

# Fax Instructions From Printer/Copier

1. Swipe your MHS ID card at the card reader on the printer/copier to log into Uniflow.
2. Go to the main menu and choose **Scan**.
3. Choose **Scan to Exchange Online**
4. Place your original in the feeder tray face up, and click the green **Scan** button on the copier.

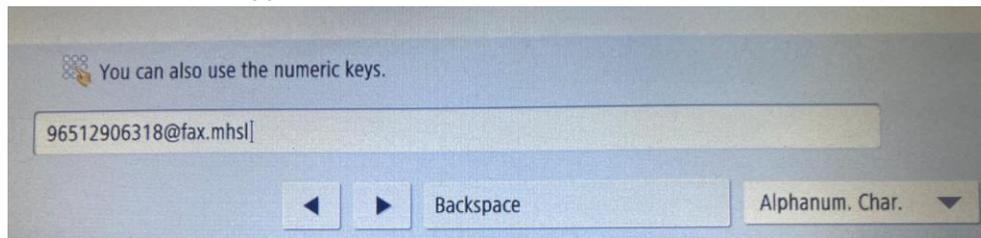


5. Press **Next**.
6. Click on the empty text box, next to **To...**



7. In the email address field, enter the entire fax number, including a preceding 9 for the outside line and a 1 if the number is long distance (use the number pad for numerals).

**Directly after the number, type @fax.mhsl.** Example - if the fax number is 888-867-5309, type 918888675309@fax.mhsl in the address field.



8. Click **OK**.
9. Click **Next**.
10. An automatically generated name will display. Click **OK**.

It may take several minutes for the fax to go through. Use this link to see the status of your fax: <https://opentextfax.mitchellhamline.edu/rightfax/user/>