

## Setting up Dialing Rules

1. Please go to [www.faxem.com.au](http://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 **Preferences** tab, then select **Outgoing** and scroll down to **Dialing Rules**.

3. Type your Area Code into the field right next to 'Area Code dialing from:' and click on **Update**.

Once you have inserted your area code, when sending a single fax within your state, you do not need to include the area code.

**You will still however need to include the area code when sending a single fax via email to recipients in other states.**

Please note that if you set up this dialing rule, when you set up lists for fax broadcasts the system will automatically add your area code in front of every number in your fax list. **!Therefore please do not set up dialing rules when you wish to send fax broadcasts to other states!**

Fax Queues **Preferences** Lists Purchase Ac  
 All General **Outgoing** Office 2003/2007 Activatio

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

User ID: faxem

**Sending Permissions**

User	Domain	
*	faxem.com.au	<input type="button" value="Remove"/>
interfax	faxem.com.au	<input type="button" value="Remove"/>

**Add Sender:**

User (\* for all users)  Domain

**Dialing Rules**

Country dialling from:    
 Area Code dialling from:

- 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)