

Sending a Fax Broadcast via InterFAX

The following three steps are required for the preparation & send of a fax broadcast:

- A Preparing the fax list in Microsoft Excel**
- B Uploading the fax list into your InterFAX account**
- C Sending the fax to your fax list via email**

A List Preparation:

1. Enter your fax list into an **excel spreadsheet (max. 20,000 records per list)** and save the excel file in **csv (comma delimited)** format. You can use up to 4 columns containing the following information:
Fax Number (mandatory)
Contact Name (optional)
Company (optional)
Phone Number (optional)
 * Please make sure that you **include the area code** to the fax numbers and **remove any country codes including 61 for australia.**

	A	B
1	Fax	Company
2	0740513399	Faxem
3	0212345678	Test1
4	0312345678	Test2

B Uploading Fax Lists:

2. 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.

3. Go to the **Lists** tab and select **View Lists**. Then **enter a List Name** of your choice (e.g. Suppliers) into the field next to 'List Name' and click on **Add**. Please not that you **cannot use any spaces within the List Name**.

If you have established multiple users you have the option to "Share this list with other account users", simply leave as un ticked if you don't need this function.

You are here: Login

Username

Password

Login

Fax Queues **Preferences** **Lists** **Purchase** **Account Manager**

View Lists **Search In List**

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

List Name	List Type				
Test1		[Recipients] (0)	[Remove]	[Update]	[Import]

[Include account's shared lists](#)

Add a New List

List Name Share this list with other account users **Add**

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

4. Click on **[Import]** next to your List. Then click on **Browse...** and select the fax list you have prepared. If you have used column headings such as Fax, Name etc. in your fax list please tick **'Mark check box if the first row of your list has field names'**.

5. **Match up the fields** next to 'Fax Number:', 'Contact Name:' etc. using the drop down menus (e.g. 'Fax Number: First Field'; if the fax number is in the first column of your fax list).

Important: If the information, e.g. Company, is not included please select 'Field doesn't exist'.

6. Click on **Import**

Import Recipients to List: **testlist** (Recipients = 0)

You allowed to import maximum **20000** recipients to this list. (Maximum 20000 recipients allowed in list)

Mark check box if the first row of your list has field names

Map list's fields:

Fax Number:

Contact Name:

Company:

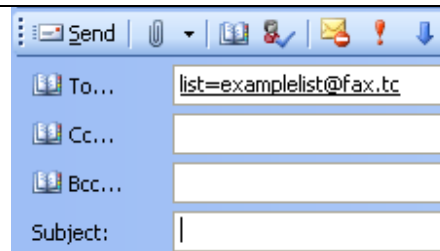
Phone Number:


C Sending a fax broadcast to your list

7. **Open a new email** message and enter the following in the "To:" field: **list=listname@fax.tc**
 Here is an example: list=Suppliers@fax.tc, where "Suppliers" is an example of a list name. Please make sure that the list name you use always matches exactly the list name within your InterFAX account.

8. **Type your message** into the email body or **attach the file** you wish to fax (please see "Send Attachments Instructions" and "Supported File Type") when attaching files.

9. Click on **Send**.



If you wish to view the progress of your fax broadcast, as it is running, login to your InterFAX account, go to the **Fax Queues** tab and select **Outbound Queue**. The following icon  indicates that a fax broadcast is being performed. To view the individual fax transmissions please click on **[View List](#)**.

Having sent the fax to a list, you will NOT receive individual email confirmations for each recipient. Instead you will receive one group report at the end of the fax broadcast.

* If you wish to cancel the fax broadcast during send, please contact our office immediately. Office Hours are 8.30am to 5.30pm Monday to Friday EST.

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