

Resending Faxes

1. Please go to www.faxem.com.au and select the **InterFAX Login** option under the Login drop down menu – enter your username and password to access your InterFAX Account.

You are here: Login

Username

Password

Login

2. Click on the **Fax Queues** tab, then select **Outbound Queue** and search for the fax transmission you wish to resend by using **<Previous** and **Next>** or sort the transmissions by **Status**, **Fax Number**, **Subject**, **Start Time/End Time**, **Pgs** or **Username/Reply Address**.

Fax Queues | Preferences | Lists | Purchase | Account Management | Logout

Outbound Queue | Search Outbound Queue

You are here: [Logged In](#) > Outgoing Faxes

Total All

[Page 1 of 18] <<First <Previous **Next**> Last>>

Status	Fax Number Contact name	Subject	Start Time/ End Time	Pgs	Username/ Reply Address	
✓		Email Marketing	31 Oct 14:59 31 Oct 15:00	1	faxem	[Resend] [Display] [Hide]
✓		Trade Ref for	30 Oct 13:25 30 Oct 13:27	1	faxem	[Resend] [Display] [Hide]
✓		Trade Ref for	30 Oct 13:25 30 Oct 13:26	1	faxem	[Resend] [Display] [Hide]
✗		Trade Ref for	30 Oct 13:13 30 Oct 13:18	0	faxem	[Resend] [Display] [Hide]

3. Click on **[Resend]** right next to the transaction you wish to resend.

Resend

Fax Number

Hide original fax after resend

Resend

Cancel

**The fax has been
 resubmitted for
 transmission**

Close

4. Check the Fax Number and click on the **Resend** button within the window that has popped up. Then click on **Close** to in order to go back to the Outbound Queue.

1 Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email interfax@faxem.com.au