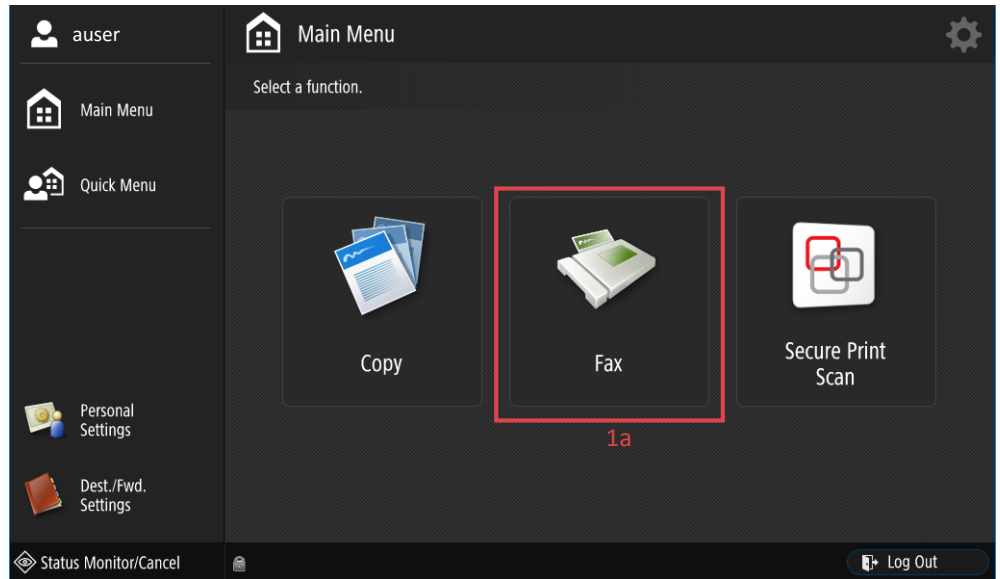Please insert the document to the scanner by placing the document face up in the ADF(Automatic Document Feeder) or face down on the scanner glass and log into UniFlow by swiping your ID Card or logging in with your credentials.

1 Select Fax(1a).

1a

2 Dial the number that you want to fax by using the keypad. If you are faxing a document to a destination outside NYIT, please dial 91 before the 10 digit number.
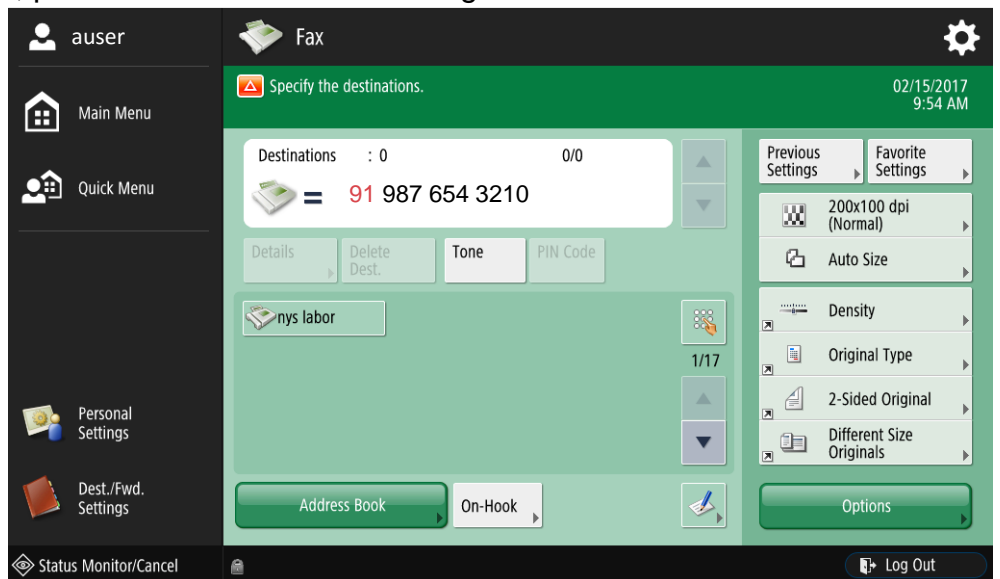
PLEASE DO NOT FORGET TO LOG OUT AFTER YOU ARE FINISHED.