Quick Guide to Faxing Via Email

In the To: section where you normally put the email address, just put the full international number of the fax you wish to send to plus @ttfax.co.nz

e.g. 6491234567@ttfax.co.nz – 64 = New Zealand, 9 = Auckland, 1234567 = the fax number

To send to an 0800 or 0508 number just drop the '0' e.g. 64800123456@ttfax.co.nz

Then just attach the document(s) you want faxed and click on send. Documents that can be attached include PDFs, word documents, etc.

Please be aware that if there is any information in the body of the email it will be sent as a cover page (unless specifically excluded – see **Set Up** below) so if you don't want a cover page make sure to delete all text including any signatures or disclaimers in the email's body. However a cover page can be useful for adding quick notes to the recipient. We advise you to test with yourself before sending to anybody else.

Set Up Information

To set the header information and cover page options, please log in to your account at www.traitel.co.nz

Select **Fax** then on the right select **Customise Fax Header**. At the top of each faxed page is the date and time of the fax along with the page number. Initially, this header will also include your international fax number. You may modify that text to any caption you desire here. Please remember to click on **Save** when you have finished.

To set the default cover page options select **Settings** then **Fax via Email Settings** then **Cover Page Options**. You can then choose to have:

1. a cover page, (Generate cover pages)
2. have no cover page but have the body of the email as the first page of the fax (Send "as-is")
3. or have no cover page, the document you attach is the fax that is sent. (Discard e-mail body)
4. Press **Save** to save your selection

Again, we recommend you test with yourself before sending to anybody else.

There is further information available in the frequently asked questions section of the TraiTel Telecommunications website: http://www.traitel.co.nz/business/faq.pl .