



PAPAGENO

MAPI Connector

Version 5.9

Microsoft® and Windows® are registered trademarks of the Microsoft Corporation.
The remaining hardware and software designations mentioned in this book are in most cases also registered trademarks and so are subjected to the statutory provisions.

VIPcom GmbH
Ruedesheimer Str. 7
80686 Munich
Phone: +49 89 54750-0
Fax: +49 89 54750-200
e-mail: info@vipcomag.de
<http://www.vipcomag.de>

The use, reproduction or distribution of the program is subject to the restrictions described in your contract with VIPcom GmbH

The specifications contained in this book are subject to correction and may be altered without any further notification.

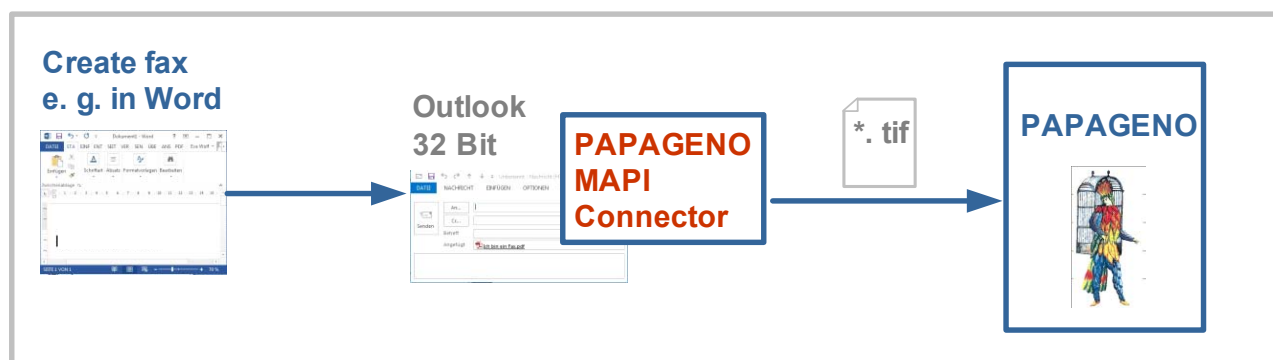
VIPcom GmbH does not thereby commit itself to any further obligations.

Content

General	5
A. Install MAPI Connector and Fax MAPI Printer	7
1. How to Install the PAPAGENO MAPI Connector	9
2. How to Install the Fax MAPI Printer	10
B. Installation and Integration	13
1. Integrating the PAPAGENO-MAPI-Connector in Outlook	15
2. Sending a Test Fax	19
C. Sending Messages	21
1. How to Create Messages	23
2. How to Administer Fax Numbers in Outlook	24
3. PAPAGENO Telephone Books	25
4. Sending Messages	29
D. Setting Options	33
1. How to Save Debug Informations	35
2. How to Set the Sequence of the Transport Services	36
3. How to Set the Sequence of Address Books	37
4. How to Create a Cover Page for Faxes	38
5. How to Set an Alias	43
6. How to Set Server Actions	44
7. How to Change the Password	45
8. How to Log on to a Group	46
9. Finishing Settings	47
Index	49

General

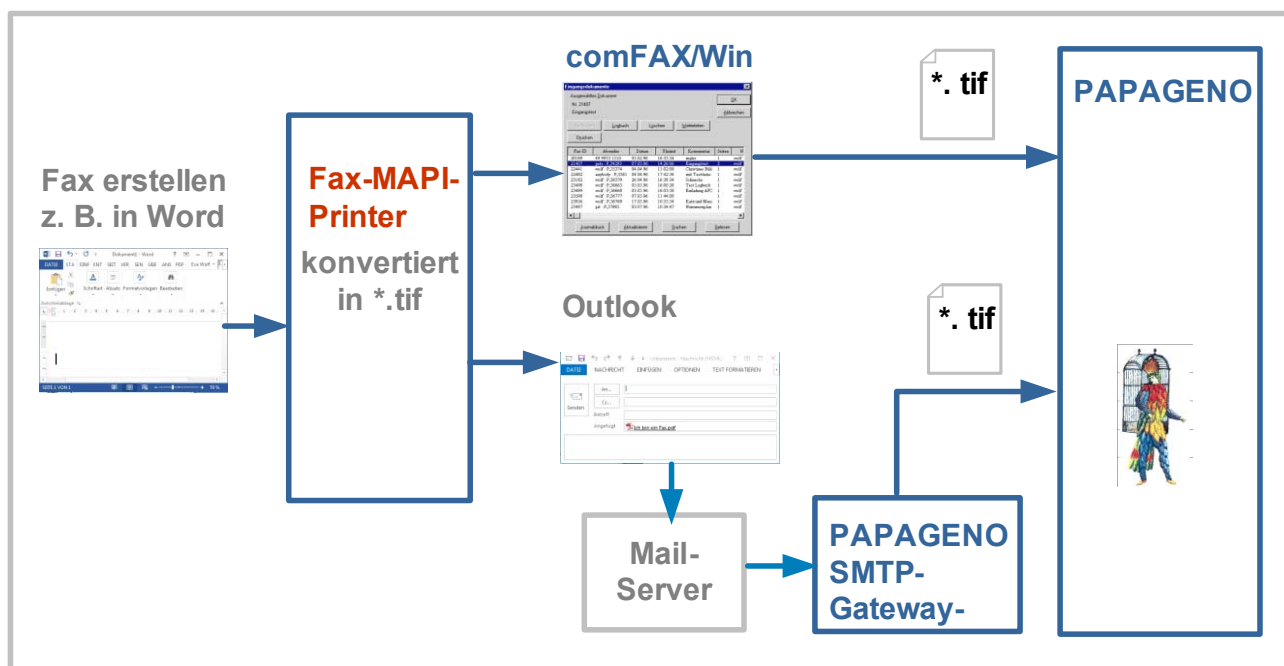
The PAPAGENO MAPI Connector connects Outlook with PAPAGENO.



The MAPI-Connector is installed on a user computer for an Outlook client. Entering a fax address the connector converts text and Outlook attachments into fax format and forwards it to PAPAGENO. He offers features for message administration (fax, text messages, voice mail).

The **PAPAGENO MAPI-Connector** is compatible with Outlook just up to version Outlook 2010 (32 Bit)!

The **Fax-MAPI-Printer** is a part of the PAPAGENO MAPI Connector but can be installed separately. This virtual printer converts all Windows documents into the fax format (*.tif).



Documents from Windows® applications, that are printed to the FAX-MAPI-Printer, will be converted into the fax format and delivered to Outlook resp. to comFAX/Win. That depends on the setting during the installation. comFAX/Win is connected to PAPAGENO directly, Outlook forwards the faxes via the SMTP gateway to PAPAGENO.

MAPI Connector and Fax MAPI Printer Convert the following Formats:

All common formats and all formats that are supported by the OLE interface. Anything you print from a Windows PC can be converted to a fax format.

User Manual for Sending Faxes from Office Applications and Outlook:

www.vipcomag.de - Downloads - PAPAGENO - Manuals listed - Clients - „PAPAGENO Fax Users Manual Outlook 2010 and higher“.



A. Install MAPI Connector and Fax MAPI Printer

1. How to Install the PAPAGENO MAPI Connector	9
2. How to Install the Fax MAPI Printer	10

1. How to Install the PAPAGENO MAPI Connector

- ▶ In the control panel set the `User Account Control` to `Low`.
- ▶ Ask the administrator about the installation files of the MAPI Connector in the network or:
- ▶ download the current version of the PAPAGENO MAPI Connector from our homepage (www.vipcomag.de - Download - PAPAGENO - MAPI-Connector).
- ▶ Open the `MAPI` directory.
- ▶ Start `Setup.exe`.

The following window will open



- ▶ Under `Please select your language` select the installation language
- ▶ Under `Send via:` select `Mail`
- ▶ Under `MAPI Installation` you can choose between installing the Fax MAPI Printer (`Printer`) or the PAPAGENO MAPI Connector (`Connector and Printer`)
- ▶ Select `Connector and Printer`
- ▶ Confirm with `OK`.

The installation is complete. The PAPAGENO MAPI Connector can be integrated in Outlook® now.

(See below Part B, Chapter 1. „Integrating the PAPAGENO-MAPI-Connector in Outlook”, page15).

2. How to Install the Fax MAPI Printer

The **Fax MAPI Printer** is part of the PAPAGENO MAPI Connector but can be installed separately.

- In the control panel set the `User Account Control` to `Low`.
- Download the current version of the PAPAGENO MAPI Connector from our homepage (www.vipcomag.de - Download - PAPAGENO - MAPI-Connector).

The printer can be installed via `setup.exe` or via a setup command.

In each case you have to select the client that gets the converted documents (**Outlook** - up to version 2010 (32 Bit) or **comFAX/Win**). If you select comFAX/Win, you have to enter PAPAGENO name and ALPHA host.

Installing Printer via `setup.exe`

- Change to the `MAPI` directory .
- Start `setup.exe`.

The following window will open:



- Select the installation language.

Under **Send via** you can select the way a converted document will go

- to Outlook (`Mail`)
- or to PAPAGENO comFAX/Win (`Papageno`)

!NOTE! If you use the 64-bit version of Outlook select Papageno.

- ▶ Select an option.
- ▶ Under **MAPI Installation** select **Printer**

If you select **Papageno** the following window will open



- ▶ In the **User**-field enter the name of the PAPAGENO user, in the **Alphahost**-field the name of the responsible ALPHA host
- ▶ Click **OK**.

The Fax MAPI Printer will be installed as a virtuell printer.

To Install the Printer via a Setup Command

- ▶ Open a DOS prompt und change to the **MAPI** directory.

The Fax MAPI Printer setup command has the following syntax:

```
setup mode [alphahost=host user=name] [debug]
```

mode: printerger printereng or printerfra
for the german, english or french version

If **alphahost** und **user** are quoted, the printer sends the converted documents to the PAPAGENO client, otherwise to Outlook.

- ▶ Enter the setup command.

The Fax MAPI Printer will be installed as a virtuell printer.

Examples:

`Setup printerger`

installs the german Fax MAPI Printer. Office documents will be converted into tif format and forwarded to Outlook.

`Setup printerger alphahost=Faxserver_C user=peter`

installs the german Fax MAPI Printer. Office documents will be converted into tif format and forwarded to the windows client of the user „Peter“, ALPHA host „Faxserver_C“ .



B. Installation and Integration

- 1. Integrating the PAPAGENO-MAPI-Connector in Outlook15**
 - Establishing the PAPAGENO MAPI Connector as an additional server type.15
 - Enter Login Data17
 - Save the PAPAGENO Login17
- 2. Sending a Test Fax19**

1. Integrating the PAPAGENO-MAPI-Connector in Outlook

Now you integrate the PAPAGENO SMTP Gateway via an user profile in Outlook®.

To do this you need:

- the **PAPAGENO name** of the user for whom the Outlook profile shall be set up
- the **transmission protocol** (TCP/IP or UDP)
- and the name of the **PAPAGENO server computer**.

Note: For installing an **update version** of the PAPAGENO MAPI Connector, you must **not** integrate the PAPAGENO MAPI Connector in Outlook once again.

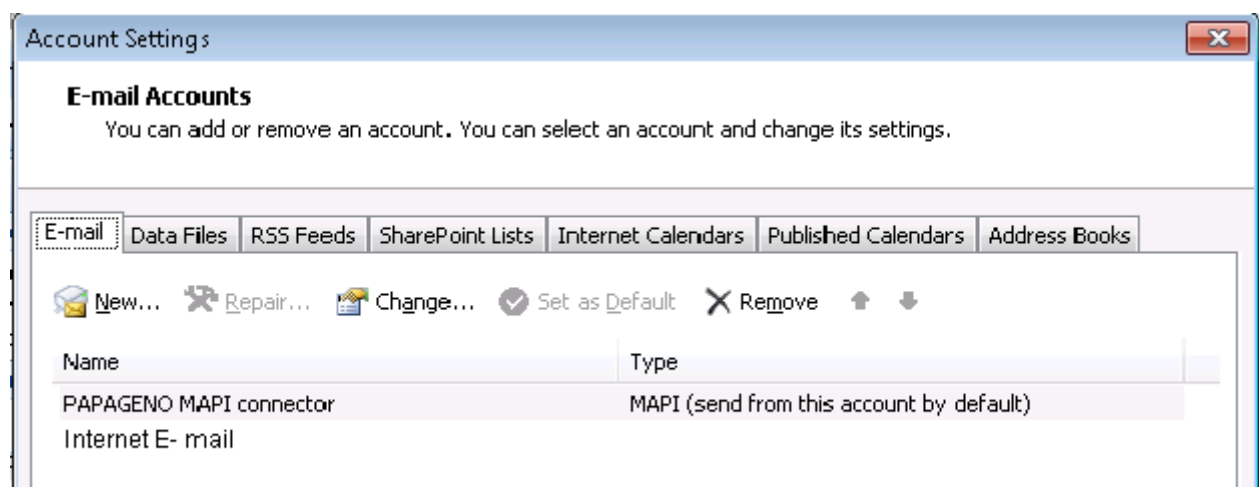
Establishing the PAPAGENO MAPI Connector as an additional server type

You have to establish the PAPAGENO MAPI Connector as an additional server type. Finally you enter the data of the new profile in the `Fax-Server-Properties` window.

There are descriptions for older as well as newly Outlook versions below.

Description for newly Outlook versions

- ▶ Open the window `Account settings`.
- ▶ Select the `E-mail` tab.



- ▶ Highlight PAPAGENO MAPI Connector and click on `New . . .`.
The `New Account` window will open.

-
- Select **Others** and then **PAPAGENO MAPI connector**.
 - Click **Continue**.

The **Fax Server Properties** window will open. Here you can login to PAPAGENO and fix the desired features (see below under „Enter Login Data“, page 17).

Description for Outlook 2002

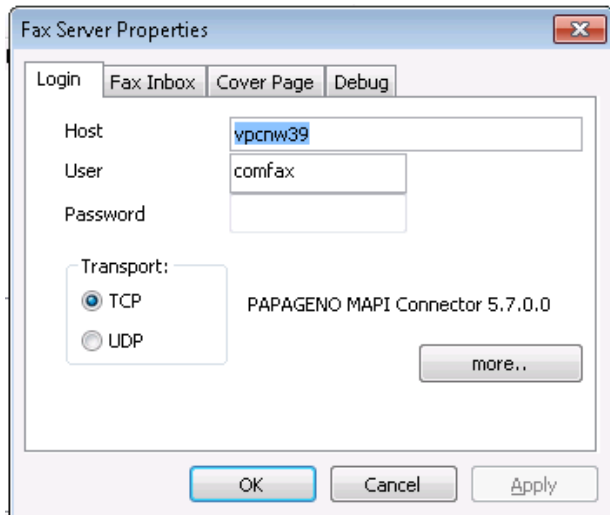
- In the menu **File Options** - click on **Account settings**.
The **E-Mail account** window will open.
- Select **Add a new E-Mail account** and click on **Continue**.
Select **Additional server types** and click on **Continue**.
- Select **PAPAGENO SMTP Gateway** and click on **Continue**.
The **Services** window will open.
- Select **PAPAGENO MAPI Connector** and click the **Add** button.
- In the window **Add service to profile** the **PAPAGENO MAPI Connector** is highlighted.
Confirm the selection with **OK**.
- Click on the button **Properties** to open the window **Fax Server Properties**.
Here you can log in to PAPAGENO and fix the desired features
(see below under „Enter Login Data“, page 17).

Description for Outlook 2000

- In the Outlook menu **Tools** select **Services**.
or, without opening Outlook:
- In the control panel select **Mail**.
The **Services** window will open
- Select **PAPAGENO MAPI Connector** and click the **Add** button.
- In the window **Add service to profile** the **PAPAGENO MAPI Connector** is highlighted.
Confirm the selection with **OK**.
- Click on the button **Properties** to open the window **Fax Server Properties**.
Here you can log in to PAPAGENO and fix the desired features.

Enter Login Data

- ▶ Select the `Login` tab :



- ▶ In the `Host` field enter the name of the PAPAGENO server.
- ▶ In the `User` field enter your PAPAGENO user name.

In the `Password` field you can enter an individual password to protect your messages. Enter a string of digits if you want to have telephone access to your faxes, emails and sms messages.

- ▶ Enter a password resp. a string of digits.

In case of misremembering your password the administrator will assign a new one to you.

- ▶ In the `Transport` box select the route of transport via `UDP` or `TCP`.
- ▶ Click `Apply` and close the window with `OK`.

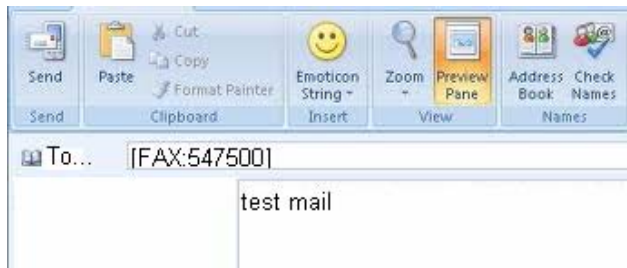
Save the PAPAGENO Login

- ▶ Close all windows
- ▶ Restart Outlook®.

2. Sending a Test Fax

Send a test fax now to test whether the PAPAGENO MAPI connector has been successfully installed.

- ▶ Open a New Message window.



- ▶ Write a short text.
- ▶ Enter a fax number in the To box.
Use the syntax: [FAX: *faxnumber*] (including the square brackets)
Example: [FAX:123456]
- ▶ Click on Send.

The PAPAGENO MAPI connector now should send the fax to the faxnumber you typed in. The Text will be converted into faxformat (.tif).



C. Sending Messages

1. How to Create Messages	23
Creating a Fax	23
Creating an SMS	23
2. How to Administer Fax Numbers in Outlook	24
3. PAPAGENO Telephone Books	25
How to create a new telephone book:	25
How to assign access rights.	26
Enter Recipients in the PAPAGENO Telephone Book	27
How to Enter Recipient Groups	28
How to Send a Fax from Outlook.	29
How to Send a Fax From an Application	29
4. Sending Messages	29
How to Set Send Options.	30
How to Look at the Outgoing Messages and the Logbook	32

1. How to Create Messages

Creating a Fax

There are different possibilities to create a document that can be dispatched from the mail client as a fax.

Creating a document in a text processing

Normally you create a fax document in your usual word processing.

For sending click on „Send“ in your text processing or insert the document as an attachment in your `New message` mail window. When sending the document to a fax address the PAPAGENO MAPI connector converts the text internally into the fax format (`.tif`).

Writing a message in a mail client

You can write text in a `New message` window. When sending this email to a fax address the PAPAGENO MAPI connector internally converts the text into the fax format (`.tif`).

Scanning a document

If you want to scan a document and then send it via PAPAGENO as a fax, proceed as follows.

Make sure that

- the scanner is locally connected to a Windows PC
- the scanner software is installed
- the **FAX MAPI Printer** was installed with the PAPAGENO MAPI connector

► Install the `FAX MAPI Printer` in your scanner software.

► When scanning send the document to the `FAX MAPI Printer`.

► Insert the fax address of the recipient

or

► insert your own fax address

You will obtain the scanned document as a `.tif` attachment in a mail. You can work on the document. Then enter the fax address of the recipient and send the mail as a fax.

Creating an SMS

► Open a send window and write your text.

Note: Text in „Subject“ is not included.

2. How to Administer Fax Numbers in Outlook

New Outlook versions

Via `contacts` you can add the fax, SMS and voice mail numbers to the entry of an email recipient.

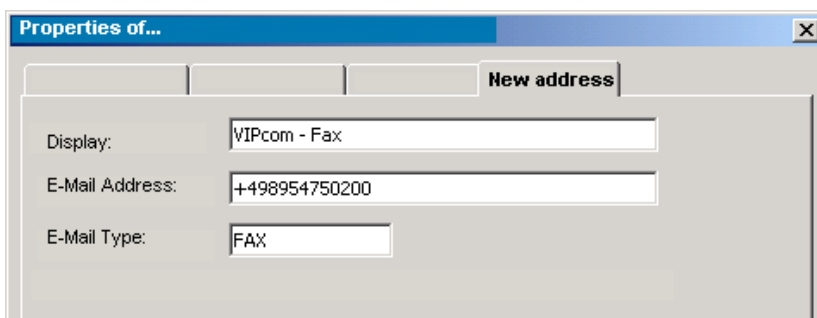
Note: User groups can only be used in PAPAGENO phone books.

Older Outlook versions

In older Outlook versions you can also administer your recipients numbers via your `personal address book`.

- ▶ In the address book open the window `New Entry`.
- ▶ Select `Personal Address Book` and `Other Address`.
- ▶ Click `OK`.

A Window `Properties of...` will open.



The screenshot shows a Windows-style dialog box titled "Properties of...". It has a tab labeled "New address". Inside the dialog, there are three labeled text input fields: "Display:" containing "VIPcom - Fax", "E-Mail Address:" containing "+498954750200", and "E-Mail Type:" containing "FAX".

- ▶ In the `Display` field enter the fax recipients name.
(This name appears in the send window).
- ▶ In the `E-mail address` field enter the recipients fax, Voice or SMS number (with or without prefix code).
- ▶ In the `E-mail type` field enter `FAX` or `VOICE` or `SMS`.

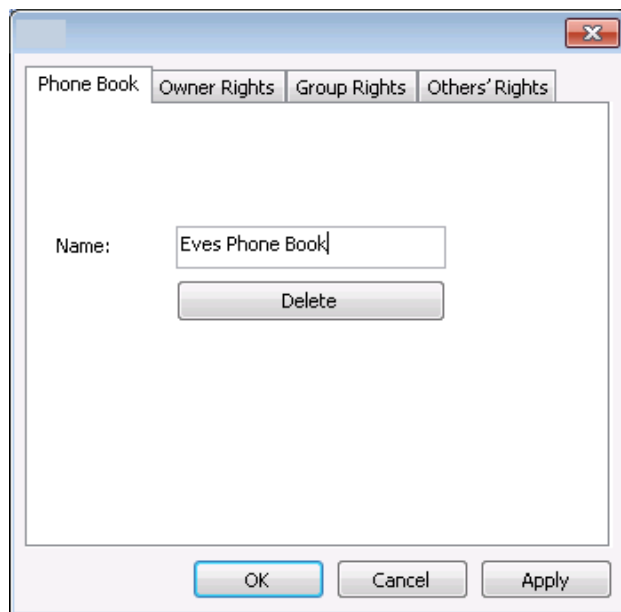
3. PAPAGENO Telephone Books

In PAPAGENO telephone books you can enter only fax addresses.

If you have the user rights you can access all PAPAGENO telephone books after PAPAGENO MAPI connector installation.

How to create a new telephone book:

- ▶ In the `Tool` menu click `Address book`
- ▶ In the `Address book` window click `File - New Entry`.
- ▶ In the `In` pulldown menu select `phone books`.
- ▶ Select `PAPAGENO` telephone book in the `type of entry` field and click `OK`.



- ▶ Enter a name for the new telephone book and click `Apply`.

How to assign access rights

For the new telephone book you can assign the rights „read only“, „change“, „delete“, etc. to a group or to other PAPAGENO users („others“). The „owner“ who has created the telephone book has all rights.

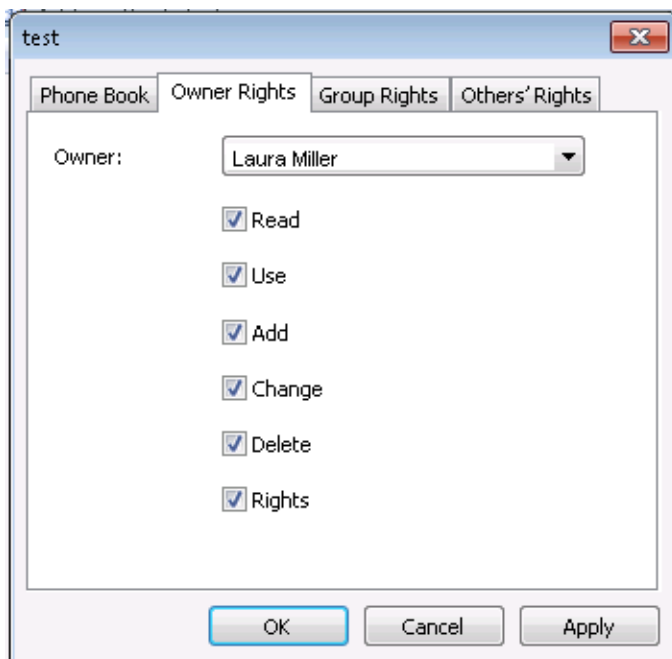
This are the rights:

Read:	read only (the recipient's list. You can also export the list)
Use:	using allowed (select recipients for sending)
Add:	adding new recipients allowed
Change:	changing entries allowed
Delete:	deleting entries allowed
Rights:	changing access rights and deleting of the telefon book is allowed

Note: Always assign the right „read“! Otherwise users are allowed to use telephone book entries that they can not see.

To assign phone book rights to a group or an user:

- ▶ Select the phone book in the `Address Book` window.
- ▶ Highlight it.
- ▶ In the `File` menu click `Properties`.
- ▶ Select the `Other's Rights` or the `Group Rights` tab.

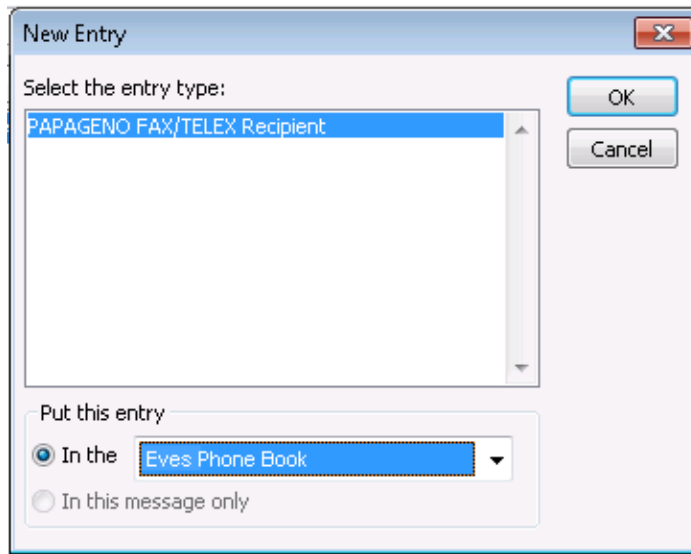


- ▶ In the pulldown menu select the user respectively the group.
- ▶ Assign the rights and click `Apply`.

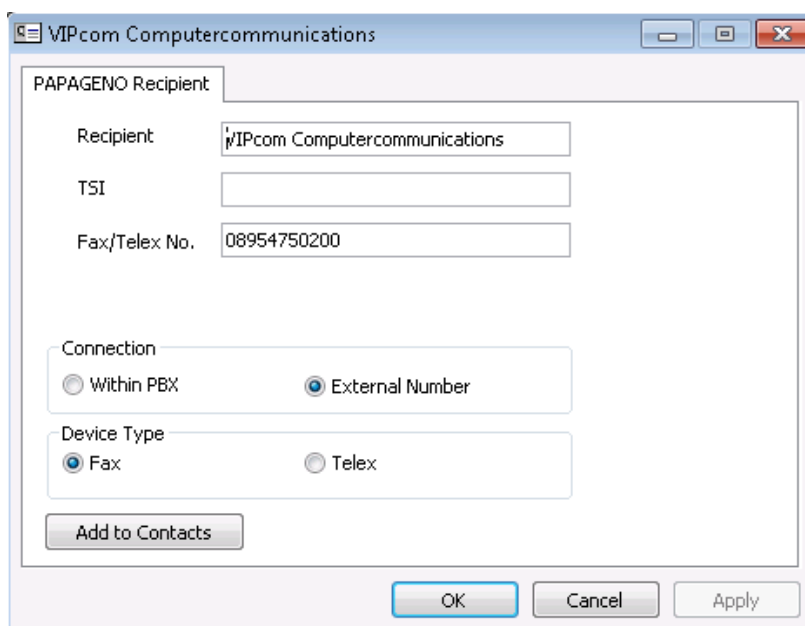
Enter Recipients in the PAPAGENO Telephone Book

To enter a new recipient:

- ▶ Select the phone book in the `Address Book` window.
- ▶ In the `File` menu click `New Entry`.



- ▶ In the `Put this entry` pulldown menu select the phone book in which you want to enter a new recipient.
- ▶ In the `Select the Entry Type` field highlight `PAPAGENO FAX/Telex` recipient.
- ▶ Click `OK`.



-
- Enter the recipients name and his Fax number.

Note: Do not enter the TSI. This number will automatically be entered while sending a fax to the recipient.

- Select the `Connection`.
- Enter the device type `Fax`.

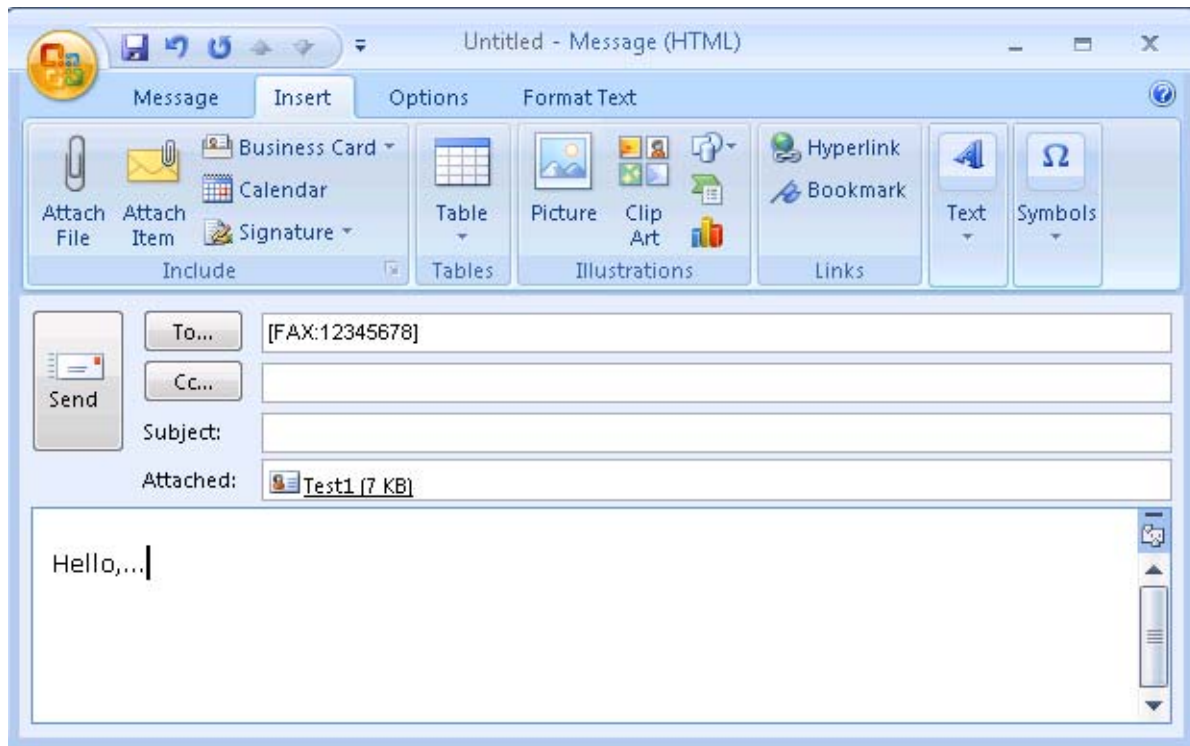
How to Enter Recipient Groups

To enter a recipient group (Older Outlook versions):

- In the `Address book` click `File - New Entry`
- In the `Put this entry` pulldown menu select `Recipient groups`.
- In the `Select the Entry Type` field highlight `PAPAGENO Recipient Group`.
- Enter a name for the new group.
- Assign recipients to the group.
- If required assign rights (see page 26).

4. Sending Messages

How to Send a Fax from Outlook



Text and appendix will be dispatched as fax pages.

- ▶ Enter the address in the format
[FAX:*telephone number*],
e. g.: [FAX:08954750200]

To enter several recipients, separate them by a „ ; “, e. g. [FAX:123456] ; [FAX:654321] .

Send options see page 30.

How to Send a Fax From an Application

- ▶ In an Windows® Application (e. g. Word) in the menu **File** select **Send to...** email recipient

or

- ▶ in the menu **File** - **Print** select the **FAX MAPI Printer**.

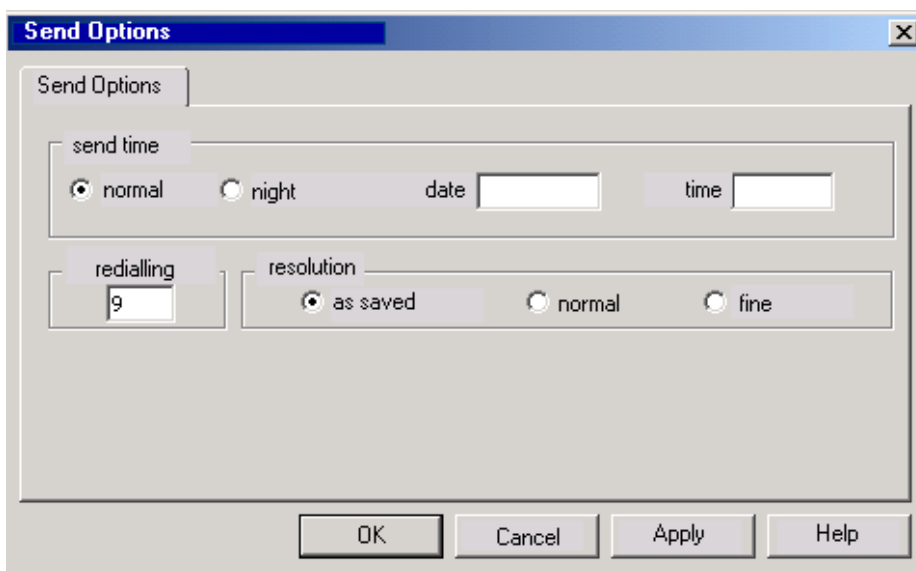
A send window will open. The document is attached. You can enter a fax address (see above).

How to Set Send Options

You can use send options (send time or resolution) when selecting a recipient from the „Common“ or a PAPAGENO address book or while entering a new recipient.

Description for older Outlook Versions:

- ▶ Highlight a recipient in your address book.
- ▶ Via the button `Send options` open the window `Send options`.



To send the fax immediately:

- ▶ Keep the default `normal` .

To send the fax today:

- ▶ Keep the default `Normal tariff` and enter the requested send time.
Example: 10:30 or 15 for 15 o'clock.

To send the fax on a certain day and time

- ▶ Keep the default `normal` .
- ▶ Enter date and time.

To use the cheap rate

- ▶ Enter `night`.

Via the recipient's address PAPAGENO establishes the most low-price send time at the earliest possible date. At this time PAPAGENO starts the first send trial.

How to set redialling

- ▶ Enter the number of rediallings in case of unsuccessful attempts (recipient is busy), at most 9.

How to set the resolution

- ▶ Set the resolution via the options `as saved`, `normal` or `fine`.
`as saved` means the resolution of the document pages. So document pages might be dispatched in different resolutions.

Note! Some fax machines can not receive such documents.

Save the send options

- ▶ Save the send options and send the fax.

How to Look at the Outgoing Messages and the Logbook

Copies of outgoing messages will be entered in the PAPAGENO folder `Outbox` or in the Outlook folder `Sent Objects`.

Each outgoing message includes an attachment (.tif file or voice file) and a logbook.

Note: The outgoing message logbook exists only in the PAPAGENO folder `Outbox`.

A document appears *italic* in the `Outbox` folder, if it is dispatched faultly.

To change an outgoing document make a copy in the `desk` folder.

Take a look at the logbook:

- ▶ Click on the icon `logbook` in the outgoing document.



The logbook contains detailed informations about the recipients identifier, send time, transmission protocol, real sent time, faults and so on.

Via `File`, `Edit` and `Search` you can save the logbook and search for entries.



D. Setting Options

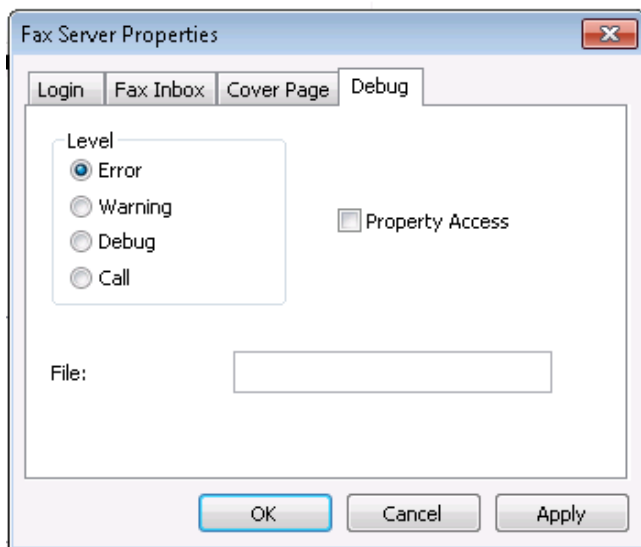
1. How to Save Debug Informations	35
2. How to Set the Sequence of the Transport Services	36
3. How to Set the Sequence of Address Books	37
4. How to Create a Cover Page for Faxes	38
5. How to Set an Alias	43
6. How to Set Server Actions	44
7. How to Change the Password	45
8. How to Log on to a Group	46
9. Finishing Settings	47

1. How to Save Debug Informations

- ▶ Open the `Fax Server Properties` window (see page 15).

You can set, that important program internally informations are collected and archived in a file. When problems will occur send this file to VIPcom GmbH support.

- ▶ Select the `Debug` tab.



- ▶ Enter name and path to the debug file.

Options that can be written in the file:

Error	informations to program run errors.
Warning	warning messages
Debug	runtime events
Call	function calls
Property access	object accesses.

- ▶ Select the desired option and click `Apply`.
- ▶ Close the window `Fax Server Properties` with `OK`.

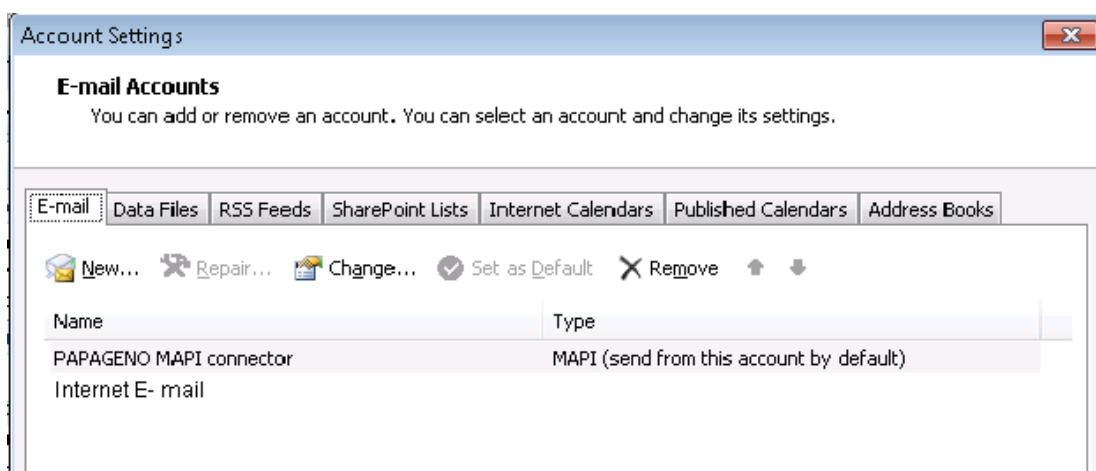
2. How to Set the Sequence of the Transport Services

You can enter the service that will be used by default when messages are dispatched. If a lot of faxes will be dispatched put the PAPAGENO MAPI connector first.

Note that faxes, voicemails and SMSs can only be dispatched via the MAPI connector. In case of few faxes you can set the PAPAGENO MAPI connector transport service during the dispatch.

Description for Outlook® 2007

- ▶ In the menu `Tools` open the window `Account settings`..

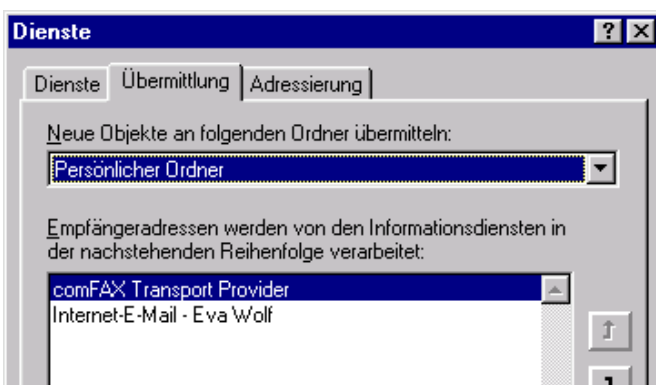


If there are more than one:

- ▶ Put the favored default transport service first via the up and down arrows.

Description for Outlook® 2000

- ▶ Open the window `Services` via `Extras` and select the `transport` tab..



- ▶ Put the favored default transport service first via the up and down arrows.

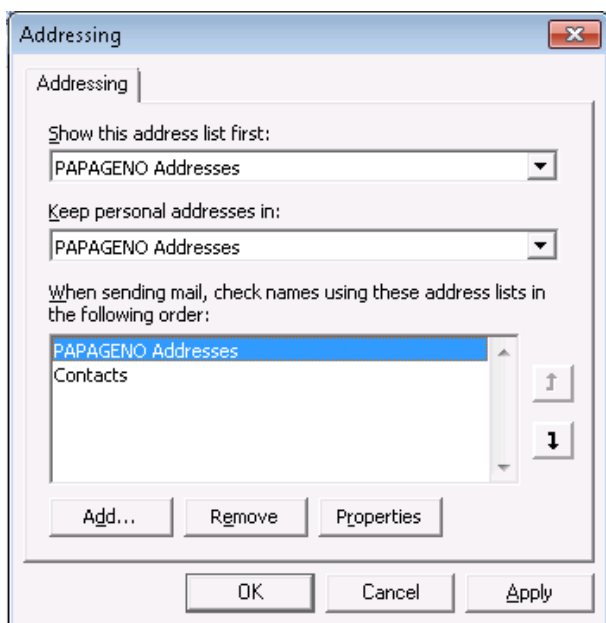
3. How to Set the Sequence of Address Books

Outlook 2000:

- ▶ Open the window `Services` via `Tools` and select the `transport` tab

Outlook 2007:

- ▶ In the menu `Tools` open the window `Address book`.
- ▶ In the `Address book` window in the menu `Tools` select `Options`



Here you can set the default address book. It will be displayed when you select `To...` at dispatching.

Further you can set the sequence of address books for the search of a recipient's address.

- ▶ Select the default address book in the `Show this addresses first` list.
- ▶ Via `Add` select the address books in which recipients addresses can be found.
- ▶ Sequence the address books.
- ▶ Click `Apply` and then `OK`.

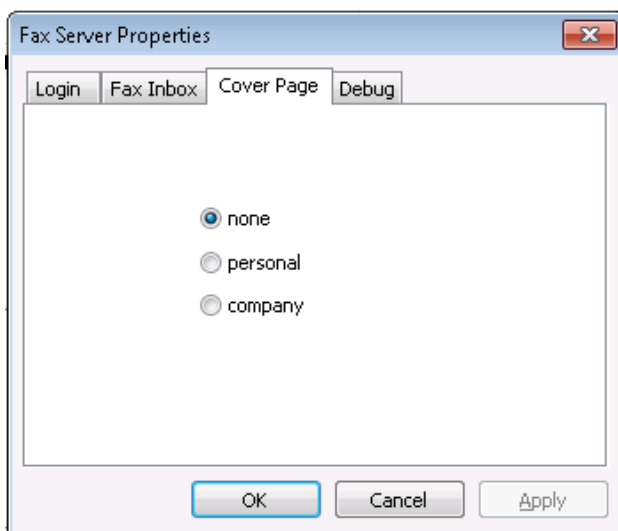
4. How to Create a Cover Page for Faxes

The PAPAGENO MAPI-Connector allows you to generate a cover page which is a formular with placeholders, e. g. for the recipients fax number, the name of the sender, the date etc. . You can set the cover page as first page. When a fax is dispatched the placeholders will be filled with the current data.

Note! The scope for design is restricted, for the cover page has to be formatted in the mail window.

To use a cover page:

- ▶ Open the `Fax Server Properties` window (see page 15).
- ▶ Select the `cover page` tab.



- ▶ Enter the kind of cover page, click `Apply` and close the window with `Ok`.

How to Start Generating a Cover Page:

- ▶ Open a `New Message` window in Outlook®.

Now you have to enter the kind of cover page, a personal or a company cover.

Note: A „company“ cover you can only generate as user `comfax`.

- ▶ Enter the kind of cover page in the `To` input box:
[FAX:PERSONALCOVER] or
[FAX:COMPANYCOVER]
Don' forget the square brackets!

How to Configure a Formular

Configure the cover page formular in the `New Message` window.

Note that you have few formatting possibilities.

Placeholders:

@from	Name of the sender like it is entered in the MAPI connector.
@fromcf	Name of the sender like it is entered in the fax server.
@frommail	E-mail address of the sender like it is entered in the MAPI-Connector.
@frommailcf	E-mail address of the sender like it is entered in the fax server.
@to	Name of the recipient
@tonumber	Fax number of the recipient .
@pages	Number of the pages, cover page included.
@pagesdoc	Number of the pages, exclusive of the cover page.
@date	Current date.
@time	Current time (format of the local computer).
@subject	Subject .

Example:

@date

From: @from

To: @to

Number of pages: @pagesdoc

Subject: @subject

- Set Rich Text in the New Message window.
- Generate the cover page with the place holders.

Format the text

- Format the text of the cover page. Define the font type, font size and font style.

While formatting a place holder note that the whole place holder has to be highlighted (the @ included).

If the cover page is generated in a Windows® application:

- Set Rich Text in the New Message window.
- Copy the text in the Windows® application and insert it in the New message window.
- Where required reformat the text.

Note! Do not insert the text with the place holder as a graphic. Insert the place holders as a text.

Insert Graphics

You can insert graphics, e. g. a company logo.

- Copy the graphic and insert it in the New message window.

How to finish Cover Page Generating

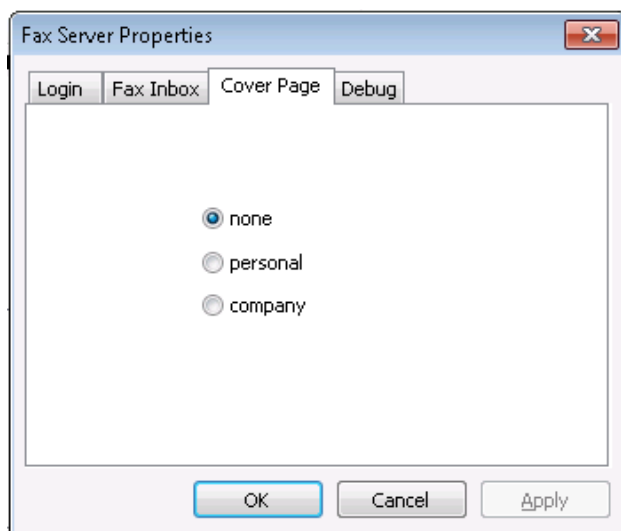
After finishing the creation of the cover page:

- ▶ Click `Send`.
- ▶ The cover page will be stored in the `Desk` folder. The subject is „Personal Cover“.

How to Use the Cover Page

To send a fax with a cover page:

- ▶ In Outlook open the `Services` window via `Extras`.
- ▶ Highlight `PAPAGENO MAPI Connector`.
- ▶ Click on `Features` and open the `Fax Server Properties` window.
- ▶ Select the `Cover Page` tab



- ▶ Set the type of the cover page, click `Apply` and then `OK`.
- ▶ Restart Outlook®.

Example Cover Page:

11-11-2011

From: Vipcom

To: Enjoy Food Catering Service

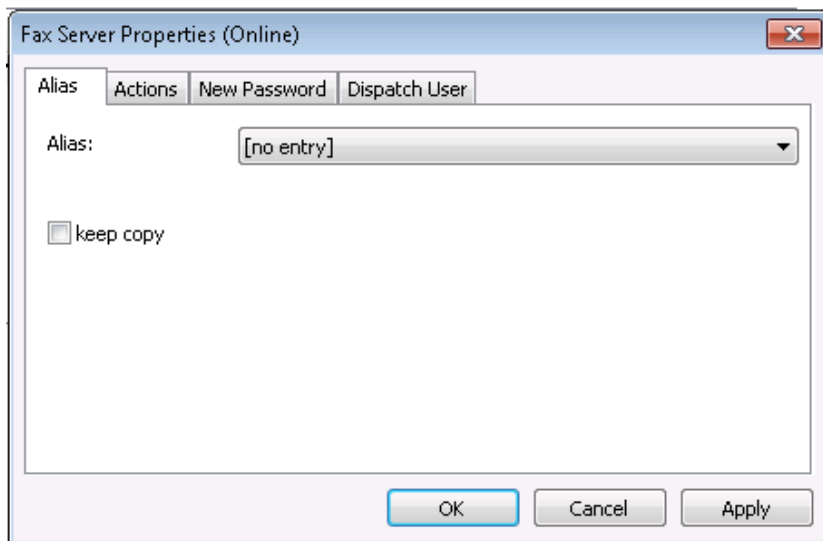
Number of pages : 3

Subject: Booking



5. How to Set an Alias

- ▶ Open the `Fax Server Properties` window (see page 15).
- ▶ In the `Fax Server Properties` window click the `more...` Button
- ▶ In the `Fax Server Properties (Online)` window select the `Alias` tab..



- ▶ In the pull-down menu select the desired substitute.

If you want to get copies of the faxes your alias receives:

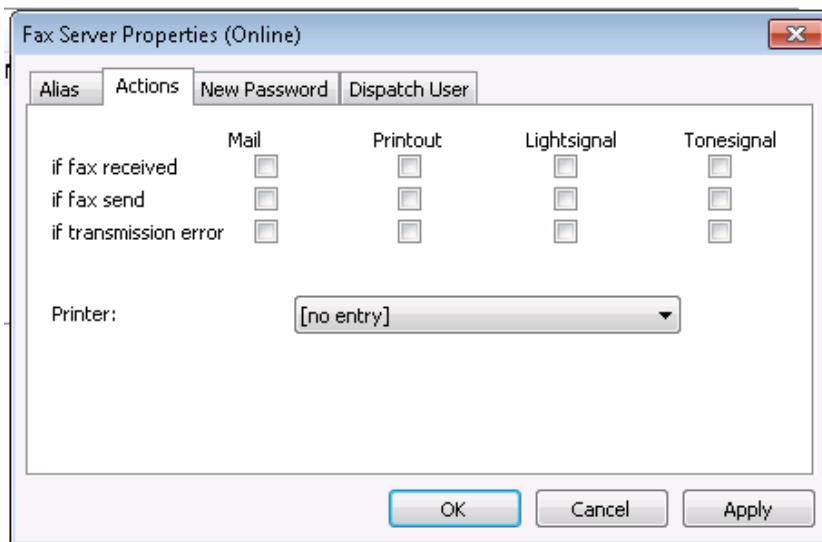
- ▶ Activate `keep copy`.

If you do not do so, you will receive no more faxes!

- ▶ Click `Apply` and close the window with `OK`.

6. How to Set Server Actions

- ▶ Open the `Fax Server Properties` window (see page 15).
- ▶ In the `Fax Server Properties` window click the `more...` button
- ▶ In the `Fax Server Properties (Online)` window select the `Actions` tab.
Here you can set the type of notification (mail, print, light or audio signal) for incoming and outgoing faxes as well as for failure cases.



To be informed via light or audio signal you have to own the corresponding TC system. Ask your administrator.

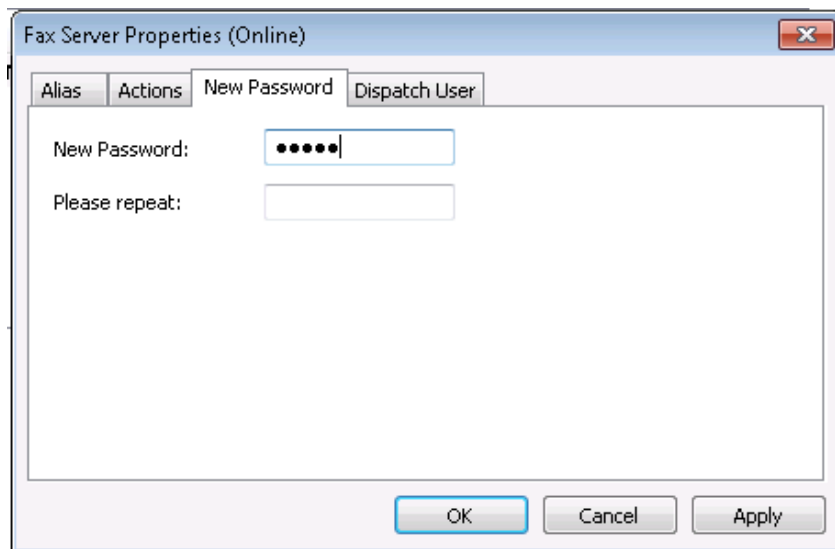
To be notified via mail your mail address must have been entered in the PAPAGENO administration program.

If there are already entered actions and you want to change them arrange that with your administrator.

- ▶ Activate the desired settings.
- ▶ Click `Apply` and close the window with `OK`.

7. How to Change the Password

- ▶ Open the `Fax Server Properties` window (see page 15).
- ▶ In the `Fax Server Properties` window click the `more...` Button
- ▶ In the `Fax Server Properties (Online)` window select the `New Password` tab.



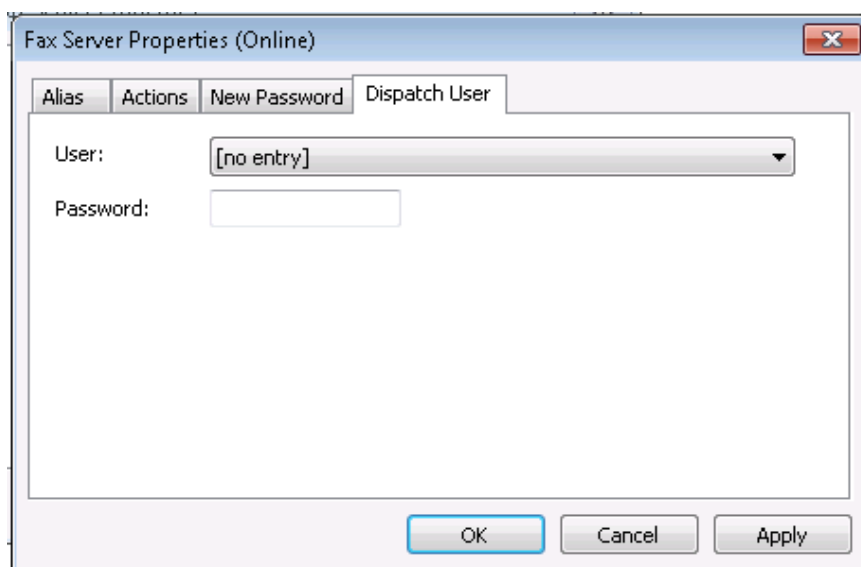
If you want to request your messages via phone enter **numerics** only. In addition this numerical sequence is your pincode to access your faxes, voice mails, SMS messages and emails via phone.

- ▶ Enter the new password in the `New password` field.
- ▶ Re-enter it in the `Repeat` field.
- ▶ Click `Apply` and close the window with `OK`.

8. How to Log on to a Group

If you are member of a group you receive all faxes that are addressed to the group.

- ▶ Open the `Fax Server Properties` window (see page 15).
- ▶ In the `fax Server Properties` window click the `more...` Button
- ▶ In the `Fax Server Properties (Online)` window select the `Dispatch user` tab



- ▶ In the pulldown menu `User` select the group.
- ▶ Enter your password in the `password` field.
- ▶ Click `Apply` and close the window with `OK`.

9. Finishing Settings

To apply the changings:

- ▶ Restart Outlook®.

Index

Numerics

64 bit 10

A

access to faxes via phone 43
Account settings 12, 13
Actions tab. 42
add 24
Add a new email account 13
Add service to profile 13
Additional server types 13
Address book 23
address books, sequence 35
address format 27
Administer fax numbers in Outlook 22
alias 41
Alias tab 41
assign access rights 24

C

Call 33
change 24
cheap rate 28
comfax 36
comfax client 9
company cover 36
COMPANYCOVER 36
configure a formular, cover page 37
contacts 22
converting into fax format 9
Copy incoming faxes to inbox 15
cover page 36
cover page, using 39
creating a fax 21
creating an SMS 21

D

debug informations, to save 33
Debug tab 33
delete 24
Desktop 5
Dispatch user tab 44
Display 22
document create in a text processing 21
document scanning 21
DOS 11

E

E-mail address 22
E-mail type 22
Enable report for outgoing faxes 16
enter login data 14
Error 33
Establishing the PAPAGENO MAPI Connector as
an additional server type 12
example cover page 38, 40

F

fax client 9
fax creating 21
fax inbox 15
FAX MAPI Printer 21, 27
Fax MAPI Printer 9
Fax MAPI Printer, install seperately 9
fax number format 27
fax number syntax 17
Fax numbers in Outlook 22
Fax Server Properties 14, 33, 36, 39, 41, 42, 43, 44
Fax Server Properties (Online) 41, 42, 43, 44
Fax Server Properties window - open 15
fax, sending 27
finishing settings 45
first page 36
formats to be converted 5
fromcf 37
frommail 37
frommailcf 37
function calls 33

G

Generating a Cover Page 36
group 26, 44

I

Inbox 5, 15
installation 9
integrate 12

K

keep copy 41

L

logbook 30
login data 14

M

MAPI Connector 5
MAPI Connector installation 9

N

New Entry 22, 23
Night tariff 28
Normal tariff 28

O

Outbox 5, 30
outgoing messages 30
Outlook 5, 27
Outlook 2000 13
Outlook 2002 13
Outlook 64-bit version 10
Outlook Inbox 15

P

pagesdoc 37
PAPAGENO MAPI Connector 5
PAPAGENO MAPI Connector, integrating 12
PAPAGENO telephone books 23
Password 14
password, changing 43
Personal Address Book and Other Address 22
personal cover 36
PERSONALCOVER 36
printerger 11
program run errors 33
Properties 13
Properties button 15
Property access 33
Public 5

R

read 24
receiver groups 5
recipient 25
recipient group 26
redialling 29
resolution 28, 29
Rights 24

S

Save the PAPAGENO Login 14
Scanning a document 21
Send a fax from an application 27
send options 28
send the fax on a certain day and time 28
send time 28
Send to... email 27
Send via 10
sending faxes 27
sending messages 27
Sent Objects 30
server type 12
Services window 13
setup Fax MAPI Printer 11
Show this addresses first 35
SMS, creating 21
substitute 5, 41

T

TCP 14
TCP/IP 12
telephone access to your faxes, emails and sms messages 14
telephone book, create 23
test fax 17
text processing 21
tonumber 37
transmission protocol 12
transport service 34
type of entry 23

U

UDP 12, 14
use 24
user profile 12

V

virtual printer 9

W

Warning 33
Word 27
Writing a message in a mail client 21

