

Sending a fax from the library

There is not a fax machine in the library. However, you can use a computer to fax a computer file for free. If you have papers and not a computer file, use the library scanners to digitize the file first.

1. Free faxing to US and Canada using FaxZero (international faxing costs money)
 - a. Details:
 - i. No account required, just an email address
 - ii. Free faxes include a cover page with a faxZERO.com logo at the top, and you can add text to this cover page
 - iii. Each free fax is up to 3 pages plus a cover page (so if you need to fax more than 3 pages, send the additional pages in another fax)
 - iv. You can send 5 total free faxes per day from one email address (so if you need to send more than 5 faxes/15 pages in one day, use different email addresses)
 - v. There is a pay option using PayPal if necessary for additional faxes, pages, or international destinations
 - b. Instructions how:
 - i. Go to www.faxzero.com
 - ii. Enter your information, the recipient's information, upload the file to send, and type text for the cover letter if desired, then click "Send Free Fax Now"
 - iii. You will receive an email confirmation of your fax request that contains a link you must click on to actually send the fax
 - iv. Once you click on that link to send the fax, you will receive another email confirmation once the fax has been successfully sent or if it fails
2. Free faxing internationally using HelloFax (also free for US but more restrictive than FaxZero)
 - a. Details:
 - i. You can send up to five pages total (whether in one fax or multiple faxes) for free before you must pay per page or sign up for a subscription
 - ii. You can gain additional free pages if you post to social media about HelloFax
 - iii. You can send international faxes to over 70 countries
 - iv. There is no cover letter unless you include it as part of your fax
 - b. Instructions how:
 - i. Go to www.hellofax.com
 - ii. Sign up for a free account (or sign in with your Google or Microsoft account)
 - iii. Follow the steps online to send your fax
 - iv. Once you send your fax, you get an email confirmation when it is sent