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 is	
Voice Mail (2:0)	SMS Center (1)	Fax Center (0:0)	Call Forwarding	PASS - Enhanc	>

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:
There 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	Received Sent Xmit	Dashboard	Profile -	Messages	Faxes+	Broadcast -	Calls -
Received Sent Xmit v911 Status	To: Enter Text Here	Send ar	n SMS Me	essage			
	Enter Text Here	Received Sent	Kmit			v911 Sta	atus
Characters Remaining: 160		1	Send			Change Ac	counte

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			
	Smit			v911 St	atus
To: 6784 457 Enter Text Here MSG				v911 State PASS - Enha	
Characters F	Remaining: 160			Update	>
1	Send			Change Ar	

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

Dashboard	Profile -	Messages	Faxes▼	Broadcast -	Calls -
Send ar	n SMS Me	essage		,	
Received Sent	rmit			v911 Stat	
Enter your message	here.			PASS - Enha	
	Remaining. 136			Update Change Ac	counts
		<u> </u>		3036797332, Administ	ration Guide 🗸

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

Received Sent	Xmit		v911 Status
Excel PDF Print		Search:	v911 Status is:
Date	ф То	Text	PASS - Enhanced 911
2019-02-22 14:08:17	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			
Received Sent Xmit				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 Age	
Showing 1 to 2 of 2 entries				Change Acc	ounts
Solowing 1 to 2 OF 2 Chilles				3036797332, Administra	tion Guide

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

		Messages	Faxes •	Broadcast -	Calls -
Sent SM	/IS Mes	sages			
Received Sent >	Xmit			v911 Status	;
Excel PDF Print		Search:		v911 Status is:	
Date	♦ To ♦	Text	\$		
2019-02-22 14:88:17	6784641457	Enter your message here.	.1 ¹	Update	>
2019-02-22 14:05:49	6784646464	Enter 160 character text here	.if	Change Accou	ints

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 SN	/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	>
2019-02-22 14:05:49	6784646464	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 Status			
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	hp?_sms=received			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			
							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		1	
	(mit			v911 Sta	atus
To: 6784641457 Thank you MSG		7		v911 Statu PASS - Enha	
Characters	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	
Characters R	emaining: 150			Update	>
	Sepg	~		Change Ad	

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 SMS Message	S	
Received Sent Xmit Excel PDF Print Date ♦ To ● Text 2019-02-22 14:05:49 67€4646464 Enter 160 ch	Search:	v911 Status v911 Status is: A PASS - Enhanced 911
Showing 1 to 1 of 1 entries (filtered from 3 total entries)		Change Accounts 3036797332, Administration Guide

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 >
Showing 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							-	٥	×
🖸 Dashboard 🛛 🗙 🚽	F									
(←) → ୯ ŵ	🛈 🔒 https://dashboard.claritytel.	com:10443/smsmessages.php	?_sms=received		E	… ⊠ ☆		± ⊪		Ξ
🧕 Getting Started 🔀 Clarity Crystal Ball	🗹 RT at a glance 🕼 Bandwidth Dashbe	oard 🛛 🗃 #131904: New Signed	🧱 WCNN 680 Th	e Fan 🔟 TeleE	Dynamics Check 🎗 92-	9 The Game on Ra.	🝸 Device manag	gement p		
			Online Help	User Guide	Customer Service	Log Out	Back to Clarity			^
CLARITYT	FEL				Welcome Back: Ad		ide-3036797332 r IP: 73.54.176.8			
Dashboard	Profile •	Messages	Fa	xes≁	Broadcast -		Calls -			
Received Se	ent Xmit				v91	1 Status				
Excel PDF	Print	Searc	sh:		v91	1 Status is:				
Delete Re		rom text Got your mean 84641457	age	÷	PASS - E		> 1911			
Showing 1 to 1 of 1	entries				Chanc		łe			Ų

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.