

FAXING AT MOORESVILLE PUBLIC LIBRARY

IMPORTANT!

CONFIRMATION REPORTS

Two confirmation reports will print after you have sent your fax. These will be printed on the output tray (with the blue light) on our RICOH MP-C2504 photocopier, regardless of whether you sent your fax using that machine or the old fax machine (next to it). The first confirmation report indicates whether or not your fax was transmitted okay; the second confirmation report informs you whether or not your fax was received successfully. These reports may have private or confidential information, so **WAIT UNTIL THEY PRINT and TAKE THEM WITH YOU.** **The Library is NOT responsible for patron information left unattended on the photocopier — leave documents unattended at your own risk.**

RECEIVING FAXES AT THE LIBRARY

Our faxing capabilities include both outgoing and incoming faxes; therefore, it's possible for you to receive a fax at our fax phone number (317) 831-7383. Incoming faxes are printed out as they arrive at our RICOH MP-C2504 photocopier. **WARNING!** Since this photocopier is situated in a PUBLIC area, ANYONE can have access to incoming faxes. To avoid any confidentiality problems, you need to be present at the photocopier when your fax arrives. Consequently, we recommend that you contact whoever is sending a fax to you *while standing at the photocopier*, telling them that you are prepared to receive their fax transmission, then wait at the machine until your fax prints out. **The Library is NOT responsible for patron information left unattended on the photocopier — leave documents unattended at your own risk.**

