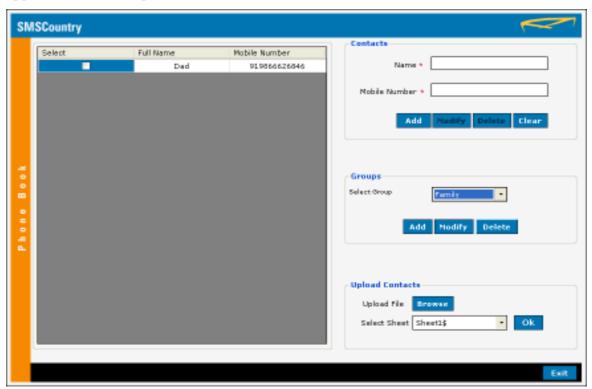
<u>Please Note</u> that send out SMS messages in batches of not more than 500 for a high efficiency of delivery.

Managing Phonebook

You can now store all your contact mobile numbers in a very simple-to-use Phonebook. You can simply type in the name and mobile numbers of each contact manually and sort them into Groups as per your convenience (a one-time process). You can also upload a Text file (notepad file) or a Microsoft Excel file containing the names and/or numbers of your contacts. Each file is stored as a separate Group (distribution list).

Once you have all your contacts into the Phonebook, you can send SMS Text messages to a single contact or a Group (distribution list) or all contacts by directly selecting from the Phonebook rather than typing in the numbers manually each time.

As you click on the Phonebook button from the Tool Bar on the left hand side, following screen appears on your computer.



Creating and Managing Groups

- Create a group to start adding your contacts.
- 2. Click Add button under Groups area to create a new Group. Add Group screen will appear.



- 3. Select a group name to add a contact in the Group Name field. Alphanumeric characters can also be stored as names.
- 4. Click Add button to add the group selected in the group list.
- 5. Click Clear button to erase a particular entry in the Group Name field.
- 6. Click Cancel button to close the window
- To modify or delete a group, select it from the Select Group combo box. Click Modify or Delete button.

Creating and Managing Contacts

- 1. Select the group name under which you wish to add, modify or delete a contact
- 2. To add new contacts, enter the name and mobile number in the Contacts field. Please prefix the country code before the Mobile number.
- 3. Alphanumeric characters can also be stored as a name.
- 4. Click Add button
- 5. To delete a contact, select the checkbox against the name and then click Delete.
- 6. To modify a contact select the checkbox against the name, make necessary corrections and click Modify button to confirm.

Uploading Contacts using Excel file.

- 1. Click Browse button to select the required Excel file to be uploaded
- 2. While uploading files of Excel Sheet or Notepad into the Phone Book, the format should be 'Name' and 'Mobile numbers' (prefix with country code) in the column A and B respectively.
- 3. The Phone book can take up to a maximum of 500 contacts at a time from the Excel sheet.
- 4. Select the required work sheet using the Select Sheet combo box
- Click 'Ok' to confirm

Buying Credits

Online Buying Options

To buy credits Online,

- a) Click Buy Credits button from the Tool bar
- b) This will refer you to http://www.smscountry.com/BuySMSMsgs.asp
- c) Information related to Price is available for each range of credit you wish to buy
- d) All major International credit cards are accepted.
- e) Select the quantity that you wish buy and click on Buy Now button
- f) Follow the procedure explained in the website to complete the process

Offline Buying option

Other than the Online facility, you can also buy credits by sending a Cheque, Demand draft, Money Order and Cash Deposit to our Bank. You can also choose to make a direct wire transfer to our Bank account. For further details visit our website http://www.smscountry.com/BuySMSMsgs.asp



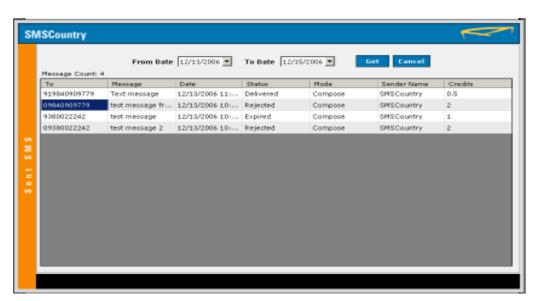
Viewing Information

You can view the messages sent by you and find information about the balance credits and status of the message sent.

View Sent SMS

To view the history of messages that you have sent

1. Select Sent SMS button from the Tool Bar on the left hand. Following window appears which gives the details of all SMS sent by you.



- 2. Select From Date and To Date field to select the period for which you want to view the sent messages report.
- 3. You can get the details of your recipient numbers in the To field, Date and Time at which the message has been sent in the Date field, the Message sent in the Message field, the status of the message in the Status field (Example: Delivered, Rejected, Expired etc), Mode of the message sent in the Mode field, Sender's name in the Sender Name field and the information on credits in the Credits field
- 4. The number of messages sent in the chosen period of time is displayed as Message count.
- 5. Click on the Get button to get the details of the messages in the selected period or Cancel to exit the window.

View Balance Information

To view information on Balance credits

- 1. Click on the Balance Info button from the Tool Bar
- 2. Information on Balance credit will appear along with validity of Balance credit, Order number, credits and purchase date.



PROXY SETUP

In order to let the SMS Desktop software connect to the internet for accessing its server, one needs to setup the internet connection. For connection settings click on the Proxy Setup icon on the left hand menu. The following screen pops up.



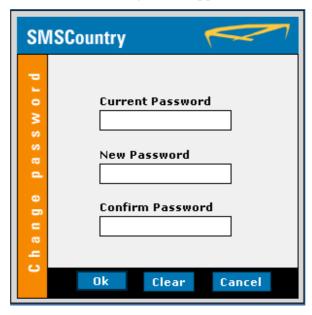
To specify the connection, click on the drop down menu and the following list is shown:

- 1. Select "Directly Connect To Internet" in case you have a dial up connection or a direct connection from the Internet Service Provider (ISP).
- 2. Select "Use Proxy List", if you use a LAN that is behind a Proxy or a Firewall. You need to specify the proxy server IP address and proxy port to connect to the internet. If the connection needs to be authenticated, user name and password are to be provided. Please contact your service provider for further details.
- 3. Select "Use Proxy Settings from Registry" in case you are not sure of the proxy settings. The Connection Settings used by Internet Explorer is stored in the registry. The SMS Desktop software automatically picks up the details from the registry and uses it to access the internet. This is the preferred option.

Click on Ok button to apply the changes or click on Cancel to reject the changes.

Edit Password

To change your login password at any point of time, simply click on the Edit Password button from the Tool Bar on the left hand side. The following screen appears on your computer.

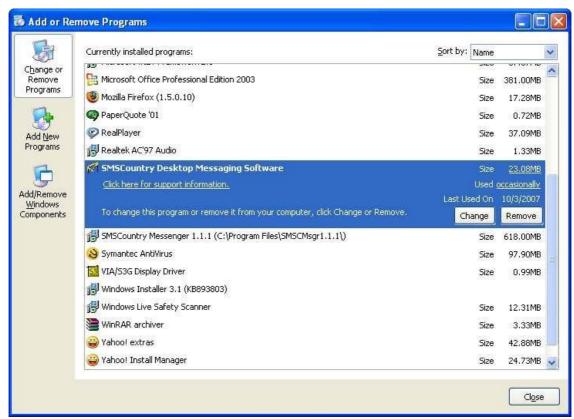


- 1. Enter your existing password in the Current Password field.
- 2. Enter the new password in the New Password field.
- 3. Enter the new password once again in the Confirm Password field.
- 4. Click on the Ok button to confirm the change.
- 5. Use the Clear button to clear the data from the text boxes or use Cancel button to close this window.

Uninstalling Desktop SMS Software

Uninstalling Desktop SMS Software is very simple and easy; the procedure you follow for this is the same as any Windows application.

- 1. Go to the Desktop of your computer; select Start --> Settings --> Control Panel.
- 2. Double click on the Add/Remove Programs in Control Panel. A screen similar to one below would appear on your computer.



- 3. Click on the Change or Remove Programs tab.
- 4. Select SMSCountry Desktop SMS.
- Click on the Remove button.
- 6. Follow the steps specified by the wizard to complete uninstalling Desktop SMS Software.

<u>Please Note</u> that the .NET Framework is a Microsoft standard product which has to be uninstalled separately.

FAQ

1. Do I need to send SMS only in English or can I send it in any language?

You can send SMS in your native language like Arabic, Chinese, Spanish, French, Greek, Russian, Hindi, Tamil etc.

2. How can I send language SMS from my PC?

You can send SMS in your native language by

- Using your keyboard which supports that particular language
- Change language settings in your PC (applicable for Windows 2K or XP or Vista).

To change the language settings in your PC, follow the steps given below

Step 1: Open the 'Control Panel' window from your 'Start Menu'

Step 2: Choose the 'Regional and Language Tools' Option

Step 3: A new Window opens in which you have to choose the 'Language' tab and click on the details button.

Step 4: The default language option may be set as 'English (United States) – US'.

Step 5: Under the 'Installed Services' Option you can add the languages of your choice, by clicking on the 'Add' button. Please click on the 'Keyboard' icon before you add additional languages.

Step 6: Under the 'Preferences' Option click on the 'Key Settings' button to change shift options between languages. The default for this is 'left shift + alt'.

Step 7: Click the 'Language Bar' button and check the 'Show the language bar on desktop'

Step 8: This well then show a new language bar on your desktop allowing you to change language settings of your keyboard as and when you desire.

3. What should we set in Proxy Settings?

You need not make any proxy settings as they are automatically picked up by the software. The Connection Settings used by Internet Explorer is stored in the registry. The SMS Desktop software automatically picks up the details from the registry and uses it to access the internet. This is the preferred option.

Incase, you are unable to send SMS, check the Proxy Settings. To specify the connection, click on the drop down menu and the following list is shown:

a. Directly Connect To Internet: Select this in case you have a dial up connection or a direct connection from the Internet Service Provider (ISP).

b. Use Proxy List: Select this when you are using a LAN and is behind a Proxy or a Firewall. You need to specify the proxy server IP address and proxy port to connect to the internet. If the

connection needs to be authenticated user name and password are to be provided. Please contact your service provider to get further details.

c. Use Proxy Settings from Registry: Select this in case you are not sure of your proxy settings.

Click on Ok button to apply the changes or click on Cancel to reject the changes.

4. Can I have any other Sender Name other than SMSCOUNTRY?

Yes, you can have your brand name as Sender Name. If you want to brand your messages with your company name, mail us at support@smscountry.com

5. Should we have continuous Internet connection for sending messages?

No. You need not be connected to internet always; it is only required during the time of sending the SMS.

6. How can I upload my contacts into Phonebook?

You can upload a text file or excel file containing the details of your contacts. The text file or the excel sheet should be in the format of Name, Mobile Number.

Example: Annie, 9199497xxxxx Paul, 4477940xxxxx

7. How do I know the status of the message?

Please click on "Sent SMS", give the From date and To date, then click on Get to know the status of the message.

8. How do I know the balance and the validity of my credits?

Please click on "Balance Info" to know the balance credits, validity of credits and also all your sms purchase history.

9. How can I Buy SMS credits?

Please click on "Buy Credits" to find the various Online and Offline options to purchase credits.

10. How do I send SMS using Excel?

Click on Excel and upload the Excel file with mobile numbers and required information. Click on the Send SMS button to Compose your SMS. Enter the SMS text in the Message field. You can also create the message by inserting existing data in your Excel sheet.