

Basic Operation of the Savin Multifunction Printer/Copier/Scanner

Preparing your computer to print

Please follow these steps to prepare your computer to print to the new copiers:

*Users in the **Office of Student Affairs** will use the instructions listed in the special section below.

1. Click on the Start menu and select the gear icon
2. Select 'Devices' and then 'Printers & Scanners'
3. Verify that you have the following three printers listed:
 - a. NRS Savin Secure B&W on nrssvrprt211 (This printer is used for printing to copiers in all rooms *except* 316, 410, 510 and 616 and the basement)
 - b. NRS Savin Secure Color on nrssvrprt211 (This printer is used for printing in color to the copiers in 316, 410, 510 and 616 and the basement)
4. If you do not see these listed, log out and then log in, and check again
5. If you still do not have these printers listed, please contact the help desk and open a ticket for us to assist you.
6. To set a default printer, click on the printer you will use as default, and click 'Manage'. Click 'Set as default'. Close the Settings window. For most, this will be 'NRS Savin Secure B&W'.

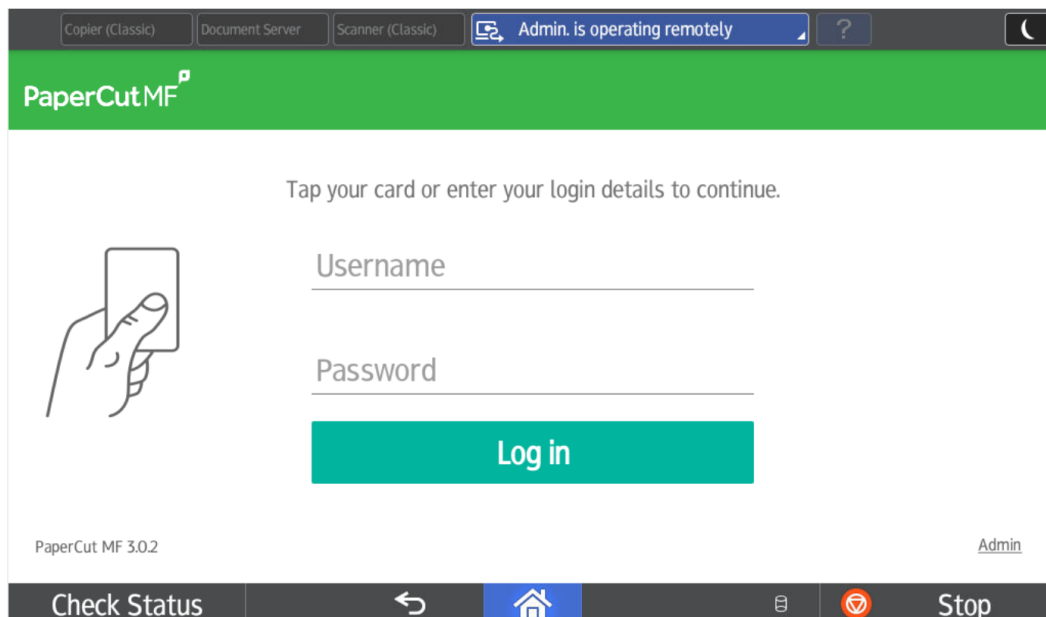
*Office of Student and Academic Services Staff:

1. Click on the Start menu and select the gear icon
2. Select 'Devices' and then 'Printers & Scanners'
3. Verify that you have the following two printers listed:
 - a. NRS Savin Secure 6500 Color on nrssvrprt211 (This printer is used for printing in color to the copier)
 - b. NRS Savin Secure 6500 BW on nrssvrprt211 (This printer is used for printing in black & white to the copier)
4. Follow steps 4-6 above. You should select 'NRS Savin Secure 6500 BW' as your default printer

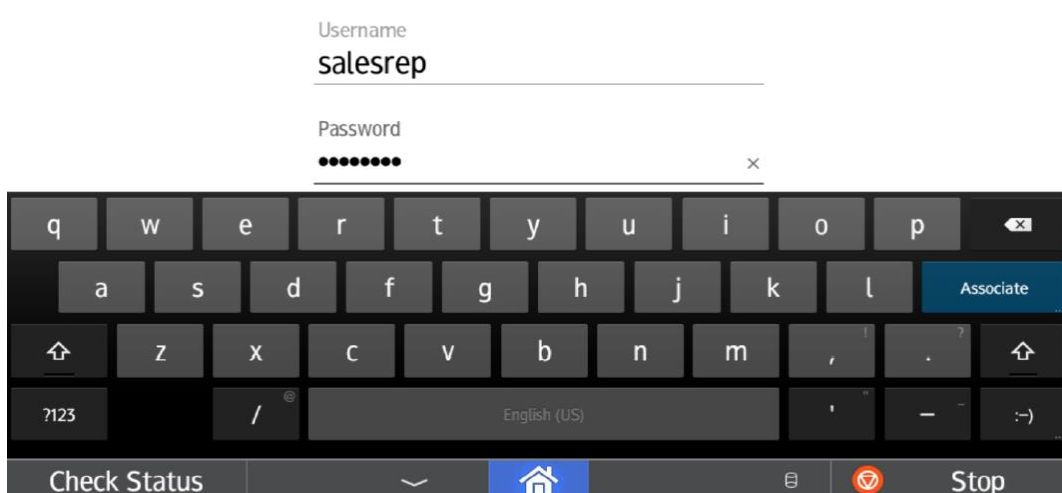
Logging on

Everyone will need to make an initial association between your OneCard and your account at the copier.

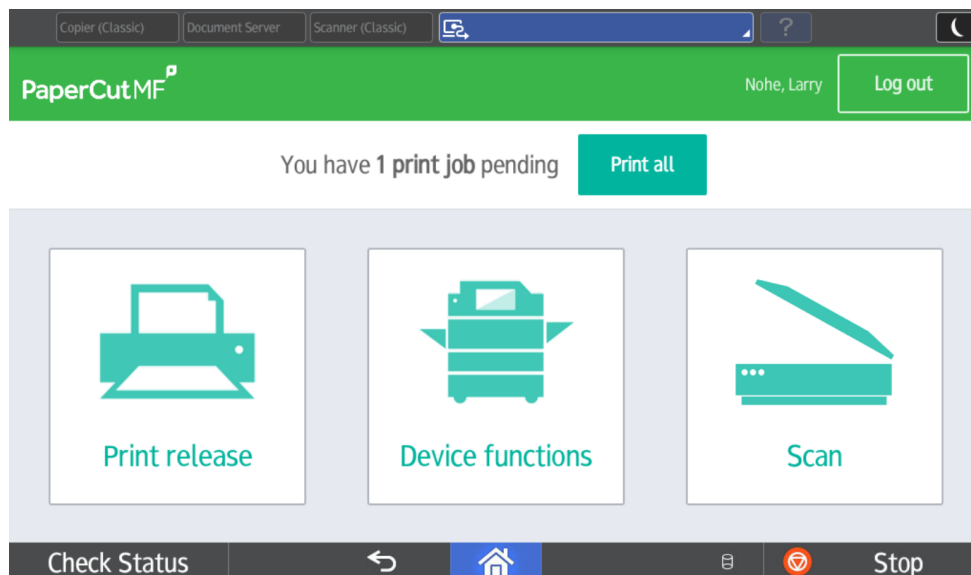
At the screen below, begin by swiping your UM OneCard over the card reader (small black box) to the right side of the control panel to log in.



If your OneCard has not yet been configured to use the copier, you will be prompted to enter your username and password. This will only occur upon first use of a OneCard. After entering your username (DO NOT include the @umaryland.edu) and password, select 'Associate'.



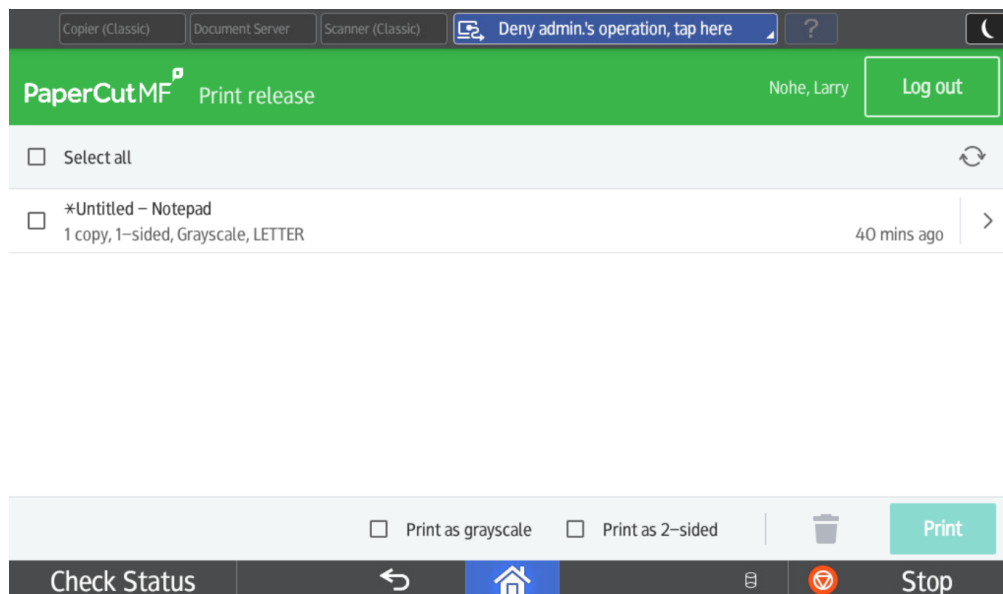
After selecting 'Associate', you will be returned to the login screen. Swipe your badge again, and you should be logged in and see the screen below (with your name displayed at top right).



Printing

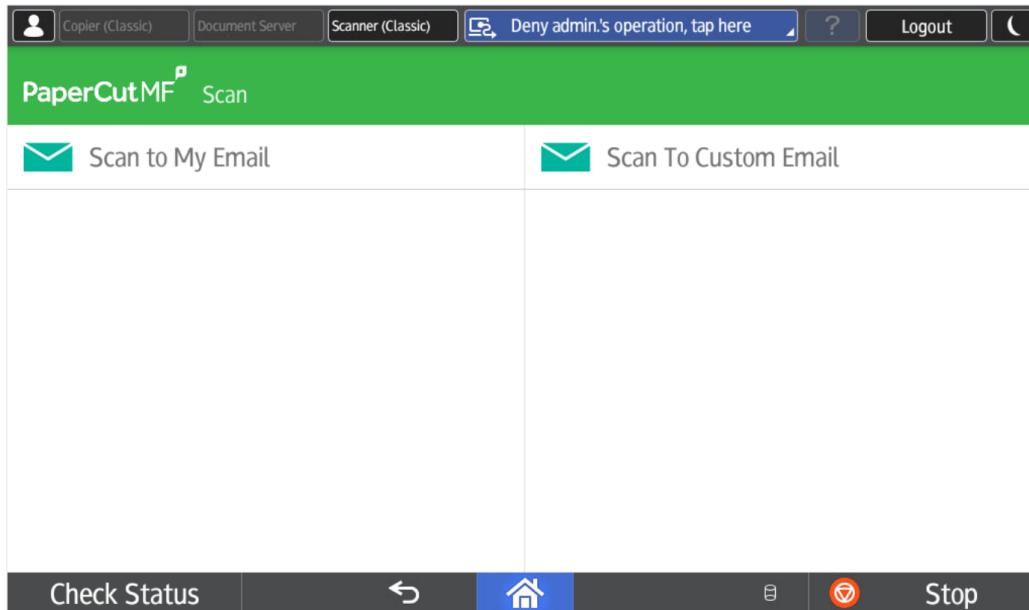
If you would like to print all print jobs that you have sent to the device, you can select the 'Print all' option at the top. Otherwise, select 'Print release'.

The Print release screen will allow you to select individual documents for printing, as well as to select other options, such as single/double sided or Black & White, grayscale or color (if supported). Once all options have been selected, select Print.



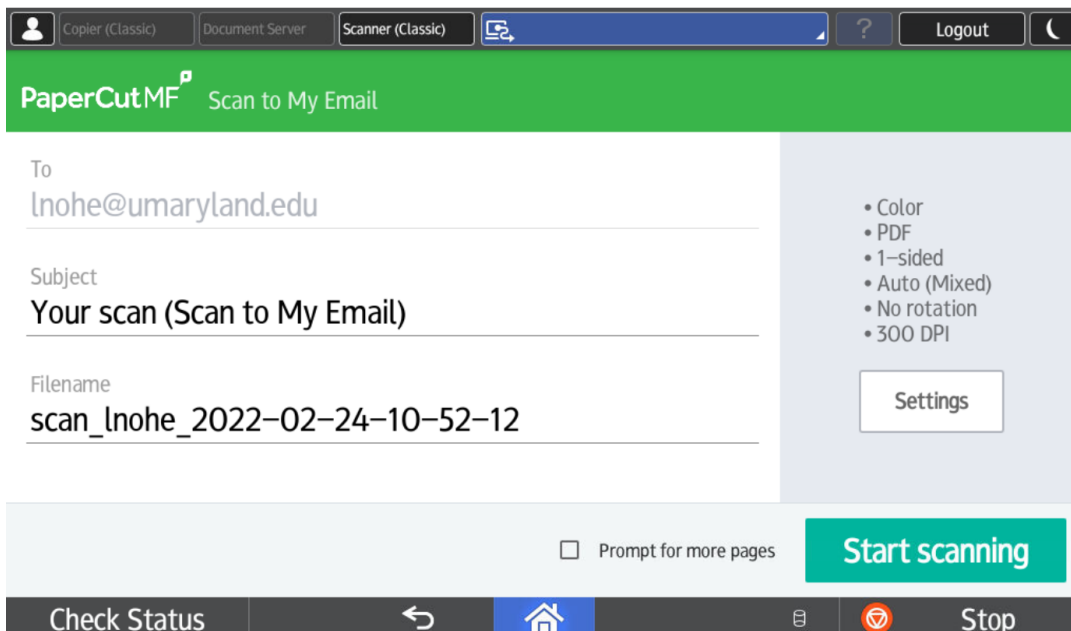
Scanning

To scan, at the main screen, select 'Scan'. You will be presented with the following screen.



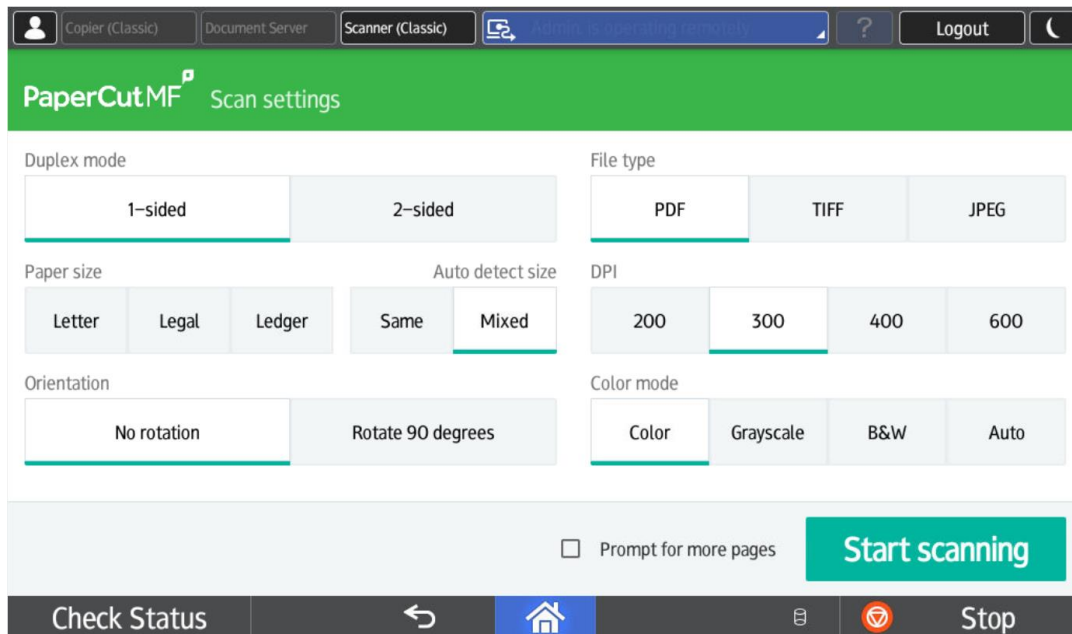
The copiers are currently configured to scan to email. You will have two options, 'Scan to My Email' (automatically emails yourself, from yourself) and 'Scan to Custom Email' (allows you to manually enter an email address, and you will appear as the sender).

To scan to yourself, select 'Scan to My Email', and you will see the following screen.



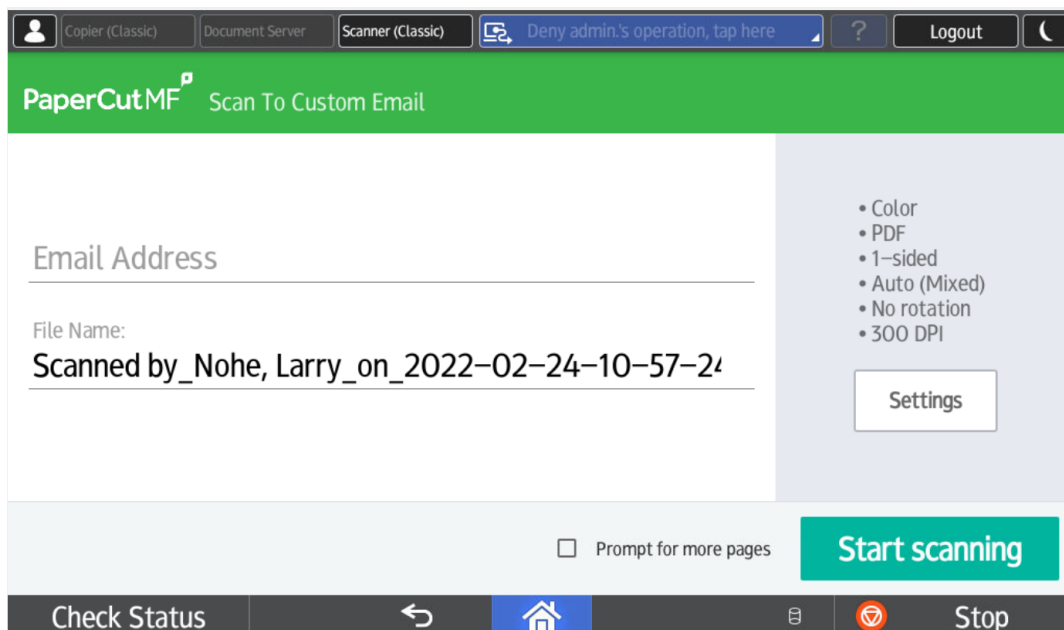
The default email subject line and file name are shown on the left. If desired, these can be changed by clicking them, and entering new one. The default scan settings are shown on the right. To change them, click 'Settings'.

Here you can make a variety of choices for single/double sided, file format, paper size, resolution, orientation and color mode.



The screenshot shows the 'Scan settings' interface of PaperCut MF. At the top, there's a navigation bar with 'Copier (Classic)', 'Document Server', 'Scanner (Classic)', and a 'Deny admin's operation, tap here' button. Below this is a green header with 'PaperCut MF' and 'Scan settings'. The main area contains several settings sections: 'Duplex mode' with '1-sided' and '2-sided' options; 'File type' with 'PDF', 'TIFF', and 'JPEG' options; 'Paper size' with 'Letter', 'Legal', 'Ledger', 'Same', and 'Mixed' options; 'DPI' with '200', '300', '400', and '600' options; 'Orientation' with 'No rotation' and 'Rotate 90 degrees' options; and 'Color mode' with 'Color', 'Grayscale', 'B&W', and 'Auto' options. At the bottom, there's a 'Start scanning' button and a 'Check Status' button. A 'Prompt for more pages' checkbox is also present.

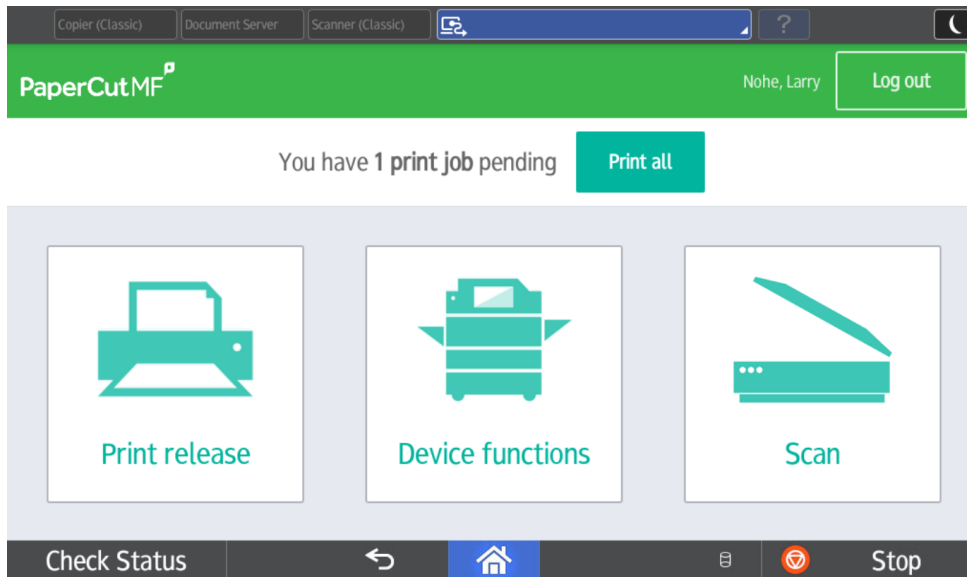
To send a scan to someone else, at the main Scan screen, select 'Scan to Custom Email'. Here, you will manually enter the destination email address and can edit the file name. You can also make setting changes, as shown in the previous section.



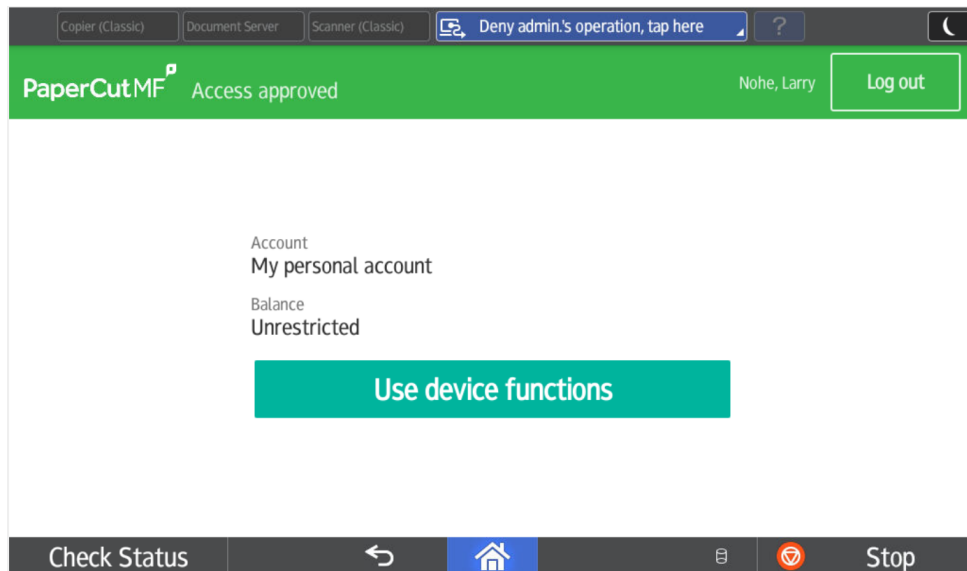
The screenshot shows the 'Scan To Custom Email' interface of PaperCut MF. At the top, there's a navigation bar with 'Copier (Classic)', 'Document Server', 'Scanner (Classic)', and a 'Deny admin's operation, tap here' button. Below this is a green header with 'PaperCut MF' and 'Scan To Custom Email'. The main area is divided into two sections. The left section has an 'Email Address' input field and a 'File Name:' label followed by the text 'Scanned by_Nohe, Larry_on_2022-02-24-10-57-24'. The right section has a list of settings: 'Color', 'PDF', '1-sided', 'Auto (Mixed)', 'No rotation', and '300 DPI'. Below this list is a 'Settings' button. At the bottom, there's a 'Start scanning' button and a 'Check Status' button. A 'Prompt for more pages' checkbox is also present.

Scanning

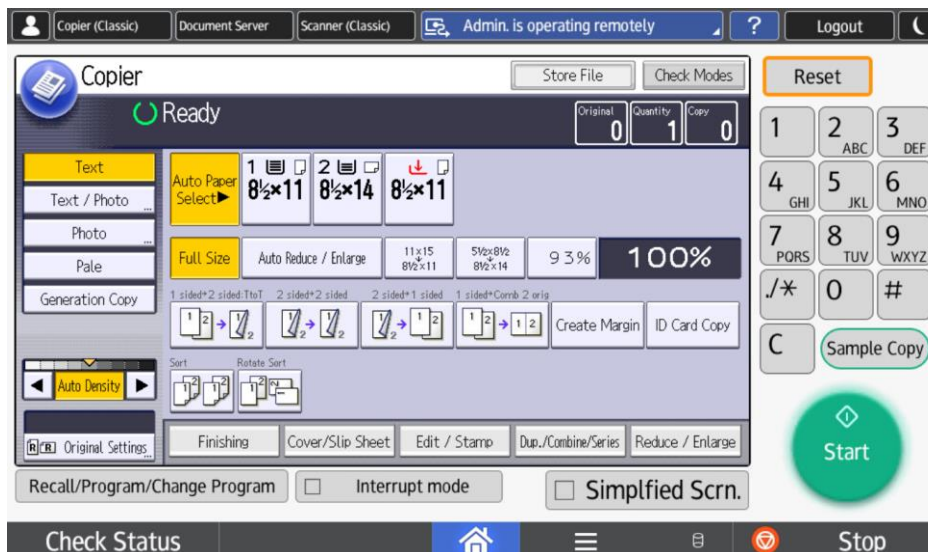
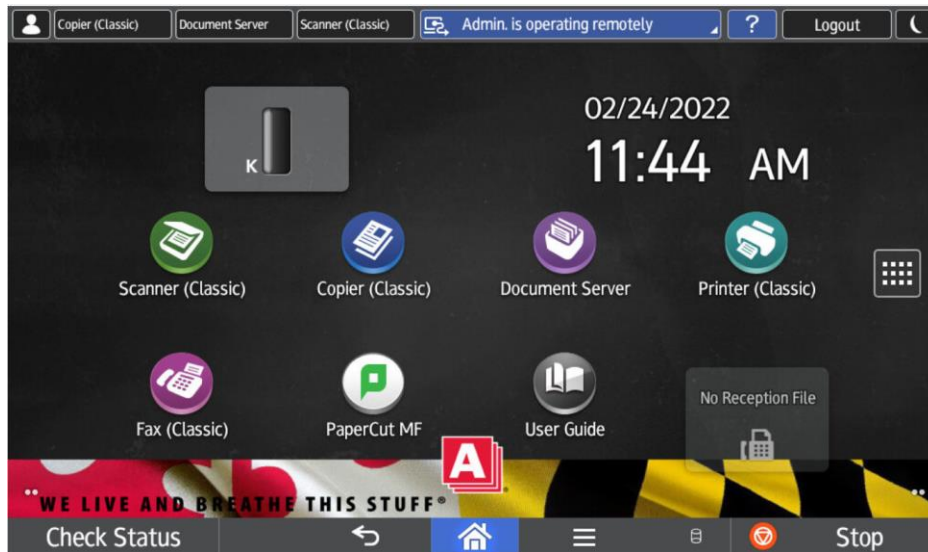
To use the copier function, at the main screen, select 'Device Functions'.



Then, select 'Use Device Functions'.

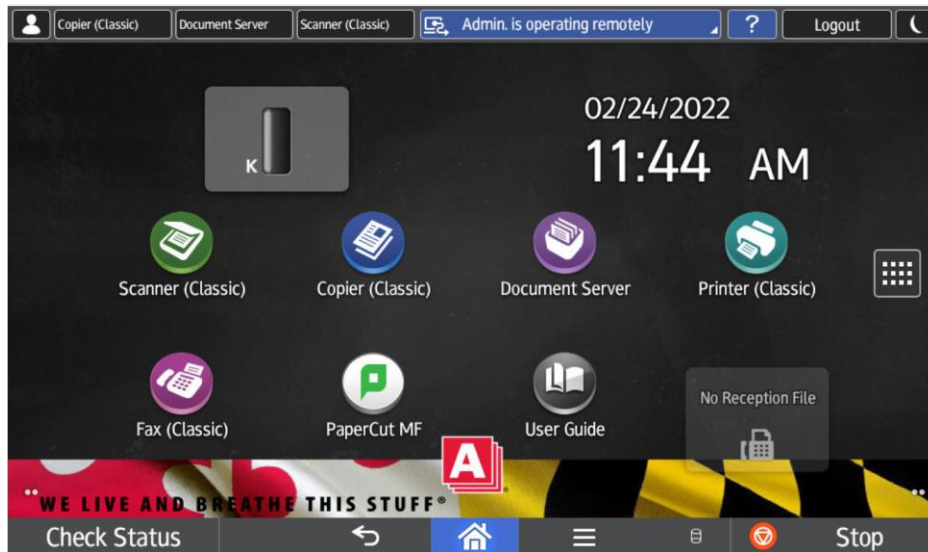


You will now see the following screen. Select 'Copier (Classic)'

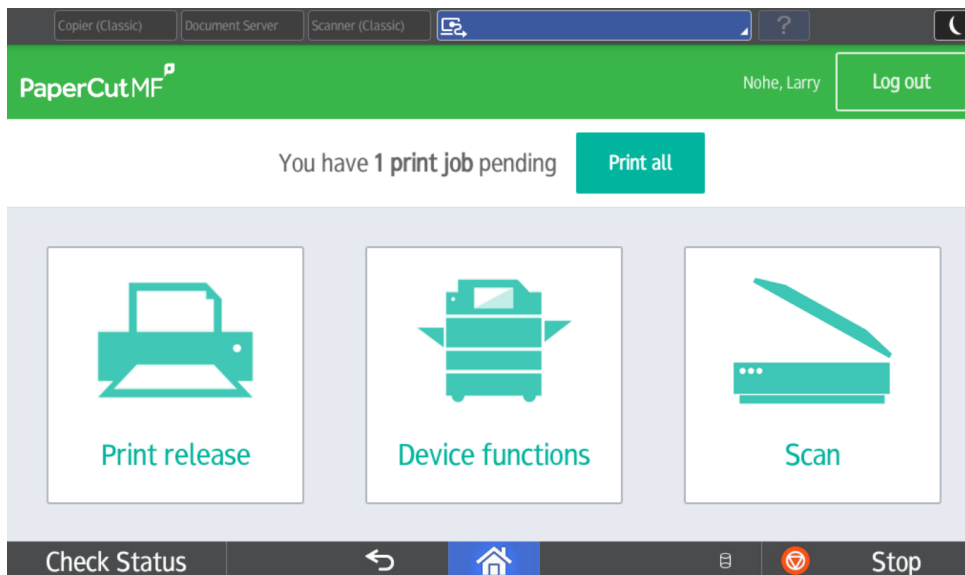


For basic copying, select the Start button. Otherwise, select any required options (document type, paper size, reduction/enlargement, number of sides, sorting/rotating, number of copies, etc.) then select Start.

Selecting the 'Home' (house icon) will return you to the 'Classic' operations panel.



To return to the Secure Print/Scan screen, select 'PaperCut MF' (then the back arrow if not returned to the original display).



You can log out at any time by selecting 'Log Out' at the top right.