

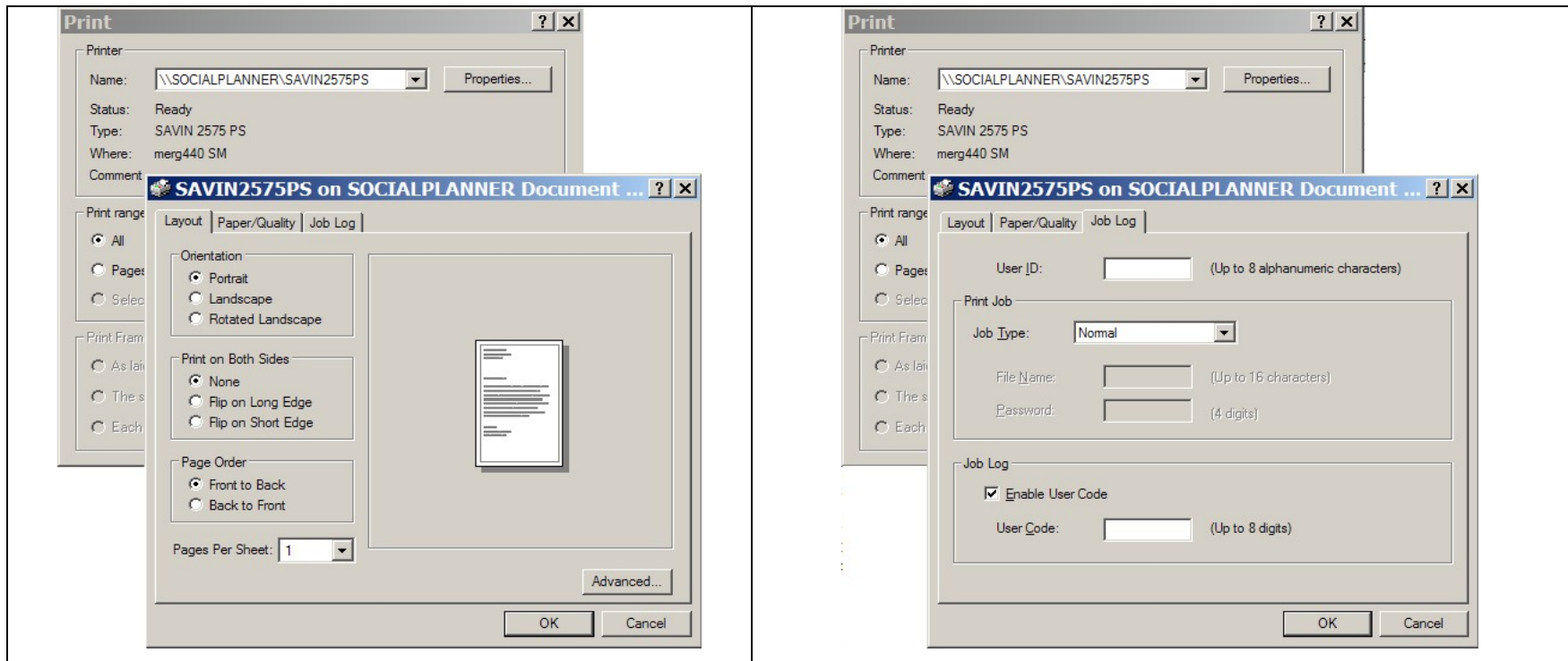
Printing and Scanning Instructions

Printing on Savin (reserved for Job Market/RA/TA print jobs ONLY):

While logged on to a department computer, you need to add the **Savin2575PS** printer using the add printer wizard. Go to **Start – Settings – Printers – Add a printer**. Choose a network printer and then "connect to this printer ...". Under "name" type <\\socialplanner\savin2575ps>.

Once you bring up the printing window (see the figures below) and choose the Savin you will need to click on "**Properties**" and then the "**Job log**" tab. At the end of the window in the "**User Code**" box you need to enter the department code (same one you use for copying). If you miss to enter the code the print job will be canceled.

If you need to use some of the additional options available with this printer - double sided printing, stapling, or three holes punch, you can find them under the "**Layout**" tab and "**Advanced**".

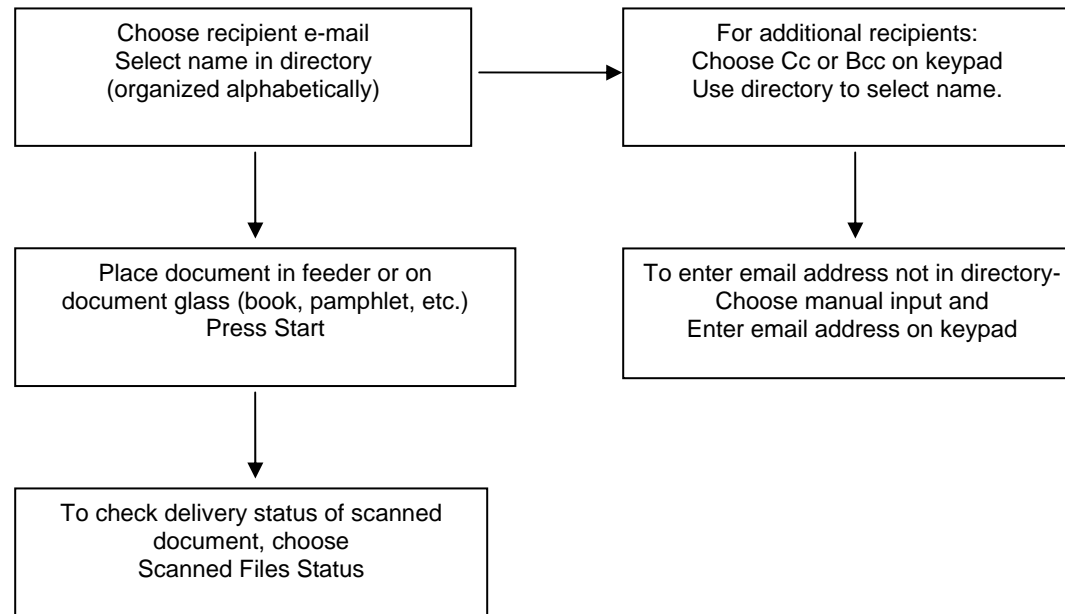


Scanning on Savin (NOTE: scanning is Free of Charge)

A feature of the new copier is the option of using it to scan documents (single or multiple pages) and forward the scanned information as a PDF or TIFF file to an e-mail address or network folder. In order to make this as painless as possible, all e-mail addresses have been already entered in the machine. This will eliminate the need to key in your email address if you are scanning a document for your own use. There is no charge for any scanned documents.

1. Press the “**Scanner**” button located in the bottom left corner of the machine
2. Enter your copy/scanner **code** (they are the same) and tap the “ # ” icon on the display.
3. There are 2 options for scanning: send the scan to your email or to a network folder.
 - To Send your **scanned pages to your email account:**

The scanner has preset options adequate for general use (scans as a pdf file at 200dpi). To use these options:




To change the default scanner settings:

NOTE: You will want to do this if you intend to do a subsequent Optical Character Recognition (OCR). The following instructions suggest settings optimal for OCR. If you need to do OCR OmniPage and Able2Extract are available on some of the lab computers. Please check the posted software installation sheets in the lab. Both pdf as well as tiff formats can be processed with OCR.

Tap the “**File Type**” icon located on the right side of the display -choose the “**tiff**” or “**pdf**” file format according to your preferences (“tiff”, which is an *image file*, generally allows for a better character recognition (OCR) later on; use it especially for pages that have less clear characters or numbers) – tap the “**OK**” button in the right-bottom corner of the display

Tap the “**Scan settings**” button on the left side of the display – tap the “**Scan type**” button at the bottom of the display and select the “**Text(OCR)**” option - tap the “**Resolution**” button at the bottom of the display and select the “**400 dpi**” resolution – Tap “**OK**” to save settings.

Tap your “**Name**” button to send the scan to your default email address (already in the system) and proceed with scanning (you can feed your pages individually or together, just as you would do with normal copying).

- To send your **scanned pages to a network folder** (generally you would want to do this only if the scanned document size is too large which may happen if you scan more than 10-20 pages at one time).
 - i. Tap the “” button in the middle of the display – tap “**Switch destination list**” to select between email and network folder – tap “**Delivery server**” to select the network folder – tap “**Exit**” to save settings.
 - ii. Tap “**scan-tiff**” or “**scan-pdf**” to select the specific network subfolders and format you want the scan to be made in. If you choose “pdf” your scan will be in a pdf format and you should look for it in the pdf

network folder. Same applies for “tiff”. If you need to change the default scanning settings follow the instructions from above (e-mail section).

- iii. You will be able to access your scanned files from any computer in the department by opening Windows Explorer and mapping a drive to <\\econ-scans\savin-scans>. You will see the pdf and tiff folders within it.

NOTE: the scanned files in these folders will have default names starting with “_monthdate” and an additional number that you cannot change; look at them individually to find yours among other people’s scans

After you are done please remember to press the “clear mode” – yellow key to restore the default “scan to e-mail” destination.