



# PAPAGENO

## SMS

User Manual for Outlook  
2010 and higher

Version 5.9

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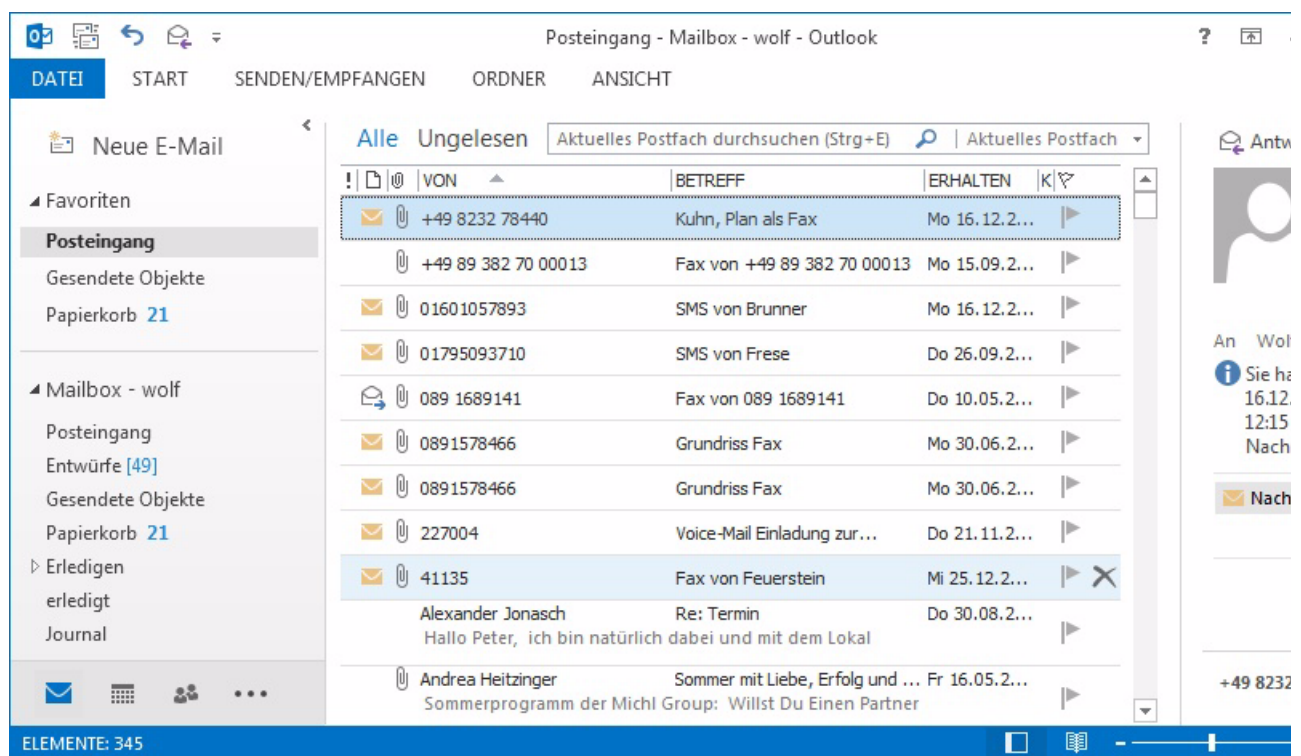
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# Sending SMS from Outlook Using PAPAGENO



This manual is valid for Outlook 2010 and higher.

Your SMS you see in your inbox like the e-mails.



In the mail Inbox, you treat SMS (faxes and voice mails) in the same way as e-mails. SMS can be opened, changed and sent again here. Sent messages are entered in the **Sent Objects** folder.

The relevant documentation is on our internet site: [www.vipcomag.de](http://www.vipcomag.de) under Download - PAPAGENO - Manuals - "PAPAGENO Voice-Mail", "PAPAGENO Fax", "PAPAGENO message administration over the telephone".

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# Sending an SMS

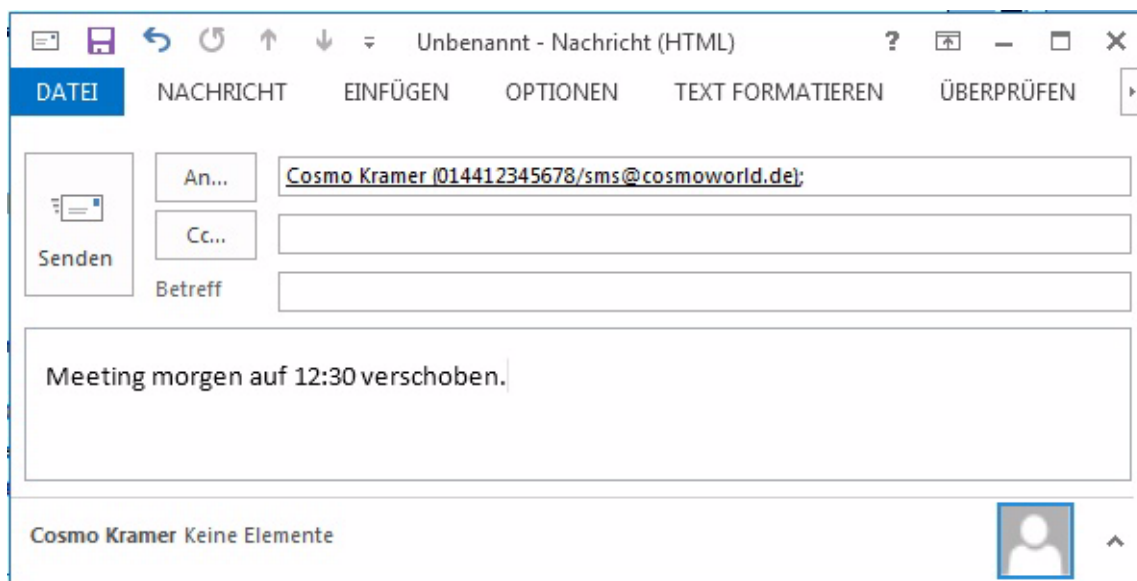
## How to send an SMS

- Open a send window.
- Write the text in the same way as for an e-mail (not more than 160 characters, counting all characters, including spaces).

Text in the “subject” line does not arrive.

**Tipp:** 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 PAPAGENO-Installation in your company.**

- For this ask your administrator.

**Possible formats:**

***mobilenumber* / sms@*name.domain***

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

and

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

e. g.: [ SMS : 012354750300 ]

If more than one recipient is entered in the relevant lines, the entries must be separated from one another by „;“, e. g.: [ SMS : 01701234567 ] ; [ SMS : 017017654321 ]

## How to enter Send Options

**!Attention! Send options (e. g. date or cost unit) can only be entered if the address format *faxnumber/fax@name.domäne* is used.**

You can use the following options:

Option	Description
<code>retries=number</code>	<i>number</i> : Max number of retries.
<code>night</code>	sending by the most economic mode at night
<code>date=date</code>	<i>date</i> has the format: <i>day.month.year</i> Example: <code>date=20.October 2016</code> or: <code>date=20.10.16</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>	Here you can enter a costunit (e. g. „distribution“ or „development“), that later is debited with the costs.

**So you enter the options:**

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

**Examples:**

`0123123456/sms/date=20.10.16/time=7.00@UMS`

means:

On 20.10.16 at 7:00 a.m. send this fax to the number 0123123456.

`0123123456/sms/night/date=20.October 2016/time=20.02/costunit=ver-trieb@UMS`

means:

On 20.10.16 after 20:p.m. send this SMS to the number 123456 by the most economic mode. Costunit is „distribution“.

## Sending the SMS

► Click on `Send`.

The text in the send window will be send as an SMS. If the message has more than 160 digits 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 format *mobilenumber/sms@name.domain*, you enter the mobile number in the address book in the following way:

- ▶ Open the address dates of a SMS receiver.
- ▶ Enter the mobil number as second or third mail address in the above-described address format.

The screenshot shows a contact form for 'Cosmo Kramer'. The 'Name...' field contains 'Cosmo Kramer'. The 'Firma' and 'Position' fields are empty. The 'Speicher unter' dropdown shows 'Kramer, Cosmo'. The 'Internet' section has a dropdown for 'E-Mail 3...' which is highlighted by a red arrow. The text '014412345678/sms@cosmoworld.de' is entered in the corresponding field. The 'Anzeigen als' field is empty.


### [SMS : *mobilenumber*] format

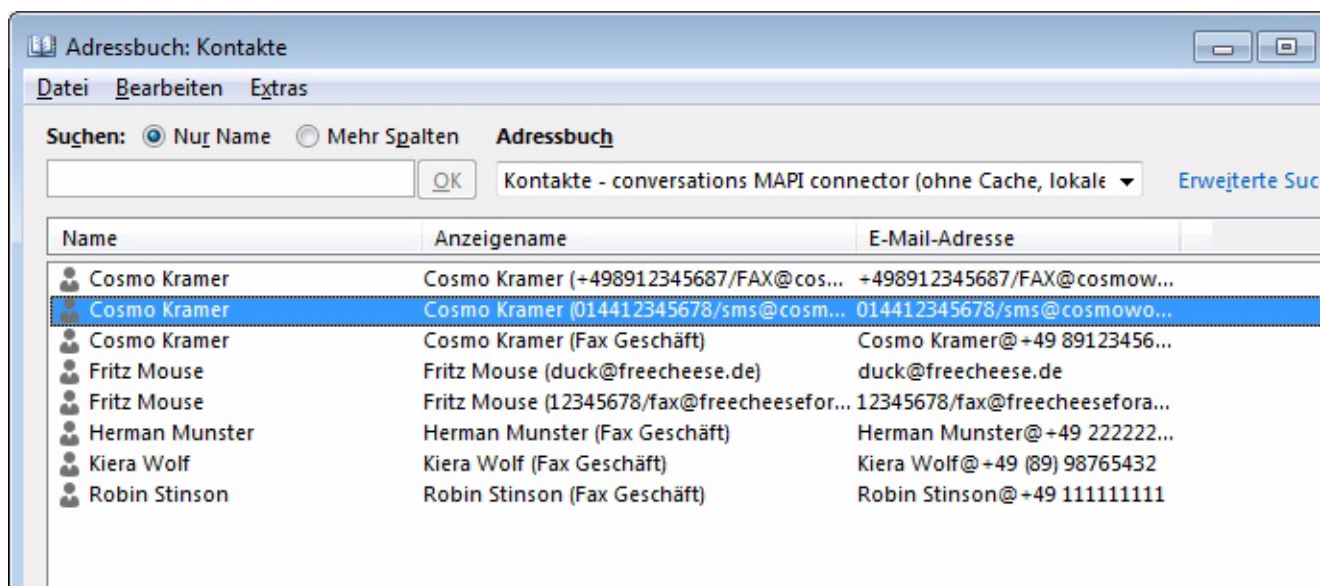
If you use the format [SMS : *mobilenumber*] you enter the mobile number in the address book in the following way:

- ▶ Open the address dates of an SMS receiver.
- ▶ Enter the mobil number in the Mobil Phone field  
! Only the number, **neither** „SMS : “ **nor** the square brackets.

The screenshot shows a contact form for 'Kramer, Cosmo'. The 'Speichern unter' dropdown shows 'Kramer, Cosmo'. The 'Internet' section has a dropdown for 'E-Mail...' which is empty. The 'Anzeigen als' field is empty. The 'Webseitenadresse' and 'Chatadresse' fields are empty. The 'Telefonnummern' section has four dropdowns: 'Geschäftlich...' (empty), 'Privat...' (empty), 'Fax geschäftl...' (containing '+49 8912345687'), and 'Mobiltelefon...' (highlighted by a red arrow, containing '01776463435').

## How to select the SMS Receiver

Sending an SMS from Outlook you open the address book via the  button. All mail addresses and the fax number of a receiver will be displayed as individual lines.



- Select the desired address.



# Error Messages

## Error Message after Sending

If an email with the subject „undeliverable“ occurs after sending an SMS, probably the text was too long. An SMS with more than 160 characters will be cut.

- ▶ Reduce the text to 160 characters (incl. all blanks).
- ▶ Evtl. check the format of the mobile number you have entered.
- ▶ Send again.

**If the error message still appears:**

- ▶ Ask your system administrator.

