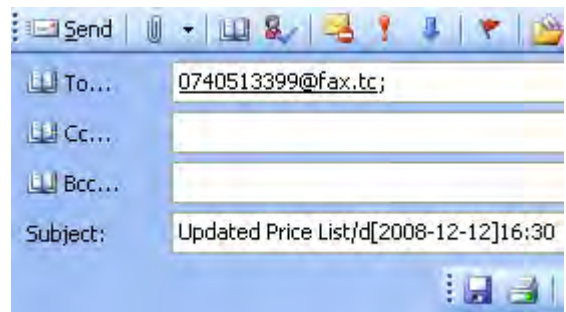


## Scheduling Fax Sends

1. You can schedule the send of your faxes/fax broadcasts for a specific date & time by adding a **subject line modifier** behind the subject matter in the subject line: **/d[yyyy-mm-dd]hh:mm**  
**Example: subject/d[2008-12-12]11:30**  
Please indicate your send time in **24 hour format**.

### 2. Send your fax as usual

Please note that **multiple modifiers** can be used for one fax/fax broadcast in combination (e.g. Scheduling Fax Sends + Resolution:  
Subject/d[2008-12-12]16:30/rs)



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