



PAPAGENO

SMS

User Manual for Outlook
2010 and higher

Version 5.9

VIPcom
Communications



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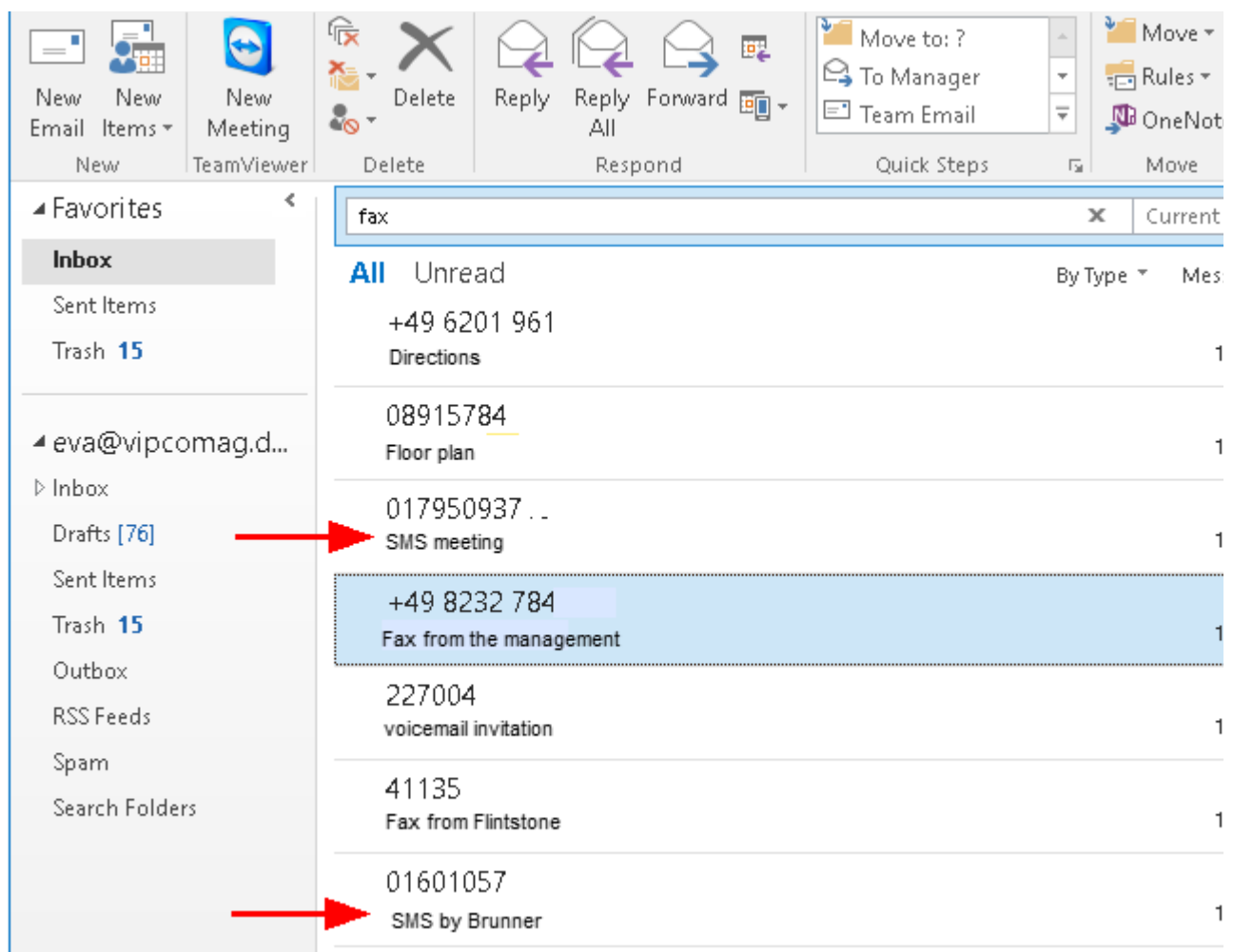
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Sending SMS from Outlook Using PAPAGENO



This manual is only for Outlook 2010 and higher.

Your SMS can be found in your inbox like the e-mails.



In the mail Inbox, you handle SMS (faxes and voice mails) like e-mails. SMS can be opened, changed and sent again here. Sent messages are entered in the `Sent Objets` folder.

The relevant documentation is on our internet site: www.vipcomag.de under Download - PAPAGENO - Manuals - "PAPAGENO Voice-Mail", "PAPAGENO Fax", "PAPAGENO message management via the phone".

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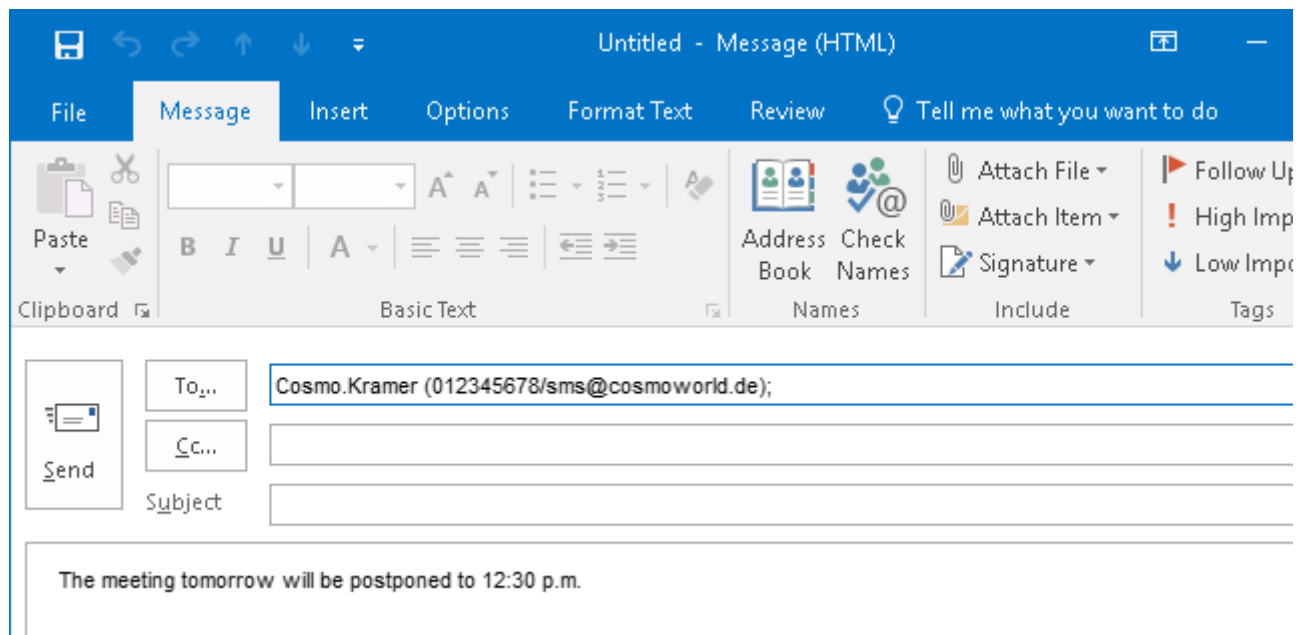
To Send an SMS

To Enter the Address

- ▶ Open a send window. das meeting morgen wird auf 12:30 verschoben
- ▶ Write the text in the same way as for an e-mail
The number of characters you may use is told by your administrator.

Tip: Copy the text in an empty Word file and check the number of the digits.

! Text in the “subject” line does not arrive



!Attention: The format you use to enter a mobile number depends on the house installation in your company.

- ▶ Ask your administrator for this.

Possible formats are:

mobilenumber/sms@name.domain

e. g.: 0012354750300/sms@UMS.fakecompany.de

and

[SMS:mobilenumber] (including the square brackets) ,

e. g.: [SMS:012354750300]

For multiple receivers, the entries must be separated from one another by „;“, e. g.:

[SMS:01701234567]; [SMS:017017654321]

How to enter Send Options

!Attention! Send options such as send date or the cost unit can only be specified in the address format *mobilenumber/sms@name.domän*.

You can use the following options:

Option	Description
<code>retries=number</code>	<i>number</i> : Max number of retries.
<code>night</code>	sending to the cheapest night charge
<code>date=date</code>	<i>date</i> has the format: <i>day.month.year</i> Example: <code>date=31.March 2017</code> or: <code>date=31.3.17</code>
<code>time=time</code> or: <code>time_time</code>	<i>time</i> : enter the send time in the format: <i>hour.minute</i> Example: <code>time=17.30</code>
<code>costunit=costunit</code> oder: <code>costunit_costunit</code>	a cost center (such as "Sales" or "Development") can be specified, which is later charged with the cost of sending the message.

To specify the options:

You insert the respective option (s) between „*faxnumber/fax*“ and „*@name.domäne*“ and separate them by a „/“.

Examples:

`0123123456/sms/date=31.3.17/time=7.00@UMS`

means:

Send the SMS to number 123456 on March 10, 2017 at 7:00 am

`0123123456/sms/night/date=31.March 2017/time=20.02/costunit=ver-trieb@UMS`

means:

Send the SMS to the number 123456 at the lowest rate from the 10th March 2017, 8.00 pm, cost center is „distribution“.

To Send the SMS

- Click on `Send`.

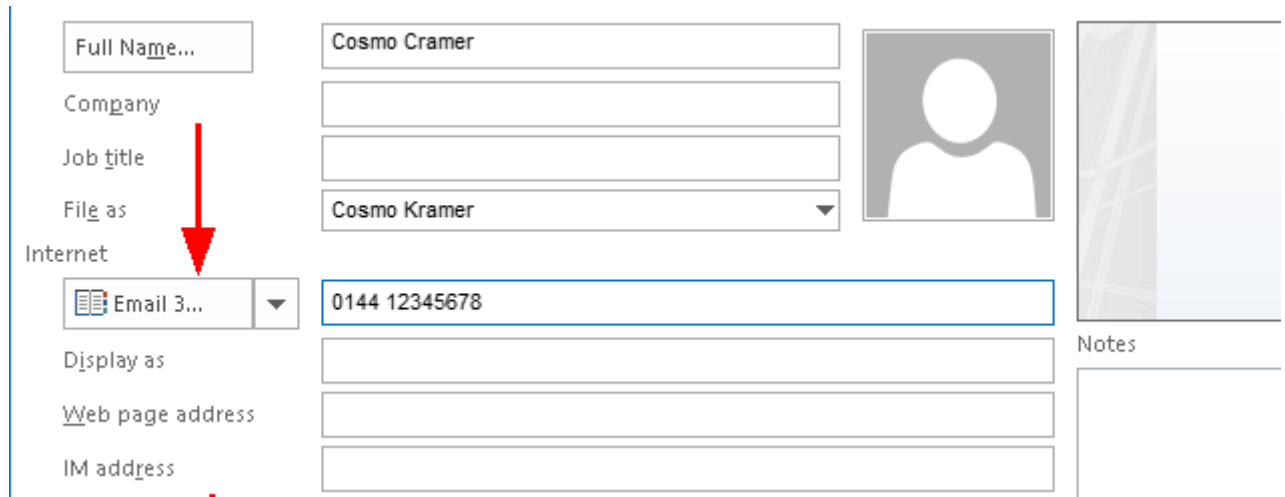
The text in the send window is send as SMS. If the message has more than the allowed characters, you get an error message after sending. Text in the “subject” line will not arrive.

How to Save Mobile Numbers in the Addressbook Contacts

mobilenumber/sms@name.domain format

If you use the *mobilenumber/sms@name.domain* format to send, enter the mobile number in the address book as follows:

- ▶ Open the address data of the SMS receiver.
- ▶ Enter the mobile number in the above address format as 2nd or 3rd mail address.




[SMS : *mobilenumber*] format

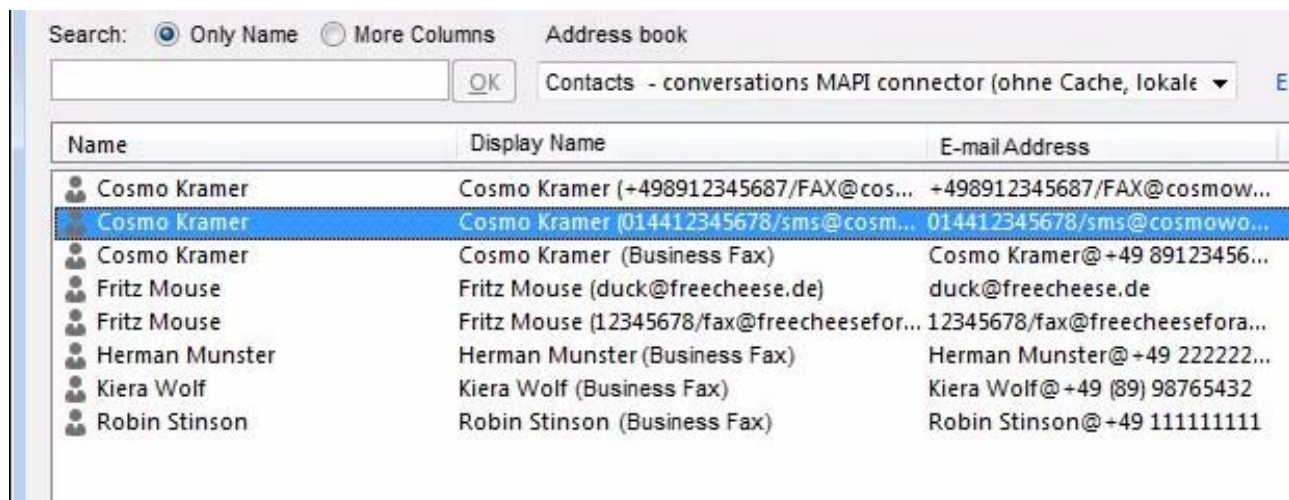
If you use the [SMS : *mobilenumber*] format, enter the mobile number in the address book as follows:

- ▶ Open the address data of an SMS receiver.
- ▶ Enter the mobil number in the `Mobil Phone` field
! Only the number, not "SMS:" and also not the square brackets.



How to select the SMS Receiver

When sending an SMS from Outlook, open the address book via the  button. All e-mail addresses as well as the fax and SMS number are displayed as a single line for selection



The screenshot shows the Outlook 'Address book' window. At the top, there is a search bar with 'Only Name' selected and an 'OK' button. Below the search bar is a table with three columns: 'Name', 'Display Name', and 'E-mail Address'. The table lists several contacts, with 'Cosmo Kramer' selected. The selected row shows the name 'Cosmo Kramer', the display name 'Cosmo Kramer (014412345678/sms@cosm...', and the email address '014412345678/sms@cosmowo...'. Other contacts listed include Fritz Mouse, Herman Munster, Kiera Wolf, and Robin Stinson.

Name	Display Name	E-mail Address
Cosmo Kramer	Cosmo Kramer (+498912345687/FAX@cos...	+498912345687/FAX@cosmow...
Cosmo Kramer	Cosmo Kramer (014412345678/sms@cosm...	014412345678/sms@cosmowo...
Cosmo Kramer	Cosmo Kramer (Business Fax)	Cosmo Kramer@+49 89123456...
Fritz Mouse	Fritz Mouse (duck@freecheese.de)	duck@freecheese.de
Fritz Mouse	Fritz Mouse (12345678/fax@freecheesefor...	12345678/fax@freecheeseforma...
Herman Munster	Herman Munster (Business Fax)	Herman Munster@+49 22222...
Kiera Wolf	Kiera Wolf (Business Fax)	Kiera Wolf@+49 (89) 98765432
Robin Stinson	Robin Stinson (Business Fax)	Robin Stinson@+49 111111111

- ▶ Select the appropriate address of the recipient.

Error Messages

Error Message after Sending

If you received an e-mail with the subject "undeliverable" (Outlook) shortly after sending your SMS, the SMS text might be too long. An SMS from Outlook with more than the allowed number of the digits can not be sent.

- ▶ Reduce the text to the allowed number of the digits (incl. all blankets).
- ▶ If necessary, check the format in which you entered the recipient number and resend the SMS.

If the error message still appears:

- ▶ Ask your system administrator.

