

USER MANUAL

SMSC Gateway

..Send SMS from Microsoft Excel

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Introduction

SMSC Gateway is the ultimate Microsoft Excel Plug In for sending SMS directly from Excel Sheets.

The Plug In is designed to facilitate quick group and individual messaging. SMSC Gateway offers speedy, convenient and cost effective means of contacting your customers and provides the ability to personalize each message based upon your requirements.

Features of SMSC Gateway

- Simple to use user interface forms.
- Send to random ranges of mobile number.
- Sent static messages or personalized messages.
- Set up templates for regular messages from your computer.
- Option to choose not to send duplicate numbers.
- Detailed reporting of all sent messages.
- Message scheduling

System Requirements

SMSC Gateway requires active Internet connection to send/receive SMS messages. Internet speed can be any, but broad band with 256kb is recommended.

Operating Systems

Windows Vista, XP, 2003, 2000 and Windows Me

Microsoft Office® Versions

Office 2007, Office 2003, Office XP (2002), Office 2000

Software

Microsoft.NET framework 2.0 (Freely downloadable from Microsoft)

CPU

300 MHz or higher

RAM

256 MB or higher

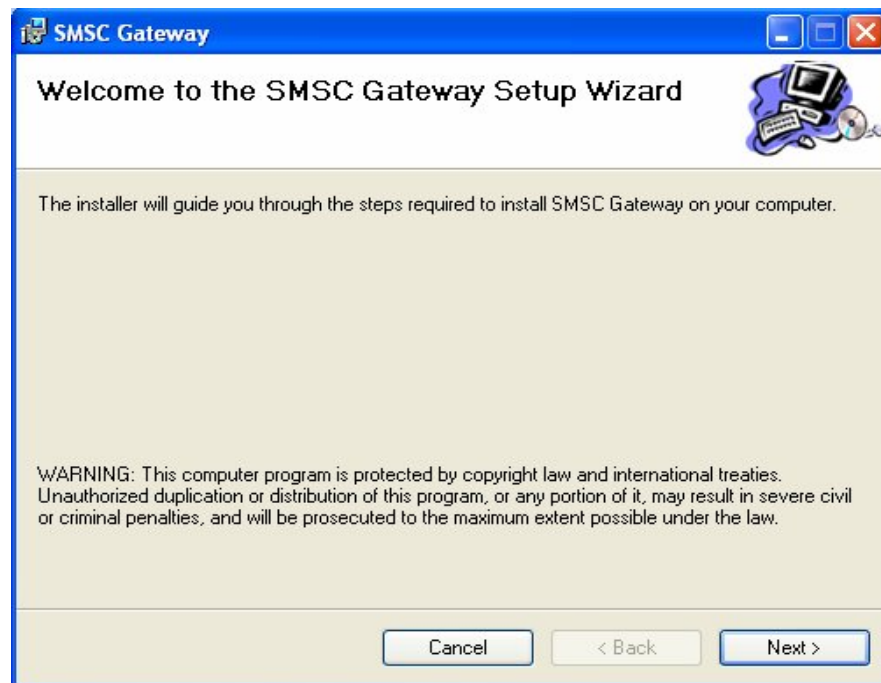
Desk Space

20 MB or more

How to Install?

Note: Please make sure your system has already .NET Framework 2.0 installed. If you do not have, you can download from internet for free.

1. Double click on the setup file
2. Click Next button in the window as shown below

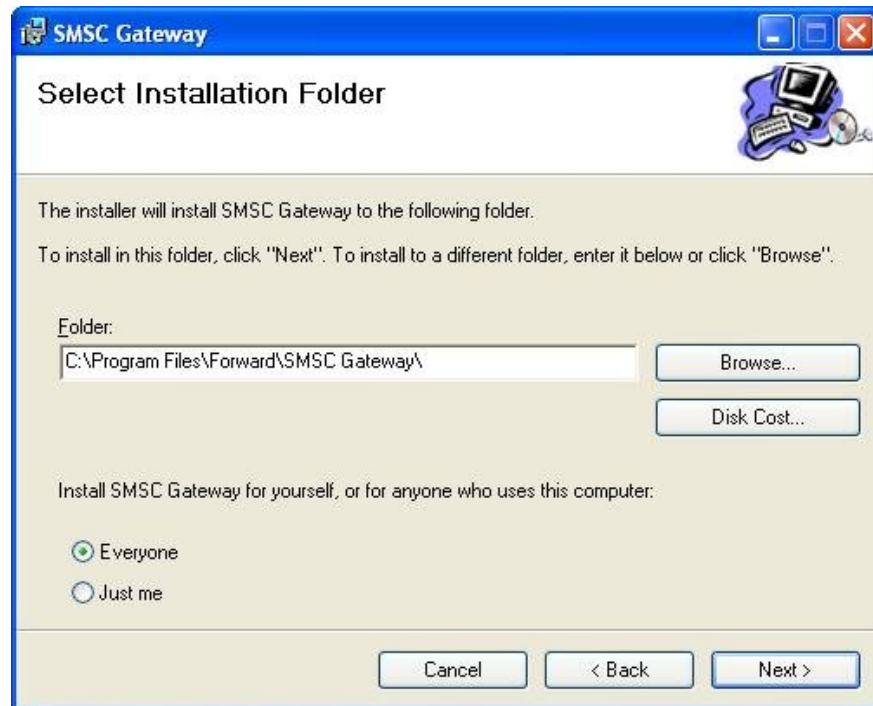


3. Choose the options and click Next

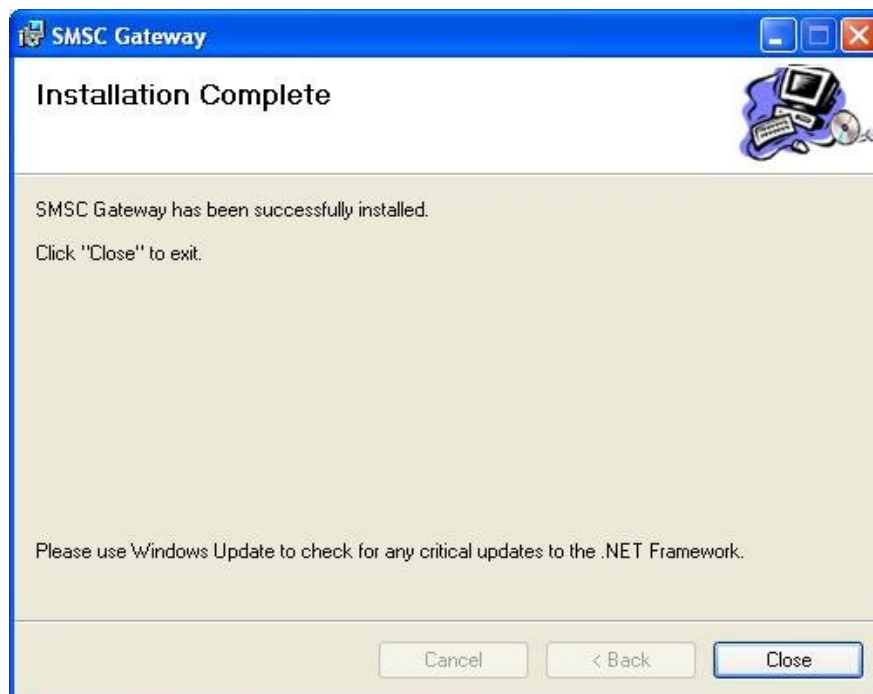


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4. Read the end user license agreement carefully and if you agree to all the terms and conditions click on I Agree and click Next else click cancel



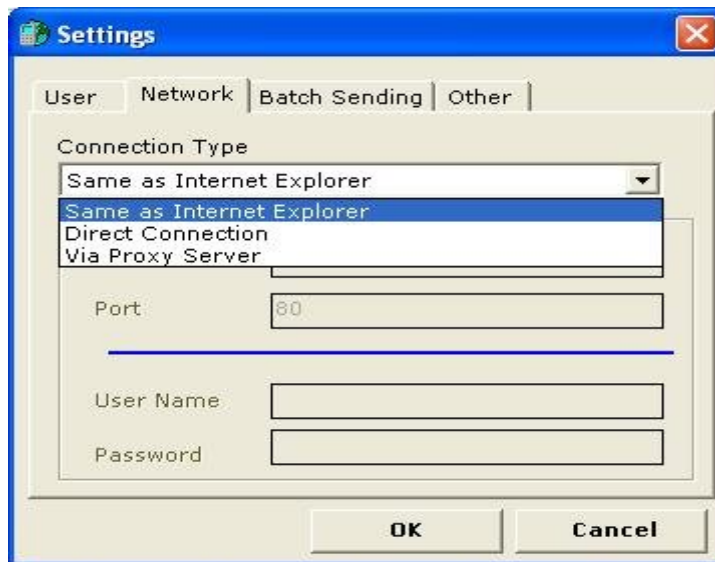
5. Click Next and Next, a window showing installation complete pops up as shown below



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Network Settings

In most cases you need not change anything in the network settings. But if your PC is behind a proxy or firewall you may need to reset the network settings. Please ask your network administrator for help. For network settings go to Settings option. Select Network tab and choose the appropriate option suitable for your network and click Ok as shown below.

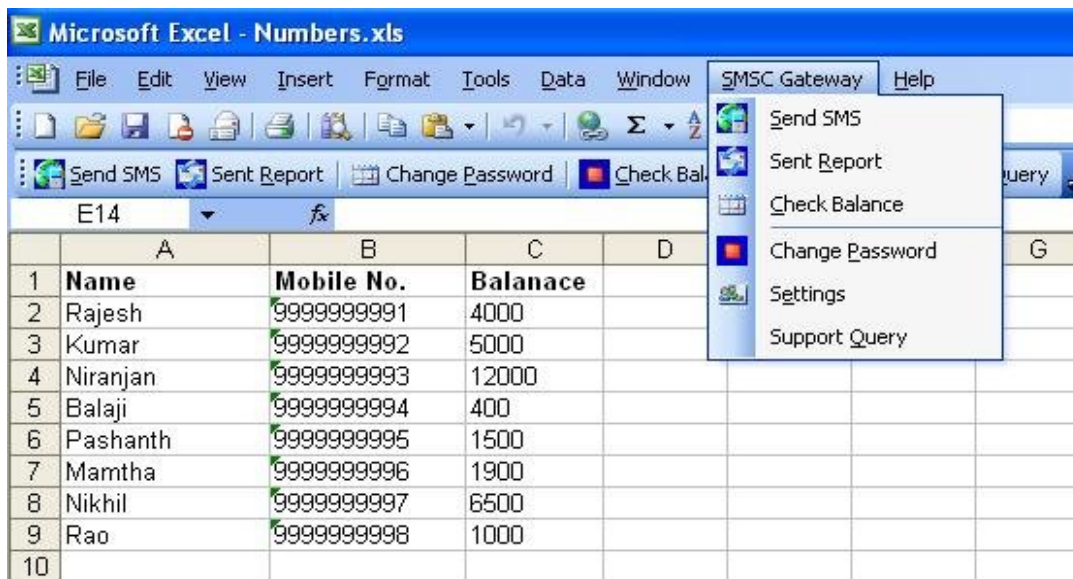


Set User name and Password:

You must have valid User name and Password to send SMS from SMSC Gateway. To set these values go to User tab in Settings window and type the values and press OK.



Menus and Buttons:

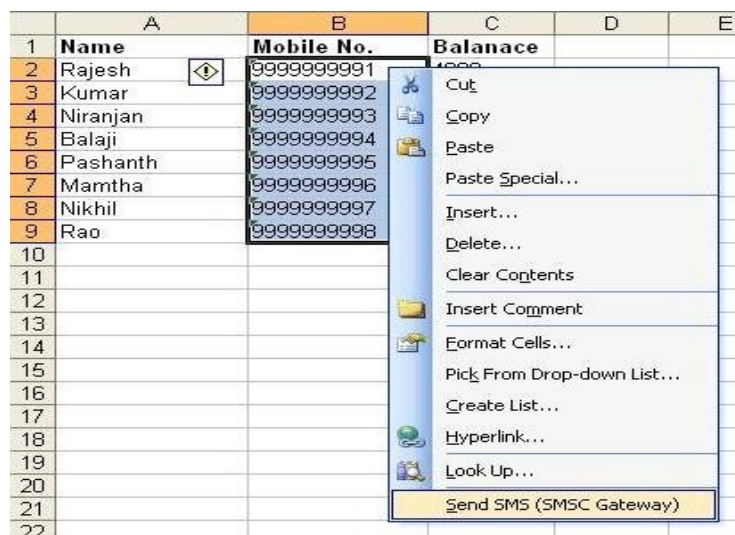


After successfully installed, open the Microsoft Excel. You can see a menu is added to the Excel main menu bar, and a command bar also added.

Create New SMS

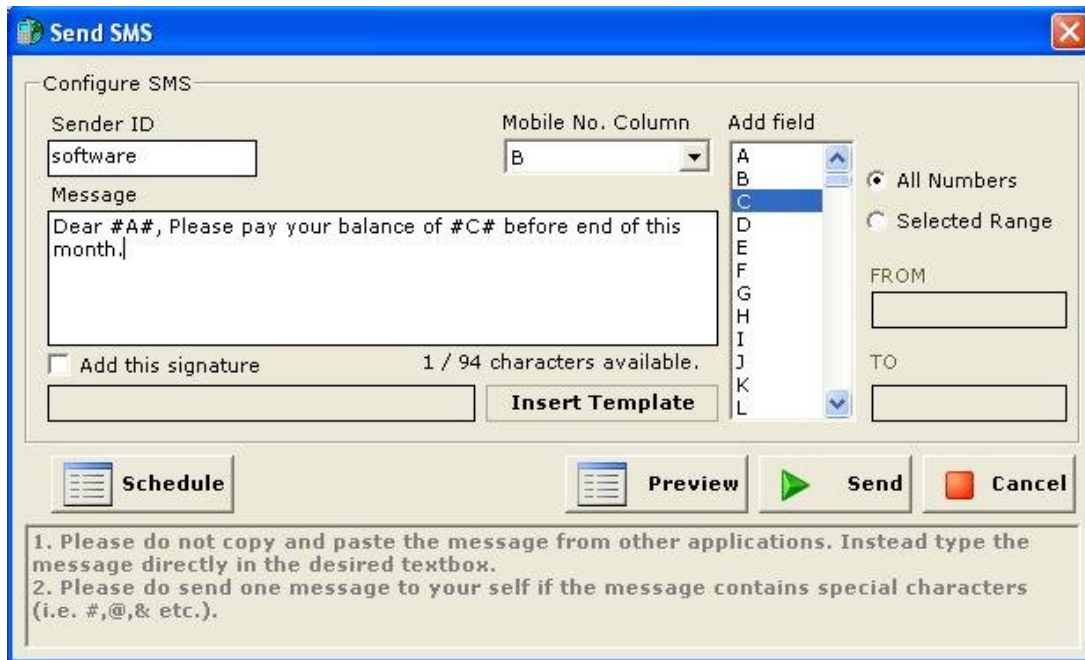
Once you have mobile numbers data in Excel you can send SMS as easy as Copy and Paste operations.

Select the range of cell you wish to send the SMS, then right click and choose Send SMS option.



Then following window will open.

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Send SMS

Configure SMS

Sender ID: software

Mobile No. Column: B

Add field: A, B, C, D, E, F, G, H, I, J, K, L

Message: Dear #A#, Please pay your balance of #C# before end of this month.

☐ Add this signature 1 / 94 characters available.

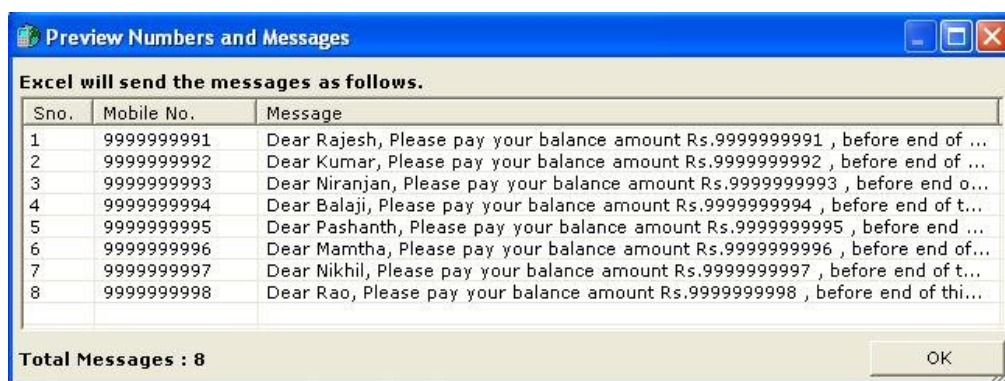
1. Please do not copy and paste the message from other applications. Instead type the message directly in the desired textbox.
2. Please do send one message to your self if the message contains special characters (i.e. #, @, & etc.).

You will find following options here to customize your SMS.

Add Signature: This tool lets you add some text at the end of every message you send from the Smart Messenger. It can be your company name or slogan etc.

Add Field: This list box will show you the values 'A' to 'IV'. This is useful when you add the column data to the message. For example in your Excel Sheet you have Customers' Names in column 'A' and mobile numbers in column 'B'. If you want to add customer's name in the message you can double click on 'A' to add the field. You can see the Preview of the messages before you start sending.

Preview: when you click this button you can see the message Preview. It is very useful when you are sending personalized messages.



Preview Numbers and Messages

Excel will send the messages as follows.

Sno.	Mobile No.	Message
1	9999999991	Dear Rajesh, Please pay your balance amount Rs.9999999991 , before end of ...
2	9999999992	Dear Kumar, Please pay your balance amount Rs.9999999992 , before end of ...
3	9999999993	Dear Niranjana, Please pay your balance amount Rs.9999999993 , before end of ...
4	9999999994	Dear Balaji, Please pay your balance amount Rs.9999999994 , before end of t...
5	9999999995	Dear Pashanth, Please pay your balance amount Rs.9999999995 , before end ...
6	9999999996	Dear Mamtha, Please pay your balance amount Rs.9999999996 , before end of...
7	9999999997	Dear Nikhil, Please pay your balance amount Rs.9999999997 , before end of t...
8	9999999998	Dear Rao, Please pay your balance amount Rs.9999999998 , before end of thi...

Total Messages : 8

Schedule: This options lets you compose schedule SMS. These messages are scheduled for later delivery from the server. When you press this button following window will open

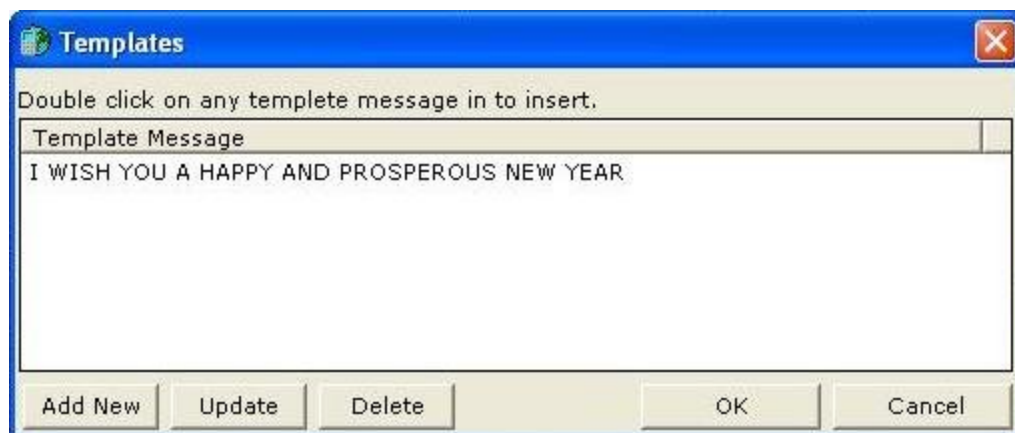


Here you will have 3 options regarding schedule SMS date and time. When you want to scheduled of all your selected messages to the same date & time, keep the option "I will specify Date & Time" and select the desired date & time values from right side panel and press OK. Or if you have different dates for the selected numbers you can choose "Data in excel sheet". You can pickup date & time in the sheet or you can pickup only date from sheet.

Note: Please type all your messages in the notepad or directly into the SMSC Gateway, but do not copy from or type in MS WORD or any other rich text editors. Since the rich text editors may insert some unknown characters into the message, which may cause message delivery problem.

Insert Templates

Templates are a static messages used to save and Use at anytime, without typing. To insert a template click on Insert Template button in the Send SMS window.



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In this window, you can Create, Edit or Delete Templates. To add the template in to Send SMS window just double click in the message.

Mobile Number Format

Please make sure all your mobile numbers are in the correct format.

Format all your numbers in any one of the ways given below

1. 9XXXXXXXXX
2. 919XXXXXXXX

Note: International format is recommended without adding zeros in the beginning and your mobile numbers must not have any characters other than the numbers.

Change Password

You can change your SMS account password any number of times.
To change the password, go to SMSC Gateway -> Change Password

The following window opens. Type the old password and new password twice and click Change button as shown below.

A screenshot of a Windows-style dialog box titled "Change Password". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains three text input fields. The first field is labeled "Old Password" and contains five asterisks. The second field is labeled "New Password" and contains seven asterisks. The third field is labeled "Retype New Password" and contains seven asterisks. At the bottom of the dialog, there are two buttons: "Change" and "Cancel".

We recommend you to change your password frequently.

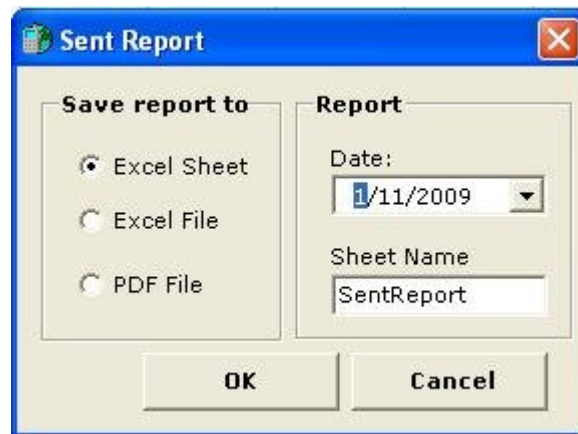
Note: We do not take any responsibility if your password is misused by any unauthorized person (s).

Sent Report

Sent report contains your sent summary for a specified date. You can store sent report in the same sheet you are working or different Excel Sheet or even in PDF format. Please note that you need PDF Reader (Such as Acrobat Reader) in order to read PDF files.

To view the Sent Report go to SMSC Gateway -> Sent Report

The following window opens where you can choose different options.



Check Balance

To check the available credits go to SMSC Gateway -> Balance

The following window with the available balances and expiry date pops up. If you need more credits please visit our website.

