BIS Help Guides

How to Improve the Looks of Scan

Learn how to improve the looks of scans.
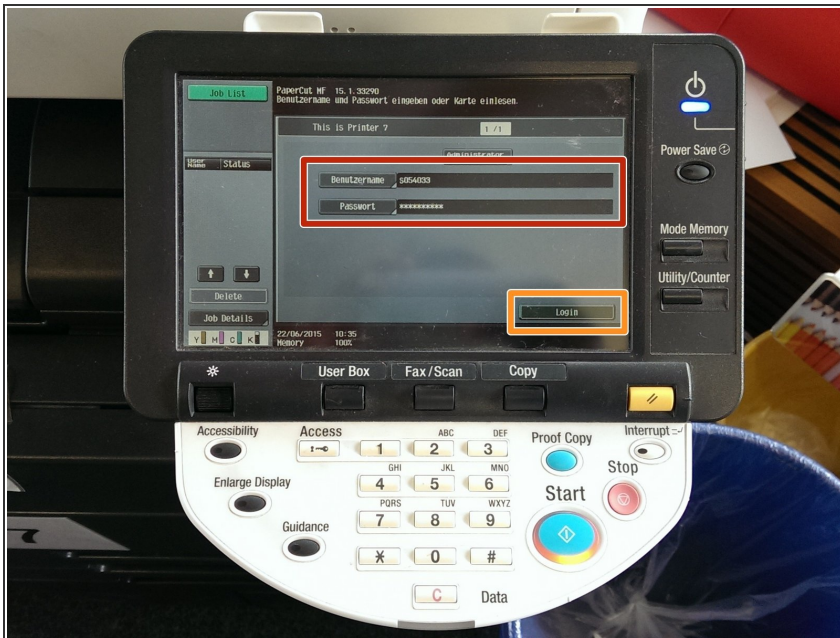
Written By: Mirai

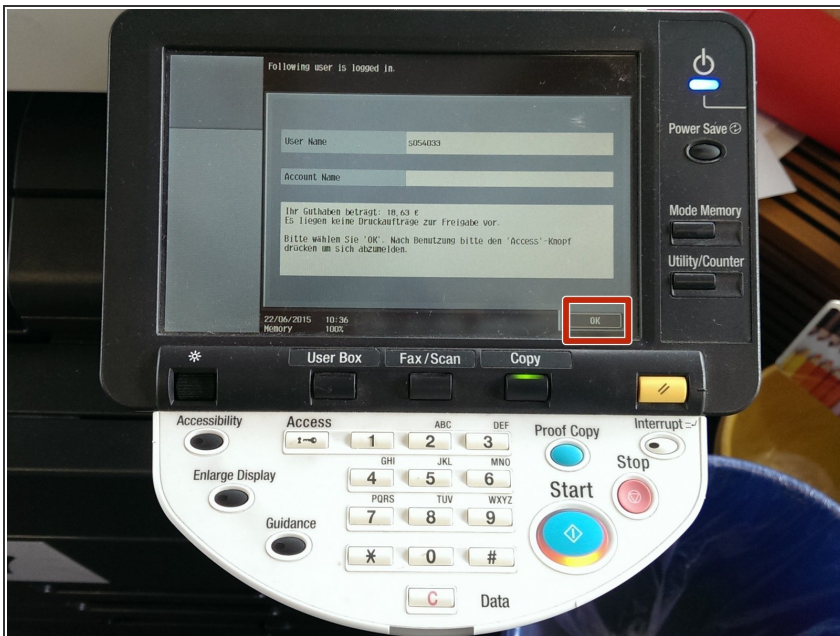This document was generated on 2022-01-08 07:27:20 AM (MST).

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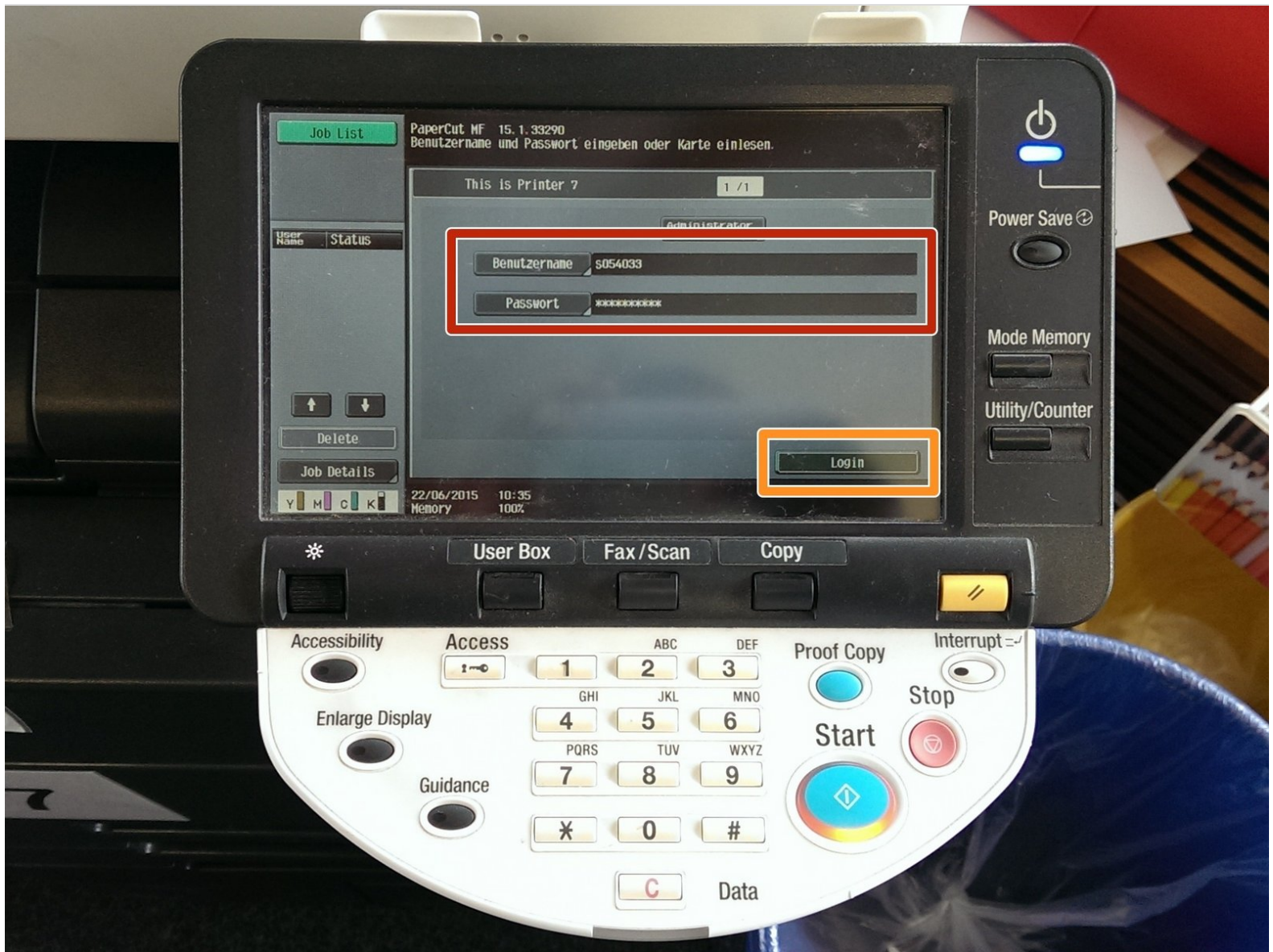
INTRODUCTION

Learn how to improve the looks of scans.

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Step 1 — Log in to The Printer

- Enter in your username (S-Number) and your password

- Click "Login"
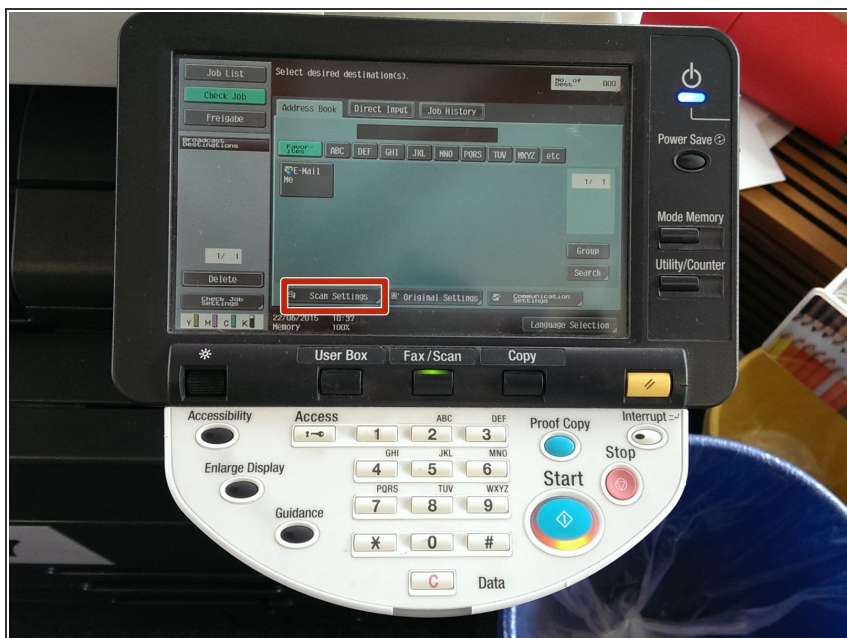
Step 2 — Using The Photocopier

- 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"

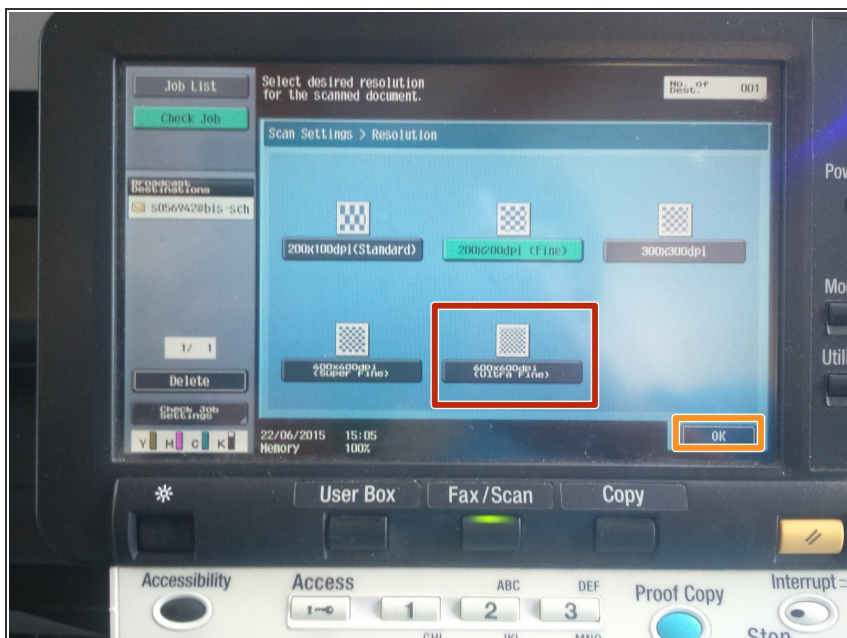This document was generated on 2022-01-08 07:27:20 AM (MST).

Step 5 — Using The Photocopier

- Click on "Scan Settings"

Step 6 — Changing The "Resolution"

- Click "Resolution"

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Step 7 — Changing The "Resolution"

- Select one with a high dpi

- Then click "OK"

Step 8 — Using The Photocopier

(i) Insert the paper you want to scan here

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Step 9 — Using The Photocopier

- Click on "Start"

Step 10 — Log off

- Click on "Access"
- Select "Log off"

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