Faxing Help Guides

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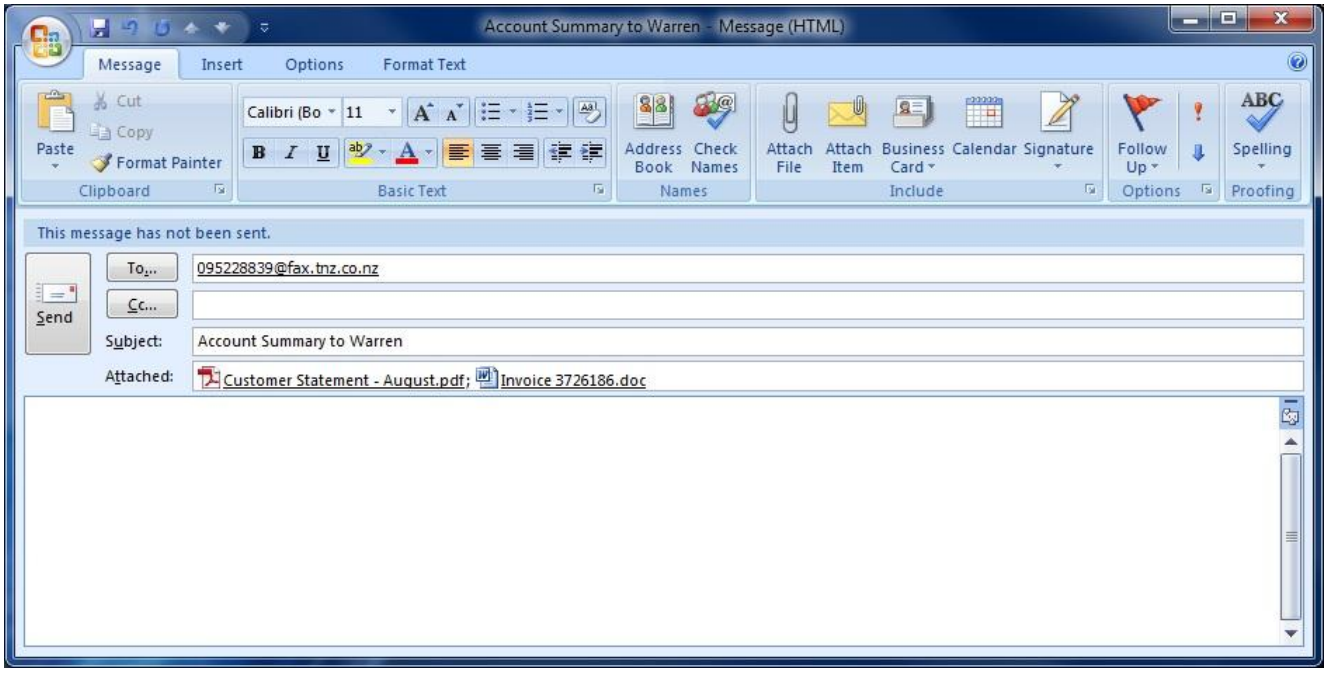
Email to Fax

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

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@fax.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.
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]@fax.tnz.co.nz

displayed as 093463456@fax.tnz.co.nz

To send an international fax:

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

displayed as 0061234563456@fax.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