



Fax Help Guide

Sending Fax via Email (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... 095006000@fax.tnz.co.nz

Cc...

Send

Subject Account Summary to Warren

Attached

- Customer Statement - August.pdf 57 KB
- Invoice 3726186.docx 271 KB

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	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