

Savin/PaperCut MFP Control Panel and Print Driver Instructions



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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.



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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.



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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.







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.



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PaperCut Scan Screen

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



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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.



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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.



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:

Copier (Classic) Scanner (Classic) Fax (Classic)			?	C
Copier Store File Check N	/lodes	Res	set	
	[™] 0	1	2 ABC	5 DEF
Auto Color Select Auto Paper B½×11 B½×11 B½×14 11×17 B½×11		4 GHI	5 JKL (5 MNO
Black & White Full Size Auto Reduce / Enlarge 81/2×14 11×17 93% 1009	6	7 PORS	8 TUV) wxyz
Text / Photo 1 sided*2 sided ToT 2 sided*2 sided*1 sided 1 sided*2 or p Others 1 2 + 12 12 + 12 Create Margin D Card	Сору	./* [‡
	Ē			ору
Image: Cover/Slip Sheet Edit / Color Dup./Combine/Series Reduce / Edit	nlarge		Start	
Recall/Program/Change Program	Scrn.			
Check Status 🕤 🗥 🖃 🗄) (0	Stop	

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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:

Copier (Classic) Scanner (Classic) Fax (Classic) ? || (Scanner Scanned Files Status Check Modes Reset Store File 🔿 Ready Search Dest. Preview Itl. Dest. Memory \bigcirc 2 3 0 100% Set original and specify destination. ABC DEF Auto Color Select Folder Email 5 6 4 200 dpi Auto Detect Email Address: 0 GHL JKL) MNO Prg. Dest. 8 9 Scan Settings PORS TUV WXYZ Reg. No. Manual Entry Cc Recent To Bcc ./X # 0 ◀ Auto Density ▶ EF GH IJK LMN OPQ RST UVW XYZ Change Title requer 1 Sided Original 🛛 🗳 С Original Feed Type 🖪 🖪 Send File Type / Name Select Stored File Subject Recept. Notice Text Security Recall/Program/Change Program Interrupt mode Simplfied Scrn. 谷 Check Status ∽ \equiv Stop





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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:



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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:



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Quick Functions Screen

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







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Quick Copy

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





? (

Reset

Start

Stop

OK

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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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New Copy

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









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New Scanner

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



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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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.













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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:

requently Used Settings Detailed Set	ettings Configuration/About		
Current Setting	One Click Preset List:	Job Type:	
User Setting	-	Normal Print	V Details
		Document Size:	
	Eastery Default	Letter (8.5" x 11")	✓ Custom Paper Size
	ractory berault	1	Orientation
		V Print On:	O Portrait
		Same as Original Size	C Landscape
		Paper Type:	Input Tray:
	1 sided	I Plain & Recycled	 Auto Tray Select
		Layout:	Page Order:
	1-+2	Off	✓ ▶① Off
Document Size:		2 sided:	
Letter (8.5" x 11") Print On:	2 on 1 (2 sided)	Off	~
Same as Original Size		011	
Fit to Print Size		Booklet:	Page Order:
		Off	✓ ▶① □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
	B & W (2 sided)	Staple:	Punch:
Settings Summary		 Off 	~ (i) Off ~
	Expand list >>		
Register Current Settings		Color/Black and White:	Copies:(1 to 999)
	Manage	Se Color	✓ 1 ▼
			OK Cancel He
and the second sec		MARTA FATTURAT	





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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:

Comment Contrino	0	ne Click Preset List:	Job Type:			
User Setting	, [Normal Print		V 🕨 Det	tails
_			Document Size:			
· · · · ·			Letter (8.5" x 11")	~	Custom Paper Size	
		Factory Default	1	Ori	entation	
			V Print On:		OPortrait	
			Same as Original Size	~	Landscape	
			Paper Type:	Input	Tray:	
		1 sided	(i) Plain & Recycled	 Auto 	Tray Select	\sim
			Layout:	Page	Order:	
			Off	✓ ▶ ①	Off	~
De en ante di en a		<u>1+2</u>				
Letter (8.5" x 11")		2 on 1 (2 sided)	2 sided:			
Print On: Same as Original Size		2 011 1 (2 3000)	Long Edge Bind(Open	to Left/Top)	~	
Reduce/Enlarge: Fit to Print Size		Booklet:	Page	Order:		
		① Off	~ ▶ⓓ 🗌	Open to Left/Top	\sim	
		B & W (2 sided)	Staple:	Pund	n:	
Settings Summa	ary		① Top Left Slant	~ Ū	Off	~
		Expand list >>	Color/Black and White:	Conir	es:(1 to 999)	
Register Current S	ettings 2	Manage	Color	~ 1	÷	
					OK Cancel	Help
				_		
	_	-	-			
- 1		1 1	1			







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Savin Print Driver

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

Settings Summary Image: Settings Summary Register Current Settings Settings Summary OK Cancel Marcel Cancel Marcel Marcel Settings Summary OK Cancel Marcel Cancel Marcel Settings Summary OK	Current Setting	Menu:			
Basic Orientation Color/Black and White: Paper Cover/Slip/Designate Color/Black and White: Octuation Output Settings Color Output Settings Rotate by 180 Degrees Color Operative: Print Quality:Standard Color/Black and White: Color Document Size: Color Color Color Detroit (6.5 x 11) Print Quality:Standard Document Size: Color Letter (8.5 x 11) Custom Paper Size Reduce/Enlarge: Etter (8.5 x 11) Print On: Same as Original Size Print Size Zoom: Reduce/Enlarge: Print On: Fit to Paper: Print On: Same as Original Size Prompt User Settings Summary Register Current Settings Otiginal Size Prompt User	User Setting	Job Setup	Basic		Restore Defaults
Letter (8.5° x 11°) Print On: Settings Summary Register Current Settings CK Cancel Help	Document Size:	Basic Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Print Quality:Standard Print Quality:Advanced Cover Cove	Orientation Orientation Orientation Orientation Orientation Landscape Copies: (1 to 999)	Color/ Black and	d White:
Register Current Settings OK Cancel Help	Letter (8.5" x 11") Print On: Same as Original Size Reduce/Enlarge: Fit to Print Size Settings Summary		Fit to Print Size Zoom: (25 to 400%) 100 Print On: Same as Original Size	Fit to Paper: Prompt User	
	Register Current Settings			OK	Cancel Help







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