


## Inserting Fax Headers

<p>1. Please go to <a href="http://www.faxem.com.au">www.faxem.com.au</a> and select the <b>InterFAX Login</b> option under the Login drop down menu – enter your username and password to access your InterFAX Account.</p>	<p>You are here: Login</p> <p><b>Username</b> <input type="text"/></p> <p><b>Password</b> <input type="password"/></p> <p><b>Login</b></p>
<p>2. Click on the <b>Preferences</b> tab, then select <b>Outgoing</b> and scroll down to <b>Header Properties</b>.</p> <p>3. Type the text you wish to appear in the <b>header of all faxes</b> that you send in the field below 'Fax header' and click on <b>Update</b>.</p>	<p><b>InterFAX</b>    Let your email do the faxing </p> <p><b>Fax Queues</b>   <b>Preferences</b></p> <p><b>All</b>   <b>General</b>   <b>Outgoing</b></p> <p><b>Header properties</b></p> <p>Fax header <span style="float: right;"><a href="#">Header editor</a></span></p> <p><input type="text"/></p> <p><b>Update</b></p>
<p>4. For <b>Advanced Fax Header Options</b> please click on <b>Header editor</b>. From here you can insert several <b>automated merge fields</b> such as {totalpages}, {dated/mm/yy} etc.</p> <p>5. Please <b>select the merge field</b> you wish to use for your header from the left menu and click on <b>Add field&gt;&gt;</b>. You can add multiple merge fields as well as your own text using the <b>Add text&gt;&gt;</b> function below.</p> <p>6. Once all of the content is in the right field you can sort the order by using the <b>'Up'</b>, <b>'Down'</b> and <b>'Remove'</b> buttons.</p> <p>7. To finalise click on <b>OK</b>.</p>	<p> <input type="text" value="{to}"/>  <input type="text" value="{from}"/>  <input type="text" value="{totalpages}"/>  <input type="text" value="{pagenumber}"/>  <input type="text" value="{datedd/mm/yy}"/>  <input type="text" value="{datedd/mm/yyyy}"/>  <input type="text" value="{datemm/dd/yyyy}"/>  <input type="text" value="{dateyyy/mm/dd}"/>  <input type="text" value="{datelong}"/>  <input type="text" value="{timehhmmss}"/>  <input type="text" value="{timehhmm}"/>  <input type="text" value="{timehhmmssst}"/> </p> <p><b>Add field &gt;&gt;</b> <input type="text"/></p> <p><b>Add text &gt;&gt;</b> <input type="text"/></p> <p> <input type="button" value="Up"/>  <input type="button" value="Down"/>  <input type="button" value="Remove"/> </p> <p>Your header string :</p> <p>Example :</p> <p><input type="button" value="Cancel"/> <input type="button" value="↓"/> <input type="button" value="Help"/> <input type="button" value="OK"/></p>

1 Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email [interfax@faxem.com.au](mailto:interfax@faxem.com.au)