

P3fax embedded commands

What are embedded commands?

Embedded commands are textual commands that are included in the text printed to the P3 printer that allow the submission of a message to P3fax to be completely automated. All of the information that P3fax needs to know (e.g. who the message is to, when it should be sent and what should be included with the message) can be specified using embedded commands.

P3console will process the commands when the document is printed to the P3 Printer and remove them before sending the message.

Multiple commands may be used in a document but EVERY command must be:

- In the Commands font (12 point size)
- Enclosed in a separate pair of double square brackets: `[[...]]`
- If you are using Word 97 or Word 2000 you must ensure that the **Use printer metrics to layout document** option is selected. This can be found in Word by selecting the **Tools, Options** menu on in the **Compatibility** tab.

Though there are many embedded commands available with P3fax, the main ones are:

`[[TO=...]]`

`[[HOLD]]`

`[[PRINT]]`

A sample document that includes embedded commands is shown below:

Embedded commands each enclosed in their own pair of `[[...]]` characters


The embedded `[[END]]` command is at the end of the document.

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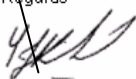
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Designers, Developers, Manufacturers and Suppliers of:
P3fax: Network Fax with web and email interface
P3ocr: host your own OCR server with no client software to install
Unimessage Pro: Unified Fax and Email Messaging
The Newnews: Desktop news and information from any of over 3000 sources
ocrNow!: pay-as-you-go on-line OCR service



`[[FAX=Jim Smith;MIKE;123456]] [[NAME=Paperworld: Meeting]]`
`[[hold]] [[print]] [[time=18:00,07:45]]`

To: Jim Smith, Paperworld Inc.
Copy: Mike Jones, Wordcraft International Ltd
From: Tim Kirkland, Wordcraft International Limited
Subject: Meeting November 12
Document1
Fax Number: Phonebook

Dear Jim
Thanks for your message; I would certainly like to discuss supply arrangements.
I will be in New York between 11th and 15th November – could we meet on the 12th?
Regards

Tim Kirkland `[[END]]`

In the above example, several embedded commands are used to pass information and instructions to P3fax. Full details of the commands are included below, but in brief:

- Each embedded command is enclosed in its own set of brackets, `[[...]]`, and printed using the Commands font at 12 point size.
- When sent, the embedded commands will be removed from the image and the space they occupied is left blank.
- `[[TO=Jim Smith;MIKE;1234567]]`
The message will be sent to 3 destinations:
The fax number, or email address, associated with the P3fax contact “Jim Smith”.
The P3fax user “MIKE” on the same P3fax installation.
The fax number “1234567”.
- `[[SUBJECT=PaperWorld:Meeting]]`
The message will be allocated a subject “PaperWorld:Meeting”, which can then be used to find the message.
- `[[HOLD]] [[PRINT]]`
Initially, the message will be submitted to the Outbox, with “Hold” status and a copy will be printed.
- `[[TIME=18:00,07:45]]`
When released for transmission, e.g. by selecting the entry in the Outbox then clicking the green light toolbar button, the message will wait to be sent between 18:00 each evening and 07:45 the following morning.
- `[[END]]`
The end of the message is marked using this command – if the message was part of a personalised mailing via P3fax, this command is essential so that P3fax can split the multi-page print into separate messages.

The complete list of embedded commands is shown below.

[[APPEND=filename, firstpage-lastpage]]

Used to append the specified .FAX file to the current message. If present, the firstpage-lastpage parameter is used to tell P3fax only to append some of the pages within the .FAX file, all pages are included if no page range is specified.

Examples:

`[[APPEND=C:\StdTerms.FAX]]`

`[[APPEND=C:\StdTerms.FAX, 2-3]]`

[[BCC=list of recipients]]

Used to specify blind carbon copy recipient(s), you may type in this field a fax number, email address or phonebook contact name. Use a semi-colon to separate each recipient in this list.



*Recipients included in the **Bcc** list will not be shown to other recipients of the message.*

[[BROADCAST=filename.TXT]]

Used to specify the name of a text file in which a list of fax numbers or email addresses to which the message should be sent are listed, each on a separate line. This might be useful if another application produces the text file and then you want to send identical messages to each recipient.



To send personalised messages rather than identical messages, use the TO, FAX or EMAIL embedded commands with parameters merged from a database with other data from that database inserted into the page as where required.

Remember also to include the [[END]] embedded command at the end of the last page of each message.

[[CC=list of recipients]]

Used to specify carbon copy recipient(s), you may type in this field a fax number, email address or phonebook contact name. Use a semi-colon to separate each recipient in this list.

[[COVER=Coversheet Name]]

Used to indicate that a cover sheet should be included with this fax message and the name of cover sheet to be used.

Example:

```
[ [ COVER=Memo ] ]
```

[[DEVICE=devicemask]]

Used to select specific device(s) to handle this job, where more than one might be available.

"Devicemask" contains the name of the device or a name and wildcard – such as "modem*" for any device whose name begins with "modem".

Example:

```
[ [ DEVICE=MODEM* ] ]
```

[[EMAIL=list of recipients]]

Used to specify recipients to receive the message via email; use this command when typing in a phonebook entry that has both email address and fax number. The email command will tell P3fax to use the email address in preference to the fax number when sending the message to this contact. If To/Cc/Bcc is used with a phonebook contact that has both an email address and fax number you will be prompted with the recipient dialog to select either the fax number or email address for the contact.

[[END]]

Used to separate pages of a single printed document into separate messages. It is essential to use this command at the end of the last page of each message when using P3fax with a database function to produce personalised messages else each recipient might receive copies of all recipients' messages!

[[FAX=list of recipients]]

Used to specify recipients who are receive the message via fax; use this command when typing in a phonebook entry that has both email address and fax number. The fax command will tell P3fax to use the fax number in preference to the email address when sending the message to this contact. If To/Cc/Bcc is used with a phonebook contact that has both an

email address and fax number you will be prompted with the recipient dialog to select either the fax number or email address for the contact.

[[FAXSHOT]]

Used to tell P3fax that this message is part of a personalised mailing.

Usually P3fax would stop and prompt for more details if insufficient information was included in the embedded commands present in the document printed. When the **[[FAXSHOT]]** command is present, P3fax will report the error via an error log dialog and continue submitting other jobs. This command is only for use when **Always use P3 Mail Server** is set as your method to send a message.

[[HOLD]]

Used to put this job into hold status when added to the Outbox so that it is not sent until you release it.

[[IMAGE=image file name]]

Used to place a .BMP, .PNG, .TIF or .JPG image at this position within a fax document.

Example:

```
[ [ IMAGE=C:\MyImage.BMP ] ]
```



Remember to leave a gap in your document after the line on which you use the [[IMAGE= . .]] command large enough for the included image file, otherwise P3console will overwrite your text with the included image file!

[[INCLUDE=filename]]

Used to include a .FAX format file at this line of the current page within this document.

Example:

```
[ [ INCLUDE=C:\MyHeader.FAX ] ]
```



Remember to leave a gap in your document after the line on which you use the [[INCLUDE=...]] command large enough for the included .FAX file, otherwise P3console will overwrite your text with the included .FAX file!

[[MESSAGE=message]]

Used to specify text to form the email message's body or, when used in combination with the **[[COVER=...]]** for fax recipients, to specify the message text to go into the cover sheet.

Maximum one paragraph.

[[OVERLAY=filename]]

Used to overlay a .FAX file.

The specified .FAX file will be placed at the top of the current page in a transparent manner, so that any other text printed on the page will appear on top of it. For example, the .FAX file could be a form outline and the text printed could just fill in areas within the form.

Example:

```
[ [ OVERLAY=C:\MyForm.FAX ] ]
```

[[PRINT]]

Used to print a hard copy of the fax message using the default Windows printer.

[[PRIORITY=1/2/3/4/5]]

Used to specify a priority for this message, 1 being highest and 5 being lowest. Higher priority messages will be sent first.

[[SUBJECT=subject]]

Used to specify the message's subject.

[[TIME=dd/mm/yy hh:mm]], [[TIME=earliest,latest]]

[[TIME=earliest]]

Used to specify earliest delivery date and/or time.

The date and time:

[[TIME=23/12/07 18:00]]

To set an earliest delivery time of 6.00pm on 23rd December 2007.

The date or time:

[[TIME=18:00]]

To send between 6.00pm and midnight today and on any day from now onward.

[[TIME=23/12/07]]

To send any day or time after 00:00 on 23rd December 2007.

[[TIME=earliest,latest]]

Used to specify a latest delivery time as well as an earliest delivery.

[[TIME=23/12/07 18:00,24/12/07 08:00]]

To set a delivery time between 6.00pm on 23rd December 2007 and 8.00am on 24th December 2007.

The date may be omitted if the time is on the current date.

[[TIME=18:00,08:00]]

To send between 18:00 and 08:00 today (and tomorrow) and on any subsequent day (and following day.)

If the message has not been sent by the time the "latest time" is reached it will remain in the Outbox with a status of "Time expired".

[[TO=list of recipients]]

Used to specify recipient(s). Use a semi-colon to separate each recipient in this list.