

Documentation

OpenScape Office V3 Fax Printer

User Guide

A31003-P1030-U107-12-7619

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1 Introduction

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

Fax Printer can be used with the following communication systems:

- OpenScape Office V3

1.1 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

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

Related Topics

- [Fax Cover Editor](#)
- [Fax Printer Driver](#)

1.2 Types of Topics

The types of topics include concepts and operating instructions.

Type of topic	Contents	Title
Concept	Explains the "What".	without a verb, e.g., <i>Fax Printer Driver</i> .
Operating instructions	Describe task-oriented application cases – i.e., the "How" – and assumes familiarity with the associated concepts.	Starts with "How to" followed by a verb, e.g., <i>How to Send a Fax Message</i> .

Related Topics

- [Display Conventions](#)

1.3 Display Conventions

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

Purpose	Appearance	Example
User Interface Elements	Bold	Click OK .
Menu sequence	>	File > Exit
Special emphasis	Bold	Do not delete 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>
Work Steps and Substeps	Numbered and alphabetical lists	<ul style="list-style-type: none">• Configure the DSL telephony stations with the associated DID phone numbers.<ul style="list-style-type: none">– Click Add.– Enter the name of the Internet telephony station under Internet Telephony Station.
Alternative Work Steps	Enumeration	<ul style="list-style-type: none">• If you want to output amounts, enable the check box Display amounts instead of units.• If you want to output units, clear the check box Display amounts instead of units.

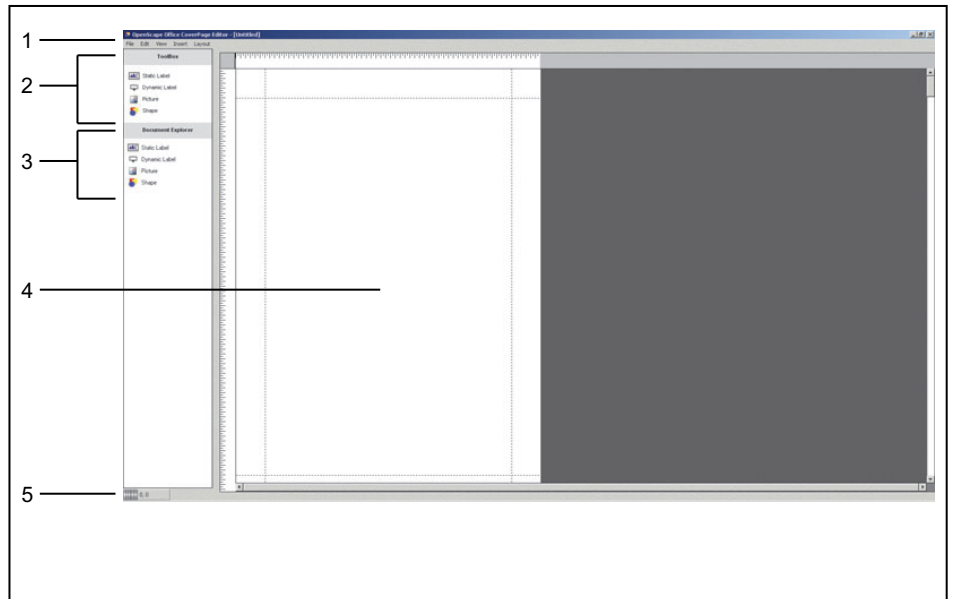
Related Topics

- [Types of Topics](#)

1.4 User Interface Elements of the Fax Page 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"> • File • Edit • View • Paste • Layout
2	ToolBox
3	Document Explorer
4	Workspace
5	Status bar
	Shows the position of the mouse pointer from the top left page margin in pixels

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.

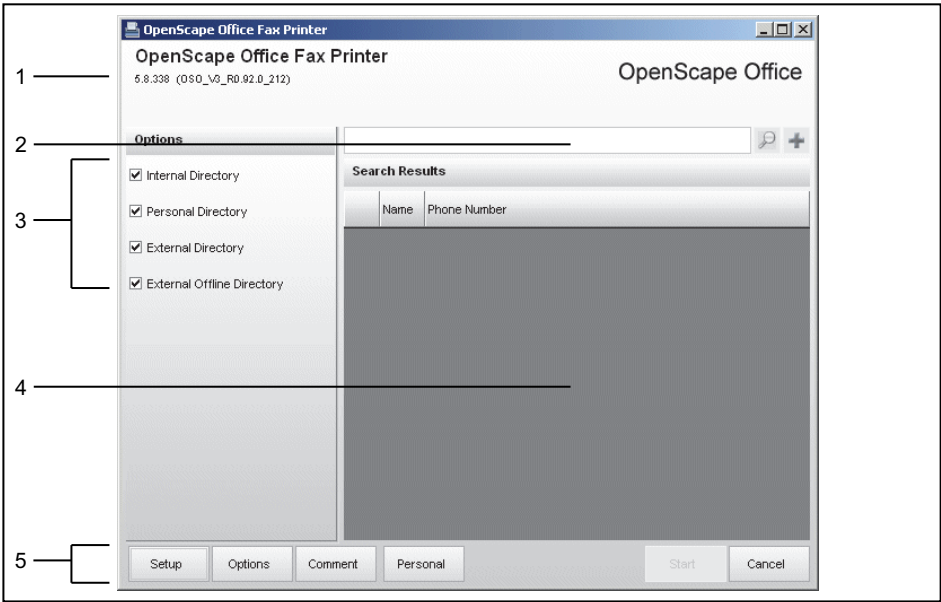
Related Topics

- [User Interface Elements of the Fax Printer Driver](#)

1.5 User Interface Elements of the Fax Printer Driver

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

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



Digit	Element
1	Status bar Version Information
2	Input panel for specifying recipients consisting of: <ul style="list-style-type: none">• Input field for fax number or search term• Symbol for searching• + symbol
3	Options panel Choice of directories when searching
4	Workspace
5	Function bar

Tooltips

Tooltips are tiny windows in which myPortal for Desktop displays 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 appropriate tool tip appears when you let the mouse pointer hover over that element for a brief period of time.

Related Topics

- [User Interface Elements of the Fax Page Editor](#)

2 Installing and Starting the Fax Printer

The installation of Fax Printer is subject to specific hardware and software requirements.

2.1 Prerequisites for UC PC Clients

In order to use UC PC clients, the client PC must be equipped with the appropriate hardware and software configurations. Depending on the configuration, administration rights are required for the installation and automatic updates. The available functionality depends on the licenses being used.

INFO: Please make sure that you refer to the notes in the `ReadMe first.rtf` file.

Telephones

myPortal for Desktop, myAttendant and myPortal for Outlook can be used in combination with the following telephones:

- OpenStage HFA
- OpenStage T (HX)
- optiPoint 410 HFA
- optiPoint 420 HFA
- optiPoint 500 (HX)
- optiPoint WL2 professional HFA
- SIP Phone
- Analog telephone
- HiPath Cordless IP
- HiPath Cordless Office (HX)
- optiClient 130 HFA
- OpenScape Personal Edition HFA
- OpenScape Personal Edition SIP

INFO: For analog and DECT telephones, the Message Waiting Indication (MWI) is not supported, and only limited support is available for displaying information on the phone.

Operating System

myPortal for Desktop, myAttendant, myPortal for Outlook and Fax Printer can be used in combination with the following web browsers:

- Microsoft Windows 7
- Microsoft Windows Vista
- Microsoft Windows XP

Local administration rights on a client PC are required for the installation, but not for automatic updates. The Russian user interface of myPortal for Outlook requires a Russian Windows installation.

myPortal for Desktop can also be used with the following operating systems:

- Apple Mac OS X v10.7 Lion

Windows Update

The PCs always need the current status of all available updates, including Service Packs.

Web Browsers

myPortal for Desktop, myPortal for Outlook and Fax Printer can be used in combination with the following web browsers:

- Microsoft Internet Explorer Version 7
- Microsoft Internet Explorer Version 8 in compatibility mode
- Microsoft Internet Explorer Version 9
- Mozilla Firefox Version 4 or later

Additional Software

Additional Software	myPortal for Desk- top	myAttend- ant	myPortal for Outlo- ok
Sun Java >= 1.6.x (see Service Center > Download Center)	X	X	
Microsoft Office 2010 or Microsoft Office 2007(32 bit) with installed .NET components for Outlook or Microsoft Office 2003 (32 bit) Microsoft Office 365			X
Access to Microsoft Exchange Server (for Outlook contacts and appointments), including Exchange Server from Office 365	X		X
Microsoft .NET Framework >= 3.5			X

Minimum Hardware Requirements

- 2 GHz CPU
- RAM: 2 GB
(Microsoft Windows XP: 1 GB)
(Microsoft Windows 2003 Server: 1 GB)
- 100 Mbps LAN

- XGA (1024x768) screen resolution, myPortal for Outlook: SVGA (800x600) screen resolution

Microsoft Terminal Server, Citrix Server

myAttendant, myPortal for Desktop, myPortal for Outlook and Fax Printer can be used in Microsoft Terminal Server and Citrix Server environments under the following preconditions:

INFO: Terminal Server and Citrix Server environments, including hosted services and virtual environments are the responsibility of the customer.

Operating system:

- Microsoft Windows 2008 R2 Server (64 bit) with Citrix XenApp 6.0 Server (Desktop Mode)
- Microsoft Windows 2008 R2 Server (64 bit) with Citrix XenApp 5.0 Server (Desktop Mode)
- Microsoft Windows 2008 R2 Server (64 bit) as Microsoft Terminal Server
- Microsoft Windows 2008 Server as Microsoft Terminal Server
- Microsoft Windows 2003 Server as Microsoft Terminal Server

Office applications:

- Microsoft Office 2010
- Microsoft Office 2007 (32 bit)
- Microsoft Office 2003 (32 bit)

Hardware Prerequisites: The number of installable clients depends on the server performance and on the amount of available memory. If the server is also being used for other applications, their memory requirements must also be taken into account. More information on the configuration of Citrix XenApp Server can be found under:

http://wiki.siemens-enterprise.com/wiki/OpenScope_Office

Installation Files

The following options are available for providing installation files to users:

- The administrator downloads the installation files from the **Download Center** and provides them to users via a network drive, for example.
- They can access the installation files directly via a network drive connected with `\\<IP address of communication system>\applications` (User: hoome, Password: hoomesw). The installation files are located in the `install-common` folder.

Related Topics

- [How to Install Fax Printer](#)

2.2 How to Install Fax Printer

Prerequisites

- Your PC meets the [Prerequisites for UC PC Clients](#) relevant for Fax Printer.
- Your Windows user account has local administration rights for the installation.
- The administrator of your communication system has made the installation file(s) available to you.

INFO: Please make sure that you refer to the notes in the ReadMe `first.rtf` file.

Step by Step

- 1) If the **User Account Control** window appears with the message An unidentified program wants access to your computer, click **Allow**.
- 2) Run the `CommunicationsClient.exe` program.
- 3) If the **User Account Control** window appears with the message An unidentified program wants access to your computer, click **Allow** or **Yes**.
- 4) Click on **Next** twice.
- 5) Click Custom.
- 6) Select the **Fax Printer** feature to install it.
- 7) Click **Next** as often as necessary and then click **Finish** to complete the installation process.

Next steps

Start Fax Printer.

Related Topics

- [Prerequisites for UC PC Clients](#)
- [How to Start the Fax Cover Editor](#)
- [How to Uninstall Fax Printer](#)
- [Upgrading to OpenScape Office V3](#)

2.3 How to Start the Fax Cover Editor

Prerequisites

- Fax Printer is installed on your PC.

Step by Step

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

Related Topics

- [How to Install Fax Printer](#)
- [How to Invoke the Fax Cover Editor from the Fax Printer Driver](#)

2.4 How to Uninstall Fax Printer

Step by Step

- 1) Close the Fax Cover Editor.
- 2) Close Fax Printer.

INFO: Please make sure that you refer to the notes in the `ReadMe first.rtf` file.

- 3) Select one of the following options:
 - Windows XP:
Click in the **Control Panel** on **Software**.
 - Windows Vista:
Click in the **Control Panel** on **Programs and Features**.
- 4) Click on **Edit** in the context menu of the **CommunicationsClients** entry.
- 5) Click **Modify**.
- 6) Select the **Fax Printer** feature to uninstall it.

Related Topics

- [How to Install Fax Printer](#)

2.5 Automatic Updates

Automatic updates keep Windows applications (e.g., UC clients, Application Launcher) up to date.

If an application determines that there is a newer version than the one currently running, it is automatically updated. If required, a message that the application must be exited in order to perform the automatic update appears.

2.5.1 How to Perform Automatic Updates

Prerequisites

- Your PC meets the *Prerequisites for UC PC Clients* relevant for Fax Printer.
- You have received a message such as: [...] client update available. Please wait while the update is done. Please close the following programs to continue the update: [...].

Step by Step

- › Close the named programs.

2.6 Upgrading to OpenScape Office V3

An upgrade to OpenScape Office V3 requires a different procedure to the usual updates.

INFO: Please make sure that you refer to the notes in the ReadMe first file.

All clients of OpenScape Office V2 must be uninstalled. The clients of the current version must then be installed. The procedure to be followed also depends on the operating system. For more information on upgrading to OpenScape Office V3, contact the administrator of your communication system.

Custom Configuration

Your custom configuration is retained for the most part, except for the following areas under **Setup**:

- **My Preferences > Presentation**
- **My Preferences > Notification**
- **My Preferences > Miscellaneous**

After the upgrade, you should check the configuration in these areas and edit them if required.

Improved Security Concept

OpenScape Office V3 includes an improved security concept that ensures protection against unauthorized access to OpenScape Office clients and to the voicemail box. This optimizes the protection of your personal data and prevents toll fraud.

- **New Password**
The new password must consist of at least six digits and applies to myAgent, myReports, myAttendant, myPortal for Desktop, myPortal for Mobile, myPortal for OpenStage, myPortal for Outlook and Fax Printer as well as phone access to your voicemail box.
After the upgrade, you will be prompted to change your password when you start an OpenScape Office PC client or access your voicemail via the phone for the first time.
- **Monitoring password entry attempts**
If the wrong password is entered five times, your access to all OpenScape Office clients will be locked. Unlocking is only possible by the administrator of the communication system.

Related Topics

- [How to Install Fax Printer](#)

3 First Steps

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

Select the language

Select the user interface language of the Fax Printer.

3.1 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**.

4 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:

- [How to Create a New Cover Page](#)
- Insert and format objects (e.g., [How to Insert a Text Box](#))
- [How to Save a 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:	Personal Comment The Cover Page Comment , which you can enter in Fax Printer Driver when sending a fax message, appears in this field.
From:	Sender's First Name
From:	Sender's Last Name
From:	Sender's Full Name
From:	Sender's Fax Number
From:	Sender's Company Name
From:	Sender's Fax Group Name
From:	Sender's Fax Group Number
From:	Sender's Department Name
From:	Sender's Department Number
To:	Recipient's First Name
To:	Recipient's Last Name
To:	Recipient's Full Name
To:	Recipient's Fax Number
c/o:	Recipient's Company Name
Sent:	Fax Date
Pages:	Fax Pages

- **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 Topics

- [Fax Printer](#)
- [How to Send a Fax Message to a Fax Number](#)
- [How to Send a Fax Message to Recipients Found by Searching Directories](#)

4.1 How to Create a New Cover Page

Step by Step

- › Click **File > New**

Related Topics

- [How to Save a Cover Page as a File](#)
- [How to Open a Cover Page](#)

4.2 How to Save a Cover Page as a File

Step by Step

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

Related Topics

- [How to Create a New Cover Page](#)
- [How to Open a Cover Page](#)
- [How to Delete a Cover Page](#)

4.3 How to Open a Cover Page

Step by Step

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

Related Topics

- [How to Create a New Cover Page](#)
- [How to Save a Cover Page as a File](#)

4.4 How to Insert a Text Box

Step by Step

- 1) Drag **ToolBox > Static Label** into the workspace to the desired position.
- 2) Enter the desired text under **Caption**.
- 3) Select the desired type of **Alignment** for the text from the drop-down list.
- 4) Select one of the following options for the size setting:
 - If you want manually adjust the size of the text field, select the value **Manual Size** in the **Automatic** drop-down list.
 - If you want the size of the text field to be automatically adapted to the text, select the value **Auto Size** in the **Automatic** drop-down list.
- 5) If you want to select a **Back Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 6) Select one of the following options for the **Back Style**:
 - If you want the background to be transparent, select the value **Transparent** in the **Back Style** drop-down list.
 - If you want the background to be opaque, select the value **Opaque** in the **Back Style** drop-down list.
- 7) Select the desired **Border Style** from the drop-down list.
- 8) If you want to change the font, click on the button next to **Font**.
 - a) Select the desired **Font** in the list.
 - b) Select the desired **Font style** in the list.
 - c) Select the desired **Size** in the list.
 - d) Click **OK**.
- 9) If you want to select a **Fore Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 10) Click **Save**.

Related Topics

- [How to Insert a Field with Variable Text](#)
- [How to Insert a Picture](#)
- [How to Insert a Shape](#)
- [How to Format an Object](#)

4.5 How to Insert a Field with Variable Text

Step by Step

- 1) Drag **ToolBox > Dynamic Label** into the workspace to the desired position.
- 2) Select the desired type of the variable text from the list.
- 3) Select one of the following options:
 - If you want to insert a prefix before the variable text (Note, From, To, c/o, Sent, Pages), select the **Insert Prefix Label** check box.
 - If you do not want to insert a prefix before the variable text, clear the **Insert Prefix Label** check box.
- 4) Click **OK**.
- 5) Select **Properties ...** in the context menu of the variable text field.
- 6) Select the desired type of **Alignment** for the text from the drop-down list.
- 7) Select one of the following options for the size setting:
 - If you want manually adjust the size of the text field, select the value **Manual Size** in the **Automatic** drop-down list.
 - If you want the size of the text field to be automatically adapted to the text, select the value **Auto Size** in the **Automatic** drop-down list.
- 8) If you want to select a **Back Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 9) Select one of the following options for the **Back Style**:
 - If you want the background to be transparent, select the value **Transparent** in the **Back Style** drop-down list.
 - If you want the background to be opaque, select the value **Opaque** in the **Back Style** drop-down list.
- 10) Select the desired **Border Style** from the drop-down list.
- 11) If you want to change the font, click on the button next to **Font**.
 - a) Select the desired **Font** in the list.
 - b) Select the desired **Font style** in the list.
 - c) Select the desired **Size** in the list.
 - d) Click **OK**.
- 12) If you want to select a **Fore Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 13) Click **Save**.

Related Topics

- [How to Insert a Text Box](#)

- [How to Insert a Picture](#)
- [How to Insert a Shape](#)
- [How to Format an Object](#)

4.6 How to Insert a Picture

Step by Step

- 1) Drag **ToolBox > Picture** into the workspace to the desired position.
- 2) Click **Select Image**.
- 3) Select **File Type** in the drop-down list, click on the desired file and then on **Open**.
- 4) If you want to select a **Back Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 5) Select the desired **Border Style** from the drop-down list.
- 6) If you want to select a **Mask Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 7) 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.
- 8) Click **Save**.

Related Topics

- [How to Insert a Text Box](#)
- [How to Insert a Field with Variable Text](#)
- [How to Insert a Shape](#)
- [How to Format an Object](#)

4.7 How to Insert a Shape

Step by Step

- 1) Drag **ToolBox > Shape** into the workspace to the desired position.
- 2) Select the desired **Shape** in the drop-down list.
- 3) If you selected **Rounded Rectangle** or **Rounded Square** as the shape, specify the width of the rounded shape in pixels:

- a) Enter the desired value for the horizontal extension of the rounded shape under **Rounding X**.
- b) Enter the desired value for the vertical extension of the rounded shape under **Rounding Y**.
- 4) If you want to select a **Back Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 5) Select one of the following options for the **Back Style**:
 - If you want the background to be transparent, select the value **Transparent** in the **Back Style** drop-down list.
 - If you want the background to be opaque, select the value **Opaque** in the **Back Style** drop-down list.
 - If you want to use a background pattern, select **Pattern** in the **Back Style** drop-down list and then select the desired **Back Hatch** in the drop-down list.
 - If you want to use a background image, select **Picture** in the **Back Style** drop-down list.
- 6) 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**.
- 7) 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.
- 8) If you want to select a **Border Color**, click on the adjacent button and then on the desired color, followed by **OK**.
- 9) Select the desired **Border Style** from the drop-down list.
- 10) Enter the desired **Border Width** in pixels.
- 11) Click **Save**.

Related Topics

- [How to Insert a Text Box](#)
- [How to Insert a Field with Variable Text](#)
- [How to Insert a Picture](#)
- [How to Format an Object](#)

4.8 How to Format an Object

Step by Step

- › In the workspace, select **Properties ...** from the context menu of the object, or double-click on the object entry in the **Document Explorer**.

Next steps

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

Related Topics

- [How to Insert a Text Box](#)
- [How to Insert a Field with Variable Text](#)
- [How to Insert a Picture](#)
- [How to Insert a Shape](#)

4.9 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 Topics

- [How to Move an Object](#)
- [How to Align Objects](#)
- [How to Position Objects with Equidistant Spacing](#)
- [How to Center an Object on a Page](#)

4.10 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 Topics

- [How to Select Multiple Objects at the Same Time](#)

4.11 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.

4.12 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**

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

Related Topics

- [How to Select Multiple Objects at the Same Time](#)

4.14 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 Topics

- [How to Select Multiple Objects at the Same Time](#)

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

Related Topics

- [How to Select Multiple Objects at the Same Time](#)

4.16 How to Display or Hide the Page Margins

Step by Step

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

4.17 How to Display or Hide the Grid

Step by Step

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

4.18 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**.

4.19 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**.

5 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:

- OpenScape Office, myPortal for Desktop, User Guide
- OpenScape Office, 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 Topics

- [Fax Printer](#)

5.1 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) When the window **Please log in** appears, perform the following steps:

- a) Enter your call number in the **User Name** field.

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

- b) Enter your **Password**.

INFO: 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 Windows 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 of the communication system is not present, enter it in the **Server IP** field.

- e) Click **OK**.

- 4) Select the header line for the fax message:

- a) Click **Setup**.
- b) Click on the **Header lines** tab.
- c) Click in the list of header lines on the desired header.
- d) Click **OK**.

- 5) If you want to send the fax message with a cover page, proceed as follows:

- a) Click **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 **OK**.

- 6) 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**.
- 7) 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 **Setup**.
 - b) Click on the **Personal Details** tab.
 - c) In the **Sending documents on behalf of** drop-down list, select either the desired Fax Group or **Myself**.
 - d) Click **OK**.
- 8) Enter the fax number of the recipient in dialable or canonical format.
- 9) Click on **+** to add this recipient to the fax message.
- 10) If you want to send the fax to further recipients, click in the input field and repeat steps 8 through 9 accordingly.

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

- 11) 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.
- 12) Click **Start**.

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

Related Topics

- [How to Send a Fax Message to Recipients Found by Searching Directories](#)
- [How to Edit the Sender's Fax Number](#)
- [How to Change Users](#)
- [Fax Cover Editor](#)

5.2 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) When the window **Please log in** appears, perform the following steps:

- a) Enter your call number in the **User Name** field.

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

- b) Enter your **Password**.

INFO: 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 Windows 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 of the communication system is not present, enter it in the **Server IP** field.
- e) Click **OK**.

- 4) Select the header line for the fax message:

- a) Click **Setup**.
 - b) Click on the **Header lines** tab.
 - c) Click in the list of header lines on the desired header.
 - d) Click **OK**.
- 5) If you want to send the fax message with a cover page, proceed as follows:
 - a) Click **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 **OK**.
- 6) 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**.
- 7) 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 **Setup**.
 - b) Click on the **Personal Details** tab.
 - c) In the **Sending documents on behalf of** drop-down list, select either the desired Fax Group or **Myself**.
 - d) Click **OK**.
- 8) If relevant, click on **Options** to display the selection options of the directories to be searched.
- 9) 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.
- 10) Enter a name or fax number partially or fully and click on Search symbol. If your search returns a result, Fax Printer will display a hit list.
- 11) 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.
- 12) If you want to send the fax to further recipients, click in the input field and repeat steps 8 through 9 accordingly.

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

13) 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.

14) Click **Start**.

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

Related Topics

- [How to Send a Fax Message to a Fax Number](#)
- [How to Edit the Sender's Fax Number](#)
- [How to Change Users](#)
- [Fax Cover Editor](#)

5.3 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='ph({MERGEFIELD Fax})'.recipient` can consist of the following comma-delimited elements whose values are specified in parentheses:

Element	Meaning
ph	Fax Number
sn	Last Name
gn	First Name
cn	Company
sc	Search For example, recipient='gn(natalie),sn(dubois),ph(12345),sc(gn,sn,p h) 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.

5.3.1 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.
- 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) When the window **Please log in** appears, perform the following steps:

- a) Enter the **User Name**. This is usually your station number. If you have any questions, please contact the administrator of your communication system.

INFO: The user name is the same as for myPortal for Desktop, myPortal for Outlook, myAttendant and myAgent.

- b) Enter your **Password**. The default password when logging on for the first time is 1234. Otherwise, contact the administrator of your communication system.

INFO: The password is the same as for myPortal for Desktop, myPortal for Outlook, myAttendant and myAgent.

- 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 Windows 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 of the communication system is not present, enter it in the **Server IP** field.

- e) Click **OK**.

- 4) Select the header line for the fax message:

- a) Click **Setup**.
b) Click on the **Header lines** tab.
c) Click in the list of header lines on the desired header.
d) Click **OK**.

- 5) If you want to send the fax message with a cover page, proceed as follows:

- a) Click **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 **OK**.

- 6) 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**.
- 7) 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 **Setup**.
 - b) Click on the **Personal Details** tab.
 - c) In the **Sending documents on behalf of** drop-down list, select either the desired Fax Group or **Myself**.
 - d) Click **OK**.
- 8) Click **Start**.

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

5.4 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:

Element	Meaning
ph=	Fax Number
sn=	Last Name
gn=	First Name
cn=	Company
sc=	Search <code>/recipient ph="12345";sc="ph"</code> , for example, 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 ph="12345";sc="ph" /
creds "user=101;pwd=1234;svr=192.10.1.10" /autostart
```

5.5 How to Edit the Sender's 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 **Setup**.
- 2) Click on the **Personal Details** tab.
- 3) Enter the **Sender's Fax Number**.
- 4) Click **OK**.

Related Topics

- [How to Send a Fax Message to a Fax Number](#)
- [How to Send a Fax Message to Recipients Found by Searching Directories](#)

5.6 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 Topics

- [How to Start the Fax Cover Editor](#)

5.7 How to Delete a Cover Page

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 on the desired cover page.
- 4) Click **Delete**.
- 5) Click **OK**.

Related Topics

- [How to Save a Cover Page as a File](#)

5.8 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 **Add**.
- 3) Enter the contact data in the **Personal Directory** window.
- 4) Click **OK**.

Related Topics

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

5.9 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 **Edit**.
- 4) Edit the contact data in the **Personal Directory** window.
- 5) Click **OK**.

Related Topics

- [How to Add a Personal Contact](#)
- [How to Delete a Personal Contact](#)

5.10 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 **Remove**.

Related Topics

- [How to Add a Personal Contact](#)
- [How to Edit a Personal Contact](#)

5.11 How to Select the User Interface Language (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 **Personal Details** tab.

- 3) Select the language from the **Language** drop-down list.
- 4) Click **OK**.

5.12 How to Change the User Interface (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 **Personal Details** tab.
- 3) Select the user interface with the desired appearance in the **Skin** drop-down list.
- 4) Click **OK**.

5.13 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 **Setup**.
- 2) Click on the **Personal Details** tab.
- 3) Click on **Change User**.
- 4) Enter the **User Name**. This is usually your station number. If you have any questions, please contact the administrator of your communication system.
- 5) Enter your **Password**. The default password when logging on for the first time is 1234. Otherwise, contact the administrator of your communication system.
- 6) 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 Windows 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.

- 7) If the IP address of the communication system is not present, enter it in the **Server IP** field.
- 8) Click **OK** followed by **OK**.

Related Topics

- [How to Send a Fax Message to a Fax Number](#)
- [How to Send a Fax Message to Recipients Found by Searching Directories](#)

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