CLARITYTEL SENDING AND REPLYING TO TEXT

SENDING AND REPLYING TO TEX MESSAGES VIA DASHBOARD

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

Dashboard	Profile -	Messages	Faxes -	Broadcast -	Calls -
Control	Panel				
Utilities				v911 Statu v911 Status i:	IS s:
Voice Mail (2:0)	SMS Center (1)	Fax Center (0:0)	Call Forwarding	PASS - Enhand	>

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

Dashboard	Profile +	Messages	Faxes∓	Broadcast -	Calls -
Recei	ved SMS M	lessades			
		gee			
Received Sent	Xmit			v911 Statu	ıs
Delete	Reply Dat	e From	Text	v911 Status i	S:
i nere are no SMS n	lessages to display		_	Update	>

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.

Send an SMS Message	Send an SMS Message Received Sent Xmit To:	Send an SMS Message	Dashboard	Profile -	Messages	Faxes≁	Broadcast -	Calls -
Received Sent Xmit v911 Status	Received Sent Xmit v911 Status To:	Received Sent Xmit v911 Status To: Enter Text Here MSG: Characters Remaining: 160 Update >	Send ar	n SMS Me	essage			
	To: v911 Status is: Enter Text Here MSG: PASS - Enhanced 911	To: v911 Status is: Enter Text Here MSG: Characters Remaining: 160	Received Sent	Xmit			v911 Sta	atus

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

Dashboard	Profile -	Messages	Faxes▼	Broadcast-	Calls -
Send ar	n SMS Me	essage			
Received Sent	ſmit			v911 St	atus
To: 6784 457 Enter Text Here MSG				v911 State PASS - Enha	us is: Inced 911
Characters F	Remaining: 160			Update	>
Γ	Send			Change Ar	counts

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

Dashboard	Profile -	Messages	Faxes≁	Broadcast -	Calls -
Send a	n SMS Me	essage			
Received Sent	Xmit			v911 Sta	atus
To: 6784641457 Enter your message MSG:	here.			v911 Statu PASS - Enha	is is: nced 911
Characters	Remaining: 136			Update	>
	Send	_		Change Ac 3036797332, Administr	counts

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

Received Sents	Xmit		v911 Status
Excel PDF Print		Search:	v911 Status is:
Date	фто	Text	PASS - Enhanced 911
2019-02-22 <mark>1</mark> 4:08:17	6784641457	Enter your message here.	Update >
2019-02-22 14:05:49	6784646464	Enter 160 character text here	Change Accounts

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.

Dashboard	Profile -	Messages	Faxes -	Broadcast -	Calls +
Sent SM	S Mes	sades			
		Julgoo			
Received Sent Xmi	t			v911 Sta	tus
Excel PDF Print		Search:		v911 Status	is:
Date	То	† Text		PASS - Enhar	nced 911
2019-02-22 14:08:17	6784641457	Enter your message here.	.ef	Update	>
2019-02-22 14:05:49	6784646464	Enter 160 character text here		Change Ag	
Showing 1 to 2 of 2 entries				Change Act	Journs
Showing Field Of 2 Charles				3036797332, Administra	ation Guide

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

Dashboard	Profile +	Messages	Faxes	Broadcast -	Calls -
Sent SI	MS Mess	ages			
Received Sent	Xmit			v911 Statu	IS
Excel PDF		Search:		v911 Status is	5
Date	♦ To ♦	Text	\$		
2019-02-22 14:88:17	6784641457	Enter your message here.	.ii	Update	>
2019-02-22 14:05:49	6784646464	Enter 160 character text here	1.	Change Acco	unts
howing 1 to 2 of 2 entries	6				
				2026707222 Administratio	

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

	Profile	Messages	Faxes▼	Broadcast	Calls
Sent SN	/IS Mess	ages			
Received Sent	Xmit			v911 State	ıs
Excel PDF Print	La la	Search:		v911 Status	s:
Date	ф То ф	Text	\$		
2019-02-22 14:08:17	6784641457	Enter your message here.	.it.	Update	>
2019-02-22 14:05:49	6784646464	Enter 160 character text here	Es.	Change Acco	ounts

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

Sent SM	/S Mes	sades			
		Jugoo			
Received Sent	Xmit			v911 Status	
Excel PDF Print	De	Search:		v911 Status is:	
Date	б	\$ Text	\$		
2019-02-22 14:08:17	6784641457	Enter your message here.	af	Update	>
	0704040404	Enter 160 character text here			

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

Dashboard	Profile •	Messages	Faxes≁	Broadcast≁	Calls •
Sent SM	/IS Mess	ages			
Received Sent	śmit		v911 Stat	us	
Excel PDF Print		Search:		v911 Status	is:
Date	¢ To ∲ 1	lext	\$		ced 911
2019-02-22 14:08:17	6784641457	nter your message here.		Update	>
2019-02-22 14:05:49	6784646464	nter 160 character text here	.e.	Change Acc	ounts
Showing 1 to 2 of 2 entries				3036797332, Administrat	ion Guide 🗸

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.

<u>F</u> ile <u>E</u> dit <u>V</u> iew	Hi <u>s</u> tory <u>B</u> ookmar	ks <u>T</u> ools <u>H</u> e	lp							-	٥	×
😫 Dashboard	;	× +										
(←) → C ⁴	ŵ	(i)	https://dashboard.cla	itytel.com:10443/si	msmessages.php?	2_sms=received				⊻ ∥	\ 🗉	Ξ
💩 Getting Start	ed 🖨 Clarity Crys	tal Ball 🧧 RT	at a glance 🕼 Bandwidth	Dashboard 🗹 #1319	904: New Signed	👯 WCNN 680 The Fan 🦷	TeleDynamics Check	🖹 92-9 The Game on Ra.	🍸 Device man	agement	р	
	Red	ceiv	ed SMS	Mess	sages				1			Ŷ
	Received	Sent	Xmit					v911 Status				
	Excel	DF Print			Searc	h:		v911 Status is:				
	Delete	Reply	Date	From \$	Text		[♦] PA					
	•	4 6	2019-02-22 15:09:18	6784641457	Got your messa	ige		Update	>			
	Showing 1 to	1 of 1 en	s				2					
			\backslash					Change Accoun	ts			
			\backslash				3036	797332, Administration G	uide 🗸			
								Night Mode				~

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 ar	n SMS Me	essage			
Received Sent	(mit			v911 Sta	atus
To: 6784641457 Thank you MSG		7		v911 Statu PASS - Enha	is is: nced 911
Characters I	Remaining: 150			Update	>
[Send			Change Ac	counts
				3036797332, Administ	ration Guide

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

Dashboard	Profile -	Messages	Faxes≁	Broadcast ←	Calls -
Send an	SMS M	essage			
Received Sent X	nit			v911 St	atus
To: 6784641457 Thank you MSG:				v911 Stat PASS - Enha	us is: Inced 911
Characters R	emaining: 150			Update	>
	Sepg			Change Ad	tration 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.

Sent S	MS Messa	ges		
Received Sent Excel PDF Prir Date	۲۰ ♦ ۲۰ ♦ Text 6764646464	Search:	¢	v911 Status v911 Status is: PASS - Enhanced 911
Showing 1 to 1 of 1 entri	es (filtered from 3 total entries)			Change Accounts
				Night Mode

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

or "Sent" link.

Receiv		1044 Obstan
Excel PD Print	Search: 6784646464	v911 Status v911 Status is:
Date 🔅 To 🔅 T	xt	PASS - Enhanced 911
2019-02-22 14:05:49 6784646464 Er	ter 160 character text here	Update >
howing 1 to 1 of 1 entries (filtered from 3 total entries)		Change Accounts

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.

<u>File Edit View History Bookmarks Too</u>	ols <u>H</u> elp						3	
🔁 Dashboard 🛛 🗙 🕂								
(←) → ℃ ŵ	🛈 🔒 https://dashboard.clarity	tel.com:10443/smsmessages.php	?_sms=received	E ··· ⊌	☆	± ∥\		\equiv
💩 Getting Started 🕀 Clarity Crystal Ball	🗹 RT at a glance 🕼 Bandwidth Das	hboard 🛛 🖅 #131904: New Signed	🧱 WCNN 680 The Fan 🔞 T	eleDynamics Check 🦹 92-9 The Gam	e on Ra 🍸 Device manag	gement p		
			Online Help User Guide	e Customer Service Log C	ut Back to Clarity			^
CLARITYT	FEL			Welcome Back: Administrat	ion Guide-3036797332 Your IP: 73.54.176.8			
Dashboard	Profile +	Messages	Faxes +	Broadcast -	Calls -			
Rece	ived SMS	Messages						
Received Se	Print	Searc	:h:	v911 Sta	tus . is:			
Delete Rep	ply Date 👙	From Text		PASS - Enhar	nced 911			l
• •	2019-02-22 15:09:18	6784641457 Got your mes	age .	Update	>			l
Showing 1 to 1 of 1	entries			Change Acc	nunte			~

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.