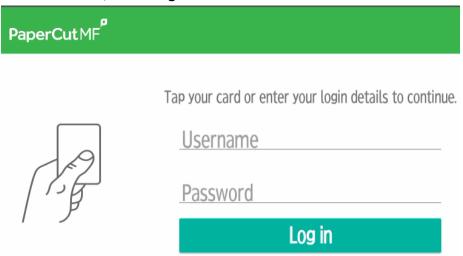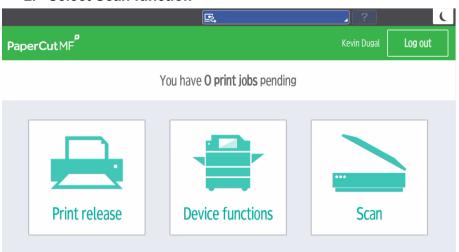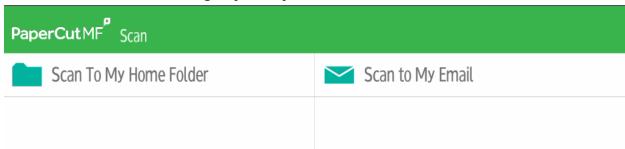1. **Log into Savin copier using your school ID or manually with your computer account, not Google.**

2. **Select Scan function**

3. **Select "Scan to My Home Folder" to save documents to your home folder or "Scan to My Email" to email it to yourself.**
   ➢ **Documents over 25 MB cannot be emailed, this is a limitation of Gmail. Consider saving to your My Documents / H drive.**

4. **Adjust scan settings using the Settings button if necessary, then scan documents.**
   ➢ **Documents will be saved to your home folder (My Documents / H Drive) with the file name shown on the LCD screen of the copier in a folder called "Scans."**

PaperCut MF Scan To My Home Folder

Path
\\marsd-fs1\users$\kevindugal\Scans

Filename
scan_kevindugal_2021-06-02-09-36-20

• Color
• PDF
• 1-sided
• Letter
• Portrait
• 200 DPI

Settings

☐ Prompt for more pages

Start scanning

PaperCut MF Scan settings

Duplex mode		File type		
1-sided	2-sided	PDF	TIFF	JPEG

Paper size			Auto detect size		DPI			
Letter	Legal	Ledger	Same	Mixed	200	300	400	600

Orientation		Color mode			
Portrait	Landscape	Color	Grayscale	B&W	Auto

☐ Prompt for more pages

Start scanning