



The 5 labeled "permanent buttons" on the screen are:

**Notify:** allows you to view your contacts in an alphabetized list.

**Profile:** displays your account information.

**Setup:** allows you to create 16 pre-scripted text messages that can be used for any group or contact.

**All Call:** sends the same text to every individual contact.

**Group Call:** sends the same text to every entry in the targeted group.

## Quick-Start Instructions

← These **58 buttons** are contact buttons for the individuals or groups that you may contact with a text message. The 6 steps below will guide you through the text message set-up. You may wish to first use these instructions to set up a message delivery to your own phone. (Primary requirement is a Windows operating system and Internet access.)

**Click on any of the 58 buttons to begin your entry of contacts.** (The buttons are arranged in ascending order from the bottom of each column, beginning with the left one.)

1. **Button Label** - type the contact's name and click OK.
2. **Contact Number** - type the contact's cell phone number (the window will accept only numerals); click OK.
3. **Cell Domain Selection** - choose the contact's cell service provider from the list. 90% of all cell service providers are in the first ten listed. Below Verizon, the remaining cell service companies are listed alphabetically (about 80 companies.) If the company is not listed just press OK and go on to the next field. The customer system has a default Cell Domain Selection.
4. **Note for contact** - enter any information that serves as a "reminder" of any special situation of the contact's, i.e. "on vacation", "at lunch", etc. *This information will appear, briefly, when the pointer is touching that contact's button.* If you have no such information, pressing OK with nothing entered will skip to the next window.
5. **Group Code** - enter any "association" or "membership" of this contact, i.e. "family", "friends", "clubs", "committees", etc. This important code will allow the contact to receive a text when a message is sent to an entire group. If you would like this contact to be a part of more than one group, write it like this: family, committee, and club. (50-character limit). Click OK. If you have no such information, pressing OK with nothing entered will skip to the next window.
6. **Message Select** - Click on any number from #4 to #25 and enter (or edit) your message. Click OK. **Within a few moments the message will be delivered! It's that easy with any contact!** Just repeat the same steps for any of the other 58 buttons. Add "friends", "business contacts", "customers", "team members", "staff" and "family" to your text message base.

## Keyboard Tools:

- F5:** Deletes a contact or group - First press or highlight the contact or group and then press F5 to delete.
- F6:** Inserts a contact (or group) - Click the location where you wish to insert the contact and press F6. All of the contacts behind that location will shift back one location. (This helps if you wish to keep contacts in order of priority or perhaps alphabetized.)
- F7:** Cancels any action at any time - This will take you back to the home page of the software and cancel the action that was about to be taken.
- F8:** Audio tutor - the tutor messages explain the purpose and options of every window in the software.

**The most important tool is F8, the Audio Tutor.  
Every window has the tutor instructions to help you understand  
your options and the purpose of the window you have open at the time.**