

# Setting Up SMS (Text) Notifications - Administrator

1. Login as an Administrator
2. From your Admin tab go to Manage Users
3. Select and double click on the User for whom you are setting up notifications
4. This will bring up that Users Settings Profile
5. On the Profile page find "Primary SMS"

The screenshot shows the FAXAGENT user settings profile page. The page has a dark header with the FAXAGENT logo and navigation links: DASHBOARD, SEARCH, VIEW, SEND, SETTINGS (highlighted), ADMIN, and LOGOUT. Below the header is a sub-header with tabs: PROFILE (highlighted), FILTERS, PASSWORD, NOTIFICATIONS, PERMISSIONS, and BILLING. On the right side of the sub-header are 'SAVE' and 'RESET' buttons. The main content area contains various settings for a user named 'Test User'. A red arrow points to the 'Primary SMS' field, which is currently empty. Other fields include 'Display Name', 'Phone', 'Company', 'Fax CSID', 'Primary Email', 'Notify On Send: Email', 'Notify On Receive: Email', 'Caller Id', 'Notify On Send: SMS', 'Notify On Receive: SMS', 'Area Code', 'FaxBridge Receive Device', 'FaxBridge Send Behavior', 'FaxBridge Receive Delivery', 'Email Attachment Format', 'Account Code', 'Cover Page', 'Primary Fax Number', and 'All Assigned Fax Numbers'. A 'Notification Icon Legend' is also present at the bottom right.

6. Type in the phone number you wish to receive SMS notifications to, followed by the appropriate provider suffix found below
7. For example:
  - o A Verizon customer would input: [8005551212@vtext.com](mailto:8005551212@vtext.com)
  - o An ATT customer would input: [8005551212@txt.att.net](mailto:8005551212@txt.att.net)
8. Use this chart to determine your provider suffix
  - o Alltel = message.alltel.com
  - o AT&T = txt.att.net
  - o Boost Mobile = myboostmobile.com
  - o Cingular = txt.att.net
  - o Cricket Wireless = sms.mycricket.com
  - o Nextel = messaging.nextel.com
  - o Sprint = messaging.sprintpcs.com
  - o T-Mobile = tmomail.net
  - o Verizon = vtext.com
  - o Virgin Mobile = vmobl.com
  - o Bell Canada = txt.bellmobility.ca
  - o Centennial Wireless = cwemail.com
  - o Cellular South = csouth1.com
  - o Cincinnati Bell = gocbw.com
  - o Metro PCS = mymetropcs.com

- Qwest = qwestmp.com
- Rogers = pcs.rogers.com
- Suncom = tms.suncom.com
- Telus = msg.telus.com
- US Cellular = email.uscc.net

9. Once your Primary SMS is set you will need to set up notification preferences

The screenshot displays the FAXAGENT user settings interface. The top navigation bar includes 'DASHBOARD', 'SEARCH', 'VIEW', 'SEND', 'SETTINGS', 'ADMIN', and 'LOGOUT'. Below this, the 'NOTIFICATIONS' tab is selected, with other tabs like 'PROFILE', 'FILTERS', 'PASSWORD', 'PERMISSIONS', and 'BILLING' visible. The settings are organized into several sections:

- Profile:** Display Name (Test User), Phone, Company (Test), Fax CSID (inherited/FAXAGENT).
- Email:** Primary Email (TestUser@example.com), Notify On Send: Email (failure), Notify On Receive: Email (all), Caller Id (inherited/5094570051).
- SMS:** Primary SMS (8005551212@txt.att.net), Notify On Send: SMS (failure), Notify On Receive: SMS (all), Area Code (inherited/509).
- FaxBridge:** FaxBridge Receive Device, FaxBridge Send Behavior (do not print), FaxBridge Receive Delivery (no).
- Other:** Email Attachment Format (tif), Account Code, Cover Page (CoverPage), Primary Fax Number (8182001113), All Assigned Fax Numbers (8182001113), and Notification Icon Legend (notifications disabled, notification attachments disabled).

Two red arrows highlight the 'failure' and 'all' selections in the 'Notify On Send: Email' and 'Notify On Receive: Email' dropdowns. The 'SAVE' and 'RESET' buttons are located in the top right corner of the settings area.

10. Notify on Send will set the behavior for when you send a fax
11. Notify on Receive will set the behavior for what happens when you receive a fax
12. Once these are both set hit SAVE in the top right corner
13. Send yourself a test fax to ensure the notification is working properly