

How-to broadcast personalized faxes:

The easiest way to broadcast personalized faxes is to create a text file with a ".2pl" extension, then attach this file to your Email-2-Fax email request. This file needs to contain a list of fax numbers and personalized text and a "MERGE" statement indicating how and where to merge the personalized text. The file must be in the following format:

```
MERGE(TOP[0.0"-10.0"],LEFT[0.0"-7.0"],FONT[0-9],SIZE[6-36],[b][i][u])
<fax number 1>[|<personalized text>[|<next line text>]...]
<fax number 2>[|<personalized text>[|<next line text>]...]
:
:
<fax number n>[|<personalized text>[|<next line text>]...]
```

A '|' (vertical bar or pipe) character is used to separate the fax number and each line of personalized text. More than one line of text may be specified by separating each line with a '|' character.

NOTE:

- This information can also be placed in the body of the email.
- The text will only be merged onto the first page of the fax.
- The "MERGE" statement must be on the first line of the file and contain the following parameters:

TOP* - Specifies how far from the top of the page, in inches, to begin placing the text.
LEFT* - Specifies how far from the left of the page, in inches, to begin placing the text.
FONT - Specifies the font to use. The following are the available fonts:
0 - Arial
1 - Century Gothic
2 - Courier New
3 - Garamond
4 - Georgia
5 - Lucida Console
6 - Lucida Sans Unicode
7 - Palatino Linotype
8 - Times New Roman
9 - Verdana
SIZE - Specifies the font size to use.
[b][i][u] - The last parameter is optional and may contain b, i, and u.
b - **BOLD**
i - *ITALICS*
u - UNDERLINE

*The text to be merged is formatted on an 8.5" x 11" page with no margin on the top or left sides. There are 0.25" margins on the right and bottom sides.

Examples:

```
MERGE(0.25,1.0,2,12,)
```

```
555-555-5555|Attn:Joe Customer
```

- The beginning of the text is placed 0.25" from the top and 1" from the left using the font Courier New and font size 12. No **BOLD**, no *ITALIC* and no UNDERLINE.

```
Attn: Joe Customer
```

```
MERGE(0.125,0.25,5,6,b)
```

```
555-555-5555|Fax from: AirCom LLC (801) 370-6001 To: Joe Customer (555) 555-5555
```

- This places the line of text at the top of the fax page, similar to a fax header. The text is **BOLD** Lucida Console with font size 6.

```
Fax from: AirCom LLC (801) 370-6001 To: Joe Customer (555) 555-5555
```

```
MERGE(2.0,1.0,8,12,bi)
```

```
555-555-5555|Attn:|Joe Customer|Purchasing
```

- This text is placed on three lines beginning 2" from the top and 1" from the left using the font Times New Roman with font size 12, **BOLD** and *ITALICS*.

Attn:

Joe Customer

Purchasing