

## **CEEN 189 FAX Protocol**

Students in CEEN 189 are welcome to use the CEEN FAX machine located in Room 268 to communicate with their mentors. Please follow these guidelines:

1. You are welcome to come to Room 268 and use the FAX machine during regular office hours, 8:00 – 4:00.
2. It is not necessary to ask permission to use the machine for “official” CEEN 189 business. However, it is courteous to simply indicate that you are sending a FAX for CEEN 189.
3. Fax transmittal cover sheets are available in Room 268.
4. Be sure to dial “9” first for off-campus numbers.
5. Be sure to fill in the FAX record sheet with the appropriate information.
6. If you need any assistance, please ask Pam.

**NOTE:**      **Be sure that any incoming FAX messages identify CEEN 189 in the transmittal.**

**Marquette University**  
Civil & Environmental Engineering  
1515 W. Wisconsin Ave, Room 268  
P.O. Box 1881  
Milwaukee, WI 53201-1881  
Ph: (414) 288-70309  
FAX: (414) 288-7521