BIS Help Guides

Using Photocopiers To Scan

Learn how to use photocopiers to scan documents.

Written By: Aaron

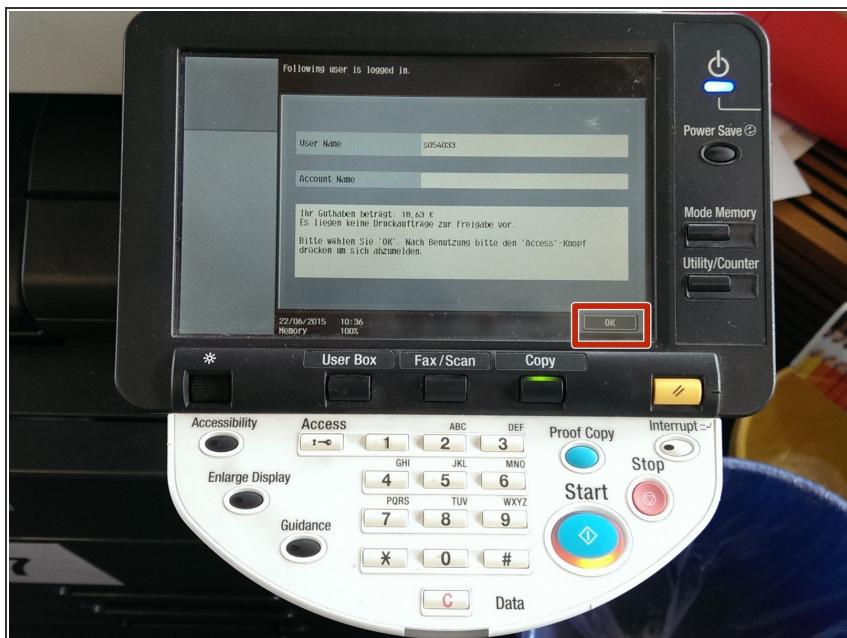This document was generated on 2022-01-22 06:07:18 AM (MST).

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INTRODUCTION

Learn how to use photocopiers to scan documents.

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Step 1 — Log Into The Printer

- Enter in your username (S-Number) and your password
- Click "Login"
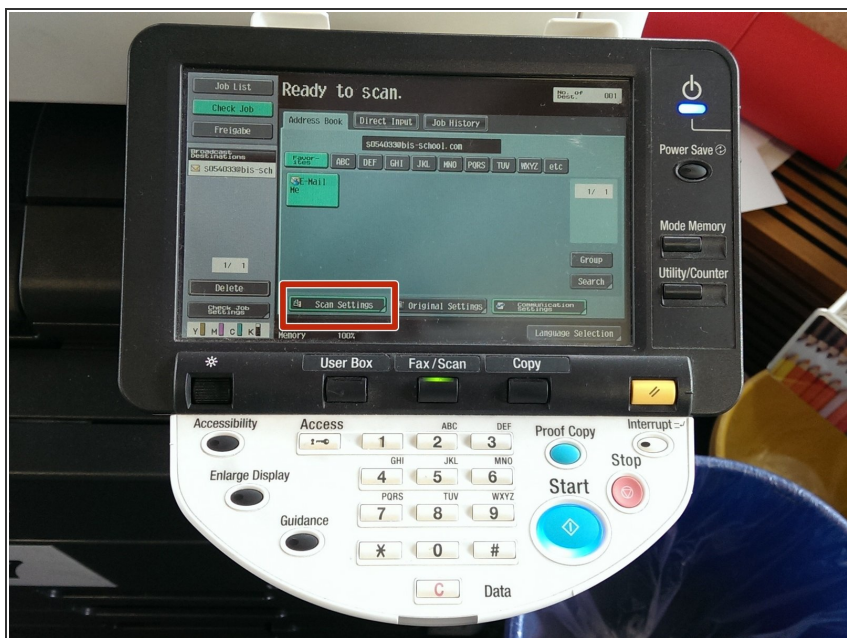
Step 2 — Using The Photocopier

- Click "Ok"

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Step 3 — Using The Photocopier

- Press the "Fax/Scan" button

Step 4 — Using The Photocopier

- Click on "email me"

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Step 5 — Using The Photocopier

- Click on "Scan Settings"

Step 6 — Changing The Settings

ⓘ Change the settings to how you want them

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Step 7 — Using The Photocopier

(i) Insert the papers you want to scan here

Step 8 — Using The Photocopier

● Click on "start"

Step 9

- Click on "Access"

- Select "Log off"

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