



Faxing Help Guides

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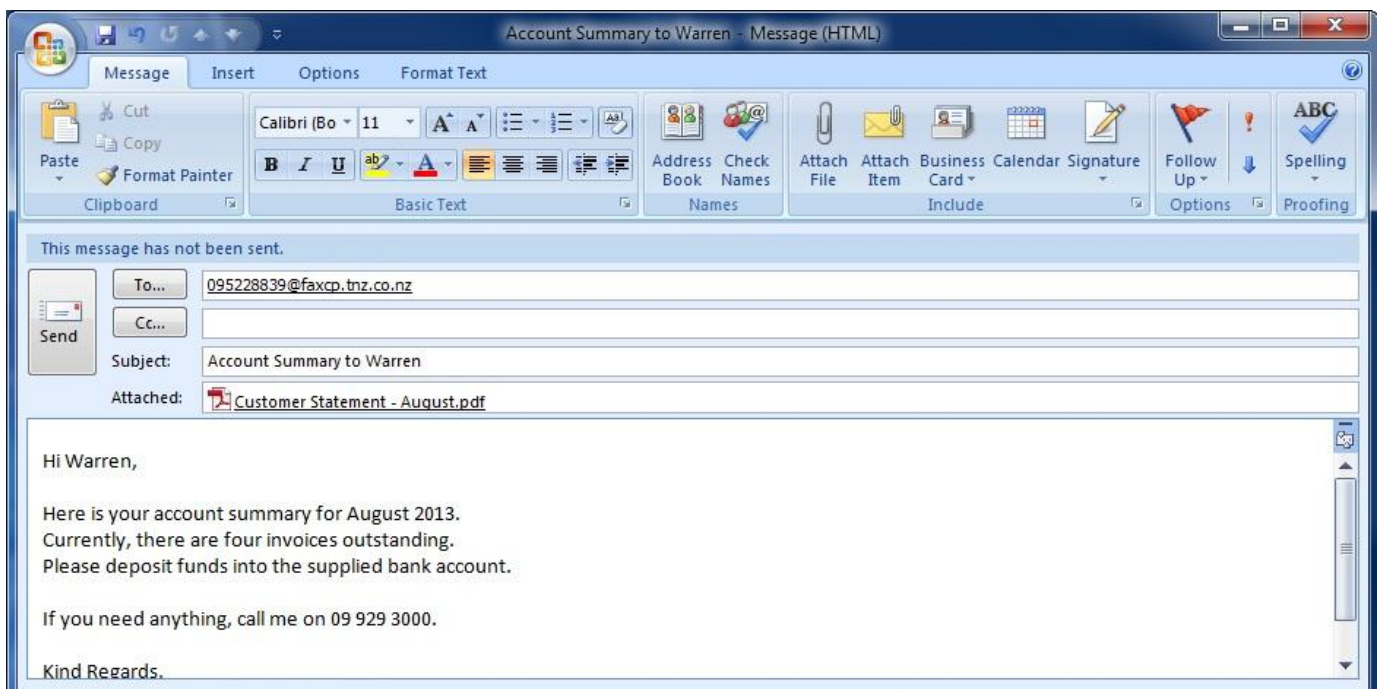
Email to Fax with a Cover Page

Email to Fax is a simple way of sending electronic faxes via the internet.

Normally, Email to Fax doesn't include a Cover Page, however a Cover Page can optionally be added at the time of sending the fax by changing the email address the fax is sent to. Any content in the body of your email will be used as the first page of the fax.

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 the fax number you are sending to (faxnumber@**faxcp**.tnz.co.nz)
3. Attach the fax document(s) you wish to send



In the subject line, you may include some personal details about the fax for your reference.

Ensure you have formatted the “To” email address correctly.
The @faxcp.tnz.co.nz indicates that a cover page should be used. If you use @fax.tnz.co.nz, the email message body will not be used as a cover page.

Below is the default formatting of an email.
It must begin with ‘0’ for national faxes or ‘00’ for international faxes.
If you have requested special formatting of the “To” field, your options may be different.

To send a national fax:

→ [Area Code][Fax Number]@faxcp.tnz.co.nz

displayed as 093463456@faxcp.tnz.co.nz

To send an international fax:

→ [Country Code][Area Code][Fax Number]@faxcp.tnz.co.nz

displayed as 0061234563456@faxcp.tnz.co.nz

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