



Faxing Help Guides

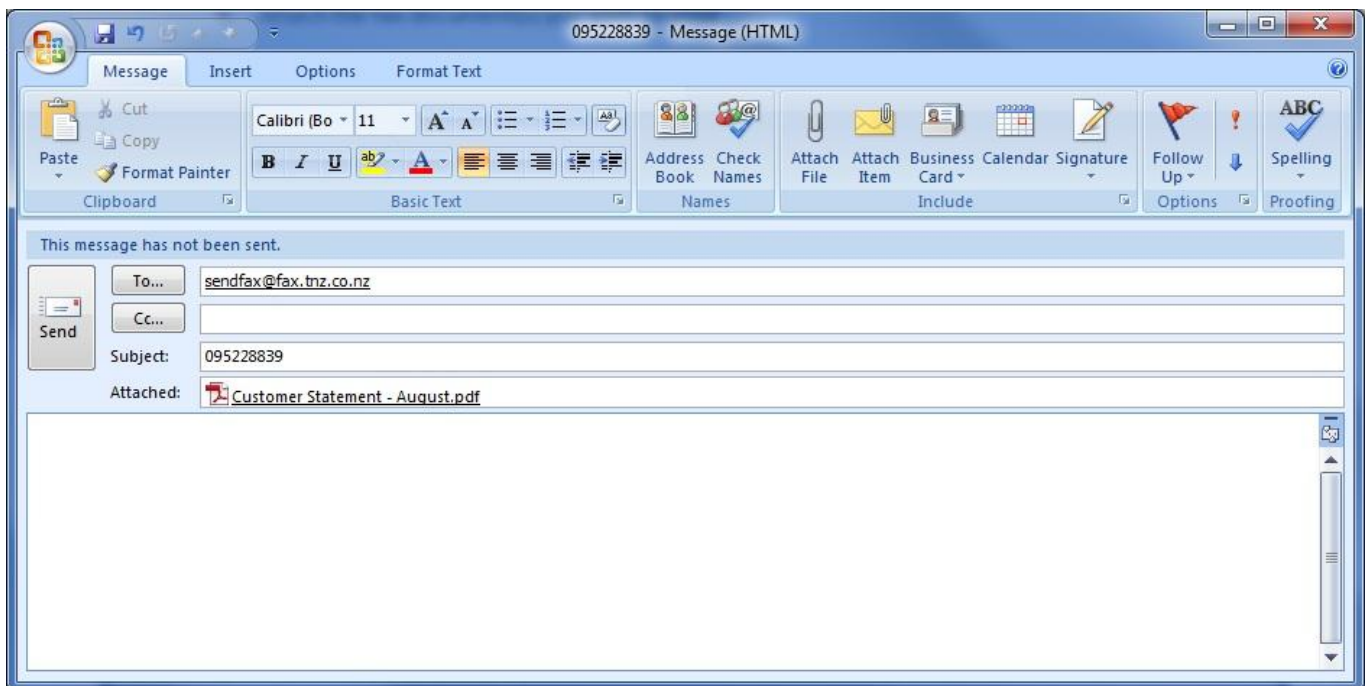
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Email to Fax using the Subject Line

Email to Fax is a simple way of sending electronic faxes via the internet.
The Subject Line of the email can be used to insert the fax number to send to.

If your email address is registered for sending faxes through TNZ, you can simply:

1. Open your Email Client (e.g. Outlook)
2. "To" needs to contain ***sendfax@fax.tnz.co.nz***
3. "Subject" needs to contain the fax number you are sending to
4. Attach the fax document(s) you wish to send



Ensure you have formatted the "Subject" correctly.
The fax number must begin with '0' for national faxes or '00' for international faxes.

An "Attention" and "Company" section can also be included in the Subject Line.
These options can be separated by an ampersand "@" and will be displayed in reports.
The "Attention" and "Company" options may also be displayed in the fax's Transmit Stamp.

To send a national fax:

→ [Area Code][Fax Number]
displayed as 093463456

To send an international fax:

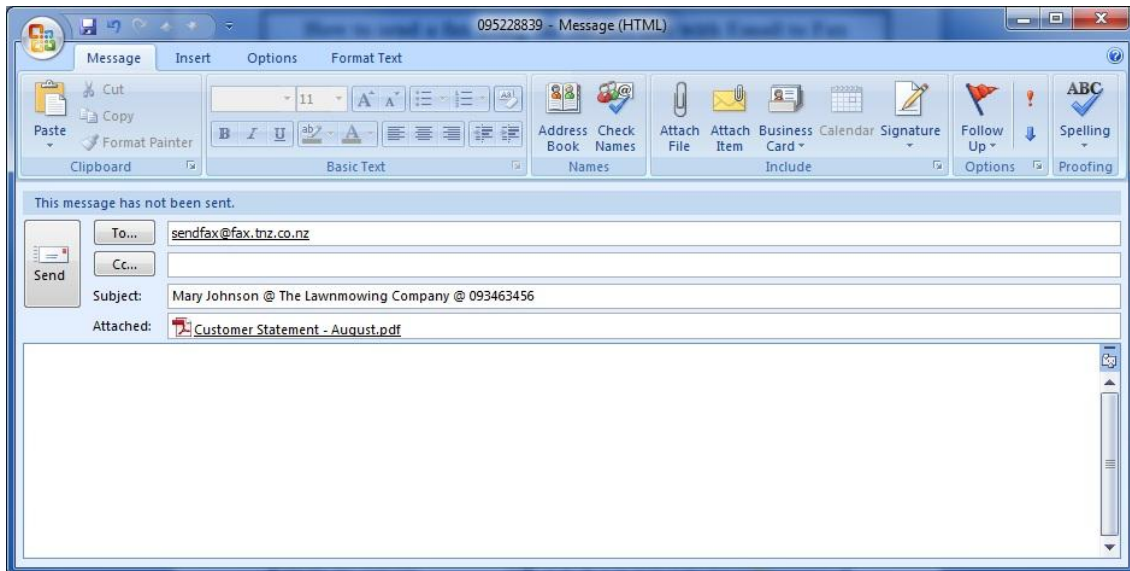
→ [Country Code][Area Code][Fax Number]
displayed as 0061234563456

To send a national fax that includes a Company section:

→ [Company Name][@][Area Code][Fax Number]
displayed as The Lawnmowing Company @ 093463456

To send a national fax that includes an Attention and Company section:

→ [Attention Name][Company Name][@][Area Code][Fax Number]
displayed as Mary Johnson @ The Lawnmowing Company @ 093463456



Attached files/documents will be faxed in the order they were attached to the email.

Your attached fax document can be a range of formats, including:

Microsoft Office® documents	doc, docx, ppt, pptx, xls, xlsx, etc
Openoffice/Libreoffice documents	odt, ods, etc
Adobe® Reader documents	pdf, etc
Image file types	jpg, gif, tif, bmp, etc
...and more	txt, html, etc