

User Guide

For mundu SMS (v1.3) on Symbian 2nd Edition



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1. About this Guide

This user guide serves as a handy reference while using the mundu SMS application on a Symbian 2nd Edition phone. The various features and functionalities of the application have been explained in this guide with the help of appropriate screens and descriptions.

1.1. Intended Audience

This guide is intended for all Symbian 2nd Edition phone users who have the mundu SMS application and want to know about the features of the application. This guide is organized into logical sections that help you to familiarize with the application.

1.2. Conventions Used

Throughout this guide, we will refer to specific items of information in the following ways:



An additional point that needs attention.



An alternate way of performing a task.



Action button(s)

<**Button name**> Describes the action buttons available on the screen



Menu option(s)

<**Option name**> Describes the menu options available on the screen

2. Getting Started

This section describes the essential functions that will enable you to get started and familiarize with the application.

2.1. Technical Requirements

Ensure you have a Symbian 2nd Edition phone with WAP or advanced GPRS.

2.2. Installing mundu SMS



Ensure that Internet is enabled on your phone.

To install mundu SMS:

From your phone browser, navigate to <http://m.mundusms.com> and select the **Download** link. Once the file is downloaded, the installation process starts automatically. Follow the instructions on your phone to complete the installation.

2.3. Launching mundu SMS

To launch mundu SMS:


1. From the Home screen, navigate to the menu and select the **mundu SMS**  icon.
2. Select **Options** → **Open** or press the CENTER key to launch mundu SMS. The launch screen is displayed. If you are launching the application for the first time, the end user license screen appears a few seconds after the Launch screen is displayed.



Figure 1: Launch Screen



Action button(s)

Exit Enables you to close and quit the application

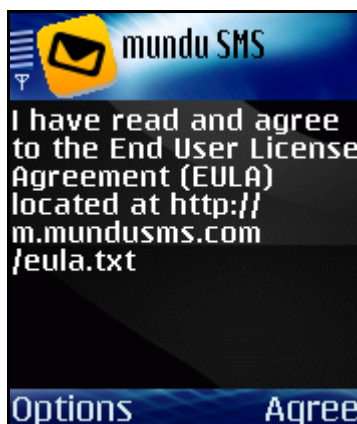


Figure 2: End User License Screen

 **Menu option(s)**

Visit EULA Opens the End User License Agreement page in the default browser

Disagree Indicates that you have read and not accepted the terms and conditions of use. If you select this option, the end user license screen will be displayed on every launch until you select the **Agree** option.

3. Select **Agree** if you agree to the terms and conditions of use. On agreeing, the screen to activate your account is displayed.

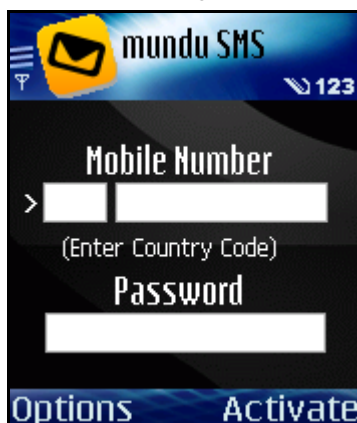



Figure 3: Activate mundu SMS Account



Once you select **Agree**, the end user license screen is not displayed on launching the application subsequently. This is irrespective of whether you sign in to the application or not.

 **Menu option(s)**

Register Enables you to register your mobile number for mundu SMS service

Clear Deletes the text entered in the focused field

Forgot Password Enables you to retrieve your password in case you have forgotten or lost it

About mundu SMS Enables you to view product-specific information

2.4. Registering and Activating mundu SMS

In order to activate and start using the application, you would need to register your mobile number for the mundu SMS service.

To register your mobile number:

1. From the screen to [activate](#) your account, select **Options** → **Register**. The screen to register for mundu SMS is displayed.



Figure 4: Register for mundu SMS

2. Enter your country code in the first text box and then move to the second text box. The text changes to **Enter Mobile Number**.

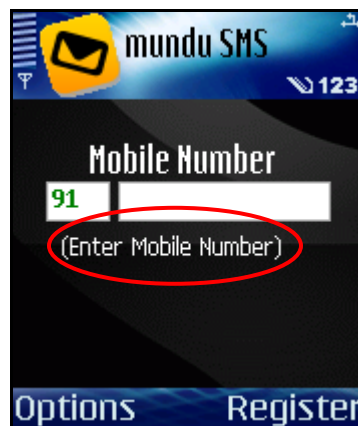


Figure 5: Enter Mobile Number Text Box

3. Enter your mobile number and select **Register**. A message confirming successful registration is displayed and two SMSes are sent to your registered mobile number: the first SMS confirms the subscription and the second contains the password that needs to be used to activate your account.
4. Select **OK** to close the message. The screen to activate your account is displayed with the country code and registered mobile number populated in the appropriate fields.
5. Enter the password received on your mobile phone via SMS on successfully registering for the application and select **Activate**. While activating, the application checks whether any updates are available. On activating successfully, the Main Menu screen is displayed.

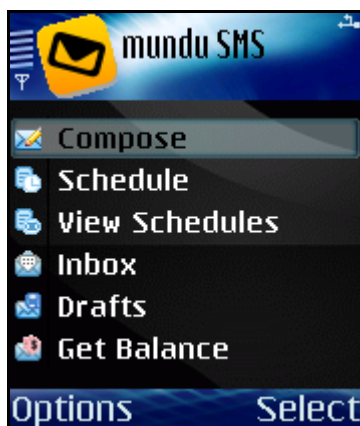


Figure 6: Main Menu

You can use the Main Menu screen to perform all functions related to mundu SMS such as composing and scheduling SMSes, viewing scheduled and sent SMSes, viewing drafts, and checking / transferring credits.

 **Menu option(s)**

Invite Friend Allows you to recommend mundu SMS to a friend. For more details, refer [Inviting a Friend](#).

Change Password Enables you to modify your existing mundu SMS password

Check for Updates Verifies whether any updates are available for the application. For more details, refer [Working with Updates](#).



You need to activate your account only once. The application does not prompt you to enter your details subsequently.

3. Working with SMS

This section familiarizes you with features such as composing and sending an SMS, viewing and forwarding SMSes, and deleting sent SMSes.

3.1. Composing and Sending an SMS

mundu SMS enables you to compose and send an SMS from your mobile phone.

To compose and send an SMS from your mobile phone:

1. Select the **Compose** option from the Main Menu screen. The screen to compose an SMS is displayed.



Figure 7: Screen to Compose SMS

2. Enter the contact number to which you want to send the SMS in the **To** field.



When entering the contact number, prefix the number with a plus (+) sign and the country code or enter only the ten-digit mobile number.

You can add multiple numbers, by separating each number with a comma (,) or semicolon (;).

3. If required, you can add contacts from the phone book. To do so:
 - a. Place the focus on the **To** field and press the **CENTER** key on your phone. The phone contacts are displayed.
 - b. Navigate to the contact name you want to add and press the **CENTER** key to mark the contact. Select as many contacts as required.
 - c. Select **OK**. The contact numbers are added to the **To** field.
4. In the text area, enter the message you want to send.

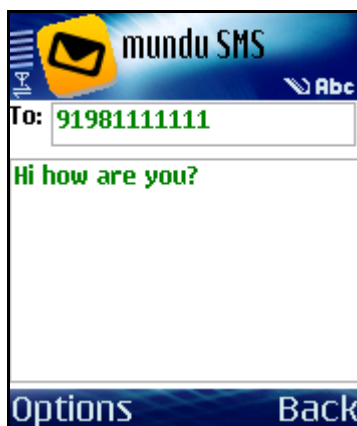


Figure 8: Composed Message

 **Action button(s)**

Main Menu Enables you to return to the Main Menu screen.

Back Enables you to return to the Main Menu screen. Note that, this option is displayed only on navigating to the compose screen after launching the application for the first time. Subsequently, the **Main Menu** option is displayed.

 **Menu option(s)**

Send Enables you to send an SMS

Save to Drafts Enables you to save the typed message as a draft

Copy Copies the text entered in the Compose screen

Paste Enables you to paste the copied text

Clear Deletes the text entered on the focused field

5. Select **Options** → **Send**. The message is sent to the contact and the alert **Message Sent Successfully** is displayed.



Figure 9: Message Sent Successfully Pop-Up

You can view the message that you have sent by navigating to the sent items screen. The sent messages are displayed as shown in the figure below.



Figure 10: Sent Messages

 **Menu option(s)**

- Open** Enables you to open and view the entire message
- Forward** Enables you to resend the message to another contact
- Delete** Deletes the selected SMS from the sent messages screen
- Delete All** Deletes all the SMSes from the sent messages screen



To view a message, select the message and then select **Menu → Open** or press the **CENTER** key.

3.2. Scheduling SMSes

You can schedule an SMS and send them on a particular date and time to your contact. You can view the scheduled SMS from your phone browser and delete the scheduled SMS if you want.

To schedule an SMS:

1. From the Main Menu, select **Schedule New**. The screen to schedule a message is displayed.
2. Enter the message as required and add contacts from your [address book](#) or enter a contact number in the **To** field.
3. Select **Options → Schedule**. A screen displaying the date and time to schedule the message is displayed.



Figure 11: Schedule SMS

4. In the **Date** field, enter the date in the DD-MM-YYYY format.
5. In the **Time** field, enter the time in the HH:MM format. To change AM / PM, highlight the same and press any key on your phone.
6. Select **OK**. A message confirming successful scheduling is displayed.

You can view a list of SMSes that you have scheduled.

To view a list of scheduled SMSes:

1. From the Main Menu, select **View Schedules**. The Schedule Messages WAP page opens in the phone browser.

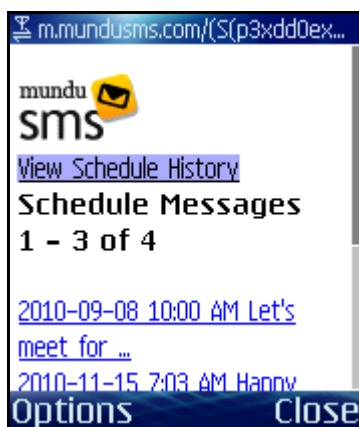


Figure 12: Schedule Messages

👉 Additional link(s)

View Schedule History Displays a list of scheduled messages sent

2. Select the message that you want to view.

👉 Action button(s)

Delete Enables you to delete the scheduled message(s)

3.3. Searching SMSes

To search an SMS:

1. Select the **Search** option from the Main Menu screen. The Search screen is displayed.



Figure 13: Screen to Search for SMS

 **Menu option(s)**

Open Enables you to open and view the entire message. Note that, this option is displayed after you search and highlight a message.


2. Enter the characters to locate the specific message and then select **Options → Search**. The application searches for the message in the Inbox and displays relevant results.

3.4. Forwarding an SMS

You can resend an SMS to another contact by using the Forward option.

To forward an SMS:

1. From the Main Menu screen, select the folder from which you want to forward the SMS. You can forward SMSes from the Inbox, Sent and Drafts folder. On selecting the appropriate option, the folder opens and the messages within the folder are displayed.
2. Select the required message that you want to forward.
3. Select **Options → Forward**. On selecting the Forward option, the message editor is displayed with an empty **To** field.

 If you are forwarding a message from the Inbox, you need to open the message and then select **Options → Forward** to send the message.

4. Enter the message as required and add contacts from your [address book](#) or enter a contact number in the **To** field.
5. Select **Options → Send**. The message is sent to the contact and the alert **Message Sent Successfully** is displayed. You can view the message that you have sent by navigating to the Sent folder.

3.5. Deleting SMSes

You can delete sent SMSes and drafts, if required.

To delete an SMS:

1. From the Main Menu screen, select the **Sent** or **Drafts** option. The messages within the selected item are displayed.
2. Select the SMS to be deleted.
3. Select **Options** → **Delete**. A confirmation prompt is displayed.

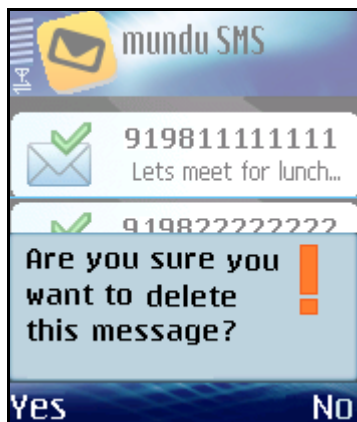


Figure 14: Delete Message Confirmation Prompt

4. Select **Yes** to delete the message.

3.6. Working with Drafts

Drafts are messages that you type and save, which can be sent to contacts at any point of time. mundu SMS allows you to create, save, and view drafts.

3.6.1. Creating and Saving Drafts

To create and save drafts:

1. Select the **Compose** option from the Main Menu screen and press the **CENTER** key. The screen to compose the message is displayed.
2. Enter the message that you want to save as a draft.
3. If required, you can type the contact number(s) in the **To** field.
4. Select **Menu** → **Save to Drafts**. The message you typed is saved as a draft.

To save a message sent or received as draft:

1. Select the **Sent** or **Inbox** option from the Main Menu screen. The folder opens and the messages within the folder are displayed.
2. Select the message to be saved as a draft.
3. Select **Options** → **Open** to view the message. Alternatively, you can press the **CENTER** key.
4. Edit the message if required.



To view the menu options on opening a message, click [here](#).

5. Select **Options** → **Save to Drafts**. The message is saved as a draft.

3.6.2. Viewing Drafts

To view drafts:

1. Select the **Drafts** option from the Main Menu screen. The saved drafts are displayed.

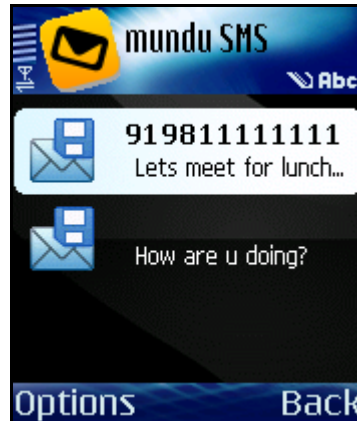


Figure 15: Saved Drafts

2. Select the message and press the **CENTER** key to view the message. Alternatively, you can select the message and then select **Options** → **Open**.

4. Advanced Options

This section describes the options related to managing your balance, inviting a friend to use mundu SMS and changing your mundu SMS password.

4.1. Recharging Credits

You can recharge your credits with the required amount once your current balance is exhausted.

To recharge credits:

1. Go to www.mundusms.com and click the **Recharge** link. You will be prompted to login.
2. Login to your mundu SMS account. The Buy page is displayed.

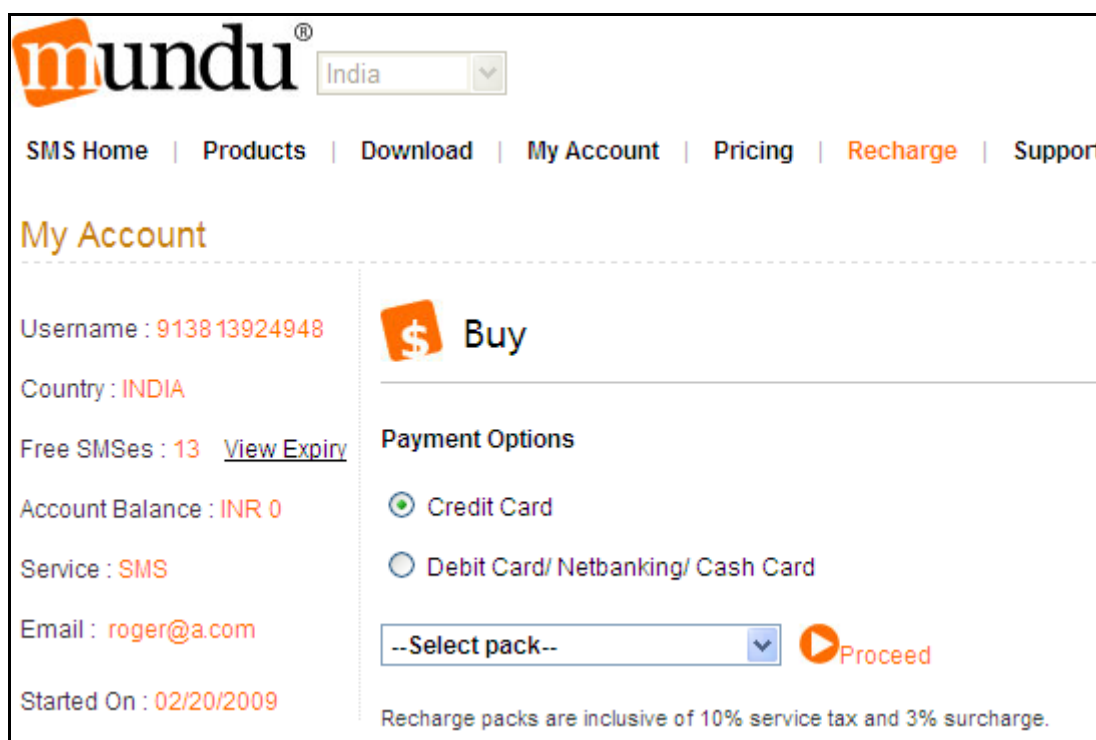


Figure 16: Buy Web Page

3. Enter the appropriate payment details and proceed to make the payment. Once your balance is updated, you can verify the same on the mundu SMS site.

4.2. Checking Credits

To check credits:

1. From the Main Menu screen, select **Get Balance**. The SMS balance is displayed.

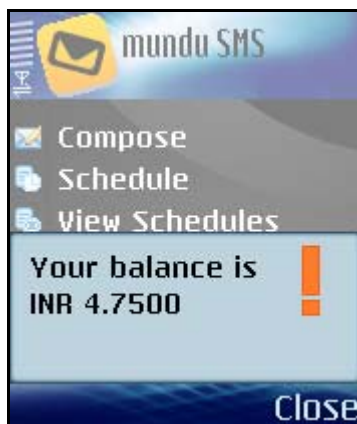


Figure 17: SMS Credits

2. Select **Close** to exit the pop-up.

4.3. Transferring Credits

mundu SMS enables you to transfer credits from your account to another mundu SMS account.



You can transfer credits only to an existing mundu SMS user. You cannot transfer free credits.

To transfer credits:

1. Select the **Transfer Balance** option from the Main Menu screen. The Transfer Balance screen is displayed.



Figure 18: Screen to Transfer Balance

2. In the **Mobile Number** text box, enter your friend's contact number. Ensure that you include the country code before the contact number.
3. In the **Amount** text box, enter the amount of credits to be transferred and select **Transfer**. On successful transfer of credits, a message pop-up is displayed.
4. Select **Close** to exit the pop-up.

4.4. Changing mundu SMS Password

To change your mundu SMS password:

1. From the Main Menu screen, select **Menu → Change Password**. A pop-up for entering the new password is displayed.

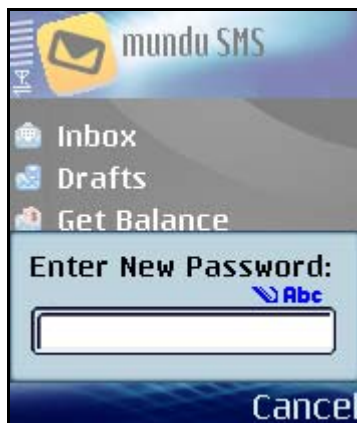


Figure 19: Enter New Password Text Pop-up

2. In the **Enter New Password** field, enter a password of your choice.
3. Select **OK**. The password is changed to the specified new password. You need to verify your account by entering the new password.



The **OK** option is displayed when you start entering the required details.

4.5. Inviting a Friend

You can invite your friends to subscribe to mundu SMS by sending them an invite through the application. You can invite only a limited number of friends.

To invite a friend:

1. From the Main Menu screen, select **Menu → Invite Friend**. The Enter Number pop-up is displayed.



Figure 20: Enter Mobile Number Pop-up

2. In the **Enter Mobile Number** text box, enter the mobile number of your friend whom you want to invite. Ensure that you prefix the mobile number with the country code.
3. Select **OK** to send the invite. A message pops up on the screen to confirm that the invite has been sent successfully.

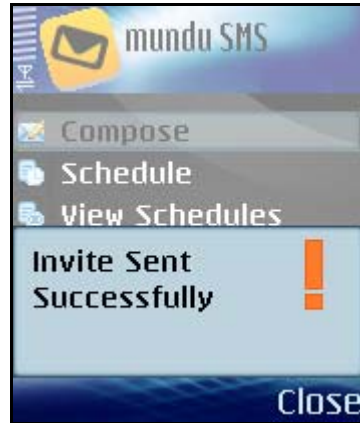


Figure 21: Invite Sent Successfully

4. Select **Close** to exit the pop-up.

5. Miscellaneous

This section helps you to know details regarding the mundu SMS version that you are using, working with updates, exiting and uninstalling the application.

5.1. Viewing the About Screen

The About mundu SMS screen displays product information, such as the product logo, the product version, the build identifier, the product URL and the copyright information.

To view the About screen:

1. From the Main Menu screen, navigate to **Options → About mundu SMS**. The About screen is displayed.



Figure 22: About mundu SMS Screen

2. Select **OK** to close the About mundu SMS screen.

5.2. Working with Updates

It is strongly recommended that you use the latest version of mundu SMS as it may contain important bug fixes, new features, or general improvements.

5.2.1. Forced Update

This is a compulsory update, which means that you need to install the new version of mundu SMS in order to continue using it.

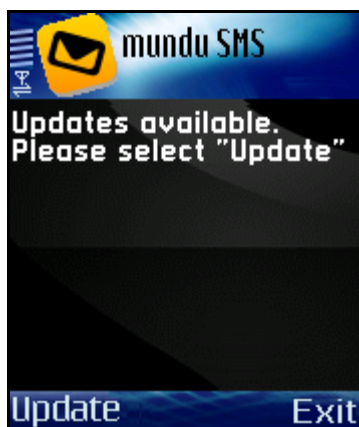


Figure 23: Forced Update Screen

 **Action button(s)**

- Update** Starts the update process. On selecting this option, the application exits automatically and opens the browser to start the download process. After the updated version is downloaded, the installation process starts automatically.
- Exit** Enables you to quit the application. Note that, the update does not take place in this case. To continue using the application, you must install the update the next time you launch the application.

5.2.2. Unforced Update

This is not a compulsory update. You can skip this update and continue using the same version of mundu SMS.

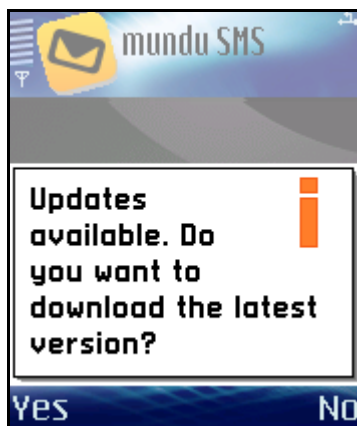


Figure 24: Unforced Update Screen

 **Action button(s)**

- Yes** Installs the latest version. On selecting this option, the application exits automatically and the browser opens. Download the new file. Once the download is complete, the installation process starts automatically.
- No** Update does not take place immediately. You will be prompted about the update later.

You can manually check whether any updates are available for mundu SMS.

To check for updates manually:

1. In the Main Menu screen, select **Options → Check for Updates**. If updates are available, the application displays information regarding the same. You need to take appropriate action. If no update is available, a message is displayed confirming the same.
2. Select **Close**.

5.3. Exiting mundu SMS

To exit the application:

1. From the Main Menu screen, select **Options** → **Exit**. A confirmation prompt is displayed.

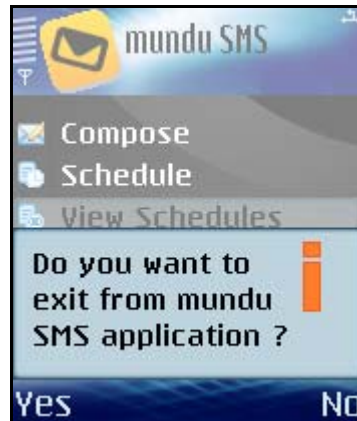


Figure 25: Confirmation Prompt on Exiting

2. Select **Yes**.

5.4. Uninstalling mundu SMS

To uninstall mundu SMS:

1. From the menu list on your mobile phone, go to **Installations**.
2. Select **mundu SMS**.
3. Select **Options** → **Remove**. A confirmation prompt appears.
4. Select **Yes** to uninstall the application.

6. Support Details

This User Guide is organized into independent logical sections that help you search for specific topics with ease. In case you have further queries, please visit the URLs below.

To view frequently asked questions, go to www.mundusms.com/web/supp_faq.aspx.

For customer support and feedback, send an email to smssupport@mundu.com or visit <http://www.mundusms.com/web/support.aspx>.

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