



PhonePad Instruction Sheet

Installing and Setting Up MessageSender

To enable the **Automatic Message Forwarding** feature in PhonePad 4, you need to install and run MessageSender on **one** computer on your network. If you have a Local Area Network (LAN), you would normally install MessageSender on a file server, although you can alternatively run it from a stock standard workstation. Keep in mind though that the computer needs to remain logged in.

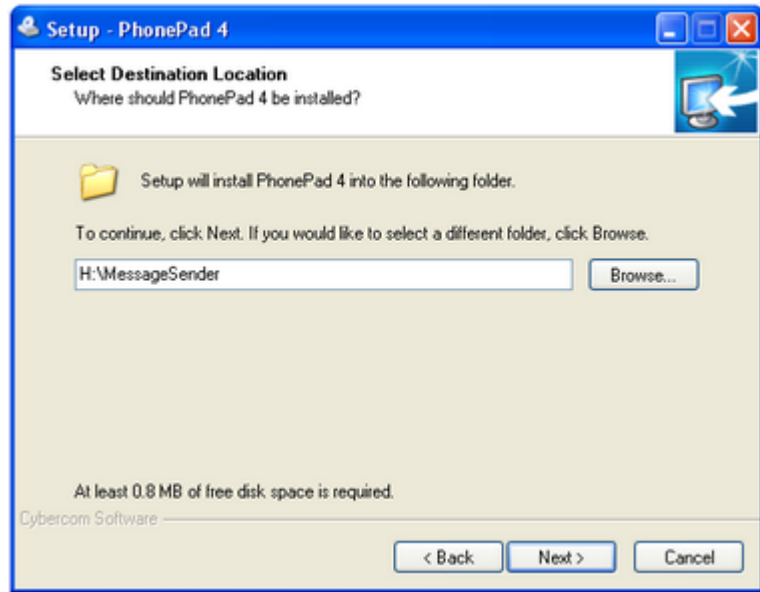
Installing MessageSender

Installing MessageSender is simple. You use the same setup program you used to install PhonePad.

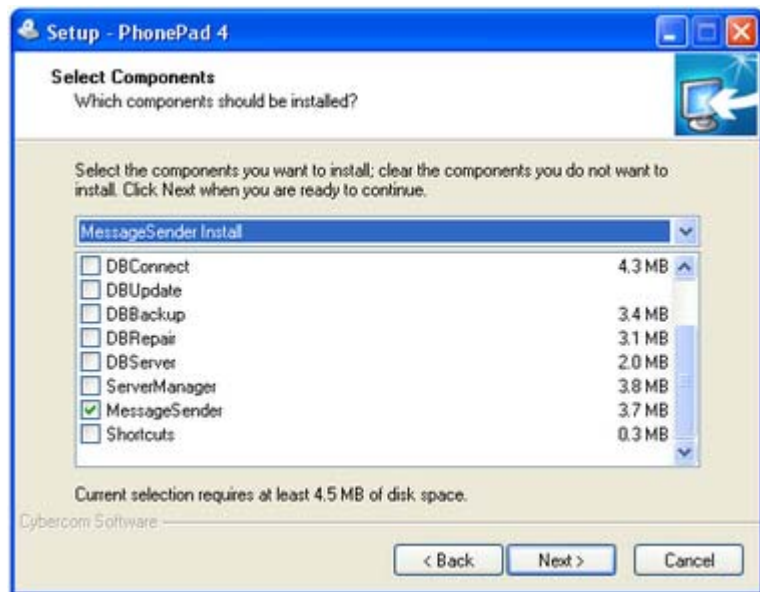
1. Run **PhonePad4Setup.exe**.



2. Click **Next**.
3. Select **I accept the agreement** and click **Next**.
4. Click **Next**.
5. Specify the directory you want to install MessageSender in.



6. Click **Next**.
7. Select **MessageSender Install**.



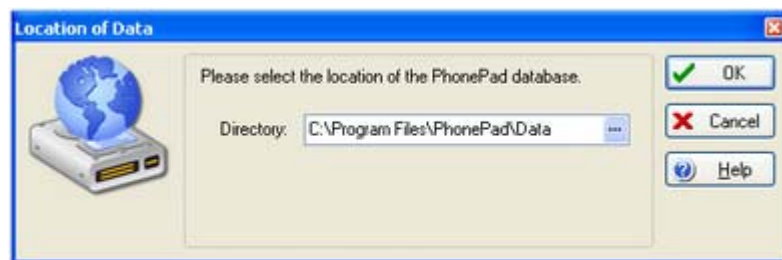
8. Click **Next**.
9. If you get a message that says "**Components Exist**" click **Yes**.



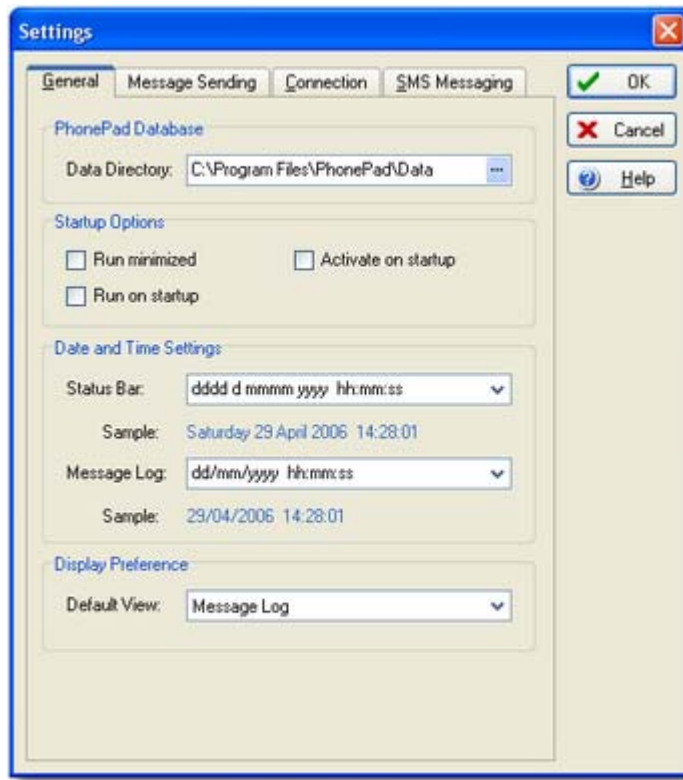
10. Click **Next**.
11. If you want a desktop icon then select **Create a desktop icon**. If you want a quick launch icon then select **Create a Quick Launch icon**.
12. Click **Next**.
13. You should now be ready to install MessageSender. Review the information to ensure it is correct and then click **Install**.
14. Click **Next**.
15. Click **Finish**.

Setting Up MessageSender

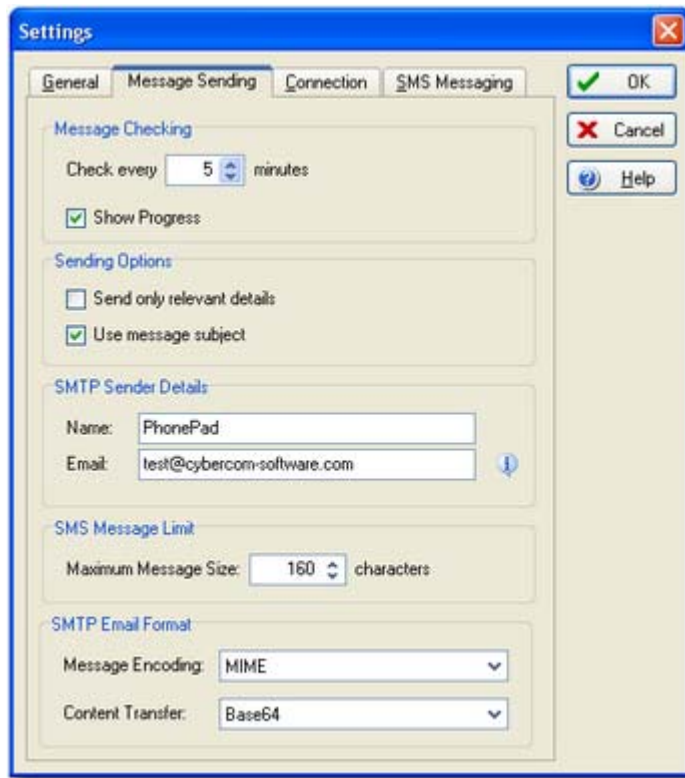
1. Run **MessageSender**.
2. You should be prompted for the location of the PhonePad data directory. Enter the name of the directory.



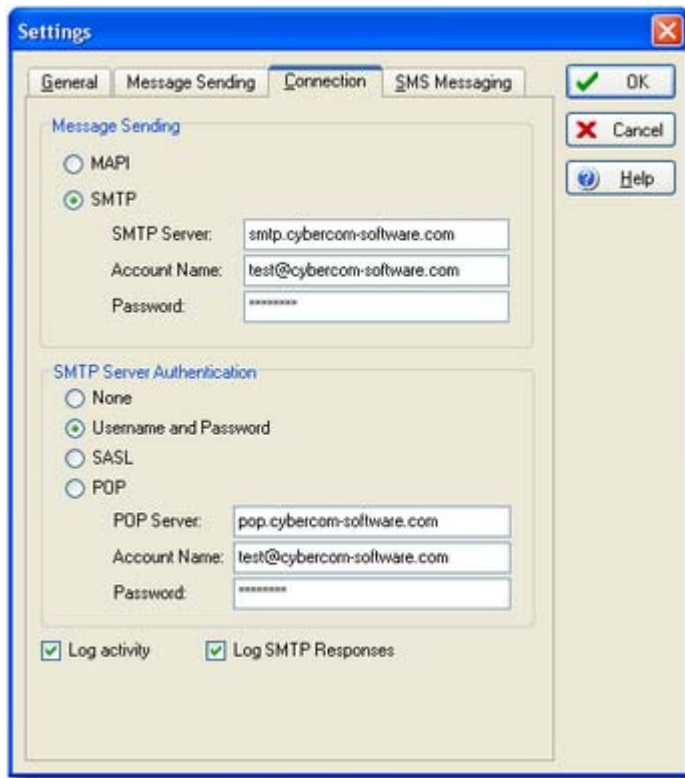
3. Click **OK**.
4. Select **Settings** from the **Tools** menu.
5. The **Settings** window will be displayed.



6. The **Data Directory** displayed should be the same as the one you entered earlier.
7. Select the **Run Minimized** checkbox if you want MessageSender to be minimized on startup.
8. Select the **Run on Startup** checkbox if you want MessageSender to automatically start whenever the computer it is installed on starts. This is highly recommended.
9. Select **Activate on Startup** if you want MessageSender to start checking for messages automatically when it starts. This is useful if you have **Run on Startup** also enabled because, if the computer MessageSender is installed on is rebooted, MessageSender will automatically start up and start forwarding messages without any intervention from you.
10. **The Date and Time Settings** allow you to customize the appearance of dates and times in the **Message Log** and MessageSender's status bar.
11. The **Default View** option under **Display Preferences** allows you to specify which tab in the main window should be displayed when MessageSender starts, ie. **Message List** or **Message Log**.
12. Click on the **Message Sending** tab.



13. **Message Checking** should automatically be checked and set to the default of 5 minutes. You can increase or decrease the number of minutes if you wish but generally 5 minutes is appropriate.
14. **Show Progress** displays a progress bar on the MessageSender main window.
15. When the **Send Only Relevant Details** checkbox is checked, any fields that are unchecked in phone messages won't be included.
16. If you have **Use Message Subject** checked, the phone or text message's subject will be used for the email subject. When unchecked, the email subject will be "Message from PhonePad".
17. Under **SMTP Sender Details**, you can specify the **Name** and **Email** address for the sender of the forwarded messages. For instance, you could use "*MessageSender*" as the **Name** and "*messagesender@xyzcorporation.com*" as the **Email** address. However, you should be aware that some mail servers require that the **Email** address be the same as the **SMTP Account Name**.
18. **SMS Message Limit** relates to the maximum length of messages forwarded to mobile/cell phones. This is not covered in these instructions.
19. The **SMTP Email Format** options allow you to specify how messages should be formatted when sent to your mail server. Generally, **Message Encoding** should be set to **MIME** and **Content Transfer** should be set to **Base64**, however, you may have to play with these settings if you experience problems with your mail server not accepting the messages.
20. Click on the **Connection** tab.



21. Select **MAPI** if you want MessageSender to use the Windows Simple Messaging API (MAPI) functions to send messages. MessageSender must have access to MAPI32.DLL on the machine it is running on. Please note that if you use Microsoft Outlook 2003 or later, you will probably get a message asking you to confirm sending any messages. In this case you will not be able to use MAPI.
22. If you want MessageSender to send messages via an SMTP server then check the **SMTP** radio button.
23. The following settings only apply to SMTP.
24. Specify the name of your **SMTP Server**.
25. Enter the **Account Name** MessageSender should use to login to the SMTP Server. Please note that some mail servers require that the **Email** setting under **SMTP Sender Details** under the **Message Sending** tab be the same address as the one specified in this setting.
26. Enter the **Password** for the SMTP Server account.
27. Under **SMTP Server Authentication**, select the appropriate authentication for your mail server. Generally **Username and Password** is the normal setting.
28. When **Log Activity** is checked, all actions performed by MessageSender will be displayed in the MessageSender log view on the main screen.
29. If you enable **Log SMTP Responses**, MessageSender will also log the information it gets back from your mail server. This can be useful in troubleshooting problems you may have with the mail server. Please note that this settings is only valid if the **Log Activity** setting is enabled.
30. Click **OK**.

That's it. MessageSender should now automatically forward messages via email (as long as users have this enabled in PhonePad).