

Copy

Basic Copy Procedure

Place original(s) face up in the Auto Document Feeder, or face down on the Platen Glass.

1. Select the <Copy> function on the left side of the control panel.
2. Using the number keypad, enter desired quantity.
3. Press the green <Start> button. If copying from the glass, press <#> after placing last original.

Additional Copy Features

1. Status messages/Error messages
2. Paper Trays — <Auto Paper Select> automatically selects paper based on original size.
3. Duplex options — 1-sided originals to 2-sided copy, 2-sided original to 2-sided copy, 2-sided original to 1-sided copies
4. Staple options — Dash indicates where the set will be stapled.
5. Sort (collated) or Stack (non-collated) multiple sets
6. Original Type settings
 - A. <Auto Color Select> — Used for mixed originals; deciphers between B&W and color and copies accordingly.
 - B. <Full Color> — Copies color originals in color by overlying cyan, yellow, magenta, and black.
 - C. <Black & White> — Copies color or Black & White originals in Black & White.
 - D. <Text> — Originals contain only text. Text is the default.
 - E. <Photo> — Delicate tones and gray scale is reproduced from photos or pictures.
 - F. <Text/Photo> — Originals contain a combination of text and photos or pictures.

Locked Print

Release Locked Print Job Procedure

1. Press <Printer> key on the control panel.
2. Press <Print Jobs>.
3. Press <Locked Print Job List> (If using user authentication, only Locked Print files belonging to the user logged on appear.)
4. Select the Locked Print file to print.
5. Press <Print>.
6. Enter the password for the stored file and then press <OK>. (This password is the one that was entered for the file when it was stored as a locked print file.)
7. Press <Yes>.

MFP Quick Reference

Fax

Basic Fax Procedure

Place original(s) face up, short edge first, in the Auto Document Feeder (ADF), or face down on the platen glass.

1. Select the <Facsimile> function on the left side of the control panel.
2. Using the number keypad, enter destination fax number.
3. Press the green <Start> button. When faxing from the glass, press <#> after placing last original.

Additional Fax Features

1. <Scan Settings>
 - A. <Standard> or <Detail Resolution> — Standard is 100dpi. Detail is 200dpi.
 - B. Specify <Text> original, <Photo> original, or <Text/Photo> original.
2. Displays messages and machine status.
3. Displays destination fax number.
4. User-programmed Quick Dials.
5. <TX File Status> — Displays a log of all sent fax transmissions and their statuses.
6. <2-sided original> — Use this function for 2-sided originals.

The logo for Savin, featuring the word "savin" in a bold, blue, sans-serif font with a registered trademark symbol.

Scan-to-e-Mail

Basic Scan Procedure

Place original(s) face up in the Auto Document Feeder (ADF), or face down on the platen glass.

1. Select <Scanner> from the left side of the control panel.
2. Select a pre-programmed destination or <Manual Entry> enter an address.
3. Press the green <Start> button. When using the platen glass, press <#> after scanning the last original.
4. Some MFPs may require each scan to attach a sender's name. If so, select <Sender Name> and choose from the available one-touch destinations shown.

Additional Scan Features

1. <Scan Settings> changes the default Text selection. Choose from available B/W or Color settings.
2. <Original Feed Type> allows for scanning 2-sided originals and Batch scanning.
3. <File Name/Type> is used to assign a file name and to change the file type. When choosing <Single Page TIFF/JPEG> or <Single Page PDF>, each page of the scan will be received as a separate attachment. When choosing <Multi-Page TIFF> or <Multi-Page PDF>, all scanned documents will be received as one file.
4. <Text> is used to add a message to the body of the e-mail.
5. <Subject> is used to attach a subject to the e-mail.
6. Select destinations from pre-programmed one-touch keys, or select <Manual Entry> to enter an e-mail address not programmed. Multiple destinations may be selected.

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Address Book Registrations

Registering a New User in Address Book

1. Press the <User Tools/Counter> key.
2. Press <System Settings>.
3. Press <Administrator Tools>.
4. Press <Address Book Management>.
5. Check that <Program / Change> is selected.
6. Press <New Program>.
7. Press <Change> on the right of the name.
8. Enter the name, and then press <OK>.
9. Press the key for the classification you want to use under Select Title.
10. Press <OK> twice.

Registering an E-mail in Address Book

1. Press the <User Tools/Counter> key.
2. Press <System Settings>.
3. Press <Administrator Tools>.
4. Press <Address Book Management>.
5. Check that <Program / Change> is selected.
6. Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.
7. Press <E-mail>.
8. Press <Change>.
9. Enter the e-mail address.
10. Press <OK>.
11. Select <E-mail / Internet Fax Destination> or <Internet Fax Destination Only>.
12. Press <OK>.

Document Server

Scanning to Document Server

1. Make sure that no previous settings remain - <Clear Modes>.
2. Press <Store File>.
3. Press <Store Only>.
4. If necessary, specify file information, such as <User Name>, <File Name>, and <Password>.
5. Press <OK>.
6. Press the <Start> key.

Additional Instructions

Fax Forward

Forward Received Fax to HDD

1. On the operation panel of the device, press the <User Tools/Counter> key.
2. Press <Facsimile Features>.
3. Press <Reception Settings>.
4. Press <Reception File Setting>.
5. Press <Store>, and then press <OK>.

Forward Received Fax to E-mail

1. On the operation panel of the device, press the <User Tools/Counter> key.
2. Press <Facsimile Features>.
3. Press <Reception Settings>.
4. Press <Forwarding>.
5. Press <On>.
6. Specify a previously registered end receiver, and press <OK>.

Forward Received Fax to Folder

1. On the operation panel of the device, press the <User Tools/Counter> key.
2. Press <Facsimile Features>.
3. Press <Reception Settings>.
4. Press <Forwarding>.
5. Press <On>, and then press <Receiver>. Here, specify the shared folder you created in advance.
6. Press <Folder>.
7. Select folder destination, and then press <OK> twice.

Scan-to-USB

Scanning to USB Storage Device

1. Insert a removable memory device in the media slot.
2. Make sure that no previous settings remain.
3. Press <Store File>.
4. Press <Store to Memory Device>.
5. Press <OK>.
6. Press the <Start> key.

Print-from-USB

Printing from USB Storage Device

1. Insert a removable memory device into the media slot.
2. Press the <Printer> key to display the printer screen.
3. Press <Print from Memory Storage Device>.
4. If necessary, select the removable memory device that contains the file you want to print.
5. Select the file you want to print.
6. Press <Start Printing> or the <Start> key to begin printing.

Check Supply Levels

Check Supply Levels on Display Panel

1. On the control panel, press <System Status>.
2. Press each tab and check the contents.

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