Administrative Procedure: Fax Machine

There is a fax machine at the front desk of Bagley 109, phone number **206-685-8665**.

*Incoming* faxes during hours when the receptionist is in will be placed in the recipient's mailbox.

*Outgoing* faxes can be sent from the front desk. However, if you have a phone number listed in the UW Campus Directory (i.e., all faculty, postdocs, staff), you can also send faxes electronically via [https://fax.uw.edu](https://fax.uw.edu) at no charge. See [https://itconnect.uw.edu/service/centralized-faxingservice/](https://itconnect.uw.edu/service/centralized-faxingservice/) for more information. This is only available for US and Canadian phone numbers – other international numbers must be sent through the machine, using a UWATS long-distance code.

To send through email directly, see [https://itconnect.uw.edu/wpcontent/uploads/2015/03/Creating-and-Sending-...](https://itconnect.uw.edu/wpcontent/uploads/2015/03/Creating-and-Sending-...)

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