

Self-Serve Printers: Faxing

If you need to fax documents, there is one printer dedicated to sending faxes on each campus. These are for **outbound faxes only**.

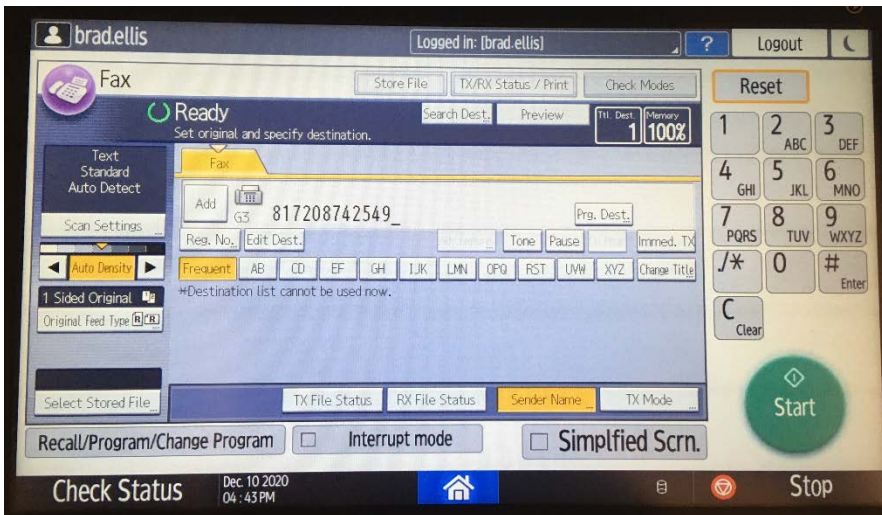
For the CO Campus, it's the printer closest to the Library, Self-Serve Printer #1.

For the Utah Campus, it's Self-Serve Printer #2.

1. Log in to a self-serve printer with your student ID number.
**If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.*
2. Tap "Device functions" then tap "Fax (classic)".



3. Set your documents face up in the feeder or face down on the scanner. Use the keypad on the right of the screen to add the fax number. Dial 18 then the fax number.



5. When finished, tap "Logout" at the top right corner of the screen.
Note: A transmission sheet will print when the faxing has finished. This may take several minutes. You will be able to see on the transmission sheet if it is a successful fax or not. It is ok to logout before the transmission sheet is submitted.