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 A group blog by Mirjam Baumberger in General



Fridays' Swyx Tip #40: Serial Fax



Entry posted by Tom Wellige July 17, 2020

417 views

From 2009 to 2011 [mirjam baumberger](#) wrote a great blog, the "**Fridays' Swyx Tip**". Every Friday she posted a tip regarding the usage of SwyxWare and connected tools and devices. As the old forum is offline, this article series will be restored here again over the time. Please note that some information in this article series might not be valid anymore with current SwyxWare versions.

This blog article was originally posted on 01.04.2010 00:36

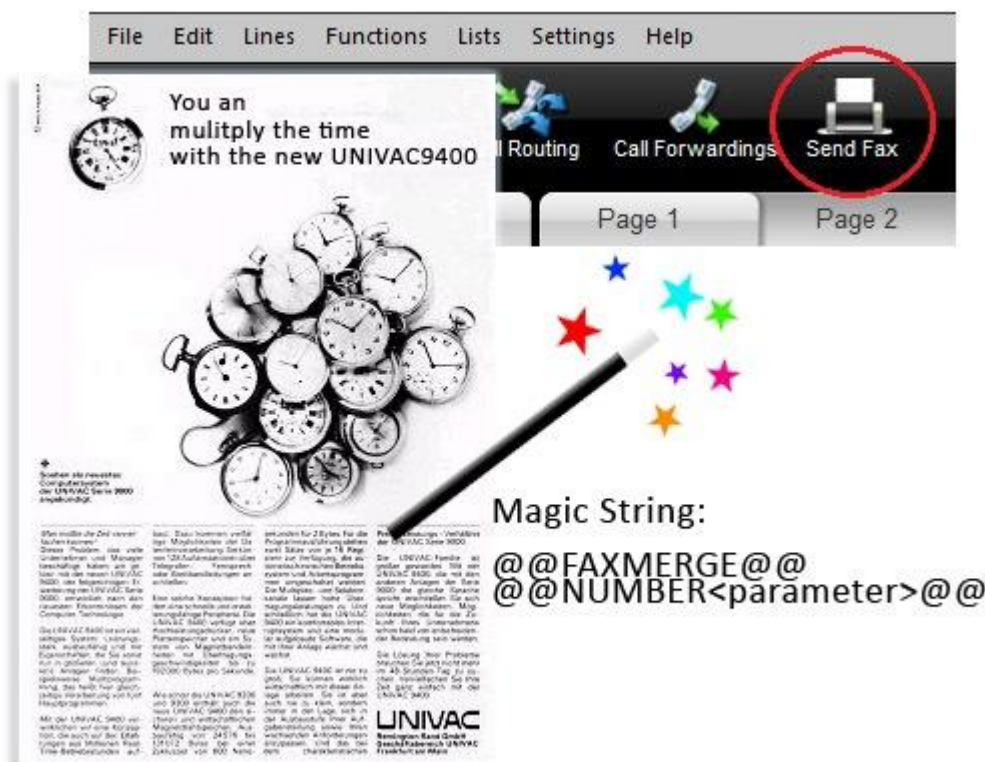
Dear Swyx Users

Although it is not Friday today, here my weekly Friday Tip :-) Happy Easter egg hunting...

SwyxWare includes a powerful fax engine. Users can be enabled to send and receive faxes right from their desktop. But did you know that one can also create and send serial faxes?

This way you only need to compose one document for communicating to an extensive list of interested clients and customers, saving you time and money!

Each fax is personalized so it appears to be written specifically to each recipient. And with Swyx Fax logging function, you have full control on which faxes could not be sent successfully.



To perform a Swyx Serial fax, one has to create the fax message as a Word document and enter "defined serial print fields" instead of "address fields". Instructions on how to create a mail merge letter in MS Word can be found [here](#).

This simple function allows you to create and send serial faxes.

Every serial fax has to begin with the command

- **@@FAXMERGE@@**

in a separate line, to indicate the beginning of a serial fax document to SwyxFax Server.

Additional commands which can be used are listed below:

Command	Use
FAXMERGE	Separates the individual fax documents (see <i>Creation of Serial Faxes</i> , page 1-42).
NUMBER	Adds a number (see <i>Adding a Fax Number</i> , page 1-42).
FROM	Adds the fax number of the desired sender (see <i>Adding the Caller Number</i> , page 1-43).
FROMEMAIL	Adds the e-mail address of the desired sender (see <i>Adding sender's e-mail address</i> , page 1-43).
SCHEDULE	Adds the send date for the send job (see <i>Adding the Send Time</i> , page 1-44).
PRIORITY	Sets the priority of the fax document (see <i>Insert Priority</i> , page 1-44).
REDIAL	Determines the number and the interval of the redial (see <i>Defining Redial</i> , page 1-45).
INSERT	Inserts a signature file to the fax (see <i>Adding an Image, e.g. a Signature</i> , page 1-45).

Additional help can be found in the [Swyx Fax Client](#) help document, chapter "1.7 Sending Serial Letters via Fax".


Have a good weekend and happy Swyxing...

Regards

Mirjam

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