

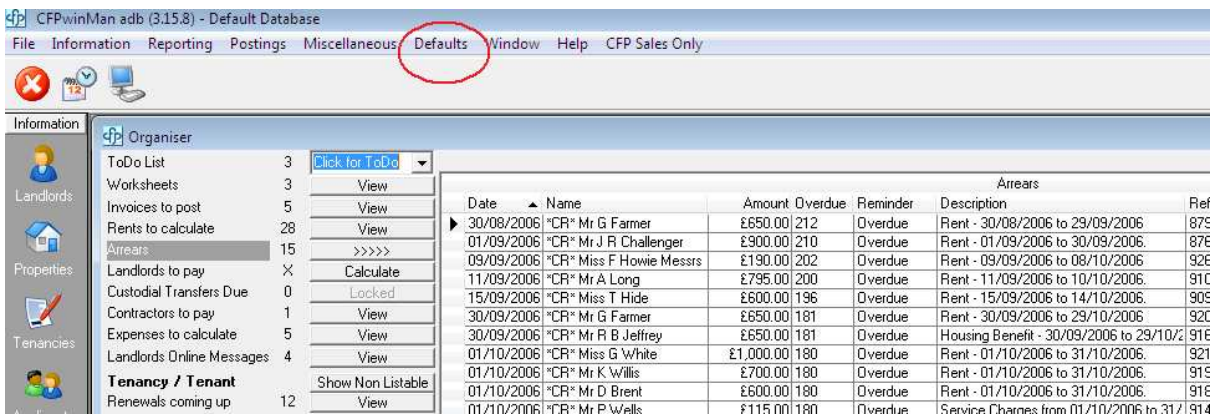


## How to set up your BULK SMS defaults.

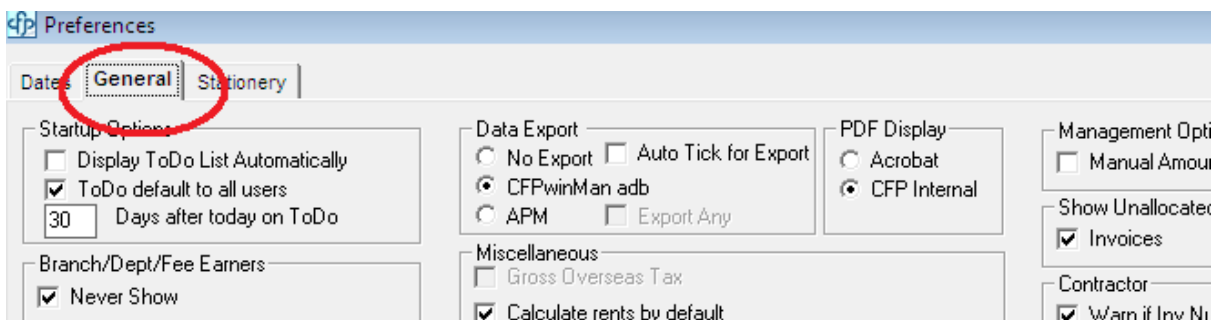
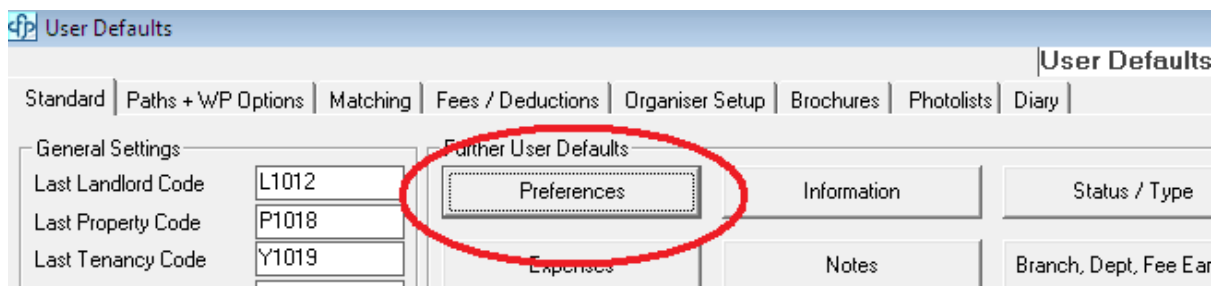
### Finding your SMS defaults.

(Please note: Depending on your current software version, screens may differ slightly)

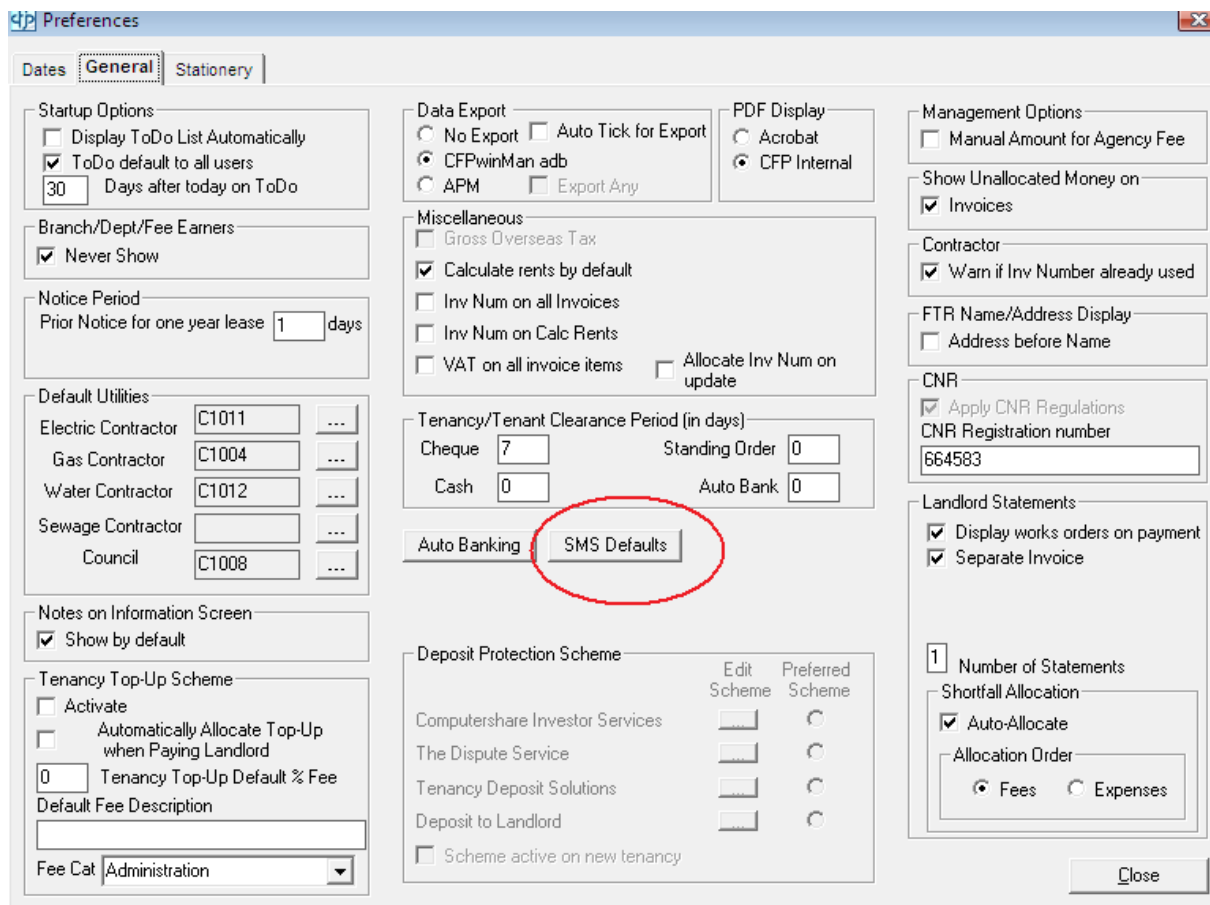
- Within CFPWinMan you will need to locate the “Defaults” menu which is located along the top bar of your WinMan screen as below:



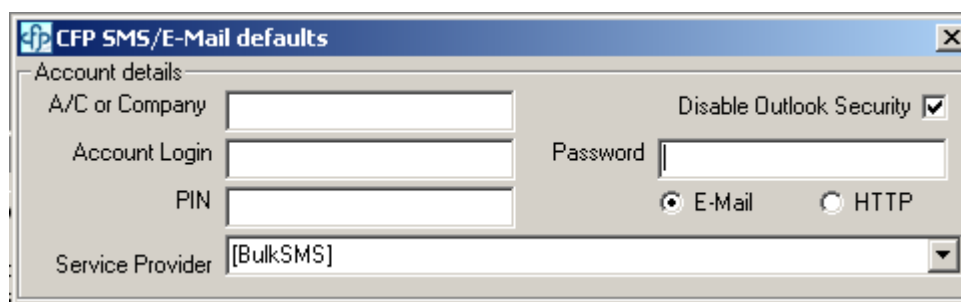
- Please click on this and follow the menu down to “User Defaults”.
- Once in “User Defaults” you will need to click on the “Preferences button” and then on the “General” tab as below:



- Once on the “General” tab you should be able to see the “SMS Defaults” button as below:



- Please click this button. You will see the following screen:



- This is where you will need to input your SMS details. These will be provided for you by BULK SMS.

*If you need any additional information or help on this matter, do not hesitate to call the Support team on 01209 313121.*