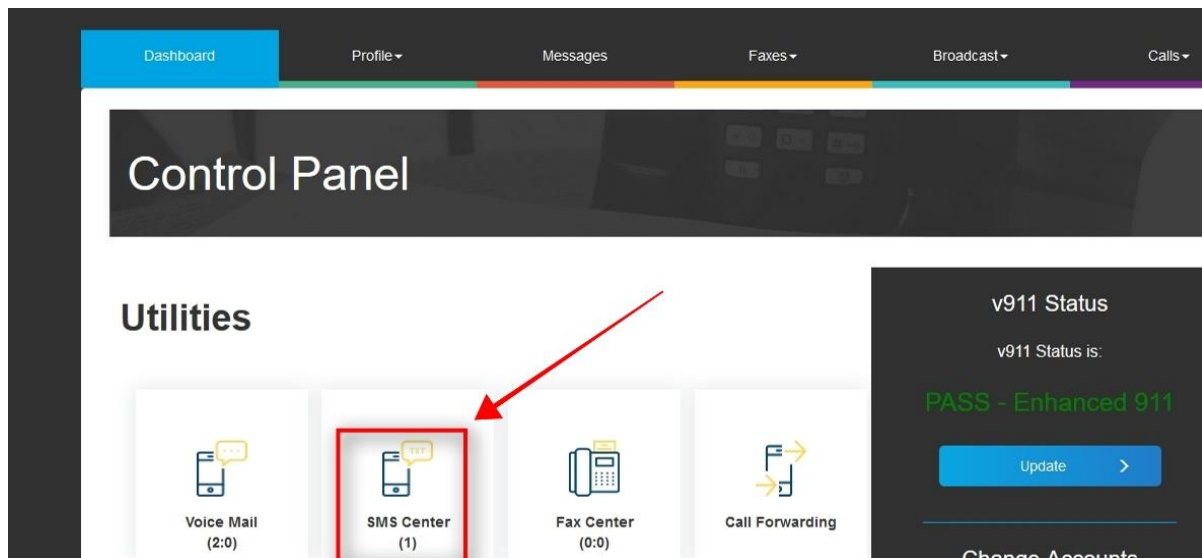




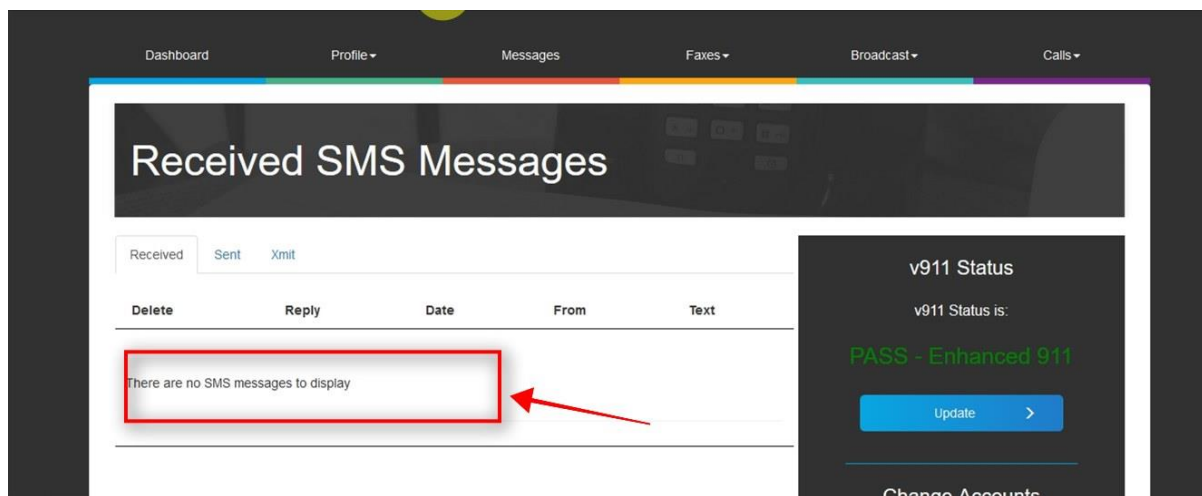
**SENDING AND REPLYING TO TEXT  
MESSAGES VIA DASHBOARD**



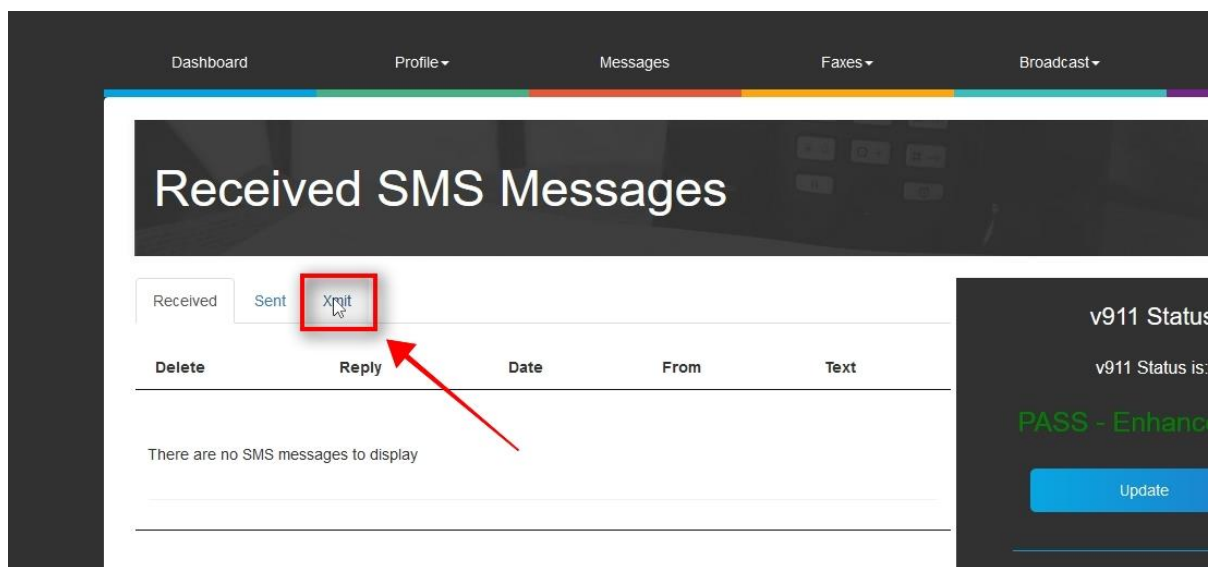
**STEP 1: Click "SMS Center" in the 'Utilities' section of the Control Panel.**



**STEP 2: You will be directed to the "Received SMS Messages" page. Continue to next step.**

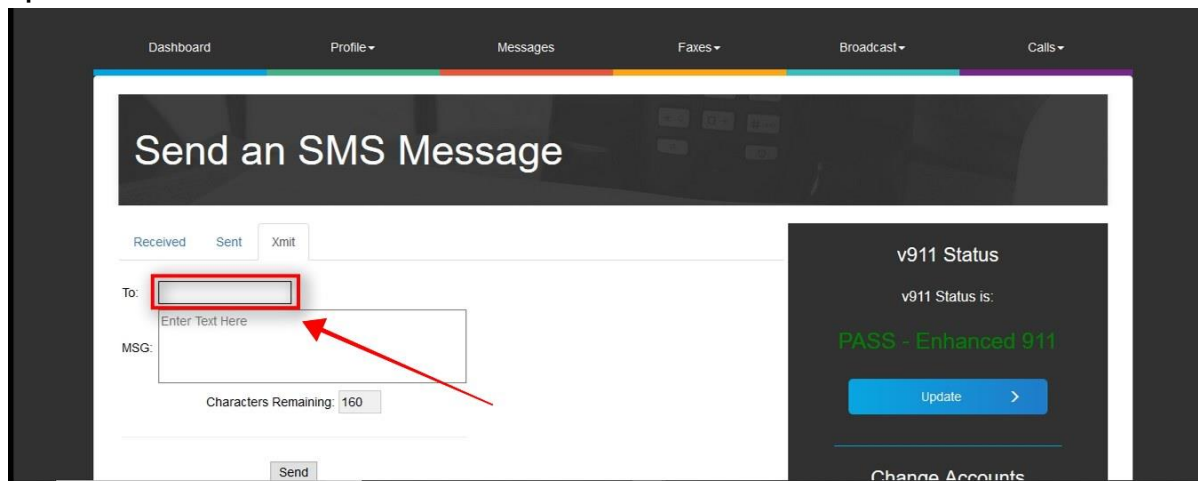


### STEP 3: Click "Xmit".



### STEP 4: Enter the 10-digit number that you would like to text.

NOTE: Numbers should entered in a 10-digit format with no dashes or spaces.



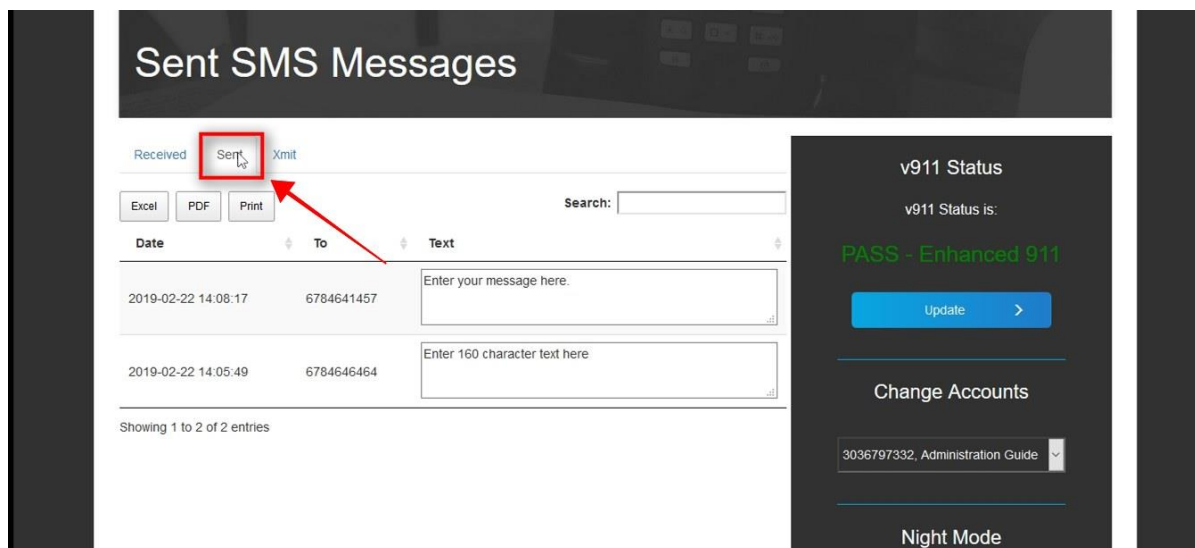
**STEP 5: Click in the "MSG" box and type in your 160 character text.**

The screenshot shows the 'Send an SMS Message' interface. At the top, there's a navigation bar with 'Dashboard', 'Profile', 'Messages', 'Faxes', 'Broadcast', and 'Calls'. Below this, the main heading is 'Send an SMS Message'. There are three tabs: 'Received', 'Sent', and 'Xmit'. The 'To' field contains '6784 457'. The 'MSG' field is a large text input box with the placeholder text 'Enter Text Here'. A red rectangle highlights the 'MSG' field, and a red arrow points to it from the right. Below the 'MSG' field, it says 'Characters Remaining: 160'. There is a 'Send' button at the bottom. On the right side, there's a 'v911 Status' section showing 'v911 Status is: PASS - Enhanced 911' and an 'Update' button. At the bottom right, there's a 'Change Accounts' section with a dropdown menu showing '3036797332, Administration Guide'.

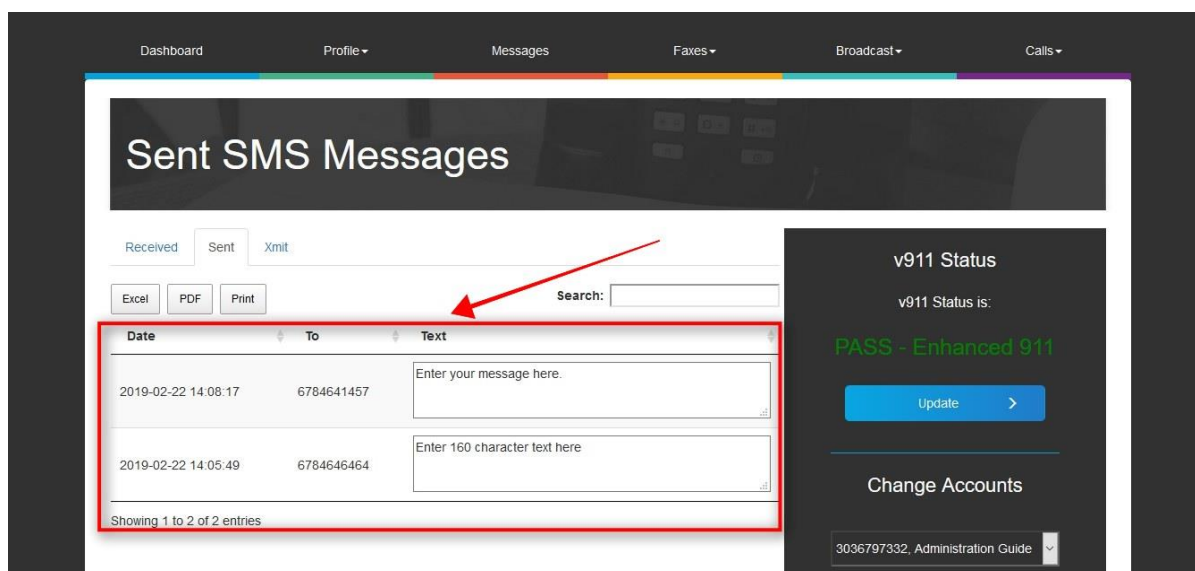
**STEP 6: Click "Send" to send your text.**

The screenshot shows the 'Send an SMS Message' interface after the message has been entered. The 'To' field now contains '6784641457'. The 'MSG' field contains the text 'Enter your message here.'. Below the 'MSG' field, it says 'Characters Remaining: 136'. A red rectangle highlights the 'Send' button, and a red arrow points to it from the right. The rest of the interface, including the navigation bar, tabs, and status sections, remains the same as in the previous screenshot.

**STEP 7 (Optional):** To view a detail of the Text that have been sent Click "Sent" as shown below.

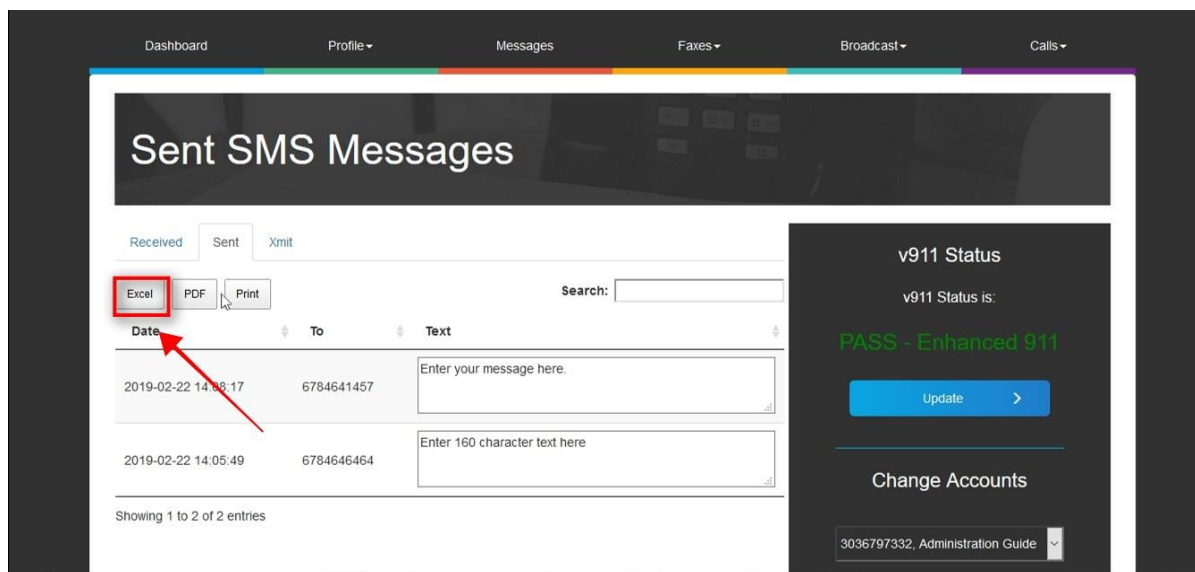


**STEP 8:** The most recent text sent will be displayed in the body of this page along with the Date and Telephone Number of the recipient as shown.

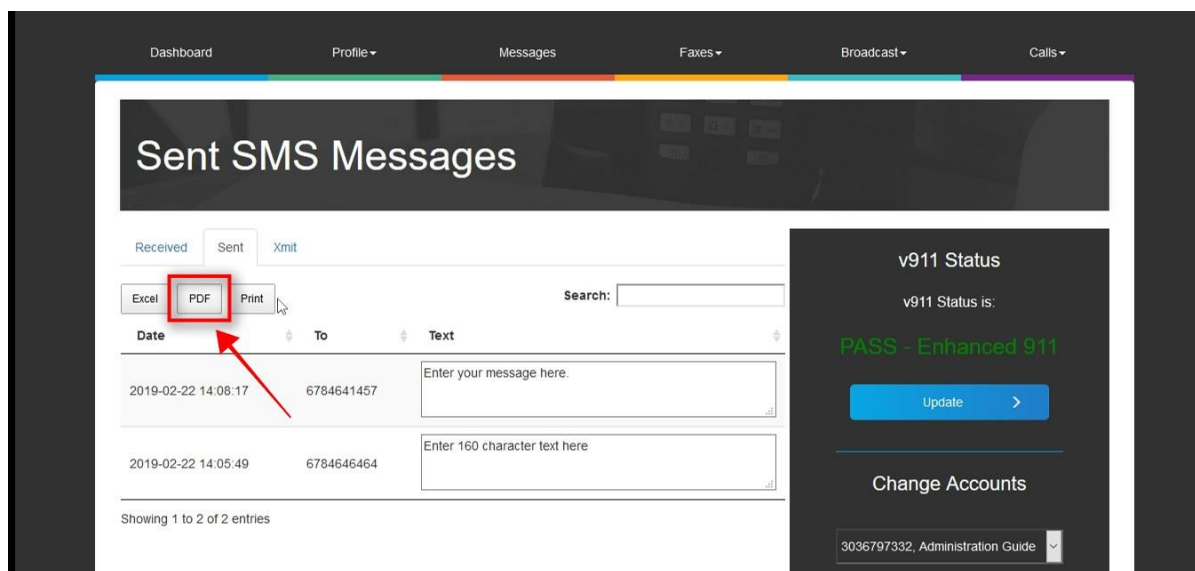




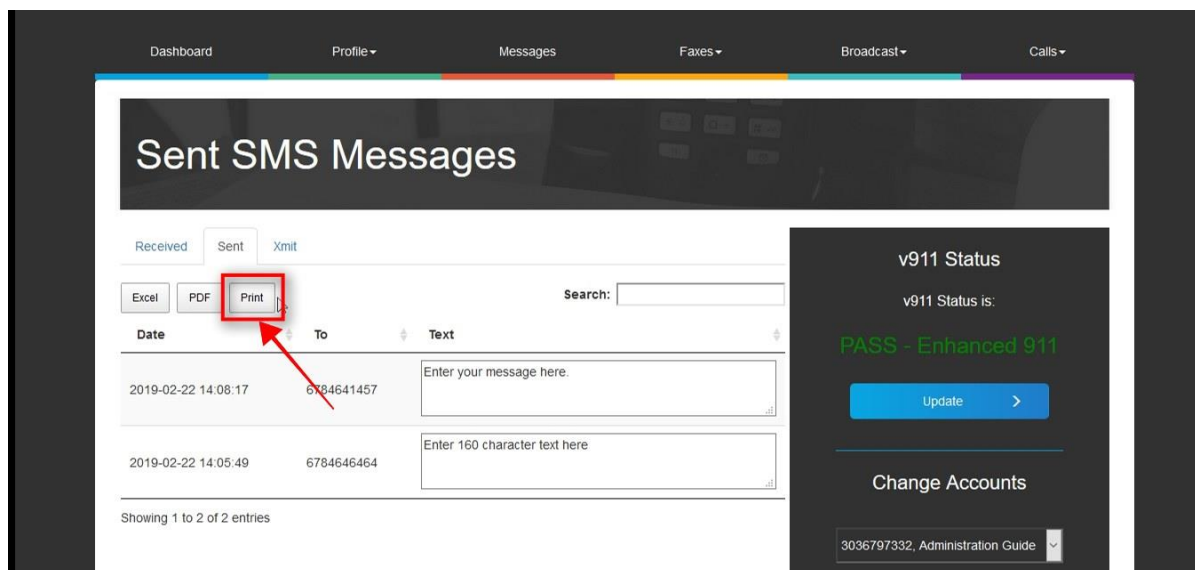
**STEP 9 (Optional): To download your Text Report in Excel format Click "Excel" as shown below.**



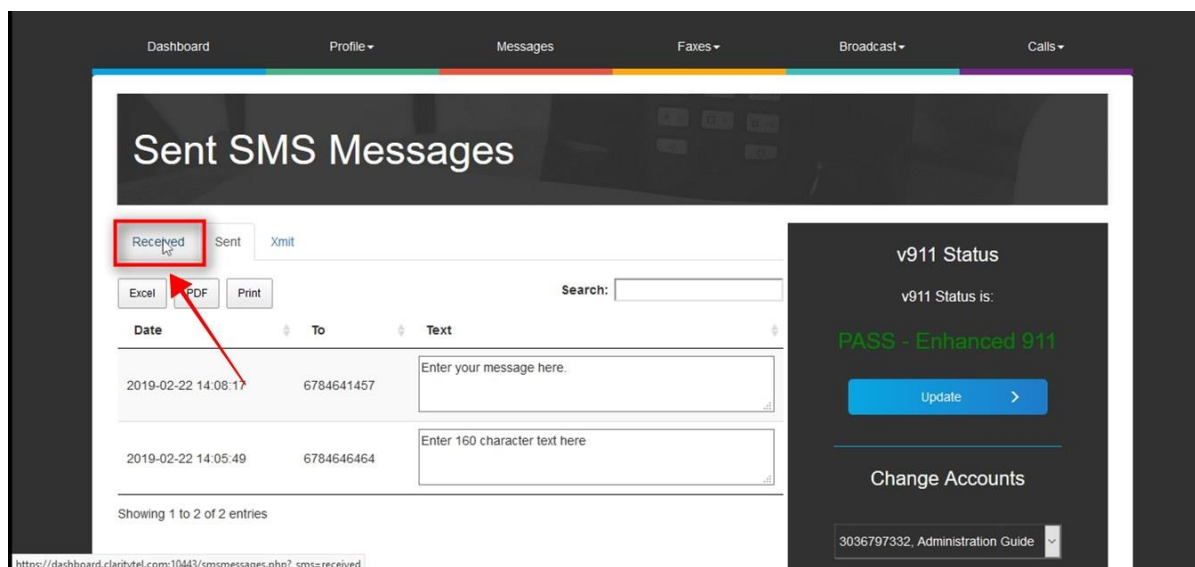
**STEP 10 (Optional): To download your Text Report in PDF format Click "PDF" as shown below.**



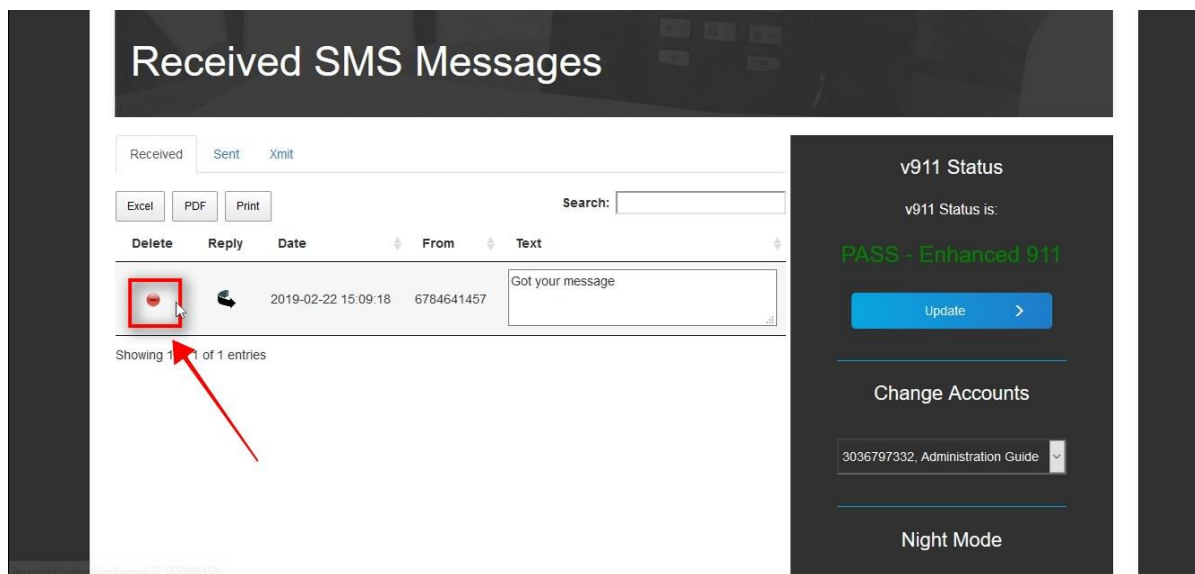
**STEP 11 (Optional): To Print your Text Report Click "Print" as shown below.**



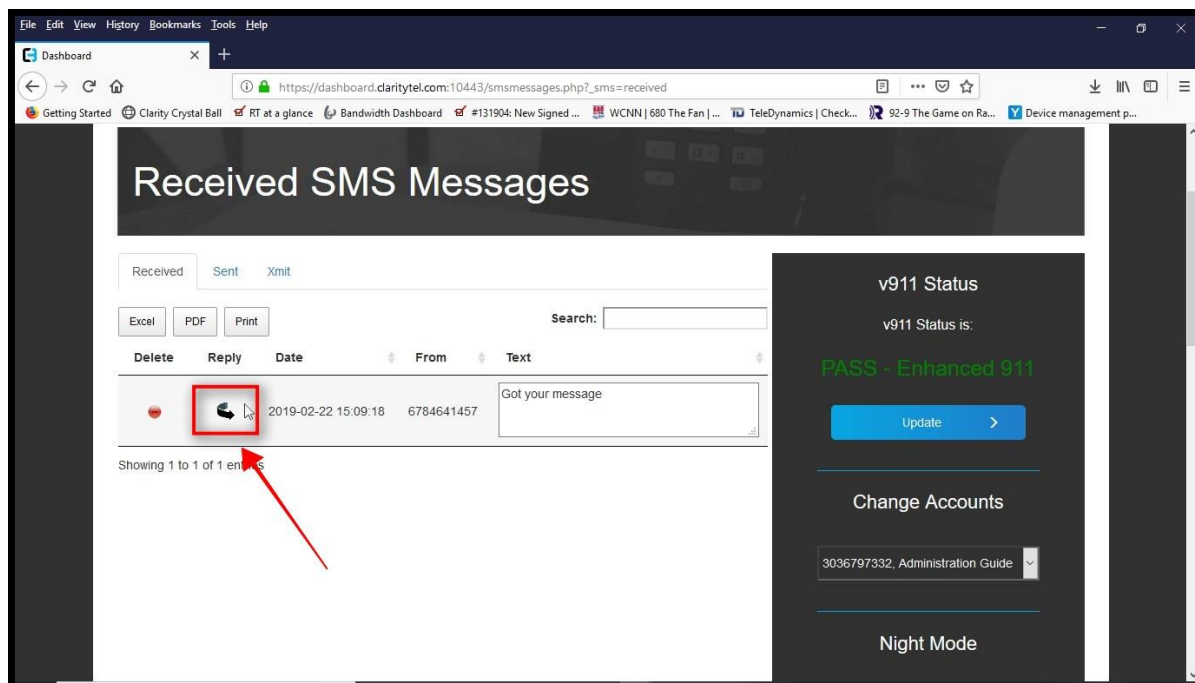
**STEP 12: To Reply to a text message received Click the "Received" link as shown below.**



**STEP 13 (Optional): To Delete a text received Click the "Delete" icon as shown.**



**STEP 14: To Reply to a text received Click the "Reply" icon as shown below.**





**STEP 15: Click in the "MSG" box and type in your 160 character message to be sent as a reply.**

Dashboard Profile Messages Faxes Broadcast Calls

## Send an SMS Message

Received Sent Xmit

To: 6784641457

MSG: Thank you

Characters Remaining: 150

Send

v911 Status

v911 Status is:

PASS - Enhanced 911

Update >

Change Accounts

3036797332, Administration Guide

**STEP 16: Click "Send" to send your reply.**

Dashboard Profile Messages Faxes Broadcast Calls

## Send an SMS Message

Received Sent Xmit

To: 6784641457

MSG: Thank you

Characters Remaining: 150

Send

v911 Status

v911 Status is:

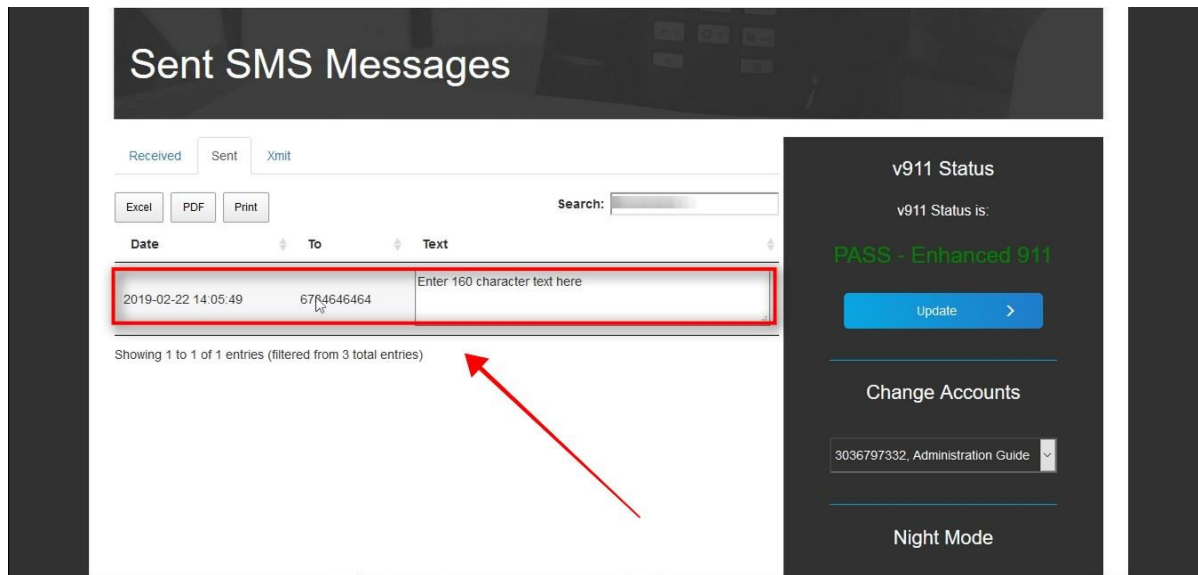
PASS - Enhanced 911

Update >

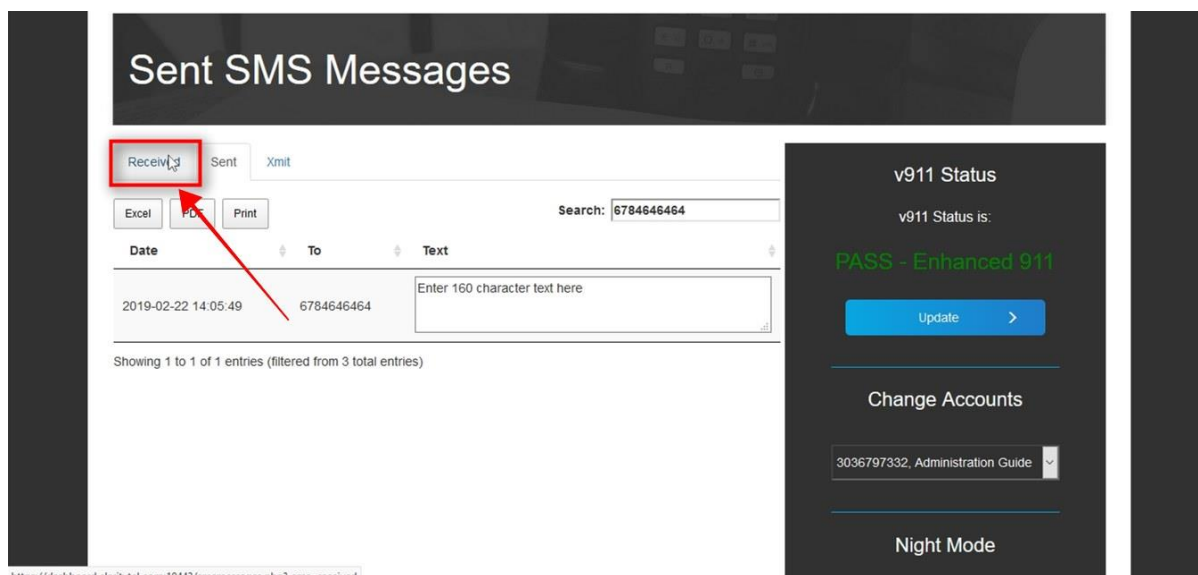
Change Accounts

3036797332, Administration Guide

**STEP 17:** Your reply confirmation will appear in the body of the page along with the time and date stamp as well as your sent message as shown below.

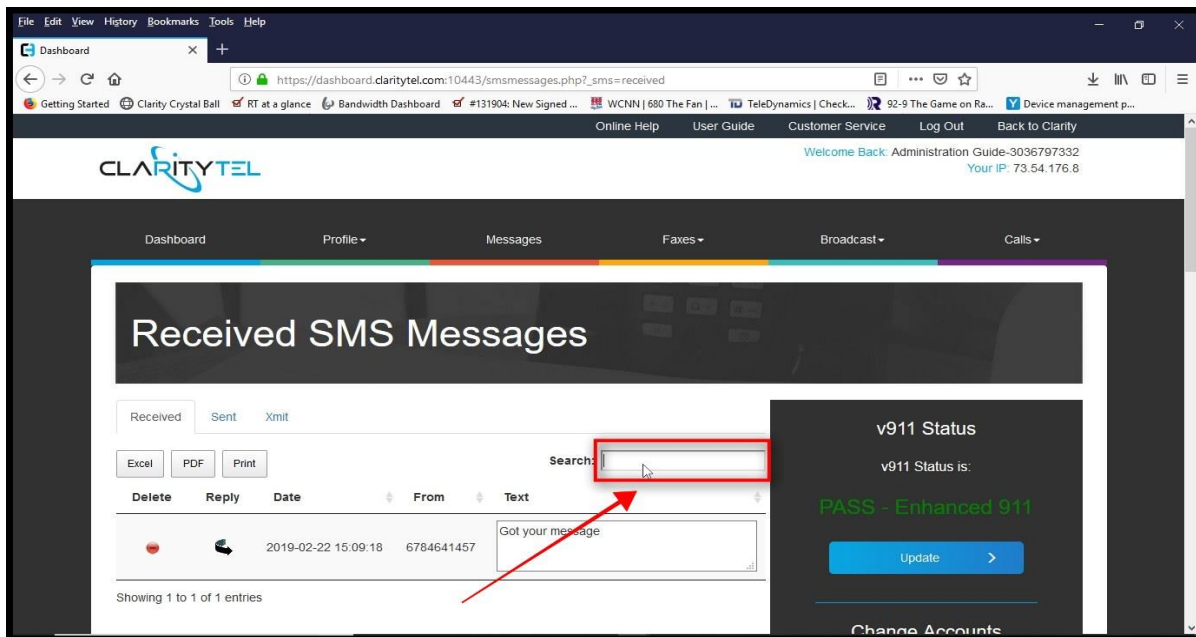


**STEP 18 (Optional):** To perform a search for text received or sent then Click on either the "Received" or "Sent" link.

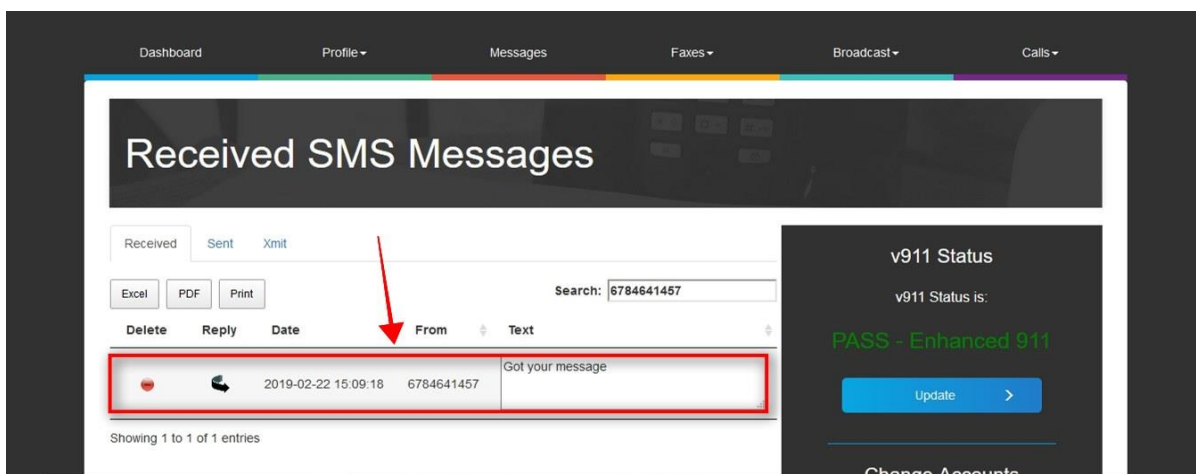


**STEP 19:** In the "Search" box enter the criteria that you want to search i.e., Recipients telephone number, time, date, or portion of message.

NOTE: For this example we used the recipient's telephone number for the search criteria.



**STEP 20:** The results of your search will appear in the body of the page as shown below.



If you require additional assistance then please contact Clarity Support at 866-399-8647 or email [support@claritytel.com](mailto:support@claritytel.com).