



Fax Instructions for FaxZero.com

If a patron is in dire need to fax a document, the FaxZero website (faxzero.com) allows free faxing if the fax is under three pages. However, FaxZero limits the amount of free faxes to five per email address. This handy guide will lead you through the steps required to fax with this online program. Enjoy!

Step 1:

Make sure that the document you are sending is accessible on your computer. It often helps to save the document to the Desktop, or on another location of your choice.

Step 2:

Once you are on the FaxZero website, fill-in the Sender's Information tabs labeled Name and Email.

Step 3:

Fill in the Receiver's Information tab labeled Name and Fax #. You will need the recipients fax number for this step.

Step 4:

Within the Fax Information area, click the Browse button to select the document you want to fax. Once you've attached the fax document, you can submit any text that you want to appear on the fax cover page. After you've submitted your text, then fill-in the Confirmation Code and click on the button labeled Send Free Fax Now (this is located on the left side, under the Free Fax heading). The fax is now almost sent.

Step 5:

Once you click Send Free Fax Now, the email address you provided will be sent a confirmation email. Open this email, and then locate the email from FaxZero. This email will feature a link that you will be required to click on. Click on this link and you will be redirected back to FaxZero informing you that the fax has been sent. FaxZero will send you another confirmation email once the fax has been received, or if the fax has been declined. Congratulations on using FaxZero.

Sender Information:

Name*

Company

Email*

Receiver Information:

Name*

Company

Fax #*

Fax Information:

Fax a .DOC, .DOCX, or .PDF file:
(You may attach [multiple files.](#))
See [FAQ](#) for attaching multiple pages

B *I* U ABC | | | Format ▼

Type text to appear on the cover page:
(You can use just an attachment, just text, or both.)

Confirmation Code*

Free Fax

- + Free!
- + Ad on the cover page
- + Maximum 3 pages + cover
- + Max 5 free faxes per day

Send Free Fax Now

Almost Free Fax

- + \$1.99 per fax (Paypal)
- + Max 15 pages + optional cover
- + Priority delivery vs. free faxes
- + **No ad on the cover page**
- + Or, no cover page at all [?]

Send \$1.99 Fax Now