

### INTRODUCTION

The TNZ Dashboard is a feature filled way to send fax broadcasts.

You can set a date/time for your broadcast as well as view your fax's progress in real time.

Before loading your fax broadcast, you'll need a list of contacts.

Contacts can be held in a spreadsheet (Excel or CSV) on your computer, or you can use the Dashboard's Address Book to manage your contacts.

Four steps to sending your fax broadcast:

1. Log into [www.tnz.co.nz](http://www.tnz.co.nz) using your username and password
2. Select **New Message | Send Fax** from the menu, then click the **Send Fax** option
3. Complete the form to design your fax broadcast, then click **Submit**
4. Track your broadcast's progress in real time using the **View Messages | Messages Sent** menu

### SENDING YOUR FAX BROADCAST

#### Step 1: Log into [www.tnz.co.nz](http://www.tnz.co.nz)

Visit **Error! Hyperlink reference not valid.**<https://login.tnz.co.nz> and log in using your supplied Username and Password.

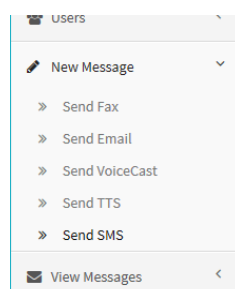
Your username is typically your email address.

If you have forgotten your password, you can reset it here:

<https://www.tnz.co.nz/About/ForgotMyPassword>

#### Step 2: Find the Send Fax wizard

Select Send Fax from the left side menu, then select the green Send Fax option:



### Step 3: Complete the Send Fax wizard

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- 1) Upload documents into “Step 1”
- 2) Click the blue **Upload a list** button to import your spreadsheet of fax numbers, or select one of the Address Book options to grab contacts from your address book
- 3) Enter a relevant **Reference**, e.g. “My fax broadcast to customers” and select an appropriate Date and Time for the broadcast to send (leave this as default to send the broadcast immediately)
- 4) Check the **Confirmation** box and click the blue **Submit** button to complete your broadcast set up

The screenshot displays two steps of a wizard. Step 1, titled 'Step 1: Upload Document', features a dashed border for file upload and a blue 'Upload' button. Step 2, titled 'Step 2: Choose Destinations', offers three methods: 'Method 1: Upload a List' with an 'Upload a list' button; 'Method 2: Choose from Address Book' with 'Recipient(s)' and 'Group(s)' buttons; and 'Method 3: Enter a Single Destination' with a text input field containing '+6499293000' and an 'Add number' button. Below these methods, it shows '0 destination(s)' and a 'Show Destinations' button.

### Step 4: Track your broadcast's progress and results

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Using the **View Messages | Messages Sent** menu, you can view progress in real-time. Clicking on a message will display additional details on the broadcast, including individual results, the message sent, and more.