Faxing Help Guides

Email to Fax Broadcast

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 **broadcast@fax.tnz.co.nz***
3. Attach the fax document(s) you wish to send
4. Attach the contact list in CSV format
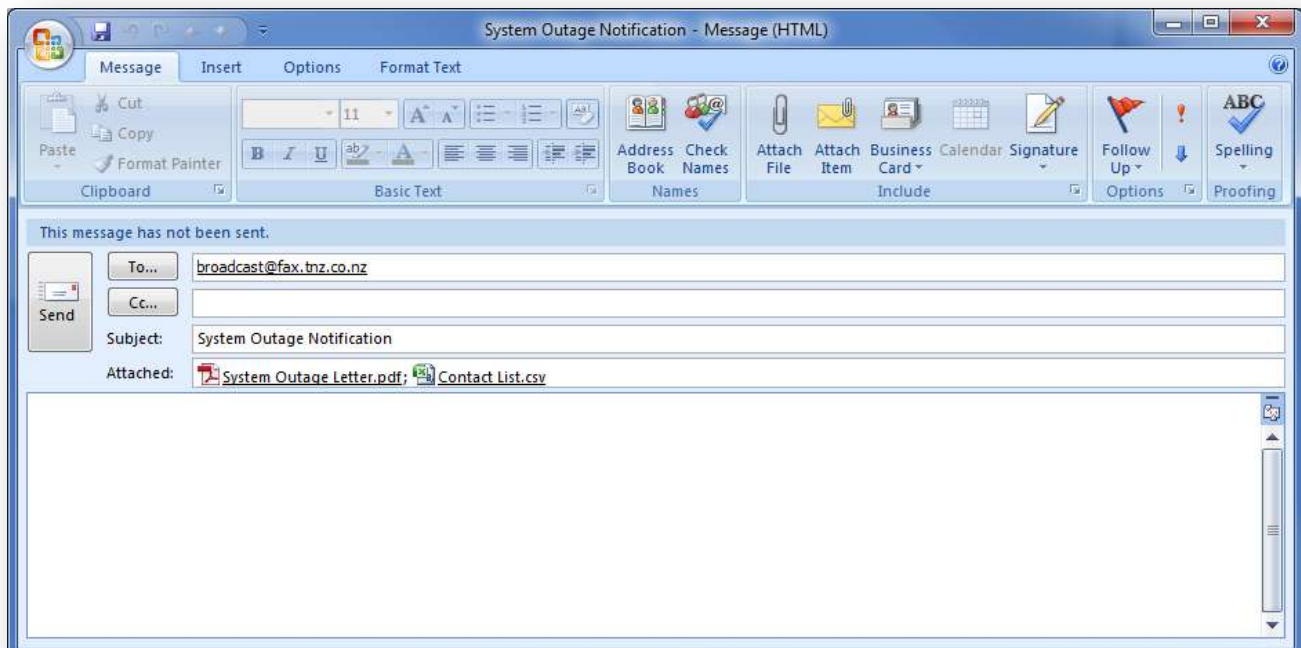
In the subject line, you may include some personal details about the fax for your reference.

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

Ensure you have formatted the "CSV" list correctly.
Fax Numbers must begin with '0' for national faxes or '00' for international faxes.
If you are sending a mixture of national and international faxes, it may be safer to format all numbers in the international format.
If you have requested special formatting of fax numbers, your options may be different.

To send a national fax:

→[Area Code][Fax Number]

displayed as   093463456

To send an international fax:

→ [Country Code][Area Code][Fax Number]

displayed as   0061234563456

The CSV Contact List's columns must be formatted as follows:

	A	B	C
1	Fax	Attention	Company
2	09 222 3333	Mark	ABC Ltd
3	09 333 4444		IMC Corp
4	09-444 5555	Robert	West & East Limited
5	(09) 555 6666	Lisa	
6	0064 9 666 7777	John Smith	My Tyres Co
7	0061 2 3333 4444	S Thompson	

Attention and Company columns are optional.
If you are creating your CSV contact list using a Spreadsheet Editor such as Microsoft Excel or Oracle Openoffice, ensure that the leading '0's are retained.

Options to preserve the leading '0's:
Spaces: 09 222 3333
Dashes: 09-2223333
Brackets: (09)2223333
Cell Formatting: Set the cell formatting to "text"
You can use a mixture of the above options.