



# 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. The 'To' field is populated with '095006000@fax.tnz.co.nz'. The 'Cc' field is empty. The 'Subject' field contains 'Account Summary to Warren'. Under the 'Attached' section, two files are listed: 'Customer Statement - August.pdf' (57 KB) and 'Invoice 3726186.docx' (271 KB). The main body of the email is a large empty rectangular box.

### 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