Desktop Messenger 4.9

USER GUIDE

2011-03-29

TABLE OF CONTENTS

1. Introduction

Desktop Messenger allows you to send SMS (text) and MMS (multimedia) messages from a PC to any mobile phone worldwide, running the Microsoft® Windows® Operating System.

This guide will help you get started and to explore most of the features.

2. Requirements

To send messages with Desktop Messenger you need Microsoft Windows XP, Windows Vista or Windows 7.

The Internet Explorer plug-in requires Internet Explorer 7 or 8.

You also need access to the Internet.

3. Install and register

Start the installation wizard to install the application by following the screen instructions.

After the installation is complete click Finish to close the wizard and to run Desktop Messenger.

If it is the first time you use Desktop Messenger you must complete the registration. Register by entering your mobile phone number and your e-mail address.
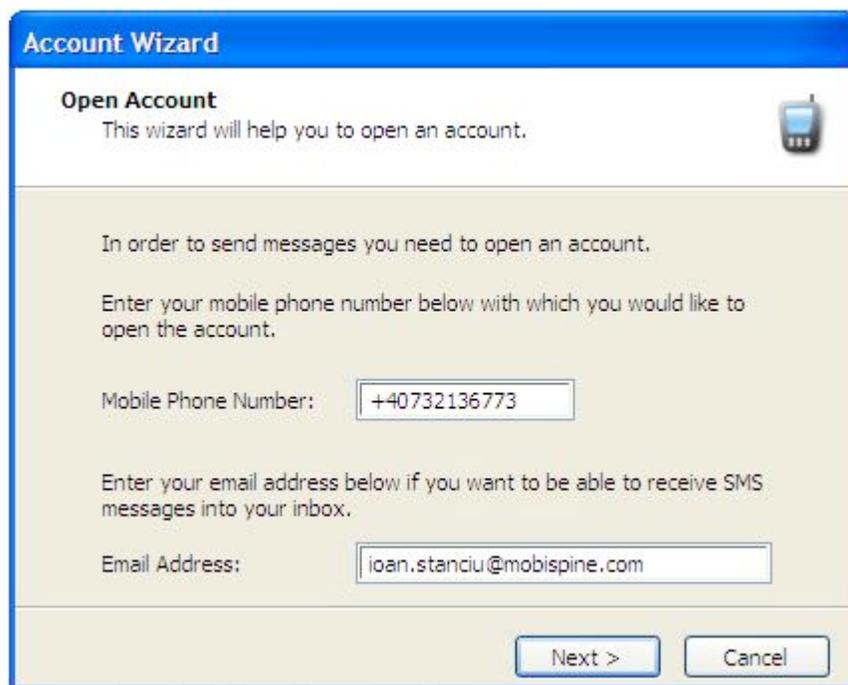
You will receive an SMS with a registration code. Enter the code and click Finish.

In case your registered your e-mail address you will also get verification e-mail. In some cases this feature is disabled.

Your account is now active and you can start using the MMS/SMS features!

4. Contacts

Desktop Messenger uses the computer's address books. Upload and manage all your contacts there. They will automatically be available in Desktop Messenger.

4.1. Add new contact

To add a new contact, click on the Address Book icon.

1) Select File | New Contact.

2) Enter the name and mobile number

3) Click Finish.

4.2. Add new group

Groups are convenient when you need to send SMS to many contacts at once.

1) To create a group, click on the Address Book icon and choose New Group.

2) Enter a group name

3) Add members to your group

4) Choose Ok when you are satisfied.

4.3. Auto-complete

You can also add recipients by start typing the name in the To-field. Choose from the matching contacts in the drop down list. Repeat this for each contact you want to add to your message.

5. SMS

5.1. Open a Desktop Messenger SMS window

There are many ways to open a new SMS window.

In Windows:

1) Right-click on the icon in the system tray and select New SMS

2) Double-click on the desktop icon.

3) Choose Programs, Desktop Messenger, and New SMS.
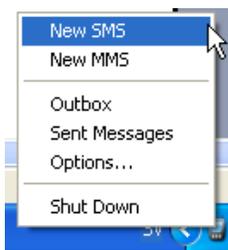
In Outlook Express/Windows Mail:

Click on Create SMS button in the toolbar and select New SMS.

In Internet Explorer:

Select New SMS in the dropdown menu of the toolbar.

To send text from your web browser, highlight the text, right-click and select Message | New SMS.
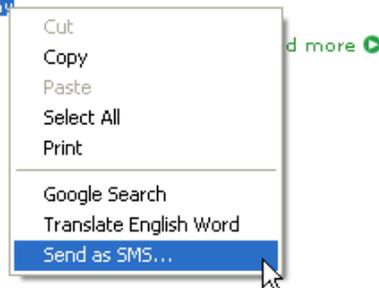
5.2. Write SMS

1) Choose the recipients:

   a) Clicking "To" will open the address book dialog window

   b) Click "down arrow" to choose the source of contacts:

      i) Windows Address Book

      ii) Outlook Address Book (from the Outlook plugin)

      iii) Exchange Address Book (from the Outlook plugin where a Microsoft Exchange Server is available)

Alternatively you can enter a persons mobile phone number; separate multiple recipients with a semicolon ";".

You can also select address book 'Groups' as recipients.

2) Add your SMS text in message area.

3) Click the Send button to send the message.
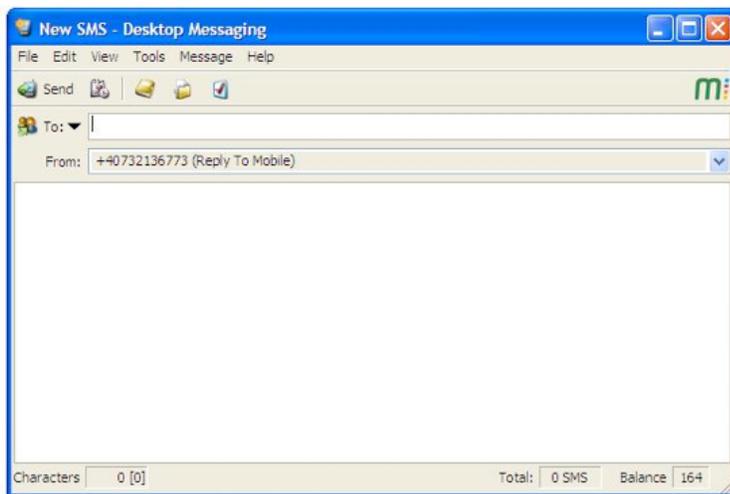
5.3. Character count

Each SMS message can contain up to 160 characters. Keep track of how many messages you create in the message status bar.

5.4. Schedule Message

To schedule a message click on the Schedule Message button. Set the delivery date and time for your message and click OK.
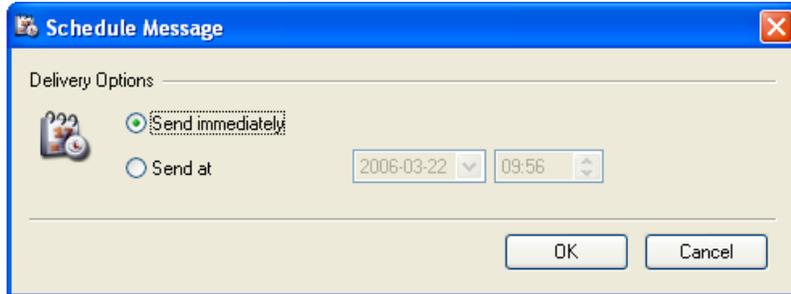
All scheduled messages are stored in the Outbox until they have been delivered.

5.5. Reply-to-Inbox

The Reply-to-inbox feature allows you to receive SMS replies directly to your e-mail inbox. To enable this for an SMS, select Reply-to-inbox in the From dropdown list.

6. MMS

6.1. Open Desktop Messenger MMS window

There are many ways to open a new MMS window.

In Windows:
1) Right-click on the icon in the system tray and select New MMS

2) Double-click on the desktop icon.

3) Choose Programs, Desktop Messenger, and New MMS.

In Outlook Express/Windows Mail:
Click on Create MMS button in the toolbar and select New MMS.

In Internet Explorer:
Select New MMS in the dropdown menu of the toolbar.

To send an image from your web browser right-click the image and select "New MMS".

7. Write MMS

1) Choose the recipients:

   a) Clicking "To" will open the address book dialog window

   b) Click "down arrow" to choose the source of contacts:

      i)   Windows Address Book

   ii) Outlook Address Book (from the Outlook plugin)

      iii) Exchange Address Book (from the Outlook plugin where a Microsoft Exchange Server is available)

Alternatively you can enter a persons mobile phone number; separate multiple recipients with a semicolon ";".

2) You can also select address book 'Groups' as recipients.

3) Add your MMS media and text in message area.

4) Click the Send button to send the message.

7.1. Add media to a MMS

You can add images, sounds or video files to you MMS messages.

Add images

You can add jpg, bmp, png, gif and tif formatted images. There are a couple of ways to add images to your MMS:
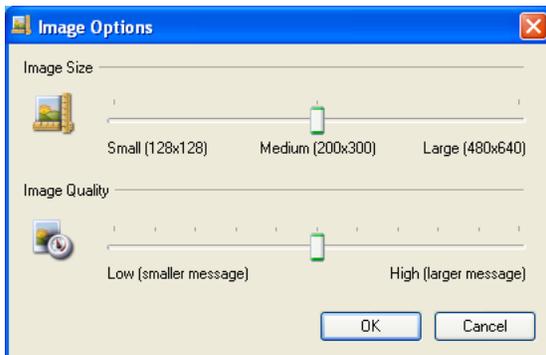
- Click on the Insert Image button to browse for images on your computer.

- Drag and drop an image from your desktop, your web browser, from e-mail attachments etc.

To delete an image choose Delete Image button.

You can control the size and quality of the images you send.

1) Click on the Image Options button.

2) Use the Image Size slider to set the maximum size of the image.

3) Use the Image Quality slider to set the quality. Be aware that there is a trade-off between quality and file size: higher quality provides sharper, more attractive images, but results in larger file sizes.

Add video
Desktop Messenger supports 3GP video file format.

- Click on the Insert Video Clip button to browse for videos on your computer.

- Drag and drop a video from your desktop, your web browser, from e-mail attachments etc.

To delete the video clip click Delete Video Clip.

To preview a video clip you have selected click on the Play Video Clip icon.

Add Sound
Desktop Messenger supports MIDI, AMR and WAV sound formats.

- Click on the Insert Sound button to browse for videos on your computer.

- Drag and drop a sound from your desktop, your web browser, from e-mail attachments etc.

To delete the audio clip click Delete Sound.

To play a sound you have selected click on the Play Sound icon.

Simple and Advanced Mode

Simple Mode is used for sending single-page MMS messages.

Advanced Mode is used for creating multi-page MMS messages. Switch from simple to advanced mode and vice verse in the main menu of the New MMS window.

Add new page

To add a new page to your MMS choose Add Page. The new page is always added to the end of the MMS.

Delete a page with the Delete Page button.

Page Duration for slide shows

To set the duration of a page in a slide show (how long the page will play back when the recipient views the MMS), select the page and choose Page Duration. Choose how many seconds you want the page to show and click on OK.

8. Outbox / Sent messages

To show the **Outbox** and **Sent messages** folders click the **Message folders icon.**
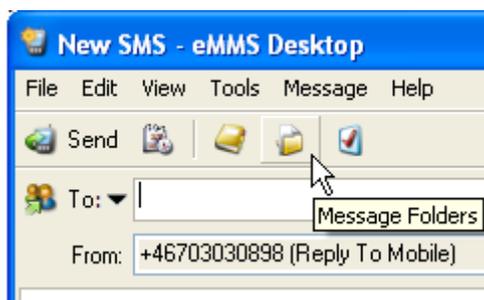
All, not yet sent and scheduled messages are temporarily stored in the **Outbox** folder.

All messages that have been sent are stored in the **Sent Messages** folder. You can view the details of the sent messages, including their status.

The MMS and the SMS have different icons to make it easier to see the difference.

8.1. Edit and delete messages in the Outbox folder

Double-click on a message to open it for editing. When you press Send, this will be treated as a new message and the original message will be removed from the Outbox. This function can be used when a message send has failed.

Delete messages from the Outbox by selecting them and pressing Delete button.

8.2. View a sent message

Double-click on a message to view it.

8.3. Forward a sent message

Double-click on a message to open it. Forward the message by changing the recipients and clicking on Send.

8.4. Delete messages in the Sent Messages folder

Delete messages from the Sent Messages folder by selecting them and pressing Delete button.

9. Templates and signatures

Instead of having to write and rewrite messages, you can create and store templates for information that you use frequently. For example "Meeting at...", "Delivery date has changed", "Dinner tomorrow". Templates are not available for MMS.

9.1. Create templates

Go to Tools | Edit Template in the New SMS window and click Add.
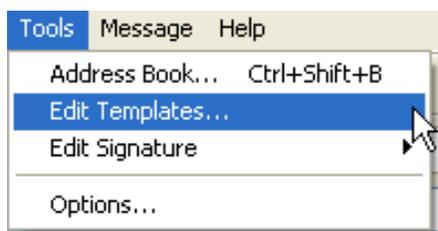
Enter a name for the template in the Name field, and write your message text, then click OK to store the message template.

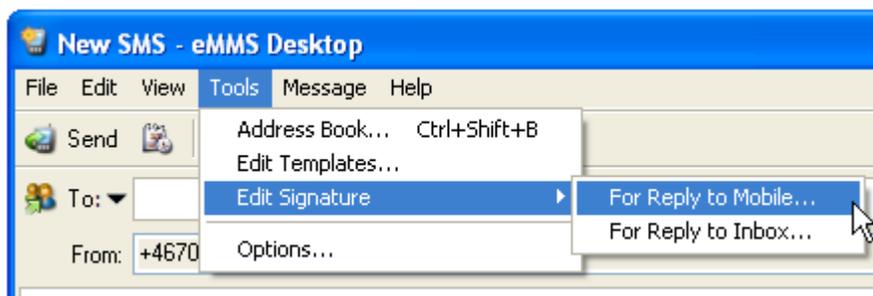To use your template; choose it from the dropdown menu in Message | Insert Template.

Delete a template by clicking on the Remove button.

You can create up to ten message templates.

9.2. Create signatures

Go to Tools | Edit Signature and click Add. Compose the signature, then click OK.

Your signature is automatically inserted into the text field when you open a new SMS.

10. Internet Explorer Toolbar

It's very convenient to create and send messages from the Internet Explorer toolbar.

1) Add a contact by entering the number in the To field, or using the auto complete by starting to type the name of a contact.

2) Write your message, with up to 160 characters. Texts longer than 160 characters will be truncated. The Text field supports drag-and-drop.

3) Send your message.
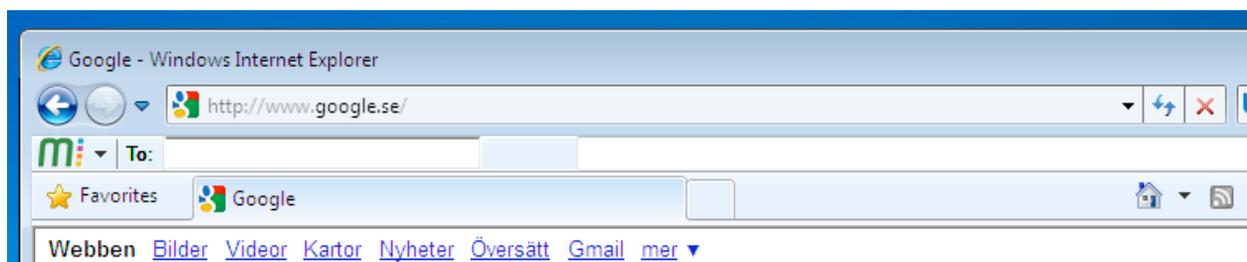
10.1.   Logo menu

The logo menu contains message folders, options and general functions.

- Home page link.

- New SMS - opens a new SMS window

- New MMS - opens a new MMS window

- Manage contacts - opens the computer address book

- Options - opens the Options window.

- Sent SMS – contains all sent messages

- SMS Outbox – contains unsent messages

- Help

- About

- Disable - deactivates the toolbar

11. Plug in for Microsoft Outlook

The Outlook plug-in is compatible with Office 2003, Office 2007 and Office 2010.
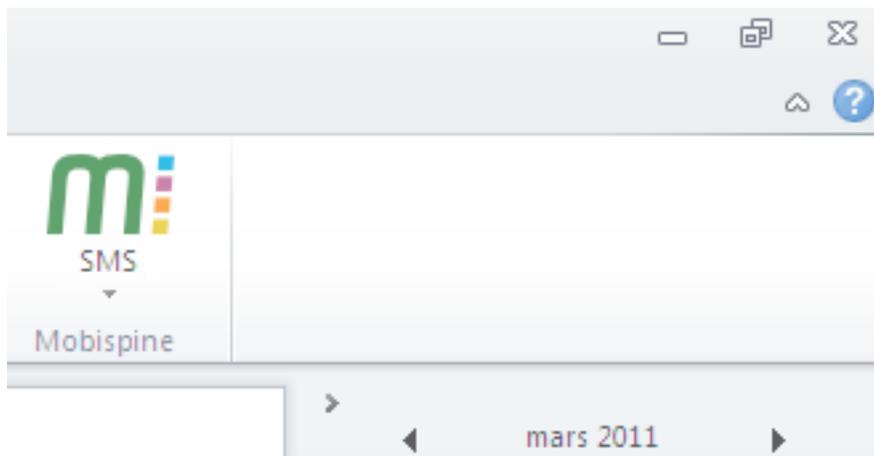
11.1.   Adding contacts

The Outlook plug-in uses Outlook or Exchanges global address books.

11.2.   Adding meeting reminders

When you create an appointment in Outlook calendar, you can choose to receive an SMS reminder. Make sure the button shows SMS Reminder ON.

Note: This feature is only available if enabled in the General tab in Options. See Options section for more information.

The reminder is sent at the time specified for the standard Outlook reminder.

Note: When creating a recurring meeting, an SMS reminder can only be created for the first meeting.

11.3.   Message folders

Outbox
If a message could not be sent or if the message is scheduled to be sent later, you find it in the Outbox. Select SMS / MMS Outbox in Outlook's folder list.

Edit and resend a message
Double-click a message to open it and change it.

When you press the Send the message is treated like a new message thus removing the original message from the Outbox.

Delete messages in the outbox

Delete unwanted messages from the outbox by highlighting them and pressing Delete in the Edit menu.

Sent messages

All messages sent from your computer are stored in your Sent messages. You can view the details, and their status.

12. Plug-in for Outlook Express/Windows Mail

Sending messages from Outlook Express and Windows mail is as easy as sending emails.

- In Windows XP choose Create message button to create and send your messages.

- In Windows Vista choose New SMS from the Message menu.

13. Live Update

The application will notify you when there is a new version available. Download the updates by clicking on the alert, which opens a webpage with a download link.

13.1.   Options

The Options window allows you to configure Desktop Messenger to meet your specific needs.

Open the Options window, by clicking the Options button.
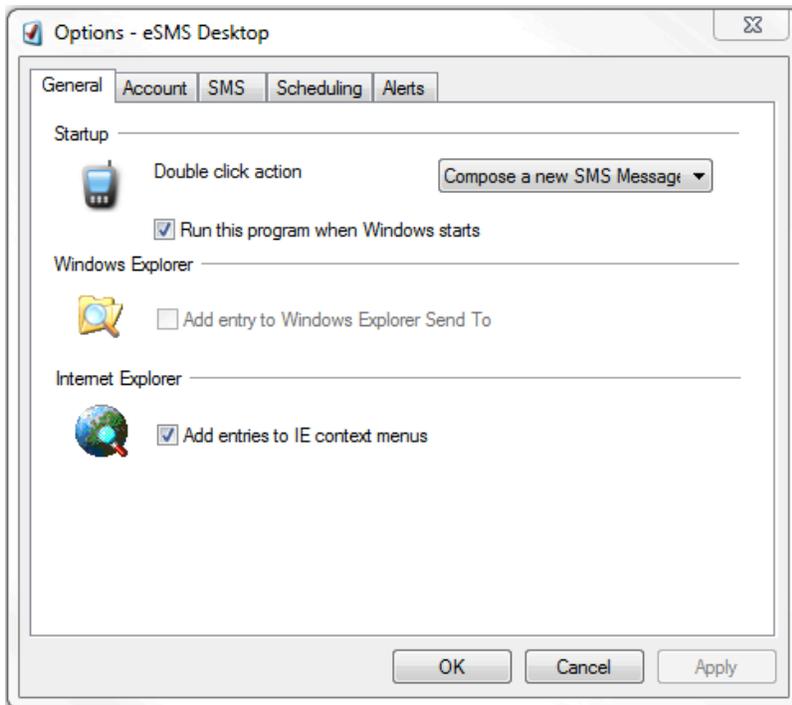
General
Specify if Desktop Messenger should start up when Windows starts.

Start up
Specify what you want Desktop Messenger when you double click on the icon in the system tray and desktop icon.

Account
Here you specify the default originator (mobile phone number). The "Reply to Mobile" option is initially selected when you install the application and may be the only option available to you, depending on how your application is configured.

The Register Account button allows you to start the account registration process again. See the Registering a Desktop Messenger account section for more details.

MMS

Default Image Size
Use the slider to specify the desired size of your MMS images.

Default Image Quality
Use the slider to select the image quality of your MMS images. Higher quality results in sharper, more attractive images, but also in larger image file sizes.

Default Page Duration
Specify the number of seconds that each page of a multi-page MMS message is shown on the recipient's phone.

Maximum Message size
Limit the size of your MMS messages. The size is set to 100kb default.

SMS

Message Format
Use this setting to specify how you want your messages to be sent, when they exceed the maximum length of 160 characters.

Options:
- Send only one SMS per message. If the message exceeds 160 characters, the message is rejected.

- Allow long messages. You can type more than 160 characters. As the option text says, messages longer than 160 characters will be sent as multiple linked SMS messages.

Check Always Insert Signature to add a signature automatically to your messages.

Alerts
This is where you set several alert options.

- Not all recipients have a valid phone number (sending a message) – alerts you when you attempt to send a message and at least one recipient lacks a valid mobile phone number.

- Sending a message at a later time (Scheduled message) –alerts you when a message is scheduled and will be sent at a later time.

- Modifications will be lost (closing message window) – warns that you are about to lose the message text when you attempt to close a New SMS window.

- Modifications will be lost (opening a template) – alerts you that the template text will replace your text.

- There are messages in the Outbox (shutting down application) – alerts when you attempt to shut down Desktop Messenger and there are messages in the outbox waiting to be sent.

- A message will be permanently deleted – warns before deleting a message.

- A template will be permanently deleted – warns before deleting a template.

- I have not used the application in over a week –alerts you when a week has passed without you using the application.

- There is a new client available for download – notifies you when a new version of the application is available.
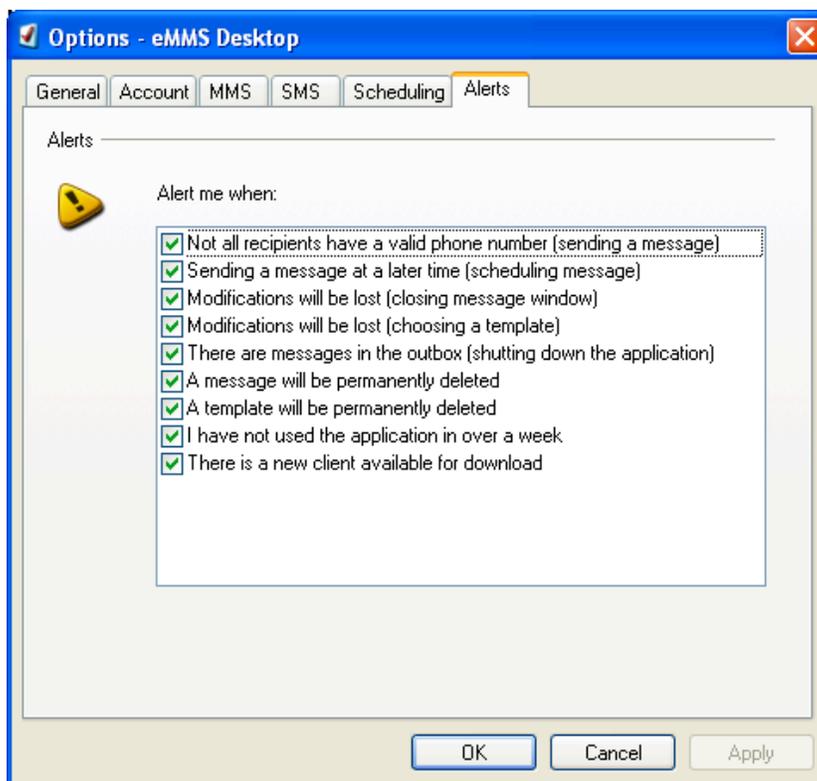
14. Uninstall

It's easy to uninstall Desktop Messenger. Go to control panel - Add/Remove programs, select Desktop Messenger and follow the instructions to uninstall.