



Savin/PaperCut MFP Control Panel and Print Driver Instructions

PaperCut Login Screen

In order to use the machines, users will first need to log in to PaperCut, with either a proximity card, or their username and password.

Copier (Classic) Scanner (Classic) Document Server

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DEMO LICENSE, not for commercial use

Username

Password

Log in

PaperCut MF 2.1.5 [Admin](#)

Check Status ↩ 🏠 🖨️ ⏹ Stop

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D DOCUMENT MANAGEMENT

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PaperCut Jobs Screen

Once logged in, users can choose to release held print jobs, use Savin MFP functions or Scan using PaperCut.



You have 1 print job pending

Print all



Print release



Device functions



Scan

Check Status



Stop



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PaperCut Print Release Screen

In addition to being able to select the “Print all” button on the main PaperCut Jobs screen, users can select Print Release to individually print jobs, including the option to change settings, or to delete jobs.

The screenshot displays the PaperCut Print Release interface. At the top, there are tabs for 'Copier (Classic)', 'Scanner (Classic)', and 'Document Server'. Below these is a navigation bar with the 'Advance' logo, the text 'Print release', the user name 'Demo Sales Representative', and a 'Log out' button. The main area shows a list of print jobs:

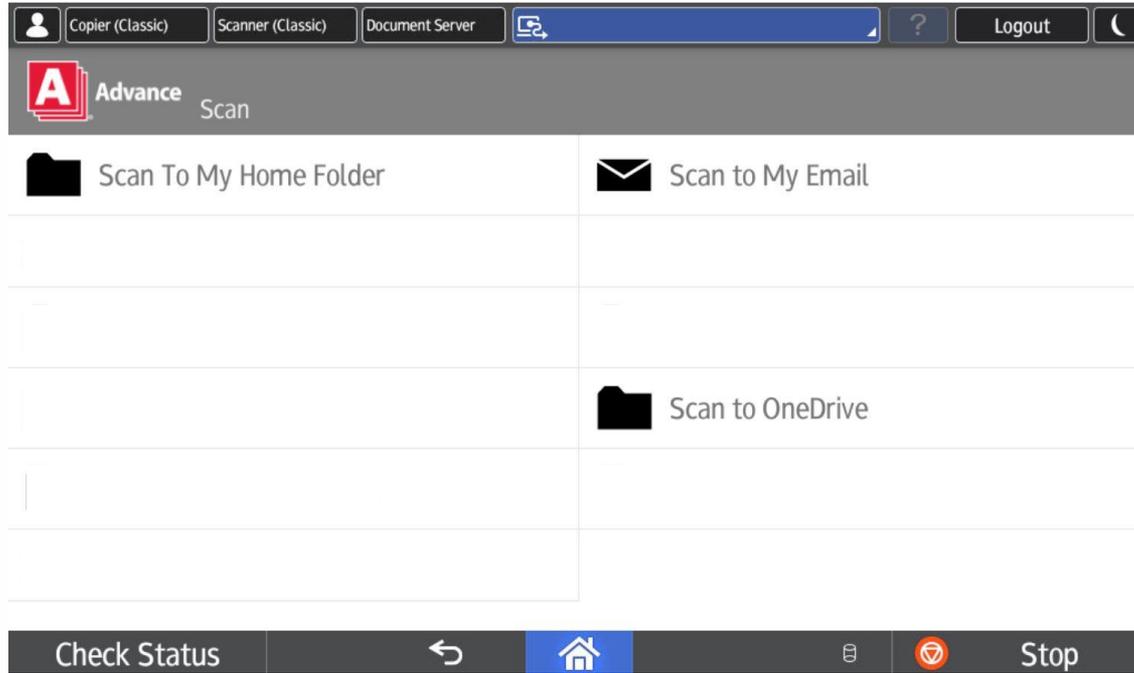
Job Name	Pages	Cost	Actions
<input type="checkbox"/> 0 jobs	0 pages	\$0.00	<input type="checkbox"/> Print <input type="checkbox"/> Delete <input type="checkbox"/> Refresh
<input type="checkbox"/> 2018-About_Us_Brochure.pdf	8 pages	\$0.64	<input type="checkbox"/> >

At the bottom, there is a navigation bar with 'Check Status', a back arrow, a home icon, a list icon, a refresh icon, and a 'Stop' button. Below the navigation bar are five service icons: Hardware, Production Print, Managed Print Services, Document Management, and Software Enhancements.



PaperCut Scan Screen

Scan destination options can include scanning to folder, email and the cloud. If scanning to the cloud, a one-time account sync is required.



PaperCut Scan Screen

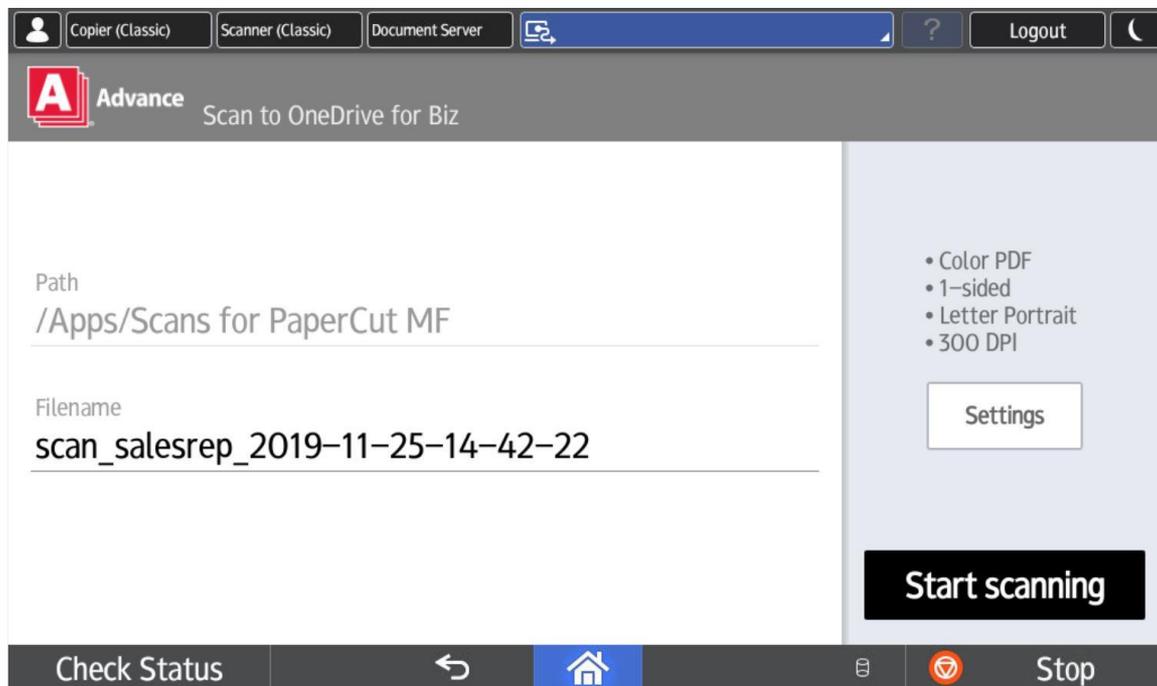
Scan to My Email will already know the logged in user's email address. Subject, Filename and Settings can be changed.

The screenshot shows the PaperCut Scan to My Email interface. At the top, there is a navigation bar with buttons for 'Copier (Classic)', 'Scanner (Classic)', 'Document Server', a dropdown menu, a help icon, and a 'Logout' button. Below this is the 'Advance Scan to My Email' header. The main area contains three input fields: 'To' with the email 'salesrep2@advancestuff.com', 'Subject' with 'Image Attached', and 'Filename' with 'PaperCut_Scan_salesrep_2019-11-25-14-40-57'. To the right of these fields is a 'Settings' button and a list of options: 'Color PDF', '1-sided', 'Letter Portrait', and '300 DPI'. At the bottom right of the main area is a large 'Start scanning' button. The bottom navigation bar includes 'Check Status', a back arrow, a home icon, a list icon, a stop icon, and a 'Stop' button.



PaperCut Scan Screen

When scanning to OneDrive, scans will be stored in a folder called Scans for PaperCut MF, which will be created in the Apps folder.



Savin Smart Operation Panel

The Smart operation Panel consists of 5 total screens. The Home screen is the center screen, with the Quick Functions screen and the Administration screen to the left, and the New Functions screen and the Apps screen to the right.



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Home Screen

The Home screen contains the “Classic” function keys, which display the legacy Savin user interface.



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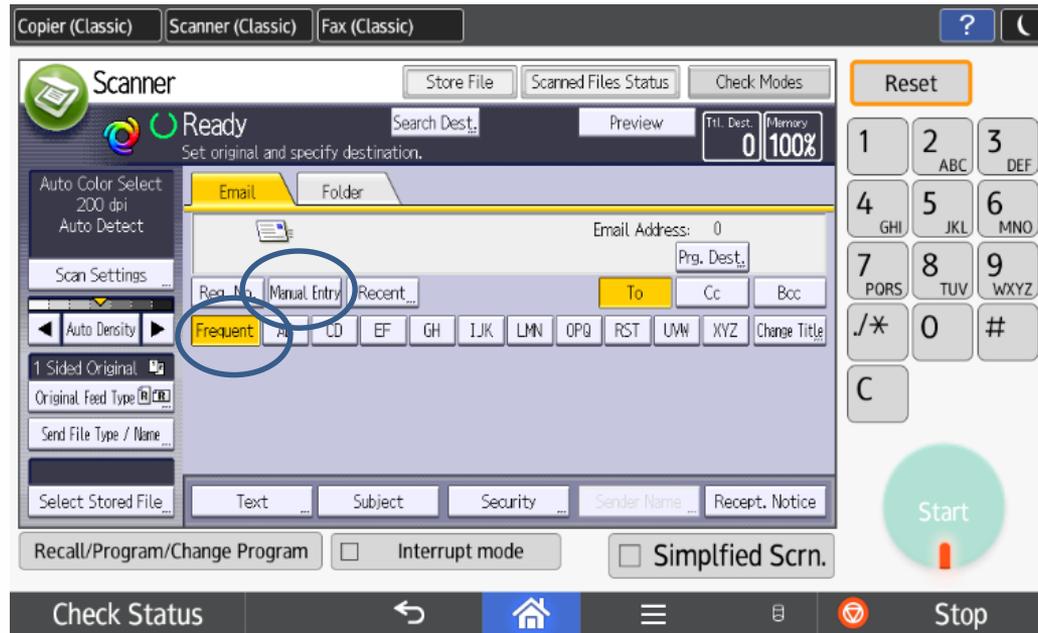
Copier (Classic)

Displayed is the Copier (Classic) user interface with both duplex and staple selected:



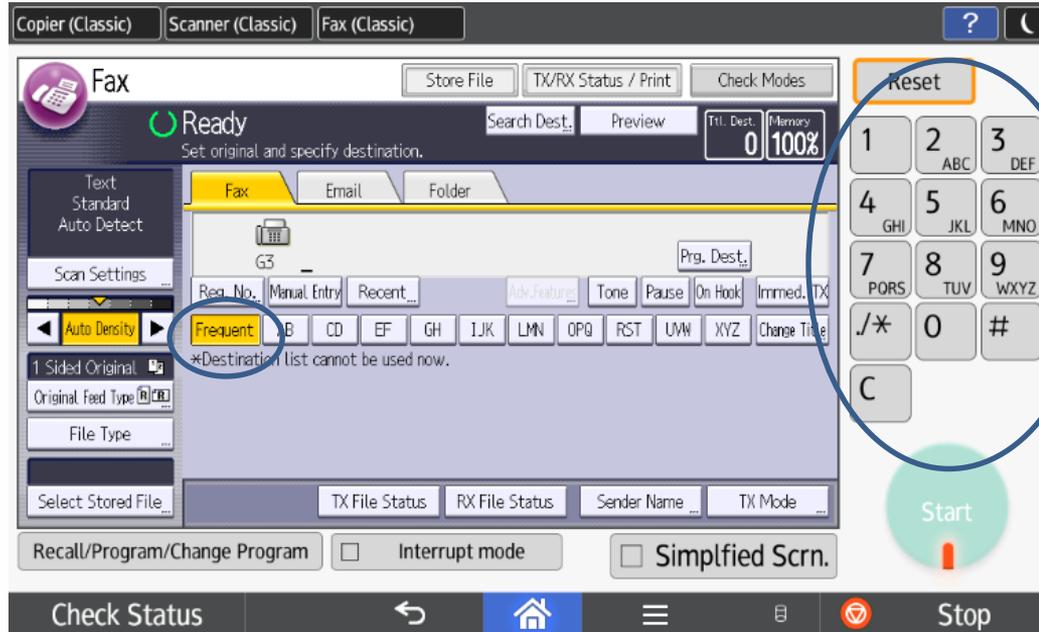
Scanner (Classic)

Displayed is the Scanner (Classic) user interface, which shows where to manually enter email addresses, as well as, where to select stored addresses:



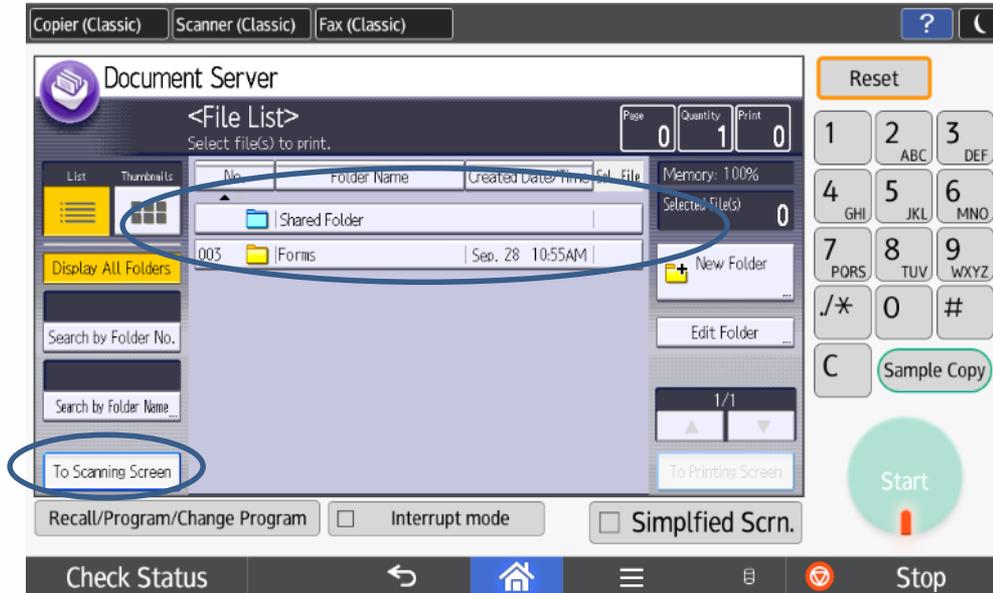
Fax (Classic)

Displayed is the Fax (Classic) user interface, which shows where to manually enter fax numbers, as well as, where to select stored destinations:



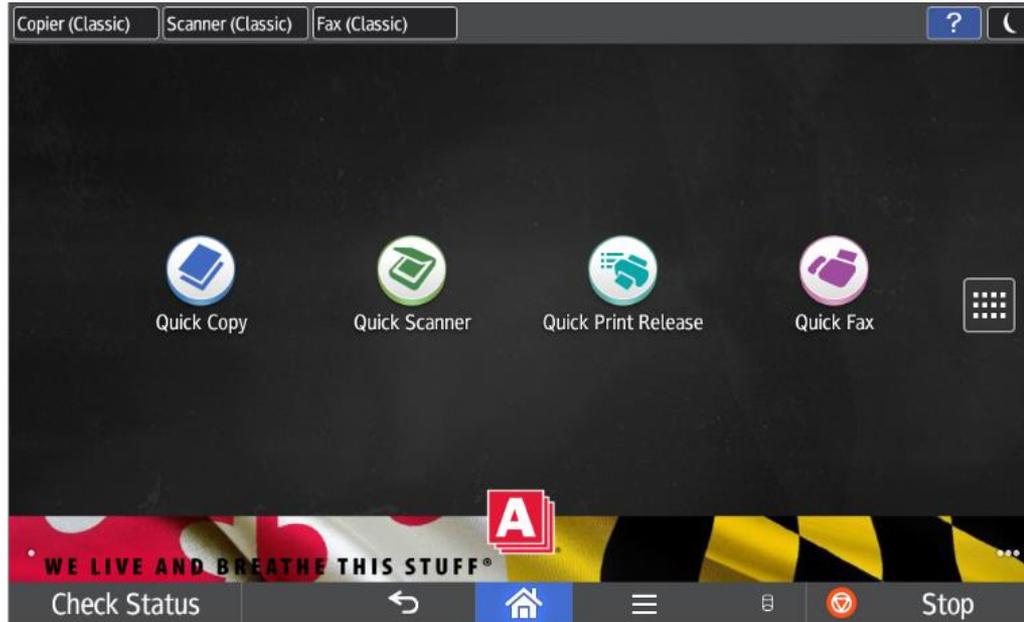
Document Server

Displayed is the Document Server user interface, which allows the storage of repetitive use documents into up to 200 folders, for the convenience of direct printing at the MFP:



Quick Functions Screen

The Quick functions screen contains the “Quick” function keys, which display a simplified user interface.



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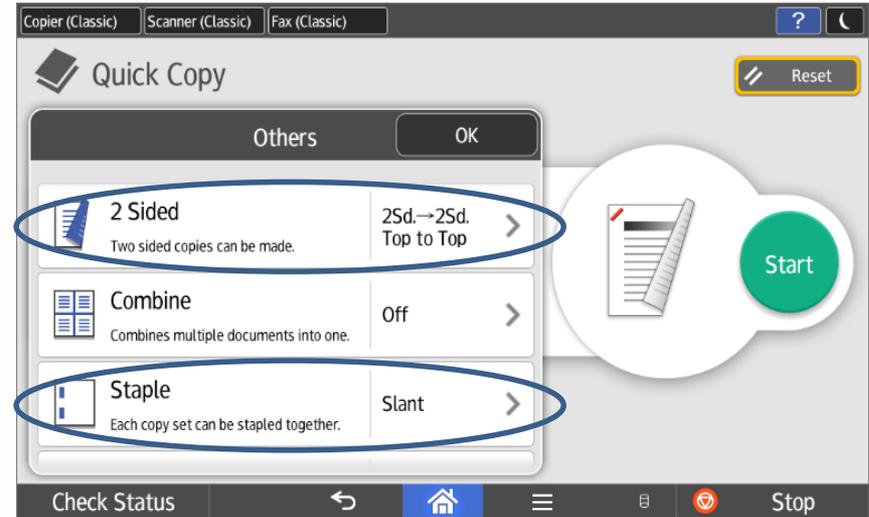
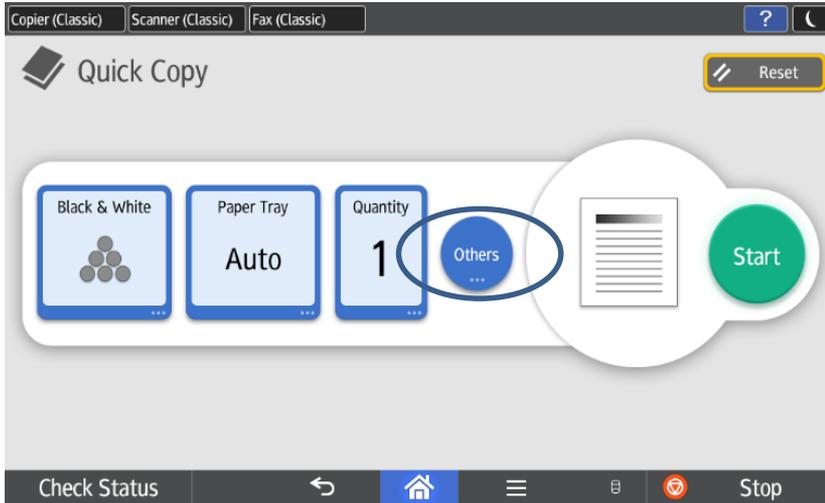
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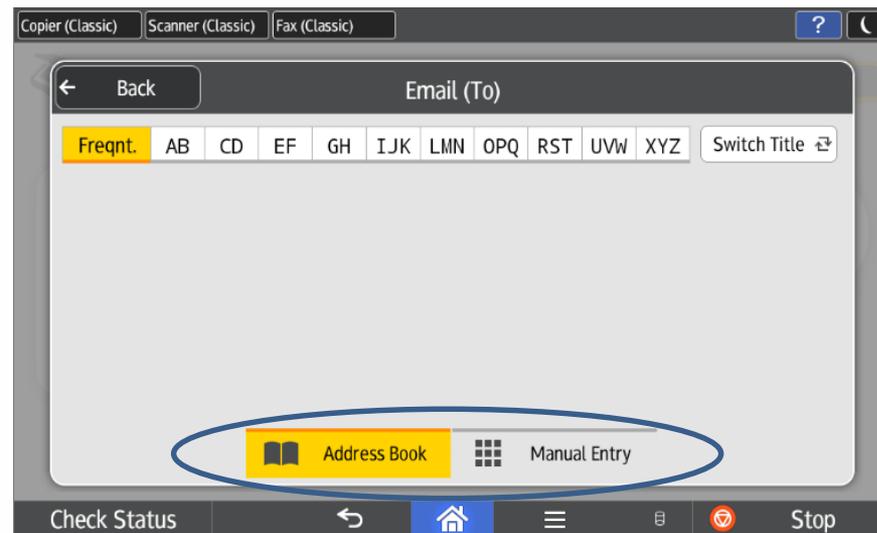
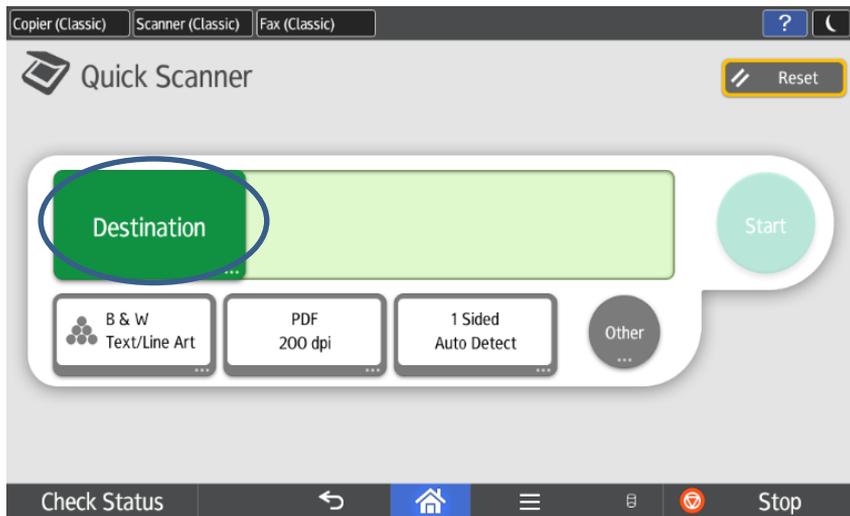
Quick Copy

Displayed is the Quick Copy user interface with both duplex and staple selected:



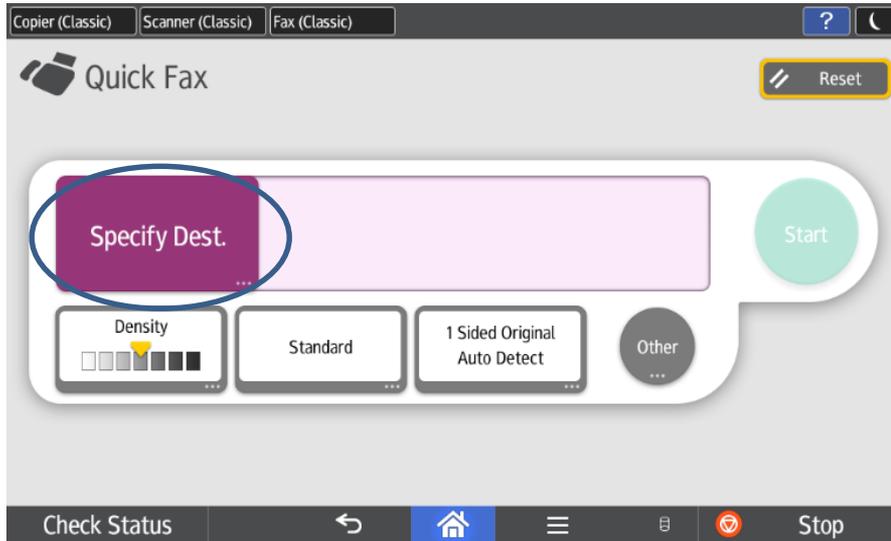
Quick Scanner

Displayed is the Quick Scanner user interface with where to enter email destinations:



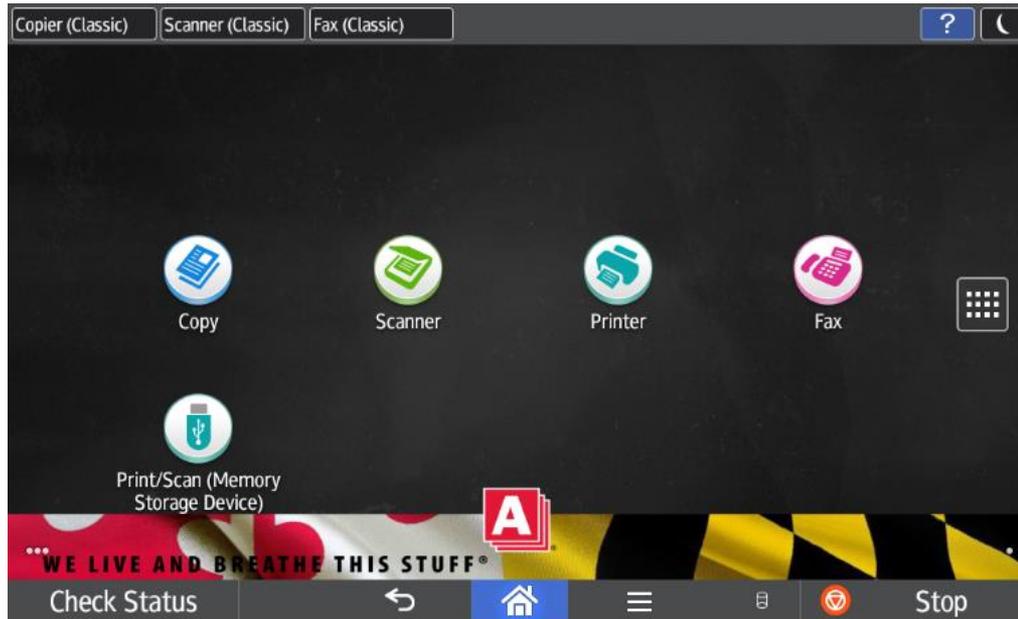
Quick Fax

Displayed is the Quick Fax user interface with where to enter fax destinations:



New Functions Screen

The New functions screen contains the “New” function keys, which display a more modern user interface.



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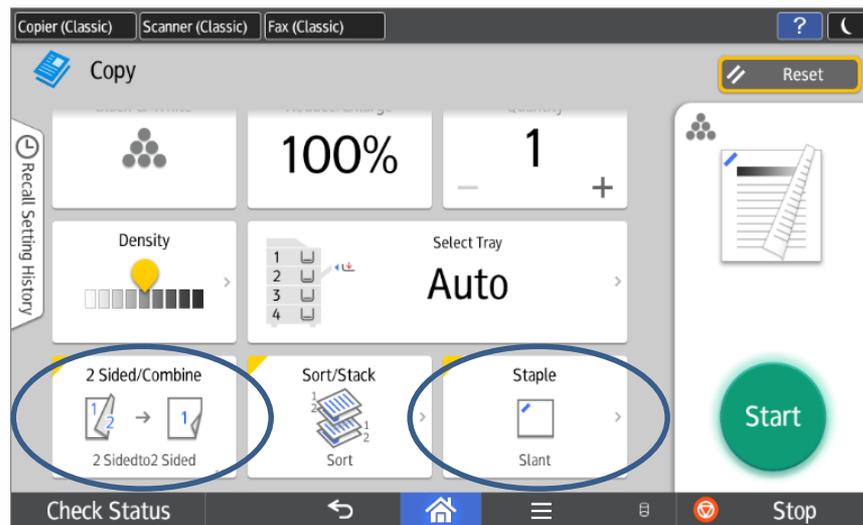
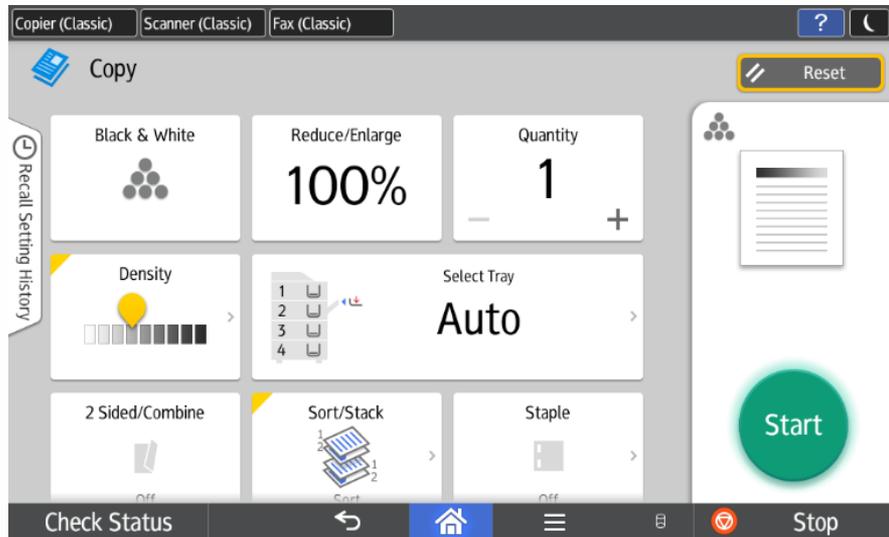
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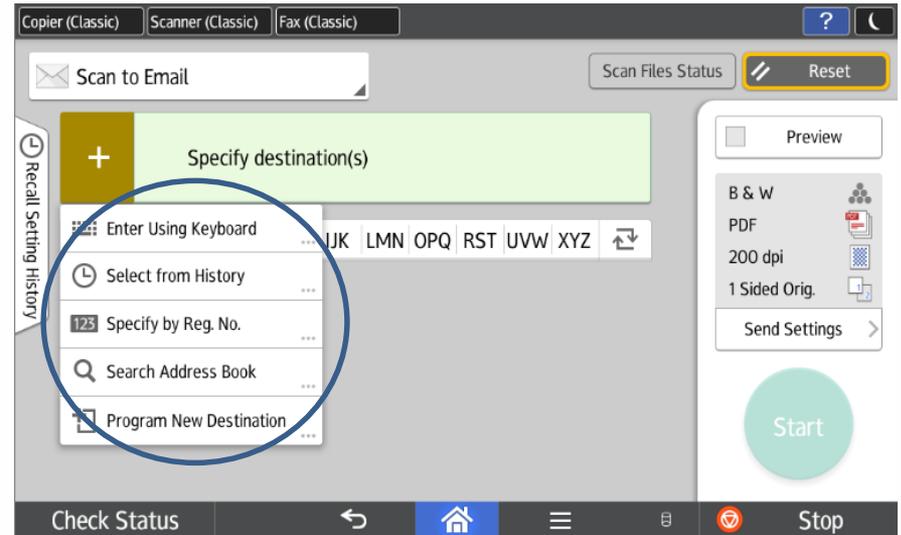
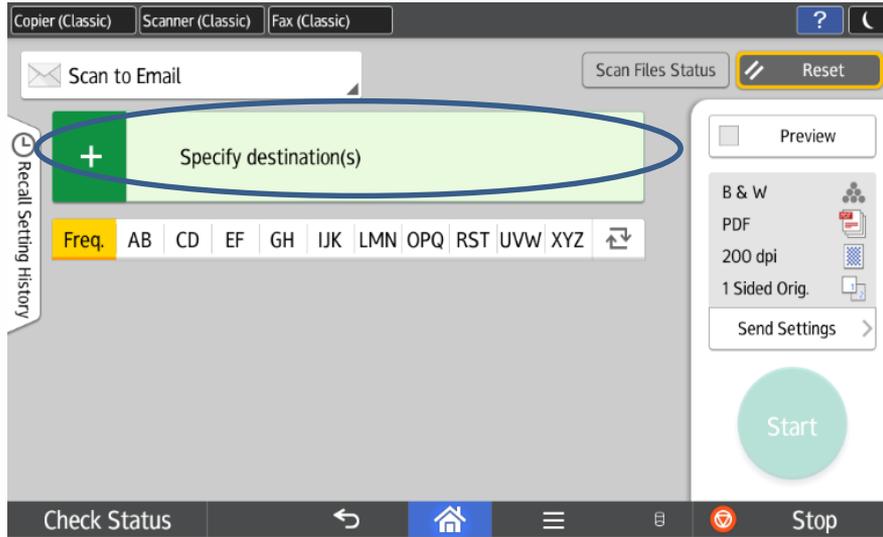
New Copy

Displayed is the New Copy user interface with both duplex and staple selected:



New Scanner

Displayed is the New Scanner user interface with where to enter email destinations:



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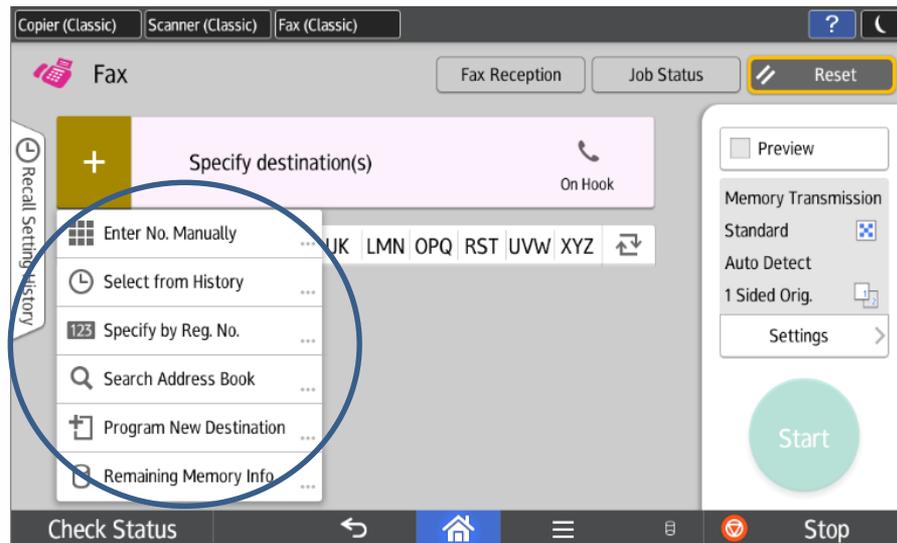
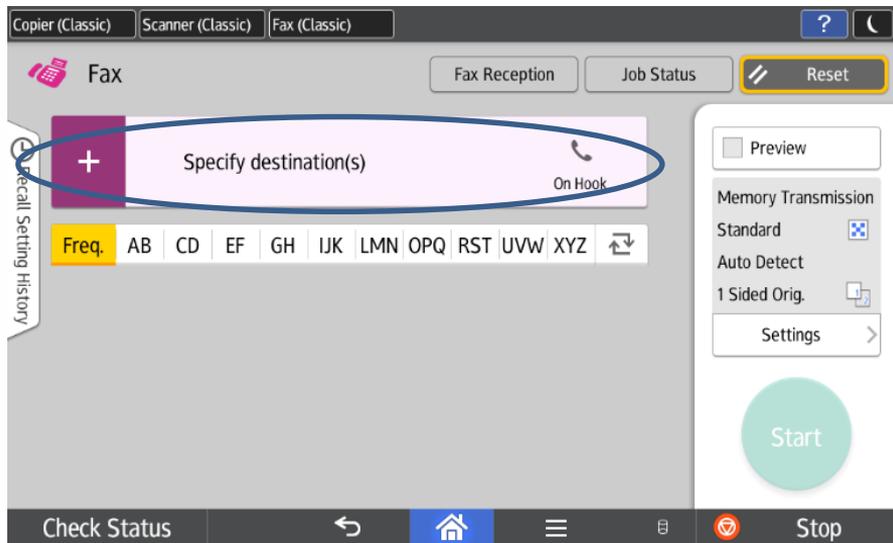


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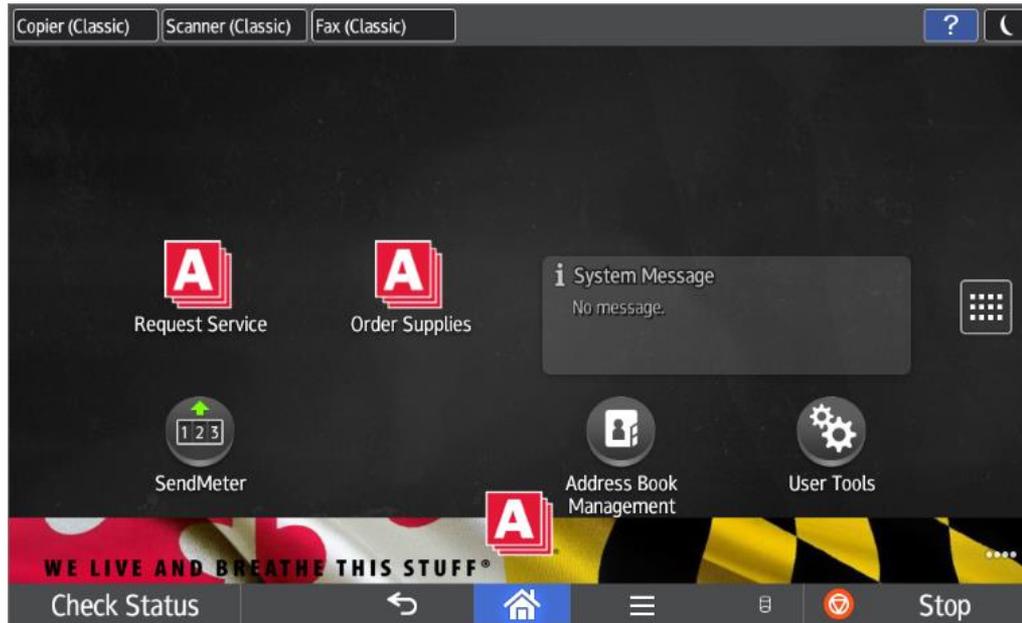
New Fax

Displayed is the New Fax user interface with where to enter fax destinations:



Administration Screen

The Administration screen contains the MFP programming keys, as well as, shortcuts to the Advance webpage to order toner or to request service.



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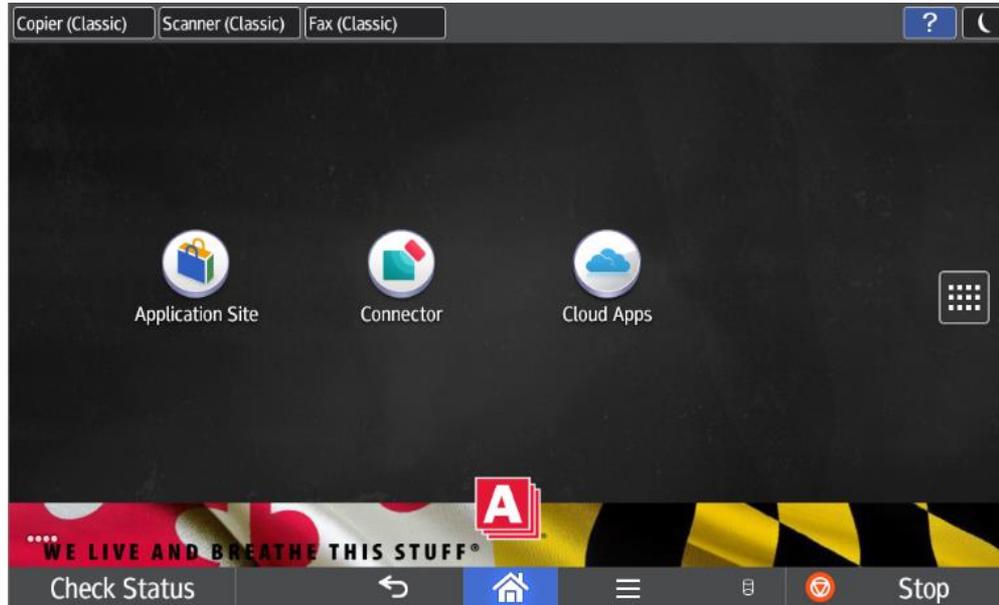
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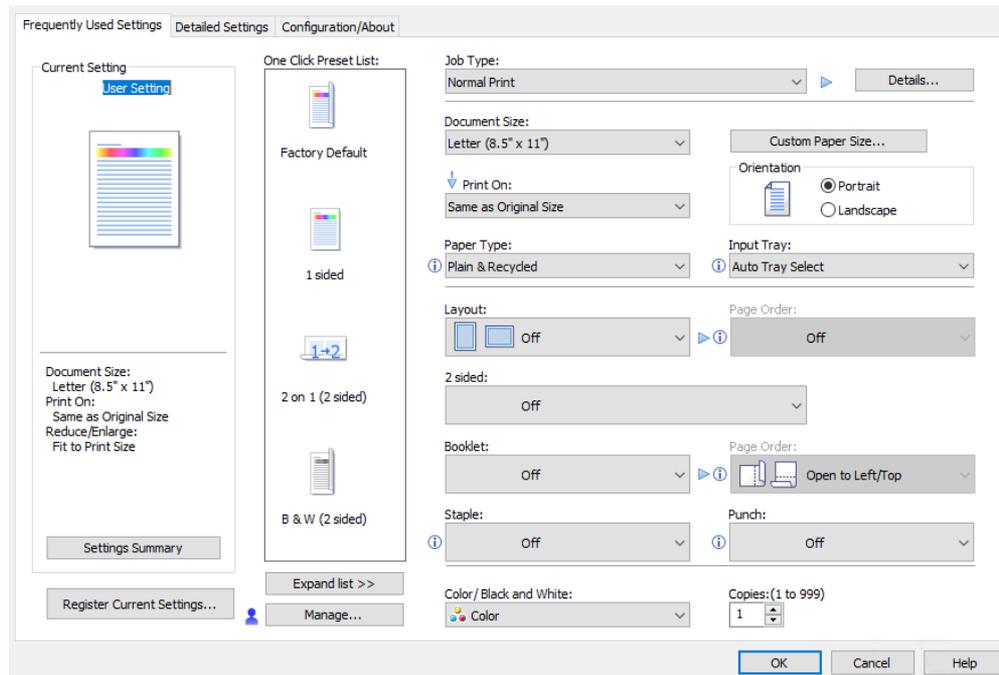
Apps Screen

The Apps screen contains function keys to assist with workflow, such as mobile printing and scanning to the cloud. Additional apps can be downloaded and/or purchased from the Application Site.



Savin Print Driver

Following is a screenshot of the Savin print driver. The two main tabs are the Frequently Used Settings and the Detailed Settings:



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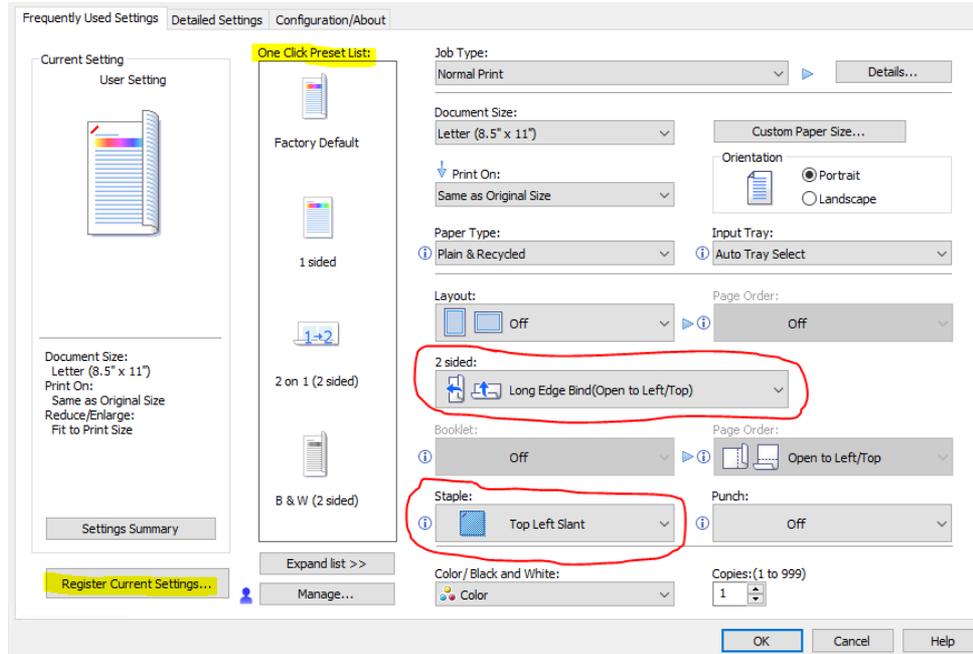
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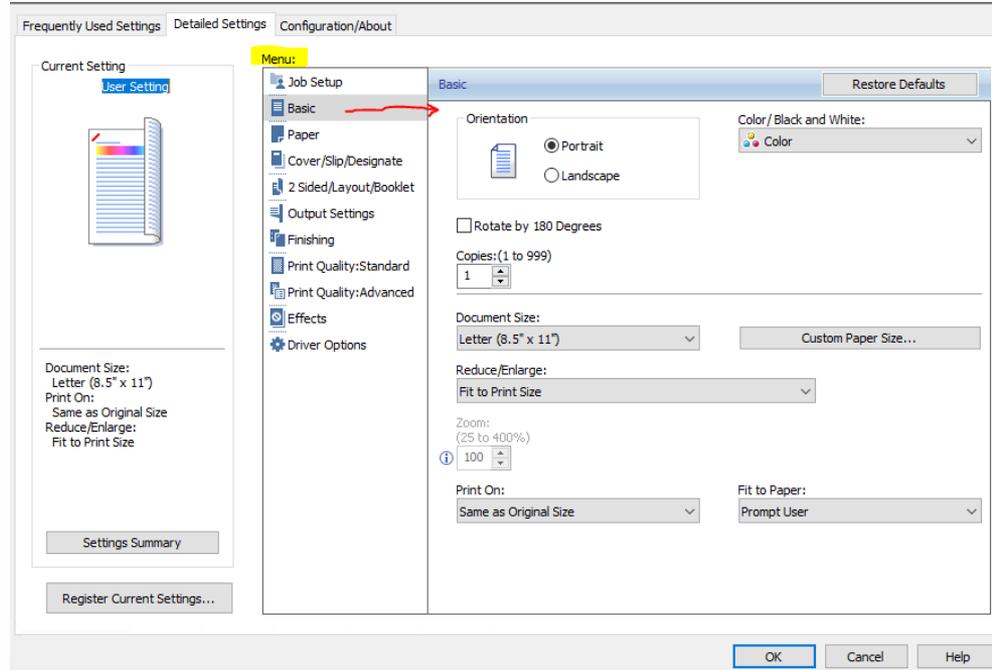
Savin Print Driver

In the Frequently Used Settings tab, basic job properties can be selected, such as duplex and staple, and repetitive job settings can be saved to the One Click Preset list:



Savin Print Driver

The Detailed Settings tab has a center Menu column for all available choices, with options opening to the right:



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BREATHE
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Thank you!



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