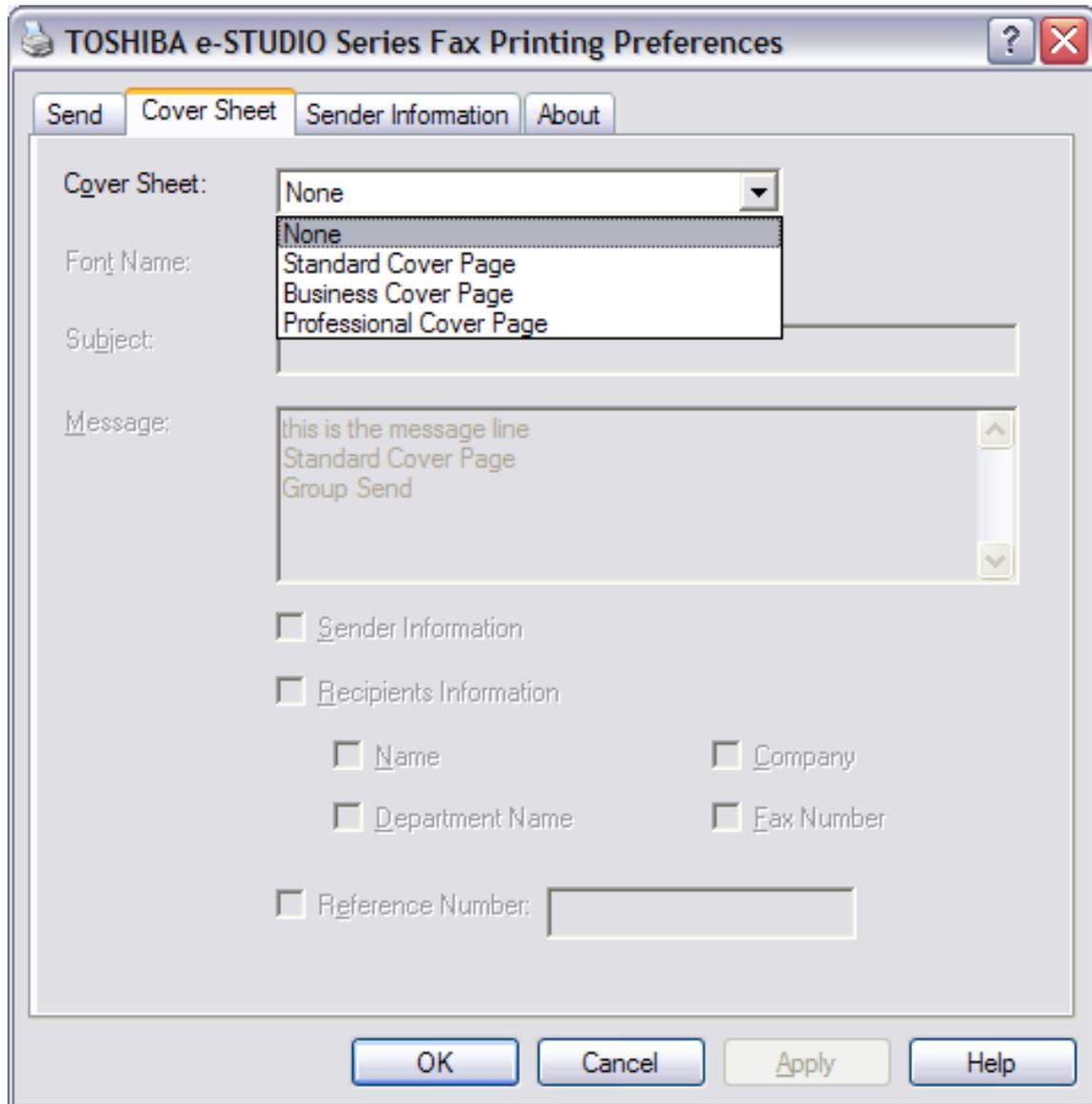


## Creating a Fax Custom Cover Sheet

### **Brief**

The fax driver has 3 default coversheet files: [es4cfxst.ovl](#) (standard), [es4cfxbu.ovl](#) (business), & [es4cfxpr.ovl](#) (professional). All 3 default coversheet files are stored in

[C:\Windows\System32\Spool\Drivers\W32x86\3.](#)

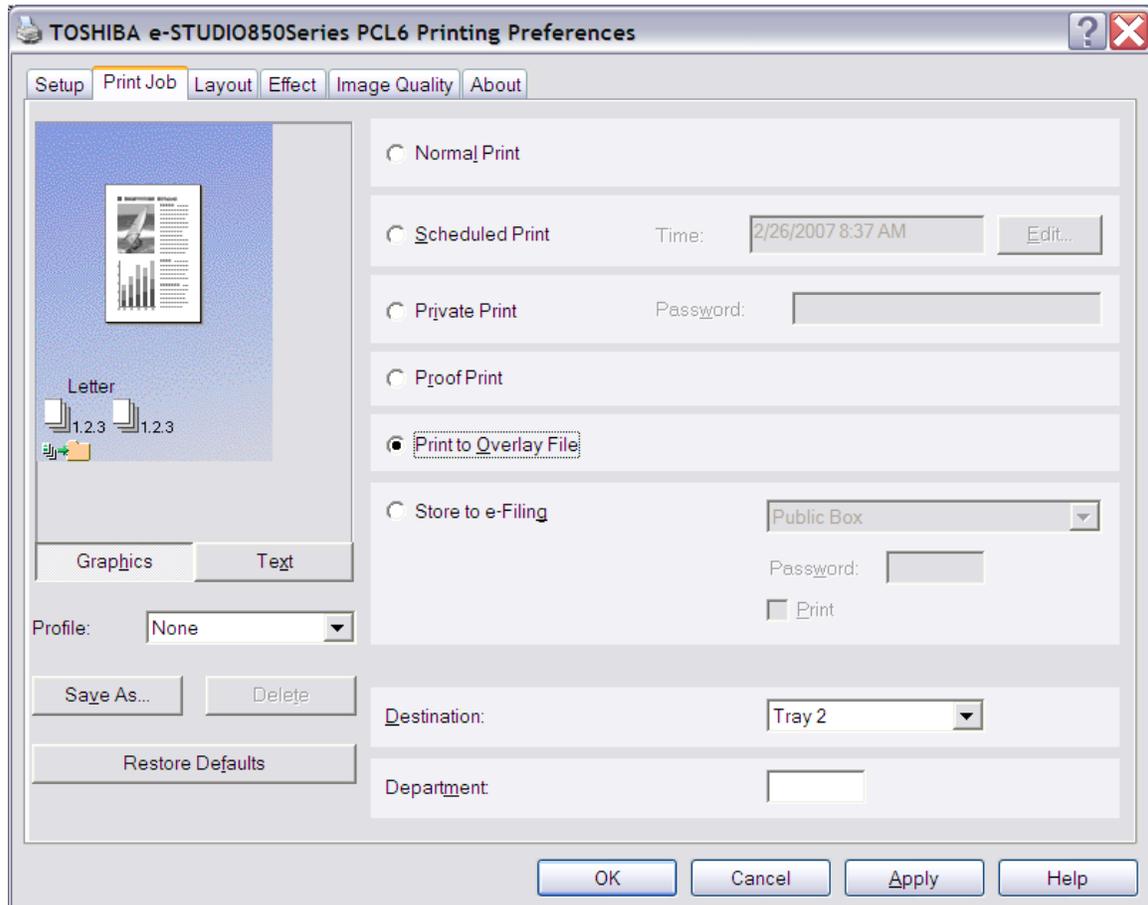


One of these default coversheets will be replaced by the custom cover sheet. This is done by replacing one of the default coversheet files ([es4cfxst.ovl](#), [es4cfxbu.ovl](#), [es4cfxpr.ovl](#)) with a custom cover sheet file.

A custom cover sheet file is just an overlay file.

## How to create an overlay file

1. Open the file that will be the custom cover sheet. Use any Toshiba e-Bridge II print driver to create an overlay file.

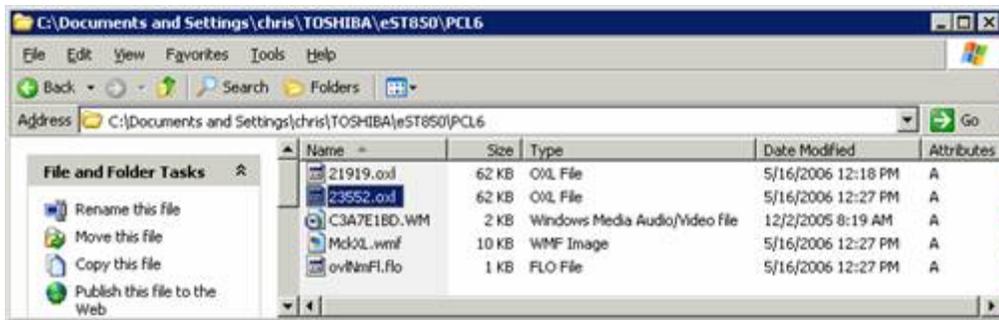


2. Locate the overlay file that was created. The print driver that was used to create the file and the username currently logged into the computer will determine where the overlay file is located. The overlay file is stored in:

`C:\documents and settings\"username"\Toshiba\"copier model\"\"driver type\"`

The drivers have no direct naming scheme when you create an overlay file from the driver. The overlay file will have a random number followed by either ".oxl", ".ops", or ".o5c"

**For example:** 23552.oxl



The best way for you to know which overlay you want is to verify the Date Modified (for most recent).

3. After locating the correct file, then you'll rename it using one of the following names:

[es4cfxst.ovl](#) (this will replace the Standard default cover sheet)  
[es4cfxpr.ovl](#) (this will replace the Professional default cover sheet)  
[es4cfxbu.ovl](#) (this will replace the Business default cover sheet)

#### Replace the default cover sheet with the custom cover sheet

1. First you will need to rename the default cover sheet file in `C:\Windows\System32\Spool\Drivers\W32x86\3` to something else:

**For example:** `es4cfxst.ovl.default`

2. Then copy the new overlay file **from**

`C:\documents and settings\"username"\Toshiba\"copier model\"\"driver type"`

**to**

`C:\Windows\System32\Spool\Drivers\W32x86\3`

#### Use new custom cover sheet

1. PC-FAX from your selected application
2. Select coversheet that was modified (Standard/Business/Professional)
3. Verify the custom cover sheet from receiving fax