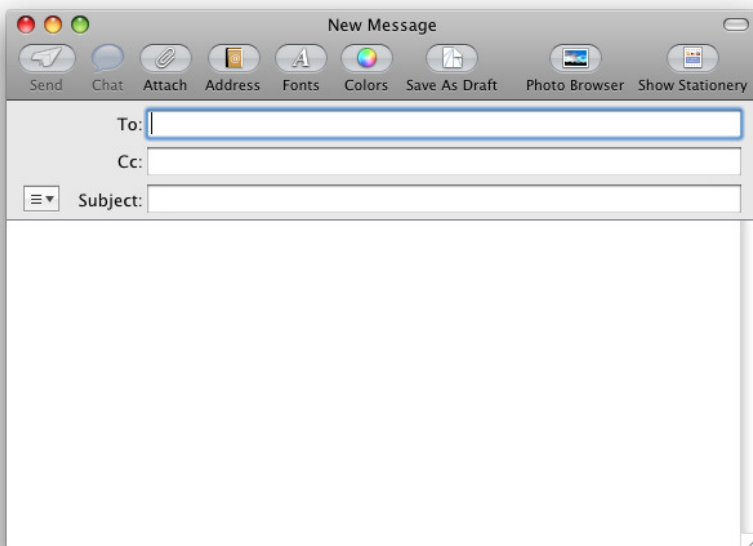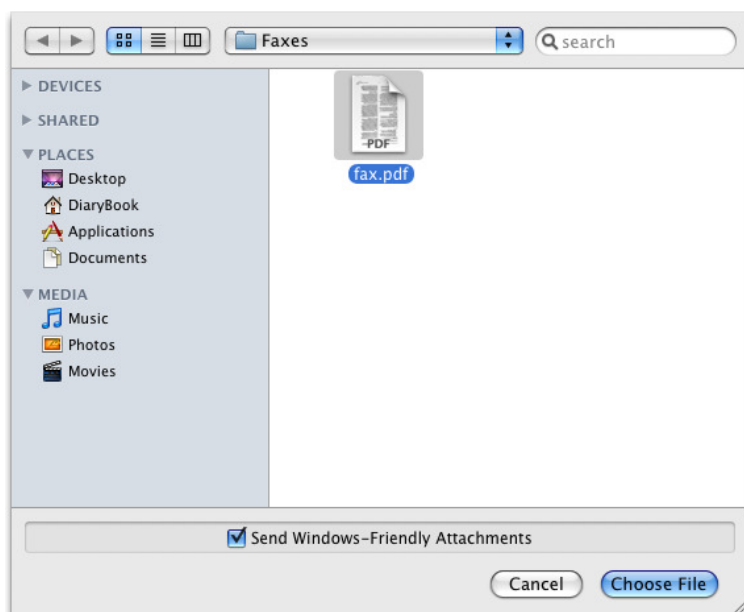# How to send a fax

## Create a new message

In your email application click to create a new email message.
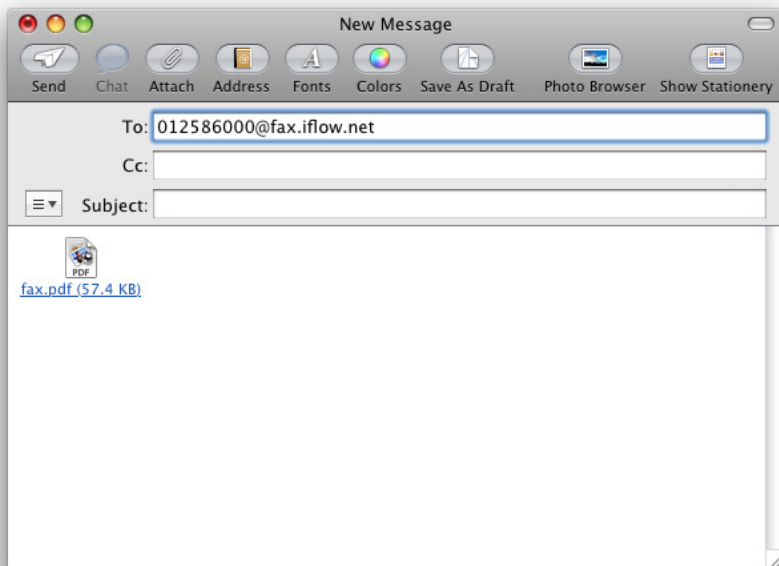


## Attach your fax document

Click on Attach to browse and select your PDF document. Alternatively you can type your fax content directly in to the email body.

## Address the email

In the TO field type in the fax number you want to send to followed by **@fax.iflow.net**. For example to send the fax to 012586000 send the fax to [012586000@fax.iflow.net](mailto:012586000@fax.iflow.net)



## Subject Line

Leave the subject line blank unless you

1. want to specify parameters for the IFLOW gateway
2. Your cover page uses the **^^subject^^** merge field

See the section on **Subject Line Instructions** for more information.

## Send

Click send. The fax will be automatically processed by IFLOW's service.

# Using Cover Pages

## Specifying a Cover Page

Your IFLOW account can contain cover pages that are automatically sent as the first page of the fax. Your USER profile can be set up to always include a specific cover page or you can use a field variable in the subject line to specify the cover page to use at time of sending. See **Subject Line Instructions** for details.

## Cover Page Merge Fields

Each cover page can contain merge fields that are replaced with information about the fax at the time of sending. For example you may want the cover page to include the destination fax number, the number of pages or who the fax is for.

**System Merge Fields**

| Field Name | Description | Example |
| --- | --- | --- |
| ^^date^^ | The date of sending the fax | 13-01-2010 |
| ^^time^^ | The time of sending the fax | 13:30 |
| ^^datetime^^ | The date and time of sending the fax | 13-01-2010 13:30 |
| ^^fax^^ | The destination fax number | +35312586000 |
| ^^csid^^ | The sender's CSID field | ACME INC |
| ^^subject^^ | The subject of the email | For the attention of… |
| ^^pages^^ | The number of pages in the fax document | 5 |

**Optional Subject Line Merge Fields**

| Field Name | Description | Example |
| --- | --- | --- |
| ^^tofax^^ | The destination fax number | +35312586000 |
| ^^toname^^ | Name of recipient | Joe Bloggs |
| ^^fromfax^^ | The sender's fax number | +448719710000 |
| ^^fromname^^ | The sender's name | Jane Doe |
| ^^title^^ | Heading for the cover page | |

## Adding, Editing and Deleting Cover Pages

All cover pages are stored in HTML format. You can create your cover page offline or use IFLOW's online editor. Log on to your account on http://www.iflow.net , go to the MESSAGING menu and select **Message Templates**.

# Subject Line Instructions

Leave the subject blank unless you want to give extra instructions to the IFLOW gateway or you need the subject line to be merged in a cover page.

See below a list of instructions and merge fields that can be used in the subject line. **NOTE**: the semi-colon is required at the end of each instruction.

| Field name | Description | Example |
|---|---|---|
| Includebody; | Send both the PDF attachments and the content of the email body.  The email body will be sent first. | Includebody; |
| Coverpage=<coverpagename>; | Specify what cover page you want to use with the fax. | Coverpage=mycoverpage; |
| Tofax=<value>; | Merge instruction for cover page | toFax=+35312586000; |
| Toname=<value>; | Merge instruction for cover page | Toname=Joe Bloggs; |
| Fromfax=<value>; | Merge instruction for cover page | Fromfax=+448719710000; |
| Fromname=<value>; | Merge instruction for cover page | Fromname=Jane Doe; |
| Title=<value>; | Merge instruction for cover page | Title=Purchase Order; |
| Subject=<value>; | Merge instruction for cover page. Only needed if other fields are being used. Otherwise the subject itself will do. | Subject=product #1234; |

**Subject Line Example**

Tofax=+35312586000; toname=Joe Bloggs; fromName=Jane Doe; Subject=Purchase Order;