



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.com.au Faxes email attachments only
faxnumber@faxcp.tnz.com.au 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

A screenshot of an email client's 'Compose' window. The 'To' field contains the email address '0250005000@fax.tnz.com.au'. The 'Subject' field contains the text 'Account Summary to Warren'. The 'Attachments' section shows two files: 'Customer Statement - August.pdf' (57 KB) and 'Invoice 3726186.docx' (271 KB). A large, empty text box is visible below the attachments, intended for the email body.

To send a national fax:

→ [Area Code][Fax Number]@fax.tnz.com.au

displayed as 0233334444@fax.tnz.com.au

To send an international fax:

→ [Country Code][Area Code][Fax Number]@fax.tnz.com.au

displayed as 006498889999@fax.tnz.com.au

Your attached fax document can be a range of formats, including:

Microsoft Office® documents
Openoffice/Libreoffice documents
Adobe® Reader documents
Image file types
...and more

doc, docx, ppt, pptx, xls, xlsx, etc
odt, ods, etc
pdf, etc
jpg, gif, tif, bmp, etc
txt, html, etc