



Fax Help Guide

Sending Fax via the Dashboard (Web-to-Fax)

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 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

Visit <https://login.tnz.co.nz> and log in using your supplied Username and Password.

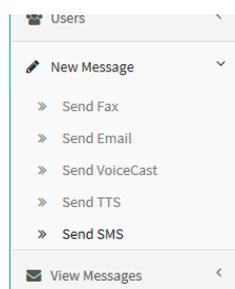
Your username is typically your email address.

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

- 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 image shows two screenshots of a web interface for sending faxes. The top screenshot is titled "Step 1: Upload Document" and features a dashed box for file upload with a blue "Upload" button and the text "Drag & Drop Files". The bottom screenshot is titled "Step 2: Choose Destinations" and offers three methods: "Method 1: Upload a List" with a blue "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 "i.e. +6499293000" and a blue "+ Add number" button. Below these options, it shows "0 destination(s)" and a blue "Show Destinations" button.

Step 4: Track your broadcast's progress and results

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.