



A MITEL  
PRODUCT  
GUIDE

# Mitel OpenScape Business

Fax Printer

User Guide

06/2026

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# 1 History of changes

Changes mentioned in the following list are cumulative.

## Changes in V4

Impacted chapters	Change description
-	Initial creation of the document

## 2 About this Documentation

This section contains some introductory information on this documentation.

### 2.1 Types of Topics

The types of topics include concepts and tasks:

Type of topic	Description
Concept	Explains the "What" and provides an overview of context and background information for specific features, etc.
Task (operating instructions)	Describes task-oriented application cases (i.e., the "How") step-by-step and assumes familiarity with the associated concepts.  Tasks can be identified by the title <b>How to ...</b>

---

#### Related concepts

[Display Conventions](#) on page 6

### 2.2 Display Conventions

This documentation uses a variety of methods to present different types of information.

Type of information	Presentation	Example
User Interface Elements	Bold	Click <b>OK</b> .
Menu sequence	>	<b>File &gt; Exit</b>
Special emphasis	Bold	<b>Do not delete</b> Name.
Cross-reference text	Italics	You will find more information in the topic <i>Network</i> .
Output	Monospace font, e.g., Courier	Command not found.
Input	Monospace font, e.g., Courier	Enter LOCAL as the file name.
Key combination	Monospace font, e.g., Courier	<Ctrl>+<Alt>+<Esc>

---

#### Related concepts

[Types of Topics](#) on page 6

## 3 Introduction

This document is intended for the users of Fax Printer and describes its installation, configuration and operation.

### 3.1 Fax Printer

Fax Printer is an application for sending fax messages with individually created cover sheets from Windows applications such as Microsoft Word, for example.

Fax Printer consists of the following components:

- Fax Cover Editor
- Fax Printer Driver - with the following features:
  - Fax transmission to single or multiple recipients
  - Directories
  - Use of centrally or locally-created cover pages
  - Using predefined headers
  - Merge fax
  - Control from within Microsoft Word via the user interface
  - Control via the command line

---

**NOTICE:** Sending fax messages from Crystal Reports 9 is not supported.

---

---

#### Related concepts

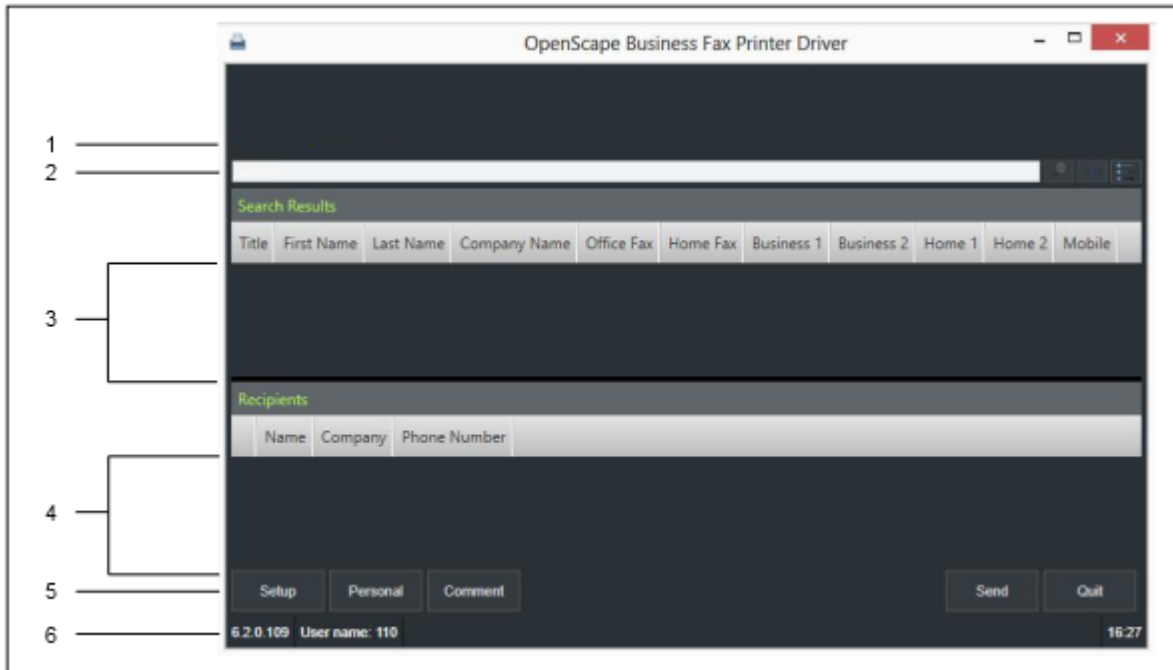
[Fax Cover Editor](#) on page 28

[Fax Printer Driver](#) on page 16

### 3.2 User Interface Elements of the Fax Printer Driver

The user interface of Fax Printer Driver consists of the **Fax Printer Driver** window.

The **Fax Printer Driver** window consists of the following elements:



Digit	Element
1	Note line (for example, if Outlook with myPortal for Outlook is not open, and no Outlook contacts are thus available)
2	Input panel for specifying recipients consisting of: <ul style="list-style-type: none"> <li>• Input field for fax number or search term</li> <li>• <b>Search</b> icon for searching in the directories</li> <li>• <b>+</b> symbol <b>Add</b>, to take over a manually entered fax number as a recipient</li> <li>• <b>Search Options</b> icon for selecting a directory when searching</li> </ul>
3	Search results list
4	Recipient list
5	Function bar
6	Status bar, incl. version information and user name

**Tooltips**

Tooltips are tiny windows which display more information on certain objects of the graphical user interface such as icons, input fields or buttons, for example. ... at the end of a label indicates "incomplete due to lack of space". The tooltip appears when you let the mouse pointer hover over that element for a brief period of time.

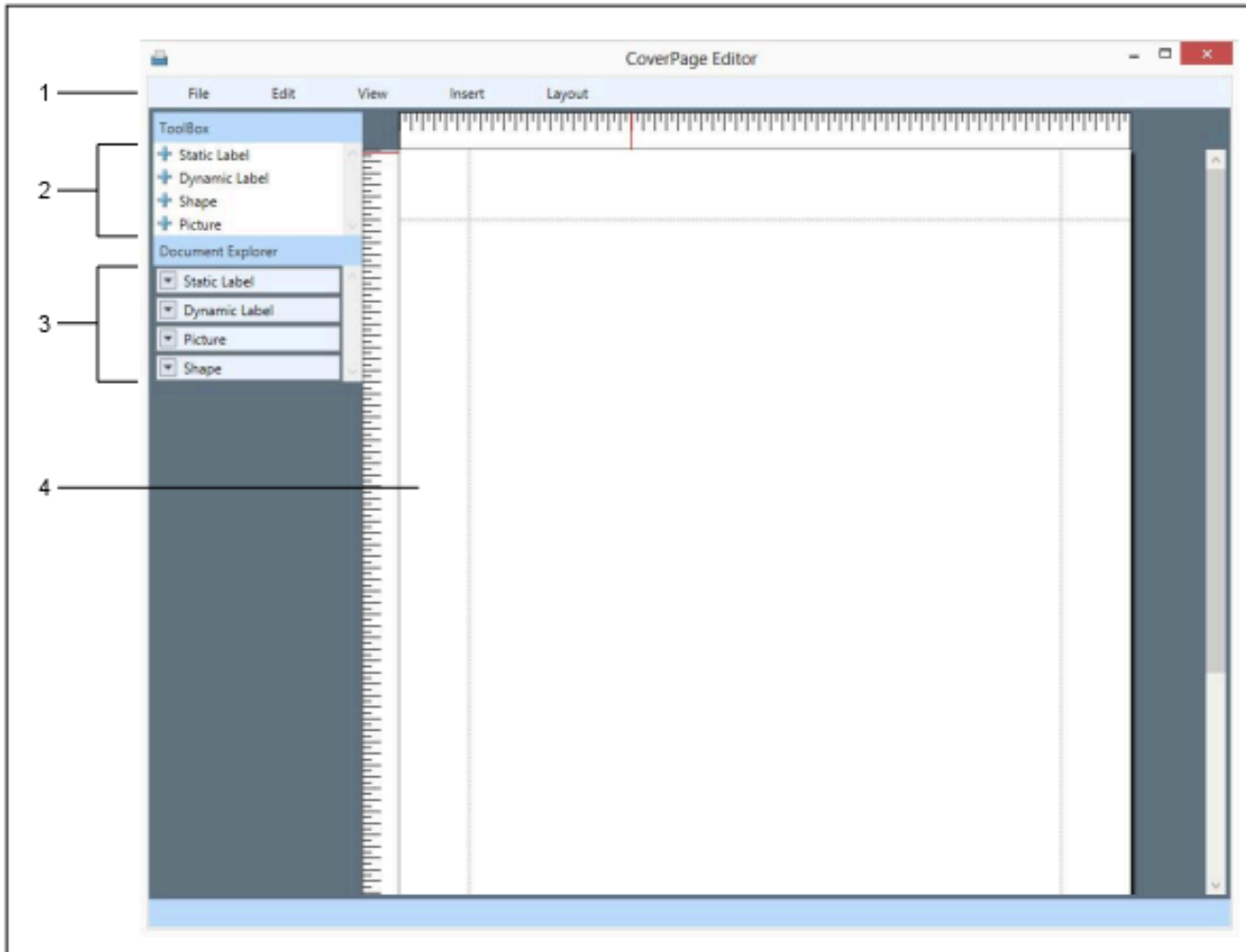
**Related concepts**

[User Interface Elements of the Fax Cover Editor](#) on page 9

### 3.3 User Interface Elements of the Fax Cover Editor

The user interface of the Fax Cover Editor consists of the main window and context menus.

The main window consists of the following elements:



Digit	Element
1	Menu bar with the menus: <ul style="list-style-type: none"> <li>• <b>File</b></li> <li>• <b>Edit</b></li> <li>• <b>View</b></li> <li>• <b>Paste</b></li> <li>• <b>Layout</b></li> </ul>
2	<b>ToolBox</b>
3	<b>Document Explorer</b>
4	Workspace

### **Context menus**

Context menus provide situation-based actions for selection. Context menus can be opened by clicking on the relevant object with the second (usually the right) mouse button.

---

### **Related concepts**

[User Interface Elements of the Fax Printer Driver](#) on page 7

## 4 Installing and Starting the Fax Printer

The installation of fax Printer is subject to specific requirements.

Fax Printer is usually installed on the PC with the UC clients of the unified communications solution UC Suite. If it is not installed with the UC client, it can be subsequently installed via the `CommunicationsClients.exe` file. This file is made available to you by the administrator of the communication system.

To perform the installation, your Windows user account requires local administrator rights.

### 4.1 How to Install Fax Printer




#### Prerequisites

Your administrator of your communication system has made the installation file `install-common.zip` or the link to the file available to you.

#### Step by Step

- 1) Run the `CommunicationsClients.exe` install file.
- 2) If the **User Account Control** window appears with the message An unidentified program wants access to your computer, click **Allow**.
- 3) Enter the IP address provided by your administrator and click **Next**.
- 4) After validation of IP address, the installer will check if .NET Framework version 4.8 is available and install it if not.
- 5) Click on **Fax Printer** to mark it for installation.

Clicking on an application will cycle between actions:

Symbol	Function
	<b>Install</b>
	<b>Repair</b>
	<b>Remove</b>

- 6) If you want, change the installation folder in the **Install To:** field.
- 7) Click **Install**.
- 8) Follow the instructions of the installation program.

---

#### Related tasks

[How to Start the Fax Cover Editor](#) on page 11

[How to Uninstall Fax Printer](#) on page 12

### 4.2 How to Start the Fax Cover Editor

#### Prerequisites

Fax Printer is installed on your PC.

## Installing and Starting the Fax Printer

### How to Uninstall Fax Printer

#### Step by Step

Click on **Start > Program Files > Communications Clients > Fax Cover Editor**.

---

#### Related tasks

[How to Install Fax Printer](#) on page 11

[How to Invoke the Fax Cover Editor from the Fax Printer Driver](#) on page 25

## 4.3 How to Uninstall Fax Printer

#### Step by Step

- 1) Close the Fax Cover Editor and Fax Printer Driver applications, if open.
  - 2) Click in the **Control Panel** on **Programs and Features**.
  - 3) Click on **Edit** in the context menu of the **CommunicationsClients** entry.
  - 4) Click on **Modify**.
  - 5) Select **Fax Printer** to uninstall it.
  - 6) Follow the instructions until the uninstallation is finished.
- 

#### Related tasks

[How to Install Fax Printer](#) on page 11

## 4.4 Automatic Updates

Automatic updates ensure that the UC clients are always kept up-to-date with the latest version.

If a new version is available, the update will either be installed automatically or you will be notified that an update is available. If necessary, a message is displayed indicating that one or more applications must be closed to perform the update.

---

**NOTICE:** We recommend that you always perform the updates offered. This also applies to software that is required for certain UC clients.

---

### 4.4.1 How to Perform Automatic Updates

#### Prerequisites

You have received a message such as: [...] client update available. Please wait until the update is completed. Please close the following programs to continue with the update: [...].

#### Step by Step

- 1) Shut down the programs that are listed in the message above.

- 2) Wait until the message "[...] Client update completed. You can now start the application" appears and then restart the application.

## First Steps

How to Select the User Interface Language of the Fax Printer Driver

# 5 First Steps

The First Steps describe the recommended actions to be taken right at the beginning.

The following steps must be performed before using the applications:

- Select the user interface language for the Fax Printer Driver:

The first time you access the Fax Printer Driver, you will need to log in. The user name and password of the UC Suite clients are used for this purpose. To change the language, a restart of the Fax Printer Driver is required.

The user interface language of the Fax Cover Editor depends on the language set for the UC clients myPortal for Desktop or myPortal for Outlook.

## 5.1 How to Select the User Interface Language of the Fax Printer Driver

### Step by Step

- 1) Select the menu item for printing in the relevant application, e.g., **File > Print** in Microsoft Word.
- 2) Select **CommunicationsClients Fax Printer** as the printer.
- 3) Complete the following steps in the **Please log in** window:
  - a) Enter your call number in the **User Name** field.

---

**NOTICE:** The user name is identical for myPortal for Desktop, myPortal for Outlook, myAttendant and myAgent.

---

- b) Enter your **Password**.

---

**NOTICE:** The password is identical for myPortal for Desktop, myPortal for Outlook, myAttendant and myAgent.

---

---

**NOTICE:** If the wrong password is entered five times, your access to all UC clients will be locked. Unlocking is only possible by the administrator of your communication system.

---

- c) If you want to use Fax Printer Driver with an automatic login in the future, enable the **Save Password** check box. The Login window will then no longer be displayed. You can change this option at any time.

---

**NOTICE:** You should use the automatic login only if you are certain that no-one else has access to your user account. Otherwise, unauthorized users could, for example, potentially access your voicemails and fax

messages or redirect your station number to external toll-based destinations.

- d) If the IP address or the name of the UC Booster solution (UC Booster Card or UC Booster Server) does not appear in the **Server IP** field, enter it in that field.
  - e) Click on **OK**. The **Fax Printer** window appears.
- 4) Click on **Setup**.
  - 5) Click on the **Appearance** tab.
  - 6) Select the language from the **Language** drop-down list.
  - 7) Click on **OK**.
  - 8) Close the Fax Printer Driver application.

## 6 Fax Printer Driver

Fax Printer Driver enables you to send faxes from Windows applications.

### Password

The password for Fax Printer Driver is the same as for myPortal for Desktop, myPortal for Outlook and myAgent as well as phone access to your voicemail box. You cannot change the password in Fax Printer Driver. The password can only be changed in the other mentioned applications or via the phone menu of the voicemail box.

### Specifying Recipients

You can select a fax recipient as follows:

- By specifying the fax number
- By searching in directories

You can also combine both methods for multiple recipients.

### Header Line

Your administrator can configure various header lines in the communication system, which you can then select when sending a fax.

### Sender's Fax Number

You can specify which fax number is to be transmitted to the recipient as the sender. The setting remains in effect until you change it again.

### Managing Fax Messages

For more information on how to work with fax messages (e.g., displaying a fax transmission report, resending, forwarding), see the following documents:

- myPortal for Desktop, User Guide
- myPortal for Outlook, User Guide

### Sending faxes on Behalf of a Fax Group

As a member of a fax group, you can also send a fax message on behalf of the fax group. The setting remains in effect until you change it again.

### Personal directory

You can use the same personal directory as in myPortal for Desktop.

### Other Users

You can change the user, e.g., to use Fax Printer Driver at another workplace under your own name.

---

### Related concepts

[Fax Printer](#) on page 7

## 6.1 How to Send a Fax Message to a Fax Number

### Prerequisites

The document to be sent contains only TrueType fonts.

You have changed your password in a UC client or at the phone menu of the voicemail box to at least 6 digits.

### Step by Step

- 1) Select the menu item for printing in the relevant application, e.g., **File > Print** in Microsoft Word.
- 2) Select **CommunicationsClients Fax Printer** as the printer. The **Fax Printer** window opens.
- 3) Select the header line for the fax message:
  - a) Click on **Setup**.
  - b) Click on the **Fax Headlines** tab.
  - c) Click in the list of header lines on the desired header.
  - d) Click on **Save**.
- 4) If you want to send the fax message with a cover page, proceed as follows:
  - a) Click on **Setup**.
  - b) Click on the **Cover Page** tab.
  - c) Click on the desired cover page.
  - d) If you want to display the selected cover page, click on **Preview**.
  - e) Click on **Save**.
- 5) If you want to insert a comment in the **Note** field in the cover page, proceed in the following steps:
  - a) Click on **Comment**.
  - b) Enter the **Cover Page Comment**.
  - c) Click on **Comment**.
- 6) If you are a member of a fax group, proceed as follows to specify whether you are sending the fax on behalf of yourself or the fax group:
  - a) Click on **Setup**.
  - b) Click on the **Fax Ph.** tab..
  - c) In the **Sending documents on behalf of** drop-down list, select either the desired Fax Group or **Myself**.
  - d) Click **Save**.
- 7) Enter the fax number of the recipient in the input panel in canonical or dialable format.
- 8) Click on the **+** symbol to **Add** this recipient to the fax message.
- 9) If you want to send the fax message to further recipients, click in the input field and repeat steps 7 through 8 accordingly.

---

**NOTICE:** You can also add further recipients by searching in a directory.

---

- 10) If you want to remove a recipient, proceed in the following steps:
  - a) Click in the list of **Recipients** on the desired entry.
  - b) Press the **Del** key.

- 11) Click on **Send**.

---

**NOTICE:** If myPortal for Desktop or myPortal for Outlook is already open, a screen pop informs you whether the transmission succeeded or failed.

---

---

**Related concepts**

[Fax Cover Editor](#) on page 28

**Related tasks**

[How to Send a Fax Message to Recipients Found by Searching Directories](#) on page 19

[How to Change your Sender Fax Number](#) on page 25

[How to Change Users](#) on page 27

## 6.2 How to Send a Fax Message to an E-Mail Address

You can send a fax in pdf format to an e-mail address.

**Prerequisites**

The contact's e-mail address is included in the directory.

---

**NOTICE:** If the Department field is not configured from the contact, "Unknown Company" will be displayed in the subject area of email.

---

**Step by Step**

- 1) Select the menu item for printing in the relevant application, e.g., **File > Print** in Microsoft Word.
- 2) Select **CommunicationsClients Fax Printer** as the printer. The **Fax Printer** window opens.

---

**NOTICE:** A fax headline will not be included in the email, because with emails, an email subject and meta-data such as the sending email address and email recipients take its place.

---

- 3) If you are a member of a fax group, proceed as follows to specify whether you are sending the fax on behalf of yourself or the fax group:
  - a) Click on **Setup**.
  - b) Click on the **Fax Ph.** tab.
  - c) In the **Sending documents on behalf of** drop-down list, select either the desired Fax Group or **Myself**.
  - d) Click on **Save**.
- 4) Enter the complete recipient's e-mail address or the first part of the e-mail address in the search field.

The contact details are displayed underneath.
- 5) Click on the available e-mail address in order to add it in the Recipients list. The selected e-mail address is displayed under the phone number column.

- 6) Click on **Send**.  
The system converts the fax in pdf format and sends it to the selected contact's e-mail address.

## 6.3 How to Send a Fax Message to Recipients Found by Searching Directories

### Prerequisites

The document to be sent contains only TrueType fonts.

You have changed your password in a UC client or at the phone menu of the voicemail box to at least 6 digits.

### Step by Step

- 1) Select the menu item for printing in the relevant application, e.g., **File > Print** in Microsoft Word.
- 2) Select **CommunicationsClients Fax Printer** as the printer. The **Fax Printer** window opens.
- 3) Select the header line for the fax message:
  - a) Click on **Setup**.
  - b) Click on the **Fax Headlines** tab.
  - c) Click in the list of header lines on the desired header.
  - d) Click on **Save**.
- 4) If you want to send the fax message with a cover page, proceed as follows:
  - a) Click on **Setup**.
  - b) Click on the **Cover Page** tab.
  - c) Click on the desired cover page.
  - d) If you want to display the selected cover page, click on **Preview**.
  - e) Click on **Save**.
- 5) If you want to insert a comment in the **Note** field in the cover page, proceed in the following steps:
  - a) Click on **Comment**.
  - b) Enter the **Cover Page Comment**.
  - c) Click on **Comment**.
- 6) If you are a member of a fax group, proceed as follows to specify whether you are sending the fax on behalf of yourself or the fax group:
  - a) Click on **Setup**.
  - b) Click on the **Fax Ph.** tab..
  - c) In the **Sending documents on behalf of** drop-down list, select either the desired Fax Group or **Myself**.
  - d) Click **Save**.
- 7) If relevant, click on the **Search Options** icon to display the selection options of the directories to be searched.
- 8) Select which directories are to be included in the search by enabling or clearing the **Internal Directory**, **Personal Directory**, **External Directory** and **External Offline Directory** check boxes as required. If myPortal for Outlook has been started, even fax numbers in Outlook contacts can be included in the search.

- 9) You can enter a company name, an e-mail address, a contact's name or fax number partially or fully in the input panel and click on the **Search** icon. If your search returns a result, Fax Printer will display a hit list.

---

**NOTICE:** Your search result returns any contact that contains the part of the word you selected.

---

- 10) Select the check box with the fax number of the desired recipient in the **Search Results** list to add that recipient to the fax message.
- 11) If you want to send the fax message to further recipients, click in the input field and repeat steps 9 through 10 accordingly.

---

**NOTICE:** You can also add further recipients by entering their fax numbers directly.

---

- 12) If you want to remove a recipient, proceed in the following steps:
- Click in the list of **Recipients** on the desired entry.
  - Press the `Del` key.
- 13) Click on **Send**.

---

**NOTICE:** If myPortal for Desktop or myPortal for Outlook is already open, a screen pop informs you whether the transmission succeeded or failed.

---

---

#### Related concepts

[Fax Cover Editor](#) on page 28

#### Related tasks

[How to Send a Fax Message to a Fax Number](#) on page 17

[How to Change your Sender Fax Number](#) on page 25

[How to Change Users](#) on page 27

## 6.4 Merge Fax

Fax Printer Driver can be used to send mail merge documents, e.g., from Microsoft Word, by Fax.

All examples in this section refer to Microsoft Word.

The merge fax information is contained in the mail merge documents in special fields. You can enter these fields under **Insert > Field...**, Field Name **Print** and then in the **Field codes** field:

- `PRINT BEGIN_MM` (required)

This field identifies the document as a merge fax and must be entered as the first position in the document.

- `PRINT identity='...'` (optional)

This field defines a designation for the respective recipient who appears in the mail merge panel of Fax Printer Driver when sending the fax. You can integrate fields from the recipient list of the mail merge document via merge fields within this PRINT field, e.g., as follows: `PRINT`

identity='{MERGEFIELD Last Name}, {MERGEFIELD First Name}'.

- PRINT recipient='...' (required)

This field defines the respective recipients. You can also integrate fields from the recipient list of the mail merge document via merge fields within this PRINT field, e.g., as follows: PRINT recipient='pn({MERGEFIELD Fax})'. recipient can consist of the following comma-delimited elements whose values are specified in parentheses:

Element Meaning	
pn	Fax Number
sn	Last Name
gn	First Name
cn	Company
sc	Search  For example, recipient='gn(natalie),sn(dubois),pn(12345), sc(gn,sn,pn)' searches the contacts for the first hit for 'Natalie Dubois' with the fax number 12345. Since the first name and last name are already specified, only the company name is updated via the search results.

Fax is the merge field from the external mergefield document.

The full command is the following:

```
{ PRINT BEGIN_MM }
{ PRINT recipient='pn({MERGEFIELD Fax})' }
```

---

**IMPORTANT:** Spaces must be inserted inside the curly brackets, just before and after the PRINT commands, exactly as shown above.

---

You can follow the steps below to create a mail merge document in Microsoft Word:

- 1) Open a new Word document.
- 2) Click on the **Mailings** tab and select **Start Mail Merge**.
- 3) Click on **Select Recipients** to select the recipients list. You can select the option **Use Existing List** and select the recipient list including the required recipient details. Alternatively, you can select your outlook contacts or type a new list.

After selecting the recipient list, you can click on **Edit Recipient List** and edit the recipient details, such as fax number, etc., if needed.

- 4) Insert the command PRINT BEGIN\_MM within curly brackets.

---

**NOTICE:** You open curly brackets in Microsoft Word by holding down the Ctrl key and pressing the F9 key.

---

- 5) Insert the command PRINT recipient='pn({MERGEFIELD Fax})' within curly brackets.

- 6) Click with the left mouse button and select {MERGEFIELD Fax} within the command.
- 7) Click on the **Mailings** tab and select **Insert Merge Field> Fax**.
- 8) Select **Finish Merge> Print Documents** and click **OK**.
- 9) Select **CommunicationsClients Fax Printer** as the printer from the **Name** drop-down list on the **Print** dialog.
- 10) Click **OK**.

You have created a mail merge document.

## 6.4.1 How to Send a Merge Fax

### Prerequisites

You have created a mail merge document with fields for Fax Printer Driver, e.g., in Microsoft Word.

Fax details, such as name, phone and fax number must be known, as they will be used by the mail merge document. You can gather these details in a list, e.g. in Microsoft Excel.

The document to be sent contains only TrueType fonts.

### Step by Step

- 1) Select the menu item in the corresponding application to print the mail merge document with the custom data in each case.
- 2) Select **CommunicationsClients Fax Printer** as the printer. The **Fax Printer** window opens.
- 3) Select the header line for the fax message:
  - a) Click on **Setup**.
  - b) Click on the **Fax Headlines** tab.
  - c) Click in the list of header lines on the desired header.
  - d) Click on **Save**.
- 4) If you want to send the fax message with a cover page, proceed as follows:
  - a) Click on **Setup**.
  - b) Click on the **Cover Page** tab.
  - c) Click on the desired cover page.
  - d) If you want to display the selected cover page, click on **Preview**.
  - e) Click on **Save**.
- 5) If you want to insert a comment in the **Note** field in the cover page, proceed in the following steps:
  - a) Click on **Comment**.
  - b) Enter the **Cover Page Comment**.
  - c) Click on **Comment**.
- 6) If you are a member of a fax group, proceed as follows to specify whether you are sending the fax on behalf of yourself or the fax group:
  - a) Click on **Setup**.
  - b) Click on the **Fax Ph.** tab.
  - c) In the **Sending documents on behalf of** drop-down list, select either the desired Fax Group or **Myself**.
  - d) Click on **Save**.

7) Click on **Send**.

---

**NOTICE:** If myPortal for Desktop or myPortal for Outlook is already open, a screen pop informs you whether the transmission succeeded or failed.

---

## 6.5 Controlling Fax Printer Driver from the Command Line

Fax Printer Driver allows you to control the sending of faxes from the command line.

Start the Fax Printer Driver from the command line by executing the file `<pathname>\HPOOFax.exe`. `<pathname>` specifies the name of the path where the executable is located.

Fax Printer Driver supports the following command line arguments:

- `/p "<filename>"` (required)  
where `<filename>` indicates the full path and file name of the PostScript or TIFF file to be sent.
- `/noDelSource` (optional)  
prevents the automatic deletion of the file by Fax Printer Driver.
- `/sid "<fax_number>"` (optional)  
where `<fax_number>` specifies the sender's number.
- `/group "<group_name>"` (optional)  
where `<fax_group>` indicates the name of the sender's fax group. Invalid group names are ignored.
- `/cp "<coverpage>"` (optional)  
where `<coverpage>` indicates the full path and file name of the local cover page to be used.
- `/cp "cpp:<coverpage>"` (optional)  
where `<coverpage>` indicates the name of the central fax cover page to be used.
- `/hid "<header_line_id>"` (optional)  
where `<header_line_id>` indicates the system header line to be used.
- `/no_warning` (optional)  
prevents the output of error messages because of invalid command line arguments.
- `/recipient <recipient_string>` (optional)  
where `<recipient_string>` indicates the recipient of the fax. `<recipient_string>` can consist of the following semicolon-delimited elements whose values are enclosed in single quotes:

Elemen Meaning	
pn=	Fax Number
sn=	Last Name
gn=	First Name

Element	Meaning
cn=	Company
sc=	Search For example, /recipient ph="12345";sc="ph" will find the first occurrence of the fax number 12345.

If you do not specify /recipient "<recipient\_string>", you can select a recipient in the Fax Printer Driver window.

- /creds "<credentials>" (optional)

where <credentials> indicates the credentials to be used for login. <credentials> consists of the following elements, separated by semicolons:

Element	Meaning
user=	User name
pwd=	Password
svr=	IP address of the system

If you do not specify /creds "<credentials>", Fax Printer Driver uses the credentials last used.

- /autostart (optional)

prevents the display of the Fax Printer Driver dialog and immediately starts the sending of the fax if a recipient has been specified in /recipient "<recipient\_string>".

**Example**

```
"C:\Program Files\CommunicationsClients\FaxPrinter
\HPOOFax.exe" /p "D:\fax\document.ps" /noDelSource /
sid "+4989700798765" /group "A-Team" /cp "cov01.ocp" /
hlid "01" /recipient pn="12345";sc="pn" /
creds "user=101;pwd=1234;svr=192.10.1.10" /autostart
```

Supported fax formats are only .TIFF and .PS

Profiles S and F are supported from IETF RFC 2301.

The following table gives the legal combinations and corresponding paper size:

XResolution x YResolution	ImageWidth		
200x100, 204x98, 200x200, 204x196,204x391	1728	2048	2432
300x300	2592	3072	3648
408x391, 400x400	3456	4096	4864
	Paper Size		
	Letter, A4 Legal	B4	A3

## 6.6 How to Change your Sender Fax Number

### Prerequisites

The **Fax Printer** window is open; see [How to Send a Fax Message to a Fax Number](#).

### Step by Step

- 1) Click on **Setup**.
- 2) Click on the **Fax Ph.** tab..
- 3) Enter the **Sender's Fax Number**.
- 4) Click on **Save**.

---

### Related tasks

[How to Send a Fax Message to a Fax Number](#) on page 17

[How to Send a Fax Message to Recipients Found by Searching Directories](#) on page 19

## 6.7 How to Invoke the Fax Cover Editor from the Fax Printer Driver

### Prerequisites

The **Fax Printer** window is open; see [How to Send a Fax Message to a Fax Number](#).

### Step by Step

- 1) Click **Setup**.
- 2) Click on the **Cover Page** tab.
- 3) Click **New**.

---

### Related tasks

[How to Start the Fax Cover Editor](#) on page 11

## 6.8 How to Add a Personal Contact

### Prerequisites

If you are using myPortal for Desktop: the importing of Outlook contacts at startup is disabled in myPortal for Desktop.

The **Fax Printer** window is open; see [How to Send a Fax Message to a Fax Number](#).

### Step by Step

- 1) Click on **Personal**.
- 2) Click on **Add**.
- 3) Enter the contact data in the **Add Contact** window.
- 4) Click on **Save**.

**Related tasks**

- [How to Edit a Personal Contact](#) on page 26
- [How to Delete a Personal Contact](#) on page 26

## 6.9 How to Edit a Personal Contact

**Prerequisites**

If you are using myPortal for Desktop: the importing of Outlook contacts at startup is disabled in myPortal for Desktop.

The **Fax Printer** window is open; see [How to Send a Fax Message to a Fax Number](#).

**Step by Step**

- 1) Click on **Personal**.
  - 2) Click on the relevant personal contact.
  - 3) Click on **Edit**.
  - 4) Edit the contact data in the **Edit Contact** window.
  - 5) Click on **Save**.
- 

**Related tasks**

- [How to Add a Personal Contact](#) on page 25
- [How to Delete a Personal Contact](#) on page 26

## 6.10 How to Delete a Personal Contact

**Prerequisites**

If you are using myPortal for Desktop: the importing of Outlook contacts at startup is disabled in myPortal for Desktop.

The **Fax Printer** window is open; see [How to Send a Fax Message to a Fax Number](#).

**Step by Step**

- 1) Click on **Personal**.
  - 2) Click on the relevant personal contact.
  - 3) Click on **Delete**.
- 

**Related tasks**

- [How to Add a Personal Contact](#) on page 25
- [How to Edit a Personal Contact](#) on page 26

## 6.11 How to Change Users

### Prerequisites

The **Fax Printer** window is open; see [How to Send a Fax Message to a Fax Number](#).

### Step by Step

- 1) Click on **Setup**.
- 2) Click on **Change User**.
- 3) Enter the **User Name**. This is usually your call number. If you have any questions, please contact the administrator of your communication system.
- 4) Enter your **Password**. The default password when logging on for the first time is 1234. Otherwise, contact the administrator of your communication system.
- 5) If you want to use Fax Printer Driver with an automatic login in the future, enable the **Save Password** check box. The Login window will then no longer be displayed. You can change this option at any time.

---

**NOTICE:** You should use the automatic login only if you are certain that no-one else has access to your user account. Otherwise, unauthorized users could, for example, potentially access your voicemails and fax messages or redirect your station number to external toll-based destinations.

---

- 6) If the IP address or the name of the UC Booster solution (UC Booster Card or UC Booster Server) does not appear in the **Server IP** field, enter it in that field.
- 7) Click on **Login**, followed by **Save**.

---

### Related tasks

[How to Send a Fax Message to a Fax Number](#) on page 17

[How to Send a Fax Message to Recipients Found by Searching Directories](#) on page 19

## 7 Fax Cover Editor

Fax Cover Editor is a Windows application to create individual cover pages for fax messages.

### Basic Procedure to Create a Cover Page

To create a cover page, proceed as follows:

- [Create a new cover page](#)
- Insert and format objects (e.g., [Insert a Text Box](#))
- [Save the cover page as a file](#)

### Objects

You can insert and format the following objects in a cover page:

- Text field (**Static Label**)
- Text field with variable text (**Dynamic Label**).

On sending a fax message with the cover page, Fax Printer Driver inserts the appropriate contents for a variable text with an optional prefix as a text field.

Prefix	Variable text
Note:	<b>Personal Comment</b> The <b>Cover Page Comment</b> , which you can enter in Fax Printer Driver when sending a fax message, appears in this field.
From:	<b>Sender's First Name</b>
From:	<b>Sender's Last Name</b>
From:	<b>Sender's Full Name</b>
From:	<b>Sender's Fax Number</b>
From:	<b>Sender's Company Name</b>
From:	<b>Sender's Fax Group Name</b>
From:	<b>Sender's Fax Group Number</b>
From:	<b>Sender's Department Name</b>
From:	<b>Sender's Department Number</b>
To:	<b>Recipient's First Name</b>
To:	<b>Recipient's Last Name</b>
To:	<b>Recipient's Full Name</b>
To:	<b>Recipient's Fax Number</b>
c/o:	<b>Recipient's Company Name</b>
Sent:	<b>Fax Date</b>
Pages:	<b>Fax Pages</b>

- **Picture** in the BMP or JPG file format

- **Shape**
  - **Horizontal Line**
  - **Rectangle**
  - **Square**
  - **Oval**
  - **Circle**
  - **Rounded Rectangle**
  - **Rounded Square**

### **ToolBox**

The ToolBox enables the insertion of objects.

### **Document Explorer**

The Document Explorer contains a list of all Cover Page objects. The objects are grouped by type and numbered in the order in which they were inserted. The selected objects appear in a red font.

### **The Clipboard**

The Fax Cover Editor uses a separate clipboard that is independent of the Windows clipboard for cutting, copying and pasting objects.

### **Overlapping**

For overlapping objects, you can define which should be in the foreground or the background.

### **Aligning Objects**

You can align multiple objects to the first one selected with respect to the margin or middle line.

### **Page Margins**

You can optionally display the page margins in the workspace.

### **Grid**

You can optionally display the grid points in the workspace. On changing the position or size of objects, the displayed grid points are "magnetic".

---

### **Related concepts**

[Fax Printer](#) on page 7

### **Related tasks**

[How to Send a Fax Message to a Fax Number](#) on page 17

[How to Send a Fax Message to Recipients Found by Searching Directories](#) on page 19

## **7.1 How to Create a New Cover Page**

### **Step by Step**

Click **File > New**.

---

**Related tasks**

[How to Save a Cover Page as a File](#) on page 30

[How to Open a Cover Page](#) on page 30

## 7.2 How to Save a Cover Page as a File

**Step by Step**

- 1) Click on **File > Save As ....**
- 2) Enter a **File Name**.
- 3) Click **Save**.

---

**Related tasks**

[How to Create a New Cover Page](#) on page 29

[How to Open a Cover Page](#) on page 30

## 7.3 How to Open a Cover Page

**Step by Step**

- 1) Click on **File > Open ...** and then on the desired file.
- 2) Click **Open**.

---

**Related tasks**

[How to Create a New Cover Page](#) on page 29

[How to Save a Cover Page as a File](#) on page 30

## 7.4 How to Insert a Text Box

**Step by Step**

- 1) Drag **ToolBox > Static Label** into the workspace to the desired position.
- 2) Right-click on the marked text box and select the menu item **Properties** from the context menu.
- 3) Enter the desired text in the **Static Label** field.
- 4) Change the properties of the text and the text box as required (e.g., font, font size, background color, background style, border color and border width, etc.).
- 5) Use the **Auto Resize** option to select whether the size of the text box should be automatically adjusted to the text or whether you can change the size of the text box manually.
- 6) Click **OK**.

---

**Related tasks**

[How to Insert a Field with Variable Text](#) on page 31

[How to Insert a Picture](#) on page 31

[How to Insert a Shape](#) on page 32

[How to Format an Object](#) on page 32

## 7.5 How to Insert a Field with Variable Text

### Step by Step

- 1) Drag **ToolBox > Dynamic Label** into the workspace to the desired position.
- 2) Right-click on the marked text box and select the menu item **Properties** from the context menu.
- 3) Enter the desired variable text in the **Dynamic Label** drop-down list.
- 4) Change the properties of the text and the text box as required (e.g., font, font size, background color, background style, border color and border width, etc.).
- 5) Use the **Auto Resize** option to select whether the size of the text box should be automatically adjusted to the text or whether you can change the size of the text box manually.
- 6) Click **OK**.

---

### Related tasks

[How to Insert a Text Box](#) on page 30

[How to Insert a Picture](#) on page 31

[How to Insert a Shape](#) on page 32

[How to Format an Object](#) on page 32

## 7.6 How to Insert a Picture

### Step by Step

- 1) Drag **ToolBox > Picture** into the workspace to the desired position.
- 2) Right-click on the marked image and select the menu item **Properties** from the context menu.
- 3) Select **File Type** in the drop-down list, click on the desired file and then on **Open**.
- 4) Change the properties of the image as required (e.g., background color, background style, border style, etc.).
- 5) If you want to select a **Mask Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 6) Select one of the following options for the size setting:
  - If you want to retain the original size of the picture, select the value **Auto Resize** in the **Scale Mode** drop-down list.
  - If you want to then resize the picture while preserving its aspect ratio, select the value **Keep Aspect Ratio** in the **Scale Mode** drop-down list.
  - If you want to then resize the picture without preserving its aspect ratio, select the value **Stretch** in the **Scale Mode** drop-down list.
- 7) Click **OK**.

---

### Related tasks

[How to Insert a Text Box](#) on page 30

[How to Insert a Field with Variable Text](#) on page 31

[How to Insert a Shape](#) on page 32

[How to Format an Object](#) on page 32

## 7.7 How to Insert a Shape

### Step by Step

- 1) Drag **ToolBox > Shape** into the workspace to the desired position.
- 2) Right-click on the marked form field and select the menu item **Properties** from the context menu.
- 3) Select the **Shape** (e.g., rectangle, circle, ...)
- 4) If you want to use a background image, click on the button next to Back Pattern, select **File Type** in the drop-down list, click on the desired file and then on **Open**.
- 5) Select one of the following options:
  - If you want the picture to be resized automatically to fit into the available space, select the value **Stretch** in the **Back Pattern Scale** drop-down list.
  - If there is sufficient space and you want to automatically insert multiple copies of the picture horizontally or vertically, select the value **Tile** in the **Back Pattern Scale** drop-down list.
- 6) Change the properties of the form field as required (e.g., background color, background style, border color and border width, etc.).
- 7) Click **OK**.

---

### Related tasks

- [How to Insert a Text Box](#) on page 30
- [How to Insert a Field with Variable Text](#) on page 31
- [How to Insert a Picture](#) on page 31
- [How to Format an Object](#) on page 32

## 7.8 How to Format an Object

### Step by Step

Right-click on the marked object and select the menu item **Properties** from the context menu.

### Next steps

Perform the individual steps to format the object as described in the corresponding topic.

---

### Related tasks

- [How to Insert a Text Box](#) on page 30
- [How to Insert a Field with Variable Text](#) on page 31
- [How to Insert a Picture](#) on page 31
- [How to Insert a Shape](#) on page 32

## 7.9 How to Select Multiple Objects at the Same Time

### Step by Step

Hold down the `Ctrl` key while clicking on the desired objects one after the other.

---

### Related tasks

[How to Move an Object](#) on page 33

[How to Align Objects](#) on page 34

[How to Position Objects with Equidistant Spacing](#) on page 34

[How to Center an Object on a Page](#) on page 34

## 7.10 How to Move an Object

### Step by Step

Select one of the following options:

- If you want to move a single object, drag the object to the desired location in the workspace (without using the handles at the corners or the middle of the edges).
- If you want to move several objects, all of which are already selected, hold down the `Shift` key while dragging the objects to the desired location in the workspace.

---

### Related tasks

[How to Select Multiple Objects at the Same Time](#) on page 33

## 7.11 How to Expand or Reduce the Size of an Object

### Prerequisites

In a text box or a field with variable text, the value of **Automatic** is **Manual Size**.

In a picture, the value of **Scale Mode** is **Keep Aspect Ratio** or **Stretch**.

### Step by Step

Drag the object at a corner or the middle of any edge to the desired size.

## 7.12 How to Place an Object in the Foreground or Background

### Step by Step

Select one of the following options in the context menu of the relevant conference participant:

- **Bring To Front**
- **Send To Back**

## 7.13 How to Align Objects

### Prerequisites

You have already selected all of the relevant objects together.

### Step by Step

Select one of the following options:

- If you want to align the objects with respect to a margin, click under **Layout > Align** on **Left, Right, Top** or **Bottom**.
- If you want to align the objects with respect to the middle line, click under **Layout > Align** on **Horizontal Center** or **Vertical Center**.

---

### Related tasks

[How to Select Multiple Objects at the Same Time](#) on page 33

## 7.14 How to Position Objects with Equidistant Spacing

### Prerequisites

You have already selected all of the relevant objects together.

### Step by Step

Under **Layout > Space Evenly**, click on **Horizontal** or **Down**.

---

### Related tasks

[How to Select Multiple Objects at the Same Time](#) on page 33

## 7.15 How to Center an Object on a Page

### Step by Step

Select one of the following options:

- If you want to center a single object, select the object and click under **Layout > Center On Page** on **Width** or **Height**.
- If you want to center several objects, all of which are already selected, click under **Layout > Center On Page** on **Width** or **Height**.

---

### Related tasks

[How to Select Multiple Objects at the Same Time](#) on page 33

## 7.16 How to Display or Hide the Page Margins

### Step by Step

Click on **View > Page Margins** to change the status.

## 7.17 How to Display or Hide the Grid

### Step by Step

Click on **View > Grid Lines** to change the status.

## 7.18 How to Select the User Interface Language (Fax Cover Editor)

### Step by Step

- 1) Click **File > Setup**.
- 2) Select the language from the **Language** drop-down list.
- 3) Click **OK**.

## 7.19 How to Change the User Interface (Fax Cover Editor)

### Step by Step

- 1) Click **File > Setup**.
- 2) Select the user interface with the desired appearance in the **Skin** drop-down list.
- 3) Click **OK**.

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