

Biz Productivity Tip:

To watch of short video of
this tip, visit:

www.youtube.com/watch?v=8juFzO2SnJ4

*In less than 5 minutes and for
FREE, you can use Email & Cell
Text Messages to stream-line and
improve business
communications.*



818-584-6288

info@KreativeKnowledge.com

Matthew Moran
Kreative Knowledge

2 Common Scenarios

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Scenario 1:

You are on the road and your assistant/team-member wants to let you know to call someone.



Scenario 2:

You are in a meeting, can't be interrupted, but your assistant/team-member wants to get you an urgent message.

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Common Results & Problems

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Scenario 1: On The Road

You have to answer the call,
write down the number
(dangerous) or let the call go
to voice-mail and and retrieve
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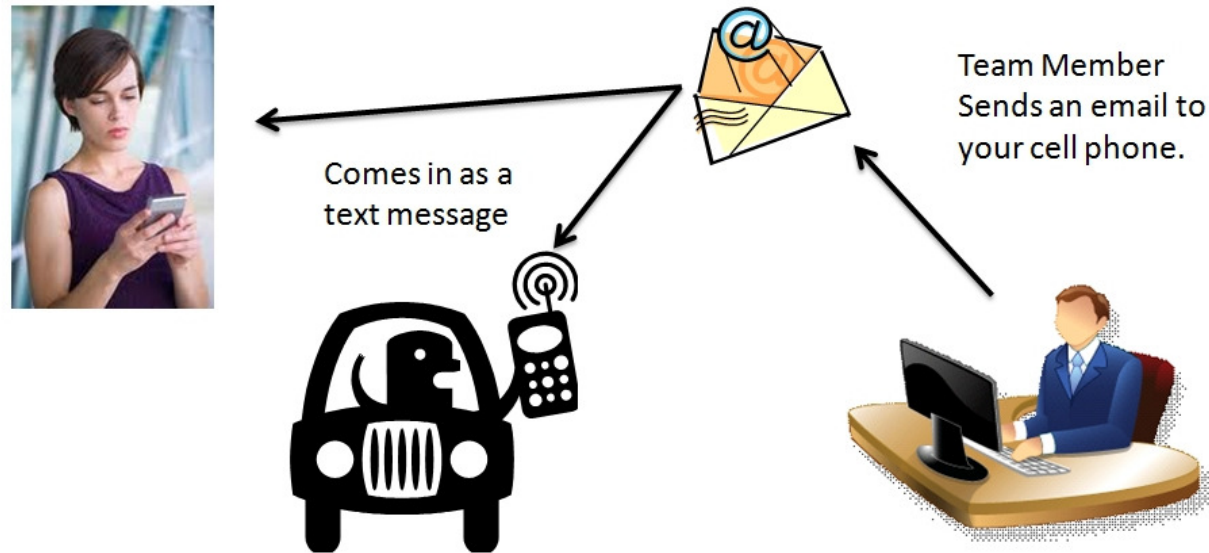
A Better Way

Have your team member or assistant, send a text message to your phone, from their email program. Saving them time and giving you the information at your finger-tips....

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Phone numbers in the text message can be called without dialing the number.



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The How To:

STEP 1: Write a simple email

Your assistant/team-member types a short-message into their email program. Text messages are shorter-than 160 characters. Something like the following would be good.
"Call John Smith at ABC Co. 555-555-1212 He wants to start project sooner."

STEP 2: Address it to a cell phone and send it

All major cell carriers provide a way for subscribers to receive text messages via email an email address.

You address it using your 10 digital cell number, followed by your carriers text message domain. Example: text messages to my phone on Verizon are sent to:
8058898102@vtext.com **Note:** use only your 10 digit number, no dashes or spaces.



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I've also created a forwarding email at my KreativeKnowledge domain that goes to my cell phone; so you can send an email to
text@kreativeknowledge.com

STEP 3: Receive the message and auto-dial the included phone number

When you receive the above message, open it to read it. To dial the number included in the text message, press your "Send" key. You will get a list of "extracted addresses". This might include the email address of the sender and any numbers they included.

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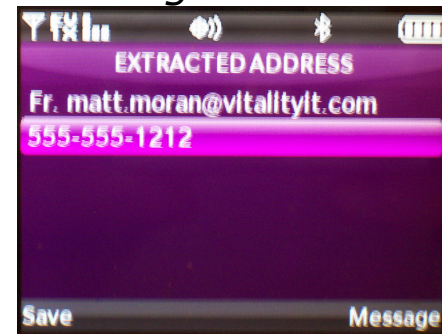
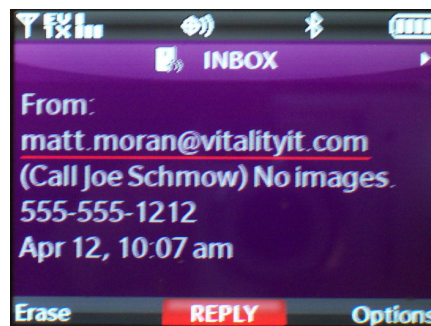
Select the number you wish to call and press "Send" again. This will dial the number in question. **Smart phones like the Droid or iPhone highlight the number and provide another way to dial it.**

The images below are pictures of my old cell phone. The left one is the text message sent from my email. The right one is what I see when I press send. I then select the message to call and press "Send" again to dial.



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Why is this better?

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- You never need to write down the number, either while driving or while calling voice-mail.
- You can take the message during a meeting and if urgent, choose to excuse yourself from the meeting – without ever having taken a call.
- It allows you to much more easily dial the number.
- It is available on your phone later, when you have the time to call. You won't have to search for where you wrote the number down.
- You can easily save the number into your phone's contact list right from the text message.



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Technology is about streamlining your day to day work and this is one simple technology that is probably at your fingertips (literally) and can be put into use today!

Keep In Mind:

Remove graphics and extra signature text from the messages sent to your cell phone.

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When including a phone number in your text message/email, enter the number as either: (###) ###-#### or ###-###-####. **Don't use, ###.###.####.** These may not be identified as a phone numbers by many cell phones and when you press "Send" the number won't show up to dial.

Add contacts to your email address list for cell phones so you can address your messages more easily.

I've included the email domain for several cell-phone companies below.

Verizon	@vtext.com or @vzwpix.com (with an image)
T-Mobile	@tmomail.net
Sprint	@messaging.sprintpcs.com
ATT	@txt.att.net



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If your carrier is not listed, check their website.

Conclusion:

I hope you found this tutorial easy to follow, easy to put into use, and most importantly, helpful in making your business run more smoothly.

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It is very likely you have your own ways to use this technology or others similar. For instance, Google chat allows you to send SMS (text) message right from your chat window.

Please feel free to submit comments or questions on the website or send them directly to me. I'll do my best to reply in a timely fashion.

You can email me at:

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