

## Fax Help Guide

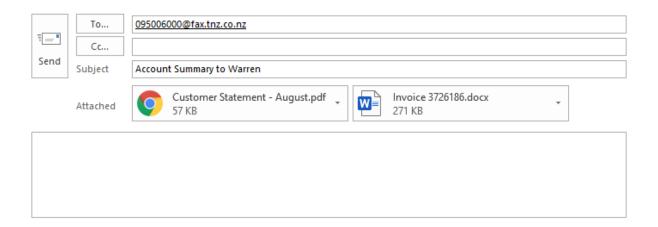
## Sending Email-To-Fax

1. Open your Email Client (e.g. Outlook)

2. "Email To" contains the fax number

faxnumber@fax.tnz.co.nz Faxes email attachments only faxnumber@faxcp.tnz.co.nz Faxes email body and attachments

- 3. Attach the document(s) to fax
- 4. Optionally enter a message into the email body
- 5. Optionally enter a personal reference into the subject line



## To send a national fax:

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

displayed as 093463456@fax.tnz.co.nz

doc, docx, ppt, pptx, xls, xlsx, etc

## To send an international fax:

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

displayed as 0061234563456@fax.tnz.co.nz

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

Microsoft Office® documents Openoffice/Libreoffice documents Adobe® Reader documents Image file types

...and more

jpg, gif, tif, bmp, etc txt, html, etc

odt, ods, etc

pdf, etc