



## How to send a fax Broadcast with Email to Fax

Begin by attaching the desired image or PDF to an email message.

Set the 'TO:' field of the email to [sendfax@fax.tnz.co.nz](mailto:sendfax@fax.tnz.co.nz)

Open your favourite spreadsheet editor (Excel/Openoffice etc) and use the following layout:

The first line of the CSV should have the word "Fax"

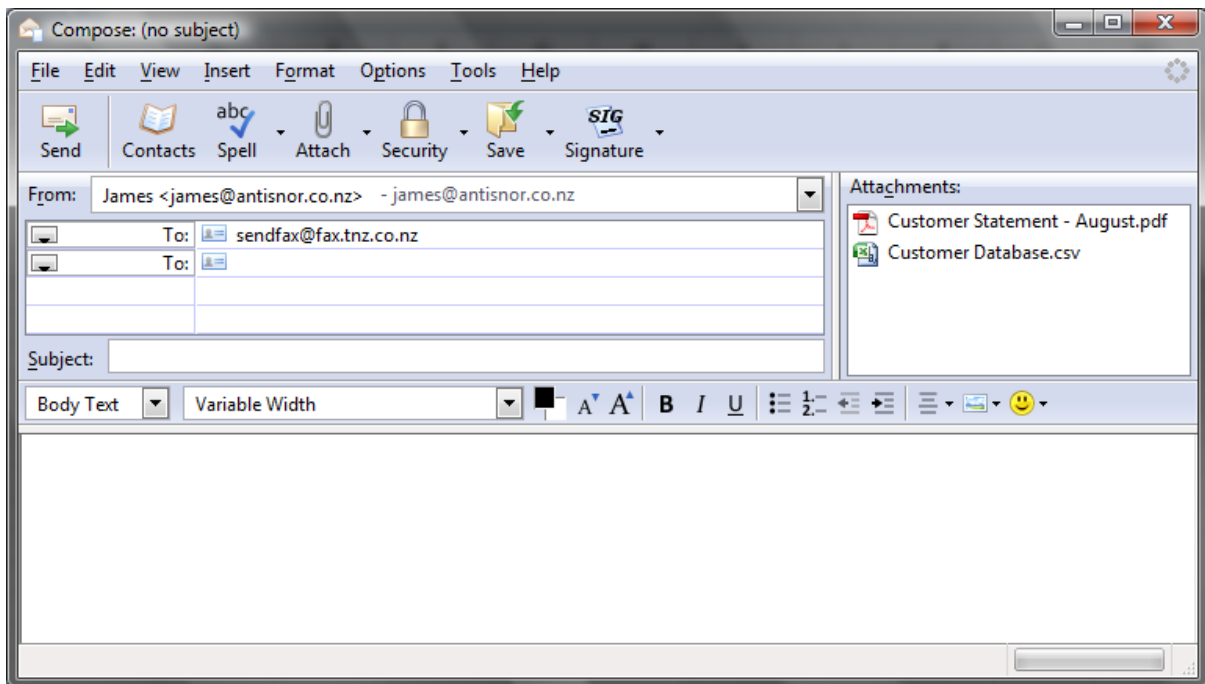
The second line is where the list of numbers begins.

	A	B	C
1	Fax		
2	098765432		
3	036452348		
4	0061456789456		
5	048253197		
6	6349702		
7	098751023		
8	067896341		
9	098975203		
10	097618402		
11	068573012		
12	036921764		
13	096403128		

The prefix (*0 or +*) must be seen at the *beginning* of the number but some spreadsheet editors filter these out. To keep these details, set the cell format as "text" rather than a number. Alternatively, put spaces, dashes or brackets around the prefix to preserve them (e.g. 09 111 2222 / 09-1112222 / (09) 1112222)

Once you list is complete, save the spreadsheet in the \*.CSV (Comma Separated Values) format and attach to the email.

The email layout should be:



Your Fax is ready to be sent!