



## 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

The screenshot shows an email composition window. On the left is a 'Send' button. The 'To' field is populated with '095006000@fax.tnz.co.nz'. The 'Cc' field is empty. The 'Subject' field contains 'Account Summary to Warren'. Below the subject field, two attachments are listed: 'Customer Statement - August.pdf' (57 KB) with a Google Chrome icon, and 'Invoice 3726186.docx' (271 KB) with a Microsoft Word icon. The main body of the email is a large empty text area.

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

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

doc, docx, ppt, pptx, xls, xlsx, etc  
odt, ods, etc  
pdf, etc  
jpg, gif, tif, bmp, etc  
txt, html, etc