



How to Use FaxFreedom






Send a Fax Through WebLINK

- Log onto WebLINK through 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.

Send a Fax Through FaxFreedom Print Driver






- Install the print driver, <http://www.faxfreedom.com/driver>
- While working in any program that allows you to print, just click File-Print.
- Select the FaxFreedom Printer.
- Log in with your toll free number and master PIN.
- Type in the fax numbers you would like to send the fax to.
- Click Send Fax.

Check the Status of Sent Faxes

- Log onto WebLINK through 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 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 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 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 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 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 with your toll free number and PIN
- Click on Properties