



## How to Use FaxFreedom

### Send a Fax

- Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
- Click on “Send Fax”
- Select a file from your computer that you would like to send
- Enter up to five numbers to send the fax to
- Click “Send Fax”
- You will be taken to your “Recently Sent” faxes. You will be able to view the status of your fax from here.

### Check the Status of Sent Faxes

- Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
- Click on “Recently Sent”
- The screen does not automatically refresh, so click on “Refresh” to see real time status.
- From your “Recently Sent” folder you can send faxes , label faxes for easy access , take notes on faxes for reference , move , or view your faxes 

### Receive Faxes






#### Through WebLINK:

- Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
- Click on your “New” faxes
- You can save , delete , move , view , or name  your faxes for easy reference.
- Once you’ve clicked on your message to view, you can take notes on your fax, forward the fax along with your notes as an e-mail attachment, or forward the fax to a fax number of your choice.

#### Through Email:

- Your faxes will be automatically sent to the email address you signed up with, to change this address or add multiple e-mail addresses:
  - Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
  - Click on “Properties”
  - Enter your email address/addresses in the space provided

## **Archive Faxes**

- Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
- Click on “Archived”
- Click “Add a new fax document”
- Select a file from your computer that you would like to archive
- Select “Archive Fax” and “Continue” or if you would like to send the fax at the same time select “Archive Fax” and “Send to a Fax Machine”
- From your “Archived Faxes” folder you can delete faxes , send faxes , label faxes for easy access , take notes on faxes for reference , or view your faxes 

## **Notification of Received Faxes**

### **Call Back Notification:**

- Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
- Click on “Numbers”
- Click “Add Call Back Number”
- Enter a call back number
- Click “Add Number.” The system default is to call 24/7. If you would like to add specific times and days of week for notification, click “Add Call Time.”

### **Pager Notification:**

- Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
- Click on “Numbers”
- Click “Add Paging Number”
- Enter a pager number
- Click “Add Number.” The system default is to call 24/7. If you would like to add specific times and days of week for notification, click “Add Call Time.”

## **Change Your PIN, Time Zone, Delivery Options, Email Address**

- Log onto WebLINK through [www.faxfreedom.com](http://www.faxfreedom.com) with your toll free number and PIN
- Click on Properties