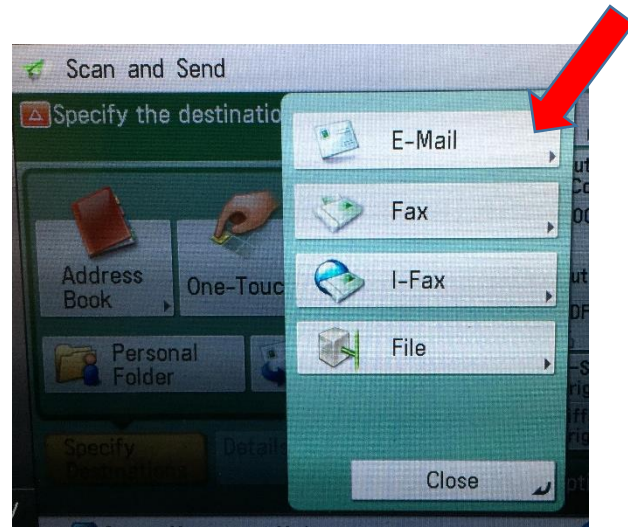
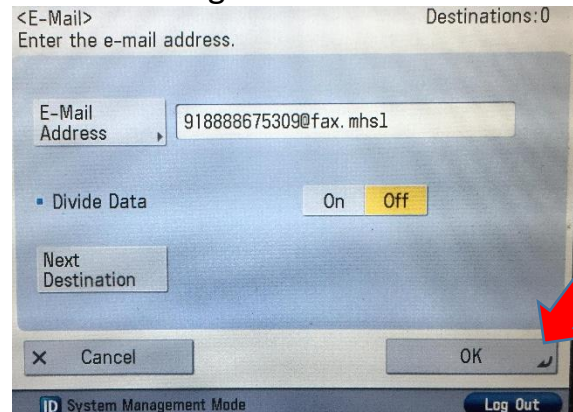
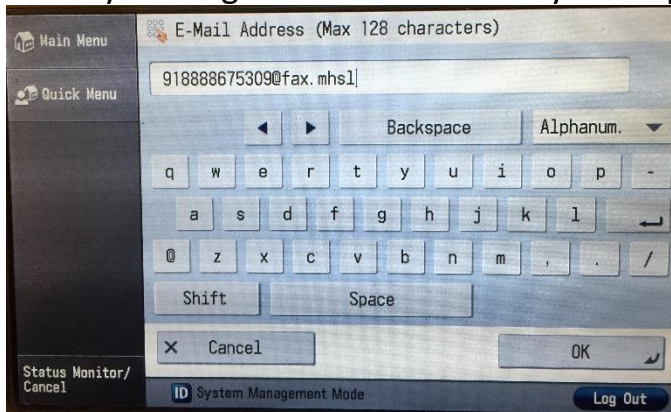


Fax Instructions From Printer/Copier

1. Swipe your MHSL ID card at the card reader on the printer/copier to log into Uniflow.
2. Go to the main menu and choose **Scan and Send**.
3. Choose **New Destination-->Email**.



4. 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. Click **OK**, and click **OK** again on the following page.
5. Place your original in the feeder tray face up, and click the green **Start** button. Your



document will be scanned and faxed. Go to <https://rightfax.mitchellhamline.edu/webclient> to see the status of your fax.

