

## Faxmail

### WHAT IS IT?

Stop wasting time standing at the fax machine... simply E-mail it! No more fax machines. No more paper and ink. MWEB Faxmail is easy to use and it will help you save as much as 25% off most international faxes. You can also conveniently manage your e-mail and faxes all in one place with MWEB Faxmail.

MWEB offers **Faxmail Pre-paid** and **Faxmail Premium**.

#### **Faxmail Pre-paid** allows you to:

- Receive faxes for free by e-mail and get up to 5 free fax numbers.
- Send faxes by e-mail.
- Keep your number. As long as you don't let your account go unused for longer than 3 months, MWEB will keep your Faxmail number up and running for as long as you like.

#### **Faxmail Premium** allows you to:

- Receive your unique Telkom fax number for only a R39 monthly subscription fee.
- Receive 100 free faxes by e-mail (additional incoming faxes are billed at 39 cents per page thereafter).
- Send faxes by e-mail

Use Faxmail as a scanner. Fax the document you want scanned from a fax machine to your personal Faxmail number. It will appear in your e-mail mailbox as a scanned document.

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### WHAT DO I NEED?

Getting started is really easy. All you need is:

- A computer with an e-mail programme and an Internet connection.
- An MWEB subscription (to get your free fax number).
- **Faxmail Pre-paid:** to buy credits to the value of R100, initially, to get you started.
- **Faxmail Premium:** An MWEB subscription to register your Faxmail Premium account

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### SECURITY

Don't give out your e-mail address and password to other people. That way you can prevent them from using your Faxmail Pre-paid credits or Faxmail Premium account.

## GETTING STARTED

### Faxmail Pre-paid

To use Faxmail Pre-paid you'll first need to register and purchase credits. Below is a step-by-step guide on how to register for the service, but visit the MWEB Help Centre for more information on buying credits and sending and receiving faxes and more.

**Step one:** Visit the Faxmail site and enter your MWEB e-mail and password.

**Step two:** Click on the Click Here To Register link.

**Step three:** Click on Accept to agree to the Terms and Conditions of use.

**Step four:** Enter the e-mail address that you would like to receive faxes on and then the e-mail address that you would like to send faxes from. Next, type in your secret five-digit PIN, confirm it and click on Save.

**Step five:** A confirmation message will be sent to your MWEB e-mail address as soon as a fax number is allocated to your account. This message will include your personal Faxmail PIN and Faxmail telephone number.

### Faxmail Premium

To use Faxmail Premium you'll first need to register. Below is a step-by-step guide on how to register for the service, but visit the MWEB Help Centre for more information.

**Step one:** Visit the Faxmail site in MWEB My Account and enter your MWEB e-mail and password.

**Step two:** Click on the Faxmail Premium link in the menu on the left of your screen.

**Step three:** Click on the Click Here To Register link.

**Step four:** Click on Accept to agree to the Terms and Conditions of use.

**Step five:** Enter the e-mail address that you would like to receive faxes on and then the e-mail address that you would like to send faxes from. Next, type in your secret five-digit PIN, confirm it and click on Save.

**Step six:** A confirmation message will be sent to your MWEB e-mail address as soon as a fax number is allocated to your account. This message will include your personal Faxmail Premium PIN and Faxmail Premium telephone number.

## WHAT WILL IT COST?

### **Faxmail Pre-paid**

You can register to Faxmail for free and receive faxes for free. You only pay for the faxes you send.

Before you can send a fax however, an initial purchase of R100 is required. This is because you will need more than R50 in your account at any given time.

When you send faxes, the cost of each fax is deducted from this amount until you reach a balance of R50. At this point you need to top up your account. You can do this by adding it to your MWEB account or via your credit card.

### **Faxmail Premium**

Receive your unique Telkom fax number and 100 faxes for free by e-mail for only R39.00 per month:

- Additional incoming faxes are billed at R0.39 per page thereafter
- Outgoing faxes are charged the normal faxmail rates