



# PAPAGENO

## Short Messages

User Manual for Outlook  
2010 and higher

Version 5.8.1.2

**VIP**com  
Communications



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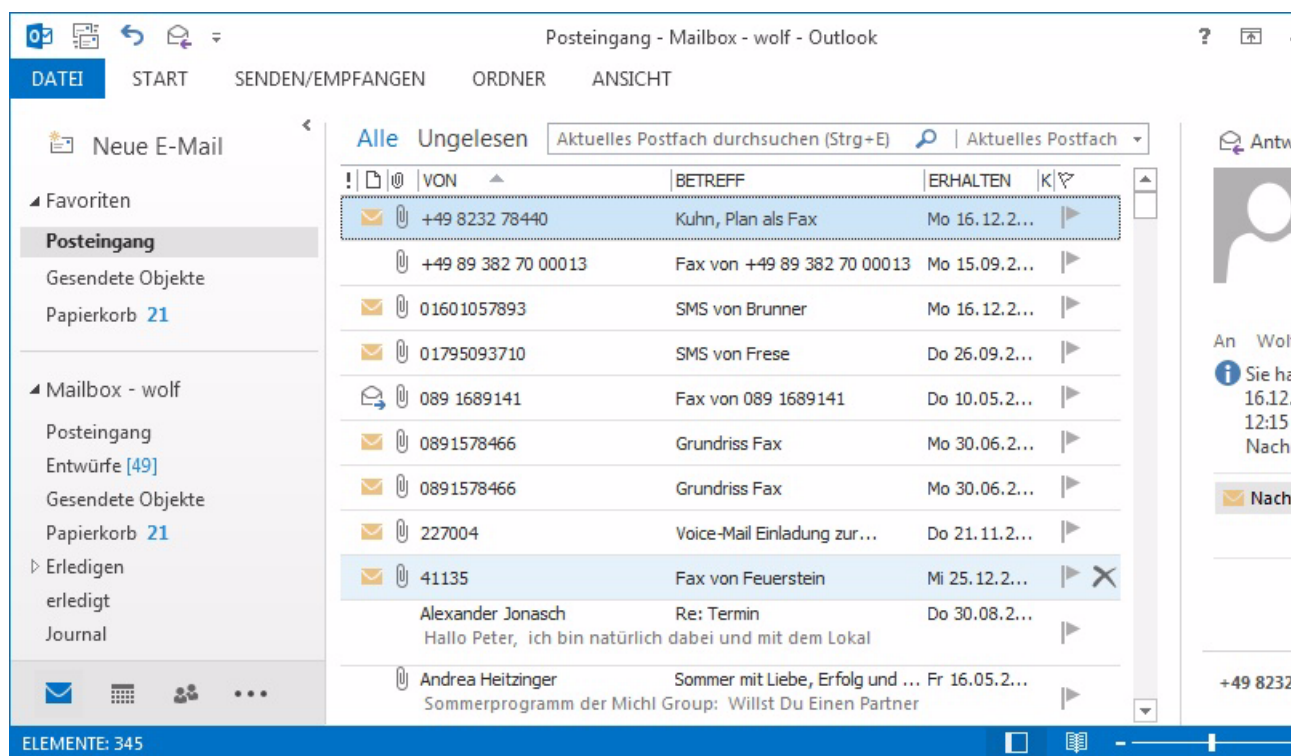
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# Sending Short Messages from Outlook Using PAPAGENO



This manual is valid for Outlook 2010 and higher.

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



In the mail Inbox, you treat short messages (faxes and voice mails) in the same way as e-mails. Short messages 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 SMS", "PAPAGENO message administration over the telephone".

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# Sending a Short Message

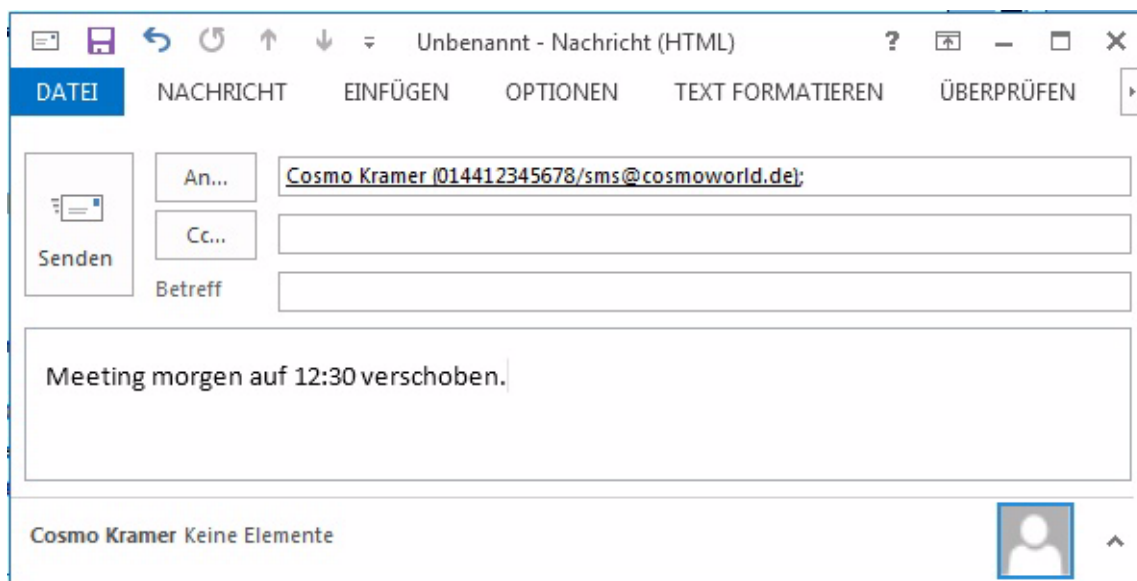
## How to send a Short Message

- 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.

**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 PAPAGENO-Installation in your company.**

- For this ask your administrator.

**Possible formats:**

***mobilnumber*/sms@*name.domain***

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

and

[SMS : ***mobilnumber***] (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=22.July 2016</code> or: <code>date=22.7.16</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=22.7.16/time=7.00@UMS`

means:

On 22.7.16 at 7:00 a.m. send this fax to the number 0123123456.

`0123123456/sms/night/date=22.July 2016/time=20.02/costunit=ver-  
trieb@UMS`

means:

On 22.7.16 after 20:p.m. send this short message to the number 123456 by the most economic mode.  
Costunit is „distribution“.

## Sending the Short Message

► Click on `Send`.

The text in the send window will be send as a short message. 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

### *mobilnumber/sms@name.domain* format

If you use the format *mobilnumber/sms@name.domain*, you enter the mobile number in the address book in the following way:

- ▶ Open the address dates of a short messages 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 'Speichern 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 : *mobilnumber*] format

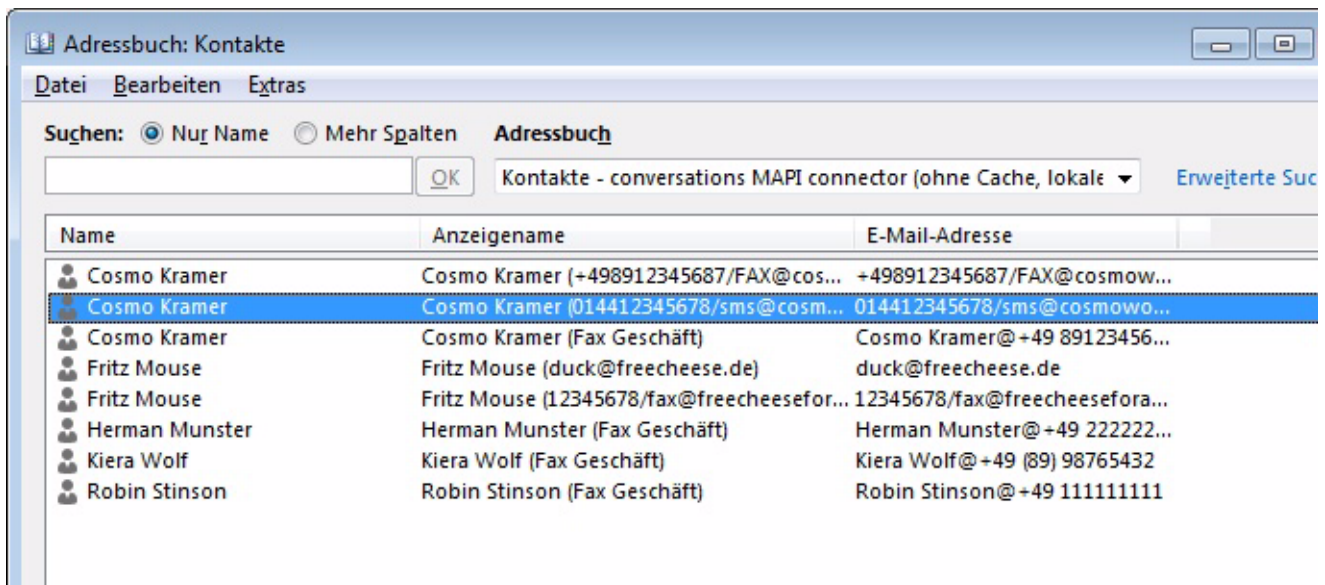
If you use the format [SMS : *mobilnumber*] you enter the mobile number in the address book in the following way:

- ▶ Open the address dates of a short messages 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 Short Messages Receiver

Sending a short message 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 a short message, probably the text was too long. A short message 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.

